



APPENDICES

ORDINARY COUNCIL MEETING

ITEMS 12.1 - 12.14

To Be Held

Wednesday, 26 August 2020

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.

| RISK ASSESSMENT TOOL | | | | | | | | | |
|---------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------|----------------------|------------------------------------------------------|----------------------------|---------------|----------------------|----------------------|
| OVERALL RISK EVENT: | | Renewal of Lease- Dardanup Equestrian Centre | | | | | | | |
| RISK THEME PROFILE: | | 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 10 - Management of Facilities, Venues and Events | | | | | | | |
| RISK ASSESSMENT CONTEXT: | | Operational | | | | | | | |
| CONSEQUENCE CATEGORY | RISK EVENT | PRIOR TO TREATMENT OR CONTROL | | | RISK ACTION PLAN (Treatment or controls proposed) | AFTER TREATMENT OR CONTROL | | | RESIDUAL RISK RATING |
| | | 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. | 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. | 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. | Not required. |
| LEGAL AND COMPLIANCE | Failing to review and renew the lease agreement will be in breach of current lease terms | Minor (2) | Unlikely (2) | Low (1 - 4) | Not required. | Not required. | Not required. | Not required. | Not required. |
| REPUTATIONAL | Council would be seen in a negative light if we failed to meet our contractual and legislative requirements. | Minor (2) | Unlikely (2) | Low (1 - 4) | Not required. | 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. | Not required. |

(Appendix ORD: 12.1B)

From: [Dardanup Equestrian Centre](#)
To: [Donna Bailye](#)
Cc: [Michael Dellagostino](#); [Catherine Hanley](#)
Subject: Dardanup Equestrian Centre-Renewal of Lease (expiry date 15/9/20)
Date: Monday, 10 August 2020 3:15:51 PM

Good Afternoon Donna,

Further to your email to Mick Della our President and our telephone conversation this afternoon, the Dardanup Equestrian Centre lease expires on 15/9/20 and we would like to renew this lease.

The equestrian centre committee would like to renew the lease for a further 21 years as per our last lease agreement if this option is available.

Please make contact if any other information regarding the grounds is needed or if council/councillors would like to visit the grounds and discuss how the four clubs use the grounds.

Regards

Catherine Miller
Secretary
0419 925653

Dardanup Equestrian Centre (Inc.)
66 Garvey Road
Dardanup WA 6236
www.dec.org.au



Virus-free. www.avast.com












KEY OF PROPOSED LANDSCAPE UPGRADE WORKS

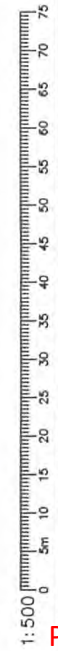
- 1 Location for pop up visitor centre and associated vehicle access
- 2 Proposed new toilets - two accessible unisex cubicles, with water tank
- 3 Proposed new foot / wheelchair / pram wash bays - dieback mitigation
- 4 Proposed new vehicle brush down pads - crushed limestone
- 5 Steep 'lush' area - proposed narrow winding steps and natural trail
- 6 Proposed new bus parking bays - high kerb to deter vehicles mounting verge
- 7 Proposed new bus or caravan parking - high kerb to deter vehicles
- 8 Proposed new mini 'decks' - access platforms / feature
- 9 Proposed new elevated feature bridge over creek - railway link
- 10 Proposed refurbished information sign
- 11 Proposed new creek bridges / possible boardwalk links
- 12 Proposed new shade shelter with seating and possible information
- 13 Proposed quirky artful arrival directional signage
- 14 Steps - upgrade existing / construct new
- 15 Proposed steep track closure
- 16 Existing wishing well - refurbish
- 17 Proposed bicycle parking
- 18 Proposed sculptural boundary / art / display feature (subject to detailed design)
- 19 Proposed new roadside traffic barrier - sturdy, with possible art on the inside
- 20 Proposed new ramp with feature retaining wall - artful, possible gnome display nooks
- 21 Proposed feature gnome display area including boulders and curved edging
- 22 Proposed sealed car park with possible WSUD and trees planted around edge (car park subject to detailed design; to include accessible bays)
- 23 Proposed new bitumen seal to car park access driveway

Rocks, logs, steppers and mulch proposed throughout to build soil profile and define 'go/no go' areas'
 Fauna boxes for possums, bats and cockatoos - proposed in selected locations
 Proposed interpretive signage at selected locations along the paths and possibly in the gazebo - themes to be inclusive of gnomes, native flora/fauna and Indigenous culture, where appropriate.
 A poetic story of Gnomesville.
 No bins are currently proposed to be included in the master plan.

All landscape works should endeavour to be implemented according to the 'Gnomesville Style Guide' which serves as an overlay to this master plan, to ensure that the unique character of Gnomesville is preserved and enhanced.

LEGEND

-  Proposed new local native trees
-  Proposed new native understorey planting
-  Proposed new artwork location
-  Proposed new sealed exposed aggregate paths
-  Proposed new sealed 'natural look' paths e.g. cement stabilised laterite
-  Proposed new soft compacted mulch / dirt trails
-  Informal trails which may warrant natural definition e.g. soft compacted mulch
-  Proposed new bollards (or rocks / other feature) to deter unauthorised vehicle access
-  Proposed new picnic tables
-  Proposed new seat with / without concrete pad
-  Existing tree trunks and vegetation canopy



GNOMESVILLE COLLECTIVE VISION

"Recognising the unique character of the Gnomesville site as an important tourism destination, develop a Master Plan for Gnomesville to guide future development in a sensitive and sustainable manner, providing an enhanced visitor experience through improved access, safety, amenity and environment while respecting the rights of adjoining private property owners."

| | | | | |
|------------------------------------|-------------------------------------------------|----------|------|----|
| DESIGNED | VP | APPR | DATE | BY |
| DRAWN | VP | | | |
| SURVEYED | BD | | | |
| JOB NUMBER | | | | |
| DRAWING DATE | 2/11/2018 | | | |
| AUTHORISED | LB | | | |
| DRAWING TITLE | GNOMESVILLE TOURIST PRECINCT WELLINGTON MILL | | | |
| ENGINEERING & DEVELOPMENT SERVICES | DRAWING NO YEAR SHEET REVISION | | | |
| A0080-18-001-B | A0080-18-001-B | | | |
| DATUM | DATUM | SHEET NO | A1 | |
| GRID SYSTEM | GRID | | | |

Shire of Dardanup

Administration Centre Eikon
 P O Box 7017 - 1 Couled Drive
 Eikon Western Australia 6232
 ABN 57 305 529 653

Telephone 08 9724 0000
 Facsimile 08 9724 0001
 Online www.dardanup.wa.gov.au

FERGUSON VALLEY MARKETING INC

16 July 2020

Mr Andre Schonfeldt
CEO, Dardanup Shire Council
PO Box 7016
EATON WA 6232

Dear Andre

FERGUSON VALLEY MARKETING INC.- TRADERS PERMIT APPLICATION

Reference:

- a. Email from Shire of Dardanup Principal Environmental Health Officer/FVM dated 24 June 2020
- b. Strategic Community Plan
- c. Gnomesville Master Plan

Ferguson Valley Marketing Inc. (FVM) recently applied for a Trader's Permit to enable statistics to be gathered whilst at the same time selling Gnomesville books and gnomes during the July 2020 school holidays. FVM was advised via reference A, that its application required further consideration by the Shire, and it will not be able to be processed by the required time.

FVM would wish to initiate a Traders Permit Application for the September 2020 school holidays (26 September – 11 October 2020). In preparing such an application FVM notes that reference B, Outcome 4.2 states:

4.2.2 Develop and grow the tourism potential of Gnomesville. Very High

Additionally, reference C also identifies a location (1) for a Pop-up Visitor Centre.

FVM Inc is appreciative of the fact that the local community does not support commercial activity at Gnomesville and it wishes to arrange a meeting with local community members to further discuss the Ferguson Valley Visitor Centre "only" being able to collect statistics and handout Ferguson Valley Touring and Attractions maps and sell some limited items whilst collecting this data. We also acknowledge that the local community may see this as the thin edge and we wish to reassure them that no other commercial activity would be undertaken noting the location of their properties to Gnomesville.

We look forward to your response.

Yours sincerely



P. SMITH
FVM Inc Chairman

Attachment

- A. Traders Permit Application for 26 September – 11 October 2020



APPLICATION (Appendix ORD: 12.2B)
TRADER'S PERMIT
*Activities in Thoroughfares and
Public Places and Trading Local Law
Local Government Act 1995*
FORM 203

Date stamp

Part 1 Applicant Details

Applicant Name

Ferguson Valley Marketing Inc

Business Name (if applicable)

Ferguson Valley Marketing Inc

Name of Community Group (if applicable)

Community Association under Section 242 (Fee Exemption) of the Local Government Act?

Yes

No

Residential Address

5 Ferguson Road

DARDANUP WA

Postal Address (if different to Residential)

PO Box 7180

EATON WA

Home Phone

0447 266 885

Mobile Phone

0447 266 885

Work Phone

Fax

Email Address

marketing@fergusonvalley.net.au

Part 2 Location of Trading Activity Details

Location Name (if applicable)

Gnomesville

Lot No

Street No

Street Name

Eastern Junction Roundabout of Wellington Mill Road and Ferguson Road

Suburb

Wellington Mill

Post Code

6236

Part 3 Trade Vehicle Details

Make & Model

NA

Registration Number

Part 4 Type of Trading Activity Proposed

Type (eg: Itinerant vending – *be descriptive*)

1. Obtain tourism statistics for Gnomesville
2. Limited sale of Gnomesville products
3. Brochure distribution during the period 26 Sep – 11 Oct 2020

Product/Service to be sold/hired

1. Gnomesville Books
2. Gnomes,
3. FV Touring and Attractions Map

Number of Assistants

2-3

Description of proposed stands, tables, structures, equipment, or vehicle/s to be used:

Table, 2 chairs and popup tent,

Part 5 Trading Hours

(Appendix ORD: 12.2B)

| | From | To | | From | To |
|-----------|------|-----|----------|------|-----|
| Monday | 10am | 4pm | Friday | 10am | 4pm |
| Tuesday | 10am | 4pm | Saturday | 10am | 4pm |
| Wednesday | 10am | 4pm | Sunday | 10am | 4pm |
| Thursday | 10am | 4pm | | | |

Part 6 Declaration

I declare all information provided in this form is true and correct.

Fee payment (refer Part 7) included (please tick)

Applicant Name

P. SMITH

Signature of Applicant

Date

16 July 2020

Part 7 Fees and Terms & Conditions

Application Fees

Application / Renewal - \$78

Plus one of the following fees:

- Per Day - \$8 (x number of days permit is sought)
- Per Week - \$21 (x number of weeks permit is sought)
- Per Month - \$26 (x number of months permit is sought)
- Per Year - \$129 (x number of years permit is sought)

Please note:

- The local government may require an applicant provide additional information before determining an application for a permit.
- The local government may require an applicant give public notice of the application for the permit.
- The local government may refuse to approve an application for a permit.
- Permits are valid for **one (1) year** from the date on which it is issued unless it is otherwise stated on the permit.
- A permit may be cancelled by the local government if the permit holder has not complied with a condition of the permit.
- Trading in thoroughfares and public places must comply with the *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law 2009*, and any other relevant local law, or state law.

Part 8 Return form to

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

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



Part 9 OFFICE USE ONLY

Fees Paid:

GL: 0724003

(Appendix ORD: 12.2B)

Yes

No

Signature of Authorized Officer

Date

Application Approved:

Yes

No

| RISK ASSESSMENT TOOL | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------|----------------------|--|
| <p>OVERALL RISK EVENT: Application from Ferguson Valley Marketing for Trader's Permit to operate a Pop-up Visitor Centre at Gnomesville for September school holidays (26 September to 11 October 2020).</p> <p>RISK THEME PROFILE:</p> <p>10 - Management of Facilities, Venues and Events</p> <p>RISK ASSESSMENT CONTEXT: Operational</p> | | | | | | | | | |
| 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 | Visitors to the Gnomesville not being aware of the existence of complementary businesses and other attractions in the region. | Minor (2) | Likely (4) | Moderate (5 - 11) | Council approves Ferguson Valley Marketing's application for Trader's Permit to operate Pop-up visitor centre at Gnomesville over September 2020 school holidays. | Insignificant (1) | Unlikely (2) | Low (1 - 4) | |
| SERVICE INTERRUPTION | No risk event identified for this category. | Not Required - No Risk Identified | N/A | High (12 - 19) | Not required. | Not required. | Not required. | Not required. | |
| LEGAL AND COMPLIANCE | No risk event identified for this category. | Not Required - No Risk Identified | N/A | N/A | Not required. | Minor (2) | Unlikely (2) | Low (1 - 4) | |
| REPUTATIONAL | The Shire perceived as not supportive of businesses, or encouraging tourism/visitors, in its district. | Minor (2) | Possible (3) | Moderate (5 - 11) | Council approves Ferguson Valley Marketing's application for Trader's Permit to operate Pop-up visitor centre at Gnomesville over September 2020 school holidays. | Insignificant (1) | Unlikely (2) | Low (1 - 4) | |
| 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. | |



FINAL REPORT

BUREKUP COMMUNITY FACILITIES PLAN

Document Control

| Version No | Version Date | Description |
|------------|---------------|-------------------------------------------|
| 1.0 | 5 March 2020 | Report for Council meeting 25 March 2020 |
| 2.0 | 5 August 2020 | Report for Council meeting 26 August 2020 |
| | | |

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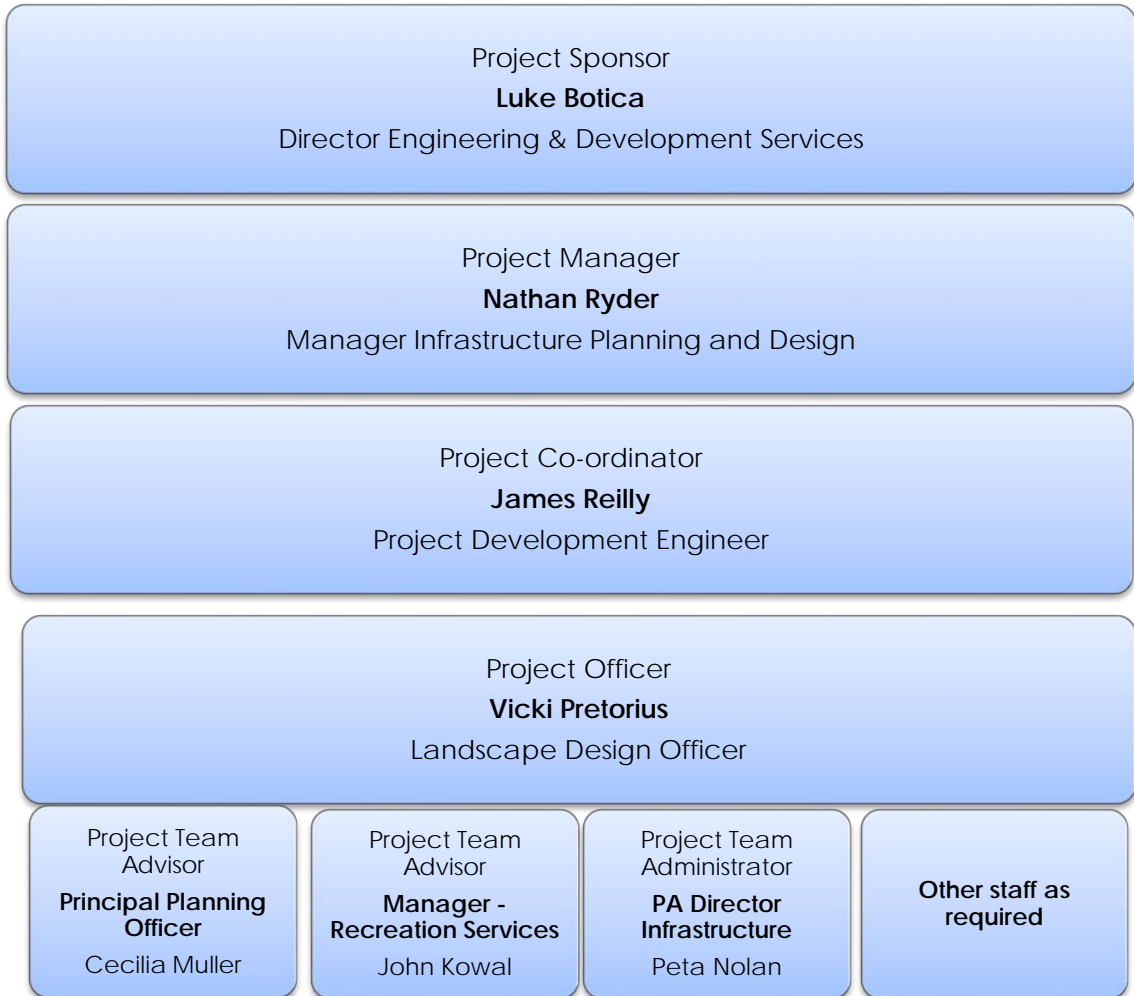
 3.9 Funding Opportunities..... 26

1. Executive Summary

The Burekup Community Facilities Plan provides advice on the short, medium and long term community facilities to be considered in the Shire’s forward plans. It has been prepared following assessment of existing facilities and extensive consultation with the community, including a survey, stakeholder interviews, and two community workshops in 2019 plus public advertising for final comment, a Councillor workshop and a community meeting in 2020. The plan was reviewed and amended following each of these stages and is now presented to Council as the final version of the Plan for endorsement. This August 2020 version of the report supersedes the March 2020 draft version of the report and is presented to Council together with the final draft plan.

2. Project Team

The following chart provides the project personnel structure:



| THIS REPORT IS APPROVED FOR USE | | |
|----------------------------------------|-----------|----------------|
| Name | Signature | Date |
| Luke Botica Director Infrastructure | | 12 August 2020 |

3. Project Details

3.1 Background

The aim of this study was to produce the Burekup Community Facilities Plan (the Plan) and Report.

The Plan provides a visual representation of all current and proposed facilities that have resulted from the research together with community and other stakeholder consultation undertaken in the study. The Plan provides advice on the short, medium and long term community facilities to be considered in the Shire's forward plans. It documents projects which are already included in the Shire's Asset Management Plans as well as proposed future improvements identified by the community as desirable including those which would require the cooperation of an external agency or group to implement.

For the purposes of this project, the term 'facilities' is inclusive of all Shire assets and infrastructure, including buildings, formal recreational amenities, community playgrounds, public artworks, tourist amenities, paths, roads, drainage systems, precinct signage, lighting and other public amenities; as well as green spaces such as public open space, environmental corridors, trails and other nature spaces, and streetscapes. The terms 'facilities plan' and 'master plan' can be considered to be interchangeable in this regard.

This report provides the textual component of the Plan, and includes detailed information illustrating how background research, sound planning principles and best practice asset management underpin the recommended facilities. The report provides a link between information derived from the community and stakeholder consultation process and the resulting Community Facilities Plan.

The culmination of the works undertaken provide the Shire of Dardanup with a well-researched summary of community and stakeholder expectations together with proposals for community facilities and other improvements that are based upon the study, together with best planning and financial practices. The resulting plan seeks to encourage visitors from both within and outside the Burekup community and support local economic growth as well as community development.

3.2 Strategic Alignment

The Burekup Facilities Plan project meets Objective 5 of the Shire of Dardanup Strategic Community Plan which states the Shire will work towards the provision and maintenance of facilities, infrastructure and services to promote the shire as an attractive and desirable place to live.

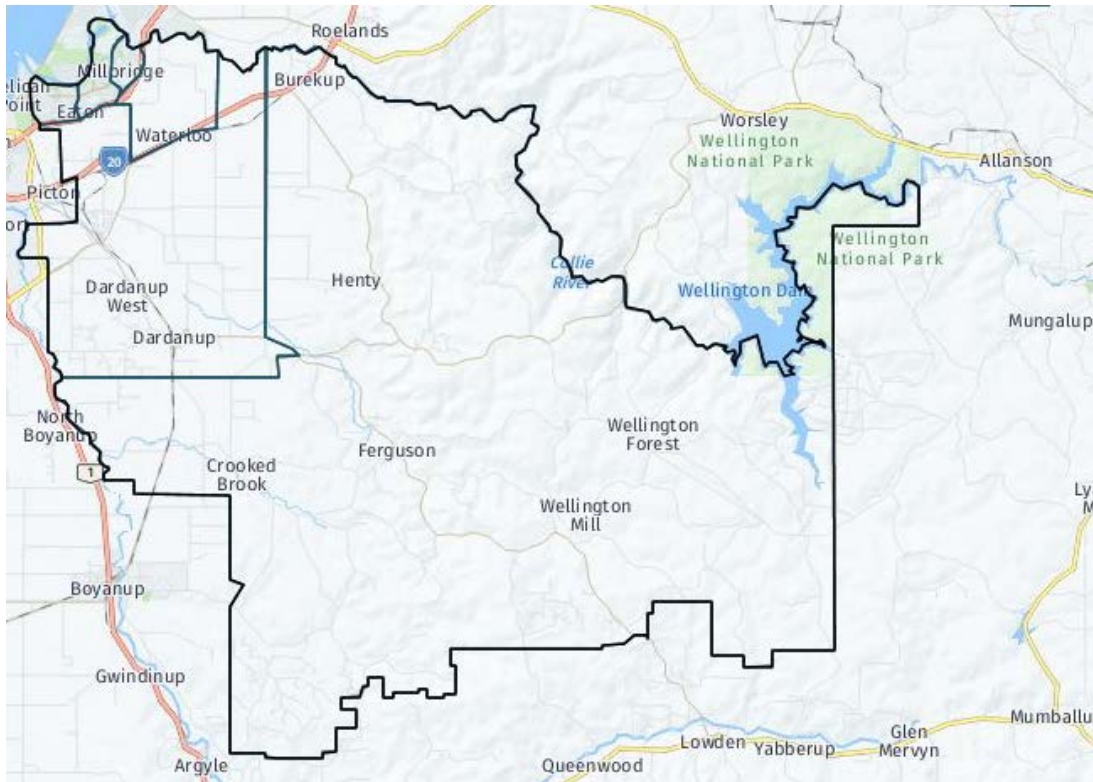
3.3 Population & Demographic Growth

Facilities within the proposed study area (the main 'town block', as described in Section 3.5) serve the interests of both those living in the townsite as well as the surrounding rural area residents for a range of functions including commercial, postal, educational, recreational and other social / cultural aspects. The target population has been defined accordingly. The Plan takes into consideration the needs and wishes of all those who are identified as project stakeholders below.

(Appendix ORD: 12.3A)

In 2016, the total population of Burekup and District was estimated to be 1,541 people with a population of 800 people living in the Local Government locality of Burekup and 604 living in the townsite and immediate surrounds.

The broader Burekup and District area is bounded by the Collie River to the north, the Mungalup township to the east, the Shire of Donnybrook-Balingup to the south, and the South Western Highway and Dowdells Line to the west (see map below). It includes the localities of Burekup, Henty, Ferguson, Crooked Brook, Wellington Mill and Wellington Forest.



Burekup and District is expected to increase by over 54 people to 1,595 by 2031, at an average annual growth rate of 0.23%. This is based on an increase of over 46 households during the period, with the average number of persons per household falling from 2.72 to 2.60 by 2031. The greatest population change for Burekup and District is forecast for the period from 2037 to 2041, which is expected to have a net increase of 145 people. (Sources: ABS 2016 Census QuickStats and Forecast ID population forecast for Shire of Dardanup.)

Age Distribution

The following table shows the forecast age structure by 5 year age group:-

| Burekup and District-- Total persons | 2016 | | 2031 | | 2041 | | Change between 2016 and 2041 |
|-----------------------------------------|--------|-------|--------|-------|--------|-------|---------------------------------|
| | Number | % | Number | % | Number | % | |
| 0 to 4 | 102 | 6.6 | 106 | 6.7 | 130 | 7.0 | +29 |
| 5 to 9 | 137 | 8.9 | 122 | 7.6 | 149 | 8.0 | +12 |
| 10 to 14 | 104 | 6.7 | 109 | 6.8 | 128 | 6.9 | +24 |
| 15 to 19 | 105 | 6.8 | 85 | 5.4 | 99 | 5.3 | -6 |
| 20 to 24 | 74 | 4.8 | 70 | 4.4 | 81 | 4.4 | +6 |
| 25 to 29 | 68 | 4.4 | 72 | 4.5 | 89 | 4.8 | +20 |
| 30 to 34 | 97 | 6.3 | 98 | 6.2 | 121 | 6.5 | +24 |
| 35 to 39 | 94 | 6.1 | 108 | 6.8 | 132 | 7.1 | +37 |
| 40 to 44 | 82 | 5.3 | 91 | 5.7 | 111 | 6.0 | +29 |
| 45 to 49 | 116 | 7.6 | 80 | 5.0 | 91 | 4.9 | -25 |
| 50 to 54 | 114 | 7.4 | 82 | 5.1 | 96 | 5.2 | -18 |
| 55 to 59 | 125 | 8.1 | 90 | 5.6 | 103 | 5.5 | -22 |
| 60 to 64 | 120 | 7.8 | 124 | 7.8 | 110 | 5.9 | -10 |
| 65 to 69 | 94 | 6.1 | 120 | 7.5 | 113 | 6.1 | +19 |
| 70 to 74 | 61 | 4.0 | 115 | 7.2 | 123 | 6.6 | +62 |
| 75 to 79 | 21 | 1.4 | 73 | 4.6 | 90 | 4.8 | +69 |
| 80 to 84 | 20 | 1.3 | 38 | 2.4 | 65 | 3.5 | +45 |
| 85 and over | 7 | 0.5 | 13 | 0.8 | 25 | 1.4 | +18 |
| Total persons | 1,541 | 100.0 | 1,595 | 100.0 | 1,856 | 100.0 | +314 |

Population and household forecasts, 2016 to 2041, prepared by .id., the population experts, October

2018.

In 2016, the dominant age structure for persons in Burekup and District was ages 5 to 9, which accounted for 8.9% of the total persons.

The largest increase in persons between 2016 and 2031 is forecast to be in ages 70 to 74, which is expected to increase by 53 and account for 7.2% of the total persons.

The largest 5 year age group in 2031 is 60 to 64 years, with a total of 124 persons.

3.4 Existing Community Facilities

The following are the main existing facilities within the study area:

Buildings / civic facilities

- Burekup Community Hall, including the Burekup Country Club premises and the Club's outdoor area / enclosed playground;
- Public toilet block, located adjacent but separate to the Burekup Community Hall;
- Amphitheatre at west end of oval, backing onto the tennis courts;
- Burekup Volunteer Bushfire Brigade facilities, including fire shed, yard and two stand pipes (one in yard, one on Hutchinson Road).

(Appendix ORD: 12.3A)

Sport and recreational facilities

- Community Playground (used by the school and broader community);
- Skate park;
- Sports courts – three tennis courts and one basketball court;
- Oval and perimeter – including cricket pitch, cricket nets, AFL and soccer goals;
- Cricket Club shed (located on Shire land but owned and maintained by the Cricket Club.)

Roads and streetscapes

- Public roads and laneways;
- Public pathways;
- Lighting;
- Street trees and other landscaping;
- Signage;
- Bus stops;
- Amenities such as bins;
- Stormwater facilities including subsurface and open drains;
- The irrigation channel (such as at the southern end of Hutchinson Road.)

Public open space areas

- **Gardiner Reserve and Burekup Oval**
This is the primary open space area for the townsite and is bounded by Russell Road to the north, Gardiner Street to the west, Gibson Terrace to the south and the River Valley Primary School to the east.
- **Shier Reserve**
This is a linear reserve located south of Shier Rise, west of Kingia Close and north of Crampton Road.
- **McCaughan Park**
This is a small park located across the road from the Burekup General Store within the broader railway reserve.
- **Sykes Reserve**
This is a small park located on the corner of Gardiner Street and Sykes Avenue.
- **Clarke Street Road Reserve**
This is a narrow strip of land located between the constructed section of Clarke Street and Crampton Road.

Section 3.6.1 below contains additional information regarding the existing facilities outlined above in 'Assessment of existing community facilities.'

3.5 Project Boundary

The proposed study area encompasses the main 'town block', including the streetscape on both sides of Russell Road, Shenton Road, Crampton Road and Hutchinson Road; as well as the linear reserve corridor stretching along the railway from Hutchinson Road to the Collie river.



3.6 Scope & Deliverables

A Project Team was formed to undertake the following deliverables. The outcomes of each deliverable is outlined below:-

3.6.1 Assess existing plans and documentation

A review of existing plans and policies affecting the locality was undertaken including:

- Existing Developer Contribution Plan;
- Greater Bunbury Region Scheme;
- Shire of Dardanup Local Planning Strategy;
- Shire of Dardanup Town Planning Scheme No.3;
- Burekup Townsite Expansion Strategy 2009;
- Expected growth in the area and ; and
- Any other relevant planning mechanisms.

Existing Developer Contribution Plan

Land currently zoned as Urban Deferred has the potential to be developed in the future to provide additional residential blocks and associated facilities within the Burekup townsite to provide for future population growth as required. The feasibility of some projects included in

(Appendix ORD: 12.3A)

the Plan, particularly those nominated for the Urban Deferred zoned land and immediate vicinity, will be dependent on the development of this land in order to secure the funding that would be required for implementation.

It is most likely that this funding would be derived from Developer Contributions at the rate which is current at the time of Development. Developers are required to provide a certain percentage of total development area as useable public open space developed to a satisfactory standard or as cash in lieu of open space, which is then used by the Shire to improve local open space areas.

Greater Bunbury Region Scheme

The Greater Bunbury Region Scheme (GBRS) guides land use and provides the legal basis for planning in the Greater Bunbury region. The Greater Bunbury Region Scheme (GBRS) identifies the townsite as 'Urban' and as 'Urban deferred.' Land currently zoned as Urban Deferred is located in the southern corner of town and is highlighted on the Plan.

The process to the WA Planning Commission (WAPC) to lift the Urban Deferred zoning under the GBRS is a separate process and it is linked to an endorsed structure plan which is yet to be commenced for a number of lots in Burekup. Land currently zoned Urban Deferred is located in the southern quadrant of the townsite and is highlighted on the Plan as 'Future development area.'

Shire of Dardanup Local Planning Strategy

The Shire of Dardanup *Local Planning Strategy* (Strategy) was endorsed by the Western Australian Planning Commission (WAPC) in May 2015. The Strategy identifies townsite expansion in accordance with the *Burekup Townsite Expansion Strategy*. The implementation of the Strategy suggests that land within the expansion area is to be identified as 'Development' within a 'Special Control Area' for structure planning in LPS9.

Shire of Dardanup Town Planning Scheme No.3

The Shire of Dardanup's Town Planning Scheme (TPS) consists of the Scheme Text and Scheme Maps. The Scheme determines where certain developments and land uses can occur, depending on the zoning of the land.

Map 8 of the TPS relates to the Burekup Townsite. The majority of the townsite is classified as either Residential or General Farming (the latter being zoned 'Urban Deferred' for possible future development.) Other local scheme zones include School, Business – Commercial, Public Utilities and Other Community (church use.) Open space areas are classified 'Recreation' and are Local Scheme Reserves. The railway corridor, which includes McCaughan Park, the CWA Hall and the current informal BMX track, is zoned as 'Railways' within the Region Scheme Reserves category of the Greater Bunbury Regional Scheme (GBRS.)

Burekup Townsite Expansion Strategy 2009

The Burekup Townsite Expansion Strategy (BTES) contains a structure plan relevant to the Plan.

There is an approved subdivision for Lot 75 where the subdivision layout makes provision for the extension of Sykes Avenue to connect to Clarke Street through existing Lot 75; and the proposed subdivision layout makes provision for the extension of Atkinson Road to connect to Clarke Street along the southern boundary of existing Lot 75.

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In addition to the above, it is noted that the structure plan contained within the BTES includes a number of planning policy statements, addressing matters pertaining to the future development of the structure plan area.

Expected growth in the area

The population forecast for Burekup is included in the table shown above in 'Section 3.3 – Population & Demographic Growth.'

The Burekup and Districts area is expected to increase by over 54 people to 1,595 by 2031, at an average annual growth rate of 0.23%. This is based on an increase of over 46 households during the period, with the average number of persons per household falling from 2.72 to 2.60 by 2031. (Source: ABS 2016 Census QuickStats.)

The greatest population change for Burekup and District is forecast for the period from 2037 to 2041, which is expected to have a net increase of 145 people.

The largest increase in persons between 2016 and 2031 is forecast to be in ages 70 to 74, which is expected to increase by 53 and account for 7.2% of the total persons.

The largest 5 year age group in 2031 is 60 to 64 years, with a total of 124 persons.

What these forecast figures indicate is that the population of the study area and the surrounding population which it services is not likely to experience any significant growth for approximately another 20 years. It is anticipated that at this time the Wanju development nearby will have started to be rolled out, with new facilities available close to Burekup.

Any other relevant planning mechanisms

While not directly related to the Burekup townsite, the development of the future proposed city of Wanju (to be located less than 5km from Burekup) may have implications for the level of future facilities service provision within Burekup. Residents of the Burekup locality may have new sporting and other facilities available close by in Wanju so all proposed future longer term projects may be subject to consideration of feasibility with respect to the Wanju District Structure Plan and associated Planning frameworks that are borne from it. Subsequently, a review of the Burekup Community Facilities Plan might be considered in the future.

Land tenure / management responsibility

There is an existing licence agreement between the Shire of Dardanup and the Minister for Education, dated 2015, for the shared use of facilities for sporting and recreational purposes at River Valley Primary School. This allows the school to use Shire facilities such as the oval and community playground, subject to certain terms and conditions which include shared maintenance responsibility.

The Shire currently leases a portion of the Railway Reserve from railway authority ARC Infrastructure, for the purposes of providing public open space and associated amenities within the area known as McCaughan Park for the benefit of the community and visitors.

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Assessment of existing community facilities

Existing community facilities within the study area are detailed below:

| Facility | Comments: |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Buildings / civic facilities</i> | |
| Burekup Community Hall | Including the Burekup Country Club premises and the Club's outdoor area / enclosed playground. In good condition. |
| Public toilet block | Located adjacent but separate to the Burekup Community Hall. Not easily accessible by people of all abilities. Community expressed desire for toilets to be upgraded. |
| Amphitheatre at west end of oval | Backs onto the tennis courts. Shade sails provide shade in summer for community use including events. |
| Burekup Volunteer Bushfire Brigade facilities | Including fire shed, yard and two stand pipes (one in yard, one on Hutchinson Road.) Yard is unsealed (gravel). Fire Brigade expressed desire for short standpipe in yard and standpipe in Hutchison Road to be upgraded. |
| <i>Sport and recreational facilities</i> | |
| Community Playground | Used by the school and broader community. Shade from existing large trees is provided from the afternoon sun; no shade is provided from the eastern side of the playground for morning use. Some older style equipment (some wear) with newer playground elements added to the eastern side. |
| Skate park | Consists of a flat concrete slab and moveable metal skate equipment, some of which has been decorated with street art. |
| Sports courts | Three tennis courts and one basketball court. Some surface cracking. Hand ball wall between basketball court and northern tennis court. |
| Oval and perimeter | Including cricket pitch, cricket nets, AFL and soccer goals. Some uneven areas in oval and surrounds – including concrete lids. |
| Cricket Club shed | Located on Shire land but owned and maintained by the Cricket Club for their purposes. |
| <i>Roads and streetscapes</i> | |
| Public roads and laneways | Existing local roads are maintained by the Shire. |
| Public pathways | Existing pathways are maintained by the Shire. Some uneven areas and missing links in the pathway network. Corner of Shenton Road and Russell Road narrow, with gravel on surface. |
| Lighting | Existing lighting maintained by the Shire. |
| Street trees and other landscaping | Some street trees are located along main roads including Russell Road. Shenton Road is lined on both sides by mature Eucalyptus which establishes a unique 'cathedral' landscape character much valued by the local community. Large Eucalypts along Hutchison Road frame the southwestern edge of town; several are in close proximity to the drainage channel and have been damaged in recent storms, with some trees requiring removal. |
| Signage | Some signage is weathered and difficult to read including old faded town 'welcome' sign at far north end of Russell Road. |

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| Facility | Comments: |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Bus stops | One bus stop is located along Russell Road. This features a cutout Pelican motif (as used in the Eaton-Millbridge area.) |
| Amenities such as bins | Predominantly wheelie bins. Maintained regularly by the Shire. |
| Stormwater facilities including subsurface and open drains | Open ditch drains run along Crampton Road and a small section of Shenton Road where Shier Creek passes underneath the roadway. Maintained regularly by the Shire. |
| The irrigation channel | Concreted open irrigation drains run from Henty Road and Crampton Road along Hutchison Road. Some sections along Hutchison Road have been impacted by adjacent large trees, some of which have fallen over in storms and caused damage. |
| <i>Public open space areas</i> | |
| Gardiner Reserve and Burekup Oval | This is the primary open space area for the townsite and receives the highest useage, including for active and informal sports and recreation, social and cultural uses including community events, and occasional informal use by emergency services such as for fire hose training. It is located in the heart of the town's Civic Precinct on the corner of Gardiner Street and Russell Road and includes the Burekup Oval, used by both the local primary school and broader community, and Gardiner Reserve to the south of the oval. The character of this open space precinct overall is predominanatly turfed open space with some fringing established trees around the oval but with very little landscape definition including vegetation or other shade provision within Gardiner Reserve itself. The skate park is the primary formal recreational facility in Gardiner reserve, nearby which is located a drinking water fountain, picnic shelter and public BBQ. Adjacent this is a playground, which is fenced and used by members of the local Country Club, adjacent to an enclosed outdoor licensed area also utilised by the Country Club. The Cricket Club has erected a shed behind the Country Club, near the cricket nets, for storage and other club related purposes. Colourful public art bird murals adorn the utilities cabinet on the corner of Gardiner Street and Russell Road as well as the public toilet block located at the north eastern corner of the Country Club building. |
| Shier Reserve | This is a linear reserve characterised by a central creek and wetland system with several seasonal 'ponds.' Stands of tall trees provide the northern section of the creek with a scenic native bushland feel, with opportunities for nature connection in an area predominantly used for recreation by walkers and for environmental purposes including habitat rehabilitation and stormwater management. A pathway provides transit and recreational opportunities, with a small footbridge connecting Shier Rise with Kingia Close. This provides a means for the community south and east of the creek to use the pathway network to travel to the main civic precinct including the school and General Store, rather than to travel along the outer perimeter roads (Shenton/Crampton/Hutchinson) which do not currently have paths provided. There are little seating |

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| Facility | Comments: |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | opportunities within Shier Reserve and minimal shade along the footpath through the reserve. |
| McCaughan Park | <p>This small park is located across the road from the Burekup General Store within the broader railway reserve. The Shire has permission from the Railways Authorities to lease a portion of the Railway Reserve for community use. This Park is characterised by a dense canopy of mature trees, predominantly native species, providing ample shade for people to sit and socialise as well as walking through the reserve. A collection of garden beds is scattered along the reserve close to Russell Road including a memorial rose garden. A rock and bench feature plaques with heritage information.</p> <p>The broader railway reserve in which McCaughan Park is located is not Shire of Dardanup public open space however people do use the linear reserve informally for walking and other informal recreational activities. The CWA Hall is located immediately adjacent the formal edge of McCaughan Park on the railway reserve; the building is owned and maintained by the CWA. There is an existing informal BMX track within the railway reserve, just northeast of the CWA Hall, which has been constructed by young community members to meet their recreational needs.</p> |
| Sykes Reserve | This is a small cultivated public open space located on the corner of Gardiner Street and Sykes Avenue. It was created as part of the new Burekup Estate development and acts as a local water detention basin within the townsite. This reserve has a slightly manicured look and feel, featuring reticulated turf and landscaping. |
| Clarke Street Road Reserve | This is a narrow strip of land located between the constructed section of Clarke Street and Crampton Road. It has been designated as a future through road from Clarke Street to Crampton Road, however as this is dependent on the future development of land zoned urban deferred, the establishment of a road in this corridor may not happen for some time. It is characterised by native vegetation including several mature Eucalyptus trees and a rural landscape character, offering scenic water and paddock views within the fabric of the Burekup townsite. There is potential for this to be established as a linear pedestrian link from Clarke Street to Crampton Road. |

Heritage significance of the study area

Little is known to be documented about the indigenous heritage of the Burekup townsite, though as with much of the South West of WA it was part of the Nyungar nation which was the ancestral home to the local Nyungar (or Noongar) people for many thousands of years.

The report 'Nyungar Values of the Collie River' was prepared by consultants Beckwith Environmental Planning for DWER in March 2009 and provides some relevant information on

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the value of the river to the local Nyungar people. This includes information on their connection to the Collie River as reflected in their mythological and spiritual beliefs and on its role as a source of food and water, as well as for recreation. The entire Collie River is listed as an Aboriginal Site on the WA Register of Aboriginal Sites, maintained by the WA Department of Indigenous Affairs.

