



SHIRE
of
DANDARAGAN

AGENDA AND BUSINESS PAPERS – PUBLIC

for the

ORDINARY COUNCIL MEETING

to be held

AT THE COUNCIL CHAMBERS, JURIEN BAY

on

THURSDAY 24 MARCH 2022

COMMENCING AT 4.00PM

(THIS DOCUMENT IS AVAILABLE IN LARGER PRINT ON REQUEST)



ORDINARY COUNCIL MEETING

THURSDAY 24 MARCH 2022

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	24 March 2022	4.00pm	Jurien Bay
Thurs	28 April 2022	4.00pm	Badgingarra
Thurs	26 May 2022	4.00pm	Jurien Bay
Thurs	23 June 2022	4.00pm	Jurien Bay

Brent Bailey
CHIEF EXECUTIVE OFFICER



DISCLAIMER

INFORMATION FOR THE PUBLIC ATTENDING A COUNCIL MEETING

Please note:

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

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

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

Brent Bailey
CHIEF EXECUTIVE OFFICER



COUNCIL MEETING INFORMATION NOTES

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

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

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

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

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

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

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

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

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

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

7. Agendas for Ordinary Meetings are available in the Shire of Dandaragan Administration Centre and all four libraries as well as on the website www.dandaragan.wa.gov.au seventy-two (72) hours prior to the meeting and the public are invited to secure a copy.
8. Agenda items submitted to Council will include a recommendation for Council consideration. Electors should not interpret and/or act on the recommendations until after they have been considered by Council. Please note the Disclaimer in the Agenda (page 3).
9. Public Inspection of Unconfirmed Minutes (Reg 13)

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

NOTE:

10.3 Unopposed Business

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

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

SHIRE OF DANDARAGAN QUESTIONS FROM THE PUBLIC

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

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

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

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

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

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

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

SHIRE OF DANDARAGAN

QUESTIONS FROM THE PUBLIC

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

Name: _____ Signature: _____

Address: _____

Contact No: _____ Meeting Date: _____

Council Agenda
Item No: _____

Name of Organisation Representing: _____
(if applicable)

QUESTION:

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

Please see notes on Public Question Time overleaf...

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1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.1 DECLARATION OF OPENING

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

1.2 DISCLAIMER READING

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

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

2 RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

Members

Councillor L Holmes	(President)
Councillor P Scharf	(Deputy President)
Councillor J Clarke	
Councillor A Eyre	
Councillor R Glasfurd	
Councillor W Gibson	
Councillor M McDonald	
Councillor R Rybarczyk	
Councillor R Shanhun	

Staff

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

- 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 24 FEBRUARY 2022**
- 7 NOTICES AND ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**
- 8 PETITIONS / DEPUTATIONS / PRESENTATIONS / SUBMISSIONS**

9 REPORTS OF COMMITTEES AND OFFICERS

9.1 CORPORATE & COMMUNITY SERVICES

9.1.1 AUDIT COMMITTEE MINUTES – 9 MARCH 2022

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	SODR-2042075298-34407
Disclosure of Interest:	None
Date:	14 March 2022
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To receive the Audit Committee Meeting Minutes (unconfirmed) held on 9 March 2022.

BACKGROUND

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

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

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

COMMENT

The purpose of the Audit Committee Meeting held 9 March was to consider the Independent Audit Report for the 2020 / 2021, Budget Review for 2021 / 22, and the Compliance Audit Return.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Minutes of the Audit Committee Meeting (unconfirmed) held on 9 March 2022 (Doc Id: SODR-2042075298-34122)

(Marked 9.1.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the unconfirmed minutes of the Audit Committee Meeting (Doc Id: SODR-2042075298-34122) held on 9 March 2022 be received.

9.1.2 BUDGET REVIEW 2021 / 2022

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	SODR-1034602345-10239
Disclosure of Interest:	None
Date:	14 March 2022
Author:	Scott Clayton, Executive Manager Corporate and Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

That the budget review for the 2021 / 2022 financial year based on the financial statements from 1 July 2021 to 31 December 2021 be adopted.

BACKGROUND

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

“This requires;

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

COMMENT

Staff have reviewed the 2021 / 2022 budget to identify any significant variances. The financial statements to the 31 December 2021 have been used as the basis for the review, however, where a variance has occurred and is known prior to the completion of the staff component of the review on 28 February 2022, these have been accounted for.

A variance of opening deficit budget to actuals was \$11,805. A number of variances (attached) were identified in the review culminating in an overall recognition of a surplus of \$204,507.

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

For 2021/2022 the budget review has considered the completability of projects and where it is determined that a project will not be completed within this financial year it has been removed.

Any projects that have been deleted can be re-considered in the 2022/2023 budget deliberations.

A transfer to Reserves has been included for the purchase of a Prime Mover Truck which could not be supplied within this financial year.

The budget review with a surplus of \$204,507 was presented to the Audit Committee on 12 March 2022. Whilst the committee endorsed the officer's recommendation to present the unchanged budget review to Council for endorsement, it did add an addition component to the motion as follows;

2. *Staff to recommend a use for the surplus when presenting the budget review to Council for adoption.*

Given there is no immediately identifiable unbudgeted expenditure requirement for the utilisation of the revised surplus contained in the review, it is recommended that the surplus of \$204,507 be placed in an existing reserve fund.

The 2021/2022 budget included a drawdown of \$442,282.84 from the Building Renewal Reserve to fund planned building project. This drawdown would reduce the Building Renewal Reserve down to a closing balance of approximately \$224,000.

As Council is aware, recent building condition assessments of all Shire buildings has indicated a significant renewal backlog that will need to be funded in future budgets.

Therefore, it is recommended that the identified surplus of \$204,507 be allocated to the Building Renewal Reserve.

CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

The adoption of this review will amend the budget with an overall recognition of a surplus of \$204,507.

STRATEGIC IMPLICATIONS

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

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 MARCH 2022

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

ATTACHMENTS

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

- Budget Review identified variances and statements for the period ending 30 June 2022 (Doc Id: SODR-1034602345-10242)
(Marked 9.1.2)

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION 1

That the budget review, as presented with a surplus of \$204,507 be adopted, with the following variances being formally adopted as budget amendments;

Name	Description	Amount DR/(CR)
Other Contributions	Increase in Contribution to FRC licence fee	(6,333)
Other Reimbursements	Income from 3rd party services Shire of Moora	(9,000)
Other Reimbursements	Income from 3rd party services Shire of Coorow	(4,915)
Other Reimbursements	Income from 3rd party services Shire of Cocos	(1,300)
Insurance	Reimbursement of insurance claim from previous year	(31,800)
Insurance	Reimbursement of Insurance Premiums 20/21	(6,342)
Insurance	Reimbursement of Insurance Premiums 20/21	(9,811)
Insurance	Reimbursement of Insurance Premiums 20/21	(285)
Insurance	Reimbursement of Insurance Premiums 20/21	(2,812)
Other Reimbursements (No GST)	Apprenticeship Support payment	(4,000)
Grants Commission	General Purpose grant higher than budgeted	(66,104)
Local Roads	Local Roads Grants higher than budgeted	(54,774)
Other Non-Operating Contributions	Remove Lobster Hut contribution for Pavilion	100,000
Interest on Reserve Fund Investments	Less than budgeted interest received on reserve account	14,600
Buildings & Improvements	Sale of Building Lot 13 Dandaragan Road	(366,000)
Less Accumulated Depreciation	Sale of Building Lot 13 Dandaragan Road	293,592

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 MARCH 2022

Name	Description	Amount DR/(CR)
Profit on Sale of Building	Sale of Building Lot 13 Dandaragan Road	(32,592)
Land	Sale of Land Lot 13 Dandaragan Road	(15,000)
Profit on Sale of Land	Sale of Land Lot 13 Dandaragan Road	(5,000)
Trading in Public Place Licence	Fees income higher than budgeted	(1,800)
Lodging House Registration	Fees income higher than budgeted	(700)
Lodging House Reg. - Holiday Homes	Fees income higher than budgeted	(1,100)
Swimming Pool Inspection	Fees income higher than budgeted	(300)
Food Premises Registration & Inspection	Fees income higher than budgeted	(200)
Staff Housing Rent	Add new EMDS Salary Sacrifice from November	(14,720)
Staff Housing Rent	Remove EMDS Salary Sacrifice from February	6,700
Staff Housing Rent	Add new CESC Salary Sacrifice from January	(8,400)
Staff Housing Rent	Add new MEH Salary Sacrifice from February	(6,700)
Staff Housing	Add new EMDS Housing rent from November	14,720
Staff Housing	Remove EMDS Housing rent from February	(6,700)
Staff Housing	Add new CESC Salary Sacrifice from January	8,400
Staff Housing	Add new MEH Salary Sacrifice from February	6,700
Private Rental	Remove portion of rental income budgeted for GROH house	8,300
Sale of Tourism Merchandise	Increase tourism sales as tracking higher than budgeted	(10,000)
Tourism Merchandise	Increase Tourism merchandise purchases	10,000
Foreshore Power charges	Foreshore power charges - 3rd party vendors	(3,680)
Sandy Cape Camping	Increase Sandy Cape income higher than budgeted	(50,000)
FBT Expenses	Adjust FBT allocations	(4,637)
FBT Expenses	Adjust FBT allocations	(477)
FBT Expenses	Adjust FBT allocations	(1,484)
FBT Expenses	Adjust FBT allocations	6,520
FBT Expenses	Adjust FBT allocations	(156)

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 MARCH 2022

Name	Description	Amount DR/(CR)
FBT Expenses	Adjust FBT allocations	4,141
FBT Expenses	Adjust FBT allocations	(3,669)
FBT Expenses	Adjust FBT allocations	1,253
Election Expenses	Election expenses less than budgeted	(6,775)
Materials and Contracts (ALL)	Contracted waste attendant Badgingarra	15,360
Materials and Contracts (ALL)	Contracted waste attendant Dandaragan	25,020
Advertising and Promotions	More job adverts than budgeted	5,000
Controlled Waste DEC tracking form	Controlled waste fees for Council septics	30,000
Infrastructure - Other	Sandy Cape Tank modification project over budget	6,712
Buildings & Improvements	CCRC Acoustics project over budget	7,000
Buildings & Improvements	Reduce Building Backlog renewal budget	(54,108)
Buildings & Improvements	Badgingarra toilet leach drains done last year	(10,000)
Other Non-Operating Contributions	Remove Generator Practice contribution	2,000
Plant & Equipment	Remove Generator for Medical Centre project	(7,000)
Infrastructure - Roads	Roberts Street overbudget	75,426
Buildings & Improvements	Increase Budget for Construction of Depot Building	90,000
Building Construction Reserve	Increase Budget for Construction of Depot Building	(90,000)
Furniture & Equipment	Jurien & Cervantes Television Satellite Reception equipment	55,000
Television Services Reserve	Jurien & Cervantes Television Satellite Reception equipment	(55,000)
Leave Reserve	Unplanned termination leave payments	(80,387)
Plant Reserve	Purchase of truck deferred due to supply	255,000
New Loans	Adjustment to the timing of taking out New Loans	3,044
Leases	Adjustment due to timing of new leases	69
Plant & Equipment replacement program	No longer disposing of or purchasing - 6Wheel Prime Mover	(255,000)
Plant & Equipment replacement program	No longer disposing of - PLV233 - 2014 Colorado T/Top - DN015	8,000
Plant & Equipment replacement program	No longer disposing of - PLV234 - 2014 Colorado T/Top - DN024	8,000

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 MARCH 2022

Name	Description	Amount DR/(CR)
Plant & Equipment replacement program	No longer disposing of - PLV212 - DN053 - ICV Nissan Patrol	8,500
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Grader 12H Equiv.	(9,500)
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Multi Roller	8,000
Plant & Equipment replacement program	PLV261 - 2015 Ford Ranger - -1GON796	9,572
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Verti-Mower	(2,390)
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Convert PTC023	(1,992)

OFFICER RECOMMENDATION 2

That the budget review includes a transfer to the Building Renewal Reserve for the amount of \$204,507 to offset the initially identifies surplus and return the budget to a balanced position.

9.1.3 STATUTORY COMPLIANCE AUDIT RETURN 2021

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	SODR-2042075298-34409
Disclosure of Interest:	None
Date:	14 March 2022
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To adopt the Statutory Compliance Audit Return for the period 1 January 2021 to 31 December 2021 be adopted.

BACKGROUND

Local governments in Western Australia are required to complete, on an annual basis, a Compliance Audit Return (CAR). The Return is a self-assessment of compliance with Local Government (Audit) Regulation 13 and covers areas of compliance considered high risk as follows:

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

The Compliance Audit Return has been reviewed by the Audit Committee at its meeting held on Monday, 9 March 2022 with the following recommendation being carried:

*OFFICER RECOMMENDATION / AUDIT COMMITTEE DECISION
Moved Cr Shanhun, seconded Cr Eyre
That the Compliance Audit Return as per attached (Doc Id: SODR-2042075298-34058) for the period 1 January 2021 to 31 December 2021 be presented to Council for adoption.*

CARRIED 4 / 0

Following Council's review and adoption of the Compliance Audit Return a certified copy of the return, along with the relevant section of the minutes and any additional information explaining or qualifying the compliance audit, is to be submitted to the Director General of the Department of Communities by **31 March 2022**.

COMMENT

For the period 1 January 2021 to 31 December 2021 the CAR demonstrates that the Shire has achieved the required level of compliance except in four instances;

AGENDA FOR ORDINARY COUNCIL MEETING TO BE HELD THURSDAY 24 MARCH 2022

Reference	Question	Response	Comments
s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	No	The latest review was conducted on 22/1/22 which was after year end.
s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	No	2 returns were received in September after the due date due to an employee being on leave and a Councillor who was working in a remote environment unable to access effective communications.
s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	No	The website register has recently been updated to comply with this requirement.
s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No	Employee code of conduct is provided as part of all staff inductions however was not uploaded on the website during the year. This has since been rectified.

CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Compliance Audit Return 2021 (Doc Id: SODR-2042075298-34058)

(Marked 9.1.3)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the Compliance Audit Return as per attached (Doc Id: SODR-2042075298-34058) for the period 1 January 2021 to 31 December 2021 be adopted.

9.1.4 FINANCIAL STATEMENTS - MONTHLY REPORTING FOR THE PERIOD ENDING 28 FEBRUARY 2022

Location:	Shire of Dandaragan
Applicant:	N/A
Folder	SODR-1743450996-1912
Disclosure of Interest:	None
Date:	14 March 2022
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 28 February 2022.

BACKGROUND

In accordance with 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 28 February 2022.

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 28 February 2022 was \$2,951,154. 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 31 December 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 28 February 2022
(Doc Id: SODR-1743450996-2002)
(Marked 9.1.4)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the monthly financial statements for the period 28 February 2022 be adopted.

9.1.5 ACCOUNTS FOR PAYMENT – FEBRUARY 2022

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	SODR-2042075298-28896
Disclosure of Interest:	None
Date:	14 March 2022
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 February 2022.

BACKGROUND

In accordance with the Local Government Act 1995, and 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 February 2022 totalled \$1,633,187.91 for the Municipal Fund.

Should Councillors wish to raise any issues relating to the February 2022 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 February 2022 (Doc Id: SODR-2042075298-34420)

(Marked 9.1.5)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That the Cheque and EFT listing for the period ending 28 February 2022 totalling \$1,633,187.91 be adopted.

9.1.6 AUDIT 2020 / 2021 SIGNIFICANT ADVERSE TREND

Location:	Shire of Dandaragan
Applicant:	N / A
Folder	SODR-2042075298-34461
Disclosure of Interest:	None
Date:	15 March 2022
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To endorse the submission of the contents of this item to the Minister of Local Government to satisfy the requirements of section 7.12A(4) of the Local Government Act 1995 (Act) in relation to the significant adverse trend identified in the 2020 / 2021 audit report.

BACKGROUND

Section 7.12A.(4) of the Act states;

- (4) *A local government must —*
- (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*
 - (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*

One matter of significance was identified in the audit report as follows;

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

- (i) *In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:*

- (a) *The Operating Surplus Ratio is below the Department of Local Government, Sport and Cultural Industries standard for the past 3 years.*

COMMENT

It is intended that the following commentary will form the contents of a report to the Minister in response to the adverse trend;

The Shire’s ratio has been negative for the last 6 financial years. The Department of Local Government, Sports and Cultural Industries guidelines state;

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

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

The operating surplus ratio calculation excludes grants received to assist with capital works but includes depreciation expense. It has long been argued by the local government sector that these grants are an integral component of revenue for local government and long-term financial plans are predicted on receiving these funds. Removing this key source of revenue from the ratio calculation has a negative impact on the ratio and skews the result.

It is typical of a local government similar to the Shire of Dandaragan and other regional Councils to have an operating surplus ratio that does not meet the minimum requirements. This result reflects a reliance on sources of funding other than Council's own source funds such as rates, to be sustainable.

Ultimately, a positive ratio for the Shire of Dandaragan would mean the Shire would be sustainable without any type of non- operating grant funding from the State or Federal Government.

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

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

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

Primarily this is due to the ratio including \$5.8M of depreciation within the “expenditure” category of the calculation. To include all depreciation (a measure of consumption of a non-current asset) in the numerator of this ratio but exclude non-operating grant (used to renew those same assets) makes the target standard almost impossible for a regional Council with limited income earning potential outside of the imposition of rates to achieve whilst also maintaining downward pressure on rate increase.

Alternatively, the measure could also be improved by Council reviewing its major operating cost centres, including employment costs, materials, and contracts however this will almost certainly adversely impact the level of service which Council is able to deliver to the community.

The current ratio benchmarks adopted by the Department is a “one size fits all” approach. It is understood that a majority of rural local governments have not had an Operating Surplus Ratio that met the standards set by the Department, and there has been an indication by the Auditor General that this benchmark may need review.

It is now quite clear that the requirement to produce this report as an outcome of an identified adverse trend is likely to be an annual process until such time as the ratio’s and benchmarks are reviewed.

Therefore, other than the pursuit of continuous efficiency improvement in operations to reduce costs across the board without increasing rates beyond what the community sees as reasonable no further action is required in relation to this significant adverse trend

This same information was presented to the audit committee at the audit committee meeting held 9 March 2022 with the following decision made;

Moved Cr Eyre, seconded Cr Clarke

That:

- 1. the Independent Audit Report and the audited financial statements for the year ended 30 June 2021 be received, and;*
- 2. In accordance with Section 7.12A (3) of the Local Government Act 1995 determine that there are no matters raised in the report that require further action, and;*
- 3. In accordance with Section 7.12A (4) of the of the Local Government Act 1995 determine that no direct action needs to be undertaken in relation to the significant adverse trend identified in the audit report.*

CARRIED 4 / 0

CONSULTATION

- Chief Executive Officer
- Office of the Auditor General

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 7.12A - Duties of local government with respect to audits

Section 7.12A of the Local Government Act 1995

- (1) A local government is to do everything in its power to —*
 - (a) assist the auditor of the local government to conduct an audit and carry out the auditor’s other duties under this Act in respect of the local government; and*
 - (b) ensure that audits are conducted successfully and expeditiously.*

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Independent Audit Report (Doc Id: SODR-2042075298-30910) **(Marked 9.1.6)**

VOTING REQUIREMENT

Absolute majority

OFFICER RECOMMENDATION

That Council, in accordance with Section 7.12A (4) of the of the Local Government Act 1995

- 1. determine that no immediate, direct action is required in relation to the significant adverse trend identified in the 2020 / 2021 audit report, and;**
- 2. Endorse that the comment section of this item constitutes the report to be submitted to the minister for local government in relation to the significant adverse trend identified in the 2020 / 2021 audit report**

9.2 INFRASTRUCTURE SERVICES

9.3 DEVELOPMENT SERVICES

9.3.1 PROPOSED HOLIDAY HOUSE – LOT 656 (NO.12) DRUMMOND WAY, CERVANTES

Location:	Lot 656 (No.12) Drummond Way, Cervantes
Applicant:	V Maher
File Ref:	SODR-1262144384-13430
Disclosure of Interest:	Nil
Date:	8 March 2022
Author:	Rory Mackay, Planning Officer
Senior Officer:	Louis Fouche, Executive Manager Development Services

PROPOSAL

The proponent is seeking development approval for the use of 12 Drummond Way, Cervantes as a commercial holiday house.



Location Plan – Lot 656 (No.12) Drummond Way, Cervantes

BACKGROUND

A three-bedroom, one-bathroom single-storey dwelling with a viewing platform exists on the subject property. The proponent has lodged a development application to seek approval to accommodate up to six guests for short stay bookings not exceeding three consecutive months.

The application was advertised to immediate neighbouring landowners for a period of 16 days from 2 February 2022 until 18 February 2022. A total of five submissions were received, two

supporting the proposal subject to conditions, while the remaining three responses objected to the proposal resulting in the development application being referred to Council for determination.

The subject property and surrounding area are zoned 'Residential' under the Shire's *Local Planning Scheme No.7* (Scheme). The objective of the Residential zone is to provide for residential development at a range of densities with a variety of housing to meet the needs of different household types through the application of the Residential Design Codes.

The proposed land use of 'Holiday House' is listed within the zoning table of the Scheme as a 'discretionary' land use, meaning the use is not permitted unless Council has exercised discretion in its decision making.

Local Planning Policy 9.12 Holiday Homes (Policy) is adopted by Council to guide the assessment of holiday home development applications. The subject application for up to 6 guests is classified as a 'Holiday Home' under the Policy which categorises this as a holiday home for guest numbers between 1 and 6. The Policy has the following objectives:

- *To recognise the increasing market demand for holiday accommodation and to provide operators and other stakeholders with clarity on the issues that the Shire wishes to address.*
- *To establish clear guidelines whereby holiday homes can be permitted and controlled in the Regional Centre and Residential zones of Cervantes and Jurien Bay.*
- *To ensure that these types of uses do not compromise the amenity of Residential zoned areas or nearby residents.*
- *To support the role of holiday homes as part of the tourism industry.*
- *To encourage the provision of good quality, well managed holiday homes.*

It is noted there are no other known/approved commercial holiday homes in this precinct of Cervantes.

COMMENT

Dwellings provide places for people to shelter, to retreat, to eat and to gather. While temporary accommodation (such as a holiday house) may be said to also provide these, the intensity and the way the houses are used are not exactly the same. This is because in the context of a holiday house, the premises are not being occupied as a dwelling (permanent residence) but for tourist accommodation.

For example, it was noted in *Hope v City of Joondalup* [2007], that outdoor areas are routinely used more intensively and for longer

hours in short stay accommodation than would often be the case for permanent residential use. Additionally, each time a booking begins and ends, people enter and leave the premises. This regular movement of different people into and out of the premises has consequential amenity impacts on the surrounding locality.

'Amenity' is defined within the Deemed Provisions of LPS7 to mean:

All those factors which combine to form the character of an area and include the present and likely future amenity.

It is for the reasons above that holiday house development applications have to be considered carefully, because if the premises is deemed suitable for use as a holiday house, then those who choose to stay there, should be entitled to use the premises in an ordinary manner that one may use a holiday house.

The premises will be managed by the landowner who lives nearby in Drummond Way on a permanent basis. This management arrangement provides a direct point of call for other neighbouring landowners/tenants surrounding the proposed holiday home.

The proposed guest capacity of six adults within the three-bedroom, one-bathroom dwelling is compliant with health legislation and the planning policy referenced for assessment.

Submitters raised concern with the viewing platform to the rear property in terms of visual privacy and security concerns from frequent new guests a commercial holiday home would attract to the area. The viewing platform obtained building approval in October 1990 and appears to be unaltered since that date. As the subject development application is only for a change of land use with no physical construction works proposed, the use of viewing platform and whether it requires screening is beyond the scope of this planning approval process.

If a change to the viewing platform had been made with the subject development application, assessment against the current visual privacy provisions of the Residential Design Codes (State Planning Policy 7.3) would be required. Under the visual privacy provisions of the Residential Design Codes screening to a minimum of 1.6m high is required in new residential builds when a cone of vision setback distance of 7.5m cannot be reached from neighbouring backyards and the affected adjoining neighbour objects to having no screening. In this circumstance, if this ruling was to be applied retrospectively only the interface with the adjoining property at 2 Drummond Circus is non-compliant with this setback distance. This neighbour did however not make a submission on the subject holiday home proposal. The applicant has stated they have not received any concerns from this neighbour to this end.

The following general comments are also made on this matter:

- It is commonly assumed that holiday guests will use outdoor areas more extensively during their stay than permanent residents would during the same time period.
- From a tourist point of view the majority of viewing from the platform will be due-west towards the Indian Ocean, rather than east into neighbouring backyards.
- Prevailing summer weather conditions would not make the unsheltered platform comfortable for long periods of usage.

CONSULTATION

Please refer to the attached Schedule of Submissions.

Other than the concerns regarding the viewing platform discussed above, objectors to the proposal were also concerned that such a land use is not appropriate for this area of Cervantes, which to date has no known and/or approved commercial holiday homes.

It is acknowledged that the proposed tourist land use within an established residential area of Cervantes can negatively affect the amenity of nearby permanent residents for the reason listed by submitters. However, the Shire's Holiday Homes Policy does not provide specific residential areas in the Shire where commercial holiday homes can be or can't be approved. Therefore, given the proposal meets the provisions of the Policy and that the property manager lives on the same street (so it is therefore in their best interest to manage the holiday home accordingly), it is recommended that the application be approved. If approval is granted, the application and the property's compliance record will be reviewed each annual renewal period on June 30.

Submitters will be also advised of the outcome of the application and what mechanisms are available if an issue does occur moving forward with the development (if the development is approved).

STATUTORY ENVIRONMENT

- Local Planning Scheme No.7 – as outlined.
- Health Local Laws 2005:

Overcrowding

3.2.2 The owner or occupier of a house shall not permit—

- a) a room in the house that is not a habitable room to be used for sleeping purposes; or*
- b) a habitable room in the house to be used for sleeping purposes unless—*
 - (i) for every person over the age of 10 years using the room there is at least 14 cubic metres of air space per person; and*
 - (ii) for every person between the ages of 1 and 10 years there is at least 8 cubic metres of air space per person; or*
- c) any garage or shed to be used for sleeping purposes.*

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Restriction on use of Rooms for Sleeping

8.2.10 (1) Subject to subsection (3) and Section 8.3.10, a keeper shall not use or permit to be used as a sleeping apartment a room in a lodging house –

(c) which is used as a kitchen, scullery, storeroom, dining room, general sitting room, lounge room or for the preparation or storage of food;

POLICY IMPLICATIONS

Local Planning Policy 9.12 Holiday Homes – as outlined.

FINANCIAL IMPLICATIONS

The applicant has paid the required \$147 fee for the development application.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

02 - Prosperity	The region will experience economic and population growth with increasing economic opportunities, diversifying primary production and a vibrant visitor economy
Priority Outcomes	Our Roles
Our Shire has a contemporary land use planning system that responds to, and creates, economic opportunities.	Ensuring that our planning framework is modern and meets the needs of industry, small business and emerging opportunities.

ATTACHMENTS

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

- Development application 9 / 22 (Doc Id: SODR-1262144384-13043)
- Schedule of submissions (Doc Id: SODR-1262144384-13431)
(Marked 9.3.1)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMEDATION

That Council approve the development application for the proposed Holiday House land use of the existing Single House at Lot 656 (No.12) Drummond Way, Cervantes subject to following conditions and advice:

Conditions

- 1. The Holiday House must not cause nuisance or degrade the amenity of the neighbourhood 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.
2. The total number of people to be accommodated in the Holiday House shall not exceed six (6) guests at all times.
 3. The Holiday House shall be operated be in accordance with the 'Code of Conduct', and the 'Fire and Emergency Plan' submitted with the subject development application date stamped 31 January 2022.
 4. The listed 'Property Manager' shall undertake the duties listed on the 'Property Management Plan' submitted with the subject development application date stamped 31 January 2022.
 5. All vehicle parking must be confined to the Holiday House premises.
 6. This development approval is valid until the 30 June 2022. The Holiday House land use should cease before or on this date unless otherwise approved in writing by the Shire of Dandaragan.
 7. The applicant must not erect or otherwise display on the Holiday House premises any sign with an area exceeding 0.2 square metres. A sign erected under this condition must:
 - a. only name the Holiday House and provide the relevant management contact details;
 - b. be placed on a building, wall, fence or entry statement of the Holiday House; and
 - c. not be illuminated nor use reflective or fluorescent materials.

Advice Notes:

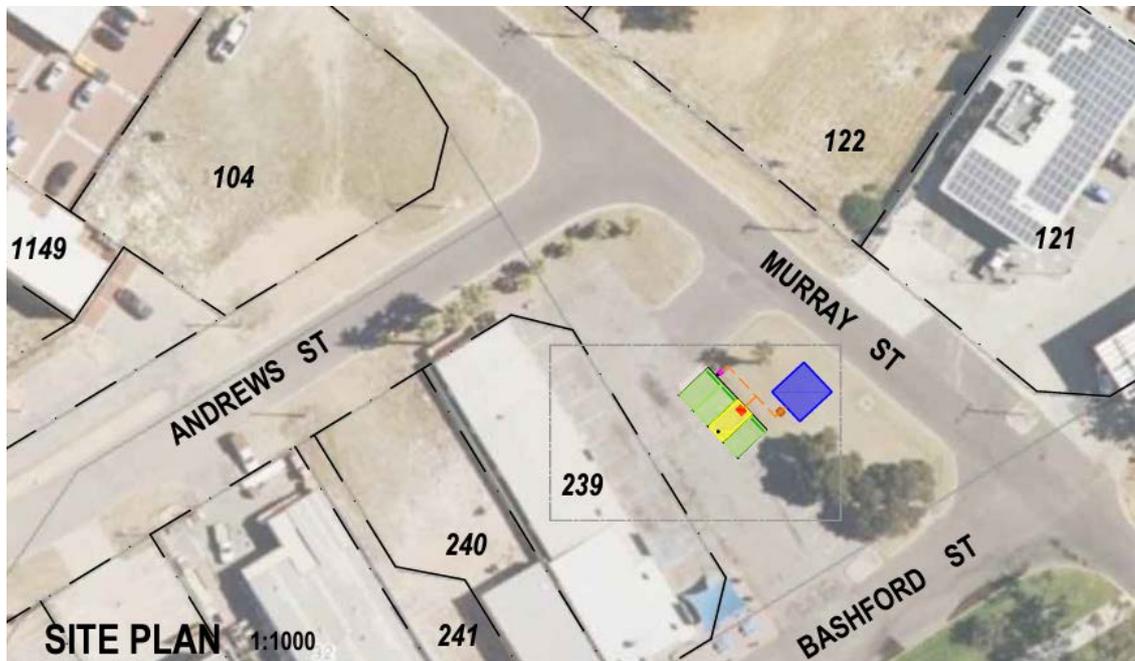
- A. This is a development approval of the Shire of Dandaragan under its *Local Planning Scheme No.7*. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant/landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
- B. Development approval does not affect the existing and future use of the premises as a Single House.
- C. Under the *Shire of Dandaragan Health Local Laws 2005* each guest of a holiday home requires fourteen cubic metres of airspace to sleep; additionally, holiday home guests are not permitted to sleep in a room which is used as a kitchen, scullery, storeroom, dining room, general sitting room, lounge room or for the preparation or storage of food.
- D. If the applicant/landowner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be submitted within 28 days of the determination.

9.3.2 PROPOSED ELECTRIC VEHICLE CHARGING STATION – MURRAY STREET ROAD RESERVE, JURIEN BAY

Location:	Murray Street Road Reserve, Jurien Bay
Applicant:	Planning Solutions on behalf of Synergy
File Ref:	SODR-1262144384-13443
Disclosure of Interest:	Nil
Date:	9 March 2022
Author:	Rory Mackay, Planning Officer
Senior Officer:	Louis Fouche, Executive Manager Development Services

PROPOSAL

The proponent is seeking development approval for an electric vehicle (EV) charging station (CS) within the Murray Street Road Reserve, Jurien Bay as shown in the site and location plan below.



Location and Site Plan

BACKGROUND

In August 2021, the Western Australian State Government announced an investment of \$21 million into the development of EV infrastructure State-wide. This investment is supported by an EV Strategy and Action Plan, both of which have been attached to this item for Council's reference.

A key implementation project of these guiding documents is the development of an EV charging network. The proposed network will run from Kununurra to Esperance along the coastline and east to Kalgoorlie as shown in attached network map. This project will result in up to 90 EV CS being installed across the State by early 2024.

Given the proximity to Perth, Jurien Bay has been chosen as one of the first EV CS sites to progress to the approvals phase. Synergy

project staff had initial discussions with Shire staff in 2021 and the subject site was identified as the most suitable central location for the CS due to main road visibility, walkable distance to services and accommodation (while EV charging takes place) and connection access to Western Power's network.

Both a direct current fast charger and alternating current charger are proposed across four existing vehicle parking bays which will be marked and identified with bollards to denote their exclusivity to EV charging. Approximate charging times are outlined in the applicant's assessment report attached to this item. Approximate costs for charging are not known / disclosed by Synergy at this point in time.

The whole of development is located within the Road Reserve of Murray Street. Under the Shire's *Local Planning Scheme No.7* (Scheme) a person must not use a local reserve; or commence or carry development on a local reserve without first having obtained development approval (the purpose of this item). The Scheme further states to this end, that in determining such a development application, Council is to have due regard to Clause 67 of the Deemed Provisions of the Scheme (matters to be considered by the decision-maker) and the ultimate intended purpose of the particular reserve.

The development application form for the proposal has been lodged and received without the completion of the landowner consent section (which is required to make the application valid) as in this instance the Shire is the landowner/manager of the Road Reserve. As such, landowner consent also forms part of the discussion below and resolution required from Council.

COMMENT

The applicant has presented a thorough and detailed assessment of the proposal against the applicable planning framework. The following comments focus on the particulars development of which Council should base their assessment of the proposal on.

Loss of vehicle bays

The "loss" of four vehicle bays within this portion of the Jurien Bay town centre for the exclusive use of EVs is not considered significant as the bays will in effect still be used for parking of (electric) vehicles while charging takes place. The applicant has outlined that some 65 passenger vehicle bays, in addition to a portion of marked long vehicle bays are available in the immediate proximity to the development site.

It is noted that the Shire's authorised persons (i.e. rangers) have no current legislative power to enforce the removal of non-electric vehicles from the four parking bays which form part of the development.

Development appearance

The concept plans submitted show proposed line marking and bollards to both protect and mark the exclusivity of the development site for use by EVs only. The chargers will have similar dimensions and appearance to that of an ordinary fuel bowser. Therefore, the overall development is minor in terms of bulk and scale. Nonetheless, a recommended condition of approval will ensure final design colours and finishes are approved by the Shire prior to commencement of construction.

The Western Power transformer to be installed to power the CS will not form part of this secondary approval as the design and finish of this component is consistent and common State-wide infrastructure.

Land use compatibly

The proposed development is generally consistent with the overall purpose of the Road Reserve as a public road. While the specific area to be developed is currently utilised for car parking and adjacent verge landscaping, and is considered to be suitable for the electrical infrastructure to be installed.

Community benefit

The applicant stated that the development has the potential to support the growth of Jurien Bay tourism by encouraging people with EVs to visit and stay within the townsite who might not have otherwise due to the current limited CS infrastructure. Furthermore, the development also has the potential to become a 'sticky point' for economic activity as users explore the surrounding central business district for goods and services as they wait while their vehicle is charging.

Landowner consent and disposal of land via lease

There are two aspects to this point:

1. The legal requirement for the landowner to agree to the development / effectively sign the application form to make the application lawful.
2. How Council disposes of the property to be leased and developed by Synergy.

Landowner consent to the development application is the first step within Officer Recommendation 1 of which Council makes a determination on the proposed development. Should Council not provide this consent to the development application, it would make the application not valid resulting in a development decision (approval or refusal) not being required.

Officer Recommendation 2 deals with leasing the development site to Synergy. Section 57 of the *Land Administration Act 1997* permits

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a land lease to be granted for land beneath or above a road reserve, subject to final approval from the Minister for Lands.

The presented officer recommendation authorises the Chief Executive Officer to dispose of the subject development site via a lease agreement at market rental value. A lease discount to Synergy is not recommended as users of the CS will pay a commercial rate. Additionally, growth in the EV sector in coming years is expected to further add to the viability of the proposal.

CONSULTATION

The application was advertised to adjoining landowners and the wider public from 10 February to 9 March 2022. The following responses were received:

Submitter	Comment	Officer Response
Member of the public	In looking where this will be located, I don't feel that you should be taking away existing car park areas. Quite often there will be longer vehicles pull up in this area to be able to access the Chemist or Fish & Chips. During holiday times Jurien Bay is now majorly short of parking area - with cars quite often pulling up there on that grass area to park. Perhaps a better option would be to take out the grass area (as it is all dead anyway and now an eyesore) and re-do that as a couple of long vehicle parking bays and then on the other side of that outlet (grassed area) - take that out as it is all dead and turn that section in to a charging station.	<p>The four vehicle bays that form part of the development will not be lost. The bays will however become exclusive for EVs, similar to the reservation of disability and motorcycle parking bays.</p> <p>The strain of peak tourist periods on town centre parking is known, however for the balance of the year there are a number of vehicle parking bays underutilised in immediate proximity to the development site.</p> <p>A 'better development' (alternative development proposal) is not a valid town planning consideration. The development application must be considered on its town planning merits.</p>
Jurien Bay Chamber of Commerce	<p>Broadly the Chamber is supportive of development initiatives that have the potential to attract more visitors to the town of Jurien Bay.</p> <p>The following points are made in favour of the provision for electric vehicle charging infrastructure in the town:</p> <ol style="list-style-type: none"> 1. Electric cars are becoming more prominent in the community as petrol prices increase and their economic viability is enhanced. 2. The advantage of no tail pipe emissions is helpful to minimising carbon footprint and is in step with the Shire's environmental renewable energy generating assets of wind and solar power. 	Noted.

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	<p>3. Jurien Bay's geographical position being placed halfway between Perth and Geraldton on Indian Ocean Drive makes it strategically located for electric vehicles to stop and recharge for 20 – 30 minutes on the way to points further northwards, or as a new destination for electric vehicle owners to visit.</p> <p>The proposed site of the charging station appears reasonably well located at the current time given the proximity of the food services at the service station on the corner of Bashford and Murray Streets, and the shop vacancy that exists adjacent. The possible relocation of the Jurien Bay Pharmacy to the main shopping centre will further minimise potential parking conflict in the Murray Street carpark.</p> <p>Accordingly, the Chamber is supportive of the development proposal.</p>	
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STATUTORY ENVIRONMENT

- Local Planning Scheme No.7 - as outlined.
- Land Administration Act 1997, Section 57.
- Local Government (Functions and General) Regulations 1996:
Regulation 30 - Dispositions of property to which section 3.58 of Act does not apply
(c) the land is disposed of to —
(ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

The applicant has paid the fee for the development application.

All cost of processing the subsequent lease agreement will be required to be covered by Synergy.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

02 - Prosperity	The region will experience economic and population growth with increasing economic opportunities, diversifying primary production and a vibrant visitor economy
Priority Outcomes	Our Roles
Our Shire has a contemporary land use planning system that responds to, and creates, economic opportunities.	Ensuring that our planning framework is modern and meets the needs of industry, small business and emerging opportunities

	Identify and activate underutilised economic and land assets to promote employment and economic activity.
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ATTACHMENTS

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

- Development application 14 / 22 (Doc Id: SODR-1262144384-13130, Doc Id: SODR-1262144384-13127, Doc Id: SODR-1262144384-13128)
- WA EV Charger Map (Doc Id: SODR-1262144384-13448)
- EV Strategy (Doc Id: SODR-1262144384-13447)
- EV Action Plan 9 (Doc Id: SODR-1262144384-13446)

(Marked 9.3.2)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMEDATION 1

That Council:

- 1. Provide landowner consent to development application 14/22 for an 'electric vehicle charging station' on the Murray Street Road Reserve, Jurien Bay.**
- 2. Grant development approval for an electric vehicle charging station on the Murray Street Road Reserve, Jurien Bay subject to the following conditions and advice.**

Conditions:

- 1. All development shall be in accordance with the approved development plans (attached), which form part of this development approval, to the specifications and satisfaction of the Shire of Dandaragan.**
- 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. A final schedule of the colour and texture of the materials, demonstrating that the proposed development complements the surrounding area, must be submitted to and approved by the Shire of Dandaragan, prior to commencement of construction. The development must be finished, and thereafter maintained, in accordance with the schedule provided to and approved by the Shire of Dandaragan, prior to use of the development.**
- 4. Any 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.**

Advice Notes:

- a. This is a development approval of the Shire of Dandaragan under its *Local Planning Scheme No.7*. It is not a 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.
- b. Should you be aggrieved by this decision, or any conditions imposed, there is a right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*. An application must be submitted within 28 days of the determination.

OFFICER RECOMMEDATION 2**That Council:**

1. agrees to dispose of land within the Murray Street Road Reserve, Jurien Bay via lease to Synergy for the development of an electric vehicle charger station, subject to the proponent meeting all costs associated with the proposal; and
2. authorises the Chief Executive Officer to negotiate and finalise a lease agreement based on market value to be forwarded to the Minister for Lands for final approval.

9.4 GOVERNANCE & ADMINISTRATION

9.4.1 COUNCIL MEETING SCHEDULE 2022 / 2023

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	SODR-1739978813-4817
Disclosure of Interest:	None
Date:	15 March 2022
Author:	Robyn Headland, Council Secretary
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

To determine a Council meeting schedule for the period 1 July 2022 to 30 June 2023 and to consider start times for Council Meetings.

BACKGROUND

On an annual basis, local governments in Western Australia are required to establish and advertise a schedule of Council meetings. The Shire of Dandaragan's current schedule sets meetings up to 30 June 2022 and as such it is timely to adopt a new schedule.

COMMENT

Currently, Council meets every fourth Thursday of the month, excepting December. Other changes can occur due to public holidays and Council has the discretion to reduce the total number of meetings as long as ordinary meetings are not held more than 3 months apart. There are a number of Local Government's that do not hold a meeting in January.

The December meeting is scheduled the week prior to Christmas. Council is also required to hold an Annual General Meeting of Electors (AGM). Traditionally these have been held in January on the same day as the scheduled Ordinary Meeting of Council on a rotational basis across the four established townsites within the Shire. However, with the recent changes to the auditing requirements for Local Government there is significant uncertainty that audited financial statements will be available in time for presentation at a January meeting on an ongoing basis.

The presentation of an annual report that contains audited financial is a pre-requisite for holding the AGM. This, combined with the historically low turnout at AGMs in the recent past has been considered in the officer's recommendation to hold the January meeting at the Jurien Bay Council chambers whether or not an AGM in held on this date.

The August meeting has an earlier start time due to the scheduled School visit.

CONSULTATION

Nil

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STATUTORY ENVIRONMENT

Local Government Act 1995 requires the advertising of a local government's ordinary meetings of Council.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

Nil

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

That Council adopt the following meeting schedule for the 2022 / 2023 financial year:

DAY	DATE	TIME	MEETING VENUE
Thurs	28 July 2022	4.00pm	Jurien Bay
Thurs	25 August 2022	11.00am	Jurien Bay
Thurs	22 September 2022	4.00pm	Dandaragan
Thurs	27 October 2022	4.00pm	Jurien Bay
Thurs	24 November 2022	4.00pm	Cervantes
Thurs	15 December 2022	4.00pm	Jurien Bay
Wed	25 January 2023	4.00pm	Jurien Bay
Thurs	23 February 2023	4.00pm	Jurien Bay
Thurs	23 March 2023	4.00pm	Jurien Bay
Thurs	27 April 2023	4.00pm	Badgingarra
Thurs	25 May 2023	4.00pm	Jurien Bay
Thurs	22 June 2023	4.00pm	Jurien Bay

9.4.2 ADOPT PUBLIC ART AND PERCENT FOR ART POLICY

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	SODR-1876983588-950
Disclosure of Interest:	Nil
Date:	4 March 2022
Author:	Michelle Perkins, Manager Customer and Community Services
Senior Officer:	Scott Clayton, Executive Manager Corporate and Community Services

PROPOSAL

To seek Council approval to adopt the Shire of Dandaragan Public Art and Percent for Art Policy.

BACKGROUND

The drafting of the Shire of Dandaragan's first Public Art and Percent for Art Policy was discussed at the 27 August 2020 Council forum. This followed a recommendation from the Vibrant Communities Arts and Culture Plan, adopted by Council in August 2020, to "Adopt [a] Public Art Policy to support co-creation and commissioning of public art on foreshores, Turquoise Way, DS4A art trail and all public art installation". Currently the Shire has no adopted policy around development and/or support of public art or a percent for art scheme.

At the August 2021 Ordinary Council Meeting, Council was presented with a draft Public Art and Percent for Art Policy after the public were given the opportunity to view and provide feedback on the draft policy. At the meeting, the officer recommendation to "adopt the Public Art and Percent for Art Policy" was not passed. Council resolved:

COUNCIL DECISION

Moved Cr Shanhun, seconded Scharf

That Council defer adoption of the Public Art and Percent for Art Policy to enable further consideration, by staff and Council, of issues raised through the public consultation process.

CARRIED 7 / 0

A revised draft policy was prepared which included a change from mandatory contributions for public art from developers, to a policy where developers were encouraged to participate through a non-mandatory contribution towards public art. The aim of the change was to mitigate any negative impact on development opportunities in the Shire.

In December 2021, another draft was presented to Council which included the non-mandatory contribution for developer, supported with a two-stream approach to the Shire's contribution:

1. Allocation of 1% (approximately \$65,000 annually) of the gross yield of budgeted rates income to the Shire of Dandaragan Public

- Arts Fund to be expended on public art (in accordance with the Policy), and
2. Allocation of 1% for public art would be applied to all new Shire developments or redevelopments over \$500,000.

Council decided to opt for a more fiscally prudent approach with a sole funding stream, not opting for additional public art allocations with new capital projects. Council resolved:

OFFICER RECOMMENDATION / MOTION

Moved Cr Eyre, seconded Cr Glasfurd

That Council endorse the draft Public Art and Percent for Art Policy for public advertising and consultation.

AMENDMENT

Cr Shanahun, seconded Cr Gibson

That the motion be amended to include adjustments the draft policy to remove the % contribution from the Shire of Dandaragan towards public art as applied to public urban planning, open space and building projects with a capital cost of \$500,000 or more to public arts as a policy statement. The following changes will be required in the policy document to reflect this change:

- a. *In Policy Statement Objective 1, delete*
“The Shire of Dandaragan will allocate funds of 1% of any new or redevelopment of Shire public building, urban planning, or urban landscape projects with a capital cost of \$500,000 or more to public arts as a policy statement”
- b. *Policy Statement Objective 2, will become Policy Statement Objective 1*
- c. *Policy Statement Objective 3 will become Policy Statement Objective 2.*

CARRIED 9 / 0

COUNCIL DECISION

Council endorse the draft Public Art and Percent for Art Policy for public advertising and consultation subject to the draft policy being modified as follows:

- a. *In Policy Statement Objective 1, delete*
“The Shire of Dandaragan will allocate funds of 1% of any new or redevelopment of Shire public building, urban planning, or urban landscape projects with a capital cost of \$500,000 or more to public arts as a policy statement.”
- b. *Policy Statement Objective 2, will become Policy Statement Objective 1*
- c. *Policy Statement Objective 3 will become Policy Statement Objective 2.*

CARRIED 9 / 0

Note: The officer’s recommendation was not adopted as Council chose to make changes reducing the scope and financial impact of the draft policy.

