SHIRE
of
DANDARAGAN

AGENDA AND BUSINESS PAPERS

for the

ORDINARY COUNCIL MEETING

to be held

AT THE COUNCIL CHAMBERS, JURIEN BAY

on

THURSDAY 27 FEBRUARY 2020

COMMENCING AT 4.00PM

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)

ORDINARY COUNCIL MEETING

THURSDAY 27 FEBRUARY 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	27 February 2020	4.00pm	Jurien Bay
Thurs	26 March 2020	4.00pm	Jurien Bay
Thurs	23 April 2020	4.00pm	Badgingarra
Thurs	28 May 2020	4.00pm	Jurien Bay
Thurs	25 June 2020	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 <u>Officer's Recommendations</u> 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 Chairman.

   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 Chairman 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 Mayor or 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…

SHIRE OF DANDARAGAN
Record of Disclosure

Person making disclosure:

Surname: _____

Given Names: _____

☐ Member of Council ☐ Officer of Council ☐ Committee Member

Date of Meeting: _____

Type of Meeting: ☐ Ordinary Meeting of the Council ☐ Committee Meeting

☐ Special Meeting of the Council ☐ Selection Panel ☐ Other _____

Report Item No: _____

Report Title: _____

Nature of Interest: ☐ Financial (section 5.60A) ☐ Proximity (section 5.60B)

☐ Indirect Financial (section 5.61) ☐ Impartiality

Extent of Interest: _____

_____

_____

_____

Signed: _____ **Date:** _____

(Office Use Only)

Minute Book Page: _____

Signature of Staff Recording Entry: _____

For the purpose of the financial interest disclosure provisions you will be treated as having an interest in a matter, if either you (as a relevant person), or a person with whom you are closely associated, has –

- a direct or indirect financial interest in a matter; or
- a proximity interest in a matter

Section 5.60A – Financial Interest

The Act provides that: A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person. The elements are:

- there is a matter to be dealt with;
- if the matter were to be dealt with in a particular way, it would be reasonable to expect the person to enjoy a financial gain or benefit, or suffer a financial loss or detriment. All elements must exist for there to be a direct financial interest. When considering the elements to test whether you have a direct financial interest in a matter, remember that the same test must be applied to persons with whom you are closely associated.

Section 5.60B - Proximity interest

The Act requires you to disclose a proximity interest that you, or a person with whom you are closely associated, has in a matter before a council or council committee meeting. You (or a person with whom you are closely associated) have a proximity interest in any matter that concerns:

- a proposed change to a planning scheme affecting land that adjoins the person's land;
- a proposed change to the zoning or use of land that adjoins the person's land; or
- a proposed development of land that adjoins the person's land (development refers to the development, maintenance or management of the land or of services or facilities on the land) The existence of a proximity interest is established purely by the location of land, a financial effect on the valuation of your land or on the profitability of your business does not have to be established. It is therefore important that you fully understand when a proximity interest exists.

Section 5.61 – Indirect Financial Interest

The Act states that a reference to an indirect financial interest of a person includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter. The word "includes" in this context is not exhaustive and therefore other indirect financial interests do exist. An indirect financial interest also includes an interest a person has in a matter if it is reasonable to expect that the matter will, if dealt with by the local government in a particular way, result in an indirect financial gain, loss, benefit or detriment for the person.

The Act does not expressly define "financial relationship", therefore it should be taken to have its ordinary meaning of a relationship which is of a financial nature (whether or not the relationship also has other aspects). For example, you may have a personal relationship with a person (e.g. friendship), but also a business relationship with that person. It is to be remembered that the existence of an indirect financial interest in a matter can be established by showing that you, or a person with whom you are closely associated, has a financial relationship with a person requiring a local government decision in relation to that matter. There is no requirement to establish a financial gain, loss, benefit or detriment in this instance, the mere existence of a financial relationship and the requirement for a decision is sufficient for a breach of the provision to have occurred.

Elected members must remember that a financial or proximity interest can exist even though the matter is being dealt with by employees under delegated authority. Therefore you should avoid any involvement in discussions on those matters at meetings that you attend as a member. Declaring under this section means that you are required to leave the meeting whilst the item is being discussed. Once the item has been discussed you may re-enter the meeting.

If you have disclosed an interest in writing before the meeting or immediately before the matter is discussed during the meeting, you must not:

- preside at the part of the meeting relating to the matter; or
- participate in, or be present during any discussion or decision-making procedure relating to the matter. In brief, having disclosed an interest you must leave the room. You may re-enter the room and be present during the discussion on the matter in which you disclosed an interest only if allowed by the members present. The Minister for Local Government may also allow you to be present. (refer page 27 under "Can the Minister give approval to participate?").

After disclosing the nature of your interest in a matter to the meeting, or the presiding person having read out the disclosure, you may, without further disclosure, request the remaining members present who are entitled to vote (you are not entitled to vote) to allow you to be present during any discussion or decision-making procedure on the relevant matter.

Disclosure of Interest Affecting Impartiality

For the purposes of requiring disclosure, an interest is defined in Regulation 34C of the Local Government (Administration) Regulations 1996 and Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007 as, "an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

The existence of an interest affecting impartiality is dependent on –

- the member or employee having an association with a person or organisation that has a matter being discussed at a council or committee meeting;
- the employee being required to give advice on a matter where they have an association with a person or an organisation related to that matter; and
- the type of matter being discussed at a council or committee meeting.

For example, with the declaration of a financial interest an elected member leaves the room and does not vote (unless permitted to do so by the meeting or the Minister). With the declaration of an impartiality interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the meeting continues as if no interest existed.
If the matter in which an elected member or employee has an interest affecting impartiality is to be discussed at a council or committee meeting, the member or employee is to disclose the interest either in a written notice given to the CEO before the meeting or verbally at the meeting immediately before the matter is discussed.

To assist with making the disclosure, the Department has prepared the following declaration which elected members or employees may use when they consider it necessary to disclose an interest affecting impartiality. The nature of the interest must also be stated. "With regard to … the matter in item x … I disclose that I have an association with the applicant (or person seeking a decision). This association is … (nature of the interest … As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly."

All disclosures made are to be recorded in the minutes of the relevant meeting. It is important that the minutes distinguish between disclosures of interests affecting impartiality and disclosures of financial interests.

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AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 FEBRUARY 2020

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 of Absence

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 23 JANUARY 2020

7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS

Tim Wiley and Rod O'Bree **–** Tierra Australia, Dandaragan Landscape Rehydration Project

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 CORPORATE & COMMUNITY SERVICES

9.1.1 ACCOUNTS FOR PAYMENT – JANUARY 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	10 February 2020
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To accept the cheque, EFT and direct debit listing for the month of January 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) and direct debit payments for January 2020 totalled $1,247,092.31 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the January 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:

- Cheque, EFT and direct debit listings for January 2020

(Doc Id: 149313)
(Marked 9.1.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the Cheque and EFT listing for the period ending 31 January 2020 totalling $1,247,092.31.

9.1.2 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 31 JANUARY 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	17 February 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 31 January 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 31 January 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 31 January 2020 was $4,799,007. 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 5 (page 12) 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 31 January 2019 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 31 January 2020 (Doc Id: 149623)

(Marked 9.1.2)

VOTING REQUIREMENT
Simple majority

OFFICER RECOMMENDATION
That the monthly financial statements for the period 31 January 2020 be adopted.

9.1.3 AUDIT COMMITTEE MINUTES – 24 FEBRUARY 2020

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Audit / Internal
Disclosure of Interest:	Nil
Date:	24 February 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 24 February 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 24 February 2020 was to consider the Compliance Audit Return for the period 1 January 2019 to 31 December 2019 be adopted and that the budget review for the 2019 / 2020 financial year based on the financial statements from 1 July 2019 to 31 December 2019 be adopted.

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 28 November 2019 (Doc Id: 150003)

(Marked 9.1.3)

VOTING REQUIREMENT
Simple majority

OFFICER RECOMMENDATION
That Council receive the unconfirmed minutes of the Audit Committee Meeting held on 24 February 2020.

9.1.4 BUDGET REVIEW 2019/2020

Location:	Shire of Dandaragan
Applicant:	N / A
Folder ID:	Business Classification Scheme / Financial Management / Financial Reporting
Disclosure of Interest:	None
Date:	24 February 2020
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

That the budget review for the 2019/2020 financial year based on the financial statements from 1 July 2019 to 31 December 2019 be adopted.

BACKGROUND

As part of the amendments to the Financial Management Regulations (1996), Regulation 33A - Review of budget has been inserted.

"This requires;

1. *between 1 January and 31 March in each year, local government is to carry out a review of it's annual budget for that year;*
2. *it is to be submitted to council within 30 days of the review;*
3. *Council is to consider the review and determine whether or not to adopt the review, any parts of the review or any recommendations made in the review; and*
4. *a copy of the review and determination is to be then forwarded to the Department within 30 days."*

COMMENT

Staff have reviewed the 2019/2020 budget to identify any significant variances. The financial statements to the 31 December 2019 have been used as the basis for the review, however, where a variance has occurred and is known prior to the completion of the staff component of the review on 19 February 2020, these have been accounted for.

Attached is a detailed summary of the identified variances, the Rates Setting Statement and other statements showing the effect of these variances.

Historically, where budgeted projects have not begun and are unlikely to begin prior to 30 June, they have not been considered during the budget review process and have generally been left to carryover into the next financial year budget.

For 2019/2020 the budget review has considered the completability of projects and where it is determined that a project

will not be completed within this financial year it has been removed.

This has resulted in a revised surplus for the year ending 30 June 2020. By removing projects that will not be completed now, Council can consider repurposing this money to bring forward projects that can inject cash into the local economy in the current tight economic conditions.
Any projects that have been deleted can be re-considered in the 2020/2021 budget deliberations.

A budget review with a surplus of $531,039 was presented to the audit committee at a meeting held 24 February 2020.

Since this meeting some minor corrections to the review presented to the audit committee have been made to better reflect the current financial position of the Shire. This revises the estimate surplus for the year ended 30 June 2020 to $531,239

The audit committee adopted the officers' recommendation to recommend to Council that the budget review as presented be adopted.

The audit committee subsequently made the following additional decision;

That the committee recommend to Council that they adopt a budget amendment to add the following projects to the 2019/20 budget review;
- *$180,000 to Turquoise Way path replacement*
- *$50,000 to extension of Jurien Bay irrigation project to Jurien Bay Oval tanks*
- *$85,000 to culvert maintenance*
- *$80,000 to replacement of toilet at Sandy Cape*

CONSULTATION
- Audit Committee
- Chief Executive Officer
- Executive Manager Infrastructure
- Executive Manager Development Services

STATUTORY ENVIRONMENT
- Regulation 33A and 34 of the Local Government Financial Management Regulations (1996)

POLICY IMPLICATIONS
There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

The adoption of this budget review inclusive of the additional new projects will amend the budget with an overall recognition of a surplus of $136,039.

STRATEGIC IMPLICATIONS

There are no direct strategic implications relevant to this item, however, legislative compliance, strong financial controls and good governance are core functions of Local Government.

Consideration of projects to be brought forward should consider their alignment with the goals contained in the Community Strategic Plan and/or projects already identified in the Corporate Business Plan.

ATTACHMENTS

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

- Budget Review identifying variances and statements for the period ending 30 June 2019 (Doc Id: 150120)
- Minutes of the Audit Committee Meeting (unconfirmed) held on 24 February 2020 (Doc Id: 150003)

(Marked 9.1.4)

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION

That Council;

1. Adopt the initial budget review, as presented with a surplus of $531,239, with the following variances being formally adopted as budget amendments;

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
14120	Grants Commission	Actual General Purpose grant less than budgeted	$ 18,432.00
14130	Local Roads	Actual Local Roads grant higher than budgeted	$ (161,333.00)
15125	WALGGC - Special Projects Grant	WALGGC Special projects grant - Munbinea bridge	$ (394,000.00)
66500	Infrastructure - Other	Upgrade to Munbinea Bridge	$ 394,000.00
27250	Printing and Stationery	Increase costs of external rates notice printing	$ 6,900.00
20290	Staff Housing Rent	Staff housing rental adjustment	$ 1,600.00
26550	Staff Housing	Staff housing rental adjustment	$ (1,600.00)
20305	Photocopying and Laminating	Higher costs than estimated	$ (600.00)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
11129	General ESL	ESL raised more than budgeted	$ (8,074.00)
38255	ESL Remittance	ESL raised more than budgeted	$ 8,074.00
20290	Staff Housing Rent	Remove staff housing Salary Sacrifice	$ 15,600.00
26550	Staff Housing	Remove staff housing Salary Sacrifice	$ (15,600.00)
20650	Development Application Fees	Increase income, large development fee paid	$ (70,000.00)
13190	Insurance	Pontoon insurance claim	$ (13,968.18)
28885	Insurance Claims	Pontoon insurance claim	$ 14,468.00
38250	Contributions and Donations	JB Golf Irrigation in budget twice	$ (32,500.00)
28715	Recreation Plan	Men's Shed capital works grant	$ 20,000.00
51218	Sport and Recreation Reserve	Men's Shed capital works grant	$ (20,000.00)
96200	Transfers From Reserve Funds	Men's Shed capital works grant	$ (20,000.00)
95300	Retained Earnings - Net Movement in Reserves	Men's Shed capital works grant	$ 20,000.00
27055	Consultancy	Move Skate Park consultancy to Youth Serv c/o.	$ (14,230.00)
28704	Youth Services	Move Skate Park consultancy to Youth Serv c/o.	$ 14,230.00
13180	Other Reimbursements	Reimbursement for Enviro Health Officer Services	$ (17,500.00)
58406	SSL 134 JB Community Men's Shed -	New Current SSL 134 Men's Shed	$ 1,710.37
69406	SSL 134 JB Community Men's Shed Inc	New Non Current SSL 134 Men's Shed	$ 23,289.63
74200	Self Supporting Loans Current	Payment Current SSL 134 Men's Shed	$ (1,710.37)
82200	Self Supporting Loans Non Current	Payment Non Current SSL 134 Men's Shed	$ (23,289.63)
20160	Building Licences	Increase income for building licences	$ (8,000.00)
65100	Leases	Lease Easifleet	$ 23,510.49
65100	Leases	Lease Ricoh Finance	$ 70,136.89
65100	Leases	Lease Waterlogic Civic Centre	$ 17,371.69
65100	Leases	Lease Waterlogic Depots	$ 15,147.44
65100	Leases	Lease Waterlogic JB Admin	$ 7,320.32
76100	Lease Liability Current	Lease Liability Current - Easifleet	$ (13,358.42)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
76100	Lease Liability Current	Lease Liability Current - Lease Ricoh Finance	$ (13,659.18)
76100	Lease Liability Current	Lease Liability Current - Waterlogic Civic Centre	$ (7,116.27)
76100	Lease Liability Current	Lease Liability Current - Waterlogic Depots	$ (6,205.11)
76100	Lease Liability Current	Lease Liability Current - Waterlogic JB Admin	$ (2,998.75)
83100	Lease Liability Non Current	Lease Liability Non Current - Lease Easifleet	$ (10,152.07)
83100	Lease Liability Non Current	Lease Liability Non Current - Lease Ricoh Finance	$ (56,477.71)
83100	Lease Liability Non Current	Lease Liability Non Current - Waterlogic Civic Centre	$ (10,255.42)
83100	Lease Liability Non Current	Lease Liability Non Current - Waterlogic Depots	$ (8,942.33)
83100	Lease Liability Non Current	Lease Liability Non Current - Waterlogic JB Admin	$ (4,321.57)
32401	Depreciation on Right of Use Asset	Depreciation of ROU Asset - Lease Easifleet	$ 13,359.20
32401	Depreciation on Right of Use Asset	Depreciation of ROU Asset - Lease Ricoh Finance	$ 13,659.00
32401	Depreciation on Right of Use Asset	Dep'n of ROU Asset - Lease Waterlogic Civic Centre	$ 7,116.00
32401	Depreciation on Right of Use Asset	Dep'n of ROU Asset - Lease Waterlogic Depots	$ 6,205.11
32401	Depreciation on Right of Use Asset	Dep'n of ROU Asset - Lease Waterlogic JB Admin	$ 2,998.75
65199	Less Accumulated Depreciation	Accumulated Depreciation - Lease Easifleet	$ (13,359.20)
65199	Less Accumulated Depreciation	Accumulated Depreciation - Lease Ricoh Finance	$ (13,659.00)
65199	Less Accumulated Depreciation	Acc Depreciation - Lease Waterlogic Civic Centre	$ (7,116.00)
65199	Less Accumulated Depreciation	Acc Depreciation - Lease Waterlogic Depots	$ (6,205.11)
65199	Less Accumulated Depreciation	Acc Depreciation - Lease Waterlogic JB Admin	$ (2,998.75)
28815	Lease Repayments	Reverse Waterlogic expense - Civic Cnt	$ (7,404.00)
28815	Lease Repayments	Reverse Waterlogic expense - Admin	$ (3,120.00)
28815	Lease Repayments	Reverse Waterlogic expense - Depot	$ (6,456.00)
28815	Lease Repayments	Reverse Ricoh photocopier expense	$ (17,000.00)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
28815	Lease Repayments	Reverse Easifleet expense	$ (15,600.00)
76100	Lease Liability Current	Lease Liability Current - Waterlogic Civic Centre	$ 7,116.00
76100	Lease Liability Current	Lease Liability Current - Waterlogic JB Admin	$ 2,999.00
76100	Lease Liability Current	Lease Liability Current - Waterlogic Depots	$ 6,205.00
35110	Interest on Leases	Interest on leases	$ 659.87
76100	Lease Liability Current	Lease Liability Current - Ricoh Photocopiers	$ 13,659.18
35110	Interest on Leases	Interest on leases	$ 932.82
76100	Lease Liability Current	Lease Liability Current - Easifleet	$ 13,358.42
35110	Interest on Leases	Interest on leases	$ 357.70
62100	Buildings & Improvements	Completed last financial year-Corunna Toilet Renovations	$ (11,000.00)
62100	Buildings & Improvements	Completed last fin year-Cervantes Transfer Station roller door	$ (27,000.00)
62100	Buildings & Improvements	Completed last fin yr - Civic Centre fire pump shed	$ (4,270.00)
62100	Buildings & Improvements	Remove FRC Painting	$ (6,270.00)
62100	Buildings & Improvements	Remove Admin Centre Painting	$ (5,000.00)
13180	Other Reimbursements	Cease CESC agreement with DFES	$ 39,204.76
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (21,033.89)
26110	Salaries	Remove Cockleshell Gully resheet	$ 21,033.89
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (18,930.50)
40400	Public Works Overheads Expense	Remove Cockleshell Gully resheet	$ 18,930.50
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (27,250.00)
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (24,033.59)
40600	Internal Plant Hire Expense	Remove Cockleshell Gully resheet	$ 24,033.59
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (15,261.09)
40700	Internal Plant Hire Depreciation Expense	Remove Cockleshell Gully resheet	$ 15,261.09
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (14,879.68)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
26110	Salaries	Remove Sandy Cape Road	$ 14,879.68
66100	Infrastructure - Roads	Remove Sandy Cape Road	$ (13,391.71)
40400	Public Works Overheads Expense	Remove Sandy Cape Road	$ 13,391.71
66100	Infrastructure - Roads	Remove Sandy Cape Road	$ (80,800.00)
66100	Infrastructure - Roads	Remove Sandy Cape Road	$ (21,947.76)
40600	Internal Plant Hire Expense	Remove Sandy Cape Road	$ 21,947.76
66100	Infrastructure - Roads	Remove Sandy Cape Road	$ (13,764.52)
40700	Internal Plant Hire Depreciation Expense	Remove Sandy Cape Road	$ 13,764.52
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (4,708.99)
26110	Salaries	Remove Cooljarloo Road	$ 4,708.99
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (4,238.09)
40400	Public Works Overheads Expense	Remove Cooljarloo Road	$ 4,238.09
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (6,000.00)
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (7,066.27)
40600	Internal Plant Hire Expense	Remove Cooljarloo Road	$ 7,066.27
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (4,507.91)
40700	Internal Plant Hire Depreciation Expense	Remove Cooljarloo Road	$ 4,507.91
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (4,708.99)
26110	Salaries	Remove Fred Weston Road	$ 4,708.99
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (4,238.09)
40400	Public Works Overheads Expense	Remove Fred Weston Road	$ 4,238.09
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (6,000.00)
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (7,066.27)
40600	Internal Plant Hire	Remove Fred Weston Road	$ 7,066.27

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
	Expense		
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (4,507.91)
40700	Internal Plant Hire Depreciation Expense	Remove Fred Weston Road	$ 4,507.91
66100	Infrastructure - Roads	Remove Tree box Solution	$ (30,000.00)
28545	Materials and Contracts (ALL)	Reduce Jurien Bay Oval	$ (28,000.00)
28545	Materials and Contracts (ALL)	Reduce Dandaragan Oval	$ (10,000.00)
28545	Materials and Contracts (ALL)	Reduce Cervantes Oval	$ (7,000.00)
28545	Materials and Contracts (ALL)	Reduce Jurien Bay Cemetery	$ (22,000.00)
28545	Materials and Contracts (ALL)	Reduce Jurien Bay foreshore amenities	$ (8,000.00)
28545	Materials and Contracts (ALL)	Reduce Street planting	$ (10,000.00)
28545	Materials and Contracts (ALL)	Reduce Gravel pits	$ (12,500.00)
28545	Materials and Contracts (ALL)	Reduce Footpath installations	$ (32,250.00)
28740	Fire Control	Remove provision for aerial firebreak inspection	$ (3,979.00)
28775	Advertising and Promotions	Increase Advertising & Promotions budget	$ 5,000.00
28761	Pound Operating Costs	Increase pound costs	$ 1,000.00
21031	Other Infringements	Increase infringements - path fines	$ (7,000.00)
58406	SSL 134 JB Community Men's Shed -	10/06/19 SSL reim / Men's Shed - Loan 134	$ (1,710.37)
58406	SSL 134 JB Community Men's Shed -	10/12/20 SSL reim / Men's Shed - Loan 134	$ 1,721.66
58406	SSL 134 JB Community Men's Shed -	10/06/21 SSL reim / Men's Shed - Loan 134	$ 1,733.02
69406	SSL 134 JB Community Men's Shed Inc	10/12/20 SSL reim / Men's Shed - Loan 134	$ (1,721.66)
69406	SSL 134 JB Community Men's Shed Inc	10/06/21 SSL reim / Men's Shed - Loan 134	$ (1,733.02)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
74200	Self Supporting Loans Current	10/06/19 Repay /Men's Shed - Loan 134	$ 1,710.37
74200	Self Supporting Loans Current	10/12/20 Repay /Men's Shed - Loan 134	$ (1,721.66)
74200	Self Supporting Loans Current	10/06/21 Repay /Men's Shed - Loan 134	$ (1,733.02)
82200	Self Supporting Loans Non Current	10/12/20 Repay /Men's Shed - Loan 134	$ 1,721.66
82200	Self Supporting Loans Non Current	10/06/21 Repay /Men's Shed - Loan 134	$ 1,733.02
17180	Interest - Self Supporting Loans	Men's Shed Loan 134	$ (165.00)
35100	Interest on Loans	Men's Shed Loan 134	$ 165.00
64100	Plant & Equipment	No longer disposing of PTT008 - Dolly	$ 6,000.00
64199	Less Accumulated Depreciation	No longer disposing of PTT008 - Dolly	$ (3,900.00)
18500	Profit on Sale of Plant & Equipment	No longer disposing of PTT008 - Dolly	$ 400.00
64100	Plant & Equipment	Variance in purchase price of Dolly	$ (6,975.00)
64100	Plant & Equipment	PCR010 - 2012 Bomag Smooth Drum Roller - DN038	$ (70,000.00)
64199	Less Accumulated Depreciation	PCR010 - 2012 Bomag Smooth Drum Roller - DN039	$ 60,767.00
33200	Loss on Sale of Plant & Equipment	PCR010 - 2012 Bomag Smooth Drum Roller - DN042	$ 14,233.00
64100	Plant & Equipment	Variance purchase price of new Smooth Drum Roller	$ (14,876.37)
64100	Plant & Equipment	PTC019 - Honda TRX420TM Motor Bike	$ (6,500.00)
64199	Less Accumulated Depreciation	PTC019 - Honda TRX420TM Motor Bike	$ 4,413.00
18500	Profit on Sale of Plant & Equipment	PTC019 - Honda TRX420TM Motor Bike	$ 587.00
33200	Loss on Sale of Plant & Equipment	PTC019 - Honda TRX420TM Motor Bike	$ 1,727.27
64100	Plant & Equipment	Variance in purchase price of new Honda motorbike	$ 413.64
64100	Plant & Equipment	PLV223 - Holden Caprice Sedan	$ (45,000.00)
64199	Less Accumulated Depreciation	PLV223 - Holden Caprice Sedan	$ 37,012.00
33200	Loss on Sale of Plant & Equipment	PLV223 - Holden Caprice Sedan	$ 9,988.00
64100	Plant & Equipment	Variance in purchase price of new Corolla	$ (2,409.41)
64100	Plant & Equipment	Variance in purchase price of 6	$ (8,156.21)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
		Wheel tipper	
64100	Plant & Equipment	Variance in purchase price of post hole borer	$ (169.00)
28888	Expensed Minor Assets (below cap threshold)	Variance in purchase price of alcohol testers	$ (1,044.00)
28888	Expensed Minor Assets (below cap threshold)	Variance in purchase price of guide post rammer	$ 110.00
64100	Plant & Equipment	Variance in purchase price of water tank unit	$ (1,181.82)
64100	Plant & Equipment	Variance on purchase price of slasher deck	$ (700.00)
28888	Expensed Minor Assets (below cap threshold)	Variance in purchase price of traffic counters	$ 7.00
64100	Plant & Equipment	Variance in purchase price of hoist	$ (963.64)
64199	Less Accumulated Depreciation	Fair Revaluation (non cash)	$ (497,256.00)
64100	Depreciation on Plant & Equipment	Fair Revaluation (non cash)	$ 497,256.00

2. Include the following additional projects in the budget review as formal budget amendments to the 2019/20 budget;

- **$180,000 to Turquoise Way path replacement, and;**
- **$50,000 to extension of Jurien Bay irrigation project to Jurien Bay Oval tanks,and;**
- **$85,000 to culvert maintenance, and;**
- **$80,000 to replacement of toilet at Sandy Cape,**

bringing the final budget review surplus to $136,039.

9.2 INFRASTRUCTURE SERVICES

9.3 DEVELOPMENT SERVICES

9.3.1 PROPOSED MINI GOLF – LOT 172 VALLEY VIEW, JURIEN BAY HEIGHTS

Location:	Lot 172 Valley View, Jurien Bay Heights
Applicant:	GK Auzins
File Ref:	Development Services Apps/ Development Applications/ 2020/ 5
Disclosure of Interest:	Nil
Date:	12 February 2020
Author:	Rory Mackay, Planning Officer
Senior Officer:	David Chidlow, Executive Manager of Development Services

PROPOSAL

The proponent is seeking development approval for the incidental private recreation land use of mini golf following previous development approval for a retail nursery upon Lot 172 (#101) Valley View, Jurien Bay Heights.

Location Map

BACKGROUND

The subject property is located within Local Planning Scheme No.7's (LPS7) Special Use Area 1 – Rural Development, which is commonly known by its estate name of Jurien Bay Heights. This estate is divided into three categories with specific LPS7 conditions universal to the whole estate and further conditions specific to each category. The site is located within Category 2.

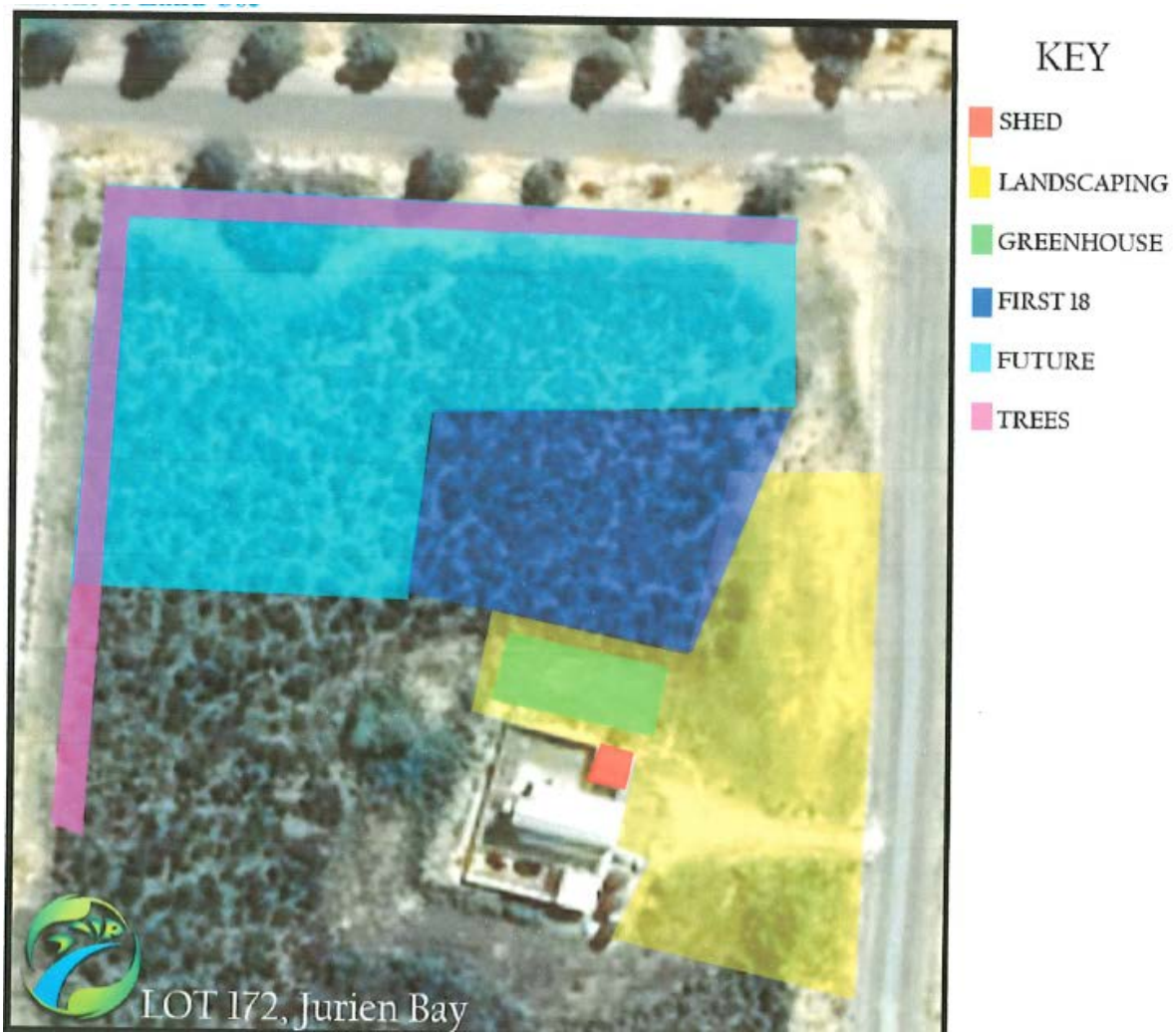
The proposed land use of mini golf aligns with the land use of 'Private Recreation', which is defined as:

Premise used for indoor or outdoor leisure, recreation or sport which are not usually open to the public without charge.

This land use is listed as an 'A' use within Category 2 of the estate. This means that the use is not permitted unless the local government has exercised its discretion by granting development approval after giving special notice in accordance with clause 64 of the Deemed Provisions of LPS7. Such special notice has been undertaken for the proposal as detailed in the consultation section below.

The proponent intends to situate the 1500m^2 mini golf course to the north of retail nursey development already commenced on the site.

The greens will be constructed of artificial turf and the surrounds landscaped with a variety of native and exotic plants to showcase the products stocked within the plant nursery. The surrounding area will be landscaped to the front of the property and will have tree breaks to the rear boundary and nearest side boundary, as shown in the overlay supplied by the applicant below.



As part of the landscaping to the front of the property a new dual accessway driveway will be constructed the stated ability to park up to 18 customer vehicles, inclusive of two hardstand disabled access bays.

The WAPC's *Rural Planning Guidelines* (RPG) provides direction on development in rural development estates (Rural Enterprise Zones). The RPG states development in such zones need to carefully achieve reasonable separation between the residential and business activities and additionally address amenity. Residents would need to accept some degree of nuisance from business operations therefore careful consideration of permitted land uses and the physical layout of the area should be undertaken. Some relevant considerations the RPG state include:

- the hours of operation that will maintain a reasonable level of amenity for the area;
- the type of roads necessary to address amenity for the residential component and sufficient exposure for the businesses onsite;
- the provision of services and roads to cater for heavy vehicles;

- the level of services required for the development, in particular electricity and domestic water provision;
- the requirement for notification on title, to alert prospective owners of existing or future amenity issues;
- provisions to address potential land use conflicts with surrounding areas; and
- provisions to protect the amenity of the area (visual, noise, smell, dust and/or pollution).

COMMENT

A previous condition of approval for the retail nursery component required the applicant to seek the Shire's written approval prior to expanding operation hours from those proposed of 0800 to 1700 on weekends. As part of the additional development sought under this application the applicant is also seeking to operate 0800 to 1700 for the full duration of school holidays to allow greater business outcomes.

No issues present themselves with permitting this increase in business hours given the mini golf course will provide another option for children to partake in during their school holidays. Another positive associated with the increase in business hours is the ability to provide greater employment opportunities to the locality.

With the use of tree breaks the development should not significantly detract from any scenic landscape and/or conservation attributes of the estate. With no adverse impacts, supported by the positive social youth aspects, Council is recommended to approve the subject development application with conditions.

A condition of the previous approval for the principal land use of a retail nursery required a Nutrient and Irrigation Management Plan be submitted and approved by the Executive Manager of Development Services. This management plan has been submitted with subject application and has been assessed as sufficient, and therefore, has subsequently been approved.

CONSULTATION

The application was advertised to surrounding landowners from 20 January 2020 to 7 February 2020. Two submissions were received which raised concerned with: increased traffic of the development, given it would be difficult for children to access the development via walking or cycling; increased noise as result of children participating in the mini golf; health and safety concerns as the golf course will not be fenced and that no ablution facilities have been denoted in the application; and attention was also drawn to management of the dogs homed on the property, a matter which Shire Rangers are continuing to monitor.

Ultimately it is viewed these concerns can be managed or mitigated through the recommend approval conditions to protect the amenity of neighbours.

STATUTORY ENVIRONMENT
Local Planning Scheme No 7

POLICY IMPLICATIONS
- Rural Planning Guidelines
- There are no local policy implications relevant to this item.

FINANCIAL IMPLICATIONS
The proponent has paid a fee of $147 for the planning application.

STRATEGIC IMPLICATIONS
Envision 2029 Strategic Community Plan

02 – Propensity	The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and vibrant visitor economy.
Priority Outcomes	Our Roles
The Shire is home to a successful and growing market for domestic and international tourism.	Support the development of new products and services that increase the attraction of the region to the tourism market.

ATTACHMENTS
Circulated with the agenda are the following items relevant to this report:
- mini golf development application (Doc Id: 149416)
- previous retail nursery development approval (Doc Id: 149415)

(Marked 9.3.1)

VOTING REQUIREMENT
Simple majority

OFFICER RECOMMENDATION
That Council approve the development application for the incidental land use of mini golf upon Lot 172 Valley View, Jurien Bay subject to the following conditions:

1. **All development shall be in accordance with the attached plans date stamped 27 February 2020 subject to any modifications required as a consequence of any conditions of this approval and shall not be altered without the prior written approval of the Shire of Dandaragan.**
2. **The development must be substantially commenced within two years of the date of this approval.**
3. **The development is to have minimum impact on the amenity of the area by reason of appearance of any buildings, works and materials, and the emission of noise, odour, vibration, dust, waste products or reflected light to**

the satisfaction of the Shire of Dandaragan.

4. **The approval is personal to the applicant and cannot be transferred to or assigned to any other person, nor does it run with the land in respect of which it was granted.**
5. **The business hours are restricted to 8:00am to 5:00pm on weekends and school holiday periods. Any alteration to these times will require the written approval of the Shire of Dandaragan.**
6. **Prior to the use of the development vehicle parking and access-way(s) are to be constructed and thereafter maintained to an all-weather paved standard (suitable aggregate material over a compacted sub-grade soil on a grade of less than 10%) and landscaped to the satisfaction of the Shire of Dandaragan in accordance with *Local Planning Policy 9.6 Car Parking.***
7. **Prior to the use of the development one (1) unisex accessible toilet is to be installed for use by patrons and staff of the development.**

Advice:

If the average number of patrons exceeds 50 people on a daily basis for more than two (2) weeks of operation in succession further toilet facilities are to be provided for the development to the satisfaction of the Shire of Dandaragan.

9.3.2 PROPOSED COMPOST FACILITY – LOT 3739 CADDA ROAD, BADGINGARRA

Location:	Lot 3739 Cadda Road, Badgingarra
Applicant:	Brogate Pty Ltd
File Ref:	Development Services Apps / Development Applications/ 2019 / 108
Disclosure of Interest:	Nil
Date:	13 February 2020
Author:	Rory Mackay, Planning Officer
Senior Officer:	David Chidlow, Executive Manager Development Services

PROPOSAL

For Council to consider a development application for a poultry farm waste compost facility upon Lot 3739 Cadda Road, Badgingarra.

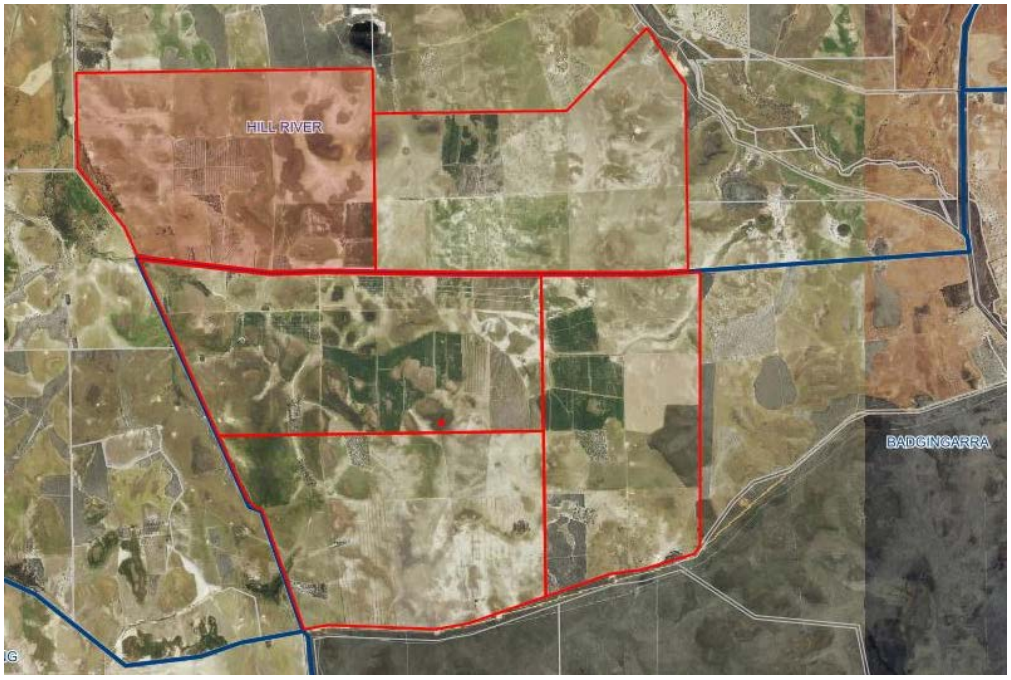
BACKGROUND

Since the 2017/18 summer the Shire, on and off, has been receiving odour complaints from residents in the localities of Hill River and Badgingarra. Investigations revealed the point source for the offensive odour was farms in these localities which received waste products from north-west Wheatbelt poultry farms to improve their farms' soil nutrient levels, and, thus farm productivity. This waste consists of both chicken manure and spent hens high in moisture, and if not handled carefully before spreading can result in a strong putrid smell that lingers.

Shire Development Services staff, especially the Principal Environmental Health Officer have been working with the State Departments of Water and Environmental Regulation (DWER), and Primary Industries and Regional Development (DPIRD) and waste receiving farmers to find a solution to this issue.

This working relationship has since matured into a working partnership between the owners of 'Parron Place', Brogate and DPIRD, who have collectively identified that a former Shire used gravel pit on the farm, isolated from neighbouring landowners can be converted to a compost facility where both chicken waste products can be received and processed in accordance with best practice before farm spreading.

A three-dimensional image of the location of the compost facility from the Badgingarra townsite and an aerial map of Parron Place where the compost material will be spread are shown below for reference.



The compost facility is a land use not listed under the Shire's *Local Planning Scheme No.7.* Given the compost facility is incidental to the principal extensive agriculture use of Parron Place it has been determined that the use is consistent with the Rural zone objective of which the farm is located within of:

To provide for range of rural activities such as broadacre and diversified farming so as to retain the rural character and amenity of the locality, in such a way as to prevent land degradation and further loss of biodiversity.

This provides this application with the ability to assessed.

Not only is a compost facility captured by town planning legislation (this item), but it is also subject to an environmental approval process by DWER. The proponent has submitted these

applications concurrently for assessment, and as such DWER has requested comment from the Shire on the proposal.

COMMENT

Composting is a natural aerobic process that involves the breakdown of poultry litter by microorganisms. Carcass composting is an effective way to dispose of daily mortalities and spent hens. The resulting product is a humus like material that is a valuable soil conditioner and nutrient source. When the process is completed properly, composting should take up to 12 weeks (with an additional four weeks of curing time) and should generate very little odours.

There are three key elements to proper composting of poultry litter: carbon-nitrogen ratio (C:N); moisture level; and oxygen.

The proponent plans to follow the method of the Australian Eggs' *Composting By-products of Eggs Farms* guiding document, noting this has specific measures for spent hens unlike other similar industry documents.

The Australian Eggs' document outlines, that unlike regular composting, it is advisable to leave a carcass compost pile for a minimum of four weeks before turning the pile to allow time for breakdown of the carcasses. After this time the pile can be turned, but it must be re-covered with at least 300mm of an inert material to ensure carcasses are not exposed on the outside of the pile. An ideal material to use for this is 'finished' compost that has been through the cycle once already. Furthermore, to minimise pathogen levels in carcass compost, the compost should be turned three times and reach temperatures of 55C for three consecutive days after each turning. These temperatures should be monitored, and records maintained.

As soon as the spent hens arrive to Parron Place they will be placed on 300mm of straw. Straw is then placed on top of the hens and completely covered by at least 300mm of inert material (compost). Spent hens have adequate moisture to begin the composting process so water is not essential for carcass composting. Therefore, unless deemed necessary during the compost process, water won't be added.

Windrows will be no more than 2m high and 4m wide at the base. Furthermore, the windrows will be turned five weeks and nine weeks after initial placement by a front-end loader. If the composting process is not complete after around 12 weeks, then an additional turning may be added to the process. After each turning of the product, at least 300mm of inert material will be used to re-cover the windrows.

To ensure the composting process is effective and the end product is as valuable as possible, it is estimated that 50 tonnes/fortnight of spent hens, 20 tonnes/fortnight of poultry litter and 10 tonnes/fortnight of straw will be required.

The 50 tonnes of chicken and 20 tonnes of poultry litter per fortnight will be delivered using a tipper truck. Both products are to be sourced primarily from the AAA Egg Farm on Munbinea Road, Hill River which is approximately 24km away via Munbinea and Cadda Roads.

The compost facility is accessed from Cadda Road. According to a traffic counter located on Cadda Road from the 29 September to the 9 November 2016, a total of 1154 vehicles used the road during this 6 week period. This equates to an average of 27 vehicles per day. Cadda Road is also used by a local school bus at the approximate times of 7:00-7:20am and 4:40-5:00pm, Monday to Friday. Where possible, all operations at the compost site, including delivery of feedstock, will be ceased during these times.

The Environmental Protection Authority's recommended separation distance between a licenced compost facility and sensitive land uses is 800 metres. As detailed below the applicant easily achieves this buffer to nearby sensitive receptors:

- 6.1 km to a residence to the north-east;
- 7.0 km to a residence to the north-east;
- 7.0 km to a residence to the north-north-east;
- 7.7 km to the edge of the Badgingarra town site;
- 7.9 km to a residence to the west;
- 8.7 km to a residence to the south-west;
- 11.9 km to a residence to the north-west (previous complainant); and
- 13.5 km to the southernmost point of the Hill River properties to the north-north-west (previous complainants).

Minimum and actual separation distances from composting facilities to environmental receptors are outlined in the table below.

Environmental receptor	Minimum Distance from composting facilities (m)	Actual separation distance from composting facilities (m)
Maximum highest historic groundwater level	3m (vertical separation) from the base of any infrastructure	145m
Wetland of conservation value	1000m (down hydraulic gradient)	N/A
Watercourse, drain (surface or subsurface), wetland	500m (down hydraulic gradient)	7000m
High water mark estuaries	500m	N/A
Public drinking water source well/bore and surface water sources that supply drinking water	300m (radius)	7800m
Private potable supply well/bore	100m (down hydraulic gradient)	>100m

In accordance with best practice, the proposed compost facility has been sited on shallow gravel over duricrust, which, when compacted, is considered a suitable in-situ material for this type of activity. The in-situ material will be compacted to form a minimum 300mm layer that will be near impermeable. This area will be surrounded with diversion dams to prevent stormwater entering into areas where raw material is received and processed, and where finished compost product is stored. The facility will also contain an evaporation pond to capture any effluent that may runoff in the event of high rainfall.

In terms of spreading the compost materials, DPIRD's *Recommendations for manure stockpiling and spreading in paddocks* will be adhered to at all times. A tractor and muck spreader will be used to spread the entirety of the compost product to the paddocks.

The direction of the prevailing winds will influence the presence of odour at nearby sensitive receptors. The prevailing wind at 9am is an easterly, which will push the odour away from the town of Badgingarra but also mostly away from Cadda Road. The prevailing wind at 3pm is a south-westerly which will again effectively dispel any odours away from the town of Badgingarra, Cadda Road and residents at Hill River. Nonetheless, improved, best practice management at the site will decrease the risk of odour affecting the amenity of nearby sensitive receptors.

Any odour complaints received will be correlated with weather conditions and the operations at the compost facility at the time. Records of complaints made against the compost facility will be kept in a file at the property. A maintenance program will be

implemented to maintain the effective working condition of all components of the compost facility, including the hardstand and pond. The pond is to be de-sludged as required.

There are fire units on the property that will be used in the case of a fire at the compost facility. The significant distance to the nearest sensitive receptors should help to disperse air emissions from a fire. Any fire waste waters can be reused within the composting process, or alternatively applied direct to paddocks.

In summary, the construction of a fit-for-purpose compost facility located some distance from sensitive receptors should be effective in reducing the odour profile and eliminating any amenity impacts on neighbours. With this in mind, the proposal warrants approval on the consideration that it is a logical solution to a complex rural issue.

CONSULTATION

The only neighbouring sensitive parcel of land in close proximity is the Badgingarra National Park, as the responsible agency for this reserve, the Department of Biodiversity, Conservation and Attractions was consulted for comment on the proposal. The Department recommended the Shire apply the following condition:
Prior to the commencement of site works, an environmental management plan be prepared and approved to the satisfaction of the Shire of Dandaragan, with satisfactory arrangements being made for the implementation of the approved plan.

The environmental management plan should detail:

a) Measures to exclude feral animals from areas where carcasses are stored.
b) Specifications for fencing or barriers to exclude feral animals.
c) Monitoring to determine the presence of feral animals or weed species.
d) Animal control strategies such as bating, trapping or shooting that will be used to manage feral animals.
e) Weed management strategies to prevent the introduction and spread of weeds.

Shire staff support this condition being applied, as it was always the intention to have a condition to cover such content.

STATUTORY ENVIRONMENT

- Local Planning Scheme No. 7
- Environmental Protection Act 1986

POLICY IMPLICATIONS

- Australian Eggs – Composting By-products of Eggs Farms
- DPIRD – Recommendations for manure stockpiling and spreading in paddocks

FINANCIAL IMPLICATIONS
The applicant has paid the required development application fee.

STRATEGIC IMPLICATIONS
Local Planning Strategy (Draft 2019):

- Facilitate more intensive and diverse use of rural land for higher value agricultural products which are compatible with land capability attributes and surrounding farming practises, subject to availability of adequate water supply.
- Support non-rural uses that are compatible with and complement the primary use of the land.

Strategic Community Plan – Envision 2029

02 – Propensity	The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and vibrant visitor economy.
Priority Outcomes	Our Roles
Our Shire has a contemporary land use planning system that responds to, and creates, economic opportunities.	Ensuring that our planning framework is modern and meets the needs of industry, small business and emerging opportunities.

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

- Development application and works approval supporting information (Doc Ids: 148755 & 148753).

(Marked 9.3.2)

VOTING REQUIREMENT
Simple majority

OFFICER RECOMMENDATION
That Council:

1. **grant development approval for compost facility upon Lot 3739 on Deposited Plan 207069 to Brogate Pty Ltd subject to following conditions and advice:**
   a) **All development shall be in accordance with the submitted plans and documentation date stamped 27 February 2020 subject to any modifications required as a consequence of any conditions of this approval and shall not be altered without the prior written approval of the local government.**
   b) **The design and operation of the compost facility is to be in accordance with Australian Eggs' *Composting By-products of Eggs Farms*.**
   c) **The spreading of the compost material across 'Parron Place' is to be in accordance with the Department of Primary Industries and Regional Development's**

Recommendations for manure stockpiling and spreading in paddocks.

d) Records of complaints made against the compost facility, prevailing winds at the time of complaint and subsequent management response(s) is to be kept on file at the property and made available to the Shire of Dandaragan for viewing on request.

e) The transportation of poultry litter and spent hens to site for composting shall be sufficiently covered and be conducted so that odour and dust emissions have minimal impact on the locality to the satisfaction of the Shire of Dandaragan.

f) Prior to the completion of the use, an environmental management plan be prepared and approved to the satisfaction of the Shire of Dandaragan, with satisfactory arrangements being made for the implementation of the approved plan.

Advice:

a) The environmental management plan referred to condition D should detail the following:

I. Measures to exclude feral animals from areas where carcasses are stored.

II. Specifications for fencing or barriers to exclude feral animals.

III. Monitoring to determine the presence of feral animals or weed species.

IV. Animal control strategies such as bating, trapping or shooting that will be used to manage feral animals.

V. Weed management strategies to prevent the introduction and spread of weeds.

VI. Air quality management (including dust and odour management)

VII. Environmental monitoring and reporting.

b) Should the Shire of Dandaragan agree to apply the *Biosecurity & Agriculture (Stable Fly) Management Plan 2013* in the future, the receival of poultry litter and spent hens for composting is to immediately cease.

2. advise the Department of Water and Environmental Regulation of this decision.

9.3.3 USE OF PIONEER PARK JURIEN BAY FOR FUNCTIONS

Location:	Pioneer Park, Jurien Bay
Applicant:	N/A
Folder Path:	Business Classification Scheme / Recreation and Cultural Services / Permits / Periodic Use of Land
Date:	18 February 2020
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To clarify the Shire of Dandaragan's position related to function applications for the use of a section of road reserve commonly referred to as Pioneer Park, Jurien Bay

BACKGROUND

In 2006 the Lions Club of Jurien Bay Inc. (Lions) began markets at Pioneer Park in Jurien Bay. As part of the process, event applications were submitted to the Shire on an annual basis to cover all scheduled markets for the proceeding twelve month period.

Over time the markets steadily grew to the point that the majority of Pioneer Park was being utilised on event days.

In 2017 the Shire received an event application from the Lion's to run market days on various weekends at pioneer park in Jurien Bay for the 2017/2018 financial year.

A copy of the event application is attached, with an extract of the map included in the application presented below.

Figure 1

Pioneer Park is not formally recognised as a park on a separate reserve, rather, it consists part of the Bashford Street and Roberts Street Road reserve. The "park" in relation to the road reserve boundaries is shown below (area inside the red polygon);

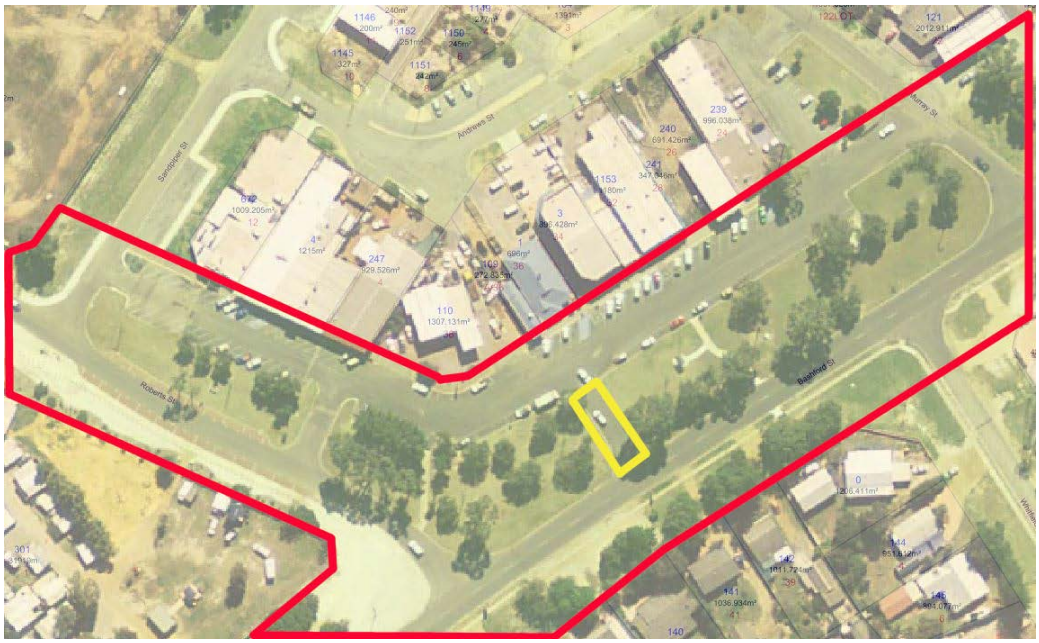


Figure 2

As a result of the growth of the event, the "Road Safety" section of the 2017 event application included a request to close one of the entry roads that runs through the "park" entirely (to this point they had been closing it in one direction only) for the following reason;

"The entry to the carpark poses a hazard to pedestrians and is closed off in one direction. It would be safer if the entry could be closed on market days."

Figure 2 (yellow rectangle) and figure 3 show the proposed road closure from 2017 proposal.

Figure 3

Leading up to this request, Lions had reported to officers of several “near misses” between children and cars on this access road and there was growing concern within the Shire administration that the road safety risk of the event had been increasing commensurate with the growing size of the market.

As a result, the request was looked upon favourably and permission was given to the Lion’s to close the road in question on market days.

Businesses in the vicinity of Pioneer Park were written to telling them of the road closure on market days. An extract of that correspondence follows;

“TEMPORARY CLOSURE OF CARPARK ACCESS ROAD

Please be advised that an annual event permit for Lions Markets has been issued for Pioneer Park.

A conditional approval is included in the permit which allows the access road into Roberts/Bashford Street Shopping Precinct to be closed between 8am and 12pm on the following dates:

- *Sunday 24 September 2017*
- *Sunday 12 November 2017*
- *Sunday 17 December 2017*
- *Sunday 28 January 2018*
- *Sunday 4 March 2018*
- *Sunday 1 April 2018*
- *Sunday 3 June 2018*

The condition is as follows:
“Approval is given to close the access road into the Roberts Street shopping precinct (Bashford Street access road). The following signs are required as per attached site drawing:

- *2 x road closed signs*
- *2 x side road closed signs*
- *4 x traffic cones*

The Shire are unable to provide these signs - event organiser is responsible for purchasing own signage”.”

Complaints were later received from some businesses that the closure would have a direct and detrimental effect on their trading. As a result, the following correspondence was sent advising modifications to the event approval;

“TEMPORARY CLOSURE OF BASHFORD/ROBERTS CARPARK ACCESS ROAD (BASHFORD STREET ENTRANCE)

Further to our letter dated 8 September 2017 regarding the temporary closure of the Bashford St Access Road during Lions

Market mornings, and after feedback from businesses in the immediate vicinity of the access road, we would like to advise that we have amended the Lions Markets event permit. The condition is now as follows:

"Approval is given to close the access road (outgoing-side only) of the Roberts Street shopping precinct (Bashford Street access road). Vehicles may still enter the carpark from Bashford Street using the access road however must exit using an alternative route. Event coordinator may use signage to indicate the closure of the access road to vehicles exiting the carpark onto Bashford Street."

Despite the complete closure of the access road during the events receiving support from the majority of businesses, we are sensitive to those who believed it would have a detrimental impact on their patronage. However, the issue of pedestrian safety which was raised by the event coordinators remains. Therefore Shire staff intend to approach Council with a request to undertake a two month trial of complete closure of the abovementioned access road for the duration of 8am-1pm each market day.

We will be in touch closer to the date but estimate that, if supported by Council, the trial closure would take place early-mid 2018. We will need to discuss an appropriate way to measure any impacts it may have with the businesses who were opposed to the access road closure.

After the trial closure, the issue would be reassessed, and if significant, whether the event could be moved to another location.

Thank you for your comments on the matter. "

A decision to temporarily close a road is generally an administrative one but given the public interest in this particular decision Councillors were briefed on the matter in December 2017. Councillors believed partial closure of the road did not mitigate the risk presented. Staff agreed with this opinion and the following correspondence was sent to affected businesses;

"CLOSURE OF CARPARK ACCESS ROAD (BASHFORD STREET ENTRANCE) DURING MARKET DAYS

Further to our previous correspondence, Council and Shire staff have had an opportunity to consider the issue, taking into account the feedback of the event coordinators, impact on local businesses and the safety of pedestrians during the market days. Council did not believe that a trial closure was an appropriate solution, and it was agreed that the safety of pedestrians was of utmost importance. It has been determined that the access road between

Bashford Street and the carpark should be completely closed from 8am to 1pm on the following dates:

- *Sunday 4 March 2018*
- *Sunday 1 April 2018*
- *Sunday 3 June 2018.*

Event coordinators are instructed to use a combination of traffic cones and signs to prevent traffic from using the access road. Access to businesses in this precinct during market days will be via Roberts, Murray or Sandpiper Streets.

In addition, event coordinators have been advised that after the expiry of their existing 2017/18 event permit, it is unlikely that Pioneer Park will be approved as a venue for the markets due to the high risk to pedestrians as a result of the significant growth and popularity of the markets."

Lions were active participants in this process and were constantly abreast of all decisions to date. Alternative locations for the markets were being discussed as there was no other way to mitigate the risk to patrons of having the access road open.

As a result, Lions successfully relocated the markets to Fauntleroy Park at Easter 2018 and have operated from that location since.

In January 2019 Ms Joyce Evans lodged a complaint (attached) regarding the relocation of the markets citing lack of consultation of stall holders.

The following is the response to Ms Evans from the Chief Executive Officer, Mr Brent Bailey;

"Thank you for your correspondence regarding the Jurien Bay Lions Sunday Markets.

The Lions Club of Jurien Bay submits an event application each year for their Sunday Markets. Prior to the event permit being issued the Shire undertakes a process to determine if the event is appropriate and in the best interests of all concerned. As part of the event permit process a risk assessment is undertaken to ensure that all possible risks are identified.

As part of the risk assessment it was identified that the slip road between Bashford Street and the carpark posed a risk if it remained open. Letters were sent to the businesses in the area asking for their input on closing the slip road. All responded identifying loss of access to their businesses and did not support closure of the road for the period of the markets. Since the markets have grown to occupy both grassed areas in Pioneer Park

it was determined that it was too great a risk to continue in the current venue.

This was conveyed to the Lions and an alternate location was sought, this location is Fauntleroy Park. The Lions Club agreed to moving to the new location as the risk for them was also too great.

I agree there were advantages in the original location but they are far outweighed by the need to provide a safe venue in which to conduct the markets. The Lions agreed to move and did so on the Easter Sunday market in 2018. I am informed that the move has been well received and accommodates the larger number of stall holders that have continued to attend the markets.

The concerns that you have expressed in regards to advertising and shade needs to be addressed with the Lions Club of Jurien Bay as the Shire of Dandaragan has responsibility for issuing the permit only and ensuring that the event is conducted in accordance with the permit conditions. Decisions on operational matters to do with the markets are solely dealt with by the Lions Club of Jurien Bay."

At the Council Meeting held 26 September 2019, Ms Evans, representing "Markets by The Bay" presented on her proposed alternative markets to that of the Lions.

The presentation included a proposed map of the event (Figure 4).

Figure 4

At the completion of the presentation, the presiding member referred Ms Evans to Shire staff to progress an event application.

Ms Evans met with officers at the Shire, one of which was the Chief Executive Officer, several times to discuss the development of the markets, provide her with advice and contacts and offered her some suggestions of appropriate locations such as Dobbyn Park, Fauntleroy Park, Jurien Bay Oval and the Town Hall surrounds.

During these discussions Ms Evans agreed that the Town Hall surrounds were a suitable location.

The initial application that was received listed Pioneer Park as the event location, officers contacted her and consistent with the previous concerns around patron safety Ms Evans agreed to amend the application to change the location to the carpark adjacent to the Jurien Hall.

On 19 January 2020, correspondence from Ms Kat Evans, representing Markets by the Bay (Jurien) Ltd was received as follows;

"I'm writing to you on behalf of Juriens' Markets By the Bay to request that the Markets location be moved to Pioneer Park.

We've been approached by the local business owners who would like us to move closer to promote their Saturday trade. Also numerous local customers have put forward the same idea to have us moved to the centre of town for ease of access.

This would also aid market stall holders with the access to electricity so that food vans etc. that need electricity can be catered for increasing our revenue raised for the medical equipment we are aiming to purchase with the funds obtained from the markets.

There is a risk of injury at our current location with uneven surfaces (tree roots), soft sandy surface is hard for the elderly to traverse safely.

I would appreciate your consideration in proposing that the markets move location to reduce hazards, increase local business and aid stall holders and consumers with access."

The Shire response to this request is consistent with the decisions to date as outlined above, as follows;

"MARKETS BY THE BAY – CHANGE OF LOCATION REQUEST

As per previous correspondence and discussions, events in Pioneer Park present some safety and management issues therefore the site is not appropriate for events of this kind.

The Shire would be happy to assist with locating an alternative location, and as previously mentioned Dobbyn or Fauntleroy Park or the Jurien Bay Oval may be sites for you to consider.

At this time you have approval to hold the markets at the Town Hall carpark and this will remain as is unless an alternative permit is issued by our events team."

The most recent response to Ms Kat Evans has resulted in approaches by representatives of the Markets by the Bay (Jurien) Ltd directly to Councillors seeking the reversal of this decision.

At the time of writing this agenda item an additional letter has been received from Ms Kat Evans, the secretary of Markets by the Bay (Jurien) inc. which states;

"I refer to your correspondence dated 23 January 2020 rejecting our request to relocate the markets to Pioneer Park. Your decision, made under delegated authority, is noted, however we wish to appeal it. Please refer the request to Council for determination at the earliest opportunity."

While this item will achieve her request for the decision to be appealed it is important to note that her assumption that the decisions to this point have been made under some form of delegation given to the Chief Executive Officer by Council is incorrect.

The decision to approve or reject any form of function permit application on land controlled by the Local Government is governed by Shire of Dandaragan Local Government Property Local Law.

While the adoption of the Local Laws is a function of Council in accordance with section 3.12 of the Local Government Act 1995 (LGA), acting on the provisions of the adopted local law is considered the implementation of a Council decision and management of day to day operations unless delegation is expressly required.

The Chief Executive Officer is empowered to undertake these functions directly by sections 5.41 (c) and (d) of the LGA respectively and not as a delegation of Council.

COMMENT

A decision to allow markets at the location without revised traffic management to mitigate the already identified risk would be an acknowledgement that Council accepts that risk.

If it is established that an area of high risk exists and the Shire still proceeds with the permit it may open up exposures that could potentially trigger an exclusion on its insurance policy.

