



APPENDICES

BOOK 2

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 29 April 2020
Commencing at 5.00pm

At

eMeeting via
www.dardanup.wa.gov.au

Cleanaway Solid Waste Pty Ltd
Dust Management Plan

Banksia Road Landfill
Crooked Brook, WA 6236

21 February 2020

58071/126,854 (Rev 1)

JBS&G Australia Pty Ltd T/A Strategen-JBS&G

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Definitions and abbreviations

Term	Definition
Ambient air	The external air environment, it does not include the air environment inside buildings or structures.
DMP	Dust management plan.
Dust	The generic term used to describe solid airborne particles generated and dispersed into the air by processes such as handling, crushing and grinding of organic or inorganic materials such as rock, ore, metal, coal, wood or grain and stockpiling of materials and windblown dust.
Dust event	The occurrence of visible fugitive dust from a source or activity at the site that exits a boundary of the site for a duration of greater than one (1) minute.
DWER	Department of Water and Environmental Regulation.
EP Act	<i>Environmental Protection Act 1986</i>
Fugitive dust	Dust which could not reasonably pass through a stack, chimney, vent, or other functionally equivalent opening.
NEPM	National Environmental Protection (Ambient Air Quality) Measure 2015.
PM ₁₀	Dust particles/particulate matter with an equivalent aerodynamic diameter of up to 10 micrometres.
PM _{2.5}	Dust particles/particulate matter with an equivalent aerodynamic diameter of up to 2.5 micrometres.
Total suspended particles (TSP)	All particles entrained/suspended in the atmosphere and includes the fine, respirable particles (PM ₁₀ and PM _{2.5}) and larger size particles that may settle out of the air causing nuisance impacts, usually measured as those particles having an equivalent aerodynamic diameter of 50 micrometres or less.
Trigger level	The ambient air dust level which if exceeded will result in corrective action being taken to reduce dust emissions until the dust levels fall below the corrective action trigger level.

1. Introduction

Cleanaway Solid Waste Pty Ltd (Cleanaway) operates the Banksia Road Waste Landfill (the Site) located at Lot 2 on Plan 65861, Banksia Road, Crooked Brook in the Shire of Dardanup approximately 10 km southeast of the City of Bunbury and 3.8 km southeast of the town of Dardanup (Figure 1).

The use of the land as a waste disposal facility has been determined by the Shire of Dardanup (the Shire) to constitute 'dust generating development'. Therefore, this dust management plan (DMP) has been prepared to meet obligations under the Shire's Dust Control Local Law 2011.

1.1 Objective

The objective of this DMP is to provide a framework for the management and mitigation of dust from the activities and operations conducted at the site to minimise the risk of dust emissions crossing the site boundary.

The DMP consists of the following:

- introduction outlining project background, context and purpose of the DMP
- a description of the existing environmental setting, regulatory obligations, site characteristics and significant environmental aspects to be managed
- details of the proposed dust management measures.

The purpose of this plan is to prevent dust related impacts to workers, surrounding residences and the environment from activities associated with the operation of the Facility.

1.2 Site background

The site is a putrescible landfill and liquid waste facility operated under Licence L8904/2015/1 granted by the Department of Water and Environmental Regulation (DWER). The Facility accepts general (household and commercial) waste and tailings¹.

¹ Cleanaway is currently authorised to accept and store tailings from mineral sands processing within defined cells at the facility.



Legend: Premises boundary Roads (MRWA)	Scale 1:200,000 at A4				Banksia Road Landfill Crooked Brook, WA 6236
	Coord. Sys. GCS WGS 1984				
	Job No: 58071				
	Client: Cleanaway				
	Version: A	Date: 14-Jan-2020			
Drawn By: cthatcher	Checked By: JB				

2. Environmental setting

The environmental setting and proximity of surrounding environmental features and nearby sensitive receptors to the site are shown in Figure 2.

2.1 Existing land use

The 121 ha site is zoned 'General Farming' under Shire of Dardanup Town Planning Scheme No. 3. The Facility is privately owned and leased by Cleanaway. The site has been operated by Cleanaway since the landfill was first granted approval in 1999.

A portion of the western part of the site is currently used by a third party for sand extraction activities.

2.2 Surrounding land use

Land uses surrounding the site include rural properties, other waste management facilities and conservation areas. Surrounding land uses include:

- North: Dardanup Landfill Site (closed)
- East: State Forest (Regional Open Space)
- South: State Forest (Regional Open Space)
- West: Banksia Road and rural properties.

Other waste management facilities are located approximately 400 m north of the site and include the Bunbury Harvey Regional Council Banksia Road Organics Processing Facility, the Shire of Dardanup Waste Transfer Station and a Water Corporation wastewater treatment plant.

The nearest residence is located approximately 500 m from the south west corner of the site boundary.

2.3 Physical environment

2.3.1 Climate and meteorology

The Southwest of WA experiences a Mediterranean type climate with cool wet winters and hot dry summers, with the majority of the rain falling in the winter. The nearest Bureau of Meteorology (BoM) climate station, which records wind speed and direction is Bunbury (Site number:9965), located approximately 14 km to the north-west of the site.

The average maximum temperatures (1995-2018) for Bunbury range from 17.3°C in July to 30.0°C in February. The average minimum temperatures range from 7.1°C in July to 15.9°C in February.

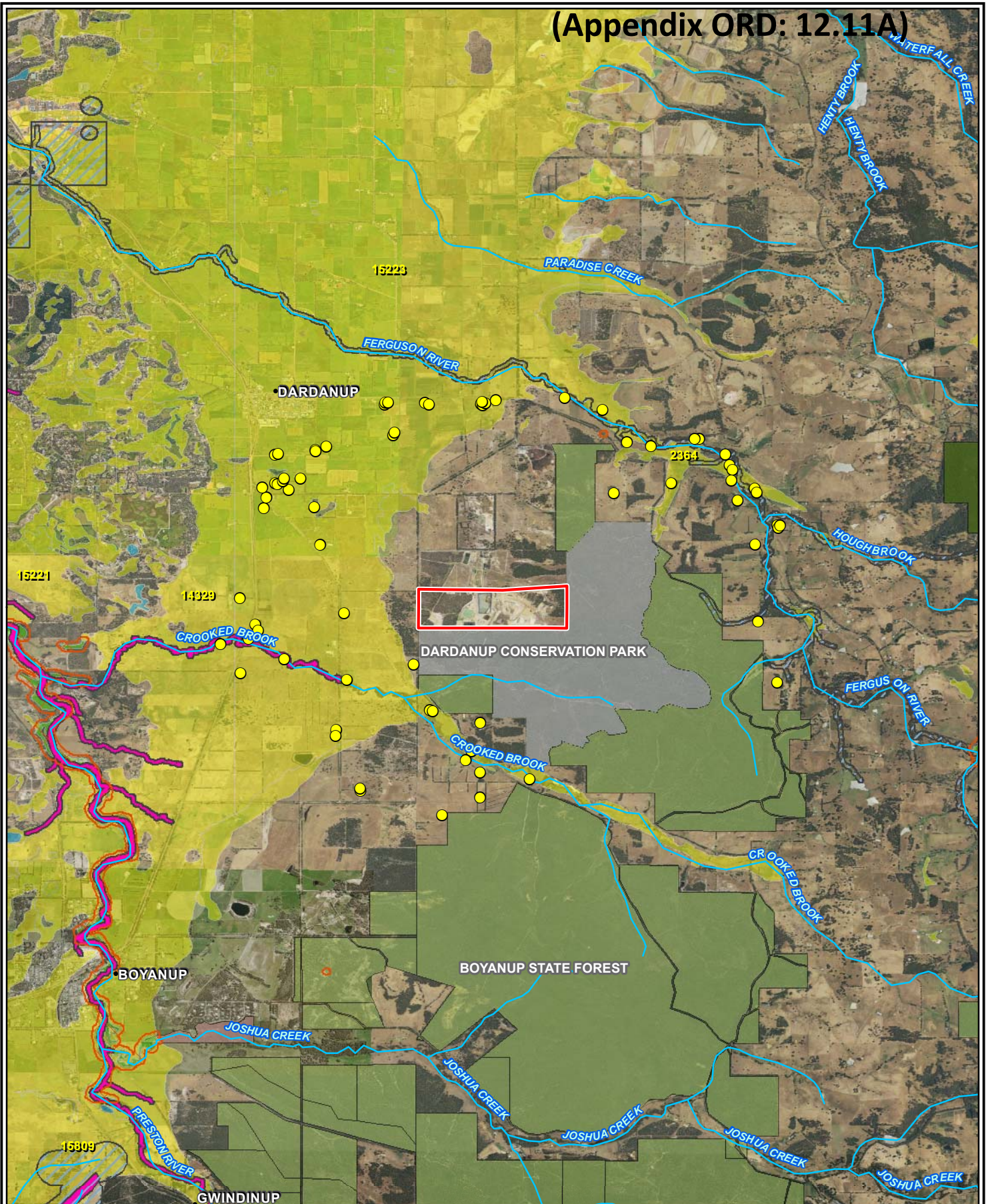
The majority of rainfall is received between April and October. Rainfall averages 726.1 mm/year and mean monthly rainfall varies from 7.2 mm in February to 142.5 mm in July.


At the Bunbury BOM station the average morning (9 am) wind speed reported during summer is 4.3 m/s, prevailing predominately from the east and south east. Wind speed typically increases in the afternoon (3 pm) with an average wind speed 5.6 m/s reported, which prevails from a westerly direction. During winter, winds abate to an average of 3.5 m/s during the morning prevailing from the east and north east. Afternoon winds increase to an average of 5.1 m/s during winter and range in direction from the west, north west and north.

In order to characterise the local wind influences at the Facility, monitoring of the meteorology on-site commenced at the end of June 2019. Monthly wind roses to date are contained in Appendix B.

2.3.2 Topography

The site is situated along the boundary between the Swan Coastal Plain and the western facing slope of the Whicher Scarp. Due to its location on the scarp, the ground surface falls from approximately 125 mAHD in the south-east of the site to 45 mAHD at the western boundary. The natural ground surface has been modified due to landfilling activities.



Legend: <ul style="list-style-type: none"> Premises boundary Aboriginal Heritage Places (DAA-001) Registered Site Other Heritage Place Geomorphic Wetlands (DBCA) Conservation Resource Enhancement Multiple Use Watercourses Environmentally sensitive areas (DWER) Legislated Lands and Waters (DBCA) <ul style="list-style-type: none"> National Park Nature Reserve State Forest Other Reserves Sensitive receptor - residence 		Scale 1:80,000 at A4 0 1 2 Kilometres Coord. Sys. GCS WGS 1984 Job No: 58071 Client: Cleanaway Version: A Date: 14-Jan-2020 Drawn By: cthatcher Checked By: JB	Banksia Road Landfill Crooked Brook, WA 6236 ENVIRONMENTAL SETTING AND SENSITIVE RECEPTORS FIGURE 2 
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3. Regulatory Framework

3.1 Environmental Protection Act 1986

The site is regulated by DWER under Part V of the *Environmental Protection Act 1986* (EP Act). Cleanaway holds Licence L8904/2015/1 (the EP Act licence) for prescribed premises categories 61 and 64 as shown in Table 1.

Table 1: Current prescribed premises categories

Category	Description	Category production or design capacity	Premises production or design capacity
<i>Existing categories</i>			
61	Liquid waste facility: premises on which liquid waste produced on other premises (other than sewerage waste) is stored, reprocessed, treated or irrigated.	100 tonnes or more per year	353 000 tonnes per year
64	Class II or III putrescible landfill site: premises on which waste (as determined by reference to the waste type set out in the document entitled "Landfill Waste Classification and Waste Definitions 1996" is accepted for burial.	20 tonnes or more per year	350 000 tonnes per year

The current licence granted 17 December 2019 is prescriptive of the control of fugitive dust emissions (licence conditions 1.4.15 to 1.4.22) and includes a dust risk area map reproduced in Figure 3.

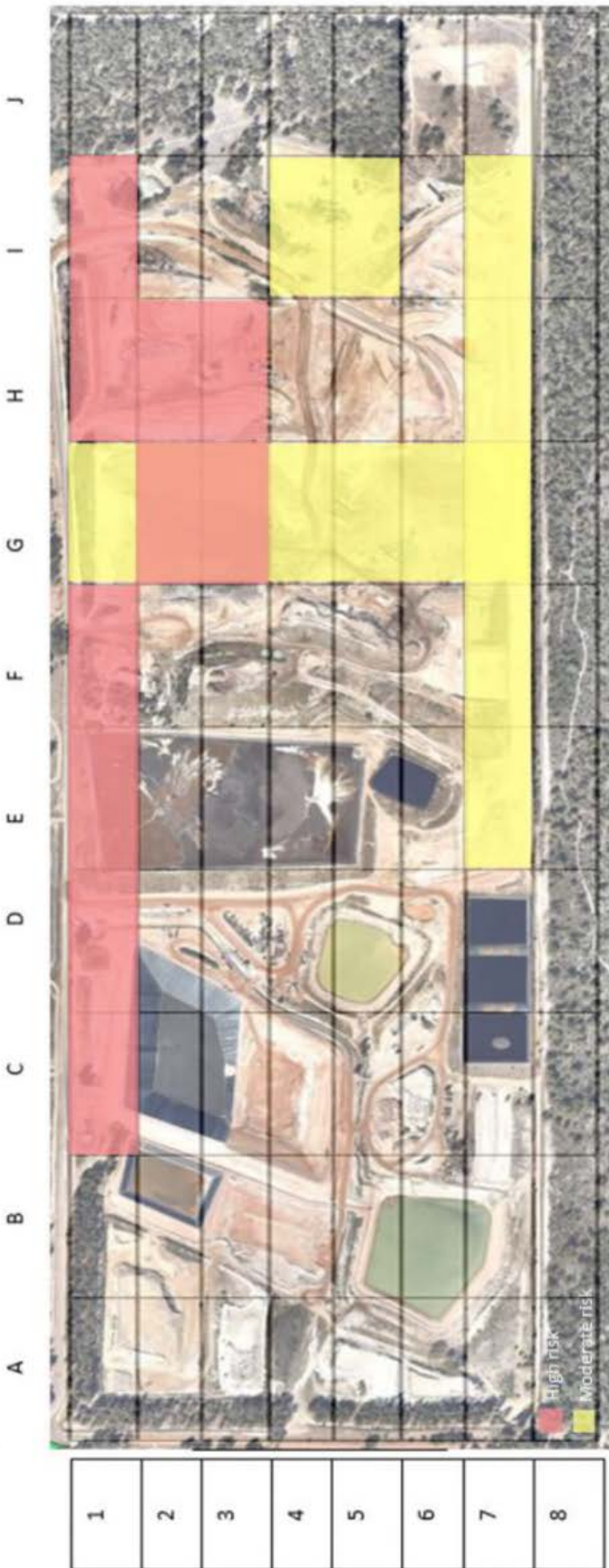
3.2 Shire Local Laws

The site is required to comply with the Shire of Dardanup Dust Control Local Law 2011 (the Local Law). The Local Law requires a dust management plan to be accepted by the local government and operations to be conducted within any terms and conditions to which the accepted dust management plan is subject.

3.3 Dust management guidelines

The Department of Environment and Conservation (2011) document, *A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities*, is applicable to the dust management bulk handling, stockpiling and disposal of materials activities conducted at the site.

Figure 3: Dust risk area map



Notes:

- 1. **Haul route C1-I1.** The main haul route carries traffic to and from the active face and whilst being sealed, within a designated waste precinct and at relatively low elevation it carries significant traffic and is also in the general direction of the Dardanup Townsite.
- 2. **Laydown H1-3, I1 & I4-5.** Large unsealed flat spaces are at elevation, presenting increased opportunity for fugitive dust.
- 3. **Southern haul route E7-I7.** Southern haul route currently carries minimal traffic but is elevating west to east and is adjacent to Conservation Park increasing potential environmental impact; this road to be sealed between E7 and G7 by 2020.
- 4. **Active Cell G1-G6.** At elevation and the site of tipping loads.

4. Facility activities

Activities conducted at the Facility include vehicle movements on sealed and unsealed surfaces and transport, bulk handling, stockpiling and burial of waste. The layout of the site is shown in Figure 4.

4.1 Hours of operation

The hours of operation of the site are as follows:

- Weekdays and weekends: 6.00 am to 6.00pm
- Public Holidays: open, unless otherwise posted.

Maintenance and servicing of equipment and administrative functions may occur outside of these hours. In addition, after-hours emergency disposal of waste may be required.

4.2 Equipment

Equipment used on-site includes, but is not limited to:

- two landfill compactors (greater than 50 tonnes) to compact the waste
- bulldozer to spread and cover the waste and for general earthmoving activities
- Two track loaders for cleaning the landfill floor, spreading, processing and covering waste
- front end loader for moving cover soils from stockpiles, supplying materials for access roadways and other earthmoving activities
- two excavators to assist in excavating landfill areas and to load aggregate materials and cover soils from stockpiles
- articulated dump truck to move cover soils from stockpiles to the working face, supplying materials for access roadways and other earthmoving activities
- water truck and water cart for dust mitigation and for emergency fire response
- diesel generators for power supply and water pumps for managing stormwater.

4.3 Solid waste handling procedures











The working face is the area where solid waste is unloaded from the incoming vehicles, levelled, compacted, and cover material is applied. The Facility limits the number of working faces in use at any one time – generally, there will only be one active disposal area in operation. However, some circumstances require additional disposal areas to be open-ended (e.g. in response to adverse weather conditions and for receipt of special waste materials).

The size of the working face depends on the number of vehicles that need to be managed and the landfill equipment that is available to place and cover the waste. The area of the working face is kept as small as practical, minimising potential environmental impacts and requirement for cover material.

Trucks can be unloaded from either the top or bottom of the working face. Where possible, trucks are unloaded at the bottom of the working face, which is shielded from wind, unless surface water and muddy conditions during wet weather hinder truck movement and cause mud-tracking issues.

The deposited waste is spread in layers no greater than 500 mm thick using a bulldozer, track loader or compactor and then compacted by a compactor, which makes several passes over each layer. The waste is compacted and covered with inert material or approved alternate materials at the end of each working day. The cover material is also placed in a progressive manner through the day on the side slopes and top deck areas and an amount is retained for fire control.

Legend:

-  Cadastral boundary
-  Premises boundary
-  Carpark
-  Administration
-  Inside boundary
-  Cristal - sealed road
-  Waste - sealed road
-  Waste alt - unsealed
-  Minor road
-  Track



Job No: 58071

Client: Cleanaway

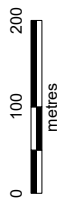
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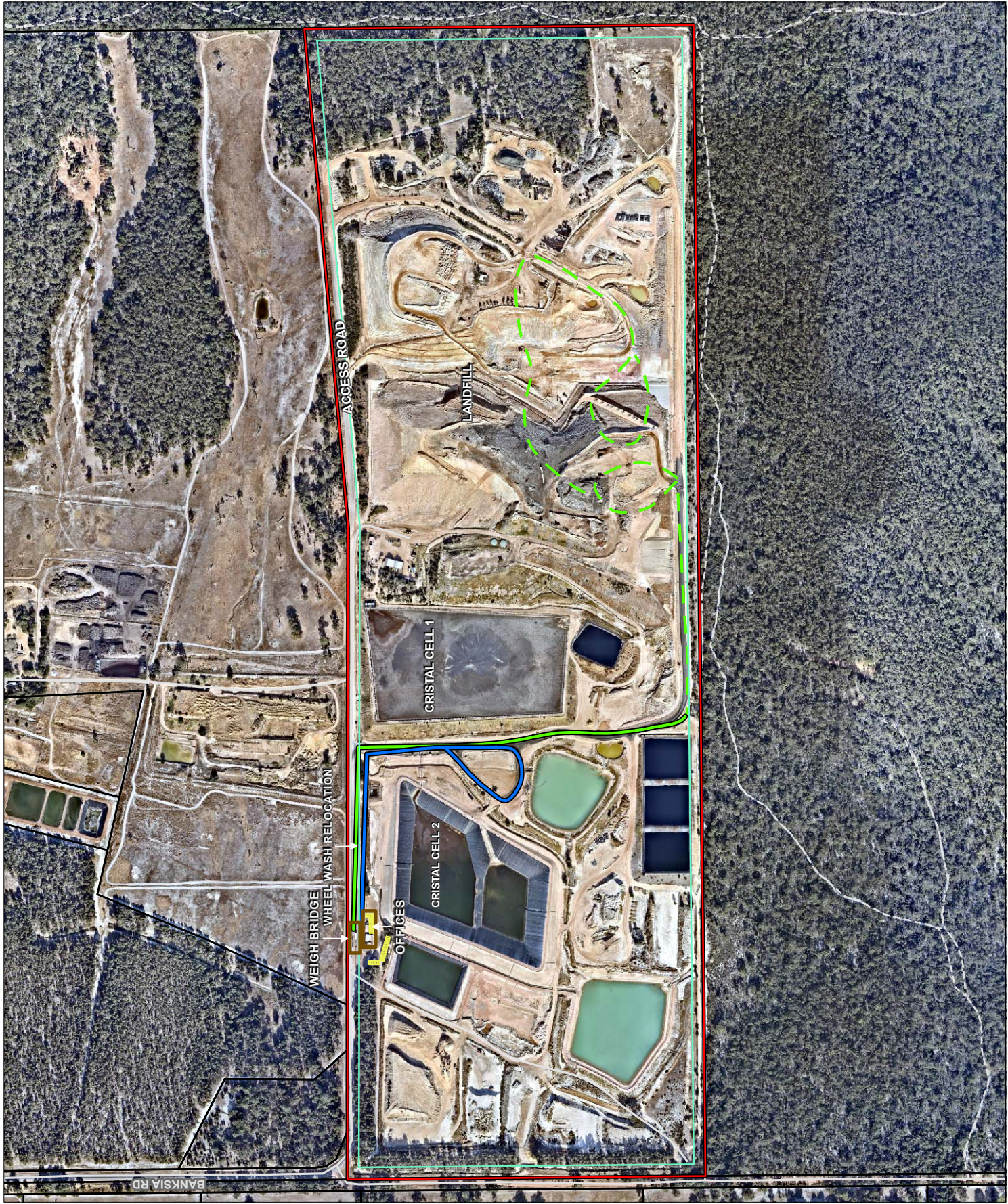
Scale 1:8,750



Banksia Road Landfill
Crooked Brook, WA 6236

SITE LAYOUT

FIGURE 4



5. Potential impacts

5.1 Parameters of interest

The operational activities conducted at the site have the potential to result in airborne dust (fugitive dust), including the Total Suspended Particulates (TSP) and PM₁₀ fractions, which could impact upon human health and amenity.

Impacts to amenity from dust include:

- regular dust events over several weeks leading to a gradual build-up of dust on surfaces
- short period dust events of very high concentrations which cause a rapid build-up of dust on surfaces, or soiling, if dust deposition rates are high.

Dust may impact upon the environment where surface deposition affects vegetation growth.

5.1.1 Particles

PM₁₀ is particulate matter of 10 micrometres or less in diameter, which is the fine particle fraction of TSP. PM₁₀ includes inhalable particles that are small enough to penetrate the thoracic region of the lungs, where they can have a direct physical (inflammatory) effect and/or be absorbed into the blood stream. All people are continuously exposed to PM₁₀ from naturally occurring and anthropogenic dust emissions in urban and industrial areas.

The TSP fraction comprises particles each having an equivalent aerodynamic diameter of up to nominal 50 micrometres. Upper respiratory tract health effects from TSP inhalation can arise in sensitive individuals; however, the primary issue with TSP emissions relates to impacts on amenity from a visible dust perspective and deposition onto surfaces.

5.1.2 Contaminated waste

The facility is a Class III landfill and is licensed to accept contaminated materials (solids) in accordance with the acceptance criteria for Class III landfills (DWER 2019).

Contaminated wastes are subject to specific management in accordance with conditions of the EP Act licence including contaminated waste must be accompanied by documentation (thus identifying hazard to operators) and must only be disposed of by burial to the active landfill area. Following the application of controls, it is expected that species arising from contaminated wastes are not expected to occur in fugitive dust in concentrations that will pose a human health risk.

5.1.3 Radiation

The tailings accepted at the site contain technically enhanced trace levels of naturally occurring radioactive materials thorium and uranium. The potential impacts from radiation are specifically managed under the site Radiation Management Plan including quarterly monitoring of fugitive dust emissions undertaken by an independent specialist organisation. Radiation is therefore not considered further in this DMP.

