



**SHIRE**  
*of*  
**DANDARAGAN**

**AGENDA AND BUSINESS PAPERS**

for the

**ORDINARY COUNCIL MEETING**

to be held

**AT THE COUNCIL CHAMBERS, JURIEN BAY**

on

**THURSDAY 27 MAY 2021**

**COMMENCING AT 4.00PM**

*(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)*



## ORDINARY COUNCIL MEETING

**THURSDAY 27 MAY 2021**

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 May 2021	4.00pm	Jurien Bay
Thurs	24 June 2021	4.00pm	Jurien Bay

**Brent Bailey**  
**CHIEF EXECUTIVE OFFICER**



## **DISCLAIMER**

### INFORMATION FOR THE PUBLIC ATTENDING A COUNCIL MEETING

**Please note:**

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

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

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

**Brent Bailey**  
**CHIEF EXECUTIVE OFFICER**



## COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

7. Agendas for Ordinary Meetings are available in the Shire of Dandaragan Administration Centre and all four libraries as well as on the website [www.dandaragan.wa.gov.au](http://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](http://www.dandaragan.wa.gov.au) within ten (10) working days after the Meeting.

**NOTE:**

10.3 Unopposed Business

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

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

## SHIRE OF DANDARAGAN QUESTIONS FROM THE PUBLIC

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

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

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

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

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

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

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

# SHIRE OF DANDARAGAN

## QUESTIONS FROM THE PUBLIC

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

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact No: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

Council Agenda

Item No: \_\_\_\_\_

Name of Organisation Representing: \_\_\_\_\_  
*(if applicable)*

### **QUESTION:**

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

**Please see notes on Public Question Time overleaf...**

# Table of Contents

<b>1</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS .....</b>	<b>1</b>
1.1	DECLARATION OF OPENING .....	1
1.2	DISCLAIMER READING.....	1
<b>2</b>	<b>RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE.....</b>	<b>1</b>
<b>3</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>2</b>
<b>4</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>2</b>
<b>5</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE.....</b>	<b>2</b>
<b>6</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>2</b>
6.1	MINUTES OF THE ORDINARY MEETING HELD 22 APRIL 2021 .....	2
6.2	MINUTES OF THE SPECIAL COUNCIL MEETING HELD 7 MAY 2021.....	2
6.3	MINUTES OF THE SPECIAL COUNCIL MEETING HELD 10 MAY 2021.....	2
<b>7</b>	<b>NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....</b>	<b>2</b>
<b>8</b>	<b>PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS .....</b>	<b>2</b>
<b>9</b>	<b>REPORTS OF COMMITTEES AND OFFICERS .....</b>	<b>3</b>
9.1	<b>CORPORATE &amp; COMMUNITY SERVICES .....</b>	<b>3</b>
9.1.1	ACCOUNTS FOR PAYMENT – APRIL 2021 .....	3
9.1.2	FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 30 APRIL 2021 .....	5
9.2	<b>INFRASTRUCTURE SERVICES.....</b>	<b>7</b>
9.3	<b>DEVELOPMENT SERVICES .....</b>	<b>7</b>
9.3.1	ENDORSEMENT OF ADDITIONAL OFF - LEASH DOG EXERCISE AREAS.....	7
9.3.2	PROPOSED MIXED USE – 10 ANDREWS STREET, JURIE BAY .....	10
9.4	<b>GOVERNANCE &amp; ADMINISTRATION.....</b>	<b>18</b>
9.4.1	SHIRE OF DANDARAGAN STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION .....	18
9.4.2	ANNUAL GENERAL MEETING OF FIRE CONTROL OFFICERS AND THE APPOINTMENT OF FIRE CONTROL OFFICERS AND FIRE WEATHER OFFICERS.....	22
9.5	<b>COUNCILLOR INFORMATION BULLETIN .....</b>	<b>25</b>
9.5.1	SHIRE OF DANDARAGAN – APRIL 2021 COUNCIL STATUS REPORT .....	25
9.5.2	SHIRE OF DANDARAGAN – BUILDING STATISTICS – APRIL 2021.....	25
9.5.3	SHIRE OF DANDARAGAN – PLANNING STATISTICS – APRIL 2021 .....	25
9.5.4	SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR APRIL 2021 .....	25
<b>10</b>	<b>NEW BUSINESS OF AN URGENT NATURE – INTRODUCED BY RESOLUTION OF THE MEETING .....</b>	<b>25</b>

**11 CONFIDENTIAL ITEMS FOR WHICH MEETING IS CLOSED TO THE PUBLIC..... 25**

**12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN ..... 25**

**13 CLOSURE OF MEETING ..... 25**

**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 A Eyre	
Councillor W Gibson	
Councillor R Rybarczyk	
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 R Shanhun  
Councillor J Clarke

- 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 22 APRIL 2021**
  - 6.2 MINUTES OF THE SPECIAL COUNCIL MEETING HELD 7 MAY 2021**
  - 6.3 MINUTES OF THE SPECIAL COUNCIL MEETING HELD 10 MAY 2021**
- 7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

## 9 REPORTS OF COMMITTEES AND OFFICERS

### 9.1 CORPORATE & COMMUNITY SERVICES

#### 9.1.1 ACCOUNTS FOR PAYMENT – APRIL 2021

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Financial Management / Creditors / Expenditure
Disclosure of Interest:	None
Date:	14 May 2021
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

#### PROPOSAL

To accept the cheque, EFT, BPAY and direct debit listing for the month of April 2021.

#### BACKGROUND

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

#### COMMENT

The cheque, electronic funds transfer (EFT), BPAY and direct debit payments for April 2021 totalled \$1,815,756.34 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the April 2021 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 April 2021 (Doc Id: 175841)

***(Marked 9.1.1)***

VOTING REQUIREMENT

Simple majority

**OFFICER RECOMMENDATION**

**That the Cheque and EFT listing for the period ending 30 April 2021 totalling \$1,815,756.34 be adopted.**

## 9.1.2 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 30 APRIL 2021

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	Business Classification Scheme / Financial Management / Financial Reporting / Periodic Reports
Disclosure of Interest:	None
Date:	17 May 2021
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

### PROPOSAL

To table and adopt the monthly financial statements for the period ending 30 April 2021.

### BACKGROUND

As part of the Local Government Act 1995 and Financial Management Regulations (1996), monthly financial statements are required to be presented to Council. Circulated are the monthly financial statements for the period ending 30 April 2021.

### COMMENT

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

#### 1. Net Current Assets

Council's Net Current Assets [i.e. surplus / (deficit)] position as at the 30 April 2021 was \$512,165. The composition of this equates to Current Assets minus Current Liabilities less Cash Assets that have restrictions on their use placed on them, in this case Reserves and Restricted Assets. The current position indicates that Council can easily meet its short-term liquidity or solvency.

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

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

#### 2. Material Variances

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

Note 12 of the attached report details any significant variances. Should Councillors wish to raise any issues relating to the 30 April 2021 financial statements, please do not hesitate to contact the

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

#### CONSULTATION

- Chief Executive Officer

#### STATUTORY ENVIRONMENT

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

#### POLICY IMPLICATIONS

There are no policy implications relevant to this item.

#### FINANCIAL IMPLICATIONS

There are no adverse trends to report at this time.

#### STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

#### ATTACHMENTS

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

- Financial statements for the period ending 30 April 2021 (Doc Id: 175906)  
**(Marked 9.1.2)**

#### VOTING REQUIREMENT

Simple majority

#### **OFFICER RECOMMENDATION**

**That the monthly financial statements for the period 30 April 2021 be adopted.**

## 9.2 INFRASTRUCTURE SERVICES

## 9.3 DEVELOPMENT SERVICES

### 9.3.1 ENDORSEMENT OF ADDITIONAL OFF - LEASH DOG EXERCISE AREAS

Location:	Cervantes & Jurien Bay
Folder Path:	Business Classification Scheme / Parks and Reserves
Disclosure of Interest:	Nil
Date:	6 May 2021
Author:	Rory Mackay, Planning Officer
Senior Officer:	David Chidlow, Executive Manager of Development Services

#### PROPOSAL

For Council to endorse several new off-leash dog exercise areas within the townsites of Cervantes and Jurien Bay.

#### BACKGROUND

Currently there are 440 dogs registered in the Shire with only sporting ovals (when not in use for organised sport) and limited beach areas within Cervantes and Jurien Bay open to off-leash dog exercising.

Given this limitation, Shire staff, in accordance with the Shire's Corporate Business Plan, have undertaken consultation with the Cervantes and Jurien Bay communities to proclaim more Shire managed public open space as off-leash dog exercise areas. Additional areas within the townsites of Badgingarra and Dandaragan were not explored as it was assumed the sporting ovals within both these towns are sufficient for these purposes.

Under the *Dog Act 1976* (the Act), when in any public place in Western Australia, dogs must be tethered or on a leash unless the place is a designated dog exercise area. Dog owners may exercise their dog off the leash in designated dog exercise areas, however, they are still fully responsible for the (effective) control and behaviour of their dog.

Council has the capacity to establish new dog exercise areas under Section 31 of the Act, which reads:

*A local government may, by absolute majority after giving a minimum of 28 days local public notice specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.*

### COMMENT

Ensuring dogs get adequate exercise is essential to their health and wellbeing. It keeps them happy, prevents boredom and can prolong their life. However, the following concerns have been noted for this proposal:

- Dogs off leash near playgrounds, picnic / BBQ areas, and cycle paths can create concern.
- Residents that live near dog exercise areas may be adversely impacted by dog owner behaviour approaching and leaving parks.
- Some sensitive environmental areas and fauna are impacted by dogs off leash.

As such, the following Jurien Bay parks have been recommended to be proclaimed as dog exercise areas following the consultation process with the public:

- Weld Park – 18,000m<sup>2</sup> open grassed area with old skate park
- Passamani Park – 8,722m<sup>2</sup> grassed with playground, seasonal stormwater runoff
- Dibbler Park – 27,276m<sup>2</sup> grassed area with picnic tables
- Djidi Djal Park – 26,115m<sup>2</sup> – half grassed, half bushland with BBQ and playground area in defined area.

Signage will indicate prescribed areas within each park for the off leash areas.

In addition to these parks, the Jurien Bay beach south from Cook St and north from Memorial Park has also been added.

No new dog exercise areas within parks are proposed for Cervantes, instead only the beach south from Talavera Rd is proposed.

Shire staff are currently working with a sign maker to create an engaging modern sign to label these reserves for off-leash dog exercise. These signs will acknowledge that dog owners must still have effective control of their dogs in these reserves. This essentially means they must be in close proximity to ensure their dog does not interfere with other users of the given reserve. If a dog owner chooses to exercise their dog off a lead and it is involved in an attack, they may be held responsible for that offence.

### CONSULTATION

Public suggestions for suitable off-dog exercise areas were invited during the months of February and March, the suggestions with the most support have formed the basis of this proposal.

Surrounding landowners of the proposed parks within Jurien Bay were written to in early May to advise of consideration of this proposal.

#### STATUTORY ENVIRONMENT

- Section 31 (3A) Dog act 1976

*A local government may, by absolute majority as defined in the Local Government Act 1995 section 1.4, specify a public place, or a class of public place, that is under the care, control or management of the local government to be a dog exercise area.*

#### POLICY IMPLICATIONS

There are no policy implications relevant to this item.

#### FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

#### STRATEGIC IMPLICATIONS

Corporate Business Plan

#### *Dog Exercise Areas*

*Undertake a review of Council's approved dog exercise areas and consult with the public about suitable public open space to proclaim as dog exercise areas.*

#### ATTACHMENTS

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

- Reference maps (Doc ID: 174510 & 174355)  
**(Marked 9.3.1)**

#### VOTING REQUIREMENT

Absolute Majority

#### **OFFICER RECOMMENDATION**

**That Council specify the following areas to be off-leash dog exercise areas in accordance with Section 31 (3A) of the *Dog Act 1976*:**

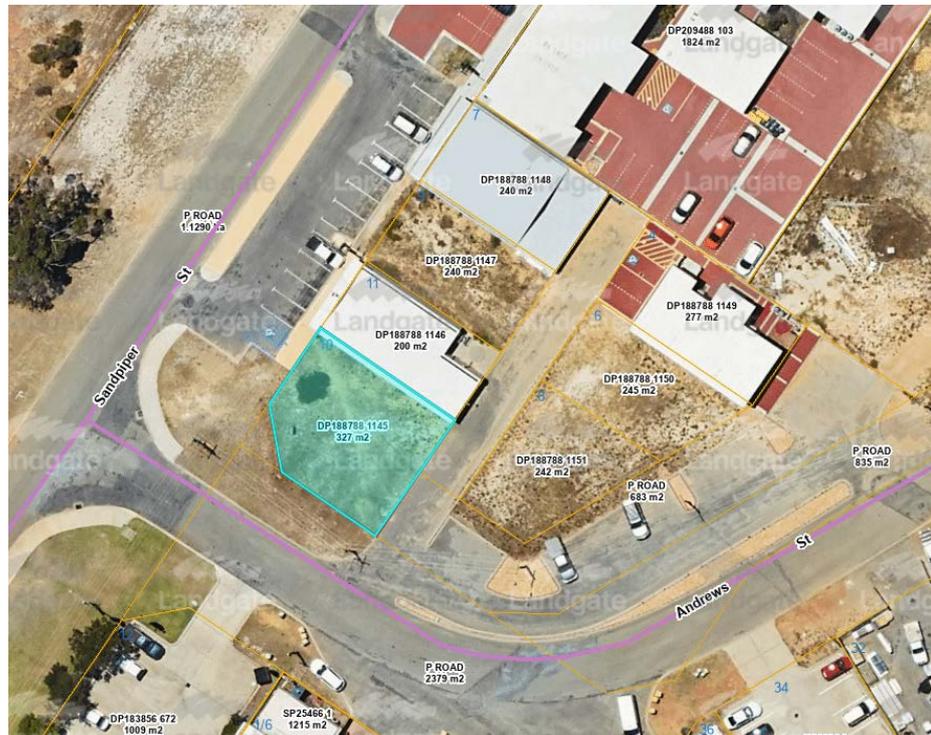
- 1. Weld Park**
- 2. Passamani Park**
- 3. Dibbler Park**
- 4. Djidi Djal Park**
- 5. Jurien Bay beach south from Cook Street**
- 6. Jurien Bay beach north from Memorial Park**
- 7. Cervantes beach south from Talavera Rd**

### 9.3.2 PROPOSED MIXED USE – 10 ANDREWS STREET, JURIEN BAY

Location:	Lot 1145 corner of Sandpiper & Andrews Streets, Jurien Bay
Landowner:	CG & RA Muir
Applicant:	Trend Developments Pty Ltd
File Ref:	Development Services Apps / Development Applications / 2020 / 74
Disclosure of Interest:	Nil
Date:	11 May 2021
Author:	Rory Mackay, Planning Officer
Senior Officer:	David Chidlow, Executive Manager of Development Services

#### PROPOSAL

The proponent is seeking development approval for the construction of a mixed use (retail & tourist) development upon 10 Andrews Street, Jurien Bay.



The subject property shown in light blue on the above locational map

#### BACKGROUND

The subject 327m<sup>2</sup> property is currently vacant and zoned 'Regional Centre' under the Shire's *Local Planning Scheme No.7* (the Scheme). The objectives of the Regional Centre zone are:

- Provide a range of services and uses to cater for both the local and regional community, including but not limited to specialty shopping, restaurants, cafes and entertainment.
- Ensure that there is a provision to transition between the uses in the regional centre and the surrounding residential areas to ensure that the impacts from the operation of the regional centre are minimised.

- *Provide a broad range of employment opportunities to encourage diversity and self-sufficiency within the Centre.*
- *Encourage high quality, pedestrian-friendly, street-oriented development that responds to and enhances the key elements of the Regional Centre, to develop areas for public interaction.*
- *Ensure that the provision of residential opportunities within the Regional Centre, including high density housing and tourist accommodation that supports the role of the regional centre and meets the needs of the community.*

The proposed land uses of the development are:

1. 'serviced apartment' which is defined by the Scheme as the following: *means a complex where all units or apartments provide for self-contained accommodation for short-stay guests, where integrated reception and recreation facilities may be provided, and where occupation by any person is limited to a maximum of three months in any 12-month period.*
2. 'shop' which is defined by the Scheme as the following: *means premises used to sell goods by retail, hire goods, or provide services of a personal nature (including a hairdresser or beauty therapist) but does not include a showroom or fast food outlet.*

The Zoning Table of the Scheme lists both proposed land uses as an 'D' (discretionary) use for the Regional Centre zone. This means that the use is not permitted unless the Shire has exercised its discretion by granting development approval.

A duplex, two-storey townhouse 3-bedroom, 2-bathroom design for the serviced apartment component of the development is proposed with double garage vehicle parking to be provided from rear right of way access to the property. A 2m setback to the primary street of Sandpiper and a 1m setback to the secondary street of Andrews is proposed to the townhouses.

A single storey 75m<sup>2</sup> retail shop space with a nil street setback is proposed for the shop component of the development. The retail space is provided with an internal powder room and 38sqm of external rear lay-down space.

The sale of the property from the current listed landowners to the proponent has been offered accepted through Jurien Bayview Realty subject to this development application being approved by Council.

Council resolved to defer a determination on the initial development application for a triplex serviced apartment proposal with no retail space at the Ordinary Meeting held on 26 November 2020. The reasons for the deferral was to await the detailed investigations into, amongst other design planning, retail space within the CBD as a component of the Jurien Bay CBD Urban

Design Plan, which is now in draft form. The retail needs assessment of this plan has now been completed; however, the proponent has now revised their development to include 75sqm of retail space in-lieu of the third serviced apartment.

### COMMENT

The Scheme provides specific provisions for development within the Regional Centre zone. The relevant provisions to this application are:

- *Development to be in accordance with the Jurien Bay City Centre Strategy Plan or any successive document.*
- *Development shall address matters including, but not limited to, achieving high quality-built form, appropriate setbacks to street boundaries and adjoining residential zoned lots, site responsive design, landscaping, efficient access and parking to the satisfaction of the local government.*

The Jurien Bay City Centre Strategy Plan (the Strategy) denoted the subject property within a designated commercial area with the ambition to accommodate shops, restaurants, licensed premises, markets, and offices. Residential units and tourist accommodation are outlined as only being permitted above ground level only. The strategy area vision was to create a shopping street environment along Sandpiper and Andrews Street with shops built up to the street boundaries.



*Example images of the Strategy's desired built form*

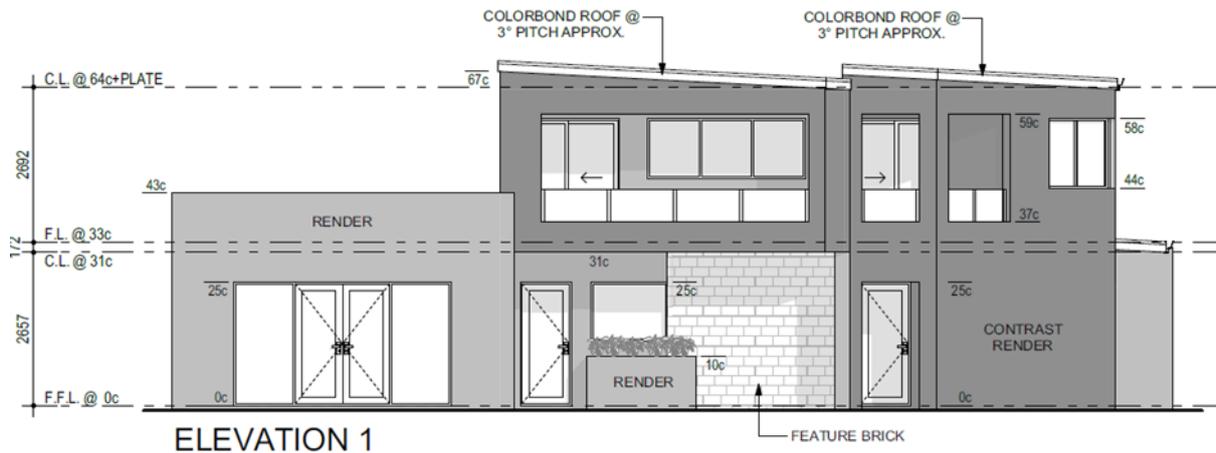
Recent development in this area has gone against the Strategy position with the Jurien Bay Motel Apartments, a standalone tourist venture spanning across three properties in this precinct and providing accommodation on the ground floor level.

The Strategy states that development needs to ensure activities occur at ground level which create interest, surveillance, and a comfortable human scale, with a sheltered environment for pedestrians. Building forms should have flat or low-pitched roofs

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 MAY 2021**

with awnings or verandahs over the footpath and can reflect more contemporary design and materials.

The proposed design has a nil street setback for the retail component and balcony/porch inviting sheltered entry area to both townhouses. This design mixture can be said to provide natural surveillance of the precinct by users of each building, additionally, there are no areas of the design which provide opportunities for concealment and entrapment outside of the rear retail laydown area. A low skillion roof in keeping with the Strategy is proposed.



**ELEVATION 1**

**Proposed Sandpiper Street Front Elevation**

However, the jump between the single-storey retail building and the two-storey townhouse is not in keeping with the existing built form fronting Sandpiper and the intended future character of the town centre. As per *State Planning Policy 7.0 Design of the Built Environment* the scale, massing and height of new development should respond positively to that of the adjoining buildings to reinforce a coherent local identity. The orientation, proportion, composition, and articulation of built form elements should deliver an outcome that is suited to the purpose, defines the public domain, contributes to the character of adjacent streetscapes, and provides good amenity for people at ground level. Good design is the product of a skilled, judicious design process that results in attractive and inviting buildings and places that engage the senses.

The proposed design dominated with a residential appearance is not appropriate within the commercial town centre and is uninviting to the non-inhabitants. Furthermore, as there is no external sheltered entry area to the retail entry, the design fails to contribute to the desired strategy vision of creating a shopping street environment along Sandpiper Street. Current retail development fronting Sandpiper Street have welcoming awnings. The potential to alter the design to depict residential development on the second storey only and retail on the ground floor in accordance with the Strategy was questioned with the proponent.

However, the proponent wishes to have the current design determined, rather than make any design changes.

Based on the layout of the design, it is recommended the development be refused given it is in contravention of the Strategy vision for the precinct, of which, has only 4 vacant parcels of land remaining (including the subject).

Should Council wish to approve the application, an alternative motion is presented below.

#### **Alternative Motion**

That Council grant development approval for a serviced apartment upon Lot 1145 Andrews Street, Jurien Bay subject to the following conditions and advice:

Conditions:

1. Development may be carried out only in accordance with the details of the application as approved herein and any approved plan.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the Shire of Dandaragan.
3. The development must not cause nuisance or degrade the amenity of the locality in any way, including by reason of the emission of noise, light, odour, fumes, smoke, vapour or other pollutant, or impact on public safety or otherwise; to the satisfaction of the Shire of Dandaragan.
4. External lighting must be designed, baffled and located so as to prevent any adverse effect on adjoining land to the satisfaction of the Shire of Dandaragan.
5. Guests of the serviced apartment development are to be short stay only, meaning no guest shall occupy the tourist development for more than a total of three months in any one twelve-month period.
6. All stormwater must be contained and disposed of on-site at all times, to the satisfaction of the Shire of Dandaragan.
7. All piped, ducted and wired services, air conditioners, hot water systems, water storage tanks, service meters and bin storage areas must be located to minimise any visual and noise impact on the occupants of nearby properties and screened from view from the street. Design plans for the location, materials and construction for screening of any proposed external building plant must be submitted to and approved by the Shire of Dandaragan, prior to lodging an application for a building permit.
8. The approved landscaping and reticulation plan must be fully implemented within the first available planting season after the initial occupation of the development, and maintained

thereafter, to the satisfaction of the Shire of Dandaragan. Any species which fail to establish within the first two planting seasons following implementation must be replaced in consultation with and to the satisfaction of the Shire of Dandaragan.

9. Prior to lodging an application for a building permit, the applicant must submit and have approved by the Shire of Dandaragan, and thereafter implement to the satisfaction of the Shire of Dandaragan, a Construction Management Plan addressing the following matters:
  - a) How materials and equipment will be delivered and removed from the site;
  - b) How materials and equipment will be stored on the site;
  - c) Construction waste disposal strategy and location of waste disposal bins;
  - d) How risk of wind and/or water borne erosion and sedimentation will be minimised during and after the works; and
  - e) Other matters likely to impact on the surrounding properties.