With the draft Policy rewritten to reflect these changes, the draft was open for public comment for a period of 5 weeks during January and February 2022.

COMMENT

Subsequent to the above timeline and changes, amendments to the draft policy from the previous version include:

- Clarity on the exclusions to public art in 1.4 to include “projects considered predominantly performance, events or activities, as they are not defined as ‘public art’
- Clarification that the open invitation commission model requirement to invite the Shire CEO (or representative) to join the developer’s selection panel, pertains specifically to Percent for Art projects on Shire-owned or managed land.

With only one submission received during the public comment period which supported the Policy, it is now presented to Council for adoption.

CONSULTATION

A comprehensive community consultation phase was held during the development of the Vibrant Communities Arts and Culture Plan which highlighted the need for a public art policy.

In April / May 2021, a draft Public Art and Percent for Art Policy was advertised to the public for a period of 25 days, prior to being presented to Council for consideration. A schedule of submissions was presented to Council at the 26 August 2021 Ordinary Council Meeting which contained 9 submissions from individuals and community organisations from around the Shire.

The revised draft Policy was open for public comment for a period of 5 weeks during January and February 2022. Information was distributed through the Shire’s website and social media; via the Shire’s news email list, and in local newspapers. One submission was received in support of the current draft Policy that stated, “I have read the policy and I’m happy with the concept of it”.

STATUTORY ENVIRONMENT

Local Government Act 1995 S6.11 - Reserve Accounts

6.11. Reserve accounts

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
 - (a) *changes* the purpose of a reserve account; or*

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(b) uses the money in a reserve account for another purpose it must give one month's local public notice of the proposed change of purpose or proposed use.*

** Absolute majority required.*

(3) A local government is not required to give local public notice under subsection (2) —

(a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or

(b) in such other circumstances as are prescribed.

(4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs. (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

POLICY IMPLICATIONS

If adopted, the Public Art and Percent for Art Policy would be added to the Council Policy Manual.

FINANCIAL IMPLICATIONS

Adoption of this policy would commit to allocate 1% of the gross yield of budgeted rates income (Approximately \$66,000 p.a.) to the Shire of Dandaragan Public Arts Fund (Percent for Public Art) to be expended in accordance with this policy.

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

04 Community	The Shire's resident population will be the fastest growing population in the region supported by increased community recreation and cultural opportunities and access to key liveability factors such as health and wellbeing services and educational opportunities.
Priority Outcomes	Our roles
A Shire built on the strengths of community spirit and resilient, connected communities.	Recognise the value of creative and cultural arts and support its continued growth in our communities.

ATTACHMENTS

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

- Shire of Dandaragan Draft Public Art and Percent for Art Policy (Doc Id: SODR-437506902-7932)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1) adopt the Public Art and Percent for Art Policy as identified in the attachments Doc Id: SODR-437506902-7932.**
- 2) in accordance with Section 6.11(1) of the Local Government Act 1995, establish the Public Art / Percent for Art Reserve Account with the reserve purpose designated as:**

To provide for the accumulation of funds providing financial capacity to deliver major public art projects as identified in the Shire's Public Art and Percent for Art Policy.

9.4.3 BUSHFIRE RISK MITIGATION COORDINATOR

Location:	N/A
Applicant:	Shire of Dandaragan
Folder Path:	SODR-890489631-1616
Disclosure of Interest:	Nil
Date:	8 March 2022
Author:	Brent Bailey, Chief Executive Officer
Senior Officer:	Not applicable

PROPOSAL

The purpose of this item is for Council to consider a funding proposal to participate in a multi-Shire Bushfire Risk Mitigation Coordinator role.

BACKGROUND

Under the State Emergency Management Plan for Fire (Westplan Fire), local governments with significant bushfire risk are required to develop an integrated Bushfire Risk Management Plan (BRMP) outlining a strategy to treat bushfire-related risk across all land tenures. The Shire of Dandaragan has been identified as a local government with high or extreme bushfire risks.

The Department of Fire and Emergency Services (DFES) have offered the Shire grant funding to contribute towards the costs of employing a Bushfire Risk Mitigation Coordinator which will be shared with the Shire's of Gingin and Victoria Plains. The engagement of a Bushfire Risk Mitigation Coordinator will facilitate mitigation activities throughout the Shire in accordance with the Shire's Bushfire Risk Management Plan which has been endorsed by the Office of Bushfire Risk Management. This position will support the Shire's Emergency Management Coordinator with targeted focus on bushfire mitigation activities that are eligible for grant funding, in particular the Mitigation Activities Fund.

The funding program will commence in the 2022/23 financial year and DFES have agreed to meet any costs associated with the early employment of the position in the 2021/22 financial year.

COMMENT

The DFES proposal has been implemented in other areas of the state with good success both in mitigation activities and the achievement of funding to meet these costs. The access to the grant funding programs may partially offset the additional costs associated with the position depending on the local government's existing expenditure on mitigation activities.

The position will initially be hosted by the Shire of Gingin but work across the Shires throughout the duration of the program.

Council should recognise that participation in this project will incur approximately \$100,000 over the coming three years which is

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currently not explicitly included in the long-term financial plan. Given the material expense, Council may exercise its discretion and choose to decline the grant funding offer and not participate in the jointly funded position.

CONSULTATION

Department of Fire and Emergency Services

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this item.

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

The following table sets out the financial contributions the partners have in the program. Specifically, the cash contribution from the Shire of Dandaragan for the 2022/23 budget will be 1/3 of the LG contribution - \$25,514 and \$36,172 and \$37,423 in the following years.

Financial Year	Recommended BRMC Budget	Percentage Contribution	DFES Contribution (EX GST)
2022-23	\$153,083	DFES 50% funding LG(s) 50% funding	Grant Amount TOTAL \$76,542
2023-24	\$155,025	DFES 30% funding LG(s) 70% funding	Grant Amount TOTAL \$46,508
2024-25	\$160,385	DFES 30% funding LG(s) 70% funding	Grant Amount TOTAL \$48,116

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.
Priority Outcomes	Our Roles
The Shire will be prepared for and respond to the challenges of climate change.	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:

- Bushfire Risk Management Coordinator Overview (Doc Id: SODR-890489631-1617)

(Marked 9.4.3)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council:

- 1) Authorise the Chief Executive Officer to accept the grant from the Department of Fire and Emergency Services for the purposes of funding a Bushfire Risk Management Coordinator to implement bushfire mitigation activities and support the ongoing maintenance of the Shire's Bushfire Risk Management Plan.**
- 2) Acknowledge the Shire's financial contributions required to participate in the program will be incurred over the coming three financial years.**

9.4.4 POLICY REVIEW – OCCUPATIONAL SAFETY AND HEALTH POLICY

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	SODR-1792953452-2314
Disclosure of Interest:	None
Date:	14 March 2022
Author:	Trinity Burlas, Principal Environmental Health Officer
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

The purpose of this report is for Council to consider and approve amendments to C-2OSH02 – Occupational Safety and Health Policy. The Policy has been reviewed and proposed amendments were included to reflect changes in Work Health and Safety (WHS) legislation.

BACKGROUND

The current Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996 will be revoked and replaced with the Work Health and Safety Act 2020 and the Work Health and Safety (General) Regulations 2022. The new Act and Regulations will come into effect from 31 March 2022 and will bring Western Australia's WHS legislation in line with the majority of other Australian states.

The main changes include the following:

- Increased Penalties.
- Broader terms that include 'PCBU' (Person Conducting or Undertaking a Business) and 'worker'.
 - A PCBU not only includes an employer, but a corporation, association, partnership, sole trader, volunteer organisation, Local Government Council, Independent School and Government Department and authorities.
 - A worker is an employee, subcontractor and casual worker, employee of a contractor or subcontractor, employee of a labour hire company, outworker, apprentice or trainee, volunteer and a work experience student.
- A PCBU will now have the equal duty of care to a worker regardless of how many PCBUs are involved.
- The criteria for convicting someone for industrial manslaughter under the WHS Act 2020 is the same as convicting someone under our gross negligence law. Prosecutors no longer have to convict the company, they will be also able to convict individual company officers.
- Insurance can pay for legal fees under current legislation. Under the new WHS Act 2020 insurance cannot be used to cover fines for breaches under the Act.

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COMMENT

C-2OSH02 – Occupational Safety and Health Policy has been reviewed with reference to the new WHS legislation. Appropriate changes have been made as reflected in the Attachment to the report.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

- Occupational Safety and Health Act 1984
- Occupational Safety and Health Regulations 1996
- Work Health and Safety Act 2020
- Work Health and Safety (General) Regulations 2022.

POLICY IMPLICATIONS

Policy 2.2 C-2OSH02 – Occupational Safety and Health to be updated.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item

STRATEGIC IMPLICATIONS

Strategic Community Plan – Envision 2029

04 Community	The Shire's resident population will be the fastest growing population in the region 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.	Providing an industry leading local government organisation promoting community confidence and support in our decision-making processes.

ATTACHMENTS

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

- Policy 202.C-2OSH – Occupation Safety and Health (Doc Id: SODR-878193511-2635)
- Amended 2.2 C-2WHS02 – Work Health and Safety Policy relevant to this report. (Doc Id: SODR-1739978813-4897)

(Marked 9.4.4)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

That Council approves the amended Policy 2.2 C-2WHS02 – Work Health and Safety to ensure consistency with the Western Australia’s Work Health and Safety Act 2022 and Work Health and Safety (General) Regulations 2022.

9.5 COUNCILLOR INFORMATION BULLETIN

9.5.1 SHIRE OF DANDARAGAN – FEBRUARY 2022 COUNCIL STATUS REPORT

Document ID: [SODR-1739978813-4798]

Attached to the agenda is a copy of the Shire's status report from the Council Meeting held 24 February 2022. **(Marked 9.5.1)**

9.5.2 SHIRE OF DANDARAGAN – BUILDING STATISTICS – FEBRUARY 2022

Document ID: [SODR-2045798944-455]

Attached to the agenda is a copy of the Shire of Dandaragan Building Statistics for February 2022. **(Marked 9.5.2)**

9.5.3 SHIRE OF DANDARAGAN – PLANNING STATISTICS – FEBRUARY 2022

Document ID: [SODR-2045798944-456]

Attached to the agenda is a copy of the Shire of Dandaragan Planning Statistics for February 2022. **(Marked 9.5.3)**

9.5.4 SHIRE OF DANDARAGAN TOURISM / LIBRARY / COMMUNITY ACTIVITIES REPORT FOR FEBRUARY

Document ID: [SODR-1876983588-964]

Attached to the agenda is monthly report for Tourism / Library / Community Activities Report for February 2022. **(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

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

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

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

Local Government Act 1995

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5.23. Meetings generally open to public

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

Local Government (Administration) Regulations 1996

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

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

11.1 GOVERNANCE & ADMINISTRATION

OFFICER RECOMMENDATION

That the meeting be closed to members of the public at __:__pm in accordance with Section 5.23 (2) (h) of the Local Government Act 1995 and Regulation 4A of the Local Government (Administration)

Regulations 1996 to allow Council to discuss Item 11.1.1 Offer to Purchase – 11 Gazeley Way, Cervantes.

11.1.1 OFFER TO PURCHASE – 11 GAZELEY WAY CERVANTES

Location:	N/A
Applicant:	Shire of Dandaragan
Folder Path:	SODR-129784381-287
Disclosure of Interest:	Nil.
Date:	14 March 2022
Author:	Brent Bailey, Chief Executive Officer
Senior Officer:	Not applicable

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

12 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13 CLOSURE OF MEETING



ATTACHMENTS

FOR ORDINARY COUNCIL MEETING 24 MARCH 2022



SHIRE
of
DANDARAGAN

MINUTES

for

AUDIT COMMITTEE MEETING

held

JURIEN BAY ADMINISTRATION CENTRE MEETING ROOM

on

WEDNESDAY 9 MARCH 2022

COMMENCING AT 9.15AM

THESE MINUTES ARE YET TO BE CONFIRMED

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022**1. DECLARATION OF OPENING**

The Executive Manager Corporate & Community Services, Mr Scott Clayton declared the meeting open at 9.15am and welcomed those present

1.1 ELECTION OF CHAIRPERSON

The Executive Manager Corporate & Community Services, Mr Scott Clayton called for nominations from the floor for the position of Chairperson.

Cr Shanhun nominated Cr Holmes. There being no further nominations Cr Holmes was declared the chair.

AUDIT COMMITTEE DECISION

Moved Cr Shanhun, seconded Cr Eyre
That Cr Holmes be elected as the chair of the Audit Committee.

CARRIED 4 / 0

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

Councillor L Holmes
Councillor A Eyre
Councillor R Shanhun
Councillor J Clarke

Staff

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

3. CONFIRMATION OF MINUTES**3.1 MINUTES OF THE AUDIT COMMITTEE MEETING HELD 22 MARCH 2021****AUDIT COMMITTEE DECISION**

Moved Cr Shanhun, seconded Cr Eyre
That the Minutes of the Audit Committee Meeting held 22 March 2021 be confirmed.

CARRIED 4 / 0

4 MATTERS FOR DISCUSSION

4.1 AUDIT REPORT FOR THE YEAR ENDED 30 JUNE 2021

Location:	N/A
Applicant:	N/A
File Ref:	Business Classification Scheme / Financial Management / Audit / External
Disclosure of Interest:	None
Date:	2 March 2022
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

That the Independent Audit Report for the 2020 / 2021 financial year be received. In addition, to recommend to Council that the contents of this agenda item related to the identified significant adverse trend be submitted to the Minister for Local Government to satisfy the requirements of section 7.12A(4) of the Local Government Act 1995 (Act).

BACKGROUND

Circulated with the agenda is a copy of the Office of the Auditor General Independent Audit Report. The opinion of Sandra Labuschagne, Deputy Auditor General, is as follows;

"I have audited the financial report of the Shire of Dandaragan (Shire) which comprises:

- *the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended*
- *Notes comprising a summary of significant accounting policies and other explanatory information*
- *the Statement by the Chief Executive Officer.*

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

- *is based on proper accounts and records*
- *fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the Local Government Act 1995 (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.*

COMMENT

The "Independent Auditor's Report" as attached is unqualified but does include a material matter that indicates a significant adverse trend in the financial position of the Shire. Therefore in accordance with Section 7.12A(4)(a) of the Local Government Act 1995 "The local government must prepare a report addressing any matter

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

identified as significant by the audit in the report, and stating what action the local government has taken or intends to take with respect to each of those matters.”

The matter of significance is as follows;

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

(i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:

(a) The Operating Surplus Ratio is below the Department of Local Government, Sport and Cultural Industries standard for the past 3 years.

The following commentary will form the contents of a report to the Minister;

The Shire’s ratio has been negative for the last 6 financial years. The Department of Local Government, Sports and Cultural Industries guidelines state;

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

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

The operating surplus ratio calculation excludes grants received to assist with capital works but includes depreciation expense. It has long been argued by the local government sector that these grants are an integral component of revenue for local government and long-term financial plans are predicted on receiving these funds. Removing this key source of revenue from the ratio calculation has a negative impact on the ratio and skews the result.

It is typical of a local government similar to the Shire of Dandaragan and other regional Councils to have an operating surplus ratio that does not meet the minimum requirements. This result reflects a reliance on sources of funding other than Council’s own source funds such as rates, to be sustainable.

Ultimately, a positive ratio for the Shire of Dandaragan would mean the Shire would be sustainable without any type of non- operating grant funding from the State or Federal Government.

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

- Roads to Recovery
- Regional Road Group

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

- **Commodity Route Funding**

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

Primarily this is due to the ratio including \$5.8M of depreciation within the “expenditure” category of the calculation. To include all depreciation (a measure of consumption of a non-current asset) in the numerator of this ratio but exclude non-operating grant (used to renew those same assets) makes the target standard almost impossible for a regional Council with limited income earning potential outside of the imposition of rates to achieve whilst also maintaining downward pressure on rate increase.

Alternatively, the measure could also be improved by Council reviewing its major operating cost centres, including employment costs, materials, and contracts however this will almost certainly adversely impact the level of service which Council is able to deliver to the community.

The current ratio benchmarks adopted by the Department is a “one size fits all” approach. It is understood that a majority of rural local governments have not had an Operating Surplus Ratio that met the standards set by the Department, and there has been an indication by the Auditor General that this benchmark may need review.

It is now quite clear that the requirement to produce this report as an outcome of an identified adverse trend is likely to be an annual process until such time as the ratio’s and benchmarks are reviewed.

Therefore, other than the pursuit of continuous efficiency improvement in operations to reduce costs across the board without increasing rates beyond what the community sees as reasonable no further action is required in relation to this significant adverse trend

CONSULTATION

- Chief Executive Officer
- Office of the Auditor General

STATUTORY ENVIRONMENT

Local Government Act 1995

7.12A. Duties of local government with respect to audits

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

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Annual Financial Statements (Doc Id: SODR-2042075298-33940)
 - Independent Audit Report (Doc Id: SODR-2042075298-30910)
- (Marked 4.1)**

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COMMITTEE DECISION

Moved Cr Eyre, seconded Cr Clarke

That:

- 1. the Independent Audit Report and the audited financial statements for the year ended 30 June 2021 be received, and;**
- 2. In accordance with Section 7.12A (3) of the Local Government Act 1995 determine that there are no matters raised in the report that require further action, and;**
- 3. In accordance with Section 7.12A (4) of the of the Local Government Act 1995 determine that no direct action needs to be undertaken in relation to the significant adverse trend identified in the audit report.**

CARRIED 4 / 0

4.2 STATUTORY COMPLIANCE AUDIT RETURN 2021

Location:	Shire of Dandaragan
Applicant:	N/A
Folder Path:	Corporate Services/Finance and Rates/Audits/Internal Reviews/Compliance Audit Returns
Disclosure of Interest:	None
Date:	3 March 2022
Author:	Scott Clayton, Executive Manager Corporate & Community Services
Senior Officer:	Brent Bailey, Chief Executive Officer

PROPOSAL

That the Compliance Audit Return for the period 1 January 2021 to 31 December 2021 be presented to Council for adoption.

BACKGROUND

Local governments in Western Australia are required to complete, on an annual basis, a Compliance Audit Return (CAR). The Return is a self-assessment of compliance related to areas of compliance considered high risk, such as:

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

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

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

Government and Communities by **31 March 2022.**

COMMENT

For the period 1 January 2021 to 31 December 2021 the CAR demonstrates that the Shire has achieved the required level of compliance except in four instances;

Reference	Question	Response	Comments
s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	No	The latest review was conducted on 22/1/22 which was after year end.
s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	No	2 returns were received in September after the due date due to an employee being on leave and a Councillor who was working in a remote environment unable to access effective communications.
s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	No	The website register has recently been updated to comply with this requirement.
s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No	Employee code of conduct is provided as part of all staff inductions however was not uploaded on the website during the year. This has since been rectified.

CONSULTATION

Nil

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

There are no financial implications relevant to this item.

STRATEGIC IMPLICATIONS

There are no strategic implications relevant to this item.

ATTACHMENTS

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

- Compliance Audit Return 2021 (Doc Id: SODR-2042075298-34058)
(Marked 4.2)

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION / COMMITTEE DECISION

Moved Cr Shanhun, seconded Cr Eyre

That the Compliance Audit Return as per attached (Doc Id: SODR-2042075298-34058) for the period 1 January 2021 to 31 December 2021 be presented to Council for adoption.

CARRIED 4 / 0

4.3 BUDGET REVIEW 2021 / 22

Location:	Shire of Dandaragan
Applicant:	N / A
Folder ID:	Corporate Services / Financial Statements and Budgets/Reviews/2021-2022
Disclosure of Interest:	None
Date:	3 March 2022
Author:	Scott Clayton, Executive Manager Corporate and Community Services

PROPOSAL

To recommend to Council that the budget review for the 2021/2022 financial year based on the financial statements from 1 July 2021 to 31 December 2021 be adopted.

BACKGROUND

33A of Financial Management Regulations (1996) states;

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
 - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
 - (b) consider the local government's financial position as at the date of the review; and
 - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*

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

COMMENT

Staff have reviewed the 2021/2022 budget to identify any significant variances. The financial statements to the 31 December 2021 have been used as the basis for the review, however, where a variance has occurred and is known prior to the completion of the staff component of the review on 28 February 2022, these have been accounted for.

A variance of opening deficit budget to actuals was \$11,805. A number of variances (attached) were identified in the review culminating in an overall recognition of a surplus of \$204,507.

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

For 2021/2022 the budget review has considered the completability of projects and where it is determined that a project will not be completed within this financial year it has been removed.

Any projects that have been deleted can be re-considered in the 2022/2023 budget deliberations.

A transfer to Reserves has been included for the purchase of a Prime Mover Truck which could not be supplied within this financial year.

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

CONSULTATION

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

There are no policy implications relevant to this item.

FINANCIAL IMPLICATIONS

The adoption of this budget review will amend the budget with an overall recognition of a surplus of \$204,507.

STRATEGIC IMPLICATIONS

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

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

ATTACHMENTS

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

- Budget Review identifying variances and statements for the period ending 30 June 2022 (Doc Id: SODR-1034602345-10242) **(Marked 4.3)**

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION

1. To recommend to Council that the budget review, as presented with a surplus of \$204,507 be adopted, with the following variances being formally adopted as budget amendments;

Name	Description	Amount DR/(CR)
Other Contributions	Increase in Contribution to FRC licence fee	(6,333)
Other Reimbursements	Income from 3rd party services Shire of Moora	(9,000)
Other Reimbursements	Income from 3rd party services Shire of Coorow	(4,915)
Other Reimbursements	Income from 3rd party services Shire of Cocos	(1,300)
Insurance	Reimbursement of insurance claim from previous year	(31,800)

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

Name	Description	Amount DR/(CR)
Insurance	Reimbursement of Insurance Premiums 20/21	(6,342)
Insurance	Reimbursement of Insurance Premiums 20/21	(9,811)
Insurance	Reimbursement of Insurance Premiums 20/21	(285)
Insurance	Reimbursement of Insurance Premiums 20/21	(2,812)
Other Reimbursements (No GST)	Apprenticeship Support payment	(4,000)
Grants Commission	General Purpose grant higher than budgeted	(66,104)
Local Roads	Local Roads Grants higher than budgeted	(54,774)
Other Non-Operating Contributions	Remove Lobster Hut contribution for Pavilion	100,000
Interest on Reserve Fund Investments	Less than budgeted interest received on reserve account	14,600
Buildings & Improvements	Sale of Building Lot 13 Dandaragan Road	(366,000)
Less Accumulated Depreciation	Sale of Building Lot 13 Dandaragan Road	293,592
Profit on Sale of Building	Sale of Building Lot 13 Dandaragan Road	(32,592)
Land	Sale of Land Lot 13 Dandaragan Road	(15,000)
Profit on Sale of Land	Sale of Land Lot 13 Dandaragan Road	(5,000)
Trading in Public Place Licence	Fees income higher than budgeted	(1,800)
Lodging House Registration	Fees income higher than budgeted	(700)
Lodging House Reg. - Holiday Homes	Fees income higher than budgeted	(1,100)
Swimming Pool Inspection	Fees income higher than budgeted	(300)
Food Premises Registration & Inspection	Fees income higher than budgeted	(200)
Staff Housing Rent	Add new EMDS Salary Sacrifice from November	(14,720)
Staff Housing Rent	Remove EMDS Salary Sacrifice from February	6,700
Staff Housing Rent	Add new CESC Salary Sacrifice from January	(8,400)
Staff Housing Rent	Add new MEH Salary Sacrifice from February	(6,700)
Staff Housing	Add new EMDS Housing rent from November	14,720
Staff Housing	Remove EMDS Housing rent from February	(6,700)
Staff Housing	Add new CESC Salary Sacrifice from January	8,400

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

Name	Description	Amount DR/(CR)
Staff Housing	Add new MEH Salary Sacrifice from February	6,700
Private Rental	Remove portion of rental income budgeted for GROH house	8,300
Sale of Tourism Merchandise	Increase tourism sales as tracking higher than budgeted	(10,000)
Tourism Merchandise	Increase Tourism merchandise purchases	10,000
Foreshore Power charges	Foreshore power charges - 3rd party vendors	(3,680)
Sandy Cape Camping	Increase Sandy Cape income higher than budgeted	(50,000)
FBT Expenses	Adjust FBT allocations	(4,637)
FBT Expenses	Adjust FBT allocations	(477)
FBT Expenses	Adjust FBT allocations	(1,484)
FBT Expenses	Adjust FBT allocations	6,520
FBT Expenses	Adjust FBT allocations	(156)
FBT Expenses	Adjust FBT allocations	4,141
FBT Expenses	Adjust FBT allocations	(3,669)
FBT Expenses	Adjust FBT allocations	1,253
Election Expenses	Election expenses less than budgeted	(6,775)
Materials and Contracts (ALL)	Contracted waste attendant Badgingarra	15,360
Materials and Contracts (ALL)	Contracted waste attendant Dandaragan	25,020
Advertising and Promotions	More job adverts than budgeted	5,000
Controlled Waste DEC tracking form	Controlled waste fees for Council septics	30,000
Infrastructure - Other	Sandy Cape Tank modification project over budget	6,712
Buildings & Improvements	CCRC Acoustics project over budget	7,000
Buildings & Improvements	Reduce Building Backlog renewal budget	(54,108)
Buildings & Improvements	Badgingarra toilet leach drains done last year	(10,000)
Other Non-Operating Contributions	Remove Generator Practice contribution	2,000
Plant & Equipment	Remove Generator for Medical Centre project	(7,000)
Infrastructure - Roads	Roberts Street overbudget	75,426

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

Name	Description	Amount DR/(CR)
Buildings & Improvements	Increase Budget for Construction of Depot Building	90,000
Building Construction Reserve	Increase Budget for Construction of Depot Building	(90,000)
Furniture & Equipment	Jurien & Cervantes Television Satellite Reception equipment	55,000
Television Services Reserve	Jurien & Cervantes Television Satellite Reception equipment	(55,000)
Leave Reserve	Unplanned termination leave payments	(80,387)
Plant Reserve	Purchase of truck deferred due to supply	255,000
New Loans	Adjustment to the timing of taking out New Loans	3,044
Leases	Adjustment due to timing of new leases	69
Plant & Equipment replacement program	No longer disposing of or purchasing - 6Wheel Prime Mover	(255,000)
Plant & Equipment replacement program	No longer disposing of - PLV233 - 2014 Colorado T/Top - DN015	8,000
Plant & Equipment replacement program	No longer disposing of - PLV234 - 2014 Colorado T/Top - DN024	8,000
Plant & Equipment replacement program	No longer disposing of - PLV212 - DN053 - ICV Nissan Patrol	8,500
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Grader 12H Equiv.	(9,500)
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Multi Roller	8,000
Plant & Equipment replacement program	PLV261 - 2015 Ford Ranger - -1GON796	9,572
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Verti-Mower	(2,390)
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Convert PTC023	(1,992)

COMMITTEE DECISION
Moved Cr Shanhun, seconded Cr Eyre

- 1. To recommend to Council that the budget review, as presented with a surplus of \$204,507 be adopted, with the following variances being formally adopted as budget amendments;**

Name	Description	Amount DR/(CR)
Other Contributions	Increase in Contribution to FRC licence fee	(6,333)
Other Reimbursements	Income from 3rd party services Shire of Moora	(9,000)
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MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

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MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

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MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

Name	Description	Amount DR/(CR)
Infrastructure - Roads	Roberts Street overbudget	75,426
Buildings & Improvements	Increase Budget for Construction of Depot Building	90,000
Building Construction Reserve	Increase Budget for Construction of Depot Building	(90,000)
Furniture & Equipment	Jurien & Cervantes Television Satellite Reception equipment	55,000
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Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Verti-Mower	(2,390)
Plant & Equipment replacement program	Adjustment to match actual purchase/disposal - Convert PTC023	(1,992)

- 2. That the Audit Committee request Staff to recommend a use for the surplus when presenting the budget review to Council for adoption.**

CARRIED 4 / 0

5 CLOSURE OF MEETING

The Presiding Member declared the Meeting closed at 9.27am.

MINUTES OF AUDIT COMMITTEE MEETING HELD WEDNESDAY 9 MARCH 2022

These Minutes were confirmed at a Meeting on

Signed.....

Presiding Person at the Meeting at which the Minutes were confirmed

Date.....



Budget Review

for the period ended
30 June 2022

Summary of Identified Variances	3
Income Statement by Nature or Type	6
Income Statement by Department	7
Rates Setting Statement	8
Statement of Financial Position	9
Net Current Assets	10

SHIRE OF DANDARAGAN
SUMMARY OF IDENTIFIED VARIANCES

GENERAL LEDGER ACCOUNT NAME	SCHEDULE	DESCRIPTION	SOURCE	AMOUNT DR/(CR)	AMENDED (SURPLUS) / DEFICIT
		Budgeted (Surplus) / Deficit to 30 June 21			0
		Variance of opening deficit budget to actual			11,805
					11,805
Other Contributions	Other Community Amenities	Increase in Contribution to FRC licence fee		(6,333)	5,472
Other Reimbursements	Town Planning	Income from 3rd party services Shire of Moora		(9,000)	(3,528)
Other Reimbursements	Town Planning	Income from 3rd party services Shire of Coorow		(4,915)	(8,443)
Other Reimbursements	Town Planning	Income from 3rd party services Shire of Cocos		(1,300)	(9,743)
Insurance	Streets Roads Bridges Depots Maint	Reimbursement of insurance claim from previous year		(31,800)	(41,543)
Insurance	Other Recreation and Sport	Reimbursement of Insurance Premiums 20/21		(6,342)	(47,884)
Insurance	Public Halls and Civic Centres	Reimbursement of Insurance Premiums 20/21		(9,811)	(57,695)
Insurance	Fire Prevention	Reimbursement of Insurance Premiums 20/21		(285)	(57,980)
Insurance	Public Works Overheads	Reimbursement of Insurance Premiums 20/21		(2,812)	(60,792)
Other Reimbursements (No GST)	Public Works Overheads	Apprenticeship Support payment		(4,000)	(64,792)
Grants Commission	Other General Purpose Income	General Purpose grant higher than budgeted		(66,104)	(130,896)
Local Roads	Other General Purpose Income	Local Roads Grants higher than budgeted		(54,774)	(185,670)
Other Non Operating Contributions	Other Recreation and Sport	Remove Lobster Hut contribution for Pavilion	20211125 11.1.2	100,000	(85,670)
Interest on Reserve Fund Investments	Other General Purpose Income	Less than budgeted interest received on reserve account		14,600	(71,070)
Buildings & Improvements	Public Works Overheads	Sale of Building Lot 13 Dandaragan Road	20210826 11.1.1	(366,000)	(437,070)
Less Accumulated Depreciation	Public Works Overheads	Sale of Building Lot 13 Dandaragan Road	20210826 11.1.1	293,592	(143,478)
Proceeds on Sale of Assets	Public Works Overheads	Sale of Building Lot 13 Dandaragan Road	20210826 11.1.1	105,000	(38,478)
Proceeds on Sale of Assets	Public Works Overheads	Sale of Building Lot 13 Dandaragan Road	20210826 11.1.1	(105,000)	(143,478)
Profit on Sale of Building	Public Works Overheads	Sale of Building Lot 13 Dandaragan Road	20210826 11.1.1	(32,592)	(176,070)
Land	Public Works Overheads	Sale of Land Lot 13 Dandaragan Road	20210826 11.1.1	(15,000)	(191,070)
Proceeds on Sale of Assets	Public Works Overheads	Sale of Land Lot 13 Dandaragan Road	20210826 11.1.1	20,000	(171,070)
Proceeds on Sale of Assets	Public Works Overheads	Sale of Land Lot 13 Dandaragan Road	20210826 11.1.1	(20,000)	(191,070)
Profit on Sale of Land	Public Works Overheads	Sale of Land Lot 13 Dandaragan Road	20210826 11.1.1	(5,000)	(196,070)
Trading in Public Place Licence	Prv Srv Inspection and Administration	Fees income higher than budgeted		(1,800)	(197,870)
Lodging House Registration	Prv Srv Inspection and Administration	Fees income higher than budgeted		(700)	(198,570)
Lodging House Reg. - Holiday Homes	Prv Srv Inspection and Administration	Fees income higher than budgeted		(1,100)	(199,670)
Swimming Pool Inspection	Prv Srv Inspection and Administration	Fees income higher than budgeted		(300)	(199,970)
Food Premises Registration & Inspection	Prv Srv Inspection and Administration	Fees income higher than budgeted		(200)	(200,170)
Staff Housing Rent	Town Planning	Add new EMDS Salary Sacrifice from November		(14,720)	(214,890)
Staff Housing Rent	Town Planning	Remove EMDS Salary Sacrifice from February		6,700	(208,190)
Staff Housing Rent	Other Law Order Public Safety	Add new CESC Salary Sacrifice from January		(8,400)	(216,590)
Staff Housing Rent	Other Health	Add new MEH Salary Sacrifice from February		(6,700)	(223,290)
Staff Housing	Town Planning	Add new EMDS Housing rent from November		14,720	(208,570)
Staff Housing	Town Planning	Remove EMDS Housing rent from February		(6,700)	(215,270)
Staff Housing	Other Law Order Public Safety	Add new CESC Salary Sacrifice from January		8,400	(206,870)
Staff Housing	Other Health	Add new MEH Salary Sacrifice from February		6,700	(200,170)
Private Rental	Other Education	Remove portion of rental income budgeted for GROH house		8,300	(191,870)

GENERAL LEDGER ACCOUNT NAME	SCHEDULE	DESCRIPTION	SOURCE	AMOUNT DR/(CR)	AMENDED (SURPLUS) / DEFICIT
Sale of Tourism Merchandise	Tourism and Area Promotion	Increase tourism sales as tracking higher than budgeted		(10,000)	(201,870)
Tourism Merchandise	Tourism and Area Promotion	Increase tourism merchandise purchases		10,000	(191,870)
Foreshore Power charges	Other Economic Services	Foreshore power charges - 3rd party vendors		(3,680)	(195,550)
Sandy Cape Camping	Other Recreation and Sport	Increase Sandy Cape income higher than budgeted		(50,000)	(245,550)
FBT Expenses	Other Governance	Adjust FBT allocations		(4,637)	(250,187)
FBT Expenses	Other Law Order Public Safety	Adjust FBT allocations		(477)	(250,663)
FBT Expenses	Prv Srv Inspection and Administration	Adjust FBT allocations		(1,484)	(252,148)
FBT Expenses	Town Planning	Adjust FBT allocations		6,520	(245,628)
FBT Expenses	Other Recreation and Sport	Adjust FBT allocations		(156)	(245,784)
FBT Expenses	Tourism and Area Promotion	Adjust FBT allocations		4,141	(241,643)
FBT Expenses	Building Control	Adjust FBT allocations		(3,669)	(245,311)
FBT Expenses	Public Works Overheads	Adjust FBT allocations		1,253	(244,058)
Election Expenses	Members of Council	Election expenses less than budgeted		(6,775)	(250,833)
Materials and Contracts (ALL)	Waste Management - Household	Contracted waste attendant Badgingarra		15,360	(235,473)
Materials and Contracts (ALL)	Waste Management - Household	Contracted waste attendant Dandaragan		25,020	(210,453)
Advertising and Promotions	Other Governance	More job adverts than budgeted		5,000	(205,453)
Controlled Waste DEC tracking form	Sewerage	Controlled waste fees for Council septics		30,000	(175,453)
Infrastructure - Other	Other Recreation and Sport	Sandy Cape Tank modification project over budget		6,712	(168,741)
Works in Progress Materials	Other Recreation and Sport	Sandy Cape Tank modification project over budget		6,712	(162,029)
Works in Progress Materials	Other Recreation and Sport	Sandy Cape Tank modification project over budget		(6,712)	(168,741)
Buildings & Improvements	Other Recreation and Sport	CCRC Acoustics project over budget		7,000	(161,741)
Works in Progress Materials	Other Recreation and Sport	CCRC Acoustics project over budget		7,000	(154,741)
Works in Progress Materials	Other Recreation and Sport	CCRC Acoustics project over budget		(7,000)	(161,741)
Buildings & Improvements	Other Recreation and Sport	Reduce Building Backlog renewal budget		(54,108)	(215,849)
Works in Progress Materials	Other Recreation and Sport	Reduce Building Backlog renewal budget		(54,108)	(269,957)
Works in Progress Materials	Other Recreation and Sport	Reduce Building Backlog renewal budget		54,108	(215,849)
Buildings & Improvements	Other Community Amenities	Badgingarra toilet leach drains done last year		(10,000)	(225,849)
Works in Progress Materials	Other Community Amenities	Badgingarra toilet leach drains done last year		(10,000)	(235,849)
Works in Progress Materials	Other Community Amenities	Badgingarra toilet leach drains done last year		10,000	(225,849)
Other Non Operating Contributions	Other Health	Remove Generator Practice contribution		2,000	(223,849)
Plant & Equipment	Other Health	Remove Generator for Medical Centre project		(7,000)	(230,849)
Works in Progress Materials	Other Health	Remove Generator Contribution		(7,000)	(237,849)
Works in Progress Materials	Other Health	Remove Generator Contribution		7,000	(230,849)
Infrastructure - Roads	Streets Roads Bridges Depots Maint	Roberts Street overbudget		75,426	(155,423)
Works in Progress Materials	Streets Roads Bridges Depots Maint	Roberts Street overbudget		75,426	(79,997)
Works in Progress Materials	Streets Roads Bridges Depots Maint	Roberts Street overbudget		(75,426)	(155,423)
Buildings & Improvements		Increase Budget for Construction of Depot Building	20211028 9.2.1	90,000	(65,423)
Works in Progress Materials		Increase Budget for Construction of Depot Building	20211028 9.2.1	90,000	24,577
Works in Progress Materials		Increase Budget for Construction of Depot Building	20211028 9.2.1	(90,000)	(65,423)
Building Construction Reserve		Increase Budget for Construction of Depot Building	20211028 9.2.1	(90,000)	(155,423)
Transfers From Reserve Funds		Increase Budget for Construction of Depot Building	20211028 9.2.1	(90,000)	(245,423)
Retained Earnings - Net Movement in Reserves		Increase Budget for Construction of Depot Building	20211028 9.2.1	90,000	(155,423)
Furniture & Equipment		Jurien & Cervantes Television Satellite Reception equipment	20211028 10.1.1	55,000	(100,423)
Works in Progress Materials		Jurien & Cervantes Television Satellite Reception equipment	20211028 10.1.1	55,000	(45,423)

GENERAL LEDGER ACCOUNT NAME	SCHEDULE	DESCRIPTION	SOURCE	AMOUNT DR/(CR)	AMENDED (SURPLUS) / DEFICIT
Works in Progress Materials		Jurien & Cervantes Television Satellite Reception equipment	20211028 10.1.1	(55,000)	(100,423)
Television Services Reserve		Jurien & Cervantes Television Satellite Reception equipment	20211028 10.1.1	(55,000)	(155,423)
Transfers From Reserve Funds		Jurien & Cervantes Television Satellite Reception equipment	20211028 10.1.1	(55,000)	(210,423)
Retained Earnings - Net Movement in Reserves		Jurien & Cervantes Television Satellite Reception equipment	20211028 10.1.1	55,000	(155,423)
Leave Reserve		Unplanned termination leave payments		(80,387)	(235,810)
Transfers From Reserve Funds		Unplanned termination leave payments		(80,387)	(316,197)
Retained Earnings - Net Movement in Reserves		Unplanned termination leave payments		80,387	(235,810)
Plant Reserve		Purchase of truck deferred due to not being able to supply this year		255,000	19,190
Transfers To Reserve Funds		Purchase of truck deferred due to not being able to supply this year		255,000	274,190
Retained Earnings - Net Movement in Reserves		Purchase of truck deferred due to not being able to supply this year		(255,000)	19,190
New Loans	Various	Adjustment to the timing of taking out New Loans		3,044	22,234
Leases	Various	Adjustment due to timing of new leases		69	22,303
Plant & Equipment replacement program	Various	Adustments to Plant & Equipment budget - Adjust to actuals, remove plant no longer being traded or purchased do to supply issues		(226,810)	(204,507)
				Total (Surplus) / Deficit	(204,507)

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Nature or Type
FOR THE YEAR ENDED 30 JUNE 2022

	Note	2021/22 Budget Review
Revenue		
Rates		6,607,075
Operating grants, subsidies & contributions		1,548,074
Fees and charges		2,402,375
Interest earnings		38,820
Other revenue		78,813
		10,675,158
Expenses		
Employee costs		(4,153,172)
Materials and contracts		(4,220,942)
Utilities		(392,847)
Insurance		(326,554)
Other expenses		(740,830)
Depreciation		(5,832,564)
		(15,666,909)
		(4,991,752)
Borrowing costs expense		(33,209)
Grants & subsidies (towards non-operating activities)		6,178,449
Profit on disposal of assets		122,381
Loss on disposal of assets		(16,975)
		1,258,894
Other comprehensive income		
Changes on revaluation of non-current assets		0
Total other comprehensive income		0
		1,258,894
Total comprehensive income		1,258,894

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

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Department
FOR THE YEAR ENDED 30 JUNE 2022

	Note	Budget Review
Revenue		
Governance		5,625
General purpose funding		7,714,383
Law, order & public safety		410,277
Health		25,490
Education & welfare		11,700
Community amenities		1,294,905
Recreation and culture		518,064
Transport		322,633
Economic services		258,827
Other property and services		113,253
		10,675,158
Expenses excluding finance costs		
Governance		(622,330)
General purpose funding		(220,674)
Law, order & public safety		(1,480,837)
Health		(362,665)
Education & welfare		(117,835)
Community amenities		(2,374,592)
Recreation and culture		(3,438,470)
Transport		(5,639,675)
Economic services		(799,761)
Other property and services		(610,070)
		(15,666,909)
		(4,991,752)
Finance costs		
Governance		(4,078)
Law, order & public safety		0
Education & welfare		(5,731)
Recreation and culture		(1,193)
Transport		0
Economic services		(32)
Other property and services		(22,175)
		(33,209)
Non- operating grants and subsidies		
Health		0
Education & welfare		0
Recreation and culture		477,937
Transport		5,700,512
Economic services		0
		6,178,449
Profit / (loss) on asset disposal		
Governance		5,259
Law, order & public safety		7,182
Community amenities		(6,000)
Recreation and culture		19
Transport		48,829
Other property and services		50,117
		105,406
		1,258,894
Net result		
Other comprehensive income		
Changes on revaluation of non-current assets		0
Total other comprehensive income		0
Total comprehensive income		1,258,894

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

SHIRE OF DANDARAGAN
RATE SETTING STATEMENT by Department
FOR THE YEAR ENDED 30 JUNE 2022

	Note	2021/22 Budget	2021/22 Budget Review
OPERATING ACTIVITIES			
Net current assets at start of financial year - surplus/(deficit)	2(a)	2,083,074	2,071,269
Revenue from operating activities (excluding rates)			
Governance		10,876	10,884
General purpose funding		1,001,030	1,107,308
Law, order & public safety		415,592	417,459
Health		14,690	25,490
Education & welfare		20,000	11,700
Community amenities		1,265,337	1,294,905
Recreation and culture		451,912	518,083
Transport		327,522	371,462
Economic services		245,147	258,827
Other property and services		136,028	174,345
		3,888,134	4,190,464
Expenditure from operating activities			
Governance		(632,696)	(626,408)
General purpose funding		(220,674)	(220,674)
Law, order & public safety		(1,472,914)	(1,480,837)
Health		(357,450)	(362,665)
Education & welfare		(122,643)	(123,566)
Community amenities		(2,295,672)	(2,380,592)
Recreation and culture		(3,439,818)	(3,439,664)
Transport		(5,671,766)	(5,639,675)
Economic services		(789,288)	(799,793)
Other property and services		(646,728)	(643,220)
		(15,649,649)	(15,717,094)
Non-cash amounts excluded from operating activities	2(b)(ii)	5,805,209	5,727,158
Amount attributable to operating activities		(3,873,231)	(3,728,203)
INVESTING ACTIVITIES			
Non-operating grants, subsidies and contributions		6,280,449	6,178,449
Proceeds from disposal of assets		404,900	458,082
Purchase land and buildings		(2,815,185)	(2,848,077)
Purchase furniture and equipment		(258,048)	(313,048)
Purchase plant and equipment		(1,246,500)	(940,872)
Purchase infrastructure assets - roads		(5,832,756)	(5,908,182)
Purchase infrastructure assets - parks & reserves		(1,284,628)	(1,284,628)
Purchase infrastructure assets - other		(1,246,620)	(1,253,332)
Purchases - Works in Progress (Not Capitalised)		0	(1)
Amount attributable to investing activities		(5,998,388)	(5,911,609)
FINANCING ACTIVITIES			
Proceeds from new borrowings		2,393,000	2,393,000
Repayment of borrowings		(193,266)	(191,043)
Payment of self supporting loan to community group		(35,100)	(35,100)
Self-supporting loan principal income		80,132	80,132
Community group cash advance principal income		0	0
Repayment of right of use lease		(32,716)	(32,629)
Transfer to reserves		(180,933)	(435,933)
Transfer from reserves		1,233,428	1,458,815
Amount attributable to financing activities		3,264,545	3,237,242
Budgeted deficiency before general rates		(6,607,075)	(6,402,570)
Estimated amount to be raised from general rates		6,607,075	6,607,078
Net current assets at end of financial year - surplus/(deficit)	2(a)	0	204,507

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

SHIRE OF DANDARAGAN
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 30 JUNE 2022

Description	2022	2021
	\$	\$
CURRENT ASSETS		
Cash and cash equivalents	4,652,649	6,966,878
Trade receivables	576,940	2,006,940
Other financial assets at amortised cost	10,681	45,032
Other current assets	406	406
Inventories	25,612	25,612
TOTAL CURRENT ASSETS	5,266,287	9,044,868
NON-CURRENT ASSETS		
Other financial assets at amortised cost	167,700	178,381
Trade receivables	56,707	56,707
Land	2,869,000	2,884,000
Buildings and improvements	30,520,633	28,911,064
Furniture and equipment	1,079,911	880,587
Plant and equipment	3,095,011	3,029,675
Right of Use Assets	73,574	48,951
Infrastructure	256,021,733	251,487,602
TOTAL NON-CURRENT ASSETS	293,884,270	287,476,967
TOTAL ASSETS	299,150,557	296,521,835
CURRENT LIABILITIES		
Trade and other payables	(1,046,643)	(1,146,643)
Contract Liabilities	(0)	(754,587)
Lease Liabilities	(32,718)	(21,007)
Borrowings	(135,349)	(120,957)
Employee related provisions	(661,460)	(661,460)
TOTAL CURRENT LIABILITIES	(1,876,171)	(2,704,654)
NON-CURRENT LIABILITIES		
Lease Liabilities	(39,355)	(28,612)
Borrowings	(2,268,692)	(81,127)
Employee related provisions	(99,814)	(99,814)
TOTAL NON-CURRENT LIABILITIES	(2,407,861)	(209,553)
TOTAL LIABILITIES	(4,284,032)	(2,914,207)
TOTAL NET ASSETS	294,866,523	293,607,628
EQUITY		
Retained earnings	(202,215,042)	(199,933,266)
Reserves - cash backed	(4,004,456)	(5,027,337)
Revaluation surplus	(88,647,025)	(88,647,025)
TOTAL EQUITY	294,866,523	293,607,628

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

NOTES TO AND FORMING PART OF THE BUDGET
FOR THE YEAR ENDED 30 JUNE 2022

2 (a). NET CURRENT ASSETS & FUNDING SURPLUS / (DEFICIT)

EXPLANATION OF DIFFERENCE IN NET CURRENT ASSETS AND SURPLUS/(DEFICIT)

Items excluded from calculation of budgeted deficiency

When calculating the budget deficiency for the purpose of Section 6.2 (2)(c) of the Local Government Act 1995 the following amounts have been excluded as provided by Local Government (Financial Management) Regulation 32 which will not fund the budgeted expenditure.

