



APPENDICES

ORDINARY COUNCIL MEETING

PART 4: Items 12.20 – 12.21

To Be Held

Wednesday, 31st of March 2021

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.



MINUTES

INTEGRATED PLANNING COMMITTEE MEETING

Held

17 March 2021

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive – EATON

This document is available in alternative formats such as:

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

MISSION STATEMENT

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

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....	1
2	RECORD OF ATTENDANCE/APOLOGIES	2
2.1	<i>Attendance.....</i>	2
2.2	<i>Apologies.....</i>	2
3	PRESENTATIONS	2
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	3
4.1	<i>Integrated Planning Committee Meeting Held 20 May 2020.....</i>	3
5	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	3
6	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	3
7	DECLARATION OF INTEREST	3
8	REPORTS OF OFFICERS	4
8.1	<i>Title: 2021/22 Elected Members Fees and Allowances</i>	4
8.2	<i>Title: Community Budget Requests</i>	13
8.3	<i>Title: Events, Festivals and Donations</i>	18
8.4	<i>Title: Draft 2021/22 Annual Fees and Charges.....</i>	25
8.5	<i>Title: Rating Strategy.....</i>	30
8.6	<i>Title: Debt Management Plan</i>	38
8.7	<i>Title: Mid Year Budget Review</i>	42
8.8	<i>Title: Draft Workforce Plan</i>	51
8.9	<i>Title: Councillor / Staff Budget Requests</i>	57
8.10	<i>Title: Draft Road Asset Management Plans 2021/22 – 2030/31.....</i>	66
8.11	<i>Title: Draft Building Asset Management Plans 2021/22 – 2030/31.....</i>	72
8.12	<i>Title: Draft Pathway Asset Management Plans 2021/22 – 2030/31.....</i>	80
8.13	<i>Title: Draft Parks & Reserves Asset Management Plans 2021/22 – 2030/31.....</i>	86
8.14	<i>Title: Draft Stormwater Asset Management Plans 2021/22 – 2030/31.....</i>	92
8.15	<i>Title: Draft Infrastructure Plant and Vehicles 2021/22 – 2030/31</i>	95
8.16	<i>Title: Draft Compliance & Executive Vehicle Asset Management Plan 2021/22 – 2030/31.....</i>	99
8.17	<i>Title: Draft Eaton Recreation Centre Equipment Asset Management Plans 2021/22 – 2030/31.....</i>	103
8.18	<i>Title: Draft IT Asset Management Plans 2021/22 – 2030/31</i>	106
9	NEW BUSINESS OF AN URGENT NATURE	110
9.1	<i>Title: E-Waste Collection Trial</i>	110
10	MATTERS BEHIND CLOSED DOORS	115
11	CLOSURE OF MEETING	115

Members of Integrated Planning Committee

- Cr MT Bennett
- Cr PS Robinson
- Cr L Davies
- Cr TG Gardiner
- Cr CN Boyce
- Cr PR Perks
- Cr SL Gillespie
- Cr MR Hutchinson
- Cr J Dow

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2019 - ToR - Integrated Planning Committee](#)

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

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

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

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

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

(Appendix ORD: 12.20A)

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
Insignificant (1)	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
Major (4)	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

RISK - LIKELIHOOD TABLE

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

LEVEL OF RISK GUIDE

LIKELIHOOD	CONSEQUENCE		Minor	Moderate	Major	Catastrophic
	Insignificant	Moderate				
Almost Certain	5	1	2	3	4	5
Likely	4	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
Possible	3	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Unlikely	2	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Rare	1	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
		Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 17 MARCH 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.30PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 2.30pm, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

2.1 Attendance

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Peter Robinson	-	Deputy Shire President
Cr. Tyrrell Gardiner	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Carmel Boyce	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr Patricia Perks	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mr Luke Botica	-	Director Infrastructure
Mr Troy Williams	-	Manager Assets
Mrs Natalie Hopkins	-	Manager Financial Services
Ms Cathy Lee	-	Manager Governance & HR [2.35pm]
Mr Sudi Mishra	-	Manager Information Services
Mrs Maddie Darch	-	PA – Chief Executive Officer
Mr Allan Hutcheon	-	Procurement Officer
Mrs Lucy Owen-Conway	-	Manager Place & Community Engagement.
Mr Gary Thompson	-	Manager Recreation Centre

2.2 Apologies

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

3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Integrated Planning Committee Meeting Held 20 May 2020

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 01-21 MOVED - Cr P Robinson SECONDED - Cr M Hutchinson

THAT the Minutes of the Integrated Planning Committee Meeting held on 20 May 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:

Shire President, Cr. M T Bennett advised of Disclosure of Interest forms received prior to the commencement of the meeting and read them aloud:

- *Deputy Chairperson, Cr P Robinson declared an Impartiality Interest in “Item 8.2 – Community Budget Requests” as he is a volunteer member of the Crooked Brook Forest Assn committee.*
- *Cr T Gardiner declared an Impartiality Interest in “Item 8.10 – Draft Road Asset Management Plan 2021/22 – 2030/31” as he is an adjoining landowner to Lennard Road (with Reseal works programmed in the RAMP).*

8 REPORTS OF OFFICERS

8.1 Title: 2021/22 Elected Members Fees and Allowances

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

Council is requested to review elected member fees and allowances as part of the formulation of the 2021/22 Corporate Business Plan, Long Term Financial Plan and Annual Budget.

Background

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected council members.

Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.

s5.98 Local Government Act 1995 (LGA) permits the reimbursement of prescribed expenses and the payment for Councillors to attend meetings and committees.

Meeting Attendance Fees are payable for the attendance at each meeting. SAT determines minimum and maximum fees.

SAT has determined four categories (or bands) and has assessed each Local Government to be categorised from Band 1 (largest Councils) through to Band 4 (smallest). Shire of Dardanup has been categorised as Band 3.

Council is anticipating the 2021/22 Salaries and Allowances Determination will be released mid-April with an effective date of 1 July 2021. There was no increase applied to the 2019/20 Salaries and Allowances, therefore it is anticipated a small increase around 1-2% may be applied from 1 July 2021.

The following table sets out the current minimum and maximum Meeting Attendance Fees as determined by the SAT on 8 April 2020 for the 2020/21 financial year.

MINIMUM & MAXIMUM MEETING ATTENDANCE FEES – 2020/21		
BAND 3		
	Members other than President or Mayor	President or Mayor
Council Meeting (per meeting)	Minimum Fee - \$193 Maximum Fee - \$410	Minimum Fee - \$193 Maximum Fee - \$634
Committee Meeting (per meeting)	Minimum Fee - \$97 Maximum Fee - \$205	Minimum Fee - \$97 Maximum Fee - \$205
Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	Minimum Fee - \$7,688 Maximum Fee - \$16,367	Minimum Fee - \$7,688 Maximum Fee - \$25,342

It has been the practice of Council to pay elected members an Annual Fee in lieu of an attendance fee for each Council meeting under s5.99 LGA.

MEETING ATTENDANCE FEES TO SHIRE OF DARDANUP ELECTED MEMBERS – 2020/21		
CURRENTLY PAID		
	Members other than the President	President
Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	\$11,457 Equates to 70.0% of the Maximum Fee	\$17,739 Equates to 70.0% of the Maximum Fee

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —*

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or*
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.*

** Absolute majority required.*

In addition to the Meeting Attendance Fee, a President or Mayor may be paid an Annual Allowance per s5.98(5) & s5.98A of the LGA.

Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors. The following tables' set out the Annual Allowance for Band 3 as per the Salaries and Allowances Tribunal, and the Annual Allowance (Local Government Allowance) as adopted by Council for the 2020/21 financial year calculated as 70% of the Maximum Fee.

ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2020/21		
<u>BAND 3</u>		
	President or Mayor	Deputy President or Mayor (up to 25% of President or Mayor)
Band 3 Allowance	Minimum Fee = \$1,025 Maximum Fee = \$36,957	Minimum Fee = \$256 Maximum Fee = \$9,239

ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2020/21		
<u>CURRENTLY PAID</u>		
	President or Mayor	Deputy President or Mayor (up to 25% of President or Mayor)
Local Government Allowance	\$25,870 Equates to 70.0% of the Maximum Fee	\$6,467 Equates to 70.0% of the Maximum Fee

Members are entitled to be reimbursed for prescribed expenses per s5.98 LGA. In addition, Council may resolve to reimburse additional prescribed expenses.

Expenses that are required to be reimbursed are regulated as follows.

Expenses that are to be reimbursed — s. 5.98(2)(a) and (3)

(1) For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —

(a) rental charges incurred by a Council member in relation to one telephone and one facsimile machine; and

(b) child care and travel costs incurred by a Council member because of the member’s attendance at a Council meeting or a meeting of a committee of which he or she is also a member

The extent to which a telephone & fax line rentals referred to in sub regulation (1)(a) can be reimbursed is the actual amount.

The extent to which child care costs referred to in sub regulation (1)(b) can be reimbursed is the actual cost per hour or \$30.00 per hour, whichever is the lesser amount.

The extent to which travel costs referred to in sub regulation (1)(b) can be reimbursed:

- (a) if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person’s place of residence or work to the meeting and back; or*
- (b) if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person’s place of residence or work and back —*

(i) for the person to travel from the person's place of residence or work to the meeting and back; or

(ii) if the distance travelled referred to in subparagraph (i) is more than 100 km, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.

Instead of reimbursing a particular type of expenses, Council may resolve to pay an annual allowance that is within the prescribed range.

- *Allowances in lieu of reimbursement of telecommunications expenses:*

Elected Members are paid an annual Information and Communications Technology (ICT) Allowance of \$2,450pa which is 70% of the prevailing maximum band value of \$3,500. The ICT allowance shall be paid in accordance with Section 5.99A of the Act. This allowance validates all costs relating to telephone usage including plans and contracts, rentals, mobile phones, mobile devices, extra telephone lines, call costs, internet service provider fees, and consumables incurred while performing the functions of a Councillor.

The minimum ICT annual allowance determined by SAT is \$500pa; the maximum being \$3,500pa (2020/21).

- *Allowances in lieu of reimbursement of travelling and accommodation expenses:*

The maximum annual allowance for travelling and accommodation expenses is the same amount as the amount to which a person would be entitled for those expenses in the same circumstances under the Public Service Award in accordance with Council Policy CnG CP042 – *Councillor Fees Policy*.

- *Reimbursements*

Council currently pays the following allowances and expense reimbursements.

- Travel / Accommodation - \$0.6866 per km (1600c to 2600cc), \$0.9554 (over 2600cc), \$0.5669 (under 1600cc) or actual cost incurred.
- Child Care – Maximum \$30 per hour.

Legal Implications

Only reimbursement of permissible expenditure and allowances up to prescribed amounts are payable per Section 5.98, 5.98A, 5.99 and 5.99A Local Government Act 1995.

Part 8 of the Local Government (Administration) Regulations 1996 includes the provisions on which local government payments are made to elected members, refer Regulation 30, 31, and 32.

Strategic Community Plan -

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)
Strategy 1.2.1 - Provide elected member training and development. (Service Priority: Very High)

Environment - None.

Precedents

Council currently pays the following Elected Member fees:

ANNUAL ATTENDANCE FEE	
Shire President	\$17,739
Elected Members other than Shire President	\$11,457
ANNUAL LOCAL GOVERNMENT ALLOWANCE	
Shire President	\$25,870
Deputy Shire President	\$6,467
ALLOWANCES PER ANNUM	
Information and Communications Technology	\$2,450

REIMBURSEMENTS	
Travel / Accommodation	\$0.68 km or actual expense incurred
Child Care	Reimburse expenses up to a maximum of \$30 per hour

SAT undertakes an annual review of fees and allowances and publishes the new rates in April each year.

At the Integrated Planning Committee meeting held on the 11 March 2020, and subsequent Council meeting on the 25 March 2020, Council resolved [76-20] to move the setting of Elected Members fees and allowances at a fixed 70 percentage of the prevailing published rate. This therefore enables allowances to increase in line with SAT percentage increases automatically.

THAT Council:

- 1. Sets the Shire President and Elected Member 2020/21 Annual Attendance Fee at 70% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2020, as determined by the Salaries and Allowances Tribunal.*
- 2. Sets the Shire President and Deputy Shire President 2020/21 Annual Local Government Allowance at 70% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2020, as determined by the Salaries and Allowances Tribunal.*
- 3. Sets the Elected Member 2020/21 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 70% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2020, as determined by the Salaries and Allowances Tribunal.*
- 4. Reimburse child care expenses at the lesser of actual cost or \$30 per hour. Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for.*
- 5. Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy.*

Budget Implications

Per annual increase as determined by SAT.

Budget – Whole of Life Cost

Per annual increase as determined by SAT.

Council Policy Compliance

CnG CP042 Councillor Fees Policy was reviewed and amended in September 2020.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Elected Member Fees, Expenses and Allowance 2021-22	
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 Legal and Compliance	Elected Member & Staff Budget requests form part of the Annual Budget Process Risk of Council breaching the Local Government Act 1995 – Risk that the Member Fees, Expenses and Allowances is not adopted

Officer Comment

Elected Member remuneration is reviewed annually by the Salaries and Allowances Tribunal. As at reporting date, the SAT had not released the determination for Local Government Elected Members for payments and allowances effective 1 July 2021.

In line with Council’s decision, it is proposed that Council adopts the following set percentages for the Annual Attendance Fee and the Local Government Allowance for the 2021/22 financial year:

ANNUAL ATTENDANCE FEE		
	Current 2020/21	Proposed 2021/22
Shire President	\$17,739 equates to 70% of maximum band value (Band 3)	70% of the maximum band value (Band 3)
Councillors other than Shire President	\$11,457 equates to 70% of the maximum band value (Band 3)	70% of the maximum band value (Band 3)

LOCAL GOVERNMENT ALLOWANCE		
	Current 2019/20	Proposed 2020/21
Shire President	\$25,870 equates to 70% of maximum band value (Band 3)	70% of the maximum band value (Band 3)
Deputy Shire President	\$6,467 equates to 70% of maximum band value (Band 3 up to 25% of Shire President)	70% of the maximum band value (Band 3 = up to 25% of Shire President)*

* Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors.

At the Ordinary Council meeting dated 30 September 2020, Council resolved to adopt *Council Policy CnG CP042 - Councillor Fees Policy*. This policy reflects the changes which removed the reimbursement upon presentation of receipts of ICT expenses, and subsequently replaced this with an ICT allowance paid per annum.

ANNUAL INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) ALLOWANCE		
	Current 2019/20	Proposed 2020/21
All Councillors	\$2,450 per annum equates to 70% of maximum band value (Band 3)	70% of the maximum band value (Band 3)

The minimum ICT annual allowance for determined by SAT is \$500pa; the maximum being \$3,500pa (2019/20).

Council Role - Legislative / Executive.

Voting Requirements - Absolute Majority.

Officer Recommendation

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

Discussion:

Cr Peter Robinson moved the motion and proposed a 5% increases in the Annual Electors Attendance fee, bringing the total to 75% for Item 1, 2 and 3 of the Resolution. The increase was reflective of the growth period being experienced by Council and to also provide an enticement to incoming Councillors.

*Note: Cr Patricia Perks left the room at 2.34 and returned at 2.35pm.
Mrs Cathy Lee joined the meeting at 2.35pm.*

FORESHADOWED MOTION

Cr J Dow advised an Alternative Motion should this resolution not be carried; that being - No increase in the Annual Electors Fee for elected members for the 2021-22 period.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 02-21 MOVED - Cr P Robinson SECONDED- . Cr P Perks

THAT the Integrated Planning Committee recommends that Council:

- 1. Sets the Shire President and Elected Member 2021/22 Annual Attendance Fee at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2021, as determined by the Salaries and Allowances Tribunal.**
- 2. Sets the Shire President and Deputy Shire President 2021/22 Annual Local Government Allowance at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2021, as determined by the Salaries and Allowances Tribunal.**
- 3. Sets the Elected Member 2021/22 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2021, as determined by the Salaries and Allowances Tribunal.**
- 4. Reimburse child care expenses at the lesser of actual cost or \$30 per hour. Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for.**

5. **Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy CnG CP042 - Councillor Fees.**

CARRIED

4/3

FOR THE MOTION

Cr Peter Robinson

Cr Patricia Perks

Cr Carmel Boyce

Cr Michael Bennett

AGAINST THE MOTION

Cr J Dow

Cr M Hutchinson

Cr T Gardiner

8.2 Title: Community Budget Requests

Reporting Department: Corporate & Governance
Reporting Officer: Mr Phil Anastasakis – Deputy Chief Executive Officer
Legislation: Local Government Act 1995

DECLARATION OF INTEREST

Deputy Chairperson, Cr P Robinson declared an Impartiality Interest in “Item 8.2 – Community Budget Requests” as he is a volunteer member of the Crooked Brook Forest Assn committee.

Cr. P S Robinson remained in the room.

Overview

Council is to consider the community budget requests received as part of the development of the 2021/22 Annual Budget development process.

Background

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year. Part of Council’s process includes considering budget submissions from Community Groups to the Chief Executive Officer, which are to be received no later than 31 March each year (*refer Council Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan*).

Council advertised in the Bunbury Mail on the 4 February 2021 seeking submissions from community and not-for-profit community groups for the 2021/22 Budget closing on 19 February 2021.

Council has not received any formal submissions for funding in the 2021/22 financial year.

While no formal requests for funding have been received, Council has for many years supported a number of community events and activities that are automatically included in the draft budget. These are itemised in this report to enable Council to reaffirm its continued support or vary its contributions or support in the 2021/22 budget and future years.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

- 6.2. *Local government to prepare annual budget*
- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the *Local Government (Financial Management) 1996* Regulation states:

5. *CEO's duties as to financial management*
- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
- (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Strategic Community Plan

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

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)

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Strategy 4.2.3 - Foster and promote the Ferguson Valley as a tourism destination. (Service Priority: Very High)

Strategy 4.1.3 - To encourage business to develop: Support the capacity of local firms and industry to establish, grow and employ. (Service priority: Moderate)

Environment - None.

Precedents

Each year as part of the budget / LTFP development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration. The 2020/21 budget and Long Term Financial Plan adopted by Council included specific allocations to community groups.

Budget Implications

Any approved Community Budget requests will be included in Council's four-year 2021/22 – 2024/25 Corporate Business Plan, and the 2021/22 Annual Budget.

Council's adopted Long Term Financial Plan includes the following contributions relating to tourism, small business support, tourism related festivals, events and activities support (excludes community, arts and cultural development programs and Australia Day events):

	2020/21	2021/22	2022/23	2023/24	2024/25
Economic development initiatives	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival, Eaton Foreshore Festival, and Dardanup Arts Spectacular) - CP044	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
Bunbury Geographe Economic Alliance	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000

	2020/21	2021/22	2022/23	2023/24	2024/25
Bunbury Geographe Chamber of Commerce & Industry	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
City of Bunbury – Skyfest Australia Day event	\$5,500	\$5,500	\$5,500	\$5,500	\$5,500
SW Academy of Sport	\$2,600	\$2,600	\$2,600	\$2,600	\$2,600
Burekup Country Club	\$2,867	\$2,906	\$2,950	\$3,004	\$3,072
Crooked Brook Forrest Assoc	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Ferguson Hall Management Committee	\$2,867	\$2,906	\$2,950	\$3,004	\$3,072
Busselton Margaret River Regional Airport	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
South West Group of Affiliated Agricultural Associations	\$250	\$250	\$250	\$250	\$250
Millbridge Lions Club – Seniors Christmas Dinner in Eaton	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500
Dardanup Senior Citizens – Seniors Christmas Dinner in Dardanup	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Burekup & Districts Country Club – Seniors Christmas Dinner in Burekup	\$1,250	\$1,250	\$1,250	\$1,250	\$1,250
Eaton Millbridge Lions Club – Christmas hamper	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Dardanup & District Residents Association – Dardanup Times	\$1,100	\$1,100	\$1,100	\$1,100	\$1,100
Eaton Family Centre (Contribution to Eaton Child Health Clinic Operating Costs)	\$9,000	\$9,000	\$9,000	\$9,000	\$9,000
In-town Centre support of \$2,500 - (3 year commitment - 2018/19, 2019/20, 2020/21)	\$2,500	\$2,500	\$2,500	\$2,500	\$2,500
Minor / Community Event Assistance - CP044	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
Minor Community Activities (Science & Engineering challenge \$1,000; etc)	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$171,434	\$171,512	\$171,600	\$171,708	\$171,844

Budget – Whole of Life Cost

The Ferguson Valley Marketing Inc (FVM) group has received financial support from Council for many years. Based on the success of the FVM in growing membership and attracting grants from other agencies and sources, other requests may be forthcoming from the Board in the future.

Council Policy Compliance

Policy Exec CP011 *Tourism Policy* recognises and provides support to Ferguson Valley Marketing Inc.

Policy CnG CP018 – *Corporate Business Plan & Long Term Financial Plan*.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	Community Budget Requests						
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><tr><td>Financial</td><td>Community Budget requests form part of the Annual Budget Process.</td></tr><tr><td>Reputational</td><td>Shire brand can be impacted if Community requests are not provided</td></tr><tr><td>Legal & Compliance</td><td>Failure to comply with Council policy CP 018 – Corporate Business Plan & Long Term Financial Plan could result in non-compliance</td></tr></table>	Financial	Community Budget requests form part of the Annual Budget Process.	Reputational	Shire brand can be impacted if Community requests are not provided	Legal & Compliance	Failure to comply with Council policy CP 018 – Corporate Business Plan & Long Term Financial Plan could result in non-compliance
Financial	Community Budget requests form part of the Annual Budget Process.						
Reputational	Shire brand can be impacted if Community requests are not provided						
Legal & Compliance	Failure to comply with Council policy CP 018 – Corporate Business Plan & Long Term Financial Plan could result in non-compliance						

Officer Comment

Based on the previous decisions of Council and level of financial support included in the Corporate Business Plan and Long Term Financial Plan, it is recommended to continue to provide existing levels of financial support to the groups, events and activities as outlined in table within the Budget Implications section of this report.

Voting Requirements - Simple Majority.

Officer Recommendation

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

Discussion.

Cr Peter Robinson moved the resolution with an amendment to the donation to the Crooked Brook Forrest Association from \$2000 to \$1000 for the next 4 years.

Cr Janice Dow requested that the donation to the In-town Centre be removed for the next 4 years.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 03-21 MOVED - Cr P Robinson SECONDED - Cr M Bennett

THAT the Integrated Planning Committee recommend that Council continue to financially support the following groups, events and contributions in the draft 2021/22 Annual Budget and Long Term Financial Plan 2021/22:

	2021/22	2022/23	2023/24	2024/25
Economic development initiatives	\$25,000	\$25,000	\$25,000	\$25,000
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$20,000	\$20,000	\$20,000	\$20,000
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival, Eaton Foreshore Festival, and Dardanup Arts Spectacular) - CP044	\$25,000	\$25,000	\$25,000	\$25,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
Bunbury Geographe Economic Alliance	\$14,000	\$14,000	\$14,000	\$14,000
Bunbury Geographe Chamber of Commerce & Industry	\$1,000	\$1,000	\$1,000	\$1,000
City of Bunbury – Skyfest Australia Day event	\$5,500	\$5,500	\$5,500	\$5,500
SW Academy of Sport	\$2,600	\$2,600	\$2,600	\$2,600
Burekup Country Club	\$2,906	\$2,950	\$3,004	\$3,072
Crooked Brook Forrest Assoc	\$1,000	\$1,000	\$1,000	\$1,000
Ferguson Hall Management Committee	\$2,906	\$2,950	\$3,004	\$3,072
Busselton Margaret River Regional Airport	\$2,000	\$2,000	\$2,000	\$2,000
South West Group of Affiliated Agricultural Associations	\$250	\$250	\$250	\$250
Millbridge Lions Club – Seniors Christmas Dinner in Eaton	\$1,500	\$1,500	\$1,500	\$1,500
Dardanup Senior Citizens – Seniors Christmas Dinner in Dardanup	\$2,000	\$2,000	\$2,000	\$2,000
Burekup Lions Club – Seniors Christmas Dinner in Burekup	\$1,250	\$1,250	\$1,250	\$1,250
Eaton Millbridge Lions Club – Christmas hamper	\$1,000	\$1,000	\$1,000	\$1,000
Dardanup & District Residents Association – Dardanup Times	\$1,100	\$1,100	\$1,100	\$1,100
Eaton Family Centre (Contribution to Eaton Child Health Clinic Operating Costs)	\$9,000	\$9,000	\$9,000	\$9,000
In-town Centre support of \$2,500 (3-year commitment 2018/19, 2019/20, 2020/21)	\$2,500	\$2,500	\$2,500	\$2,500
Minor / Community Event Assistance - CP044	\$25,000	\$25,000	\$25,000	\$25,000
Minor Community Activities (Science & Engineering challenge \$1,000; etc)	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$168,012	\$168,100	\$168,208	\$168,344

CARRIED
7/0

8.3 Title: Events, Festivals and Donations

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway – Manager Place & Community Engagement Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

This report summarises the Events and Activities program proposed for the 2021/22 budget.

The Integrated Planning Committee is tasked with considering this program and recommending the inclusion of endorsed items in the 2021/22 budget and Long Term Financial Plan.

Background

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year.

In an effort to provide greater information and transparency to Council in allocating funds towards community events and programs, a report has been developed which provides an overview of all of the proposed events and programs that will be implemented by the Place and Community team.

The events and programs program has been derived to meet the actions set-out in the Place and Community Plan that was received and endorsed by Council at its meeting on 16 December 2020 [349/20].

Legal Implications

Local Government Act 1995
Local Government (Financial Management) 1996

Section 6.2 (4) of the Local Government Act 1995 states:

6.2 *Local government to prepare annual budget*

(4) *The annual budget is to incorporate –*

(a) *Particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the Local Government (Financial Management) 1996 Regulation states:

5. *CEO's duties as to financial management*

(1) *Efficient systems and procedures are to be established by the CEO of a local government*

–
(g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Strategic Community Plan

Strategy 1.6.1 - Provide opportunities for the community to engage with Councillors and Staff. (Service Priority: High)

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 5.2.1 - To encourage physical activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High)

Environment - None.

Precedents

The program has been running annually for a number of years.

Budget Implications

The Community Budget Requests agenda report to the Integrated Planning Committee includes a detailed list of contributions made by Council relating to tourism, small business support, tourism related festivals, events and activities.

This Events, Festivals and Donations agenda report itemises community, arts and cultural development events and programs that are proposed to be included in the Council's four-year Corporate Business Plan, and the 2021/2022 Annual Budget.

GL or Job #	Event or Program	2020/21 Budget	2021/22 Proposed Budget: Expenditure	2021/22 Proposed Budget: Revenue
0817010	Personal Development Grants	\$10,000	\$10,000	
1017003	Disability Services Expenditure	\$5,000	\$5,000	
J11901	Events & Festivals <ul style="list-style-type: none"> Spring Out Festival Buy It Back Fair Movies by Moonlight Youth Week Event Seniors Celebration Day Multicultural Arts Event 	\$60,000	\$60,000	\$
J11902	Public Art Projects	\$15,000	\$19,000	
1119001	Public Art Competition	\$4,000	\$0	
J11904	Donation – Eaton Foreshore Festival	\$3,000	\$0	
J11906	Australia Day Breakfast – Eaton	\$9,258	\$9,300	
J11907	Australia Day Breakfast – Burekup	\$1,227	\$1,250	
J11908	Australia Day Breakfast – Dardanup	\$2,963	\$3,000	
J11909	Citizenship Awards	\$2,000	\$2,000	
J11910	Thank a Volunteer Day Event	\$2,000	\$3,000	\$1,000
	Community Directory	\$0	\$1,000	
1119002	Events Support Expenditure – J11912	\$2,000	\$0	
J11913	Banners in the Terrace	\$1,000	\$0	
J08712	Youth Development Programs (CR 318-20)	\$10,000	\$10,000	\$5,000
J08713	Skateboard/Scooter/BMX clinics	\$4,000	\$0	

GL or Job #	Event or Program	2020/21 Budget	2021/22 Proposed Budget: Expenditure	2021/22 Proposed Budget: Revenue
J08714	Minor/Community Event Assistance	\$25,000	\$25,000	
J08719	Minor Community Activities	\$5,000	\$0	
	Community and Club Capacity Building Workshops & Activities	\$0	\$11,466	\$8,466
	School Holiday Workshops & Activities	\$0	\$5,000	
J11921	Community Events - Seniors Workshop & Activities	\$4,000	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$4,000	\$2,500	
J11923	Creative Workshops	\$4,000	\$2,500	
1116012	Library Programs Early Learning <ul style="list-style-type: none"> • Jo Jingles • Stem Workshops • Code Club School Holidays <ul style="list-style-type: none"> • Holiday Storytime • Children's activities and workshops Adult Programming <ul style="list-style-type: none"> • Skills development activities and workshops • eResources • BeConnected • On-line safety program Authors & Events <ul style="list-style-type: none"> • Author visits • Children's book week • Travelling storytime • Summer Reading Challenge • Better Beginnings Program 	\$37,000	\$37,000	
	Place-making activities & Engagement <ul style="list-style-type: none"> • Summer Sounds in the Park • Outdoor wellness programs • Place activation initiatives • Night stalks • Seed and plant swaps 	\$20,000	\$20,000	
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	\$15,000	
1119504	Community Grants Scheme – \$8.31 per rateable assessment	\$49,880	\$50,563	
	TOTAL	\$295,238	\$295,579	\$14,466

Budget – Whole of Life Cost

As no assets are created, there are no whole of life costs to Council.

Council Policy Compliance

Policy CP018 – Corporate Business Plan & Long Term Financial Plan.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Events, Festivals & Community Services Programs for 2020/21
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</p> <p>The draft 2021/2022 Community Services program and the 2021/2022 Library programs are a mixture of ongoing events and workshops that are developed in line with the Strategic Community Plan and any changes outside of this plan will have a positive or negative impact on budget.</p> <p>Reputational</p> <p>Shire brand can be impacted if community programs and events are not provided for</p>

Officer Comment

The draft 2021/2022 Place and Community programs and events are outlined in the table above. They have been derived from previously conducted initiatives that were well received by our community and a re-alignment of funds to meet the outcomes and actions detailed in the Place and Community Plan 2020 – 2030 (The Plan). The Plan guides the priority programs, projects, and initiatives that the Place and Community Team, in partnership with the community, seek to deliver over the coming 10-year period in-line with the Shire’s Strategic Community Plan.

While an increase in grant funding revenue/expenditure is anticipated, it is not reflected in the table above until it is received. There is an increased focus on obtaining grants and sponsorships to expand events and programs, and should grant funding be obtained, the events and programs will be expanded in scale but will not exceed Council’s budget contribution.

Input and feedback from residents and attendees has been sought to inform the programs and events for the 2021/2022 year. This has included post-event surveys, comments via social media, consultation conducted through the Place and Community Plan 2020-2030 engagement process, and through the Place-Based Advisory Groups, Sport and Recreation Advisory Group, and the Community Advisory Group.

Council Role - Review

Voting Requirements - Simple Majority

Change to Officer Recommendation

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

Discussion

Cr P Perks requested that the \$1000 be carried over from the 2020/21 budget for the Banners in the Terrace (J11913) to the 2021/22 proposed budget.

FORESHADOWED MOTION

Cr J Dow advised an Alternative Motion should this resolution not be carried; that being – Removal of the \$10,000 Personal Grants and the removal of one round from the Community Grants scheme (1119054).

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

IPC 04-21 MOVED - Cr M Bennett SECONDED - Cr P Perks

THAT the Integrated Planning Committee recommends that Council endorse the 2021/2022 Community Events and Library program and allocate funds within the 2021/22 draft budget and Long Term Financial Plan for these activities:

GL or Job #	Event or Program	2020/21 Budget	2021/22 Proposed Budget: Expenditure	2021/22 Proposed Budget: Revenue
0817010	Personal Development Grants	\$10,000	\$10,000	
1017003	Disability Services Expenditure	\$5,000	\$5,000	
J11901	Events & Festivals <ul style="list-style-type: none">• Spring Out Festival• Buy It Back Fair• Movies by Moonlight• Youth Week Event• Seniors Celebration Day• Multicultural Arts Event	\$60,000	\$60,000	
J11902	Public Art Projects	\$15,000	\$19,000	
1119001	Public Art Competition	\$4,000	\$0	
J11904	Donation – Eaton Foreshore Festival	\$3,000	\$0	
J11906	Australia Day Breakfast – Eaton	\$9,258	\$9,300	
J11907	Australia Day Breakfast – Burekup	\$1,227	\$1,250	
J11908	Australia Day Breakfast – Dardanup	\$2,963	\$3,000	
J11909	Citizenship Awards	\$2,000	\$2,000	

GL or Job #	Event or Program	2020/21 Budget	2021/22 Proposed Budget: Expenditure	2021/22 Proposed Budget: Revenue
J11910	Thank a Volunteer Day Event	\$2,000	\$3,000	\$1,000
	Community Directory	\$0	\$1,000	
1119002	Events Support Expenditure – J11912	\$2,000	\$0	
J11913	Banners in the Terrace	\$1,000	\$1,000	
J08712	Youth Development Programs (CR 318-20)	\$10,000	\$10,000	\$5,000
J08713	Skateboard/Scooter/BMX clinics	\$4,000	\$0	
J08714	Minor/Community Event Assistance	\$25,000	\$25,000	
J08719	Minor Community Activities	\$5,000	\$0	
	Community and Club Capacity Building Workshops & Activities	\$0	\$11,466	\$8,466
	School Holiday Workshops & Activities	\$0	\$5,000	
J11921	Community Events - Seniors Workshop & Activities	\$4,000	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$4,000	\$2,500	
J11923	Creative Workshops	\$4,000	\$2,500	
1116012	<p>Library Programs</p> <p>Early Learning</p> <ul style="list-style-type: none"> • Jo Jingles • Stem Workshops • Code Club <p>School Holidays</p> <ul style="list-style-type: none"> • Holiday Storytime • Children's activities and workshops <p>Adult Programming</p> <ul style="list-style-type: none"> • Skills development activities and workshops • eResources • BeConnected • On-line safety program <p>Authors & Events</p> <ul style="list-style-type: none"> • Author visits • Children's book week • Travelling storytime • Summer Reading Challenge • Better Beginnings Program 	\$37,000	\$37,000	
	<p>Place-making activities & Engagement</p> <ul style="list-style-type: none"> • Summer Sounds in the Park • Outdoor wellness programs • Place activation initiatives • Night stalks • Seed and plant swaps 	\$20,000	\$20,000	

GL or Job #	Event or Program	2020/21 Budget	2021/22 Proposed Budget: Expenditure	2021/22 Proposed Budget: Revenue
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	\$15,000	
1119504	Community Grants Scheme – \$8.31 per rateable assessment	\$49,880	\$50,563	
	TOTAL	\$295,238	\$296,579	\$14,466

CARRIED
5/2

FOR THE MOTION

Cr Peter Robinson

Cr Patricia Perks

Cr Carmel Boyce

Cr Michael Bennett

Cr T Gardiner

AGAINST THE MOTION

Cr J Dow

Cr M Hutchinson

8.4 Title: Draft 2021/22 Annual Fees and Charges

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins – Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

This report presents Council with the draft 2021/22 Fees and Charges, which form part of the 2021/22 budget development process. The final Fees and Charges will be included in the budget adoption report presented to Council in early June 2021.

Background

Section of 6.16 to 6.19 of the Local Government Act 1995 contains the provisions for local governments to set Fees and Charges annually. Historically Council has adopted its annual Fees and Charges later in the financial year, through the Annual Budget adoption process.

Reviewing the draft 2021/22 Fees and Charges early in the financial year will allow Council to prioritise and implement budget forecast revenue streams into the 2021/22 Annual Budget from the 1 July 2021.

Legal Implications

-

Section 6.16 to 6.19 of the Local Government Act 1995 states:

6.16. *Imposition of fees and charges*

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed* during a financial year; and*
- (b) amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. *Setting level of fees and charges*

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
 - (a) *the cost to the local government of providing the service or goods; and*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
 - (a) *under section 5.96(copy of various registers, reports, plans, local laws, etc); or*
 - (b) *under section 6.16(2)(d)(copy of licenses, permits, certificates, etc); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
 - (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. *Effect of other written laws*

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
 - (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. *Local government to give notice of fees and charges*

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.*

Strategic Community Plan

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

Each year, setting of the Fees and Charges forms part of the budget / LTFP development process.

Budget Implications

Revenue associated with the adoption of the 2021/22 Fees and Charges will be included in Council's four-year 2021/22 – 2024/25 Corporate Business Plan, 15 year Long Term Financial Plan, and the 2021/22 Annual Budget.

Budget – Whole of Life Cost - None.

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

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	Draft – 2021/22 Fees & Charges
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	Financial Inadequate fees and charges will impact on the revenue generating capacity of Council. Reputational Inappropriate charging of fees may impact negatively on Council. Legal and Compliance Risk of Council breaching the Local Government Act 1995 – Risk that the Draft 2020/21 Fees and Charges is not adopted by Council

Officer Comment

Council is requested to consider and endorse the draft Fees & Charges for the 2021/22 financial year. The endorsed Fees and Charges will form part of the 2021/22 Annual Budget. Any further adjustments to the Fees and Charges for 2021/22 will be included as part of the Budget adoption meeting scheduled for the 2 June 2021.