5.1.4 Asbestos

Asbestos containing waste is handled as Special Waste Type 1 in order to mitigate the potential discharge of asbestos containing material or asbestos fibres. Asbestos containing materials are managed under the site Asbestos Management Plan and, therefore, are not considered further in this DMP.

5.2 Emissions sources

The dust generating sources and activities identified the site are described in Table 2.

Table 2: Potential dust sources and dust generating activities at the Facility

Activity	Description	Dust generation and exposure potential
Wind erosion and dust lift-off from dry waste material, soil stockpiles or unsealed surfaces	As the active landfill cell is filled there maybe areas of fine material on the surface. Natural residual soils are stockpiled on site and there are large areas of unsealed exposed surfaces.	Airborne dust generated by action of wind on exposed ground, stockpile surfaces, or dry waste material surfaces.
Vehicles movements	Heavy plant / earthworks vehicles, trucks and light vehicles will be traversing the site.	Vehicle movements on paved and unpaved roads could suspend fine particles in air. Vehicles exiting site can track material out onto the public road which could become airborne once dried out.
Vehicle unloading	Emptying of waste trucks at active landfill working face by tipping.	Dust generation during tipping of waste from trucks either from fine waste material from within truck or fine material disturbed from receiving surface.
Heavy plant activity spreading and compacting waste in the active landfill area	In the process of spreading, combining and compacting waste materials, heavy plant may traverse over dry soil or dry waste material.	Dust generated by soil or dry fine waste material disturbance during dozer movement. Dust generated by action of wind over exposed dry ground or dry fine waste material.

5.3 Relevant air quality criteria

5.3.1 TSP

As discussed previously, health effects associated with TSP mainly arise from the PM₁₀ fraction. Given this, any particulate monitoring results would be compared to air quality standards for PM₁₀ (see Section 5.3.2).

5.3.2 PM₁₀

The *National Environmental Protection (Ambient Air Quality) Measure (NEPM) 2015* (NEPC 2015) standards will be adopted as a basis against which to compare monitoring results for particulates. The NEPM provides air quality standards applicable to urban airsheds including criteria for particles as PM₁₀. The NEPM sets the standards for PM₁₀ at 50 µg/m³ on a 24-hr averaging period and an annual limit of 25 µg/m³ derived from 24-hr measurements across a year.

6. Dust control measures

The following dust control measures (referenced to the relevant EP Act licence condition where applicable) are implemented at the site as part of normal operations to mitigate dust generation. The control measures aim to achieve a residual level of risk of fugitive dust emission that is as low as reasonably practicable.

6.1 General management

General management measures pertaining to fugitive dust mitigation are:

- wind speed and direction will be checked throughout the day and used to plan and modulate active landfill operations. The outcome of the air monitoring campaign will inform specific controls measures for implementation on site (see Section 7.2).
- where wind speed and direction indicate a likelihood of fugitive dust emission, site speed limits will be reduced by up to 10 km/h for moderate and high risk areas on the dust risk area map (Figure 3)
- stormwater dams have capacity and are maintained in order to provide sufficient water for dust suppression
- leachate, where available, will be used for dust suppression in the wetting down of the active landfill areas only
- A 15 kL watercart will be available for application of water in dust suppression and priority will be given to highest areas of risk on the dust risk area map (Figure 3)
- dust suppressant will be applied, as far as practicable, to the areas identified to have potential for fugitive dust generating including non-vegetated areas, landfill batters and within in the laydown area (Condition 1.4.18).

6.2 Management of trafficable areas

In accordance with EP Act Licence conditions:

- the main Haul Road and Southern Haul Road will be bitumised by 31 July 2020 (Condition 1.4.15)
- a water cart will be used to apply water from primary and secondary storm water dams to trafficable areas (condition 1.4.16 (a)).

6.3 Operation of vehicles

Vehicle movements across the site may disturb soils and generate dust. The following measures are adopted during all operational activities to prevent excessive dust generation:

- all loads will be contained in sealed or covered vessels prior to acceptance - uncovered vehicles or vessels for which cover is not effective must not proceed beyond the weighbridge; where effective cover cannot be achieved, loads will be rejected in accordance with the site rejected waste procedure
- speed restrictions exist within the site – the appropriate speed limit will be determined by weighbridge staff and will be based on the activities being undertaken, location and site conditions at the time
- vehicles will keep to designated access roads as far as reasonably practicable; vehicles deviating from designated access routes will do so only as required for specific work activities and under appropriate permissions

- a wheel wash operates in the northwest of the site and will be used by all operational vehicles exiting the site (Condition 1.4.22).

6.4 Landfill areas

- dust emissions from the active tipping area are managed by applying water using the watercart during working hours (Condition 1.4.17)
- material with potential to generate fugitive dust will be wet down during disposal and burial at the active tipping area (Condition 1.4.18)
- waste will be covered with a minimum of 150 mm of Type 1 inert waste or clean fill as soon as practicable after tipping and no later than the end of the working day
- as far as practicable, the active landfill area will be positioned away from the edge of the active cell
- as far as practicable, loads will not be tipped oblique to the wind, with dust being more likely to travel further where this is case
- where waste processing is approved, wastes processed by crushing, shredding or screening will be wet down during processing
- Exposed soil surfaces and stockpiles in non-active area will be stabilised (e.g. with chemical surfactants) or temporarily covered (e.g. with mulch) prior to permanent re-vegetation or restoration.

6.5 Administrative controls

- operational personnel will be trained with respect to dust mitigation; training will include mechanisms of the generation of dust emissions, the importance of and responsibility of individuals to implement mitigation measures and reporting of visible dust emissions
- personnel and contractors will be required to report observations of visible dust emissions that appear to cross the boundary of the site, including date, time, location and extent of the visible plume
- an incident management system will be implemented, which will as a minimum record:
 - fugitive dust events raised as an event report as for an Environmental Incident and entered into the incident management system with corrective actions identified and allocated
 - the number and details of complaints received concerning off site dust impacts
 - the effectiveness of any action taken in response to the complaints to reduce or eliminate the risk of future events
- fugitive dust emission inspections will be conducted monthly as part of the site compliance framework.

7. Dust monitoring

7.1 Visual monitoring

Visual assessments of fugitive dust emissions will be conducted by operational personnel during working hours. A 'dust event' is defined as the occurrence of visible fugitive dust from a source or activity at the site that exits a boundary of the site for a duration of greater than one (1) minute.

When a 'dust event' is observed and reported on site, the following corrective actions will be implemented:

- the site operational personnel will review the working methodology of the dust-generating activity and ensure that the appropriate measures listed in the DMP have been implemented
- if the dust event continues following implementation of the above measures, the activity will be controlled and water will be applied at the source of the dust generation to damp down soils; work will not recommence until the dust event is under control
- spraying of water will be carried out at a frequency sufficient to keep surface soils damp throughout the dust-generating activity without resulting in run-off.

7.2 Dust monitoring

In addition to existing management already in place, the implementation of the added measures in this DMP will result in a further reduction in the likelihood of any airborne dust exiting the site.

Air quality monitoring will be conducted to assist in further understanding of the effectiveness of the control of dust emissions from the site operations. The monitoring will be carried out:

- for three months upon acceptance of the DMP by the Shire
- for three months between November 2020 and January 2021.

The PM₁₀ fraction is selected for the monitoring program as this is relevant to human health and has criteria to assess against (NEPM). If required, the sampled particle fraction can be changed to TSP during the sampling campaign by changing the sampling head.

The purpose of the monitoring program will be to establish data regarding existing ambient air quality surrounding the site. This will allow an assessment of the effectiveness of the management of emissions during site operation activities and confirm that off-site impacts are being minimised.

Ultimately, this plan proposes to eliminate the need for ongoing instrumental monitoring of dust. It is assumed that once the monitoring programs are complete, visual monitoring of dust generating site activities will be deemed suitable as the primary mechanism for ongoing dust monitoring (refer to Section 7.1).

7.2.1 Monitoring equipment

The air quality monitoring program will utilise two real-time monitoring instruments equipped with sensors to monitor wind speed and direction at each of two sampling locations. Each monitoring location will be fitted with telemetry to enable remote interrogation of the monitoring data and allow alarms to be set with SMS text notification to a nominated phone number. The instruments will be powered by solar panels with battery storage.

7.2.2 Monitoring locations

The monitoring instruments will be located according to an analysis of the prevailing winds expected for the time of year the monitoring program will be conducted. This analysis will include current data from the on-site meteorology monitoring station and data from the BOM station in Bunbury.

The monitors will be located on boundary locations expected most likely to be impacted by dust, which will be informed by analysis of wind direction and available information on visual observation of dust emissions. If appropriate to the prevailing wind directions, one monitor will be set upwind and one downwind to allow comparison of dust concentrations between the two sites.

Final siting of monitoring instruments will be subject to a site inspection and assessment of feasible locations. The stations will be sited, to the extent possible, in accordance with AS/NZS 3580.1.1:2007 *Methods for sampling and analysis of ambient air, Part 1.1: Guide to siting air monitoring equipment*.

7.2.3 Performance criteria (corrective action trigger level)

A corrective action trigger level will be set at the monitoring locations for the duration of the three month monitoring programs. The trigger level will be used to set alarm notifications that will be received by the responsible site employee (refer to Section 8). If the trigger level is exceeded, corrective actions will be implemented as required, including, but not limited to:

- the site operational personnel will review the working methodology of any dust-generating activities and ensure that the appropriate measures have been implemented
- if the dust event continues following implementation of the above measures, the activity will be controlled, and water will be applied at the source of the dust generation to damp down soils; work will not recommence until the dust event is under control and dust levels have reduced below the trigger level
- spraying of water will be carried out at a frequency sufficient to keep surface soils damp throughout the dust-generating activity without resulting in run-off.

The trigger level will be established after the first month of monitoring, considering measured concentrations of dust and will be designed to protect the air quality criteria at the site boundary. In the interim, an initial trigger level of 600 µg/m³ (10-minute average) has been set. This level is likely to be below the threshold of a visible dust event and provide an early warning.

The current trigger level is contained in Appendix B which allows for the value to be easily updated outside of formal review of the DMP (refer to Section 9). The trigger level will be periodically reviewed as required to ensure it is relevant to actual dust events and does not result in multiple false-alarms that can distract and disturb site operations.

7.2.4 Data analysis and reporting

During the monitoring period, continuous data will be routinely downloaded weekly from each station for assessment and comparison to the adopted criteria. The data will be used to confirm satisfactory implementation of dust management practices at the site.

Should a dust event be recorded by on site monitoring, community complaints be received, or exceedances of the NEPM criteria be found to have occurred, the source of the dust will be investigated via analysis of the wind direction data. The data will be utilised to inform and improve the implementation of this plan.

Upon on completion of each three month monitoring program, a summary report will be provided to the Shire within 30 calendar days that will include, but not be limited to:

- the locations of the monitoring instruments
- the specifications of the monitoring equipment
- tabular and graphical representation of the monitoring data
- summary of any exceedances of the trigger level and any corrective action taken
- Summary of any exceedances of the NEPM criteria and identification of dust source(s).

8. Roles and responsibilities

Roles and responsibilities with respect to management of fugitive dust emissions are outlined in Table 3 below:

Table 3: Site roles and responsibilities

Role	Responsibilities
All personnel	Monitor and report instances of fugitive dust by raising an incident report as required.
Operations Manager	Develop and allocate resources to provide for a level of risk of fugitive dust that is as low as reasonably practicable and conduct and review fugitive dust inspections. Ensure compliance obligations are met including annual reporting on the assessment of the potential for dust emissions and proposed controls. Investigate and document complaints as required.
Leading Hand	Monitor wind speed, direction and incoming and nature of incoming loads throughout the day. Incorporate appropriate controls into planning and modulation of active landfill operations, including guidance and coaching of personnel and allocation of watercart routes and waste processing activities. Intervene in and modify active landfill operations in response to notification of exceedances of trigger levels in order to prevent triggering and stop any Dust Event. Investigate and document complaints as required.
Customer Service Officer	Maintain site complaints register.
Weighbridge Operator	Monitor and control incoming loads and advise Leading Hand of any oncoming loads consisting of soil or fine particulate. Monitor dust concentrations at the monitoring locations throughout the day and respond to any alarms notifying an exceedance of the trigger level by advising UHF channel 31 and Leading Hand. Advise incoming drivers of any reduction in speed limits.
Landfill Operator	Monitor wind speed, direction and contents of tipped loads throughout the day and modulate active landfill operations accordingly. This is to include communication with tippers to ensure appropriate tipping direction. Modify own machine operation and influence carrier activities in response to notification of exceedances of trigger levels in order to prevent triggering and stop any Dust Event.

9. Review

This DMP will be subject to, at a minimum, twelve-monthly review to ascertain its relevancy for ongoing site management and allow for continual improvement. Reviews may also be implemented:

- at the direction of the Shire of Dardanup
- after completion of each three-month monitoring campaign
- as a corrective action resulting from an investigation into dust impacts.

10. Limitations

Scope of services

This report ("the report") has been prepared by Strategen-JBS&G in accordance with the scope of services set out in the contract, or as otherwise agreed, between the Client and Strategen-JBS&G. In some circumstances, a range of factors such as time, budget, access and/or site disturbance constraints may have limited the scope of services. This report is strictly limited to the matters stated in it and is not to be read as extending, by implication, to any other matter in connection with the matters addressed in it.

Reliance on data

In preparing the report, Strategen-JBS&G has relied upon data and other information provided by the Client and other individuals and organisations, most of which are referred to in the report ("the data"). Except as otherwise expressly stated in the report, Strategen-JBS&G has not verified the accuracy or completeness of the data. To the extent that the statements, opinions, facts, information, conclusions and/or recommendations in the report ("conclusions") are based in whole or part on the data, those conclusions are contingent upon the accuracy and completeness of the data. Strategen-JBS&G has also not attempted to determine whether any material matter has been omitted from the data. Strategen-JBS&G will not be liable in relation to incorrect conclusions should any data, information or condition be incorrect or have been concealed, withheld, misrepresented or otherwise not fully disclosed to Strategen-JBS&G. The making of any assumption does not imply that Strategen-JBS&G has made any enquiry to verify the correctness of that assumption.

The report is based on conditions encountered and information received at the time of preparation of this report or the time that site investigations were carried out. Strategen-JBS&G disclaims responsibility for any changes that may have occurred after this time. This report and any legal issues arising from it are governed by and construed in accordance with the law of Western Australia as at the date of this report.

Environmental conclusions

Within the limitations imposed by the scope of services, the preparation of this report has been undertaken and performed in a professional manner, in accordance with generally accepted environmental consulting practices. No other warranty, whether express or implied, is made.

The advice herein relates only to this project and all results conclusions and recommendations made should be reviewed by a competent person with experience in environmental investigations, before being used for any other purpose.

Strategen-JBS&G accepts no liability for use or interpretation by any person or body other than the client who commissioned the works. This report should not be reproduced without prior approval by the client, or amended in any way without prior approval by Strategen-JBS&G, and should not be relied upon by other parties, who should make their own enquiries.

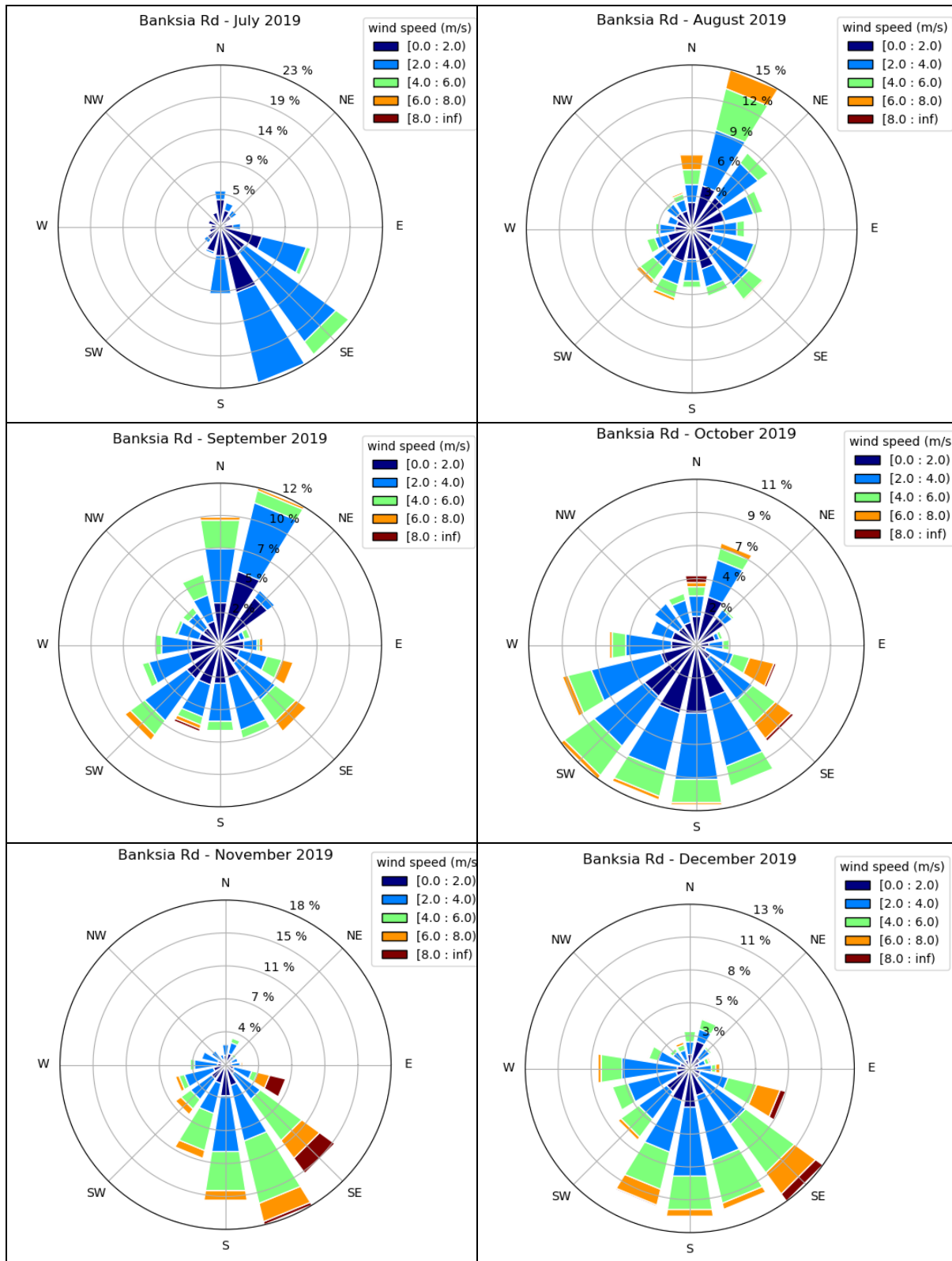
11. References

DWER. (2019) Government of Western Australia Department of Water and Environmental regulation Landfill Waste Classification and Waste Definitions 1996 (as amended 2019) Retrieved from <https://www.der.wa.gov.au/images/documents/our-work/licences-and-works-approvals/WasteDefinitions-revised.pdf>

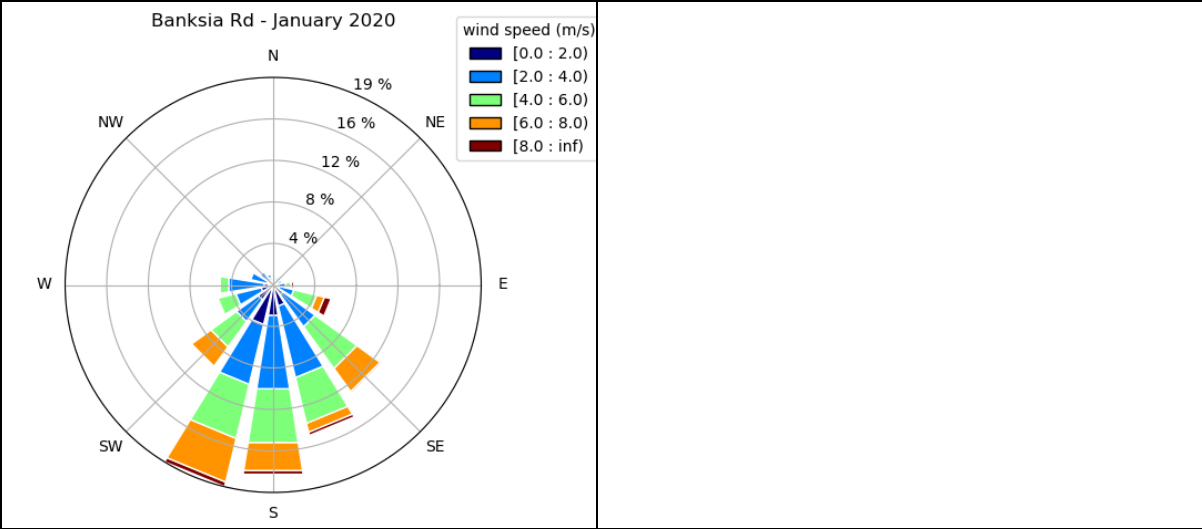
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Appendix A Wind roses (on-site station)



(Appendix ORD: 12.11A)



Appendix B Trigger level

The current trigger level described in Section 7.2.3 is shown in Table B.1.

Table B.1: Trigger level

Date	Trigger level	Units	Averaging period	Comment
19/02/2020	600	µg/m ³	10-minute	Initial trigger level set prior to completion and review of one month of monitoring data

(Appendix ORD: 12.11A)


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Rev No.	Copies	Recipient	Date
A	Draft - Electronic	Cleanaway	14/01/2020
0	Final draft – Electronic	Cleanaway / Shire of Dardanup	16/01/2020
1	Revised final draft – Electronic	Cleanaway / Shire of Dardanup	21/02/2020

Document Status

Rev No.	Author	Reviewer	Approved for Issue		
		Name	Name	Signature	Date
1	C.Ingram	J.Bailes	J.Bailes		21/02/2020

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Acceptance of Cleanaway Dust Management Plan – 58071/126,854 (Rev 1)							
RISK THEME PROFILE:		7 - Environment Management							
RISK ASSESSMENT CONTEXT:		Operational							
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	Incidence of dust event causing nuisance or health impact to neighbouring residents	Moderate (3)	Likely (4)	High (12 - 19)	Preferred option that Shire accepts Cleanaway DMP 58071/126,854 (Rev 1) with review of the document after 12 months.	Minor (2)	Unlikely (2)	Low (1 - 4)	
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 event.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	
LEGAL AND COMPLIANCE	The Shire being found lacking in its statutory duty towards protection of public health (<i>Public Health Act 2016</i>)	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Preferred option that Shire accepts Cleanaway DMP 58071/126,854 (Rev 1) with review of the document after 12 months.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	
REPUTATIONAL	The Shire being criticised in the public realm for not doing enough to protect residents and the environment from dust.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Preferred option that Shire accepts Cleanaway DMP 58071/126,854 (Rev 1) with review of the document after 12 months.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	
ENVIRONMENT	Contamination of surrounding land with dust from a Class III Putrescible Landfill Site.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Preferred option that Shire accepts Cleanaway DMP 58071/126,854 (Rev 1) with review of the document after 12 months.	Minor (2)	Unlikely (2)	Low (1 - 4)	

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: Special Council Meeting – 10 June 2020

RISK THEME PROFILE:

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

RISK ASSESSMENT CONTEXT: Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No compliance with the Local Government Act 1995 and Regulations could lead to penalties being imposed on the Shire.	Insignificant (1)	Possible (3)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance will impact on the Shires business reputation	Insignificant (1)	Possible (3)	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.



Government of **Western Australia**
Department of **Lands**

(Appendix ORD: 12.13A)



Regional and Metropolitan Services

5 May 2017

Your ref: new job

Our ref: 00143-2017 Job No. 170622

Enquiries: Ruth de Ridder Ph: (08) 6552 4653

Fax: (08) 6552 4417

ruth.deridder@lands.wa.gov.au

Chief Executive Officer
Shire of Dardanup
PO Box 7016
EATON WA 6232

Dear Sir

LOT 800 ON DEPOSITED PLAN 404267, FERGUSON RD, FERGUSON

As a result of a freehold subdivision, the above Lot was ceded to the Crown subject to section 152 of the *Planning and Development Act 2005* (PDA) for the purpose of "Public Recreation", print enclosed.