**Advice:**

- A. The applicant/landowner is to implement and maintain reporting mechanisms for complaints concerning the operation of the development. In the event of a substantiated complaint being received the applicant is required to demonstrate mitigation response(s) to the approval of the Shire of Dandaragan.
- B. Should the Applicant be aggrieved by the decision (in part or whole) there is a right pursuant to the *Planning and Development Act 2005* to have the decision reviewed by the State Administrative Tribunal. Such an Application must be lodged within twenty-eight (28) days from the date of the decision.
- C. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement, memorial or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire of Dandaragan to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the Shire of Dandaragan's attention.
- D. This is a development approval of the Shire of Dandaragan under its *Local Planning Scheme No.7*. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 MAY 2021**

E. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the *Shire of Dandaragan Local Planning Scheme No.7* and may result in legal action being initiated by the Shire of Dandaragan.

**CONSULTATION**

Consultation was not required, nor deemed necessary for this development application.

**STATUTORY ENVIRONMENT**

Local Planning Scheme No 7 – as outlined.

**POLICY IMPLICATIONS**

Draft Public Art and Percent for Art Policy *1.6 Percent for Art*

*The Shire of Dandaragan will require developers of green field subdivisions, industrial development projects and other mixed use, commercial, civic, institutional, educational projects or public works, and all new and revitalisation landscaping projects, to allocate a minimum of one percent of the capital cost of projects with a capital cost of \$500,000 or more, to the installation of public art.*

**FINANCIAL IMPLICATIONS**

The proponent has paid the required development application fee.

**STRATEGIC IMPLICATIONS**

▪ Local Planning Strategy 2020:

*Tourism Strategic Directions – Plan for a range of tourism accommodation options to meet the needs of short-stay visitors.*

*Economy Strategic Directions – Support growth of the tourism sector by assisting operators to provide a range of products to cater for differing consumer experiences and expectations.*

▪ 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.
<b>Priority Outcomes</b>	<b>Our Roles</b>
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:

▪ Revised Development Plans 74 / 20 (Doc Ids: 175523, 175524,

175525 & 175526)  
**(Marked 9.3.2)**

VOTING REQUIREMENT

Simple majority

**OFFICER RECOMMENDATION**

That Council refuse the development application for a mixed-use development upon Lot 1145 Andrews Street, Jurien Bay as the development would:

1. be inconsistent and incompatible with the Jurien Bay City Centre Strategy Plan design for the commercial precinct in which it is located; and
2. if approved, set an undesirable precedent for similar applications in the future, in contravention of a Council adopted strategy.

**Advice:**

There is a Right of Review under the *Planning and Development Act 2005* (the Act). An Application for Review must be submitted in accordance with Part 14 of the Act within 28 days of the date of this decision to the State Administrative Tribunal.

## 9.4 GOVERNANCE & ADMINISTRATION

### 9.4.1 SHIRE OF DANDARAGAN STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Business Classification Scheme / Governance / Standards / Council Standards
Disclosure of Interest:	Nil
Date:	6 May 2021
Author:	Gemma Richardson, Executive Assistant / HR Officer
Senior Officer:	Brent Bailey, Chief Executive Officer

#### PROPOSAL

For Council to adopt the new Model Standards for Chief Executive Officer Recruitment, Performance and Termination.

#### BACKGROUND

On Tuesday 2 February 2021, the final aspects of the Local Government Act Review were proclaimed and amendments to the Local Government (Administration) Regulations 1996 were gazetted. Schedule 2 of the Regulations as presented in Attachment 1, details the Model Standards for Chief Executive Officer (CEO) Recruitment, Performance and Termination. The Model Standards contains more detail on how to manage the recruitment, performance and termination processes for CEO's compared to the details originally specified in the Act.

The Department of Local Government, Sport and Cultural Industries states these Model Standards are intended to ensure best practice and greater consistency in these processes between local governments.

The Shire of Dandaragan Standards for CEO Recruitment, Performance and Termination as presented in Attachment 2 takes the same content and format from the Model Standards.

The Department of Local Government, Sport and Cultural Industries also released in February 2021 "Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination". These guidelines presented in Attachment 3 outline the recommended practice for local governments in undertaking these processes and are intended to assist local governments in meeting the Model Standards prescribed in the regulations.

The current CEO's contract expires on 26 March 2023.

#### COMMENT

The CEO is of the opinion that the model standards are consistent with current contemporary practice being applied at the Shire

already and can be adopted without modification however, the Council is at liberty to adjust them, as long as they are not inconsistent with the default standards in the regulations.

Further to the recruitment component of the model standards, the document also prescribes the minimum requirements for performance review and early termination. The CEO is satisfied that:

1. the current process for review of the current CEO's performance is consistent with the model requirements; and
2. the proposed process for early termination of a CEO's contract of employment appears fair and reasonable providing it is read and completed in accordance with the CEO of the day's contract.

### CONSULTATION

Department of Local Government, Sport and Cultural Industries

### STATUTORY ENVIRONMENT

Local Government Act 1995 Section 5.39B – Adoption of Model Standards

Local Government (Administration) Regulations 1996 Section 18FB

Section 5.39B (4) states if Elected Members wish to make any amendments to the standards, these amendments must be consistent with the Model Standards and cannot be contrary to the intent of the original model.

Section 5.39B (6) states the CEO must publish an up-to-date version of the adopted standards on the local government's official website.

Regulation 18FB(3) of the Local Government (Administration) Regulations 1996 provides that as soon as practicable after a person is employed in the position of CEO, the local government must, by resolution (absolute majority), certify that the person was employed in accordance with the local government's adopted standards (or model standards if the local government has not adopted its own standards) in relation to the recruitment of CEOs. A copy of the resolution to appoint the CEO in accordance with the adopted standards must be provided to the Department of Local Government, Sport and Cultural Industries within 14 days of the decision to appoint.

### POLICY IMPLICATIONS

There are no current Council policies in place with regards to CEO Recruitment, Performance or Termination.

**AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 27 MAY 2021**

**FINANCIAL IMPLICATIONS**

The adoption of the model standard which is required by law with only minor variations permitted and only to the extent that it is not inconsistent will, in all probability, add to the cost of recruitment of a Chief Executive Officer. This by virtue of the additional mandated administrative requirements of a consultant. The consultant will charge a fee and the inclusion of an external person (in addition to the consultant) on the recruitment panel may also require remuneration.

Previously, consultancy support has been utilised but this has been at Council's discretion. The new standards mandate this additional resource being applied to the recruitment process.

The costs to recruit a Chief Executive Officer utilising the services of a licensed consultant are estimated to require up to \$10,000 in operational resources.

There will also be added administrative time due to the additional legislated components and record keeping requirements will increase.

The new process for accepting contract variations following a negotiation process will almost certainly add time and meeting costs, as any variations (no matter how seemingly insignificant or minor) to the proposed contract to be offered, have to be permitted / agreed by resolution of the Council.

**STRATEGIC IMPLICATIONS**

Strategic Community Plan – Envision 2029

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

**ATTACHMENTS**

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

- Local Government (Administration) Regulations 1996, Schedule 2 of the Regulations (Doc Id: 175859)

- Shire of Dandaragan Standards for CEO Recruitment, Performance and Termination (Doc Id: 174529)
- Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination (Doc Id: 175861)

**(Marked 9.4.1)**

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

**That Council adopts the Shire of Dandaragan Standards for CEO Recruitment, Performance and Termination as contained in Attachment 2 noting that:**

- 1. this replicates the model standard in Schedule 2 of the Local Government (Administration) Regulations 2021; and**
- 2. follows the Western Australian Local Government Association template.**

## 9.4.2 ANNUAL GENERAL MEETING OF FIRE CONTROL OFFICERS AND THE APPOINTMENT OF FIRE CONTROL OFFICERS AND FIRE WEATHER OFFICERS

Location:	Shire of Dandaragan
Applicant:	Bush Fire Control Officer
Folder Path:	Business Classification Scheme / Emergency Services / Bush Fire Control / Meetings
Disclosure of Interest:	None
Date:	17 May 2021
Author:	Shane Elliss, Community Emergency Services Coordinator
Senior Officer:	Brent Bailey, Chief Executive Officer

### PROPOSAL

To receive the minutes of the Annual General Meeting (AGM) of Fire Control Officers and to appoint certain members to various bush fire roles in accordance with the Bush Fires Act 1954.

### BACKGROUND

The Annual General Meeting of Fire Control Officers was held on Wednesday 14 April 2021 at the Badgingarra Community Centre.

At the Annual General Meeting of Fire Control Officers (AGM) recommendations are made to Council for individuals to be appointed to various roles in accordance with the Bush Fires Act 1954.

Those recommendations are to be considered by Council for formal appointment.

Fire Control Officer appointments are made by Council in accordance with the Bush Fire Act 1954 must subsequently be published via a newspaper within the district.

Fire Weather Officer appointments are made by the Council in accordance with the Bush Fires Act 1954 must subsequently be published via a newspaper within the district and in the Government Gazette.

The Annual General Meeting of Fire Control Officers also presents an opportunity for relevant stakeholders to raise issues that may warrant action by the Local Government. These are detailed within the minutes of the meeting.

### COMMENT

As noted in the recommendations, the proposed appointments to formal roles within the Shire's bushfire brigades are supported by Shire officers and reflect continuity of the current leadership group who have been carried out their roles in a highly professional manner during their tenure.

### CONSULTATION

- Fire Control Officers Annual General Meeting
- Parks and Wildlife Officers Annual General Meeting
- Department of Fire and Emergency Services

### STATUTORY ENVIRONMENT

Bush Fires Act 1954

**Section 38.** *Local government may appoint bush fire control officer*

- (1) *A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be the first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.*
- (8) *An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.*

### POLICY IMPLICATIONS

There are no policy implications relevant to this item.

### FINANCIAL IMPLICATIONS

Council will be responsible for costs associated with advertising.

### STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

03 – Environment	The Shire will be a responsible custodian of the environment working with community groups and other entities to increase renewable energy initiatives, vegetation cover and rehabilitate degraded public land throughout the local region
<b>Priority Outcomes</b>	<b>Our Roles</b>
The Shire be prepared for and respond to the challenges of climate change.	Implement effective planning and projects that reduce the risk to property, infrastructure and the environment.  Increase community awareness and preparedness for the impacts of climate change and its major local risks such as bush fires.

### ATTACHMENTS

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

- Minutes AGM Fire Control Officers Wednesday 14 April 2021  
(Doc Id: 174949)  
**(Marked 9.4.2)**

#### VOTING REQUIREMENT

Simple majority

#### OFFICER RECOMMENDATION 1

**That Council receive the unconfirmed minutes of the Fire Control Officers Annual General Meeting held on Wednesday 14 April 2021.**

#### OFFICER RECOMMENDATION 2

**In accordance with Section 38(1) of the Bushfires Act 1954  
Council appoint:**

- a) **Mr. Richard Brown as Chief Bush Fire Control Officer;**
- b) **Mr. Aubrey Panizza as Deputy Chief Bush Fire Control Officer;**
- c) **Mr. Geoff Felber as a Bush Fire Control Officer;**
- d) **Mr. Campbell Hurst as a Bush Fire Control Officer.**

#### OFFICER RECOMMENDATION 3

**In accordance with Section 38 (8) of the Bush Fires Act 1954  
Council appoint:**

- (a) **Mr. Hugh Roberts as a Fire Weather Officer for the southeast fire weather zone;**
- (b) **Mr. Colin McAlpine as a Fire Weather Officer for the northeast fire weather zone;**
- (c) **Mr. Aubrey Panizza as a Fire Weather Officer for combines southwest and northwest fire weather zones.**

**9.5 COUNCILLOR INFORMATION BULLETIN****9.5.1 SHIRE OF DANDARAGAN – APRIL 2021 COUNCIL STATUS REPORT**

Document ID: 174727

Attached to the agenda is a copy of the Shire's status report from the Council Meeting held 22 April 2021. **(Marked 9.5.1)**

**9.5.2 SHIRE OF DANDARAGAN – BUILDING STATISTICS – APRIL 2021**

Document ID: 175811

Attached to the agenda is a copy of the Shire of Dandaragan Building Statistics for April 2021. **(Marked 9.5.2)**

**9.5.3 SHIRE OF DANDARAGAN – PLANNING STATISTICS – APRIL 2021**

Document ID: 175810

Attached to the agenda is a copy of the Shire of Dandaragan Planning Statistics for April 2021. **(Marked 9.5.3)**

**9.5.4 SHIRE OF DANDARAGAN TOURISM / LIBRARY REPORT FOR APRIL 2021**

Document ID: 175573

Attached to the agenda is monthly report for Tourism / Library for April 2021. **(Marked 9.5.4)**

**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 MAY 2021

**SHIRE OF DANDARAGAN**

**ACCOUNTS FOR PAYMENT**

**FOR THE PERIOD ENDING**

**30 APRIL 2021**

**SUMMARY OF SCHEDULE OF ACCOUNTS APRIL 21**

<b><u>FUND</u></b>					<b><u>AMOUNT</u></b>
<b><u>MUNICIPAL FUND</u></b>					
<b>CHEQUES</b>			-		
<b>EFT'S</b>	EFT	511	-	EFT	518
					<b>\$1,717,573.02</b>
<b>DIRECT DEBITS</b>	GJBDEB	4407		GJBDEB	4448
					<b>\$69,832.21</b>
<b>BPAY</b>	BPAY	010421	-	BPAY	300421A
					<b>\$28,351.11</b>
<b>TOTAL MUNICIPAL FUND</b>					<b><u>\$1,815,756.34</u></b>
<b><u>TRUST FUND</u></b>					
<b>CHEQUES</b>			-		<b>\$0.00</b>
<b>EFT'S</b>	EFT		-	EFT	
					<b>\$0.00</b>
<b>TRANSFER</b>	Trust		-	Muni	
					<b>\$0.00</b>
					<b><u>\$0.00</u></b>

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.

DATE	DOCUMENT NO	DESCRIPTION	AMOUNT
1/04/2021	GJBDEB-4407	Salary Packaging	\$2,538.60
1/04/2021	GJBDEB-4408	SuperChoice - March 21	\$19,211.64
1/04/2021	GJBDEB-4414	BWA - Paper Trans Fee - Mar 21	\$28.80
1/04/2021	GJBDEB-4415	BWA - BPay Maintenance Fee - Mar 21	\$15.00
1/04/2021	GJBDEB-4416	BWA - Over the Counter Fee - Mar 21	\$49.00
1/04/2021	GJBDEB-4417	BWA - BPay Trans Fee - Mar 21	\$315.20
1/04/2021	GJBDEB-4418	BWA - BPay Cr Card Merch Fee - Mar 21	\$12.43
1/04/2021	GJBDEB-4419	BWA - Maintenance Fee ex 117-005816-7	\$20.00
1/04/2021	GJBDEB-4420	BWA - OBB Record Fee - Mar 21	\$20.90
1/04/2021	GJBDEB-4421	Westnet - Email Hosting x 4 010421-010422	\$100.00
1/04/2021	GJBDEB-4422	ANZ - Merch Fees - Mar 21	\$148.46
6/04/2021	GJBDEB-4423	BWA - Merch Fees JB Admin - Mar 21	\$182.08
6/04/2021	GJBDEB-4424	BWA - Merch Fees TCVC - Mar 21	\$60.22
14/04/2021	GJBDEB-4425	Secure Pay Annual & Trans Fee - JB Admin - Mar 21	\$510.40
15/04/2021	GJBDEB-4410	Salary Packaging	\$2,538.60
15/04/2021	GJBDEB-4411	SuperChoice - March 21	\$19,094.41
15/04/2021	GJBDEB-4426	WEX Fuel Cards - March 2021	\$832.23
20/04/2021	GJBDEB-4427	Refreshments for Years of Service function	\$155.32
20/04/2021	GJBDEB-4428	Meals - Members Conference - Albany	\$8.59
20/04/2021	GJBDEB-4429	Meals - Members Conference - Albany	\$49.00
20/04/2021	GJBDEB-4430	Years of Service Gift	\$250.00
20/04/2021	GJBDEB-4431	Parking - Members Conference - Albany	\$20.24
20/04/2021	GJBDEB-4432	Parking - Members Conference - Albany	\$59.16
20/04/2021	GJBDEB-4433	Hire Car - Members Conference - Albany	\$201.59
20/04/2021	GJBDEB-4434	USB Hubs	\$79.95
20/04/2021	GJBDEB-4435	Survey Monkey - Annual Subs	\$349.09
20/04/2021	GJBDEB-4436	Meals - Members Conference - Albany	\$52.47
20/04/2021	GJBDEB-4437	Meals - Members Conference - Albany	\$148.50
20/04/2021	GJBDEB-4438	Meals - Members Conference - Albany	\$26.00
20/04/2021	GJBDEB-4439	Meals - Members Conference - Albany	\$215.00
20/04/2021	GJBDEB-4440	Meals - Members Conference - Albany	\$151.00
20/04/2021	GJBDEB-4441	Parking - Members Conference - Albany	\$59.16
20/04/2021	GJBDEB-4442	Hire Car - Members Conference - Albany	\$201.59
20/04/2021	GJBDEB-4443	Meeting Refreshments	\$116.50
20/04/2021	GJBDEB-4444	Fuel - Members Conference -Albany	\$13.70
20/04/2021	GJBDEB-4445	Credit Card Foreign Trans Fee	\$18.80
26/04/2021	GJBDEB-4446	AusPost Comm Mar 21 - JB Admin	\$215.89
26/04/2021	GJBDEB-4447	AusPost Comm Mar 21 - TCVC	\$249.43
28/04/2021	GJBDEB-4448	BWA - Deposit Book Fee	\$4.50
29/04/2021	GJBDEB-4412	SuperChoice - April 21	\$18,970.16
29/04/2021	GJBDEB-4413	Salary Packaging	\$2,538.60
			\$69,832.21

No Cheques Issued for the month of April

Date	BPAY Number	Vendor	Invoice Number	Description	Amount
1/04/2021	BPAY010421	V80818 - Telstra Corporation	7863675800/MAR21	JB Shared Office Data Feb & Mar 21	\$17,854.38
				<b>Total V80818</b>	<b>\$17,854.38</b>
				<b>Total BPAY010421</b>	<b>\$17,854.38</b>
16/04/2021	BPAY160421	V80818 - Telstra Corporation	2175531868/APR21	Fuel Systems to 01/04/21	\$29.98
			2503689339/APR21	Library Usage to 01/04/21	\$134.97
			2175531686/APR21	Mobile usage to 01/04/21	\$811.12
				<b>Total V80818</b>	<b>\$976.07</b>
				<b>Total BPAY160421</b>	<b>\$976.07</b>
16/04/2021	BPAY160421A	V81213 - City Of Greater Geraldton	97739	Midwest Libraries Consortium Training	\$35.00
				<b>Total V81213</b>	<b>\$35.00</b>
				<b>Total BPAY160421A</b>	<b>\$35.00</b>
21/04/2021	BPAY210421	V81671 - Water Corporation	9007256376/APR21	Cervantes CBD Toilets 08/02-13/04/21	\$14.62
			9007271154/APR21	2 York st 09/02-14/04/21	\$128.81
			9009758951/APR21	306 Pinetree cct 11/02-15/04/21	\$283.24
			9007252543/APR21	Cervantes gym hall 08/02-13/04/21	\$157.06
			9007269433/APR21	Dobbyn park 08/02-13/04/21	\$415.27
			9007275681/APR21	Memorial park 09/02-13/04/21	\$138.42
			9010675344/APR21	Cervantes waste transfer stn 08/02-13/04/21	\$46.60
			9022157720/APR21	Jurien Ezy dump 08/02-13/04/21	\$1,173.94
			9007251663/APR21	Catalonia st toilets 08/02-13/04/21	\$359.37
			9007253079/APR21	Corunna rd toilets 08/02-13/04/21	\$995.59
				<b>Total V81671</b>	<b>\$3,712.92</b>
				<b>Total BPAY210421</b>	<b>\$3,712.92</b>
21/04/2021	BPAY210421A	V84421 - Optus Billing Services Pty Ltd	61939377/APR21	Sat Phone Plan 05/03-04/04/21	\$30.00
				<b>Total V84421</b>	<b>\$30.00</b>
				<b>Total BPAY210421A</b>	<b>\$30.00</b>
30/04/2021	BPAY300421	V80818 - Telstra Corporation	3009311972/APR21	CESC 20/04-19/05/21	\$174.62
				<b>Total V80818</b>	<b>\$174.62</b>
				<b>Total BPAY300421</b>	<b>\$174.62</b>
30/04/2021	BPAY300421A	V81671 - Water Corporation	9007272237/APR21	JCC 10/02-15/04/21	\$1,743.61
			9011461671/APR21	Jurien Admin 09/02-14/04/21	\$753.60
			9007253095/APR21	Barcelona dr toilets 09/02-14/04/21	\$5.32
			9007269986/APR21	Family Resource Centre 09/02-14/04/21	\$534.02
			9007268959/APR21	Jurien F/S amenities 09/02-14/04/21	\$141.09
			9007278989/APR21	Jurien Cemetery 10/2-15/04/21	\$423.26
			9007276262/APR21	Jurien Depot 11/02-15/04/21	\$995.59
			9007273803/APR21	Collinson Park 10/2-15/04/21	\$2.66
			9018331642/APR21	Jurien Hall 10/02-15/04/21	\$966.31
			9007251620/APR21	Memorial Cnr 08/02-13/04/21	\$2.66
				<b>Total V81671</b>	<b>\$5,568.12</b>
				<b>Total BPAY300421A</b>	<b>\$5,568.12</b>
				<b>Grand Total - Other</b>	<b>\$28,351.11</b>

