



SHIRE
of
DANDARAGAN

AGENDA AND BUSINESS PAPERS - PUBLIC

for the

ORDINARY COUNCIL MEETING

to be held

AT THE COUNCIL CHAMBERS, JURIEN BAY

on

THURSDAY 17 DECEMBER 2020

COMMENCING AT 4.00PM

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)



ORDINARY COUNCIL

MEETING

THURSDAY 17 DECEMBER 2020

Welcome to the Ordinary Council Meeting of the Shire of Dandaragan.

Please be advised that the Ordinary Meeting of Council will be held on the following dates, times and venues:

DAY	DATE	TIME	MEETING VENUE
Thurs	17 December 2020	4.00pm	Jurien Bay
Thurs	28 January 2021	5.00pm 5.30pm	Jurien Bay Annual General Meeting of Electors
Thurs	25 February 2021	4.00pm	Jurien Bay
Thurs	25 March 2021	4.00pm	Jurien Bay
Thurs	22 April 2021	4.00pm	Badgingarra
Thurs	27 May 2021	4.00pm	Jurien Bay
Thurs	24 June 2021	4.00pm	Jurien Bay

Brent Bailey
CHIEF EXECUTIVE OFFICER



DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING A COUNCIL MEETING

Please note:

The recommendations contained in this agenda are Officer's Recommendations only and should not be acted upon until Council has considered the recommendations and resolved accordingly.

The resolutions of Council should be confirmed by perusing the Minutes of the Council Meeting at which these recommendations were considered.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's Decision.

Brent Bailey
CHIEF EXECUTIVE OFFICER



COUNCIL MEETING INFORMATION NOTES

1. Your Council generally handles all business at Ordinary or Special Council Meetings.
2. From time to time Council may form a Committee, Working Party or Steering group to examine subjects and then report to Council.
3. Generally all meetings are open to the public; however, from time to time Council will be required to deal with personal, legal and other sensitive matters. On those occasions Council will generally close that part of the meeting to the public. Every endeavour will be made to do this as the last item of business of the meeting.
4. Public Question Time. It is a requirement of the Local Government Act 1995 to allow at least fifteen (15) minutes for public question time following the opening and announcements at the beginning of the meeting. Should there be a series of questions the period can be extended at the discretion of the Presiding Member.

Written notice of each question should be given to the Chief Executive Officer fifteen (15) minutes prior to the commencement of the meeting. A summary of each question and response is included in the Minutes.

When a question is not able to be answered at the Council Meeting a written answer will be provided after the necessary research has been carried out. Council staff will endeavour to provide the answers prior to the next meeting of Council.

Council has prepared an appropriate form and Public Question Time Guideline to assist.

5. **Councillors** may from time to time have a financial interest in a matter before Council. Councillors must declare an interest and the extent of the interest in the matter on the Agenda. However, the Councillor can request the meeting to declare the matter **trivial, insignificant** or **in common with a significant number of electors or ratepayers**. The Councillor must leave the meeting whilst the matter is discussed and cannot vote unless those present agree as above.

Members of staff, who have delegated authority from Council to act on certain matters, may from time to time have a financial interest in a matter on the Agenda. The member of staff must declare that interest and generally the Presiding Member of the meeting will advise the Officer if he/she is to leave the meeting.

6. Agendas including an Information Bulletin are delivered to Councillors within the requirements of the Local Government Act 1995, i.e. seventy-two (72) hours prior to the advertised commencement of the meeting. Whilst late items are generally not considered there is provision on the Agenda for items of an urgent nature to be considered.

Should an elector wish to have a matter placed on the Agenda the relevant information should be forwarded to the Chief Executive Officer in time to allow the matter to be fully researched by staff. An Agenda item including a recommendation will then be submitted to Council for consideration should it be determined appropriate by the Chief Executive Officer.

The Agenda closes the Monday week prior to the Council Meeting (i.e. ten (10) days prior to the meeting).

The Information Bulletin produced as part of the Agenda includes items of interest and information, which does not require a decision of Council.

7. Agendas for Ordinary Meetings are available in the Shire of Dandaragan Administration Centre and all four libraries as well as on the website www.dandaragan.wa.gov.au seventy-two (72) hours prior to the meeting and the public are invited to secure a copy.

8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).
9. Public Inspection of Unconfirmed Minutes (Reg 13)

A copy of the unconfirmed Minutes of Ordinary and Special Meetings will be available for public inspection in the Shire of Dandaragan Libraries and on the website www.dandaragan.wa.gov.au within ten (10) working days after the Meeting.

NOTE:

10.3 Unopposed Business

- (1) Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it.
- (2) If no member signifies opposition to the motion the person presiding may declare the motion in sub clause (1) carried without debate and without taking a vote on it.
- (3) A motion carried under sub clause (2) is to be recorded in the minutes as a unanimous decision of the Council or committee.
- (4) If a member signifies opposition to a motion the motion is to be dealt with according to this Part.

This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

SHIRE OF DANDARAGAN QUESTIONS FROM THE PUBLIC

The Shire of Dandaragan welcomes community participation during public question time as per the Shire of Dandaragan Standing Orders Local Law.

A member of the public who raises a question during question time is requested to:

- (a) provide a copy of his or her questions at least 15 minutes prior to the commencement of the meeting;
- (b) first state his or her name and address;
- (c) direct the question to the President or the Presiding Member;
- (d) ask the question briefly and concisely;
- (e) limit any preamble to matters directly relevant to the question;
- (f) ensure that the question is not accompanied by any expression of opinion, statement of fact or other comment, except where necessary to explain the question;
- (g) each **member of the public** with a question is **entitled to ask up to 3 questions** before other members of the public will be invited to ask their questions;
- (h) when a member of the public gives written notice of a question, the President or Presiding Member may determine that the question is to be responded to as normal business correspondence.

The following is a summary of procedure and a guide to completion of the required form.

1. This is a "question" time only. Orations, explanations or statements of belief will not be accepted or allowed.
2. Questions must relate to a matter affecting the Shire of Dandaragan.
3. Questions must be appropriate and made in good faith. Those containing defamatory remarks, offensive language or question the competency or personal affairs of council members or employees may be ruled inappropriate by the Presiding Member and therefore not considered.
4. Frame your question so that it is both precise and yet fully understood. Long questions covering a multitude of subjects are easily misunderstood and can result in poor replies being given.
5. Write your question down on the attached form, it helps you to express the question clearly and provides staff with an accurate record of exactly what you want to know.
6. When the President or presiding member calls for any questions from the public, stand up and wait until you are acknowledged and invited to speak. Please start by giving your name and address first, then ask the question.
7. Questions to be put to the President or presiding member and answered by the Council. No questions can be put to individual Councillors.
8. The question time will be very early in the meeting. **There is only 15 minutes available for Question Time.** Questions not asked may still be submitted to the meeting and will be responded to by mail.
9. When you have put your question, resume your seat and await the reply. If possible, the President or presiding member will answer directly or invite a staff member with special knowledge to answer in his place. However, it is more likely that the question will have to be researched, in which case the President or presiding member will advise that the question will be received and that an answer will be forwarded in writing. Please note under NO circumstances, will the question be debated or discussed by Council at that meeting.
10. To maximise public participation only three questions per person will initially be considered with a time limit of 2 minutes per person. If there is time after all interested persons have put their questions the President or presiding member will allow further questions, again in limits of two per person.
11. To fill out the form, just enter your name and address in the appropriate areas together with details of any group you are representing, then write out your question.
12. Please ensure your form is submitted to the minute's secretary.

If you have difficulty in or are incapable of writing the question, Shire staff are available on request to assist in this task.

We hope this note assists you in the asking of your question and thank you for your interest and participation in the affairs of our Shire.

SHIRE OF DANDARAGAN
QUESTIONS FROM THE PUBLIC

Any member of the public wishing to participate in Public Question Time during Council or Committee meetings is welcome to do so, however, Council requires your name, address and written questions to be provided to the meeting secretary.

Name: _____ Signature: _____

Address: _____

Contact No: _____ Meeting Date: _____

Council Agenda Item No: _____

Name of Organisation Representing: _____
(if applicable)

QUESTION:

Each member of the public is entitled to ask up to 3 questions before other members of the public will be invited to ask their question. 15 Minutes is allotted to Public Question Time at Council Meetings.

Please see notes on Public Question Time overleaf...

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

"I would like to acknowledge the traditional owners of the land we are meeting on today, the Yued people of the great Nyungar Nation and we pay our respects to Elders both past, present and emerging."

1.2 DISCLAIMER READING

"No responsibility whatsoever is implied or accepted by the Shire of Dandaragan for any act, omission, statement or intimation occurring during this meeting."

It is strongly advised that persons do not act on what is heard, and should only rely on written confirmation of Council's decision, which will be provided within fourteen days."

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Members

Councillor L Holmes	(President)
Councillor P Scharf	(Deputy President)
Councillor J Clarke	
Councillor A Eyre	
Councillor D Richardson	
Councillor R Rybarczyk	
Councillor R Shanhun	
Councillor D Slyns	

Staff

Mr B Bailey	(Chief Executive Officer)
Mr S Clayton	(Executive Manager Corporate & Community Services)
Mr D Chidlow	(Executive Manager Development Services)
Mr B Pepper	(Executive Manager Infrastructure)
Ms R Headland	(Council Secretary & Personal Assistant)
Mr R Mackay	(Planning Officer)
Ms M Perkins	(Manager Community & Customer Service)
Mr T O'Gorman	(Manager Economic Development)

Apologies

Approved

Leave

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Councillor W Gibson

- 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**
- 4 PUBLIC QUESTION TIME**
- 5 APPLICATIONS FOR LEAVE OF ABSENCE**
- 6 CONFIRMATION OF MINUTES**
 - 6.1 MINUTES OF THE ORDINARY MEETING HELD 26 NOVEMBER 2020**
- 7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 CORPORATE & COMMUNITY SERVICES

9.1.1 AUDIT COMMITTEE MINUTES – 26 NOVEMBER 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Audit / Internal
Disclosure of Interest:	Nil
Date:	7 December 2020
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To receive the Audit Committee Meeting Minutes (unconfirmed) held on 26 November 2020.

BACKGROUND

The Local Government Act 1995 requires Council to establish an Audit Committee to assist Council to fulfil corporate governance, stewardship, leadership and control responsibilities in relation to the Shire's financial reporting and audit responsibilities.

Due to the small number of audit committee meetings held during the year there is a significant delay between the audit meetings and the subsequent confirmation of the minutes of that meeting at the following audit committee meeting and hence, a further delay in presentation to Council of the minutes for adoption.

Therefore, it is considered more appropriate to present the unconfirmed minutes to Council for receipt. Should any issue arise at the adoption of these minutes at the following audit committee meeting varying the accuracy of the unconfirmed minutes, these changes will be presented to Council at the following Council meeting.

COMMENT

The purpose of the Audit Committee Meeting held 26 November 2020 was to consider the Independent Audit Report for the 2019 / 2020 financial year.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Minutes of the Audit Committee Meeting (unconfirmed) held on 26 November 2020 (Doc Id: 166425)

(Marked 9.1.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council;

- 1. Receive the unconfirmed minutes of the Audit Committee Meeting held on 26 November 2020.**

9.1.2 ACCOUNTS FOR PAYMENT – NOVEMBER 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	7 December 2020
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To accept the cheque, EFT, BPAY and direct debit listing for the month of November 2020.

BACKGROUND

As part of the Local Government Act 1995, Financial Management Regulations 1996, a list of expenditure payments is required to be presented to Council.

COMMENT

The cheque, electronic funds transfer (EFT), BPAY and direct debit payments for November 2020 totalled \$1,853,437.71 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the November 2020 Accounts for payment, please do not hesitate to contact the Executive Manager Corporate and Community Services prior to the Council Meeting, in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

- Chief Executive Officer

STATUTORY ENVIRONMENT

- Regulation 13 of the Local Government Financial Management Regulations 1997.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 17 DECEMBER 2020

- Cheque, EFT and direct debit listings for November 2020 (Doc Id: 167288)
(Marked 9.1.2)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the Cheque and EFT listing for the period ending 30 November 2020 totalling \$1,853,437.71 be adopted.

9.1.3 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 30 NOVEMBER 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	7 December 2020
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To table and adopt the monthly financial statements for the period ending 30 November 2020.

BACKGROUND

As part of the Local Government Act 1995 and Financial Management Regulations (1996), monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 30 November 2020.

COMMENT

Regulation 34 of the Financial Management Regulations (1996) requires the following information to be provided to Council:

1. Net Current Assets

Council's Net Current Assets [i.e. surplus / (deficit)] position as at the 30 November 2020 was \$5,355,762. The composition of this equates to Current Assets minus Current Liabilities less Cash Assets that have restrictions on their use placed on them, in this case Reserves and Restricted Assets. The current position indicates that Council can easily meet its short-term liquidity or solvency.

The Net Current Asset position is reflected on page 12 and reconciled with the Statement of Financial Activity on page 3 of the financial statements.

The amount raised from rates, shown on the Statement of Financial Activity (page 3), reconciles with note 6 (page 13) of the financial statements and provides information to Council on the budget vs actual rates raised.

2. Material Variances

During budget adoption a 10 percent and \$10,000 threshold for these variances to be reported was set.

Note 12 of the attached report details any significant variances. Should Councillors wish to raise any issues relating to the 30 November 2020 financial statements, please do not hesitate to contact the Executive Manager Corporate and Community Services

prior to the Council Meeting in order that research can be undertaken and details provided either at the time of the query or at the meeting.

CONSULTATION

- Chief Executive Officer

STATUTORY ENVIRONMENT

- Regulation 34 of the Local Government Financial Management Regulations (1996)

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Financial statements for the period ending 30 November 2020
(Doc Id: 167363)

(Marked 9.1.3)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period 30 November 2020 be adopted.

9.1.4 ANNUAL REPORT AND ANNUAL FINANCIAL STATEMENT INCLUSIVE OF AUDITORS REPORT

Location:	Shire of Dandaragan
Applicant:	N / A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	7 December 2020
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To accept the 2019 / 2020 Annual Report and the 2019 / 2020 Annual Financial Statements including the Auditors Report for the Shire of Dandaragan and to receive the Auditor's Management Letter.

BACKGROUND

The *Local Government Act (1995)* requires a local government to prepare an annual report for each financial year.

COMMENT

The Shire of Dandaragan finished 2019 / 2020 with a surplus of \$739,166, however, the majority of this surplus is as a result of large advance grants and incomplete capital works projects. Therefore, this surplus does not constitute a surplus of funds after all requirements have been met in the true definition of a surplus. It reflects the outstanding commitments that were reprogrammed into the 2020 / 2021 budget.

Details of the financial income for 2019 / 20 include:

- A total of \$6,313,218 in rate income was raised.
- A total of \$4,508,881 in grants were secured.

The Auditors report states the following;

"I have audited the annual financial report of the Shire of Dandaragan which comprises the Statement of Financial Position as at 30 June 2020, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Dandaragan:

- I. is based on proper accounts and records; and*
- II. fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with*

the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.”

In addition, a Management Control Issues list has been submitted to the Shire. This does not form part of the audit report itself but does allow for the auditor to raise other findings that may warrant consideration.

The “Independent Auditor’s Report” as attached is unqualified but does include two matters that in the auditor’s opinion indicates significant adverse trends. Therefore in accordance with Section 7.12A(4)(a) of the Local Government Act 1995 “The local government must prepare a report addressing any matter identified as significant by the audit in the report, and stating what action the local government has taken or intends to take with respect to each of those matters.”

One matter of significance is as follows;

“The Operating Surplus Ratio as reported in Note 31 of the annual financial report is below the DLGSCI’s basic standard of 0.01 for the last three financial years.”

This same matter has been identified for the last 3 years during the audit the following commentary will form the contents of a report to the Minister;

The Shire’s ratio has been negative for the last 5 financial years. The Department of Local Government, Sports and Cultural Industries guidelines state;

“A positive ratio indicates the percentage of total own source revenue available to help fund proposed capital expenditure, transfer to cash reserves or to reduce debt.

A negative ratio indicates the percentage increase in total own source revenue (principally rates) that would have been required to achieve a break-even operating result.”

This ratio and associated standard utilise the concept of “own source funding.” To achieve a positive ratio would mean that rates would need to increase significantly to achieve this. Achieving a positive ratio for the Shire of Dandaragan would mean the Shire would be sustainable without any type of non-operating grant funding from the State or Federal Government.

Examples of non-operating grants (the vast majority are for the renewal of assets) that have been excluded from this ratio include;

- Roads to Recovery

- Regional Road Group
- Commodity Route Funding

These are all grant funding that the Shire should expect on an ongoing basis to assist in meeting its asset renewal obligations. The prospect of there ever being a time where a Local Government would receive no government funding assistance is highly unlikely and therefore, increasing rates to simply achieve the ratio standard is not advised. Primarily this is due to the ratio including \$6.3M of depreciation within the “expenditure” category of the calculation.

The Shire’s current asset management plans are not mature enough at this stage to determine whether this depreciation figure is a true representation of the renewal funding required to be contributed back to existing assets. Until such time as maturity is reached in regard to the AMP’s understanding of community level of service expectation, effective life and unit costs for its fixed assets, depreciation should only be used as a measure of the consumption of an assets economic potential over time.

This is not to say the ratio is entirely irrelevant, but the target for this ratio should be driven by sound asset management planning to underpin it, not simply to meet the standard.

Shire staff and consultants have recently completed a condition assessment of all Shire controlled buildings. This assessment will be used to develop a detailed maintenance and renewal program which will be rolled into a revised asset management plan. This is significant progress for the maturity of the Shire’s asset management plans.

In the meantime, the Shire of Dandaragan maintains significant reserves entirely for the purpose of asset renewal should urgent needs arise.

The other matter of significance is as follows;

“The Asset Sustainability Ratio as reported in Note 31 of the annual financial report has progressively declined over the past 3 years and for 2018-19 and 2019-20 is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of 0.8.”

As mentioned above the use of depreciation for anything other than the consumption of an assets economic potential is not an accurate measure of future asset renewal needs until such time as asset management plans and processes are mature.

This ratio measures actual capital renewal expenditure against depreciation as a measure of how sustainably the Shire is maintaining its assets.

As asset management plans mature this ratio will be a key component of determining future expenditure needs.

At the audit committee meeting held 26 November 2020 the following decision was made;

OFFICER RECOMMENDATION/AUDIT COMMITTEE DECISION

Moved Cr Eyre, seconded Cr Slyns

That;

- 1. the Independent Audit Report and the audited financial statements for the year ended 30 June 2020 be received, and;*
- 2. In accordance with Section 7.12A (3) of the Local Government Act 1995 determine that there are no matters raised in the report that require further action, and;*
- 3. In accordance with Section 7.12A (4) of the of the Local Government Act 1995 determine that the current action of further development of the Shire's asset management plans will allow for the two matters of significance identified by the Office of the Audit General to be resolved in a future financial year, and;*
- 4. the audit committee determine that the responses by the Shire administration to the management control issues highlighted in the Transmittal letters are appropriate.*

CARRIED 4 / 0

CONSULTATION

- Chief Executive Officer
- Office of the Auditor General

STATUTORY ENVIRONMENT

Section 5.53 and 5.54 of the *Local Government Act 1995* requires preparation and acceptance of the annual report.

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.*

5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

Section 7.12A (3) of the Local Government Act 1995

- (3) *A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent the CEO as a member of an audit committee.*

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

2019 – 2023 Corporate Business Plan
Scope of Shire Services

ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

- Annual Report 2019 / 2020 Part I (Doc Id: 167504)
- Annual Report 2019 / 2020 Part II (Doc Id: 167503)
- Transmittal letter from Office of Auditor General (Doc Id: 167502)
(Marked 9.1.4)

VOTING REQUIREMENT

Absolute majority

OFFICER RECOMMENDATION 1

That Council,

- 1. in accordance with section 5.54 (1) Local Government Act 1995, Council accept the 2019 / 2020 Annual Report and the 2019 / 2020 Annual Financial Statements inclusive of the Auditors Report;**
- 2. in accordance with Section 7.12A (3) of the Local Government Act 1995 determine that there are no matters raised in the auditor's report that require further action;**
- 3. In accordance with Section 7.12A (4) of the of the Local Government Act 1995 determine that the current action of further development of the Shire's asset management plans will allow for the two matters of significance identified by the Office of the Audit General to be resolved in a future financial year; and**
- 4. endorse the audit committee's determination that the response by the Shire administration to the other matters identified in the audit report and transmittal letter are appropriate.**

OFFICER RECOMMENDATION 2

That Council In accordance with section 5.27 of the Local Government Act (1995) set the date for the Annual Meeting of

Electors as 28 January 2021 at 5.30pm in the Jurien Bay Council Chambers.

9.2 INFRASTRUCTURE SERVICES

9.3 DEVELOPMENT SERVICES

9.4 GOVERNANCE & ADMINISTRATION

9.4.1 JURIEB BAY PROGRESS ASSOCIATION INC LEASE PORTION RESERVE 31884

Location:	Jurien Bay
Applicant:	Jurien Bay Progress Association Inc
Folder Path:	Business Classification Scheme / Parks and Reserves / Service Provision / Jurien Bay Recreation Ground
Disclosure of Interest:	Nil
Date:	20 November 2020
Author:	Tony O'Gorman, Economic Development Manager
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

Council to consider providing a lease over a (1250m²) portion of Reserve 31884 to the Jurien Bay Progress Association Inc for a period of five years with a further five-year option.

BACKGROUND

The Jurien Bay Progress Association Inc have taken over the assets and obligations of the former Lions Club of Jurien Bay Inc. The Lions Club had constructed a storage shed on a portion of the land, Lot 503 Reserve 31884.

The Lions Club of Jurien Bay Inc were one of the constituent groups of the Jurien Bay Interpretative Complex Inc, which held a lease over that section of the reserve. The Jurien Bay Interpretative Complex Inc has now been wound up and surrendered their lease back to the Shire.

COMMENT

The Jurien Bay Interpretative Complex Inc held a twenty-one-year lease over a portion of lot 503, Reserve 31884. The Jurien Bay Interpretative Complex Inc ceased operations and surrendered the lease to the Shire in October 2020. A deed of release has been executed on the original lease. During the period of the lease the former Jurien Bay Lions Club Inc, which was one of the constituent groups of the Interpretative Complex Inc, constructed a storage shed on the site. The Jurien Bay Lions Club Inc has ceased operations and have transferred all assets to the Jurien Bay Progress Association Inc. The Jurien Bay Progress Association have taken up the self-supporting loan that the former Jurien Bay Lions Club Inc had to construct the storage facility on the site.

The proposal is to grant a lease over 1250m² (50m x 25m) of the original Interpretative Complex Inc portion of Reserve 31884.

It is recommended to approve the granting of a lease over a 1250m² portion of Lot 503 Reserve 31884 for a period of five years with a further term of five years to the Jurien Bay Progress Association.

CONSULTATION

- Jurien Bay Progress Association Inc
- Jurien Bay community Men's Shed Inc

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 3.58

Local Government (Functions and General) Regulations 1996
Section 30

3.58. Disposing of property

(1) *In this section —*

dispose *includes to sell, lease, or otherwise dispose of, whether absolutely or not;*

property *includes the whole or any part of the interest of a local government in property, but does not include money.*

(2) *Except as stated in this section, a local government can only dispose of property to —*

(a) *the highest bidder at public auction; or*

(b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*

(3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*

(a) *it gives local public notice of the proposed disposition —*

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

(iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*

and

(b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*

(4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*

(a) *the names of all other parties concerned; and*

(b) *the consideration to be received by the local government for the disposition; and*

(c) *the market value of the disposition —*

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

(ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

(5) This section does not apply to —

- (a) a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or
- (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
- (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
- (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

30. Dispositions of property excluded from Act s. 3.58

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
 - (a) the land is disposed of to an owner of adjoining land (in this paragraph called the **transferee**) and —
 - (i) its market value is less than \$5 000; and
 - (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;
 - or
 - (b) **the land is disposed of to a body, whether incorporated or not —**
 - (i) **the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and**
 - (ii) **the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;**

POLICY IMPLICATIONS

Policy 6.2 C-6R02 – Reserves

To provide guidance regarding the usage and leasing arrangement of Shire Reserves.

FINANCIAL IMPLICATIONS

There are no financial implications attached to this item as all costs for leases are typically borne by the groups applying for the lease.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

04- Community	The Shire's resident population will grow more than the WA regional average supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing services and educational opportunities
Priority Outcomes	Our Roles
A Shire built on the strengths of community spirit and resilient, connected communities.	Recognise and support the value of our community volunteers and provide meaningful opportunities to contribute to Shire projects and improving local living.

ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

- Plan of proposed lease area (Doc Id: 166475)
- Draft Lease for Jurien Bay Interpretative Complex (Doc Id: 165976)
(Marked 9.4.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council authorise the Chief Executive Officer to formulate and finalise the lease agreement (based on the Shire's model lease agreement) for the surveyed portion of Reserve 31884 with the Jurien Bay Progress Association Inc inclusive of the following material terms:

- 1. Authorised use - Jurien Bay Progress Association Inc activities and ancillary uses**
- 2. Term: 5 years**
- 3. Additional Term: 5 years**
- 4. Annual Rent: \$1**

9.4.2 COUNCILLOR VACANCY

Location:	Shire of Dandaragan
Applicant:	Not Applicable
Folder Path:	Business Classification Scheme / Governance / Elections / Electoral Commission
Disclosure of Interest:	Nil
Date:	2 December 2020
Author:	Brent Bailey, Chief Executive Officer
Senior Officer:	Not Applicable

PROPOSAL

This purpose of this report is for Council to consider options and determine the process/timeline for filling a vacant Councillor position which has occurred due to the resignation of Councillor Richardson.

BACKGROUND

Councillor Richardson provided written notice of her resignation as a Shire of Dandaragan Councillor to the Chief Executive Officer on 18 November 2020, effective 31 January 2021.

The Local Government Act 1995 (the Act) requires Council to determine how it wishes to deal with the vacancy created within one month of the date of notice being provided to the Chief Executive Officer by the resigning Councillor.

COMMENT

The following options are available to Council in determining this matter.

Option 1 (Officer's Recommendation)

Defer filling the vacancy until the next ordinary election in October 2021.

Section 4.16 of the Local Government Act 1995 gives Council the option of holding a Councillor vacancy with the approval of the WA Electoral Commissioner, where that vacancy is created more than 92 days from the next ordinary election and after the third Saturday in January of an election year. The Electoral Commissioner has already provided consent for this outcome should it be Council's decision.

The resignation of Councillor Richardson effectively leaves Council with 8 of 9 seats filled until the October 2021 ordinary election under this option. While this doesn't have a material impact on the Councillor / Elector ratio it would result in a situation where the Shire of Dandaragan is without an elected member living in the communities of Badgingarra or Dandaragan until October 2021.

In considering this option the remaining elected members should deliberate on their capacity to retain necessary elected member engagement with these communities and community groups within.

There are no cost implications associated with this option. A minor saving associated with Councillor allowances would be achieved of approximately \$8,000.

Option 2

Hold an extraordinary postal election (conducted by the WA Electoral Commission) to fill the vacancy. The vacant position is for a term until October 2023.

Should an extraordinary postal election be considered by Council, the Act requires that a date for that election be set within 4 months of the resignation being provided to the Chief Executive Officer, unless otherwise approved by the WA Electoral Commissioner. Council has previously entered into a long term agreement with the WA Electoral Commissioner to undertake the Shire's postal elections so the process for implementing a postal election requires only a Council decision to endorse the process commencing.

Cognisant of the timing of this Ordinary Council meeting, Officers have received advice from the WA Electoral Commission who have suggested Friday 16th April 2021 as a suitable date as Election Day, which ensures that all statutory obligations can be met.

The WA Electoral Commission has also advised that the cost of holding an extraordinary postal election for the Shire of Dandaragan would be approximately \$16,000. There is no provision within the 2020/21 budget to hold an extraordinary election in this financial year.

Postal voting has been the method utilised by the Shire of Dandaragan since 1999. The postal process is more user-friendly than in-person elections, where electors receive their ballot papers well in advance of Election Day, and can return them via post, which is of great benefit to those who work away and those who are otherwise unable to attend in person.

Postal voting also ensures complete impartiality in the process, with the local government (Shire of Dandaragan) having a limited role and also not handling ballot papers. The WA Electoral Commission appoints a Returning Officer and manages the election itself.

Option 3

Hold an extraordinary in-person election to fill the vacancy until October 2023.

Should an extraordinary in-person election be considered by Council, the Act requires that a date for that election be set within 4 months of the resignation being provided to the Chief Executive Officer, unless otherwise approved by the WA Electoral Commissioner.

As with Option 2, and for simplicity as well as reduced cost, it is suggested that Friday 16th April 2021 could be a suitable date to hold an extraordinary election, which will ensure that all statutory obligations can be met.

An in-person election would be managed internally by Shire officers however given the current workload and project commitments additional skilled staff would need to be employed to complete the task and manage competing workloads. The estimated cost of holding an in-person extraordinary election is between \$10,000-\$15,000, which would cover items such as staff time, printing costs, and statutory advertising.

There is no provision within the 2020/21 budget to hold an election in this financial year.

CONSULTATION

- WA Electoral Commission

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 2.32

2.32. How extraordinary vacancies occur in offices elected by electors

The office of a member of a council as an elector mayor or president or as a councillor becomes vacant if the member —

- (a) *dies; or*
- (b) *resigns from the office; or*
- (c) *does not make the declaration required by section 2.29(1) within 2 months after being declared elected to the office; or*
- (d) *advises or accepts under section 2.27 that he or she is disqualified, or is declared to be disqualified by the State Administrative Tribunal acting on an application under section 2.27; or*
- (da) *is disqualified by an order under section 5.113, 5.117 or 5.119 from holding office as a member of a council; or*
- (db) *is dismissed under section 8.15L or 8.25(2); or*
- (e) *becomes the holder of any office or position in the employment of the local government; or*
- (f) *having been elected to an office of councillor, is elected by the electors to the office of mayor or president of the council.*

Division 6 — Postponement and consolidation of elections**4.16. Postponement of elections to allow consolidation**

- (1) *This section modifies the operation of sections 4.8, 4.9 and 4.10 in relation to the holding of extraordinary elections.*
- (2) *If a member's office becomes vacant under section 2.32 (otherwise than by resignation) on or after the third Saturday in July in an election year and long enough before the ordinary elections day in that year to allow the electoral requirements to be complied with, any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.*
- (3) *In the case of a member's office becoming vacant under section 2.32 by resignation, if —*
 - (a) *the resignation takes effect, or is to take effect, on or after the third Saturday in July in an election year but not later than one month after the ordinary elections day in that year; and*
 - (b) *the CEO receives notice of the resignation long enough before that ordinary elections day to allow the electoral requirements to be complied with,*
any poll needed for the extraordinary election to fill the vacancy is to be held on that ordinary elections day.
- (4) *If a member's office becomes vacant under section 2.32 —*
 - (a) *after the third Saturday in January in an election year; but*
 - (b) *before the third Saturday in July in that election year,*
the council may, with the approval of the Electoral Commissioner, fix the ordinary elections day in that election year as the day for holding any poll needed for the extraordinary election to fill that vacancy.

[Section 4.16 amended: No. 66 of 2006 s. 7; No. 2 of 2012 s. 11.]

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

Financial implications for this item are associated with Council's decision to either hold or not hold an extraordinary election. Indicative costs have been identified within the comments section of this report.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 17 DECEMBER 2020

04 – Community	The Shire's resident population will grow more than the WA regional average supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing services and educational opportunities.
Priority Outcomes	Our Roles
A region that develops and supports community leadership and collective values	Provide an industry leading local government organisation promoting community confidence and support in our decision –making processes.

ATTACHMENTS

Circulated with the agenda is the following item relevant to this report:

- Letter from WA Electoral Commission (Doc Id: 167275)
(Marked 9.4.2)

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION

That Council, pursuant to section 4.16(4) of the Local Government Act 1995, accept the approval from the WA Electoral Commissioner for the vacancy created by the resignation of Councillor Richardson to remain unfilled until the next ordinary election in October 2021.

9.4.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Location:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Emergency Services / Meetings / LEMC
Disclosure of Interest:	Nil
Date:	7 December 2020
Author:	Shane Elliss, Emergency Management Coordinator
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

That Council adopt the revised Local Emergency Management Arrangements (LEMA).

BACKGROUND

The purpose of the Local Emergency Management Arrangements is to set out the following;

- The Shire of Dandaragan policies for emergency management
- The roles and responsibilities for public authorities and other persons involved in emergency management
- Provisions about the coordination of the emergency operations performed by public authorities and other persons
- Description of emergencies likely to occur within the Shire of Dandaragan
- Strategies and priorities for emergency management in the district
- Other matters about emergency management in the Shire of Dandaragan that the Shire considers appropriate

These Local Emergency Management Arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for other Hazard Management Agencies (HMA) in dealing with an emergency. These should be detailed in the HMA's individual plans.

- The LEMA applies to the local Government district of the Shire of Dandaragan
- The LEMA covers areas where the Shire of Dandaragan provides support to Hazard Management Agencies in the event of an incident
- The LEMA details the Shire of Dandaragan's capacity to provide resources in support of an emergency, while still maintaining business continuity. It also details the Shire of Dandaragan's responsibilities in relation to recovery management.
- The LEMA serves as a guide to be used at the local level however incidents may arise that require action or assistance from the district, state or federal level.

The revised LEMA is structured into the following sections;

- Section 1 – Introduction

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 17 DECEMBER 2020

- Section 2 – Coordination of Emergencies
- Section 3 – Risk
- Section 4 – Evacuation
- Section 5 – Welfare
- Section 6 – Shire of Dandaragan Recovery Plan
- Section 7 – Communications Plan
- Section 8 – Contacts and Resources Register

COMMENT

The Western Australian State Emergency Management Act 2005 requires that an entire review of the Local Emergency Management Arrangements should be conducted every 5 years.

This review will meet that requirement. The next full review will be required in December 2025.

CONSULTATION

The LEMA has been reviewed and endorsed by the Local Emergency Management Committee.

Information from a number of other Hazard Management Agencies has been incorporated into the documents.

STATUTORY ENVIRONMENT

State Emergency Management Act 2005 - Section 36.

36. Functions of local government It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and*
- (b) to manage recovery following an emergency affecting the community in its district; and*
- (c) to perform other functions given to the local government under this Act.*

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

03 - Environment	The Shire will be the custodian of the environment working with community groups and other entities to increase renewable energy initiatives, vegetation cover and rehabilitate degraded public land throughout the local region.
Priority Outcomes	Our Roles

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 17 DECEMBER 2020

<p>The Shire will be prepared for and respond to the challenge of climate change</p>	<p>Implement effective planning and projects that reduce risks to property, infrastructure and the environment.</p> <p>Increase community awareness and preparedness for the impacts of climate change and its major local risks such as bushfire.</p>
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ATTACHMENTS

Circulated with the agenda the following item relevant to this report:

- The revised Local Emergency Management Arrangements (Doc Id: 167518)
(Marked 9.4.3)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council adopts the reviewed Local Emergency Management Arrangements (Doc Id: 167518).

9.5 COUNCILLOR INFORMATION BULLETIN

9.5.1 SHIRE OF DANDARAGAN – NOVEMBER 2020 COUNCIL STATUS REPORT

Document ID: 167458

Attached to the agenda is a copy of the Shire's status report from the Council Meeting held 26 November 2020. **(Marked 9.5.1)**

9.5.2 SHIRE OF DANDARAGAN – EXECUTIVE MANAGER INFRASTRUCTURE REPORT – NOVEMBER 2020

Document ID 167330

Attached to the agenda is a copy of the Shire of Dandaragan's Executive Manager Infrastructure Report for November 2020. **(Marked 9.5.2)**

9.5.3 SHIRE OF DANDARAGAN – BUILDING STATISTICS – NOVEMBER 2020

Document ID: 167281

Attached to the agenda is a copy of the Shire of Dandaragan Building Statistics for November 2020. **(Marked 9.5.3)**

9.5.4 SHIRE OF DANDARAGAN – PLANNING STATISTICS – NOVEMBER 2020

Document ID: 167280

Attached to the agenda is a copy of the Shire of Dandaragan Planning Statistics for November 2020. **(Marked 9.5.4)**

9.5.5 SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR NOVEMBER 2020

Document ID: 167211

Attached to the agenda is monthly report for Tourism / Library for November 2020. **(Marked 9.5.5)**

9.5.6 HON STEPHEN DAWSON MLC – WA RECOVERY PLAN

Document ID: 166566

Attached to the agenda for you information is correspondence in relation to works planned within the Environment portfolio to be undertaken in the Shire of Dandaragan as part of the \$5.5 billion WA Recovery Plan **(Marked 9.5.6)**

10 NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING

11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC

Section 5.23 of the Local Government Act 1995 stipulates that all Council Meetings are generally open to the public. Section 5.23 goes on to identify specific situations in which the Council or committee may close to members of the public the meeting, or part of the meeting.

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 17 DECEMBER 2020

In situations where it is deemed that a meeting or part of a meeting must be closed to the public, Section 5.23 (3) states “A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.”

For a decision to be recorded in the minute a formal motion must be passed by Simple majority clearly stating the reason for the closure in accordance with Section 5.23 of the Local Government Act 1995.

Local Government Act 1995

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government’s property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
- (3) A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.

Local Government (Administration) Regulations 1996

4A. Meeting, or part of meeting, may be closed to public — s. 5.23(2)(h)

The determination by the local government of a price for the sale or purchase of property by the local government, and the discussion of such a matter, are matters prescribed for the purposes of section 5.23(2)(h).

11.1 GOVERNANCE & ADMINISTRATION

OFFICER RECOMMENDATION

That the meeting be closed to members of the public at __:__pm in accordance with Section 5.23 (2) (h) of the Local Government Act 1995 and Regulation 4A of the Local Government (Administration) Regulations 1996 to allow Council to discuss Item 11.1.1 Disposal of Shire of Dandaragan Properties.

11.1.1 DISPOSAL OF SHIRE OF DANDARAGAN PROPERTIES

Location:	3517 & 3470 Dandaragan Road, Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Council Properties
Disclosure of Interest:	Nil
Date:	3 December 2020
Author:	Felix Neuweiler, Principal Environmental Health Officer / Building Surveyor
Senior Officer:	David Chidlow, Executive Manager Development Services

This report has been abridged due to the confidential nature of the content that is contained within this report.

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CLOSURE OF MEETING



ATTACHMENTS

FOR ORDINARY COUNCIL MEETING 17 DECEMBER 2020



SHIRE
of
DANDARAGAN

MINUTES

for

AUDIT COMMITTEE MEETING

held

CERVANTES COMMUNITY CLUB, CERVANTES

on

THURSDAY 26 NOVEMBER 2020

COMMENCING AT 1.19PM

MINUTES OF AUDIT COMMITTEE MEETING HELD THURSDAY 26 NOVEMBER 2020**1. DECLARATION OF OPENING**

The Presiding Member declared the meeting open at 1.19pm and welcomed those present.

2. RECORD OF ATTENDANCE / APOLOGIES LEAVE OF ABSENCE**Members**

Councillor L Holmes (Chair)
Councillor D Slyn
Councillor R Shanhun
Councillor A Eyre

Staff

Mr S Clayton (Executive Manager Corporate & Community Services)

Apologies**Leave of Absence**

Nil

Observer

Nil

3. CONFIRMATION OF MINUTES**3.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 24 FEBRUARY 2020****AUDIT COMMITTEE DECISION**

Moved Cr Shanhun, seconded Cr Slyn

That the Minutes of the Audit Committee Meeting held 24 February 2020 be confirmed.

CARRIED 4 / 0

4. MATTERS FOR DISCUSSION

4.1 AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2020

Location:	N/A
Applicant:	N/A
File Ref:	Business Classification Scheme / Financial Management / Audit / External
Disclosure of Interest:	None
Date:	19 November 2020
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

That the Independent Audit Report for the 2019 / 2020 financial year be received.

BACKGROUND

Circulated with the agenda is a copy of the Office of the Auditor General Independent Audit Reports. The opinion of the Aloha

Morrissey, Acting Deputy Auditor General, is as follows;

“I have audited the annual financial report of the Shire of Dandaragan which comprises the Statement of Financial Position as at 30 June 2020, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Dandaragan:

- I. is based on proper accounts and records; and*
- II. fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.”*

In addition, a Management Control Issues list has been submitted to the Shire. This does not form part of the audit report itself but does allow for the auditor to raise other findings that may warrant consideration.

COMMENT

The “Independent Auditor’s Report” as attached is unqualified but does include two matters that in the auditors opinion indicates significant adverse trends. Therefore in accordance

MINUTES OF AUDIT COMMITTEE MEETING HELD THURSDAY 26 NOVEMBER 2020

with Section 7.12A(4)(a) of the Local Government Act 1995
 “The local government must prepare a report addressing any matter identified as significant by the audit in the report, and stating what action the local government has taken or intends to take with respect to each of those matters.”

One matter of significance is as follows;

“The Operating Surplus Ratio as reported in Note 31 of the annual financial report is below the DLGSCI’s basic standard of 0.01 for the last three financial years..”

This same matter has been identified for the last 3 years during the audit the following commentary will form the contents of a report to the Minister;

The Shire’s ratio has been negative for the last 5 financial years. The Department of Local Government, Sports and Cultural Industries guidelines state;

“A positive ratio indicates the percentage of total own source revenue available to help fund proposed capital expenditure, transfer to cash reserves or to reduce debt.

A negative ratio indicates the percentage increase in total own source revenue (principally rates) that would have been required to achieve a break-even operating result.”

This ratio and associated standard utilise the concept of “own source funding.” To achieve a positive ratio would mean that rates would need to increase significantly to achieve this. Achieving a positive ratio for the Shire of Dandaragan would mean the Shire would be sustainable without any type of non-operating grant funding from the State or Federal Government.

Examples of non-operating grants (the vast majority are for the renewal of assets) that have been excluded from this ratio include;

- Roads to Recovery
- Regional Road Group
- Commodity Route Funding

These are all grant funding that the Shire should expect on an ongoing basis to assist in meeting its asset renewal obligations. The prospect of there ever being a time where a Local Government would receive no government funding assistance is highly unlikely and therefore, increasing rates to simply achieve the ratio standard is not advised.

MINUTES OF AUDIT COMMITTEE MEETING HELD THURSDAY 26 NOVEMBER 2020

Primarily this is due to the ratio including \$6.3M of depreciation within the “expenditure” category of the calculation. The Shire’s current asset management plans are not mature enough at this stage to determine whether this depreciation figure is a true representation of the renewal funding required to be contributed back to existing assets. Until such time as maturity is reached in regard to the AMP’s understanding of community level of service expectation, effective life and unit costs for its fixed assets, depreciation should only be used as a measure of the consumption of an assets economic potential over time.

This is not to say the ratio is entirely irrelevant, but the target for this ratio should be driven by sound asset management planning to underpin it, not simply to meet the standard.

In the meantime, the Shire of Dandaragan maintains significant reserves entirely for the purpose of asset renewal should urgent needs arise.

The other matter of significance is as follows;

“The Asset Sustainability Ratio as reported in Note 31 of the annual financial report has progressively declined over the past 3 years and for 2018-19 and 2019-20 is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of 0.8.”

As mentioned above the use of depreciation for anything other than the consumption of an assets economic potential is not an accurate measure of future asset renewal needs until such time as asset management plans and processes are mature.

This ratio measures actual capital renewal expenditure against depreciation as a measure of how sustainably the Shire is maintaining its assets.

As asset management plans mature this ratio will be a key component of determining future expenditure needs.

CONSULTATION

- Chief Executive Officer
- Office of the Auditor General

STATUTORY ENVIRONMENT

Local Government Act 1995

7.12A. Duties of local government with respect to audits

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

MINUTES OF AUDIT COMMITTEE MEETING HELD THURSDAY 26 NOVEMBER 2020

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

Nil

ATTACHMENTS

Circulated with the agenda are the following items relevant to this report:

- Annual Financial Statements (Doc Id: 166242)
- Independent Audit Report (Doc Id: 166238)
- Transmittal letter from Office of Auditor General for interim audit (Doc Id: 166237)

MINUTES OF AUDIT COMMITTEE MEETING HELD THURSDAY 26 NOVEMBER 2020

- Transmittal letter from Office of Auditor General for final audit (Doc Id: 166241)
(Marked 4.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION/AUDIT COMMITTEE DECISION

Moved Cr Eyre, seconded Cr Slys

That;

- 1. the Independent Audit Report and the audited financial statements for the year ended 30 June 2020 be received, and;**
- 2. In accordance with Section 7.12A (3) of the Local Government Act 1995 determine that there are no matters raised in the report that require further action, and;**
- 3. In accordance with Section 7.12A (4) of the of the Local Government Act 1995 determine that the current action of further development of the Shire’s asset management plans will allow for the two matters of significance identified by the Office of the Audit General to be resolved in a future financial year, and;**
- 4. the audit committee determine that the responses by the Shire administration to the management control issues highlighted in the Transmittal letters are appropriate.**

CARRIED 4 / 0

5 CLOSURE OF MEETING

The Presiding Member declared the Meeting closed at 1.30pm.

These Minutes were confirmed at a Meeting on.....

Signed.....

Presiding Person at the Meeting at which the Minutes were confirmed

Date.....

SHIRE OF DANDARAGAN

ACCOUNTS FOR PAYMENT

FOR THE PERIOD ENDING

30 NOVEMBER 2020

SUMMARY OF SCHEDULE OF ACCOUNTS NOVEMBER 2020

<u>FUND</u>					<u>AMOUNT</u>
<u>MUNICIPAL FUND</u>					
CHEQUES			-		\$6,050.70
EFT'S	EFT	466	-	EFT 476	\$1,786,851.65
DIRECT DEBITS	GJBDEB	4241		GJBDEB 4272	\$33,201.60
BPAY	BPAY	091020A	-	BPAY 291020A	\$27,333.76
TOTAL MUNICIPAL FUND					<u>\$1,853,437.71</u>
<u>TRUST FUND</u>					
CHEQUES			-		\$0.00
EFT'S	EFT		-	EFT	\$0.00
TRANSFER	Trust		-	Muni	\$0.00
					<u>\$0.00</u>

This schedule of accounts to be passed for payment, covering vouchers as detailed above, which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown the amounts show are due for payment.

