Ordinary Council Meeting

26 September 2023

Attachment Booklet – September 2023

Contents

CC01-09/23 Attachment 1 - Accounts for Payment August 2023

CC02-09/23 Attachment 1 - Monthly Financial Statements for the Period Ended 31 July 2023

CC03-09/23 Attachment 1 - Monthly Financial Statements for the Period Ended 31 August 2023

CEO01-09/23 Attachment 1 - IT Disaster Recovery Plan 2023

CEO02-09/23 Attachment 1 - RFQ 01-2023/24 Waste Collection Processing Service

CEO02-09/23 Attachment 2 - RFQ 01 2022/23 Evaluation Matrix Consensus Public

CEO03-09/23 Attachment 1 - WHS Health and Safety Committee Minutes 2023

ID01-09/23 Attachment 1 - Delegated Authority Report – Development, August 2023

ID02-09/23 Attachment 1 - Acoustic Assessment, Revision 2

ID03-09/23 Attachment 1 - Amendment 21 Report

CC04-09/23 Attachments - CASE Committee Reports

ATTACHMENT 1: CC01-09/23

Accounts for Payment – August 2023

Shire of Irwin

List of Accounts paid August 2023 for presentation to the Council Meeting 26 September 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT30820	10/08/2023	AMPAC DEBT RECOVERY (WA) PTY LTD	RATES DEBT RECOVERY FEES	-1,121.60
EFT30821	10/08/2023	AUSTRALIAN COMMUNICATIONS AND MEDIA AUTHORITY	LICENCE RENEWALS	-225.00
EFT30822	10/08/2023	AUSTRALIA POST	POSTAGE & FREIGHT CHARGES	-209.37
EFT30823	10/08/2023	AUSTRALASIAN PERFORMING RIGHT ASSOCIATION - ONEMUSIC AUSTRALIA	ANNUAL RURAL COUNCIL MUSIC LICENCE FEE 2023/24 - QUARTER 1	-140.83
EFT30824	10/08/2023	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION - JULY 2023	-338.20
EFT30825	10/08/2023	BLACKWOODS	SHARPS REMOVAL KITS FOR VEHICLES	-470.50
EFT30826	10/08/2023	BRAND MECHANICAL SERVICES	BELT FOR TORO MOWER	-132.00
EFT30827	10/08/2023	DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION - JULY 2023	-731.31
EFT30828	10/08/2023	BOB WADDELL & ASSOCIATES PTY LTD - RATES	ASSISTANCE WITH RATES SERVICES	-330.00
EFT30829	10/08/2023	CEDAR HOMES	REFUND	-1,000.00
EFT30830	10/08/2023	CENTRAL REGIONAL TAFE	BASIC WORK TRAFFIC MANAGEMENT TRAINING REGISTRATION FEE	-135.02
EFT30831	10/08/2023	MID WEST CHAMBER OF COMMERCE AND INDUSTRY	ANNUAL MEMBERSHIP FEE	-792.00
EFT30832	10/08/2023	CARL JAMES SCUDDER	BUILDING MAINTENANCE REPAIRS AT THE VILLAGE, LIBRARY & TOWN PARK TOILETS	-1,137.00
EFT30833	10/08/2023	COPYRIGHT AGENCY	ANNUAL SUBSCRIPTION FEE	-2,272.69
EFT30834	10/08/2023	DATA#3 LIMITED	MICROSOFT LICENCES	-5,575.23
EFT30835	10/08/2023	CANCELLED		0.00
EFT30836	10/08/2023	DC TWO PTY LTD	MONTHLY BACKUP IT SERVICES	-3,657.50
EFT30837	10/08/2023	DELL AUSTRALIA PTY LTD	IT EQUIPMENT AND CONSUMABLES	-5,489.00
EFT30838	10/08/2023	DONGARA FENCING	SUPPLY & INSTALL COLOURBOND FENCE INCLUDING LATTICE AT THE VILLAGE	-5,241.50
EFT30839	10/08/2023	DONGARA BODY BUILDERS	MONTHLY SERVICING OF HEAVY PLANT & TRAILERS	-1,584.00
EFT30840	10/08/2023	DONGARA DRILLING & ELECTRICAL	REPLACEMENT OF ELECTRICAL CABLE BOX LIDS AT THE VILLAGE	-699.86
EFT30841	10/08/2023	DONGARA DENISON SMASH REPAIRS	INSURANCE EXCESS	-300.00
EFT30842	10/08/2023	DONGARA TREE SERVICES	REMOVAL OF TREES ON ALLANOOKA SPRINGS ROAD & TABLETOP ROAD	-6,336.00
EFT30843	10/08/2023	RIVERBEND TRADING PTY LTD (FOODWORKS)	MONTHLY CONSUMABLES	-138.74
EFT30844	10/08/2023	DONGARA MIDWEST WASTE	EMPTY TRANSFER STATION SEPTIC TANK	-500.00
EFT30845	10/08/2023	EASY AUTO CARE	REPLACE HEADLIGHT ON HOLDEN COLORADO	-105.60
EFT30846	10/08/2023	EJ DIESEL	WIRE IN RADIOS TO FORD RANGER	-1,748.20
EFT30847	10/08/2023	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES - ADMIN, LIBRARY & REC CENTRE	-1,244.91