Following is an excerpt from the DWER report from 2009, providing some information relevant to the immediate Burekup area:

'The Gravel Pit was a permanent camp established in the Burekup area. The camp was home to 50-60 people during the 1950s and 1960s, many of whom worked on local farms "doing the work that made the area" (e.g. planting potatoes, erecting fencing). The camp was located along a small tributary of the Collie River that provided "water and a bathroom" for the camp. The residents caught fish and marron and swam in the Collie River. "They caught just enough to eat and no more" to ensure the next fishing trip would be fruitful and "... out of respect for the river"...

In the 1950s, Charles and Rachel Hill (nee Abraham) established a permanent camp east of the Burekup town site at a location commonly known as the Gravel Pit. Bordered on one side by a small tributary of the Collie River, residents lived in small tin houses and relied on the creek for water. By the mid-1970s, all of the Gravel Pit residents had moved, most into newly built government housing. Today, the Gravel Pit is part of a private property owned by a local farmer. Several of the study participants grew-up at the Gravel Pit and are descendants of Charles and Rachel Hill.'

The DWER report lists the location of the Gravel Pit as being on Shenton Road outside of the townsite and that the site is currently a fenced paddock. The coordinates of the Gravel pit are given within the report as S 33° 19.191', E 115° 49.608' +/- 15.

One Noongar family who lived in the area was that of Charles and Rachel Hill, a family who went from being landowners to being displaced as a result of colonisation. A book which was launched in 2018, 'The Gravel Pit – our stories' documents the Hill family's stories of survival and struggle as they travelled from Pingelly to Burekup-Bunbury during the 1950's in their quest for a better life. Charles and Rachel Hill's direct descendants, including the Bennell family, still live in the South West and in the book they share their experiences of growing up living in camps including the area known as the Gravel Pit.

With respect to its European heritage, Burekup was originally a railway siding on the Pinjarra-Picton line that was established in 1910 and known at the time as Boorekup. The spelling on the name changed the same year to conform with Lands and Surveys rules of Orthography. *Burekup* is reportedly the Indigenous Australian name for a wildflower that grows in the area.

It was initially developed as a timber town in the early part of the 20th Century and later attracted farmers to the area, who raised livestock and produced crops including potatoes and citrus fruits. Following a request from the Shire of Dardanup, the town was gazetted in 1973. It has since attracted more residents and the town grew to services the surrounding rural community. More recently, Burekup has begun to attract more 'lifestyle' residents who commute to nearby employment centres.

Burekup's small townsite fronts the Perth to Bunbury railway and South West Highway. It is less than 1km from the Collie River and together with the nearby settlement of Roelands,

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located on the northern side of the river, comprises the community known to locals as the 'River Valley.'

The Burekup Hall on the main street was built in 1914 and is now home to the Burekup District Country Club. The Burekup General Store, on the main street of town, was also constructed in 1914.

The St John the Divine Anglican Church is located on the corner of Hutchinson and Russell Roads. It was consecrated on April 24th 1938 by Bishop Knight.

The River Valley Primary School is the only school within the study area. It hosts an ANZAC war memorial as well as a mural depicting local logging and wood milling activities from days gone by, along with farming and transport. The first school opened in Burekup 1913 but was demolished and the new River Valley school opened in 1999.

The South Western Highway crosses the Collie River just adjacent to the Burekup townsite. There is an existing wooden road bridge. Running alongside the Collie River road bridge is a concrete and steel railway bridge which was constructed in 1929.

(Source: Report 'Nyungar Values of the Collie River' by consultants Beckwith Environmental Planning for DWER in March 2009; Shire of Dardanup website, various websites.)

3.6.2 Community Consultation Methodology and Results

The table represents a snapshot of the consultation method used for each of the key stakeholders identified for the project.

| Stakeholder name | Power & interest | Key interests & issues |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| Burekup residents Surveys, workshops and community meeting opportunity | Live within defined study area | Direct regular users of the town site and its facilities. |
| Burekup rural fringe area residents Surveys, workshops and community meeting opportunity | Live within locality of Burekup, outside study area | Direct regular users of the town site and its facilities. |
| Roelands community By correspondence | Live in adjacent Shire but use Burekup townsite services and facilities | All postal services; closest store and State primary school located in Burekup, combined local playgroup |
| Burekup Townscape Committee | Representing Burekup residents and key community groups | Advise and assist the Shire in planning for Burekup townscape initiatives. |
| Burekup Country Club By interview | Non-profit community social hub | Social activities, venue and court hire for private functions and recreational / sporting groups |
| River Valley Primary School By interview | State Primary School | Primary education for Burekup and Roelands area catchment |

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| Stakeholder name | Power & interest | Key interests & issues |
|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Burekup Volunteer Bushfire Brigade By interview | Volunteer emergency services group | Coordinating and delivering response to fire incidents locally and assisting further afield |
| Burekup Cricket Club By interview | Sporting group | Cricket facilities, Country Club |
| Burekup Tennis Club By interview | Sporting group | Tennis facilities, Country Club <i>(Note: no interview took place as the tennis club was not active at the time of the interviews)</i> |
| Burekup Country Women's Association By interview | Non-profit community group, building located on railways land | Community building, fundraising for local school and other causes |
| River Valley Playgroup By interview | Non-profit community group, based at primary school | Play based activities for children aged 0-5 |
| Burekup Anglican Church By interview | Religious organisation | Only church in Burekup; Sunday worship and other activities |
| Indigenous Community By correspondence | Live within defined study area or have a cultural connection to the land within the defined study area. | Direct regular users of the town site and its facilities with desire to protect and promote respect for indigenous culture |
| Burekup General Store & Post Office By interview | Only retail store in Burekup, including liquor licensing <i>(NB: town defibrillator located here)</i> | Commercial enterprise; Postal services for Burekup and Roelands; Information hub (community notice board) |
| School Bus Services By correspondence | Main bus stop on Russell Road for rural bus services. | Morning pickup and afternoon drop off of students from many surrounding primary and high schools. |
| Local Heritage Groups | Social and cultural interest group | Protection of historical and cultural heritage <i>(Note: no local heritage groups were found to be active in Burekup)</i> |
| Ferguson Valley Marketing Inc By correspondence | Promotion of tourism in the Shire. | Opportunities for promotion of tourism in the Shire within the town. |
| ARC Infrastructure / Aurizon By correspondence | Managers of the rail infrastructure and lessors of railway land used for community purposes. | Lessor of railway land (including Mc Caughan park) and rail corridor north to the river. The Shire is the lessee. |
| Department of Regional Development and Lands By correspondence | Managers on behalf of the Crown for some of the land | Public liability issues, Vesting and management orders for the ongoing management of the land. Transfer of land tenure to the Shire, particularly for road reserves, drainage reserves and public open space. |
| South West Development Commission By correspondence | Government agency to promote development in the South West Region | Funding opportunities Economic advice |

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| Stakeholder name | Power & interest | Key interests & issues |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Department of Land, Heritage and Planning (DLHP) By correspondence | Authority for land use and tenure matters | Any statutory changes in land use. Land management including management orders |
| Main Roads WA By correspondence | Manage the highway and access onto it. Also responsible authority for regulatory signs, markings and devices on local roads. | Access onto the highway Any local road changes that involve changes to regulatory signs and devices. |
| Department of Environment Regulation (DER) By correspondence | Regulatory authority administering the Environmental Protection Act to the project | Administering the Environmental Protection Act; Protection of native vegetation, flora and fauna. |
| Department of Water By correspondence | Regulatory authority for the protection and management of water resources and water courses. | Protecting the water courses, including the Collie River and Henty Brook; Stormwater management, flood control and stormwater discharge quality. |
| Water Corporation/Aqwest By correspondence | Water authority responsible for reticulate scheme water and sewer. | Provision of trunk infrastructure for water and sewer in the development area. |
| Western Power (WP) By correspondence | Owners of the power poles and lines which are in the vicinity of the project. | Provision of trunk infrastructure for the electricity network. |
| Disabilities Services Commission By correspondence | Advancing opportunities, community participation and quality of life for people with disability | Partners and collaborates with stakeholders to improve participation, inclusion and access for people with disability across the community. |
| Telstra/Optus By correspondence | Telecommunications provider | Any impacts on telecommunications infrastructure. |
| Department of Education By correspondence | Education Provider | Primary education for Burekup and Roelands area catchment |
| Other Government Departments as identified | | |

The following community consultation strategy was undertaken with consultations including:-

1. Community Survey

The community survey was prepared and distributed to Burekup residents via a variety of media including direct mail outs, emails, the Shire's website and social media (e.g. Facebook) and local newspapers. Sixty nine (69) responses were received representing 4.47% of the Burekup and Districts population and 8.6% of the suburb of Burekup population. The community survey and the detailed results of the survey were attached as appendices to the

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draft Plan Report presented to Council at its meeting held on 25 March 2020. The following is a snapshot of the responses:-

- 95.65% respondents live in the Burekup;
- The range of length of time living in Burekup was from 3 months to 70 years;
- 79.71% of respondents were aged between 25-64 years;
- 59.42% of respondents were a couple household with children;
- The major recreation and sporting activities of respondents were walking (79.37%), cycling (39.68%), tennis (28.57%), group fitness (31.81%), gardening (38.10%), Arts & Crafts (30.16%), BMX Riding (26.98%), Skateboarding (22.22%);
- The most used facilities by participants were the local store (90.91%), the Post Office (95.45%), Footpaths (80.3%), Burekup Oval (63.64%), Skate Park (53.03%), Burekup Country Club (57.58%) – a wide range of comments were received regarding the facilities in this section and are attached in the appendices.
- A number of facilities that respondents think are needed in Burekup, and why, were provided and are attached in the appendices.
- The majority of respondents indicated that the facilities were in good condition except for the skate park. Most respondents were not sure about the Diggers Club, Anglican Church and the Collie River;
- The majority of respondents indicated that the facilities were well utilised with the exception of McCaughan Park, public barbecues, Gardiner Reserve and the Collie River. Most respondents were not sure about the Diggers Club and Anglican Church;
- The majority of respondents indicated that the facilities were in the right location. Most respondents were not sure about the Diggers Club and Anglican Church;
- The majority of respondents indicated that the following facilities were underutilised - McCaughan Park, Gardiner Reserve, public barbecues, Shier Rise, walk trails, tennis and basketball courts, skate park, Anglican Church and the Collie River. Most respondents were not sure about the Diggers Club and Anglican Church;
- The majority of respondents indicated that most of the facilities needed improvement with the exception of the post office. Most respondents were not sure about the Diggers Club and Anglican Church;
- The majority of respondents indicated that the facilities were accessible. Most respondents were not sure about the Diggers Club;
- The majority of respondents (53.97%) indicated that they would not support a Black Waste Dump Point for Burekup.
- The majority of respondents (66.67%) supported overnight caravan and camping for Burekup.
- The majority of respondents (89.23%) supported an upgrade of the BMX Track for Burekup.
- The majority of respondents (79.69%) supported an upgrade of the BMX Track for Burekup.

A significant amount of other comments were received from respondents and these have been taken into account in the planning.

2. Key Agency Submissions

Correspondence was sent to the following key agencies to inform of the project and call for submissions with specific questions relating to the services provided by the organisation, future plans for works and expected timeframes, project considerations and any other comments:-

- Department of Land, Heritage and Planning – advised that from a planning point of view, the Plan, once drafted, should be referred to the Commission for comment, should the Plan be regarded as a local planning policy under the provisions Schedule 2, Part 2, Clause 4(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, and inconsistent with any State Planning Policy;
- Main Roads WA – response of no comments relating to the project;
- South West Development Commission - no response received;
- Department of Primary Industry and Regional Development; DPIRD does not provide any services to the Burekup township and does not have any current projects identified;
- ARC Infrastructure - no response received;
- Aqwest – advised no comments in relation to the submission;
- Telstra - no response received;
- Department of Water - Whereas DWER has no comment on the form of facilities, it should be noted that any proposed future development will need to be mindful of water supply and wastewater disposal (including recycling of water). In addition, any required upgrade of the catchment drainage system will need to be carefully planned and environmental impacts considered;
- School Bus Service - no response received;
- Greater Bunbury Aboriginal Community Elders Group - no response received.

3. Stakeholder Interviews

Eight key stakeholder interviews with sixteen residents were held in 2019 by project team members with the following groups:

- Burekup Country Club
- River Valley Playgroup
- Burekup General Store
- River Valley Primary School
- Burekup Cricket Club
- Burekup Volunteer Bushfire Brigade
- Burekup CWA
- Burekup Church

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The questions asked at the interviews were as follows:-

- What role does your group/organisation play within the community;
- What are your group's/organisation's needs, wishes and priorities within the community;
- Projects your organisation has identified in its future five, ten and fifteen year planning, if any;
- Considerations that can be highlighted within the project pertaining to your organisation; and
- Any other comments.

The summarisation and analysis of the consultation data from the interviews was collated and was used with the survey and submissions to form the basis of the initial public community information workshop.

The outcomes from the Community Survey, Key Agency Submissions and Stakeholder interviews were compiled and ranked in order of popularity, with a vote recorded for each 'mention' for a potential project idea by a consultation participant and the resultant tally of votes ranked, to give an indication of community priority in the early stages of consultation. This was taken to the community for consideration in Workshop 1, in the form of a powerpoint presentation of consultation outcomes to date and printed posters.

4. Community Workshops

Community workshops were held 30 October 2019 (25 participants) and 4 December 2019 (23 participants) and were independently facilitated by Will Bessen of Tuna Blue Facilitation. Each session was highly participative and engaging with opportunities for discussion with the focus on the following outcomes.

Workshop 1

- Consider the context for a Community Facilities Plan,
- Reflect on the results of the community survey and stakeholder conversations,
- Review and discuss 'early concepts' for Burekup facilities improvements, as derived from the initial community consultation,
- Suggest facility improvements needed for Burekup and rank these in order of priority,
- Articulate the ideal location and connectedness of possible future facilities, and
- Consider the next steps for the development of the Plan.
- The outcomes from Workshop 1 were consolidated and incorporated into the first draft of the Burekup Community Facilities Plan. This was presented to the community for review and comment in Workshop 2.

Workshop 2

- Reflect on the outcomes of Community Workshop One,
- Consider and refine the Draft Burekup Community Facilities Plan developed by the Shire of Dardanup,
- Rank the proposed projects in order of priority,
- Further refine the 'Civic Precinct' schematic layout, and
- Consider the next steps for the finalisation of the Plan.

The outcomes from Workshop 2 were consolidated and a design review of the draft Burekup Community Facilities Plan was undertaken by the Project Team. This was presented to the community for review and comment in Workshop 2.

The reports on the outcomes of the 2019 workshops was attached as an appendix to the draft Plan Report presented to Council at its meeting held on 25 March 2020.

The Final Plan is the result of consideration and refinement following each stage of the Community Consultation.

Projects which are proposed within the plan are shown below in '3.7 – Recommended Community Facilities' and documented in the *Burekup Community Facilities Plan – Community Engagement Overview* which is included at (Appendix ORD: 12.3D).

5. Final community comment period

The draft plan was presented to Council for endorsement to advertise to the community for the purposes of final review and opportunity to comment. It is proposed to advertise this stage of the consultation via the Shire's standard communication mechanisms including a website posts, links to social media, community news or other newspaper promotion, public notices and inclusion in the Shire's community information email. It is proposed to use the online platform 'Social Pinpoint' to present the plan (including proposed projects) together with a listing of possible future projects (not included on current version of Plan), to give the community the opportunity to make direct comment on an online version of the Plan. The outcomes of this consultation will then be compiled and used to help prioritise projects, for a final review of the plan and presentation back to Council for final adoption of the Plan.

3.7 Recommended Community Facilities

All recommendations resulting from the consultation and subsequent Community Facilities Report are:

- Itemised as new, upgrade / improvement to existing, or removal of existing;
- Represented graphically on the Plan;
- Assigned a recommended timeframe, being either short, medium or long term;
- Highlighted (in green) if they have already been included in the Shire's Budget for implementation in the current financial year;
- If not assigned a timeframe, then highlighted in red on the plan and noted as being an improvement requiring the cooperation of an external authority / group';
- Referenced in the Community Facilities Report accompanying the plan;
- Based on an extensive community engagement process to fine tune priorities, based on balancing community wishes and needs with probable feasibility including timing and funding.

It should be noted that all proposed and possible future projects are subject to the relevant approvals and funding. Projects which may be subject to feasibility or the cooperation of an external agency or group have been highlighted as such on the plan.

Some projects have been included on the plan with an indicative location only, as this is still to be determined. For example, a multi-use community / sports facility has been shown on the plan close by the oval, however further investigations including discussions with relevant stakeholders will be required to ensure that should this facility prove to be feasible, it is planned to be of a size and function that meets the needs of the local community into the future. Feasibility investigations will also determine which might be the most appropriate location for such a facility.

Overnight caravanning including a black waste dump point was opposed through the consultation period by the broader Burekup Community including by the school who are located close to the current overnight caravanning site. Therefore neither a proposed black waste dump nor an overnight RV / caravanning site has been located on the plan.

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Below is a listing of projects from the Plan, colour coded to indicate possible implementation timeframes:

| PROPOSED IMMEDIATE IMPROVEMENTS (Year 1) | |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | New town entry statement - indicative location/s shown (2020-21) \$ |
| 2 | New shade sails for Community Playground - used by school (2020-21) \$ |
| 3 | New path along O'Meara Dr - Shenton Rd to Gardiner St (2020-21) \$ |
| 4 | Burekup parking bay, Russell Road - resolve drainage issues (2020-21) <i>Subject to funding</i> |
| 5 | Recreational path loop - Clarke St reserve, Crampton Rd, Shier Reserve <i>Subject to funding</i> |
| PROPOSED SHORT TERM IMPROVEMENTS (Years 2-4) | |
| 6 | Skate park - provision of additional equipment (2023-24) \$ <i>Or put funds towards a new facility</i> |
| 7 | Upgrade path along Russell Road from Clarke St to Shenton Rd (staged, 2023-25) \$ |
| 8 | New tree planting in streetscape and open space areas - indicative locations only |
| 9 | Community Activity Zone - skate park, pump track and landscaping # |
| 10 | Shier Reserve improvements - general, including seating and fitness trail |
| 11 | Improve Northern town entrance - including traffic safety # |
| 12 | Improved bin facilities - including near skate park |
| 13 | Upgrade public toilets # |
| 14 | Oval surface - levelling # |
| 15 | Maintain / improve Memorial Rose Garden in McCaughan Park |
| 16 | Relocate existing informal BMX track, if required by authorities # |
| 17 | Road safety improvements to Gardiner St including Castieau St intersection # |
| 18 | Bollards around oval - with access for parking, maintenance and emergency (subject to design) |
| 19 | Define open active space - e.g. for kick-about, events, overflow parking, emergency use |
| 20 | New visitor information board - indicative location |
| 21 | Improve highway visitor signage # |
| 22 | Improved wayfinding signage |
| 23 | New informal community nature play space - 'Loose parts play' |
| 24 | Formalise car parking in Gardiner Reserve - to include access for continued informal parking and restricted access option for rear of Country Club; level the ground |
| 25 | Community / school playground improvements # |

(Appendix ORD: 12.3A)

| PROPOSED MEDIUM TERM IMPROVEMENTS (Years 5-10) | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 26 | Additional planting in Shier Reserve (2024-25) \$ * |
| 27 | Pavilion - Multi-use facility incorporating activity / youth space, club rooms, change facilities and showers for both male and female, accessible public toilets, baby change facilities Indicative location, options to be considered (2024-25) # \$ <i>Subject to grant funding</i> |
| 28 | General allocation of funds for Gardiner Reserve projects - scope TBC (2026-27) \$ * |
| 29 | Resurfacing of tennis / basketball courts - review scope / function of courts (2026-27) \$ * |
| 30 | Upgrade path along Clarke St from Russell Rd to Castieau St (2027-28) \$ * |
| 31 | Burekup Volunteer Bushfire Brigade - seal front yard, upgrade short standpipe # |
| 32 | Burekup Volunteer Bushfire Brigade - upgrade standpipe on Hutchinson Rd # |
| 33 | Improve southern town entrance # |
| 34 | Enclose Country Club verandah # |
| 35 | Path along Castieau St to Money St |
| PROPOSED LONG TERM IMPROVEMENTS (future opportunities) | |
| 36 | Perimeter path around Burekup townsite # |
| 37 | Picnic spot along Collie River # |
| 38 | Upgrade cricket pitch # |
| 39 | Community garden / food forest # |
| 40 | Path between Burekup and Roelands # |
| 41 | Improve lighting in townsite and at town entrances # |
| 42 | Upgrade existing open drains - piping / rehabilitation as natural creek line # |
| 43 | Widen and reseal end of Hutchinson Rd (near Crampton Rd) # |
| IMPROVEMENTS REQUIRING THE COOPERATION OF AN EXTERNAL AUTHORITY / GROUP | |
| 44 | Trail along railway corridor to link to Collie River # <i>Railway authorities</i> |
| 45 | Fence along railway - McCaughan Park # <i>Railway authorities</i> |
| 46 | Retain existing informal BMX track in current location # <i>Railway authorities</i> |
| 47 | Extend Clarke St through to Crampton Rd # <i>Subject to future development</i> |
| 48 | Another park # <i>Subject to future development</i> |

3.8 Costing of Community Facilities

Detailed costing of all recommendations does not form part of this Scope of Work. However, all recommendations in the final Plan for projects to implement must be based upon sound financial practices and considered in view of limited Shire resources.

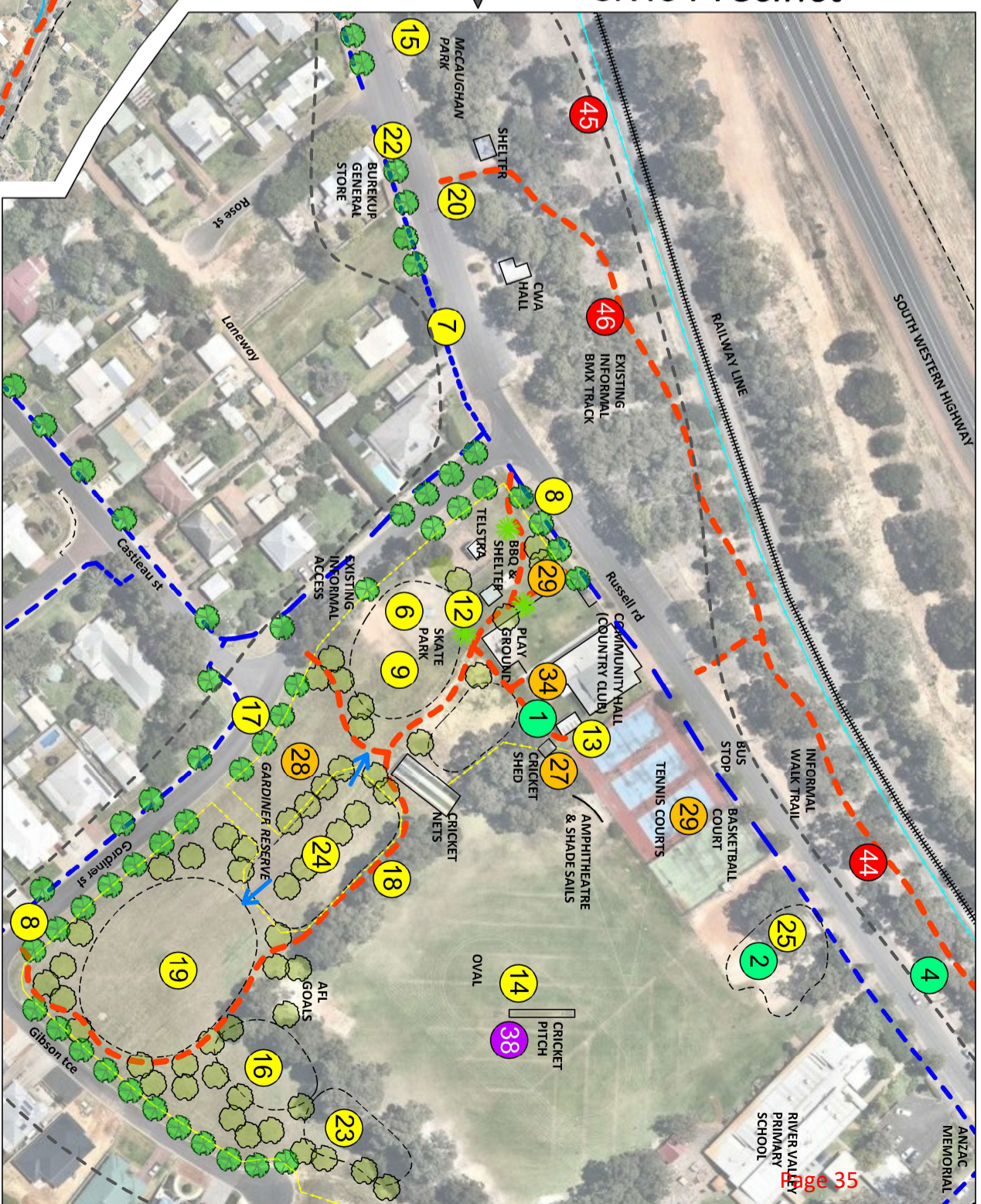
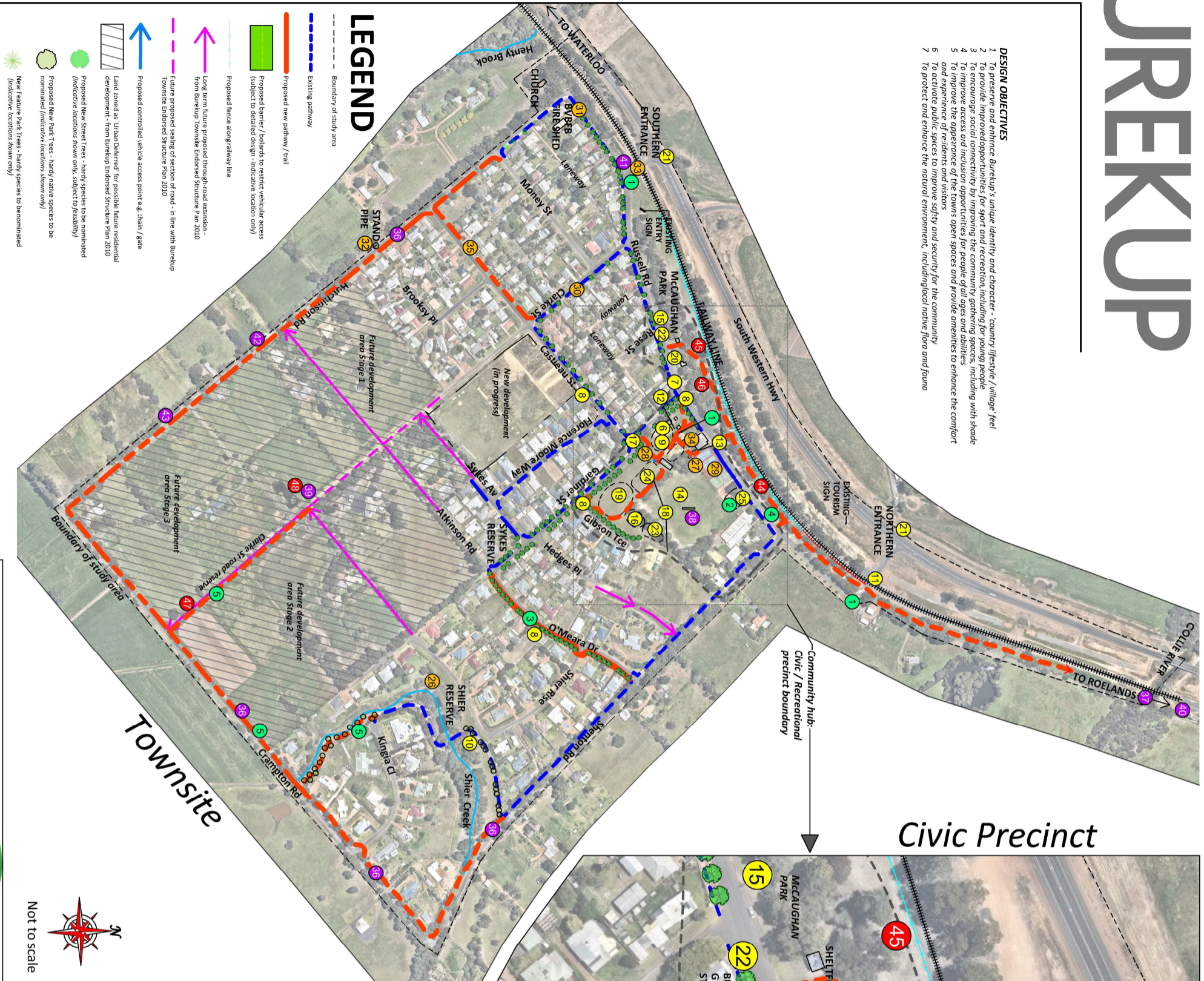
3.9 Funding Opportunities

Possible funding sources for each recommendation will be identified as a part of determining the project feasibility prior to the Shire committing to undertake the project. Some possible major sources of funding might include Royalties for Regions and Lotterywest; there will be other opportunities that the Shire will be able to investigate when required.

COMMUNITY FACILITIES PLAN (Appendix ORD: 12.3B)

BUREKUP

- DESIGN OBJECTIVES**
1. To preserve and enhance Burekup's unique identity and character - 'country lifestyle / village' feel
 2. To provide improved opportunities for sport and recreation, including for young people
 3. To encourage social connectivity by improving the community gathering spaces, including with shade
 4. To improve access and inclusion opportunities for people of all ages and abilities
 5. To improve the appearance of the town's open spaces and provide amenities to enhance the comfort and experience of residents and visitors
 6. To activate public spaces to improve safety and security for the community
 7. To protect and enhance the natural environment, including local native flora and fauna

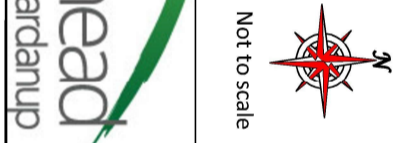
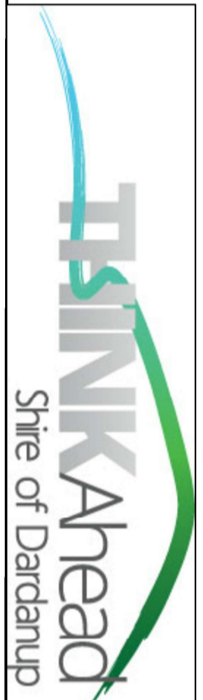


PROPOSED IMPROVEMENTS

\$ Projects that have been included in the Shire's 2020 Asset Management Plans (AMP's) for delivery
 # Projects that are subject to feasibility or the cooperation of an external agency or group
 * Projects desired for earlier implementation by the community - suggest to bring forward if additional funding available
 Within each category, projects not yet included in the AMP's are ranked in order based on community priorities
 All proposed and possible future projects are subject to feasibility, approval and funding.

| Project # | Project Description | Category | Notes |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------|
| 1 | New town entry statement - indicative location shown (2020-21) \$ | Proposed Immediate | |
| 2 | New shade sails for Community playground - used by school (2020-21) \$ | Proposed Immediate | |
| 3 | New path along O'Meara Dr - Shinton Rd to Gardner St (2020-21) \$ | Proposed Immediate | |
| 4 | Burekup parking bay, Russell Rd - resolve drainage issues (2020-21) Subject to funding | Proposed Immediate | |
| 5 | Recreational path loop - Clarke St reserve, Campion Rd, Shier Reserve. Subject to funding | Proposed Immediate | |
| 6 | Skate park - provision of additional equipment (2023-24) \$ Or put funds towards a new facility | Proposed Short Term | |
| 7 | Upgrade part along Russell Road from Clarke St to Shenton Rd (staged, 2023-25) \$ | Proposed Short Term | |
| 8 | New tree planting in streetscape and open space areas - indicative locations only | Proposed Short Term | |
| 9 | Community Activity Zone - skatepark, pump track and landscaping # | Proposed Short Term | |
| 10 | Shier Reserve improvements - general, including seating and fitness trail | Proposed Short Term | |
| 11 | Improve Northern town entrance - including traffic safety # | Proposed Short Term | |
| 12 | Improved bin facilities - including near skate park | Proposed Short Term | |
| 13 | Upgrade public toilets # | Proposed Short Term | |
| 14 | Oval surface levelling # | Proposed Short Term | |
| 15 | Maintenance / Improve Memorial Base Garden in McCaughan Park | Proposed Short Term | |
| 16 | Relocate existing informal BMX track, if required by authorities # | Proposed Short Term | |
| 17 | Road safety improvements to Gardner St including Castelan St intersection # | Proposed Short Term | |
| 18 | Bollards around oval - with access for parking, maintenance and emergency (subject to design) | Proposed Short Term | |
| 19 | Define open active space - e.g. for kick-about, events, overflow parking, emergency use | Proposed Short Term | |
| 20 | New visitor information board - indicative location | Proposed Short Term | |
| 21 | Improve highway visitor signage # | Proposed Short Term | |
| 22 | Improved wayfinding signage | Proposed Short Term | |
| 23 | New informal community natureplay space - loose parts play | Proposed Short Term | |
| 24 | Formalise car parking in Gardner Reserve - to include access for combined informal parking | Proposed Short Term | |
| 25 | and restricted access option for rear of Country Club level the ground | Proposed Short Term | |
| 26 | Community / school playground improvements # | Proposed Medium | |
| 27 | Additional planting in Shier Reserve (2024-25) \$ * | Proposed Medium | |
| 28 | Pavilion - Multi-use facility incorporating activity / youth space, club rooms, changed facilities and showers for both male and female, accessible public toilets, baby change facilities | Proposed Medium | |
| 29 | Indicative location, options to be considered (2024-25) \$ Subject to grant funding | Proposed Medium | |
| 30 | General allocation of funds for Gardner Reserve projects - scope TBC (2026-27) \$ * | Proposed Medium | |
| 31 | Resurfacing of tennis / basketball courts - review scope / function of courts (2026-27) \$ * | Proposed Medium | |
| 32 | Upgrade path along Clarke St from Russell Rd to Castelan St (2027-28) \$ * | Proposed Medium | |
| 33 | Burekup Volunteer Bushfire Brigade - seal front yard, upgrade short standpipe # | Proposed Medium | |
| 34 | Improve southern town entrance # | Proposed Medium | |
| 35 | Endorse Country Club verandah # | Proposed Medium | |
| 36 | Path along Castelan St to Moneys St | Proposed Medium | |
| 37 | Proposed Long Term Improvements (future opportunities) | Proposed Long Term | |
| 38 | Perimeter path around Burekup townsite # | Proposed Long Term | |
| 39 | Picnic spot along Colie River # | Proposed Long Term | |
| 40 | Upgrade cricket pitch # | Proposed Long Term | |
| 41 | Community garden / food forest # | Proposed Long Term | |
| 42 | Path between Burekup and Roelands # | Proposed Long Term | |
| 43 | Improve lighting in townsite and at town entrances # | Proposed Long Term | |
| 44 | Upgrade existing open drains - piling / rehabilitation as natural creek line # | Proposed Long Term | |
| 45 | Widen and resal end of Hutchinson Rd (near Campion Rd) # | Proposed Long Term | |
| 46 | Trail along railway corridor to link to Colie River # Railway authorities | Proposed Long Term | |
| 47 | Fence along railway - McCaughan Park # Railway authorities | Proposed Long Term | |
| 48 | Rein existing informal BMX track in current location # Railway authorities | Proposed Long Term | |
| 49 | Extend Clarke St through to Campion Rd # Subject to future development | Proposed Long Term | |
| 50 | Another park # Subject to future development | Proposed Long Term | |

Composite Plan
 DESIGNED: DRAWING NO. SHEET
 VP 20/1/2019 A1
 DRAWN: A1
 APPROVED: ENDORSED
 REVISION: 3/08/2020



RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Burekup Facilities Community Plan – Adopt Plan

RISK THEME PROFILE:

6 - Engagement Practices

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 | No risk event identified for this category. | Not Required - No Risk Identified | N/A | N/A | Not required | Not required. | Not required. | Not required. |
| REPUTATIONAL | Negative perception of the Shire if projects are not programmed to meet Community needs | Minor (2) | Almost Certain (5) | Moderate (5 - 11) | Adopt Plan | Minor (2) | Unlikely (2) | Low (1 - 4) |
| 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. |

Burekup Community Facilities Plan – Community Engagement Overview

This overview details the community engagement and consultation process which spanned from early 2019 until mid 2020. Detailed outcomes from the 2019 consultations were included as appendices to the Council report dated 25 March 2020 and have not been included in this report. Only the summary details and analysis of outcomes has been included in this overview.

1. 2020 – most recent outcomes;
2. 2019 – only the summary report from Workshop 2 has been included, for context.

Community engagement in 2020

At its meeting held on 25 March 2020, Council endorsed [OCM:43-20] the public advertising of the draft Burekup Community Facilities Plan for the purposes of seeking community comment. The plan was made available both online and in hard copy format and advertised on the Shire's website, through its social media channel, by direct email to those who had taken part in consultations to date and provided their contact details, and through public notices displayed together with a copy of the plan at the Burekup General Store and a copy also delivered to the local primary school.

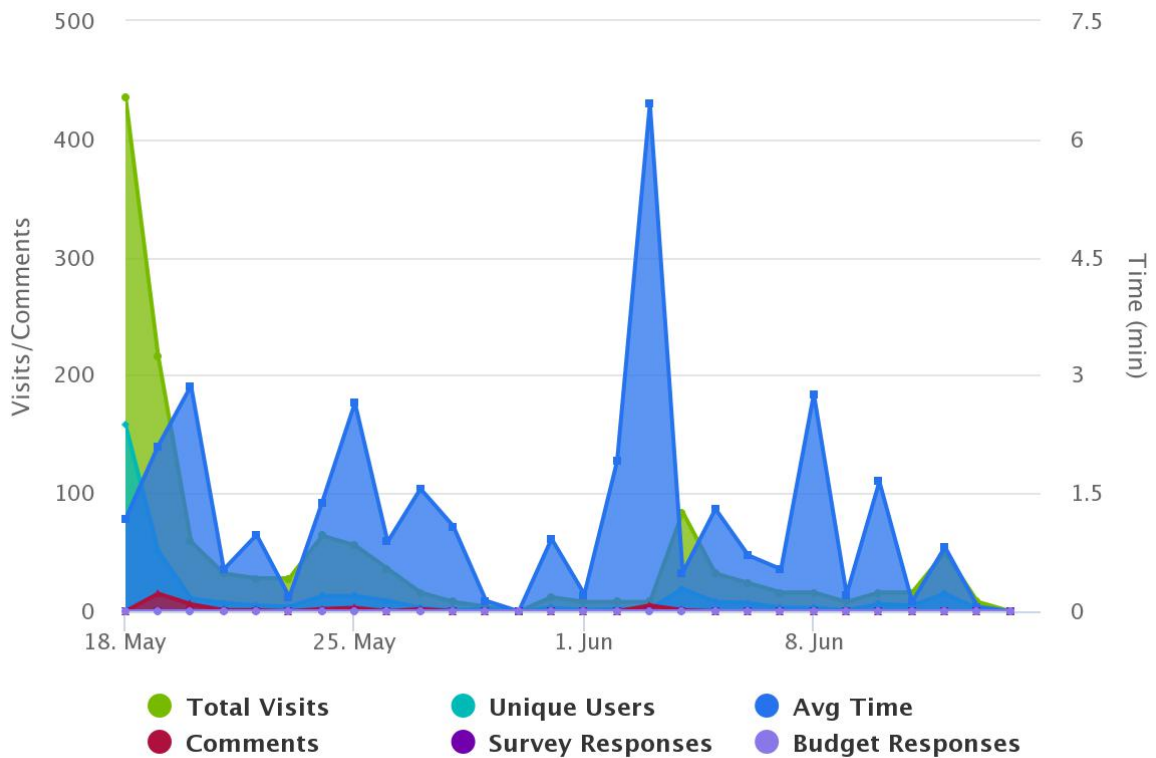
The draft plan was advertised for a four week period from Monday 18 May 2020 to 14 June 2020. The community, particularly those in Burekup, were encouraged to view the map and make comment on the priority projects identified. The interactive map was made available through the Shire's online engagement tool 'Connect' via the Social Pinpoint online platform, as well as PDF copies of the draft plan being made available online and in person at the Shire of Dardanup Eaton Office and on the Community Noticeboard located outside the Burekup General Store. The engagement was advertised through Facebook, on the Shire's website, via a public notice in the newspaper and at the Burekup General Store, and direct email to those who have previously contributed to the Burekup Community Facilities Plan consultation.