DATE	EFT NUMBER	VENDOR	INVOICE	DESCRIPTION	AMOUNT
1/04/2021	511	Payroll	Payroll	Payroll F/E 30/03/21	\$104,317.98
<b>Total EFT 511</b>					<b>\$104,317.98</b>
1/04/2021	512/1048	V80033 - Derricks Auto-Ag & Hardware Plus	10237973 10238129	V Belt Hunter gear drives, <b>Total V80033</b>	\$332.80 \$705.00 <b>\$1,037.80</b>
		V80192 - JR & A Hersey Pty Ltd	S45387	Sunscreen, gloves, shovel, duct tape <b>Total V80192</b>	\$779.19 <b>\$779.19</b>
		V80228 - Arrow Bronze	706925	Cemetery Plaques <b>Total V80228</b>	\$292.88 <b>\$292.88</b>
		V81002 - Landgate	363235-10000935	Mining tenements chargeable <b>Total V81002</b>	\$40.60 <b>\$40.60</b>
		V81031 - AN & A Whybrow	4445	Hire of Prime mover & side tippers <b>Total V81031</b>	\$880.00 <b>\$880.00</b>
		V81258 - Dandaragan Primary School	421	Donation 2021 yr 4-6 leadership camp <b>Total V81258</b>	\$500.00 <b>\$500.00</b>
		V81343 - Dandaragan Mechanical Services	6890 6853	Replace shock absorber & air bag Replace air filters <b>Total V81343</b>	\$789.35 \$358.75 <b>\$1,148.10</b>
		V81663 - Communication and Wireless Services	12930 12931	Qtrly Maintenance of Broadcast sites Oct - Dec 20 Qtrly Maintenance of Broadcast sites Jan -March 21 <b>Total V81663</b>	\$5,489.00 \$5,489.00 <b>\$10,978.00</b>
		V81874 - Child Support	PJ003493	Child Support <b>Total V81874</b>	\$171.91 <b>\$171.91</b>
		V81886 - Western Lockservice	10876861	Masterkey lock cylinder <b>Total V81886</b>	\$397.50 <b>\$397.50</b>
		V81924 - Toll Transport Pty Ltd	0504-D583590	Freight - W/Ending 07/03/21 <b>Total V81924</b>	\$77.66 <b>\$77.66</b>
		V82057 - Ray White Jurien Bay		Staff Housing 07/04 - 20/04/21 <b>Total V82057</b>	\$670.00 <b>\$670.00</b>
		V82273 - Momar Australia Pty Ltd	200464	Cleaning products <b>Total V82273</b>	\$2,185.15 <b>\$2,185.15</b>
		V82362 - Jurien Auto Electrics	P0585	Regas Air conditioners <b>Total V82362</b>	\$300.00 <b>\$300.00</b>
		V82474 - Direct Contracting Pty Ltd	2161	Instal new drainage sump lid, repairs to rd <b>Total V82474</b>	\$3,646.50 <b>\$3,646.50</b>
		V82767 - Fowler Electrical Contracting	R007941	Repairs to air conditioner <b>Total V82767</b>	\$1,047.75 <b>\$1,047.75</b>
		V82823 - The Last Drop Plumbing Co	4253	Annual testing of Standpipes - 2021 <b>Total V82823</b>	\$935.00 <b>\$935.00</b>
		V82933 - Jurien Bay Quality Meats	MAR21/42	BBQ meat for service award function <b>Total V82933</b>	\$153.84 <b>\$153.84</b>
		V83094 - Dave Watson Contracting Pty Ltd	2204 2220 2221 2222 2223	Prune trees to Western Power specs Removal of trees Removal of tree Remove major dead wood from trees 7 stumps Removal & Prune trees <b>Total V83094</b>	\$852.50 \$4,950.00 \$1,980.00 \$1,265.00 \$3,140.50 <b>\$12,188.00</b>
		V83188 - Leslee Holmes (Cr)		TRAVEL ALLOW JAN TO E Members Travel Jan - March 21 <b>Total V83188</b>	\$979.36 <b>\$979.36</b>
		V83223 - Jurien Bay Concrete & Earthworks Pty Ltd	449	Supply & install 3 pads for solar panels <b>Total V83223</b>	\$6,802.40 <b>\$6,802.40</b>
		V83278 - The Workwear Group Pty Ltd	848526 12903269	Staff Uniforms - Returned Staff Uniforms <b>Total V83278</b>	-\$70.40 \$182.48 <b>\$112.08</b>
		V83715 - Pinnacles Holiday Park	OPERATOR RETURNS	BookEasy Booking 9390034 <b>Total V83715</b>	\$32.30 <b>\$32.30</b>
		V83780 - Pinnacles Traffic Management Services	101	Traffic controllers & management <b>Total V83780</b>	\$12,355.75 <b>\$12,355.75</b>
		V83802 - Scavenger Fire & Safety	12406	Testing & tagging of fire fighting equipment 03/21 <b>Total V83802</b>	\$4,475.90 <b>\$4,475.90</b>
		V83914 - Turquoise Safaris	OPERATOR RETURN 2900	BookEasy Booking 9430931 <b>Total V83914</b>	\$195.50 <b>\$195.50</b>
		V84058 - Jurien Bay Medical Centre	58109	Medical Examination <b>Total V84058</b>	\$44.00 <b>\$44.00</b>
		V84329 - Rudolf Rybarczyk (Cr)		TRAVEL ALL JAN TO MAR Members travel Jan to March 21 REIMBURSE AIRPORT PA Reimburse airport parking Albany visit <b>Total V84329</b>	\$143.52 \$58.96 <b>\$202.48</b>
		V84343 - Moorra Hardware	20035593	Sonic Animal repeller <b>Total V84343</b>	\$39.90 <b>\$39.90</b>
		V84458 - Professionals Jurien Bay		Staff Housing 23/03-06/04/21 <b>Total V84458</b>	\$760.00 <b>\$760.00</b>
		V84466 - Place Laboratory	2076_05	Landscape architecture services <b>Total V84466</b>	\$18,607.60 <b>\$18,607.60</b>
		V84484 - Linda Quanchi	MAR21/04	Merchandise for visitor centre <b>Total V84484</b>	\$180.00 <b>\$180.00</b>
<b>Total EFT 512/1048</b>					<b>\$82,217.15</b>
9/04/2021	513/1049	V80003 - Redgum Reports Inc	20210185	Advertising- Spray The Grey <b>Total V80003</b>	\$207.00 <b>\$207.00</b>
		V80087 - Synergy	721287150/APR21 919109010/MAR21A 185507110/APR21A CR185507110/DEC20	Street lights 25/02-24/03/21 Powerwatch Security Lighting 1/03-31/03/21 Adriana 4A Park 28/03-27/04/21 <b>Total V80087</b>	\$14,353.71 \$412.52 \$75.74 <b>\$14,841.97</b>

V80137 - Western Australian Local Government Association	13086354	Complaints register	\$825.00
		<b>Total V80137</b>	<b>\$825.00</b>
V80150 - RDI Transport	43815	Freight - Jurien Depot	\$277.20
		<b>Total V80150</b>	<b>\$277.20</b>
V80219 - Cutting Edges Equipment Parts Pty Ltd	3299691	Cutting edges - bolt on	\$1,010.92
		<b>Total V80219</b>	<b>\$1,010.92</b>
V80279 - Jurien Sport and Recreation Centre	395	BookEasy Operator Return 7 April 2021	\$13,968.00
		Hire of portable toilets	\$150.00
		<b>Total V80279</b>	<b>\$14,118.00</b>
V81343 - Dandaragan Mechanical Services	6899	Fit mower blades - PTC018	\$67.10
		<b>Total V81343</b>	<b>\$67.10</b>
V81374 - Building and Construction Industry Training Fund	96533-K7N2C	BCITF - 010421133116	\$631.92
	96532-N2T2H	BCITF - 010421132813	\$619.91
	96536-L1X5T	BCITF - 010421133953	\$64.79
		<b>Total V81374</b>	<b>\$1,316.62</b>
V81382 - Cervantes Hardware and Marine	165315	Screws, cutting discs, kwik set concrete	\$45.65
	165350	Air filter	\$77.00
	165451	PVC Fittings, sockets, plumbers tape	\$80.03
	165466	Hansen ball valve	\$50.60
	165481	S/S Flat washer	\$2.64
	165490	Nipple, ultraloc pipe sealant	\$39.05
	165491	Oil filters, fuel filters	\$48.40
	165582	Ball bearings, fan motor, fittings	\$233.66
		<b>Total V81382</b>	<b>\$577.03</b>
V81628 - J & R Carter's Fine Furniture	182	Built in L-shaped seating and backrests	\$6,523.00
		<b>Total V81628</b>	<b>\$6,523.00</b>
V81795 - Jurien Bay Community Resource Centre	1518	Shire Matters - Craytales issue 385	\$1,206.00
		<b>Total V81795</b>	<b>\$1,206.00</b>
V81860 - Shadbolt Electrical	4501361	Repairs to vandalised lights	\$350.83
		<b>Total V81860</b>	<b>\$350.83</b>
V81882 - Jurien Trenching & Excavations	1450	Erect fence and push sand	\$1,300.00
	1451	Fix bollards on TWP	\$990.00
	1452	Erect signage & put guide posts on JER	\$2,100.00
		<b>Total V81882</b>	<b>\$4,390.00</b>
V81973 - Fuel Distributors of WA Pty Ltd	481003132	Diesel - Jurien depot	\$8,254.06
		<b>Total V81973</b>	<b>\$8,254.06</b>
V82026 - Benara Nurseries	289228	Assorted trees	\$1,271.12
	290455	Assorted plants	\$9,362.33
		<b>Total V82026</b>	<b>\$10,633.45</b>
V82028 - Avon Waste	43352	Fortnightly rubbish removal 15/03-26/03/21	\$13,845.15
		<b>Total V82028</b>	<b>\$13,845.15</b>
V82274 - Vari-Skilled	16551	Shire mowing March 21	\$14,422.39
		<b>Total V82274</b>	<b>\$14,422.39</b>
V82362 - Jurien Auto Electrics	P0581	Replace fan motor	\$534.95
		<b>Total V82362</b>	<b>\$534.95</b>
V82691 - West Midlands Group	2785	Hire of small projector screen	\$27.50
		<b>Total V82691</b>	<b>\$27.50</b>
V82774 - T-Quip	100140#7	Air conditioner bracket	\$465.40
	100020#5	Radiator cap, crankshaft collar, fittings	\$675.40
		<b>Total V82774</b>	<b>\$1,140.80</b>
V82823 - The Last Drop Plumbing Co	4259	Annual backflow testing 2021	\$2,321.00
		<b>Total V82823</b>	<b>\$2,321.00</b>
V82965 - Garison Farms	290321	Supply gravel	\$2,618.00
		<b>Total V82965</b>	<b>\$2,618.00</b>
V83121 - Dandaragan Community Resource Centre Inc	124104	Cleaning & Maintenance contract March 21	\$1,320.92
		<b>Total V83121</b>	<b>\$1,320.92</b>
V83145 - Avdata Australia	150029051/109	Jurien Bay flight data March 21	\$383.08
		<b>Total V83145</b>	<b>\$383.08</b>
V83273 - Waterman Irrigation Australia	SINV-14164	Operational costs standpipes - 01/01-30/06/21	\$1,233.65
		<b>Total V83273</b>	<b>\$1,233.65</b>
V83365 - Bitutek Pty Ltd	6208	Spray & cover bituminous products	\$122,700.16
	6221	Spray & cover using bituminous products	\$303,346.05
		<b>Total V83365</b>	<b>\$426,046.21</b>
V83385 - Jurien Bay Panel & Paint Pty Ltd	2538	Repair chip in windscreen	\$154.00
		<b>Total V83385</b>	<b>\$154.00</b>
V83420 - Porter Consulting Engineers	21197	Progress claim Survey & detailed design	\$6,848.05
	21196	Progress claim - Survey & detailed design	\$6,146.25
		<b>Total V83420</b>	<b>\$12,994.30</b>
V83484 - Cervantes Community Men's Shed	15	Patio Mats - Visitor centre merchandise	\$935.00
		<b>Total V83484</b>	<b>\$935.00</b>
V83663 - Concept AV	11503	Provide training on AV system in Function centre	\$1,677.50
		<b>Total V83663</b>	<b>\$1,677.50</b>
V83694 - Elite Electrical Contracting Pty Ltd	83483	Find fault with RCD tripping out	\$104.50
		<b>Total V83694</b>	<b>\$104.50</b>
V83715 - Pinnacles Holiday Park	OPERATOR RETURN 070	BookEasy booking 9473685	\$135.15
		<b>Total V83715</b>	<b>\$135.15</b>
V83736 - Waterlogic Australia Pty Ltd	CD-3101805	Water filter & ice machine lease April 21	\$678.70
	CD-3101804	Water Filter & ice machine lease April 21	\$877.80
		<b>Total V83736</b>	<b>\$1,556.50</b>
V84004 - Department of Water and Environmental Regulation	TF017680	Controlled Waste tracking 15/03-30/03/21	\$572.00
		<b>Total V84004</b>	<b>\$572.00</b>
V84070 - Elite Builders Jurien Bay	VERGE BOND REFUND M	Verge Bond refund BA 74/2019	\$500.00
		<b>Total V84070</b>	<b>\$500.00</b>
V84213 - Autopro Moora	797	Protective clothing - Boots	\$149.95
		<b>Total V84213</b>	<b>\$149.95</b>
V84221 - Holiday Guide Pty Ltd			

		2673	Marketing fee Feb/March 21	\$78.32
			<b>Total V84221</b>	<b>\$78.32</b>
<b>V84273 - Building And Energy</b>				
			DANDARAGAN BSL MAR 21	\$2,271.01
			<b>Total V84273</b>	<b>\$2,271.01</b>
<b>V84371 - Nessa Hall - Nesity Cleaning Management Services</b>				
		7252	Monthly cleaning contract March 21	\$5,334.29
		7253	Monthly Cleaning contract Cervantes March 21	\$3,474.63
			<b>Total V84371</b>	<b>\$8,808.92</b>
<b>V84422 - Jurien Tyre &amp; Auto</b>				
		53223	ACDelco battery & terminals	\$255.10
		53142	Supply & fit seat belt	\$668.45
			<b>Total V84422</b>	<b>\$923.55</b>
<b>V84434 - Convic Pty Ltd</b>				
		1151	Progress claim 8 - JB Skate Park	\$211,448.44
			<b>Total V84434</b>	<b>\$211,448.44</b>
<b>V84445 - DIRTT Window Cleaning &amp; Maintenance Services</b>				
		197	Cleaning admin	\$770.00
			<b>Total V84445</b>	<b>\$770.00</b>
<b>V84462 - Jurien Bay Oceanic Experiences</b>				
			OPERATOR RETURN 0704	\$201.25
			BookEasy Booking 9490693	\$201.25
			<b>Total V84462</b>	<b>\$201.25</b>
<b>V84501 - SpacetoCo Pty Ltd</b>				
		221	Online booking system	\$495.00
			<b>Total V84501</b>	<b>\$495.00</b>
<b>V84502 - Sharon Stenhouse</b>				
			VERGE BOND REFUND B/	\$500.00
			Verge Bond refund BA34/2020	\$500.00
			<b>Total V84502</b>	<b>\$500.00</b>
<b>V84503 - CF Global Trust</b>				
		51	Brochure representation - NSW Caravan Camping	\$330.00
			<b>Total V84503</b>	<b>\$330.00</b>
			<b>Total EFT 513/1049</b>	<b>\$773,097.22</b>
<b>15/04/2021 514 Payroll</b>			<b>Payroll F/E 13/04/21</b>	<b>\$101,082.10</b>
			<b>Total EFT 514</b>	<b>\$101,082.10</b>
<b>16/04/2021 515/1050</b>				
<b>V80033 - Derricks Auto-Ag &amp; Hardware Plus</b>				
		10237896	Hydraulic Hose, crimp fittings	\$53.29
			<b>Total V80033</b>	<b>\$53.29</b>
<b>V80043 - Jurien Bay IGA</b>				
		7/MAR21	Jurien Admin Consumables March 21	\$1,357.38
			<b>Total V80043</b>	<b>\$1,357.38</b>
<b>V80087 - Synergy</b>				
		317260610/APR21	JCC 02/03-30/03/21	\$579.15
			<b>Total V80087</b>	<b>\$579.15</b>
<b>V80102 - Westrac Equipment</b>				
		PI5514345	Wear plates	\$768.74
			<b>Total V80102</b>	<b>\$768.74</b>
<b>V80163 - Badgingarra Community Assn</b>				
		2021#68	General Maintenance Contract March 21	\$3,400.10
			<b>Total V80163</b>	<b>\$3,400.10</b>
<b>V81097 - Australia Post</b>				
		1010465335	Jurien Admin postage	\$287.84
			<b>Total V81097</b>	<b>\$287.84</b>
<b>V81127 - St John Ambulance Australia</b>				
		FAINV00797978	Ambulance attendance - Spray the grey	\$330.00
			<b>Total V81127</b>	<b>\$330.00</b>
<b>V81352 - Jurien Signs</b>				
		5200	Engraving - Long Service Award	\$35.00
			<b>Total V81352</b>	<b>\$35.00</b>
<b>V81490 - Ricoh Finance</b>				
		333124	Photocopier lease 08/05-07/06/21	\$1,337.60
			<b>Total V81490</b>	<b>\$1,337.60</b>
<b>V81545 - Winc Australia Pty Limited</b>				
		9035610208	March 21 Stationery	\$68.38
		9035604860	March 21 Stationery	\$473.47
			<b>Total V81545</b>	<b>\$541.85</b>
<b>V81683 - Cervantes Ratepayers &amp; Progress Ass.</b>				
		APR21/10	2021 Grant - Australia Day Breakfast	\$1,000.00
			<b>Total V81683</b>	<b>\$1,000.00</b>
<b>V81778 - Local Government Professionals Australia WA</b>				
		21369	202/21 Membership	\$80.51
			<b>Total V81778</b>	<b>\$80.51</b>
<b>V81860 - Shadbolt Electrical</b>				
		4501343	Repairs to Canover Bore pump	\$539.26
			<b>Total V81860</b>	<b>\$539.26</b>
<b>V81874 - Child Support</b>				
		PJ003495	Child Support	\$171.91
			<b>Total V81874</b>	<b>\$171.91</b>
<b>V81896 - Mid Coast Contracting</b>				
		6493	Replace light globes	\$120.01
			<b>Total V81896</b>	<b>\$120.01</b>
<b>V81924 - Toll Transport Pty Ltd</b>				
		0508-D583590	Freight - Dandy Depot	\$107.03
		0509-D583590	Freight - Jurien Admin	\$35.04
			<b>Total V81924</b>	<b>\$142.07</b>
<b>V82026 - Benara Nurseries</b>				
		290550	Assorted plants	\$8,291.32
			<b>Total V82026</b>	<b>\$8,291.32</b>
<b>V82057 - Ray White Jurien Bay</b>				
			Staff Housing 21/04 - 04/05/21	\$670.00
			<b>Total V82057</b>	<b>\$670.00</b>
<b>V82362 - Jurien Auto Electrics</b>				
		P0584	Repairs to lights - PLV250	\$61.00
			<b>Total V82362</b>	<b>\$61.00</b>
<b>V82823 - The Last Drop Plumbing Co</b>				
		4282	Repair blocked drains - Cook St toilets	\$346.50
			<b>Total V82823</b>	<b>\$346.50</b>
<b>V82926 - Comen Limited T/as Jurien Boatlifters</b>				
		22024	Hardstand storage Pontoon - 120 days	\$3,246.00
			<b>Total V82926</b>	<b>\$3,246.00</b>
<b>V82933 - Jurien Bay Quality Meats</b>				
		APR21/49	BBQ Packs for field trials	\$350.00
			<b>Total V82933</b>	<b>\$350.00</b>
<b>V82993 - Jurien Bay Mitre 10</b>				
		550634	Zinc Primer	\$16.75
		550653	Hunter gear drive ultra	\$310.00
		550661	Claw Hammer	\$98.00
		550665	Hydrochloric acid	\$18.25
		550697	Hydrochloric Acid	\$36.50
		550709	Screws	\$11.45
		550760	Fibreglass screen	\$70.30
		550829	Tie downs, Fuel cell,	\$82.40
		550886	PVC Socket, valve gate	\$59.80
		550972	Zinc primer & sealant	\$32.75
		551113	Jumbo toilet rolls	\$110.00
		551217	Nuts & bolts, drill jobber bit, washers	\$26.52
		550870	Treated pine, wire & fence posts	\$1,207.00
		551854	Jumbo toilet rolls	\$110.00
		551877	Linch pins	\$11.50
		552007	Toro sprinkler & riser	\$244.00

	551957	Valve & PVC bush	\$8.40
	552321	Jumbo toilet rolls	\$110.00
	552505	Jumbo toilet rolls	\$55.00
	552856	Poly cap, aerosol lubricant	\$38.90
	553109	HR Half low ang nozzle	\$73.75
	553410	Stainless steel	\$10.00
	552768	Ratchet set, chisel bit	\$102.75
	552798	Jumbo toilet rolls	\$110.00
	553500	Jumbo toilet rolls	\$110.00
		<b>Total V82993</b>	<b>\$3,064.02</b>
V83310 - AMPAC Debt Recovery (WA) Pty Ltd	74485	Legal Expense - 25/02-30/03/21	\$524.98
		<b>Total V83310</b>	<b>\$524.98</b>
V83457 - Spyker Business Solutions	2021327	Qtr. 4 - CCTV Maintenance	\$1,763.77
		<b>Total V83457</b>	<b>\$1,763.77</b>
V83480 - Jurien Bay Newsagency	SN00035101042021	March 21 Stationery	\$355.60
		<b>Total V83480</b>	<b>\$355.60</b>
V83495 - Dandaragan Store	C56/MAR21	Dandy depot consumables March 21	\$36.10
		<b>Total V83495</b>	<b>\$36.10</b>
V83634 - Woodlands Distributors & Agencies P/L	DAN1-054	Degradable dog waste bags	\$599.50
		<b>Total V83634</b>	<b>\$599.50</b>
V83660 - D Greenwood	APR21/19	Badgingarra Waste management March 21	\$1,280.00
		<b>Total V83660</b>	<b>\$1,280.00</b>
V83705 - Telstra	04169079/P024202690-4	Whispir usage March 21	\$159.50
		<b>Total V83705</b>	<b>\$159.50</b>
V83715 - Pinnacles Holiday Park	OPERATOR RETURN 120	BookEasy Booking 9053565	\$657.90
		<b>Total V83715</b>	<b>\$657.90</b>
V83738 - George P Mostert	519	Repairs to JSRC roof	\$32,780.00
		<b>Total V83738</b>	<b>\$32,780.00</b>
V83767 - Civic Legal Pty Ltd	508097	Professional Fees - Employment Contracts	\$2,750.00
		<b>Total V83767</b>	<b>\$2,750.00</b>
V83882 - Turquoise Coast Computers	7291	Onsite labour - AV training	\$150.00
		<b>Total V83882</b>	<b>\$150.00</b>
V83925 - BookEasy Pty Ltd	19353	Min monthly fee March 21	\$330.00
		<b>Total V83925</b>	<b>\$330.00</b>
V83926 - Alcolizer Technology	230879	Calibration of Alcohol tester	\$125.40
		<b>Total V83926</b>	<b>\$125.40</b>
V84004 - Department of Water and Environmental Regulation	L7003/1997/11/2021	Cervantes Waste Facility - Annual Licence fee	\$324.80
		<b>Total V84004</b>	<b>\$324.80</b>
V84042 - Traffic Force	23873	Generic traffic management plan	\$520.30
		<b>Total V84042</b>	<b>\$520.30</b>
V84263 - Poynton Building Company	REFUND CTF LEVY 12042	Refund CTF Levy BA2021/00032	\$885.43
		<b>Total V84263</b>	<b>\$885.43</b>
V84371 - Nessa Hall - Nesity Cleaning Management Services	7269	Cleaning of toilets Spray the Grey	\$154.00
		<b>Total V84371</b>	<b>\$154.00</b>
V84504 - Birkles Plumbing & Gas	3035	Replace brass fitting & copper pipe	\$249.29
		<b>Total V84504</b>	<b>\$249.29</b>
V84505 - Keos Events Pty Ltd	2020-2021/020	Equipment Hire - Spray The Grey	\$4,147.88
		<b>Total V84505</b>	<b>\$4,147.88</b>
V84506 - Pinnacles Edge Resort	OPERATOR RETURN 070	BookEasy Booking 9485060	\$637.50
		<b>Total V84506</b>	<b>\$637.50</b>
V84507 - RAC Tourism Assets Pty Ltd	REFUND CARAVAN PARK	Refund RAC Cervantes Bins	\$1,779.13
		<b>Total V84507</b>	<b>\$1,779.13</b>
V84508 - Yahroo Property Pty Ltd	REFUND RATES	Refund rates for 1468RRN Dandaragan Rd	\$1,207.58
		<b>Total V84508</b>	<b>\$1,207.58</b>
		<b>Total EFT 515/1050</b>	<b>\$78,192.21</b>
21/04/2021 516/1051			
V80087 - Synergy	411619200/APR21	New Admin centre 18/03-14/04/21	\$4,097.84
	429026190/APR21	Jurien Depot 18/03-14/04/21	\$1,557.90
	513665230/APR21	Dam pump 10/3-13/04/21	\$1,469.81
	208476200/APR21	2 Way towers 11/02-13/04/21	\$163.75
		<b>Total V80087</b>	<b>\$7,289.30</b>
V80102 - Westrac Equipment	PI5658714	Filters, latch assy, screws, stricker	\$431.33
		<b>Total V80102</b>	<b>\$431.33</b>
V80150 - RDI Transport	43931	Freight - Jurien Depot bins	\$202.40
		<b>Total V80150</b>	<b>\$202.40</b>
V80279 - Jurien Sport and Recreation Centre		BookEasy Operator Return 13 April 2021	\$1,718.00
		<b>Total V80279</b>	<b>\$1,718.00</b>
V80704 - Badgingarra CWA	APR21/12	Catering for annual FCO meeting	\$300.00
		<b>Total V80704</b>	<b>\$300.00</b>
V81171 - Moora Health Centre	172221SERVER	Flue vaccinations	\$138.60
		<b>Total V81171</b>	<b>\$138.60</b>
V81352 - Jurien Signs	5196	Rural street number	\$25.00
	5207	Street Blades	\$308.00
	5206	Street signs	\$111.00
		<b>Total V81352</b>	<b>\$444.00</b>
V81896 - Mid Coast Contracting	6485	Supply cable, plug top & heat shrink cable	\$185.69
	6495	Supply & install induction loop	\$1,540.00
	6501	Repair to automatic gate	\$165.00
		<b>Total V81896</b>	<b>\$1,890.69</b>
V81942 - Moore Catchment Council	300780	Annual contribution 2021	\$550.00
		<b>Total V81942</b>	<b>\$550.00</b>
V82166 - David Gray & Co Pty Ltd	I576438	Dark Green & Light Green bins	\$3,542.00
		<b>Total V82166</b>	<b>\$3,542.00</b>
V82364 - Abco Products	691249	Toilet tissue, slimline towel, bin liners	\$494.72
		<b>Total V82364</b>	<b>\$494.72</b>
V82767 - Fowler Electrical Contracting	R007959	Test & inspect air conditioner	\$66.00