Posting Date	Document No	Description	Amount
2/11/2020	GJBDEB-4241	BWA - Paper Trans Fee - Oct 20	\$43.20
2/11/2020	GJBDEB-4242	BWA - BPay Mtnce Fee - Oct 20	\$15.00
2/11/2020	GJBDEB-4243	BWA - Over the Counter Fee - Oct 20	\$57.00
2/11/2020	GJBDEB-4244	BWA - BPay Trans Fee - Oct 20	\$238.40
2/11/2020	GJBDEB-4245	BWA - BPay Cr Card Merch Fee - Oct 20	\$12.43
2/11/2020	GJBDEB-4246	BWA - Mtnce Fee ex 117-005816-7	\$20.00
2/11/2020	GJBDEB-4247	BWA - OBB Record Fee - Oct 20	\$16.00
2/11/2020	GJBDEB-4248	ANZ Merch Fees - Oct 20	\$87.08
3/11/2020	GJBDEB-4250	CBA Merchant Fee - Oct 20 - JB Admin	\$165.78
3/11/2020	GJBDEB-4251	CBA Merchant Fee - Oct 20 - TCVC	\$65.73
6/11/2020	GJBDEB-4253	AusPost Comm Sep 20 - TCVC	\$74.95
11/11/2020	GJBDEB-4254	BWA - Deposit Book Fee	\$4.50
12/11/2020	GJBDEB-4249	Salary Packaging	\$3,040.74
12/11/2020	GJBDEB-4252	SuperChoice	\$19,677.31
16/11/2020	GJBDEB-4255	SecurePay - Trans Fee Oct 20	\$6.38
19/11/2020	GJBDEB-4256	M/C - Browning Trail Camera	\$312.01
19/11/2020	GJBDEB-4257	M/C - BWS - Refreshments October Council Meeting	\$170.50
19/11/2020	GJBDEB-4258	M/C - Refreshments - Jurien Depot	\$63.99
19/11/2020	GJBDEB-4259	M/C - Gift Card- Staff Service recognition	\$250.00
19/11/2020	GJBDEB-4260	M/C - Sage Hotel - Staff Training Accommodation	\$197.46
19/11/2020	GJBDEB-4261	M/C - Sage Hotel - Staff Training Accommodation	\$197.45
19/11/2020	GJBDEB-4262	M/C - Coles Express - Fuel PLV257	\$82.24
19/11/2020	GJBDEB-4263	M/C - Adobe Illustrator Annual Subscription	\$343.07
19/11/2020	GJBDEB-4264	M/C - Skedda Subscription upgrade	\$407.82
19/11/2020	GJBDEB-4265	M/C - Staff Uniform Purchase	\$189.98
19/11/2020	GJBDEB-4266	M/C - Brayco - FRC- Sink, Shelf & Splashback	\$1,596.00
19/11/2020	GJBDEB-4267	M/C - Foreign Transaction Fee	\$22.15
24/11/2020	GJBDEB-4269	AusPost Commissin - Oct 20	\$108.54
24/11/2020	GJBDEB-4270	Easifleet - ERV Lease 44 of 48	\$1,257.31
24/11/2020	GJBDEB-4271	BWA - Deposit Book Charges	\$4.50
26/11/2020	GJBDEB-4268	Salary Packaging	\$3,040.74
30/11/2020	GJBDEB-4272	WEX Fuel Usage Oct/Nov 20	\$1,433.34
			\$33,201.60

Date	Cheque Number	Vendor	Invoice Number	Description	Amount
4/11/2020	33807	V80109 - Water Corporation	2021411	Roberts St Water Agreement	\$5,503.50
				Total V80109	\$5,503.50
				Total 33807	\$5,503.50
4/11/2020	33808	V81654 - Central Midlands Senior High School	2020/21 ANNUAL DONATION	2020/21 Annual donation - student award	\$100.00
				Total V81654	\$100.00
				Total 33808	\$100.00
4/11/2020	33809	V84452 - GK & KG Brown	REFUND OVERPAYMENT OF RATES	Refund overpayment of rates	\$200.00
				Total V84452	\$200.00
				Total 33809	\$200.00
13/11/2020	33810	V82531 - PLEASE PAY CASH	PC JB ADMIN NOV 20	Jurien Bay Admin Petty Cash Recoup Nov 20	\$205.00
				Total V82531	\$205.00
				Total 33810	\$205.00
26/11/2020	33811	V82876 - Department of Transport	NOV20/041000074085A	Dobbyn Park Jetty #3895 licence renewal 2020	\$42.20
				Total V82876	\$42.20
				Total 33811	\$42.20
				Grand Total - Cheque	\$6,050.70

Date	EFTNumber	Vendor	Invoice Number	Description	Amount
4/11/2020	4771028	V80003 - Redgum Reports Inc	2020/21 ANNUAL CONTRIBUTION	2020/21 annual contribution	\$250.00
				Total V80003	\$250.00
		V80021 - BOC Gases	5005169206	Cylinder Hire/Usage October 20	\$90.62
				Total V80021	\$90.62
		V80033 - Derricks Auto-Ag & Hardware Plus	10222755	V Belt	\$36.95
			10223389	Power adaptor twin sockets	\$66.00
			10223665	Bolts, nuts & washers	\$222.48
			10223681	Sprinklers, fittings & pipe	\$234.85
			10224172	Fuel filters	\$276.00
				Total V80033	\$836.08
		V80087 - Synergy	295333350/OCT20	Zendora rd standpipe 22/08-21/10/20	\$114.26
			825693390/OCT20	Creek pump 25/08-23/10/20	\$408.66
			610385240/OCT20	Cambewarra dr standpipe 22/08-21/10/20	\$139.51
				Total V80087	\$662.43
		V80102 - Westrac Equipment	PI515150	Filter elements	\$887.90
				Total V80102	\$887.90
		V80148 - Grass Growers	15955	Supply shredder & excavator Badgy oval	\$20,350.00
			15954	Shredder & excavator Jurien tip	\$32,807.50
				Total V80148	\$53,157.50
		V80150 - RDI Transport	42699	Freight - Jurien Depot	\$1,158.85
				Total V80150	\$1,158.85
		V80192 - JR & A Hersey Pty Ltd	9077	RID aero guard	\$87.91
				Total V80192	\$87.91
		V80405 - Coastal Trimming	6701	Re-install shade sales	\$800.80
				Total V80405	\$800.80
		V80626 - Jurien Bay District High School	2020/21 ANNUAL DONATION	2020/21 Annual donation - student award	\$100.00
			2020/21 ANNUAL DONATION PRIMARY SCH	2020/21 Annual donation - primary student award	\$50.00
				Total V80626	\$150.00
		V81076 - Dandaragan Bowling Club Incorporated	2029	2020/21 Tronox Grant - Loading Ramp	\$350.75
				Total V81076	\$350.75
		V81171 - Moora Health Centre	165015ADMIN2	Pre-employment medical	\$195.80
				Total V81171	\$195.80
		V81258 - Dandaragan Primary School	2020/21 ANNUAL DONATION	2020/21 Annual donation - student award	\$50.00
				Total V81258	\$50.00
		V81343 - Dandaragan Mechanical Services	6184	Repair truck tyres - PTL025	\$66.00
			6196	Air conditioner repairs - PCG011	\$814.00
				Total V81343	\$880.00
		V81352 - Jurien Signs	4888	Push silver background blk text	\$22.00
				Total V81352	\$22.00
		V81382 - Cervantes Hardware and Marine	162106	NPK Special Fertiliser	\$6,960.00
			161798	Response fertiliser - returned	-\$720.06
			162012	Seasol concentrate	\$28.60
			162120	Gal cup head, galvo flat washer	\$23.76
			162135	205H rotary plastic pump	\$330.00
			CR260820	Invoice paid twice	\$37.13
				Total V81382	\$6,585.17
		V81475 - Cervantes Primary School	2020/21 ANNUAL DONATION	2020/21 annual contribution - student award	\$50.00
				Total V81475	\$50.00
		V81545 - Winc Australia Pty Limited	9033799897	Copier paper	\$1,663.20
				Total V81545	\$1,663.20
		V81616 - Jurien Pest Management	6109	Coastal brown ant treatment	\$572.00
			6110	Coastal brown ant treatment	\$594.00
				Total V81616	\$1,166.00
		V81653 - Badgingarra Primary School	202/21 ANNUAL DONATION	2020/21 Annual donation - student award	\$50.00
				Total V81653	\$50.00
		V81795 - Jurien Bay Community Resource Centre	2020/21 ANNUAL CONTRIBUTION	2020/21 Annual contribution towards Craytales	\$250.00
			1159	Trifold brochures	\$350.00
				Total V81795	\$600.00
		V81882 - Jurien Trenching & Excavations	1396	Remove & Repair gate	\$450.00
				Total V81882	\$450.00
		V81973 - Fuel Distributors of WA Pty Ltd	481002647	Diesel - Dandy Depot	\$13,037.28
				Total V81973	\$13,037.28
		V82028 - Avon Waste	41105	Fortnightly rubbish collection 12/10-23/10/20	\$13,725.57
				Total V82028	\$13,725.57
		V82116 - Pinnacles Express	2020/21 ANNUAL CONTRIBUTION	2020/21 annual contribution	\$250.00
				Total V82116	\$250.00
		V82166 - David Gray & Co Pty Ltd	1557635	General Waste & Recycle Bins	\$2,863.52
				Total V82166	\$2,863.52
		V82236 - Ruth Clayton	221020	House Clean	\$250.00
				Total V82236	\$250.00
		V82274 - Vari-Skilled	15524	Shire mowing Oct 20	\$14,422.39
				Total V82274	\$14,422.39
		V82420 - Cervantes Cultural Committee	2020/21 CONTRIBUTION	2020/21 contribution Cervantes Art Festival	\$3,500.00
				Total V82420	\$3,500.00
		V82474 - Direct Contracting Pty Ltd	2086	Loader hire to spread mulch	\$429.00
			2087	Machinery hire - road maintenance	\$1,880.00
			2089	Progress payment - Badgingarra Truck Bay	\$176,000.00
			2091	Slasher hire - Alta Mare subdivision	\$4,620.00
				Total V82474	\$183,029.00
		V82561 - Sandpaper	2020/21 ANNUAL CONTRIBUTION	2020/21 annual contribution	\$250.00
				Total V82561	\$250.00

V82672 - Jurien Bay Tourist Park		BOOEASY BOOKING 8783777	BookEasy booking 8783777	\$109.37
			Total V82672	\$109.37
V82697 - Barnes Hydraulic Services		41402	O-ring	\$7.79
		41438	Design & manufacture entrance statements Dandy cem	\$3,962.20
			Total V82697	\$3,969.99
V82702 - Tim Broad Auto Electrics		IV00000914	Victron DC/DC unit	\$193.50
			Total V82702	\$193.50
V82823 - The Last Drop Plumbing Co		4075	Repair blocked drains at Dobbyn Park	\$445.50
			Total V82823	\$445.50
V82993 - Jurien Bay Mitre 10		535818	Melamine, glue and batteries	\$89.24
		535819	Recip blade, led globe	\$29.10
		535804	Handle lever entry set, lane Montebello	\$67.25
		536339	Recip blades	\$46.75
		536377	Globes, Batteries, union nylon olive	\$74.65
		536186	Jumbo toilet rolls	\$110.00
		536488	Jumbo toilet rolls	\$110.00
		536584	Ultra fix plus silicone	\$36.50
		534873	Fittings	\$107.50
		535798	Exi-Wet soil soaker	\$139.65
		535790	Mesh barrier, steel fence post	\$620.50
		536269	Cable tie, mesh barrier	\$111.50
		535835	Rheem water heater, dowel	\$856.50
		536540	Jumbo toilet rolls	\$165.00
		536705	Mic Tee Barb, Bubbler full, sockets	\$53.75
		536640	Reticulation supplies	\$460.45
		536543	All directional shower, plumbers mate	\$60.90
		536753	Post Crete, Hand Cleaner, drill bits	\$64.45
		536702	Screws, brackets	\$79.60
		536701	Paint brush, deck clean, clear gloss	\$64.59
		537003	Flush pipe, support shelf	\$19.50
			Total V82993	\$3,367.38
V83121 - Dandaragan Community Resource Centre Inc		123923	Dandaragan cleaning & maintenance contract Oct 20	\$1,320.92
			Total V83121	\$1,320.92
V83145 - Avdata Australia		150029051/104	Jurien Airport flights data Oct 20	\$563.51
			Total V83145	\$563.51
V83187 - Wayne Gibson (Cr)		TRAVEL ALLOWANCE OCTOBER 20	Members travel October 20	\$436.80
			Total V83187	\$436.80
V83278 - The Workwear Group Pty Ltd		12626359	Staff uniforms	\$483.20
			Total V83278	\$483.20
V83416 - Canover 24 Volunteer Bush Fire Brigade		103	Clearing, brush cutting & mowing	\$450.00
			Total V83416	\$450.00
V83420 - Porter Consulting Engineers		20606	Jurien Bay foreshore sewer extension	\$1,320.00
		20614	Dandaragan rd Regan's Ford Survey	\$6,435.00
		20615	Catsby Rd - survey	\$5,671.88
		20621	Bike network plan review	\$3,630.00
			Total V83420	\$17,056.88
V83507 - Council First		S1005935	STP transactions Sept 20	\$24.86
		S1005995	Office 365 - Nov 20	\$1,027.37
			Total V83507	\$1,052.23
V83583 - Coastal Digging		1870	Crane hire - remove equipment	\$1,358.50
		1871	Crane hire - removal of hoop signs	\$500.50
			Total V83583	\$1,859.00
V83676 - Central Earthmoving Company Pty Ltd		4677	Mulching & Vegetation Management	\$206,657.00
		4678	Mulching & Vegetation Management	\$14,674.00
			Total V83676	\$221,331.00
V83694 - Elite Electrical Contracting Pty Ltd		81861	Repairs to security lights	\$532.87
		81917	Repairs to timer clock	\$104.50
			Total V83694	\$637.37
V83736 - Waterlogic Australia Pty Ltd		CD-3024657	Water Filter & Ice Machine Lease Nov 20	\$1,556.50
			Total V83736	\$1,556.50
V83780 - Pinnacles Traffic Management Services		93	Traffic management JER	\$23,490.50
			Total V83780	\$23,490.50
V84155 - Jurien Hardware - Thrifty Link		20-00031454	Gal batten screws	\$23.99
		20-00032261	Cable ties, poly plug	\$36.44
		20-00032324	PVC fittings	\$7.69
		20-00031799	BBQ buddy gas safety valve & gauge	\$66.40
		20-00032518	3pc socket adaptor	\$9.50
		20-00032520	Rapid set cement	\$32.30
		20-00032521	Rapid set cement	\$32.32
		20-00032512	S/D SQ bit	\$2.99
		20-00032530	Security bit set	\$9.50
		20-00032631	Sprinklers, risers and tees	\$80.95
		20-00032701	Poly valve & nipple	\$71.63
		20-00032702	Poly nipple	\$9.96
		20-00032707	Plastic connector BSP adaptor	\$17.10
		20-00033044	Snipper cord	\$99.99
			Total V84155	\$501.76
V84246 - Blue Sky Apartment		BOOEASY BOOKING 8905085	BookEasy booking 8905085	\$392.87
			Total V84246	\$392.87
V84273 - Building And Energy		DANDARAGAN BSL OCT 2020	BSL Remittance Oct 20	\$2,198.39
			Total V84273	\$2,198.39
V84343 - Moora Hardware		20028449	Cock hose male chrome	\$22.00
			Total V84343	\$22.00
V84371 - Nessa Hall - Nussy Cleaning Management Services		7083	Cleaning & maintenance contract Oct 20	\$5,334.29
		7084	Monthly Cervantes cleaning contract Oct 20	\$3,474.63
			Total V84371	\$8,808.92
V84402 - Moora IGA		2110	Dandy Depot consumables	\$103.86
			Total V84402	\$103.86
V84419 - Repco		4980011761	Universal towel roll	\$70.62
			Total V84419	\$70.62

		V84422 - Jurien Tyre & Auto			
			51127	6mm air fitting	\$15.00
			51139	NGK Spark plugs	\$77.20
			51197	Supply & fit 2 new tyres - PLV248	\$682.45
			51201	Oil filter	\$29.00
				Total V84422	\$803.65
		V84427 - Blooms By The Beach			
			48	1 Native arrangement & vase	\$165.00
				Total V84427	\$165.00
		V84438 - Mid West Waste Disposal			
			10686A	Pump out Sandy Cape	\$543.22
			10687A	Pump out Bashford St	\$304.61
				Total V84438	\$847.83
		V84442 - Fluid Management Technology Pty Ltd			
			13341	Keychain fobs	\$192.50
				Total V84442	\$192.50
		V84450 - All Go property Maintenance Pty Ltd			
			20227	Internal painting	\$8,052.00
			20228	Paint garage door, repairs to gyprock ceilings	\$300.00
				Total V84450	\$8,352.00
		V84451 - Distinctly Tourism Management			
			407	Tourism workshop	\$2,200.00
				Total V84451	\$2,200.00
		V84453 - Luke O'Donohoe			
			271020	Dandaragan Mural project	\$500.00
				Total V84453	\$500.00
		V84454 - Common Ground Trails Pty Ltd			
			18341	Progress claim 1 - Pump track design	\$3,300.00
				Total V84454	\$3,300.00
		V84455 - Seasport & Tackle			
			20-00019595	Basket ball nets	\$95.92
				Total V84455	\$95.92
				Total EFT477/1028	\$608,351.74
12/11/2020	478	Payroll	Payroll 10/11/20	Payroll 10/11/20	\$106,510.62
				Total EFT 478	\$106,510.62
13/11/2020	479/1029				
		V80003 - Redgum Reports Inc			
			20200326	Shire Matters Ed 18	\$772.00
				Total V80003	\$772.00
		V80033 - Derricks Auto-Ag & Hardware Plus			
			10224291	Quick Fit male connector, air filter	\$105.00
			10224412	Mosquito head net	\$49.00
			10224848	GME Aerial	\$335.40
			10225173	Hadlie Trolley	\$58.50
			10225182	50 tonne snatch strap	\$545.00
				Total V80033	\$1,092.90
		V80043 - Jurien Bay IGA			
			07/OCT20	Refreshments - Council Meeting	\$1,246.78
				Total V80043	\$1,246.78
		V80087 - Synergy			
			113698450/OCT20	Canover Standpipe 25/08-21/10/20	\$174.46
			164741840/OCT20	Oceanview Pde Fire Hydrant 25/8-21/10/20	\$107.28
			317260610/NOV20	JCC 30/09-27/10/20	\$588.56
			919109010/NOV20	Power Watch Security Lights 1/10-31/10/20	\$412.52
			185507110/NOV20	Adriana 4A Park28/06 - 27/10/20	\$745.50
			721287150/NOV20	Street lights 25/9-24/10/20	\$15,379.96
			182506710/OCT20	Jurien Bay Vista Fire Hydrant 22/08-21/10/20	\$269.84
			017389700/NOV20	Family Resource Centre 8/9-4/11/20	\$905.61
			246525150/NOV20	Relic Eric Collinson Park 9/9 to 5/11/20	\$364.21
			713383800/NOV20	Pioneer park nth 9/9-6/11/20	\$182.61
			589406900/NOV20	Dobbyn park nth 9/9-6/11/20	\$486.52
			538463750/NOV20	Dobbyn park nth 9/9-6/11/20	\$214.19
			124478710/NOV20	Passamani Park 8/9-5/11/20	\$191.80
			906148990/NOV20	Pioneer park 9/9-5/11/20	\$171.41
			317207730/NOV20	Jurien Airstrip 8/9-4/11/20	\$131.11
			553162190/NOV20	Jurien hall GWN8/9-4/11/20	\$167.86
			976944290/NOV20	Weld park relic pump 10/9-9/11/20	\$255.90
			732141310/NOV20	Jurien F/S Amenities 10/9-6/11/20	\$256.85
			261265300/NOV20	New Fauntleroy Park 9/9-6/11/20	\$697.32
				Total V80087	\$21,953.51
		V80102 - Westrac Equipment			
			P15153325	Filters, elements	\$783.50
			P15161247	Lube filter & secondary Element	\$87.29
				Total V80102	\$870.79
		V80117 - Jurien Bowling Club			
			8	2020/21 Tronox Grant	\$2,530.00
				Total V80117	\$2,530.00
		V80163 - Badgingarra Community Assn			
			2020-141	General Maintenance Contract October 20	\$3,400.10
				Total V80163	\$3,400.10
		V80192 - JR & A Hersey Pty Ltd			
			S46908	Brush cutter cord, sunscreen	\$445.94
				Total V80192	\$445.94
		V80396 - Badgingarra Golf Club			
			35	Slashing Badgingarra townsite	\$1,573.00
				Total V80396	\$1,573.00
		V81002 - Landgate			
			67361229	Custom Map Service Charge	\$425.70
			67329037	SLP Subscription Services	\$2,505.90
			360288	Gross rental valuations	\$240.77
			1053228	Title searches	\$53.40
				Total V81002	\$3,225.77
		V81097 - Australia Post			
			1010040893	Postage & Freight	\$1,171.31
				Total V81097	\$1,171.31
		V81172 - WA Hino Sales & Service			
			267702	Filters & lube kits	\$1,237.46
				Total V81172	\$1,237.46
		V81352 - Jurien Signs			
			4913	Boxed edged frames, path closed	\$630.00
				Total V81352	\$630.00
		V81434 - JH Computer Services Pty Ltd			
			196674-D02	Dual monitor arms	\$418.00
				Total V81434	\$418.00
		V81490 - Ricoh Finance			
			299082	Photocopier Lease 08/12/20-07/01/21	\$1,337.60
				Total V81490	\$1,337.60
		V81545 - Winc Australia Pty Limited			
			9033757721	Credit - Refreshments Council Meeting	-\$29.63
			9034134735	Stationery Sept 20 - Backorder	\$40.56
				Total V81545	\$10.93
		V81593 - Worldwide Printing Solutions			
			603093	Printing and Stationery	\$880.00
				Total V81593	\$880.00

V81611 - Australian Taxation Office		GST Settlement October 2020	\$1,100.00
		Total V81611	\$1,100.00
V81628 - J & R Carter's Fine Furniture		Manufacture & install laundry cabinets	\$1,425.00
	82	Final payment - library counters	\$4,243.25
	75	Manufacture & install cabinet	\$704.00
	100	Total V81628	\$6,372.25
V81744 - Nutrien Ag Solutions		LMBG Better Grow	\$2,759.53
	903304928	LMBG Better Grow - Fertiliser	-\$2,759.53
	903235401	Wana Galv Fence Dropper	\$192.50
	903545793	NPAC plastic float & reservoir valve	\$168.19
	903576394	Total V81744	\$960.69
V81795 - Jurien Bay Community Resource Centre		Shire Matters - Cray Tales issue 377	\$1,356.75
	1239	Total V81795	\$1,356.75
V81874 - Child Support		Child Support	\$171.91
	PJ003392	Total V81874	\$171.91
V81896 - Mid Coast Contracting		Locate underground cables - Dobbryn Park	\$440.00
	6414	Locate underground cables - Cervantes Rec Centre	\$165.00
	6425	Repair electrical fault - bore Pioneer park	\$307.68
	6407	Repair electrical fault bore pump Collinson Park	\$110.00
	6417	Repair electrical fault Cervantes oval tanks	\$110.00
	6421	Total V81896	\$1,132.68
V81924 - Toll Transport Pty Ltd		Freight Dandy Depot	\$54.51
	0475-D583590	Freight Dandy Depot	\$87.23
	0487-D583590	Freight - Dandy Depot	\$11.17
	0488-D583590	Freight - Jurien Admin	\$452.32
	0485-D583590A	Total V81924	\$605.23
V81973 - Fuel Distributors of WA Pty Ltd		Engine oil, Grease, truck wash	\$2,070.90
	295120	Diesel - Dandy Depot	\$10,659.70
	481002617	Diesel - Dandy Depot	\$8,909.18
	481002626	Diesel - Jurien Depot	\$6,847.10
	481002709	Total V81973	\$28,486.88
V82015 - Ausrecord Pty Ltd		Standard Archive Boxes	\$88.00
	92165	Total V82015	\$88.00
V82026 - Benara Nurseries		20 Trees	\$1,688.52
	264861	Total V82026	\$1,688.52
V82057 - Ray White Jurien Bay		Staff Housing 18/11 - 1/12/20	\$670.00
		Total V82057	\$670.00
V82225 - Midcoast Hydraulic Services		Wet Hire water cart	\$10,582.00
	728	Total V82225	\$10,582.00
V82284 - Visimax		Infringement Books	\$435.30
	6235	Total V82284	\$435.30
V82388 - Tony Dolton		Gravel cartage - Jurien East Road	\$156,123.00
	4081	Total V82388	\$156,123.00
V82474 - Direct Contracting Pty Ltd		Machinery hire Jurien East rd	\$52,822.00
	2093	Total V82474	\$52,822.00
V82774 - T-Quip		Air filter kit.	\$157.35
	96419#7	Total V82774	\$157.35
V82876 - Department of Transport		JB Fish Cleaning Stn 08/7-11/10/20	\$222.31
	4143939	Total V82876	\$222.31
V82993 - Jurien Bay Mitre 10		Jumbo Toilet Rolls	\$110.00
	536816	Cable joiner, toro sprinkler	\$63.50
	537223	Steel wool joint finish hand cleaner	\$38.50
	537359	Adaptors, reducing bushes, nipples	\$31.50
	537396	Jumbo toilet rolls	\$110.00
	537631	Hunter gear drive	\$310.00
	537225	Total V82993	\$663.50
V83121 - Dandaragan Community Resource Centre Inc		COVID 19 Building & Maint Grant 2020	\$4,325.00
	COVID 19 GRANT	Total V83121	\$4,325.00
V83310 - AMPAC Debt Recovery (WA) Pty Ltd		Legal Expense - 26/10-30/10/20	\$1,297.45
	70023	Total V83310	\$1,297.45
V83495 - Dandaragan Store		Consumables - Dandy Depot	\$65.26
	NOV20/C56	Total V83495	\$65.26
V83535 - Tyres4U		Truck Tyres - PTH015	\$3,678.40
	PS780084	Total V83535	\$3,678.40
V83634 - Woodlands Distributors & Agencies P/L		Dog waste dispensers & bags	\$2,656.50
	DAN1-052	Total V83634	\$2,656.50
V83660 - D Greenwood		Badgingarra Waste Management Oct 20	\$1,280.00
	OCT20/14	Total V83660	\$1,280.00
V83705 - Telstra		Whisper Usage Oct 20	\$159.50
	04169079/P023135901-9	Total V83705	\$159.50
V83914 - Turquoise Safaris		BookEasy Booking 8865106	\$586.50
	BOOEASY BOOKING 8865106 8910808	BookEasy Booking 8946858	\$396.74
	BOOEASY BOOKING 8946858 8972963 89	Total V83914	\$983.24
V83925 - BookEasy Pty Ltd		BookEasy min monthly fee Oct 20	\$330.00
	18671	Total V83925	\$330.00
V83979 - Turquoise Coast Plumbing Gas & Excavation		Repair blockage to toilet block	\$478.50
	2546	Install water softener	\$2,871.00
	2551	Total V83979	\$3,349.50
V84102 - Terry Sims		Reimburse purchase of BBQ cleaning blocks	\$96.20
	REIMBURSE EXPENSES	Total V84102	\$96.20
V84103 - Breakaway Earthmoving Pty Ltd		Pushing gravel	\$81,922.50
	1203	Total V84103	\$81,922.50

V84155 - Jurien Hardware - Thrifty Link	20-00033105	Rockwell heat gun	\$47.45	
	20-00033121	Plants	\$95.00	
	20-00033124	Plants	\$52.25	
	20-00033338	9kg gas refills	\$99.75	
	20-00032574	Earthcore hose, sprinklers	\$247.00	
		Total V84155	\$541.45	
	V84175 - Ni Luh Eyden	NOV20/43	Cleaning Sandy Cape Ablutions Oct 20	\$698.00
			Total V84175	\$698.00
	V84246 - Blue Sky Apartment	BOOEASY BOOKING 8947740	BookEasy Booking 8947740	\$392.87
			Total V84246	\$392.87
	V84327 - Lyall Ward	OCT20/8	Dandaragan Waste Management Oct 20	\$2,112.00
			Total V84327	\$2,112.00
	V84371 - Nessa Hall - Nussy Cleaning Management Services	7102	Final clean 2 York St	\$264.00
			Total V84371	\$264.00
	V84389 - Veronica Maher	REIMBURSEMENT - NORDIC WEEK	Reimbursement of Big W Receipt	\$104.00
			Total V84389	\$104.00
	V84430 - MCG Architects Pty Ltd	2338	Schematic Design - JB Foreshore	\$1,375.00
			Total V84430	\$1,375.00
	V84434 - Convic Pty Ltd	1046	Progress claim 3 - Construction JB Skate Park	\$38,416.95
			Total V84434	\$38,416.95
V84438 - Mid West Waste Disposal	10694	Pump Out Sandy Cape	\$569.00	
		Total V84438	\$569.00	
V84456 - HITech Sports Pty Ltd	3070	Basketball backboards	\$3,155.90	
		Total V84456	\$3,155.90	
V84457 - Retail Display Direct Pty Ltd	4099	Retractable Barriers	\$375.00	
		Total V84457	\$375.00	
V84458 - Professionals Jurien Bay		Staff Housing 18/11 - 1/12/20	\$760.00	
		Total V84458	\$760.00	
V84459 - Robert N Auld & Andree' A Barley		Returned Item - EFT 1029 - Auld & Barley	\$150.00	
		Total V84459	\$150.00	
		Total EFT479/1029	\$454,892.18	
20/11/2020	480/1030			
V80033 - Derricks Auto-Ag & Hardware Plus	10225667	Narva globe	\$160.20	
		Total V80033	\$160.20	
V80087 - Synergy	111890190/NOV20	5A Park 11/9-10/11/20	\$115.12	
	454515450/NOV20	Marinefields Standpipe 12/09-11/11/20	\$120.86	
	263827240/NOV20	Beachridge Estate entry 11/09-10/11/20	\$112.53	
	902806950/NOV20	Baudin Park 11/09-11/11/20	\$280.58	
	853497790/NOV20	Cervantes Depot 12/09-11/11/20	\$112.53	
	113142450/NOV20	Cervantes waste transfer sm 12/09-12/11/20	\$156.28	
	111890000/NOV20	Pacman Park 11/9-10/11/20	\$358.55	
		Total V80087	\$1,256.45	
V80192 - JR & A Hersey Pty Ltd	S46911	18v cless grease gun	\$573.10	
		Total V80192	\$573.10	
V80219 - Cutting Edges Equipment Parts Pty Ltd	3291205	Grader Blades	\$2,268.42	
		Total V80219	\$2,268.42	
V80943 - Cervantes Chamber Of Commerce	107	2019 - Christmas Sundowner	\$80.00	
		Total V80943	\$80.00	
V81252 - Brooks Hire Service Pty Ltd	171082	Hire of drum roller	\$1,510.96	
		Total V81252	\$1,510.96	
V81343 - Dandaragan Mechanical Services	6038	Inflate gauge, Adaptor valve	\$221.40	
	6152	Battery	\$460.35	
	6211	Fit hydraulic Lift Hose	\$390.50	
	6295	Tyres - PTL025	\$1,584.00	
		Total V81343	\$2,656.25	
V81348 - Russ - Hills Contracting	4193	Freight - Dandy Depot	\$285.56	
		Total V81348	\$285.56	
V81545 - Winc Australia Pty Limited	9034321384	Stationery	\$288.17	
		Total V81545	\$288.17	
V81744 - Nutrien Ag Solutions	903668582	Vini Pipe Aquapool, adaptor & nipple	\$384.25	
		Total V81744	\$384.25	
V81795 - Jurien Bay Community Resource Centre	1250	NADQC Week flyers	\$270.00	
		Total V81795	\$270.00	
V81973 - Fuel Distributors of WA Pty Ltd	299838	Engine oil, Eco blue, Quartz ineo	\$1,598.21	
	481002734	Diesel - Dandy Depot	\$12,798.48	
		Total V81973	\$14,396.69	
V82028 - Avon Waste	41487	Fortnightly Rubbish Collection 26/10-06/11/20	\$12,777.95	
		Total V82028	\$12,777.95	
V82474 - Direct Contracting Pty Ltd	2094	Maintenance grading Cowalla rd	\$2,475.00	
	2095	Maintenance Grading Munbinea	\$5,362.50	
		Total V82474	\$7,837.50	
V82649 - Jurien Garden Soils	SEPT20/7	Plants - Admin building	\$100.00	
	NOV20/19	Supply 150 cubic metres of soil	\$9,900.00	
		Total V82649	\$10,000.00	
V82672 - Jurien Bay Tourist Park	BOOEASY BOOKING 8913203	BookEasy booking 8913203	\$371.87	
		Total V82672	\$371.87	
V82697 - Barnes Hydraulic Services	41526	All Fleet E900 - Oil	\$825.00	
		Total V82697	\$825.00	
V82993 - Jurien Bay Mitre 10	537335	Metalsield Multi purpose, nuts & bolts	\$35.08	
	537442	Straight Connector, brass tees	\$24.15	
	538004	PVC Storm cap, coupling	\$12.65	
	538045	PVC Caps	\$5.90	
	537796	Adhesive Vinyl & Capet	\$20.50	
	538142	Windscreen cleaner, auto poli	\$22.30	
	538551	Utility blades, metalsield epoxy	\$39.00	
	538034	Multimeter digital, garbage bags	\$31.30	
	538035	Jumbo Toilet Rolls	\$110.00	
	538044	Quickie kit, insulation pipe, Hot Water System	\$762.50	
	538191	Pressure pipe & caps, electrical conduit	\$4,342.00	
	538648	Conduit elbows, relay pump, bend conduit	\$175.50	
	534851	Barrier mesh	\$122.00	
		Total V82993	\$5,702.88	

V83094 - Dave Watson Contracting Pty Ltd	2116	Prune trees	\$3,762.00
		Total V83094	\$3,762.00
V83298 - Shaun Turbett Welding & Fabrication Services	1250	Fabricate stainless steel stand	\$319.00
		Total V83298	\$319.00
V83327 - Coles Group Limited	CGC908448	57 x Coles Group & Myer gift cards	\$2,864.85
		Total V83327	\$2,864.85
V83340 - CONNECT Call Centre Services	103987	After Hours calls October 20	\$190.91
		Total V83340	\$190.91
V83421 - Public Libraries Western Australia Inc	154	PLWA Membership renewal 20/21	\$170.00
		Total V83421	\$170.00
V83780 - Pinnacles Traffic Management Services	94	Traffic management JER	\$15,963.75
		Total V83780	\$15,963.75
V83802 - Scavenger Fire & Safety	10651	Testing & Tagging of fire equipment Sept 20	\$5,033.60
		Total V83802	\$5,033.60
V83914 - Turquoise Safaris	BOOEASYBOOKING 8905026 8907582	BookEasy Booking 8905026	\$854.25
		Total V83914	\$854.25
V84013 - M R Floors & Furnishings	201103	Supply & install carpet	\$2,790.00
		Total V84013	\$2,790.00
V84075 - Desert Run Pty Ltd	1150	Earthworks - Cervantes rec centre carpark	\$2,640.00
		Total V84075	\$2,640.00
V84117 - Vanguard Press	27870	Distribution of tourism brochures	\$453.16
		Total V84117	\$453.16
V84155 - Jurien Hardware - Thrifty Link	20-00033848 20-00033319 20-00033320 20-00033323 20-00033391 20-00033400 20-00033403 20-00033442 20-00033497 20-00033835 20-00033930 20-00033946 20-00034067 20-00034599 20-00034561 20-00034655 20-00034671 20-00034041 20-00034079 20-00034120	9kg gas refills Line yellow brick Earthcore hose, connectors tees Plastic quick connector PVC Fittings, valve ball PVC Fittings, polytube Materials and Contracts (ALL)Rapid set cement Trailer lights Hille garden sprayer PVC Fittings, Teflon tape, glue Water storage crystals Disposable coveralls Cable ties PVC Fittings, poly bushes, conduit PVC Fittings, poly bush, connector Cable ties PVC Union, lockable commercial valve Screwdriver bits, Recip blade Anchor glos, paint, Coerco tank	\$66.50 \$7.12 \$57.76 \$2.85 \$76.86 \$46.64 \$64.60 \$61.75 \$34.20 \$70.87 \$11.88 \$12.36 \$25.84 \$36.08 \$98.71 \$9.02 \$55.10 \$20.33 \$91.68 \$3,020.05
		Total V84155	\$3,870.20
V84168 - Technology One Ltd	195061	Recreation of zones map	\$1,078.00
		Total V84168	\$1,078.00
V84298 - Advanced Traffic Management (WA) Pty Ltd	141059	Traffic management plan & controllers	\$1,756.70
		Total V84298	\$1,756.70
V84359 - Lois S Soap	14	Artisan soaps & sea candles	\$230.00
		Total V84359	\$230.00
V84419 - Repco	4980012745 4980012774	Fuses, filters, rags, air freshener CRC Brakleen	\$351.66 \$20.00
		Total V84419	\$371.66
V84459 - Robert N Auld & Andree' A Barley	REFUND DOUBLE NICHE WALL	Refund Double Niche Wall	\$150.00
		Total V84459	\$150.00
V84460 - McNamara Farms	51120	Supply 1668kl of water - JER	\$2,752.20
		Total V84460	\$2,752.20
V84461 - Joondalup Resort	165750 165760	Conference accommodation Conference accommodation	\$507.00 \$507.00
		Total V84461	\$1,014.00
		Total EFT480/1030	\$107,909.53
26/11/2020	481	Payroll	Payroll 26/11/20
			\$99,855.87
			Total EFT 481
			\$99,855.87
26/11/2020	482/1031	V80033 - Derricks Auto-Ag & Hardware Plus	10227092 10227094
			Knapsack & potting mix Potting mix & fertiliser
			Total V80033
			\$124.40
		V80087 - Synergy	686912910/NOV20 513665230/NOV20 903907310/NOV20 818063790/NOV20 905537000/NOV20 125055780/NOV20 108788340/NOV20
			Cervantes Oval 16/09-13/11/20 Dam Pump 15/09-11/11/20 Cervantes F/S Amenities 16/09-13/11/20 Cervantes F/S Amenities 16/09-13/11/20 Memorial Cnr 16/09-13/11/20 Weston St Park 16/09-13/11/20 Cervantes CBD Rest area 16/09-12/11/20
			\$2,100.21 \$829.84 \$238.02 \$133.23 \$182.04 \$108.83 \$114.75
			Total V80087
			\$3,706.92
		V80163 - Badgingarra Community Assn	2020-96 2020-145
			2020/21 COVID Grant - Soullery Cupboards Shire Matters - The Sandpaper issue 141
			\$5,500.00 \$99.00
			Total V80163
			\$5,599.00
		V80910 - Mcleods Barristers And Solicitors	116334 116093
			Legal Expenses Annual Audit 2020 Legal Expenses -Litter Act Prosecution
			\$154.00 \$580.47
			Total V80910
			\$734.47
		V80943 - Cervantes Chamber Of Commerce	83
			2020 Membership
			\$100.00
			Total V80943
			\$100.00
		V81343 - Dandaragan Mechanical Services	6266
			Clutch kit, oil & fuel filters, engine oil
			\$2,049.45
			Total V81343
			\$2,049.45
		V81352 - Jurien Signs	4912 4906 INV-4791 4909 4908 4959
			Reflective Double Sided Sign Double Sided street blade Various road signage Vehicle magnetics - Ranger Caretaker Polo Shirts Remove & Replace Library acrylic lettering
			\$115.00 \$49.50 \$7,324.41 \$242.00 \$220.80 \$115.50
			Total V81352
			\$8,067.21

V81382 - Cervantes Hardware and Marine	162251	Hacksaw blades	\$6.05
	162286	PVC Pipe	\$12.10
	162314	Seasol	\$84.95
	162315	Seasol	\$84.95
	162389	Low profile saw chain	\$78.65
	162483	D shackle 8mm galv	\$3.52
	162311	Various pump repair items	\$315.70
	162410	Various fittings for pump	\$150.70
	162447	High temp bearing grease	\$118.80
		Total V81382	\$855.42
V81506 - Afagri Equipment Australia Pty Ltd	1980867	Cutting edge, bolt & nuts	\$2,362.56
	Total V81506	\$2,362.56	
V81874 - Child Support	PJ003412	Child Support	\$171.91
	Total V81874	\$171.91	
V81882 - Jurien Trenching & Excavations	1424	Realign wing walls along foreshore	\$13,500.00
	Total V81882	\$13,500.00	
V81886 - Western Lockservice	10865125	Lockwood morrice toilet indicator bolt/indicators	\$506.00
	Total V81886	\$506.00	
V81924 - Toll Transport Pty Ltd	0489-D583590	Freight - Dandy Library	\$660.50
	Total V81924	\$660.50	
V81935 - Department of Fire and Emergency Services	151491	ESL Quarter 2 - 2020/21	\$98,555.06
	Total V81935	\$98,555.06	
V82057 - Ray White Jurien Bay		Staff Housing 2/12 - 15/12/20	\$670.00
	Total V82057	\$670.00	
V82076 - Cervantes Bowling Club	202029	202/21 Tronox Grant	\$4,176.35
	Total V82076	\$4,176.35	
V82170 - Quality Press	40620	Vehicle Identifier Stickers	\$104.50
	Total V82170	\$104.50	
V82474 - Direct Contracting Pty Ltd	2130	Wet hire grader, loader, roller & water cart	\$21,890.00
	2129	Loader hire cart limestone	\$1,402.50
	Total V82474	\$23,292.50	
V82567 - State Library of WA	R022565	Freight recoup 2018/19	\$621.76
	Total V82567	\$621.76	
V82993 - Jurien Bay Mitre 10	538197	Sihl harness	\$332.00
	538693	Bush polyprop	\$26.50
	538885	Jumbo toilet rolls	\$110.00
	539066	No Fill Roll	\$4.45
	Total V82993	\$472.95	
V83095 - Parkwood Hardware	630778	Basin mixers, sink mixer, aqua blend	\$1,394.24
	630996	Thread seal, ct unions, bubbler tape & sink mixer	\$353.01
	Total V83095	\$1,747.25	
V83250 - Erich's Mechanical Services	1024105	Hydraulic hose assy	\$229.75
	1024323	Hydraulic Hose As	\$182.77
	Total V83250	\$412.52	
V83365 - Bitutek Pty Ltd	5771	CRS Emulsion	\$990.00
	Total V83365	\$990.00	
V83437 - Brook Marsh Pty Ltd	30009360	Survey set up - Cockleshell Gully rd	\$10,641.40
	Total V83437	\$10,641.40	
V83507 - Council First	S1006008	STP transactions Oct 2020	\$37.84
	S1006001	Sinefa usage Oct 2020	\$257.40
	S1006013	Avepoint Cloud Records Licence 12mth	\$1,758.24
	S1006022	Sinefa usage Nov 2020	\$257.40
	S1006033	Office365 Dec 2020	\$998.69
	Total V83507	\$3,309.57	
V83571 - Jurien Concrete Services	2765	Install DUP footpath - Carmella St	\$68,305.00
	2766	Install DUP footpath - Casuarina Link	\$1,375.00
	2767	Line mark DUP Footpath	\$2,346.00
	2768	DUP Footpath - Turquoise way	\$123,287.00
	Total V83571	\$195,313.00	
V83694 - Elite Electrical Contracting Pty Ltd	82113	Investigate power trip	\$104.50
	Total V83694	\$104.50	
V83781 - The Heights Bed and Breakfast	75	Servicing Fairfield way bore	\$5,313.00
	BOOEASY BOOKING 9000033	BookEasy Booking 9000033	\$127.50
	Total V83781	\$5,440.50	
V83914 - Turquoise Safaris	BOOEASY BOOKING 8895688 8945810 89	BookEasy booking 8895688	\$1,173.00
	Total V83914	\$1,173.00	
V83989 - Kwelena Mambakort Aboriginal Corporation	31	Welcome to country & Digeridoo Player	\$770.00
	Total V83989	\$770.00	
V84121 - Coastal Garden Services	INV-2550	Tree pruning & slashing	\$3,630.00
	Total V84121	\$3,630.00	
V84155 - Jurien Hardware - Thrifty Link	20-00034072	Coupling, self tapper, bore case, pipe	\$118.99
	20-00031657	Tie Down Straps - Returned	-\$7.12
	20-00032547	9kg gas refills	\$99.75
	20-00034218	9kg gas refills	\$66.50
	20-00035141	Gloves	\$25.65
	20-00035214	Crowbar	\$61.75
	20-00034684	Knife	\$16.62
	20-00034712	Various retic fittings	\$36.58
	20-00034709	Cable ties	\$9.02
	20-00035080	Bow shackles	\$11.40
	20-00035033	Teflon tape & ball valve	\$38.95
	Total V84155	\$478.09	
V84246 - Blue Sky Apartment	BOOEASY BOOKING 8944158	BookEasy Booking 8944158	\$305.37
	Total V84246	\$305.37	
V84302 - UDLA	JB.02	Landscape architectural consultancy Stage 1	\$6,292.00
	Total V84302	\$6,292.00	
V84422 - Jurien Tyre & Auto	51344	Fitted new tyre to rim	\$235.00
	51423	Balance & rotate wheels, alignment & adjustments	\$160.00
	51408	Vehicle service	\$603.60
	51389	Vehicle service	\$376.95
	Total V84422	\$1,375.55	
V84423 - Department of Agriculture, Water & The Environment	18039989	Works in Progress Materials	\$9,014.00
	Total V84423	\$9,014.00	
V84438 - Mid West Waste Disposal	10703	Dump point pump out 13/11/2020	\$569.00
	Total V84438	\$569.00	
V84458 - Professionals Jurien Bay			

		Staff Housing 2/12 - 15/12/20	\$760.00
		Total V84458	\$760.00
V84462 - Jurien Bay Oceanic Experiences	BOOEASY BOOKING 8949051 8984478	BookEasy Booking 8949051	\$525.00
		Total V84462	\$525.00
V84463 - Meeryn Hay	MYND01	Embroidered bookmarks	\$150.00
		Total V84463	\$150.00
		Total EFT482/1031	\$409,331.71
		<hr/>	
		Grand Total - EFT Payment	\$1,786,851.65

Date	BPAY Number	Vendor	Invoice Number	Description	
4/11/2020	BPAY041120	V80818 - Telstra Corporation	7863675800/OCT20	JB Office shared data Oct 20	\$9,546.81
				Total V80818	\$9,546.81
				Total BPAY041120	\$9,546.81
13/11/2020	BPAY131120	V80818 - Telstra Corporation	5258987000/OCT20	Phone usage to 01 Oct 20	\$1,245.91
			2503689339/NOV20A	Library usage to 01 Nov 20	\$134.97
			2175531686/NOV20	Mobile Phone Usage to 1 Nov 20	\$1,008.89
			2175531868/NOV20	Fuel systems to 01/11/20	\$29.98
				Total V80818	\$2,419.75
				Total BPAY131120	\$2,419.75
13/11/2020	BPAY 131120A	V81671 - Water Corporation	9007258558/NOV20	31A Dandy rd S/Charge 1/11-31/12	\$44.18
			9007258734/NOV20	3 QUINN PL 1/9-4/11/20	\$109.95
			9007258232/NOV20	13 Dandy Rd 1/9-4/11/20	\$69.76
			9016739556/NOV20	31C Dandy rd S/Charge 1/11-31/12	\$44.18
			9007258566/NOV20	31B Dandy Rd S/Charge 1/11-31/12	\$44.18
			9007258531/NOV20	7A Dandy Rd 1/9-4/11/20	\$106.30
			9007258443/NOV20	2 Dandy Rd 1/9-4/11/20	\$58.80
			9007248739/NOV20	BCC 1/9-2/11/20	\$1,147.32
			9008594764/NOV20	Badgy standpipe 1/9-2/11/20	\$1,484.82
				Total V81671	\$3,109.49
				Total 131120A	\$3,109.49
20/11/2020	BPAY201120	V81671 - Water Corporation	9007258523/NOV20	7B Dandy rd 4/11-5/11/20	\$136.77
			9007258355/NOV20	Clark St Standpipe 1/9-4/11/20	\$396.59
			9007258494/NOV20	Dandy Depot 1/9-4/11/20	\$207.64
			9007258646/NOV20	Dandy Community centre 1/9-4/11/20	\$266.20
				Total V81671	\$1,007.20
				Total BPAY201120	\$1,007.20
26/11/2020	BPAY26/11/20	V81671 - Water Corporation	9015427497/OCT20	Controlled Tankered Waste - July t	\$11,220.51
				Total V81671	\$11,220.51
				Total BPAY26/11/20	\$11,220.51
26/11/2020	BPAY26/11/20A	V84421 - Optus Billing Services Pty Ltd	61939377/NOV20	Sat Phone Plan 05/10 to 04/11/20	\$30.00
				Total V84421	\$30.00
				Total BPAY26/11/20A	\$30.00
				Grand Total - Other	\$27,333.76



Monthly Statements

for the period ending 30 November 2020

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SHIRE OF DANDARAGAN
 FINANCIAL ACTIVITY STATEMENT by Department
 as at 30 November 2020

	Leg.	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021	Variance
			\$	\$	\$	
OPERATING ACTIVITIES						
Adjusted net current assets at start of financial year - surplus/(deficit)	FMR34(2)(a)		723,612	739,166	739,166	
Revenue from operating activities (excluding rates)						
Governance			78,168	10,567	9,481	90%
General purpose funding			739,452	366,576	380,428	104%
Law, order & public safety			405,503	369,870	374,784	101%
Health			4,290	2,000	35,360	1768%
Education & welfare			10,500	0	0	100%
Community amenities			1,359,940	1,074,481	1,068,692	99%
Recreation and culture			427,586	139,507	215,140	154%
Transport			276,093	256,323	268,642	105%
Economic services			229,166	106,783	115,284	108%
Other property and services			136,571	85,499	95,187	111%
			3,667,270	2,411,605	2,562,998	
Expenditure from operating activities						
Governance			(642,760)	(136,149)	(193,158)	142%
General purpose funding			(197,086)	(75,575)	(70,464)	93%
Law, order & public safety			(1,344,056)	(579,182)	(570,229)	98%
Health			(321,579)	(122,092)	(113,008)	93%
Education & welfare			(110,359)	(26,435)	(21,530)	81%
Community amenities			(2,262,988)	(937,262)	(912,314)	97%
Recreation and culture			(3,144,733)	(1,317,092)	(1,230,811)	93%
Transport			(5,397,208)	(2,247,730)	(2,394,911)	107%
Economic services			(726,692)	(264,140)	(242,303)	92%
Other property and services			(619,246)	(73,654)	26,981	-37%
			(14,766,706)	(5,779,312)	(5,721,747)	
Non-cash amounts excluded from operating activities			6,308,988	2,366,483	2,493,678	
Amount attributable to operating activities			(4,066,836)	(262,057)	74,096	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	11		7,193,247	43,687	1,607,943	
Proceeds from disposal of assets	3		33,600	33,600	0	
Purchase land and buildings	2		(1,751,317)	(729,716)	0	
Purchase furniture and equipment	2		(341,547)	(142,311)	0	
Purchase plant and equipment	2		(7,000)	(2,917)	0	
Purchase infrastructure assets - roads	2		(5,173,070)	(2,155,446)	0	
Purchase infrastructure assets - parks & reserves	2		(529,977)	(220,824)	0	
Purchase infrastructure assets - other	2		(4,093,467)	(1,705,611)	0	
Purchases - Works in Progress (Not Capitalised)	2		0	0	(2,579,338)	
Amount attributable to investing activities			(4,669,531)	(4,879,537)	(971,395)	
FINANCING ACTIVITIES						
Proceeds from new borrowings	4		1,340,000	1,340,000	50,000	
Repayment of borrowings	4		(157,986)	(102,793)	(57,213)	
Payment of self supporting loan to community group	4		(50,000)	(50,000)	(50,000)	
Self-supporting loan principal income	4		45,436	26,675	21,764	
Community group cash advance principal income	4		2,076	2,076	2,076	
Payment of right of use lease			(40,530)	(18,298)	(19,451)	
Transfer to reserves	8		(187,045)	(8,333)	(12,147)	
Transfer from reserves	8		(818,335)	(0)	(0)	
Amount attributable to financing activities			(1,770,286)	(1,189,327)	64,970	
Budgeted deficiency before general rates			6,966,081	3,952,267	962,269	
Estimated amount to be raised from general rates	6		(6,300,242)	(6,302,235)	(6,318,031)	
Adjusted net current assets at end of financial year - surplus/(deficit)	FMR34(2)(a)	5	665,839	(2,349,968)	(5,355,762)	
Budget adjustment - Provisions	FMR32(f)		(665,839)	(665,839)		
Budget Surplus / (Deficiency)			(0)	(3,015,807)		

This statement is to be read in conjunction with the accompanying notes.