Reasonable care is a condition of the liability insurance policy. An extract of the policy wording is as follows;

5. REASONABLE CARE

The Member shall as far as reasonably practicable:

a) exercise reasonable care that only competent employees are employed and take reasonable measures to maintain all premises, fittings and plant in safe and sound condition;

b) take all reasonable precautions to:

   i. prevent Personal Injury and Damage to Property;
   ii. prevent the manufacture, sale or supply of defective products;
   iii. comply and ensure that its employees, servants and agents comply all statutory obligations, by-laws or regulations imposed by any public authority for the safety of persons or property; and

Furthermore, the majority of the area known as Pioneer Park resides within the Main Roads WA (MRWA) road reserve.

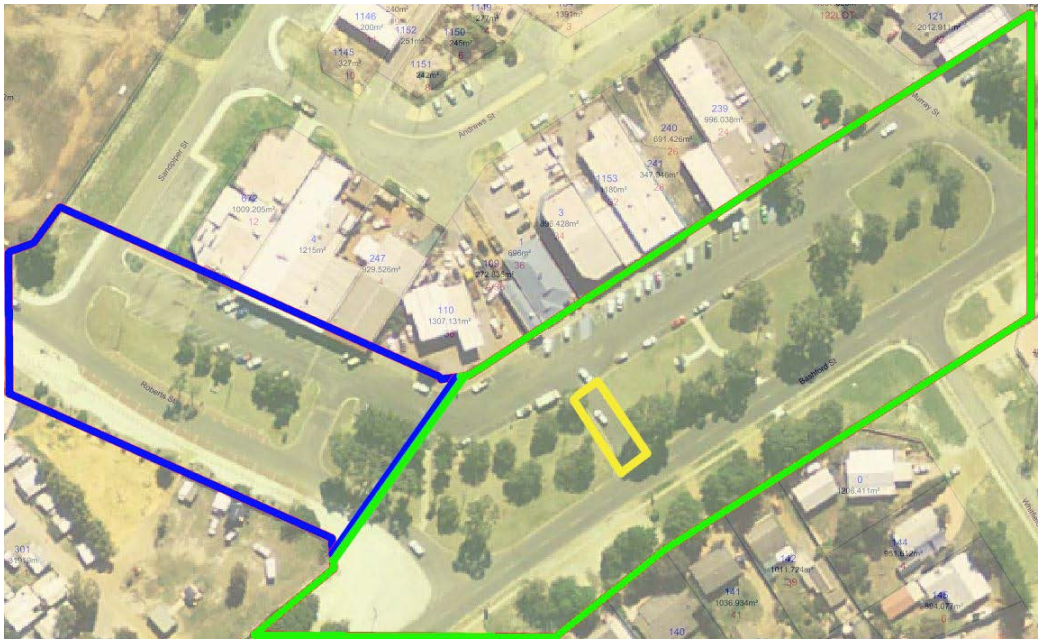


Figure 5

The area contained within the green polygon in figure 5 represents the MRWA road reserve while the blue polygon area represents the Shire of Dandaragan Road Reserve.

The power to authorise a permit for a function within the Shire of Dandaragan exists within the Shire of Dandaragan's Local Government Property Local Law.

In this local law a definition of a function "*means an event or activity characterised by all or any of the following –*

a) formal organisation and preparation;
b) its occurrence is generally advertised or notified in writing to particular persons;
c) organisation by or on behalf of a club;
d) payment of a fee to attend it
(e) systematic recurrence in relation to the day, time and place.

However, a Local Government can only authorise a function permit for "local government property"

"Local government property" is defined in the local law as "*anything except a thoroughfare -*

a) which belongs to the local government;
b) of which the local government is the management body under the Land Administration Act 1997; or
c) which is an otherwise unvested facility within section 3.53 of the Act"

A road reserve under the management of MRWA does not meet the definition of local government land and as such a Local

Government has no lawful power to issue a function permit for the use of that land.

The Shire of Dandaragan's "Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law" allows for Stallholder permits but not for a function where multiple stallholders would be present. Every stallholder would be required to apply for a separate permit.

In addition, itinerant and mobile food vendors, a common type of trading at markets, are specifically prohibited from trading on Bashford Street, Jurien Bay in accordance with section 4.3 of Local Planning Policy 8.12 Mobile and Itinerant Vendors and Commercial Activities on Reserved Land (Including Foreshore).

The following advice is from Damien Gaughan, the Shires' account manager at Local Government Insurance Services;

"If the land in question is owned by Main Roads it would be the responsibility of Main Roads to grant liability for their negligence as a result of an insurable event on their land.

The Shire or the event organisers would need to get express permission from Main Roads to use the land in question to any purpose and adhere to their requirements.

If the land is used without the permission of the owner there may be no cover in place.

In the first instance the Event organisers should contact Main Roads and confirm their requirements and the suitability of the proposed land."

There is a general understanding that Main Roads delegates authority for Shires to maintain their road reserves on either side of a carriageway should the Shire wish, as evidenced by the Pioneer Park turf area and footpaths along Bashford Street. However, this is unlikely to satisfy the clauses within the insurance policy for an incident occurring at an event.

Allowing markets invites people to attend the location which heightens the level of exposure to risk.

A formal agreement where control of the area is relinquished by MRWA to the Shire with the Shire indemnifying MRWA would likely be required. It is understood that MRWA would require a detailed traffic management plan be developed and approved prior to this occurring.

Such approval could satisfy insurance clauses however the requirements of the local laws would still not be met.

The remaining area of Pioneer Park that rests within the Shire road reserve along Roberts Street consists of approximately 1,700m^2 of turf split by a similar access road.

Based on the proposed layouts in the Markets by the Bay application this could accommodate between 15 and 24 stall holders.
Any application would result in similar concerns with traffic through the access roads and therefore agreement by affected business to the temporary closure of the road would be needed.

Other requirements including, but not limited to public toilet facilities, power provision and waste management would also need to be satisfied.

Support and promotion of community events is a key part of the Shire's Strategic Community Plan and its Corporate Business Plan.

The running of the Markets by the Bay is encouraged by the Shire, unfortunately in the opinion of Shire officers to allow public events to operate from Pioneer Park presents a risk that cannot be mitigated to the satisfaction of all stakeholders.

Markets by the Bay have been offered multiple possible alternative locations to hold the markets and officers are happy to assist where possible to make the markets a success at any of these alternative locations.

CONSULTATION
- Chief Executive Officer
- Executive Manager Infrastructure
- Executive Manager Development Services
- Manager Customer and Community Services

STATUTORY ENVIRONMENT
Local Government Act 1995 – 3.12 Procedure for making local laws
Local Government Act 1995 – 5.41 Functions of CEO

3.12. Procedure for making local laws

(1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*

(2A)Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.

(2) At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.

(3) The local government is to —

(a) give Statewide public notice stating that —

(i) the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and

(ii) a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and

(iii) submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;

and

(b) as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and

(c) provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.

(3a) A notice under subsection (3) is also to be published and exhibited as if it were a local public notice.

(4) After the last day for submissions, the local government is to consider any submissions made and may make the local law as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

(5) After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.

(6) After the local law has been published in the Gazette the local government is to give local public notice —

(a) stating the title of the local law; and

(b) summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and

(c) advising that copies of the local law may be inspected or obtained from the local government's office.

(7) The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.

(8) In this section —

***making** in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

5.41. Functions of CEO

The CEO's functions are to —

(a) advise the council in relation to the functions of a local government under this Act and other written laws; and

(b) ensure that advice and information is available to the council so that informed decisions can be made; and

(c) cause council decisions to be implemented; and

(d) manage the day to day operations of the local government; and

(e) liaise with the mayor or president on the local government's affairs and the performance of the local government's functions; and

(f) speak on behalf of the local government if the mayor or president agrees; and

(g) be responsible for the employment, management supervision, direction and dismissal of other employees (subject to section 5.37(2) in relation to senior employees); and

(h) ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law; and

(i) perform any other function specified or delegated by the local government or imposed under this Act or any other written law as a function to be performed by the CEO.

The power of the Shire of Dandaragan to issue function permits exists within the Local Government Property Local Law.

The power of the Shire of Dandaragan to issue stallholder permits exists within the Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

POLICY IMPLICATIONS

- Local Planning Policy 8.12 Mobile and Itinerant Vendors and Commercial Activities on Reserved Land (Including Foreshore).
- C-1RM014 - Risk Management

In assessing the issue of the proximity of vehicular traffic to patrons of a market held at Pioneer Park Jurien Bay while the access road remains open against the Risk Assessment and

Acceptance Criteria included in the policy the following outcomes are reported;

Measures of Consequence	
Rating (Level)	Health
Insignificant (1)	Near-Miss or First Aid
Minor (2)	Medical type injuries
Moderate (3)	Lost time injury
Major (4)	Long-term disability / multiple injuries
Catastrophic (5)	Fatality, permanent disability

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Shire of Dandaragan Risk Matrix						
Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Dandaragan Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

The outcome of the assessment results in a “Moderate” risk at the higher end of the scale. The criteria for approving such a risk is *“with adequate controls, managed by specific procedures and subject to semi-annual monitoring.”*

The adequate control was determined to be the closure of the access road through Pioneer Park, unfortunately this option was deemed to have an adverse effect on businesses in the proximity and reducing one risk would likely result in an increased risk in the area of Service Interruptions and/or Reputational Consequence.

When the act of issuing a function permit on land that is not considered Local Government Property the risk further increases;

Rating (Level)	Compliance
Insignificant (1)	No noticeable regulatory or statutory impact
Minor (2)	Some temporary non compliances
Moderate (3)	Short term non-compliance but with significant regulatory requirements imposed
Major (4)	Non-compliance results in termination of services or imposed penalties
Catastrophic (5)	Non-compliance results in litigation, criminal charges or significant damages or penalties

Measures of Likelihood			
Level	Rating	Description	Frequency
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Shire of Dandaragan Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)

Shire of Dandaragan Risk Matrix						
Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Dandaragan Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

Corporate Business Plan – Envision 2029

Community	The Shire's resident population will have grown by 25% supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing and educational opportunities
Priority Outcomes	Key Action / Overview
A Shire built on the strengths of community spirit and resilient, connected communities.	Community Events - Support and promote inclusive events that enhance and celebrate community and cultural spirit that bring our communities together.

ATTACHMENTS

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

- Lions Event Permit (Doc Id: 91313)
- Letter of complaint date 31 January 2019 (Doc Id: 128309)
- Policy C-IRM014 – Risk Management (Doc Id: 149679)

- Local Government Property Local Law (Doc Id: 149910)
- Activities on Thoroughfares and Trading in Thoroughfares and Public Places (Doc Id: 149911)
- Letter of Appeal received 20 February 2020 (Doc Id: 149898)

(Marked 9.3.3)

VOTING REQUIREMENT
Simple majority

OFFICER RECOMMENDATION
That Council acknowledges;

1. **the proximity of vehicular traffic risk associated with public events being held on "Pioneer Park" in Jurien Bay, and;**
2. **that in accordance with Shire of Dandaragan's Property Local Law it does not have the power to issue a permit for any function held on a road reserve managed by Main Roads WA, and;**
3. **that any permit for events on Shire of Dandaragan managed road reserves will be subject to the standard event application process and any risks identified be mitigated to the satisfaction of the Chief Executive Officer prior to approval being given.**

9.3.4 TENDER – GROH HOUSING PROJECT, DANDARAGAN GROH HOUSE – DANDARAGAN

Location:	Lot 6 Dandaragan Road, Dandaragan
Applicant:	N/A
Folder Path:	Tenders / 2020 / RFT01
Disclosure of Interest:	None
Date:	19 February 2020
Author:	David Chidlow, Executive Manager Development Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

Council is requested to award contract for construction of a Government Regional Officer Housing (GROH) dwelling at Lot 6 (#3482) Dandaragan Road, Dandaragan following the tender process.

BACKGROUND

The Shire of Dandaragan was approached by the Department of Communities, Government Regional Officer's Housing (GROH) to provide a residential dwelling in Dandaragan for a teacher's position.

A number of locations in the town site lots were assessed. The most suitable land identified for the new GROH dwelling is Lot 6 Dandaragan Road. This is the vacant site of a previously removed shire-owned dwelling, with some remnants of the previous dwelling remaining on site. Tenderers were advised to investigate the lot to gain their own familiarity with the conditions of the lot.

The Lot size is 1299m². Shire Staff requested that a nominal 800m² portion of the lot (23m x 35.83m) to the eastern side is to be utilised to cater for the new dwelling, with the balance of the lot fronting towards Dandaragan Road and Harris Road being landscaped to enhance the street appeal of the corner. Access to the lot is envisaged to be parallel to the eastern boundary of the lot with access crossover onto Harris Street.

In preparing the tender documentation it was specified that the proposed new dwelling should provide for the design and construction of a dwelling that reflects the rural/farmhouse style in the Dandaragan region. It should also be sited so that the rear outdoor living areas can enjoy a northerly aspect with the front of the dwelling facing roughly towards the Harris Street frontage but angled towards the South-West to allow for the Northerly aspect of the rear outdoor living areas.

Tenders were invited for the complete design and construction of a 3 x 2 (GROH) dwelling in accordance with the Shire requirements and to Government Regional Officers' Housing (GROH) specifications.

Tenders closed on the 7 February with two electronic tenders received.

The following contractors submitted a tender within the closing date:

Tenderer		
Modular Homes WA	$401,796 ex GST	Compliant
Stallion Homes WA	$357,400 ex GST If brick veneer add $17,727	Compliant

COMMENT

The following non-financial or indirect benefits have been identified.

- Improved attraction and retention of teaching staff for local students.
- Opportunity to add to housing stock in Dandaragan, reduce vacant blocks to increase leverage for Land Corp commence new stage of residential releases.
- Opportunity after initial term to convert the dwelling to a staff residence and release an old staff house onto the market.
- Opportunity to activate currently vacant property in Dandaragan.
- Local economic benefit through the engagement of trades in the region.

After assessing all tenders received it was determined that the preferred tender is the one submitted by Modular Homes WA. It is therefore recommended that this tender be accepted. The reasons for not selecting the lowest tender were that the design and floor spaces of the lowest tender did not match the quality of the selected tender proposal.

CONSULTATION

The tender was advertised in state and regional Newspapers, Social Media and Shire website, as well as directly to nine builders operating in this region.

STATUTORY ENVIRONMENT

Local Government Act 1995, Section 3.57: Tenders for providing goods or services:

(*1) a local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*

Local Government (Functions and General) Regulations 1996; Part 4 — Provision of goods and services; Division 2 — Tenders for providing goods or services (s3.57) Regulation 11 - 24.

POLICY IMPLICATIONS

Policy 1.1 C-1PAT01 – Purchasing and Tender

FINANCIAL IMPLICATIONS

The following figures are indicative estimates from the preliminary review of this proposal from GROH. The tenders received are within the budgeted costs.

Item	Existing Assets	Expense	Income
Existing Assets			
Land (value of Shire block)	$50,000		
New Capital			
Building		$444,054	
Ancillary Costs. Landscaping, connections, contingency.		$35,000	
Total New Capital		$479,053	
Project Delivery Costs		$20,000	
Funding			
Loans (2.4% interest rate forecast)			$479,053
Ancillary Costs (Procurement and Project Management funded internally)			$20,000
Total Funding			$499,053

GROH has indicated that they will initially be willing to sign a 10 year commitment to lease at a rental value commencing at $680 per week and indexed annually. Ongoing responsibility for maintenance of the property would be assumed by the Shire.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029:

02 – Propensity	The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and vibrant visitor economy.
Priority Outcomes	Our Roles
Our Shire has a contemporary land use planning system that responds to, and creates, economic opportunities.	Ensuring that our planning framework is modern and meets the needs of industry, small business and emerging opportunities.

ATTACHMENTS

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

- GROH house Tender Evaluation (Doc Id: 149890)
- Plans of the proposed dwellings – both tenders (Doc Id: 149887 & 149888)
- Optional Upgrades Modular Homes (Doc Id: 149889)

(Marked 9.3.4)

VOTING REQUIREMENT
Absolute Majority

OFFICER RECOMMENDATION

That Council award contract to Modular Homes for the construction of a new 3 x 2 Government Regional Officer Housing (GROH) dwelling at Lot 6 (#3482) Dandaragan Road, Dandaragan as per the tender documentation at the price of $401,796 (Excl GST) plus optional upgrades $25,849 (Excl GST) subject to the approval of the contract by the Department of Communities.

9.4 GOVERNANCE AND ADMINISTRATION

9.4.1 AUTHORISE FEE FOR NORTH HEAD RADAR STATION BOOKLET

Location:	N/A
Applicant:	Shire of Dandaragan
Folder Path:	Business Classification Scheme / Financial Management / Fees and Charges / Fee Structures
Disclosure of Interest:	Nil
Date:	14 January 2020
Author:	Michelle Perkins, Manager Customer and Community Services
Senior Officer:	Scott Clayton, Executive Manager Corporate and Community Services

PROPOSAL

To adopt a new fee for income earned though sales of the booklet written and published for the North Head Radar Installation History project.

BACKGROUND

In 2018, the Shire received a Lotterywest grant for $22,410 for the North Head Installation History and Management Project. The project's objective was to preserve, promote and celebrate the history stories of the North Head Radar Installation site and develop a plan to manage the site for the future in order to increase awareness of the historical value of the radar station site; plan conservation management of the site; and decrease destruction of the site by visitors and members of the public.

The Shire currently has one other publication listed in Fees and Charges 2019 / 20, *Plateau, Plain and Coast* history book, which is a 273-page, hard copy publication written by McConnell, McGuire and Moore. With no promotion, the Shire has sold seven books since July 2017.

COMMENT

The Shire has now received copies of the booklet published as part of the history project. Publisher Hesperian Press has supplied the International Standard Book Number (ISBN) and necessary Legal Deposit copies to the National and State libraries. Once a fee has been determined by Council, the publication will also be listed for wholesale and retail sale by the publisher on their website for direct sales – it is assumed that the demand for the booklet will be from military enthusiasts and locals to the Midwest region.

Due to the production, publication and print cost of the first publication being covered by an external grant, the only consideration to covering costs is for future reprinting runs. Based on comparative publications, a fee of $12 for the booklet would be appropriate.

The Shire's focus on sales outlets would be via tourist outlets such as local and regional visitor centres, and from the Shire directly. It will also be available for loan through local libraries.

Hesperian Press have retained 30 copies for this purpose and could request more if needed, however most sales will be referred to the Shire. Publisher commission for their direct sales will have a retail margin of 40% plus a distributors margin of 20%. Hesperian Press offer a 25% discount for secondary retail outlets (such as book stores) to stock the booklet.

CONSULTATION

Once authorised by Council and in accordance with Section 6.19 of the Local Government Act 2005, the public will be notified of:

a) Shire of Dandaragan's intent to charge a fee for the publication; and
b) The fee will be effective from 31 March 2020.

A notice will be place in the Shire Matters, on the Shire website and via social media.

STATUTORY ENVIRONMENT

Local Government Act 1995

6.19 Local government to give notice of fees and charges

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

(a) Its intention to do so; and
(b) The date from which it is proposed the fees and charges will be imposed.

POLICY IMPLICATIONS

There are no policy implications in relation to this item.

FINANCIAL IMPLICATIONS

Projections for the expected budget income per annum are expected to generally be comparative to the figures mentioned above for the Plateau, Plain and Coast publication, however strong public interest in the North Head Radar Station site, combined with the recent (social) media interest driven by consultants and other organisations, may result in higher initial demand.

STRATEGIC IMPLICATIONS

Strategic Community Plan - Envision 2029

02 Prosperity	The Shire will experience broad economic and population growth with decreasing economic barriers, diversified agriculture and fisheries output and vibrant visitor economy.
Priority Outcomes	Our Role
The Shire is home to a successful and growing market for domestic and international tourism	Support the development of new products and services that increase the attraction of the region to the tourism market, in particular indigenous cultural experiences.
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 Role
A safe, healthy, smart and active community that values its history and supports inter-generational relationships	Increase community-building by providing sustainable recreation infrastructure and services, off-peak events, community building programs and place-making concepts in our public spaces Take an asset-based community development approach to working with community groups, youth, seniors and people with disability within the Shire.

ATTACHMENTS
Nil

VOTING REQUIREMENT
Simple Majority

OFFICER RECOMMENDATION
That pursuant to section 6.19 of the Local Government Act 1995, Council authorises the introduction of a fee of $12 for the publication 'A History of Coast Watch Post 16 and Radar Station 48 at North Head Jurien Bay 1939 – 1945' effective 31 March 2020.

9.4.2 COUNCIL POLICY MANUAL UPDATE – ATTENDANCE AT EVENTS POLICY

Location:	Shire of Dandaragan
Applicant:	Not Applicable
Folder Path:	Business Classification Scheme / Corporate Management / Policy / Policy Register
Disclosure of Interest:	Nil
Date:	11 February 2020
Author:	Brent Bailey, Chief Executive Officer
Senior Officer:	Not Applicable

PROPOSAL

This item addresses a proposed Attendance at Events Policy which is a legislative requirement following recent amendments to the Local Government Act 1995.

BACKGROUND

Council members are expected to make decisions in the best interests of their community. To do this, they must consider each issue on its merits. Decision-making could be influenced – or perceived to be influenced – in a number of ways, including through financial relationships, personal relationships and the receipt of gifts. The Local Government Act 1995 sets out requirements on Council members, Chief Executive Officers (CEOs) and other employees to ensure transparency and accountability in decision-making.

Certain gifts received by council members and CEOs are specifically excluded from the conflict of interest provisions (section 5.62(1B)), including a gift that is received in accordance with an Attendance at Events policy. This item proposes the introduction of this policy to comply with changes to the Local Government Act 1995.

COMMENT

Section 5.90A of the Local Government Act requires that local governments have an Attendance at Events Policy. The purpose of the policy is for the Council to actively consider the purpose of and benefits to the community from council members and CEOs attending events.

The policy provides a framework for the acceptance of invitations to various events and clarifies who will pay for tickets or the equivalent value of the invitation.

The tickets should be provided to the Shire and not individual Council members. A ticket or invitation provided by a donor to an individual in their capacity as a council member or CEO is to be treated as a gift to that person, unless the tickets or invitation is referred to the Shire to be considered in accordance with the policy.

The draft Attendance at Events policy enables Council members to attend events as a representative of council without restricting their ability to participate in Council meetings. It is not intended to be used as a mechanism to avoid conflict of interest provisions where significant matters are likely to come before council from the provider of the invitation.

CONSULTATION

Local Government Operational Guideline – Attendance at Events Policy

STATUTORY ENVIRONMENT

Local Government Act 1995

5.90. Offence to publish information in certain cases

(1) A person must not publish —

(a) any information derived from a register of financial interests unless that information constitutes a fair or accurate report or summary of information contained in the register and is published in good faith.

POLICY IMPLICATIONS

This item recommends Council endorse a new policy to satisfy section 5.90A of the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Council or CEO attendance at events may incur costs which would be provided for within existing budget allocations.

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 Rolls
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:

- Attendance at Events Policy C-1AEP015 (Doc Id: 145931)

(Marked 9.4.2).

VOTING REQUIREMENT
Simple Majority

OFFICER RECOMMENDATION
That Council adopt the new Attendance at Events Policy C-1AEP015.

9.5 COUNCILLOR INFORMATION BULLETIN

9.5.1 SHIRE OF DANDARAGAN – JANUARY 2020 COUNCIL STATUS REPORT

Document ID: 1149485

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

9.5.2 SHIRE OF DANDARAGAN – BUILDING STATISTICS – JANUARY 2020

Document ID: 148884

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

9.5.3 SHIRE OF DANDARAGAN – PLANNING STATISTICS – JANUARY 2020

Document ID: 148880

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

9.5.4 SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR JANUARY 2020

Document ID: 149725

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

9.5.5 HON DAVID LITTLEPROUD MP – DROUGHT COMMUNITIES PROGRAMME (DCP) EXTENSION

Document ID: 149480

Attached to the agenda is correspondence from The Hon David Littleproud advising that the Shire of Dandaragan is eligible to apply for up to $1,000,000 in project funding under the (DCP) extension ***(Marked 9.5.5)***

9.5.6 HON STEPHEN DAWSON MLC - RESPONSE TO CURRENT ISSUES AND CHALLENGES RECYCLING SECTOR

Document ID: 148599

Attached to the agenda is correspondence seeking support from local governments in response to current issues and challenges in the recycling sector ***(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

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CLOSURE OF MEETING

ATTACHMENTS

FOR ORDINARY COUNCIL MEETING 27 FEBUARY 2020

Attachment: 9.1.1

SHIRE OF DANDARAGAN

ACCOUNTS FOR PAYMENT

FOR THE PERIOD ENDING

31 JANUARY 2020

SUMMARY OF SCHEDULE OF ACCOUNTS January 2020

FUND						AMOUNT
MUNICIPAL FUND						
CHEQUES		33765	-		33775	**$27,680.85**
EFT'S	EFT	400	-	EFT	406	**$1,154,217.53**
DIRECT DEBITS	GJBDEB	3914		GJBDEB	3957	**$65,193.93**
TOTAL MUNICIPAL FUND						**$1,247,092.31**

TRUST FUND					
CHEQUES		-			**$0.00**
EFT'S	EFT	-	EFT		**$0.00**
TRANSFER	Trust	-	Muni		**$0.00**
					$0.00

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.

CHIEF EXECUTIVE OFFICER

EXECUTIVE MANAGER CORPORATE & COMMUNITY SERVICES

MUNICIPAL ACCOUNT

DIRECT DEBITS

DATE		JOURNAL NUMBER	DESCRIPTION	AMOUNT
2/01/2020		GJBDEB-3914	Alleasing Laptop Rental Jan-Mar 20	$1,976.32
2/01/2020		GJBDEB-3915	ANZ Merchant Fees - Dec 19	$50.94
2/01/2020		GJBDEB-3916	BWA - Paper Transaction Fee - Dec 19	$39.60
2/01/2020		GJBDEB-3917	BWA - BPay Mtnce Fee - Dec 19	$15.00
2/01/2020		GJBDEB-3918	BWA - Over The Counter Svce Fee - Dec 19	$44.00
2/01/2020		GJBDEB-3919	BWA - BPay Trans Fee - Dec 19	$192.80
2/01/2020		GJBDEB-3920	BWA - BPay Cr Card Merch. Fee - Dec 19	$8.20
2/01/2020		GJBDEB-3921	BWA - Mtnce Fee - Ex 117-005816-7	$20.00
2/01/2020		GJBDEB-3922	BWA - OBB Record Fee - Dec 19	$13.35
2/01/2020		GJBDEB-3923	M/C - Sprinklers - Pintree CCT	$16.50
2/01/2020		GJBDEB-3924	M/C - Econ.Dev. Strat. W/shop - Refreshments	$153.00
2/01/2020		GJBDEB-3925	M/C - Gift Voucher - LS Recognition Gift	$500.00
2/01/2020		GJBDEB-3926	M/C - Parking LG Week	$4.50
2/01/2020		GJBDEB-3927	M/C - Parking LG Week	$3.00
2/01/2020		GJBDEB-3928	M/C - Cr Tour - Breakfast	$117.50
2/01/2020		GJBDEB-3929	M/C - Parking LG Week	$2.00
2/01/2020		GJBDEB-3930	M/C - Clearing Permit - Sandy Cape Rd	$2,400.00
2/01/2020		GJBDEB-3931	M/C - Adobe Cloud Sus 19/20	$587.93
2/01/2020		GJBDEB-3932	M/C - Foreign Trans Fee	$17.34
2/01/2020		GJBDEB-3933	M/C - Meals- LG Week	$20.50
2/01/2020		GJBDEB-3934	M/C - Parking LG Week	$4.50
2/01/2020		GJBDEB-3935	M/C - Parking LG Week	$5.50
2/01/2020		GJBDEB-3936	M/C - Meals- LG Week	$834.50
2/01/2020		GJBDEB-3937	M/C - Meals- LG Week	$50.00
2/01/2020		GJBDEB-3938	M/C - Taxi - LG Week	$14.66
2/01/2020		GJBDEB-3939	M/C - Taxi - LG Week	$8.90
2/01/2020		GJBDEB-3940	M/C - Refreshments - Xmas Party	$1,367.80
2/01/2020		GJBDEB-3941	M/C - Bushfire Seminar	$350.00
2/01/2020		GJBDEB-3942	M/C - Bushfire Seminar	$350.00
2/01/2020		GJBDEB-3943	M/C - Bushfire Seminar	$350.00
2/01/2020		GJBDEB-3944	M/C - Kitchen Supplies	$39.95
2/01/2020		GJBDEB-3945	M/C - Parking LG Week	$2.00
2/01/2020		GJBDEB-3946	M/C - Parking LG Week	$11.50
2/01/2020		GJBDEB-3947	M/C - Meals- LG Week	$129.00
3/01/2020		GJBDEB-3948	BWA-CBA Merchant Fees Dec 19 - JB Admin	$102.51
3/01/2020		GJBDEB-3949	BWA-CBA Merchant Fees Dec 19 - TCVC	$60.39
9/01/2020		GJBDEB-3912	Salary Packaging	$3,603.47
9/01/2020		GJBDEB-3913	SuperChoice	$21,939.26
15/01/2020		GJBDEB-3950	SecurePay - Trans Fee Dec 2019	$3.17
23/01/2020		GJBDEB-3951	Salary Packaging	$3,603.47
23/01/2020		GJBDEB-3952	SuperChoice	$22,360.77
23/01/2020		GJBDEB-3953	Gov't Guarantee Fee's - Dec 19	$1,249.40
24/01/2020		GJBDEB-3954	AusPost - Comm. Dec 19 - TCVC	$98.57
24/01/2020		GJBDEB-3955	AusPost - Comm. Dec 19 - JB Admin	$52.32
28/01/2020		GJBDEB-3956	Easifleet - ERV Lease - 34 of 48	$1,257.31
29/01/2020		GJBDEB-3957	WEX Fuel Usage Dec 19/Jan 20	$1,162.50
				$65,193.93

Date	Cheque Number	Vendor	Invoice Number	Description	Amount
10/01/2020	**Cheque - 33764**				
		V80818 - Telstra Corporation			
			3009311972/DEC19	CESC 201219 - 190120	$272.94
				Total V80818	**$272.94**
				Total 33764	**$272.94**
10/01/2020	**Cheque - 33765**				
		V81614 - Shire Of Dandaragan			
			BSL COMM DEC 19	BSL Commission Dec 2019	$60.00
				Total V81614	**$60.00**
				Total 33765	**$60.00**
17/01/2020	**Cheque - 33766**				
		V80043 - Jurien Bay IGA			
			07/DEC19	December 2019 Consumables	$1,191.04
				Total V80043	**$1,191.04**
				Total 33766	**$1,191.04**
17/01/2020	**Cheque - 33767**				
		V80818 - Telstra Corporation			
			2175531686/JAN20	Mobile Phone Usage December 2019	$1,004.27
			2175531868/JAN20	Jurien depot fuel system 02/01-01/02/20	$29.98
			2503689339/JAN 20	Cerv Library to 01/01/20	$134.97
			7863675800/DECV19	JB Office Shared Data	$8,807.30
				Total V80818	**$9,976.52**
				Total 33767	**$9,976.52**
24/01/2020	**Cheque - 33768**				
		V80818 - Telstra Corporation			
			5258987000/JAN20	Phone/ Fax/Data Managed services to 01/01/20	$5,846.70
			2767152800	Canover NBN to 06/01/20	$79.99
				Total V80818	**$5,926.69**
				Total 33768	**$5,926.69**
24/01/2020	**Cheque - 33769**				
		V81293 - Shire Of Chittering			
			13573	Provision for Long Service Leave	$1,748.34
				Total V81293	**$1,748.34**
				Total 33769	**$1,748.34**
24/01/2020	**Cheque - 33770**				
		V81671 - Water Corporation			
			9007248739/JAN20	BCC 04/11/19-06/01/20	$2,407.42
			9007258232/JAN20	13 Dandy rd 06/11/19-08/01/20	$43.34
			9007258531/JAN20	7A dandy rd 06/11/19-08/01/20	$156.61
			9007258523/JAN20	7B Dandy rd 06/11/19-08/01/20	$147.48
			9007258558/JAN20	31A Dandy rd s/charge 01/01-29/02/20	$43.34
			9007258566/JAN20	31B Dandy rd S/Charge 1/1-29/2/20	$43.39
			9007258734/JAN20	3 Quin Pl 06/11/19-08/01/20	$145.65
			9016739556/JAN20	31C Dandy rd S/Charge 1/1-29/2/20	$43.34
			258443/JAN20	2 Dandaragan rd 06/11/19-08/01/20	$74.40
			9008594764/JAN20	Badgingarra standpipe 04/11/19-06/01/20	$878.09
			9007258646/JAN20	Dandy Comm Centre 06/11/19-08/01/20	$467.46
			9007258494/JAN20	Dandy depot 06/11/19-08/01/20	$59.73
			9007258355/JAN20	Dandaragan standpipe 06/11/19-08/01/20	$586.98
				Total V81671	**$5,097.23**
				Total 33770	**$5,097.23**
24/01/2020	**Cheque - 33771**				
		V82531 - PLEASE PAY CASH			
			RANGER'S CHANGE FLOAT	Ranger's Change Float for Camping Fee's	$200.00
			PC JB ADMIN JAN 20	Postage - Badgy Library Jan 20	$160.80
				Total V82531	**$360.80**
				Total 33771	**$360.80**
24/01/2020	**Cheque - 33772**				
		V83779 - National Tax & Accountants Assoc.Ltd			
			177127	NTAA membership 2020	$330.00
				Total V83779	**$330.00**
				Total 33772	**$330.00**
31/01/2020	**Cheque - 33773**				
		V80818 - Telstra Corporation			
			3009311972/JAN20	CESC 20/1-19/02/20	$130.99
				Total V80818	**$130.99**
				Total 33773	**$130.99**
31/01/2020	**Cheque - 33774**				
		V81213 - City Of Greater Geraldton			
			90958	Midwest Regional Training	$75.00
				Total V81213	**$75.00**
				Total 33774	**$75.00**
31/01/2020	**Cheque - 33775**				
		V81671 - Water Corporation			
			9007251663/DEC19	Catalonia st toilets 7/10-6/12/19	$2,511.30
				Total V81671	**$2,511.30**
				Total 33775	**$2,511.30**

Grand Total - Cheque	**$27,680.85**

Date	EFT Number	Vendor	Invoice Number	Description	Amount
9/01/2020	400	**Payroll**	Payroll F/N ended 07/01/20	**Payroll**	**$108,764.08**
9/01/2020				**Total EFT 400**	**$108,764.08**
10/01/2020	**401/983**				
		V80021 - Boc Gases			
			5004816921	Cylinder Hire/Usage December 2019	$98.45
				Total V80021	**$98.45**
		V80033 - Derricks Auto-Ag & Hardware Plus			
			10191166	Cutting Edge nuts - PCL011	$39.60
				Total V80033	**$39.60**
		V80087 - Synergy			
			153530590/DEC19	Badgy Oval 191019 - 181219	$2,167.24
			915293230/DEC19	Aggies Cottage 191019 - 171219	$160.28
			825693390/DEC19	Creek Pump 221019 - 181219	$318.82
			298488230/DEC19	7a Dandy Rd 191019 - 171219	$91.69
			429026190/DEC19	Jurien Depot 211119 - 181219	$1,700.52
			089860550/DEC19	Badgy Fire stn 191019 - 181219	$178.55
			438517550/DEC19	Pioneer Pk Toilets 191019 - 171219	$760.58
			415004990/DEC19	Dandy Depot 221019 - 171219	$786.03
			244166450/DEC19	7B Dandy Rd 191019 - 171219	$122.53
			411619200/DEC19	Admin Ctr 211119 - 181219	$4,443.77
			610385240/DEC19	Cambewarra Dve 221019 - 181219	$141.11
			295333350/DEC19	Zendora Rd Standpipe 221019 - 181219	$110.94
			182506710/DEC19	JB Vista Fire Hydrant 231019 - 181219	$102.22
			113698450/DEC19	Tip Standpipe 231019 - 181219	$536.84
			164741840/DEC19	Fire Control	$105.00
			317260610/DEC19A	JCC 261119 - 291219	$1,070.03
				Total V80087	**$12,796.15**
		V80102 - Westrac Equipment			
			PI4160233	Filter assemblies	$234.78
				Total V80102	**$234.78**
		V80148 - Grass Growers			
			15899	Shredder,Excavator & Operator to grind green waste	$30,580.00
				Total V80148	**$30,580.00**
		V80150 - RDI Transport			
			40522	1 hr drop deck hire - cemetery to depot	$165.00
				Total V80150	**$165.00**
		V80163 - Badgingarra Community Assn			
			2019-193	Badgy Gen Mtnce - Contract BCC	$3,400.10
				Total V80163	**$3,400.10**
		V80352 - Zipform Pty Ltd			
			194332	3rd instalment notices	$1,158.25
				Total V80352	**$1,158.25**
		V80405 - Coastal Trimming			
			6253	Remove, repair & refit shade sail	$262.00
				Total V80405	**$262.00**
		V80802 - Jurien Tyre & Auto			
			F7031	Replace Door Part & Service PLV256	$803.90
			F7302	AC Delco battery	$246.40
			F7431	AC Delco battery - PTL015	$413.60
			F7446	100000 km service - PLV233	$418.00
				Total V80802	**$1,881.90**
		V81002 - Landgate			
			65953937-10000935	Valuations	$264.10
			353290-I0000935	Mining tenements chargeable	$39.80
			353245-I0000935	Rural UV's chargeable	$251.28
			978137	LandGate Search	$78.60
				Total V81002	**$633.78**
		V81097 - Australia Post			
			1009196124	Postage - December 2019	$998.14
				Total V81097	**$998.14**
		V81352 - Jurien Signs			
			4441	Protective clothing	$244.80
			4430	750mm Stop Signs	$167.00
			4382	Staff Uniforms - Polo Shirts	$742.00
				Total V81352	**$1,153.80**
		V81374 - Building and Construction Industry Training Fund			
			28972-R9K0C2	BCITF - 080120082317	$577.39
			BCITF 28974-G8P3S9	BCITF - 080120082611	$41.75
			BCITF28971-D3Q5M0	BCITF - 080120081923	$470.20
				Total V81374	**$1,089.34**
		V81382 - Cervantes Hardware and Marine			
			154981	Killrust paint & flat handle brush	$42.90
			154984	Killrust paint	$40.70
			155030	Slip fix coupling & valve socket	$32.18
			155128	Reducing bush & end cap	$8.14
			155129	Hills pressure sprayer	$37.40
			155108	Hand cleaner, trimming knife, Pails	$21.95
			155247	Fuchs high temp bearing grease	$118.80
			155251	Honda muffler assembly & air filter	$393.35
			155252	Vandal proof hose cock & key	$320.10
			155250	255mm screw, 455mm hinged	$236.50
				Total V81382	**$1,252.02**
		V81506 - Afgri Equipment Australia Pty Ltd			
			1893141	Service & replace bucket - PCL008	$12,697.63
			1894090	Install post hole auger attachment	$5,314.10
			1894094	1500hr service PTC020	$2,541.96
				Total V81506	**$20,553.69**
		V81545 - Winc Australia Pty Limited			
			902912456	Stationery - JB Admin	$25.16
			9029013142	Stationery - JB Admin	$68.38
			9028638615	Stationery - JB Admin	$88.04
			9029370823	Stationery - JB Admin	$17.11
			9029123958	Stationery - JB Admin	$200.93
			9029134070	Stationery - JB Admin	$8.31
			9028595194	Stationery - JB Admin	$9.27
			9029844354	Stationery - JB Admin	$214.91
			9030693453	December stationary supplies	$2.62
			9030590575	December stationery	$92.71
				Total V81545	**$727.44**
		V81593 - Worldwide Printing Solutions			
			602028	Receipt Books	$940.00

			602054	A4 daily start books	$440.00
			602055	A5 daily pre start books	$290.00
			601910	Bush Fire Permit Books	$390.00
				Total V81593	**$2,060.00**
		V81688 - Swan Aussie Sheds			
			8275	Gate brackets, drop bolts	$63.02
			8283	90 x 6mm flat bar	$25.00
				Total V81688	**$88.02**
		V81744 - Landmark Operations Limited			
			902423683	DeFoamer	$149.33
				Total V81744	**$149.33**
		V81795 - Jurien Bay Community Resource Centre			
			593	Craytales advertising - Presidents report	$250.00
				Total V81795	**$250.00**
		V81818 - Crommelins Machinery - The Crommelin Group			
			445997	Muffler, Air cleaner & Gaskets	$394.99
				Total V81818	**$394.99**
		V81874 - Child Support			
			PJ003100	Child Support	$110.37
				Total V81874	**$110.37**
		V81886 - Western Lockservice			
			10842537	3000 series lockset	$132.50
				Total V81886	**$132.50**
		V81924 - Toll Transport Pty Ltd			
			0454-D583590	Freight - Jurien Admin	$12.71
			0455-D583590	Freight - Cervantes Library	$79.31
				Total V81924	**$92.02**
		V81990 - Jaram Fleet Equipment			
			62202/01	15 ltr Handwashing Water Tanks - PLV239	$481.80
				Total V81990	**$481.80**
		V82028 - Avon Waste			
			36766	Rubbish Green Bins	$13,186.65
			36815	Fortnightly Rubbish Collection 09/12-20/12/19	$14,427.81
				Total V82028	**$27,614.46**
		V82057 - Ray White Jurien Bay			
				EMP0395 - Staff Housing 15/01 - 28/01/20	$670.00
				EMP0358 - Staff Housing 15/01 - 28/01/20	$760.00
				Total V82057	**$1,430.00**
		V82088 - KG & B Fowler Family Trust			
			20168	Water bottles	$86.40
				Total V82088	**$86.40**
		V82225 - Midcoast Hydraulic Services			
			561	Water truck hire - emergency water JB tip	$929.50
				Total V82225	**$929.50**
		V82228 - Marketforce Pty Ltd			
			31197	Advertise SCP & CBP - Mid West Times	$233.22
			31198	Advertise AGM - MidWest Times	$233.22
			31199	Death Notice	$83.95
				Total V82228	**$550.39**
		V82256 - Lowman Engineering			
			3806	Supply steel for water tank base	$960.00
				Total V82256	**$960.00**
		V82274 - Vari-Skilled			
			13687	Shire Mowing - December 2019	$14,422.39
				Total V82274	**$14,422.39**
		V82282 - Isweep Town & Country			
			2511	Sweep all towns & Airstrip	$10,543.50
				Total V82282	**$10,543.50**
		V82284 - Visimax			
			6010	Infringement Notice - Books	$122.20
				Total V82284	**$122.20**
		V82364 - Abco Products			
			471631	Slimline towels, toilet paper, air freshener	$485.20
				Total V82364	**$485.20**
		V82388 - Tony Dolton			
			3993	Cartage of gravel - JER	$20,258.75
				Total V82388	**$20,258.75**
		V82557 - Moora Toyota			
			57978	Rear view camera	$344.82
				Total V82557	**$344.82**
		V82672 - Jurien Bay Tourist Park			
			BOOKEASY7936300,8168361,8168362,817	BookEasy Booking # 7936300	$931.87
				Total V82672	**$931.87**
		V82823 - The Last Drop Plumbing Co			
			3640	Repair bbqs at Sandy Cape	$515.90
				Total V82823	**$515.90**
		V82883 - Western Regional Towing			
			3112	Call to hook up abandoned vehicle	$110.00
				Total V82883	**$110.00**
		V82993 - Jurien Home Timber & Hardware			
			503372	Brass Padlock	$22.50
			503446	Clip Hose Worm & Clear Tubing	$25.35
			505138	Terracotta grout	$8.80
			504896	1amp fuse	$3.95
			504823	Jumbo toilet rolls	$110.00
			504367	Jumbo toilet rolls	$110.00
			503683	PVC Fittings	$90.60
			503614	PVC fittings, tef tape, pressure pipe	$48.20
				Total V82993	**$419.40**
		V83094 - Dave Watson Contracting Pty Ltd			
			1842	Verge Pruning - Dandaragan Rd	$15,439.88
				Total V83094	**$15,439.88**
		V83121 - Dandaragan Community Resource Centre Inc			
			123589	Cleaning & Maintenance - Dandaragan	$1,320.92
				Total V83121	**$1,320.92**
		V83145 - Avdata Australia			
			150029051/94	Jurien airport flight data Dec19	$209.54
				Total V83145	**$209.54**
		V83201 - JCB CEA			
			J1CMP32087	Repair steering fault - PCL011	$596.95
				Total V83201	**$596.95**
		V83223 - Jurien Bay Concrete & Earthworks Pty Ltd			
			INV-0008	Load of 5mm stone for road patching	$2,673.00

				Total V83223	**$2,673.00**
		V83278 - The Workwear Group Pty Ltd			
			11934306	Staff Uniforms	$498.00
			11933942	Staff Uniforms	$126.42
				Total V83278	**$624.42**
		V83310 - AMPAC Debt Recovery (WA) Pty Ltd			
			61888	Legal Expenses - 09/12-13/12/19	$539.00
			62380	Legal Expenses 16/12-31/12/19	$8,094.98
			62381	Legal Expenses - 16/12/19	$27.50
				Total V83310	**$8,661.48**
		V83385 - Jurien Bay Panel & Paint Pty Ltd			
			2089	Repairs to windscreen - PCL008	$746.37
				Total V83385	**$746.37**
		V83480 - Jurien Bay Newsagency			
			SN00 0351 0101 2020	Labels Quick Stick	$101.65
				Total V83480	**$101.65**
		V83571 - Jurien Concrete Services			
			2492	Supply of concrete & crane hire	$200.40
				Total V83571	**$200.40**
		V83660 - D Greenwood			
			DEC19/3	Waste Managment - Badgy Tip - Dec 19	$1,280.00
				Total V83660	**$1,280.00**
		V83663 - Concept AV			
			10310	Crestron Wall Plate 4K+ Transmitter	$924.00
				Total V83663	**$924.00**
		V83676 - Central Earthmoving Company Pty Ltd			
			4474	Verge mulching & grapple works	$115,833.30
				Total V83676	**$115,833.30**
		V83685 - Shop for Shops			
			702693	TCVC Display Units	$584.00
				Total V83685	**$584.00**
		V83694 - Elite Electrical Contracting Pty Ltd			
			J2992	Genset & Aircon for Badgy Tip	$3,514.89
				Total V83694	**$3,514.89**
		V83736 - Waterlogic Australia Pty Ltd			
			1948785	Civic Ctr Water Filter Lease - Jan 20	$678.70
			1948786	Walter Filter & Ice Machine Lease - Jan 20	$877.80
				Total V83736	**$1,556.50**
		V83750 - Jurien Bay Hotel Motel			
			INV-1892	Accom. Dandy Crew Xmas Party	$615.00
				Total V83750	**$615.00**
		V83780 - Pinnacles Traffic Management Services			
			64	Traffic Control - Verge Work - Cataby Rd	$13,857.25
				Total V83780	**$13,857.25**
		V83835 - Family Affair Cafe			
			108	Dining and Refreshments	$240.00
				Total V83835	**$240.00**
		V83863 - Badgingarra Roadhouse & Tourist Park			
			765964	Diesel Mogumber fire	$302.24
				Total V83863	**$302.24**
		V83912 - WA Country Builders			
			REFUND VERGE BOND LOT 660 GEORDIE	Refund of Verge Bond 96/2019	$500.00
				Total V83912	**$500.00**
		V83914 - Turquoise Safaris			
			BE # 8165292, 8193967	BookEasy Booking # 8165292	$346.50
				Total V83914	**$346.50**
		V83926 - Alcolizer Technology			
			199979	HH3 Breath testers	$1,392.60
				Total V83926	**$1,392.60**
		V83987 - Dandaragan Sheep Handling Systems P/L			
			459	Repair flange for Oval Bore	$62.70
				Total V83987	**$62.70**
		V84004 - Department of Water and Environmental Regulation			
			TF012020	Controlled Waste tracking form 02/12-12/12/19	$1,320.00
				Total V84004	**$1,320.00**
		V84155 - Jurien Hardware - Thrifty Link			
			19-00024693	Poly Connectors, Nipples, Bushes	$47.78
			19-00024627	Rapid Set Cement	$14.92
			19-00024597	Nut assembly, poly nipple & connector	$27.36
			19-00025324	Lifesaver hat	$19.00
			19-00024912	Rapid set cement	$14.92
			19-00025635	Elbow, ratchet clamp, spectrum jet, joiner	$26.03
			19-00025914	Scourer, plastic bucket, microfiber rags	$25.18
			19-00025940	Cutting disc pack	$9.50
			19-00026267	3 litre bucket	$4.04
			19-00024766	Boronia sparkle, Antex granules, sprayer bbq grill	$92.14
			19-00024923	Hills garden sprayer, kleenwest titan	$70.96
			19-00024924	9kg gas refill	$33.25
			19-00025920	9kg gas refills	$66.50
			19-00026196	9kg gas refills	$66.50
			19-00026272	Coerco tank 250000	$2,904.06
			19-00025278	Protective clothing	$161.45
				Total V84155	**$3,583.59**
		V84163 - Hillmech Pty Ltd			
			441	Repairs to PCL007	$415.20
			442	Replace fuel filter - PCL007	$275.00
				Total V84163	**$690.20**
		V84268 - Australian Taxation Office			
				ATO Garnishee Payment	$3,198.75
				Total V84268	**$3,198.75**
		V84273 - Building Commission			
			DANDARAGAN BSL DEC 2019	BSL Remittance - Dec 2019	$1,630.96
				Total V84273	**$1,630.96**
		V84329 - Rudolf Rybarczyk (Cr)			
			TRAV ALL DEC 19	Travel - December 2019	$110.76
				Total V84329	**$110.76**
		V84360 - Julie Rouse			
			REIM 2019 CHRISTMAS PARTY	Reimbursement Christmas party supplies	$204.65
				Total V84360	**$204.65**
		V84364 - W.A. Jacobs Toymaker (Australia) Pty Ltd			
			2021419	Visitor Centre Merchandise	$1,221.88
				Total V84364	**$1,221.88**
		V84366 - Donald Hancock			

			REFUND O/PMT RATE 8/2 HUELVA	Refund Overpayment of Rates	$423.87
				Total V84366	**$423.87**
		V84367 - Elk Fish Robotics Pty Ltd			
			7540	Drone Survey of Airfield	$743.88
				Total V84367	**$743.88**
		V84368 - Enjurience Carpet Cleaning - Tile & Grout			
			A53	Clean Ottomans @ JB Library	$120.00
				Total V84368	**$120.00**
		V84369 - Game Vault Pty Ltd			
			GV1182	50% Deposit - STG Gaming Truck	$1,600.00
				Total V84369	**$1,600.00**
		V84370 - Jbay Glass Studio			
			INV-0001	Tourism Merchandise	$269.70
				Total V84370	**$269.70**
		V84371 - Nessa Hall - Nessy Cleaning Management Services			
			6717	Maintenance & Cleaning Contract - December 2019	$5,334.29
			6718	Mthly Cervantes Cleaning Contract - Dec 19	$3,474.63
			6745A	Extra Cleaning JB & Cerv Holiday Time	$3,388.00
				Total V84371	**$12,196.92**
		V84372 - Redwave Media Pty Ltd			
			60776-1	Shire Christmas Message Commercials	$330.00
				Total V84372	**$330.00**
		V84374 - Greenplate Pty Ltd			
			3976	Push button switches	$768.57
				Total V84374	**$768.57**
		V84375 - Shire of Kellerberrin			
			4962	Reimbursement - LG Professionals Conference	$150.00
				Total V84375	**$150.00**
		V84376 - Superior Lawns Australia			
			A24576	TifTuf Seconds - turf	$2,178.00
				Total V84376	**$2,178.00**
10/01/2020				**Total EFT401/983**	**$362,833.57**
17/01/2020	**402/984**				
		V80027 - Covs Parts Pty Ltd			
			1690068071	LED Eurotech Strobe Flange	$457.23
				Total V80027	**$457.23**
		V80033 - Derricks Auto-Ag & Hardware Plus			
			10192472	Lube filter	$52.80
			10192979	Hunter gear dr sprinkler, artic elbow	$214.65
				Total V80033	**$267.45**
		V80087 - Synergy			
			721287150/JAN20	Street Lights 25/11-24/12/19	$14,934.67
			185507110/JAN20	Adriana 4A park 28/11-27/12/19	$84.69
				Total V80087	**$15,019.36**
		V80102 - Westrac Equipment			
			1800013301	2019 Cat CS64B MDP Roller	$115,635.99
			PI4160234	Seal kit & wear strip	$988.86
			PI4160235	Insert and shim	$802.16
				Total V80102	**$117,427.01**
		V80802 - Jurien Tyre & Auto			
			F7511	Replace tyres - PLV257	$1,166.00
				Total V80802	**$1,166.00**
		V81031 - AN & A Whybrow			
			4250	Hire of Cat D & G Dozer JER	$2,365.00
			4251	Hire of Cat D & G Dozer - BAR & JER	$1,188.00
			4252	Hire of Cat D9N dozer	$12,155.00
				Total V81031	**$15,708.00**
		V81038 - AV Truck Services Pty Ltd			
			714946	Air Cleaner, Crankcase element	$525.10
				Total V81038	**$525.10**
		V81295 - Cummins South Pacific Pty Ltd			
				Total V81295	**$39,193.55**
		V81343 - Dandaragan Mechanical Services			
			4725	Replace tyres - PLV219	$668.25
				Total V81343	**$668.25**
		V81490 - Ricoh Finance			
			232421	Copier lease 08/02-07/03/19	$1,337.60
				Total V81490	**$1,337.60**
		V81924 - Toll Transport Pty Ltd			
			D583590/0453	Freight - Jurien admin	$96.58
				Total V81924	**$96.58**
		V81973 - Fuel Distributors of WA Pty Ltd			
			38101196	Diesel - Dandy Depot	$12,172.58
			38101197	Diesel - Jurien Depot	$9,234.98
				Total V81973	**$21,407.56**
		V82823 - The Last Drop Plumbing Co			
			3674	Investigate & repair blocked pipes	$4,697.30
				Total V82823	**$4,697.30**
		V82993 - Jurien Home Timber & Hardware			
			505910	Straight connector	$7.50
			505393	Actizyme pellets	$48.25
			505400	Ant kill granules	$22.50
			505649	Jumbo toilet rolls	$110.00
			505965	CCA pine decking lubricant	$88.55
			506064	Hose clip single gear spanner	$34.30
			506250	Valve ball poly, conct end	$51.50
			506273	Materials and Contracts (ALL)	$33.50
			505386	Jumbo toilet rolls	$165.00
				Total V82993	**$561.10**
		V83085 - LGIS Risk Management			
			156-019886	Reg risk co-ordinator 2019-20 1st instalment	$7,639.50
				Total V83085	**$7,639.50**
		V83340 - CONNECT Call Centre Services			
			99969	After hours calls Dec 2019	$95.10
				Total V83340	**$95.10**
		V83495 - Dandaragan Store			
			C56/DEC19	Dandy Depot Dec 19 Consumables	$217.80
				Total V83495	**$217.80**
		V83606 - Bluesteel Ent. T/as Frontline Fire Equipment			
			65810	Fire boots & goggles	$2,115.96
				Total V83606	**$2,115.96**
		V83705 - Telstra			
			04169079/P020668941-6	Whispir usage December 2019	$2,000.43

				Total V83705	**$2,000.43**
		V83735 - Shire of Mingenew			
			8938	Velpic training platform fee 1/1-30/6/20	$256.67
				Total V83735	**$256.67**
		V83763 - J L Hammond t/a John's Gardening			
			JAN20/10	Lawn mowed, yard clean up	$1,800.00
				Total V83763	**$1,800.00**
		V83914 - Turquoise Safaris			
			BOOKEASY BOOKINGS 8192947,8193124,8	BookEasy booking 8192947	$1,299.37
				Total V83914	**$1,299.37**
		V83925 - BookEasy Pty Ltd			
			17262	BookEasy Min Monthly Fee Dec 19	$330.00
				Total V83925	**$330.00**
		V84004 - Department of Water and Environmental Regulation			
			TF012217	Controlled Waste tracking 17-20/12/19	$308.00
				Total V84004	**$308.00**
		V84100 - Jurien Bay Motel Apartments			
			BOOKEASY BOOKING 8200440	BookEasy Booking 8200440	$122.50
				Total V84100	**$122.50**
		V84117 - Vanguard Press			
			24826	Turquoise coast planners	$15,416.50
			24918	Brochure displays	$449.41
				Total V84117	**$15,865.91**
		V84155 - Jurien Hardware - Thrifty Link			
			CR19-00022843	Credit Overpayment inv 19-00022843	-$142.50
			20-00000219	Teflon tape, PVC Priming fluid, PVC cement	$50.25
			20-00000220	Cement rapid set concrete	$22.38
			20-00000222	Angle bracket	$14.24
			20-00000548	Poly connect, socket & nipple, hose clamp	$32.11
			20-00000663	Poly woven fire wood	$21.30
			20-00000321	Toilet brush set	$8.55
			20-0000328	9kg gas refill	$99.75
			20-00000356	9kg gas refill	$33.25
				Total V84155	**$139.33**
		V84327 - Lyall Ward			
			DEC19/41	Dec 19 Dandy waste management	$2,112.00
			DEC19/42	Dec 19 Loader hire	$165.00
				Total V84327	**$2,277.00**
		V84334 - Slavin Architects Pty Ltd			
			109	Jurien airport masterplan	$20,130.00
				Total V84334	**$20,130.00**
		V84359 - Lois S Soap			
			2	Visitor centre merchandise	$70.00
				Total V84359	**$70.00**
		V84377 - Anna Dixon Consulting			
			231	Grant writing masterclass	$176.00
				Total V84377	**$176.00**
17/01/2020				**Total EFT00984**	**$273,375.66**
22/01/2020	**403/985**				
		V81295 - Cummins South Pacific Pty Ltd			
			8443345	Repairs to oil cooler leak	$6,201.90
				Total V81295	**$6,201.90**
22/01/2020				**Total EFT403/985**	**$6,201.90**
23/01/2020	**404**	**Payroll**	**Payroll F/N Ended 21/01/20**	**Payroll**	**$108,728.50**
23/01/2020				**Total EFT 404**	**$108,728.50**
24/01/2020	**405/986**				
		V80033 - Derricks Auto-Ag & Hardware Plus			
			10193087	Air impact wrench	$550.00
				Total V80033	**$550.00**
		V80087 - Synergy			
			125055780/JAN20	Weston st park 14/11/19-14/01/20	$110.29
			108788340/JAN20	Cerv CBD rest area 14/11/19-14/01/20	$137.14
			317207730/JAN20	Jurien airstrip 02/11/19-06/01/20	$887.80
			017389700/JAN20	Family resource centre 2/11/19-6/1/20	$1,359.50
			124478710/JAN20	Passamani Pk 05/11/19 to 07/01/20	$213.22
			114850720/JAN20	306 Pinetree cct 05/11/19 to 07/01/20	$579.47
			713393800/JAN20	Pioneer park nth 06/11/19 -08/01/20	$202.16
			538463750/JAN20	Dobbyn pk nth 06/11/19-08/01/20	$391.50
			261265300/JAN20	New Fauntleroy pk 06/11/19-07/01/20	$884.40
			111890000/JAN20	Pacman park 09/11/19-10/01/20	$480.80
			454515450/JAN20	Marinefields Standpipe 9/11/19-13/1/20	$123.77
			263827240/JAN20	Beachridge est entry 9/11/19-10/1/20	$112.07
			111890190/JAN20	5A park 08/11/19-10/01/20	$115.67
			902806950/JAN20	Baudin park 09/11/19-10/01/20	$255.74
			732141310/JAN20	Jurien F/S amenities 07/11/19-08/01/20	$346.26
			97694490/JAN20	Weld park retic pump 7/11/19-9/1/20	$539.88
			589405930/JAN20	Dobbyn park sth 06/11/19-08/01/20	$693.24
			906148990/JAN20	Pioneer park 06/11/19-08/01/20	$204.93
			513665230/JAN20	Dam pump 11/12/19-07/01/20	$1,456.61
			246525150/JAN20	Retic Eric Collinson pk 6/11/19-7/1/20	$625.30
			553162190/JAN20	Jurien Hall GWN 02/11/19-06/01/20	$242.53
			429026190/JAN20	Jurien Depot 19/12/19-15/01/20	$1,657.03
			853497790/JAN20	Cervantes Depot 12/11/19-13/01/20	$112.07
			113142450/JAN20	Cerv waste transfer stn 12/11/19-14/1/20	$195.24
			411619200/JAN20	New admin centre 19/12/19-15/01/20	$3,467.95
			905537000/JAN20	Memorial corner 14/11/19-16/1/20	$205.48
			686912910/JAN20	Cervantes oval 14/11/19-16/01/20	$2,201.09
			818063790/JAN20	Cervantes F/S amenities 14/11/19-16/1/20	$148.46
			903907310/JAN20	Cervantes F/S amenities 14/11/19-16/1/20	$283.55
			284129620/JAN20	Bore at Marine Fields	$75.33
				Total V80087	**$18,308.48**
		V80102 - Westrac Equipment			
			PI4198701	Elements	$272.51
			PI4198700	Seal	$8.98
			PI4198699	Elements & filters	$408.45
				Total V80102	**$689.94**
		V80121 - Kleenheat Gas Pty Ltd			
			4271724	45kg cylinder rental to Feb 2021	$79.20
				Total V80121	**$79.20**
		V80240 - RBC Rural			
			27197	Meterplan charge Jan 2020	$1,944.21
				Total V80240	**$1,944.21**
		V80405 - Coastal Trimming			

			6262	Repair & refit shade sail - Dobbyn park	$220.00
				Total V80405	**$220.00**
		V80802 - Jurien Tyre & Auto			
			F7586	Repair loader tyre	$148.00
				Total V80802	**$148.00**
		V80991 - Rural Press Regional Media (Wa) Pty Ltd			
			0807208892	Moora Directory	$400.00
				Total V80991	**$400.00**
		V81080 - Bay Glass			
			10438	Supply and install venetian blind	$244.00
				Total V81080	**$244.00**
		V81343 - Dandaragan Mechanical Services			
			4723	Delkor battery	$106.25
			4807	Fuel & oil filters	$111.20
			4808	Air filter	$55.85
				Total V81343	**$273.30**
		V81352 - Jurien Signs			
			4463	Durapost guide posts	$11,875.60
			4465	3.6m yellow posts & caps	$3,217.50
				Total V81352	**$15,093.10**
		V81382 - Cervantes Hardware and Marine			
			155282	WD40 dewatering spray	$11.55
			155652	Honda muffler	$29.70
				Total V81382	**$41.25**
		V81545 - Winc Australia Pty Limited			
			9030618454	Stationery order Dec 19	$230.86
			9030802756	Additional Stationery order Jan 20	$271.54
			9030781895	Stationery order Jan 20	$767.03
				Total V81545	**$1,269.43**
		V81757 - Work Clobber			
			JD307618	Protective clothing	$532.25
				Total V81757	**$532.25**
		V81795 - Jurien Bay Community Resource Centre			
			620	Summertales advertising	$220.00
				Total V81795	**$220.00**
		V81860 - Shadbolt Electrical			
			4500560	Install conduit cable for new pump	$1,849.21
			4500548	Supply & replace lead and capacitor	$175.25
				Total V81860	**$2,024.46**
		V81874 - Child Support			
			PJ003104	Child Support	$110.37
				Total V81874	**$110.37**
		V81896 - Mid Coast Contracting			
			6256	Investigate & repair bore pump	$6,065.73
			6251	Relocate light switch	$171.41
			6231	Repair bore pump, fit flow control switch	$2,113.51
			6248	Supply 24v pump flow switch	$489.85
				Total V81896	**$8,840.50**
		V81924 - Toll Transport Pty Ltd			
			0457-D583590	Freight - Week Ending 19/01/20	$150.04
				Total V81924	**$150.04**
		V81942 - Moore Catchment Council			
			300735	Annual Contribution 2020	$550.00
				Total V81942	**$550.00**
		V81973 - Fuel Distributors of WA Pty Ltd			
			481001796	Diesel - Jurien depot	$4,254.57
				Total V81973	**$4,254.57**
		V82057 - Ray White Jurien Bay			
				EMP0395 - Staff Housing 29/01/20 to 11/02/20	$670.00
				EMP0358 - Staff Housing 29/01/20 to 11/02/20	$760.00
				Total V82057	**$1,430.00**
		V82131 - Market Creations			
			IC96-1	Supply business card design files	$77.00
				Total V82131	**$77.00**
		V82166 - David Gray & Co Pty Ltd			
			I529562	Waste & recycle bins	$3,116.96
			I529563	Green & Recycle bins	$2,833.60
				Total V82166	**$5,950.56**
		V82364 - Abco Products			
			490444	Hand towels, toilet paper, bin liners	$555.72
				Total V82364	**$555.72**
		V82470 - D A Christie Pty Ltd T/as Christie ParkSafe			
			5305534	BBQ elements & transformers	$1,743.50
				Total V82470	**$1,743.50**
		V82474 - Direct Contracting Pty Ltd			
			2009	Sweep intersection of JER & Black Arrow	$660.00
			2006	Maintenance Grade Cockleshell gully rd	$5,390.00
				Total V82474	**$6,050.00**
		V82774 - T-Quip			
			89551#5	Adjuster rod	$91.90
				Total V82774	**$91.90**
		V82823 - The Last Drop Plumbing Co			
			3672	Clear & test blocked toilets - Corunna st	$162.00
				Total V82823	**$162.00**
		V82830 - Australian Communications & Media Authority			
			501913736	Broadcasting Licence - Cervantes	$144.00
				Total V82830	**$144.00**
		V82993 - Jurien Home Timber & Hardware			
			507136	Rotary laser kit	$1,385.00
			506651	Jumbo toilet rolls	$55.00
			507189	Jumbo toilet rolls	$110.00
			507439	Jumbo toilet rolls	$110.00
			505893	Dek screws, CCA pine reeded decking	$88.85
			506249	Marine Ply	$85.50
			506758	Saddle, raid, industrial light	$44.90
			506987	Paint, paint brush & remover	$50.65
			506133	Sprinkler timer, reducing bush, tap adaptor	$144.85
			506171	Tape reflect red/wht	$8.90
			506241	Brass padlock	$67.50
			506255	Swivel castors	$48.25
			506798	Poly pipe, clip ratchet, micro joiner	$85.30
			506799	Brass padlock	$22.50
			506929	Spreading bar rake	$18.50

