



Corporate Governance
Directorate

APPENDICES

Items 12.4.1 – 12.4.9

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 27th of April 2022

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: Shire of Dardanup –New Lease Agreement Template

RISK THEME PROFILE:

4 - Document Management Processes

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Failure to establish a preferred template could lead to incorrect charges and loss of income for leasing of Council property	Minor (2)	Likely (4)	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	Establishment of a Council endorsed template will ensure compliance for future lease agreements	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Inconsistencies in lease agreement terms could lead to damage to the Shires reputation	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.

Shire of Dardanup - Lease Agreements Template Terms

	Charitable, Benevolent, Religious, Cultural, Educational, Recreational, Sporting or other like nature Not-for-Profit Clubs & Groups	Clubs Holding a full Liquour Licence	Commercial Farm Leases	Councillor comments Workshop
Lease Fee	Payable by Lessee	Payable by Lessee	Payable by Lessee	
Amount Payable - Buildings	\$100 per week	Per week as per Annual Fees & Charges 2021/22 Buildings \$200 per week	Vacant Land \$175-500 per Hectare, or Market Valuation	Cr M Hutchinson - Reference was made to the Burekup Country Club and that the pricing was a bit steep for a small Club. \$10K/year is a lot. Cr M Bennett - We need to look at per/sq metre rate. Charitable groups couldn't afford sq/m rate. Maybe \$10/week. Cr M Bennett - As a Council we need to put more thought on how we go out to the Community with these new Lease Fees. We need to talk to the community about this.
Amount Payable - Vacant	\$100 per annum			
Amount Payable - Vacant - Lessee Structure				
Building Insurance	Payable by Lessor	Payable by Lessor	N/A	Supported. Cr Mick Bennett - Need to balance this out more. To be debated further when it comes to Council
Contents, Public Liability, Workers Compensation Insurance	Payable by Lessee - \$10M Public Liability	Payable by Lessee - \$20M Public Liability	Payable by Lessee - \$10M Public Liability	Supported.
Ancillary Insurances (Cricket Nets, lighting towers, sheds)	Payable by Lessor	Payable by Lessor - reimbursed by Lessee	Payable by Lessor - reimbursed by Lessee	
Internal fit-out, repairs maintenance and replacement of items	Payable by Lessee	Payable by Lessee	Payable by Lessee	Supported. Remain as the same. Cr M Bennett suggested that Council look at getting sportings clubs to help fix up ancillary equipment
Structural Repairs, maintenance and replacement of items	Payable by Lessor	Payable by Lessor	N/A	Councillors requested that officers streamline how maintenance issues are reported to the Shire. Contact details for reporting maintenance issues need to be available inside all buildings Councillors discussed terms of other Lease Agreements and suggested office review of the other documents. Cr M Bennett - refer to Bunbury Football Club - can this go to Councillors. Look at some of these things. Massage this a bit. Check off on these to see if there is anything in there that we may need to incorporate into ours - ie burst water pipe. Councillors referred to the furniture section of the Lease agreement - have more details in future leases. Need to do inventory at creation of lease agreement.
Vandalism of facility	Payable by Lessor	Payable by Lessor	Payable by Lessor	Supported. To remain the same. Refer to Bowling Club Lease. Not to pay for vandalism by Lessees or their patrons.
Council Rates if applicable	Payable by Lessor	Payable by Lessee	Payable by Lessee	New Admin Building - May raise rate for Commercial Properties Absorb rates fee in the Lease fee for Commercial Properties. Use this to calculate the Lease Fee. Do separate line item for the Rates in the Lease Fee
Rubbish Charges	Payable by Lessor - 1 standard rubbish service only	Payable by Lessee	N/A	Supported Standard Service if Large bin required then up to Lessee. Lessor will not pay
Emergency Services Levy	Payable by Lessee	Payable by Lessee	Payable by Lessee	
Other taxes or charges	Payable by Lessee	Payable by Lessee	Payable by Lessee	
Utility rates and consumption charges	Payable by Lessee	Payable by Lessee	Payable by Lessee	Cr Bennett requested that the charges be split. Lessor pays the service charge and the lessee pays for consumption only. To be phased in with the renewals for new leases.
Pest Maintenance	Payable by Lessee (Termite inspection & spraying to be undertaken by Lessor)	Payable by Lessee (Termite inspection & spraying to be undertaken by Lessor)	Payable by Lessee (Termite inspection & spraying to be undertaken by Lessor)	Supported We undertake this and then charge the Lessee. Termite inspections to be undertaken by us on all our buildings.
Test & Tag - Electrical Checks	Payable by Lessee	Payable by Lessee	N/A	Supported We undertake this and then charge the Lessee
Fire Fighting Equipment Checks	Payable by Lessee	Payable by Lessee	N/A	Supported We undertake this and then charge the Lessee
Term of Leases				New 5 years longer history longer lease Martin Pelusey 2-3 years To go out Community

(Appendix ORD: 12.4.1C)

Lease Fee Matrix

	Weighting	User Score	Weighted Score out of 5.0	Total Lease Fee Per Annum
Building Use	30%	2	0.6	\$0
Building Size	25%	1	0.25	
Building Condition	35%	3	1.05	
Land Size	10%	2	0.2	
	100%		2.10	

Lease Fee Scale										
Weighed Score	1	2	3	4	5	6	7	8	9	10
5	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$6,000	\$7,000	\$8,000	\$9,000	\$10,000
4	\$500	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$6,000	\$7,000	\$8,000	\$9,000
3	\$200	\$500	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$6,000	\$7,000	\$8,000
2	\$52	\$200	\$500	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$6,000	\$7,000
1	\$0	\$52	\$200	\$500	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$6,000

Building Use Table		
Level	Rating	Description
5	Commercial	Commercial premises
4	Club with Bar	Licensed venue
3	Serviced Building	Facility suitable for events
2	Meeting Room	Meeting rooms
1	Storeroom/shed	Storage space

Lease Fee Table		
Level	Rating	Annual Fee
10	Commercial	\$10,000
9	Sporting Club with Bar & TAB	\$8,000
8	Sporting Club with Bar	\$7,000
7	Community Club with Bar	\$6,000
6	Sporting or Charitable Club	\$5,000
5	Community Group	\$4,000
4	Tourism	\$3,000
3	Social Group	\$2,000
2	Not For Profit Group	\$52
1	Benevolent / Charitable	\$0

Building Size Table		
Level	Rating	Description
5	Very Large	>500 m2
4	Large	300 - 499 m2
3	Medium	150 - 299 m2
2	Small	80 - 149 m2
1	Very Small	<79 m2

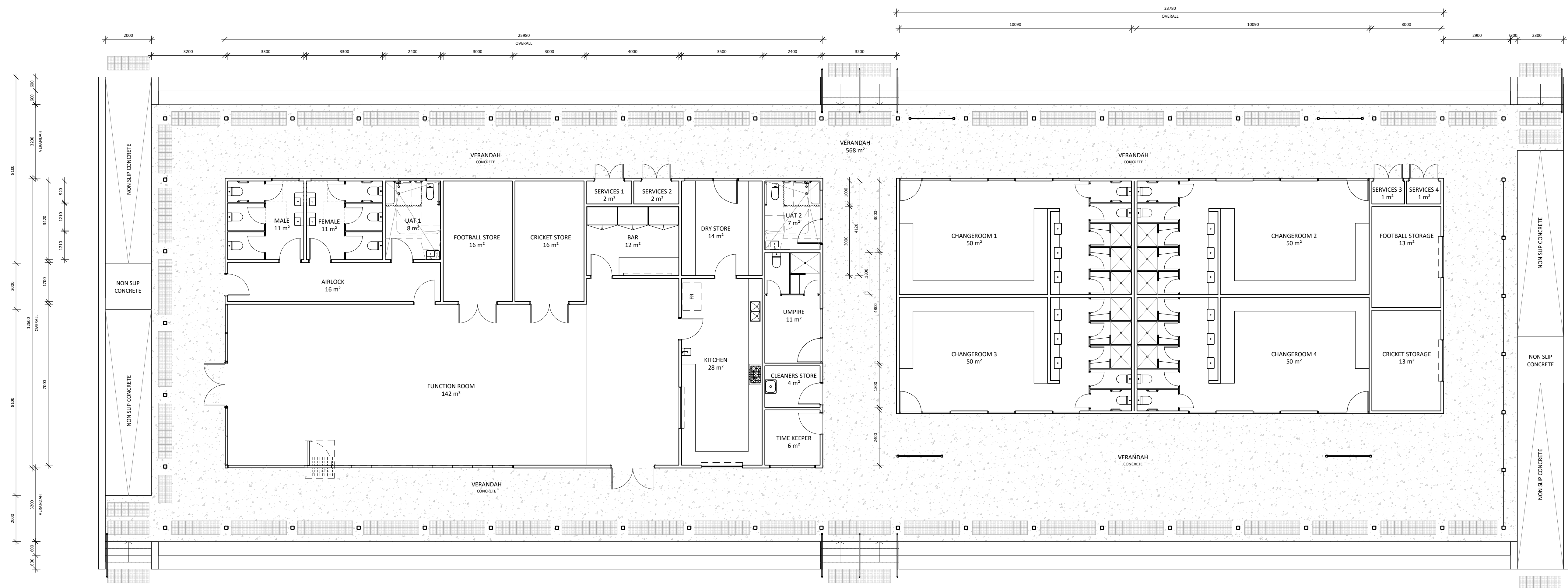
Building Condition Table		
Level	Rating	Description
5	Excellent	Contemporary architectural features with modern services. Built with quality product and furnished to a high standard. Well maintained. Age guide < 10 years.
4	Good	Structurally sound, built with quality materials at the time and has been well maintained. Renovations undertaken in past 10 year period so services are modern and comfortable. Age guide 11 - 29 years.
3	Fair	Requires ongoing restoration works. May contain asbestos. Requires maintenance, potentially structural maintenance. No major renovations have been undertaken and the furnishings and building services are limited and dated. Age guide > 30 years.
2	Poor	Requires major restoration to maintain habitability. Structural issues need attention in next 5 years, may contain disturbed asbestos.
1	Very Poor	Structurally unsound, not fit for use.

Land Size Table		
Level	Rating	Description
5	Very Large	>2,500 m2
4	Large	2,000 - 2,499 m2
3	Medium	1,000 - 1,999 m2
2	Small	100 - 999 m2
1	Very Small	<99 m2
0	No Land	0 m2

[Appendix ORD: 12.4.1D]

		Charitable, Benevolent, Religious, Cultural, Educational, Recreational, Sporting or other like nature Not-for-Profit Clubs & Groups	Commercial & Sporting Clubs holding a full Liquor Licence	Commercial Farm Leases (Vacant Land)
a)	Lease Fee	Payable by Lessee	Payable by Lessee	Payable by Lessee
	Amount Payable – Buildings	Refer to Lease Fee Matrix	Refer to Lease Fee Matrix	N/A
	Amount Payable – Vacant Land	\$100 per annum	N/A	\$175 - \$500 per hectare or Market Valuation
	Amount Payable – Vacant Land (Lessee removable structures)	Refer to Lease Fee Matrix	Refer to Lease Fee Matrix	\$175 – 500 per hectare or Market Valuation
b)	Building Insurance	Payable by Lessor	Payable by Lessor	N/A
c)	Contents, Public Liability, Workers Compensation Insurance	Payable by Lessee – (\$10M Public Liability Policy)	Payable by Lessee (\$10M Public Liability Policy)	Payable by Lessee – (\$20M Public Liability Policy)
d)	Ancillary Insurances (Cricket nets, lighting towers, sheds)	Payable by Lessor	Payable by Lessor – reimbursed by Lessee	Payable by Lessor – reimbursed by Lessee
e)	Internal fit-out, repairs, maintenance and replacement of items;	Payable by Lessee	Payable by Lessee	N/A
f)	Structural repairs, maintenance and replacement of items;	Payable by Lessor	Payable by Lessor	N/A
g)	Vandalism of facility	Payable by Lessor	Payable by Lessor	Payable by Lessor
h)	Council Rates	Payable by Lessor	Payable by Lessee	Payable by Lessee
i)	Council Rubbish Charges	Payable by Lessor (1 standard rubbish service only)	Payable by Lessee	N/A
j)	Emergency Services Levy	Payable by Lessee	Payable by Lessee	Payable by Lessee
k)	Other taxes or charges	Payable by Lessee	Payable by Lessee	Payable by Lessee
l)	Utility rates and consumption charges	Payable by Lessee (Council Rates paid by Lessor – service and consumption Lessee)	Payable by Lessee	Payable by Lessee
m)	Test & Tag – Electrical Checks	Payable by Lessee	Payable by Lessee	N/A
n)	Fire Fighting Equipment	Payable by Lessee	Payable by Lessee	N/A
o)	Term of Lease	5 years (longer history, longer lease)	5 years (longer history, longer lease)	2 years
p)		Council being provided free use of the facility up to 5 times a year.		

GENERAL NOTES:
 ALL DIMENSIONS ARE IN METRIC MILLIMETRES.
 WRITTEN DIMENSIONS SHALL TAKE PREFERENCE OVER SCALED DIMENSIONING.
 LARGE SCALE DRAWINGS SHALL TAKE PREFERENCE OVER SMALLER SCALE DRAWINGS.
 THE CONTRACTOR SHALL CARRY OUT THE WORK IN ACCORDANCE WITH THE N.C.C. & LOCAL AUTHORITY REQUIREMENTS.
 ALL MATERIAL SHALL BE OF NEW, GOOD QUALITY & CONFORM TO WHAT IS SHOWN ON THE DRAWINGS.
 THE CONTRACTOR SHALL CHECK & VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF ANY BUILDING WORK.
 SITE VISIT - THE CONTRACTOR SHALL BE REQUIRED TO VISIT & ACQUAINT THEMSELVES WITH ALL VISIBLE SITE CONDITIONS & ACCESS TO SITE.



ROOM SCHEDULE	
Name	Area
FUNCTION ROOM	142 m ²
CHANGEROOM 1	50 m ²
CHANGEROOM 3	50 m ²
CHANGEROOM 4	50 m ²
CHANGEROOM 2	50 m ²
KITCHEN	28 m ²
AIRLOCK	16 m ²
FOOTBALL STORE	16 m ²
CRICKET STORE	16 m ²
DRY STORE	14 m ²
FOOTBALL STORAGE	13 m ²
CRICKET STORAGE	13 m ²
BAR	12 m ²
MALE	11 m ²
FEMALE	11 m ²
UMPIRE	11 m ²
UAT 1	8 m ²
UAT 2	7 m ²
TIME KEEPER	6 m ²
CLEANERS STORE	4 m ²
SERVICES 1	2 m ²
SERVICES 2	2 m ²
SERVICES 3	1 m ²
SERVICES 4	1 m ²
FULLY ENCLOSED COVERED AREA: 24	536 m ²
VERANDAH UNENCLOSED COVERED AREA: 1	568 m ²
TOTAL: 1,104 m ²	

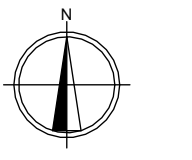
1 PROPOSED FLOOR PLAN.
 A2.00 1 : 100

NOT FOR CONSTRUCTION

H+H architects
 ALBANY 9842 5558
 KALGOORLIE 0433 319 653
 BUNBURY 3778 9600

PRATT ROAD & WELLS RESERVE CLUBROOMS
 PRATT ROAD, EATON

DRAWN	Author	SCALE	As indicated	DRAWING
CHECKED	Checker	DATE	16/06/2021 4:20:43 PM	PROPOSED FLOOR PLAN
APPROVED	Approver	PROJECT No.	0229-21	DRAWING No. REVISION
ARCHITECTURAL				A2.00 A



GENERAL NOTES.
 ALL DIMENSIONS ARE IN METRIC MILLIMETRES.
 WRITTEN DIMENSIONS SHALL TAKE PREFERENCE OVER SCALED DIMENSIONING.
 LARGE SCALE DRAWINGS SHALL TAKE PREFERENCE OVER SMALLER SCALE DRAWINGS.
 THE CONTRACTOR SHALL CARRY OUT THE WORK IN ACCORDANCE WITH THE N.C.C & LOCAL AUTHORITY REQUIREMENTS.
 ALL MATERIAL SHALL BE OF NEW, GOOD QUALITY & CONFORM TO WHAT IS SHOWN ON THE DRAWINGS.
 THE CONTRACTOR SHALL CHECK & VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF ANY BUILDING WORK.
 SITE VISIT - THE CONTRACTOR SHALL BE REQUIRED TO VISIT & ACQUAINT THEMSELVES WITH ALL VISIBLE SITE CONDITIONS & ACCESS TO SITE.

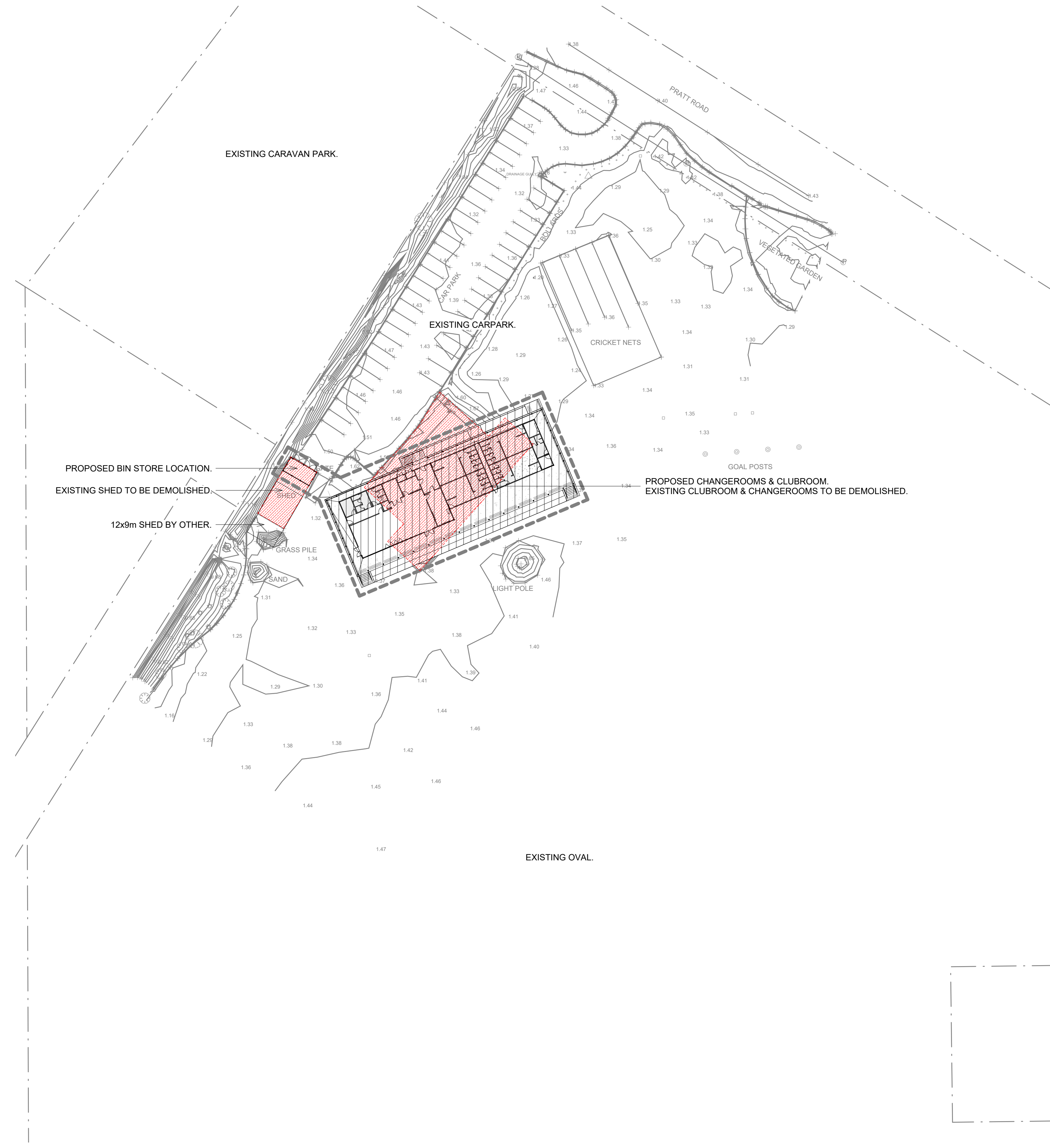
GENERAL DEMOLITION NOTES.
 EXECUTE ALL DEMOLITION WORKS IN STRICT ACCORDANCE WITH THE RELEVANT AUSTRALIAN STANDARDS, INCL. ALL REGULATIONS REGARDING REMOVAL OF ASBESTOS.
 RETAIN STRUCTURAL INTEGRITY OF BUILDING WHERE DEMOLITION WORK IMPACTS ON ANY NEW OR EXISTING STRUCTURAL ELEMENTS.
 ATTACHED OR ASSOCIATED WITH THE DEMOLITION OF ITEMS NOTED, IN ORDER TO COMPLETE THE WORKS.
 TERMINATE ALL SERVICES PRIOR TO DEMOLITION, INCLUDING BUT NOT LIMITED TO: WATER SUPPLY AND SEWER DRAINAGE; GAS RETICULATION; ELECTRICAL.
 ENSURE PROPER WORKING ORDER OF ALL NEW CONNECTIONS; RETICULATION PRIOR TO HANDOVER.
 MAKE GOOD ANY DAMAGE, AND PREPARE ALL REMAINING ITEMS/SURFACES FOR APPLICATION OF NEW FINISH.
 PROVIDE CERTIFICATION FROM QUALIFIED CONTRACTOR FOR ALL SERVICE WORKS, I.E. PLUMBING AND DRAINAGE, AND ELECTRICAL.
 ALLOW FOR DISCONNECTION OF ALL SERVICES AND RECONNECTION TO NEW LOCATIONS SHOWN ON PROPOSED FLOOR PLANS.
 THE BUILDER IS AND SHALL REMAIN RESPONSIBLE FOR ALL CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES, AND PROCEDURES FOR THE EXECUTION OF THE WORKS.

LEGEND.