The proposed fees and charges have been reviewed not only on the basis of cost recovery, but to also allow for a clear application by staff and not be cost prohibitive. Input has been sought from all Managers and key members of staff. There has not been any increase proposed for the majority of the Fees and Charges, except where cost increases have been clearly identified or statutory increases have applied.

The list of proposed Fees and Charges includes several new Fees as follows:

- *Item 3.2.3 – Government Agency Rates Enquiry Fee*

Council Rates staff regularly provide rating information to various government departments. This has become more evident with the recent changes to the BORR (Bunbury Outer Ring Road) Project with Rates Officers providing information to various government departments. It is anticipated that by introducing a fee for this service for government entities, Council will be able to recover part of the costs associated with each property rates enquiry.

- *Item 10.1.2 - Tipping Fees*

A new charge of \$30.00 for Small Trucks delivering waste to Council's Transfer Station has been included in the 2021/22 proposed fees and charges. This charge is on similar scale to the tipping fees for large trailers disposing of waste.

- *10.2.6 – Town Planning Fees*

Council staff seek to expand the fees associated with Structure Plans by including a provisional fee for modifications to Structure Plans 'post approval'. Previously this was captured as part of the Basic Amendments and Complex Amendment Fees for Structure Plan fees which ranged from \$2,000 to \$4,120, however, the newly revised fee is calculated based on one third of the cost of the original fee and is proposed at \$1,666.

A new fee structure for Local Development Plans (\$1,000) and Modifications to Local Development Plans Post Approval (\$333) is included in the draft 2021/22 Fees and Charges. Additionally Council staff seek endorsement to charge for Cancelling Development Approval/Removal of Caveat at a set fee of \$73.00 approval/removal.

- *11.3.1 – Eaton Recreation Centre*

The 2021/22 Recreation Centre fees now include a 50% discounted membership rate on upfront paid memberships for FIFO (Fly In Fly Out) workers. A new Corporate Membership category has also been established which provides a 15% discount on full memberships when 5 or more employees join from the same organisation.

Other new fee initiatives include a Second Class (Back to Back) fee of \$9.00 for Fitness Classes; Youth/Teen Fit 10 Session Pass at \$81.00 to encourage physical activity in the Shire's youth population; and the extension of Personal Training sessions from 30 minutes to 45 minutes.

Overall there are no major changes from the current 2020/21 adopted Fees and Charges to the Draft Fees and Charges proposed for 2021/22, and those fees that have increased minimally have not increased over the last three to four years.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change

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

IPC 05-21 MOVED - Cr M Bennett SECONDED - Cr C Boyce

THAT the Integrated Planning Committee recommends that Council:

- 1. Endorse the proposed Draft 2021/22 Schedule of Fees and Charges included as (Appendix IPC 8.4B), to become effective 1 July 2021; and**
- 2. Where required, give local public notice of the applicable Fees and Charges.**

CARRIED
7/0

8.5 Title: Rating Strategy

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Committee is requested to consider and endorse the Rating Strategy which is incorporated within the 2021/22 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan.

Background

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years. The Long Term Financial Plan is a ten year rolling plan (Council staff have projected the LTFP to 15 years) that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government. The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates and projected rate increases.

The Annual Budget is directly aligned to year one of the Corporate Business Plan and Long Term Financial Plan.

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year. Part of Council's process includes reviewing the Rating Strategy that has been included in the previous year's Long Term Financial Plan, with these forecast rate increases forming the basis of financial projections associated with the final Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

6.2. *Local government to prepare annual budget*

(4) *The annual budget is to incorporate —*

(a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

6.32. Rates and service charges

(1) *When adopting the annual budget, a local government —*

(a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*

(i) *uniformly; or*

- (ii) *differentially;*
- and*
- (b) *may impose* on rateable land within its district —*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment;*
- and*
- (c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

- (2) *Where a local government resolves to impose a rate it is required to —*
 - (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
 - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) *be more than 110% of the amount of the budget deficiency; or*
- (b) *be less than 90% of the amount of the budget deficiency.*

6.37. Specified area rates

- (1) *A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —*
 - (a) *have benefited or will benefit from; or*
 - (b) *have access to or will have access to; or*
 - (c) *have contributed or will contribute to the need for,**that work, service or facility.*
- (2) *A local government is required to —*
 - (a) *use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or*
 - (b) *to place it in a reserve account established under section 6.11 for that purpose.*

Local Government (Administration) Regulations 1996:

19C. Strategic community plans, requirements for (Acts. 5.56)

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

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (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.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
- *Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

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)

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Strategy 1.3.5 - Review rating strategies. (Service Priority: High)

Environment - None.

Precedents

Each year as part of the Strategic Financial Plan review and development process, Council has adopted a Rating Strategy which establishes the basis of rate increases for the next 10-15 years. These forecast rate increases are reflected in the interrelated Annual Budget / Corporate Business Plan / Long Term Financial Plan.

On 29 January 2020, Council considered a Differential and Specified Area Rate Review report. The following was later resolved in regards to the Councillor workshop on this topic [OCM 135-20]:

THAT Council:

- 1. Defer the Councillor workshop on Differential Rating for two years; and*
- 2. Request that this item is brought back to Council in January 2022.*

CARRIED

7/0

Budget Implications

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. While Council is permitted to adopt a budget that has a surplus or deficit that does not exceed 10% of its rate revenue, it is not a sustainable long term strategy.

When considering the amount to be raised from Council rates, reference should be made to the Council's ten year Strategic Financial Plan and Long Term Financial Plan that was readopted by Council on 27 May 2020 [OCM 147-20, 148-20]. This Plan was based on a rate increase of 0% for 2020/21 increasing to 3.0% in 2021/22 and 4.0% thereafter.

Adopted of 2020/21 Long Term Financial Plan Projections										
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
FTE's	115.57	115.67	116.97	116.97	119.77	120.77	122.47	125.17	126.37	127.07
Rate Increase	0.0%	3.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
Accumulated Surplus	\$236,325	\$190,127	\$349,904	\$444,493	\$312,649	\$226,108	-\$46,918	\$176,262	\$301,626	\$378,435

Based on these previous resolutions of Council, the Rates Model for 2021/22 has been formulated at this time using a 3.0% increase in overall rates revenue (excluding growth through 2021/22 interim rates and rates written off), which is forecast to generate rate income of \$13,898,659, compared to a forecast \$13,493,843 for 2020/21. This is an increase of \$404,816 on the total rates income. Currently a one percent rate increase raises approximately \$135,000 in additional rates income.

The current Long Term Financial Plan, has been reviewed and will require Council consideration as part of the 2021/22 budget development process. The current draft 2021/22 Long Term Financial Plan is based on the following:

Draft 2021/22 Long Term Financial Plan Projections										
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Growth	0.72%	0.80%	1.07%	1.30%	1.73%	1.72%	2.00%	2.15%	2.29%	2.73%
FTE's	114.67	114.97	115.97	118.77	119.77	121.47	124.17	125.37	126.07	126.27
Rate Increase	3.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%

- *Eaton Landscaping Specified Area Rate*

The Eaton Landscaping Specified Area Rate was the subject of a report to Council in May 2019, where an overview of the funds raised and expenditure incurred since its inception in 2009/10 was provided. This identified that the Specified Area Rate was raised against 4,321 properties in 2018/19 at an average cost of \$55.38 per property. This average is distorted to some degree as 11.5% of the Specified Area Rate is raised by Eaton Fair Shopping Centre. If this one large contributor is removed, the average cost per household is \$48.95. This generated a total of \$241,677 in revenue in 2018/19. The average contribution per household in 2019/20 was \$49.65 (excluding Eaton Fair).

Council resolved to retain the Eaton Landscaping Specified Area Rate in 2020/21 which has been applied in the draft LTFP for 2021/22 and future years.

The total funds to be raised under the Specified Area Rate for 2021/22 based on the previous decision of Council is \$250,882.

- *Annual Percentage Rate Increases*

Factors such as the growth of the Shire, need for additional resources to meet growth demands, the rising cost of labour and materials, previous rate increases approved and a perception of the affordability of a reasonable rate increase are some of the factors taken into account when considering the percentage by which rates in the dollar and minimum rates have to be increased.

It has also been widely recognised that increasing rates solely based on a factor equivalent to the increase in the Consumer Price Index (CPI) is not prudent financial management, as the CPI provides a good estimate of a household's expectation of the price changes (increases) to the goods and services they consume but it does not provide a good estimate of all of the cost pressures faced by Local Government.

In the past, indices such as the Local Government Cost Index (LGCI), together with other cost factors, have also been used as a guide for rate increases as the use of this index has been advocated by the Western Australian Local Government Association (WALGA).

Budget – Whole of Life Cost

As no new assets have been created, there are no direct whole of life or ongoing cost implications.

The rating strategy deployed by Council in the 2021/22 financial year will form part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2021/22 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

Council Policy Compliance

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

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	Rating Strategy						
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><tr><td>Financial</td><td>Financial sustainability impacted through inadequate rating.</td></tr><tr><td>Legal and Compliance</td><td>Compliance with budget, rating and integrated planning review and development process.</td></tr><tr><td>Reputational</td><td>Shire reputation can be negatively impacted if rate increases are considered excessive by the community.</td></tr></table>	Financial	Financial sustainability impacted through inadequate rating.	Legal and Compliance	Compliance with budget, rating and integrated planning review and development process.	Reputational	Shire reputation can be negatively impacted if rate increases are considered excessive by the community.
Financial	Financial sustainability impacted through inadequate rating.						
Legal and Compliance	Compliance with budget, rating and integrated planning review and development process.						
Reputational	Shire reputation can be negatively impacted if rate increases are considered excessive by the community.						

Officer Comment

As part of preparing the annual budget, Corporate Business Plan and Long Term Financial Plan, Council considers community needs in relation to its available income requirements for the coming years before deciding how much it should raise in general rates. Council will also consider the extent of the rate burden on rate payers and may decide to forgo some activities and services in order to avoid high rate rises.

The Rating Strategy for 2021/22 requires Council to strike a balance between competing principles to come up with a mixture of rates and charges that provides the income needed for its annual budget while meeting the tests of equity, efficiency and simplicity.

- *Purpose of the Rating Strategy*

The purpose of the Rating Strategy is to provide Council's preferred position on the following:

- i.) *Method of Rates Calculation;*
- ii.) *Annual percentage rate increase; and*
- iii.) *Minimum rates.*

- i.) *Method of Rates Calculation*

In broad terms the total amount of money to be raised in general rates is divided by the total value of all rateable properties. The resulting figure is called the "rate in the dollar". Council determines the amount to be paid in rates by applying a rate in the dollar to the assessed value of each property. When that total value of all properties increases, the Council reduces the rate in the dollar to compensate. There is no windfall gain.

- *How a "Rate in the Dollar" is calculated?*

For a Council using only a general rate, the rate in the dollar is calculated as follows:

If Council plans to raise the total GRV rate revenue of \$10 million, and the total Gross Rental Value of all rateable properties in the municipality is \$2.38 billion, then the rate in the dollar is calculated by dividing \$10 million by \$2.38 billion = 0.42 cents in the dollar.

- *How are Property's Rates calculated?*

The basis for calculating property rates are the gross rental values (GRV) or unimproved values (UV) for individual properties provided by Landgate's Property and Valuations area multiplied by the relevant rate in the dollar.

A property's GRV represents the amount of the gross annual rental the land might obtain if it is let on a tenancy basis from year to year. A property's UV means the amount the land may reasonably be expected to obtain if it was sold and assuming no improvements to the land had been made.

For example if the Gross Rental Value of a property is \$16,000 and the Council rate in the dollar is set at 10.0662 cents, the rate bill would be \$1,610.59 (\$16,000 x \$0.100662).

- *Property Valuations.*

Property values affect the amount paid in municipal rates. State legislation requires that all properties in every municipality are revalued every 3-5 years. Dardanup is required to revalue its GRV properties every 3 years and its UV properties every year.

Changes in property values will vary across a municipality. These will be reflected in each property's rate bill. A general revaluation may result in the rates for some properties going up while others go down. If a property's value increases by less than the average increase across the municipality, the rates for that property will be relatively lower. Rates will be relatively higher if a property's value increases by more than the average increase in valuation.

Councils do not collect extra revenue as a result of the revaluation process. Valuations are simply used as an apportioning tool to assess the rates payable for each individual property.

Information about a property's value is included on the rate notice issued by the Council.

Voting Requirements - Simple Majority.

Officer Recommendation No Change.

Discussion:

Cr J Dow proposed the following rate increases for the following periods:

- *1% for the 2021/22 period with a 0% increase in minimum rates;*
- *2% for the next 4 years of the Corporate Business Plan; and*
- *2% for for years five to fifteen of the Long Term Financial Plan*

FORESHADOWED MOTION

Cr P Robinson proposed an Alternative Motion should this resolution not be carried; that being

- *2% for the 2021/22 period with a 0% increase in minimum rates;*
- *3% for the next 4 years of the Corporate Business Plan; and*
- *4% for for years six to fifteen of the Long Term Financial Plan*

ELECTED MEMBER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

MOTION MOVED - Cr J Dow SECONDED - Cr M Hutchinson LOST

THAT the Integrated Planning Committee recommends that in additional to forecast growth, Council:

- 1. Endorse a projected rate revenue increase of 1% for the 2021/22 budget, with 0% increase in minimum rates;
2. Endorse a projected rate revenue increase of 1%, 2%, 2%, 2% and 2% for the Corporate Business Plan; and
3. Endorse a projected rate revenue increase of 2% for years five to fifteen of the Long Term Financial Plan.

MOTION LOST 2/5

FOR THE MOTION: Cr J Dow, Cr M Hutchinson; AGAINST THE MOTION: Cr Carmel Boyce, Cr Michael Bennett, Cr T Gardiner, Cr P Perks, Cr C Boyce

Discussion

As the elected member motion was lost, Cr P Robinson moved the following alternative resolution which Cr P Perks seconded.

ELECTED MEMBER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 06-21 MOVED - Cr P Robinson SECONDED - Cr P Perks

THAT the Integrated Planning Committee recommends that in additional to forecast growth, Council:

- 1. Endorse a projected rate revenue increase of 2 % for the 2021/22 budget, with 0% increase in minimum rates;
2. Endorse a projected rate revenue increase of 2%, 3%, 3%, 3% and 3% for the Corporate Business Plan; and
3. Endorse a projected rate revenue increase of 4% for years six to fifteen of the Long Term Financial Plan.

CARRIED 6/1

FOR THE MOTION: Cr Peter Robinson, Cr Patricia Perks, Cr Carmel Boyce, Cr Michael Bennett, Cr T Gardiner, Cr M Hutchinson; AGAINST THE MOTION: Cr J Dow

8.6 Title: Debt Management Plan

Reporting Department: Corporate & Governance
Reporting Officer: Mr Phil Anastasakis – Deputy Chief Executive Officer
Legislation: Local Government Act 1995

Overview

The Committee is requested to consider and endorse the Debt Management Plan (Appendix IPC: 8.6A) which is incorporated within the 2021/22 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan.

Background

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years. The Long Term Financial Plan is a ten year rolling plan (Council staff have projected the LTFP to 15 years) that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government. The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates and projected rate increases.

The Annual Budget is directly aligned to year one of the Corporate Business Plan and Long Term Financial Plan. Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year.

Part of Council's process includes reviewing the Debt Management Plan that has been included in the previous year's Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

Legal Implications

Local Government Act 1995
Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

- 6.2. *Local government to prepare annual budget*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Local Government (Administration) Regulations 1996:

19C. *Strategic community plans, requirements for (Acts. 5.56)*

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

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*

- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (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.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

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)

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

Each year as part of the Strategic Financial Plan review and development process, Council has adopted a Debt Management Plan which establishes the level of debt and new loans for the next 10-15 years. These forecast new loans are reflected in the interrelated Annual Budget / Corporate Business Plan / Long Term Financial Plan.

Budget Implications

As noted in the Debt Management Plan, the use of debt as a means of funding asset acquisitions, renewals and maintenance is a useful mechanism for allocating the costs of such works over a time frame that reflects when residents will benefit from the assets.

Budget – Whole of Life Cost

Nil as no assets are directly created from this report.

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.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Debt Management Plan
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 Financial sustainability impacted through too much debt. Legal and Compliance Compliance with budget, rating and integrated planning review and development process.

Officer Comment

Currently there are no specific restrictions on Councils ability to borrow. There is a practical limit beyond which debt service costs (Principal + Interest repayments) will affect the capacity of Council to deliver service levels. It is therefore critical that debt funding is appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to develop targets and standards for debt that are strategic in nature, rather than relying on debt as a response to current financial requirements.

Councils Debt Strategy requires Council to consider:

1. The circumstances under which borrowings are made;
2. The impact borrowings will have strategically; and
3. If the return on the debt (in commercial situations) can service the debt itself.

Treasury Corporation have produced an indicative debt capacity calculator which is incorporated into the Shire’s Long Term Financial Plan model. While borrowing capacity will vary from year to year, the ‘Indicative Additional Debt Capacity Calculator’ assists Council in determining its borrowing capacity by using information within the Long Term Financial Plan. This is based on prudent loan servicing limits and provides important planning information to help the Council decide if debt should be considered as a financing source for additional future capital expenditure.

Based on financial projections within the current Long Term Financial Plan, together with projected capital expenditure and current and future loans, Council’s additional borrowing capacity for 2021/22 is approximately \$4.6 million, however if Council were to raise additional loans it would need additional rate income to be raised to service these additional loan repayments.

For this reason the current funding of asset renewal, replacement and acquisition outlined through the various Asset Management Plans consists of a balance of debt (drawn from future rates), cash reserves (drawn from past rates) and municipal funds (drawn from current year rates).

Voting Requirements - Simple Majority.

Officer Recommendation No Change.

Note: Cr P Robinson left the room at 3.59pm and returned at 4.01pm.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 07-21 MOVED - Cr P Perks SECONDED - Cr T Gardiner

THAT the Integrated Planning Committee recommends that Council endorse the Debt Management Plan 2021/22 to 2030/31 (refer to Appendix IPC: 8.6A) for the 2021/22 budget, four year Corporate Business Plan, and Long Term Financial Plan.

CARRIED
7/0

8.7 Title: Mid Year Budget Review

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Natalie Hopkins – Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

To consider and adopt the 2020/21 Budget Review as presented in the Statement of Financial Activity for the period 1 July 2020 to 31 December 2020.

Background

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2021 for the period ending 31 December 2020 is presented for Council to consider. (Appendix IPC: 8.7A).

The Local Government (Financial Management) Regulations 1996, Regulation 33A, requires that a Local Government conduct a budget review between 1 January and 31 March each financial year. The intention of the legislation is to ensure Local Governments conduct at least one budget review between six and nine months into a financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

The budget review is a detailed comparison of the year to date actual results with the adopted or proposed amended budget. It establishes whether a Local Government is able to continue to meet its budget commitments, and is in receipt of income and incurs expenditure in accordance with the adopted budget.

Council management completed a comprehensive review of the 2020/21 Annual Budget during January 2021. The budget review document has been prepared to include information required by the Local Government Act 1995, Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards. Council adopted a 5% or a \$25,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review, however, the full variance listing is detailed at Note 6 of the 2020/21 mid-year Budget Review .

This review generally consisted of the following:

- a) Comparison of the actual year to date (YTD) amounts to the budget for each line item of operating and capital revenue and expenditure.
- b) Projected the actual YTD to the end of the financial year and compared this with the Annual Budget to determine if the line item remains within budget.
- c) Identified any material events or changes that may impact on Council finances.
- e) Flagged incomplete projects and unspent grants to be carried forward into future budgets.
- f) Identified any offsetting increases in revenue or reduction in expenditure that will reduce major variations.

- g) Included any unbudgeted expenditure or budget amendment items adopted by Council during the 1 July to 31 December period.
- h) Identified whether there is sufficient cash flow to 30 June to meet budget commitments.

The amended budget cash position prior to the completion of the mid-year budget review was an estimated year-end surplus of \$41,554. As a result of a detailed and comprehensive budget review process involving Management and the Executive team, the forecast year end surplus is estimated at \$150,655. Full details of budget review variances can be found in the Budget Review Report (Appendix IPC: 8.7A)

Legal Implications

Regulation 33A of the Local Government (Financial Management) Regulations requires a review of the budget to be conducted.

(1) Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.

(2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.

(3) A council is to consider a review submitted to it and is to determine whether or not to adopt the review, any parts of the review or any recommendations made in the review.*

**Absolute majority required.*

(4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

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)

Strategy 1.3.2 Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

A mid-year budget review is conducted each year.

Budget Implications -

Note 6 of the Budget Review Report details material variances from the Adopted Budget. As a result of the review, staff forecast a surplus of \$150,655 at 30 June 2020.

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 IPC: 8.7B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	2020/21 Mid-Year Budget Review
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 Financial Risk of Council breaching the Local Government Act 1995 – Risk that the 2020/21 Mid-Year Budget Review is not received by Council; or within two months of the review period Risk that the mid-year budget review amendments are not updating into Council’s Revised Budget, resulting in an incorrect end of year budget forecast. Risk under or over budget expenditure is not reflected in Council’s Revised Budget.

Officer Comment

The 2020/21 budget remains within overall original estimates. Management forecasts an end of year surplus of \$150,655. It is recommended that Council retain the entire \$150,655 estimated surplus and carry it forward to the 2021/22 Annual Budget. A copy of the full revised 2020-21 Annual Budget is provided for in (Appendix IPC: 8.7C – Under Separate Cover).

- *Items for Budget Review Consideration*

Projects referred to the Mid-year budget review for consideration: -

- *Dog Fountains in Councils Parks (where water is available)*

At the Council meeting dated 30 September 2020 [266-20] Council resolved to defer a decision on the installation of water fountains with dual bowls into all dog exercise areas where water is available. The following information is in regards to Council’s request to consider the installation of drink fountains that are also suitable for dogs.

The following six (6) parks have scheme water available:

- Lofthouse Park;
- Eaton Foreshore;
- Watson Reserve;
- Well Recreation Park;
- Burekup Reserve; and
- Glenhuon Reserve.

Shire staff have sought quotations for fountains with a tippable stainless dog bowl and push button side tap at \$2,995 ex GST inclusive of delivery. The price excludes getting water to the install location, Water Corporation fees, slab, soak wells and drains, and isolation box (water value shut off). It is estimated that an allocation of \$6,000 for each, which would allow the full installation and connection, therefore \$36,000 for all six parks.

The proposed project is not included in the mid-year budget review amendments, however, if Council wish to support this project, it is recommended that Council's contribution of \$36,000 towards the project be funded from the Parks and Reserves Upgrade Reserve Account in order to retain the forecast surplus of \$150,655.

- *Material Variances from the Budget*

- *Rates and Charges*

General Rates Levied for the 2020/21 financial year are within budget estimates; \$13,403,666 rates raised against an adopted budget of \$13,404,719.

Interim rates revenue estimates have been revised down from an adopted budget of \$91,144 to a revised budget of \$85,000.

Collection of outstanding rates is on target and forecast to achieve less than 4% of collectable rates outstanding as at 30 June.

- *Salaries and Wages*

Gross salaries and wages remain under budget primarily due to staff vacancies through-out the year. Gross Salaries and Wages including Superannuation have been amended from an adopted budget of \$10,419,147 to a revised budget of \$10,299,179, a saving of \$119,968. The forecast savings can be attributed to several staff vacancies throughout the year, restructure of Eaton Recreation Centre and associated activities, and to staff being on workers compensation, which is excluded from the total salaries and wages budget as it is funded through LGIS.

- *Interest Revenue – Municipal Fund*

Interest Revenue for the Municipal Fund has been amended from an adopted budget estimate of \$74,337 to a revised budget of \$30,000. Interim revenue is predominantly received from investment in term deposits to obtain the highest return on investment, however, due to unprecedented low interest rates, interest income is lower than originally budgeted.

- *Interest Revenue – Reserve Fund*

Similarly to Municipal Fund interest income, Interest Revenue for the Reserve Fund has been reduced from an adopted budget of \$271,376 to a revised budget of \$150,000. Council's Investment Policy CP036 provides flexible options for short term cash investments whilst ensuring Council's liquidity needs can be met.

As per the adopted budget, Council will allocate 50% of the Interest received on Reserve Fund investments across Council's various Reserve Accounts, with the remaining 50% to be utilised in the year end surplus.

➤ *WA Local Government Grants Commission (LGGC) Grants*

The 2020/21 LGGC Financial Assistance and Local Roads grant revenue has decreased from a combined original budget of \$1,592,712 to a revised budget of \$1,477,533, an unfavourable variance of \$115,179. However, Council was successful in obtaining grant funding of \$526,000 from the WA LGGC for Special Project Bridge Upgrades, being Pile Road Bridge 3678, and Ferguson Road Bridge 3658.

➤ *Household Sanitation*

There are forecast savings estimated at \$67,600 spread across the Recycling, Greenwaste Processing and Refuse Site Expenditures. This includes estimated savings of \$39,518 across Recycling Processing costs which are lower than originally budgeted, primarily due to the higher costs relating to contaminated recyclables. Savings across budgeted salaries and wages including overheads for the Refuse Site is also reflected in this program.

Refuse Site fees remain within in budget estimates of \$66,572. Domestic Refuse and Recycling levies (rubbish bin charges) have slightly increased from a combined adopted budget of \$1,251,433 to a revised budget of \$1,258,999, a positively impact of \$7,566 towards the end of year surplus.

➤ *Recreation Centre*

The forecast net subsidised cost of the Eaton Recreation Centre for 2020/21 has a favourable variance; amended from an adopted budget estimate of \$421,934 to a revised forecast estimate of \$202,020. The reduced forecast estimate can be attributed to forecast savings in the ERC Administration salaries and wages and increased memberships revenue, court hire and café sales. *The net subsidised cost incorporates Total Recurrent Operating Expenditure less Revenue.*

➤ *Plant & Equipment*

The purchase of four vehicles (utilities) and one tip truck, which were budgeted for purchase and disposal in the 2019/20 adopted budget, but due to other factors, were not acquired in the 2019/20 financial year. Council Policy (CP048) *Plant & Vehicle Acquisitions and Disposal Policy* states that Utility vehicles shall be changed over at replacement triggers of five (5) years or 120,000km, whichever occurs first. Also included in this policy is Medium Trucks which are replaced every eight (8) years or 200,000km, whichever occurs first.

Due to issues around sourcing and obtaining the correct vehicle specifications and the first round of COVID lockdown in March 2019, Council Officers did not have the required time to complete the Request for Tender (RFT) process. The vehicles now due for change-over are detailed below:

Registration	Vehicle Year	Vehicle Make/Model	Odometer (February 2021)	Change-over Trigger
DA8200	2015	Mitsubishi Triton	171,025	5 years / 120,000 km
DA9406	2014	Mitsubishi Triton	129,335	5 years / 120,000 km
DA9279	2014	Holden Colorado	164,787	5 years / 120,000 km
DA648	2014	Ford Ranger	98,052	5 years / 120,000 km
DA628	2012	Hino 500 Series Tip Truck	204,160	8 years / 200,000 km

The following allocations are now included as part of the 20/21 midyear budget review (changeover of the four vehicles and one tip truck):

Registration	Expenditure	Trade In	Net Changeover Cost
DA8200	\$31,110	\$13,804	\$17,306
DA9406	\$32,640	\$14,483	\$18,157
DA9279	\$39,780	\$17,651	\$22,129
DA648	\$28,152	\$12,491	\$15,661
DA628	\$163,200	\$44,470	\$118,730

These figures are based on the adopted 2019/20 budget allocation with the net changeover costs being funded from the Plant & Engineering Equipment Reserve. All figures have been incorporated into the midyear budget review document.

➤ *Parks and Gardens*

The 2020/21 Parks and Gardens Maintenance budget remains within forecast estimates of \$3.2m.

➤ *Transport*

The total Road Maintenance & Construction budget has been amended from an adopted budget of \$9,886,451 to a revised budget of \$9,113,651. The main changes in the capital works program relates to Eaton Drive Intersection Upgrade, Extension and Roundabout.

➤ *Staff Training*

The budget for staff training is forecast to decrease from an adopted budget of \$145,907 to a revised budget of \$132,917 which relates to a minor decrease in labour costs allocated for Parks and Gardens, and Works staff.

➤ *Fees and Charges*

Cat and Dog Registration revenue remain within budget revenue estimates of \$7,000 and \$60,000 respectively. It is anticipated that more 'Lifetime' dog registrations may impact future Dog Registration revenue budgets.

Health Fees and Charges have slightly increased from an adopted budget of \$2,000 to a revised budget of \$5,000. The conservative adopted budget reflected Council's decision when adopting the 2020/21 budget to reduce the Annual Food Premises Inspection Fees for high, medium and low risk businesses within the Shire (for comparison the 2019/20 fees were budgeted at \$20,000).

Town Planning Fees and Charges have been increased from an adopted budget of \$50,000 to a revised budget of \$62,000.

With significant building incentives for property owners, building activity within the Shire remains strong. As a result, Building Application fees have also increased revenue by \$45,000 from an adopted budget of \$80,000 to a forecast budget of \$125,000.

➤ *New Borrowings and Loans*

As per the adopted 2020/21 annual budget, a provision was made for Council to obtain new borrowings of \$750,000 for the Wanju Developer Contribution Plan. It is forecast this loan will be taken out towards the end of the financial year. Any unspent funds will be returned to the Wanju Developer Contribution Plan Reserve at year end.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

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

Discussion:

Cr M Bennett requested that in the future, this matter be brought to the Ordinary Council Meeting rather than the Integrated Planning Committee Meeting.

Cr P Perks moved Resolution A and B with the following changes to be made to Resolution B

- *Item 1 – Only include the Dog Water Fountain at the Eaton Foreshore for the mid year budget review (Eaton Foreshore project has been completed and water fountain needs to be included).*
- *Include in the PRAMP, the installation of Dog Water Fountains in the following Parks;*
 - *Lofthouse Park;*
 - *Watson Reserve;*
 - *Well Recreation Park;*
 - *Burekup Reserve; and*
 - *Glenhuon Reserve*

With the expectation that this be included in future facilities upgrade.

OFFICER RECOMMENDED RESOLUTION TO THE
INTEGRATED PLANNING COMMITTEE PART A

THAT the Integrated Planning Committee recommends that Council: -

1. Adopt the 2020/21 Mid-Year Budget Review inclusive of the noted budget amendments contained within the report;

2. Receive and acknowledge the 2020/21 Mid-Year Budget Review report and associated documents; and
3. Retain the 2020/21 Forecast Budget Surplus as a carried forward surplus to the next budget period.

AND

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE PART B

THAT the Integrated Planning Committee recommends that Council: -

1. Include in the mid year budget review the Installation of Dog Water Fountains at the following parks:
 - Lofthouse Park;
 - Eaton Foreshore;
 - Watson Reserve;
 - Well Recreation Park;
 - Burekup Reserve; and
 - Glenhuon Reserve
2. Authorises the cost of each water bowl (6) at \$6,000 totalling \$36,000 to be funded from the Parks and Reserves Upgrades Reserve, noting this transfer will not affect the forecast end of year surplus for 30 June 2021.

OR

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE PART C

THAT the Integrated Planning Committee recommends that Council does NOT include the installation of Dog Water Fountains at the following parks:

- Lofthouse Park;
- Eaton Foreshore;
- Watson Reserve;
- Well Recreation Park;
- Burekup Reserve; and
- Glenhuon Reserve

in the mid year budget review.

8.8 Title: Draft Workforce Plan

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Committee is requested to consider and endorse the draft Workforce Plan 2021/22 - 2030/31, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Workforce Plan will be incorporated into the 2021/22 Annual Budget.

Background

Through the Strategic Community Plan and Corporate Business Plan (Council's legislated *Plan for the Future*), the focus of Council is to provide the community with a broad range of facilities and services that meet their current and future needs, while ensuring the principles of good governance and financial sustainability are maintained. The Council's strategic, corporate and operational planning is developed, implemented and monitored through an Integrated Planning and Reporting Framework.

A Workforce Plan is created within this integrated framework as part of Council's Strategic Human Resource Management (HRM) system, which establishes a clear alignment between Council's *Plan for the Future* and its HRM strategy. Human Resource Planning is an ongoing process, therefore an annual review should be performed on the Workforce Plan which will enable continuous monitoring, review and updating of the Plan.

A review has been undertaken of the 10 year forecast staffing in the current Workforce Plan to assess the staffing resources required to achieve the Objectives, Strategies and Actions of Council, as outlined in the Strategic Community Plan and Corporate Business Plan.

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)

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (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.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Strategic Community Plan

A stable and well-resourced workforce is required to deliver the Strategic Community Plan and the aspirations of the community contained within the 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)

Action 1.3.1.4 is to *review and update annually the Shire of Dardanup Workforce Plan.*

Environment - None.

Precedents

The Workforce Plan is reviewed annually to ensure the staff resources are provided to meet the strategic and operational objectives of the Shire.

Budget Implications -

The revised draft Workforce Plan and staffing changes are accounted for in the Long Term Financial Plan 2021/22 - 2030/31 and Corporate Business Plan 2021/22 - 24/25.

The Plan currently includes 115.27 Full-Time Equivalent (FTE) staff at a total cost (salaries plus superannuation) of \$10,619,634, including new employees and changes to duties and hours for some positions to cater for the changing demands on staff through growth of the Shire and new services.

This compares favourably with what was included in last years' Long Term Financial Plan for 2021/22 of 115.57 FTE's.

Adopted 2020/21 Long Term Financial Plan Projections										
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30
FTE's	115.57	115.67	116.97	116.97	119.77	120.77	122.47	125.17	126.37	127.07

During 2020/21 there has been a number of reviews undertaken by management of the FTE numbers to improve efficiency in a number of areas, and to ensure staffing resources are optimised across the organisation. These major changes have been presented and endorsed by Council during the year and have included a number of changes within the Eaton Recreation Centre and Sustainable Development directorate.

The current draft 2021/22 Long Term Financial Plan is based on the following (refer to Appendix SPC: 8.8A):

Draft 2021/22 Long Term Financial Plan Projections										
	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Growth	0.72%	0.80%	1.07%	1.30%	1.73%	1.72%	2.00%	2.15%	2.29%	2.73%
FTE's	115.27	115.57	116.57	119.37	120.37	122.07	124.77	125.97	126.67	126.87

Budget – Whole of Life Cost

Employee costs are accounted for in the various Asset Management Plans and the 10 Year Long Term Financial 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.

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	Draft Workforce Plan 2021/22 – 2030/31
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 Employee costs are a significant proportion of Council's operating expenditure.</p> <p>Service Interruption If employee vacancies or new positions are not filled, it can impact on the level of service provided by Council to the community.</p>

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	High employee costs and employee turnover impact the Council’s reputation.

Officer Comment

During the 2020/21 financial year there have been some changes to the allocation of the FTE allocations to adapt to changing staffing needs and to optimise the approved resources. These changes have not resulted in an increase above the total FTE approved by Council for 2020/21 budget of 115.57 FTE’s.

- *Eaton Recreation Centre:*

At the 28 October 2020 OCM, Council discussed the Eaton Recreation Centre Structure and Business Plan, behind closed doors and resolved [304-20] as follows:

THAT Council:

1. *Notes and supports the Chief Executive Officer’s amendments to the Eaton Recreation Centre structure as outlined in the confidential report behind closed doors Item 16.1 dated 28 October 2020 (Tardis Ref: R0000819678).*
2. *Notes and supports that the Workforce Plan will be updated to reflect the amended Eaton Recreation Centre Structure ensuring that any changes to positions and titles are funded in 2020/21 through the existing budget allocation.*
3. *Notes and supports the commencement of the new Eaton Recreation Centre structure will be from 1 November 2020.*
4. *Notes and supports that possible compensation payments that may be required to enable the new Eaton Recreation Centre structure amendments, which will result in improved functions of the centre and delivery of cost effective and efficient services to the community, will be funded in 2020/21 through the existing budget allocation.*
5. *Requests the Chief Executive Officer bring a report back to Council with detail costings on proposed modifications to the centre layout with funding options by the 16 December 2020 Ordinary Council Meeting and resources required to deliver on the Business Plan.*

CARRIED 9/0

The Behind Closed Doors report identified the net reduction in 1.0 FTE, to be effective 1 November 2020. The report outlined the restructure of the Centre at a more operational level (below team leader level) to realign functions and reporting lines within the ERC to ensure clear lines of communication, decision making and accountability. The changes to the structure including operational efficiencies resulted in a reduction of 2.0 FTEs from 15.38 to 13.38.

The operational changes saw the responsibility for club development, marketing and promotions and grant applications being placed within the Manager Place & Community Engagement Area. To accommodate this, the addition of 1.0 FTE was added into the PACE area being a 0.50 Marketing & Promotions Office and 0.50 Grants Officer.

The implementation of the Lanfear Report and the new ERC Business Plan, reflected in the leaner operation of the Centre came into effect on 4 February 2021 which resulted in the overall saving of 1.0 FTE.

The Workforce Plan changes that occurred during 2020/21 have resulted in the FTE number for the entire Council workforce reducing from 115.57 FTE's to 114.57 FTE's.

The 2021/22 draft Workforce Plan has been adjusted to include changes that have occurred during 2020/21.

Last year's adopted Workforce Plan (contained within the Long Term Financial Plan) projected a 0.1 FTE increase for 2021/22 to 115.67 FTE's, with a total increase of 11.5 FTE's by 2029/30. The amended draft Workforce Plan results in an overall decrease of 0.4 FTE's for 2021/22, with the projected increase to 2029/30 reduced to 11.1 FTE's over this same nine year period.