	Note	2021/2022 Budget	2020/2021 Actual
(i) Operating activities excluded from budgeted deficiency			
The following non-cash revenue or expenditure has been excluded from amounts attributable to operating activities within the Rate Setting Statement in accordance with Financial Management Regulation 32.			
Profit on asset disposals	4(b)	(122,381)	(66,000)
Loss on asset disposals	4(b)	16,975	21,331
Fair value adjustment to financial assets at fair value through profit and loss		0	(8,228)
Movement in employee provisions		0	(34,962)
Movement in deferred rates		0	(6,582)
Depreciation on assets		5,832,564	5,862,521
Non cash amounts excluded from operating activities		5,727,158	5,768,080
Surplus/(deficit) after imposition of general rates			
The following current assets and liabilities have been excluded from the net current assets used in the Rate Setting Statement in accordance with Financial Management Regulation 32 to agree to the surplus/(deficit) after imposition of general rates.			
(ii) Current Assets and liabilities excluded from budgeted deficiency			
Less: Cash - restricted reserves	3	(4,004,456)	(5,027,337)
Less: Other financial assets at amortised cost - self support loan		(10,681)	(45,032)
Add: Current liabilities not expected to be cleared at end of year			
- Current portion of borrowings		135,349	120,957
- Current portion of lease liabilities		32,718	21,007
- Employee benefit provisions		661,460	661,460
Total adjustments to net current assets		(3,185,609)	(4,268,945)
(iii) Funding Surplus / (Deficit)			
Total current assets		5,266,287	9,044,868
Less: Total current liabilities		(1,876,171)	(2,704,654)
Net current assets		3,390,116	6,340,214
Less: Total adjustments to net current assets		(3,185,609)	(4,268,945)
Closing Funding Surplus / (Deficit)		204,507	2,071,269



Department of
**Local Government, Sport
and Cultural Industries**

Dandaragan - Compliance Audit Return 2021

Certified Copy of Return

Please submit a signed copy to the Director General of the Department of Local Government, Sport and Cultural Industries together with a copy of the relevant minutes.

Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2021?	N/A		Robyn Headland
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2021?	N/A		Robyn Headland
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2021?	N/A		Robyn Headland
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2021?	N/A		Robyn Headland
5	s3.59(5)	During 2021, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A		Robyn Headland



Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	N/A		Robyn Headland
2	s5.16	Were all delegations to committees in writing?	N/A		Robyn Headland
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	N/A		Robyn Headland
4	s5.18	Were all delegations to committees recorded in a register of delegations?	N/A		Robyn Headland
5	s5.18	Has council reviewed delegations to its committees in the 2020/2021 financial year?	N/A		Robyn Headland
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		Robyn Headland
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		Robyn Headland
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		Robyn Headland
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		Robyn Headland
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	N/A		Robyn Headland
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		Robyn Headland
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year?	No	The latest review was conducted on 22/1/22 which was after financial year end.	Robyn Headland
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		Robyn Headland

Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		Robyn Headland



No	Reference	Question	Response	Comments	Respondent
2	s5.68(2) & s5.69 (5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	N/A		Robyn Headland
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		Robyn Headland
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		Robyn Headland
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2021?	No	2 returns were received in September after the due date due to an employee being on leave and a Councillor who was working in a remote environment unable to access effective communications.	Robyn Headland
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		Robyn Headland
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		Robyn Headland
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		Robyn Headland
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		Robyn Headland
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes		Robyn Headland
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes		Robyn Headland
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes		Robyn Headland



No	Reference	Question	Response	Comments	Respondent
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	No	The website register has recently been updated to comply with this requirement.	Robyn Headland
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A (6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes		Robyn Headland
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?* *Question not applicable after 2 Feb 2021	Yes		Robyn Headland
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?*	Yes		Robyn Headland
		*Question not applicable after 2 Feb 2021			
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes		Robyn Headland
18	s5.71A & s5.71B (5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A		Robyn Headland
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at which the decision was considered?	N/A		Robyn Headland
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?*	N/A		Robyn Headland
		*Question not applicable after 2 Feb 2021			
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?*	Yes		Robyn Headland
		*Question not applicable after 2 Feb 2021			



No	Reference	Question	Response	Comments	Respondent
22	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)?	Yes		Robyn Headland
23	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4)?	No		Robyn Headland
24	s5.104(7)	Did the CEO publish an up-to-date version of the adopted code of conduct on the local government's website?	Yes		Robyn Headland
25	s5.51A(1) & (3)	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?	No	Employee code of conduct is provided as part of all staff inductions however was not uploaded on the website during the year. This has since been rectified.	Robyn Headland

Disposal of Property

No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		Robyn Headland
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		Robyn Headland



Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes		Robyn Headland
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A		Robyn Headland
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	N/A		Robyn Headland



Finance						
No	Reference	Question	Response	Comments	Respondent	
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes		Robyn Headland	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	N/A		Robyn Headland	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?	Yes		Robyn Headland	
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9 (1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes		Robyn Headland	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes		Robyn Headland	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		Robyn Headland	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		Robyn Headland	



Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	26/8/2021	Robyn Headland
2	Admin Reg 19DA (1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	26/8/2021	Robyn Headland
3	Admin Reg 19DA (2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		Robyn Headland

Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		Robyn Headland
2	s5.36(4) & s5.37 (3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	Yes		Robyn Headland
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		Robyn Headland
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		Robyn Headland
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes		Robyn Headland
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		Robyn Headland



Department of
**Local Government, Sport
and Cultural Industries**

Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		Robyn Headland
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a)? Does the complaints register include all information required by section 5.121 (2)?	N/A		Robyn Headland
3	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	No current entries.	Robyn Headland



Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5 (2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2021? If yes, please provide the date of council's resolution to accept the report.	Yes	19/12/19	Robyn Headland
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2021? If yes, please provide date of council's resolution to accept the report.	Yes	19/12/19	Robyn Headland
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C?	Yes		Robyn Headland
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events ?	Yes	27/2/20	Robyn Headland
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		Robyn Headland
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes		Robyn Headland
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2020/2021 financial year and publish it on the local government's official website by 31 July 2021?	Yes		Robyn Headland
8	s6.4(3)	By 30 September 2021, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2021?	Yes		Robyn Headland
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all it's expenditure, revenue and income?	Yes		Robyn Headland



Tenders for Providing Goods and Services					
No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy [adopted under F&G Reg 11A(1) & (3)] in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes		Robyn Headland
2	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		Robyn Headland
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		Robyn Headland
4	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	N/A		Robyn Headland
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Yes		Robyn Headland
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes		Robyn Headland
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes		Robyn Headland
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	Yes		Robyn Headland
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Yes		Robyn Headland
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes		Robyn Headland



No	Reference	Question	Response	Comments	Respondent
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes		Robyn Headland
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	Yes		Robyn Headland
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under F&G Reg 23 (1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	Yes		Robyn Headland
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes		Robyn Headland
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with F&G Reg 24AD(4) and 24AE?	Yes		Robyn Headland
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	Yes		Robyn Headland
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	Yes		Robyn Headland
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	Yes		Robyn Headland
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	Yes		Robyn Headland
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	Yes		Robyn Headland
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	Yes		Robyn Headland



Department of
**Local Government, Sport
and Cultural Industries**

No	Reference	Question	Response	Comments	Respondent
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	Yes		Robyn Headland

I certify this Compliance Audit Return has been adopted by council at its meeting on _____

Signed Mayor/President, Dandaragan

Signed CEO, Dandaragan



Monthly Statements

for the period ending 28 February 2022

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SHIRE OF DANDARAGAN
FINANCIAL ACTIVITY STATEMENT by Department
as at 28 February 2022

	Leg.	Note	Budget 2021/2022	Y-T-D Budget 2021/2022	Actual 2021/2022	Variance
			\$	\$	\$	
OPERATING ACTIVITIES						
Adjusted net current assets at start of financial year - surplus/(deficit)	FMR34(2)(a)		1,437,244	1,409,809	1,409,809	
Revenue from operating activities (excluding rates)						
Governance			10,876	3,658	10,716	293%
General purpose funding			1,001,030	746,379	832,384	112%
Law, order & public safety			415,592	398,525	382,014	96%
Health			14,690	14,690	26,092	178%
Education & welfare			20,000	0	0	100%
Community amenities			1,265,337	1,118,280	1,151,479	103%
Recreation and culture			451,912	307,493	372,323	121%
Transport			327,522	313,127	362,773	116%
Economic services			245,147	155,219	175,642	113%
Other property and services			136,028	105,300	150,886	143%
			3,888,134	3,162,671	3,464,308	
Expenditure from operating activities						
Governance			(632,696)	(342,952)	(363,682)	106%
General purpose funding			(220,674)	(132,306)	(118,527)	90%
Law, order & public safety			(1,472,914)	(964,394)	(918,780)	95%
Health			(357,450)	(201,597)	(180,982)	90%
Education & welfare			(122,643)	(54,856)	(47,919)	87%
Community amenities			(2,295,672)	(1,379,556)	(1,325,099)	96%
Recreation and culture			(3,439,818)	(2,117,662)	(2,087,431)	99%
Transport			(5,671,766)	(3,765,033)	(3,838,066)	102%
Economic services			(789,288)	(434,588)	(436,482)	100%
Other property and services			(646,728)	(364,768)	(378,189)	104%
			(15,649,649)	(9,757,713)	(9,695,157)	
Non-cash amounts excluded from operating activities			5,805,209	3,810,000	3,819,377	
Amount attributable to operating activities			(4,519,061)	(1,375,233)	(1,001,664)	
INVESTING ACTIVITIES						
Non-operating grants, subsidies and contributions	11		6,280,449	446,295	431,588	
Proceeds from disposal of assets	3		404,900	0	337,409	
Purchase land and buildings	2		(2,815,185)	0	(83,767)	
Purchase furniture and equipment	2		(258,048)	0	(15,619)	
Purchase plant and equipment	2		(1,246,500)	0	(746,524)	
Purchase infrastructure assets - roads	2		(5,832,756)	0	(785,541)	
Purchase infrastructure assets - parks & reserves	2		(1,284,628)	0	(32,209)	
Purchase infrastructure assets - other	2		(1,246,620)	0	(316,456)	
Purchases - Works in Progress (Not Capitalised)	2		0	(6,561,186)	(3,705,175)	
Amount attributable to investing activities			(5,998,388)	(6,114,891)	(4,916,295)	
FINANCING ACTIVITIES						
Proceeds from new borrowings	4		2,393,000	2,393,000	2,393,000	
Repayment of borrowings	4		(193,266)	(179,026)	(106,717)	
Payment of self supporting loan to community group	4		(35,100)	0	(35,100)	
Self-supporting loan principal income	4		45,032	30,792	22,331	
Community group cash advance principal income	4		35,100	0	0	
Payment of right of use lease			(32,716)	(22,069)	(22,965)	
Transfer to reserves	8		(180,933)	(180,933)	(3,348)	
Transfer from reserves	8		(1,233,428)	(1,233,428)	(0)	
Amount attributable to financing activities			(3,264,545)	(3,275,192)	(2,247,201)	
Budgeted deficiency before general rates			(7,252,905)	(4,214,933)	(3,670,758)	
Estimated amount to be raised from general rates	6		6,607,075	6,607,075	6,621,912	
Adjusted net current assets at end of financial year - surplus/(deficit)	FMR34(2)(a)	5	(645,830)	2,392,143	2,951,154	
Budget adjustment - Provisions	FMR32(f)		645,830	645,830		
Budget Surplus / (Deficiency)			0	3,037,973		

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 28 February 2022

Description	Note	for the period	
		for the year ended 30 June 2021	ending 28 February 2022
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	7	6,966,878	8,972,354
Trade receivables		2,006,940	943,464
Other financial assets at amortised cost		45,032	57,802
Other current assets		406	0
Inventories		25,612	(12,821)
TOTAL CURRENT ASSETS		9,044,868	9,960,799
NON-CURRENT ASSETS			
Other financial assets at amortised cost		178,381	178,381
Trade receivables		56,707	0
Land		2,884,000	2,869,000
Buildings and improvements		28,911,064	28,153,212
Furniture and equipment		880,587	809,969
Plant and equipment		3,029,675	3,283,184
Right of use assets		48,951	83,686
Infrastructure		251,487,602	253,684,316
TOTAL NON-CURRENT ASSETS		287,476,967	289,061,748
TOTAL ASSETS		296,521,835	299,022,547
CURRENT LIABILITIES			
Trade and other payables		(1,146,643)	(299,648)
Contract liabilities		(754,587)	(1,272,506)
Lease liabilities		(21,007)	(9,969)
Borrowings		(120,957)	(84,326)
Employee related provisions		(661,460)	(349,003)
TOTAL CURRENT LIABILITIES		(2,704,654)	(2,015,453)
NON-CURRENT LIABILITIES			
Lease liabilities		(28,612)	(72,961)
Borrowings		(81,127)	(2,404,041)
Employee related provisions		(99,814)	(99,814)
Other provisions		0	0
TOTAL NON-CURRENT LIABILITIES		(209,553)	(2,576,816)
TOTAL LIABILITIES		(2,914,207)	(4,592,269)
TOTAL NET ASSETS		293,607,628	294,430,278
EQUITY			
Retained earnings		(199,933,266)	(200,752,568)
Reserves - cash backed	8	(5,027,337)	(5,030,685)
Revaluation surplus		(88,647,025)	(88,647,025)
TOTAL EQUITY		293,607,628	294,430,278

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 28 February 2022

	Note	Budget 2021/2022	Y-T-D Budget 2021/2022	Actual 2021/2022
		\$	\$	\$
Revenue				
Rates	6	6,607,075	6,607,075	6,621,912
Operating grants, subsidies and contributions		1,350,599	1,037,355	1,190,079
Fees and charges		2,319,775	1,965,118	2,067,312
Interest earnings		53,420	29,947	26,649
Other revenue		78,813	51,876	57,530
		10,409,682	9,691,370	9,963,482
Expenses				
Employee costs		(4,128,559)	(2,446,108)	(2,335,288)
Materials and contracts		(4,172,337)	(2,348,705)	(2,356,780)
Utilities		(392,847)	(261,898)	(242,737)
Insurance		(326,554)	(326,554)	(353,782)
Other expenses		(710,830)	(463,781)	(517,890)
Depreciation		(5,832,564)	(3,888,376)	(3,885,408)
		(15,563,690)	(9,735,422)	(9,691,885)
		(5,154,008)	(44,052)	271,597
Borrowing costs expense	4	(27,786)	(22,291)	(3,272)
Grants & Subsidies (towards non-operating activities)		6,280,449	446,295	431,588
Fair Value adjustment through profit and loss		0	0	0
Profit / Loss on Disposal of Assets	3	27,355	78,376	122,737
Net result		1,126,010	458,328	822,650
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		1,126,010	458,328	822,650

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

SHIRE OF DANDARAGAN
STATEMENT OF COMPREHENSIVE INCOME by Department
as at 28 February 2022

	Note	Budget 2021/2022	Y-T-D Budget 2021/2022	Actual 2021/2022
	\$	\$	\$	
Governance		5,625	3,658	4,474
General purpose funding		7,608,105	7,353,454	7,454,296
Law, order & public safety		401,592	384,525	374,832
Health		14,690	14,690	26,092
Education & welfare		20,000	0	0
Community amenities		1,265,337	1,118,280	1,151,479
Recreation and culture		451,912	307,493	372,304
Transport		290,833	278,338	314,570
Economic services		245,147	155,219	175,642
Other property and services		106,441	75,713	89,794
		10,409,682	9,691,370	9,963,482
Expenses excluding finance costs				
Governance		(628,742)	(339,258)	(361,663)
General purpose funding		(220,674)	(132,306)	(118,527)
Law, order & public safety		(1,472,914)	(964,394)	(918,780)
Health		(357,450)	(201,597)	(180,982)
Education & welfare		(117,835)	(54,856)	(47,919)
Community amenities		(2,289,672)	(1,379,556)	(1,325,099)
Recreation and culture		(3,438,625)	(2,116,777)	(2,086,878)
Transport		(5,639,675)	(3,765,033)	(3,837,991)
Economic services		(789,288)	(434,588)	(436,461)
Other property and services		(608,816)	(347,057)	(377,585)
		(15,563,690)	(9,735,422)	(9,691,885)
		(5,154,008)	(44,052)	271,597
Finance costs				
Governance		(3,954)	(3,694)	(2,019)
Education & welfare		(4,808)	0	0
Recreation and culture		(1,193)	(885)	(553)
Transport		0	0	(75)
Economic services		0	0	(21)
Other property and services		(17,831)	(17,712)	(604)
		(27,786)	(22,291)	(3,272)
Non- operating grants and subsidies				
Health		2,000	0	0
Recreation and culture		577,937	144,729	148,719
Transport		5,700,512	301,566	282,869
		6,280,449	446,295	431,588
Profit / (loss) on asset disposal				
Governance		5,251	0	6,242
Law, order & public safety		14,000	14,000	7,182
Community amenities		(6,000)	0	0
Recreation and culture		0	0	19
Transport		4,598	34,789	48,202
Other property and services		9,506	29,587	61,092
		27,355	78,376	122,737
Net result		1,126,010	458,328	822,650
Other comprehensive income				
Changes on revaluation of non-current assets		0	0	0
Total other comprehensive income		0	0	0
Total comprehensive income		1,126,010	458,328	822,650

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

SHIRE OF DANDARAGAN
STATEMENT OF CHANGES IN EQUITY
as at 28 February 2022

Note	Retained Surplus	Reserves Cash Backed	Revaluation Surplus	Total Equity
	\$	\$	\$	\$
Balance as at 30 June 2021	199,933,266	5,027,337	88,647,025	293,607,628
Comprehensive Income				
Net result	822,650	0	0	822,650
Changes on revaluation of non-current assets	0	0	0	0
Total comprehensive income	822,650	0	0	822,650
Transfers from/(to) reserves	(3,348)	3,348	0	0
Balance as at 28 February 2022	200,752,568	5,030,685	88,647,025	294,430,278

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

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022

2 DETAILED ACQUISITION

Description	Schedule	Total		Land & Buildings \$		Plant & Equipment \$		Furniture & Equipment \$		Parks & Reserves \$		Roads \$		Other \$	
		2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget
Jurien Bay Administration Centre-External Painting	Governance	0	50,000		50,000										
Reception Foyer Refurbishment	Governance	0	235,000		235,000										
PURCH Large SUV/4WD	Governance	58,591	60,000			58,591	60,000								
PURCH Large SUV/4WD	Governance	0	60,000				60,000								
Generator - Wellness carryover	Health	0	7,000				7,000								
PURCH Utility	Law Order & Public Safety	59,754	60,000			59,754	60,000								
Dandaragan House (GROH)	Education & Welfare	442,672	643,000	442,672	643,000										
Tip Fence - Other - NewSLK-	Community Amenities	0	30,000												30,000
Family Resource Centre-Replace A/C Unit	Community Amenities	0	13,500		13,500										
Badgingarra Toilet-New inverted leachdrain	Community Amenities	0	10,000												
Cervantes CBD Toilet-Paint	Community Amenities	2,873	5,000	2,873	5,000										
Power Connection to JB Tip - Other - NewSLK-	Community Amenities	51,197	57,549											51,197	57,549
PURCH Large SUV	Community Amenities	52,061	60,000			52,061	60,000								
Television Rebroadcasting equipment	Recreation & Culture	45,202	55,000					45,202	55,000						
Foreshore Path - Other - RenewalSLK-	Recreation & Culture	28,469	40,000											28,469	40,000
Jurien Irrigation Project - carryover	Recreation & Culture	98,719	271,628							98,719	271,628				
Dand.Streetscape - Landscaping	Recreation & Culture	0	5,920								5,920				
Foreshore Power Upgrade	Recreation & Culture	198,098	800,000							198,098	800,000				
Collinson Foot Bridge - Other - RenewalSLK-	Recreation & Culture	0	20,000												20,000
Fshore landscaping various	Recreation & Culture	98,151	75,000							98,151	75,000				
Fshore shelter, seating, bbq clad.	Recreation & Culture	13,523	78,000							13,523	78,000				
Bball Court Foreshore	Recreation & Culture	32,209	30,000							32,209	30,000				
Dand. BMX Pump carryover	Recreation & Culture	68,250	63,400											68,250	63,400
Dand. Public Art carryover	Recreation & Culture	22,250	23,190											22,250	23,190
JB Youth Precinct carryover	Recreation & Culture	17,802	20,000											17,802	20,000
TWP Hill River Bridge	Recreation & Culture	0	74,915												74,915
BBQ Gas modification Sandy Cape	Recreation & Culture	14,235	8,970											14,235	8,970
Tank modification Sandy Cape	Recreation & Culture	4,477	7,525											4,477	7,525
COVID Community Building Program	Recreation & Culture	0	5,000		5,000										
Ablution Pavillion carryover	Recreation & Culture	22,506	1,281,685	22,506	1,281,685										
CCRC-Main roof replacement	Recreation & Culture	64,521	65,000	64,521	65,000										
CCRC-Acoustics	Recreation & Culture	0	20,000		20,000										
BCC-Paving	Recreation & Culture	9,480	12,000	9,480	12,000										
Building Renewal Backlog	Recreation & Culture	145,892	200,000	145,892	200,000										
Fshore Playground carryover	Recreation & Culture	213,285	128,012					213,285	128,012						
Civic Centre Fit-Out CarryOver	Recreation & Culture	983	12,135					983	12,135						
JSRC Playground Replacement	Recreation & Culture	7,035	100,000					7,035	100,000						
Turquoise Way - Other - RenewalSLK0-1.35	Transport	207,244	202,500											207,244	202,500
JB Footpaths - Other - NewSLK-	Transport	0	105,000												105,000
Cervantes Footpaths - Other - NewSLK-	Transport	0	60,000												60,000
TWP Realign (Coastwest)	Transport	0	119,440												119,440
Beachridge Swales - Other - NewSLK-	Transport	0	30,000								30,000				
Turquoise Way - Other - NewSLK-	Transport	0	150,000												150,000
CCC Carpark - Other - RenewalSLK-	Transport	58,727	55,131											58,727	55,131
Taxiways	Transport	2,000	185,000											2,000	185,000
PURCH 6Wheel Prime Mover	Transport	0	290,000				290,000								
PURCH Grader 12H Equiv.	Transport	364,500	385,000			364,500	385,000								
PURCH Pedestrian Roller	Transport	0	25,000				25,000								
PURCH Pedestrian Roller Trailer	Transport	0	10,000				10,000								
PURCH Sign Trailer	Transport	0	20,000				20,000								
Gillingarra Road - Gravel ResheetSLK0-4	Transport	0	143,483												143,483
Marchagee Track - Gravel ResheetSLK4-8	Transport	0	138,438												138,438
Waddi Road - Gravel ResheetSLK4-6.5	Transport	44,311	118,501								44,311	118,501			
Wolba Road - Gravel ResheetSLK0-4	Transport	73,273	148,702								73,273	148,702			
Mckays Road - Gravel ResheetSLK3-4.6	Transport	0	64,375												64,375
Capitela Road - Gravel ResheetSLK1-3	Transport	0	87,788												87,788
Lesueur Drive - ReconstructionSLK0-1	Transport	0	50,078												50,078
Vine Cottage Lane - Gravel ResheetSLK0-1.3	Transport	0	36,976												36,976
NorthWest Road - SealingSLK25-26.7	Transport	57,120	50,000								57,120	50,000			

Rowes Road - SealingSLK4-7	Transport	27,068	50,000										27,068	50,000		
Bluewater Drive - SealingSLK0-0.1	Transport	38,660	35,600										38,660	35,600		
Passmore Close - SealingSLK0-0.18	Transport	69,468	80,000										69,468	80,000		
Toledo Street - SealingSLK0-0.15	Transport	45,214	55,000										45,214	55,000		
Green Street - SealingSLK0-0.15	Transport	49,637	65,000										49,637	65,000		
Aquilla Street - SealingSLK0-0.15	Transport	148,970	135,000										148,970	135,000		
Castilla Way - SealingSLK0-0.1	Transport	67,650	55,000										67,650	55,000		
Sierra Court - SealingSLK0-0.05	Transport	38,950	35,000										38,950	35,000		
Watheroo West Road - Other - NewSLK10.74-39.26	Transport	0	85,664											85,664		
Watheroo West Road - Other - NewSLK0-8.11	Transport	0	24,330											24,330		
Jurien East Road - ReconstructionSLK23.85-31	Transport	1,004,900	2,100,000										1,004,900	2,100,000		
Cataby Road - ReconstructionSLK3-6	Transport	448,071	554,385										448,071	554,385		
Cataby Road - SealingSLK0-6	Transport	177,807	192,000										177,807	192,000		
Dandaragan Road - ReconstructionSLK55.35-58.85	Transport	242,525	512,870										242,525	512,870		
Roberts Street carryover	Transport	326,992	251,566										326,992	251,566		
PURCH MetroCount VT5900 Plus	Transport	15,619	17,901					15,619	17,901							
Dandaragan Road - ReconstructionSLK0.3-0.73	Transport	4,685	287,000										4,685	287,000		
Dandaragan Road - ReconstructionSLK4.95-7	Transport	37,250	360,000										37,250	360,000		
Rowes Road - ReconstructionSLK25.5-26	Transport	0	116,000											116,000		
Dest.Market. Shire Entry Signs	Economic Services	3,816	24,000												3,816	24,000
House 16 Lot 234 York Street-External painting	Other Property & Services	6,893	10,000	6,893	10,000											
House 16 Lot 234 York Street-Replace doors	Other Property & Services	0	15,000		15,000											
Depot Building - Other - NewSLK-	Other Property & Services	140,089	250,000	140,089	250,000											
PURCH Multi Roller	Other Property & Services	181,500	165,000			181,500	165,000									
PURCH Large SUV/4WD	Other Property & Services	0	60,000				60,000									
PURCH Spray Unit	Other Property & Services	0	10,000				10,000									
PURCH Verti-Mower	Other Property & Services	22,610	25,000			22,610	25,000									
PURCH Convert PTC023	Other Property & Services	7,508	9,500			7,508	9,500									

Total	5,685,292	12,744,657	834,926	2,815,185	746,524	1,246,500	282,123	313,048	440,700	1,290,548	2,902,551	5,832,756	478,467	1,246,620
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CAPITALISED 1,980,117
 WIP 3,705,175
 TOTAL 5,685,292

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022

3 ASSET DISPOSAL AND CHANGEOVER

Description	Proceeds from Sale		Cost of Replacement		Net Cost for Change Over		Written Down Value		Profit/(Loss) on Disposal	
	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget
Other Property and Services	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
2012 Caterpillar 12M Motor Grader	124000	135,000	364,500	385,000	240,500	250,000	77,087	100,211	46,913	34,789
Wacker Pedestrian Roller		500		35,000	-	34,500		-	-	500
Ammann AP 240 Pneumatic Tyred Roller - DN7556	23500	15,000	181,500	165,000	158,000	150,000	-	-	23,500	15,000
Iveco Powerstar Prime Mover - DN009		35,000		290,000		255,000		67,091		(32,091)
DN053 - ICV Nissan Patrol		8,500		-		(8,500)		-		8,500
2014 Colorado T/Top - DN015		8,000		-		(8,000)		17,106		(9,106)
2014 Colorado T/Top - DN024		8,000		-		(8,000)		1,913		6,087
2017 Ford Everest SUV 4WD - DN001		34,000		60,000		26,000		40,000		(6,000)
2018 Toyota Fortuner DN002		31,000	52,061	60,000		29,000		32,369		(1,369)
2018 Toyota Prado - DN000	45454.55	48,000	58,591	60,000	13,137	12,000	39,220	46,855	6,235	1,145
2018 Ford Everest - DN004		45,000		60,000		15,000		40,894		4,106
2015 Ford Ranger - 1GON796	18181.82	28,000	59,754	60,000	41,572	32,000	11,000	14,000	7,182	14,000
Vermeer BC700XL2VP Wood Chipper - 1TQP356		7,500		-		(7,500)		17,106		(9,606)
Metrocount	1272.73	1,400		17,901	1,273	16,501		-	1,273	1,400
Land & Building										
Land Lot 13 Dandargan Road FA2510	20000				20,000		15,000		5,000	
Residence Lot 13 Dandaragan Road FA2464	105000				105,000		72,408		32,592	
	337,409	404,900	716,406	1,192,901	579,481	788,001	214,715	377,545	122,694	27,355
Right of Use Asset										
Waterlogic Lease									43	
										122,737

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022

4 INFORMATION ON BORROWINGS

(a) Borrowing repayments

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

	Outstanding 1-Jul-21	New loans		Interest repayments		Principal repayments		Outstanding for the year ending 30 June
		2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	2021/2022 Actual	2021/2022 Budget	
Governance								
Loan 127	75,925	0	0	3,175	3,175	75,925	75,925	0
Education and Welfare								
Loan 136		643,000	643,000		4,808		29,926	613,074
Recreation and culture								
Loan 137		1,500,000	1,500,000		14,847		30,748	1,469,252
Other property and services								
Loan 138	0	250,000	250,000	0	1,869		11,635	238,365
	75,925	2,393,000	2,393,000	3,175	24,699	75,925	148,234	2,320,691
Self Supporting Loans								
Recreation and culture								
Loan 130	24,668	0	0	609	918	12,184	24,668	0
Loan 133	36,583	0	0	864	864	6,961	6,961	29,622
Loan 134	19,835	0	0	131	250	1,744	3,500	16,335
Loan 135	45,072	0	0	276	276	9,903	9,903	35,169
	126,158	0	0		2,308	30,792	45,032	81,126
	202,083	2,393,000	2,393,000	3,175	27,007	106,717	193,266	2,401,817
Cash Advance Repayment								
Other property and services								
Chamber of Commerce		35,100	35,100				35,100	35,100
	0	35,100	35,100	0	0	0	35,100	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 28 February 2022

5. NET CURRENT ASSETS

	Note	2021	2022
		\$	\$
Composition of estimated net current assets			
Current assets			
Cash - unrestricted		1,939,541	3,941,669
Cash - restricted reserves	8	5,027,337	5,030,685
Receivables		2,052,378	1,001,266
Inventories		25,612	(12,821)
		<u>9,044,868</u>	<u>9,960,799</u>
Less: current liabilities			
Trade, other payables and provisions		(2,583,697)	(1,931,126)
Long term borrowings		(120,957)	(84,326)
		<u>(2,704,654)</u>	<u>(2,015,453)</u>
Unadjusted net current assets		6,340,214	7,945,346
Adjustments			
Less: Cash - restricted reserves	8	(5,027,337)	(5,030,685)
Less: Loans receivable - clubs/institutions		(45,032)	(57,802)
Add: Right of use lease liability		21,007	9,969
Add: Current portion of borrowings		120,957	84,326
Adjusted net current assets - surplus/(deficit)		<u>1,409,809</u>	<u>2,951,154</u>
Budget Adjustment			
Add: Provisions		661,460	349,003
Budget surplus/(deficit)		<u>2,071,269</u>	<u>3,300,157</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 28 February 2022

6 RATES AND SERVICE CHARGES

(a) Rating Information

RATE TYPE	Rate in	Number of properties	Rateable value	rate revenue	Budget 2021/2022			Actual 2021/2022		
					interim rates	back rates	total revenue	rate revenue	interim rates	back rates
	\$		\$	\$	\$	\$	\$	\$	\$	\$
General rate										
Gross rental valuations										
GRV - General	8.3362	1,898	31,764,066	2,669,155	0	0	2,669,155	2,669,961	4,060	2,674,021
Unimproved valuations										
UV - General	0.6638	358	405,363,396	2,826,265	0		2,826,265	2,826,265	5,606	2,831,871
Sub-Totals		2,256	437,127,462	5,495,420	0	0	5,495,420	5,496,227	9,666	5,505,892
Minimum	\$									
Minimum payment										
Gross rental valuations										
GRV - General	985	976	5,330,901	961,360	0	0	961,360	961,360		961,360
GRV - Lesser (Dandaragan & Badgingarra)	744	31	118,252	23,064	0	0	23,064	22,320		22,320
Unimproved valuations										
UV - Mining	930	88	1,789,977	81,840	0	0	81,840	81,840		81,840
UV - Lesser	744	388	32,270,700	288,672	0	0	288,672	289,416		289,416
Sub-Totals		1,483	39,509,830	1,354,936	0	0	1,354,936	1,354,936		1,354,936
		3,739	476,637,292	6,850,356	0	0	6,850,356	6,851,163		6,860,828
Discount refer (note 1 (c))							(245,000)			(238,916)
Total amount raised from general rates							6,605,356			6,621,912
Ex Gratia Rates							1,719			0
Total rates							6,607,075			6,621,912

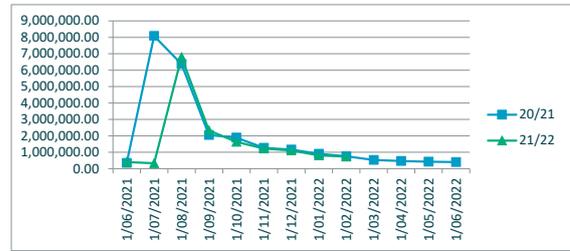
NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022

7 CASH, INVESTMENTS & RECEIVABLES

	Note	2021 \$	2022 \$
Cash And Cash Equivalents			
Unrestricted		1,653,919	3,941,669
Restricted	8	5,821,414	5,030,685
		<u>7,475,333</u>	<u>8,972,354</u>
Receivables			
Rates outstanding		352,891	735,717
Sundry debtors		428,031	113,293
GST receivable		(0)	(0)
		<u>498,715</u>	<u>849,009</u>

Rates Outstanding

	YTD	30-Jun-21
Opening Arrears Previous Years	399,437	352,891
Levied this Year	8,083,544	7,763,596
Less Collections to date	- 7,747,263	- 7,717,051
Equals Current Outstanding	735,717	399,437
Net Rates Collectable	735,717	399,437
% Collected	91.33	95.08

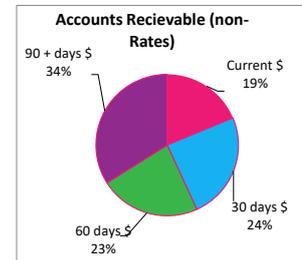


Sundry Debtors

	Current \$	30 days \$	60 days \$	90 + days \$
Receivables General	21,222.76	27,678.78	25,909.47	38,481.59
Total Receivables General Outstanding				113,292.60

Total Receivables General Outstanding

Amounts shown above include GST (where applicable)



NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022

8 CASH BACKED RESERVES

(a) Cash Backed Reserves - Movement

	Opening Balance	Transfer to (to)	Transfer (from)	In Use Adjustment	Closing Balance
	\$	\$	\$		\$
Plant Reserve	255,578	169			255,747
Building Renewal Reserve	656,958	438			657,396
Rubbish Reserve	499,507	313			499,820
Community Centre Reserve	395,291	278			395,569
Television Services Reserve	98,182	65			98,246
Information Technology Reserve Reserve	57,282	38			57,320
Land Development Reserve	70,989	47			71,036
Parking Requirements (Lot 1154 Sandpiper Street) Reserve	11,458	8			11,466
Parks and Recreation Grounds Development (Seagate) Reserve	353,053	233			353,287
Sport and Recreation Reserve	163,437	108			163,545
Landscaping Reserve	2,659	2			2,661
Aerodrome Reserve	152,218	101			152,319
Public Open Space Renewal Reserve	454,639	301			454,939
Infrastructure Renewal Reserve	710,752	470			711,222
Public Open Space Construction Reserve	9,428	6			9,434
Infrastructure Construction Reserve	55,604	37			55,640
Building Construction Reserve	116,730	77			116,807
Leave Reserve	261,411	195			261,606
Economic Development Initiatives Reserve	647,650	428			648,078
Turquoise Way Path Reserve	52,006	34			52,040
Cash in lieu of landscaping – Lot 1146 Sandpiper Street Reserve	2,506	2			2,508
	5,027,337	3,348	0		0 5,030,685

**NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022**

9 TRUST FUNDS

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

Trust Fund

Detail
Cash In Lieu POS - L9000 Valencia

	Balance	Movements		Balance
	30-Jun-21	Inwards	Outwards	as at 28 February 2022
	\$	\$		\$
	200,277			200,277
	200,277	0	0	200,277

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022

10 BUDGET AMMENDMENTS

Description	Council Resolution	Schedule	Classification	Non-Cash Adjustment	Increase in cash available	Decrease in cash available	Amended Budget Running Balance
Budget Adoption						Opening Surplus	11,805
Permanent Changes							
JBSRC Playground	20220224 9.1.4					25,000	(13,195)
Public Open Spaces Reserve	20220224 9.1.4				25,000		11,805
				0	25,000	25,000	11,805

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022

11 GRANTS & CONTRIBUTIONS

Program / Details	Grant Provider	In Advance payments	Budget 2021/22	2021/22 Budget Amendments	Received	Recoup Status		
						Revenue/ Expenditure	Liability	Not Received
						\$	\$	\$
Operating								
Other General Purpose Income								
Grants Commission - General	WALGGS		325,536		293,730	293,730		31806.00
Grants Commission - Roads	WALGGS		593,774		486,413	486,413		107361.50
Fire Prevention								
ESL Operating Grant	FESA		24,804		12,652	12,652		12151.75
Swimming Areas and Beaches								
CHRMAP			50,000		25,000		25,000	25000.00
Streets Roads Bridges Depots Maint								
MRWA Direct Grant	MRWA		264,605		264,605	264,605		0.00
Street Light Subsidy			3,400					3400.00
			-		1,082,400	1,057,400	25,000	179,719
Non-Operating								
Other Health								
Generator - Practice contribution								-
Other Recreation and Sport								
Badgingarra Cricket Nets BCA contribution			2,000					-
JB Youth Precinct	LotteryWest Grant		232,207					232,207
Dand. Landscaping/fence etc	Federal Drought		5,620		5,620	1,345	4,274	-
JB Picnic Area	Federal Drought		1,001		1,001	1,001	0	-
Faunt. Power Upgrade	Federal Drought		52,519		52,519	52,519	-	-
Dand. BMX Pump	Federal Drought		63,400		63,400	63,400	-	-
Dand. Public Art	Federal Drought		23,190		23,190	22,250	940	-
JB Playground	Federal Drought		80,000					80,000
Badgingarra Cricket Nets	CSRFF Grant							-
Other Recreation and Sport								
Local Roads and Comm Inf			1,018,611		548,673	22,506	526,167	469,938
LobsterHut Contribution			100,000					100,000
Streets Roads Bridges Depots Maint								
Regional Road Group RRG	RRG		798,025		319,210	-	319,210	478,815
SBS Grant	SBS		508,667		203,466		203,466	305,201
WSFN	WSFN		2,275,569					2,275,569
WABN	WABN		82,500		10,000		10,000	
RTR Grant	RTR		752,091		251,567	251,567	-	500,524
JB Footpaths	Federal Drought		133,949		113,949	500	113,449	20,000
TWP Realign (Coastwest)(herbarium)			58,600		49,500	16,500	33,000	9,100
Airfields								
RAD Grant - Taxiway	RAP		92,500		37,000		37,000	55,500
			6,280,449		1,679,094	431,588	1,247,506	4,526,854
			-		2,761,494	1,488,988	1,272,506	4,706,573.62

NOTES TO AND FORMING PART OF THE MONTHLY STATEMENTS
as at 28 February 2022

12 VARIANCES

Reporting Program	Var \$	Var %	Var	Timing / Permanent	Explanation of Variance
Operating Revenue					
Governance	7,058	293%	▲		
General Purpose Funding	86,005	112%	▲	Permanent	Direct Grants higher than estimated in Budget
Law, Order & Public Safety	(16,511)	96%	▼		
Health	11,402	178%	▲	Permanent	Income for Third party Services
Education and Welfare	0	100%	▲		
Community Ammenities	33,198	103%	▲		
Recreation and Culture	64,830	121%	▲	Permanent	Sandy Cape income higher than buudgeted
Transport	49,645	116%	▲	Permanent	Insurance reimbursement for previous financial years claim
Economic Services	20,424	113%	▲	Permanent	Sale of Tourism items higher than budgeted
Other Property and Services	45,586	143%	▲	Permanent	Sale of 3517 Dandaragan Rd Land & Building
Operating Expenses					
Governance	(20,729)	106%	▼		
General Purpose Funding	13,780	90%	▲		
Law, Order & Public Safety	45,613	95%	▲		
Health	20,615	90%	▲		
Education and Welfare	6,937	87%	▲		
Community Ammenities	54,457	96%	▲		
Recreation and Culture	30,231	99%	▲		
Transport	(73,034)	102%	▼		
Economic Services	(1,894)	100%	▼		
Other Property and Services	(13,421)	104%	▼		

Shire of Dandaragan

ACCOUNTS FOR PAYMENT

FOR THE PERIOD ENDING

28 February 2022

SUMMARY OF SCHEDULE OF ACCOUNTS FEBRUARY 2022

<u>FUND</u>					<u>AMOUNT</u>
<u>MUNICIPAL FUND</u>					
CHEQUES	33824		-	33824	\$301.00
EFT'S	EFT	587	-	EFT 593	\$1,537,266.15
DIRECT DEBITS	GJBDEB	4750		GJBDEB 4762	\$59,129.57
BPAY	BPAY	BPAY110222	-	BPAY BPAY250222	\$36,491.19
TOTAL MUNICIPAL FUND					<u>\$1,633,187.91</u>
<u>TRUST FUND</u>					
CHEQUES	N/A		-	N/A	\$0.00
EFT'S	EFT	N/A	-	EFT N/A	\$0.00
TRANSFER	Trust	N/A	-	Muni N/A	\$0.00
					<u>\$0.00</u>

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

Posting Date	Document Type	Document No.	Bank Account No.	Description	Amount
3/02/2022		GJBDEB-4750		SuperChoice - 01/02/22	\$ 20,876.61
3/02/2022		GJBDEB-4751		Salary Packaging	\$ 2,157.25
1/02/2022		GJBDEB-4752		BWA - BPay Trans Fee Jan 22	\$ 316.80
1/02/2022		GJBDEB-4753		BWA - Maintenance Fee Ex 117-005816-7 - Jan 22	\$ 20.00
1/02/2022		GJBDEB-4754		BWA - OBB Record Fee - Jan 22	\$ 22.80
1/02/2022		GJBDEB-4755		Westnet Email Hosting 010222 - 010223	\$ 50.00
1/02/2022		GJBDEB-4756		ANZ - Merchant Fee's Jan 22	\$ 198.84
1/02/2022		GJBDEB-4757		WATC - SSL 133 - Principal & Interest	\$ 3,912.44
2/02/2022		GJBDEB-4758		Wex Fuel Cards - Jan 22	\$ 3,532.61
3/02/2022		GJBDEB-4759		BWA - CBA Merchant Fee Jan 22 - TCVC	\$ 67.03
3/02/2022		GJBDEB-4760		BWA - CBA Merchant Fee Jan 22 - JB Admin	\$ 249.07
17/02/2022		GJBDEB-4761		Salary Packaging	\$ 2,157.25
17/02/2022		GJBDEB-4762		SuperChoice - 15/02/22	\$ 20,371.19
7/02/2022		GJBREC-3089		Returned item V84424 - Invoice No. PI65445 & PI65446: processed in wrong vendor see correction in V84562 and Direct Debits	\$ 5,197.68
					\$ 59,129.57

Date	Cheque Number	Vendor	Invoice	Description	Amount
17/02/2022	33824	V82531 - PLEASE PAY CASH	JURIEN ADMIN FEB22	Jurien Bay Admin Petty Cash Recoup February 22	301.00
				Total V82531	301.00
				Total 33824	301.00
				Grand Total - Cheque	301.00

Date	BPAY Number	Vendor	Invoice	Description	Amount
7/01/2022	BPAY070122	V80818 - Telstra Corporation			
			7863675800/DEC21	JB Shared office data Dec21	\$ 9,390.94
			2175531868/JAN22	Dand Depot Fuel System 02/01/22-01/02/22	\$ 29.98
			2503689339/JAN22	Library Usage to 01/01/22	\$ 134.97
			2175531686/JAN22A	Invoice PI65164	\$ 977.80
				Total V80818	\$ 10,533.69
		V81671 - Water Corporation			
			9011461671/DEC21	Jurien Admin Centre 27/10/21-21/12/21	\$ 155.55
			9007275681/DEC21	Memorial Pk 26/10/21-21/12/21	\$ 387.52
			9007271154/DEC21	2 York St 27/10/21-21/12/21	\$ 169.17
			9007269986/DEC21	Family Resource Centre 27/10/21-21/12/21	\$ 136.45
			9007268959/DEC21	Jurien F/S amenities 27/10/21-21/12/21	\$ 128.26
			9018331642/DEC21	Jurien Hall 14/10/21-22/12/21	\$ 594.92
			9007278989/DEC21	Jurien Cemetery 14/10/21-22/12/21	\$ 212.86
			9007276262/DEC21	Jurien Depot 29/10/21-22/12/21	\$ 417.54
			9007273897/DEC21	Fountain Snook Pk 28/10/21-22/12/21	\$ 2.73
			9007272237/DEC21	JCC 14/10/21-22/12/21	\$ 477.58
			9009758951/DEC21	306 Pinetree Cct 29/10/21-23/12/21	\$ 79.94
				Total V81671	\$ 2,762.52
				Total BPAY070122	\$ 13,296.21
11/02/2022	BPAY110222	V80818 - Telstra Corporation			
			7863675800/JAN22	JB Shared office data Jan22	\$ 9,835.29
			2175531686/FEB22	Mobile Usage to 01/02/22	\$ 1,452.09
			2503689339/FEB22	Library Usage 01/02/22 & MDM Software Dec21 Jan22	\$ 235.07
			2175531868/FEB22	Fuel system 02/02-01/03/22	\$ 29.98
				Total V80818	\$ 11,552.43
				Total BPAY110222	\$ 11,552.43
18/02/2022	BPAY180222	V84643 - City of Rockingham			
			120568	Provision for Long Service Leave	\$ 1,047.03
				Total V84643	\$ 1,047.03
				Total BPAY180222	\$ 1,047.03
25/02/2022	BPAY250222	V80818 - Telstra Corporation			
			3009311972/FEB22	CESC to 19/02/2022	\$ 685.87
			5258987000/FEB22	PHONE USAGE TO 01/02/22	\$ 23,205.86
				Total V80818	\$ 23,891.73
				Total BPAY250222	\$ 23,891.73
				Grand Total - BPAY	\$ 36,491.19