Would you please advise whether Council agrees to accept management of the proposed Reserve.

Yours faithfully,

Ruth de Ridder
Assistant State Land Officer
Case Delivery
Encl.

Reserve 52900



FERGUSON RD

R 12925
P139743
300
1821 m²

UCL
P404267
800
1040 m²

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Management Order Request - Lot 800 Ferguson Road, Ferguson							
RISK THEME PROFILE:		10 - Management of Facilities, Venues and Events 7 - Environment Management							
RISK ASSESSMENT CONTEXT:		Operational							
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		RESIDUAL RISK RATING	
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD		
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	By not accepting management of the reserve the Shire will still have to maintain the land as part of the Ferguson Hall development.	Moderate (3)	Likely (4)	Moderate (5 - 11)	In order to manage this risk it is recommended that Council accepts management of the reserve to ensure appropriate maintenance of this land in association with the adjoining reserve which contains the Ferguson Hall.	Insignificant (1)	Unlikely (2)	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.	Not required.	
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	
REPUTATIONAL	Community perception may be that the Shire is responsible for the management of the land as it appears to form part of the Ferguson Hall development	Moderate (3)	Likely (4)	Moderate (5 - 11)	In order to manage this risk it is recommended that Council accepts management of the reserve to ensure appropriate maintenance of this land in association with the adjoining reserve which contains the Ferguson Hall.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	
ENVIRONMENT	Unmanaged crown land could look untidy, create a fire risk..	Moderate (3)	Likely (4)	Moderate (5 - 11)	In order to manage this risk it is recommended that Council accepts management of the reserve to ensure appropriate maintenance of this land in association with the shires adjoining reserve which contains the Ferguson Hall.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT:		Building Asset Management Plan 2020/21 – 2029/30							
RISK THEME PROFILE:		1 - Asset Sustainability Practices							
RISK ASSESSMENT CONTEXT:		Operational							
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Risk that assets are not renewed at the end of their useful lives.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Risk that assets are not upgraded or created to meet demand.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Risk that customer levels of service are reduced or maintained to meet public expectation.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.

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



Monthly Financial Report

For the Period

1 July 2019 to 31 March 2020

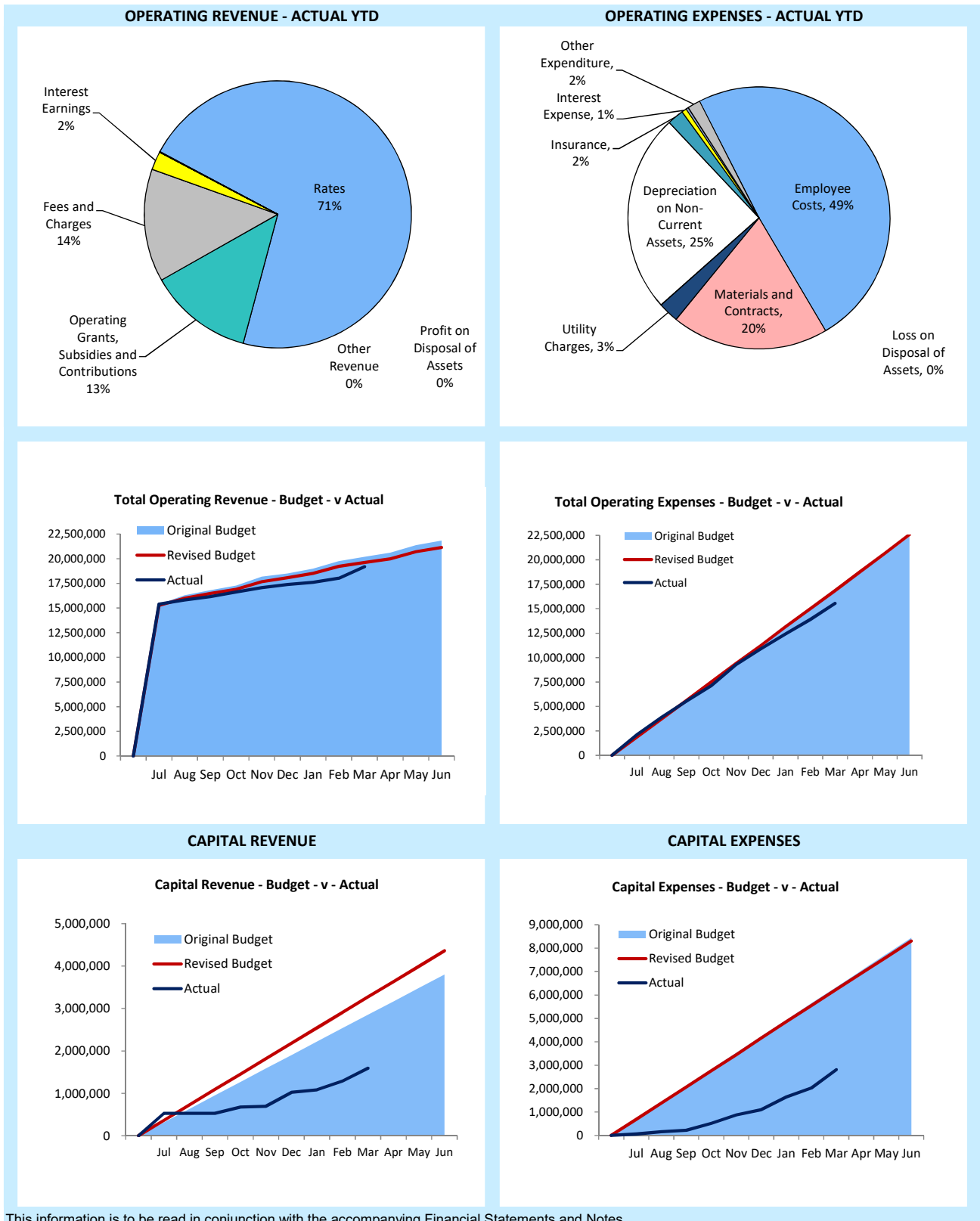
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Monthly Financial Report For the Period Ended 31 March 2020

SUMMARY GRAPHS



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

(Appendix ORD: 12.15B)



Statement of Financial Activity by Program For the Period Ended 31 March 2020 (Covering 9 months or 75% of the year)

Sch	2019/20	2019/20	2019/20	2019/20	Variance Y-T-D	Variance Y-T-D	2019/20	2018/19	
	Adopted Budget \$	Revised Budget \$	Y-T-D Revised Budget \$	Y-T-D Actual \$	Actual to Revised Budget \$	Actual to Revised Budget %	Forecast \$	Last Year Actual \$	
OPERATING ACTIVITIES									
Revenue									
Governance	4	1,550	3,240	2,403	8,720	6,317	262.9%	6,832	29
General Purpose Funding	3	15,474,534	15,461,160	14,976,116	14,434,903	(541,213)	(3.6%)	15,455,677	14,868,866
Law, Order, Public Safety	5	410,591	639,614	487,260	536,108	48,848	10.0%	648,404	440,114
Health	7	20,150	20,150	15,102	26,690	11,588	76.7%	15,650	19,177
Education and Welfare	8	3,500	4,205	3,150	3,205	55	1.7%	3,205	13,384
Community Amenities	10	1,504,690	1,516,067	1,473,148	1,461,556	(11,592)	(0.8%)	1,496,706	1,398,292
Recreation and Culture	11	2,834,702	2,839,301	2,157,755	2,292,355	134,600	6.2%	2,428,295	1,817,846
Transport	12	178,301	178,301	133,704	160,488	26,784	20.0%	178,301	161,057
Economic Services	13	101,580	101,580	76,140	74,767	(1,373)	(1.8%)	101,580	156,340
Other Property and Services	14	1,303,007	1,394,616	1,045,926	182,131	(863,795)	(82.6%) ▼	1,469,606	226,367
Total Operating Revenue		21,832,605	22,158,234	20,370,704	19,180,922	(1,189,782)	(5.8%)	21,804,256	19,101,472
Operating Expenses									
Governance	4	(1,282,266)	(1,276,440)	(957,258)	(919,768)	37,490	3.9%	(1,246,944)	(1,026,392)
General Purpose Funding	3	(409,569)	(396,294)	(277,841)	(246,421)	31,420	11.3%	(380,294)	(354,842)
Law, Order, Public Safety	5	(1,661,176)	(1,890,341)	(1,417,590)	(1,147,781)	269,809	19.0% ▲	(1,897,544)	(1,465,816)
Health	7	(564,913)	(563,407)	(422,412)	(396,214)	26,198	6.2%	(542,865)	(510,333)
Education and Welfare	8	(826,305)	(856,109)	(643,762)	(591,813)	51,949	8.1%	(810,226)	(754,676)
Community Amenities	10	(2,832,799)	(2,879,500)	(2,094,708)	(1,807,173)	287,535	13.7% ▲	(2,698,549)	(2,106,048)
Recreation & Culture	11	(8,160,605)	(8,043,329)	(6,036,638)	(5,717,737)	318,901	5.3%	(7,976,339)	(7,299,459)
Transport	12	(5,802,313)	(5,807,747)	(4,353,291)	(4,373,460)	(20,169)	(0.5%)	(5,807,746)	(5,707,573)
Economic Services	13	(601,073)	(573,224)	(429,813)	(383,266)	46,547	10.8%	(573,224)	(523,658)
Other Property and Services	14	(263,823)	(327,314)	(245,178)	(15,540)	229,638	93.7% ▲	(327,314)	(460,427)
Total Operating Expenditure		(22,404,841)	(22,613,705)	(16,878,491)	(15,599,174)	1,279,317	7.6%	(22,261,044)	(20,209,224)
Net Operating Activities		(572,236)	(455,471)	3,492,213	3,581,748	89,535	(2.6%)	(456,788)	(1,107,752)

(continued next page)

(Appendix ORD: 12.15B)



Statement of Financial Activity by Program For the Period Ended 31 March 2020 (Covering 9 months or 75% of the year)

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2019/20 Forecast \$	2018/19 Last Year Actual \$
Net Operating Activities (from previous page)	(572,236)	(455,471)	3,492,213	3,581,748	89,535	2.6%	(456,788)	(1,107,752)
ADJUSTMENTS OF NON CASH ITEMS								
(Profit)/Loss on Asset Disposals	(1,165,000)	(1,146,655)	(859,995)	49,517	909,512	105.8% ▲	(1,221,645)	18,870
Accruals	0	34,140	0	0	0	0.0%	34,140	(202,576)
Fair Value Adjustment to Financial Assets	0	0	0	0	0	0.0%	0	(70,068)
Contra Repayment of Prefunded Infrastructure	0	0	0	0	0	0.0%	0	0
Depreciation on Assets	5,242,750	5,242,750	3,932,019	3,829,419	(102,600)	(2.6%)	5,210,500	5,042,270
Adjusted Net Operating Activities	A 3,505,514	3,674,764	6,564,237	7,460,684	896,447	13.7%	3,566,207	3,680,744
INVESTING ACTIVITIES								
Revenue								
Non-operating grants, subsidies & contributions	3,804,088	4,361,257	3,270,888	1,590,581	(1,680,307)	(51.4%) ▼	4,361,257	1,874,654
Proceeds from Disposal of Assets	1,323,924	1,341,054	1,005,777	1,293,721	287,944	28.6% ▲	1,341,054	261,575
Total Capital Revenue	5,128,012	5,702,311	4,276,665	2,884,302	(1,392,363)	(32.6%)	5,702,311	2,136,229
Expenditure								
Land & Buildings	(1,148,280)	(1,231,423)	(930,279)	(113,901)	816,378	87.8% ▲	(1,231,423)	(400,830)
Infrastructure Assets - Road / Bridges / Paths	(5,405,567)	(5,149,126)	(3,861,486)	(2,058,019)	1,803,467	46.7% ▲	(5,149,127)	(3,788,051)
Infrastructure Assets - Parks & Gardens	(854,154)	(833,737)	(625,257)	(355,790)	269,467	43.1% ▲	(833,737)	(68,198)
Vehicles	(546,108)	(631,444)	(473,562)	(283,499)	190,064	40.1% ▲	(631,444)	(381,650)
Plant & Equipment	(26,000)	(6,000)	(4,500)	0	4,500	100.0%	(6,000)	(45,444)
Furniture & Fittings	(475,478)	(456,719)	(342,513)	(763)	341,750	99.8% ▲	(456,719)	(33,131)
Total Capital Expenditure	(8,455,587)	(8,308,449)	(6,237,597)	(2,811,972)	3,425,625	54.9%	(8,308,450)	(4,717,304)
Net Capital Activities	B (3,327,575)	(2,606,138)	(1,960,932)	72,329	2,033,261	103.7%	(2,606,139)	(2,581,075)
FINANCING ACTIVITIES								
Revenue								
Proceeds from New Loans	750,000	750,000	562,500	0	(562,500)	(100.0%) ▼	0	0
Self Supporting Loans - Principal Recoups	0	0	0	0	0	0.0%	0	32,936
Transfers from Reserves	6,036,256	5,408,863	4,055,466	838,176	(3,217,290)	(79.3%) ▼	5,408,863	3,969,700
Total Financing Revenue	6,786,256	6,158,863	4,617,966	838,176	(3,779,790)	81.8%	5,408,863	4,002,636
Expenditure								
Repayment of Loans	(279,748)	(279,748)	(207,665)	(215,312)	(7,647)	(3.7%)	(279,748)	(362,288)
Transfers to Reserves	(6,853,402)	(7,032,931)	(5,274,540)	(414,664)	4,859,876	92.1% ▲	(6,323,794)	(4,638,721)
Total Financing Expenditure	(7,133,150)	(7,312,679)	(5,482,205)	(629,975)	4,852,230	88.5%	(6,603,542)	(5,001,009)
Net Financing Activities	C (346,894)	(1,153,817)	(864,239)	208,201	1,072,440	124.1%	(1,194,680)	(998,373)
FUNDING SOURCES								
Surplus/(Deficit) July 1 B/Fwd	D 301,183	404,751	301,183	404,751	103,568	34.4% ▲	404,751	303,456
CLOSING FUNDS (A+B+C+D)	132,227	319,560	4,040,249	8,145,966	4,105,716	(101.6%)	170,140	404,751

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.

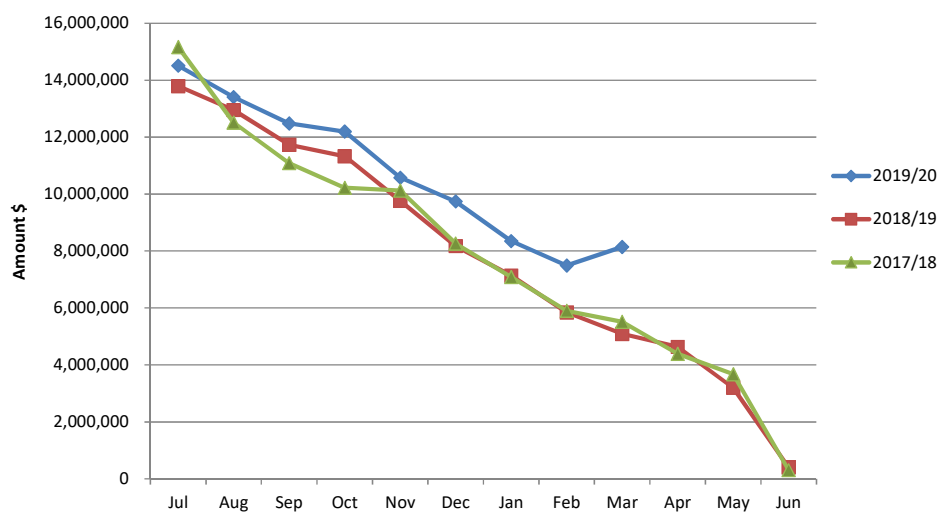
This statement to be read in conjunction with the accompanying Financial Statements and Notes



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

Note	Year to Date Actual 31-Mar-2020 \$	This Time Last Year 31-Mar-2019 \$	Last Year Closing 30 June 2019 \$
Represented By:			
CURRENT ASSETS			
Cash and Cash Equivalents	24,859,412	20,098,699	19,441,957
Rates Debtors Outstanding	837,336	884,953	311,495
Pensioner Rates Rebate	8,848	174,257	19,786
Sundry Debtors	1,154,794	283,350	200,555
Self Supporting Loan Asset	0	32,936	0
Accrued Revenue	55,463	89,387	151,597
Prepaid Expenses	0	0	22,734
Goods & Services Tax / BAS Refund	36,186	62,260	127,208
Other Receivables	(200)	0	0
Inventories - Materials	5,047	2,166	5,047
Inventories- Trading Stock - Recreation Centre	8,430	11,857	8,430
Current Assets	26,965,316	21,639,864	20,288,810
LESS CURRENT LIABILITIES			
Payables:			
Sundry Creditors	(345,827)	(6,471)	(735,312)
Other Payables	(69,733)	(79,201)	(5,069)
Municipal Bonded Liabilities	(777,970)	0	(825,867)
Prepaid Revenue - Rates / PPL	(327,108)	(322,223)	(565,248)
Accrued Interest on Debentures	(37,523)	(42,740)	(37,523)
Accrued Salaries & Wages	0	0	(25,165)
Other Accrued Expenses	0	0	(5,174)
Borrowings - Debentures	(64,437)	(20,978)	(279,748)
Provisions:			
Staff Leave Provisions	(1,272,697)	(1,190,807)	(1,272,697)
Current Liabilities	(2,895,294)	(1,662,420)	(3,751,803)
Net Current Assets	24,070,021	19,977,444	16,537,007
Less: Restricted Assets / Reserve Funds	4 (15,988,492)	(14,875,798)	(16,412,005)
Less: Self Supporting Loan Income	0	(32,936)	0
Add: Current - Borrowings	64,437	20,978	279,748
CLOSING FUNDS / NET CURRENT ASSETS (per previous page)	8,145,966	5,089,688	404,751

Liquidity Over The Year



(Appendix ORD: 12.15B)



Statement of Comprehensive Income by Nature or Type For the Period Ended 31 March 2020 (Covering 9 months or 75% of the year)

	2019/20 Adopted Budget \$	2019/20 Revised Budget \$	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance Y-T-D Actual to Revised Budget \$	Variance Y-T-D Actual to Revised Budget %	2019/20 Forecast \$	2018/19 Last Year Actual \$
Revenue								
Rates	13,742,181	13,713,132	13,691,888	13,697,637	5,749	(0.0%)	13,713,132	13,091,847
Grants, Subsidies & Contributions	3,234,207	2,588,337	1,911,252	2,423,686	512,434	(26.8%)	2,588,679	2,202,843
Fees and Charges	3,156,021	3,156,569	2,708,592	2,619,499	(89,093)	3.3%	2,701,921	3,112,535
Interest Earnings	507,656	507,656	414,573	427,733	13,160	(3.2%)	532,994	581,228
Other Revenue	27,540	27,540	20,655	12,368	(8,287)	0.0%	27,540	27,855
	<u>20,667,605</u>	<u>19,993,234</u>	<u>18,746,960</u>	<u>19,180,922</u>	<u>433,962</u>	<u>(2.3%)</u>	<u>19,564,266</u>	<u>19,016,308</u>
Expenses								
Employee Costs	(11,155,410)	(11,016,815)	(8,260,989)	(7,645,835)	615,154	7.4%	(10,977,097)	(9,793,985)
Materials and Contracts	(4,665,758)	(4,950,406)	(3,627,873)	(3,023,839)	604,034	16.6%	(4,680,494)	(4,049,538)
Utility Charges	(561,970)	(565,816)	(424,107)	(396,214)	27,893	6.6%	(558,718)	(551,434)
Depreciation on Non-current Assets	(5,242,750)	(5,242,750)	(3,932,019)	(3,829,419)	102,600	2.6%	(5,210,500)	(5,042,270)
Interest Expense	(113,943)	(113,943)	(86,983)	(93,863)	(6,880)	(7.9%)	(113,943)	(127,293)
Insurance	(282,982)	(314,956)	(235,998)	(316,060)	(80,062)	(33.9%)	(313,993)	(253,207)
Other	(382,028)	(390,674)	(296,764)	(244,427)	52,337	17.6%	(387,954)	(357,532)
	<u>(22,404,842)</u>	<u>(22,595,361)</u>	<u>(16,864,733)</u>	<u>(15,549,657)</u>	<u>1,315,076</u>	<u>7.8%</u>	<u>(22,242,699)</u>	<u>(20,175,259)</u>
Operational Surplus / (Deficit)	(1,737,237)	(2,602,126)	1,882,227	3,631,265	1,749,038	(92.9%)	(2,678,433)	(1,158,951)
Grants & Contributions for the Development of Assets	3,804,089	4,361,257	3,270,888	1,590,581	(1,680,307)	(51.4%)	4,361,257	1,874,654
Profit on Asset Disposals	1,165,000	1,146,655	859,995	0	(859,995)	(100.0%)	1,221,645	15,093
Loss on Asset Disposals	0	0	0	(49,517)	(49,517)	(100.0%)	0	(33,963)
Fair Value Adjustment to Financial Assets	0	0	0	0	0	0.0%	0	70,068
	<u>4,969,089</u>	<u>5,507,912</u>	<u>4,130,883</u>	<u>1,541,063</u>	<u>(2,589,820)</u>	<u>62.7%</u>	<u>5,582,902</u>	<u>1,925,852</u>
NET RESULT	3,231,852	2,905,786	6,013,110	5,172,329	(840,781)	14.0%	2,904,470	766,901
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
TOTAL COMPREHENSIVE INCOME	3,231,852	2,905,786	6,013,110	5,172,329	(840,781)	14.0%	2,904,470	766,901

(Appendix ORD: 12.15B)



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

1. PROGRAMS / ACTIVITIES

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

COMMUNITY VISION

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

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



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

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

The material variances adopted by the Shire of Dardanup for reporting in the 2019/20 year is 10% or \$50,000, whichever is the greater. All variances are between Year-to-Date Actual and Year-to-Date Revised Budget values.