- AREA OF PROPOSED DEVELOPMENT.
- PROPOSED BUILDING FOOTPRINT.
- PROPOSED DEMOLITION.



2 LOCATION PLAN.
 A1.00 1 : 5000



1 PROPOSED SITE & DEMOLITION PLAN.
 A1.00 1 : 500

NOT FOR CONSTRUCTION

C	ISSUE FOR CLIENT REVIEW	20.04.2022	SB
B	ISSUE FOR CLIENT REVIEW	08.04.2022	SB
A	ISSUE TO CLIENT	25.11.2021	SB
No.	AMENDMENT	DATE	CHKD

H+H architects
 ALBANY 9842 5558
 KALGOORLIE 0433 319 653
 BUNBURY 9778 9500

PRATT ROAD RESERVE CLUBROOM
 SPORTS PAVILLION

PROPOSED SITE & DEMOLITION PLAN

DRAWN	KR	SCALE	As Indicated @ A1	ADDRESS
CHECKED	SB	DATE	20/04/2022 2:51:10 PM	PRATT ROAD, EATON
APPROVED	SB	PROJECT No.	0229-21	DRAWING No. REVISION

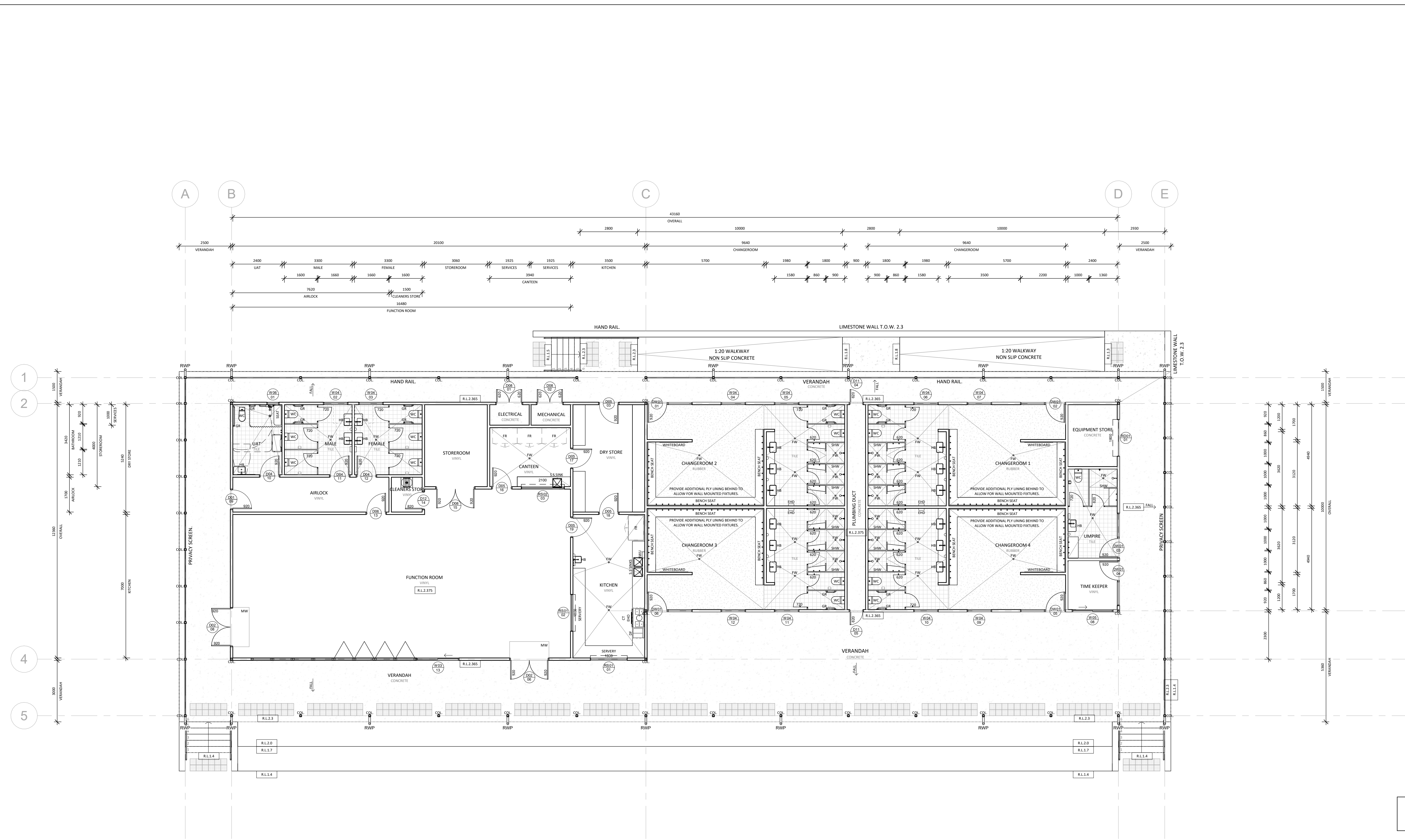
ARCHITECTURAL **A1.00 C**

GENERAL NOTES.
 ALL DIMENSIONS ARE IN METRIC MILLIMETRES.
 WRITTEN DIMENSIONS SHALL TAKE PREFERENCE OVER SCALED DIMENSIONING.
 LARGE SCALE DRAWINGS SHALL TAKE PREFERENCE OVER SMALLER SCALE DRAWINGS.
 THE CONTRACTOR SHALL CARRY OUT THE WORK IN ACCORDANCE WITH THE N.C.C & LOCAL AUTHORITY REQUIREMENTS.
 ALL MATERIAL SHALL BE OF NEW, GOOD QUALITY & CONFORM TO WHAT IS SHOWN ON THE DRAWINGS.
 THE CONTRACTOR SHALL CHECK & VERIFY ALL DIMENSIONS ON SITE PRIOR TO THE COMMENCEMENT OF ANY BUILDING WORK.
 SITE VISIT - THE CONTRACTOR SHALL BE REQUIRED TO VISIT & ACQUAINT THEMSELVES WITH ALL VISIBLE SITE CONDITIONS & ACCESS TO SITE.



ABBREVIATIONS.
 BWU BOILING WATER UNIT.
 COL COLUMN.
 CT COOKTOP.
 DF DEEP FRYER.
 DW DISH WASHER.
 F FREEZER.
 FE FIRE EXTINGUISHER.
 FR FRIDGE.
 FW FLOOR WASTE.
 HB HAND BASIN.
 PB PLASTER BOARD.
 PTD PAPER TOWEL DISPENSER.
 RH RANGE HOOD.
 S.S STAINLESS STEEL.
 SD SOAP DISPENSER.
 WT WALL TILE.

ROOM SCHEDULE	
NAME	AREA
FUNCTION ROOM	124 m ²
CHANGEROOM 1	48 m ²
CHANGEROOM 2	48 m ²
CHANGEROOM 3	48 m ²
CHANGEROOM 4	48 m ²
WALL ALLOWANCE	29 m ²
KITCHEN	25 m ²
DRY STORE	18 m ²
AIRLOCK	13 m ²
STOREROOM	12 m ²
CANTEEN	11 m ²
FEMALE	11 m ²
MALE	11 m ²
UMPIRE	10 m ²
PLUMBING DUCT	9 m ²
UAT	8 m ²
EQUIPMENT STORE	7 m ²
TIME KEEPER	6 m ²
CLEANERS STORE	3 m ²
ELECTRICAL	2 m ²
MECHANICAL	2 m ²
FULLY ENCLOSED COVERED AREA: 21	493 m ²
VERANDAH	335 m ²
UNENCLOSED COVERED AREA: 1	335 m ²



A PROPOSED FLOOR PLAN.
 A2.00 1 : 100

NOT FOR CONSTRUCTION

No.	AMENDMENT	DATE	CHKD
C	ISSUE FOR CLIENT REVIEW	20.04.2022	SB
B	ISSUE FOR CLIENT REVIEW	08.04.2022	SB
A	ISSUE TO CLIENT	25.11.2021	SB

H+H architects
 ALBANY 9842 5558
 KALGOORLIE 0433 319 653
 BUNBURY 9778 9600

PRATT ROAD RESERVE CLUBROOM
 SPORTS PAVILLION

PROPOSED FLOOR PLAN				
DRAWN	KR	SCALE	As indicated @ A1	ADDRESS
CHECKED	SB	DATE	20/04/2022 2:51:14 PM	PRATT ROAD, EATON
APPROVED	SB	PROJECT No.	0229-21	DRAWING No. REVISION

ARCHITECTURAL A2.00 C

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Eaton Junior Football – R & J Fishwick Pavilion – Replacement of Shed

RISK THEME PROFILE:

1 - Asset Sustainability Practices

10 - Management of Facilities, Venues and Events

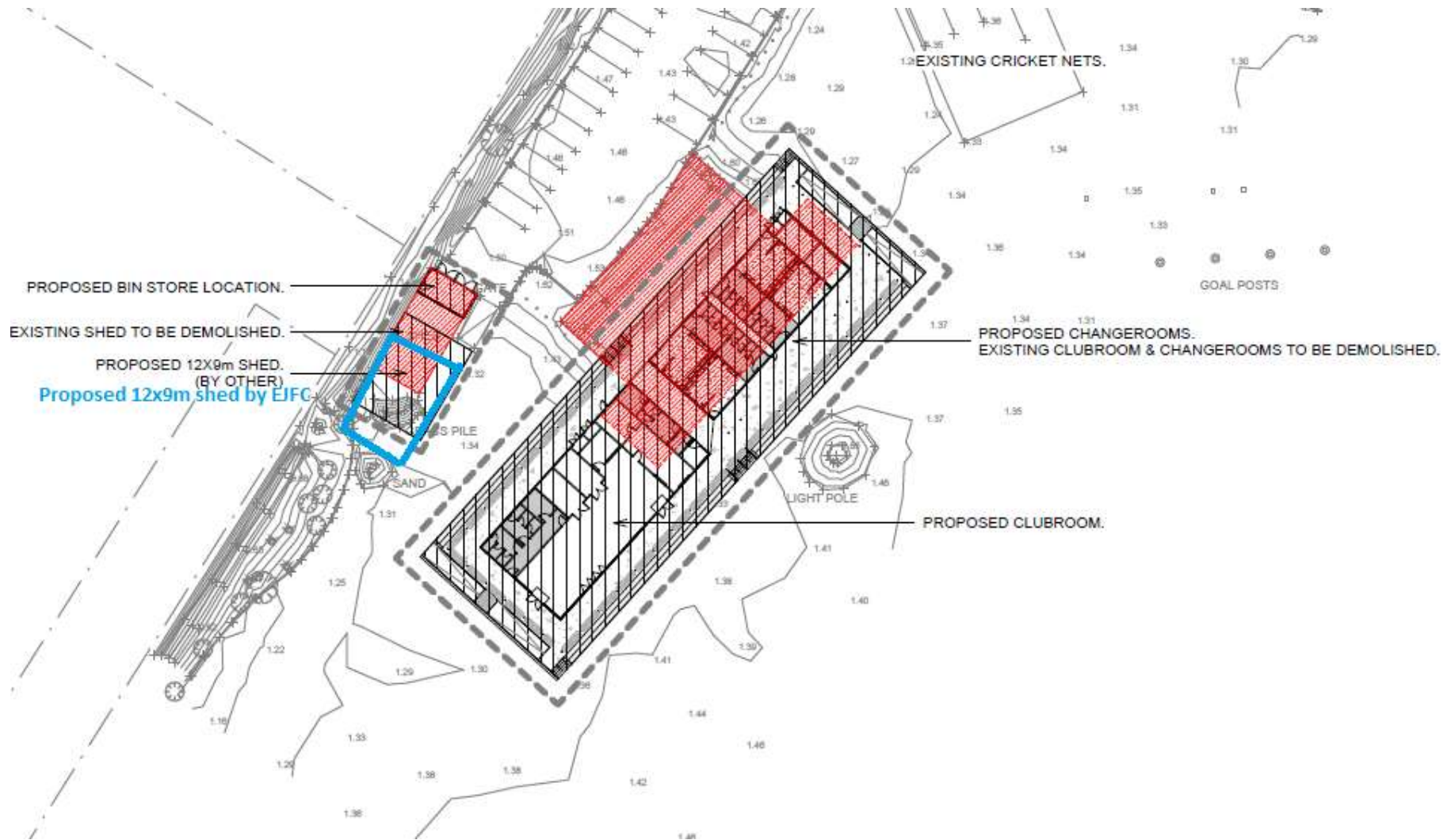
RISK ASSESSMENT CONTEXT: Project

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	Replacement of the shed would need to comply with Work Health & Safety requirements.	Catastrophic (5)	Rare (1)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Risk of the project costs exceeding SWDC grant funding amount.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	Between demolition of the old shed, and erection of the new shed, there will be a period of time when the Eaton Junior Football Club and Cricket Club are without access to a storage shed.	Major (4)	Almost Certain (5)	Extreme (20 - 25)	Consideration has been given to hire a sea container for the duration of the project. This will provide a place to adequately store club equipment,	Insignificant (1)	Rare (1)	Low (1 - 4)
LEGAL AND COMPLIANCE	Both clubs are required to adhere to the terms and conditions of their Lease Agreement with Council, and in particular section 5.19. In addition, Council has a requirement to provide approval (DA & BA) within set timelines.	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council may be viewed in a negative light if they are not supportive of the replacement shed, particularly given that this project is grant	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.

[Appendix ORD: 12.4.3C]

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
	funded with no anticipated cost to Council.							
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

[Appendix ORD: 12.4.3D]



Eaton Cricket Club Inc.
Encourage Compete Create
ABN: 84 056 496 104
Incorporation: A1011446N



SPECIAL MEETING – PRATT ROAD FISHWICK PAVILION

AGENDA ITEMS

01- Meeting Topic

EJFC and ECC met to provide final recommendations FOR Pratt Road Fishwick Pavilion.

02 – Meeting Open

23/03/2022 @ 6.00pm @ BESC

03 – Attendances

Brendon Billet (Billo)	EJFC President
Matt Old (Oldy)	EJFC Elected Representative
Travis Johnson (TJ)	ECC President
Steve Barron (Baz)	ECC Elected Representative
Cameron Walton (Wal)	ECC Secretary
Noel Ashton	Draftsperson

04 – Current Information

- Meeting with Dardanup Shire Susan Oosthuizen Project Director and James Reilly Project Manager with EJFC and ECC ON 21/03/2022.
- Prior to meeting updated plans were presented by Dardanup Shire to start discussions for final changes and agreement prior to tender process.
- Content of meeting was based on requesting ideas, changes and proposals for cost reductions from all parties to refine and finalise plans ready for tender process.
- James advised he would issue updated plans to EJFC and ECC in CAD by 23/03/2022.
- It was agreed EJFC and ECC would then meet with a commitment to assist in the process and respond by 30/03/2022.
- Email dated 23/03/2022 from James Reilly was received with updated plans based on ideas from the meeting.

05 – Meeting Content

- Attendees listed in 03 met at BESC with new updated clubroom plans in CAD plans as well as location plans which had been drafted by EJFC and ECC.
- EJFC and ECC procured the services of Noel Ashton Design Draftsperson of BESC to further assist in the meeting and with updates.
- Updated plans as issued by James Reilly were used as the basis.

Eaton Cricket Club Inc.
Encourage Compete Create
ABN: 84 056 496 104
Incorporation: A1011446N



06 – Updated Plans

- Updated plan issued by James Reilly were agreed to use as basis.
- The updated plans changes as issued by James included significant reduction in overall footprint to 490m², reduction in function room area to 132m², slab and roof area reduction 20% and building reduction 15% as per email.
- The updated planes were accepted by EJFC and ECC subject to further changes and refinements as listed below in 07 and attached in updated drawings.

07 – Further Changes & Refinements

- Re-position the overall dimensions of the function room canteen area on the left hand side in its entirety to the edge of rear veranda area.
- In doing so forsake the rear veranda in at the rear and utilise that space for font veranda.
- Open up the canteen area by deleting the small walkway and 2 walls.
- Increase the facility (bar) area by adding storage space by pushing out the wall to the right hand side and with no additional wall required.
- Change to rear entry door to the canteen.
- Change the door position in function room to facility walkway in the centre.
- Remove windows from function area left hand between doors and facility walk way.
- These have caused no overall area changes from the updated plans from James.
- The reduction of some walls and further veranda changes it is hoped will provide additional cost reductions to further assist.
- Most suitable location has been proposed in attached updates.
- For best fit of clubrooms changes in shed position is required as shown in drawings.
- Shed position update drawing to Billo for shed submission update.

08 – Outcomes

- EJFC and ECC have complied with and accepted Dardanup Shire updated plans.
- It is with confidence that these changes will provide suitable cost reductions necessary for project inception.
- Further changes and refinements from EJFC and ECC we believe enhance the clubrooms without any footprint or cost increase.
- In fact we believe these changes and refinements will simplify and provide additional cost reductions.
- The unified approach of EJFC and ECC have worked with Shire recommendations to assist with a collaborated project approach.

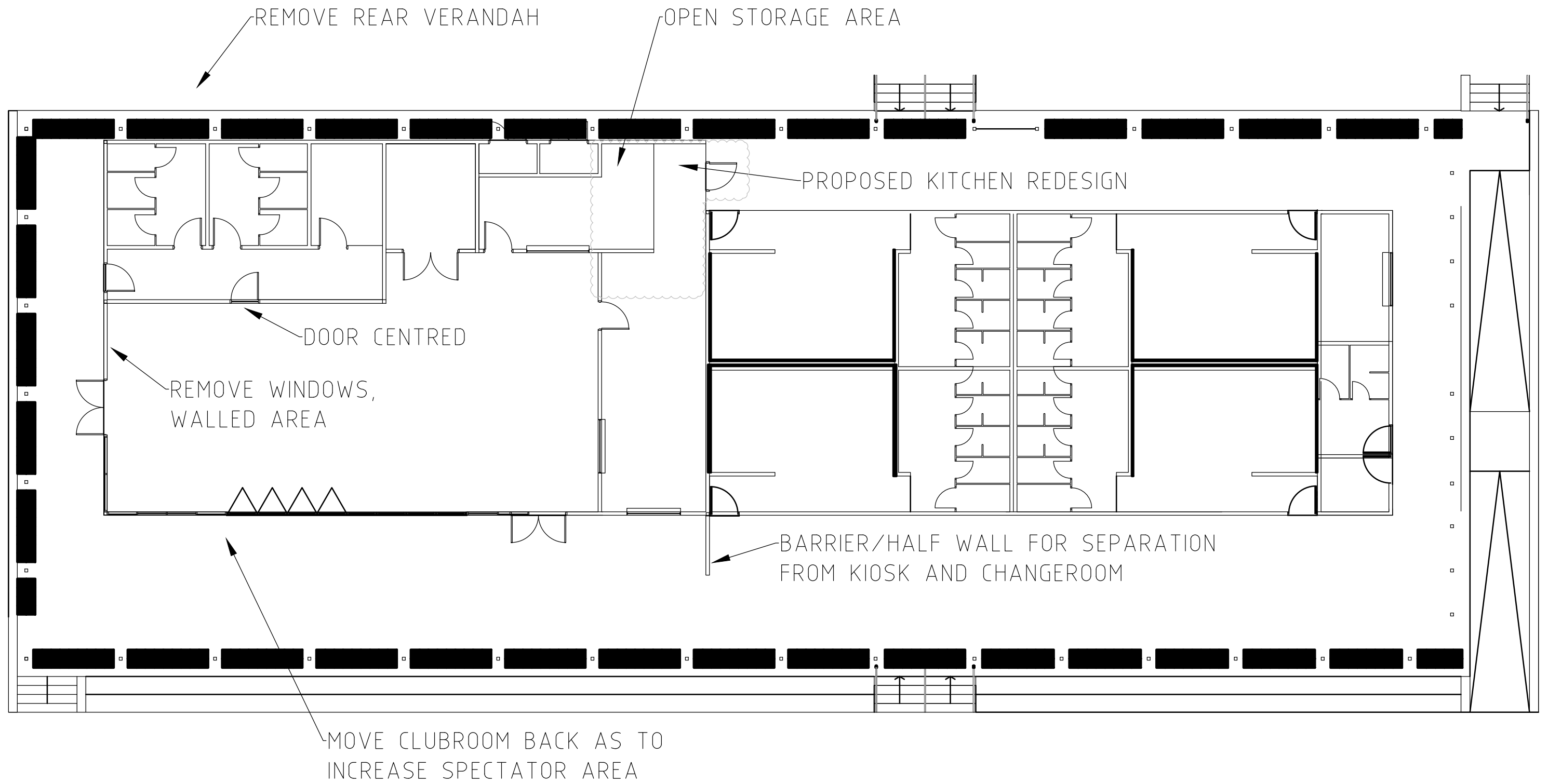
08 – Agreement

- All items of this meeting were accepted and agreed between EJFC and ECC.



LEGEND.

- AREA OF PROPOSED DEVELOPMENT.
- ▨ PROPOSED BUILDING FOOTPRINT.



Aly Smith

From: Jill Cross <jill.cross@bigpond.com>
Sent: Tuesday, 15 March 2022 11:52 AM
To: Aly Smith
Cc: 'Mark Alexander(FVMBC)'; David Wells(Dardanup Cricket Club); Noel Hayward(SW Mountain Bike Club)
Subject: RE: New DA - Addition to Existing Shed - Lot 55 Ferguson Road

Follow Up Flag: Follow up
Flag Status: Completed

⚠ CAUTION: This email originated from outside the Shire of Dardanup. Do NOT click links or open attachments unless you recognize the sender and know the content is safe. Do NOT enter any username or passwords and report any suspicious content.

Hi Aly, thanks for repairing the lights. Can confirm that the Dardanup Bull and Barrel Festival and the FV Mountain Bike Club will be funding the whole development as you have stated below. We were hoping though that the Shire could assist with the approval of the building plan by waiving the fees and finding an independent building surveyor who could approve the building plan at a nominal fee. Regards Jill

From: Aly Smith <Aly.Smith@dardanup.wa.gov.au>
Sent: Tuesday, 15 March 2022 9:20 AM
To: Jill Cross <jill.cross@bigpond.com>
Subject: New DA - Addition to Existing Shed - Lot 55 Ferguson Road

Good morning,

Can you please confirm that the Dardanup Bull & Barrel Festival & Ferguson Valley Mountain Bike club will be funding the whole development (tree removal by qualified & insured contractor & supply & installation of the shed extension)? Thank you.