'Connect' Community Engagement

The 'Connect' Map for the draft Burekup Community Facilities Plan showed existing community facilities and the proposed short, medium and long term project priorities in the plan. It was an interactive map where people could click on project markers to see more information, 'like', 'dislike' or leave a comment on a specific project. Alternatively, they could select a marker category at the top of the screen, drag and drop the marker to an area or interest or project on the map, and leave a comment.

(Appendix ORD: 12.3D)

Over the consultation period there were 1289 total visits by 354 unique users. The graph below shows engagement levels over the consultation period.



36 comments were received by 14 unique stakeholders. Additionally, 190 ‘likes’ and 30 ‘dislikes’ were recorded as per the table below. Column 4 shows the ‘ranking’ by community vote for preferred projects, from Workshop 2 held in December 2019. Outcomes from Workshop 2 were a refinement of outcomes from Workshop 1, allowing the community to nominate their preferred priorities for key projects.

| Project / Improvement | Connect Likes 2020 | Connect Dislikes 2020 | Priority projects in Workshop 2 - Dec 2019 |
|------------------------------------------------------------------------------------------------------|--------------------|-----------------------|--------------------------------------------|
| <i>Note: S# = Short term project & priority No.; M# = Medium term project & priority no.</i> | | | |
| Additional planting in Shier Rise Reserve | 11 | 0 | |
| New tree planting in streetscape and open space areas | 10 | 3 | M3 |
| Trail along railway corridor to link to Collie River | 10 | 0 | M5 |
| Skate park - provision of additional equipment | 8 | 2 | |
| Community Activity Zone - new skate park & pump track | 7 | 1 | M2, M7* |
| Resolve drainage outside school | 7 | 0 | S2 |
| Shier Rise Reserve improvements - general, including seating and fitness trail | 7 | 0 | S5 |
| Improve bin facilities - including near skate park | 7 | 1 | S11 |
| Improve Northern town entrance - including traffic safety | 7 | 0 | |
| Recreation path loop (Shier Rise Reserve, Crampton Rd, Shenton Rd) | 7 | 0 | M1 |
| Volunteer Bushfire Brigade (improved front exterior facilities) | 7 | 0 | |

(Appendix ORD: 12.3D)

| Project / Improvement | Connect Likes 2020 | Connect Dislikes 2020 | Priority projects in Workshop 2 - Dec 2019 |
|---------------------------------------------------------------------------|---------------------------|------------------------------|---------------------------------------------------|
| Upgrade path along Russell Road from Clarke St to Shenton Road | 6 | 1 | |
| Upgrade public toilets | 6 | 0 | S1 |
| Oval surface - levelling | 6 | 0 | |
| New town entry statement | 5 | 0 | |
| New shade sails for Community Playground - used by school | 5 | 0 | |
| Retain Memorial Rose Garden in McCaughan Park | 5 | 0 | |
| New clubrooms / multi-purpose community facility | 4 | 0 | |
| New path from Russell Road to public toilets | 4 | 0 | |
| Relocate existing BMX track, if required by authorities | 4 | 0 | S4 |
| Bollards around oval - with access for parking, maintenance and emergency | 4 | 0 | S10 |
| Road safety improvement to Gardiner St including Castieau St intersection | 4 | 0 | |
| Improve southern town entrance | 4 | 0 | M6 |
| Perimeter path around Burekup townsite | 4 | 1 | |
| New path along O'Meara Dr - Shenton Road to Gardiner St | 3 | 1 | M9 |
| Upgrade path along Clarke St from Russell Rd to Castieau St | 3 | 2 | |
| New visitor information board | 3 | 1 | S7 |
| Improve highway visitor signage | 3 | 2 | S8 |
| Improved wayfinding signage | 3 | 1 | S12 |
| Retain open active space | 3 | 0 | |
| Fence along railway - McCaughan Park | 3 | 4 | S9 |
| Retain existing BMX track in current location | 3 | 1 | |
| Resurfacing of tennis / basketball courts | 2 | 0 | |
| New informal community nature play space - 'Loose parts play' | 2 | 0 | S6 |
| Formalise car parking in Gardiner Reserve. | 2 | 1 | |
| Enclose Country Club verandah | 2 | 2 | M4 |
| Path along Castieau St to Money St | 2 | 2 | M8 |
| Picnic spot along Collie River | 2 | 0 | |
| Community garden / food forest | 2 | 0 | |
| Upgrade cricket pitch | 2 | 0 | |
| Path between Burekup and Roelands | 1 | 0 | |
| Improve lighting in townsite and at town entrances | 1 | 1 | |
| Upgrade existing open drains | 1 | 1 | |
| Extend Clarke St through to Crampton Road | 1 | 1 | |
| Another park | 1 | 0 | |
| Community / school playground improvements | 0 | 0 | S3 |
| Widen and reseal end of Hutchinson Rd (near Crampton Rd) | 0 | 1 | |

(Appendix ORD: 12.3D)

| Project / Improvement | Connect Likes 2020 | Connect Dislikes 2020 | Priority projects in Workshop 2 - Dec 2019 |
|-----------------------|--------------------|-----------------------|--------------------------------------------|
| TOTALS | 190 | 30 | |

Notes:

*M7 (landscaping near skate park) consolidated into Community Activity Zone
 M10 in Workshop 2 'Beach volleyball court' not included in draft plan for 'Connect' following community feedback in Workshop 2

The comments received through the Social Pinpoint 'Connect' engagement were as follows:

| Project proposal | Community comment |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| New town entry statement | The current statement is bland and hard to distinguish |
| Resurfacing of tennis / basketball courts | It's not just the surface of the tennis, it's the underlying ground and the overall preparation of it. Don't just lay over the top, do it properly this time |
| Resolve drainage outside school | Each year we are told the same story...it's on the planning list. Let's hope it's on the top of your list as I'm sure bigger schools in your Shire would not put up with this issue time and time again. |
| | I've been in Burekup for 8 years and the drainage on the road across the school has always been an issue and in winter we can even use that side of road to pick up kids from school. Even a small shower you will find water on road for days (<i>Shire officer note: respondent may have meant to write 'can't'</i>) |
| Relocate existing BMX track, if required by authorities | If the BMX track is to be moved, I strongly suggest getting all the kids who built it to have input into the design and the option to help build the new one |
| | Unfortunately the BMX track has been constructed on PTA land without approval. The risk of injury, which already has occurred is the issue. A safer better designed area would be preferable. |
| | Space 15 is a perfect spot for a community garden. I fail to see how the BMX jumps would need to be moved my law... kids are being kids, it's the appeal and sanity of living in Burekup. |
| Improve highway visitor signage | Improve visibility looking west horrible intersection to pull out and turn right. Possibly move intersection and the improve (sic) intersection street appeal and signage. |
| | A better idea would be to reduce the speed limit to 90 and make it safer for turning in and out |
| Bollards around oval - with access for parking, maintenance and emergency | Make it what it needs to be a picket fence... it is a cricket oval after all, and we are a village of sorts, take a leaf out of the poms book and make something special! |
| Road safety improvement to Gardiner St including Castieau St intersection | I agree with the other comments made on this point. |
| | Could there be a roundabout installed at this intersection, with an extra feed off to the proposed #24 parking lot? Like them or loathe them, roundabouts have been proven to reduce risks on 'trouble' intersections. |

(Appendix ORD: 12.3D)

| | |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>This needs to be looked at both to the left and right when sitting on Castieau and wanting to turn onto Gardiner. To the right the visibility is zero and to the left the angle of the turn means you end up on the wrong side of the road. The intersection needs to be completely redesigned</p> <p>Without sounding like an old man... this intersection is awful... combined with the speed that people drive on Gardiner st it is only a matter of time... :(</p> |
| Formalise car parking in Gardiner Reserve. | <p>I feel a parking facility closer to the rear of the Country Club would be more beneficial (potentially in the purple ringed section just below the #2 proposal).</p> <p>Common sense this one. The grass will never grow with cricket and country club patrons parking on it. And in turn the cricket facilities are deteriorating along with our equipment due to the sand everywhere....</p> |
| Oval surface - leveling | <p>Obviously a high priority for the Cricket Club this one and something we have tried to manage 'in-house' over several years albeit without much success.</p> <p>This oval is very unique to the cricket lovers of the southwest. It has plenty of character but has been let down by the surface of the ground. Drainage works well but having concrete lids on the playing surface with rubber mats on top are a safety risk and also embarrassing when a visiting sports team comes to play. The oval isn't level and has had the cricket club on several occasions bring sand in to try level. So it would be nice if the Shire would find a bit of interest in this matter. Thanks</p> <p>This could be a jewel in the Shire if not the region. A purpose built cricket facility, with a turf wicket and picket fence. There is a raft of local talent that would love to be part of a cricket club that provided a pathway to further opportunities, and as member of the club, I know there are other members that would love to see kids have a place to belong. For their social and mental wellbeing. This must become a priority. Along with changeroom for female players which is a boom sector.</p> |
| Improve Northern town entrance - including traffic safety | <p>If there is any talk of removing the statute of Fergus from the Forrest Highway, this would be a good site - the Northern entrance to the Ferguson Valley.</p> |
| Retain open active space | <p>The open space needs to be weed managed, it's unusable in summer as it's dead and it's all broadleaf in winter. Some paths and bbq facilities would be great, and would take small children on bikes away from the race track that Gardiner st is turning into...</p> |
| Recreation path loop (Shier Rise Reserve, Crampton Rd, Shenton Rd) | <p>And please consider speed limit signage on Crampton Road especially with the walkway encouraging more activity on the road. This road is seen as open road with people forgetting there are driveways and intersections off it and so many walkers and families on bicycles. I'm sure this won't be costly so could be done in the early stages of development.</p> |
| New tree planting in streetscape and open space areas | <p>Australian Natives would be lovely or at least trees that doesn't drop its leaves</p> <p>Yes please, since they cleared the paddock for the new development the place feels very bare. Could we have native trees?</p> <p>Current tree are too low, not properly maintained (by the council or residents) and when in flower pose a significant risk of bee sting. Do not want a tree in our yard.</p> <p>I quite like my tree as it is... but not opposed to an upgrade, Bear in mind most neighbours ripped there's out on our street...</p> |
| Multi-use facility (Burekup Oval) | <p>Having made the below point - I feel the location is incorrect. It would shorten the boundary considerably.</p> <p>The Burekup Cricket Club suggestion would be to redesign something that</p> |

(Appendix ORD: 12.3D)

| | |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| project information sheet) | suits and fits into the current, underutilised amphitheatre and shade-sail location. |
| | I am thankful that the requests and desires of the Burekup Cricket Club have been taken into consideration in the facilities plan. Burekup cricket is growing with junior & senior teams and increasing interest in the Woolworths Blast programs. It would be great to finally getting a chance to have a 'true cricket home', and as Burekup is in the heart of the "Wellington Region" the potential is there for it to become the Home of the Wellington District Cricket Association too. |
| | While I understand the need for shower and change facilities, as discussed at Community meetings, I am at a loss with this proposed facility. There is no additional information provided that outlines the need and operation of the proposed bar, kitchen and function areas. |
| Path along Castieau St to Money St | Fantastic idea, I won't have to walk my doggo on the road. |
| Improve lighting in townsite and at town entrances | Reduce light pollution. |
| Community garden / food forest | Why so far out? Next to the school would be ideal - or the block next to the shop |
| Upgrade cricket pitch | As mentioned in my previous suggestion (25) this needs to be a priority. The club is one of the most successful in the BDCA. A quality facility would bring the community together, wives and partners all socialising around a strong successful club, a place for kids to aspire to something and find something about themselves. As it stands we are at risk of losing our juniors due to a lack of competition for them in their ages, and when talented enough they go to clubs with A Grade teams. |
| Fence along railway - McCaughan Park | This will be an eyesore - and why is it needed? |
| | The trains have been going past this suburb for a very long time so if the noise was an issue I wouldn't live here, however a wire fence would stop the kids riding their BMX bikes across the track. As observed on the weekend. It would be a lot safer for the public and train drivers alike. Is this a soundproofing fence? |
| Other comments | Extend cycle/foot path along Shenton Rd. Provide safer access along road for pedestrians in particular for people living further out. It's a very nice area to walk along but safety is a bit of a concern. |

Written submissions

Three written submissions were received from stakeholder groups and agencies:

1. Nathan King, President, Burekup Cricket Club *Burekup Cricket Club Venue Improvements*
2. Department of Planning, Lands and Heritage
3. Department of Water and Environmental Regulation (time extension to respond granted)

Comments received through written submissions

1. Burekup Cricket Club – Community stakeholder group (sporting) – presented a proposal for a new sporting pavilion, with details as follows.

OVERVIEW

1. Project Background and Description

The Burekup Cricket Club would like to submit this proposal for improvements to the venue known as the Burekup Cricket Club Oval, a shared oval with River Valley Primary School and known to the Shire of Dardanup as Sikes Avenue Reserve. Burekup fails to tick any of the boxes under the Cricket Australia Facility guidelines for cricket grounds. Players, both senior and junior, male and female, as well as Junior and Master Blaster Program competitors, and officials, have nowhere to get changed into, and out of, playing attire, other than under the surrounding trees. Parents and supporters are subjected to the elements also.

For many years the Burekup Cricket Club has utilised the Burekup Country Club as the venue for windups, mid-season gatherings, AGM's and general meetings and other club functions, as well as post game entertaining for both home and away teams. Although the venue is good, there is nowhere for cricket regalia and memorabilia, premiership flags and award honour boards to be displayed.

The Burekup Cricket Club prides itself on being one of the more successful cricket clubs in the Bunbury and Districts Cricket Association having won 6 premiership titles in the 14years it has been involved in the BDCA and represented in all but 1 finals campaign's over those years. The Burekup Cricket Club is also the unofficial hub of the Wellington Cricket Association, being in the heart of the Wellington catchments of Harvey, Leschenault, Eaton, Dardanup, Collie and of course Burekup itself. We have welcomed travelling metro teams to our club for Representative games and have offered the Burekup Country Club up as accommodation but have had to explain to them that we did not have means to shower them and that the nearest showering option for them was at the Brunswick Caravan Park.

In addition to the above Cricket Club background, there also seems to be a lack of 'entertainment' options for the youth of the town, and it would be hoped the Burekup Cricket Club could drive to change this, by offering up and sharing the building space as a youth centre; a place for the youth to hang out, watch tv, listen to music, study or just hang with other locals and friends.

The location of the proposal may also lend itself to be utilised by the Burekup Tennis Club, should they have an intake of members (the thought is that there is currently very little membership interest for the Tennis Club, but the Cricket Club is more than happy to entertain the idea of sharing the tenancy with them should they need it). The proposal boasts a viewing platform for the western-most tennis court also.

2. Project Scope

Great appreciation must be forwarded to the planning committee of the Dardanup Shire in their works to date on the Burekup Community Facilities Plan, of which the Burekup Cricket Club was included and had a proposal put for forward for new club rooms. However, the location of this proposal would not be conducive to the cricket ground as the building would restrict the length of the boundary. The northern boundary is already restricted to ~ 58m from the centre of the pitch; 2m shorter than the recommended minimum boundary length in the Bunbury & Districts Cricket Association. An alternate

(Appendix ORD: 12.3D)

proposed location has been drawn up by the members of the Burekup Cricket Club and is attached for discussion.

The scope for the Burekup Cricket Club clubrooms proposal would be confined to the building itself and immediate surroundings, with any further upgrade plans, car parks and pathways etc, falling back to the Burekup Community Facilities Plan.



Burekup Cricket Club high level proposal in relation to the Burekup Community Facilities Plan 2020.

(Appendix ORD: 12.3D)



Proposal floor plan (option 1.0)



Proposal Option 1 in 3D (perspective from the oval)

(Appendix ORD: 12.3D)



Proposal Floor Plan Option 2. Squarer design set further back from oval boundary.

Proposal Option 2 in 3D



(Appendix ORD: 12.3D)

3. Requirements

The new building must take into consideration both male and female patrons as well as youth. It would be desirable to have the following inclusions in the building at a minimum:

- Earthworks to have the building elevated from oval ground level (akin to the height of existing Amphitheatre area)
- Removal of multiple trees adjacent to existing nets and Amphitheatre area
- Fully functioning kitchen and bar facilities
- Change rooms for both home team and away teams
- Hot and cold water for change room showers
- Ablution blocks in both change rooms and main function building
- Utility room for storage of cricket equipment (may also double as umpire changeroom? TBC)
- Function room with included storage room for tables/chairs etc
- Undercover outdoor area overlooking the playing oval
- Easy access between building and existing nets infrastructure to allow mowers, emergency vehicles etc to pass
- Telecom connection for wifi connectivity and security etc
- Security (for the bar at a minimum)

4. Deliverables

Consultation with;

- Department of Sport and Recreation – financial backing
- Dardanup Shire – financial backing, time and resource planning
- Cricket Australia - facilities Grass-Roots grants
- Burekup Cricket Club – financial backing, in-kind donations of time and labour resources where possible
- Burekup Community Facilities Plan committee
- Burekup Tennis Club
- Any number of Youth agencies (YMCA etc)
- Fitness and yoga groups
- Mind Wellfullness groups

5. Affected Parties

- Burekup Country Club – potential lost revenue with Burekup Cricket Club having the ability to hold their own mid-season and end-of-season functions and if the Function Room was hired out for external events etc.

(Appendix ORD: 12.3D)

6. Affected Business Processes or Systems

Telecommunications hardware and software; including any wifi connections

Security support

7. Implementation Plan

The initial location of the proposed clubrooms (as per Burekup Community Facilities Plan 2020 medium term project) was not seen to be conducive to the cricket oval boundary dimensions, being that the northern boundary would decrease from 58m to just over 40m. 60m is the minimum boundary length under the B&DCA Local Laws.

An alternative location was sought and with a lack of public use, the Amphitheatre and shade sailed area, was chosen due to its already close proximity to existing connections (water, electricity, sewer etc) which was seen as beneficial.

8. High-Level Timeline/Schedule

Although the Burekup Cricket Club would love to see this project undertaken as soon as possible, we understand the complexities involved in large, multi-funded, facility plans. We also understand that priorities change with office bearers, so would like to get the ball rolling at the earliest opportunity.

Plan: to be in conjunction with the Dardanup Shire's Burekup Community Facilities Plan timeline

Design: initial scope design to be completed by end of CY20. Final design completed by end of Q2 CY21

Develop: Builder/developer tender process completed by end of CY21

Deploy: First soil turned Q2 CY22

The Burekup Cricket Club is more than eager to assist The Dardanup Shire in any way, shape or form, to ensure this project is given every opportunity to come to fruition.

APPROVAL AND AUTHORITY TO PROCEED

We approve the project as described above, and authorize the team to proceed.

| Name | Title | Date |
|------|-------|------|
| | | |
| | | |
| | | |

Approved By

Date

Approved By

Date

Proposal developed by

Nathan King

President

Burekup Cricket Club

M: 0419 966 745



2. Department of Planning, Lands and Heritage (DPLH)

Your ref: PST-R0652628

Our ref: PLH2019P0205

Doc ref: Enquiries: Ben Muller

Chief Executive Officer Shire of Dardanup

PO Box 7016

EATON WA 6232

Dear Andre Schonfeldt

PROPOSED BUREKUP COMMUNITY FACILITIES PLAN

I refer to your letter PST-R0652628 dated 21 August 2019 requesting the Department of Planning, Land and Heritage (the Department) to provide input on the above proposal.

The Department of Planning, Lands and Heritage is responsible for planning and managing land and heritage. It undertakes key activities relating to land use planning, the land supply chain, land administration and asset management and Aboriginal lands and heritage.

The Department does not provide services as envisaged in the proposed Burekup Community Facilities Plan (the Plan) but from a planning point of view, the Plan, once drafted, should be referred to the Commission for comment, should the Plan be regarded as a local planning policy under the provisions Schedule 2, Part 2, Clause 4(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, and inconsistent with any State Planning Policy.

Should you have any further queries please contact Ben Muller on 9791 0577.

Yours sincerely

Marion Dandridge Planning Manager Regional South West

12 September 2019

South West Office

Street address: Bunbury Tower Sixth Floor 61 Victoria Street Bunbury WA 6230 Tel: (08) 9791 0577

Fax: (08) 9791 0577 bunbury.pianninaiSi.dpih.wa.aov.au www.dplh.wa.aov.au

ABN 35 482 341 493

(Appendix ORD: 12.3D)

3. Department of Water and Environmental Regulation (DWER)

Important note: The numbers in DWER's comments below related to the version of the Draft Plan which was advertised for public comment in 2020. These numbers are different to those shown on the final draft plan which is now presented to Council for endorsement as at August 2020. A table at the end of DWER's comments cross-references the superseded project numbers with the new numbers as shown on the plan for each respective project, to assist with correct referrals as projects are identified for investigation and implementation.

Note: DWER requested an extension on 12 June, until 19 June, which was granted.

19th June 2020

Our Reference: PA 034157 , DWERT50~22

To: Shire of Dardanup
From: Department of Water and Environmental Regulation
Attention: Peta Nolan

RE: Draft Burekup Community Facilities Plan

Dear Peta,

Thank you for providing the draft 'Burekup Community Facilities Plan - proposed projects' (as attached for your convenience) for the Department of Water and Environmental Regulation (Department) to consider.

The Department has identified that some of the proposed projects have the potential for impact on the environment and water resources, with the following key issues being identified against each project:

- **Acid sulphate soils:** Projects 12, 13, 31, 37, 39 & 40
- **Stormwater management:** 13, 14, 24, 31 & 39
- **Flood:** 26, 35, 37
- **Water availability:** 40
- **Native vegetation clearing:** 37
- **Wastewater (noting location in a sewage sensitive area):** 37
- **No water or environment issues identified:** Projects 1 – 11 , 15 – 23 , 25, 27 – 30 , 32 – 34, 36, 38 , 41 , 42 & 44

Further detail is described below against each of the above key issues:

Acid sulphate soils

Acid sulfate soils (ASS) risk mapping indicates that most of project area is located within an area identified as representing a 'low to moderate' risk of ASS occurring within 3 metres of the natural soil surface (orange shaded area in Screenshot 1), which is relevant to Projects 12, 13, 31, 39 & 40 as ground disturbing works and dewatering are likely to occur, which poses an acidification risk that can impact infrastructure and groundwater quality.

(Appendix ORD: 12.3D)

ASS risk mapping shows that the area along the Collie River is located within an area identified as having a 'moderate to high' risk of ASS occurring within 3 metres of the natural soil surface (red shaded area in Screenshot 1), where Project 37 (Picnic spot along Collie River) is proposed and shallow ground disturbing works can pose an acidity risk to the surrounding environment.

These projects should be referred to the department for comment if during construction:

- dewatering will occur
- excavation will occur below groundwater
- excavation of more than 100 cubic meters is proposed

Stormwater management

The proposed developments under Projects 13, 14, 24, 31 & 39 are likely to involve the management of substantial volumes of stormwater, for which there are quality and quantity considerations.

This does not trigger a need for these projects to be referred to the Department for comment, however it is recommended that stormwater is managed in accordance with the:

- *Decision process for stormwater management in WA* (DWER 2017)
- *Interim Position Statement: Constructed Lakes* (July 2007)

Flood

Our GIS shows the area covered by Projects 26, 35, 37 are affected by flooding during major events in the 1 in 100 (1%) annual exceedance probability (AEP) flood event as seen in Screenshot 2. This data can be accessed at the following location:

<https://dow.maps.arcgis.com/apps/webappviewer/index.html?id=9817b8d31c224846abb68a75478e9cf0>

These projects should be referred to the department for comment.

Water availability

It appears that Project 40 is located at Lot 123, where a 'Community garden / food forest' landuse is proposed (Screenshot 3).

This project will require a water supply, and depending on the source of water that is proposed to be used there may be licencing requirements under the *Rights in Water and Irrigation Act 1914*.

This project should be referred to the department for comment.

Native vegetation clearing

Under section 51C of the *Environmental Protection Act 1986* (EP Act), clearing of native vegetation is an offence unless undertaken under the authority of a clearing permit, or the clearing is subject to an exemption. Exemptions for clearing that are a requirement of written law, or authorised under certain statutory processes, are contained in Schedule 6 of the EP Act. Exemptions for low impact

(Appendix ORD: 12.3D)

routine land management practices outside of environmentally sensitive areas (ESAs) are contained in the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (the Clearing Regulations).

In the event any clearing is proposed at the development stage for Project 37, a permit to clear native vegetation should be submitted to the department.

Wastewater disposal

Project 37 is located in a Sewage Sensitive Area (Estuary catchments on the Swan and Scott Coastal Plains) and our GIS shows the nearest sewer line located about 720 metres to the south.

Any onsite wastewater management should comply with the *Government Sewerage Policy* (GSP 2019) which includes the requirement to have a 1.5 metre vertical separation to the highest groundwater level and 100 metre separation to the waterway.

These matters can be dealt with by the Shire's Environmental Health Officers.

No water or environment issues identified

The department has deemed that a number of projects (Projects 1 – 11 , 15 – 23 , 25, 27 – 30 , 32 – 34, 36 , 38 , 41 , 42 & 44) to have negligible impact on water resources or the environment.

These do not need to be referred to the department for comment.

Thank you.

Yours faithfully,

Daniel Wong

Environmental Officer

Department of Water and Environmental Regulation

Planning Advice South West Region

Note: in DWER's original submission, they erroneously marked projects 26 and 35 as being exempt from referral; however following Shire enquiry this was updated on 19 June to advise that projects marked 26 and 35 would need to be referred to DWER. Their above comments have been updated accordingly. Full records are stored in Tardis dated 23 June 2020.

Officer addition to DWER comments:

- **Acid sulphate soils:** Projects 12, 13, 31, 37, 39 & 40
- **Stormwater management:** 13, 14, 24, 31 & 39
- **Flood:** 26, 35, 37
- **Water availability:** 40
- **Native vegetation clearing:** 37
- **Wastewater (noting location in a sewage sensitive area):** 37
- **No water or environment issues identified:** Projects 1 – 11 , 15 – 23 , 25, 27 – 30 , 32 – 34, 36, 38 , 41 , 42 & 44

(Appendix ORD: 12.3D)

Note: refer to DWER's details comments above, for details of each requested referral below.

| Number on now superseded plan advertised in May 2020 | New on amended plan August 2020 | Proposed / possible future improvement | Referral relating to possible environmental concern (if applicable) |
|------------------------------------------------------|---------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| 12 | 13 | Upgrade public toilets | Acid sulphate soils |
| 13 | 4 | Resolve drainage outside school | Acid sulphate soils Stormwater management |
| 14 | 25 | Community / school playground improvements | Stormwater management |
| 24 | 24 | Formalise car parking in Gardiner Reserve | Stormwater management |
| 26 | 11 | Improve northern town entrance | Flood |
| 31 | 27 | Multi-use facility / sports pavilion | Acid sulphate soils Stormwater management |
| 35 | 40 | Path between Burekup and Roelands | Flood |
| 37 | 37 | Picnic spot along Collie River | Acid sulphate soils Flood Native vegetation clearing Wastewater (noting location in a sewage sensitive area) |
| 39 | 42 | Upgrade existing open drains | Acid sulphate soils Stormwater management |
| 40 | 39 | Community garden / food forest | Acid sulphate soils Water availability |

Following an assessment of outcomes from the May-June 2020 community consultation via 'Connect' and from written submissions received, an internal review of the draft plan was undertaken. Project priorities were adjusted to reflect community comments received and the plan amended accordingly for presentation at a Councillor workshop on 1 July 2020. Following comments received in this workshop a final review was undertaken and minor changes made to the plan prior to presentation at a Community meeting held on 8 July 2020. Further comments were received in this meeting and final adjustments made to the draft plan prior to it being presented to Council on 26 August 2020.

Community engagement in 2019

The summary of outcomes from Workshop 2, held in December of 2019, is included below. Prior to this, a community survey and interviews were undertaken, as well as an initial workshop with facilitators Tuna Blue. Detailed outcomes of this first workshop with Tuna Blue have not been included below for brevity, however they were used as a basis for Workshop 2 and outcomes from both workshops included in the consultation assessment in the *Outcomes of 2019 Burekup community engagement* document which was included as an appendix to the report to Council dated 25 March 2020.



Community Facilities Plan

WORKSHOP TWO

Burekup Hall

Wednesday, 04 December 2019 | 6.00pm - 8.00pm

Workshop Report

Workshop Facilitation and Reporting by Will Bessen of Tuna Blue Facilitation

Overview

Members of the Burekup community regathered for a second workshop to obtain community consensus on the key proposed and possible future facilities upgrades and projects for inclusion in the Burekup Community Facilities Plan and confirmation of priority for these initiatives.

By the end of the workshop, participants had:

- Reflected on the outcomes of Community Workshop One,
- Considered and refined the Draft Burekup Community Facilities Plan developed by the Shire of Dardanup,
- Ranked the proposed projects in order of priority,
- Further refined the 'Civic Precinct' schematic layout, and
- Considered the next steps for the finalisation of the Plan.

Executive Summary

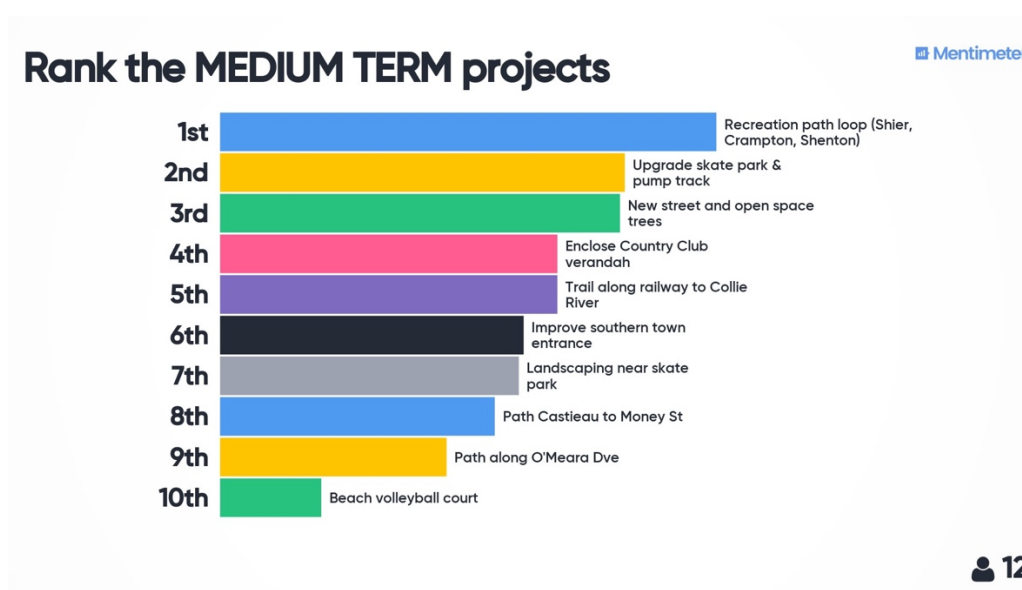
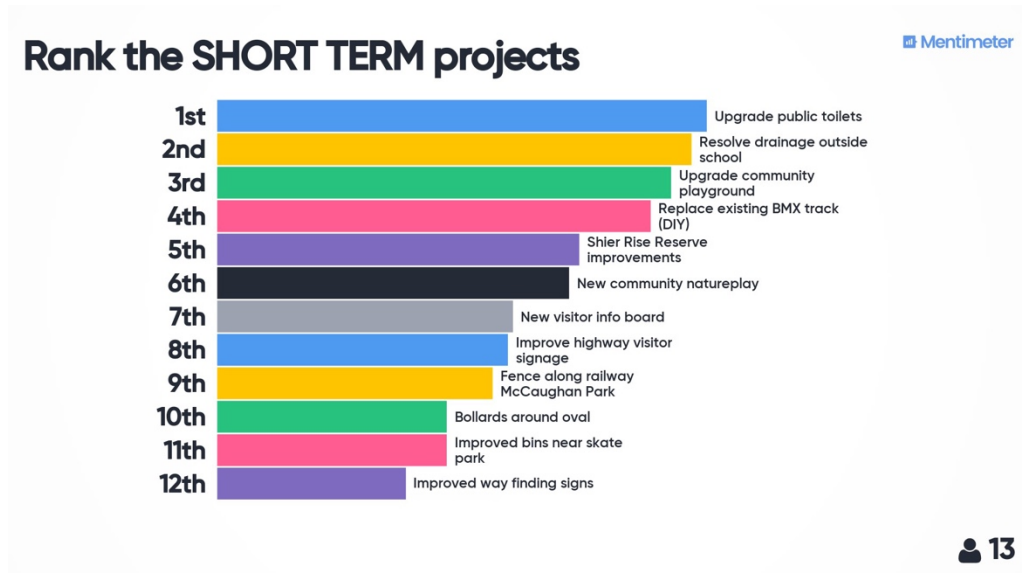
The following refinements are suggested to the Draft Burekup Community Facilities Plan.

- Transfer the Multiuse Sports Facility from 'potential future' to 'proposed' projects as it is a high community priority and needs Shire feasibility modelling undertaken as they first step

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- Ensure a smart restricted access option is developed for access to the rear of the Country Club if project 14 (levelling of ground between skate park and cricket nets) restricts access. A padlocked chain and key connected to the Country Club keys is important
- Consider a road safety audit to investigate traffic calming options for the Castieau St and Gardiner St intersection

The priority projects for the short and medium term 'proposed' projects are:



Draft Plan Feedback

Will Bessen presented the outcomes of the first workshop and the requested population forecasts for Burekup.

The participants warmed up using Mentimeter technology to consider 'what's your earliest memory of Burekup?'

Responses

(Appendix ORD: 12.3D)

- Visiting a friend
- Seeing the rolling hills on the drive home.... very relaxing
- Space, farm feel, freedom of kids playing
- Picking up mail at local store rather than having a postie
- A small quiet town and then living at 17 Clarke St in 1991; now at 17 Russell Rd and retired
- Visiting a friend and hearing the train
- Shenton Rd trees
- Coming to school in Burekup Hall
- I was born and raised in Burekup and have fond memories of playing with friends out on the street
- Visiting the little church
- Looking at the house we bought 6 years ago
- Riding pushbikes in the rail reserve (the bike tracks)
- 1970 working with PWD
- 11 years ago, purchased land in Orchard Road. Best aspect we saw
- Coming to sister in laws farm at the top of town
- Dusty road...nowhere to buy a good coffee
- Bought a block of land in 1981

Vicki Pretorius presented the Draft Burekup Community Facilities Plan based on the inputs from community surveys, interviews and workshop one.

Discussion

- Does the 2009 Burekup Expansion Strategy still apply given that Wanju is now in place?
 - Yes, the urban deferred areas for future demand remain in three separate stages
 - It will be reviewed when the Town Planning Scheme and Local Planning Strategy is reviewed from mid 2020 onwards
- What about road bituminisation?
 - That's captured as a longer term initiative
- The sports club infrastructure should be highlighted as a 'Proposed' project given it is a high priority for the community
 - If it's high priority, the Shire can start looking at feasibility for a multiuse facility to be built in the longer term'
 - Could look at a retrofit to the existing building to make it more feasible?
 - If the Shire can look at the cost of a retrofit, it gives the community something to work towards and lobby for

(Appendix ORD: 12.3D)

- Can numbers 7 and 14 on the Draft Plan be merged to create a combined parking area and keep vehicle access to the rear of the Country Club?
 - At current it would likely be a gate and chain with permission to access the Country Club
 - We need a smart solution for restricted access
- BMX track and natureplay are in good locations
- Visitor and wayfinding signage are in sensible locations; you could even add a public BBQ there
- Can there be red light cameras and gates at the rail crossings?
- Could Hutchison Rd be widened as an interim measure whilst waiting for the walk trail? It needs an effort to make it safer for the people who walk it regularly.

Table Feedback

The feedback gathered on the Draft Plan maps at the tables is listed below.

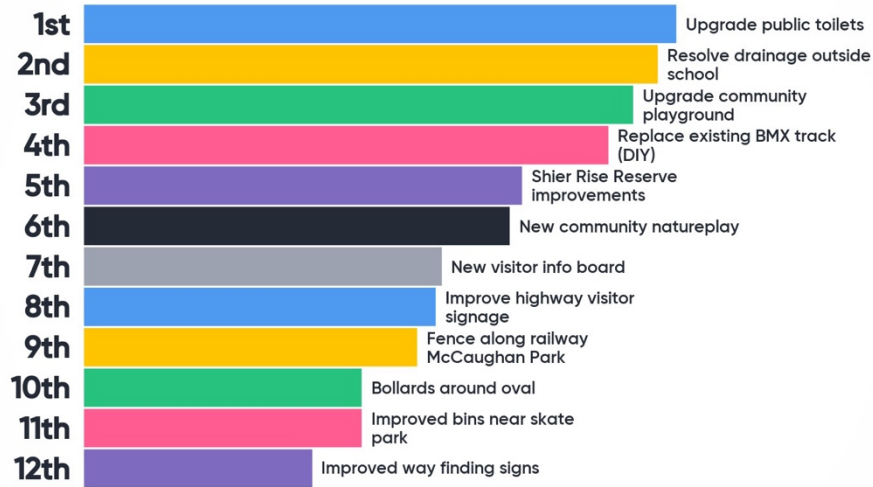
- Develop the block next to the shop and provide a Council incentive to do so (for lunches or coffees)
- See Dardanup Primary School for an example of a cheap, free and easy plan for a natureplay area
- Bitumen on Orchard Rd and Clark St is required
- Beach volleyball courts are initially popular and then rarely used
- Clarke St to Crampton Rd extension only needs a footpath
- Traffic calming is required at Castieau St and Gardiner St intersection
- Road safety audit needed for Castieau St and Gardiner St intersection due to lack of visibility and safety issues

Priority of Projects

The participants used a mixture of Mentimeter technology and pen/paper to prioritise the 'proposed' projects from the Draft Plan. *Note – Multiuse Sports Facility is to be moved from the 'potential future' to the 'proposed' list.*

Rank the SHORT TERM projects

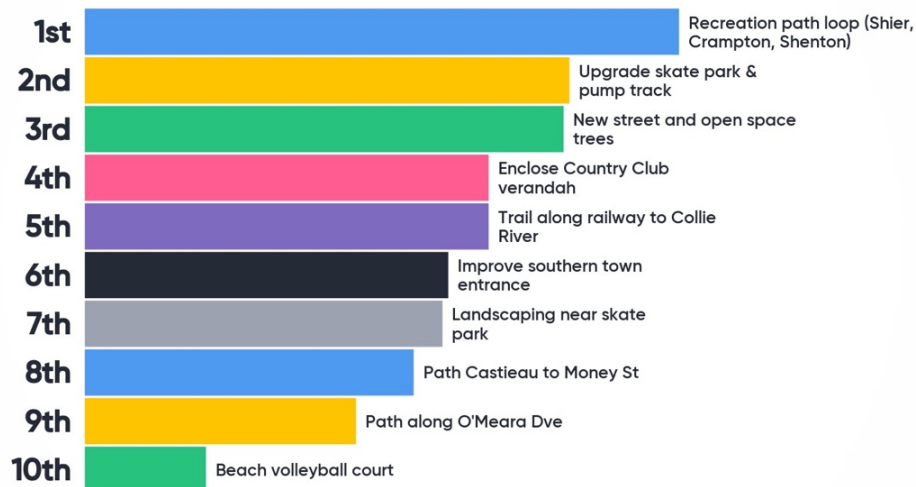
Mentimeter



13

Rank the MEDIUM TERM projects

Mentimeter



12



POLICY NO:-

CP033 – TRADERS ON SHIRE RESERVES AND ROAD VERGES**GOVERNANCE INFORMATION**

| | | | |
|------------------------|----|------------------------------------|----|
| Procedure Link: | NA | Administrative Policy Link: | NA |
|------------------------|----|------------------------------------|----|

ADMINISTRATION INFORMATION

| | | | | | | | |
|-----------------|---|-------|-----|----------|-------------|------------------|---------------------------------|
| History: | 1 | NEW | OCM | 14/12/16 | Res: 352/16 | Synopsis: | Policy created. |
| Version: | 2 | CP033 | SCM | 26/07/18 | Res: 251-18 | Synopsis: | Reviewed and Adopted by Council |
| Version: | 3 | CP033 | OCM | 29/08/18 | Res: 277-18 | Synopsis: | Amended by Council |
| Version | 4 | CP033 | OCM | 27/03/19 | Res: 49-19 | Synopsis: | Revised Policy Adopted |

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

The purpose of this Policy is to provide direction to the Shire of Dardanup Council in the processing of applications for Stallholder's and Trader's Permits to trade from public places within the Shire of Dardanup in accordance with the Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009'.

The objectives of this Policy include:

- To identify and designate appropriate locations for vendors to operate;
- To allow for stallholders and mobile traders to operate in a manner that does not conflict with the normal functions of the Shire;
- To protect existing levels of public amenity experienced on the Shire's reserves and other public places;
- To set minimum standards in the interest of public safety, environmental protection and social amenity.