			<b>Total V82767</b>	<b>\$66.00</b>
V82933 - Jurien Bay Quality Meats				
	APR21/51	Meat for Long Service Lunch		\$160.00
		<b>Total V82933</b>		<b>\$160.00</b>
V83094 - Dave Watson Contracting Pty Ltd				
	2231	Pruning of trees - Cervantes & Jurien Bay		\$2,750.00
		<b>Total V83094</b>		<b>\$2,750.00</b>
V83144 - LGISWA				
	100-141643	Actual Wages adjustment 30/6/19-30/06/20		\$2,483.04
		<b>Total V83144</b>		<b>\$2,483.04</b>
V83340 - CONNECT Call Centre Services				
	105888	After hrs calls March 2021		\$150.15
		<b>Total V83340</b>		<b>\$150.15</b>
V83427 - Bridged Group Pty Ltd				
	27342	Meraki MR Enterprise License		\$2,420.00
	28985	Office 365 Datto Backup April 21		\$198.00
		<b>Total V83427</b>		<b>\$2,618.00</b>
V83437 - Brook Marsh Pty Ltd				
	30009503	White line marking JER		\$5,500.00
		<b>Total V83437</b>		<b>\$5,500.00</b>
V83507 - Council First				
	SI006291	Council First Production Env April-June 21		\$15,321.64
	SI006309	Professional services Feb 21		\$7,922.75
	SI006338	STP Transactions March 21		\$24.86
		<b>Total V83507</b>		<b>\$23,269.25</b>
V84004 - Department of Water and Environmental Regulation				
	TF017851	Controlled Waste tracking 06/04/21		\$220.00
		<b>Total V84004</b>		<b>\$220.00</b>
V84137 - Dandyman Images				
	2021030001	Photography - Spray the Grey		\$473.00
		<b>Total V84137</b>		<b>\$473.00</b>
V84155 - Jurien Hardware - Thrifty Link				
	21-00007041	Poly elbows		\$66.50
	21-00007083	Poly red line		\$299.25
	21-00007249	PVC Fittings, Gate valve		\$98.03
	21-00007684	Round Valve box		\$81.94
	21-00007649	Protective clothing		\$382.71
	21-00007317	9kg gas refills		\$99.75
	21-00007323	9kg gas refill		\$33.25
	21-00007940	Protective clothing - hat		\$19.00
	21-00007947	Kleenwest titan 5 lt		\$26.60
	21-00007769	Energizer battery		\$19.00
	21-00008080	Rapid set cement		\$48.45
	21-00008318	9kg gas refills		\$66.50
	21-00008420	Kleenwest toilet cleaner, Grill buster		\$51.72
	21-00008568	PVC Fittings, teflon tape, polygrip		\$92.82
	210-00008573	Protective clothing		\$166.25
	21-00005874	Protective clothing - Boots		\$161.45
	21-00008778	Hose clamp		\$13.68
	21-00008781	Adaptor, Magnetic nutsetter, nuts		\$42.70
	21-00009181	Locking measuring tape set		\$9.50
	21-00009475	Nuts & bolts & washers		\$7.79
	21-00009364	9kg gas refill		\$33.25
	21-00009644	Batteries, self tappers, lock draw, screws		\$35.15
	21-00009715	9kg gas refill		\$33.25
	21-00010059	9kg gas refills		\$99.75
	21-00010125	Energiser batter		\$4.75
	21-00010261	Premium hose, nozzles, couplings		\$94.52
	21-00010194	9kg gas refill		\$33.25
	21-00008408	Round hour meter		\$66.50
		<b>Total V84155</b>		<b>\$2,187.31</b>
V84175 - Ni Luh Eyden				
	APR21/65	Cleaning Toilets & BBQ 18/03-06/04/21		\$2,065.00
		<b>Total V84175</b>		<b>\$2,065.00</b>
V84327 - Lyall Ward				
	MAR21/16	Waste Management Dandy Tip March 21		\$2,112.00
	MAR21/17	2 hrs loader hire - March 21		\$165.00
		<b>Total V84327</b>		<b>\$2,277.00</b>
V84478 - Vestone Capital				
	115174	Councillor lap top lease 01/04-30/06/21		\$2,700.20
		<b>Total V84478</b>		<b>\$2,700.20</b>
V84504 - Birkles Plumbing & Gas				
	3047	Repairs to shower taps in change rooms		\$243.17
		<b>Total V84504</b>		<b>\$243.17</b>
V84509 - G & C McConnell Family Trust				
	28	Supply of gravel		\$60,632.00
		<b>Total V84509</b>		<b>\$60,632.00</b>
V84510 - Layback Farm				
	1	Visitor Centre Merchandise		\$168.00
		<b>Total V84510</b>		<b>\$168.00</b>
		<b>Total EFT 516/1051</b>		<b>\$124,963.16</b>
29/04/2021 517	Payroll	Payroll	Payroll F/E 29/04/21	\$101,046.27
			EFT 517	\$101,046.27
30/04/2021 518/1052				
V80003 - Redgum Reports Inc				
	20210052	Shire Matters - Redgum reports		\$979.00
	20210063	Shire Matters		\$1,365.00
	20210048	Annual AD Double Page Spread		\$1,945.00
		<b>Total V80003</b>		<b>\$4,289.00</b>
V80033 - Derricks Auto-Ag & Hardware Plus				
	10241010	Camlock washers & adaptors		\$80.80
	10241013	Radial seal air filter		\$48.20
		<b>Total V80033</b>		<b>\$129.00</b>
V80102 - Westrac Equipment				
	PI5532440	Oil, fuel & air filters		\$459.70
		<b>Total V80102</b>		<b>\$459.70</b>
V80137 - Western Australian Local Government Association				
	I3086733	Recovery co-ordinators course		\$1,045.00
		<b>Total V80137</b>		<b>\$1,045.00</b>
V80163 - Badgingarra Community Assn				
	2021#69	Shire Matters - The Sandpaper issue 146		\$88.00
		<b>Total V80163</b>		<b>\$88.00</b>
V80240 - RBC Rural				
	29182	Meterplan Charge April 21		\$2,817.39
		<b>Total V80240</b>		<b>\$2,817.39</b>
V80279 - Jurien Sport and Recreation Centre				
	OPERATOR RETURN 190	BookEasy Booking 9419024		\$127.00
		BookEasy Operator Return 13 April 2021		\$1,965.00
		<b>Total V80279</b>		<b>\$2,092.00</b>
V80704 - Badgingarra CWA				
	APR21/13	Catering for April 21 Council Meeting		\$706.00
		<b>Total V80704</b>		<b>\$706.00</b>
V80931 - Jurien Bay Country Golf Club				
	CSRFF GRANT 2021	CSRFF grant - 2021 instalment		\$147,241.93
		<b>Total V80931</b>		<b>\$147,241.93</b>
V81038 - AV Truck Services Pty Ltd				
	742218	Air Cleaner		\$215.40
	745274	Left hand head light		\$338.54
	745587	Cab heater kit		\$980.07
		<b>Total V81038</b>		<b>\$1,534.01</b>
V81343 - Dandaragan Mechanical Services				

	6956	Replace top radiator hose refill with coolant	\$420.20
		<b>Total V81343</b>	<b>\$420.20</b>
<b>V81382 - Cervantes Hardware and Marine</b>			
	165706	Pressure sprayer	\$33.00
	165763	Cable Ties	\$18.70
	165844	Kwikset premix concrete	\$9.35
		<b>Total V81382</b>	<b>\$61.05</b>
<b>V81795 - Jurien Bay Community Resource Centre</b>			
	1552	Employment Advertising - Craytales	\$75.00
	1568	Advertising - Craytales Shire Matters	\$1,206.00
		<b>Total V81795</b>	<b>\$1,281.00</b>
<b>V81874 - Child Support</b>			
	PJ003502	Child Support	\$171.91
		<b>Total V81874</b>	<b>\$171.91</b>
<b>V81924 - Toll Transport Pty Ltd</b>			
	0507-D583590	Freight - WE 28/03/21	\$142.78
	0505-D583590	Freight - Jurien Admin	\$148.94
	CR0505D583590	Credit Freight incorrectly charged	-\$25.03
	0510-D583590	Freight - Jurien Library	\$153.62
		<b>Total V81924</b>	<b>\$420.31</b>
<b>V81973 - Fuel Distributors of WA Pty Ltd</b>			
	481003189	Unleaded Fuel - Dandy Depot	\$14,033.63
		<b>Total V81973</b>	<b>\$14,033.63</b>
<b>V82057 - Ray White Jurien Bay</b>			
		Staff Housing 05/05 - 18/05/21	\$670.00
		<b>Total V82057</b>	<b>\$670.00</b>
<b>V82256 - Lowman Engineering</b>			
	4270	Supply 2 tyres	\$550.00
	4279	Materials and Contracts (ALL)	\$480.00
		<b>Total V82256</b>	<b>\$1,030.00</b>
<b>V82433 - Landmark Engineering &amp; Design Pty Ltd</b>			
	9564	Cantilever park shelters	\$34,155.00
		<b>Total V82433</b>	<b>\$34,155.00</b>
<b>V82474 - Direct Contracting Pty Ltd</b>			
	2171	Sealing works - Dandy Rd	\$87,489.60
		<b>Total V82474</b>	<b>\$87,489.60</b>
<b>V82672 - Jurien Bay Tourist Park</b>			
	OPERATOR RETURN 1904	BookEasy Booking 9524245	\$126.87
		<b>Total V82672</b>	<b>\$126.87</b>
<b>V82767 - Fowler Electrical Contracting</b>			
	R007983	Repairs to BBQ - Pioneer park	\$297.00
	R007980	Repairs to bore pump	\$445.50
		<b>Total V82767</b>	<b>\$742.50</b>
<b>V82773 - Cookies Coastal Earthworks</b>			
	A702	Mulching of swales	\$5,280.00
		<b>Total V82773</b>	<b>\$5,280.00</b>
<b>V82774 - T-Quip</b>			
	100471#12	V-Belt deck	\$190.40
		<b>Total V82774</b>	<b>\$190.40</b>
<b>V82823 - The Last Drop Plumbing Co</b>			
	4302	Repairs to tanks & leach drains	\$5,982.90
	4310	Unblock mail toilets at Cook St	\$245.30
		<b>Total V82823</b>	<b>\$6,228.20</b>
<b>V83121 - Dandaragan Community Resource Centre Inc</b>			
	124124	Local produce for City of Albany Trip	\$19.00
	124125	Room Hire & catering - training	\$229.90
		<b>Total V83121</b>	<b>\$248.90</b>
<b>V83317 - Tourism Council Western Australia</b>			
	2907	2021 WA Regional Tourism Conference	\$990.00
		<b>Total V83317</b>	<b>\$990.00</b>
<b>V83420 - Porter Consulting Engineers</b>			
	21211	JB Foreshore-Roberts St Sewer extension	\$3,575.00
		<b>Total V83420</b>	<b>\$3,575.00</b>
<b>V83540 - Rubek Automatic Doors</b>			
	27234	Repairs to Community Centre door	\$1,589.50
		<b>Total V83540</b>	<b>\$1,589.50</b>
<b>V83550 - NeCall Voice &amp; Data</b>			
	32671	NEV Fait diagnosis	\$935.00
		<b>Total V83550</b>	<b>\$935.00</b>
<b>V83583 - Coastal Digging</b>			
	1895	Excavator hire - pipe trench	\$572.00
		<b>Total V83583</b>	<b>\$572.00</b>
<b>V83912 - WA Country Builders</b>			
	VERGE BOND REFUND B/	Verge Bond Refund BA38/2020	\$500.00
		<b>Total V83912</b>	<b>\$500.00</b>
<b>V83914 - Turquoise Safaris</b>			
	OPERATOR RETURN 1904	BookEasy Booking 9561039	\$100.62
	OPERATOR RETURN 2704	BookEasy Booking 9575684	\$551.25
		<b>Total V83914</b>	<b>\$651.87</b>
<b>V83987 - Dandaragan Sheep Handling Systems P/L</b>			
	652	Repair mudguard - OTH014	\$253.00
		<b>Total V83987</b>	<b>\$253.00</b>
<b>V84103 - Breakaway Earthmoving Pty Ltd</b>			
	1449	Rehab of gravel pit	\$18,936.50
		<b>Total V84103</b>	<b>\$18,936.50</b>
<b>V84168 - Technology One Ltd</b>			
	198294	Intramaps subscription 01/04/021-31/03/22	\$10,641.40
		<b>Total V84168</b>	<b>\$10,641.40</b>
<b>V84391 - Innes Air &amp; Electrical Pty Ltd</b>			
	1813	Repairs to lights	\$1,061.06
		<b>Total V84391</b>	<b>\$1,061.06</b>
		<b>Total EFT518/1052</b>	<b>\$352,656.93</b>
<b>Grand Total - EFT Payment</b>			<b>\$1,717,573.02</b>



# Monthly Statements

for the period ending 30 April 2021

Rates Setting Statement	3
Statement of Financial Position	4
Income Statement by Department	5
Income Statement by Nature or Type	6
Statement of Changes in Equity	7
Note 2 – Acquisition/Construction of Assets	8
Note 3 – Disposal of Assets	10
Note 4 – Loan Repayment Schedule	11
Note 5 – Net Current Assets	12
Note 6 – Rating Information	13
Note 7 – Cash, Investments & Receivables	14
Note 8 - Reserves-Cash/Investment Backed	15
Note 9 - Trust Funds	16
Note 10 - Budget Amendments	17
Note 11 - Grants & Contributions	18
Note 12 - Variances	19

SHIRE OF DANDARAGAN  
 FINANCIAL ACTIVITY STATEMENT by Department  
 as at 30 April 2021

	Leg.	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021	Variance
			\$	\$	\$	
<b>OPERATING ACTIVITIES</b>						
<b>Adjusted net current assets at start of financial year - surplus/(deficit)</b>	FMR34(2)(a)		723,612	739,166	739,166	
<b>Revenue from operating activities (excluding rates)</b>						
Governance			78,168	17,667	15,858	90%
General purpose funding			739,452	557,114	588,828	106%
Law, order & public safety			405,503	416,801	397,436	95%
Health			4,290	37,993	48,328	127%
Education & welfare			10,500	10,500	13,500	100%
Community amenities			1,359,940	1,165,130	1,233,903	106%
Recreation and culture			427,586	434,913	479,663	110%
Transport			276,093	281,796	287,436	102%
Economic services			229,166	234,533	218,152	93%
Other property and services			136,571	171,830	181,235	105%
			3,667,270	3,328,276	3,464,339	
<b>Expenditure from operating activities</b>						
Governance			(642,760)	(448,412)	(433,803)	97%
General purpose funding			(197,086)	(155,047)	(140,814)	91%
Law, order & public safety			(1,344,056)	(1,006,019)	(1,047,747)	104%
Health			(321,579)	(245,655)	(240,723)	98%
Education & welfare			(110,359)	(76,572)	(73,626)	96%
Community amenities			(2,262,988)	(1,849,285)	(1,779,150)	96%
Recreation and culture			(3,144,733)	(2,672,902)	(2,715,052)	102%
Transport			(5,397,208)	(4,486,929)	(4,420,548)	99%
Economic services			(726,692)	(575,147)	(515,294)	90%
Other property and services			(619,246)	(16,435)	(56,372)	343%
			(14,766,706)	(11,532,402)	(11,423,129)	
Non-cash amounts excluded from operating activities			6,308,988	4,788,062	4,930,280	
<b>Amount attributable to operating activities</b>			(4,066,836)	(2,676,898)	(2,289,343)	
<b>INVESTING ACTIVITIES</b>						
Non-operating grants, subsidies and contributions	11		7,193,247	3,701,696	2,653,500	
Proceeds from disposal of assets	3		33,600	0	0	
Purchase land and buildings	2		(1,751,317)	(1,746,168)	0	
Purchase furniture and equipment	2		(341,547)	(284,623)	(7,107)	
Purchase plant and equipment	2		(7,000)	(5,833)	0	
Purchase infrastructure assets - roads	2		(5,173,070)	(4,491,942)	0	
Purchase infrastructure assets - parks & reserves	2		(529,977)	(276,648)	0	
Purchase infrastructure assets - other	2		(4,093,467)	(2,696,222)	0	
Purchases - Works in Progress (Not Capitalised)	2		0	0	(6,203,915)	
<b>Amount attributable to investing activities</b>			(4,669,531)	(5,799,739)	(3,557,521)	
<b>FINANCING ACTIVITIES</b>						
Proceeds from new borrowings	4		1,340,000	65,238	50,000	
Repayment of borrowings	4		(157,986)	(130,821)	(115,600)	
Payment of self supporting loan to community group	4		(50,000)	(50,000)	(50,000)	
Self-supporting loan principal income	4		45,436	43,703	43,720	
Community group cash advance principal income	4		2,076	2,076	2,076	
Payment of right of use lease			(40,530)	(35,467)	(36,621)	
Transfer to reserves	8		(187,045)	16,933	(24,179)	
Transfer from reserves	8		(818,335)	(247,648)	(155,607)	
<b>Amount attributable to financing activities</b>			(1,770,286)	(159,310)	(25,003)	
<b>Budgeted deficiency before general rates</b>			(6,966,081)	(8,317,327)	(5,821,862)	
<b>Estimated amount to be raised from general rates</b>	6		6,300,242	6,319,242	6,334,027	
<b>Adjusted net current assets at end of financial year - surplus/(deficit)</b>	FMR34(2)(a)	5	(665,839)	(1,998,085)	512,165	
<b>Budget adjustment - Provisions</b>	FMR32(f)		665,839	673,805		
<b>Budget Surplus / (Deficiency)</b>			0	(1,324,281)		

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

FMR = Local Government (Financial Management) Regulations 1996

**SHIRE OF DANDARAGAN**  
**STATEMENT OF FINANCIAL POSITION**  
as at 30 April 2021

Description	Note	for the year	for the period
		ended 30 June 2020	ending 30 April 2021
		\$	\$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	7	7,647,366	7,395,436
Trade receivables		966,912	626,256
Other financial assets at amortised cost		42,602	1,716
Other current assets		5,514	0
Inventories		32,574	29,425
<b>TOTAL CURRENT ASSETS</b>		<b>8,694,968</b>	<b>8,052,833</b>
<b>NON-CURRENT ASSETS</b>			
Other financial assets at amortised cost		170,113	215,202
Trade receivables		50,124	0
Land		2,903,000	2,903,000
Buildings and improvements		29,775,900	28,804,150
Furniture and equipment		796,707	707,513
Plant and equipment		3,645,180	3,131,365
Right of use assets		89,542	54,037
Infrastructure		247,954,139	250,895,269
<b>TOTAL NON-CURRENT ASSETS</b>		<b>285,384,705</b>	<b>286,710,536</b>
<b>TOTAL ASSETS</b>		<b>294,079,673</b>	<b>294,763,369</b>
<b>CURRENT LIABILITIES</b>			
Trade and other payables		(1,088,748)	(92,879)
Contract liabilities		(458,071)	(1,536,809)
Lease liabilities		(40,530)	(3,910)
Borrowings		(112,406)	(1,716)
Employee related provisions		(673,805)	(348,115)
<b>TOTAL CURRENT LIABILITIES</b>		<b>(2,373,560)</b>	<b>(1,983,428)</b>
<b>NON-CURRENT LIABILITIES</b>			
Lease liabilities		(49,619)	(49,619)
Borrowings		(157,012)	(202,101)
Employee related provisions		(122,432)	(122,432)
Other provisions		0	0
<b>TOTAL NON-CURRENT LIABILITIES</b>		<b>(329,062)</b>	<b>(374,151)</b>
<b>TOTAL LIABILITIES</b>		<b>(2,702,622)</b>	<b>(2,357,580)</b>
<b>TOTAL NET ASSETS</b>		<b>291,377,051</b>	<b>292,405,790</b>
<b>EQUITY</b>			
Retained earnings		(197,037,451)	(198,197,616)
Reserves - cash backed	8	(5,692,576)	(5,561,148)
Revaluation surplus		(88,647,025)	(88,647,025)
<b>TOTAL EQUITY</b>		<b>291,377,051</b>	<b>292,405,789</b>

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

**SHIRE OF DANDARAGAN**  
**STATEMENT OF COMPREHENSIVE INCOME by Nature or Type**  
**as at 30 April 2021**

	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021
		\$	\$	\$
<b>Revenue</b>				
Rates	6	6,300,242	6,319,242	6,334,027
Operating grants, subsidies and contributions		1,208,418	1,036,985	1,065,553
Fees and charges		2,315,079	2,191,713	2,284,097
Interest earnings		22,000	18,500	28,529
Other revenue		121,773	81,078	86,160
		9,967,512	9,647,518	9,798,366
<b>Expenses</b>				
Employee costs		(4,047,580)	(2,968,047)	(2,915,006)
Materials and contracts		(2,753,108)	(2,370,223)	(2,251,478)
Utilities		(459,742)	(385,457)	(346,029)
Insurance		(420,188)	(423,176)	(428,622)
Other expenses		(753,722)	(585,545)	(594,205)
Depreciation		(6,308,988)	(4,788,062)	(4,880,155)
		(14,743,328)	(11,520,509)	(11,415,496)
		(4,775,816)	(1,872,992)	(1,617,130)
Borrowing costs expense	4	(23,378)	(11,892)	(7,633)
Grants & Subsidies (towards non-operating activities)		7,193,247	3,701,696	2,653,500
Fair Value adjustment through profit and loss		0	0	0
Profit / Loss on Disposal of Assets	3	0	0	0
<b>Net result</b>		2,394,053	1,816,812	1,028,738
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total comprehensive income</b>		<b>2,394,053</b>	<b>1,816,812</b>	<b>1,028,738</b>

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

**SHIRE OF DANDARAGAN**  
**STATEMENT OF COMPREHENSIVE INCOME by Department**  
**as at 30 April 2021**

	Note	Budget 2020/2021	Y-T-D Budget 2020/2021	Actual 2020/2021
		\$	\$	\$
Governance		78,168	17,667	15,858
General purpose funding		7,039,694	6,876,356	6,922,855
Law, order & public safety		405,503	416,801	397,436
Health		4,290	37,993	48,328
Education & welfare		10,500	10,500	13,500
Community amenities		1,359,940	1,165,130	1,233,903
Recreation and culture		427,586	434,913	479,663
Transport		276,093	281,796	287,436
Economic services		229,166	234,533	218,152
Other property and services		136,571	171,830	181,235
		9,967,512	9,647,518	9,798,366
<b>Expenses excluding finance costs</b>				
Governance		(634,346)	(440,197)	(428,982)
General purpose funding		(197,086)	(155,047)	(140,814)
Law, order & public safety		(1,343,921)	(1,005,906)	(1,047,612)
Health		(321,579)	(245,655)	(240,723)
Education & welfare		(106,984)	(76,572)	(73,626)
Community amenities		(2,262,988)	(1,849,285)	(1,779,150)
Recreation and culture		(3,142,356)	(2,670,524)	(2,713,239)
Transport		(5,397,208)	(4,486,929)	(4,420,408)
Economic services		(726,692)	(575,147)	(515,294)
Other property and services		(610,169)	(15,248)	(55,649)
		(14,743,328)	(11,520,509)	(11,415,496)
		(4,775,816)	(1,872,992)	(1,617,130)
<b>Finance costs</b>				
Governance		(8,413)	(8,214)	(4,821)
Law, order & public safety		(135)	(113)	(135)
Education & welfare		(3,375)	0	0
Recreation and culture		(2,378)	(2,378)	(1,813)
Transport		0	0	(140)
Other property and services		(9,076)	(1,188)	(724)
		(23,378)	(11,892)	(7,633)
<b>Non- operating grants and subsidies</b>				
Health		2,000	2,000	0
Recreation and culture		1,702,654	110,500	107,911
Transport		5,483,593	3,584,196	2,545,590
Economic services		5,000	5,000	0
		7,193,247	3,701,696	2,653,500
<b>Profit / (loss) on asset disposal</b>				
		0	0	0
<b>Net result</b>		2,394,053	1,816,812	1,028,738
<b>Other comprehensive income</b>				
Changes on revaluation of non-current assets		0	0	0
<b>Total other comprehensive income</b>		0	0	0
<b>Total comprehensive income</b>		<b>2,394,053</b>	<b>1,816,812</b>	<b>1,028,738</b>

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

**SHIRE OF DANDARAGAN**  
**STATEMENT OF CHANGES IN EQUITY**  
as at 30 April 2021

Note	Retained Surplus	Reserves Cash Backed	Revaluation Surplus	Total Equity
	\$	\$	\$	\$
<b>Balance as at 30 June 2020</b>	<b>197,037,451</b>	<b>5,692,576</b>	<b>88,647,025</b>	<b>291,377,051</b>
Comprehensive Income				
Net result	1,028,738	0	0	1,028,738
Changes on revaluation of non-current assets	0	0	0	0
Total comprehensive income	1,028,738	0	0	1,028,738
Transfers from/(to) reserves	131,428	(131,428)	0	0
<b>Balance as at 30 April 2021</b>	<b>198,197,616</b>	<b>5,561,148</b>	<b>88,647,025</b>	<b>292,405,789</b>