FMR = Local Government (Financial Management) Regulations 1996

SHIRE OF DANDARAGAN
STATEMENT OF FINANCIAL POSITION
as at 30 November 2020

Description	Note	for the period	
		for the year ended 30 June 2020	ending 30 November 2020
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	7	7,647,366	9,747,854
Trade receivables		966,912	3,191,336
Other financial assets at amortised cost		42,602	23,672
Other current assets		5,514	0
Inventories		32,574	17,701
TOTAL CURRENT ASSETS		8,694,968	12,980,562
NON-CURRENT ASSETS			
Other financial assets at amortised cost		170,113	215,202
Trade receivables		50,124	0
Land		2,903,000	2,903,000
Buildings and improvements		29,775,900	29,290,025
Furniture and equipment		796,707	748,511
Plant and equipment		3,645,180	3,385,625
Right of use assets		89,542	71,232
Infrastructure		247,954,139	248,901,859
TOTAL NON-CURRENT ASSETS		285,384,705	285,515,454
TOTAL ASSETS		294,079,673	298,496,016
CURRENT LIABILITIES			
Trade and other payables		(1,088,748)	(205,208)
Contract liabilities		(458,071)	(1,176,460)
Lease liabilities		(40,530)	(21,079)
Borrowings		(112,406)	(60,104)
Employee related provisions		(673,805)	(514,739)
TOTAL CURRENT LIABILITIES		(2,373,560)	(1,977,589)
NON-CURRENT LIABILITIES			
Lease liabilities		(49,619)	(49,619)
Borrowings		(157,012)	(202,101)
Employee related provisions		(122,432)	(122,432)
Other provisions		0	0
TOTAL NON-CURRENT LIABILITIES		(329,062)	(374,151)
TOTAL LIABILITIES		(2,702,622)	(2,351,741)
TOTAL NET ASSETS		291,377,051	296,144,276
EQUITY			
Retained earnings		(197,037,451)	(201,792,528)
Reserves - cash backed	8	(5,692,576)	(5,704,722)
Revaluation surplus		(88,647,025)	(88,647,025)
TOTAL EQUITY		291,377,051	296,144,276

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Nature or Type
as at 30 November 2020

	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021
		\$	\$	\$
Revenue				
Rates	6	6,300,242	6,302,235	6,318,031
Operating grants, subsidies and contributions		1,208,418	691,397	781,305
Fees and charges		2,315,079	1,657,920	1,716,434
Interest earnings		22,000	8,750	14,631
Other revenue		121,773	53,538	50,629
		9,967,512	8,713,840	8,881,029
Expenses				
Employee costs		(4,047,580)	(1,470,519)	(1,414,117)
Materials and contracts		(2,753,108)	(984,327)	(908,278)
Utilities		(459,742)	(190,213)	(157,568)
Insurance		(420,188)	(420,189)	(418,640)
Other expenses		(753,722)	(333,166)	(377,349)
Depreciation		(6,308,988)	(2,366,483)	(2,443,554)
		(14,743,328)	(5,764,897)	(5,719,505)
		(4,775,816)	2,948,943	3,161,523
Borrowing costs expense	4	(23,378)	(14,414)	(2,242)
Grants & Subsidies (towards non-operating activities)		7,193,247	43,687	1,607,943
Fair Value adjustment through profit and loss		0	0	0
Profit / Loss on Disposal of Assets	3	0	0	0
Net result		2,394,053	2,978,216	4,767,225
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		2,394,053	2,978,216	4,767,225

This statement is to be read in conjunction with the accompanying notes

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Department
as at 30 November 2020

	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021
		\$	\$	\$
Governance		78,168	10,567	9,481
General purpose funding		7,039,694	6,668,811	6,698,459
Law, order & public safety		405,503	369,870	374,784
Health		4,290	2,000	35,360
Education & welfare		10,500	0	0
Community amenities		1,359,940	1,074,481	1,068,692
Recreation and culture		427,586	139,507	215,140
Transport		276,093	256,323	268,642
Economic services		229,166	106,783	115,284
Other property and services		136,571	85,499	95,187
		9,967,512	8,713,840	8,881,029
Expenses excluding finance costs				
Governance		(634,346)	(131,550)	(191,802)
General purpose funding		(197,086)	(75,575)	(70,464)
Law, order & public safety		(1,343,921)	(579,126)	(570,154)
Health		(321,579)	(122,092)	(113,008)
Education & welfare		(106,984)	(26,435)	(21,530)
Community amenities		(2,262,988)	(937,262)	(912,314)
Recreation and culture		(3,142,356)	(1,315,618)	(1,230,145)
Transport		(5,397,208)	(2,247,730)	(2,394,841)
Economic services		(726,692)	(264,140)	(242,303)
Other property and services		(610,169)	(65,370)	27,055
		(14,743,328)	(5,764,897)	(5,719,505)
		(4,775,816)	2,948,943	3,161,523
Finance costs				
Governance		(8,413)	(4,599)	(1,356)
Law, order & public safety		(135)	(56)	(75)
Education & welfare		(3,375)	0	0
Recreation and culture		(2,378)	(1,475)	(667)
Transport		0	0	(70)
Other property and services		(9,076)	(8,284)	(74)
		(23,378)	(14,414)	(2,242)
Non- operating grants and subsidies				
Health		2,000	0	0
Recreation and culture		1,702,654	0	0
Transport		5,483,593	43,687	1,607,943
Economic services		5,000	0	0
		7,193,247	43,687	1,607,943
Profit / (loss) on asset disposal				
		0	0	0
Net result		2,394,053	2,978,216	4,767,225
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		2,394,053	2,978,216	4,767,225

This statement is to be read in conjunction with the accompanying notes

SHIRE OF DANDARAGAN
STATEMENT OF CHANGES IN EQUITY
as at 30 November 2020

Note	Retained Surplus	Reserves Cash Backed	Revaluation Surplus	Total Equity
	\$	\$	\$	\$
Balance as at 30 June 2020	197,037,451	5,692,576	88,647,025	291,377,051
Comprehensive Income				
Net result	4,767,225	0	0	4,767,225
Changes on revaluation of non-current assets	0	0	0	0
Total comprehensive income	4,767,225	0	0	4,767,225
Transfers from/(to) reserves	(12,147)	12,147	0	0
Balance as at 30 November 2020	201,792,528	5,704,722	88,647,025	296,144,276

This statement is to be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

2 DETAILED ACQUISITION

Description	Schedule	Total	Land & Buildings \$	Plant & Equipment \$	Furniture & Equipment \$	Parks & Reserves \$	Roads \$	Other \$
Soft Conferencing additions	Governance	0	7,200			7,200		
Community Noticeboard - Other - RenewalSLK-	Governance	0	100,000					100,000
JBAdmin Emerg. lighting test circuit	Governance	695	1,000	695	1,000			
Shredder	Governance	0	5,000			5,000		
Switches / Antennas and Access Points	Governance	0	49,592			49,592		
Generator - Wellness	Health	0	7,000	7,000				
Dandaragan House (GROH)	Education & Welfare	18,600	540,000	18,600	540,000			
JBFRFC p/ground remodel & refurb Wet area	Education & Welfare	0	31,096		31,096			
Dand cemetery wing walls	Community Amenities	5,136	4,000	5,136	4,000			
FRC Emerg. lighting test circuit	Community Amenities	887	1,000	887	1,000			
FRC Softfall	Community Amenities	11,472	11,472					
DandCRC Emerg. lighting test circuit	Community Amenities	2,689	2,689	2,689				
CCC renewal -carryover	Recreation & Culture	54,311	53,613	54,311	53,613			
key revision at CCC exist hall doors	Recreation & Culture	314	14,796	314	14,796			
Civic Cnt. Emerg. lighting test circuit	Recreation & Culture	320	320	320	320			
JSRC Emerg. lighting test circuit	Recreation & Culture	1,205	1,064	1,205	1,064			
DCC Emerg. lighting test circuit	Recreation & Culture	2,089	2,089	2,089	2,089			
BCC Emerg. lighting test circuit	Recreation & Culture	437	1,000	437	1,000			
CCC Emerg. lighting test circuit	Recreation & Culture	320	320	320	320			
BCC re-roof carryover	Recreation & Culture	27,750	31,500	27,750	31,500			
CCRC noise / doors	Recreation & Culture	0	40,000		40,000			
BCC roof support for solar panels	Recreation & Culture	81	20,000	81	20,000			
Amphitheatre screen modifications	Recreation & Culture	0	5,200		5,200			
2 York St - Budget Amendment 20200924 9.1.3		17,390	23,630	17,390	23,630			
Fshore Pathways	Recreation & Culture	28,630	200,000					28,630
Jurien Irrigation Project - Other - NewSLK-	Recreation & Culture	3,947	104,183			3,947	104,183	
Badgingarra Tree Replacement - Other - RenewalSLK-	Recreation & Culture	26,729	25,794			26,729	25,794	
Dand. Landscaping/fence etc	Recreation & Culture	1,535	25,000			1,535	25,000	
JB Picnic Area	Recreation & Culture	0	150,000				150,000	
Faunt. Power Upgrade	Recreation & Culture	0	60,000				60,000	
Container Bar Platform	Recreation & Culture	1,250	165,000			1,250	165,000	
Beachridge Swales - Other - RenewalSLK-	Recreation & Culture	0	30,000					30,000
Dand. BMX Pump	Recreation & Culture	0	100,000					100,000
Dand. Public Art	Recreation & Culture	500	50,000					500
JB Youth Precinct	Recreation & Culture	58,349	1,200,000					58,349
Badgingarra Cricket Nets	Recreation & Culture	0	15,000					15,000
Ablution Pavillion	Recreation & Culture	6,900	750,000	6,900	750,000			
COVID Community Building Program	Recreation & Culture	23,176	74,559	23,176	74,559			
Fshore Playground	Recreation & Culture	0	250,000		250,000			
C/O Cervantes TV-Replace tower and antenna	Recreation & Culture	40,890	67,917					40,890
Coastal Fencing project - Other - RenewalSLK-	Recreation & Culture	0	80,000					80,000
Civic Centre Fit-Out	Recreation & Culture	7,715	29,755		7,715	29,755		
Casuarina Crescent - Other - NewSLK-	Transport	24,983	37,080					24,983
Eucalypt Way - Other - NewSLK-	Transport	39,043	48,720					39,043
Turquoise Way - Other - RenewalSLK-	Transport	112,079	108,750					112,079
Turquoise Way - Other - NewSLK-	Transport	146	150,000					146
JB Footpaths - Other - NewSLK-	Transport	62,095	105,000					62,095
Cervantes Footpaths - Other - NewSLK-	Transport	76,643	114,275					76,643
Bashford Street - Other - RenewalSLK-	Transport	43	80,000					43
CCC Carpark - Other - RenewalSLK-	Transport	57,620	156,725					57,620
Badgingarra Truck bay - Other - RenewalSLK-	Transport	165,522	260,000					165,522
Munbinea Road Bridge - Other - RenewalSLK-	Transport	0	394,000					394,000
Munbinea Road - Gravel ResheetSLK0-4	Transport	0	109,555				109,555	
Cadda Road - Gravel ResheetSLK18.4-22.4	Transport	0	109,555				109,555	
Kayanaba Road - Gravel ResheetSLK14.7-18.37	Transport	0	69,778				69,778	
Wandawallah Road - Gravel ResheetSLK8-12	Transport	0	109,555				109,555	
Black Arrow Road - Gravel ResheetSLK14.7-18.7	Transport	0	95,555				95,555	
Wongonderrah Road - Gravel ResheetSLK11.2-15.2	Transport	0	109,555				109,555	
Sandy Cape - ReconstructionSLK6.15-6.9	Transport	0	170,000				170,000	
Airstrip Road - SealingSLK0-1	Transport	0	29,000				29,000	
NorthWest Road - ReconstructionSLK-	Transport	0	6,362				6,362	

Yerramullah Road - Gravel ResheetSLK-	Transport	93,781	62,924									93,781	62,924		
Watheroo West Road - Other - NewSLK10.74-42	Transport	8,117	93,780									8,117	93,780		
Watheroo West Road - Other - NewSLK0-8.11	Transport	0	24,330										24,330		
Jurien East Road - ReconstructionSLK14.5-23.5	Transport	1,498,405	2,253,213									1,498,405	2,253,213		
Cataby Road - ReconstructionSLK0-3	Transport	6,913	448,953									6,913	448,953		
Cataby Road - ReconstructionSLK6-9	Transport	0	577,487										577,487		
Dandaragan Road - SealingSLK26-28.8	Transport	7,668	101,250									7,668	101,250		
Jurien East Road - SealingSLK12-14.5	Transport	0	102,220										102,220		
Cantabilling Road - Gravel ResheetSLK22.1-26.1	Transport	0	146,454										146,454		
Cockleshell Gully - Gravel ResheetSLK13.8-15.9	Transport	4,641	89,803									4,641	89,803		
Roberts Street - ReconstructionSLK0-0.25	Transport	8,368	270,000									8,368	270,000		
Hansen Bay Road - SealingSLK0-1	Transport	8,121	123,741									8,121	123,741		
Jurien East Road - ReconstructionSLK-	Transport	56,234	70,000									56,234	70,000		
Jurien Bay EW Runway - Other - NewSLK-	Transport	4,425	650,000											4,425	650,000
Taxiways	Transport	0	80,000												80,000
Arrival Centre	Transport	0	177,071			177,071									
Dest.Market, Shire Entry Signs	Economic Services	0	14,000												14,000
Dest.Market, Jurien Townsite Precinct Signs	Economic Services	1,176	52,000											1,176	52,000
Total		2,579,337	11,920,008	173,772	1,774,947	0	7,000	7,715	341,547	33,461	529,977	1,692,246	5,173,070	672,143	4,093,467

CAPITALISED

WIP 2,579,337

TOTAL 2,579,337

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

3 ASSET DISPOSAL AND CHANGEOVER

Description	Proceeds from Sale		Cost of Replacement		Net Cost for Change Over		Written Down Value		Profit/(Loss) on Disposal	
	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget
FA2995 - Wagon - Mazda CX5 Maxx DN016	\$	\$			\$	\$		\$	0	\$
FA3091 - Wagon - Mazda CX5 Maxx DN032		16,800						16,800	0	0
	0	33,600	0	0	0	0	0	33,600	0	0

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

4 INFORMATION ON BORROWINGS

(a) Borrowing repayments

Movement in borrowings and interest between the beginning and the end of the current financial year.

	Outstanding 1-Jul-20	New loans		Interest repayments		Principal repayments		Outstanding for the year ending 30 June
		2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	
Governance								
Loan 127	147,805	0	0	4,102	7,219	35,448	71,880	75,925
Education and Welfare								
Loan 136			540,000		3,375		25,432	514,568
Recreation and culture								
New loan - 137			750,000		7,746		15,238	734,762
	147,805	0	1,290,000	4,102	18,340	35,448	112,550	1,325,255
Self Supporting Loans								
Recreation and culture								
Loan 130	48,162	0	0	1,190	2,093	11,604	23,494	24,668
Loan 131	3,183	0	0	43	43	3,183	3,183	0
Loan 132	3,603	0	0	43	43	3,603	3,603	0
Loan 133	43,374	0	0	538	1,034	3,375	6,791	36,583
Loan 134	23,290		0		296		3,455	19,835
Loan 135		50,000	50,000		200		4,911	45,089
	121,612	50,000	50,000	1,813	3,709	21,764	45,437	126,175
	269,417	50,000	1,340,000	5,914	22,049	57,213	157,987	1,451,430
Cash Advance Repayment								
Recreation and culture								
Cervantes Bowling Club	2,076	0	0	0	0	2,076	2,076	0
	2,076	0	0	0	0	2,076	2,076	0

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.

The self supporting loan(s) repayment will be fully reimbursed.

The self supporting loan(s) repayment will be fully reimbursed.

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

5. NET CURRENT ASSETS

	Note	2020	2021
		\$	\$
Composition of estimated net current assets			
Current assets			
Cash - unrestricted		1,954,791	4,043,131
Cash - restricted reserves	8	5,692,576	5,704,722
Receivables		1,015,028	3,215,008
Inventories		32,574	17,701
		<u>8,694,968</u>	<u>12,980,562</u>
Less: current liabilities			
Trade, other payables and provisions		(2,261,154)	(1,917,485)
Long term borrowings		(112,406)	(60,104)
		<u>(2,373,560)</u>	<u>(1,977,589)</u>
Unadjusted net current assets		6,321,408	11,002,973
Adjustments			
Less: Cash - restricted reserves	8	(5,692,576)	(5,704,722)
Less: Loans receivable - clubs/institutions		(42,602)	(23,672)
Add: Right of use lease liability		40,530	21,079
Add: Current portion of borrowings		112,406	60,104
Adjusted net current assets - surplus/(deficit)		<u>739,166</u>	<u>5,355,762</u>
Budget Adjustment			
Add: Provisions		673,805	514,739
Budget surplus/(deficit)		<u>1,412,971</u>	<u>5,870,501</u>

Reason for Adjustments

The differences between the net current assets at the end of each financial year in the rate setting statement and adjusted net current assets detailed above arise from amounts which have been excluded when calculating the budget deficiency in accordance with Local Government (Financial Management) Regulation 32 as movements for these items have been funded within the budget estimates. These differences are disclosed as adjustments above.

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

6 RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	rate revenue	Budget 2020/2021			Actual 2020/2021		
					interim rates	back rates	total revenue	rate revenue	interim rates	back rates
	\$		\$	\$	\$	\$	\$	\$	\$	\$
General rate										
Gross rental valuations										
GRV - General	8.0156	1,884	31,764,066	2,528,082	0	0	2,528,082	2,546,082	774	2,546,855
Unimproved valuations										
UV - General	0.6955	520	405,363,396	2,836,184	0		2,836,184	2,836,184	2,662	2,838,846
Sub-Totals		2,404	437,127,462	5,364,266	0	0	5,364,266	5,382,266	3,436	5,385,702
Minimum	\$									
Minimum payment										
Gross rental valuations										
GRV - General	947	978	5,340,701	926,166	0	0	926,166	926,166		926,166
GRV - Lesser (Dandaragan & Badgingarra)	715	28	118,192	20,020	0	0	20,020	20,020		20,020
Unimproved valuations										
UV - Mining	894	77	1,612,271	68,838	0	0	68,838	68,838		68,838
UV - Lesser	715	223	17,484,600	159,445	0	0	159,445	159,445		159,445
Sub-Totals		1,306	24,555,764	1,174,469	0	0	1,174,469	1,174,469		1,174,469
		3,710	461,683,226	6,538,735	0	0	6,538,735	6,556,735		6,560,171
Discount refer (note 1 (c))							(240,000)			(242,140)
Total amount raised from general rates							6,298,735			6,318,031
Ex Gratia Rates							1,507			0
Total rates							6,300,242			6,318,031

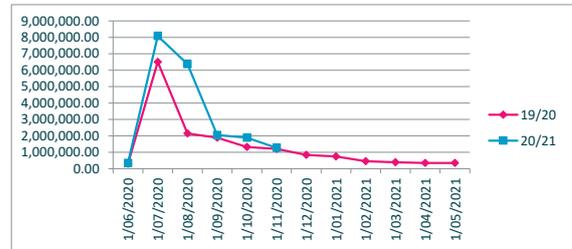
NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

7 CASH, INVESTMENTS & RECEIVABLES

	Note	2020	2021
		\$	\$
Cash And Cash Equivalents			
Unrestricted		1,653,919	4,043,131
Restricted	8	5,821,414	5,704,722
		<u>7,475,333</u>	<u>9,747,854</u>
Receivables			
Rates outstanding		352,891	1,264,201
Sundry debtors		428,031	1,928,000
GST receivable		(0)	(0)
		<u>498,715</u>	<u>3,192,201</u>

Rates Outstanding

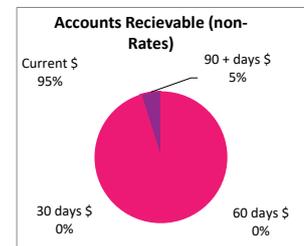
	YTD	30-Jun-20
Opening Arrears Previous Years	352,891	274,006
Levied this Year	7,763,596	7,762,858
Less Collections to date	- 6,852,287 -	- 7,683,973 -
Equals Current Outstanding	1,264,201	352,891
Net Rates Collectable	1,264,201	352,891
% Collected	84.42	95.61



Sundry Debtors

	Current	30 days	60 days	90 + days
	\$	\$	\$	\$
Receivables General	1,826,712.93	5,396.26	2,749.86	93,141.28
Total Receivables General Outstanding				<u>1,928,000.33</u>

Amounts shown above include GST (where applicable)



NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

8 CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	Opening Balance	Budget Transfer to	Transfer (from)	In Use Adjustment	Closing Balance
	\$	\$	\$		\$
Plant Reserve	254,398	543			254,941
Building Renewal Reserve	790,929	1,688			792,617
Rubbish Reserve	434,007	926			434,933
Community Centre Reserve	387,494	827			388,321
Television Services Reserve	97,728	209			97,937
Information Technology Reserve Reserve	57,018	122			57,140
Land Development Reserve	70,662	151			70,813
Parking Requirements (Lot 1154 Sandpiper Street) Reserve	11,405	24			11,430
Parks and Recreation Grounds Development (Seagate) Reserve	376,292	803			377,095
Sport and Recreation Reserve	310,643	663			311,306
Landscaping Reserve	2,647	6			2,652
Aerodrome Reserve	129,177	276			129,453
Public Open Space Renewal Reserve	558,221	1,191			559,412
Infrastructure Renewal Reserve	811,987	1,733			813,720
Public Open Space Construction Reserve	112,904	241			113,145
Infrastructure Construction Reserve	62,338	133			62,471
Building Construction Reserve	116,191	248			116,439
Leave Reserve	260,204	555			260,760
Economic Development Initiatives Reserve	794,068	1,694			795,762
Turquoise Way Path Reserve	51,766	110			51,876
Cash in lieu of landscaping – Lot 1146 Sandpiper Street Reserve	2,495	5			2,500
	5,692,576	12,147	0	0	5,704,722

**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020**

9 TRUST FUNDS

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

Trust Fund

Detail

Cash In Lieu POS - L9000 Valencia

	Balance	Movements		Balance as at 30 November 2020
	30-Jun-20	Inwards	Outwards	
	\$	\$		\$
	200,277			200,277
	200,277	0	0	200,277

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

10 BUDGET AMMENDMENTS

Description	Council Resolution	Schedule	Classification	Non-Cash		Amended Budget Running Balance	
				Adjustment	Increase in cash available		Decrease in cash available
Budget Adoption						Opening Surplus	9,068
Permanent Changes							
Staff housing refurbishment - 2 York St Jurien Bay	20200824 9.1.3	Building Reserve	Balance Sheet	23,630			
Jurien Sport & Recreation roof repairs	20201022 9.1.2	Building Reserve	Balance Sheet	50,000			
Jurien Bay Golf Club Irrigation Project	20200827 9.1.3						
				73,630	0	0	
						0	

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

11 GRANTS & CONTRIBUTIONS

Program / Details	Grant Provider	In Advance payments	Budget 2020/21	2019 / 20 Budget Amendments	Received	Recoup Status		
						Revenue/ Expenditure	Liability	Not Received
						\$	\$	\$
Operating								
Other General Purpose Income								
Grants Commission - General	WALGGS	351,640	357,330		181,127	181,127		176203.50
Grants Commission - Roads	WALGGS	685,664	350,822		179,110	179,110		171712.50
Fire Prevention								
ESL Operating Grant	FESA		50,000		28,329	28,329		21671.75
Other Welfare								
Spray the Grey Grant Estimate	Healthway		10,500		10,500		10,500	0.00
Swimming Areas and Beaches								
CHRMAP			30,000					30000.00
Streets Roads Bridges Depots Maint								
MRWA Direct Grant	MRWA		249,865		249,865	249,865		0.00
Street Light Subsidy			3,400					3400.00
Tourism & Area Promotion								
Dest.Market Indust Contribution to website			10,000					10000.00
		1,037,304	1,061,917	-	648,930	638,430	10,500	412,988
Non-Operating								
Other Health								
Generator - Practice contribution			2,000					2,000
Other Recreation and Sport								
Badgingarra Cricket Nets BCA contribution			5,000					5,000
JB Youth Precinct	LotteryWest Grant		1,127,654					1,127,654
Dand. Landscaping/fence etc	Federal Drought		25,000					25,000
JB Picnic Area	Federal Drought		150,000					150,000
Faunt. Power Upgrade	Federal Drought		60,000					60,000
Dand. BMX Pump	Federal Drought		100,000					100,000
Dand. Public Art	Federal Drought		50,000					50,000
Badgingarra Cricket Nets	CSRFF Grant		40,000					40,000
Public Halls & Civic Centre								
CCRC noise / doors	Federal Drought		5,000					5,000
Television and Radio Rebroadcast								
Coastal Fencing Project	Planning Commission		40,000					40,000
Streets Roads Bridges Depots Maint								
Regional Road Group RRG	RRG		642,968		257,721	14,580	243,141	385,247
Commodity Route Funding	SCR		93,127		43,687	43,687	-	49,440
SBS Grant	SBS		115,334					115,334
RED Grant	RED		100,000					100,000
DoT Dual Use Path	DoT		141,750		17,850	17,850	-	123,900
WALGGC - Special Projects	WALGGS		394,000		394,000		394,000	-
WSFN	WSFN		2,203,569		1,671,466	1,506,271	165,195	532,103
RTR Grant	RTR		554,113		73,739	21,130	52,609	480,374
JB Footpaths	Federal Drought		150,000					150,000
CCC Carpark	Federal Drought		150,000					150,000
Badgingarra Truck bay	Federal Drought		235,000					235,000
Aragon Street Design	Federal Drought		40,000					40,000
Airfields								
RAP Grant	RAP		172,803		19,975		19,975	152,828
Local Roads and Comm Inf			590,929		295,465	4,425	291,040	295,464
Tourism & Area Promotion								
Dest.Market Indust Contribution to website			5,000					5,000
		7,193,247	8,255,165	-	2,773,903	1,607,943	1,165,960	4,419,344
		1,037,304	8,255,165	-	3,422,832	2,246,372	1,176,460	4,832,332.11

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 30 November 2020

12 VARIANCES

Reporting Program	Var \$	Var %	Var	Timing / Permanent	Explanation of Variance
Operating Revenue					
Governance	(1,085)	90%	▼		
General Purpose Funding	13,852	104%	▲		
Law, Order & Public Safety	4,914	101%	▲		
Health	33,360	1768%	▲	Permanent	Unbudgeted Increase in Home Occupations, Lodging Houses & Food Reg's, Health Services to third parties
Education and Welfare	0	100%	▲		
Community Amenities	(5,788)	99%	▼		
Recreation and Culture	75,634	154%	▲	Permanent	Unbudgeted Insurance claims, Sandy Cape takings
Transport	12,318	105%	▲		
Economic Services	8,501	108%	▲		
Other Property and Services	9,689	111%	▲		
Operating Expenses					
Governance	(57,009)	142%	▼	Timing	Administration allocations
General Purpose Funding	5,111	93%	▲		
Law, Order & Public Safety	8,953	98%	▲		
Health	9,084	93%	▲		
Education and Welfare	4,905	81%	▲		
Community Amenities	24,948	97%	▲		
Recreation and Culture	86,281	93%	▲		
Transport	(147,181)	107%	▼		
Economic Services	21,837	92%	▲		
Other Property and Services	100,635	-37%	▲	Timing	Oncosts

SHIRE OF
DANDARAGAN

2019/2020 ANNUAL REPORT

PART I







ACKNOWLEDGEMENT OF PEOPLE AND COUNTRY

On behalf of our community, the Shire of Dandaragan respectfully acknowledges the past and present traditional owners of this land, the Yued people.

It is a privilege to be living on Nyungar country.

OUR VISION

A dynamic, diverse and desirable region delivering sustainable growth and socially connected communities.

DANDARAGAN BY THE NUMBERS IN 2019/20

LAND AREA



POPULATION



RATEABLE PROPERTIES



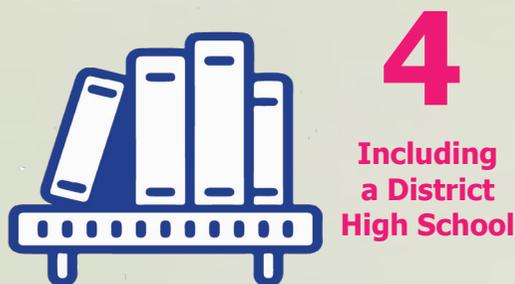
ROADS

Sealed & Unsealed

1666KM



SCHOOLS



VISITORS



PARKS



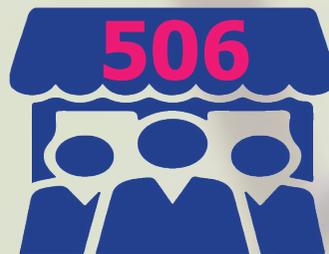
EMPLOYMENT



ANIMALS



BUSINESSES



MEDICAL FACILITIES



FOOTPATHS



PRESIDENT'S REPORT



2019/2020 will be remembered for many years as an extraordinary year. While in the grip of a global pandemic in early 2020, our State and local communities ended the financial year confident of withstanding the impacts better than any other State in Australia. This was mainly due to our State's strong economic base and diverse economy, and the stoic nature of all Western Australian's who played their part in keeping our State safe from the more severe impacts we have witnessed occur worldwide through the spread of this coronavirus.

Through the Shire's diverse range of skills, experience and background we were able to call on our own resources and key partnerships to provide strength and resilience as we tackled uncharted waters. Council's early COVID-19 work was dominated by our quick response to the pandemic outbreak. Within days of restrictions being placed across the nation, Council transitioned the majority of its operations, allowing staff to work from home while essential workers continued to provide critical services to the community. At a Special Council Meeting in April, Council adopted a comprehensive COVID-19 fiscal response package for its 2020/2021 budget which included 0% rates increase, debtor payment arrangements, the waiver of various fees and charges, the establishment of a Shire facility maintenance and grant program for community groups, and more.

I am incredibly proud of the way our organisation and the wider community responded to COVID-19 and we remain committed to doing everything possible in the future to ensure that our Shire meets the challenges ahead. In doing so, we will also continue to provide good governance in creating sustainable growth and enhancing long-term value within the Shire. The Shire will advocate on issues important to our region through continued engagement with State Government and our key stakeholders to drive economic growth, deliver projects to enhance liveability across our Shire, and more.

Council continues to work hard on building the relationships we need to deliver our vision to be a dynamic, diverse and desirable region delivering sustainable growth and socially connected communities. As we transition into the year ahead, the ongoing impact of the pandemic has created a time of uncertainty for everyone. We remain confident that the Shire of Dandaragan has the planning and resources in place to continue to support those who need it most and to ensure the future of our communities remains bright.

I would like to take this opportunity to thank all Shire of Dandaragan staff for the enormous contribution they made to the successful running of the Shire over the course of the past financial year, particularly during some extremely testing times. Looking after our staff is more than just providing a workplace environment safeguarding physical health – it is about promoting a culture that cares for their emotional and cultural wellbeing.

I would also like to highlight their efforts coincide with a strong and unified Council. Our Council continues to put the well-being of the community front and centre of discussions during the COVID-19 restrictions, and continues to do so as we work to recover.

Finally, my sincere thanks to our community who continue to encourage Council to consider new ways to improve the liveability of our region while holding us accountable in all that we do and achieve.

Leslee Holmes
SHIRE PRESIDENT

CHIEF EXECUTIVE OFFICER



In writing this opening message I can't help but reflect on the challenging operating environment our local government and broader community has experienced this year. While we are fortunate to live in Western Australia that has avoided to date ongoing lockdowns and broad scale business interruption, there were clear impacts throughout our crayfishing, tourism and hospitality sectors that still remain in various stages of recovery.

While the pandemic may have added significant complexity and demands on the Shire, we focussed on proactive measures to continue project delivery, implement local stimulus and prioritised flexibility with our customer base.

I'm proud of the measures undertaken to date and believe these challenging times will offer new opportunities to grow our community prosperity and connectedness.

In reviewing the past year's achievements we have restructured our Annual Report around our Corporate Business Plan to serve as a reconciliation between our commitments and achievements. Envision 2029 set out many aspirational goals and projects and I'm pleased to see that we have completed or made progress on the vast majority committed to in 2019/2020. In remaining committed to our corporate plans and being open and transparent about our performance against them, I hope that the community continues to embrace these planning processes and feel that their input is not only heard, but contributes meaningfully to our decision making.

As a high level overview, the Shire annually invests around \$4M in new assets. Civil works remains our core asset focus and approximately 42km of roads were renewed or upgraded, 1.35km of shared paths were installed or replaced and \$1.5M was spent in maintaining the gravel road network. This function is delivered by a small but very capable 11 man team which is supported by our valued local contractor network. Following a number of successful funding announcements, our civil works new asset investment will grow again in 2020/2021 from around \$3M to \$5.2M.

The Shire's second largest function is the upkeep of public open space and streetscape amenity. This activity is supported by 11 staff who carry out a diverse range of

duties like parkscape maintenance, coastal erosion control, swale maintenance and firebreak control aided by local contractors. Our towns are often commended for their presentation and our recent focus on street tree planting and public art is gaining accolades from a number of peak bodies like the Keep Australia Beautiful Council.

During 2019/2020 your local government continued to prioritise efficient service delivery and prudent fiscal management to keep rate increases in line with CPI. The Shire's financial position continues to be well placed with effective cost control and low debt levels however ongoing asset renewal remains a core area for financial performance improvement. While the Shire does not currently meet the Department's Operating Surplus Ratio benchmark, this is reflective of our balanced budget approach and our endeavour to efficiently expend funds derived from rates each year, rather than continually focusing on surpluses at financial year end.

Our Community continues to grow evidenced by the 100 planning approvals, 108 building approvals and 14 health approvals processed by our collaborative Development Services Department last year. Our continued shift towards being more customer focussed is reflected by this business unit who aim to work with property owners and developers to achieve quality development throughout the Shire.

Our focus on coordinating and supporting community events was affected by COVID-19 however this provided new opportunities for our libraries and visitor centre to shine and introduce new programs while our traditional freedoms were interrupted. Following the regional borders being reopened I was delighted to see our region host a great number of intrastate visitors which has continued to date. The Shire's ongoing trajectory as a growing tourism destination has been re-established and will strengthen as public and private sector investments in this space continue.

Finally I'd like to acknowledge the support of Elected Members, staff and the community in helping to progress towards our Vision – A dynamic, diverse and desirable region delivering sustainable growth and socially connected communities.

Brent Bailey

CHIEF EXECUTIVE OFFICER

YOUR COUNCIL

JURIEN BAY



Peter Scharf
**DEPUTY
PRESIDENT**



Annette Eyre
COUNCILLOR



Wayne Gibson
COUNCILLOR



Rob Shanhun
COUNCILLOR



Darren Slyn
COUNCILLOR

CERVANTES



Leslee Holmes
PRESIDENT



Jason Clarke
COUNCILLOR



Rudy Rybarczyk
COUNCILLOR
(Elected October 2019)

BADGINGARRA



Dahlia Richardson
COUNCILLOR

DANDARAGAN



Kaye McGlew
COUNCILLOR
(Retired October 2019)



ELECTED MEMBER ATTENDANCE

ORDINARY COUNCIL MEETINGS 2019-20

	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20	Mar 20	Apr 20	May 20	Jun 20
Leslee Holmes PRESIDENT	●	●	●	●	●	●	●	●	●	●	●	●
Peter Scharf DEPUTY PRESIDENT	●	●	●	●	●	●	●	●	●	●	●	●
Jason Clarke COUNCILLOR	●	●	●	●	●	●	●	●	●	●	●	●
Annette Eyre COUNCILLOR	●	●	●	●	●	●	●	●	●	●	●	●
Wayne Gibson COUNCILLOR	●	●	●	●	●	●	●	●	●	●	●	●
Kay McGlew COUNCILLOR <i>(retired October 2019)</i>	●	●	●	x	x	x	x	x	x	x	x	x
Rudy Rybarczyk COUNCILLOR <i>(elected October 2019)</i>	x	x	x	●	●	●	●	●	●	●	●	●
Dahlia Richardson COUNCILLOR	●	●	●	●	●	●	●	●	●	●	●	●
Rob Shanahun COUNCILLOR	●	●	●	●	●	●	●	●	●	●	●	●
Darren Slys COUNCILLOR	●	●	●	●	●	●	●	●	●	●	●	●

● ATTENDED

● LEAVE OF ABSENSE

● APOLOGY

SPECIAL COUNCIL MEETINGS 2019-20

	8 Apr 20
Leslee Holmes PRESIDENT	●
Peter Scharf DEPUTY PRESIDENT	●
Jason Clarke COUNCILLOR	●
Annette Eyre COUNCILLOR	●
Wayne Gibson COUNCILLOR	●
Rudy Rybarczyk COUNCILLOR	●
Dahlia Richardson COUNCILLOR	●
Rob Shanhun COUNCILLOR	●
Darren Slys COUNCILLOR	●

● ATTENDED

● LEAVE OF ABSENSE

● APOLOGY



ELECTED MEMBER TRAINING 2019/20

	LAND USE AND PLANNING	CONFLICTS OF INTEREST	UNDERSTANDING FINANCIAL REPORTS AND BUDGETS	NEW ELECTED MEMBER INDUCTION
Leslee Holmes PRESIDENT	●			
Peter Scharf DEPUTY PRESIDENT	●	●		
Jason Clarke COUNCILLOR				
Annette Eyre COUNCILLOR				
Wayne Gibson COUNCILLOR			●	
Kay McGlew COUNCILLOR (retired)				
Rudy Rybarczyk COUNCILLOR				●
Dahlia Richardson COUNCILLOR			●	
Rob Shanhun COUNCILLOR				
Darren Slys COUNCILLOR				

● COMPLETED

EXECUTIVE TEAM



Brent Bailey
CHIEF EXECUTIVE OFFICER



Scott Clayton
**EXECUTIVE MANAGER CORPORATE
& COMMUNITY SERVICES**

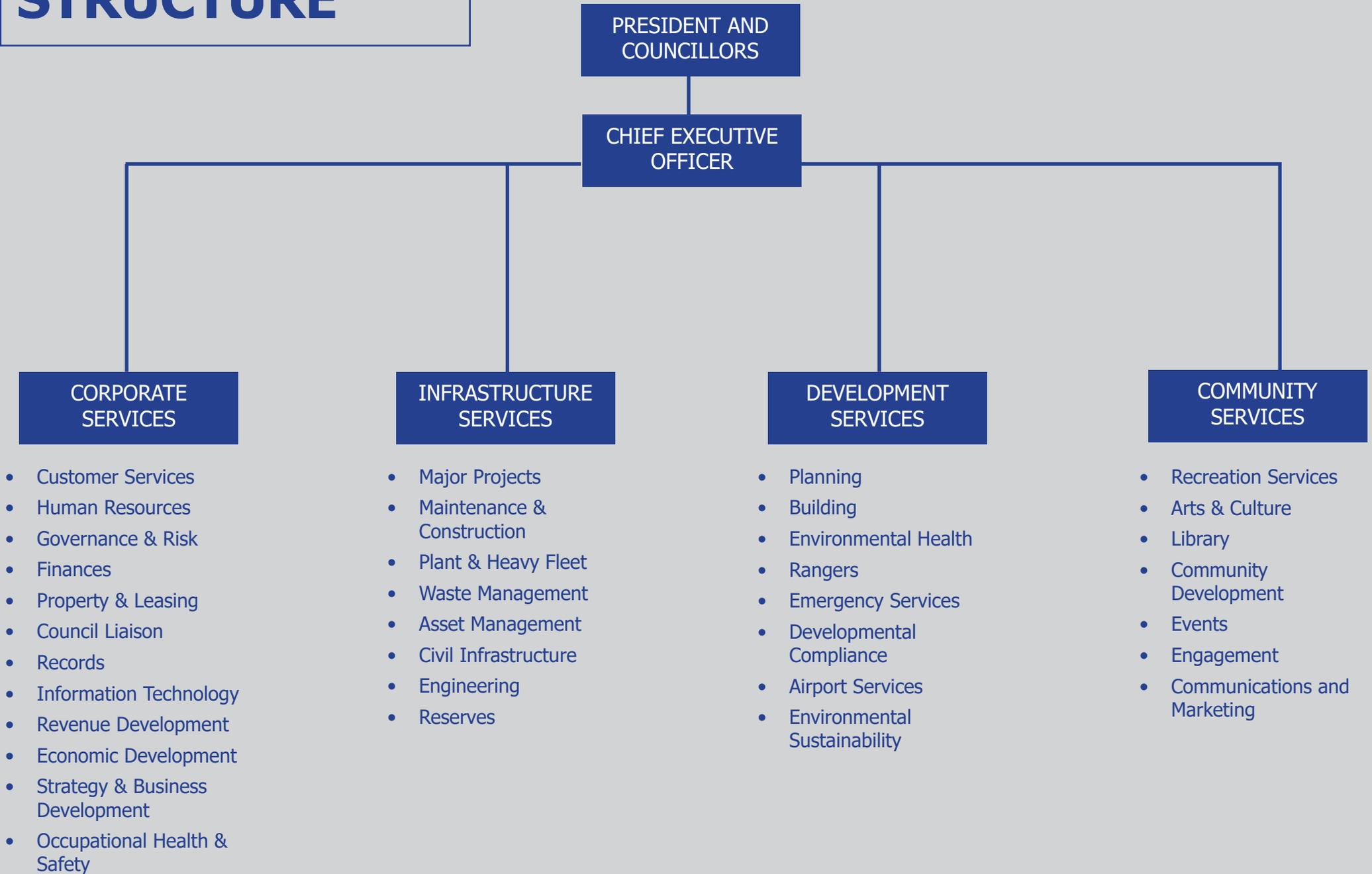


David Chidlow
**EXECUTIVE MANAGER
DEVELOPMENT SERVICES**



Bradley Pepper
**EXECUTIVE MANAGER
INFRASTRUCTURE**

STRUCTURE



STATUTORY STATEMENTS

COMPETITIVE NEUTRALITY

- National Competition Policy reforms require local governments to comply with and implement the principles of competitive neutrality and restructure monopolies (or near monopolies), subject to public benefits.
- National Competition Policy is a framework for reform and is about promoting competition in business across Australia regardless of private or public ownership, size of business or ownership structure.
- Local Government is required to report annually on the implementation, application and effects of the National Competition Policy (NCP) with regard to three areas, being competitive neutrality, legislation review, and structural reform.
- As the Shire of Dandaragan did not acquire any new entities or privatise any activities during 2019/20, there was no requirement for competitive neutrality testing.

NATIONAL COMPETITION POLICY

The Shire of Dandaragan had 12 Local Laws that may have restricted competition and hence were reviewed under the National Competition Policy. The review process was completed in 2019 with the gazettal of the following Local Laws on Tuesday 5 November 2019:

- Activities on Thoroughfares and Trading in Thoroughfares and Public Places
- Local Government Property
- Local Government (Council Meetings)
- Site Erosion and Sand Drift Prevention
- Extractive Industries
- Waste
- Fencing
- Pest Plants
- Bush Fire Brigades
- Parking and Parking Facilities
- Cemeteries
- Dogs Local Law

RECORD KEEPING

In compliance with the State Records Act 2000, the Shire of Dandaragan has a Record Keeping Plan. The amended Record Keeping Plan outlines the improvements made to the Shire's record keeping policies, as they relate to staff and Councillors.

The Plan has assisted the Shire to implement an efficient and effective electronic records management system Magiq Docs (formerly InfoXpert). This system has promoted ongoing improvements and continued compliance with the State Records Act 2000. Although the conversion to an electronic system was not easy, the benefits it provides far outweigh the initial difficulties. Each individual is now responsible for their own documents, in accordance with the State Records Act as records are everyone's responsibility.

REMUNERATION

The Local Government (Administration) Regulations requires the Annual Report to detail the number of employees who are entitled to an annual salary of \$100,000 or more and to break those employees down into bands of \$10,000.

As at 30 June 2020 the Shire of Dandaragan had the following:

- \$100,000 - \$109,999 - 1 Employee
- \$130,000 - \$139,999 - 2 Employees
- \$170,000 - \$179,999 - 1 Employee
- Full Time Equivalent Employees - 51

PUBLIC INTEREST DISCLOSURE

In accordance with the requirements of the Public Interest Disclosure Act 2013, the Shire of Dandaragan has established procedures to facilitate the making of disclosures under the Act. These procedures set out the processes in place in respect to protected disclosures generally to protect people from reprisal for making protected disclosures, and to provide guidance on investigations. No disclosures relating to improper conduct were made to the Shire during 2019/2020 financial year, therefore no disclosures were referred to the ombudsman.

FREEDOM OF INFORMATION

The Shire of Dandaragan is subject to the provisions of the Freedom of Information Act 1992, which gives individuals and organisations a general right of access to information held by the Shire. The Act also provides the right of appeal in relation to decisions made by the Shire to refuse access to information applied under the Act.

- The Shire of Dandaragan received no requests for information during 2019/2020.
- In accordance with section 5.53 of the Local Government Act and the associated Local Government (Rules of Conduct) Regulations 2007, the complaints made against councillors for 2019/2020 were:
 - Number of entries in the register - Nil
 - How the complaints were handled - Not applicable.

FEDERAL GOVERNMENT FINANCIAL ASSISTANCE GRANTS

The Shire of Dandaragan received \$1,925,800 in Financial Assistance Grants in 2019/2020. These grants contribute to annual maintenance of communities infrastructure and general operations of the local government and are a vital source of revenue to support the Shire's operations.

REGISTER OF FINANCIAL INTEREST FOR ELECTED MEMBERS AND SENIOR STAFF

In accordance with the requirements of the Local Government Act 1995, this register is held in the Shire's administration office and available for viewing by the public.

EQUAL OPPORTUNITY

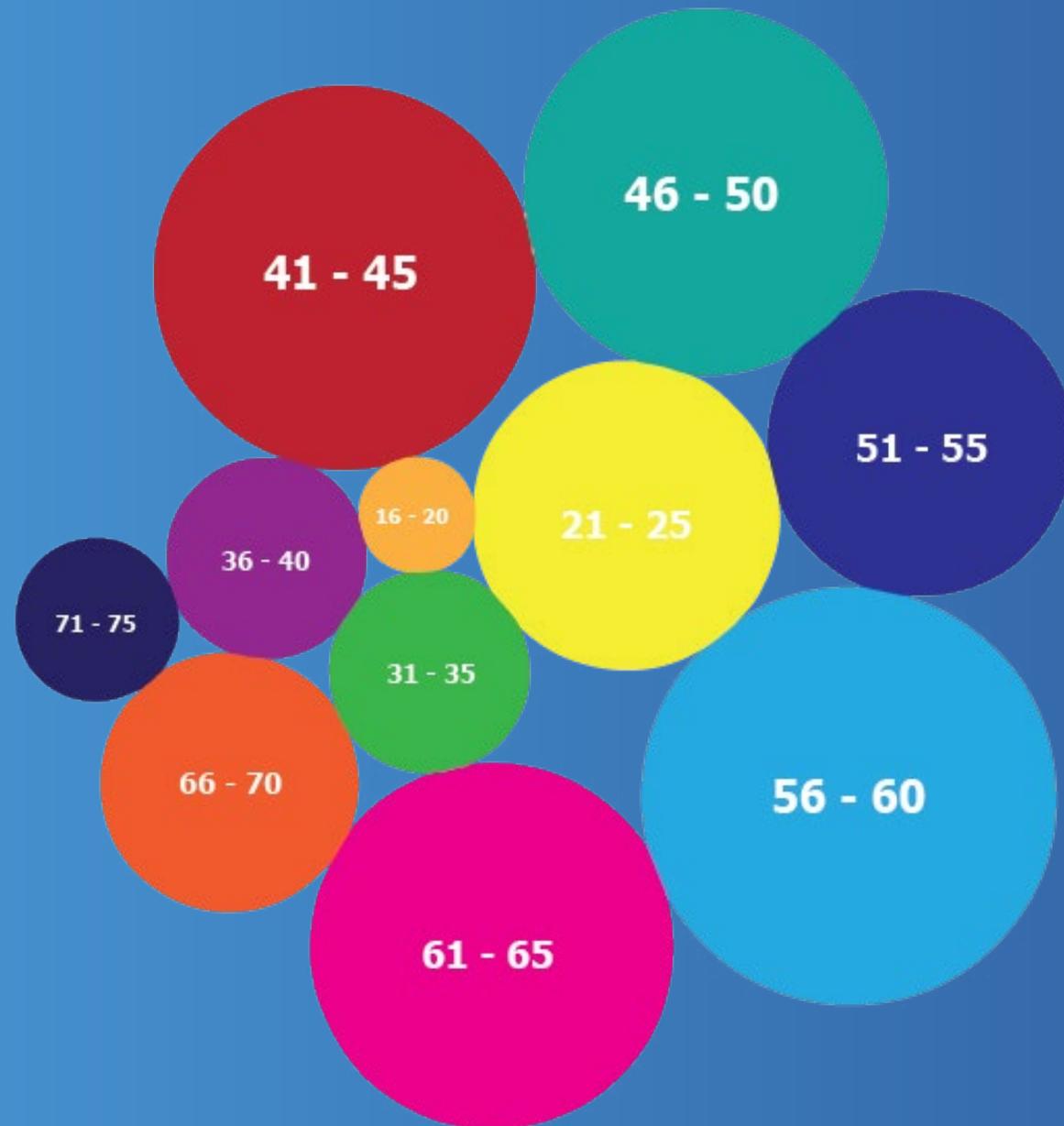
The Shire supports, and is committed to, the achievement of its diversity management and equal opportunity goals. That means the Shire is continually aiming to ensure that it provides a workplace free from all forms of discrimination, harassment and bullying and that there is equality and fairness in all aspects of employment and customer service delivery in the organisation.

Policies, practices and services are adapted to meet the needs of a diverse and evolving community and the Shire reviews and updates all relevant policies annually to ensure they align with legislative requirements and the needs of the workforce.

These policies are:

- Equal Employment Opportunity Policy
- Discrimination, Harassment and Bullying Policy
- Information and Communication Technology Use Policy

EMPLOYEE AGES



KEY ASPIRATIONS

INFRASTRUCTURE

The Shire will sustain a dynamic infrastructure network responsive to usage demand that attracts and retains residents and businesses.

PROSPERITY

The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and a vibrant visitor economy.

A dynamic,
diverse and desirable region
delivering sustainable growth and
socially connected communities.

ENVIRONMENT

The Shire will be a responsible custodian of the environment, working with community groups and other entities to increase renewable energy initiatives, vegetation cover and rehabilitate degraded public land throughout the local region.

COMMUNITY

The Shire's resident population will grow more than the WA regional average supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing services and educational opportunities.

INFRASTRUCTURE GOALS AND ACHIEVEMENTS

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
5 Year Road Construction Plan	Develop and maintain a 5 year road construction strategy that details the projected capital investment expected on roads based on forecast demand, resources and capacity to allow forward works to be completed (e.g. environmental surveys) prior to construction.	Infrastructure	Funding continues to be sought for the ongoing reconstruction of Jurien East Road, from Mundinea Road to Indian Ocean Drive, and Watheroo Road, for improved commodity routes within the Shire as part of the Wheatbelt Secondary Freight Network, and ongoing Regional Road Group funding for Dandaragan and Cataby Roads as identified in Roads 2030, a strategic review of regionally significant Local Government roads including relevant development strategies.
Secondary Freight Route	Continue to advocate and support the implementation of the Secondary Freight Route project to leverage Federal and State funding towards the renewal of key supply chain routes throughout the agricultural district.	Infrastructure	\$2.2M announced for Jurien East Road for works in 2020/2021 - Banovich Road to Munbinea Road. Watheroo Road. Securement of this funding also provided opportunity to bring forward works on Catcaby Road in 2020/2021.
Foreshore Master Plans	Development of Foreshore Master Plans to guide future asset investment decisions based on modern place making planning principals.	Development Services	Completed.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Cervantes to Jurien Shared Path	Advocate for the 14.5km extension of Turquoise Way from Hill River to Cervantes including a viable bridge solution for the Hill River. Undertake a detailed Asset Management based review of the project to quantify current and future cost benefit.	Economic Development	Advocacy continues, funding received for Hill River Bridge and Path extension over river. Environmental approvals commenced for Hill River - Cervantes section.
Civic Centre Activation	Develop new programs, activities and partner with the CRC to increase local utilisation of the Civic Centre.	Community Development	Reviewed organisational structure of Turquoise Coast VC and Jurien Bay Library to increase capacity of each unit to provide specialist service to the community. This included the addition of a dedicated Library Officer and additional casual customer service staff to cover VC, Library and Reception. Addition of weekly Storytime session included community leaders who came to read to early childhood groups and their families.
Dandaragan Streetscape Revitalisation	Work with the community to undertake beautification works including street verges, tree planting, public art and pedestrian infrastructure.	Community Development / Infrastructure	New pathways installed, Pioneer Park gardens refurbished and fence replaced.
Jurien Bay Youth Precinct	Development of the Jurien Bay Youth Precinct as included within the Jurien Bay Foreshore Masterplanning process.	Infrastructure / Community Development	Funding received and tenders awarded. Construction scheduled for completion in March 2021.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Place Making Policy	Implement a place making policy to guide the development and improvement of community spaces executing the fundamentals that are proven to make effective public places.	Development Services	Draft completed to date.
Recreation Precincts Needs Analysis and Infrastructure masterplan	Plan with the management committees for the long term infrastructure needs and renewal of our recreation precincts including consideration for accommodating of women's change rooms.	Club Development	Funded in 2020/2021 budget. Consultants have been engaged and Sport and Recreation Plan is underway.
Municipal Heritage Inventory review	Undertake a review and modernisation of the Shire's municipal heritage inventory.	Development Services / Community Development	Project to be completed following the North Head / Sandy Cape Management Plan.
Asset Management Plan	Update and maintain an effective Asset Management Plan to guide levels of service and asset maintenance replacement decisions	Development Services / Corporate Services	Completed - to be continually reviewed as better data comes to hand in future years.
Jurien Bay Airport Master Plan	Development of an Airport Master Plan for Jurien Bay	Development Services	Complete.
Shared path installation Jurien Bay Cemetery	Provide a sealed shared path to facilitate universal access to the burial plots at the Jurien Bay Cemetery by overcoming the existing incline with a compliant gradient.	Infrastructure	Complete.



PROSPERITY GOALS AND ACHIEVEMENTS

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Economic Development Strategy	Develop a Regional Economic Development Strategy to guide the Shire's role and participation in economic development initiatives and priorities.	Economic Development	Draft Complete and advertised for public comment. Final approval attained in October 2020.
Collaborative Development Services Department	Continue to meet with business owners and investors to discuss their proposals and provide advice on legislative approvals and processes that are required to deliver quality developments in the Shire.	Development Services	Developer Meetings - Met with a range of developers and investors including Woodside Energy (carbon sequestration), Alinta Energy (Yandin Wind Farm), Cataby Liberty Roadhouse, Iluka (Glassy's Hat Hotel), Harvest Road Group/Harvey Beef (Koojan Downs Cattle Feeding Facility), Central Stockcare (Coalara Cattle Feedlot), DBCA (Developments in nature reserves and Wedge/Grey), RSL (Jurien Bay club premises), North Head developers, Country Health Services (helipad), Joanna Plains Project developer, Ardross, Main Camp Natural Extracts, Hill River View Chalets developer, Coalseam Drive LIA Microbrewery developer, Marine Feilds Microbrewery developer.
Badgingarra Vacant Lot Amalgamations	Advocate for Landcorp to amalgamate existing vacant lots in Badgingarra to deliver a more marketable residential product with larger land sizes.	Economic Development	Advocacy continues, Block prices reduced to \$25,000 in July 2020.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Development Policy Review	Undertake a review of the Development Policies to ensure a contemporary approach is maintained to decision making in the Development Services Department. In particular, engage with the business community to complete review of the existing advertising and directional signage policy.	Development Services	Development Policy Review - The Jurien Bay Wayfinding Signage Strategy was drafted in consultation with the Jurien Bay Signage Working Group and was subsequently adopted Council on 28 May 2020. Currently signage under this strategy is being installed with funding approved under the 2020/21 Municipal Budget. A formal review of Council's land use development policies will be undertaken in 2021.
Land Assets Review	Complete a review of the purpose and potential realisation of value from existing vacant Council controlled land.	Development Services	Report completed - actions to be reviewed by Council.
Mobile Blackspot Improvements	Ensure the Shire is an active participant in the mobile blackspot program and explores alternative solutions to leverage funding to address mobile blackspot areas.	Economic Development	3 new blackspot projects announced for completion in 2020/2021 including Badgingarra East, Hill River South and Yathroo.
Regional Internet Connectivity Improvements	Explore partnerships and opportunities to increase the range and capacity of options available for internet connectivity to meet current and growing future demand for business and private use.	Economic Development	Advocacy and funding application support provided to Node1 internet for Fixed Wireless solution to the Shire. Project funding announced through Digital Farm Grants Program for 2020/2021 commencement.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Sustainable Groundwater Utilisation	Work with the Wheatbelt Development Commission to identify opportunities and business interests to sustainably leverage the Shire's underground water resources to promote jobs and economic activity.	Economic Development	Work continues with Wheatbelt Development Commission leveraging their Rapid Mapping Tool and access to industry. Shire supported public open space water project has commenced in unison with the Jurien Bay Golf Club.
Electricity	Facilitate or advocate for improvements to the local energy grid including connection to the existing renewable energy suppliers to reduce headwork's costs and increase supply security for local residents and businesses.	Economic Development	Early discussions and business case development occurred with Innovation Central Midlands Group. No successful projects delivered to date on ground.
Badgingarra Research Station	Work with local stakeholders and the Department of Primary Industries and Regional Development to determine the best utilisation of the Badgingarra Research Station focusing on economic development and job opportunities.	Economic Development	The Badgingarra Research Station lease was put out for public tender by the Department of Primary Industries and Regional Development. The lease was awarded to a private enterprise for ongoing farming operations with some land retained for research purposes.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Tourism Association Support and Transition	Support the establishment of an independent tourism association to provide leadership for visitor servicing and destination marketing campaigns.	Economic Development / Visitor Services	Tourism Association has been incorporated and executive group formed. The workings of the Association have been impacted by Covid19.
Tourism Development Plan	Work with local industry to develop a Tourism Development Plan to provide a more consistent and structured deployment of resources into tourism attraction and visitor servicing.	Economic Development / Visitor Services	Draft Complete and advertised for public comment. Final approval attained in October 2020.
Astro-tourism	Provide seed funding towards the establishment of an active astro-tourism product to leverage the Shire's dark sky characteristics and unique landforms such as the Yallalie Impact Structure and Pinnacles.	Economic Development / Visitor Centre / Community Services	Two successful community events have been delivered. The Shire was also a recipient of a dopsonian telescope which is now available for business hire to facilitate star gazing product development.
Visitor Centre Operations	Support effective Visitor Centre Operations with knowledgeable staff and effective promotions campaigns.	Visitor Centre	VC Tourism Officer supported by two casual staff who have undertaken training to enable high quality customer service. TCVC strengthened links with Australia's Coral Coast organisation to ensure the Shire was included in social media campaigns. VC staff focused heavily on social media presence and engaging with visitors and the local community about what we have to offer as a visitor centre and Shire.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Cultural Tourism	Support and advocate for local Yued enterprises to establish and develop unique cultural experiences within the Shire of Dandaragan.	Economic Development / Community Development	Ongoing. Astrotourism WA continue to hold workshops and training with local Yued community to develop products and experiences. Aboriginal representatives from eastern and coastal parts of the Shire attended business events throughout the year.
National Park Tourism	Advocate State led agencies to continue the development of tourism products within National Parks such as walk trails, mountain bike paths and boutique nature based camping experiences.	Economic Development / Community Development	Support and advocacy has been provided to local DBCA office. New tourism and camping experiences have been commenced or completed at Karda and Wanagarren.
Bashford Street Upgrade	Continue business plan development, funding applications and advocacy for the progression of the Bashford Street Upgrade to address existing traffic management issues, street lighting deficiencies and maximise the appeal of the main street of the regional centre.	Economic Development / Infrastructure	Ongoing redevelopment of shared paths have continued now linking the Recreation Centre and Industrial Area. Advocacy and support provided to Jurien Bay District High School to apply for a funded crossing guard solution which was unsuccessful.
Jurien Bay Industrial Area Expansion	Advocate for Landcorp to develop the next stages of the Jurien Bay and Cervantes industrial areas to facilitate new business entry and land supply in readiness for new opportunities.	Development Services	Further investigation / discussion with DPLH & Development WA carried out. No further commitments for new land releases achieved to date.