EFT30848	10/08/2023	FIVE GUMS FAMILY MEDICAL PRACTICE	RENTAL ALLOWANCE	-17,104.43
EFT30849	10/08/2023	ALL DECOR	INSTALL REPLACEMENT FLOORING IN UNIT 36 THE VILLAGE	-5,595.00
EFT30850	10/08/2023	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES	-20,808.44
EFT30851	10/08/2023	REFUEL AUSTRALIA	FUEL CARD & BULK DIESEL FUEL PURCHASES	-10,470.26
EFT30852	10/08/2023	GLASS'S INFORMATION SERVICES PTY LTD	ANNUAL SUBSCRIPTION FEE	-4,259.20
EFT30853	10/08/2023	GLASS CO WA	REPAIRS TO SECURITY DOOR AT UNIT 37 THE VILLAGE	-145.11
EFT30854	10/08/2023	INFORMATION ENTERPRISES AUSTRALIA PTY LTD	CONSULTING SERVICES - RECORDKEEPING PLAN	-627.00
EFT30855	10/08/2023	INCITE SECURITY	ANNUAL PREVENTATIVE MAINTENANCE ON SECURITY SYSTEMS, QUARTERLY MONITORING SERVICES AND REPLACE FAULTY LATCH ON DOOR AT ADMIN	-4,317.04
EFT30856	10/08/2023	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,085.00
EFT30857	10/08/2023	IT VISION AUSTRALIA PTY LTD	ANNUAL LICENCE FEES	-69,228.63
EFT30858	10/08/2023	JAMES HALL	INSPECT AND REPAIR LEAKING ROOF IN COUNCIL CHAMBERS	-340.00
EFT30859	10/08/2023	JOCKS BOBCAT & TRUCK HIRE	TIDY UP AROUND TRANSFER STATION	-330.00
EFT30860	10/08/2023	KICK SOLUTIONS	CONSTRUCT WALL SIGN AT KAILIS DRIVE ENTRY STATEMENT	-14,376.00
EFT30861	10/08/2023	LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE	ANALYTICAL SERVICES 2023/2024	-894.19
EFT30862	10/08/2023	LOCAL GOVERNMENT PROFESSIONALS WA	ANNUAL SUBSCRIPTION FEE	-2,200.00
EFT30863	10/08/2023	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-110.00
EFT30864	10/08/2023	MEX MAINTENANCE SOFTWARE	ANNUAL HOSTING AND AGREEMENT RENEWAL	-12,870.00
EFT30865	10/08/2023	MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE EQUIPMENT AT REC CENTRE	-176.00
EFT30866	10/08/2023	MITCHELL AND BROWN COMMUNICATIONS	UPGRADE WISI CONTROLLER FIRMWARE AND ANNUAL SECURITY MONITORING FEE FOR TV TOWER	-1,255.44
EFT30867	10/08/2023	MIDWEST POWER SOLUTIONS	REPAIRS TO AIRCON AT REC CENTRE IN OCEAN ROOM	-363.00
EFT30868	10/08/2023	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE, SHIRE FACILITIES, & ABLUTIONS	-5,895.05
EFT30869	10/08/2023	NESTLE AUSTRALIA LIMITED TRADING AS NESPRESSO AUSTRALIA	COFFEE PODS FOR ADMIN & DEPOT	-374.00
EFT30870	10/08/2023	NORTHERN COUNTRY ZONE WALGA	ANNUAL SUBSCRIPTION FEE	-1,800.00
EFT30871	10/08/2023	THE OWNERS OF PT DENISON VILLAS STRATA	REPLACEMENT COST FOR 50% COMMON FENCE - DAMAGED DURING STORM	-1,096.48
EFT30872	10/08/2023	PIXIES SCREEN PRINTS	PROTECTIVE CLOTHING	-2,202.00
EFT30873	10/08/2023	REECE ZIMMERMANN	REFUND	-150.83
EFT30874	10/08/2023	DONGARA IGA	MONTHLY CONSUMABLES	-693.92
EFT30875	10/08/2023	TOTALLY WORKWEAR GERALDTON	CORPORATE UNIFORM	-262.69
EFT30876	10/08/2023	T-QUIP	PARTS FOR TORO MOWER AND SWEEPER	-1,800.50
EFT30877	10/08/2023	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-491.85
EFT30878	10/08/2023	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	ANNUAL SUBSCRIPTIONS & MEMBERSHIP 2023/24	-25,654.65
EFT30879	10/08/2023	WA CONTRACT RANGER SERVICES PTY LTD	CONTRACT RANGER SERVICES	-1,713.25
EFT30880	10/08/2023	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-421.63
EFT30881	10/08/2023	SYNERGY	ELECTRICITY CHARGES - STREET LIGHTING	-10,388.06
EFT30882	10/08/2023	WESTRAC EQUIPMENT	PARTS FOR POSI TRACK SKID STEER & CAT GRADER AND SERVICE OF CAT GRADER	-1,029.56
EFT30883	10/08/2023	ON HOLD ON LINE	MONTHLY MESSAGES ON HOLD	-231.00
EFT30884	10/08/2023	WHITNEY CONSULTING	GRANT WRITING SUPPORT SERVICES	-16,340.50