FYI I've had confirmation from the electrician that the lighting tower has been repaired now. Thank you for your patience with this one.

Kind regards,

Aly Smith

Building Property Management Officer



A: 1 Council Drive | PO Box 7016 | Eaton WA 6232
T: 08 9724 0341 | **E:** Aly.Smith@dardanup.wa.gov.au
W: www.dardanup.wa.gov.au



"This message contains privileged and confidential information intended only for the use of the addressee or entity named above. Use of this information beyond this intended use is unauthorised"

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Dardanup Sporting and Community Clubs – Wells Recreation Reserve – Extension of Storage Shed

RISK THEME PROFILE:

1 - Asset Sustainability Practices

10 - Management of Facilities, Venues and Events

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	Installation of the shed extension would need to comply with Work Health & Safety requirements.	Catastrophic (5)	Rare (1)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Risk of the project costs exceeding SWDC grant funding amount.	Minor (2)	Unlikely (2)	Low (1 - 4)	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	DSCC are required to adhere to the terms and conditions of their Lease Agreement with Council, and in particular 5.16. In addition, council has a requirement to provide approval (DA & BA) within set timelines.	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council may be viewed in a negative light if they are not supportive of the replacement shed, particularly given that this project is grant funded with no anticipated cost to Council.	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	Approval will need to be given as part of the DA process to remove four	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.

[Appendix ORD: 12.4.4B]

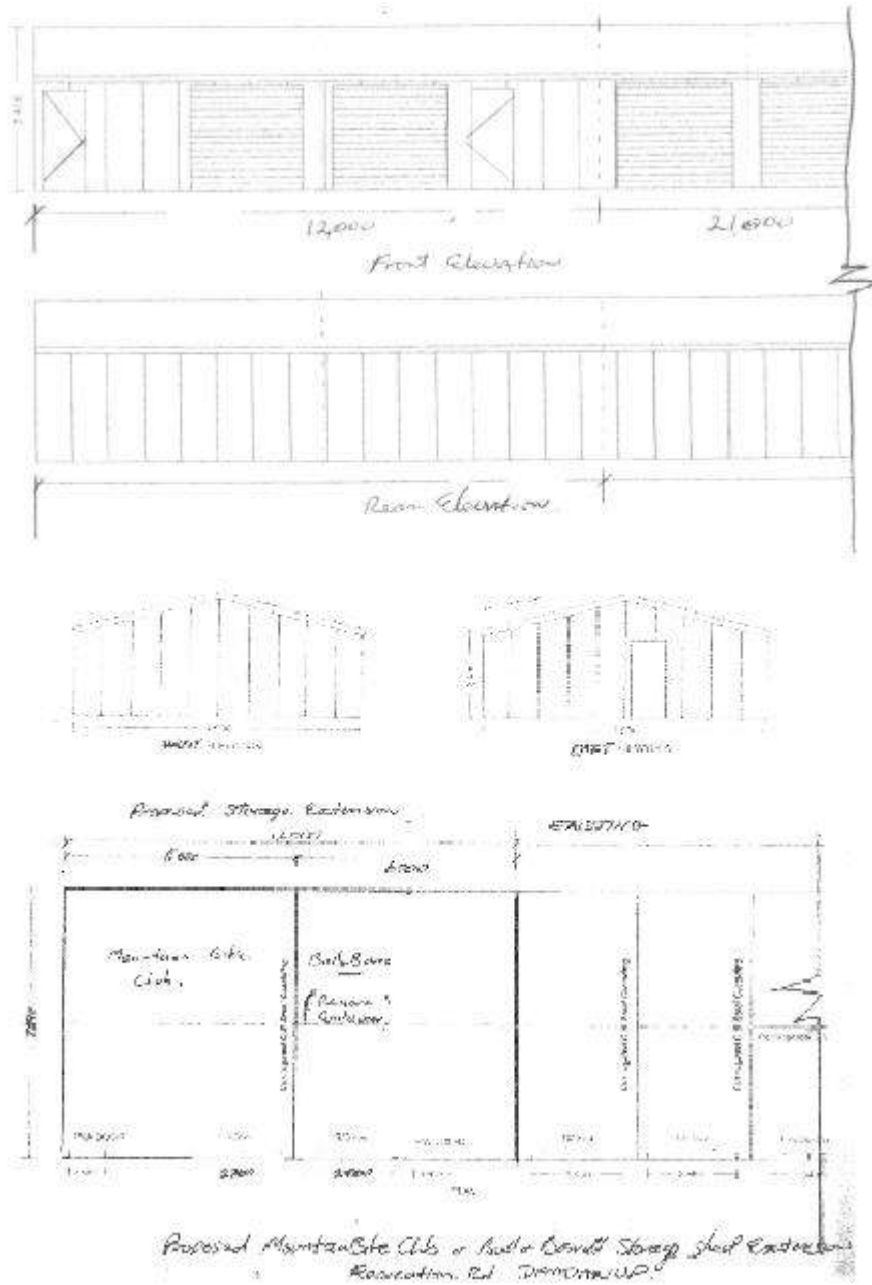
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	(4) trees allow for the shed extension.							



Location of proposed shed to the western end of existing storage shed



4 trees that will need to be removed prior to works being undertaken



Sketch by DSCC of proposed shed

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Costing for Installation of Audio Recording Equipment

RISK THEME PROFILE:

4 - Document Management Processes

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A		Not required.	Not required.	Not required.
FINANCIAL IMPACT	Unbudgeted expenditure in the 2021/22 financial year	Insignificant (1)	Possible (3)	Low (1 - 4)	Not required.	Insignificant (1)	Possible (3)	Low (1 - 4)
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A		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.
REPUTATIONAL	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A		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.

Record, live-stream, and post recordings for subsequent viewing

The **Liberty Meeting Recorder** is designed to capture the audio and optionally the video, for city councils, committees, and tribunals. At the same time, the audio / video may be streamed to a standard web server for live re-distribution over the Internet. Recordings may also be saved and posted on a website for future review through standard web browsers. The **Liberty Meeting Recorder** is completely integrated with Microsoft Word and allows the operator to insert cue points into the Word documents. Recording playback is as easy as a click onto an agenda item found inside the Word document.



Get a Clear and Concise Digital Record of the Proceedings

The **Liberty Meeting Recorder** provides a clear and concise digital recording of your meeting. Saving the audio as a digital file means there is no more time wasted fast-forwarding and rewinding through tapes. Instead, you can instantaneously jump to any point in the recording, just by clicking a button. Your notes are already synchronized with the audio playback and creating complete and accurate minutes becomes a quicker, easier job to complete.

Insert Standard Text for Roll Call, Motions, and Votes

The **Liberty Meeting Recorder** includes the ability to save the names of meeting participants and to insert the appropriate text into a Word document for Roll Calls, Motions and Votes. Operators access these features through dialog boxes that insert the appropriate information directly into a Word document.



The Meeting Recorder Word Add-on inserts a number of new icons into the Word Toolbar. These icons allow the operator to control the recording application and insert text for Roll Calls, Motions and Votes, directly in Word.

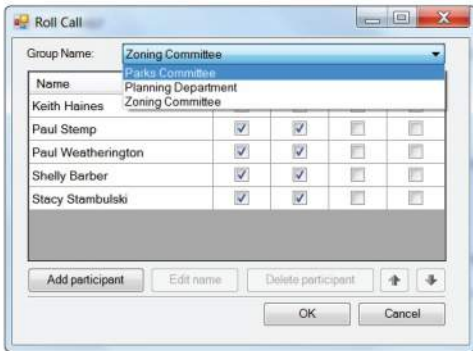
Highlights

- Record the audio and optionally the video of your meeting to the hard-drive of your PC
- Recordings may be posted to your web site as either PDF files or HTML, including the minutes with cue points, and both the audio and video
- Web users may playback recordings with a standard browser that supports HTML5
- Supports real-time streaming in HTML5 format to a standard web server
- Word Toolbar Icons allow you to control recording and playback and establish cue points directly from Word
- Audio / video may be taken directly from feeds going to a cable TV broadcast
- Playback supports optional foot-pedal for Transcription

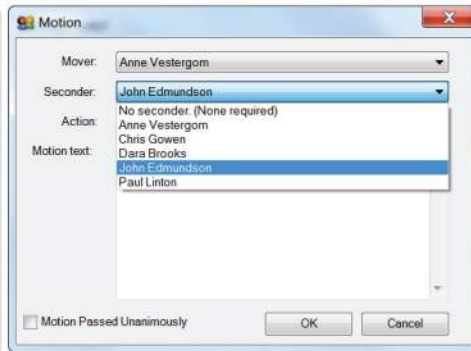
[Appendix ORD: 12.4.5B]

Dialogs for Easy Insertion of Standard Information

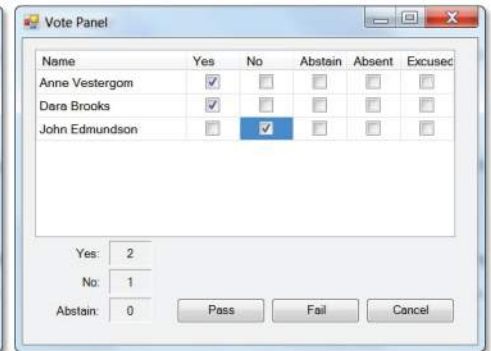
The dialog boxes below illustrate how operators can quickly insert standard text for Roll-calls, Motions and Votes. The names of participants in these activities are saved by the system to eliminate the need to re-type known information.




The dialog box for the Roll Call allows user to select the appropriate committee and its members and indicate their status during any specific meeting.

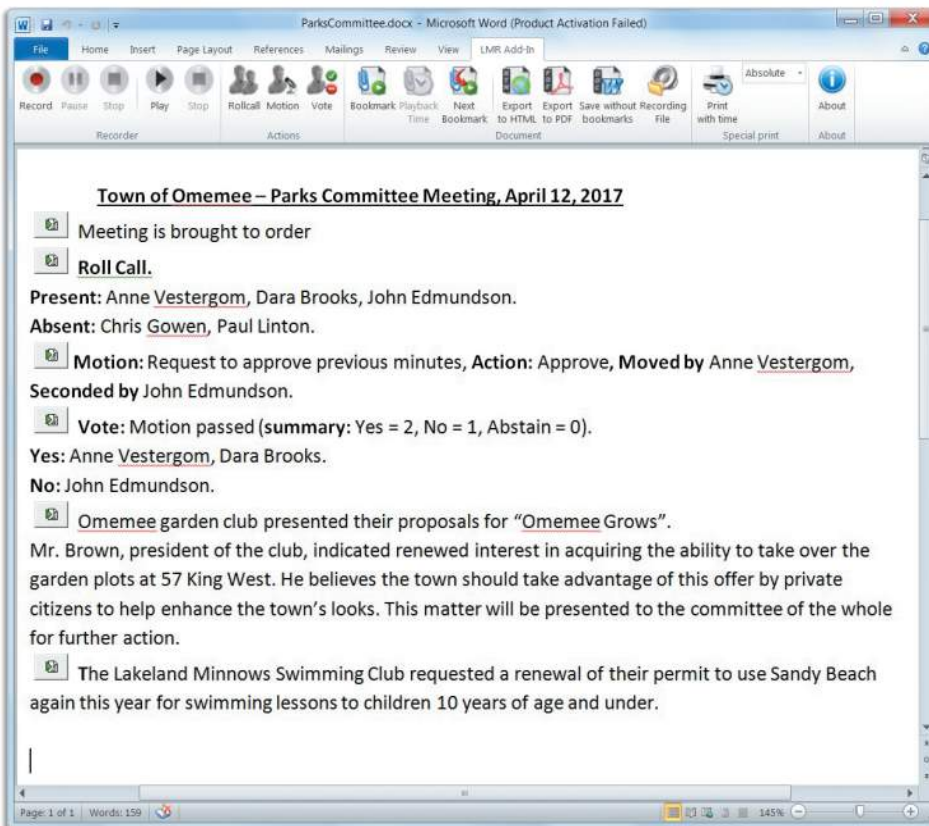


The dialog box for Motions allows the user to select the type of motion, the Mover and person Seconding the motion and it allows for the insertion of additional descriptive text.



The Vote dialog quickly tabulates the results of a vote and inserts the appropriate text into the Word document.

As the meeting progresses, notes can be taken and audio cue points may be established. The cue points are indicated in the screen capture below by the  icon. Playback of the recording can be started by merely clicking on any of the cue point icons.



Stream and Post your Recordings to the Web

The Liberty Meeting Recorder allows you to stream your audio/video to the Internet in real-time* and to save the audio/video and minutes of a meeting into pdf and html formats to be posted to a standard website*. When recordings are posted to a website, the public can access relevant portions of the recording by clicking on playback cue points established in the minutes. They will see and hear the playback streamed through the standard Windows Media Player application.

* Requires Microsoft Media Server and appropriate Internet connections.

* PC Requirements

The recording PC must meet the following minimum specifications:

- Intel i3 1.8Ghz or faster, depending upon the number of video channels,
- Microsoft Windows 7 or Windows 10,
- Microsoft Word 2007 or later,
- Available USB ports for audio and video,
- Audio / Video feeds may be taken directly from a standard cable channel broadcast of your meeting or from a PA system or stand-alone microphones.

Requires a more powerful processor for real-time streaming.

Requires Microsoft Media Server for streaming.

Contact your Liberty Recording dealer for further information or contact Liberty Recording at 905-886-7771. You may also visit our web site www.LibertyRecording.com or email us at sales@LibertyRecording.com

Contact your local Dealer:



Redfish Technologies Pty Ltd
LEVEL 29, THE FORREST CENTRE, 221 ST
GEORGES TERRACE, PERTH, WA, 6000
sales@redfishtechnologies.com.au
+61 (0)8 9288 0661

CCS 1000 D Digital Discussion System

Compact yet versatile



BOSCH

Invented for life



Designed for **plug-and-play, ease-of-use,** and **highly productive meetings**

- ▶ Excellent speech intelligibility with built-in Digital Acoustic Feedback Suppression
- ▶ Built-in audio recording on internal memory and/or USB memory stick
- ▶ Native support for automatic HD camera control
- ▶ Advanced configuration and control via built-in web browser
- ▶ “Energy saving mode” for automatic switch-off after two hours of inactivity

Compact yet versatile

Known for world-class conference system solutions, Bosch introduces the compact yet highly versatile CCS 1000 D Discussion System. Designed and developed by Bosch experts in Europe, the system makes it extremely easy to manage meetings and is ideal for small to medium sized meeting areas such as town halls, local business centers and courtrooms. The CCS 1000 D Discussion System is easy to set up, easy to use, and is designed to ensure highly productive meetings.

Excellent speech intelligibility

The system delivers excellent speech intelligibility thanks to advanced digital audio processing and superior microphone and loudspeaker performance. The loudspeaker and the microphone are activated simultaneously to create a more natural face-to-face meeting feel, encouraging participants to more easily take part in the meeting. The system also utilizes built-in Digital Acoustic Feedback Suppression (DAFS) so you can reach higher volumes without causing any ‘howling’ effect. The result? Every word spoken is understood by all participants, and productivity is optimized in every meeting.



The system's extreme ease-of-use makes it ideal for first-time users. No operator, no additional equipment, and no training are required.

[Appendix ORD: 12.4.5C]



The CCS 1000 D Discussion System is ideal for small to medium meeting areas such as town halls, local business centers and courtrooms. Its highly versatile feature set means that chairpersons enjoy effortless meeting control, and participants enjoy free-flowing, highly productive meetings.



Discussion Devices

Exclusive aesthetics – solid reliability

The CCS 1000 D Discussion System is designed in Europe by one of the best product design teams in the industry and is exclusively registered to Bosch. Its eye-catching aesthetics complement any interior - from new, ultra-modern buildings to traditional, centuries-old structures. In addition, thanks to superior materials selection, the Discussion Devices are robust and solid - reflecting the high reliability for which Bosch systems are renowned.



The microphones, specially designed by Bosch, deliver excellent speech intelligibility.

Elegant, highly stable casing with built-in loudspeaker, delivers great acoustical performance.

Clear LED indication informs meeting participants when it is possible to speak (white), when they are in the queue (green), and when their microphone is 'On' (red).



Headphone socket with built-in volume control.

All Discussion Devices are delivered with a single large button for meeting participants. It takes just a few seconds to change it into a two-button chairperson's device. This interchangeability simplifies inventory.

Control Unit



Advanced configuration and meeting control is possible via a tablet and the system's built-in web browser. Also, thanks to the system's native support for automatic camera control, everyone can see who is talking.



Native support for automatic camera control.

Built-in web browser for advanced set-up and meeting control via a tablet.

Language independent touch button control.

Built-in Digital Acoustic Feedback Suppression.

Built-in recording facility for internal and external recording



Compact discussion management

The Control Unit is the heart of the system - powering the Discussion Devices, controlling the cameras, and interfacing with external equipment such as a sound reinforcement or public address systems. Its compact design and stylish touch-button control, makes it look perfect on the tabletop, but it can also easily fit as a rack-mounted device.

Simple control with convenient recording

The front panel on the Control Unit provides all the necessary controls for setting up a meeting, here the Chairperson can select the number of open microphones, choose microphone mode, and set the system volume. The Control Unit can record up to 4,000 hours of discussion on a single USB stick, and its internal memory can also record up to eight hours of discussion, so it is never a problem if the USB stick has been forgotten.

Highly productive meetings

The CCS1000 D Digital Discussion System is an excellent choice for small to medium sized applications, like town halls. The chairperson can guide the discussion, allowing individual delegates to speak or letting several delegates take the microphone simultaneously.

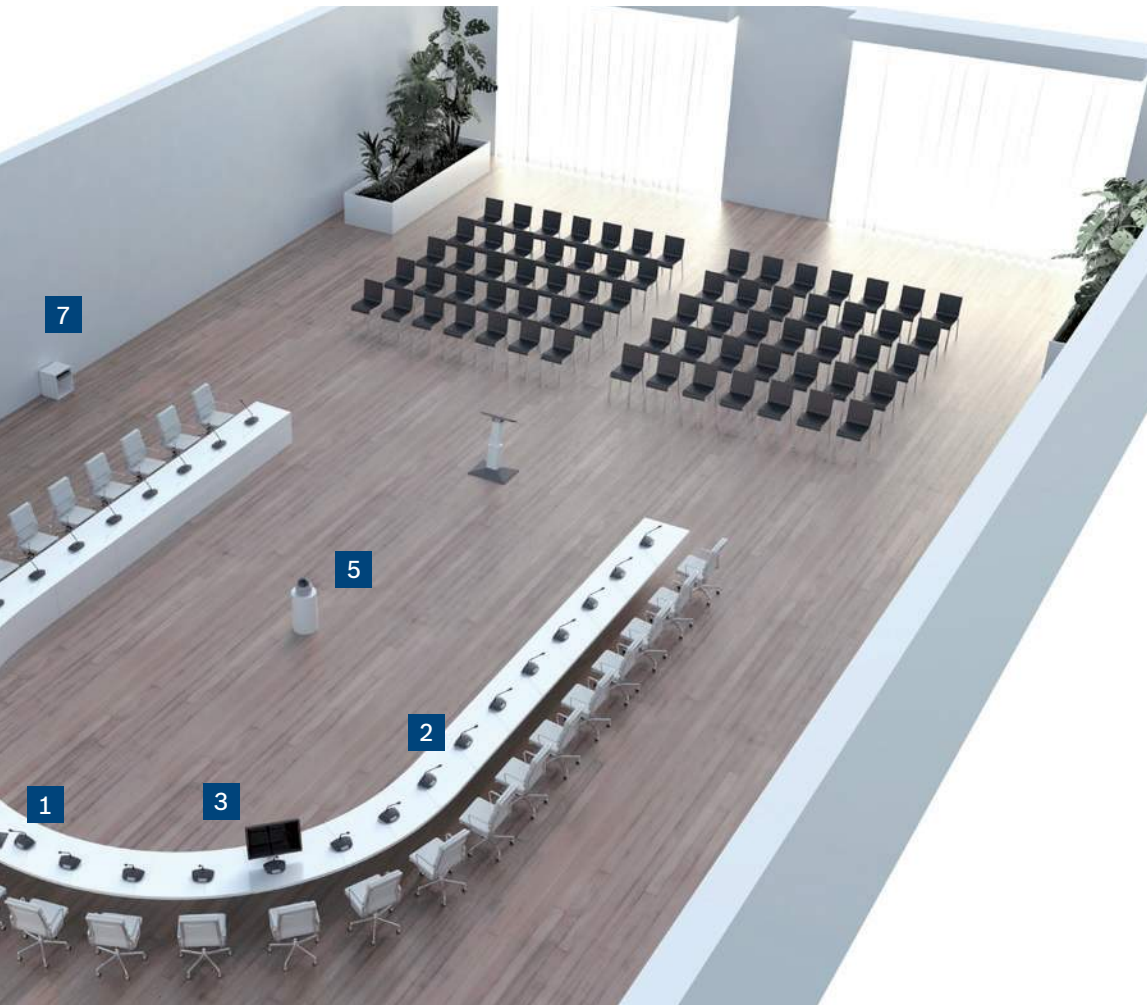
For more advanced control of the meeting the chairperson can use a laptop or tablet which provides him/her with the ability to manage the discussions by remotely activating or deactivating participant microphones and shifting participants from the waiting list to the speaker list.

Live video of active speakers can be shown on a big screen, thanks to the system's native support for automatic camera control. Up to six HD cameras can be easily connected to the system without needing additional software. In addition, the audio of the whole meeting can be recorded conveniently with the built in MP3 recorder, which makes it possible to archive meetings electronically and avoids the need to manually record meeting minutes.



The system is very quick and easy to install. No training or additional equipment is needed: the discussion devices are directly plugged into the control unit via a simple 'daisy chain' cable connection.