Date	EFT Number	Vendor	Invoice	Description	Amount
3/02/2022	587	Payroll	Payroll FNE 01/02/22	Payroll FNE 01/02/22	\$ 131,418.88
				Total EFT 587	\$ 131,418.88
4/02/2022	588/1091				
		V80033 - Derricks Auto-Ag & Hardware Plus			
			10265432	Suction hose, clamps, adaptor, lump end,	\$ 180.15
			10265148	McNaught powerlube	\$ 1,295.00
			10265150	Hydraulic hose & crimp fittings	\$ 181.00
			10265229	Plow bolts & nuts	\$ 99.75
				Total V80033	\$ 1,755.90
		V80043 - Jurien Bay IGA			
			07/NOV21	Jurien Admin Consumables Nov 21	\$ 967.33
				Total V80043	\$ 967.33
		V80087 - Synergy			
			411619200/JAN22	New Admin Centre 16/12/21 - 19/01/22	\$ 5,724.86
			108788340/JAN22	CBD Rest Area Cervantes 17/11/21-19/01/22	\$ 175.63
			429026190/JAN22	Jurien Depot 16/12/21-19/01/22	\$ 2,011.94
			125055780/JAN22	Weston St Pk 17/11/21-19/01/22	\$ 120.13
			919109010/JAN22	Power Watch Security Lighting 01/12/21-31/12/21	\$ 421.88
			919109010/JAN22A	Powerwatch Security Lighting 1/1/22-31/1/22	\$ 421.88
				Total V80087	\$ 8,876.32
		V80102 - Westrac Equipment			
			SI1600995	Inspect & repair coolant in engine oil issue	\$ 3,001.03
			PI6640238	Radiator hose	\$ 10.56
				Total V80102	\$ 3,011.59
		V80150 - RDI Transport			
			1225	Gas bottles delivered Sandy Cape	\$ 632.00
				Total V80150	\$ 632.00
		V80219 - Cutting Edges Equipment Parts Pty Ltd			
			3317837	Tooth scarifiers & scarifer shanks	\$ 2,852.19
				Total V80219	\$ 2,852.19
		V80279 - Jurien Sport and Recreation Centre			
				BookEasy Operator Return 31 January 2022	\$ 1,175.00
				Total V80279	\$ 1,175.00
		V80616 - Cervantes Pinnacles Motel			
			OPERATOR RETURN 31/1/22	BookEasy Booking 10391764	\$ 527.00
				Total V80616	\$ 527.00
		V81172 - WA Hino Sales & Service			
			281859	Retainers	\$ 19.25
			282213	V-Belts	\$ 150.38
				Total V81172	\$ 169.63
		V81252 - Brooks Hire Service Pty Ltd			
			192782	Hire Caterpillar smooth vibe roller 7/12-20/12/21	\$ 2,333.10
				Total V81252	\$ 2,333.10
		V81343 - Dandaragan Mechanical Services			
			8012	Toggle/Detent Exhaust Valves	\$ 742.50
			8017	Rotor disc brakes & pad set	\$ 340.85
			7745	Travel to adjust roller scraper	\$ 232.65
				Total V81343	\$ 1,316.00
		V81352 - Jurien Signs			
			5706	Staff Uniforms	\$ 1,012.00
				Total V81352	\$ 1,012.00
		V81490 - Ricoh Finance			
			396859	Photocopier Lease 08/02/22-07/03/22	\$ 1,438.07
				Total V81490	\$ 1,438.07
		V81545 - Winc Australia Pty Limited			
			9038192423	Printing and Stationery Jan22 NET51576085	\$ 3.70
				Total V81545	\$ 3.70
		V81795 - Jurien Bay Community Resource Centre			
			419	Advertising - Public Art Policy Comment Period Ad	\$ 410.00
				Total V81795	\$ 410.00
		V81848 - Jurien Bayview Realty			
			OPERATOR RETURN 31/1/22 LESUEUR DAY	BookEasy Booking 10194625	\$ 943.50
			OPERATOR RETURN 24/1/21 U29 SEAFRO1	BookEasy Booking 10166980	\$ 464.10
			200222	Staff Housing - 07/02/2022-20/02/2022	\$ 700.00
			260222	Staff Housing 13/02/2022-26/02/2022	\$ 920.00
				Total V81848	\$ 3,027.60
		V81874 - Child Support			
			PJ003707	Child Support	\$ 129.13
				Total V81874	\$ 129.13
		V82274 - Vari-Skilled			
			18392	Shire Mowing January 2022	\$ 14,624.30
				Total V82274	\$ 14,624.30
		V82774 - T-Quip			
			107404#5	Supply mower deck quote 17116 - part order	\$ 819.80
				Total V82774	\$ 819.80
		V83051 - Central West Building Pty Ltd			
			583	Construct New Jurien bay Depot Building	\$ 62,700.00
				Total V83051	\$ 62,700.00

Date	EFT Number	Vendor	Invoice	Description	Amount
		V83365 - Bitutek Pty Ltd	6918	Cataby Rd 10mm primer seal-Northwest Rd final se	\$ 258,419.92
				Total V83365	\$ 258,419.92
		V83416 - Canover 24 Volunteer Bush Fire Brigade	104	Maintenance grand works at standpipe	\$ 1,200.00
				Total V83416	\$ 1,200.00
		V83420 - Porter Consulting Engineers	22013	Engineering Report Agaton Rd for Remote Rural Rds	\$ 3,465.00
				Total V83420	\$ 3,465.00
		V83480 - Jurien Bay Newsagency	SN00035131012022	Mobile phone charger	\$ 29.99
				Total V83480	\$ 29.99
		V83484 - Cervantes Community Men's Shed	20	Various mats - TCVC merch	\$ 1,700.00
				Total V83484	\$ 1,700.00
		V83507 - Council First	SI006875	Professional Services December 2021	\$ 4,020.50
				Total V83507	\$ 4,020.50
		V83634 - Woodlands Distributors & Agencies P/L	DAN2-071	Calciprill bags & Spec establish bags	\$ 3,537.05
				Total V83634	\$ 3,537.05
		V83705 - Telstra	3009311972/DEC21	CESC to 19/12/21	\$ 375.19
			3009311972/JAN21	CESC to 19/1/22	\$ 284.22
				Total V83705	\$ 659.41
		V83912 - WA Country Builders	VERGE BOND REFUND BA2020/123	Refund Verge Bond BA2020/123	\$ 500.00
				Total V83912	\$ 500.00
		V83914 - Turquoise Safaris	OPERATOR RETURN 31/1/22	BookEasy Booking 10402539	\$ 376.24
				Total V83914	\$ 376.24
		V84111 - Jess's Mobile Car Detailing	35/JAN22	Full Detail & Wash PLV244	\$ 250.00
				Total V84111	\$ 250.00
		V84211 - Brent Bailey	REIMBURSEMENT FUEL EXPENSES	Reimbursement fuel expenses PLV257	\$ 138.57
				Total V84211	\$ 138.57
		V84327 - Lyall Ward	JAN22/30	January 2022 Waste Management Dandaragan Tip	\$ 2,112.00
				Total V84327	\$ 2,112.00
		V84371 - Nessa Hall - Nesity Cleaning Management Services	7505	Extra cleaning school holidays - Dobbyn Pk toilets	\$ 2,849.00
				Total V84371	\$ 2,849.00
		V84424 - CouncilWise	INV-CW-0191	PropertyWise Property & Rating licence January 22	\$ 2,598.84
			INV-CW-0208	PropertyWise Property & Rating licence February 22	\$ 2,598.84
			GJBREC-3089	Returned item - Invoice No. PI65445 & PI65446: processed in wrong vendor see correction in V84562 and Direct Debits	\$ 5,197.68
				Total V84424	\$ 5,197.68
		V84430 - MCG Architects Pty Ltd	2556	Jurien Bay Beach Pavilion Contract Administration	\$ 1,058.75
				Total V84430	\$ 1,058.75
		V84471 - Matt McVeigh Design	12467009N9	Dandaragan Pythagorean Tree Project - final	\$ 4,675.00
				Total V84471	\$ 4,675.00
		V84530 - Peter Miley			\$ 34,963.50
				Total V84530	\$ 34,963.50
		V84629 - ICMI Speakers and Entertainers	ICMI-33090Z	International Women's Day Speaker - Michelle Cowan	\$ 5,775.00
				Total V84629	\$ 5,775.00
		V84634 - Leanne Elliss	REIMBURSEMENT DC FAREWELL GIFT	Reimbursement for staff member farewell gift	\$ 200.00
				Total V84634	\$ 200.00
		V84636 - G & Y Roberts	REFUND OVERPAYMENT SUNDRY ACCOUNT	Refund for overpayment into sundry debtor account	\$ 7,150.83
				Total V84636	\$ 7,150.83
				Total EFT 588/1091	\$ 446,059.10
11/02/2022	589	Cancelled	Cancelled	Cancelled	\$ -
				Total EFT 589	\$ -

Date	EFT Number	Vendor	Invoice	Description	Amount
11/02/2022	590/1092	V80021 - BOC Gases	5005641238	Cylinder Hire/Usage December 21	\$ 80.23
				Total V80021	\$ 80.23
		V80033 - Derricks Auto-Ag & Hardware Plus	10261075	Fire fighting nozzle, brass lump end & super ultra	\$ 96.20
				Total V80033	\$ 96.20
		V80087 - Synergy	905537000/JAN22	Memorial Cnr 18/11/21-19/01/22	\$ 189.52
			686912910/JAN22	Cervantes oval 18/11/21-20/1/22	\$ 1,949.49
			903907310/JAN22	Cerv F/S Amenities 18/11/21-20/1/22	\$ 499.55
			818063790/JAN22	Cerv F/S Amenities 18/11/21-19/1/22	\$ 148.04
			185507110/FEB22	Adriana Pk (Seinor Pk) 28/12/21-27/1/22	\$ 121.68
			721287150/FEB22	Street Lighting 25/12/21-24/1/22	\$ 16,363.45
			317260610/FEB22	JCC 1/12/21-2/2/22	\$ 2,562.43
				Total V80087	\$ 21,834.16
		V80102 - Westrac Equipment	PI6650467	Suspension seat	\$ 1,864.14
			PI6571324	Metering Pump	\$ 2,889.45
				Total V80102	\$ 4,753.59
		V80150 - RDI Transport	1459	Deliver gas bottle to Sandy Cape	\$ 158.00
				Total V80150	\$ 158.00
		V80163 - Badgingarra Community Assn	2021#123	General Maintenance Contract Jan22	\$ 3,400.10
				Total V80163	\$ 3,400.10
		V80240 - RBC Rural	30331	Meterplan Charge January 22	\$ 1,549.01
				Total V80240	\$ 1,549.01
		V80549 - BP Jurien Bay	9976	Battery for auto door	\$ 68.00
				Total V80549	\$ 68.00
		V80955 - Sportrophy	41000	Honour Board tags	\$ 43.50
				Total V80955	\$ 43.50
		V81002 - Landgate	372063-10000935	GRV 27/11-24/12/21 & 25/12/21-24/01/22	\$ 70.40
				Total V81002	\$ 70.40
		V81352 - Jurien Signs	5771	Staff Uniforms	\$ 440.00
				Total V81352	\$ 440.00
		V81374 - Building and Construction Industry Training Fund	129544-N1L5Z2	BCITF - 030222142121	\$ 1,273.14
				Total V81374	\$ 1,273.14
		V81382 - Cervantes Hardware and Marine	171352	Inox	\$ 15.95
			171362	NGK spark plug	\$ 8.80
			171633	PVC flag rope	\$ 18.70
			171875	Shade cloth	\$ 19.80
			172023	Garden tap	\$ 13.20
				Total V81382	\$ 76.45
		V81545 - Winc Australia Pty Limited	9038299698	Printing Receipt Books (60)	\$ 604.71
				Total V81545	\$ 604.71
		V81593 - Worldwide Printing Solutions	6004833A	Printing A4 septic work books	\$ 390.00
			604861	Community Service Award Certificates (7)	\$ 120.00
				Total V81593	\$ 510.00
		V81611 - Australian Taxation Office		GST Settlement January 2022	\$ 1,858.00
				Total V81611	\$ 1,858.00
		V81628 - J & R Carter's Fine Furniture	359	Manufacture jarrah threshold	\$ 220.00
				Total V81628	\$ 220.00
		V81795 - Jurien Bay Community Resource Centre	420	Advertising Craytales Shire Matters Iss 405	\$ 1,356.75
				Total V81795	\$ 1,356.75
		V81837 - Watto's Rural Contracting	2474	Plant Op - Waddi Rd & Dandy Rd	\$ 3,280.20
				Total V81837	\$ 3,280.20
		V81924 - Toll Transport Pty Ltd	0549-D583590	Freight WE 11/01/22	\$ 109.08
			0552-D583590	Freight WE 02/02/22	\$ 226.94
			0550-D583590	Freight Dand Depot	\$ 184.79
			0551-D583590	Freight Dand Depot	\$ 77.79
			849752	Freight Dand Depot lost in transit 0533-D583590	\$ (141.75)
				Total V81924	\$ 456.85
		V81973 - Fuel Distributors of WA Pty Ltd	52101763	Diesel Dandy Depot	\$ 23,108.58
				Total V81973	\$ 23,108.58
		V82228 - Marketforce Pty Ltd			
				Total V82228	\$ 3,643.53

Date	EFT Number	Vendor	Invoice	Description	Amount
		V82256 - Lowman Engineering	4647	Manufacture aluminium guard for urinal	\$ 240.00
				Total V82256	\$ 240.00
		V82474 - Direct Contracting Pty Ltd	2303	Patch Rowes, Dand, Munbinea, Bibby& NW Rds	\$ 7,152.75
				Total V82474	\$ 7,152.75
		V82697 - Barnes Hydraulic Services	43793	Hose and fittings	\$ 85.80
				Total V82697	\$ 85.80
		V82774 - T-Quip	106349#12	Switch rocker	\$ 178.15
			107444#5	Housing bolt & bearing	\$ 37.70
			107478#5	Bearing	\$ 18.85
			107446#5	House 4 bolt, bearing	\$ 18.85
				Total V82774	\$ 253.55
		V82883 - Western Regional Towing	211208	Freight sign frames & fertiliser from Perth	\$ 660.00
			211217	Pick up concrete pipes from Geraldton	\$ 660.00
				Total V82883	\$ 1,320.00
		V83145 - Avdata Australia	150029051/119	Jurien Bay Flight Data Jan22	\$ 412.07
				Total V83145	\$ 412.07
		V83278 - The Workwear Group Pty Ltd	13720900	Staff Uniforms	\$ 24.03
				Total V83278	\$ 24.03
		V83390 - Natural Play Environments Pty Ltd	03/22A	Invoice PI65631	\$ 7,700.00
				Total V83390	\$ 7,700.00
		V83420 - Porter Consulting Engineers	22051	Tender & Contract Administration to 28/1/22	\$ 6,710.00
			22010	Progress claim to 28/01/22	\$ 2,090.00
				Total V83420	\$ 8,800.00
		V83427 - Bridged Group Pty Ltd	40340	Office 365 Datto Backup - February 22	\$ 198.00
				Total V83427	\$ 198.00
		V83437 - Brook Marsh Pty Ltd	30009846	Set Out Dandaragan Rd	\$ 4,774.00
			30009847	Level & Feature Survey Rowes Rd	\$ 1,573.00
			30009848	Survey Dandy Rd - Kolburn & intersection	\$ 6,606.00
				Total V83437	\$ 12,953.00
		V83540 - Rubek Automatic Doors	28491	High impact domed green push button	\$ 108.90
				Total V83540	\$ 108.90
		V83660 - D Greenwood	FEB22/22	Badgingarra Waste Attend Jan22	\$ 1,280.00
				Total V83660	\$ 1,280.00
		V83735 - Shire of Mingenew	9772	Velpic Quarterly Fee Oct-Dec2021	\$ 141.90
				Total V83735	\$ 141.90
		V83736 - Waterlogic Australia Pty Ltd	CD-3245800	Water Filter & Ice Machine Lease Jan 22	\$ 861.97
			CD-3245801	Water Filter & Ice Machine Lease Jan 22	\$ 877.80
			CD-3262774	Civic Centre Water Filter Lease Feb-Dec22	\$ 861.97
			CD-3262775	Civic Centre Water Filter Lease Feb-Dec22	\$ 877.80
				Total V83736	\$ 3,479.54
		V83780 - Pinnacles Traffic Management Services	125	Traffic Controllers 17/1/22-21/1/22	\$ 4,518.25
				Total V83780	\$ 4,518.25
		V84042 - Traffic Force	27229	Preparation of TMP	\$ 212.85
				Total V84042	\$ 212.85
		V84119 - Countrywide Publications	28520	Tourism Maps for Visitor Guide	\$ 300.00
				Total V84119	\$ 300.00
		V84221 - WA Holiday Guide Pty Ltd	3195	Marketing fee January 2022	\$ 636.57
				Total V84221	\$ 636.57
		V84233 - Jolin Consulting	70	HR Recruitment PEHO	\$ 840.00
				Total V84233	\$ 840.00
		V84264 - Consulting Great Southern	0782	Review SRP and create infographic	\$ 847.00
				Total V84264	\$ 847.00
		V84273 - Building And Energy	DANDARAGAN BSL JAN 20	BSL Building Permit January 2022	\$ 1,520.11
				Total V84273	\$ 1,520.11
		V84391 - Innes Air & Electrical Pty Ltd	2187	Maintenance main Civic Centre a/c unit	\$ 5,593.50
			2188	Maintenance a/c FRC	\$ 1,032.90
				Total V84391	\$ 6,626.40
		V84487 - Tyres4U	PS864976	11R22.5 tyres	\$ 4,125.66
				Total V84487	\$ 4,125.66

Date	EFT Number	Vendor	Invoice	Description	Amount
		V84510 - Layback Farm			
			FEB22/32	Merchandise - Mixed Jams	\$ 168.00
				Total V84510	\$ 168.00
		V84530 - Peter Miley			
			2203A	Under road boring & installation poly pipe	\$ 48,444.00
				Total V84530	\$ 48,444.00
		V84553 - Jurien Trenching & Excavations			
			79	Clean out sump, repair fence & side entry pit	\$ 1,000.00
				Total V84553	\$ 1,000.00
		V84562 - CouncilWise Pty Ltd			
			INV-CW-0191A	PropertyWise Property & Rating licence January 22	\$ 2,598.84
			INV-CW-0208A	PropertyWise Property & Rating licence February 22	\$ 2,598.84
				Total V84562	\$ 5,197.68
		V84637 - Turquoise Coast Basketball Association			
			32	Tronox/SOD Facilities Grant Basketball Backboards	\$ 4,999.00
				Total V84637	\$ 4,999.00
		V84638 - College of Professional Development			
			CPD419700A	Invoice PI65529	\$ 1,500.00
				Total V84638	\$ 1,500.00
		V84639 - Fegan Building Surveying			
			839	Contract Building Surveying services 17/1-31/1/22	\$ 990.00
				Total V84639	\$ 990.00
		V84640 - Midwest Windscreens			
			87611	Supply/fit new windscreen PTL021	\$ 774.50
				Total V84640	\$ 774.50
				Total EFT 590/1092	\$ 195,730.96
17/02/2022	591	Payroll	Payroll FNE 15/02/22	Payroll FNE 15/02/22	\$ 93,184.18
				Total EFT 591	\$ 93,184.18
18/02/2022	592/1093				
		V80033 - Derricks Auto-Ag & Hardware Plus			
			10266605	Windscreen sealant	\$ 42.00
			10267028	PTO Shaft complete	\$ 363.83
			10267317	Impact socket set	\$ 298.00
				Total V80033	\$ 703.83
		V80087 - Synergy			
			208476200/FEB22	Two Way Towers 11/12/21-11/2/22	\$ 172.00
			513665230/FEB22	Damp Pump 12/01-08/02/22	\$ 1,380.32
				Total V80087	\$ 1,552.32
		V80102 - Westrac Equipment			
			PI 6650468A	ELC Coolant 18Lts	\$ 304.13
			PI 6679086	Elements & filters	\$ 391.36
			SI 1603047	Travel to site to repair roller mounts	\$ 1,878.59
				Total V80102	\$ 2,574.08
		V80137 - Western Australian Local Government Association			
			I3091498	Employee Relations - level review - CSO casuals	\$ 132.00
				Total V80137	\$ 132.00
		V80163 - Badgingarra Community Assn			
			2021#124	Advertising - Public Art Policy 2 page article	\$ 176.00
				Total V80163	\$ 176.00
		V80279 - Jurien Sport and Recreation Centre			
			OPERATOR RETURN 07/02/	BookEasy Booking 10420988	\$ 230.00
				Total V80279	\$ 230.00
		V80289 - Jurien Pharmacy			
			2032917	10 x Boxes of Face Masks	\$ 299.90
				Total V80289	\$ 299.90
		V80549 - BP Jurien Bay			
			9978	Install rear gearbox, battery-rear springs PLV250	\$ 725.90
			9995	Front RH driveshaft PLV236	\$ 627.00
				Total V80549	\$ 1,352.90
		V81002 - Landgate			
			1160373-10000935A	Copy of Certificate of Title	\$ 54.40
				Total V81002	\$ 54.40
		V81038 - AV Truck Services Pty Ltd			
			765790	Rod longitudinal sus & air cleaner	\$ 648.59
			765998	Switch pressure pin	\$ 101.71
			766561	Complete Lock	\$ 176.67
				Total V81038	\$ 926.97
		V81097 - Australia Post			
			1011244301	Postage January 2022	\$ 245.03
				Total V81097	\$ 245.03
		V81172 - WA Hino Sales & Service			
			282804	400Lt Fuel Tank	\$ 3,831.60
				Total V81172	\$ 3,831.60
		V81252 - Brooks Hire Service Pty Ltd			
			194993	Hire Caterpillar Roller 14/1-31/1/22	\$ 3,626.30
				Total V81252	\$ 3,626.30
		V81348 - Russ - Hills Contracting			
			4476	Freight Dand Depot 24/1-27/1/22	\$ 375.98
				Total V81348	\$ 375.98

Date	EFT Number	Vendor	Invoice	Description	Amount
		V81352 - Jurien Signs			
			5616	20 dog signs and arrows	\$ 1,182.50
			5770	Lime velcro vests	\$ 55.00
				Total V81352	\$ 1,237.50
		V81479 - Apis Rural Products			
			2010222	Destroy bee swarm	\$ 110.00
				Total V81479	\$ 110.00
		V81490 - Ricoh Finance			
			403978	Photocopier Lease 08/03-07/04/22	\$ 1,438.07
				Total V81490	\$ 1,438.07
		V81555 - AC & KE Smith			
			124	Gravel Cataby Rd	\$ 24,552.00
				Total V81555	\$ 24,552.00
		V81573 - Tiges Surf Shop			
			JAN22/5	Vouchers for JBLibrary Games Tournament	\$ 105.00
				Total V81573	\$ 105.00
		V81744 - Nutrien Ag Solutions			
			906269553	WARA Glav Fence Dropper	\$ 497.87
				Total V81744	\$ 497.87
		V81848 - Jurien Bayview Realty			
			12032022	Staff Housing 27/02/2022-12/03/2022	\$ 920.00
			06032022	Staff Housing - CESC 21/02/22-06/03/22	\$ 700.00
				Total V81848	\$ 1,620.00
		V81874 - Child Support			
			PJ003711	Child Support	\$ 129.13
				Total V81874	\$ 129.13
		V81942 - Moore Catchment Council			
			800	Annual Contribution Moore Catchment Council	\$ 550.00
				Total V81942	\$ 550.00
		V81973 - Fuel Distributors of WA Pty Ltd			
			52101772	Dandy Depot Diesel	\$ 11,337.76
				Total V81973	\$ 11,337.76
		V82028 - Avon Waste			
			48124	Fortnightly Rubbish Service 03/01/22 - 14/01/22	\$ 19,975.31
			48138	Fortnightly Rubbish Service 15/01/22 - 28/01/22	\$ 17,959.75
				Total V82028	\$ 37,935.06
		V82296 - Our Community			
			OC171521	Subscription - Grants Newsletter	\$ 400.00
				Total V82296	\$ 400.00
		V82364 - Abco Products			
			774229	Toilet tissues, hand towels, bin liners, gloves	\$ 850.83
				Total V82364	\$ 850.83
		V82474 - Direct Contracting Pty Ltd			
			2307	Final asphalt of carpark at CCC	\$ 64,599.70
			2299	Truck hire to cart sand	\$ 242.00
			2309	Culvert install on Dandy Rd at Kolburn SBS	\$ 37,950.00
				Total V82474	\$ 102,791.70
		V82672 - Jurien Bay Tourist Park			
			OPERATOR RETURN 07/02/2022	BookEasy Booking 10421684	\$ 147.87
			OPERATOR RETURN 14/02/2022	BookEasy Booking 10426122	\$ 609.00
				Total V82672	\$ 756.87
		V82689 - Griffin Valuation Advisory			
			1981	Valuation Expenses	\$ 3,740.00
				Total V82689	\$ 3,740.00
		V82774 - T-Quip			
			107762#4	Complete Toro Mower Deck	\$ 2,053.20
			107663#13	Nut flange	\$ 4.90
			107960#4	Washers	\$ 9.70
			107939#13	Extension spring	\$ 24.55
				Total V82774	\$ 2,092.35
		V82883 - Western Regional Towing			
			220112	Transport Badgy Signs from Wangara	\$ 275.00
				Total V82883	\$ 275.00
		V83012 - Moora Tyres			
			64069	Insurance Claims - Breakaway Earthmoving	\$ 214.50
			63967	Patch radial 125TL & PN-05/605	\$ 48.00
				Total V83012	\$ 262.50
		V83051 - Central West Building Pty Ltd			
			593	Construct New Jurien bay Depot Building	\$ 62,700.00
				Total V83051	\$ 62,700.00
		V83095 - Parkwood Hardware			
			I660517	Evolve Wall Mtd Shower	\$ 265.00
			I660516	Caroma cistern-Flostop Tap-Outlet Seal-Dispenser	\$ 728.58
				Total V83095	\$ 993.58
		V83121 - Dandaragan Community Resource Centre Inc			
			124465	Cleaning & maintenance Pioneer Pk/Dand Depot	\$ 1,320.92
				Total V83121	\$ 1,320.92
		V83377 - D & PJ Potthoff			
			REFUND OVERPAYMENT RATES	Refund for overpaid rates 1 Curlew Pl, Jurien Bay	\$ 275.25
				Total V83377	\$ 275.25

Date	EFT Number	Vendor	Invoice	Description	Amount
		V83385 - Jurien Bay Panel & Paint Pty Ltd			
			4305	Excess on claim # MO0053517	\$ 500.00
				Total V83385	\$ 500.00
		V83495 - Dandaragan Store			
			C56/JAN22	Staff Kitchen Supplies	\$ 45.71
				Total V83495	\$ 45.71
		V83583 - Coastal Digging			
			1995	Excavator Hire clear sumps Murray St/Carmella St	\$ 577.50
				Total V83583	\$ 577.50
		V83705 - Telstra			
			04169079/P026933386-0	Whispir usage Jan 22	\$ 159.50
				Total V83705	\$ 159.50
		V83734 - I L Kelly			
			REFUND OVERPAYMENT C28904	Refund overpayment invoice 31790	\$ 30.00
				Total V83734	\$ 30.00
		V83767 - Civic Legal Pty Ltd			
			509355	Legal Expenses	\$ 8,800.00
				Total V83767	\$ 8,800.00
		V83780 - Pinnacles Traffic Management Services			
			126	Traffic Controllers Dand Rd-Brand Hwy 25/1-4/2/22	\$ 9,768.00
				Total V83780	\$ 9,768.00
		V83979 - Turquoise Coast Plumbing Gas & Excavation			
			2839	Repair septic tank lid & pump out	\$ 2,019.34
				Total V83979	\$ 2,019.34
		V84004 - Department of Water and Environmental Regulation			
			TF021786	Controlled Waste DEC tracking form 17/1-31/1/22	\$ 660.00
				Total V84004	\$ 660.00
		V84100 - Jurien Bay Motel Apartments			
			1856	Accommodation - G Richardson training	\$ 290.00
				Total V84100	\$ 290.00
		V84155 - Jurien Hardware - Thrifty Link			
			22-00000060	Kleenwest toilet cleaner, key tap	\$ 54.62
			22-00001527	Poly woven fire wood bags	\$ 18.52
			22-00001457	poly woven fire wood bags leaf rake	\$ 16.14
			22-00001884	Plants	\$ 56.05
			22-00001898	Rapid set cement	\$ 18.05
			22-00001900	Waltex porta pak	\$ 44.65
			22-00001804	Plants	\$ 95.00
			22-00001638	Scrubbing brushes	\$ 13.30
			22-00001088	HR two way manifold-chemical gloves-ant killer	\$ 82.35
			22-00001091	Indoor broom - garden broom	\$ 33.16
			22-00002523	PVC Valve sockets, tees, ball valve & nipples	\$ 93.11
			22-00002573	Non return valve-poly bush-teflon tape	\$ 95.48
			22-00002574	Bypass pruner-ball valve-pvc sockets	\$ 72.77
			22-00002656	Paint brushes & garnet roll	\$ 13.25
			22-00002825	Tap timer	\$ 71.34
			22-00002901	Grill buster	\$ 47.40
			22-00002655	Solashield dark tint	\$ 94.05
			22-00003540	Poly bush & male barb connect	\$ 11.40
			22-00003929	Celosia Dragons Breath	\$ 42.75
			22-00002659A	Celosia Dragons Breath	\$ 28.50
			22-00003021	Camlock poly	\$ 15.20
			22-00003933	Trailer net	\$ 62.68
			22-00004154	Grill brick	\$ 27.55
			22-00004111	Multix garbage bags	\$ 8.08
			22-00001351	Lockable valve box	\$ 47.40
			22-00003511	Rapid set cement 20kg	\$ 9.02
				Total V84155	\$ 1,171.82
		V84371 - Nessa Hall - Nussy Cleaning Management Services			
			7487	Monthly Cervantes Cleaning Contract Jan22	\$ 3,474.63
			7486	Maintenance Contract Dobbyn Pk BBQ/Toilets Jan22	\$ 5,334.29
				Total V84371	\$ 8,808.92
		V84458 - Ray White Jurien Bay			
			11032022	Staff Housing PEHO - 26/02/22-11/03/22	\$ 670.00
				Total V84458	\$ 670.00
		V84484 - Linda Quanchi			
			2529802	Tourism Merchandise - Quirky Birds	\$ 216.00
				Total V84484	\$ 216.00
		V84567 - Instant Products Hire			
			127768	Fire Star Executive Toilet Block 30/12/21-26/01/22	\$ 1,379.40
				Total V84567	\$ 1,379.40
		V84583 - Pemco Diesel			
			29123	Flush/refill cooling sys-replace fr springs shock	\$ 5,321.20
				Total V84583	\$ 5,321.20

Date	EFT Number	Vendor	Invoice	Description	Amount
		V84612 - Water Technology Pty Ltd	WT006633	Professional services 24/12/21-31/01/22	\$ 6,232.88
				Total V84612	\$ 6,232.88
		V84630 - Grandstand Agency	2835	IWD Event Performer - Johannah Grace	\$ 467.50
				Total V84630	\$ 467.50
		V84635 - Australian Library and Information Association	1448	Materials for National Simultaneous Story	\$ 65.00
				Total V84635	\$ 65.00
		V84641 - Prestige Electrical	350	Jurien Bay Foreshore Electrical Upgrade	\$ 46,098.88
				Total V84641	\$ 46,098.88
		V84642 - Ian Manderson	REFUND VERGE BOND BA2021/01	Verge Bond Refund BA2021/01	\$ 500.00
				Total V84642	\$ 500.00
		V84644 - Redink Homes Pty Ltd	REFUND BCITF LEVY BA15/2022	Suspense Account	\$ 713.99
				Total V84644	\$ 713.99
				Total EFT 592/1093	\$ 366,548.34
25/02/2022	593/1094	V80033 - Derricks Auto-Ag & Hardware Plus	10267318 10267547	Protective Clothing Fertilizer & wallboard saw	\$ 215.00 \$ 84.50
				Total V80033	\$ 299.50
		V80043 - Jurien Bay IGA	07/JAN22	Council meeting catering	\$ 1,314.57
				Total V80043	\$ 1,314.57
		V80102 - Westrac Equipment	PE 6694494	Tensioner, pulley & belt	\$ 513.06
				Total V80102	\$ 513.06
		V80121 - Kleenheat Gas Pty Ltd	4413717 4417106	45kg gas cylinder - Dand Comm Centre 45kg gas cylinder - Lot 306 Pinetree Cct	\$ 85.80 \$ 85.80
				Total V80121	\$ 171.60
		V80219 - Cutting Edges Equipment Parts Pty Ltd	3319662	Scarifer shanks	\$ 610.06
				Total V80219	\$ 610.06
		V80279 - Jurien Sport and Recreation Centre	OPERATOR RETURN 21/02/2022	BookEasy booking 10481126	\$ 50.00
				Total V80279	\$ 50.00
		V80704 - Badgingarra CWA	FEB22/16	Catering Citizen of the Year 2022	\$ 3,000.00
				Total V80704	\$ 3,000.00
		V80931 - Jurien Bay Country Golf Club	576	Assorted works to finalise the bore pump	\$ 11,500.84
				Total V80931	\$ 11,500.84
		V81002 - Landgate	372497-10000935	Mining Tenements 28/1-04/02/22	\$ 41.30
				Total V81002	\$ 41.30
		V81031 - AN & A Whybrow	4558	Hire of Cat D9R Dozer stockpile gravel 14/1-9/2/22	\$ 24,684.00
				Total V81031	\$ 24,684.00
		V81038 - AV Truck Services Pty Ltd	766323A	Invoice PI65813	\$ 126.57
				Total V81038	\$ 126.57
		V81348 - Russ - Hills Contracting	4452	Freight Dand Depot 03/11-18/11/21	\$ 977.35
				Total V81348	\$ 977.35
		V81352 - Jurien Signs	5827 5715 5803 5810	Replacement Park Sign - Federation Memorial Park Staff Uniforms Street Blade Location Sign - Men's Shed Citizen of the year medals with engraving	\$ 209.00 \$ 206.00 \$ 53.50 \$ 20.00
				Total V81352	\$ 488.50
		V81545 - Winc Australia Pty Limited	9038452329	Printing and Stationery Jan22 NET51576085	\$ 198.00
				Total V81545	\$ 198.00
		V81616 - Jurien Pest Management	7043	Insect treatment & rodent baiting Canover	\$ 352.00
				Total V81616	\$ 352.00
		V81935 - Department of Fire and Emergency Services	153472	2021/22 ESL Quarter 3	\$ 103,904.52
				Total V81935	\$ 103,904.52
		V82474 - Direct Contracting Pty Ltd	2310 2312 2313	Install culverts along Cataby Rd as quoted Road repairs - Cantabilling & Yerramullah Shoulder maintenance grading Dand Rd	\$ 7,535.00 \$ 11,388.20 \$ 31,591.56
				Total V82474	\$ 50,514.76

Date	EFT Number Vendor	Invoice	Description	Amount
	V82774 - T-Quip			
		107581#13	Washers & Spacers	\$ 10.20
		107961#4	Washer	\$ 0.50
		108229#4	Deflector & screws	\$ 107.50
			Total V82774	\$ 118.20
	V82993 - Jurien Bay Mitre 10			
		582924	Jumbo toilet rolls	\$ 112.00
		583159	Jumbo toilet rolls	\$ 112.00
		583307	Quickspray gloss black	\$ 17.50
		583653	Jumbo toilet rolls	\$ 112.00
		584270	Dustpan & anti bacterial mop	\$ 29.20
		584050	Hunter gear drive	\$ 310.00
		584660	Jumbo toilet rolls	\$ 112.00
		585080	Dustpan brush set-No More Cracks-Mixer Drill-Glove	\$ 71.60
		585214	Cloth tape & paint brush	\$ 11.40
		585360	Caution Tape	\$ 29.25
		585357	Sponges & gloss enamel	\$ 64.95
		585356	Jumbo toilet rolls	\$ 112.00
		585268	Rapid Set bags 20kg	\$ 17.20
		585798	Round rings & venetian cord	\$ 17.50
		585904	Vehicle superwash	\$ 49.75
		585951	Liquid Nails & Primer Sealer	\$ 47.30
		586136	Various hose-joiners-nipple & clips	\$ 57.35
		586203	No More Gaps & Liquid Nails	\$ 11.55
		586197	Jumbo toilet rolls	\$ 112.00
		583818	Jumbo toilet rolls	\$ 112.00
		584250	Jumbo toilet rolls	\$ 112.00
		585709	Scraper-glass cleaner-disinfectant-cover foam	\$ 33.50
		585729	Jumbo Toilet Rolls	\$ 112.00
		585821A	Invoice P165808	\$ 168.00
			Total V82993	\$ 1,944.05
	V83077 - Darren Gibsone Cabinets			
		1139	Frame certificates Citizen of the Year Awards	\$ 164.00
			Total V83077	\$ 164.00
	V83094 - Dave Watson Contracting Pty Ltd			
		2475	Mistletoe Removal Dandaragan Golf Course & Town	\$ 18,452.50
			Total V83094	\$ 18,452.50
	V83188 - Leslee Holmes (Cr)			
		REIMBURSEMENT CL FAREWELL GIFT	Reimbursement for staff member farewell gift	\$ 550.50
			Total V83188	\$ 550.50
	V83507 - Council First			
		SI006906	Professional Services January 22	\$ 4,020.50
		SI006896	CF Front Office Licences Jan-Mar22	\$ 4,529.80
		SI006914	STP Transaction January 2022	\$ 24.42
			Total V83507	\$ 8,574.72
	V83741 - Scott Printers Pty Ltd			
		160486	Promo Design for International Women's Day event	\$ 440.00
			Total V83741	\$ 440.00
	V83780 - Pinnacles Traffic Management Services			
		128	Traffic Controllers Dand Rd 8/2-18/2/22	\$ 14,267.00
			Total V83780	\$ 14,267.00
	V83829 - Links Surveying			
		54894	Survey and mark Western Power new substation location	\$ 677.60
			Total V83829	\$ 677.60
	V83835 - Family Affair Cafe			
		21	Catering	\$ 330.00
		22	Catering	\$ 72.00
			Total V83835	\$ 402.00
	V83863 - Badgingarra Roadhouse & Tourist Park			
		1485981	Hill River Tatra 130.28L Diesel	\$ 234.12
			Total V83863	\$ 234.12
	V83925 - BookEasy Pty Ltd			
		20699	BookEasy Jan 2022	\$ 1,040.06
			Total V83925	\$ 1,040.06
	V83979 - Turquoise Coast Plumbing Gas & Excavation			
		2841	Sewer conversation -	\$ 6,270.00
			Total V83979	\$ 6,270.00
	V84108 - Jurien Bay Adventure Tours			
		OPERATOR RETURN 21/02/2022	BookEasy booking 10427778	\$ 328.10
			Total V84108	\$ 328.10
	V84134 - M F & W Purcell			
		REFUND OVERPAID RATES 2022	Refund overpayment in rates	\$ 2,713.05
			Total V84134	\$ 2,713.05
	V84136 - J Bay Concreting			
		265	Repair to Alva Way path and connection	\$ 3,564.00
			Total V84136	\$ 3,564.00
	V84137 - Dandyman Images			
		2022020001	Photography - JB foreshore/Karda	\$ 250.00
			Total V84137	\$ 250.00
	V84175 - Ni Luh Eyden			
		FEB22/59	Cleaning toilets/BBQs 01/01-31/01/22	\$ 4,747.50
			Total V84175	\$ 4,747.50
	V84422 - Jurien Tyre & Auto			
		57110	Spare Tyre for Hill River Tatra	\$ 2,475.00
		57048	Loader tyre	\$ 2,742.40
			Total V84422	\$ 5,217.40

Date	EFT Number	Vendor	Invoice	Description	Amount
		V84524 - Hersey's Safety Pty Ltd			
			48990	Blue hand towel	\$ 115.50
				Total V84524	\$ 115.50
		V84530 - Peter Miley			
			2201	Excavator Hire and Retic Installation Jurien Oval	\$ 2,992.00
				Total V84530	\$ 2,992.00
		V84553 - Jurien Trenching & Excavations			
			81	Removal of Concrete Bollard from Cervantes Beach	\$ 250.00
			86	Cleaning of sand off Marina Disability Ramp	\$ 350.00
				Total V84553	\$ 600.00
		V84568 - Ignite Electrical			
			1296	Supply a power connection to the new depot building	\$ 17,751.05
			1283	Repairs to Bore Pump Jurien Waste	\$ 268.13
			1284	Remove/refit bollard light Civic Centre	\$ 268.13
				Total V84568	\$ 18,287.31
		V84608 - Tradelink Pty Ltd			
			RI 94787093	Various bathroom items-sink, toilet suites, dryer	\$ 4,741.15
				Total V84608	\$ 4,741.15
		V84639 - Fegan Building Surveying			
			846	Contract Building Surveying 01/02-15/02/22	\$ 1,485.00
				Total V84639	\$ 1,485.00
		V84645 - John & Peta Read			
			REFUND OVERPAID RATES	Refund overpayment rates 161 Geronimo Cres, Jurien	\$ 280.83
				Total V84645	\$ 280.83
		V84646 - QPlay and Playground Inspection Protection			
			3505A	Replacement parts various playgrounds	\$ 7,121.47
				Total V84646	\$ 7,121.47
				Total EFT 593/1094	\$ 304,324.69
Grand Total - EFT Payment					\$ 1,537,266.15



Auditor General

INDEPENDENT AUDITOR'S REPORT 2021 Shire of Dandaragan

To the Councillors of the Shire of Dandaragan

Report on the audit of the annual financial report

Opinion

I have audited the financial report of the Shire of Dandaragan (Shire) which comprises:

- the Statement of Financial Position at 30 June 2021, the Statement of Comprehensive Income by Nature or Type, Statement of Comprehensive Income by Program, Statement of Changes in Equity, Statement of Cash Flows and Rate Setting Statement for the year then ended
- Notes comprising a summary of significant accounting policies and other explanatory information
- the Statement by the Chief Executive Officer.

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

- is based on proper accounts and records
- fairly represents, in all material respects, the results of the operations of the Shire for the year ended 30 June 2021 and its financial position at the end of that period in accordance with the *Local Government Act 1995* (the Act) and, to the extent that they are not inconsistent with the Act, Australian Accounting Standards.

Basis for opinion

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

Responsibilities of the Chief Executive Officer and Council for the financial report

The Chief Executive Officer (CEO) of the Shire is responsible for the preparation and fair presentation of the financial report in accordance with the requirements of the Act, the Regulations and Australian Accounting Standards. The CEO is also responsible for managing internal control (as required by the CEO) to ensure the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the CEO is responsible for assessing the Shire's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the State Government has made decisions affecting the continued existence of the Shire.

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

Auditor's responsibility for the audit of the financial report

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial report. The objectives of my audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial report is located on the Auditing and Assurance Standards Board website. This description forms part of my auditor's report and can be found at https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf.

Report on other legal and regulatory requirements

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

- (i) In my opinion, the following material matter indicates a significant adverse trend in the financial position of the Shire:
 - a) The Operating Surplus Ratio is below the Department of Local Government, Sport and Cultural Industries standard for the past 3 years. The financial ratios are reported at Note 31 of the annual financial report.
- (ii) All required information and explanations were obtained by me.
- (iii) All audit procedures were satisfactorily completed.
- (iv) In my opinion, the Asset Consumption Ratio and the Asset Renewal Funding Ratio included in the financial report were supported by verifiable information and reasonable assumptions.

Other information

The other information is the information in the entity's report for the year ended 30 June 2021, but not the financial report and my auditor's report. The CEO is responsible for the preparation and the Council for overseeing the other information.

My opinion does not cover the other information and, accordingly, I do not express any form of assurance conclusion thereon.

Matters relating to the electronic publication of the audited financial report

This auditor's report relates to the financial report of the Shire of Dandaragan for the year ended 30 June 2021 included on the Shire's website. The Shire's management is responsible for the integrity of the Shire's website. This audit does not provide assurance on the integrity of the Shire's website. The auditor's report refers only to the financial report described above. It does not provide an opinion on any other information which may have been hyperlinked to/from this financial report. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in this website version of the financial report.

Sandra Labuschagne
Deputy Auditor General
Delegate of the Auditor General for Western Australia
Perth, Western Australia
16 December 2021



SHIRE of DANDARAGAN

HOLIDAY HOME - PROPERTY MANAGEMENT PLAN

PROPERTY ADDRESS: 12 Drummond Way
Cervantes

Number of Bedrooms: 3

Maximum Number of Occupants to Be Accommodated at Any One Time: 6

PROPERTY MANAGER DETAILS:

Name: Veronica Maher

Address: 9 Drummond way
Cervantes WA 6511

Telephone Number: 0419270675

Email: Veronica@stylebydesign.com.au

The nominated Property Manager will:

- Have day-to-day management of the holiday home; and
- Respond to complaints pertaining to guest behaviour within a reasonably expected timeframe.

DETAILS OF RESERVATIONS ARRANGEMENTS (please circle all applicable):

Property Manager

Internet (please specify): _____

Other (please specify): _____

DUTIES OF PROPERTY MANAGER

- Display the Code of Conduct, Property Manager Plan and Fire and Emergency Plan in the kitchen or living area.
- Liaise with tenants for the occupancy and vacation of the premises;
- Ensure the correct maximum number of people are staying overnight in accordance with planning approval conditions;
- Ensure the premises are registered with the Shire of Dandaragan as a Holiday Home provider;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Ensure the premises are clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon tenant vacation; and
- Ensure rubbish and recycling bins are put out and collected as required.

ADDITIONAL INFORMATION (IF APPLICABLE):



SHIRE of DANDARAGAN

HOLIDAY HOME – CODE OF CONDUCT

PROPERTY ADDRESS: 12 Drummond Way
Cervantes WA 6511

The following Code of Conduct governs guest behaviour and use of the property. Guests agree to follow the guidelines below, for themselves and any visitors they allow at the property:

GUESTS: Children should be supervised by a responsible adult (over 18 years of age) at all times. No unauthorised people are permitted to stay overnight.