				Total V82993	**$2,325.70**
		V83012 - Moora Tyres			
			52632	17.5 yok tyres	$861.10
				Total V83012	**$861.10**
		V83077 - Darren Gibsone Cabinets			
			503	Frame Australia day certificates	$149.60
				Total V83077	**$149.60**
		V83095 - Parkwood Hardware			
			I610834	Toilet Cisterns	$714.11
				Total V83095	**$714.11**
		V83121 - Dandaragan Community Resource Centre Inc			
			123599	2nd instalment services support 2019/20	$18,271.48
				Total V83121	**$18,271.48**
		V83278 - The Workwear Group Pty Ltd			
			11937460	Staff Uniforms	$416.80
			CR763852	Staff uniforms	-$174.40
				Total V83278	**$242.40**
		V83310 - AMPAC Debt Recovery (WA) Pty Ltd			
			62541	Legal Expenses 06/01-10/01/20	$55.00
			62542	Legal Expenses - 02/01/20	$44.00
				Total V83310	**$99.00**
		V83385 - Jurien Bay Panel & Paint Pty Ltd			
			2109	Supply & fit front windscreen	$621.50
			2108	Repairs to truck door	$247.50
				Total V83385	**$869.00**
		V83413 - Direct Lighting Albany			
			68955	30W panel tri-colour lights	$287.00
				Total V83413	**$287.00**
		V83420 - Porter Consulting Engineers			
			20015	Consultancy - relocate Telstra cables	$3,349.50
				Total V83420	**$3,349.50**
		V83457 - Spyker Business Solutions			
			1920617	Qtr3 CCTV Maintenance 2019-20	$1,725.27
				Total V83457	**$1,725.27**
		V83659 - Magiq			
			14066	Doc software suite 1/1-30/06/20	$6,699.00
				Total V83659	**$6,699.00**
		V83694 - Elite Electrical Contracting Pty Ltd			
			J3019	Install power point for roller door	$176.00
			J3076	Check air conditioner leak	$104.50
			J3042	Repair air conditioner - library	$797.50
				Total V83694	**$1,078.00**
		V83815 - REJ Sheppard			
			18091	Writing & production Nth Head history publican	$4,000.00
				Total V83815	**$4,000.00**
		V83841 - Office of the Auditor General			
			211/2020	Fee for audit certification year end 30/06/19	$4,840.00
				Total V83841	**$4,840.00**
		V83914 - Turquoise Safaris			
			BOOKEASY BOOKING 8190864,8220096	BookEasy booking	$1,173.36
				Total V83914	**$1,173.36**
		V83925 - BookEasy Pty Ltd			
			16309	BookEasy Monthly fee July 19	$330.00
				Total V83925	**$330.00**
		V83979 - Turquoise Coast Plumbing Gas & Excavation			
			2212	Inspect & repair water leak	$825.00
				Total V83979	**$825.00**
		V84004 - Department of Water and Environmental Regulation			
			DL002747	Controlled Waste Drivers Licence	$60.00
			CL000853	Carrier Licence Number T00343	$825.00
			VL000876	Registration Number 1CQZ542	$300.00
				Total V84004	**$1,185.00**
		V84058 - Jurien Bay Medical Centre			
			36233	Pre-employment medical	$44.00
				Total V84058	**$44.00**
		V84096 - Hema Maps Pty Ltd			
			39852	Visitor Centre merchandise	$150.13
				Total V84096	**$150.13**
		V84100 - Jurien Bay Motel Apartments			
			BOOKEASY BOOKING 8120566	Bookeasy booking 8120566	$382.50
				Total V84100	**$382.50**
		V84155 - Jurien Hardware - Thrifty Link			
			20-00000999	9kg gas refill	$33.25
			20-00001187	9kg gas refill	$33.25
			20-00001319	9kg gas refills	$99.75
			20-00001741	9kg gas refills	$99.75
			20-00002032	9kg gas refills	$99.75
			20-00001594	PVC Pipe, poly tee & plug	$160.17
			20-00000889	Power board, T-Rex power flexi	$27.50
			20-00000971	Hose clamps	$13.30
			20-00001272	Seasol concentrate	$36.58
			20-00001274	Mini green house	$38.00
			20-00001316	Oates wire brush, 3pce brush set	$15.44
			20-00001343	200mm pipe stakes	$20.52
			20-00001375	Cutting discs, rapid set cement	$24.70
			20-00001376	Protective clothing - hat	$19.00
			20-00001377	Single station tap timer, nut and tail	$80.94
			20-00001378	Energizer batteries	$19.00
			20-00001407	Shrubbler stakes	$39.62
			20-00001445	Poly risers & fittings	$47.50
			20-00001458	Metal 3 arm sprinkler	$16.62
			20-00001468	PVC Fittings & pipe	$51.48
			20-00001599	Protective clothing - cargo pant	$75.90
			20-00001610	Protective clothing	$148.95
				Total V84155	**$1,200.97**
		V84211 - Brent Bailey			
			REIMBURSEMENT NOV 19	Professional development subsidy	$2,700.00
				Total V84211	**$2,700.00**
		V84302 - UDLA			
			V02	Design marketing panels	$435.60
				Total V84302	**$435.60**
		V84379 - AAPW Contracting			
			219	Supply of gravel Capitela rd	$10,956.00

			220	Supply of gravel Koodjee rd	$12,210.00
				Total V84379	**$23,166.00**
24/01/2020				**Total EFT405/986**	**$149,251.50**
31/01/2020	**406/987**				
		V80033 - Derricks Auto-Ag & Hardware Plus			
			10194139	Airbrake bulkhead & globe	$231.70
			10194793	Reticulation supplies	$604.05
				Total V80033	**$835.75**
		V80102 - Westrac Equipment			
			PI4212624	Belt, handle as, fuel cap, fuel adaptor	$733.25
			PI4216344	Gasket	$16.27
				Total V80102	**$749.52**
		V80150 - RDI Transport			
			40643	Freight - Jurien Depot Wheelie bins	$249.15
				Total V80150	**$249.15**
		V80802 - Jurien Tyre & Auto			
			F7647	NGK spark plugs	$22.50
				Total V80802	**$22.50**
		V80955 - Sportrophy			
			38204	Honour board tags - citizen of the year	$39.00
				Total V80955	**$39.00**
		V81038 - AV Truck Services Pty Ltd			
			113880	Check & repair electrical fault	$6,088.95
			711188	Exhaust pipe, clip, clamps	$1,098.18
				Total V81038	**$7,187.13**
		V81172 - WA Hino Sales & Service			
			257704	Lube kit, 2olts coolant	$230.88
				Total V81172	**$230.88**
		V81348 - Russ - Hills Contracting			
			3952	Freight - Dandy Depot	$375.98
				Total V81348	**$375.98**
		V81382 - Cervantes Hardware and Marine			
			155864	Galv coash screws	$2.64
			155909	Pails, Stanley knife, washers, hex nuts	$26.06
			155918	Galv Hex & flat washers	$3.34
			155967	Trimmer line, pails,	$26.68
			156006	12v relay, reducing socket	$38.50
			156007	3/4 mechanical seal	$27.50
			156030	Mechanical seal	$27.50
			156072	NGK spark plug	$11.00
				Total V81382	**$163.22**
		V81422 - Leeuwin Ocean Adventure Foundation Ltd			
			102833	Sponsorship - Leeuwin Ocean Advent	$2,500.00
				Total V81422	**$2,500.00**
		V81545 - Winc Australia Pty Limited			
			9030786326	Stationery backorder December 2019	$20.11
			9030598567	Stationery backorder December 2019	$14.17
			9031020983	Printing business cards 4 types	$264.00
			CR1600029561	WALGA annual rebate April18-Mar 19	-$206.45
				Total V81545	**$91.83**
		V81593 - Worldwide Printing Solutions			
			602139	Printing and Stationery	$590.00
				Total V81593	**$590.00**
		V81795 - Jurien Bay Community Resource Centre			
			664	Shire matters - Craytales issue 359	$753.75
				Total V81795	**$753.75**
		V81882 - Jurien Trenching & Excavations			
			1317	Place limestone blocks access to paved area	$200.00
				Total V81882	**$200.00**
		V81886 - Western Lockservice			
			10845460	Indicator Toilet Bolts	$281.00
				Total V81886	**$281.00**
		V81973 - Fuel Distributors of WA Pty Ltd			
			29103360	Diesel - Dandy Depot	$13,969.00
				Total V81973	**$13,969.00**
		V82256 - Lowman Engineering			
			3841	Manufacture & install disable handrail	$17,160.00
				Total V82256	**$17,160.00**
		V82274 - Vari-Skilled			
			13943A	Shire Mowing January 20	$14,422.39
				Total V82274	**$14,422.39**
		V82474 - Direct Contracting Pty Ltd			
			2012	Grade, washouts, offshoot drains-Gillingarra Rd	$5,016.00
				Total V82474	**$5,016.00**
		V82672 - Jurien Bay Tourist Park			
			BOOKEASY BOOKING 8240999	Bookeasy booking 8240999	$126.87
				Total V82672	**$126.87**
		V82697 - Barnes Hydraulic Services			
			40022	Hose Assembly	$1,198.93
				Total V82697	**$1,198.93**
		V82767 - Fowler Electrical Contracting			
			R007123	Remove & repair reticulation pump	$2,748.41
				Total V82767	**$2,748.41**
		V82774 - T-Quip			
			88653#12	V-Belt, spindle assembly, blade	$357.10
			88722#12	Spindle assembly, shaft spindle	$132.05
			88723#12	Pulley	$173.45
				Total V82774	**$662.60**
		V82993 - Jurien Home Timber & Hardware			
			507196	Metalshieldcold Gal primer	$52.25
			507475	Primer zinc spray	$67.00
			507701	Brass padlock	$90.00
			507764	Protite F/Glass repair kit	$49.50
			507779	Galvanised watering can	$17.75
			508198	Lubricant & Tees	$28.20
			508017	Jumbo toilet rolls	$55.00
			507895	Jumbo toilet rolls	$110.00
			507507	Orbit sprinkler & solenoid	$233.68
				Total V82993	**$703.38**
		V83203 - Pracsys			
			2893	Economic development strategy	$11,374.00
				Total V83203	**$11,374.00**
		V83264 - Asset Infrastructure Management Pty Ltd			

			515	Revision of Asset Management Plan	$9,802.32
				Total V83264	**$9,802.32**
		V83278 - The Workwear Group Pty Ltd			
			11902313	Staff uniforms	$340.81
			CR764866	Staff Uniforms - Returns	-$135.20
			11929448	Staff uniforms	$79.20
			CR764867	Staff uniforms	-$79.20
				Total V83278	**$205.61**
		V83571 - Jurien Concrete Services			
			2518	Line marking new footpaths	$10,798.95
			2517	Line marking footpaths	$5,989.50
				Total V83571	**$16,788.45**
		V83914 - Turquoise Safaris			
			BOOKEASY BOOKINGS 8233980,8243047,	BookEasy booking 8233980	$1,624.86
				Total V83914	**$1,624.86**
		V83964 - Fowler Surveys			
			3832	Design/spot centre line Canover Rd	$610.50
			3833	Line marking Jurien East Rd/Black Arrow Rd	$1,171.50
				Total V83964	**$1,782.00**
		V83979 - Turquoise Coast Plumbing Gas & Excavation			
			2218	Trenching for water pipe feeds	$1,004.30
			2222	12 month service diesel/electric fire pump skid an	$1,815.00
				Total V83979	**$2,819.30**
		V84004 - Department of Water and Environmental Regulation			
			DL002737	Controlled Waste Drivers Licence Renewal	$60.00
			TF012342	Controlled Waste DEC tracking form 020120 - 140120	$968.00
				Total V84004	**$1,028.00**
		V84103 - Breakaway Earthmoving Pty Ltd			
			1041	Dry hire prime mover	$6,600.00
				Total V84103	**$6,600.00**
		V84155 - Jurien Hardware - Thrifty Link			
			20-00001648	Poly cap 7 elbow	$38.00
			20-00001672	Poly woven fire wood bag	$42.60
			20-00001723	Protective clothing	$28.75
			20-00002203	Poly fittings, connector, gate valve	$97.66
			20-00002206	Teflon tape, grip wire	$43.70
			20-00002445	9kg gas refills	$66.50
			20-00002736	Utility scrub pad	$14.11
			20-00002260	PVC Fittings, solenoid valve, valve box	$262.76
			20-00002132	Protective clothing	$157.49
				Total V84155	**$751.57**
		V84302 - UDLA			
			6	Consultancy - Foreshore master plans	$13,200.00
				Total V84302	**$13,200.00**
		V84371 - Nessa Hall - Nessy Cleaning Management Services			
			6775	Cleaning maintenance contract January 2020	$5,334.29
			6776	Monthly Cervantes Cleaning Contract January 2020	$3,474.63
				Total V84371	**$8,808.92**
31/01/2020				**Total EFT406/987**	**$145,062.32**

Grand Total - EFT Payment **$1,154,217.53**

Attachment: 9.1.2

SHIRE OF
DANDARAGAN

Monthly Statements

for the period ending 31 January 2020

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SHIRE OF DANDARAGAN
RATE SETTING STATEMENT by Department
as at 31 January 2020

	Note	Budget 2019/2020	Y-T-D Budget 2019/2020	Actual 2019/2020	Variance
		$	$	$	
OPERATING ACTIVITIES					
Net current assets at start of financial year - surplus/(deficit)		1,751,184	1,751,184	1,688,698	
Revenue from operating activities (excluding rates)					
Governance		33,385	18,293	18,281	100%
General purpose funding		901,395	566,938	530,558	94%
Law, order & public safety		634,650	389,051	400,004	103%
Health		12,990	3,620	24,016	663%
Education & welfare		15,000	0	0	100%
Community amenities		1,375,310	1,179,648	1,205,841	102%
Recreation and culture		394,958	228,678	250,171	109%
Transport		258,407	230,698	220,952	96%
Economic services		237,316	162,765	163,472	100%
Other property and services		116,664	84,986	90,423	106%
		3,980,076	2,864,678	2,903,718	
Expenditure from operating activities					
Governance		(593,364)	(351,297)	(325,915)	93%
General purpose funding		(177,096)	(97,080)	(104,651)	108%
Law, order & public safety		(1,512,452)	(845,565)	(795,705)	94%
Health		(341,070)	(184,659)	(188,503)	102%
Education & welfare		(144,957)	(55,626)	(56,931)	102%
Community amenities		(2,283,262)	(1,258,145)	(1,253,941)	100%
Recreation and culture		(3,558,100)	(2,072,604)	(1,870,679)	90%
Transport		(5,389,129)	(3,162,738)	(3,392,109)	107%
Economic services		(741,242)	(456,668)	(421,413)	92%
Other property and services		(235,551)	(98,863)	(589,165)	596%
		(14,976,223)	(8,583,244)	(8,999,013)	
Non-cash amounts excluded from operating activities		5,767,721	3,373,036	3,516,899	
Amount attributable to operating activities		(3,477,242)	(594,346)	(889,698)	
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	11	2,108,778	1,391,448	1,092,608	
Proceeds from disposal of assets	3	48,100	48,100	37,273	
Purchase land and buildings	2	(1,029,569)	(600,582)	0	
Purchase furniture and equipment	2	(164,092)	(95,720)	(13,002)	
Purchase plant and equipment	2	(298,500)	(174,125)	(263,482)	
Purchase infrastructure assets - roads	2	(3,456,398)	(2,016,232)	0	
Purchase infrastructure assets - parks & reserves	2	(89,500)	(52,208)	0	
Purchase infrastructure assets - other	2	(510,700)	(297,908)	0	
Purchases - Works in Progress (Not Capitalised)	2	0	0	(1,368,436)	
Amount attributable to investing activities		(3,391,881)	(1,797,228)	(515,039)	
FINANCING ACTIVITIES					
Proceeds from new borrowings	4	479,053	0	25,000	
Repayment of borrowings	4	(119,620)	(63,769)	(63,769)	
Payment of self supporting loan to community group	4	0	0	(25,000)	
Self-supporting loan principal income	4	51,569	30,210	30,210	
Community group cash advance principal income	4	4,152	2,076	2,076	
Payment of right of use lease		0	0	(27,779)	
Transfer to reserves	8	(384,477)	(359,477)	(35,265)	
Transfer from reserves	8	(520,107)	(504,500)	(0)	
Amount attributable to financing activities		(550,784)	(113,539)	94,527	
Budgeted deficiency before general rates		(6,318,338)	(2,278,034)	(1,499,265)	
Estimated amount to be raised from general rates	6	6,318,338	6,317,065	6,298,272	
Net current assets at end of financial year - surplus/(deficit)	5	(0)	4,039,031	4,799,007	

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

SHIRE OF DANDARAGAN
STATEMENT OF FINANCIAL POSITION
as at 31 January 2020

Description	Note	for the year ended 30 June 2020	for the period ending 31 January 2020
		$	$
CURRENT ASSETS			
Cash and cash equivalents	7	7,236,030	9,827,687
Trade receivables		741,671	961,026
Other financial assets at amortised cost		55,721	25,146
Other current assets		3,967	0
Inventories		31,727	33,539
TOTAL CURRENT ASSETS		8,069,116	10,847,397
NON-CURRENT ASSETS			
Other financial assets at amortised cost		187,984	211,273
Trade receivables		44,499	0
Land		2,940,000	2,940,000
Buildings and improvements		29,708,078	29,054,831
Furniture and equipment		891,305	829,211
Plant and equipment		4,636,723	4,143,297
Right of use assets		0	107,851
Infrastructure		248,197,940	247,309,100
TOTAL NON-CURRENT ASSETS		286,606,530	284,595,564
TOTAL ASSETS		294,675,646	295,442,961
CURRENT LIABILITIES			
Trade and other payables		(495,032)	(173,873)
Borrowings		(119,620)	(57,561)
Employee related provisions		(594,129)	(335,638)
TOTAL CURRENT LIABILITIES		(1,208,781)	(567,072)
NON-CURRENT LIABILITIES			
Trade and other payables		0	(90,149)
Borrowings		(104,024)	(104,024)
Employee related provisions		(246,128)	(269,417)
Other provisions		0	0
TOTAL NON-CURRENT LIABILTIES		(350,151)	(373,441)
TOTAL LIABILITIES		(1,558,932)	(940,513)
TOTAL NET ASSETS		293,116,713	294,502,448
EQUITY			
Retained earnings		(199,357,712)	(200,618,032)
Reserves - cash backed	8	(5,830,457)	(5,865,722)
Revaluation surplus		(87,928,544)	(87,928,544)
TOTAL EQUITY		293,116,713	294,412,298

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 31 January 2020

	Note	Budget 2019/2020	Y-T-D Budget 2019/2020	Actual 2019/2020
		$	$	$
Revenue				
Rates	6	6,318,338	6,317,065	6,298,272
Operating grants and subsidies		1,176,833	688,309	668,184
Contributions, reimbursements & donations		204,430	123,946	157,991
Service Charges		0	0	0
Fees and charges		2,338,408	1,906,334	1,937,304
Interest earnings		128,000	77,500	68,435
Other revenue		131,317	67,502	71,805
		10,297,327	9,180,656	9,201,989
Expenses				
Employee costs		(4,293,649)	(2,218,849)	(2,150,054)
Materials and contracts		(3,326,211)	(1,877,321)	(2,035,203)
Utilities		(453,375)	(254,562)	(240,355)
Interest Expense	4	(16,214)	(8,938)	(3,690)
Insurance		(398,975)	(398,975)	(407,797)
Other expenses		(718,992)	(450,476)	(431,024)
Depreciation		(5,747,244)	(3,352,559)	(3,683,539)
		(14,954,659)	(8,561,680)	(8,951,661)
		(4,657,332)	618,976	250,328
Grants & Subsidies (towards non-operating activities)		2,108,778	1,391,448	1,092,608
Fair Value adjustment through profit and loss		0	0	0
Profit / Loss on Disposal of Assets	3	(20,477)	(20,477)	(47,351)
Net result		(2,569,031)	1,989,947	1,295,585
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		**0**	**0**	**0**
Total comprehensive income		**(2,569,031)**	**1,989,947**	**1,295,585**

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

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Department
as at 31 January 2020

	Note	Budget 2019/2020	Y-T-D Budget 2019/2020	Actual 2019/2020
		$	$	$
Governance		33,385	18,293	18,281
General purpose funding		7,219,733	6,884,003	6,828,830
Law, order & public safety		634,650	389,051	400,004
Health		12,990	3,620	24,016
Education & welfare		15,000	0	0
Community amenities		1,375,310	1,179,648	1,205,841
Recreation and culture		394,958	228,678	250,171
Transport		258,007	230,298	220,952
Economic services		237,316	162,765	163,472
Other property and services		115,977	84,299	90,423
		10,297,327	9,180,656	9,201,989
Expenses excluding finance costs				
Governance		(582,303)	(345,295)	(313,904)
General purpose funding		(177,096)	(97,080)	(104,651)
Law, order & public safety		(1,512,452)	(845,565)	(795,496)
Health		(341,070)	(184,659)	(188,503)
Education & welfare		(144,957)	(55,626)	(56,931)
Community amenities		(2,283,262)	(1,258,145)	(1,253,941)
Recreation and culture		(3,554,134)	(2,070,276)	(1,869,756)
Transport		(5,367,738)	(3,141,347)	(3,356,045)
Economic services		(741,242)	(456,668)	(421,413)
Other property and services		(234,191)	(98,082)	(587,332)
		(14,938,445)	(8,552,742)	(8,947,971)
		(4,641,118)	627,914	254,018
Finance costs				
Governance		(11,049)	(5,990)	(2,012)
Law, order & public safety		0	0	(209)
Recreation and culture		(3,966)	(2,328)	(923)
Transport		0	0	(440)
Other property and services		(1,199)	(620)	(106)
		(16,214)	(8,938)	(3,690)
Non- operating grants and subsidies				
Recreation and culture		27,197	27,197	4,787
Transport		2,081,581	1,364,251	1,087,821
		2,108,778	1,391,448	1,092,608
Profit / (loss) on asset disposal				
Governance		(12)	(12)	(10,000)
Transport		(20,991)	(20,991)	(35,624)
Other property and services		526	526	(1,727)
		(20,477)	(20,477)	(47,351)
Net result		(2,569,031)	1,989,947	1,295,585
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		**(2,569,031)**	**1,989,947**	**1,295,585**

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

SHIRE OF DANDARAGAN
STATEMENT OF CHANGES IN EQUITY
as at 31 January 2020

	Note	Retained Surplus	Reserves Cash Backed	Revaluation Surplus	Total Equity
		$	$	$	$
Balance as at 30 June 2019		**199,357,712**	**5,830,457**	**87,928,544**	**293,116,713**
Comprehensive Income					
Net result		1,295,585	0	0	1,295,585
Changes on revaluation of non-current assets		0	0	0	0
Total comprehensive income		1,295,585	0	0	1,295,585
Transfers from/(to) reserves		(35,265)	35,265	0	0
Balance as at 31 January 2020		**200,618,032**	**5,865,722**	**87,928,544**	**294,412,298**

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

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 January 2020

2 DETAILED ACQUISITION

Description	Schedule	Total		Land & Buildings $		Plant & Equipment $		Furniture & Equipment $		Parks & Reserves $		Roads $		Other $	
JBAdmin Emerg. lighting test circuit	Governance	-	**1,000**		**1,000**										
JBAdmin external painting	Governance	-	**5,000**		**5,000**										
Folding Machine	Governance	6,500.00	**6,500**					6,500	**6,500**						
Switches / Antennas and Access Points	Governance	-	**49,592**						**49,592**						
Replace PTZ cctv camera	Governance	6,502.02	**8,000**					6,502	**8,000**						
Pool Vehicle	Governance	22,590.59	**25,000**			22,591	**25,000**								
Dandaragan Water Point Fast Fill	Law Order & Public Safety	10,000.00	**11,300**											10,000	**11,300**
Dandaragan House (GROH)	Education & Welfare	-	**479,053**		**479,053**										
CervTransStat. install P/A door to transfer shed	Community Amenities	1,689.55	**4,500**	1,690	**4,500**										
CervTransStat. roller doors/safe warning monitors	Community Amenities	-	**27,000**		**27,000**										
DandCRC. Carpark Drainage/kerb/trip hazard	Community Amenities	3,348.90	**3,380**	3,349	**3,380**										
Corunna toilet renovations	Community Amenities	-	**11,000**		**11,000**										
FRC painting exterior elements	Community Amenities	5,700.00	**6,270**	5,700	**6,270**										
FRC replace rusted roof gutters	Community Amenities	-	**2,980**		**2,980**										
FRC shade sails	Community Amenities	-	**6,500**		**6,500**										
FRC Emerg. lighting test circuit	Community Amenities	-	**1,000**		**1,000**										
DandCRC Emerg. lighting test circuit	Community Amenities	-	**1,000**		**1,000**										
FRC repair/paint internal walls	Community Amenities	-	**7,000**		**7,000**										
Dand. cemetery wing walls	Community Amenities	-	**4,000**												**4,000**
JSRC replace s/w drains	Recreation & Culture	-	**15,200**		**15,200**										
CCC key revision	Recreation & Culture	-	**8,025**		**8,025**										
Civic Cnt. alterations to VC desk	Recreation & Culture	2,970.00	**5,890**	2,970	**5,890**										
BCC Reroof	Recreation & Culture	-	**100,000**		**100,000**										
BCC Paved Area	Recreation & Culture	-	**20,140**		**20,140**										
FRC softfall	Recreation & Culture	-	**12,000**		**12,000**										
CCC Renewal Project	Recreation & Culture	(2,435.10)	**230,000**	-2,435	**230,000**										
JSRC veranda roof structural repairs	Recreation & Culture	-	**12,000**		**12,000**										
Civic Cnt. Emerg. lighting test circuit	Recreation & Culture	-	**1,000**		**1,000**										
JSRC Emerg. lighting test circuit	Recreation & Culture	-	**1,000**		**1,000**										
DCC Emerg. lighting test circuit	Recreation & Culture	-	**1,000**		**1,000**										
BCC Emerg. lighting test circuit	Recreation & Culture	-	**1,000**		**1,000**										
CCC Emerg. lighting test circuit	Recreation & Culture	-	**2,000**		**2,000**										
Civic Cnt. stand-by fire pump shed	Recreation & Culture	-	**3,200**		**3,200**										
Dobbyn Park-Deck Jetty Entry	Recreation & Culture	-	**40,000**												**40,000**
Marina beach access ramp	Recreation & Culture	41,525.23	**31,000**							41,525	**31,000**				
Fauntleroy Park-Power Board	Recreation & Culture	7,046.20	**8,000**							7,046	**8,000**				
Dibbler Park-Replace Tank	Recreation & Culture	-	**18,000**								**18,000**				
Playground Equipment	Recreation & Culture	-	**100,000**						**100,000**						
Tandem Trailer - multi use	Recreation & Culture	5,000.00	**5,000**			5,000	**5,000**								
DN Pioneer Park fence	Recreation & Culture	-	**15,000**												**15,000**
Cervantes TV-Replace tower and antenna	Recreation & Culture	-	**90,000**												**90,000**
Tree Box Solution	Transport	-	**30,000**												**30,000**
Beachridge Swales	Transport	-	**30,000**												**30,000**
Accessability Improvements	Transport	-	**14,000**												**14,000**
Dandaragan Depot roller door		1,949.00												1,949	
Dandaragan Depot-Front Fence	Transport	7,536.41	**10,000**											7,536	**10,000**
Jurien Irrigation Project	Transport	29,351.97	**32,500**							29,352	**32,500**				
JB depot security gates to workshops	Transport	9,361.83	**14,400**	9,362	**14,400**										
JB Depot extend JB open front depot shed	Transport	-	**47,031**		**47,031**										
Cowalla Road	Transport	522.98										523			
Mazza Road	Transport	5,764.82										5,765			
Coalara Road - Gravel ResheetSLK26.6-30.6	Transport	80,205.69	**111,907**									80,206	**111,907**		
Mckays Road - Gravel ResheetSLK5.32-9.32	Transport	40,135.00	**121,681**									40,135	**121,681**		
Dewar Road - Gravel ResheetSLK10.22-14.22	Transport	76,826.45	**125,926**									76,826	**125,926**		
Cooljarloo Road-Gravel ReplenishmentSLK0-11.6	Transport	-	**26,521**										**26,521**		
Koodjee Road - Gravel ResheetSLK5.79-8.73	Transport	46,603.72	**115,163**									46,604	**115,163**		
Fred Weston Road-Gravel ReplenishmentSLK0-8.8	Transport	-	**26,521**										**26,521**		

Sandy Cape - ReconstructionSLK6.03-6.9	Transport	-	**144,784**										**144,784**		
NorthWest Road - ReconstructionSLK26.08-27.78	Transport	2,400.00	**247,200**									2,400	**247,200**		
Yerramullah Road - Gravel ResheetSLK14.3-18.3	Transport	-	**241,162**										**241,162**		
Dandaragan Road - ReconstructionSLK26.07-28.07	Transport	20,450.00	**375,907**									20,450	**375,907**		
Jurien East Road - ReconstructionSLK12-14.5	Transport	506,200.99	**510,000**									506,201	**510,000**		
Capitela Road - Gravel ResheetSLK6.82-9.23	Transport	58,194.99	**100,190**									58,195	**100,190**		
Cantabilling Road - Gravel ResheetSLK22.1-26.1	Transport	-	**142,301**										**142,301**		
Cockleshell Gully - Gravel ResheetSLK13.8-15.9	Transport	-	**106,509**										**106,509**		
Dandaragan Road-ReconstructionSLK48-48.5	Transport	-	**144,000**										**144,000**		
Jurien East Road-ReconstructionSLK23.5-23.99	Transport	13,183.32	**257,506**									13,183	**257,506**		
Jurien East Road-ReconstructionSLK15.3-15.7	Transport	146,618.37	**250,000**									146,618	**250,000**		
Rowes Road-SealingSLK27.36-30.76	Transport	-	**128,720**										**128,720**		
Jurien East Road-SealingSLK11-12	Transport	-	**45,800**										**45,800**		
Whitfield Road-ReconstructionSLK0.02-0.31	Transport	-	**153,000**										**153,000**		
Iberia Street-SealingSLK0.17-0.33	Transport	-	**81,600**										**81,600**		
Turquoise Way	Transport	60,000.33	**60,000**											60,000	**60,000**
Dandaragan Footpath	Transport	36,400.00	**36,400**											36,400	**36,400**
JB Footpaths	Transport	156,884.85	**170,000**											156,885	**170,000**
6 Wheel Tipper - conversion	Transport	31,843.79	**40,000**			31,844	**40,000**								
Dolly	Transport	28,025.00	**35,000**			28,025	**35,000**								
Smooth Drum	Transport	135,123.63	**150,000**			135,124	**150,000**								
7000lt Water Tank and Pump Unit	Transport	9,818.18	**11,000**			9,818	**11,000**								
6 Tonne Workshop Hoist	Other Property & Services	9,536.36	**10,500**			9,536	**10,500**								
Honda 4 wheel Motorbike	Other Property & Services	11,413.64	**11,000**			11,414	**11,000**								
Slasher Deck - replacement	Other Property & Services	5,300.00	**6,000**			5,300	**6,000**								
Post hole Borer - tractor mount	Other Property & Services	4,831.00	**5,000**			4,831	**5,000**								
	Total	**1,644,920**	**5,548,759**	**20,635**	**1,029,569**	**263,482**	**298,500**	**13,002**	**164,092**	**77,923**	**89,500**	**997,106**	**3,456,398**	**272,771**	**510,700**

CAPITALISED	**276,484**
WIP	**1,368,436**
TOTAL	**1,644,920**

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 January 2020

3 ASSET DISPOSAL AND CHANGEOVER

	Proceeds from Sale		Cost of Replacement		Net Cost for Change Over		Written Down Value		Profit/(Loss) on Disposal	
Description	**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**
	$	$			$	$		$		$
PTT008 - Dolley Trailer 6RO 298	0	2,500	0	35,000	0	32,500	0	2,100	0	400
PCR010 - 2012 Bomag Smooth Drum Roller - DN039	30000	35,000	135123.63	150,000	105,124	115,000	65624	56,391	(35,624)	(21,391)
PTC019 - Honda TRX420TM Motor Bike	2272.73	2,500	11413.64	11,000	9,141	8,500	4000	1,913	(1,727)	587
PSP022 - Slasher Howard	0	100	0	6,000	0	5,900	0	0	0	100
PLV223 - Holden Caprice Sedan	5,000	7,000	22,591	25,000	17,591	18,000	15,000	7,012	(10,000)	(12)
Hoist	0	1,000	0	10,500	0	9,500	0	1,161	0	(161)
	37,273	**48,100**	**169,128**	**237,500**	**131,855**	**189,400**	**84,624**	**68,577**	**(47,351)**	**(20,477)**

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 January 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	New loans		Interest repayments		Principal repayments		Outstanding
	1 July 2019	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	for the year ending 30 June
Governance								
Loan 127	215,856	0	**0**	5,990	**11,049**	33,560	**68,051**	142,746
Education and welfare								
Loan 135	479,053	0	**0**		**0**		**0**	479,053
	694,909	0	**0**	5,990	**11,049**	**33,560**	**68,051**	621,799
Self Supporting Loans								
Recreation and culture								
Loan 114	9,247	0	**0**	333	**333**	9,247	**9,247**	0
Loan 130	70,537	0	**0**	1,742	**3,212**	11,051	**22,375**	48,162
Loan 131	9,423	0	**0**	126	**211**	3,099	**6,240**	3,183
Loan 132	10,685	0	**0**	126	**211**	3,520	**7,081**	3,604
Loan 133	50,000	0	**0**	620	**1,199**	3,292	**6,626**	43,374
Loan 134		25,000						0
	149,892	25,000	**0**	2,948	**5,165**	**30,210**	**51,569**	98,323
	844,801	**25,000**	**0**	**8,938**	**16,214**	**63,769**	**119,620**	**720,122**
Cash Advance Repayment								
Recreation and culture								
Cervantes Bowling Club	6,228	0	**0**	0	**0**	2,076	**4,152**	2,076
	6,228	**0**	**0**	**0**	**0**		**4,152**	**2,076**

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.

5. NET CURRENT ASSETS

	Note	2019	2020
		$	$
Composition of estimated net current assets			
Current assets			
Cash - unrestricted		1,405,572	3,961,964
Cash - restricted reserves	8	5,830,457	5,865,722
Receivables		802,151	986,964
Inventories		31,727	33,539
		8,069,908	10,848,189
Less: current liabilities			
Trade, other payables and provisions		(1,089,161)	(509,511)
Long term borrowings		(119,620)	(57,561)
		(1,208,781)	(567,072)
Unadjusted net current assets		6,861,127	10,281,117
Adjustments			
Less: Cash - restricted reserves	8	(5,830,457)	(5,865,722)
Less: Loans recievable - clubs/institutions		(55,721)	(25,146)
Add: Provisions		594,129	335,638
Add: Right of use lease liability		0	15,559
Add: Current portion of borrowings		119,620	57,561
Adjusted net current assets - surplus/(deficit)		1,688,698	4,799,007

Reason for Adjustments
The differences between the net current assets at the end of each financial year in the rate setting statement and 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.

Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.

(Profit) on asset disposals	(397,267)	0
Loss on asset disposals	107,433	47,351
Movement in employee provisions	78,645	(258,491)
Movement in deferred rates	(10,864)	44,499
Depreciation on assets	5,757,993	3,683,539
Non cash amounts excluded from operating activities	5,535,940	3,516,899

Reason for Adjustments
The differences between the net current assets at the end of each financial year in the rate setting statement and 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 31 January 2020

6 RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	2019/2020 Budgeted rate revenue	interim rates	back rates	total revenue	2019/2020 Actual rate revenue	interim rates	back rates	total revenue
	$		$	$	$	$	$	$			$
General rate											
Gross rental valuations											
GRV - General	8.0156	1,866	31,617,964	2,534,371	0	0	2,534,371	2,534,371	(13,437)		2,520,934
Unimproved valuations											
UV - General	0.7115	590	405,363,396	2,884,162	0		2,884,162	2,884,644			2,884,644
Sub-Totals		2,456	436,981,360	5,418,533	0	0	**5,418,533**	**5,419,015**			**5,405,578**
	Minimum										
Minimum payment	$										
Gross rental valuations											
GRV - General	947	988	5,359,637	935,636	0	0	935,636	935,636			935,636
GRV - Lesser (Dandaragan & Badgingarra)	715	29	116,382	20,735	0	0	20,735	20,735			20,735
Unimproved valuations											
UV - Mining	894	79	1,439,872	70,626	0	0	70,626	68,838			68,838
UV - Lesser	715	149	11,501,900	106,535	0	0	106,535	106,535			106,535
Sub-Totals		1,245	18,417,791	1,133,532	0	0	**1,133,532**	**1,131,744**			**1,131,744**
		3,701	455,399,151	6,552,065	0	0	**6,552,065**	**6,550,759**			**6,537,322**
Discount							(235,000)				(239,050)
Total amount raised from general rates							**6,317,065**				**6,298,272**
Ex Gratia Rates							1,273				0
Total rates							**6,318,338**				**6,298,272**

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS

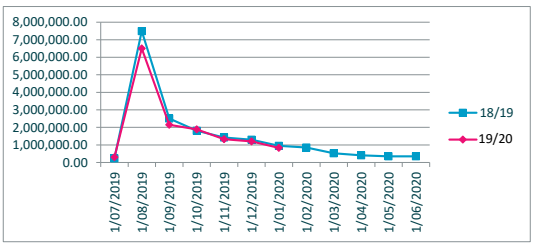
as at 31 January 2020

7 CASH, INVESTMENTS & RECEIVABLES

	Note	2019	2020
		$	$
Cash And Cash Equivalents			
Unrestricted		1,653,919	3,961,964
Restricted	8	5,821,414	5,865,722
		7,475,333	9,827,687
Receivables			
Rates outstanding		346,092	836,966
Sundry debtors		152,623	124,169
GST receivable		(0)	(0)
		498,715	961,135

Rates Outstanding

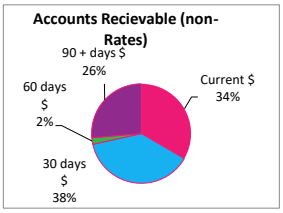
	YTD	30-Jun-19
Opening Arrears Previous Years	274,006	268,678
Levied this Year	7,762,198	7,603,240
Less Collections to date	- 7,199,238	- 7,597,912
Equals Current Outstanding	836,966	274,006
Net Rates Collectable	836,966	274,006
% Collected	89.59	96.52



Sundry Debtors

	Current $	30 days $	60 days $	90 + days $
Receivables General	41,464.19	47,356.37	2,640.00	32,708.31
Total Receivables General Outstanding				124,168.87

Amounts shown above include GST (where applicable)



NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 January 2020

8 CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	Opening Balance	Budget Transfer to	Transfer (from)	In Use Adjustment	Closing Balance
	$	$	$		$
Plant Reserve	251,356	1,514			252,870
Building Renewal Reserve	972,206	6,054			978,260
Rubbish Reserve	475,777	2,839			478,615
Community Centre Reserve	377,220	1,983			379,203
Television Services Reserve	96,565	576			97,142
Information Technology Reserve Reserve	56,339	336			56,675
Caravan Park Reserve	391,478	2,336			393,813
Land Development Reserve	69,821	417			70,237
Parking Requirements (Lot 1154 Sandpiper Street) Reserve	11,270	67			11,337
Parks and Recreation Grounds Development (Seagate) Reserve	371,813	2,218			374,032
Sport and Recreation Reserve	326,824	1,950			328,774
Landscaping Reserve	2,615	16			2,631
Aerodrome Reserve	120,886	721			121,608
Public Open Space Renewal Reserve	460,099	2,747		477	463,324
Infrastructure Renewal Reserve	802,327	4,783			807,111
Public Open Space Construction Reserve	111,561	666			112,226
Infrastructure Construction Reserve	0				0
Building Construction Reserve	114,808	685			115,493
Leave Reserve	257,105	1,537			258,642
Economic Development Initiatives Reserve	506,771	3,024			509,795
Turquoise Way Path Reserve	51,150	305			51,455
Cash in lieu of landscaping – Lot 1146 Sandpiper Street Reserve	2,465	15			2,480
Cash in lieu of Public Open Space – Lot 9000 Valencia Road Reserve	0	477		(477)	0
	5,830,457	**35,265**	**0**	**0**	**5,865,722**

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	Balance	Movements		Balance as at 31 January 2020
	30-Jun-19	Inwards	Outwards	
	$	$		$
Cash In Lieu POS - L9000 Valencia	200,277			200,277
	200,277	**0**	**0**	**200,277**

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 January 2020

10 BUDGET AMMENDMENTS

Description	Council Resolution	Schedule	Classification	Non-Cash Adjustment	Increase in cash available	Decrease in cash available	Amended Budget Running Balance
Budget Adoption						Opening Surplus	62,486
Permanent Changes							
				0	0	0	0

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 January 2020

11 GRANTS & CONTRIBUTIONS

Program / Details	Grant Provider	In Advance payments	Budget 2019/20	2019 / 20 Budget Amendments	Received	Recoup Status Expenditure	Not Received
				$	$	$	
Operating							
Rate Revenue							
Other General Purpose Income							
Grants Commission - General	WALGGS		354,033		167,801		186232.50
Grants Commission - Roads	WALGGS		391,562		276,448		115114.50
Fire Prevention							
Bushfire risk management Planning Program Yr2	DFES	172,931	171,213				-1718.00
Bushfire risk management Planning Program Yr1	DFES	-	28,382		- 28,903		521.22
ESL Operating Grant	FESA		46,844		40,469		6374.70
Other Welfare							
Spray the Grey Grant Estimate	Healthway		15,000				15000.00
Streets Roads Bridges Depots Maint							
MRWA Direct Grant	MRWA		210,870		210,870		0.00
Street Light Subsidy			3,300				3300.00
Airfields							
Jurien Bay Airport Masterplan			12,393				12393.00
Tourism							
DET Apprenticeship Grant - Atherton				1,500	1,500		
		172,931	**1,176,833**	**1,500**	**668,184**		**337,218**
Non-Operating							
Swimming Areas and Beaches							
Beach Numbering Project	DLGSC						0.00
Other Recreation and Sport							
Fauntleroy Park- Solar Lights	Safer Communities		4,787		4,787		0.00
Coastal Nodes Project	Shire of Irwin						0.00
Hertitage							
LotteryWest N/Head heritage grant			22,410				22410.00
Streets Roads Bridges Depots Maint							
Regional Road Group RRG	RRG		607,782		263,084	526,651	344698.00
Commodity Route Funding	SCR		412,600		165,040		247560.00
SBS Grant	SBS		424,586		169,834	159,802	254752.00
DoT Dual Use Path	DoT		82,500		57,750	60,000	24750.00
WALGGC - Special Projects	WALGGS			694,000	197,000		497000.00
RTR Grant	RTR		554,113		235,113	58,195	319000.00
			2,108,778	**694,000**	**1,092,608**	**804,648**	**1710170.00**
		172,931	**3,285,611**	**695,500**	**1,760,792**	**804,648**	**2,047,387.92**

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 31 January 2020

12 VARIANCES

Repoting Program	Var $	Var %	Var	Timing / Permanent	Explanation of Variance
Operating Revenue					
Governance	(12)	100%	▼		
General Purpose Funding	(36,380)	94%	▼	Permanent	Grant funding higher than budgeted - will be adjusted at budget review
Law, Order & Public Safety	10,953	103%	▲		
Health	20,396	663%	▲	Permanent	Income from Health Services to other Shires
Education and Welfare	0	100%	▲		
Community Ammenities	26,193	102%	▲		
Recreation and Culture	21,492	109%	▲		
Transport	(9,746)	96%	▼		
Economic Services	707	100%	▲		
Other Property and Services	5,437	106%	▲		
Operating Expenses					
Governance	25,381	93%	▲		
General Purpose Funding	(7,571)	108%	▼		
Law, Order & Public Safety	49,860	94%	▲		
Health	(3,844)	102%	▼		
Education and Welfare	(1,305)	102%	▼		
Community Ammenities	4,204	100%	▲		
Recreation and Culture	201,924	90%	▲		
Transport	(229,371)	107%	▼		
Economic Services	35,254	92%	▲		
Other Property and Services	(490,302)	596%	▼	Permanent Timing	Non-Cash - Depreciation due to revaluation will be adjusted at Budget Review Internal allocations disbursement

Attachment: 9.1.3

SHIRE

of

DANDARAGAN

MINUTES

for

AUDIT COMMITTEE MEETING

held

COUNCIL CHAMBER, JURIEN BAY

on

MONDAY 24 FEBRUARY 2020

COMMENCING AT 10.14AM

MINUTES OF AUDIT COMMITTEE MEETING HELD MONDAY 24 FEBRUARY 2020

1. DECLARATION OF OPENING

The Chief Executive Officer, Mr Brent Bailey declared the meeting open at 9.45am and welcomed those present.

2. RECORD OF ATTENDANCE / APOLOGIES LEAVE OF ABSENCE

Members
Councillor L Holmes Chair)
Councillor A Eyre
Councillor R Shanhun

Staff
Mr B Bailey (Chief Executive Officer)
Mr S Clayton (Executive Manager Corporate & Community Services)

Apologies
Councillor D Slyns

Leave of Absence

Observer

3. CONFIRMATION OF MINUTES

3.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 28 NOVEMBER 2019

AUDIT COMMITTEE DECISION
Moved Cr Eyre, seconded Cr Shanhun
That the Minutes of the Audit Committee Meeting held 28 November 2019 be confirmed.

CARRIED 3 / 0

4. MATTERS FOR DISCUSSION

4.1 STATUTORY COMPLIANCE AUDIT RETURN 2019

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Corporate Management / Audit / Internal
Disclosure of Interest:	None
Date:	14 February 2020
Author:	Julie Rouse, Executive Secretary

PROPOSAL

That it be recommended to the Audit Committee that the Compliance Audit Return for the period 1 January 2019 to 31 December 2019 be adopted.

BACKGROUND

Local governments in Western Australia are required to complete, on an annual basis, a Compliance Audit Return (CAR). The Return is a self-assessment of compliance with Local Government (Audit) Regulation 13 and covers compliance in the areas of Caravans and Camping, Cemeteries, Commercial Enterprises, Delegations, Disclosure of Interest, Disposal of Property, Elections, Executive Functions, Finance, Local Government Employees, Grants Commission, Local Laws, Meeting Process, Miscellaneous Provisions, Official Conduct, Swimming Pools and Tenders.

In December 2011, Mr Castrilli announced a reduction of 20 per cent to the size of the CAR with a further 70 per cent reduction in 2012, meaning local governments will deal with eight, not 27 pages.

The remaining questions relate to areas of compliance considered high risk, such as:

- financial interest disclosures;
- procurement and tendering;
- delegation and use of delegated power; and
- the recruitment and appointment of the Chief Executive Officer.

After the Compliance Audit Return has been reviewed by the Audit Committee and a report presented to Council, a certified copy of the return along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit is to be submitted to the Director General of the Department of Local Government and Communities by **31 March 2020.**

COMMENT

For the period 1 January 2019 to 31 December 2019 the CAR demonstrates that the Shire has achieved the required level of compliance except in one instance relating to financial interest disclosures whereby one Shire employee's Annual Return was not received within the required timeframe as requested by the Executive Secretary due to them not completing their Annual Return being taking annual leave. This annual return was received directly upon

the employee's return to work. This non-compliance has been noted within the CAR.

CONSULTATION
- Chief Executive Officer
- Executive Manager Corporate and Community Services
- Executive Secretary

STATUTORY ENVIRONMENT

The contents of the Compliance Audit Return relates to *Section 14.3A* of the *Local Government (Audit) Regulations 1996* whereby the local government's audit committee is to review the compliance audit return and is to report to the council the results of that review.

POLICY IMPLICATIONS
There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS
There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS
Not applicable

ATTACHMENTS
Circulated with the agenda is the following item relevant to this report:
- Compliance Audit Return 2019 (Doc Id: 148603)

(Marked 4.1)

VOTING REQUIREMENT
Simple majority

OFFICER RECOMMENDATION / AUDIT COMMITTEE DECISION
Moved Cr Shanhun, seconded Cr Eyre
That it be recommended to the Audit Committee that the Compliance Audit Return as per attached (Doc Id: 148603) for the period 1 January 2019 to 31 December 2019 be adopted.

CARRIED 3 / 0

4.2 BUDGET REVIEW 2019/2020

Location:	Shire of Dandaragan
Applicant:	N / A
Folder ID:	Business Classification Scheme / Financial Management / Financial Reporting
Disclosure of Interest:	None
Date:	19 February 2020
Author:	Scott Clayton, Executive Manager Corporate and Community Services

PROPOSAL

To recommend to Council that the budget review for the 2019/2020 financial year based on the financial statements from 1 July 2019 to 31 December 2019 be adopted.

BACKGROUND

As part of the amendments to the Financial Management Regulations (1996), Regulation 33A - Review of budget has been inserted.

"This requires;

1. *between 1 January and 31 March in each year, local government is to carry out a review of it's annual budget for that year;*
2. *it is to be submitted to council within 30 days of the review;*
3. *Council is to consider the review and determine whether or not to adopt the review, any parts of the review or any recommendations made in the review; and*
4. *a copy of the review and determination is to be then forwarded to the Department within 30 days."*

COMMENT

Staff have reviewed the 2019/2020 budget to identify any significant variances. The financial statements to the 31 December 2019 have been used as the basis for the review, however, where a variance has occurred and is known prior to the completion of the staff component of the review on 19 February 2020, these have been accounted for.

Attached is a detailed summary of the identified variances, the Rates Setting Statement and other statements showing the effect of these variances.

Historically, where budgeted projects have not begun and are unlikely to begin prior to 30 June, they have not been considered during the budget review process and have generally been left to carryover into the next financial year budget.

For 2019/2020 the budget review has considered the completability of projects and where it is determined that a project will not be completed within this financial year it has been removed.

This has resulted in a revised surplus of $531,039. By removing projects that will not be completed now, Council can consider repurposing this money to bring forward projects that can inject cash into the local economy in the current tight economic conditions.
Any projects that have been deleted can be re-considered in the 2020/2021 budget deliberations.

The officer's recommendation below is the basic recommendation to adopt the budget review with a surplus of $531,039, however, the committee is encouraged to propose an additional recommendation to Council on projects that can brought forward to spend the surplus by 30 June 2020.

Officers have discussed possible project with estimated costs and they are listed below;

950m Turquoise Way path replacement	$180,000
Extend the Jurien Irrigation project to oval tanks	$30,000 - $50,000
Culvert maintenance	$85,000
Contribution to Hill River pedestrian bridge	$TBA
Replacement of toilet at Sandy Cape	$80,000

CONSULTATION
- Chief Executive Officer
- Executive Manager Infrastructure
- Executive Manager Development Services

STATUTORY ENVIRONMENT
- Regulation 33A and 34 of the Local Government Financial Management Regulations (1996)

POLICY IMPLICATIONS
There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS
The adoption of this budget review will amend the budget with an overall recognition of a surplus of $531,039.

STRATEGIC IMPLICATIONS
There are no direct strategic implications relevant to this item, however, legislative compliance, strong financial controls and good governance are core functions of Local Government.

Consideration of projects to be brought forward should consider their alignment with the goals contained in the Community Strategic Plan and/or projects already identified in the Corporate Business Plan.

ATTACHMENTS
Circulated with the agenda is the following item relevant to this report:
- Budget Review identifying variances and statements for the period ending 30 June 2019 (Doc Id: 149909)

(Marked 4.2

VOTING REQUIREMENT
Simple Majority

OFFICER RECOMMENDATION / AUDIT COMMITTEE DECISION

Moved Cr Eyre, seconded Cr Shanhun

To recommend to Council that the budget review, as presented with a surplus of $531,039, be adopted, with the following variances being formally adopted as budget amendments;

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
14120	Grants Commission	Actual General Purpose grant less than budgeted	$ 18,432.00
14130	Local Roads	Actual Local Roads grant higher than budgeted	$ (161,333.00)
15125	WALGGC - Special Projects Grant	WALGGC Special projects grant - Munbinea bridge	$ (394,000.00)
66500	Infrastructure - Other	Upgrade to Munbinea Bridge	$ 394,000.00
27250	Printing and Stationery	Increase costs of external rates notice printing	$ (6,900.00)
20290	Staff Housing Rent	Staff housing rental adjustment	$ (1,600.00)
26550	Staff Housing	Staff housing rental adjustment	$ 1,600.00
20305	Photocopying and Laminating	Higher costs than estimated	$ (600.00)
11129	General ESL	ESL raised more than budgeted	$ (8,074.00)
38255	ESL Remittance	ESL raised more than budgeted	$ 8,074.00
20290	Staff Housing Rent	Remove staff housing Salary Sacrifice	$ (15,600.00)
26550	Staff Housing	Remove staff housing Salary Sacrifice	$ 15,600.00
20650	Development Application Fees	Increase income, large development fee paid	$ (70,000.00)
13190	Insurance	Pontoon insurance claim	$ (13,968.18)
28885	Insurance Claims	Pontoon insurance claim	$ 14,468.00
38250	Contributions and Donations	JB Golf Irrigation in budget twice	$ (32,500.00)
28715	Recreation Plan	Men's Shed capital works grant	$ 20,000.00
51218	Sport and Recreation Reserve	Men's Shed capital works grant	$ (20,000.00)
96200	Transfers From Reserve Funds	Men's Shed capital works grant	$ (20,000.00)
95300	Retained Earnings - Net Movement in Reserves	Men's Shed capital works grant	$ 20,000.00
27055	Consultancy	Move Skate Park consultancy to Youth Serv c/o.	$ (14,230.00)
28704	Youth Services	Move Skate Park consultancy to Youth Serv c/o.	$ 14,230.00
13180	Other Reimbursements	Reimbursement for Enviro Health Officer Services	$ (17,500.00)
58406	SSL 134 JB	New Current SSL 134 Men's Shed	$ 1,710.37

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
	Community Men's Shed -		
69406	SSL 134 JB Community Men's Shed Inc	New Non Current SSL 134 Men's Shed	$ 23,289.63
74200	Self Supporting Loans Current	Payment Current SSL 134 Men's Shed	$ (1,710.37)
82200	Self Supporting Loans Non Current	Payment Non Current SSL 134 Men's Shed	$ (23,289.63)
20160	Building Licences	Increase income for building licences	$ (8,000.00)
65100	Leases	Lease Easifleet	$ 23,510.49
65100	Leases	Lease Ricoh Finance	$ 70,136.89
65100	Leases	Lease Waterlogic Civic Centre	$ 17,371.69
65100	Leases	Lease Waterlogic Depots	$ 15,147.44
65100	Leases	Lease Waterlogic JB Admin	$ 7,320.32
76100	Lease Liability Current	Lease Liability Current - Easifleet	$ (13,358.42)
76100	Lease Liability Current	Lease Liability Current - Lease Ricoh Finance	$ (13,659.18)
76100	Lease Liability Current	Lease Liability Current - Waterlogic Civic Centre	$ (7,116.27)
76100	Lease Liability Current	Lease Liability Current - Waterlogic Depots	$ (6,205.11)
76100	Lease Liability Current	Lease Liability Current - Waterlogic JB Admin	$ (2,998.75)
83100	Lease Liability Non Current	Lease Liability Non Current - Lease Easifleet	$ (10,152.07)
83100	Lease Liability Non Current	Lease Liability Non Current - Lease Ricoh Finance	$ (56,477.71)
83100	Lease Liability Non Current	Lease Liability Non Current - Waterlogic Civic Centre	$ (10,255.42)
83100	Lease Liability Non Current	Lease Liability Non Current - Waterlogic Depots	$ (8,942.33)
83100	Lease Liability Non Current	Lease Liability Non Current - Waterlogic JB Admin	$ (4,321.57)
32401	Depreciation on Right of Use Asset	Depreciation of ROU Asset - Lease Easifleet	$ 13,359.20
32401	Depreciation on Right of Use Asset	Depreciation of ROU Asset - Lease Ricoh Finance	$ 13,659.00
32401	Depreciation on Right of Use Asset	Dep'n of ROU Asset - Lease Waterlogic Civic Centre	$ 7,116.00
32401	Depreciation on Right of Use Asset	Dep'n of ROU Asset - Lease Waterlogic Depots	$ 6,205.11
32401	Depreciation on Right of Use Asset	Dep'n of ROU Asset - Lease Waterlogic JB Admin	$ 2,998.75
65199	Less Accumulated	Accumulated Depreciation - Lease	$ (13,359.20)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
	Depreciation	Easifleet	
65199	Less Accumulated Depreciation	Accumulated Depreciation - Lease Ricoh Finance	$ (13,659.00)
65199	Less Accumulated Depreciation	Acc Depreciation - Lease Waterlogic Civic Centre	$ (7,116.00)
65199	Less Accumulated Depreciation	Acc Depreciation - Lease Waterlogic Depots	$ (6,205.11)
65199	Less Accumulated Depreciation	Acc Depreciation - Lease Waterlogic JB Admin	$ (2,998.75)
28815	Lease Repayments	Reverse Waterlogic expense - Civic Cnt	$ (7,404.00)
28815	Lease Repayments	Reverse Waterlogic expense - Admin	$ (3,120.00)
28815	Lease Repayments	Reverse Waterlogic expense - Depot	$ (6,456.00)
28815	Lease Repayments	Reverse Ricoh photocopier expense	$ (17,000.00)
28815	Lease Repayments	Reverse Easifleet expense	$ (15,600.00)
76100	Lease Liability Current	Lease Liability Current - Waterlogic Civic Centre	$ 7,116.00
76100	Lease Liability Current	Lease Liability Current - Waterlogic JB Admin	$ 2,999.00
76100	Lease Liability Current	Lease Liability Current - Waterlogic Depots	$ 6,205.00
35110	Interest on Leases	Interest on leases	$ 659.87
76100	Lease Liability Current	Lease Liability Current - Ricoh Photocopiers	$ 13,659.18
35110	Interest on Leases	Interest on leases	$ 932.82
76100	Lease Liability Current	Lease Liability Current - Easifleet	$ 13,358.42
35110	Interest on Leases	Interest on leases	$ 357.70
62100	Buildings & Improvements	Completed last financial year-Corunna Toilet Renovations	$ (11,000.00)
62100	Buildings & Improvements	Completed last fin year-Cervantes Transfer Station roller door	$ (27,000.00)
62100	Buildings & Improvements	Completed last fin yr - Civic Centre fire pump shed	$ (4,270.00)
62100	Buildings & Improvements	Remove FRC Painting	$ (6,270.00)
62100	Buildings & Improvements	Remove Admin Centre Painting	$ (5,000.00)
13180	Other Reimbursements	Cease CESC agreement with DFES	$ 39,204.76
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (21,033.89)
26110	Salaries	Remove Cockleshell Gully resheet	$ 21,033.89
66100	Infrastructure -	Remove Cockleshell Gully resheet	$ (18,930.50)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
	Roads		
40400	Public Works Overheads Expense	Remove Cockleshell Gully resheet	$ 18,930.50
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (27,250.00)
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (24,033.59)
40600	Internal Plant Hire Expense	Remove Cockleshell Gully resheet	$ 24,033.59
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (15,261.09)
40700	Internal Plant Hire Depreciation Expense	Remove Cockleshell Gully resheet	$ 15,261.09
66100	Infrastructure - Roads	Remove Cockleshell Gully resheet	$ (14,879.68)
26110	Salaries	Remove Sandy Cape Road	$ 14,879.68
66100	Infrastructure - Roads	Remove Sandy Cape Road	$ (13,391.71)
40400	Public Works Overheads Expense	Remove Sandy Cape Road	$ 13,391.71
66100	Infrastructure - Roads	Remove Sandy Cape Road	$ (80,800.00)
66100	Infrastructure - Roads	Remove Sandy Cape Road	$ (21,947.76)
40600	Internal Plant Hire Expense	Remove Sandy Cape Road	$ 21,947.76
66100	Infrastructure - Roads	Remove Sandy Cape Road	$ (13,764.52)
40700	Internal Plant Hire Depreciation Expense	Remove Sandy Cape Road	$ 13,764.52
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (4,708.99)
26110	Salaries	Remove Cooljarloo Road	$ 4,708.99
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (4,238.09)
40400	Public Works Overheads Expense	Remove Cooljarloo Road	$ 4,238.09
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (6,000.00)
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (7,066.27)
40600	Internal Plant Hire Expense	Remove Cooljarloo Road	$ 7,066.27
66100	Infrastructure - Roads	Remove Cooljarloo Road	$ (4,507.91)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
40700	Internal Plant Hire Depreciation Expense	Remove Cooljarloo Road	$ 4,507.91
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (4,708.99)
26110	Salaries	Remove Fred Weston Road	$ 4,708.99
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (4,238.09)
40400	Public Works Overheads Expense	Remove Fred Weston Road	$ 4,238.09
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (6,000.00)
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (7,066.27)
40600	Internal Plant Hire Expense	Remove Fred Weston Road	$ 7,066.27
66100	Infrastructure - Roads	Remove Fred Weston Road	$ (4,507.91)
40700	Internal Plant Hire Depreciation Expense	Remove Fred Weston Road	$ 4,507.91
66100	Infrastructure - Roads	Remove Tree box Solution	$ (30,000.00)
28545	Materials and Contracts (ALL)	Reduce Jurien Bay Oval	$ (28,000.00)
28545	Materials and Contracts (ALL)	Reduce Dandaragan Oval	$ (10,000.00)
28545	Materials and Contracts (ALL)	Reduce Cervantes Oval	$ (7,000.00)
28545	Materials and Contracts (ALL)	Reduce Jurien Bay Cemetery	$ (22,000.00)
28545	Materials and Contracts (ALL)	Reduce Jurien Bay foreshore amenities	$ (8,000.00)
28545	Materials and Contracts (ALL)	Reduce Street planting	$ (10,000.00)
28545	Materials and Contracts (ALL)	Reduce Gravel pits	$ (12,500.00)
28545	Materials and Contracts (ALL)	Reduce Footpath installations	$ (32,250.00)
28740	Fire Control	Remove provision for aerial firebreak inspection	$ (3,979.00)
28775	Advertising and Promotions	Increase Advertising & Promotions budget	$ 5,000.00
28761	Pound Operating Costs	Increase pound costs	$ 1,000.00
21031	Other Infringements	Increase infringements - path fines	$ 7,000.00
58406	SSL 134 JB	10/06/19 SSL reim / Men's Shed -	$ (1,710.37)

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
	Community Men's Shed -	Loan 134	
58406	SSL 134 JB Community Men's Shed -	10/12/20 SSL reim / Men's Shed - Loan 134	$ 1,721.66
58406	SSL 134 JB Community Men's Shed -	10/06/21 SSL reim / Men's Shed - Loan 134	$ 1,733.02
69406	SSL 134 JB Community Men's Shed Inc	10/12/20 SSL reim / Men's Shed - Loan 134	$ (1,721.66)
69406	SSL 134 JB Community Men's Shed Inc	10/06/21 SSL reim / Men's Shed - Loan 134	$ (1,733.02)
74200	Self Supporting Loans Current	10/06/19 Repay /Men's Shed - Loan 134	$ 1,710.37
74200	Self Supporting Loans Current	10/12/20 Repay /Men's Shed - Loan 134	$ (1,721.66)
74200	Self Supporting Loans Current	10/06/21 Repay /Men's Shed - Loan 134	$ (1,733.02)
82200	Self Supporting Loans Non Current	10/12/20 Repay /Men's Shed - Loan 134	$ 1,721.66
82200	Self Supporting Loans Non Current	10/06/21 Repay /Men's Shed - Loan 134	$ 1,733.02
17180	Interest - Self Supporting Loans	Men's Shed Loan 134	$ (165.00)
35100	Interest on Loans	Men's Shed Loan 134	$ 165.00
64100	Plant & Equipment	No longer disposing of PTT008 - Dolly	$ 6,000.00
64199	Less Accumulated Depreciation	No longer disposing of PTT008 - Dolly	$ (3,900.00)
18500	Profit on Sale of Plant & Equipment	No longer disposing of PTT008 - Dolly	$ 400.00
64100	Plant & Equipment	Variance in purchase price of Dolly	$ (6,975.00)
64100	Plant & Equipment	PCR010 - 2012 Bomag Smooth Drum Roller - DN038	$ (70,000.00)
64199	Less Accumulated Depreciation	PCR010 - 2012 Bomag Smooth Drum Roller - DN039	$ 60,767.00
33200	Loss on Sale of Plant & Equipment	PCR010 - 2012 Bomag Smooth Drum Roller - DN042	$ 14,233.00
64100	Plant & Equipment	Variance purchase price of new Smooth Drum Roller	$ (14,876.37)
64100	Plant & Equipment	PTC019 - Honda TRX420TM Motor Bike	$ (6,500.00)
64199	Less Accumulated Depreciation	PTC019 - Honda TRX420TM Motor Bike	$ 4,413.00
18500	Profit on Sale of	PTC019 - Honda TRX420TM Motor	$ 587.00

G/L ACCOUNT NO.	GENERAL LEDGER ACCOUNT NAME	DESCRIPTION	AMOUNT DR/(CR)
	Plant & Equipment	Bike	
33200	Loss on Sale of Plant & Equipment	PTC019 - Honda TRX420TM Motor Bike	$ 1,727.27
64100	Plant & Equipment	Variance in purchase price of new Honda motorbike	$ 413.64
64100	Plant & Equipment	PLV223 - Holden Caprice Sedan	$ (45,000.00)
64199	Less Accumulated Depreciation	PLV223 - Holden Caprice Sedan	$ 37,012.00
33200	Loss on Sale of Plant & Equipment	PLV223 - Holden Caprice Sedan	$ 9,988.00
64100	Plant & Equipment	Variance in purchase price of new Corolla	$ (2,409.41)
64100	Plant & Equipment	Variance in purchase price of 6 Wheel tipper	$ (8,156.21)
64100	Plant & Equipment	Variance in purchase price of post hole borer	$ (169.00)
28888	Expensed Minor Assets (below cap threshold)	Variance in purchase price of alcohol testers	$ (1,044.00)
28888	Expensed Minor Assets (below cap threshold)	Variance in purchase price of guide post rammer	$ 110.00
64100	Plant & Equipment	Variance in purchase price of water tank unit	$ (1,181.82)
64100	Plant & Equipment	Variance on purchase price of slasher deck	$ (700.00)
28888	Expensed Minor Assets (below cap threshold)	Variance in purchase price of traffic counters	$ 7.00
64100	Plant & Equipment	Variance in purchase price of hoist	$ (963.64)
64199	Less Accumulated Depreciation	Fair Revaluation (non cash)	$ (497,256.00)
64100	Depreciation on Plant & Equipment	Fair Revaluation (non cash)	$ 497,256.00

CARRIED 3 / 0

OFFICER RECOMMENDATION / AUDIT COMMITTEE DECISION

Moved Cr Eyre, seconded Cr Shanhun

That the committee recommend to Council that they adopt a budget amendment to add the following projects to the 2019/20 budget;

- **$180,000 to Turquoise Way path replacement**
- **$50,000 to extension of Jurien Bay irrigation project to Jurien Bay Oval tanks**
- **$85,000 to culvert maintenance**

- **$80,000 to replacement of toilet at Sandy Cape**

CARRIED 3 / 0

5 CLOSURE OF MEETING

The Presiding Member declared the Meeting closed at 10.34am.