Shire of Irwin

List of Accounts paid August 2023 for presentation to the Council Meeting 26 September 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT30885	10/08/2023	WORK HEALTH PROFESSIONALS	ONSITE AUDIOMETRIC TESTING	-1,699.50
EFT30886	10/08/2023	WINC AUSTRALIA PTY LTD	PRINTER CHARGES - DEPOT	-461.43
EFT30887	11/08/2023	PETER BRACEGIRDLE	REIMBURSEMENT	-400.00
EFT30888	11/08/2023	REZY'S	CATERING	-640.00
EFT30889	11/08/2023	TED ROPER	REIMBURSEMENT	-200.00
EFT30890	22/08/2023	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION JULY 2023	-38,789.00
EFT30891	24/08/2023	AMY CHADBOURNE	COMMUNICATIONS AND MEDIA CONSULTANCY SERVICES	-6,345.00
EFT30892	24/08/2023	ATOM	WORKSHOP SUPPLIES	-50.51
EFT30893	24/08/2023	BABA MARDA ROAD SERVICES	TRAFFIC MANAGEMENT FOR WORKS AT BIG 4 CARAVAN PARK ENTRANCE	-501.22
EFT30894	24/08/2023	BLACKWOODS	SAFETY EQUIPMENT, WORKSHOP SUPPLIES AND MESH CARGO NETS FOR VEHICLES	-782.18
EFT30895	24/08/2023	BOB WADDELL CONSULTANT	FINANCIAL CONSULTANCY SERVICES	-206.25
EFT30896	24/08/2023	BEFORE YOU DIG AUSTRALIA LTD	MEMBERSHIP & REFERRAL FEES 2023/2024	-1,042.27
EFT30897	24/08/2023	CHRISTOPHER JON GILTROW	TRAVEL SUBSIDY ASSISTANCE FOR RESIDENT ELITE ATHLETES	-800.00
EFT30898	24/08/2023	CENTRAL WEST PEST CONTROL	TERMITE INSPECTION AND GENERAL PEST TREATMENT AT THE VILLAGE	-5,120.00
EFT30899	24/08/2023	DATA#3 LIMITED	MICROSOFT LICENCES	-5,575.23
EFT30900	24/08/2023	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GROSS RENTAL VALUATION SCHEDULES	-399.79
EFT30901	24/08/2023	DONGARA BOBCAT & CONTRACTING SERVICES	EXCAVATOR AND OPERATOR FOR GRAVE DIG	-313.50
EFT30902	24/08/2023	DONGARA BODY BUILDERS	REPAIR BRAKE LININGS ON TIPPER	-1,667.60
EFT30903	24/08/2023	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDENS, BUILDING AND ROAD MAINTENANCE SUPPLIES	-843.88
EFT30904	24/08/2023	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT THE VILLAGE	-268.54
EFT30905	24/08/2023	DONGARA DENISON SMASH REPAIRS	INSURANCE EXCESS	-300.00
EFT30906	24/08/2023	TYREPOWER DONGARA	REMOVAL AND DISPOSAL OF TYRES	-1,054.00
EFT30907	24/08/2023	DONGARA TREE SERVICES	TRAFFIC CONTROL FOR TREE REMOVAL WORKS ON TABLETOP ROAD	-3,171.82
EFT30908	24/08/2023	DONGARA MIDWEST WASTE	PUMP OUT SEPTIC TANK AT DENISON HOUSE	-1,000.00
EFT30909	24/08/2023	ELEMENT ADVISORY PTY LTD	PROGRESS PAYMENT - LOCAL PLANNING STRATEGY REVIEW	-2,332.00
EFT30910	24/08/2023	EJ DIESEL	WIRE IN RADIOS TO FORD RANGER	-429.00
EFT30911	24/08/2023	GERALDTON MOWER & REPAIR	PARTS FOR SUNDRY PLANT	-316.40
EFT30912	24/08/2023	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL CHARGES	-10,299.98
EFT30913	24/08/2023	REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASE	-11,037.04
EFT30914	24/08/2023	GERALDTON LIMESTONE RETAINING WALLS	DRAINAGE WORKS ON ENTRANCE AT BIG 4 CARAVAN PARK	-2,420.00
EFT30915	24/08/2023	GNC BUILDING & CONSTRUCTION GROUP WA PTY LTD	DRAINAGE MATERIALS FOR BLENHEIM ROAD	-2,734.60
EFT30916	24/08/2023	GLENNIS & NEVILLE HEADLAND	REFUND	-500.00