NOISE AND NUISANCE: Guests agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and after midnight Friday and Saturday.

VEHICLE PARKING: Guests agree to use the parking spaces provided and not to park on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

SHIRE REGULATIONS: The guests agree to all Shire regulations, including noise and fire limitations.

PREMISE CONDITION AND CLEANLINESS: The guests agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Guests are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the guests stay will be paid for by the guests.

FIRES: The guests agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Guests are responsible for putting out and collection of the bins where their stay coincides with collection days.

Your collection day is: Monday normal Rubbish & Tuesday Recycling

KEYS: At the end of the agreed accommodation term, guests agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the guests' expense.

TERMINATION OF ACCOMMODATION: If guests are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately, the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion. No refunds will be made.



SHIRE of DANDARAGAN

HOLIDAY HOME – FIRE AND EMERGENCY PLAN

PROPERTY ADDRESS: 12 Dummerd way
Cervantes

FIRE SAFETY INFORMATION:

The attached floor plan of premises clearly identifies the location of **compulsory hardwired smoke alarms, emergency exits and a fire evacuation route leading to the nearest main road.**

The floor plan may also detail the location of the following **non-compulsory fire safety instruments:**

- Fire Blanket (in kitchen);
- Exit Lighting; and
- Fire Extinguisher (minimum 2kg Powder AB(E)).

The attached floor plan is to be clearly displayed within the premises at all times.

EMERGENCY CONTACT DETAILS

FOR ALL EMERGENCIES DIAL 000

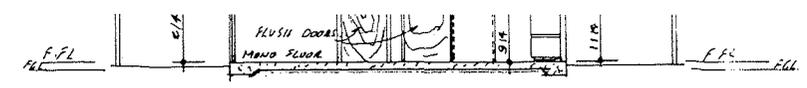
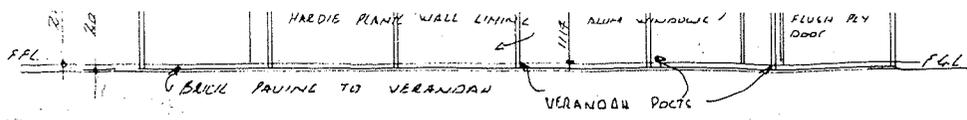
Property Manager: Veronica Maher 0419270675

- Jurien Bay Police: 9652 0600
- Shire of Dandaragan: 9652 0800
- Jurien Bay Health Centre: 9652 0200
- Jurien Bay General Practice: 9688 7900
- Cervantes Community Health Centre: 9652 7069

EMERGENCY INFORMATION

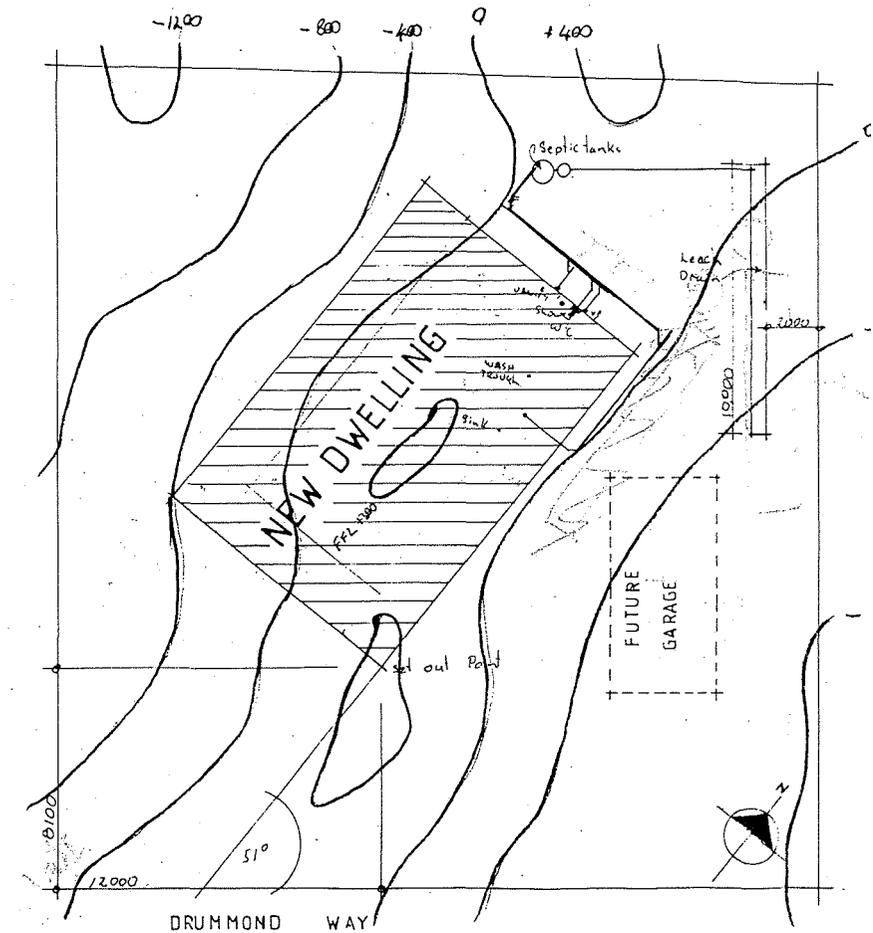
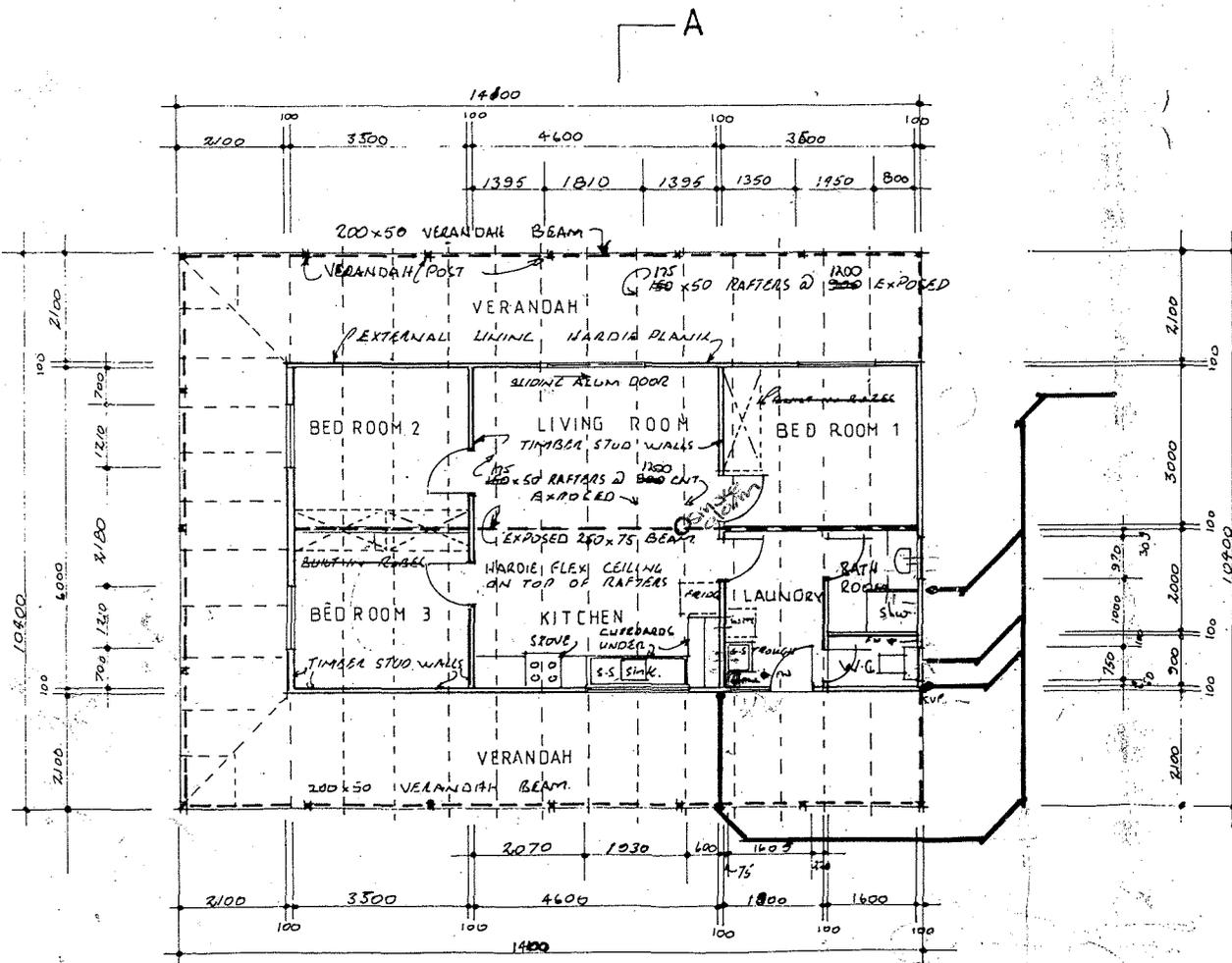
In the event of a fire or emergency, evacuation information may be broadcast or available from the following sources:

- ABC Radio: 107.9 FM
- Department of Fire and Emergency Services (DFES):
 - www.dfes.wa.gov.au
 - 132 500 for SES emergency assistance
 - 13 DFES (13 33 37) for emergency information
- Shire of Dandaragan: Phone: (08) 9652 0800 or Email: www.dandaragan.wa.gov.au



EAST ELEVATION

SECTION A - A



PLAN

SITE PLAN

Handwritten notes:
 200x50 beam
 175x50 rafter @ 1200
 1000x1000 post
 1000x1000 post
 1000x1000 post

Handwritten notes:
 51°
 12000
 10000
 10000

SCHEDULE OF SUBMISSIONS – PROPOSED HOLIDAY HOME: LOT 656 (NO. 12) DRUMMOND WAY, CERVANTES

	Comments	Officer Response
1	<p>As one of the few full-time residents in the immediate vicinity of 12 Drummond Way, Cervantes I would like to object to the proposed change of use to a commercial holiday let. There are all of the usual reasons for this objection, such as increased traffic, increased noise, potential bad behaviour of short-term tenants, rubbish bins left out in the street, etc, etc, but I see from past decisions made by Dandaragan Shire (Please see Section 9.3.1 of the attached Minutes of Council Meeting) that these are usually brushed off as personal opinion and not pertinent to the planning regulations. As such I would like to object on the basis that the proposed change of use from residential to short term holiday home will adversely impact the amenity of local residents.</p> <p>One of the stated objectives of LPP9.12 Holiday Homes is..... <i>" To ensure that these types of uses do not compromise the amenity of Residential zoned areas or nearby residents."</i></p> <p>In Section 2.0 Conditions of Approval, it states..... <i>2.2 The operation of the Holiday Home or Holiday Home (Large) does not result in adverse impacts on the amenity of neighbouring properties or the surrounding area. 'Amenity' is defined within the Deemed Provisions for local planning schemes in the Planning and Development (Local Planning Schemes) Regulations 2015 to mean: "All those factors which combine to form the character of an area and include the present and likely future amenity."</i></p> <p>How would the change of use adversely impact the amenity of neighbouring properties?</p> <ul style="list-style-type: none"> • Increased traffic in what is currently a very quiet street. • Having numerous strangers who have no sense of obligation to fit in with the local community rotating in and out of a property on our doorstep. • Although it's likely to be a rare occurrence, there will undoubtedly be instances whereby the tenants of the Holiday Home will be noisy at unreasonable hours of the day. These occurrences themselves will be very upsetting, but just the fact that they may happen, will cause stress amongst immediate neighbours with each change of tenant. • There is a large, elevated viewing deck situated on the property which will give complete strangers very good views into the gardens of neighbouring properties. • The feeling of safety and security that comes with knowing and trusting all of your neighbours will be removed. 	<p>It is acknowledged that the proposed holiday home within an established residential area of Cervantes has the potential to affect the amenity of nearby permanent residents for the reasons outlined. However, if the holiday home is managed according to protocols stated within the application (management plan, code of conduct) adverse impacts can be avoided / addressed. The recommended conditions of approval also provide a legal framework for compliance enforcement for the life of the development.</p> <p>Development approval as a holiday home provides neighbouring landowners with a point of call should any perceived issues arise with the management of the subject holiday home. All reports will be investigated with the property manager.</p> <p>The viewing platform is previously approved structure which does not form part of the assessment of the holiday home application.</p>

<p>Drummond Way is a quiet street occupied by a mix of family-owned holiday homes and a few permanent residents. There is very little through traffic, most of the people in the street know each other, trust each other and feel safe in our peaceful little enclave.</p> <p>By introducing a short term holiday home into the area it will fundamentally change the character of that end of Drummond Way, resulting in an adverse impact on the amenity of the neighbouring properties.</p> <p>I appreciate that the shire is keen to promote tourism in the area and increase the number of visitors to help local businesses, but this is probably not what the majority of local residents want. We personally moved to Cervantes because we liked the fact that it was quiet and away from the crowds and hustle and bustle of city life.</p> <p>An increase in tourist traffic to the house immediately opposite my home will categorically have an adverse impact on the amenity of my property.</p>	
<p>2 My objection to the 'rezoning' is that a spot rezoning will have an adverse impact on residents who have the right to the current character of our "residential" street. This street is very quiet with very little traffic, vehicular and pedestrian, impacts of short stay accommodation will increase this significantly.</p> <p>Most people in this street have a solid community bond and look after each other, socially, with community events and with security. The permanent residences and the residential holiday home owners of this street all know each other. The proposal for allowing several unknown guests into a very quiet residential street will obviously alter this, hence changing another important factor of Drummond way's character and amenity. The main reason for myself to live here permanently is the community support extended to one another residents with employment and social contact in a reasonably isolated country environment.</p> <p>I have no problem with the property being leased as residential. This will benefit the town's businesses along with the community the long term.</p> <p>There is also an elevated viewing deck on the property in question being 12 Drummond way, that provides clear vision through my front living, kitchen and bedroom windows. I would feel uncomfortable with short term tenants being able to see in, which would force me to close my blinds. Effectively reducing my rights to light and air from the sea breese though my small house.</p> <p>The need for short term accommodation is apparent for some of the local businesses in Cervantes, there is a large amount of scope for this land use along the more major roads Seville street, Aragon street and Catalonia streets as they would have less impact of traffic (as they are much higher traffic flows) and be closer to the main tourist attractions and retail businesses Cervantes has to offer. With so much underutilized land the possibility providing incentives for</p>	<p>The development application is for a change of land use, not a spot rezoning. The zoning of the property remains the same. Under the Shire's planning scheme, landowners have the ability to make a holiday home application for a residential zoned property.</p> <p>Noted.</p> <p>The viewing platform is previously approved structure which does not form part of the assessment of the holiday home application. If in theory the viewing platform was new a structure to be built and was to be assessed under this application, it would comply with current visual privacy provisions of the State-wide Residential Design Codes.</p> <p>The potential for holiday house development in different locations than the application site is not a valid assessment consideration for the subject development application.</p> <p>Noted. The Shire's Local Planning Framework does not identify specific residential areas in Cervantes where holiday home applications can or can't be made by landowners.</p>

	changing land use to encourage short stay accommodation in key areas, would benefit the community far better than 'spot' changes in existing residential zones.	
3	<p>We have no problem with renting 12 Drummond Way out. As X live on the same road, I am sure they would keep an eye on the clientele coming through, as it is a very safe street and would hate for things to change with the constant flow of holiday makers.</p> <p>Our main concern would be the viewing tower. You are able to see 360 views and if not looking forward at the beach, you can see into all of our back yards. I feel our privacy and the way we live would be taken away and we don't feel comfortable with that. For as long as we have had our home, the owners hardly used the landing, so it never caused an issue. If the back and side of the viewing tower was closed in, so only front beach viewing was available, we would greatly appreciate that!</p> <p>There would be a constant flow of different characters through the rental property and the tower would definitely be a highlight, so if that issue is addressed, then fabulous.</p>	<p>Noted.</p> <p>The viewing platform is previously approved structure which does not form part of the assessment of the holiday home application. If the viewing platform was a new structure to be built and was to be assessed under this application, it would comply with current visual privacy provisions of the State-wide Residential Design Codes.</p>
4	<p>We object to the above request as we currently enjoy living fulltime in a street where we know all our residents both full and part time and enjoy the benefits of having neighbours who look out for each other.</p> <p>The following items are our main objections/concerns:</p> <ul style="list-style-type: none"> • The impact on our local amenities with increased traffic using our small street. • Uncertainty of who is living in our street and the impact on our quality of life eg.noise, parking, security etc. • Privacy/Overlooked: Currently the property has a viewing platform at roof height which has been built on the side of the house (first photo) giving the home a 360-degree view of the ocean and surrounding Cervantes township. As this home isn't being used as a private dwelling and with this platform maybe a marketing opportunity for the homeowners, we propose that it be enclosed on the sides on which it overlooks neighbours. (Photo two and three from inside our home and verandahs) 	<p>Noted.</p> <p>Please refer to the officer response above.</p> <p>If approval is granted by Council each surrounding neighbour will be notified of this decision and the mechanisms available to report any inconsistencies with the management of the holiday home for the life of the development approval.</p>



<ul style="list-style-type: none"> • Size of the property holding 6 guests meeting the Shire's Health Local Laws 2005. • The property only has fencing on two sides to the right and back. This may be addressed as part of the plan proposed by the owners. <p>We understand that not all these points are necessarily grounds for having this request declined. After reviewing the information (ref. Shire of Dandaragan website), on Holiday Homes LPP9.12 and previous applications we note that there will be a complaints register/process available for local neighbouring residents should any issues arise and that this approval isn't permanent and will be reviewed annually.</p> <p>Should approval be given, do we as residents receive any additional information from the Shire directly on the complaints process and the Code of Conduct in which the Holiday Home guests have to follow. This information would alleviate any unnecessary complaints or disharmony as we will all be on the same page.</p> <p>We do understand that our towns rely on tourism and the benefits that come from having a supply of tourists. Though for us running a small business we need employees, our community needs volunteers, local schools need students and with the long-term rental market having low availability if any available, this is having an impact on our communities/businesses.</p>	
<p>5 In principle we have no objection to this proposal but would make notation that letting to the like that would cause antisocial behaviour will not be tolerated.</p>	<p>Noted.</p>

PS ref: 7856

4 February 2022

Shire of Dandaragan
PO Box 676
Jurien Bay WA 6516

Attention: Rory Mackay, Planning Officer

Dear Sir,

**MURRAY STREET ROAD RESERVE, JURIEN BAY
APPLICATION FOR APPROVAL TO COMMENCE DEVELOPMENT
DEVELOPMENT APPLICATION – ELECTRIC VEHICLE CHARGING STATION**

Planning Solutions acts on behalf of Synergy, the proponent behind the proposal for the installation of an Electric Vehicle (**EV**) charging station at Murray Street Road Reserve (**subject site**).

The proposed EV charging station will form part of a network of charging stations throughout regional Western Australia, as an important component of the State Government's Electric Vehicle Strategy.

The following information sets out the details of the site, a description of the proposed development and consideration of the relevant planning framework.

With regard to the above, please find enclosed:

1. Shire of Dandaragan Development Application Form and Checklist, signed by the applicant.
2. A copy of the development plans depicting the proposal.

The development application fee applicable to this proposal is \$640, in accordance with the Shire of Dandaragan Application for Planning Approval Schedule of Fees. We kindly request that the invoice for the development application fee be sent to the applicant and payment for the fee will be provided upon receipt.

The following submission discusses various matters pertaining to the proposal, including:

- Site details.
- Background.
- Proposal.
- Town planning considerations.

SITE DETAILS

Legal description

The subject site is located on the south-eastern side of the Murray Street Road Reserve, which has an approximate total area of 4640m².

The Landgate Land Identification Number for the Murray Street Road Reserve is '3450698'.

Regional context

The subject site is located in the suburb of Jurien Bay, approximately 218 kilometres north of the Perth town centre and approximately 44 kilometres south from the town of Leeman.

The subject site is in close proximity to Indian Ocean Drive, which connects the subject site to the Perth metropolitan region to the south and Leeman to the north. The subject site is within the municipality of the Shire of Dandaragan (**Shire**).

Local context, land use and topography

The subject site is situated on an existing car park that fronts a strip of small retail businesses and restaurants with various specialty food offerings, contained within a consolidated building.

The subject site is surrounded by a variety of land uses including tourist accommodation, retail and commercial uses, as well as vacant lots of land.

The subject site is located with Jurien Bay town centre and is located less than 1 kilometre to the Turquoise Coast Visitor Centre and the public park reserves adjoining the coast. Residential land uses more broadly surround the subject site to the north-east, south and south-west.

In terms of topography, the subject site is generally flat.

Refer to **Figure 1**, an aerial photo of the subject site and its surrounding local context.

BACKGROUND

The State Government's Electric Vehicle (**EV**) Strategy was developed by the Department of Water and Environmental Regulation (**DWER**). One of the actions was for the strategy was investment in EV fast-charging infrastructure. On 17 August 2021, the WA State Government announced Australia's longest EV Highway as part of the McGowan Government's \$21 million Electric Vehicle Fund.

The project aims to deliver a network of EV fast charging stations to facilitate regional travel north from Perth to Kununurra, along the south-west coast to Esperance and east to Kalgoorlie. The project will comprise of implementing charging stations across 45 locations in Western Australia, and will be progressively rolled out with plans to be fully operational by 2024.



Figure 1: Aerial photograph – Subject site and local context.

Site selection for the EV Highway will aim for users have a convenient, comfortable and enjoyable experience whilst charging their EV. The subject site was selected as the most suitable site for a charging station within the Jurien Bay locality for multiple reasons, as outlined below:

- The subject site is located within walking distance to the coast and the adjoining public park reserves, with amenities available such as a public toilets, playground and undercover areas with seating.
- Various retail business and shops, cafes and restaurants surround the location for the proposed EV charging station, providing a range of options for users during the wait times for EV charging.
- The subject site is located within close proximity to tourist accommodation in the surrounding area and to the Turquoise Coast Visitor Centre.
- The subject site is situated on Murray Street, which has the capacity for increased vehicle movement generated by the EV charging station and an adequate supply of car parking is available in the existing car park and on Bashford Street.
- The subject site is located nearby Indian Ocean Drive, being a primary travel route that connects Jurien Bay to surrounding regional towns along the coast, and is frequently used by tourists and visitors.

The proposed charging station will assist in supporting tourism to Jurien Bay locality, Shire of Dandaragan and will also provide additional EV charging infrastructure to local residents.

PROPOSAL

The proposal seeks to install an electric vehicle charging station, with two charging units in an existing car park along Murray Street.

Specifically, the proposal comprises of the following:

- Two electric vehicle charging units:
 - One unit will be a DC fast charger of 150kW or more, equipped with two charging cables in order to charge two cars at once.
 - One back up AC charger, of 7.6kW.
- Minimum of four car parking bays dedicated to EV charging in the existing car park, with additional parking bays available for spill over.

The existing car park has approximately 23 car parking bays and no modifications are proposed to reconfigure the existing car park layout as a part of the development application.

The charging units and car parking bays will be located in close proximity to a Western Power transformer on the site that can provide adequate power to charge an electrical vehicle in a short timeframe. The transformer will be delivered by Western Power in conjunction with Shire through a network connection application.

Refer to **Figure 2** below for the proposed location of the allocated car parking bays, charging units and transformer. The dimensions of the charging units, as well as the car bay painting and colours will be confirmed at detailed design.

Refer **Appendix 1** for a copy of the Development Plans.

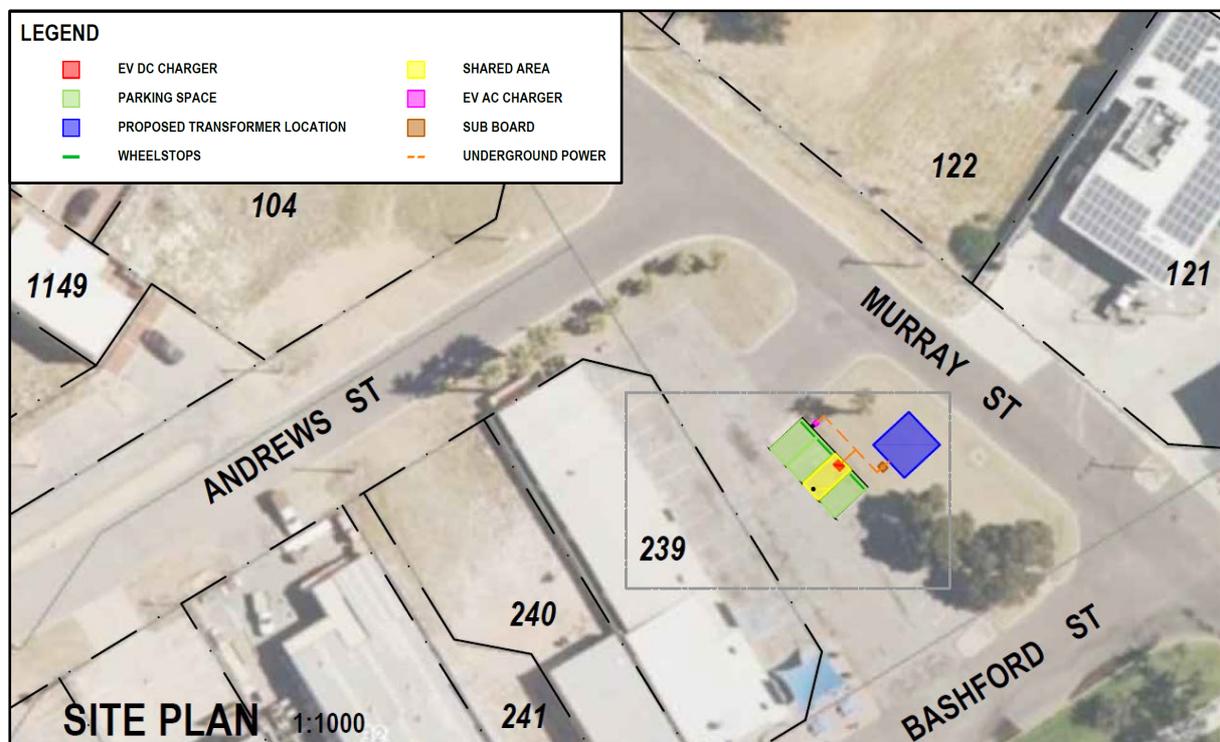


Figure 2: Proposed located of charging units, transformer and car bays.

Synergy EV Charging Station

Four car parking bays and two charging units will comprise the EV charging station at the Jurien Bay site. The DC Charging unit will be placed in a shared bay with a standard bollard, and with two charging cables to serve two vehicles at the same time, being parked side by side. Placing the DC charging unit in the shared bay gives the users extra space and easier accessibility to the charger. It allows for shorter charging cables to be attached to the DC charging unit, as opposed to placing the charging unit outside of the car bay with longer cables.

The third car parking bay available will be used for an AC charging unit, to be located in front of the car bay. This bay and AC charging unit will be used as a 'back up charger' and users will need to bring their own charging cable to plug into the socket on the charging unit.

Electric vehicle charging at the charging station for both DC and AC charging will be at the cost of the user (customer). For payment of the charging service, customers can make payment from a credit card, RFID card reader or a software application (app) on their mobile phone. The app will enable customers to find, charge and make payment for charging sessions all in one place.

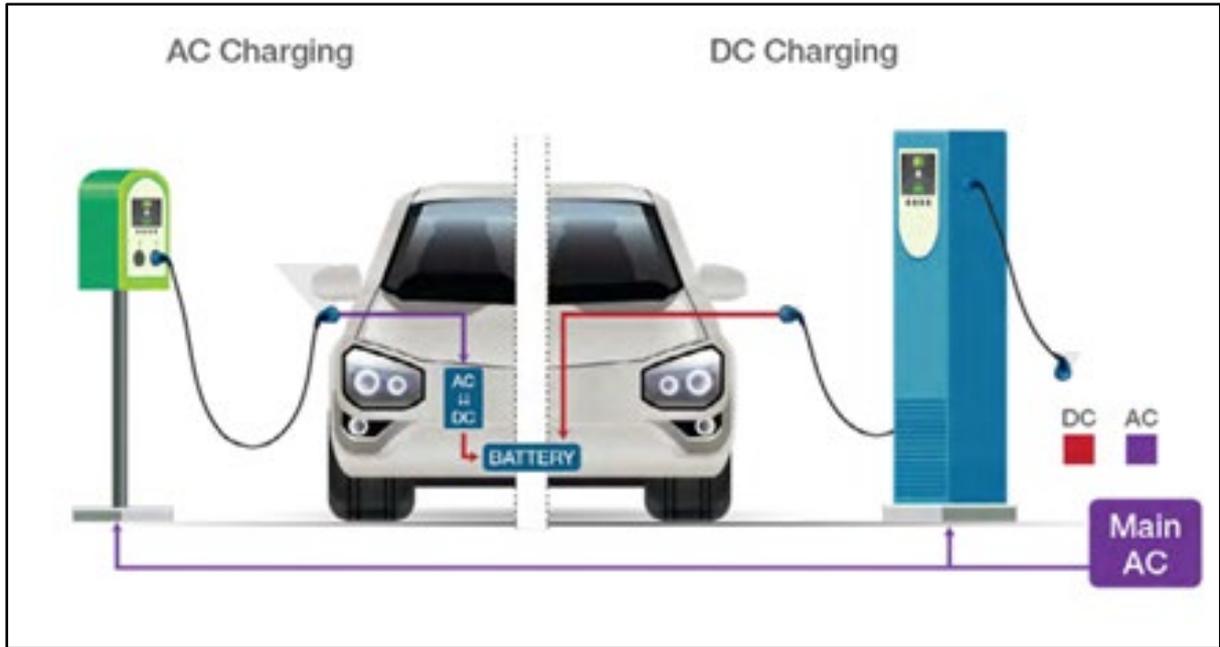
Refer to **Figure 3** below for an example of a Synergy EV charging unit at a different location. The final design and dimensions of the proposed EV chargers to form the EV Highway will be confirmed upon vendor selection.



Figure 3: Image of a Synergy EV charging unit at a different location.

It is important to outline that the difference between AC chargers and DC chargers is that DC chargers can deliver higher power within shorter charging times. Refer to **Figure 4** below for an illustration of AC and DC charging units delivering power to an electric vehicle.

The battery size and charging times of electric vehicles will vary from each vehicle brand and model. Charging times may vary due to the car battery's ability to take advantage of the charging unit's full rate of charge, based on limitations on the car battery's rate of charge at various states of charge.



Typically, a 34kW charge for an electric vehicle will provide a driving range of approximately 200 kilometres. This is an ideal driving range for regional travel and will allow drivers to easily reach the next charging station without anxiety. **Table 2** below demonstrates the charging times for DC and AC charging units for a 200 kilometre driving range.

Table 2: Charging times for AC and DC chargers.

Chargers	Charge Time (34kWh / 200km)
AC – 3kW	~14 hours
AC – 7kW	~4 hours
AC – 22kW	~3 hours
DC – 50kW	41 minutes
DC – 75kW	27 minutes
DC – 150kW	14 minutes

The inclusion of a DC fast charger of 150kW or more at the proposed charging station will be necessary for users to reach at least a 34kW charge, without unreasonable or inconvenient waiting times.

Refer **Appendix 1** for a copy of the Development Plans.

Electric Vehicle Strategy

The Western Australian State Government's Electric Vehicle (**EV**) Strategy was released on 30 November 2020 and has been developed to prepare for the transition to low and zero-emission electric vehicles, and to maximise the environmental social and economic benefits of EV transportation.

The EV strategy notes that the increased adoption of electric vehicles in Western Australia will reduce greenhouse gas emissions and improve urban air quality. This increased adoption and usage of electric vehicles will also provide improvements in energy productivity, future transport costs, energy security, amenity and potential electricity grid benefits for Western Australians.

The strategy aims to facilitate EV adoption in Western Australia and outlines various initiatives and actions to be implemented. These initiatives will be supported by the investment of \$21 million from the McGowan Government for an Electric Vehicle Fund. The EV strategy identifies four priority areas of action, with one being to invest in and facilitate the provision of EV charging infrastructure.

The State Government proposes to implement this initiative by creating an EV highway throughout regional Western Australia. This EV highway will create an EV fast charging infrastructure network to facilitate travel north from Perth to Kununurra, along the south-west coast to Esperance and east to Kalgoorlie.

The limited availability of public EV charging infrastructure is both a perceived and an actual barrier that discourages consumers and commercial fleets from transitioning to electric vehicles. The strategy puts forward that the existence of public fast-charging EV infrastructure is essential to enable inter-regional or long-distance travel, and to help overcome range anxiety for users.

The proposed development of an EV charging station in the Jurien Bay locality will be crucial to forming part of the network required for the highway, and will provide a convenient charging location for EV users within 200 kilometres of the next charging stations in the network. As a result, the proposed EV charging station at the subject site will assist in delivering an important priority area of action outlined in the strategy, being to facilitate the provision of public EV charging infrastructure.

Electric Vehicle Action Plan

The Electric Vehicle (**EV**) Action Plan outlines a range of actions that have been developed in consultation with industry stakeholders to help manage the future integration of EVs in Western Australia, and to meet the requirements of the State EV Strategy and Action 16 of the Distributed Energy Resources (**DER**) Roadmap.

The Action Plan considers the current and forecast EV trends, assesses gaps in the current body of work preparing for the adoption of EVs, and presents various actions that should be undertaken to ensure that power systems in Western Australia have the capacity for future EV demand and can receive positive impacts from them.

The EV Action Plan requires that preparation for integrating EVs with the power grids begins now to ensure that when the large-scale adoption of EVs eventuates, measures have been implemented in Western Australia to address the potential risks and the network costs so that the full benefits of EVs can flow to consumers and the power system.

The installation of an EV charging station with the required transformer from Western Power at the subject site will be part of the first stages of this preparation process, for implementing EV charging infrastructure and necessary power network upgrades to meet the potential magnitude for demand.

TOWN PLANNING CONSIDERATIONS

Shire of Dandaragan Local Planning Scheme No. 7

The Shire of Dandaragan Local Planning Scheme No. 7 (LPS) applies to the subject site. The provisions of LPS7 are supplemented by the deemed provisions in Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015*. Where a deemed provision is inconsistent with a provision of LPS7, the deemed provision prevails to the extent of the inconsistency.

Zoning, use class and permissibility

Pursuant to the provisions of the Shire of Dandaragan Local Planning Scheme No. 7 (LPS7), the subject site is zoned as a road reserve under LPS7. Refer to **Figure 5** below.

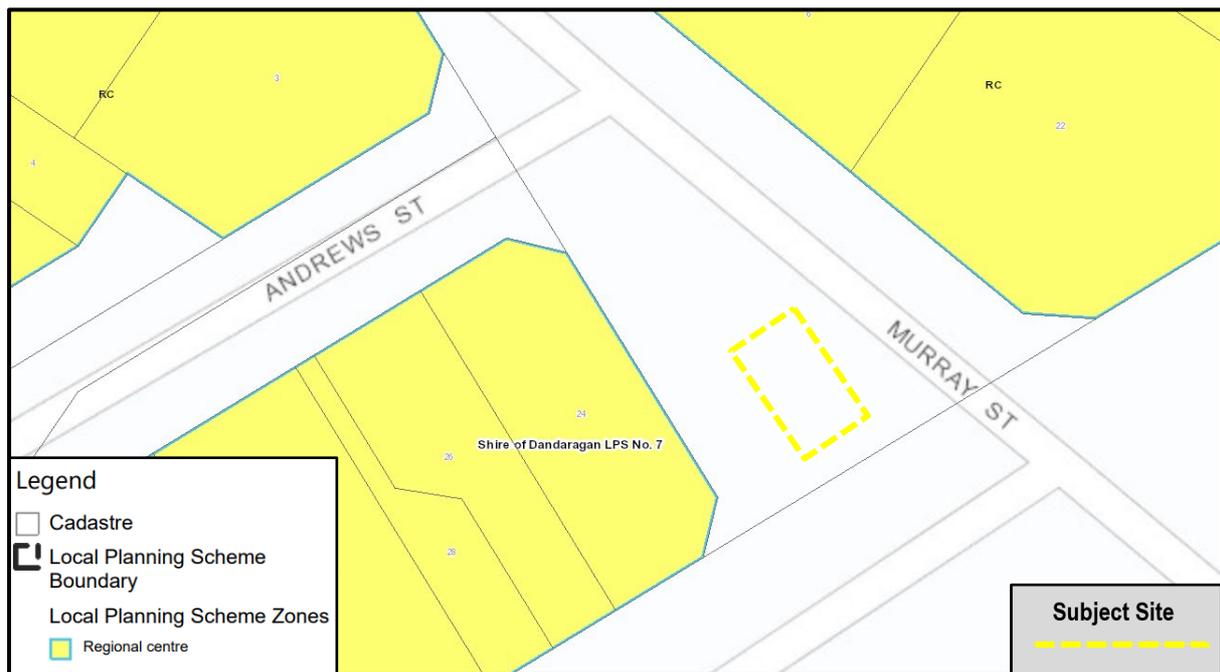


Figure 5: Zoning map of subject site under LPS7.

The proposed EV charging station is a land use that is not listed under LPS7. The EV charging station will be located in an existing car park located in the road reserve on Murray Street, and no modifications are proposed to the established car park layout.

A car park is defined under LPS7 as follows:

- *'means premises used primarily for parking vehicles whether open to the public or not but does not include any part of a public road used for parking or for a taxi rank, or any premises in which cars are displayed for sale.'*

The development of an EV charging station does not propose to change the use of the existing car park. The proposal does seek to provide an additional service within the car park to charge cars whilst they are utilising the primary use. This is considered an ancillary component to the overall land use of car park.

There are no alternative land uses within LPS7 that are specific to a proposed EV charging station. Therefore, this use could be considered on its merits as a use not listed ancillary to the existing car parking. For these reasons, it is considered the proposed use can be considered within the car park use in accordance with LPS7.

Car Parking

The proposed charging station will be located in an existing car park with approximately 23 standard car parking bays. Four of the 23 bays will be allocated for EV charging, and one of the four will not be available for parking with the DC charging unit to be located inside the bay.

Along Bashford Street adjoining the car park, a further 65 standard car parking bays (approximately) are provided, in addition to several available bays for long vehicles and vehicles towing trailers or caravans. Refer to **Figure 1** for demonstration of the car parking supply available along Bashford Street.

A more than adequate supply of car parking is available in the surrounding area, and the car bays required for the operation of the charging station will not have an adverse impact on the parking availability and traffic movement of the surrounding road network. The minimum car parking requirements for the proposed development can be provided on the subject site.

Matters to be Considered

Clause 67(2) of the Deemed Provisions sets out matters to be considered by the decision-maker. Refer to **Table 3** for consideration of the relevant matters.

Table 3: Matters to be considered

Matter to be considered	Response
(a) <i>the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;</i>	The scheme provisions have been outlined within this submission.
(b) <i>the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the Planning and Development (Local Planning Schemes) Regulations 2015 or any other proposed planning instrument that the local government is seriously considering adopting or approving;</i>	Refer to the above section.
(c) <i>any approved State planning policy</i>	No application to the proposed development.
(d) <i>any environmental protection policy approved under the Environmental Protection Act 1986 section 31(d) –</i>	No application to the proposed development.
(e) <i>any policy of the Commission</i>	No application to the proposed development.
(f) <i>any policy of the State</i>	The proposed development has been considered in the context of the Western Australian State Government's Electric Vehicle strategy and Vehicle Action Plan.
(fa) <i>any local planning strategy for this Scheme endorsed by the Commission</i>	The proposal does not intend to change the existing approved land use and will provide further infrastructure to support the electrification of vehicles within Western Australia.
(g) <i>any local planning policy for the Scheme area;</i>	No local planning policies apply to the proposed development.
(h) <i>any structure plan or local development plan that relates to the development</i>	The subject site is not located in an area covered by a structure plan or local development plan.
(i) <i>any report of the review of the local planning scheme that has been published under the</i>	No application to the proposed development.

Matter to be considered	Response
<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>	
(j) <i>in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve</i>	The proposal does not conflict with the objectives of the approved use for a car park in a road reserve.
(k) <i>the built heritage conservation of any place that is of cultural significance</i>	The proposed development will not be located on or adjacent to a place of cultural significance.
(l) <i>the effect of the proposal on the cultural heritage significance of the area in which the development is located;</i>	The proposal will have no effect on the cultural significance of the area as the EV charging station does not propose to change the existing approved use of the car park and will simply provide a greater service to the growing amount of electric cars.
(m) <i>the compatibility of the development with its setting, including —</i> (i) <i>the compatibility of the development with the desired future character of its setting; and</i> (ii) <i>the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;</i>	<p>The Jurien Bay locality is best characterised as a holiday and travel destination in regional Western Australia. The proposed EV charging station will facilitate travel to the area, by encouraging EV drivers using Indian Ocean Drive to enter and stop in Jurien Bay, or by encouraging them to choose Jurien Bay as a place for holiday accommodation. The development is therefore compatible with the desired future character of the Lancelin town centre as a popular tourist stop and destination.</p> <p>The development is minor in nature of its height, bulk and scale. The location of the development inside the Murray Street Road Reserve at the existing car park ensures that its visual appearance has minimal effect on the amenity of the area.</p> <p>The proposed EV charging station is entirely suitable for its setting and will have no adverse impact on the adjoining properties and surrounding development.</p>
(n) <i>the amenity of the locality including the following —</i> (i) <i>environmental impacts of the development;</i> (ii) <i>the character of the locality;</i> (iii) <i>social impacts of the development;</i>	<p>The development is minor in nature, in terms of its construction and operation of the charging units. The surrounding natural environment and the character of the area will not be adversely affected.</p> <p>The development will likely increase the amount of visitors to Jurien Bay, and this will create a positive social impact for the local community as it will further promote the use of electric cars.</p> <p>The amenity of the Jurien Bay locality will not be substantially impacted as a result of the development.</p>
(o) <i>the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource</i>	The proposed EV charging station will not likely have any effect on the natural environment or water resources as it will be located in an existing car park within an already established built environment. Any underground works completed by Synergy and Western Power for the installation of the transformer and power lines would be subject to thorough planning before commencement.

Matter to be considered	Response
(p) <i>whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;</i>	The development does not propose to change the existing landscaping apart from the removal of small portions of grass, and will not affect any existing vegetation or trees located on the road reserve.
(q) <i>the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bushfire, soil erosion, land degradation or any other risk</i>	The EV charging station does not propose to change the existing use of the car park, and the land is suitable for the installation of an EV charging station.
(r) <i>the suitability of the land for the development taking into account the possible risk to human health or safety</i>	The EV charging station will operate in an existing car park, which is suitable for the proposed development. The operation of the EV charging station poses minimal to no risk to human health and safety.
(s) <i>the adequacy of —</i> (i) <i>the proposed means of access to and egress from the site; and</i> (ii) <i>arrangements for the loading, unloading, manoeuvring and parking of vehicles;</i>	The development is located at an existing car park on Murray Street and no modifications are proposed to reconfigure the car park layout. Adequate access is already provided for vehicles entering and exiting the car park, and for parking within the bays provided.
(t) <i>the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;</i>	Murray Street does not have a high volume of traffic movement, and therefore has the capacity for an increase of vehicle movement as a result of implementing an EV charging station. There will be minimal impact on the traffic movement and flow of the established surrounding road network, as well as car parking availability in the area.
(u) <i>the availability and adequacy for the development of the following —</i> (i) <i>public transport services;</i> (ii) <i>public utility services;</i> (iii) <i>storage, management and collection of waste;</i> (iv) <i>access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);</i> (v) <i>access by older people and people with disability;</i>	(ii) With regards to public utility services, the necessary access and upgrades to the power network will be undertaken by Western Power. (v) The DC charger will be located inside one of the four bays to provide users with extra space to access the charger, and this will also provide easier accessibility to older people and people with disabilities.
(v) <i>the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;</i>	No community service or benefit will be impacted as a result from the proposed development.
(w) <i>the history of the site where the development is to be located;</i>	The development proposes no modifications to the built form or existing uses of the site and surrounds, and will have no effect on the history of the site.
(x) <i>the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;</i>	The development will support tourism in Jurien Bay by encouraging travel to and from the area. A potential increase in tourism will have a positive impact on local businesses and the wider community. The development will also provide additional EV charging infrastructure to local residents.
(y) <i>any submissions received on the application;</i>	Not applicable to current stage of application process.

Matter to be considered	Response
(za) <i>the comments or submissions received from any authority consulted under clause 66;</i>	Not applicable to current stage of application process.
(zb) <i>any other planning consideration the local government considers appropriate.</i>	Not applicable.

CONCLUSION

It is considered the proposal should be favourably determined, on individual merit, recognising the proposal simply seeks to install an EV charging station at an existing car park located in the Murray Street Road Reserve.

In summary, the proposal is justified and considered appropriate for the following reasons:

- The proposal does not provide any inconsistencies with the provisions of the Shire of Dandaragan Local Planning Scheme No. 7 and is consistent with the applicable statutory planning framework.
- The proposed works and operation of the EV charging station are minor and will not have a substantial impact on the surrounding land uses.
- The proposal will not have any adverse effect on the amenity and character of the local area.
- Given the noted the extensive car parking availability along Bashford Street, the proposal will not have any adverse impact on the current parking availability of the area and on the vehicle movement and traffic flow on the surrounding road network.
- The proposed EV charging station will assist in facilitating tourism in the Jurien Bay locality, which in turn will have the potential to bring about a range of benefits for local businesses and the wider community.
- The proposal will contribute to delivering the State Government's Electric Vehicle Strategy and will assist in supporting regional travel throughout Western Australia.

We therefore respectfully request the application for development approval be considered on its merits and favourably determined under Council discretion.

Should you have any queries or require further clarification in regard to the proposal, please do not hesitate to contact the writer.