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

Signed……

Presiding Person at the Meeting at which the Minutes were confirmed

Date……

Attachment: 9.1.4

Budget Review

for the period ended

30 June 2020

Budget Review
Budget Amendments

GENERAL LEDGER ACCOUNT NAME	SCHEDULE	DESCRIPTION	SOURCE	AMOUNT DR/(CR)	AMENDED (SURPLUS) / DEFICIT
					0
					62,486
					62,486
Grants Commission	Other General Purpose Income	Actual General Purpose grant less than budgeted		18,432	80,918
Local Roads	Other General Purpose Income	Acutal Local Roads grant higher than budgeted		(161,333)	(80,415)
WALGGC - Special Projects Grant	Streets Roads Bridges Depots Maint	WALGGC Special projects grant - munbinea bridge		(394,000)	(474,415)
Infrastructure - Other	Streets Roads Bridges Depots Maint	Upgrade to Munbinea Bridge		394,000	(80,415)
Printing and Stationery	Other General Purpose Income	Increase costs of external rates notice printing		6,900	(73,515)
Staff Housing Rent	Other Governance	Staff housing rental adjustment		1,600	(71,915)
Staff Housing	Other Governance	Staff housing rental adjustment		(1,600)	(73,515)
Photocopying and Laminating	Other Governance	Higher costs than estimated		(600)	(74,115)
General ESL	Fire Prevention	ESL raised more than budgeted		(8,074)	(82,189)
ESL Remittance	Fire Prevention	ESL raised more than budgeted		8,074	(74,115)
Staff Housing Rent	Other Law Order Public Safety	Remove staff housing Salary Sacrifice		15,600	(58,515)
Staff Housing	Other Law Order Public Safety	Remove staff housing Salary Sacrifice		(15,600)	(74,115)
Development Application Fees	Town Planning	Increase income, large development fee paid		(70,000)	(144,115)
Insurance	Other Recreation and Sport	Pontoon insurance claim		(13,968)	(158,083)
Insurance Claims	Other Recreation and Sport	Pontoon insurance claim		14,468	(143,615)
Contributions and Donations	Other Recreation and Sport	JB Golf Irrigation in budget twice		(32,500)	(176,115)
Recreation Plan	Other Recreation and Sport	Mens Shed capital works grant	20190627 9.1.3	20,000	(156,115)
Sport and Recreation Reserve		Mens Shed capital works grant	20190627 9.1.3	(20,000)	(176,115)
Transfers From Reserve Funds		Mens Shed capital works grant	20190627 9.1.3	(20,000)	(196,115)
Retained Earnings - Net Movement in Reserves		Mens Shed capital works grant	20190627 9.1.3	20,000	(176,115)
Consultancy	Other Welfare	Move Skate Park consultancy to Youth Serv c/o.		(14,230)	(190,345)
Youth Services	Other Welfare	Move Skate Park consultancy to Youth Serv c/o.		14,230	(176,115)
Other Reimbursements	Other Health	Reimbursement for Enviro Health Officer Services		(17,500)	(193,615)
SSL 134 JB Community Mens Shed -	Unclassified	New Current SSL 134 Mens Shed	20190627 9.1.3	1,710	(191,904)
SSL 134 JB Community Mens Shed Inc	Unclassified	New Non Current SSL 134 Mens Shed	20190627 9.1.3	23,290	(168,615)
Self Supporting Loans Current	Unclassified	Payment Current SSL 134 Mens Shed	20190627 9.1.3	(1,710)	(170,325)
Self Supporting Loans Non Current	Unclassified	Payment Non Current SSL 134 Mens Shed	20190627 9.1.3	(23,290)	(193,615)
Building Licences	Building Control	Increase income for building licences		(8,000)	(201,615)
Leases	Other Law Order Public Safety	Lease Easifleet	AASB16 - Leases	23,510	(178,104)
Leases	Other Governance	Lease Ricoh Finance	AASB16 - Leases	70,137	(107,967)
Leases	Public Halls and Civic Centres	Lease Waterlogic Civic Centre	AASB16 - Leases	17,372	(90,596)
Leases	Streets Roads Bridges Depots Maint	Lease Waterlogic Depots	AASB16 - Leases	15,147	(75,448)
Leases	Other Governance	Lease Waterlogic JB Admin	AASB16 - Leases	7,320	(68,128)
Lease Liability Current	Other Law Order Public Safety	Lease Liability Current - Easifleet	AASB16 - Leases	(13,358)	(81,486)
Lease Liability Current	Other Governance	Lease Liability Current - Lease Ricoh Finance	AASB16 - Leases	(13,659)	(95,146)

GENERAL LEDGER ACCOUNT NAME	SCHEDULE	DESCRIPTION	SOURCE	AMOUNT DR/(CR)	AMENDED (SURPLUS) / DEFICIT
Lease Liability Current	Public Halls and Civic Centres	Lease Liability Current - Waterlogic Civic Centre	AASB16 - Leases	(7,116)	(102,262)
Lease Liability Current	Streets Roads Bridges Depots Maint	Lease Liability Current - Waterlogic Depots	AASB16 - Leases	(6,205)	(108,467)
Lease Liability Current	Other Governance	Lease Liability Current - Waterlogic JB Admin	AASB16 - Leases	(2,999)	(111,466)
Lease Liability Non Current	Other Law Order Public Safety	Lease Liability Non Current - Lease Easifleet	AASB16 - Leases	(10,152)	(121,618)
Lease Liability Non Current	Other Governance	Lease Liability Non Current - Lease Ricoh Finance	AASB16 - Leases	(56,478)	(178,096)
Lease Liability Non Current	Public Halls and Civic Centres	Lease Liability NonCurrent-Waterlogic Civic Centre	AASB16 - Leases	(10,255)	(188,351)
Lease Liability Non Current	Streets Roads Bridges Depots Maint	Lease Liability Non Current - Waterlogic Depots	AASB16 - Leases	(8,942)	(197,293)
Lease Liability Non Current	Other Governance	Lease Liability Non Current - Waterlogic JB Admin	AASB16 - Leases	(4,322)	(201,615)
Depreciation on Right of Use Asset	Other Law Order Public Safety	Depreciation of ROU Asset - Lease Easifleet	AASB16 - Leases	13,359	(188,256)
Depreciation on Right of Use Asset	Other Governance	Depreciation of ROU Asset - Lease Ricoh Finance	AASB16 - Leases	13,659	(174,597)
Depreciation on Right of Use Asset	Public Halls and Civic Centres	Depn of ROU Asset - Lease Waterlogic Civic Centre	AASB16 - Leases	7,116	(167,481)
Depreciation on Right of Use Asset	Streets Roads Bridges Depots Maint	Depn of ROU Asset - Lease Waterlogic Depots	AASB16 - Leases	6,205	(161,276)
Depreciation on Right of Use Asset	Other Governance	Depn of ROU Asset - Lease Waterlogic JB Admin	AASB16 - Leases	2,999	(158,277)
Less Accumulated Depreciation	Other Law Order Public Safety	Accumulated Depreciation - Lease Easifleet	AASB16 - Leases	(13,359)	(171,636)
Less Accumulated Depreciation	Other Governance	Accumulated Depreciation - Lease Ricoh Finance	AASB16 - Leases	(13,659)	(185,295)
Less Accumulated Depreciation	Public Halls and Civic Centres	Acc Depreciation - Lease Waterlogic Civic Centre	AASB16 - Leases	(7,116)	(192,411)
Less Accumulated Depreciation	Streets Roads Bridges Depots Maint	Acc Depreciation - Lease Waterlogic Depots	AASB16 - Leases	(6,205)	(198,616)
Less Accumulated Depreciation	Other Governance	Acc Depreciation - Lease Waterlogic JB Admin	AASB16 - Leases	(2,999)	(201,615)
Lease Repayments	Public Halls and Civic Centres	Reverse Waterlogic expense - Civic Cnt	AASB16 - Leases	(7,404)	(209,019)
Lease Repayments	Other Governance	Reverse Waterlogic expense - Admin	AASB16 - Leases	(3,120)	(212,139)
Lease Repayments	Streets Roads Bridges Depots Maint	Reverse Waterlogic expense - Depot	AASB16 - Leases	(6,456)	(218,595)
Lease Repayments	Other Governance	Reverse Ricoh photocopier expense	AASB16 - Leases	(17,000)	(235,595)
Lease Repayments	Other Law Order Public Safety	Reverse Easifleet expense	AASB16 - Leases	(15,600)	(251,195)
Lease Liability Current	Public Halls and Civic Centres	Lease Liability Current - Waterlogic Civic Centre	AASB16 - Leases	7,116	(244,079)
Lease Liability Current	Other Governance	Lease Liability Current - Waterlogic JB Admin	AASB16 - Leases	2,999	(241,080)
Lease Liability Current	Streets Roads Bridges Depots Maint	Lease Liability Current - Waterlogic Depots	AASB16 - Leases	6,205	(234,875)
Interest on Leases	Public Halls and Civic Centres	Interest on leases	AASB16 - Leases	660	(234,215)
Lease Liability Current	Other Governance	Lease Liability Current - Ricoh Photocopiers	AASB16 - Leases	13,659	(220,556)
Interest on Leases	Other Governance	Interest on leases	AASB16 - Leases	933	(219,623)
Lease Liability Current	Other Law Order Public Safety	Lease Liability Current - Easifleet	AASB16 - Leases	13,358	(206,265)
Interest on Leases	Other Law Order Public Safety	Interest on leases	AASB16 - Leases	358	(205,907)
Buildings & Improvements	Other Community Amenities	Completed last financial year-Corunna Toilet Renovations		(11,000)	(216,907)
Buildings & Improvements	Waste Management - Household	Completed last fin year-Cervantes Transfer Station roller door		(27,000)	(243,907)
Buildings & Improvements	Public Halls and Civic Centres	Completed last fin yr - Civic Centre fire pump shed		(4,270)	(248,177)
Buildings & Improvements	Other Community Amenities	Remove FRC Painting		(6,270)	(254,447)
Buildings & Improvements	Other Governance	Remove Admin Centre Painting		(5,000)	(259,447)
Other Reimbursements	Other Law Order Public Safety	Cease CESC agreement with DFES		39,205	(220,242)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		(21,034)	(241,276)
Salaries	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		21,034	(220,242)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		(18,931)	(239,173)
Public Works Overheads Expense	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		18,931	(220,242)

GENERAL LEDGER ACCOUNT NAME	SCHEDULE	DESCRIPTION	SOURCE	AMOUNT DR/(CR)	AMENDED (SURPLUS) / DEFICIT
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		(27,250)	(247,492)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		(24,034)	(271,526)
Internal Plant Hire Expense	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		24,034	(247,492)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		(15,261)	(262,753)
Internal Plant Hire Depreciation Expense	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		15,261	(247,492)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cockleshell Gully resheet		(14,880)	(262,372)
Salaries	Streets Roads Bridges Depots Maint	Remove Sandy Cape Road		14,880	(247,492)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Sandy Cape Road		(13,392)	(260,884)
Public Works Overheads Expense	Streets Roads Bridges Depots Maint	Remove Sandy Cape Road		13,392	(247,492)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Sandy Cape Road		(80,800)	(328,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Sandy Cape Road		(21,948)	(350,240)
Internal Plant Hire Expense	Streets Roads Bridges Depots Maint	Remove Sandy Cape Road		21,948	(328,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Sandy Cape Road		(13,765)	(342,057)
Internal Plant Hire Depreciation Expense	Streets Roads Bridges Depots Maint	Remove Sandy Cape Road		13,765	(328,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		(4,709)	(333,001)
Salaries	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		4,709	(328,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		(4,238)	(332,530)
Public Works Overheads Expense	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		4,238	(328,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		(6,000)	(334,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		(7,066)	(341,358)
Internal Plant Hire Expense	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		7,066	(334,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		(4,508)	(338,800)
Internal Plant Hire Depreciation Expense	Streets Roads Bridges Depots Maint	Remove Cooljarloo Road		4,508	(334,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		(4,709)	(339,001)
Salaries	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		4,709	(334,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		(4,238)	(338,530)
Public Works Overheads Expense	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		4,238	(334,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		(6,000)	(340,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		(7,066)	(347,358)
Internal Plant Hire Expense	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		7,066	(340,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		(4,508)	(344,800)
Internal Plant Hire Depreciation Expense	Streets Roads Bridges Depots Maint	Remove Fred Weston Road		4,508	(340,292)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Remove Tree box Solution		(30,000)	(370,292)
Materials and Contracts (ALL)	Other Recreation and Sport	Reduce Jurien Bay Oval		(28,000)	(398,292)
Materials and Contracts (ALL)	Other Recreation and Sport	Reduce Dandaragan Oval		(10,000)	(408,292)
Materials and Contracts (ALL)	Other Recreation and Sport	Reduce Cervantes Oval		(7,000)	(415,292)
Materials and Contracts (ALL)	Other Community Amenities	Reduce Jurien Bay Cemetery		(22,000)	(437,292)
Materials and Contracts (ALL)	Swimming Areas and Beaches	Reduce Jurien Bay foreshore amenities		(8,000)	(445,292)
Materials and Contracts (ALL)	Other Recreation and Sport	Reduce Street planting		(10,000)	(455,292)
Materials and Contracts (ALL)	Streets Roads Bridges Depots Maint	Reduce Gravel pits		(12,500)	(467,792)
Materials and Contracts (ALL)	Streets Roads Bridges Depots Maint	Reduce Foothpath installations		(32,250)	(500,042)

GENERAL LEDGER ACCOUNT NAME	SCHEDULE	DESCRIPTION	SOURCE	AMOUNT DR/(CR)	AMENDED (SURPLUS) / DEFICIT
Fire Control	Fire Prevention	Remove provision for aerial firebreak inspection		(3,979)	(504,021)
Advertising and Promotions	Other Governance	Increase Advertising & Promotions budget		5,000	(499,021)
Pound Operating Costs	Animal Control	Increase pound costs		1,000	(498,021)
Other Infringements	Other Law Order Public Safety	Increase infringements - path fines		(7,000)	(505,021)
SSL 134 JB Community Mens Shed -	Unclassified	10/06/19 SSL reim / Mens Shed - Loan 134		(1,710)	(506,731)
SSL 134 JB Community Mens Shed -	Unclassified	10/12/20 SSL reim / Mens Shed - Loan 134		1,722	(505,010)
SSL 134 JB Community Mens Shed -	Unclassified	10/06/21 SSL reim / Mens Shed - Loan 134		1,733	(503,277)
SSL 134 JB Community Mens Shed Inc	Unclassified	10/12/20 SSL reim / Mens Shed - Loan 134		(1,722)	(504,998)
SSL 134 JB Community Mens Shed Inc	Unclassified	10/06/21 SSL reim / Mens Shed - Loan 134		(1,733)	(506,731)
Self Supporting Loans Current	Unclassified	10/06/19 Repay /Mens Shed - Loan 134		1,710	(505,021)
Self Supporting Loans Current	Unclassified	10/12/20 Repay /Mens Shed - Loan 134		(1,722)	(506,743)
Self Supporting Loans Current	Unclassified	10/06/21 Repay /Mens Shed - Loan 134		(1,733)	(508,476)
Self Supporting Loans Non Current	Unclassified	10/12/20 Repay /Mens Shed - Loan 134		1,722	(506,754)
Self Supporting Loans Non Current	Unclassified	10/06/21 Repay /Mens Shed - Loan 134		1,733	(505,021)
Interest - Self Supporting Loans	Unclassified	Mens Shed Loan 134		(165)	(505,186)
Interest on Loans	Unclassified	Mens Shed Loan 134		165	(505,021)
Plant & Equipment	Road Plant Purchase	No longer disposing of PTT008 - Dolly		6,000	(499,021)
Less Accumulated Depreciation	Road Plant Purchase	No longer disposing of PTT008 - Dolly		(3,900)	(502,921)
Profit on Sale of Plant & Equipment	Road Plant Purchase	No longer disposing of PTT008 - Dolly		400	(502,521)
Plant & Equipment	Road Plant Purchase	Variance in purchase price of Dolly		(6,975)	(509,496)
Plant & Equipment	Road Plant Purchase	PCR010 - 2012 Bomag Smooth Drum Roller - DN038		(70,000)	(579,496)
Less Accumulated Depreciation	Road Plant Purchase	PCR010 - 2012 Bomag Smooth Drum Roller - DN039		60,767	(518,729)
Loss on Sale of Plant & Equipment	Road Plant Purchase	PCR010 - 2012 Bomag Smooth Drum Roller - DN042		14,233	(504,496)
Plant & Equipment	Road Plant Purchase	Variance purchase price of new Smooth Drum Roller		(14,876)	(519,372)
Plant & Equipment	Plant Operations	PTC019 - Honda TRX420TM Motor Bike		(6,500)	(525,872)
Less Accumulated Depreciation	Plant Operations	PTC019 - Honda TRX420TM Motor Bike		4,413	(521,459)
Profit on Sale of Plant & Equipment	Plant Operations	PTC019 - Honda TRX420TM Motor Bike		587	(520,872)
Loss on Sale of Plant & Equipment	Plant Operations	PTC019 - Honda TRX420TM Motor Bike		1,727	(519,145)
Plant & Equipment	Plant Operations	Variance in purchase price of new Honda motorbike		414	(518,732)
Plant & Equipment	Other Governance	PLV223 - Holden Caprice Sedan		(45,000)	(563,732)
Less Accumulated Depreciation	Other Governance	PLV223 - Holden Caprice Sedan		37,012	(526,720)
Loss on Sale of Plant & Equipment	Other Governance	PLV223 - Holden Caprice Sedan		9,988	(516,732)
Plant & Equipment	Other Governance	Variance in purchase price of new Corolla		(2,409)	(519,141)
Plant & Equipment	Streets Roads Bridges Depots Maint	Variance in purchase price of 6 Wheel tipper		(8,156)	(527,297)
Plant & Equipment	Plant Operations	Variance in purchase price of post hole borer		(169)	(527,466)
Expensed Minor Assets (below cap threshold)	Public Works Overheads	Variance in purchase price of alcohol testers		(1,044)	(528,510)
Expensed Minor Assets (below cap threshold)	Public Works Overheads	Variance in purchase price of guide post rammer		110	(528,400)
Plant & Equipment	Streets Roads Bridges Depots Maint	Variance in purchase price of water tank unit		(1,182)	(529,582)
Plant & Equipment	Plant Operations	Variance on purchase price of slasher deck		(700)	(530,282)
Expensed Minor Assets (below cap threshold)	Public Works Overheads	Variance in purchase price of traffic counters		7	(530,275)
Plant & Equipment	Plant Operations	Variance in purchase price of hoist		(964)	(531,239)
Less Accumulated Depreciation	Various	Fair Revaluation		(497,256)	(1,028,495)
Depreciation on Plant & Equipment	Various	Fair Revaluation		497,256	(531,239)
				Total (Surplus) / Deficit	**(531,239)**

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

	2019/20 Budget Review
Revenue	
Rates	6,318,338
Operating grants, subsidies & contributions	1,516,592
Fees and charges	2,432,082
Interest earnings	128,000
Other revenue	114,117
	10,509,130
Expenses	
Employee costs	(4,321,780)
Materials and contracts	(3,285,308)
Utilities	(449,396)
Insurance	(413,443)
Other expenses	(727,066)
Depreciation	(6,287,838)
	(15,484,830)
	(4,975,700)
Borrowing costs expense	(18,329)
Grants & subsidies (towards non-operating activities)	2,502,778
Profit on disposal of assets	100
Loss on disposal of assets	(47,512)
Net result	**(2,538,664)**
Other comprehensive income	
Changes on revaluation of non-current assets	0
Total other comprehensive income	**0**
Total comprehensive income	**(2,538,664)**

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

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

	Budget Review
Revenue	
Governance	32,385
General purpose funding	7,362,634
Law, order & public safety	594,920
Health	30,490
Education & welfare	15,000
Community amenities	1,445,310
Recreation and culture	408,926
Transport	258,007
Economic services	245,316
Other property and services	116,142
	10,509,130
Expenses excluding finance costs	
Governance	(581,077)
General purpose funding	(183,996)
Law, order & public safety	(1,495,002)
Health	(341,118)
Education & welfare	(144,957)
Community amenities	(2,263,362)
Recreation and culture	(3,492,814)
Transport	(5,539,327)
Economic services	(740,294)
Other property and services	(702,884)
	(15,484,830)
	(4,975,700)
Finance costs	
Governance	(11,982)
Law, order & public safety	(358)
Recreation and culture	(4,626)
Other property and services	(1,364)
	(18,329)
Non- operating grants and subsidies	
Education & welfare	0
Recreation and culture	27,197
Transport	2,475,581
	2,502,778
Profit / (loss) on asset disposal	
Governance	(10,000)
Law, order & public safety	0
Community amenities	0
Transport	(35,624)
Other property and services	(1,788)
	(47,412)
Net result	**(2,538,664)**
Other comprehensive income	
Changes on revaluation of non-current assets	0
Total other comprehensive income	0
Total comprehensive income	**(2,538,664)**

This statement is to be read in conjunction with the accompanyin

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

	Note	2019/20 Budget	2019/20 Budget Review
OPERATING ACTIVITIES			
Net current assets at start of financial year - surplus/(deficit)	2(b)(i)	1,751,184	1,688,698
Revenue from operating activities (excluding rates)			
Governance		33,385	32,385
General purpose funding		901,395	1,044,296
Law, order & public safety		634,650	594,920
Health		12,990	30,490
Education & welfare		15,000	15,000
Community amenities		1,375,310	1,445,310
Recreation and culture		394,958	408,926
Transport		258,407	258,007
Economic services		237,316	245,316
Other property and services		116,664	116,242
		3,980,076	4,190,892
Expenditure from operating activities			
Governance		(593,364)	(603,059)
General purpose funding		(177,096)	(183,996)
Law, order & public safety		(1,512,452)	(1,495,360)
Health		(341,070)	(341,118)
Education & welfare		(144,957)	(144,957)
Community amenities		(2,283,262)	(2,263,362)
Recreation and culture		(3,558,100)	(3,497,440)
Transport		(5,389,129)	(5,574,951)
Economic services		(741,242)	(740,294)
Other property and services		(235,551)	(706,136)
		(14,976,223)	(15,550,672)
Non-cash amounts excluded from opertating activities	2(b)(ii)	5,767,721	6,335,250
Amount attributable to operating activities		(3,477,242)	(3,335,832)
INVESTING ACTIVITIES			
Non-operating grants, subsidies and contributions	9	2,108,778	2,502,778
Proceeds from disposal of assets	4(b)	48,100	38,373
Purchase land and buildings	4(a)	(1,029,569)	(976,029)
Purchase furniture and equipment	4(a)	(164,092)	(164,092)
Purchase plant and equipment	4(a)	(298,500)	(263,482)
Purchase infrastructure assets - roads	4(a)	(3,456,398)	(3,122,062)
Purchase infrastructure assets - parks & reserves	4(a)	(89,500)	(89,500)
Purchase infrastructure assets - other	4(a)	(510,700)	(904,700)
Amount attributable to investing activities		(3,391,881)	(2,978,715)
FINANCING ACTIVITIES			
Proceeds from new borrowings	6(b)	479,053	504,053
Repayment of borrowings	6(a)	(119,620)	(121,330)
Payment of self supporting loan to community group	6(a)	0	(25,000)
Self-supporting loan principal income	6(a)	51,569	53,279
Community group cash advance principal income	6(a)	4,152	4,152
Repayment of right of use lease		0	(43,338)
Transfer to reserves	7	(384,477)	(384,477)
Transfer from reserves	7	520,107	540,107
Amount attributable to financing activities		**550,784**	**527,447**
Budgeted deficiency before general rates		**(6,318,338)**	**(5,787,100)**
Estimated amount to be raised from general rates	1	**6,318,338**	**6,318,338**
Net current assets at end of financial year - surplus/(deficit)	2(b)(i)	**0**	**531,239**

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

SHIRE OF DANDARAGAN
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2020

Description	2019/20 Budget
	$
CURRENT ASSETS	
Cash and cash equivalents	6,468,940
Trade receivables	165,671
Other financial assets at amortised cost	42,602
Other current assets	3,967
Inventories	31,727
TOTAL CURRENT ASSETS	6,712,907
NON-CURRENT ASSETS	
Other financial assets at amortised cost	168,672
Trade receivables	44,499
Land	2,940,000
Buildings and improvements	29,574,371
Furniture and equipment	916,953
Plant and equipment	3,654,524
Infrastructure	248,477,779
TOTAL NON-CURRENT ASSETS	285,776,798
TOTAL ASSETS	292,489,705
CURRENT LIABILITIES	
Trade and other payables	(465,032)
Borrowings	(112,406)
Employee related provisions	(594,129)
TOTAL CURRENT LIABILITIES	(1,171,567)
NON-CURRENT LIABILITIES	
Borrowings	(636,065)
Employee related provisions	(104,024)
TOTAL NON-CURRENT LIABILTIES	(740,088)
TOTAL LIABILITIES	(1,911,655)
TOTAL NET ASSETS	290,578,050
EQUITY	
Retained earnings	(196,974,679)
Reserves - cash backed	(5,674,827)
Revaluation surplus	(87,928,544)
TOTAL EQUITY	290,578,050

This statement is to be read in conjunction with the accompanyi

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2020

2(a). NET CURRENT ASSETS

	2019/20 Budget Review
Composition of estimated net current assets	
Current assets	
Cash - unrestricted	794,113
Cash - restricted reserves	5,674,827
Receivables	213,032
Inventories	31,727
	6,713,700
Less: current liabilities	
Trade and other payables	(465,032)
Provisions	(594,129)
Long term borrowings	(112,406)
	(1,171,567)
Net current assets	**5,542,133**

2(b). NET CURRENT ASSETS (CONTINUED)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SUR

(i) Current assets and liabilities excluded from budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the Local G the following amounts have been excluded as provided by Local Government (Financial M which will not fund the budgeted expenditure.

	2019/20 Budget Review
Net current assets	5,542,133
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement.	
Adjustments to net current assets	
Less: Cash - restricted reserves	(5,674,827)
Less: Other financial assets at amortised cost - self support loan	(42,602)
Add: Current liabilities not expected to be cleared at end of year	
- Current portion of borrowings	112,406
- Right of use lease liability	0
- Employee benefit provisions	594,129
Adjusted net current assets - surplus/(deficit)	**531,239**

(ii) Operating activities excluded from budgeted deficiency

The following non-cash revenue or expenditure has been excluded from operating activities within the Rate Setting Statement.	
(Profit) on asset disposals	(100)
Loss on asset disposals	47,512
Movement in accrued interest	0
Movement in accrued salaries and wages	0
Movement in employee provisions	0
Movement in deferred rates	0
Movement in accrued expenses	0
Depreciation on assets	6,287,838
Non cash amounts excluded from operating activities	**6,335,250**

Reason for Adjustments

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

Attachment: 9.3.1

JURIEN HEIGHTS
PLANT & FISH NURSERY

101 Valley View
Jurien Bay, WA, 6516
Phone: 0420 559 343
ABN: 65 652 485 076
Email: Glen.auzins@gmail.com

Proposal to Council – Shire of Dandaragan

Retail Nursery Business – Expansion of Previous Proposal

**Please review attached copy of previously approved proposal for reference*

Overview

The primary focus of this expanded proposal is for the inclusion of a minigolf course, as a means to support the business model, whilst further contributing opportunities to the community in line with public interests.

Works to Date

The following works have been completed towards completion of the previously approved proposal for a retail nursery business at the given location:

- Fit-out of the 6m x 6m retail shop front shed
- Irrigation works to provide water supply to the infrastructure
- Initial landscaping works
- Bushfire risk mitigation works

Personal Details

Name:	Glen Kristopher Auzins
D.O.B.:	30/04/1988
Phone:	0420 559 343
Email:	glen.auzins@gmail.com
Address:	101 Valley View, Jurien Bay, WA 6516
Occupation:	High School Science & Marine Studies Teacher Emergency Service Cadets Unit Leader

Location of Proposal

101 (Lot 172) Valley View Parade, Jurien Bay WA 6516

Figure 1 Property for where the proposed business will be located

Current Zoning of Location

This lot is currently zoned as 'Special Use – Rural Development

JURIEN HEIGHTS
PLANT & FISH NURSERY

101 Valley View
Jurien Bay, WA, 6516
Phone: 0420 559 343
ABN: 65 652 485 076
Email: Glen.auzins@gmail.com

Nature of Proposed Business

Brief

I wish to start a retail nursery business within the above mentioned property (see figure 1) for the sale of terrestrial and aquatic plants as well as pond and aquarium products.

Extend of Retail Product

- All as per original proposal
- Vending of minigolf games

Extent of Nursery Activities

Unchanged from original proposal

Extent of Land Use

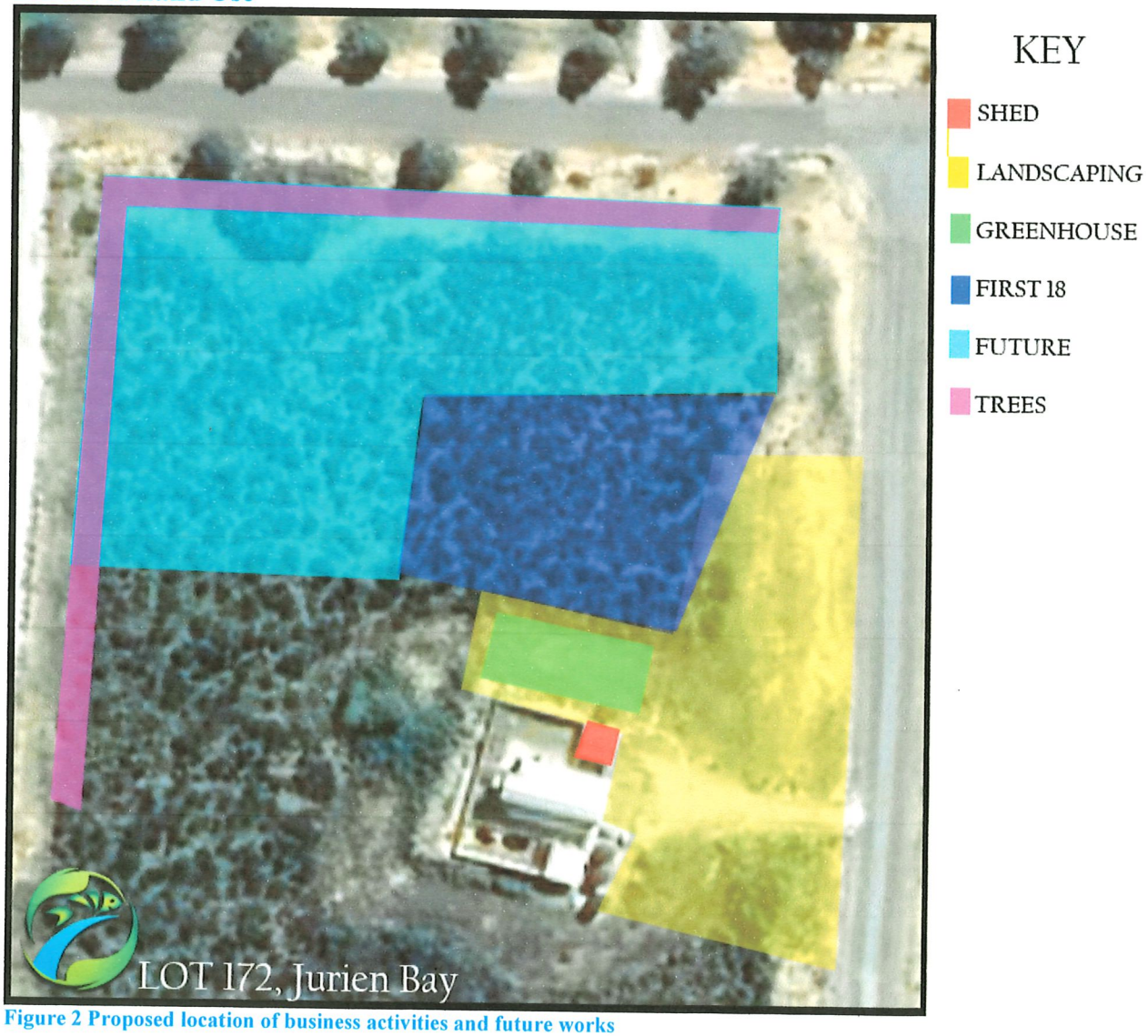
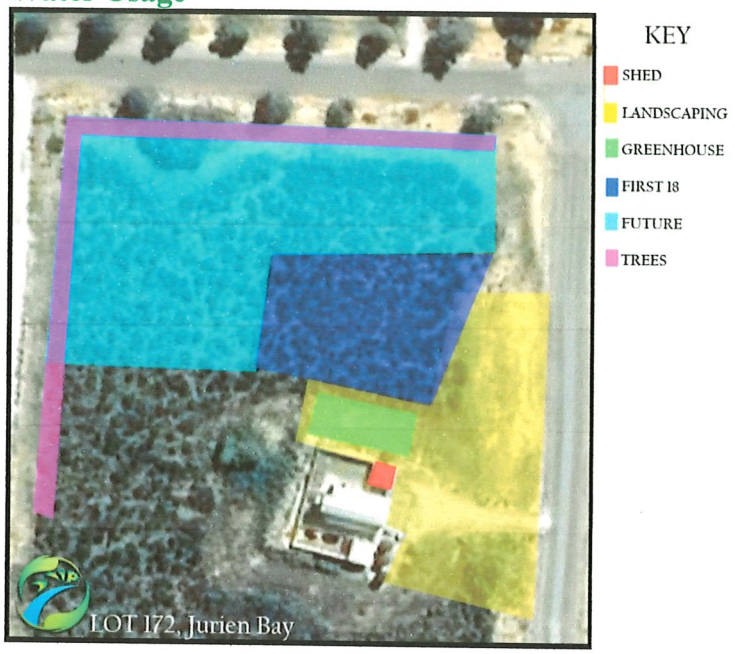


Figure 2 Proposed location of business activities and future works

JURIEN HEIGHTS
PLANT & FISH NURSERY

101 Valley View
Jurien Bay, WA, 6516
Phone: 0420 559 343
ABN: 65 652 485 076
Email: Glen.auzins@gmail.com

Water Usage



Greenhouse
This section will have a greenhouse / shade house fitted with a misting sprinkler system for the watering of stock plants. The floor of this structure will be fitted with a gutter system to collect excess runoff water to feed fish and aquatic plant ponds in order to avoid nutrient runoff as well as reducing overall water consumption.

This structure will additionally contain fully sealed ponds (no leaching expected) and aquaponics (not to exceed 10,000L) which will be topped up from evaporation and transpiration (as well as initial filling) from the aforementioned water source.

Landscaping
This area will be primarily parking (red gravel) with primarily native vegetation surrounding. As this gravel does not have high water penetration the sloping will be designed feed any water runoff into a series of sealed display ponds with substantial aquatic planting to avoid eutrophication.

Trees
These will be irrigated on a non-regular basis during establishment but as this will be entirely native flora, no further watering will be required.

First 18 & Future
These areas when established will have a mixture of native and exotic gardens with a flowing water feature utilising the property slope feeding a large sealed pond which will be irrigated as necessary, reducing as the gardens become established.

General
All ponds will be sealed or lined to prevent any leeching and loss of water into the ground, plants will be used to prevent eutrophication but are expected to increase water loss through transpiration which will require regular top off.

JURIEN HEIGHTS
PLANT & FISH NURSERY

101 Valley View
Jurien Bay, WA, 6516
Phone: 0420 559 343
ABN: 65 652 485 076
Email: Glen.auzins@gmail.com

SHED
As per the initial proposal this existing 6m x 6m shed will be the retail trading front and has to date been heavily fitted out for this purpose.

LANDSCAPING
This marked area will be landscaped for the purpose of a 'looped' in and out driveway to allow easy and safe access for customers as well as levelling works for the construction of the greenhouse (existing driveway format allows rainwater to flood into the property). This area will allow for approximately18 customer parking spaces including 2 hard stand disabled parking spaces (using existing concrete pad) in order to avoid customers encroaching on the street.

GREENHOUSE
This greenhouse structure will serve as the main location for retail plant and pond stock. This proposal is for the approval of land use with approval for construction to be submitted separately with final building plans.

FIRST 18
This is the proposed area of approximately 1,500m^2 is to be used for the construction of an 18 hole minigolf course as part of the initial business works. The surrounds of this course will be planted with a variety of native and exotic plants to showcase the products stocked within the plant nursery. Greens will utilise a marine carpet or artificial turf to avoid excess water and fertilizer requirements.

FUTURE
Future business plans include expanding the minigolf course confined to the marked area (approximately 5,000 m^2) to include a further 18 holes of similar construction to the first 18 and with additional parking and infrastructure to accommodate increased business.

TREES
As a means to reduce impacts on the serenity and ambiance afforded by the Jurien Bay Heights region it is intended to plant a dense, medium to tall barrier of native trees in the marked area. This will act to conceal the additional activity and absorb the additional noise produced by minigolf activities.

Trading and Employment
I would like to expand on the previously approved trading times which were within the times of 0800 and 1700 on a Saturday and Sunday to include up to the full duration of any school holiday periods (still within the hours of 0800 and 1700) to allow greater access during these busy periods.

With the expansion of business intent I expect to be able to offer employment additional to the previously approved proposal.

Community Benefit and Need
As per the previous proposal

Additionally this will increase the activities available within Jurien Bay for the youth and for families. It will be my hope to develop and host minigolf tournaments during the school holidays for different age groups as well as other community social events.

JURIEN HEIGHTS
PLANT & FISH NURSERY

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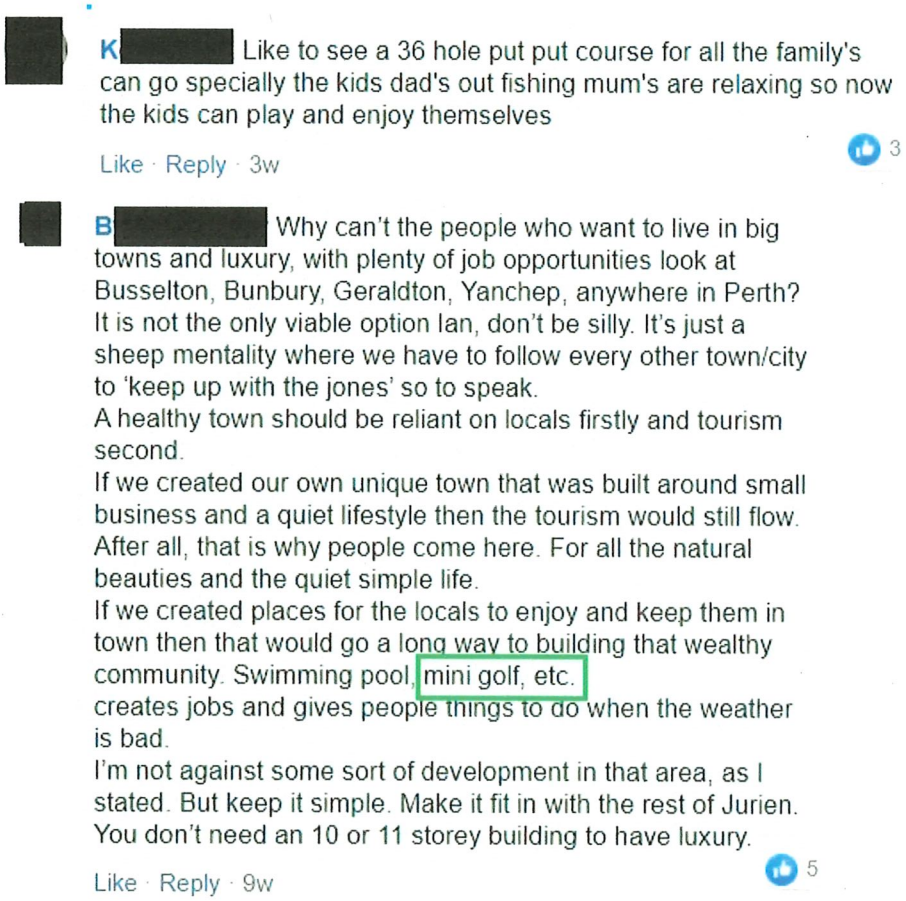
Such an attraction and amenity is something residents of Jurien Bay have asked for as evidenced by the examples taken from local community social media pages:

**Note: this is not an endorsement of other views shared within these comments but solely to highlight the unprompted interest in this amenity*



[redacted] Like to see a 36 hole put put course for all the family's can go specially the kids dad's out fishing mum's are relaxing so now the kids can play and enjoy themselves

Like · Reply · 3w 3

[redacted] Why can't the people who want to live in big towns and luxury, with plenty of job opportunities look at Busselton, Bunbury, Geraldton, Yanchep, anywhere in Perth? It is not the only viable option Ian, don't be silly. It's just a sheep mentality where we have to follow every other town/city to 'keep up with the jones' so to speak.
A healthy town should be reliant on locals firstly and tourism second.
If we created our own unique town that was built around small business and a quiet lifestyle then the tourism would still flow. After all, that is why people come here. For all the natural beauties and the quiet simple life.
If we created places for the locals to enjoy and keep them in town then that would go a long way to building that wealthy community. Swimming pool, mini golf, etc. creates jobs and gives people things to do when the weather is bad.
I'm not against some sort of development in that area, as I stated. But keep it simple. Make it fit in with the rest of Jurien. You don't need an 10 or 11 storey building to have luxury.

Like · Reply · 9w 5

Environmental and Social Considerations

As per the original (attached) proposal

Additionally, a Nutrient and Irrigation Management Plan (as conditioned with approval of the original proposal) has been attached for council consideration and subsequent approval by the Executive Manager of Development Services.

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Nutrient and Irrigation Management Plan

Retail Nursery Business – Jurien Heights Plant and Fish Nursery

Location for Management

101 (Lot 172) Valley View Parade, Jurien Bay WA 6516

Figure 1 Property for where the proposed business will be located

Irrigation Strategy

Water Sources

The primary source of irrigation water will be from an existing bore which will feed an existing 22,500 L storage tank for the settlement of iron content before subsequently pumping onto stock and vegetation. This will be supplemented with rainwater which will feed the same storage tank from half the roof space of the residential property.

Bore Details

Depth: 90m
Location: 10m SSW of the residential structure

Water Quality

Total dissolved solids measurements for water sourced from the existing bore average 800ppm (0.8ppt) throughout the year with the expectation of reducing this with the post oxidation settlement of dissolved iron content. For comparison, previous measurements of Jurien Bay tap water in the marina region recorded an average of 1400 ppm TDS. This does not reflect the exact dissolved content of either water source but without an additional conductivity test should still indicate a salinity level low enough to avoid build up as a result of regular watering processes.

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All gardens will be mulched primarily with locally sourced wood chips as a means to reduce water usage as well as avoiding the translocation of seeds and disease.

Nutrient Usage

Solid Nutrient Load

Fertilisation and nutrient loading will be done primarily through slower release solids such as manures and compost, which when stored on site will be stored on an impermeable liner to prevent leeching and under weatherproof shelter to prevent runoff.

These materials will be used primarily for the production of potting mixes and for application to the exotic display gardens and are not expected to be in substantial quantities.

Liquid Fertilizers

No substantial quantities of liquid fertilizer (no greater than 100L) are to be kept on site as there is no intention to use liquid fertilizers for maintaining grounds. When present, all liquid fertilizers are to be stored in sealed containers such as an IBC or smaller capped product containers.

Waste Management

Plant Materials:

Standard (weed free) green waste will be composted or mulched for re use as part of potting mixes or to reduce water loss from soils. Where green waste exceeds capacity of these purposes or contains undesirable plant products it is to be stored on an impermeable surface prior to being transported to the nearby Jurien Bay refuse site.

Aquaculture Waste:

All aquaculture wastes and by-products are to be used for plant nutrient sources, primarily as part of an aquaponics system, but where supply exceeds demand it will form part of the composting material for potting mixes and garden soil conditioner. Aquaculture stocks are not expected to exceed levels where dead stock can form a portion of the composting material. Where excessive stock death occurs as the result of a pathogen, dead stock will be incinerated. The Department of Primary Industries and Regional Development: Fisheries (DPIRD) to be consulted where the pathogen cannot be identified on site.

Pesticide Management

Due to the aquatic environments set to be established on the site and the potential harm pesticides can cause to these there is no plan to use quantities of pesticides which would match or exceed standard residential use and as such there will be no significant quantities of pesticides stored on site.

Due to the intention to recycle water used to irrigate plant stocks, any stocks requiring pesticide use will be isolated to a quarantine location where pesticides can be applied directly without excess or spread.

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Disaster Management

Floods

In the event of significant flooding there is no expectation for the potential translocation of species to natural waterways. The proposed site is at a natural high point of the region which will mean limited supply of flood waters across the site.

The natural slope will transport any waters leaving the site in a westward direction towards a valley which contains no natural water body. The nearest natural water system is Hill River which is located approximately 1.5km SSE of the managed site. The establishment of a perimeter of large native trees across the north and west boundaries of the site will act to further contain any substantial flood waters.

There is no intention to keep significant quantities of fertilizers or pesticides on site which would cause harm if distributed by flood waters.

Spills

Any Chemical spill or contaminated water which escapes containment will be immediately reported to the Department of Water and action taken based on their recommendations.

Other compliances

- Bulk liquid chemical, pesticides, fertilisers and any fuel storage and use will follow the Department of Water and Environment Regulation's water quality protection notes, *WQPN No. 65 Toxic and hazardous substances* and *WQPN No. 56: Tanks for elevated ground chemical storage.*

- Pesticides will be applied in accordance with all labelled directions.

- Any disposal of wastewater will comply with the *Australian and New Zealand Guidelines for Fresh and Marine Water Quality 2000*

- The Department of Primary Industries and Regional Development: Fisheries (DPIRD) will be consulted and informed prior to the stocking of any non-native aquatic fauna to ensure no risk of translocation.

Proposal to Council – Shire of Dandaragan

SHIRE of DANDARAGAN
APPROVED PLAN
This plan forms part of Planning
Approval Number 49/18
Signed
Date 23/8/2018

Turquoise Coast Plants & Fish

Retail Nursery Business

Personal Details

Name: Glen Kristopher Auzins
D.O.B.: 30/04/1988
Phone: 0420 559 343
Email: glen.auzins@gmail.com
Address: 101 Valley View Parade, Jurien Bay WA 6516
Occupation: High School Science & Marine Tourism Teacher
Emergency Service Cadets Unit Leader

Location of Proposal

101 (Lot 172) Valley View Parade, Jurien Bay WA 6516

Figure 1 Property for where the proposed business will be located

Current Zoning of Location

This lot is currently zoned as 'Special Use – Rural Development

Current Infrastructure and Land Use

The property is currently used for a single residential dwelling consisting of one main house structure of 2 storeys and 2 sheds (6m x 6m).

Nature of Proposed Business

Brief

I wish to start a retail nursery business within the above mentioned property (see figure 1) for the sale of terrestrial and aquatic plants as well as pond and aquarium products.

Extend of Retail Product

I wish to retail the following categories of product through this business:

- Native and exotic terrestrial plants
- Native and exotic aquatic plants
- Garden supplies including fertilizers, potting mix, mulch and ornaments and worm farms
- Garden ponds and accessories including pumps, liners and fountains
- Freshwater pond and aquarium fish
- Small aquariums <200L and relevant accessories
- Pond and aquarium chemicals
- Aquaponics set-ups and accessories

Extent of Nursery Activities
I intend to engage in the following culturing activities as part of this business

- Small scale culturing of aquatic plants
- Small scale germination and culturing of terrestrial plants
- Small scale aquaculture of freshwater aquarium and pond fish (<100KL of aquaculture infrastructure)

Extent of Land Use

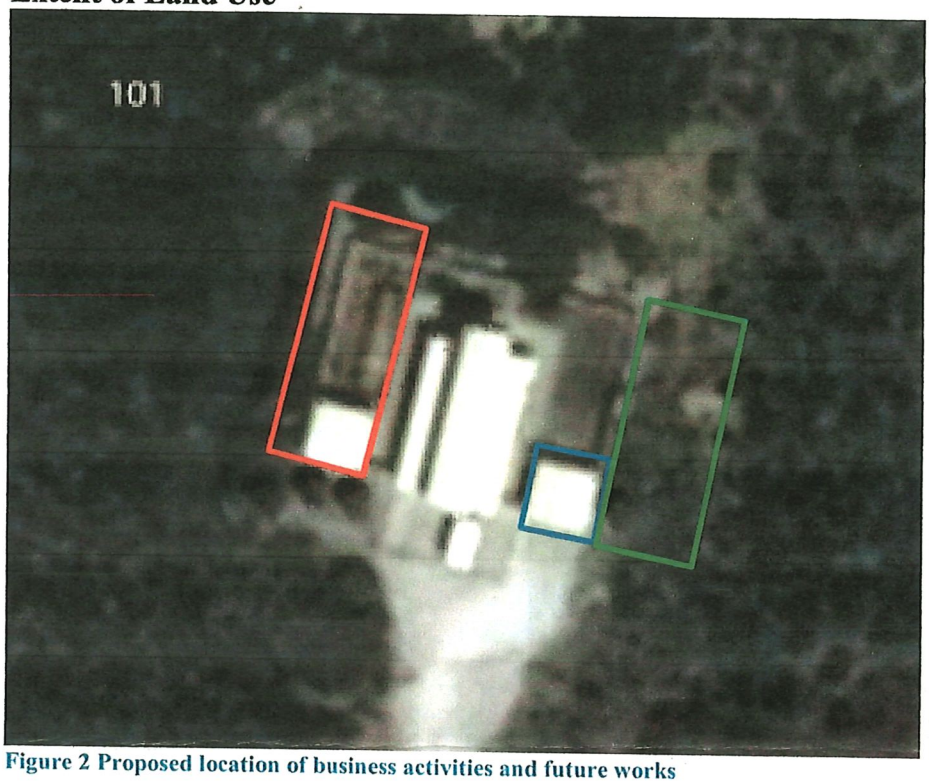


Figure 2 Proposed location of business activities and future works

It is my intention to initially utilise the 6m x 6m shed identified in blue within figure 2 for retail operations with adequate parking available on the adjoining driveway. The area demarked in red will be the limits of space I intend to use for aquaculture and horticulture activities initially.

I would further seek approval for the construction of a shade house of no more than 3m height and not exceeding 12m x 6m ($72m^2$) located within the area identified in green. This shade house is to be constructed using a treated pine skeleton and covered neatly with a green or tan shade cloth. This shade house will be utilised for more extensive terrestrial horticulture activities and will not be constructed within 3 months of the business launching.

Trading and Employment
It is my intention to initially trade within the times of 0800 and 1700 on a Saturday and Sunday with the potential of expanding to weekdays in the future as driven by business progress. It is my hope to utilise this opportunity to employ at least 1 junior staff member from the local community on a casual basis and will be considering juniors who have faced difficulty achieving work experience and employment opportunities.

Current Market

I believe this market is not one that is heavily contested within the region and for that reason I do not expect to draw business away from other local businesses.

- Jurien Bay Nursery: whilst this business also deals in plants and some aquarium fish, a significant amount of their product is soils and mulches in large quantities which is an area I do not intend to trade.
- Thrifty Link Jurien Bay: This business also deals in plants but is primarily a hardware store and I do not believe I will draw any substantial business away from them.

There are currently no businesses I have identified in the region which deal extensively in aquarium and pond fish as well as aquatic plants and whole aquaponics set-ups.

Community Benefit

As well as bringing extensive knowledge about the set-up maintenance and care of aquariums and garden ponds, it is my hope to employ at least 1 junior staff member from the local region and it is my desire if the business proves able to grow to subsequently offer traineeships leading to certificate qualifications in horticulture and aquaculture which I believe will be valuable skills as part of the future of a coastal community.

As identified through attending the markets in Jurien Bay there are a number of local community members who craft a variety of unique and upcycled products relating to the keeping of plants and the decorating of gardens. I would like to use this business as a retail opportunity hub for these members of the community to sell their products and promote their personal brand.

Environmental and Social Considerations

The culturing and stocking of freshwater exotic plants and fish can be deemed as an environmental concern, however the property location lies approximately 1.5km from the nearest natural freshwater body with the landscape naturally sloping away from this body of water, therefore limiting if not eliminating any risk of translocation.

There is no intention to utilise substantial machinery as part of this business endeavour and do not expect to be generating any more noise than what has been generated by residential land use.

The existing property includes a substantial driveway area to allow adequate parking and will therefore not result in traffic and customers imposing on neighbouring land.

PLANNING AND DEVELOPMENT ACT 2005
SHIRE OF DANDARAGAN

DETERMINATION ON APPLICATION FOR PLANNING APPROVAL

[Clause 10.4.1 Applies]

Location: RRN101 Valley View, Jurien Bay Heights

Lot: 172 **Plan / Diagram:** 38303

Volume No: 10751 **Folio:** -

Application Date: 20.07.2018 **Received on:** 30.07.2018 (further information)

Description of proposed development: Retail Nursery

The application for planning approval is: Approved

☒ granted subject to the following conditions:

☐ refused for the following reason(s):

Conditions:

1. All development shall be in accordance with the attached plans date stamped 23 August 2018 subject to any modifications required as a consequence of any conditions of this approval and shall not be altered without the prior written approval of the local government.
2. The use and development must be substantially commenced within 2 years of the date of this approval.
3. A 20m vegetation exclusion zone around the building envelope must be maintained.
4. The use and development must be conducted so that it has minimum impact on the amenity of the area by reason of:

a. transportation of materials, goods and commodities to and from the premises;
b. appearance of any buildings, works and materials; and
c. the emission of noise, odour, vibration, dust, wastewater, waste products or reflected light.

5. The development should not stock plants that are declared under the *Agriculture and Related Resources Act 1976*, as they are considered environmental weeds. For a current list of declared plants see the Department of Primary Industries and Regional Development's website at www.dpird.wa.gov.au.
6. Pesticides, fertilisers, manures and soil amendment materials should be stored on impermeable surfaces that are weatherproof and exclude stormwater runoff from other areas.
7. Bulk liquid chemical, pesticides, fertilisers and any fuel storage and use should follow the Department of Water and Environmental Regulation's water quality protection notes, *WQPN No.65: Toxic and hazardous substances* and *WQPN No.56: Tanks for elevated ground chemical storage.*

8. Pesticides should be applied in accordance with best management practices (i.e. in accordance with label directions). For more information see the Department of Water's *WQPN No.104: Aerial spraying of crops with pesticides, brochure: Liquid chemicals on agricultural land* and the Department of Health's *A guide to the use of pesticides in Western Australia.*
9. Prior to the commencement of the development, a Nutrient and Irrigation Management Plan shall be submitted to the Shire and approved by the Executive Manager of Development Services. Please see *WQPN No.33: Nutrient and irrigation management plans* and *Water Quality Information Sheet No. 4: Nutrient and irrigation management plan checklist* for guidance.
10. Reject soil, discarded green waste, sediment from silt traps and spilt media should be contained in a purpose-built, weatherproof storage container, skip or on an impermeable sheltered surface. This ensures that liquids can be collected and stored pending reuse or disposal.
11. Gravel, rolled limestone or forestry by-products over plastic film should be used for walking paths and under benches. These areas should be well drained (e.g. on a slope using a coarse stone aggregate 10 to 25 mm in diameter, and laid more than 75 mm deep).
12. Disposal of wastewater to the environment should comply with the *Australian and New Zealand Guidelines for Fresh and Marine Water Quality 2000.*
13. Any chemical spill or contaminated water that escapes containment should immediately be reported to the Department of Water and Environmental Regulation Pollution Watch Hotline, phone 1300 784 782.
14. Aquaculture projects should be operated so that fish or pond plant species, discoloured water, sludge, silt, toxic chemicals and/or unstable organic material are not discharged into waterways or wetlands as a result of pond overflow, cleaning or emptying.
15. Solid aquaculture waste matter such as dead stock, dewatered pond sludge should be composted, then either applied to land as a soil conditioner, exported off site for a useful purpose, or if these options are not viable, disposed of at an approved putrescible waste landfill.
16. In the event of any adverse environmental conditions caused by the proponent, the Chief Executive Officer may impose conditions to rectify and remediate the environment by and at the cost to the proponent.

Advice Notes:

1. The applicant is advised a building permit is required for the shade house.
2. The applicant is advised to study *WQPN No.32: Nurseries and garden centres, WQPN No.2: Aquaculture* and *WQPN No. 39: Ponds for stabilising organic matter.*
3. Water wastage and chemical leaching should be minimised by limiting the space between plant containers as this maximises the water delivery to pots.
4. The applicant is advised to contact the Department of Health for advice on the use of pesticides where they may contact people, food or water supplies. Contact details available at www.health.wa.gov.au.

Signed: ..... Dated: 24/08/2018

for and on behalf of the Shire of Dandaragan

Part 1: Application type

INSTRUCTIONS:

- **Completion of this form is a statutory requirement under section 54(1)(a) of the *Environmental Protection Act 1986* (WA) (EP Act) for works approval applications; section 57(1)(a) for licence applications; section 59B(1)(a) for applications for an amendment; and under regulation 5B(2)(a) of the *Environmental Protection Regulations 1987* (WA) (EP Regulations) for applications for registration of premises.**
- **The instructions set out in this application form are general in nature.**
- **A reference to 'you' in these instructions is a reference to the applicant.**
- **The information provided to you by the Department of Water and Environmental Regulation (DWER) in relation to making applications does not constitute legal advice. DWER recommends that you obtain independent legal advice.**
- **Applicants seeking further information relating to requirements under the EP Act and/or EP Regulations are directed to the Parliamentary Counsel's Office website (www.legislation.wa.gov.au). Schedule 1 of the EP Regulations contains the categories of prescribed premises.**
- **For prescribed premises where activities fall within more than one category, ALL applicable categories must be identified. This applies for existing prescribed premises seeking renewal or amendment, as well as new prescribed premises.**
- **The application form must be completed with all relevant information attached. If there is insufficient space on any part of this form, please continue on a separate sheet of paper and attach to this form. If an application form has been submitted which is incomplete or materially incorrect, the Chief Executive Officer (CEO) of DWER will decline to deal with the application and advise the applicant accordingly.**
- **On completing this application form, please submit it to DWER in line with the instructions in Part 14 of the form.**

1.1	**This is an application for:** [select only one option] under Part V, Division 3 of the EP Act Please see *Guidance Statement: Decision Making* for more information relating to the process for assessing and determining applications.	☒ Works approval ☐ Licence Existing registration number(s): [ ] Existing works approval number(s): [ ] ☐ Renewal Existing licence number: [ ] ☐ Amendment Number of the existing licence or works approval to be amended: [ ] ☐ Registration (works approval already obtained) Existing works approval number(s): [ ]
1.2	**This application is for the following categories of prescribed premises:**	[67A] (specify all prescribed premises category numbers) ☒ All activities that meet the definition of a prescribed premises as set out in Schedule 1 of the EP Regulations have been specified above (tick, if yes).