Sch	2019/20		2019/20		Variance to		Timing / Permanent	Material Variance - Explanation
	Y-T-D	Revised Budget	Y-T-D	Actual	Y-T-D	Revised Budget		
	\$	\$	\$	\$	\$	%		
OPERATING ACTIVITIES								
Revenue								
Governance	4	2,403	8,720	6,317	262.9%			
General Purpose Funding	3	14,976,116	14,434,903	(541,213)	(3.6%)			
Law, Order, Public Safety	5	487,260	536,108	48,848	10.0%			
Health	7	15,102	26,690	11,588	76.7%			
Education and Welfare	8	3,150	3,205	55	1.7%			
Community Amenities	10	1,473,148	1,461,556	(11,592)	(0.8%)			
Recreation and Culture	11	2,157,755	2,292,355	134,600	6.2%			
Transport	12	133,704	160,488	26,784	20.0%			
Economic Services	13	76,140	74,767	(1,373)	(1.8%)			
Other Property and Services	14	1,045,926	182,131	(863,795)	(82.6%)	Timing	\$873,000 profit not yet realised on disposal of land.	
Total Operating Revenue		20,370,704	19,180,922	(1,189,782)	(5.8%)			
Operating Expenses								
Governance	4	(957,258)	(919,768)	37,490	3.9%			
General Purpose Funding	3	(277,841)	(246,421)	31,420	11.3%			
Law, Order, Public Safety	5	(1,417,590)	(1,147,781)	269,809	19.0%	Timing / Permanent	Timing : \$140,000 for new project for bush fire mitigation works not yet commenced, 50,000 lower costs for animal control & general law and order. Permanent : \$53,000 lower depreciation expense.	
Health	7	(422,412)	(396,214)	26,198	6.2%			
Education and Welfare	8	(643,762)	(591,813)	51,949	8.1%			
Community Amenities	10	(2,094,708)	(1,807,173)	287,535	13.7%	Timing	Generally lower operating costs to date - \$40,000 waste management, \$34,000 environmental projects, \$154,000 town planning operating costs, \$50,000 public facilities maintenance.	
Recreation & Culture	11	(6,036,638)	(5,717,737)	318,901	5.3%			
Transport	12	(4,353,291)	(4,373,460)	(20,169)	(0.5%)			
Economic Services	13	(429,813)	(383,266)	46,547	10.8%			
Other Property and Services	14	(245,178)	(15,540)	229,638	93.7%	Timing	\$60,000 lower costs for new software, \$113,000 overheads allocated to works and programs.	
Total Operating Expenditure		(16,878,491)	(15,599,174)	1,279,317	(7.6%)			
Net Operating Activities		3,492,213	3,581,748	89,535	2.6%			
ADJUSTMENTS OF NON CASH ITEMS								
(Profit)/Loss on Asset Disposals		(859,995)	49,517	909,512	105.8%	Timing	\$873,000 profit not yet realised on disposal of land.	
Depreciation on Assets		3,932,019	3,829,419	(102,600)	(2.6%)			
Adjusted Net Operating Activities		6,564,237	7,460,684	896,447	13.7%			

(continued next page)



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

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

	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
Adjusted Net Operating Activities (from previous period)	6,564,237	7,460,684	896,447	13.7%		
INVESTING ACTIVITIES						
Revenue						
Non-operating grants, subsidies & contributions	3,270,888	1,590,581	(1,680,307)	(51.4%)	▼ Timing	Lower receipt of capital grants & contributions to date for bush fire buildings, halls & sporting buildings, foreshore boat ramp, parks projects & roads construction projects.
Proceeds from Disposal of Assets	1,005,777	1,293,721	287,944	28.6%	▲ Permanent	Proceeds of land sale greater than budgeted amount. Full amount to be transferred to Reserve.
Total Capital Revenue	4,276,665	2,884,302	(1,392,363)	(32.6%)		
Expenditure						
Land & Buildings	(930,279)	(113,901)	816,378	87.8%	▲ Timing	Major building projects Eaton Bowling Club, Waterloo Fire Station, Eaton Oval Clubrooms upgrade have not yet commenced construction.
Infrastructure Assets - Road / Bridges / Paths	(3,861,486)	(2,058,019)	1,803,467	46.7%	▲ Timing	Most road renewal projects & will be completed in February-May period; delay in road upgrade project Eaton Drive, various paths upgrades not yet commenced.
Infrastructure Assets - Parks & Gardens	(625,257)	(355,790)	269,467	43.1%	▲ Timing	Work has commenced on several parks and reserves projects with the majority of works yet to occur including foreshore boat ramp upgrade.
Vehicles	(473,562)	(283,499)	190,064	40.1%	▲ Timing	Several vehicles not yet acquired includes tip truck and replacement operations utilities.
Plant & Equipment	(4,500)	0	4,500	100.0%	▲ Timing	All furniture and equipment purchases not yet completed.
Furniture & Fittings	(342,513)	(763)	341,750	99.8%	▲ Timing	
Total Capital Expenditure	(6,237,597)	(2,811,972)	3,425,625	(54.9%)		
Net Capital Activities	(1,960,932)	72,329	2,033,261	(103.7%)		
FINANCING ACTIVITIES						
Revenue						
Proceeds from New Loans	562,500	0	(562,500)	(100.0%)	▼ Timing	Wanjui Developer Contribution loan to be taken out later in the year or deferred to next year
Self Supporting Loans - Principal Reimbursement	0	0	0	0.0%		
Transfers from Reserves	4,055,466	838,176	(3,217,290)	(79.3%)	▼ Timing	Transfers from Reserves to occur at completion of relevant projects or at year-end.
Total Financing Revenue	4,617,966	838,176	(3,779,790)	(81.8%)		
Expenditure						
Repayment of Loans	(207,665)	(215,312)	(7,647)	(3.7%)	▲ Timing	Most transfers to Reserves will occur at year-end.
Transfers to Reserves	(5,274,540)	(414,664)	4,859,876	92.1%	▲ Timing	
Total Financing Expenditure	(5,482,205)	(629,975)	4,852,230	(88.5%)		
Net Financing Activities	(864,239)	208,201	1,072,440	(124.1%)		
FUNDING SOURCES						
Surplus/(Deficit) July 1 B/Fwd	301,183	404,751	103,568	34.4%	▲ Permanent	Higher surplus from 2018/19 than anticipated at the time of budget preparation
CLOSING FUNDS (A+B+C+D)	4,040,249	8,145,966	4,105,716	101.6%		

(Appendix ORD: 12.15B)



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

3. TRUST FUNDS

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

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Tourism WA for Ferguson Valley Project	301,800.73	0.00	0.00	75,000.00	0.00	226,800.73
Public Open Space	857,943.74	0.00	0.00	0.00	0.00	857,943.74
Accrued Interest	0.00	0.00	4,480.97	0.00	0.00	4,480.97
Plus: Outstanding Creditors	0.00	0.00	0.00	0.00	0.00	0.00
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	1,159,744.47	0.00	4,480.97	75,000.00	0.00	1,089,225.44

4. CASH BACKED RESERVES

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Un-Restricted						
Executive & Compliance Vehicles Reserve	364,152.78	0.00	0.00	0.00	0.00	364,152.78
Plant & Engineering Equipment Reserve	837,737.92	0.00	0.00	0.00	0.00	837,737.92
Eaton Recreation Centre - Equipment Reserve	365,346.45	0.00	0.00	0.00	0.00	365,346.45
Building Maintenance Reserve	1,620,574.64	0.00	0.00	0.00	0.00	1,620,574.64
Employee Relief Reserve	226,994.98	0.00	0.00	0.00	0.00	226,994.98
Employee Leave Entitlements Reserve	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Refuse Site Environmental Works Reserve	82,960.37	0.00	0.00	0.00	0.00	82,960.37
Information Technology Reserve	406,982.52	0.00	0.00	0.00	0.00	406,982.52
Roadwork Construction & Major Maintenance Reserve	500,300.53	0.00	0.00	0.00	0.00	500,300.53
Meat Inspection Reserve	5,218.96	0.00	0.00	5,218.96	0.00	0.00
Accrued Salaries Reserve	379,359.78	0.00	0.00	0.00	0.00	379,359.78
Tourism Reserve	6,377.35	5,218.96	0.00	0.00	0.00	11,596.31
Recycling Education Reserve	82,334.11	0.00	0.00	0.00	0.00	82,334.11
Road Safety Programs Reserve	8,356.69	14,060.00	0.00	0.00	0.00	22,416.69
Council Land Development Reserve	20,838.59	0.00	0.00	0.00	0.00	20,838.59
Carried Forward Projects Reserve	2,968,519.73	0.00	0.00	0.00	0.00	2,968,519.73
Election Expenses Reserve	23,487.06	0.00	0.00	0.00	0.00	23,487.06
Town Planning Consultancy Reserve	91,740.47	0.00	0.00	0.00	0.00	91,740.47
Parks & Reserves Upgrades Reserve	549,702.69	0.00	0.00	0.00	0.00	549,702.69
Strategic Planning Studies Reserve	218,946.93	0.00	0.00	0.00	0.00	218,946.93
Pathways Reserve	164,161.78	0.00	0.00	0.00	0.00	164,161.78
Asset / Rates Revaluation Reserve	292,877.18	0.00	0.00	0.00	0.00	292,877.18
Refuse & Recycling Bin Replacement Reserve	54,075.81	0.00	0.00	0.00	0.00	54,075.81
Sale of Land Reserve	2,303,942.18	0.00	0.00	0.00	0.00	2,303,942.18
Emergency Services Reserve	10,306.48	0.00	0.00	10,306.48	0.00	0.00
Small Plant & Equipment Reserve	15,261.45	0.00	0.00	15,261.45	0.00	0.00
Storm Water Reserve	101,082.19	15,261.45	0.00	0.00	0.00	116,343.64
	11,706,639.62	34,540.41	0.00	30,786.89	0.00	11,710,393.14
Restricted						
Contribution to Works Reserve	601,543.28	62,768.69	0.00	0.00	0.00	664,311.97
Eaton Drive - Access Construction Reserve	153,212.42	0.00	0.00	0.00	0.00	153,212.42
Eaton Drive - Scheme Construction Reserve	904,633.29	0.00	0.00	0.00	0.00	904,633.29
Fire Control Reserve	1,108.89	10,306.48	0.00	0.00	0.00	11,415.37
Collie River (Eaton Drive) Bridge Construction Reserve	1,548,013.31	0.00	0.00	0.00	0.00	1,548,013.31
Unspent Grants Reserve	1,308,820.17	0.00	0.00	766,611.75	0.00	542,208.42
Swimming Pool Inspection Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Unspent Specified Area Rate - Bulk Waste Collection Reserve	79,770.43	0.00	0.00	0.00	0.00	79,770.43
Unspent Specified Area Rate - Eaton Landscaping Reserve	67,486.00	0.00	0.00	0.00	0.00	67,486.00
Wanju Developer Contribution Plan Unspent Loan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Dardanup Developer Contribution Scheme - Dardanup Community Centre Reserve	7,317.22	0.00	0.00	7,317.22	0.00	0.00
Dardanup Developer Contribution Scheme - Community Centre Design Reserve	1,126.10	0.00	0.00	1,126.10	0.00	0.00
Dardanup Developer Contribution Scheme - Dardanup Public Library Reserve	4,356.65	0.00	0.00	4,356.65	0.00	0.00
Dardanup Developer Contribution Scheme - Wells Park Hard Courts Reserve	4,089.36	0.00	0.00	4,089.36	0.00	0.00
Dardanup Developer Contribution Scheme - Wells Park Clubroom Reserve	9,725.94	0.00	0.00	9,725.94	0.00	0.00
Dardanup Developer Contribution Scheme - Wells Park Clubrooms Design Reserve	1,282.14	0.00	0.00	1,282.14	0.00	0.00
Dardanup Developer Contribution Scheme - Wells Park Car Park Reserve	12,880.03	0.00	0.00	12,880.03	0.00	0.00
Dardanup Expansion Developer Contribution Plan Reserve	0.00	40,777.44	0.00	0.00	0.00	40,777.44
	4,705,365.23	113,852.61	0.00	807,389.19	0.00	4,011,828.65
Interest	0.00	0.00	268,570.57	0.00	0.00	268,570.57
Less: Outstanding Debtors	0.00	(2,300.00)	0.00	0.00	0.00	(2,300.00)
TOTAL	16,412,004.85	146,093.02	268,570.57	838,176.08	0.00	15,988,492.36

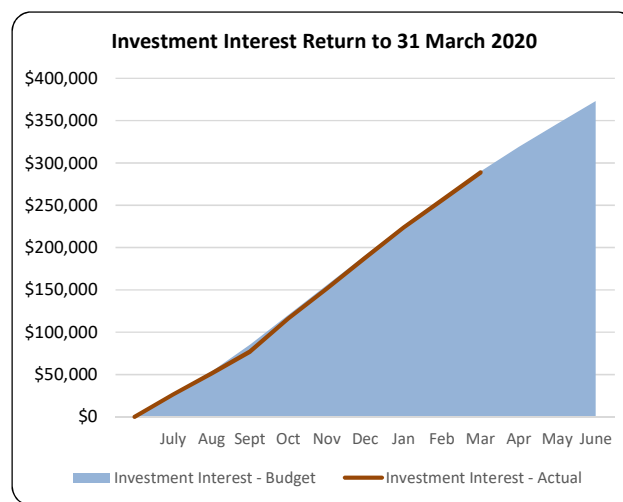
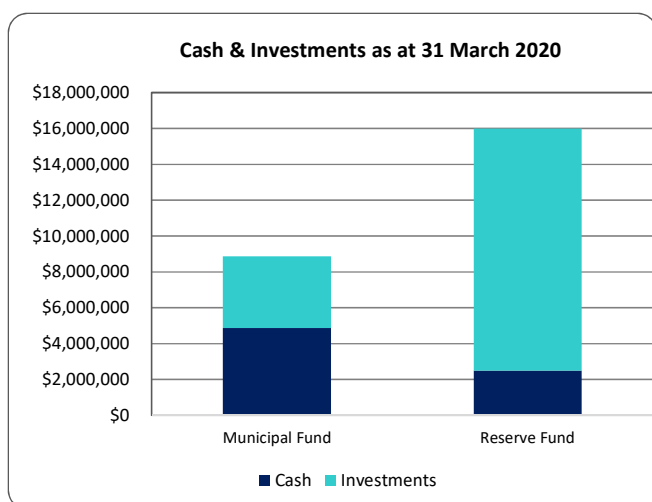
(Appendix ORD: 12.15B)



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

5. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	COMMENCEMENT	MATURITY	ESTIMATED INTEREST	INTEREST CREDITED 2019-2020
MUNICIPAL FUND								
CBA	Municipal Fund Bank Account	\$ 4,867,059.04	0.40%				\$1,622.35	\$5,666.72
NAB	Term Deposit	\$ 1,000,000.00	1.60%	91	1/2020	4/2020	\$3,989.04	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.60%	91	1/2020	4/2020	\$3,989.04	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.60%	91	1/2020	4/2020	\$3,989.04	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	94	9/2019	6/2020	\$4,378.08	\$0.00
		<u>\$ 8,867,059.04</u>					<u>\$17,967.56</u>	<u>\$5,666.72</u>
TRUST FUND								
Westpac	Trust Fund Bank Account	\$ 1,089,225.44					\$0.00	\$2,467.49
		<u>\$ 1,089,225.44</u>					<u>\$0.00</u>	<u>\$2,467.49</u>
RESERVE FUND								
Westpac	Reserve Bank Account	\$ 2,488,492.36					\$0.00	\$6,838.69
Westpac	Coupon Select Deposit (Tailored Deposit)	\$ 5,000,000.00	2.94%	1098	8/2017	8/2020	\$452,110.29	\$111,961.63
Members Equity	Term Deposit	\$ 1,100,000.00	1.65%	274	9/2019	6/2020	\$13,990.28	\$29,496.49
AMP	Term Deposit	\$ 1,900,000.00	1.80%	189	1/2020	8/2020	\$17,709.04	\$33,271.23
NAB	Term Deposit	\$ 1,500,000.00	1.55%	180	2/2020	8/2020	\$11,465.75	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.60%	91	1/2020	4/2020	\$3,989.04	\$0.00
NAB	Term Deposit	\$ 1,000,000.00	1.62%	270	9/2019	6/2020	\$11,983.56	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	94	3/2020	6/2020	\$4,378.08	\$0.00
Macquarie	Term Deposit	\$ 1,000,000.00	1.70%	89	3/2020	6/2020	\$4,145.21	\$0.00
		<u>\$ 15,988,492.36</u>					<u>\$519,771.26</u>	<u>\$181,568.04</u>
Total Interest Received								<u><u>\$189,702.25</u></u>





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

5. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	\$ 4,000,000.00
Trust Fund Investment Portfolio	\$ -
Reserve Fund Investment Portfolio	\$ 13,500,000.00
	<u>\$ 17,500,000.00</u>

Investment Policy - Portfolio Risk Exposure

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

Portfolio - Terms of Maturity

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

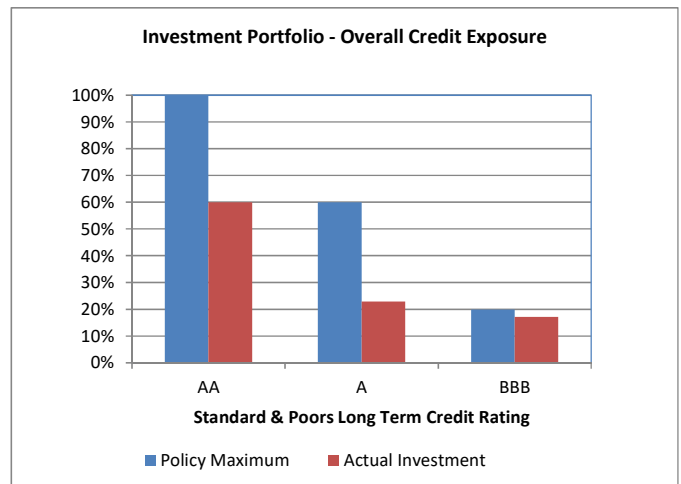
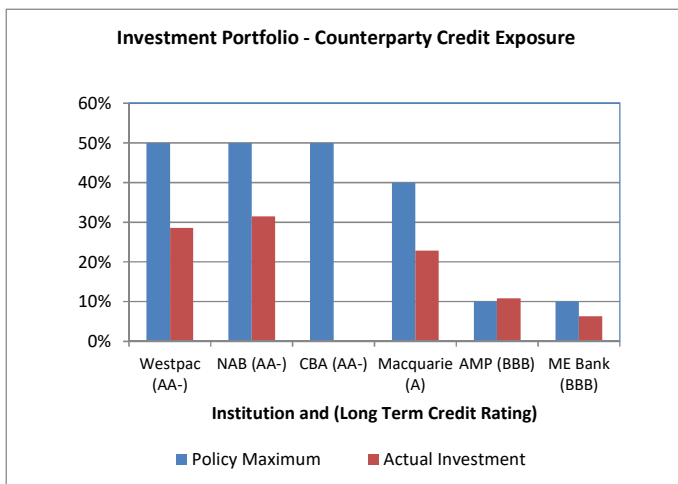
Counterparty Credit Exposure

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

Overall Credit Exposure

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

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





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

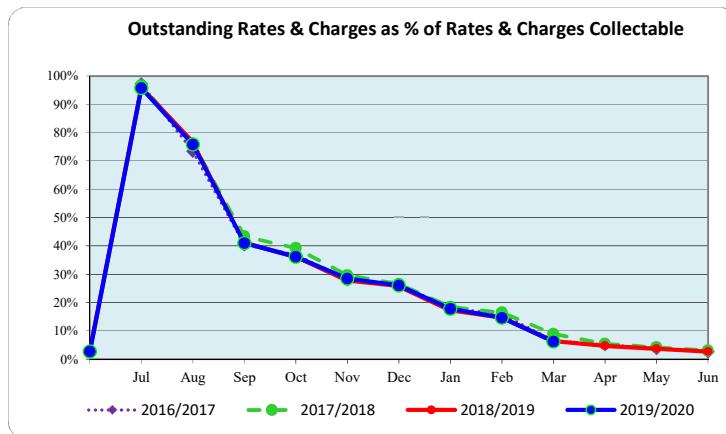
6. Accounts Receivable as at 31 March 2020

Rates and Charges Outstanding

2019/20 annual rates were raised on 17 July 2019 and were due for payment by 12 September 2019.

For ratepayers paying by the four instalment option, the fourth and final instalment was due on 19 March 2020.

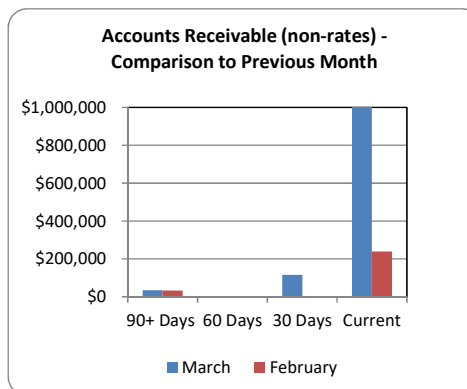
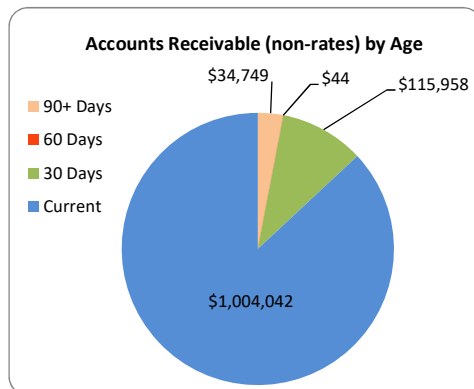
As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$1,018,219. This equates to 6.26% of rates and charges collectable and is at a similar ratio to recent years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.



Sundry Debtors Outstanding (non-rates)

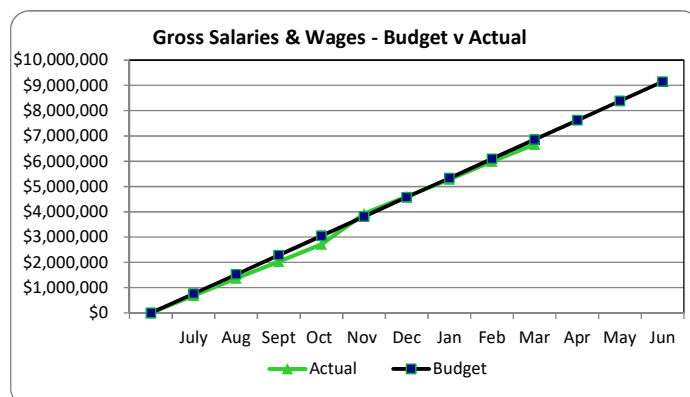
As at the reporting date, the total outstanding Sundry Debtors amount to \$1,154,794.

Significant invoices raised in March were 1,000,810 for claim of grants and donations. It is anticipated payment will be received in April 2020.



7. Salaries and Wages to 31 March 2020

At the reporting date, total salaries and wages expenditure is \$6,666,696 (71.7%) of the revised annual budget of \$9,145,748 for the 2019/20 financial year).





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

8 RATING INFORMATION

RATE TYPE	Rate in \$	Number of properties	Rateable value \$	2019/20 Revised Budget rate	2019/20 Revised Budget interim rates	2019/20 Revised Budget back rates	2019/20 Revised Budget total revenue	2019/20 Actual total revenue	2018/19 Actual total revenue	2018/19 Budget total revenue
Differential general rate or general rate										
Gross rental valuations										
General Rates - GRV: Residential	0.100662	3,085	55,836,980	5,620,662	0	0	5,620,662	5,620,662	5,309,324	5,309,324
General Rates - GRV: Commercial	0.100662	54	13,605,420	1,369,549	0	0	1,369,549	1,369,549	1,315,359	1,315,359
General Rates - GRV: Industrial	0.100662	65	7,529,898	757,975	0	0	757,975	757,975	727,562	727,562
General Rates - GRV: Small Holding	0.100662	360	8,010,860	806,389	0	0	806,389	806,389	761,329	761,329
General Rates - GRV: Interim and Back Rates	0.100662	0	0	0	75,000	0	75,000	72,717	85,991	230,000
Unimproved valuations										
General Rates - UV: Broad Acre Rural	0.006259	488	273,051,000	1,709,026	0	0	1,709,026	1,709,026	1,644,349	1,644,349
General Rates - UV: Mining	0.006259	0	0	0	0	0	0	0	0	0
General Rates - UV: Interim and Back Rates	0.006259	0	0	0	0	0	0	0	0	0
Sub-Totals		4,052	358,034,158	10,263,601	75,000	0	10,338,601	10,336,318	9,843,914	9,987,923
Minimum payment										
Gross rental valuations										
General Rates - GRV: Residential	1,547.50	1,662	21,419,776	2,571,945	0	0	2,571,945	2,571,945	2,484,960	2,484,960
General Rates - GRV: Commercial	1,547.50	7	61,400	10,833	0	0	10,833	10,833	10,416	10,416
General Rates - GRV: Industrial	1,547.50	52	629,150	80,470	0	0	80,470	80,470	77,376	77,376
General Rates - GRV: Small Holding	1,547.50	72	607,980	111,420	0	0	111,420	111,420	104,160	104,160
General Rates - GRV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Unimproved valuations										
General Rates - UV: Broad Acre Rural	1,547.50	135	20,540,600	208,913	0	0	208,913	208,913	191,952	191,952
General Rates - UV: Mining	1,547.50	20	372,699	30,950	0	0	30,950	30,950	29,759	29,759
General Rates - UV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Sub-Totals		1,948	43,631,605	3,014,531	0	0	3,014,531	3,014,531	2,898,623	2,898,623
Discounts/concessions										
Total amount raised from general rates		6,000	401,665,763	13,278,132	75,000	0	13,353,132	13,350,849	12,742,537	12,886,546
Specified area rates							(5,000)	(659)	(19,775)	(5,000)
Total rates							13,348,132	13,350,190	12,722,762	12,881,546
							350,000	347,448	351,801	349,178
							13,698,132	13,697,638	13,074,563	13,230,724



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

9. INFORMATION ON BORROWINGS

Debtenture Repayments

Particulars	Loan No.	Principal Opening Balance 01 July 2019		New Loans 2019/20		Principal Repayments 2019/20		Interest Repayments 2019/20		Principal Outstanding 30 June 2020	
		Actual \$	Revised Budget \$	Actual \$	Revised Budget \$	Actual \$	Revised Budget \$	Actual \$	Revised Budget \$	Actual \$	Revised Budget \$
Community Amenities											
Wanjui/Waterloo Industrial Park Developer Contribution Plans	New	0	750,000	0	0	0	0	0	0	0	750,000
Recreation and Culture											
Eaton Recreation Centre	59	363,773	0	0	40,930	83,083	11,891	22,423	322,843	280,690	
Eaton Recreation Centre Extensions	63	21,440	0	0	10,562	21,440	759	1,146	10,878	(0)	
Fitness Equipment	68	21,070	0	0	21,070	21,070	413	413	(0)	(0)	
Glen Huon Oval Club Rooms	69	1,005,108	0	0	39,638	39,638	41,700	45,072	965,470	965,470	
Transport											
Depot Land	66	559,417	0	0	56,313	56,313	24,073	25,841	503,104	503,104	
Economic Services											
Gravel Pit Land - Panizza Road	61	113,015	0	0	11,059	22,466	3,883	7,381	101,956	90,550	
Other Property and Services											
Administration Building Extensions	65	159,042	0	0	35,739	35,739	11,145	11,667	123,303	123,303	
		2,242,865	0	750,000	215,312	279,748	93,863	113,943	2,027,553	2,713,117	

All debtenture repayments were financed by general purpose revenue.