ENVIRONMENT GOALS AND ACHIEVEMENTS

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
CHRMAP Inundation Study	Undertake coastal inundation planning to identify assets, including infrastructure that may be at risk from coastal processes over the planning timeframe, and develop strategies to mitigate or manage risks where appropriate in accordance with State Planning Policy 2.6 and associated guideline documents.	Development Services	Pending grant funding announcement.
Town site Street Tree Policy and Planting Program	Implement the Shire's Street Tree and Verge Policy and actively increase the levels of tree planting within the town sites both directly and through community based partnerships.	Infrastructure / Development Services	Ongoing replacement of ageing and inundated pathways have been carried out. Funding application submitted for dunal fencing project. Financial support and operations staff time provided to local landcare groups to manage pest weeds, revegetate and rehabilitate coastal environments.
Planning Policies Review	Ensure the Shire has a contemporary policy framework to promote environmental sustainability through subjects such as rainwater harvesting, drainage water reuse, urban design and energy efficiency.	Development Services	Pending planning scheme review. Scheduled for 2021.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Electric Vehicle Charging Stations	Support private sector installation of Electric Vehicle Charging Stations	Development Services	Discussions held with prospective suppliers and RAC Electric Vehicle Highway project team. CBD revitalisation planning will consider appropriate charging site locations.
Jurien Bay POS Water Resourcing	Investigate and plan for the long term irrigation needs of POS within the Jurien Bay Town site to address existing increases in salinity levels.	Infrastructure	Water source located and jointly funded pipeline installed which links strategic water supply to the Jurien Bay oval. Further rollout budgeted for 2020/2021.
Stable Fly Monitoring and Strategy	Monitoring of stable fly and development of a management strategy when appropriate to mitigate the risk of stable fly without causing unnecessary red tape in the agricultural sector.	Environmental Health	Stable fly position statement completed. To be continually reviewed as better data comes to hand in future years.
Strategic Waste Management Opportunities / Composting and Chicken Waste disposal	Advocate for private sector investment into a local composting industry to effectively manage and utilise locally produced chicken, horticultural and organic waste products.	Environmental Health / Economic Development	Development approval issued for private composting facility on Cadda Road.
Jurien Bay Waste Facility	Develop a Waste Management strategy for the Jurien Bay Waste site to ensure full compliance and the maximisation of the facility's capacity.	Environmental Health	Completed - capacity modelling identifies that careful management of the site and projected waste redirection efforts can accommodate 50+ years of landfilling operations.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Coastal Node Camping	Support a range of managed, fee paying coastal camping options within the Shire that balance amenity with reducing damage to fragile coastal environments. Support Yued enterprises to progress planning and development of managed camping sites on their lands.	Development Services	Significant improvements made to ablutions and water supplies at Sandy Cape.
Townsite dune revegetation and protection	Partner with local community groups to undertake dune system protection and regeneration activities in proximity to townsites. Implement activities such as fencing, track closure and rehabilitation, signage, formalising and delineating beach access ways.	Community Development	Ongoing replacement of ageing and inundated pathways have been carried out. Funding application submitted for dunal fencing project. Financial support and operations staff time provided to local landcare groups to manage pest weeds, revegetate and rehabilitate coastal environments.
Environmental Grants Round	Develop operational and funding partnerships with local landcare organisations and community groups to monitor and undertake research or rehabilitation programs to improve our local environment and ecosystems.	Community Development	Environmental Grants round established providing funding to three projects to the value of \$30,000: Dandaragan Foreshore Pyp Grass Eradication Project - Cervantes and Jurien Bay; Smith Farm Landscape Rehydration Demonstration Site Project - Dandaragan; and Glasfurd Farm Soil Amelioration Practices Demonstration Site Project - Dandaragan. A second grant round opportunity to be held in 2020/21 financial year.



COMMUNITY GOALS AND ACHIEVEMENTS

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Arts and Culture Plan	Develop and implement an Arts and Culture Plan to build on the existing artistic networks and talents within the Shire.	Community Development	Shire's first arts and culture plan 'Vibrant Communities' was developed in 2019-20 in consultation with the local arts community, arts practitioners and the broader community.
Community Events	Support an annual events based funding program and diverse calendar of events to build local vibrancy and attract visitors from outside of the Shire.	Community Development	Ongoing. Staff continue to work on development of a draft community events grant policy to support funding for community and large events. Scheduled for November 2020 OCM. Funding will be allocated early 2021 - delayed due to COVID-19.
Town Entry Statements	Develop and maintain attractive town entry statements to promote our community vibrancy and pride.	Community Development / Infrastructure	Included in Destination Marketing scope. Ongoing and development of designs due for completion 2021.
Community Grants Rounds	Provide annual funding for community grants to assist local community groups to deliver their objectives and foster a vibrant and socially inclusive society.	Community Development	Community Grants funding round held April - June 2020 with grants to the value of \$16,250 allocated in 2020.
Club Development	Continue the provision of club development support to organisations within the Shire that have a community purpose		Club Development continues to be provided to Community and Sporting Club's across the Shire. The Shire provides Club support for constitutions, grant applications, acquittals, leases and facilities development.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Youth Advisory Council	Support and maintain an active Youth Advisory Council to engage and mentor with the Shire's Youth		The Shire's community development team took three YAC members to a youth leadership conference over a full weekend. Promoted three YAC meetings, however, members decided that instead of a formal Youth Advisory Council, their preference was to reengage with Jurien Bay Youth Group and request a change to a more youth-run Youth Group model. Staff supported them and provided contacts.
Inter-agency Prescribed Burning	Establishment of an inter-agency working group with DBCA and DFES to plan, manage and execute a 5 year prescribed burning program for the region	Emergency Services	Completed.
Jurien Bay High Care Facility	Advocate the planning and development of a residential aged care facility within the Shire that removes barriers for aged residents wanting to age in place.	Economic Development / Community Development	Ongoing advocacy and business viability modelling continues. Matter addressed with providers during Economic Development Strategy and warrants development of investment prospectus.
General Practitioner Services	Advocate for the provision of locally based General Practitioners and advocate for the placement of a female doctor within the community.	Community Development	Local GP contract remains in place and ongoing recruitment activity targeting female GP continues through Rural Health West. Permanent GP secured in September 2020.
Bushfire Risk Management Plan	Complete the Bushfire Risk Management Plan and source funding to commence implementation of priority treatments	Emergency Services	Draft complete. Awaiting endorsement by Office of Bushfire Risk Management.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Acknowledging War Service	Maintain effective memorials and support local RSL to deliver local commemoration events and protect the Heritage History and iconic war service locations within the Shire.	Community Development	Shire staff liaised with memorial event coordinators and RSL to run a safe and well-attended event.
Men's Sheds Development	Support the development of the Jurien Bay and Cervantes Men's Sheds and assist with funding applications for community groups that promote men's health and wellbeing.	Community/Club Development	Funding and earthworks provided towards Jurien Bay Men's Shed to construct new facility. Lease extended for Cervantes Men's Shed.
Cervantes Memorial Wall	Work with the community of Cervantes to locate an appropriate location for the construction of a niche or memorial wall.	Development Services	Two sites being investigated with DPLH to address land tenure and encumbrances following broad community consultation process.

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Education and Learning Services	Advocate with state agencies and industry for continual improvements to local education opportunities and programs that fit with the needs of local business and that lead to employment opportunities.	Community Development	<p>The Shire has actively promoted the use of the Conference and Education Centre in Jurien Bay. In 2019/2020 there was a total of 74 bookings with 27 being internal. These consisted of the inaugural International Women's Day Event, various workshops ranging from Fire Prevention to Community group workshops. The Economic Development Workshop was one of the best attended workshops held at the centre.</p> <p>Training and development programs were carried out in this facility by Government and Private Sector entities.</p> <p>The community is also fortunate to benefit from the diverse range of educational programs facilitated by our Community Resource Centres which are supported by the Shire. Our CRC's provided learning and accreditation opportunities for things such as snake handling, first aid, truck driving and investing in the property market.</p>
Youth Development	Complete the actions and strategies identified in the Shire's Youth Plan prioritising activities that promote leadership and participation in community building. Review and update the Youth Plan in 2020.	Community Development	<p>During 2019, staff from the community development area attended YACtivate 2019 with three local youth leaders from the Jurien Bay area. The two day conference was an opportunity for local students to learn from, and share knowledge with, other young people around the state who are leading the way in building community and opportunities in their own towns. The drive home from Busselton was inspiring as the students brainstormed ideas for the Shire and had the opportunity to discuss their ideas with Shire officers and how they might achieve their vision for a town environment where young people are supported to grow in leadership and undertake projects for, and by, youth.</p>

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Youth Development	Complete the actions and strategies identified in the Shire's Youth Plan prioritising activities that promote leadership and participation in community building. Review and update the Youth Plan in 2020.	Community Development	<p>The Shire funded a number of youth-focused initiatives, including the Dandaragan Primary School leadership camp, and end of year student awards at Badgingarra, Cervantes, Dandaragan, and Jurien Primary Schools, and Central Midlands Senior High School and Jurien Bay District High School. The Dandaragan leadership camp was held in week 7 of term 3 in 2019 where students attended the Swan Valley Adventure Centre. Students participated in challenging individual and group activities including group orienteering, group raft building and paddling, flying fox, Blackout Zone, commando course, rock wall climbing and ninja wall and time trials.</p> <p>A successful consultation and planning process resulted in a fantastic new 'youth-led' BMX trail through Seinor Park in Jurien Bay. It was fantastic to see interested people of all ages coming out to contribute and willing to help. The consultation included a youth meeting on-site to get ideas and see how the trail could be created by young people with some help by the Shire. The BMX trail was quickly created due to the commitment of young members of the community and their willingness to be part of the solution.</p> <p>Unfortunately, Spray the Grey Youth Festival was cancelled in 2020 due to COVID-19, however staff are planning a return for the festival in 2021. Similarly, Country Week fundraising rubbish collection with Rangers was cancelled due to COVID-19, as was the scheduled Leeuwin voyage that our successful scholarship recipient was booked on. Hopefully she will be able to take her trip in 2021.</p> <p>Prior to COVID movement restrictions, we promoted community-based volunteering opportunities for young people at Jurien Bay Town Clean-Up and Foreshore Revegetation Community Planting event, as well as promotion of youth-focused physical activity events such as Vacswim, Wildflower Festival of Running and Soccer Clinics. Later in the year, promotion and online support for youth services during the COVID-19 restrictions was the focus as the Shire adjusted to a new way of providing services and support to young local people. These included LGBTIQ+ awareness and support posts on social media, as well as youth-focused mental health support during the year, particularly when movement was restricted.</p>

Key Actions	Overview	Responsible Business Unit	Comment / Review of Action
Youth Development	Complete the actions and strategies identified in the Shire's Youth Plan prioritising activities that promote leadership and participation in community building. Review and update the Youth Plan in 2020.	Community Development	<p>During this period, the Shire's youth team also created the Youth Chats Facebook group to develop a youth-specific source of information for wellbeing and support and this is still in development phase. Stay tuned.</p> <p>The Shire's first Youth Plan was due for review this year, however due to restrictions and uncertainty around COVID, was postponed until 2021.</p>
Community Speaker Series	Partner with other agencies to host a range of speakers that will provide community development based topics.	Community Development	<p>Citizen of the Year Guest Speaker - Rebecca Tomkinson, CEO of The Royal Flying Doctors Service WA</p> <p>International Womens Day Guest Speaker - Jessica Stojkovski MLA - Member for Kingsley.</p>
Elected Member Training Programs	Implement a planned elected member training program that meets the requirements of the Local Government Act.	Governance	Mandatory elected member training has commenced in accordance with Local Government Act 1995 requirements.





**SHIRE OF
DANDARAGAN
2019/2020
ANNUAL
REPORT
PART II**

FINANCIAL DECLARATION

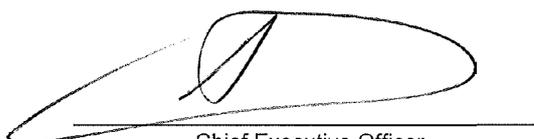
**SHIRE OF DANDARAGAN
FINANCIAL REPORT
FOR THE YEAR ENDED 30TH JUNE 2020**

*Local Government Act 1995
Local Government (Financial Management) Regulations 1996*

STATEMENT BY CHIEF EXECUTIVE OFFICER

The attached financial report of the Shire of Dandaragan for the financial year ended 30 June 2020 is based on proper accounts and records to present fairly the financial position of the Shire of Dandaragan at 30 June 2020 and the results of the operations for the financial year then ended in accordance with the Local Government Act 1995 and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards.

Signed on the _____ day of _____ 2020

A handwritten signature in black ink, consisting of a large, stylized loop followed by a horizontal line extending to the right.

Chief Executive Officer
Brent Bailey

ANNUAL FINANCIAL STATEMENTS

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Nature or Type
FOR THE YEAR ENDED 30 JUNE 2020

	Note	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
Revenue				
Rates	23(a)	6,313,218	6,318,338	6,223,1
Operating grants, subsidies & contributions	2(a)	2,388,451	1,381,263	2,629,1
Fees and charges	2(a)	2,438,401	2,338,408	2,313,1
Interest earnings	2(a)	126,330	128,000	145,1
Other revenue		123,101	131,317	152,1
		11,389,501	10,297,327	11,464,1
Expenses				
Employee costs		(4,295,893)	(4,293,649)	(4,158,3
Materials and contracts		(3,656,384)	(3,326,211)	(2,859,1
Utility charges		(432,306)	(453,375)	(404,7
Depreciation on non-current assets	11(b)	(6,321,172)	(5,747,244)	(5,757,9
Interest expenses	2(b)	(16,119)	(16,214)	(19,5
Insurance expenses		(442,770)	(398,975)	(413,7
Other expenses		(727,971)	(718,992)	(1,108,0
		(15,892,615)	(14,954,659)	(14,721,6
		(4,503,114)	(4,657,332)	(3,256,6
Non-operating grants, subsidies & contributions	2(a)	2,120,430	2,108,778	1,226,1
Profit on disposal of assets	11(a)	6,136	1,087	397,1
Loss on disposal of assets	11(a)	(83,038)	(21,564)	(107,4
Fair value adjustment to financial assets at fair value through profit and loss		1,441	0	
Net result		(2,458,143)	(2,569,031)	(1,740,4

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Program
FOR THE YEAR ENDED 30 JUNE 2020

	Note	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
Revenue				
Governance		55,760	33,385	84,653
General purpose funding		8,397,870	7,219,733	8,018,986
Law, order & public safety		364,078	634,650	759,149
Health		37,203	12,990	45,257
Education & welfare		0	15,000	13,000
Community amenities		1,490,201	1,375,310	1,413,551
Recreation and culture		389,953	394,958	449,623
Transport		264,301	258,007	310,175
Economic services		243,081	237,316	244,318
Other property and services		147,053	115,977	126,235
		11,389,501	10,297,327	11,464,947
Expenses				
Governance		(579,896)	(582,303)	(596,050)
General purpose funding		(205,896)	(177,096)	(183,491)
Law, order & public safety		(1,451,851)	(1,512,452)	(1,667,920)
Health		(349,966)	(341,070)	(330,591)
Education & welfare		(121,978)	(144,957)	(142,075)
Community amenities		(2,344,514)	(2,283,262)	(2,078,541)
Recreation and culture		(3,292,734)	(3,554,134)	(3,145,337)
Transport		(5,853,795)	(5,367,738)	(5,333,006)
Economic services		(735,475)	(741,242)	(622,280)
Other property and services		(940,392)	(234,191)	(602,832)
		(15,876,496)	(14,938,445)	(14,702,124)
		(4,486,995)	(4,641,118)	(3,237,177)
Finance costs				
	2(b)			
Governance		(10,577)	(11,049)	(13,301)
Law, order & public safety		(358)	0	0
Recreation and culture		(3,346)	(3,966)	(5,648)
Transport		(524)	0	0
Other property and services		(1,314)	(1,199)	(562)
		(16,119)	(16,214)	(19,511)
Non- operating grants and subsidies				
	2(a)			
Recreation and culture		26,681	27,197	57,509
Transport		2,017,966	2,081,581	1,168,914
Other property and services		75,783	0	0
		2,120,430	2,108,778	1,226,423
Profit / (loss) on asset disposal				
	11(a)			
Governance		(10,000)	(12)	(7,547)
Law, order & public safety		0	0	120,114
Community amenities		(22,164)	0	0
Transport		(37,633)	(20,991)	(53,433)
Other property and services		(7,105)	526	230,700
		(76,902)	(20,477)	289,834
Fair value adjustment to financial assets at fair value through profit and loss				
General purpose funding		1,441	0	0
		1,441	0	0
Net result		(2,458,143)	(2,569,031)	(1,740,430)
Other comprehensive income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Changes on revaluation of non-current assets	13	718,481	0	769,847
Total other comprehensive income		718,481	0	769,847
Total comprehensive income		(1,739,662)	(2,569,031)	(970,583)

This statement is to be read in conjunction with the accompanying notes

SHIRE OF DANDARAGAN
STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2020

Description	Note	2020	2019
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	3	7,647,366	7,236,030
Trade receivables	6	928,188	708,012
Other financial assets	5	42,602	55,721
Other current assets	8	5,514	3,967
Inventories	7	32,574	31,727
TOTAL CURRENT ASSETS		8,656,244	8,035,457
NON-CURRENT ASSETS			
Other financial assets	5	170,113	187,984
Trade receivables	6	50,124	44,499
Property, plant and equipment	9	37,120,787	38,176,106
Right of use assets	12	89,542	0
Infrastructure	10	247,954,139	248,197,940
TOTAL NON-CURRENT ASSETS		285,384,705	286,606,530
TOTAL ASSETS		294,040,949	294,641,986
CURRENT LIABILITIES			
Trade and other payables	14	1,050,024	461,373
Grant liabilities	15	458,071	(0)
Lease liabilities	16	40,530	(0)
Borrowings	17	112,406	119,620
Employee related provisions	18	673,805	594,129
TOTAL CURRENT LIABILITIES		2,334,836	1,175,122
NON-CURRENT LIABILITIES			
Lease liabilities	16	49,619	(0)
Borrowings	17	157,012	246,128
Employee related provisions	18	122,432	104,024
TOTAL NON-CURRENT LIABILITIES		329,062	350,151
TOTAL LIABILITIES		2,663,898	1,525,273
TOTAL NET ASSETS		291,377,051	293,116,713
EQUITY			
Retained earnings		197,037,451	199,357,712
Reserves - cash backed	4	5,692,576	5,830,457
Revaluation surplus	13	88,647,025	87,928,544
TOTAL EQUITY		291,377,051	293,116,713

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF DANDARAGAN
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30 JUNE 2020**

	Note	Retained Earnings	Reserves Cash Backed	Revaluation Surplus	Total Equity
		\$	\$	\$	\$
Balance as at 30 June 2018		201,454,262	5,386,753	87,158,696	293,999,711
Correction of prior period error - Recognition of Local Government House Trust		87,585	0	0	87,585
Restated balance as at 30 June 2018		201,541,847	5,386,753	87,158,696	294,087,296
Comprehensive Income					
Net result		(1,740,430)	0	0	(1,740,430)
Other comprehensive income	13			769,847	769,847
Total comprehensive income		(1,740,430)	0	769,847	(970,583)
Transfers from/(to) reserves		(443,705)	443,705	0	0
Balance as at 30 June 2019		199,357,712	5,830,457	87,928,544	293,116,713
Comprehensive Income					
Net result		(2,458,143)	0	0	(2,458,143)
Other comprehensive income	13	0	0	718,481	718,481
Total comprehensive income		(2,458,143)	0	718,481	(1,739,662)
Transfers from/(to) reserves		137,882	(137,882)	0	0
Balance as at 30 June 2020		197,037,451	5,692,576	88,647,025	291,377,051

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF DANDARAGAN
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2020

	Note	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
		\$	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts				
Rates		6,204,605	6,586,338	6,173,351
Operating grants and subsidies		2,413,115	1,381,263	2,629,765
Service Charges		0	0	0
Fees and charges		2,402,232	2,646,408	2,673,719
Interest earnings		126,330	128,000	145,307
Goods and services tax		473,615	0	654,154
Other revenue		123,101	131,317	152,892
		11,742,999	10,873,327	12,429,188
Payments				
Employee costs		(4,173,128)	(4,293,649)	(4,075,721)
Materials and contracts		(3,092,596)	(3,356,211)	(2,558,902)
Utility charges		(432,306)	(453,375)	(404,794)
Interest expenses		(18,329)	(16,214)	(21,394)
Insurance expenses		(442,770)	(398,975)	(413,746)
Goods and services tax		(554,635)	0	(585,475)
Other expenditure		(727,971)	(718,992)	(1,108,052)
		(9,441,736)	(9,237,415)	(9,168,086)
Net cash provided by (used in) operating activities	19	2,301,263	1,635,912	3,261,102
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for purchase of property, plant & equipment		(754,349)	(1,492,161)	(1,307,561)
Payments for construction of infrastructure		(3,632,528)	(4,056,598)	(2,966,517)
Non-operating grants, subsidies and contributions		2,553,837	2,108,778	1,226,423
Proceeds from financial assets at amortised cost - self supporting loan		32,431	55,721	8,514
Proceeds from sale of property, plant & equipment		50,350	48,100	930,742
Net cash provided by (used in) investing activities		(1,750,259)	(3,336,160)	(2,108,399)
CASH FLOWS FROM FINANCING ACTIVITIES				
Repayment of borrowings		(121,330)	(119,620)	(118,788)
Payment for principle portion of lease liability		(43,338)	0	0
Proceeds from new borrowings		25,000	479,053	50,000
Net cash provided by (used in) financing activities		(139,668)	359,433	(68,788)
Net increase (decrease) in cash held		411,336	(1,340,815)	1,083,915
Cash at beginning of year		7,236,030	7,305,029	6,152,114
Cash and cash equivalents at the end of the year	19	7,647,366	5,964,214	7,236,030

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF DANDARAGAN
RATE SETTING STATEMENT
FOR THE YEAR ENDED 30 JUNE 2020**

	Note	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
OPERATING ACTIVITIES				
Net current assets at start of financial year - surplus/(deficit)		1,093,777	1,276,852	1,192,712
Revenue from operating activities (excluding general rates)				
Governance		55,760	33,385	84,653
General purpose funding		2,087,601	901,395	1,797,337
Law, order & public safety		364,078	634,650	879,263
Health		37,203	12,990	45,257
Education & welfare		0	15,000	13,000
Community amenities		1,490,201	1,375,310	1,413,551
Recreation and culture		389,953	394,958	449,623
Transport		264,301	258,407	345,249
Economic services		243,081	237,316	244,318
Other property and services		153,190	116,664	368,314
		5,085,368	3,980,076	5,640,565
Expenditure from operating activities				
Governance		(600,473)	(593,364)	(616,898)
General purpose funding		(205,896)	(177,096)	(183,491)
Law, order & public safety		(1,452,209)	(1,512,452)	(1,667,920)
Health		(349,966)	(341,070)	(330,591)
Education & welfare		(121,978)	(144,957)	(142,075)
Community amenities		(2,366,678)	(2,283,262)	(2,078,541)
Recreation and culture		(3,296,080)	(3,558,100)	(3,150,985)
Transport		(5,891,951)	(5,389,129)	(5,421,513)
Economic services		(735,475)	(741,242)	(622,280)
Other property and services		(954,947)	(235,551)	(614,773)
		(15,975,652)	(14,976,223)	(14,829,067)
Non-cash amounts excluded from operating activities	24(a)	6,409,415	5,767,721	5,488,809
Amount attributable to operating activities		(3,387,093)	(3,951,574)	(2,506,981)
INVESTING ACTIVITIES				
Non-operating grants, subsidies and contributions	2(a)	2,120,430	2,108,778	1,226,423
Proceeds from disposal of assets	11(a)	50,350	48,100	930,742
Purchase land and buildings	9(a)	(455,782)	(1,029,569)	(502,664)
Purchase furniture and equipment	9(a)	(35,085)	(164,092)	(67,534)
Purchase plant and equipment	9(a)	(263,482)	(298,500)	(737,363)
Purchase infrastructure assets - roads	10(a)	(2,881,774)	(3,456,398)	(2,706,804)
Purchase infrastructure assets - parks & reserves	10(a)	(130,277)	(89,500)	(38,186)
Purchase infrastructure assets - other	10(a)	(620,477)	(510,700)	(221,527)
Amount attributable to investing activities		(2,216,097)	(3,391,881)	(2,116,913)
FINANCING ACTIVITIES				
Proceeds from new borrowings	17(c)	25,000	479,053	50,000
Repayment of borrowings	17(b)	(121,330)	(119,620)	(118,788)
Payment of self supporting loan to community group	17(b)	(25,000)	0	(50,000)
Self-supporting loan principal income	17(b)	53,279	51,569	54,362
Community group cash advance principal income		4,152	4,152	4,152
Payment of right of use lease		(43,338)	0	0
Transfer to reserves	4	(330,666)	(384,477)	(724,816)
Transfer from reserves	4	468,548	520,107	281,111
Amount attributable to financing activities		30,645	550,784	(503,978)
Budgeted deficiency before general rates		(5,572,545)	(6,792,670)	(5,127,872)
Estimated amount to be raised from general rates	23(a)	6,311,711	6,318,338	6,221,649
Net current assets at end of financial year - surplus/(deficit)	24(b)	739,166	(474,332)	1,093,777

This statement is to be read in conjunction with the accompanying notes.

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

1. BASIS OF PREPARATION

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* (FM regs.) take precedence over Australian Accounting Standards.

Prior to 1 July 2019, Regulation (Reg) 16 arbitrarily prohibited a local government from recognising as assets Crown land that is a public thoroughfare, i.e. land under roads, and land not owned by but under the controls or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets pertaining to vested land, including land under roads acquired on or after 1 July 2008, were not recognised in previous financial reports of the Shire. This was not in accordance with the requirements of AASB 1051 *Land Under Roads* paragraph 15 and AASB 116 *Property, Plant and Equipment* paragraph 7.

From 1 July 2019, the Shire has applied AASB 16 *Leases* which requires leases to be included by lessees in the balance sheet. Also, the FM regs have been amended to specify that vested land is a right of use (ROU) asset to be measured at cost. All ROU assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet) rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

The Shire has accounted for the removal of the vested land values associated with golf courses by removing the land value and associated revaluation reserve as at 1 July 2019. The comparative year amounts have been retained as AASB 16 does not require comparatives to be restated in the year of transition.

Therefore the department from AASB 1051 and AASB 16 in respect of the comparatives for the year ended 30 June 2019 remains.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

NEW ACCOUNTING STANDARDS FOR APPLICATION IN FUTURE YEARS

On 1 July 2020 the following new accounting standards are to be adopted:

- AASB 1059 *Service Concession Arrangements: Grantors*
- AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*

AASB 1059 *Service Concession Arrangements: Grantors* is not expected to impact the financial report.

Specific impacts of AASB 2018-7 *Amendments to Australian Accounting Standards - Materiality*, have not been identified.

CRITICAL ACCOUNTING ESTIMATES

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

TRUST FUND

All monies held in the Trust fund are excluded from the financial statements. A separate statement of those monies appears at Note 22 to these financial statements

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2 REVENUE AND EXPENSES

REVENUE RECOGNITION POLICY

Recognition of revenue is dependant on the source of revenue and the associated terms and conditions associated with each source of revenue and recognised as follows:

Revenue Category	Nature of goods and services	Timing of revenue recognition until 30 June 2019	Timing of revenue recognition from 1 July 2019
Rates	· General rates & rates charged for specific defined purposes.	When rates notice is issued.	When rates notice is issued.
Operating Grants, Subsidies and Contributions	· Community events, minor facilities, research, design, planning evaluation and services.	On receipt of funds.	Income from grants that are enforceable and with sufficiently specific performance obligations is recognised when the Shire satisfies the performance obligations by achieving the project milestones.
	· General appropriations and contributions with no reciprocal commitment.	On receipt of funds.	Income from grants without any sufficiently specific performance obligations, or that are not enforceable, is recognised when the Shire has an unconditional right to receive cash which usually coincides with receipt of cash.
Non-Operating Grants, Subsidies and Contributions	· Construction or acquisition of recognisable non-financial assets to be controlled by the local government.	On receipt of funds.	Capital grants are recognised as income when the Shire achieves milestones specified in the grant agreement.
Fees and Charges	· Building, planning, development and animal management, having the same nature as a licence regardless of naming. · Compliance safety check. · Regulatory food, health and safety. · Kerbside collection service. · Waste treatment, recycling and disposal services. · Permission to use facilities and runway. · Cemetery services, library fees, reinstatements and private works. · Visitor centre merchandise. · Fines issued for breaches of local laws.	When fee or charge is raised in relation an event or service occurring, or upon receipt of funds.	At a point in time (or over a relatively short period of time) when the services have been provided and payments are received.
Other Revenue	· Sale of scrap materials. · Insurance claims. · Commissions on licencing and ticket sales.	When the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably, or upon receipt of funds.	At a point in time when the goods have been transferred and payments are received, or upon receipt of funds.

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

2 REVENUE AND EXPENSES

(a) Revenue

Grant Revenue

Grants, subsidies and contributions are included as both operating and non-operating revenues in the Statement of Comprehensive Income:

	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
	\$	\$	\$
Operating grants, subsidies and contributions			
Governance	32,926	13,100	53,222
General purpose funding	1,942,038	750,595	1,635,511
Law, order, public safety	6,427	265,875	402,006
Health	33,731	0	33,171
Education and welfare	0	15,000	13,000
Community amenities	26,011	16,961	82,751
Recreation and culture	71,642	57,230	75,254
Transport	226,671	227,063	288,658
Economic services	11,654	5,200	15,064
Other property and services	37,351	30,239	31,127
	2,388,451	1,381,263	2,629,765
Non-operating grants, subsidies and contributions			
Recreation and culture	26,681	27,197	57,509
Transport	2,017,966	2,081,581	1,168,914
Other property and services	75,783	0	0
	2,120,430	2,108,778	1,226,423
	4,508,881	3,490,041	3,856,188
Fees and Charges			
Governance	1,409	525	866
General purpose funding	22,900	22,800	23,004
Law, order, public safety	356,365	353,175	352,526
Health	3,472	12,990	12,086
Education and welfare	0	0	0
Community amenities	1,446,770	1,340,929	1,313,380
Recreation and culture	314,345	337,728	348,571
Transport	37,629	30,944	21,516
Economic services	215,827	215,517	213,654
Other property and services	39,683	23,800	28,201
	2,438,401	2,338,408	2,313,804

SIGNIFICANT ACCOUNTING POLICIES

Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature.

Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

Fees and Charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, rates, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2 REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Contracts with customers

Revenue from contracts with customers was recognised during the year for the following nature or types of goods or services:

Fees and charges
 Other revenue

	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
	\$	\$	\$
Fees and charges	1,690,999	1,770,146	1,651,376
Other revenue	249,921	240,243	531,900
	<u>1,940,920</u>	<u>2,010,389</u>	<u>2,183,276</u>

Revenue from contracts with customers is comprised of:

Contracts with customers included as a contract liability at the start of the period	0	0	0
Performance obligations satisfied in the previous year	0	0	0
Other revenue from contracts with customers recognised during the year	1,940,920	2,010,389	2,183,276
	<u>1,940,920</u>	<u>2,010,389</u>	<u>2,183,276</u>

Information about receivables, contract assets and contract liabilities from contracts with customers along with financial assets and associated liabilities arising from transfers to enable the acquisition or construction of recognisable non financial assets is:

Trade and other receivables from contracts with customers 804,160

Contract assets primarily relate to the Shire's right to consideration for work completed but not billed at 30 June 2020.

Assets associated with contracts with customers were not subject to an impairment charge.

Impairment of assets associated with contracts with customers are detailed at note 2 (b) under 'Other expenditure'.

Information is not provided about remaining performance obligations for contracts with customers that had an original expected duration of one year or less.

Consideration from contracts with customers is included in the transaction price.

Performance obligations in relation to contract liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2 REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Grant contracts for services and transfers for recognisable non-financial assets

Revenue from grants for services and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire was recognised during the year for the following nature or types of goods or services:

Operating grants, subsidies and contributions
 Non-operating grants, subsidies and contributions

Revenue from grants for services and transfers to enable the acquisition or construction of recognisable non-financial assets to be controlled by the Shire is comprised of:

Grant contracts included as a liability at the start of the period
 Performance obligations satisfied in the previous year
 Grant revenue for services rendered recognised during the year
 Grant revenue for recognisable non-financial assets rendered recognised during the year

Information about grant liabilities for services and from transfers to enable the acquisition or construction of recognisable non financial assets is:

Financial assets held from grants for service and transfers for recognisable financial assets
 Grant liabilities from grants for service and transfers for recognisable non financial assets

	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
	\$	\$	\$
Operating grants, subsidies and contributions	197,803	431,238	546,153
Non-operating grants, subsidies and contributions	2,120,430	2,108,778	1,226,423
	<u>2,318,233</u>	<u>2,540,016</u>	<u>1,772,576</u>
Grant contracts included as a liability at the start of the period	0	0	0
Performance obligations satisfied in the previous year	0	0	0
Grant revenue for services rendered recognised during the year	197,803	2,441,628	2,729,429
Grant revenue for recognisable non-financial assets rendered recognised during the year	2,120,430	2,108,778	1,226,423
	<u>2,318,233</u>	<u>4,550,406</u>	<u>3,955,852</u>
Financial assets held from grants for service and transfers for recognisable financial assets	458,071		
Grant liabilities from grants for service and transfers for recognisable non financial assets	(458,071)		

Grant liabilities for services primarily relate to grants with performance obligations received in advance, for which revenue is recognised over time as the performance obligations are met.

Performance obligations in relation to grant liabilities from transfers for recognisable non financial assets are satisfied as project milestones are met or completion of construction or acquisition of the asset. All associated performance obligations are expected to be met over the next 12 months.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2 REVENUE AND EXPENSES (Continued)

(a) Revenue (Continued)

Revenue from statutory requirements

Revenue from statutory requirements was recognised during the year for the following nature or types of goods or services:

General rates	6,313,218	6,318,338	6,223,178
Statutory permits and licences	160,838	125,252	78,862
Fines	14,680	18,650	16,190
	6,488,736	6,462,240	6,318,230

Assets and services acquired below fair value

Contributed assets	75,783	0	0
	75,783	0	0

Interest earnings

Loans receivable - clubs/institutions	5,330	0	6,720
Municipal fund interest	434	3,000	2,543
Reserve fund interest	70,589	75,000	81,939
Rates instalment and penalty interest (refer Note 21(c))	47,685	49,000	51,893
Other interest earnings	2,291	1,000	2,212
	126,330	128,000	145,307

SIGNIFICANT ACCOUNTING POLICIES

Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance).

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

2 REVENUE AND EXPENSES (Continued)

(b) Expenses

Auditors remuneration

- Audit of the Annual Financial Report	20,600	25,000	23,700
- Other services	4,400	5,000	2,300
	25,000	30,000	26,000

Interest expenses (finance costs)

Borrowings	16,119	16,214	19,511
	16,119	16,214	19,511

Rental charges

- Operating leases	21,578	78,580	74,590
	21,578	78,580	74,590

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

3 CASH AND CASH EQUIVALENTS

Notes	2020	2019
	\$	\$
Cash at bank and on hand	7,647,366	7,236,030
Total cash and cash equivalents	7,647,366	7,236,030
Restrictions		
The following classes of assets have restrictions imposed by regulations or other externally imposed requirements which limit or direct the purpose for which the resources may be used:		
- Cash and cash equivalents	6,277,451	6,163,049
	6,277,451	6,163,049
The restricted assets are a result of the following specific purposes to which the assets may be used:		
Reserves - cash backed	4 5,692,576	5,830,457
Contract liabilities from contracts with customers	15 24,664	0
Contract liabilities from transfers for recognisable non financial assets	15 433,407	0
Unspent grants, subsidies and contributions	0	201,313
Bonds, deposits and collections	126,804	131,279
Total restricted assets	6,277,451	6,163,050

SIGNIFICANT ACCOUNTING POLICIES

Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4 CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	2020 Actual Opening Balance	2020 Actual Transfer to	2020 Actual Transfer (from)	2020 Change of Purpose	2020 Actual Closing Balance	2020 Budget Opening Balance	2020 Budget Transfer to	2020 Budget Transfer (from)	2020 Budget Change of Purpose	2020 Budget Closing Balance	2019 Actual Opening Balance	2019 Actual Transfer to	2019 Actual Transfer (from)	2019 Actual Closing Balance
Plant Reserve	\$ 251,356	\$ 3,042	\$ 0	0	\$ 254,398	\$ 251,356	\$ 2,886	\$ 0	0	\$ 254,242	\$ 259,131	\$ 4,278	\$ (12,053)	\$ 251,356
Building Renewal Reserve	972,206	89,164	(270,441)	0	790,929	972,206	88,957	(342,000)	0	719,163	1,055,763	22,442	(106,000)	972,206
Rubbish Reserve	475,777	5,731	(47,500)	0	434,007	475,777	4,870	(47,500)	0	433,147	437,166	38,610	0	475,777
Community Centre Reserve	377,220	10,274	0	0	387,494	377,220	10,425	0	0	387,645	397,291	11,580	(31,651)	377,220
Television Services Reserve	96,565	1,163	0	0	97,728	96,565	1,059	0	0	97,624	95,132	1,434	0	96,565
Information Technology Reserve Reserve	56,339	679	0	0	57,018	56,339	618	0	0	56,957	55,503	836	0	56,339
Caravan Park Reserve	391,478	4,542	0	(396,019)	0	391,478	4,295	0	(395,773)	395,773	385,665	5,812	0	391,478
Land Development Reserve	69,821	841	0	0	70,662	69,821	766	0	0	70,587	68,784	1,037	0	69,821
Parking Requirements (Lot 1154 Sandpiper Street) Reserve	11,270	136	0	0	11,405	11,270	124	0	0	11,394	11,102	167	0	11,270
Parks and Recreation Grounds Development (Seagate) Reserve	371,813	4,478	0	0	376,292	371,813	4,079	0	0	375,892	366,293	5,520	0	371,813
Sport and Recreation Reserve	326,824	3,819	(20,000)	0	310,643	326,824	67,624	0	0	394,448	289,429	37,395	0	326,824
Administration Office Extension Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Landscaping Reserve	2,615	31	0	0	2,647	2,615	29	0	0	2,644	2,576	39	0	2,615
Aerodrome Reserve	120,886	23,898	(15,607)	0	129,177	120,886	23,522	(15,607)	0	128,801	96,930	23,957	0	120,886
Staff Attraction & Incentive Reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Open Space Renewal Reserve	460,099	98,121	0	0	558,221	460,099	96,760	0	0	556,860	418,705	41,394	0	460,099
Infrastructure Renewal Reserve	802,327	9,660	0	0	811,987	802,327	10,254	0	0	812,581	920,257	13,477	(131,407)	802,327
Public Open Space Construction Reserve	111,561	1,344	0	0	112,904	111,561	1,224	0	0	112,785	109,904	1,656	0	111,561
Infrastructure Construction Reserve	0	62,338	0	0	62,338	0	62,338	0	0	62,338	0	0	0	0
Building Construction Reserve	114,808	1,383	0	0	116,191	114,808	1,260	0	0	116,068	113,104	1,705	0	114,808
Leave Reserve	257,105	3,099	0	0	260,204	257,105	2,825	0	0	259,930	253,626	3,480	0	257,105
Economic Development Initiatives Reserve	506,771	6,278	(115,000)	396,019	794,068	506,771	0	(115,000)	395,773	391,771	0	506,771	0	506,771
Turquoise Way Path Reserve	51,150	616	0	0	51,766	51,150	561	0	0	51,711	50,390	759	0	51,150
Cash in lieu of landscaping – Lot 1146 Sandpiper Street Reserve	2,465	30	0	0	2,495	2,465	0	0	0	2,465	0	2,465	0	2,465
Cash in lieu of Public Open Space – Lot 9000 Valencia Road Reserve	0	0	0	0	0	200,277	0	0	0	200,277	0	0	0	0
	5,830,457	330,666	(468,548)	0	5,692,576	6,030,735	384,477	(520,107)	0	5,895,105	5,386,753	724,816	(281,111)	5,830,457

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

4 CASH BACKED RESERVES (CONTINUED)

(b) Cash Backed Reserves - Purposes

In accordance with Council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Reserve name	Anticipated date of use	Purpose of the reserve
Plant Reserve	ongoing	to be used in order to assist in the purchase of major items of plant.
Building Renewal Reserve	ongoing	to fund capital renewal of buildings and associated assets as guided by the Building Asset Management Plan.
Rubbish Reserve	ongoing	to be used to fund establishing, enhancing, rehabilitation or any other activities associated with new and existing landfill or waste site
Community Centre Reserve	ongoing	to be used to fund capital construction costs and major maintenance restoration / preservation costs to the community recreation centres located in the four towns.
Television Services Reserve	ongoing	to be used to fund the provision of new or improved television rebroadcasting facilities throughout the shire.
Information Technology Reserve Reserve	ongoing	to be used for purchase of hardware, software, licensing, contract labour and cloud transitioning costs related to information technology
Caravan Park Reserve	ongoing	to be used to fund improvements, other works and the promotion of caravan parks and their surrounds. To also fund planning, feasibility and establishment of new caravan parks.
Land Development Reserve	ongoing	for the purpose of funding land development in the townsites of Dandaragan and Badgingarra.
Parking Requirements (Lot 1154 Sandpiper Street) Reserve	ongoing	to fund future parking requirements in the Shire of Dandaragan in the vicinity of Lot 1154 Sandpiper Street, Jurien Bay as separately identified.
Parks and Recreation Grounds Development (Seagate) Reserve	ongoing	to fund the future purchase of land or development of parks and recreation grounds in the locality of Seagate Estates as separately identified or with Ministerial approval, for the improvement or development of parks and recreation.
Sport and Recreation Reserve	ongoing	to fund community sporting groups requests in accordance with the Shire of Dandaragan's Recreation Plan.
Administration Office Extension Reserve	closed	to fund investigation, design and capital costs of future office extensions.
Landscaping Reserve	ongoing	to fund future landscaping requirements in the Shire of Dandaragan in the vicinity of Lot 1154 Sandpiper Street, Jurien Bay as separately identified.
Aerodrome Reserve	ongoing	to be used for renewal, major maintenance, expansion or relocation of the Shire of Dandaragan's airstrips and aerodromes
Staff Attraction & Incentive Reserve	closed	to be used to fund staff attraction and incentive programs and processes, such as, but not limited to additional superannuation contributions, bonuses, rental subsidies and utility subsidies
Public Open Space Renewal Reserve	ongoing	to fund capital renewal of public open space and associated assets as guided by the Public Open Space Asset Management Plan
Infrastructure Renewal Reserve	ongoing	to fund capital renewal of infrastructure and associated assets as guided by the Infrastructure Asset Management Plan.
Public Open Space Construction Reserve	ongoing	to fund capital construction and/or purchase of public open space and associated assets.
Infrastructure Construction Reserve	ongoing	to fund capital construction and/or purchase of infrastructure and other associated assets.
Building Construction Reserve	ongoing	to fund capital construction and/or purchase of buildings and other associated assets.
Leave Reserve	ongoing	to fund annual leave and long service leave entitlements.
Economic Development Initiatives Reserve	ongoing	to be used for the planning, development and implementation of economic development initiatives with the Shire of Dandaragan
Turquoise Way Path Reserve	ongoing	to be used for the renewal, major maintenance, improvements, promotion, inspection equipment / surveillance, extension or relocation of the Turquoise Way Path and associated infrastructure within the Turquoise Way Path corridor.
Cash in lieu of landscaping – Lot 1146 Sandpiper Street Reserve	ongoing	to be used for purposes allowable under the planning consent granted to I I & J B A Kelly Superannuation Fund for the commercial development at Lot 1146 Sandpiper Street, Jurien Bay

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

5 OTHER FINANCIAL ASSETS

(a) Current assets

Other financial assets at amortised cost

Other financial assets at amortised cost

Financial assets at amortised cost - self supporting loans

(b) Non-current assets

Other financial assets at amortised cost

Financial assets at fair value through profit and loss

Other financial assets at amortised cost

Financial assets at amortised cost - self supporting loans

Financial assets at fair value through profit and loss

Units in Local Government House Trust

	2020	2019
	\$	\$
	42,602	55,721
	42,602	55,721
	42,602	55,721
	42,602	55,721
	81,087	100,399
	89,026	87,585
	170,113	187,984
	81,087	100,399
	81,087	100,399
	89,026	87,585
	89,026	87,585

SIGNIFICANT ACCOUNTING POLICIES

Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise fair value gains and losses through other comprehensive income.

Impairment and risk

Information regarding impairment and exposure to risk can be found at Note 24.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

6 TRADE RECEIVABLES

Current

Rates receivable	
Sundry receivables	
GST receivable	
Allowance for impairment of receivables	

Non-current

Pensioner's rates and ESL deferred	
------------------------------------	--

2020	2019
\$	\$
376,994	274,006
428,031	391,789
124,029	43,009
(865)	(792)
928,188	708,012
50,124	44,499
50,124	44,499

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in Note 25(c) and (d).

Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

7 INVENTORIES

Current

Fuel and materials

	2020	2019
	\$	\$
	32,574	31,727
	32,574	31,727
	31,727	35,309
Inventories expensed during the year	(337,521)	(346,374)
Additions to inventory	338,367	342,792
	32,574	31,727

The following movements in inventories occurred during the year:

Carrying amount at 1 July

Inventories expensed during the year

Additions to inventory

Carrying amount at 30 June

SIGNIFICANT ACCOUNTING POLICIES

General

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

8 OTHER ASSETS

Other current assets

Accrued income

	2020	2019
	\$	\$
	5,514	3,967
	5,514	3,967

SIGNIFICANT ACCOUNTING POLICIES

Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

9 PROPERTY, PLANT AND EQUIPMENT (Continued)

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of property, plant and equipment between the beginning and the end of the current financial year.

	Land	Buildings	Total land and buildings	Furniture and equipment	Plant and equipment	Total property, plant and equipment
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	3,060,000	30,370,920	33,430,920	871,647	4,354,512	38,657,080
Additions	0	502,664	502,664	67,534	737,363	1,307,561
(Disposals)	(120,000)	(54,224)	(174,224)	0	(466,684)	(640,908)
Depreciation (expense)	0	(1,111,281)	(1,111,281)	(144,033)	(662,159)	(1,917,473)
Carrying amount as at 30 June 2019	2,940,000	29,708,079	32,648,079	891,305	4,636,722	38,176,108
Comprises:						
Gross carrying amount at 30 June 2019	2,940,000	55,461,893	58,401,893	2,932,857	9,324,850	70,659,600
Accumulated depreciation at 30 June 2019	0	(25,753,815)	(25,753,815)	(2,041,552)	(4,688,127)	(32,483,494)
Carrying amount at 30 June 2019	2,940,000	29,708,078	32,648,078	891,305	4,636,723	38,176,106
Additions	0	455,782	455,782	35,085	263,482	754,349
(Disposals)	0	(22,164)	(22,164)	(718)	(104,370)	(127,252)
Revaluation increments/ (decrements) transferred to revaluation surplus	(37,000)	755,481	718,481	0	0	718,481
Depreciation (expense)	0	(1,121,277)	(1,121,277)	(128,965)	(1,150,656)	(2,400,898)
Carrying amount as at 30 June 2020	2,903,000	29,775,900	32,678,900	796,707	3,645,180	37,120,787
Comprises:						
Gross carrying amount at 30 June 2020	2,903,000	57,755,400	60,658,400	2,966,742	9,239,691	72,864,833
Accumulated depreciation at 30 June 2020	0	(27,979,500)	(27,979,500)	(2,170,035)	(5,594,511)	(35,744,046)
Carrying amount at 30 June 2020	2,903,000	29,775,900	32,678,900	796,707	3,645,180	37,120,787

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

10 INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads Level 3	Infrastructure - Footpaths Level 3	Infrastructure - Drainage Level 3	Infrastructure - Parks and reserves Level 3	Infrastructure - Other Level 3	Total Infrastructure
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	222,947,258	8,309,949	5,210,000	1,785,081	10,819,656	249,071,943
Additions	2,706,804	180,914	0	38,186	40,613	2,966,517
(Disposals)	0	0	0	0	0	0
Revaluation increments/ (decrements) transferred to revaluation surplus	0	0	0	0	0	0
Revaluation (loss)/ reversals transferred to profit or loss	0	0	0	0	0	0
Depreciation (expense)	(2,628,682)	(264,158)	(121,332)	(173,960)	(652,388)	(3,840,520)
Carrying amount as at 30 June 2019	223,025,380	8,226,705	5,088,668	1,649,307	10,207,881	248,197,940
Comprises:						
Gross carrying amount at 30 June 2019	295,120,511	10,852,138	7,280,000	3,355,989	17,796,908	334,405,545
Accumulated depreciation at 30 June 2019	(72,095,130)	(2,625,433)	(2,191,332)	(1,706,682)	(7,589,027)	(86,207,605)
Carrying amount at 30 June 2019	223,025,380	8,226,705	5,088,668	1,649,307	10,207,881	248,197,940
Additions	2,881,774	527,356	0	130,277	93,121	3,632,528
Depreciation (expense)	(2,652,797)	(269,183)	(121,332)	(177,942)	(655,075)	(3,876,329)
Carrying amount as at 30 June 2020	223,254,357	8,484,878	4,967,336	1,601,642	9,645,927	247,954,139
Comprises:						
Gross carrying amount at 30 June 2020	298,002,285	11,379,494	7,280,000	3,486,266	17,890,029	338,038,073

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

10 INFRASTRUCTURE

(a) Movements in Carrying Amounts

Movement in the carrying amounts of each class of infrastructure between the beginning and the end of the current financial year.