[Appendix ORD: 12.4.5C]



1. Chairman Device
2. Delegate Device
3. Monitor
4. Tablet
5. HD Conference Dome
6. XLA 3200 Line Array Loudspeakers
7. Control Unit



For now and in the future

Easy to expand

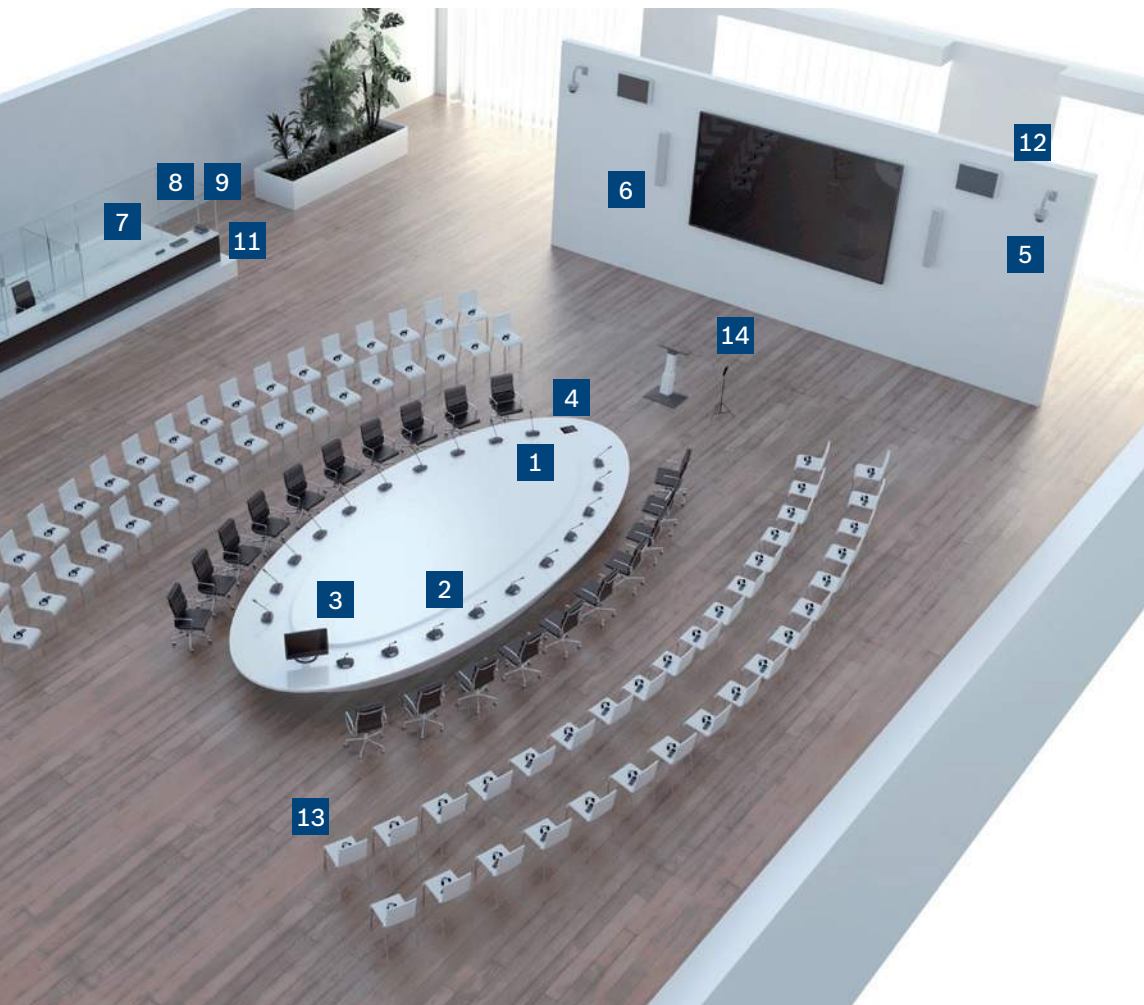
The CCS 1000 D Discussion System can handle a variety of external equipment such as an interpretation system, language distribution, and a public address system. Also an interface for tele- and video-conferencing can be used to connect two remote locations with each other. In addition, the number of Discussion Devices can be easily scaled up or down in minutes - without needing to turn off and restart the system.

Ideal for courtrooms

Courtroom applications often need to record individual audio channels, for example, all of what the defendant says and all of what the lawyer says. That's why the CCS 1000 D Discussion System can have four individual microphones routed to four separate outputs so that these channels can be recorded by an external recorder. Alternatively, the built-in recorder can record the floor plus one individual channel.



[Appendix ORD: 12.4.5C]



1. Chairman Device
2. Delegate Device
3. Monitor
4. Tablet
5. HD Conference Dome
6. XLA 3200 Line Array Loudspeakers
7. Control Unit
8. Video conferencing interface
9. Plena Mixer Amplifier 120 W
10. Six-channel Analog Interpretation Desk
11. Integrus Transmitter
12. Integrus Radiators
13. Integrus Receivers
14. Wireless microphone & Receiver

The CCS 1000 D Discussion System includes a unique 'energy saving mode' that automatically switches the system off after two hours of inactivity. This saves energy, helps minimize operational costs, and prolongs system lifetime.



Successful meetings assured

For many years to come, every meeting will be fluent, decisive, and business-like, thanks to the system's advanced features and long-lasting reliability.



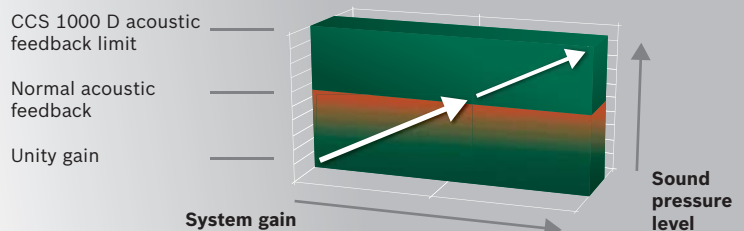
The highly reliable choice

Bosch is world-renowned for the reliability of its systems, regardless of the application size. Hence, the CCS 1000 D Discussion System, with its superior materials and component choices together with extensive quality assurance processes, ensures that users enjoy free-flowing, highly-productive meetings. Dealers and rental companies also benefit from lower call-back costs and higher customer satisfaction.

Only with Bosch

For more than 60 years, Bosch has led the market in conference equipment. So not surprisingly, the CCS 1000 D Discussion System gives you many efficiency-enhancing features which are not available in other systems. For example, the Digital Acoustic Feedback Suppression algorithm is unique to Bosch and is proven by many years of faultless operation in the field. Also exclusive to Bosch is the "Possible-To-Speak" indicator, the internal recording memory, and the simultaneously active loudspeaker and microphone that creates a more natural meeting feel. With Bosch, you get more.

Unique, built-in Digital Acoustic Feedback Suppression balances sound pressure levels and system gain to enable higher volumes without any 'howling' effects.



The all-in-one discussion solution

Discussion Device



- ▶ Enables participants to speak and listen to the proceedings
- ▶ Can be used either as participant or chairperson device
- ▶ Enables chairperson to mute microphones of participants
- ▶ “Possible-To-Speak” indicator
- ▶ “Request-To-Speak” indicator
- ▶ Cable lock facility
- ▶ GSM immune
- ▶ Built-in loudspeaker
- ▶ Microphone: with mic-active LED indicators, flexible stem (either 38 or 48 cm length)
- ▶ Headphone socket with built-in volume control

Control Unit



- ▶ Supplies power to all system elements - up to 80 Discussion Devices per Control Unit
- ▶ Intuitive control of microphone operating mode and loudspeaker volume via front panel capacitive buttons
- ▶ Advanced configuration and control via built-in web browser and tablet
- ▶ Native support for automatic HD camera control
- ▶ Internal recording for up to eight hours
- ▶ External recording via USB up to 128 GB (>4,000 hours)
- ▶ Built-in Digital Acoustic Feedback Suppression (DAFS)
- ▶ Optimized for courtroom usage with four individual microphone outputs
- ▶ Built-in loudspeaker and headphone socket for monitoring the proceedings
- ▶ Energy saving mode for cost minimization and prolonged life-time
- ▶ For tabletop and rack-mounted usage
- ▶ The Control Unit is also available as a basic version without recording and DAFS facilities

Rugged transport case

- ▶ Each case enables transport and storage for Control Unit, six Discussion Devices, cables, and power supply

Accessories

- ▶ Extension cables, installation cables, rack-mounting brackets, cable clamps, cable locks, handheld microphones

A Tradition of Quality and Innovation

For over 125 years, the Bosch name has stood for quality and reliability. Bosch is the global supplier of choice for innovative technology, backed by the highest standards for service and support.



Bosch Security Systems proudly offers a wide range of security, safety, communications and sound solutions that are relied upon every day in applications around the world, from government facilities and public venues to businesses, schools and homes.

Bosch Security Systems

To learn more about the Bosch product offering, please visit www.boschsecurity.com or send an e-mail to emea.securitysystems@bosch.com

Bosch DCN Wireless Discussion System

Anywhere people meet...



BOSCH

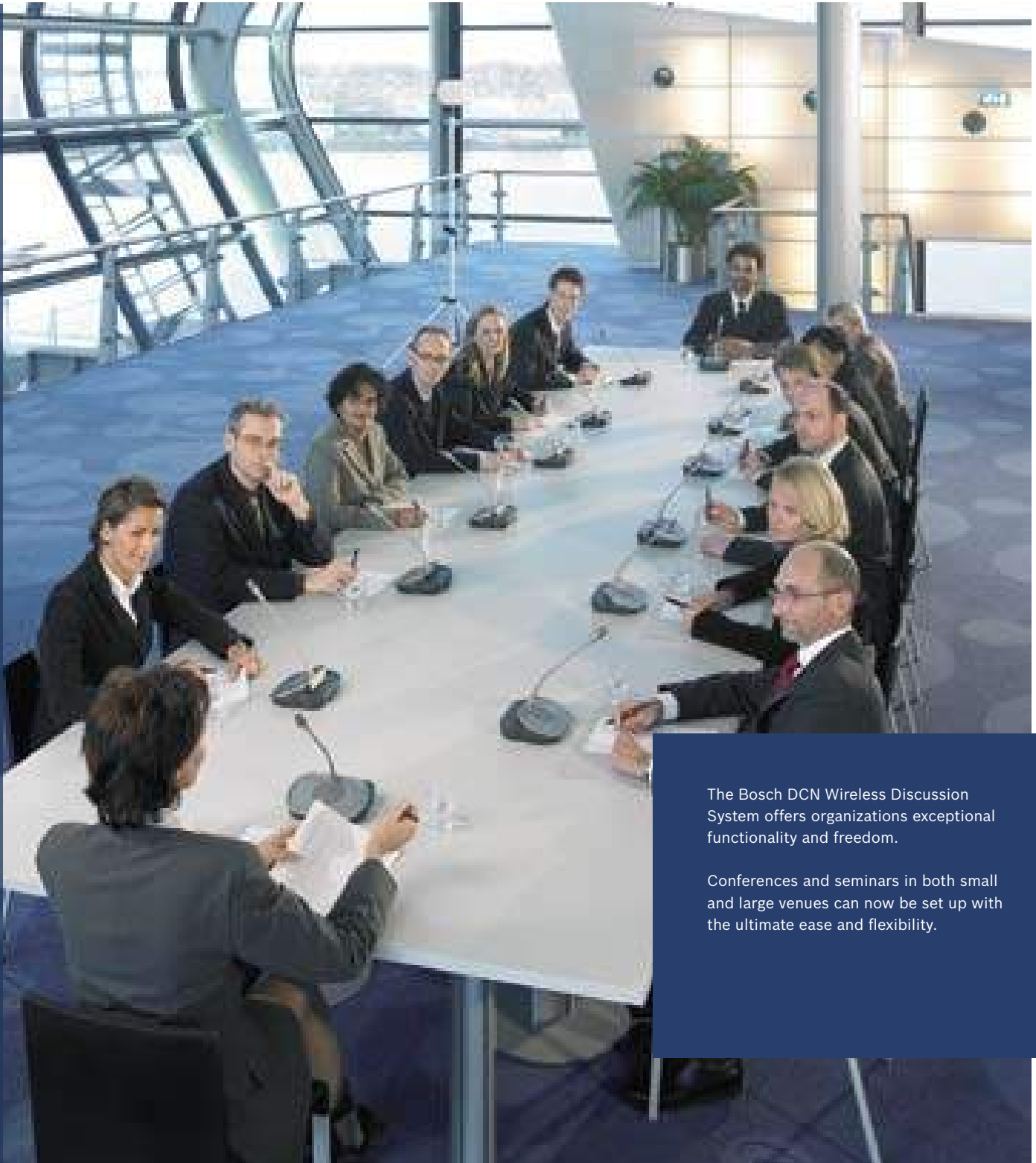
Invented for life



Now ready for interpretation!

Wireless Discussion System

ultimate ease and flexibility



The Bosch DCN Wireless Discussion System offers organizations exceptional functionality and freedom.

Conferences and seminars in both small and large venues can now be set up with the ultimate ease and flexibility.



- ▶ **Digital wireless discussion system**
- ▶ **Leading edge, future-proof solution**
- ▶ **Set up quickly with no impact on location**
- ▶ **Easy to organize conferences anywhere**
- ▶ **Add wireless flexibility to any DCN Next Generation Wired Discussion System**
- ▶ **10-language capacity for interpretation**
- ▶ **Award-winning design**
- ▶ **Stable and secure digital communication**
- ▶ **Immune to mobile phone interference**

Quick set-up

Designed to be the most flexible discussion system available, the Bosch DCN Wireless Discussion System offers the perfect solution for challenging locations such as multi-user venues and historical buildings. For multi-use venues, the wireless system allows owners to service customers better, easily and more effectively. With minimal time required for set-up or break-down, multiple events can take place in sequence, meaning better and more effective use of space.

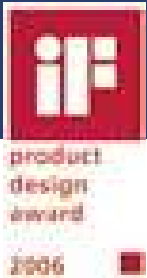
No impact on location

For historical locations, the benefits can be even more pronounced. A discussion system can be installed, rearranged and operated with virtually no impact on the integrity of the historical location. One no longer has to worry about damaging antique materials or ruining the aesthetics of a grand hall. No cables have to be laid or holes drilled. The entire system has been designed to be beautiful and unobtrusive so that all participants can focus on the event at hand.

[Appendix ORD: 12.4.5D]



The system has won praise and admiration: the 2006 iF jury granted the Wireless Access Point a design excellence award.



Beautiful design with the user in mind



Easily adaptable

The DCN Wireless Discussion System has been intelligently designed to be as user friendly as possible, whether the user is a system operator, chairman or participant. Discussion units are comfortable and intuitive to use. The system is built with high-end finishing materials, giving it a timeless and discrete look. The design includes changeable rims (charcoal black, matte or glossy metal and silver), meaning that you can modify each discussion unit to better fit with its environment.

Single access point

The award-winning Wireless Access Point (WAP) provides a consistently strong connection for a range of approximately 30 m (100 ft.). The WAP can be positioned centrally for optimal coverage or easily moved to the most convenient location in the room.

Feeling secure

The system is protected against interference from mobile phones and other equipment making use of WiFi, Bluetooth or microwave signals.

No interruptions

Battery functionality has been designed with simplicity and effectiveness in mind. The system features high capacity and easily removable chargeable battery packs as well as a dynamic overview of battery consumption. To conserve power consumption during longer breaks, each unit is capable of a patent-pending "sleep mode". Conferences need never again be interrupted because of low battery power.



Extensive functionality and technical innovation



This future-proof digital and wireless discussion system accommodates everyone's needs.



Simple yet scalable

Never has a wireless discussion system been so easy to use, yet so powerful. For a simple set-up the system is almost ready to use right out of the box. But for more demanding situations, the range of functionality and additional options is impressive.

DCN Control Software, intuitive and user-friendly

The DCN control software allows an operator a great degree of control over the system. Delegate names can be easily assigned to all wireless discussion units before a meeting. The operator has control over the microphones during the meeting; he can start or stop voting sessions and display and log the voting results.

During the conference, an operator can also monitor the battery status of every individual wireless discussion unit, and check whether or not all the units are receiving the signal properly.

The software is optimized for touch screens and features a multi-lingual graphical user interface (GUI).

Absolutely safe

All signals within the DCN Wireless System are digitally protected against tapping or eavesdropping. The intelligent system even features automatic subscription blocking. Further subscriptions are prevented, even if the operator forgets to close the subscription process.

Functionality

► Discussion:

With superb sound and speech quality of up to 20 KHz, the DCN Wireless Discussion System allows participants to speak and listen with ease.

► Voting:

For interactive situations where polling and voting are important, discussion units with voting capability can be used in the DCN Wireless Discussion System.

► Interpretation:

In a multilingual meeting, participants can follow the discussion in their native language via the channel selectors on the wireless discussion units.

► Automatic camera control:

If desired, the DCN Wireless Discussion System can be set to automatically display an image of the current speaker.

► Flexible system expandability

A highly mobile and flexible solution, the DCN Wireless Discussion System (up to 150 units) can be combined with DCN Next Generation wired units (up to 95 units).* This is an easy and efficient way to add extra capacity to practically any conference facility.

* DCN Discussion Units, DCN Concentus, DCN Interpreters Desks or DCN Flush Mount Units.





- 1) DCN Wireless Discussion System
- 2) DCN Next Generation Wired Discussion System
- 3) Integrated voting facilities
- 4) Software control
- 5) Camera control
- 6) Charging units
- 7) Interpretation

[Appendix ORD: 12.4.5D]

<p>Wireless Discussion Unit</p> 	<ul style="list-style-type: none">▶ Can function as delegate or chairman unit▶ Separate battery pack, easy to change and charge▶ Advanced power saving techniques▶ Immune to electromagnetic interference▶ Auto search for Bosch network▶ Auto switch-off when out of range▶ Built-in channel selector
<p>Wireless Dual Discussion Unit</p> 	<ul style="list-style-type: none">▶ Same functionality as wireless discussion unit▶ Two separate headphone connections with individual volume control▶ Can be used by 1 or 2 delegates
<p>Wireless Discussion Unit with Voting</p> 	<ul style="list-style-type: none">▶ Same functionality as wireless discussion unit▶ Five voting buttons
<p>Wireless Central Control Unit</p> 	<ul style="list-style-type: none">▶ Optical network interface for easy connection▶ Single branch or redundant loop networks▶ Control up to 150 wireless discussion units▶ Additional control for up to 95 Bosch DCN Next Generation wired units▶ Serial ports for PC, camera and touch-screen control
<p>Wireless Access Point</p> 	<ul style="list-style-type: none">▶ Optical network interface for easy connection▶ iF design award winner 2006▶ Mountable on ceiling, wall or floor stand▶ Secure, digitally protected, wireless communication▶ Typical range of 30 m (100 ft.)
<p>Control Software</p> 	<ul style="list-style-type: none">▶ Synoptic room overview for monitoring and controlling microphones▶ Voting control with individual results▶ Real-time voting results displayed in Microsoft PowerPoint®▶ On-screen help in multiple languages
<p>Removable Battery Pack</p> 	<ul style="list-style-type: none">▶ Long service life with no charge degradation▶ Typically 20 hours usage from a full charge▶ Fully recharges in just 3 hours▶ Built-in microprocessor controls charging cycle
<p>Battery Pack Charger</p> 	<ul style="list-style-type: none">▶ Simultaneous charging of up to 5 battery packs▶ Loop-through mains connector

A Tradition of Quality and Innovation

For over 100 years, the Bosch name has stood for quality and reliability. Bosch is the global supplier of choice for innovative technology, backed by the highest standards for service and support.

Bosch Security Systems proudly offers a wide range of security, safety, communications and sound solutions that are relied upon every day in applications around the world, from government facilities and public venues to businesses, schools and homes.



Bosch Security Systems

To learn more about our product offering, please visit www.boschsecurity.com or send an e-mail to emea.securitysystems@bosch.com

© Bosch Security Systems, 2008
Printed in The Netherlands
Modifications reserved
CO-EH-en-01_F01U517285_03

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Equal Employment Opportunity (EEO) Management Plan 2022-2024

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	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	Failure to fulfil requirements of the WA Equal Opportunity Act 1984	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire prides itself on being an EEO & Diversity employer. Failure to have an EEO & Diversity Plan would be significantly detrimental to the Shire's reputation.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

***Equal Employment
Opportunity (EEO)
Management Plan***
2022 - 2024

Table of Contents

LEADERSHIP STATEMENT.....	1
1. EQUAL OPPORTUNITY IN EMPLOYMENT	2
2. DEFINITIONS.....	2
4. WORKPLACE BULLYING	3
5. EQUAL EMPLOYMENT OPPORTUNITY	3
6. COUNCIL’S OBLIGATIONS.....	4
7. RESPONSIBILITIES.....	4
8. APPROACH	5
9. PURPOSE	6
10. WORKFORCE PROFILE AND TARGETS	7
11. OUTCOMES	8
Outcome 1.....	8
Outcome 2.....	9
Outcome 3.....	11
Outcome 4.....	12

LEADERSHIP STATEMENT

It is with pleasure I present to you the Shire of Dardanup EEO & Diversity Plan for 2022-2024.

This EEO & Diversity Plan has been developed in accordance with Part IX of the *Equal Opportunity Act 1984* and is aligned with the Director of Equal Opportunity in Public Employment's EEO and Diversity Outcome Standards Framework.

Workforce diversity is a business imperative and is part of good human resource management practice. An inclusive and accepting workplace has benefits for all employees. A diverse workforce will attract and retain quality employees, which translates into effective business decisions and effective service delivery.

Our EEO & Diversity Plan is the foundation for a working environment free from harassment and discrimination. Through the implementation of this Plan we will strive to build a workforce and supporting organisational culture that reflects the diversity of the greater community. Our Plan is a live document that we will continue to develop and build on for our future success.

I encourage all staff to embrace equity and diversity within the organisation. We value EEO/diversity and aim to ensure that the work environment is free from racial and sexual harassment and that employment practices are not biased or discriminate unlawfully against employees or potential employees. Our employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.