Yours faithfully,



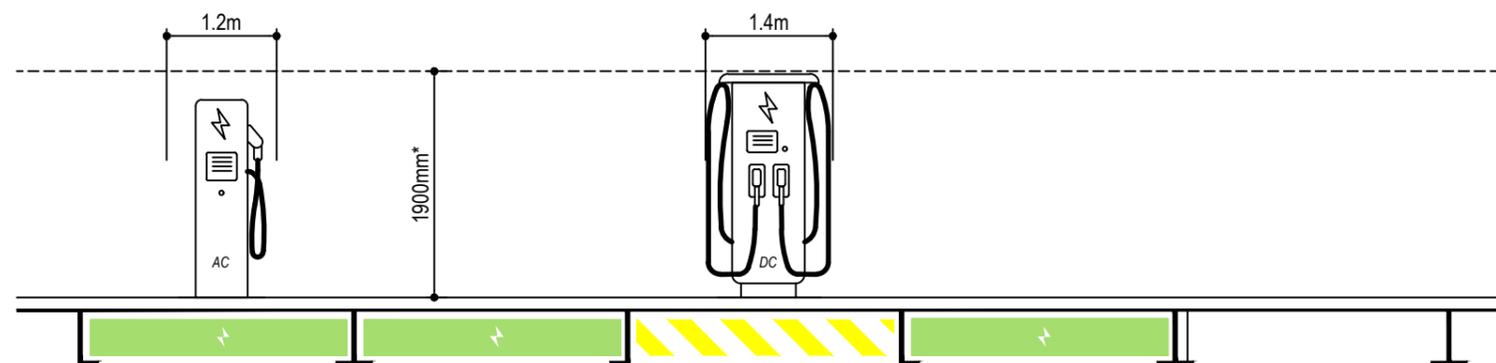
JOSH WATSON
SENIOR ASSOCIATE

220204 7856 Jurien Bay EV Charging Station - DA Letter

APPENDIX 1
DEVELOPMENT PLANS

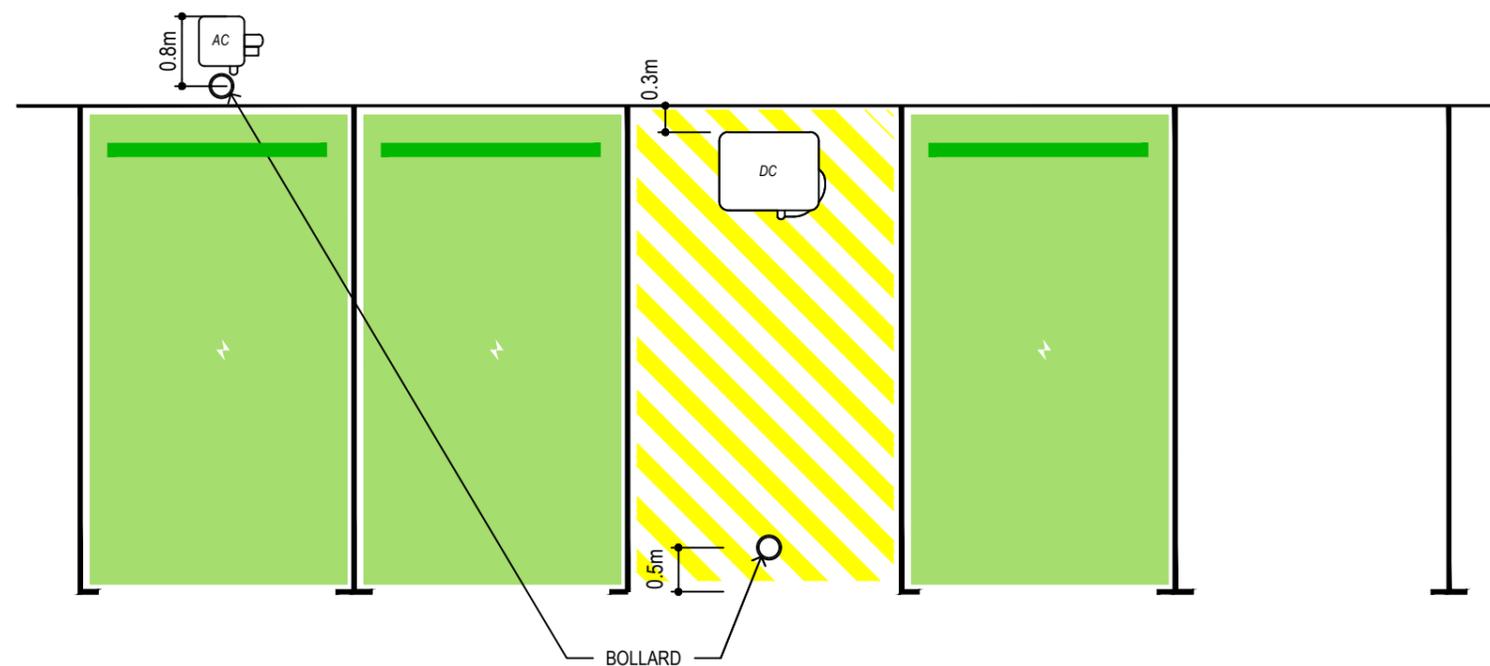
NOTE

1. MAXIMUM CHARGING UNIT DIMENSIONS DISPLAYED. FINAL DIMENSIONS TO BE DETERMINED AT DETAILED DESIGN.
2. EXISTING CAR PARKING BAYS AND DIMENSIONS TO BE RETAINED AND NOT MODIFIED AS PART OF THIS DEVELOPMENT APPLICATION.
3. FINAL CAR BAY PAINTING AND COLOURS TO BE CONFIRMED AT DETAILED DESIGN.



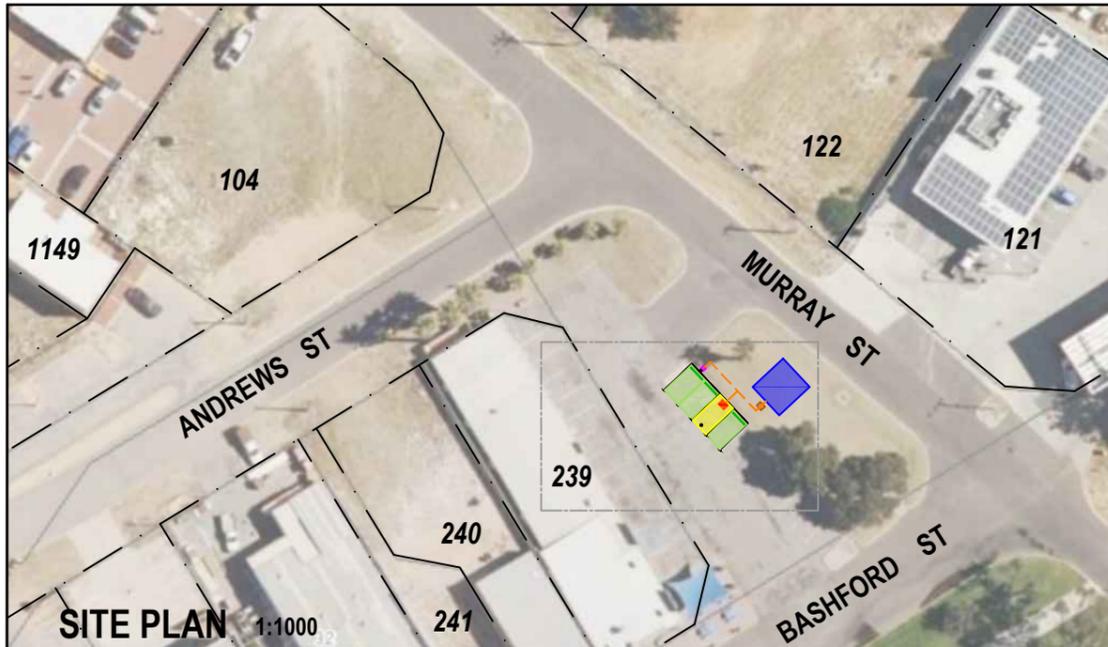
FRONT ELEVATION

SB



PLAN

ELEVATION PLAN



LEGEND

- | | | | |
|--|-------------------------------|--|-------------------|
| | EV DC CHARGER | | SHARED AREA |
| | PARKING SPACE | | EV AC CHARGER |
| | PROPOSED TRANSFORMER LOCATION | | SUB BOARD |
| | WHEELSTOPS | | UNDERGROUND POWER |

NOTE

1. MAXIMUM TRANSFORMER, SUB BOARD AND CHARGING UNIT DIMENSIONS DISPLAYED. FINAL DIMENSIONS TO BE DETERMINED AT DETAILED DESIGN.
2. EXISTING CAR PARKING BAYS AND CAR BAY DIMENSIONS TO BE RETAINED AND NOT MODIFIED AS PART OF THIS DEVELOPMENT APPLICATION.
3. FINAL CAR BAY PAINTING AND COLOURS TO BE CONFIRMED AT DETAILED DESIGN.

Lot 239

SITE PLAN 1:100

Western Australia Electric Vehicle Charger Map

Intended charging station locations for the State Government's EV charging network.

-  EV Charging Locations
-  Synergy Service Area





Steering towards
a clean energy future

State Electric Vehicle Strategy for Western Australia





Department of Water and Environmental Regulation

Prime House, 8 Davidson Terrace Joondalup Western Australia 6027 | Locked Bag 10 Joondalup DC WA 6919 | Phone: 08 6364 7000 | Fax: 08 6364 7001 | National Relay Service 13 36 77 | www.dwer.wa.gov.au
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Cleaner, more sustainable transport energy for our future
The increased adoption of electric vehicles in our state will reduce greenhouse gas emissions and improve our urban air quality.

Ministers' foreword

The McGowan Government is committed to delivering a cleaner, more sustainable environment and supporting the industries of the future that will drive economic strength and create long-term jobs. The electrification of transport through the increasing adoption of battery electric and plug-in hybrid vehicles, as well as hydrogen fuel cell vehicles, will advance these priorities in our state.



Electric vehicles will improve the air quality in our urban centres, reduce greenhouse gas emissions, and support local industry. They will benefit the community and our economy through their quiet operation, reduced maintenance and operational costs, and through replacement of imported oil with domestically produced, and increasingly clean, electricity.

Global uptake of electric vehicles presents significant opportunities for industry in

Western Australia. We have among the world's largest reserves for all the critical battery minerals and we have the skills, infrastructure and standards to become a key player in the global battery value chain. In recognition of our strengths in this area, the Government of Western Australia released its Future Battery Industry Strategy in 2019.

Our capability and advantage in the resources sector also extends to research and

development. Perth hosts the headquarters of the Future Battery Industries Cooperative Research Centre, with over 58 companies from across the globe participating and providing leveraged funding of \$110 million cash and in-kind.

To complement opportunities in the battery industry, the State Government is actively supporting industry efforts to grow the renewable hydrogen industry. The Western Australian Renewable Hydrogen Strategy,



released in 2019, acknowledges the potential future role for hydrogen fuel cell electric vehicles – particularly in the heavy-vehicle, long-haul sector.

The actions outlined in this State Electric Vehicle Strategy for Western Australia, accompanied by the investment of \$21 million, are an important element of the State Government’s Western Australian Climate Policy. In 2019, the State Government committed to working with all sectors of the economy to

achieve net-zero greenhouse gas emissions by 2050. The adoption of electric vehicles powered by increasing levels of renewable energy will be fundamental to reducing greenhouse gas emissions in the transport sector.

The State Government has developed this strategy to prepare for the transition to low and zero-emission electric vehicles and maximise the benefits to our state. The electric vehicle transition

holds the promise of cleaner, more efficient transportation with a significant role for Western Australian industry. We look forward to supporting its progress through the implementation of this strategy.

Hon Dave Kelly MLA
Minister for Innovation and ICT

Hon Stephen Dawson MLC
Minister for Environment

Executive summary

The electrification of transport is emerging rapidly. Improvements in battery technology and reduction in costs, together with stricter vehicle emission standards and targets in many jurisdictions around the world, have led to increasing adoption of electric vehicles. Forecasts show a steep rise in global electric vehicle uptake as price parity with conventional vehicles becomes closer.

This strategy is focused on actions that can assist the local uptake of electric vehicles and ensure that the electrification transition is facilitated in a way that is efficient, coordinated and supports a robust and increasingly decarbonised energy system. Given their advanced state of market development, this strategy is focused primarily on battery electric vehicles and plug-in hybrid electric vehicles. However, hydrogen fuel cell vehicles are also considered.

The increased adoption of electric vehicles in our state will reduce greenhouse gas emissions and improve our urban air quality. They will provide improvements in energy productivity, future transport costs, energy security and amenity. The State Government is preparing for the increased domestic and international adoption of electric vehicles to ensure that we take advantage of these economic, social and environmental benefits.

The State Government is already working closely with businesses and other stakeholders, positioning the state to leverage economic opportunities presented by electric vehicles, the future battery industry and emerging hydrogen industry.

This strategy outlines the international and national context and drivers for electric vehicle adoption. It discusses the reasons for State Government action and outlines the initiatives that will be implemented. Developments in electric vehicle technology, policy and markets are progressing rapidly. Therefore, this strategy will be subject to regular review to ensure the most effective pathways to support the uptake of low and zero-emission vehicles in our state are considered and implemented.

Measures in the strategy will facilitate electric vehicle adoption in Western Australia through State Government leadership within its own fleet, increasing the availability of charging and hydrogen refuelling infrastructure, developing and updating standards, guidelines and planning approval requirements, and improving levels of consumer awareness and knowledge.

These measures will be supported through an Electric Vehicle Fund of \$21 million.

Key areas of action include:

- electric vehicle uptake
- charging and refuelling infrastructure
- standards, guidelines and planning approval requirements
- industry development.

Contents

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<u>Electric vehicle fundamentals and international context</u>	<u>1</u>	<u>Infrastructure</u>	<u>10</u>
<u>Why Western Australia is taking action on electric vehicles</u>	<u>3</u>	<u>Standards, guidelines and planning approvals</u>	<u>12</u>
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Air quality	5	<u>Next steps and review</u>	<u>16</u>
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Photo: Tourism Western Australia



Cleaner, more sustainable transport energy for our future

The global transition to low and zero-emission vehicles is well underway.



Electric vehicle fundamentals and international context

The global transition to low and zero-emission vehicles is well underway. A number of countries have committed to banning the sale of new petrol and diesel vehicles with timeframes ranging from 2025 to 2040.

Automobile manufacturers are following the direction of these jurisdictions by investing billions of dollars in the development of electric vehicle and battery technology and announcing plans for the rollout of increasing numbers of electric vehicle models.

This strategy covers battery electric vehicles (BEV), plug-in hybrid electric vehicles (PHEV) and hydrogen fuel cell electric

vehicles (FCEV). Because of the market penetration and availability of BEVs and PHEVs, this technology is the focus of this strategy. Hybrid electric vehicles that don't have the ability to be recharged from a plug are not included in the strategy.

BEVs are fully powered by an onboard battery that may be recharged via an electrical power source. BEVs currently on the

market in Australia tend to have a range between 250 km and 650 km.¹

As battery technology improves and reduces in cost, the range of BEVs is steadily increasing.

PHEVs are powered by the combination of a battery that may be recharged via an electrical power source and a petrol or diesel internal combustion engine. PHEVs don't

achieve the same emissions, maintenance and operational savings as BEVs; however, they can achieve greater ranges and are not reliant on charging of the battery to operate.

More than 2 million electric cars (BEVs and PHEVs) were sold globally in 2019, bringing global stocks to over 7 million.² The heavy-vehicle market is also showing development.

¹ Electric Vehicle Council, 2019, State of Electric Vehicles August 2019, Available: electricvehiclecouncil.com.au/wp-content/uploads/2019/09/State-of-EVs-in-Australia-2019.pdf

² International Energy Agency, 2019, Tracking Clean Energy Progress – Electric Vehicles, www.iea.org/reports/electric-vehicles#tracking-progress, accessed: 4 June 2020.

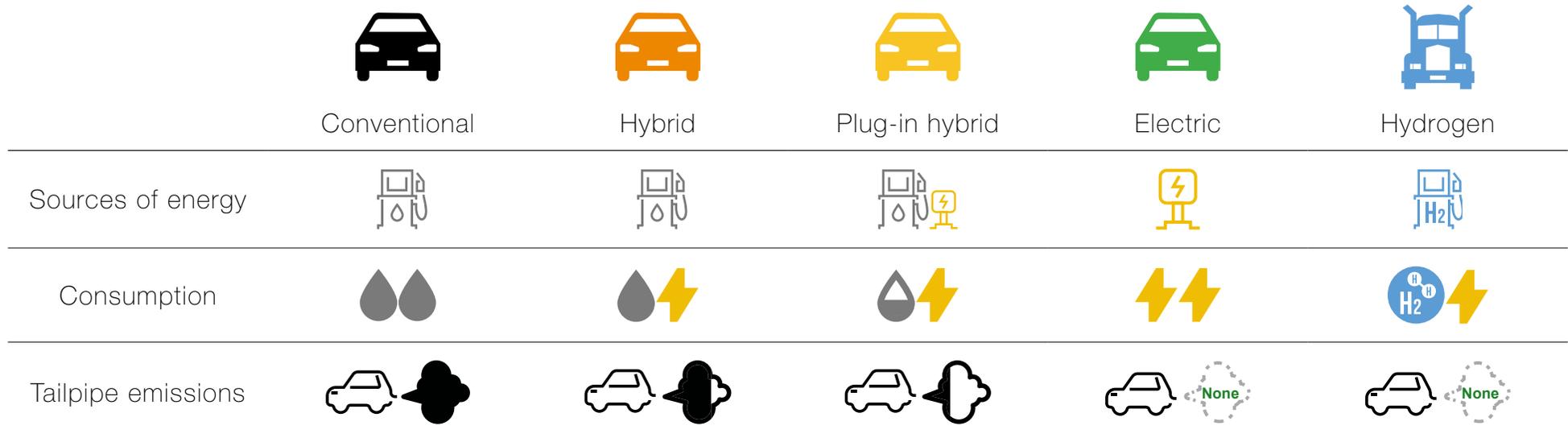


Figure 1: Comparison of conventional internal combustion engine vehicle, hybrid vehicle, plug-in hybrid electric vehicle, battery electric vehicle, and hydrogen fuel cell electric vehicle.

Medium and heavy-duty battery electric trucks are being trialed in many jurisdictions, including Western Australia, and numbers of electric buses are increasing rapidly. There are now about 400,000 electric delivery vans

and trucks, and 500,000 electric buses on the road worldwide.³

FCEVs are powered by hydrogen converted to electricity by an onboard fuel cell. ‘Zero emissions’ hydrogen can

be produced using electrolysis of water powered by renewable energy, or hydrogen can be produced from fossil fuels including natural gas or coal. FCEVs can achieve 500-600 km on a tank of hydrogen. Global

stocks of FCEVs at the end of 2019 were over 23,000, with nearly half of these registered in 2019.⁴

³ BloombergNEF, 2020, Electric Vehicle Outlook 2020. May 2020.

⁴ International Energy Agency, May 2020, World Energy Investment 2020, www.iea.org/reports/world-energy-investment-2020/rd-and-technology-innovation, accessed: 4 June 2020.

Why Western Australia is taking action on electric vehicles

The electrification of transport will reduce greenhouse gas emissions as well as provide air quality, amenity, fuel security and potential electricity grid benefits for Western Australia.

Supporting the uptake of BEVs, PHEVs and FCEVs also aligns with key Western Australian industry development and economic diversification goals.

It is anticipated that BEVs will reach price parity with comparable internal combustion engine vehicles about the mid-2020s, differing somewhat depending on the vehicle type and jurisdiction. Some calculations estimate that total cost of ownership of BEVs

is already close to internal combustion engine vehicles given their lower maintenance and operational costs.

As the upfront purchase price of electric vehicles decreases, they are expected to become a common consumer choice because of their advantages of driving performance, efficient energy conversion, reduced running costs, lack of tailpipe emissions and quiet operation. One forecast is that by 2040,

BEVs and PHEVs will make up 58 per cent of global passenger vehicle sales and over 30 per cent of the global passenger vehicle fleet.⁵

Electrification will also increasingly interact with other developments and transformations in the transport system such as automation, connectivity and ride-sharing. The extent to which the benefits of these transformations are realised, and any challenges

are minimised, will depend on how we guide the adoption and coordinate the integration of these technologies.

The State Government is facilitating the change towards electric vehicles so that there is a smooth transition and opportunities for efficient, clean and safe transport are harnessed. The issues outlined in the next sections have guided the State Government's direction in supporting the uptake of electric vehicles.

5. Bloomberg NEF, 2020 Global Electric Vehicle Outlook 2020, about.bnef.com/electric-vehicle-outlook/

Future vehicle technologies

The State Government is working to make future vehicle technologies available in our state to improve safety and liveability, and to increase productivity. This includes automated, connected, and electric vehicles, as well as related technologies.

In recent years, the State Government has worked with trial proponents and local governments to facilitate pilot tests of automated electric vehicles in South Perth, Busselton and the campuses of Curtin University and the University of Western Australia. These trials have demonstrated the effectiveness of the technologies and also their challenges in Western Australia.

The State Government will continue to support and facilitate further automated vehicle trials in Western Australia.



The RAC automated, electric Intellibus®, has been trialled on public roads with the support of the State Government and City of South Perth.





Low-carbon transport

In 2019, the State Government announced its commitment to working with all sectors of the economy to achieve net-zero greenhouse gas emissions by 2050. The State Government is taking action to reduce the need for private vehicle travel by making significant investments in public transport through METRONET, as well as urban planning, walking and cycling initiatives. However, in order to limit growth in greenhouse gas emissions, our vehicles must also become cleaner.

A BEV charged from renewable energy such as rooftop solar panels and a FCEV powered by renewable hydrogen will create no greenhouse gas emissions through their operation. An average BEV charged using electricity from Western Australia's main grid – the South West Interconnected System – generates almost 30 per cent less greenhouse gas emissions than an average internal combustion engine vehicle in Australia.⁶ This emissions benefit will grow as the amount of renewable energy supplying the grid increases over time.

Air quality

Countries across the world working to increase the uptake of electric vehicles are doing so not only to reduce greenhouse gas emissions but also to address worsening urban air quality.

BEVs and FCEVs have zero tailpipe emissions of nitrogen and sulphur oxides, particulates and carbon monoxide – providing important amenity and health benefits.

Future battery industry development

Western Australia is in a unique position to benefit from the increased demand for battery materials used in electric vehicles and stationary energy storage systems. In recognition of the opportunities for our state, the State Government launched its Future Battery Industry Strategy in January 2019. Western Australia is the world's largest producer of lithium⁷ and a leading producer of other battery metals including nickel, cobalt, manganese, vanadium and alumina. The Future Battery Industry Strategy sets a pathway for our state to build on its excellence in mining and strong industrial base to attract more investment into diversifying mineral production and increasing the scale of domestic processing industries.

Perth hosts the headquarters of the Future Battery Industries Cooperative Research Centre, with over 58 companies from across the globe participating and providing leveraged funding of \$110 million cash and in-kind.

Accelerating the uptake of electric vehicles in Western Australia will provide public health benefits of over \$20 million each year by reducing air pollution.

6. ClimateWorks, June 2018, The State of Electric Vehicles in Australia – Second report: driving momentum in electric mobility.

7. Western Australia's lithium sector was valued at \$1.55 billion in 2018–19. Government of Western Australia, Department of Mines, Industry Regulation and Safety, Western Australian Mineral and Petroleum Statistics Digest 2018–19. dmp.wa.gov.au/Documents/About-Us-Careers/Stats-Digest_2018-19.pdf

Renewable hydrogen industry development

The State Government's focus on creating jobs and driving future diversified economic opportunities is a key foundation of the Western Australian Renewable Hydrogen Strategy, released in July 2019. As the world moves to a lower-carbon future, renewable hydrogen has the potential to play a key role in energy systems. Applications may be in the export market, remote mining and industrial processes, blending in natural gas networks, as well as transport. Transport opportunities may particularly suit vehicles that require longer ranges, shorter refuelling times and are weight-constrained.

Fuel security and grid benefits

Reduced reliance on imported oil and its replacement with domestic electricity represents a further benefit of electric vehicles. The transport sector makes up about 75 per cent of our total liquid fuel demand and about 90 per cent of the fuel we use in Australia is derived from oil that is sourced overseas.⁸ Decreasing this, and using additional electricity produced from within

Western Australia, provides a substantial domestic economic benefit and improved fuel security.⁹

Electric vehicles also present an opportunity to help stabilise energy systems into the future. With vehicles already containing battery packs up to 100 kWh in capacity, and only being used a fraction of the time, there is the potential that

the stored energy can be used for other functions such as providing vehicle-to-home or vehicle-to-grid energy services.

Charging electric vehicles from solar energy during the middle of the day will provide multiple benefits of cleaner-powered transportation as well as soaking up excess cheap electricity generation and potentially reducing the need for network investment.

Integrating distributed energy resources (such as solar PV, batteries and electric vehicles) could deliver more than \$1 billion in benefits to customers across Australia by 2030.
– Energy Networks Australia

⁸ Australian Government Department of the Environment and Energy, April 2019, Liquid Fuel Security Review – Interim Report. Commonwealth of Australia.

⁹ According to the Commonwealth of Australia's 2019 Liquid Fuel Security Review – Interim Report, as of December 2018, Australia only held 18 days of consumption cover for petrol and 22 days for diesel.

Priority areas of action

The State Government has identified four key areas of action to support the adoption of electric vehicles in Western Australia.



Photo: Tourism Western Australia

These are:



electric vehicle uptake

stimulating the electric vehicle market through fleet uptake, increasing awareness and promoting the importance of emission standards



infrastructure

investing in, and facilitating, the provision of electric vehicle charging and refuelling infrastructure



standards, guidelines and planning approvals

developing and updating guidelines, standards and requirements for planning approvals to assist the safe and efficient adoption of electric vehicles and associated infrastructure



industry development

developing areas of industry relevant to our state

Electric vehicle uptake



Increased adoption of electric vehicles can be supported effectively through State Government targets for its own vehicle fleet. This will have the effect of improving model availability, demonstrating the performance of the technology and helping to establish and stimulate the second-hand market by on-selling vehicles after a period of a few years.

Sources of reliable and easily accessible information on electric vehicles will be important for building confidence and awareness in the community, as well as among vehicle industry stakeholders. Exposure to the technology will allow its benefits to be experienced and will support decisions regarding its operational suitability.

A key measure that could support the adoption of electric vehicles across Australia is the introduction of national vehicle carbon dioxide (CO₂) emission standards by the Australian

Government. The average emissions performance of vehicles in Australia is currently very poor because of the lack of national fuel efficiency or carbon emissions standards.

The State Government will:

<ul style="list-style-type: none"> invest funds¹⁰ to achieve a minimum 25 per cent electric vehicle target for all new light and small passenger, and small and medium SUV government fleet vehicles by 2025/26¹¹ 	Department of Finance
<ul style="list-style-type: none"> invest \$800,000 to install electric vehicle charging stations in government buildings to support the State Government electric vehicle fleet target 	Department of Finance
<ul style="list-style-type: none"> trial the introduction of a quota for electric vehicles in the passenger, light commercial, or heavy vehicle fleet of road construction projects including within the immediate supply chain. A pilot trial will be conducted for the Mitchell Freeway Extension – Hester to Romeo major project 	Main Roads WA
<ul style="list-style-type: none"> undertake a trial of battery electric buses on the Joondalup Central Area Transit Service 	Public Transport Authority
<ul style="list-style-type: none"> develop an information resource to provide reliable and accessible information regarding electric vehicles and charging infrastructure in Western Australia 	Department of Transport
<ul style="list-style-type: none"> invest \$80,000 to host events for vehicle fleet buyers, industry and business, to demonstrate and provide information on the features and benefits of electric vehicles, in conjunction with the vehicle manufacturers, industry groups and key stakeholders, such as the Clean Energy Finance Corporation 	Department of Water and Environmental Regulation
<ul style="list-style-type: none"> encourage the Australian Government to introduce vehicle CO₂ emission standards in line with other OECD countries 	Department of Transport; Department of Water and Environmental Regulation

¹⁰ \$20 million has been allocated to support the creation of an electric vehicle charging infrastructure network and a minimum 25 per cent electric vehicle target for eligible government fleet vehicles.

¹¹ Not including police vehicles or vehicles that attract fringe benefits tax.



Hon Dave Kelly MLA, Minister for Innovation and ICT, and Pat Donovan, Chief Executive Officer of the Water Corporation, stand beside a Water Corporation electric vehicle.

Fleet transition

Government agencies and government trading enterprises are already incorporating electric vehicles into their fleets. The Water Corporation will transition up to 40 per cent of its metropolitan fleet to electric vehicles over the next five years.



Infrastructure



The limited availability of public charging and hydrogen refuelling infrastructure is both a perceived and an actual barrier discouraging consumers and commercial fleets from transitioning to electric vehicles. Although most electric vehicle charging is carried out at home or in the workplace, the existence of public fast-charging infrastructure is essential to help overcome range anxiety and enable inter-regional or long-distance travel.

Planning for the provision of slower destination charging associated with buildings is also important. The incorporation of adequate electrical infrastructure at the time of building construction – particularly for multi-use dwellings, apartments and workplaces – will significantly reduce the cost associated with installing charging stations at a later date.

The additional electricity demand from electric vehicles as numbers increase is an important consideration for governments and utilities. Pricing signals can be used to encourage charging at times that benefit the electricity grid and do not contribute to peak load. Synergy currently

provides a reduced electric vehicle tariff for off-peak charging. Electric vehicles can also have the capability to provide grid services by directing power back into the grid.

The State Government is investigating the most effective ways to harness the benefits that electric vehicles can provide for the electricity grid and avoid undesirable impacts. This work is being conducted as one element of Western Australia’s Distributed Energy Resources Roadmap, with Energy Policy WA, Western Power and Synergy collaborating closely with other stakeholders such as the Australian Energy Market Operator.

The State Government will:

<ul style="list-style-type: none"> invest up to \$20 million to support the creation of an electric vehicle charging infrastructure network facilitating travel north from Perth to Kununurra, along the south-west coast to Esperance and east to Kalgoorlie¹² 	Synergy, Horizon Power, and Energy Policy WA
<ul style="list-style-type: none"> invest \$3 million to install two hydrogen refuelling stations – the two stations will generate renewable hydrogen, one station will be in Jandakot and provide hydrogen for fleet vehicles and another at Christmas Creek Mine, in the Pilbara, will power hydrogen buses 	Department of Jobs, Tourism, Science and Innovation
<ul style="list-style-type: none"> include a requirement for the provision of electric vehicle charging infrastructure in new public building capital works projects, including government office accommodation, hospitals, schools, TAFE colleges, sports facilities and a range of other building types to make them ‘EV ready’ 	Department of Finance
<ul style="list-style-type: none"> implement actions outlined in the State Government’s Distributed Energy Resources Roadmap that will assist the integration of electric vehicles, including consideration of incentives to promote daytime charging to help make best use of the midday solar generation peak and assessment of vehicle-to-grid technology forecasts. Buyback payments will be extended to energy exported to the grid from electric vehicles in the same way as rooftop solar 	Energy Policy WA
<ul style="list-style-type: none"> undertake scenario modelling of electric vehicle uptake and charging behaviour over the next 30 years and investigate charging models to support grid benefits 	Western Power
<ul style="list-style-type: none"> plan for the integration of electric vehicles in the electricity grid, including the deployment of charging points (household and fast charge) and trials to better understand the capabilities of vehicle-to-grid technology 	Western Power

¹² \$20 million has been allocated to support the creation of an electric vehicle charging infrastructure network and a minimum 25 per cent electric vehicle target for eligible government fleet vehicles.



Electric vehicle charging station at DevelopmentWA's East Village, Knutsford housing development in the City of Fremantle.



Sustainable housing

East Village, at Knutsford in the City of Fremantle, is a sustainable housing development collaboration between DevelopmentWA, Power Ledger, Curtin University, Murdoch University, BT Energy and CleanTech Energy. It incorporates energy-efficient design, renewable energy and innovative technologies. Homes will be equipped for electric vehicle chargers and a shared, strata-owned electric vehicle fast-charge station will serve residents and guests.





Standards, guidelines and planning approvals

As with the emergence of any significant new technology, the development of consistent standards and guidelines regarding electric vehicles and charging infrastructure is important to assist the efficient, safe and effective rollout of the technology. The State Government is already acting to support the use of electric vehicle technology through enabling regulation – for example, allowing e-bikes to be used on footpaths.

The State Government will:

- ✔ in collaboration with other states and territories and national working groups, consider:
 - the adoption of current market-based standards for electric vehicle plugs for charging infrastructure to guide councils, companies and charging infrastructure installers
 - the development of national operability standards for charging infrastructure, such as common open-payment platforms and motorist accessibility
 - the development of guidelines to support installation of electric vehicle charging and refuelling infrastructure
 - the development of guidelines to make buildings and other accommodation ‘EV ready’ – ensuring that new buildings cater for electric vehicle charging
 - encouraging the Australian Building Codes Board and Standards Australia to produce guidance material on options to retrofit electric vehicle charging points in existing buildings
 - supporting national work to develop data sharing and exchange standards for vehicle charging and energy data, while preserving personal privacy and commercial confidentiality
 - reviewing land use planning guides and standards related to fuel and service stations to support establishment of electric vehicle infrastructure

- ✔ support amendments to the National Construction Code to include a requirement that new buildings are EV-ready, with consideration of electrical infrastructure to support the installation of electric vehicle charging equipment

- ✔ consider updating planning guidelines to encourage the design of new residential buildings, precincts and parking to incorporate infrastructure that supports emerging technology such as the installation of electric vehicle charging facilities

- ✔ undertake a comprehensive review and consult on the future regulation of electric vehicle charging stations (currently exempt from requiring a licence to sell and distribute electricity) – the review will consider whether providers of electric vehicle charging stations should be regulated under the modernised regulatory framework being developed that will facilitate businesses providing alternative electricity services, while ensuring customers have access to appropriate protections

- ✔ update the Road Traffic (Vehicles) Regulations 2014 to include a requirement for electric vehicle signage on vehicle licence plates

Main Roads Western Australia
Department of Mines, Industry Regulation and Safety
Department of Planning, Lands and Heritage
Energy Policy WA
Department of Transport



Western Australian Department of Transport employees using conventional and electric bikes.

e-bikes ownership

A recent National Cycling Participation Survey revealed that Western Australia has the highest rate of e-bike ownership across Australia. In 2016, the Department of Transport led a change in WA enabling all bikes (including e-bikes) to be ridden on footpaths, vastly expanding the available network for bike riders. The Department of Transport also has a number of e-bikes for staff to use in place of car trips. (Australian Cycling Participation, 19 September 2019, Austroads)



Industry development and commercial vehicles



While passenger vehicles are responsible for the greatest share of transport greenhouse gas emissions, commercial and freight vehicle emissions are growing rapidly. A number of companies are trialling the use of battery electric trucks in sectors such as food delivery and waste collection. The advantages of these trucks include zero tailpipe air pollution emissions, reduced greenhouse gas emissions and quiet operation.

The reduction in noise from these vehicles opens up the potential for the trucks to be operated in urban areas at times when conventional vehicles have been restricted for amenity reasons – resulting in improved operational efficiency for businesses and reduced road congestion.

Mining companies are also increasingly looking to electric vehicles to reduce diesel vehicle emissions that are harmful to workers’ health. The use of electric vehicles in mining applications will serve to decrease the costs of underground ventilation and, in addition, reduce greenhouse gas emissions associated with operations.

The demand for electric vehicles is stimulating the rapidly growing battery industry and creating

further interest in the emerging hydrogen industry. Western Australia has a significant competitive advantage and opportunity to benefit from these industries, which is highlighted in the state’s Future Battery Industry Strategy and Renewable Hydrogen Strategy.¹³

In addition to the vast mining and mineral processing sector opportunities, there are further industry prospects presented by the global battery chain, including the recycling and repurposing of batteries. Western Australia has ambitious targets that require 75 per cent of waste generated in Western Australia to be reused or recycled by 2030. Electric vehicle batteries can be repurposed for use as home or other stationary energy batteries, significantly extending their lifetime and value.

The State Government will:

<ul style="list-style-type: none"> ✓ deliver actions outlined in the Future Battery Industry Strategy to support Western Australia becoming a leading producer and exporter of future battery materials, technologies and expertise 	Department of Jobs, Tourism, Science and Innovation
<ul style="list-style-type: none"> ✓ support the vision outlined in the Western Australian Renewable Hydrogen Strategy to become a leader in the emerging renewable hydrogen industry, with transport-sector goals of a refuelling facility for hydrogen vehicles being available by 2022 and renewable hydrogen being widely used in mining haulage vehicles and regional transportation by 2030 	Department of Jobs, Tourism, Science and Innovation
<ul style="list-style-type: none"> ✓ assess opportunities for the development of a local battery recycling industry in Western Australia 	Department of Water and Environmental Regulation

¹³ These strategies may be accessed on the Department of Jobs, Tourism, Science and Innovation’s website. www.jtsi.wa.gov.au



Minister for the Environment, Hon Stephen Dawson MLC, and Mike Rowe, Director General Department of Water and Environmental Regulation, stand beside a fully electric SUEZ recycling truck being trialled in the City of Belmont.

Electric recycling truck in Belmont

SUEZ is trialling a fully electric recycling truck in the City of Belmont. The truck will save about 35,000 litres of diesel and avoid 90 tonnes of greenhouse gas emissions each year. In addition to zero tailpipe emissions, the City of Belmont and SUEZ say the electric vehicle will bring a range of benefits including quiet operation for the city's residents and significantly reduced maintenance. The regenerative braking system on the electric truck will also mean that the brake pads will only need to be replaced every two years, compared with quarterly changes for conventional trucks.



Next steps and review

Developments in electric vehicle technology and the associated markets, policy and regulatory arrangements are progressing rapidly. Projections in recent years for the global uptake of electric vehicles have been consistently revised upwards. The price and performance of electric vehicle batteries is improving significantly, as is the capability of charging infrastructure. There is also the potential for developments in hydrogen fuel cell technology to progress ahead of current predictions.

The State Government will continue to monitor trends in electric vehicle technology and markets. Given the pace of developments, a review of this strategy will be undertaken within three years to ensure our state is benefiting and keeping pace with the opportunities presented by the transition to cleaner transportation.

This strategy is a product of the Western Australian Electric Vehicles Working Group and was developed in consultation with stakeholders across industry, academia, and non-government associations and organisations.

Further information on the Western Australian Electric Vehicles Working Group, including its membership, may be accessed on the Department of Water and Environmental Regulation's website.¹⁴

Western Australian Electric Vehicles Working Group

A Western Australian Electric Vehicles Working Group was formed in 2018 following the signing of a Memorandum of Understanding – Sub-National Collaboration on Electric Vehicles by the Minister for Innovation & ICT, Hon Dave Kelly MLA.

The Working Group, chaired by the Department of Water and Environmental Regulation, will assist in coordinating the implementation of this strategy.



Home electric vehicle charging

¹⁴ www.dwer.wa.gov.au

Glossary

Term	
Battery electric vehicle (BEV)	Vehicle fully powered by an onboard battery that may be recharged via an electrical power source.
Electric vehicle	For the purposes of this strategy, electric vehicle is defined as a battery electric vehicle, plug-in hybrid electric vehicle, or fuel cell electric vehicle.
Fuel cell electric vehicle (FCEV)	Vehicle powered by hydrogen converted to electricity through an onboard fuel cell.
Hybrid vehicle	Vehicle powered by an internal combustion engine plus a battery that doesn't have the ability to be recharged from a plug.
Internal combustion engine (ICE) vehicle	Conventional petrol or diesel-fuelled vehicle.
Plug-in hybrid electric vehicle (PHEV)	Vehicle powered by the combination of a battery that may be recharged via an electrical power source and a petrol or diesel internal combustion engine.



Department of Water and Environmental Regulation

Prime House 8 Davidson Terrace Joondalup WA 6027
Locked Bag 10 Joondalup DC WA 6919

Phone 08 6364 7000

For further information
Email: climate@dwer.wa.gov.au





Government of Western Australia
Energy Policy WA

Electric Vehicle Action Plan

Preparing Western Australia's
electricity system for EVs

Summary

August 2021



Distributed Energy Resources Roadmap
Action 16: Electric Vehicle Action Plan

Electric Vehicle Action Plan – Overview

The world is rapidly electrifying transportation to reduce carbon emissions.

This has major implications for power grids globally, including here in Western Australia. Electric Vehicles (EVs) present a significant opportunity to the electricity system if their integration is well-managed. They can help smooth demand on the power system and improve overall network utilisation, which reduces costs for all consumers.

Conversely, uncoordinated EV charging could add to peak demand and power system costs.

There are major gains to be made for Western Australians from early and coordinated action supporting the integration of EVs.

The EV Action Plan provides an integrated set of actions designed to deliver a future where EVs contribute to a safe, reliable and efficient electricity system while accelerating our transition to a low-carbon future.

The WA EV Action Plan:

- outlines the Western Australian context for EV uptake and its relationship to the State EV Strategy and Distributed Energy Resources (DER) Roadmap;
- outlines the opportunities created by EVs including improved utilisation of the power system and their role in supporting the integration of renewable energy within the power system;
- describes the risks to Western Australian power systems that may result from the rapid uptake of EVs in the absence of planning;
- identifies “no, or least regrets” steps that can be taken now and over the medium-term to minimise these risks; and
- allocates 26 actions to Energy Policy WA, Western Power, Horizon Power, Synergy and the Australian Energy Market Operator (AEMO).



The need for specific actions on electric vehicles

Widespread electrification of transport vehicles (light commercial, freight, and transport vehicles) will lead to a significant increase in demand for electricity over the coming decades.

Charging of EVs occurs deep within the distribution system, often at homes and businesses where EVs are parked for long periods. The location and timing of EV charging has the potential to have material impacts on the operation of the electricity system.

EVs present an opportunity to improve the utilisation of the electricity network and to support the power system. For instance, the very high level of rooftop solar in Western Australia is increasingly creating challenges to the stability of the grid in the middle of the day. If EVs can reliably increase demand in the middle of the day, they can help soak up this excess solar, allowing more rooftop solar to be accommodated within the system.

In the coming years, EVs could store excess output from rooftop solar and provide it back to households, or even onto the grid, helping to meet evening peaks and complementing batteries at households and businesses. However, for this to be achieved, further work is required with respect to infrastructure and policy settings.

Advanced metering and smart charging infrastructure that can respond to signals from the network operator or power system operator, likely via an aggregator or electricity retailer, can benefit everyone. Retail tariffs that incentivise efficient behaviour have proven very effective in other places in influencing when EVs are charged.

The mobility of EVs makes them unique as a DER. As the number of EVs grows, the unpredictability of where and when these large, energy-consuming devices will be charged is one of the most challenging issues facing the network and operators. New systems and processes are required to give the operators insights into where, when and how EV charging points (be it at home or a fast-charging station) are located and used.

It is also important that consumers are engaged throughout the development of these systems and processes. EVs have the potential to benefit the entire community, by managing charging speed or timing to better use distributed rooftop solar – placing downward pressure on the overall costs of electricity supply.

Underpinning these changes must be a clear framework of customer protections, ensuring customers retain control over key decisions such as the maximum and minimum level of charge for their EV battery when they connect.

The following actions are designed to provide the capability for Western Australia to respond in a prepared manner to a range of EV uptake scenarios.

EV Action Plan

Actions have been grouped under the following four themes, consistent with the DER Roadmap:



Technology integration



- Network management and planning
- EV visibility
- Scenario planning
- Charging infrastructure standards
- Interaction of EVs in microgrid control platforms



Tariffs and investment signals



- Retail tariffs
- Access process for fast-charge infrastructure



DER participation



- Orchestration trials



Customers



- Customer research
- Customer education
- Customer protections

The full list of actions and further detail can be found in the EV Action Plan: Preparing Western Australia's Electricity System for EVs at www.brighterenergyfuture.wa.gov.au.





Technology integration

EV risks first manifest on the distribution network, where the additional demand from charging EVs at peak times could overload network equipment or breach technical limits, such as voltage. The Action Plan addresses these challenges by focussing on the following five areas:

Network management and planning

Residential EV charging is likely to have significant implications for some network feeders if not managed appropriately, particularly in older overhead networks. These risks are increased by very limited visibility of EV chargers and the inability to put in place 'operating envelopes' to ensure demand from an EV charger stays within network constraints.

Managing risks will require detailed understanding by network operators of the location and scale of EV charging. Western Power will continue to develop its network modelling capabilities to increasingly focus on EV impacts. As part of this work, Western Power will identify opportunities to lower the cost and potentially accelerate the installation of EV charging points, during conversion of overhead to underground power in metropolitan areas.

Under the EV Action Plan, networks will undertake work to better understand how stand-alone power systems can be used at regional charging locations to minimise local network impacts. Horizon Power's work through the DER Management System in Onslow puts it in an excellent position to test the potential for EVs and charging infrastructure to provide support to electricity networks.

EV Visibility

How, when, and where EV owners choose to charge their vehicles is difficult to predict. The patterns and responses to price signals are important factors to be understood to enable efficient integration of EVs within the power system. By increasing visibility by system operators, it will be possible to improve the integration of EVs into the power system by:

- enabling better monitoring of distribution network impacts; and
- facilitating products and services, such as aggregation and tariffs for EV owners.

EV Charging - Current charging locations



Home charging

Resident uses private in-home charger



Rapid charging

Public locations that provide fast charging



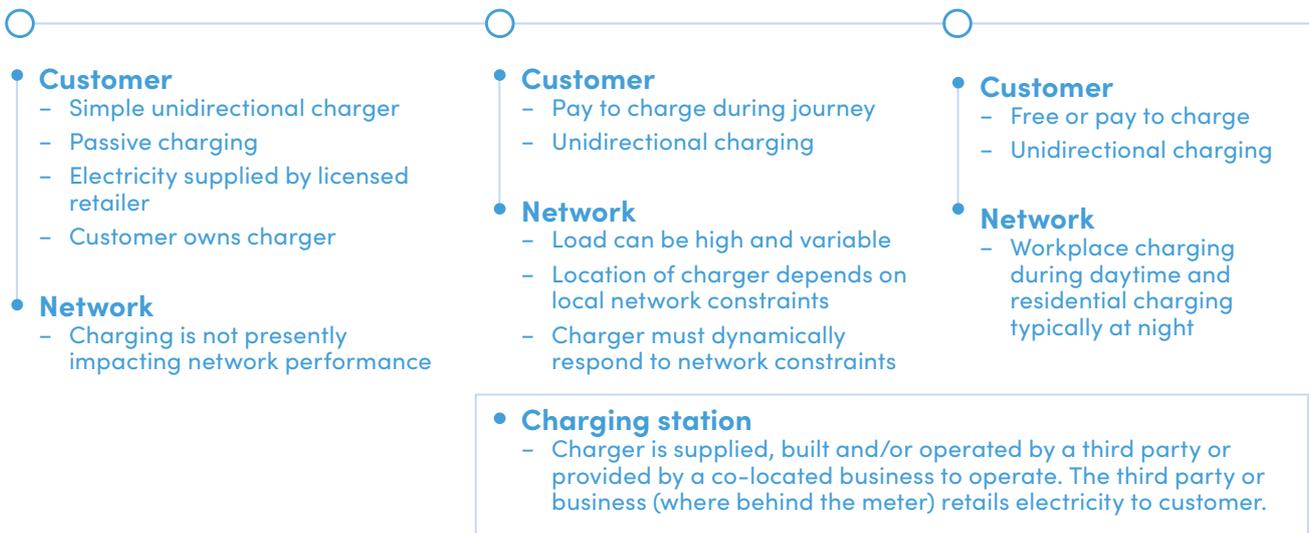
Shared charging

Residential complexes, shopping centres and workplaces

Level 2 AC charging up to 6.6 kilowatts

Fast DC charging or level 3

Level 2 or 3 charging



Scenario Planning

In order to ensure the ongoing security, reliability, and efficiency of the power system, it is important to plan for increasing uptake of EVs.