3. REFERENCE DOCUMENTS

- The Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009'

4. DEFINITIONS

The terms used in this Policy and their definitions are as follows:

| Term | Definition |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Place, Stall, Stallholder, Stallholder's Permit, Trader's Permit, Trader, Trading | As per Local Law |
| Trading permit | A stallholder's or trader's permit |
| Mobile Trader | A trader selling goods and services in a public place whose vehicle / equipment can be completely removed from site at the end of each day. |
| Roaming Trade | Trading from a vehicle on the road reserve, with the trader remaining in a particular location for as long as there is a customer making a purchase and then moving on from that location. |
| Local Law | Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law' |

5. POLICY

This policy applies to mobile traders within the Shire of Dardanup and includes the following types of mobile traders:

1. **Type 'A'** - Mobile traders utilising a vehicle, caravan, trailer or stall for the purpose of trading in a public place;
2. **Type 'B'** - Mobile traders providing a service for which minimal equipment is required and which are flexible in terms of location (i.e. fitness, yoga, tai-chi classes etc.);
3. **Type 'C'** - Roaming Mobile traders utilising a vehicle, caravan or trailer for the purpose of trading utilising a public road reserve and remaining in a particular location for as long as there is a customer making a purchase and then moving on from that location.
4. **Type 'D'** – Residents trading from a stand or stall on the road verge adjacent to their residential property within residential areas of town-sites.

This Policy provides specific application and operational requirements for all mobile trading occurring on the Eaton Foreshore Reserves and other public places within the Shire of Dardanup.

'Type A' Traders – Public Notification and Application Process - Eaton Foreshore Only

- a) The approved area for 'Type A' permits on Eaton Foreshore will be allocated by the Principal Parks and Gardens Supervisor.
- b) A maximum of three (3) 'Type A' permits will be concurrently granted by Council to operate within the Eaton Foreshore approved trading area at any one time, at specific trading locations.
- c) Permits will be allocated to a particular location, which will represent the approved location for the business activity for the duration of the permit, unless otherwise approved in writing by Council.
- d) Existing permit holders will be required to submit a new application if they wish to be considered for the following financial year.
- e) Prior to 30 June of each year the Shire will call for expressions of interest by way of newspaper and website advertising to ascertain levels of interest from operators wishing to be granted one of the 'Type A' permits available for the following financial year. All applications must be submitted by the date advised in the public notice using the form specified under the Local Law. When applications received exceed the number of trading positions available, an officer's report is to be presented to Council by June 30th of each year to determine the approved permits for the following financial year.
- f) In determining applications, Council reserves the right to refuse an application even if all available trading positions have not been allocated for a particular financial year, if Council determines the proposed use is incompatible with the area or of a standard that is unacceptable.
- g) If applications received during the Expression of Interest process do not exceed the available trading positions, such applications may be approved by Staff under the delegated authority of Council, subject to the application meeting all requirements.
- h) If available trading positions are not all occupied following the expression of interest process, Council can approve an application received outside of the above process for any of the remaining trading positions, for the remainder of the applicable financial year expiring 30 June. Such applications may be approved by Staff under the delegated authority of Council, subject to the application meeting all requirements.
- i) Successful applicants will be advised of the outcome, and must submit any supporting information requested and pay the application fee and annual fee (pro rata for applications outside the above process) for the issue of a trading permit in this location within one month of being advised of their successful application. If the fee and any information requested is not

received within one month of notification, then the offer has lapsed and the trading position will be offered to another applicant at the discretion of Council staff.

Application Process

- 'Type A' Traders – Balance of Shire Reserves and Other Public Places but Excluding Gnomesville
 - 'Type B' Traders – Any Public Place including Eaton Foreshore but Excluding Gnomesville
 - 'Type C' Traders – Roaming Trade
 - 'Type D' Traders – Road Verge Trading
- a) Applications can be submitted at any time throughout the year.
 - b) Applications involving a single vehicle / van / stall (including Type C) may specify more than one trading location and will be required to pay only one application fee and fee for trading duration and be issued with a single permit.
 - c) Applications involving multiple vehicles / vans / stalls will be required to pay a separate application fee and fee for trading duration for each vehicle / van / stall, and will be issued with a separate permit for each vehicle / van / stall.
 - d) Applications may be approved by staff under the delegated authority of Council.
 - e) There are no limits on the number of Type B traders that may be granted a permit for a reserve or other public place, or on the number of Type C traders permits issued for roaming trade.
 - f) Limits may be imposed on the number of 'Type A' traders that are permitted to operate at a specific location any one time. When these limits are imposed, exercise of trading permits shall be on a "first come, first served" basis.
 - g) 'Type A' permits may be restricted to specific locations or general trading areas within specific reserves or other public places.
 - h) 'Type B' traders are not restricted to a particular location within a specific reserve or other public place but may be excluded from particular locations on the reserve or other public place.
 - i) The existing operation of a similar business on a reserve or other public place will not be a means to refuse any application for a trading permit.
 - j) Trader's permits for roaming trade will only authorise trading within town site boundaries.

General Matters (Applicable to 'Type A', 'Type B', 'Type C' and 'Type D'):

- a) Traders permits will not be issued for trading at Gnomesville for reasons of public safety. This Policy will be amended to address trading at Gnomesville when the Gnomesville Masterplan has been approved by Council, provided the approved Masterplan provides for the issue of traders permits for the location.
- b) Traders activities are not to interfere with other users of the reserve or other public place.
- c) Traders whose trading involves the selling or distribution of food and/or drinks are to comply with the Food Act 2008 and the Food Standards Code.
- d) Traders shall ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.
- e) The Shire reserves the right to vary the conditions of a stallholder's or trader's permit at any time.
- f) The Shire may cancel a stallholder's or trader's permit pursuant to Clause 6.9 of the Local Law if the trader has not complied with a condition of the permit or provision of any written law which may relate to the activity regulated by the permit.
- g) All stallholder's and trader's permits will be issued for a maximum of 12 months and will be valid from 1 July to 30 June of the following year. If granted after 1 July, stallholder's and trader's permits will be valid from the date of issue to 30 June of the following year.
- h) Where an Organisation has an existing agreement with Council for the use of a reserve or other public place, written approval from that Organisation must be submitted with any trading permit application seeking approval to trade from the public place subject to an existing agreement.
- i) Where an Organisation or individual has a lease agreement giving them the exclusive right of access to an area of public land, trading activities on that portion of land to which they are

granted exclusive rights of access will not be subject to the Local Law or this policy as the land subject to the lease is not within the definition of a public place.

- j) A trader shall not conduct trading on any day that there is a Shire of Dardanup approved 'event' on the reserve or other public place for which the right to authorise trading has been granted to the organiser by the Shire, unless otherwise approved by the event organiser (e.g. Shire organised events, Eaton Foreshore Festival, Dardanup Bull and Barrel Festival).
- k) When a Permit holder for a particular class of goods or services at the Eaton Foreshore is unavailable to trade at a particular time, or there is no permit holder for a particular class of goods or services at the Eaton Foreshore, an event organiser may invite another trader to trade at their approved event subject to the approval of the Shire Environmental Health Officer and to the trader having a current Traders Permit with the Shire of Dardanup.
- l) 'Type D' applications from property owners to have a stand or stall on the road verge adjacent to their property will be assessed to check that it is safe for customers to reverse onto the carriageway before approval will be granted. Approvals will be granted for Local Access Streets only.
- m) Applicants will be recommended to have an adequate level of insurance/liability cover for the trade activity.
- n) 'Type D' applications may be approved under staff delegated authority provided all of the following are met:
- The primary purpose of the site must be residential.
 - Approval will be limited to the sale of produce grown on the property (fruit, vegetables, flowers, plants and other plant products).
 - Where produce is edible, approval will be limited those foods that are Very Low Risk (as determined by the Environmental Health Officer).
 - Stands and stalls will be limited to a maximum of 1m² excluding any umbrella used for shade, and must be located on the road verge adjacent to the property boundary and close to the property driveway.
 - No intrusion is permitted onto any footpath.
 - The stand or stall is permitted to be in place on the road verge during daylight hours only, and must be removed from the road verge and placed within the property boundary before sunset each day.
 - The driveway of the property must remain unobstructed to allow customers to park off the carriageway where they will not obstruct the footpath.
 - Where an application meets all of the above points, staff may request that the CEO consider a fee waiver of trading permit fees. **Note:** where food is sold an application for registration of a food business is required, along with payment of the application fee.
- o) 'Type D' applications that do not meet the above criteria must be considered by Council. Where applications involve the sale of items not produced on the applicant's place of residence, neighbour's approval will be required, and trading permit fees apply unless the items sold are for a not-for-profit or charitable organisation. Where an application is approved by Council, applications for Trade Permits in the years following may be issued under staff delegated authority with the same conditions.
- p) In determining applications for trading permits, Council will have regard to Clause 5.5 of the Local Law and the following criteria:
- Benefit to the community;
 - Experience of the trader;
 - Appearance and quality of the operation and equipment;
 - Safety management measures implemented by the trader;
 - Risk management measures implemented by the trader;

- The appropriateness of the activity/ business having regard to pedestrian, patron and vehicular safety within the area;
- The appropriateness of the activity/ business having regard to the purpose for which the land is reserved, used or zoned;
- The potential impacts (i.e. parking, traffic, noise etc.) of the trading activity on nearby residences and landowners;
- The availability of ablution facilities if required for the trading activity; and
- The extent to which previous trading permits have been utilised, if applicable.

Conditions of Approval (General)

If Council determines to approve an application for a stallholder's or trader's permit, conditions can be imposed on the permit including, but not limited to, the conditions of Clause 5.2, 5.3 and 5.6 of the Local Law and the following:

- The trader shall not deposit or store any item associated with their activity on any footpath, vehicle access way or thoroughfare so as to create an obstruction.
- The trader shall provide confirmation to the Shire of a valid public liability insurance policy to operate the subject trading activity, prior to commencement of the trading activity which is to be thereafter maintained. The Policy shall indemnify both the trader and the Shire against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million.
- The solicitation of customers by touting or the use of public address systems shall not be permitted at any time.
- The trader shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire.
- The trader shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities.
- This permit cannot be transferred to another trader.
- This permit is valid for a maximum period of 12 months, expiring on 30 June.
- The trader shall cease trading upon notification from the Shire of any maintenance works or any other matter as determined by the Shire that may be required to be conducted on the reserve or other public place which shall not recommence until such time as the trader is further notified in writing by the Shire.
- The trader shall make all reasonable attempts to utilise their trading permit to its full extent. If the local government determines that a trading permit is not being utilised sufficiently, the local government may revoke the trading permit (Eaton Foreshore only)
- A trader shall not request any member of the public using the trading area to relocate from the designated trading area at any time.

Revocation of Stallholder's or Trader's Permit

Council may revoke a trading permit for the following reasons:

- a) The nature of the trade is different to that approved;
- b) Vehicles and/or equipment are not as described in the application;
- c) Conditions of approval are not being adhered to;
- d) The approved trader is not utilising the approval at least one day per week (Type A traders for Eaton Foreshore only);
- e) The activity is causing a nuisance to other users of the public place or nearby residences/landowner.

| RISK ASSESSMENT TOOL | | | | | | | | | |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------|----------------------|---------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------|----------------------|----------------------|
| OVERALL RISK EVENT: | | Amendment to the Trader's Policy "CP-033 – Traders on Shire Reserves and Road Verges" | | | | | | | |
| RISK THEME PROFILE: | | 10 - Management of Facilities, Venues and Events | | | | | | | |
| RISK ASSESSMENT CONTEXT: | | Operational | | | | | | | |
| CONSEQUENCE CATEGORY | RISK EVENT | PRIOR TO TREATMENT OR CONTROL | | | RISK ACTION PLAN (Treatment or controls proposed) | AFTER TREATMENT OR CONTROL | | | RESIDUAL RISK RATING |
| | | 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 | Preferred option that SoD remains a signatory to the Leschenault CLAG MoU, and recipient of DoH funding, and technical support. | 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. | Not required. |
| SERVICE INTERRUPTION | No risk event identified for this category. | Not Required - No Risk Identified | N/A | High (12 - 19) | Not required. | Not required. | Not required. | Not required. | Not required. |
| LEGAL AND COMPLIANCE | The Shire being found to not be democratic/equitable enough with its approach to the mobile trade industry. | Moderate (3) | Possible (3) | Moderate (5 - 11) | Preferred option that SoD adopts the proposed amendments to "CP-033– Traders on Shire Reserves and Road Verges" | Minor (2) | Unlikely (2) | Low (1 - 4) | Low (1 - 4) |
| REPUTATIONAL | The Shire found to not be supportive enough to the mobile traders industry, or activation and utilisation of public areas. | Moderate (3) | Possible (3) | Moderate (5 - 11) | Preferred option that SoD adopts the proposed amendments to "CP-033– Traders on Shire Reserves and Road Verges" | Insignificant (1) | Rare (1) | Low (1 - 4) | Low (1 - 4) |
| 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. | Not required. |

(Appendix ORD: 12.5C)



| |
|----------------------------------------------------------|
| POLICY NO:- |
| CP033 – TRADERS ON SHIRE RESERVES AND ROAD VERGES |

| GOVERNANCE INFORMATION | | | |
|------------------------|----|------------------------------------|----|
| Procedure Link: | NA | Administrative Policy Link: | NA |

| ADMINISTRATION INFORMATION | | | | | | | |
|----------------------------|---|-------|-----|----------|-------------|------------------|---------------------------------|
| History: | 1 | NEW | OCM | 14/12/16 | Res: 352/16 | Synopsis: | Policy created. |
| | 2 | CP033 | SCM | 26/07/18 | Res: 251-18 | Synopsis: | Reviewed and Adopted by Council |
| Version: | 3 | CP033 | OCM | 29/08/18 | Res: 277-18 | Synopsis: | Amended by Council |
| Version: | 4 | CP033 | OCM | 27/03/19 | Res: 49-19 | Synopsis: | Revised Policy Adopted |

1. RESPONSIBLE DIRECTORATE

Development Services Directorate – Environmental Health Department

2. PURPOSE OR OBJECTIVE

The purpose of this Policy is to provide direction to the Shire of Dardanup Council in the processing of applications for Stallholder's and Trader's Permits to trade from public places within the Shire of Dardanup in accordance with the Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009'.

The objectives of this Policy include:

- To identify and designate appropriate locations for vendors to operate;
- To allow for stallholders and mobile traders to operate in a manner that does not conflict with the normal functions of the Shire;
- To protect existing levels of public amenity experienced on the Shire's reserves and other public places;
- To set minimum standards in the interest of public safety, environmental protection and social amenity.

3. REFERENCE DOCUMENTS

- The Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law 2009'

4. DEFINITIONS

The terms used in this Policy and their definitions are as follows:

| Term | Definition |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Place, Stall, Stallholder, Stallholder's Permit, Trader's Permit, Trader, Trading | As per Local Law |
| Trading permit | A stallholder's or trader's permit |
| Mobile Trader | A trader selling goods and services in a public place whose vehicle / equipment can be completely removed from site at the end of each day. |
| Roaming Trade | Trading from a vehicle on the road reserve, with the trader remaining in a particular location for as long as there is a customer making a purchase and then moving on from that location. |
| Local Law | Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Amendment Local Law' |

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5. POLICY

This policy applies to mobile traders within the Shire of Dardanup and includes the following types of mobile traders:

1. **Type 'A'** - Mobile traders utilising a vehicle, caravan, trailer or stall for the purpose of trading in a public place;
2. **Type 'B'** - Mobile traders providing a service for which minimal equipment is required and which are flexible in terms of location (i.e. fitness, yoga, tai-chi classes etc.);
3. **Type 'C'** - Roaming Mobile traders utilising a vehicle, caravan or trailer for the purpose of trading utilising a public road reserve and remaining in a particular location for as long as there is a customer making a purchase and then moving on from that location.
4. **Type 'D'** – Residents trading from a stand or stall on the road verge adjacent to their residential property within residential areas of town-sites.

This Policy provides specific application and operational requirements for all mobile trading occurring on the Eaton Foreshore Reserves and other public places within the Shire of Dardanup.

Type A' Traders – Public Notification and Application Process – Eaton Foreshore Only

Proposed amendment to title:

'Type A or C' Traders – Application Process - Eaton Foreshore Only

- a) The approved area for 'Type A' permits on Eaton Foreshore will be allocated by the Principal Parks and Gardens Supervisor.
- b) A maximum of three (3) 'Type A' permits will be concurrently granted by Council to operate within the Eaton Foreshore approved trading area at any one time, at specific trading locations.
- c) Permits will be allocated to a particular location, which will represent the approved location for the business activity for the duration of the permit, unless otherwise approved in writing by Council.
- d) Existing permit holders will be required to submit a new application if they wish to be considered for the following financial year.
- e) Prior to 30 June of each year the Shire will call for expressions of interest by way of newspaper and website advertising to ascertain levels of interest from operators wishing to be granted one of the 'Type A' permits available for the following financial year. All applications must be submitted by the date advised in the public notice using the form specified under the Local Law. When applications received exceed the number of trading positions available, an officer's report is to be presented to Council by June 30th of each year to determine the approved permits for the following financial year.
- f) In determining applications, Council reserves the right to refuse an application even if all available trading positions have not been allocated for a particular financial year, if Council determines the proposed use is incompatible with the area or of a standard that is unacceptable.
- g) If applications received during the Expression of Interest process do not exceed the available trading positions, such applications may be approved by Staff under the delegated authority of Council, subject to the application meeting all requirements.
- h) If available trading positions are not all occupied following the expression of interest process, Council can approve an application received outside of the above process for any of the remaining trading positions, for the remainder of the applicable financial year expiring 30 June. Such applications may be approved by Staff under the delegated authority of Council, subject to the application meeting all requirements.
- i) Successful applicants will be advised of the outcome, and must submit any supporting information requested and pay the application fee and annual fee (pro rata for applications outside the

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above process) for the issue of a trading permit in this location within one month of being advised of their successful application. If the fee and any information requested is not received within one month of notification, then the offer has lapsed and the trading position will be offered to another applicant at the discretion of Council staff.

Proposed amendment:

- a) A maximum of three 'Type A or C' traders are permitted to operate, within an approved trade location, at Eaton Foreshore.
- b) Approved trade locations are available on a first-come-first-serve basis, to any 'Type A or C' trader that holds a valid Permit to Trade issued by the Shire of Dardanup.
- c) Approved trade locations are not exclusive to any particular trader, and cannot be reserved.
- d) Approved trade locations at Eaton Foreshore will be decided based on agreement with the applicant and the relevant departments of the Shire. Departments shall have regard to pedestrian safety, traffic safety, vehicular flow, compliance with traffic laws, impact on facilities and services in the Reserve (water, electricity, infrastructure and equipment), and potential nuisance issues.
- e) Traders must be engaged in an approved trade activity while occupying an approved trade location.
- f) When the trade activity has ended, the mobile trade vehicle/s and associated infrastructure must be removed from the Eaton Foreshore.
- g) Traders must carry suitable indemnity cover, and must abide by the conditions of their Permit to Trade at all times.

Application Process

- ~~'Type A' Traders – Balance of Shire Reserves and Other Public Places but Excluding Gnomesville~~
- ~~'Type B' Traders – Any Public Place including Eaton Foreshore but Excluding Gnomesville~~
- ~~'Type C' Traders – Roaming Trade~~
- ~~'Type D' Traders – Road Verge Trading adjacent to resident's home.~~

Proposed amendment:

- 'Type A' Traders – Shire Reserves and Other Public Places
- 'Type B' Traders – Any Public Place including Eaton Foreshore
- 'Type C' Traders – Roaming Trade
- 'Type D' Traders – Road Verge Trading adjacent to resident's home.

- a) Applications can be submitted at any time throughout the year.
- b) ~~Applications involving a single vehicle / van / stall (including Type C) may specify more than one trading location and will be required to pay only one application fee and fee for trading duration and be issued with a single permit.~~
- c) ~~Applications involving multiple vehicles / vans / stalls will be required to pay a separate application fee and fee for trading duration for each vehicle / van / stall, and will be issued with a separate permit for each vehicle / van / stall.~~

Proposed amendment:

- b) Applicants may specify only one vehicle / van / stall (including Type C) per application. Application fee and fee for trading duration apply.
- c) Applications involving multiple vehicles / vans / stalls will be required to lodge a separate application for each vehicle, and pay a separate application fee and fee for trading duration for each vehicle / van / stall. Applicants will be issued with a separate permit for each vehicle / van / stall.
- d) Applicants may specify one or more trading location per application.

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- e) Applications may be approved by staff under the delegated authority of Council.
- ~~f) There are no limits on the number of Type B traders that may be granted a permit for a reserve or other public place, or on the number of Type C traders permits issued for roaming trade.~~

Proposed amendment:

- f) Applications by Type B traders may be made for the Foreshore and other public places in the Shire, excluding Gnomesville.
- g) Applications by Type C traders may be approved for a town-site/s in the Shire.

- h) Limits may be imposed on the number of 'Type A and C' traders that are permitted to operate at a specific location any one time. When these limits are imposed, exercise of trading permits shall be on a "first come, first served" basis.
- i) 'Type A' permits may be restricted to specific locations or general trading areas within specific reserves or other public places.
- ~~j) 'Type B' traders are not restricted to a particular location within a specific reserve or other public place but may be excluded from particular locations on the reserve or other public place.~~

Proposed amendment:

- j) 'Type B' traders may be excluded from particular locations on a reserve or other public place.

- k) The existing operation of a similar business on a reserve or other public place will not be a means to refuse any application for a trading permit.
- ~~l) Trader's permits for roaming trade will only authorise trading within town site boundaries.~~

Proposed amendment:

- l) Type C trade permits may not be issued for areas outside of town-sites due to higher speed limits, and potential traffic safety risks.
- m) Type C trade is not permitted at Gnomesville as this form of trade is not accommodated under the Gnomesville Masterplan.

General Matters (Applicable to 'Type A', 'Type B', 'Type C' and 'Type D'):

- ~~a) Traders permits will not be issued for trading at Gnomesville for reasons of public safety. This Policy will be amended to address trading at Gnomesville when the Gnomesville Masterplan has been approved by Council, provided the approved Masterplan provides for the issue of traders permits for the location.~~

Proposed amendment:

- a) Traders Permits will not be issued for Gnomesville unless permitted by the Gnomesville Masterplan and approved by Council.

- b) Traders activities are not to interfere with other users of the reserve or other public place.
- c) Traders whose trading involves the selling or distribution of food and/or drinks are to comply with the Food Act 2008 and the Food Standards Code.
- d) Traders shall ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times.
- e) The Shire reserves the right to vary the conditions of a stallholder's or trader's permit at any time.
- f) The Shire may cancel a stallholder's or trader's permit pursuant to Clause 6.9 of the Local Law if the trader has not complied with a condition of the permit or provision of any written law which may relate to the activity regulated by the permit.
- g) All stallholder's and trader's permits will be issued for a maximum of 12 months and will be valid from 1 July to 30 June of the following year. If granted after 1 July, stallholder's and trader's permits will be valid from the date of issue to 30 June of the following year.
- h) Where an Organisation has an existing agreement with Council for the use of a reserve or other public place, written approval from that Organisation must be submitted with any trading permit application seeking approval to trade from the public place subject to an existing agreement.

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- i) Where an Organisation or individual has a lease agreement giving them the exclusive right of access to an area of public land, trading activities on that portion of land to which they are granted exclusive rights of access will not be subject to the Local Law or this policy as the land subject to the lease is not within the definition of a public place.
- ~~j) A trader shall not conduct trading on any day that there is a Shire of Dardanup approved 'event' on the reserve or other public place for which the right to authorise trading has been granted to the organiser by the Shire, unless otherwise approved by the event organiser (e.g. Shire organised events, Eaton Foreshore Festival, Dardanup Bull and Barrel Festival).~~

Proposed amendment:

- j) A trader shall not conduct trading at the Eaton Foreshore on the day of the Eaton Foreshore Festival, at the Dardanup Oval (Wells Park) or Dardanup Hall during the Dardanup Bull and Barrel Festival or while setup for the Dardanup Bull and Barrel Festival is occurring, or on any reserve or other public place while a Shire of Dardanup organised event is occurring, unless otherwise approved by the Shire event organiser.

- ~~k) When a Permit holder for a particular class of goods or services at the Eaton Foreshore is unavailable to trade at a particular time, or there is no permit holder for a particular class of goods or services at the Eaton Foreshore, an event organiser may invite another trader to trade at their approved event subject to the approval of the Shire Environmental Health Officer and to the trader having a current Traders Permit with the Shire of Dardanup.~~

- ~~l) 'Type D' applications from property owners to have a stand or stall on the road verge adjacent to their property will be assessed to check that it is safe for customers to reverse onto the carriageway before approval will be granted. Approvals will be granted for Local Access Streets only.~~

- ~~m) Applicants will be recommended to have adequate level on insurance/liability cover for the trade activity.~~

Proposed amendment:

- Remove clause k) as it is no longer applicable if any Type A or Type C permit holder is permitted at the Foreshore.
- Combined clause l) and m) into one as clause m) specifically pertains to Type D traders...

k) 'Type D' applications from property owners to have a stand or stall on the road verge adjacent to their property will be assessed to check that it is safe for customers to reverse onto the carriageway before approval will be granted. Approvals will be granted for Local Access Streets only. Applicants will be recommended to have adequate level on insurance/liability cover for the trade activity.

- k) 'Type D' applications may be approved under staff delegated authority provided all of the following are met:

- The primary purpose of the site must be residential.
- Approval will be limited to the sale of produce grown on the property (fruit, vegetables, flowers, plants and other plant products).
- Where produce is edible, approval will be limited those foods that are Very Low Risk (as determined by the Environmental Health Officer).
- Stands and stalls will be limited to a maximum of 2m² excluding any umbrella used for shade, and must be located on the road verge adjacent to the property boundary and close to the property driveway.
- No intrusion is permitted onto any footpath.
- The stand or stall is permitted to be in place on the road verge during daylight hours only, and must be removed from the road verge and placed within the property boundary before sunset each day.
- The driveway of the property must remain unobstructed to allow customers to park off the carriageway where they will not obstruct the footpath.
- Where an application meets all of the above points, staff may request that the CEO consider a fee waiver of trading permit fees. **Note:** where food is sold an application for registration of a food business is required, along with payment of the application fee.

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- l) 'Type D' applications that do not meet the above criteria must be considered by Council. Where applications involve the sale of items not produced on the applicant's place of residence, neighbour's approval will be required, and trading permit fees apply unless the items sold are for a not-for-profit or charitable organisation. Where an application is approved by Council, applications for Trade Permits in the years following may be issued under staff delegated authority with the same conditions.
- m) In determining applications for trading permits, Council will have regard to Clause 5.5 of the Local Law and the following criteria:
- Benefit to the community;
 - Experience of the trader;
 - Appearance and quality of the operation and equipment;
 - Safety management measures implemented by the trader;
 - Risk management measures implemented by the trader;
 - The appropriateness of the activity/ business having regard to pedestrian, patron and vehicular safety within the area;
 - The appropriateness of the activity/ business having regard to the purpose for which the land is reserved, used or zoned;
 - The potential impacts (i.e. parking, traffic, noise etc.) of the trading activity on nearby residences and landowners;
 - The availability of ablution facilities if required for the trading activity; and
 - The extent to which previous trading permits have been utilised, if applicable.

Conditions of Approval (General)

If Council determines to approve an application for a stallholder's or trader's permit, conditions can be imposed on the permit including, but not limited to, the conditions of Clause 5.2, 5.3 and 5.6 of the Local Law and the following:

- The trader shall not deposit or store any item associated with their activity on any footpath, vehicle access way or thoroughfare so as to create an obstruction.
- The trader shall provide confirmation to the Shire of a valid public liability insurance policy to operate the subject trading activity, prior to commencement of the trading activity which is to be thereafter maintained. The Policy shall indemnify both the trader and the Shire against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million.
- The solicitation of customers by touting or the use of public address systems shall not be permitted at any time.
- The trader shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire.
- The trader shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities.
- This permit cannot be transferred to another trader.
- This permit is valid for a maximum period of 12 months, expiring on 30 June.
- The trader shall cease trading upon notification from the Shire of any maintenance works or any other matter as determined by the Shire that may be required to be conducted on the reserve or other public place which shall not recommence until such time as the trader is further notified in writing by the Shire.
- ~~The trader shall make all reasonable attempts to utilise their trading permit to its full extent. If the local government determines that a trading permit is not being utilised sufficiently, the local government may revoke the trading permit (Eaton Foreshore only).~~
- A trader shall not request any member of the public using the trading area to relocate from the designated trading area at any time.
- Applicants wishing to install signs are to comply with the requirements of the Town Planning Scheme, and the Shire's Infrastructure Services. And are to complete any necessary applications (prior to the installation of the sign).

Revocation of Stallholder's or Trader's Permit

Council may revoke a trading permit for the following reasons:

(Appendix ORD: 12.5C)

- a) The nature of the trade is different to that approved;
- b) Vehicles and/or equipment are not as described in the application;
- c) Conditions of approval are not being adhered to;
- ~~d) The approved trader is not utilising the approval at least one day per week (Type A traders for Eaton Foreshore only);~~
- d) The activity is causing a nuisance to other users of the public place or nearby residences/landowner.

| RISK ASSESSMENT TOOL | | | | | | | | | |
|---------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------|--------------|----------------------|------------------------------------------------------|----------------------------|---------------|----------------------|----------------------|
| OVERALL RISK EVENT: | | Regional Road Group Submission 2021/22 | | | | | | | |
| RISK THEME PROFILE: | | 1 - Asset Sustainability Practices | | | | | | | |
| RISK ASSESSMENT CONTEXT: | | Operational | | | | | | | |
| CONSEQUENCE CATEGORY | RISK EVENT | PRIOR TO TREATMENT OR CONTROL | | | RISK ACTION PLAN (Treatment or controls proposed) | AFTER TREATMENT OR CONTROL | | | RESIDUAL RISK RATING |
| | | 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. | Not required. |
| FINANCIAL IMPACT | Risk that assets are not renewed at the end of their useful lives. | Moderate (3) | Possible (3) | Moderate (5 - 11) | Not required. | Not required. | Not required. | Not required. | Not required. |
| FINANCIAL IMPACT | Risk that assets are not upgraded or created to meet demand. | Moderate (3) | Possible (3) | Moderate (5 - 11) | Not required. | 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. | Not required. |
| LEGAL AND COMPLIANCE | No risk event identified for this category. | Not Required - No Risk Identified | N/A | N/A | Not required. | Not required. | Not required. | Not required. | Not required. |
| REPUTATIONAL | Risk that customer levels of service are reduced or not maintained to meet public expectation. | Moderate (3) | Possible (3) | Moderate (5 - 11) | Not required. | 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. | Not required. |

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Black Spot Program Submission 2021/22

RISK THEME PROFILE:

1 - Asset Sustainability Practices

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 | Not undertaking treatments at these locations may result in further accidents. | Catastrophic (5) | Possible (3) | High (12 - 19) | Construct proposed treatments in compliance with Federal and State Blackspot Program. | Major (4) | Unlikely (2) | Moderate (5 - 11) |
| FINANCIAL IMPACT | Risk that assets are not upgraded or created to meet demand. | 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 | No risk event identified for this category. | Not Required - No Risk Identified | N/A | N/A | Not required. | Not required. | Not required. | Not required. |
| REPUTATIONAL | Council may receive negative publicity for not addressing accidents which are eligible for Blackspot funding. | Minor (2) | Likely (4) | 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. |



1 Council Drive EATON WA 6232

INFORMATION & COMMUNICATION TECHNOLOGY (ICT) STRATEGIC PLAN

2020-2030

Strategic Objective: The Shire will have a customer focused, intuitive digital system for effective & efficient governance & delivery of services, facilities & infrastructure.

Sudi Mishra
Manager Information Services



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Document Control

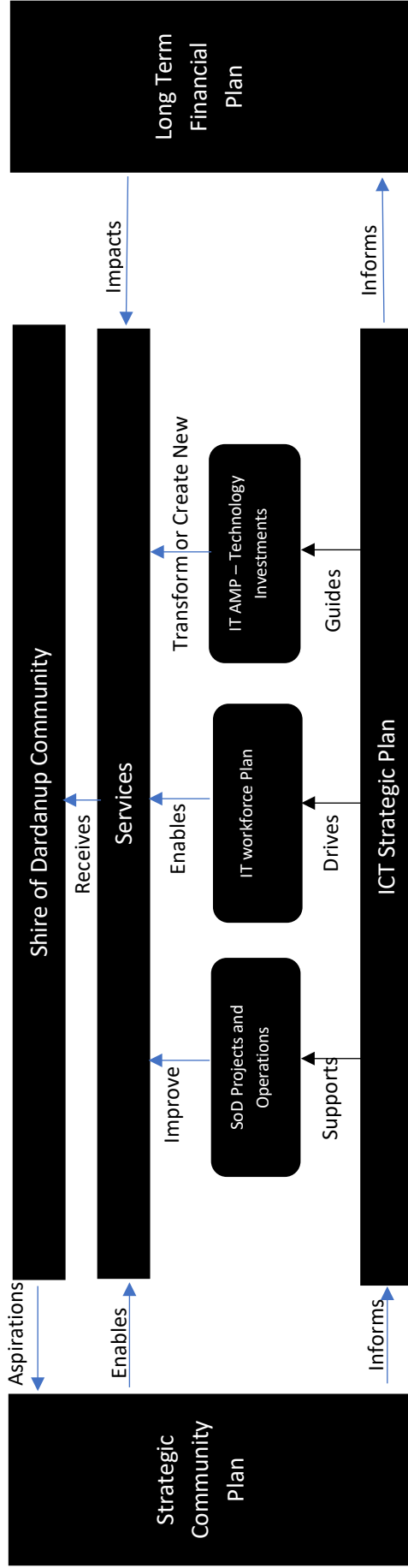
| Version No. | Date | Revision Details | Author | Approver | Adopted |
|-------------|------------|---------------------------------------------------------------|----------------|---------------|-----------------|
| 1. | 2019 | Draft ICT Strategic Plan created for review and comment | P Stampoultzis | P Anastasakis | |
| 2. | 16/03/2020 | Original ICT Strategic Plan created for review and comment | S Mishra | P Anastasakis | |
| 3. | 9/06/2020 | Draft ICT Strategic Plan updated following review and comment | S Mishra | P Anastasakis | |
| 4. | 23/06/2020 | Amended ICT Strategic Plan as per EMT recommendation – v2.2 | S Mishra | P Anastasakis | EMT 23 /06/2020 |
| 5. | 30/07/2020 | Amended ICT Strategic Plan as per EMT recommendation – v2.3 | S Mishra | P Anastasakis | Council |



Context

The Shire of Dardanup Information and Communication Technology (ICT) Plan 2020-2030 is the result of consultation with the Executive Management Team, managers, subject matter experts and the information services team of Shire of Dardanup. The Plan enables our Council to capitalize on the opportunities and overcome the challenges it currently faces through the use of current and future technologies.

The Strategic Community Plan 2018-2028 and the Strategic Community Plan internal review 2020-2030 have been the informing documents for this Plan. The ICT Plan objectives will support the achievement of Council's organisational strategies and actions, while facilitating the performance of operational tasks and functions. The Plan will also guide the short-term and long-term technology investments that will enhance or create new services for our community. The diagram below shows this relationship.



Two workshops were held to ensure the Plan has a direct alignment with the Strategic Community Plan. The first workshop asked the Executive Management Team to look at the Strategic Community Plan, set the direction and a high-level objective for the organisation to achieve these outcomes. The second workshop with the managers and the subject matter experts, used this direction and the Strategic Community Plan objectives to produce the business requirements for the 10-year plan.

The Plan scope covers the services provided to both internal and external customers. Hence the projects in this Plan are outcome focused and have direct alignment to the Strategic Community Plan, which makes our community the direct and indirect beneficiaries. To ensure the projects delivered through this plan support the outcomes and the effect of the change on the organization, the Information Services team will continue to review the Plan and collaborate with the relevant stakeholders i.e. the department staff and the executive team throughout the life of this Plan.

Acknowledgements

Executive Management Team: For setting the ICT direction and objectives for the organisation:

- Chief Executive Officer - André Schönfeldt
- Deputy Chief Executive Officer - Phillip Anastasakis
- Director Infrastructure - Luke Botica
- Director Sustainable Development - Susan Oosthuizen

Managers and Senior Officers: For generating business requirements from the perspective of the users and the Strategic Community Plan:

- Manager Sport & Recreation - John Kowal
- Manager Financial Services - Natalie Hopkins
- Manager Development Services - Brenton Scambler
- Manager Place & Community Engagement
- Business Solutions Officer - Matthew Mangano
- IT Manager - Stephen Eaton
- Engineering Project Officer - Sergio Massimini
- HR Coordinator - Donna Bullen
- Compliance Officer - Cindy Barbetti
- Business Solutions Developer - Devon Chang
- Governance Officer - Kathleen Hoult

Information Services Team: For working relentlessly to find ICT outcomes to business and community needs:

- Manager Information Services - Sudi Mishra
- IT Manager – Stephen Eaton
- Senior IDS Officer - David Lovett
- IDS Officer – Claire Lee
- Business Solutions Officer - Matthew Mangano
- Business Solutions Developer - Devon Chang
- GIS & Data Analyst - Travis Ashe
- Senior Systems & Network Administrator – Bruce Mapstone
- IT Officer – Ash Chowdhury



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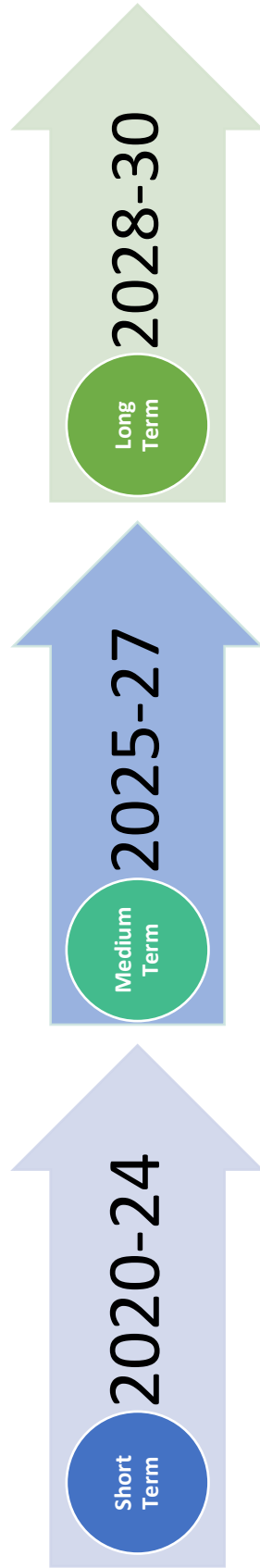
Overview

Introduction

Welcome to the first ICT Strategic Plan for the Shire of Dardanup. As Klaus Schwab, the founder and chairman of world economic forum defines, *we now live in the Fourth Industrial Revolution, which is characterized by a fusion of technologies that are blurring the lines between the physical, digital, and biological spheres*. The Shire of Dardanup is preparing for this new revolution through the development of a 10-year ICT Strategic Plan. This will ensure that the Council remains at the forefront of technology to enable, transform and inspire our community through improving services, facilities and the way they live. In 2018 the Information Services team embarked on the journey of converting the Strategic Community Plan outcomes into technology solutions.

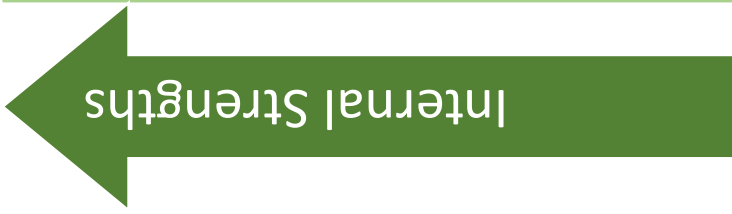
With direction from the Executive Management Team and workshop consultation with Managers and Senior Officers, the 2020 – 2030 ICT Strategic Plan has been produced. The roadmap for the Plan has three stages: **Short-Term** - the first stage from year's 2020 to 2024 will see the ICT initiatives improving current systems and processes to contemporary software applications. This stage will ensure the community interacts with new and modern technologies that enable them to improve their engagement with the Council.

Medium-Term - the second stage from years 2025-2027 will see the transformation of services delivered to the community, with the gradual movement towards Internet of Things (IoT) and other technologies. This stage will enable the Council to move toward innovative service delivery like smart waste management and infrastructure services. Our workforce will be fully mobile with access to information anywhere and everywhere.

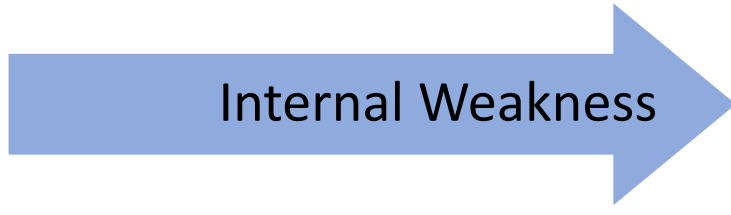


Long-Term - The last stage of this Plan will see our services inspire our community to converge towards using technology as a primary means of consuming services delivered by the Council. Use of IoT, Artificial Intelligence (AI) and data analytics will enable businesses and our community to invest and live in our Shire as their preferred choice. This stage will see our organisation become a leader in operational efficiency through ICT enabled systems and processes.