EFT30917	24/08/2023	GLOBAL SPILL & SAFETY	RURAL STREET SIGNAGE	-37.62
EFT30918	24/08/2023	HEATHER MARGARET CHAPLIN	REFUND	-50.00
EFT30919	24/08/2023	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-1,245.00
EFT30920	24/08/2023	INTREPID SOLUTIONS AUSTRALIA PTY LTD	ANNUAL SUBSCRIPTION FEE	-2,070.75
EFT30921	24/08/2023	IT VISION USER GROUP	ANNUAL SUBSCRIPTION FEE	-770.00
EFT30922	24/08/2023	IVEY CONTRACTING	INSTALLATION OF GUIDE POSTS ON MOUNT ADAMS ROAD	-3,971.00
EFT30923	24/08/2023	LG BEST PRACTICES	OUTSOURCED PAYROLL SERVICES	-5,577.00
EFT30924	24/08/2023	LIMITLESS PROMOTIONS	DOG REGISTRATION TAGS	-345.00
EFT30925	24/08/2023	NODE 1 PTY LTD	NBN FIXED LINE FEES	-505.95
EFT30926	24/08/2023	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-105.00
EFT30927	24/08/2023	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF LEASE DOCUMENTS FOR CARAVAN PARK	-3,361.60
EFT30928	24/08/2023	MIDWEST FIRE PROTECTION & SAFETY SERVICES	SUPPLY FIRE EQUIPMENT FOR IRWIN FIRE STATION	-372.24
EFT30929	24/08/2023	ML COMMUNICATIONS	FIXING OF FTTN CABLE AT MEDICAL CENTRE	-228.53
EFT30930	24/08/2023	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE, SHIRE FACILITIES, & ABLUTIONS	-1,260.18
EFT30931	24/08/2023	NESTLE AUSTRALIA LIMITED TRADING AS NESPRESSO AUSTRALIA	COFFEE PODS FOR ADMIN & DEPOT	-374.00
EFT30932	24/08/2023	LOCAL WORKS	STATIONERY CONSUMABLES	-590.62
EFT30933	24/08/2023	PATIENCE MACHAKA	REIMBURSEMENT	-612.00
EFT30934	24/08/2023	PEST A KILL	EXTERRA TERMITE INTERCEPTION AND BAITING SYSTEM MANAGEMENT AN INSPECTIONS AT POLICE STATION MUSEUM	-880.00
EFT30935	24/08/2023	RIP-IT SECURITY SHREDDING	SHREDDING BIN SERVICE	-65.00
EFT30936	24/08/2023	MP ROGERS & ASSOCIATES PTY LTD	PROGRESS PAYMENT - DETAILED DESIGN FOR BOAT RAMP UPGRADE	-63,079.21
EFT30937	24/08/2023	SEA FOLK CO - THE TRUSTEE FOR THE PEPPERTREE POOL TRUST	REIMBURSEMENT	-3,140.50
EFT30938	24/08/2023	SYNERGY	VARIOUS ELECTRICITY CHARGES	-11,470.89
EFT30939	24/08/2023	WESTRAC EQUIPMENT	FUEL CAP FOR DOZER	-203.62
32163	23/08/2023	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32164	28/08/2023	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-4,953.70
DD22362.1	03/08/2023	TELSTRA AUSTRALIA	SATELLITE PHONE CHARGES	-272.08
DD22364.1	03/08/2023	TELSTRA AUSTRALIA	FAIL OVER DATA CHARGES	-23.22
DD22395.1	24/08/2023	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-80.00
DD22405.1	30/08/2023	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-3,161.42
DD22372.1	08/08/2023	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
CR 020823	02/08/2023	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING IT SUBSCRIPTION AND EQUIPMENT, ADVERTISING, PROFESSIONAL DEVELOPMENT, WHS PROGRAM SUBSCRIPTION, ROADSIDE ASSIST AND REC CENTRE EXPENSES	-15,008.57
DD22397.1	16/08/2023	N-ABLE PTY LTD	N-ABLE MONTHLY IT CHARGES	-761.86
DD22366.1	03/08/2023	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - JULY 2023 - ADMIN	-856.68
DD22368.1	03/08/2023	AUSTRALIAN PHONE COMPANY PTY LTD	VOIP PHONE CHARGES - JULY 2023 - MEDICAL CENTRE	-225.23