Completion Matrix

The matrix below explains what sections are required to be completed for different types of applications.

Application Form Section	New Application/ Registration	Renewal	Amendment
Part 1: Application type	●	●	●
Part 2: Applicant details – sections 2.1	●	●	●
Part 2: Applicant details – section 2.1 onwards	●	●	Δ
Part 3: Premises details	●	●	Δ
Part 4: Proposed activities	●	●	●
Part 5: Index of Biodiversity Surveys for Assessment	If required.	If required.	If required.
Part 6: Other DWER approvals	●	●	●
Part 7: Other approvals and consultation	●	●	●
Part 8: Fit and competent operator	●	●	Δ
Part 9: Emissions, discharges, and waste	●	●	Δ
Part 10: Siting and location	●	●	N/A
Part 11: Submission of any other relevant information	●	●	If required.
Part 12: Proposed fee calculation	●	●	●
Part 13: Commercially sensitive or confidential information	●	●	●
Part 14: Submission of application	●	●	●
Part 15: Declaration and signature	●	●	●
Attachment 1A: Proof of occupier status	●	●	N/A
Attachment 1B: ASIC company extract	●	●	N/A
Attachment 1C: Authorisation to act as a representative of the occupier	If required.	If required.	If required.
Attachment 2: Premises map/s	●	●	Δ
Attachment 3A: Proposed activities	●	●	Δ
Attachment 3B: Map of area proposed to be cleared (only applicable if clearing is proposed)	●	●	●
Attachment 3C: Additional information for clearing assessment	If required.	If required.	If required.
Attachment 4: Biodiversity surveys (only applicable if biodiversity surveys included in application)	●	●	●
Attachment 5: Other approvals and consultation documentation	●	●	Δ
Attachment 6A: Emissions and discharges	If required.	If required.	If required.
Attachment 6B: Waste acceptance	If required.	If required.	If required.
Attachment 7: Siting and location	●	●	Δ
Attachment 8: Additional information submitted	If required.	If required.	If required.
Attachment 9: Proposed fee calculation	●	●	●
Attachment 10: Request for exemption from publication	If required.	If required.	If required.

Key:

●	Must be submitted
Δ	to the extent changed/required in relation to the amendment
N/A	Not required with application, but may be requested subsequently depending on DWER records
"If required"	Sections for applicants to determine.

Part 2: Applicant details

INSTRUCTIONS:

- **The applicant (the occupier of the premises) must be an individual(s), a company, body corporate, or public authority, but not a partnership, trust, or joint-venture name. Applications made by or on behalf of business names or unincorporated associations will not be accepted.**
- **If applying as an individual, your full legal name must be inserted.**
- **If applying as a company, body corporate, or public authority, the full legal entity name must be inserted.**
- **Australian Company Number's (ACN) must be provided for all companies or body corporates.**
- **DWER prefers to send all correspondence electronically via email. We request that you consent to receiving all correspondence relating to instruments and notices under Part V of the EP Act ("Part V documents") electronically via email, by indicating your consent in Section 2.3.**
- **Companies or body corporates making an application must nominate an authorised representative from within their organisation. Proof of authorisation will be required.**
- **Details of a contact person must be provided for DWER enquiries in relation to your application. This contact person can be a consultant if authorised to represent the applicant. Written evidence of this authorisation must be provided.**
- **Details of the occupier of the premises must be provided. One of the options must be selected and if you have been asked to specify, please provide details. For example, if 'lease holder' has been selected, please specify the type of lease (for example, pastoral lease, mining lease, or general lease) and provide a copy of the lease document(s). Note that contracts for sale of land will not be sufficient evidence of occupancy status.**

2.1	**Applicant name/s (full legal name/s):** [the proposed holder of the works approval, licence or registration]	Brogate Pty Ltd
	ACN (if applicable):	009360605
2.2	**Trading as (if applicable):**	
2.3	**Authorised representative details:** [the person authorised to receive correspondence and Part V documents on behalf of the applicant under the EP Act. Where 'yes' is selected, all correspondence will be sent to you via email, to the email address provided in this section. Where 'no' has been selected, Part V documents will be posted to you in hard copy to the postal / business address specified in section 2.4. Other general correspondence may still be sent to you via email.]	Name [redacted] Position Telephone Email
		Yes / **No** *I consent to all written correspondence between myself (the applicant) and DWER, regarding the subject of this application, being exclusively via email, using the email address I have provided above.* — ☒ / ☐
2.4	**Registered business address for receipt of Part V documents under the EP Act:** [this must be a physical address to which a Part V document may be delivered.	[redacted]
2.5	**Postal address for all other correspondence:** [if different from section 2.4]	[redacted]

Part 2: Applicant details				
2.6	**Contact person details for DWER enquiries relating to the application (if different from the authorised representative):** [for example, could be a consultant or a site based employee]	Name	[redacted]	
		Position		
		Organisation		
		Address		
		Telephone		
		Email		
2.7	**Occupier status:** [Occupier is defined in section 3 of the EP Act and includes a person in occupation or control of the premises, or occupying a different part of the premises whether or not that person is the owner.]	Registered proprietor on certificate of title		☒
		Lease holder (please specify, including date of expiry of lease)		☐
		Public authority that has care, control or management of the land		☐
		Other (please specify – for example, joint venture operating entity, contract, or other legal document)		☐

Attachments			N/A	Yes
2.8	**Attachment 1A: Proof of occupier status**	Copies of certificate of title, lease or other instruments evidencing proof of occupier status, including the expiry date or confirmation that there is no expiry date, have been provided and labelled as Attachment 1A.	☐	☒
2.9	**Attachment 1B: ASIC company extract**	A current company information extract purchased from the ASIC website(s) for all new applications/registrations has been provided and labelled as Attachment 1B.	☐	☒
2.10	**Attachment 1C: Authorisation to act as representative of the occupier**	A copy of the documentation authorising the applicant to act on the occupier's behalf as their authorised agent/representative has been provided and labelled as Attachment 1C.	☐	☒

Part 3: Premises details				
3.1	**Premises legal description (whole or part to be specified):** [Include the land description (volume and folio number, lot or location number/s); Crown lease or reserve number; pastoral lease number; or mining tenement number (as appropriate), of all properties, as shown on title details registered with Landgate.]		Lot 3739 on Plan 207069	
	Premises street address [Include the suburb.]		Cadda Road, BADGINGARRA WA 6521 NB – approximately 7km west of the Brand Highway intersection	
	Premises name (if applicable):		Parron Place	
3.2	**Local Government Authority area:** [City, Town or Shire]		Shire of Dandaragan	
3.3	**GPS or map coordinates:** [GPS coordinates (latitude and longitude) must be provided where cadastre or mining tenements are not used as the premises boundary]		30°23’42.87”S 115°24’34.07”E 30°22’57.27”S 115°24’30.57”E 30°22’56.21”S 115°25’18.56”E 30°23’31.48”S 115°25’16.38”E	
Attachments				**N/A** / **Yes**
3.4	**Attachment 2: Premises map/s**	An aerial photograph, map and site plan of the premises must be included as an attachment to this application form and labelled Attachment 2. You must provide an aerial photograph of sufficient scale showing the prescribed premises. You must also provide a map or maps of the prescribed premises, identifying: • layout of key infrastructure and buildings, clearly labelled; • the premises boundary; • emission and discharge points (with GPS coordinates where available); • sensitive receptors and land uses; and • all areas proposed to be cleared (if applicable). Maps must contain a north arrow, clearly marking the area in which the activities are carried out. The map or maps must be of reasonable clarity and have a visible scale.	☐	☒

Part 4: Proposed activities

INSTRUCTIONS:

- **You must provide a description and the scope, size and scale of all prescribed activities of Schedule 1 to the EP Regulations including the maximum production or design capacity of each prescribed activity.**
- **If applying for a works approval or licence amendment involving the construction of new infrastructure, you must provide information on infrastructure to be constructed and how long construction is expected to take. You must confirm if commissioning is to occur and how long it will take.**
- **If applying for a works approval or licence amendment *not* involving the construction of new infrastructure, provide details of the proposed amendment.**
- **You must identify all emission sources on the premises map/s.**
- **You must also provide information on activities which directly relate to the prescribed premises category which have, or are likely to result in, an emission or discharge.**
- **If clearing activities are proposed provide a description and details. If a relevant exemption under Schedule 6 of the EP Act or regulation 5 of the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (WA) (Clearing Regulations) may apply, provide details.**

4.1	**Description/overview:**	
	This is an application for a works approval to construct a composting facility to receive (primarily) spent hens and poultry litter, through the conversion of an existing gravel pad into a fully contained compost facility. The facility has been designed to have a maximum capacity of 500 tonnes. Following the construction of the works associated with this application, a compliance report will be submitted and a license application will be lodged.	
4.2	**Estimated operating period of the project / premises (e.g. based on estimated infrastructure life):**	30 years
4.3	**Proposed date/s for commencement of works (if applicable):**	As soon as a works approval is granted
4.4	**Proposed date/s for conclusion of works construction (if applicable):** [This date should coincide with the submission to DWER of an Environmental Compliance Report and/or a Critical Containment Infrastructure Reports as required]	One month after works approval is granted
4.5	**Proposed date/s for commissioning of works (if applicable):**	N/A
4.6	**Proposed date/s for commencement of operations under works approval (if applicable):**	
4.7	**Maximum production or design capacity for each category applied for (based on infrastructure operating 24 hours a day, 7 days a week):** [Refer to categories listed in 1.2. Units must be consistent with Schedule 1 of the EP Regulations]	XXX
4.8	**Estimated/actual throughput for each category applied for:** [Refer to categories listed in 1.2. Units must be consistent with Schedule 1 of the EP Regulations]	XXX
4.9	**Proposed activities:** You must provide details of proposed activities, identifying: • scope, size and scale, including details as to frequency and production or design capacity; • key infrastructure and equipment; • description of processes or operations (a process flow chart may be included as an attachment); • emission/discharge points; • locations of waste storage or disposal; and • activities occurring during construction, commissioning and operation (if applicable). Additional information relating to the proposed activities may be included in Attachment 3A (see 4.10 below).	
	See Attachment 3A.	

Part 4: Proposed activities				
Attachments			**N/A**	**Yes**
4.10	**Attachment 2: Premises map**	Emission/discharge points are clearly labelled on the map/s required for Part 3.4 (Attachment 2).	☐	☒
4.11	**Attachment 3A: Proposed activities**	Additional information relating to the proposed activities has been included in Attachment 3A (if required).	☐	☒
Clearing activities [4.12 to 4.18 are only required if the application includes clearing of native vegetation]				
4.12	**Proposed clearing area (hectares and/or number of individual trees to be removed):**			
4.13	**Details of any relevant exemptions:** [refer to DWER's *A guide to the exemptions and regulations for clearing native vegetation*]			
4.14	**Proposed method of clearing:**			
4.15	**Period within which clearing is proposed to be undertaken:** [for example, May 2019 – June 2019]			
4.16	**Purpose of clearing:**			
Clearing activities – Attachments			**N/A**	**Yes**
4.17	**Attachment 3B: Map of area proposed to be cleared**	You must provide an aerial photograph or map of sufficient scale showing the proposed clearing area and prescribed premises boundary OR if you have the facilities, a suitable portable digital storage device of the area proposed to be cleared as an ESRI shapefile with the following properties: • Geometry type: Polygon Shape • Coordinate system: GDA 1994 (Geographic latitude/longitude) Datum: GDA 1994 (Geocentric Datum of Australia 1994).	☐	☐
4.18	**Attachment 3C: Additional information for clearing assessment**	Additional information to assist in the assessment of the clearing proposal may be attached to this application (for example, reports on salinity, fauna or flora studies or other environmental reports conducted for the site).	☐	☐

Part 5: Index of Biodiversity Surveys for Assessments (IBSA)				
INSTRUCTIONS: • **Biodiversity surveys submitted to support this application must meet the requirements of the EPA's *Instructions for the preparation of data packages for the Index of Biodiversity Surveys for Assessments (IBSA)*.** • **If these requirements are not met, DWER will decline to deal with the application.**				
Attachments			**N/A**	**Yes**
5.1	**Attachment 4: Biodiversity surveys**	All biodiversity surveys submitted with this application meet the requirements of the EPA's *Instructions for the preparation of data packages for the Index of Biodiversity Surveys for Assessments (IBSA)*.	☒	☐

Part 6: Other DWER approvals

INSTRUCTIONS:

- **If you have applied, or intend to apply, for other approvals within DWER that may be relevant to this application, you must provide relevant details.**
- **If you have referred, or intend to refer, your proposal to the Environmental Protection Authority (EPA), you must provide details.**

Pre-application scoping

6.1	**Have you had any pre-application / pre-referral / scoping meetings with DWER regarding any planned applications?**	☐ No ☒ Yes – provide details: [[Claire Coffey & Tim Stevenson met with Lauren Fox, Melissa Chamberlain and Michael Brooks on the 28 September 2018 to discuss this proposed composting facility.]]

Environmental Impact Assessment (Part IV of the EP Act)

6.2	**Have you referred or do you intend to refer the proposal to the EPA?** Section 37B(1) of the EP Act defines a 'significant proposal' as *"a proposal likely, if implemented, to have a significant effect on the environment"*. If DWER considers that the proposal in this application is likely to constitute a 'significant proposal', DWER is required under section 38(5) of the EP Act to refer the proposal to the EPA for assessment under Part IV, if such a referral has not already been made. If a relevant Ministerial Statement already exists, please provide the MS number in the space provided.	☐ Yes (referred) – reference (if known): [ ] ☐ Yes – intend to refer (proposal is a 'significant proposal') ☐ Yes – intend to refer (proposal will require a section 45C amendment to the current Ministerial Statement): MS [ ] ☐ No – a valid Ministerial Statement applies: MS [ ] ☒ No – not a 'significant proposal'

Clearing of Native Vegetation (Part V, Division 2 of the EP Act and *Country Area Water Supply Act 1947*)

6.3	**Have you applied or do you intend to apply for a native vegetation clearing permit?** In accordance with the *Guidance Statement: Decision Making*, where clearing of native vegetation is of an exempt kind under the *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* (WA), or is being assessed by a relevant authority which would lead to an exemption under Schedule 6 of the EP Act, the clearing will not be assessed by DWER or be subject to any additional controls by DWER. If the proposed clearing action is to be assessed in accordance with, or under, an *Environment Protection and Biodiversity Conservation Act 1999* (Cth) (EPBC Act) accredited process, such as the assessment bilateral agreement, *Form Annex C7 – Assessment bilateral agreement* must be completed and attached to your clearing permit application.	☐ Yes – clearing application reference (if known): [ ] ☐ No – this application includes clearing (please complete questions 4.11 to 4.17) ☐ No – a valid permit applies: CPS [ ] ☐ No – exemption applies (explain why): [ ] ☒ No – permit not required
6.4	**Have you applied or do you intend to apply for a *Country Area Water Supply Act 1947* licence?** If a clearing exemption applies in a *Country Area Water Supply Act 1947* (CAWS) controlled catchment, or if compensation has previously been paid to retain the subject vegetation, a *Country Area Water Supply Act 1947* clearing licence is required. If yes, contact the nearest DWER regional office for a Form 1 *Application for licence*. Map of CAWS Act controlled catchments	☐ Yes – application reference (if known): [ ] ☐ No – a valid licence applies: [ ] ☒ No – licence not required

Part 6: Other DWER approvals		
Water Licences and Permits (*Rights in Water and Irrigation Act 1914*)		
6.5	**Have you applied, or do you intend to apply for:** **1. a licence or amendment to a licence to take water (surface water or groundwater); or** **2. a licence to construct wells (including bores and soaks); or** **3. a permit or amendment to a permit to interfere with the bed and banks of a watercourse?**	☐ Yes –application reference (if known): [ ] ☐ No – a valid licence / permit applies: [ ] ☒ No – licence / permit not required

Part 7: Other approvals and consultation

INSTRUCTIONS:

- **Please provide copies of all relevant documentation indicated below, including any conditions, exclusions, or expiry dates.**
- **Major Project means:**
  - **A State Development Project, where the lead agency is the Department of Jobs, Tourism, Science and Innovation (including projects to which a State Agreement applies); or**
  - **A Level 2 or 3 Major Resource Project, as defined in the Lead Agency Framework.**

		N/A	No	Yes
7.1	**Is the proposal a Major Project?**		☒	☐
7.2	**Is the proposal subject to a State Agreement Act?**		☒	☐
	If yes, specify which Act:			
7.3	**Has the proposal been allocated to a "Lead Agency"?**		☒	☐
	If yes, specify Lead Agency contact details:			
7.4	**Has the proposal been referred and/or assessed under the EPBC Act (Commonwealth)?**	☐	☒	☐
	If yes, please specify referral, assessment and/or approval number:			
7.5	**Has the proposal obtained all relevant planning approvals?**	☐	☒	☐
	If planning approval is necessary but has not been obtained, please provide details indicating why:			
	The planning application was lodged on the 6 December 2019			
	If planning approval is not necessary, please provide details indicating why:			
7.6	**For renewals or amendment applications, are the relevant planning approvals still valid (that is, not expired)?**	☒	☐	☐
7.7	**Has the proposal obtained all other necessary statutory approvals (not including any other DWER approvals identified in Part 6)?**	☒	☐	☐
	If no, please provide details of approvals already obtained, outstanding approvals, and expected dates for obtaining these outstanding approvals:			

Part 7: Other approvals and consultation				
			N/A	No	Yes
7.8	**Has consultation been undertaken with parties considered to have a direct interest in the proposal (that is, interested parties or persons who are considered to be directly affected by the proposal)?** DWER will give consideration to submissions from interested parties or persons in accordance with the *Guidance Statement: Decision Making*.		☐	☒	☐
Attachments				**N/A**	**Yes**
7.9	**Attachment 5: Other approvals and consultation documentation**	Details of other approvals specified in Part 7 of this application, including copies of relevant decisions and any consultation undertaken with direct interest stakeholders have been provided and labelled Attachment 5.		☒	☐

Part 8: Applicant history

Note:

- **Under this section, DWER will undertake an internal due diligence of the applicant's fitness and competency based on DWER's compliance records.**
- **If you wish to provide additional information for DWER to consider in making this assessment, you may provide that information as a separate attachment (see Part 11).**

		N/A	No	Yes
8.1	If the applicant is an individual, has the applicant previously held, or do they currently hold, a licence or works approval under Part V of the EP Act?	☐	☒	☐
8.2	If the applicant is a corporation, has any director of that corporation previously held, or do they currently hold, a licence or works approval under Part V of the EP Act?	☒	☐	☐
8.3	If yes to 8.1 or 8.2 above, specify the name of company and/or licence or works approval number:			
8.4	If the applicant is an individual, has the applicant ever been convicted, or paid a penalty, for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	☐	☒	☐
8.5	If the applicant is a corporation, has any director of that corporation ever been convicted, or paid a penalty, for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	☒	☐	☐
8.6	If the applicant is a corporation, has any person concerned in the management of the corporation, as referred to in section 118 of the EP Act, ever been convicted of, or paid a penalty, for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	☒	☐	☐
8.7	If the applicant is a corporation, has any director of that corporation ever been a director of another corporation that has been convicted, or paid a penalty, for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	☒	☐	☐
8.8	With regards to the questions posed in 8.4 to 8.7 above, have any legal proceedings been commenced, whether convicted or not, against the applicant for an offence under a provision of the EP Act, its subsidiary legislation, or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	☒	☐	☐
8.9	Has the applicant had a licence or other authority suspended or revoked due to a breach of conditions or an offence under the EP Act or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	☐	☒	☐

Part 8: Applicant history				
8.10	If the applicant is a corporation, has any director of that corporation ever had a licence or other authority suspended or revoked due to a breach of conditions or an offence under the EP Act or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	☒	☐	☐
8.11	If the applicant is a corporation, has any director of that corporation ever been a director of another corporation that has ever had a licence or other authorisation suspended or revoked due to a breach of conditions or an offence under the EP Act or similar environmental protection or health-related legislation in Western Australia or elsewhere in Australia?	☒	☐	☐
8.12	If yes to any of 8.4 to 8.11 above, you must provide details of any charges, convictions, penalties paid for an offence, and/or licences or other authorisations suspended or revoked:			

Part 9: Emissions, discharges, and waste

INSTRUCTIONS:

- **Please see *Guidance Statement: Risk Assessments* and provide all information relating to emission sources, pathways and receptors relevant to the application.**
- **You must provide details on sources of emissions (for example, kiln stack, baghouses or discharge pipelines) including fugitive emissions (for example, noise, dust or odour), types of emissions (physical, chemical, or biological), and volumes, concentrations and durations of emissions.**
- **The potential for emissions should be considered for all stages of the proposal (where relevant), including during construction, commissioning and operation of the premises.**

		No	Yes
9.1	**Are there potential emissions or discharges arising from the proposed activities?**	☐	☒

If yes, identify all potential emissions and discharges arising from the proposed activities and complete the Emission Table below.

☐ Gaseous and particulate emissions (e.g. emissions from stacks, chimneys or baghouses)

☒ Dust (e.g. from equipment, unsealed roads and/or stockpiles)

☐ Wastewater discharges (e.g. treated sewage, wash water, or process water discharged to lands or waters)

☒ Waste and leachate (e.g. emissions through seepage, leaks and spills of waste from storage, process and handling areas)

☒ Noise (e.g. from machinery operations and/or vehicle operations)

☒ Odour (e.g. from wastes accepted at putrescible landfills)

☒ Contaminated or potentially contaminated stormwater (e.g. stormwater with the potential to come into contact with chemicals or waste materials)

☐ Electromagnetic radiation*

☐ Other (please specify) [ ]

Part 9: Emissions, discharges, and waste

*For electromagnetic radiation, copies/details of other relevant approvals (such as from the Department of Mines, Industry Regulation and Safety or the Radiological Council) must be provided where applicable.

Details of any pollution control equipment or waste treatment system, including any control mechanisms used to ensure proper operation of this equipment, must be included in the proposed controls column of the 'Emissions and discharges table' below. Details of management measures employed to control emissions should also be included.

Additional rows may be added as required and/or further information may be included as an attachment (see section 9.3).

Emissions and discharges table:

	Source of emission or discharge	Emission or discharge type	Volume and frequency	Proposed controls	Location (on site layout plan – see 3.4)
	Compost pad - machinery	Noise	Intermittent	Machinery used during the hours of 6am-6pm. Separation distance to nearest receptor is more than that required.	Light blue area
	Compost pad	Odour	Intermittent	Compost procedure followed to reduce odour generation. Separation distance to nearest receptor is more than that required.	Light blue area
	Evaporation pond	Odour	Intermittent	De-sludge pond as required.	Dark blue area
	Compost pad and roads	Dust	Intermittent	Compost procedure followed to reduce dust generation. Separation distance to nearest receptor is more than that required.	Light blue area and surrounding roads
	Evaporation pond	Contaminated stormwater	Infrequent	Appropriately sized pond will be constructed to contain contaminated stormwater.	Dark blue area
	Waste and leachate	Seepage	Infrequent	Compost facility to be constructed on a compacted pad that will negate the chances of seepage into groundwater.	Light blue area

Part 9: Emissions, discharges, and waste

		No	Yes
9.2	**Is there waste accepted, buried, stored, or recycled on the premises?** (includes leachate and contaminated storm water generated and stored on the premises)	☐	☒

Solid waste types must be described with reference to *Landfill Waste Classification and Waste Definitions 1996* (as amended December 2009) and the *Environmental Protection (Controlled Waste) Regulations 2004*.

Liquid waste types must be described with reference to the *Environmental Protection (Controlled Waste) Regulations 2004*.

Detail must be provided on storage type (for example, hardstand and containment infrastructure), capacity, likely storage volumes, and containment features (for example, lining and bunding).

Additional rows may be added as required and/or further information may be included as an attachment (see section 9.4).

Waste acceptance table:

	Waste type	Quantity (e.g. tonnes, litres, cubic metres)	Storage infrastructure (including specifications)	Monitoring (if applicable)	Location (on site layout plan – see 3.4)
	Spent hens	1300 tonnes/year (50 tonnes/fortnight)	Hardstand	nil	Light blue area
	Poultry litter	520 tonnes/year (20 tonnes/fortnight)	Hardstand	nil	Light blue area
	Contaminated storm water	Unknown	Evaporation pond	nil	Dark blue area

Attachments			N/A	Yes
9.3	**Attachment 6A: Emissions and discharges** (if required)	If required, further information for Part 9.1 has been included as an attachment labelled Attachment 6A.	☒	☐
9.4	**Attachment 6B: Waste acceptance** (if required)	If required, further information for Part 9.2 has been included as an attachment labelled Attachment 6B.	☒	☐

Part 10: Siting and Location

10.1	What is the distance to the nearest sensitive land uses (that is, a residence or other land use which may be affected by an emission or discharge associated with the proposed activities):	There are five residences between 6.1 and 8.7 kilometres from the boundary of the composting facility. 7.4 km to Badgingarra town site.

		No	Yes
10.2	Is the premises located within, or within close proximity to, any specified ecosystems, or any environmentally sensitive areas (ESAs) as declared under the *Environmental Protection (Environmentally Sensitive) Notice 2005*? (See *Guidance Statement: Environmental Siting*)	☐	☒

If no, identify the distance in which there are no specified ecosystems and/or ESAs. If yes, provide details of the specified ecosystems and/or ESAs, and the distance to these:

The site is located within a riwi groundwater designated area, and possibly a riwi surface water/irrigation designated area (cannot distinguish on the map).

10.3 If yes to 10.2, you must also provide further information including details on topography, geology, soil type, depth to groundwater and quality of groundwater at the premises.

For premises answering no to 10.2, additional information including topography, geology, soil type, groundwater depth, and water quality is recommended to be included if this information is available.

See Attachment 3A

Part 10: Siting and Location				
Attachments			**N/A**	**Yes**
10.4	**Attachment 7: Siting and location**	You must provide details and a map describing the siting and location of the premises, including identification of distances to sensitive land uses and/or any specified ecosystems.	☐	☒

Part 11: Submission of any other relevant information				
Attachments			**No**	**Yes**
11.1	**Attachment 8: Additional information submitted**	Applicants seeking to submit further information may include information labelled Attachment 8. If submitting multiple additional attachments, label them 8A, 8B, etc. Where supplementary documentation is submitted, please specify the name of documents below.	☒	☐
	List title of supplementary document/s attached:			

Part 12: Proposed fee calculation

INSTRUCTIONS:

To pay a fee via BPoint, or for information for paying via secure electronic funds transfer or cheque, consult DWER's website at https://dwer.wa.gov.au/make-a-payment. If paying by credit card, select biller code "Industry Regulation".

Fee calculators are available online to assist in completing this section.

- **Licence: www.der.wa.gov.au/LicenceFeeCalculator**
- **Works approval: www.der.wa.gov.au/WorksApprovalFeeCalculator**
- **Amendment:: www.der.wa.gov.au/AmendmentFeeCalculator**

Different fee units apply for different fee components. Fee units may also have different amounts depending on the period in which the calculation is made.

Further information on fees can be found in the *Fact Sheet: Industry Regulation fees*, available from DWER's website.

12.1	Only the relevant fee calculations are to be completed as follows: [mark the box to indicate sections completed]	☒ Section 12.3 for works approval applications ☐ Section 12.4 for licence applications ☐ Section 12.5 for registration applications ☐ Section 12.6 for amendment applications ☐ Section 12.7 for applications requiring clearing of native vegetation
12.2	All information and data used for the calculation of proposed fees has been provided in accordance with section 12.8.	☒

12.3 **Proposed works approval fee**

Proposed works approval fee (see Schedule 3 of the EP Regulations)

Fees relate to the cost of the works, including all capital costs (inclusive of GST) associated with the construction and establishment of the works proposed under the works approval application. This includes, for example, costs associated with earth works, hard stands, drainage, plant hire, equipment, processing plant, relocation of equipment and labour hire.

Costs exclude:

- the cost of land;
- the cost of buildings to be used for purposes unrelated to the purposes in respect of which the premises are, or will become, prescribed premises; costs for buildings unrelated to the prescribed premises activity or activities; and
- consultancy fees relating to the works.

Fee component	Proposed fee
Cost of works: [redacted]	[redacted]

12.4 **Proposed licence fee**

Detailed licence fee calculations

Part 1 Premises component (see regulation 5D and Part 1 of Schedule 4 of the EP Regulations)

The production or design capacity should be the maximum capacity of the premises. For most categories the production or design capacity refers to an annual rate. The figure should be based on 24 hour operation for 365 days, unless there is another regulatory approval or technical reason that restricts operation.

The premises component fee applies to the category in Part 1, Schedule 4 incurring the higher or highest amount of fee units in accordance with regulation 5D(2) of the EP Regulations.

List all categories (insert additional rows as required). Use only the higher or highest amount of fee units to determine the Part 1 fee component.

Category	Production or design capacity	Fee units
Using the higher or highest amount of fee units, Part 1 component subtotal		$

Part 2 Waste (see regulation 5D(1a)(b) and Part 2 of Schedule 4 of the EP Regulations)

If your premises includes one or more of the following categories specify any applicable Part 2 waste amounts. Do not include Part 3 waste components of these discharges in the below sections.

Categories: 5, 6, 7, 8, 9, 12, 14, 44, 46, 53, 54A, 70, 80, or 85B

Part 2 waste means waste consisting of –

(a) tailings; or
(b) bitterns; or
(c) water to allow mining of ore; or
(d) flyash; or
(e) waste water from a desalination plant.

If the premises does not fall into one of the categories listed above, or there are no applicable Part 2 waste amounts, the sub total for this section will be $0.

Insert additional rows as required. Sum all Part 2 waste fees to determine the sub total.

Discharge quantity (tonnes/year)	Fee units
Part 2 component subtotal	$

Part 3 Waste - Discharges to air, onto land, into waters (see Part 3 of Schedule 4 of the EP Regulations)

Choose the appropriate location of the discharge and enter the discharge amount(s) in the units specified in the EP Regulations. This should be the amount of waste expected to be discharged over the next 12 months, expressed in the units and averaging period applicable for that waste kind (for example, g/minute or kg/day). Amounts can be measured, calculated, or estimated and can be based on data acquired over the previous 12 months, but should be based on the maximum premises capacity and not the forecast operating hours.

Where there are discharges, all prescribed waste types must be considered in the fee calculation. If a specified waste type is not present in the discharge, this must be justified using an appropriate emission estimation technique (for example, sampling data, industry sector guidance notes, National Pollution Inventory guides and emission factors).

Discharges to air			
Discharges to air	Discharge rate (g/min)	Discharges to air	Discharge rate (g/min)
Carbon monoxide		Nickel	
Oxides of nitrogen		Vanadium	
Sulphur oxides		Zinc	
Particulates (Total PM)		Vinyl chloride	
Volatile organic compounds		Hydrogen sulphide	
Inorganic fluoride		Benzene	
Pesticides		Carbon oxysulphide	
Aluminium		Carbon disulphide	
Arsenic		Acrylates	
Chromium		Beryllium	
Cobalt		Cadmium	
Copper		Mercury	
Lead		TDI (toluene-2, 4-di-iso-cyanate)	
Manganese		MDI (diphenyl-methane di-iso-cyanate)	
Molybdenum		Other waste	
Part 3 component subtotal		$	

Discharges onto land or into waters		Discharge rate
1. Liquid waste that can potentially deprive receiving waters of oxygen (for each kilogram discharged per day) —	(a) biochemical oxygen demand (in the absence of chemical oxygen demand limit)	
	(b) chemical oxygen demand (in the absence of total organic carbon limit)	
	(c) total organic carbon	
2. Bio-stimulants (for each kilogram discharged per day) —	(a) phosphorus	
	(b) total nitrogen	
3. Liquid waste that physically alters the characteristics of naturally occurring waters —	(a) total suspended solids (for each kilogram discharged per day)	
	(b) surfactants (for each kilogram discharged per day)	
	(c) colour alteration (for each platinum cobalt unit of colour above the ambient colour of the waters in each megalitre discharged per day)	
	(d) temperature alteration (for each 1°C above the ambient temperature of the waters in each megalitre discharged per day) — (i) in the sea south of the Tropic of Capricorn (ii) in other waters	

4. Waste that can potentially accumulate in the environment or living tissue (for each kilogram discharged per day) —	(a) aluminium	
	(b) arsenic	
	(c) cadmium	
	(d) chromium	
	(e) cobalt	
	(f) copper	
	(g) lead	
	(h) mercury	
	(i) molybdenum	
	(j) nickel	
	(k) vanadium	
	(l) zinc	
	(m) pesticides	
	(n) fish tainting wastes	
	(o) manganese	
5. *E. coli* bacteria as indicator species (in each megalitre discharged per day) —	(a) 1,000 to 5,000 organisms per 100 ml	
	(b) 5,000 to 20,000 organisms per 100 ml	
	(c) more than 20,000 organisms per 100 ml	
6. Other waste (per kilogram discharged per day) —	(a) oil and grease	
	(b) total dissolved solids	
	(c) fluoride	
	(d) iron	
	(e) total residual chlorine	
	(f) other	
Part 3 component subtotal		$
Summary – Proposed licence fee		
Part 1 Component		
Part 2 Component		
Part 3 Component		
Total proposed licence fees:		$

12.5 **Prescribed fee for registration**	
A fee of 24 units applies for an application for registration of premises, unless the occupier of the premises holds a licence in respect of the premises, in accordance with regulation 5B(2)(c) of the EP Regulations.	☐ (Tick to acknowledge)

12.6 Works approval amendment or licence amendment fee

Proposed works approval amendment or licence amendment fee (see Schedule 4 Part 1 of the EP Regulations).

The fee prescribed for an application for an amendment to a works approval or licence is calculated in accordance with regulation 5BB(1)(a) of the EP Regulations:

- for a single category of prescribed premises to which the works approval or licence relates, by using the fee unit number corresponding to the prescribed premises category and relevant production or design capacity threshold in Schedule 4 Part 1 of the EP Regulations.
- for multiple categories of prescribed premises to which the works approval or licence relates, by using the highest fee unit number corresponding to the prescribed premises categories and production design or capacity threshold in Schedule 4 Part 1 of the EP Regulations.

The relevant fee unit under Schedule 4 Part 1 of the EP Regulations for calculating the application form amendment fee is to be determined by reference to the actual production or design capacity reported for the preceding year's annual licence fee. If an annual licence fee has not previously been paid or is not applicable as is the case for works approvals, the fee unit for an application for amendment is to be determined by reference to the production or design capacity currently prescribed in the licence or works approval.

Fee Units	Proposed fee
	$

12.7 **Prescribed fee for clearing permit**	
In accordance with the *Guidance Statement: Decision Making*, where an application for clearing of native vegetation is made as part of an application for a works approval or licence, DWER may elect to either jointly or separately determine the clearing component of the application. Where DWER separately determines the clearing component of an application, the application will be deemed to be an application for a clearing permit under section 51E of the EP Act and the CEO will waive the payment of the fee prescribed in the Clearing Regulations for an application for clearing permit. Note: If a clearing permit application has been separately submitted and accepted by DWER, a refund for the clearing permit application will not be provided where DWER determines to address clearing requirements as part of a related works approval application.	☐ (Tick to acknowledge)

12.8 Information and data used to calculate proposed fees

The detailed calculations of fee components, including all information and data used for the calculations are to be provided as attachments to this application, labelled as **Attachment 9**, with an appropriate suffix (for example 9A, 9B etc.). Please specify the relevant attachment number in the space/s provided below.

Proposed fee for works approval	Attachment No
Details for cost of works	Attachment 9
Proposed fee for licence	**Attachment No**
Part 1: Premises	
Part 2: Waste types	
Part 3: Discharges to air, onto land, into waters	

Part 13: Commercially sensitive or confidential information	
NOTE: **Information submitted as part of this application will be made publicly available. If you wish to submit commercially sensitive or confidential information, please identify the information in Attachment 10, and include a written statement of reasons why you request each item of information be kept confidential.** **Information submitted later in the application process may also be made publicly available at DWER's discretion. For any commercially sensitive or confidential information, please follow the same process as described above.** **DWER will take reasonable steps to protect genuinely confidential or commercially sensitive information. Please note in particular that all submitted information may be the subject of an application for release under the *Freedom of Information Act 1992*.**	
All information which you would propose to be exempt from public disclosure has been separately placed in **Attachment 10** (located at the end of this form). Grounds for claiming exemption in accordance with Schedule 1 to the *Freedom of Information Act 1992* must be specified.	☒

Part 14: Submission of application	
Check one of the boxes below to nominate how you will submit your application. **Files larger than 50MB cannot be received via email by DWER. Files larger than 50MB can be sent via File Transfer. Alternatively, email DWER to make other arrangements.**	
A full, signed, electronic copy of the application form including all attachments has been submitted via email to info@dwer.wa.gov.au; **OR**	☒
A signed, electronic copy of the application form has been submitted via email to info@dwer.wa.gov.au and attachments have been submitted via File Transfer, or electronically by other means as arranged with DWER; **OR**	☐
A full, signed hard copy has been sent to: APPLICATION SUBMISSIONS Department of Water and Environmental Regulation Locked Bag 10 Joondalup DC WA 6919	☐

Part 15: Declaration and signature

General

I/We confirm and acknowledge that:

- the information contained in this application is true and correct and I/we acknowledge that knowingly providing information which is false or misleading in a material particular constitutes an offence under section 112 of the *Environmental Protection Act 1986* (WA) and may incur a penalty of up to $50,000;
- I/We have legal authority to sign on behalf of the applicant (where authorisation provided);
- I/We have not altered the requirements and instructions set out in this application form;
- I/We have provided a valid email address in Part 2.3 for receipt of correspondence electronically via email from DWER in relation to this application;
- I/We acknowledge that successful delivery to my/our server constitutes receipt of correspondence sent electronically via email from DWER in relation to this application; and
- I/We have provided a valid postal and/or business address in Part 2.4 for the service of all Part V documents.

Publication

I/We confirm and acknowledge:

- this application (including all attachments apart from the sections identified in Attachment 10) is a public document and may be published;
- biodiversity surveys provided in accordance with Part 5 will be published and used, for the purposes of the IBSA project, in accordance with your declaration made in the *Metadata and Licensing Statement*;
- all necessary consents for the publication of information have been obtained from third parties;
- information considered exempt from public disclosure has been placed in Attachment 10 with reasons as to why the information should be exempt in accordance with the grounds specified in Schedule 1 to the *Freedom of Information Act 1992* (WA);
- subsequent information provided in relation to this application will be a public document and may be published unless written notice has been given to DWER by the applicant, at the time the information is provided, claiming that the information is considered exempt from public disclosure; and
- the decision to not publish information will be at the discretion of the CEO of DWER and will be made consistently with the provisions of the *Freedom of Information Act 1992* (WA).

[redacted]

Date

Date

NOTE: This form may be signed:

- **if the applicant is an individual, by the individual;**
- **if the applicant is a corporation, by:**
  - **the common seal being affixed in accordance with the *Corporations Act 2001*; or**
  - **two directors; or**
  - **a director and a company secretary; or**
  - **if a proprietary company has a sole director who is also the sole company secretary, by that director; and**
- **by a person with legal authority to sign on behalf of the applicant.**

ATTACHMENT 10 – Confidential or commercially sensitive information

Request for exemption from publication	
Information which you consider should not be published, on the grounds of a relevant exemption found in Schedule 1 to the *Freedom of Information Act 1992* (WA), must be specified in this Attachment.	
NOT FOR PUBLICATION IF GROUNDS FOR EXEMPTION ARE DETERMINED	
Section [x]:	Ground for claiming exemption:
Section [x]:	Ground for claiming exemption:
_____ Full Name and Signature	

ATTACHMENT 1A – proof of occupier status

REGISTER NUMBER
3739/DP207069

DUPLICATE EDITION	DATE DUPLICATE ISSUED
3	12/5/2017

VOLUME 2125 FOLIO 562

WESTERN AUSTRALIA

DUPLICATE CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

REGISTRAR OF TITLES

LAND DESCRIPTION:

LOT 3739 ON DEPOSITED PLAN 207069

REGISTERED PROPRIETOR:
(FIRST SCHEDULE)

BROGATE PTY LTD OF 308 FITZGERALD STREET PERTH WA 6000 (T N620019) REGISTERED 10/5/2017

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS:
(SECOND SCHEDULE)

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required. Lot as described in the land description may be a lot or location.

----------END OF DUPLICATE CERTIFICATE OF TITLE----------

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND:	2125-562 (3739/DP207069)
PREVIOUS TITLE:	281-16A
PROPERTY STREET ADDRESS:	NO STREET ADDRESS INFORMATION AVAILABLE.
LOCAL GOVERNMENT AUTHORITY:	SHIRE OF DANDARAGAN

ATTACHMENT 1B – ASIC Company extract

Australian Company

BROGATE PTY LTD
ACN 009 360 605

Extracted from ASIC's database at AEST 12:00:40 on 23/04/2018

Company Summary	
Name:	BROGATE PTY LTD
ACN:	009 360 605
ABN:	25 009 360 605
Previous State Number:	C0834789A
Previous State of Registration:	Western Australia
Registration Date:	22/12/1988
Next Review Date:	22/12/2018
Status:	Registered
Type:	Australian Proprietary Company, Limited By Shares
Locality of Registered Office:	PERTH WA 6000
Regulator:	Australian Securities & Investments Commission

Further information relating to this organisation may be purchased from ASIC.

23/04/2018 AEST 12:00:40 1

Current Company Extract

BROGATE PTY LTD
ACN 009 360 605

Organisation Details		Document Number
Current Organisation Details		
Name:	**BROGATE PTY LTD**	0936060A
ACN:	009 360 605	
ABN:	25009360605	
Registered in:	Western Australia	
Registration date:	**22/12/1988**	
Next review date:	22/12/2018	
Name start date:	22/12/1988	
Previous state number:	C0834789A	
Status:	Registered	
Company type:	Australian Proprietary Company	
Class:	Limited By Shares	
Subclass:	Proprietary Company	

Address Details		Document Number
Current		
Registered address:	**C/-MUNRO'S, 308 Fitzgerald Street, PERTH WA 6000**	1E3633222
Start date:	18/09/2007	
Principal Place Of Business address:	1 Beachside Road Cygnet Bay Via, BROOME WA 6725	0E7734633
Start date:	20/03/2002	
Contact Address		
Section 146A of the Corporations Act 2001 states 'A contact address is the address to which communications and notices are sent from ASIC to the company'.		
Address:	LOCKED BAG 50, PERTH BC WA 6849	
Start date:	26/06/2003	

Officeholders and Other Roles		Document Number
Director		
Name:	**ALISON MARGARET BROWN**	0E7734633
Address:	1 Beachside Road Cygnet Bay Via, BROOME WA 6725	
Born:	14/05/1949, BEVERLEY, WA	
Appointment date:	15/01/1989	
Name:	BRUCE RICHARD BROWN	0E7734633
Address:	1 Beachside Road Cygnet Bay Via, BROOME WA 6725	
Born:	02/06/1945, FREMANTLE, WA	
Appointment date:	15/01/1989	
Name:	SIMON JOSEPH STRAWBRIDGE	1E7502464
Address:	137 Hensman Street, SOUTH PERTH WA 6151	
Born:	26/01/1967, DEVONPORT, TAS	
Appointment date:	31/05/2011	

23 April 2018 AEST 04:09:00 PM 1

Current Company Extract

BROGATE PTY LTD
ACN 008 380 606

Secretary

Name:	SIMON JOSEPH STRAWBRIDGE	1E7502464
Address:	137 Hensman Street, SOUTH PERTH WA 6151	
Born:	26/01/1967, DEVONPORT, TAS	
Appointment date:	31/05/2011	
Name:	CHRISTINE PRASETIA	1E9587523
Address:	22A Ardessie Street, ARDROSS WA 6153	
Born:	09/12/1979, YOGYAKARTA, INDONESIA	
Appointment date:	28/06/2013	

Share Information

Share Structure

Class	Description	Number issued	Total amount paid	Total amount unpaid	Document number
ORD1	ORDINARY SHARES	2	2.00	0.00	0E0543037

Members

Note: For each class of shares issued by a proprietary company, ASIC records the details of the top twenty members of the class (based on shareholdings). The details of any other members holding the same number of shares as the twentieth ranked member will also be recorded by ASIC on the database. Where available, historical records show that a member has ceased to be ranked amongst the top twenty members. This may, but does not necessarily mean, that they have ceased to be a member of the company.

Name: ALISON MARGARET BROWN
Address: 1 Beachside Road Cygnet Bay Via, BROOME WA 6725

Class	Number held	Beneficially held	Paid	Document number
ORD1	1	yes	FULLY	0E7734633

Name: BRUCE RICHARD BROWN
Address: 1 Beachside Road Cygnet Bay Via, BROOME WA 6725

Class	Number held	Beneficially held	Paid	Document number
ORD1	1	yes	FULLY	0E7734633

End of Extract of 2 Pages

23 April 2018 AEST 04:09:00 PM 2

ATTACHMENT 1C – authorisation to act as representative of the occupier

Brogate Pty Ltd,
RSM Yeerumullah Rd,
Badgingara. WA

ABN: **25 009 360 605**

[redacted]

12/10/2018

To whom it may concern:

We hereby give consent to authorise Tim Stevenson to apply for a works approval to construct a composting facility on Parron Farm at the above address.

[redacted]

Bruce Brown. Director

[redacted]

Alison Brown. Director

ATTACHMENT 2

Map 1: Location of the compost facility in relation to Badgingarra.

Map 2: Location of the proposed compost facility.

Map 3: Design of the proposed compost facility. The dark blue area represents the evaporation pond, the light blue area represents the compost pad.

ATTACHMENT 3A – proposed activities

1. BACKGROUND

Parron Place is an 8,400 hectare property that is located 7.4 km west of the Badgingarra town site in the Shire of Dandaragan. The premises is zoned Rural under the Shire of Dandaragan Local Planning Scheme No. 7. Brogate Pty Ltd have been receiving and spreading chicken manure on the property for nearly twenty years, as an alternative to chemical fertilisers. Given the predominance of sandy soils in the area, the use of composted manures is a perfect addition to the landscape. Prior to the last 18 months, there have been no odour complaints made against Parron Place. This works approval application will convert an existing gravel pit into a fully enclosed composting facility.

The compost facility will be receiving two products – spent hens and poultry litter. These products will be coming predominantly from AAA Egg Company. Both spent hens and poultry litter require some pre-treatment before being applied to land; compost is the perfect solution. When these products are composted, the end product is a rich, sweet-smelling humus-like material that is a valuable organic fertiliser and soil conditioner. Composted litter has a reduced odour when compared to raw litter, and also tends to be more stable than raw litter. To ensure the composting process is effective and the end product is as valuable as possible, it is estimated that 50 tonnes/fortnight of spent hens, 20 tonnes/fortnight of poultry litter and 10 tonnes/fortnight of straw will be required.

The applicant will also reserve the right to receive other products, such as green waste, from time to time. Alternative products that may be received will be managed as per spent hens and poultry litter and will not pose a greater environmental risk. No liquid wastes are to be received at any time.

Development approval for the construction of the compost facility will be submitted to the Shire of Dandaragan and progressed in parallel with this application.

The Department of Primary Industries and Regional Development have been consulted for advice on the design elements of this project.

2. ENVIRONMENT

Climate

A summary of rainfall and evaporation data are listed in Table 1, with wind trends shown in Figure 1.

Table 1: Climatic data for Badgingarra.

Descriptor	Value	Source
Average annual rainfall	542 ml	Bureau of Meteorology
1 in 20 year total winter* rainfall	569 mm	Department of Primary Industries and Regional Development
Average winter* evaporation**	616mm	Bureau of Meteorology
Annual evaporation**	2.3 m/year	Bureau of Meteorology

* winter is described as May, June, July, August, September, October.

** evaporation data is supplied for Wongan Hills Research Station.

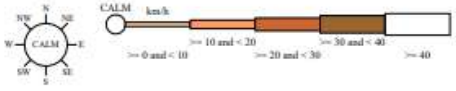
Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 10 Aug 2018)

Custom times selected, refer to attached note for details

BADGINGARRA RESEARCH STN

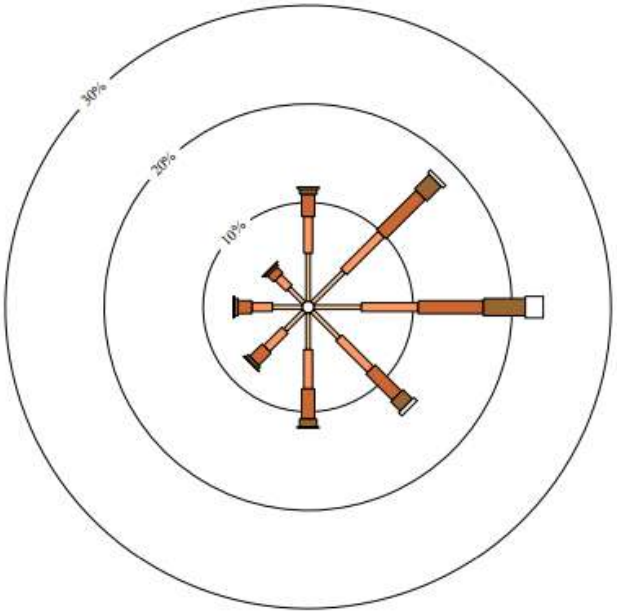
Site No: 009037 • Opened Jan 1962 • Still Open • Latitude: -30.3381° • Longitude: 115.5394° • Elevation 275m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



9 am
15739 Total Observations

Calm 3%



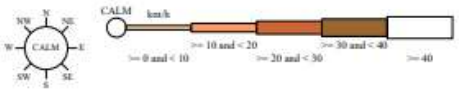
Rose of Wind direction versus Wind speed in km/h (01 Jan 1965 to 10 Aug 2018)

Custom times selected, refer to attached note for details

BADGINGARRA RESEARCH STN

Site No: 009037 • Opened Jan 1962 • Still Open • Latitude: -30.3381° • Longitude: 115.5394° • Elevation 275m

An asterisk (*) indicates that calm is less than 0.5%.
Other important info about this analysis is available in the accompanying notes.



3 pm
7437 Total Observations

Calm *

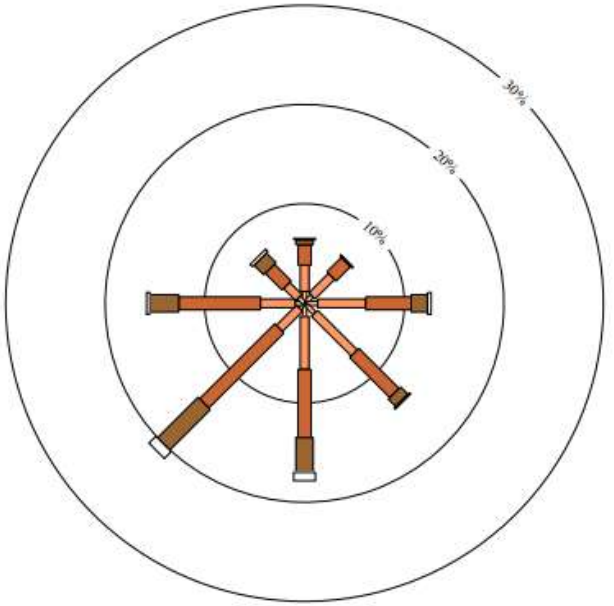


Figure 1- Wind data for the Badgingarra Research Station (Source: Bureau of Meteorology).

Soils and topography

The area where the compost facility will be sited is known as the Yerramullah 2 Subsystem, dominated by plateau residuals with very gently to gently inclined hillcrests and hillslopes (Appendices: Figure 2). The dominant soil type at the site is pale sandy gravels, shallow gravel over duricrust, gravelly pale deep sand and pale and yellow deep sands (Source: Department of Primary Industries and Regional Development database). The proposed compost site is located on shallow gravel over duricrust, with the Shire of Dandaragan recently extracting gravel from the site. The existing gravel pit has a compacted, seemingly impenetrable surface.

A map that shows the contours of the property and surrounding area is found in the Appendices (Figure 2).

Surface water

The property exists within the Hill River surface water catchment (Appendices: Figure 3). The Hill River catchment is characterised by an average stream quality of 1000-3000 mg/L TDS and is classed as brackish (Department of Water, January 2017). Average annual streamflow is 5 GL/a and streamflow is highly seasonal, with over 95 per cent of flow occurring over winter from June to October. The closest point of the Hill River exists approximately 7km east-north-east from the proposed compost site (Appendices: Figure 4). The Hill River discharges into the Indian Ocean about 9km south of Jurien Bay (Department of Water, January 2017).

The following extract was taken from *Environmental Considerations for Groundwater Management in the Northern Perth Basin* (Department of Water, May 2009):

The Hill River has significant ecological values. It has a relatively intact riparian zone, some of which runs through nature reserves, and it provides habitat for many species of macroinvertebrates, frog species of conservation significance, native freshwater fish, freshwater crayfish and the Long-necked Tortoise, Chelodina oblonga. It is the northernmost extent of the known range of the Nightfish, Bostockia porosa (Wetland Research and Management 2005).

There is no flow in the Hill River for nearly two-thirds of the year, but these periods of no flow are gradually reducing. Extensive land clearing in the Hill River catchment has led to altered hydrology, notably large increases in flows in the river. In particular, September to November flows are becoming more permanent.

A source at the Department of Water (Mark Canny, Program Manager, Planning Advice) and the Department of Primary Industries and Regional Development (Russell Speed, Research Officer) have both confirmed that Hill River generally only flows during times of peak rainfall.

Bibby Creek is the next closest watercourse, sited approximately 8km from the proposed compost site, to the south-west.

Groundwater

The Badgingarra area is located in the northern part of the Perth Basin. The Water Corporation supplies the town of Badgingarra with drinking water via two production bores which draw from a deep, semi-confined aquifer known as the Yarragadee aquifer (Department of Water, June 2017), shown in Appendices: Figure 5. The depth to the water table of the Yarragadee is approximately 145m (Water and Rivers Commission, 1999).

"This deep, semi-confined aquifer is not considered highly vulnerable to contamination from land uses in the broader recharge area. This is because the source is largely protected from surface contamination by the considerable depth to the aquifer and the presence of multiple layers of rock that sit above the groundwater. The main risks to Badgingarra's water quality would arise from inappropriate land uses or activities in the immediate vicinity of the bore field" (Department of Water, June 2017).

The proposed compost site is 7.9 km west of the boundary of the protection zone for the production bore. The protection zone exists on the eastern edge of the town boundary.

According to advice received by senior hydrologists at the Department of Primary Industries and Regional Development, the chance of there being perched groundwater above the regional watertable at the site is very low (Source: Russell Speed).

Salinity within the Yarragadee aquifer is highly variable, however the proposed compost location is situated in an area with a salinity of 0-500 mg/L TDS (as shown in Appendices: Figure 6). Current groundwater use of the Yarragadee aquifer, outside of town water supply, is mineral sands mining, pasture operations and, more recently, olive and almond tree plantations near Badgingarra and Eneabba (Department of Water, January 2017).

Flora & fauna

There is no native vegetation within the proposed premise boundary (as shown in Attachment 2B). Immediately south of the proposed location (over Cadda Road) is the Badgingarra National Park (Figure 7). The Badgingarra National Park has been identified as a moderate potential Groundwater Dependent Ecosystem (GDE), as shown in Appendices: Figure 8 (Source: http://www.bom.gov.au/water/groundwater/gde/map.shtml). The area also has a number of threatened and priority flora and threatened fauna which may be reliant on these GDE's (Figure 9).

Access

Access to the proposed location is via Cadda Road, approximately 7 km from the Brand Highway intersection.

3. SEPARATION DISTANCES

According to the Environmental Protection Authority Western Australia (September 2015), the recommended separation distance between an outdoor uncovered compost manufacturing facility that processes up to 5000 t/year and a sensitive land use is 800 metres.

The actual separation distance to the closest sensitive receptors are:

1. 6.1 km to a residence to the north-east.
2. 7.0 km to a residence to the north-east.
3. 7.0 km to a residence to the north-north-east.
4. 7.7 km to the edge of the Badgingarra town site.
5. 7.9 km to a residence to the west.
6. 8.7 km to a residence to the south-west.
7. 11.9 km to a residence to the north-west (previous complainant).
8. 13.5 km to the southernmost point of the Hill River properties to the north-north-west (previous complainants).

These distances are shown in the Appendices: Figure 10.

For compost facilities, the South Australian EPA recommends a buffer distance of 1000m to land that is for sensitive use (Environmental Protection Authority South Australia, January 2013). This distance is also achieved at this proposed location.

In terms of separation distance to environmental receptors, the minimum separation distance is achieved in each instance (refer to Table 2).

In addition, raw or composted products will not be stored or processed within 50m of the property boundary.

Table 2: Minimum and actual separation distances from composting facilities to environmental receptors (Department of Environment Regulation, March 2016).

Environmental receptor	Minimum Distance from composting facilities (m)	Actual separation distance from composting facilities (m)
Maximum highest historic groundwater level	3m (vertical separation) from the base of any infrastructure	145m
Wetland of conservation value	1000m (down hydraulic gradient)	N/A
Watercourse, drain (surface or subsurface), wetland	500m (down hydraulic gradient)	7000m
High water mark estuaries	500m	N/A
Public drinking water source well/bore and surface water sources that supply drinking water	300m (radius)	7800m
Private potable supply well/bore	100m (down hydraulic gradient)	>100m

Cadda Road is directly south of the proposed compost facility. According to a traffic counter located on Cadda Road from the 29 September to the 9 November 2016, a total of 1154 vehicles used the road during this 6 week period. This equates to an average of 27 vehicles per day. The breakdown in the category of vehicles is shown in Table 3.

Cadda Road is also used by a local school bus at the approximate times of 7:00-7:20am and 4:40-5:00pm, Monday to Friday. Where possible, all operations at the compost site, including delivery of feedstock, will be ceased during these times.

Table 3: Vehicular use of Cadda Road according to vehicle type (Source: Shire of Dandaragan).

Light vehicle (car or car towing a light trailer)	Medium (two axle, three axle or four axle truck or bus)	Heavy (three axle articulated truck to double road train)
61.9%	34.1%	4.0%

4. DESIGN ELEMENTS

The following is required for a composting site:

- Prevention of stormwater entering into areas where feed stocks are received and processed, and where finished compost product is stored (see Diversion Drains);
- A hard compacted base to prevent nitrogen and bacterial contamination of groundwater. This hardstand area needs to be of an appropriate size to store all incoming materials and finished compost product (see Hardstand);
- The ability to contain and capture any effluent that may runoff in the event of high rainfall (see Evaporation pond).

Diversion drains

All water that has entered the composting area and all water that has been contaminated by leachate must be treated in the same manner as leachate. Diversion drains will be constructed upslope of the hardstand, to prevent the run-on of surface water onto the hardstand area. Diversion drains will be constructed of compacted in-situ soils.

Hardstand

1. Size

The facility has been designed to store a maximum capacity of 500 tonnes of product (spent hens, poultry litter and straw) at any time. To calculate the area required, the first step is to convert the amounts from tonnage to density.

50 tonnes of spent hens/fortnight = 50 m^3

20 tonnes of litter/fortnight = 30 m^3

10 tonnes of straw/fortnight = 20 m^3

Therefore 80 tonnes of product/fortnight = 100 m^3 of product.

Therefore a maximum capacity of 500 tonnes of product equates to 625 m^3.

The windrows will be 2 metres high and four metres wide at the base. This equates to 4 m^3 per linear metre. A maximum capacity of 625 m^3 at 4 m^3/linear metre suggests the total length required is 156 metres. The design of the hardstand is such that there will be four windrows, each 39 m long. The total width of the hardstand is 34 m (as shown below). Therefore the hardstand area will be approximately 34 x 39 metres, or 1326 m^2.

2. Construction

The minimum design requirement for a compost facility hardstand is that it is constructed from a low-permeability material able to support the load of material on it and the load of machinery used in the composting facility (Department of Environment and Conservation NSW, July 2004). The proposed compost facility has been sited on shallow gravel over duricrust, which, when compacted, is considered a suitable in-situ material for this type of activity. The in-situ material will be compacted to form a minimum 300 mm layer that will be near impermeable.

The compost pad will be constructed with a 2-3% slope so that all wastewater from the pad is directed to the evaporation pond. There will be no need for internal wastewater drains.

Evaporation pond

1. Size

Wastewater from composting facilities is reasonably expected to contain elevated nutrients. All stormwater which comes into contact with incoming feedstock and compost windrows should be treated as wastewater.

In determining the required pond volume, it is assumed that all liquids in the feedstock are absorbed during the composting process. The volume of water that needs to be captured is that which falls upon the hardstand area. The hardstand area for this compost facility is 1326 m^2. The pond is to be designed for a 1 in 20 year ARI, with the only means of removal from the pond being evaporation. The pond volume has been calculated as follows, using a calculation developed by the Department of Primary Industries and Regional Development for evaporation pond sizing:

a. Catchment size (CS) = 1326 m^2
b. Average pond surface area (PS) = 34 x 6 = 204 m^2
c. Winter evaporation (WE) = 0.616 m
d. Run off co-efficient (RC) = 0.2
e. 1:20 winter rainfall (WR) = 0.569 m

Calculating pad run-off volume

Run in = CS x WR x RC

= 1326 x 0.569 x 0.2

= 151 m^3

Pond depth = pad contribution + in-situ contribution

Calculating pad contribution

= Run in / average pond surface area

= 151 / 204

= 0.74m deep.

Calculating in-situ contribution

= WR – WE

= 0.569 – 0.616

= 0 m

Therefore the pond depth is to be 0.74m deep, with the pond dimensions being 34 x 6m.

2. Construction

The pond will be lined with at least 300 mm of compacted in-situ materials to provide an impermeable layer.

5. OPERATIONS

Composting

Composting is a natural aerobic process that involves the breakdown of poultry litter by microorganisms. Carcass composting is an effective way to dispose of daily mortalities and spent hens. The resulting product is a humus like material that is a valuable soil conditioner and nutrient source. When the process is completed properly, composting should take up to 12 weeks (with an additional four weeks of curing time) and should generate very little odours.

There are three key elements to proper composting of poultry litter – carbon:nitrogen ratio (C:N), moisture level and oxygen.

1. Carbon:Nitrogen ratio

A C:N ratio of between 15:1 And 40:1 will ensure effective composting. Layer manure and carcasses have a very low C:N ratio on their own, which means it is necessary to add a carbon source such as sawdust or straw. Parron Place will be adding straw bales to the compost piles to help soak up moisture and provide an additional carbon source.

2. Moisture level

The preferred moisture content for compost mix is 40-65%. Raw litter typically has a moisture content of 20-30%, but given that Parron Place will be composting spent hens which have a higher water content, it is predicted that the actual moisture content of the product will be closer to 40%. Although water is not generally required for carcass composting, water will be applied in the later stages if deemed necessary.

3. Oxygen

An extremely important element of carcass composting is ensuring the process has adequate oxygen at all times. If oxygen is not present throughout the process, anaerobic conditions will be created and the compost windrows may produce offensive odours. An adequate supply of oxygen during the process can also reduce the risk of botulism.

Oxygen levels are best maintained by the action of turning the piles. The following abstract was taken from *Composting By-products on Egg Farms* (Australian Eggs):

Carcass composting can be done successfully with 1-2 turns of the compost. Unlike regular composting, it is advisable to leave a carcass compost pile for a minimum of four weeks before turning the pile to allow time for breakdown of the carcasses. After this time the pile can be turned, but it must be re-covered with about 300mm of an inert material to ensure carcasses are not exposed on the outside of the pile. An ideal material to use for this is 'finished' compost that has already been through the cycle once already.

Windrow composting will be used in this instance, with spent hens, litter and straw placed in long windrows. A layer of at least 300mm of straw will be placed at the bottom of the windrows. Windrows will be no more than 2 m high and 4 m wide at the base. An inert material, most likely the finished compost product, will be used to cover the windrows to a depth of at least 300mm. Furthermore, the windrows at Parron Place are to be turned five weeks and nine weeks after initial placement. If the composting process is not complete after around 12 weeks, then an additional turning may be added to the process. After each turning of the product, at least 300mm of inert material will be used to re-cover the windrows. Windrows will be turned using a front end loader, at the frequency described above.