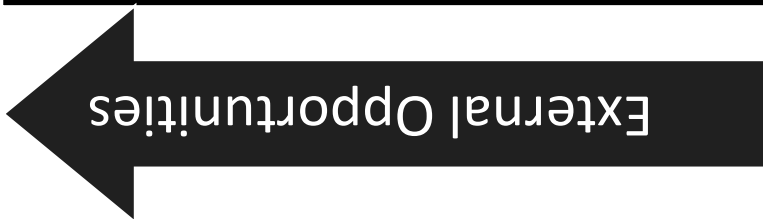
Strategic Analysis (SWOT): Information and Communication Technology perspective



1. Our Council's investment in the latest IT assets and resources enables rapid delivery of new services at reduced costs.
2. IT staff have highly developed competencies in hardware, software, data analytics and agile project management.
3. Council staff have intermediate to advanced computer and software skills.
4. Business efficiencies are driven by the latest business systems and software tools.
5. Council and Management acknowledge IT as a strategic element of the organisation.



1. The core ERP system (SynergySoft) is aged with no capability of supporting modern business capabilities and processes.
2. Maintaining duplicate systems are costly and staff find it confusing to use multiple system.
3. Field staff have to be in the office to complete basic tasks as some systems cannot be accessed outside the office.
4. Information to support decision making is often time consuming, and paper-based forms make basic task inefficient.
5. Collaboration between business units is difficult.



External Opportunities

1. Community expectations are increasing for services to be delivered online.
2. Multi-channel community engagement is possible as mobile and web application development become affordable.
3. Software companies like Microsoft and Apple are investing funds to make software platforms low-code and AI enabled.
4. Enterprise data and information are playing key roles in improving the life of our local community.
5. A drive towards smart cities and open data are creating new avenues of service delivery for local governments.

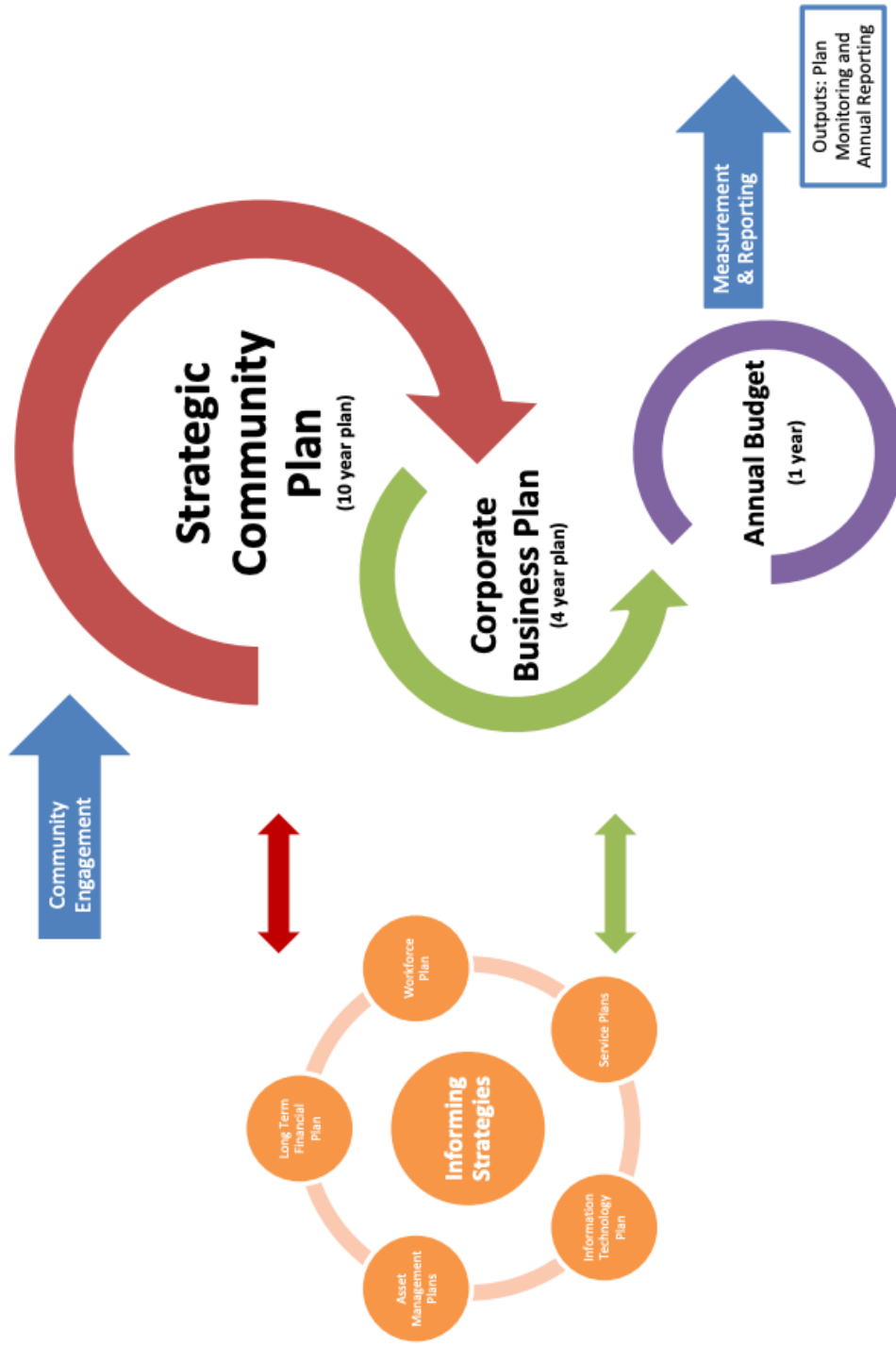


External Threats

1. Cyber-attacks are increasing, and aged hardware/software systems are becoming prime targets for these attacks.
2. Skilled staff are attracted to local government which are investing in new technologies.
3. Community confidence is declining in government agencies who cannot deliver basic services online.
4. Increasing compliance and performance audits from the State Government.
5. State and Federal government policies may mandate local government services being outsourced.

A guide to this Plan

The Plan is one of the informing strategies that underpins the Strategic Community Plan and is an element of Integrated Planning & Reporting Framework.



Elements of Integrated Planning and Reporting

The Plan consists of four ICT outcomes.

1. Smart Enterprise
2. Digital community
3. Safety and security
4. Emerging Technologies

Each ICT Outcome aims to drive strategic thinking to select the projects and make investment decisions. The contents of an ICT Outcome show the relationship between Strategic Plan objectives and ICT objectives. The ICT Objectives have one or more projects assigned to it. The Estimated Duration column is the preliminary estimate of project completion time in months. Diagram below shows the key initiatives roadmap as a guidance to this Plan.

Time Horizon



Key Initiatives

Outcome 1
Smart Enterprise

*Systems and technologies that enable
highly efficient operations and
workforce*



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| ICT Strategy ID | Strategic Community Plan Objective | Related ICT Strategy | ICT Projects/Actions | Est. Duration |
|-----------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. | 1.1 To provide good governance to the community. | Evaluate current core systems and process and recommend digital systems that improve efficiencies. | <ul style="list-style-type: none"> Review existing and potential future Enterprise Resource Planning (ERP) system Council Meeting Management system Full Document Digitization Enterprise Project Management System | 36 |
| 2. | 1.2 To provide quality leadership that is respected and accountable. | Integrate compliance reporting with core systems. | <ul style="list-style-type: none"> Risk and Compliance System Implement Enterprise Reports and Dashboards | 18 |
| 3. | 1.3 A long term strategically focused Council that is efficient, effective and financially sustainable. | Find commercialisation opportunities for Shire owned software products. | <ul style="list-style-type: none"> Develop TARDIS commercialisation Proposal for the Council | 12 |
| 4. | 1.4 Services and facilities are provided with a customer focus and reflect the needs of the Shire's residents. | Review the current customer management systems and services. | <ul style="list-style-type: none"> Review customer request management system Implement field services app | 12 |
| 5. | 2.2 To be Environmentally Sustainable. | Develop Digital monitoring systems. | <ul style="list-style-type: none"> Integrate environment management systems Convert paper to digital forms | 24 |
| 6. | 2.3 Land use provisions within the rural, industrial and urban areas reflect current and future needs. | Develop advance decision support through Mapping and GIS services. | <ul style="list-style-type: none"> Migrate Intramaps to an enterprise Geographic Information System platform | 12 |

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| ICT Strategy ID | Strategic Community Plan Objective | Related ICT Strategy | ICT Projects/Actions | Est. Duration |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 7. | 2.6 Be a Place of diverse Built Form. | Evaluate ease of access digital services for businesses and our community. | <ul style="list-style-type: none"> Integrate online self-service portal to core systems | 12 |
| 8. | 3.1 To be a Creative Community that fosters cultural and artistic activity and diversity. | Identify and develop facilities usage and monitoring system and promote through media channels. | <ul style="list-style-type: none"> Create facilities data analytics and dashboards | 6 |
| 9. | 3.2 To be an inclusive community that promotes active involvement in community life and a strong sense of community pride. | Use Business Systems promote community events and provide feedback through media channels. | <ul style="list-style-type: none"> Events management and systems training | 9 |
| 10. | 3.3 To be a community supported by a strong volunteer base where leadership, inclusiveness and supported independence is fostered. | Use Business Systems to identify and promote volunteering and leadership. | <ul style="list-style-type: none"> Systems training for the community through the online portal | 6 |
| 11. | 3.4 To continue to be a safe and secure community. | Develop training and collaboration systems for Emergency and volunteer groups. | <ul style="list-style-type: none"> Link the Training and Emergency Management portal with the Shire of Dardanup website | 12 |
| 12. | 3.6 Our community will have access to adequate health, community and social services. | Create digital platform for cemeteries, health assessments and ease of access. | <ul style="list-style-type: none"> Implement a new Health Management System Implement new Cemeteries Management System | 6 |

Outcome 2
Digital Community

*Our Community is informed &
Engaged with us through digital
systems and technologies*



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| ICT Strategy ID | Strategic Community Plan Objective | Related ICT Strategy | Projects | Est. Duration |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 13. | 1.1 To provide good governance to the community. | Review current customer facing information channels. | <ul style="list-style-type: none"> New Councillor Portal Shire of Dardanup website upgrade Intranet upgrade | 12 |
| 14. | 1.4 Services and facilities are provided with a customer focus and reflect the needs of the Shire's residents. | Internet & Audio-Visual Enabled Facilities. | <ul style="list-style-type: none"> Upgrade internet bandwidth Internet access point at all Shire facilities AV systems to all Shire meeting rooms | 12 |
| 15. | 3.1 To be a Creative Community that fosters cultural and artistic activity and diversity. | Review collaborate working spaces supported by technology projects. | <ul style="list-style-type: none"> Maker Space innovation hub within new Library Artist Database through community development | 24 |
| 16. | 3.2 To be an inclusive community that promotes active involvement in community life and a strong sense of community pride. | Evaluate digital platforms for events and facilities booking. | <ul style="list-style-type: none"> Event booking system Facility Booking System Data publishing community activities | 12 |
| 17. | 3.3 To be a community supported by a strong volunteer base where leadership, inclusiveness and supported independence is fostered. | Develop a Database for Volunteers and leaders. | <ul style="list-style-type: none"> Publish Volunteers Data on communication channels and systems | 6 |

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| ICT Strategy ID | Strategic Community Plan Objective | Related ICT Strategy | Projects | Est. Duration |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 18. | 4.1 Be supportive of business by encouraging the establishment and ongoing sustainability of diverse business and industries of all sizes. | Engage businesses and industries to develop requirements for a digital solution. | <ul style="list-style-type: none"> Business Portal for self-service and fast tracking of Applications. Publish local Supplier Database | 18 |
| 19. | 4.2 Be a destination of choice for visitors to the region. | Enable digital infrastructure for Tourists. | <ul style="list-style-type: none"> Free WIFI access points on tourism locations | 12 |
| 20. | 5.1 To be a Connected Community. | Evaluate connection channels for the community. | <ul style="list-style-type: none"> SoD Citizen App Citizen Self-service portal for new digital services. | 18 |
| 21. | 5.2 To be a Liveable Community. | Assess options for technologies community self-service. | <ul style="list-style-type: none"> Online payments and facilities booking | 12 |

Outcome 3
Safety and Security

*Systems and technologies that make
our organisation and community a
secure and safe place to be*

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| ICT Strategy ID | Strategic Community Plan Objective | Related ICT Strategy | Project | Est. Duration |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 22. | 2.1 To protect, enhance and responsibly manage our natural environment and public open spaces. | Develop Vandalism and graffiti reduction digital solution proposal. | <ul style="list-style-type: none"> Implement a new Offender Management System Implement GIS for graffiti and vandalism | 18 |
| 23. | 3.1 To be a Creative Community that fosters cultural and artistic activity and diversity. | Consider local Aboriginal Insights to capture cultural matters. | <ul style="list-style-type: none"> Cultural analytics GIS for cultural matters | 18 |
| 24. | 3.4 To continue to be a safe and secure community. | Enable Security monitoring for the Council facilities and Public open spaces areas. | <ul style="list-style-type: none"> CCTV and Duress Alarms enabled for Council managed facilities Integrate to WA Police system | 18 |
| 25. | 4.1 Be supportive of business by encouraging the establishment and ongoing sustainability of diverse business and industries of all sizes. | Enable Cyber threat resilience within our local Businesses and Suppliers. | <ul style="list-style-type: none"> Implement Cyber Security Accreditation for suppliers | 6 |
| 26. | 5.2 To be a Liveable Community. | Expand security surveillance in public open spaces where adequately resourced. | <ul style="list-style-type: none"> CCTV for specific high risk public open spaces Maps and analytics of high-risk areas | 18 |
| 27. | 5.4 To be a Safe and Secure Community | Evaluate Hazard and emergency detection technologies. | <ul style="list-style-type: none"> Implement analytics for community hazards | 12 |

Outcome 4 Emerging Technologies

The Shire systems incorporate technologies that changes the way we live and work which are currently in their early stages of development

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| ICT Strategy ID | Strategic Community Plan Objective | Related ICT Strategy | Project | Est. Duration |
|-----------------|----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 28. | 1.2 To provide quality leadership that is respected and accountable. | Access Everywhere. | <ul style="list-style-type: none"> • Touch screen tablets as computers for designated mobile staff • Cloud migration for targeted applications | 24 |
| 29. | 1.4 Services and facilities are provided with a customer focus and reflect the needs of the Shire's residents. | Implement the Internet of Things (IoT) technologies as smart cities infrastructure. | <ul style="list-style-type: none"> • Pilot IoT • Drone Inspections | 12 |
| 30. | 2.1 To protect, enhance and responsibly manage our natural environment and public open spaces. | Evaluate smart assets for Parks and Gardens. | <ul style="list-style-type: none"> • IoT for smart irrigation • Drone flights for permits | 12 |
| 31. | 2.2 To be Environmentally Sustainable. | Data collection automation for Environment. | <ul style="list-style-type: none"> • Smart water and soil monitoring IoT • Business Intelligence dashboard for environment | 12 |
| 32. | 3.1 To be a Creative Community that fosters cultural and artistic activity and diversity. | Evaluate Augmented Reality platforms for Artists. | <ul style="list-style-type: none"> • Augmented Reality for Dardanup Arts • 3D Maps | 18 |

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| | | | | |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|----|
| 33. | 3.2 To be an inclusive community that promotes active involvement in community life and a strong sense of community pride. | Develop Community Wellbeing Technology Architecture. | <ul style="list-style-type: none"> • IoT for Wellbeing • Service consumption dashboard | 18 |
| 34. | 3.5 Our community will be a healthy place to live. | Evaluate automation options for Health and wellbeing. | <ul style="list-style-type: none"> • IoT for food and water • Analytics for health hazards | 18 |
| 35. | 4.1 Be supportive of business by encouraging the establishment and ongoing sustainability of diverse business and industries of all sizes. | Promote integration of local suppliers and debtors with existing systems. | <ul style="list-style-type: none"> • Smart Supplier • Smart Debtors | 12 |
| 36. | 4.2 Be a destination of choice for visitors to the region. | Develop smart tourism proposal. | <ul style="list-style-type: none"> • IoT for Tourists • Tourism forecasting analytics | 12 |
| 37. | 5.1 To be a Connected Community. | Develop Smart Management Proposal. | <ul style="list-style-type: none"> • IoT for asset management | 18 |
| 38. | 5.2 To be a Liveable Community. | Develop Shire of Dardanup Heritage platform. | <ul style="list-style-type: none"> • History Portal • Heritage Augmented Reality | 6 |

Execution & Governance

Council Review Process

Once the ICT Strategic Plan is adopted by Council, the Plan will be reviewed every two years in conjunction with the review of the Information Technology Asset Management Plan.

Project Implementation

The projects identified in the ICT Strategic Plan are prioritised in Appendix 1. The implementation of these projects is based on the allocation of staffing and financial resources which are outlined in the Shire of Dardanup IT Asset Management Plan, Workforce Plan and Long Term Financial Plan.

ICT Steering Group

It is recommended that a Steering Group (SG) be established to consider and manage the following:

- Project monitoring and reporting;
- Resource allocation;
- New Budget Requests;
- Prioritisation of projects;

Reporting to Executive.

Membership

Members of this Steering Group should include;

- Deputy CEO
- Manager Information Services
- Senior Officer from Information Services Team
- Any other Business Manager (Depending on the project)
- Business Advisors (Depending on the project).

Note: The group above represents the participants that will be selected based on the business unit leading the specific projects. Enterprise projects, for example the new ERP or Customer Request Management System, will see a formal project team established to incorporate cross functional staff that ensures a broader representation of the organisation.

Project Prioritisation

The priorities are established by staff and the Executive Management Team (EMT), with Council endorsement of these projects and priority rankings. To assist in this selection process, each improvement is tagged with an estimated time for completion; these are in the time horizons. The rationale for the prioritisation of projects in Appendix 1 is based on an enterprise architecture perspective. This means that higher ranking projects form the building blocks of a digital enterprise system which is the foundation upon which other projects can be implemented.

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Risk Management

Project risks are to be assessed as per the Shire of Dardanup Risk Management Governance Framework.

Standard ICT Operations

The scope of this Plan covers capital or special projects only. Daily IT and Business Information Services operations will continue as normal and new operational tasks such as improvements to current business systems, will be undertaken as part of IT/BIS operations.

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Appendix 1

Project Priorities

* Project will be considered a part of ERP.

| Project Priority | ICT Strategy ID | Project Description |
|------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | 14 | Upgrade Internet Bandwidth. This will enable the Shire and its community to have a responsive network infrastructure required for modern technologies. |
| 2. | 1 | A web portal for Councillors to receive information like agendas and minutes, event dates and calendars, Shire news, submit work requests and questions. |
| 3. | 1 | Review existing and potential future Enterprise Resource Planning (ERP) system. This project will be the foundation for a connected, intuitive digital enterprise system. |
| 4. | 4 | *Review Customer Request Management system- validate if FUSION Customer Request Management (CRM) will meet the current and future customer service needs. |
| 5. | 4 | *Field Services app - create mobile application for field services work and integrate it with CRM and other systems. |
| 6. | 13 | Shire of Dardanup Website Refresh – New Shire website that consolidates all external services (Admin, Library, and ERC) and enables integration to internal processes. |
| 7. | 3 | Develop TARDIS commercialisation proposal for the Council – A business case will be presented to Council for TARDIS to be sold as a software to other Local Governments. |

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| Project Priority | ICT Strategy ID | Project Description |
|------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8. | 1 | Full Document Digitization - Conversation of remaining physical records in Dardanup office. This will enable us to move toward paperless enterprise and improve process efficiencies. |
| 9. | 29 | Pilot IoT- Installation of first IoT infrastructure to enable other Smart City initiatives |
| 10. | 1 | *Council Meeting Management system – A business system that runs the Council meeting management cycle electronically and improves process efficiency. |
| 11. | 13 | Intranet Refresh – Create a modern Intranet for the organization to improve staff engagement and collaboration |
| 12. | 1 | *Enterprise Project Management System – Project and portfolio management software that integrates with ERP, CRM and Asset Management systems. |
| 13. | 12 | *Health Management System – Implementation of a business system that will enable the regulatory function of Health to manage all its activities in single integrated system. |
| 14. | 6 | Migrate enterprise GIS – Migrate from Intramaps map publishing to an enterprise GIS platform to provide business improvement in Regulatory, Infrastructure and community engagement areas. |
| 15. | 18 | Business Portal for self-service and fast tracking of Applications – A new system that will enable the business community to interact with the Shire through a web application that is designed business transactions. |
| 16. | 16 | *Event Booking System – An Event Booking system that is integrated with ERP. This will enable the community to book for paid and free events. |
| 17. | 9 | Events Management and Systems training – Training on organising events by utilising business systems. The training will incorporate other systems training as well. |

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| Project Priority | ICT Strategy ID | Project Description |
|------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18. | 21 | *Online Payments and Facilities Booking – Integrate all services to online payments including facilities booking. |
| 19. | 5 | Digital forms – Assessment of all the forms within the Shire and converting them into Electronic forms powered by workflow automation. |
| 20. | 24 | CCTV and Duress alarms enabled for Council managed facilities – Installation and integration of CCTV and duress alarms to Shire facilities and integration with corporate systems. |
| 21. | 15 | Maker Space innovation hub within new Library – Building a makerspace innovation facility in the new admin facility that enables the local community to collaborate, showcase and create innovative products. |
| 22. | 2 | Risk and Compliance System – Implement a Corporate R&C system that integrates with other business systems. |
| 23. | 20 | *Citizen Self-service portal – A personal portal for all ratepayers and residents that will enable them to engage with the Shire on a fully digital platform. Some of the services will include service requests and tracking, Online payments and applications. |
| 24. | 7 | Integrate online self-service portal to core systems – All online services offered through external channels re-integrated to the Corporate Business Systems. |
| 25. | 2 | *Reports and Dashboards – Creation of enterprise dashboards and enabling the business users to create their reports using enterprise Business Intelligence software tool |
| 26. | 28 | *Touch screen tablets as computers for designated mobile staff – project to identify and deploy mobility devices to field and other relevant staff. This project will deliver a fully mobile workforce with systems integrated to back office functions. |
| 27. | 5 | *Integrate Environment Management systems – Integration of data from Environment management system with core business systems. |

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| Project Priority | ICT Strategy ID | Project Description |
|------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 28. | 12 | *Review Cemeteries System – Review Cemeteries module and integrate it with the CRM and ERP systems |
| 29. | 10 | Systems training for the community – Create program of systems training for community application for improved adoption of digital services. |
| 30. | 25 | Cyber Security Accreditation for Suppliers- A project to enable suppliers to have Cyber security Accreditation that will allow them to become preferred supplier and assist us ensuring our supplier transactions are secure. |
| 31. | 8 | *Facilities Data Analytics and dashboards – Using smart technologies and data, Analytical reports and dashboards will be created to enable better planning and management of Shire owned facilities. |
| 32. | 11 | Training and Emergency Management Portal – A web portal for Emergency management staff that will enable them to have training and other crucial contents accessible from one place. |
| 33. | 14 | Internet access point at all Shire facilities – Scope and install Devices to enable internet to all the facilities within the Shire. |
| 34. | 14 | Audio Visual systems to all Shire meeting rooms – This is to be included as part of the new admin building and ensure meeting rooms in depot and other facilities are AV enabled. |
| 35. | 19 | Free WIFI access points on tourism locations – Install Internet enabled access points to identified tourist location. |
| 36. | 26 | CCTV for specific high risk public open spaces- Create a CCTV Public open space plan to rollout CCTV cameras to Public open spaces to enable a safer community. |
| 37. | 29 | Pilot IoT- Setup IoT infrastructure and propose a pilot Business case to realise Smart City benefits |
| 38. | 37 | IoT for asset management – Create an IoT asset Management business case that aligns with Council’s Asset Management lifecycle. This business case will assist in understating how to create an integrated IoT Asset Management system |

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| Project Priority | ICT Strategy ID | Project Description |
|------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 39. | 29 | Drone Inspections – A project to automate compliance using drone and Artificial Intelligence capabilities. This initiative aims to improve compliance inspections and improve process efficiencies. |
| 40. | 16 | Data publishing community activities – An open data portal where the data of community activities will be published. The objective is to enable business to make investment and growth decisions. |
| 41. | 18 | *Local Supplier Database – Enable an electronic process for local supplier to register with the Council. This will be integrated the with Financial ERP module. This Database can be exposed to other interested parties like the Chamber of Commerce and other local government agencies as the case permits. It aims to improve of economic advantage for local suppliers by becoming trusted business. |
| 42. | 17 | Publish Volunteers Data on communication channels and systems – A project to create interactive volunteer’s data portal to enable community to collaborate on various projects that are supported by volunteers. |
| 43. | 15 | Artist Database – An integration project focused on capturing Artist information from different channels and enabling Shire staff and community to engage them to in various place and community events and programs. |
| 44. | 20 | SoD Citizen App – Develop a mobile app that is one stop shop for Shire of Dardanup’s citizens to consume digital services and integrate it with business systems. |
| 45. | 22 | GIS for Graffiti and Vandalism – Produce a GIS module to capture, inform and reduce Graffiti and vandalism through community engagement and crowd sourcing. |

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| Project Priority | ICT Strategy ID | Project Description |
|------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 46. | 22 | Offender Management System- Implement a business system that manages offender and the cases related to them. The project will aim to integrate this with police systems. The aim is to enable the management to get insights into the crime activities within the Shire. |
| 47. | 28 | Cloud Migration for targeted applications – Review the state of business systems and data to establish use cases for application and infrastructure to move to cloud. The object is to stay current with technology and reduce management overheads. |
| 48. | 30 | IoT smart Irrigation – A project will be undertaken to identify the irrigation systems in the Shire and enable case specific IoT devices on these systems. This will enable the Shire to better management water and other resources. |
| 49. | 35 | *Smart Supplier – Integrate supplier ERP to Shire procurement module. This will enable the officer to connect directly to supplier product/supplier catalogue and place and order directly. An innovative and better way of managing projects and procurement activities. |
| 50. | 35 | *Smart Debtors – A project to allow for our ERP debtor module to allow for holding credits in debtor’s accounts and billing them as required. Essential for larger and modern enterprise to create better economic environment for business to engage with the Shire. |
| 51. | 34 | IoT for food and water – Enabling IoT to be extended to Environment health and food premise management. The devices will enable the health department to reduce the time required for regulatory compliance activities. Project will enable us to become proactive in Health Management activities. |
| 52. | 33 | IoT for wellbeing – Install sound, dust, heat and other sensors to be installed around the Shire localities to produce wellbeing data for our communities. Objective is to channel the Shire and other industry efforts improve specific factors for wellbeing. |

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| Project Priority | ICT Strategy ID | Project Description |
|------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 53. | 34 | Analytics for health hazards – Project to study the use of Artificial Intelligence for reducing health hazards within the Shire for example mosquito outbreak, bushfire risk etc. |
| 54. | 27 | Analytics for community hazards – Project to study the use Artificial intelligence identify and reduce community hazards like road traffic incidences, dog attacks, graffiti and vandalism. |
| 55. | 26 | Maps and analytics of high-risk areas – A GIS project to integrate the organisation risks into and apply Business intelligence to improve risk management. |
| 56. | 23 | *GIS for Cultural matters – A GIS project for bringing native and other cultural data into the Enterprise mapping system. |
| 57. | 23 | Cultural Analytics – A study into using artificial intelligence to understand cultural trends with the Shire and impacts on future growth. |
| 58. | 24 | Integrate to WA Police system – Automate the integration of CCTV’s within the Shire facilities to WA police system. A controlled approach to improve on crime prevention by reducing organisation overhead. |
| 59. | 33 | Service consumption Dashboard – A business intelligence project on how Big data and IoT can be used to create a dashboard for the community that shows how our community consumes the Shire services. |
| 60. | 31 | Smart Monitoring IoT – Implementation of a software that centrally monitors and controls all our Environment IoT devices. |
| 61. | 31 | Business Intelligence for Environment – A big Data research project that shows how the data collected from Environment IoT devices can be used to create a more sustainable Environment. |
| 62. | 36 | IoT for Tourists – A research project with tourism operators on enabling IoT enabled tourism. This will focus on creating personalised experience for the tourists visiting our Shire. |

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| Project Priority | ICT Strategy ID | Project Description |
|------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 63. | 36 | Tourism forecasting Analytics- The project focus will be on using Data and Artificial Intelligence to forecast tourism activities within the Shire. |
| 64. | 32 | 3D Maps – An enterprise GIS project to convert all objects into 3D models. This will enable business units to simulate planning and engineering activities with real work structure. |
| 65. | 38 | History Portal – A project to create a website dedicated for historical information about the Shire of Dardanup. |
| 66. | 32 | Augmented Reality for Dardanup Arts – A project to explore Augmented Reality for creating models for Dardanup arts. This can be included in the history portal. |
| 67. | 38 | Heritage Augmented Reality – A project to explore Augmented reality for Heritage listed sites and integrate this with History portal. |

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Appendix 2

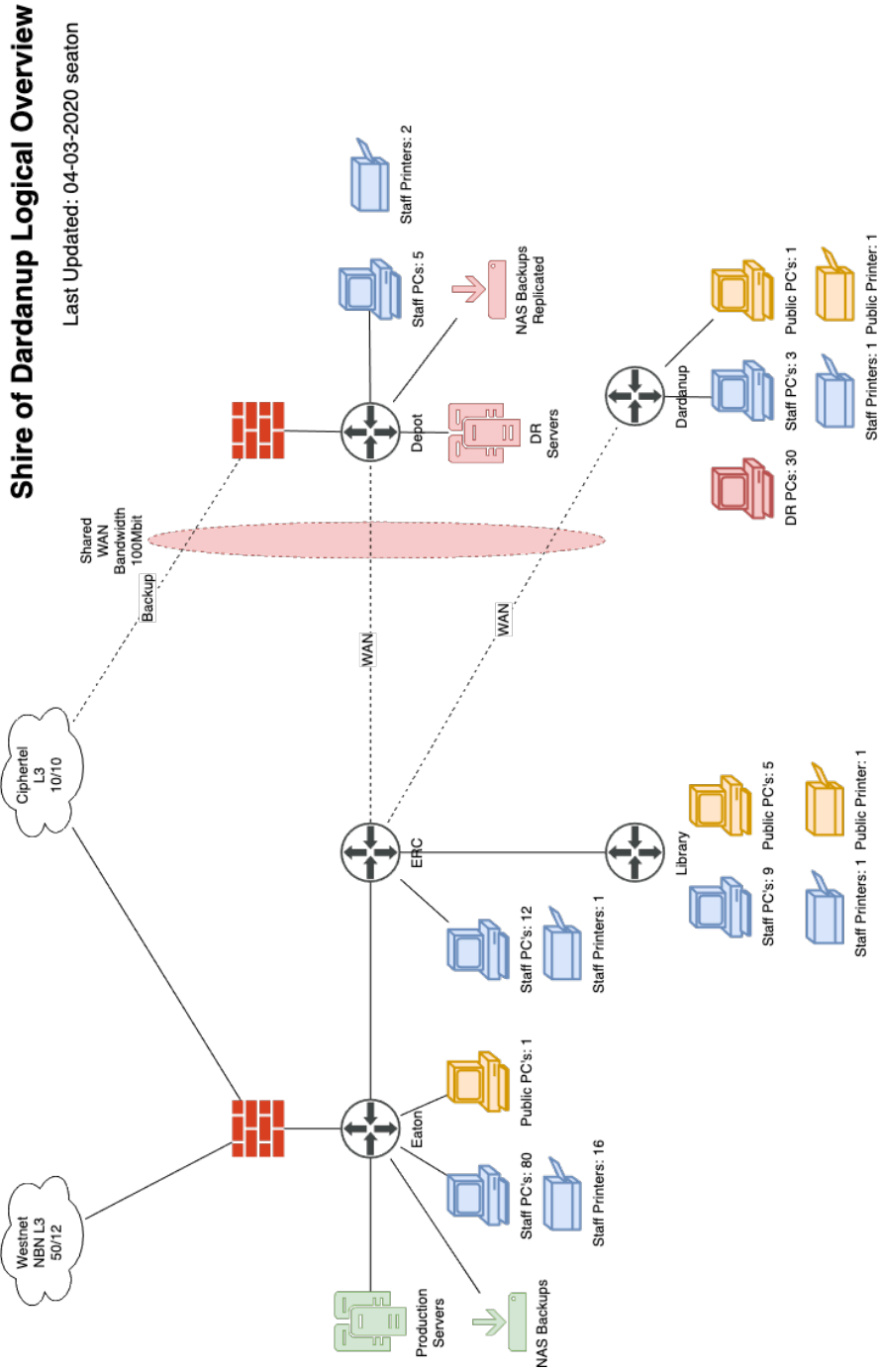
Project Selection Template

| | |
|------------------------|--|
| Project Title | |
| Short Description | |
| Business Benefits | |
| Est. Time and schedule | |
| Cost | |
| Resource | |
| Client | |
| Project Manager | |

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Appendix 3

Shire of Dardanup IT Architecture March 2020



| RISK ASSESSMENT TOOL | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------------------------|--------------------|----------------------|------------------------------------------------------|----------------------------|---------------|----------------------|----------------------|
| OVERALL RISK EVENT: Endorsement of Information and Communication Technology Strategic Plan RISK THEME PROFILE: 1 - Asset Sustainability Practices 11 - IT, Communication Systems and Infrastructure 13 - Project/Change Management | | | | | | | | | |
| RISK ASSESSMENT CONTEXT: Strategic | | | | | | | | | |
| CONSEQUENCE CATEGORY | RISK EVENT | PRIOR TO TREATMENT OR CONTROL | | | RISK ACTION PLAN (Treatment or controls proposed) | AFTER TREATMENT OR CONTROL | | | RESIDUAL RISK RATING |
| | | 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. | Not required. |
| FINANCIAL IMPACT | IT Asset Management Plan will be aligned to incorporate new ICT projects. | Minor (2) | Almost Certain (5) | Moderate (5 - 11) | Not required | 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. | Not required. |
| LEGAL AND COMPLIANCE | No risk event identified for this category. | Not Required - No Risk Identified | N/A | N/A | Not required. | Not required. | Not required. | Not required. | Not required. |
| REPUTATIONAL | Compromised Quality of IT and IS might affect the reputation of council in providing services. | Moderate (3) | Unlikely (2) | Low (1 - 4) | Not required | 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. | Not required. |

| RISK ASSESSMENT TOOL | | | | | | | | | |
|---------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------|----------------------|-----------------------------------------------------------------------|----------------------------|---------------|----------------------|----------------------|
| OVERALL RISK EVENT: | | Expenditure of unbudgeted funds | | | | | | | |
| RISK THEME PROFILE: | | 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 2 - Business and Community Disruption | | | | | | | |
| RISK ASSESSMENT CONTEXT: | | Operational | | | | | | | |
| CONSEQUENCE CATEGORY | RISK EVENT | PRIOR TO TREATMENT OR CONTROL | | | RISK ACTION PLAN (Treatment or controls proposed) | AFTER TREATMENT OR CONTROL | | | RESIDUAL RISK RATING |
| | | 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. | Not required. |
| FINANCIAL IMPACT | Budget is exceeded or funds not correctly expended | Moderate (3) | Possible (3) | Moderate (5 - 11) | Not required. | Insignificant (1) | Rare (1) | Low (1 - 4) | Low (1 - 4) |
| SERVICE INTERRUPTION | Unable to complete scheduled capital project work | Major (4) | Almost Certain (5) | Extreme (20 - 25) | Ensure that funds are sourced to undertake path and foreshore repair. | Insignificant (1) | Unlikely (2) | Low (1 - 4) | Low (1 - 4) |
| LEGAL AND COMPLIANCE | Funding expended without proper authority | Moderate (3) | Possible (3) | Moderate (5 - 11) | Obtain Council approval | Insignificant (1) | Rare (1) | Low (1 - 4) | Low (1 - 4) |
| REPUTATIONAL | No risk event identified for this category. | Not Required - No Risk Identified | N/A | N/A | Not required. | 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. | Not required. |

| ISK ASSESSMENT TOOL | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------|----------------------|------------------------------------------------------|----------------------------|---------------|----------------------|----------------------|
| OVERALL RISK EVENT: Failing to monitor the financial performance can increase the risk of a negative impact on the Shire's financial position. Non-compliance with legislative requirement could result in a qualified audit. | | | | | | | | | |
| RISK THEME PROFILE: | | | | | | | | | |
| 3 - Failure to Fulfill 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 | | | RESIDUAL RISK RATING |
| | | 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. | 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. | 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. | 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. | 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. | 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. | Not required. |

(Appendix ORD: 12.10B)



Monthly Financial Report

For the Period

1 July 2020 to 31 July 2020

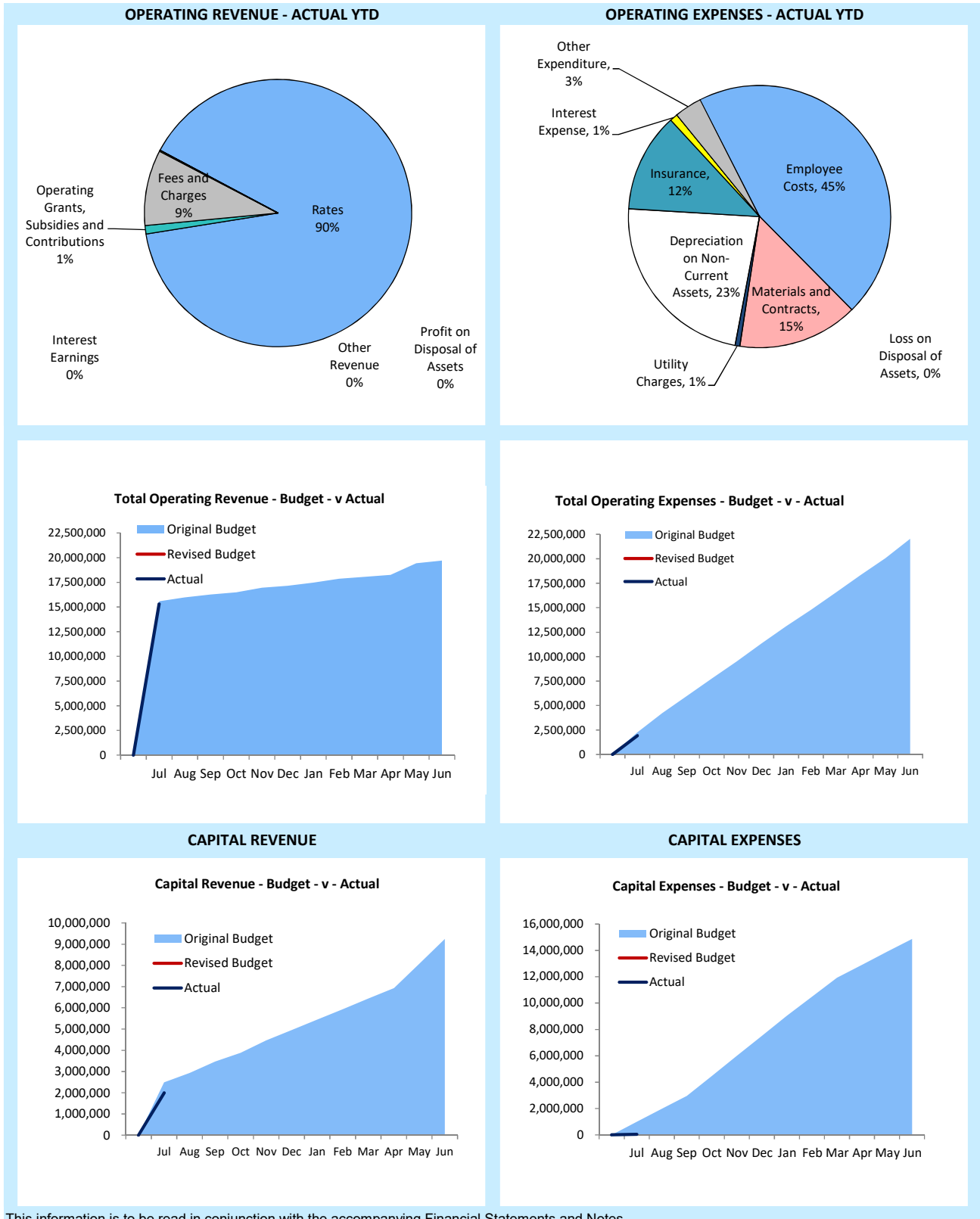
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Monthly Financial Report For the Period Ended 31 July 2020