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

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS  
as at 30 April 2021

2 DETAILED ACQUISITION

Description	Schedule	Total	Land & Buildings \$	Plant & Equipment \$	Furniture & Equipment \$	Parks & Reserves \$	Roads \$	Other \$
Soft Conferencing additions	Governance	7,107	7,200		7,107	7,200		
Community Noticeboard - Other - RenewalSLK-	Governance	0	100,000					100,000
JBAdmin Emerg. lighting test circuit	Governance	696	1,000	696	1,000			
Shredder	Governance	0	5,000			5,000		
Switches / Antennas and Access Points	Governance	0	49,592			49,592		
Generator - Wellness	Health	0	7,000	7,000				
Dandaragan House (GROH)	Education & Welfare	18,600	620,302	18,600	620,302			
JBFRRC p/ground remodel & refurb Wet area	Education & Welfare	18,322	18,322	31,096	18,322	31,096		
Dand cemetery wing walls	Community Amenities	5,136	4,000	5,136	4,000			
FRC Emerg. lighting test circuit	Community Amenities	887	1,000	887	1,000			
FRC Softfall	Community Amenities	11,472	11,472					
DandCRC Emerg. lighting test circuit	Community Amenities	2,689	2,689	2,689	2,689			
CCC renewal -carryover	Recreation & Culture	54,311	53,613	54,311	53,613			
key revision at CCC exist hall doors	Recreation & Culture	314	14,796	314	14,796			
Civic Cnt. Emerg. lighting test circuit	Recreation & Culture	320	320	320	320			
JSRC Emerg. lighting test circuit	Recreation & Culture	1,205	1,064	1,205	1,064			
DCC Emerg. lighting test circuit	Recreation & Culture	2,089	2,089	2,089	2,089			
BCC Emerg. lighting test circuit	Recreation & Culture	437	1,000	437	1,000			
CCC Emerg. lighting test circuit	Recreation & Culture	320	320	320	320			
BCC re-roof carryover	Recreation & Culture	27,831	31,500	27,831	31,500			
CCRC noise / doors	Recreation & Culture	0	40,000		40,000			
JSRC roofing repairs	Recreation & Culture	0	50,000		50,000			
Amphitheatre screen modifications	Recreation & Culture	0	5,200		5,200			
2 York St - Budget Amendment 20200924 9.1.3		17,390	23,630	17,390	23,630			
Fshore Pathways	Recreation & Culture	134,386	200,000					134,386
Jurien Irrigation Project - Other - NewSLK-	Recreation & Culture	19,924	351,831			19,924	351,831	
Badgingarra Tree Replacement - Other - RenewalSLK-	Recreation & Culture	32,001	25,794			32,001	25,794	
Dand. Landscaping/fence etc	Recreation & Culture	7,899	25,000			7,899	25,000	
JB Picnic Area	Recreation & Culture	18,518	150,000			18,518	150,000	
Faunt. Power Upgrade	Recreation & Culture	4,045	60,000			4,045	60,000	
Beachridge Swales - Other - RenewalSLK-	Recreation & Culture	15,400	30,000					15,400
Dand. BMX Pump	Recreation & Culture	13,850	100,000					13,850
Dand. Public Art	Recreation & Culture	18,100	50,000					18,100
JB Youth Precinct	Recreation & Culture	879,254	1,200,000					879,254
Badgingarra Cricket Nets	Recreation & Culture	18,484	20,000					18,484
Ablution Pavillion	Recreation & Culture	43,228	1,233,808	43,228	1,233,808			
COVID Community Building Program	Recreation & Culture	26,793	74,559	26,793	74,559			
Fshore Playground	Recreation & Culture	50,472	250,000		50,472	250,000		
C/O Cervantes TV-Replace tower and antenna	Recreation & Culture	40,890	67,917					40,890
Coastal Fencing project - Other - RenewalSLK-	Recreation & Culture	5,849	15,000					5,849
Civic Centre Fit-Out	Recreation & Culture	17,620	29,755		17,620	29,755		
Casuarina Crescent - Other - NewSLK-	Transport	24,983	37,080					24,983
Eucalypt Way - Other - NewSLK-	Transport	39,043	48,720					39,043
Turquoise Way - Other - RenewalSLK-	Transport	112,079	108,750					112,079
Turquoise Way - Other - NewSLK-	Transport	1,746	150,000					1,746
JB Footpaths - Other - NewSLK-	Transport	62,095	105,000					62,095
Cervantes Footpaths - Other - NewSLK-	Transport	90,249	114,275					90,249
Bashford Street - Other - RenewalSLK-	Transport	43	80,000					43
CCC Carpark - Other - RenewalSLK-	Transport	169,702	118,725					169,702
Badgingarra Truck bay - Other - RenewalSLK-	Transport	243,030	260,000					243,030
Munbinea Road Bridge - Other - RenewalSLK-	Transport	0	394,000					
Turquoise Way Hill River Bridge	Recreation & Culture	7,018	57,118					7,018
Munbinea Road - Gravel ResheetSLK0-4	Transport	0	109,555					109,555
Cadda Road - Gravel ResheetSLK18.4-22.4	Transport	0	109,555					109,555
Kayanaba Road - Gravel ResheetSLK14.7-18.37	Transport	96,647	69,778				96,647	69,778
Wandawallah Road - Gravel ResheetSLK8-12	Transport	0	109,555					109,555
Black Arrow Road - Gravel ResheetSLK14.7-18.7	Transport	0	95,555					95,555
Wongonderrah Road - Gravel ResheetSLK11.2-15.2	Transport	0	109,555					109,555
Sandy Cape - ReconstructionSLK6.15-6.9	Transport	0	170,000					170,000
Airstrip Road - SealingSLK0-1	Transport	13,200	29,000				13,200	29,000
NorthWest Road - ReconstructionSLK-	Transport	0	6,362					6,362

Yerramullah Road - Gravel ResheetSLK-	Transport	93,781	62,924									93,781	62,924		
Watheroo West Road - Other - NewSLK10.74-42	Transport	8,117	93,780									8,117	93,780		
Watheroo West Road - Other - NewSLK0-8.11	Transport	0	24,330										24,330		
Jurien East Road - ReconstructionSLK14.5-23.5	Transport	2,564,234	2,253,213									2,564,234	2,253,213		
Cataby Road - ReconstructionSLK0-3	Transport	436,397	448,953									436,397	448,953		
Cataby Road - ReconstructionSLK6-9	Transport	223,872	577,487									223,872	577,487		
Dandaragan Road - SealingSLK26-28.8	Transport	102,493	101,250									102,493	101,250		
Jurien East Road - SealingSLK12-14.5	Transport	112,228	102,220									112,228	102,220		
Cantabilling Road - Gravel ResheetSLK22.1-26.1	Transport	1,855	146,454									1,855	146,454		
Cockleshell Gully - Gravel ResheetSLK13.8-15.9	Transport	55,086	89,803									55,086	89,803		
Roberts Street - ReconstructionSLK0-0.25	Transport	29,037	451,050									29,037	451,050		
Hansen Bay Road - SealingSLK0-1	Transport	78,467	123,741									78,467	123,741		
Jurien East Road - ReconstructionSLK-	Transport	0	70,000									0	70,000		
Taxiways	Transport	71,607	80,000											71,607	80,000
Dest.Market. Shire Entry Signs	Economic Services	0	14,000												14,000
Dest.Market. Jurien Townsite Precinct Signs	Economic Services	58,176	52,000											58,176	52,000
<b>Total</b>		<b>6,211,022</b>	<b>11,909,863</b>	<b>232,040</b>	<b>2,191,986</b>	<b>0</b>	<b>7,000</b>	<b>75,199</b>	<b>341,547</b>	<b>82,386</b>	<b>612,625</b>	<b>3,815,414</b>	<b>5,354,120</b>	<b>2,005,984</b>	<b>3,402,584</b>

CAPITALISED 7,107  
WIP 6,203,915  
TOTAL 6,211,022

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS  
as at 30 April 2021

3 ASSET DISPOSAL AND CHANGEOVER

Description	Proceeds from Sale		Cost of Replacement		Net Cost for Change Over		Written Down Value		Profit/(Loss) on Disposal	
	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget
	\$	\$			\$	\$		\$		\$
									0	0
									0	0
	0	0	0	0	0	0	0	0	0	0

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS  
as at 30 April 2021

**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-Jul-20	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	2019/2020 Actual	2019/2020 Budget	for the year ending 30 June
<b>Governance</b>								
Loan 127	147,805	0	0	7,219	7,219	71,880	71,880	75,925
<b>Education and Welfare</b>								
Loan 136			620,302					620,302
<b>Recreation and culture</b>								
New loan - 137			750,000		7,746		15,238	734,762
	147,805	0	1,370,302	7,219	14,965	71,880	87,118	1,430,989
<b>Self Supporting Loans</b>								
<b>Recreation and culture</b>								
Loan 130	48,162	0	0	2,093	2,093	23,494	23,494	24,668
Loan 131	3,183	0	0	43	43	3,183	3,183	0
Loan 132	3,603	0	0	43	43	3,603	3,603	0
Loan 133	43,374	0	0	1,034	1,034	6,791	6,791	36,583
Loan 134	23,290		0	154	296	1,722	3,455	19,835
Loan 135		50,000	50,000	163	200	4,928	4,911	45,089
	121,612	50,000	50,000	3,528	3,709	43,720	45,437	126,175
	269,417	50,000	1,420,302	10,748	18,674	115,600	132,555	1,557,164
<b>Cash Advance Repayment</b>								
<b>Recreation and culture</b>								
Cervantes Bowling Club	2,076	0	0	0	0	2,076	2,076	0
Chamber of Commerce			35,100					35,100
	2,076	0	35,100	0	0	2,076	2,076	35,100

All borrowing repayments, other than self supporting loans, will be financed by general purpose revenue.  
The self supporting loan(s) repayment will be fully reimbursed.  
The self supporting loan(s) repayment will be fully reimbursed.

**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS**  
as at 30 April 2021

**5. NET CURRENT ASSETS**

	Note	2020	2021
		\$	\$
<b>Composition of estimated net current assets</b>			
<b>Current assets</b>			
Cash - unrestricted		1,954,791	1,834,288
Cash - restricted reserves	8	5,692,576	5,561,148
Receivables		1,015,028	627,972
Inventories		32,574	29,425
		<u>8,694,968</u>	<u>8,052,833</u>
<b>Less: current liabilities</b>			
Trade, other payables and provisions		(2,261,154)	(1,981,712)
Long term borrowings		(112,406)	(1,716)
		<u>(2,373,560)</u>	<u>(1,983,428)</u>
<b>Unadjusted net current assets</b>		6,321,408	6,069,405
<b>Adjustments</b>			
Less: Cash - restricted reserves	8	(5,692,576)	(5,561,148)
Less: Loans receivable - clubs/institutions		(42,602)	(1,716)
Add: Right of use lease liability		40,530	3,910
Add: Current portion of borrowings		112,406	1,716
<b>Adjusted net current assets - surplus/(deficit)</b>		<u>739,166</u>	<u>512,166</u>
<b>Budget Adjustment</b>			
Add: Provisions		673,805	348,115
<b>Budget surplus/(deficit)</b>		<u>1,412,971</u>	<u>860,281</u>

**Reason for Adjustments**

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

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS  
as at 30 April 2021

6 RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	rate revenue	Budget 2020/2021			Actual 2020/2021		
					interim rates	back rates	total revenue	rate revenue	interim rates	back rates
	\$		\$	\$	\$	\$	\$	\$	\$	\$
<b>General rate</b>										
<b>Gross rental valuations</b>										
GRV - General	8.0156	1,884	31,764,066	2,528,082	0	0	2,528,082	2,546,082	15,568	2,561,650
<b>Unimproved valuations</b>										
UV - General	0.6955	520	405,363,396	2,836,184	0		2,836,184	2,836,184	1,455	2,837,639
<b>Sub-Totals</b>		2,404	437,127,462	5,364,266	0	0	<b>5,364,266</b>	<b>5,382,266</b>	<b>17,023</b>	<b>5,399,288</b>
<b>Minimum</b>	\$									
<b>Minimum payment</b>										
<b>Gross rental valuations</b>										
GRV - General	947	978	5,340,701	926,166	0	0	926,166	926,166		926,166
GRV - Lesser (Dandaragan & Badgingarra)	715	28	118,192	20,020	0	0	20,020	20,020		20,020
<b>Unimproved valuations</b>										
UV - Mining	894	77	1,612,271	68,838	0	0	68,838	68,838	3,082	71,920
UV - Lesser	715	223	17,484,600	159,445	0	0	159,445	159,445		159,445
<b>Sub-Totals</b>		1,306	24,555,764	1,174,469	0	0	<b>1,174,469</b>	<b>1,174,469</b>		<b>1,177,551</b>
		3,710	461,683,226	6,538,735	0	0	<b>6,538,735</b>	<b>6,556,735</b>		<b>6,576,839</b>
Discount refer (note 1 (c))							(240,000)			(244,532)
<b>Total amount raised from general rates</b>							<b>6,298,735</b>			<b>6,332,307</b>
Ex Gratia Rates							1,507	1,719		1,719
<b>Total rates</b>							<b>6,300,242</b>			<b>6,334,026</b>

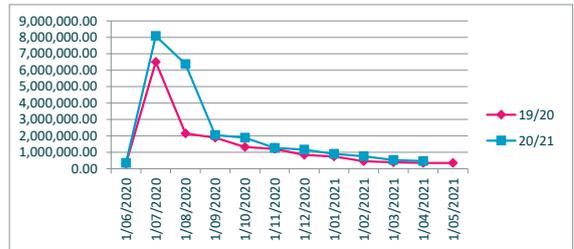
**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS**  
as at 30 April 2021

**7 CASH, INVESTMENTS & RECEIVABLES**

	Note	2020	2021
		\$	\$
<b>Cash And Cash Equivalents</b>			
Unrestricted		1,653,919	1,834,288
Restricted	8	5,821,414	5,561,147
		<u>7,475,333</u>	<u>7,395,435</u>
<b>Receivables</b>			
Rates outstanding		352,891	468,567
Sundry debtors		428,031	158,555
GST receivable		(0)	(0)
		<u>498,715</u>	<u>627,121</u>

**Rates Outstanding**

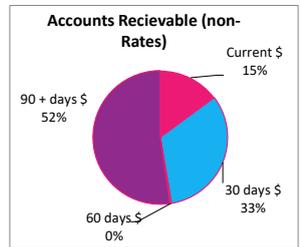
	YTD	30-Jun-20
Opening Arrears Previous Years	352,891	274,006
Levied this Year	7,763,596	7,762,858
Less Collections to date	- 7,647,921	- 7,683,973
Equals Current Outstanding	468,567	352,891
<b>Net Rates Collectable</b>	468,567	352,891
% Collected	94.23	95.61



**Sundry Debtors**

	Current	30 days	60 days	90 + days
	\$	\$	\$	\$
Receivables General	23,481.22	51,563.19	620.00	82,890.42
<b>Total Receivables General Outstanding</b>				<u>158,554.83</u>

Amounts shown above include GST (where applicable)



NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS  
as at 30 April 2021

**8 CASH BACKED RESERVES**

(a) Cash Backed Reserves - Movement

	Opening Balance	Budget Transfer to	Transfer (from)	In Use Adjustment	Closing Balance
	\$	\$	\$		\$
Plant Reserve	254,398	1,080			255,478
Building Renewal Reserve	790,929	3,360			794,289
Rubbish Reserve	434,007	1,844			435,851
Community Centre Reserve	387,494	1,646			389,140
Television Services Reserve	97,728	415			98,144
Information Technology Reserve Reserve	57,018	242			57,260
Land Development Reserve	70,662	300			70,962
Parking Requirements (Lot 1154 Sandpiper Street) Reserve	11,405	48			11,454
Parks and Recreation Grounds Development (Seagate) Reserve	376,292	1,599			377,890
Sport and Recreation Reserve	310,643	1,320	(148,589)		163,374
Landscaping Reserve	2,647	11			2,658
Aerodrome Reserve	129,177	549			129,726
Public Open Space Renewal Reserve	558,221	2,371			560,592
Infrastructure Renewal Reserve	811,987	3,449			815,437
Public Open Space Construction Reserve	112,904	480			113,384
Infrastructure Construction Reserve	62,338	262	(7,018)		55,582
Building Construction Reserve	116,191	494			116,685
Leave Reserve	260,204	1,105			261,310
Economic Development Initiatives Reserve	794,068	3,373			797,441
Turquoise Way Path Reserve	51,766	220			51,986
Cash in lieu of landscaping – Lot 1146 Sandpiper Street Reserve	2,495	11			2,505
	<b>5,692,576</b>	<b>24,178</b>	<b>(155,607)</b>		<b>0 5,561,147</b>

**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS**  
**as at 30 April 2021**

**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
	30-Jun-20	Inwards	Outwards	as at 30 April 2021
	\$	\$		\$
Cash In Lieu POS - L9000 Valencia	200,277			200,277
	<b>200,277</b>	<b>0</b>	<b>0</b>	<b>200,277</b>

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS  
as at 30 April 2021

10 BUDGET AMMENDMENTS

Description	Council Resolution	Schedule	Classification	Non-Cash Adjustment	Increase in cash available	Decrease in cash available	Amended Budget Running Balance
<b>Budget Adoption</b>						<b>Opening Surplus</b>	<b>23,520</b>
<b>Permanent Changes</b>							
Budget Review 2020/2021	20210325 9.X.X					40,256	(16,736)
					<b>0</b>	<b>0</b>	<b>40,256</b>
							<b>(16,736)</b>

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS  
as at 30 April 2021

11 GRANTS & CONTRIBUTIONS

Program / Details	Grant Provider	In Advance payments	Budget 2020/21	2020/21 Budget Amendments	Received	Recoup Status			
						Revenue/ Expenditure	Liability	Not Received	
						\$	\$	\$	
<b>Operating</b>									
<b>Other General Purpose Income</b>									
Grants Commission - General	WALGGS	351,640	357,330		271,690	271,690		85640.25	
Grants Commission - Roads	WALGGS	685,664	350,822		268,664	268,664		82157.75	
<b>Fire Prevention</b>									
ESL Operating Grant	FESA		50,000		56,657	42,451	14,206	-6656.75	
<b>Other Welfare</b>									
Spray the Grey Grant Estimate	Healthway		10,500		10,500	10,500	-	0.00	
Spray the Grey Festival	Dept of Commerce				3,000	3,000	-	0.00	
<b>Swimming Areas and Beaches</b>									
CHRMAP			30,000					30000.00	
<b>Streets Roads Bridges Depots Maint</b>									
MRWA Direct Grant	MRWA		249,865		249,865	249,865		0.00	
Street Light Subsidy			3,400		3,538	3,538		-137.56	
<b>Tourism &amp; Area Promotion</b>									
Dest.Market Indust Contribution to website			10,000		10,000	10,000		0.00	
		<b>1,037,304</b>	<b>1,061,917</b>	<b>-</b>	<b>873,914</b>	<b>859,708</b>	<b>14,206</b>	<b>191,004</b>	
<b>Non-Operating</b>									
<b>Other Health</b>									
Generator - Practice contribution			2,000					2,000	
<b>Other Recreation and Sport</b>									
Badgingarra Cricket Nets BCA contribution			5,000	2,500	7,500	7,500		-	
JB Youth Precinct	LotteryWest Grant		1,127,654					1,127,654	
Dand. Landscaping/fence etc	Federal Drought		25,000		25,000	7,899	17,101	-	
JB Picnic Area	Federal Drought		150,000		150,000	18,518	131,483	-	
Faunt. Power Upgrade	Federal Drought		60,000		60,000	4,045	55,955	-	
Dand. BMX Pump	Federal Drought		100,000		100,000	13,850	86,150	-	
Dand. Public Art	Federal Drought		50,000		50,000	18,100	31,900	-	
JB Playground	Federal Drought			118,000	38,000	38,000	-	80,000	
Badgingarra Cricket Nets	CSRFF Grant		5,000	5,000				-	
<b>Public Halls &amp; Civic Centre</b>									
CCRC noise / doors	Federal Drought		40,000	40,000				-	
<b>Other Recreation and Sport</b>									
Local Roads and Comm Inf			590,929		295,465		295,465	295,464	
<b>Television and Radio Rebroadcast</b>									
Coastal Fencing Project	Planning Commission		40,000	40,000				-	
<b>Streets Roads Bridges Depots Maint</b>									
Regional Road Group RRG	RRG		642,968		257,721	257,721	-	385,247	
Commodity Route Funding	SCR		93,127		43,687	43,687	-	49,440	
SBS Grant	SBS		115,334	87,334				28,000	
RED Grant	RED		100,000	100,000				-	
DoT Dual Use Path	DoT		141,750		28,350	28,350	-	113,400	
WALGGC - Special Projects	WALGGS		394,000		394,000		394,000	-	
WSFN	WSFN		2,203,569		1,682,666	1,682,666	-	520,903	
RTR Grant	RTR		554,113		546,739	164,445	382,294	7,374	
JB Footpaths	Federal Drought		150,000		130,000	1,746	128,254	20,000	
CCC Carpark	Federal Drought		150,000	38,000	112,000	112,000		-	
Badgingarra Truck bay	Federal Drought		235,000		235,000	235,000		-	
Aragon Street Design	Federal Drought		40,000	40,000				-	
<b>Airfields</b>									
RAD Grant	RAP		172,803	132,803	19,975	19,975	0	20,025	
<b>Tourism &amp; Area Promotion</b>									
Dest.Market Indust Contribution to website			5,000					5,000	
			<b>7,193,247</b>	<b>-</b>	<b>362,637</b>	<b>4,176,103</b>	<b>2,653,501</b>	<b>1,522,602</b>	<b>2,654,507</b>
		<b>1,037,304</b>	<b>8,255,165</b>	<b>-</b>	<b>362,637</b>	<b>5,050,016</b>	<b>3,513,208</b>	<b>1,536,809</b>	<b>2,845,511.05</b>

**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS**  
as at 30 April 2021

**12 VARIANCES**

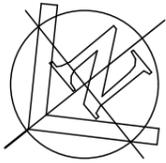
Reporting Program	Var \$	Var %	Var	Timing / Permanent	Explanation of Variance
<b>Operating Revenue</b>					
Governance	(1,809)	90%	▼		
General Purpose Funding	31,714	106%	▲		
Law, Order & Public Safety	(19,364)	95%	▼		
Health	10,334	127%	▲	Permanent	Health Services for 3rd parties
Education and Welfare	3,000	100%	▲		
Community Ammenities	68,774	106%	▲		
Recreation and Culture	44,750	110%	▲		
Transport	5,641	102%	▲		
Economic Services	(16,381)	93%	▼		
Other Property and Services	9,405	105%	▲		
<b>Operating Expenses</b>					
Governance	14,609	97%	▲		
General Purpose Funding	14,233	91%	▲		
Law, Order & Public Safety	(41,728)	104%	▼		
Health	4,932	98%	▲		
Education and Welfare	2,945	96%	▲		
Community Ammenities	70,135	96%	▲		
Recreation and Culture	(42,150)	102%	▼		
Transport	66,381	99%	▲		
Economic Services	59,852	90%	▲		
Other Property and Services	(39,937)	343%	▼	Timing	Overheads