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

10 BUDGET AMENDMENTS

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

GI/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
	Budget Adoption						
	Permanent Changes						
	Opening surplus adjustment		Opening Surplus		103,568		132,227
J12596	2019/20 Upgrade of Gravel Pit East Road	26/06/2019 - 178-19	Capital Expense			(16,200)	235,795
1241002	Transfer from Reserve - Road Construction Reserve	26/06/2019 - 178-19	Capital Revenue		16,200		219,595
J11712	Ferguson Hall	17/07/2019 - 235-19	Capital Expense			(7,971)	235,795
1241010	Transfer from Reserve - Carried Forward Projects Reserve	17/07/2019 - 235-19	Capital Revenue		7,971		227,824
J11640	Depiazzi Park	17/07/2019 - 228-19	Capital Expense			(10,000)	235,795
1143001	Transfer from Reserve - Parks & Reserves Upgrades Reserve	17/07/2019 - 228-19	Reserve Transfer		10,000		225,795
J11636	Ferguson Valley Marketing for mobile visitor centre van.	14/08/2019 - 238-19	Operating Expense			(25,000)	235,795
J11636	Gnomesville master plan	14/08/2019 - 238-19	Capital Expense		25,000		235,795
1221505	Grant Revenue - Roads to Recovery	25/09/2019 - 277-19	Capital Revenue		63,204		298,999
1241002	Transfer from Reserve - Road Construction Reserve	25/09/2019 - 277-19	Reserve Transfer			(63,204)	235,795
0412506	Sundry Consultants - Other Governance	25/09/2019 - 286-19	Operating Expense			(20,000)	215,795
J12597	Road safety treatments - Hamilton Road and Recreation Drive	16/10/2019 - 294-19	Capital Expense		4,200		211,595
1241002	Transfer from Reserve - Road Construction Reserve	16/10/2019 - 294-19	Reserve Transfer			(4,200)	215,795
1036002	Changeover Vehicle DA004 - Road Construction Reserve	16/10/2019 - 296-19	Capital Expense			(45,900)	169,895
1432001	Changeover Vehicle DA9668 - Migr Information Services	16/10/2019 - 296-19	Capital Expense			(45,900)	123,995
1036002	New Vehicle - Director Sustainable Development	16/10/2019 - 296-19	Capital Expense			(71,400)	52,595
1046001	Sale of Vehicle - Town Planning	16/10/2019 - 296-19	Capital Revenue		22,950		75,545
1442003	Sale of Vehicle - Administration O/H	16/10/2019 - 296-19	Capital Revenue		22,950		98,495
1444007	Transfer from Reserve - Executive & Compliance Vehicles	16/10/2019 - 296-19	Reserve Transfer		117,300		215,795
J05005	Dardanup West Bush Fire Brigade Shed - Concrete Pad	06/11/2019 - 314-19	Capital Expense			(7,545)	208,250
0522501	Grant Revenue - Capital ESL	06/11/2019 - 314-19	Capital Expense		7,545		215,795
0521502	Grant - Fire Prevention - for Mitigation Activity Funding	27/11/2019 - 351-19	Operating Revenue		209,615		425,410
J05021	Grant Funding Expenditure - Bush Fire Mitigation Activity	27/11/2019 - 351-19	Operating Expense			(209,615)	215,795
0522501	Grant Revenue - Capital - Fire Prevention ESL	27/11/2019 - 344-19	Capital Revenue		15,134		230,929
0541001	Transfer from Reserve - Fire Control Reserve	27/11/2019 - 344-19	Reserve Transfer		2,885		233,814
J05009	Installation of water tank, pump & electricity supply	27/11/2019 - 344-19	Capital Expense			(18,019)	215,795
1422003	Reimbursements - Insurance Scheme Surplus	27/11/2019 - 351-19	Operating Revenue		33,620		249,415
1121001	Reimbursement Revenue - Public Halls	27/11/2019 - 351-19	Operating Revenue			(7,297)	242,118
1123003	Fees & Charges - Lease of Reserves	27/11/2019 - 351-19	Operating Revenue			(6,790)	235,328
1412006	Insurance - Admin OH	27/11/2019 - 351-19	Operating Expense			(15,000)	220,328

Continued next page



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

10 BUDGET AMENDMENTS (continued)

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

GI/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
	Brought forward from previous page						220,328
J11807	Building Special Maintenance - Eaton Recreation Centre	29/01/2020 - 09-20	Operating Expense			(35,000)	185,328
1141001	Transfer from Reserve - Building Maintenance	29/01/2020 - 09-20	Reserve Transfer	35,000			220,328
J11505	Eaton Foreshore Stage 1 - Colin Spragg Adventure Playground	29/01/2020 - 10-20	Capital Expense			(8,528)	211,800
J11594	Eaton Foreshore Stage 2	29/01/2020 - 10-20	Capital Expense	8,528			220,328
1113505	Consultation - fenced dog exercise area	29/01/2020 - 05-20	Operating Expense			(15,000)	205,328
1016503	Town Planning - General Consultants	26/02/2020 - 15-20	Operating Expense			(70,000)	135,328
1016503	Consultants - Strategic Planning	26/02/2020 - 15-20	Operating Expense	70,000			205,328
J11801	Construction - Eaton Recreation Centre	26/02/2020 - 21-20	Capital Expense			(36,895)	168,433
1141001	Transfer from Reserve - Building Maintenance	26/02/2020 - 21-20	Reserve Transfer	36,895			205,328
1113505	Consultants - Parks & Gardens Reserves	26/02/2020 - 28-20	Operating Expense			(4,400)	200,928
	Adoption of mid-year budget review - various amendments	25/03/2020 - 73-20	Various	1,772,504		(1,653,872)	319,560
				2,585,069		(2,397,736)	

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

SHIRE OF DARDANUP**MINUTES OF THE SHIRE OF DARDANUP GRANTS, AWARDS & SCHOLARSHIP COMMITTEE MEETING HELD ON WEDNESDAY, 1 APRIL 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.****Process:**

Prior to commencement of this electronic meeting Council Member and other attendee connections by electronic means were tested and confirmed.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Officer, Mr André Schönfeldt declared the meeting open at 2.04pm welcomed those in attendance, advises and acknowledged that the meeting is being conducted as an electronic meeting in accordance with the Local Government (Administration) Regulations 1996.

Mr Schönfeldt advised that the Shire of Dardanup meeting procedures will be modified to ensure Council Members can follow and participate in the meeting as it progresses. Mr Schönfeldt referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

2	RECORD OF ATTENDANCE/APOLOGIES
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2.1 Attendance

Cr. Michael Bennett	-	Shire President
Cr. Peter Robinson	-	Deputy Shire President
Cr. Patricia Perks	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr Stacey Gillespie	-	Elected Member
Cr. T G Gardiner	-	Elected Member
Mr. André Schönfeldt	-	Chief Executive Officer
Mrs Susan Oosthuizen	-	Director Sustainable Development
Ms Melanie Ring	-	Community Services Officer
Mrs Gaylene Godfrey	-	Personal Assistant to Director Sustainable Development
Ms Cathy Lee	-	Manager Governance & HR
Mrs Donna Bailye	-	Personal Assistant to Deputy CEO

2.2 Apologies

Cr Luke Davies	-	Elected Member
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3	ELECTION OF CHAIRPERSON & DEPUTY CHAIRPERSON
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3.1 Election of Chairperson

Nominations for the position of Chairperson are to be given to Mr André Schönfeldt who will be the Presiding Officer for the election. Nominations should be in writing [forms available from the Presiding Officer].

The position of Chairperson will expire in October 2021 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Cr. Robinson was nominated for the position of Chairperson by Cr. Boyce, Cr. Robinson accepted the nomination.

As there were no other nominations Cr. Robinson was declared as Chairperson.

3.2 Election of Deputy Chairperson

Nominations for the position of Deputy Chairperson were given to the Chairperson, in writing.

The position of Deputy Chairperson will expire in October 2021 being the date of the next ordinary election Local Government Act 1995 2.28(2).

The nominee is to accept the nomination in writing to the position of Deputy Chairperson.

If more than one person is nominated, voting is to be conducted by secret ballot, with the candidate that receives the greater number of votes being elected.

Discussion:

Cr. Bennett was nominated for the position of Deputy Chairperson by Cr. Boyce, Cr. Bennett accepted the nomination.

As there were no other nominations Cr. Bennett was declared as Deputy Chairperson.

DECLARATION

Following due process as per Section 5.12 and Schedule 2.3 of the Local Government Act 1995 the following people are declared:

**Cr. P S Robinson - Chairperson
Cr. M T Bennett - Deputy Chairperson**

of the Grants, Awards and Scholarship Committee.

4 PRESENTATIONS

None.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

None.

6 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

7 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

8 DECLARATION OF INTEREST

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

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

Discussion:

Chairperson, Cr. P S Robinson asked Councillors and staff if there were any Declarations of Interest to be made. The following listed disclosures of interest were received before the meeting:

- *Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest in Item 9.1 as his family are members of the Toy Library and attend the Eaton Family Centre.*
- *Cr. C N Boyce, declared an Impartiality Interest in Item 9.1 as she is a member of the Eaton Family Centre Committee.*

9 REPORTS OF OFFICERS

9.1 Title: *Minor and Community Grants Scheme – Round 2 – 2019/20*

Reporting Department: *Sustainable Development Directorate*

Reporting Officer: *Ms Melanie Ring - Culture & Community Services Officer*

Legislation: *Local Government Act 1995*

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest in Item 9.1 as his family are members of the Toy Library and attend the Eaton Family Centre.

Mr Schönfeldt remained in the room [2.10pm].

Cr. C N Boyce, declared an Impartiality Interest in Item 9.1 as she is a member of the Eaton Family Centre committee.

Cr. C N Boyce remained in the room [2.10pm].

Overview

This report summarises the Round 2 Minor and Community Grants requests that have been received from the Community.

The GAS Committee (Grants, Awards and Scholarships) is tasked with considering these requests and recommending the distribution of grant funds from the 2019/20 budget allocation.

Background

The Minor and Community Grants Scheme is a bi-annual grant program delivered by the Shire of Dardanup. The purpose of the grants is to provide positive financial support to not for profit community groups/organisations, educational institutions and individuals to assist with the development of their chosen interest. Applications are assessed in accordance with the *Donations and Grants Policy CP044*. (Appendix GASC: 9.1A)

There are 4 categories that financial support can fall into:

- Educational.
- Community Groups/Organisations – Shire of Dardanup.
- Personal Development.
- Minor Community Event Assistance

The objective of the policy is to provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

The policy sets out the criteria for each category of financial support available.

There are two categories of grants under the Minor and Community Grants Scheme that community groups can apply for:

- *Minor Community Grant*

Council may provide funding of less than \$1,000 with no matching contribution from the group.

- *Community Grant*

Council may fund between \$1,000 and \$5,000 towards a project with a matching 50:50 component from the community group.

Applications for 2019/20 Round 2, opened on Monday, 13 January 2020 closing on Friday, 6 March 2020. A Public Notice was placed in the Bunbury Mail and Bunbury Herald. The community grants were also advertised on our website, on Bunbury Community Radio, advertised on the electronic display trailer, Dardanup Times and posters displayed at various community locations within the Shire.

A total of 11 applications were received for both Minor Community Grants (Appendix GASC: 9.1B) and Major Community Grants (Appendix GASC:9.1C).

Legal Implications - None.

Strategic Community Plan

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 3.3.1 - To promote and encourage volunteering within the Shire of Dardanup. (Service Priority: High)

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications

- Council allocated \$49,880 to the Minor and Community Grants Scheme for 2019/20.
- The total amount of funding applied for in Round 1, totalled \$16,057.45.
- Leaving an available \$33,822.55 for Round 2 applicants.

Budget – Whole of Life Cost - None.

Council Policy Compliance

All applications for grant funding are required to comply with Policy CP044 and have been assessed against the relevant criteria. Consideration should be given to Policy Cost Shifting Assessment and this has been taken into consideration during the assessment process.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix GASC: 9.1D) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Minor and Community Grants Scheme – Round 2 2019/20
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Not applicable.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council's reputation could be impacted dependant on their decision on recipients' applications for grant funding.

Officer Comment

Applications have been assessed and all applications have been considered against the criteria of Policy CP044. See officer comments for further details (Appendix GASC: 9.1B & 9.1C).

MINOR COMMUNITY GRANTS	
Dardanup Senior Citizens Inc.	\$1,000.00 in financial assistance to cover: <ul style="list-style-type: none"> Seniors yearly trip to Mandurah including a river cruise. <i>Recommend approval: Yes</i>
Eaton Combined Playgroup Association Inc (Eaton Family Centre)	\$974.00 in financial assistance to cover: <ul style="list-style-type: none"> Sensory garden items, worm farm and composting station. <i>Recommend approval: Yes</i>
Eaton Senior Citizens Association Inc.	\$863.50 in financial assistance to cover: <ul style="list-style-type: none"> Supply and install sensor controlled exhaust fans in toilet amenities in building. <i>Recommend approval: No</i>
Eaton Toy Library	\$1,000.00 in financial assistance to cover: <ul style="list-style-type: none"> To purchase new, good quality toys for the toy library. <i>Recommend approval: Yes</i>
Eaton Australind Volunteer Fire Brigade	\$1,000.00 in financial assistance to cover: <ul style="list-style-type: none"> Purchase laptop and software to assist with monthly meetings etc. <i>Recommend approval: Yes – funding through ESL not available.</i>

MINOR COMMUNITY GRANTS	
Philharmonic South West Inc.	<p>\$990.00 in financial assistance to cover:</p> <ul style="list-style-type: none"> • Cost of music director/conductor (one off payment) • Visiting musicians (one off payment) • Purchase of music <p><i>Recommend approval: No – event occurs prior to decision from Council at Ordinary Meeting on 29 April 2020. CP044 states retrospective funding is not eligible.</i></p>
South West Aboriginal Medical Service	<p>\$800.00 in financial assistance to cover:</p> <ul style="list-style-type: none"> • Offer a culturally appropriate, family friendly free activity for the NAIDOC week event being held in Bunbury. <p><i>Recommend approval: Yes</i></p>
Western Australian Regional Association of Justice Inc.	<p>\$991.00 in financial assistance to cover:</p> <ul style="list-style-type: none"> • New JP branch requires new website, email service and back up service (vital for security and legal requirements). <p><i>Recommend approval: Yes</i></p>

MAJOR COMMUNITY GRANTS	
Burekup and District Country Club Inc.	<p>\$2,200 in financial assistance to cover:</p> <ul style="list-style-type: none"> • Replace carpet in bar area. <p>Total project cost \$4,400, applicant contributing 50%..</p> <p><i>Recommend approval: Yes</i></p>
Dardanup Equestrian Centre	<p>\$1,512.50 in financial assistance to cover:</p> <ul style="list-style-type: none"> • Repair/replace toilet doors to allow patrons access without Clubrooms being unlocked or attended. <p>Total project cost \$3,025, applicant contributing 50%.</p> <p><i>Recommend approval: Yes</i></p>
Philharmonic South West Inc.	<p>\$4,350 in financial assistance to cover:</p> <ul style="list-style-type: none"> • Purchase enclosed trailer to store and transport musical instruments. <p>Total project cost approximately \$8,700, applicant contributing 50%.</p> <p><i>Recommend approval: No</i></p>

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION

THAT the Grants, Awards and Scholarship Committee recommends that Council:

1. Consider the applications received by the following groups under Round 2 Minor Community Grants 2019/20 - funding less than \$1,000 and

- a) Approve funding to the following organisations, and

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Dardanup Senior Citizens Inc.	Seniors Bus Trip	\$1,000.00
Eaton Combined Playgroup Association Inc (Eaton Family Centre)	Sensory garden, worm farm and compost station	\$ 974.00
Eaton Toy Library	Purchase new toys for toy library	\$1,000.00
Eaton Australind Volunteer Fire Brigade	Purchase laptop and software	\$1,000.00
South West Aboriginal Medical Service	NAIDOC family activity	\$ 800.00
Western Australian Regional Association of Justice Inc.	New website, email and security software	\$ 991.00
TOTAL		\$5,765.00

- b) Decline funding to the following organisations.

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Eaton Senior Citizens Association Inc.	Purchase and install exhaust fans in amenities	\$ 863.50
Philharmonic South West Inc.	Music conductor, musicians and sheet music for Ferguson Music Trail event	\$ 990.00
TOTAL		\$1,853.50

2. Consider the applications received by the following groups under Round 2 Community Grants 2019/20 - funding between \$1,000 - \$5,000 and

- a) Approve funding to the following organisations, and

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Burekup and District Country Club Inc.	Replace carpet in bar area	\$2,200.00
Dardanup Equestrian Centre	Repair/replace toilet doors with combination locks	\$1,512.50
TOTAL		\$3,712.50

- b) Decline funding to the following organisations.

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Philharmonic South West Inc.	Purchase trailer for storage and transport of musical instruments	\$4,350.00
TOTAL		\$4,350.00

Discussion:

Cr. J Dow enquired about the reasons for funding the WA Regional Association of Justice Application. Cr. P S Robinson advised that he had spoken with applicant today who advised that the Justices Branch is for all regions from Kimberly to Esperance and they had received some funding from other organisations.

Cr. J Dow moved the Officer Recommended Resolution with the change that the WA Regional Association of Justice application for Minor Community Grants be declined.

GRANTS, AWARDS AND SCHOLARSHIP COMMITTEE MEETING RESOLUTION

MOVED - Cr. J Dow SECONDED - Cr. M T Bennett

THAT the Grants, Awards and Scholarship Committee recommends that Council:

1. Consider the applications received by the following groups under Round 2 Minor Community Grants 2019/20 - funding less than \$1,000 and
 - a) Approve funding to the following organisations, and

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Dardanup Senior Citizens Inc.	Seniors Bus Trip	\$1,000.00
Eaton Combined Playgroup Association Inc (Eaton Family Centre)	Sensory garden, worm farm and compost station	\$ 974.00
Eaton Toy Library	Purchase new toys for toy library	\$1,000.00
Eaton Australind Volunteer Fire Brigade	Purchase laptop and software	\$1,000.00
South West Aboriginal Medical Service	NAIDOC family activity	\$ 800.00
		TOTAL \$4,774.00

- b) Decline funding to the following organisations.

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Eaton Senior Citizens Association Inc.	Purchase and install exhaust fans in amenities	\$ 863.50
Philharmonic South West Inc.	Music conductor, musicians and sheet music for Ferguson Music Trail event	\$ 990.00
Western Australian Regional Association of Justice Inc.	New website, email and security software	\$ 991.00
		TOTAL \$2,844.50

2. Consider the applications received by the following groups under Round 2 Community Grants 2019/20 - funding between \$1,000 - \$5,000 and
 - a) Approve funding to the following organisations, and

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Burekup and District Country Club Inc.	Replace carpet in bar area	\$2,200.00

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Dardanup Equestrian Centre	Repair/replace toilet doors with combination locks	\$1,512.50
TOTAL		\$3,712.50

b) Decline funding to the following organisations.

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Philharmonic South West Inc.	Purchase trailer for storage and transport of musical instruments	\$4,350.00
TOTAL		\$4,350.00

Discussion:

Cr. P S Robinson moved an Amendment Resolution to the Major Community Grants funding applications, where the Philharmonic South West application be approved instead of declined.

After debate the Chairperson put the amendment.

AMENDMENT RESOLUTION

MOTION MOVED - Cr. P S Robinson SECONDED - Cr. P R Perks
LOST

THAT the resolution be amended by

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Philharmonic South West Inc.	Purchase trailer for storage and transport of musical instruments	\$4,350.00

Be moved from Part 2 b) of the resolution as the funding being 'declined' to Part 2 a) of the resolution and approve the funding.

MOTION LOST
2/6

Process:

As the Amendment Resolution was lost the original resolution put by Cr. J Dow and seconded by Cr. M T Bennett was put.

Change to Officer Recommendation

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

Cr. J Dow moved the Officer Recommended Resolution with the change that the WA Regional Association of Justice application for Minor Community Grants be declined.

GRANTS, AWARDS AND SCHOLARSHIP COMMITTEE MEETING RESOLUTION

GAS 01-20

MOVED -

Cr. J Dow

SECONDED -

Cr. M T Bennett

THAT the Grants, Awards and Scholarship Committee recommends that Council:

1. Consider the applications received by the following groups under Round 2 Minor Community Grants 2019/20 - funding less than \$1,000 and

- a) Approve funding to the following organisations, and

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Dardanup Senior Citizens Inc.	Seniors Bus Trip	\$1,000.00
Eaton Combined Playgroup Association Inc (Eaton Family Centre)	Sensory garden, worm farm and compost station	\$ 974.00
Eaton Toy Library	Purchase new toys for toy library	\$1,000.00
Eaton Australind Volunteer Fire Brigade	Purchase laptop and software	\$1,000.00
South West Aboriginal Medical Service	NAIDOC family activity	\$ 800.00
TOTAL		\$4,774.00

- b) Decline funding to the following organisations.

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Eaton Senior Citizens Association Inc.	Purchase and install exhaust fans in amenities	\$ 863.50
Philharmonic South West Inc.	Music conductor, musicians and sheet music for Ferguson Music Trail event	\$ 990.00
Western Australian Regional Association of Justice Inc.	New website, email and security software	\$ 991.00
TOTAL		\$2,844.50

2. Consider the applications received by the following groups under Round 2 Community Grants 2019/20 - funding between \$1,000 - \$5,000 and

- a) Approve funding to the following organisations, and

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Burekup and District Country Club Inc.	Replace carpet in bar area	\$2,200.00
Dardanup Equestrian Centre	Repair/replace toilet doors with combination locks	\$1,512.50
TOTAL		\$3,712.50

- b) Decline funding to the following organisations.

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Philharmonic South West Inc.	Purchase trailer for storage and transport of musical instruments	\$4,350.00
TOTAL		\$4,350.00

CARRIED
7/1

10 MATTERS BEHIND CLOSED DOORS

None.

11 CLOSURE OF MEETING

The Chairperson advises that the date of the next Grants, Awards and Scholarship Committee Meeting will be Wednesday, 9 September 2020 commencing at 2.00pm at the Shire of Dardanup - Administration Centre Eaton.

All those present at the beginning of the meeting were present at the close of the meeting.

There being no further business the Chairperson declared the meeting closed at 2.37pm

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING TO BE HELD ON WEDNESDAY, 8 APRIL 2020, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 1.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, Cr. T G Gardiner declared the meeting open at 1.08pm, welcomed those in attendance, advised and acknowledge that the meeting would be conducted as an electronic meeting in accordance with the Local Government (Administration) Regulations 1996 and referred to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers and

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).

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

The Presiding Member asked Committee members and staff to confirm that they are connected and in attendance, with the following attendees so confirmed:

2.1 Attendance

Voting

Cr Tyrrell Gardiner	-	Chairperson
Cr. Michael Bennett	-	Deputy Chairperson
Cr. Peter Robinson	-	Deputy Shire President
Cr. Carmel Boyce	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member

Non-Voting

Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Mrs Natalie Hopkins	-	Manager Financial Services
Mr Ray Pryce	-	Accountant
Mrs Cindy Barbetti	-	Compliance Officer
Mrs Donna Bailye	-	PA – Deputy Chief Executive Officer
Mrs Cathy Lee	-	Manager Governance & HR

Visitors

Mr Marius van der Merwe – Butler Settineri
Mr Suraj Karki – Office of the Auditor General for WA

2.2 Apologies

Mr Luke Botica	-	Director Infrastructure
Mrs Susan Oosthuizen	-	Director Sustainable Development

3. PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 *Audit & Risk Committee Meeting Held 4 March 2020*

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION**

AAR 10-20 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT the Minutes of the Audit & Risk Committee Meeting held on 4 March 2020, be confirmed as true and correct subject to no corrections.