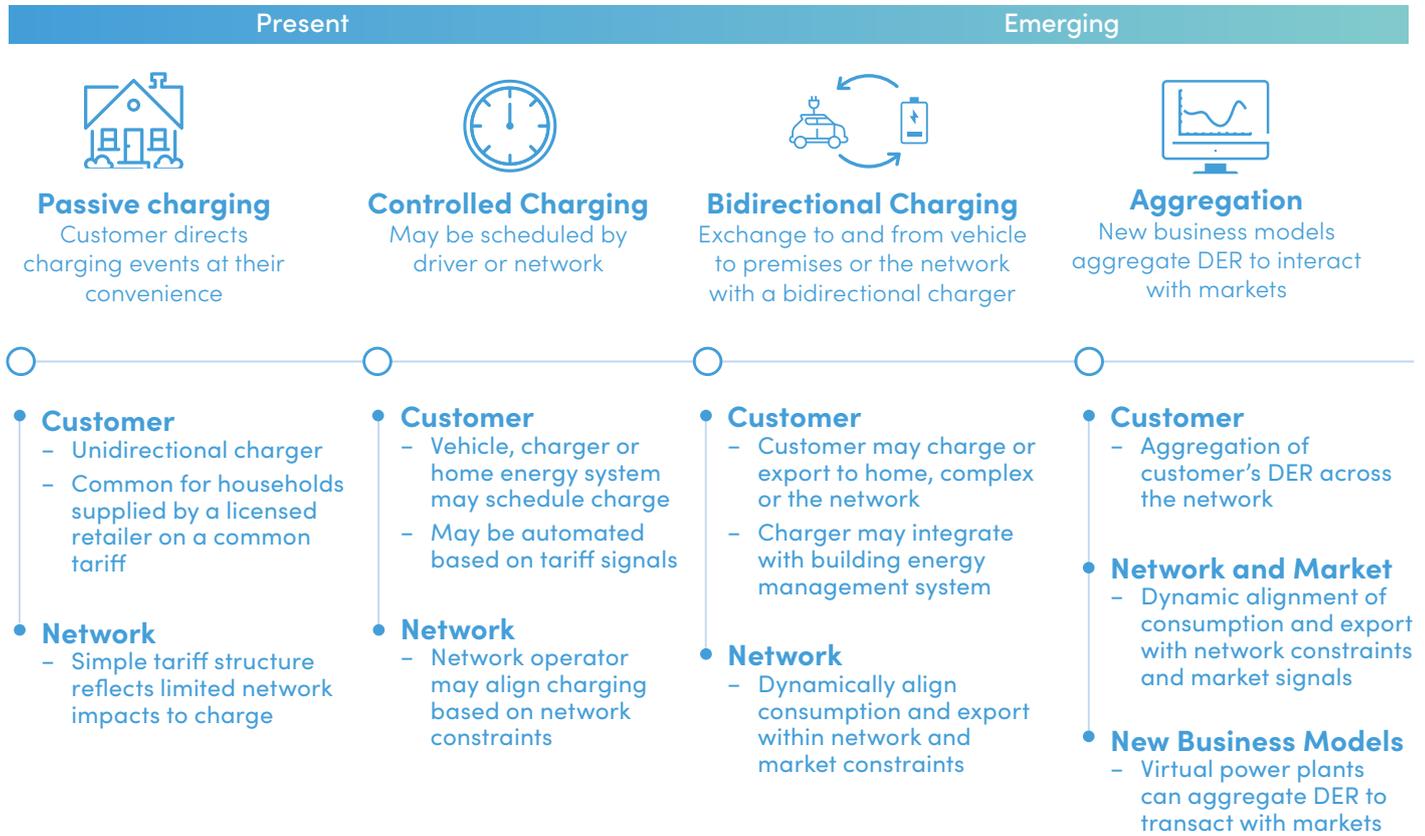
The assumptions used to underpin system planning processes – such as those used to determine where upgraded network infrastructure will be required – must be further standardised and agreed upon by relevant stakeholders.

Charging Infrastructure Standards

Requirements and standards applying to EV chargers are currently limited in respect of their interoperability, controllability, and performance, which in turn restricts their ability to provide network support. Actions under the EV Action Plan are intended to fill the gaps in these standards to streamline installation of future infrastructure. This will be done in a coordinated way that ensures consistency with the development of national standards.¹

¹ Situations may exist where Western Power and Horizon Power need to set specific requirements or settings to flexibly address local system security needs.

EV Charging types



Integration of EVs in microgrid control platforms

The ability for the network operators to actively manage power flows to resolve network constraints on microgrids (such as small, regional towns) is reliant on the development of DER management capabilities.

Horizon Power is already planning a trial of commercially available EVs, and will test the ability to incorporate EVs into DER orchestration platforms, without impacting customers. Completion of this trial will provide important information on potential options to remotely manage EV integration.



Tariffs and investment signals

Retail tariffs

Residential electricity tariffs present an opportunity to promote charging at times that support the electricity system and maximise use of renewable energy. Daytime tariffs could encourage charging at home or at work during the day, particularly on weekends, and would align with low emission exports from rooftop solar, which can otherwise present system challenges. Initial results from Synergy's current EV tariff pilot and other national trials indicate that a time-of-use tariff can be effective at encouraging charging at off-peak times.

Access process for charging infrastructure

Even small changes in the location of EV charging facilities can result in significant variations in network connection costs. Providing greater transparency for applicants on cost inputs and application processes will help in decision making and planning for investment by third parties.

In future, installers will have better guidance on the costs of installing EV charging equipment. Decisions on locating public or shared charge points will be balanced between keeping network connection costs low and proximity to customer needs. This will be especially important as the number of applications increases over time.



DER Participation

Orchestration trials

Optimising charging behaviour to spread the impact of demand from EV charging will reduce costs to the power system and avoid risks to system security. Longer term, vehicle-to-home and vehicle-to-grid technologies hold potential to unlock additional capability and services for EV owners and the electricity system.

Key to full integration and participation of EVs is the development of capabilities within the equipment, rules, guidelines, and processes of network and market operators. Full technical trials involving EVs and charging facilities may be required to understand and test integration. Where possible, trials will leverage the learnings coming from Virtual Power Plant trials including the Onslow DER Management System project and the Project Symphony pilot in Southern River.





Customers

Customer research, engagement, and protections

There is limited community understanding of the potential impacts of mass EV uptake on power systems in Western Australia.

Engagement with EV owners will be important in shaping customer norms and behaviour around charging.

Uptake rates for EVs and charging infrastructure may change rapidly based on shifts in corporate and government fleets and Commonwealth Government policy.

Ongoing research is required to ensure these trends are monitored and included within system planning processes.

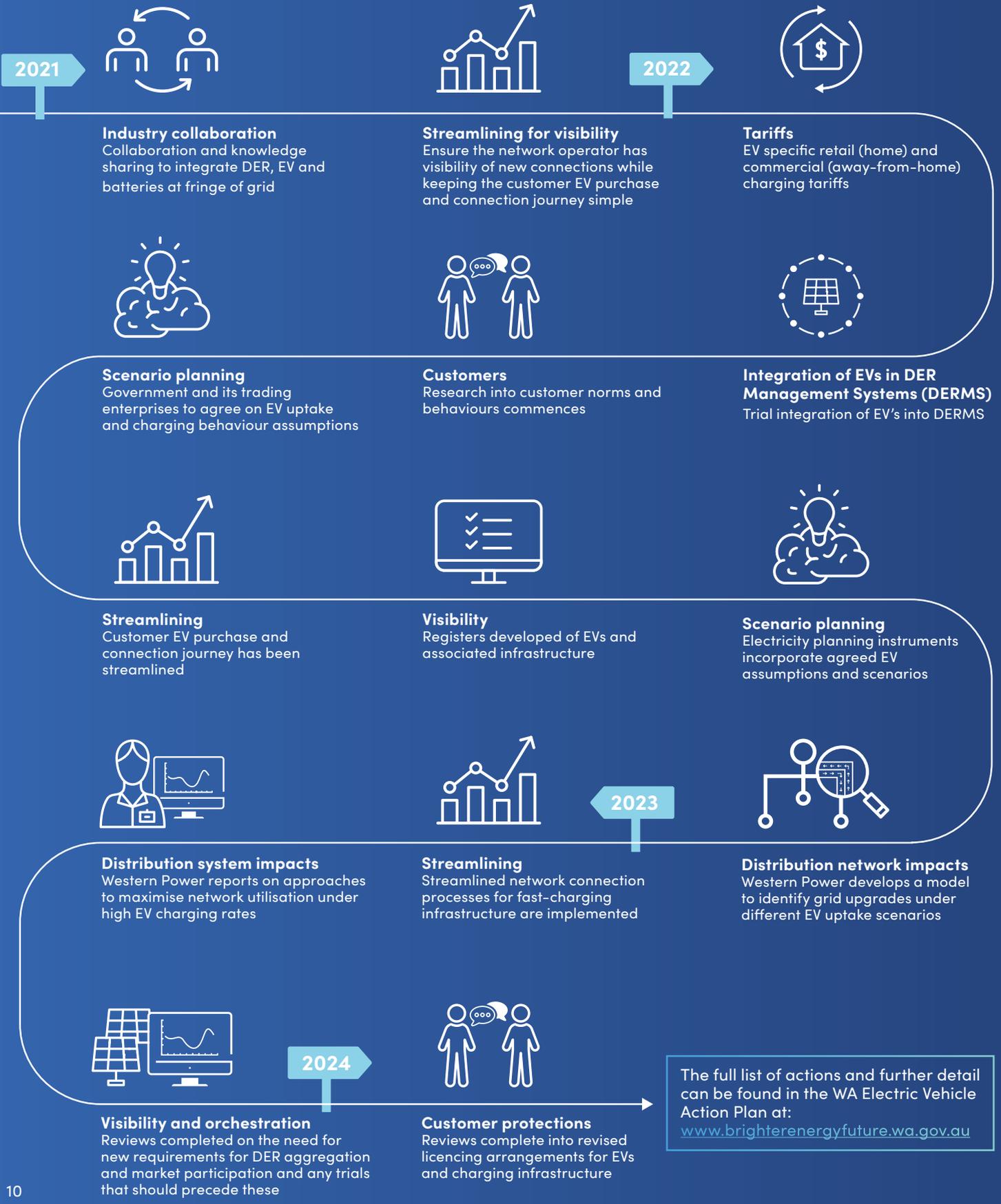
Customer protections also need to be maintained as new products, vehicles, charging options, and pricing become available.

Energy Policy WA will undertake a review to identify changes required to the licensing arrangements that govern the sale and supply of electricity through EV charging stations.



EV Action Plan pathway

The EV Action Plan provides an integrated set of actions designed to deliver a future where EVs contribute to a safe, reliable and efficient electricity system that accelerates our transition to a low carbon future.



How we got here

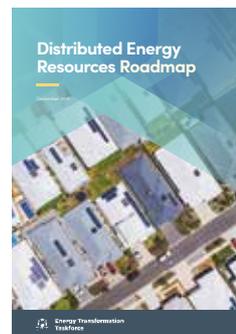
In April 2020, the Western Australian Government released the DER Roadmap. The Roadmap includes a suite of actions to unlock potential and ensure the safe and efficient integration of DER, such as rooftop solar systems, batteries, and EVs on the South West Interconnected System (SWIS). This work is focussed on delivering a future where DER plays a central part in a safe, reliable and efficient electricity system.

Action 16 of the DER Roadmap called for further work with respect to the potential impact that increasing EV uptake may have on Western Australia's electricity systems.

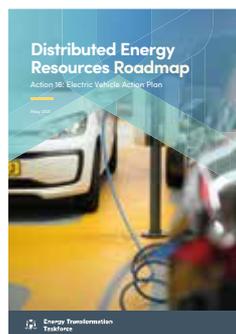
The EV Action Plan delivers this, through a roadmap developed in consultation with industry stakeholders. It includes actions to manage potential risks and maximise the potential benefits to electricity systems. The EV Action Plan also delivers on a commitment within the *State Electric Vehicle Strategy for Western Australia* (State EV Strategy), which considers how all sectors in Western Australia can work together to facilitate the increased uptake of EVs. This is also an important element of the Western Australian Climate Policy.



The State EV Strategy



The DER Roadmap



*Action 16 -
Electric Vehicle Action Plan*

This document provides a summary of the EV Action Plan: Preparing Western Australia's Electricity System for EVs. The full list of actions and further detail can be found in the full length Action Plan at: www.brighterenergyfuture.wa.gov.au.

Energy Policy WA

Level 1, 66 St Georges Terrace, Perth WA 6000

Locked Bag 11, Cloisters Square WA 6850

Telephone: 08 6551 4600

Email: info@energy.wa.gov.au

www.energy.wa.gov.au

*We're working for
Western Australia.*

Public Art and Percent for Art Policy

PART A - Policy

Objective

The objective of this Policy is to:

- Promote public awareness of the cultural, social, and economic value of art and culture by providing high-quality, innovative, inspiring, and diverse public art within the Shire of Dandaragan.
- Be aspirational in our vision to enhance the utility and amenity of public places and spaces by incorporating public art into the built and natural environment to enhance sense of place and community identity.
- Engage the community, activate imaginations, and generate appreciation of cultural and natural and built heritage.
- Encourage cultural tourism by increasing the appeal of the region to visitors through a variety of art forms and cultural practices.

Policy Statement

The Shire of Dandaragan and Council value creative and cultural arts and supports their continued growth in the public domain such as town centres, main streets, town squares and parks within the Shire's boundaries by the installation of public art.

The Shire of Dandaragan Vibrant Communities Arts and Culture Plan (2020) identified a key action to develop and adopt a Public Art Policy to support co-creation and commissioning of public art in public spaces. This policy applies to all public art developed and managed by the Shire of Dandaragan, and the provision of public art commissioned by third parties in public spaces. The policy defines the process for the provision of:

- Permanent and temporary public art located on Shire land and public open space;
- Public art commissioned by private enterprise, property developers, community groups, associations, business or other third parties;
- Public art commissioned and produced by third parties transferred or donated to the Shire;
- Percent for Art cash contribution payments by private developers.

To achieve these objectives, the Shire of Dandaragan will:

1. Encourage private developers to undertake a commitment to allocate funds to public art in accordance with 1.6;
2. The Shire will allocate 1% of the gross yield of budgeted rates income to the Shire of Dandaragan Public Arts Fund (Percent for Public Art) at the beginning of each financial year to be expended in accordance with this policy.

In addition, the Shire will:

- Support the development of high quality, innovative, inspiring, and diverse public art on public open space and private land in the Shire of Dandaragan;
- Follow best practice principles in commissioning, managing, maintaining and de-accessioning public art;
- Collaborate with third parties to facilitate the provision of public art on private land and public open space according to these principles. Submissions can be submitted throughout the year and will be reviewed and selected in preparation for annual budget deliberations;

- Work with third parties to pursue a range of funding options to encourage the commissioning, production, and installation of high-quality, inspirational public artworks in the public realm;
- Adopt a target of supporting, funding or developing new artwork each year;
- Maintain a register of all public art under the Shire's management.

PART B - Management Procedures

1.1 Objective

The objective of these Procedures and the Policy is to provide guidelines for a consistent approach for all public art support and provision, and percent for art practice for the Shire of Dandaragan.

1.2 Scope

Public art in the Shire of Dandaragan will include but not be limited to references to:

- Yued Country, culture, people, and history;
- Maritime heritage and settler history;
- The biodiverse natural environment;
- The marine environment;
- Local cultural and social life and contemporary community interests;
- Celebration or commemoration of events;
- Innovative or current topics.

Public art will:

- Consider the context and profile of the location;
- Contribute to sense of place and cultural tourism;
- Promote artistic excellence, quality, and skill, and encourage innovation;
- Reflect diverse forms of artistic practice, materials and approaches including:
 - Free-standing
 - Integrated
 - Applied
 - Installation
 - Temporary
- Involve consultation with Traditional Custodians, where appropriate;
- Involve community consultation and/or collaboration, where appropriate;
- Consider public access and safety;
- Address maintenance, conservation, and disposal issues.

Wherever appropriate, a professional artist, or artist team lead by a professional artist, will be commissioned to produce public art that aspires to high standards of creativity, integrity, and innovation.

The Shire of Dandaragan will adopt a target of budgeting for one new art project at each annual budget to enable the development of the Shire as a creative, innovative, and proactive local government body. The value and type of public art will differ from year to year and be determined by Council after consideration of project ideas. The community and artists are encouraged to approach Shire staff with ideas and possible art projects. Alternatively, staff will take a proactive role to developing innovative, creative, and diverse art projects to be developed and reviewed at annual budget deliberations. The value of each project is only limited by the funds available at that time in the Shire of Dandaragan Public Arts Fund (Percent for Public Art), however it is

intended that the Fund will build over time to fund larger projects planned and developed over several years.

1.3 Definitions

For the purposes of the Policy and these procedures:

Public art	Refers to artworks in any medium created with deliberate artistic intent to be clearly visible and experienced in publicly accessible space. It can be located on public land or private property that contributes to public space. Public art may be permanent, temporary, or ephemeral.
Permanent Public Art	Means enduring artworks designed to be situated in a location for an expected lifespan of 5 to 25 years.
Temporary Public Art	Means installations and artist-led actions that occur in a location for between 1 day and 5 years.
Integrated Artwork	Means works that are incorporated into interior or exterior fabric of a building such as walls, ceilings, floor surfaces, glazing, screens, rather than attached or installed in proximity.
Applied Artwork	Means work that is applied or attached to an interior or exterior surface, and includes commissioned paintings and murals produced in any medium.
Public Art Exclusions	Refers to mass produced objects, fixings, functional elements or equipment made to a standard design by an architect, landscape architect or design consultant and not designed by the artist or team of artists selected through a commissioning process.
Ephemeral Art	Refers to work that is not permanent, including temporary installations, performance art, pop-up exhibitions, or work that is designed to deteriorate without leaving any trace.
Professional Artist	Refers to someone with an established track record of creating and exhibiting artworks. Professional artists may be categorised as established, mid-career or emerging.
Emerging Artist	Refers to someone who has a tertiary qualification in the visual arts and who is at an early stage of their professional career.

1.4 Exclusions to Public Art

Art projects ineligible for consideration within this Policy or funded through the Public Arts Fund (Percent for Public Art) include:

- commercial promotions in any form;
- directional elements such as supergraphics, signage or colour coding;
- 'art objects' which are mass produced such as fountains, statuary or playground equipment;
- most art reproductions;
- landscaping or generic hardscaping elements which would normally be associated with the project, however murals on external infrastructure walls are eligible;
- services or utilities necessary to operate or maintain artworks; and
- projects considered predominantly performance art, events or activities.

1.5 Commissioning Models

1. Open Invitation refers to a process where individual artists and/or artist teams respond to a brief following a call for Expressions of Interest (EOI). Two stages will include:
 - o Shortlisting a select number of artists from the EOI submissions who develop their proposal further for an agreed fee.
 - o Shortlisted artists present their concept to a selection panel who select and approve one artist or an artist team. Selection panels are structured in the following way:
 - a) Shire of Dandaragan officer coordinating the project, plus a staff member of the Infrastructure, Development, and Community Services departments and the Chief Executive Officer will meet to review and select successful recipient for projects where the total value of the artwork is up to and including \$10,000.
 - b) Shire of Dandaragan officer coordinating the project, plus a staff member of the Infrastructure, Development, and Community Services departments, Chief Executive Officer, and a community representative from the key stakeholder group/s will meet to review and make a recommendation to Council for endorsement for projects where the total value of the artwork is more than \$10,000.
 - c) When the Open Invitation commissioning model is undertaken for a Percent for Art project on Shire-owned or managed land, the Shire CEO (or representative) will be required to be invited to join the developer's selection panel.
2. Limited Invitation refers to a select number of artists being invited to respond to a brief, or present the scope of their practice or concept to a panel, as per 1.5.1(a)/(b)/(c). This model can be used for commissions up to \$20,000.
3. Community Participatory projects involve input from community members at any stage from design to installation, under the guidance of a principal artist or experienced community arts worker. Projects of this nature will be required to invite the Shire of Dandaragan CEO (or representative to join the selection panel).

1.6 Percent for Art

The Shire of Dandaragan encourages 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.

When creating a Percent for Art public art project, developers should use the Open Invitation model to ensure the artwork demonstrates value for money and encourages quality submissions.

The creation of a Percent for Art public artwork should take site and context into consideration as part of the process.

No artist under consideration for a Percent for Art commission should have a familial relationship to the Developer or a financial interest in the development. If the Percent for Art commission involves First Australians' histories or themes, Yued, Aboriginal or

Torres Strait Islander artists are exempt from this expectation and would be eligible for consideration.

Local artists should be considered using the same selection criteria as non-local artists for any Percent for Art commission.

It is expected that Percent for Art projects are led by a professional artist who fulfills at least two of the following categories, in addition to holding an ABN:

- a tertiary qualification in the visual arts, or other art forms when the brief calls for it, such as multimedia, writing, performance, writing;
- a track record of exhibiting artwork at reputable art galleries, for example a State regional public gallery, or recognised commercial gallery;
- their work is represented in major public, corporate or private collections;
- earns more than 50% of their income from arts-related activities, such as public art commission, teaching, sales of their original artworks.

If the project has First Australians' histories or themes, it is encouraged that the commissioned artist/s has/have a link to the Country on which the artwork is being developed. If the commissioned artist/s has/have no link to Country on which the artwork is based, permission must be given to work on Country by Yued Elders.

Emerging artists should not be the lead artist in a Percent for Art initiative, however emerging artists could be considered to work as part of a project team.

Public Art provided pursuant to these provisions should be provided on site, or on Shire-managed land immediately adjacent to the site, in a location approved by the Shire. If this is not appropriate, the artwork may be developed within the town closest to the development. If the development is at equal distances from two towns in the Shire, the developer may elect which town the artwork is to be developed, with approval from the Shire.

Upon completion of the artwork, artwork developers will be required to submit information contained in a report for the artwork to be included on the Shire of Dandaragan Asset Management Register and information contained therein will be used for the purposes of managing and maintaining the artwork as a Shire asset. The report must include: details of the artwork including name; artist; artist contact details; materials used; engineering/design drawings; and maintenance manual, within 4 weeks of completion of the artwork on site.

Alternatively, the proponent may choose to satisfy the contribution through a cash contribution payment towards public artwork. The cash contribution option refers to a financial payment made by a developer or landowner to the same value of the Percent for Art opportunity for the purpose of providing an alternative artistic solution.

Such cash contribution payments are to be paid to the Shire of Dandaragan Public Arts Fund (Percent for Public Art) and expended in accordance with this policy. Funds contributed to the PAF may be combined with existing or future PAF (or other) funds to enable a pooling for substantial, integrated, and themed artwork rather than ad hoc artworks.

Commissioning for art projects funded through the Shire of Dandaragan Public Arts Fund (Percent for Public Art) from cash contributions are to be determined by the Shire of Dandaragan using the relevant Commissioning Models (1.5). Projects managed by the Shire of Dandaragan utilising funds from the Public Arts Fund (Percent for Public

Art) will be developed in the vicinity or townsite of the development from which the original cash contribution was received. Consideration of the site, location and value of the artwork is at the discretion of the Chief Executive Officer and the relevant Commissioning Model (1.5).

Ephemeral artworks, particularly performances, events or activities are not considered appropriate for Percent for Art (or cash contribution) projects.

1.7 Eligible Costs

Costs associated with the production of an art project may include:

- professional artist's budget, including artist fees, Request for Proposal, material, assistants' labour costs, insurance, permits, taxes, business and legal expenses, operating costs, and art consultant's fees if these are necessary and reasonable;
- fabrication and installation of artwork;
- site preparation;
- structures enabling the artist to display the artwork;
- documentation of the artwork; and
- acknowledgment plaque identifying the artist, artwork and development(s) from which funding was obtained.

1.8 Authority for Selection of Artwork

1. Minor public art project with a value of up to \$10,000
 - Shire Project Lead, in consultation with CEO and staff representatives from development, infrastructure and community services.
2. public art project with a value of \$10,001 or above
 - Shire Project Lead, in consultation with CEO and staff representatives from development, infrastructure and community services. Representatives of community stakeholder group/s will have the opportunity to view and make comment on shortlisted designs / submissions. Community stakeholder groups may be the local ratepayer group or other community group as determined by project engagement plan developed by project lead and community development representative;
 - Council endorsement of recommended project design required.
3. Public art projects coordinated by community groups must invite the Shire of Dandaragan CEO (or representative) to be part of the selection panel.

1.9 Working with Aboriginal and Torres Strait Islander artists and communities

The Shire of Dandaragan commits to best practice in encouraging consultation with the Yued Aboriginal community who are custodians of any intended sites of public art in the Shire. We acknowledge all places in the Shire have a connection to Indigenous traditional owners, who will hold valuable insights and expertise on the history and cultural practices associated with project sites. The Shire will recognise and respect these cultural connections to sites and places and consult with Yued Elders with regards to both the proposed sites and commissioned artworks.

Where Selection Panels are established as per 1.5.1(b), traditional owners will be invited to sit on the panel in a paid role in recognition of their expert cultural advice. The payment will not exceed \$150 per panel meeting.

If the project contains First Australians themes and histories, Yued, Aboriginal or Torres Strait Islander artists will be specifically invited to submit via an Expression of Interest as per the Open or Limited Invitation commissioning model. Criteria will be ranked to reflect the preference for Aboriginal and Torres Strait Islander artists in addition to the detailed specification of the requirement and pre-determined evaluation criteria.

1.10 Artist Brief

The Shire of Dandaragan or Percent for Art representative will prepare an Artist Brief outlining:

- Project background, context, scope, and objectives (social and aesthetic);
- Location and characteristics of the site;
- Reference to relevant master plans and heritage information, where appropriate;
- Technical requirements, constraints, and parameters for the art form and/or materials;
- Project budget;
- Level of community consultation to be undertaken;
- Submission selection criteria;
- Whether additional weighting will be added for local artists;
- Timeframe for the commencement and completion of the artwork and any other key milestones;
- Sub-contracting options and responsibilities, where appropriate;
- Contract arrangements;
- Closing date for submission;
- Project contact person and information.

1.11 Expression of Interest (EOI)

Artist Brief will be released through an EOI process inviting artists to express their interest in the project by submitting:

- A CV outlining their art practice, qualifications, and relevant arts experience;
- Written responses to the artist brief demonstrating experience relevant to the selection criteria and intended approach;
- Relevant images of past artworks;
- Indication of availability within proposed timeframe.

The EOI process will involve:

- Distribution of project information via professional visual arts organisations and networks such as Artsource, NAVA, Arts Hub and Regional Arts WA, through regional community organisations and local newspapers;
- Percent for Art projects will be advertised on Vendor Panel;
- EOIs will remain open for 3-4 weeks. Large commissions may be open for longer;
- Submissions received from individual artists and / or artist teams will be assessed against the selection criteria by the relevant selection authority outlined in 1.8;
- Following assessment, between 2 and 5 artists / artist teams will be shortlisted and invited to proceed to the design concept stage;
- All artists will be notified in writing of the outcome of the EOI process;
- All deliberations of the selection process will remain confidential, however unsuccessful artists may seek feedback on their submission.

1.12 Shortlisting

Selection criteria may include:

- Quality of application and strength and/or relevance of intended approach;
- Calibre and track record of the artist / artist team;
- Evidence of experience, appropriate skills and specialist expertise is required;
- Support material;
- Suitability of the artist's practice to the context and profile of the project;
- Material selection and maintenance considerations.

Criteria specific to each project will be assessed taking into account the Shire of Dandaragan's Regional Price Preference Policy (1.3 C-1RPP03).

1.13 Design Concept

Shortlisted artists will be asked to submit a detailed design concept. An agreed fee will be paid to all shortlisted artists to assist with the development and production of a design concept. The fee (per concept design) will not exceed 5% of the project budget. The fee will not include rights to concepts, drawings, maquettes, or models submitted as part of the process, which remain the property of the artist.

Artists will be given 4 weeks to submit their design concept. Variations to this schedule may occur depending on the scope and complexity of the commission.

The design concept will include:

- A written description of the artwork and response to the project theme;
- Drawings, sketches and/or digital images indicating the location, scale, and materials of the proposed artwork;
- 3D model, where appropriate;
- Material samples, where appropriate;
- Methodology for community consultation and/or participation in the project, if appropriate;
- Details of major fabricators, industry collaborators and other professionals required to produce the artwork;
- Preliminary budget or cost estimates;
- Work program and payment schedule;
- Proof of relevant insurances, including Public Liability, Professional Indemnity and Workers Compensation;
- Safe Work Method Statement;
- Preliminary details of installation requirements.

1.14 Final Selection

The design concepts will be selected according to process outlined in 1.8 using a set of criteria similar to the EOI process:

- Response to the brief;
- Artists understanding of the project objectives;
- Quality and creativity of the proposal;
- Previous experience and appropriate level of skill to match the project requirements;
- Demonstrated ability to work collaboratively with the project team/community;

- Realistic, or within set, budget;
- Work program and payment schedule.

1.15 Contract

The successful artist or artist team will be invited to enter into a contract with the Shire. The contract will include:

- Contact details for the artist / artist team;
- Concept design approval with image attached;
- Attribution details and copyright agreement;
- Work program with commencement date, progress milestones and completion / handover date;
- Artist fee, payment schedule and other budget items;
- Variations, changes (number, reasons, process to approve), penalties, dispute resolution procedures;
- Insurance requirements;
- Indication of preferred sub-contractors, if relevant;
- Indigenous cultural and intellectual property rights (copyright) and protocols, if appropriate;
- Maintenance and repair procedures, and defects liability (up to 12 months);
- Expected lifespan of artwork;
- Terms around change of property management or ownership;
- Obligations of all parties and specific requirements of the project, such as who:
 - Pays for preparatory site work such as services and fixtures
 - Pays for transport, delivery, and installation of the artwork
 - Organises and pays for remedial work around the artwork after installation
 - Hire equipment or professional advice required for items such as footings or installation
 - Insures the work in progress and when does the responsibility transfer
 - Is responsible for maintenance and care of the completed artwork

1.16 Moral Rights

Since 2000, moral rights legislation has protected artists. In brief, an artist's moral rights are infringed if:

- their work is not attributed or credited;
- their work is falsely attributed to someone else; or
- their work is treated in a derogatory way by distorting, modifying or removing it without their knowledge or consent.

In practical terms this means that all artworks should have the artist's name on or attached to it, that the Shire cannot change an artwork in any way without seeking the artist's permission; likewise, cannot remove or re-locate the artwork without seeking the artist's permission. In the case that an artist has moved, and the Shire cannot find them, evidence that a reasonable attempt to find the artist must be provided on request.

1.17 Acknowledgement of Artwork

In line with moral rights legislation, the Shire (or developer where the artwork is situated on private land) should install a plaque or plate near each artwork,

acknowledging the name of the artist, and the name of the person, agency or company who funded the artwork.

1.18 Artist Fees

Fees paid to artists invited to submit a Concept Design, or selected as the successful artist for a project, will be credited to the value of the Public Art project. The amount paid will be at the discretion of the proponent and in proportion to the overall artwork budget. The Concept Design fees will be paid after the proposal has been submitted and deemed to comply with the requirements. The artist commission fee will be paid as per the agreed Payment Schedule in the Public Art Commission Agreement between the artist and the Shire of Dandaragan and will not exceed 20% of the project budget.

DRAFT

Schedule of Submissions – Shire of Dandaragan Public Art and Percent for Art Policy (Draft)

January 2022

Support = 1 Objection = 0

No	Submitter	Comment/Concern	Shire Officer Response
1	Mrs Anne Murray, Hill River	I have read the policy and I'm happy with the concept of it	Noted.



Bushfire Risk Mitigation Coordinator

Shire of Dandaragan

Background

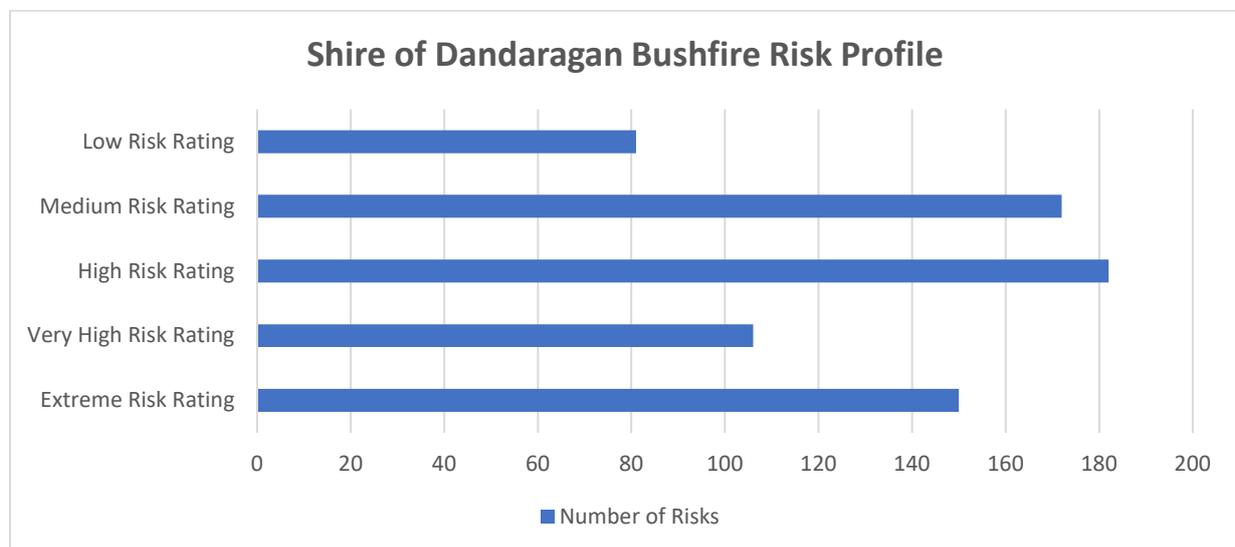
The Bushfire Risk Management (BRM) program involves the identification and mitigation of bushfire risks within local government areas. Through the development and implementation of LG BRM Plans stakeholders are expected to work together to effectively manage bushfire risk to protect local communities and their assets. Although landowners and land managers are responsible for managing their risk, the extent in which this takes place is often affected by the availability of resources and funding to undertake mitigation activities.

Local Government Bushfire Risk Management Plan

The Shire of Dandaragan was allocated a fully funded Bushfire Risk Planning Coordinator to develop their BRM plan. The plan was subsequently endorsed in August 2020, enabling the Shire to apply to the State Government's Mitigation Activity Fund Grants Program (MAFGP) for funding to treat Crown land that is owned or managed by LG.

Bushfire Risk Profile

The Shire of Dandaragan has completed 691 risk assessments across its LGA, of which 438 are deemed to be of significant (Extreme, Very High or High) bushfire risk. The Shire has yet to apply to the MAFGP for funding to mitigate its eligible significant risks.



Bushfire Risk Mitigation Officer

The Bushfire Risk Mitigation Officer (BRMC) is a new position that the Department of Fire and Emergency Services (DFES) is introducing across WA. The BRMC will perform an integral role in regional bushfire mitigation and will be responsible for ensuring LG mitigation programs are effectively planned, implemented and evaluated.

The BRMC will provide significant benefit to local governments and their communities and will support the achievement of the following:

- An increase in the number of mitigation activities, leading to a reduction in bushfire risk and greater protection of lives and assets.
- Improved visibility and understanding of LG mitigation works through regular reporting of annual and 3+ year mitigation programs.
- More coordinated approach to bushfire mitigation and improved consultation between landowners and land managers.

Funding Model

Although the BRMC will fundamentally manage LG mitigation programs, it is recognised that LG treatments will assist in the development and delivery of larger, more strategic mitigation activities. DFES acknowledges and values the importance LG treatments perform in cross-tenure mitigation and has proposed a funding model that reflects this.

The BRMC grant will be for three years, commencing on 01 July 2022 and ending on 30 June 2025. The Shire of Dandaragan’s contribution towards the BRMC’s grant will depend on the number of LG’s involved, however DFES’ allocation is summarised in the payment schedule below.

Financial Year	Recommended BRMC Budget	Percentage Contribution	DFES Contribution (EX GST)
2022-23	\$153,083	DFES 50% funding LG(s) 50% funding	Grant Amount TOTAL \$76,542
2023-24	\$155,025	DFES 30% funding LG(s) 70% funding	Grant Amount TOTAL \$46,508
2024-25	\$160,385	DFES 30% funding LG(s) 70% funding	Grant Amount TOTAL \$48,116

Supporting Documentation

The rollout of the BRMCs across the State will coincide with the development of several supporting documents. In addition to a comprehensive BRMC induction package, DFES will provide relevant LGs with a Grant Agreement and JDF. These documents are currently in draft but are available on request.

2.2 C-2 ~~WHSOSH02~~ – ~~Work Health and Occupational Safety and Health~~

Previous Policy Number - 9.2, 9.9

PART A - Policy

Objective

The objective of this Policy is to set out guidance for the Shire of Dandaragan (Shire) to comply with the legislative requirements of the ~~Occupational Safety and Health Act 1984~~ [Work Health and Safety Act 2020](#) and maintain an effective Safety Management System that incorporates continuous improvement philosophy and provides as far as is reasonably practical for maintenance of occupational safety and health standards to protect the wellbeing of our ~~staff, stakeholders and the environment~~ [workers](#).

Policy Statement

The Council and Shire values the health and safety of its staff, contractors, volunteers, visitors and the public. The Shire is resolutely dedicated to minimising workplace accidents, illness and incidents in accordance with the relevant Occupational Safety and Health Legislation.

Safety will continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and consultation.

The Shire is committed to:

- Ensuring that the organisation's operations do not place the local community at risk of injury, illness or property damage.
- Take such steps as are reasonably practicable to provide and maintain a safe working environment.
- Maintaining and enhancing the wellbeing of our employees, contractors, community and environment, by:
 - Continuously improving our health and safety performance.
 - Respecting and complying with its legal obligations.
 - Seeking opportunities to share its successes.

The Shire will:

- Comply with the Western Australian ~~Work Health and Safety Act 2020~~ [Occupational Safety and Health Act 1984](#), all relevant Regulations, Codes of Practice and Australian Standards.
- Ensure ~~staff~~ [workers, contractors, volunteer](#) and ~~other relevant~~ stakeholders understand and comply with their obligations regarding relevant ~~Occupational Safety~~ [Work Health and Safety](#) ~~Health~~ Legislation and Council's policies, procedures and safe systems of work.
- Provide a safe and secure environment for residents and visitors to the Shire who may be impacted by the day to day business of the Shire, as far as is reasonably practical.
- In consultation with ~~staff~~ [workers, contractors, volunteers](#) and stakeholders, manage all safety related matters to reduce risks in the workplace.
- Control physical and procedural safety and environmental hazards through continuous hazard identification and control processes.

- Provide induction and ongoing training, information and instruction to staff and relevant stakeholders, regarding ~~Occupational Safety and Health~~[Work Health and Safety](#).
- Ensure that effective purchasing programs, contracts, tenders, leasing, hiring systems and assets comply with and are maintained in line with the Council's Policies and procedures and Australian Standards in relation to the Western Australian [Work Health and Safety Act 2020](#)~~Occupational Safety and Health Act 1984~~.
- Provide an effective system of accident / incident reporting, investigation and recording.
- Ensure that staff and stakeholders are aware of the Emergency Response Plans and their responsibilities.
- Maintain sufficient qualified First Aid Officers and adequate First Aid Kits and ensure that all staff are familiar with their location throughout the organisation.
- Provide and maintain appropriate specialised Resuscitation equipment.
- Protect workers from the harmful effects of the sun by using a combination of sun protection measures including protective clothing, hats, sunglasses, sunscreens, job rotation and utilising shade.
- Establish and maintain a safety management system modelled on Australian Standard 4801:2001.
- Ensure that all Shire indoor premises and motor vehicles will be smoke free at all times.

[Staff](#)[Workers, contractors, volunteers](#) and [other relevant](#) ~~S~~stakeholders will:

- Comply with the West Australian [Work Health and Safety Act 2020](#)~~Occupational Safety and Health Act 1984~~, all relevant Regulations, Codes of Practices and Australian Standards.
- Report all workplace hazards and incidents to supervisors / manager.
- Work in accordance with the policies, procedures and safe systems of work of the Shire.
- Work in a safe manner that will not endanger the safety and health of yourself, your colleagues the public or the environment.
- Consult and cooperate with supervisors and management on matters relating to workplace safety and health.

The development of the Safety Management Program and this Policy and its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of staff and stakeholders.

PART B - Management Procedures

Definitions

Nil.

Detail

PART 1
1. ~~Work Occupational Health and Safety and Health~~ – Electrical Tagging and Testing – Workplace Facilities

Purpose

To ensure that all flexible cord-connected electrical equipment / appliances used within the Shire of Dandaragan workplace facilities are in safe working order in accordance with the requirements of AS/NZS 3760:2003 In-Service Safety Inspection & Testing of Electrical Equipment.

Definitions

Term	Definition
Competent person	A person who has acquired, through training, qualification or experience, or a combination of these, the knowledge and skills required to test electrical equipment competently.
Electrical equipment	Electrical articles that are not part of a fixed electrical installation but are intended to be connected to an electricity supply (either fixed installation or generator) by a flexible cord or connecting device. (Typical examples are portable, hand-operated and moveable plug-in electrical appliances, flexible extension cords and power outlet devices).
Fixed or stationery equipment	Equipment that cannot be carried or moved easily by hand. This includes equipment such as freezers, refrigerators, large photocopiers, vending machines, hand-dryers, fixed air conditioning units, lathes, drill presses, fixed grinders, welding equipment etc connected by a flexible cord and plug.
General Purpose Outlet ("GPO")	General purpose power outlet. Also commonly known as a switched socket outlet.
Hostile environment	One wherein the equipment or appliance is normally subjected to events or operating conditions likely to result in damage to the equipment or a reduction in its expected life span. This includes, but is not limited to, excessive cord flexing, physical abuse, exposure to moisture, heat, vibration, corrosive chemicals, and dust.

Term	Definition
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Portable equipment	Equipment that is carried or moved while the electricity supply is connected, that is either designed to be portable (ie laptop computers, power tools, vacuum cleaners, industrial polishers, etc) or can be made portable (ie overhead projectors, power boards, extension leads, urns, heaters etc). Kitchen appliances such as toasters, kettles, jugs, frypans, urns etc are also defined as portable equipment.
Powerboard	Non fixed portable outlet device.
Residual current device	A device intended to isolate supply to protected circuits, socket-outlets or electrical equipment in the event of a current flow to earth that exceeds a predetermined value.
Supply Flexible Cord	A flexible cable or cord, for supply purposes, which has one end connected to a plug with pins designed to engage with a socket outlet, and the other end either.
Tagging	Fitting of a durable, non-reusable, non-metallic tag or other indicator to electrical equipment that has been tested and found to be compliant. The tag must include the name of the person or the company who performed the test, the test or inspection date and may also include a re-test date.
Testing	Electrical testing procedures undertaken by a trained person in accordance with AS/NZS 3760: 2003 In-service safety inspection and testing of electrical equipment.

Detail

Electrical Equipment Testing Intervals

Some examples of testing and inspection intervals for electrical equipment (in accordance with AS/NZS3760:2003 In-service safety inspection and testing of electrical equipment & AS/NZS 3012:2003 Electrical installations—Construction and demolition sites):

- Power tools – six monthly (if in use in a workshop environment).
- Power tools – annually (if used on an occasional basis – two or three times per year).
- Portable electrical equipment (hostile environment) – min three monthly, max six monthly intervals.
- Portable electrical equipment (low risk environment) – annually.
- Kitchen equipment (hostile environment) – min three monthly, max six monthly intervals.
- Extension cords and Power boards – (low risk environment) – annually.
- Extension cords and Power boards – six monthly (if in use in a workshop environment, theatre).
- Printers, monitors, computers, photocopiers (fixed location/position, no cord flexing) – five years.

Note

Every workplace is different and the frequency of testing depends upon the harshness of the environment in question. There may be multiple environments in the one workplace. Therefore it is essential that risk assessments are undertaken and plug-in electrical equipment is categorised.

Responsibilities – Facility Managers

- Shire Depots – Executive Manager Infrastructure
- Administration Building – Manager of Building Services
- Libraries – Manager of Building Services
- Recreation Centres – Manager of Building Services
- Wellness Centre – Manager of Building Services

In consultation with Building Maintenance, ensure that a system of inspection, tagging and testing is identified and fully implemented.

Consult with staff as part of conducting a risk assessment and allocating plug-in electrical equipment to a particular risk category (see example). Plug-in electrical equipment must be allocated to a risk category based on the risks posed by particular equipment.

Monitor the electrical equipment testing frequency in accordance with the sample frequency guidelines in AS/NZ3760:2003.

Maintain records on the electrical equipment register.

Ensure personnel comply with this procedure.

All Staff, [Contractors and Volunteers](#)

All [staff, contractors and volunteers](#) are required to comply with this procedure.

Obtain authorisation from facility manager and department manager prior to bringing personal portable electrical equipment into the workplace.

Report any concerns or adverse incidents to their manager / coordinator / supervisor / team leader.

Procedure

Identification of Electrical Equipment

All facility managers will identify and categorise electrical equipment within their control which may come under the scope of this procedure.

All facility managers will review the range of electrical equipment and the frequency of testing required based on the portability of the equipment and the environment in which it is used.

What Needs To Be Inspected, Tested And Tagged And How Often?

All portable electrical equipment and RCDs used in the workplace must be regularly inspected and tested as appropriate. All other workplaces require a risk management approach to determine the type of inspection and if necessary and testing required.

Inspection needs to be done more frequently in an operating environment where electrical equipment is, during normal usage, subjected to adverse operating conditions likely to result in damage to the electrical equipment. Eg potential exposure to excessive cord flexing, moisture, heat, vibration, corrosive chemicals or mechanical damage.

The risk assessment should determine where more specific testing of electrical equipment is necessary and the frequency of such testing.

Testing and Tagging Of Electrical Equipment

Testing and tagging of electrical equipment is to be undertaken at all Shire of Dandaragan facilities.

Tagging of compliant electrical equipment with a visible and durable tag in accordance with AS/NZS 3760:2003 specifying:

- Date of the test.
- Name of Company performing the test.
- Date of retest.

Non-Compliant Electrical Equipment (Shire of Dandaragan)

Non-Compliant Electrical Equipment is to be labelled with an "Out of Service" tag and removed from service and either repaired or replaced.

A record of non-compliant electrical equipment is to be maintained by facility managers.

If, as a result of the inspection, tagging and testing requirements the equipment is found to be damaged and / or faulty the equipment will be disconnected from the power supply and personal equipment removed from the workplace by the owner forthwith.

Register of Electrical Equipment Testing

A register is to be established and maintained for all electrical equipment within the workplace, which comes under the scope of this procedure.