Shire of Irwin

List of Accounts paid August 2023 for presentation to the Council Meeting 26 September 2023

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
DD22401.1	04/08/2023	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENTS	-43,973.54
DD22403.1	30/08/2023	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM REPAYMENTS	-21,939.27
DD22411.1	01/08/2023	ASGARD SUPERANNUATION	SUPERANNUATION	-1,389.61
DD22411.2	01/08/2023	MLC SUPER FUND	SUPERANNUATION	-296.73
DD22411.3	01/08/2023	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-250.84
DD22411.4	01/08/2023	AUSTRALIAN SUPER	SUPERANNUATION	-3,741.78
DD22411.5	01/08/2023	AWARE SUPER PTY LTD	SUPERANNUATION	-18,569.43
DD22411.6	01/08/2023	CBUS SUPER	SUPERANNUATION	-283.30
DD22411.7	01/08/2023	HESTA SUPER	SUPERANNUATION	-392.64
DD22411.8	01/08/2023	HOSTPLUS	SUPERANNUATION	-1,760.64
DD22411.9	01/08/2023	MERCER	SUPERANNUATION	-691.87
DD22410.1	15/08/2023	ASGARD SUPERANNUATION	SUPERANNUATION	-1,389.61
DD22410.2	15/08/2023	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-136.65
DD22410.3	15/08/2023	AUSTRALIAN SUPER	SUPERANNUATION	-3,680.21
DD22410.4	15/08/2023	AWARE SUPER PTY LTD	SUPERANNUATION	-18,214.18
DD22410.5	15/08/2023	CBUS SUPER	SUPERANNUATION	-239.76
DD22410.6	15/08/2023	HESTA SUPER	SUPERANNUATION	-392.64
DD22410.7	15/08/2023	HOSTPLUS	SUPERANNUATION	-2,096.31
DD22410.8	15/08/2023	MERCER	SUPERANNUATION	-660.88
DD22167.1	16/08/2023	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-147.11
DD22167.2	30/08/2023	MLC SUPER FUND	SUPERANNUATION	-289.49
				-647,579.82

Sundry Creditors as at 31/08/2023 **457.62**

The Payments included in the above list of Accounts Paid, have been authorised by the Chief Executive Officer under delegation from Council.

11 September 2023

DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 020823

S.Ivers Credit Card Expenses			
CouncilJobs	Advertising	$	311.85
Links Modular	Program - Rec Centre	$	264.50
Survey Monkey	Annual Subscription	$	775.31
JAMF Software	Subscription - IT	$	252.94
Spotify	Rec Centre Gym Music	$	11.99
Attained	IT - Virtual Machine Fees	$	209.00
CPP Convention Centre	Parking	$	24.23
Planning Institute of Australia	Registration Fee - State Conference	$	585.00
Planning Institute of Australia	Refund - Registration Fee - State Conference	-$	145.00
Seek	Advertising	$	390.50
City of Perth	Parking	$	9.59
NAB	Card Fee	$	9.00
		$	2,698.91
M.Teale Credit Card Expenses			
NAB	Card Fee	$	9.00
		$	9.00
P.Bracegirdle Credit Card Expenses			
Apple	iCloud Storage Fee	$	1.49
NAB	Card Fee	$	9.00
		$	10.49
P.Machaka Credit Card Expenses			
Harvey Norman	IT Cables	$	63.95
Auvik Networks	Network Management	$	540.75
Amazon Web Services	Web Hosting	$	36.71
FiverrEU	Website Development	$	310.42
Microsoft	Licence	$	470.85
Microsoft	Licence	$	222.27
Microsoft	Licence	$	102.74
Microsoft	Licence	$	22.75
SiteDocs	WHS Program	$	7,970.14
Microsoft	Licence	$	22.77
WPASTRA	Subscription - IT	$	70.87
GO Fax Pty Ltd	E-Fax Service - Medical Centre	$	15.00
RAC Motoring	Roadside Assistance Cover 2023/24	$	2,310.00
CodeTwo	Email Signature for Office 365 Subscription	$	121.95
NAB	Card Fee	$	9.00
		$	12,290.17
TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT		$	15,008.57

ATTACHMENT 1: CC02-09/23

Monthly Financial Statements for the Period Ended 31 July 2023

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 July 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Key Terms and Descriptions - Nature Descriptions		2
Statement of Financial Activity by Nature		3
Statement of Financial Position		4
Note 1	Adjusted Net Current Assets	5
Note 3	Receivables	6
Note 5	Payables	7
Note 8	Capital Acquisitions	8
Note 15	Explanation of Material Variances	11

SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JULY 2023

NATURE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services,

sewerage rates, rentals, hire charges, fee for service,

photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST REVENUE
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE

All insurance other than worker's compensation and health

benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION
Depreciation expense raised on all classes of assets.