Spreading

The entirety of the finished compost product will be applied to the property at 2446 Yerramullah Road, Hill River. When spreading these composted products, the factsheet produced by the Department of Primary Industries and Regional Development (Attachment 11) will be adhered to at all times. The property is 8400 hectares of predominantly sandy soils that will benefit greatly from the application of this composted product.

According to Australian Eggs, the average nitrogen and phosphorus composition of composted poultry mortalities is 2.1% and 1.1% respectively. The application rate of composted products at Parron Place is currently 2 tonnes/hectare, so approximately 42 kg of nitrogen per tonne and 22 kg of phosphorous per hectare. This doesn't consider the carbon source that is added to the mix, so the adjusted nutrient application rates are estimated to be 28 kg/hectare of nitrogen and 12 kg/hectare of phosphorus.

The normal nutrient removal range of wheat is 38-95 hg/hectare of nitrogen and 8-20 kg/hectare of phosphorus (Tucker et al, 2010). Therefore the current application rates are deemed sustainable.

6. RISK ASSESSMENT OF DISCHARGES & EMISSIONS

The following risk assessments have been conducted in line with the *Guidance Statement: Risk Assessments* (Department of Environment Regulations, February 2017) and as per the information provided in Table 4.

Table 4: Risk rating matrix (Department of Environment Regulations, February 2017).

Likelihood	Consequence				
	Slight	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	High	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Medium	Medium	Medium	High
Rare	Low	Low	Medium	Medium	High

Protection of groundwater

The proposed compost facility is designed to be a closed loop system with a compacted hardstand to ensure the protection of groundwater. Although there is groundwater in the region, the depth to groundwater at the site exceeds at least 100m so it is highly unlikely that any contaminants would reach that distance. Subsequently, there should be no impact on groundwater dependent ecosystems that exist in the vicinity of this proposed compost facility.

Risk: contamination of groundwater as a result of infiltration of contaminated stormwater or leachate emissions.

Likelihood: Unlikely

Consequence: Slight

RISK RATING: Low

Protection of surface water

The proposed compost facility is designed to be a closed loop system with diversion drains and an evaporation pond to ensure the protection of surface waters. All contaminated stormwater and leachate emissions will be directed to the evaporation pond. The operations at the site, given the facility design, should not impact the Hill River.

Risk: contamination of surface water as a result of run-off of contaminated stormwater or leachate emissions.

Likelihood: Unlikely

Consequence: Slight

RISK RATING: Low

Dust

The composting process should not generate a lot of dust since water is one of the main ingredients required for composting and that for optimal performance, the windows will have a moisture content between 30-40%. If dust was to become a problem, unsealed access roads could be sprayed with fresh water and compost windrows could be sprayed with either fresh water or water from the evaporation pond.

Given the large separation distance between the compost facility and the nearest sensitive receptors, it is highly unlikely that dust will cause any amenity impacts. Although highly unlikely, the above corrective actions will be employed if it is found that dust is causing unforeseen impacts to those using Cadda Road.

Risk: dust emissions from the facility impacting the amenity of nearby sensitive receptors.

Likelihood: Possible

Consequence: Slight

RISK RATING: Low

Noise

The compost facility will be managed so as to minimise offsite noise impacts. In most instances, the only audible noise that will come from the compost facility is machinery noise. That said, the separation distance to nearby sensitive receptors is so great that the risk of any reduced amenity as a result of noise is basically nil. Traffic travelling along Cadda Road may hear an occasional vehicular noise, but the road is very lightly used and the noise would be similar to that of a tractor or header operating in a paddock alongside a road.

Risk: noise emissions from the facility impacting the amenity of nearby sensitive receptors.

Likelihood: Possible

Consequence: Slight

RISK RATING: Low

Odour

In the last 12 months, there have been a number of odour complaints made against operations undertaken at Parron Place. This aligns with a change in operations at the property; that being the receival of wet and odorous poultry litter. This poultry litter was stored approximately 6km closer (than the proposed compost facility) to the complainants in the Hill River area. The construction of a fit-for-purpose compost facility located a greater distance from sensitive receptors should be effective in reducing the odour profile and eliminating any amenity impacts on neighbours.

The direction of the prevailing winds will also influence the presence of odour at nearby sensitive receptors. The prevailing wind at 9am is an easterly, which will push the odour away from the town of Badgingarra but also mostly away from Cadda Road. The prevailing wind at 3pm is a south-westerly which will again effectively dispel any odours away from the town of Badgingarra, Cadda Road and residents at Hill River.

Improved management at the site will also decrease the risk of odour affecting the amenity of nearby sensitive receptors. The design of the facility with a compacted hardstand and suitable slope will prevent the pooling of stagnate leachate.

Adherence to the information supplied in the factsheet produced by the Department of Primary Industries and Regional Development (Attachment 11) will also result in reduced odour during stockpiling/composting and spreading of the finished compost product to land.

In addition, all trucks carrying feedstock to the property and all trucks that may use public roads when transporting the finished compost product will be covered. This will significantly reduce the risk of odour affecting the amenity of those situated along the roads travelled.

Risk: odour emissions from the facility impacting the amenity of nearby sensitive receptors.

Likelihood: Unlikely

Consequence: Minor

RISK RATING: Medium

7. MAINTENANCE, MONITORING & RECORDING

A maintenance program will be implemented to maintain the effective working condition of all components of the compost facility. This includes the hardstand and pond. The pond is to be de-sludged as required, when then there is a noticeable build-up of sludge.

Given the extreme distance to groundwater at the proposed location, as well as the apparent lack of quality surface waters in the immediate area, no monitoring will be undertaken unless there is a request to do so. According to the Department of Environment Regulation (March 2016), Tier 1 indicatory monitoring is required if the groundwater is less than 25 metres below ground level and surface water monitoring is required if there are surface waters within the premises boundary of the composting facility. Neither of these apply in the proposed location.

Any odour complaints received will be correlated with weather conditions and the operations at the compost facility at the time. Records of complaints made against the compost facility will be kept in a file at the property.

8. TRUCK MOVEMENTS

The 50 tonnes of chicken and 20 tonnes of poultry litter per fortnight will be delivered using a tipper truck, specifically a medium rigid (MR Class) heavy vehicle. It is estimated that 3-4 loads per fortnight will be required. Both products are to be sourced primarily from the AAA Egg Farm at Jurien Bay.

9. REFERENCES

Australian Eggs, *Composting By-products on Egg Farms,* Enviro Fact Sheet.

Department of Environment and Conservation NSW (July 2004), *Composting and related organics processing facilities,* Environmental Guidelines.

Department of Environment Regulation (February 2017), *Guidance Statement: Risk Assessments.*

Department of Environment Regulation (March 2016), *Draft Environmental Standard: Composting.*

Department of Water (January 2017), *Northern Perth Basin: Geology, hydrogeology and groundwater resources,* Hydrogeological Bulletin Series, Report no. HB1.

Department of Water (June 2017), *Badgingarra Water Reserve; Drinking water source protection review,* Water Resource Protection Series, Report WRP 174

Department of Water (August 2010), *Jurien groundwater allocation plan,* Water resource allocation planning series, Report no 27

Department of Water (May 2009), *Environmental Considerations for Groundwater Management in the Northern Perth Basin,* Environmental Water Report Series, Report no. 8.

Environmental Protection Authority Western Australia (September 2015), *DRAFT Environmental Assessment Guideline for Separation distances between industrial and sensitive land uses,* EAG X.

Environmental Protection Authority South Australia (January 2013), *Compost Guideline.*

Tucker, RW, McGahan, EJ, Galloway, JL and O'Keefe, MF (2010), *National Environmental Guidelines for Piggeries – Second edition*, APL Project 2231, Australian Pork Ltd, Deakin, ACT, Australia.

Water and Rivers Commission (1999), *Badgingarra Water Reserve Water Source Protection Plan; Badgingarra Town Water Supply,* Water Resource Protection Series, Report WRP11

10. APPENDICES

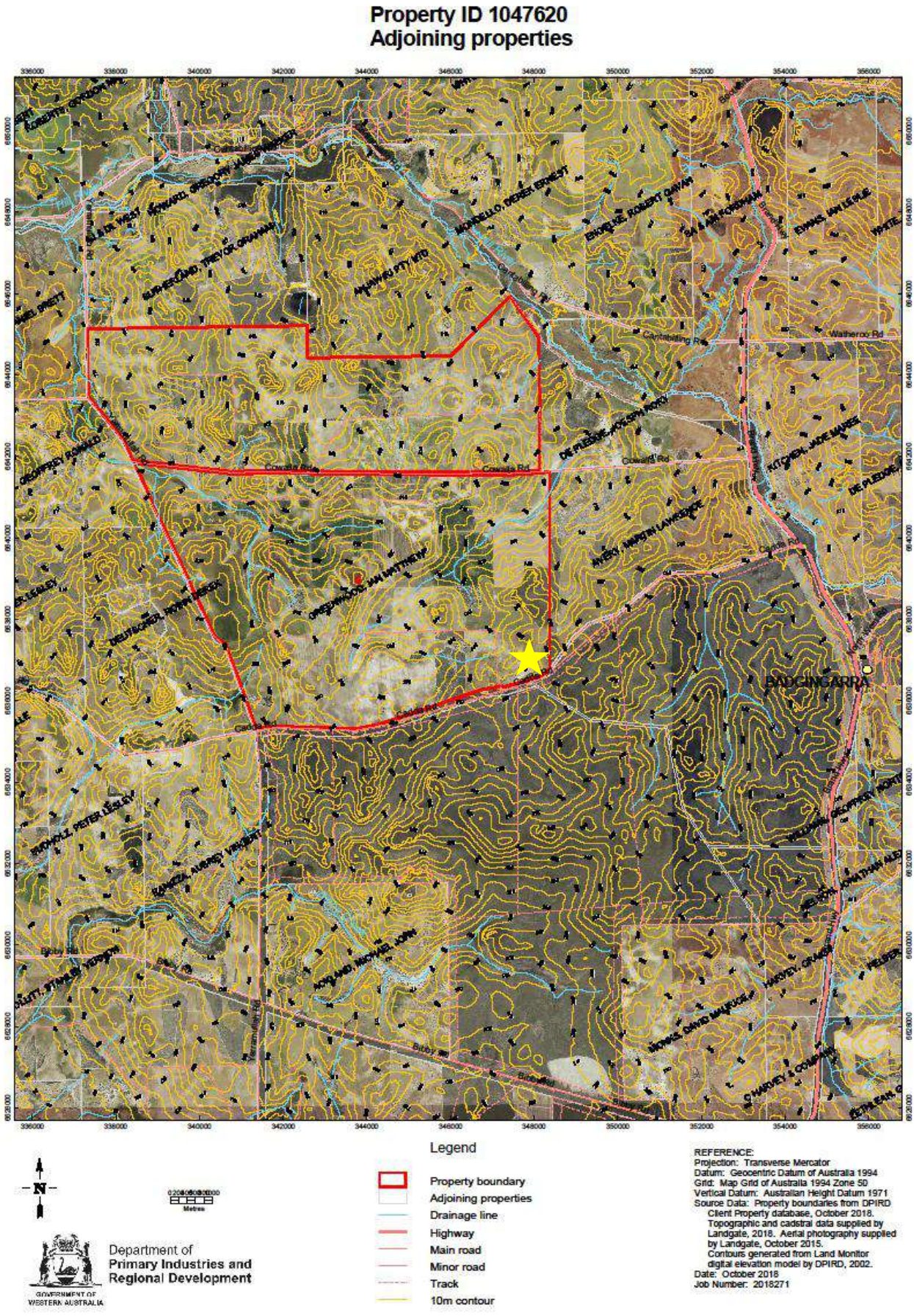


Figure 2: Map showing contours in the region, with the star depicting the proposed compost location.

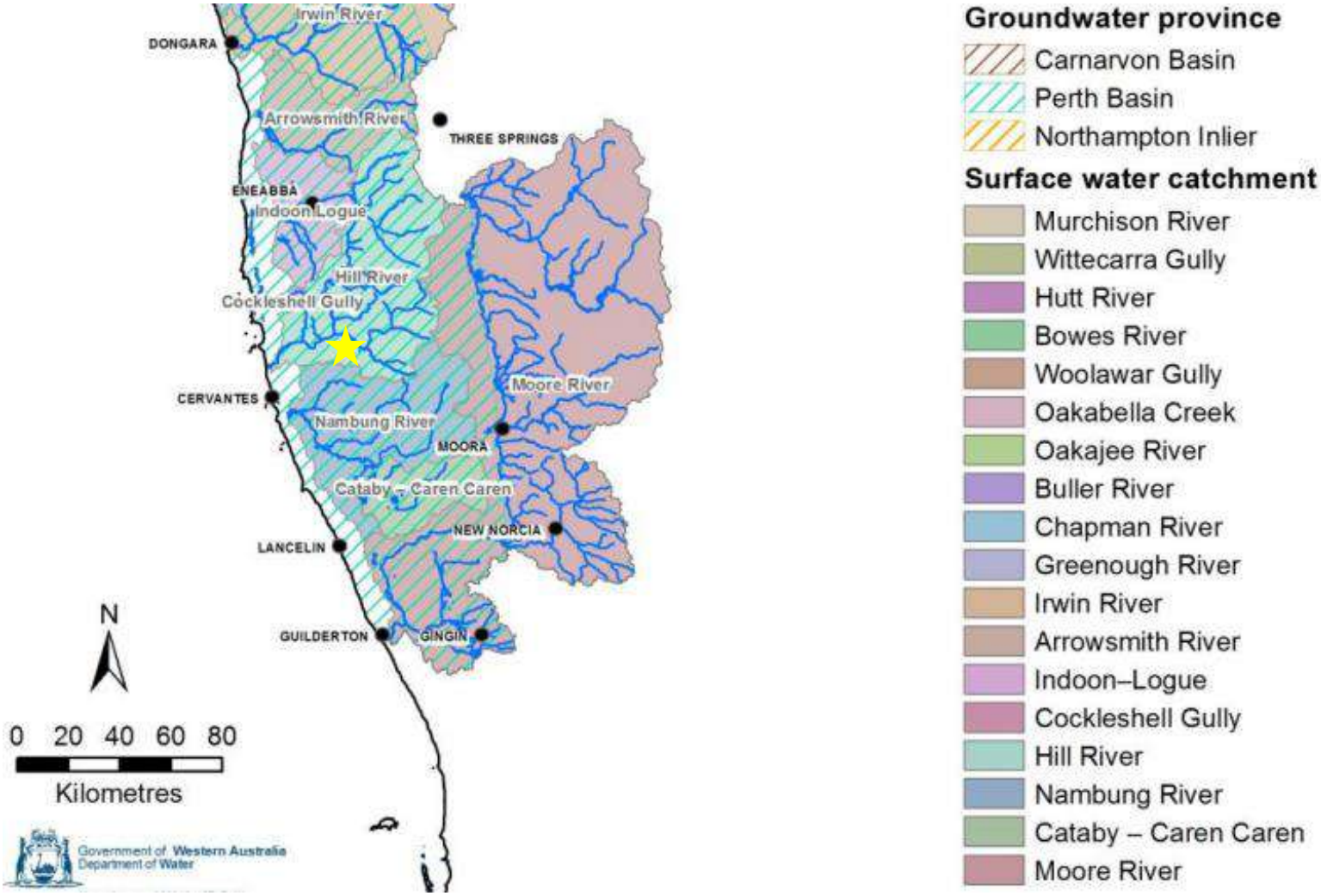


Figure 3: Surface water catchments (Department of Water, January 2017). The star depicts the proposed composting location.

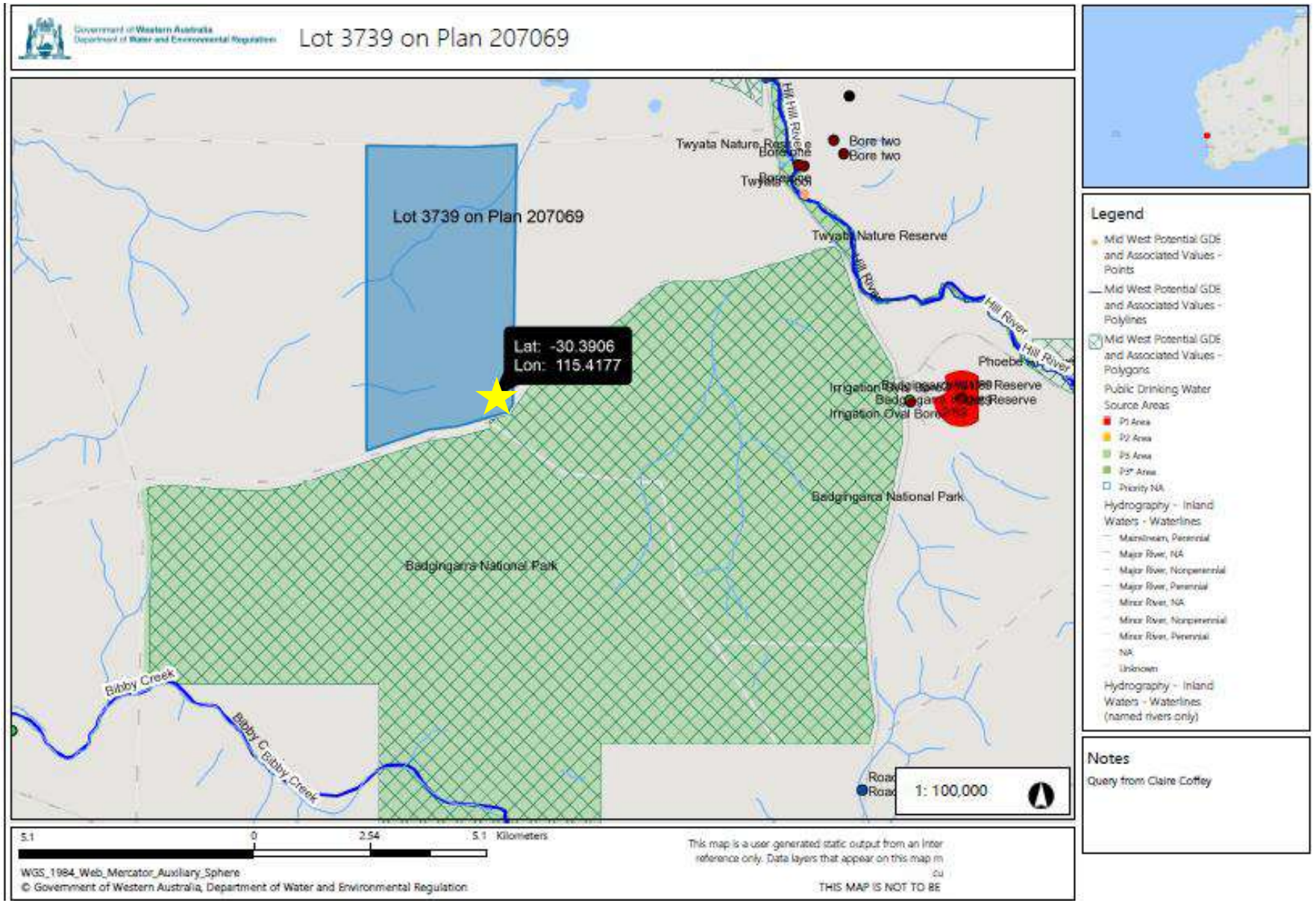


Figure 4: A map showing the location of the Hill River and Bibby Creek. The star depicts the proposed composting location.

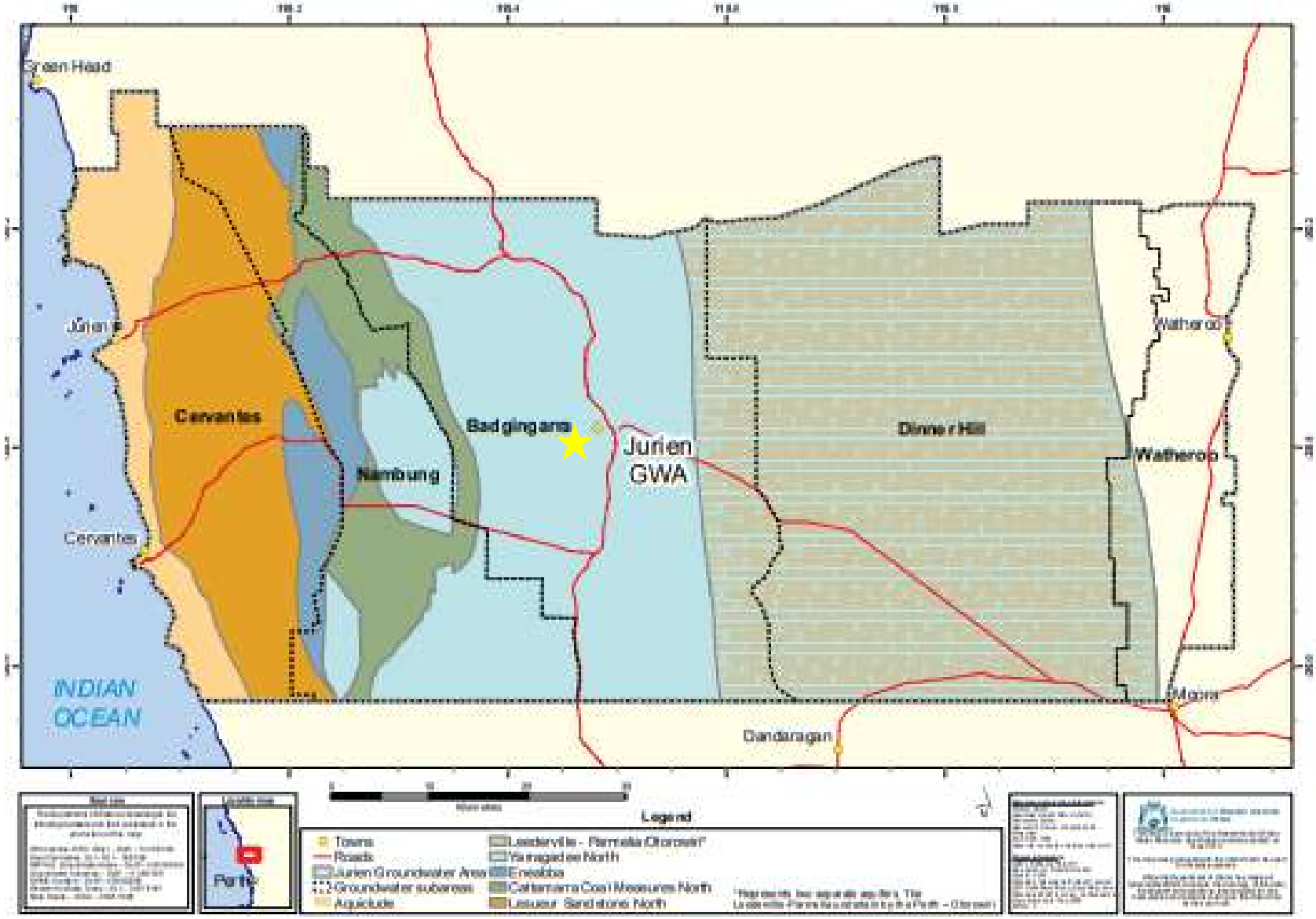


Figure 5: Confined aquafer boundaries in the Jurien Groundwater Area (Department of Water, August 2010). The star depicts the proposed composting location.

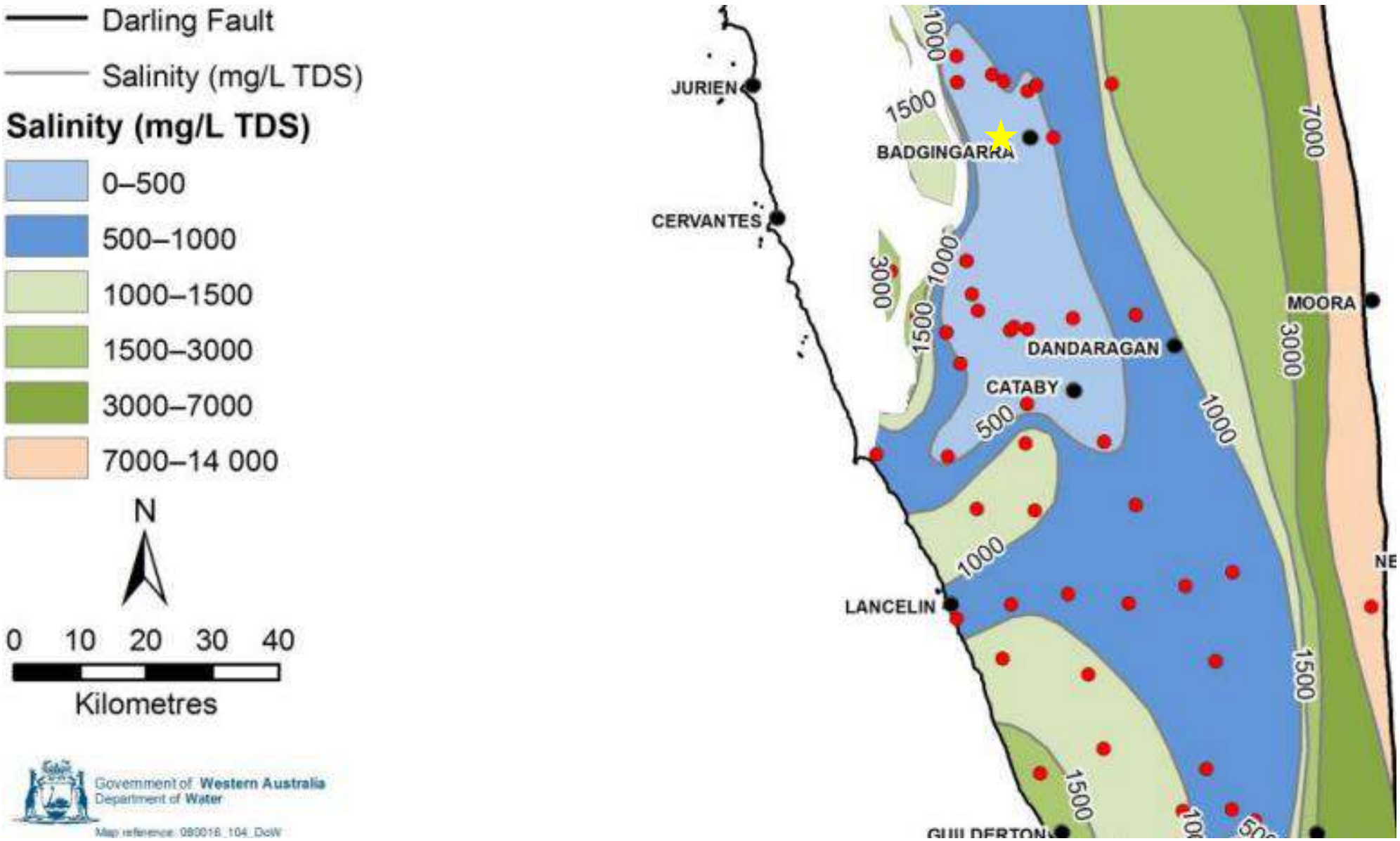


Figure 6: Yarragadee aquifer: groundwater salinity (Department of Water, January 2017). The star depicts the proposed composting location.

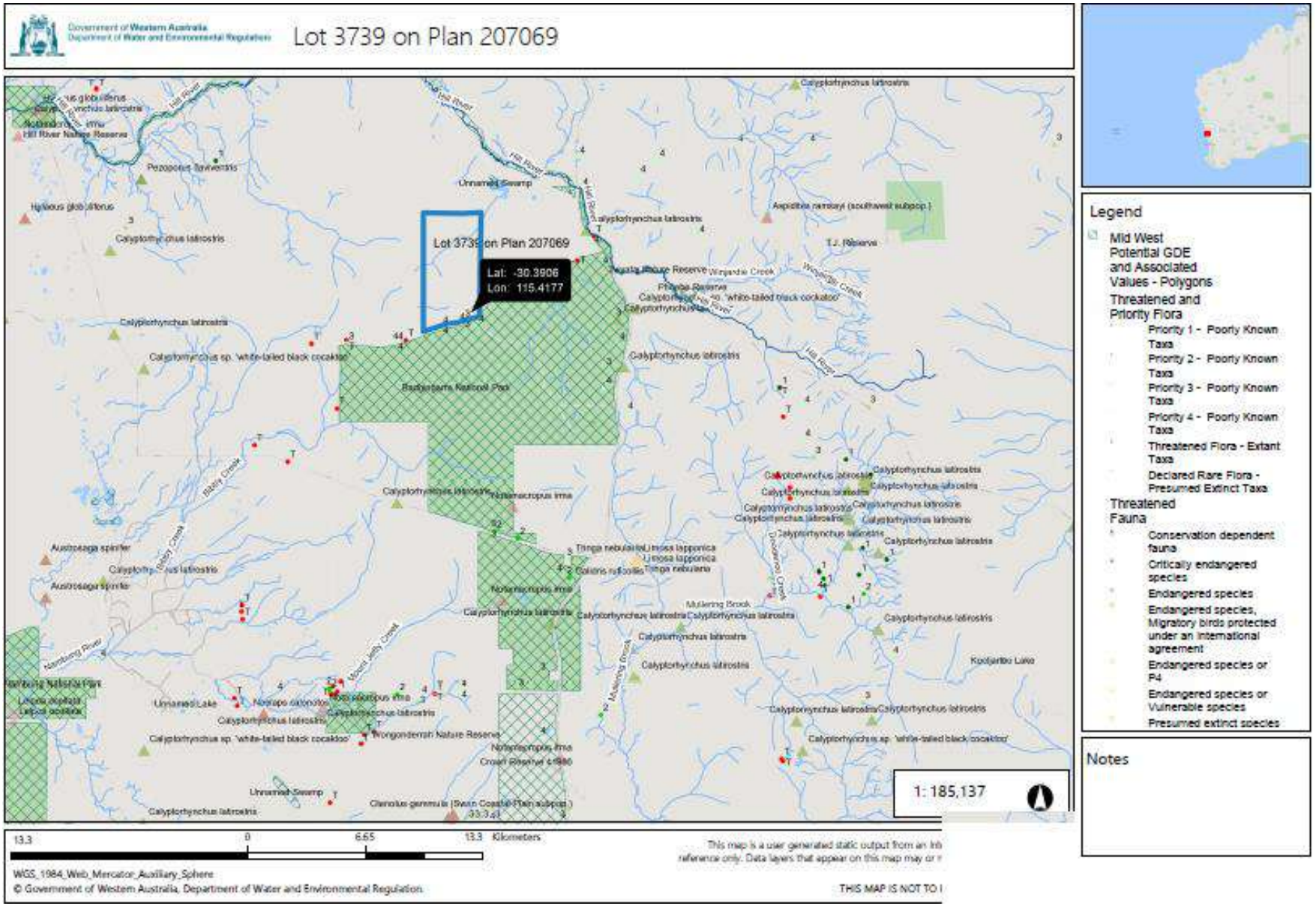


Figure 7: Location of the Badgingarra National Park and threatened and priority flora and fauna.

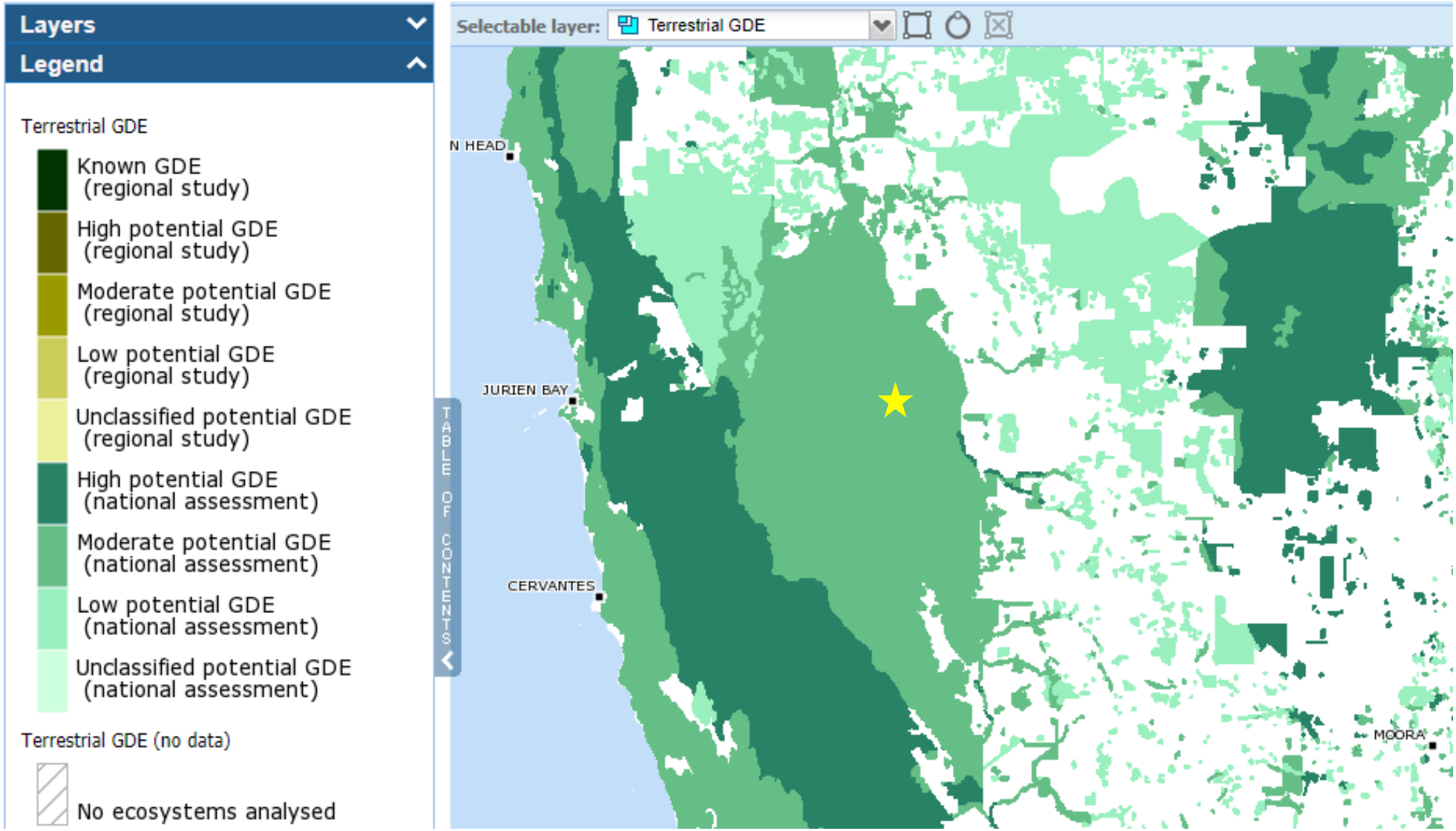


Figure 8: Map of the potential Groundwater Dependent Ecosystems (GDE) (Source: http://www.bom.gov.au/water/groundwater/gde/map.shtml). The star depicts the proposed compost location.

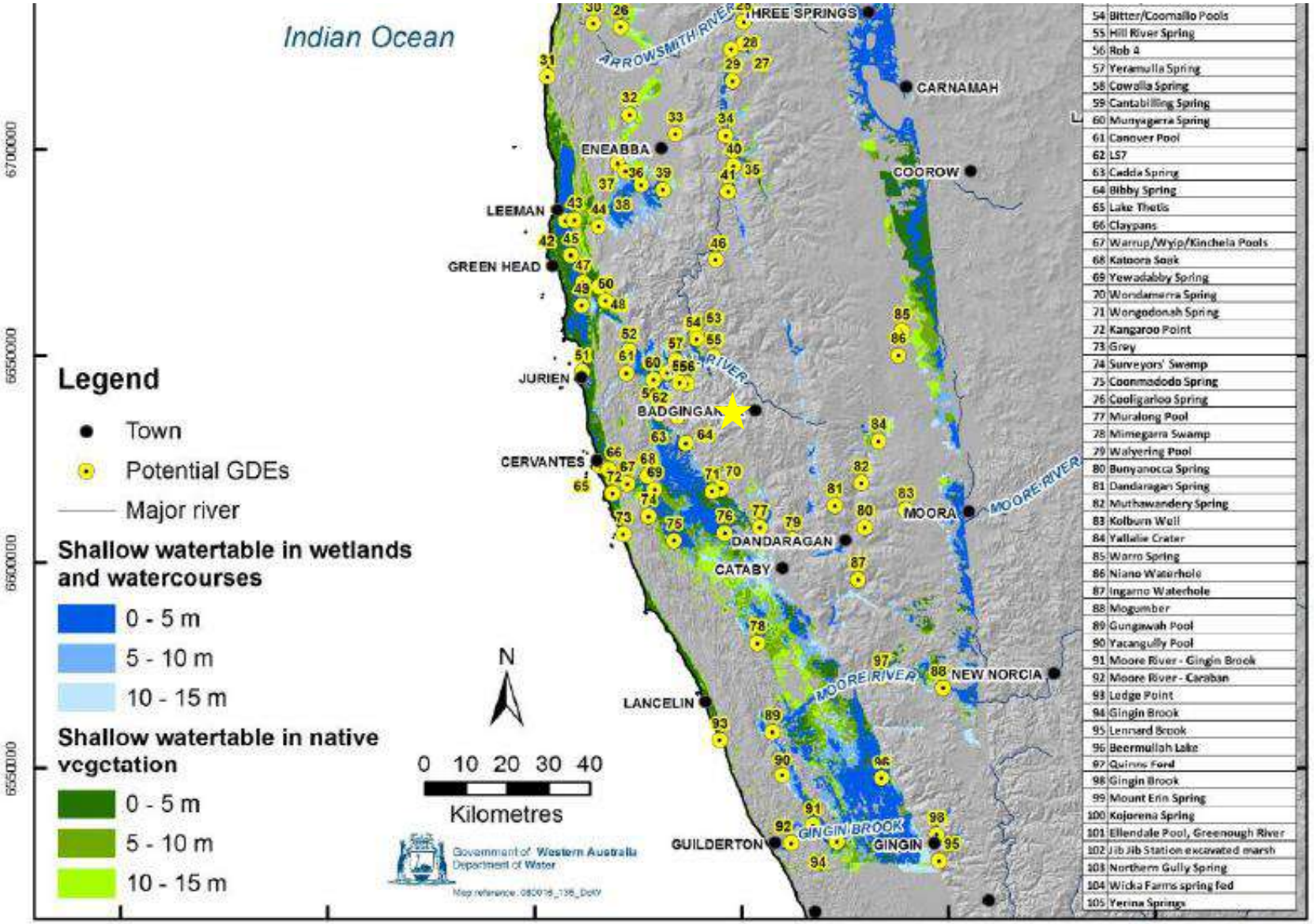


Figure 9: Potential groundwater dependent ecosystems in the Northern Perth Basin (Department of Water, January 2017). The star depicts the proposed composting location.

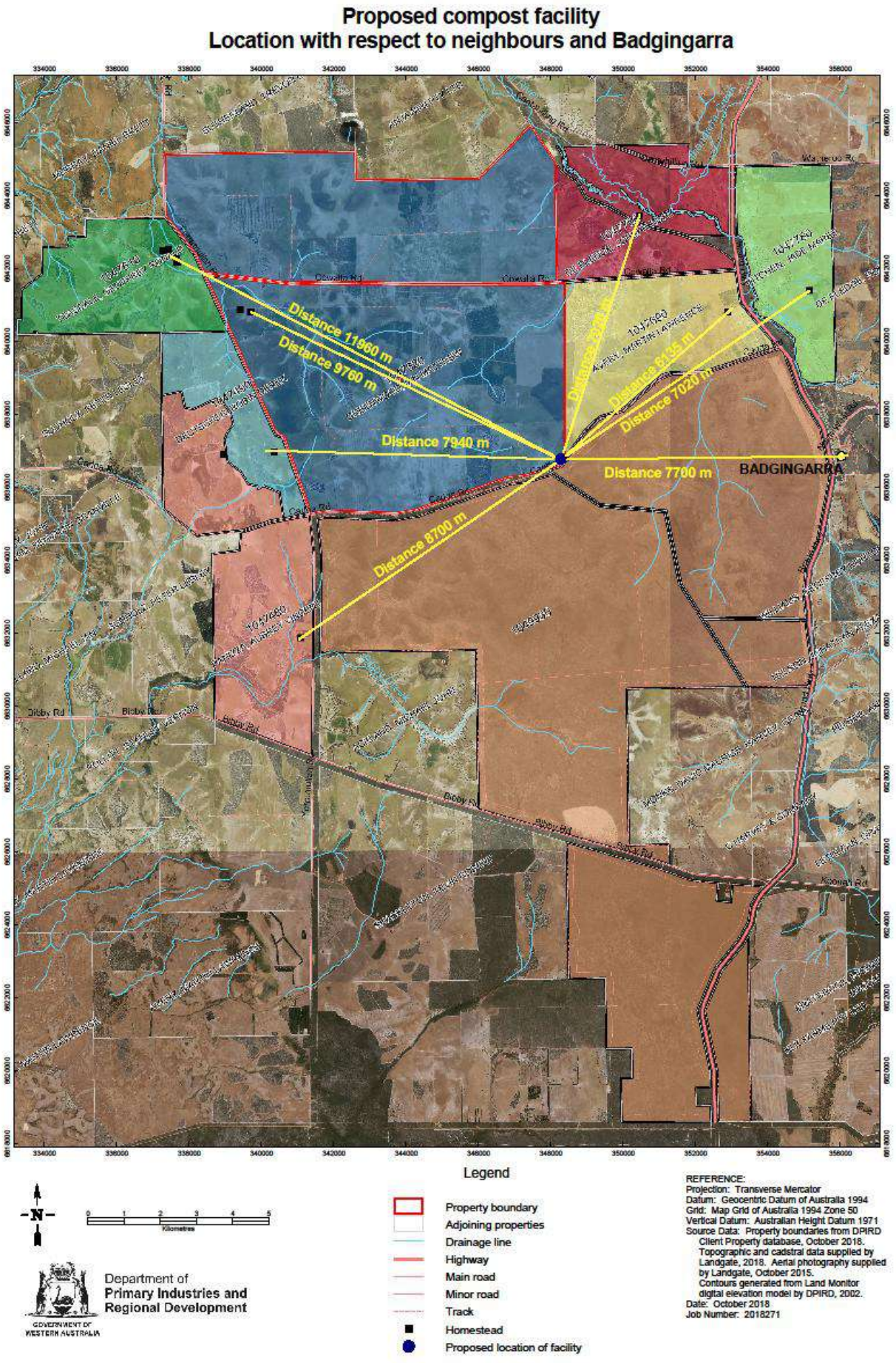


Figure 10: Distance to sensitive receptors.

ATTACHMENT 7 – See Figure 10 in the Appendices section in Attachment 3A.

ATTACHMENT 9 – information and data used to calculate proposed fees

ATTACHMENT 11 – DPIRD factsheet

Factsheet

1 November 2018

Recommendations for manure stockpiling and spreading in paddocks

Manure is a highly valuable nutrient source when spread at suitable rates. However if not managed correctly, it can be a source of conflict in terms of public amenity and environmental pollution. This fact sheet has been developed to provide information to anyone with a need for stockpiling and/or spreading manure on a short-term basis.

Long term stockpiling or composting is not covered as it requires fit-for-purpose facilities.

A decision to produce or stockpile over 1000 tonnes of manure per year is likely to require a specific licence from the Department of Water and Environmental Regulation.

For the purpose of this document, the word manure will be used to describe animal effluent, spent litter and other wastes arising from intensive animal operations such as pigs, chickens, and cattle.

This fact sheet does not consider:

- **Carcasses**. Dead animals (including birds). They must be properly composted according to appropriate guidelines before being applied to land.
- **Manure with a high moisture content**.
- **Winter period**. Manure should not be stockpiled or spread during the months of June, July and August, due to the likelihood of nutrient leaching. If manure does need to be stockpiled during these months, either an impermeable cover over the stockpiles or siting the stockpiles in a controlled drainage area with an impermeable hardstand is required.

Stockpiling

No matter the length of time that manure is stockpiled, it can create an odour nuisance. Correct management of manure stockpiles should reduce the incidence and severity of odours.

Stockpiles should ideally be about 1.5-2m in height. Piles that are too large may heat up excessively and generate odour.

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The stockpile should have a triangular cross-section to promote water-shedding and prevent manure from becoming too wet which can result in significant odour production. Livestock should be prevented from accessing stockpiles.

Wet manure should not be stockpiled as anaerobic breakdown can release strong odours. Drier manure decomposes aerobically which is a low odour process.

A plan should be drawn showing the location of geographical features in the vicinity so that all elements can be appropriately considered.

The following buffer distances between the stockpile and the following should be complied with:

- Public Road 50m
- Boundary 50m
- Watercourse 100m
- Wetland 100m
- Bore 50m
- Residence 200m – prevailing winds also need to be considered.

When selecting the site for a short-term manure stockpile, the following should also be considered:

- Soil type
- Topography (including slope),
- Proximity to surface waters
- Depth to ground water (should exceed 2m at all times).

Spreading

When can I spread?

There are a number of factors to consider when making a decision about when to spread manure on paddocks.

Neighbours - Contact neighbours prior to spreading manure, even if winds are blowing away from them as winds may change direction and create a noticeable odour.

Timing of manure spreading should be considered; avoid spreading manure immediately before weekends and public holidays when people are likely to be engaging in recreational activities.

Weather is a big consideration when it comes to spreading manure.

- Do not spread manure if the wind will blow towards a neighbour. Dust particles can carry significant odour,

- Do not spread manure that is very dry (aim for a moisture content of 25-30%, but not less than 15%).

Timing

- The ideal time to spread manure is on a fine summer/autumn day when the heating of the land surface by the sun causes hot air to rise from the surface, causing considerable mixing of the atmosphere. Under these conditions, odours are rapidly dispersed and carried up into the atmosphere and odour intensity away from the source reduces quickly.
- On cool, still, clear evenings, the air at the surface cools and doesn't rise because an inversion layer has developed. These are particularly undesirable conditions for generating odour as high intensities can be carried to neighbours. Aim to spread litter in the morning hours to allow for greater odour dispersion and drying throughout the day.
- Apply manure just prior to incorporation or seeding.
- Spread manure as frequently and uniformly as possible to avoid large odour generation events.

Livestock

- Take all reasonable measures (fencing or removal from the paddock) to ensure livestock (including ruminant stock) cannot gain access to and consume animal manures when stockpiled.
- Keep the stock away during the actual spreading process.
- Withhold stock from the treated pasture until the manure has been sufficiently incorporated (e.g. by ploughing or by rain and pasture growth) to ensure the manure will not be eaten. As a general guide, excluding ruminants from treated pasture for 3 weeks may allow enough rain and pasture growth to minimise the risk of animals ingesting restricted animal material. However, longer exclusion periods will be needed if rain is scarce or pasture growth is slow.

Where can I NOT spread

Manure cannot be spread in declared Stable Fly designated areas being the cities of Armadale, Cockburn, Kwinana, Rockingham, Swan and Wanneroo, and the shires of Chittering, Gingin, Harvey, Capel and Murray (coastal plain portion only) and Serpentine–Jarrahdale.

What can I spread?

A system is sustainable if the amount of nutrient applied matches that lost to crop uptake, soil storage (phosphorus only), and nutrient losses to the environment (nitrogen only).

A more detailed mass balance equation is:

Nutrient application rate = (CR + SS + EL) / (NW $x10^{-3}$) Where: CR = crop requirement for the nutrient (kg/ha) SS = soil storage of the nutrient (kg/ha) within the root zone EL = allowable nutrient losses to the environment (kg/ha) NW = available nutrient concentration in the manure (mg/kg) or effluent (mg/L).

The annual application rate of each of the nutrients in the manure can be calculated using this approach. The minimum area required for manure utilisation will be the largest calculated for any individual nutrient.

It is good agronomic practice to have manure samples analysed periodically, but generic data can be utilised if required (Appendix 1). Similarly, regular monitoring of the nutrient and pH levels in the soil is essential in determining sustainable application rates.

An estimate of nutrient removal rates by a variety of crops is available in Appendix 2.

Transport

The following should be considered and applied, where possible:

- Select routes that avoid roads near public areas such as schools, town centres, hospitals and other built up areas.
- Spent litter transported in trucks needs to be completely covered and contained. Failure to do so can result in emissions of litter, dust and increased odour along the transport route.

Occupational, Health and Safety

Animal manures contain pathogens that can be harmful to humans. Care should be taken when working the stockpiles and spreading manures. Machine operators should wear a dust mask if not in a fully enclosed cab.

Contact

For questions, queries or assistance, contact **Claire Coffey (08) 98 810 214** **claire.coffey@dpird.wa.gov.au**

Important disclaimer

The Chief Executive Officer of the Department of Primary Industries and Regional Development and the State of Western Australia accept no liability whatsoever by reason of negligence or otherwise arising from the use or release of this information or any part of it.

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Part 15: Declaration and signature

General

I/We confirm and acknowledge that:

- the information contained in this application is true and correct and I/we acknowledge that knowingly providing information which is false or misleading in a material particular constitutes an offence under section 112 of the *Environmental Protection Act 1986* (WA) and may incur a penalty of up to $50,000;
- I/We have legal authority to sign on behalf of the applicant (where authorisation provided);
- I/We have not altered the requirements and instructions set out in this application form;
- I/We have provided a valid email address in Part 2.3 for receipt of correspondence electronically via email from DWER in relation to this application;
- I/We acknowledge that successful delivery to my/our server constitutes receipt of correspondence sent electronically via email from DWER in relation to this application; and
- I/We have provided a valid postal and/or business address in Part 2.4 for the service of all Part V documents.

Publication

I/We confirm and acknowledge:

- this application (including all attachments apart from the sections identified in Attachment 10) is a public document and may be published;
- biodiversity surveys provided in accordance with Part 5 will be published and used, for the purposes of the IBSA project, in accordance with your declaration made in the *Metadata and Licensing Statement*;
- all necessary consents for the publication of information have been obtained from third parties;
- information considered exempt from public disclosure has been placed in Attachment 10 with reasons as to why the information should be exempt in accordance with the grounds specified in Schedule 1 to the *Freedom of Information Act 1992* (WA);
- subsequent information provided in relation to this application will be a public document and may be published unless written notice has been given to DWER by the applicant, at the time the information is provided, claiming that the information is considered exempt from public disclosure; and
- the decision to not publish information will be at the discretion of the CEO of DWER and will be made consistently with the provisions of the *Freedom of Information Act 1992* (WA).

[redacted]

17-12-2019

Date

Position

Signature

Date

Name

Position

NOTE: This form may be signed:

- **if the applicant is an individual, by the individual;**
- **if the applicant is a corporation, by:**
  - **the common seal being affixed in accordance with the *Corporations Act 2001*; or**
  - **two directors; or**
  - **a director and a company secretary; or**
  - **if a proprietary company has a sole director who is also the sole company secretary, by that director; and**
- **by a person with legal authority to sign on behalf of the applicant.**

Row No.	Information Requirements – Specifications	Additional information
1	Re-submit Works Approval application with current approved form.	See attached.
2	Provide premises physical street address	Cadda Road, Badgingarra. Approximately 7km from the Brand Highway and Cadda Road Street intersection.
3	Provide aerial photography showing: a. Property boundary and location of proposed prescribed premises; b. Location and layout of prescribed premises key infrastructure; c. Exact location of emission and discharge points.	See attached map showing the property boundary and the location of the proposed prescribed premises. The only key infrastructure at the site is the hardstand area (which will contain the storage areas for poultry litter and straw, and the compost windrows) and the evaporation pond. See these areas marked on a map below. The only emission and discharge points are the hardstand area (feedstock storage areas and compost windrows in terms of air, dust and noise emissions) and the evaporation pond. At the end of the compost process, the product is immediately spread on Parron Place as an organic fertiliser. Figure 1 – location of key infrastructure at the site. Yellow is straw storage area, red is poultry litter storage area, green is compost windrows and blue is the evaporation pond.

4	Provide annual maximum production or design capacity and estimated annual throughput in tonnes per year.	The design capacity (based on infrastructure operating 24 hours a day, 7 days a week) is 480 tonnes, and the estimated maximum annual throughput per year is 2,080 tonnes. This is based on using 50 tonnes/fortnight of spent hens, 20 tonnes/fortnight of poultry litter and 10 tonnes/fortnight of straw (totalling 80 tonnes of feedstock/fortnight).
5	Accurately list and detail: a. All machinery, equipment and infrastructure used.	A front end loader (100 horsepower Sino) will be used to turn the compost stockpiles. This front end loader is already used on the property for everyday farm management practises. A tractor and muck spreader will be used to spread the compost product to paddocks. There will be no additional machinery, equipment or infrastructure used.
	b. Proposed hours of operation.	6am to 6pm
	c. Make/model, sound power level, capacity (tonnes/hour) of machinery and all controls proposed to mitigate emissions.	During construction and then operation, traffic travelling along Cadda Road may hear an occasional vehicular noise, but the road is very lightly used and the noise would be similar to that of a tractor or header operating in a paddock alongside a road. Given the distance to the nearest sensitive receptors and that the loader does not generate more noise than regular farm machinery, we consider it fair and reasonable that no controls will be required to mitigate noise emissions.
6	Accurately detail: a. Current and historic activities occurring at the premises.	The location of the proposed compost facility is a rural area that is dominated by agricultural activities, predominantly sheep grazing and cropping.
	b. Proposed composting process and associated operations on the premises.	The composting process will be done in accordance with the Australian Eggs *Composting By-products on Egg Farms*. As soon as the spent hens arrive they are placed on 300mm of straw. Straw is then placed on top of the hens and completely covered by at least 300mm of inert material (compost). This occurs as soon as the hens arrive. When the hens are turned after approximately 4-5 weeks, the stockpiles are again covered with inert material (compost) to a depth of 300mm. According to *Composting By-products on Egg Farms*, spent hens have adequate moisture to begin the composting process so water is not essential for carcass composting. Therefore, unless deemed necessary during the compost process, water won't be added.
	c. How the process meets AS 4454-2012 and where it deviates from it.	There are different and somewhat opposing views on what it takes to successfully compost spent hens, based on the Australian Standard method and the Australian Egg method. The Australian Egg document is specific for composting spent hens and is considered the superior guide in this instance. Furthermore the composting of spent hens at this location will occur according to the details in the Australian Egg document.

		The Australian Egg document 'Composting By-products on Egg Farms' details the following procedures for composting spent hens. This is the procedure that will be followed: • Unlike regular composting, it is advisable to leave a carcass compost pile for a minimum of 4 weeks before turning the pile to allow time for breakdown of the carcasses. After this time the pile can be turned, but it must be re-covered with at least 300mm of an inert material to ensure carcasses are not exposed on the outside of the pile. An ideal material to use for this is 'finished' compost that has been through the cycle once already. • To minimise pathogen levels in carcass compost, the compost should be turned three times and reach temperatures of 55C for three consecutive days after each turning. These temperatures should be monitored, and records maintained.
7	Provide information on the inferred groundwater flow and proposed plans for monitoring groundwater quality.	The monitoring of groundwater quality was not deemed to be necessary given the extreme depth to groundwater and the protection that the controlled drainage area, the impermeable hardstand and pond liner will provide to that groundwater. Advice from a Senior Hydrologist at the Department of Primary Industries suggests that is completely reasonable to expect that 145m of semi-confining profile would attenuate any risk of contamination to the groundwater, and that groundwater monitoring at the proposed location would be uneconomical and unviable due to the extreme depth to groundwater. As detailed in Section 10f of this document, the permeability of both the hardstand and the pond liner will be independently verified to ensure compliance with the $1x10^{-9}$ m/s standard. The integrity of the infrastructure will be inspected quarterly and any deterioration of infrastructure will be corrected as required.
8	Detail proposed method/equipment and frequency for: a. Monitoring evaporation pond – pH, temperature, BOD, volume of sludge and pond seepage rates.	The application did not propose monitoring of the evaporation pond for BOD, temperature and pH as there is no intended re-use of the water and the separation distance to sensitive receptors is exceptional. The volume of sludge in the pond will be monitored at the end of summer, with the pond to be de-sludged as required. In terms of pond seepage rates, the hardstand and pond liner will be engineered to comply with the $1x10^{-9}$ m/s standard.
	b. Monitoring windrow stacks for odour emissions.	Monitoring of windrow stacks will not take place due to the exceptional separation distance to the nearest sensitive receptors.

	c. Monitoring/testing moisture levels and C:N ratios within feedstocks.	The moisture level and C:N ratio of the feedstocks will be measured upon commencement of operations and those results will be used as a representative and indicative sample. It is proposed that the testing of the moisture level and C:N ratio will only be revisited should the type of feedstock change.
9	Accurately detail plans for recording types and quantities of waste accepted. Detail how feedstocks are to be stored and their storage times.	The type and quantity of wastes accepted at the property is recorded in the manager's diary. The amount of compost that is applied to paddocks is also recorded, as well as the location of the spreading. Hens are included in the compost process upon the point of receival, with no spent hens stored on the property. Poultry litter and straw are stored on the hardstand within the controlled drainage area.
10	Accurately detail activities to be performed during construction. Detail: a. Expected construction times and cost breakdown of construction.	The hardstand was compacted when the gravel was removed by the Shire of Dandaragan. There will be some additional earthworks made to engineer the evaporation pond. Expected construction time is one week, expected construction cost is $5000 for plant hire.
	b. How key infrastructure will be constructed and exact material quality/type to be used.	The hardstand and pond are to be constructed from the shallow gravel over duricrust soils at the site. The Shire of Dandaragan's work crew recently removed gravel from the site and rolled the surface to create a compacted hardstand.
	c. Information to demonstrate the permeability of the hardstand.	The remaining hardstand is a flat, compacted surface that is expected to have a permeability of less than $1x10^{-9}$ m/s. The permeability of the hardstand will be verified by SGS Australia with testing completed in line with WQPN 27.
	d. If bunding is proposed, and if so specify the material it is to be constructed from and detail the relevant permeability of the material.	No bunding has been proposed for this facility.
	e. Clarify how the infrastructure will be designed and constructed in a manner that prevents the discharge of any leachate, process water or contaminated water from any containment, storage or processing area.	A controlled drainage area has been designed to contain the hardstand and evaporation pond. All feedstocks and compost stockpiles are to be located on the hardstand area, and the slope of the hardstand area is such that it drains directly to the evaporation pond. All infrastructure will be independently verified to ensure it meets the $1x10^{-9}$ m/s permeability standard. A 0.5m freeboard will be maintained on the evaporation pond.

	f. How evaporation/leachate collection pond is to be constructed (lined) and what permeability this will achieve.	The evaporation pond will be lined with compacted insitu soils (shallow gravel over duricrust). This compaction will achieve the $1x10^{-9}$ m/s permeability, which will be verified by SGS Australia.
	g. Minimum freeboard of the evaporation pond and any contingencies in place for overflow and any mitigation strategies.	The pond has been designed to hold a 1 in 20 year accumulated winter rainfall. A freeboard of 0.5m will be maintained on the evaporation pond. If for some reason the freeboard is encroached, the liquid waste will be tankered offsite by a licensed waste removalist.
11	Confirm if submission of planning approval has occurred or expected submission time.	A planning application was submitted to the Shire of Dandaragan on the 6 December 2019.
12	Accurately detail how to manage potential fires occurring onsite and how any subsequent emissions, such as air emissions and fire waste waters, will be managed.	There are fire units on the property that will be used in the case of a fire at the compost facility. The significant distance to the nearest sensitive receptors should help to disperse air emissions from a fire. Any fire waste waters can be reused within the composting process, or alternatively applied direct to paddocks.

Attachment: 9.3.3

PUBLIC EVENTS APPLICATION

All events within the Shire of Dandaragan are considered to present a higher level of risk due to their distance from a tertiary health facility.

Event Name:	Jurien Bay Lions Markets
Venue:	Pioneer Park
Primary Contact person:	Club Secretary – Allan Lowe
Telephone:	(08) 9652 2212 or 0404 789 467
Email:	jurienbaylions@gmail.com
Events Date(s)/Time:	24/9/17; 11/11/17; 17/12/17; 27/01/18; 4/3/18; 1/4/18; 3/6/18 All events 8:00am to 1:00pm
Bump in/Arrival Date	0600h
Bump out/Leaving date:	1330h

Contact the Community Development Officer at the Shire of Dandaragan to determine if the venue for your event is available. Ph: 08 9652 0800

Your venue booking will be held for 3 weeks (only).
Please submit your completed application to confirm your booking.

Describe the event (including venue, types of activities, expected number of attendees, reason for holding the event)	DESCRIPTION The Lions Club of Jurien Bay organises markets on long weekend holidays and peak tourist times. The number of stall-holders is variable but will be 30-50 stalls with a peak of around 70. The markets are held in Pioneer Park on Sundays of long weekends – a list of dates is attached. We are also requesting permission to hold a new evening event to be held in Dobbyn Park to the south of the Jetty as a preview to holding future night markets. REASON The Lions Club of Jurien Bay has been organising this event for over 11 years and is successful in providing an experience for visitors to our town and increasing trade and accommodation rates. The club raises funds for which are returned to the community			
Number of people attending (approximate)	Attendees are hard to estimate but a typical average would be 800 to 1000 with up to 1500 for the peak period around Easter.			
Age Group	Mostly children No	Mostly Families 60%	Mostly Youth 10%	Mostly Seniors 30%
Describe the structures that people will enter during the event	Will you construct a Spectator stand			No
	Small Marquees (Small = 3m × 3m)			30 - 60
	Large Marquees (Large = >3m x 3m)			5 - 10
Describe other structures that will be used during the event (if yes, include in site plan and include entrance/exits)	Will you construct a lighting Stage			No
	Will you construct fencing			No
	Will you construct a stage or equivalent			No
	Number of games (Rides/joints/entertainment stalls)			3 to 5
	Stall Holders selling their goods			Average 40-50
Food	Name of food vendors: Lions Club of Jurien Bay – registered with the shire Betty Van – registered with the shire Waffle Van occasionally – registered with the shire Fairy Floss – Marjorie O'Callaghan, Moora – registered with the shire Occasional additions who are requested to register with the shire Please provide Food Registration Certificate & Liability Insurance of all food vendors. If no current registration, please advise Shire Officer.			
Alcohol	None			Yes

	BYO - Shire Consumption of Alcohol permit required	No
	Provided free - Shire Consumption of Alcohol permit required	No
	Licensed bar - Department of Racing, Gaming & Liquor 'Occasional Liquor Licence' required - Shire Consumption of Alcohol permit required	No

Pyrotechnical display	No	If yes provide details
Use of Fire for entertainment or cooking	Yes	If yes provide details. The Lions catering caravan and trailer use gas BBQ's. There is a fire extinguisher blanket in the caravan in the event of a fat fire. Lions BBQ Trailer
Noise prediction	Describe: Minimal – we may to have a musical entertainer at some of the markets – it is doubtful whether it will be audible beyond 200 metres from where he is located at the market – trees and marquees help attenuate the sound from travelling.	
Amenities. (must be included in lay out plan)	Toilets:	Number of female toilets: Nil
		Number of male toilets: Nil
		Number of disabled toilets: Nil
		Please detail plan for cleaning toilet facilities: N/A
	Other:	
Signage	Will your event have signage: YES If yes, detail the exact locations and provide a photo/drawing of the style and dimensions of the signs/banners. Signage – two banners are set up one week prior to the market on the north and southern entry to the town on Bashford Street	
Road safety	Do you require a road to be closed? YES / NO If yes, an approval for road closure is required. Detail the road/s that you require to be closed. The entry to the carpark poses a hazard to pedestrians and is closed off in one direction. It would be safer If the entry could be closed on market days. Shown on plan.	