CARRIED
5/0

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

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

None.

7. DECLARATION OF INTEREST

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

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

The Presiding Member read aloud the following listed disclosures of interest received before the meeting.

The Presiding Member asked if Council Members had any further conflicts of interest to disclose in regard to any item included in the agenda.

Discussion:

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

There were no Declarations of Interest made.

8 REPORTS OF OFFICERS AND COMMITTEES**8.1 Title: Appointment of Auditors**

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services Mr Phil Anastasakis –Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 and Local Government (Financial Management) Regulations 1996</i>

Overview

As per Section 7.2 of the *Local Government Act 1995* Council is required to have the accounts and annual financial report of a Local Government audited by an auditor appointed by the Local Government.

In March 2020, Council was advised by the Office of the Auditor General (OAG) that the OAG would be responsible for all financial audits of Council from the 2019/20 financial year onwards; and the 2019/20 Audit Contract would be outsourced to Butler Settineri Pty Ltd.

This report is provided to Council to request Council endorse the Office of the Auditor General audit contract, and the subsequent outsourced contract by OAG to Butler Settineri Pty Ltd.

Background

In September 2017, the Local Government Amendment (Auditing) Act 2017 was assented giving the Auditor General a mandate to audit local governments, in line with the State Government audits conducted by the Office of the Auditor General (OAG). The Local Government Amendment (Auditing) Act 2017 was proclaimed on the 28 October 2017 thereby giving the OAG the powers to conduct all local government audits on or after 1 July 2017. The Auditor General conducted 46 local government audits in the 2017/18 financial year, with the balance of audits either being outsourced by OAG or completion of the current audit contracts at that time.

In March 2020 Council received confirmation from OAG that it will be responsible for Council's annual financial report audit for the year ending 30 June 2020, and subsequent years (Appendix AAR: 8.1A). The OAG has discretion and control as to which Local Governments it will audit within its own internal audit function, and those that will be outsourced to other audit entities.

In early March 2020 Council received advice from the OAG that the 2019/20 financial year audit will be sub-contracted by the OAG to Butler Settineri Pty Ltd. It should be noted that whilst the contract for Council's audit is directly with the Office of the Auditor General, the majority of communication will be directly between Council staff and Butler Settineri Pty Ltd, noting that the OAG still maintain an active role during (and at the end of) the audit process.

The objective and scope of the audit is set out by the OAG and details Council's responsibilities for the audit of the annual financial statements ensuring compliance to the requirements under the *Local Government Act 1995*.

The objective of the financial statements and accounts audit is to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, and to issue an auditor's report that will include the Auditor General's opinion. The audit will be conducted in the

manner as determined by the OAG and in accordance with the relevant Australian Accounting Standards.

Legal Implications

Under the provisions of the *Local Government Act 1995*, each Local Government is required to have its accounts and annual financial report audited annually. The appointment of Council's auditors is subject to section 7.3 of the Local Government Act – Appointment of Auditors

Local Government Act 1995

7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3. Appointment of auditors

- (1) *Subject to subsection (1A), a local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.*

** Absolute majority required.*

- (1A) *A local government cannot appoint a person to be its auditor after commencement day.*
- (2) *The local government may appoint one or more persons as its auditor.*
- (3) *The local government's auditor is to be a person who is —*
- (a) *A registered company auditor; or*
- (b) *An approved auditor.*

Local Government (Financial Management) Regulations 1996

6. Audits and performance review of accounting staff etc., who may conduct

A local government is to ensure that an employee to whom is delegated responsibility for the day to day accounting or financial management operations of a local government is not also delegated the responsibility for —

- (a) *conducting an internal audit; or*
- (b) *reviewing the discharge of duties by that employee,*

or for managing, directing or supervising a person who carries out a function referred to in paragraph (a) or (b).

Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)

Strategy 1.1.2 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

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

Environment - None.

Precedents - None.

Budget Implications -

The budget provision for the 2019/20 audit contract expenditure is \$20,000. Audit expenditure for the annual financial statements is likely to extend into the 2020/21 financial year. Although the 2020/21 budget has not yet been adopted, management forecast a budget provision of \$22,130 for the next financial year based on the price submitted by the OAG.

Budget – Whole of Life Cost

Audit Contract expenditure is budgeted in Council's Long Term Financial Plan and the adopted Annual Budget each year.

Council Policy Compliance

CP034 – Procurement Policy

CP128 – Significant Accounting Policies

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Risk that Council will not endorse the Appointment of Auditors.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial</p> <p>Risk that the Appointment of Auditors is not endorsed by Council may result in the audit contract budget provision being under or over budget.</p> <p>Risk of Council breaching the <i>Local Government Act 1995</i> if no annual audit is undertaken. However the appointment of audit contract is under the Officer of the Auditor General control. <i>Council no longer awards a tender contract for Audit Services as changes in legislation mandates that audit services are longer under Councils control.</i></p> <p>Legal and Compliance</p>

Officer Comment

The appointment of the auditor contract is no longer a decision of Council. Prior to a change in the Local Government Act 1995 all audit contracts were awarded through Council's tender process. As detailed in this report, the Office of the Auditor General is now responsible for all annual audits of Local Governments in Western Australia including the Shire of Dardanup from the 2019/20 financial year.

Council is thereby requested to endorse the audit contract with the Office of the Auditor General and the sub-contract with Butler Settineri Pty Ltd.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR – 11-20 MOVED - Cr T Gardiner SECONDED - Cr M Bennett

THAT the Audit & Risk Committee recommend that Council:

1. **Authorise the Chief Executive Officer and the Shire President to execute the agreement with the Office of the Auditor General outlining the responsibilities for the Audit provided in (Appendix AAR: 8.1A); and**

2. **Request that Council endorse the audit contract with the Office of the Auditor General for the 2019/20 accounts and audit of the Annual Financial Report; acknowledging that the Office of the Auditor General has outsourced the 2019/20 audit contract to Butler Settineri Pty Ltd.**

CARRIED
5/0

8.2 Title: Audit Entrance Meeting

Reporting Department:	<i>Corporate & Governance Directorate</i>
Reporting Officer:	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
Legislation:	<i>Local Government Act 1995 and Local Government (Financial Management) Regulations 1996</i>

Overview

This report is to inform Council of its obligation in relation to the audit requirements under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996.

Background

Section 7.12A (2) requires a Local Government to meet with the auditor of the Local Government at least once in every year. A new format for this year's audit, which is strongly supported by the Office of the Auditor General (OAG), requires Council to hold both an Audit Entrance Meeting prior to the commencement of the audit, and an Audit Exit Meeting, which typically occurs at the completion of the audit.

The Audit Entrance Meeting provides an overview on how this year's audit will be undertaken, and provides an opportunity for Councillors and staff to ask questions. The Audit Exit Meeting, which is to be held on completion of the financial statements and audit report, should provide the auditor the opportunity to highlight the key audit issues in a structured manner and provide the Council's Chief Executive Officer adequate opportunity to comment. Butler Settineri Pty Ltd has been engaged by the Office of the Auditor General to perform the audit of Council's accounts and Annual Financial Statement (2019/20).

Effective Audit Entrance and Exit Meetings are essential for good outcomes. In previous audits, the Audit and Risk Committee has typically met with Council's auditors on an annual basis, generally on the presentation of the Annual Financial Report and Audit Report in December. All Local Government audits are now under the control of the OAG. It is anticipated the improved audit process scheduled for the 2019/20 financial year will permit the Audit and Risk Committee to meet with Council auditors twice yearly through the audit entry and exit meetings.

The following timetable is a broad outline of the key deliverables and timing aspects of the audit:

Audit Planning	
Information Request by Auditors	17 March 2020
Required Information (provided by Council)	24 March 2020
Entrance Meeting	8 April 2020
Interim Audit	
Information Request by Auditors	1 April 2020
Financial Information to Auditors (up to 30 April)	11 May 2020
Interim Audit Selections	18 May 2020
Interim Audit Visit	25 to 28 May 2020 (4 days)
OAG Review	19 June 2020
Final Audit	
Bank Confirmation/Audit List of Requirements	1 July 2020
Financial Information to Auditors	7 September 2020
Draft Financial Report to Auditors	7 September 2020
Audit Selections	14 September 2020
Audit Fieldwork Visit	21 to 24 September 2020
Fieldwork & Completion for Review	2 October 2020
Meeting with Management	16 October 2020
OAG Review	6 November 2020

Financial Report	
Draft Audited Financial Report with OAG Comments	6 November 2020
Final Draft approved by CEO	
- Annual Financial Report	25 November 2020
- Management Representation Letter	25 November 2020
Final Audit Package to OAG (Unsigned Documents)	25 November 2020
Audit Exit Meeting	2 December 2020
Documents signed by CEO	2
- Annual Financial Report	2 December 2020
- Management Representation Letter	2 December 2020
Issue of the Auditor's Report	9 December 2020
Ordinary Council Meeting to adopt Annual Financial Report	16 December 2020

An Audit Planning Summary is provided for in (Appendix AAR: 8.2A). Following the Audit Exit Meeting with the Audit and Risk Committee, the Chief Executive Officer signs the declaration on the financial report and thereafter, the OAG issues the auditor's report.

The Audit Entrance Meeting should facilitate informed, respectful and robust exchanges between the auditors, management and the Audit and Risk Committee. The OAG states in their Audit Results Report that:

'it is best practice for the auditors to highlight and explain the key elements of their entrance or closing report to the audit committee and Management'.

Legal Implications

Local Government Act 1995

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*
- (2) *The annual report is to contain —*
 - (a) *a report from the mayor or president; and*
 - (b) *a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) *an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) *the financial report for the financial year; and*
 - (g) *such information as may be prescribed in relation to the payments made to employees; and*
 - (h) *the auditor's report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) *a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) *details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) *the number of complaints recorded in the register of complaints; and*
 - (ii) *how the recorded complaints were dealt with; and*
 - (iii) *any other details that the regulations may require;*

and

 - (i) *such other information as may be prescribed.*

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*

- (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
- (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
 - (aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
 - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

7.12AD. Reporting on a financial audit

- (1) *The auditor must prepare and sign a report on a financial audit.*
- (2) *The auditor must give the report to —*
 - (a) *the mayor, president or chairperson of the local government; and*
 - (b) *the CEO of the local government; and*
 - (c) *the Minister.*

Australian Auditing Standard ASA 260 – Communication With Those Charged With Governance

ASA 260 requires the auditor to discuss certain key aspects of the audit planning and the audit results with those charged with governance.

As a committee of Council, the Audit and Risk Committee is Council's preferred forum to enable effective audit communication.

Strategic Community Plan

- Strategy 1.1.1- To be equitable, inclusive and transparent in decision-making. (Service Priority: High)
- Strategy 1.1.2 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)
- Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment -

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Audit Entrance Meeting
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk that Council is non-compliant in providing information as requested by the Office of the Auditor General, as detailed in the Responsibilities of the Audit.

Officer Comment

The Audit Entrance Meeting is an important phase of the audit planning process. It details the audit scope and approach in summary format and aims to promote effective communication between the auditor and those charged with governance at a local government. The Audit and Risk Committee members are encouraged to participate in the Audit Entrance Meeting.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

Discussion:

Mr Marius van der Merwe (Butler Settineri) and Mr Suraj Karki (Office of the Auditor General for WA) both spoke to the report that was presented to the Committee in (Appendix AAR: 8.2A).

**OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 12-20 MOVED - Cr M Bennett SECONDED - Cr C Boyce

THAT the Audit & Risk Committee recommend that Council:

- 1. Acknowledge the Audit Entrance Meeting, held on 8 April 2020; and**
- 2. Acknowledge the summarised audit scope and strategy to be undertaken by the Office of the Auditor General, and OAG’s sub-contractors Butler Settineri Pty Ltd, for the 2019/20 annual financial report and accounts.**

CARRIED
5/0

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

None.

10. NEW BUSINESS OF AN URGENT NATURE

None.

11. MATTERS BEHIND CLOSED DOORS
--

None.

12. CLOSURE OF MEETING

The date of the next Audit & Risk Committee Meeting will be Wednesday, 3 June 2020.

Prior to closure of the meeting the Presiding Member undertook a final 'roll call' of attendees at the meeting.

12.1 Attendance

Cr Tyrrell Gardiner	-	Chairperson
Cr. Michael Bennett	-	Deputy Chairperson
Cr. Peter Robinson	-	Deputy Shire President
Cr. Carmel Boyce	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Mrs Natalie Hopkins	-	Manager Financial Services
Mr Ray Pryce	-	Accountant
Mrs Cindy Barbetti	-	Compliance Officer
Mrs Donna Bailye	-	PA – Deputy Chief Executive Officer
Mr Marius van der Merwe	-	Butler Settineri
Mr Suraj Karki	-	Office of the Auditor General for WA

There being no further business the Chairperson declared the meeting closed at 1.50pm.

SHIRE OF DARDANUP

MINUTES THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 8 APRIL 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson, Cr Michael Bennett declared the meeting open at 2.02pm welcomed those in attendance, advised and acknowledged that the meeting would be conducted as an electronic meeting in accordance with the Local Government (Administration) Regulations 1996 and referred to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

2	RECORD OF ATTENDANCE/APOLOGIES
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The Presiding Member asked Committee members and staff to confirm that they are connected and in attendance, with the following attendees so confirmed:

2.1 Attendance

Cr. Michael Bennett	-	Chairperson
Cr. Peter Robinson	-	Deputy Shire President
Cr. Patricia Perks	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member [2.05PM]
Cr. Mark Hutchinson	-	Elected Member
Cr Tyrrell Gardiner	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Mrs Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure
Mrs Natalie Hopkins	-	Manager Financial Services
Mr Troy Williamson	-	Manager Assets
Mr Ray Pryce	-	Accountant
Mr Sudi Mishra	-	Manager Information Services
Mr John Kowal	-	Manager Sport & Recreation [2.05PM]
Mr Allan Hutchinson	-	Procurement Officer
Mrs Donna Bailye	-	PA – Deputy Chief Executive Officer
Ms Cathy Lee	-	Manager Governance & HR [2.25PM]

2.2 Apologies

Cr Stacey Gillespie	-	Elected Member
Cr Luke Davies	-	Elected Member

3	PRESENTATIONS
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None.

Note: Cr C Boyce & Mr John Kowal were admitted to the meeting at 2.05pm.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**4.1 Integrated Planning Committee Meeting Held 11 March 2020****OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 12-20 MOVED - Cr T Gardiner SECONDED - Cr P Robinson

THAT the Minutes of the Integrated Planning Committee Meeting held on 11 March 2020, be confirmed as true and correct subject to no corrections.CARRIED
7/0**5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATION OF INTEREST

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

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

Discussion:

Chairperson, Cr. T Gardiner read aloud the following listed disclosures of interest that were received before the meeting.

- *Cr M Bennett declared an Impartiality Interest in Item 8.4 Building Asset Management Plan 2020/21 – 2029/30 as he is a patron of the Eaton Bowling Club.*
- *Cr M Bennett declared an Impartiality Interest in Item 8.4 Building Asset Management Plan 2020/21 – 2029/30 as he is a life member of the Eaton Junior Football Club.*

Chairperson, Cr. T Gardiner asked Councillors if there were any other Declarations of Interest to be made.

There were no further Declarations of Interest made.

8 REPORTS OF OFFICERS

8.1 Title: Pathway Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure d</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

Council is requested to consider and prioritise pathway capital works projects identified in the first four years of the 2020/21 draft Pathway Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMPs) listing capital 10 year works programs across all major asset classes. The AMPs include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire’s Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items.

This report is presented to the Integrated Planning Committee to consider and prioritise pathway capital works projects identified in the first four years of the 2020/21 draft Pathway Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs

for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

(3) *A corporate business plan for a district is to —*

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

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost

The purpose of the Pathway Asset Management Plan is to plan for the expansion, upgrade, renewal and maintenance of the Shire's asset networks and is essentially dealing with the full life cycle requirements of infrastructure.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Pathway Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk that assets are not renewed at the end of their useful lives.
	Financial Risk that assets are not upgraded or created to meet demand.
	Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

The Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a Local Government are being replaced as they reach the end of their useful lives.

The Shire’s 10 year average Asset Sustainability ratio for pathways is 0.29 (\$57,900/\$200,000), which is below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework.

As the majority of the Shire’s pathway assets are relatively new and in good condition expenditure on renewal will be lower than it would be later in an asset’s life, for this reason, the capital expenditure on renewal can be low when viewed over the shorter term, however the ratio is a guide to be considered when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Pathway Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Pathways	\$10,300,000	\$200,000

The current forecast average expenditure currently identified in the draft Pathway Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Pathways	\$57,900	\$218,400	\$276,300	\$62,300	\$214,000

The average renewal amount of \$57,900 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of pathway assets and the expected life span. The majority of the forecast pathway expenditure is on expansion and upgrades. Annual expenditure of expansion and upgrade works is generally

determined on the rate of improvement desired for the Shire's pathway network. Therefore, this expenditure can be reduced if necessary, resulting in a slowdown in the expansion and upgrade to the Shire's pathway networks.

The current reserve transfers on which the Draft Pathways Asset Management Plan – 10 Year Programs are based are listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
56	162	170	178	184	190	215	240	240	240	1,875

To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council's intent.

The order of Council's priorities will guide but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, a road final seal must occur 12 months after reconstruction, or a road reseal must occur after a road widening. This will be listed in the May Integrated Planning Committee meeting to report where changes have occurred.

The current projects in the first four years of the Draft Pathway Asset Management Plan for consideration are listed in: (Appendix IPC: 8.1B)

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

PROCESS

Committee members were provided with newly formatted tables for part 2 and 3 of the Resolution prior to the meeting.

It was agreed at the meeting that the Committee would use the original tables provided in the Officer Recommended Resolution.

Note: Ms Cathy Lee was admitted to the meeting at 2.25pm.

Change to Officer Recommendation

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

- *As per Council Resolution [OCM 68-20] of the 25 March 2020 the Pathway project on Cudliss Street is to be added to the expansion/upgrade projects priorities in Resolution 3. It was agreed that the works would be split over 2 sections.*

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION

IPC 13-20 MOVED - Cr C Boyce SECONDED - Cr P Robinson

THAT the Integrated Planning Committee recommends that Council:

1. Adopts the following Annual Transfers to Reserve for the delivery of the Pathways 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
56	162	170	178	184	190	215	240	240	240	1,875

2. The following nominated pathway renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Pathway Renewal Program (each project to be ranked in priority order with "1" being the highest priority):

Road Name and Location	Priority Ranking
i. Leicester Ramble Wetlands – Yr 3	1
ii. Leicester Ramble Wetlands – Yr 3	2
iii. Leicester Ramble Wetlands - Yr 3	3
iv. Ferguson Road - Railway Lights - Charlotte Street – Yr 3	4
v. Watson Reserve - Pratt Road-Leake Street – Yr 3	5
vi. Leicester Ramble Wetlands -- Yr 3	6
vii. Leicester Ramble Wetlands – Yr 3	7
viii. Leicester Ramble Wetlands – Yr 3	8
ix. Russell Road - Gardiner Street - Burekup Hall – Yr 4	9
x. Russell Road - Burekup Hall - Tennis Court – Yr 4	10
xi. Russell Road - Tennis Court – School – Yr 4	11

3. The following nominated pathway expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Pathway Upgrade and Expansion Program (each project to be ranked in priority order with "1" being the highest priority):

Road Name and Location	Priority Ranking
i. Cudliss Street – Hands Street to Watson Street - Yr	1
ii Watson Street - Eaton Drive - Pratt Road – Yr 1	2
iii. Scott Street - Casuarina Street - Lucretia Street – Yr 1	3
iv. O’Meara Drive - Shenton Road-Gardiner Street – Yr 1	4
v. Link from Eaton Recreation Centre to Oval – Yr 1	5
vi. Eaton Drive - Millbridge Boulevard - Jindalee Way	6
vii. Jindalee Way - New Bridge - Jindalee Way - New Bridge -- Yr 1	7
viii. Access to Scout Hall fishing platform – Yr 1	8
ix. New Collie River Bridge - Around new POS – Yr 2	9
x. New Collie River Bridge- Boardwalk over wet ground – Yr 2	10
xi. New Collie River Bridge - Castlereagh Park - New Boardwalk – Yr 2	11
xiii. Murdoch Crescent – Margaret Circle to Margaret Circle – Yr 3	12
xiii. Margaret Circle - Murdoch Crescent - Isdell Gardens – Yr 3	13
xiv Foster Street - Eagle Crescent - Pratt Road – Yr 4	14
xv New Collie River Bridge – Castlereagh Park – New Boardwalk – Yr 4	15
xvi Leceister Ramble Wetlands – to new bridge – Yr 4	16
xvii Cudliss Street - Bobbin Street to Hands Avenue – Yr 4	17

8.2 Title: Road Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

Council is requested to consider and prioritise road capital works projects identified in the first four years of the 2020/21 draft Road Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMPs) listing capital 10 year works programs across all major asset classes. The AMPs include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items. A reduction in Annual Transfer to Reserve for the Roads asset class will require staff to reschedule the draft 10 Year Expansion, Upgrades and Renewal Programs.

This report is presented to the Integrated Planning Committee to consider and prioritise road capital works projects identified in the first four years of the 2020/21 draft Road Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*

- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost

The purpose of the Road Asset Management Plan is to plan for the expansion, upgrade, renewal and maintenance of the Shire's asset networks and is essentially dealing with the full life cycle requirements of infrastructure.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Roads Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
	<p>Financial Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.</p>

Officer Comment

The Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a local government are being replaced as they reach the end of their useful lives.

The Shire's 10 year average Asset Sustainability ratio for roads is 0.87 (\$2,081,268/\$2,400,000), which is slightly below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework. This ratio is important in terms of a sustainability guide and needs to be taken into consideration when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Roads Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Roads	\$127,200,000	\$2,400,000

The current forecast average expenditure currently identified in draft Roads Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Roads	\$2,081,268	\$1,490,926	\$3,572,194	\$1,579,000	\$1,993,194

The average renewal amount of \$2,081,268 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of road assets and the expected life span. A significant proportion of the Shire's road expenditure is on asset renewal. It is suggested that minimal change be made to amount of renewal works to be undertaken over the ten year period and if there is a reduction in annual reserve transfer, staff will generally aim to maintain the renewal expenditure component as a first priority. However, the annual expenditure of expansion and upgrade works is generally determined on the rate of improvement desired for the Shire's road network. Therefore, this expenditure can be reduced if necessary, resulting in a slowdown in the expansion and upgrade to the Shire's road networks.

The current reserve transfers on which the Draft Road Asset Management Plan – 10 Year Programs are base are listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,700	1,850	1,850	1,850	1,900	2,000	2,100	2,200	2,200	2,200	19,850

Based on the reduced annual forecast rate increases, the following annual transfers are now proposed:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,350	1,550	1,550	1,550	1,550	1,600	1,700	1,725	1,750	1,775	16,100

The reduced annual transfers will require staff to reschedule the 10 Year Programs. To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council's intent.

The order of Council's priorities will guide but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, a road final seal must occur 12 months after reconstruction, or a road reseal must occur after a road widening. This will be listed in the May Integrated Planning Committee meeting to report where changes have occurred.

The current projects listed in the first four years of the Draft Road Asset Management Plan for consideration are listed in: (Appendix IPC: 8.2B)

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

PROCESS

Committee members were provided with newly formatted tables for part 2 and 3 of the Resolution prior to the meeting.

It was agreed at the meeting that the Committee would use the original tables provided in the Officer Recommended Resolution.