FINANCE COSTS
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 JULY 2023

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		$	$	$	$	$	%		
OPERATING ACTIVITIES									
Revenue from operating activities									
Rates	6	0	0	0	**0**	0			
Grants, Subsidies and Contributions	12	0	0	0	**0**	0			
Fees and Charges		0	0	0	**95,659**	95,659		▲	S
Service Charges		0	0	0	**0**	0			
Interest Revenue		0	0	0	**14,775**	14,775		▲	S
Other Revenue		0	0	0	**12,231**	12,231		▲	S
Profit on Disposal of Assets	7	0	0	0	**0**	0			
Gain FV Valuation of Assets		0	0	0	**0**	0			
		0	0	0	**122,664**				
Expenditure from operating activities									
Employee Costs		0	0	0	**(210,314)**	(210,314)		▼	S
Materials and Contracts		0	0	0	**(114,054)**	(114,054)		▼	S
Utility Charges		0	0	0	**(52,574)**	(52,574)		▼	S
Depreciation		0	0	0	**0**	0			
Finance Costs		0	0	0	**8,380**	8,380		▲	
Insurance Expenses		0	0	0	**0**	0			
Other Expenditure		0	0	0	**(965)**	(965)		▼	
Loss on Disposal of Assets	7	0	0	0	**0**	0			
Loss FV Valuation of Assets		0	0	0	**0**	0			
		0	0	0	**(369,528)**				
Operating activities excluded from budget									
Add back Depreciation		0	0	0	**0**	0			
Adjust (Profit)/Loss on Asset Disposal	7	0	0	0	**0**	0			
Movement in Leave Reserve (Added Back)		0	0	0	**625**	625		▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0**	0			
Movement in Employee Benefit Provisions		0	0	0	**0**	0			
Rounding Adjustments		0	0	0	**0**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0**	0			
Loss on Asset Revaluation		0	0	0	**0**	0			
Adjustment in Fixed Assets		0	0	0	**0**	0			
		0	0	0	**625**				
Amount attributable to operating activities		**0**	**0**	**0**	**(246,239)**				
INVESTING ACTIVITIES									
Inflows from investing activities									
Capital Grants, Subsidies and Contributions	13	0	0	0	**0**	0			
Proceeds from Disposal of Assets	7	0	0	0	**0**	0			
Proceeds from financial assets at amortised cost - self supporting loans	9	0	0	0	**0**	0			
		0	0	0	**0**				
Outflows from investing activities									
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	0	0	0	**(14,691)**	(14,691)		▼	S
Plant and Equipment	8	0	0	0	**(74,995)**	(74,995)		▼	S
Furniture and Equipment	8	0	0	0	**0**	0			
Infrastructure Assets - Roads	8	0	0	0	**(31,280)**	(31,280)		▼	S
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	0	0	0	**(44,329)**	(44,329)		▼	S
Payments for financial assets at amortised cost - self supporting loans		0	0	0	**0**	0			
		0	0	0	**(165,295)**				
Amount attributable to investing activities		**0**	**0**	**0**	**(165,295)**				
FINANCING ACTIVITIES									
Inflows from financing activities									
Proceeds from new borrowings		0	0	0	**0**	0			
Transfer from Reserves	10	0	0	0	**0**	0			
Transfer from Restricted Cash - Other		0	0	0	**0**	0			
		0	0	0	**0**				
Outflows from financing activities									
Repayment of borrowings	9	0	0	0	**(10,874)**	(10,874)		▼	S
Payments for principal portion of lease liabilities	9	0	0	0	**(1,771)**	(1,771)		▼	
Transfer to Reserves	10	0	0	0	**(5,980)**	(5,980)	100%	▲	
Transfer to Restricted Cash - Other		0	0	0	**0**	0			
		0	0	0	**(18,625)**				
Amount attributable to financing activities		**0**	**0**	**0**	**(18,625)**				
MOVEMENT IN SURPLUS OR DEFICIT									
Surplus or deficit at the start of the financial year	1	0	916,438	916,438	**916,438**	0	0%		
Amount attributable to operating activities		0	0	0	**(246,239)**				
Amount attributable to investing activities		0	0	0	**(165,295)**				
Amount attributable to financing activities		0	0	0	**(18,625)**				
Surplus or deficit at the end of the financial year	1	**0**	**916,438**	**916,438**	**486,279**				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

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

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 JULY 2023

	30 June 2023	31 July 2023
	$	$
CURRENT ASSETS		
Cash and cash equivalents	3,685,139	3,186,761
Trade and other receivables	920,959	655,252
Other financial assets	34,193	34,193
Inventories	32,618	32,618
Contract assets	0	0
Other assets	4,516	4,516
Assets classified as held for sale	0	0
TOTAL CURRENT ASSETS	4,677,424	3,913,340
NON-CURRENT ASSETS		
Trade and other receivables	43,472	43,472
Other financial assets	312,266	312,266
Inventories	0	0
Investment in associate	0	0
Property, plant and equipment	41,635,542	41,725,228
Infrastructure	65,730,750	65,806,359
Right-of-use assets	218,795	218,795
Investment property	0	0
Intangible assets	0	0
TOTAL NON-CURRENT ASSETS	107,940,825	108,106,120
TOTAL ASSETS	112,618,249	112,019,461
CURRENT LIABILITIES		
Trade and other payables	826,098	474,165
Other liabilities	546,405	559,057
Lease liabilities	32,860	31,090
Borrowings	576,842	565,968
Employee related provisions	547,240	547,240
Other provisions	0	0
TOTAL CURRENT LIABILITIES	2,529,445	2,177,520
NON-CURRENT LIABILITIES		
Other liabilities	0	0
Lease liabilities	104,720	104,720
Borrowings	4,885,433	4,885,433
Employee related provisions	40,246	40,246
Other provisions	0	0
TOTAL NON-CURRENT LIABILITI	5,030,399	5,030,399
TOTAL LIABILITIES	7,559,843	7,207,918
NET ASSETS	**105,058,406**	**104,811,542**
EQUITY		
Retained surplus	39,817,576	39,564,732
Reserve accounts	1,600,342	1,606,323
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	**105,058,406**	**104,811,542**