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 2020
(Covering 1 month or 8.3% of the year)**

| | Sch | 2020/21 Adopted Budget \$ | 2020/21 Revised Budget \$ | 2020/21 Y-T-D Revised Budget \$ | 2020/21 Y-T-D Actual \$ | Variance Y-T-D Actual to Revised Budget \$ | Variance Y-T-D Actual to Revised Budget % | 2020/21 Forecast \$ | 2019/20 Last Year Actual \$ |
|------------------------------------|-----|------------------------------------|------------------------------------|---------------------------------------------|----------------------------------|--------------------------------------------------------|-------------------------------------------------------|---------------------------|--------------------------------------|
| OPERATING ACTIVITIES | | | | | | | | | |
| Revenue | | | | | | | | | |
| Governance | 4 | 28,800 | 28,800 | 2,398 | 1 | (2,397) | (100.0%) | 28,800 | 25,720 |
| General Purpose Funding | 3 | 15,659,482 | 15,659,482 | 13,451,614 | 13,423,391 | (28,223) | (0.2%) | 15,659,482 | 15,525,481 |
| Law, Order, Public Safety | 5 | 474,905 | 474,905 | 4,816 | 5,720 | 904 | 18.8% | 474,905 | 592,573 |
| Health | 7 | 2,150 | 2,150 | 178 | 1,331 | 1,153 | 647.8% | 2,150 | 27,713 |
| Education and Welfare | 8 | 6,000 | 6,000 | 83 | 0 | (83) | (100.0%) | 6,000 | 7,205 |
| Community Amenities | 10 | 1,484,654 | 1,484,654 | 1,363,329 | 1,366,405 | 3,076 | 0.2% | 1,484,654 | 1,526,710 |
| Recreation and Culture | 11 | 1,374,782 | 1,374,782 | 340,344 | 347,484 | 7,140 | 2.1% | 1,374,782 | 2,439,027 |
| Transport | 12 | 396,841 | 396,841 | 142,866 | 122,030 | (20,836) | (14.6%) | 396,841 | 179,535 |
| Economic Services | 13 | 97,348 | 97,348 | 19,565 | 19,856 | 291 | 1.5% | 97,348 | 93,080 |
| Other Property and Services | 14 | 173,800 | 173,800 | 14,480 | 24,871 | 10,391 | 71.8% | 173,800 | 1,389,143 |
| Total Operating Revenue | | 19,698,762 | 19,698,762 | 15,339,673 | 15,311,088 | (28,585) | (0.2%) | 19,698,762 | 21,806,187 |
| Operating Expenses | | | | | | | | | |
| Governance | 4 | (1,210,103) | (1,210,103) | (150,786) | (112,777) | 38,009 | 25.2% ▲ | (1,210,103) | (1,185,970) |
| General Purpose Funding | 3 | (511,688) | (511,688) | (54,115) | (34,021) | 20,094 | 37.1% | (511,688) | (325,580) |
| Law, Order, Public Safety | 5 | (1,619,329) | (1,619,329) | (200,297) | (176,109) | 24,188 | 12.1% | (1,619,329) | (1,725,784) |
| Health | 7 | (540,920) | (540,920) | (61,224) | (52,693) | 8,531 | 13.9% | (540,920) | (547,432) |
| Education and Welfare | 8 | (784,183) | (784,183) | (96,906) | (114,620) | (17,714) | (18.3%) | (784,183) | (749,344) |
| Community Amenities | 10 | (2,845,397) | (2,845,397) | (180,797) | (132,624) | 48,173 | 26.6% ▲ | (2,845,397) | (2,639,118) |
| Recreation & Culture | 11 | (7,597,856) | (7,597,856) | (719,501) | (657,932) | 61,569 | 8.6% ▲ | (7,597,856) | (7,662,944) |
| Transport | 12 | (6,218,251) | (6,218,251) | (575,002) | (574,192) | 810 | 0.1% | (6,218,251) | (5,862,564) |
| Economic Services | 13 | (513,473) | (513,473) | (57,768) | (40,737) | 17,031 | 29.5% | (513,473) | (468,712) |
| Other Property and Services | 14 | (233,368) | (233,368) | (133,553) | (25,384) | 108,169 | 81.0% ▲ | (233,368) | (249,804) |
| Total Operating Expenditure | | (22,074,568) | (22,074,568) | (2,229,949) | (1,921,090) | 308,859 | 13.9% | (22,074,568) | (21,417,252) |
| Net Operating Activities | | (2,375,806) | (2,375,806) | 13,109,724 | 13,389,998 | 280,274 | (2.1%) | (2,375,806) | 388,935 |

(continued next page)



**Statement of Financial Activity by Program
For the Period Ended 31 July 2020
(Covering 1 month or 8.3% of the year)**

| | 2020/21 Adopted Budget \$ | 2020/21 Revised Budget \$ | 2020/21 Y-T-D Revised Budget \$ | 2020/21 Y-T-D Actual \$ | Variance Y-T-D Actual to Revised Budget \$ | Variance Y-T-D Actual to Revised Budget % | 2020/21 Forecast \$ | 2019/20 Last Year Actual \$ |
|------------------------------------------------------------------|------------------------------------|------------------------------------|---------------------------------------------|----------------------------------|--------------------------------------------------------|-------------------------------------------------------|---------------------------|--------------------------------------|
| Net Operating Activities (from previous page) | (2,375,806) | (2,375,806) | 13,109,724 | 13,389,998 | 280,274 | 2.1% | (2,375,806) | 388,935 |
| ADJUSTMENTS OF NON CASH ITEMS | | | | | | | | |
| (Profit)/Loss on Asset Disposals | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | (1,111,201) |
| Accruals | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 41,521 |
| Movement in contract liabilities associated with restricted cash | (2,310,010) | (2,310,010) | 0 | 0 | 0 | 0.0% | (2,310,010) | |
| Depreciation on Assets | 5,289,647 | 5,289,647 | 440,798 | 440,803 | 5 | 0.0% | 5,289,647 | 5,102,752 |
| Adjusted Net Operating Activities | A 603,831 | 603,831 | 13,550,522 | 13,830,801 | 280,279 | 2.1% | 603,831 | 4,422,007 |
| INVESTING ACTIVITIES | | | | | | | | |
| Revenue | | | | | | | | |
| Non-operating grants, subsidies & contributions | 9,243,071 | 9,243,071 | 2,483,002 | 1,994,259 | (488,743) | (19.7%) ▼ | 9,243,071 | 2,504,599 |
| Proceeds from Disposal of Assets | 257,969 | 257,969 | 21,496 | 0 | (21,496) | (100.0%) ▼ | 257,969 | 1,333,892 |
| Total Capital Revenue | 9,501,040 | 9,501,040 | 2,504,498 | 1,994,259 | (510,239) | (20.4%) | 9,501,040 | 3,838,491 |
| Expenditure | | | | | | | | |
| Land & Buildings | (5,430,586) | (5,430,586) | (452,541) | (17,154) | 435,387 | 96.2% ▲ | (5,430,586) | (197,020) |
| Infrastructure Assets - Road / Bridges / Paths | (7,717,902) | (7,717,902) | (389,547) | (27,471) | 362,076 | 92.9% ▲ | (7,717,903) | (3,071,491) |
| Infrastructure Assets - Parks & Gardens | (677,156) | (677,156) | (56,424) | (785) | 55,639 | 98.6% ▲ | (677,156) | (428,239) |
| Vehicles | (940,438) | (940,438) | (78,369) | 0 | 78,369 | 100.0% ▲ | (940,438) | (325,321) |
| Plant & Equipment | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 0 |
| Furniture & Fittings | (112,993) | (112,993) | (9,413) | (377) | 9,036 | 96.0% | (112,993) | (130,794) |
| Total Capital Expenditure | (14,879,075) | (14,879,075) | (986,294) | (45,788) | 940,506 | 95.4% | (14,879,076) | (4,152,865) |
| Net Capital Activities | B (5,378,035) | (5,378,035) | 1,518,204 | 1,948,470 | 430,266 | (28.3%) | (5,378,036) | (314,374) |
| FINANCING ACTIVITIES | | | | | | | | |
| Revenue | | | | | | | | |
| Proceeds from New Loans | 750,000 | 750,000 | 0 | 0 | 0 | 0.0% | 750,000 | 0 |
| Self Supporting Loans - Principal Recoups | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 0 |
| Transfers from Reserves | 8,659,832 | 8,659,832 | 1,045,306 | 838,565 | (206,741) | (19.8%) ▼ | 8,659,832 | 3,166,697 |
| Total Financing Revenue | 9,409,832 | 9,409,832 | 1,045,306 | 838,565 | (206,741) | 19.8% | 9,409,832 | 3,166,697 |
| Expenditure | | | | | | | | |
| Repayment of Loans | (250,116) | (250,116) | (50,487) | (20,391) | 30,096 | 59.6% ▲ | (250,116) | (279,748) |
| Principal element of finance lease payments | (119,659) | (119,659) | 0 | (40,186) | (40,186) | 0.0% | (119,659) | |
| Transfers to Reserves | (4,428,917) | (4,428,917) | 0 | (44,383) | (44,383) | 100.0% ▼ | (4,428,917) | (7,017,280) |
| Total Financing Expenditure | (4,798,692) | (4,798,692) | (50,487) | (104,960) | (54,473) | (107.9%) | (4,798,692) | (7,297,028) |
| Net Financing Activities | C 4,611,140 | 4,611,140 | 994,819 | 733,604 | (261,215) | 26.3% | 4,611,140 | (4,130,331) |
| FUNDING SOURCES | | | | | | | | |
| Surplus/(Deficit) July 1 B/Fwd | D 382,052 | 382,052 | 382,052 | 382,052 | 0 | 0.0% | 382,052 | 404,751 |
| CLOSING FUNDS (A+B+C+D) | 218,987 | 218,987 | 16,445,597 | 16,894,928 | 449,331 | (2.7%) | 218,987 | 382,052 |

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.

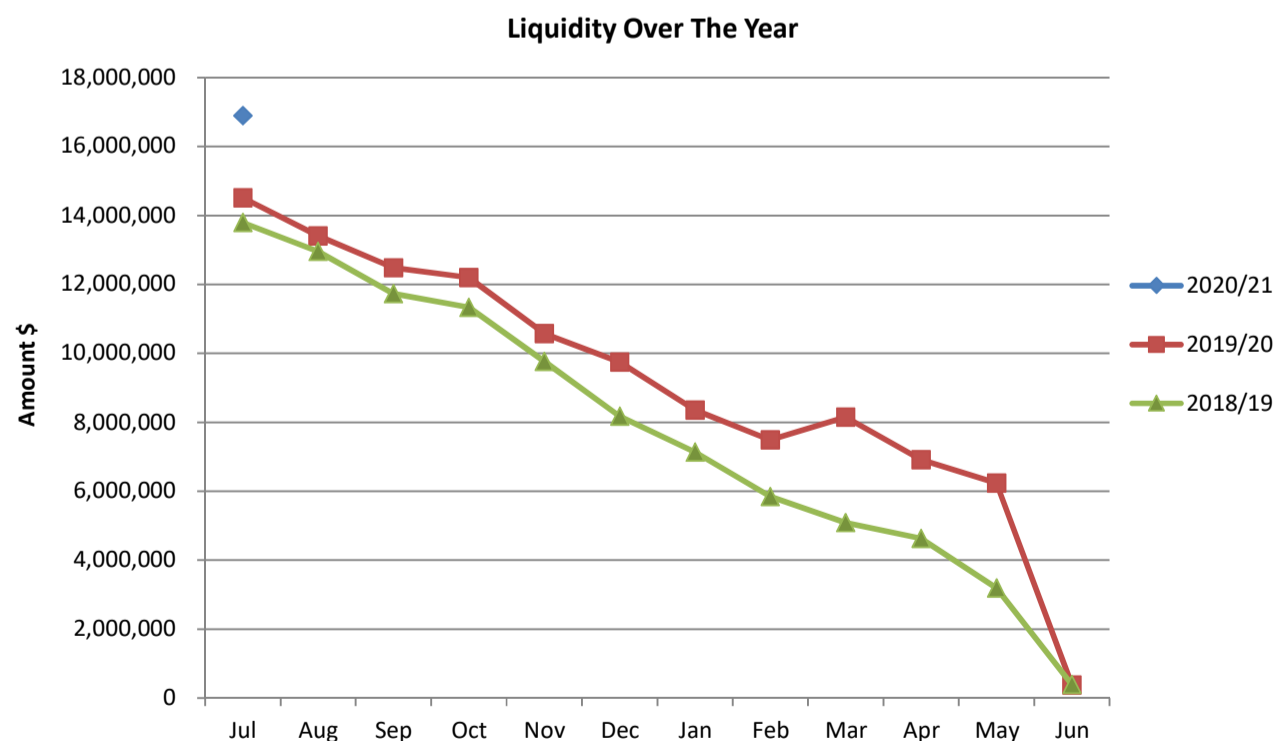
This statement to be read in conjunction with the accompanying Financial Statements and Notes



**Statement of Financial Activity by Program
For the Period Ended 31 July 2020
NET CURRENT ASSETS**

| Note | Year to Date Actual 31-Jul-2020 \$ | Same Time Last Year Actual 31-Jul-2019 | Last Year Closing 30 June 2020 \$ |
|---------------------------------------------------------------|---------------------------------------------|----------------------------------------------|--------------------------------------------|
| Represented By: | | | |
| CURRENT ASSETS | | | |
| Cash and Cash Equivalents | 23,940,467 | 17,469,961 | 25,553,736 |
| Rates Debtors Outstanding | 15,232,586 | 15,206,493 | 396,109 |
| Pensioner Rates Rebate | 20,643 | 11,079 | 5,998 |
| Sundry Debtors | 284,837 | 1,026,358 | 796,652 |
| Accrued Revenue | 59,534 | 75,299 | 39,231 |
| Prepaid Expenses | 0 | 0 | 0 |
| Goods & Services Tax / BAS Refund | 0 | 141,012 | 0 |
| Other Receivables | 0 | 0 | 0 |
| Inventories - Materials | 5,047 | 5,047 | 5,047 |
| Inventories- Trading Stock - Recreation Centre | 7,310 | 8,430 | 7,310 |
| Current Assets | 39,550,425 | 33,943,679 | 26,804,083 |
| LESS CURRENT LIABILITIES | | | |
| Payables: | | | |
| Sundry Creditors | (60,498) | (85,133) | (1,049,612) |
| Goods & Services Tax / BAS Payable | (93,885) | 0 | (159,807) |
| Other Payables | (686,777) | (699,481) | 1,493 |
| Municipal Bonded Liabilities | (798,232) | 0 | (792,262) |
| Contract Liabilities | 0 | 0 | (1,950,000) |
| Prepaid Revenue - Rates / PPL | (83,508) | (53,062) | (648,952) |
| Accrued Interest on Debentures | (33,404) | (37,523) | (33,404) |
| Accrued Salaries & Wages | 0 | 0 | (96,114) |
| Other Accrued Expenses | 0 | 0 | 0 |
| Borrowings - Debentures | (229,724) | (232,245) | (250,116) |
| Provisions: | | | |
| Staff Leave Provisions | (1,430,786) | (1,272,698) | (1,430,786) |
| Current Liabilities | (3,416,814) | (2,380,142) | (6,409,560) |
| Net Current Assets | 36,133,610 | 31,563,537 | 20,394,524 |
| Less: Restricted Assets / Reserve Funds | 4 | (19,468,406) | (20,262,588) |
| Add: Current - Borrowings | 229,724 | 232,245 | 250,116 |
| CLOSING FUNDS / NET CURRENT ASSETS (per previous page) | 16,894,929 | 15,344,426 | 382,052 |

NOTE: Net current assets (liquidity) at 31 July is substantially higher compared to recent years due to the advance receipt of \$1.95M Western Australian Government grant for construction of the Eaton Bowling Club.





Statement of Comprehensive Income by Nature or Type
For the Period Ended 31 July 2020
(Covering 1 month or 8.3% of the year)

| | 2020/21 Adopted Budget \$ | 2020/21 Revised Budget \$ | 2020/21 Y-T-D Revised Budget \$ | 2020/21 Y-T-D Actual \$ | Variance Y-T-D Actual to Revised Budget \$ | Variance Y-T-D Actual to Revised Budget % | 2020/21 Forecast \$ | 2019/20 Last Year Actual \$ |
|------------------------------------------------------|------------------------------------|------------------------------------|---------------------------------------------|----------------------------------|--------------------------------------------------------|-------------------------------------------------------|---------------------------|--------------------------------------|
| Revenue | | | | | | | | |
| Rates | 13,839,284 | 13,839,284 | 13,760,318 | 13,737,706 | (22,612) | 0.2% | 13,839,284 | 13,091,847 |
| Grants, Subsidies & Contributions | 2,680,137 | 2,680,137 | 158,351 | 154,483 | (3,868) | 2.4% | 2,680,137 | 2,202,843 |
| Fees and Charges | 2,730,279 | 2,730,279 | 1,394,117 | 1,398,024 | 3,907 | (0.3%) | 2,730,279 | 3,112,535 |
| Interest Earnings | 420,971 | 420,971 | 26,887 | 20,876 | (6,011) | 22.4% | 420,971 | 581,228 |
| Other Revenue | 28,091 | 28,091 | 0 | 0 | 0 | 0.0% | 28,091 | 27,855 |
| | <u>19,698,762</u> | <u>19,698,762</u> | <u>15,339,673</u> | <u>15,311,088</u> | <u>(28,585)</u> | <u>0.2%</u> | <u>19,698,762</u> | <u>19,016,308</u> |
| Expenses | | | | | | | | |
| Employee Costs | (10,505,383) | (10,505,383) | (930,502) | (866,178) | 64,324 | 6.9% | (10,505,383) | (9,793,985) |
| Materials and Contracts | (4,881,097) | (4,881,097) | (594,405) | (284,849) | 309,556 | 52.1% | (4,881,097) | (4,049,538) |
| Utility Charges | (552,620) | (552,620) | (46,228) | (11,310) | 34,918 | 75.5% | (552,620) | (551,434) |
| Depreciation on Non-current Assets | (5,289,647) | (5,289,647) | (440,798) | (440,803) | (5) | (0.0%) | (5,289,647) | (5,042,270) |
| Interest Expense | (97,965) | (97,965) | (28,555) | (18,537) | 10,018 | 35.1% | (97,965) | (127,293) |
| Insurance | (310,774) | (310,774) | (135,705) | (234,447) | (98,742) | (72.8%) | (310,774) | (253,207) |
| Other | (403,066) | (403,066) | (50,876) | (64,967) | (14,091) | (27.7%) | (403,066) | (357,532) |
| | <u>(22,040,552)</u> | <u>(22,040,552)</u> | <u>(2,227,069)</u> | <u>(1,921,090)</u> | <u>305,979</u> | <u>13.7%</u> | <u>(22,040,552)</u> | <u>(20,175,259)</u> |
| Operational Surplus / (Deficit) | (2,341,790) | (2,341,790) | 13,112,604 | 13,389,998 | 277,394 | (2.1%) | (2,341,790) | (1,158,951) |
| Grants & Contributions for the Development of Assets | 8,993,072 | 8,993,071 | 2,462,169 | 1,994,259 | (467,910) | (19.0%) | 8,993,071 | 1,874,654 |
| Profit on Asset Disposals | 0 | 0 | 0 | 0 | 0 | #DIV/0! | 0 | 15,093 |
| Loss on Asset Disposals | 0 | 0 | 0 | 0 | 0 | (100.0%) | 0 | (33,963) |
| Fair Value Adjustment to Financial Assets | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 70,068 |
| | <u>8,993,072</u> | <u>8,993,071</u> | <u>2,462,169</u> | <u>1,994,259</u> | <u>(467,910)</u> | <u>19.0%</u> | <u>8,993,071</u> | <u>1,925,852</u> |
| NET RESULT | 6,651,282 | 6,651,281 | 15,574,773 | 15,384,257 | (190,516) | 1.2% | 6,651,281 | 766,901 |
| Other Comprehensive Income | | | | | | | | |
| Changes on Revaluation of Non-Current Assets | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 0 |
| TOTAL COMPREHENSIVE INCOME | <u>6,651,282</u> | <u>6,651,281</u> | <u>15,574,773</u> | <u>15,384,257</u> | <u>(190,516)</u> | <u>1.2%</u> | <u>6,651,281</u> | <u>766,901</u> |



**Notes to the Statement of Financial Activity
For the Period Ended 31 July 2020**

1. PROGRAMS / ACTIVITIES

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

COMMUNITY VISION

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

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

Notes to the Statement of Financial Activity
For the Period Ended 31 July 2020

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

The material variances adopted by the Shire of Dardanup for reporting in the 2020/21 year is 5% or \$25,000, whichever is the greater. All variances are between Year-to-Date Actual and Year-to-Date Revised Budget values.

| Sch | 2020/21 | | 2020/21 | | Variance to | | Timing / Permanent | Material Variance - Explanation |
|--------------------------------------|-------------------------|----|--------------------|-----------------|-------------------------|-------------------------|-----------------------|---------------------------------|
| | Y-T-D Revised Budget | \$ | Y-T-D Actual | \$ | Y-T-D Revised Budget | Y-T-D Revised Budget | | |
| OPERATING ACTIVITIES | | | | | | | | |
| Revenue | | | | | | | | |
| 4 | 2,398 | | 1 | (2,397) | | (100.0%) | | |
| 3 | 13,451,614 | | 13,423,391 | (28,223) | | (0.2%) | | |
| 5 | 4,816 | | 5,720 | 904 | | 18.8% | | |
| 7 | 178 | | 1,331 | 1,153 | | 647.8% | | |
| 8 | 83 | | 0 | (83) | | (100.0%) | | |
| 10 | 1,363,329 | | 1,366,405 | 3,076 | | 0.2% | | |
| 11 | 340,344 | | 347,484 | 7,140 | | 2.1% | | |
| 12 | 142,866 | | 122,030 | (20,836) | | (14.6%) | | |
| 13 | 19,565 | | 19,856 | 291 | | 1.5% | | |
| 14 | 14,480 | | 24,871 | 10,391 | | 71.8% | | |
| | 15,339,673 | | 15,311,088 | (28,585) | | (0.2%) | | |
| Operating Expenses | | | | | | | | |
| 4 | (150,786) | | (112,777) | 38,009 | | 25.2% | ▲ | Timing |
| 3 | (54,115) | | (34,021) | 20,094 | | 37.1% | | |
| 5 | (200,297) | | (176,109) | 24,188 | | 12.1% | | |
| 7 | (61,224) | | (52,693) | 8,531 | | 13.9% | | |
| 8 | (96,906) | | (114,620) | (17,714) | | (18.3%) | | |
| 10 | (180,797) | | (132,624) | 48,173 | | 26.6% | ▲ | Timing |
| 11 | (719,501) | | (657,932) | 61,569 | | 8.6% | ▲ | Timing |
| 12 | (575,002) | | (574,192) | 810 | | 0.1% | | |
| 13 | (57,768) | | (40,737) | 17,031 | | 29.5% | | |
| 14 | (133,553) | | (25,384) | 108,169 | | 81.0% | ▲ | Timing |
| | (2,229,949) | | (1,921,090) | 308,859 | | (13.9%) | | |
| | 13,109,724 | | 13,389,998 | 280,274 | | 2.1% | | |
| ADJUSTMENTS OF NON CASH ITEMS | | | | | | | | |
| | 0 | | 0 | 0 | | 0.0% | | |
| | 440,798 | | 440,803 | 5 | | 0.0% | | |
| | 13,550,522 | | 13,830,801 | 280,279 | | 2.1% | | |

\$30,000 lowers costs to date for elected members and governance operating costs, \$6,000 lower costs for consultants.

Lower operating costs to date for waste management \$24,000 and town planning administration \$26,000
Lower operating costs to date for Eaton Recreation Centre \$38,000, Libraries \$13,000, Community events & festivals \$10,000.

Lower public works overhead costs \$62,000, accrued wages costs allocated to works but not yet paid \$50,000.

(continued next page)



Notes to the Statement of Financial Activity
For the Period Ended 31 July 2020

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

| | 2020/21 Y-T-D Revised Budget \$ | 2020/21 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 page) | 13,550,522 | 13,830,801 | 280,279 | 2.1% | | |
| INVESTING ACTIVITIES | | | | | | |
| Revenue | | | | | | |
| Non-operating grants, subsidies & contributions | 2,483,002 | 1,994,259 | (488,743) | (19.7%) | ▼ Timing | Grants not yet claimed for 2020/21 capital projects - Waterloo fire brigade shed, Eaton jetty upgrade, Regional Road Group, Roads to Recovery and State Black Spot program road projects. |
| Proceeds from Disposal of Assets | 21,496 | 0 | (21,496) | (100.0%) | | |
| Total Capital Revenue | 2,504,498 | 1,994,259 | (510,239) | (20.4%) | | |
| Expenditure | | | | | | |
| Land & Buildings | (452,541) | (17,154) | 435,387 | 96.2% | ▲ Timing | Construction not commenced on 2020/21 building projects |
| Infrastructure Assets - Road / Bridges / Paths | (389,547) | (27,471) | 362,076 | 92.9% | ▲ Timing | No significant works carried out to date on road upgrade and renewal projects. |
| Infrastructure Assets - Parks & Gardens | (56,424) | (785) | 55,639 | 98.6% | ▲ Timing | No significant works to date on parks and reserve projects. |
| Vehicles | (78,369) | 0 | 78,369 | 100.0% | ▲ Timing | No vehicles purchased to date. |
| Plant & Equipment | 0 | 0 | 0 | 0.0% | | |
| Furniture & Fittings | (9,413) | (377) | 9,036 | 96.0% | | |
| Total Capital Expenditure | (986,294) | (45,788) | 940,506 | (95.4%) | | |
| Net Capital Activities | 1,518,204 | 1,948,470 | 430,266 | 28.3% | | |
| FINANCING ACTIVITIES | | | | | | |
| Revenue | | | | | | |
| Proceeds from New Loans | 0 | 0 | 0 | 0.0% | | |
| Self Supporting Loans - Principal Reimbursement | 0 | 0 | 0 | 0.0% | | |
| Transfers from Reserves | 1,045,306 | 838,565 | (206,741) | (19.8%) | ▼ Timing | Lower amount of funds transferred from Unspent Grants Reserve (subject to completion of end-of-year 2019/20 adjustments) |
| Total Financing Revenue | 1,045,306 | 838,565 | (206,741) | (19.8%) | | |
| Expenditure | | | | | | |
| Repayment of Loans | (50,487) | (20,391) | 30,096 | 59.6% | ▲ Timing | Loan repayment due at end of July - subsequently paid in early August |
| Transfers to Reserves | 0 | (44,383) | (44,383) | (100.0%) | ▼ Permanent | Developer contributions to works received in July from new subdivision approvals. |
| Total Financing Expenditure | (50,487) | (104,960) | (54,473) | 107.9% | | |
| Net Financing Activities | 994,819 | 733,604 | (261,215) | (26.3%) | | |
| FUNDING SOURCES | | | | | | |
| Surplus/(Deficit) July 1 B/Fwd | 382,052 | 382,052 | 0 | 0.0% | | |
| CLOSING FUNDS (A+B+C+D) | 16,445,597 | 16,894,928 | 449,331 | 2.7% | | |

(Appendix ORD: 12.10B)



Notes to the Statement of Financial Activity For the Period Ended 31 July 2020

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 |
|----------------------------------------|---------------------|-------------|--------------|-------------|----------------------------|---------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Tourism WA for Ferguson Valley Project | 172,736.03 | 0.00 | 0.00 | 0.00 | 0.00 | 172,736.03 |
| Public Open Space | 877,979.54 | 0.00 | 0.00 | 0.00 | 0.00 | 877,979.54 |
| Accrued Interest | 0.00 | 0.00 | 45.30 | 0.00 | 0.00 | 45.30 |
| 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 | 1,050,715.57 | 0.00 | 45.30 | 0.00 | 0.00 | 1,050,760.87 |

4. CASH BACKED RESERVES

| NAME | BALANCE 1 JULY | RECEIPTS | INTEREST | PAYMENTS | ADJUSTMENTS (TRANSFERS) | CLOSING BALANCE |
|-------------------------------------------------------------|----------------------|------------------|---------------|-------------------|----------------------------|----------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Un-Restricted | | | | | | |
| Executive & Compliance Vehicles Reserve | 243,184.02 | 0.00 | 0.00 | 0.00 | 0.00 | 243,184.02 |
| Plant & Engineering Equipment Reserve | 924,036.04 | 0.00 | 0.00 | 0.00 | 0.00 | 924,036.04 |
| Eaton Recreation Centre - Equipment Reserve | 280,102.25 | 0.00 | 0.00 | 0.00 | 0.00 | 280,102.25 |
| Building Maintenance Reserve | 1,867,629.12 | 0.00 | 0.00 | 0.00 | 0.00 | 1,867,629.12 |
| Employee Relief Reserve | 234,383.81 | 0.00 | 0.00 | 0.00 | 0.00 | 234,383.81 |
| Employee Leave Entitlements Reserve | 21,186.62 | 0.00 | 0.00 | 0.00 | 0.00 | 21,186.62 |
| Refuse Site Environmental Works Reserve | 83,833.42 | 0.00 | 0.00 | 0.00 | 0.00 | 83,833.42 |
| Information Technology Reserve | 811,265.49 | 0.00 | 0.00 | 0.00 | 0.00 | 811,265.49 |
| Roadwork Construction & Major Maintenance Reserve | 509,264.55 | 0.00 | 0.00 | 0.00 | 0.00 | 509,264.55 |
| Accrued Salaries Reserve | 433,352.06 | 0.00 | 0.00 | 0.00 | 0.00 | 433,352.06 |
| Tourism Reserve | 11,718.35 | 0.00 | 0.00 | 0.00 | 0.00 | 11,718.35 |
| Recycling Education Reserve | 61,264.57 | 0.00 | 0.00 | 0.00 | 0.00 | 61,264.57 |
| Road Safety Programs Reserve | 26,644.63 | 0.00 | 0.00 | 0.00 | 0.00 | 26,644.63 |
| Council Land Development Reserve | 21,057.89 | 0.00 | 0.00 | 0.00 | 0.00 | 21,057.89 |
| Carried Forward Projects Reserve | 3,312,012.63 | 0.00 | 0.00 | 0.00 | 0.00 | 3,312,012.63 |
| Election Expenses Reserve | 7,017.23 | 0.00 | 0.00 | 0.00 | 0.00 | 7,017.23 |
| Town Planning Consultancy Reserve | 97,705.92 | 0.00 | 0.00 | 0.00 | 0.00 | 97,705.92 |
| Parks & Reserves Upgrades Reserve | 755,487.61 | 0.00 | 0.00 | 0.00 | 0.00 | 755,487.61 |
| Strategic Planning Studies Reserve | 128,885.07 | 0.00 | 0.00 | 0.00 | 0.00 | 128,885.07 |
| Pathways Reserve | 315,889.37 | 0.00 | 0.00 | 0.00 | 0.00 | 315,889.37 |
| Asset / Rates Revaluation Reserve | 328,666.34 | 0.00 | 0.00 | 0.00 | 0.00 | 328,666.34 |
| Refuse & Recycling Bin Replacement Reserve | 54,644.89 | 0.00 | 0.00 | 0.00 | 0.00 | 54,644.89 |
| Sale of Land Reserve | 4,566,488.23 | 0.00 | 0.00 | 0.00 | 0.00 | 4,566,488.23 |
| Storm Water Reserve | 157,848.01 | 0.00 | 0.00 | 0.00 | 0.00 | 157,848.01 |
| | 15,253,568.12 | 0.00 | 0.00 | 0.00 | 0.00 | 15,253,568.12 |
| Restricted | | | | | | |
| Contribution to Works Reserve | 670,642.44 | 22,120.00 | 0.00 | 0.00 | 0.00 | 692,762.44 |
| Eaton Drive - Access Construction Reserve | 154,824.78 | 10,406.05 | 0.00 | 0.00 | 0.00 | 165,230.83 |
| Eaton Drive - Scheme Construction Reserve | 914,153.40 | 7,993.65 | 0.00 | 0.00 | 0.00 | 922,147.05 |
| Fire Control Reserve | 11,535.50 | 0.00 | 0.00 | 0.00 | 0.00 | 11,535.50 |
| Collie River (Eaton Drive) Bridge Construction Reserve | 1,564,304.17 | 3,738.91 | 0.00 | 0.00 | 0.00 | 1,568,043.08 |
| Unspent Grants Reserve | 1,414,546.83 | 0.00 | 0.00 | 838,564.75 | 0.00 | 575,982.08 |
| Swimming Pool Inspection Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Unspent Specified Area Rate - Bulk Waste Collection Reserve | 80,609.91 | 0.00 | 0.00 | 0.00 | 0.00 | 80,609.91 |
| Unspent Specified Area Rate - Eaton Landscaping Reserve | 157,196.20 | 0.00 | 0.00 | 0.00 | 0.00 | 157,196.20 |
| Wanju Developer Contribution Plan Unspent Loan Reserve | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Dardanup Expansion Developer Contribution Plan Reserve | 41,206.57 | 0.00 | 0.00 | 0.00 | 0.00 | 41,206.57 |
| | 5,009,019.80 | 44,258.61 | 0.00 | 838,564.75 | 0.00 | 4,214,713.66 |
| Interest | 0.00 | 0.00 | 124.11 | 0.00 | 0.00 | 124.11 |
| Less: Outstanding Debtors | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL | 20,262,587.92 | 44,258.61 | 124.11 | 838,564.75 | 0.00 | 19,468,405.89 |

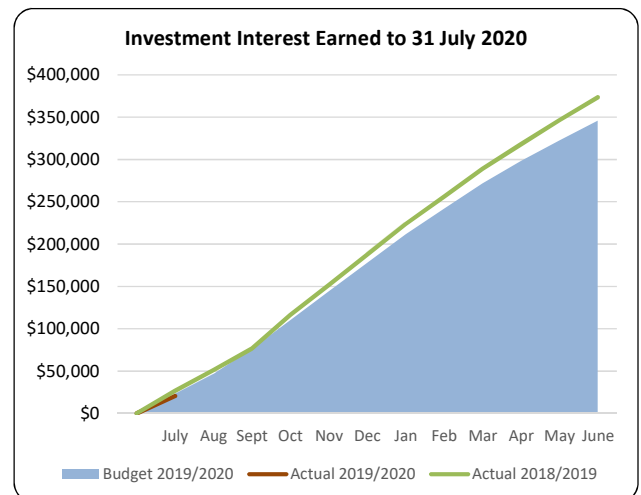
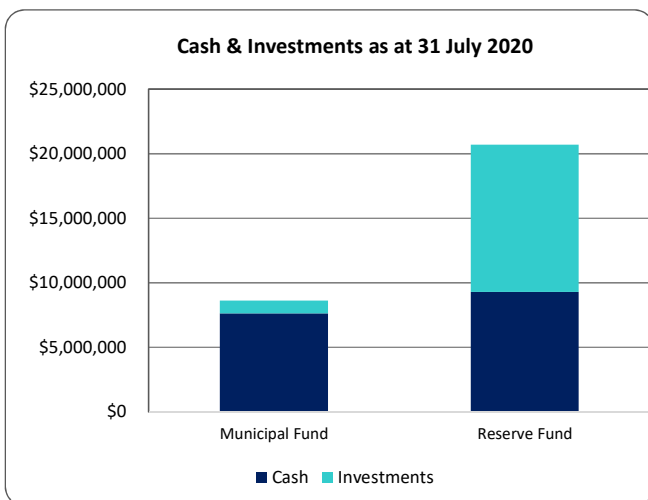
(Appendix ORD: 12.10B)



Notes to the Statement of Financial Activity For the Period Ended 31 July 2020

5. STATEMENT OF INVESTMENTS

| BANK | TYPE | AMOUNT | RATE | DAYS | COMMENCEMENT | MATURITY | ESTIMATED INTEREST | INTEREST CREDITED 2019-2020 |
|--------------------------------|------------------------------------------|-------------------------|-------|------|--------------|----------|---------------------|-----------------------------|
| <u>MUNICIPAL FUND</u> | | | | | | | | |
| CBA | Municipal Fund Bank Account | \$ 7,621,121.99 | 0.40% | | | | \$2,540.37 | \$5,666.72 |
| NAB | Term Deposit | \$ 1,000,000.00 | 0.90% | 92 | 6/2020 | 9/2020 | \$2,280.09 | \$5,110.19 |
| | | <u>\$ 8,621,121.99</u> | | | | | <u>\$4,820.46</u> | <u>\$10,776.91</u> |
| <u>TRUST FUND</u> | | | | | | | | |
| CBA | Trust Fund Bank Account | \$ 1,050,760.87 | | | | | \$0.00 | \$2,467.49 |
| | | <u>\$ 1,050,760.87</u> | | | | | <u>\$0.00</u> | <u>\$2,467.49</u> |
| <u>RESERVE FUND</u> | | | | | | | | |
| CBA | Reserve Bank Account | \$ 9,286,954.02 | | | | | \$0.00 | \$6,838.69 |
| Westpac | Coupon Select Deposit (Tailored Deposit) | \$ 5,000,000.00 | 2.94% | 1098 | 8/2017 | 8/2020 | \$455,244.76 | \$147,402.73 |
| AMP | Term Deposit | \$ 1,900,000.00 | 1.80% | 189 | 1/2020 | 8/2020 | \$17,709.04 | \$33,271.23 |
| NAB | Term Deposit | \$ 1,500,000.00 | 1.55% | 180 | 2/2020 | 10/2020 | \$11,465.75 | \$0.00 |
| NAB | Term Deposit | \$ 1,000,000.00 | 0.86% | 83 | 6/2020 | 9/2020 | \$1,955.62 | \$6,490.62 |
| Macquarie | Term Deposit | \$ 1,000,000.00 | 0.85% | 91 | 6/2020 | 9/2020 | \$2,119.18 | \$4,378.08 |
| Macquarie | Term Deposit | \$ 1,000,000.00 | 0.85% | 91 | 3/2020 | 6/2020 | \$2,119.18 | \$4,238.36 |
| | | <u>\$ 20,686,954.02</u> | | | | | <u>\$490,613.53</u> | <u>\$202,619.71</u> |
| Total Interest Received | | | | | | | | <u><u>\$215,864.11</u></u> |





Notes to the Statement of Financial Activity
For the Period Ended 31 July 2020

5. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

| | |
|-------------------------------------|-------------------------|
| Municipal Fund Investment Portfolio | \$ 1,000,000.00 |
| Trust Fund Investment Portfolio | \$ - |
| Reserve Fund Investment Portfolio | \$ 11,400,000.00 |
| | <u>\$ 12,400,000.00</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.

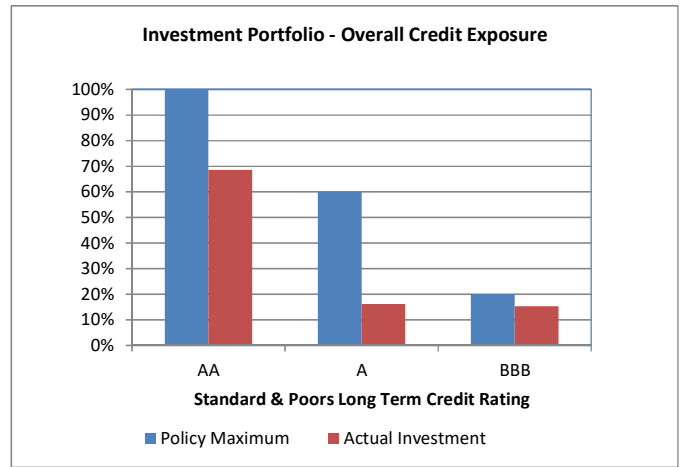
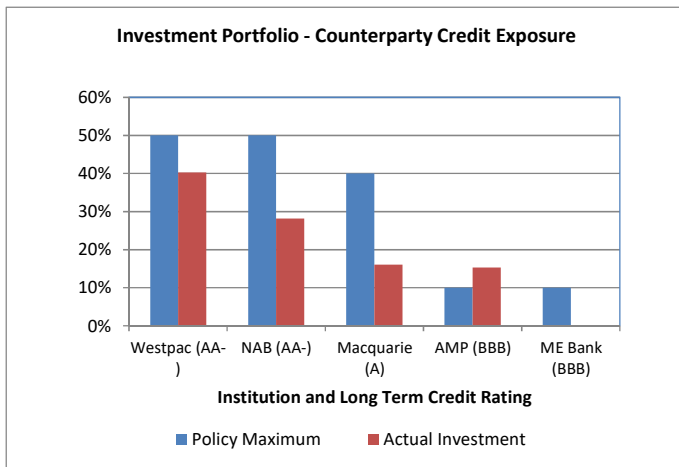
Counterparty Credit Exposure

Exposure to an individual authorised deposit-taking institution (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.