	Infrastructure - Roads Level 3	Infrastructure - Footpaths Level 3	Infrastructure - Drainage Level 3	Infrastructure - Parks and reserves Level 3	Infrastructure - Other Level 3	Total Infrastructure
	\$	\$	\$	\$	\$	\$
Balance at 1 July 2018	222,947,258	8,309,949	5,210,000	1,785,081	10,819,656	249,071,943
Additions	2,706,804	180,914	0	38,186	40,613	2,966,517
(Disposals)	0	0	0	0	0	0
Revaluation increments/ (decrements) transferred to revaluation surplus	0	0	0	0	0	0
Revaluation (loss)/ reversals transferred to profit or loss	0	0	0	0	0	0
Depreciation (expense)	(2,628,682)	(264,158)	(121,332)	(173,960)	(652,388)	(3,840,520)
Carrying amount as at 30 June 2019	223,025,380	8,226,705	5,088,668	1,649,307	10,207,881	248,197,940
Comprises:						
Gross carrying amount at 30 June 2019	295,120,511	10,852,138	7,280,000	3,355,989	17,796,908	334,405,545
Accumulated depreciation at 30 June 2019	(72,095,130)	(2,625,433)	(2,191,332)	(1,706,682)	(7,589,027)	(86,207,605)
Carrying amount at 30 June 2019	223,025,380	8,226,705	5,088,668	1,649,307	10,207,881	248,197,940
Additions	2,881,774	527,356	0	130,277	93,121	3,632,528
Depreciation (expense)	(2,652,797)	(269,183)	(121,332)	(177,942)	(655,075)	(3,876,329)
Carrying amount as at 30 June 2020	223,254,357	8,484,878	4,967,336	1,601,642	9,645,927	247,954,139
Comprises:						
Gross carrying amount at 30 June 2020	298,002,285	11,379,494	7,280,000	3,486,266	17,890,029	338,038,073
Accumulated depreciation at 30 June 2020	(74,747,927)	(2,894,616)	(2,312,664)	(1,884,624)	(8,244,102)	(90,083,934)
Carrying amount at 30 June 2020	223,254,357	8,484,878	4,967,336	1,601,642	9,645,927	247,954,139

SHIRE OF DANDARAGAN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2020

10 INFRASTRUCTURE (Continued)

(b) Fair Value Measurements

Asset Class	Hierarchy	Valuation Technique	Basis of Valuation	Valuation	Inputs Used
Infrastructure - Roads	3	Cost approach using depreciated replacement cost	Independent valuer	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Footpaths	3	Cost approach using depreciated replacement cost	Independent valuer	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Drainage	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Parks and reserves	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs
Infrastructure - Other	3	Cost approach using depreciated replacement cost	Independent registered valuer	June 2018	Construction costs and current condition (Level 3), residual values and remaining useful life assessments (Level 3) inputs

Level 3 inputs are based on assumptions with regards to future values and patterns of consumption utilising current information. If the basis of these assumptions were varied, they have the potential to result in a significantly higher or lower fair value measurement.

During the period there were no changes in the valuation techniques used to determine the fair value of infrastructure using level 3 inputs.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11 PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE)

SIGNIFICANT ACCOUNTING POLICIES

Fixed assets

Each class of fixed assets within either property, plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Initial recognition and measurement between mandatory revaluation dates

All assets are initially recognised at cost where the fair value of the asset at date of acquisition is equal to or above \$5,000. All assets are subsequently revalued in accordance with the mandatory measurement framework.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, building, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every 5 years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire. At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

Land under control prior to 1 July 2019

In accordance with the then *Local Government (Financial Management) Regulation 16(a)(ii)*, the Shire was required to include as an asset (by 30 June 2013), vested Crown Land operated by the local government as a golf course, showground, racecourse or other sporting or recreational facility of State or Regional significance.

Upon initial recognition, these assets were recorded at cost in accordance with AASB 116. They were then classified as Land and revalued along with other land in accordance with the other policies detailed in this Note.

Land under roads prior to 1 July 2019

In Western Australia, most land under roads is Crown Land, the responsibility for managing which, is vested in the local government.

Effective as at 1 July 2008, Council elected not to recognise any value for land under roads acquired on or before 30 June 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the then Local Government (Financial Management) Regulation 16(a)(i) which arbitrarily prohibited local governments from recognising such land as an asset. This regulation has now been deleted.

In respect of land under roads acquired on or after 1 July 2008, as detailed above, the then *Local Government (Financial Management) Regulation 16(a)(i)* prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of *AASB 1051, Local Government (Financial Management) Regulation 4(2)* provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail.

Consequently, any land under roads acquired on or after 1 July 2008 is not included as an asset of the Shire.

Land Under Roads from 1 July 2019

As a result of the amendments to the Local Government (Financial Management) Regulations 1996, effective from 1 July 2019, vested land, including land under roads, are treated as ROU assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect on non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though the measurement at zero cost means that land under roads is still not included in the balance sheet.

The Shire has accounted for the removal of the vested land values associated with golf courses by removing the land value and associated revaluation reserve as at 1 July 2019. The comparatives have not been restated

Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with Local Government (Financial Management) Regulation 17A(2)(iv) is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related ROU assets at zero cost.

Refer to Note 12 that details the significant accounting policies applying to leases (including ROU assets).

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11 PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(a) Disposals of Assets

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss	2020 Budget Net Book Value	2020 Budget Sale Proceeds	2020 Budget Profit	2020 Budget Loss	2019 Actual Net Book Value	2019 Actual Sale Proceeds	2019 Actual Profit	2019 Actual Loss
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Land - freehold land				0	0	0	0	0	120,000	345,776	225,776	0
Buildings - non-specialised				0	0	0	0	0	54,224	54,224	0	0
Buildings - specialised	22,164	0		(22,164)								
Furniture and equipment	718	77		(641)								
Plant and equipment	104,370	50,273	6,136	(60,233)	68,577	48,100	1,087	(21,564)	466,684	530,742	171,491	(107,434)
	127,252	50,350	6,136	(83,038)	68,577	48,100	1,087	(21,564)	640,908	930,742	397,267	(107,434)

The following assets were disposed of during the year.

	2020 Actual Net Book Value	2020 Actual Sale Proceeds	2020 Actual Profit	2020 Actual Loss
	\$	\$	\$	\$
Plant and Equipment				
Governance				
Sedan - Holden Caprice	15,000	5,000	0	(10,000)
Governance Total	15,000	5,000	0	(10,000)
Transport				
Free Roll Horwood Bagshaw	2,141	773	0	(1,368)
Bucket	1,058	2,727	1,669	0
Roller - Bomag BW211D	65,624	30,000	0	(35,624)
Transport Total	68,823	33,500	1,669	(36,992)
Other property and services				
Bike - Honda TRX420TMD	4,000	2,273	0	(1,727)
Trailer - Coastmac	33	4,500	4,467	0
Tipper from Truck - Hino 700	16,514	5,000	0	(11,514)
Other property and services Total	20,547	11,773	4,467	(13,241)
Total Plant and Equipment	104,370	50,273	6,136	(60,233)
Furniture and Equipment				
Transport				
Tank Multi-Tec	307	45	0	(262)
Tank	411	32	0	(379)
Total Furniture and Equipment	718	77	0	(641)
Specialised building				
Community Amenities				
Amenities Sandy Cape	22,164	0	0	(22,164)
Community Amenities Total	22,164	0	0	(22,164)
Other property and services				
Total Specialised building	22,164	0	0	(22,164)
	127,252	50,350	6,136	(83,038)

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

11 PROPERTY, PLANT AND EQUIPMENT (INCLUDING INFRASTRUCTURE) (Continued)

(b) Depreciation

	2020	2020	2019
	Actual	Budget	Actual
	\$	\$	\$
Buildings	1,121,277	1,109,736	1,111,281
Furniture and equipment	128,965	138,444	144,033
Plant and equipment	1,150,656	662,640	662,159
Infrastructure - Roads	2,652,797	2,626,752	2,628,682
Infrastructure - Footpaths	269,183	263,784	264,158
Infrastructure - Parks and Reserves	177,942	172,836	173,960
Infrastructure - Other	776,407	773,052	773,720
Right of use assets - plant and equipment	43,945	0	0
	6,321,172	5,747,244	5,757,993

SIGNIFICANT ACCOUNTING POLICIES

Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

Asset Class	Useful life
Buildings	25 - 50 years
Furniture and equipment	5 - 20 years
Plant and equipment	2 - 20 years
Infrastructure Roads	
Formation – All roads	Perpetual life
Pavement – Thin Surfaced Flexible Rural	100 years
Pavement – Thin Surfaced Flexible Urban	100 years
Pavement – Unsealed Rural	50 years
Pavement – Unsealed Urban	50 years
Surface – Asphalt	100 years
Surface – Brick	60 years
Surface – Chip seal	60 years
Surface – Concrete	100 years
Surface – Slurry Seal	100 years
Infrastructure - Footpaths	
Black Asphalt	36 years
Brick Paving	36 years
Concrete Slabs	36 years
Gravel	12 years
Insitu Concrete	48 years
Red Asphalt	36 years
Sand	12 years
Timber	36 years
Unknown	48 years
Infrastructure - Drainage	60 years
Infrastructure - Other	5 - 80 years
Infrastructure - Parks and reserves	10 - 45 years

Depreciation (Continued)

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR TH

12 LEASES

Right of Use Assets

Movement in the carrying amounts of each class of right of use asset between the beginning and the end of the current financial year.

	Right of use assets - plant and equipment	Right of use assets Total
	\$	\$
Carrying amount at 30 June 2019	0	0
Recognised on initial application of AASB 16	133,487	133,487
Restated total equity at the beginning of the financial year	133,487	133,487
Additions	0	0
Depreciation (expense)	(43,945)	(43,945)
Carrying amount at 30 June 2020	89,542	89,542
(b) Cash outflow from leases		
Interest expense on lease liabilities	1,950	1,950
Lease principal expense	43,338	43,338
Total cash outflow from leases	45,288	45,288
(c) Other expenses and income relating to leases		
Short-term lease payments recognised as expense	(21,578)	(21,578)
Low-value asset lease payments recognised as expense	0	0
Expenses for variable lease payment not recognised as a liability		0
	(21,578)	(21,578)

Photocopier Lease - 5 year term to expire June 2024
 Vehicle Lease - 3 year term to expire March 2021
 Drinking Water Devices - 29 month term to expire October 2021

SIGNIFICANT ACCOUNTING POLICIES

Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

Right of use (ROU) assets are measured at cost. This means that all ROU assets (other than vested land improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the balance sheet). The exception is vested improvements on

Leases (continued)

Right of use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right of use asset reflects that the Shire anticipates to exercise a purchase option, the specific asset is amortised over the useful life of the underlying asset.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for right of use assets are secured over the asset being leased.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

13 REVALUATION SURPLUS

	2020	2020	2020	2020	2020	2019	2019	2019	2019	2019
	Opening	Revaluation	Revaluation	Total	2020	Opening	Revaluation	Revaluation	Total	2019
	Balance	Increment	(Decrement)	Movement on	Closing	Balance	Increment	(Decrement)	Movement on	Closing
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Revaluation surplus - Furniture and equipment	773,202	0	0	0	773,202	677,046	96,156	0	96,156	773,202
Revaluation surplus - Plant and equipment	1,270,905	0	0	0	1,270,905	597,214	673,691	0	673,691	1,270,905
Revaluation surplus - Land	2,315,204		(37,000)	(37,000)	2,278,204	2,315,204	0	0	0	2,315,204
Revaluation surplus - Buildings	14,555,197	755,481	0	755,481	15,310,678	14,555,197	0	0	0	14,555,197
Revaluation surplus - Infrastructure roads	51,755,831	0	0	0	51,755,831	51,755,831	0	0	0	51,755,831
Revaluation surplus - Infrastructure drainage	3,883,302	0	0	0	3,883,302	3,883,302	0	0	0	3,883,302
Revaluation surplus - Infrastructure footpaths	5,160,275	0	0	0	5,160,275	5,160,275	0	0	0	5,160,275
Revaluation surplus - Infrastructure other	8,214,627	0	0	0	8,214,627	8,214,627	0	0	0	8,214,627
	87,928,544	755,481	(37,000)	718,481	88,647,025	87,158,696	769,847	0	769,847	87,928,544

Movements on revaluation of fixed assets are not able to be reliably attributed to a program as the assets were revalued by class as provided for by AASB 116 Aus 40.1.

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

14 TRADE AND OTHER PAYABLES

	2020	2019
	\$	\$
Current		
Sundry creditors	716,527	244,692
Prepaid rates	74,227	0
Bonds, deposits and collections	126,804	131,279
Accrued interest on borrowings	4,307	6,518
Accrued expenses	58,779	34,185
Accrued salaries and wages	69,380	44,699
	1,050,024	461,373

SIGNIFICANT ACCOUNTING POLICIES

Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect

Trade and other payables (Continued)

of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

15 GRANT LIABILITIES

	2020	2019
	\$	\$
Grant Liabilities		
Current	458,071	0
	458,071	0

SIGNIFICANT ACCOUNTING POLICIES

Grant Liabilities

The Shires grant liabilities relate to capital and operational grants received for various capital projects and operational services respectively.

Income is recognised as the Shire satisfies its obligations under the grant agreement

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 20

16 LEASE LIABILITIES

	2020	2019
	\$	\$
Current	40,530	0
Non-current	49,619	0
	90,149	0

(b) Movements in Carrying Amounts

Purpose	Lease Number	Institution	Lease Interest Rate	Lease Term	30 June 2020	30 June 2020	30 June 2020	30 June 2020	Budget	30 June 2020	30 June 2020	30 June 2020	30 June 2020	Actual	30 June 2019	30 June 2019	30 June 2019	30 June 2019
					Actual Lease Principal	Actual New Leases	Actual Lease Principal Repayments	Actual Lease Principal Outstanding	Actual Lease Interest Repayments	Lease Principal 1 July 2019	Budget New Leases	Budget Lease Principal Repayments	Budget Lease Principal Outstanding	Budget Lease Interest Repayments	Lease Principal 1 July 2018	Actual New Loans	Actual Lease Principal Repayments	Actual Lease Principal Outstanding
Multifunction copiers	O881825045	Ricoh Finance	1.33%	60 months	70,137		13,659	56,478	933	0	0	0	0	0	0	0	0	0
Utility vehicle	6041062	Toyota Fleet Manr	1.33%	21 months	23,510		13,358	10,152	358	0	0	0	0	0	0	0	0	0
Drinking water devices	WLA RA 111008	waterlogic	1.33%	29 months	39,839		16,320	23,519	660	0	0	0	0	0	0	0	0	0
							0	0	0	0	0	0	0	0	0	0	0	0
					133,487	0	43,338	90,149	1,950	0	0	0	0	0	0	0	0	0

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

17 INFORMATION ON BORROWINGS

	2020	2019
	\$	\$
Current	112,406	119,620
Non-current	157,012	246,128
	269,417	365,747

(b) Repayments - Borrowings

Particulars	Loan Number	Institution	Interest Rate	30 June 2020	30 June 2020	30 June 2020	30 June 2020	30 June 2020	Budget	30 June 2020	30 June 2020	30 June 2020	30 June 2020	Actual	30 June 2019	30 June 2019	30 June 2019	30 June 2019
				Actual Principal	Actual New Loans	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding	Principal 1 July 2019	Budget New Loans	Budget Principal repayments	Budget Interest repayments	Budget Principal outstanding	Principal 1 July 2018	Actual New Loans	Actual Principal repayments	Actual Interest repayments	Actual Principal outstanding
Governance				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Jurien Bay Administration Centre	127	WATC*	5.55%	215,856	0	68,051	9,604	147,805	215,856	0	68,051	11,049	147,805	280,281	0	64,426	14,674	215,856
Dandaragan House				0	0	0	0	0	0	479,053	0	0	479,053	280,281	0	64,426	14,674	215,856
				215,856	0	68,051	9,604	147,805	215,856	479,053	68,051	11,049	626,858	280,281	0	64,426	14,674	215,856
Self Supporting Loans																		
Recreation and culture																		
Cervantes Community Club	114	WATC*	7.20%	9,248	0	9,247	0	0	9,248	0	9,248	1,618	0	26,776	0	17,529	1,618	9,248
Jurien Bowling Club	130	WATC*	4.94%	70,537	0	22,375	2,911	48,162	70,537	0	22,375	4,277	48,162	91,846	0	21,309	4,277	70,537
Jurien Bowling Club	131	WATC*	2.68%	9,422	0	6,240	165	3,182	9,422	0	6,240	375	3,182	15,499	0	6,076	375	9,422
Jurien Sport & Rec Centre	132	WATC*	2.36%	10,685	0	7,081	175	3,603	10,685	0	7,081	375	3,604	17,602	0	6,917	375	10,685
Jurien Bay Lions Club	133	WATC*	2.48%	50,000	0	6,626	1,132	43,374	50,000	0	6,626	0	43,374	0	50,000	0	0	50,000
Other property and services																		
Advance Dandaragan	113	WATC*	2.98%	0	0	0	0	0	0	0	0	0	0	2,531	0	2,531	75	(0)
Jurien Bay Community Men's Shed Inc.	134	WATC*	1.32%	0	25,000	1,710	183	23,290	0	0	0	0	0	0	0	0	0	0
				149,892	25,000	53,279	4,565	121,613	149,892	0	51,570	6,645	98,322	154,253	50,000	54,362	6,720	149,891
				365,748	25,000	121,330	14,168	269,418	365,748	479,053	119,621	17,694	725,180	434,535	50,000	118,788	21,394	365,747

* WA Treasury Corporation

Self supporting loans are financed by payments from third parties. These are shown in Note 8 as other financial assets at amortised cost.
All other loan repayments were financed by general purpose revenue.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

17 INFORMATION ON BORROWINGS (Continued)

(c) New Borrowings - 2019/2020

Particulars/Purpose	Institution	Loan Type	Term Years	Interest Rate	Amount Borrowed		Amount (Used)		Total Interest & Charges	Actual Balance Unspent
					2020 Actual	2020 Budget	2020 Actual	2020 Budget		
Jurien Bay Community Men's Shed Inc. * WA Treasury Corporation	WATC*	Fixed rate loan	7	1.32%	\$ 25,000	\$ 0	\$ (25,000)	\$ 0	\$ 1,255	\$ 0
					25,000	0	(25,000)	0	1,255	0

(d) Undrawn Borrowing Facilities

Credit Standby Arrangements

	2020	2019
	\$	\$
Bank overdraft limit	350,000	350,000
Bank overdraft at balance date	0	0
Credit card limit	21,000	21,000
Credit card balance at balance date	(5,268)	(8,119)
Total amount of credit unused	365,732	362,881

Loan facilities

Loan facilities - current	(112,406)	(119,620)
Loan facilities - non-current	(157,012)	(246,128)
Total facilities in use at balance date	(269,417)	(365,747)

Unused loan facilities at balance date

SIGNIFICANT ACCOUNTING POLICIES

Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Risk

Information regarding exposure to risk can be found at Note 23.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

18 EMPLOYEE RELATED PROVISIONS

Employee Related Provisions

	Provision for Annual Leave	Provision for Long Service Leave	Total
	\$	\$	\$
Opening balance at 1 July 2019			
Current provisions	295,756	298,373	594,129
Non-current provisions	0	104,024	104,024
	<u>295,756</u>	<u>402,397</u>	<u>698,153</u>
Additional provision	337,951	114,222	452,173
Amounts used	(316,928)	(47,106)	(364,034)
Increase in the discounted amount arising because of time and the effect of any change in the discounted rate		9,945	9,945
Balance at 30 June 2020	<u>316,779</u>	<u>479,457</u>	<u>796,236</u>
Comprises			
Current	316,779	357,026	673,805
Non-current	0	122,432	122,432
	<u>316,779</u>	<u>479,457</u>	<u>796,236</u>

Amounts are expected to be settled on the following basis:

Less than 12 months after the reporting date

	2020 \$	2019 \$
Annual Leave	316,779	295,756
Long Service Leave	157,985	124,783
	<u>474,764</u>	<u>420,539</u>

More than 12 months from reporting date

Long Service Leave	341,580	326,282
	<u>341,580</u>	<u>326,282</u>

Long Service Leave expected reimbursements from other WA local governments

	(20,108)	(48,668)
	<u>796,236</u>	<u>698,153</u>

Timing of the payment of current leave liabilities is difficult to determine as it is dependent on future decisions of employees. Expected settlement timings are based on information obtained from employees and historical leave trends and assumes no events will occur to impact on these historical trends.

SIGNIFICANT ACCOUNTING POLICIES

Employee benefits

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at

Other long-term employee benefits (Continued)

rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR

19 NOTES TO THE STATEMENT OF CASH FLOWS

For the purposes of the Statement of Cash Flows, cash includes cash and cash equivalents, net of outstanding bank overdrafts. Cash at the end of the reporting period is reconciled to the related items in the Statement of Financial Position as follows:

	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
Cash and cash equivalent	\$ 7,647,366	\$ 5,964,214	\$ 7,236,030
Reconciliation of net cash provided by operating activities to net result			
Net result	(2,458,143)	(2,569,031)	(1,740,430)
Non-cash flows in Net result:			
Adjustment to fair value of financial assets through profit and loss	(1,441)	0	0
Depreciation	6,321,172	5,747,244	5,757,993
(Profit)/loss on sale of asset	76,902	20,477	(289,834)
Loss on revaluation of non current assets	0	0	0
Changes in assets and liabilities;			
(Increase)/decrease in receivables	(232,412)	576,000	479,499
(Increase)/decrease in inventories	(847)	0	3,582
Increase/(decrease) in payables	593,716	(30,000)	198,070
Increase/(decrease) in employee provisions	98,084	0	78,645
Increase/(decrease) in grant liabilities	458,071	0	0
Grants/contributions for the development of assets	(2,553,837)	(2,108,778)	(1,226,423)
Net cash from operating activities	2,301,263	1,635,912	3,261,102

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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20 TOTAL ASSETS CLASSIFIED BY FUNCTION AND ACTIVITY

	2020	2019
	\$	\$
Governance	5,291,494	5,139,473
Law, order, public safety	1,243,561	1,354,062
Health	792,282	748,793
Community amenities	9,539,864	9,732,746
Recreation and culture	26,635,248	27,877,505
Transport	237,444,420	237,072,297
Economic services	1,477,674	1,603,321
Other property and services	8,115,277	8,362,862
Unallocated	3,501,128	2,750,927
	294,040,949	294,641,986

**SHIRE OF DANDARAGAN
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FOR THE YEAR ENDED 30 JUNE 2020**

21 CAPITAL COMMITMENTS

(a) Capital Expenditure Commitments

	2020	2019
	\$	\$
Contracted for:		
- plant & equipment purchases	0	0
Payable:		
- not later than one year	85,113	0

SHIRE OF DANDARAGAN
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22 RELATED PARTY TRANSACTIONS

Elected Members Remuneration

	2019/2020 Actual	2019/2020 Budget	2018/2019 Actual
The following fees, expenses and allowances were paid to council members and the President			
Councillor Meeting Fees	128,595	127,720	127,720
President Meeting Fees	24,720	24,720	24,720
President Allowance	16,000	16,000	12,000
Deputy President Allowance	4,000	4,000	3,000
Travelling Expenses	8,568	25,000	23,893
ICT Allowance	30,625	31,500	31,500
	212,508	228,940	222,833

Key Management Personnel (KMP) Compensation Disclosure

	2020	2019
The total remuneration for KMP of the Shire during the year are as follows:	\$	\$
Short-term employee benefits	763,073	721,350
Post-employment benefits	98,367	92,030
Other long-term benefits	87,843	83,674
	949,284	897,054

Short-term employee benefits

These amounts include all salary and fringe benefits awarded to KMP except for details in respect to fees and benefits paid to elected members which may be found above.

Post-employment benefits

These amounts are the current-year's cost of providing for the Shire's superannuation contributions made during the year.

Other long-term benefits

These amounts represent annual leave and long service leave benefits accruing during the year.

Transactions with related parties

Transactions between related parties, and the Shire are on normal commercial terms and conditions no more favourable than those available to other parties unless otherwise stated.

No outstanding balances or provisions for doubtful debts or guaranties exist in relation to related parties at year end.

	2020	2019
The following transactions occurred with related parties:	\$	\$
Purchase of goods and services from KMP	780	1,350
Sale of goods and services to KMP	220	
Purchase of goods and services from close family member of KMP	0	500

Other Disclosure

Parties related to KMP's are employed by the Shire in a non-KMP role.

The related parties are employed in accordance to normal terms and conditions afforded to all employees of the Shire.

Related Parties

The Shire's main related parties are as follows:

i. *Key management personnel*

Any person(s) having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any elected member, are considered key management personnel.

ii. *Entities controlled by KMP or close family member*

Entities controlled or jointly controlled by KMP or their close family members

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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23 RATING INFORMATION

(a) Rates

RATE TYPE	Rate in \$	Number of Properties	2020 Actual Rateable Value \$	2020 Actual Rate Revenue \$	2020 Actual Interim Rates \$	2020 Actual Back Rates \$	2020 Actual Total Revenue \$	2020 Budget Rate Revenue \$	2020 Budget Interim Rate \$	2020 Budget Back Rate \$	2020 Budget Total Revenue \$	2019 Actual Total Revenue \$
Differential general rate / general rate												
Gross rental valuations												
GRV - General	8.0156	1,885	31,772,906	2,534,371	(2,649)	0	2,531,722	2,534,371	0	0	2,534,371	2,468,499
Unimproved valuations												
UV - General	0.7115	592	406,167,292	2,884,644	3,853	0	2,888,497	2,884,162	0	0	2,884,162	2,907,420
Sub-Total		2,477	437,940,198	5,419,015	1,204	0	5,420,219	5,418,533	0	0	5,418,533	5,375,919
Minimum payment												
Gross rental valuations												
GRV - General	947	978	5,340,701	935,636	0	0	935,636	935,636	0	0	935,636	943,263
GRV - Lesser (Dandaragan & Badgingarra)	715	27	109,352	20,735	0	0	20,735	20,735	0	0	20,735	21,120
Unimproved valuations												
UV - Mining	894	76	1,532,773	68,838	0	0	68,838	70,626	0	0	70,626	72,242
UV - Lesser	715	152	11,708,700	106,535	0	0	106,535	106,535	0	0	106,535	37,312
Sub-Total		1,233	18,691,526	1,131,744	0	0	1,131,744	1,133,532	0	0	1,133,532	1,073,937
		3,710	456,631,724	6,550,759	1,204	0	6,551,963	6,552,065	0	0	6,552,065	6,449,856
Discounts/concessions (refer Note 21(b))							(240,252)				(235,000)	(228,207)
Total amount raised from general rate							6,311,711				6,317,065	6,221,649
Ex-gratia rates							1,507				1,273	1,530
Totals							6,313,218				6,318,338	6,223,179

SIGNIFICANT ACCOUNTING POLICIES

Rates

Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

SHIRE OF DANDARAGAN
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FOR THE YEAR ENDED 30 JUNE 2020

23 RATING INFORMATION (Continued)

(b) Discounts, Incentives, Concessions, & Write-offs

Rates Discounts

Rate or Fee	Discount	Discount	2020	2020	2019	Circumstances in which Discount is Granted
Discount Granted	%	\$	Actual	Budget	Actual	
General & minimum rates	5.00%		240,252	235,000	228,207	Current rates paid in full within 35 days of the date of issue noted on the rate notice.
			240,252	235,000	228,207	

Waivers or Concessions

Rate or Fee and Charge to which the Waiver or Concession is Granted	Type	Discount	Discount	2020	2020	2019
		%	\$	Actual	Budget	Actual
Rate assessment	Write-off			312	0	1,634
Civic Centre hire charges	Waiver			1,123	0	1,591
Landing fees	Waiver			8,449	0	21,513
				9,883	0	24,738

Rate or Fee and Charge to which the Waiver or Concession is Granted	Circumstances in which the Waiver or Concession is Granted and to whom it was available	Objects of the Waiver or Concession	Reasons for the Waiver or Concession
Rate assessments	Small balance write-off		Administrative efficiency
Civic Centre hire charges	Fees waived for education providers to utilise rooms at the Civic Centre	To ensure the recently constructed Civic Centre achieves its purpose	Improved access to education facilities to improve education offering within the Shire was a key driver for the construction of the Civic Centre.
Landing Fees	1. waive 100% of the Jurien Bay Airstrip / Aerodrome Landing Fee for the first four landings each calendar month for each customer as individually identified by the "customerID" held by Avdata; 2. waive 100% of the Jurien Bay Airstrip / Aerodrome Landing Fee for landings undertaken by the Royal Flying Doctors Service and student pilots.	To not place barriers to the use of the Jurien Bay airstrip to casual and emergency service users	To encourage landing at the Jurien Bay airstrip

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23 RATING INFORMATION (Continued)

(c) Interest Charges & Instalments

Instalment Options	Date Due	Instalment Plan Admin Charge	Instalment Plan Interest Rate	Unpaid Rates Interest Rate
		\$	%	%
Option One				
Single full payment	13-Sep-19	0	0.00%	10.00%
Option Two				
First instalment	13-Sep-19	0	0.00%	10.00%
Second instalment	13-Nov-19	6.67	5.00%	10.00%
Third instalment	13-Jan-20	6.67	5.00%	10.00%
Fourth instalment	13-Mar-20	6.66	5.00%	10.00%

	2020	2020	2019
	Actual	Budget	Actual
	\$	\$	\$
Interest on unpaid rates	30,696	27,000	31,593
Interest on instalment plan	16,989	22,000	20,300
Charges on instalment plan	13,060	13,500	14,282
	60,745	62,500	66,175

SHIRE OF DANDARAGAN
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24 RATE SETTING STATEMENT INFORMATION

Note	2019/2020			
	2019/2020 (30 June 2020 Carried Forward)	Budget (30 June 2020 Carried Forward)	2018/2019 (30 June 2019 Carried Forward)	
	\$	\$	\$	
(a) Non-cash amounts excluded from operating activities				
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with Financial Management Regulation 32.				
Adjustments to operating activities				
(Profit) on asset disposals	11(a)	(6,136)	(1,087)	(397,267)
Fair value adjustment to financial assets at fair value through profit and loss		(1,441)	0	0
Loss on asset disposals	11(a)	83,038	21,564	107,433
Movement in employee provisions		18,408	0	31,513
Movement in deferred rates		(5,625)	0	(10,864)
Depreciation on assets	11(b)	6,321,172	5,747,244	5,757,993
Non cash amounts excluded from operating activities		6,409,415	5,767,721	5,488,809
(b) Surplus/(deficit) after imposition of general rates				
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.				
Adjustments to net current assets				
Less: Cash - restricted reserves	3	(5,692,576)	(5,895,105)	(5,830,457)
Less: Other financial assets at amortised cost - self support loan		(42,602)	(39,147)	(55,721)
Add: Current liabilities not expected to be cleared at end of year				
- Current portion of borrowings		112,406	108,951	119,620
- Current portion of lease liabilities		40,530	0	0
Total adjustments to net current assets		(5,582,241)	(5,825,301)	(5,766,558)
Net current assets used in the Rate Setting Statement				
Total current assets		8,656,244	6,206,206	8,035,457
Less: Total current liabilities		(2,334,836)	(855,237)	(1,175,122)
Less: Total adjustments to net current assets		(5,582,241)	(5,825,301)	(5,766,558)
Net current assets used in the Rate Setting Statement		739,166	(474,332)	1,093,777

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

25 FINANCIAL RISK MANAGEMENT

Financial instruments held by the Shire are cash and cash equivalents, restricted cash and cash equivalents, loans and receivables, payables, Western Australian Treasury Corporation (WATC) borrowings. The Shire has limited exposure to financial risks. The Shire's overall risk management program focuses on managing the risks identified below.

(a) Summary of risks and risk management

Credit risk

Credit risk arises when there is the possibility of the Shire's receivables defaulting on their contractual obligations resulting in financial loss to the Shire.

The Shire's major receivables comprise rates and annual charges and user charges and fees. The Shire manages this risk by monitoring outstanding debt and employing debt recovery policies. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment. The level of outstanding receivables is reported to Council monthly and benchmarks are set and monitored for acceptable collection performance.

The Shire makes suitable provision for doubtful receivables as required and carries out credit checks on most non-rate debtors.

There are no material receivables that have been subject to a re-negotiation of repayment terms.

Liquidity risk

Liquidity risk arises when the Shire is unable to meet its financial obligations as they fall due.

The Shire is exposed to liquidity risk through its trading in the normal course of business.

The Shire has appropriate procedures to manage cash flows by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Shire's income or the value of its holdings of financial instruments. The Shire does not trade in foreign currency and is not materially exposed to other price risks [for example, equity securities or commodity prices changes].

All borrowings are due to the WATC and are repayable at fixed rates with varying maturities. The Shire's exposure to interest rate risk is detailed in the interest rate sensitivity analysis table at Note 23(d) and it has no borrowings other than the WATC borrowings.

(b) Categories of financial instruments

The carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

	2020	2019
	\$	\$
Financial assets		
Cash and cash equivalents	7,647,366	7,236,030
Trade receivables*	854,284	709,502
Other financial assets	212,715	243,704
	8,714,365	8,189,237
Financial liabilities		
Trade and other payables*	1,050,024	461,373
Borrowings	269,417	365,747
	1,319,441	827,121

* Amount excludes GST receivable / payable to ATO (statutory receivable / payable)

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

25 FINANCIAL RISK MANAGEMENT (Continued)

(c) Credit risk

Trade Receivables

The Shire's major receivables comprise rates annual charges and user fees and charges. The major risk associated with these receivables is credit risk – the risk that the debts may not be repaid. The Shire manages this risk by monitoring outstanding debt and employing debt recovery processes. It also encourages ratepayers to pay rates by the due date through incentives.

Credit risk on rates and annual charges is minimised by the ability of the Shire to recover these debts as a secured charge over the land, that is, the land can be sold to recover the debt. The Shire is also able to charge interest on overdue rates and annual charges at higher than market rates, which further encourages payment.

The level of outstanding receivables is reported to Council monthly.

The Shire applies the AASB 9 simplified approach to measuring expected credit losses using a lifetime expected loss allowance for all trade receivables. To measure the expected credit losses, rates receivable are separated from other trade receivables due to the difference in payment terms and security for rates receivable.

The expected loss rates are based on the payment profiles of rates and fees and charges over a period of 36 months before 1 July 2019 or 1 July 2020 respectively and the corresponding historical losses experienced within this period. Historical credit loss rates are adjusted to reflect current and forward-looking information on macroeconomic factors such as the ability of ratepayers and residents to settle the receivables. Housing prices and unemployment rates have been identified as the most relevant factor in repayment rates, and accordingly adjustments are made to the expected credit loss rate based on these factors. There are no material receivables that have been subject to a re-negotiation of repayment terms.

The loss allowance as at 30 June 2020 and 1 July 2019 (on adoption of AASB 9) was determined as follows for rates receivable. No expected credit loss was forecast on 1 July 2019 or 30 June 2020 for rates receivable as penalty interest applies to unpaid rates and properties associated with unpaid rates may be disposed of to recover unpaid rates.

	Current	More than 1 year past due	More than 2 years past due	More than 3 years past due	Total
	\$	\$	\$	\$	\$
30 June 2020					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	171,928	60,798	36,441	83,724	352,891
Loss allowance	-	-	-	-	-
30 June 2019					
Rates receivable					
Expected credit loss	0.00%	0.00%	0.00%	0.00%	
Gross carrying amount	707,305	1,222	1,785	40,599	750,912
Loss allowance	-	-	-	-	-

The loss allowance as at 30 June 2020 1 July 2019 was determined as follows for trade receivables

	Current	More than 30 days past due	More than 60 days past due	More than 90 days past due	Total
	\$	\$	\$	\$	\$
30 June 2020					
Sundry Receivables					
Expected credit loss	0.04%	0.16%	0.75%	1.73%	
Gross carrying amount	383,484	2,634	1,563	40,349	428,030
Loss allowance	149	4	12	700	865
30 June 2019					
Sundry Receivables					
Expected credit loss	0.04%	0.16%	0.75%	1.76%	
Gross carrying amount	363,972	7,064	4,586	34,446	410,068
Loss allowance	142	11	34	605	792

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25 FINANCIAL RISK MANAGEMENT (continued)

(d) Liquidity Risk and Interest Rate Exposure

The following table details the Shire's interest rate exposure and the contractual maturity analysis of financial assets and financial liabilities. The maturity analysis section includes interest and principal cash flows. The interest rate exposure section analyses only the carrying amounts of each item.

Interest rate exposure and maturity analysis of financial assets and financial liabilities

	Weighted Average effective interest rate	Interest rate exposure				Nominal amount	Maturity dates		
		Carrying Amount	Variable interest rate		Non-interest bearing		Up to 1 year	1-5 years	More than 5 years
			Fixed interest rate						
	%	\$	\$	\$	\$	\$	\$	\$	
2020									
<u>Financial assets</u>									
Cash and cash equivalents (unrestricted)	0.01%	1,369,916	-	1,369,916	-	1,369,916	1,369,916	-	-
Cash and cash equivalents (restricted)	0.51%	6,277,451	-	6,277,451	-	6,277,451	6,277,451	-	-
Receivables		854,284	-	-	854,284	854,284	854,284	-	-
Other financial assets		212,715	-	-	212,715	212,715	8,862	48,162	154,249
		8,714,365	-	7,647,366	1,066,999	8,714,365	8,510,512	48,162	154,249
<u>Financial liabilities</u>									
Payables		1,050,024	-	-	1,050,024	1,050,024	1,050,024	-	-
WATC borrowings	4.50%	269,417	269,417	-	-	269,417	6,786	195,967	66,664
		1,319,441	269,417	-	1,050,024	1,319,441	1,056,810	195,967	66,664
2019									
<u>Financial assets</u>									
Cash and cash equivalents (unrestricted)	1.00%	1,072,980	-	1,072,980	-	1,072,980	1,072,980	-	-
Cash and cash equivalents (restricted)	1.25%	6,163,049	-	6,163,049	-	6,163,049	6,163,049	-	-
Receivables		713,470	-	-	713,470	713,470	713,470	-	-
Other financial assets		243,704	-	-	243,704	243,704	97,831	94,634	51,240
		8,193,204	-	7,236,030	957,174	8,193,204	8,047,330	94,634	51,240
<u>Financial liabilities</u>									
Payables		461,373	-	-	461,373	461,373	461,373	-	-
WATC borrowings	4.89%	365,747	365,747	-	-	383,622	9,913	322,469	51,240
		827,121	365,747	-	461,373	844,995	471,286	322,469	51,240

SHIRE OF DANDARAGAN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2020

25 FINANCIAL RISK MANAGEMENT (continued)

(e) Interest rate sensitivity analysis

The following table represents a summary of the interest rate sensitivity of the Shire's financial assets and liabilities at the end of the reporting period on the surplus for the period and equity for a 1% change in interest rates. It is assumed that the change in interest rates is held constant throughout the reporting period.

	Carrying Amount	-100 basis points		+100 basis points	
		Surplus	Equity	Surplus	Equity
	\$	\$	\$	\$	\$
2020					
<u>Financial assets</u>					
Cash and cash equivalents (unrestricted)	1,369,916	(13,699)	(13,699)	13,699	13,699
Cash and cash equivalents (restricted)	6,277,451	(62,775)	(62,775)	62,775	62,775
<u>Financial liabilities</u>					
	0	0	0	0	0
	<u>7,647,366</u>	<u>(76,474)</u>	<u>(76,474)</u>	<u>76,474</u>	<u>76,474</u>
2019					
<u>Financial assets</u>					
Cash and cash equivalents (unrestricted)	1,072,980	(10,730)	(10,730)	10,730	10,730
Cash and cash equivalents (restricted)	6,163,049	(61,630)	(61,630)	61,630	61,630
<u>Financial liabilities</u>					
	0	0	0	0	0
	<u>7,236,030</u>	<u>(72,360)</u>	<u>(72,360)</u>	<u>72,360</u>	<u>72,360</u>

SHIRE OF DANDARAGAN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
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26 CONTINGENT LIABILITIES

The Shire has no contingent liabilities to disclose at the end of the reporting year

SHIRE OF DANDARAGAN
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27 INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations.

(a) AASB 15: Revenue from Contracts with Customers

The Shire adopted AASB 15 Revenue from Contracts with Customers (issued December 2014) on 1 July 2019 resulting in changes in accounting policies. In accordance with the transition provisions AASB 15, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying these rules recognised on 1 July 2019. In summary the following adjustments were made to the amounts recognised in the balance sheet at the date of initial application (1 July 2019):

	AASB 118 carrying amount		AASB 15 carrying amount
Note	30 June 2019	Reclassification	01 July 2019
	\$	\$	\$
Contract liabilities - current			
Contract liabilities from contracts with customers	0	(201,313)	(201,313)
Adjustment to retained surplus from adoption of AASB 15		(201,313)	

(b) AASB 1058: Income For Not-For-Profit Entities

The Shire adopted AASB 1058 Income for Not-for-Profit Entities (issued December 2016) on 1 July 2019 which will result in changes in accounting policies. In accordance with the transition provisions AASB 1058, the Shire adopted the new rules retrospectively with the cumulative effect of initially applying AASB 1058 recognised at 1 July 2019. Comparative information for prior reporting periods was not restated in accordance with AASB 1058 transition requirements.

In applying AASB 1058 retrospectively with the cumulative effect of initially applying the Standard on 1 July 2019 changes occurred to the following financial statement line items by application of AASB 1058 as compared to AASB 118: Revenue and AASB 1004: Contributions before the change:

	AASB 118 and AASB 1004 carrying amount		AASB 1058 carrying amount
Note	30 June 2019	Reclassification	01 July 2019
	\$	\$	\$
Trade and other payables			
Rates paid in advance	0	(58,362)	(58,362)
Adjustment to retained surplus from adoption of AASB 1058		(58,362)	

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Therefore the rates received in advance gave rise to a financial liability that is within the scope of AASB 9. On 1 July 2019 the prepaid rates were recognised as a financial asset and a related amount recognised as a financial liability and no income recognised by the Shire. When the taxable event occurred, the financial liability was extinguished and the Shire recognised income for the prepaid rates that have not been refunded.

Assets that were acquired for consideration, that were significantly less than fair value principally to enable the Shire to further its objectives, may have been measured on initial recognition under other Australian Accounting Standards at a cost that was significantly less than fair value. Such assets are not required to be remeasured at fair value.

SHIRE OF DANDARAGAN
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27 INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

The table below provides details of the amount by which each financial statement line item is affected in the current reporting period by the application of this Standard as compared to AASB 118 and 1004 and related Interpretations that were in effect before the change.

		2020 \$		2020 \$
	Note	As reported under AASB 15 and AASB 1058	Adjustment due to application of AASB 15 and AASB 1058	Compared to AASB 118 and AASB 1004
Statement of Comprehensive Income				
Revenue				
Rates	23(a)	6,313,218	74,227	6,387,445
Operating grants, subsidies & contributions	2(a)	2,388,451	458,071	2,846,522
Non-operating grants, subsidies & contributions	2(a)	2,120,430	0	2,120,430
Net result		(2,458,143)	532,298	(1,925,845)
Statement of Financial Position				
Trade and other payables		1,050,024	(74,227)	975,797
Contract liabilities		458,071	(458,071)	0
Net assets		(291,377,051)	532,298	(290,844,753)
Statement of Changes in Equity				
Net result		(2,458,143)	532,298	(1,925,845)
Retained surplus		197,037,451	532,298	197,569,749

Refer to Note 2(a) for new revenue recognition accounting policies as a result of the application of AASB 15 and AASB 1058.

(c) AASB 16: Leases

The Shire adopted AASB 16 retrospectively from 1 July 2019 which resulted in changes in accounting policies. In accordance with the transition provisions of AASB 16, the Shire has applied this Standard to its leases retrospectively, with the cumulative effect of initially applying AASB 16 recognised on 1 July 2019. In applying AASB 16, under the specific transition provisions chosen, the Shire will not restate comparatives for prior reporting periods.

On adoption of AASB 16, the Shire recognised lease liabilities in relation to leases which had previously been classified as an 'operating lease' applying AASB 117 (excluding short term and low value leases). These lease liabilities were measured at the present value of the the remaining lease payments, discounted using the WA Treasury Corporation's 5 year fixed bond rate of 1.33%.

	Note	2020 \$
Operating lease commitments at 30 June 2019 applying AAS 117		137,998
Discount applied using incremental borrowing rate		(4,511)
Lease liability recognised as 1 July 2019 discounted using the Shire's incremental borrowing rate of 1.33%		133,487
Lease liability - current		43,338
Lease liability - non-current		90,149
Right-of-use assets recognised at 1 July 2019		133,487

On adoption of AASB 16, the Shire recognised a right-of-use asset in relation to leases which had previously been classified as an 'operating lease' applying AASB 117. This right-of-use asset is deemed to be equal to the lease liability. Property, plant and equipment and lease liabilities increased by \$133,487 on 1 July 2019 resulting in no impact on retained surplus.

On adoption of AASB 16 Leases (issued February 2016), for leases which had previously been classified as an 'operating lease' when applying AASB 117, the Shire is not required to make any adjustments on transition for leases for which the underlying asset is of low value. Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with Financial Management Regulation 17A (5).

In applying AASB 16 for the first time, the Shire will use the following practical expedient permitted by the standard.
- The exclusion of initial direct costs from the measurement of the right-of-use asset at the date of initial application.

SHIRE OF DANDARAGAN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2020

27 INITIAL APPLICATION OF AUSTRALIAN ACCOUNTING STANDARDS (Continued)

(d) Impact of New Accounting Standards on Retained Surplus

The impact on the Shire's retained surplus due to the adoption of AASB 15, AASB 1058 and AASB 16 as at 1 July 2019 was as follows:

	Note	Adjustments	2019
			\$
Retained surplus - 30 June 2019			199,357,712
Adjustment to retained surplus from adoption of AASB 15		(201,313)	
Adjustment to retained surplus from adoption of AASB 16		0	
Adjustment to retained surplus from adoption of AASB 1058		(58,362)	(259,675)
Retained surplus - 1 July 2019			199,098,037

SHIRE OF DANDARAGAN
 NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
 FOR THE YEAR ENDED 30 JUNE 2020

28 TRUST FUND

From the year, all bonds, deposits and collections not required by legislation to be held in trust are included in the financial statements;

	1 July 2019	Amounts Received	Amounts Paid	Reclassification to Cash	30 June 2020
	\$	\$	\$	\$	\$
Cash In Lieu POS - L9000 Valencia	200,277	0	0	0	200,277
	200,277	0	0	0	200,277

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

29 OTHER SIGNIFICANT ACCOUNTING POLICIES

a) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

b) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

c) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

d) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

e) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

f) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

g) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

h) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

Level 1

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

Level 2

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

Valuation techniques

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

Market approach

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

Income approach

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

Cost approach

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

i) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the end of the reporting period.

**SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020**

30. ACTIVITIES/PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources	Includes the activities of members of Council and the administrative support available to the Council for the provision of governance of the district. Other costs relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific local government services.
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services	Rates, general purpose government grants and interest revenue
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community	Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.
HEALTH	To provide an operational framework for environmental and community health	Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal.
EDUCATION AND WELFARE	To provide services to disadvantaged persons, the elderly, children and youth.	Provision of youth, aged and disability services.
COMMUNITY AMENITIES	To provide services required by the community.	Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resource which will help the social well being of the community.	Maintenance of public halls, civic centres, beaches, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and other cultural facilities.
TRANSPORT	To provide safe, effective and efficient transport services to the community	Construction and maintenance of roads, streets, footpaths, depots, cycle ways, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.
ECONOMIC SERVICES	To help promote the local government and its economic wellbeing	Tourism and area promotion Provision of rural services including weed control, vermin control and standpipes. Building control.
OTHER PROPERTY AND SERVICES	To monitor and control operating accounts	Private works operation, plant repair and costs.

SHIRE OF DANDARAGAN
NOTES TO AND FORMING PART OF THE FINANCIAL REPORT
FOR THE YEAR ENDED 30 JUNE 2020

31 FINANCIAL RATIOS

	2020	2019	2018
Current ratio	1.60	3.22	4.90
Asset consumption ratio	0.69	0.71	0.72
Asset renewal funding ratio	0.74	N/A	N/A
Asset sustainability ratio	0.69	0.76	0.84
Debt service cover ratio	12.75	20.32	(30.53) ¹
Operating surplus ratio	(0.51)	(0.31)	(1.15) ²
Own source revenue coverage ratio	0.56	0.62	0.42 ³

The above ratios are calculated as follows:

Current ratio	$\frac{\text{current assets minus restricted assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset consumption ratio	$\frac{\text{depreciated replacement costs of depreciable assets}}{\text{current replacement cost of depreciable assets}}$
Asset renewal funding ratio	$\frac{\text{NPV of planned capital renewal over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$
Asset sustainability ratio	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expenses}}$
Debt service cover ratio	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating surplus ratio	$\frac{\text{operating revenue minus operating expenses}}{\text{own source operating revenue}}$
Own source revenue coverage ratio	$\frac{\text{own source operating revenue}}{\text{operating expenses}}$

Notes:

Three of the ratios was impacted by expenses associated with the disposal of the sewer to the Water Corporation for nil consideration and loss on revaluation of assets through P&L

	2018
	\$
Loss on disposal of sewer	5,315,357
Loss on revaluation of assets	1,529,888

If the events detailed above did not occur, the ratio would be as follows:

	2018
Debt service cover ratio	19.45 ¹
Operating surplus ratio	(0.39) ²
Own source revenue coverage ratio	0.63 ³

AUDITOR'S REPORT



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Councillors of the Shire of Dandaragan

Report on the Audit of the Financial Report

Opinion

I have audited the annual financial report of the Shire of Dandaragan which comprises the Statement of Financial Position as at 30 June 2020, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the Statement by the Chief Executive Officer.

In my opinion the annual financial report of the Shire of Dandaragan:

- (i) is based on proper accounts and records; and
- (ii) fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2020 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of my report. I am independent of the Shire in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the annual financial report. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of Matter – Basis of Accounting

I draw attention to Notes 1 and 11 to the annual financial report, which describes the basis of accounting. The annual financial report has been prepared for the purpose of fulfilling the Shire's annual financial reporting responsibilities under the Act. In respect of the comparatives for the previous year ended 30 June 2019, Regulation 16 of the Local Government (Financial Management) Regulations 1996 (Regulations), did not allow a local government to recognise some categories of land, including land under roads, as assets in the financial report. My opinion is not modified in respect of this matter.

Responsibilities of the Chief Executive Officer and Council for the Financial Report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the annual financial report in accordance with the requirements of the Act, the Regulations and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards. The CEO is also responsible for such internal control as the CEO determines is necessary to enable the preparation of the annual financial report that is free from material misstatement, whether due to fraud or error. In preparing the annual financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

The Council is responsible for overseeing the Shire's financial reporting process.

Auditor's Responsibility for the Audit of the Financial Report

The objectives of my audit are to obtain reasonable assurance about whether the annual financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the annual financial report.

A further description of my responsibilities for the audit of the annual financial report is located on the Auditing and Assurance Standards Board website at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf. This includes the identification and assessment of the risk of material misstatement due to fraud arising from management override of controls. This description forms part of my auditor's report.

Report on Other Legal and Regulatory Requirements

In accordance with the Local Government (Audit) Regulations 1996 I report that:

- (i) In my opinion, the following material matters indicate significant adverse trends in the financial position of the Shire:
 - a. The Asset Sustainability Ratio as reported in Note 31 of the annual financial report has progressively declined over the past 3 years and for 2018-19 and 2019-20 is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard of 0.8
 - b. The Operating Surplus Ratio as reported in Note 31 of the annual financial report is below the DLGSCI's basic standard of 0.01 for the last three financial years.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the annual financial report were supported by verifiable information and reasonable assumptions.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the annual financial report of the Shire of Dandaragan for the year ended 30 June 2020 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the annual financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this annual financial report. If users of the annual financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited annual financial report to confirm the information contained in this website version of the annual financial report.



ALOHA MORRISSEY
ACTING DEPUTY AUDITOR GENERAL
Delegate of the Auditor General for Western Australia
Perth, Western Australia
13 November 2020



COPY



Our Ref: 7927

7th Floor, Albert Facey House
469 Wellington Street, Perth

Chief Executive Officer
Shire of Dandaragan
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JURIEN BAY WA 6516

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PERTH WA 6849

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Dear Mr Bailey

**ANNUAL FINANCIAL REPORT
INTERIM AUDIT RESULTS FOR THE YEAR ENDNG 30 JUNE 2020**

We have completed the interim audit for the year ending 30 June 2020. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate your overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

Management Control Issues

I would like to draw your attention to the attached listing of deficiencies in internal control and other matters that were identified during the course of the interim audit. These matters have been discussed with management and their comments have been included on the attachment. The matters reported are limited to those deficiencies that were identified during the interim audit that we have concluded are of sufficient importance to merit being reported to management. Some of the matters may be included in our auditor's report in accordance with section 7.9(2) of the *Local Government Act 1995* or regulation 10(3)(a) and (b) of the *Local Government (Audit) Regulations 1996*. If so, we will inform you before we finalise the report.

This letter has been provided for the purposes of the Shire of Dandaragan and may not be suitable for other purposes.

We have forwarded a copy of this letter to the President. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7640 if you would like to discuss these matters further.

Yours faithfully

CARLY MEAGHER
ACTING SENIOR DIRECTOR
FINANCIAL AUDIT
15 July 2020

Attach

SHIRE OF DANDARAGAN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

INDEX OF FINDINGS	RATING		
	Significant	Moderate	Minor
1. Reserve Account Transfers			✓
Issues Raised from the Prior Year:			
2. User Access to Financial Management System		✓	
3. Review of Supplier Master Files		✓	
4. Review of Payroll Reconciliation to the General Ledger		✓	
5. IT Change Management		✓	

KEY TO RATINGS

The Ratings in this management letter are based on the audit team's assessment of risks and concerns with respect to the probability and/or consequence of adverse outcomes if action is not taken. We give consideration to these potential adverse outcomes in the context of both quantitative impact (for example financial loss) and qualitative impact (for example inefficiency, non-compliance, poor service to the public or loss of public confidence).