 PROPOSED OFF-LEASH DOG EXERCISE AREAS



**PROPOSED OFF-LEASH DOG EXERCISE AREAS**





LOT 1145  
327m<sup>2</sup>

ZONING REGIONAL  
CENTRE

DESIGN SUBJECT TO  
LOCAL AUTHORITY  
APPROVAL

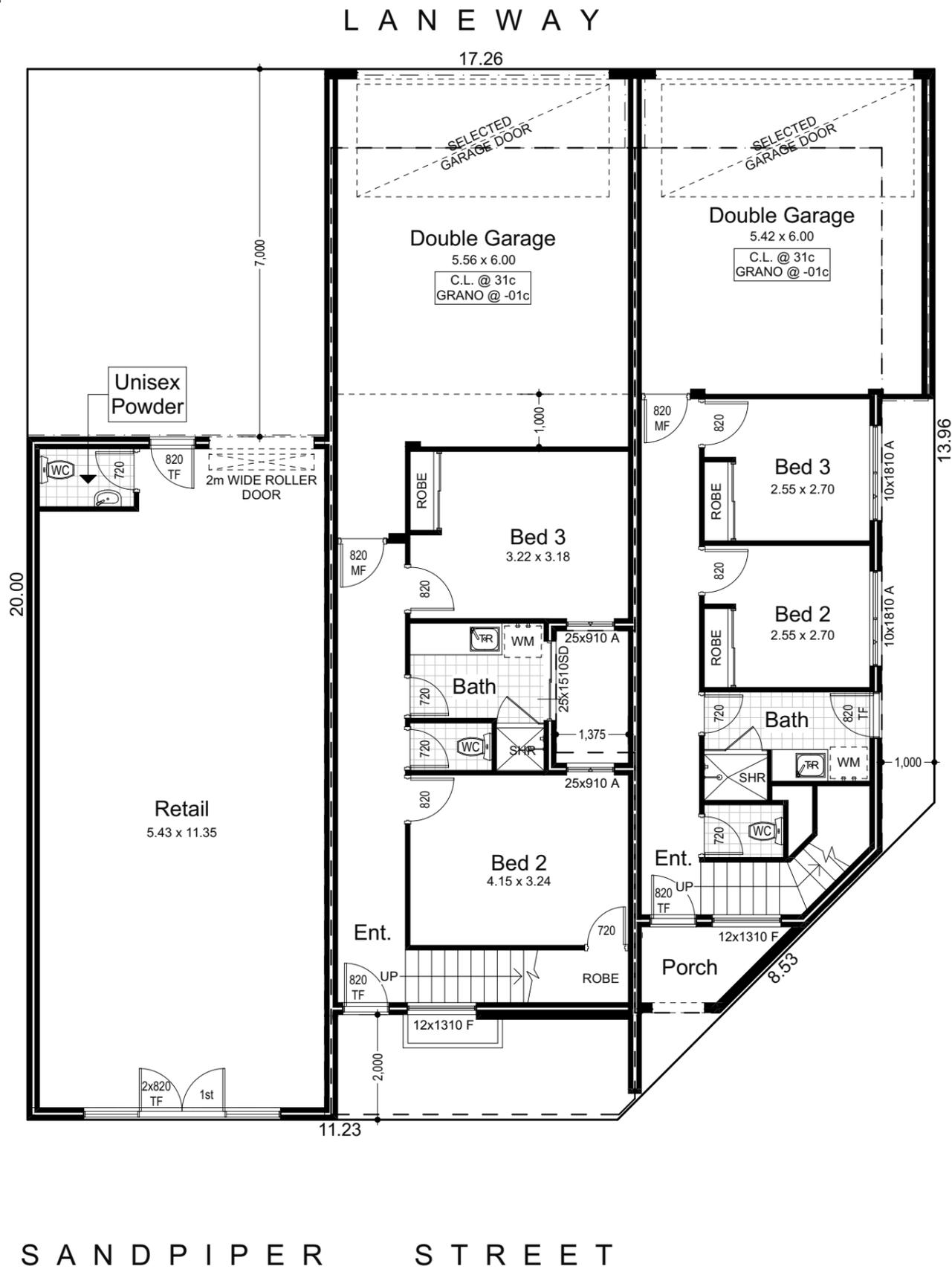
NOTE:  
UNLESS OTHERWISE  
NOTED C.L @ 31c

SITE LEVELS & FEATURES  
UNKNOWN AT DATE OF PRINTING -  
DESIGN SUBJECT TO CHANGE  
UPON RECEIPT OF SITE SURVEY  
BY LICENSED SURVEYOR

Areas	
RETAIL	75.390
	75.390 m <sup>2</sup>

Areas	
HOUSE	56.503
GARAGE	44.904
	101.407 m <sup>2</sup>

Overall Areas Unit 3	
HOUSE	46.616
GARAGE	35.373
PORCH	4.225
	86.214 m <sup>2</sup>



RETAIL / APARTMENTS  
GROUND FLOOR PLAN



9 Montgomery Way  
MALAGA WA 6090  
© COPYRIGHT

Telephone (08) 9248 7904  
Facsimile (08) 9248 7903  
WEB www.tecnica.net.au  
EMAIL info@tecnica.net.au

NOTES

CONFIRM ALL DIMENSIONS ON SITE  
PRIOR TO COMMENCEMENT OF WORK.  
REFER TO ENGINEER'S DRAWINGS FOR  
STRUCTURAL AND CONCRETE WORK.  
CONSTRUCTION DETAILS MAY VARY ON SITE  
AT THE BUILDER'S OR OWNER'S DISCRETION.  
DO NOT SCALE FROM DRAWINGS.

This drawing shall remain the sole property of TECNICA DESIGNERS and  
must not be copied, given, lent, resold, hired out or otherwise disposed  
of without the written permission of TECNICA DESIGNERS.

REV.	VARIATION	M.M.	DRN	DATE
2.	PLANNING	M.M.	24/09/2020	
3.	AMENDS	M.M.	14/10/2020	
4.	AMENDS	M.M.	20/10/2020	
		M.M.	10/05/2021	

CLIENT

**TREND DEVELOPMENTS PTY LTD**

ADDRESS

LOT 1145 ANDREWS STREET,  
JURIEN BAY

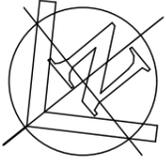
JOB NO.

2658 - 20

SHEET NO.

1 OF 4

SCALE 1:100



LOT 1145  
327m<sup>2</sup>

ZONING REGIONAL  
CENTRE

DESIGN SUBJECT TO  
LOCAL AUTHORITY  
APPROVAL

NOTE:  
UNLESS OTHERWISE  
NOTED F.L @ 33c

NOTE:  
UNLESS OTHERWISE  
NOTED C.L @ 64c

NOTE:  
SITE LEVELS & FEATURES  
UNKNOWN AT DATE OF PRINTING -  
DESIGN SUBJECT TO CHANGE  
UPON RECEIPT OF SITE SURVEY  
BY LICENSED SURVEYOR

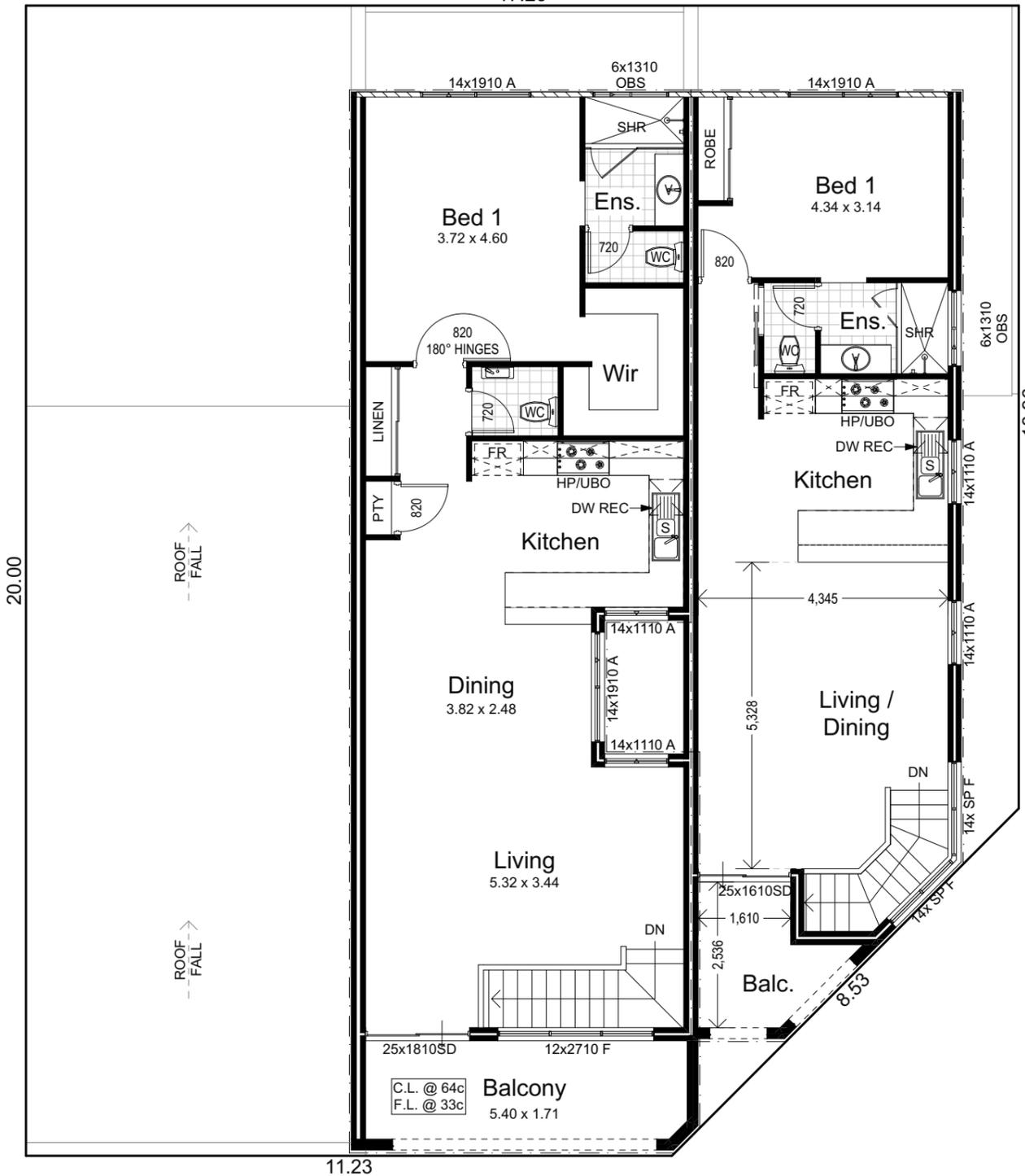
Areas	
HOUSE	91.890
BALCONY	11.443
	103.333 m <sup>2</sup>

Areas	
HOUSE	91.890
BALCONY	11.594
	103.484 m <sup>2</sup>

Areas	
HOUSE	66.768
BALCONY	5.894
	72.662 m <sup>2</sup>

LANEWAY

17.26



ANDREWS STREET

SANDPIPER STREET

RETAIL / APARTMENTS  
UPPER FLOOR PLAN



9 Montgomery Way  
MALAGA WA 6090  
© COPYRIGHT

Telephone (08) 9248 7904  
Facsimile (08) 9248 7903  
WEB www.tecnica.net.au  
EMAIL info@tecnica.net.au

**NOTES**

CONFIRM ALL DIMENSIONS ON SITE  
PRIOR TO COMMENCEMENT OF WORK.  
REFER TO ENGINEER'S DRAWINGS FOR  
STRUCTURAL AND CONCRETE WORK.  
CONSTRUCTION DETAILS MAY VARY ON SITE  
AT THE BUILDER'S OR OWNER'S DISCRETION.  
DO NOT SCALE FROM DRAWINGS.

This drawing shall remain the sole property of TECNICA DESIGNERS and  
must not be copied, given, lent, resold, hired out or otherwise disposed  
of without the written permission of TECNICA DESIGNERS.

REV.	VARIATION	DRN	DATE
1.		M.M.	24/09/2020
2.	PLANNING	M.M.	14/10/2020
3.	AMENDS	M.M.	20/10/2020
4.	AMENDS	M.M.	10/05/2021

CLIENT

**TREND DEVELOPMENTS PTY LTD**

ADDRESS

LOT 1145 ANDREWS STREET,  
JURIEN BAY

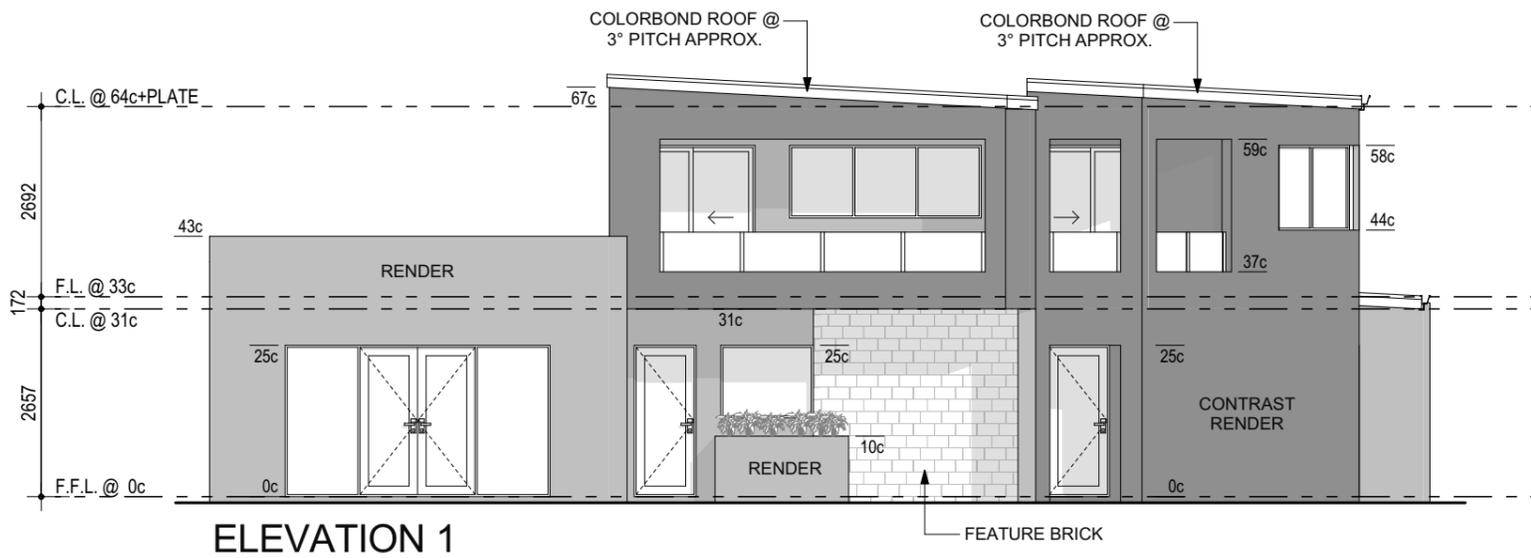
JOB NO.

2658 - 20

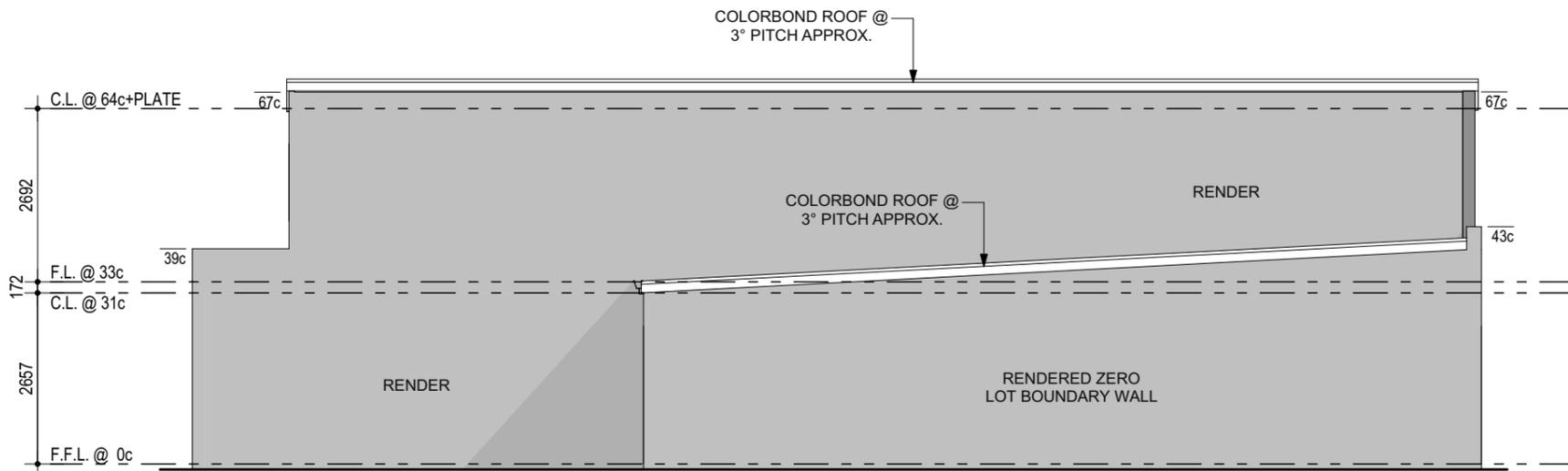
SHEET NO.

2 OF 4

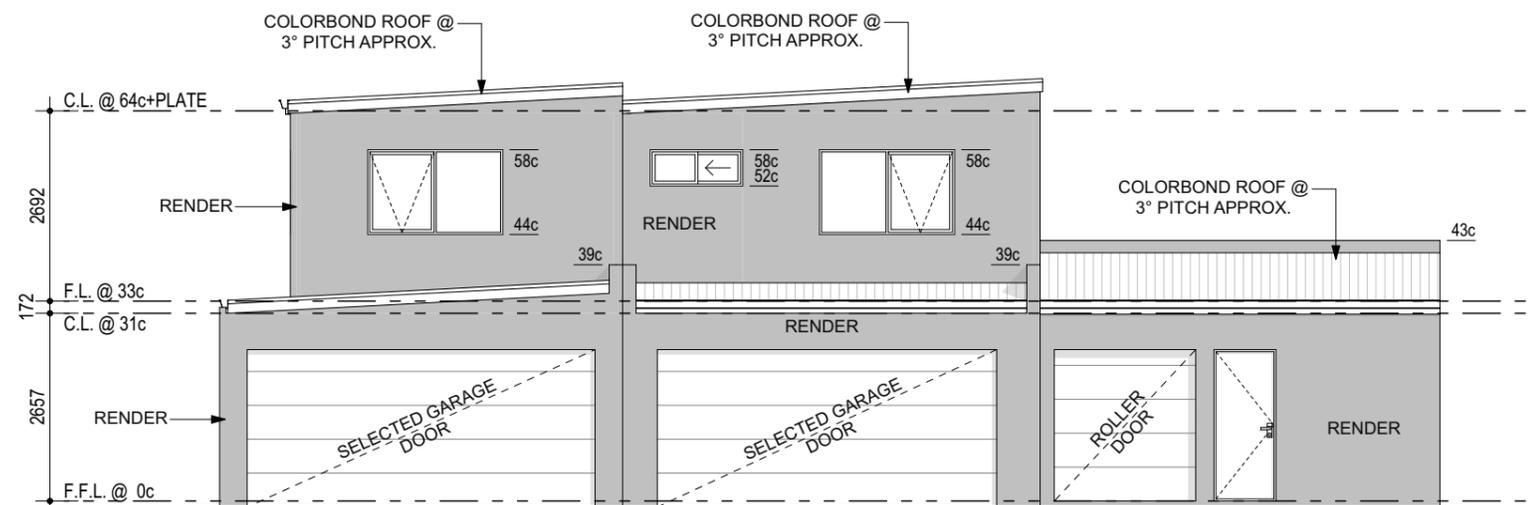
SCALE 1:100



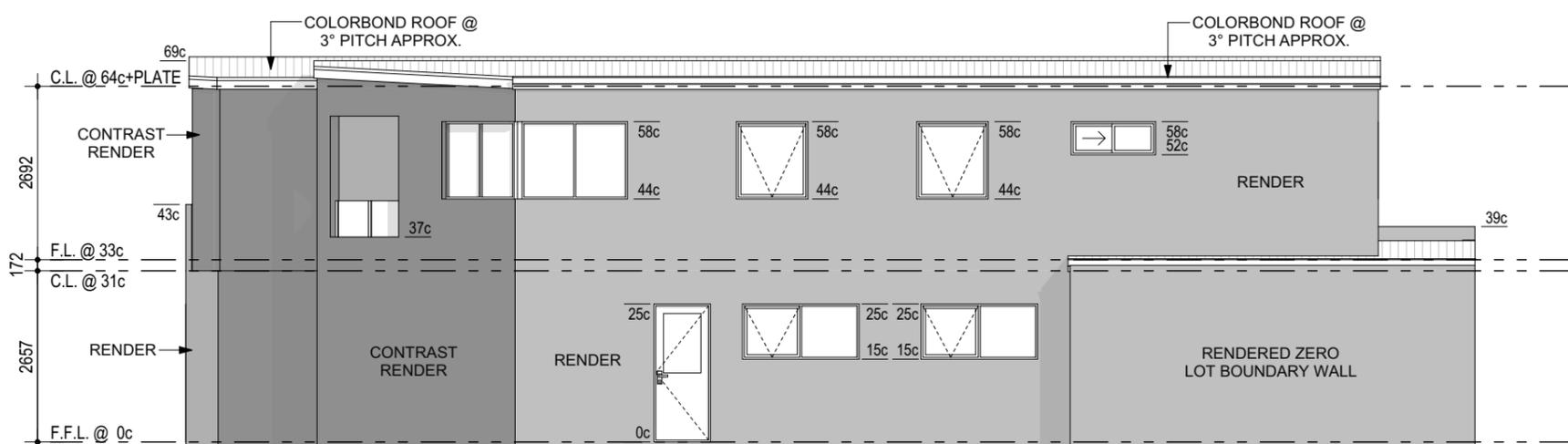
ELEVATION 1



ELEVATION 2



ELEVATION 3



ELEVATION 4



9 Montgomery Way  
MALAGA WA 6090  
Telephone (08) 9248 7904  
Facsimile (08) 9248 7903  
WEB www.tecnica.net.au  
EMAIL info@tecnica.net.au

**NOTES**

CONFIRM ALL DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORK.  
REFER TO ENGINEER'S DRAWINGS FOR STRUCTURAL AND CONCRETE WORK.  
CONSTRUCTION DETAILS MAY VARY ON SITE AT THE BUILDER'S OR OWNER'S DISCRETION.  
DO NOT SCALE FROM DRAWINGS.

This drawing shall remain the sole property of TECNICA DESIGNERS and must not be copied, given, lent, resold, hired out or otherwise disposed of without the written permission of TECNICA DESIGNERS.

REV.	VARIATION	DRN	DATE
2.	PLANNING	M.M.	24/09/2020
3.	AMENDS	M.M.	14/10/2020
4.	AMENDS	M.M.	20/10/2020
		M.M.	10/05/2021

CLIENT

**TREND DEVELOPMENTS PTY LTD**

ADDRESS

LOT 1145 ANDREWS STREET,  
JURIEN BAY

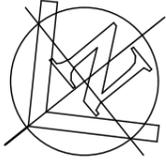
JOB NO.

2658 - 20

SHEET NO.