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to Reserve for the delivery of the Roads 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,350	1,550	1,550	1,550	1,550	1,600	1,700	1,725	1,750	1,775	16,100

Change to Officer Recommendation

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

- Committee agreed to alternate resolution to separate Resolution 1 and deal with matter separately. It was agreed to amend Resolution 1 and change the reserve amounts for the periods 21-22, 22-23 & 23-24.*

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

IPC 14-20 MOVED - Cr M Bennett SECONDED - Cr P Perks

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the Roads 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,350	1,350	1,350	1,350	1,550	1,600	1,700	1,725	1,750	1,775	16,100

CARRIED
7/0

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

IPC 15-20 MOVED - Cr C Boyce SECONDED - Cr P Robinson

THAT Integrated Planning Committee recommends that Council adopts:

1. **The following nominated road renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Road Renewal Program (each project to be ranked in priority order with "1" being the highest priority):**

DRAFT 10 YEAR PROGRAM - RAMP YEAR 1 (2020-21) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Pile Road	5.04 - 5.42 SLK, 5.66 - 6.56 SLK	Final seal	1
Pile Road	0.03 - 1.65 SLK, 4.59 - 5.04 SLK, 5.42-5.66SLK, 6.56-7.30SLK	Reseal	2
Harris Road	1.14 - 1.62 SLK	Reconstruction & widening	3
Ironstone Road	0.00 - 1.10 SLK	Reconstruction & widening	4
Mountford Road	0.00 - 0.40 SLK	Final seal	5
Crooked Brook Road	9.86 - 10.53 SLK	Final seal	6
Columbas Drive	0.00 - 0.24 SLK	Reseal	7
Newmans Road	0.00 - 0.87 SLK	Gravel resheet	8
Ratcliffe West Road	0.75 - 1.90 SLK	Gravel resheet	9
Yabberup Road	0.00 - 2.42 SLK	Gravel resheet	10

DRAFT 10 YEAR PROGRAM - RAMP YEAR 2 (2021-22) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Dardanup West Road	0.00 - 2.97	Reconstruction & widening	1
Venn Road	0.00 - 0.69 SLK	Gravel resheet	2
Dowdell's Line Road	5.69 - 6.16 SLK, 6.21 - 9.21 SLK	Reseal	3
Fees Road	0.00-1.02 SLK	Gravel resheet	4
Ford Road	0.03 - 0.51 SLK	Gravel resheet	5
Ironstone Road	0.00 - 1.10 SLK	Final seal	6
Ironstone Road	3.89 - 4.38 SLK	Reseal	7
Japonica View	0.00 - 0.74 SLK	Reseal	8
Joshua Brook Road	9.00 - 9.71 SLK	Gravel resheet	9
Lennard Road	0.00 - 2.67 SLK	Reseal	10
Millard Street	0.00 - 0.63 SLK	Urban resurfacing	1
Pile Road	7.30 - 8.02 SLK, 9.09 -12.00 SLK	Final seal	12
Pratt Road	0.00 - 0.10 SLK	Urban resurfacing	13
Rafferty Road	0.00 - 0.23 SLK	Reseal	14

DRAFT 10 YEAR PROGRAM - RAMP YEAR 3 (2022-23) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Bailey Loop	0.02 - 0.82 SLK	Reseal	1
Crampton Road	0.03 - 0.71 SLK	Reseal	2
Damiani Italiano Road	1.10 - 2.02 SLK	Reseal	3
Dardanup West Road	0.00 - 2.97	Final Seal	4
Ferguson Road	14.89 - 15.99 SLK	Reconstruction & widening	5
Hale Street	0.00 - 1.63 SLK	Urban resurfacing	6
Ironstone Road	1.10 - 2.16 SLK	Reseal	7
King Tree Road	0.00 - 0.40 SLK	Reseal	8
Moore Road	0.56 - 1.33 SLK	Reconstruction	9
Orchard Road	0.44 - 1.13 SLK	Gravel resheet	10
Pile Road	14.1 - 16.78 SLK	Final seal	11
Richards Road	0.70 - 4.16 SLK	Gravel resheet	12

DRAFT 10 YEAR PROGRAM - RAMP YEAR 4 (2023-24) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Banksia Road	0.30 - 0.50 SLK	Reseal	1
Catalano Road	2.25 - 5.14 SLK	Gravel resheet	2
Cowin Gardens	0.00 - 0.20 SLK	Urban resurfacing	3
Culling Grove	0.00 - 0.11 SLK	Urban resurfacing	4
Dowdell's Line Road	3.85 - 5.69 SLK	Reconstruction & widening	5
Dowdell's Line Road	0.03 - 2.07 SLK, 3.41 - 3.85 SLK	Reseal	6
Ferguson Road	3.41 - 3.49 SLK	Reseal	7
Garvey Road	0.00 - 2.50 SLK	Reconstruction & widening	8
Gravel Pit Road	0.00 - 1.77 SLK	Gravel resheet	9
Greenwood Heights	0.00 - 0.04SLK, 1.00 - 1.52 SLK	Reseal	10
Hakea Close	0.00 - 0.26 SLK	Reseal	11
Harold Douglas Drive	1.08 - 1.68 SLK	Reconstruction	12
Kentucky Drive	0.00 - 1.11 SLK	Reseal	13
Martin Pelusey Road	0.00 - 1.25 SLK	Reconstruction & widening	14
O'Connor Road	0.00 - 1.62 SLK	Reseal	15
Richards Road	0.00 - 0.12 SLK	Reseal	16

2. The following nominated road expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Road Upgrade and Expansion Program (each project to be ranked in priority order with "1" being the highest priority):

DRAFT 10 YEAR PROGRAM - RAMP YEAR 1 (2020-21) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Pile Road	7.30 - 8.02 SLK, 9.09 -12.00 SLK	Widen seal	1
Harris Road	1.14 - 1.62 SLK	Pavement works	2
Eaton Drive	0.40 - 1.70 SLK	Intersection works stage 1 - Watson Street Traffic Signals	3
Eaton Drive	n/a	New carriageway construction	4
Golding Crescent	n/a	New street lighting	5
Newmans Road	0.00 - 0.87 SLK	Gravel formation works	6
Ratcliffe West Road	0.75 - 1.90 SLK	Gravel formation works	7
Yabberup Road	0.00 - 2.42 SLK	Gravel formation works	8

DRAFT 10 YEAR PROGRAM - RAMP YEAR 2 (2021-22) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Eaton Drive	0.40 - 1.70 SLK	Intersection works stage 2 - Glen Huon Blvd.	1
Fees Road	0.00-1.02 SLK	Widen gravel	2
Fees Road	0.00-1.02 SLK	Gravel formation works	3
Ford Road	0.03 - 0.51 SLK	Gravel formation works	4
Joshua Brook Road	9.00 - 9.71 SLK	Widen gravel	5
Joshua Brook Road	9.00 - 9.71 SLK	Gravel formation works	6
Pile Road	12.00-15.54 SLK	Widen seal	7
Pratt Road	Eaton Foreshore	Improvements	8
Pratt Road	Eaton Bowling Club	Road modifications	9
Venn Road	0.00 - 0.69 SLK	Gravel formation works	10

DRAFT 10 YEAR PROGRAM - RAMP YEAR 3 (2022-23) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Dowdell's Line Road	0.03 - 2.07 SLK, 3.41 - 3.85 SLK	Widen seal	1
Eaton Drive	0.40 - 1.70 SLK	Intersection works stage 3 - Lofthouse Av.	2
Pile Road	15.54-16.78 SLK	Widen seal	3
Richards Road	0.70 - 4.16 SLK	Gravel formation works	4

DRAFT 10 YEAR PROGRAM - RAMP YEAR 4 (2023-24) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Ferguson Road	15.99 - 19.93 SLK	Widen seal	1
Gravel Pit Road	0.00 - 1.77 SLK	Gravel formation works	2
Recreation Road	0.02 - 1.65 SLK	Widen seal	3

CARRIED
7/0

8.3 Title: Parks & Reserves Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

Council is requested to consider and prioritise parks and reserves capital works projects identified in the first four years of the 2020/21 draft Parks and Reserves Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMP's) listing capital 10 year works programs across all major asset classes. The AMP's include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items. A reduction in Annual Transfer to Reserve for the Parks and Reserves asset class will require staff to reschedule the draft 10 Year Expansion, Upgrades and Renewal Programs.

This report is presented to the Integrated Planning Committee to consider and prioritise parks and reserves capital works projects identified in the first four years of the 2020/21 draft Parks and Reserves Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*

- (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Strategic Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

Council adopts the 10 Year Program annually and the PRAMP as and when updated.

Budget Implications

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

Budget – Whole of Life Cost-

The purpose of the Parks and Reserves Asset Management Plan is for the upgrade, renewal and maintenance of the Council's parks and reserves and is essentially dealing with the full life cycle requirements of parks furniture, equipment and treatments.

Council Policy Compliance

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

Risk Assessment -

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Parks & Reserves Asset Management Plan 2020/21 – 2029/30	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

The Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a local government are being replaced as they reach the end of their useful lives.

The Shire's 10 year average Asset Sustainability ratio for parks and reserves is 0.76 (\$151,000/\$200,000), which is slightly below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework. This ratio is important in terms of a sustainability guide and needs to be taken into consideration when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Parks and Reserves Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Parks & Reserves	\$9,200,000	\$200,000

The current forecast average expenditure currently identified in Draft Parks and Reserves Management Plan is listed below:

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Parks & Reserves	\$151,000	\$603,000	\$754,000	\$334,000	\$420,000

The average renewal amount of \$151,000 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of parks and reserve assets and the expected life span. The majority of the forecast parks and reserve expenditure is on expansion and upgrades. Annual expenditure of expansion and upgrade works is generally determined on the rate of improvement desired for the Shire's parks and reserves network. Therefore, this expenditure can be reduced if necessary, resulting in a slowdown in the expansion and upgrade to the Shire's parks and reserves.

The current reserve transfers on which the Draft Parks & Reserves Asset Management Plan – 10 Year Programs are based are listed below;

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
250	275	275	275	400	550	550	550	550	550	4,225

Based on the reduced annual forecast rate increases, the following annual transfers are now proposed:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
150	275	275	275	385	525	525	525	525	525	3,985

The reduced annual transfers will require staff to reschedule the 10 Year Programs. To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority

ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council's intent.

The order of Council's priorities will guide, but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, a road final seal must occur 12 months after reconstruction, or a road reseal must occur after a road widening. This will be listed in the May Integrated Planning Committee meeting to report where changes have occurred.

The current projects listed in the first four years of the Draft Parks and Reserves Asset Management Plan for consideration are listed in: (Appendix IPC: 8.3B) It should be noted that only renewal projects over \$10,000 have been listed as those below can be regarded as routine renewal works.

Council Role - Executive/Strategic.

Voting Requirements Simple Majority.

PROCESS

Committee members were provided with newly formatted tables for part 2 and 3 of the Resolution prior to the meeting.

It was agreed at the meeting that the Committee would use the original tables provided in the Officer Recommended Resolution.

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE

THAT Integrated Planning Committee recommends that Council:

1. Adopts the following Annual Transfers to Reserve for the delivery of the Parks and Reserves 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
150	275	275	275	385	525	525	525	525	525	3,985

Change to Officer Recommendation

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

- *Committee agreed to alternate resolution to separate Resolution 1 and deal with matter separately. It was also agreed to amend Resolution 1 and change the reserve amounts for the periods 21-22, 22-23 & 23-24.*

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

IPC 16-20 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the Parks and Reserves 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
150	225	225	225	385	525	525	525	525	525	3,985

CARRIED
7/0

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

IPC 17-20 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT Integrated Planning Committee recommends that Council adopts:

- The following nominated parks and reserves renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Parks and Reserves Renewal Program (each project to be ranked in priority order with "1" being the highest priority):**

DRAFT 10 YEAR PROGRAM - PARKS & RESERVES RENEWALS (YEAR 1 TO YEAR 4)

PARK NAME	COMMUNITY	ASSET SUB TYPE	PRIORITY RANKING
Lofthouse Park - Yr 1	Eaton	Combination Playground Unit	1
Eaton Foreshore- Yr 1	Eaton	Swing	2
Watson Reserve -Yr 1	Eaton	Irrigation Pipe	3
Cadell Park - Yr 1	Millbridge	Combination Playground Unit	4
Berkeley Park - Yr 2	Millbridge	Combination Playground Unit	5
Eaton Foreshore - Yr 2	Eaton	Irrigation Pipe	6
Lusitano Park - Yr 3	Eaton	Combination Playground Unit	7
Lusitano Park - Yr 3	Eaton	Combination Playground Unit	8
Glen-Huon Oval - Yr 3	Eaton	Irrigation Pipe	9
Hale Reserve - Yr 4	Eaton	Combination Playground Unit	10

2. The following nominated parks and reserves expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Parks and Reserves Upgrade and Expansion Program (each project to be ranked in priority order with "1" being the highest priority):

**DRAFT 10 YEAR PROGRAM - PARKS & RESERVES UPGRADE AND EXPANSION
(YEAR 1 TO 4)**

PARK NAME	COMMUNITY	ASSET TYPE / ACTIVITY	PRIORITY RANKING
Burekup Oval Playground - Yr 1	Burekup	Shade Sails	1
Eaton Foreshore	Eaton	Stage 4 - Pratt Road Upgrade	2
Peninsula Lakes Park – Yr 1	Eaton	Stage 2 - Softfall rubber and play equipment	3
Watson Reserve – Yr 1	Eaton	Filtration System - pending Watson Master Plan	4
Millars Creek – Yr 1	Millbridge	Lighting upgrade	1
Civic Precinct – Yr 2	Dardanup	Landscaping of Civic Precinct	2
Eaton Foreshore – Yr 2	Eaton	Bore	3
Eaton Foreshore – Yr 2	Eaton	Irrigation Upgrade	4
Watson Reserve – Yr 2	Eaton	Park Sign and bench - pending Watson Master Plan	5
Unknown – Yr 2	Unknown	Dog exercise area	6
Collie River Foreshore - Millbridge/Southbank ROS Yr 2 & 3	Millbridge	Establish New POS	7
East Millbridge Public Open Space Stage 1 – Yr 2	Millbridge	Irrigated turf	8
Dardanup Community Centre – Yr 3	Dardanup	Upgrade playground equipment	9
Eaton Town Centre – Yr 3	Eaton	Landscaping & Hands Creek	10
Recreation Centre - Yr 3	Eaton	Planting	11
Collie River Foreshore - Parkridge ROS – Yr 4	Eaton	Establish New POS	12
Peninsula Lakes Park – Yr 4	Eaton	Stage 3 - Hard landscaping and amenities	13

CARRIED
7/0

8.4 Title: *Building Asset Management Plan 2020/21 – 2029/30*

Reporting Department: *Infrastructure Directorate*
Reporting Officer: *Mr Troy Williamson – Manager Assets*
Legislation: *Local Government Act 1995*
 Local Government (Function & General) Regulations
 1996

DECLARATION OF INTEREST

Cr M Bennett declared an Impartially Interest in Item 8.4 Building Asset Management Plan 2020/21 – 2029/30 as he is a:

- Life member of the Eaton Junior Football Club; and
- Patron of the Eaton Bowling Club.

Cr. M T Bennett remained in the meeting.

Overview

Council is requested to consider and prioritise building capital works projects identified in the first four years of the 2020/21 draft Building Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMP's) listing capital 10 year works programs across all major asset classes. The AMP's include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items.

This report is presented to the Integrated Planning Committee to consider and prioritise Building capital works projects identified in the first four years of the 2020/21 draft Building Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

(3) A corporate business plan for a district is to —

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

Strategic Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost

The purpose of the Building Asset Management Plan is to plan for the construction of new buildings and the upgrade, renewal, disposal and maintenance of the Council's existing buildings and is essentially dealing with the full life cycle requirements.

Council Policy Compliance

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

Risk Assessment -

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Building Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

The Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a local government are being replaced as they reach the end of their useful lives.

The Shire’s 10 year average Asset Sustainability ratio for buildings is 0.44 (\$355,968/\$800,000), which is below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework. This ratio is important in terms of a sustainability guide and needs to be taken into consideration when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Building Asset Class is listed below;

	Current Replacement Cost	Annual Depreciation
Buildings	\$ 40,300,000	\$ 800,000

The current forecast average expenditure currently identified in Draft Building Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Buildings	\$ 355,968	\$ 2,348,317	\$ 2,704,285	\$ 1,372,982	\$ 1,331,303

The average renewal amount of \$355,968 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of building assets and the expected life span. The majority of the forecast building expenditure is on expansion and upgrades. Annual expenditure of expansion and upgrade works is generally determined on the rate of improvement desired for the Shire’s building network.

The current reserve transfers on which the Draft Building Asset Management Plan – 10 Year Programs are based are listed below;

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
300	7,330	1,100	430	440	460	500	500	500	500	12,060

To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council’s intent.

The order of Council’s priorities will guide but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, a road final seal must occur 12 months

after reconstruction, or a road reseal must occur after a road widening. This will be listed in the May Integrated Planning Committee meeting to report where changes have occurred.

The current projects listed in the first four years of the Draft Building Asset Management Plan for consideration are listed in: (Appendix IPC: 8.4B). It should be noted that only renewal projects over \$10,000 have been listed as those below can be regarded as routine renewal works.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION

THAT Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to Reserve for the delivery of the Building Reserves 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
300	7,330	1,100	430	440	460	500	500	500	500	12,060

- The following nominated building renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Building Renewal Program (each project to be ranked in priority order with "1" being the highest priority):

Building Name and Location	Priority Ranking
i. Dardanup Office Renovation Design Yr 1	
ii. Dardanup Office Renovation Yr 2	
iii. Dardanup Hall - Renew Bathroom Cisterns and Pans – Yr 4	
iv. Dardanup Hall - Renew Kitchen Benchtops & Cupboards & Misc. – Yr 4	
v. Burekup Hall - Renew A/C Evaporative Yr 2	
vi. Dardanup Basketball Clubroom & Canteen Renew Kitchen Benchtops & Cupboards & Misc. – Yr 2	
vii. Dardanup Equestrian Centre - Renew Driveway – Yr 1	
viii. Eaton Recreation Centre - Renew Electrical Motors –Yr 2	
ix. Eaton Recreation Centre - Renew Electrical Motors – Yr 4	
x. Eaton Recreation Centre – Partition Nets Yr 1	
xii. Eaton Recreation Centre –Replace Cowlings x 5 - Yr 1	
xiii. Eaton Recreation Centre – Repaint External Walls – Yr 1	
xiv. Eaton Recreation Centre - Renew Car Park (Bitumen) – Yr 3	
xv. Eaton Recreation Centre - Renew Driveway (Bitumen) – Yr 3	
xvi. Eaton Recreation Centre - Renew Skylight (Toilets) – Yr 2	
xvii. Eaton Recreation Centre - Renew Floor Treatment (Timber Parquetry, Aerobics) – Yr 3	
xviii. Eaton Recreation Centre - Renew Floor Treatment (Vinyl, Hallways) – Yr 1	
xix. Eaton Recreation Centre - Renew Floor Treatment (Carpet tiles, Gym) – Yr 1	
xx. Eaton Recreation Centre - Repaint Internal Walls (Basketball Courts) – Yr 1	

Building Name and Location	Priority Ranking
xxi. Eaton Recreation Centre - Repaint Internal Walls (Hallways) – Year 1	
xxii. Eaton Recreation Centre - Renew A/C Split system, compressors – Year 2	
xxiii. Eaton Recreation Centre - Renew A/C Split system, compressors – Year 2	
xxiv. Eaton Recreation Centre - Renew A/C Split system, compressors – Year 2	
xxv. Eaton Recreation Centre - Renew A/C Split system, compressors – Year 2	
xxvi. Eaton Recreation Centre - Renew Hot Water System – Year 2	

3. The following nominated building expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Building Upgrade and Expansion Program (each project to be ranked in priority order with “1” being the highest priority):

Building Name and Location	Priority Ranking
i. Dardanup Office Library Expansion – Yr 2	
ii. Dardanup Office Library Expansion Design – Yr 1	
iii. Eaton Administration Centre - Transportable Building Decommissioning -Yr 3	
iv. Eaton Administration Centre - New Admin / Library Stage 2 - Detailed Design Yr 2	
v. Eaton Administration Centre - New Admin/Library Stage 3 – Construction Yr 3	
vi. Eaton Administration Centre - New Admin/ Library Stage 3 – Fitout – Yr 4	
vii. Eaton Administration Centre - New Admin / Library Stage 3 – Retention – Yr 5	
viii. Dardanup Hall – Hall Upgrade – Yr 4	
ix. Dardanup Hall – Scoping Design & Preliminaries – Yr 2	
x. Waterloo Hall - Leach Drain Upgrade – Yr 1	
xi. Dardanup Community Centre - New Building - Planning & Design – Yr 2	
xii. Dardanup Community Centre - New Building –Yr 4	
xiii. Eaton Bowling Clubroom – New Building – Yr 1	
xiv. Eaton Skate Park - Relocation of skate park – Yr 1	
xv. Dardanup Skate Park - Additional Equipment – Yr 2	
xvi. Burekup Skate Park - Additional Equipment – Yr 2	
xvii. Dardanup Central Bush Fire Brigade Building - New Facility – Yr 1	
xviii. Eaton Oval Clubrooms – Extensions – Yr 2	
xix. Operations Centre – Laydown area (fencing and hardstand) – Yr 1	
xx. Gnomesville Public Toilets – New facility – Yr 1	
xxi. Carramar Park Public Toilets – New facility – Yr 4	

Change to Officer Recommendation

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

- A procedural motion was put by Cr J Dow to defer the item.

**ELECTED MEMBER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 18-20

MOVED -

Cr J Dow

SECONDED -

Cr M Hutchinson

THAT the Integrated Planning Committee defer this matter and that it be brought back to the next Council Meeting to be held on 29 April 2020.

CARRIED

4/3

8.5 Title: Stormwater Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Storm Water Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMP's) listing capital 10 year works programs across all major asset classes. The AMP's include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items.

This report is presented to the Integrated Planning Committee to consider and endorse the Annual Transfer to Reserve for the Storm Water Asset Management Plan 2020/21 - 2029/30.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

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

Budget Implications -

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

Budget – Whole of Life Cost

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

Due to the extremely long useful life of stormwater infrastructure (up to 90 years), there is no renewal works required within the 10 year timeframe of the Program.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Stormwater Asset Management Plan 2020/21 – 2029/30	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

The Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a Local Government are being replaced as they reach the end of their useful lives. As

there are no stormwater renewals scheduled until approximately 2031 this is not a relevant measure.

As the majority of the Shire's stormwater assets are relatively new and in good condition expenditure on renewal will be lower than it would be later in an asset's life, for this reason, the capital expenditure on renewal can be low when viewed over the shorter term. However, as the assets continue to age and decline in condition future renewal demands will become apparent and should be considered when making changes.

The current replacement cost and annual depreciation of the Stormwater Asset Class is listed below:

	Current Replacement Cost	Annual Depreciation
Stormwater	\$25,000,000	\$300,000

The current forecast average expenditure currently identified in draft Stormwater Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Stormwater	\$ -	\$45,800	\$45,800	\$22,800	\$23,000

The forecast stormwater expenditure currently listed in the Draft Stormwater Asset Management Plan is a single upgrade project staged over two years and is related to road projects and developments. It is therefore recommended that the Storm Water Upgrade Program not be altered.

The current reserve transfers on which the Draft Stormwater Asset Management Plan – 10 Year Programs are based remain as presented to Asset Management Workshop conducted with Council on 19 February 2020, as listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
25	25	25	25	25	50	50	50	50	50	375

Based on the reduced annual forecast rate increases, the following annual transfers are now proposed:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
0	25	25	25	25	50	50	50	50	100	400

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 19-20 MOVED - Cr T Gardiner SECONDED - Cr C Boyce

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the Stormwater 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
0	25	25	25	25	50	50	50	50	100	400

CARRIED
7/0

8.6 Title: Infrastructure Plant & Vehicle Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Luke Botica - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995 Local Government (Function & General) Regulations 1996</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Infrastructure Plant and Vehicle Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Background

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMPs) listing capital 10 year works programs across all major asset classes as well as the Plant & Vehicle Asset Management Plan (PVAMP). The PVAMP included the forecast capital expenditure for the purchase of new plant and vehicles, as well as the renewal of existing assets. The 10 Year Replacement Program contained in the PVAMP was compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital items including plant and vehicles.