- Significant** - Those findings where there is potentially a significant risk to the entity should the finding not be addressed by the entity promptly.
- Moderate** - Those findings which are of sufficient concern to warrant action being taken by the entity as soon as practicable.
- Minor** - Those findings that are not of primary concern but still warrant action being taken.

SHIRE OF DANDARAGAN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

1. Reserve Account Transfers

Finding

We noted that monies from the reserve accounts were placed in a Term Deposit for a period of 9 months during the year. The *Local Government Act 1995* requires that reserve accounts be used for their identified purpose, and that any changes to the purpose or use of the reserve requires one month's local public notice and absolute majority at a Council meeting.

Rating: Minor

Implication

By changing the purpose of the reserve account without Council approval, the Shire is not in compliance with the requirements of the Local Government Act.

Recommendation

We recommend that the Shire ensure Council approval is obtained for changing the purpose of any reserve accounts, or include the Term Deposit investment into the budgeting process.

Management Comment

I don't believe that placing restricted cash not expected to be used in the current period into a cash investment within a recognised financial institution constitutes a change of purpose of the reserve. It is simply changing the account type the money is held in? Both the CEO and I have delegated authority to invest money's within term deposits.

The individual amounts for different purposes remain segregated within the financial system of the Shire and continue to be reported as such in the monthly statements.

The LG Act allows for the power to invest money not required for the time being. Regs allow for money from different accounts to be places in a common investment. This section of the Act only refers to Municipal and Trust funds and is silent regards to reserves. I believe that the same principle could apply to money held in reserve.

Responsible Person: Scott Clayton

Completion Date: TBA

SHIRE OF DANDARAGAN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Findings Identified in the Prior Year:

2. User Access to Financial Management System

Finding 2020

Whilst we acknowledge that management is aware of its staff access privileges and has processes in place to ensure segregation of duties in its day-to-day operations, our review of the user access levels in the financial management system identified the following issues:

- 8 user profiles have the ability to create and post journals
- 6 user profiles have the ability to create and post purchase orders, update the supplier master files, and process bank files for EFT payments
- 3 user profiles have access to all functions within the payroll module, of which 2 also have the ability to update employee details
- 4 user profiles have the ability to create and post sales invoices, and update the customer master files
- 1 user profiles have access across all the above-mentioned areas.
- 1 user profile has all permissions in the system

User Profile	Users Identified	A	B	C	D	E	F
Christina Low		✓	✓			✓	
Gemma Richardson				✓	✓		
Kelli Anda		✓	✓			✓	
Leanne Elliss		✓	✓	✓	✓		
Reception - Shire of Dandaragan	Kylie Roy	✓	✓				
Scott Clayton		✓	✓			✓	✓
Trevena Taylor		✓					
Turquoise Coast Visitor Centre	Michael Osborn, Meeryn Hay, Louise Taylor	✓					
Zoe Clayton		✓	✓	✓	✓	✓	

Notes:

A = Create & post journals

B = Create Purchase Order (PO), Post PO, Edit Vendor Details, Process bank files for EFT Processing

C = Edit employee details

D = Payroll - All Functions

E = Create Sales Order, Post Sales Order, Edit Customers Details

F = This role has all permissions.

Finding 2019

While we acknowledged that management is aware of its staff access privileges and has processes in place to ensure segregation of duties in its day-to-day operations, our review of the user access levels in the financial management system identified the following issues:

- 9 user profiles have the ability to create and post journals
- 5 user profiles have the ability to create and post purchase orders, update the supplier master files, and process bank files for EFT payments
- 3 user profiles have access to all functions within the payroll module, of which 2 also have the ability to update employee details

SHIRE OF DANDARAGAN**PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020****FINDINGS IDENTIFIED DURING THE INTERIM AUDIT**

- 5 user profiles have the ability to create and post sales invoices, and update the customer master files
- 2 user profiles have access across all the above-mentioned areas.

A table summary is provided below:

User Profiles	A	B	C	D	E
DANDARAGAN\CHXXX	✓	✓	✓		✓
DANDARAGAN\KEXXX	✓	✓	✓	✓	✓
DANDARAGAN\DAXXX	✓				
DANDARAGAN\LEXXX	✓	✓		✓	✓
DANDARAGAN\REXXX	✓	✓			✓
DANDARAGAN\JBXXX	✓				
DANDARAGAN\RIXXX	✓				
DANDARAGAN\LAXXX	✓				
DANDARAGAN\ZOXXX	✓	✓	✓	✓	✓

Notes:

A = Create & post journals

B = Create Purchase Order (PO), Post PO, Edit Vendor Details, Process bank files for EFT Processing

C = Edit employee details

D = Payroll - All Functions

E = Create Sales Order, Post Sales Order, Edit Customers Details

In addition, we also found that one terminated employee was still active in the active directory. The user was removed from the active directory when this was brought to management's attention.

Rating: Moderate**Implication**

There is a risk that excessive user access to the financial management system may allow staff to use the system inappropriately. For example, this access could be used to undermine the effectiveness of system controls, such as segregation of duties, and diminish accountability.

Without a process in place to ensure only current and valid users have access to the active directory domain, there is a risk of unauthorised access to the Shire's IT systems.

Recommendation

We recommend that the Shire regularly review its user access profiles to ensure access privileges are appropriate, and that segregation of duties is maintained to the best of the Shire's ability without adversely impacting the efficiency of its operations

We also recommend that the Shire regularly review its active directory accounts against the current HR staff listing to ensure only authorised and current accounts are active.

SHIRE OF DANDARAGAN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

Management Comment 2019

Complete segregation of duties in a Shire the size of Dandaragan is not financially practical as it would require the employment of additional financial trained staff for this sole purpose. Access to finance IT processes is limited as far as possible while still maintaining efficient work practices. Management has always been aware of the risk of lack of segregation of duties and as such has implemented multiple layers of controls to detect any malicious activity should it occur.

Examples include;

- Multiple levels of approval before invoice payment
- Detailed budgeting to project / location level
- Fortnightly reporting of budget versus actual to project / location level
- Material variance reporting on monthly statements presented to Council

This is considered the most appropriate practice from a cost versus benefit perspective.

In regard to the terminated officer still having an active access, this is a special exception and not indicative of a breakdown of the standard controls. This particular officer retired locally but is available for casual work on an as needed basis therefore, access was maintained. Access has now been removed and will be reactivated on an as needed basis.

Management Comment 2020

2019 comment still relevant. The Shire has a small work force that makes it difficult to segregate all duties from a best practice standpoint while maintaining efficiency.

There is a process involved in changes to active directory. The only officer at the Shire that has access to the active directory is myself, and any requests to bridge for changes to the active directory are first confirmed and authorised with me.

Responsible Person: Scott Clayton

Completion Date: TBA

SHIRE OF DANDARAGAN
PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020
FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

3. Review of Supplier Master File

Finding 2020

We noted that management still does not have a formal process for regular reviews of the supplier master files to identify incomplete, incorrect, duplicate or redundant supplier records.

We acknowledge that the Shire has now implemented a process whereby any changes to the supplier master file are independently reviewed.

Finding 2019

We noted that management does not have a formal process for regular reviews of the supplier master files to identify incomplete, incorrect, duplicate or redundant supplier records.

The supplier master file is a comprehensive file within the financial system, which stores information for processing payments to suppliers, including information on bank accounts and addresses.

**Rating: Moderate
Implication**

The presence of old and unused supplier records increases the risk of duplicate records, which also increases the risk of duplicate payments. It also increases the risk of fraud as unused records can be modified to make unauthorised payments.

Recommendation

We recommend that the Shire implement a formal process for regular reviews of the supplier master file to remove or deactivate inactive, old, unused or duplicate records.

Management Comment 2019

An interim process to report Master file changes to signatories during payment runs has already been implemented. A more automated process will be discussed with CouncilFirst as part of the transition to NAV in the cloud.

Management Comment 2020

Noted, we will introduce a formal process of review.

Responsible Person: Scott Clayton
Completion Date: December 2020

SHIRE OF DANDARAGAN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

4. Review of Payroll Reconciliation to the General Ledger

Finding 2020

We noted that there was no evidence of payroll reconciliations being independently reviewed.

In addition, it was noted that no reconciliations were performed between the months of October 2019 to May 2020.

Finding 2019

We noted that there was no evidence of payroll reconciliations being independently reviewed.

Rating: Moderate

Implication

There is a risk that errors or unusual reconciling items may not be detected and investigated promptly due to lack of review by an independent senior officer.

Recommendation

We recommend that the Shire ensure payroll reconciliations are reviewed by an independent senior officer, and evidence of the review retained.

Management Comment 2019

Noted. Reconciliation is independently reviewed at least annually (but in reality, more often). Given the nature of the reconciliation and the automation of the majority of the payroll function it is unlikely that the reconciliation would fail in some way, introducing a more regular independent review will not create to greater burden and will be implemented.

Management Comment 2020

The payroll function is a direct module of the overall finance system. Therefore, it is highly unlikely that the general ledger accounts would ever move out of balance with the payroll system. The reconciliation process was originally implemented as an annual process only prior to payment summaries being submitted to the ATO. This annual process is independently reviewed.

The current officer does it more regularly as time permits for her piece of mind rather than any direct concern about accounts not reconciling. Therefore, the gap in reconciliations identified is not of particular concern.

We will commence independently reviewed reconciliation quarterly effective immediately.

Responsible Person: Scott Clayton

Completion Date: July 2020

SHIRE OF DANDARAGAN

PERIOD OF AUDIT: YEAR ENDED 30 JUNE 2020

FINDINGS IDENTIFIED DURING THE INTERIM AUDIT

5. IT Change Management

Finding 2020

We noted that there is still no formal Change Management policy and procedures in place. We acknowledge that management is currently in the process of drafting these documents.

Finding 2019

We noted that while management has a process in place to ensure all changes to IT systems are appropriately controlled and managed, there is no formal Change Management policy and procedures documenting this process.

Rating: Moderate

Implication

There is a risk that without formalised change management policy and procedures, changes made to IT systems may not be adequately planned, tested, recorded and authorised. The availability or security of IT systems could be compromised should a change negatively affect them.

Recommendation

We recommend that the Shire develop and implement appropriate change control policies and procedures. These should ensure that all changes to IT systems are appropriately controlled and managed.

Management Comment 2019

This has already been discussed with Bridged and formulation of appropriate policies are currently in early draft.

Management Comment 2020

There is a process in place that is maintained by Bridged and myself. The aim was to formalise this in 2019/20. However, this was delayed as a result of COVID and the finalisation of this policy was not considered a priority at the time.

This will be rescheduled for completion in 2020/21.

Responsible Person: Scott Clayton

Completion Date: June 2021



 Proposed 50m x 25m Lease Area

1:500





LEASE

SHIRE OF DANDARAGAN
("Lessor")

AND

The Jurien Bay Progress Association Inc
("Lessee")

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THIS DEED is made the

day of

20

B E T W E E N

SHIRE OF DANDARAGAN of PO Box 676, Jurien Bay, Western Australia ("Lessor")

and **The Jurien Bay Progress Association Inc**

of _____, ("Lessee")

RECITALS:

- A. The Lessor is the management body in respect of the Land.
- B. Under the Management Order for the Land, the Lessor has the power to lease the Land subject to the approval of the Minister.
- C. The Lessor has agreed to lease the Leased Premises to the Lessee on the terms and conditions of this Lease.

THE PARTIES COVENANT AND AGREE AS FOLLOWS:

1. Definitions and Interpretation

In this Lease, unless such an interpretation is excluded by or contrary to the context:

1.1 Definitions

The following terms are defined:

"Authorised Person" means:

- (a) an agent, employee, licensee, contractor or invitee of the Lessee;
- (b) any person visiting the Leased Premises with the express or implied consent of any person referred to in paragraph (a) of this definition; and
- (c) any person claiming under or through the Lessee;

"Authorised Use" means the use specified in item 1 of Schedule 1;

"Business Day" means a day other than a Saturday or Sunday or a day that is a public holiday in Western Australia;

"Commencement Date" means the commencement date specified in item 3 of Schedule 1;

"Common Areas" includes those parts of the Land that the Lessor has set aside (if any) as areas which are open to the public or otherwise available for

access and egress, common use, amenity, or convenience by other users or occupiers;

"End Date" means the date specified in item 4 of Schedule 1;

"Event of Default" means the events specified in clause 17 of this Lease;

"Facilities" means the water supply, drainage, sewerage, gas and electrical fixtures, fittings or appliances (if any) in or on the Land or the Leased Premises;

"Force Majeure" includes the following:

- (a) Act of God;
- (b) fire, explosion, flood, fog or other adverse weather conditions or natural disaster;
- (c) the act of any Relevant Authority (including refusal or revocation of any licence or consent);
- (d) power failure, failure of telecommunications lines, failure or breakdown of plant and equipment, machinery or vehicles;
- (e) default of suppliers or independent contractors;
- (f) theft or malicious damage;
- (g) outbreak of hostilities, riot, civil disturbance, acts of terrorism; or
- (h) any cause or circumstance whatsoever beyond the reasonable control of a party to this Lease;

"Further Term" means each further term specified in item 2(b) of Schedule 1;

"LAA" means the *Land Administration Act 1997* (WA);

"Land" means the land described in item 5(a) of Schedule 1;

"Laws" means all statutes, rules, regulations, proclamations, ordinances, legislative instruments or by-laws present or future that apply to the Land, the Leased Premises and this Lease;

"Lease" means this lease and the Schedules and, where applicable, any appendices, plans or other attachments to this lease as amended from time to time;

"Leased Premises" means that part of the Land described in item 5(b) of Schedule 1 together with any buildings and improvements situated thereon;

"Lessee's Activities" means the activities carried on by the Lessee from the Leased Premises;

"Lessee's Fixtures" means each fixture and fitting installed by the Lessee in or on the Leased Premises with the Lessor's consent including any structural improvements;

"Lessee's Obligations" means each covenant, obligation and duty contained or implied in this Lease or required by law to be performed by the Lessee, the Guarantors (if any) or any Authorised Persons;

"Lessee's Rights" means the Lessee's rights under this Lease or implied by law;

"Lessor's Fixtures" means the Lessor's fixtures and fittings in or on the Leased Premises and any structural improvements which are classified by the Lessor as the property of the Lessor in accordance with this Lease;

"Lessor's Works" means any refurbishment, upgrade and renovation works carried out or to be carried out on or to the Leased Premises as notified to the Lessee by the Lessor from time to time;

"Lessor's Rights" means the rights of the Lessor under this Lease or implied by law, including without limitation the benefit of the performance of the Lessee's Obligations;

"Maintain" includes maintain, repair, renovate, replace, decorate and refurbish, and "Maintenance" and "Maintaining" have equivalent meanings;

"Minister" means the Minister for Lands, a body corporate under section 7 of the LAA;

"party" and "parties" mean respectively a party or parties to this Lease;

"Plant and Equipment" means the plant and equipment (if any) used in connection with the provision of any Services or the heating, cooling, lighting, power or plumbing for the Leased Premises;

"Rate" means the interest rate specified in item 6 of Schedule 1;

"Rates and Taxes" means:

- (a) council rates and charges including, but not limited to, rubbish removal rates and charges;
- (b) land tax (including metropolitan region improvement tax) on a single holding basis;
- (c) water, drainage and sewerage rates, including, but not limited to, meter rents, charges for the disposal of storm water and excess water charges;
- (d) rates, taxes, charges, duties and fees levied, charged, assessed or imposed by a Relevant Authority in respect of any part of the Leased Premises or the ownership or occupation of any part of the Leased Premises,

together with any related interest, penalties, fines and expenses in connection with them but excluding any tax imposed by the *Income Tax Assessment Act 1936 (Cth.)* or the *Income Tax Assessment Act 1997 (Cth.)*;

"Relevant Authority" means any government, statutory, public or other authority or body having jurisdiction over the Leased Premises or any matter or thing relating to the Leased Premises;

"Rent" means the rent specified in item 7 of Schedule 1;

"Schedule" means a schedule to this Lease;

"Services" means any telecommunication, electricity, gas, oil, fuel, water or other similar commodity, facility or service (if any) in, to or on the Leased Premises or otherwise serving the Leased Premises or, where applicable, any other part of the Land;

"Term" means the term specified in item 2(a) of Schedule 1;

"Termination" means the expiry of the Term by effluxion of time or by termination in accordance with this Lease;

"Works Conditions" means in respect of any Maintenance or other works carried out on or to the Leased Premises by the Lessee, the Lessee must:

- (a) do so:
 - (i) only with the prior written approval of the Lessor (not to be unreasonably withheld) and all Relevant Authorities;
 - (ii) at the Lessee's cost;
 - (ii) in a safe and proper workmanlike manner and to the satisfaction of the Lessor, acting reasonably;
 - (iii) using only materials that are the same or of a similar quality to existing materials of the Leased Premises;
 - (iv) in full compliance with:
 - (A) any approval given and conditions imposed by the Lessor acting reasonably and all Relevant Authorities;
 - (C) all plans and specifications approved by the Lessor;
 - (D) all other requirements, notices, orders or directions of any Relevant Authority; and
 - (E) all relevant Laws;
- (b) ensure that the Lessee and all its employees, agents, contractors and workmen employed in executing the relevant works:
 - (i) as soon as reasonably practicable comply with the reasonable directions of the Lessor in relation to their conduct in and access to the Leased Premises and when going to and from the Land and the Leased Premises; and
 - (ii) take all necessary steps to cause as minimum disturbance to the greatest extent possible to the Lessor and to the owners or occupiers of any nearby properties having regard to the nature of the works being carried out;

- (c) if required by the Lessor, erect and maintain a fence around the Leased Premises during the erection and completion of the works and ensure that such fence is sufficiently sound, high and secure to prevent entry upon the Leased Premises by unauthorised persons and members of the public;
- (d) clean up the Leased Premises progressively during the construction, installation or demolition of the works as the case may be and promptly remove from the Leased Premises all rubbish and waste arising from such works; and
- (e) pay on demand to the Lessor all the reasonable costs of the Lessor in connection with the relevant works including the Lessor's administrative and other reasonable costs of giving consent and the fees of any architect or other consultant used by the Lessor in connection with the relevant works EXCEPT THAT such costs do not include any costs or expenses incurred by the Lessor or entitled to be recovered by the Lessor in its capacity as the local government charged with the responsibility of approving such works; and

"Written Law" has the same meaning given to that term in the *Interpretation Act 1984*.

1.2 Interpretation

The following interpretations shall apply:

- (a) words importing the singular shall include the plural and vice versa, words importing gender shall include the masculine, feminine and neuter genders and words importing persons shall include individuals, firms, associations, partnerships, government authorities, incorporated and unincorporated entities and corporations;
- (b) if two (2) or more persons by this Lease undertake an obligation or make or give any warranty or undertaking, or waive any right or entitlement, they shall be bound both jointly and jointly and severally;
- (c) where the day or last day for doing an action or for the payment of any money or on which any entitlement is due to arise or a notice is deemed served is not a Business Day, the day or last day for doing that act or payment of that money or on which that entitlement arises or notice is deemed served, shall be deemed to be the next Business Day;
- (d) a reference to any party includes that party in its own right and in its capacity as trustee of any trust (whether specified or not), and also includes that party's executors, administrators, successors, substitutes and permitted assigns in accordance with this Lease, including any person taking by way of novation;
- (e) all headings and any table of contents or index have been inserted for convenience purposes only and shall not affect the interpretation hereof;
- (f) where any word or phrase is given a defined meaning, any other part of speech or other grammatical form in respect of such word or phrase shall have a corresponding meaning;

- (g) all references to monetary amounts are references to Australian dollars unless stated otherwise;
- (h) a reference to:
 - (i) a right includes a benefit, remedy, discretion, authority or power;
 - (ii) an obligation includes a warranty or representation;
 - (iii) a failure to observe or perform an obligation includes a breach of warranty or representation;
 - (iv) provisions or terms of this Lease include a reference to both express and implied provisions or terms;
 - (v) writing includes any means or mode of representing or reproducing words in a tangible and permanently visible form, and includes facsimile transmissions.
 - (vi) signature and signing includes due execution by a corporation or other relevant entity;
 - (vii) a month means a calendar month;
 - (viii) conduct includes, without limitation, an omission, statement or undertaking, whether or not in writing; and
 - (ix) an amount for which a person is contingently liable includes, without limitation, an amount which that person may become actually or contingently liable to pay if a contingency occurs, whether or not that liability will actually arise;
- (i) no rule of construction of documents shall apply to the disadvantage of a party, on the basis that that party put forward this document or any relevant part of it;
- (j) “including” and similar expressions are not words of limitation;
- (k) a covenant, agreement, representation or warranty in favour of two (2) or more persons is for the benefit of them jointly and severally;
- (l) a reference to a statutory, professional or industry body includes a reference to a successor or substitute for that body;
- (m) unless repugnant to the context, a covenant by a party to do or omit to do anything includes a covenant by an Authorised Person to do or omit to do that thing, and the party is liable for all acts or omissions of an Authorised Person;
- (n) a general description of any matter or thing whatever shall not be read down if followed by any specific examples of that matter or thing; and
- (o) covenants implied by Laws are not incorporated in the Lease, unless the relevant Law provides that certain covenants are to be implied and cannot be excluded by agreement.

1.3 Performance of Functions by Minister

- (a) All acts and things which the Minister is required or empowered to do under this Lease must be done by the Minister or the Minister's delegate appointed under section 9 of the LAA;
- (b) Where payments and rights accrue to the Minister or obligations are imposed on the Minister pursuant to this Lease the same are for the benefit and burden respectively of the Lessor unless the context otherwise requires.

1.4 Approval by the Lessor or Minister

In any case where under this Lease the doing or executing of any act, matter or thing by the Lessee is dependent on the approval or consent of the Lessor or the Minister such approval or consent will not be effective unless it is given in writing. Such consent may be given or withheld by the Lessor in the Lessor's reasonable discretion or by the Minister in the Minister's absolute discretion and may be given subject to such conditions as the Lessor or the Minister may reasonably determine unless otherwise provided in this Lease.

1.5 Consent of Western Australian Planning Commission

If for any reason this Lease requires by law the consent of the Western Australian Planning Commission then this Lease is made expressly subject to and is conditional upon the granting of the consent of the Western Australian Planning Commission.

2. Operative part

2.1 Lease of Leased Premises

- (a) In consideration of the Lessee agreeing to duly pay the Rent and other money payable under this Lease and to duly observe and perform the Lessee's Obligations, the Lessor leases the Leased Premises and grants the Lessee's Rights to the Lessee for the Term subject to the reservation of the Lessor's Rights under this Lease.
- (b) This Lease is subject to and expressly conditional upon:
 - (i) the Lessor, to the extent required, complying with the procedures it is required to comply with under any Written Law including, but not limited to, the *Local Government Act 1995* (WA); and
 - (ii) the approval in writing of the Minister being obtained under the LAA.

2.2 Quiet enjoyment

The Lessor warrants that the Lessor has full capacity to grant this Lease, and if the Lessee:

- (a) pays the Rent and other money payable under this Lease; and
- (b) duly observes and performs the Lessee's Obligations,

the Lessor agrees that the Lessee may quietly hold the Leased Premises and enjoy the Lessee's Rights during the Term without any disturbance from the Lessor or any person lawfully claiming through the Lessor, except to the extent that the interruption, disturbance or interference arises because of the exercise of the Lessor's Rights or is otherwise permitted by any provision of this Lease.

2.3 Lessee responsible as if owner

The Lessee is subject to the same responsibilities relating to persons and property during the Term as if the Lessee were the owner of the Leased Premises.

3. Reservation of Lessor's rights

Without limiting any other provision of this Lease, the Lessor reserves the following rights:

3.1 Improvements to Leased Premises

The Lessor may at any time carry out any Lessor's Works as are reasonably required but, in exercising these rights, the Lessor shall use the Lessor's reasonable endeavors not to cause any undue interference with the conduct of the Lessee's Activities.

3.2 Right to enter

(a) The Lessee shall permit the Lessor to enter the Leased Premises at all reasonable times on the giving of reasonable notice, or immediately in the case of emergency, with or without workmen or other interested persons and with or without plant, equipment and materials to:

- (i) view the state of repair of the Leased Premises and to ensure compliance with the Lessee's Obligations;
- (ii) comply with any requirement or order of any local government or other Relevant Authority;
- (iii) carry out any Maintenance on or to the Leased Premises or the Land, the Plant and Equipment or cables, pipes or wires within the Leased Premises or the Land;
- (iv) view the Leased Premises with any persons interested in the Land or the Leased Premises; and
- (v) carry out any Lessor's Works,

but, in exercising these rights, the Lessor shall use the Lessor's reasonable endeavors not to cause any undue interference with the conduct of the Lessee's Activities.

(b) The Lessor may enter the Leased Premises at any time for the purpose of doing anything which should have been done by the Lessee under this Lease but which has not been done or has not been done properly.

3.3 Common Areas

With respect to structures and Facilities in the Common Areas (if any), the Lessor may in its absolute discretion at any time erect or modify such structures or Facilities.

3.4 Granting easements etc

The Lessor may grant easements of support or any other easements or similar rights over any part of the Land or the Leased Premises but the Lessor shall not without the Lessee's prior consent do anything which will substantially and permanently derogate from the quiet enjoyment of the Lessee's Rights by the Lessee.

4. Rent

The Lessee must pay the Rent to the Lessor in the manner set out in item 6 of Schedule 1.

5. Outgoings

The Lessee must pay punctually to the Lessor, or to such person as the Lessor may from time to time direct, all the following outgoings or charges (if applicable), assessed or incurred in respect of the Leased Premises:

- (a) all Rates and Taxes;
- (b) telephone, electricity, gas and other power and light charges including but not limited to meter rents and the cost of installation of any meter, wiring, internet connections or telephone connection and the Lessee shall ensure that any accounts for all charges and outgoings in respect of telephone, gas and other power and light charges are taken out and issued in the name of the Lessee; and
- (c) any other consumption charge or cost, statutory impost or other obligation incurred or payable by reason of the Lessee's use and occupation of the Leased Premises.

6. Use of Leased Premises and Facilities

6.1 Authorised Use

The Lessee shall not:

- (a) use the Leased Premises for any purpose other than the Authorised Use specified in item 1 of Schedule 1; or
- (b) use any Facility, Service, item of Plant and Equipment or Lessor's Fixture for a purpose for which it was not designed or designated.

6.2 Licenses and Limitations

If the carrying on of the Lessee's Activities at the Leased Premises is permissible only with the consent, licence or authority under any Law, the

Lessee shall obtain and maintain the currency of that consent, licence or authority and comply with that Law.

6.3 Comply with requirements

The Lessee shall:

- (a) not do or omit to do anything which might interfere with or impair the efficient supply or operation of any Facility, Service, item of Plant and Equipment or Lessor's Fixtures;
- (b) comply with the Lessor's reasonable requirements for the use of each Facility, Service, item of Plant and Equipment, Lessor's Fixtures and other structural improvements on the Leased Premises; and
- (c) comply with all relevant requirements imposed by any Law or any Relevant Authority in respect of the Land and any structural improvements in or on the Land.

7. Security of Leased Premises

The Lessee must ensure that the Leased Premises, including the Lessor's Fixtures, are appropriately secured at all times.

8. Maintenance and Works

8.1 Obligation to Maintain

(a) The Lessee shall:

- (i) Maintain the Leased Premises in a good condition and state of repair, except in respect of fair wear and tear or damage which is or will be reinstated from the proceeds of insurance;
- (ii) promptly repair any damage to the Leased Premises for which the Lessee is responsible to the satisfaction of the Lessor;
- (iii) keep the Leased Premises clean and free from rubbish and other debris;
- (iv) Maintain the Lessor's Fixtures, the Lessee's Fixtures and the Facilities on or in the Leased Premises (if any) in good condition and, where necessary, make good any breakage, defect or damage or replace that Lessor's Fixture, Lessee's Fixture or Facility to the satisfaction of the Lessor except in respect of fair wear and tear or damage which is or will be reinstated from the proceeds of an insurance policy;
- (v) not do or omit to do anything which might cause the Leased Premises or the Lessor's Fixtures to deteriorate or become impaired except for fair wear and tear, to be obstructed, or to be in a condition other than a good and sanitary condition;
- (vi) replace any light bulbs or fluorescent tubes in the Leased Premises when necessary;
- (vii) promptly replace any broken glass in or on the Leased Premises;

(viii) as often as is necessary in the reasonable opinion of the Lessor, paint, colour varnish and paper to the satisfaction of the Lessor all such parts of the Leased Premises as have been previously painted, coloured, varnished or papered;

(ix) take reasonable measures to keep the Leased Premises free of ants, termites, rodents, pests and vermin; and

(x) if there is any carpet or other floor coverings in the Leased Premises, keep the said carpet and floor coverings clean and promptly repair any damage to them, save that the Lessee is not liable for normal wear and tear.

(b) For the avoidance of doubt, nothing in this clause 8 obliges the Lessee to carry out any structural work or work of a capital nature except to the extent rendered necessary by any wrongful act or omission, negligence or default of the Lessee or by the installation or removal of the Lessee's Fixtures.

8.2 Alteration and Substantial Works

The Lessee must not make any alteration or addition to, or demolish, any part of the Leased Premises, or remove or alter any of the Lessor's Fixtures, the Plant and Equipment or any Facility or Service in or on the Leased Premises without the prior written consent of the Lessor which consent may be granted or refused or granted subject to conditions at the absolute discretion of the Lessor EXCEPT THAT the Lessor shall not arbitrarily or unreasonably withhold its approval in the case of any mandatory alterations required by a Relevant Authority.

8.3 Standard for Maintenance and Works

The Lessee must comply with the Works Conditions in carrying out all Maintenance and any other work which affects the Leased Premises or the Lessor's Fixtures.

8.4 Remove Non-approved Works

If the Lessee carries out any works or erects any building or structure on the Leased Premises which have not been previously approved in writing by the Lessor, or which are not undertaken in accordance with the provisions of this Lease, the Lessor may require the Lessee (but without limiting any other right or remedy available to the Lessor) at the Lessee's cost, to dismantle and remove any such works, building or structures and the Lessee shall carry out the same in accordance with the Lessor's directions.

9. Positive covenants

9.1 Costs and Expenses

The Lessee must pay to the Lessor on demand all the Lessor's costs, charges and expenses in connection with:

(a) the negotiation, preparation and execution of this Lease;

(b) any consent, approval or exercise of any right, waiver, variation, release, surrender or discharge in connection with this Lease, including but not

limited to all costs and expenses of and incidental to the preparation and service of a notice under Section 81 of the *Property Law Act 1969*;

- (c) any breach of the Lessee's Obligations; and
- (d) any action, suit or proceeding to which the Lessor is joined as a party as a result of the Lessee's occupation of the Leased Premises and the Lessee's Fixtures,

and such costs, charges and expenses include, but are not limited to:

- (e) taxes and fees and fines and penalties which may be payable in connection with this Lease;
- (f) all legal costs and expenses on a full indemnity basis; and
- (g) all interest which the Lessor is entitled to claim.

9.2 Reimburse Lessor Expenses

The Lessee shall pay to the Lessor on demand all money paid by the Lessor on behalf of the Lessee in the discharge of any of the Lessee's Obligations.

9.3 Report to Lessor

The Lessee shall as soon as reasonably practicable report to the Lessor in writing:

- (a) all damage or defects in the Leased Premises, the Lessor's Fixtures, the Plant and Equipment or the Facilities (if any) in or on the Leased Premises of which the Lessee is aware;
- (b) any notice or order received from any court relating to the Leased Premises or the Lessee's Fixtures; and
- (c) any circumstances likely to be a danger or cause any damage or danger to the Leased Premises or any person in or on the Leased Premises of which the Lessee is aware.

9.4 Comply with Laws

The Lessee shall comply promptly with all Laws affecting the Leased Premises and the Lessee's Fixtures or the use of the Leased Premises and the Lessee's Fixtures.

9.5 Services

- (a) The Lessee must observe and comply with any conditions of supply of any Services by the Lessor, or where no conditions of supply are imposed by the Lessor, observe and comply with the conditions of supply of Services imposed by the Relevant Authority; and
- (b) If any Service is not provided by the Lessor, the Lessee is responsible to make the Lessee's own arrangements at the Lessee's own cost for the supply of the Service to the Leased Premises. For the avoidance of

doubt, the Lessor is not obliged to provide or to facilitate the procuring of any Services or Facilities to or for the Leased Premises.

10. Negative covenants

The Lessee shall not:

- (a) except for reasonable quantities for normal applications in connection with the use of the Leased Premises and in the carrying out of the Lessee's Activities, bring onto, store or use any chemical or inflammable substance on or in the Leased Premises;
- (b) store goods on or in the Leased Premises other than those necessary in the carrying out of the Lessee's Activities;
- (c) without the Lessor's prior consent, place or operate in any part of the Leased Premises any radio, television, loud speaker, amplifier or other similar device;
- (d) except as is lawful and necessary and an ordinary incident of carrying out the Lessee's Activities, do or carry on in the Leased Premises any activity which might be harmful, offensive or illegal, or cause a nuisance, damage or disturbance to the Lessor or the owners or occupiers of any nearby properties unless with the prior written consent of any Relevant Authority and the Lessor;
- (e) place any rubbish on or in any part of the Leased Premises except in a suitable receptacle;
- (f) burn any rubbish in or on the Leased Premises, unless permitted by Law or is otherwise necessary or an ordinary incident of carrying out the Lessee's Activities;
- (g) deliver or permit to be delivered goods or materials to or from the Leased Premises except in a manner which causes minimum interference to the owners or occupiers of any nearby properties;
- (h) sell or permit the sale of alcohol or alcoholic beverages on or in the Leased Premises except with the prior written consent of the Lessor and in accordance with a licence granted to the Lessee under the *Liquor Control Act 1988* (WA);
- (i) permit smoking inside the Leased Premises;
- (j) erect or install any signs in or on the Leased Premises without the prior written consent of the Lessor;
- (k) in relation to the Common Areas (if any):
 - (i) cause an obstruction in any part of the Common Areas;
 - (ii) use any part of the Common Areas for purposes for which they are not designed;
 - (iii) leave any goods or articles in any part of the Common Areas; or
 - (iv) conduct any business from the Common Areas; or

- (l) use the name of the Leased Premises in the Lessee's own name or in any business name without the prior written consent of the Lessor, which consent shall not be unreasonably withheld.

11. Insurance

11.1 The Lessee, at its own cost, shall effect and maintain with an insurance company authorised to transact insurance business in Australia all policies of insurance relating to the Leased Premises referred to in item 7 of Schedule 1 and the Lessee shall:

- (a) supply to the Lessor upon request current details of all insurance effected in accordance with this clause in the form of a certificate of insurance; and
- (b) ensure that each policy of insurance includes a provision for cross liability and waiver of subrogation rights in favour of the Lessor.

11.2 The Lessee must not by any act or omission cause or allow anything to be done which might result in any insurance policy effected under this Lease or in respect of the Leased Premises becoming void or voidable or which might increase the premium on any policy.

12. Indemnities

12.1 General indemnity

Except to the extent contributed to by the Lessor or the Minister as the case may be, the Lessee shall indemnify and keep indemnified the Lessor and the Minister against all losses, claims, damages, demands, costs and expenses for which the Lessor or the Minister becomes liable in respect of loss or damage to property or death or injury of any nature and however or wherever sustained:

- (a) which are caused or contributed to by the use or occupation of the Leased Premises and the Lessee's Fixtures by the Lessee or an Authorised Person, except to the extent caused or contributed to by the Lessor;
- (b) resulting from an act or omission of the Lessee; or
- (c) resulting from a notice, claim or demand against the Lessee to do or refrain from doing any thing except to the extent that the Lessor is obliged by this Lease to pay for or contribute to the cost of compliance with the notice, claim or demand and fails to do so.

12.2 Nature of indemnity

The obligation of the Lessee to indemnify the Lessor and the Minister under this Lease or at law is not affected by the obligation of the Lessee to effect insurance and all indemnities shall survive Termination.

13. Assignment

13.1 No assignment

The Lessee shall not assign, mortgage or charge the Lessee's leasehold estate in the Leased Premises, nor sublet, part with possession or dispose of the Leased Premises in any way.

13.2 Property Law Act excluded

Sections 80 and 82 of the *Property Law Act* 1969 are excluded.

13.3 Changes in beneficial ownership of shares

If the Lessee is a company whose shares are not listed on any Stock Exchange in Australia, a change in the beneficial ownership of more than fifty per cent (50%) of the shares or the redemption, cancellation or issue of shares in that company or any holding company of that company will be deemed to be an assignment of the Lessee's leasehold estate.

13.4 Lessor may consent to assignment or sublease

The Lessee will not be in breach of the covenant in clause 13.1 in respect of an assignment or a sublease of the whole or part of the Leased Premises if the Lessor and the Minister consents to the assignment or sublease. The Lessor will not unreasonably withhold consent if the following criteria are satisfied:

- (a) The Lessee satisfies the Lessor and the Minister that:
 - (i) the proposed assignee or sub-lessee is a respectable and responsible person of good financial standing, with sound business acumen, with adequate business experience and who is capable of meeting all the financial commitments of the Lessee under this Lease or the sub-lessee under a sublease of this Lease whichever the case may be;
 - (ii) there is no Rent or other money payable under this Lease due but unpaid; and
 - (iii) there is no un remedied breach of the Lessee's Obligations and there have been no substantial breaches of the Lessee's Obligations during the Term; and
- (b) the Lessee procures the execution by the proposed assignee of an assignment of lease, or by the proposed sub-lessee of a sublease, prepared by the Lessor's solicitors at the Lessee's cost which contains terms consistent in all respects with this Lease and which are acceptable to the Lessor.

13.5 Lessor may consent to charge

- (a) The Lessee will not be in breach of the covenant in clause 13.1 in respect of a charge or mortgage if the Lessee obtains the Lessor and the Minister's consent to that charge or mortgage.
- (b) The Lessor may consent to or refuse to give its consent to a charge or mortgage in its absolute discretion.

13.6 Compliance with Acts

The Lessor and the Lessee acknowledge that if in granting its consent to any assignment or sublease the Lessor has to first comply with or satisfy any obligations or requirements under any Written Law including, but not limited to, the *Local Government Act 1995 (WA)* and the LAA then the Lessor's consent is made expressly conditional upon and subject to satisfaction of the relevant obligations or requirements.

14. **Damage, Destruction or Resumption**

14.1 Abatement of Rent

If the Leased Premises or any part of the Leased Premises are at any time during the Term, without neglect or default of the Lessee, destroyed or damaged by fire or other risk covered by insurance so as to render the same unfit for the use and occupation of the Lessee then the Rent or a proportionate part thereof (according to the nature and extent of the damage) shall abate until the Leased Premises or the relevant part thereof have been rebuilt or made fit for the use and occupation of the Lessee.

14.2 Termination

If the Leased Premises or any part of the Leased Premises are totally or partially damaged or destroyed so as to require major rebuilding, either party will have the option to terminate this Lease by giving a notice in writing to the other party within sixty (60) days of such occurrence. The Term will terminate upon such notice being given and the Lessee must vacate the Leased Premises and surrender the same to the Lessor but such termination will be without prejudice to the parties' rights against each other in respect of any antecedent breach of this Lease.

14.3 Dispute Resolution

Any dispute arising out of the provisions of this clause 15 shall be determined by a single arbitrator under the provisions of the *Commercial Arbitration Act 2012 (WA)* and the parties may each be represented by a legal practitioner of their choice.

15. **Limit of Lessor's liability**

15.1 No warranties or representations

The Lessee acknowledges and agrees that:

- (a) all the Lessee's property in or on the Land and the Leased Premises shall be at the sole risk of the Lessee during the Term and the Lessor shall not be liable for any claim, loss or damage that the Lessee may suffer as a result of:
 - (i) any fault in the construction or state of repair of the Leased Premises or the Lessee's Fixtures;
 - (ii) any defect in any of the Facilities or the Services;

- (iii) any flow, overflow, leakage or breakdown of any water, air-conditioning, gas, power or other source of energy whether from the Leased Premises or otherwise;
- (i) any event of Force Majeure;
- (b) the Lessor gives no warranty as to the use to which the Leased Premises may be put; and
- (c) the Lessee has not relied on any representation or warranty of the Lessor in entering into this Lease and further acknowledges that the Lessee has relied on the Lessee's own skill and judgment and has made the Lessee's own enquiries in determining the suitability of the Leased Premises for the Authorised Use and the Lessee's Activities.

15.2 Lessee acts at own risk and expense

Unless this Lease provides otherwise, whenever the Lessee is obligated or required by this Lease to do or omit to do any act or thing, the doing or the omission of the act or thing will be at the sole risk and expense of the Lessee.

16. **Default**

An event of default occurs if:

- (a) the Lessee fails to pay the Rent or other money payable under this Lease within seven (7) Business Days of the due date for payment, regardless of whether demand has been made;
- (b) the Lessee fails to perform any of the Lessee's Obligations for ten (10) Business Days after the Lessor has given notice to the Lessee of the default;
- (c) the Lessee is in breach of any document other than this Lease giving the Lessee a right to occupy any part of the Land or the Leased Premises;
- (d) a receiver or receiver and manager or controller as defined in the Corporations Act is appointed in respect of any part of the Lessee's property;
- (e) a person is appointed under legislation to investigate or manage any part of the Lessee's affairs;
- (f) the Lessee ceases to carry on the Lessee's Activities from the Leased Premises; or
- (g) where the Lessee is a company and:
 - (i) an application is made to a court for an order or an order is made that the Lessee be wound up;
 - (ii) an application is made to a court for an order appointing a liquidator or provisional liquidator in respect of the Lessee;
 - (iii) except for the purposes of reconstruction or amalgamation, the Lessee enters into a scheme of arrangement, deed of company arrangement or composition with, or assignment for the benefit of, all or any class of the Lessee's creditors;

- (iv) the Lessee resolves to wind itself up or otherwise dissolve itself;
- (v) the Lessee states that it is insolvent; or
- (vi) the Lessee takes any step to obtain protection or is granted protection from its creditors under any applicable legislation.

17. Lessor's powers on default

17.1 Lessor's right of possession

- (a) On the occurrence of an Event of Default the Lessor may:
 - (i) give notice to the Lessee that it intends to enter and retake possession of the Leased Premises if the Lessee fails to remedy the Event of Default the subject of the notice within thirty (30) days of the date of the notice; and
 - (ii) enter the Leased Premises and re-take possession of the Leased Premises if the Lessee fails to remedy the Event of Default within thirty (30) days of the date of the notice referred to in clause 17.1(a)(i) above.
- (b) If the Lessor enters and retakes possession of the Leased Premises pursuant to clause 17.1(a)(ii) above then the Term will immediately determine.

17.2 Lessor may remedy Lessee's default

- (a) If an Event of Default occurs or the Lessee otherwise fails to perform any of the Lessee's Obligations, the Lessor may without prejudice to the Lessor's rights arising from the Event of Default or the failure to perform, remedy that Event of Default or the failure to perform as if the Lessor was the Lessee, at the Lessee's cost. The Lessee must pay to the Lessor all liabilities incurred by the Lessor in remedying an Event of Default or failure to perform.
- (b) None of the following events constitutes a re-entry or forfeiture or waiver of the Lessor's rights to recover in full all Rent and other money payable by the Lessee under the Lease:
 - (i) acceptance of the keys or other access devices for the Leased Premises;
 - (ii) entry to the Leased Premises by the Lessor for the purpose of inspection or for the purpose of showing the Leased Premises to prospective lessees or to remedy an Event of Default; or
 - (iii) advertising the Leased Premises for re-letting.

17.3 No prejudice of Lessor's rights

Any re-possession or attempted re-possession of the Leased Premises by the Lessor or any demand for or acceptance of any of the Rent or other money payable under this Lease will not:

- (a) prejudice or affect the Lessor's rights under this Lease;
- (b) release the Lessee from performing the Lessee's Obligations; or
- (c) be deemed an election by the Lessor as to the exercise of the Lessor's rights under this Lease or at law.

17.4 Exercise of rights by Lessor

The Lessor may exercise the Lessor's rights under this Lease or at law notwithstanding laches, neglect or waiver in respect of any breach of the Lessee's Obligations, and without giving notice except in accordance with this Lease or as required by law, and without having to prove default by the Lessee or the continuance of that default.

18. Essential terms

18.1 Breach of Essential Terms

- (a) If the Lessee's conduct constitutes a breach of an essential term of this Lease and the Lessor elects to treat that breach as repudiation or the conduct otherwise constitutes repudiation of this Lease, the Lessee shall compensate the Lessor for all loss or damage suffered by reason of or arising from the repudiation.
- (b) Clauses 4 ("Rent"), 5 ("Outgoings"), 6 ("Use of Leased Premises and Facilities"), 8 ("Maintenance and Works"), 11 ("Insurance") and 13 ("Assignment") of this Lease are deemed to be essential terms.

18.2 Damage for Breach of Essential Terms

Any loss or damage for the unexpired residue of the Term suffered by the Lessor as a result of the Lessee's breach of an essential term may be recovered as damages at any time.

18.3 Lessor's Entitlement to Damages

The Lessor's entitlement to recover damages from the Lessee or any other person will not be limited or affected by any of the following:

- (a) if the Lessee abandons or vacates the Leased Premises;
- (b) if the Lessor elects to re-enter the Leased Premises or terminate this Lease;
- (c) if the Lessor accepts the Lessee's repudiation; or
- (d) if the parties' conduct (or that of any of their servants or agents) constitutes or may constitute a surrender by operation of law.

18.4 Lessor to Mitigate Damages

- (a) If the Lessee vacates the Leased Premises or if the Lessor accepts the Lessee's repudiation based on the Lessee's breach of an essential term of this Lease and terminates this Lease, the Lessor must take reasonable steps to mitigate its loss and endeavour to re-lease the Leased Premises on reasonable terms.
- (b) The entitlement to damages will be assessed on the basis that the Lessor has observed the obligation to mitigate damages.
- (c) The Lessor's conduct in mitigating its damages will not of itself constitute acceptance of the breach or repudiation or a surrender by operation of law.

18.5 Calculation of Damages

Following repudiation by the Lessee if the Lessor terminates this Lease then, without prejudice to any other right or remedy, the Lessor may recover the difference between the aggregate of the Rent and the reasonable estimate of the other money payable by the Lessee for the unexpired residue of the Term less any amount the Lessor obtains, or could in the Lessor's opinion reasonably be expected to obtain, by observing clause 18.4.

19. Termination

19.1 Yield up Leased Premises

The Lessee shall on Termination surrender and yield up the Leased Premises to the Lessor in a condition consistent with the compliance of the Lessee's Obligations during the Term and deliver to the Lessor all keys, access cards and other security devices (if any) for the Leased Premises and the Land.

19.2 Remove Lessee's Fixtures

The Lessee shall:

- (a) prior to Termination or on the termination of any period of holding over, unless the Lessor agrees or directs to the contrary, remove from the Leased Premises all of the Lessee's Fixtures and other property of the Lessee and make good any damage caused to the Leased Premises by the removal of the Lessee's Fixtures and other property of the Lessee;
- (b) comply with the Works Conditions in respect of the removal of those items specified in clause 19.2(a); and
- (c) submit details of the proposed removal works for the Lessor's approval not less than two (2) months prior to Termination, or in the event of the sooner determination of this Lease, on or prior to that sooner determination.

19.3 Making Good of Leased Premises on Termination

Subject to clause 19.2, the Lessee shall, unless the Lessor agrees or directs to the contrary, prior to Termination or on the termination of any period of holding over, make good the Leased Premises, the Facilities on the Leased Premises and those parts of the Plant and Equipment affected by the Lessee's use and occupation of the Leased Premises.

19.4 Lessor Can Make Good

If the Lessee does not comply with the obligation to make good as set out in clause 19.3, the Lessee shall pay the Lessor within ten (10) Business Days after the Lessor requests payment any costs reasonably incurred by the Lessor to make good the Leased Premises, the Facilities on the Leased Premises and those parts of the Plant and Equipment affected by the Lessee's use and occupation of the Leased Premises. The obligation to pay those costs does not limit any other rights of the Lessor in relation to the Lessee's default.

19.5 Dealing with Lessee's property not removed at Termination

The Lessor may exercise any of the following rights in respect of the Lessee's property, including Lessee's Fixtures, which are not removed at Termination:

- (a) demolish and dispose of the Lessee's property or remove and store the Lessee's property in alternative premises at the Lessee's cost;
- (b) sell or dispose of the Lessee's property and apply the proceeds of sale towards payment of any unpaid Rent or other money payable under this Lease; and
- (c) elect that the Lessee's property is the absolute property of the Lessor and deal with the Lessee's property as the Lessor sees fit;

and the Lessee shall indemnify the Lessor in respect of any loss or damage suffered by the Lessor as a result of:

- (d) the Lessee failing to remove all of the Lessee's property by Termination; or
- (e) any claim against the Lessor by any person by reason of the exercise by the Lessor of its rights under this clause 19.5.

19.6 Lessee to continue to pay Rent and other moneys payable

If the Lessee fails to make good the Leased Premises as specified in clause 19.3, or fails to remove the Lessee's property by Termination, then until the Leased Premises are restored in accordance with this Lease or the Lessor elects to take the absolute property in the Lessee's property left after Termination, the Lessee shall continue to pay the Rent and other moneys payable under this Lease as if the Lessee were holding over as a lessee in the Leased Premises.

20. Option of Renewal

If, and only if, no earlier than six (6) months or no later than three (3) months before the date of Termination, the Lessee gives notice to the Lessor exercising an option of renewal for a Further Term, and the Lessor is satisfied that:

- (a) there is no Rent or other money payable under this Lease which is due but unpaid; and
- (b) there is no un-remedied breach of the Lessee's Obligations; and
- (c) the Lessee has correctly and punctually observed and performed all of the Lessee's Obligations up to the expiry of the Term; and
- (d) there have been no breaches of any of the essential terms of this Lease during the Term,
- (e) Council have considered and approved the renewal.

the Lessor will grant the Lessee a lease of the Leased Premises for the relevant Further Term at the Rent payable immediately before Termination and otherwise on the same terms and conditions of this Lease except for:

- (f) this provision of renewal unless there is more than one (1) Further Term in which event the number of Further Terms will be reduced by the Further Term then exercised; and
- (g) any incentive or inducement to enter into this Lease or any waiver or abatement of Rent or any other payment to the Lessee or any benefit given to the Lessee, which is expressly excluded and which will not apply to a Further Term.

21. Holding Over

If after the expiry of the Term the Lessee continues in possession of the Leased Premises, the Lessee shall be deemed to be holding over as a monthly lessee and:

- (a) the Rent for the relevant period of holding over shall be the Rent payable immediately before the expiry of the Term;
- (b) the Lessee's right to remain in possession of the Leased Premises shall be subject to the continued performance of the Lessee's Obligations; and
- (c) the monthly tenancy created by this clause may be terminated by either party giving the other party one (1) months' written notice of termination which notice may be given at any time.

22. Trustee Provisions

If the Lessee has entered into this Lease in the capacity of trustee, whether or not the Lessor has any notice of the trust, the Lessee:

- (a) is taken to enter into this Lease both as trustee and in the Lessee's personal capacity and acknowledges that the Lessee is personally liable for the performance of the Lessee's Obligations under this Lease;
- (b) will take any action necessary to ensure the assets of the trust are available to satisfy any claim by the Lessor for any default by the Lessee; and

- (c) warrants that the Lessee has the power and authority under the terms of the trust to enter into this Lease.

23. Special Conditions

- 23.1 The special conditions (if any) set out in Schedule 2 shall be deemed to be incorporated into and form part of this Lease as if fully set out in the body of this Lease.
- 23.2 If there is any inconsistency between the provisions of this Lease generally and the special conditions, the special conditions shall prevail to the extent of the inconsistency.

24. Caveats and registration of Lease

24.1 Registration

- (a) The Lessee may register this Lease but must not lodge an absolute caveat over the Leased Premises to protect the interest of the Lessee under this Lease and the Lessee must surrender any registered lease and withdraw any caveat lodged by or on behalf of the Lessee over the Leased Premises on or before Termination.
- (b) In consideration of the Lessor leasing the Leased Premises to the Lessee, the Lessee irrevocably appoints the Lessor and every officer of the Lessor as defined by the *Corporations Act 2001* (Cth) to be attorney of the Lessee, in the name and on behalf of the Lessee, and as the act and deed of the Lessee to sign and lodge at Landgate, Perth, a surrender of lease and a withdrawal of any caveat lodged by or on behalf of the Lessee and not surrendered or withdrawn on Termination, and the Lessee;
 - (i) undertakes to ratify all that the attorney does or causes to be done under or by virtue of this sub clause; and
 - (ii) indemnifies the Lessor in respect of any loss arising from any act done under or by virtue of this sub clause, and the Lessor's costs and expenses of and incidental to the surrendering of the Lease and withdrawing of any caveat lodged by or on behalf of the Lessee affecting the Leased Premises.