The register must specify:

- All electrical equipment (portable and fixed) within the Shire of Dandaragan workplace.
- A record of inspections and testing.
- A repair register.
- A record of all faulty equipment showing details of service or corrective actions.
- Any risk assessments completed to establish the required testing frequency of the electrical equipment in hostile, experimental or specific environments to establish category ranking and frequency of testing requirements.

General Electrical Guidelines

In general the use of privately owned electrical equipment by staff is to be discouraged. If there is portable electrical equipment that is the property of a staff member, used by the staff member in their own office or workstation or in a common area, this equipment must be approved for use by the Business Unit Manager and is to be tagged and tested and noted on the register.

Double adaptors are not to be used at Shire of Dandaragan facilities.

Power-boards are not suitable for long term use and should only be used pending permanent set up of a work area and subject to review of options re permanent GPOs. Where power-boards are in use they must have the following features:

- Individually switched power-boards (each socket has an individual switch).
- Fixing measure which enables the power-board to be appropriately attached to a fixture in such a way that the face of the board is in the vertical plane and is not susceptible to mechanical or water damage.
- Fitted with an overcurrent device (overload protected).
- Cord not more 1.5 metres long.

PART 2

2. Work Health and Occupational Safety and Health – Protective Clothing

Purpose

This procedure aims to establish a dress code which will:

- Prescribe clothing which will be comfortable and acceptable to the majority of workers; and
- Promote a team spirit and personal pride in the workers with respect of their appearance.

Detail

The Shire of Dandaragan will provide protective clothing, footwear and equipment in the form described below for permanent staff/fulltime employed:

1. Type of Equipment

Staff employed as:

- Works Maintenance crew;
- Works Construction crew;
- Parks and Gardens crew;
- Building Maintenance employees;
- Waste Management staff;
- Mechanic; or
- Rangers

be issued annually with the following:

- Three (3) shirts, three (3) pairs of trousers/long shorts, and the choice of one (1) jumper or jacket. (see *Section 5 below*) of industrial type clothing (drill type). All clothing supplied by the Shire of Dandaragan is to have a Council approved logo or Council's name on it.

The following to be available on a new for old basis after the initial issue at the discretion of the Executive Manager Infrastructure:

- one (1) pair of approved safety boots for everyday use;
- one (1) fluorescent wide brimmed hat;
- one (1) pair of sunglasses approved by the Cancer Foundation of WA (Inc.);
- two (2) x 125g tubes of sun cream (SPF 30+) broad spectrum;
- appropriate insect repellent;
- an appropriate flask suitable for cold liquid as determined by the Executive Manager Infrastructure at the time;
- one (1) set of approved ear muffs;
- one (1) sharps container and gloves;
- one (1) protector wet weather pants;
- one (1) ¾ length protector wet weather coat;
- one (1) pair of PVC gloves;
- one (1) pair leather palm gloves; and
- one (1) 600mm roll bag.

All staff shall also receive as required the following:

- xi) any other equipment deemed necessary for other duties that are required to be performed.

2. Time of Issue

- i) All staff shall sign an acknowledgement when issued with any article of protective clothing or equipment and shall return that article to the employer when it is no longer required or when employment is terminated.

3. Wearing of Protective Equipment

All staff identified above are required to:

- i) wear the provided protective clothing and footwear at all times whilst in the workplace;
- ii) wear any such protective equipment that is provided (safety vests, ear protectors) or any such other equipment;
- iii) present protective equipment that is damaged or worn to the Executive Manager Infrastructure. If the damage is due to fair wear and tear, the equipment will be replaced at the Shire of Dandaragan's cost. If the damage is due to negligence, the employee will be charged replacement costs; and
- iv) all staff who work for more than one (1) hour per day in the sun are required to wear long sleeve shirts as a form of protection against skin cancer. Either long trousers or long shorts (*see section 5 below*) may be worn depending on what duties are being carried out.

The basic dress code will apply all year around (exceptions may apply based only upon written medical advice). Failure to wear any such protective equipment provided will result in a letter of warning being issued by the Chief Executive Officer.

4. Long Shorts Provision

The wearing of long shorts by outdoor employees is subject to:

- i) signing of the Shire of Dandaragan request form detailing that staff acknowledge the dangers of UV radiation from sunlight and agree to protect exposed skin areas with an approved supplied sunscreen; and
- ii) where specified, work procedures detailed below, or specified by the Supervisor, do require long trousers to be worn for safety reasons and in these circumstances, employees will not be permitted to wear long shorts.

Work procedures where long trousers must be worn:

- mechanical repairs, fitting and welding;
- operating of brush cutters, concrete/bitumen saws and chainsaws;
- handling of bitumen products;
- handling of chemicals, i.e. pesticides and herbicides; and
- other tasks where supervisors deem long trousers for safety reasons must be worn.

Long shorts may be worn all year round except when duties require long trousers to be worn.

5. Use of Sunscreen Cream

Staff working outdoors shall apply approved supplied sunscreen to the unprotected

areas of their body. All outside workers will be supplied with sunscreen cream, which shall be applied to their uncovered skin in accordance with the manufacturer's directions.

In particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 30+ Broad Spectrum type or higher.

6. High Visibility Clothing

Because of the requirements for Shire of Dandaragan to be easily seen by vehicle users, high visibility clothing must be worn by workers while within the Road Reserve or near vehicle access ways, working with or near mobile machinery or equipment.

The use of an overlay garment, in the form of a vest, including reflective tabs is supplied. Should over garments (e.g. jumpers and parkas) be needed, then the overlay garment must be worn over jumpers etc.

When wearing high visibility vests that velcro up at the front, staff are to ensure that they keep the velcro fastened at the front at all times.

7. Non-Permanent Staff

All annual contractors, casual, temporary, part time staff and work experience persons shall comply in full with this Policy. It will be the intention of the Shire of Dandaragan to incorporate in future contractual documentation with contractors the right to terminate contractual arrangements for non-compliance with this Policy. It is the responsibility of supervisors to enforce that non-permanent staff have provided their own basic clothes/equipment to carry out their work.

Supervisors are responsible to ensure that part time employees have appropriate work wear e.g. safety boots

8. Consultation

The Shire of Dandaragan realises that the type of protective clothing worn in the field is of considerable importance to "outside" workers and hence workers or their representatives, will be consulted with respect to changes in style and fabric of clothing as issued.

Wherever practicable, the Shire of Dandaragan having adopted a protective clothing Policy, will ensure that the style and fabric of garments is acceptable and appropriate to the relevant work force, complies with the Shire of Dandaragan duty of care with respect to WorkSafe WA Safety Standards, and is cost effective and meets with the Shire of Dandaragan professional image.

9. Education

The Shire of Dandaragan will conduct annual educational awareness programs for outside workers on the needs for protection against the dangers of UV Rays from sunlight and other work practices requiring specialised safety equipment and work procedures.

10. Enforcement

All outdoor employees covered by this Policy shall comply with the conditions of the Policy. Failure to adhere to the conditions of the Policy will result in the formal

disciplinary measures. In some circumstances, failure to adhere to the conditions of the Policy may result in termination of employment.

11. Development

Senior Staff will endeavour at all times to make itself aware of new technology and equipment and provide staff, where possible, with the most recent developments in protective equipment.

PART 3

3. ~~Work Health and Occupational Safety and Health~~ – Smoking in the Shire Workplace

Purpose

To ensure that the health of the Shire's employees is guaranteed by eliminating the risks associated with smoking in the workplace in accordance with the Western Australian [Work Health and Safety Act 2020](#)~~Occupational Safety and Health Act 1984~~.

Detail

The Shire of Dandaragan recognises that employees have the right to decide whether to smoke.

The Shire also recognises that passive smoking is hazardous to the health of non-smokers and is committed to the safety and wellbeing of all its employees.

Guidelines and Policy Procedure for Smoking in the Workplace

Smoking by employees, visitors and members of the public is prohibited in all internal or enclosed work areas under the control of the Shire of Dandaragan.

This includes areas within offices and buildings which are regularly occupied by employees, such as:

- Foyers and passageways.
- Lunchrooms, kitchens and common rooms.
- Toilets.
- Meeting rooms.

Smoking is also strictly prohibited:

- In any area or workplaces which are signposted with prohibitive signs.
- Where there is a high fire risk.
- Within 10 metres of an air conditioning intake or five metres from an entrance to a building.
- In all Shire of Dandaragan vehicles.

New employees will be advised of the Shire's smoking guidelines as part of the induction process.

Responsibilities

Applying the duty of care principle, all employees have a responsibility to comply with the Smoking in the Workplace Shire Procedure and to encourage others to comply.

PART 4

4. ~~Work Health and Occupational Safety and Health~~ – First Aid

Purpose

The Shire of Dandaragan will provide a First Aid service which has as its main objectives the provision of emergency and appropriate treatment for person suffering illness or injury at work.

Definitions

Term	Definition
Automatic External Defibrillator (AED)	Means a portable electronic device that automatically diagnoses and treats sudden cardiac arrest (SCA). The treatment, known as defibrillation, consists of determining and delivering an appropriate level electric pulse to re-establish an effective heart rhythm.
Cardiopulmonary Resuscitation (CPR)	Means an emergency procedure often employed after sudden cardiac arrest, combining external cardiac compression and expired air resuscitation to maintain circulation of oxygenated blood to the brain.
First Aid	First aid is the immediate treatment or care given to someone suffering from an injury or illness.
First Aid Kit	Means a kit containing supplies that are used in the treatment of sick or injured persons.
First Aid Qualified	Means an employee of the Shire of Dandaragan who holds a current First Aid Certificate issued by an approved organisation and the staff member if required shall render first aid care within the workplace.
WHASR	Work Health / Safety Representative.

Detail

This procedure applies to all Shire of Dandaragan staff, volunteers, contractors and labour hire personnel.

Specialised First Aid Equipment

Defibrillators

Automated external defibrillator (“AED”) machines are located at the following locations:

- St John WA Jurien Bay Sub Centre
- Jurien Bay Community Resource Centre
- Caltex Starmart Jurien Bay
- Jurien Bay Bowling Club
- Senior Citizens Centre Jurien Bay
- Western Power Jurien Bay

- Sandpiper Tavern Jurien Bay
- Jurien Bay Hotel
- Jurien Bay IGA
- CSR Gyprock Jurien Bay Mine Site
- St John WA Cervantes Sub Centre
- Central West Mens Shed Cervantes
- Cervantes Community Club
- Cervantes Pinnacles Motel and Edge Resort
- Cervantes General Store
- Nambung National Park – Pinnacles Desert Discovery Centre
- Badgingarra Community Centre
- Badgingarra Roadhouse
- St John WA Dandaragan Sub Centre
- Dandaragan Community Recreation Club

The AED machines are to be used in conjunction with cardio-pulmonary resuscitation (“CPR”). The AED is not to be used on patients weighing less than 25 kg or less than eight years of age. A response time of six minutes from time of incident to first shock is the ideal time frame in order to increase likelihood of the patient’s survival.

Operation instructions (summary) as follows:

1. Confirm patient is unconscious, no breathing, and no pulse.
2. Turn on the AED and follow the voice and visual prompts.
3. Attach electrode pads to patient’s bare chest (male or female) as indicated.
4. Stop CPR and do not touch patient while AED analysing.
5. Deliver a shock by pressing flashing red light if indicated.
6. Continue two mins cycles CPR between shocks if victim is still not breathing until help arrives.

Eye Wash Stations

Where a first aid risk assessment has identified a requirement for an eye wash station (including portable eye wash stations) at the Operations Centre, operations vehicles, waste facilities, the Manager Infrastructure Operations shall ensure these are appropriately positioned / available within the mechanical workshop, Operations deopt yard areas, waste facilities and within vehicles.

Eyewash stations are to be tested bi-annually, with records of such testing kept on records file no: HU-OHS-019.

First Aid Kits

All staff must be able to access a first aid kit. This will require at least one first aid kit to be provided at the workplace. The first aid kit should be located in a prominent and accessible position. The location should be identified.

A portable first aid kit shall be provided in the vehicles of outdoor or mobile staff (eg Parks, Works, and Waste) and for use at events. The contents of the first aid kit should suit the hazards that are specific to the workplace.

Locations

Offices - Jurien Bay Administration Centre

Libraries	-	Jurien Bay, Dandaragan, Cervantes, Badgingarra
Recreations Centres	-	Jurien Bay, Dandaragan, Cervantes, Badgingarra
Other	-	Jurien Bay Operations Depot, Dandaragan Operations Depot
Mobile Plant	-	All work vehicles (outdoor staff)

Use of First Aid Kits – For First Aid Purposes Only

- When the first aid kit is used with the involvement of a first aid qualified staff member an accident / incident form, located from the HR Officer, is to be completed.
- Any personnel accessing the first aid kit for bandaids and other items within the kit which are obtained without the involvement of a first aid qualified staff member are to record the details of the injury, their name and what items were used from the kit in the register attached, inside or alongside the first aid kit.
- The Manager, Coordinator, Supervisor is to be consulted after the incident if corrective action is required in accordance with the Accident / Incident & Investigation Procedure.
- The person responsible for the first aid kit must be informed after its use to enable used stocks to be replenished.

Maintenance and Stocking

The replenishment of all first aid kits is undertaken twice per annum to ensure that the contents listed inside the box lid or on the card supplied are complete and have not deteriorated.

A record is to be kept of the half yearly checks.

Contacting Qualified First Aid Staff

First aid qualified staff posters listing the names of first aid qualified staff are to be positioned near first aid kits and other emergency first aid response locations such as, emergency showers, defibrillators etc.

If a first aid response is required, staff should contact the closest first aid qualified staff member via telephone. If they are not available contact should be made with the next closest first aid qualified staff member from the list.

If no first aid qualified staff member can be contacted and / or the incident occurs outside normal business hours persons should contact their manager or 000 in the case of an emergency.

Employees Who Become Sick At Work

When an employee becomes ill or sustains an injury, they should seek assistance from a first aid qualified staff member in the immediate work area, who will decide upon the appropriate care required in accordance with their training. If the situation requires attention by a qualified medical practitioner, the employee should either contact a general practitioner. Transport can be arranged if required.

Legal Liability of First Aiders

First Aid Qualified staff and other individuals who attend to an emergency and render first aid assistance are protected under law from legal actions and claims so long as they act with due care and skill and according to their level of training.

In Western Australia a person is excluded from liability where, in an emergency, they help a person who is or risks being, injured. Such protection from civil liability for an act or omission exists as long as:

- The person rendering assistance does so in good faith (that is, acting honestly, without fraud, collusion, or participation in any wrongdoing).
- The person's action was without expectation of reward or payment.
- The person was not responsible for the injury in relation to which the assistance was provided.
- The person's capacity to exercise reasonable care and skill was not significantly impaired by being under the influence of alcohol or drugs.
- The person exercises reasonable care and skill

Ambulance Services

Should an ambulance be required to be called for an employee for a non-work related injury / illness during work hours, the cost of the ambulance will be the responsibility of the employee, unless it can be demonstrated that exceptional circumstances exist, which will be considered at the discretion of the Chief Executive Officer.

This does not apply where an ambulance is required due to a work-related injury or illness, as the cost will be covered by worker's compensation insurance in such circumstances.

PART 5

5. Work Health and Occupational Safety and Health – Accident and Incident Reporting and Investigation Procedure

Purpose

The purpose of this procedure is to describe the methods and responsibilities for the Shire of Dandaragan's accident prevention program for Occupational Safety & Health. To be effective at minimising risk of injury or illness to employees, volunteers, damage to assets or the environment, information regarding (accidents and near-miss events) is essential to enable the management team to effectively deal with these types of uncontrolled events.

An efficient accident/incident reporting system is one of the tools organisations implement in an effort to monitor and manage safety and protection of the environment in the workplace.

The Accident/Incident Report Form is designed to document accidents or incidents which cause injury to (or have the obvious potential to injure); employees, visitors, contractors, labour hire, volunteer personnel and others in the Shire of Dandaragan workplaces.

Scope

This procedure applies to all Shire of Dandaragan employees and stakeholders, and includes damage to company property or loss to third parties; third party loss could include but is not limited to; personal injury, damage to buildings and vehicles or equipment.

References

Western Australian [Work Health and Safety Act 2020](#)~~Occupational Health & Safety Act 1984~~.
Western Australian [Work Health and Safety \(General\) Regulations 2022](#)~~Occupational Health & Safety Regulations 1996~~.

Other Relevant Documentation

Appendix 1 - Notification [of certain injuries](#) under section [38\(1\) of the Health and Safety Act 2020](#)~~2023~~~~of certain injuries~~—~~Occupational Safety & Health Act 1984~~

~~Appendix 2—Notification under section 19 of certain diseases—Occupational Safety & Health Act 1984~~

~~Appendix 3—Flow chart for reporting of accidents / incidents~~

~~Appendix 4—Accident Incident Report Form~~

Details

Definitions

Accident – is an unplanned event which causes some sort of loss or damage to people, environment, buildings or equipment. This would include:

- Any injury/event which requires immediate first aid or makes the person unable to work for 5 to 10 minutes because of temporary incapacity e.g. person walks into something and gets winded and can't breathe properly for a few minutes.
- Any injury which requires the services of a doctor.
- Any damage to the environment, equipment, mobile plant and vehicles.
- Any injury to third parties (the public, visitors etc) which is caused by Company plant, equipment and vehicles; includes damage to the property of members of the public.

Incident – is an event which obviously had the potential to cause accident. An incident may be described as a near-miss. An incident could include:

- A situation where two road vehicles miss each other by less than say 200mm.
- An item rolls or falls off the top of a shelf or cupboard and narrowly misses a person.
- Temporarily losing one's footing on a loose or slippery surface.

Note: -The factors which contribute to a "near-miss" event are quite often the same as those which contribute to a serious accident. Hence incidents/near-misses can provide very valuable information, without someone having to get hurt, they are in effect; "Free lessons in safety".

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Hazard – is something with the potential to cause harm or injury to a person or equipment, but is not limited to:

- Articles
- Substances
- Plant or machines
- Methods of work
- The work environment
- Aspects of work organisation

Reporting of hazards should be actioned via the "Hazard Reporting" form available from the intranet or see your supervisor for a copy of this document.

Corrective action – is an action taken after an incident to correct the problem and to reduce the risk of a similar incident occurring.

Notifiable work related injuries/disease incident ~~— is a death of a person, a serious injury or illness of a person or a dangerous incident as defined under Part 3 of the Work Health and Safety Act 2022. "If, at a workplace, an employee incurs an injury, or is affected by a disease, that—~~
~~a. — results in the death of the employee; or~~
~~b. — is of a kind prescribed in the regulations for the purpose of this subsection,~~
~~the employer of that employee shall forthwith notify the Commissioner in the prescribed form giving such particulars as may be prescribed."~~

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[S19 \(3\) OS&H Act 1984, Reg 2.4 and 2.5 OS&H Regulations 1996](#)

Lost Time Injury: means a work injury which results in a person being absent from work for a full working shift or more any time after the day or shift on which the injury occurred.

Plant: means any machinery, equipment, appliance, implement, or tool and any component or fitting used during the course of employment.

Stakeholders - (includes visitors & contract labour): a person, group, organisation, or system that has a direct or indirect position in an organisation because it can affect or can be affected by an organisations actions, objectives and policies.

Objectives

The primary objectives of accident reporting and investigation are to:

- Identify the factors that contributed to the accident so that action and control procedures can be implemented to prevent the recurrence of a similar accident and injury.
- Identify the "Change" in systems or process that lead to the error.
- Establish a systematic, routine method of reporting and the recording of accidents and injuries.
- Compile an accurately documented record of each reported incident or to which reference can be made.
- Improve the systems of work, policy and procedures.
- Determine compliance with regulations.

Responsibilities

Managers / Coordinators / Supervisors:

- Implementation of this procedure in their area of responsibility and accountability
- Complete an Accident / Incident report form with the injured person as soon as possible after the event, complete the instruction & training, corrective actions sections and ensure that the accident report form is signed off and returned to the OSH Coordinator within 12 – 24 hours.
- Obtain a statement from the injured person or the person who reported the hazard. This may be obtained at a later date if necessary.
- Ensure that the OSH Coordinator is advised as soon as practicable after any reportable event.
- If notified of a serious accident, injury such as a fracture, amputation or fatality immediately contact an Executive Manager as soon as possible.
- All near misses or lost time injuries which could have resulted in a serious incident are to be formally investigated by the relevant Executive Manager.
- Implement corrective action(s) based on the hierarchy of control principles.
- Monitor and review corrective actions to ensure the prevention of future accidents has been achieved.

Shire of Dandaragan Personnel & Contractors:

- Comply with this procedure.

In every case immediately report to manager/supervisor all accidents, injuries and hazards that arise at the workplace

Procedure

Who should report accidents / Incidents?

- An accident / incident report must be completed in the event of an accident or incident occurring at, on or near a Shire worksite involving, Shire;
 - Employees (fulltime, part-time, casual, etc)
 - Visitors to Shire worksites
 - Labour hire employees
 - Shire volunteers
 - Others (work experience people, students, trainees, etc)
- The accident / incident report form must be completed with your immediate supervisor or manager as soon as possible after the event, where this is possible.
- Should this not be practicable due to hospitalisation or other factors the HR Officer will arrange for completion of documentation as soon as possible.
- The accident / incident report must be returned to the HR Officer within 12 – 24 hours of the accident/incident occurrence.

Post-accident / incident process

- In the event of an accident or incident involving Shire employees or other people on a worksite, every effort should be made by employees and supervisors present at the scene to minimise further injury and danger to other employees, visitors and the general public.
- Shire employees need to be mindful that this process does not place them into further danger or exacerbate the pre-existing hazardous condition.
- Acting hastily in most cases will end in other people being injured, work may need to cease while safe remedial action is put in place.
- **In every case the respective manager / supervisor of the section must be notified immediately**, but this should not stop any safe work action to mitigate and isolate the hazardous situation.
- The manager or supervisor should **notify** the respective Work Health and Safety Representative as soon as practicable after any reportable event.
- All near misses or lost time injuries which could have resulted in a serious incident will be formally investigated by the relevant Executive Manager. The HR Officer will be involved in any major incident investigations.

Accident / Incident Notification Process

- In every case, in the event of an accident, the person(s) involved should immediately contact their supervisor to notify them of what has happened at the earliest opportunity.

Form Completion

- The relevant supervisor must complete the accident / incident report form, with the person who knows the most about the incident, present at the time.
- The form is available from the HR Officer, Executive Managers, the Shire intranet and depots.

The Executive Management team is to check actions and ensure they are carried out effectively.

Accident / Incident Form Distribution

- On completion of all sections the original form must be sent to the **HR Officer** for further action if required (Workers Compensation Action) within 12 – 24 hours of the accident/incident.

NB. All Accident Incident Report Forms should be retained and archived in case they are required in the future for legal purposes.

Internal Notification for Serious Personal Accident / Injury Events

- In the event of accidents or incidents which are covered in the following.

It is essential that the work area is not tampered with in any way to ensure that an appropriate investigation can take place.

For the following events, the relevant Executive Manager should be contacted immediately by phone, SMS, runner, other means:

- Attendance by an ambulance at any Council worksite;
- An amputation;
- Loss of sight of an eye;
- A vehicle accident causing (combined) damage of over \$1000;
- A vehicle accident resulting in personal injury to an employee or a third party.
- Accident / incident involving visitors.

Note: A fatality; is NOT to be communicated by two-way radio under any circumstances, but should be phoned directly to the Supervisor who in turn will communicate this to the respective Executive Manager.

Notification to WorkSafe WA

- All workplace fatalities and certain injuries and diseases require notification to Worksafe WA pursuant to Section ~~38~~ 23(i) of the [Work Health and Safety Act 2020, Act and OS&H Regulations 2.4 and 2.5](#).
- Lack of such notification constitutes an offence under the [Occupational Safety and Health Act 1984](#) ~~Work Health and Safety Act 2020~~. Details of ~~what is~~ which incidents are required to be reported and how are defined under Section 35 of the Act and are detailed in, ~~can be found at,~~ **(Appendix 1-2)**

Reporting and Recording DATA

- It is a requirement of WorkSafe Western Australia that all serious injuries and incidents are investigated and reported to the authority as soon as possible after the event, ~~This is not limited to but includes:~~ Appendix 1 details the types of injuries and incidents that are to be reported immediately to the regulator, WorkSafe WA.
 - ~~Death~~
 - ~~Fracture of the skull, spine or pelvis~~
 - ~~Fracture of a bone in the arm (other than in the wrist or hand), and in the leg (other than a bone in the ankle or foot).~~
 - ~~Amputation of an arm, hand, finger, finger joint, leg, foot, toe or toe joint.~~
 - ~~Loss of sight of an eye~~

- ~~Any other injury that results in, or on the basis of medical advice, appears likely to result in the employee being unable to work for 10 or more days from the day of the injury.~~
- ~~Infectious diseases as described at s2.5 (1) of the Act.~~

- The Shire of Dandaragan Accident / Incident reporting procedure shall be followed in order to accurately report all hazards, near miss incidents, minor and major accidents.

Monitoring and Review

- Monitoring and reviewing accident / incident report forms.
- Analyse completed accident / incident forms.

Provision of Information, Instruction and Training

All employees and management are to be trained in the requirements of this procedure.

Management must provide proper instruction and training to employees on how to report hazards, accidents and incidents.

PART 5

~~Work Health and Occupational Safety and Health~~ – Fitness for Work

Purpose

The objective of this policy is to highlight the Shire of Dandaragan's ongoing commitment to meeting its obligations under the Occupational Safety & Health Act 1984 in creating and maintaining a safe work environment, by managing and reducing the risks associated with employees being in an unfit for work state.

Scope

The Shire of Dandaragan has an ongoing commitment to create and maintain a safe working environment. This includes the obligations under the Occupational Safety & Health Act 1984.

The employees of the Shire also have a responsibility to maintain personal 'fitness for work' so that they are performing their duties in a safe, efficient and productive manner.

This policy provides a framework for the management of risks associated with an employee presenting as unfit for work due to being adversely affected by (but not limited to) the following:

- Alcohol
- Drugs - illicit and/or prescribed
- Other substances
- Fatigue
- Illness or personal injury

The policy applies to all ~~employees~~ workers at the Shire of Dandaragan including employees (full time, part time, casual), as well as labour hire staff, trainees, volunteers and contractors. The policy is not restricted to the Shire's workplace or work hours. It extends to work that is authorised to be performed at any location or time for the Shire.

Details

1. Education and Awareness

1.1. Attending work in an unfit manner may result in counselling or disciplinary action, depending upon the degree of awareness, and severity, of the risk to the individual and others. The focus is however, on preventative measures such as utilisation of the Employee Assistance Program, counselling options, education sessions and supporting employees who wish to seek treatment.

1.2. The Shire will:

- provide training to Supervisors and Managers to recognise impaired performance resulting from drug and/or alcohol abuse, fatigue and other factors which may affect fitness for work to address the possible resulting employee relations issues;
- promote awareness of the implications of illicit drug and alcohol use and the effect that they may have on the safety of themselves and others;
- encourage those who believe they have a drug or alcohol dependence to seek treatment and rehabilitation, with advice about Employee Assistance Programs (EAP's);
- provide clear information about the rules regarding fitness for work, drugs and alcohol in the work place; and

- provide information and promote the use of alcohol self-testing equipment.
- actively promote employee health and wellbeing to encourage employees to maintain personal health and fitness.

2. Assessment of fitness for work

2.1. Pre-employment

To assist the Shire in determining a person's suitability and fitness to perform their duties, a medical assessment designed to suit the relevant job category will be carried out prior to awarding employment for all occupations.

2.2. Routine (daily) assessment

Line managers are responsible for the initial assessment of an employee's fitness for work on a daily basis. Where there is concern about an employee's ability to safely perform their work, they must take prompt action which may include, but is not limited to:

- Having the [employee-worker](#) take a short break
- Sending the [staff member/worker](#) home on approved personal leave
- Taking the employee to a doctor or the hospital
- Requiring the employee to undertake a drug or alcohol test

2.3. The Shire reserves the right to direct an employee, whom it believes is unable to safely perform their duties due to potential risk, to undergo relevant testing or attend a medical practitioner of the Shire's choice prior to continuation of duties.

2.4. Where an employee is sent home while awaiting laboratory testing normal pay will continue until results are received and assessed.

2.5. Where an employee is sent home due to the need for treatment, to 'recover' to a fit for work condition, or as a result of laboratory positive testing confirmation, the employee will be entitled to access any accrued personal, annual or unpaid leave.

3. Zero tolerance

3.1. There is a zero tolerance approach to the consumption of alcohol for all employees while engaged in work at a Shire workplace, with a requirement for a blood alcohol concentration (BAC) of no greater than 0.00%.

3.2. The exception to this is the approved service of alcohol at workplace events, which fall under the applicable Shire 'responsible service of alcohol' policy.

3.3. Any person found to be in possession of or consuming alcohol and/or drugs in the workplace outside of this Policy may be subject to the Shire's disciplinary procedure, which may include termination of employment.

4. Testing

4.1. Forms of testing

Testing may occur in any of the following forms (but not limited to):

- Pre-employment testing
- Random and non-discriminatory testing
- Following any significant accident, incident or near miss
- At the specific request of a supervisor or manager when there is reason to believe that a person may be affected by alcohol or other substances

- In accordance with an agreed return to work program/s
- Voluntary testing whereby employees can check their breath alcohol concentration level
- Testing may include, but is not limited to, saliva, urine and blood samples as appropriate for the substance and analytical method

4.2. Collection of samples

An authorised and certified Collector will conduct screening tests for alcohol and other substances with approved devices and procedures in a controlled and confidential environment.

Prior to the administration of a test, employees will be asked if they have taken any medication in the previous three (3) weeks. The onus is on the employee to disclose this information to the Collector prior to undertaking the test.

The Shire may introduce changes to the requirements for testing, the processes applied, the selection of employees for testing and the testing methodologies used. This requirement for revision and updating may arise from improved testing methods, new technologies, new standards or the appearance of new substances of abuse within the community.

4.3. Alcohol testing at the workplace

An employee who self-tests with a breath alcohol concentration greater than 0.00% is not to commence work and shall notify their Line Manager. Employees with a breath alcohol measurement greater than 0.00% will be considered to be unfit for work under the application of this Policy and will:

- Not be permitted to return to work until the next normal shift and a subsequent test indicates an acceptable result;
- Be subject to the Shire's internal procedures and a record held on their employee file;
- May be required to take more frequent tests in the future;
- Any employees with a second positive result within a 12-month period will be subject to the Shire's Disciplinary procedure and may have their workplace access withdrawn; and
- In cases where the employee's breath alcohol level is greater than 0.00% and they are being sent home, the Line Manager will ensure the employee returns home safely.
- Be provided information on access to professional counselling / the Employee Assistance Program in relation to the impact of alcohol in the workplace.

4.4. Substance (drug) testing

Saliva (preferred) and/or urine testing will be utilised as a preliminary screening method. A non-negative result that is not consistent with any pre-existing medical advice will require further confirmatory analysis by the Shire's chosen accredited laboratory.

The Collector in accordance with the relevant Australian Standard, NATA chain of sample custody and laboratory analysis protocols (refer AOS sampling and analysis procedure) will prepare a non-negative sample for dispatch for further analysis. The employee providing a non-negative sample shall be stood down

on full pay (without prejudice) until the Shire's Authorised Person receives the laboratory report.

The laboratory will report results compared with the prescribed threshold levels in the existing analytical detection table in AS/NZS4308. If the laboratory test report indicates the presence of a drug that has not been declared in a medication declaration, or an illicit drug confirmed by analysis, it will be regarded as a positive result.

An employee who produces a positive drug test may be subject to all or some of the following:

- Not be permitted to return to work until the next normal shift and a subsequent test indicates an acceptable result;
- Be subject to the Shire's internal disciplinary procedures and a record held on their employee file;
- Will be placed on a monitoring program and required to take more frequent tests for the following twelve months;
- Will be provided information on access to professional counselling / Employee Assistance Program in relation to the impact of alcohol in the workplace; and
- Will be subject to the Shire's Disciplinary policy, which may include termination of employment.

4.5. Refusal to undertake testing

If an employee refuses a request to undertake a test, the authorised Collector shall inform the employee's Line Manager and the Shire's Authorised Person. These cases will be interpreted as the employee having provided a positive reading to drugs or other substances or for a breath alcohol reading greater than 0.00% and the appropriate action will be taken.

4.6. Retesting

Where the employee has returned an alcohol measurement greater than 0.00%, the employee may:

- Request a re-test in 20 minutes but no longer than 30 minutes after the positive first test result.
- If the re-test is again non-negative, this result is taken as final.

In the event of a positive test result for other substances, the employee may:

- Request an immediate retest of the oral fluid and/or urine; and
- If the laboratory retest confirms the positive test result, the employee cannot further challenge the result.

5. Prescription and over the counter drugs

5.1. Using prescription or over-the-counter drugs may impair a worker's ability to perform safely and efficiently and may include but is not limited to:

- Hypnotics and sedatives
- Anti-depressants
- Antihistamines
- Stimulants and appetite suppressants

- Analgesics/Codeine

- 5.2. Many medications have the potential to affect performance. Any person taking medication should discuss with their medical practitioner the implications for their fitness for work.
- 5.3. Where a medical practitioner advises that the medication will adversely affect the employee's fitness to undertake their role, the employee should advise their Line Manager in order to ensure that the employee does not place themselves or others at risk and complete a Medication Declaration Form.
- 5.4. If the employee does not wish to disclose the type of medication they can provide the line manager with a note from the medical practitioner advising the limitations on their fitness for work caused by the medication and the expected period of treatment. The Line Manager will review the employee's work requirements to ensure that the worker is not at increased risk.

6. Personal Injury or Illness

6.1. Work related injury or illness

All work related injury or illness is to be dealt with under the Shire's Injury Management and Workers' Compensation policy.

6.2. Non-work related injury or illness

Non-work related injury or illness (includes physical, mental or psychological conditions) are those which do not arise out of the course of employment or have not been deemed compensable under the Workers' Compensation and Injury Management Act 1981.

If an employee experiences a serious non-work related injury or illness which may affect their ability to undertake the full duties of their position then a medical clearance from a Doctor will be required before that employee will be permitted to return to work.

If an employee presents to work unable to carry out the duties of their position or where the manager believes that there is a risk to them or another employee, they will be stood down until independent medical advice is received, confirming their fitness to work.

6.3. Chronic / Long term fitness for work concerns

Where it is identified that an employee is not meeting the fitness requirements to carry out the inherent requirements of their position, a Fitness for Work Plan will be developed.

This plan will be developed by the supervisor in consultation with the employee, and the appropriate Shire functional support officer/s. Additionally, external medical / expert advice may be sought in specific circumstances.

This plan is intended to support the employee to meet the requirements of their position over an agreed time period or to assess reasonable adjustment options where an employee has an identified disability.

The plan will include an explanation of the condition affecting fitness for work, the effects on the employee's ability to perform duties and what steps are to be put in place to remedy or manage the situation. This plan will be maintained as a confidential employee medical record with only authorised staff having access to this information.

KEY TERM DEFINITIONS

Authorised person means a Shire approved person responsible for coordinating testing, responding to issues raised by Collectors, receiving site and laboratory results, and communicating findings to appropriate management and employees.

Competent person means a person who has acquired knowledge and skills to correctly perform a specified task through a combination of training, education and experience.

Collector means a person trained and assessed as competent for specimen collection and onsite testing in accordance with Australian Standards AS/NZS 4308:2008 and AS 4760:2006.

Contractor means a service provider engaged by the Shire.

Drug or substance means a substance that is taken to alter the way the body or mind functions. This may include illicit/illegal & prescription/over the counter drugs.

Employee means persons employed by the Shire under a contract of employment (full time, part time, casual), as well as labour hire staff, trainees, apprentices, volunteers and contractors.

The Shire means The Shire of Dandaragan

Volunteer means a person working without payment or reward for an employer (under national legislation, a PCBU).

Line Manager means an employee's direct supervisor.

ROLES AND RESPONSIBILITIES

Management

- Monitoring employee's ongoing fitness for work
- Promoting, implementing and reviewing the FFW and AOS screening process and participation
- Reinforcing the need for reporting any FFW issues and for individual self-awareness and management of their exposure to AOS to ensure that safe work conditions for all employees at work are maintained
- Ensuring FFW and AOS are a regular matter for consultation and engagement with employees

Collector

- Undertake the required training under the AQTF and ensure certification is at the testing location
- Ensuring test equipment is calibrated and sufficient consumables are available
- Conduct testing in accordance with the relevant Australian Standard(s) and Shire procedures
- Notifying the appropriate Line Manager when a non-negative result is recorded
- Prepare non-negative samples for confirmation testing by the Shire's chosen accredited laboratory and completing Chain of Custody paperwork
- Complete Permanent Record of testing and notifying the Authorised Person of any employees who refuse a test

Employees

- Following and supporting the FFW policy and associated procedures for monitoring and managing employee safety, health and wellbeing

- Presenting themselves to work in a fit state including being free of alcohol or other substances as outlined under the standards/levels contained in this policy
- Observing and reporting hazards for fellow employees that may arise from a person's current health condition or state of fitness.
- Participating in this Shire safety improvement program, and supporting workmates in difficulty
- Exercising responsibility for individual and team safety with FFW matters within their influence

WORKPLACE INFORMATION

- ~~[Occupational Safety and Health Act \(1984\), and Regulations \(1996\), Western Australia](#)~~
- [Work Health and Safety Act \(2020\), Work Health and Safety \(General\) Regulations \(2022\), Western Australia](#)
- Guidance Note, 'Alcohol and Other Drugs at the Workplace', WA Commission for OSH, 2008
- The Misuse of Drugs Act W.A. 1981
- The Liquor Control Act of 1988
- AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantification of drugs of abuse in urine
- AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid
- OPYYYY Disciplinary Policy, Shire of Dandaragan, October 2016

Appendix 1

**NOTIFIABLE INJURIES AND DISEASES— PART 3 INCIDENT NOTIFICATION
OCCUPATIONAL SAFETY AND HEALTH ACT 1984 WORK HEALTH AND SAFETY ACT
2020**

**NOTIFICATION UNDER SECTION 23I OF CERTAIN INJURIES SECTION 38. DUTY TO
NOTIFY OF NOTIFIABLE INCIDENTS**

WA OS&H Regulations 2.4 (1) for the purposes of section 23 I of the Act,
Section 35 of the Act defines a notifiable incident which includes the death, serious
injury or illness of a person or a dangerous incident.

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the kinds of injury
A serious injury or illness under section 36 of the Act incurred by a person n employee
teis to be notified by an employer PCBU to the Commissioner regulator and are includes
the following;

- ~~(a) A fracture of the skull, spine or pelvis;~~
- ~~(b) A fracture of any bone—
 - a. In the arm, other than in the wrists or hand;
 - b. In the leg, other than a bone in the ankle or foot;~~
- ~~(c) An amputation of an arm, a hand, finger, finger joint, leg, foot, toe or toe joint;~~
- ~~(d) The loss of sight of an eye;~~
- ~~(e) Any injury other than an injury of a kind referred to in paragraphs (a) to (d) which,
in the opinion of a medical practitioner, is likely to prevent the employee from
being able to work within 10 days of the day on which the injury occurred.~~
 - o An injury that results in death
 - o An injury that requires the person to have immediate treatment as in-patient in a hospital; or
 - o An injury that requires the person to have immediate treatment for —
 - i. the amputation of any part of the person's body;
 - ii. a serious head injury
 - iii. a serious eye injury
 - iv. a serious burn
 - v. the separation of the person's skin from an underlying tissue (such as degloving or scalping)
 - vi. a spinal injury
 - vii. the loss of a bodily function
 - viii. serious lacerations; or
 - o An injury that requires the person to have treatment by a medical practitioner within 48 hours of exposure to a substance; or
 - o An injury that occurs in a remote location and requires the person to be transferred urgently to a medical facility for treatment; or
 - o An injury that, in the opinion of a medical practitioner, is likely to prevent the person from being able to do the person's normal work for at least 10 days after the day on which the injury or illness occurs.

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A dangerous incident under section 37 of the Act is an incident in relation to a
workplace to be notified immediately by a PCBU to the regulator and includes the
following:

- o A dangerous incident that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:
 - a) an uncontrolled escape, spillage or leakage of a substance; or
 - b) an uncontrolled implosion, explosion or fire; or

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- c) an uncontrolled escape of gas or steam; or
- d) an uncontrolled escape of a pressurised substance; or
- e) electric shock; or
- f) the fall or release from a height of any plant, substance or thing; or
- g) the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- h) the collapse or partial collapse of a structure; or
- i) the collapse or failure of an excavation or of any shoring supporting an excavation; or
- j) the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- k) the interruption of the main system of ventilation in an underground excavation or tunnel; or
- l) any other event prescribed by the regulations but does not include an incident of a prescribed kind.

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(2) Notification of an injury to which section 23 I of the Act applies is to be made—

- (a) On Form 1 in Schedule 2
<http://www.commerce.wa.gov.au/WorkSafe/PDF/Commission/injury-notification.pdf> of the WA OS&H Regulations 1996., or

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- (a) By telephone contact with DOCEP.

Notice must be given in accordance to section 38 of the Act

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- o Notice must be given in accordance with this section and by the fastest possible means. This will be by telephone.

- Reporting contact number **1800 678 198**

- o Notification may also be given in writing, written notice can be given by email or other electronic means.

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- o The following online form can be completed;

- <https://wise.commerce.wa.gov.au/wise-noi/>

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Incident sites must be preserved in accordance with section 39 of the Act

- o The person with management or control of a workplace must so far as reasonably practicable ensure that the site at which a notifiable incident has occurred must not be disturbed until an inspector arrives at site or any earlier than an inspector directs.
- o A site includes any plant, substance structure or thing associated with the notifiable incident

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- o Preservation of an incident site does not prevent the following;

- a) to assist an injured person; or
- b) to remove a deceased person; or
- c) that is essential to make the site safe or to minimise the risk of a further notifiable incident; or
- d) that is associated with a police investigation; or
- e) for which an inspector or the regulator has given permission.

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(3) The prescribed particulars for the purposes of the notification of an injury to which section 23 I of the Act applies are—

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- (a) Name and business address of the employer;
- (b) Name, sex and occupation of the employee;
- (c) Address of the place at which the injury was incurred;
- (d) Date and time the injury was incurred;

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- ~~(e) Brief description of how the injury was incurred and the type of machine or equipment, if any, involved;~~
- ~~(f) Nature of the injury or, where applicable, report of death, and~~
- ~~(g) The place to which the employee has been taken.~~

Appendix 2

NOTIFICATION UNDER SECTION 19 OF CERTAIN DISEASES

~~WA OS&H Regulations 2.5. (1) For the purposes of section 19(3) of the Act, the kinds of disease affecting an employee to be notified by an employer to the Commissioner are the diseases set out in column 1 of the Table to this regulation that have been contracted in the course of the kind of work set out opposite that disease in column 2 of the Table.~~

Disease	Work
1. Infectious diseases: Tuberculosis, viral hepatitis, Legionnaires disease and HIV	Work involving exposure to human blood products, body secretions, excretions or other material which may be a source of infection.
2. Occupational Zoonoses (infections spread from animals to humans) Q fever, anthrax, leptospirosis, Brucellosis	Work involving the handling of or contact with animals, animal hides, skins, wool, hair, carcasses or animal waste products.

~~(2) Notification of a disease to which section 19(3) of the Act applies is to be made—~~

~~(a) In the form of Form 2 in Schedule 2;~~

~~<http://www.commerce.wa.gov.au/WorkSafe/PDF/Commission/disease-notification.pdf>
or~~

~~(b) By telephone.~~

~~(3) The prescribed particulars for the purpose of the notification of a disease to which section 19(3) of the Act applies are—~~

~~(a) Name and business address of the employer;~~

~~(b) Name, sex and occupation of the employee;~~

~~(c) Name and address of the workplace where the employee works;~~

~~(d) Name of the disease; and~~

~~(e) Date of diagnosis of the disease.~~

PART 6

6. Work Health and Occupational Safety and Health – Children in the Workplace

Purpose

This procedure aims to provide guidelines and consistency with regard to children in the workplace.

Definitions

Child or children	A person or persons under 18 years of age, and not employed at the Shire of Dandaragan.
Manager	Means a person at the level of Coordinator, Manager or Executive with one or more direct reports.
Parent	A parent of a child is any of the following persons: <ul style="list-style-type: none">• The child's mother• The child's father• A person who exercises parental responsibility for the child.
Workplace	A workplace is any place where work is, or is to be, performed by a worker. It includes places commonly recognised as workplaces such as construction sites and vehicles supplied by an employer for use by a worker in the performance of work.
"High risk area"	<ul style="list-style-type: none">• Operations Depots• Mechanical workshops• Sheds and storage areas• Areas where chemicals are stored• Areas where machinery is used• Food preparation areas• IT server rooms• Any other area designated to be hazardous by the Executive Management Team.
Motorised Vehicle/Plant	A motor vehicle designed specifically for use in the construction of roads, buildings and other structures. To include (but not limited to): <ul style="list-style-type: none">• Bulldozer• Dumper truck• Digger• Road-roller• Earth leveller

Detail

The Shire of Dandaragan is committed to providing a safe work environment for all persons and strives to be supportive of family values. The workplace is typically not an appropriate place for children of employees. However, the Shire of Dandaragan recognises that employees may occasionally want to bring children to the workplace for brief visits, specific Shire events, situational convenience, or family emergencies. Appropriate limitations and guidelines are required to protect safety and health and to maintain work productivity and regulatory compliance.

In all cases of children in the workplace, the Shire is not responsible for ensuring the child is safe and well supervised. Parents are fully responsible for the safety and supervision of the child for the entire visit.

Coordinators, supervisors and managers may place additional restrictions on the presence of children in the workplace consistent with the work being performed and the demands of the work area.

Children in the workplace on a regular basis

Children are **not** to be brought to the workplace on a regular basis in lieu of childcare.

Parent Responsibility

An employee who brings a child to the workplace must accept full responsibility for any damage to property or injury to persons caused by the child's behaviour.

Infectious disease

A parent or guardian must consider the health of co-workers before bringing a child with an infectious disease to the workplace.

Guidelines for Children in the Workplace

1. Employees must always obtain permission in advance – where possible from their manager before bringing a child to work.
2. A parent or guardian must provide supervision of the child at all times.
3. Children should not be left alone at any time or left with other employees except in authorised areas as follows:
 - 3.1 Jurien Bay Administration Lunch Room.
4. Children can not interrupt normal workplace activities.
5. Children are not permitted to perform work of any kind at any time.
6. Children are not allowed to ride at any time in any Shire owned motorised vehicle/plant.
7. Children are never permitted in the defined "High risk areas":
 - Operations Depots
 - Mechanical workshops
 - Sheds and storage areas (all locations)
 - Areas where chemicals are stored
 - Areas where machinery is used
 - IT server rooms
 - Any other area designated to be hazardous by the Executive Management Team.
8. If there are repeated instances where the parent does not maintain appropriate supervision of the child, the Shire may decide that the risk of injury or harm to the child is too great to allow the employee to continue bringing the child to the workplace.