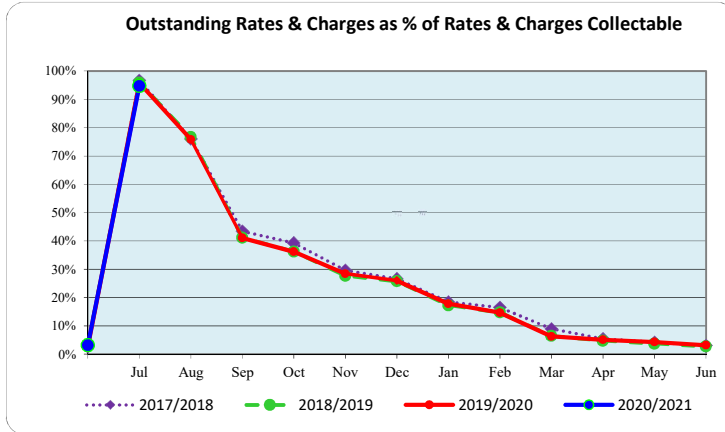


**Notes to the Statement of Financial Activity
For the Period Ended 31 July 2020**

6. Accounts Receivable as at 31 July 2020

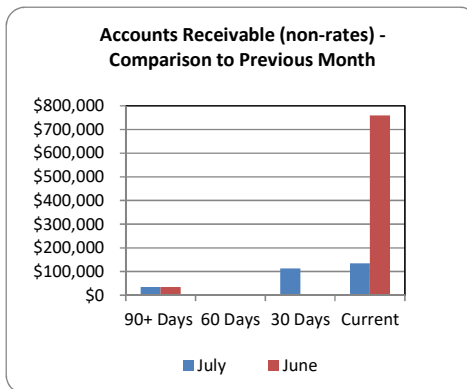
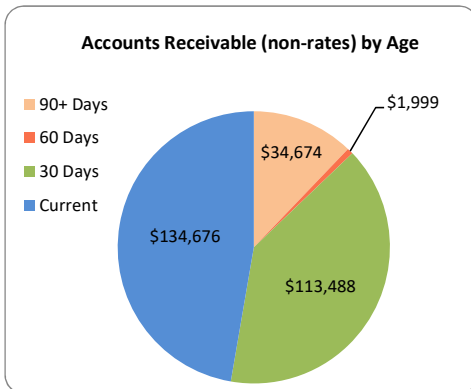
Rates and Charges Outstanding

2020/21 annual rates were raised on 16 July 2020 and are due for payment by 10 September 2020. As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$15,350,704. This equates to 94.75% 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.



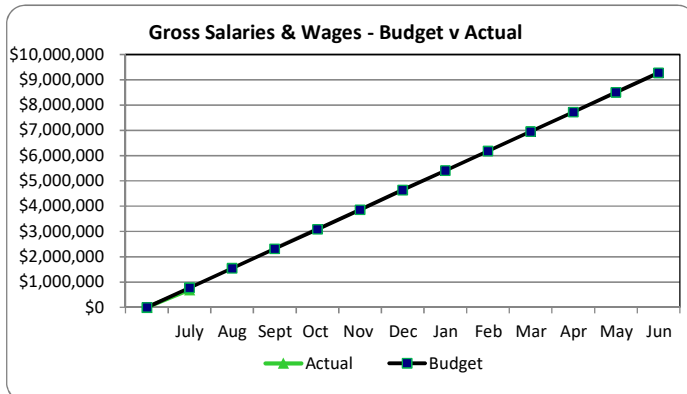
Sundry Debtors Outstanding (non-rates)

As at the reporting date, the total outstanding Sundry Debtors amount to \$284,837. \$228,616 of the balance relates to government grants and contributions and it is anticipated these will be paid by the end of August 2020.



7. Salaries and Wages to 31 July 2020

At the reporting date, total salaries and wages expenditure is \$700,783 (7.56%) of the annual budget of \$9,273,727 for the 2020/21 financial year).





Notes to the Statement of Financial Activity
For the Period Ended 31 July 2020

8 RATING INFORMATION

| RATE TYPE | Rate in \$ | Number of properties | Rateable value \$ | 2020/21 Budget rate revenue \$ | 2020/21 Budget interim rates \$ | 2020/21 Budget back rates \$ | 2020/21 Budget total revenue \$ | 2020/21 Actual total revenue \$ | 2019/20 Actual total revenue \$ | 2019/20 Budget total revenue \$ |
|--------------------------------------------------|------------|----------------------|-------------------|--------------------------------|---------------------------------|------------------------------|---------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Differential general rate or general rate | | | | | | | | | | |
| Gross rental valuations | | | | | | | | | | |
| General Rates - GRV: Residential | 0.100662 | 3,152 | 56,779,220 | 5,746,655 | 0 | 0 | 5,746,655 | 5,715,510 | 5,620,662 | 5,620,662 |
| General Rates - GRV: Commercial | 0.100662 | 59 | 14,495,740 | 1,428,025 | 0 | 0 | 1,428,025 | 1,459,170 | 1,369,549 | 1,369,549 |
| General Rates - GRV: Industrial | 0.100662 | 68 | 7,586,727 | 763,695 | 0 | 0 | 763,695 | 763,695 | 757,975 | 757,975 |
| General Rates - GRV: Small Holding | 0.100662 | 336 | 7,599,124 | 765,545 | 0 | 0 | 765,545 | 764,943 | 806,389 | 806,389 |
| General Rates - GRV: Interim and Back Rates | 0.100662 | 0 | 0 | 0 | 91,144 | 0 | 91,144 | (14,741) | 91,938 | 124,249 |
| Unimproved valuations | | | | | | | | | | |
| General Rates - UV: Broad Acre Rural | 0.006259 | 491 | 274,608,000 | 1,718,765 | 0 | 0 | 1,718,765 | 1,718,315 | 1,709,026 | 1,709,026 |
| 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 | | 4,106 | 361,068,811 | 10,422,685 | 91,144 | 0 | 10,513,829 | 10,406,892 | 10,355,539 | 10,387,850 |
| Minimum payment | | | | | | | | | | |
| Gross rental valuations | | | | | | | | | | |
| General Rates - GRV: Residential | 1,547.50 | 1,651 | 21,331,732 | 2,554,923 | 0 | 0 | 2,554,923 | 2,554,923 | 2,571,945 | 2,571,945 |
| General Rates - GRV: Commercial | 1,547.50 | 7 | 61,400 | 10,833 | 0 | 0 | 10,833 | 10,833 | 10,833 | 10,833 |
| General Rates - GRV: Industrial | 1,547.50 | 47 | 590,450 | 72,733 | 0 | 0 | 72,733 | 72,732 | 80,470 | 80,470 |
| General Rates - GRV: Small Holding | 1,547.50 | 85 | 682,270 | 131,538 | 0 | 0 | 131,538 | 131,538 | 111,420 | 111,420 |
| 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 | 119 | 17,457,460 | 184,153 | 0 | 0 | 184,153 | 184,152 | 208,913 | 208,913 |
| General Rates - UV: Mining | 1,547.50 | 18 | 399,256 | 27,855 | 0 | 0 | 27,855 | 27,855 | 30,950 | 30,950 |
| General Rates - UV: Interim and Back Rates | 1,547.50 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sub-Totals | | 1,927 | 40,522,568 | 2,982,035 | 0 | 0 | 2,982,035 | 2,982,033 | 3,014,531 | 3,014,531 |
| Discounts/concessions | | | | | | | | | | |
| Total amount raised from general rates | | 6,033 | 401,591,379 | 13,404,720 | 91,144 | 0 | 13,495,864 | 13,388,925 | 13,370,070 | 13,402,381 |
| Specified area rates | | | | | | | (5,000) | (748) | (1,016) | (5,000) |
| Total rates | | | | | | | 13,490,864 | 13,388,177 | 13,369,054 | 13,397,381 |
| | | | | | | | 350,000 | 347,651 | 347,651 | 344,800 |
| | | | | | | | 13,840,864 | 13,735,828 | 13,716,705 | 13,742,181 |



Notes to the Statement of Financial Activity
For the Period Ended 31 July 2020

9. INFORMATION ON BORROWINGS

Debtenture Repayments

| Particulars | Loan No. | Principal Opening Balance 01 July 2020 | New Loans 2020/21 | | Principal Repayments 2020/21 | | Interest Repayments 2020/21 | | Principal Outstanding 30 June 2021 | |
|----------------------------------------------------------------|----------|----------------------------------------------|-------------------------|-------------------------|------------------------------------|-------------------------|-----------------------------------|-------------------------|------------------------------------------|-------------------------|
| | | | Actual \$ | Adopted Budget \$ | Actual \$ | Adopted Budget \$ | Actual \$ | Adopted Budget \$ | Actual \$ | Adopted 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 | 280,690 | 0 | 0 | 0 | (88,117) | 0 | (16,870) | 280,690 | 192,573 |
| Glen Huon Oval Club Rooms | 69 | 965,470 | 0 | 0 | (20,391) | (41,174) | (18,537) | (43,234) | 945,079 | 924,296 |
| Transport | | | | | | | | | | |
| Depot Land | 66 | 503,104 | 0 | 0 | 0 | (58,628) | 0 | (23,169) | 503,104 | 444,476 |
| Economic Services | | | | | | | | | | |
| Gravel Pit Land - Panizza Road | 61 | 90,549 | 0 | 0 | 0 | (23,901) | 0 | (5,805) | 90,549 | 66,648 |
| Other Property and Services | | | | | | | | | | |
| Administration Building Extensions | 65 | 123,303 | 0 | 0 | 0 | (38,296) | 0 | (8,887) | 123,303 | 85,007 |
| | | 1,963,116 | 0 | 750,000 | (20,391) | (250,116) | (18,537) | (97,965) | 1,942,725 | 2,463,000 |

All debtenture repayments were financed by general purpose revenue.



**Notes to the Statement of Financial Activity
For the Period Ended 31 July 2020**

10 BUDGET AMENDMENTS

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

| GI/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 | | | | | | |
| DFES | Mitigation Activity Fund grant to reduce bushfire risk | 29/07/20 - 212-20 | Operating Revenue | | 246,440 | | 465,427 |
| | Bushfire Risk management Plan - treatments to mitigate bushfire | 29/07/20 - 212-20 | Operating Expense | | | (246,440) | 218,987 |
| | | | | | <u>246,440</u> | <u>(246,440)</u> | |

| RISK ASSESSMENT TOOL | | | | | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------|----------------------|------------------------------------------------------|----------------------------|---------------|----------------------|----------------------|
| OVERALL RISK EVENT: Failing to monitor the financial performance can increase the risk of a negative impact on the Shire's financial position. Non-compliance with legislative requirement could result in a qualified audit. | | | | | | | | | |
| 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 | | | RESIDUAL RISK RATING |
| | | 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. | 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. | 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. | 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. | 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. | 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. | Not required. |



Shire of Dardanup

MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

Held

5 August 2020

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

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

VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

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COMMITTEE MEMBERS:

Mr Richard Stacey - FCO Ferguson District
Mr Chris Hynes - CBFCO Eaton Townsite District
Mr Neil Dyer - West Dardanup
Mr Clay Rose - DCFCO (North) / FCO Burekup
Mr Robert Drennan - FCO Waterloo District
Mr Rod Bailey - FCO Upper Ferguson
Mr Brendan Putt - FCO Dardanup Central
Mr Peter Robinson - FCO Joshua/Crooked Brook
Mr Ian Bridge FCO Wellington Mill District

Mr John Carter – Representative Department of Fire & Emergency Services
Representative - Department of Biodiversity, Conservation and Attractions

Cr. T Gardiner - Elected Member
Cr. M T Bennett - Elected Member (Deputy)

STAFF MEMBERS

Mrs Erin Hutchins - Coordinator – Ranger & Emergency Services
Mr Murray Halden - Senior Ranger
Mrs Donna Bailye - Personal Assistant to Deputy Chief Executive Officer

OBSERVER

Mrs Susan Oosthuizen - Director Sustainable Development
Ms Melissa Howard - Emergency Management Officer

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 BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 5 AUGUST 2020, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Mr Peter Robinson, declared the meeting open at 7.04pm welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region 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 Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

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

2.1 Attendance

| | | |
|---------------------|---|--------------------------------------------------------|
| Mr Chris Hynes | - | CBFCO Eaton Townsite District |
| Mr Clay Rose | - | FCO Burekup District |
| Mr Robert Drennan | - | FCO Waterloo District |
| Mr Peter Robinson | - | FCO Joshua/Crooked Brook |
| Mr Keith Higham | - | Captain - Wellington Mills District [Proxy] |
| Mr Neil Dyer | - | West Dardanup |
| Mr Brendan Putt | - | FCO Dardanup Central |
| Mr Doug Van Bavel | - | Department of Fire & Emergency Services |
| Mr Darren Harvey | - | Department of Biodiversity, Conservation & Attractions |
| | | |
| Cr Tyrrell Gardiner | - | Elected Member |

Staff

| | | |
|----------------------|---|----------------------------------------------------|
| Mrs Susan Oosthuizen | - | Director Sustainable Development |
| Mrs Erin Hutchins | - | Coordinator – Ranger & Emergency Services [7.07pm] |
| Mr Murray Halden | - | Senior Ranger |
| Ms Melissa Howard | - | Emergency Management Officer |
| Mrs Donna Bailye | - | PA Deputy Chief Executive Officer |

Observers

| | | |
|-------------------|---|-----------------------------------------|
| Ms Michelle Wells | - | Department of Fire & Emergency Services |
| Mr Lyndon Skeers | - | Captain Ferguson District |

2.2 Apologies

| | | |
|---------------------|---|-----------------------------------------|
| Mr Ian Bridge | - | FCO Wellington Mill District |
| Mr André Schönfeldt | - | Chief Executive Officer |
| Mr John Carter | - | Department of Fire & Emergency Services |
| Mr Rod Bailey | - | FCO Upper Ferguson |

| |
|-----------------------------------------------|
| 3. PETITIONS/DEPUTATIONS/PRESENTATIONS |
|-----------------------------------------------|

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Bushfire Advisory Committee Meeting Held 11 March 2020

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 02-20 MOVED - Mr Chris Hynes SECONDED - Mr Brendan Putt

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 11 March 2020, be confirmed as true and correct subject to no corrections:

CARRIED
9/0

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

7. DECLARATION OF INTEREST

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

Discussion:

The Chairperson, Mr Peter Robinson asked the Councillor and Committee if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

Note: Mrs Erin Hutchins joined the meeting at 7.07pm.

8. ACTION SHEET UPDATE

PENDING ACTIONS:

| ACTION & MEETING DATE. | PERSON RESPONSIBLE | ACTION | OUTCOME | STATUS |
|------------------------|--------------------|--------|---------|--------|
| | | | | |
| | | | | |

| |
|--------------------------------------------------|
| 9 REPORTS OF OFFICERS AND COMMITTEES |
|--------------------------------------------------|

9.1 Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

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

Activity Report Since Last BFAC Meeting

| | |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Call Outs | |
| Appliance and Equipment | |
| Training | |
| Meetings Held | |
| Membership – Recruitment/Resignation | |
| Concerns | |
| Initiatives | <ul style="list-style-type: none"> • Return to FCO's and Captains Meetings again. |
| Other News | <ul style="list-style-type: none"> • Group Call procedures 000 – I have provided copies to have handy for new people on the 000 group call line. • 000 calls to LIA's Harris Road and SW Highway near Condello. Bunbury career FRS are first response to fires in the Shire of Dardanup LIA's. This has created problems with response to bushfires in these locations. DFES is working on a new response plan for these areas. I checked on the progress this week and it is still being worked on. I hope this will be ready for the next fire season • Number 9 Keys. Please ensure your appliances have a key to access Shire locks on water points and reserves. • I recently met with the other SW Chiefs to discuss aligning our Fire Restrictions and Prohibited dates to begin and end on the same dates and also plan to have any extension restricted or prohibited aligned as well. I have discussed this with Ranger Murray Halden and we have made changes to our fire notice to be ready for the alignment of dates with Capel, Harvey, Bunbury, Collie, Shire of Murray and Waroona will still aligned with Mandurah and Dwellingup. • Radio audit of all radios is needed. • 1.4 Project is still progressing. I'm an observer on the evaluation panel. |

Item/s For BFAC Discussion

Discussion:

Mr Chris Hynes advised the Committee that a letter of thanks was received from the Police Department, thanking the brigade for its assistance in a fire matter in Australind that resulted in a conviction.

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

Process

Mr Darren Harvey tabled the following report at the meeting and spoke to the report.

9.2.1 – Prescribed Burning Planned 2020/21

Wellington District 35 burns scheduled (approx. 73,839 ha).

(NOTE. This includes the three cells of WTN_082 Wellington Northeast - 29,590 ha).

Dardanup Shire 9 burns planned (Approx. 5,123 ha).

- WTN_069 Wellington Discovery Forest
- WTN_084 Dongara Ridge
- WTN_092 Arcadia - Wights Rd
- WTN_093 King Jarrah
- WTN_099 WTN Discovery forest plots
- WTN_101 Mungalup
- WTN_103 Dardanup North
- WTN_108 Twin Rivers
- WTN_113 Arcadia - Valkyrie Rd

CBFCO/ Shire will be sent notifications shortly for planned burns and Shire road reserves. Private property owners & other stakeholders within distance of planned burns due to receive notifications in September.

9.2.2 – Bushfires 2020/21

No “official” bushfires recorded for the District this financial year.

9.2.3 – District Fire Management Staff Contacts / Changes (Collie Office 9735 1988)

District Fire Coordinator: Jessica Newman.

Fire Operations Officer: Emma Atkinson - newly appointed.

Fire Operations Officer: Darren Harvey.

9.3 Title: Department of Fire & Emergency Services (DFES) – Mr John Carter

9.3.1 *Bushfire season*

It was a relatively quiet latter part of the 2019/20 bushfire season with a number of small fires but no significant incidents. Thanks to all the BFB volunteers and Shire of Dardanup staff for their assistance over last bushfire season.

The South West of WA experienced a number of extreme weather systems in May which caused a fair amount of damage. The FES Commissioner placed a Total Fire Ban over the South West Land Division for the 23-24 May 2020. Unfortunately, there were still a number of private burns through the SW Region that escaped resulting in numerous callouts for the BFBs. The Shire of Dardanup had only two reported escapes from planned burns.

DFES encourages that the landholder advises Comcen of all planned burns regardless whether it occurs in the restricted or open seasons.

9.3.2 Training

The 2020 Bushfire Service Training Program was placed on hold due to COVID-19 but has now recommenced. There are a couple of existing courses for new volunteers and plans are being made to complete the training of the Joshua Crooked Brook cadets.

DFES is running an Advanced Bushfire Fighting/Crew Leader course (12-13 September) which will be targeted at new and future leaders within BFBs.

Thank you to the West Dardanup BFB for the use of their station and Dardanup BFB volunteers for assisting with the practical exercises for the Introduction to Fire Fighting training held on the weekend of 6-7 June.

9.3.3 COVID-19

Brigades are reminded of the necessity to maintain appropriate social distancing and maintain a high level of cleanliness while we are still in this period of the COVID-19 pandemic.

9.3.4 Burn SMART

DFES' Bushfire Centre of Excellence has created a Burn SMART Guide and Burn SMART Checklist, with information for private landholders about planned burning, and actions to take before, during and after your burn. The Guide and Checklist apply to properties within the Swan Coastal Plain, Jarrah Forest or Warren biogeographic region. Copies can be downloaded at www.dfes.wa.gov.au/plannedburning.

9.3.5 Seasonal Outlook

BOM seasonal outlook is available at: <http://www.bom.gov.au/climate/outlooks/#/overview/video>. South West WA is likely to experience an average rainfall over winter with late winter/early Spring seeing an increase in rainfall over most of mainland Australia. Temperatures during the day and night are likely to be warmer.

9.3.6 Title Changes

There historically has been some confusion with the DFES manager names which has led to the following:

- DO Murray will be: DO Wellington (Brett Finlay)
- AO Harvey Hills will be: AO Preston (John Carter)
- AO Bunbury will be: AO Forrest (Ian Joseph)

9.3.7 RUI Exercise

A RUI Exercise is proposed to be held in the Crooked Brook area in September/October. It will be similar to the Wellington Mills exercise held in 2019. We may also hold a community engagement session as part of the RUI exercise.

9.3.8 Leaders Exercise

It is planned to hold a desktop bushfire exercise for BFB leaders (FCOs, Capts.) prior to the 2020/21 bushfire season, like that held last year. The aim is to provide opportunities for the BFB leaders to practice managing a Level 1 incident.

9.3.9 Pre-Season Forum

It is planned to hold an all of services forum in October/November with details to be confirmed.

9.3.10 AVL

All holders of an AVL password will need to have changed their password after 13 July 2020. Please see Circular 50/2020 – AVL Security Upgrade.

9.3.11 LT Remote Fuel System

A hazard was identified with the new remote fuel system on light tankers with petrol powered pumps. A fuel return line needs to be fitted. If one is not fitted on, appliance is to be taken off-line. Please see Safety Circular 06/2020 – Safety Hazard - Light Tanker Remote Fuel System.

Discussion:

Mr Doug Van Bavel spoke to the report.

The Committee discussed the proposed RUI exercise and the location of the proposed exercise.

The Committee discussed the education of land holders in regards to the burning process. It was identified that the Local Government Firebreak notice formed part of the mechanics for implementing this process. It was agreed that this item be discussed further in Item 9.16.6.

9.4 Title: Burekup District Fire Control Officer Report – Mr Clay Rose

Reporting Department: Burekup BFB
Reporting Officer: Clay Rose

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

Activity Report Since Last BFAC Meeting

| | |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fire Call Outs | <ul style="list-style-type: none"> • 26-4-20 car fire SW Highway. • 5-5-20 house flu fire Castieau Street. • 24-5-20 control paddock burn escape onto road verge. |
| Appliance and Equipment | Nothing to report. |
| Training | None due to COVID 19. |
| Meetings Held | AGM held on 24-6-20. |
| Membership – Recruitment/Resignation | 2 new members signed up & inducted at AGM. |
| Concerns | Members not following AVL testing procedures. |
| Initiatives | None. |
| Other News | <ul style="list-style-type: none"> • Attended ROAC in Pinjarra on 25-6-20 as Chief was attending a funeral. • Meeting was live streaming from Bunbury SW District Office. • Discussion items was a section 46 TFB issued May 22,23,24 warranted. • DFES staff working on several TFB breaches over those dates. Any dollar penalty goes to LGA. • Date to be advised for meeting to discuss changing restricted burning dates. • Yordamung fire, pros & cons of the use of the LAT. • AVBFB rep spoke about CONEX 2020 is still on at the exhibition centre go to www.conex.au for info. AVBFB now have 2 full time staff. Alex & Chenea. • Both Collie & Harvey Shire representatives thanked Dardanup Chief Chris Hynes for the huge amount of time & effort he put into last season's fires. • No lunch was supplied after the meeting, which was held at the DFES temporary Centre of Excellence Old Railway Station. |

Item/s For BFAC Discussion*Discussion:*

Mr Clay Rose requested that Contractors engaged to carry out works at the Brigades ensure that the logs books are completed. Mr Murray Halden advised that this information would be passed onto contractors when accessing the stations.

9.5 Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt

Reporting Department: Dardanup Central BFB

Reporting Officer: Brendan Putt

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

Activity Report Since Last BFAC Meeting

| | |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Fire Call Outs</i> | 20 Call outs over the fire season period. |
| <i>Appliance and Equipment</i> | Appliance recently returned from Collie fire with all items fixed and serviced for next season. |
| <i>Training</i> | Had our first busy bee last week, now meeting first Wednesday of each month. |
| <i>Meetings Held</i> | AGM completed with great attendance, meeting with Shire CEO regarding new station progressing with a release for public comment to be soon. |
| <i>Membership – Recruitment/Resignation</i> | Reece Depiazzi and Daniel Runeckles completed Intro. Some interest in other courses from brigade members at a recent meeting. |
| <i>Concerns</i> | None. |
| <i>Initiatives</i> | Since the shutdown period, there is a need for getting together as a group, we are organizing another away trip (Camping) for members to start off the new season. |
| <i>Other News</i> | None. |

Item/s For BFAC Discussion*Discussion*

Mr Brendan Putt enquired about the availability of P2 masks for the brigades.

It was agreed that Mrs Melissa Howard would look into sourcing a supply of P2 masks, and if unavailable, source an alternative such as surgical masks and provide to the brigades.

9.6 Title: Ferguson Fire Control Officer Report –Mr Richard Stacey

Reporting Department: Ferguson BFB
Reporting Officer: Richard Stacey

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

No Report.

9.7 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Peter Robinson

Reporting Department: Joshua Creek / Crooked Brook BFB
Reporting Officer: Mr Peter Robinson

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

Activity Report Since Last BFAC Meeting

| | |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Fire Call Outs</i> | Nil. |
| <i>Appliance and Equipment</i> | The LT went to Collie and was away a long time. Been returned with a very detailed service report. |
| <i>Training</i> | Revised brigade calendar for the rest of 2020, every second Thursday of the month. |
| <i>Meetings Held</i> | One committee meeting held to plan for the AGM. AGM saw a good turn out and a very happy and harmonious meeting. |
| <i>Membership – Recruitment/Resignation</i> | Lynton has left and gone to live in Burekup. One new fire fighter soon to be trained. |
| <i>Concerns</i> | Joshua Creek Road exit route. There could be an escape route through to Queenwood or Donnybrook if the Shire and PaWS can work together. |
| <i>Initiatives</i> | We are planning a Ladies' information session to talk about fire behaviour and to look at how their properties are prepared. Some do not want to do the full Intro to Fire Fighting training so we are planning a simpler, more relevant activity. |
| <i>Other News</i> | Cadets continuing very well. 6 + 1 |

Item/s For BFAC Discussion

1. We need a generator.

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

The Shire has received notification of the Local Government Grant Scheme (LGGs) funding (Operational Grant) awarded for the 2020-2021. This includes submissions for the purchase of plant and equipment less than \$1500 per item. Melissa Howard will be in contact to provide successful brigades with purchase orders to enable the purchase of requested items, including the submission for a generator for Joshua-Crooked Brook.

2. Can we use our own “Traffic Controller” trained blokes for roadside burns?

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Currently, the Shire provides traffic management plans and relevant traffic controllers through a third party provider for roadside burns. Due to the nature and high risk of roadside burns, it is mandatory that traffic controllers are adequately trained and are properly insured. This can be guaranteed by utilising a third party provider and transfers the risk to that provider. It would not be recommended for brigade members to provide traffic management and retain the risk.

3. Brigade Constitution and Bushfire Local Law.

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Please refer to Item 9.16 - Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins.

9.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Rod Bailey

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

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

Activity Report Since Last BFAC Meeting

| | |
|-------------------------------------------------|------------------------------------------------------------------|
| <i>Fire Call Outs</i> | 7 Callouts this fire season. |
| <i>Appliance and Equipment</i> | Appliance working well due for service soon. |
| <i>Training</i> | Ongoing in house training. |
| <i>Meetings Held</i> | General meeting. |
| <i>Membership – Recruitment/Resignation</i> | Nil. |
| <i>Concerns</i> | None. |
| <i>Initiatives</i> | More training, Brigade members worked very well during callouts. |
| <i>Other News</i> | None. |

Item/s For BFAC Discussion

Discussion

Mr Chris Hynes advised the Committee that Mr Rod Bailey would be stepping down from his role as FCO next year.

9.9 Title: Waterloo District Fire Control Officer Report –Mr Rob Drennan

Reporting Department: Waterloo BFB
Reporting Officer: Mr Rob Drennan

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

Activity Report Since Last BFAC Meeting

| | |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Fire Call Outs</i> | 4 Callouts in this period. Consisting of a total of 20 crew positions and 15 hours on the fire ground. |
| <i>Appliance and Equipment</i> | Nil. |
| <i>Training</i> | We are planning to do some Sunday training with the appliances with drafting of water from dams and drains. |
| <i>Meetings Held</i> | AGM. |
| <i>Membership – Recruitment/Resignation</i> | Nil. |
| <i>Concerns</i> | Picton-East Hydrant maintenance. Two hydrants visited by Waterloo BFB are no longer serviceable due to being full of sand. |
| <i>Initiatives</i> | Nil. |
| <i>Other News</i> | Waterloo BFB new home (shed) is great to see it all moving ahead. Still a long way to go but thank you to the Shire and its dedicated staff and all that they are doing for the brigade. |

Item/s For BFAC Discussion

Discussion

Mr Rob Drennan provided the Committee with an update on the new Waterloo BFB “shed” and acknowledged and commended the Shire and staff working on the project.

9.10 Title: Wellington Mill District Fire Control Officer Report –Mr Ian Bridge

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge

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

Activity Report Since Last BFAC Meeting

| | |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Fire Call Outs</i> | Pile Road – Ferguson |
| <i>Appliance and Equipment</i> | <ul style="list-style-type: none"> • 1.4 is currently in for Service. • Inspection should report leaking branch valves. • Blown exhaust on Pump motor. • Pump down on pressure. |
| <i>Training</i> | <ul style="list-style-type: none"> • Two new member applications have been approved and waiting for them to do their training. • DFES have offered to do radio refresher at our station closer to the start of the fire season. • Our training officer is trying to arrange some Advanced Bushfire training and crew leader training for our two new Lieutenants before the next season. |
| <i>Meetings Held</i> | <ul style="list-style-type: none"> • We ceased brigade committee meetings due to COVID-19. • We have conducted our AGM and held our elections. The minutes and nomination forms have been provided to the Shire. • Awaiting ratification of our new committee before we conduct our next meeting. |
| <i>Membership – Recruitment/Resignation</i> | We have applications from 2 new members. |
| <i>Concerns</i> | Subsequent to the media announcement regarding Volunteers being banned from contacting politicians to discuss Fire Service issues, I expect that we will get resignations from members. |
| <i>Initiatives</i> | None. |
| <i>Other News</i> | <p>In the next month we will be purchasing cotton polo shirts for our brigade members.</p> <p>We are currently sourcing an appropriate sun protection hat which would also be used as brigade ID at an Incident Control Point.</p> <p>Issued 31 Permits to burn during the restricted burn season.</p> |

Item/s For BFAC Discussion

1. Our brigade management has identified that a utility vehicle (kept in our station) would be a valuable piece of equipment to assist with a range of uses, including crew change transfers, set up of transfer pump at water point. Another important use of the vehicle is to gather information of the incident by conducting a situation report (SITREP).

Can the Shire and DFES assist us in our effort to raise funds for the purchase of a roadworthy vehicle and ongoing registration and insurance?

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

The Shire relies on its allocation from the Local Government Grant Scheme (LGGs) each year to financially support each brigade. The purchase of a utility vehicle, including ongoing costs such as servicing and maintenance, fuel and insurance sit outside the LGGs and classified as ineligible. The Shire is not in a position to cover any Bushfire Brigade costs outside of the LGGs, therefore is unable to assist with the purchase of a roadworthy vehicle and ongoing registration and insurance.

2. Brigade Membership and the update of memberships.

Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

Part 2 - Objects and Membership of Bush Fire Brigade, section 2.7 of the Brigade Local Law states:

2.7 Termination of membership

1. *Membership of the bush fire brigade terminates if the member –*
 - a. *dies;*
 - b. *gives written notice of resignation to the Secretary;*
 - c. *is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;*
 - d. *is dismissed by the Committee; or*
 - e. *ceases to be a member or is taken to have resigned under subclause (2)*
2. *A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.*

Similarly section 2.8 of the Bushfire Brigade Constitution states:

2.8 Termination of membership

- Membership of the bush fire brigade terminates if the member –*
1. *dies; or*
 2. *gives written notice of resignation to the Secretary; or*
 3. *is dismissed by the Committee.*

The Brigade is to provide the Shire with a report of the name, contact details and type of membership annually to ensure records remain up to date.

Discussion:

Mr Keith Higham spoke to the report and advised that there were 6 new members.

9.11 Title: West Dardanup District Fire Control Officer Report

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer:

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

No Report.

Discussion

Mr Neil Dyer advised the Committee that the Captain and an FCO had resigned, with replacements being made, together with proposed recruiting from the area. Membership for the brigade is stable.

9.12 Title: Endorsement of Bushfire Control Officers (FCOs)

The election of all Bushfire Control Officers (FCOs) falls under Section 38 of the Bush Fires Act 1954.

Once the Fire Control Officers have been elected and formally endorsed by Council they will be publically advertised in accordance with Section 38(2A) of the Bush Fires Act 1954.

The following officers have been nominated by their brigades as FCO's and now need to be endorsed by the Bushfire Advisory Committee: -

Chairperson Comment -

The Ferguson Bush Fire Brigade nomination for FCO has not been completed prior to the Bush Fire Advisory Committee meeting, therefore the Bushfire Advisory Committee recommends that Mr Richard Stacey be nominated as FCO for the Ferguson District Bush Fire Brigade.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 03-20 MOVED - Mr Clay Rose SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee recommend that Council endorse the following persons as Bushfire Control Officers for the period 30/06/2020 – 01/07/2021 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954 : -

| DISTRICT | OFFICER |
|--------------------------------------|-----------------------|
| Burekup District | Clay Rose |
| Dardanup Central District | Brendan Putt |
| Eaton Townsite/District | Chris Hynes |
| Ferguson District | Richard Stacey |
| Joshua/Crooked Brook District | Peter Robinson |
| Upper Ferguson District | Rodney Bailey |
| Waterloo District | Robert Drennan |
| Wellington Mills District | Ian Bridge |
| West Dardanup District | Neil Dyer |

CARRIED
9/0

9.13 Title: Election of Chief Bushfire Control Officer

Nominations are to be called for the position of Chief Bushfire Control Officer.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 04 -20 MOVED - Mr Peter Robinson SECONDED - Mr Clay Rose

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Chief Bushfire Control Officer for the period 30/06/2020 – 01/07/2021:

- **Mr Chris Hynes**

CARRIED
9/0

9.14 Title: Election of Deputy Chief Bushfire Control Officer – (North)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (North).

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 05-20 MOVED - Mr Chris Hynes SECONDED - Mr Brendan Putt

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (North) for the period 30/06/2020 – 01/07/2021:

- **Mr Clay Rose**

CARRIED
9/0

9.15 Title: Election of Deputy Chief Bushfire Control Officer – (South)

Nominations are to be called for the position of Deputy Chief Bushfire Control Officer (South).

The positions of Chief Fire Control Officer, Deputy FCO and FCO's once endorsed by Council will be included on the Fire Prevention Notice.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 06-20 MOVED - Mr Chris Hynes SECONDED - Mr Richard Stacey

THAT the Bushfire Advisory Committee recommend that Council endorse the following person as Deputy Chief Bushfire Control Officer (South) for the period 30/06/2020 – 01/07/2021:

- **Mr Rob Drennan**

CARRIED
9/0

Discussion

It was acknowledged that a letter of thanks had been forwarded to Mr Allan Charlton from the Chief Executive Officer Mr André Schönfeldt and the Committee requested that a letter of thanks be forwarded by the Bush Fire Advisory Committee Chairperson to Mr Allan Charlton acknowledging his service to the brigades through his role as FCO for West Dardanup and Deputy Chief Bushfire Control Office (South). The Bush Fire Advisory Committee resolved the following:

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 07-20 MOVED - Mr Brendan Putt SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee forwarded a letter of appreciation to Mr Alan Charlton, thanking him for his service to the Committee and acknowledging his role as FCO West Dardanup Brigade and Deputy Chief Bushfire Control Officer (South).

CARRIED
9/0

9.16 Title: Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins

Reporting Department: Shire of Dardanup

Reporting Officer: Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

9.16.1 *Coronavirus (COVID-19)*

We have all recently been dealing with the challenges of COVID-19 and adapting to a new way of operating and living our lives. The Shire wishes to acknowledge and thank the brigades for their cooperation in adhering to the Directions set by the State and helping to minimise the spread.

Information Only

9.16.2 *Emergency Management Officer*

Miss Melissa Howard has been appointed the position of Emergency Management Officer with the Shire. The position is a vast and exciting role and incorporates Emergency Management, Bushfire Risk Management and assistance for our Volunteer Bushfire Brigades. Melissa's rostered days are Tuesday, Wednesday and Thursday with a need to incorporate work from all areas into the day. Please continue to email any requests through to the brigade mailbox brigade@dardanup.wa.gov.au and Melissa will address matters as soon as practicable.

Information Only

Discussion

Mrs Melissa Howard addressed the committee to advise she is available to help.

9.16.3 Bushfire Brigade Local Law

The Shire of Dardanup Bush Fire Brigade Local Law was adopted by Council on the 8 August 2003 [Resolution 118/03] with a subsequent amendment being adopted 13 February 2008 [Resolution 27/08]. Currently this sits outside the requirements of s3.16 of the Local Government Act 1995 where a review is to be conducted within 8 years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted.

A review is required due to the changing needs and circumstances of the brigades and is intended to be responsive to local requirements and provide clarity on the roles and responsibilities of the brigades, their committee of management and other positions of leadership. The Constitution was introduced to provide a formal method for determining a Fire Control Officer (FCO), as well as outlining their roles and responsibilities. This will be now captured in the Brigade Local Law. It is intended that once a full review has been completed of the Bush Fire Brigade Local Law, the Constitution will no longer be in effect.

Information Only

9.16.4 Appliances and Equipment Servicing

All appliances have either been serviced or are scheduled to be serviced by South West Fire for the 2020/21 period. Thank you for your assistance and making yourself available for vehicle changeovers.

Information Only

Discussion

Mr Rob Drennan advised that the recent servicing did not include the replacement of tyres on the vehicles. The Committee agreed that the replacement of tyres would be done as one job and the Shire would investigate costings through its procurement process.

9.16.5 Local Government Grant Scheme (LGGS)

The application for 2020/21 Local Government Grants Scheme (LGGS) funding was compiled and forwarded to the Capital Grants Committee in Perth on the 27 March 2020.

The Shire wishes to acknowledge Brigade members who contributed towards the application and Melissa Howard (Emergency Management Officer) for compiling the application on behalf of the Shire of Dardanup and Volunteer Bush Fire Brigades.

The Shire has received notification of the LGGS operational funding awarded for the 2020/21. The following Local Government Grants Scheme 2020/21 budget figures are provided for information purposes only.

| Budget | |
|----------------------------------------------------------------|---------------------|
| Line Item 1-8 Operating Grant | \$155,000.00 |
| Line Item 9 | \$3,971.00 |
| Additional State Government 2020/21 Insurance Allowance | \$9,864.00 |
| ESL – Total Gross Operating Grant | \$168,835.00 |
| Less Expenditure | |
| ESL - Insurance | |
| ESL – Total Expenditure | |
| Funds Remaining as at July 2020 | \$168,835.00 |

Capital Grants (to be determined - currently sitting with Capital Grants Committee)

| Brigade | Description | Funding |
|----------------------|--------------------|-------------------------|
| Dardanup Central BFB | New facility | TBC \$329,325.00 |
| Ferguson BFB | Toilets | TBC \$48,620.00 |
| | | |
| | TOTAL | TBC \$377,945.00 |

Approved Carryovers

| Brigade | Description | Funding |
|----------------|-------------------------------------------------------------------|---------------------|
| Waterloo BFB | 2 appliance bay facility & amenities including furniture fit out. | \$393,909.00 |
| | TOTAL | \$393,909.00 |

Information Only

Discussion

Mrs Erin Hutchins to confirm the information in regards to the Toilets provided for in the recent Capital Grants

9.16.6 Fire Prevention Order Review

In recent months Mr Murray Halden has been working in conjunction with Fire Control Officers (FCOs) to review the Shires Fire Prevention Order. Please find attached a draft Fire Prevention Order agreed to by FCOs for the Committee's endorsement. (Appendix BFAC 9.16.6) Additions and amendments to the document have been highlighted and marked in red.

The Shire will be applying a fresh new approach to educating the community on its requirements as outlined in the Fire Prevention Order. Previous attempts to hold community meetings and events, as well as providing copies of the Order have not shown to be successful. The Shire will still ensure compliance with Section 33(1) of the Bushfire Act 1954 which states:

"..shall give notice to all owners or occupiers of land in its district by publishing a notice in the Government Gazette and in a newspaper circulating in the area requiring him or them as the case may be within a time specified in the notice to do or to commence to do at a time so specified all or any of the following things.."

Discussion:

Mrs Erin Hutchins advised the Committee on the new process to be adopted by the Shire for distribution of the 2020/21 Fire Notice to the community.

It was agreed that copies of the new card would be printed and distributed to the brigades for distribution and use by its FCO's.

It was requested that information be forwarded to the local newsletters, ie Dardanup Times for reporting through the relevant publications and the Shire of Dardanup provide information through its social media; - website, Facebook.