24.2 Lessee must withdraw Caveat and any Registered Encumbrances

- (a) The Lessee on or before Termination must:
 - (i) withdraw any caveat lodged by the Lessee over the Leased Premises;
 - (ii) discharge any mortgage or other registered encumbrance relating to any liability of the Lessee registered over the Leased Premises;
 - (iii) surrender any registered lease over the Leased Premises;

- (iv) execute a withdrawal of caveat in a form approved or any other document that may be required to remove any encumbrance on the certificate of title for the Leased Premises, and to execute a deed or surrender of lease in the form approved or any other document that may be required in order to remove any lease or notification of it as an encumbrance on the Certificate of Title for the Leased Premises;
 - (v) if requested by the Lessor, do all things necessary to assist in the cancellation of any qualified title for the Leased Premises.
- (c) The Lessee hereby indemnifies, and shall keep indemnified, the Lessor against all loss or damage suffered by the Lessor as a result of the Lessee's failure to comply with section 24.2(a) on or before Termination.

25. Miscellaneous

25.1 Lessee not to permit prohibited matters

If under this Lease the Lessee is required to do or is prohibited from doing any act, matter or thing the Lessee must also ensure that the Authorised Persons comply with that requirement or prohibition.

25.2 Cost of Complying with Obligations

Unless otherwise stated in this Lease, the Lessee must pay the cost of performing or complying with every obligation of the Lessee under this Lease.

25.3 Schedules

The Schedules shall form part of this Lease.

25.4 Lessor's consent

Unless otherwise stated in this Lease, the Lessor may give a conditional or unconditional consent or approval at its absolute discretion to any matter in this Lease.

25.5 Proper Law and Jurisdiction

This Lease is governed by the law in force in Western Australia, or where applicable, the Commonwealth of Australia, and the parties consent to the jurisdiction of the courts of Western Australia.

25.6 Time for payment

Any amount payable by the Lessee to the Lessor unless otherwise specified must be paid to the Lessor within seven (7) Business Days after the Lessor gives a notice to the Lessee requiring payment.

25.7 Time of the essence

Time shall be of the essence in all respects.

25.8 Certificates

A certificate signed by the Lessor or the Lessor's solicitors about a matter or a sum payable is sufficient evidence of the matter or sum stated in the certificate unless the matter or sum is proved to be false.

25.9 Exercise of rights by Lessor

The Lessor may exercise each right, power or remedy at its discretion, separately or concurrently with any other right, power or remedy, and:

- (a) a single or partial exercise of a right, power or remedy does not prevent a further exercise of that right, power or remedy;
- (b) a failure to exercise or any delay in the exercise of a right, power or remedy does not prevent its exercise;
- (c) the rights, powers and remedies of the Lessor are cumulative with and not exclusive of the rights, powers and remedies provided by law; and
- (d) any demand made shall not in any way be deemed to constitute a waiver by the Lessor of any breach or non-observance of a Lessee's Obligation and shall not prejudice any other right of the Lessor in relation to such breach.

25.10 Lessor may act by agent

All acts and things which may be done by the Lessor may be done by a solicitor, agent, employee or contractor of the Lessor, including, without limitation, a managing agent.

25.11 Variation

This Lease may not be varied except in writing signed by each party.

25.12 Giving of notice

Any notice, approval, consent or other communication given under this Lease:

- (a) shall be in writing and in English;
- (b) may be served on the recipient:
 - (i) personally; or
 - (ii) by addressing it to the person and leaving it at or posting it by registered post to the address of the party appearing in this Lease or any other address nominated by the party by notice to the other;
 - (iv) by facsimile transmission sent to the recipient's facsimile number (if known);
- (c) will be deemed to be given or made:
 - (i) if served personally - at the time of handing the notice to the recipient;
 - (ii) if left at the recipient's address as specified in clause 25.12(b)(ii) above - at the time of leaving the notice;

- (iii) if sent by pre-paid post to the recipient's address as specified in clause 25.12(b)(ii) above - on the sixth Business Day after the date of posting;
 - (iv) if sent by facsimile transmission, on the same date as transmitted if transmitted prior to 4:00pm on a Business Day and if transmitted on a non-Business Day at or after 4:00pm on a Business Day then on the next Business Day; and
- (d) if given by the Lessor, may be signed by the Lessor or a solicitor or agent of the Lessor.

25.13 No moratorium

The provisions of any Law which extends a date for paying money under this Lease or which abrogates, nullifies, postpones or otherwise affects any provision in this Lease shall not apply to limit the terms of this Lease.

25.14 Further assurances

Each party shall execute and do all acts and things necessary to give full force and effect to this Lease.

25.15 Effect of execution

This Lease binds each person who executes it notwithstanding the failure by any other person to execute the Lease.

25.16 Severance

If any part of this Lease is or becomes unenforceable or void or voidable, that part will be severed from this Lease and those parts that are unaffected shall continue to have full force and effect.

25.17 Entire Agreement

This Lease constitutes the entire agreement between the parties and contains all the representations, warranties, covenants and agreements of the parties in relation to the subject matter of this Lease. This Lease supersedes all previous correspondence or documentation relating to the Lessee's leasehold interest in the Leased Premises.

25.18 Termination

Termination does not affect the Lessee's obligation to pay any money which is payable or do any act which is to be done after Termination as provided by this Lease.

25.19 Lease clauses that do not apply

The parties agree that the clauses of this Lease specified in Item 9 of Schedule 1 (if any) do not apply to this Lease.

SCHEDULE 1

Item 1 **Authorised Use**

To conduct the business of the Jurien Bay Progress Association Inc

Item 2 **Term and Option for Further Term**

(a) Term

Five years commencing on the Commencement Date and ending on the End Date.

(b) Further Term(s) Five years

Item 3 **Commencement Date**

TBC

Item 4 **End Date**

TBC

Item 5 **Land and Leased Premises**

(a) Land

(b) Leased Premises

That part of Reserve 31884 pursuant to Section 33(2) of the Land Act 1933

That **part** of the Land hachured on the plan in Annexure "A" to this Lease.

Item 6 **Rent**

The Rent is ONE DOLLAR (\$1.00) per annum with the first payment due on the Commencement Date and each subsequent payment due on each one year anniversary of the Commencement Date.

Item 7 **Lessee's Insurance Obligations**

Without affecting any further insurance to be effected by the Lessee as specified by the Lessor in writing to the Lessee, the Lessee shall effect policies of insurance in respect of:

- (a) public liability insurance for an amount not less than TEN MILLION DOLLARS (\$10,000,000.00) for any one incident or such greater amount as may be specified from time to time by the Lessor;
- (b) employers' indemnity insurance (if applicable) including workers' compensation insurance in respect of all employees of the Lessee employed in or about the Leased Premises;
- (c) the full insurable value on a replacement or reinstatement basis of all plate glass windows and doors forming part of the Leased Premises,

on the terms specified in clause 11 of the Lease.

Item 8 **The Lessor's Fixtures**

The Lessor's Fixtures shall include but not be limited to the following:

Not Applicable

Item 9 **Lease clauses that do not apply**

Not Applicable

SCHEDULE 2 - SPECIAL CONDITIONS

These are the special conditions referred to in clause 23 of the Lease.

All words and expressions used but not defined in these special conditions but which are defined in clause 1 of the main body of the Lease, shall have the same meanings respectively assigned to them in clause 1 of the Lease.

1. All structural improvements on the Leased Premises shall be and shall remain at law the property of the Lessor. The Lessee shall have the sole use, benefit and enjoyment of the Leased Premises and all structural improvements thereon during the Term of the Lease.
2. The Lessee shall not disturb the surface soil and vegetation in a manner likely to cause erosion. If erosion damage does occur, the Lessee (at its sole cost) shall take remedial action as directed by the Lessor.

ANNEXURE "A"

PLAN WHICH IDENTIFIES LEASED PREMISES



LGE 282

Mr Brent Bailey
Chief Executive Officer
Shire of Dandaragan
PO Box 676
JURIEN BAY WA 6516

Dear Mr Bailey

Councillor vacancy

I refer to your email on 2 December 2020 advising of the resignation of Councillor Richardson effective from the 31 January 2021 creating a vacancy in the District. In the email you also state that Council could look at two options of either allowing the vacancy to remain unfilled or conduct an extraordinary election for the Shire of Dandaragan as a postal election.

If council wishes to have the vacancy remain unfilled, approval is given under section 4.16(4) of the Local Government Act 1995 to defer filling this vacancy until the next ordinary local government elections.

The estimated cost to conduct the extraordinary election would be \$16,000 including GST which has been based on the following assumptions:

- 2,550 electors;
- response rate of approximately 50%; and
- count to be conducted in Jurien Bay.

Costs not incorporated in this estimate include:

- non-statutory advertising (i.e. additional advertisements in community newspapers and promotional advertising);
- any legal expenses other than those that are determined to be borne by the Western Australian Electoral Commission in a Court of Disputed Returns; and
- one local government staff member to work in the polling place on election day.

The Commission is required by the *Local Government Act 1995* to conduct local government elections on a full cost recovery basis. Please note that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for our charges is all materials at cost and a margin on staff time only.

I note that the Shire of Dandaragan has previously declared the Electoral Commissioner responsible for the conduct of all elections until the end of 2027 and that these elections are to be conducted as postal elections.

If the Shire of Dandaragan decides to have an extraordinary election conducted to fill the vacancy, then under Section 4.9(1) of the *Local Government Act 1995* either the President in writing or the Council at a meeting within one month of the vacancy occurring (which is deemed to have occurred when the CEO receives the resignation), needs to set the election date.

An election schedule is enclosed for Friday 16 April 2021, which is a date that has been suggested for the election. I approve of this date being set if Council decides an extraordinary election is required to be conducted.,

If you have any further queries please contact Phil Richards Manager Election Events on 9214 0443.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'R Kennedy', written in black ink.

Robert Kennedy
ELECTORAL COMMISSIONER

4 December 2020

Enc.



ELECTION TIMETABLE Dandaragan Extraordinary Election

Days to Polling Day	Local Government Act	References to Act/Regs	Day	Date	
80	Last day for agreement of Electoral Commissioner to conduct postal election.	LGA 4.20 (2)(3)(4)	Tue	26/01/2021	
80	A decision made to conduct the election as a postal election cannot be rescinded after the 80th day.	LGA 4.61(5)	Tue	26/01/2021	
70	Electoral Commissioner to appoint a person to be the Returning Officer of the Local Government for the election.	LGA 4.20 (4)	Fri	5/02/2021	
70	Between the 70th/56th day the CEO is to give Statewide public notice of the time and date of close of enrolments.	LGA 4.39(2)	Fri	5/02/2021	
to	Preferred date Wednesday 10 February 2021		to	to	
56			Fri	19/02/2021	
56	Advertising may begin for nominations from 56 days and no later than 45 days before election day. Preferred date Wednesday 24 February 2021	LGA 4.47(1)	Fri	19/02/2021	
Roll Close	50	Close roll 5.00pm	LGA 4.39(1)	Thu	25/02/2021
	45	Last day for advertisement to be placed calling for nominations.	LGA 4.47(1)	Tue	2/03/2021
Nominations Open	44	Nominations Open First day for candidates to lodge completed nomination paper, in the prescribed form, with the Returning Officer. Nominations period is open for 8 days.	LGA 4.49(a)	Wed	3/03/2021
	38	If a candidate's nomination is withdrawn not later than 4pm on the 38th day before election day, the candidate's deposit is to be refunded.	Reg. 27(5)	Tue	9/03/2021
Nominations Close	37	Close of Nominations 4.00pm on the 37th day before election day.	LGA 4.49(a)	Wed	10/03/2021
	36	CEO to prepare an owners' & occupiers' roll for the election. Electoral Commissioner to prepare residents' roll.	LGA 4.41(1) LGA 4.40(2)	Thu	11/03/2021
	28	Lodgement of election packages with Australia Post. Week Commenceing	Approx	Fri	19/03/2021
	22	The preparation of any consolidated roll under subregulation (1) be completed on or before 22nd day before election day.	Reg. 18(2)	Thu	25/03/2021
	19	Last day for the Returning Officer to give Statewide public notice of the election. Preferred date Wednesday 17 March 2021	LGA 4.64(1)	Sun	28/03/2021
	3	Commence processing returned election packages	Approx	Tue	13/04/2021
Election Day	0	Election Day Close of poll 6.00pm	LGA 4.7	Fri	16/04/2021

Post Polling Day	Post Declaration	References to Act/Regs		Date
5	Election result advertisement.	LGA 4.77	Wed	21/04/2021
14	Report to Minister. The report relating to an election under section 4.79 is to be provided to the Minister within 14 days after the declaration of the result of the election.	Reg.81	Fri	30/04/2021
28	An invalidity complaint is to be made to a Court of Disputed Returns, constituted by a magistrate, but can only be made within 28 days after notice is given of the result of the election.	LGA 4.81(1)	Fri	14/05/2021



**LOCAL EMERGENCY
MANGAGMENT
ARRANGEMENTS**

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AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the [*Emergency Management Act 2005*](#) ('the Act'), endorsed by the Shire of Dandaragan Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

These arrangements have been developed by personnel within the Shire of Dandaragan and by the Local Emergency Management Committee.

These arrangements should be read in conjunction with the Emergency Management Act 2005 and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Policy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:

Peter Scharf
Chairperson
Shire of Dandaragan LEMC

Date

Leslee Holmes
Shire President

Date

Document Review:

Date

AMENDMENT HISTORY

No.	Date	Amendment Details	By
1	6/11/2017	Amendments to reflect policy changes	WALGA EMS
2	6/11/2020	Changes to State Government agency names	WALGA EMS
3	6/1/2017	Realignment of LEMA to current template.	WALGA EMS
4	29/5/2018	Minor updates to acronyms, LEMC members and proposed meeting	CESC
5	8/8/2020	Redraft of LEMA to latest template.	SOD EMC
6	15/8/2020	Minor updates after review by LEMC	SOD EMC
7	2/12/2020	Inclusion of Covid-19 welfare centre guidelines as an attachment	SOD EMC
8	2/12/2020	Inclusion of Local Government Evacuation Centre opening checklist	SOD EMC

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to;

The Chairperson
Local Emergency Management Committee
Shire of Dandaragan
69 Bashford Street
Jurien Bay WA 6516

or email council@dandaragan.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

DISTRIBUTION LIST

Organisation	No. Copies
Chairperson LEMC	1
Emergency Management Coordinator	1
Chief Executive Officer Shire of Dandaragan	1
WA Police Jurien Bay / Local Emergency Coordinator	1
Chief Bushfire Control Officer	1
Deputy Chief Bushfire Control Officer	1
St John Ambulance Jurien Bay	1
St John Ambulance Cervantes	1
St John Ambulance Dandaragan	1
Shire of Dandaragan Libraries	1
Shire of Dandaragan Reception	1
Captain Jurien Bay Volunteer Fire and Rescue Service	1
Captain Cervantes Volunteer Fire and Rescue Service	1
Captain Canover Bushfire Brigade	1
Captain Hill River Bushfire Brigade	1
Captain Badgingarra Bushfire Brigade	1
Captain Dandaragan Bushfire Brigade	1
Jurien Bay Medical Centre	1
Secretary SEMC	1
DEMC	1
DFES Area Officer Coastal MWG	1
Main Roads WA	1
Parks and Wildlife District Office Jurien Bay	1
DC District Emergency Services Officer Wheatbelt	1
Western Power Jurien Bay Regional Office	1
Jurien Bay Volunteer Marine Rescue	1
Jurien Bay Senior High School	1
Cervantes Primary School	1
Badgingarra Primary School	1
Dandaragan Primary School	1

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SECTION ONE

INTRODUCTION

GLOSSARY OF TERMS

Australasian Inter-Service Incident Management System (AIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005*, a combat agency is to be a public authority, or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Comprehensive Approach: The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response and Recovery (PPRR). PPRR are aspects of emergency management, not sequential phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

Command: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. (See also *Control* and *Coordination*)

Control: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. (See also *Command* and *Coordination*)

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

Coordination: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination related primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. (See also *Control* and *Command*)

District Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

Emergency Management: The management of the adverse effects of an emergency including

- (a) prevention: the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

- (b) Preparedness: preparation for response to an emergency
- (c) Response: the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed up the recovery process.
- (d) Recovery: the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency: A hazard management agency (HMA), a combat agency or a support organisation.

Hazard: An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruct of; or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

Incident Support Group: A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator: The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee: A committee established under Section 38 of the *Emergency Management Act 2005*.

Operational Area: The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994*;

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- A local government or regional local government;
- The Police Force of Western Australia;
- A member or officer of a body referred to in one of the above; or
- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Risk: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005*.

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

Welfare: The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

DOCUMENT AVAILABILITY:

A copy of this document is available on the Shire of Dandaragan website <https://www.dandaragan.wa.gov.au>

A print copy of this document (public version) will be made available to the public at the Shire of Dandaragan administration building at 69 Bashford Street Jurien Bay 6516.

An electronic copy of this document (confidential version) is available to all Local Emergency Management Committee members.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS:

BFAC	Bushfire Advisory Committee
BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA HEALTH	Department of Health
WAPOL	WA Police Force

DISCLAIMER

The Shire of Dandaragan makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Dandaragan hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Dandaragan be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

AIM

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

PURPOSE

To set out;

- The Shire of Dandaragan policies for emergency management
- The roles and responsibilities for public authorities and other persons involved in emergency management
- Provisions about the coordination of the emergency operations performed by the public authorities and other persons
- Description of emergencies likely to occur within the Shire of Dandaragan
- Strategies and priorities for emergency management in the district
- Other matters about emergency management in the Shire of Dandaragan that the Shire of Dandaragan considers appropriate

SCOPE

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs individual plans.

- This document applies to the local government district of the Shire of Dandaragan.
- This document covers areas where the Shire of Dandaragan provides support to HMAs in the event of an incident.
- This document details the Shire of Dandaragan's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Dandaragan responsibilities in relation to recovery management.

The arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

AREA COVERED

The Shire of Dandaragan is located north of Perth in the Central Coast Region. It is square in shape and covers an area of approximately 6,934 square kilometres. It is bounded in the east by the Shire of Moora, in the south by the Shire of Gingin, in the north by the Shire of Coorow and in the west by the Indian Ocean.

EXERCISING, REVIEWING AND REPORTING

Exercising

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. The different types of exercises include Discussion, Field, Tabletop and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Shire of Dandaragan Local Emergency Management Committee aims to exercise its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

An alignment with section 4.7 of the State Emergency Management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting of the DEMC.

Reviewing

An entire review of the emergency management arrangements should be undertaken every five years.

A review of the arrangements should be undertaken after training that exercises the arrangements.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness and Capability Survey as directed each year by the SEMC.

AGREEMENTS

Local Role	Description of Responsibilities
Local Government	<ul style="list-style-type: none">• The responsibilities of the Shire of Shire of Dandaragan are defined in s.36 of the <i>Emergency Management Act 2005</i>• It is a function of a local government –• subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and• to manage recovery following an emergency affecting the community in its district; and• to perform other functions given to the local government under this Act
Local Emergency Coordinator	<ul style="list-style-type: none">• The responsibilities of the LEMC are defined in s37(4) of the <i>Emergency Management Act 2005</i>• The Local Emergency Coordinator for a local government district has the following functions –<ul style="list-style-type: none">○ to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;○ to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;○ to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator

Local Recovery SOD	IGA Jurien Bay	<ul style="list-style-type: none"> To ensure the development and maintenance of effective recovery management arrangements for the local recovery 	Opening after trading hours to provide food for the Welfare	Please contact the Manager Purchase order	tion plan
SOD	Cervantes General Store		Opening after trading hours to provide food for the Welfare	Please contact the Manager Purchase order required	
SOD	Dandaragan General Store		Opening after trading hours to provide food for the Welfare	Please contact the Manager Purchase order required	

UNDERSTANDING AND COMMITMENTS
LOCAL ROLES AND RESPONSIBILITIES

Local Government Welfare Liaison	<ul style="list-style-type: none"> During an evacuation assist Dept. Communities by providing advice information and resources
Local Government Liaison Officer (to ISG/IMT)	<ul style="list-style-type: none"> During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	<ul style="list-style-type: none"> Ensure planning and preparation for emergencies is undertaken. Implementing procedures that assist the community and emergency services deal with incidents Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires’ emergency response capability Participate in the ISG and provide local support Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Dept. Communities

LEMC ROLES AND RESPONSIBILITIES

The Shire of Dandaragan has established a Local Emergency Management Committee (LEMC)

as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Shire of Dandaragan LEMC meets quarterly.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by: Provide secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> • Annual Report • Annual Business Plan • Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> • Participate as a member of sub-committees and working groups as required

LEMC MEMBERSHIP

Organisation	Officer
Shire of Dandaragan	Chairperson LEMC Elected Councillor
Shire of Dandaragan	Deputy Chairperson Elected Councillor
Shire of Dandaragan Chief	Chief Executive Officer
Shire of Dandaragan	Executive Officer (Emergency Management Coordinator)
Shire of Dandaragan	Chief Bushfire Control Officer / Deputy Chief Bushfire Control Officer
St John Ambulance	Cervantes, Jurien Bay
Volunteer Marine Rescue	Jurien Bay
DC	Wheatbelt Regional Representative
Main Roads	Wheatbelt Regional Representative
Parks and Wildlife	District Fire Coordinator
Jurien Bay Health	Regional Representative
Jurien Bay High School	Nominated Representative

West Australia Police	Officer in Charge. Jurien Bay Police / Local Emergency Coordinator
Department of Fire and Emergency Services	Captain Jurien Bay Volunteer Fire and Rescue Service Captain Cervantes Fire and Rescue Service.
Western Power	Representative Jurien Bay Regional Office
St John Ambulance	Community Paramedic Coastal Wheatbelt

For current LEMC membership names and contacts please see [LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS](#) Section – this is only available to LEMC members and Emergency Management professionals.

AGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles:

Agency Roles	Description of Responsibilities:
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery the Controlling Agency will ensure effective transition to recovery

Hazard Management Agency	<p>A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed"</p> <p>A HMA's function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan for that hazard • Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under Subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p>

RELATED DOCUMENTS AND ARRANGEMENTS

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management". The Shire of Dandaragan has the following emergency management policies in place:

Policy Name	Policy Objective
Fire Break and Fuel Hazard Reduction Policy	To outline fire break and fuel hazard reduction obligations to the owners and occupiers of land in the Shire of Dandaragan. Details the requirements for the installation of firebreaks and fuel reduction across urban land, rural residential land, rural land and plantations. Outlines requirements for building protection zones.

Harvest and Vehicle Movement Bans Policy	As per the bushfires act 1954 the Shire will impose a ban on certain activities such as harvesting operations, movement of vehicles and hot works. Imposition and lifting of bans will be communicated via the Shires SMS messaging system, the Shires website and the Shires face book page.
Bushfire Advisory Committee Policy	The Shire will maintain a BFAC (bushfire advisory committee) for the purpose of annually electing a Chief Bushfire Control Officer, Deputy Chief Bushfire Control officer, Fire Control Officers and Fire Weather Officers. The BFAC will also provide advice and make recommendations to the Shire of Dandaragan on ways of improving fire response capability in the Shire.
Cooking and Camping Fire Policy	Outlines the obligations in relation to the use of camping and cooking fires at a person's place of residence within the Shire of Dandaragan.

EXISTING PLANS AND ARRANGEMENTS:

Document	Owner	Location
Risk Register	Shire of Dandaragan	Shire Administration Centre
Bushfire Risk Management Plan (draft)	Shire of Dandaragan	Shire Administration Centre
Jurien Bay Airstrip	Shire of Dandaragan	Shire Administration Centre
Land Search and Rescue Plan	WAP	Jurien Bay Police Station
Marine Search and Rescue Plan	WAP	Jurien Bay Police Station
Air Crash Plan	WAP	Jurien Bay Police Station
Road Crash Plan	WAP	Jurien Bay Police Station
Local Emergency Welfare Plan	DC	Shire Administration Office

COMMUNITY COMMUNICATION AND CONSULTATION

The Local Emergency Management Committee will engage with the community through community events such as the Indian Ocean Festival to promote the work of the LEMC and the content of the Local Emergency Management Arrangements.

The LEMC will communicate with the broader community through local newspapers to educate, inform and generally increase knowledge and awareness of the Shires Local Emergency Management Arrangements.



SECTION TWO

COORDINATION OF EMERGENCIES

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities and processes. In Australia, AIIMS is the nationally recognised system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS:

Unity of Command	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
Span of Control	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
Functional Management	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team
Management by Objectives	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the
Flexibility	AIIMS can be applied to any incident or emergency event, so a flexible approach is

The eight possible functions of AIIMS:

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies and plans for the resolution of the incident.
Intelligence	Collecting and analysing information or data which is distributed as intelligence to support decision making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.

Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the
Logistics	Acquisition and provision of human and physical resources, facilities, services and
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates

INCIDENT MANAGEMENT TEAM (IMT)

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

INCIDENT SUPPORT GROUP (ISG)

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement in the incident and who provide support to the Controlling Agency.

TRIGGERS FOR AN ISG

An ISG is triggered when the incident is a "Level 2" or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response resources	Provide support to resolve the incident at the local level
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.
Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.

MEMBERSHIP OF AN ISG

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the incident.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

FREQUENCY OF MEETINGS

The frequency of meetings will be determined by the Incident Controller and will depend on the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

LOCATIONS OF ISG MEETINGS

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

Shire of Dandaragan Administration Office	69 Bashford Street Jurien Bay
Jurien Bay Education and Conference Centre	69 Bashford Street Jurien Bay
Jurien Bay Volunteer Marine Rescue	24 Breakwater Drive Jurien Bay

For a list of contacts in order to open these locations for ISG meetings, please refer to [INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS](#) in the Contacts and Resources Section.

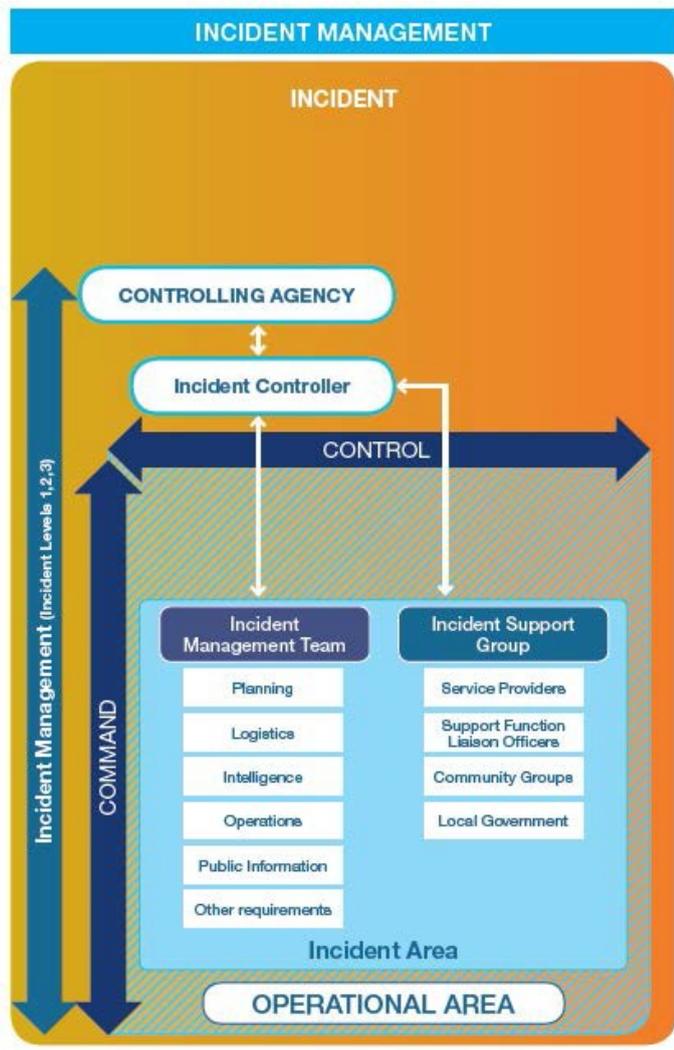


Figure 1: A diagram illustrating Incident Management

FINANCIAL ARRANGEMENTS

The Shire of Dandaragan is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the Shire of Dandaragan occurs to ensure the desired level of support is achieved.

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SECTION THREE

RISK

RISK MANAGEMENT

Risk Management is a vital part of the emergency management process. It is vital that we understand the hazards and risks likely to impact the Shire of Dandaragan.

The Shire of Dandaragan LEMC has taken into account that there a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

SPECIAL CONSIDERATIONS

- Climatic and environmental conditions impacting bushfire severity
 - When climatic conditions induce particularly strong broadacre cropping results the risk of crop fires during the harvesting season may increase.
 - Pre harvesting awareness communications will be run in these circumstances.
- Tourist influx periods and locations
 - The Shire has periods throughout the year where large numbers of Tourists come to the Shire for various recreational activities. Cervantes and Jurien Bay in particular see a significant influx of people with Caravan Parks and other forms of accommodation booked out and overflow camping areas opened by the Shire. Unknown numbers of people may engage in unauthorised camping along sections of the coast particularly between Wedge Island in the south of the Shire through to Jurien Bay. The Shire has a large campground on the coast at Sandy Cape to the north of Jurien Bay which see's large numbers of people camped during the peak periods. In the event of a significant incident coinciding with one of these periods (annual school holidays, Easter period, Australia day long weekend, labour day long weekend) Special consideration would need to be given to checking remote parts of the coastline for unauthorised campers.
- Short Stay Reserves
 - The Shire has a number of short stay reserves for travellers that may requiring checking for evacuation purposes in the event of a major incident.
 - Drummonds Reserve – Bibby Road
 - Hakea Reserve – Bibby Road
 - Wandoo Reserve – Jurien East Road
 - Smokebush Reserve – Jurien East Road
 - Tuarts Reserve – Cervantes Road
 - Banksia Reserve – Cervantes Road
- Community Events
 - The Shire has a number of significant and established community run events that also result in potentially large numbers of people congregating in a specified location. In some instances, these events coincide with peak tourist periods resulting in even larger numbers of people being present. Emergency responders should be aware of these events if a major incident should coincide with their running.
 - Indian Ocean Festival Jurien Bay (November)
 - Nambung Music Festival Nambung Station (October)
 - Roar by the Shore Cervantes (October)
 - Badgingarra Speed Shear Badgingarra (September or October)
 - Opera in the Pinnacles Nambung National Park Cervantes (March or April)

CRITICAL INFRASTRUCTURE:

The following assets/infrastructure impacting on or located within the Shire of Dandaragan have been classified as critical infrastructure:

Mobile Towers	Latitude	Longitude
Telstra Cnr Bashford St and Whitfield St Jurien Bay	-30.303813	115.042433
Telstra Zircon Street Jurien Bay	-30.29352	115.064189
Telstra RBS Lot 302 (Canover Road Rubbish Tip site)	-30.302094	115.097095
Telstra 11 Gazeley Way Cervantes	-30.500696	115.080929
Telstra exchange Cervantes	-30.502842	115.071103
Telstra Cnr Patton St and Head Rd Greenhead	-30.068811	114.967515
Telstra RBS Site Brand Highway Warradarge	-30.157612	115.391453
Telstra exchange Leeman	-29.94591	114.983591
Telstra RBS 12946 Brand Hwy Cooljarloo	-30.485756	115.488275
Telstra Site Cooljarloo Mine Dandaragan	-30.64925	115.452168
Telstra Cooljarloo off the Brand Hwy Cooljarloo	-30.65039	115.45458
Telstra Wedge Island 10092 Indian Ocean Drive Cooljarloo	-30.765089	115.285794
Telstra Comms Site Ocean Hill Three Springs Road East of Eneabba	-29.831902	115.334518
Telstra 2041 Northwest Rd Badgingarra	-30.467578	115.667269
Telstra Exchange Dandaragan West	-30.737947	115.540903
Telstra Site 4kms East of Cataby	-30.7253	115.585277
Telstra Site Yandan Hill Cataby	-30.758363	115.598169
Telstra Site Coorow Green Head Rd Eganu Coorow	-30.03428	115.745325
Telstra Sire 1289 Nilgen Rd Nilgen	-30.90077	115.42295
Telstra Site Carnamah West Carnamah	-29.798201	115.5999262
Telstra Sire Brand Hwy 22km North of Eneabba Arrowsmith	-29.621409	115.22593
Optus Site Green Head 12 Whistler Crescent	-30.052147	114.976806
Optus Site Warradarge 18150 Brand Hwy Warradarge	-30.157383	115.391103
Optus Lattice Tower 3 Snapper Street Leeman	-29.950074	114.983069

Optus Site Badgingarra 505 Northwest Rd	-30.4111473	115.504743
Optus Site Guyed Mast Three Springs Rd Eneabba	-29.831704	115.334166
Optus Site Cataby 324 Cataby Rd	-30.730786	115.575185
Optus Site Dandaragan 407 Kayanaba Rd Dandaragan	-30.639521	115.744939
Emergency Water Points Dandaragan Shire		
Water Authority Standpipe Shire Depot Carmella Street Jurien Bay potable water		
Shire Standpipe Fatfield Way Marine Fields Bore fed emergency water tanks		
Shire Standpipe Marine Terrace Marine Fields Bore fed emergency water tanks		
Shire Standpipe Zendora Road Alta Mare Bore fed emergency water tanks		
Shire Standpipe Cambewarra Drive Alta Mare Bore fed emergency water tanks		
Shire Hydrant Canover Road Alta Mare (Canover BFB Shed) Bore fed emergency water tanks.		
Shire Standpipe Jurien Bay Vista Jurien Heights Bore fed emergency water tanks		
Shire Standpipe Oceanview Parade Jurien Bay Heights		
Shire Standpipe at rear of football oval tanks Dandaragan. Fast fill suction from oval tanks. Bore		
Water Authority Standpipe Reimers Street Badgingarra		
Water Authority Standpipe Dandaragan Townsite Dandaragan Road. Potable water		
Shire emergency water tank. Located on western side of intersection of Cantabilling and Munbinea roads Hill River (static 25,000 litres manual refill)		
Emergency Medical Facilities		
Jurien Bay Medical Centre – 21 Whitfield Street		
Jurien Bay Health Centre – 23 Whitfield Street		
Jurien Bay Airstrip (to support emergency		

RISK REGISTER:

The Shire of Dandaragan LEMC has undertaken extensive risk assessment work as part of the State Risk project – local level.

A summary of the risk register has been included below.

In the course of this work, 3 hazards were work shopped and credible, worst-case scenarios were developed for all of them. The LEMC working group then workshopped the scenarios

against multiple impact statements and developed a risk register which assigned each impact statement scenario a risk level, rating from Extreme to Very Low. The findings of the project are summarised below.

Over the three hazards, (Foot and Mouth Outbreak, Flood and Earthquake)104 risk statements were assessed in total. The breakdown of their risk levels is illustrated in the table below:

Risk Level	Number of statements	% of statements
EXTREME	0	0%
HIGH	60	58%
MEDIUM	20	19%
LOW	16	15.5%
VERY LOW	8	7.5%

EMERGENCIES LIKELY TO OCCUR / HAZARDS REGISTER

The following hazards have been identified as the most likely to occur in the Shire of Dandaragan. Below is a register of the identified hazards.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan
Fire (DBCA Lands)	DBCA	DFES	DBCA BFB,S VFRS	Shire of Dandaragan (SOD)	Fire
Fire Structural	DFES	DFES	VFRS	SOD Western Power Water Corporation	Fire
Fire Rural	SOD	DFES	BFB's	SOD DBCA	Fire
Road Transport Emergency	WA Police	WA Police	VFRS Jurien / Cervantes SES Eneabba VSJA Jurien / Dandaragan	SOD Main Roads	Road Crash
Severe Storm	DFES	DFES	SES Eneabba	Western Power SOD	Storm

Earthquake

DFES

DFES

SES Eneabba

SOD
Western Power
Water
Authority
Main roads

Earthquake



SECTION FOUR

EVACUATION

EVACUATION

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Dandaragan and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Dandaragan and the Department of Communities.

TYPES OF EVACUATION

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.

A ***controlled evacuation*** is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A ***recommended evacuation*** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property but it is not believed to be imminent or significant.

A ***directed evacuation*** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

THE FIVE STAGES OF EVACUATION



Things to Consider: Legislative powers, risk management, resource requirements.

Reasons to/not to evacuate must be recorded.

Stage Two: Warning – Telling people of the need to go

Part of the LEMC's planning process is to identify available communication methods for public information.

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

Stage Four: Shelter – Where people can go and providing support

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.

Stage Five: Return – Allowing people back and supporting their return

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

SHIRE OF DANDARAGAN EMERGENCY EVACUATION GUIDE

Shire Office: 08 9652 0800

Area Covered: This evacuation plan covers the full geographical area of the Shire.

KEY ROADS

For the potentially variable evacuation scenarios the following roads have been identified as key;

- Indian Ocean Drive
- Brand Highway
- Jurien East Road
- Cervantes Road
- Northwest Road
- Dandaragan road
- Cervantes Road

KEY CONTACTS

NAME	CONTACT	NAME	CONTACT
Shire Office	96520800	Jurien Bay Police	96520600
SOD Chief Bushfire Control Officer	0428513028	DFES MWG Office	99566000
SOD Deputy Chief Bushfire Control Officer	0428990748	DC Wheatbelt District Emergency Services Officer	0429102614
SOD Emergency Management Coordinator	0428114221	SOD Customer and Community Services Manager	96520800 0498997205
Community Paramedic St John Ambulance Coastal Wheatbelt	0417872618	SOD Local Recovery Coordinator	96520800 0429204538
Shire of Dandaragan Satellite Phone #1	0145355852	Shire of Dandaragan Satellite Phone #2	01453555845

HMA/CONTROLLING AGENCY CHECKLIST

- Alert Local Police
- Alert DFES or WAPOL to activate State Alert Phone System
- Advise media officer to employ information management tools – ABC radio, TV, etc.
- Alert Department of Communities
- Advise Special Needs Groups/Vulnerable People*
- Employ support agencies and volunteers for evacuation planning

*Please refer to Contacts and Resources section for a list of VULNERABLE PEOPLE CONTACT GROUPS

EVACUATION (WELFARE) CENTRES

Please refer to section Five Welfare for a full list of evacuation centres.

SPECIAL NEEDS GROUPS

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available in VULNERABLE PEOPLE CONTACT GROUPS in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

EVACUATION OF ANIMALS

Assistance animals are welcomed at all welfare centres. For a list of evacuation locations for pets, please refer to the ANIMAL WELFARE within the Contacts and Resources section.

MAPS

Detailed maps showing key routes, location of evacuation centres and other required information are located at the Shire Administration Office.

SHIRE OF DANDARAGAN GUIDE AND CHECKLIST – refer to Attachment 1 of this Section.

COVID-19 WELFARE CENTRE GUIDELINES – refer to Attachment 2 of this Section.

Attachment 1

GUIDE AND CHECKLIST

FOR

SHIRE OF Dandaragan

OPENING AND COORDINATION OF A

WELFARE EVACUATION CENTRE

(PRIOR TO DEPARTMENT OF COMMUNITIES ARRIVAL)

Prompts for where to add your details have been provided and indicated with yellow highlight.
When you have added your own details to the guide, please remove the yellow highlight from the text, and also remove this instruction box.

CONTENTS

	DESCRIPTION	PAGE
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IMPORTANT INFORMATION

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster. In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

In some cases, the LG may continue to coordinate and provide services to evacuees, particularly in short term and less complex events, or in cases where it is not possible for Communities to attend due to geographic location or other barriers such as road closures.

Costs incurred by the LG in operating an Evacuation Centre will only be met by Communities where prior approval has been given by Communities for that expenditure. Communities are contactable 24/7 for consultation on **0418 943 835**.

In most emergency events, the LG will initiate the opening and operation of the Evacuation Centre as they are the closest to the emergency event and will then handover to Communities staff on their arrival at the Evacuation Centre.

The attached guide notes have been prepared to assist the LG to prepare for their possible role in opening an Evacuation Centre and operating the centre until handover to Communities.

THIS IS A GUIDE ONLY AND NOT A REQUIREMENT FOR the LG TO FOLLOW.

The support of the LG in opening Welfare Evacuation Centres and operating the centres until the Department of Communities can arrive is greatly appreciated and vital to supporting the local community in their time of crisis.

STEP 1

REQUEST FOR THE OPENING OF AN EVACUATION CENTRE

Action 1:

Communities may endorse the request for the opening of an Evacuation Centre **ONLY** when this request has come from the Incident Controller (or deputy) of the Hazard Management Agency (HMA). Typically this will be DFES or WA Police.

If an LG is contacted by the HMA and asked to open an Evacuation Centre, the LG should immediately contact Communities on **0418 943 835** 24/7 to discuss the details of the emergency/disaster and to consider the most appropriate Evacuation Centre to open.

Completed **Unable to Complete** **Comments below**

Action 2:

If contact with Communities was not possible, the LG should refer to the Communities Local Welfare Plan, Appendix 4, for designated Local Welfare Centres to select from (copy should be held in LG Emergency Activation Kit), or **Attachment 1** of this guide.

If the LG is contacted by the HMA to request the opening of an Evacuation Centre, they may wish to consider capturing the details of the request on the form provided at **Attachment 2**. As soon as possible Communities should be contacted to discuss this request.

Completed **Unable to Complete** **Comments below**

STEP 2

PREPARING TO DEPLOY STAFF AND EQUIPMENT TO THE NOMINATED EVACUATION CENTRE

Action 1:

Select staff members who can be deployed to the Evacuation Centre.

Utilise staff who have attended Evacuation Centre Training where possible (see **Attachment 3** for a list of staff from the LG who have completed Evacuation Centre Training.)

List the names below for the staff that will be deployed and nominate who will take on the role of Local Government Welfare Coordinator until Communities can arrive.

NAME	SECTION/UNIT

Completed **Unable to Complete** **Comments below**

Action 2:

If the LG Emergency Kit is not already located at the Evacuation Centre, ensure that this is collected and taken with staff to the designated location. The Location(s) of the LG Emergency kit is as follows:

>enter location(s) of LG Emergency Kit here<

Completed Unable to Complete Comments below

Action 3:

Consider other equipment needs for deployment of staff to the evacuation centre including:

- Cars booked – how will staff travel to the centre and then away from the centre at shift end?
- Mobile phones and chargers – will staff have work mobiles for use at the evacuation centre and phone chargers, or will they be using their own phones
- Tabards for LG staff – Does the LG have Tabards? Where are they located?
- Shop for basic tea, coffee, and water supplies – consider purchase of Tea Bags, Milo, Coffee, Sugar, milk, bottled water, disposable cups

Completed Unable to Complete Comments below

Action 4:

Contact Communities 'On Call Duty Officer' on **0418 943 835** to check the following:

1. Are Communities staff being deployed

2. The likely arrival time at the evacuation centre of Communities staff
3. Contact phone number for the nominated Communities Welfare Coordinator.

Completed **Unable to Complete** **Comments below**

Action 5:

Notify **Facility Manager/ Rangers / Security** and have them open the nominated Evacuation Centre and remain on site for animal welfare and security purposes.

Direct the nominated LG Welfare Coordinator and selected LG staff to the nominated Evacuation Centre.

Completed **Unable to Complete** **Comments below**

STEP 3

OPENING AND SETTING UP THE EVACUATION CENTRE

Action 1:

Carry out a safety audit of the building to ensure that it will be safe for use by staff, volunteers and evacuees. Rectify any safety issues if possible or block unsafe areas from possible use **(See Attachment 4)**

Completed **Unable to Complete** **Comments below**

Action 2:

Set up a location for the provision of Tea, Coffee, water and other required refreshments and ensure that a hot water supply for the Tea/Coffee is available in a safe location.

Completed **Unable to Complete** **Comments below**

Action 3:

Unpack the LG emergency kit and allocate the contents to the required locations, as appropriate for the event.

Completed **Unable to Complete** **Comments below**

Action 4:

Consider the need for registration of evacuees that may arrive and establish a registration table in an appropriate location within the building, and allocate staff to the role of registration.

Completed **Unable to Complete** **Comments below**

Action 5:

Locate a supply of tables and chairs and distribute these in required locations within the building for use by evacuees when they arrive.

Completed **Unable to Complete** **Comments below**

Action 6:

Consider the needs of evacuees who may arrive with pets, and identify locations where the pets may be comfortably accommodated until other options are available.

Completed **Unable to Complete** **Comments below**

Action 7:

Allocate a staff member(s) to meet and greet evacuees as they arrive at the evacuation Centre and provide them initial personal support.

Completed **Unable to Complete** **Comments below**

STEP 4:

PROVIDING SERVICES AT THE EVACUATION CENTRE

Action 1:

Provide Communities contact Officer with an update of actions taken to date.

Completed **Unable to Complete** **Comments below**

Action 2:

Ensure that the needs of evacuees are being met in regards to:

- Catering
- Registration
- Personal support and comfort
- Pets
- Information Provision

Completed **Unable to Complete** **Comments below**

Action 3:

Prepare handover notes for Communities use on arrival (**See Attachment 5**).

Completed **Unable to Complete** **Comments below**

Action 4:

On the arrival of Communities staff, identify the designated Local Welfare Coordinator and provide them with the handover notes as prepared at Action 3.

Also provide a verbal report on actions taken and actions required and provide a physical handover of any required keys, swipe cards, instruction guides or other equipment.

Completed **Unable to Complete** **Comments below**

Action 5:

In addition to the staff deployed immediately to the Evacuation Centre, you may wish to consider developing a staff roster for the rotation of other staff into the evacuation centre, for example after 6 hours or for the following day.

Completed **Unable to Complete** **Comments below**

NOTE: In smaller events it may not be deemed necessary for Communities to take over the coordination of the Welfare Evacuation Centre, in which case the LG will continue to operate the centre until it is no longer required.

In this circumstance, the LG should also consider the 'Stand Down' and closing of the Evacuation Centre, as listed in STEP 5

STEP 5:
CLOSING THE EVACUATION CENTRE

Action 1:

Consult with the Hazard Management Agency for confirmation that the need for the evacuation centre no longer exists and that the centre can be closed.

Completed **Unable to Complete** **Comments below**

Action 2:

Gather all equipment for return to pre deployment location, and carry out an inventory of items used for future restocking purposes.

Completed **Unable to Complete** **Comments below**

Action 3:

Consider the need to return the building to the same state that it was on arrival. Chairs and tables returned to storeroom, kitchen tidy and clean, floors cleaned, rubbish removed.

Completed **Unable to Complete** **Comments below**

Action 4:

If necessary return any keys, swipe cards, or access codes to the building custodian.

Completed **Unable to Complete** **Comments below**

Action 5:

Consider provision of a de-brief for staff at the evacuation centre before they leave or possibly for a debrief at the LG at a later date.

- Completed** **Unable to Complete** **Comments below**

Action 6:

Contact Communities to advise that the Evacuation Centre has now been closed.

- Completed** **Unable to Complete** **Comments below**

ATTACHMENT 1

NOMINATED EVACUATION CENTRES

NAME	CAPACITY	ADDRESS	CONTACT

ATTACHMENT 2

RECEIVING INFORMATION ON THE EMERGENCY/DISASTER

Communities Wheatbelt District Emergency Contact Form for Other Agencies

The request to open an Evacuation Centre may come from a number of sources including Police, DFES, SES, or the Emergency Services Unit of the Department of Communities.

Try and obtain as much information as possible from the caller including:

Refer to the back of this document for Communities contact numbers in your area.

Caller information (Your information)	Name: _____ Date: _____
	Agency: _____ Time: _____ hrs
	Phone number/s: _____
	Are they the Contact for this emergency: Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Details for the emergency – who Communities can call back?	Name: _____ Mobile: _____ Fax: _____ Email: _____
Which agency is the Hazard Management Agency (HMA)	Police <input type="checkbox"/> DFES <input type="checkbox"/> Local Govt <input type="checkbox"/> Other (record below) <input type="checkbox"/>
Agency requesting assistance	(generally the HMA) _____
Nature of the emergency	(fire, flood, storm, chemical, other)
Location of the emergency	_____
Activation Stage	Alert <input type="checkbox"/> Standby <input type="checkbox"/> Activation <input type="checkbox"/> heads up (probably be required) (needed now) If Activation – Immediate <input type="checkbox"/> 1-2 hrs <input type="checkbox"/> Longer <input type="checkbox"/> _____
Number of people affected Any vulnerable and/or special needs groups? e.g. elderly, tourists	_____
Types of assistance needed	(Local Welfare Centre to be opened, registration, catering, first aid ...)
Are any welfare centres already opened?	Yes <input type="checkbox"/> No <input type="checkbox"/> Where _____ Contact at the Centre: _____ Ph: _____
Location for Welfare Centre?	Location: _____ _____
Safe Directions to get to Welfare Evacuation Centre	Safe Directions: _____ _____
Road Closures/Driving Conditions	Road Closures/Driving Conditions: _____ _____
Any further relevant information?	_____

Department of Communities

Wheatbelt District

Contact arrangement for welfare support in emergencies.

November 2017

In an emergency, if welfare support services are required, please contact the Department of Communities (DC or Communities) to activate the Local Emergency Management Welfare Plan.

After hours contact - CRISIS CARE: 1800 199 008

This is a 24 hour 7 day week service. On receipt of your phone call, Crisis Care will contact the local Communities After Hours Duty Officer.

During office hours contact the local CPFS Office as per below:

Communities Merredin Office:

9041 6900 - Office phone

9041 2572 – Fax

1800 199 008 –After hours Contact Crisis Care

For the *Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Narembeen, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn*

Communities Moora Office:

9653 0100 - Office phone

9651 1666 - Fax

1800 199 008 – After hours contact Crisis Care

For the *Shires of Dalwallinu, Dandaragan, Gingin, Moora, Victoria Plains and Wongan-Ballidu*

Communities Narrogin Office:

9881 0123 - Office phone

9881 2040 – Fax

1800 199 008 - After hours contact Crisis Care

For the *Shires of Brookton, Corrigin, Cuballing, Kondinin, Kulin, Narrogin, Pingelly, Wagin, Wandering, Wickepin and Williams*

Communities Northam Office:

9621 0400 - Office phone

9622 3779 – Fax

1800 199 008 - After hours contact Crisis Care

For the *Shires of Beverley, Cunderdin, Dowerin, Goomalling, Northam, Quairading, Tammin, Toodyay and York*

ATTACHMENT 3

STAFF WHO HAVE ATTENDED EVACUATION CENTRE TRAINING

This information can be supplied by your Senior District Emergency Services Officer at the Department of Communities.

DATE	NAME

ATTACHMENT 4

SAFETY OFFICER CHECK LIST

This checklist is a **guide** for a range of different facilities being used as a local welfare evacuation centre. Please consider the **safety of children and people with special needs** when conducting the safety inspection.

On completion please report any concerns to the Facility Manager if available and the Local Welfare Coordinator.

Items checked for safety	Checked	Record any hazards or risks
1) Please give careful consideration and document safety risks which are not covered in this checklist in the box at the bottom		
2) Where possible make safe any hazards immediately e.g. put a chair over a dangerous cord		
3) Entrances to the Centre – how many? _____ Exits to the Centre – how many? _____ Are these a hazard for children/people with special needs? Do any of them need to be blocked off? Are any of them fire exits?		
4) Is access to the car park barricaded?		
5) Is there a swimming pool? Is this barricaded?		
6) Electrical equipment <ul style="list-style-type: none"> • Power points/RCD Protected – are these covered? • Heaters – are these a hazard? • Other electrical equipment? • Urn/kettles – barricaded from children? • Kitchen – door blocked so no access to children? • Other electrical equipment? _____ 		
7) Other equipment e.g. gym equipment – are these barricaded/locked away?		
8) Stairs/steps – are these barricaded for children?		
9) Stage/side halls – are these safe for children? _____		
10) Are all dangerous chemical, including cleaning products locked away?		
11) Any loose cords/wires, either ground level or hanging down? _____		
12) Any other hazards? _____ _____ _____		

HANDOVER FORM

This form is completed by Local Government staff and provided to Department of Communities (DC) when they arrive to take over management of the Welfare Evacuation Centre. Information provided below is used to streamline the process of handing over management of the centre, particularly in regards to knowing the current issues of the centre, staffing, and evacuees currently utilizing the centre.

Date: _____ Time: _____

Local Government Welfare Coordinator: (Name) _____

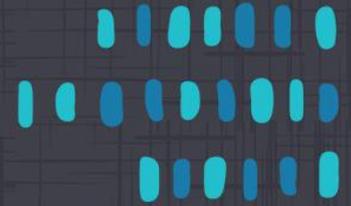
DC Local Welfare Coordinator: (Name) _____

Has a safety check of the building been completed? Are there any concerns?

How many evacuees have been registered? Where are the registration forms?