	Depending on the size and location of the event you may be required to have a traffic management plan. **If required Councils Infrastructure Department will advise you of requirements that are applicable**
First Aid	Do you have access to first aid facilities/personnel/volunteers for the event? YES Outline – The club has a Safety Officer present at events and a First Aid kit available in the catering caravan See **Public Events Support Information** on the Shire website's Planning a Community Event page for recommendations
Promotion	Do you want to display the event on Jurien Bay Community Information Board (Subject to approval/available)? YES If yes, complete and submit **Community Information Board Application** available on the Shire website's Planning a Community Event page
	Do you want to include event in Shire of Dandaragan website's Events Calendar? YES To add event to the calendar, go to Shire website's Planning a Community Event page
	Do you have an event brochure, poster or photos can be displayed on Shire Facebook? YES Please email in JPEG form to **cdo@dandaragan.wa.gov.au**
Additional Operational requirements	Detail any additional services required from the Shire for the event (eg., rubbish bins, flagpole, sprinklers turned off, etc.). The Shire generally provides event bins when requested. All stallholders leave the area in a tidy manner
Briefing/Debriefing	Depending on the size of your event you may be required to conduct a briefing or debriefing meeting with all stakeholders prior/after the event. You will be advised if a briefing is required
Accessibility	Have you read the Creating Accessible Events checklist, designed to assist with planning events that are accessible to people of all ages and abilities? YES Available at the Shire website's Planning a Community Event page

Site Plan

A detailed layout of the event is to be included with your application. Please ensure the following is indicated on the map (if applicable). You permit will not be issued without a detailed site plan.

Market Plan – Pioneer Park

Market Plan – Dobbyn Park

SHIRE OF DANDARAGAN DATE RECEIVED 8 FEB 2019 DOC ID:	
Acknowledge	Yes / No

Shire of Dandaragan
Bashford Street
Jurien Bay WA 6516

The President
The Lions Club
Jurien Bay WA 6516

Dear Bernadette and Brent

SUNDAY LIONS MARKETS

I am a foundation community member of helping in the commencement of the Lions Markets, I am also a long-term resident of Jurien Bay. I am writing on behalf of myself and several concerned stall holders regarding the markets being moved to the new venue at Fauntleroy Park. Stall holders feel that they were not appropriately consulted regarding the markets being moved and have voiced the following concerns:

- The lack of protection from the wind. (stall holders have had their goods smashed, broken and lost due to the wind. Marquees have been ripped and blown away which created a safety issue)
- No shade for the community to sit and have coffee, ice-creams or chat. (stall holders without canopies have had to stand in the full sun throughout the duration of the markets)
- No seating, especially for the elderly.
- The lack of rubbish bins. (residents have complained that rubbish has been placed in their domestic bins)
- Lack of signage to promote the markets new venue (stall holders have experienced a loss in takings)
- People do not know where the new markets are located (the old venue was a thoroughfare which attracted passing traffic and was visible to all)
- Residents in the street have complained that people have parked in their driveways and on their lawns at the new venue in Fauntleroy Park.
- Although stall holders were informed that the move was due to safety factors it should be noted that there has never been any incidences or accidents at the old venue, in fact stall holders believe it is a much safer and user-friendly place to hold the markets.
- Several stall holders have stated that they will not be attending in the future due to the conditions at the new venue. Some have already chosen not to attend.

It is hoped through this communication that all stall holders can have a voice in the venue of the Lions Sunday Markets as I would hate to see them cease due to the wind and the lack of protection offered at the new venue. I can be contacted on 9652 1931 for any further discussion.

Kind Regards

Joyce Evans
31/01/19

J. A. Evans

1.10 C-1RM014 - Risk Management

Previous Policy Number - Nil

PART A - Policy

Objective:

The Shire of Dandaragan's ("the Shire") Risk Management Policy documents the commitment and objectives regarding managing uncertainty that may impact the Shire's strategies, goals or objectives.

Policy Statement:

It is the Shire's Policy to achieve best practice (aligned with AS/NZS ISO 31000:2009 Risk management), in the management of all risks that may affect the Shire, its customers, people, assets, functions, objectives, operations or members of the public.

Risk Management will form part of the Strategic, Operational, Project and Line Management responsibilities and where possible, be incorporated within the Shire's Integrated Planning Framework.

The Shire's Management Team will determine and communicate the Risk Management Policy, Objectives and Procedures, as well as direct and monitor implementation, practice and performance.

Every employee, Councillor, volunteer and contractor within the Shire is recognised as having a role in risk management, from the identification of risks, to implementing risk treatments and shall be invited and encouraged to participate in the process.

Consultants may be retained at times to advise and assist in the risk management process or management of specific risks or categories of risk.

PART B - Management Procedures

Definitions:

Risk: Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected – positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management: Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process: Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Detail

Risk Management Objectives

- Optimise the achievement of our vision, mission, strategies, goals and objectives.
- Provide transparent and formal oversight of the risk and control environment to enable effective decision making.
- Enhance risk versus return within our risk appetite.
- Embed appropriate and effective controls to mitigate risk.
- Achieve effective corporate governance and adherence to relevant statutory, regulatory and compliance obligations.
- Enhance organisational resilience.
- Identify and provide for the continuity of critical operations

Risk Appetite

The Shire defined its risk appetite through the development and endorsement of the Shire's Risk Assessment and Acceptance Criteria. The criteria are included within the Risk Management Procedures and are subject to ongoing review in conjunction with this policy.

All organisational risks to be reported at a corporate level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making. For operational requirements such as projects or to satisfy external stakeholder requirements, alternative risk assessment criteria may be utilised, however these cannot exceed the organisation's appetite and are to be noted within the individual risk assessment and approved by a member of the Management Team.

Roles, Responsibilities & Accountabilities

The CEO is responsible for the allocation of roles, responsibilities and accountabilities. These are documented in the Risk Management Procedures.

Monitor & Review

The Shire will implement and integrate a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This policy will be kept under review by the Shire's Executive Management Team. It will be formally reviewed by Council in line with other policies within the Council Policy Manual.

Risk Management Procedures

Governance

Appropriate governance of risk management within the Shire of Dandaragan (the "Shire") provides:

- Transparency of decision making.
- Clear identification of the roles and responsibilities of the risk management functions.
- An effective Governance Structure to support the risk framework.

Framework Review

The Risk Management Framework is to be reviewed for appropriateness and effectiveness in line with regular policy manual reviews.

Operating Model

The Shire has adopted a "Three Lines of Defence" model for the management of risk. This model ensures roles, responsibilities and accountabilities for decision making are structured to demonstrate effective governance and assurance. By operating within the approved risk appetite and framework, the Council, Management and Community will have assurance that risks are managed effectively to support the delivery of the Strategic, Corporate & Operational Plans.

First Line of Defence

All operational areas of the Shire are considered '1st Line'. They are responsible for ensuring that risks within their scope of operations are identified, assessed, managed, monitored and reported. Ultimately, they bear ownership and responsibility for losses or opportunities from the realisation of risk. Associated responsibilities include;

- Establishing and implementing appropriate processes and controls for the management of risk (in line with these procedures).
- Undertaking adequate analysis (data capture) to support the decision-making process of risk.
- Prepare risk acceptance proposals where necessary, based on level of residual risk.
- Retain primary accountability for the ongoing management of their risk and control environment.

Second Line of Defence

A Senior Finance Officer or other staff member as appointed by the CEO acts as the primary '2nd Line'. This position manages the framework for risk management, drafts and implements governance procedures and provides the necessary tools and training to support the 1st line process. The Executive Management Team, in their capacity as Risk Committee, supplement the second line of defence.

Maintaining oversight on the application of the framework provides a transparent view and level of assurance to the 1st & 3rd lines on the risk and control environment. Support can be provided

by additional oversight functions completed by other 1st Line Teams (where applicable). Additional responsibilities include:

- Providing independent oversight of risk matters as required.
- Monitoring and reporting on emerging risks.
- Co-ordinating the Shire's risk reporting for the CEO & Executive Management Team and the Audit Committee.

Third Line of Defence

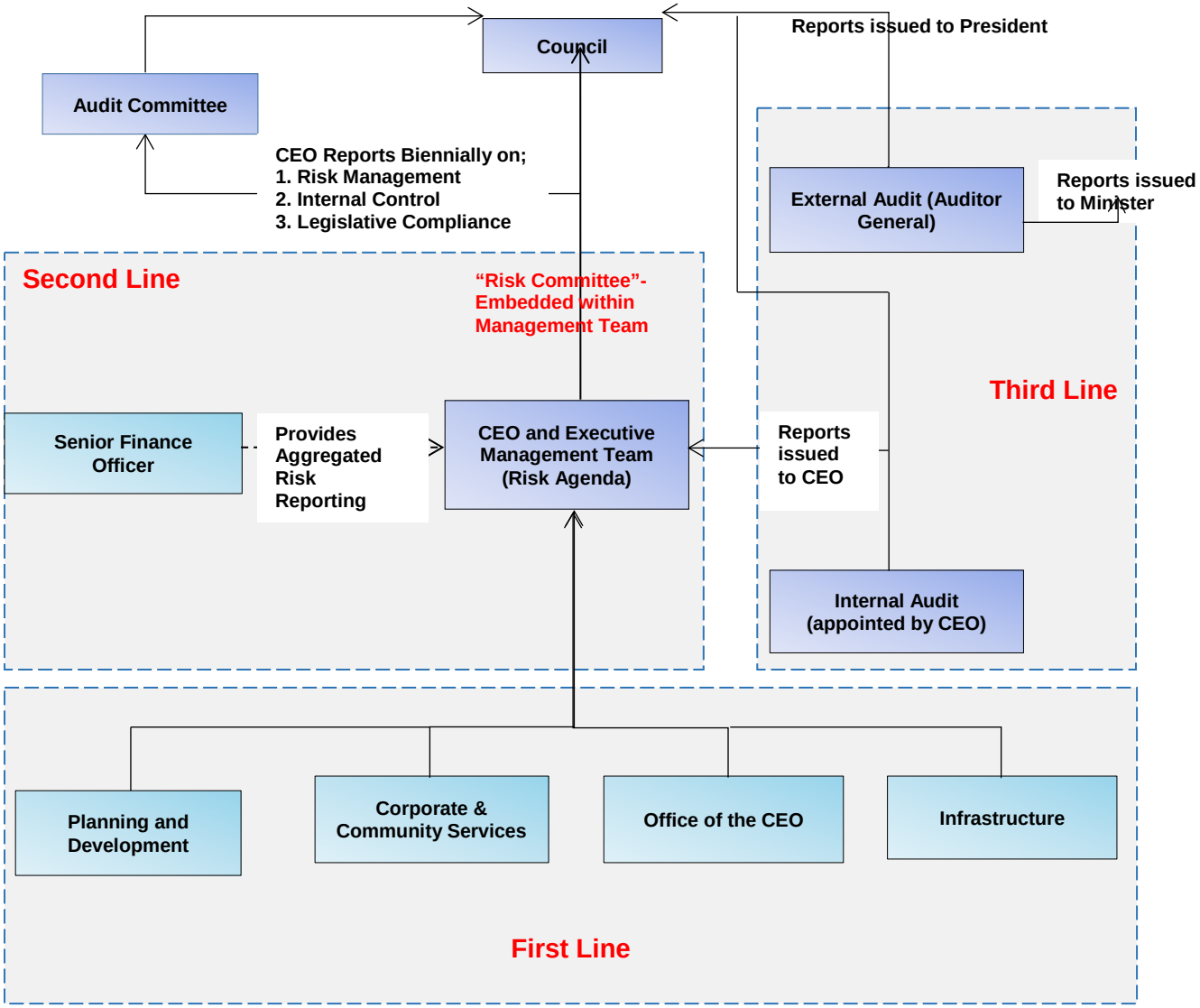
Internal & External Audit are the third line of defence, providing assurance to the Council and the Audit Committee on the effectiveness of business operations and oversight frameworks (1st & 2nd Line).

Internal Audit – Appointed by the CEO to report on the adequacy and effectiveness of internal control processes and procedures. The scope of which would be determined by the CEO and may seek input from the Audit Committee.

External Audit – Carried out by the independent Auditor General to report independently to the President and CEO on the annual financial statements only.

Governance Structure

The following diagram depicts the current operating structure for risk management within the Shire.



Roles & Responsibilities

CEO / Council

- Review and approve the Shire's Risk Management Policy and Risk Assessment & Acceptance Criteria.
- Review and receive reports from Auditor General's Office.
- Establish and maintain an Audit Committee in terms of the Local Government Act.

Audit Committee

- Support Council to provide effective corporate governance.
- Oversight of all matters that relate to the conduct of External Audits.
- Must be independent, objective and autonomous in deliberations.
- Make recommendations to Council on External Auditor appointments.

CEO / Management Team

- Appoint Internal Auditors as required under Local Government (Audit) regulations.
- Liaise with Council in relation to risk acceptance requirements.
- Review the appropriateness and effectiveness of the Risk Management Framework.
- Drive consistent embedding of a risk management culture.
- Analyse and discuss emerging risks, issues and trends.
- Document decisions and actions arising from risk matters.
- Own and manage the Risk Profiles at Shire Level.

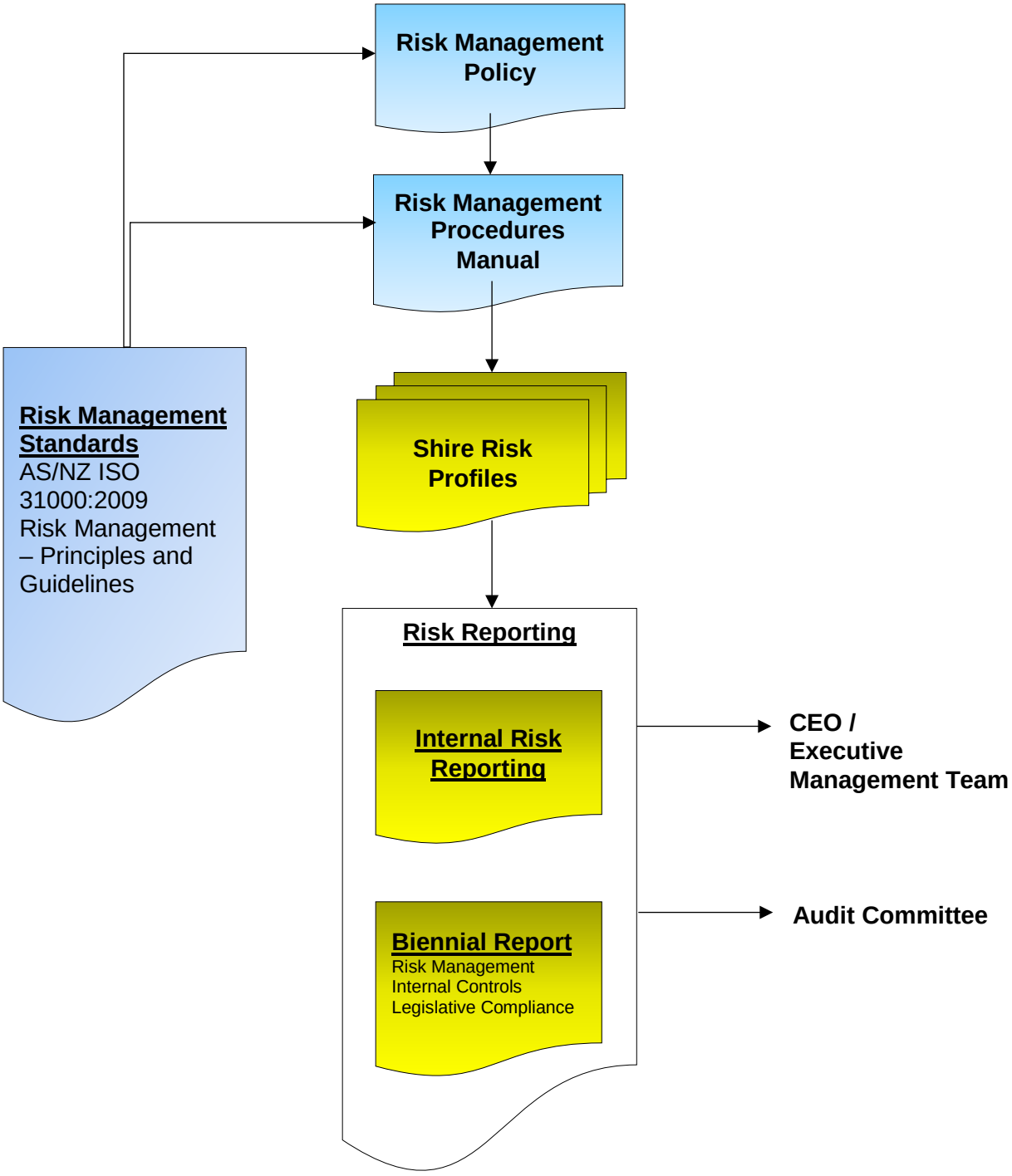
Senior Finance Officer

- Oversee and facilitate the Risk Management Framework.
- Support reporting requirements for Risk matters.

Work Areas

- Drive risk management culture within work areas.
- Own, manage and report on specific risk issues as required.
- Assist in the Risk & Control Management process as required.
- Highlight any emerging risks or issues accordingly.
- Incorporate 'Risk Management' into Management Meetings, by incorporating the following agenda items;
    - New or emerging risks.
    - Review existing risks.
    - Control adequacy.
    - Outstanding issues and actions.

Document Structure (Framework)
The following diagram depicts the relationship between the Risk Management Policy, Procedures and supporting documentation and reports.



Risk & Control Management
All Work Areas of the Shire are required to assess and manage the Risk Profiles on an ongoing basis.
Each Manager, with support from the Senior Finance Officer, is accountable for ensuring that Risk Profiles are:

- Reflective of the material risk landscape of the Shire.
- Reviewed on at least a six monthly basis, unless there has been a material restructure or change in the risk and control environment.
- Maintained in the standard format.

This process is supported by the use of data inputs, workshops and ongoing business engagement.

Risk & Control Assessment
To ensure alignment with AS/NZ ISO 31000:2009 Risk Management, the following approach is to be adopted from a Risk & Control Assessment perspective:

Establishing the Context
The first step in the risk management process is to understand the context within which the risks are to be assessed and what is being assessed, this forms two elements:

Organisational Context
The Shire's Risk Management Procedures provide the basic information and guidance regarding the organisational context to conduct a risk assessment; this includes Risk Assessment and Acceptance Criteria (Appendix A) and any other tolerance tables as developed. In addition, existing Risk Themes are to be utilised (Appendix C) where possible to assist in the categorisation of related risks.

Any changes or additions to the Risk Themes must be approved by the CEO.

All risk assessments are to utilise these documents to allow consistent and comparable risk information to be developed and considered within planning and decision making processes.

Specific Risk Assessment Context
To direct the identification of risks, the specific risk assessment context is to be determined prior to and used within the risk assessment process.
For risk assessment purposes the Shire has been divided into three levels of risk assessment context:

1. Strategic Context
This constitutes the Shire's external environment and high-level direction. Inputs to establishing the strategic risk assessment environment may include;

- Organisation's Vision / Mission
- Stakeholder Analysis
- Environment Scan / SWOT Analysis
- Existing Strategies / Objectives / Goals

2. Operational Context

The Shire's day to day activities, functions, infrastructure and services. Prior to identifying operational risks, the operational area should identify its Key Activities i.e. what is trying to be achieved. Note: these may already be documented in business plans, budgets etc.

3. Project Context

Project Risk has two main components:

- **Direct** refers to the risks that may arise as a result of project activity (i.e. impacting on current or future process, resources or IT systems) which may prevent the Shire from meeting its objectives
- **Indirect** refers to the risks which threaten the delivery of project outcomes.

In addition to understanding what is to be assessed, it is also important to understand who are the key stakeholders or areas of expertise that may need to be included within the risk assessment. The Shire's project management templates provide the appropriate resource to record the risk analysis process for the project context.

Risk Identification

Using the specific risk assessment context as the foundation, and in conjunction with relevant stakeholders, answer the following questions, capture and review the information within each Risk Profile.

- What can go wrong? / What are areas of uncertainty? (Risk Description)
- How could this risk eventuate? (Potential Causes)
- What are the current measurable activities that mitigate this risk from eventuating? (Controls)
- What are the potential consequential outcomes of the risk eventuating? (Consequences)

Risk Analysis

To analyse the risks, the Shire's Risk Assessment and Acceptance Criteria (Appendix A) is applied:

- Based on the documented controls, analyse the risk in terms of Existing Control Ratings
- Determine relevant consequence categories and rate how bad it could be if the risk eventuated with existing controls in place (Consequence)
- Determine how likely it is that the risk will eventuate to the determined level of consequence with existing controls in place (Likelihood)
- By combining the measures of consequence and likelihood, determine the risk rating (Level of Risk)

Risk Evaluation

The Shire is to verify the risk analysis and make a risk acceptance decision based on:

- Controls Assurance (i.e. are the existing controls in use, effective, documented, up to date and relevant)
- Existing Control Rating
- Level of Risk

- Risk Acceptance Criteria (Appendix A)
- Risk versus Reward / Opportunity

The risk acceptance decision needs to be documented and acceptable risks are then subject to the monitor and review process. Note: Individual Risks or Issues may need to be escalated due to urgency, level of risk or systemic nature.

Risk Treatment
For unacceptable risks, determine treatment options that may improve existing controls and/or reduce consequence / likelihood to an acceptable level.
Risk treatments may involve actions such as avoid, share, transfer or reduce the risk with the treatment selection and implementation to be based on;

- Cost versus benefit
- Ease of implementation
- Alignment to organisational values / objectives

Monitoring & Review
The Audit Committee should review all Risk Profiles on a six monthly basis or if triggered by one of the following;

- Changes to context,
- A treatment is implemented,
- An incident occurs or due to audit/regulator findings.

The Senior Finance Officer is to monitor the status of risk treatment implementation and report on, if required.

The CEO & Executive Management Team will monitor significant risks and treatment implementation as part of their normal EMT agenda with specific attention given to risks that meet any of the following criteria:

- Risks with a Level of Risk of High or Extreme
- Risks with Inadequate Existing Control Rating
- Risks with Consequence Rating of Catastrophic
- Risks with Likelihood Rating of Almost Certain

The design and focus of the Risk Summary report will be determined from time to time on the direction of the CEO & Executive Management Team. They will also monitor the effectiveness of the Risk Management Framework ensuring it is practical and appropriate to the Shire.

Communication & Consultation
Throughout the risk management process, stakeholders will be identified, and where relevant, be involved in or informed of outputs from the risk management process.

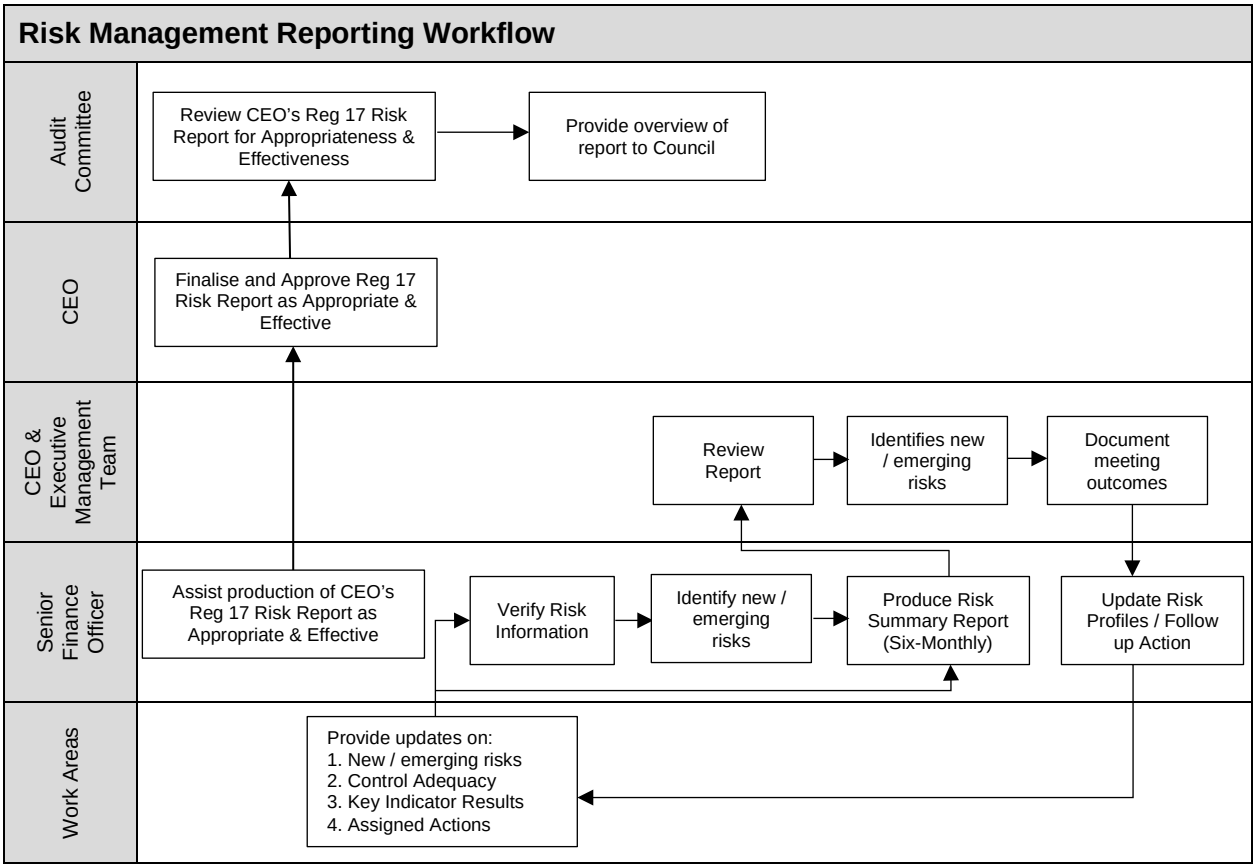
Risk management awareness and training will be provided to staff.

Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Reporting Requirements

Coverage & Frequency

The following diagram provides a high level view of the ongoing reporting process for Risk Management.



Each Work Area is responsible for ensuring:

- They continually provide updates in relation to new and emerging risks, control effectiveness and key indicator performance to the Senior Finance Officer.
- Work through assigned actions and provide relevant updates to the Senior Finance Officer.
- Risks / Issues reported to the CEO & Executive Management Team are reflective of the current risk and control environment.

The Senior Finance Officer is responsible for:

- Ensuring Shire Risk Profiles are formally reviewed and updated, at least on a six monthly basis or when there has been a material restructure, change in risk ownership or change in the external environment.
- Producing a six-monthly Risk Report for the CEO & Executive Management Team which contains an overview Risk Summary for the Shire.

Indicators
Indicators are required to be used for monitoring and validating risks and controls. The following describes the process for the creation and reporting of Indicators:

Identification
The following represent the minimum standards when identifying appropriate Indicator key risks and controls:

- The risk description and causal factors are fully understood
- The Indicator is fully relevant to the risk or control
- Predictive Indicators are adopted wherever possible
- Indicators provide adequate coverage over monitoring risks and controls

Validity of Source
In all cases an assessment of the data quality, integrity and frequency must be completed to ensure that the Indicator data is relevant to the risk or Control.
Where possible the source of the data (data owner) should be independent to the risk owner. Overlapping Indicators can be used to provide a level of assurance on data integrity.
If the data or source changes during the life of the Indicator, the data is required to be revalidated to ensure reporting of the Indicator against a consistent baseline.

Tolerances
Tolerances are set based on the Shire's Risk Appetite. They may be set and agreed over three levels:

- Green – within appetite; no action required.
- Amber – the Indicator must be closely monitored and relevant actions set and implemented to bring the measure back within the green tolerance.
- Red – outside risk appetite; the Indicator must be escalated to the CEO & Management Team where appropriate management actions are to be set and implemented to bring the measure back within appetite.

Monitor & Review
All active Indicators are updated as per their stated frequency of the data source.
When monitoring and reviewing Indicators, the overall trend must be considered over a longer timeframe instead of individual data movements. The trend of the Indicators is specifically used as an input to the risk and control assessment.

Risk Acceptance
Day-to-day operational management decisions are generally managed under the delegated authority framework of the Shire.

The following process is designed to provide a framework for those outside appetite framework identified risks.
The 'Risk Acceptance' must be in writing, signed by the relevant Manager and cover:

- A description of the risk.
- An assessment of the risk (e.g. Impact consequence, materiality, likelihood, working assumptions etc)
- Details of any mitigating action plans or treatment options in place
- An estimate of the expected remediation date.

A lack of budget / funding to remediate a material risk outside of appetite is not sufficient justification in itself to accept a risk.

Accepted risks must be continually reviewed through standard operating reporting structure (i.e. Executive Management Team)

Annual Control Assurance Plan
The annual assurance plan is a monitoring schedule prepared by the Executive Management Team that sets out the control assurance activities to be conducted over the next 12 months. This plan needs to consider the following components.

- Coverage of all risk classes (Strategic, Operational, Project)
- Existing control adequacy ratings across the Shire's Risk Profiles.
- Consider control coverage across a range of risk themes (where commonality exists).
- Building profiles around material controls to assist in design and operating effectiveness reviews.
- Consideration to significant incidents.
- Nature of operations
- Additional or existing 2nd line assurance information / reviews (e.g. HR, Financial Services, IT)
- Frequency of monitoring / checks being performed
- Review and development of Key Indicators
- Timetable for assurance activities
- Reporting requirements

Whilst this document and subsequent actions are owned by the CEO, input and consultation will be sought from individual Work Areas.

Appendix A – Risk Assessment and Acceptance Criteria

Shire of Dandaragan Measures of Consequence							
Rating (Level)	**Health**	**Financial Impact**	**Service Interruption**	**Compliance**	**Reputational**	**Property**	**Environment**
Insignificant (1)	Near-Miss or First Aid	Less than $5,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, low impact, low profile or 'no news' item	Inconsequential damage.	Contained, reversible impact managed by on site response
Minor (2)	Medical type injuries	$5,001 - $15,000	Short term temporary interruption – backlog cleared < 1 day	Some temporary non compliances	Substantiated, low impact, low news item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
Moderate (3)	Lost time injury	$15,001 - $200,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact, moderate news profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
Major (4)	Long-term disability / multiple injuries	$200,001 - $750,000	Prolonged interruption of services – additional resources; performance affected < 1 month	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, high impact, high news profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
Catastrophic (5)	Fatality, permanent disability	More than $750,000	Indeterminate prolonged interruption of services – non-performance > 1 month	Non-compliance results in litigation, criminal charges or significant damages or penalties	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

PROJECT RATING	Project Time	Project Scope	Project Budget
Insignificant 1	**Exceed project timeline by 10%**	**Project scope changed by 5%**	**Exceed project budget by 5%**
Minor 2	**Exceed project timeline by 20%**	**Project scope changed by 10%**	**Exceed project budget by 10%**
Moderate 3	**Exceed project timeline by 30%**	**Project scope changed by 15%**	**Exceed project budget by 15%**
Major 4	**Exceed project timeline by 40%**	**Project scope changed by 25%**	**Exceed project budget by 25%**
Catastrophic 5	**Exceed project timeline by 50%**	**Project abandoned**	**Exceed project budget by 30%**

Shire of Dandaragan Measures of Likelihood				
Level	**Rating**	**Description**	**Frequency**	**Project Frequency**
5	**Almost Certain**	The event is expected to occur in most circumstances	More than once per year	Greater than 90% chance of occurrence
4	**Likely**	The event will probably occur in most circumstances	At least once per year	60% - 90% chance of occurrence
3	**Possible**	The event should occur at some time	At least once in 3 years	40% – 60% chance of occurrence
2	**Unlikely**	The event could occur at some time	At least once in 10 years	10% - 40% chance of occurrence
1	**Rare**	The event may only occur in exceptional circumstances	Less than once in 15 years	Less than 10% chance of occurrence

Shire of Dandaragan Risk Matrix						
Consequence / Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	Moderate (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
Likely	4	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
Possible	3	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
Unlikely	2	Low (2)	Low (4)	Moderate (6)	Moderate (8)	High (10)
Rare	1	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Shire of Dandaragan Risk Acceptance Criteria			
Risk Rank	Description	Criteria	Responsibility
LOW (1-4)	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE (5-9)	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH (10-16)	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME (17-25)	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Shire of Dandaragan Existing Controls Ratings		
Rating	**Foreseeable**	**Description**
Effective	There is little scope for improvement.	Processes (Controls) operating as intended and / or aligned to Policies & Procedures; are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested.
Adequate	There is some scope for improvement.	Whilst some inadequacies have been identified; Processes (Controls) are in place, are being addressed / complied with and are subject to periodic review and testing.
Inadequate	A need for corrective and / or improvement actions exist.	Processes (Controls) not operating as intended, do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time.

Appendix B – Risk Profile Template

Risk Theme	Date
This Risk Theme is defined as; *Definition of Theme*	

Potential causes include;
List of potential causes

Key Controls	Type	Date	Shire Rating
List of Key Controls			

Overall Control Ratings:	

Consequence Category	Risk Ratings	Shire Rating
	Consequence:	
	Likelihood:	

Overall Risk Ratings:	

Current Issues / Actions / Treatments	Due Date	Responsibility
List current issues / actions / treatments		

Appendix C – Risk Theme Definitions

Misconduct
Intentional activities in excess of authority granted to an employee, which circumvent endorsed policies, procedures or delegated authority. This would include instances of:

- Relevant authorisations not obtained.
- Distributing confidential information.
- Accessing systems and / or applications without correct authority to do so.
- Misrepresenting data in reports.
- Theft by an employee
- Collusion between Internal & External parties

This does not include instances where it was not an intentional breach - refer Errors, Omissions or delays in transaction processing, or Inaccurate Advice.

External Theft & Fraud (Inc. Cyber Crime)
Loss of funds, assets, data or unauthorised access, (whether attempts or successful) by external parties, through any means (including electronic), for the purposes of;

- Fraud – benefit or gain by deceit
- Malicious Damage – hacking, deleting, breaking or reducing the integrity or performance of systems
- Theft – stealing of data, assets or information (no deceit)

Examples include:

- Scam Invoices
- Cash or other valuables from 'Outstations'.

Business Disruption
A local physical event causing the inability to continue business activities and provide services to the community; this may or may not result in Business Continuity Plans being invoked. This does not include disruptions due to:

- IT Systems or infrastructure related failures should be captured under "Failure of IT Systems and Infrastructure".
- Contractor / Supplier issues should be captured under "Inadequate Supplier / Contract Management".
- People issues should be captured under "Inappropriate People Management".

Damage to Physical Assets
Damage to buildings, property, plant & equipment (all assets) that does not result in a disruption to business objectives (refer Business Disruption); this could be a result of a natural disaster or other events, or an act carried out by an external party (Inc. graffiti and / or vandalism).

Errors, omissions, delays
Errors, omissions or delays in operational activities as a result of unintentional errors or failure to follow due process. This includes instances of;

- Human errors, incorrect or incomplete processing
- Inaccurate recording, maintenance, testing and / or reconciliation of data.
- Errors or inadequacies in model methodology, design, calculation or implementation of models.

This may result in incomplete or inaccurate information. Consequences include;

- Inaccurate data being used for management decision making and reporting.
- Delays in service to customers
- Inaccurate data provided to customers

This excludes process failures caused by inadequate / incomplete procedural documentation - refer “Inadequate Document Management Processes”.

Failure of IT &/or Communications Systems and Infrastructure
Instability, degradation of performance, or other failure of IT Systems, Infrastructure, Communication or Utility causing the inability to continue business activities and provide services to the community. This may or may not result in IT Disaster Recovery Plans being invoked. Examples include failures or disruptions caused by:

- Hardware &/or Software
- IT Network
- Failures of IT Vendors

This also includes where poor governance results in the breakdown of IT maintenance such as;

- Configuration management
- Performance Monitoring
- IT Incident, Problem Management & Disaster Recovery Processes

This does not include new system implementations - refer "Inadequate Change Management".

Failure to fulfil statutory, regulatory or compliance requirements
Failure to correctly identify, interpret, assess, respond and communicate laws and regulations as a result of an inadequate compliance framework. This could result in fines, penalties, litigation or increase scrutiny from regulators or agencies. This includes, new or proposed regulatory and legislative changes, in addition to the failure to maintain updated legal documentation (internal & public domain) to reflect changes.

This does not include;

- Issues in relation to OH&S – refer "Inadequate employee and visitor safety and security"
- Procurement, disposal or tender process failures – refer “Inadequate Procurement, Disposal or Tender Practices”
- HR based legislation – refer “ineffective People Management”

Providing inaccurate advice / information
Incomplete, inadequate or inaccuracies in professional advisory activities to customers or internal staff. This could be caused by using unqualified staff, however it does not include instances relating Breach of Authority.

Inadequate Change Management
Inadequate analysis, design, delivery and / or status reporting of change initiatives, resulting in additional expenses, time requirements or scope changes. This includes:

- Inadequate Change Management Framework to manage and monitor change activities.
- Inadequate understanding of the impact of project change on the business.
- Failures in the transition of projects into standard operations.
- Failure to implement new systems
- Failures of IT Project Vendors/Contractors

This includes Directorate or Service Unit driven change initiatives except new Plant & Equipment purchases. Refer "Inadequate Plant and Equipment design, delivery and maintenance"

Inadequate Organisation and Community Emergency Management
Failure to adequately conduct Prevention, Preparation, Response and Recovery (PPRR) in the organisation structure and community elements, inclusive of the management of all emergencies. This includes;

- Lack of (or inadequate) emergency response plans.
- Lack of training to specific individuals or availability of appropriate emergency response.
- Failure in command and control functions as a result of incorrect initial assessment or untimely awareness of incident.
- Inadequacies in environmental awareness and monitoring of fuel loads, curing rates etc

(References: AS 3745; AS 1851; AIIMS 4 Management Principles)

Inadequate Document Management Processes
Failure to adequately capture, store, archive, retrieve, provision and / or disposal of documentation. This includes:

- Contact lists.
- Procedural documents.
- 'Application' proposals/documents.
- Contracts.
- Forms, requests or other documents.

Inadequate employee and visitor safety and security
Non-compliance with Occupation Health & Safety (OH&S) Regulations and physical security requirements. This risk includes issues relating to:

- Inadequate Policy, Frameworks, Systems and Structure to prevent the injury of visitors, staff, contractors and/or tenants in the provision of a working or business environment.
- Inadequate security protection measures in place for buildings, depots and other places of work (vehicle, community etc).
- Public Liability Claims, due to negligence or personal injury.
- Employee Liability Claims due to negligence or personal injury.

Inadequate engagement of Community / Stakeholders / Elected Members
Failure to maintain effective working relationships with the Community (including Local Media), Stakeholders, Key Private Sector Companies, Government Agencies and / or Elected Members. This invariably includes activities where communication, feedback and / or consultation is required and where it is in the best interests to do so. For example;

- Following up on any access & inclusion issues.
- Infrastructure Projects.
- Regional or District Committee attendance.
- Local Planning initiatives.
- Strategic Planning initiatives

This does not include instances whereby Community expectations have not been met for standard service provisions such as Community Events, Library Services and / or Bus/Transport services.

Inadequate Procurement, Disposal or Tender Practices.
Failures in the procurement, acquisition, acceptance or disposal process for assets as governed by the Act. This risk theme also relates to and includes;

- Lack of formalised process to identify specific requirements prior to procurement.
- Acceptance of assets without reference to a formalised process to ensure correct receipt and / or notification of receipt (transfer of ownership).
- Disposing of P & E (either through sale or decommissioning) that did not meet expectations from either a time or financial perspective.
- Failures in the Tender process from RTF preparation, advertising, due diligence and awarding.

Inadequate Asset Management
Failure or reduction in service of infrastructure assets, plant, equipment or machinery. These include fleet assets in addition to community use based assets including playgrounds, boat ramps and other maintenance based assets. Areas includes in the scope are;

- Inadequate design (not fit for purpose).
- Ineffective usage (down time)
- Outputs not meeting expectations
- Inadequate maintenance activities.
- Inadequate or unsafe modifications.

It does not include issues with the inappropriate use of the Plant, Equipment or Machinery. Refer Misconduct.

Inadequate Financial, Accounting or Business Acumen
Inadequate identification or quantification of financial exposure or risk associated with decisions to invest in land transactions, financial derivatives or investments or poor long term forecasting / assumptions. Examples include;

- Poor credit management (short or long term borrowing restricting capacity or flexibility).
- Ineffective market analysis (over or under estimating).
- Ineffective Business Planning (poor scope / competition analysis).
- Ineffective financial modelling, forecasting and projection techniques / processes.

Inadequate Natural Environmental Management.
Inadequate prevention, identification, enforcement and management of environmental issues. The scope includes;

- Lack of adequate planning and management of coastal erosion issues.
- Failure to identify and effectively manage contaminated sites (including groundwater usage).
- Waste facilities (landfill / transfer stations).
- Weed control.
- Ineffective management of water sources (reclaimed, potable)
- Illegal dumping.
- Illegal clearing / land use.

Inadequate Stock Management
Lack of stock to ensure continuity of operations or oversupply of stock resulting in dormant (non-performing) assets. Stock includes, consumables, stationery, spare parts and / or other items used for operational purposes. This could be a result of an ineffective stock management system / processes or the peripheral processes in the issuance and / or recording of 'transactions'.

It does not include theft or loss of stock through ineffective operations; refer;

- Theft – "Misconduct" or "External Theft or Fraud"
- Ineffective operations – "Errors, Omissions or Delays".

Inadequate Supplier / Contract Management

Inadequate management of External Suppliers, Contractors, IT Vendors or Consultants engaged for core operations. This includes issues that arise from the ongoing supply of services or failures in contract management & monitoring processes. This also includes:

- Concentration issues
- Vendor sustainability

It does not include failures in the tender process; refer "Inadequate Procurement, Disposal or Tender Practices".

Ineffective People Management

Failure to effectively manage and lead human resources (full/part time, casuals, temporary and volunteers). This includes not having an effective Human Resources Framework in addition to not having appropriately qualified or experienced people in the right roles or not having sufficient staff numbers to achieve objectives. Other areas in this risk theme to consider are;

- Breaching employee regulations (excluding OH&S)
- Discrimination, Harassment & Bullying in the workplace
- Poor employee wellbeing (causing stress)
- Key person dependencies without effective succession planning in place
- Induction issues
- Terminations (including any tribunal issues)
- Industrial activity

Care should be taken when considering insufficient staff numbers as the underlying issue could be process inefficiency.

Ineffective management of Facilities / Venues / Events

Failure to effectively manage the day to day operations of facilities, venues and / or events. This includes;

- Inadequate procedures in place to manage the quality or availability.
- Ineffective signage
- Booking issues
- Financial interactions with hirers / users
- Oversight / provision of peripheral services (eg. cleaning / maintenance)

Not meeting Community expectations

Failure to provide expected levels of service, events and benefit to the community. This includes where precedents have set Community perceptions or where services are generally expected. This will normally result in reputational impacts, however may have financial considerations with re-work, compensations or refunds. Examples include:

- Reducing the number or quality of events.
- Withdrawing support (or not supporting) other initiatives to provide relief/benefits to the Community.
- Loss of new or ongoing funding requirements for projects, events and other initiatives.
- Technology expectations

SHIRE OF DANDARAGAN

LOCAL GOVERNMENT PROPERTY LOCAL LAW 2019

AS GAZETTED

5 NOVEMBER 2019

(NO. 159 – SPECIAL)

Local Government Act 1995

SHIRE OF DANDARAGAN

LOCAL GOVERNMENT PROPERTY LOCAL LAW

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Local Government Act 1995

SHIRE OF DANDARAGAN

LOCAL GOVERNMENT PROPERTY LOCAL LAW

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dandaragan resolved on *[insert date]* to make the following local law.

PART 1 - PRELIMINARY

Citation

1.1 This local law may be cited as the Shire of Dandaragan Local Government Property Local Law.

Definitions

1.2 In this local law unless the context otherwise requires -

"Act" means the *Local Government Act 1995*;

"applicant" means a person who applies for a permit under clause 3.2;

"authorized person" means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

"boat" means any ship, vessel or structure capable of being used in navigation by water, however propelled or moved, and includes a jet ski;

"building" means any building which is local government property and includes a -

(a) hall or room;

(b) corridor, stairway or annexe of any hall or room; and

(c) jetty;

"CEO" means the chief executive officer of the local government;

"commencement day" means the day on which this local law comes into operation;

"Council" means the council of the local government;

"date of publication" means, where local public notice is required to be given of a matter under this local law, the date on which notice of the matter is published in a newspaper circulating generally throughout the district;

"determination" means a determination made under clause 2.1;

"district" means the district of the local government;

"function" means an event or activity characterised by all or any of the following -

(a) formal organisation and preparation;

(b) its occurrence is generally advertised or notified in writing to particular persons;

(c) organisation by or on behalf of a club;

(d) payment of a fee to attend it; and

(e) systematic recurrence in relation to the day, time and place;

"liquor" has the same meaning as is given to it in section 3 of the *Liquor Control Act 1988*;

"local government" means the Shire of Dandaragan;

"local government property" means anything except a thoroughfare -

(a) which belongs to the local government;

(b) of which the local government is the management body under the *Land Administration Act* 1997; or

(c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

"Manager" means the person for the time being employed by the local government to control and manage a facility which is local government property and includes the person's assistant or deputy;

"permit" means a permit issued under this local law;

"permit holder" means a person who holds a valid permit;

"person" does not include the local government;

"Regulations" means the *Local Government (Functions and General) Regulations 1996*;

"sign" includes a notice, flag, mark, structure or device approved by the local government on which may be shown words, numbers, expressions or symbols;

"trading" means the selling or hiring, or the offering for sale or hire of goods or services, and includes displaying goods for the purpose of -

(a) offering them for sale or hire;

(b) inviting offers for their sale or hire;

(c) soliciting orders for them; or

(d) carrying out any other transaction in relation to them; and

"vehicle" includes -

(a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and

(b) an animal being ridden or driven,

but excludes -

(c) a wheel-chair or any device designed for use, by a physically impaired person on a footpath;

(d) a pram, a stroller or a similar device; and

(e) a boat.

Interpretation

1.3 In this local law unless the context otherwise requires a reference to local government property includes a reference to any part of that local government property.

Application

1.4 (1) This local law applies throughout the district and in the sea adjoining the district for a distance of 200 metres seawards from the low water mark at ordinary spring tides.

(2) Notwithstanding anything to the contrary in this local law, the local government may -

(a) hire local government property to any person; or

(b) enter into an agreement with any person regarding the use of any local government property.

Repeal

1.5 (1) The following local laws are repealed -
Relating to -

Control and Management of Halls, published in the Government Gazettes of 30 September 1958, 24 July 1968, and 28 September 1979;

Safety, Decency, Convenience and Comfort of Persons in Respect of Bathing, published in the Government Gazettes of 8 February 1972 and 5 May 1978;

Reserves and Foreshores, published in the Government Gazettes of 1 November 1985, 2 September 1988 and 29 December 1989.

(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.

(3) The Council may resolve that notwithstanding subclause (2), specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

Provisions of other written laws

Throughout this local law text boxes have been inserted containing references to provisions of other written laws which complement this local law. These provisions have been reproduced in full in a separate document published in the Local Laws Manual, titled 'Complementary Legislation'. This can be found in Section 4 (Legislative Review) starting on page 23.

Delegation

See sections 5.42 to 5.46 of the *Local Government Act 1995* and sections 58 and 59 of the *Interpretation Act 1984.*

PART 2 - DETERMINATIONS IN RESPECT OF LOCAL GOVERNMENT PROPERTY

Division 1 - Determinations

Determinations as to use of local government property

2.1(1) The local government may make a determination in accordance with clause 2.22.2 –

(a) setting aside specified local government property for the pursuit of all or any of the activities referred to in clause 2.7;

(b) prohibiting a person from pursuing all or any of the activities referred to in clause 2.8 on specified local government property;

(c) as to the matters in clauses 2.7(2) and 2.8(2); and

(d) as to any matter ancillary or necessary to give effect to a determination.

(2) The determinations in Schedule 2 –

(a) are to be taken to have been made in accordance with clause 2.2;

(b) may be amended or revoked in accordance with clause 2.6; and

(c) have effect on the commencement day.

Procedure for making a determination

2.2 (1) The local government is to give local public notice of its intention to make a determination.

(2) The local public notice referred to in subclause (1) is to state that –

(a) the local government intends to make a determination, the purpose and effect of which is summarised in the notice;

(b) a copy of the proposed determination may be inspected and obtained from the offices of the local government; and

(c) submissions in writing about the proposed determination may be lodged with the local government within 21 days after the date of publication.

(3) If no submissions are received in accordance with subclause (2)(c), the Council is to decide to –

(a) give local public notice that the proposed determination has effect as a determination on and from the date of publication;

(b) amend the proposed determination, in which case subclause (5) will apply; or

(c) not continue with the proposed determination.

(4) If submissions are received in accordance with subclause (2)(c) the Council is to –

(a) consider those submissions; and

(b) decide –

(i) whether or not to amend the proposed determination; or

(ii) not to continue with the proposed determination.

(5) If the Council decides to amend the proposed determination, it is to give local public notice –

(a) of the effect of the amendments; and

(b) that the proposed determination has effect as a determination on and from the date of publication.

(6) If the Council decides not to amend the proposed determination, it is to give local public notice that the proposed determination has effect as a determination on and from the date of publication.

(7) A proposed determination is to have effect as a determination on and from the date of publication of the local public notice referred to in subclauses (3), (5) and (6).

(8) A decision under subclause (3) or (4) is not to be delegated by the Council.

Discretion to erect sign

2.3 The local government may erect a sign on local government property to give notice of the effect of a determination which applies to that property.

Determination to be complied with

2.4 A person shall comply with a determination.

Register of determinations

2.5 (1) The local government is to keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6.

(2) Sections 5.94 and 5.95 of the Act are to apply to the register referred to in subclause (1) and for that purpose the register is to be taken to be information within section 5.94(u)(i) of the Act.

Amendment or revocation of a determination

2.6 (1) The Council may amend or revoke a determination.

(2) The provisions of clause 2.2 are to apply to an amendment of a determination as if the amendment were a proposed determination.

(3) If the Council revokes a determination it is to give local public notice of the revocation and the determination is to cease to have effect on the date of publication.

Division 2 - Activities which may be pursued or prohibited under a determination

Activities which may be pursued on specified local government property

2.7 (1) A determination may provide that specified local government property is set aside as an area on which a person may -

(a) bring, ride or drive an animal;

(b) take, ride or drive a vehicle, or a particular class of vehicle;

(c) fly or use a motorised model aeroplane;

(d) use a children's playground provided that the person is under an age specified in the determination, but the determination is not to apply to a person having the charge of a person under the specified age;

(e) launch, beach or leave a boat;

(f) take or use a boat, or a particular class of boat;

(g) deposit refuse, rubbish or liquid waste, whether or not of particular classes, and whether or not in specified areas of that local government property;

(h) play or practice -

(i) golf or archery;

(ii) pistol or rifle shooting, but subject to the compliance of that person with the *Firearms Act 1973*; or

(iii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;

(i) ride a bicycle, a skateboard, rollerblades, a sandboard or a similar device; and

(j) wear no clothing.

(2) A determination may specify the extent to which and the manner in which an activity referred to in subclause (1) may be pursued and in particular -

(a) the days and times during which the activity may be pursued;

(b) that an activity may be pursued on a class of local government property, specified local government property or all local government property;

(c) that an activity is to be taken to be prohibited on all local government property other than that specified in the determination;

(d) may limit the activity to a class of vehicles, boats, equipment or things, or may extend it to all vehicles, boats, equipment or things;

(e) may specify that the activity can be pursued by a class of persons or all persons; and

(f) may distinguish between different classes of the activity.

Activities which may be prohibited on specified local government property

2.8 (1) A determination may provide that a person is prohibited from pursuing all or any of the following activities on specified local government property -

(a) smoking on premises;

(b) riding a bicycle, a skateboard, rollerblades, a sandboard or a similar device;

(c) taking, riding or driving a vehicle on the property or a particular class of vehicle;

(d) riding or driving a vehicle of a particular class or any vehicle above a specified speed;

(e) taking or using a boat, or a particular class of boat;

(f) the playing or practice of -

(i) golf, archery, pistol shooting or rifle shooting; or

(ii) a similar activity, specified in the determination, involving the use of a projectile which, in the opinion of the local government may cause injury or damage to a person or property;

(g) the playing or practice of any ball game which may cause detriment to the property or any fauna on the property; and

(h) the traversing of sand dunes or land which in the opinion of the local government has environmental value warranting such protection, either absolutely or except by paths provided for that purpose.

(2) A determination may specify the extent to which and the manner in which a person is prohibited from pursuing an activity referred to in subclause (1) and, in particular -

(a) the days and times during which the activity is prohibited;

(b) that an activity is prohibited on a class of local government property, specified local government property or all local government property;

(c) that an activity is prohibited in respect of a class of vehicles, boats, equipment or things, or all vehicles, boats, equipment or things;

(d) that an activity is prohibited in respect of a class of persons or all persons; and

(e) may distinguish between different classes of the activity.

(3) In this clause -

"premises" means a building, stadium or similar structure which is local government property, but not an open space such as a park or a playing field.

Division 3 - Transitional

Signs taken to be determinations

2.9 (1) Where a sign erected on local government property has been erected under a local law of the local government repealed by this local law, then it is to be taken to be and have effect as a determination on and from the commencement day, except to the extent that the sign is inconsistent with any provision of this local law or any determination made under clause 2.1.

(2) Clause 2.5 does not apply to a sign referred to in subclause (1).

PART 3 - PERMITS

Division 1 - Preliminary

Application of Part

3.1 This Part does not apply to a person who uses or occupies local government property under a written agreement with the local government to do so.

Division 2 - Applying for a permit

Application for permit

3.2 (1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).

(2) An application for a permit under this local law shall -

(a) be in the form determined by the local government;

(b) be signed by the applicant;

(c) provide the information required by the form; and

(d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.

(4) The local government may require an applicant to give local public notice of the application for a permit.

(5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

Decision on application for permit

3.3 (1) The local government may -

(a) approve an application for a permit unconditionally or subject to any conditions; or

(b) refuse to approve an application for a permit.

(2) If the local government approves an application for a permit, it is to issue to the applicant, a permit in the form determined by the local government.

(3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

Division 3 - Conditions

Conditions which may be imposed on a permit

3.4 (1) Without limiting the generality of clause 3.3(1)(a), the local government may approve an application for a permit subject to conditions relating to -

(a) the payment of a fee;

(b) compliance with a standard or a policy of the local government adopted by the local government;

(c) the duration and commencement of the permit;

(d) the commencement of the permit being contingent on the happening of an event;

(e) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;

(f) the approval of another application for a permit which may be required by the local government under any written law;

(g) the area of the district to which the permit applies;

(h) where a permit is issued for an activity which will or may cause damage to local government property, the payment of a deposit or bond against such damage; and

(i) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government.

(2) Without limiting clause 3.3(1)(a) and subclause (1), the following paragraphs indicate the type and content of the conditions on which a permit to hire local government property may be issued –

(a) when fees and charges are to be paid;

(b) payment of a bond against possible damage or cleaning expenses or both;

(c) restrictions on the erection of material or external decorations;

(d) rules about the use of furniture, plant and effects;

(e) limitations on the number of persons who may attend any function in or on local government property;

(f) the duration of the hire;

(g) the right of the local government to cancel a booking during the course of an annual or seasonal booking, if the local government sees fit;

(h) a prohibition on the sale, supply or consumption of liquor unless a liquor licence is first obtained for that purpose under the *Liquor Control Act 1988*;

(i) whether or not the hire is for the exclusive use of the local government property;

(j) the obtaining of a policy of insurance in the names of both the local government and the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer; and

(k) the provision of an indemnity from the hirer, indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the hire of the local government property by the hirer.

Imposing conditions under a policy

3.5 (1) In this clause -

"policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 3.3(1)(a).

(2) Under clause 3.3(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government shall give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2).

(4) An application for a permit shall be deemed not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy shall be deemed to be information within section 5.94(u)(i) of the Act.

Compliance with and variation of conditions

3.6 (1) Where an application for a permit has been approved subject to conditions, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 4 - General

Agreement for building

3.7 Where a person applies for a permit to erect a building on local government property the local government may enter into an agreement with the permit holder in respect of the ownership of the materials in the building.

Duration of permit

3.8 A permit is valid for one year from the date on which it is issued, unless it is –

(a) otherwise stated in this local law or in the permit; or

(b) cancelled under clause 3.12.

Renewal of permit

3.9 (1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of this Part shall apply to an application for the renewal of a permit *mutatis mutandis*.

Transfer of permit

3.10 (1) An application for the transfer of a valid permit is to -

(a) be made in writing;

(b) be signed by the permit holder and the proposed transferee of the permit;

(c) provide such information as the local government may require to enable the application to be determined; and

(d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by an endorsement on the permit signed by the CEO.

(4) Where the local government approves the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

Production of permit

3.11 A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

Cancellation of permit

3.12 (1) Subject to clause 7.1, a permit may be cancelled by the local government if the permit holder has not complied with a –

(a) condition of the permit; or

(b) determination or a provision of any written law which may relate to the activity regulated by the permit.

(2) On the cancellation of a permit the permit holder -

(a) shall return the permit as soon as practicable to the CEO; and

(b) is to be taken to have forfeited any fees paid in respect of the permit.

Division 5 - When a permit is required

Activities needing a permit

3.13 (1) A person shall not without a permit -

(a) subject to subclause 3, hire local government property;

(b) advertise anything by any means on local government property;

(c) erect a structure for public amusement or for any performance, whether for gain or otherwise, on local government property;

(d) teach, coach or train, for profit, any person in a pool area or an indoor recreation facility which is local government property;

(e) plant any plant or sow any seeds on local government property;

(f) carry on any trading on local government property unless the trading is conducted -

(i) with the consent of a person who holds a permit to conduct a function, and where the trading is carried on under and in accordance with the permit; or

(ii) by a person who has a licence or permit to carry on trading on local government property under any written law;

(g) unless an employee of the local government in the course of her or his duties or on an area set aside for that purpose -

(i) drive or ride or take any vehicle on to local government property; or

(ii) park or stop any vehicle on local government property;

(h) conduct a function on local government property ;

(i) charge any person for entry to local government property, unless the charge is for entry to land or a building hired by a voluntary non-profit organisation;

(j) light a fire on local government property except in a facility provided for that purpose;

(k) parachute, hang glide, abseil or base jump from or on to local government property;

(l) erect a building or a refuelling site on local government property;

(m) make any excavation on or erect or remove any fence on local government property;

(n) erect or install any structure above or below ground, which is local government property, for the purpose of supplying any water, power, sewer, communication, television or similar service to a person; or

(o) depasture any horse, sheep, cattle, goat, camel, ass or mule on local government property.

(2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

(3) The local government may exempt specified local government property or a class of local government property from the application of subclause (1)(a).

Permit required to camp outside a facility

3.14 (1) In this clause –

"facility" has the same meaning as is given to it in section 5(1) of the *Caravan Parks and Camping Grounds Act 1995*.

(2) This clause does not apply to a facility operated by the local government.

(3) A person shall not without a permit -

(a) camp on, lodge at or occupy any structure at night for the purpose of sleeping on local government property; or

(b) erect any tent, camp, hut or similar structure on local government property other than a beach shade or windbreak erected for use during the hours of daylight and which is dismantled during those hours on the same day.

(4) The maximum period for which the local government may approve an application for a permit in respect of paragraph (a) or (b) of subclause (3) is that provided in regulation 11(2)(a) of the *Caravan Parks and Camping Grounds Regulations 1997*.

Local government to consider suitability of land for camping for more than 3 nights

See regulation 13 of the *Caravan Parks and Camping Grounds Regulations 1997*.

Caravan or camp to be maintained

See regulation 14 of the *Caravan Parks and Camping Grounds Regulations 1997*.

Reserves under control of a local government

The powers of a local government over reserves (which were formerly vested in it, and which are now the subject of a management order under the *Land Administration Act 1997*) are contained in section 3.54 of the *Local Government Act 1995* and section 5 of the *Parks and Reserves Act 1895*.

Disturbing local government land or anything on it

See regulation 5 of the *Local Government (Uniform Local Provisions) Regulations 1996.*

Permit required for possession and consumption of liquor

3.15 (1) A person, on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless -

(a) that is permitted under the *Liquor Control Act 1988*; and

(b) a permit has been obtained for that purpose.

(2) Subclause (1) does not apply where the liquor is in a sealed container.

Limitations as to liquor on unlicensed premises etc

See section 119 *Liquor Licensing Act 1988.*

Division 6 - Responsibilities of permit holder

Responsibilities of permit holder

3.16 A holder of a permit shall in respect of local government property to which the permit relates -

(a) ensure that an authorized person has unobstructed access to the local government property for the purpose of inspecting the property or enforcing any provision of this local law;

(b) leave the local government property in a clean and tidy condition after its use;

(c) report any damage or defacement of the local government property to the local government; and

(d) prevent the consumption of any liquor on the local government property unless the permit allows it and a licence has been obtained under the *Liquor Control Act 1988* for that purpose.

Unlawful discrimination

See *Equal Opportunity Act 1984* references for unlawful discrimination.

PART 4 - BEHAVIOUR ON ALL LOCAL GOVERNMENT PROPERTY

Division 1 - Behaviour on and interference with local government property

Behaviour which interferes with others

4.1 A person shall not in or on any local government property behave in a manner which -

(a) is likely to interfere with the enjoyment of a person who might use the property; or

(b) interferes with the enjoyment of a person using the property.

Indecent acts

See section 203 of the *Criminal Code.*

Disorderly conduct

See section 54 of the *Police Act 1892.*

Behaviour detrimental to property

4.2 (1) A person shall not behave in or on local government property in a way which is or might be detrimental to the property.

(2) In subclause (1) -

'detrimental to the property' includes -

(a) removing any thing from the local government property such as a rock, a plant or a seat provided for the use of any person; and

(b) destroying, defacing or damaging any thing on the local government property, such as a plant, a seat provided for the use of any person or a building.

Damage to animals, plants etc in gardens

See section 58A of the *Police Act 1892.*

Criminal damage

See section 444 of the *Criminal Code.*

Wilful damage to property

See section 80 of the *Police Act 1892.*

Graffiti

See sections 65(2) and 80A of the *Police Act 1892.*

Compensation and restitution orders

See Part 16 of the *Sentencing Act 1995*, sections 111, 117 (compensation orders) and 120 (restitution orders).

Littering

See sections 23 and 24 of the *Litter Act 1979*, also regulations 4, 5 and 6 of the *Litter Regulations 1981*.

Protected flora

See sections 23A and 23B of the *Wildlife Conservation Act 1950*.

Taking or injuring any fauna

4.3 (1) A person shall not, take, injure or kill or attempt to take, injure or kill any fauna which is on or above any local government property, unless that person is authorized under a written law to do so.

(2) In this clause -

"animal" means any living thing that is not a human being or plant; and

"fauna" means any animal indigenous to or which periodically migrates to any State or Territory of the Commonwealth or the territorial waters of the Commonwealth and includes in relation to any such animal -

(a) any class of animal or individual member;

(b) the eggs or larvae; or

(c) the carcass, skin, plumage or fur.

Injury or destroying native or acclimatised animals or birds on parks, roads or reserves

See section 97 of the *Police Act 1892*.

Taking or unlawful possession of protected fauna

See sections 16 and 16A of the *Wildlife Conservation Act 1950* and section 20 of the same Act in relation to the authority of wildlife officers.

Intoxicated persons not to enter local government property

4.4 A person shall not enter or remain on local government property while under the influence of liquor or a prohibited drug.

Circumstances in which an intoxicated person may be apprehended by police

See section 53A of the *Police Act 1892*.

No prohibited drugs

4.5 A person shall not take a prohibited drug on to, or consume or use a prohibited drug on, local government property.

Division 2 - Signs

Signs

4.6 (1) A local government may erect a sign on local government property specifying any conditions of use which apply to that property.

(2) A person shall comply with a sign erected under subclause (1).

(3) A condition of use specified on a sign erected under subclause (1) is -

(a) not to be inconsistent with any provision of this local law or any determination; and

(b) to be for the purpose of giving notice of the effect of a provision of this local law.

PART 5 - MATTERS RELATING TO PARTICULAR LOCAL GOVERNMENT PROPERTY

Division 1 - Beaches

Powers of surf life saving club members

5.1 (1) Subject to subclause (2), the local government may authorize under section 9.10 of the Act the members of a surf life saving club to perform all or any of the following functions in relation to a beach -

(a) patrol any beach;

(b) carry out any activity on any beach;

(c) erect signs designating bathing areas and signs regulating, prohibiting or restricting specified activities on the whole or any part of a beach or in or on the water adjacent to the beach and to direct persons on the beach or in or on the water to comply with such signs;

(d) temporarily enclose any area with rope, hessian, wire or any other means for the conduct of surf life saving club activities; and

(e) direct persons to leave the water adjacent to a beach during dangerous conditions or if a shark is suspected of being in the vicinity of a beach.