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

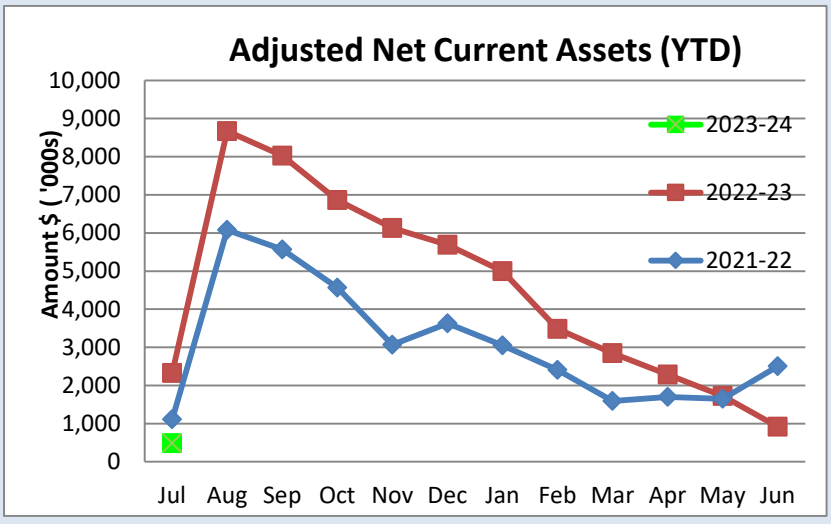
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/07/2022	Year to Date Actual 31/07/2023
		$	$	$
Current Assets				
Cash Unrestricted	2	1,474,777	2,343,439	867,959
Cash Restricted - Reserves	2	1,600,342	1,394,542	1,606,323
Cash Restricted - General	2	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	2	236,084	205,739	338,544
Receivables - Rates	3	330,450	243,459	301,217
Receivables - Other	3	629,218	264,539	392,745
Inventories	4	32,618	21,521	32,618
		4,677,424	4,847,175	3,913,340
Less: Current Liabilities				
Payables	5	(590,014)	(13,882)	(135,621)
Contract Liabilities	11	(515,074)	(513,340)	(527,726)
Financial Liabilities	5	(31,331)	(31,331)	(31,331)
Bonds & Deposits	14	(236,084)	(205,739)	(338,544)
Loan and Lease Liability	9	(609,702)	(565,944)	(597,057)
Provisions	11	(547,240)	(547,240)	(547,240)
		(2,529,445)	(1,877,477)	(2,177,520)
Less: Cash Reserves	10	(1,600,342)	(1,394,542)	(1,606,323)
Add Back: Component of Leave Liability not Required to be funded		167,227	220,288	167,852
Add Back: Loan and Lease Liability		609,702	565,944	597,057
Less : Loan Receivable - clubs/institutions		(34,193)	(37,930)	(34,193)
Less : Restricted Cash General	15	(373,935)	0	(373,935)
Net Current Funding Position		**916,438**	**2,323,458**	**486,279**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)
$.49 M

Last Year YTD Surplus(Deficit)
$2.32 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2023	31 Jul 23
	$	$
Opening Arrears Previous Years	365,548	373,922
Levied this year	6,849,083	0
Less Collections to date	(6,840,709)	(29,233)
Equals Current Outstanding	373,922	344,689
Net Rates Collectable	**373,922**	**344,689**
% Collected	94.82%	7.82%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	3,200	177,069	8,251	100,452	288,972
Percentage	1%	61%	3%	35%	
Balance per Trial Balance					
Sundry Debtors					288,972
Receivables - Other					103,772
Total Receivables General Outstanding					**392,745**

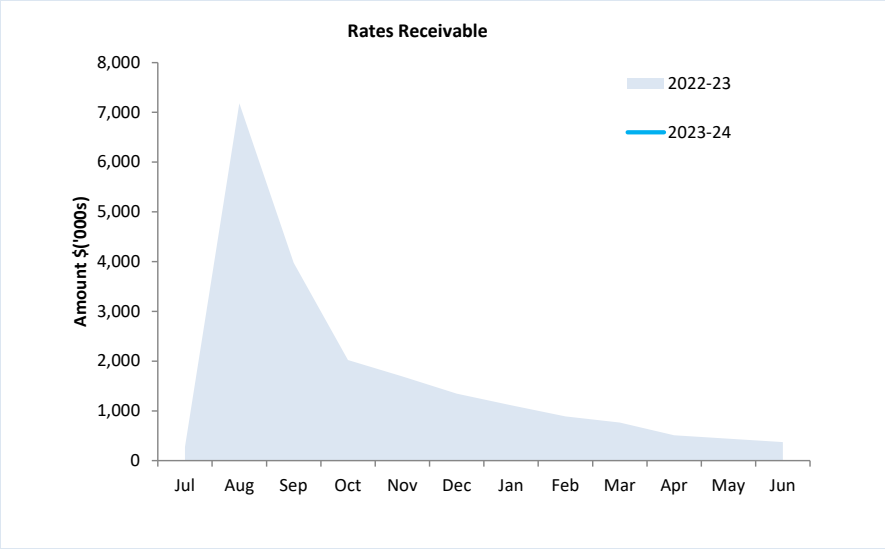
Amounts shown above include GST (where applicable)