The draft Workforce Plan (contained within the Long Term Financial Plan) identifies the following additional or amended positions for 2021/22:

POSITION – 2021/22	COMMENT	FTE
Total Full-Time Equivalent staffing numbers 1 July 2021		114.57
Strategic Project Officer	New position requested by the Sustainable Development Directorate	1.0
Environmental Officer	Reduced hours from full-time to part-time	-0.40
Designated Area Migration Scheme Officer	Cost shared with other SW local governments – Council endorsed	0.50
Cleaner - Buildings	Reallocated cost to contractor	-0.50
Communications Officer	Additional part-time hours from 0.7 to 0.8FTE	0.10
Total effect of FTE staffing changes		0.70
Total 2021/22 Full-Time Equivalent staffing numbers		115.27

The updated Workforce Plan for the period 2021/22 to 2030/31 is included in (Appendix SPC: 8.8A).

Council Role - Executive.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 10-21 MOVED - Cr T Gardiner SECONDED - Cr P Perks

THAT the Integrated Planning Committee recommends that Council endorse the Shire of Dardanup draft Workforce Plan 2021/22 - 2030/31 as per (Appendix IPC: 8.8A).

CARRIED
5/2

FOR THE MOTION
Cr Peter Robinson
Cr Patricia Perks
Cr Carmel Boyce
Cr Michael Bennett
Cr T Gardiner

AGAINST THE MOTION
Cr J Dow
Cr M Hutchinson

8.9 Title: Councillor / Staff Budget Requests

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

This report summarises the 2021/22 budget requests that have been received from elected members and staff.

The Integrated Planning Committee is tasked with considering these requests and recommending the inclusion of specific items in the 2021/22 budget and Long Term Financial Plan.

Background

Each year as part of the annual budget development process, elected members, community members and staff are invited to put forward requests for consideration in the draft budget. The requests are considered well before the budget is drafted, to avoid any late changes which may cause delays in the annual budget adoption process.

Requests from elected members, community members and staff were received up to the 22 February 2021. Community budget requests are considered as part of a separate Integrated Planning Committee Agenda report. The elected member requests, and staff requests endorsed by the Executive Management Team, are outlined under the section “Budget Implications” below, with the Executive Management Team’s comment and recommendation provided for each item.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

- 6.2. *Local government to prepare annual budget*
- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the *Local Government (Financial Management) 1996* Regulation states:

- 5. *CEO’s duties as to financial management*
- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Strategic Community Plan

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

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)

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

Each year as part of the budget / LTFP development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration.

Budget Implications

Please refer to the following tables: Table 1 – Councillor Budget Requests; and Table 2 – Staff Budget Requests.

COUNCIL BUDGET ADOPTION AND CONSIDERATION ITEMS

PROJECTS		ESTIMATED COST
1.	<p>Designated Area Migration Agreement for South West Regional Councils - Memorandum of Understanding resulting in the employment of a 0.5FTE staff member based on inclusion of employee costs of \$60,000 in the budget for the next 5 years less \$55,000 contribution from other local governments per year.</p> <p>Council resolved [322-20] at the 25 November 2020 Council meeting to :</p> <ol style="list-style-type: none">1. Support the establishment of a Designated Area Migrant Agreement across the South West region of Local Governments;2. Provide in-principle support for the provision of \$5,000 per annum for the period of a five year Designated Area Migration Agreement to fund a Designated Area Representative to be employed by a South West Local Government; and3. Provides in-principle support for the Shire of Dardanup to become the regional Designated Area Representative should no other suitable agency be willing to undertake this role.	\$5,000 per annum, for 5 years

COUNCILLOR BUDGET REQUESTS

PROJECTS		EXECUTIVE MANAGEMENT TEAM COMMENT	ESTIMATED COST
Cr Carmel Boyce			
1.	Planting of verge along Eaton Drive from Glen Huon Reserve to Penninsula Lakes on the northern side (opposite side to the primary school)	<p>The length of road to be planted is measured at 1.05km. The distance between the two intersections is actually further; however, there are some sections adjacent to open spaces and service roads that are already planted.</p> <p>Planting would need to occur in May or June as the area is not reticulated. A range of plant species that are drought tolerant would need to be selected.</p>	\$20,000

Cr Mick Bennett – NO ITEMS REQUESTED
Cr Luke Davies – NO ITEMS REQUESTED
Cr Janice Dow – NO ITEMS REQUESTED
Cr Mark Hutchinson – NO ITEMS REQUESTED
Cr Patricia Perks – NO ITEMS REQUESTED
Cr Tyrrell Gardiner – NO ITEMS REQUESTED
Cr Peter Robinson – NO ITEMS REQUESTED
Cr Stacey Gillespie – NO ITEMS REQUESTED

STAFF BUDGET REQUESTS

EXECUTIVE SERVICES DIRECTORATE		
PROJECT	AMOUNT	NET BUDGET IMPACT
Engage a consultant to undertake a full review of Council's Motor Vehicle Fleet including Compliance, Executive, Manager and Plant vehicles – examining electric vehicle options while recommending a selected range and type of vehicle based on optimum value for money. Includes examining running and changeover costs, changeover periods, FBT, Novate Leasing, motor vehicle allowances options. Review and update existing Motor Policies.	\$20,000	\$20,000
TOTAL	\$20,000	\$20,000

CORPORATE & GOVERNANCE DIRECTORATE		
PROJECT	AMOUNT	NET BUDGET IMPACT
Promap Software – unlimited licence for process mapping software enabling tracking and monitoring of administrative policies, processes and tasks.	\$17,000	\$17,000
UPS x 4 to provide battery backup power supply for 4 rack mounted UPS units.	\$4,800	\$4,800
Re-cable Eaton Recreation Centre Gym communication hub	\$5,000	\$5,000
ShoreTel Telephone System software update	\$1,500	\$1,500
Microsoft Enterprise Agreement server licencing increase	\$16,384	\$16,384
OSH – Fire Extinguisher and Emergency Warden Training	\$3,400	\$3,400
TOTAL	\$48,084	\$48,084

SUSTAINABLE DEVELOPMENT DIRECTORATE		
PROJECT	AMOUNT	A NET BUDGET IMPACT
Library Donations Revenue Account – any funds received from sales or donations to be transferred from Muni and held in the Eaton Library Reserve for future library purchases	\$1,000	\$0
Social Pinpoint software licence. Not budgeted in previous years but used for community surveys	\$10,000	\$10,000
Youth Development Programs replacing Leeuwin Scholarships	\$10,000	\$0
School Holiday Workshops and Activities replacing skateboard clinics and Banners in the Terrace	\$5,000	\$0
Online Community Directory reducing Seniors Workshops from \$4,000 to \$3,000	\$1,000	\$0
Change to allocation amongst Events and Festivals budget – remaining at \$60,000	\$0	\$0
Club development and capacity building – grant funding of \$8,466 confirmed for 2021 and 2022, with Council contribution of \$3,000 for catering, marketing and venue hire. Partly offset by a reduction of \$1,500 in Community events – youth workshops and \$1,500 for creative workshops	\$8,466	\$0
Tourism and Events grants increase from \$25,000 to \$35,000 - Includes Business South West Excellence Awards 2021 – seeking a three year commitment of \$5,000 pa	\$10,000	\$10,000
Technical Services consultants to support new Grants Officer position ie: financial feasibility studies, business case development, etc	\$10,000	\$10,000
Eaton Recreation Centre – increasing Bodycombat Les Mills license from \$15,000 to \$15,665	\$665	\$665
Increase to the Consultants – (Strategic) Town Planning budget allocation to \$50,000 to enable studies and plans to be developed in line with the Corporate Business Plan. Note: \$35k reduced to \$30k to enable \$5k to be allocated towards relief contract staff - Includes engagin a consultant to develop Place Plans for Eaton/Millbridge, Burekup, Dardanup, Ferguson Valley & surrounds \$20,000	\$20,000	\$20,000

SUSTAINABLE DEVELOPMENT DIRECTORATE		
PROJECT	AMOUNT	A NET BUDGET IMPACT
New staff member – full-time Strategic Project Officer Note: with a L7.1 salary plus approx. 20% in on-costs = \$100k. Partially offset by reduction of 0.4FTE in Environmental Officer hours	\$60,000	\$60,000
Relief Contract Staff for Building Control. Funded from ceasing the current swimming pool inspection contract of \$9,282 plus additional anticipated Building License fees of \$25,000	\$40,000	\$0
TOTAL	\$176,131	\$110,665

The Net impact of Staff and Councillor Budget Requests for 2021/22 total \$198,749.

COMMUNITY BUDGET REQUESTS

PROJECTS		EXECUTIVE MANAGEMENT TEAM COMMENT	ESTIMATED COST
1.	Informal notification received - Ferguson Valley Marketing Inc increase to annual allocation from \$20,000 to \$25,000	No formal request has been received from FVM at the time of the agenda preparation to support this request .	\$0

Budget – Whole of Life Cost

Subject to the projects and timeframes, each would be incorporated in future budgets if approved.

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.

All requests from community groups, elected members and staff to be included in the annual Corporate Business Plan shall be lodged with the Chief Executive Officer no later than the 31 March in each year.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Councillor / Staff Budget Requests	
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	Elected Member & Staff Budget requests form part of the Annual Budget Process
	Legal and Compliance	Failure to comply with Council policy CP 018 – Corporate Business Plan & Long Term Financial Plan could result in non-compliance

Officer Comment

Refer to the Executive Management Team comments provided above.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change

FURTHER INFORMATION

Note: Further to the printing of the Integrated Planning Committee Agenda, a formal request was submitted on the 12 March 2021 by the Ferguson Valley Marketing Inc in support of their request for increased funding. This request is provided in the (Appendix IPC: 8.9A).

Discussion:

Council discussed Cr C Boyce request for planting along Eaton Drive and it was agreed that the requested amount be approved over a 2 year period. \$10,000 in the 2021/22 budget and \$10,000 in the 2022/23 budget.

Council discussed at length Staff Budget Requests with the recommendation that all were approved with payment for the Motor Vehicle Fleet review coming from Reserves.

Note: Cr P Perks left the meeting at 4.20pm

Note: Mr André Schönfeldt left the room at 4.21pm and returned at 4.23pm.

Mr Sudi Mishra and Mr Murray Connell left the room at 4.36pm and returned at 4.38pm.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 11-21

MOVED -

Cr M Bennett

SECONDED -

Cr P Robinson

THAT the Integrated Planning Committee recommend to Council that the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2021/22 Budget:

1. Councillor Budget Requests:

- a. Planting of the verge along Eaton Drive from Glen Huon Reserve to Peninsula Lakes with funding to be \$10,000 in the 2021/22 budget and \$10,000 in the 2022/23 budget.

2. Staff Budget Requests:

a)

Project	Amount	Net Budget impact
Engage a consultant to undertake a full review of Council's Motor Vehicle Fleet including Compliance, Executive, Manager and Plant vehicles – examining electric vehicle options while recommending a selected range and type of vehicle based on optimum value for money. Includes examining running and changeover costs, changeover periods, FBT, Novate Leasing, motor vehicle allowances options. Review and update existing Motor Policies. This is to be funded from the Executive & Compliance Vehicles Reserve.	\$20,000	\$0

b)

Project	Amount	Net Budget impact
Promap Software – unlimited licence for process mapping software enabling tracking and monitoring of administrative policies, processes and tasks.	\$17,000	\$17,000
UPS x 4 to provide battery backup power supply for 4 rack mounted UPS units.	\$4,800	\$4,800
Re-cable Eaton Recreation Centre Gym communication hub	\$5,000	\$5,000
ShoreTel Telephone System software update	\$1,500	\$1,500
Microsoft Enterprise Agreement server licencing increase	\$16,384	\$16,384
OSH – Fire Extinguisher and Emergency Warden Training	\$3,400	\$3,400

Project	Amount	Net Budget impact
Library Donations Revenue Account – any funds received from sales or donations to be transferred from Muni and held in the Eaton Library Reserve for future library purchases	\$1,000	\$0
Social Pinpoint software licence. Not budgeted in previous years but used for community surveys	\$10,000	\$10,000
Youth Development Programs replacing Leeuwin Scholarships	\$10,000	\$0
School Holiday Workshops and Activities replacing skateboard clinics and Banners in the Terrace	\$5,000	\$0
Online Community Directory reducing Seniors Workshops from \$4,000 to \$3,000	\$1,000	\$0
Change to allocation amongst Events and Festivals budget – remaining at \$60,000	\$0	\$0
Club development and capacity building – grant funding of \$8,466 confirmed for 2021 and 2022, with Council contribution of \$3,000 for catering, marketing and venue hire. Partly offset by a reduction of \$1,500 in Community events – youth workshops and \$1,500 for creative workshops	\$8,466	\$0
Tourism and Events grants increase from \$25,000 to \$35,000 - Includes Business South West Excellence Awards 2021 – seeking a three year commitment of \$5,000 pa	\$10,000	\$10,000
Technical Services consultants to support new Grants Officer position ie: financial feasibility studies, business case development, etc	\$10,000	\$10,000
Eaton Recreation Centre – increasing Bodycombat Les Mills license from \$15,000 to \$15,665	\$665	\$665
Increase to the Consultants – (Strategic) Town Planning budget allocation to \$50,000 to enable studies and plans to be developed in line with the Corporate Business Plan. Note: \$35k reduced to \$30k to enable \$5k to be allocated towards relief contract staff - Includes engagin a consultant to develop Place Plans for Eaton/Millbridge, Burekup, Dardanup, Ferguson Valley & surrounds \$20,000	\$20,000	\$20,000
New staff member – full-time Strategic Project Officer Note: with a L7.1 salary plus approx. 20% in on-costs = \$100k. Partially offset by reduction of 0.4FTE in Environmental Officer hours	\$60,000	\$60,000

Project	Amount	Net Budget impact
c) Relief Contract Staff for Building Control. Funded from ceasing the current swimming pool inspection contract of \$9,282 plus additional anticipated Building License fees of \$25,000	\$40,000	\$0

CARRIED
4/2

FOR THE MOTION
Cr Peter Robinson
Cr Carmel Boyce
Cr Michael Bennett
Cr T Gardiner

AGAINST THE MOTION
Cr J Dow
Cr M Hutchinson

8.10 Title: Draft Road Asset Management Plans 2021/22 – 2030/31

Reporting Department: Corporate & Governance
Reporting Officer: Mr Troy Williamson – Manager Assets
Mr Luke Botica – Director Infrastructure
Legislation: Local Government Act 1995
Local Government (Function & General) Regulations 1996

DECLARATION OF INTEREST

Cr T Gardiner declared an Impartiality Interest in "Item 8.10 – Draft Road Asset Management Plan 2021/22 – 2030/31" as he is an adjoining landowner to Lennard Road (with Reseal works programmed in the RAMP).

Cr T Gardiner left the room at 4.43pm

Overview

The Committee is requested to consider and endorse the Annual Transfers to Reserves for the Road Asset Management Plan 2021/22 – 2030/31 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

The Road Asset Management Plan (RAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Council's road network. The RAMP looks at the existing network, determines standards and processes for determining an overall master plan of roads for the Shire and recommends a program of works for the improvement, expansion and renewal of the road network. The RAMP is reviewed as required to take into consideration any changes resulting from traffic changes, development and subdivisions, newly constructed roads, changes to the Main Roads Western Australia network and any other factors that affect the information contained within the document. The RAMP is written in consideration of the Shire of Dardanup Strategic Community Plan (SCP).

The rate of improvement of the network is dependent on the amount of resources that the Council allocates to such works annually. The amount of improvement works carried out annually should be controlled so that renewal and preservation works are not compromised or delayed to the point of pavement failure (resulting in greater cost to Council).

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

The project unit costs have provision for expenses relating to environmental approvals and offset requirements for road projects. However, this will be monitored closely and adjusted if needed in future reviews of the RAMP.

Precedents

Council adopts the 10 Year Programs annually and the RAMP as and when it is reviewed.

Budget Implications

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.

The ability of the Council to deliver the minimum required expenditure on the road network is reliant on the Council's ability to attract external funding. Under the current structure, the Council would not be able to meet its road preservation and maintenance needs purely from rates. Adding improvement works on top of this exacerbates the situation.

The recommendations in the Road 10 Year Programs will be used to develop the 10 year Long Term Financial Plan and Corporate Business Plan.

Costings provided in the Road 10 Year Programs are based on generic unit rates. Therefore, detailed estimates will be carried out for projects recommended prior to budget finalisation. It is expected that the overall cost of each project should not vary greatly; however, the distribution of labour, plant and goods and services costs may vary once each project is examined in more detail.

Budget – Whole of Life Cost

The purpose of the RAMP is to plan for the preservation, renewal, improvement and expansion of the Shire’s road network and deals with the full life cycle requirements of road infrastructure.

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

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
	Annual Transfer (x \$1,000)									
2020-2021	1,350	1,350	1,500	1,500	1,500	1,700	1,725	2,000	2,200	
Proposed 2021-2022	850	850	900	900	900	1,700	1,725	1,750	2,000	2,000
Reduction in annual reserve transfer	500	500	600	600	600	0	0	250	200	0

It can be seen that there is a reduction in the proposed annual transfers to the reserve over the term of the program. The reductions in the first five years of the program are proposed to be transferred to the building reserve fund in order to achieve the proposed Building 10 Year 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: 8.10A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Roads Asset Management Plan 2021/22 – 2030/31
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 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

At the Integrated Planning Committee Meeting held on 8 April 2020 the Committee set out priorities for capital works projects identified in the first four years of the draft 2020 Asset Management Plans. At this first draft stage of the 2021 RAMP, staff have endeavoured to retain the same projected financial year for capital projects to occur where possible.

Based on the proposed reduced transfers to reserve for the Roads asset class it has been necessary to reschedule some projects to maintain a reserve surplus, however the intent by staff has been to prioritise works to maximise external funding opportunities whilst considering the required preservation and renewal works over the 10 Year Program. The RAMP 10 Year Programs have been developed to provide the Council with a plan that outlines the minimum requirements to achieve a sustainable road network in the long term.

The major changes to the first four years of the draft 10 program are listed below:

Road	Construction Activity	Asset Activity	2020-2021 RAMP	2021-2022 RAMP
Dowdell' Line Road (3.85-5.69)	Widen recon & seal	Expansion/Upgrade	2022/23	2024/25
Dowdell' Line Road (5.69-6.16)	Reseal	Renewal	2023/24	2025/26
Harold Douglas Drive(1.08-1.68)	Reconstruct & seal	Renewal	2023/24	2024/25
Ford Road (0.03-0.51)	Gravel resheet	Renewal	2022/23	2023/24
Ironstone Road (0.00-1.10)	Widen recon & seal	Expansion/Upgrade	2023/24	2026/27
Ironstone Road (3.89-4.38)	Reseal	Renewal	2023/24	2026/27
Japonica View (0.00-0.74)	Reseal	Renewal	2023/24	2026/27
Joshua Brook Road (9.00-9.71)	Widen Gravel	Expansion/Upgrade	2021/22	2023/24
King Tree Road (0.00-0.40)	Reseal	Renewal	2023/24	2024/25
Lennard Road (0.00-2.67)	Reseal	Renewal	2023/24	2024/25
Moore Road (0.56-1.55)	Reconstruct & seal	Renewal	2022/23	2026/27
Rafferty Road (0.00-0.23)	Reseal	Renewal	2021/22	2025/26
Ratcliffe West Road (0.75-1.90)	Gravel Resheet	Renewal	2021/22	2025/26
Raferty Road (0.00-0.23)	Reseal	Renewal	2021/22	2025/26
Millard Street (0.00-0.63)	Reseal	Renewal	2021/22	2025/26
Hale Street (0.00-1.21)	Reseal	Renewal	2022/23	2024/25
Hale Street (0.00-1.21)	Reseal	Renewal	2023/24	2025/26
Hamilton Road (0.90-1.93)	Reseal	Renewal	2024/25	2029/30
Pratt Road(0.00-0.10)	Reseal	Renewal	2022/23	2023/24

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 a result of the proposed reduced reserve transfers the Shire's 10 year average Asset Sustainability ratio for roads has dropped from 0.84 in 2020/21 to 0.76 (\$1,829,649/\$2,400,000) in the draft 10 Year Program, which is slightly below the 0.90 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 the draft Road 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	\$1,829,649	\$1,045,102	\$2,874,751	\$1,452,014	\$1,422,737

It should be noted that a significant portion of the projected income beyond 2021/2022 is estimated and may vary subject to the future amounts available under each source and the success of the Council obtaining the funds.

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

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
	Annual Transfer (x \$1,000)									
2020-2021	1,350	1,350	1,500	1,500	1,500	1,700	1,725	2,000	2,200	
Proposed 2021-2022	850	850	900	900	900	1,700	1,725	1,750	2,000	2,000

The projected net cost to Council of the draft 2021/2022 Construction Program is \$1,261,591.

The following comments are provided on the major projects in the 2021/2022 Draft Construction Program:

- Pile Road – this project involves the continued widening of the entire length of Pile Road. The section of works proposed in the draft 2021/22 program is from 5.66 SLK – 8.02 SLK and 8.02 SLK – 9.90 SLK. As Pile Road is a road of regional significance, the project is funded on a two thirds, one third basis through the Regional Road Group.
- Eaton Drive - Intersection Modifications – This is the first stage of intersection upgrades along Eaton Drive from 0.40 SLK to 1.70 SLK (north of Blue Wren Drive to north of Glen Huon Boulevard) and consists of the signalisation of the intersection of Glen Huon Boulevard. As Eaton Drive is a road of regional significance, the project is funded on a two thirds, one third basis through the Regional Road Group.
- Henty Road – there are two sections of Henty Road (2.50 SLK – 5.50 SLK & 8.00 SLK – 11.0 SLK) that have qualified for funding under the Federal Black Spot Scheme. The works will include widening of the bridge over the irrigation channel, reinstatement of the gravel shoulders, removal of roadside hazards and the installation of enhanced delineation. As the projects are funding under the Federal Black Spot Scheme there is no net cost to Council.
- Venn Road – This project consists of the upgrade of the 690 metre gravel section of Venn Road to a sealed road standard and the reconstruction and widening of the remaining 1.53 km of sealed roadway.

It should be noted that Council staff will be carrying out estimations of the projects identified in Year 1 (2021/2022) of the 10-Year Road Program for the preparation of the Annual Budget. When the estimations are complete, previous years' experience would suggest that some changes to the program may be necessary to achieve an acceptable and achievable wage proportioning between capital works and maintenance. Any changes will be made in the draft Budget and will be reported further to Council as part of the Annual Budget deliberations.

Please refer to (Appendix IPC: 8.10B) for a financial summary of the Draft 10 Year Road Asset Management Plan.

Council Role - Executive/Strategic.

Voting Requirement - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 12-21 MOVED - Cr M Hutchinson SECONDED - Cr C Boyce

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

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
850	850	900	900	900	1,700	1,725	1,750	2,000	2,000	13,575

CARRIED
5/0

Note: Cr T Gardiner returned to the room at 4.48pm. Chairperson Cr M Bennett read allowed the result of the resolution.

8.11 Title: Draft Building Asset Management Plans 2021/22 – 2030/31

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

Overview

The Committee is requested to consider the Annual Transfer to Reserve for the Building Asset Management Plan 2021/22 - 2030/31 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Once the annual reserve transfers are adopted by Council, it will enable staff to finalise the scheduling of the 10 Year Programs for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

The Building 10 Year Program (10 Year Program) is a document that summarises all preservation, renewal, improvement and new works programmed for the Council's existing and proposed Building Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Program considers the Shire of Dardanup Strategic Community Plan (SCP). The Building 10 Year Program has been reviewed in preparation for the 2021-2022 Strategic Planning process and a draft has been prepared for Council consideration and adoption of the annual reserve transfers required to deliver the 10 Year Program.

The 10 Year Program aims at ensuring that the operations within the Shire of Dardanup remain sustainable.

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 Council's Corporate Business Plan.

The proposed annual reserve transfer for buildings has changed from that adopted in the Long Term Financial Plan (LTFP) of 2020/2021. The reasons for the changes is discussed in the Officer Comments section of this report.

The adopted 2020-2021 Program showed the following expenditure, funding and reserve balances:

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
TOTAL EXPENDITURE	5,055,613	14,834,493	6,835,221	3,388,750	2,057,051	4,527,805	472,405	5,365,855	758,524	432,583
FUNDING										
Loans	0	6,000,000	0	0	0	0	0	0	0	0
Grants	3,381,660	1,794,573	3,846,175	2,258,218	1,932,558	3,282,883	0	5,020,855	100,000	0
Contributions	211,351	1,795	110,678	206,429	0	334,262	0	0	11,450	0
Carried Forward Projects Reserve	0	1,636,259	0	0	0	0	0	0	0	0
TOTAL FUNDING	3,593,011	9,432,627	3,956,853	2,464,646	1,932,558	3,617,145	0	5,020,855	111,450	0
OWN SOURCE FUNDS REQUIRED										
Opening Balance - Building Reserve	1,462,602	5,401,867	2,878,368	924,104	124,492	910,660	472,405	345,000	647,074	432,583
Interest	1,609,759	463,255	2,396,021	641,613	153,925	470,972	25,021	52,866	208,395	63,405
Annual Reserve Transfer	16,098	4,633	23,960	6,416	1,539	4,710	250	529	2,084	634
RESERVE SURPLUS (DEFICIT)	300,000	7,492,000	1,234,000	430,000	440,000	460,000	500,000	500,000	500,000	500,000
	463,255	2,396,021	641,613	153,925	470,972	25,021	52,866	208,395	63,405	131,455

The following is proposed for the 2021-2022 Program:

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
TOTAL EXPENDITURE	9,556,394	9,305,939	4,052,831	2,523,188	8,173,338	2,649,113	908,372	1,390,655	1,847,444	435,712
FUNDING										
Loans	0	6,000,000	1,600,000	500,000	1,160,500	660,500	0	0	0	0
Grants	720,720	0	892,059	778,240	3,334,507	660,500	383,922	319,746	507,629	0
Contributions	1,795	0	81,382	185,141	2,223,029	962,338	0	0	0	0
Carried Forward Projects Reserve	1,636,259	0	0	0	0	0	0	0	0	0
Project Management Salaries - Muni Funds	200,375	203,215	207,378	211,944	217,321	223,168	229,173	235,695	242,409	249,770
TOTAL FUNDING	2,559,149	6,203,215	2,780,819	1,675,325	6,935,357	2,506,507	613,095	555,441	750,038	249,770
OWN SOURCE FUNDS REQUIRED										
Opening Balance - Building Reserve	6,997,245	3,102,724	1,272,012	847,863	1,237,981	142,606	295,277	835,214	1,097,406	185,942
Interest	930,321	1,929,262	569,220	329,769	523,391	347,765	706,724	914,627	733,529	339,424
Recommended Annual Reserve Transfer	4,186	8,682	2,561	1,484	2,355	1,565	3,180	4,116	3,301	1,527
RESERVE SURPLUS (DEFICIT)	7,992,000	1,734,000	1,030,000	1,040,000	1,060,000	500,000	500,000	650,000	700,000	700,000
	1,929,262	569,220	329,769	523,391	347,765	706,724	914,627	733,529	339,424	855,009

The following table shows the previously adopted annual transfer compared to the proposed transfers for the 2021-2022 Program:

	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)									
2020-2021 LTFP	7,492	1,234	430	440	460	500	500	500	500	
2021-2022 LTFP	7,992	1,734	1,030	1,040	1,060	500	500	650	700	700
Increase in annual reserve transfer	500	500	600	600	600	0	0	0	0	0

LTFP = Long Term Financial Plan

It is proposed to transfer the additional reserve funds from the Road Asset Management Plan in order to achieve the Building 10 Year Program without impacting on the required rate revenue.

It should be noted that there is a significant reduction in the projected grant revenue which is proposed to be offset by the increase in reserve transfers and additional borrowings of \$3,921,000 over and above the \$6,000,000 of borrowing already scheduled for the new Civic building.

Budget – Whole of Life Cost

The purpose of the BAMP 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.

The BAMP is being developed to take into consideration functional hierarchy, usage and operational performance of buildings to ensure that the building assets remain viable and sustainable.

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: 8.11) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Building Asset Management Plan 2021/22 – 2030/31
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.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
		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.
	Service Interruption	Risk to service for public buildings if assets are not renewed or maintained to an operational standard
	Legal & Compliance	Possible damages claims against the Council if there is injury due to buildings not being maintained.

Officer Comment -

The current forecast average expenditure currently identified in the 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	\$ 344,609	\$ 3,517,644	\$ 3,862,253	\$ 2,260,827	\$ 1,601,427

The average renewal amount of \$344,609 per annum has been calculated 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.

Officers consider the average renewal amount to actually be higher than stated above. The reason for this is the fact that there are a number of new buildings that are replacing existing buildings. Although the new buildings are larger in floor area and fitted out better than the previous buildings, a portion of the project cost is actually representative of the building that is being replaced (hence a renewal cost). For example, if an existing 100m² building with a replacement cost of \$250,000 is being replaced entirely with a 200m² new building at a cost of \$600,000, the program should indicate a renewal component of \$250,000 and an expansion/upgrade component of \$350,000. This distinction between the types of asset expenditure for a single project is clearly articulated in the Road Asset Management Plan where costs for the same road section is split into separate Renewal/Preservation and Expansion/Upgrade tables. Staff will be making changes to the BAMP in future to separate project costs in a similar way. It should be noted that separating the costs will not alter the bottom line, with the combined expenditure and reserve transfers remaining the same – it will, however, result in the Shire’s asset renewal/preservation indicators to better reflect the Shire’s actual activities that have been scheduled.

The previously adopted BAMP 10 Year Program (2020-2021) was based on the Shire receiving a significant amount of grant funding. The 2020-2021 Program was developed in early 2020 during the initial COVID-19 lockdown period, at which time, both the federal and state governments were seeking stimulus projects from the local government sector in order to bolster the state and national economies. The Shire of Dardanup submitted a portfolio of projects as identified in the 2020-2021 BAMP and RAMP Programs for possible funding.

The Shire received stimulus funding for the Dardanup Central Volunteer Bush Fire Brigade building and did not receive any further funds for the other building projects identified in the BAMP. As a result of the lower than anticipated funding, the BAMP 10 Year Program has been reviewed and a reduced grant funding amount has been applied.

The draft BAMP 10 Year Program is based on a \$10,637,937 reduction in grant funding over the 10 year period. This grant funding shortfall has been offset by the following measures:

- An increase in reserve transfers over the first five years of the program, totalling \$2,800,000. This is being sourced through a reduction in the annual reserve transfers to the Road Asset Management Plan over the same period.
- Increase in borrowings for various projects, totalling \$3,921,000 between 2023/24 and 2026/27.
- Some rescheduling of projects within the 10 Year Program. It should be noted that sequencing of projects have generally followed the priority order determined by the Committee in 2020; however, in some circumstances there was a need to adjust some projects in order to keep the program out of deficit.

It should be noted that there are several additional projects that have been added as a result of the Sport & Recreation study, as well as some changes in project scopes that have resulted since the development of the Community Facilities Plans. Some project values have been adjusted through a change in project cost index. The major changes are listed in the table below:

Building	Asset Activity	2020-2021 BAMP		2021-2022 BAMP		Comments
Dardanup Office	Expansion/Upgrade	2022/23	390,895	-	-	Renewal only
Dardanup Hall	Expansion/Upgrade	2022/23	571,660	-	-	Renewal only
Eaton Hall	Expansion/Upgrade	2025/26	3,308,431	2025/26	3,125,057	No change
Wells Recreation Public Toilets		-	-	2021/22	100,800	Added as part of CFP
Carramar Park Public Toilets	Expansion/Upgrade	2022/23	77,267	-	-	To be incorporated into hall
Eaton Oval Sporting Hardcourts	Expansion/Upgrade	2025/26	376,900	2025/26	598,371	Increase in scope
Wells Park Sporting Hardcourts	Expansion/Upgrade	2028/29	309,233	-	-	Renewal only
Burekup Pavilion	Expansion/Upgrade	2024/25	1,932,558	2028/30	1,926,152	Timing change
Eaton Skate Park	Expansion/Upgrade	-	-	2021/22	191,318	Complete project
Dardanup Skate Park	Expansion/Upgrade	2023/24	35,235	2024/25	499,211	Increase in scope, timing change
Burekup Skate Park	Expansion/Upgrade	2023/24	35,235	2025/26	241,556	Increase in scope, timing change
Sport Lighting - Eaton Oval	Expansion/Upgrade	-	-	2021/22	347,760	New project
Sport Lighting - Wells Park	Expansion/Upgrade	-	-	2023/24	358,467	New project
Sport Lighting - Glenhuon Reserve	Expansion/Upgrade	-	-	2025/26	723,248	New project
Sport Lighting - Burekup Oval	Expansion/Upgrade	-	-	2029/30	370,650	New project
Wells Park Clubrooms	Expansion/Upgrade	2023/24	2,330,039	2023/24	2,253,224	No change
Eaton Oval Clubrooms	Expansion/Upgrade	2021/22	1,794,573	2021/22	1,814,400	No change
Dardanup Office	Renewal	2022/23	1,144,082	2025/26	1,114,420	Timing change
Dardanup Hall	Renewal	2022/23	1,077,725	2024/25	1,041,452	Timing change
Wells Park Sporting Hardcourts	Renewal	2025/26	304,602	2024/25	273,333	Timing change

In summary, the draft BAMP 10 Year Program requires additional funds to be transferred from the RAMP (\$2.8M) in the first five years and requires additional borrowings to achieve the building program without the program falling into deficit over the 10-year period.

The proposed reserve transfers required for the Draft Building Asset Management Plan – 10 Year Programs are as follows:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
7,992	1,734	1,030	1,040	1,060	500	500	650	700	700	15,906

The proposed borrowing required in the Draft Building Asset Management Plan – 10 Year Programs are as follows:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
0	6,000	1,600	500	1,160.5	660.5	0	0	0	0	9,921

To enable staff to continue the development of the 10 year works programs, the Committee is requested to consider the proposed reserve transfers for adoption.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 13-21 MOVED - Cr M Hutchinson SECONDED - Cr P Robinson

THAT Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to Reserve for the delivery of the Building Asset Management Plan 10 Year Programs:**

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
7,992	1,734	1,030	1,040	1,060	500	500	650	700	700	15,906

- Transfers the following funds from the Road Reserve to the Building Reserve to offset the increase in Reserve Transfers required for the Building Asset Management Plan 10 Year Programs:**

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
500	500	600	600	600	-	-	-	-	-	2,800

3. Acknowledges that the following borrowings are required for the Building Asset Management Plan 10 Year Programs:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
0	6,000	1,600	500	1,160.5	660.5	0	0	0	0	9,921

CARRIED
6/0

8.12 Title: Draft Pathway Asset Management Plans 2021/22 – 2030/31

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

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Pathway Asset Management Plan 2021/22 - 2030/31 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Pathway Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

The Pathway Asset Management Plan (PAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Shire's pathway network. The PAMP looks at the existing network, determines standards and processes for determining an overall master plan of pathways for the Shire and recommends a program of works for the improvement, expansion and renewal of the pathway network. The PAMP is reviewed annually to take into consideration any changes resulting from traffic, development and subdivisions, newly constructed pathways together with financial constraints.

The PAMP is written in consideration of the Shire of Dardanup Strategic Community Plan (SCP) and the subsequent 10 Year program is produced for the 2021/2022 Long Term Financial Plan and Corporate Business Plan.

At the Integrated Planning Committee Meeting held on 8 April 2020 the Committee set out priorities for capital works projects identified in the first four years of the draft 2020 Asset Management Plan. At this first draft stage of the 2021 PAMP, staff have endeavoured to retain the same projected financial year for capital projects to occur where possible. Where rescheduling of projects has been required as a result of proposed reduced reserve transfer allocations the priority order of projects has fundamentally been maintained.

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.

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

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
	Annual Transfer (x \$1,000)									
2020-2021	162	170	178	184	190	215	240	325	350	
Proposed 2021-2022	0	100	36	184	190	215	240	250	250	325
Reduction in annual reserve transfer	162	70	142	0	0	0	0	75	100	

It should be noted a significant portion of the upgrade and expansion expenditure is also contingent on receiving external funding for projects. The success or otherwise of funding will have an impact on the Council to deliver upgrade and expansion projects and may result in some projects being delayed until sufficient funds are secured.

A proportion of expansion projects are also contingent upon road funding (i.e. Regional Road Group and Black Spot). Accordingly, these projects are scheduled to coincide with the corresponding road projects in order to maximise the amount of external funding that can be sourced, including an allocation towards pathways.

Budget – Whole of Life Cost

The purpose of the PAMP is to plan for the expansion, upgrade, renewal and maintenance of the Shire’s pathway network and is essentially dealing with the full life cycle requirements of pathway infrastructure.

The current need for the renewal of the pathway network is relatively low; however, there will be a significant increase beyond the current 10-year timeframe. The bulk of the works scheduled in the current 10-year period of the PAMP relates to upgrades and expansion. Upgrade and expansion projects can be delayed if needed; however, projects should not be delayed to the extent that it will create a bigger impost on Council resources when the renewal of the existing network becomes critical.