Have meals been organised for the evacuees? Have any meals or food been served already?

Have you assigned Liaison Officers to work in the centre? If so, for how long?



COVID-19 – Welfare Centre Guidelines (Oct 2020)

Aim: To provide guidance to Department of Communities (Communities) staff and other key agencies in managing welfare centres, whilst mitigating COVID-19 risks to the community.

It is acknowledged the ever-changing COVID-19 situation restricts the provision of specific advice however this document provides recommendations and considerations to assist local planning.

To ensure the relevancy and currency of the information contained within this document, review will occur on a continuous basis.

For the purposes of this guide, the term **Welfare Centre** will refer to both welfare and evacuation centres.

Evacuation Planning

Welfare Centres should be considered as a transit area, with all attendees encouraged to move on to other evacuation/accommodation options where possible.

Under a COVID-19 lens, the recommended approach in an evacuation situation is listed below, however **preservation of life is to always be the priority:**

- 1 • Travellers,visitors and tourists to leave the evacuation area **if safe to do so**
- 2 • Shelter in Place **if safe to do so**
- 3 • Shelter with family and friends **if safe to do so**
- 4 • Utilise commercial/alternative accommodation options **if available**
- 5 • Use welfare centres as a last resort

It is recognised implementing this approach may not be possible in a cyclone event.

Locally Driven Response

Department of Communities District Emergency Service Officer's develop Local Emergency Welfare Plan's (LEWP) in consultation with the Local and District Emergency Management



Committee (LEMC/DEMC). These plans outline agreed emergency welfare arrangements in each local government region.

These existing Local Emergency Welfare Plans should be reviewed taking into consideration the general principles and recommendations within this guide, and current [Western Australia COVID-19 restrictions](#). Preparedness is a joint responsibility amongst local agencies, so planning with relevant stakeholders is essential to ensure plans take into account local conditions and region-specific challenges.

To assist in planning the following approaches are recommended:

- Hazard Management Agency (HMA) to provide early advice of any potential evacuation direction to all relevant impacted agencies. This will facilitate the sharing of information and early identification of local COVID-19 risks within the proposed evacuation area
- prioritising the identification of alternate safe accommodation options for people under isolation/quarantine directions
- early determination of the level and intensity of infection control measures to be implemented within the welfare centre, based on the current Western Australia COVID-19 restrictions and phasing.

HMA messaging to cover the following:

- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions
- People under an **isolation/quarantine direction** are to find alternative accommodation with family or friends who live away from the area.
 - If alternative options are unavailable and they need to attend a welfare centre, continue to follow COVID-19 precautions, maintain appropriate physical distancing, wear a mask, and identify themselves immediately on arrival.
 - When safe to do so, telephone WA Police on 131 444 to advise whereabouts
- Provide advice to the public regarding self-sufficiency of medication/scripts, specific food requirements, hygiene supplies and general COVID-19 precautions if needing to attend a welfare centre.

Welfare Centre Planning

It is suggested existing **Local Emergency Welfare plans** are reviewed by relevant stakeholders, with re-evaluation of current identified facilities, using a COVID-19 lens. Consider the following:

- maximum capacity of each facility and physical distancing requirements. Refer to facility Local Government 'COVID Safety Plan' for maximum numbers. If it appears capacity will be exceeded during an event this must be escalated to the Incident Controller.
- which facilities have capacity to allow the isolation/segregation of individuals/groups
- the layouts of facilities to identify separate entry and exit points

- the use of partitions/barriers if available/where possible
- identifying what/any alternate evacuation accommodation options may be available for individuals who are considered a COVID-19 risk.
- can other regions/towns in the area be used to move on/accommodate people
- welfare centre staffing levels required to ensure infection control tasks are performed.
- Local Government to consider utilising their existing COVID-19 risk management arrangements until the arrival of Communities staff

General Infection Control measures

In consideration of the heightened sanitation and hygiene needs of COVID-19, consider the following:

- signage and barriers erected throughout the welfare centre displaying current physical distancing requirements
- signage and posters on appropriate hand washing techniques upon entry and throughout the shelter/centre as well as appropriate techniques for PPE/masks
- a dedicated welfare centre officer responsible of ensuring all recommended infection control measures are in place and maintained
- development of a cleaning schedule posted within the centre
- a contract cleaner arrangement with the owner of the facility – generally the Local Government
- utilise single use disposable items such as bedding, eating/drinking utensils etc where possible
- appropriate waste disposal/laundry processes in place.

PPE requirements in the Centre

PPE supplies must be available within Welfare Centres including:

- Surgical style masks
- Gloves
- Aprons/gowns
- Face shields/safety glasses

PPE is to be single use, disposable and kept in a secure location. Use will be dependent on risk to the community at the time of the event and in line with health advice.

See [Addendum: Infection Prevention and Control in a Welfare Centre](#) for further information and considerations.



Welfare Centre Operations

Arrival at the Centre

The level of screening and requirement to obtain the contact details of people attending an evacuation centre will be dependent on the current [Western Australia COVID-19 restrictions](#) and health advice.

The normal **Register.Find.Reunite** process will be available for all evacuees. This may be compulsory prior to entering a welfare centre if the risk level is such that contact tracing is required. A contact phone number will need to be provided.

Communities may consult with the relevant local health agency to determine what resources are available to assist if health screening needs to occur. If minimal warning is received prior to the opening of a welfare centre, it is acknowledged that appropriately qualified staff may not be available to support a full health screening process.

Screening and Registration considerations as/if required:

- As a precaution PPE is to be worn by those undertaking registration/screening. Suggested minimum requirements are a mask and safety glasses.
- Encourage self-registration online via the **Register.Find.Reunite** website with evacuees utilising their own electronic devices.
- A separate greeting area to allow those who may be a COVID-19 risk to identify themselves early.
- Single direction of pedestrian flow and queue management should be enforced through signage, floor markings and bollards/ropes.
- Immediate access to hand sanitiser
- Minimise contact with anyone who answers “**yes**” to any of the screening questions.
- Avoiding sharing of writing implements and minimise document handling – utilise hand sanitiser if unavoidable.

The following questions are to be asked as the **minimum screening requirements** before allowing an individual to enter a welfare centre:

- Are you currently under isolation/quarantine direction?
- Have you returned from overseas or interstate (and if so, where?) in the past 14 days?
- Do you have any symptoms of respiratory illness with or without fever; or cold and flu-like symptoms?
- Have you been in close contact with a confirmed COVID-19 case in the past 14 days?

If the individual refuses to be screened, that individual should be treated as ill and be placed in an isolated location.



As part of the screening process advise evacuees that if they become symptomatic during their stay, to advise staff immediately. If this occurs, it is suggested welfare centre staff isolate the individual and consult with local health authorities as a matter of priority.

Evacuees requiring Isolation

It is suggested that individuals under isolation/quarantine directions, or who have answered 'yes' to any of the screening questions, or individuals who have refused to be screened, are to wear a mask at all times and change it as it becomes moist, in line with infection control best practice.

- Individuals under an isolation/quarantine direction should be moved on as soon as practicable to another safe location, including to paid accommodation, where they can maintain their isolation.
- If this is not possible, identify the most suitable strategies to manage the isolation of these individuals within the welfare centre, for example; utilising a separate room or space, barriers, physical distancing etc.
- Where possible, consider specific toilet/ wash facilities for staff/those who have answered "yes" to screening questions. If this is not possible, extra cleaning is to occur.

General population

Welfare centres operations are to align with government restrictions, health advice and the level of community COVID-19 risk at the time of an event. The following strategies may be required:

- Families to remain in segregated groups and to not move from sleeping area unless using bathroom facilities.
- Human-social support and entertainment activities to be made available to each segregated group in location
- If family segregation areas are not possible, separate evacuees into larger groups and maintain segregation of groups
- Food should be delivered to areas allocated to each group/family

Community meetings

The HMA may utilise welfare centres for community meetings, in line with the current level of COVID-19 restrictions. Where restrictions prevent utilisation of the welfare centre, alternate arrangements will need to be made.

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SECTION FIVE

WELFARE

LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT

The Department of Communities has the role of managing welfare. The Shire of Dandaragan falls under the Wheatbelt district of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator for the Shire of Dandaragan is the Team Leader from the Moora District Office for the Department of Communities. Their contact details can be found in the Contacts and Resources section.

LOCAL WELFARE LIAISON OFFICER

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Dandaragan's appointed Local Welfare Liaison officer is the Customer and Community Services Manager.

REGISTER.FIND.REUNITE

Where a large scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This allows friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

WELFARE CENTRES

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Emergency Coordinator, to request assistance with the Department of Communities. In the event Department of Communities assume control of one or more evacuation centres, the Shire of Dandaragan will have representation at each of the centres to provide support to the Department, including centres opened in neighbouring communities.

EVACUATION/WELFARE CENTRES

EVACUATION/ WELFARE CENTRES		CONTACT	MOBILE CONTACT
Jurien Bay Community Centre		SOD Ranger	0409 720 413
		SOD Community and Customer Services Manager	0498 997 205
Badgingarra Community		SOD Ranger	0409 720 413
		SOD Community and Customer Services Manager	0498 997 205
Dandaragan Centre	Community	SOD Ranger	0409 720 413
		SOD Community and Customer Services Manager	0498 997 205
Cervantes Community Centre		SOD Ranger	0409 720 413
		SOD Community and Customer Services Manager	0498 897 205

Functional areas of Welfare Coordination include;

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

OPENING AND COORDINATION OF WELFARE EVACUATION CENTRES

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Dept of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open a Welfare Centre and manage it until Department of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to assist with process.

The LG staff or LEMC members will provide a handover to Communities staff on their arrival at the Evacuation Centre. Communities may require assistance with coordinating of tasks, such as provision of food etc.

The Shire of Dandaragan has reached agreements with food provision services in town for the after-hours supply of food and drinks in the event of an emergency. Please refer to the Catering and Meals section within the Contacts and Resources section for contact details.

SHIRE EMERGENCY ACTIVATION KITS

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venues

- Shire of Dandaragan Administration Office
- Shire of Dandaragan Rangers Office

A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.

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SECTION SIX

SHIRE OF DANDARAGAN RECOVERY PLAN

Shire of Dandaragan

Recovery Plan

Recovery Coordinator: Brent Bailey CEO Shire of Dandaragan
Mobile 0429204538

Deputy Recovery Coordinator: Scott Clayton Executive Manager Corporate
and Community Services
Mobile 0428877648

Endorsed at LEMC: 10/8/2020

Endorsed at Council: *Date and resolution number*

1. INTRODUCTION

Recovery

The Shire of Dandaragan Local Recovery Plan has been prepared by the Shire of Dandaragan Local Emergency Management Committee to reflect the capacity of the Shire and to address the Shire's legislative responsibility under Section 36(b) and Section 41(4) of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

This recovery plan forms part of the Shire of Dandaragan's Local Emergency Management Arrangements (LEMA).

Authority

The local recovery plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination.

Objectives:

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Dandaragan;
- Establish a basis for the coordination of recovery activities at the local level;
- To promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management;
- Provide a framework for recovery operations for the Shire of Dandaragan

Scope:

The scope of this recovery plan is limited to the boundaries of the Shire of Dandaragan. It details general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

2. ROLES AND RESPONSIBILITIES

Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

The Shire of Dandaragan has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Dandaragan may appoint more than one person to the position of LRC by appointing and training more than one person to undertake the role of the LRC, ensuring that coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

The above can be read in conjunction with the Aide Memoire – Local Recovery Coordinator local level recovery arrangements provided by the State Emergency Management Committee. - [APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR](#)

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning and goals
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
- Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

See Management Handbook 2 "Community Recovery" for details on the principles, and methodologies for effective recovery management which may assist the local recovery coordination group.

Controlling Agency Hazard Management Agency

The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

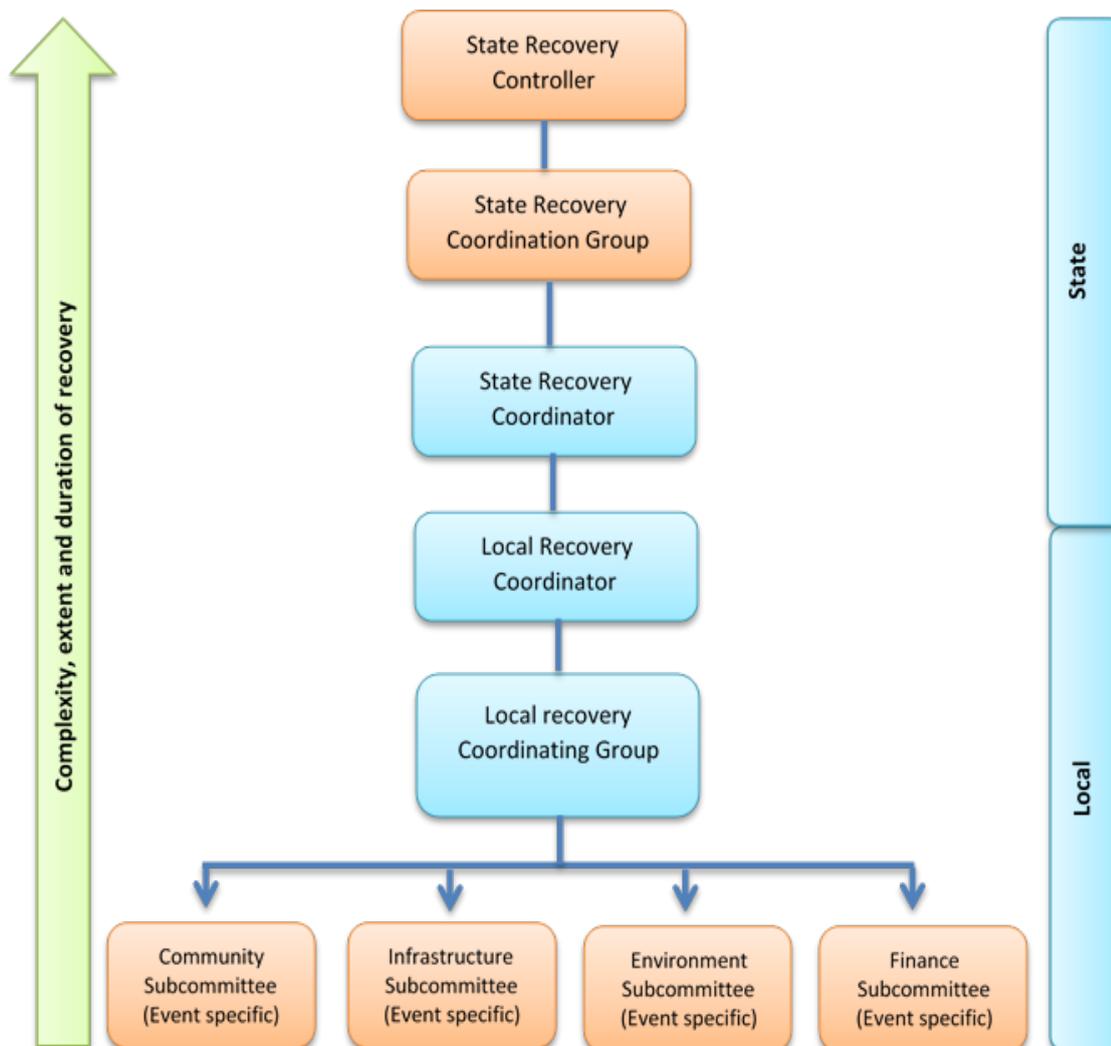
- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;

- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

Recovery Structure State and Local



3. COMMENCEMENT OF RECOVERY

Local Recovery Coordinator:

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, it will;

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator.
- Provide risk management advice to the affected community.
- Complete an Impact Statement document.

Local Recovery Coordination Group:

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

(Function – recovery planning, activation of plan, support Local recovery coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff)

Position	Primary	Alternate
Chair	Cr Wayne Gibson	Cr Peter Scharf
Local Recovery coordinator	CEO Brent Bailey	Executive Manager Corporate and Community Services Scott Clayton
Deputy Recovery coordinator	Executive Manager Corporate and Community Services Scott Clayton	Executive Manager Development Services David Chidlow
Administrative support	Executive Secretary Denaye Kerr	Development Services Administration Officer Trevena Osgood
Communications officer	Manager Community and Customer Services Michelle Perkins	Christi McPhee Community Development Officer
Infrastructure coordinator	Executive Manager Infrastructure Brad Pepper	Operations Supervisor Jurien Bay Cameron Rosenthal

Co-opted members:

(Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.)

Hazard Management Agency or controlling Agency	DFES, Police
Essential services	Telstra, Water Corporation, Main Roads, Western Power
Welfare agencies	DC, Red Cross, Salvation Army, local welfare services
Financial services	Centre link, Development commissions, Insurance providers, Chamber of Commerce
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	
Dept of Parks and Wildlife	
WA Police	
St John Ambulance	
Community Groups or representatives.	Rotary Club, Lions Club, CWA, Chamber of Commerce
CALD group representatives	
Non-Government Organisations	

Subcommittees:

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a subcommittee include;

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Please refer to [APPENDIX 6A: SUB COMMITTEES – OBJECTIVES](#) for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

Priorities for Recovery:

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Dandaragan aligns its priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader content and recognising complexity is foundational.

Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXITY	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

Assessment and Operational Recovery Planning:

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Statement data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to [Appendix 6 B: Operational Recovery Plan template](#)

4. RESOURCES

Recovery Resources:

The Local Recovery Coordinator for the Shire of Dandaragan is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency/Hazard Management Agency and Support Organisations.

The Shire of Dandaragan resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Dandaragan should an emergency occur.

The following table identifies suitable Local Recovery Coordination Centres in the local government area.

Centre Name	Address	Capacity and available	Contacts.
Shire of Dandaragan Administration Office	69 Bashford Street Jurien Bay	Council Chambers, two separate meeting rooms. video conferencing	Reception 96520800 Emergency Management Coordinator Mobile 0428114221
Jurien Bay Education and Conference Centre	69 Bashford Street Jurien Bay	Board room with video conferencing facilities, Office, 2 x large training rooms with video conferencing ability.	Reception 96520800 Emergency Management Coordinator Mobile 0428114221

Financial Arrangements:

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

Through the Disaster Recovery Funding Arrangements – WA (DFRA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural

event. The Shire of Dandaragan will make claims for recovery activities where they are deemed eligible under DFRA.

More information regarding DRFA is available from the State Emergency Management Committee web page - link - <https://www.dfes.wa.gov.au/recovery/Pages/default.aspx>

DFES, as the State Administrator, may activate DRFA-WA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

Financial Preparation:

The Shire of Dandaragan will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA.

Managing Donations:

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure¹– Management of Public Fundraising and donations. **NOTE:** Appeals for donations of

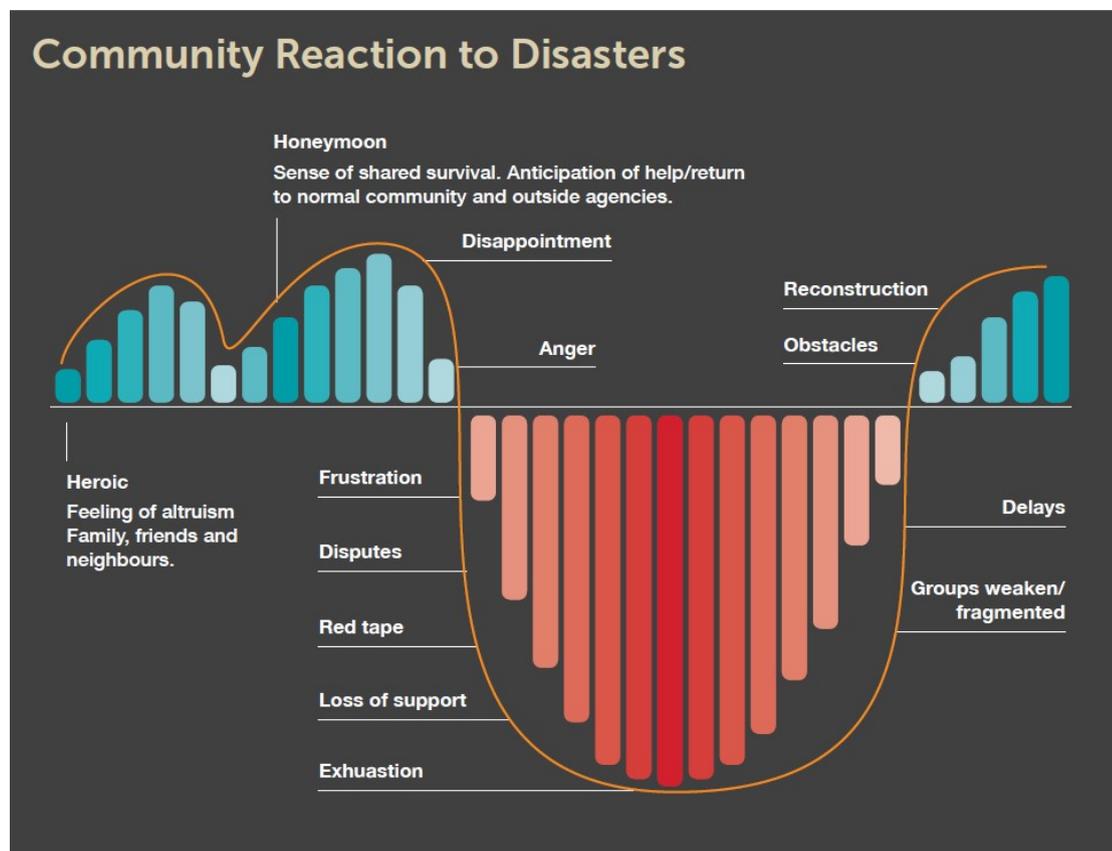
physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor’s Distress Relief Fund.

5. COMMUNITY REACTIONS

It is important to understand the common reactions that individuals and the affected community as a whole, move through, when they are touched by an emergency.

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage



It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6. THE NATIONAL PRINCIPLES FOR DISASTER RECOVERY

The National principles for Disaster Recovery (AIDR Community Recovery Handbook 2, 2018), are guidelines of good practice and should underpin planning and operations within local emergency management frameworks.

Successful recovery relies on:

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication.
- acknowledging and building capacity.

Understanding the context;

Successful recovery is based on an understanding of the community context. Recovery should:

- appreciate the risks faced by communities;
- acknowledge existing strengths and capacity, including past experiences;
- be culturally sensitive and free from discrimination;
- recognise and respect differences; and
- support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected

Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities.

Using community-led approaches - successful recovery is responsive and flexible, engaging communities and empowering them to move forward.

Ensuring co-ordination of all activities - successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.

Employing effective communication - successful recovery is built on effective communication with affected communities and other stakeholders.

Acknowledging and building capacity - successful recovery recognizes, supports and builds on community, individual and organizational capacity.

The complete National Principles for Disaster recovery can be found at <https://knowldge.aider.org.au/resources/national-principles-disster-recvoery>

7. ACTIONS AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a listing of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies

- Revision of Land Use/ Planning schemes

Strategies:

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

- Provide regular updates on –
- current state & extent of the disaster,
- actual and proposed official response
- desired community response
- advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations
- Information may be made available to the public using a combination of the methods such as;
- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets and or/ Community Newsletters

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes
- Ensure welfare centre cater for privacy and individual care
- Ensure emergency workers receive ongoing support, debriefing, relief and rest
- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources
- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

APPENDIX 6A: SUB COMMITTEES – OBJECTIVES

Committee	Objectives
Community (or Social) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing
Environment (or Natural) Subcommittee Objectives	<ul style="list-style-type: none"> • To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium and long term priority areas to the local government for consideration to assist in the
Infrastructure (or Built) Subcommittee Objectives	<ul style="list-style-type: none"> • Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

<p>Finance (or Economic) Subcommittee</p>	<p>To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.</p> <ul style="list-style-type: none"> • The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which: <ul style="list-style-type: none"> ○ ensure the principles of equity, fairness, simplicity and transparency apply ○ ensure the procedures developed are straightforward and not onerous to individuals seeking assistance ○ recognise the extent of loss suffered by individuals ○ complement other forms of relief and assistance provided by government and the private sector; ○ recognise immediate, short, medium and longer term needs of affected individuals ○ ensure the privacy of individuals is protected at all times. • Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical. <ul style="list-style-type: none"> ○ To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.
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APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR



Government of **Western Australia**
State Emergency Management Committee

AIDE MEMOIRE LOCAL RECOVERY COORDINATOR LOCAL LEVEL RECOVERY ARRANGEMENTS

Additional information on the Local Recovery Coordinator can be found in the **EM Act**, Section 41(4); **State EM Policy/Plan**, Section 6; and **State EM Local Recovery Guidelines**

Nomination and role of a Local Recovery Coordinator

Local governments are to nominate a suitably skilled Local Recovery Coordinator (LRC) in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary LRC is unavailable during an event. The LRC is responsible for the development and implementation of recovery arrangements, including:

- **consideration of potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring**
- preparation, maintenance and testing of the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the Local Government
- coordination and promotion of community awareness of the recovery arrangements
- community engagement in recovery arrangements and increasing community involvement in recovery preparedness, awareness and resilience.

Local Recovery Coordinator functions during Response

- liaise with the HMA/Controlling Agency (CA) and District Advisor (DA), and attend (or nominate a Local Government Liaison Officer or CEO) the Incident Support Group and/or Operations Area Support Group meetings
- advise Mayor, Shire President and Chief Executive Officer on the requirement to convene the LRCG, including suggested membership that is event specific
- meet with agencies involved with recovery operations to determine actions
- ensure receipt of Initial Impact Assessment from CA
- determine the level of State involvement in the recovery effort, in conjunction with the local government, LRCG and State Recovery Coordinator (SRC)
- coordinate local recovery arrangements in conjunction with the LRCG, CA, Local Emergency Coordinator and other responsible agencies, if applicable.

Local Recovery Coordinator functions during Recovery

- In consultation with the DA, assess the LRCG requirements and resources for the restoration of services and facilities planned with assistance of responsible agencies
- monitor the progress of recovery and provide periodic reports to LRCG that includes: fatigue management (self/others); and communications are accurate, timely and planned
- in conjunction with the local government, ensure that any State-level recovery coordination

operates only to ensure that the affected community has equitable and appropriate access to available resources

- ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities
- provide a central point of communication and coordination for the wide range of recovery related services and projects being progressed outside of the LRCG
- make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements
- arrange for an evaluation of the effectiveness of the recovery activities in relation to the Local Recovery Plan, which should be reviewed within 12 months of the emergency
- ensure the Local Recovery Plan is practical and easily accessible by community/public.

Local Recovery Coordination Group – role and function

The LRCG is the strategic decision-making body for recovery. Key functions are:

- assess impact of event and coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the affected community
- ensure inclusion and recovery issues of special needs people/groups are addressed
- if the Disaster Recovery Funding Arrangements – WA (DRFA-WA) have been activated for the event: ensure an assessment of damage is undertaken; and be aware of process requirements for eligible assistance measures (contact DRFA-WA officers for advice)
- manage offers of assistance, including volunteers, services and donated money.
- if the Lord Mayor's Distress and Relief Fund (LMDRF) is activated, consult with the City of Perth regarding the eligible criteria and procedures by which LMDRF payments will be made to affected individuals, as the process *commences* through the local government
- assume administrative tasks: agenda, minutes, reports, finances, recordkeeping, etc.
- coordinate with CA on completion of the Comprehensive Impact Assessment
- assess recovery requirements, based on the impact assessment/s, within the four environments: social (including psychosocial), built, economic and natural
- establish LRCG subcommittees, across the four environments: social (community), built (infrastructure), economic and natural (environment) subcommittees, or as required
- for extensive reconstruction work, develop an event specific Operational Recovery Plan that includes: timeframes, responsibilities, completing major activities, full community participation and access, and considers the longer-term recovery needs and requirements
- negotiate and facilitate the provision of services, public information, information exchange and resource acquisition
- monitor the progress of recovery and receive periodic reports from recovery agencies.

Alignment with the national principles for disaster recovery

Ensure recovery activities are consistent with the national principles for disaster recovery:

- understand the **context**
- recognise **complexity**
- use **community-led** approaches
- **coordinate** all activities
- **communicate** effectively
- recognise and build **capacity**

Effective recovery communication and community engagement A "Checklist for the LRC and LRCG" which includes information on communicating in recovery and community engagement can be found in Attachment A.

ATTACHMENT A

LOCAL RECOVERY COORDINATOR/COORDINATION GROUP CHECKLIST

(Please note **timeframes are a guide only** and the listing is not exhaustive)

Task Description	Complete
Within 12-24 hours	
Contact and alert key local/agency contacts, including Incident Controller and DA.	
Liaise with Controlling Agency (CA) and participate (or nominate the Local Government Liaison Officer or CEO) in the Incident Support Group and/or Operations Area Support Group.	
Identify special needs and vulnerable people such as: youth, the aged, the disabled, Aboriginal people, culturally and linguistically diverse (CaLD) people, and isolated and transient people.	
Consider fatigue management for self and recovery staff (contact EM agencies for advice/support)	
Consider what support is required, such as resources to maintain records of events and actions.	
Brief media on the recovery, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from recovery agencies).	
Within 48 hours	
LRC to ensure receipt of the initial impact assessment from the CA.	
LRC and local government to determine the need to convene a LRCG and brief members.	
In conjunction with the State Recovery Coordinator, the LRC and local government are to participate in the determination of the level of State involvement in the recovery effort.	
Meet with agencies involved with recovery operations to determine priority actions.	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Manage offers of assistance, volunteers and donated money. Liaise with the City of Perth's Lord Mayor's Distress and Relief Fund (LMDRF), if activated, on eligible criteria and procedures for payments to affected individuals. The procedures commence through the local government. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven</i> for the criteria and procedures.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities (liaise with the Department of Communities).	
Report on likely costs and impact of recovery activities and establish a system for recording all recovery expenditure (such as keeping all receipts and providing timesheets for paid labour).	
Consider setting up a call centre with prepared responses for frequently asked questions (FAQ). Place the collated FAQs on the local government's website or link for the disaster event, and/or printed materials, as appropriate (choose suitable medium/s for various audiences).	
Within 1 week	
Participate in consultation for completion of Comprehensive Impact Assessment by the CA.	
Establish LRCG subcommittees, if needed, based on the 4 environments: social, built, economic and natural, and determine functions and membership. Refer to the <i>State EM Local Recovery Guidelines, Appendix Seven: Sample Recovery Subcommittee Role Statements</i> .	
Depending on extent of the damage, the LRC and LRCG should develop an Operational Recovery Plan which determines the objectives, recovery requirements, governance arrangements, resources and priorities that is specific to the event. Refer to the <i>State EM Local Recovery Guidelines, Appendix Six: Operational Recovery Plan Template</i> .	
If the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements – WA, be aware of process requirements for eligible assistance measures.	
Liaise with DA and recovery agencies to coordinate local management of recovery process.	

Task Description	Complete
Within 1 to 12 months (or longer-term recovery) cont.	
Promote community engagement in recovery planning including involvement in the development of the Local Recovery Plan, which may also improve confidence in recovery and generate a sense of ownership for the Plan, as well as increasing recovery awareness.	
Ensure the completed Local Recovery Plan clearly identifies recovery and operational arrangements such as: any agreements made between local governments or emergency management; roles; responsibilities; and records of all recovery expenditure and resources used.	
Determine longer-term recovery strategies that include psychosocial support.	
Debrief recovery agencies and staff.	
Implement transitioning to mainstream services in consultation with the local government or the State Recovery Coordinator, if applicable.	
Evaluate effectiveness of recovery within 12 months of the emergency, including: <ul style="list-style-type: none"> • lessons identified and implementation of projects/plans/training to address the lessons • developing recovery strategies/programs/training and education, in consultation with the community, that strengthens community preparedness and resilience for future events. 	
Recovery communication and community engagement – throughout the recovery effort	
Effective recovery communication addresses, at a minimum: <ul style="list-style-type: none"> • the how: community meetings, printed materials, noticeboards, websites, social media, etc. • the who: wide variety of groups, including special needs groups • the what: what has happened, what are the issues, what services/information are available • the where: provide information any place where people spontaneously/normally congregate. 	
Set-up relief, recovery centres/one stop shops, that provide the community access to all recovery services for the short, medium or long term. These services provide the opportunity for face-to-face information and resources, as well as a central repository for up-to-date local, community and agency specific information. outreach programs. etc.	
Arrange community initiatives, or accommodate and support community-led initiatives, such as: <ul style="list-style-type: none"> • community information forums, or neighbourhood or community meetings which can include congregations of sporting, spiritual, recreational and school groups • community or social events, street/neighbourhood barbeques, memorials, anniversaries • a central website with links to relevant government and non-government service information; establish email networks; and the provision of social media. 	
Plan and implement a Community Engagement Strategy, using the following as a basic guide: <ul style="list-style-type: none"> • establish a target audience: consider demographics, groups and networks • determine matters to be communicated: what information is needed <i>from</i> the community and what information is needed to be provided <i>to</i> the community • methods of communication: consider appropriate methods/mediums for various audiences. 	
Establish, or support, community briefings, meetings and information in the recovery context that provide: <ul style="list-style-type: none"> • clarification of the emergency event (Controlling Agency) • advice on services available (recovery agencies) • input into development of management strategies (local government and recovery agencies) • advice to affected individuals on how to manage their own recovery, including the provision of public health information and psychosocial support (local government, specialist advisers, and government agencies such as the Department of Communities). 	
Arrange community meetings and recovery information forums, with clear objectives and purpose, which help in providing information, gathering concerns, dispelling rumour, correcting misconceptions, and raising the profile of the recovery effort. For public meetings, consider: <ul style="list-style-type: none"> • the patronage, agenda, process of conducting the meeting, speakers, subject matter, 	

complaint process, strategies to deal with, and follow up, concerns or complaints

- have representatives from EM disciplines to give factual information
- psychosocial issues
- appropriate communication strategies for special needs and vulnerable people and groups.

APPENDIX 6C: OPERATIONAL RECOVERY PLAN TEMPLATE

Shire of Dandaragan

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DFRA-WA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

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SECTION SEVEN

COMMUNICATIONS

PLAN

INTRODUCTION

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the [VULNERABLE PEOPLE CONTACT GROUPS](#) within the Contacts and Resources section.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

All Council (Local Government) media contact must be directed to the Shire President or Chief Executive Officer.

COMMUNICATION POLICY

Management of communication in a crisis is critical. This section has been created to guide the Shire of Dandaragan in approaching crisis communication in a way that is structured, well-coordinated and effective.

During a crisis, this response will be led by the Local Response Coordinator (LRC) with assistance from Key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination Committee (LRCC) must seek direction from the Hazard Management Agency and the Shire of Dandaragan CEO and/or Shire President.

COMMUNICATION PRINCIPLES

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and progress
- Simplicity - ensuring communication is easily understood and consistent
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable.

STAKEHOLDER COMMUNICATION

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local

Recovery Coordination (LRCC) in collaboration with the President and CEO of the Shire of Dandaragan.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination (LRCC) response objectives and with the Shire of Dandaragan's communications policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

COMMUNICATING IN THE PREVENTION STAGE

Prevention is defined as "the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency".

The Shire of Dandaragan employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order distributed to the public every year, requiring firebreaks to be installed and properties to be clear of fire-hazardous materials by 1 November.

COMMUNICATING IN THE PREPAREDNESS STAGE

Preparedness is defined as "the preparation for response to an emergency".

Through increasing community preparedness, Emergency Management Agencies can educate stakeholders, networks and communities on potential emergency risks, impacts, and personal responsibility, therefore promoting community resilience. By doing so an EMA can;

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires).
- Raise personal awareness of risks and the need for adequate insurance.
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas.
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

PUBLIC WARNING SYSTEMS

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local System

- Shire of Dandaragan – SMS notification system – List of predominately farmers
- Notice Boards
 - Shire of Dandaragan Notice Board (69 Bashford Street Jurien Bay)
 - CRC Notice Board (67 Bashford Street Jurien Bay)
 - Jurien Bay Post Office (Shop 8 #1 White Street Jurien Bay)

- Jurien Bay IGA Grocery Store (Shop 1 #1 White Street Jurien Bay)
- Jurien Bay Library (67 Bashford Street Jurien Bay)
- Jurien Sport and Recreation Centre (1 Bashford Street Jurien Bay)
- Cervantes Community Recreation Centre (2 Aragon Street Cervantes)
- Cervantes General Store (2 Cadiz Street Cervantes)
- Cervantes Library (2 Aragon Street Cervantes)
- Cervantes Post Office (14-16 Cadiz Street Cervantes)
- Badgingarra Community Recreation Centre (Lot 2 Northwest Road Badgingarra)
- Badgingarra Post Office (20 Meagher Drive Badgingarra)
- Badgingarra Library (Lot 2 Northwest Road Badgingarra)
- Badgingarra Roadhouse (2 Meagher Drive Badgingarra)
- Dandaragan CRC (3468 Dandaragan Road Dandaragan)
- Dandaragan Community Recreation Club (Dandaragan CBD, Dandaragan Road)
- Dandaragan General Store (Dandaragan CBD, Dandaragan)
- Regans Ford, Windmill Roadhouse (1 Darch Street Regans Ford)
- Wedge Island (via DBCA or info@wedgewa.com.au)
- Temporary notice boards may be erected in easy-to-access locations **during** emergencies.
- Information would also be publicly displayed at any evacuation centres that were opened as a result of the emergency.
- Shire of Dandaragan Facebook
- Shire of Dandaragan Website
- ABC Radio

State Systems

During a major emergency you can also find information on;

- DFES recorded information line
- Emergency broadcast on your local Radio Station frequency
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS).

SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website www.dfes.wa.gov.au

Telephone 13 3337 (13DFES) (For emergency information only) –
OR 1300 657 209 (recorded information line).

Local Radio

ABC Radio Geraldton – 531AM and
828AM

Telephone number: 08 9923 4111

ABC Radio Perth – 730

Contact: harvestbans@abc.net.au

Telephone: 08 9220 2527

State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice – Landline and mobile, and/or
- Text – mobile telephone, email and RRS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for StateAlert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency and that the proposed release of StateAlert is classed as a 'Life threatening' incident.

COMMUNICATING IN THE RESPONSE STAGE:

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community, or part of it, should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion, or order, to community members.

COMMUNICATING IN THE RECOVERY STAGE:

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals, and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do

Status Update

The status update is the first information assessment about what is happening, which provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form, which are used to inform key talking points for use by the Shire of Dandaragan.

Talking Points

The talking points are developed from information contained within the status updates.

The talking points provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings etc.

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. The Shire is committed to regular use; monitoring and reliable updating.

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and engage in meaningful dialogue. Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

Notice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.
- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

A media conference can be utilised if there is public and media interest after the emergency and can be used to get specific messages across the media, general public and the community.

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.
- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of the conference chosen to suit relevant media deadline

Community Newsletter

A community newsletter that is printed or emailed is a simple and easy method of communication in recovery.

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

A recovery communications plan details the local governments' strategy on communication and consultation with the affected community in recovery.

A copy of a basic communications plan template can be found at *Appendix 7A*

MANAGING THE MEDIA

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The Local Response Coordinator (LRC) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed
- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders
- The Local Response Coordinator (LRC) must confirm all incident-related facts
- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include:

- Shire of Dandaragan – CEO
- Shire of Dandaragan President
- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations.

It is crucial that all employees are aware of the procedure for handling enquiries and know how to appropriately direct calls and visitors.

GENERAL ENQUIRIES

Frontline employees from outside the Local Recovery Coordination Committee (LRCC) must be prepared to receive enquiries from a range of stakeholders. The Shire of Dandaragan's Communication advisor will ensure that they are provided with a script based on the key messages and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no employee is authorised to make comment to any stakeholder beyond the scope of the script and these documents.

- No employee or spokesperson is to give “off the record” or “in confidence” information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or Local Recovery Coordination Committee (LRCC) Chair.

APPENDIX 7A RECOVERY COMMUNICATIONS PLAN TEMPLATE

SHIRE OF Dandaragan

RECOVERY COMMUNICATION PLAN

Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

Why?	
Who?	
What?	
When?	
Where?	
How?	

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

Clear, measurable and achievable objectives. No more than five.

Key Target Audience

Who are the key community members that are being targeted and how is this being done?
Who is responsible for the communication method and by when?

Target Audience	
Descriptions	

Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness? How often will they be monitored and evaluated?

Method	
Monitor and	
Frequency	

Communications Budget

How much money has been allocated to be spend on each communication method? Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount Allocated	
Amount Spend/D etc	

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date was it reviewed and what were the major changes that were made?

By Whom	
Date	
Major Changes	

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SECTION EIGHT

CONTACTS AND RESOURCES REGISTER

Please note that this section of the LEMA is private and confidential. The information contained within this section will only be made available to emergency management personnel and is not available for viewing by the public.

ADMINISTRATION OFFICE AND DEPOT

Shire of Dandaragan	
Administration Building	Depot Jurien Bay
69 Bashford Street Jurien Bay 6516	21 Carmella Street Jurien Bay 6516
PO Box 676 Jurien Bay 6516	PO Box 676 Jurien Bay 6516
Ph: 08 96520800	Ph : 08 9652 1367
Fax: 08 96521310	Fax : 08 96522345
Email: council@dandaragan.wa.gov.au	Depot Dandaragan
	Harris Street Dandaragan
	Ph : 0417355130
Website :	
https://www.dandaragan.wa.gov.au	
Facebook :	
https://www.facebook.com/ShireofDandaragan	

SHIRE COUNCILLORS

Role	Name	Phone
Shire President	Leslee Holmes	0408419468
Deputy President	Peter Scharf	0449735722
Councillor	Jason Clarke	0428287000
Councillor	Anne Eyre	0417928512
Councillor	Wayne Gibson	0428653002
Councillor	Dahlia Richardson	0428529046
Councillor	Rudy Rybarczyk	0438455323
Councillor	Rob Shanhun	0475516288
Councillor	Darren Slys	0407420126

SHIRE STAFF KEY CONTACTS

Role	Name	B/H Phone	A/H Phone
Chief Executive Officer	Brent Bailey	96520800	0429204538
Emergency Services Coordinator	Shane Elliss	96520800	0428114221
Economic Development Manager	Tony O'Gorman	96520800	0428409565
Executive Manager Development Services	David Chidlow	96520800	0459130372
Principle Environmental Health / Building Officer	Felix Neuweiler	96520800	0428911220
Planning Officer	Rory Mackay	96520800	0435506840
Senior Ranger	Terry Simms	96520800	0409720413
Ranger	Graeme Gardner	96520800	0400130127
Executive Manager Corporate and Community Services	Scott Clayton	96520800	0428877648
Manager Community and Customer Service	Michelle Perkins	96520800	0498997205
Executive Manager Infrastructure	Brad Pepper	96520800	0499765311
Operations Supervisor Jurien (acting)	Cam Rosenthal	96521367	0408911273
Operations Supervisor Dandaragan	Paul Woolstencroft		0417355130
Jurien Bay Refuse site	Operators		0459131708
Cervantes Transfer Station	Operators		0408096117

LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS

Agency	Position	Name	Phone
Shire of Dandaragan	Chief Executive Officer	Brent Bailey	0429 204 538
Shire of Dandaragan	Elected Member LEMC Chair	Peter Scharf	0449 735 722
Shire of Dandaragan	Emergency Management Coordinator	Shane Elliss	0428 114 221
Shire of Dandaragan	Elected Member LEMC Deputy Chair	Darren Slyns	0407 420 126
Shire of Dandaragan	Chief Bushfire Control Officer	Richard Brown	0428 513 028
Shire of Dandaragan	Deputy Chief Bushfire Control Officer	Aubrey Panizza	0428 990 749
WAPOL	Officer in Charge Jurien Bay	Drew Taylor	0427 030 457
St John Ambulance	Community Paramedic Coastal Wheatbelt	Pete Hewat	0417 140 333
Dept. of Communities	District ES Advisor	Joe Spadaccini	0429 102 614
Western Power	Representative	Gerry Dawson	0408 085 880
St John Ambulance Cervantes	Representative	Sue Ivey	0429 652 705
St John Ambulance Jurien Bay	Representative	Peter House	0477 002 563
DFES	Area Officer	Ian Comben	0427 024 125
DFES	District EM Advisor	Yvette Grigg	0488 907 187
Volunteer Marine Rescue Jurien Bay	Commander	Chrissy Heu	0427 989 239
Main Roads	Wheatbelt Regional Representative	Peter Herbert	0427 478 177
Parks and Wildlife	District Fire Coordinator	Jessica Henriques	0428 303 905
Jurien Bay Health Centre	Clinical Nurse Manager	Annette Fookes	0428 024 357
Jurien Bay High School	Nominated Health Services Manager	Glenn Auzins	0420 559 343

Jurien Bay Volunteer Fire and Rescue Service	Captain	Jason Everington	0408 814 590
Cervantes Volunteer Fire and Rescue Service	Lieutenant	Peter Ivey	0429 652 755

SHIRE PLANT AND EQUIPMENT

Equipment Type	Location	Registration	Plant Number
Grader Cat	Dandaragan Depot	DN050	PCG011
Grader Cat	Dandaragan Depot	DN027	PCG012
Grader Cat	Dandaragan Depot	DN029	PCG013
Loader Cat	Cervantes Tip	DN6979	PCL004
Loader Cat	Jurien Tip	No registration	PCL007
Loader John Deere	Jurien Depot	1GBH395	PCL008
Loader Cat	Dandaragan Depot	DN011	PCL011
Water Cart – 7000 ltrs	Jurien Depot	M8977	PTL012
Water Cart – 7000ltrs	Jurien Depot	NA	PSP046
Water Cart – 13000ltrs	Dandaragan Depot	DN7651	PTH017
Water Cart – 32000ltrs	Dandaragan Depot	DN009	PTH014

LOCAL RESOURCES – SERVICES AND SUPPLIES

TRADES AND SERVICES

Service – Name	Contact	Location	Hours
Badgingarra Roadhouse - Fuel	96529051	Brand Highway	6am – 8.00pm
Barnes Hydraulic Services	0429203936	Badgingarra	24/7 Breakdown service
Cervantes Service Station - Fuel	96527041	Cervantes	7am – 8pm 7 days
BP Jurien Bay	96521444	Jurien Bay	7.30am – 6.30pm
Caltex Jurien Bay	96521053	Jurien Bay	24/7
Metro Jurien Bay - Fuel	96124308	Jurien Bay	24/7
Jurien Tyre and Auto	96521159	Jurien Bay	8.00am – 5.00pm
Western Regional Towing	0438003301	Jurien Bay	24/7
Caltex Cataby	96512024	Cataby	24/7
Liberty Cataby	0474425557	Cataby	5.00am – 9.00pm
Dandaragan Store	96514030	Dandaragan	96514030
Jurien Bus Contractors	0448521175	Jurien	Bookings
Jurien Shuttle Bus	0457289202	Jurien	Bookings

Jurien Skydive – Aircraft Hire	0438441239	Jurien	Bookings
Windmill Roadhouse - Fuel	96550066	Regans Ford	7am – 5.00pm

ACCOMMODATION

Service – Name	Contact	Location	Hours
Jurien Bay Apartments	96522062	Jurien Bay	By booking
Jurien Bay Hotel	96521022	Jurien Bay	By Booking
Jurien Bay Tourist Park	96521595	Jurien Bay	By Booking
Cervantes Holiday Home Accommodation	96527115	Cervantes	By Booking
Cervantes Pinnacle Motel	96527145	Cervantes	By Booking
Pinnacles Edge Resort	96527145	Cervantes	By Booking
RAC Cervantes Holiday Park	96527060	Cervantes	By Booking
Redgum Village	96514223	Dandaragan	By Booking

CATERING AND MEALS

Service – Name	Contact	Location	Hours
Badgingarra Roadhouse – Fuel and Food	96529051	Brand Highway	6am – 8.00pm
Cervantes Service Station – Fuel and Food	96527041	Cervantes	7am – 8pm 7 days

Caltex Jurien Bay – Fuel and Food	96521053	Jurien Bay	24/7
Metro Jurien Bay – Fuel and Food	96124308	Jurien Bay	24/7
Windmill Roadhouse – Fuel and food	96550066	Regans Ford	7am – 5.00pm
Family Affair Cafe	96521255	Jurien Bay	6am – 4.00pm
Jetty Café	96521999	Jurien Bay	8.00am – 4.00pm
Caltex Cataby	96512024	Cataby	24/7
Seabreeze Cafe	96527233	Cervantes	10am – 8pm
Jurien Bay Hotel	96521022	Jurien Bay	By agreement
Sea Shells Cafe	96527060	Cervantes	8am – 4.00pm

INCIDENT SUPPORT GROUPS MEETING LOCATIONS AND CONTACTS

Location	Address	Contact
Shire of Dandaragan Administration Office	69 Bashford Street Jurien Bay	96520800
Jurien Bay Education and Community Centre	69 Bashford Street Jurien Bay	96520800
Jurien Bay Volunteer Marine Rescue	24 Breakwater Drive Jurien Bay	96520800

EMERGENCY SERVICES

WESTERN AUSTRALIAN POLICE FORCE

Sgt Drew Taylor is the Local Emergency Coordinator

Name	Position	Phone
Drew Taylor	Officer in charge	0427030457

*** In an emergency situation, please always call 000.**

VOLUNTEER FIRE AND RESCUE SERVICE

Jurien Bay – Bashford Street Jurien Bay

Cervantes – Western Street Cervantes

Position	Name	Contact
Captain Jurien Bay	Jason Everington	0408814590
Lieutenant	Gary Olsen	0409906253
Captain Cervantes	Darryl Dennis	0409116867
Lieutenant	TBA	

ST JOHN AMBULANCE Shire of Dandaragan

Jurien Bay – 96211613

Cervantes – 96211613

Dandaragan - 96211613

FIRE CONTROL OFFICERS AND BUSH FIRE BRIGADES

FIRE CONTROL OFFICERS

Name	Contact	
Chief Bushfire Control Officer Richard Brown	0428513028	
Deputy Chief Bushfire Control Officer Aubrey Panizza	96524030	
R. Allen	044803848	
R. Glasford	042751201	
G. Creagh	96514137	
J. Glasfurd	042799007	
H. Roberts	042896203	
M. Leeds	041991239	
R. Wedge	042777081	
D. Wasley	042741478	
G. Peacock	042852903	
J. Branes	042952903	
D. Wilson	042965290	
A. Kenny	042852911	
B. McAlpine	042764209	
C. Park	042764209	
A. Peacock	043899449	

G. Olsen	040990625	
B. Rosenthal	042700253	
P. Scharf	044973572	

CANOVER BUSH FIRE BRIGADE UHF: 11

Position	Name	Contact
Captain	Cam Rosenthal	042700253
Lieutenant	Peter Scharf	044973572

HILL RIVER BUSH FIRE BRIGADE UHF: 11

Position	Name	Contact
Captain	Aubrey Panizza	0428990748
Lieutenant	Dale Park	0427953171

BADGINGARRA BUSH FIRE BRIGADE UHF: 11

Position	Name	Contact
Captain	Josh Barnes	0429203936
Lieutenant	Geoff Felber	0488034101

DANDARAGAN BUSH FIRE BRIGADE UHF: 11

Position	Name	Contact
Captain	Doug Wasley	0428414032
Lieutenant	Ainsley Roe	0427514264

SUPPORT ORGANISATIONS

State Government Departments

Service – Name	Relationship	Name and Position	Contact
Department of Biodiversity, Conservation and Attractions (Parks and Wildlife)	Reserve Management	Jessica Henriques District Fire Coordinator	04283030905
Department of Communities	Welfare support	Joanne Spadaccini	0429102614
Department of Communities	Welfare support – after hours crisis care		1800199008
Department of Communities	Welfare support	Moora Office	96530100
Department of Fire and Emergency Services	Emergency services support	DFES Geraldton Regional Office	99566000
Department of Fire and Emergency Services	Emergency services support	Yvette Grigg District Emergency Management Advisor	0488907187
Main Roads WA	Main Roads Incident Response		138138
Main Roads WA	Main Roads Management	Peter Herbert	0427478177

State Emergency Service	Emergency Service Provision	DFES Geraldton Regional Office	99566000
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UTILITIES AND SERVICES

Service – Name	Relationship	Name and Position	Contact
Telstra	Telecommunications	Fault Line	13 22 03
Western Power	Power Infrastructure	Gerry Dawson Team Leader Jurien Bay	0408085880
Water Corporation	Water supply	Fault line	13 13 75
Western Power	Power supply	Emergencies/Outages	13 13 51

VULNERABLE PEOPLE CONTACT GROUPS

Business/Group	Location	Contact Name	Contact
Jurien Bay Health	Jurien Bay	Manager Health	96887900

VETERINARIAN

Name	Phone	Location
Jurien Bay Vet Services	96521973	Doust Street Jurien Bay