The Committee discussed the Fire Prevention Order and following discussions, the following corrections were made:

- Diagram used in **GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*** to replace diagram in **SMALL HOLDINGS ZONE** to ensure diagrams are the same so as to provide more clarity.
- The following correction (as provided below) to be made in **GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES**
 - Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than ~~10~~ 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.
 - ~~• Burn piles can be kept and are approved under the following conditions:~~
 - ~~• A burn pile is to be no closer than 20 metres from any structure.~~
- Fire Management Plans to be referred to as Bush Fire Management Plans.
- The following information to be inserted in **WHERE AND HOW TO OBTAIN BURNING PERMITS**

To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to be registered with the Department of Fire & Emergency Service (DFES) Communications Centre on 9395 9209, immediately prior to commencing the burn.

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 08 -20 MOVED - Mr Richard Stacey SECONDED - Mr Rob Drennan

THAT the Bushfire Advisory Committee recommend that Council adopt and advertise the 2020/21 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.

**FIRE PREVENTION ORDER****FIRST AND FINAL NOTICE**

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.
Work **must** be completed by the **30 November annually** and **maintained** until the close of the entire **Restricted and Prohibited Burning Periods**.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

**PERSONS WHO FAIL TO COMPLY WITH THE
REQUIREMENTS OF THE ORDER MAY BE ISSUED
WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00)
OR PROSECUTED WITH AN INCREASED PENALTY
(MAXIMUM PENALTY \$5,000).
ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE
REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.**

RESTRICTED BURNING PERIOD**Burning Permits Required**

**2 November
to
14 December
annually**

PROHIBITED BURNING PERIOD**NO FIRES PERMITTED**

**15 December
to
10 March
annually
(subject to extension)**

RESTRICTED BURNING PERIOD
Burning Permits Required

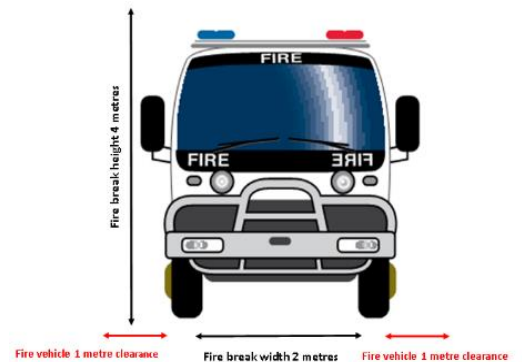
11 March
to
15 May
annually
(subject to extension)

RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES*

- All flammable material/vegetation (except living trees) **MUST** be slashed or grazed to a height that does not exceed 100 millimetres.
- Removal of isolated flammable material (dead tree and tree branches) **MUST** be removed.

SMALL HOLDINGS ZONE*

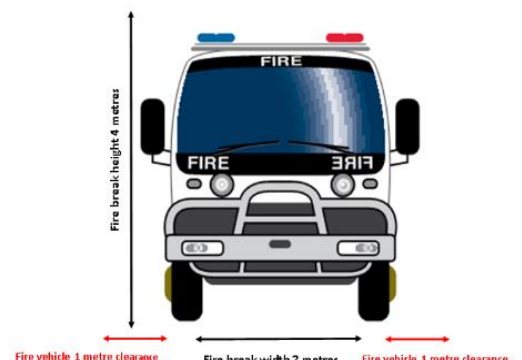
- **BARE EARTH** firebreaks of 2 metres in width and 4 metres in height must be maintained within 6 metres inside and along all boundaries of the land. A 20 metre asset protection zone **MUST** be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.
- All flammable material/vegetation (dead trees and branches) **MUST** be removed from the 20 metre asset protection zone.
- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth **throughout the entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres from any structure.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.



Minimum clearance for fire break in general farming, restricted use and tourist zones

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- Irrigated land is defined as land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- **Non Irrigated lots** – a 4 metre in width and 4 metre in height vehicle access track that **MUST** include a 2 metre wide **BARE EARTH** firebreak must be installed within 6 metres of the lot boundary where it adjoins a road and/or rail reserve



Minimum clearance for fire break in general farming, restricted use and tourist zones

- **Irrigated lots** – firebreaks are **NOT** required on that lot of land where it is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.

PLANTATIONS

- **BARE EARTH** firebreaks of 15 metres in width and 4 metres in height must be maintained inside and along all boundaries of a plantation with 6-10 metre wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

*Zones defined by the Shire of Dardanup Town Planning Scheme No.3.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost.

The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of “very high” “severe”, “extreme” or “catastrophic” fire danger.

To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to be registered with the Department of Fire & Emergency Service (DFES) Communications Centre on 9395 9209, immediately prior to commencing the burn.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the urban areas of Dardanup, Eaton and Burekup town sites **at any time of the year unless a permit to burn has first been obtained** from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the **Prohibited Burning Period**. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the **Restricted Burning Period unless a permit to burn has first been obtained** from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits):

The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period** UNLESS;

- the fire rating is below VERY HIGH;
- is fitted with an effective spark arrestor to pizza oven & outdoor stove;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;
- a responsible able body adult is in attendance throughout; and
- the fire is completely extinguished when cooking is complete.

FIREBREAK VARIATIONS/EXEMPTIONS

If it is considered impractical for any reason to clear firebreaks or remove flammable materials from any land as required by this Order, you are required to make written application to the Shire of Dardanup **no later than 30 September each year** and include a plan of your land detailing your fire prevention measures to abate fire hazards. Prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices or by visiting the Shire of Dardanup website. If your request for a variation/exemption is not granted, you **must** comply with the requirements of this Order.

DEFINITIONS

For the purpose of this notice the following definitions apply:

ASSET PROTECTION ZONE (APZ)

Asset protection zones must be a minimum of 20 metres. An asset protection zone is a low fuel area immediately surround a building and is designed to minimise the likelihood of flame contact with buildings and the effect of radiant heat. It is important to maintain the asset protection zones and from flammable material. If there are large trees in the asset protection zone, consideration of having the trees pruned by a professional contractor. There should be no trees overhanging buildings or assess within the asset protection zone.

BUSH FIRE MANAGEMENT PLANS

A "Bush Fire Management Plan" means a plan that has been developed and approved by the Shire of Dardanup to reduce and mitigate fire hazards within a subdivision, lot or other area of land within the district. Where the property has an approved Bush Fire Management Plan, compliance **MUST** be achieved in accordance with the conditions stipulated in the Bush Fire Management Plan, in addition to the requirement of this notice.

IRRIGATED LAND

Irrigated land is defined as land that is watered, kept fully watered and is maintained in an on flammable state for the whole of the restricted and prohibited burning periods.

FIREBREAK

A firebreak is an area of land that has been cleared to all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth. Firebreaks must be constructed inside and along the property boundary. Firebreaks provide safer access to land owners and fire appliances to conduct fire suppression activities.

PLANTATION

An area of planted pines, eucalypt, hardwood or softwood tress exceeding three (3) hectares in area.

AUTHORISED OFFICER

A person appointed by the Shire of Dardanup as a Bush Fire Control Officer.

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.

For all fire emergencies, please dial

**Would you like to become involved in a volunteer bush fire brigade?**

Why not join a Shire of Dardanup Volunteer Bush Fire Brigade and learn how to prevent fires and be trained in firefighting!

Male and Female volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member, as all are encouraged to choose the type of activities that best suit their capabilities and interest.

Being a volunteer is a rewarding experience. It is an opportunity to meet new people, learn new skills and provide assistance in protecting your community. Respecting others, working together as a team and acting with honesty and integrity are the values embraced by members.

If you are interested in being a volunteer bush fire fighter please contact the Shire of Dardanup Emergency Management Officer 9724 0347 or email briagde@dardanup.wa.gov.au.

CARRIED
9/0

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

None.

11. NEW BUSINESS OF AN URGENT NATURE

None.

12. MATTERS BEHIND CLOSED DOORS

None.

13. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting will be Wednesday 14 October 2020, commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 8.34pm.



FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.
Work **must** be completed by the **30 November annually** and **maintained** until the close of the entire **Restricted and Prohibited Burning Periods**.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

**PERSONS WHO FAIL TO COMPLY WITH THE
REQUIREMENTS OF THE ORDER MAY BE ISSUED
WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00)
OR PROSECUTED WITH AN INCREASED PENALTY
(MAXIMUM PENALTY \$5,000).
ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE
REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.**

RESTRICTED BURNING PERIOD

Burning Permits Required

**2 November
to
14 December
annually**

PROHIBITED BURNING PERIOD

NO FIRES PERMITTED

15 December
to
10 March
annually
(subject to extension)

RESTRICTED BURNING PERIOD

Burning Permits Required

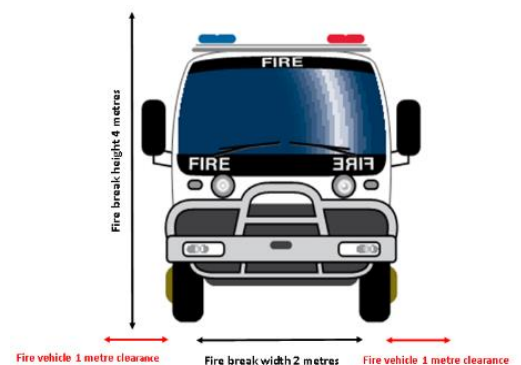
11 March
to
15 May
annually
(subject to extension)

RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES*

- All flammable material/vegetation (except living trees) **MUST** be slashed or grazed to a height that does not exceed 100 millimetres.
- Removal of isolated flammable material (dead tree and tree branches) **MUST** be removed.

SMALL HOLDINGS ZONE*

- **BARE EARTH** firebreaks of 2 metres in width and 4 metres in height must be maintained within 6 metres inside and along all boundaries of the land. A 20 metre asset protection zone **MUST** be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.
- All flammable material/vegetation (dead trees and branches) **MUST** be removed from the 20 metre asset protection zone.
- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth **throughout the entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres from any structure.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.

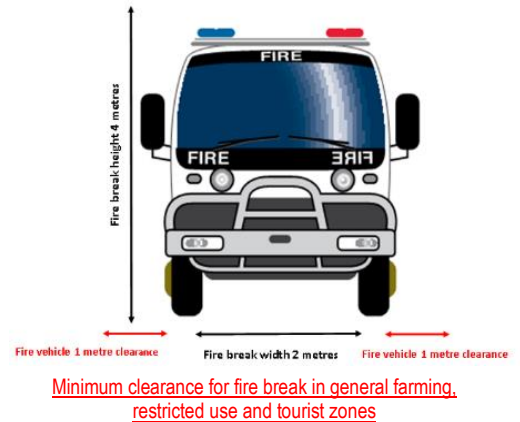


Minimum clearance for fire break in Small Holding Zones

(Appendix ORD: 12.12B)

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- Irrigated land is defined as land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.
- **Non Irrigated lots** – a 4 metre in width and 4 metre in height vehicle access track that **MUST** include a 2 metre wide **BARE EARTH** firebreak must be installed within 6 metres of the lot boundary where it adjoins a road and/or rail reserve



- **Irrigated lots** – firebreaks are **NOT** required on that lot of land where it is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.

PLANTATIONS

- **BARE EARTH** firebreaks of 15 metres in width and 4 metres in height must be maintained inside and along all boundaries of a plantation with 6-10 metre wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

*Zones defined by the Shire of Dardanup Town Planning Scheme No.3.

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost.

The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of “very high” “severe”, “extreme” or “catastrophic” fire danger.

(Appendix ORD: 12.12B)

To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to be registered with the Department of Fire & Emergency Service (DFES) Communications Centre on 9395 9209, immediately prior to commencing the burn.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the urban areas of Dardanup, Eaton and Burekup town sites **at any time of the year unless a permit to burn has first been obtained** from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the **Prohibited Burning Period**. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the **Restricted Burning Period unless a permit to burn has first been obtained** from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits):

The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period UNLESS;**

- the fire rating is below VERY HIGH;
- is fitted with an effective spark arrestor to pizza oven & outdoor stove;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;
- a responsible able body adult is in attendance throughout; and
- the fire is completely extinguished when cooking is complete.

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(Appendix ORD: 12.12B)

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(Appendix ORD: 12.12B)

Being a volunteer is a rewarding experience. It is an opportunity to meet new people, learn new skills and provide assistance in protecting your community. Respecting others, working together as a team and acting with honesty and integrity are the values embraced by members.

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MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

Held

12 August 2020

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.

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Committee Members:

- Cr. M T Bennett - Elected Member - Chairperson
- Cr. P Perks - Elected Member
- Cr. S Gillespie – Elected Member
- Coordinator Emergency & Ranger Services – Staff
- Representative – WA Police (Deputy Chairperson)
- Representative – Department of Communities
- Representative – Department of Agriculture & Food WA
- Representative – Department of Biodiversity, Conservation & Attractions
- Representative – Department of Health
- Representative – Main Roads WA
- Representative – Department of Fire & Emergency Services – Fire
- Representative – Department of Fire & Emergency Services – Natural Hazards
- Representative – Public Transport Authority
- Representative – Water Corporation
- Representative – Western Power
- Representative – Aqwest
- Representative – St Johns Ambulance WA
- Representative – Telstra Australia
- Representative – Australian Railroad Group
- Representative – ATCO Gas
- Observer - District Emergency Management Advisor – SW Office of Emergency Management (OEM)

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 LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY 12 AUGUST 2020, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE AT 10.00AM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

The Chairperson, Cr. M T Bennett declared the meeting open at 10.00am, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region 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 Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

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

2.1 Attendance

| | | |
|--------------------------|---|-------------------------------------------------------------|
| Cr Michael Bennett | - | Shire President (Chairperson) |
| Senior Sgt Paul Williams | - | Australind Police |
| Mr Vik Cheema | - | Department of Fire & Emergency Services |
| Mr Daryn Rowland | - | A/District Officer Emergency Management, DFES |
| Ms Roma Boucher | - | Department of Communities |
| Mr John Carter | - | Department of Fire and Emergency Services |
| Mr Darren Harvey | - | Department of Biodiversity, Conservation Attractions |
| Ms Emma Atkinson | - | Department of Biodiversity, Conservation and Attractions |

2.2 Observer

| | | |
|---------------------|---|-------------------------------------------|
| Ms Susan Oosthuizen | - | Director Sustainable Development |
| Mrs Erin Hutchins | - | Coordinator – Emergency & Ranger Services |
| Mr Luke Botica | - | Director Infrastructure |
| Mrs Gaylene Godfrey | - | PA - Director Sustainable Development |
| Ms Melissa Howard | - | Emergency Management Officer |

2.2 Apologies

| | | |
|-----------------------|---|---------------------------------------------|
| Cr Stacey Gillespie | - | Elected Member |
| Cr Patricia Perks | - | Elected Member |
| Mr Peter Stewart | - | District Officer Emergency Management, DFES |
| Mr Paul Sanderson | - | Eaton Lions Club |
| Mr Peter Buckley | - | Water Corporation |
| Mr Dave Smith | - | Main Roads WA |
| Senior Sgt Mark Smith | - | Australind Police |
| Ms Nicky Waite | - | Water Corporation |

| |
|-----------------------------------------------|
| 3. PETITIONS/DEPUTATIONS/PRESENTATIONS |
|-----------------------------------------------|

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 13 May 2020

**OFFICER RECOMMENDED RESOLUTION
& LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION**

LEM 03-20 MOVED - Cr M Bennett SECONDED - A/Snr Sgt Paul Williams

THAT the Minutes of the Local Emergency Management Committee Meeting held on 13 May 2020, were confirmed as true and correct.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

7. DECLARATION OF INTEREST

Discussion:

The Chairperson asked all those present if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

| |
|-------------------------------------------------------|
| 8. REPORTS FROM OFFICERS AND COMMITTEE MEMBERS |
|-------------------------------------------------------|

8.1 Title: Update Report from Shire of Dardanup

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Erin Hutchins - Coordinator Emergency & Ranger Services
Legislation: Local Government Act 1995
 Emergency Management Act 2005

- Acronyms & Terms

There have been no amendments or additions to the emergency management list of acronyms or terms.

- Confirmation of LEMA Contact Details and Key Stakeholders

The Shire of Dardanup LEMA contact and key stakeholder details are due for review. It is requested that any changes to contact and key stakeholders details are notified to the Shire of Dardanup via email emergency@dardanup.wa.gov.au. A final electronic copy will be provided to members upon completion of the review.

- Committee Membership & Resources

There are no new membership requests at this time.

- Status of Local Emergency Management (Recovery) Arrangements (LEMA)

The Shire of Dardanup LEMA was adopted by Council at its Ordinary Council meeting held 1 April 2016. A full review will occur in 2021.

- Exercises that Tested the LEMA

As per the new State Emergency Management Exercise Framework, from 2020 local governments are required to develop an exercise schedule, to enable them to progressively plan exercises over a three year period.

The framework recommends that local governments and agencies exercise in a single agency capacity in the first year of the cycle to identify, practice and refine capabilities within their own agencies. In the second year it is recommended that agencies exercise their capabilities in a multi-agency environment and in the third year agencies plan an exercise demonstrating how they will operationalise their capabilities during a state-level emergency.

To assist local governments through this process, the Exercise Framework Project Team have created a WA Managing Exercises Guideline and Templates to develop, manage and report on EM exercises in a consistent way. In addition, a WA Managing Exercises online course has been created and is now available.

The Shire will use existing sources of data, such as but not limited to the Annual and Preparedness Report Capability Survey report, to conduct their capability analysis in the seven areas outlined in the SEMC capability framework being;

- Governance;
- Emergency response;
- Resources;

- Community Involvement;
- Planning and Mitigation;
- Impact Management and Recovery; and
- Analysis and Continuous Improvement.

Once the analysis and proposed exercise schedule has been prepared, it will be brought to an upcoming LEMC for endorsement.

- Sub-Committees or Working Groups - Nil to report.
- Projects Undertaken - Nil to report.
- Key Achievements - Nil to report.
- Local Training Needs or Opportunities - Nil to report.
- Funding Opportunities

In response to the COVID-19 pandemic, the State Government, through Lotterywest, has allocated all profits of the Lottery (up to \$159 million) directly into the newly created COVID-19 Relief Fund.

This Fund will assist the Western Australian community through COVID-19 and respond to the impacts of the crisis on individual and community wellbeing through targeted and impactful community grants.

In 2020-21, the Fund includes three grant programs:

- Supporting the Most Vulnerable - applications are now open
 - o Crisis and Emergency Relief; and
 - o Prevention and Early Intervention.
- Building Community - expressions of interest are now open
 - o Community Connection;
 - o Arts and Culture;
 - o Aboriginal Communities; and
 - o Environment
- Strengthening and Adapting Organisation - coming soon
 - o Organisational Capability and Governance
 - o Innovative Service Model; and
 - o Sector Collaboration.

The Shire is workshopping ideas and opportunities to consider which grants are suitable to apply for to support our community.

- Incident Support Group Activations/ Incidents - Nil to report.
- Recovery - COVID-19

In a letter dated 29 June 2020 to André Schönfeldt – CEO Shire of Dardanup, Sharyn O’Neil –State Recovery Controller, clarified local government’s role in recovery from the COVID-19 pandemic. She reiterates that given the scale of the impact of COVID-19 and the extended nature of recovery efforts, recovery is most appropriately coordinated at a State rather than a local level. However, every local government plays a key role in recovery, particularly as they are

the closest touch points to the community. Moving forward, the Shires role in recovery will be to:

1. Collect and provide local impacts to the State Recovery Coordinator to inform recovery planning and implementation –

At the request of the State, the Shire recently completed a survey that captured impacts, initiatives, risks, opportunities and emerging risks. The DFES State Recovery has analysed the data and documented it in the District Impact Statement (Appendix LEMC: 8.1A and Appendix LEMC: 8.1B).

2. Align local recovery plans to the State Recovery Plan where required to ensure consistency – *The State Recovery Plan is yet to be released. The Shire recently spoke with Suzanne Blyth – Manager Recovery Emergency Management who advised that the latest advice from the State Recovery Controller is that it would be made available in late July.*

3. Build on the strong work already undertaken by local governments in:

- a. Reviewing or adopting financial hardship policies to support ratepayers to provide rate, fee and tenancy relief to businesses and individuals in distress –

At the OCM 27 May 2020, Council adopted CP098 COVID-19 Financial Hardship Policy for Rates and Sundry Debtors to assist and support the community to meet the financial challenges arising from the pandemic. Further, the Shire applied a 0% increase to rates and fees and charges for 2020-21 as well as reimbursing 100% of paid building insurance to lessees with no further insurance payable until further notice (Shire owned buildings). Council also waived its 2020/21 Health Inspection Fee for small businesses. The Shire made available “Quick Response Business Grants” of up to \$2,500 to help support eligible small businesses operating within the Shire of Dardanup with the cost of things like marketing or new equipment.

- b. Reviving community services, sports and recreation to promote wellbeing and enable the community to resume active, connected lives in a COVID-safe manner –

Throughout the pandemic, the Shire continued to provide much needed services to the community in an adapted form. The Library became mobile and offered home delivery and workshops and programs, including for fitness, were made available online. These initiatives were well received by our community. As we return back to face to face services, the Shire continues to be guided by community needs and is taking the necessary steps and precautions to operate in a COVID Safe Environment.

- c. Supporting arts, culture, events and tourism activities and content in local areas and helping these industries to innovate to operate in the future –

The Shire continues to support and promote community events and activities throughout the Shire.

- d. Accelerating small capital works projects to provide vital employment channels and use local materials, contractors and labour services to support vulnerable parts of the workforce –

The Shire has brought forward a number of large and small planned projects to meet the needs of our community and help stimulate the economy such as;

- i. Eaton Civic Precinct Development*
- ii. Eaton Community Hub*
- iii. Dardanup Civic Precinct Revitalisation*
- iv. Wells Recreation Centre Upgrade (Dardanup)*
- v. Eaton Junior Football Club Pavilion and Eaton Hall Upgrades*
- vi. Burekup Pavilion*
- vii. Gnomesville Public Toilets & Carpark Upgrades*
- viii. Eaton Drive Major Distributor Upgrades*

The proposed 9 projects are expected to support 391 full-time equivalent (FTE) jobs through the construction phase and are estimated to create 113.7 ongoing FTE jobs at the completion of these projects.

Further proposed projects are;

- i. Burekup Parking Bay (Russell Road)*
- ii. Murdoch Crescent/Margaret Circle Pathway*
- iii. Eagle Crescent Pathway/Duck Pond Pathway*
- iv. Leicester Reserve Wetlands/Watson Reserve Pathway Resurfacing*
- v. Ferguson Road Pathway*
- vi. Clarke Street, Crampton Road, Shier Reserve Path*
- vii. Peppermint Way Pathway*

- e. Streamlining or fast tracking approvals processes and relieving compliance burdens on businesses and households where possible to stimulate local economic activity –*

From the beginning the Shire initiated and applied a flexible approach to planning applications and compliance deadlines. Once introduced, the Shire ensures compliance with the amendments to WA planning legislation - "Clause 78H Notice of Exemption from Planning Requirements During State of Emergency Clause 78H(6)(a) Amended Notice".

- f. Monitor recovery progress and report any emerging issues and key actions taken at the local level to the State Recovery Coordinator to inform quarterly reporting to the State Recovery Steering Committee –*

The Shire will continue to advise the State of any emerging issues and key actions taken at the local level by way of responding to surveys, through the District Emergency Management Advisor – Vik Cheema directly and through the Local Emergency Management Committee (LEMC).

- *Emergency Risk Management Processes/Treatment Strategies*

The Shire has been successful in its application for Mitigation Activity Funding (MAF) of \$492,880.00 (exclusive of GST) to continue mitigation activities to identified areas at risk of bushfire in Shire reserves throughout the 2020-2021 financial year. The offer was endorsed by Council on Wednesday 29 July 2020. The Agreement has now been signed and submitted to DFES.

- Post Incident / Exercise Reports - Nil to report.
- Completion of Annual and Preparedness Report Capability Survey

The State Emergency Management Committee (SEMC) has provided the Shire of Dardanup with a summary of our local governments emergency management capability based on our response to the Annual and Preparedness Report Capability Survey in 2018 and 2019 (Appendix LEMC: 8.1C and Appendix LEMC: 8.1D).

The report highlights where the Shire reported highest capability such as;

- Evacuation/Welfare Centre;
- Impact Assessments;
- Finance and Administration.

As well as areas for improvement such as;

- Sustained Recovery;
- Infrastructure Protection;
- Essential Services Protection.

The information is useful for a variety of purposes, such as facilitating EM planning, informing EM exercising in line with the State Exercise Framework requirements, supporting internal business cases, highlighting areas of success, and informing Local Emergency Management Arrangements (LEMA). In addition, the report will assist the Shire in identifying areas for improvement, and to guide its strategies, priorities and actions.

Due to the significant impact from COVID-19, the Emergency Preparedness Report Steering Committee have determined not to release the Annual and Preparedness Report Capability Survey for 2020. It is expected that the 2021 survey will go ahead in April next year.

- Local Emergency Management Committee Business Plan

The State Emergency Management Committee (SEMC) has identified the need to review and update the Business Plan template completed by LEMCs and DEMCs annually, in line with their Strategic Plan. Once the new template becomes available, the 2020-2021 LEMC Business Plan will be prepared and presented to the Committee for endorsement.

- State Emergency Management Committee (SEMC)

The State Emergency Management (EM) Policy and Plan have been amended to facilitate the State Government approved whole of government approach to Western Australia's recovery from the COVID-19 pandemic. The amendments were approved by the SEMC on 21 July 2020 (SEMC Resolution Number 42/2020).

The SEMC approved the inclusion of the below statement as an Appendix (AA) to both the State EM Policy and Plan:

APPENDIX AA: COVID-19 RECOVERY

1. The following five sections of the State Emergency Management Framework are amended such that they do not apply for a period of 12 months retrospectively from the 15 July 2020 for recovery activities undertaken by the pandemic caused by virus COVID-19:
 - i. State Emergency Management Policy 6.2 Role of Controlling Agency
 - ii. State Emergency Management Plan 6.4 Commencement of Recovery
 - iii. State Emergency Management Plan 6.4.1 Impact Statement

- iv. State Emergency Management Plan 6.5 Role of Local Government in Recovery
- v. State Emergency Management Plan 6.8 State Level Recovery Plan

2. These five sections continue to apply for all other emergencies.

In addition to the above amendments, the SEMC recently approved (SEMC Resolution Number 40/2020) a revised State Support Plan – Emergency Welfare (Interim). It is acknowledged that further work and consultation will be undertaken on the Plan following the completion of the Department of Communities emergency services review.

The fundamental principles of the Plan remain unchanged, the main alterations include:

- Naming of the State Welfare Incident Coordination Centre.
- Re-designation of the Department of Communities, Emergency Services Coordinator to the Welfare Emergency Controller.
- Further details regarding scope and responsibilities pertaining to emergency food provision.
- New roles and responsibilities and process flow of activation of the AUSRECPLAN.
- Delegation capacities of the State Welfare Coordinator and Welfare Emergency Controller and emphasis towards scale-ability.
- Other minor expansions of explanation of scope, roles and responsibilities and statement of fact changes.

All documents are now available on the SEMC Website [State EM Policy](#) [State EM Plan](#) [State Support Plan - Emergency Welfare](#).

- Seasonal review – fire season preparedness

Refer DFES report if applicable.

- Seasonal review – storm season preparedness

Refer DFES report if applicable.

8.2 Title: Agency Reports – Various

Reporting Department: Various

Reporting Officer: Various

*Legislation: Local Government Act 1995
Emergency Management Act 2005*

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

Background

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

- **Office of Emergency Management – Vik Cheema**

Policy Updates

The State Emergency Management (EM) Policy and Plan have been amended to facilitate the State Government approved whole of government approach to Western Australia's recovery from the COVID-19 pandemic. The amendments were approved by the SEMC on 21 July 2020 (SEMC Resolution Number 42/2020).

The inclusion of appendix AA in State Emergency Management Policy and Plan permits the State Recovery Controller to continue leading the whole of government approach to Western Australia's recovery from COVID-19, whilst removing the responsibility of the HMA/Controlling Agency and Local Governments recovery functions as prescribed in the State Emergency Management Framework. The implemented changes are a consequence from a Ministerial direction issued to the SEMC, which fundamentally is a result from a Cabinet decision. Local Governments will continue to collate data and monitor progress for COVID-19 recovery activities at the request of the State Recovery Controller.

As outlined by Erin, the SEMC approved the inclusion of the below statement as an Appendix (AA) to both the State EM Policy and Plan.

WA Recovery Plan COVID-19

WA government has launched a \$5.5 billion WA Recovery Plan with the vision for Western Australia to get back on the road to becoming a thriving and innovative community in which to live, work, visit and do business. Central to the plan is restoring business and consumer confidence, getting people back into work and rebuilding the economy.

The plan is set around 21 priority streams, ranging from new technologies, local manufacturing and training through to tourism, patient care and the environment. Within each stream is a range of initiatives that may include capital works, grants, programs and projects.

This plan also outlines the commitments in the priority streams for those areas and people most impacted by the pandemic – regional WA, remote Aboriginal communities, women and young people.

For further details please check <https://www.wa.gov.au/government/wa-recovery>

SEMC Strategic Plan 2020-2023

A new SEMC strategic plan for 2020-2023 is currently progressing for approval from the WA state government and it will be released shortly.

The previous State Emergency Management Committee (SEMC) Strategic Plan was published in August 2017. It set the strategic direction in a context far different from the one in which the SEMC and the broader emergency management environment operate in today.

The past three years have seen vast changes in emergency management across Australia. The significant impacts of the recent and unprecedented national bushfire and cyclone seasons and the COVID-19 pandemic have tested existing emergency management frameworks.

While the full extent of these emergencies will take some time to be realised, the proposed Strategic Plan will reflect a renewed foundation for the WA emergency management sector to build a better prepared, more resilient and safer State.

District – South West

The South West emergency management stakeholders including local government zone representatives, have been actively engaged in the COVID-19 Operational Area Support Group meetings. The last COVID-19 OASG held on 28 July. WA is currently in [Phase 4](#) of COVID-19 restrictions. Based on the latest health advice, Phase 5 of the WA COVID-19 roadmap, due to be implemented on Saturday, 1 August, has been delayed. The new tentative date will now be Saturday, 15 August. The final decision on whether Phase 5 can proceed is yet to be decided. For latest updates, please check <https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-latest-updates>

Planning is underway to facilitate the next SW DEMC meeting (TBC). Additional planning is required to conduct regional level preparedness workshops for the upcoming fire season and DEMA SW is planning to facilitate EM overview, recovery, exercise and lesson management framework. The preparedness workshop will be facilitated for the LEMC Executive Officer, local government recovery coordinators and key EM stakeholders.

Local

- Correspondence from SEMC Chair to the local government CEO, strongly encourages emergency management meetings and business as usual activities, such as risk workshops, consultation and emergency management arrangement development, to resume.
- Letter received from the State Recovery Coordinator to the local government CEO, thanking for the ongoing contribution towards the State's recovery from the impacts of the COVID-19 pandemic.
- A copy of the COVID-19 South West District Impact Statement was emailed to the local government CEOs and Recovery Coordinators.
- The State Recovery Plan COVID-19 has been published: <https://www.wa.gov.au/government/publications/wa-recovery-plan>
- There is funding available to support recovery activities.
- Meetings between the 12 local government recovery coordinators is parked for the meantime until it is clearer what is required moving on.
- There is 10 weeks until the next bushfire season. This is the time to discuss opportunities for exercises in preparation for the upcoming season.
- NDRP and AWARE funding will be made available shortly and will offer the opportunity to receive funds from a pool of a couple of million dollars. When available Vik will communicate to Erin. An invitation to all CEOs to attend future OASG meetings has been considered. SWALGA have previously nominated three CEOs, however an invitation to CEOs will be sent out in the near future.

• Department of Communities - Roma Boucher

1. The Department has been busy with planning and arrangements in support of activation of the State Hazard Plan Human Biosecurity and State Emergency Welfare Plan (SEWP) with the following activities:

- SW OASG meetings with HMA, Dept of Health and DEMC agencies on Tuesdays @ 10am (commenced weekly, then monthly and moving forward, anticipate going back to fortnightly during the current period) ;
 - Fortnightly SW Recovery Group Meetings, convened by Vik Cheema, District Advisor, SW LG's and various agencies on every 2nd Thursday @ 2pm – postponed until the State Recovery plan was released;
 - Fortnightly (previously weekly) ES Unit meeting with DC Director of Emergency Services, unit staff and DESOs;
 - There has been much work being done by Metro DESOs at Perth airport, isolation stations and setting up the COVID Helpline call centre. Some work in the Goldfields and Kimberley with border closures and people required to complete isolation/quarantine.
 - Variety of phone calls re SW LG issues – transient travellers, homelessness, welfare issues etc.
 - Earlier work identifying accommodation facilities and food supply in the SW.
2. During the last quarter, I have on some occasions worked with other agencies to arrange accommodation, food supply and welfare support for people requiring quarantine in the South West. This work has presented some interesting issues and I suspect most people aren't aware people do quarantine in the local District.
3. Recently there have been two items released by the SEMC –
- WA State Recovery Plan for CoVid-19; and
 - Advice regarding the amendments to sections of the State Emergency Management Framework and a revised State Support Plan – Emergency Welfare (interim)

The Dept of Communities boundaries now align with the South West Development Commission and DFES boundaries.

Discussion:

Mr Vik Cheema advised that community planning for evacuation is currently being looked at. Evacuation plans sit with the asset owner - sites such as nursing homes and the vulnerable within the community, need to be planned for. It is recommended that a list of plans sit within the local emergency arrangements. Vik confirmed that information will be provided to Erin, together with templates. Funding will made available to assist with this process.

• **Department of Fire & Emergency Services – Daryn Rowland**

COVID-19 Update

Phase 4 of the WA Government's COVID-19 roadmap has come into effect. This saw most of the restrictions removed in Western Australia, although the two-square-metre rule has remained in place, and major venues are restricted to 50 per cent capacity. Phase 5 has been delayed with a new tentative date of 15 August due to current situation on eastern seaboard.

While the DFES Facilities and Vehicle Cleaning Guidelines for COVID-19 will remain in place, the Incident Response Team have authorised the removal of additional facility sanitisation from 1 July 2020. Normal facility, fleet and equipment cleaning regimes should continue, as should personal hygiene practices.

Seasonal Outlook

The BOM have released their seasonal outlook for August to October. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Wetter than average three month period for Mid to Lower west coast of WA

- Less chance in NW of WA
- Warmer than average days & nights in NW of WA

\$6 Million to Assist Local Governments Reduce Bushfire Risk

Twenty-one local governments across Western Australia have been granted a total of \$6.05 million in State Government assistance to help reduce bushfire risks in their communities.

Under the first round of the 2020-21 Mitigation Activity Fund (MAF) Grants Program, 612 mitigation activities will be carried out on Crown lands that are managed by local government and deemed to be at high risk of bushfire.

| Local Government | Allocated Amount | Number of Treatments |
|-------------------|------------------|----------------------|
| City of Bunbury | \$302,868.00 | 42 |
| Shire of Collie | \$131,235.00 | 22 |
| Shire of Dardanup | \$492,880.00 | 39 |

Bushfire Centre for Excellence

Construction of the new BCoE has commenced with completion due in December 2020.

<https://www.dfes.wa.gov.au/bushfirecoe>

DFES Region Name Changes

- District Officer Murray – now District Officer Wellington
- Area Officer Harvey Hills – now Area Officer Preston
- Area Officer Bunbury – now Area Officer Forrest

DFES Regional Office Staffing

- Superintendent Peter Norman - PSL due to knee replacement
- Acting Superintendent - Andrew Wright
- Acting District Officer Bunbury - Ian Joseph
- Acting District Officer Emergency Management - Daryn Rowland
- Acting District Officer Wellington - John Carter

- **Department of Fire & Emergency Services – John Carter, Acting District Officer Wellington**

- DFES are planning a RUI exercise with the bushfire brigades. They will also be running an exercise with the bushfire brigade leaders.
- Burnsmart campaign will be run again this year.
- There has been a decrease in house fires over winter, however there has been an increase of lithium battery fires which is concerning.
- DFES worked with Local Government throughout COVID and will again look at operational capabilities if brigades are impacted with future outbreaks.

- **Department of Agriculture & Food**

- **Department of Biodiversity, Conservation and Attractions - Darren Harvey**

Shire of Dardanup are on schedule with planned controlled burns.

- **WA Police**

WAPol (Australind) are still offering resources to Kalgoorlie to assist with the hard border, otherwise business has returned to normal.

- **Western Power**

- **Main Roads WA**
- **Department of Transport**
- **Water Corporation**
- **WA Country Health Service**
- **TransWA**
- **Aqwest**
- **Atco Gas**
- **Australian Rail Group**
- **St John Ambulance**
- **Telstra**

9. NEW BUSINESS OF AN URGENT NATURE

None.

10. CLOSURE OF MEETING

The Chairperson advises that the date of the next Local Emergency Management Committee Meeting will be **Wednesday 11 November 2020**, commencing at 10.00am at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 10.40am.



Notice
of
Annual General Meeting
and
Procedural Information
for Submission of Motions

Crown Perth
Friday, 25 September 2020

Deadline for Agenda Items

(Close of Business)

Friday, 31 July 2020

2020 Local Government Convention

General Information

WALGA Annual General Meeting

The Annual General Meeting for the Western Australian Local Government Association will be held from 1:30pm on Friday 25 September 2020. This event should be attended by delegates from all Member Local Governments.

Cost for attending the Annual General Meeting

Attendance at the Annual General Meeting is **free of charge** to all Member Local Governments; lunch is not provided. Delegates must register their attendance in advance.

Submission of Motions

Member Local Governments are invited to submit motions for inclusion on the Agenda for consideration at the 2020 Annual General Meeting. Motions should be submitted in writing to the Chief Executive Officer of WALGA.

The closing date for submission of motions is 5:00pm **Friday, 31 July**.

Please note that any motions proposing alterations or amendments to the Constitution of the WALGA must be received by 5:00pm Friday, 17 July 2020 in order to satisfy the 60 day constitutional notification requirements.

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

Criteria for Motions

As per the Corporate Governance Charter, prior to the finalisation of the agenda, the WALGA President and Chief Executive Officer will determine whether motions abide by the following criteria:

Motions will be included in the Business Paper agenda where they:

1. Are consistent with the objects of the Association (refer to clause 3 of the constitution);
2. Demonstrate that the issue/s raised will concern or are likely to concern a substantial number of Local Governments in WA.;
3. Seek to advance the Local Government policy agenda of the Association and/or improve governance of the Association;
4. Have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws);
5. Are clearly worded and unambiguous in nature;

Motions will not be included where they are:

6. Consistent with current Association advocacy/policy positions. (As the matter has previously considered and endorsed by the Association).

Motions of similar objective:

7. Will be consolidated as a single item.

Submitters of motions will be advised of the determinations.

Enquiries relating to the preparation or submission of motions should be directed to Margaret Degebrod, Executive Officer Governance on (08) 9213 2036 or via email mdegebrod@walga.asn.au.

Emergency Motions

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the AGM Standing Orders for details.



Mayor Tracey Roberts JP
President



Nick Sloan
Chief Executive Officer

EMAIL BACK

Voting Delegate Information 2020 Annual General Meeting



TO: Chief Executive Officer

Registered:

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association to be held on Friday 25 September 2020 at Crown Towers Perth.

Please complete and return this form to the Association by **Friday 28, August 2020** to register the attendance and voting entitlements of your Council's delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Please Note: All Voting Delegates will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

| VOTING DELEGATES | PROXY Voting Delegates |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| Name of Voting Delegates (2): | Name of Proxy Voting Delegates (2): |
| <p>For (Local Government Name): Shire/Town/City of</p> <p>Signature Chief Executive Officer _____ (An electronic signature is <u>required</u> if submitting via email)</p> <p style="text-align: right;">Date _____</p> | |

ON COMPLETION PLEASE EMAIL TO: mdegebrot@walga.asn.au

Margaret Degebrot, Executive Officer Governance

| RISK ASSESSMENT TOOL | | | | | | | | | |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-----------------------------------|------------|----------------------|------------------------------------------------------|----------------------------|---------------|----------------------|----------------------|
| OVERALL RISK EVENT: Western Australian Local Government Association Annual General Meeting | | | | | | | | | |
| RISK THEME PROFILE: 6 - Engagement Practices | | | | | | | | | |
| RISK ASSESSMENT CONTEXT: Strategic | | | | | | | | | |
| CONSEQUENCE CATEGORY | RISK EVENT | PRIOR TO TREATMENT OR CONTROL | | | RISK ACTION PLAN (Treatment or controls proposed) | AFTER TREATMENT OR CONTROL | | | RESIDUAL RISK RATING |
| | | 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. | 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. | 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. | Not required. |
| LEGAL AND COMPLIANCE | No risk event identified for this category. | Not Required - No Risk Identified | N/A | N/A | Not required. | Not required. | Not required. | Not required. | Not required. |
| REPUTATIONAL | Council's reputation may suffer if it is not involved with current issues affecting Local Government as a whole. | Minor (2) | Rare (1) | Low (1 - 4) | Not required | 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. | Not required. |