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: 8.12) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Pathway Asset Management Plan 2021/22 – 2030/31
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. 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 as depicted in the draft Asset Management Plan for pathways is 0.36 (\$72,529/\$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	\$72,529	\$174,985	\$247,514	\$52,637	\$194,877

The average renewal amount of \$72,529 per annum has been derived based on projected renewal demand over the next ten years which has been calculated from the age and condition of pathway assets and the expected life span.

- *Program Changes*

During 2020-2021 the Shire received stimulus funding through the Local Roads and Community Investment Program to bring forward renewal and expansion pathway projects to construct within the current calendar year. The projects selected were as follows:

- Murdoch Crescent – Expansion;
- Margaret Circle – Expansion;
- Peppermint Way – Expansion; and
- Leicester Ramble Wetlands (various) – Renewal.

It should be noted that there are some new renewal projects in the program that are the result of officers becoming aware of needs identified through community feedback, Shire pathway inspections and some changes in project timing in response to reductions in reserve transfers. Some project values have been adjusted through a change in project cost index. The major changes are listed in the table below:

PATHWAY	ASSET ACTIVITY	2020-2021 BAMP		2021-2022 BAMP		COMMENTS
Charterhouse Street – Family Centre entrance	Renewal	-	-	2021/22	8,791	New project
Diadem Street – School - Millard	Renewal	-	-	2021/22	54,210	New project
Millard Street – Harlequin Gardens – Malabar Retreat	Renewal	-	-	2021/22	25,695	New project
Eaton Drive – Bypass – Lavender	Expansion	2020/21	38,073	2023/24	100,800	Timing change
Eaton Drive – Bypass – Blue Wren	Expansion	2020/21	75,203	2023/24	41,001	Timing change
Blue Wren – Eaton Drive - Albatross	Expansion	2020/21	47,370	2023/24	80,985	Timing change
Eaton Drive – Bypass – Lavender	Expansion	2020/21	18,664	2023/24	51,012	Timing change
Danjoo Koorliny Bridge – Wetlands to bridge (north section)	Expansion	2023/24	32,682	2025/26	36,977	Timing change
Danjoo Koorliny Bridge – Wetlands to bridge (south section)	Expansion	2023/24	89,898	2025/26	101,712	Timing change
Danjoo Koorliny Bridge – POS foreshore – bridge service road	Expansion	2021/22	13,686	2025/26	15,484	Timing change
Danjoo Koorliny Bridge – boardwalk over wet ground	Expansion	2021/22	171,468	2025/26	190,192	Timing change
Danjoo Koorliny Bridge – Castlereagh Park - Boardwalk	Expansion	2023/24	7,492	2026/27	8,518	Timing change
Foster Street	Expansion	2023/24	28,039	2024/25	28,877	Timing change
Cudliss Street	Expansion	2023/24	65,901	2024/25	67,871	Timing change

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.

A financial summary of the Draft 10 Year Pathways Asset Management Plan is listed below:

Shire of Dardanup												
Draft Asset Management Plan Summary - Pathways												
2021 - 2022												
CONSTRUCTION												
EXPENDITURE	FY	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	2030-2031	
Renewal		95,921	2,497	43,728	46,770	56,179	27,946	42,770	58,104	223,372	128,004	
Upgrade & Expansion		0	0	193,098	96,748	344,364	51,635	218,122	264,580	169,484	411,818	
Total Expenditure		95,921	2,497	236,826	143,518	400,543	79,581	260,891	322,684	392,855	539,823	
EXTERNAL FUNDING												
Grant Revenue & Contributions		0	0	129,376	0	121,326	4,259	0	53,726	54,836	162,845	
Total External Funding		0	0	129,376	0	121,326	4,259	0	53,726	54,836	162,845	
OWN SOURCE FUNDS REQUIRED		95,921	2,497	107,451	143,518	279,217	75,322	260,891	268,958	338,020	376,977	
Opening Balance - Pathway Reserve		160,514	65,396	163,226	92,591	133,999	46,122	186,261	167,233	149,947	63,427	
Interest		803	327	816	926	1,340	461	1,863	1,672	1,499	634	
Recommended Annual Reserve Transfer		0	100,000	36,000	184,000	190,000	215,000	240,000	250,000	250,000	325,000	
RESERVE SURPLUS (DEFICIT)		65,396	163,226	92,591	133,999	46,122	186,261	167,233	149,947	63,427	12,084	

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

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
0	100	36	184	190	215	240	250	250	325	1,790

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 14-21 MOVED - Cr T Gardiner SECONDED - Cr M Bennett

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the 2021 Pathways Asset Management Plan - Pathways 10 Year Programs:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
0	100	36	184	190	215	240	250	250	325	1,790

CARRIED
6/0

8.13 Title: Draft Parks & Reserves Asset Management Plans 2021/22 – 2030/31

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

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Parks and Reserves Asset Management Plan 2021/22 - 2030/31 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Pathway Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

The Parks & Reserves Asset Management Plan (PAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Council's parks and reserves assets.

The Parks and Reserves 10 Year Programs are documents that summarise all maintenance, renewal, upgrade and expansion works programmed for the Council's existing and proposed Parks and Reserves Assets. The document contains estimates of expenditure and revenue, together with recommended Reserve transfers to fund the works. The 10 Year Program is derived from the PRAMP and is produced for the 2021/2022 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

The adoption of the 10 Year Program is also useful for seeking external funding for parks and reserves projects as it clearly demonstrates that the Council has identified the project in a forward capital works plan and its relevance to the Council.

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 Parks and Reserves 10 Year Program will be used annually to develop the Council’s Long Term Financial Plan and Corporate Business Plan.

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

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
	Annual Transfer (x \$1,000)									
2020-2021	150	225	225	385	525	525	525	525	525	
Proposed 2021-2022	150	225	225	385	525	525	525	525	525	600
Change in annual reserve transfer	0	0	0	0	0	0	0	0	0	

Budget – Whole of Life Cost -

The purpose of the PRAMP is to plan 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: 8.13A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Parks & Reserves Asset Management Plan 2021/22 – 2030/31
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

At the Integrated Planning Committee Meeting held on 8 April 2020 the Committee set out priorities for capital works projects identified in the first four years of the draft 2020 Asset Management Plan. At this first draft stage of the 2021 PRAMP, staff have endeavoured to retain the same projected financial year for capital projects to occur where possible. Where rescheduling of projects has been required as a result of reduced reserve transfer allocations the priority order of projects has fundamentally been maintained.

During the current financial year staff have undertaken a comprehensive review and update of the existing PRAMP. This process included an update and field capture of all open space Shire assets, asset useful lives, and unit rates along with the development of Open Space categories and subsequent levels of service. The draft 10 Year Program for consideration is based on information derived from the review and the subsequent updated asset inventory data.

Due to this review of the Open Space asset class the draft renewal 10 year program has changed significantly due to the inclusion of previously uncaptured assets and the comprehensive update of existing asset data.

As a result of the updated Parks and Reserves review, and updated asset inventory, a “Year 1” backlog of items requiring renewal has been calculated, this is not unusual when undertaking a comprehensive asset class review. As it is not practical to address this all in one year, the calculated average renewal amount of \$225,400 per annum has been scheduled over the 10 years of the program to address the backlog and prevent accumulation of any further backlog.

Please refer to (Appendix IPC: 8.13B) for a copy of the Draft 10 Year Parks and Reserves Renewal Program.

The major proposed changes to the first four years of the Draft 10 Year Parks and Reserves Expansion & Upgrade Program are as follows:

Park Name	Asset Activity	2020-2021 PRAMP		2021-2022 PRAMP		Comments
McCaughan Park – Flag pole area enhancement and upgrade	Upgrade	-	-	2021/22	25,000	New project
McCaughan Park – Fence to BMX track	Expansion	-	-	2021/22	15,000	New project
Dog Exercise Area	Expansion	2021/22	200,000	2022/23	200,000	Timing change
Collie River Foreshore – Millbridge/Southbank Regional Open Space	Expansion	2021/22 2022/23	479,400	2022/23	479,400	Timing change
Peninsula Park – Stage 3 hard landscaping and amenities	Expansion	2023/24	78,030	2028/29	78,030	Timing change

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

	Current Replacement Cost	Annual Depreciation
Parks & Reserves	\$12,840,051	\$390,721

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

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Parks & Reserves	\$225,400	\$675,200	\$900,600	\$481,600	\$419,000

A financial summary of the Draft 10 Year Parks and Reserves Asset Management Plan is listed below:

Shire of Dardanup												
Draft - Asset Management Plan Summary - Parks and Reserves												
2021 - 2022												
	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	2025 - 2026	2026 - 2027	2027 - 2028	2028 - 2029	2029 - 2030	2030 - 2031		
CONSTRUCTION												
EXPENDITURE												
Upgrade & Expansion	337,011	717,180	1,377,348	483,242	220,362	734,087	720,850	374,930	384,222	1,403,215		
Renewal	282,513	216,749	200,426	167,774	344,154	219,678	229,926	343,998	149,212	99,737		
Total Expenditure	619,524	933,929	1,577,774	651,016	564,517	953,765	950,777	718,928	533,434	1,502,953		
EXTERNAL FUNDING												
Grant Revenue & Contributions	122,285	563,758	1,252,310	278,253	24,359	367,043	353,787	72,643	29,280	752,333		
Specified Area Rate Reserve Transfer	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000		
Total External Funding	222,285	663,758	1,352,310	378,253	124,359	467,043	453,787	172,643	129,280	852,333		
OWN SOURCE FUNDS REQUIRED	397,239	270,171	225,463	277,764	440,158	486,721	496,990	546,286	404,155	650,620		
Opening Balance - Parks and Reserves	487,480	226,435	166,283	150,568	87,482	16,718	39,072	51,258	14,203	119,113		
Interest	2,194	1,019	748	678	394	75	176	231	64	536		
Other projects funded from Reserve	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000	16,000		
Recommended Annual Reserve Transfer	150,000	225,000	225,000	225,000	385,000	525,000	525,000	525,000	525,000	600,000		
RESERVE SURPLUS (DEFICIT)	226,435	166,283	150,568	87,482	16,718	39,072	51,258	14,203	119,113	53,029		

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

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
150	225	225	225	225	385	525	525	525	525	600	3,910
						(x \$1,000)					

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

Discussion:

Council discussed the installation of a bore for the Eaton Oval and Eaton Foreshore. It was agreed that the matter would be included in next year’s Corporate Business Plan.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 15-21 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:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
150	225	225	225	385	525	525	525	525	600	3,910

CARRIED
5/1

FOR THE MOTION
Cr Peter Robinson
Cr Carmel Boyce
Cr Michael Bennett
Cr T Gardiner
Cr M Hutchinson

AGAINST THE MOTION
Cr J Dow

*Note: Cr C Boyce left the room at 5.10pm and returned at 5.13pm
Mr Sudi Mishra left the room at 5.12 pm and returned at 5.13pm*

8.14 Title: Draft Stormwater Asset Management Plans 2021/22 – 2030/31

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson – Manager Assets</i> <i>Mr Luke Botica – Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>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 (SWAMP) 2021/22 - 2030/31 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Background

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 2021/22 - 2030/31.

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: 8.14A) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Stormwater Asset Management Plan 2021/22 – 2030/31	
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.

For a copy of the Draft Storm Water Expansion and Upgrade 10 Year Program please refer to (Appendix IPC: 8.14B)

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

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
25	25	25	25	50	50	50	50	50	50	400

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 16-21 MOVED - Cr M Bennett 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:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
25	25	25	25	50	50	50	50	50	50	400

CARRIED
6/0

8.15 Title: Draft Infrastructure Plant and Vehicles 2021/22 – 2030/31

<i>Reporting Department:</i>	<i>Corporate & Governance</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 2021/22 - 2030/31 (PVAMP) which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Background

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: 8.15) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.							
Risk Event	Plant & Vehicle Asset Management Plan 2021/22 – 2030/31						
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>Risk that assets are not renewed at the end of their useful lives.</td> </tr> <tr> <td>Financial</td> <td>Risk that plant and vehicle fleet does not meet demand.</td> </tr> <tr> <td>Reputational</td> <td>Risk that customer levels of service are reduced or maintained to meet public expectation.</td> </tr> </table>	Financial	Risk that assets are not renewed at the end of their useful lives.	Financial	Risk that plant and vehicle fleet does not meet demand.	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.
Financial	Risk that assets are not renewed at the end of their useful lives.						
Financial	Risk that plant and vehicle fleet does not meet demand.						
Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.						

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

New Plant or Vehicle	Forecast Cost	Scheduled
3 Tonne Truck (Parks & Environment Team)	\$80,408	2025-26
Skid Steer Loader	\$122,509	2028-29

The Annual Transfer to Reserve for the Plant & Vehicle 10 Year Replacement Program has been adjusted slightly and is compared to the transfers adopted in 2020-2021.

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
	(x \$1,000)										
Previous Transfers	205.5	206	250	256.5	276.5	280	317	327.5	347.5		
Proposed Transfers	205.5	206	250	256.5	276.5	290	317	300	300	353	2,755

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. The slight adjustment in the Annual Transfer to Reserve has not required the program to be rescheduled and basically a continuation of the program that was adopted in 2020-2021.

Officers therefore recommend that the Integrated Planning Committee endorse the 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

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

Discussion:

Cr M Bennett moved the resolution with the amendment that there be a two year moratorium on all vehicle purchases and replacements and reductions in the transfers for the 2021/22 and 2022/23 period.

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

IPC 17-21 MOVED - Cr M Bennett SECONDED - Cr T Gardiner

THAT the Integrated Planning Committee recommends that Council

- 1. Adopts the following Annual Transfers to Reserve for the Infrastructure Plant & Vehicle 10 Year Replacement Program:**

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
102.75	126	250	256.5	276.5	290	317	300	300	353	2,755

- 2. Impose a 2 year moratorium on vehicle purchases and replacements whilst we look into future vehicle needs.**

CARRIED
6/0

8.16 Title: Draft Compliance & Executive Vehicle Asset Management Plan 2021/22 – 2030/31

<i>Reporting Department:</i>	<i>Corporate & Governance</i>
<i>Reporting Officer:</i>	<i>Mr Allan Hutcheon – Procurement Officer</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 Compliance & Executive Vehicle Asset Management Plan 2021/22 - 2030/31 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Vehicle Replacement Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

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 2021/2022 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption. Year one of the Asset Management Plan will be incorporated into the 2021/22 Annual Budget.

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 update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following summary table from the Compliance & Executive Vehicle 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years (Appendix IPC: 8.16A).

- 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.

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
	Annual Transfer (x \$1,000)										
2020/2021 LTFP	0	80	85	150	100	120	145	200	150	150	
Draft 2021/2021 LTFP		80	85	150	100	120	145	200	150	150	155

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: 8.16B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Compliance & Executive Vehicle Asset Management Plan 2021/22 – 2030/31
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. Older vehicles breaking down, which leads to vehicles not being available to provide the required services to the community.</p> <p>Service Interruption Council not being complaint with its own policies an associate Acts and regulations.</p> <p>Legal and Compliance Council staff not driving up to date quality vehicles may lead to reputational risk.</p> <p>Reputational Keeping our fleet updated ensures that vehicles have the latest emission and an environmental controls fitted.</p> <p>Environmental</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.

A budget request to engage a consultant in 2021/22 to undertake a full review of Council’s Motor Vehicle Fleet including Compliance, Executive, Manager and Plant vehicles – examining electric vehicle options while recommending a selected range and type of vehicle based on optimum value for money, is included in an earlier agenda report. This review will also include examining running and changeover costs, changeover periods, FBT, Novate Leasing, motor vehicle allowances options, and a review and update of existing Motor Policies.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

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

Discussion:

Cr M Bennett moved the resolution with the amendment that there be a two year moratorium on all vehicle purchases and replacements and reductions in the transfers for the 2021/22 and 2022/23 period.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE RESOLUTION

IPC 18-21 MOVED - Cr M Bennett SECONDED - Cr M Hutchinson

THAT the Integrated Planning Committee recommends that Council

- Adopts the following Annual Transfers to Reserve for the delivery of the Compliance and Executive Vehicle 10 Year Replacement Program:**

	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
	Annual Transfer (x \$1,000)									
2021/2022 Draft LTFP	40	45	150	100	120	145	200	150	150	155

- Impose a 2 year moratorium on vehicle purchases and replacements whilst we look into future vehicle needs.**

CARRIED
6/0

8.17 Title: Draft Eaton Recreation Centre Equipment Asset Management Plans 2021/22 – 2030/31

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Gary Thompson – Manager Recreation Centre</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Eaton Recreation Centre Equipment Asset Management Plan 2021/22 - 2030/31 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Equipment Replacement Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

The Eaton 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 2021/22 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption. Year one of the Asset Management Plan will be incorporated into the 2021/22 Annual Budget.

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 Eaton Recreation Centre AMP as and when amendments are made.

Budget Implications

The information contained in the Eaton Recreation Centre Equipment 10 Year Program will be used annually to update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following summary table from the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years. (Appendix IPC: 8.17A).

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

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

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
	Annual Transfer (x \$1,000)										
2020/2021 LTFP	110	120	130	140	130	130	130	130	130	130	
Draft 2021/2021 LTFP		120	130	140	130	130	130	130	130	130	130

Budget – Whole of Life Cost

Budgeted expenditure and reserve transfer requirements are included annually in the Eaton 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: 8.17B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Eaton Recreation Centre Equipment Asset Management Plan 2021/22 – 2030/31	
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	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 19-21 MOVED - Cr M Bennett SECONDED - Cr C Boyce

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the 2021/22 10 year Eaton Recreation Centre Equipment Asset Management Plan:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
120	130	140	130	130	130	130	130	130	130	1,300

CARRIED
5/1

8.18 Title: Draft IT Asset Management Plans 2021/22 – 2030/31

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

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Information Technology Asset Management Plan 2021/22-2030/31, which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year IT Replacement Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Background

The Information Technology 10 Year Asset Management Plan is reviewed annually and provides a structured acquisition and replacement program for the IT equipment, software systems and licences.

The IT 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 Asset Management 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;
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; and
4. To inform the Long Term Financial Plan and support the Corporate Business Plan.

Year one of the Asset Management Plan will be incorporated into the 2021/22 Annual Budget.

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 IT 10 Year Program will be used annually to update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget. The following summary table from the IT 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years. (Appendix IPC: 8.18A).

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

	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31
	Annual Transfer (x \$1,000)										
2020/2021 LTFFP	400	400	400	400	400	450	500	500	500	500	
Draft 2021/2021 LTFFP		400	400	400	400	450	500	500	500	500	500

The balance of required funds each year is budgeted to come from general operating revenue.

Budget – Whole of Life Cost

Budgeted expenditure and reserve transfer requirements are included annually in the IT Asset Management Plan to enable the ongoing replacement of IT assets and infrastructure at the end of its useful life. In recent years more IT infrastructure and hardware items have been treated as leased assets rather than outright purchase assets, due to consideration of the overall life cycle cost of these items and the frequency of replacement. In many instances, IT items only have a useful life of 4 years.

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: 8.18B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Event	Draft IT Asset Management Plan 2021/22 – 2030/31						
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 similar size. For this reason the Shire of Dardanup is regarded within the local government sector as a high achiever in the application of IT business services.

- *Future – 10 year ICT Plan*

The strategic focus of IT over the next 5-10 years needs to align with the 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 information technology and smart business systems.

In the August 2020, the Council endorsed its first ICT Strategic Plan 2020-2030. The ICT projects identified in the Plan are aligned to the outcomes of Strategic Community Plan. The delivery of a new Councillor Portal was the first project in this Plan, which enabled the Councillor documents and information services to be delivered online. The next project in the short term 4-5 year time horizon is a move to a new Enterprise Resource Planning (ERP) software system.

The new ERP system will replace the existing SynergySoft software system (primarily used for core financial services) and some of the additional software systems ie: AssetFinda, Zoodata, etc. A report to Council seeking endorsement to proceed toward a new ERP system will be presented to the Ordinary Council Meeting in March 2021. It is anticipated that the outcome of this review and decision will be incorporated into the 2021/22 IT Asset Management Plan, assuming Council resolves to support the proposed changes.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

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

IPC 20-21 MOVED - Cr T Gardiner SECONDED - Cr P Robinson

THAT the Integrated Planning Committee recommends that Council adopts the following Annual Transfers to Reserve for the delivery of the 2021/22 10 year Information Technology Asset Management Plan:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
400	400	400	400	450	500	500	500	500	500	4,550

CARRIED
4/2

FOR THE MOTION
Cr Peter Robinson
Cr Carmel Boyce
Cr Michael Bennett
Cr T Gardiner

AGAINST THE MOTION
Cr J Dow
Cr M Hutchinson

9 NEW BUSINESS OF AN URGENT NATURE**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 21-21 MOVED - Cr P Robinson SECONDED - Cr M Hutchinson

THAT Council receive the E-Waste Collection Trial report as Business of an Urgent Nature.CARRIED
6/0**9.1 Title: E-Waste Collection Trial**

<i>Reporting Department:</i>	<i>Elected Member</i>
<i>Reporting Officer:</i>	<i>Cr. Peter Robinson</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

Cr Peter Robinson is requesting the Chief Executive Officer to include as part of the draft budget for the following financial year a twelve-month e-Waste collection trial for Eaton/Millbridge, to be presented to Council in their budget discussions and review. The Chief Executive Officer be requested to present to Council a report on the outcomes of the 12 month e-Waste trail.

Background

Mr Matt Meijer, a community member of Ferguson Valley has conducted a trial e-waste collection in the town of Dardanup over the past two years. He is based at the Carramar Park car park, every first Saturday of the month for two hours from 9 am. In the first year he collected 15 tonnes of e-Waste as well as other materials (household hazards and other recyclables) brought along by locals. During the second year the collection totalled 10 tonnes. Please refer to the photo of waste collection provided in (Appendix I-IPC: 9.1A). In the first year a significant amount of stored waste was recycled, leading to a reduction in the second year's collection. However, the trend in 2021 continues in terms of the volumes of e-waste being recycled which indicates that in a small rural town like Dardanup and its hinterland the e-Waste stream for recycling and disposing has a high demand and continuous need.

Currently, the Shire of Dardanup has no specific e-Waste collection scheme for the larger population centres of Eaton and Millbridge. If the estimated population numbers in the more urbanised areas, i.e. approximately 9000 residents take up the opportunity to recycle e-Waste the expectation is that it may easily reach up to 100 tonnes collection in the first year.

The diversion of e-Waste from landfill is a State Government initiative which was published on the 21 January 2021. One million dollars is being invested by the State Government in supporting nine initiatives which are designed to divert 1000 tonnes annually from landfill. The Shire of Pilbara, the City

of Rockingham and City of Bunbury are among the nine initiatives which were awarded a total of \$160,000 to support their respective e-Waste diversion schemes.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the Local Government Act 1995 states:

6.2 *Local government to prepare annual budget*

(4) *The annual budget is to incorporate –*

(b) *Particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the Local Government (Financial Management) 1996 Regulation states:

5. *CEO's duties as to financial management*

(2) *Efficient systems and procedures are to be established by the CEO of a local government –*

(g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Strategic Community Plan

Strategy 2.1.3 - Provide our community with a variety of waste disposal options to minimise the impact of waste disposal on our natural environment. (Service Priority: Very High).

Environment

Supporting this initiative will lead to a positive cumulative impact on the environment in the future by reducing the waste to landfill.

Precedents - None.

Budget Implications

An allocation of \$5,200 to be included in the final budget to be presented to Council in June 2021.

Budget – Whole of Life Cost -

As no assets are created, there are no whole of life costs to Council.

Council Policy Compliance

Policy CP018 – *Corporate Business Plan & Long Term Financial Plan.*

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	E-Waste Collection Trial
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 Elected Member requests form part of the Annual Budget Process</p> <p>Legal and Compliance Risk of Council breaching the Local Government Act 1995 – Risk that the Member Fees, Expenses and Allowances is not adopted</p>

Elected Member Comment

The Shire does not have a specific e-Waste management program, other than Mr Meijer’s initiative which has over the last two years diverted 25 tonnes of e-Waste as well as significant quantities of other recyclable and household hazardous materials (HHM) from landfill. The Council has always held a strong belief that landfill must be reduced to a near zero level. Extending the collection service to Eaton/Millbridge will support the Shire and our communities to implement this aspiration.

It is proposed that the Shire of Dardanup support a twelve-month trial with Mr Meijer as the service provider for an e-Waste collection in Eaton/Millbridge. The support would consist of the following:

- Regular advertising of collection events for both Dardanup and Eaton including the Shire website, Social Media and using the electronic notice board;
- Encouragement of separation of e-Waste from hard waste collections (it is usually left behind) by the above means;
- Approving the locations for collection at Carramar Park and the Shire carpark in Eaton;
- Providing a fourth container at the Eaton and Dardanup offices and Shire Transfer Station specifically for e-Waste;
- Providing the service provider with free disposal at the Dardanup Transfer Station of waste that does not fall within those categories he can’t manage;
- Providing the service provider with some documentation certifying that the TVs and paint tins collected are from households;
- Funding the twelve-month trial up to a total of \$5200; and
- Seeking grant funding (when available) to fully fund this operation in the future.

The Stanley Road Tip currently receives a range of Hazardous Household Waste (Appendix IPC: 9.1C HHW Program) including TVs free of charge from households. When Mr Meijer arrives with a number of TVs Tip Staff charge him for their disposal at the commercial business rate. Because he has a collection of TVs, they interpret their disposal as being from a business. Collecting the TVs as he does and taking them to Stanley Road saves the community from multiple journeys, reducing vehicle emissions, fuel consumption and road wear. The same applies to paint tin disposal and other HHW. His service is targeted at and services households specifically. Providing Mr Meijer with documentation certifying that the TVs, paint tins, etc. are HHW will, hopefully, eliminate the need for them charging a commercial rate.

Currently Mr Meijer is given a number of articles that are not e-Waste. Many of these (e.g. bread bag tags, batteries) he manages to recycle, others however require special management, (e.g. contaminated

items/containers) at present and have nowhere to go other than landfill. It is proposed that the Shire give Mr Meijer five ute/trailer tip passes for the Dardanup Transfer Station a year for these materials.

Further information:

- Bread tags are collected and given to “Bread tags for Wheel Chairs”;
- Coffee pods are collected and given to the Nescafe recycling scheme;
- Bottle tops are taken to Margaret River where they are fused into bowls of different sorts and sizes;
- Metals are sorted into types; copper, aluminium (not drink cans), stainless steel, brass, lead, and other alloys and are taken to scrap metal merchants;
- Electrical cabling is sorted into categories and taken to scrap metal merchants;
- Medicines are safely deposited with the Drive in Chemist in South Bunbury; and
- Batteries are transported to the Perth Battery Recycler.

Director Infrastructure Comment

The Shire’s Waste Management Plan, which was conditionally adopted in June 2020, specifically references e-Waste as an area to be targeted:

No.	Strategy	Target
5	Improve waste recovery through: <ul style="list-style-type: none"> • Support of business initiatives for recovery of e-waste, batteries, clothing and other materials. • Seeking funding opportunities for recovery initiatives. 	Ongoing

Currently, the Shire advises its residents to dispose of e-Waste at the Bunbury Harvey Regional Council waste facility at Stanley Road. This is mentioned through the various public notices and web postings made by the Shire. In the past, the Shire participated in collection programs and was receiving e-Waste at its Transfer Station. At the time, program funding was limited and the removal of the accumulated waste was problematic and resulted in double handling for the Shire.

Shire officers support the proposal of Matt Meijer to expand his operation to a larger catchment area such as Eaton. Target locations for e-Waste drop-off can be provided by the Shire and the service can be promoted through the Shire’s website and other communications. Officers will, however, need to agree on particulars of the service, including financial support, other expenses, logistics and processes for handling, storing, processing and disposal of residual waste.

Overall, the proposal would meet the Shire’s strategic requirements as described in the Waste Management Plan and Officers recommend that Council support the initiative.

Council Role - Review

Voting Requirements - Simple Majority

Change to Elected Member Recommendation

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

Discussion:

Council discussed the item and requested that an amendment be made to the resolution to request an interim report be brought back to Council through the Information Bulletin in 6 months' time.

Note: Mrs Cathy Lee left the meeting at 5.28pm

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

IPC 21-21

MOVED -

Cr P Robinson

SECONDED -

Cr M Hutchinson

THAT Council:

1. **Requests the Chief Executive Officer to submit an allocation of \$5,200 as part of the 2021/22 budget to support a twelve-month trial for an e-Waste collection service operated by Mr Matt Meijer in Eaton/Millbridge.**
2. **Request the Chief Executive Officer, as part of the trial period to support:**
 - **Regular advertising of collection events for both Dardanup and Eaton including the Shire website, Social Media and using the electronic notice board;**
 - **Encouragement of separation of e-Waste from hard waste collections (it is usually left behind) through marketing initiatives;**
 - **Approving the locations for collection at Carramar Park and the Shire carpark in Eaton;**
 - **Providing a container at the Eaton and Dardanup offices and Shire Transfer Station specifically for e-Waste;**
 - **Providing the service provider, Mr Meijer with free disposal (five ute/trailer passes) at the Dardanup Transfer Station for waste that does not fall within those categories he can't manage; and**
 - **Providing the service provider, Mr Meijer with documentation to certify that the TVs and paint tins and other HHW are collected from households on behalf of the Shire of Dardanup.**
3. **Requests the Chief Executive Officer to present a report to Council on the outcomes of the 12-month trial.**
4. **Requests the Chief Executive Officer provide an interim 6 month report to Councillors through the Information Bulletin.**
5. **Requests the Chief Executive Officer to seek grant funding to fully fund this operation in the future.**

CARRIED

6/0

10 MATTERS BEHIND CLOSED DOORS

None.

11 CLOSURE OF MEETING

The Chairperson advises that the date of the next Integrated Planning Committee Meeting will be Wednesday, 14 April 2021 commencing at 9.00am at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Chairperson declared the meeting closed at 5.26pm.



2021/22

DRAFT Schedule of Fees and Charges

2021/22
DRAFT Schedule of Fees and Charges

	Page	Contents	Page
Function 3 - General Purpose Income		Function 10 - Community Amenities	
3.1 - Rates & Debtors	3	10.1 - Waste Management	7
3.2 - Rates & Property Information Search Fees	3	- Rubbish Charges	8
		- Refuse Site (Tip) Fees	8
Function 4 - Governance		- Septic Tank Fees	9
4.1 - Sale of Electoral Rolls	3	10.2 - Town Planning & Regional Development	9
4.2 - Minutes & Agendas	3	10.3 - Cemetery Fees & Charges	10
4.3 - Printing & Photocopying	3	10.4 - Environment	11
4.4 - Freedom of Information	3		
4.5 - Election Nomination Deposit Fee	3	Function 11 - Recreation & Culture	
Function 5 - Law, Order & Public Safety		11.1 - Public Halls, Buildings	11
5.1 - Fire Prevention	4	11.2 - Parks, Gardens & Reserves	12
5.2 - Animal Control - Dogs and Cats	4	11.3 - Eaton Recreation Centre	13
5.3 - Animal Control - Cattle Impounding	5	11.4 - Libraries	16
5.4 - Abandoned Vehicles	6	Function 12 - Transport	
5.5 - Abandoned Trolleys	6	12.1 - Special Plate Series	17
Function 7 - Health		- Verge Inspection Fees	17
7.1 - Licence	6	- Contribution to Works, Roads, Pathways	17
7.2 - Water Sampling	7	Function 13 - Economic Services	
7.3 - Other Charges - Health	7	13.1 - Caravan Parks & Camping Grounds	17
7.4 - Pet Meat	7	- Building Control	17
7.5 - Offensive Trades, Public Health, Food Hygiene	8	- Extractive Industries	18
7.6 - Public Health	8	Function 14 - Other Property & Services	
7.7 - Food Hygiene - Health	8	14.2 - Private Works	18
		- Administration	18
		- Events Application Fees	19
		- Traffic Management Plan Preparation	19

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment	Division 81 (ATO Determination/ATO Ruling)	Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments	
												Taxed
FUNCTION 3												
3.1 Rates & Debtors												
General Purpose Income												
3.1.1 Instalment Fee	X	31.1	2016	\$ 39.00	\$ 39.00	N	\$ 39.00	0321003		Regulatory	Local Government Act 1995	
3.1.2 Direct Debit Plan / Payment Arrangement (Annual Fee)	X	31.1	2016	\$ 39.00	\$ 39.00	N	\$ 39.00	0321003		Regulatory	Local Government Act 1995	
3.1.3 Rates Notice Re-issue	X	ATO Private Ruling	2014	\$ 12.00	\$ 12.00	N	\$ 12.00	0321012	0400		ATO Private Ruling	
3.1.4 Dishonoured Payment Administration Fee	X	ATO Private Ruling	2014	\$ 17.00	\$ 17.00	N	\$ 17.00	0321011			ATO Private Ruling	
3.1.5 Debt Recovery Costs	X	ATO Private Ruling		At Cost	At Cost	N	At Cost	0321010	0176		ATO Private Ruling	
3.1.6 Administration Charge - Issue of Court Claim	X	ATO Private Ruling	2019	\$ 140.00	\$ 140.00	N	\$ 140.00	0321011	0434		ATO Private Ruling / Change of Debt Recovery	
3.1.7 Administration Charge - Intention to Summons Letter	X	ATO Private Ruling	2019	At Cost	At Cost	N	At Cost	0321011	0434		ATO Private Ruling	
3.1.8 Administration Charge - Lost / Damaged Library Book per book levied at invoice stage	X	ATO Private Ruling	2010	\$ 5.00	\$ 5.00	N	\$ 5.00	0321011	0172		ATO Private Ruling	
3.2 Rates & Property Information Search Fees												
3.2.1 Rates & Property Inquiry Charge	X	31.32 Section 81-10 (5) (a) GST Act	2014	\$ 35.00	\$ 35.00	N	\$ 35.00	0321012	0400		Local Government Act 1995	
3.2.2 Orders & Requisitions	X	31.32	2014	\$ 175.00	\$ 175.00	N	\$ 175.00	0321012	0400		Local Government Act 1995	
3.2.3 Government Agency Rates Enquiry Fee	X		New 2021	\$ -	\$ 20.00	N	\$ 20.00	0321012	0400		Local Government Act 1995	
3.2.4 Non Commercial Use Property Listing - Hard Copy (All Wards)	X		2014	\$ 363.64	\$ 363.64	Y	\$ 400.00	0321013	0401		Rates Book - LGA 1995	
3.2.5 Non Commercial Use Property Listing - Hard Copy (Eaton Only)	X		2014	\$ 363.64	\$ 363.64	Y	\$ 400.00	0321013	0401		Rates Book - LGA 1995	
3.2.6 Non Commercial Use Property Listing - Hard Copy (Per Ward excl. Eaton)	X		2014	\$ 181.82	\$ 181.82	Y	\$ 200.00	0321013	0401		Rates Book - LGA 1995	
3.2.7 Non Commercial Use Property Listing - Electronic (All Wards)	X		2014	\$ 318.18	\$ 318.18	Y	\$ 350.00	0321013	0401		Rates Book - LGA 1995	
3.2.8 Non Commercial Use Property Listing - Electronic (Eaton Only)	X		2014	\$ 272.73	\$ 272.73	Y	\$ 300.00	0321013	0401		Rates Book - LGA 1995	
3.2.9 Non Commercial Use Property Listing - Electronic (Per Ward excl. Eaton)	X		2014	\$ 136.36	\$ 136.36	Y	\$ 150.00	0321013	0401		Rates Book - LGA 1995	
FUNCTION 4												
4.1 Sale of Electoral Rolls												
4.1.1 NOT FOR SALE - OBTAIN VIA ELECTORAL COMMISSION ONLY												
4.2 Minutes & Agendas												
4.2.1 NOT FOR SALE - Available free to download from council website			2014	No Charge	No Charge	N	No Charge				Local Government Act 1995 ATO Private Ruling	
4.3 Printing and Photocopying												
4.3.1 Normal												
A4 B/W	X		2014	\$ 0.64	\$ 0.64	Y	\$ 0.70	0422002	0404			
A4 Colour	X		2014	\$ 1.36	\$ 1.36	Y	\$ 1.50	0422002	0404			
A3 B/W	X		2014	\$ 1.09	\$ 1.09	Y	\$ 1.20	0422002	0404			
A3 Colour	X		2014	\$ 2.27	\$ 2.27	Y	\$ 2.50	0422002	0404			
A2 B/W Print	X		2017	\$ 9.09	\$ 9.09	Y	\$ 10.00	0422002	0404			
A1 B/W Print	X		2017	\$ 18.18	\$ 18.18	Y	\$ 20.00	0422002	0404			
4.3.2 Own Paper Supplied												
A4 B/W	X		2014	\$ 0.36	\$ 0.36	Y	\$ 0.40	0422002	0404			
A4 Colour	X		2014	\$ 0.64	\$ 0.64	Y	\$ 0.70	0422002	0404			
A3 B/W	X		2014	\$ 0.55	\$ 0.55	Y	\$ 0.60	0422002	0404			
A3 Colour	X		2014	\$ 1.36	\$ 1.36	Y	\$ 1.50	0422002	0404			
4.4 Freedom of Information												
4.6.1 FO Application	X	ATO Private Ruling	2007	\$ 30.00	\$ 30.00	N	\$ 30.00	0422003		Regulatory	FOI Act 1992	
4.6.2 FO Investigation fee	X	ATO Private Ruling	2007	\$ 30.00	\$ 30.00	N	\$ 30.00	0422003		Regulatory	Per Hour / fee set under FOI Regs 1983	
4.6.3 FO Photocopying (per copy)	X	ATO Private Ruling	2019	\$ 0.20	\$ 0.20	N	\$ 0.20	0422003		Regulatory	Per Copy / fee set under FOI Regs 1983	
4.5 Election Nomination Fees												
4.7.1 Election Nomination Deposit Fee	X			\$ 80.00	\$ 80.00	N	\$ 80.00	Mun/Trust - TNV00		Regulatory	Local Government (Elections) Regulations 1997 - Regulation 26(1)	