I look forward to ongoing commitment and involvement from all staff in implementing this EEO & Diversity Plan.

Leader's Name:	MR ANDRÉ SCHÖNFELDT Chief Executive Officer		
Leader's signature:		Date::	

1. EQUAL OPPORTUNITY IN EMPLOYMENT

The Local Government aims to provide an environment of fairness and equity in its workplace. Council believes that equal opportunity creates a more harmonious and productive workplace, which not only benefits Council, but also, the wider community.

Council considers it the right of every individual to carry out their job in an environment which promotes job satisfaction, maximises performance and provides economic security. Such an environment is dependent on it being free from all forms of harassment, discrimination and victimisation.

Council operates under the following State and Federal legislation (as amended):

- Local Government Act 1995
- Public Sector Management Act 1994
- WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992

In accordance with the WA Equal Opportunity Act 1984, the Local Government shall develop and maintain an Equal Opportunity Management Plan.

2. DEFINITIONS

Discrimination is treating someone unfairly due to their race, sex, marital status, pregnancy or breast feeding, impairment, religious or political conviction, age, family responsibility, family status, sexual orientation to include gay, lesbian, bisexual and heterosexual or gender reassigned person. These grounds may change as legislation is amended.

Harassment is defined as any unwelcome, offensive comment or action relating to the grounds of discrimination. It is behaviour towards another employee that is offending, humiliating or intimidating. It shall not be condoned and if necessary, disciplinary action shall be taken.

Any individual who experiences harassment should immediately make it clear to the person(s) concerned that such behaviour is unwelcome. However, if the individual has difficulty in doing this, then assistance should be sought from others to meet with the person(s) concerned.

Workplace Bullying is defined as repeated, unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety.

3. PROCEDURE

It is the responsibility of all staff to ensure that proper standards of conduct as contained in the Local Government's Code of Conduct are upheld in the workplace. Management and staff in supervisory positions shall ensure that the work environment is free from all forms of bullying, harassment and discrimination.

Allegations of discrimination or harassment should be discussed or assistance sought from management, Contact Officers or Human Resources.

In all cases, the utmost care shall be taken to investigate allegations impartially by recognising the rights of all parties. The confidentiality of any allegation shall be maintained by all employees involved in investigating and resolving the issue.

The Local Government will not tolerate victimisation of any party.

If an employee is dissatisfied with the outcome of any conciliation attempt, they may take the matter up with the Equal Opportunity Commission, Fair Work Commission or their Union.

Grievance, Investigation and Resolution Procedures can be found in the Shire of Dardanup Administrative policy manual.

4. WORKPLACE BULLYING

The Shire of Dardanup considers workplace bullying unacceptable and will not tolerate it under any circumstances.

Workplace bullying is defined as repeated, unreasonable or inappropriate behaviour directed towards a worker, or group of workers, that creates a risk to health and safety. Workplace bullying may cause the loss of trained and talented employees, reduced productivity and morale and create legal risks.

Shire of Dardanup believes all employees should be able to work in an environment free of bullying. Directors, managers and supervisors must ensure employees are not bullied. Shire of Dardanup has grievance and investigation procedures to deal with workplace bullying. Any formal complaints of workplace bullying will be treated seriously and investigated promptly, confidentially and impartially.

Shire of Dardanup encourages all employees to report workplace bullying in accordance with the Commission for Occupational Safety & Health Guidelines. Directors, managers and supervisors must ensure employees who make complaints, or witnesses, are not victimised.

Disciplinary action will be taken against anyone who bullies a co-employee. Discipline may involve a warning, transfer, counselling, demotion or dismissal, depending on the circumstances.

5. EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the Local Government Act 1995 (as amended) the Council shall recruit in accordance with the principles of merit and equity and shall ensure that discrimination does not occur. Promotion opportunities with the Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such promotion.

All employment training with the Council shall be directed towards providing equal opportunity to all employees provided their relevant experience, skills and ability meet the minimum requirements for such training.

The equal employment opportunity goals of the Council shall be designed to provide an enjoyable, challenging, involving, harmonious work environment for all employees where each has the opportunity to progress to the extent of their ability.

6. COUNCIL'S OBLIGATIONS

The Local Government has a legal obligation to make sure that the Council is free from discrimination and harassment. The following laws state this requirement:

- WA Equal Opportunity Act 1984
- The Racial Discrimination Act (Cth) 1976
- The Sex Discrimination Act (Cth) 1984
- The Human Rights and Equal Opportunity Commission Act (Cth) 1987
- The Disability Discrimination Act (Cth) 1992

Council also has a moral obligation to ensure its staff is not subjected to other forms of harassment or bullying. All employees are expected to treat each other with consideration and respect at all times.

7. RESPONSIBILITIES

The overall responsibility for monitoring the effectiveness, the policy and management plan lies with the Chief Executive Officer, however Council recognises that equal opportunity is the responsibility of everyone in the Council, and as such will ensure that advice on equal opportunity matters is available on an on-going basis to all staff.

The co-ordination of the equal opportunity function within Council is primarily the responsibility of the Grievance Officers as appointed by the Chief Executive Officer.

The **Grievance Officers** are responsible for:

- The maintenance of equal opportunity statistics;
- The distribution and maintenance of the EEO & Diversity Plan;
- Ensuring that the EEO & Diversity Plan is in accordance with legislative requirements;
- The identification, organisation and evaluation of equal opportunity training to meet Council's equal opportunity and diversity goals;
- Ensuring recruitment and selection procedures for Council are not discriminatory; Providing advice and/or assistance to employees who feel they are being discriminated against, bullied or harassed;
- Coordinating investigations for a discrimination, bullying or harassment complaint;
- Recording informal and formal allegations;
- Making and carrying out training recommendations.

Other employees within Council have responsibilities for ensuring the implementation of equal opportunity. These employees include Directors, Managers, Supervisors and individual employees.

Directors are responsible for:

- Promoting the aims and objectives of the equal opportunity policy and objectives;
- that staff of the section (or who they supervise) participate in equal opportunity training;
- Ensuring that Directors, Managers and Supervisors fulfil their responsibilities in regards to equal opportunity;

Managers and Supervisors are responsible for:

- Ensuring that staff of the section (or who they supervise) are acting in a non-discriminatory manner, free of harassment;
- Ensure that all new staff of the section (or who they supervise) attend Council's induction training;
- Ensuring that all new staff of the section (or who they supervise) have equal access to employment and training opportunities subject to individual, section and corporate priorities;

Chief Executive Officer, Directors, Managers and Supervisors are responsible for:

- Ensuring that as soon as they are in receipt of a complaint it is acted upon promptly.

All employees of Council are responsible for:

- Treating all work colleagues equally, in a non-discriminatory manner and with consideration and respect;
- Undertaking equal opportunity training provided by Council;

8. APPROACH

The strategy that Council will implement to achieve the EEO and Diversity Plan includes:

1. Devise policies and procedures to meet the legislative requirements;
2. Communicate those policies and procedures to the staff of council;
3. Collect and record appropriate information;
4. Review human resources practices within the Council (including recruitment techniques, selection criteria and training) with a view to identifying any discriminatory practices.

9. PURPOSE

The purpose of this plan is to create an environment of equal opportunity and diversity to achieve good working relationships.

The Outcomes of this plan are as follows:

1. Council values Equal Employment Opportunity and diversity.
2. Council provides a work environment is free from sexual and racial harassment.
3. Council workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.
4. Council employment programs and practices recognise and include strategies for Equal Employment Opportunity groups to achieve workforce diversity.

Council will maintain a relevant and achievable Equal Employment Opportunity Management Plan through communication, review/amendment and evaluation.

10. WORKFORCE PROFILE

% Representation

DIVERSITY GROUP	2020 ACTUAL (%)	2021 ACTUAL (%)	2022 ACTUAL (%)	2023 ACTUAL (%)	2024 ACTUAL (%)
Women in the Senior Executive Service	0	0.6%			
Women in management – Tier 1	1.3%	1.8%			
Women in management – Tier 2	1.3%	1.2%			
Women in management – Tier 3	4.5%	4.2%			
Women in management – Tier 2 and 3 combined	5.8%	5.4%			
People from culturally diverse backgrounds	22%	25%			
Aboriginal Australians	0.6%	1.2%			
People with disability	0	0			
Youth	4.4%	7.6%			

Distribution (Equity Index)

EQUITY GROUP	2020 ACTUAL	2021 ACTUAL	2022 ACTUAL	2023 ACTUAL	2024 ACTUAL
Women	63%	63%			
People from culturally diverse backgrounds	22%	25%			
Aboriginal Australians	0.6%	1.2%			
People with disability	0	0			

NOTE: The equity index is not calculated for youth as salary range corresponds closely with experience and age.

11. OUTCOMES

Outcome 1 The organisation values EEO and diversity and the work environment is free from racial and sexual harassment.				
Initiative	Task /action	Timeframe	Accountability	Measures of success
Equal Employment Opportunity (EEO) and diversity principles are incorporated into corporate values, business planning processes and human resource workforce plans.		Under review	Executive and Human Resources	Review and adoption of the Plan.
Managers and leaders are aware of their EEO responsibilities.	Equal Opportunity Essentials for Managers – training provided by the WA Equal Opportunity Commission	2019	Managers and Human Resources	Training completed 2019
Performance management criteria for managers and leaders include the ability to attract and retain a diverse workforce and promote an inclusive work culture.	Managers and supervisors are to promote and discuss this Plan at annual performance reviews.	November	Managers and Supervisors	Details recorded with performance reviews.
Induction programs incorporate EEO and diversity principles, including awareness of the EEO management plan.	Induction presentation has been reviewed and updated to include a Workplace Bullying video	2018	Human Resources	Induction program updated 2018.

Outcome 2

Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.

Initiative	Task /action	Timeframe	Accountability	Measures of success
Recruitment and selection practices provide equal opportunity and flexibility for all employees and potential employees.	Advertised vacancies provide contact details of HR and we accept applications in various formats.	Ongoing	Human Resources	Advertised vacancies are placed on Seek, newspapers and on relevant job boards. Applications are accepted in both hard copy and electronic formats.
Training in bias free methods is provided to selection panel members.	HR practitioners provide clear direction to selection panel members	Ongoing	Human Resources	Interview questions are reviewed by HR and amended to remove any bias. HR practitioners are on all selection panels.
Retention and career development practices provide equal opportunity and flexibility for all employees.	Review of study policy provides more options of study delivery	Ongoing	Human Resources	Staff retention increase.
Human resource management policies, procedures and job descriptions are reviewed for both direct and indirect bias and potential barriers.	Introduction of position description classifications using a matrix	Ongoing	Human Resources	HR has introduced a classification matrix to enable a clear and consistent approach.
There is an effective grievance resolution process where people feel able to raise concerns and issues.	Yes	Ongoing	Human Resources	Evidence of complaints being appropriately dealt with.

Outcome 2

Workplaces are free from employment practices that are biased or discriminate unlawfully against employees or potential employees.

Initiative	Task /action	Timeframe	Accountability	Measures of success
Employee terminations are monitored through exit interviews. Outcomes are evaluated to determine emerging patterns.	Yes	Ongoing	Human Resources	Reference to exit interviews to evaluate any EEO and diversity issues raised.

Outcome 3 Employment programs and practices recognise and include strategies for EEO groups to achieve workforce diversity.				
Initiative	Task /action	Timeframe	Accountability	Measures of success
Demographic data is systematically collected to monitor and report on the progress of all diversity groups.	Collected but not monitored	Annual	Human Resources	Data results.
Workforce planning incorporates appropriate strategies to attract and retain employees from diversity groups.	All people are encouraged to apply for all positions.		Human Resources	Increased diversity of applications.
Advertising methods are enhanced to attract diverse applicants.	Adverts for vacancies are pinned up on public notice boards in our facilities.		Human Resources	Increased diversity of applications.

Outcome 4

Maintain a relevant and achievable EEO management plan through communication, review and amendment and evaluation

Initiative	Task /action	Timeframe	Accountability	Measures of success
The Plan and its policies and programs are communicated to all staff.	A report will be provided to Council. When the Plan is adopted HR will communicate the plan and policies using our usual methods.	January 2019	Human Resources	
Equity and diversity events are promoted and celebrated.	accessAbility Day hosted at the Eaton Community Library End of year Function	December 2017 & August 2018		
The Plan is monitored, reviewed and amended to ensure strategies remain relevant to the operations of the organisation.	Introduction of bi annual Diversity & Inclusion Questionnaire	October 2018	Human Resources	
The Plan and its policies and programs are evaluated to determine the effectiveness of the Plan.				

[Appendix ORD: 12.4.7A]

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT:		Bush Fire Brigades Amendment Local Law 2022 - Adoption						
RISK THEME PROFILE:		3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)			4 - Document Management Processes			
RISK ASSESSMENT CONTEXT:		Operational						
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Failing to carry through on the Joint Standing Committee of Delegated Legislation's request for undertakings would be a breach of legislation. Council has a statutory obligation to make laws which are clear and effective.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council would be seen in a negative light if we failed in our legislative requirements.	Minor (2)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.



**Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering;
Deputy Leader of the Government in the Legislative Council**

Our Reference: 62-30143
Your Reference: LLW-R11480032

Mrs Rhianna Scheffner
Acting Manager Governance & HR
Shire of Dardanup
governance@dardanup.wa.gov.au

Dear Mrs Scheffner

Thank you for your correspondence dated 10 February 2022 regarding the Shire of Dardanup's proposed *Bush Fire Brigade Amendment Local Law 2022*.

Your correspondence was forwarded to the Department of Fire and Emergency Services (DFES) for comment on the content of the proposed local law, and I am advised that DFES does not have any comments on the matter.

I thank you for writing to me on this matter and hope this information is of assistance.

Yours sincerely

A handwritten signature in black ink, appearing to be 'S Dawson', written over a large, light-colored circular mark.

Hon Stephen Dawson MLC
MINISTER FOR EMERGENCY SERVICES

08 MAR 2022

[Appendix ORD: 12.4.7C]

From: [Amy Lin](#)
To: [Governance Mailbox](#)
Subject: Bush Fire Brigades Amendment Local Law
Date: Tuesday, 5 April 2022 9:11:54 AM

CAUTION: This email originated from outside the Shire of Dardanup.

Do NOT click links or open attachments unless you recognize the sender and know the content is safe. Do NOT enter any username or passwords and report any suspicious content.

Dear Ms Scheffner,

This email is regarding the Shire's proposed Bushfire Brigades Amendment local law. No major issues were identified but some minor comments are provided below:

Bush Fire Brigades Amendment Local Law 2022

1. Additional minister to be notified – Bush Fires Act

The Department notes that this local law is made under the *Bush Fires Act 1954*, in addition to the *Local Government Act 1995*.

The Shire should ensure that it has sent a draft of the local law to the Minister for Emergency Services. If the Minister has not received a copy, the local law's validity may be affected.

2. Minor comments

The following minor edits are suggested:

- **Clause 6:**
 - Change the title to read "Schedule 1 amended"
 - At the beginning of the clause insert "Schedule 1"
- The Department is aware that these amendments arose from a committee undertaking. The Shire should ensure that the amendments are worded in the way sought by the Committee. If there is any doubt as to what the Committee requires, this should be confirmed with Committee staff.

Minister's Directions – pursuant to s 3.12(7) of the Local Government Act 1995

Please note: once the Shire has published a local law in the Government Gazette, the Shire must comply with the requirements of the Minister's Local Laws Explanatory Memoranda Directions 2010. The Shire must, within 10 working days of the Gazettal publication date, forward the signed Explanatory Memoranda material to the Committee at the current address:

Committee Clerk
Joint Standing Committee on Delegated Legislation
Legislative Council Committee Office
GPO Box A11
PERTH WA 6837
Email: delleg@parliament.wa.gov.au
Tel: 9222 7404
Fax: 9222 7805

A copy of the Minister's Directions and Explanatory Memoranda forms can be downloaded from the Department of Local Government, Sport and Cultural Industries website at

[Appendix ORD: 12.4.7C]

www.dlgsc.wa.gov.au. Failure to comply with the Directions may render the local law inoperable.

Please note that my comments:

- have been provided to assist the Shire with drafting matters in relation to the local law;
- do not constitute legal advice;
- have been provided in good faith for the Shire's consideration; and
- should not be taken as an approval of content.

The Shire should ensure that a detailed editorial analysis of the proposed local law has been undertaken and that the content of the local law is in accordance with the Shire's policies and objectives.

Amy Lin

Legislation and Statutory Approvals Officer

Department of Local Government, Sport and Cultural Industries

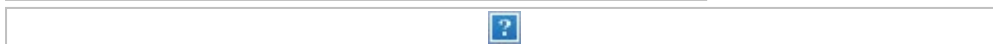
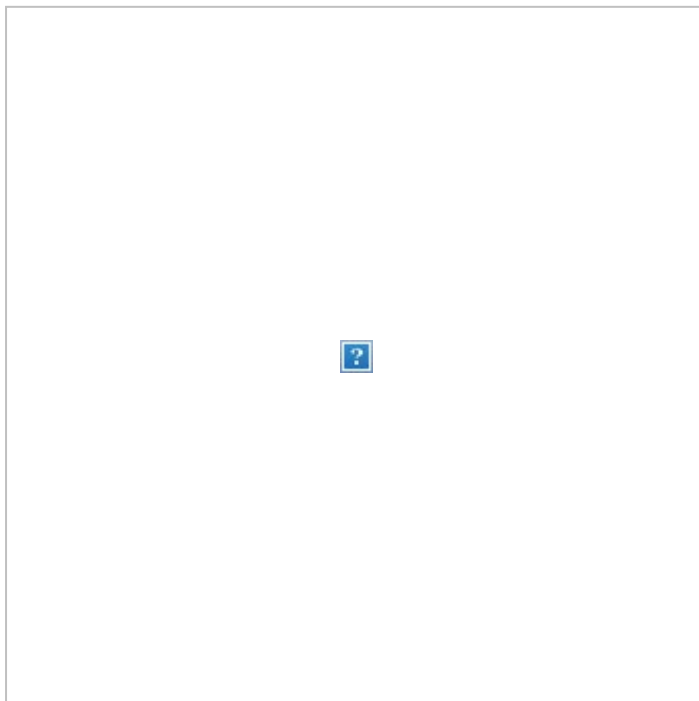
140 William Street, Perth WA 6000

PO Box 8349, Perth Business Centre WA 6849

Telephone: (08) 6552 1762

Email: amy.lin@dlgsc.wa.gov.au

Web: www.dlgsc.wa.gov.au



BUSH FIRES ACT 1954 LOCAL GOVERNMENT ACT 1995

SHIRE OF DARDANUP

BUSH FIRE BRIGADES AMENDMENT LOCAL LAW 2022

Under the powers conferred by the *Bush Fires Act 1954* the *Local Government Act 1995* and under all other powers enabling it, the Council of the *Shire of Dardanup* resolved on 27 April 2022 to make the following local law.

1. Citation

This local law may be cited as the *Shire of Dardanup Bush Fire Brigades Amendment Local Law 2022*.

2. Commencement

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

3. Principal Local Law

This local law amends the *Shire of Dardanup Bush Fire Brigades Local Law 2021* as published in the *Government Gazette* on 12 May 2021.

4. Clause 1.5 amended

In clause 1.5 replace the word ‘come’ with the word ‘comes’.

5. Clause 4.5 amended

Clause 4.5 is amended as follows –

- (a) In subclause (1), after “appoint a person” insert “who has achieved 15 years’ active service to a brigade within the Shire of Dardanup”;
- (b) Subclause (2) is deleted and the remaining subclauses are renumbered accordingly; and
- (c) In subclause (3) after “(DFES)” insert “are”.

6. Schedule 1 amended

Schedule 1 Clause 8.1(2) be properly aligned by justifying.

Dated *27 April 2022*

The Common Seal of the)
Shire of Dardanup was)
affixed by authority of)
a resolution of the Council)
in the presence of)

CR. MICHAEL T BENNETT
President

MR ANDRIES S SCHÖNFELDT
Chief Executive Officer

RISK ASSESSMENT TOOL**OVERALL RISK EVENT:** Monthly Statement of Financial Activity for the Period Ended on the 31st of March 2022**RISK THEME PROFILE:**

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.