3 OF 4

SCALE 1:100

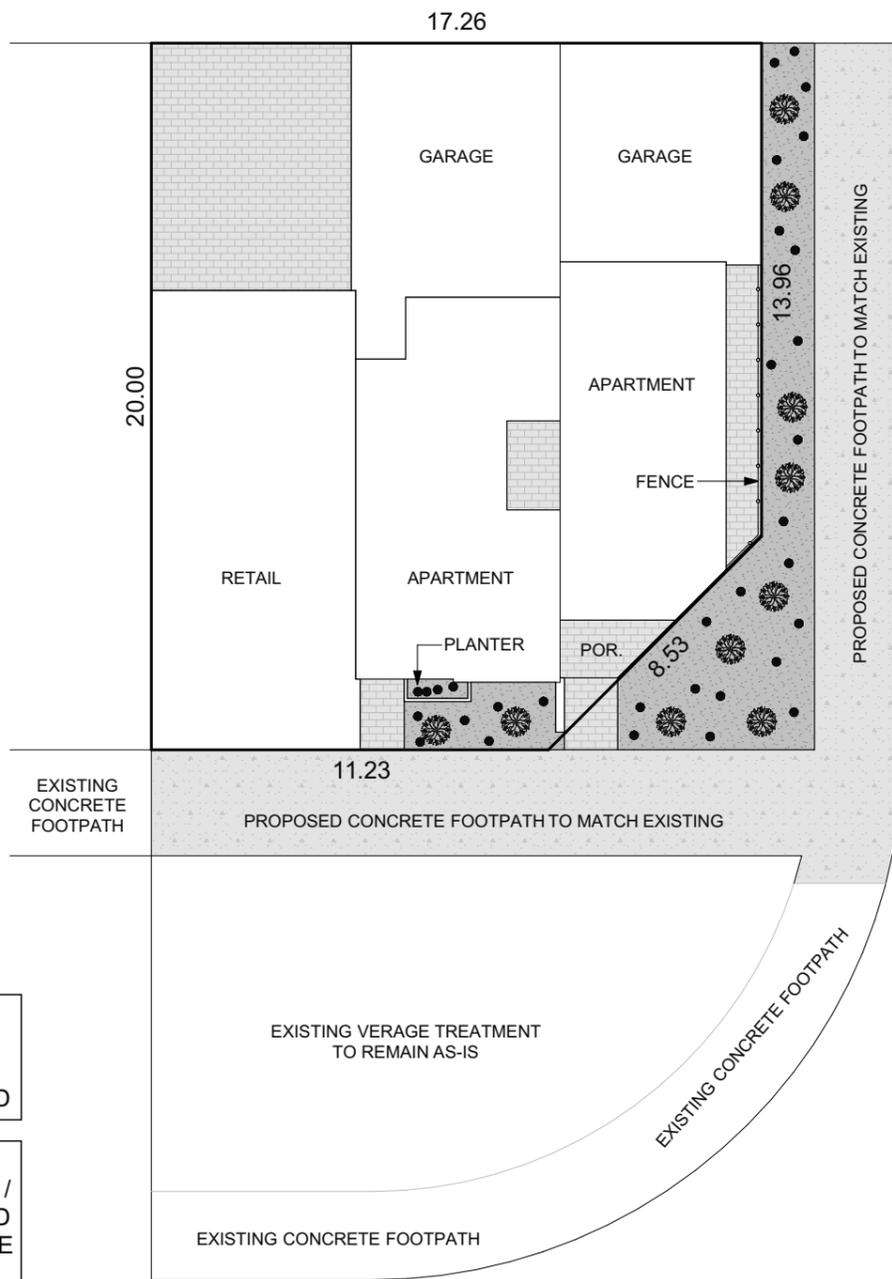


LOT 1145  
327m<sup>2</sup>

ZONING REGIONAL  
CENTRE

DESIGN SUBJECT TO  
LOCAL AUTHORITY  
APPROVAL

L A N E W A Y



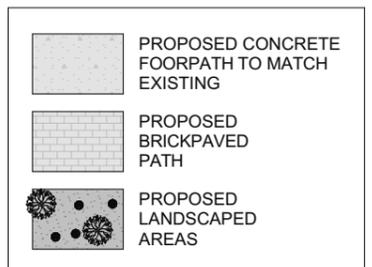
A N D R E W S S T R E E T

NOTE:  
ALL LANDSCAPED  
AREAS TO BE FULLY  
RETICULATED

NOTE:  
EXACT SIZES, POSITIONS  
& QUANTITY OF TREES /  
SHRUBS TO BE CONFIRMED

NOTE:  
EXACT SPECIES OF TREES /  
SHRUBS TO BE CONFIRMED  
IN CONSULTATION WITH THE  
SHIRE OF DANDARAGAN

LANDSCAPING LEGEND



S A N D P I P E R S T R E E T

RETAIL / APARTMENTS  
LANDSCAPING PLAN



9 Montgomery Way  
MALAGA WA 6090  
© COPYRIGHT

Telephone (08) 9248 7904  
Facsimile (08) 9248 7903  
WEB www.tecnica.net.au  
EMAIL info@tecnica.net.au

NOTES

CONFIRM ALL DIMENSIONS ON SITE  
PRIOR TO COMMENCEMENT OF WORK.  
REFER TO ENGINEER'S DRAWINGS FOR  
STRUCTURAL AND CONCRETE WORK.  
CONSTRUCTION DETAILS MAY VARY ON SITE  
AT THE BUILDER'S OR OWNER'S DISCRETION.  
DO NOT SCALE FROM DRAWINGS.

This drawing shall remain the sole property of TECNICA DESIGNERS and  
must not be copied, given, lent, resold, hired out or otherwise disposed  
of without the written permission of TECNICA DESIGNERS.

REV.	VARIATION	M.M.	DRN	DATE
2.	PLANNING	M.M.	24/09/2020	14/10/2020
3.	AMENDS	M.M.	20/10/2020	
4.	AMENDS	M.M.	10/05/2021	

CLIENT

**TREND DEVELOPMENTS PTY LTD**

ADDRESS

LOT 1145 ANDREWS STREET,  
JURIEN BAY

JOB NO.

2658 - 20

SHEET NO.

4 OF 4

SCALE 1:200

## Schedule 2 — Model standards for CEO recruitment, performance and termination

[r. 18FA]

*[Heading inserted: SL 2021/14 r. 7.]*

### Division 1 — Preliminary provisions

*[Heading inserted: SL 2021/14 r. 7.]*

#### 1. Citation

These are the *[insert name of local government] Standards for CEO Recruitment, Performance and Termination*.

*[Clause 1 inserted: SL 2021/14 r. 7.]*

#### 2. Terms used

(1) In these standards —

*Act* means the *Local Government Act 1995*;

*additional performance criteria* means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

*applicant* means a person who submits an application to the local government for the position of CEO;

*contract of employment* means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

*contractual performance criteria* means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

*job description form* means the job description form for the position of CEO approved by the local government under clause 5(2);

*local government* means the *[insert name of local government]*;

*selection criteria* means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

*selection panel* means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

**Local Government (Administration) Regulations 1996**

**Schedule 2** Model standards for CEO recruitment, performance and termination

**Division 2** Standards for recruitment of CEOs

**cl. 3**

---

- (2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

*[Clause 2 inserted: SL 2021/14 r. 7.]*

**Division 2 — Standards for recruitment of CEOs**

*[Heading inserted: SL 2021/14 r. 7.]*

**3. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

*[Clause 3 inserted: SL 2021/14 r. 7.]*

**4. Application of Division**

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
- (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

*[Clause 4 inserted: SL 2021/14 r. 7.]*

**5. Determination of selection criteria and approval of job description form**

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.

- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
- (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

*[Clause 5 inserted: SL 2021/14 r. 7.]*

**6. Advertising requirements**

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

*[Clause 6 inserted: SL 2021/14 r. 7.]*

**7. Job description form to be made available by local government**

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the *Local Government (Administration) Regulations 1996* regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

*[Clause 7 inserted: SL 2021/14 r. 7.]*

**Local Government (Administration) Regulations 1996**

**Schedule 2** Model standards for CEO recruitment, performance and termination

**Division 2** Standards for recruitment of CEOs

**cl. 8**

---

**8. Establishment of selection panel for employment of CEO**

- (1) In this clause —
- independent person* means a person other than any of the following —
- (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
- (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

*[Clause 8 inserted: SL 2021/14 r. 7.]*

**9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
- (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

*[Clause 9 inserted: SL 2021/14 r. 7.]*

**10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and

**Local Government (Administration) Regulations 1996**

**Schedule 2** Model standards for CEO recruitment, performance and termination

**Division 2** Standards for recruitment of CEOs

**cl. 11**

---

- (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

[Clause 10 inserted: SL 2021/14 r. 7.]

**11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

[Clause 11 inserted: SL 2021/14 r. 7.]

**12. Variations to proposed terms of contract of employment**

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the *negotiated contract*) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

[Clause 12 inserted: SL 2021/14 r. 7.]

**13. Recruitment to be undertaken on expiry of certain CEO contracts**

- (1) In this clause —  
*commencement day* means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.
- (2) This clause applies if —
  - (a) upon the expiry of the contract of employment of the person (the *incumbent CEO*) who holds the position of CEO —
    - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that

- period commenced before, on or after commencement day; and
- (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;
- and
- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

*[Clause 13 inserted: SL 2021/14 r. 7.]*

**14. Confidentiality of information**

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

*[Clause 14 inserted: SL 2021/14 r. 7.]*

**Division 3 — Standards for review of performance of CEOs**

*[Heading inserted: SL 2021/14 r. 7.]*

**15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

**Local Government (Administration) Regulations 1996**

**Schedule 2** Model standards for CEO recruitment, performance and termination

**Division 3** Standards for review of performance of CEOs

**cl. 16**

---

*[Clause 15 inserted: SL 2021/14 r. 7.]*

**16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

*[Clause 16 inserted: SL 2021/14 r. 7.]*

**17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

*[Clause 17 inserted: SL 2021/14 r. 7.]*

**18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

*[Clause 18 inserted: SL 2021/14 r. 7.]*

**19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

*[Clause 19 inserted: SL 2021/14 r. 7.]*

**Division 4 — Standards for termination of employment of CEOs**

*[Heading inserted: SL 2021/14 r. 7.]*

**20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

*[Clause 20 inserted: SL 2021/14 r. 7.]*

**21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

*[Clause 21 inserted: SL 2021/14 r. 7.]*

**Local Government (Administration) Regulations 1996**

**Schedule 2** Model standards for CEO recruitment, performance and termination

**Division 4** Standards for termination of employment of CEOs

**cl. 22**

---

**22. Additional principles applying to termination for performance-related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the *performance issues*) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12-month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

*[Clause 22 inserted: SL 2021/14 r. 7.]*

**23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

*[Clause 23 inserted: SL 2021/14 r. 7.]*

**24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.

- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.

*[Clause 24 inserted: SL 2021/14 r. 7.]*

=====



# STANDARDS FOR CEO RECRUITMENT, PERFORMANCE AND TERMINATION

SHIRE OF DANDARAGAN

Adopted by Council DAY / MONTH / YEAR



## Table of Contents

<b>Division 1 — Preliminary provisions</b>	<b>2</b>
1. <i>Citation</i>	2
2. <i>Terms used</i>	2
<b>Division 2 — Standards for recruitment of CEOs</b>	<b>3</b>
3. <i>Overview of Division</i>	3
4. <i>Application of Division</i>	3
5. <i>Determination of selection criteria and approval of job description form</i>	3
6. <i>Advertising requirements</i>	3
7. <i>Job description form to be made available by local government</i>	3
8. <i>Establishment of selection panel for employment of CEO</i>	4
9. <i>Recommendation by selection panel</i>	4
10. <i>Application of cl. 5 where new process carried out</i>	5
11. <i>Offer of employment in position of CEO</i>	5
12. <i>Variations to proposed terms of contract of employment</i>	6
13. <i>Recruitment to be undertaken on expiry of certain CEO contracts</i>	6
14. <i>Confidentiality of information</i>	6
<b>Division 3 — Standards for review of performance of CEOs</b>	<b>7</b>
15. <i>Overview of Division</i>	7
16. <i>Performance review process to be agreed between local government and CEO</i>	7
17. <i>Carrying out a performance review</i>	7
18. <i>Endorsement of performance review by local government</i>	7
19. <i>CEO to be notified of results of performance review</i>	7
<b>Division 4 — Standards for termination of employment of CEOs</b>	<b>8</b>
20. <i>Overview of Division</i>	8
21. <i>General principles applying to any termination</i>	8
22. <i>Additional principles applying to termination for performance related reasons</i>	8
23. <i>Decision to terminate</i>	8
24. <i>Notice of termination of employment</i>	9

# Shire of Dandaragan Standards for CEO Recruitment, Performance and Termination

## Policy Purpose:

This Policy is adopted in accordance with section 5.39B of the *Local Government Act 1995*.

## Division 1 — Preliminary provisions

### 1. Citation

These are the Shire of Dandaragan Standards for CEO Recruitment, Performance and Termination.

### 2. Terms used

(1) In these standards —

*Act* means the Local Government Act 1995;

*additional performance criteria* means performance criteria agreed by the local government and the CEO under clause 16(1)(b);

*applicant* means a person who submits an application to the local government for the position of CEO;

*contract of employment* means the written contract, as referred to in section 5.39 of the Act, that governs the employment of the CEO;

*contractual performance criteria* means the performance criteria specified in the CEO's contract of employment as referred to in section 5.39(3)(b) of the Act;

*job description form* means the job description form for the position of CEO approved by the local government under clause 5(2);

*local government* means the Shire of Dandaragan;

*selection criteria* means the selection criteria for the position of CEO determined by the local government under clause 5(1) and set out in the job description form;

*selection panel* means the selection panel established by the local government under clause 8 for the employment of a person in the position of CEO.

(2) Other terms used in these standards that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — Standards for recruitment of CEOs

### 3. Overview of Division

This Division sets out standards to be observed by the local government in relation to the recruitment of CEOs.

### 4. Application of Division

- (1) Except as provided in subclause (2), this Division applies to any recruitment and selection process carried out by the local government for the employment of a person in the position of CEO.
- (2) This Division does not apply —
  - (a) if it is proposed that the position of CEO be filled by a person in a class prescribed for the purposes of section 5.36(5A) of the Act; or
  - (b) in relation to a renewal of the CEO's contract of employment, except in the circumstances referred to in clause 13(2).

### 5. Determination of selection criteria and approval of job description form

- (1) The local government must determine the selection criteria for the position of CEO, based on the local government's consideration of the knowledge, experience, qualifications and skills necessary to effectively perform the duties and responsibilities of the position of CEO of the local government.
- (2) The local government must, by resolution of an absolute majority of the council, approve a job description form for the position of CEO which sets out —
  - (a) the duties and responsibilities of the position; and
  - (b) the selection criteria for the position determined in accordance with subclause (1).

### 6. Advertising requirements

- (1) If the position of CEO is vacant, the local government must ensure it complies with section 5.36(4) of the Act and the *Local Government (Administration) Regulations 1996* regulation 18A.
- (2) If clause 13 applies, the local government must advertise the position of CEO in the manner referred to in the *Local Government (Administration) Regulations 1996* regulation 18A as if the position was vacant.

### 7. Job description form to be made available by local government

If a person requests the local government to provide to the person a copy of the job description form, the local government must —

- (a) inform the person of the website address referred to in the Local Government (Administration) Regulations 1996 regulation 18A(2)(da); or
- (b) if the person advises the local government that the person is unable to access that website address —
  - (i) email a copy of the job description form to an email address provided by the person; or
  - (ii) mail a copy of the job description form to a postal address provided by the person.

## **8. Establishment of selection panel for employment of CEO**

- (1) In this clause —

*independent person* means a person other than any of the following —

- (a) a council member;
  - (b) an employee of the local government;
  - (c) a human resources consultant engaged by the local government.
- (2) The local government must establish a selection panel to conduct the recruitment and selection process for the employment of a person in the position of CEO.
- (3) The selection panel must comprise —
- (a) council members (the number of which must be determined by the local government); and
  - (b) at least 1 independent person.

## **9. Recommendation by selection panel**

- (1) Each applicant's knowledge, experience, qualifications and skills must be assessed against the selection criteria by or on behalf of the selection panel.
- (2) Following the assessment referred to in subclause (1), the selection panel must provide to the local government —
- (a) a summary of the selection panel's assessment of each applicant; and
  - (b) unless subclause (3) applies, the selection panel's recommendation as to which applicant or applicants are suitable to be employed in the position of CEO.
- (3) If the selection panel considers that none of the applicants are suitable to be employed in the position of CEO, the selection panel must recommend to the local government —
- (a) that a new recruitment and selection process for the position be carried out in accordance with these standards; and

- (b) the changes (if any) that the selection panel considers should be made to the duties and responsibilities of the position or the selection criteria.
- (4) The selection panel must act under subclauses (1), (2) and (3) —
  - (a) in an impartial and transparent manner; and
  - (b) in accordance with the principles set out in section 5.40 of the Act.
- (5) The selection panel must not recommend an applicant to the local government under subclause (2)(b) unless the selection panel has —
  - (a) assessed the applicant as having demonstrated that the applicant's knowledge, experience, qualifications and skills meet the selection criteria; and
  - (b) verified any academic, or other tertiary level, qualifications the applicant claims to hold; and
  - (c) whether by contacting referees provided by the applicant or making any other inquiries the selection panel considers appropriate, verified the applicant's character, work history, skills, performance and any other claims made by the applicant.
- (6) The local government must have regard to, but is not bound to accept, a recommendation made by the selection panel under this clause.

#### **10. Application of cl. 5 where new process carried out**

- (1) This clause applies if the local government accepts a recommendation by the selection panel under clause 9(3)(a) that a new recruitment and selection process for the position of CEO be carried out in accordance with these standards.
- (2) Unless the local government considers that changes should be made to the duties and responsibilities of the position or the selection criteria —
  - (a) clause 5 does not apply to the new recruitment and selection process; and
  - (b) the job description form previously approved by the local government under clause 5(2) is the job description form for the purposes of the new recruitment and selection process.

#### **11. Offer of employment in position of CEO**

Before making an applicant an offer of employment in the position of CEO, the local government must, by resolution of an absolute majority of the council, approve —

- (a) the making of the offer of employment to the applicant; and
- (b) the proposed terms of the contract of employment to be entered into by the local government and the applicant.

## 12. Variations to proposed terms of contract of employment

- (1) This clause applies if an applicant who is made an offer of employment in the position of CEO under clause 11 negotiates with the local government a contract of employment (the negotiated contract) containing terms different to the proposed terms approved by the local government under clause 11(b).
- (2) Before entering into the negotiated contract with the applicant, the local government must, by resolution of an absolute majority of the council, approve the terms of the negotiated contract.

## 13. Recruitment to be undertaken on expiry of certain CEO contracts

- (1) In this clause —

*commencement day* means the day on which the *Local Government (Administration) Amendment Regulations 2021* regulation 6 comes into operation.

- (2) This clause applies if —

- (a) upon the expiry of the contract of employment of the person (the incumbent CEO) who holds the position of CEO —
  - (i) the incumbent CEO will have held the position for a period of 10 or more consecutive years, whether that period commenced before, on or after commencement day; and
  - (ii) a period of 10 or more consecutive years has elapsed since a recruitment and selection process for the position was carried out, whether that process was carried out before, on or after commencement day;

and

- (b) the incumbent CEO has notified the local government that they wish to have their contract of employment renewed upon its expiry.
- (3) Before the expiry of the incumbent CEO's contract of employment, the local government must carry out a recruitment and selection process in accordance with these standards to select a person to be employed in the position of CEO after the expiry of the incumbent CEO's contract of employment.
- (4) This clause does not prevent the incumbent CEO's contract of employment from being renewed upon its expiry if the incumbent CEO is selected in the recruitment and selection process referred to in subclause (3) to be employed in the position of CEO.

## 14. Confidentiality of information

The local government must ensure that information provided to, or obtained by, the local government in the course of a recruitment and selection process for the position of CEO is not disclosed, or made use of, except for the purpose of, or in connection with, that recruitment and selection process.

## **Division 3 — Standards for review of performance of CEOs**

### **15. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the review of the performance of CEOs.

### **16. Performance review process to be agreed between local government and CEO**

- (1) The local government and the CEO must agree on —
  - (a) the process by which the CEO's performance will be reviewed; and
  - (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.
- (2) Without limiting subclause (1), the process agreed under subclause (1)(a) must be consistent with clauses 17, 18 and 19.
- (3) The matters referred to in subclause (1) must be set out in a written document.

### **17. Carrying out a performance review**

- (1) A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.
- (2) The local government must —
  - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
  - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

### **18. Endorsement of performance review by local government**

Following a review of the performance of the CEO, the local government must, by resolution of an absolute majority of the council, endorse the review.

### **19. CEO to be notified of results of performance review**

After the local government has endorsed a review of the performance of the CEO under clause 18, the local government must inform the CEO in writing of —

- (a) the results of the review; and
- (b) if the review identifies any issues about the performance of the CEO — how the local government proposes to address and manage those issues.

## **Division 4 — Standards for termination of employment of CEOs**

### **20. Overview of Division**

This Division sets out standards to be observed by the local government in relation to the termination of the employment of CEOs.

### **21. General principles applying to any termination**

- (1) The local government must make decisions relating to the termination of the employment of a CEO in an impartial and transparent manner.
- (2) The local government must accord a CEO procedural fairness in relation to the process for the termination of the CEO's employment, including —
  - (a) informing the CEO of the CEO's rights, entitlements and responsibilities in relation to the termination process; and
  - (b) notifying the CEO of any allegations against the CEO; and
  - (c) giving the CEO a reasonable opportunity to respond to the allegations; and
  - (d) genuinely considering any response given by the CEO in response to the allegations.

### **22. Additional principles applying to termination for performance related reasons**

- (1) This clause applies if the local government proposes to terminate the employment of a CEO for reasons related to the CEO's performance.
- (2) The local government must not terminate the CEO's employment unless the local government has —
  - (a) in the course of carrying out the review of the CEO's performance referred to in subclause (3) or any other review of the CEO's performance, identified any issues (the performance issues) related to the performance of the CEO; and
  - (b) informed the CEO of the performance issues; and
  - (c) given the CEO a reasonable opportunity to address, and implement a plan to remedy, the performance issues; and
  - (d) determined that the CEO has not remedied the performance issues to the satisfaction of the local government.
- (3) The local government must not terminate the CEO's employment unless the local government has, within the preceding 12 month period, reviewed the performance of the CEO under section 5.38(1) of the Act.

### **23. Decision to terminate**

Any decision by the local government to terminate the employment of a CEO must be made by resolution of an absolute majority of the council.

## **24. Notice of termination of employment**

- (1) If the local government terminates the employment of a CEO, the local government must give the CEO notice in writing of the termination.
- (2) The notice must set out the local government's reasons for terminating the employment of the CEO.



Department of  
Local Government, Sport  
and Cultural Industries



Local Government  
Act 1995 Review  
agile • smart • inclusive



LOCAL GOVERNMENT ACT REVIEW ►► DELIVERING FOR THE COMMUNITY

# **Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination**

***Local Government (Administration) Amendment  
Regulations 2021***

**February 2021**

# Contents

<b>Preface</b> .....	1
<b>Part 1 – Recruitment and Selection</b> .....	2
Principles.....	2
Recruitment and Selection Standard .....	2
Recruitment and Selection Standard continued .....	3
Guidelines .....	3
Recruitment and selection process .....	3
Advertising.....	4
Selection panel and independent person .....	4
Independent human resources consultant.....	5
Council’s responsibilities .....	6
Creating Diversity.....	6
Due Diligence.....	7
Selection .....	8
Employment contract .....	9
Appointment.....	9
Confidentiality .....	10
CEO induction.....	10
Principles.....	11
Performance Review Standard .....	11
Guidelines .....	11
Employment contract and performance agreement.....	11
Performance Criteria.....	12
Performance review panel.....	13
Independent consultant.....	13
Assessing performance.....	13
Addressing performance issues .....	14
Confidentiality .....	15
<b>Part 3 – Termination</b> .....	16
Principles.....	16
Termination Standard .....	16
Guidelines .....	16
Reason for termination.....	16
Opportunity to improve and mediation.....	18
Termination report.....	18

Confidentiality .....	18
Disclaimer .....	18

## Preface

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. These guidelines will assist local governments in meeting the model standards prescribed in the *Local Government (Administration) Amendment Regulations 2021*.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department), in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these guidelines does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

# Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

## Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

### Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position. The JDF is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member, human resources consultant, or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The local government must advertise a vacancy for the position of CEO in the manner prescribed.
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.

## **Recruitment and Selection Standard cont.**

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government re-advertises the CEO position and undertakes a recruitment and selection process after each instance where a person has occupied the position for ten (10) consecutive years.

## **Guidelines**

### **Recruitment and selection process**

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the community and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been established, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.

## **Advertising**

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented. Associated records must be kept in a manner consistent with the *State Records Act 2000* (WA).

It is a requirement that a local government is to give Statewide public notice if the position of CEO becomes vacant. Statewide public notice must contain:

- details of the remuneration and benefits offered;
- details of the place where applications are to be submitted;
- the date and time applications close;
- the duration of the proposed contract;
- a web address where the JDF can be accessed;
- contact details for a person who can provide further information; and
- any other relevant information.

In order to attract the best possible pool of applicants for the position of CEO, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search.

A local government must publicly advertise the CEO position if the same person has remained in the job for 10 consecutive years. This requirement does not prevent the incumbent CEO from being employed for another term, provided they are selected in accordance with the standards for recruitment and selection.

## **Selection panel and independent person**

Local governments are required to establish a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number of which is determined by the council) and must include at least one independent person. The independent person cannot be a current elected member, human resources consultant, or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment of CEOs and senior executives.

The panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant or applicants. The essence of the role of an independent panel member is to bring an impartial perspective to the process and reduce any perception of bias or nepotism.

It is essential that prior to a person's appointment to a selection panel they are informed of the duties and responsibilities of their role and that of the panel. It is recommended that local governments develop a policy or terms of reference to facilitate this process that incorporate the standards for recruitment at Division 2 of the *Local Government (Administration) Amendment Regulations (No.2) 2020*. A policy should include important information that outlines:

- The primary functions of the panel;
- Roles and responsibilities of panel members;
- Composition of the panel;
- Duration of term;
- Desirable criteria for appointment to the panel;
- A requirement that panel members sign a confidentially agreement and agree to the duties and responsibilities of their role; and
- Any other information the local government deems necessary for the panel to effectively carry out their role.

### **Independent human resources consultant**

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO.

The consultant should not be associated with the local government or any of its council members. The consultant can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process, or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- shortlisting;
- drafting questions for interview;
- coordinating interviews;
- preparing the selection summary assessment and recommendation;

- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position, their role is not one of decision-maker.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not a requirement.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, they will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on a human resources consultant.

If a decision is made to engage an independent human resources consultant, it is imperative that the council maintains a high level of involvement in the process and enters into a formal agreement (contract) with them. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

### **Council's responsibilities**

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews: This should be done by the selection panel. However, council may decide to interview applicants recommended by the selection panel. A consultant can provide support with interviews, providing advice on the recruitment and selection process and writing up recommendations. The consultant may also arrange referee reports and checks of applicants.
- Make the decision about who to appoint to the position of CEO: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: Noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions.