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

FUNCTION 5	General Description	GST Treatment Taxed	Division of (ATO) Determination/ATO Ruling	Last Changed	GST/Excl 2020/21	GST/Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
FUNCTION 5 Law, Order & Public Safety												
5.1 Fire Prevention												
5.1.1	Administration Fee (Arrange Fire Hazard Clearing)	X		2017	\$ 80.00	\$ 80.00	N	\$ 80.00	0521002			Bush Fire Act 1951 and Local Government Act 1995
5.1.2	Administration Fee (Repeat Inspection for Non-Compliance with Fire Prevention Order)	X		2017	\$ 60.00	\$ 60.00	N	\$ 60.00	0521002			
5.1.3	Fire Hazard Prevention / Reduction Works for Non-Compliance with Order	X		2017	At Cost	At Cost	Y	At Cost	0521001			
5.2 Animal Control												
5.2.1	Dog Tag Replacement (Transfer In)	X	37.1/ATO Private Ruling	2007	\$ 5.00	\$ 5.00	N	\$ 5.00	0523005			Dog Act 1976
5.2.2	Ranger Fee	X		2005			Y	At Cost	0523002	0405		
5.2.3	Poundage - Dogs Impounding / Release Fee (plus sustenance)	X	31.2/301.24	2014	\$ 140.00	\$ 140.00	N	\$ 140.00	0523006			Oncost of charges set by City of Bunbury (MOU)
5.2.4	Sustenance (per day) - Dogs	X	ATO Private Ruling	2021	\$ 25.00	\$ 30.00	N	\$ 30.00	0523006			Oncost of charges set by City of Bunbury (MOU)
5.2.5	Dog Surrender Fee/and or Euthanase (Voluntary)	X		2014	\$ 181.82	\$ 181.82	Y	\$ 200.00	0523007			
5.2.6	Annual Inspection of Premises for Dangerous Dogs / Restricted Breeds	X	ATO Private Ruling	2017	\$ 125.00	\$ 125.00	N	\$ 125.00	0523003			
5.2.7	Kennel Licence and / or Dog Management Facility Application Fee Transfer of Kennel Licence and / or Dog Management Facility	X	31.7	2017	\$ 200.00	\$ 200.00	N	\$ 200.00	0523005	0131		Dog Act 1976 (Dogs Local Law 2014)
	Annual Inspection and Renewals of Kennel and / or Dog Management Facility	X	ATO Private Ruling	2014	\$ 100.00	\$ 100.00	N	\$ 100.00	0523003			ATO Private Ruling
		X	ATO Private Ruling	2017	\$ 125.00	\$ 125.00	N	\$ 125.00	0523003			ATO Private Ruling
5.2.8	Animal Control Traps - (Guidelines form to be completed) Weekly Hire - No Charge Bond	X		2014	No Charge	No Charge	Y	No Charge				
		X		2017	\$ 150.00	\$ 150.00	N	\$ 150.00	Muni/Trust - THIRE01			Bond
		X		2019	\$ 13.64	\$ 13.64	Y	\$ 15.00	0523002			Cost recovery fee from registered owner when Council is updating microchip details into company database on behalf of owner.
5.2.9	Dog Microchip Database Update (by Council)	X										Dog Act 1976
5.2.10 Dog Registrations & Licences												
Stenilised												
1 Year		X	31.7	2013	\$ 20.00	\$ 20.00	N	\$ 20.00	0523005			Dog Regulations 2013
3 Years		X	31.7	2013	\$ 42.50	\$ 42.50	N	\$ 42.50	0523005			Registration after 31st May 50%
Lifetime		X	31.7	2013	\$ 100.00	\$ 100.00	N	\$ 100.00	0523005			Pensioner Concession 50% as defined per the Rates & Charges (Rebates and Deferments) Act 1992
Pensioner - 1 Year (50% Concession)		X	31.7	2013	\$ 10.00	\$ 10.00	N	\$ 10.00	0523005			
Pensioner - 3 Years (50% Concession)		X	31.7	2013	\$ 21.25	\$ 21.25	N	\$ 21.25	0523005			
Pensioner - Lifetime (50% Concession)		X	31.7	2013	\$ 50.00	\$ 50.00	N	\$ 50.00	0523005			
Unsterilised												
1 Year - Unsterilised		X	31.7	2013	\$ 50.00	\$ 50.00	N	\$ 50.00	0523005			Common Expiry 31st October
3 Years - Unsterilised		X	31.7	2013	\$ 120.00	\$ 120.00	N	\$ 120.00	0523005			
Lifetime - Unsterilised		X	31.7	2013	\$ 250.00	\$ 250.00	N	\$ 250.00	0523005			
Pensioner - 1 Year (50% Concession)		X	31.7	2013	\$ 25.00	\$ 25.00	N	\$ 25.00	0523005			Pensioner Concession 50% as defined per the Rates & Charges (Rebates and Deferments) Act 1992
Pensioner - 3 Years (50% Concession)		X	31.7	2013	\$ 60.00	\$ 60.00	N	\$ 60.00	0523005			
Pensioner - Lifetime (50% Concession)		X	31.7	2013	\$ 125.00	\$ 125.00	N	\$ 125.00	0523005			
Pensioner Concession 50% (refer above fees)		X					N	\$ 50%				
Droving/Tending Stock (working dog)	Concession 25% of fee			2013			N	25%				
Guide Dog Nil				2013	Nil	Nil	N	Nil				
State Emergency Tracker Dog / Kept for purposes of the Crown		X		2013	\$ 1.00	\$ 1.00	N	\$ 1.00	0523005			Dog Act 1976 s. 15 (4)
Declared Dangerous and Restricted Breed dogs		X		2013	\$ 50.00	\$ 50.00	N	\$ 50.00	0523005			Dog Regulations 2013
Registration of Dog in an approved kennel establishment, per establishment		X		2013	\$ 200.00	\$ 200.00	N	\$ 200.00	0523005			Dog Regulations 2013, r. 17 (3) 2. 9(g)

(Appendix ORD: 12.20B)

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	Free										
5.2.11 Application for More than Two Dogs		X	ATO Private Ruling	2017	\$ 125.00	\$ 125.00	N	\$ 125.00	0523003			ATO Private Ruling
5.2.12 Poundage - Cats Impounding / Release Fee (plus sustenance)		X	31.23/31.24	2013	\$ 140.00	\$ 140.00	N	\$ 140.00	0523006			Oncost of charges set by City of Bunbury (MOU)
5.2.13 Cat Tag Replacement (Transfer In)		X	37.1/ATO Private Ruling	2013	\$ 5.00	\$ 5.00	N	\$ 5.00	0523008			
5.2.14 Sustenance (per day) - Cats		X	ATO Private Ruling	2021	\$ 25.00	\$ 30.00	N	\$ 30.00	0523006			Oncost of charges set by City of Bunbury (MOU)
5.2.15 Cat Surrender Feeland or Euthanasia (Voluntary)	X			2014	\$ 181.82	\$ 181.82	Y	\$ 200.00	0523007			
5.2.16 Cat Microchip Database Update (by Council)	X			2019	\$ 13.64	\$ 13.64	Y	\$ 15.00	0523002			Cost recovery fee from registered owner when Council is updating microchip details into company database on behalf of owner.
5.2.17 Cat Registrations & Licences 1 Year - Sterilisation Compulsory 3 Year - Sterilisation Compulsory Lifetime - Sterilisation Compulsory Breeders - Approval to Breed Cats (per breeding cat, male or female) Pensioner - 1 Year - Sterilisation Compulsory (50% Concession) Pensioner - 3 Years - Sterilisation Compulsory (50% Concession) Pensioner - Lifetime - Sterilisation Compulsory (50% Concession) Pensioner Concession 50% of fee (refer above fees)		X		2013	\$ 20.00	\$ 20.00	N	\$ 20.00	0523008		Regulatory	Fees per Cat Act 2011, Pt 2 Div 1, s. 9
		X		2013	\$ 42.50	\$ 42.50	N	\$ 42.50	0523008		Regulatory	Common Expiry 31st October
		X		2013	\$ 100.00	\$ 100.00	N	\$ 100.00	0523008		Regulatory	Registration after 31st May 50%
		X		2013	\$ 100.00	\$ 100.00	N	\$ 100.00	0523008		Regulatory	Cat Regulations 2012, Sched 3 Fees
		X		2013	\$ 10.00	\$ 10.00	N	\$ 10.00	0523008		Regulatory	Pensioner Concession 50% as defined per the Rates & Charges (Rebates and Deferments) Act 1992
		X		2013	\$ 21.25	\$ 21.25	N	\$ 21.25	0523008		Regulatory	
		X		2013	\$ 50.00	\$ 50.00	N	\$ 50.00	0523008		Regulatory	
		X		2013	\$ -	\$ -	N	\$ -	0523008		Regulatory	
5.2.18 Cat Management Facility Application Fee Annual Inspection and Renewal of Cat Management Facility Licence Transfer of Cat Management Licence Facility		X		2014	\$ 200.00	\$ 200.00	N	\$ 200.00	0523008		Regulatory	Cat Act 2011, Pt 3 Div 3, s. 31
		X		2017	\$ 125.00	\$ 125.00	N	\$ 125.00	0523008		Regulatory	Cat Act 2011, Pt 3 Div 3, s. 31
5.2.19 Application for More than Two Cats		X	ATO Private Ruling	2014	\$ 100.00	\$ 100.00	N	\$ 100.00	0523003			ATO Private Ruling
		X		2017	\$ 125.00	\$ 125.00	N	\$ 125.00	0523003			ATO Private Ruling
5.3 Animal Control - Cattle Impounding These fees vary from the schedule of fees and charges per the Local Government (Miscellaneous Provisions) Act 1960 and valid only after publication of notice in the Government Gazette.												
5.3.1 Ranger Fees (per head) Horse, mules, asses, camels, bulls or boars 6am - 6pm weekdays 6pm - 6am and weekend or Public Holiday Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs 6am - 6pm weekdays 6pm - 6am and weekend or Public Holiday Wethers, ewes, lambs and goats 6am - 6pm weekdays 6pm - 6am and weekend or Public Holiday		X	31.25 31.25	2017 2017	\$ 75.00 \$ 125.00	\$ 75.00 \$ 125.00	N N	\$ 75.00 \$ 125.00	0523006 0523006			Local Government (Misc Prov) Act 1960 Local Government (Misc Prov) Act 1960
		X	31.25 31.25	2017 2017	\$ 75.00 \$ 125.00	\$ 75.00 \$ 125.00	N N	\$ 75.00 \$ 125.00	0523006 0523006			Local Government (Misc Prov) Act 1960 Local Government (Misc Prov) Act 1960
		X	31.25 31.25	2017 2017	\$ 75.00 \$ 125.00	\$ 75.00 \$ 125.00	N N	\$ 75.00 \$ 125.00	0523006 0523006			Local Government (Misc Prov) Act 1960 Local Government (Misc Prov) Act 1960

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment Taxed	Division of (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments	
5.3.2 Poundage Fees (per head)												
Horse, mules, asses, camels, bulls or boars, above 2 years of age, per head First 24 Hours or Part Thereof	X	31.25	2017	\$ 25.00	\$ 25.00	N	\$ 25.00	0523006			Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act	
Horse, mules, asses, camels, bulls or boars, under 2 years of age, per head First 24 Hours or Part Thereof	X	31.25	2017	\$ 25.00	\$ 25.00	N	\$ 25.00	0523006			Fee set under the Act Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act	
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head First 24 Hours or Part Thereof	X	31.25	2017	\$ 25.00	\$ 25.00	N	\$ 25.00	0523006			Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act	
Wethers, ewes, lambs and goats, per head First 24 Hours or Part Thereof	X	31.25	2017	\$ 15.00	\$ 15.00	N	\$ 15.00	0523006			Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act	
5.3.3 Sustenance Charges (per head, per 24 hours or part thereof) All Stock	X		2017	\$ 20.00	\$ 20.00	N	\$ 20.00	0523006			Local Government (Misc Prov) Act 1960	
5.3.4 Stock Control (per occasion) Securing livestock in Private Property includes Travel and Transport > 3kms	X		2017	At Cost	At Cost	N	At Cost	0523006			Local Government Act 1995	
5.4 Abandoned Vehicles												
5.4.1 Towing Fee (Vehicle)	X	ATO Private Ruling	2016	\$ 175.00	\$ 175.00	N	\$ 175.00	0524002			ATO Private Ruling	
5.4.2 Towing - Administration Fee	X	ATO Private Ruling	2016	\$ 60.00	\$ 60.00	N	\$ 60.00	0524002			ATO Private Ruling	
5.4.3 Storage fee up to 60 days (per day)	X	ATO Private Ruling	2015	\$ 15.00	\$ 15.00	N	\$ 15.00	0524002			ATO Private Ruling/S.40 LG Act	
5.5 Abandoned Trolleys												
5.5.1 Initial Impounding of Abandoned Trolley	X	ATO Private Ruling	2017	\$ 50.00	\$ 50.00	N	\$ 50.00	0524002			ATO Private Ruling	
5.5.2 Daily Pound Fee for Abandoned Trolley, per trolley per day	X	ATO Private Ruling	2014	\$ 10.00	\$ 10.00	N	\$ 10.00	0524002			ATO Private Ruling Local Law, Activities in Thoroughfares... 3.6	
FUNCTION 7												
7.1 Licence												
7.1.1 Stall Holders												
Licence (on application & renewal)	X	Div 31.8/6, 16 LGA	2014	\$ 78.00	\$ 78.00	N	\$ 78.00	0724003	0130		Local Government Act 1995	
Per Day	X	31.8	2014	\$ 8.00	\$ 8.00	N	\$ 8.00	0724003	0130		Local Government Act 1995	
Per Week	X	31.8	2014	\$ 21.00	\$ 21.00	N	\$ 21.00	0724003	0130		Local Government Act 1995	
Per Month	X	31.8	2014	\$ 26.00	\$ 26.00	N	\$ 26.00	0724003	0130		Local Government Act 1995	
Per Year	X	31.8	2014	\$ 129.00	\$ 129.00	N	\$ 129.00	0724003	0130		Local Government Act 1995	
7.1.2 Traders												
Licence (on application & renewal)	X	31.8	2014	\$ 78.00	\$ 78.00	N	\$ 78.00	0724003	0130		Local Government Act 1995	
Per Day	X	31.8	2014	\$ 8.00	\$ 8.00	N	\$ 8.00	0724003	0130		Local Government Act 1995	
Per Week	X	31.8	2014	\$ 21.00	\$ 21.00	N	\$ 21.00	0724003	0130		Local Government Act 1995	
Per Month	X	31.8	2014	\$ 26.00	\$ 26.00	N	\$ 26.00	0724003	0130		Local Government Act 1995	
Per Year	X	31.8	2014	\$ 129.00	\$ 129.00	N	\$ 129.00	0724003	0130		Local Government Act 1995	

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment		Division of (ATO) Determination/ATO Ruling	Last Changed	GST/Exc1 2020/21	GST/Exc1 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	Free										
7.1.3 Hawker Application Renewal	X	X	318 318	2014 2014	\$ 52.00 \$ 52.00	\$ 52.00 \$ 52.00	N N	\$ 52.00 \$ 52.00	0724003 0724003	0130 0130		Local Government Act 1995 Local Government Act 1995
7.2 Water Sampling												
7.2.1 Water Sampling	X		Taxable under Section 9-5		\$ 100.00	\$ 100.00	Y	\$ 110.00	0724002			FOI Search Fees
7.3 Other Charges - Health												
7.3.1 Information Search Fee	X		31.32		\$ 1.00	\$ 1.00	N	\$ -	0724003			Search on info on Public Record
7.3.2 Insufficient copies of plans (per page)	X		31.32		\$ 1.00	\$ 1.00	Y	\$ 1.10	0724002			Search on info on Public Record
7.3.3 Information Research - Less than half hour	X		31.32		\$ 1.00	\$ 1.00	N	\$ -	0724003			Search on info on Public Record
7.3.4 Information Research - per hour	X		31.32		\$ 1.00	\$ 1.00	N	\$ -	0724003			Search on info on Public Record
7.3.5 Copies of reports / documents / maps (A3 or A4) - per page	X		31.32		\$ 0.50	\$ 0.50	N	\$ 0.50	0724003			Search on info on Public Record
7.3.6 Newspaper Adverts	X		31.32		\$ 0.50	\$ 0.50	N	\$ 0.50	0724003			Search on info on Public Record
7.3.7 Prescribed Fees per Health (Miscellaneous Provisions) Act 1911							Y	cost + GST	0724002			
7.3.8 Liquor Licence (Section 39 Certificates)	X		ATO Private Ruling	2015	\$ 55.00	\$ 55.00	N	\$ 55.00	0724003			Cost updated to recover costs to organisation
7.3.9 Application for Registration of Lodging House	X		ATO Private Ruling	2014	\$ 100.00	\$ 100.00	N	\$ 100.00	0724003			Health Local Laws 2000 & Health (Misc. Prov.) Act 1911
7.3.10 Application for Exemption to Noise Regulations (Section 18)	X		ATO Private Ruling	2014	\$ 1,000.00	\$ 1,000.00	N	\$ 1,000.00	0724003			Environmental Protection (Noise) Reg 18 (6) (b)
7.3.11 Use of Noise Meter During Event - \$/day or part thereof	X		ATO Private Ruling		\$ 182.00	\$ 182.00	N	\$ 182.00	0724003			Regulations 1997 (EPN Regs 1997)
7.3.12 Application for approval of Noise Management Plan - Reg. 14A - Waste Collection/Works	X			2015	\$ 500.00	\$ 500.00	N	\$ 500.00	0724003			EPN Regs 1997
7.3.13 Application for approval of Noise Management Plan - Reg. 16AA - Motor Sport Venue	X			2015	\$ 500.00	\$ 500.00	N	\$ 500.00	0724003			EPN Regs 1997
7.3.14 Application for approval of Noise Management Plan - Reg. 16 BA - Shooting Venue	X			2015	\$ 500.00	\$ 500.00	N	\$ 500.00	0724003			EPN Regs 1997
7.3.15 Fee for assessment of application to exceed Noise Reg. standard (Reg. 18A) up to (Fee determined by CEO)	X			2015	\$ 500.00	\$ 500.00	N	\$ 500.00	0724003			EPN Regs 1997
7.3.16 Noise Monitoring Fee (Reg. 18G) / year (12 months pro-rata)	X			2015	\$ 5,000.00	\$ 5,000.00	N	\$ 5,000.00	0724003			*CEO to estimate the cost of conducting the assessment
7.3.17 Application for Exemption to Noise Regulations (Reg. 18) - Late Fee	X			2015	\$ 250.00	\$ 250.00	N	\$ 250.00	0724003			EPN Regs 1997
7.3.18 Application for Exemption to Noise Regulations (Reg. 18) - Noise monitoring fee	X			2015	At Cost	At Cost	N	At Cost	0724003			EPN Regs 1997
7.3.19 Fee for cost of assessment & processing Reg. 19B (Noise Reg.) application up to (Fee determined by CEO)	X			2015	\$ 15,000.00	\$ 15,000.00	N	\$ 15,000.00	0724003			EPN Regs 1997
7.3.20 Application for Notifiable Event under Reg. 19D (Noise Reg.) - Late fee	X			2015	\$ 500.00	\$ 500.00	N	\$ 500.00	0724003			*CEO to estimate the cost of assessing and processing the application
7.3.21 Application for Exemption to Noise Regulations (Reg. 19D) - Noise monitoring fee	X			2015	At Cost	At Cost	N	At Cost	0724003			EPN Regs 1997
7.4 Pet Meat - Health												
7.4.1 N/A	X		31.13	2014			N	N/A				Previously Health Act 1911 Regulations have been repealed
7.5 Offensive Trades (Fees) - Health												
7.5.1 Slaughterhouses	X		31.13	2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.2 Piggeries	X		31.13	2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.3 Artificial Manure Depots	X		31.13	2011	\$ 211.00	\$ 211.00	N	\$ 211.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.4 Bone Mills	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.5 Places for storing, drying or preserving bones	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.6 Fat melting, fat extracting or tallow melting establishments	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.6A Butcher shop and similar	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.6B Larger Establishments	X		31.13	2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.7 Blood Drying	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.8 Gut scraping, preparation of sausage skins	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.9 Fallmongeries	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.10 Manure Works	X		31.13	2011	\$ 211.00	\$ 211.00	N	\$ 211.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.11 Fish curing establishments	X		31.13	2011	\$ 211.00	\$ 211.00	N	\$ 211.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.12 Laundries, Dyeing establishments	X		31.13	2011	\$ 147.00	\$ 147.00	N	\$ 147.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.13 Bone Merchant premises	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.14 Flock Factories	X		31.13	2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.15 Knackeries	X		31.13	2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003			Health (Offen. Trade Fees) Reg. 1976

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment	Division of (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2020/21	GST Excl 2021/22	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
Continued										
7.5 Offensive Trades (Fees) - Health										
7.5.16 Poultry Processing establishments	X	31.13	2011	\$ 298.00	\$ 298.00	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.17 Poultry Farming	X	31.13	2011	\$ 298.00	\$ 298.00	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.18 Rabbit Farming	X	31.13	2011	\$ 298.00	\$ 298.00	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.19 Fish processing establishments	X	31.13	2011	\$ 298.00	\$ 298.00	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.20 Shellfish and Crustacean processing establishments	X	31.13	2011	\$ 298.00	\$ 298.00	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.21 Any other offensive trade not specified	X	31.13	2011	\$ 298.00	\$ 298.00	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.6 Public Building - Health										
7.6.1 Fee equal to the cost of considering the application up to Standard Fee - 2 (two) hours PEHO	X	31.13	2011	\$ 871.00	\$ 871.00	\$ 871.00	0724003			Health (Miscellaneous Provisions) Act 1911 Health (Public Build.) Reg. 1982
7.7 Food Hygiene - Health										
Food Act 2008										
Food Premises Notification Fee (plus Assessment Fee)	X	31.13	2014	\$ 72.00	\$ 72.00	\$ 72.00	0724003			Food Premises - Food Act 2008
High Risk Assessment Fee (plus Assessment Fee)	X	31.13	2014	\$ 105.00	\$ 105.00	\$ 105.00	0724003			Food Premises - Food Act 2008
Medium Risk Assessment Fee	X	31.13	2014	\$ 260.00	\$ 260.00	\$ 260.00	0724003			Food Act 2008 & Local Government Act 1995
Low Risk Assessment Fee	X	31.13	2014	\$ 210.00	\$ 210.00	\$ 210.00	0724003			Food Act 2008 & Local Government Act 1995
Very Low Risk Assessment Fee	X	31.13	2014	\$ 105.00	\$ 105.00	\$ 105.00	0724003			Food Act 2008 & Local Government Act 1995
7.7.2 Fee for Inspection (Annual Fee)	X	Regulatory	2017	\$ 200.00	\$ 200.00	\$ 200.00	0724003			Food Act 2008 & Local Government Act 1995
High Risk	X	Regulatory	2017	\$ 150.00	\$ 150.00	\$ 150.00	0724003			Food Act 2008 & Local Government Act 1995
Multiple Food Area Premises	X	Regulatory	2017	Max \$ 550.00	Max \$ 550.00	Max \$ 550.00	0724003			Food Act 2008 & Local Government Act 1995
Low Risk	X	Regulatory	2017	\$ 100.00	\$ 100.00	\$ 100.00	0724003			Food Act 2008 & Local Government Act 1995
Family Day Care	X	Regulatory	2017	\$ 100.00	\$ 100.00	\$ 100.00	0724003			Food Act 2008 & Local Government Act 1995
7.7.3 Settlement enquiry of a Food Business	X	31.13	2014	\$ 53.00	\$ 53.00	\$ 53.00	0724003			Food Act 2008 & Local Government Act 1995
FUNCTION 10										
10.1 Waste Management										
10.1.1 Rubbish Charge										
Domestic (Compulsory Service 240) (Reuse & Recycling)	X	31.14	2019	\$ 225.70	\$ 225.70	\$ 225.70	1021004			Waste Avoidance & Resource Recovery Act 2007
Additional Service - Domestic (per service incl Recycling)	X	ATO Private Ruling	2019	\$ 225.70	\$ 225.70	\$ 225.70	1021008			ATO Private Ruling
Additional Service - Domestic Refuse (per service)	X	ATO Private Ruling	2019	\$ 139.74	\$ 139.74	\$ 139.74	1021008			ATO Private Ruling
Additional Service - Domestic Recycling (per service)	X	ATO Private Ruling	2019	\$ 85.96	\$ 85.96	\$ 85.96	1021008			ATO Private Ruling
10.1.2 Tipping Fees										
Domestic Refuse - Ute	X		2021	\$ 10.91	\$ 13.64	\$ 15.00	1021006	0407		Local Government Act 1995
Small Trailers - not exceeding 1.8m x 1.2m	X		2017	\$ 18.18	\$ 18.18	\$ 20.00	1021006	0407		Local Government Act 1995
Large Trailer - Incl Dual Axle, Fleet, Trailers with sides exceeding 500mm	X		2021	\$ 21.82	\$ 27.27	\$ 30.00	1021006	0407		Local Government Act 1995
Small Truck	X		New 2021	\$ -	\$ 27.27	\$ 30.00	1021006	0407		Local Government Act 1995
240L Bin (Wheele Bin)	X		2017	\$ 3.64	\$ 3.64	\$ 4.00	1021006	0407		Local Government Act 1995
Domestic Greenwaste (1.8m x 1.2m Trailer)	X		2021	\$ 10.91	\$ 13.64	\$ 15.00	1021006	0407		Local Government Act 1995
Domestic Greenwaste (Dual Axle Trailer or larger)	X		2021	\$ 14.55	\$ 18.18	\$ 20.00	1021006	0407		Local Government Act 1995
Refrigeration / Air Conditioner (each)	X		2014	\$ 13.64	\$ 13.64	\$ 15.00	1021006	0407		Local Government Act 1995
Mattresses (each)	X		2021	\$ 10.91	\$ 13.64	\$ 15.00	1021006	0407		Local Government Act 1995
Car Tyres - each	X		2016	\$ 4.55	\$ 6.36	\$ 7.00	1021006	0407		Local Government Act 1995
Car Tyres on Rims - each	X		2017	\$ 7.27	\$ 9.09	\$ 10.00	1021006	0407		Local Government Act 1995
Domestic Waste - Tip Pass - 20 x 240L Bin	X		2017	\$ 58.18	\$ 58.18	\$ 64.00	1021006	0407		Local Government Act 1995
Domestic Waste - Tip Pass - 10 x Trailer (1.8m x 1.2m)	X		2017	\$ 145.45	\$ 145.45	\$ 160.00	1021006	0407		Local Government Act 1995
Scrap Steel (clean)			2017	\$ 1.82	\$ 1.82	\$ 2.00	1021006	0407		Local Government Act 1995
Waste from Local Community Events										
										NO CHARGE - Upon written application to Chief Executive Officer

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment		Division of (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	Free										
10.1.3 Recycling Glass Only (per 240)	X			2014	\$ 3.64	\$ 3.64	Y	\$ 4.00	1021006	0407		
10.1.4 Septic Tank Fees												
Contracts - Can be negotiated with waste collection contractors via negotiations with the Chief Executive Officer or the Chief Executive Officers representative.												
Application Permit to use an apparatus	X		31.28	2009	\$ 118.00	\$ 118.00	N	\$ 118.00	1022002		Regulatory	Health (Miscellaneous Provisions) Act 1911 Health Regulations (Treat of Sewage) 1974
Inspection Search Fee - Septic Tanks	X		ATO Private Ruling	2014	\$ 100.00	\$ 100.00	N	\$ 100.00	1022002		Regulatory	ATO Private Ruling Local Government Act 1995
Local Government Report Fee	X		31.32	2014	\$ 15.00	\$ 15.00	N	\$ 15.00	1022002		Council	Health (Miscellaneous Provisions) Act 1911
10.2 Town Planning & Regional Development												
10.2.1 Development Applications												
\$1 - \$50,000	X		31.31		\$ 147.00	\$ 147.00	N	\$ 147.00	1026003	0135		\$1,700 + 0.257% for every \$1 in excess of \$500,000
\$50,001 - \$500,000	X		31.31		0.32%	0.32%	N		1026003	0135		\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
\$500,001 - \$2,500,000	X		31.31		see comments	see comments	N		1026003	0135		\$12,633 + 0.123% for every \$1 in excess of \$5 million
\$2,500,001 - \$5,000,000	X		31.31		see comments	see comments	N		1026003	0135		Fee plus, twice that fee as penalty
\$5,000,001 - \$21,500,000	X		31.31		\$ 34,196.00	\$ 34,196.00	N	\$ 34,196.00	1026003	0135		Planning & Development Regs 2009
More than 21.5 million	X		31.31		see comments	see comments	N	see comments	1026003	0135		Planning & Development Regs 2009
Determining a development application has commenced or been carried out	X		31.31		see comments	see comments	N	see comments	1026003	0135		Planning & Development Regs 2009
Development Applications for 'P' uses in the Landscape Protection Area (includes incidental development and outbuildings)	X			2016	\$ 147.00	\$ 147.00	N	\$ 147.00	1026003	0135		Planning & Development Regs 2009
R-Code Variation (up to 2 variations)	X			2016	\$ 147.00	\$ 147.00	N	\$ 147.00	1026003	0135		Planning & Development Regs 2009
R-Code Variation (3 or more variations) - Fee per Variation	X			2021	\$ 350.00	\$ 73.00	N	\$ 73.00	1026003	0135		Planning & Development Regs 2009
Development Application Fees lodgment (Development Assessment Panel)	X				see comments	see comments	N	see comments	Muni/Trust System - T114		Regulatory	Fees per Schedule 1 - Fees and Applications Planning & Development (Development Assessment Panels) Regs 2011
10.2.2 Development Applications - Extractive Industry	X		31.31		\$ 739.00	\$ 739.00	N	\$ 739.00	1026003	0135		\$739 plus, \$1,478 as penalty
Determining a Extractive Industries development application has commenced or been carried out	X		31.31		see comments	see comments	N	see comments	1026003	0135		per lot
10.2.3 Subdivision Clearance	X											\$73 per lot for the first 5 lots and then \$35 per lot
1 - 51 lots	X		31.31		\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135		
5 - 195 Lots	X		31.31		see comments	see comments	N		1026003	0135		
More than 195 lots	X		31.31		\$ 7,393.00	\$ 7,393.00	N	\$ 7,393.00	1026003	0135		
Home Occupation	X											
- Initial Fee	X		31.3		\$ 222.00	\$ 222.00	N	\$ 222.00	1026003	0135		\$222 plus \$444 penalty
- Initial Application where home occupation has commenced	X		31.3		see comments	see comments	N	see comments	1026003	0135		
Change of Use	X		31.31		\$ 295.00	\$ 295.00	N	\$ 295.00	1026003	0135		\$295 plus \$590 penalty
-where change has commenced or been carried out	X		32.33		see comments	see comments	N	see comments	1026003	0135		

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	Free										
10.2.6 Town Planning Scheme Amendments & Structure Plans Structure Plans - Including all Advertising Charges and 50% refundable if not advertised; OR Structure Plans - At Cost/ Applicant has Option to Pay Fees in Accordance with Planning & Development Regs 2009 Standard and Complex Amendments Modifications to Structure Plan (Post-Approval) Basic Amendments Standard Amendments to Structure Plan - Including all Advertising Charges and 50% refundable if not advertised; OR Standard Amendments to Structure Plan - At Cost (Applicant has Option to Pay Fees in Accordance with Planning & Development Regs 2009) Complex Amendments to Structure Plan - Including all Advertising Charges and 50% refundable if not advertised; OR Complex Amendments to Structure Plan - At Cost (Applicant has Option to Pay Fees in Accordance with Planning & Development Regs 2009)	X		31.31	2021	\$ 4,223.00	\$ 5,000.00	N	\$ 5,000.00	1026003	0135	Regulatory	Fee set by Planning & Development Act 2005 Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	2021	At Cost	At Cost	N	At Cost	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	New 2021	\$ 4,120.00	\$ 4,120.00	N	\$ 4,120.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	2017	\$ -	\$ 1,666.00	N	\$ 1,666.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	2021	\$ 2,000.00	\$ 2,000.00	N	\$ 2,000.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	2021	\$ 4,120.00	\$ 4,000.00	N	\$ 4,000.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	2021	At Cost	At Cost	N	At Cost	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	2021	\$ 4,120.00	\$ 5,000.00	N	\$ 5,000.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	2021	At Cost	At Cost	N	At Cost	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
	X		31.31	New 2021	\$ -	\$ 1,000.00	N	\$ 1,000.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
10.2.7 Council Report (for Other Matters)	X		31.31	New 2021	\$ -	\$ 333.00	N	\$ 333.00	1026003	0135	Regulatory	Includes all Advertising Charges
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
	X		31.31	2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
10.2.8 Liquor Licenses (Section 40 Certificates)	X		31.31	2021	\$ 181.82	\$ 200.00	Y	\$ 220.00	1026002	0503	Regulatory	Div 81, Permit to consume liquor, Liquor Lic-Act 1988
	X		31.31	2021	\$ 56.00	\$ 73.00	N	\$ 73.00	1026003	0409	Regulatory	80% of the original application fee up to a maximum of \$295 whichever is the lesser.
	X		31.31	2011	see comments	see comments	N	See Comments	1026002	0503	Regulatory	Fee updated in accordance with item 5A of the Planning and Development Regulations 2009
	X		31.31	2011	see comments	see comments	N	See Comments	1026002	0503	Regulatory	ATO Private Ruling
	X		31.31	2011	\$ 110.00	\$ 110.00	N	\$ 110.00	1026003	0409	Regulatory	
	X		31.31	2011	\$ 110.00	\$ 110.00	N	\$ 110.00	1026003	0409	Regulatory	
	X		31.31	2011	\$ 110.00	\$ 110.00	N	\$ 110.00	1026003	0409	Regulatory	
	X		31.31	2011	\$ 110.00	\$ 110.00	N	\$ 110.00	1026003	0409	Regulatory	
	X		31.31	2011	\$ 110.00	\$ 110.00	N	\$ 110.00	1026003	0409	Regulatory	
	X		31.31	2011	\$ 110.00	\$ 110.00	N	\$ 110.00	1026003	0409	Regulatory	
10.3 Cemetery Fees & Charges	X		31.31	2015	\$ 1,090.91	\$ 1,090.91	Y	\$ 1,200.00	1027003	0409	Regulatory	Note: no charge for plot fees
	X		31.31	2015	\$ 318.18	\$ 318.18	Y	\$ 350.00	1027003	0409	Regulatory	
	X		31.31	2014	\$ 500.00	\$ 500.00	Y	\$ 550.00	1027003	0409	Regulatory	
	X		31.31	2015	\$ 272.73	\$ 272.73	Y	\$ 300.00	1027003	0409	Regulatory	
	X		31.31	2015	\$ 409.09	\$ 409.09	Y	\$ 450.00	1027003	0409	Regulatory	
	X		31.31	2014	\$ 181.82	\$ 181.82	Y	\$ 200.00	1027003	0409	Regulatory	
	X		31.31	2015	\$ 272.73	\$ 272.73	Y	\$ 300.00	1027003	0409	Regulatory	
	X		31.31	2010	\$ 454.55	\$ 454.55	Y	\$ 500.00	1027003	0409	Regulatory	
	X		31.31	2010	\$ 454.55	\$ 454.55	Y	\$ 500.00	1027003	0409	Regulatory	
	X		31.31	2010	\$ 454.55	\$ 454.55	Y	\$ 500.00	1027003	0409	Regulatory	