Monthly Financial Report

For the Period

1 July 2021 to 31 March 2022

TABLE OF CONTENTS

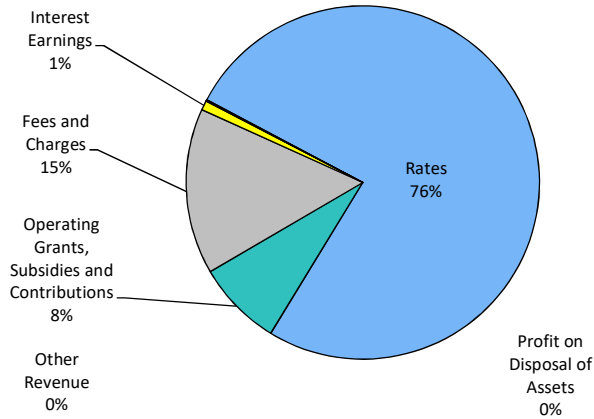
	Page
Information Summary Graphs	2
Statement of Financial Activity by Program	3
Net Current Assets	5
Statement of Comprehensive Income by Nature and Type	6
Note 1 Statement of Objectives, Programs and Activities	7
Note 2 Explanation of Material Variances in the Statement of Financial Activity	8
Note 3 Trust Fund	12
Note 4 Reserve Accounts	13
Note 5 Municipal Liabilities	13
Note 6 Statement of Investments	14
Note 7 Accounts Receivable - Rates and Sundry Debtors	16
Note 8 Salaries and Wages	16
Note 9 Rating Information	17
Note 10 Information on Borrowings	18
Note 11 Budget Amendments	19



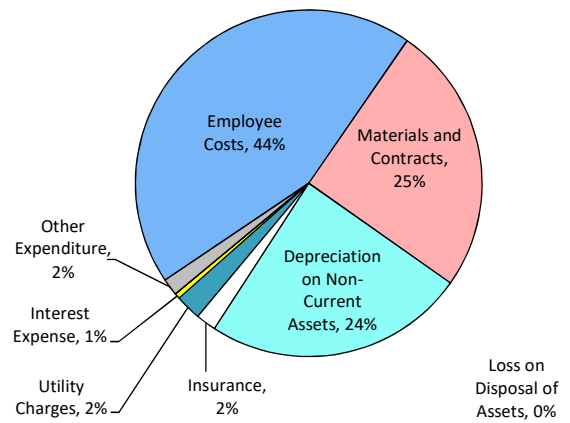
Monthly Financial Report
For the Period Ended 31 March 2022

SUMMARY GRAPHS

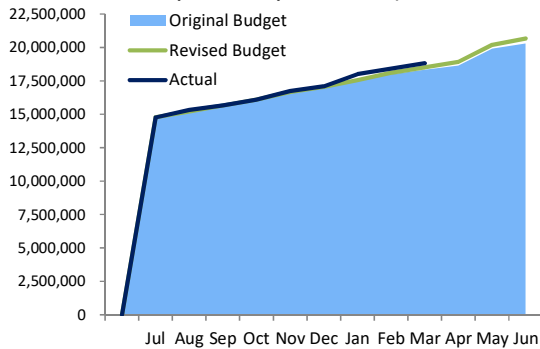
OPERATING REVENUE - ACTUAL YTD



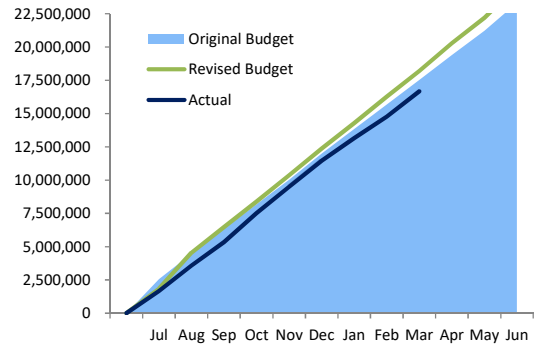
OPERATING EXPENSES - ACTUAL YTD



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



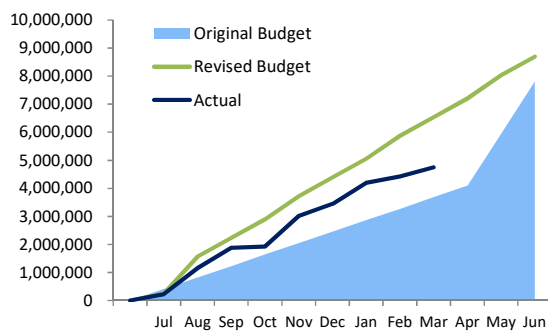
Total Operating Expenses - Budget - v - Actual



CAPITAL REVENUE

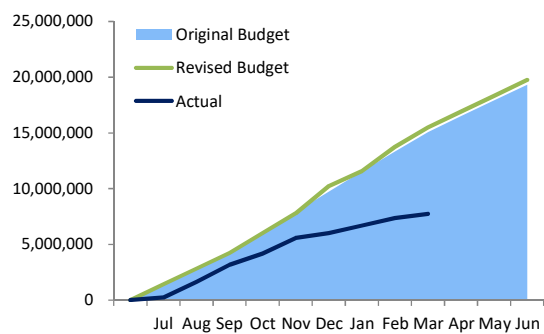
Non-operating grants, subsidies and contributions

Capital Revenue - Budget - v - Actual



CAPITAL EXPENSES

Capital Expenses - Budget - v - Actual



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

(Appendix ORD: 12.4.8B)



Statement of Financial Activity by Program For the Period Ended 31 March 2022 (Covering 9 months or 75% of the year)

Sch	2021/22	2021/22	2021/22	2021/22	Variance Y-T-D	Variance Y-T-D	2021/22	2020/21	
	Adopted Budget \$	Revised Budget \$	Y-T-D Revised Budget \$	Y-T-D Actual \$	Actual to Revised Budget \$	Actual to Revised Budget %	Forecast \$	Last Year Actual \$	
OPERATING ACTIVITIES									
Revenue									
Governance	4	800	800	585	2,827	2,242	383.3%	800	23,979
General Purpose Funding	3	15,793,559	15,793,559	14,796,881	14,783,647	(13,234)	(0.1%)	15,781,199	15,328,126
Law, Order, Public Safety	5	513,681	859,526	607,429	353,231	(254,198)	(41.8%) ▼	693,487	647,418
Health	7	16,650	16,650	12,483	22,714	10,231	82.0%	23,550	5,489
Education and Welfare	8	6,000	11,000	9,500	1,700	(7,800)	(82.1%)	7,550	10,017
Community Amenities	10	1,770,752	1,770,752	1,660,580	1,710,573	49,993	3.0%	1,905,005	1,592,566
Recreation and Culture	11	1,687,284	1,853,443	1,443,306	1,436,065	(7,241)	(0.5%)	1,924,282	1,633,968
Transport	12	157,524	157,524	149,245	181,741	32,496	21.8% ▲	177,767	153,523
Economic Services	13	189,980	189,980	142,696	139,659	(3,037)	(2.1%)	158,730	158,933
Other Property and Services	14	3,815,130	3,815,130	2,861,316	185,267	(2,676,049)	(93.5%) ▼	3,883,630	270,536
Total Operating Revenue		23,951,359	24,468,364	21,684,021	18,817,425	(2,866,596)	(13.2%)	24,556,000	19,824,555
Operating Expenses									
Governance	4	(1,272,496)	(1,377,185)	(987,689)	(913,277)	74,413	7.5% ▲	(1,365,542)	(1,084,776)
General Purpose Funding	3	(530,474)	(530,474)	(264,319)	(240,274)	24,045	9.1%	(540,474)	(367,084)
Law, Order, Public Safety	5	(1,666,216)	(2,046,461)	(1,537,723)	(1,200,401)	337,322	21.9% ▲	(1,879,561)	(1,736,734)
Health	7	(552,143)	(552,143)	(419,054)	(388,506)	30,548	7.3% ▲	(548,090)	(508,635)
Education and Welfare	8	(878,754)	(913,754)	(697,907)	(615,825)	82,082	11.8% ▲	(893,121)	(831,897)
Community Amenities	10	(3,385,649)	(3,645,363)	(2,493,784)	(2,170,539)	323,245	13.0% ▲	(3,413,967)	(2,805,205)
Recreation & Culture	11	(8,026,956)	(8,178,109)	(6,135,871)	(5,753,721)	382,150	6.2% ▲	(8,317,313)	(8,085,668)
Transport	12	(6,443,340)	(6,600,239)	(4,831,010)	(4,726,277)	104,733	2.2%	(6,587,487)	(6,352,869)
Economic Services	13	(563,127)	(564,127)	(431,327)	(386,990)	44,337	10.3% ▲	(539,834)	(481,257)
Other Property and Services	14	(408,728)	(438,728)	(403,538)	(263,209)	140,329	34.8% ▲	(273,271)	(710,322)
Total Operating Expenditure		(23,727,883)	(24,846,583)	(18,202,222)	(16,659,019)	1,543,203	8.5%	(24,358,660)	(22,964,447)
Net Operating Activities		223,477	(378,219)	3,481,799	2,158,406	(1,323,393)	38.0%	197,340	(3,139,892)

(continued next page)

(Appendix ORD: 12.4.8B)



Statement of Financial Activity by Program For the Period Ended 31 March 2022 (Covering 9 months or 75% of the year)

	2021/22 Adopted Budget \$	2021/22 Revised Budget \$	2021/22 Y-T-D Revised Budget \$	2021/22 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2021/22 Forecast \$	2020/21 Last Year 0 Actual \$
Net Operating Activities (from previous page)	223,477	(378,219)	3,481,799	2,158,406	(1,323,393)	(38.0%)	197,340	(3,139,892)
ADJUSTMENTS OF NON CASH ITEMS								
(Profit)/Loss on Asset Disposals	(3,637,796)	(3,637,796)	(2,728,350)	(10,925)	2,717,425	99.6% ▲	(3,637,796)	1,303,513
Accruals	0	0	0	(112,000)	(112,000)	100.0% ▼	32,234	(47,412)
Fair value adjustment to financial assets	0	0	0	0	0	0.0%	0	(2,586)
Movement in contract liabilities associated with restricted cash	(3,053,776)	(3,053,776)	(1,539,438)	(1,395,568)	143,870	9.3% ▲	(3,385,250)	(2,109,196)
Contra Repayment of Prefunded Infrastructure	0	0	0	0	0	0.0%	0	0
Depreciation on Assets	5,635,083	5,635,083	4,226,247	4,065,367	(160,880)	(3.8%)	5,635,083	5,270,048
Adjusted Net Operating Activities	A (833,012)	(1,434,708)	3,440,258	4,705,281	1,265,022	36.8%	(1,158,388)	1,274,475
INVESTING ACTIVITIES								
Revenue								
Non-operating grants, subsidies & contributions	7,805,595	8,190,106	5,967,287	4,747,716	(1,219,571)	(20.4%) ▼	7,863,701	5,269,566
Proceeds from Disposal of Assets	5,170,384	5,204,784	3,877,776	121,433	(3,756,343)	(96.9%) ▼	5,252,687	229,045
Total Capital Revenue	12,975,979	13,394,890	9,845,063	4,869,148	(4,975,915)	(50.5%)	13,116,388	5,498,611
Expenditure								
Land & Buildings	(11,269,366)	(11,380,366)	(8,535,168)	(4,481,657)	4,053,511	47.5% ▲	(7,683,560)	(2,077,708)
Infrastructure Assets - Road / Bridges / Paths	(5,843,154)	(5,932,953)	(4,879,478)	(1,881,878)	2,997,600	61.4% ▲	(5,723,848)	(3,989,623)
Infrastructure Assets - Parks & Gardens	(1,041,348)	(1,390,912)	(949,401)	(515,615)	433,786	45.7% ▲	(1,361,172)	(363,538)
Vehicles	(600,054)	(835,437)	(626,571)	(427,317)	199,254	31.8% ▲	(947,581)	(531,430)
Plant & Equipment	(499,000)	(499,000)	(374,247)	(398,755)	(24,508)	(6.5%)	(399,000)	0
Furniture & Fittings	(90,315)	(95,315)	(72,716)	(43,483)	29,233	40.2% ▲	(74,747)	(24,754)
Total Capital Expenditure	(19,343,237)	(20,133,983)	(15,437,581)	(7,748,705)	7,688,876	49.8%	(16,189,907)	(6,987,053)
Net Capital Activities	B (6,367,258)	(6,739,093)	(5,592,518)	(2,879,556)	2,712,962	48.5%	(3,073,520)	(1,488,442)
FINANCING ACTIVITIES								
Revenue								
Proceeds from New Loans	320,000	320,000	320,000	320,000	0	0.0%	320,000	750,000
Transfers from Reserves	17,937,355	19,089,369	4,474,919	4,861,529	386,610	8.6% ▲	15,303,573	7,607,708
Total Financing Revenue	18,257,355	19,409,369	4,794,919	5,181,529	386,610	(8.1%)	15,623,573	8,357,708
Expenditure								
Repayment of Loans	(349,517)	(349,517)	(284,504)	(285,816)	(1,312)	(0.5%)	(349,517)	(250,116)
Principal element of finance lease payments	(334,246)	(334,246)	(250,659)	(176,558)	74,101	29.6% ▲	(349,995)	(165,751)
Transfers to Reserves	(10,526,326)	(11,356,326)	(830,000)	(1,618,255)	(788,255)	(95.0%) ▼	(11,519,678)	(7,241,183)
Total Financing Expenditure	(11,210,089)	(12,040,089)	(1,365,163)	(2,080,629)	(715,466)	(52.4%)	(12,219,190)	(7,657,050)
Net Financing Activities	C 7,047,266	7,369,280	3,429,756	3,100,900	(328,856)	9.6%	3,404,383	700,658
FUNDING SOURCES								
Surplus/(Deficit) July 1 B/Fwd	D 169,557	961,190	961,190	961,190	0	0.0%	961,190	474,501
CLOSING FUNDS (A+B+C+D)	16,552	156,668	2,238,686	5,887,815	3,649,129	(163.0%)	133,666	961,193

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.

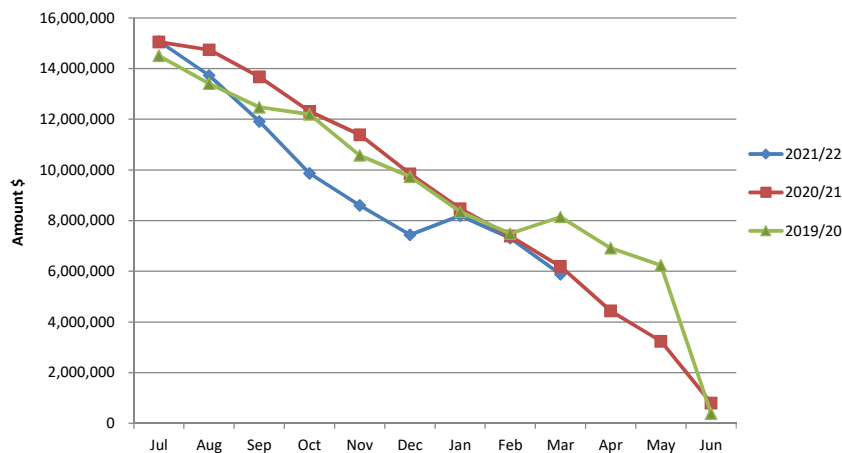
This statement to be read in conjunction with the accompanying Financial Statements and Notes



**Statement of Financial Activity by Program
For the Period Ended 31 March 2022
NET CURRENT ASSETS**

Note	Year to Date Actual 31-Mar-2022 \$	Same Time Last Year Actual 31-Mar-2021	Last Year Closing 30-Jun-2021 \$
Represented By:			
CURRENT ASSETS			
Cash and Cash Equivalents	25,692,543	29,365,656	27,043,224
Rates Debtors Outstanding	937,785	817,992	309,045
Pensioner Rates Rebate	166,035	177,412	46,375
Sundry Debtors	138,045	69,635	170,111
Accrued Revenue	34,169	63,098	119,951
Prepaid Expenses	0	0	40,180
Goods & Services Tax / BAS Refund	240,262	182,261	351,138
Other Receivables	(125)	0	0
Inventories - Materials	6,318	11,917	6,318
Inventories- Trading Stock - Recreation Centre	5,842	7,310	5,842
Current Assets	27,220,875	30,695,280	28,092,185
LESS CURRENT LIABILITIES			
Payables:			
Sundry Creditors	0	(310,565)	(1,798,946)
Goods & Services Tax / BAS Payable	0	0	0
Other Payables	(87,708)	(78,355)	(24,697)
Municipal Bonded Liabilities	(561,120)	(782,836)	(675,602)
Contract Liabilities	(1,240,512)	(4,598,895)	(2,639,655)
Prepaid Revenue - Rates / PPL	(575,118)	(489,588)	(782,454)
Accrued Interest on Debentures	(30,331)	(33,404)	(30,331)
Accrued Salaries & Wages	0	0	(141,811)
Other Accrued Expenses	0	0	(117,261)
Borrowings - Debentures	(12,911)	(12,135)	(333,977)
Provisions:			
Staff Leave Provisions	(1,448,277)	(1,437,008)	(1,693,713)
Current Liabilities	(3,955,977)	(7,742,787)	(8,238,447)
Net Current Assets	23,264,898	22,952,493	19,853,738
Less: Restricted Assets / Reserve Funds	(18,595,616)	(21,621,395)	(21,838,890)
Add: Current - Borrowings	12,911	12,135	333,977
Add: Current - Contract Liabilities held in Reserve accounts	1,038,181	4,862,895	2,444,924
Add: Current - Contract Liabilities - Leases	167,441		167,441
CLOSING FUNDS / NET CURRENT ASSETS (per previous page)	5,887,815	6,206,128	961,190

Liquidity Over The Year



(Appendix ORD: 12.4.8B)



Statement of Comprehensive Income by Nature or Type For the Period Ended 31 March 2022 (Covering 9 months or 75% of the year)

	2021/22 Adopted Budget \$	2021/22 Revised Budget \$	2021/22 Y-T-D Revised Budget \$	2021/22 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2021/22 Forecast \$	2020/21 Last Year 0 Actual \$
Revenue								
Rates	14,311,406	14,286,379	14,289,252	14,300,763	11,511	(0.1%)	14,301,239	13,812,484
Grants, Subsidies & Contributions	2,656,447	3,079,945	1,711,408	1,478,498	(232,910)	13.6%	3,122,689	2,507,208
Fees and Charges	3,110,375	3,134,375	2,700,956	2,858,605	157,649	(5.8%)	3,181,506	3,237,538
Interest Earnings	196,149	196,149	172,545	162,025	(10,520)	6.1%	179,050	212,518
Other Revenue	28,653	28,653	21,489	17,534	(3,955)	0.0%	28,653	30,683
	<u>20,303,029</u>	<u>20,725,500</u>	<u>18,895,650</u>	<u>18,817,425</u>	<u>(78,225)</u>	<u>0.4%</u>	<u>20,813,137</u>	<u>19,800,431</u>
Expenses								
Employee Costs	(10,840,096)	(10,900,096)	(8,213,892)	(7,346,134)	867,758	10.6%	(10,522,317)	(10,661,612)
Materials and Contracts	(5,791,984)	(7,209,268)	(4,688,465)	(4,191,781)	496,684	10.6%	(7,116,174)	(4,278,695)
Utility Charges	(563,170)	(563,170)	(422,147)	(398,616)	23,531	5.6%	(563,170)	(589,476)
Depreciation on Non-current Assets	(5,635,083)	(5,635,083)	(4,226,247)	(4,065,367)	160,880	3.8%	(5,635,083)	(5,270,048)
Interest Expense	(123,418)	(123,418)	(106,056)	(86,895)	19,161	18.1%	(123,418)	(106,470)
Insurance	(337,242)	(337,242)	(286,967)	(318,720)	(31,753)	(11.1%)	(324,142)	(310,162)
Other	(426,355)	(461,755)	(318,922)	(262,432)	56,490	17.7%	(457,805)	(420,346)
	<u>(23,717,349)</u>	<u>(25,230,033)</u>	<u>(18,262,696)</u>	<u>(16,669,944)</u>	<u>1,592,752</u>	<u>8.7%</u>	<u>(24,742,110)</u>	<u>(21,636,809)</u>
Operational Surplus / (Deficit)	(3,414,320)	(4,504,533)	632,954	2,147,481	1,514,527	(239.3%)	(3,928,973)	(1,836,378)
Grants & Contributions for the Development of Assets	7,805,595	8,368,984	6,101,441	4,747,716	(1,353,725)	(22.2%)	7,858,226	5,269,566
Profit on Asset Disposals	3,648,330	3,648,330	2,728,350	10,925	(2,717,425)	0.0%	3,648,330	0
Loss on Asset Disposals	(10,534)	(10,534)	0	0	0	0.0%	(10,534)	(1,303,513)
Fair Value Adjustment to Financial Assets	0	0	0	0	0	0.0%	0	0
	<u>11,443,391</u>	<u>12,006,780</u>	<u>8,829,791</u>	<u>4,758,640</u>	<u>(4,071,151)</u>	<u>46.1%</u>	<u>11,496,022</u>	<u>3,966,052</u>
NET RESULT	8,029,071	7,502,247	9,462,745	6,906,122	(2,556,623)	27.0%	7,567,048	2,129,674
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
TOTAL COMPREHENSIVE INCOME	8,029,071	7,502,247	9,462,745	6,906,122	(2,556,623)	27.0%	7,567,048	2,129,674

(Appendix ORD: 12.4.8B)



Notes to the Statement of Financial Activity For the Period Ended 31 March 2022

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 March 2022

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 2021/22 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	2021/22 Y-T-D Revised Budget \$	2021/22 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
OPERATING ACTIVITIES							
Revenue							
Governance	4	585	2,827	2,242	383.3%		
General Purpose Funding	3	14,796,881	14,783,647	(13,234)	(0.1%)		
Law, Order, Public Safety	5	607,429	353,231	(254,198)	(41.8%)	▼ Permanent / Timing	Permanent: Less grant revenue \$127,000 bushfire risk management planning (program discontinued); Timing: \$162,000 less grant revenue recognised for bushfire mitigation; additional revenue \$20,000 ESL supplementary BFB operating grant, \$7,500 abandoned vehicle charges & \$4,000 for EmergencyManagement conference revenue.
Health	7	12,483	22,714	10,231	82.0%		
Education and Welfare	8	9,500	1,700	(7,800)	(82.1%)		
Community Amenities	10	1,660,580	1,710,573	49,993	3.0%		
Recreation and Culture	11	1,443,306	1,436,065	(7,241)	(0.5%)		
Transport	12	149,245	181,741	32,496	21.8%		
Economic Services	13	142,696	139,659	(3,037)	(2.1%)		
Other Property and Services	14	2,861,316	185,267	(2,676,049)	(93.5%)	▼ Timing	\$2,736,000 lower revenue to date for profit on sale of land which will be recognised upon completion of the planned sale of Council land (budget is for even spread of revenue over the year), \$10,000 less in insurance claims reimbursement; additional revenue \$69,000 workers compensation claims & paid parental leave, \$6,000 engineering supervision fees.
Total Operating Revenue		21,684,021	18,817,425	(2,866,596)	(13.2%)		

(continued next page)



Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

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

Operating Expenses							
Governance	4	(987,689)	(913,277)	74,413	7.5%	▲ Timing	Lower costs to date for: Elected members fees allowance and administration \$47,500, Other Governance including receptions, public relations, regional resource sharing \$12,000, consultants \$12,000
General Purpose Funding	3	(264,319)	(240,274)	24,045	9.1%		
Law, Order, Public Safety	5	(1,537,723)	(1,200,401)	337,322	21.9%	▲ Permanent: Timing	Permanent - Lower costs to date for Bushfire Risk Management Planning (program discontinued) \$116,000. Timing: Lower costs to date for fire prevention and mitigation activity 171,000, animal control wages and administration \$47,000.
Health	7	(419,054)	(388,506)	30,548	7.3%	▲ Timing	Lower costs to date for health administration and inspection services \$36,000. Higher costs for mosquito control \$6,000.
Education and Welfare	8	(697,907)	(615,825)	82,082	11.8%	▲ Timing	Lower costs to date for Place and Community administration \$47,000 and community programs & donations \$37,000.
Community Amenities	10	(2,493,784)	(2,170,539)	323,245	13.0%	▲ Timing	Higher costs to date for: household sanitation \$194,000 of which \$101,000 is due to reclassification of cost of FOGO kitchen caddies from asset acquisition be expense, \$57,000 for kerbside bin collections and removal, \$39,000 for tip operations; lower costs for environmental expenses \$24,000, planning consultants \$296,000 (includes Wanju & Waterloo developer contribution plans), Planning salaries and administration \$162,000, land development expenses \$23,000 and public facilities maintenance \$10,000.
Recreation & Culture	11	(6,135,871)	(5,753,721)	382,150	6.2%	▲ Permanent : Timing	Permanent - higher costs for library relocation and building maintenance \$65,000; Timing: - lower costs for Parks & Reserves maintenance and depreciation \$263,000, Eaton Recreation centre administration and depreciation \$96,000, Library programs and administration \$25,000, Community events donations and grants \$64,000.
Transport	12	(4,831,010)	(4,726,277)	104,733	2.2%		
Economic Services	13	(431,327)	(386,990)	44,337	10.3%	▲ Timing	Higher costs for tourism donations \$7,000; lower costs to date for building control \$32,000 and economic development initiatives \$19,000.
Other Property and Services	14	(403,538)	(263,209)	140,329	34.8%	▲ Timing	Lower costs for software purchases \$106,000, general administration costs \$35,000, public works administration and consultants \$33,000, plant operating costs \$55,000, salaries & wages allocated to works but not yet paid \$68,000; Higher costs of contract relief staff \$75,000 (offset by lower salaries & wages costs) and workers compensation and paid parental leave \$69,000 (offset by matching revenue).
Total Operating Expenditure		(18,202,222)	(16,659,019)	1,543,203	(8.5%)		
Net Operating Activities		3,481,799	2,158,406	(1,323,393)	(38.0%)		

(continued next page)



Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

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

	2021/22 Y-T-D Revised Budget \$	2021/22 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
Net Operating Activities (from previous page)	3,481,799	2,158,406	(1,323,393)	(38.0%)		
ADJUSTMENTS OF NON CASH ITEMS						
(Profit)/Loss on Asset Disposals	(2,728,350)	(10,925)	2,717,425	100.0%	▲ Timing	Significant item is profit on the sale of Council land that is due to occur later in the year. Budget is for an even spread over the year.
Accruals	0	(112,000)	(112,000)	100.0%	▼ Timing	Relates to movement in non-current liabilities - employee leave provisions & contract liabilities.
Movement in Contract Liabilities associated with Restricted Cash	(1,539,438)	(1,395,568)	143,870	9.3%	▲ Timing	Movement is the net result of timing of receipt of new contract liability grants that are transferred to the Unspent Grants Reserve and transferred from Reserve account as grant funds are used on project construction. As the capital projects are completed, the variance will diminish.
Depreciation on Assets	4,226,247	4,065,367	(160,880)	(3.8%)		
Adjusted Net Operating Activities	3,440,258	4,705,281	1,265,022	36.8%		
INVESTING ACTIVITIES						
Revenue						
Non-operating grants, subsidies & contributions	5,967,287	4,747,716	(1,219,571)	(20.4%)	▼ Timing	Grant revenue is recognised concurrently with the related project expenditure. Well advanced or completed projects with grant revenue higher than YTD budget include Eaton Bowling Club, Eaton Skate Park, Eaton Drive duplication. Bush Fire Brigade projects are completed and receipt of final grant funding is pending final acquittal reports. Several projects are at a less advanced stage and correspondingly less grant funds recognised include road construction and renewal projects including Ferguson Rd, Eaton Dr/Glenhuon Blvd and Harris Rd.
Proceeds from Disposal of Assets	3,877,776	121,433	(3,756,343)	(96.9%)	▼ Timing	Variance is substantially due to timing of sale of land on Council Drive. Budget is for an even spread over the year. \$15,000 is due to timing of vehicle changeovers.
Total Capital Revenue	9,845,063	4,869,148	(4,975,915)	(50.5%)		
Expenditure						
Land & Buildings	(8,535,168)	(4,481,657)	4,053,511	47.5%	▲ Timing	The budget is for an even spread of expenditure over the year. Costs incurred to date vary among numerous building projects. Those with costs ahead of their Y-T-D budget include Eaton Skate Park & Pump Track and Eaton Bowling Club. Buildings with lower costs to date include bush fire brigade facilities at Dardanup, Waterloo and Wellington Mills, Charlotte Street Toilet, Wells Recreation Park, Eaton Recreation Centre renovations, and new Eaton Administration & Library building.
Infrastructure Assets - Road / Bridges / Paths	(4,879,478)	(1,881,878)	2,997,600	61.4%	▲ Timing	Year-to-date expenditure on roads, bridges and paths renewal and road upgrades is lower than budget for major renewal and upgrade projects including Eaton Drive/Glenhuon Blvd intersection, Harris Road, Pratt Road, Ferguson Road and 3 proposed bridge renewals.
Infrastructure Assets - Parks & Gardens	(949,401)	(515,615)	433,786	45.7%	▲ Timing	Expenditure to date is lower on Parks projects including Dardanup Civic Precinct, Cadell Park renewal & expansion, Eaton foreshore improvements and Lofthouse Park.
Vehicles	(626,571)	(427,317)	199,254	31.8%	▲ Timing	Ferguson Bush Fire Brigade new light tanker not yet delivered.
Plant & Equipment	(374,247)	(398,755)	(24,508)	(6.5%)		
Furniture & Fittings	(72,716)	(43,483)	29,233	40.2%	▲ Timing	Lower costs to date for purchase of Administration Office and Council Chamber furniture items.
Total Capital Expenditure	(15,437,581)	(7,748,705)	7,688,876	(49.8%)		
Net Investing Activities	(5,592,518)	(2,879,556)	2,712,962	(48.5%)		

(continued next page)



Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

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

	2021/22 Y-T-D Revised Budget \$	2021/22 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
FINANCING ACTIVITIES						
Revenue						
Proceeds from New Loans	320,000	320,000	0	0.0%		
Transfers from Reserves	4,474,919	4,861,529	386,610	8.6%	▲ Timing	Budget timing was for all transfers from Reserve accounts to be made at year end, except for transfers for Unspent Grants. Actual year-to-date transfers have been made to coincide with the timing of costs incurred for each specific Reserve funded project.
Total Financing Revenue	4,794,919	5,181,529	386,610	8.1%		
Expenditure						
Repayment of Loans	(284,504)	(285,816)	(1,312)	(0.5%)		
Principal element of finance lease payments	(250,659)	(176,558)	74,101	29.6%	▲ Timing	Lower costs to date for IT equipment leases.
Transfers to Reserves	(830,000)	(1,618,255)	(788,255)	(100.0%)	▼ Timing	The original Budget was for all transfers to Reserves to occur at year end. The year-to-date Actual transfers to date are mostly for received grants that are not yet spent on the related projects.
Total Financing Expenditure	(1,365,163)	(2,080,629)	(715,466)	52.4%		
Net Financing Activities	3,429,756	3,100,900	(328,856)	(9.6%)		
FUNDING SOURCES						
Surplus/(Deficit) July 1 B/Fwd	961,190	961,190	0	0.0%		
CLOSING FUNDS (A+B+C+D)	2,238,686	5,887,815	3,649,129	163.0%		

(Appendix ORD: 12.4.8B)



Notes to the Statement of Financial Activity For the Period Ended 31 March 2022

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	90,188.24	0.00	0.00	(90,188.24)	0.00	0.00
Ross & Deborah Bevan	40,000.00	0.00	0.00	0.00	0.00	40,000.00
Public Open Space	772,623.28	0.00	0.00	(245,089.00)	0.00	527,534.28
Accrued Interest	0.00	0.00	0.00	0.00	0.00	0.00
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	902,811.52	0.00	0.00	(335,277.24)	0.00	567,534.28

4. RESERVES - CASH BACKED

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

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
<i>Council Restricted</i>						
Executive & Compliance Vehicles Reserve	202,279.74	0.00	0.00	0.00	0.00	202,279.74
Plant & Engineering Equipment Reserve	871,486.80	0.00	0.00	0.00	0.00	871,486.80
Eaton Recreation Centre - Equipment Reserve	276,753.48	0.00	0.00	0.00	0.00	276,753.48
Building Maintenance Reserve	1,659,484.10	0.00	0.00	(321,926.00)	0.00	1,337,558.10
Employee Relief Reserve	265,072.67	0.00	0.00	0.00	0.00	265,072.67
Employee Leave Entitlements Reserve	37,705.89	0.00	0.00	0.00	0.00	37,705.89
Refuse Site Environmental Works Reserve	84,079.81	0.00	0.00	0.00	0.00	84,079.81
Information Technology Reserve	667,851.83	0.00	0.00	0.00	0.00	667,851.83
Roadwork Construction & Major Maintenance Reserve	1,133,127.85	0.00	0.00	(102,838.00)	0.00	1,030,289.85
Accrued Salaries Reserve	499,625.69	0.00	0.00	0.00	0.00	499,625.69
Tourism Reserve	11,752.79	0.00	0.00	0.00	0.00	11,752.79
Recycling Education Reserve	39,129.63	0.00	0.00	0.00	0.00	39,129.63
Road Safety Programs Reserve	26,722.94	0.00	0.00	0.00	0.00	26,722.94
Council Land Development Reserve	22,633.78	0.00	0.00	0.00	0.00	22,633.78
Carried Forward Projects Reserve	3,532,648.72	0.00	0.00	(646,938.76)	0.00	2,885,709.96
Election Expenses Reserve	32,037.85	25,000.00	0.00	(45,454.00)	0.00	11,583.85
Town Planning Consultancy Reserve	37,993.08	0.00	0.00	0.00	0.00	37,993.08
Parks & Reserves Upgrades Reserve	608,347.76	0.00	0.00	(24,855.00)	0.00	583,492.76
Strategic Planning Studies Reserve	116,763.87	0.00	0.00	0.00	0.00	116,763.87
Pathways Reserve	308,065.78	0.00	0.00	0.00	0.00	308,065.78
Asset / Rates Revaluation Reserve	284,307.30	0.00	0.00	0.00	0.00	284,307.30
Refuse & Recycling Bin Replacement Reserve	54,805.49	0.00	0.00	0.00	0.00	54,805.49
Sale of Land Reserve	4,579,909.25	0.00	0.00	0.00	0.00	4,579,909.25
Storm Water Reserve	158,311.93	0.00	0.00	0.00	0.00	158,311.93
	15,510,898.03	25,000.00	0.00	(1,142,011.76)	0.00	14,393,886.27
<i>Statute Restricted</i>						
Contribution to Works Reserve	756,143.02	0.00	164,086.30	0.00	0.00	920,229.32
Eaton Drive - Access Construction Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Eaton Drive - Scheme Construction Reserve	11,332.08	0.00	0.00	(11,332.08)	0.00	0.00
Fire Control Reserve	11,569.40	0.00	0.00	0.00	0.00	11,569.40
Collie River (Eaton Drive) Bridge Construction Reserve	1,290,499.74	0.00	0.00	(631,946.05)	0.00	658,553.69
Unspent Grants Reserve	3,161,706.49	1,360,237.50	0.00	(3,076,239.18)	0.00	1,445,704.81
Swimming Pool Inspection Reserve	4,501.19	0.00	0.00	0.00	0.00	4,501.19
Burekup - Public Open Space	72,500.00	0.00	0.00	0.00	0.00	72,500.00
Unspent Specified Area Rate - Bulk Waste Collection Reserve	87,646.82	0.00	0.00	0.00	0.00	87,646.82
Unspent Specified Area Rate - Eaton Landscaping Reserve	140,765.96	0.00	0.00	0.00	0.00	140,765.96
Wanju Developer Contribution Plan Unspent Loan Reserve	750,000.00	0.00	0.00	0.00	0.00	750,000.00
Dardanup Expansion Developer Contribution Plan Reserve	41,327.68	0.00	0.00	0.00	0.00	41,327.68
	6,327,992.38	1,360,237.50	164,086.30	(3,719,517.31)	0.00	4,132,798.87
Interest	0.00	0.00	68,930.73	0.00	0.00	68,930.73
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	21,838,890.41	1,385,237.50	233,017.03	(4,861,529.07)	0.00	18,595,615.87



Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

5. MUNICIPAL LIABILITIES

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

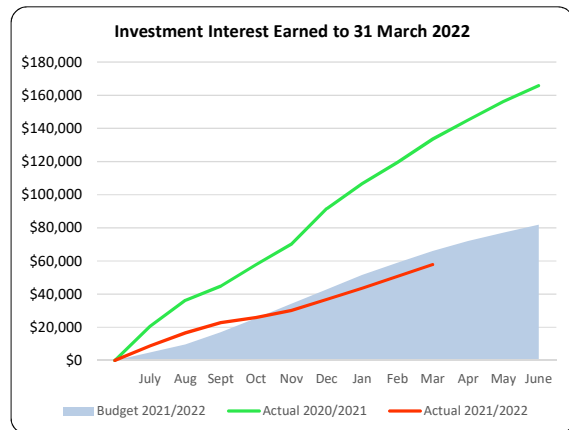
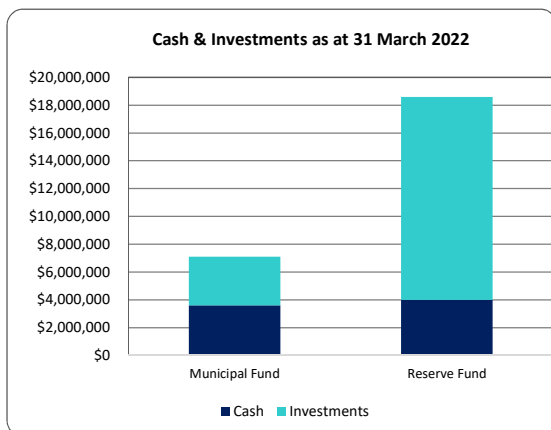
	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Retention Bonds						
Ardross Estate Pty Ltd	0.00	7,397.00	0.00	0.00	0.00	7,397.00
Parkridge Group	86,067.06	17,677.51	0.00	(51,384.53)	0.00	52,360.04
South West Waste	10,777.36	0.00	0.00	(10,777.36)	0.00	0.00
Henty Brooke Estate	9,699.37	0.00	0.00	(9,699.37)	0.00	0.00
D Maher	8,186.85	0.00	0.00	(8,186.85)	0.00	0.00
Clifton Partners	347.34	0.00	0.00	(347.34)	0.00	0.00
Cristopher West Consultants	9,998.04	0.00	0.00	(9,998.04)	0.00	0.00
Burra98 Unit Trust	11,214.04	0.00	0.00	(11,214.04)	0.00	0.00
NTC Pty Ltd	779.33	0.00	0.00	(779.33)	0.00	0.00
Dale Thompson	2,078.72	0.00	0.00	(2,078.72)	0.00	0.00
Barry Garvey	3,540.62	0.00	0.00	(3,540.62)	0.00	0.00
Civil Tech	32,158.31	0.00	0.00	(32,158.31)	0.00	0.00
Westgate Property Group	18,375.50	0.00	0.00	(18,375.50)	0.00	0.00
Cleary Estate	3,132.42	0.00	0.00	(3,132.42)	0.00	0.00
Little Meadow Pty Ltd	15,631.53	0.00	0.00	0.00	0.00	15,631.53
Winterfall Nominees Pty Ltd	4,111.16	36,007.60	0.00	(4,111.16)	0.00	36,007.60
Thomas Fields Pty Ltd	22,763.74	0.00	0.00	(22,763.74)	0.00	0.00
Holland Loop Pty Ltd	19,370.00	0.00	0.00	0.00	0.00	19,370.00
Terrence J Coman	8,384.63	0.00	0.00	0.00	0.00	8,384.63
Garvey Road Pty Ltd	36,393.21	0.00	0.00	(2,870.61)	0.00	33,522.60
Burekup Developments Pty Ltd	7,250.91	16,945.37	0.00	(4,700.36)	0.00	19,495.92
Universal Marina Systems	4,123.29	0.00	0.00	0.00	0.00	4,123.29
Total - Retention Bonds	314,383.43	78,027.48	0.00	(196,118.30)	0.00	196,292.61
Extractive Industry Rehabilitation Bonds						
L G Davidson	1,290.20	0.00	0.00	0.00	0.00	1,290.20
M Denholm	845.24	0.00	0.00	0.00	0.00	845.24
S Catalano	1,340.36	0.00	0.00	0.00	0.00	1,340.36
Bunbury Agricultural Society	2,387.88	0.00	0.00	0.00	0.00	2,387.88
D Busher	1,282.84	0.00	0.00	0.00	0.00	1,282.84
Valli & Co	2,600.14	0.00	0.00	0.00	0.00	2,600.14
Charles Hull Contracting	7,603.41	0.00	0.00	0.00	0.00	7,603.41
J & P Group	135,809.01	0.00	0.00	0.00	0.00	135,809.01
Total - Extractive Industries Bonds	153,159.08	0.00	0.00	0.00	0.00	153,159.08
Specified Projects						
Dardanup Central Bushfire Station Refurbishment - Red Cross - A Poad Bequest	33,776.15	0.00	0.00	0.00	0.00	33,776.15
Wells Recreation Ground Refurbishment/Expansion - Red Cross - A Poad Bequest	53,139.81	0.00	0.00	0.00	0.00	53,139.81
Total - Specified Projects	86,915.96	0.00	0.00	0.00	0.00	86,915.96
Sundry Deposits						
Unclaimed Monies	1,704.60	0.00	0.00	0.00	0.00	1,704.60
Bunbury Wellington Group of Councils	40,664.30	3,000.00	0.00	0.00	0.00	43,664.30
Total - Sundry Deposits	42,368.90	3,000.00	0.00	0.00	0.00	45,368.90
Election Deposits	0.00	640.00	0.00	(560.00)	0.00	80.00
Key Bonds	352.68	760.00	0.00	(560.00)	0.00	552.68
Hire Bonds	3,380.00	7,158.00	0.00	(6,829.00)	0.00	3,709.00
Kerb Bonds	75,041.91	0.00	0.00	0.00	0.00	75,041.91
Construction Training Fund	1,024.08	13,570.53	0.00	(11,856.59)	0.00	2,738.02
Building Services Levy	12,517.62	59,334.05	0.00	(62,577.14)	0.00	9,274.53
Development Assessment Panel	9,411.00	165.00	0.00	(9,576.00)	0.00	0.00
Less Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	698,554.66	162,015.06	0.00	(287,517.03)	0.00	573,132.69



Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

6. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	COMMENCEMENT	MATURITY	ESTIMATED INTEREST	INTEREST CREDITED 2021-2022
MUNICIPAL FUND								
CBA	Municipal Fund Bank Account	\$ 1,093,283.68	0.00%					\$0.00
CBA	Municipal - Business Online Saver	\$ 2,500,186.33	0.20%					
NAB	Term Deposit	\$ 1,000,000.00	0.38%	152	12/2021	5/2022	\$1,582.47	
NAB	Term Deposit	\$ 1,500,000.00	0.40%	92	12/2021	6/2022	\$1,513.63	\$1,294.53
Judo Bank	Term Deposit	\$ 500,000.00	0.80%	104	3/2022	6/2022	\$1,142.00	\$997.26
Judo Bank	Term Deposit	\$ 500,000.00	0.92%	182	12/2021	6/2022	\$2,293.70	
	Interest received on matured deposits and CBA Online Saver account (at call)							\$4,290.44
		<u>\$ 7,093,470.01</u>					<u>\$6,531.80</u>	<u>\$6,582.23</u>
TRUST FUND								
CBA	Trust Fund Bank Account	\$ 567,534.28	0.00%				\$0.00	\$0.00
		<u>\$ 567,534.28</u>					<u>\$0.00</u>	<u>\$0.00</u>
RESERVE FUND								
CBA	Reserve Bank Account	\$ 479,492.99	0.00%				\$0.00	\$0.00
CBA	Reserve - Business Online Saver	\$ 3,501,591.99						
AMP	Term Deposit	\$ 1,100,000.00	0.75%	330	8/2021	7/2022	\$7,458.90	\$8,800.00
NAB	Term Deposit	\$ 1,500,000.00	0.32%	302	8/2021	6/2022	\$3,971.51	\$11,706.42
NAB	Term Deposit	\$ 1,000,000.00	0.51%	92	3/2022	6/2022	\$1,285.48	\$8,638.08
ANZ	Term Deposit	\$ 3,000,000.00	0.39%	304	10/2021	8/2022	\$9,744.66	\$24,734.79
ANZ	Term Deposit - Interest Compounded	\$ 3,014,530.89	0.40%	335	10/2021	9/2022	\$11,067.04	\$3,162.13
ME Bank	Term Deposit	\$ 1,000,000.00	0.45%	273	9/2021	6/2022	\$3,365.75	\$2,231.51
NAB	Term Deposit	\$ 4,000,000.00	0.33%	304	8/2021	6/2022	\$10,993.97	
	Interest received on matured deposits and CBA Online Saver account (at call)							\$9,657.74
		<u>\$ 18,595,615.87</u>					<u>\$47,887.32</u>	<u>\$68,930.67</u>
Total Interest Received								<u><u>\$75,512.90</u></u>





Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

6. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	\$ 3,500,000.00
Trust Fund Investment Portfolio	\$ -
Reserve Fund Investment Portfolio	\$ 14,614,530.89
	<u>\$ 18,114,530.89</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.