(2) Under subclause (1), the local government shall authorize only those members who have been recommended by the surf life saving club as competent to perform the functions referred to in that subclause in respect of which they are authorized.

(3) Under subclause (1), the local government may authorize members generally, or in relation to particular times, days or months.

Authorizing other persons

5.2 (1) A local government may authorize, under section 9.10 of the Act, a person to perform all or any of the functions referred to in clause 5.1(1) in relation to a beach.

(2) Under subclause (1), the local government shall authorize only those persons who, in the reasonable opinion of the local government, are competent to perform the functions referred to in clause 5.1(1) in respect of which they are authorized.

(3) Under subclause (1), the local government may authorize a person generally, or in relation to particular times, days or months.

(4) Where the local government has authorized members of a surf life saving club under clause 5.1(1) and a person under subclause (1) in relation to the same beach, so that they can perform all or any of the functions referred to in clause 5.1(1) contemporaneously, the local government is to specify which authorization is rendered ineffective when both are exercised.

Persons to comply with signs and directions

5.3 A person shall -

(a) not act in contravention of any sign erected on a beach under clause 5.1(1)(c);

(b) not enter an area which has been temporarily closed with rope, hessian, wire or any other means for the conduct of surf life saving club activities, unless he or she is a member of the club or has obtained permission to enter from the club; and

(c) comply with any direction given under clause 5.1(1)(c) or 5.1(1)(e),

notwithstanding that the sign or the direction was erected or given, as the case may be, by a person referred to in clause 5.2(1).

Division 2 - Fenced or closed property

No entry to fenced or closed local government property

5.4 A person must not enter local government property which has been fenced off or closed to the public by a sign or otherwise, unless that person is authorized to do so by the local government.

Division 3 - Toilet blocks and change rooms

Only specified gender to use entry of toilet block or change room

5.5 Where a sign on a toilet block or change room specifies that a particular entry of the toilet block or change room is to be used by -

(a) females, then a person of the male gender shall not use that entry of the toilet block or change room; or

(b) males, then a person of the female gender shall not use that entry of the toilet block or change room.

Division 4 - Aerodrome (airport)

Access of animals restricted

5.6 (1) A person shall not bring an animal on to an aerodrome unless -

(a) the person is a person referred to in section 8 of the *Dog Act 1976* acting in accordance with that provision;

(b) the animal is being air freighted from the aerodrome;

(c) the animal has been air freighted to the aerodrome; or

(d) the person is authorized to do so by the local government.

(2) A person in charge of an animal shall keep the animal under control and shall not allow it to wander at large on the aerodrome.

(3) If an animal is at any time on an aerodrome in contravention of subclause (2), in addition to the person specified in that subclause, the owner of the animal at that time commits an offence against subclause (2).

PART 6 - FEES FOR ENTRY ON TO LOCAL GOVERNMENT PROPERTY

No unauthorized entry to function

6.1 (1) A person shall not enter local government property on such days or during such times as the property may be set aside for a function for which a charge for admission is authorized, except -

(a) through the proper entrance for that purpose; and

(b) on payment of the fee chargeable for admission at the time.

(2) The local government may exempt a person from compliance with subclause (1)(b).

PART 7 - OBJECTIONS AND APPEALS

Application of Division 1, Part 9 of the Act

7.1 When the local government makes a decision as to whether it will -

(a) grant a person a permit or consent under this local law; or

(b) renew, vary, or cancel a permit or consent that a person has under this local law,

the provisions of Division 1 of Part 9 of the Act and regulations 33 and 34 of the Regulations apply to that decision.

PART 8 - MISCELLANEOUS

Personation

See section 87 of the *Criminal Code*.

Bathing in proper bathing costume

See section 104 of the *Police Act 1892*.

Wilful and obscene exposure

See section 66(11) of the *Police Act 1892*.

Authorized person to be obeyed

8.1 A person on local government property shall obey any lawful direction of an authorized person and shall not in any way obstruct or hinder an authorized person in the execution of her or his duties.

Resisting or obstructing public officers

See section 172 of the *Criminal Code*.

Disobedience to lawful order issued by statutory authority

See section 178 of the *Criminal Code*.

Persons may be directed to leave local government property

8.2 An authorized person may direct a person to leave local government property where she or he reasonably suspects that the person has contravened a provision of any written law.

Power of police and persons aggrieved to apprehend certain offenders

See section 49 of the *Police Act 1892*.

Preventing persons from wrongfully entering or removing persons wrongfully on local government property

See section 254 of the *Criminal Code*.

Disposal of lost property

8.3 An article left on any local government property, and not claimed within a period of 3 months, may be disposed of by the local government in any manner it thinks fit.

Liability for damage to local government property

8.4 (1) Where a person unlawfully damages local government property, the local government may by notice in writing to that person require that person within the time required in the notice to, at the option of the local government, pay the costs of -

(a) reinstating the property to the state it was in prior to the occurrence of the damage; or

(b) replacing that property.

(2) Unless there is proof to the contrary, a person is to be taken to have damaged local government property within subclause (1) where -

(a) a vehicle or a boat caused the damage, the person was the person responsible, at the time the damage occurred, for the control of the vehicle or the boat; or

(b) the damage occurred under a permit, the person is the permit holder in relation to that permit.

(3) On a failure to comply with a notice issued under subclause (1), the local government may recover the costs referred to in the notice as a debt due to it.

PART 9 - ENFORCEMENT

Division 1 - Notices given under this local law

Offence to fail to comply with notice

9.1 Whenever the local government gives a notice under this local law requiring a person to do any thing, if a person fails to comply with the notice, that person commits an offence.

Local government may undertake requirements of notice

9.2 Where a person fails to comply with a notice referred to in clause 9.1, the local government may do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing.

Division 2 - Offences and penalties

Subdivision 1 - General

Offences and general penalty

9.3 (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding $5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding $500 for each day or part of a day during which the offence has continued.

Subdivision 2 - Infringement notices and modified penalties

Prescribed offences

9.4 (1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that -

(a) commission of the prescribed offence is a relatively minor matter; and

(b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

Form of notices

9.5 (1) For the purposes of this local law -

(a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;

(b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and

(c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

(2) Where an infringement notice is given under section 9.16 of the Act in respect of an alleged offence against clause 2.4, the notice is to contain a description of the alleged offence.

Deviation in forms

See section 74 of the *Interpretation Act 1984.*

Division 3 - Evidence in legal proceedings

Evidence of a determination

9.6 (1) In any legal proceedings, evidence of a determination may be given by tendering the register referred to in clause 2.5 or a certified copy of an extract from the register.

(2) It is to be presumed, unless the contrary is proved, that the determination was properly made and that every requirement for it to be made and have effect has been satisfied.

(3) Subclause (2) does not make valid a determination that has not been properly made.

SCHEDULE 1 PRESCRIBED OFFENCES AND MODIFIED PENALTIES

CLAUSE	DESCRIPTION	MODIFIED PENALTY $
2.4	Failure to comply with determination	300
3.6	Failure to comply with conditions of permit	300
3.13(1)	Failure to obtain a permit	300
3.14(3)	Failure to obtain permit to camp outside a facility	300
3.15(1)	Failure to obtain permit for liquor	300
3.16	Failure of permit holder to comply with responsibilities	300
4.2(1)	Behaviour detrimental to property	300
4.4	Under influence of liquor or prohibited drug	300
4.6(2)	Failure to comply with sign on local government property	300
5.3	Failure to comply with sign or direction on beach	300
5.4	Unauthorized entry to fenced or closed local government property	300
5.5	Gender not specified using entry of toilet block or change room	300
5.6(1)	Unauthorized presence of animal on aerodrome	300
5.6(2)	Animal wandering at large on aerodrome - person in charge	500
5.6(3)	Animal wandering at large on aerodrome - owner	500
6.1(1)	Unauthorized entry to function on local government property	300
9.1	Failure to comply with notice	400

SCHEDULE 2

DETERMINATIONS

The following determinations are to be taken to have been made by the local government under clause 2.1.

PART 1 - PRELIMINARY

Definitions

1.1 In these determinations unless the context otherwise requires -

"local law" means the *Local Government Property Local Law* made by the local government;

Interpretation

1.2 Unless the context otherwise requires, where a term is used but not defined in a determination and that term is defined in the local law then the term shall have the meaning given to it in the local law.

Dated 23 August 2019

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

L Holmes, President

B Bailey CEO

10.4 In the heading of clause 2.6 of the First Schedule delete "FESA" and insert "Department";

10.5 In clause 2.6 of the First Schedule delete "Authority" in both places that it appears and insert "Department";

10.6 In clause 3.3(1)(e) of the First Schedule delete "Authority" in both places that it appears and insert "Department".

The Common Seal of the Shire of Dandaragan was affixed in the presence of—

SHIRE OF DANDARAGAN Common Seal

.....L. Holmes, Shire President.

.....B Bailey, Chief Executive Officer.

Dated .....23/8/..... 2019.

SHIRE OF DANDARAGAN

ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES

LOCAL LAW 2019

AS GAZETTED

5 NOVEMBER 2019

(NO. 159 – SPECIAL)

LOCAL GOVERNMENT ACT 1995

SHIRE OF DANDARAGAN

ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES LOCAL LAW

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SCHEDULE 1

PRESCRIBED OFFENCES AND MODIFIED PENALTIES

Local Government Act 1995

SHIRE OF DANDARAGAN

ACTIVITIES ON THOROUGHFARES AND TRADING IN THOROUGHFARES AND PUBLIC PLACES LOCAL LAW

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dandaragan resolved on [*insert date*] to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the Shire of Dandaragan Activities on Thoroughfares and Trading in Thoroughfares and Public Places Local Law.

1.2 Definitions

In this local law unless the context otherwise requires -

"Act" means the *Local Government Act 1995*;

"applicant" means a person who applies for a permit;

"authorized person" means a person authorized by the local government under section 9.10 of the Act to perform any of the functions of an authorized person under this local law;

"built-up area" has the meaning given to it in the *Road Traffiic Code 2000*;

Regulation 103(1) of the *Road Traffic Code 1975* provides –
'built-up area' means the territory contiguous to and including any road –
(a) on which there is provision for lighting by means of street lamps; or
(b) which is built up with structures devoted to business, industry or dwelling houses at intervals of less than 100 metres for a distance of one half kilometre or more; or
(c) beyond a sign indicating "BUILT-UP AREA" erected at the roadside to face drivers approaching a development consisting of dwelling houses, or business or industrial structures;'.

"bulk rubbish container" means a bin or container designed or used for holding a substantial quantity of rubbish and which is unlikely to be lifted without mechanical assistance, but does not include a bin or container used in connection with the local government's regular domestic rubbish collection service;

"carriageway" means the paved or made portion of a thoroughfare used or intended for use by vehicles;

"CEO" means the chief executive officer of the local government;

"commencement day" means the day on which this local law comes into operation;

"Council" means the council of the local government;

"crossing" means a crossing giving access from a public thoroughfare to -

(a) private land; or

(b) a private thoroughfare serving private land;

"district" means the district of the local government;

"footpath" means the paved or made portion of a thoroughfare used or intended for use by pedestrians and cyclists;

"garden" means any part of a thoroughfare planted, developed or treated, otherwise than as a lawn, with one or more plants;

"intersection" has the meaning given to it in the *Road Traffic Code 2000*;

"kerb" includes the edge of a carriageway;

"lawn" means any part of a thoroughfare which is planted only with grass, or with a similar plant, but will include any other plant provided that it has been planted by the local government;

"liquor" has the meaning given to it in section 3 of the *Liquor Control Act 1988*;

"local government" means the Shire of Dandaragan;

"local government property" means anything except a thoroughfare –

(a) which belongs to the local government;

(b) of which the local government is the management body under the *Land Administration Act 1997*; or

(c) which is an 'otherwise unvested facility' within section 3.53 of the Act;

"local planning scheme" means a local planning scheme of the local government made under the *Planning and Development Act 2005;";*

"lot" has the meaning given to it in the *Planning and Development Act 2005;"*

"owner" or "occupier" in relation to land does not include the local government;

"permissible verge treatment" means any one of the 4 treatments described in clause 2.8(2), and includes any reticulation pipes and sprinklers;

"permit" means a permit issued under this local law;
"permit holder" means a person who holds a valid permit;
"person" does not include the local government;

"premises" for the purpose of the definition of "public place" in both this clause and clause 6.1, means a building or similar structure, but does not include a carpark or a similar place;

"public place" includes any thoroughfare or place which the public are allowed to use, whether or not the thoroughfare or place is on private property, but does not include –

(a) premises on private property from which trading is lawfully conducted under a written law; and

(b) local government property;

"Regulations" means the *Local Government (Functions and General) Regulations 1996*;

"sign" includes a notice, flag, mark, structure or device on which may be shown words, numbers, expressions or symbols;

"townsite" means the townsite of [*insert names of townsites*] which are –

(a) constituted under section 26(2) of the *Land Administration Act 1997*; or

(b) referred to in clause 37 of Schedule 9.3 of the Act;

"vehicle" includes –

(a) every conveyance and every object capable of being propelled or drawn on wheels, tracks or otherwise; and

(b) an animal being ridden or driven,

but excludes –

(a) a wheel-chair or any device designed for use by a physically impaired person on a footpath; and

(b) a pram, a stroller or a similar device; and

"verge" means that part of a thoroughfare between the carriageway and the land which abuts the thoroughfare, but does not include any footpath.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

(1) The following local laws are repealed –

Relating to:

House Numbering, published in the Government Gazettes of 28 January 1960, 17 September 1976, and 5 May 1978;

Prevention of Damage to Streets, published in the Government Gazettes of 23 July 1962 and 22 May 1972;

Removal and Disposal of Obstructing Animals or Vehicles, published in the Government Gazettes of 11 August 1964, 22 May 1972 and 8 June 1979;

Street Lawns and Gardens, published in the Government Gazettes of 24 July 1968, 22 May 1972 and 30 January 1980;

The Prevention of Damage to Bitumen Primed Roads, published in the Government Gazettes of 15 July 1969, 17 September 1976 and 5 May 1978;

Crossing Places, published in the Government Gazettes of 4 May 1971 and 17 September 1976;

Control of Hawkers, published in the Government Gazette of 21 June 1972;

Trading in Public Places, published in the Government gazette of 16 September 1988;

The Parking of Commercial Vehicles and Caravans on Street Verges, published in the Government Gazette of 7 April 1989.

(2) Where a policy was made or adopted by the local government under or in relation to a local law repealed by this local law, then the policy is to be taken to no longer have any effect on and from the commencement day.

(3) The Council may resolve that notwithstanding subclause (2) specified policies continue, or are to be taken to have continued, to have effect on and from the commencement day.

Provisions of other written laws

Throughout this local law text boxes have been inserted containing references to provisions of other written laws which complement this local law. These provisions have been reproduced in full in a separate document published in the Local Laws Manual, titled 'Complementary Legislation'. This can be found in Section 4 (Legislative Review) starting on page 27

Delegation

See sections 5.42 to 5.46 of the *Local Government Act 1995* and sections 58 and 59 of the *Interpretation Act 1984*.

PART 2 – ACTIVITIES ON THOROUGHFARES AND PUBLIC PLACES

Division 1 - General

2.1 General prohibitions

A person shall not -

(a) plant any plant (except grasses or a similar plant) within 6m of an intersection;

(b) damage a lawn or a garden or remove any plant or part of a plant from a lawn or a garden unless –

(i) the person is the owner or the occupier of the lot abutting that portion of the thoroughfare and the lawn or the garden or the particular plant has not been installed or planted by the local government; or

(ii) the person is acting under the authority of a written law;

(c) plant any plant (except grass or a similar plant) on a thoroughfare so that it is within 2m of a carriageway;

(d) place on any footpath any fruit, fruit skins or other substance or fluid (whether vegetable or otherwise, but not water) which may create a hazard for any person using the footpath;

(e) unless at the direction of the local government, damage, remove or interfere with any signpost, direction plate, guidepost, notice, shelter, shed, fence or any structure erected on a thoroughfare by the local government or a person acting under the authority of a written law;

(f) play or participate in any game or sport so as to cause danger to any person or thing or impede the movement of vehicles or persons on a thoroughfare; or

(g) within a mall, arcade or verandah of a shopping centre, ride any skateboard, rollerblades or similar device.

Games and rollerskates

See section 1305 of the *Criminal Code.*

Damage to roads and liability for the damage

See sections 84 and 85 of the *Road Traffic Act 1974.*

Putting glass etc on roads

See regulation 1609 of the *Road Traffic Code 1975.*

Securing of loads

See regulation 1610 of the *Road Traffic Code 1975.*

Compensation and restitution orders

See Part 16 of the *Sentencing Act 1995*, sections 111, 117 (compensation orders) and 120 (restitution orders).

Criminal damage

See section 444 of the *Criminal Code*.

Littering

See sections 23 and 24 of the *Litter Act 1979* and also regulations 4, 5 and 6 of the *Litter Regulations 1981*.

Graffiti

See sections 65(2) and 80A of the *Police Act 1892*.

Wilful damage to property

See section 80 of the *Police Act 1892*.

Injuring or destroying native or acclimatised animals or birds on parks, roads or reserves

See section 97 of the *Police Act 1892*.

2.2 Activities allowed with a permit - general

(1) A person shall not, without a permit –

(a) dig or otherwise create a trench through or under a kerb or footpath;

(b) subject to Division 3 of this Part, throw, place or deposit any thing on a verge except for removal by the local government under a bulk rubbish collection, and then only during the period of time advertised in connection with that collection by the local government;

(c) cause any obstruction to a vehicle or a person using a thoroughfare as a thoroughfare;

(d) cause any obstruction to a water channel or a water course in a thoroughfare;

(e) throw, place or drain offensive, noxious or dangerous fluid onto a thoroughfare;

(f) damage a thoroughfare;

(g) light any fire or burn any thing on a thoroughfare other than in a stove or fireplace provided for that purpose or under a permit issued under clause 5.13;

(h) fell any tree onto a thoroughfare;

(i) unless installing a permissible verge treatment -

(i) lay pipes under or provide taps on any verge; or
(ii) place or install any thing on any part of a thoroughfare, and without limiting the generality of the foregoing, any gravel, stone, flagstone, cement, concrete slabs, blocks, bricks, pebbles, plastic sheeting, kerbing, wood chips, bark or sawdust;

(j) provide, erect, install or use in or on any building, structure or land abutting on a thoroughfare any hoist or other thing for use over the thoroughfare;

(k) on a public place use anything or do anything so as to create a nuisance;

(l) place or cause to be placed on a thoroughfare a bulk rubbish container; or

(m) interfere with the soil of, or anything in a thoroughfare or take anything from a thoroughfare.

(2) The local government may exempt a person from compliance with subclause (1) on the application of that person.

Permit requirements – Part 7

Wherever a permit is required to be obtained under this local law, the provisions of Part 7 of the local law will apply.

Disturbing local government land or anything on it

See regulation 5 of the *Local Government (Uniform Local Provisions) Regulations 1996.*

Events on roads

See Part VA of the *Road Traffic Act 1974* and the *Road Traffic (Events on Roads) Regulations 1991.*

Processions and public meetings

See regulation 1613 of the *Road Traffic Code 1975.*

2.3 No possession and consumption of liquor on thoroughfare

(1) A person shall not consume any liquor or have in her or his possession or under her or his control any liquor on a thoroughfare unless –

(a) that is permitted under the *Liquor Control Act 1988* or under another written law; or

(b) the person is doing so in accordance with a permit.

(2) Subclause (1) does not apply where the liquor is in a sealed container.

Limitations as to liquor on unlicensed premises

See section 119 of the *Liquor Licensing Act 1988.*

Division 2 - Vehicle crossing

Crossings

Generally crossings are dealt with in regulations 12 to 16 of the *Local Government (Uniform Local Provisions) Regulations 1996.*

Protection of footpaths, kerbs and drains

See sections 377 and 379 of the *Local Government (Miscellaneous Provisions) Act 1960.*

Subdivision 1 - Temporary crossings

2.4 Permit required

(1) Where it is likely that works on a lot will involve vehicles leaving a thoroughfare and entering the lot, the person responsible for the works shall obtain a permit for the construction of a temporary crossing to protect the existing carriageway, kerb, drains and footpath, where –

(a) a crossing does not exist; or

(b) a crossing does exist, but the nature of the vehicles and their loads is such that they are likely to cause damage to the crossing.

(2) The "person responsible for the works" in subclause (1) is to be taken to be –

(a) the builder named on the building permit issued in accordance with the *Building Act 2011* and *Buidling Regulations 2012;*

(b) the registered proprietor of the lot, if no building permit has been issued in accordance with the *Building Act 2011* and *Building Regulations 2012 i*n relation to the works.

(3) If the local government approves an application for a permit for the purpose of subclause (1), the permit is taken to be issued on the condition that until such time as the temporary crossing is removed, the permit holder shall keep the temporary crossing in good repair and in such a condition so as not to create any danger or obstruction to persons using the thoroughfare.

Subdivision 2 - Redundant vehicle crossings

2.5 Removal of redundant crossing

(1) Where works on a lot will result in a crossing no longer giving access to a lot, the crossing is to be removed and the kerb, drain, footpath, verge and any other part of the thoroughfare affected by the removal are to be reinstated to the satisfaction of the local government.

(2) The local government may give written notice to the owner or occupier of a lot requiring her or him to –

(a) remove any part of or all of a crossing which does not give access to the lot; and

(b) reinstate the kerb, drain, footpath, verge and any other part of the thoroughfare, which may be affected by the removal,

within the period of time stated in the notice, and the owner or occupier of the lot shall comply with that notice.

Division 3 - Verge treatments

Subdivision 1 - Preliminary

2.6 Interpretation

In this Division, unless the context otherwise requires -

"acceptable material" means any of the folllowing materials:

(a) brick, concrete, stone or other hard preformed paving materials;

(b) bitumen;

(c) cement-based materials, including concrete and poured limestone, and

(d) synthetic turf;

2.7 Application

This Division only applies to the townsite.

Subdivision 2 - Permissible verge treatments

2.8 Permissible verge treatments

(1) An owner or occupier of land which abuts on a verge may on that part of the verge directly in front of her or his land install a permissible verge treatment.

(2) The permissible verge treatments are –

(a) the planting and maintenance of a lawn;

(b) the planting and maintenance of a garden provided that -

(i) clear sight visibility is maintained at all times for a person using the abutting thoroughfare in the vicinity of an intersection or bend in the thoroughfare; and

(ii) where there is no footpath, a pedestrian has safe and clear access of a minimum width of 2m along that part of the verge immediately adjacent to the kerb;

(c) the installation of an acceptable material; or

(d) the installation over no more than one third of the area of the verge (excluding any vehicle crossing) of an acceptable material in accordance with paragraph (c), and the planting and maintenance of either a lawn or a garden on the balance of the verge in accordance with paragraph (a) or (b).

2.9 Only permissible verge treatments to be installed

(1) A person shall not install or maintain a verge treatment which is not a permissible verge treatment.

(2) The owner and occupier of the lot abutting a verge treatment referred to in subclause (1) are each to be taken to have installed and maintained that verge treatment for the purposes of this clause and clause 2.10.

2.10 Obligations of owner or occupier

An owner or occupier who installs or maintains a permissible verge treatment shall -

(a) keep the permissible verge treatment in a good and tidy condition and ensure, where the verge treatment is a garden or lawn, that a footpath on the verge and a carriageway adjoining the verge is not obstructed by the verge treatment;

(b) not place any obstruction on or around the verge treatment; and

(c) not disturb a footpath on the verge.

2.11 Notice to owner or occupier

The local government may give a notice in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division.

Subdivision 3 - Existing verge treatments

2.12 Transitional provision

(1) In this clause –

"former provisions" means the local law of the local government which permitted certain types of verge treatments, whether with or without the consent of the local government, and which was repealed by this local law.

(2) A verge treatment which –

(a) was installed prior to the commencement day; and

(b) on the commencement day is a type of verge treatment which was permitted under and complied with the former provisions,

is to be taken to be a permissible verge treatment for so long as the verge treatment remains of the same type and continues to comply with the former provisions.

Subdivision 4 - Public works

2.13 Power to carry out public works on verge

Where the local government or an authority empowered to do so under a written law disturbs a verge, the local government or the authority -

(a) is not liable to compensate any person for that disturbance;

(b) may backfill with sand, if necessary, any garden or lawn; and

(c) is not liable to replace or restore any –

(i) verge treatment and, in particular, any plant or any acceptable material or other hard surface; or
(ii) sprinklers, pipes or other reticulation equipment.

Division 4 - Property numbers

Subdivision 1 - Preliminary

2.14 Interpretation

In this Division, unless the context requires otherwise -

"Number" means a number of a lot with or without an alphabetical suffix indicating the address of the lot by reference to a thoroughfare.

Subdivision 2 - Assignment and marking of numbers

2.15 Assignment of numbers

The local government may assign a Number to a lot in the district and may assign another Number to the lot instead of that previously assigned.

Division 5 - Fencing

2.16 Public place – Item 4(1) of Division 1, Schedule 3.1 of Act

The following places are specified as a public place for the purpose of item 4(1) of Division 1 of Schedule 3.1 of the Act –

(a) a public place, as that term is defined in clause 1.2; and

(b) local government property.

Division 6 - Signs erected by the local government

2.17 Signs

(1) A local government may erect a sign on a public place specifying any conditions of use which apply to that place.

(2) A person shall comply with a sign erected under subclause (1).

(3) A condition of use specified on a sign erected under subclause (1) is to be for the purpose of giving notice of the effect of a provision of this local law.

2.18 Transitional

Where a sign erected on a public place has been erected under a local law of the local government repealed by this local law, then on and from the commencement day, it is to be taken to be a sign erected under clause 2.17 if –

(a) the sign specifies a condition of use relating to the public place which gives notice of the effect of a provision of this local law; and

(b) the condition of use specified is not inconsistent with any provision of this local law.

Division 7 - Driving on a closed thoroughfare

2.19 No driving on closed thoroughfare

(1) A person shall not drive or take a vehicle on a closed thoroughfare unless –

(a) that is in accordance with any limits or exceptions specified in the order made under section 3.50 of the Act; or

(b) the person has first obtained a permit.

(2) In this clause –

"closed thoroughfare" means a thoroughfare wholly or partially closed under section 3.50 or 3.50A of the Act.

Closing certain thoroughfares to vehicles

See sections 3.50 and 3.50A of the *Local Government Act 1995*, and regulations 4 to 6 of the *Local Government (Functions and General) Regulations 1996.*

Roads may be closed

See section 92 of the *Road Traffic Act 1974.*

PART 3 – ADVERTISING SIGNS ON THOROUGHFARES

Traffic-control signals and traffic signs

See regulation 301 of the *Road Traffic Code 1975.*

Division 1 - Preliminary

3.1 Interpretation

In this Part, unless the context otherwise requires -

"advertising sign" means a sign used for the purpose of advertisement and includes an "election sign";

"direction sign" means a sign which indicates the direction of another place, activity or event, but does not include any such sign erected or affixed by the local government or the Commissioner of Main Roads;

"election sign" means a sign or poster which advertises any aspect of a forthcoming Federal, State or Local Government election; and

"portable direction sign" means a portable free standing direction sign; and

"portable sign" means a portable free standing advertising sign.

Division 2 - Permit

3.2 Advertising signs and portable direction signs

(1) A person shall not, without a permit –

(a) erect or place an advertising sign on a thoroughfare; or

(b) post any bill or paint, place or affix any advertisement on a thoroughfare.

(2) Notwithstanding subclause (1), a permit is not required in respect of a portable direction sign which neither exceeds 500mm in height nor 0.5m^2 in area, provided that the sign is placed or erected on a thoroughfare on an infrequent or occasional basis only to direct attention to a place, activity or event during the hours of that activity or event.

(3) Notwithstanding subclause (1), a person shall not erect or place an advertising sign -

(a) on a footpath;

(b) over any footpath where the resulting vertical clearance between the sign and the footpath is less than 2.5m;

(c) on or within 3m of a carriageway;

(d) in any other location where, in the opinion of the local government, the sign is likely to obstruct lines of sight along a thoroughfare or cause danger to any person using the thoroughfare; or

(e) on any natural feature, including a rock or tree, on a thoroughfare, or on any bridge or the structural approaches to a bridge.

3.3 Matters to be considered in determining application for permit

In determining an application for a permit for the purpose of clause 3.2(1), the local government is to have regard to -

(a) any other written law regulating the erection or placement of signs within the district;

(b) the dimensions of the sign;

(c) other advertising signs already approved or erected in the vicinity of the proposed location of the sign;

(d) whether or not the sign will create a hazard to persons using a thoroughfare; and

(e) the amount of the public liability insurance cover, if any, to be obtained by the applicant.

Division 3 – Conditions on permit

3.4 Conditions on portable sign

If the local government approves an application for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions –

(a) the portable sign shall -

(i) not exceed 1m in height;
(ii) not exceed an area of $1m^2$ on any side;
(iii) relate only to the business activity described on the permit;
(iv) contain letters not less than 200mm in height;
(v) not be erected in any position other than immediately adjacent to the building or the business to which the sign relates;
(vi) be removed each day at the close of the business to which it relates and not be erected again until the business next opens for trading;
(vii) be secured in position in accordance with any requirements of the local government;
(viii) be placed so as not to obstruct or impede the reasonable use of a thoroughfare or access to a place by any person; and
(ix) be maintained in good condition; and

(a) no more than one portable sign shall be erected in relation to the one building or business.

3.5 Conditions on election sign

If the local government approves an application for a permit for the erection or placement of an election sign on a thoroughfare, the application is to be taken to be approved subject to the sign –

(a) being erected at least 30m from any intersection;

(b) being free standing and not being affixed to any existing sign, post, power or light pole, or similar structure;

(c) being placed so as not to obstruct or impede the reasonable use of a thoroughfare, or access to a place by any person;

(d) being placed so as not to obstruct or impede the vision of a driver of a vehicle entering or leaving a thoroughfare or crossing;

(e) being maintained in good condition;

(f) not being erected until the election to which it relates has been officially announced;

(g) being removed within 24 hours of the close of polls on voting day;

(h) not being placed within 100m of any works on the thoroughfare;

(i) being securely installed;

(j) not being an illuminated sign;

(k) not incorporating reflective or fluorescent materials; and

(l) not displaying only part of a message which is to be read with other separate signs in order to obtain the whole message.

PART 4 – OBSTRUCTING ANIMALS OR VEHICLES

Division 1 - Animals and vehicles

4.1 Leaving animal or vehicle in public place or on local government property

(1) A person shall not leave an animal or a vehicle, or any part of a vehicle, in a public place or on local government property so that it obstructs the use of any part of that public place or local government property, unless that person has first obtained a permit or is authorized to do so under a written law.

(2) a person will contravene subclause (1) by leaving a vehicle, or any part of a vehicle, in a public place or on local government property for the primary purpose of advertising goods or services for sale of hire.

(3) A person will not contravene subclause (1) where the animal is secured or tethered for a period not exceeding 1 hour.

(4) A person will not contravene subclause (1) where the vehicle is left for a period not exceeding 24 hours unless the vehicle is left for the primary purpose of advertising goods or services for sale or hire.

4.2 Prohibitions relating to animals

(1) In subclause (2), "owner" in relation to an animal includes –

(a) an owner of it;

(b) a person in possession of it;

(c) a person who has control of it; and

(d) a person who ordinarily occupies the premises where the animal is permitted to stay.

(2) An owner of an animal shall not –

(a) allow the animal to enter or remain for any time on any thoroughfare except for the use of the thoroughfare as a thoroughfare and unless it is led, ridden or driven;

(b) allow an animal which has a contagious or infectious disease to be led, ridden or driven in a public place; or

(c) train or race the animal on a thoroughfare.

(3) An owner of a horse shall not lead, ride or drive a horse on a thoroughfare in a built-up area, unless that person does so under a permit or under the authority of a written law.

Unattended stock on roads

See regulation 1702 of the *Road Traffic Code 1975*.

Restrictions on driving of stock

See regulation 1702A of the *Road Traffic Code 1975*.

Permit for driving of stock

See regulation 1703 of the *Road Traffic Code 1975*.

PART 5 - ROADSIDE CONSERVATION

Division 1 - Preliminary

5.1 Interpretation

In this Part -

"MRWA" means Main Roads Western Australia;

"protected flora" has the meaning given to it in section 6(1) of the *Wildlife Conservation Act 1950*;

"rare flora" has the meaning given to it in section 23F of the *Wildlife Conservation Act 1950*;

"Roadside Conservation Committee" means the Roadside Conservation Committee appointed by the Minister for Environment; and

"special environmental area" means an area designated as such under clause 5.7.

5.2 Application

This Part does not apply to the townsite.

Division 2 - Flora roads

5.3 Declaration of flora road

The local government may declare a thoroughfare which has, in the opinion of the local government, high quality roadside vegetation to be a flora road.

5.4 Construction works on flora roads

Construction and maintenance work carried out by the local government on a flora road is to be in accordance with the 'Handbook of Environmental Practice for Road Construction and Road Maintenance Works' prepared by the Roadside Conservation Committee.

5.5 Signposting of flora roads

The local government may signpost flora roads with the standard MRWA 'flora road' sign.

5.6 Driving only on carriageway of flora roads

(1) A person driving or riding a vehicle on a flora road shall only drive or ride the vehicle on the carriageway.

(2) Subclause (1) does not apply where -

(a) conditions on the thoroughfare do not reasonably permit a vehicle to remain on the carriageway;

(b) there is no carriageway; or

(c) an exemption from the application of subclause (1) has been obtained from the local government.

Division 3 - Special environmental areas

5.7 Designation of special environmental areas

The local government may designate a thoroughfare, or any part of a thoroughfare, as a special environmental area which -

(a) as protected flora or rare flora; or

(b) in the opinion of the local government, has environmental, aesthetic or cultural significance.

5.8 Marking of special environmental areas

The local government is to mark and keep a register of each thoroughfare, or part of a thoroughfare, designated as a special environmental area.

Division 4 – Planting in thoroughfares

5.9 Permit to plant

A person shall not plant any plant or sow any seeds in a thoroughfare without first obtaining a permit.

5.10 Relevant considerations in determining application

In determining an application for a permit for the purpose of clause 5.9, the local government is to have regard to -

(a) existing vegetation within that part of the thoroughfare in which the planting is to take place; and

(b) the diversity of species and the prevalence of the species which are to be planted or sown.

Division 5 - Clearance of vegetation

5.11 Permit to clear

A person shall not clear and maintain in a cleared state, the surface of a thoroughfare within 1m of that person's land without first obtaining a permit and any other approvals which may be required under any written law.

Notice of clearing where clearing in excess of 1ha
See regulation 4 of the *Soil and Land Conservation Regulations 1992.*

5.12 Application for permit

In addition to the requirements of clause 7.1(2), a person making an application for a permit for the purpose of clause 5.11 shall submit a sketch plan clearly showing the boundary of the person's land and the portions of the thoroughfare joining that person's land which are to be cleared.

Division 6 - Fire management

5.13 Permit to burn thoroughfare

A person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

Back-burning
See section 44(1)(c) of the *Bush Fire Act 1954.*

5.14 Application for permit

In addition to the requirements of clause 7.1(2), an application for a permit for the purposes of clause 5.13 shall –

(a) include a sketch plan showing the portions of a thoroughfare which are proposed to be burned; and

(b) advise of the estimated fire intensity and the measures to be taken to protect upper storey vegetation from the burn.

5.15 When application for permit can be approved

The local government may approve an application for a permit for the purpose of clause 5.13 only if the burning of the particular part of the thoroughfare will -

(a) reduce a fire hazard and alternative means of reducing that hazard, such as slashing or the use of herbicides, are considered by the local government to be not feasible or more detrimental to native flora and fauna than burning; or

(b) in the opinion of the local government, be beneficial for the preservation and conservation of native flora and fauna.

5.16 Prohibitions on burning

Notwithstanding anything to the contrary in this local law, an application for a permit for the purpose of clause 5.13 is not to be approved by the local government -

(a) for burning between 31 August and 1 May of the following year where the intensity of the burn could damage native flora and fauna; or

(b) in any year to any person for any part of a thoroughfare which is on the opposite side of the carriageway to that portion of the thoroughfare for which a permit to burn has been approved in the same year.

Division 7 - Firebreaks

5.17 Permit for firebreaks on thoroughfares

A person shall not construct a firebreak on a thoroughfare without first obtaining a permit.

5.18 When application for permit cannot be approved

(1) The local government is not to approve an application for a permit for the purpose of clause 5.17 where the thoroughfare is less than 20m wide.

(2) Subclause (1) does not apply where the firebreak is, in the opinion of the local government, desirable for the protection of roadside vegetation.

Division 8 - Commercial wildflower harvesting on thoroughfares

5.19 General prohibition on commercial wildflower harvesting

Subject to clause 5.20, a person shall not commercially harvest native flora on a thoroughfare.

5.20 Permit for revegetation projects

(1) A person shall not collect seed from native flora on a thoroughfare without first obtaining a permit.

(2) The local government may approve an application for a permit under subclause (1) only where-

(a) the seed is required for a revegetation project in any part of the district; and

(b) the thoroughfare, or the relevant part of it, is not a special environmental area.

(3) Unless the local government specifically provides to the contrary on a permit, if the local government approves an application for a permit for the purpose of subclause (1) it is to be taken to be approved subject to the following conditions –

(a) the collection of the seed is to be carried out so as not to endanger the long time survival of the native flora on the thoroughfare; and

(b) any licence or approval which may be required under any other written law is to be obtained by the applicant.

Protected flora
See sections 23A and 23B of the *Wildlife Conservation Act 1950.*

PART 6 - TRADING IN THOROUGHFARES AND PUBLIC PLACES

Division 1 - Stallholders and traders

Application of Fair Trading Act 1987

Stallholders and traders will all be "suppliers" of goods or services within the *Fair Trading Act 1987*. Accordingly, the provisions of the Act relating to misleading or deceptive conduct, unconscionable conduct, false representations and unsolicited goods will apply to them.

Subdivision 1 - Preliminary

6.1 Interpretation

In this Division, unless the context otherwise requires -

"Competition Principles Agreement" means the Competition Principles Agreement executed by each State and Territory of the Commonwealth and the Commonwealth of Australia on 11 April 1995;

"public place" includes -

(a) any thoroughfare or place which the public are allowed to use whether or not the thoroughfare or place is on private property; and

(b) local government property,

but does not include premises on private property from which trading is lawfully conducted under a written law.

"stall" means a movable or temporarily fixed structure, stand or table in, on or from which goods or services are sold, hired or offered for sale or hire;

"stallholder" means a person in charge of a stall;

"stallholder's permit" means a permit issued to a stallholder;

"trader" means a person who carries on trading;

"trader's permit" means a permit issued to a trader; and

"trading" includes –

(a) the selling or hiring of, the offering for sale or hire of or the soliciting of orders for goods or services in a public place;

(b) displaying goods in any public place for the purpose of –

(i) offering them for sale or hire;
(ii) inviting offers for their sale or hire;
(iii) soliciting orders for them; or
(iv) carrying out any other transaction in relation to them; and

(c) the going from place to place, whether or not public places, and –

(i) offering goods or services for sale or hire;

(ii) inviting offers or soliciting orders for the sale or the hire of goods or services; or
(iii) carrying out any other transaction in relation to goods or services,

but does not include –

(d) the setting up of a stall or the conducting of a business at a stall under the authority of a stallholder's permit;

(e) the selling or the offering for sale of goods and services to, or the soliciting of orders for goods and services from a person who sells those goods or services;

(f) the selling or the offering for sale or hire by a person of goods of her or his own manufacture or services which he or she provides; and

(g) the selling or hiring or the offering for sale or hire of –

(i) goods by a person who represents a manufacturer of the goods; or
(ii) services by a person who represents a provider of the services,

which are sold directly to consumers and not through a shop.

Subdivision 2 - Permits

6.2 Stallholder's permit

(1) A person shall not conduct a stall on a public place unless that person is –

(a) the holder of a valid stallholder's permit; or

(b) an assistant specified in a valid stallholder's permit.

(2) Every application for a stallholder's permit shall –

(a) state the full name and address of the applicant;

(b) specify the proposed number of assistants to be engaged by the applicant in conducting the stall, as well as their names and addresses if already engaged;

(c) specify the proposed location of the stall;

(d) specify the period of time for which the permit is sought, together with the proposed days and hours of operation;

(e) specify the proposed goods or services to be sold or hired or offered for sale or hire from the stall; and

(f) be accompanied by an accurate plan and description of the proposed stall.

6.3 Trader's permit

(1) A person shall not carry on trading unless that person is –

(a) the holder of a valid trader's permit; or

(b) an assistant specified in a valid trader's permit.

(2) Every application for a trader's permit shall –

(a) state the full name and address of the applicant;

(b) specify the proposed number of assistants, if any, to be engaged by the applicant in trading, as well as their names and addresses if already engaged;

(c) specify the location or locations in which the applicant proposes to trade;

(d) specify the period of time for which the permit is sought, together with the proposed days and hours of trading;

(e) specify the proposed goods or services which will be traded; and

(f) be accompanied by an accurate plan and description of any proposed structure or vehicle which may be used by the applicant in trading.

6.4 No permit required to sell newspaper

Notwithstanding any other provision of this local law, a person who sells, or offers for sale, a newspaper is not required to obtain a permit.

6.5 Relevant considerations in determining application for permit

(1) In determining an application for a permit for the purposes of this Division, the local government is to have regard to –

(a) any relevant policies of the local government;

(b) the desirability of the proposed activity;

(c) the location of the proposed activity;

(d) the principles set out in the Competition Principles Agreement; and

(e) such other matters as the local government may consider to be relevant in the circumstances of the case.

(2) The local government may refuse to approve an application for a permit under this Division on any one or more of the following grounds –

(a) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;

(b) that the applicant is not a desirable or suitable person to hold a permit;

(c) that –

(i) the applicant is an undischarged bankrupt or is in liquidation;
(ii) the applicant has entered into any composition or arrangement with creditors; or
(iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property;

(d) that the needs of the district, or the part for which the permit is sought, are adequately catered for by established shops or by persons who have valid permits to carry on trading or to conduct a stall; or

(e) such other grounds as the local government may consider to be relevant in the circumstances of the case.

6.6 Conditions of permit

(1) If the local government approves an application for a permit under this Division subject to conditions, those conditions may include –

(a) the place, the part of the district, or the thoroughfare to which the permit applies;

(b) the days and hours during which a permit holder may conduct a stall or trade;

(c) the number, type, form and construction, as the case may be, of any stand, table, structure or vehicle which may be used in conducting a stall or in trading;

(d) the goods or services in respect of which a permit holder may conduct a stall or trade;

(e) the number of persons and the names of persons permitted to conduct a stall or trade;

(f) the requirement for personal attendance at the stall or the place of trading by the permit holder and the nomination of assistants, nominees or substitutes for the permit holder;

(g) whether and under what terms the permit is transferable;

(h) any prohibitions or restrictions concerning the -

(i) causing or making of any noise or disturbance which is likely to be a nuisance to persons in the vicinity of the permit holder;
(ii) the use of amplifiers, sound equipment and sound instruments;
(iii) the use of signs; and
(iv) the use of any lighting apparatus or device;

(i) the manner in which the permit holder's name and other details of a valid permit are to be displayed;

(j) the care, maintenance and cleansing of the stall or any structure used for trading and the place of the stall or any structure;

(k) the vacating of the place of a stall or trading when the stall is not being conducted or trading is not being carried on;

(l) the acquisition by the stallholder or trader of public risk insurance;

(m) the period for which the permit is valid; and

(n) the designation of any place or places where trading is wholly or from time to time prohibited by the local government.

(2) Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law, the local government may at the request of that permit holder authorize another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder.

6.7 Exemptions from requirement to pay fee or to obtain a permit

(1) In this clause –

"charitable organisation" means an institution, association, club, society or body whether incorporated or not, the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature and from which any member does not receive any pecuniary profit except where the member is an employee or the profit is an honorarium; and

"commercial participant" means any person who is involved in operating a stall or in conducting any trading activity for personal gain or profit.

(2) The local government may waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on –

(a) on a portion of a public place adjoining the normal place of business of the applicant; or

(b) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation.

(3) The local government may exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division.

Subdivision 3 - Conduct of stallholders and traders

6.8 Conduct of stallholders and traders

(1) A stallholder while conducting a stall or a trader while trading shall –

(a) display her or his permit to do so in a conspicuous place on the stall, vehicle or temporary structure or if there is no stall, vehicle or temporary structure, carry the permit with her or him while conducting a stall or trading;

(b) not display a permit unless it is a valid permit; and

(c) when selling goods by weight, carry and use for that purpose, scales tested and certified in accordance with the provisions of the *National Measurement Act 1960 (Cth)*.

(2) A stallholder or trader shall not –

(a) deposit or store any box or basket containing goods on any part of a thoroughfare so as to obstruct the movement of pedestrians or vehicles;

(b) act in an offensive manner;

(c) use or cause to be used any apparatus or device including any flap or shelf, whereby the dimensions of a stall, vehicle or structure are increased beyond those specified in the permit; or

(d) in the case of a trader, carry on trading from a public place, unless there is adequate parking for customers' vehicles reasonably close to the place of trading.

Dealers not to call during certain hours

Dealers to leave premises when so requested

Dealers to indicate their purpose for making calls

Offence to harass or coerce

See sections 9 to 12 of the *Door to Door Trading Act 1987.*

Division2 - Outdoor eating facilities on public places

6.9 Interpretation

In this Division -

"Facility" means an outdoor eating facility or establishment on any part of a public place, but does not include such a facility or establishment on private land;

"permit holder" means the person to whom a permit has been issued for the purpose of clause 6.10; and

"public place" has the meaning given to it in clause 6.1.

6.10 Permit required to conduct Facility

A person shall not establish or conduct a Facility without a permit.

6.11 Matters to be considered in determining application

In determining an application for a permit for the purpose of clause 6.10, the local government may consider in addition to any other matter it considers relevant, whether or not -

(a) the Facility is conducted in conjunction with and as an extension of a food business which abut on the Facility, and whether the applicant is the person conducting such food business;

(b) any abutting food business are registered in accordance with the *Food Act 2008* and whether the use of the business is permitted under the town planning scheme;

(c) users of the Facility will have access to proper and sufficient sanitary and ablutionary conveniences;

(d) the Facility would -

(i) obstruct the visibility or clear sight lines at an intersection of thoroughfares of any person; or
(ii) impede pedestrian access; and

(e) the tables, chairs and other equipment to be used may obstruct or impede the use of the public place for the purpose for which it was designed.

6.12 Obligations of permit holder

(1) The permit holder for a Facility shall –

(a) ensure that the Facility is conducted at all times in accordance with the provisions of this local law;

(b) ensure that the eating area is kept in a clean and tidy condition at all times;

(c) maintain the chairs, tables and other structures in the eating area in a good, clean and serviceable condition at all times;

(d) be solely responsible for all and any costs associated with the removal, alteration, repair, reinstatement or reconstruction of any part of the public place arising from the conduct of the Facility; and

(e) be solely responsible for all rates and taxes levied upon the land occupied by the Facility.

(2) Whenever, in the opinion of the local government, any work is required to be carried out to a Facility, the local government may give a notice to the permit holder for the Facility to carry out that work within the time limited by the notice.

(3) In subclause (2), "work" includes the removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.

6.13 Removal of Facility unlawfully conducted

Where a Facility is conducted without a permit, or in contravention of a condition of a permit, any tables, chairs, umbrellas or other equipment may be removed by an authorized person and impounded in accordance with the Act.

6.14 Use of Facility by public

(1) A person shall not occupy a chair or otherwise use the equipment in a Facility the subject of a permit unless the person uses them for the purpose of consuming food or drinks provided by the Facility.

(2) A person shall leave a Facility when requested to do so by the permit holder.

6.15 Temporary removal of Facility may be requested

(1) The permit holder for a Facility is to temporarily remove the Facility when requested to do so on reasonable grounds by an authorized person or a member of the Police Service or an emergency service in the event of an emergency.

(2) The permit holder may replace the Facility removed under subclause (1) as soon as the person who directed her or him to remove it allows it to be replaced.

PART 7 - PERMITS

Division 1 – Applying for a permit

7.1 Application for permit

(1) Where a person is required to obtain a permit under this local law, that person shall apply for the permit in accordance with subclause (2).

(2) An application for a permit under this local law shall -

(a) be in the form determined by the local government;

(b) be signed by the applicant;

(c) provide the information required by the form; and

(d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(3) The local government may require an applicant to provide additional information reasonably related to an application before determining an application for a permit.

(4) The local government may require an applicant to give local public notice of the application for a permit.

(5) The local government may refuse to consider an application for a permit which is not in accordance with subclause (2).

7.2 Decision on application for permit

(1) The local government may –

(a) approve an application for a permit unconditionally or subject to any conditions; or

(b) refuse to approve an application for a permit.

(2) If the local government approves an application for a permit, it is to issue to the applicant a permit in the form determined by the local government.

(3) If the local government refuses to approve an application for a permit, it is to give written notice of that refusal to the applicant.

(4) Where a clause of this local law refers to conditions which may be imposed on a permit or which are to be taken to be imposed on a permit, the clause does not limit the power of the local government to impose other conditions on the permit under subclause (1)(a).

(5) Where a clause of this local law refers to the grounds on which an application for a permit may be or is to be refused, the clause does not limit the power of the local government to refuse the application for a permit on other grounds under subclause (1)(b).

Division 2 - Conditions

7.3 Conditions which may be imposed on a permit

The local government may approve an application for a permit subject to conditions relating to -

(a) the payment of a fee;

(b) the duration and commencement of the permit;

(c) the commencement of the permit being contingent on the happening of an event;

(d) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;

(e) the approval of another application for a permit which may be required by the local government under any written law;

(f) the area of the district to which the permit applies;

(g) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;

(h) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and

(i) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder.

7.4 Imposing conditions under a policy

(1) In this clause -

"policy" means a policy of the local government adopted by the Council containing conditions subject to which an application for a permit may be approved under clause 7.2(1)(a).

(2) Under clause 7.2(1)(a) the local government may approve an application subject to conditions by reference to a policy.

(3) The local government is to give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 7.2(2).

(4) An application for a permit is to be taken not to have been approved subject to the conditions contained in a policy until the local government gives the permit holder a copy of the policy or the part of the policy which is relevant to the application.

(5) Sections 5.94 and 5.95 of the Act shall apply to a policy and for that purpose a policy is to be taken to be information within section 5.94(u)(i) of the Act.

7.5 Compliance with and variation of conditions

(1) Where an application for a permit has been approved subject to conditions, or where a permit is to be taken to be subject to conditions under this local law, the permit holder shall comply with each of those conditions.

(2) The local government may vary the conditions of a permit, and the permit holder shall comply with those conditions as varied.

Division 3 - General

7.6 Duration of permit

A permit is valid for one year from the date on which it is issued, unless it is –

(a) otherwise stated in this local law or in the permit; or

(b) cancelled under clause 7.10.

7.7 Renewal of permit

(1) A permit holder may apply to the local government in writing prior to expiry of a permit for the renewal of the permit.

(2) The provisions of –

(a) this Part; and

(b) any other provision of this local law relevant to the permit which is to be renewed,

shall apply to an application for the renewal of a permit with all the necessary changes as required.

7.8 Transfer of Permit

(1) An application for the transfer of a valid permit is to –

(a) be made in writing;

(b) be signed by the permit holder and the proposed transferee of the permit;

(c) provide such information as the local government may require to enable the application to be determined; and

(d) be forwarded to the CEO together with any fee imposed and determined by the local government under and in accordance with sections 6.16 to 6.19 of the Act.

(2) The local government may approve an application for the transfer of a permit, refuse to approve it or approve it subject to any conditions.

(3) Where the local government approves an application for the transfer of a permit, the transfer may be effected by –

(a) an endorsement on the permit signed by the CEO; or

(b) issuing to the transferee a permit in the form determined by the local government.

(4) Where the local government approves an application for the transfer of a permit, it is not required to refund any part of any fee paid by the former permit holder.

7.9 Production of permit

A permit holder is to produce to an authorized person her or his permit immediately upon being required to do so by that authorized person.

7.10 Cancellation of permit

(1) Subject to clause 8.1, a permit may be cancelled by the local government on any one or more of the following grounds –

(a) the permit holder has not complied with a -

(i) condition of the permit; or
(ii) provision of any written law which may relate to the activity regulated by the permit; or

(b) if it is relevant to the activity regulated by the permit –

- (i) the permit holder has become bankrupt, or gone into liquidation;
- (ii) the permit holder has entered into any composition or arrangement with creditors; or
- (iii) a manager, an administrator, a trustee, a receiver, or a receiver and manager is appointed in relation to any part of the permit holder's undertakings or property.

(2) On the cancellation of a permit the permit holder –

(a) shall return the permit as soon as practicable to the local government; and

(b) is to be taken to have forfeited any fees paid in respect of the permit.

PART 8 - OBJECTIONS AND APPEALS

8.1 Application of Part 9 Division 1 of Act

When the local government makes a decision -

(a) under clause 7.2(1); or

(b) as to whether it will renew, vary, or cancel a permit,

the provisions of Division 1 of Part 9 of the Act and regulations 33 of the Regulations apply to that decision.

PART 9 - MISCELLANEOUS NOTICES

9.1 Notice to redirect or repair sprinkler

Where a lawn or a garden is being watered with a sprinkler which is on the lawn or the garden, in a manner which causes or may cause an inconvenience or obstruction to any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment.

9.2 Hazardous plants

(1) Where a plant in a garden creates or may create a hazard for any person using a thoroughfare, the local government may give a notice to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard.

(2) Subclause (1) does not apply where the plant was planted by the local government.

9.3 Notice to repair damage to thoroughfare

Where any portion of a thoroughfare has been damaged, the local government may by notice to the person who caused the damage order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government.

9.4 Notice to remove thing unlawfully placed on thoroughfare

Where any thing is placed on a thoroughfare in contravention of this local law, the local government may by notice in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing.

PART 10 - ENFORCEMENT

Division 1 - Notices given under this local law

10.1 Offence to fail to comply with notice
Whenever the local government gives a notice under this local law requiring a person to do any thing, if the person fails to comply with the notice, the person commits an offence.

10.2 Local government may undertake requirements of notice
Where a person fails to comply with a notice referred to in clause 10.1, the local government may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing.

Disobedience to lawful order issued by statutory authority
See section 178 of the *Criminal Code*.

Division 2 - Offences and penalties

Subdivision 1 - General

10.3 Offences
(1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.

(2) Any person who commits an offence under this local law is liable, upon conviction, to a penalty not exceeding $5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding $500 for each day or part of a day during which the offence has continued.

Subdivision 2 - Infringement notices and modified penalties

10.4 Prescribed offences
(1) An offence against a clause specified in Schedule 1 is a prescribed offence for the purposes of section 9.16(1) of the Act.

(2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 1.

(3) For the purpose of guidance only, before giving an infringement notice to a person in respect of the commission of a prescribed offence, an authorized person should be satisfied that –

(a) commission of the prescribed offence is a relatively minor matter; and

(b) only straightforward issues of law and fact are involved in determining whether the prescribed offence was committed, and the facts in issue are readily ascertainable.

10.5 Forms
Unless otherwise specified, for the purposes of this local law -

(a) where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the Act is that of Form 1 in Schedule 1 of the Regulations;

(b) the form of the infringement notice given under section 9.16 of the Act is that of Form 2 in Schedule 1 of the Regulations; and

(c) the form of the notice referred to in section 9.20 of the Act is that of Form 3 in Schedule 1 of the Regulations.

Deviation in forms

See section 74 of the *Interpretation Act 1984*.

SCHEDULE 1

PRESCRIBED OFFENCES

CLAUSE	DESCRIPTION	MODIFIED PENALTY $
2.1(a)	Plant other than grass or a similar plant	300
2.1(b)	Damaging lawn or garden	300
2.1(c)	Plant (except grass) on thoroughfare within 2m of carriageway	300
2.1(d)	Placing hazardous substance on footpath	300
2.1(e)	Damaging or interfering with signpost or structure on thoroughfare	500
2.1(f)	Playing games so as to impede vehicles or persons on thoroughfare	300
2.1(g)	Riding of skateboard or similar device on mall or verandah of shopping centre	300
2.2(1)(a)	Digging a trench through a kerb or footpath without a permit	300
2.2(1)(b)	Throwing or placing anything on a verge without a permit	300
2.2(1)(c)	Causing obstruction to vehicle or person on thoroughfare without a permit	300
2.2(1)(d)	Causing obstruction to water channel on thoroughfare without a permit	400
2.2(1)(e)	Placing or draining offensive fluid on thoroughfare without a permit	300
2.2(1)(g)	Lighting a fire on a thoroughfare without a permit	500
2.2(1)(h)	Felling tree onto thoroughfare without a permit	300
2.2(1)(i)	Installing pipes or stone on thoroughfare without a permit	300
2.2(1)(j)	Installing a hoist or other thing on a structure or land for use over a thoroughfare without a permit	500
2.2(1)(k)	Creating a nuisance on a thoroughfare without a permit	300
2.2(1)(l)	Placing a bulk rubbish container on a thoroughfare without a permit	300
2.2(1)(m)	Interfering with anything on a thoroughfare without a permit	300
2.3(1)	Consumption or possession of liquor on thoroughfare	300
2.4(1)	Failure to obtain permit for temporary crossing	400
2.5(2)	Failure to comply with notice to remove crossing and reinstate kerb	500
2.9(1)	Installation of verge treatment other than permissible verge treatment	400
2.10	Failure to maintain permissible verge treatment or placement of obstruction on verge	300
2.11	Failure to comply with notice to rectify a verge treatment	300
2.17(2)	Failure to comply with sign on public place	300
2.19(1)	Driving or taking a vehicle on a closed thoroughfare	500
3.2(1)	Placing advertising sign or affixing any advertisement on a thoroughfare without a permit	300
3.2(3)	Erecting or placing of advertising sign in a prohibited area	300
4.1(1)	Animal or vehicle obstructing a public place or local government property	300
4.2(2)(a)	Animal on thoroughfare when not led, ridden or driven	300
4.2(2)(b)	Animal on public place with infectious disease	300

4.2(2)(c)	Training or racing animal on thoroughfare in built-up area	300
4.2(3)	Horse led, ridden or driven on thoroughfare in built-up area	300
5.6(1)	Driving a vehicle on other than the carriageway of a flora road	400
5.9	Planting in thoroughfare without a permit	400
5.11	Failure to obtain permit to clear a thoroughfare	500
5.13	Burning of thoroughfare without a permit	500
5.17	Construction of firebreak on thoroughfare without a permit	500
5.19	Commercial harvesting of native flora on thoroughfare	500
5.20(1)	Collecting seed from native flora on thoroughfare without a permit	500
6.2(1)	Conducting of stall in public place without a permit	500
6.3(1)	Trading without a permit	500
6.8(1)(a)	Failure of stallholder or trader to display or carry permit	300
6.8(1)(b)	Stallholder or trader not displaying valid permit	300
6.8(1)(c)	Stallholder or trader not carrying certified scales when selling goods by weight	300
6.8(2)	Stallholder or trader engaged in prohibited conduct	300
6.10	Conducting a facility without a permit	500
6.12	Failure of permit holder of outdoor eating facility to comply with obligations	300
6.14(1)	Use of equipment of outdoor eating facility without purchase of food or drink from facility	100
6.14(2)	Failing to leave a facility when requested to do so by permit holder	100
7.5	Failure to comply with a condition of a permit	300
7.9	Failure to produce permit on request of authorized person	300
10.1	Failure to comply with notice given under local law	300

Dated 23rd day of August, 2020

The Common Seal of the Shire of Dandaragan was affixed by authority of a resolution of the Council in the presence of: } } } } }

L HOLMES PRESIDENT

B BAILEY CEO

SHIRE OF DANDARAGAN DATE RECEIVED 2 0 FEB 2020 DOC ID:	BRIEF
Acknowledge	Yes / No

Markets by the Bay (Jurien) inc.
Post box 521
Jurien Bay, WA 6516

The Chief Executive Officer
Shire of Dandaragan
P O Box 676
Jurien Bay WA 6516

Dear Michelle

Markets by the Bay – Change of location request

I refer to your correspondence dated 23 January 2020 rejecting our request to relocate the markets to Pioneer Park. Your decision, made under delegated authority, is noted, however we wish to appeal it. Please refer the request to Council for determination at the earliest opportunity.

Kind Regards,

Kat Evans

Kat Evans (secretary)
Markets by the Bay (Jurien) inc.

1.15 C-1AEP015 – Attendance at Events Policy

PART A - Policy

Objective

The objective of this policy is to address attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the Shire. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above $300 and the donor has a matter before council. Any gift received that is less than $300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

Policy Statement

The Shire supports a transparent approach to ensuring Elected Members and/or the CEO attendance at events is in the best interests of the Shire and community. Elected Members and the CEO are often invited or required to attend events to fulfil their leadership role in the community.

Whether the event is a paid event or a ticket/invitation or gifted in kind the acceptance of the invitation should be considered within the framework of the procedures associated with this policy.

PART B - Management Procedures

Definitions

For the purposes of this Policy:

Elected Members includes the Shire President and all Councillors.

event is defined as a:

- Concert
- Conference (where not included in Policy C-1EME015 Elected Members Entitlements and Professional Development)
- Function
- Sporting event
- Occasions prescribed by the *Local Government (Administration) Regulations 1996.*

Provision of Tickets or Invitations

In order to meet the policy requirements tickets and invitations to events must be received by the Shire.

Pre-Approved Events

The Shire approves attendance at the following events by Elected Members and the Chief Executive Officer:

a) Meetings of clubs or organisations within the Shire;
b) Any free event held within the Shire;
c) Australian or West Australian Local Government events;
d) Events hosted by Clubs or Not for Profit Organisations within the Shire to which the Shire President, Elected Member or Chief Executive Officer has been officially invited;
e) Functions or events to which the Shire has provided sponsored;
f) Community art exhibitions;
g) Cultural events/festivals;
h) Events run by a Local, State or Federal Government;
i) Events run by schools and universities within the Shire;
j) Major professional bodies associated with local government at a local, state and federal level;
k) Opening or launch of an event or facility within the Shire;
l) Recognition of Service events;
m) RSL Club events;
n) Where representation by the Shire President or Chief Executive Officer has been formally requested.

All Elected Members and the Chief Executive Officer are entitled to attend a pre-approved event. If there is a fee associated with a pre-approved event, the fee, including the attendance of a partner, will be paid for by the Shire out of the Shire's budget by way of reimbursement.

In addition to the above pre-approved events, Elected Members may also attend a paid event held within the Shire, with the funds to be paid for by way of reimbursement, other than the following events:

- Party political events and fundraisers.
- Social events.
- Entertainment events with no link to the Shire.
- Events that primarily benefit Elected Members in a personal capacity or in a role other than their role at the Shire.

If there are more Elected Members than tickets provided then the Shire President shall allocate the tickets.

Non-Approved Events

Any event that is not pre-approved, is not submitted through an approval process, or is received personally is considered a non-approved event.

If the event is a free event to the public then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays the full ticketed price and does not seek reimbursement then no action is required.

If the event is ticketed and the Elected Member or Chief Executive Officer pays a discounted rate or is provided with a free ticket then the recipient must disclose receipt of the tickets (and any other associated hospitality) within 10 days.

Approval Process

Where an invitation is received to an event that is not pre-approved, it may be submitted for approval no later than three business days prior to the event for approval as follows:

- Events for the Shire President will be approved by the Deputy President;
- Events for Councillors will be approved by the Shire President; and
- Events for the Chief Executive Officer will be approved by the Shire President.

Considerations for approval of the event include:

- Any justification provided by the applicant when the event is submitted for approval.
- The benefit to the Shire of the person attending.
- Alignment to the Shire's Strategic Objectives.
- The number of Shire representatives already approved to attend.

Where an Elected Member has an event approved through this process and there is a fee associated with the event, then the cost of the event, including for attendance of a partner, is to be paid by the Shire.

Where the Chief Executive Officer has an event approved through this process and there is a fee associated with the event, then the cost of the event is to be paid for out of the Shire's budget.

Dispute Resolution

All disputes regarding the approval of attendance at events are to be resolved by the Shire President.