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment Taxed	Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST/Excl 2020/21	GST/Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
10.3.2 Plot Fees 1.8m x 2.75m Extras First additional 30 cm Second additional 30 cm Third additional 30cm	X X X X			\$ - \$ - \$ - \$ -	- - - -	Y	see comments see comments see comments see comments	1027003 1027003 1027003 1027003	0409 0409 0409 0409		Free of Charge Free of Charge Free of Charge Free of Charge
10.3.3 Reopening Fees and Charges Reopening Removing grass / kerbing etc (if necessary (per hour) Exhumation	X X X		2010 2010 2010	At Cost At Cost At Cost 909.09 \$ 909.09 \$	681.82 681.82 909.09	Y Y Y	750.00 At Cost 1,000.00	1027003 1027003 1027003	0409 0409 0409		
10.3.4 Niche Wall Reservation for Placement Placement in single niche including bronze plaque and standard inscription Placement in double niche including bronze plaque and standard inscription Placement in double niche including second inscription for double niche plaque	X X X X		2014 2015 2015 2015	\$ 181.82 \$ 409.09 \$ 454.55 \$ 409.09	181.82 409.09 454.55 409.09	Y Y Y Y	200.00 450.00 500.00 450.00	1027003 1027003 1027003 1027003	0409 0409 0409 0409		
10.3.5 Rose Garden Reservation for Placement Placement including bronze plaque and standard inscription Placement including bronze plaque and standard inscription, and second reservation Second placement including plaque and standard inscription	X X X X		2015 2015 2015 2015	\$ 181.82 \$ 409.09 \$ 454.55 \$ 409.09	181.82 409.09 454.55 409.09	Y Y Y Y	200.00 450.00 500.00 450.00	1027003 1027003 1027003 1027003	0409 0409 0409 0409		
10.3.6 Miscellaneous											
Undertakers Licence - Annual	X	31.4/ ATO Ruling	2015	\$ 200.00	200.00	N	200.00	1027004	0132		LGA 1995 & Cemeteries Act 1996
Undertakers Licence - per burial	X	31.4/ ATO Ruling	2015	\$ 30.00	30.00	N	30.00	1027004	0132		LGA 1995 & Cemeteries Act 1996
Monumental Masons Annual Fee	X	31.4/ ATO Ruling	2015	\$ 200.00	200.00	N	200.00	1027004	0132		LGA 1995 & Cemeteries Act 1996
Permission to construct monument	X	31.4/ ATO Ruling	2015	\$ 100.00	100.00	N	100.00	1027004	0132		LGA 1995 & Cemeteries Act 1996
Single Monument Permit (Monumental Masons only)	X	31.4/ ATO Ruling	2015	\$ 100.00	100.00	N	100.00	1027004	0132		LGA 1995 & Cemeteries Act 1996
Issue of Grant of Right of Burial	X	31.4/ ATO Ruling	2015	\$ 50.00	50.00	N	50.00	1027004	0132		LGA 1995 & Cemeteries Act 1996
Copy of Grant of Right of Burial	X	31.4/ ATO Ruling	2015	\$ 25.00	25.00	N	25.00	1027004	0132		LGA 1995 & Cemeteries Act 1996
Renewal of Grant of Right of Burial	X	31.4/ ATO Ruling	2015	\$ 100.00	100.00	N	100.00	1027004	0132		LGA 1995 & Cemeteries Act 1996
10.4 Environment 10.4.1 Nil											
FUNCTION 11											
11.1 Public Trails & Civic Centres											
11.1.1 Don Hewison Centre (Hall & Grounds) <i>Building Leased</i>											
11.1.2 Dardanup Hall Complete Facility Concessional / Hr (Registered Non Profit, Charitable organisations) Day time hire / Hr	X X X X X X X		2014 2014 2014 2014 2014 2014 2014	\$ 41.82 \$ 54.55 \$ 272.73 \$ 545.45 \$ 818.18 \$ 327.27 \$ 600.00	41.82 54.55 272.73 545.45 818.18 327.27 600.00	Y Y Y Y Y Y Y	\$ 46.00 60.00 300.00 600.00 900.00 360.00 660.00	112/014 112/014 112/014 112/014 112/014 112/014 112/014	0411 0411 0411 0411 0411 0411 0411		5 hrs 10 hrs 15 hrs 6 hrs 11 hrs

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	Division 81 (ATO) Determination/ATO Ruling	GST Treatment		Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments	
		Taxed	Free										
Continued Lessor Hall or Main Hall (& Kitchen) - Dardanup Only Concessional / Hr (Registered Non Profit, Charitable organisations) Day time hire / Hr - Complete Evening (7pm - 11pm) - Complete Day (8am - 6pm) - Complete Day & Night (8am - 11pm) - Half Day (noon - 6pm) - Half Day & Night (noon - 11pm) Other Halls As set by individual Hall Lessors Dardanup Community Centre (front section leased) Dardanup Community Centre (rear section only) - Concessional / Hr (Registered Non Profit, Charitable organisations) - Day time hire / Hr		X		2011	\$ 21.82	\$ 21.82	Y	\$ 24.00	112/014	0411		5 hrs	
		X		2011	\$ 27.27	\$ 27.27	Y	\$ 30.00	112/014	0411		10 hrs	
		X		2011	\$ 136.36	\$ 136.36	Y	\$ 150.00	112/014	0411		15 hrs	
		X		2011	\$ 272.73	\$ 272.73	Y	\$ 300.00	112/014	0411		6 hrs	
		X		2011	\$ 469.09	\$ 469.09	Y	\$ 450.00	112/014	0411		11 hrs	
		X		2011	\$ 163.64	\$ 163.64	Y	\$ 180.00	112/014	0411			
		X		2011	\$ 300.00	\$ 300.00	Y	\$ 330.00	112/014	0411			
						LEASE							
			X		2019	\$ 21.82	\$ 21.82	Y	\$ 24.00	112/014	0411		
			X		2019	\$ 27.27	\$ 27.27	Y	\$ 30.00	112/014	0411		
11.1.4 Bonds Key Bond Hall Bond - Events/Weddings/Birthday Parties Hall Bond - Commercial Use Hall Bond - Community Use/Groups Dardanup Community Centre (rear section only) Dardanup Community Centre (rear section only) Parks Gardens Reserves - Large Events Parks Gardens Reserves - Small Events Events on Roads			X	2009	\$ 40.00	\$ 40.00	N	\$ 40.00	Muni/Trust System - TKEY			Bonds	
			X	2009	\$ 1,000.00	\$ 1,000.00	N	\$ 1,000.00	Muni/Trust System - THRE02			Events/18th and 21st Birthday Parties	
			X	2018	\$ 500.00	\$ 500.00	N	\$ 500.00	Muni/Trust System - THRE02			Commercial Use	
			X	2018	\$ 250.00	\$ 250.00	N	\$ 250.00	Muni/Trust System - THRE02			Community Use/Groups	
			X	2019	\$ 500.00	\$ 500.00	N	\$ 500.00	Muni/Trust System - THRE02			Commercial Use	
			X	2019	\$ 250.00	\$ 250.00	N	\$ 250.00	Muni/Trust System - THRE02			Community Use/Groups	
			X	2009	\$ 1,200.00	\$ 1,200.00	N	\$ 1,200.00	Muni/Trust System - THRE03			Bonds	
			X	2005	\$ 500.00	\$ 500.00	N	\$ 500.00	Muni/Trust System - THRE03			Bonds	
			X	2013	\$ 1,000.00	\$ 1,000.00	N	\$ 1,000.00	Muni/Trust System - THRE04			Bonds	
			X		At Cost	At Cost	Y	(cost+OH) + GST		112/002			
11.1.5 Cleaning Use of Council Cleaners 11.2 Parks, Gardens and Reserves 11.2.1 Glen Huon Barburry Softball Assoc 11.2.2 Tennis Courts - Dardanup Dardanup Tennis Club Court Hire per hour (per court) Lights per hour 11.2.3 Tennis Courts - Eaton Court Hire per hour (per court)					LEASE	LEASE			1123003	0254			
			X	2011	\$ 54.55	\$ 54.55	Y	\$ 60.00	1123002				
			X	2007	\$ 13.64	\$ 13.64	Y	\$ 15.00	1123002				
			X	2007	\$ 9.09	\$ 9.09	Y	\$ 10.00	1123002				
			X	2013	\$ 13.64	\$ 13.64	Y	\$ 15.00	1123002				
			X	2009	\$ 15.00	\$ 15.00	N	\$ 15.00	1328002		0412		A New Tax System (GST) Act 1999 'GST Act'
			X		At Cost	At Cost	Y	At Cost	1328002	0412			
			X	2015	\$ 1,118.18	\$ 1,118.18	Y	Refer Comments	1123003	0800			As per Lease Agreement
			X	2009	\$ 1,200.00	\$ 1,200.00	N	\$ 1,200.00	Muni/Trust System - THRE03				Bonds
			X	2005	\$ 500.00	\$ 500.00	N	\$ 500.00	Muni/Trust System - THRE03				Bonds
		X	2005	\$ 1,000.00	\$ 1,000.00	N	\$ 1,000.00	Muni/Trust System - THRE04				Bonds	
11.2.7 Event Booking Fees Event Booking Fee - Shire Parks or Reserves				New 2021	\$ -	\$ 162.73	Y	\$ 179.00	1123002			Council Policy CP070 Event Application Policy	

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022											
General Description	GST Treatment	Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
11.3 Eaton Recreation Centre											
Eaton Recreation Centre Special Promotions & Events - The Chief Executive Officer (or the Chief Executive Officers delegated representative) is permitted to amend fees for special promotions and negotiate fees for special events.											
11.3.1											
Joining Fee	X		2018	\$ 40.91	\$ 40.91	Y	\$ 45.00	1124003			
Full Membership - Gym, Group Fitness, Cycling, Trainer Support, Casual Shots											
- 12 Months	X		2019	\$ 759.09	\$ 759.09	Y	\$ 835.00	1124007			
- 6 Months	X		2019	\$ 457.27	\$ 457.27	Y	\$ 503.00	1124007			
- 3 Months	X		2019	\$ 273.64	\$ 273.64	Y	\$ 301.00	1124007			
- Fortnightly Direct Debit	X		2019	\$ 30.32	\$ 30.32	Y	\$ 33.35	1124007			
Full Membership - Concession (Pension, DVA, Student Card) - 10% discount											
- 12 Months	X		2019	\$ 683.18	\$ 683.18	Y	\$ 751.90	1124007			
- 6 Months	X		2019	\$ 411.55	\$ 411.55	Y	\$ 452.70	1124007			
- 3 Months	X		2019	\$ 246.27	\$ 246.27	Y	\$ 270.90	1124007			
- Fortnightly Direct Debit	X		2019	\$ 27.27	\$ 27.27	Y	\$ 30.00	1124007			
Full Membership - Shire of Dardanup Residents Aged 80 years and over (residing in the Shire)											
- 12 Months	X		New	\$ -	\$ 45.45	Y	\$ 50.00	1124007			
Gym or Group Fitness Only Membership											
- 12 Months	X		2019	\$ 683.18	\$ 683.18	Y	\$ 751.50	1124007			
- 6 Months	X		2019	\$ 411.55	\$ 411.55	Y	\$ 452.70	1124007			
- 3 Months	X		2019	\$ 246.27	\$ 246.27	Y	\$ 270.90	1124007			
- Fortnightly Direct Debit	X		2019	\$ 27.27	\$ 27.27	Y	\$ 30.00	1124007			
Gym or Group Fitness Only Membership - Concession (Pension, DVA, Student Card) - 10% discount											
- 12 Months	X		2019	\$ 614.86	\$ 614.86	Y	\$ 676.35	1124007			
- 6 Months	X		2019	\$ 365.81	\$ 365.81	Y	\$ 402.40	1124007			
- 3 Months	X		2019	\$ 218.91	\$ 218.91	Y	\$ 240.80	1124007			
- Fortnightly Direct Debit	X		2019	\$ 24.26	\$ 24.26	Y	\$ 26.68	1124007			
Off Peak/Special Population Membership - Fit Over 50 and Youth Memberships - 20% discount											
- 12 Months	X		2019	\$ 607.27	\$ 607.27	Y	\$ 668.00	1124007			
- 6 Months	X		2019	\$ 365.81	\$ 365.81	Y	\$ 402.40	1124007			
- 3 Month	X		2019	\$ 218.91	\$ 218.91	Y	\$ 240.80	1124007			
- Fortnightly Direct Debit	X		2019	\$ 24.25	\$ 24.25	Y	\$ 26.68	1124007			
FIFO Full Membership											
- 12 Months	X		New 2021	\$ -	\$ 303.64	Y	\$ 334.00	1124007			Fee derived by 50% discount on upfront Off Peak/Special Population Membership with roster having to be supplied at sign up.
- 6 Months	X		New 2021	\$ -	\$ 201.20	Y	\$ 221.32	1124007			
Corporate Membership											
- 12 Months	X		New 2021	\$ -	\$ 645.23	Y	\$ 709.75	1124007			Fee derived from 15% discount on full membership when 5 or more join from the same organisation.
- 6 Months	X		New 2021	\$ -	\$ 388.68	Y	\$ 427.55	1124007			
*Members who have maintained 10 years consecutive membership receive a 10% discount on their applicable membership rate											

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment Taxed	Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST/Excl 2020/21	GST/Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
Rehabilitation Membership - 3 Month	X		2019	\$ 312.72	\$ 312.72	Y	\$ 344.00	1124007			
Fitness Centre											
Casual Gym Entry	X		2015	\$ 16.36	\$ 16.36	Y	\$ 18.00	1124003			
Casual Gym Entry - Concession: Senior / Full Time Student	X		2018	\$ 14.73	\$ 14.73	Y	\$ 16.20	1124003			
Group Fitness - 30 to 60 Minute Class	X		2015	\$ 16.36	\$ 16.36	Y	\$ 18.00	1124004			
Group Fitness - Concession - Senior / Full Time Student - 30 to 60 Minute Class	X		2018	\$ 14.73	\$ 14.73	Y	\$ 16.20	1124004			
Group Fitness 10 Visit Pass: 30 to 60 Minute Class	X		2018	\$ 147.27	\$ 147.27	Y	\$ 162.00	1124004			
Group Fitness 10 Visit Pass - Concession: 30 to 60 Minute Class	X		2018	\$ 132.55	\$ 132.55	Y	\$ 145.80	1124004			
Second Class (Back to Back)	X		New 2021	\$ -	\$ 8.18	Y	\$ 9.00	1124004			
Fit Over 50 Session	X		2018	\$ 8.18	\$ 8.18	Y	\$ 9.00	1124003			
Fit Over 50 Appraisal/Programme - Non Member	X		2014	\$ 40.00	\$ 40.00	Y	\$ 44.00	1124003			
Fit Over 50 - 10 Pass	X		2021	\$ 81.82	\$ 73.64	Y	\$ 81.00	1124003			
Fitness Appraisal/Assessment - Program	X		2014	\$ 50.00	\$ 50.00	Y	\$ 55.00	1124003			
Youth/Teen Fitness Session (formerly Junior Fitness Sessions)	X		2018	\$ 8.18	\$ 8.18	Y	\$ 9.00	1124004			
Youth/Teen Fitness Session - 10 Pass	X		New 2021	\$ -	\$ 73.64	Y	\$ 81.00	1124004			
Personal Training											
Personal Training (1 Hour)	X		2014	\$ 63.64	\$ 63.64	Y	\$ 70.00	1124004			
Personal Training (45 Minutes)	X		New 2021	\$ -	\$ 47.73	Y	\$ 52.50	1124004			
Personal Training 5 Pass (1 Hour)	X		2014	\$ 295.45	\$ 295.45	Y	\$ 325.00	1124004			
Personal Training 10 Pass (1 Hour)	X		2014	\$ 545.45	\$ 545.45	Y	\$ 600.00	1124004			
Personal Training 5 Pass (30 Minutes)	X		2014	\$ 181.82	\$ 181.82	Y	\$ 200.00	1124004			
Personal Training 10 Pass (30 Minutes)	X		2014	\$ 318.18	\$ 318.18	Y	\$ 350.00	1124004			
Personal Training 5 Pass (45 Minutes)	X		New 2021	\$ -	\$ 215.81	Y	\$ 237.50	1124004			
Personal Training 10 Pass (45 Minutes)	X		New 2021	\$ -	\$ 386.36	Y	\$ 425.00	1124004			
Small Group Freestyle Gym Programs	X		New 2021	\$ -	\$ 16.36	Y	\$ 18.00	1124004			
Evolt Body Scan	X		New 2021	\$ -	\$ 22.73	Y	\$ 25.00	1124003			
Evolt Body Scan	X		New 2021	\$ -	\$ 36.36	Y	\$ 40.00	1124003			
<i>*Personal Training - additional participants plus \$20 per hour</i>											
Creche											
Creche 10 Session Pass - Member	X		2021	\$ 18.18	\$ 22.73	Y	\$ 25.00	1124013			
Creche 10 Session Pass - Casual	X		2021	\$ 22.73	\$ 31.82	Y	\$ 35.00	1124013			
Creche Single Session Pass (Per Child) - Members	X		2021	\$ 2.27	\$ 2.73	Y	\$ 3.00	1124013			
Creche Single Session Pass (Per Child) - Non members	X		2021	\$ 2.73	\$ 3.64	Y	\$ 4.00	1124013			
Administration											
Replacement Membership Access Device	X		2016	\$ 18.18	\$ 18.18	Y	\$ 20.00	1124003			
Membership Attendance Report	X		2017	\$ 22.73	\$ 22.73	Y	\$ 25.00	1124003			
Administration Fee (Membership Transfers/Forfeit Fee)	X		2017	\$ 22.73	\$ 22.73	Y	\$ 25.00	1124003			
Direct Debit Rejection Fee	X		2019	\$ 15.45	\$ 15.45	Y	\$ 17.00	1124003			
Facility Hire / Hour											
Meeting Room Single (Per Hour)	X		2011	\$ 18.18	\$ 18.18	Y	\$ 20.00	1124006	0413		
Meeting Room Double (Per Hour)	X		2019	\$ 36.36	\$ 36.36	Y	\$ 40.00	1124006	0413		
Function / Group Fitness Room (Per Hour) (Inc outdoor area if required)	X		2011	\$ 36.36	\$ 36.36	Y	\$ 40.00	1124006	0413		
Spin Room (Per session) (incl 16 Bites)	X		2016	\$ 63.64	\$ 63.64	Y	\$ 70.00	1124006	0413		
Senary	X		2016	\$ 18.18	\$ 18.18	Y	\$ 20.00	1124006	0413		
Court Hire - OFF PEAK	X		2016	\$ 36.36	\$ 36.36	Y	\$ 40.00	1124005	0414		
Court Hire - PEAK	X		2018	\$ 49.09	\$ 49.09	Y	\$ 54.00	1124005	0414		
Hall Court Hire - OFF PEAK	X		2014	\$ 22.73	\$ 22.73	Y	\$ 25.00	1124005	0414		
Hall Court Hire - PEAK	X		2014	\$ 30.91	\$ 30.91	Y	\$ 34.00	1124005	0414		
<i>Note: Peak = after 4:00pm Monday to Friday</i>											
Grandstand (per tier)	X		2013	\$ 59.09	\$ 59.09	Y	\$ 65.00	1124003			
Competition Events Package (per court)	X		2013	\$ 27.27	\$ 27.27	Y	\$ 30.00	1124005			

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment Taxed	Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST/Excl 2020/21	GST/Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
11.3.4											
Continued											
Facility Hire / Hour											
Competition Events Package = score bench with 2 seats, 2 team low benches, court seating and coordinators counter (with the hire of 2 or more courts)											
Chair Hire (Per Chair)	X		2013	\$ 0.45	\$ 0.45	Y	\$ 0.50	1124003			
BBO	X		2013	\$ 20.00	\$ 20.00	Y	\$ 22.00	1124003			
Hire of Table Cloths or Treatle Table (per Table)	X		2013	\$ 4.55	\$ 4.55	Y	\$ 5.00	1124003			
Data Projector (per Hour) min charge of 4 hours	X		2014	\$ 6.36	\$ 6.36	Y	\$ 7.00	1124003			
Bouncy Castle (Per Use)	X		2019	\$ 118.18	\$ 118.18	Y	\$ 130.00	1124005	0414		
Hire with Alcohol											
Local Organisation (Per Hour)	X		2016	\$ 45.45	\$ 45.45	Y	\$ 50.00	1124003			
Local Organisation (Not for profit - 10% off normal fee)	X		2019	\$ 40.91	\$ 40.91	Y	\$ 45.00	1124003			
Hire - Additional Rubbish Fee (per rubbish bin)	X		2019	At Cost	At Cost	Y	At Cost				
Facility Hire / Hour (Registered Non Profit / Charitable Organisations) *											
* 10% Discount Included											
Meeting Room Single (Per Hour) or Creche	X		2011	\$ 16.36	\$ 16.36	Y	\$ 18.00	1124006	0413		
Meeting Room Double (Per Hour)	X		2011	\$ 32.72	\$ 32.72	Y	\$ 36.00	1124006	0413		
Function / Group Fitness Room (Per Hour) (Inc outdoor area if required)	X		2013	\$ 36.36	\$ 36.36	Y	\$ 40.00	1124006	0413		
Sun Room (Per session) (incl 16 Bikes)	X		2013	\$ 57.28	\$ 57.28	Y	\$ 63.00	1124006	0413		
Snavery	X		2016	\$ 16.36	\$ 16.36	Y	\$ 18.00	1124006	0413		
Court Hire - OFF PEAK	X		2016	\$ 32.72	\$ 32.72	Y	\$ 36.00	1124005	0414		
Court Hire - PEAK	X		2018	\$ 44.09	\$ 44.09	Y	\$ 48.50	1124005	0414		
Half Court Hire - OFF PEAK	X		2014	\$ 20.46	\$ 20.46	Y	\$ 22.50	1124005	0414		
Half Court Hire - PEAK	X		2014	\$ 27.82	\$ 27.82	Y	\$ 30.60	1124005	0414		
Note: Peak = after 4:00pm Monday to Friday											
11.3.5											
Sports & Programmes											
Casual Shoes- Single Entry	X		2016	\$ 3.64	\$ 3.64	Y	\$ 4.00	1124003			
Casual Shoes- 10 Pass	X		2016	\$ 32.73	\$ 32.73	Y	\$ 36.00	1124003			
- 3 Month Pass	X		2017	\$ 72.73	\$ 72.73	Y	\$ 80.00	1124003			
- 6 Month Pass	X		2019	\$ 131.82	\$ 131.82	Y	\$ 145.00	1124003			
Vacation Care per Day	X		2019	\$ 60.00	\$ 63.00	N	\$ 63.00	1124012			Vacation Care Programme After 5:45pm but before 5:59pm
Vacation Care After Hours Late Fee - After 5:45pm	X		2007	\$ 10.00	\$ 10.00	N	\$ 10.00	1124012			\$15.00 per every 5 minutes after 6:00pm Per Invoice Request
Vacation Care After Hours Late Fee - After 6:00pm - charge every 5 minutes or part thereof	X		2018	\$ 15.00	\$ 15.00	N	\$ 15.00	1124012			
Administration Fee - Late Payment Fee	X		2018	\$ 20.00	\$ 20.00	N	\$ 20.00	1124012			
Clinics (Hour)	X		2011	\$ 9.09	\$ 9.09	Y	\$ 10.00	1124004			
Birthday Parties (per child, minimum of 12 - 2 hour party - inc catering)	X		2011	\$ 16.36	\$ 16.36	Y	\$ 18.00	1124004			
Other Programmes to be calculated on programme schedule											
Badminton											
- Casual Game Fee	X		2018	\$ 7.27	\$ 7.27	Y	\$ 8.00	1124003			
Night programmes per Team											
- Registration (New Teams)	X		2014	\$ 45.45	\$ 45.45	Y	\$ 50.00	1124004			
- Registration (Ongoing Team)	X		2014	\$ 27.27	\$ 27.27	Y	\$ 30.00	1124004			
- Registration Junior Team (New)	X		2016	\$ 40.91	\$ 40.91	Y	\$ 45.00	1124004			
- Registration Junior Team (Ongoing)	X		2016	\$ 22.73	\$ 22.73	Y	\$ 25.00	1124004			
- Fee per Game - Netball	X		2016	\$ 54.55	\$ 54.55	Y	\$ 60.00	1124004			
- Fee per Game - Basketball	X		2016	\$ 54.55	\$ 54.55	Y	\$ 60.00	1124004			
- Fee per Game - Futsal	X		2016	\$ 50.00	\$ 50.00	Y	\$ 55.00	1124004			
- Fee per Game - Junior	X		2016	\$ 40.91	\$ 40.91	Y	\$ 45.00	1124004			
- Fee per Game - Basketball 3 on 3	X		2018	\$ 36.36	\$ 36.36	Y	\$ 40.00	1124004			

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment Taxed	Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST/Excl 2020/21	GST/Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments	
Day Programme per Team - Registration (New Teams) - Registration (Ongoing Team) - Fee per Game Staff Costs - Centre Supervisor / Cleaner Staff Costs - Group Fitness Instructor Staff Costs - Security Call Outs *After Hours Centre Supervisor charges per Area: Hire 1 Area = 100% of Rate Hire 2 Areas = 50% of Rate Hire 3 Areas = No Charge Note: 1 Court is equal to 1 Area.	X		2008	\$ 31.82	\$ 31.82	Y	\$ 35.00	1124004				
	X		2007	\$ 18.18	\$ 18.18	Y	\$ 20.00	1124004				
	X		2014	\$ 38.18	\$ 38.18	Y	\$ 42.00	1124004				
	X		2019	\$ 54.55	\$ 54.55	Y	\$ 60.00	1124001				
	X		2019	\$ 72.73	\$ 72.73	Y	\$ 80.00	1124001				
	X		2015	At Cost	At Cost	Y	At Cost	1124001				
11.3.6 Signage (Charge per annum or pro rata) Wall 1200 x 1200 Wall 2400 x 1200 Wall 2400 x 1800 Wall 2400 x 2400	X		2019	\$ 272.73	\$ 272.73	Y	\$ 300.00	1124011				
	X		2019	\$ 318.18	\$ 318.18	Y	\$ 350.00	1124011				
	X		2019	\$ 363.64	\$ 363.64	Y	\$ 400.00	1124011				
	X		2019	\$ 454.55	\$ 454.55	Y	\$ 500.00	1124011				
11.3.7 Overnight Accommodation Charges (Per Night) Up to 25 people Additional per person rate - 26 to 50 Additional per person rate - 51 to 75 Additional per person rate 76 and over	X		2018	\$ 272.73	\$ 272.73	Y	\$ 300.00	1124006				
	X		2019	\$ 9.09	\$ 9.09	Y	\$ 10.00	1124006				
	X		2019	\$ 8.18	\$ 8.18	Y	\$ 9.00	1124006				
	X		2019	\$ 7.27	\$ 7.27	Y	\$ 8.00	1124006				
11.4 Libraries 11.4.1 Internet & Wi-Fi Access Internet & Wi-Fi Access 11.4.2 Miscellaneous Lost / Damaged Items - Replacement Headphones (per set) Tea, Coffee, Hot Chocolate (includes pod, UHT milk capsule, cup & lid) Library Bond for Library Programs/Special Events 11.4.3 Printing & Copying Costs A4 Black & White A4 Colour A3 Black & White A3 Colour 11.4.4 Laminating Costs A4 A3 11.4.5 Book Sale Used Magazines Used Books (Paperback) Used Books (Hardcover) Used DVDs	X		2007	No Charge	No Charge	Y	No Charge					
	X		2018	\$ 2.73	\$ 2.73	N	\$ 3.00	1126003	0415		ATO Private Ruling	
	X		2018	\$ 2.27	\$ 2.27	Y	\$ 2.50	1126004				
	X		2018	\$ 10.00	\$ 10.00	N	\$ 10.00	TRUST - THRE06			Bond Per Booking (Per Family or Per Person)	

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment Taxed	Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
FUNCTION 12											
12.1.1 Transport											
Special Series Number Plates	X		2014	\$ 363.64	\$ 363.64	Y	\$ 400.00	1223001			
Verge Inspection Fee - Single Dwelling (Residential)	X		2016	\$ 236.36	\$ 236.36	Y	\$ 260.00	1424003			
Verge Inspection Fee - Multiple Dwelling (Residential)	X		2016	\$ 236.36	\$ 236.36	Y	\$ 260.00	1424003			
Verge Inspection Fee - Commercial / Industrial	X		2016	\$ 236.36	\$ 236.36	Y	\$ 260.00	1424003			
12.1.3 Contribution for Pathways - Developers											
Contribution to Works - West Dardanup Structure Plan	X		2016	See Comments	See Comments	N	See Comments	7210106	RESERVE FUND		\$51.88 / m2
Contribution for Roads & Upgrades - Developers (Policy E6.21)	X		2016	\$ 420.00	\$ 420.00	N	\$ 420.00	7210106	RESERVE FUND		per lot
Contribution for Road Safety - Heavy Haulage on Local Roads - per Permit	X		2017	\$ 300.00	\$ 300.00	N	\$ 300.00	7210129	RESERVE FUND		
FUNCTION 13											
Economic Services											
13.1 Tourism & Area Promotion											
13.1.1 Caravan Parks & Camping Grounds											
Application/Renewals	X	31.6		\$ 200.00	\$ 200.00	N	\$ 200.00	1322003	0133	Regulatory	Caravan & Camping Act & Caravan Parks and Camp. Reg. 1987
Or											
Long term sites - per site - As per regulations	X	31.6		\$ 6.00	\$ 6.00	N	\$ 6.00	1322003	0133	Regulatory	Caravan & Camping Act
Short term sites - per site - As per regulations	X	31.6		\$ 6.00	\$ 6.00	N	\$ 6.00	1322003	0133	Regulatory	Caravan & Camping Act
Camp site - per site - As per regulations	X	31.6		\$ 3.00	\$ 3.00	N	\$ 3.00	1322003	0133	Regulatory	Caravan & Camping Act
Overflow site - per site - As per regulations	X	31.6		\$ 1.50	\$ 1.50	N	\$ 1.50	1322003	0133	Regulatory	Caravan & Camping Act
Additional fee for renewal after expiry	X	31.6	2014	\$ 20.00	\$ 20.00	N	\$ 20.00	1322003	0133	Regulatory	Caravan & Camping Act
Temporary licence: Pro rata as per application	X	31.6	2014	\$ 100.00	\$ 100.00	N	min. \$100.00	1322003	0133	Regulatory	Caravan & Camping Act
Transfer of Licence	X	31.6	2014	\$ 100.00	\$ 100.00	N	\$ 100.00	1322003	0133	Regulatory	Caravan & Camping Act
13.1.2 Building Control											
Uncertified Application for a Building Permit (min \$105.00)	X	31.8	2019	\$ 0.32%	\$ 0.32%	N	\$ 0.32%	1323004		Regulatory	Building Act 2011 - s. 16(1)
Certified Building Permit Class 1 or 10 (min \$105.00)	X	31.8	2019	\$ 0.19%	\$ 0.19%	N	\$ 0.19%	1323004		Regulatory	Building Act 2011
Certified Building Permit Class 2-9 (min \$105.00)	X	31.8	2019	\$ 0.09%	\$ 0.09%	N	\$ 0.09%	1323004		Regulatory	Building Act 2011
Demolition Permit Class 1 or 10	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 16(1)
Demolition Permit Class 2 - 9 (for each storey of building)	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 16(1)
Application to extend the time during which a building or demolition permit has effect	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 32(3)(f)
Application for an Occupancy Permit for a completed building	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 46
Application for a temporary Occupancy Permit for an incomplete building	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 47
Application for modification of an Occupancy Permit for additional use of a building on a temporary basis	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 48
Application for a replacement Occupancy Permit for permanent change of the building's use or classification	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 49
Application for an Occupancy Permit or Building Approval Certificate for registration of a strata scheme of re-subdivision (Per strata unit but not less than \$115.00)	X	31.8	2019	\$ 11.60	\$ 11.60	N	\$ 11.60	1323004		Regulatory	per Strata Unit: Not less than \$115.00 - s. 50(1) or (2)
Occupancy Permit for a building in respect of which unauthorised work has been done (min \$105.00)	X	31.8	2019	\$ 0.18%	\$ 0.18%	N	\$ 0.18%	1323004		Regulatory	Not less than \$105.00 - s. 51(2)
Building Approval Certificate for a building in respect of which unauthorised work has been done (min \$105.00)	X	31.8	2019	\$ 0.38%	\$ 0.38%	N	\$ 0.38%	1323004		Regulatory	Not less than \$105.00 - s. 51(3)
Application for a replacement Occupancy Permit for permanent change of the building's classification	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 52(1)
Application for a Building Approval Certificate for an existing building where unauthorised work has not been done	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 52(2)
Application to extend the time during which a Building Approval Certificate has effect	X	31.8	2019	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Building Act 2011 - s. 65(3)(a)
Building Inspection Fee (per hour)	X	ATO Private Ruling	2016	\$ 150.00	\$ 150.00	Y	\$ 165.00	1323002		Regulatory	Building Act 2011/ATO Private Ruling
Application for Amendment to a Building Permit	X	31.8	2017	\$ 105.00	\$ 105.00	N	\$ 105.00	1323004		Regulatory	Same calculation as for Building Permit based on change to contract value (but not less than \$105.00)
Postage of plans (Registered Mail)	X			\$ 10.00	\$ 10.00	Y	\$ 11.00	1323002			
Insufficient copies of plans	X			\$ 1.00	\$ 1.00	Y	\$ 1.10	1323002			
Information Research (Min \$20)	X	31.32		\$ 40.00	\$ 40.00	N	\$ 40.00	1323004			Local Government Act 1995
Copies of reports / documents or Maps (A3 or A4)	X	31.32		\$ 0.50	\$ 0.50	N	\$ 0.50	1323004			Local Government Act 1995
Advertising	X			At Cost	At Cost	Y	cost + GST	1323001			
Newspaper Adverts	X			At Cost	At Cost	Y	cost + GST	1323001			
Signage	X			150.00	\$ 150.00	Y	\$ 165.00	1323002			
Council Supply & Install	X			\$ 50.00	\$ 50.00	N	\$ 50.00	1323004			ATO Private Ruling
Inspection of Developers Signage		ATO Private Ruling		\$ 50.00	\$ 50.00	N	\$ 50.00	1323004			

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/2022

General Description	GST Treatment Taxed	Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST/Exc1 2020/21	GST/Exc1 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
Continued											
13.1.2 Building Control Search Fee	X			\$ 40.91	\$ 40.91	Y	\$ 45.00	1323002		Regulatory	Building Reqs 2012/Inspection Fee per 4 Years 25% of Swimming Pool Levy raised annually
Swimming Pool Inspection Levy per 4 Years - Swimming Pool 4 Yearly Inspection (Annual Fee)		ATO Private Ruling	2021	\$ 58.45	\$ 94.00	N	\$ 94.00	1323008		Regulatory	
Copy of Building Plans		ATO Private Ruling	2021	\$ 14.61	\$ 23.50	N	\$ 23.50	1323008		Regulatory	
13.1.3 Extractive Industries											
Application Annual licence & renewal fees	X	31.8		\$ 250.00	\$ 250.00	N	\$ 250.00	1328001	0134		Local Government Act 1995 / Local Law
- less than 1 hectare	X	31.8		\$ 125.00	\$ 125.00	N	\$ 125.00	1328001	0134		Local Government Act 1995
- more than 1 hectare	X	31.8		\$ 250.00	\$ 250.00	N	\$ 250.00	1328001	0134		Local Government Act 1995
- greater than 5 hectares	X	31.8		\$ 375.00	\$ 375.00	N	\$ 375.00	1328001	0134		Local Government Act 1995
Licence transfer fee	X			\$ 50.00	\$ 50.00	N	\$ 50.00	1328001	0134		Local Government Act 1995
Rehabilitation Bond - Amount per Hectare	X		New	see comments	see comments	N	see comments	Muni/Trust System - TREHAB			\$5,000 per hectare
Other Property & Services											
FUNCTION 14											
14.1 Private Works											
14.1.1 Plant (per hour or part thereof)											
Graders	X			COST + 25%	COST + 25%	Y	COST + 25% + GST	1421001	0416		GST Rate 10%
Loaders	X			COST + 25%	COST + 25%	Y	COST + 25% + GST	1421001	0416		
Trucks - 8 Tonne	X			COST + 25%	COST + 25%	Y	COST + 25% + GST	1421001	0416		
Tractors - with attachments	X			COST + 25%	COST + 25%	Y	COST + 25% + GST	1421001	0416		
Utilities - 1 Tonne	X			COST + 25%	COST + 25%	Y	COST + 25% + GST	1421001	0416		
Steel Roller	X			COST + 25%	COST + 25%	Y	COST + 25% + GST	1421001	0416		
Multi-Tyre Roller	X			COST + 25%	COST + 25%	Y	COST + 25% + GST	1421001	0416		
MR WA & DEC											
Graders	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Loaders	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Trucks - 8 Tonne	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Tractors - with attachments	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Utilities - 1 Tonne	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Cement Mixer	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Water Pump	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Plate Compactor	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Road Sweeper - Trailer	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Employees											
Supervision Fees - Part Supervision	X			1.5%	1.5%	N	1.5%	1424002	0420		GST Exempt
Supervision Fees - Full Supervision	X			3.00%	3.00%	N	3.00%	1424002	0420		
Works - MRWA / DEC	X			COST + 25%	COST + 25%	Y	COST + 25% + GST	1421001			
Works - MRWA / DEC	X			COST + 10%	COST + 10%	Y	COST + 10% + GST	1421001			
Other Property & Services											
FUNCTION 14											
14.2 Administration											
14.2.1 Officer Charge Rates / Hour											
Chief Executive Officer	X		2021	\$ 267.27	\$ 272.73	Y	\$ 300.00	1422003			
Director	X		2021	\$ 248.18	\$ 254.55	Y	\$ 280.00	1424001			
Manager	X		2021	\$ 167.05	\$ 172.73	Y	\$ 190.00	1422003			
Principal Planning Officer	X		2021	\$ 143.18	\$ 150.00	Y	\$ 165.00	1026001			
Planning Officer	X		2021	\$ 107.27	\$ 110.91	Y	\$ 122.00	1026001			
Principal Building Surveyor	X		2021	\$ 143.18	\$ 150.00	Y	\$ 165.00	1323001			
Building Surveyor	X		2021	\$ 107.27	\$ 110.91	Y	\$ 122.00	1323001			
Civil Engineer	X		2021	\$ 157.50	\$ 172.73	Y	\$ 190.00	1424001			
Engineering Officer	X		2021	\$ 107.27	\$ 110.91	Y	\$ 122.00	1424001			
Principal Environmental Health Officer	X		2021	\$ 150.00	\$ 150.00	Y	\$ 165.00	0724001			
Health Officer	X		2021	\$ 107.27	\$ 110.91	Y	\$ 122.00	0724001			
Ranger	X		2021	\$ 107.27	\$ 110.91	Y	\$ 122.00	0523001			
All Other Officers	X		2021	\$ 71.59	\$ 75.00	Y	\$ 82.50	1422003			

SHIRE OF DARDANUP - DRAFT FEES & CHARGES 2021/22												
General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2020/21	GST Excl 2021/22	GST	DRAFT FEES & CHARGES 2021/22	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	Free										
14.2.2 Events Application Fee												
Public Event - Free Entry or Community Group / Sporting Event		X	ATO Private Ruling	2011	\$ -	\$ -	N	\$ -				No Charge
Commercial Event <5000 people		X	ATO Private Ruling	2015	\$ 250.00	\$ 250.00	N	\$ 250.00	1123006			ATO Private Ruling
Commercial Event >5000 people		X	ATO Private Ruling	2015	\$ 475.00	\$ 475.00	N	\$ 475.00	1123006			ATO Private Ruling
14.2.3 Traffic Management Plan Preparation												
Public Event - Free Entry or Community Group / Sporting Event	X			2011	\$ -	\$ -	Y	\$ -	1424001			No Charge
Commercial Event <500 people	X			2011	\$ 727.27	\$ 727.27	Y	\$ 800.00	1424001			
Commercial Event <5000 people	X			2011	\$ 909.09	\$ 909.09	Y	\$ 1,000.00	1424001			
Commercial Event >5000 people	X			2011	\$ 1,090.91	\$ 1,090.91	Y	\$ 1,200.00	1424001			

10 YEAR

DEBT MANAGEMENT PLAN

2021/22 TO 2030/31

Administration Centre – Eaton

1 Council Drive | PO Box 7016

EATON WA 6232

Tel: 9724 0000 | Fax: 9724 0091

records@dardanup.wa.gov.au

www.dardanup.wa.gov.au



DEBT MANAGEMENT PLAN

2021/22
TO
2030/31

Introduction

The use of debt as a means of funding asset acquisitions, renewals and maintenance is a useful mechanism for allocating the costs of such works over a time frame that reflects when residents will benefit from the assets.