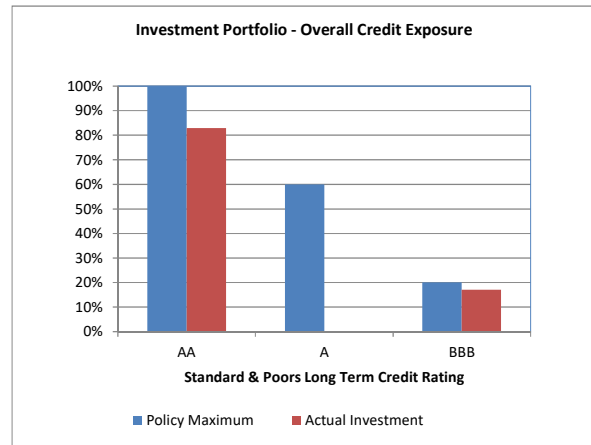
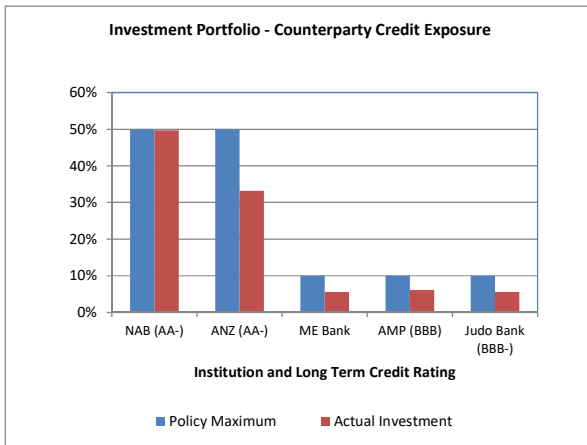
Counterparty Credit Exposure

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.



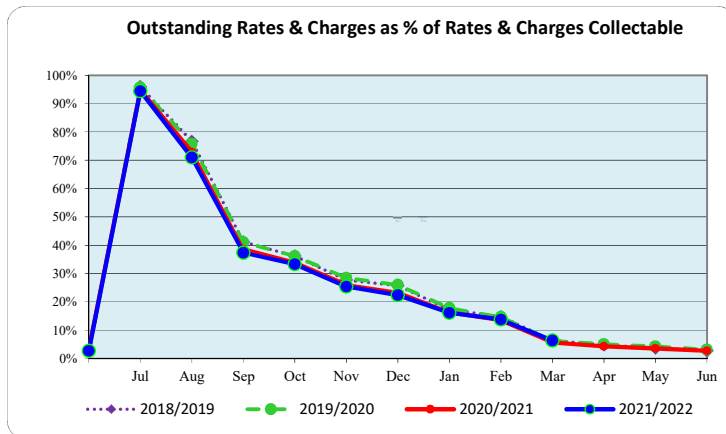


Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

7. Accounts Receivable as at 31 March 2022

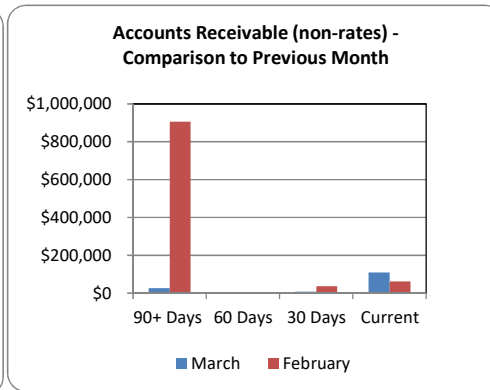
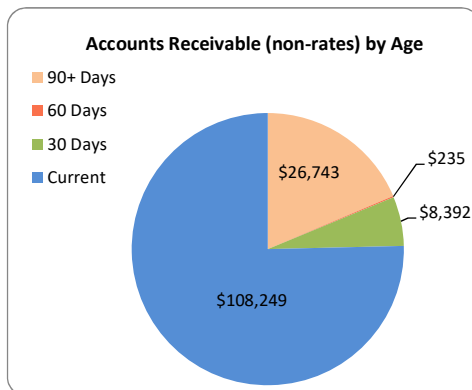
Rates and Charges Outstanding

2021/22 annual rates were raised on 23 July 2021 and were due by 8 September 2021 for payment in full or for the first of four instalments. For ratepayers who elected to pay by the four instalment option, the final instalment was due by 14 March 2022. As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$1,072,347. This equates to 6.32% of rates and charges collectable and is similar to collection rates over recent years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.



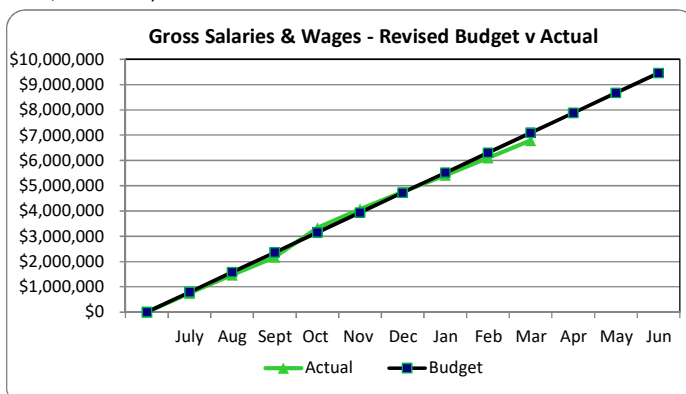
Sundry Debtors Outstanding (non-rates)

As at the reporting date, the total outstanding Sundry Debtors amount to \$143,619. There are no significant individual debts outstanding longer than 30 days.



8. Salaries and Wages to 31 March 2022

At the reporting date, total salaries and wages expenditure is \$6,790,497 (71.8%) of the annual budget of \$9,456,708 for the 2021/22 financial year.





Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

9. RATING INFORMATION

RATE TYPE	Rate in	Number of properties	Rateable value	2021/22 Revised Budget rate revenue	2021/22 Revised Budget interim rates	2021/22 Revised Budget back rates	2021/22 Revised Budget total revenue	2021/22 Actual total revenue	2020/21 Actual total revenue	2020/21 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$
Differential general rate or general rate										
Gross rental valuations										
General Rates - GRV: Residential	0.104016	3,452	61,450,723	6,391,858	0	0	6,391,858	6,391,940	5,715,510	5,746,655
General Rates - GRV: Commercial	0.104016	60	14,621,830	1,520,904	0	0	1,520,904	1,523,068	1,459,170	1,428,025
General Rates - GRV: Industrial	0.104016	73	7,983,546	830,416	0	0	830,416	830,416	763,695	763,695
General Rates - GRV: Small Holding	0.104016	348	7,859,124	817,475	0	0	817,475	815,230	764,943	765,545
General Rates - GRV: Interim and Back Rates	0.104016	0	0	0	92,600	0	92,600	92,079	86,122	91,144
Unimproved valuations										
General Rates - UV: Broad Acre Rural	0.006468	474	259,287,000	1,677,068	0	0	1,677,068	1,677,068	1,718,315	1,718,765
General Rates - UV: Mining	0.006468	0	0	0	0	0	0	0	0	0
General Rates - UV: Interim and Back Rates	0.006468	0	0	0	0	0	0	0	0	0
Sub-Totals		4,407	351,202,223	11,237,721	92,600	0	11,330,321	11,329,801	10,507,755	10,513,829
Minimum	\$									
Minimum payment										
Gross rental valuations										
General Rates - GRV: Residential	1,547.50	1,446	17,681,209	2,237,685	0	0	2,237,685	2,220,662	2,554,923	2,554,923
General Rates - GRV: Commercial	1,547.50	7	61,400	10,833	0	0	10,833	13,928	10,833	10,833
General Rates - GRV: Industrial	1,547.50	44	542,200	68,090	0	0	68,090	68,090	72,732	72,733
General Rates - GRV: Small Holding	1,547.50	79	616,920	122,253	0	0	122,253	136,180	131,538	131,538
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	126	17,828,600	194,985	0	0	194,985	194,985	184,152	184,153
General Rates - UV: Mining	1,547.50	14	212,885	21,665	0	0	21,665	21,665	27,855	27,855
General Rates - UV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Sub-Totals		1,716	36,943,214	2,655,511	0	0	2,655,511	2,655,510	2,982,033	2,982,035
		6,123	388,145,437	13,893,232	92,600	0	13,985,832	13,985,311	13,489,788	13,495,864
Discounts/concessions/write-off							(29,027)	(38,870)	(27,482)	(5,000)
Total amount raised from general rates							13,956,805	13,946,441	13,462,306	13,490,864
Specified area rates							354,600	354,322	350,178	350,000
Total rates							14,311,405	14,300,763	13,812,484	13,840,864



Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

10. INFORMATION ON BORROWINGS

Debenture Repayments

Particulars	Loan No.	Principal	New		Principal		Interest		Principal	
		Opening Balance 01 July 2021	Loans 2021/22	Revised Budget	Repayments 2021/22	Revised Budget	Repayments 2021/22	Revised Budget	Outstanding 30 June 2022	Revised Budget
		\$	Actual \$	\$	Actual \$	\$	Actual \$	\$	Actual \$	\$
Community Amenities										
Wanju/Waterloo Industrial Park										
Developer Contribution Plans	70	750,000	0	0	(34,999)	(64,443)	(8,027)	(29,743)	715,001	685,557
Waste Bins (3 Bin System)	New	0	320,000	320,000	0	(21,345)	0	(4,467)	320,000	298,655
Recreation and Culture										
Eaton Recreation Centre	59	192,573	0	0	(93,456)	(93,456)	(10,555)	(10,983)	99,117	99,117
Glen Huon Oval Club Rooms	69	924,296	0	0	(42,771)	(42,771)	(38,276)	(41,340)	881,525	881,525
Transport										
Depot Land	66	444,476	0	0	(61,039)	(61,039)	(18,995)	(20,396)	383,437	383,437
Economic Services										
Gravel Pit Land - Panizza Road	61	66,648	0	0	(12,517)	(25,428)	(2,283)	(4,130)	54,131	41,220
Other Property and Services										
Administration Building Extensions	65	85,007	0	0	(41,035)	(41,035)	(5,622)	(5,908)	43,972	43,972
		2,463,000	320,000	320,000	(285,816)	(349,517)	(83,757)	(116,967)	2,497,184	2,433,483

All debenture repayments are financed by general purpose revenue.



**Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022**

11. BUDGET AMENDMENTS

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
				\$	\$	\$	\$
	Budget Adoption		Opening Surplus				16,552
	Permanent Changes						
	Amendment to B/Fwd surplus 01/07/2021				791,613		808,165
0827501	Covid-19 Youth Recovery Grant	28/07/21 - 231-21	Operating Revenue		5,000		813,165
J08712	Youth Development Program - Bush Adventure Learning Camp	28/07/21 - 231-21	Operating Expense			(4,000)	809,165
J08712	Youth Development Program - Innovate Youth Program	28/07/21 - 231-21	Operating Expense			(1,000)	808,165
0521502	DFES Mitigation Activity Fund grant to reduce bushfire risk	28/07/21 - 232-21	Operating Revenue		337,295		1,145,460
J05021	Bushfire Risk Management - treatments to mitigate bushfire risk	28/07/21 - 232-21	Operating Expense			(337,295)	808,165
1124003	Fees & Charges Recreation Centre - Admissions	28/07/21 - 240-21	Operating Revenue		24,000		832,165
1114013	Advertising / Promotions Recreation Centre (Wildcats Fixture)	28/07/21 - 240-21	Operating Expense			(24,000)	808,165
1123501	State Government Grant for Eaton Boat Ramp Washdown	25-08-21 - 255-21	Non-Operating Grant		18,000		826,165
J11632	Eaton Boat Ramp Washdown	25-08-21 - 255-21	Asset Acquisition			(18,000)	808,165
J11650	East Millbridge POS - Stage 1 - Upgrade / Expansion	25-08-21 - 255-21	Asset Acquisition			(12,465)	795,700
1143001	Transfer from Reserve - Parks & Reserves Upgrades	25-08-21 - 255-21	Transfer from Reserve		12,465		808,165
1123501	State Government grant for Heritage Interpretive Signs	25-08-21 - 255-21	Non-Operating Grant		30,000		838,165
1123501	Heritage Council of WA grant for Heritage Interpretive Signs	25-08-21 - 255-21	Non-Operating Grant		16,593		854,758
J11654	Heritage Interpretive Signs - Dardanup Townsite	25-08-21 - 255-21	Asset Acquisition			(46,593)	808,165
1123501	State Government grant for Dardanup Memorial Statue	25-08-21 - 255-21	Non-Operating Grant		30,000		838,165
J11652	Dardanup War Memorial statue	25-08-21 - 255-21	Asset Acquisition			(30,000)	808,165
1129502	Contribution - Other Culture for Spring-Out Festival	25-08-21 - 256-21	Operating Revenue		10,000		818,165
J11901	Community projects - Events & Festivals	25-08-21 - 256-21	Operating Expense			(10,000)	808,165
0523502	DPIRD & WALGA grants for Animal Welfare in Emergencies training	25-08-21 - 257-21	Operating Revenue		8,550		816,715
0513503	Grant Expenditure - Animal Welfare in Emergencies training	25-08-21 - 257-21	Operating Income			(8,550)	808,165
	Department of Local Government, Sport and Cultural Industries for the						
1129502	Ferguson Valley Public Art Trail Concept Plan Grant.	29-09-21 - 282-21	Operating Revenue		62,653		870,818
J11902	Ferguson Valley Public Art Trail Concept Plan Grant Expenditure	29-09-21 - 282-21	Operating Expense			(62,653)	808,165
1046007	Transfer from WANJU DCP Loan Reserve	29-09-21 - 285-21	Transfer from Reserve		210,000		1,018,165
1016503	Increasing Town Planning Consultants expenditure in 21/22 for the DCP	29-09-21 - 285-21	Operating Expense			(210,000)	808,165

(continued next page)



**Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022**

11. BUDGET AMENDMENTS (continued)

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
				\$	\$	\$	\$
	Balance brought forward from previous page						808,165
1221504	Grant Revenue - Special Projects (LGGC Bridge Renewals)	29-09-21 - 286-21	Non-Operating Grant		646,000		1,454,165
1211502	Renewals - Bridges	29-09-21 - 286-21	Asset Acquisition			(646,000)	808,165
J12900	Reallocated funds from Pile Road to Harris Road (Capital Upgrade)	29-09-21 - 289-21	Capital Revenue		450,000		1,258,165
J12363	Reduce Pile Road Capital works (Road Renewal)	29-09-21 - 289-21	Asset Acquisition			(130,649)	1,127,516
J12589	Reduce Pile Road Capital works (Capital Upgrade)	29-09-21 - 289-21	Asset Acquisition			(319,351)	808,165
J12829	Remove Venn Road SLK 0.69 to 2.22 (Road Renewal)	29-09-21 - 289-21	Asset Acquisition		453,386		1,261,551
J12685	Pathway funding changes	27-10-21 - 337-21	Asset Acquisition			(8,597)	1,252,954
J12683	Pathway funding changes	27-10-21 - 337-21	Asset Acquisition			(5,933)	1,247,021
J12684	Pathway funding changes	27-10-21 - 337-21	Asset Acquisition			(15,294)	1,231,727
J12684	Pathway funding changes	27-10-21 - 337-21	Asset Acquisition			(15,284)	1,216,443
1241006	Transfer from Pathway Reserve	27-10-21 - 337-21	Transfer from Reserve		45,108		1,261,551
0421010	Public Relations - additional funding for public relations - newsletter	17-11-21 - 358-21	Operating Expense			(20,000)	1,241,551
0421011	Public Relations - Other - website upgrade	17-11-21 - 358-21	Operating Expense			(80,000)	1,161,551
0817001	Grants Officer FTE increase	17-11-21 - 358-21	Operating Expense			(30,000)	1,131,551
1318004	Bunbury Geographe Chamber of Commerce membership fees	17-11-21 - 358-21	Operating Expense			(1,000)	1,130,551
1113505	Eaton Foreshore Master Plan - additional inclusions	17-11-21 - 358-21	Operating Expense			(50,000)	1,080,551
J10021	Additional maintenance for public convenience buildings	17-11-21 - 358-21	Operating Expense			(9,992)	1,070,559
J11006	Ceiling repairs for Eaton Community Centre	17-11-21 - 358-21	Operating Expense			(4,500)	1,066,059
1421039	Additional staff training - organisational development	17-11-21 - 358-21	Operating Expense			(30,000)	1,036,059
0533001	New removeable animal cage for Ranger vehicle	17-11-21 - 358-21	Operating Expense			(5,000)	1,031,059
1016503	Detailed Dardanup townsite master plan	17-11-21 - 358-21	Operating Expense			(30,000)	1,001,059
	Return funding to Bunbury Geographe Group of Councils for previously						
412503	claimed Regional Waste project officer costs	17-11-21 - 358-21	Operating Expense			(4,669)	996,390
1011005	Contribution to Regional Waste Coordinator cost	17-11-21 - 358-21	Operating Expense			(9,722)	986,668
1131004	Transfer surplus funds to Building Maintenance Reserve	17-11-21 - 358-21	Transfer to Reserve			(830,000)	156,668
1129502	Lotterywest grant for 'Enlighten' event	24-11-2021 - 367-21	Operating Revenue		20,000		176,668
J11901	2022 'Enlighten' event	24-11-2021 - 367-21	Operating Expense			(20,000)	156,668

(continued next page)



Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

11. BUDGET AMENDMENTS (continued)

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
				\$	\$	\$	\$
	Balance brought forward from previous page						156,668
0522503	Transfer from Trust - A Poad bequest	24-11-2021 - 369-21	Non-Operating Donation		30,000		186,668
J05022	New Dardanup central BFB facility	24-11-2021 - 369-21	Asset Acquisition			(30,000)	156,668
1143001	Transfer from Parks & Gardens Reserve	15-12-2021 - 404-21	Capital Revenue		60,465		217,133
1123504	Capital Contributions	15-12-2021 - 404-21	Capital Revenue		69,506		286,639
J11573	Glen Huon Reserve Development	15-12-2021 - 404-21	Asset Acquisition			(129,971)	156,668
1241002	Transfer from Road Construction & Major Mtce Reserve	15-12-2021 - 405-21	Transfer from Reserve		19,000		175,668
J12794	Hynes Road	15-12-2021 - 405-21	Asset Acquisition			(19,000)	156,668
1241012	Transfer from Collie River Bridge Reserve (JTPS)	15-12-2021 - 406-21	Capital Revenue		388,968		545,636
J12902	Eaton Drive Extension	15-12-2021 - 406-21	Asset Acquisition			(388,968)	156,668
1123501	Grant Revenue - Parks and Gardens Capital	15-12-2021 - 422-21	Capital Revenue		125,000		281,668
J11653	Dardanup Civic Precinct	15-12-2021 - 422-21	Asset Acquisition			(125,000)	156,668
1121502	Capital Contributions	15-12-2021 - 424-21	Capital Revenue		51,000		207,668
J11639	Wells Recreation Reserve Clubroom	15-12-2021 - 424-21	Asset Acquisition			(51,000)	156,668
J12904	Pratt Road Modifications	15-12-2021 - 425-21	Asset Acquisition			(99,356)	57,312
1241002	Transfer from Road Construction & Major Mtce Reserve	15-12-2021 - 425-21	Transfer from Reserve		55,456		112,768
J12828	Reallocation from Project Design & Management to Pratt Road & Car Park	15-12-2021 - 425-21	Asset Acquisition		43,900		156,668
J12404	Henty Road Renewal	25-01-2022 - 08-22	Asset Acquisition		800,000		956,668
1221501	Grant Revenue - Transport Capital	25-01-2022 - 08-22	Capital Revenue			(800,000)	156,668
1241002	Transfer from Road Construction & Major Mtce Reserve	25-01-2022 - 07-22	Capital Revenue		38,653		195,321
J12599	Venn Road - Capital Upgrade - Additional Cost	25-01-2022 - 07-22	Asset Acquisition			(38,653)	156,668
0531002	Motor Vehicle - Fire Prevention - Ferguson BFB Light Tanker	23-02-2022 - 35-22	Asset Acquisition	(235,383)			156,668
0522502	Grant Revenue - ESL Asset Acquisition - Ferguson BFB Light Tanker	23-02-2022 - 35-22	Capital Revenue	235,383			156,668
0541002	Sale of Assets - ESL - Disposal of Ferguson BFB Light Tanker	23-02-2022 - 35-22	Sale of Asset	34,400			156,668
0512501	Disposal of ESL Asset Expense - Ferguson BFB Light Tanker	23-02-2022 - 35-22	Operating Expense	(34,400)			156,668
J12115	Urgent Bridge Maintenance - Pile Road Bridge 3678	23-02-2022 - 37-22	Operating Expense			(156,899)	(231)
1241002	Transfer from Road Construction & Major Mtce Reserve	23-02-2022 - 37-22	Transfer from Reserve		156,899		156,668
1143004	Sale of Vehicles - Parks & Gardens	23-02-2022 - 39-22	Capital Revenue		25,000		181,668
	Transfer from Plant & Engineering Equipment Reserve	23-02-2022 - 39-22	Transfer from Reserve		55,000		236,668
1133003	Purchase 2 replacement Parks & Gardens Utilities	23-02-2022 - 39-22	Asset Acquisition			(80,000)	156,668

(continued next page)



Notes to the Statement of Financial Activity
For the Period Ended 31 March 2022

11. BUDGET AMENDMENTS (continued)

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

GL/JOB Code Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Revised Budget Running Balance \$
						156,668
						6,668
J12902 Increase Expenditure Eaton Dr / Peninsula Lakes Drive Intersection	23-03-2022 - 50-22	Asset Acquisition			(150,000)	6,668
1241012 Transfer from Joint Town Planning Scheme Reserve	23-03-2022 - 50-22	Transfer from Reserve		150,000		156,668
J10308 Increase expenditure Charlotte Street Toilet	23-03-2022 - 51-22	Asset Acquisition			(60,000)	96,668
0341003 Transfer from Unspent Grants Reserve	23-03-2022 - 51-22	Transfer from Reserve		15,000		111,668
1027501 Grant Revenue - Community Amenities - LRCI Phase 3	23-03-2022 - 51-22	Capital Revenue		45,000		156,668
				5,299,510	(5,159,394)	156,668

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Schedule of Paid Accounts as at the 31st of March 2022

RISK THEME PROFILE:

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

6 - Engagement 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	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