This report is presented to the Integrated Planning Committee to consider and endorse the annual Transfer to Reserve for the Plant & Vehicle Replacement Program in the PVAMP.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

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

Budget Implications -

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

Budget – Whole of Life Cost -

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

Council Policy Compliance

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

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

Risk Assessment -

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Plant & Vehicle Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Risk that assets are not renewed at the end of their useful lives.</p> <p>Financial Risk that plant and vehicle fleet does not meet demand.</p> <p>Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.</p>

Officer Comment

In addition to the scheduled replacement of existing plant and vehicles that reach their respective replacement trigger, the following new plant and vehicles were also included in the 10 Year Program that was presented to the Asset Management Workshop conducted with Council on 19 February 2020:

New Plant or Vehicle	Forecast Cost	Scheduled
Backhoe Loader	New \$198,900	2020-21
Less: Trade-in of tractor	Trade-in \$24,097	
	Net Cost \$174,803	
3 Tonne Truck (Parks & Environment Team)	\$80,408	2025-26
Skid Steer Loader	\$122,509	2028-29
Road Sweeper (1/2 share)	\$147,176	2028-29

To achieve a reduction in the annual forecast rate increases, the Annual Transfer to Reserve for the Plant & Vehicle 10 Year Replacement Program has been adjusted.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
	(x \$1,000)										
Previous Transfers	200	200	200	300	300	300	350	410	420	430	3,110
Proposed Transfers	205.5	205.5	206	250	256.5	276.5	280	317	327.5	347.5	2,672

This has required a review of the proposed new plant and vehicle acquisitions. At this stage, it is not recommended to alter the proposed replacement schedule of existing plant and vehicles. The replacement of existing plant and vehicles has been scheduled in accordance with Council's Policy CP048 – *Plant & Vehicle Acquisition and Disposal Policy*. This Policy was established and adopted by Council to ensure that the Shire's plant and vehicle fleet is replaced at an optimal time, striking a balance between lifecycle cost and serviceability for each class of plant and vehicle.

Staff have reviewed the new acquisitions (i.e. new plant and vehicles to be added to the fleet over the next ten years) and it was decided to remove the purchase of a new road sweeper (1/2 share with another Council) from the 10 Year Program. This change will ensure that the Reserve balance can be maintained under a reduced Transfer to Reserve scenario. It is proposed to continue the use of contractors for a road sweeping service as has been the current method.

Staff therefore recommend that the Integrated Planning Committee endorse the adjusted annual Transfer to Reserve for the Plant & Vehicle Replacement Program in the PVAMP.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

Note: Cr C Boyce moved from the screen at 3.52pm and returned at 3.53pm.

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

IPC 20-20 MOVED - Cr T Gardiner SECONDED - Cr M Hutchinson

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the Infrastructure Plant & Vehicle 10 Year Replacement Program:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
205.5	205.5	206	250	256.5	276.5	280	317	327.5	347.5	2,672

CARRIED
6/1

8.7 Title: Summary IT Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mr Sudi Mishra – Manager Information Systems</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Committee is requested to consider the Summary Report on the Information Technology Asset Management Plan 2020/21-2029/30, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

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

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

1. Enable the achievement of various strategies within the Community Strategic Plan;
2. To improve the quality and effectiveness of information services and business systems provided by the Shire of Dardanup; and
3. To minimise the impact of organisational growth and systems development on the budget by planning and prioritising the various Information Technology and Systems initiatives.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

Strategic Community Plan

Various Strategies across the organisation within the Strategic Community Plan.

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None

Precedents

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

Budget Implications

The following allocations have been provided in the 2019/20 budget and 2020/21 draft LTFP:

	2019/20	2020/21
IT Equipment	\$18,795	\$17,601
Software Purchases	\$137,824	\$95,802
Software Annual License expenses	\$412,644	\$474,376
IT Equipment Leases	<u>\$272,745</u>	<u>\$280,252</u>
Total	\$841,971	\$868,032

A copy of the IT Asset Management Plan 2019/20 Summary is attached (Appendix IPC: 8.7A).

The current reserve transfers on which the Draft IT Asset Management Plan – 10 Year Programs are based are listed below:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
400	400	400	400	400	450	500	500	500	500	4,450

The balance of required funds each year is budgeted to come from general operating revenue. In 2020/21 this would be \$474,376.

Budget – Whole of Life Cost

Budgeted expenditure and reserve transfer requirements are included annually in the IT Asset Management Plan.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	IT Asset Management Plan 2020/21 – 2029/30 summary report recommendation to council						
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)						
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.						
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.						
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Adoption of this Item is required for funding of IS and IT services</td> </tr> <tr> <td>Service Interruption</td> <td>Services of IT and IS depend on adoption of IT Asset Management Plan</td> </tr> <tr> <td>Reputational</td> <td>Compromised Quality of IT and IS might affect the reputation of council in providing services.</td> </tr> </table>	Financial	Adoption of this Item is required for funding of IS and IT services	Service Interruption	Services of IT and IS depend on adoption of IT Asset Management Plan	Reputational	Compromised Quality of IT and IS might affect the reputation of council in providing services.
Financial	Adoption of this Item is required for funding of IS and IT services						
Service Interruption	Services of IT and IS depend on adoption of IT Asset Management Plan						
Reputational	Compromised Quality of IT and IS might affect the reputation of council in providing services.						

Officer Comment

The Council has invested in both people and technologies to achieve a level of information technology service and capability that is typically beyond an organisation of this size. For this reason the Shire of Dardanup is regarded within the Industry as a high achiever in the application of IT to its business services.

- *Future – 10 year ICT Plan*

The strategic focus over the next 5-10 year horizon must capture those strategies defined in the Strategic Community Plan 2018 – 2028 (SCP). There are a range of actionable strategies in the Plan that can benefit significantly from the astute application of the technology.

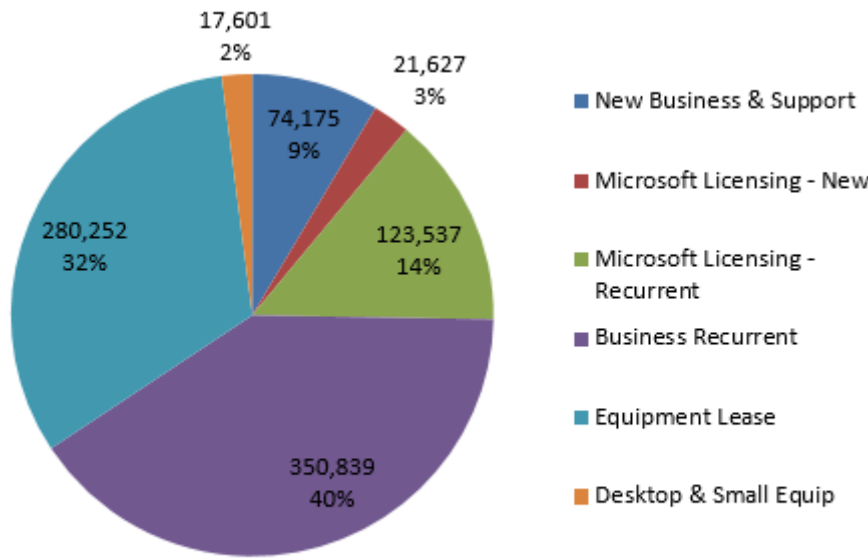
- *Next Budget – 2020/21*

The major outcomes for Information Services for this coming year include:

1. A brand new Councillor Portal to provide Councillors and Council staff with the ability to collaborate and do better business.
2. Upgrade the current online application portal to include more applications like planning and health. This will enable the community to apply for more services online.
3. Upgrade to the TARDIS Electronic Document and Records Management System (EDRMS), which will enhance some of the features within the EDRMS and move toward packaging the software which can be utilised later for commercialisation – if determined by Council.

The 20/21 budget can be more clearly visualised by referring to the pie chart below. Comment on the 20/21 budget is made against each of the items in the Legend.

- *Information Services – Total Budget 2020/21 - \$868,032*



▪ *New Business and Support*

These are funds specifically assigned to develop new business models for existing services using technology. Compared to other parts of the ‘pie’ this slice is quite small, however offsetting this is our investment in skilled staff who, in part, reduce our reliance on external consultancy services.

▪ *Microsoft Licences and Microsoft Recurrent*

This relates to the cost of using Microsoft (MS) technologies as the base for all our business. It is a significant part of the costs associated with our business and is unavoidable. The new Enterprise M365 contract packages from MS will assist in bundling products which may be financially beneficial to the Council. This change has been a part of our continuous review of MS technology package options.

▪ *Business Recurrent*

This covers the annual maintenance or the recurrent part of ‘owning’ software. All of the Council’s product have some form of annual cost and this is the sum total of all business products. As an example, these product includes SynergySoft, Mapping, ICON, Zoodata and others.

▪ *Equipment Lease*

This relates to the annual lease cost for both desktop and some of the backroom technologies used by the Council. This is an unavoidable cost and the roll over period is four years for desktop and up to seven years for some server room infrastructure.

▪ *New Desktop and Hardware*

This is a small allocation for the outright purchase of IT equipment. Not all equipment is leased and typically these are ‘smaller’ but narrow technologies found in the Server room such as communications servers, firewalls, etc.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 21-20 MOVED - Cr C Boyce SECONDED - Cr T Gardiner

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the IT Asset Management Plan IT Asset Management Plan 2020/21 – 2029/30:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
400	400	400	400	400	450	500	500	500	500	4,450

CARRIED
5/2

8.8 Title: Recreation Centre Equipment Asset Management Plan 2020/21 – 2029/30

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mr John Kowal – Manager Sport & Recreation
Legislation: Local Government Act 1995

Overview

The Committee is requested to consider and endorse the Recreation Centre Equipment Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

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

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

The Program has been reviewed in preparation for the 2020/2021 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

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

Strategic Community Plan

Various Strategies across the organisation within the Strategic Community Plan.

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None

Precedents

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

Budget Implications

The information contained in the Recreation Centre Equipment 10 Year Program will be used annually to develop the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following tables from the Recreation Centre Equipment 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years. A complete copy of the Recreation Centre Equipment 10 Year Asset Management Plan is attached (Appendix IPC: 8.8A).

- Consolidated Summary (Expenditure);
- Recreation Centre Equipment Reserve Fund Summary.

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

	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)										
2018-2019 LTFP	60	70	80	95	110	130	150	150	150		
2019-2020 LTFP	100	250	25	150	150	150	150	150	160	170	
2020-2021 Draft LTFP		110	120	130	140	130	130	130	130	130	130

Budget – Whole of Life Cost

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

Council Policy Compliance

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

Risk Assessment -

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Recreation Centre Equipment Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	Adoption of this is required for funding of Recreation Services Equipment
	Service Interruption	Supply of Equipment is required for the operation of the Centre
	Reputational	Risk of negative community response if assets are not maintained or replaced when required.

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 22-20 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT the Integrated Planning Committee recommends that Council endorses the 10 year Recreation Centre Equipment Asset Management Plan 2020/21-2029/30 acquisition and replacement program (Appendix IPC: 8.8A).

CARRIED
6/1

8.9 Title: Compliance & Executive Vehicle Asset Management Plan 2020/21 – 2029/30

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mr Allan Hutcheon – Procurement Officer
Legislation: Local Government Act 1995
 Local Government (Function & General) Regulations 1996

Overview

The Committee is requested to consider and endorse the Compliance & Executive Vehicle Asset Management Plan 2020/21 - 2029/30 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Asset Management Plan will be incorporated into the 2020/21 Annual Budget.

Background

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

1. Replacement of the Council's existing vehicle fleet – vehicles are replaced at the optimal point in their serviceable life, the triggers being as adopted by Council in Policy CP048 – *Plant & Vehicle Acquisitions and Disposal Policy*:

Vehicle Type	Replacement Triggers (whichever occurs first)	
	Age (years)	Odometer Reading (km)
4 Cylinder Vehicles	4 years	80,000 km
Utilities	5 years	120,000 km

2. Disposal of vehicles which are deemed as not being required anymore; and
3. Acquisition of new vehicles where required for new positions.

The Program contains estimates of purchase and sales prices, together with recommended reserve transfers to fund changeovers and new purchases. The Program closely aligns with the Shire of Dardanup Workforce Plan. The Program has been reviewed in preparation for the 2020/2021 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

Legal Implications

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

Local Government (Administration) Regulations 2011

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

(3) *A corporate business plan for a district is to —*

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

Strategic Community Plan

Strategy 1.3.1- Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the Compliance & Executive Vehicles AMP as and when amendments are made.

Budget Implications

The information contained in the Compliance & Executive Vehicle 10 Year Program will be used annually to develop the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following tables from the Compliance & Executive Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years. A complete copy of the Compliance & Executive Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.9A);

- Consolidated Summary (Expenditure);
- Sales Revenue Summary; and
- Compliance Vehicle Reserve Fund Summary.

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

	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)										
2018-2019 LTFP	90	95	100	105	115	125	135	140	145		
2019-2020 LTFP	50	75	100	125	150	175	200	230	235	240	
2020-2021 Draft LTFP		75	80	85	90	100	120	145	150	150	150

Budget – Whole of Life Cost -

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

Council Policy Compliance

Replacement triggers used are in accordance with Policy CP048 - *Plant & Vehicle Acquisitions and Disposal Policy*.

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Compliance & Executive Vehicle Asset Management Plan 2020/21 – 2029/30
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Health Keeping our fleet updated ensures that vehicles have the latest emissions and safety controls fitted.</p> <p>Financial Risk that assets are not renewed at the end of their useful lives.</p> <p>Service Interruption Older vehicles breaking down, which leads to vehicles not being available to provide the required services to the community.</p> <p>Legal and Compliance Council not being complaint with its own policies an associate Acts and regulations.</p> <p>Reputational Council staff not driving up to date quality vehicles may lead to reputational risk.</p> <p>Environmental Keeping our fleet updated ensures that vehicles have the latest emission and an environmental controls fitted.</p>

Officer Comment

The Program has been revised using odometer readings and the age of the vehicles as well as their usage patterns. Officers' have also reviewed the prices used in the Program for both new vehicle acquisitions and trade values.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 23-20

MOVED -

Cr T Gardiner

SECONDED -

Cr P Perks

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the Compliance and Executive Vehicle 10 Year Replacement Program:

	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)										
2018-2019 LTFP	90	95	100	105	115	125	135	140	145		
2019-2020 LTFP	50	75	100	125	150	175	200	230	235	240	
2020-2021 Draft LTFP		75	80	85	90	100	120	145	150	150	150

CARRIED
5/2

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be Wednesday, 6 May 2020 commencing at 1.00pm at the Shire of Dardanup - Administration Centre Eaton.

Prior to closure of the meeting the Presiding Member undertook a final 'roll call' of attendees at the meeting.

12.1 Attendance

Cr. Michael Bennett	-	Chairperson
Cr. Peter Robinson	-	Deputy Shire President
Cr. Patricia Perks	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member [2.05PM]
Cr. Mark Hutchinson	-	Elected Member
Cr Tyrrell Gardiner	-	Elected Member
Mr. André Schönfeldt	-	Chief Executive Officer

Mr. Phil Anastasakis	-	Deputy Chief Executive Officer
Mrs Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure
Mrs Natalie Hopkins	-	Manager Financial Services
Mr Troy Williamson	-	Manager Assets
Mr Ray Pryce	-	Accountant
Mr Sudi Mishra	-	Manager Information Services
Mr John Kowal	-	Manager Sport & Recreation [2.05PM
Mr Allan Hutchinson	-	Procurement Officer
Mrs Donna Bailye	-	PA – Deputy Chief Executive Officer
Ms Cathy Lee	-	Manager Governance & HR

There being no further business the Chairperson declared the meeting closed at 4.05pm.

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2020/21

CONSOLIDATED SUMMARY

	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35
EXPENDITURE															
Eaton Recreation Centre:															
- Purchased Gym and Fitness Equipment	48,392	0	36,199	294,340	0	50,049	25,631	11,348	65,918	0	88,638	0	303,558	55,241	290,445
- Leased Gym and Fitness Equipment	45,444	45,444	45,444	45,444	45,444	51,934	51,934	51,934	51,934	51,934	58,046	58,046	58,046	58,046	58,046
TOTAL EXPENDITURE	93,835	45,444	81,643	339,784	45,444	101,983	77,565	63,282	117,852	51,934	146,684	58,046	361,604	113,286	348,491

FUNDING

Loans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grant Revenue	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL FUNDING	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

OWN SOURCE FUNDS REQUIRED

Opening Balance - ERC Equipment Reserve	81,931	98,710	174,007	223,668	27,240	112,204	141,904	196,468	266,132	282,273	353,357	430,612	430,612	205,467	113,286	348,491
Interest	614	740	1,305	3,355	409	1,683	2,129	2,947	3,992	4,234	5,469	5,300	6,459	3,082	3,379	225,263
Recommended Annual Reserve Transfer	110,000	120,000	130,000	140,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000	130,000

RESERVE SURPLUS (DEFICIT)

	98,710	174,007	223,668	27,240	112,204	141,904	196,468	266,132	282,273	364,572	353,357	430,612	205,467	225,263	10,151
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(Appendix ORD: 12.19B)

RISK ASSESSMENT TOOL									
OVERALL RISK EVENT: Rates Notice Budget Brochure RISK THEME PROFILE: 6 - Engagement Practices									
RISK ASSESSMENT CONTEXT: Strategic									
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL			RESIDUAL RISK RATING
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING	
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Improved communication will enhance Council's profile.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required	Not required	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required	Not required.	Not required.	Not required.

Gary Brennan, Mayor



Bunbury City Council has maintained a disciplined approach to developing this year's budget based on key considerations and many competing demands. The main one being what we believe the community can afford as a reasonable rate increase. The other considerations are to provide for inflation increases, to provide for modest growth and our need to reduce the City's asset maintenance gap between what is required and what we can fund each year. The result has been a decision to increase rates by 3% for the 2019/20 financial year.

There has been a higher cost of recycling caused by changes in markets that normally would receive all recyclables. Those changes have directly limited the City's contractor's ability to on sell recyclables. As a consequence, our recycling charges will have to increase. I am confident our community will acknowledge that the annual increase of \$14 for a 240 litre recycling bin is reasonable to ensure we maintain our proud record of waste minimisation.

The City ended the 2018/19 financial year with an estimated unallocated net surplus of \$46K which demonstrates the City's strong budget control process.

Our cash reserves total \$16.3M which provides for future funding commitments. An example of the importance of reserve funds was a recent decision by Council to replace its refuse vehicle fleet requiring a transfer from the Refuse Collection and Waste Minimisation Reserve of close to \$2M.

The City's loan commitments are within an acceptable ratio compared to the Department of Local Government, Sport and Cultural Industry benchmark. At the end of the 2019-20 financial year our Debt Service Ratio, which measures Council's ability to service debt as a ratio to the Operating Surplus, will be 2.0 with a loan balance of \$14M.

Major projects in the budget include the redevelopment of the Stirling Street Arts Centre, construction of a new splash park, upgrade of the Sykes Foreshore, improvements to the Halifax Business Park infrastructure, construction of the Hay Park Central pavilion, realigning and widening Koombana Drive East, further investments into the CBD and the design of the Youth Precinct.

On behalf of the City Council I express our appreciation to the entire City of Bunbury staff for their dedication and productivity improvements throughout the previous financial year. I am very pleased on behalf of the City Council to commend this budget to our community.

RATING INFORMATION

Rates make up about 56 per cent of the City's revenue to fund local community infrastructure and services. Other sources of funds include government grants, fees and charges, loans and interest on investments.

Annual rates are calculated by multiplying the property's annual Gross Rental Value by the rate in the dollar. For example \$16,235 x 9.631 cents = \$1,564. The Gross Rental Value is determined by Landgate based on the annual rental the property might reasonably attract. For example an annual value of \$16,235 represents a weekly rental of \$312. Landgate completes a review of property valuations every three years. The next revaluation will be effective from 1 July 2021.

RESIDENTIAL REFUSE AND RECYCLING

The City of Bunbury provides the following waste collection services for all residential properties:

- Organic bin (lime green) - weekly
- Rubbish bin (red or dark green lid) - fortnightly
- Recycling bin (yellow lid) – fortnightly

Two bins are collected each week - yellow and lime green one week, red and lime green the next week.

Organic bags are available to residents for collection from the Council Administration Office, Stephen Street; South West Sports Centre, Bunbury Visitor Centre, Withers Community Library and Bunbury City Library. Please bring proof of residency when collecting bags. Delivery is available for pensioners by calling Waste Services on (08) 9792 7333.

The City also undertakes two verge green-waste collections and two verge hard-waste collections per year. Electronic and household hazardous waste can be dropped off free of charge at the depot 21 McCombe Road, Davenport. Open Tuesday, Thursday and Saturday from 10.30am to 2.30pm. Proof of residency required.

MORE INFORMATION

Please visit www.bunbury.wa.gov.au for full details of the 2019/20 Budget.

ENQUIRIES

Please telephone (08) 9792 7000, visit the Customer Service Centre at 4 Stephen Street, Bunbury or email records@bunbury.wa.gov.au

BUDGET AND RATES 2019/2020

Strong business, strong community

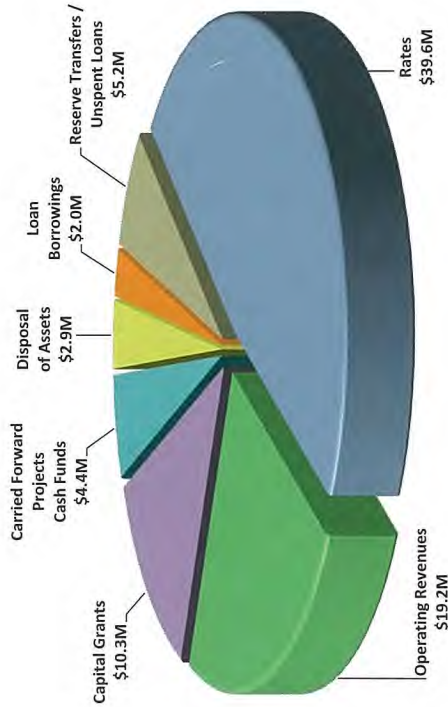


(Appendix ORD: 13.1B)



WHERE DOES THE MONEY COME FROM?

\$83.6 million



Rates

The property rate increase for 2019/20 is 3% which includes 1% for the upgrade and renewal of the City's ageing infrastructure.

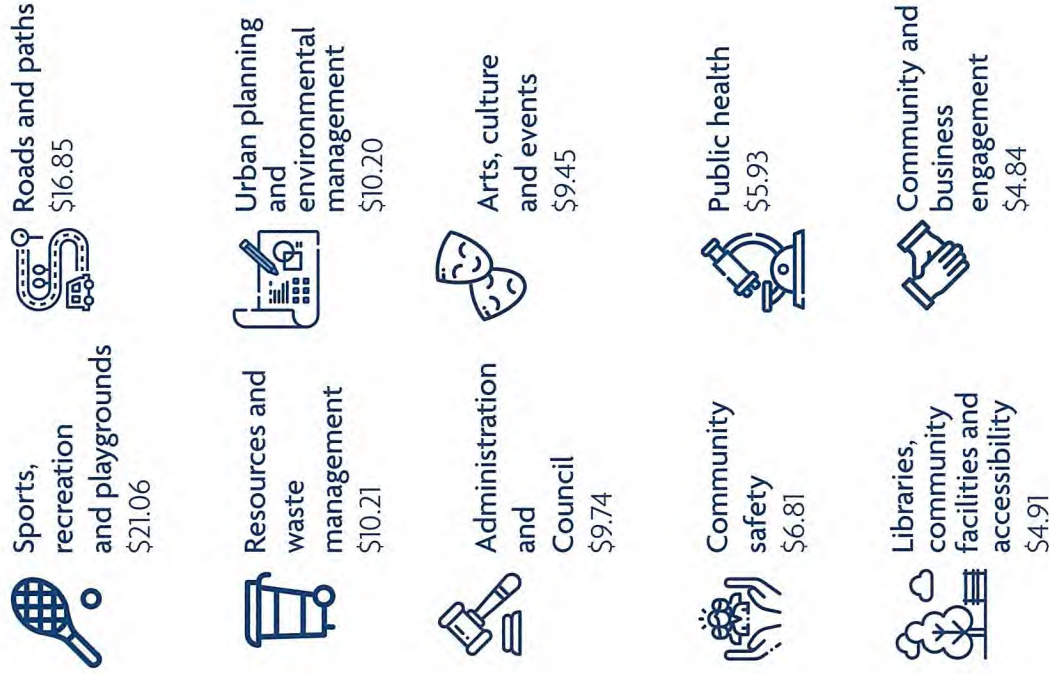
Major Capital Grants

Upgrade Halifax Park infrastructure	\$3M
Construct Hay Park Central Pavilion	\$2.3M
Redevelop Stirling Street Arts Centre	\$1.3M
Realign and widen Koombara Drive east	\$733K



WHERE DOES THE MONEY GO?

For every \$100 we spend, this is a picture of where it will go



KEY PROJECTS IN 2019/20