Currently there are no specific restrictions on Councils ability to borrow. There is a practical limit beyond which debt service costs (Principal + Interest repayments) will affect the capacity of Council to deliver service levels.

It is therefore critical that debt funding is appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to develop targets and standards for debt that are strategic in nature, rather than relying on debt as a response to current financial requirements.

Councils Debt Strategy will require Council to consider:

1. The circumstances under which borrowings are made.
- 2 The impact borrowings will have strategically
3. If the return on the debt (in commercial situations) can service the debt itself.

Debt Strategy

1. Comparison of Funding Options

Council should investigate all funding options and compare the advantages and disadvantages of each. There are a number of funding options for asset management available to Council.

- Government grants shall be sourced where possible as a first option.
- Investigation of Public / Private Partnerships.
- Council maintain its 1/3 contribution policy for groups & clubs projects. (1/3 Community, 1/3 Council, 1/3 Grants).
- That regard to the life of the asset is given to the life of the loan, and matched where possible.
- That consideration be given that infrastructure that is commercial in nature be self funded.
- That loans are only raised where identified in Council's 10 Year Asset Management Plans.
- Reserve Funds shall be utilised up to amounts prescribed in Council's 10 Year Asset Management Plans.
- That self supporting loans be available to community groups for project funding.

2. Long Term Sustainability of Council

Level of borrowings shall be within acceptable limits to ensure long term sustainability. Council is to ensure that debt levels do not exceed these limits so that debt service costs combined with the operational requirements can be met on a sustainable basis.

Council adopts the following indicators as established by the The Western Australian Treasury Corporation (WATC) as a measure of debt service ability. It must be noted that WATC will not automatically approve funds to a Local Government Authorities if these indicators are not met. Any lending would need prior approval by the board of the WATC.

Debt Indicators

In the:

- a) preceding financial year;
- b) the current financial year; and
- c) the following financial year.

Debt Service Cover Ratio ideally is not less than 200%

Debt Service Ratio does not exceed 10%

Gross Debt to Revenue Ratio ideally not exceed 60%

Where any of these ratios are outside these limits, Council may consider the deferment or a reduction in borrowings to meet these adopted indicators.

Definitions

Debt Service Cover Ratio

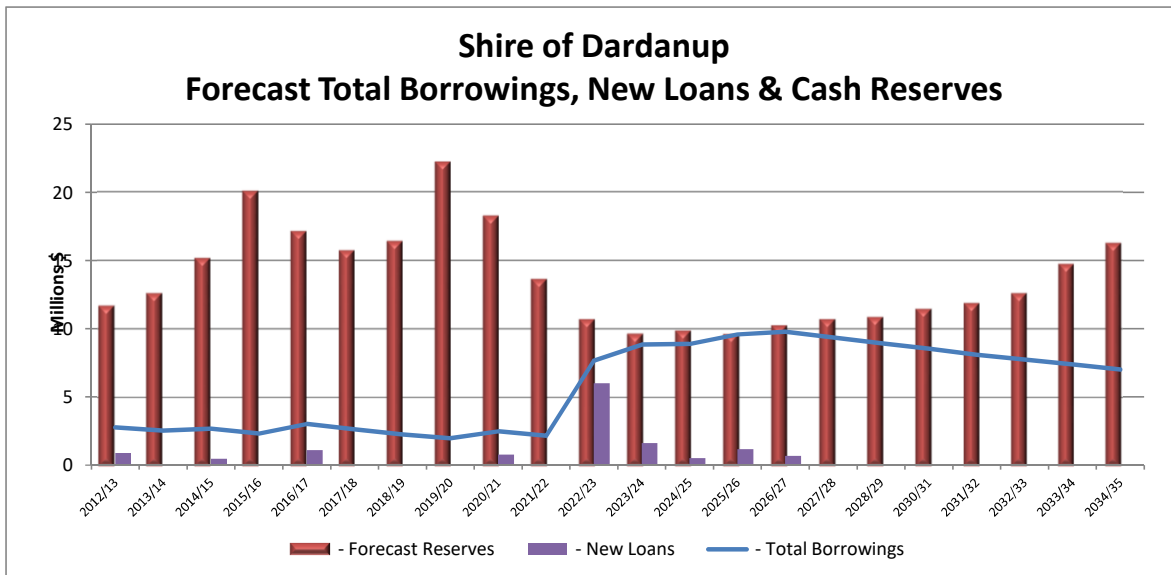
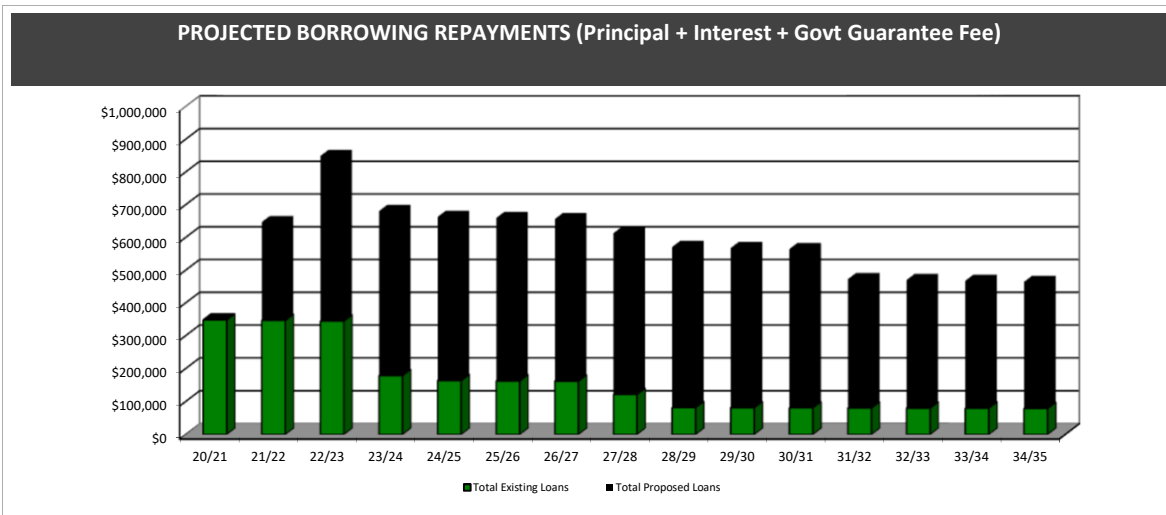
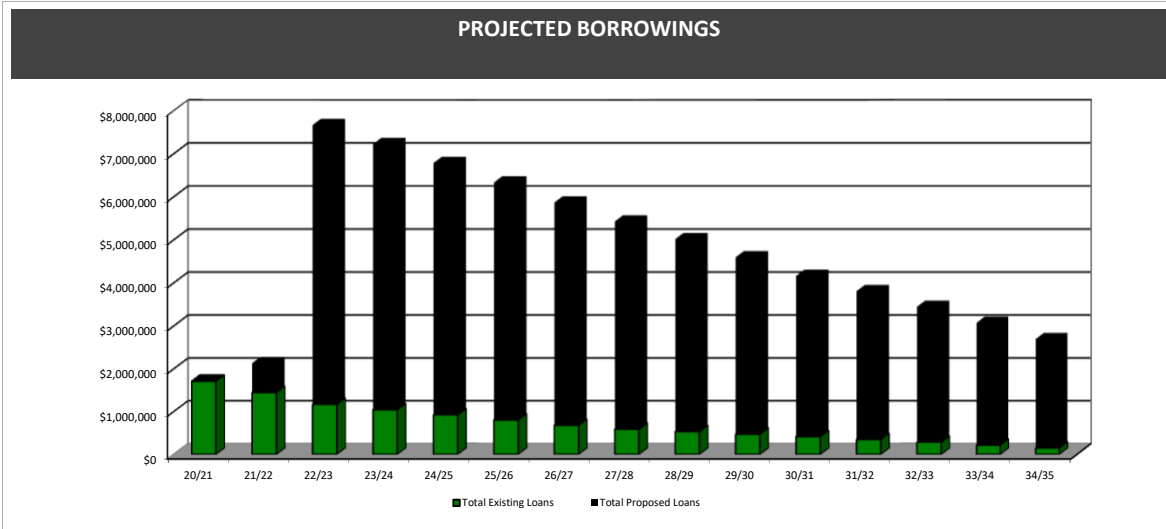
Operating Surplus (excluding grants for the development of assets) before Interest and Depreciation as a % of Principal and Interest repayments (includes Govt Guarantee fee). Measures a Council's ability to service debt out of its uncommitted or general purpose fund available for its operations.

Debt Service Ratio

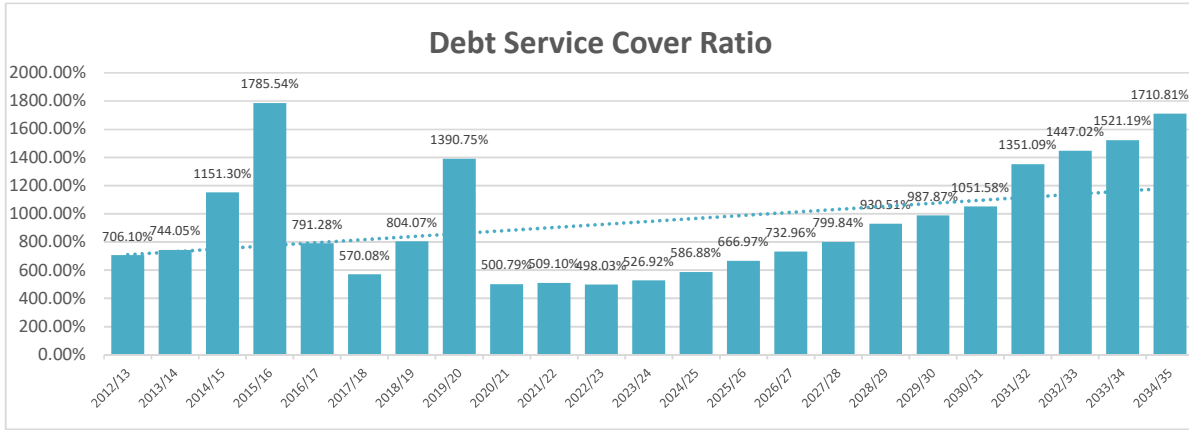
Debt Service Cost (Total borrowing repayments) as a % of Available Operating Revenue (Operating Revenue + Self Supporting Loan Principal less Specific purpose grants of a capital nature).

Gross Debt to Revenue Ratio

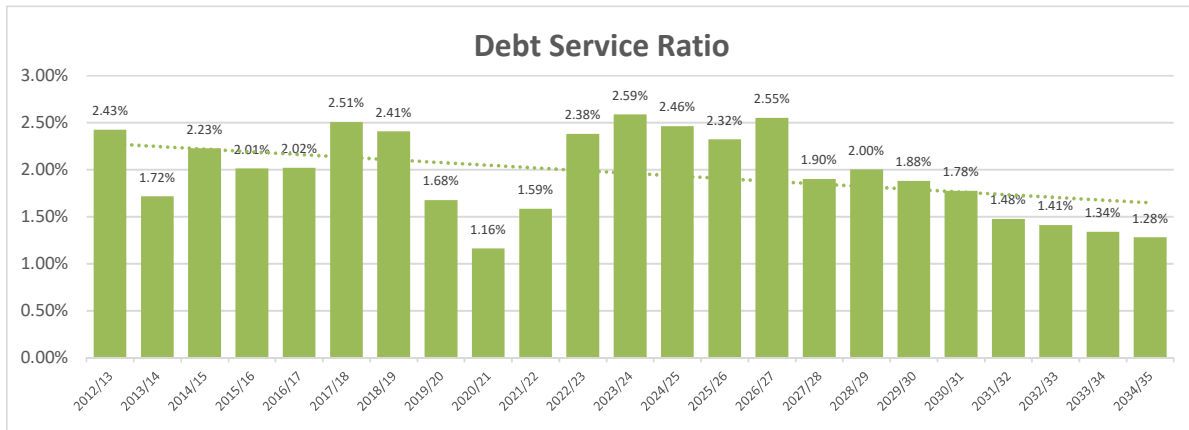
Gross Debt (All borrowing and overdrafts) as a % of Total Revenue (Total operating Revenue less specific purpose



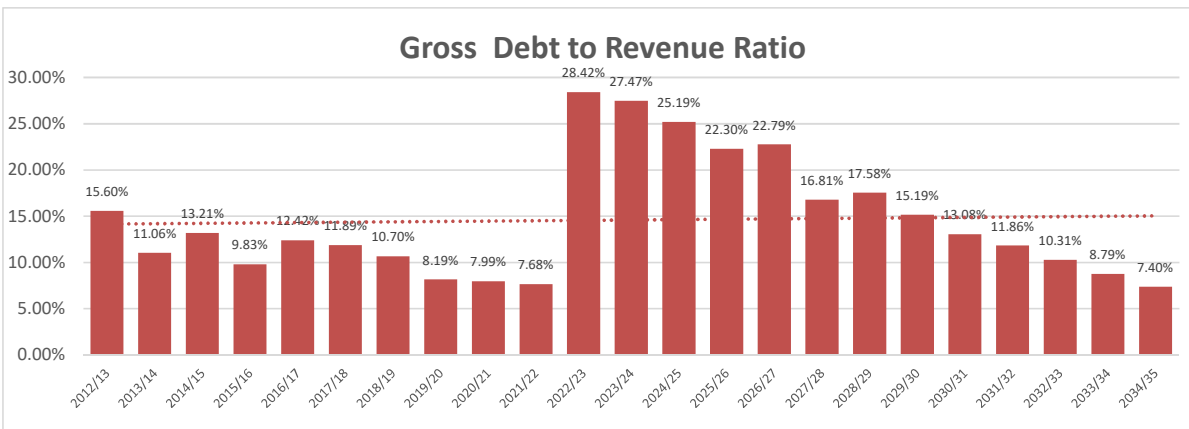
Debt Indicators



Minimum Limit = 200%



Maximum Limit = 10%



Maximum Limit = 60%

Outstanding Debt

Loan #	Existing Loans	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
		Financial Year Ending														
49	Administration Centre	192,573.82	99,118.06													
59	Eaton Rec Ctr	66,647.59	41,219.78	14,167.41	0.00											
61	Gravel Pit Purchase															
63	Rec Ctr Extensions	85,006.28	43,970.96	319,890.01	253,729.23	184,848.31	113,135.40	38,474.09	0.00							
65	Eaton Office Extension	444,476.58	383,438.07													
66	Land - Depot															
67	Eaton Bowling Club SSL															
68	Eaton Rec Ctr - Equipment	924,295.87	881,525.34	837,096.66	790,945.54	743,005.19	693,206.27	641,476.71	587,741.66	531,923.38	473,941.10	413,710.93	351,145.71	286,154.93	218,644.54	148,516.87
69	Glen Houn Oval Club Rooms															
	Total Existing Loans	1,713,000.15	1,449,272.21	1,171,154.08	1,044,674.77	927,853.50	806,341.67	679,590.80	587,741.66	531,923.38	473,941.10	413,710.93	351,145.71	286,154.93	218,644.54	148,516.87
	Proposed Loans															
2022/23	Eaton Admin / Library			5,878,407.41	5,631,396.10	5,379,194.04	5,121,692.13	4,858,779.02	4,590,340.98	4,316,261.92	4,036,423.29	3,750,704.06	3,458,980.65	3,161,126.89	2,857,013.96	2,546,510.32
Removed	Dandrup Office															
2020/21	Developer Contribution Plan			618,969.35	550,166.43	479,074.28	405,616.74	329,715.09	251,288.03	170,251.52	86,518.75	0.00				
	Eaton Rec Ctr (Outdoor Courts)															
	Total Proposed Loans	0.00	685,556.76	6,497,376.76	6,181,562.53	5,858,268.32	5,527,308.87	5,188,494.11	4,841,629.01	4,486,513.44	4,122,942.04	3,750,704.06	3,458,980.65	3,161,126.89	2,857,013.96	2,546,510.32
	Less: Self Supporting Loans															
	Eaton Bowling Club SSL															
	Total SSL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Net Borrowings	1,713,000.15	1,449,272.21	1,171,154.08	1,044,674.77	927,853.50	806,341.67	679,590.80	587,741.66	531,923.38	473,941.10	413,710.93	351,145.71	286,154.93	218,644.54	148,516.87

Total Borrowing Repayments - Principal & Interest (Includes Govt Guarantee Fee)

Loan #	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Existing Loans															
Administration Centre															
Eaton Rec Ctr	104,987.09	104,439.02	103,859.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gravel Pit Purchase	29,705.51	29,558.01	29,402.13	14,638.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rec Ctr Extensions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eaton Office Extension	47,482.40	46,943.70	46,621.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Land - Depot	81,796.77	81,434.99	81,058.32	80,672.20	80,260.07	79,835.02	79,393.67	39,320.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eaton Bowling Club SSL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eaton Rec Ctr - Equipment	84,407.32	84,110.64	83,803.27	83,498.31	83,150.58	82,805.59	82,448.21	82,086.74	81,688.78	81,286.56	80,869.30	80,442.59	79,986.24	79,986.24	79,986.24
Glen Houn Oval Club Rooms															
Total Existing Loans	348,079.09	346,486.36	344,744.11	178,809.29	163,410.65	162,640.61	161,841.88	121,407.47	81,688.78	81,286.56	80,869.30	80,442.59	79,986.24	79,986.24	79,986.24
Proposed Loans															
Eaton Admin / Library	0.00	206,392.77	410,929.49	409,034.45	407,099.58	405,124.05	403,107.00	401,047.57	398,944.87	396,797.97	394,605.96	392,367.89	390,082.79	387,749.66	385,367.51
Dardnup Office	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Developer Contribution Plan	0.00	94,185.67	93,325.05	92,840.70	92,355.19	91,852.85	91,338.71	90,793.82	90,238.84	89,666.38	89,077.00	0.00	0.00	0.00	0.00
Eaton Rec Ctr (Outdoor Courts)															
Total Proposed Loans	0.00	300,578.44	504,254.54	501,875.15	499,454.77	496,976.90	494,445.72	491,841.40	489,183.71	486,463.35	483,682.96	392,367.89	390,082.79	387,749.66	385,367.51
Less: Self-Supporting Loans															
Eaton Bowling Club SSL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total SSL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments	348,079.09	647,064.80	848,998.65	680,684.44	662,865.42	659,617.51	656,287.60	613,248.86	570,877.49	567,749.91	564,552.26	472,810.48	470,069.03	467,735.90	464,400.26
\$ Increase (Decrease)	(45,612.54)	298,985.71	201,933.85	(168,314.22)	(17,819.01)	(3,247.91)	(3,329.91)	(43,038.74)	(42,376.38)	(3,122.57)	(3,197.65)	(91,741.78)	(2,741.45)	(2,333.12)	(3,335.64)
% Increase (Decrease)	(11.59%)	85.90%	31.21%	(19.83%)	(2.62%)	(0.49%)	(0.50%)	(6.56%)	(6.91%)	(0.55%)	(0.56%)	(16.25%)	(0.58%)	(0.50%)	(0.71%)

Interest Repayments

Loan #	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Existing Loans															
Administration Centre															
Eaton Rec Ctr	15,202.43	9,952.78	4,385.06												
Gravel Pit Purchase	5,240.82	3,738.08	2,139.35	438.49											
Rec Ctr Extensions	8,006.71	5,267.20	2,331.72												
Eaton Office Extension	19,885.83	17,475.39	14,965.84	12,353.12	9,632.98	6,800.99	3,852.59	782.95							
Land - Depot															
Eaton Bowling Club SSL															
Eaton Rec Centre - Equipment	36,682.54	35,086.27	33,428.12	31,705.68	29,916.45	28,057.88	26,127.24	24,121.75	22,038.52	19,874.52	17,626.63	15,291.58	12,866.02	12,866.02	7,729.13
Glen Houn Oval Club Rooms															
Total Existing Loans	85,018.33	71,519.72	57,250.09	44,457.29	39,549.43	34,858.87	29,979.83	24,904.70	22,038.52	19,874.52	17,626.63	15,291.58	12,866.02	12,866.02	7,729.13
Proposed Loans															
Eaton Admin / Library															
Dardunup Office															
Developer Contribution Plan															
Eaton Rec Ctr (Outdoor Courts)															
Total Proposed Loans	0.00	24,222.69	84,793.52	141,466.88	133,986.90	126,321.66	118,466.36	110,416.01	102,165.54	93,709.71	85,043.13	76,891.78	70,761.43	64,502.25	58,111.54
Less: Self Supporting Loans															
Eaton Bowling Club SSL															
Total SSL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments	85,018.33	95,742.41	142,043.01	185,964.17	179,536.33	161,180.53	148,446.18	135,326.71	124,204.06	113,584.23	102,669.76	92,183.36	83,627.45	77,368.27	65,840.67
\$ Increase (Decrease)	(14,083.15)	10,724.08	46,301.20	43,920.56	(12,427.84)	(12,355.79)	(12,734.35)	(13,125.47)	(11,116.65)	(10,619.83)	(10,914.47)	(10,486.41)	(8,555.91)	(6,259.17)	(11,527.60)
% Increase (Decrease)	(14.21%)	12.61%	48.36%	30.92%	(6.68%)	(7.12%)	(7.90%)	(8.84%)	(8.92%)	(8.55%)	(9.61%)	(10.21%)	(9.28%)	(7.48%)	(14.90%)

Principal Repayments

Loan #	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Existing Loans															
Administration Centre															
Eaton Rec Ctr	88,116.68	99,455.76	99,118.06												
Gravel Pit Purchase	23,900.80	25,427.81	27,052.37	14,167.41	0.00										
Rec Ctr Extensions	38,295.81	41,035.32	43,970.96	66,160.78	66,880.92	71,712.91	74,661.32	38,474.09							
Eaton Office Extension	58,628.07	61,038.51	63,548.06												
Land - Depot															
Eaton Bowling Club SSL															
Eaton Rec Ctr - Equipment	41,174.26	42,770.53	44,428.68	46,151.12	47,940.35	49,798.92	51,729.56	53,735.05	55,818.28	57,982.28	60,230.17	62,565.22	64,990.78	64,990.78	70,127.67
Glen Houn Oval Club Rooms															
Total Existing Loans	250,115.62	263,727.93	278,118.13	126,479.31	116,821.27	121,511.83	126,390.88	92,209.14	55,818.28	57,982.28	60,230.17	62,565.22	64,990.78	64,990.78	70,127.67
Proposed Loans															
2022/23															
Eaton Admin / Library															
Dardanup Office															
Developer Contribution Plan															
2020/21															
Eaton Rec Ctr (Outdoor Courts)		64,443.24	66,587.41	68,802.92	71,032.15	73,457.55	75,901.64	78,427.06	81,036.51	83,732.77	86,518.75	0.00			
Total Proposed Loans	0.00	64,443.24	188,180.00	315,814.23	323,294.22	330,959.45	338,814.76	346,865.10	355,115.57	363,571.40	372,237.98	391,723.41	297,853.76	304,112.93	310,503.64
Less Self Supporting Loans															
Eaton Bowling Club SSL															
Total SSL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments	250,115.62	328,171.17	466,298.13	442,293.54	440,115.49	452,471.28	465,705.63	439,074.24	410,933.85	421,553.68	432,468.15	354,288.63	362,844.54	369,103.71	380,631.31
\$ Increase (Decrease)	(29,632.75)	78,055.55	138,126.96	(24,004.59)	(2,178.05)	12,355.79	12,734.35	(26,131.39)	(28,140.39)	10,619.83	10,914.47	(78,179.52)	8,555.91	6,259.17	11,527.60
% Increase (Decrease)	(10.59%)	31.21%	42.09%	(5.15%)	(0.49%)	2.81%	2.81%	(5.62%)	(6.41%)	2.58%	2.59%	(18.08%)	2.41%	1.73%	3.12%

State Guarantee Fee

Loan #	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Existing Loans															
Administration Centre															
Eaton Rec Ctr	1,667.98	1,030.48	356.11												
Gravel Pit Purchase	563.89	392.12	210.41	32.88											
Rec Ctr Extensions	879.88	641.18	318.48												
Eaton Office Extension	3,282.87	2,921.09	2,544.42	2,158.30	1,746.17	1,321.12	879.77	63.69							
Land - Depot															
Eaton Bowling Club SSL															
Eaton Rec Centre - Equipment	6,550.52	6,253.84	5,946.47	5,641.51	5,293.78	4,948.79	4,591.41	4,229.94	3,831.98	3,429.76	3,012.50	2,585.79	2,129.44	2,129.44	1,175.95
Glen Houn Oval Club Rooms															
Total Existing Loans	12,945.14	11,238.71	9,375.89	7,832.69	7,039.95	6,269.91	5,471.18	4,293.63	3,831.98	3,429.76	3,012.50	2,585.79	2,129.44	2,129.44	1,175.95
Proposed Loans															
Eaton Admin / Library															
Dardnup Office															
Developer Contribution Plan															
Eaton Rec Ctr (Outdoor Courts)															
Total Proposed Loans	0.00	5,519.74	2,674.43	46,489.08	44,108.52	41,671.31	39,181.65	36,619.71	34,005.30	31,329.13	28,593.86	25,990.78	23,752.71	21,467.60	19,134.48
Less Self Supporting Loans															
Eaton Bowling Club SSL															
Total SSL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments	12,945.14	16,758.45	36,120.19	54,321.77	51,148.47	47,941.22	44,652.83	40,913.34	37,837.28	34,758.89	31,606.36	28,576.57	25,882.15	23,597.04	20,310.43
\$ Increase (Decrease)	(1,896.64)	3,813.31	19,361.74	18,201.58	(3,173.30)	(3,207.25)	(3,288.40)	(3,739.48)	(3,076.06)	(3,078.39)	(3,152.53)	(3,029.79)	(2,694.42)	(2,285.10)	(3,286.61)
% Increase (Decrease)	(12.78%)	29.46%	115.53%	50.39%	(5.84%)	(6.27%)	(6.86%)	(8.37%)	(7.52%)	(8.14%)	(9.07%)	(9.59%)	(9.43%)	(8.83%)	(13.93%)

10 YEAR

WORKFORCE PLAN

2021/22 TO 2030/31

Administration Centre – Eaton

1 Council Drive | PO Box 7016

EATON WA 6232

Tel: 9724 0000 | Fax: 9724 0091

records@dardanup.wa.gov.au

www.dardanup.wa.gov.au

Index

Summary Information

Consolidated Summary

2

Departments

Executive Department

3

Corporate & Governance

4

Sustainable Development

6

Infrastructure Services

9

Shire of Dardanup

Draft Workforce Plan
2021/22

CONSOLIDATED SUMMARY as at 11 March 2021

FULL TIME EQUIVALENT (FTE) EMPLOYEES	2020/21		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	Current Budget FTE	Current Actual FTE										
Executive Department	2.70	2.70	3.30	3.40	3.40	3.50	3.50	3.50	3.50	3.50	3.50	3.50
Corporate & Governance	29.50	29.50	29.50	29.50	29.50	30.20	31.20	31.70	32.20	32.20	32.70	32.70
Sustainable Development	38.78	37.78	38.78	37.98	37.98	38.98	38.98	40.18	40.38	40.58	40.78	40.98
Infrastructure Services	44.59	44.59	43.69	44.69	45.69	46.69	46.69	46.69	48.69	49.69	49.69	49.69
TOTAL FTE EMPLOYEES	115.57	114.57	115.27	115.57	116.57	119.37	120.37	122.07	124.77	125.97	126.67	126.87

(Appendix ORD: 12.20D)

Executive Department

Note	2020/21		2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	Current Budget FTE	Current Actual FTE	Current Actual FTE										
Chief Executive Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Communications Officer	0.70	0.70	0.70	0.80	0.90	0.90	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Designated Area Migration Scheme Officer (part funded)	0.00	0.00	0.00	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
TOTAL FULL TIME EQUIVALENT (FTE)	2.70	2.70	2.70	3.30	3.40	3.40	3.50	3.50	3.50	3.50	3.50	3.50	3.50

Shire of Dardanup

Draft Workforce Plan
2021/22

Corporate & Governance Services

Note	2020/21		2020/21		2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
	Current Budget FTE	Current Actual FTE	Current Budget FTE	Current Actual FTE										
Deputy Chief Executive Officer PA to Deputy CEO	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00	1.00 1.00
TOTAL FULL TIME EQUIVALENT (FTE)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Financial Services														
Manager Financial Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Financial Accounting														
Accountant	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Accountant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Senior Finance Officer	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Accounts Payable Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Payroll Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Rates / Revenue														
Senior Rates Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Rates Officer	1.40	1.40	1.40	1.40	1.40	1.40	1.50	1.50	1.50	1.50	2.00	2.00	2.00	2.00
Accounts Receivable Officer	0.40	0.40	0.40	0.40	0.40	0.40	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Procurement														
Procurement Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	8.60	8.60	8.60	8.60	8.60	8.60	8.60	8.80	9.80	9.80	10.30	10.30	10.30	10.30

Notes

Shire of Dardanup
Draft Workforce Plan
2021/22

Corporate & Governance Services

	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Note	Current Budget FTE	Current Actual FTE										
Information Services												
Manager - Information Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology												
IT Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Systems & Network Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IT Officer	1.00	1.00	1.00	1.00	1.00	1.50	1.50	2.00	2.00	2.00	2.00	2.00
Business Solutions												
GIS & Data Analyst	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Business Solutions Team Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Business Solutions Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Business Solutions Developer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Graduate GIS Officer											0.50	0.50
Information Document Services												
Senior IDS Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
IDS Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	10.00	10.00	10.00	10.00	10.00	10.50	10.50	11.00	11.00	11.00	11.50	11.50
Governance & Human Resources												
Manager Governance & HR	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
HR & WHS Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resource Officer	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Health & Safety Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
OSH Support Officer	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20
Executive Support Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Governance Officer	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40	3.40
Compliance Officer	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
TOTAL FULL TIME EQUIVALENT (FTE)	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90	8.90
TOTAL (FTE)	29.50	29.50	29.50	29.50	29.50	30.20	31.20	31.70	32.20	32.20	32.70	32.70

Shire of Dardanup
Draft Workforce Plan
2021/22

Sustainable Development Services

	Note	2020/21 Current Adopted FTE	2020/21 Current Actual FTE	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Development Services													
Director Sustainable Development		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Manager Development Services		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PA to Director Sustainable Development		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planning Services													
Statutory Enforcement Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Principal Planning Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Planning Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planning Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.50	1.50	1.50	1.50	1.50
Strategic Project Officer		0.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Services													
Principal Building Surveyor		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Health Services													
Principal Environmental Health Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Environment Health Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Graduate Health Officer									0.20	0.40	0.60	0.80	1.00
Low Enforcement													
Coordinator Emergency & Ranger Services		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Ranger		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Ranger		1.80	1.80	1.80	1.80	1.80	1.80	1.80	2.30	2.30	2.30	2.30	2.30
Emergency Management & Brigade Officer		0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Bushfire Risk Planning Coordinator (100% funded)		1.00	1.00	1.00									
TOTAL FULL TIME EQUIVALENT (FTE)		15.40	15.40	16.40	15.40	15.40	15.40	15.40	16.60	16.80	17.00	17.20	17.40

Shire of Dardanup
Draft Workforce Plan
2021/22

Sustainable Development Services

	2020/21	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Note	Current Adopted FTE	Current Actual FTE										
Recreation Centre												
Manager Recreation Centre	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Services												
Coordinator - Eaton Recreation Centre	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Children Service Team Leader	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39	0.39
Creche Supervisor	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44	0.44
Children Services Assistants	1.13	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77	1.77
Vacation Care Assistants	0.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Vacation Care Leaders	0.38	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32
Customer Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Customer Service Officer	0.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Café Assistant	0.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Customer Service Assistants	1.91	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99	1.99
Operations												
Sports & Venue Team Leader	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Centre Supervisors	0.67	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Membership Team Leader	0.39	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59	0.59
Membership Officers	0.60	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46	0.46
Cleaner	0.87	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90	0.90
Gym Team Leader	0.66	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72	0.72
Gym Instructors	1.15	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92	0.92
Group Fitness Team Leader	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32	0.32
Group Fitness Instructors	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86	0.86
TOTAL FULL TIME EQUIVALENT (FTE)	15.38	13.38	13.38	13.38	13.38	13.38	13.38	13.38	13.38	13.38	13.38	13.38

Shire of Dardanup
Draft Workforce Plan
2021/22

Sustainable Development Services

	2020/21 Current Adopted FTE	Note	2020/21 Current Actual FTE	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
<u>Place & Community Engagement</u>													
Manager Place & Community Engagement	1.00		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<u>Place & Community Services</u>													
Place & Community Officers			3.00	3.00	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20
Community Services	1.00												
Events Officer	1.00												
Programs Officer	1.00												
Marketing & Promotions Officer	0.00		0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Grants Officer	0.00		0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
<u>Library Services</u>													
Coordinator Library Services	1.00		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Library Officer	1.00		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Library Officer	2.00		2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Library Officer	2.00		2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
TOTAL FULL TIME EQUIVALENT (FTE)	8.00		9.00	9.00	9.20	9.20	10.20	10.20	10.20	10.20	10.20	10.20	10.20
TOTAL (FTE)	38.78		37.78	38.78	37.98	37.98	38.98	38.98	40.18	40.38	40.58	40.78	40.98

Shire of Dardanup

Draft Workforce Plan
2021/22

Infrastructure Services

Note	2020/21 Current Adopted FTE	2020/21 Current Actual FTE	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Director Infrastructure Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PA to Director Infrastructure Services	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Assets												
Manager Assets	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Manager Infrastructure Planning & Design	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Design Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Building Asset Officer	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80	0.80
Senior Assets Officer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Project Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Development Engineer (was Senior Asset Inspector)	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Landscape Design Officer	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
TOTAL FULL TIME EQUIVALENT (FTE)	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30	7.30

Shire of Dardanup

Draft Workforce Plan
2021/22

Infrastructure Services

	Note	2020/21 Current Adopted FTE	2020/21 Current Actual FTE	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Operations													
Manager Operations		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Project Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Engineering Projects Officer		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administration Officer		0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79	0.79
Parks & Environment													
Principal P&E Supervisor		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Environmental Officer		1.00	1.00	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60	0.60
Waste Management Officer - Yet to be finalised		0.00	0.00										
Team Leader - Mowing & Turf		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Mowing & Turf		2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Team Leader - Eaton Horticulture		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Eaton Horticulture		2.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Team Leader - Millbridge & Townsite Horticulture		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Millbridge & Townsite Horticulture		2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00	4.00
Team Leader - Wanju Horticulture										0.50	1.00	1.00	1.00
Team Member - Wanju Horticulture		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50	1.00	1.00	1.00
Team Leader - Reticulation		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Reticulation		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Leader - Nature Reserves		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Nature Reserves		1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Cleaners													
Cleaners		1.50	1.50	1.00	1.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00

Shire of Dardanup
Draft Workforce Plan
2021/22

		Infrastructure Services										
Note	2020/21 Current Adopted FTE	2020/21 Current Actual FTE	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
<i>Continued</i>												
Transport												
Principal Works Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Pr Leading Hand - Works	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
General Hand - Plant Operator - Works	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Members - Major Works	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Team Members - Minor Works	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Leading Hand - Maintenance	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Team Members - Maintenance	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Refuse Site												
Landfill Attendants	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00
General Maintenance												
Maintenance Storeperson	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
TOTAL FULL TIME EQUIVALENT (FTE)	35.29	35.29	34.39	35.39	36.39	37.39	37.39	37.39	39.39	40.39	40.39	40.39
TOTAL (FTE)	44.59	44.59	43.69	44.69	45.69	46.69	46.69	46.69	48.69	49.69	49.69	49.69



Shire of Dardanup

MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

Held

17 March 2021

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

VISION STATEMENT

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

TABLE OF CONTENTS

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....1

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED2

 2.1 Attendance..... 2

 2.2 Apologies..... 2

3. PUBLIC QUESTION TIME2

4. PETITIONS/DEPUTATIONS/PRESENTATIONS3

 4.1 Community Preparedness Resources – Sanda Cheema - DFES..... 3

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING3

 5.1 Bushfire Advisory Committee Meeting Held 14 October 2020 3

6. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....3

7. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN3

8. DECLARATION OF INTEREST.....3

9. ACTION SHEET UPDATE.....4

10 REPORTS OF OFFICERS AND COMMITTEES5

 10.1 Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes..... 5

 10.2 Title: Department of Biodiversity, Conservation & Attractions – Officer Report 6

 10.3 Title: Department of Fire & Emergency Services (DFES) – Mr Gavin Stevens 7

 10.4 Title: Bushfire Training Officer Report – Vacant..... 9

 10.5 Title: Burekup District Fire Control Officer Report – Mr Clay Rose..... 10

 10.6 Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt 11

 10.7 Title: Ferguson Fire Control Officer Report –Mr Richard Stacey 12

 10.8 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Mr Peter Robinson..... 13

 10.9 Title: Upper Ferguson District Fire Control Officer Report – Mr Rod Bailey 14

 10.10 Title: Waterloo District Fire Control Officer Report –Mr Rob Drennan..... 15

 10.11 Title: Wellington Mill District Fire Control Officer Report –Mr Ian Bridge..... 16

 10.12 Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer 18

 10.13 Title: Coordinator Emergency & Ranger Services Report – Mrs Erin Hutchins..... 21

11. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN26

12. NEW BUSINESS OF AN URGENT NATURE26

13. MATTERS BEHIND CLOSED DOORS.....26

14. CLOSURE OF MEETING.....26

COMMITTEE MEMBERS:

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

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

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

STAFF MEMBERS

Mrs Erin Hutchins - Coordinator – Ranger & Emergency Services
Mr Murray Halden - Senior Ranger
Mrs Donna Bailye - Executive Governance Officer

OBSERVER

Mr Luke Botica - Director Infrastructure
Mrs Susan Oosthuizen - Director Sustainable Development
Ms Melissa Howard - Emergency Management Officer

COUNCIL ROLE

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

DISCLAIMER

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

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

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

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 17 MARCH 2021 AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson, declared the meeting open at 7.00pm, welcomed those in attendance and referred to the Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

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

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

2.1

Attendance

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Clay Rose	-	FCO Burekup District
Mr Rod Bailey	-	FCO Upper Ferguson
Mr Robert Drennan	-	FCO Waterloo District
Mr Peter Robinson	-	FCO Joshua/Crooked Brook
Mr Neil Dyer	-	FCO West Dardanup
Mr Ian Bridge	-	FCO Wellington Mill District
Mr Brendan Putt	-	FCO Dardanup Central
Mr Gavin Stevens	-	Department of Fire & Emergency Services
Ms Emma Atkinson	-	Dept. of Biodiversity, Conservation & Attractions

Staff

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

Observers

Ms Sandra Cheema	-	Department of Fire & Emergency Services
Mr Lyndon Skeers	-	Capt. Ferguson District
Mr Rueben Jacobs	-	Dept. of Biodiversity, Conservation & Attractions
Mr Allan Charlton		

2.2

Apologies

Mr John Carter	-	Department of Fire & Emergency Services
Mr Richard Stacey	-	FCO Ferguson District

3. PUBLIC QUESTION TIME

None.