### **Creating Diversity**

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview

questions are objective and gauge the applicants' suitability, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can help to provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnicity, age and experiential diversity is represented on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will assist in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- "Similar-to-me" effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- "Halo" effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant's other characteristics.

## **Due Diligence**

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant's qualifications, experience and demonstrated performance. This includes:

- verifying an applicant's qualifications such as university degrees and training certificates;
- verifying the applicant's claims (in relation to the applicant's character, details of work experience, skills and performance) by contacting the applicant's referees. Referee reports should be in writing in the form of a written report, or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant's referee,

such as a previous employer. This may be useful in obtaining further information regarding an applicant's character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of social media and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government's values. This should be made clear in the application information. To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

## **Selection**

Once the application period closes, the selection panel, or consultant on behalf of the selection panel, must assess applications and identify a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant is asked the same interview questions which are related to the selection criteria and each are provided with the same information and undertake the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

## **Employment contract**

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date. The amount is not to exceed whichever is the lesser of:
  - the value of one year's remuneration under the contract; or
  - the value of the remuneration that the CEO would have been entitled to, had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process in accordance with the standards in regulations.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

## **Appointment**

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority of council. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for council to endorse the applicant and the contract. However, if there is a process of negotiation to finalise the terms and conditions of the contract, council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. In both instances, the employment contract must be signed by all parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

### **Confidentiality**

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants' personal details, assessment details, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process. It is recommended that selection panel members and councillors sign a confidentiality agreement to ensure that they are aware of their obligations.

### **CEO induction**

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LG Pro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets their needs.

The program provides the CEO with an opportunity (through meetings and on-going correspondence) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

## Part 2 – Performance Review

### Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

#### **Performance Review Standards**

The minimum standard for performance review will be met if:

- S2.1** Performance criteria is specific, relevant, measurable, achievable and time-based.
- S2.2** The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding performance outcomes is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

### Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance against the performance criteria, including progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to the performance criteria should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

#### **Employment contract and performance agreement**

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the

performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

## **Performance Criteria**

Setting the performance criteria is an important step. One of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, and so it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. It is important that the outcomes associated with these tasks are measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Performance criteria should focus on the priorities of the council and, if appropriate, can be assigned priority weighting in percentages. The council and CEO should set goals related to target outcomes for future achievement in the performance criteria. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the performance criteria and goals, the council will need to determine how to measure the outcomes of each criteria. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such as a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that such contextual factors are given appropriate weighting and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council. Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the

achievement of performance criteria.

### **Performance review panel**

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council. It is also recommended that council develop a policy to guide the performance review process. A policy might include the composition of the panel, primary functions, the role and appointment of an independent consultant, and the responsibilities of review panel members.

### **Independent consultant**

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance review and, if possible, experience in local government or dealing with the performance review of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance criteria;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

### **Assessing performance**

It is a requirement of the regulations that the process by which the CEO's performance will be reviewed is documented and agreed to by both parties. Council and the CEO must also agree on any performance criteria that is in addition to what is specified in the CEO's contract of employment. The option to include additional criteria for performance review purposes by agreement provides a degree of flexibility for both parties in response to changing circumstances and priorities.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the

council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, and professional networks); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of key performance indicators (KPIs), the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance? (for example, the impact of COVID-19.)
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

### **Addressing performance issues**

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet performance criteria does not necessarily mean the CEO has performed poorly and, for this reason,

performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area.

While there are obligations on the council to manage the CEO in regard to their performance, when it extends into potential wrongdoing (misconduct), the council should be referring the matter to the Public Sector Commission or Corruption and Crime Commission. This provides an independent process to follow and ensures probity, natural justice and oversight of allegations.

### **Confidentiality**

The council must ensure that accurate and comprehensive records of the performance management process are created. Any information produced must be kept confidential.

## Part 3 – Termination

### Principles

The standards for the termination of a local government CEO's employment (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and transparency. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

#### Termination Standards

The minimum standards for the termination of a CEO's contract will be met if:

- S3.1** Decisions are based on assessment of the CEO's performance as measured against the documented performance criteria in the CEO's contract.
- S3.2** Performance issues have been identified as part a performance review (conducted within the preceding 12 months) and the CEO has been informed of the issues. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues to the satisfaction of the local government.
- S3.3** The principle of procedural fairness is applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decisions affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial and transparent.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reasons for termination) is provided in writing.

### Guidelines

#### Reasons for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work, it includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work;
- disruptive or negative behaviour at work;
- not meeting the performance criteria set out in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues;
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaves unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission (PSC) or the Corruption and Crime Commission (CCC) is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should seek independent legal, employment or industrial relations advice prior to a termination. A council should also seek independent advice during the termination process including advice on the relevant employment legislation affecting CEO employment and the application of that legislation to their specific circumstances. This will ensure that a council complies with employment law during the entire termination process.

A local government is required to endorse the decision to terminate a CEO's employment by way of an absolute majority decision. A local government must certify that the termination was in accordance with the adopted standards in regulations.

## **Opportunity to improve and mediation**

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to address any issues. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary. If a local government decides to terminate the employment of the CEO it must have conducted a performance review in the previous 12 months in accordance with section 5.38 of the Act.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform their duties) and the subsequent termination of the CEO's employment.

## **Termination report**

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy any issues, and an explanation of the CEO's failure to do so. Council must provide prior opportunities and support to the CEO to assist them in remedying the issues which form the basis of the termination. It is a requirement of the regulations that council must provide written notice to the CEO outlining the reasons for their decision to terminate. In addition, council must certify that the termination of the CEO's employment was carried out in accordance with the standards set out in regulations.

## **Confidentiality**

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of their rights and entitlements. Notice of termination of employment is required to be given in writing. Where possible, the news of termination of employment should also be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of their employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in writing of the termination.

## **Disclaimer**

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at [www.fwc.gov.au](http://www.fwc.gov.au), the Fair Work Ombudsman at [www.fairwork.gov.au](http://www.fairwork.gov.au) and the Western Australian Industrial Relations Commission at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).



**SHIRE**  
*of*  
**DANDARAGAN**

**MINUTES**

**of the**

**ANNUAL GENERAL MEETING OF FIRE CONTROL OFFICERS**

**held at the**

**BADGINGARRA COMMUNITY CENTRE,  
BADGINGARRA**

**on**

**WEDNESDAY 14 APRIL 2021**

**COMMENCING AT 7:31PM**

## TABLE OF CONTENTS

<b>1.</b>	<b>DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....</b>	<b>3</b>
1.1	DECLARATION OF OPENING.....	3
<b>2.</b>	<b>RECORD OF ATTENDANCE / APOLOGIES.....</b>	<b>3</b>
<b>3.</b>	<b>CONFIRMATION OF MINUTES .....</b>	<b>3</b>
<b>4.</b>	<b>BUSINESS ARISING FROM PREVIOUS MEETING.....</b>	<b>3</b>
<b>5.</b>	<b>REPORTS.....</b>	<b>4</b>
5.1	CHIEF BUSHFIRE CONTROL OFFICER.....	4
5.2	DEPARTMENT BIODIVERSITY CONSERVATION AND ATTRACTIONS.....	4
5.3	CHIEF EXECUTIVE OFFICER.....	5
<b>6.</b>	<b>ELECTIONS.....</b>	<b>5-6</b>
<b>7.</b>	<b>GENERAL BUISNESS .....</b>	<b>6-11</b>
<b>8.</b>	<b>CLOSURE.....</b>	<b>12</b>

## 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

### 1.1 DECLARATION OF OPENING

Mr Shane Elliss declared the meeting open at 7.31pm and welcomed those present.

## 2. RECORD OF ATTENDANCE / APOLOGIES

### Present

Mr Richard Brown	(Chief Bush Fire Control Officer)
Mr Shane Elliss	(Emergency Management Coordinator)
Mr Brent Bailey	(Chief Executive Officer, Shire of Dandaragan)
Mr Aubrey Panizza	(Deputy Chief Bush Fire Control Officer)
Mr Colin McAlpine	(Fire Control Officer)
Cr Peter Scharf	(Councillor, Shire of Dandaragan)
Mr Dale Park	(Fire Control Officer)
Mr Gary Olsen	(Fire Control Officer)
Mr Hugh Roberts	(Fire Control Officer)
Mr Lachie Brown	(Fire Control Officer)
Mr Chris Stewart	(Parks and Wildlife Service)
Ms Jess Henriques	(Parks and Wildlife Service)
Mr Rick Allen	(Fire Control Officer)
Mr Gary Peacock	(Fire Control Officer)
Mr Grant Creagh	(Fire Control Officer)
Mr Josh Barnes	(Fire Control Officer)
Mr Peter Ivey	(Fire Control Officer)
Mr Geoff Felber	(Fire Control Officer Nominee)

### Apologies

Mr Doug Wasley	(Fire Control Officer)
Mr Andrew Kenny	(Fire Control Officer)
Mr Matt Leeds	(Fire Control Officer)
Mr Cameron Rosenthal	(Fire Control Officer)
Mr David Wilson	(Fire Control Officer)
Mr Robert Wedge	(Fire Control Officer)

## 3. CONFIRMATION OF MINUTES

### **COMMITTEE DECISION**

**Moved Mr Shane Elliss / Seconded Mr Peter Scharf  
That the Minutes of the General Meeting Fire Control Officers held on the  
24 June 2020 be confirmed.**

**CARRIED 18 / 0**

## 4. BUSINESS ARISING FROM PREVIOUS MEETING

**Nil**

## 5. REPORTS

### 5.1 CHIEF BUSHFIRE CONTROL OFFICER

Mr Richard Brown offered his thanks to all Fire Control Officers for their support through the fire season, it has been a great effort and we have had good numbers respond when needed.

Mr Richard Brown thanked the Shire for their continued support, in particular Mr. Brent Bailey. It is a good feeling when making difficult decisions at a fire that we know the Shire has our backs if anything goes amiss.

Mr Richard Brown thanked the Parks and Wildlife Service for their support particularly at the Red Gully Fire and for turning up to help with the Elliss block mitigation burn late last year.

Mr Richard Brown commented that the model that we have developed over time and that has been refined in the last two to three years is working well for us. The Chief being directly at the fire with Mr. Shane Elliss role providing the logistics support remotely has been very successful.

Mr Richard brown commented that in terms of fire it has been a relatively quiet season with the Red Gully fire being the biggest challenge of the year with one other night of lightening fires that kept us busy overnight and into the next day. Otherwise by our normal standards a pretty quiet season. Mr. Shane Elliss will give us a brief overview of the season later in the meeting.

Mr Richard Brown advised that we would talk to the Red Gully fire issues and what we have done following that fire a little later in the meeting.

Mr Richard Brown offered his thanks to the Whybrow family for their support again this year and also to any of the people who provided earthmoving equipment, disc ploughs, water carts etc. through the fire season.

### 5.2 DEPARTMENT OF BIODIVERSITY CONSERVATION AND ATTRACTIONS REPORT

Ms Jessica Henriques from the Parks and Wildlife Service briefly spoke to their fire season. The Beekeepers Nature Reserve fires required a significant response.

Ms Jessica Henriques also introduced Mr Chris Stewart who is the new regional manager for the Department of Biodiversity Conservation and Attractions based in Jurien Bay.

The meeting welcomed Mr Chris Stewart and wished him well in his new role. Ms Jessica Henriques also provided an overview of the Department of Parks and Wildlife fire mitigation program which has already commenced.

### **5.3 SHIRE OF DANDARAGAN CHIEF EXECUTIVE OFFICER**

Mr Brent Bailey thanks Mr Richard Brown, Mr Shane Elliss and all Fire Control Officers for their work and efforts this past fire season.

Mr Brent Bailey also thanked the Department of Biodiversity, Conservation and Attractions for their support again this fire season and noted that the relationship between the Shire, our firefighting community and the Parks and Wildlife Service continues to grow.

Mr Brent Bailey endorsed all of Mr Richard Brown's comments.

## **6 ELECTIONS**

Prior to the elections commencing Mr Richard Brown advised that it was his preference to continue in the Chief Bushfire Control Officer role for one more fire season before handing the role on to another Fire Control Officer. Following this there was a general discussion about a panel model where 2 to 3 Fire Control Officers may commit to doing the Chief Bushfire Control officer role for 2-3 years on a rolling panel basis. Mr Brown advised the meeting that developing other Fire Control Officers skill levels was an important part of keeping the Fire Control Officer group strong. It was agreed that the group would consider the options and hold further discussion on this at the next meeting.

**Mr Richard Brown declared the following roles vacant.**

Chief Bushfire Control Officer

Deputy Chief Bushfire Control Officer

Fire Weather Officers

**Mr Shane Elliss called for nominations for the position of Chief Bushfire Control Officer.**

Mr Aubrey Panizza nominated Mr Richard Brown for the position of Chief Bushfire Control Officer. The nomination was seconded by Mr Dale Parks.

No other nominations were received for the position and Mr Richard Brown was re-elected to the position unopposed.

**CARRIED 18 / 0**

**Mr Shane Elliss called for nominations for the position of Deputy Chief Bushfire Control Officer.**

Mr Hugh Roberts nominated Mr Aubrey Panizza for the position of Deputy Chief Bushfire Control Officer. The nomination was seconded by Mr Peter Scharf.

No other nominations were received for the position and Mr Aubrey Panizza was elected to the position unopposed.

**CARRIED 18 / 0**

**Mr Shane Elliss called for nominations for the positions of Fire Weather Officers.**

Mr Colin McAlpine was nominated by Mr Lachie Brown for the position of Fire Weather Officer Northeast Zone. The motion was seconded by Mr Gary Olsen.

No other nominations were received for the position and Mr Colin McAlpine was re-elected unopposed.

**CARRIED 18 / 0**

Mr Hugh Roberts was nominated by Mr Richard Brown for the position of Fire Weather Officer for the Southeast Zone. The motion was seconded by Mr Shane Elliss.

No other nominations were received for the position and Mr Hugh Roberts was re-elected unopposed.

**CARRIED 18 / 0**

Mr Aubrey Panizza was nominated by Mr Peter Ivey for the position of Fire Weather Officer Combined Northwest / Southwest Zone. The motion was seconded by Mr Rick Allen.

No other nominations were received for the position and Mr Aubrey Panizza was re-elected unopposed.

**CARRIED 18 / 0**

### **Fire Control Officers**

Mr Shane Elliss nominated Mr Geoff Felber as a Fire Control Officer. Mr Richard Brown seconded the nomination.

No objections were received and Mr Geoff Felber was elected as a Fire Control Officer.

**CARRIED 18 / 0**

Mr Shane Elliss nominated Mr Campbell Hurst as a Fire Control Officer. Mr Richard Brown seconded the nomination.

No objections were received, and Mr Campbell Hurst was elected as a Fire Control Officer.

**CARRIED 18 / 0**

## 7. GENERAL BUSINESS

### 7.1 NON-ACTIVE FIRE CONTROL OFFICERS

Mr Shane Elliss led a general discussion on non-active Fire Control Officers. There is a goal to keep refreshing the Fire Control Officer Group with the next generation so that we can continue to build interest, competency and experience in the group.

Attendance at the two meetings a year and a reasonable level of turnout at fires is a core requirement of being an active Fire Control Officer.

#### **MOTION MOVED**

Moved Mr Brent Bailey / Seconded Mr Geoff Felber

That Mr Shane Elliss in consultation with Mr Richard Brown identify non active fire control officers and contact them to enquire about their interest in continuing as a fire control officer.

**CARRIED**

### 7.2 ILUKA EMERGENCY WATER POINT

Mr Richard Brown provided an overview of the planning for the construction of a new emergency water point near Yandin Road that is being funded by Iluka Resources. The meeting expressed its thanks to Iluka for its excellent corporate citizenship.

### 7.3 HARVEST BAN EXEMPTIONS

Mr Shane Elliss talked to the following points in relation to proposed exemptions for grain transfer points and proposed exemptions for other emerging industries in the Shire of Dandaragan.

#### 1. Exemption for the two following areas

- a. Grain transfer points for farmers.
  - i. Must have a gravel pad (dimensions to be defined)
  - ii. Must have a formed gravel road leading from pad to gazetted road
  - iii. Cannot continue to harvest
  - iv. Cannot continue to move grain from paddock to grain transfer point
  - v. Can only cart grain from approved transfer point to gazetted road via approved formed road.
  - vi. Suggesting an FCO permit officer will be appointed in each weather zone to inspect and issue permits.
- b. Other industries

- i. Industries such as feed lots, wind farms, solar farms, intensive irrigated horticulture
- ii. Exemptions will be after inspection by the Shires Emergency Management Coordinator and subject to specified conditions.

## 2. Next Steps

- a. Develop appropriate written procedures
- b. Circulate for approval by CBFCO and CEO
- c. Advertise for public comment, have endorsed by Council.
- d. Roll out in time for upcoming harvest period.

### **MOTION MOVED**

Proposed by Mr Richard Brown / Seconded by Mr Dale Parks

That the proposal presented by Mr Shane Elliss for an exemption process for grain transfer points and for other emerging industries be endorsed by the meeting.

**CARRIED**

## 7.4 FEEDBACK ON RED GULLY FIRE

Mr Shane Elliss provided the following overview of concerns and issues from the Red Gully fire which have been raised with DFES in separate meetings held with the Geraldton Regional DFES Office and also at a meeting held with the Gingin Shire attended by a DFES representative from the North Coastal Metropolitan region.

### ISSUES RAISED

1. The time delay in the Shire of Dandaragan resources being requested to attend the fire. The Shire of Dandaragan Emergency Management Coordinator rang the Shire of Gingin CBFCO/ CESH at 10.55am seeking information about the fire and offering resources to assist. At the time, the CBFCO/CESM advised he was unsure if support was required. This call was not returned, and the Shire of Dandaragan was called out at 11.35am some 40 minutes later by Comcen.
2. On day one it became clear that that the fire on the eastern side of the Brand Highway between Mogumber West Road and the river had not been tracked and it presented a risk to both sides of the Brand Highway. Subsequently a bulldozer which was mobilised by the Shire of Dandaragan was relocated to the eastern side of the Brand Highway and directed by Richard Brown.
3. On day one on the northern side of the river there appeared to be delay in mobilising and putting earthmoving equipment to work. As a consequence, the Shire of Dandaragan mobilised local earthmoving equipment to the northern side of the fire.
4. The setting up of the main incident control point so far south from the fire created issues for firefighters coming in from the north particularly with logging in to the control point, consequently few logged onto the fire on

- the northern side. Why has DFES not developed a phone app for remote logging on to a fire ground?
5. Firefighters on the northern side of the river who had WAERN struggled with what appeared to be constantly changing WAERN channels.
  6. Communications via WEARN radio are failing to effectively reach farmer response vehicles at fires who do not have access to WAERNS. The DFES system appears to make minimum effort in communicating to farmer response units at DFES managed fires.
  7. Approximately 95% of our bushfire fighting capacity is farmer response who bring their own equipment to fires however only Fire Control Officers have access WAERN radio.
  8. Level 1 Shire of Dandaragan managed fires use channel 11 CB radio as the key communications channel.
  9. On day one we saw almost no one from DFES on the northern side of the fire. At 9.45pm a DFES Officer appeared and met with Richard Brown and Shane Elliss where Parks and Wildlife and another local earthmoving contractor were tracking and edging the fire from Hunter Road back to the river. The officer commented on how dangerous this side of the fire was and committed to returning to the incident control point and arranging resources to come and provide additional support. No resources were forthcoming, and our resources departed the fireground in the early hours of the morning.
  10. In fighting the fire on the northern side of the river the Shire of Dandaragan Chief Bushfire Control Officer and Fire Control Officers used edge burning to clean up the tracked fire edge and also engaged in back burning to control the spread of the fire on a number of occasions. Without back burning on the first day the fire would not have been held to the southern side of Hunter Road and additionally the use of backburning on the last day of the fire helped contain the fire and prevent it crossing the Brand Highway with the advent of the south-westerly wind change. Our volunteers feel that DFES do not support the use of backburning as a legitimate bushfire fighting tool and that the DFES incident control system cannot provide adequate decision making in a timely fashion in regard to backburning.
  11. The Shire of Dandaragan in conjunction with Parks and Wildlife tracked the fire from Hunter Road to the River, Hunter road to Mimegarra Road and the Brand highway to Hunter Road. This tracking was all done at night and despite requests to ensure that the edging was patrolled and tidied up as a priority, checks showed no presence of this the following mornings.
  12. On day one we were only aware of one water filling resource which was a tanker at the Regan's Ford Roadhouse, when it departed for refilling, there was no water available to the northern side of the fireground. Subsequently the Shire of Dandaragan mobilised additional water trucks to the northern side of the fire.
  13. On the Monday night and into Tuesday morning there was only one water truck which was parked on Hunter Road near the Brand Highway to service the entire northern side of the fire. By the end of the night the northern edge of the fire ran for some 20kms to Mimegarra Road. One truck was inadequate but when it left to refill the fire ground was left

without water for approximately 2 hours. During this time a hop over was found and extinguished and several light units were completely depleted of water. Enquiries via WAERN were made with the control point if the water truck had permanently left the fire ground or had departed to refill. The control point could not confirm either way and indicated they would respond. No response was received and eventually we advised the control point that the truck had returned.

14. Late on day one units who had been there for most of the day began running out of fuel for pumps and vehicles. No arrangements had been put in place for refuelling or extended trading hours at the windmill roadhouse. The Shire of Dandaragan Emergency Management Coordinator contacted the Gingin CBF/CO/CESM to advise that some arrangements needed to be put into place.
15. On the Saturday morning the Shire of Dandaragan mobilised a dozer to the northern side of the fireground. On the Sunday morning the Shire's Emergency Management coordinator contacted the Shire of Gingin CBF/CO/CESM to advise that the Whybrow dozer was parked up on Hunter Road and did he want it left there or demobilized. Response was received that IC had been consulted and that it should be demobilized. On what basis was this decision made?
16. Despite having significant resources deployed and actively tracking and combatting the northern side of the fire at no stage did anyone from DFES advise or consult with us around managing the northern side of the fire. On day one there appeared to be a belief that the fire would not burn past the open blackbutt country on the southern side of Hunter Road. At this stage, the fire was jumping up to 200 hundred meters from blackbutt to blackbutt.
17. On the Monday, the Shire of Dandaragan Chief Bushfire Control Officer believed there was a safe window of opportunity to mobilise a dozer to Mimegarra Road and commence creating a fire break ahead of the fires run to Mimegarra Road. This was not supported by incident control.
18. While tracking the fire from Hunter Road to Mimegarra Road the Dozer driver was being blinded inside the dozer cab by DFES appliances constantly driving past him with flashing lights. Requests were made by the dozers escorts for the appliances to turn off their lights only while passing the dozer. Most were helpful but some simply refused to turn off their lights which created a safety issue.
19. On the last day of the fire when the fire burned back to the Brand Highway what plans were put in place for the northern side of the fire when the forecast indicated a change in wind conditions to a south westerly direction?

## 7.5 NAMBEELUP FIRE SAFETY INCIDENT

Mr Shane Elliss provided an overview of a safety incident at Nambelup where a volunteer suffered significant injuries at a fire when a previously burnt tree fell during a secondary bushfire hitting the volunteer.

Mr Shane Elliss cautioned everyone to maintain awareness when working around trees while at a fire.

## 7.6 ANALYSIS OF FIRE SEASON

The following summary of the fire season was presented by Mr Shane Elliss.  
Fire summary period is 31 May 2020 to 14th April 2021

29 fires responded to in total / formally reported via DFES system.

Lightening the biggest cause of fires this year.

Only one pole fire recorded due to the early rain received.

2 escape burns in April (Brown and Murray Farms).

1 in late May (more fires in early and mid-May but included in last year's summary)

0 June

2 July

1 August

0 September

1 October

4 November

7 December

9 January

1 February

0 March

3 April to date

### Turnarounds

Mr Richard Brown advised that there is a requirement to build a Gravel turnaround area suitable for low loaders on Hunter Road at Regan's Ford. There have now been a number of incidents of low loaders becoming bogged during fires as a result of no suitable turning area in fires.

Mr Richard Brown also commented that there will be a requirement for gravel to be supplied to assist in the construction of the emergency water point at Yandan Road.

Mr Brent Bailey noted the gravel requirement and confirmed that the Shire would assist in both cases.

## 8. CLOSURE

Mr Richard Brown thanked all for attending and closed the meeting at 8:50pm

These minutes were confirmed at a meeting on .....

Signed .....

Presiding person at the meeting at which the minutes were confirmed

.....