4. PETITIONS/DEPUTATIONS/PRESENTATIONS**4.1 Community Preparedness Resources – Sandra Cheema - DFES**

Ms Sandra Cheema from DFES will provide the Committee with a presentation on Community Preparedness Resources.

Discussion

Following the presentation, discussions were carried out in regards to the possible coordination of a Volunteer recruitment program running with the Community Preparedness Program. It was requested that the Shire liaise with the Brigades and Michelle Wells from DFES to coordinate such a program.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**5.1 Bushfire Advisory Committee Meeting Held 14 October 2020****BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 01-21 MOVED - Mr Rod Bailey SECONDED - Mr Chris Hynes

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 14 October 2020, be confirmed as true and correct subject to no corrections.

CARRIED

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

“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 Chairperson, Mr Peter Robinson asked if there were any Declarations of Interest to be made.

There were none.

9. ACTION SHEET UPDATE

PENDING ACTIONS:

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
14/10/20 01/20	Susan Oosthuizen	To investigate the possibility of the Shire of Dardanup carrying out a Men's Health Program across the Shire.	17/03/2021 Shire Officers have contacted the Cancer Council. The Cancer Council in turn have spoken with Ian Bridge and a Prostrate Cancer Information Session will be held at the Wellington Mill Brigade between April to Mid-May.	Complete
14/10/20 02/20	Erin Hutchins	To review the AGM date in Bush Fire Brigade Local Law and if required change the AGM meeting date to April of each year.	17/03/2021 AGM date updated to 15 April annually.	Complete
14/10/202 03/20	Erin Hutchins	To populate an Accommodation listing for the Shire with emergency contact details and distribute to the Brigades.	17/03/2021 List of registered accommodation providers, including contact details, provided by Health and circulated to FCOs.	Complete

10 REPORTS OF OFFICERS AND COMMITTEES

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

Reporting Department: CFCO - Dardanup

Reporting Officer: Chris Hynes

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	501247 Nth Boyanup Road Scrub fire. 502015 Collie River Road Escaped burn. 505604 Burekup - near church. Deliberate. 506590 21 Padbury Road - fire works and gun shots. 508910 Fase alarm. 509210 False alarm. 509718 Picton fire - Power line ignition grass. 510660 Tyndale lightning strike 511688 Tyndale reignition
<i>Appliance and Equipment</i>	Waterloo BFB have provided a laptop to the CBFCO. This is a welcome addition to help get my work done. Thanks
<i>Training</i>	<p>Training - there has be a lot of work done to get new recruits trained for this season. Thanks for the hard work put in by those who made this happen.</p> <p>Training and Recruitment of new members should now be starting with the new training calendar released. This is the time for training and recruiting going into winter I don't want requests for training courses heading into our fire season.</p>
<i>Meetings Held</i>	Leadership meeting have recommenced with COVID interrupting dates
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>I have sent an email to Andy Wright complaining about deployment forms and the long process to complete them. I have ask for this to be raised at a ROAC meeting. Email attached to my report (Appendix BFAC: 10.1)</p> <p>Southwest Response Zones - I have also expressed my dissatisfaction with this and recommend that we review this document.</p> <p>Southwest responses zone / Heightened response - I have made recommendations previously AOs DMs I don't believe the zones on maps having a greater response than other areas is right. We should have the same amount of response to areas outside these response zones. The response should be similar to what the responses zone states, number of appliances</p>

	aircraft DBCA etc. CBFCO or the most senior FCO CAPTAIN chain of command escalates as needed with local knowledge Appliance replacement ageing fleet. What is the time frame
<i>Initiatives</i>	Nil.
<i>Other News</i>	New fire station builds to start Waterloo and Dardanup central this is welcome news

Item/s For BFAC Discussion

Item 1 Southwest Response Zones.

The document doesn't fit our needs. Having spoken to other CBFCOs , we feel it needs to be reviewed. I recommend that I take our concerns to a ROAC meeting for a review of how the document should work

Discussion:

Mr Chris Hynes advised the Committee that Mr Allan Charlton had been appointed as a Fire Weather Officer in accordance with the provisions of the Bush Fire Act (s38(8)). Mr Hynes requested that he be officially appointed to the Bushfire Advisory Committee.

ACTION 01/21 ***Coordinator – Ranger & Emergency Services, Mrs Erin Hutchins, through liaison with the Shires Manager – Governance & HR investigate the appointment of Mr Allan Charlton to the Bushfire Advisory Committee as a Fire Weather Officer***

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

Plans to be presented at the meeting.

Discussion:

Ms Emma Atkinson read allow the following report:

10.2.1 Bushfires

50 Bushfires recorded for the District, 12 within the Shire of Dardanup. Wellington District recognises and appreciates the continuing commitment and efforts of all the Brigades involved in bushfire management both in and outside of the District.

10.2.2. Aerial Suppression

Aerial suppression aircraft will be based as per previous years, with 1 AAS and 2 FW Water Bombers in Bunbury and 2 x RW Helitacs in Busselton. Updates since last report in yellow below. New - 30,000L Premixed retardant tanks at three bases. Also missing from the table is the inclusion of the LAT in Busselton,

Aerial Suppression Aircraft (Western Australia) - 2020/21 Bushfire Season Availability Schedule (as @ 20210215)				
	1-Nov-20	1-Dec-20	15-Dec-20	20-Dec-20
Jandakot	1 x AS355 Air Attack Platform (H) 2 x 214B Helitacks (H) (2,650L) 1 x Air Intelligence Platform (H) 1 x Line Scanner (FW)	1 x AS355 Air Attack Platform (H) 4 x 214B Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)* 1 x Air Intelligence Platform (H) 1 x Line Scanner (FW)	1 x AS355 Air Attack Platform (H) 4 x 214B Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)* 1 x Air Intelligence Platform (H) 1 x Line Scanner (FW)	1 x AS355 Air Attack Platform (H) 4 x 214B Helitacks (H) (2,650L) 2 x Air Tractor 802 (FW) (3,150L)* 1 x Air Intelligence Platform (H) 1 x Line Scanner (FW)
Bunbury		2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)	2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)	3 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)
Busselton			2 x 214B Helitacks (H) (2,650L)	2 x 214B Helitacks (H) (2,650L)
Manjimup			2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)	2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)
Albany			2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)	2 x Air Tractor 802 (FW) (3,150L)* 1 x Scout Air Attack Platform (FW)
Serpentine				1 x Air crane (H) (7,000L)

(H): Helicopter (Rotary Wing) (FW): Fixed Wing
 * Airtractor 802 Fixed Wings dates are to be reviewed and subject to change as required.
 N.b. Retardant Pre-Mix Tanks now operational at Bunbury, Manjimup and Albany.
 N.b. Aircraft may be put on earlier (permanently or temporarily) and differently based for any early season weather/ incident requirements.
 N.b. DFES will staff both the Air Attack Supervisor and Air Desk Officer role until FW aerial firefighting aircraft are put on line later in Nov or early Dec (then becomes DFES /DFCA Joint Operation).

10.2.3. Prescribed Burning Autumn 2021

34 burns scheduled for Autumn 2021 across the Wellington District totaling 64,532 ha. The following 7 burns are scheduled within the Shire of Harvey, totaling approx. 3010ha:

- WTN 069 WTN Discovery Forest (-550ha) • WTN_101 Mungalup - McClusky Rd (-900ha)
- WTN 084 Dongara Ridge (140ha) • WTN_103 Dardanup North (431ha)
- WTN 093 King Jarrah • WTN 113 Arcadia - Valkyrie Rd (2,130 ha)
- WTN_099 WTN Discovery Forest Plots

Discussion:

The Committee discussed with DBCA the process for the delivery of Burn Notices to the local wineries around Dardanup and the need for liaison with the local producers in regards to their crops. Ms Atkinson advised that DBCA contact the local wineries prior to any burns taking place.

10.3 Title: Department of Fire & Emergency Services (DFES) – Mr Gavin Stevens

10.3.1 Seasonal Outlook

The BOM have released their seasonal outlook for March to May 2021. Access to this forecast is available via this link - <http://www.bom.gov.au/climate/outlooks/#/overview/video>

- Increased chance of cooler than average day time temperatures with an increased chance of warmer night time temperatures except south West Australia where temperatures may be higher overall.
- Increased chance of above average rainfall.
- Increased risk of flooding in the South West of the state if we receive a major wet weather event.

10.3.2 High Season Fleet

DFES SW Region High Season Fleet are all deployed with the aim of retaining some of these locally for the Autumn Burn Program dependent on operational need across the state.

10.3.3 State Aerial Fleet

The recent Wooroloo bush fire saw two extra Large Air Tankers (LAT) enter the state to bolster the fire fighting these have now returned to the Eastern States.

10.3.4 COVID 19 (<https://www.wa.gov.au/government/covid-19-coronavirus>)

Various information on how COVID may affect operational activities - ongoing. Brigades are reminded of the necessity to maintain appropriate social distancing and maintain a high level of cleanliness while we are still in this period of the Covid-19 pandemic. For further information please visit the COVID-19 information page on the Volunteer Hub. If you have any further questions, please direct them to covid19@dfes.wa.gov.au

10.3.5 Volunteer Welfare & Resource Officer (VWRO) – similar to VLO role

Volunteers with appropriate knowledge and skills are encouraged to apply as per recent email. Applicants seek endorsement from your brigade Captain, CBFCO or Unit Leader, then email to the South West Regional Office (reception.bunbury@dfes.wa.gov.au) by 4pm Thursday 25 February 2021.

10.3.6 Volunteer ID Cards

Volunteer ID Cards will soon be produced locally in the region, when this system is up and running we will disseminate details of how to make application.

10.3.7 Deployment process

Regional Office is currently updating and improving the deployment process locally to make it easier for all concerned, watch this space. If you wish to go on deployments its important to complete the deployment register form.

10.3.8 AVL & WebEOC

Just a reminder that many of the secure online systems such as AVL or WebEOC as per state government security protocols require a login within 90 days otherwise the account will lock.

10.3.9 Burn SMART

DFES' Bushfire Centre of Excellence has created a Burn SMART Guide and Burn SMART Checklist, with information for private landholders about planned burning, and actions to take before, during and after your burn. The Guide and Checklist apply to properties within the Swan Coastal Plain, Jarrah Forest or Warren biogeographic region. Copies can be downloaded at www.dfes.wa.gov.au/plannedburning . While we are progressing through the current season, now might be a good time for you to consider how you would use this with your community.

10.3.10 Training

The 2020 Bushfire Service Training Program was placed on hold due to COVID-19 but has now recommenced. Please refer to the regional training calendar. The New Bushfire Training Products are now online with the Introduction to Bushfire and Bushfire Fighting courses retired. Information can be found in circular: General Circular No: 24/2021 which is attached to this report for your reference

10.3.11 Deployment Process

We have had some feedback in this area and are working on a process to streamline data collection and make more timely the flow of information to make it more user friendly on all those involved. Once we come up with a draft concept regionally, how to achieve this we will be engaging stakeholders (Chiefs, LG Reps, etc) for feedback. The use of the deployment form and reading of the operational deployment directive as outlined in Operational Circular 75/2020 from October 2020 are advised (Appendix BFAC: 10.3).

Discussion:

Mr Stevens updated the Committee on the matter and advised that DFES were looking at removing the Deployment Register all together. He also wished to advise that DFES SW Superintendent Mr Andy Wright had requested that his thanks be forwarded to everyone for their efforts in the first 6 to 8 weeks of this fire season.

10.3.12 Thank you

The DFES South West Superintendent and staff of the office are very grateful to all those who assisted with the high operational tempo of the last few weeks. We are especially thankful for all the assistance with deployments and those who stayed to cover the South West while others went.

Discussion:

Mr Stevens advised the Committee that following discussion, (prior to the BFAC meeting) with Mr Chris Hynes, it was agreed that an informal BBQ would take place at the West Dardanup BFB on the 1 April 2021 commencing at 1800hrs. The BBQ was for all FCO's and Captains, along with Mr Wright. The BBQ is an informal catch-up to enable discussions between brigade leaders and Mr Wright on what is working and what isn't.

10.4 Title: Bushfire Training Officer Report – Vacant

No Report.

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

Reporting Department: Burekup BFB

Reporting Officer: Clay Rose

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

<i>Fire Call Outs</i>	23/10/20 – Dowdells Line Road – Verge 29/10/20 – Collie River Road – Barrett’s Farm 21/11/20 – Crampton Road – Henty 22/11/20 – Russell Road Rail Line / Reserve 09/01/21 – Tyndale Farm 19/01/21 – Tyndale Farm – Reignition
<i>Appliance and Equipment</i>	New Maxx Trax Purchased. Getting fridge hard wired, thermal camera donated by Western Power, New LED work lights and New reverse camera.
<i>Training</i>	Every 2 weeks.
<i>Meetings Held</i>	Committee meeting 23-02-21
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	ESL not funding dress uniforms, appliance fridges, chain saws.
<i>Initiatives</i>	Brigade & appliance attended Shire run water fun day on town oval on 13-1- 21, attended fire retardant demo at Wespine on 16-10-20
<i>Other News</i>	Collie River Road - Shire supplied stand pipe now operational. Culvert crossover & handstand still to be completed.

Item/s For BFAC Discussion

Discussion:

Mr Clay Rose provided the Committee with an update on the installation of mobile towers at Burekup. Mr Rose sought clarification from Mr Stevens on the eligibility of chainsaws being funded through ESL. Mr Stevens advised that chainsaws were not subject to ESL funding.

10.6 Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt**Reporting Department:** Dardanup Central BFB**Reporting Officer:** Brendan Putt*(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)***Activity Report Since Last BFAC Meeting**

<i>Fire Call Outs</i>	10 since last meeting Including out of Shire deployments. Deployment to Oakford fire. 3 Day Deployment Wooroloo fire.
<i>Appliance and Equipment</i>	Truck has no outstanding issues
<i>Training</i>	Training since the last BFAC every 2 nd wed
<i>Meetings Held</i>	Social meeting
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Dardanup Central new station tender has been awarded , Removal of large pine tree completed

Item/s For BFAC Discussion***Item 1 Out of Shire Crew Deployment***

Concerns over crew request deployment duration, not stated, non-flexible roster, not prepared to liaise with what volunteers are prepared to give in the way of deployment duration. Process very time consuming involving many different people for point of contact

It is requested that a deployment set of standards be set out for crew request for crews outside of the Shire. With local Government person to liaise with DFES on details of crew info and deployment details

Discussion:

Mr Brendan Putt discussed with the Committee the current frustrations and difficulties he experienced in organising deployment for his crew to the Wooroloo Fire and the lack of information received in regards to length of deployment, accommodation etc.

Mr Stevens’s apologised for the DFES confusion and advised that moving forward any taskforce requests would not be actioned for the South West region until further details are provided. A deployment request will be asked for. The matter is being looked at and will be taken to ROAC for further discussion.

Mr Putt advised that following deployment, the Brigade is required to provide letters to their member employers providing details of their deployment. Mr Putt requested assistance from the Shire in the drafting of the correspondence.

10.7 Title: *Ferguson Fire Control Officer Report –Mr Richard Stacey*

Reporting Department: Ferguson BFB

Reporting Officer: Richard Stacey

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

No report submitted.

Discussion:

Mr Lyndon Skeers (Capt. Ferguson) provided an update to the Committee. He advised:

- *There were a couple of new members.*
- *Ute has finally been returned.*
- *Brigade attended 2 fires.*

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

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Peter Robinson

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	None. Light Tankers are not in favour!
<i>Appliance and Equipment</i>	No concerns.
<i>Training</i>	We recommenced monthly training in February. Thanks to Ferguson for the use of their LT last month.
<i>Meetings Held</i>	Annual Christmas Party – 50 present.
<i>Membership – Recruitment/Resignation</i>	Two new members; one active the other auxiliary. Five cadets graduated to Fire Fighters, seven new cadets. Maybe eight. That makes our Cadet unit full.
<i>Concerns</i>	The placement of the new water tank and its connectivity to our standpipe could be interesting. <u><i>Officer Comment – Mrs Erin Hutchins –Coordinator Emergency & Ranger Services</i></u> The Shire will be working very closely with the contractor and brigade, with the assistance of Al Charlton, to ensure tank placement and fittings are suitable for firefighting purposes.
<i>Initiatives</i>	None at present.
<i>Other News</i>	Ellen Lilly went to Wooroloo with Keith Higham’s crew. A baptism of fire for her very first call out.

Item/s For BFAC Discussion

None.

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

Reporting Department: Upper Ferguson

Reporting Officer: Rod Bailey

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

<i>Fire Call Outs</i>	1 call out.
<i>Appliance and Equipment</i>	All working OK.
<i>Training</i>	In house training undertaken.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	2 new members – both trained.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

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

Reporting Department: Waterloo District

Reporting Officer: Mr Rob Drennan

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	10 fire call outs, a total of 53 crew positions filled. 1 Deployment lasting 4 nights to Perth Hill's (2 of the' crew positions were filled by Ferguson & Burekup BFB members).
<i>Appliance and Equipment</i>	Waterloo 3.4 has a locker bin damaged by a strainer post. Has had some repairs to branch connectors & hose's by Bellfire. Waterloo LT has had a radio areal replaced.
<i>Training</i>	COVID 19 has kept this to small gathering.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	Nil.
<i>Initiatives</i>	Nil.
<i>Other News</i>	Nil.

Item/s For BFAC Discussion

None.

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

Reporting Department: Wellington Mill BFB

Reporting Officer: Ian Bridge

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

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	15 th December Car/Scrub fire. 17 th December DEC burn. 22 nd December Car/scrub fire. 26 th December Campfire.
<i>Appliance and Equipment</i>	1.4 had a flat battery. The problem seemed to be in the electronic charging system. We are monitoring it daily.
<i>Training</i>	With the assistance of DFES we conducted a Radio Refresher training session in house. Most of our new member's (7) have completed their training. We conduct training every Monday. Promotion of DFES training is a bit difficult due to the COVID related issues. We would like to work with DPaW at a controlled burn to train our new members in working on a fire ground at night.
<i>Meetings Held</i>	Our management group meet on the first Monday of each month.
<i>Membership – Recruitment/Resignation</i>	We have reviewed our membership list and are attempting to contact 12 listed members to confirm their wish to continue membership. It's likely that those 12 will no longer continue as members of our brigade.
<i>Concerns</i>	Difficulty getting turn out PPE for new members. At our last BFAC meeting I thought we resolved that a different (Blue) pants/trouser would be bought in future. The recent ones supplied to us were the usual yellow. <u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u> Throughout the 2020-21 financial year, the Shire has spent approximately \$27,000.00 on PPE, 17% of the awarded budget. The cost of blue pants is double the cost of the current yellow. With a limited LGGs budget, that is already stretched, the purchase of the blue pants in lieu of the yellow could have an impact on other budget areas.

<i>Initiatives</i>	We are in discussion with Cancer Council and others to provide Health Awareness presentations to our members.
<i>Other News</i>	<p>Our Community Association has provided a dual cab 4WD ute for our exclusive use as a utility vehicle to assist with various aspects of fire management.</p> <p>Plans for new toilets have been reviewed and approved and should be underway this financial year.</p> <p>The refurbishment of our old shed remains a work in progress.</p>

Item/s For BFAC Discussion

1. Can we come up with a better solution to procure turn out tunics. Getting the best size for individuals is a bit of a guessing game, especially boots.

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

The supplier of PPE provides a size chart to allow for volunteers to gauge the best size. Unfortunately, as the suppliers are in Perth, volunteers are unable to try these on prior to ordering. In addition, LGGS funding would not be well utilised if the Shire was to buy a sample in every size for volunteers to try. Although frustrating, PPE of the incorrect size can be exchanged if unsuitable and unused.

2. Clarify the use of Private Equipment at a fire. See attached draft letter for discussion. (Appendix BFAC: 10.11)

10.12 Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Neil Dyer

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

Activity Report Since Last BFAC Meeting

Fire call outs	Responded to eight (8) jobs. Two (2) within brigade area and six (6) outside.
Appliance & Equipment	Received a seasonal 2.4 unit. Unit was used for when attending fires in Perth. Vehicle did receive some battle scars.
Training	Training has continued throughout the season on alternate Thursday nights
Meetings Held	Nil.
Membership Recruitment/Resignations	Nil.
Concerns	<p>New members tend to want to join at the beginning of the fire season as that is when fires are on their mind. Unfortunately, this means that the training program needs to be prepared to ensure the new recruits are able to get training prior to the fire season so that they can participate in the season they join.</p> <p>The effort of the trainers this year to complete extra training at the beginning of this season was certainly appreciated and did enable some of the new members to be more involved.</p> <p><i><u>Officer Comment – Mrs Erin Hutchins – Coordinator Emergency & Ranger Services</u></i></p> <p>Three volunteers have stepped up as Trainer Assessors (TA) for the Shire. This enables us to complete more in house training throughout the brigades. At this stage the TAs are qualified for Bush Fire Safety Awareness and are working towards Bush Firefighting Skills. This, coupled with the training available via the training calendar, should allow for new members to be trained at a suitable time.</p>
Initiatives	Nil.
Other news	Nil.

Item/s For BFAC Discussion

- *Fire Prevention Order – Request for Exemptions.*

The Dardanup West Brigade area has a lot of special rural properties which is continuing to increase as more subdivisions are approved.

During the 2020/21 inspections it has become apparent that the use of the land in the area is also changing with a lot of the new properties landscaped rather than being used for the keeping of stock and/or horses.

This change in the way the land is being used is resulting in an increasing number of requests for exemptions to the Fire Prevention Order largely as the land is being reticulation and/or the property is being landscaped.

To assist Rangers in determining if an exemption to the Order may be approved by the Dardanup West FCO when at the property, the following guideline have been developed. These guidelines are intended only for the use of the Rangers and are not intended to be provided to the public as an alternative option to the Fire Prevention Order.

Any feedback with regards to the draft guidelines would be appreciated.

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

Currently Rangers do not determine if a fire break variation/exemption is to be approved. The current process if a resident wishes to apply for a variation/exemption if they believe it is impractical to install or complete fire prevention works, is to complete an application form and have it signed off by their local Fire Control Officer prior to September each year. The applications are then tabled at the October BFAC for endorsement. Once endorsed, Rangers will apply the conditions of the variation/exemption to the property during inspections.

Due to the reasons raised by Neil Dyer, it is encouraged that FCOs determine a standard approach for the approval of fire break variations/exemption. These may include:

- There is no need for a fire break due to existing ground conditions;
- The land is too steep to be able to put a fire break in some sections;
- The firebreak position needs to be relocated;
- There is an alternate method of preventing fire on the property.

Rangers will be able to use this information while completing inspections to determine if an variation/exemption may be approved by an FCO, if a variation/exemption is currently not in place.

FURTHER INFORMATION

Note: (Appendix BFAC: 10.12B) was omitted in error from the Bushfire Advisory Committee Appendices and was provided prior to the meeting in support of the Item for discussion under the West Dardanup Officer Report

- *Fire Prevention Order – Request for Exemptions. Guidelines for Rangers.*

Discussion:

The Committee discussed the draft “Fire Prevention Order – Request for Exemption” document and it was agreed that the matter would be workshopped when the Fire Notice is reviewed. Following this the matter would then be brought back to the May 2021 Bushfire Advisory Committee meeting.

ACTION 02/21

FCO’s to workshop the proposed draft “Fire Prevention Order – Request for Exemption”. Shire to coordinate workshop and matter to be brought back at the May 2021 Bushfire Advisory Committee meeting.

Mr Ian Bridge raised the matter of the letter presented under his report and requested input from the Committee. Chairperson, Mr Peter Robinson advised that if he is seeking approval for the distribution of the letter the matter will need to be taken to the Chief Fire Control Officer and the Shire of Dardanup Chief Executive Officer for their review and comment before any further action.

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

Reporting Department: Shire of Dardanup
Reporting Officer: Mrs Erin Hutchins – Coordinator Emergency & Ranger Services

10.13.1 Bushfire Response Plan

The Shire of Dardanup Bush Fire Response Plan (BRFP) was adopted by the Bush Fire Advisory Committee (BFAC) on 14 October 2014 and Council on 5 November 2014. A review was required with the aim to ensure a strong bush fire response capability for the protection of lives and property within the Shire as well as to guide the brigades in bush fire operations and ensure the response is coordinated to enhance community safety and an environment in which residents can feel safe. The BRFP is a support plan for the Local Emergency Management & Recovery Arrangements.

Following a review by Shire Officers in conjunction with the Department of Fire & Emergency Services (DFES), an updated plan was presented at the October 2020 BFAC meeting. The Committee supported the revised BRFP, however made some suggested changes. These changes have now been incorporated into the BRFP and is now presented back to the BFAC for consideration. A copy of the Bush Fire Response Plan is provided (Appendix BFAC 10.13.1).

BUSHFIRE ADVISORY COMMITTEE RESOLUTION

BFAC 02-21 MOVED - Mr Chris Hynes SECONDED - Mr Clay Rose

THAT the Bush Fire Advisory Committee

- 1. Receives the revised Shire of Dardanup Bush Fire Response Plan.**
- 2. Supports the endorsement of the Shire of Dardanup Bush Fire Response Plan by the Shire of Dardanup Local Emergency Management Committee and Council.**
- 3. Recommends that the Bush Fire Response Plan is reviewed annually and presented at the October Bushfire Advisory Committee meeting for Bushfire Advisory Committee endorsement.**

CARRIED

10.13.2 Bushfire Brigade Local Law Update

At the October BFAC meeting, the committee resolved:

THAT the Bushfire Advisory Committee advise Council that they support the proposed draft Shire of Dardanup Bush Fire Brigade Local Law 2021 and suggest that upon review of the local law that the following amendments be considered:

- *The Annual General Meeting date be changed from March to April.*
- *Notes that Appendix 1 – Application Form is no longer required to be prescribed.*

The above amendment to the AGM was applied. Appendix 1 purpose is to lay out the minimum information required in the application form and is in line with the DFES application. Brigades can continue to use the current DFES application form. As per s3.12 of the Local Government Act 1995, the

Local Law invited submissions from the public for a period of 42 days and notification to the State thereafter. Elected members will determine if the Local Law will be adopted by way of resolution at the Ordinary Council Meeting of the 31 March 2021.

Discussion:

The Committee was advised that due to delays, the Local Law would now be taken to the April 2021 Ordinary Council Meeting.

10.13.3 Annual General Meeting

A reminder that Brigade Annual General Meetings (AGM) are to be held in April each year. Previously, brigades complied with the Constitution that stated AGMs were to be held by 30 April, however, in preparation of the DRAFT Bushfire Brigade Local Law being adopted and Constitution being dissolved, it suggested that Brigades attempt, if possible, to hold these by the **15 April**.

At the AGM, the election of the 'Committee of Management' is required, which consists of the following positions:

- FCO
- Captain
- Secretary
- Treasurer
- Lieutenants
- Equipment Officer
- Training Officer
- Communications Officer
- Any other officers elected by the brigade to manage the operations of the bush fire brigade.

As with previous years, nomination forms outlining the position roles and responsibilities as provided (Appendix BFAC 10.13.3), are to be completed. These forms outline the roles and responsibilities of the brigade officers and are required to be signed off by the officer accepting the nomination to demonstrate that they understand and agree to fulfil all the responsibilities.

As per the Bushfire Brigade Local law, the Secretary is to forward a copy of the AGM minutes and completed nomination forms to the Shire within 1 month of the AGM being held. These will then be tabled at the next BFAC meeting.

All brigade members, excluding cadets, are eligible to nominate and be nominated and invited to attend and participate in the nomination process. Members of the public are not eligible to vote.

Information Only

10.13.4 Brigade Leaders Meeting

A brigade leaders meeting, consisting of the CBFCO, DCFCO, DFES and the Shire was held on Tuesday 16 February. This provided an opportunity to receive an update on major projects, as well as liaise direct with DFES.

Information Only

10.13.5 Brigade Training Officer Meeting

A brigade Training Officer meeting was held on Tuesday 23 February. Inter-brigade training was discussed with the aim to familiarise volunteers with equipment outside their brigade to ensure competence, if equipment is required to be utilised on the fire ground. In addition, it was suggested an E-Academy training session be organised to help familiarise training officers with its use. It is intended for E-Academy champions to be identified to enable ongoing assistance with other volunteer members if required.

The 3 Training Officers in attendance, expressed their enthusiasm in making relevant training sessions within their brigade a regular occurrence.

Information Only

10.13.6 Training

After advice that brigade members are approaching DFES SW direct in relation to training, please refer to the below training information provided at the October BFAC.

To ensure Brigades get to maximise any required training opportunities, there are several options an Officer can take;

- Apply to sit on any training, as outlined in the Volunteer Training Calendar, via the DFES Volunteer Hub (you **MUST** get approval from your Captain/FCO and advise the Shire before applying online);
- Apply to sit on any training organised by another SW Shire via the DFES Volunteer Hub (you **MUST** get approval from your Captain/FCO and advise the Shire before applying online);
- If Brigade Training Officer/s identify any training needs within the Brigades, they can put this forward to the Shire. The Shire can then liaise with DFES, who if possible (Trainer dependant) will add the training to the portal. This will allow for members to register as well as surrounding Shires to get on board. This will ensure we meet the minimum student's numbers for a course to run.

The following ground rules, recommended by DFES, are applied when Volunteers from other LG areas attend training courses;

- The host LG should provide catering to all, with a view that this courtesy will be reciprocated for all SW Volunteers attending any out-of-area courses.
- Any 'visiting' Volunteers should provide their own Learner's Manual, either printed or on an IT device. The Volunteer can either print their own, or source one from their own LG Training Coordinator.
- The host LG should provide any course documentation to all, ie. PowerPoint and/or course handouts, assessment papers, etc.
- Any travel and/or accommodation expenses should be met by the Volunteer's home LG (you **MUST** get approval from the Shire prior to applying online).

Information Only

10.13.7 Local Government Grant Scheme (LGGs)

The Shire sent an email to FCOs and Captains on the 9 February requesting the Shire be provided with any PPE and/or equipment requirements by 5 March to ensure they are captured in the 2021-2022 LGGs application. Thank you for those who submitted their requests.

The Shires LGGs application will be assessed by the DFES Capital Grants Committee. The Committee determines the amount of operating expenditure, as well as capital expenditure, allocated to the Shire for the brigades.

The following Local Government Grants Scheme 2020/21 budget figures are provided for information purposes only.

Budget	
Line Item 1-8 Operating Grant	\$155,000.00
Line Item 9	\$3,971.00
Additional State Government 2020/21 Insurance Allowance	\$9,864.00
ESL – Total Gross Operating Grant	\$168,835.00
Less Expenditure	
ESL - Insurance	-\$39,531.09
ESL – Total Expenditure	-\$113,110.91
Funds Remaining as at March 2021	\$16,193.00

Approved Capital Grants – Funded by the State Government WA Recovery Plan Initiative

Brigade	Description	Funding
Dardanup Central BFB	New facility incl. amenities and fit out	\$450,000.00
Wellington Mills BFB	Disabled Toilet & Shower	\$44,200.00
	TOTAL	\$494,200.00

Approved Water Tank Allocation – Funded by the State Government WA Recovery Plan Initiative

Brigade	Description	Funding
Burekup	Watertank	\$20,467.00
Dardanup Central	Watertank	\$20,467.00
Joshua-Crooked Brook	Watertank	\$20,467.00
Waterloo	Watertank	\$20,467.00
Wellington Mills	Watertank	\$20,467.00
	TOTAL	\$102,335.00

Approved Carryovers

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

Information Only

10.13.8 Volunteer Acknowledgement

Many volunteers across our eight Volunteer Bushfire Brigades have recently been deployed to assist with many bushfires across the State. The Shire would like to acknowledge and express their gratitude of those volunteers.

In addition, the Premier of NSW has awarded a Bushfire Emergency Citation to recognise the outstanding contribution of volunteers and staff who were deployed to NSW to assist with the 2019-2020 bushfires. These were presented on Australia Day to;

- Scott Bradbury
- Tony Jenour
- Keith Higham

Joshua Crooked Brook Bush Fire Brigade was also awarded a Citizen of the Year Award for their successful Cadets Program that has been running for approximately 2.5 years.

Long Service Awards and National Medals were also presented on Australia Day to;

- *Long Service Award*
 - Brendan Putt – Dardanup Central Volunteer Bushfire Brigade – 10 years.
 - Peter Robinson – Joshua Crooked Brook Volunteer Bushfire Brigade – 15 years.
 - Vicki Robinson – Joshua Crooked Brook Volunteer Bushfire Brigade – 15 years.
 - Chris Hynes – Waterloo Volunteer Bushfire Brigade and Shire of Dardanup’s Chief Bushfire Control Officer – 30 years.
- *National Medals*
 - Clay Rose – Burekup Volunteer Bushfire Brigade.
 - Murray Murfit – Burekup Volunteer Bushfire Brigade.

The dedication of these recipients, brigades and our volunteers as a whole is inspiring and commendable. Thank you.

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

None.

12. NEW BUSINESS OF AN URGENT NATURE

None.

13. MATTERS BEHIND CLOSED DOORS

None.

14. CLOSURE OF MEETING.

The Chairperson advised that the date of the next Bush Fire Advisory Committee Meeting will be Wednesday 12 May 2021, commencing at 7.00 pm at the Shire of Dardanup - Administration Centre Eaton.

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