KEY INFORMATION

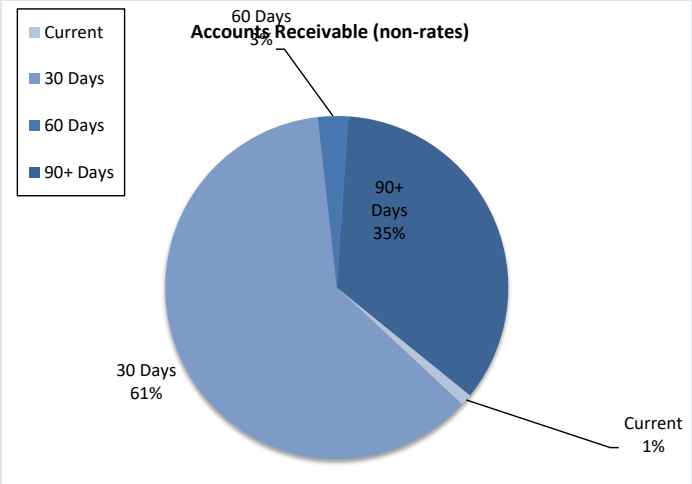
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Collected	Rates Due
8%	$344,689



Debtors Due
$392,745

Over 30 Days
99%

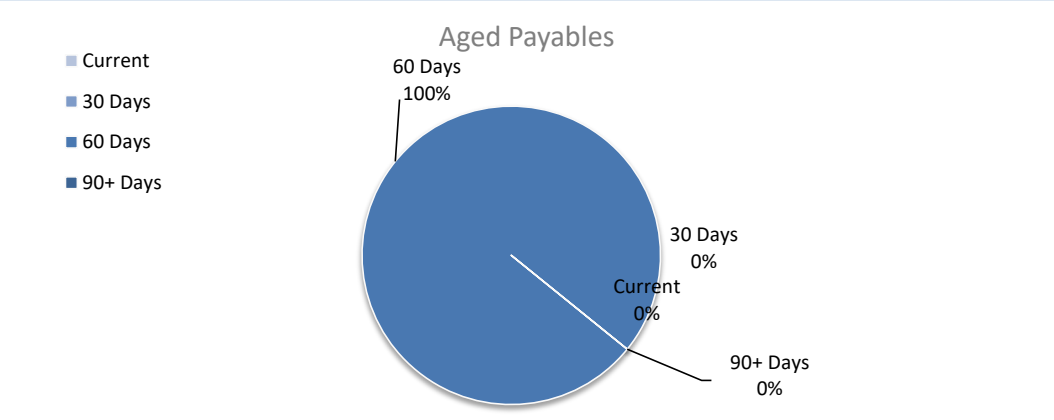
Over 90 Days
35%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	0	0	458	0	458
Percentage	0%	0%	100%	0%	
Balance per Trial Balance					
Sundry creditors - General					458
Other creditors					74,966
ATO liabilities					60,198
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**166,952**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

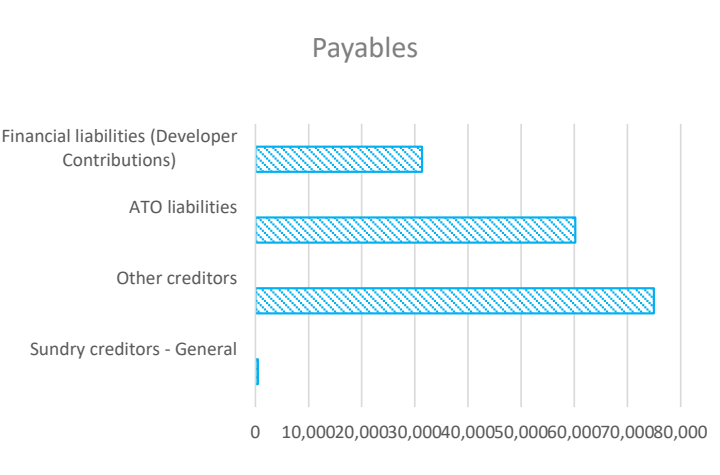
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

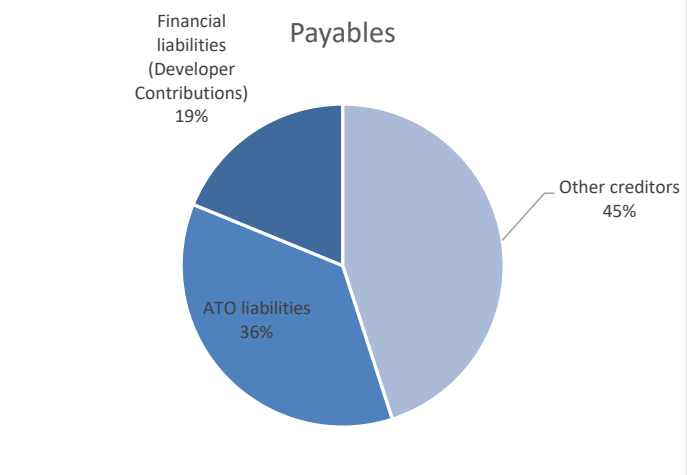


Creditors Due
$166,952

Over 30 Days
100%

Over 90 Days
0%





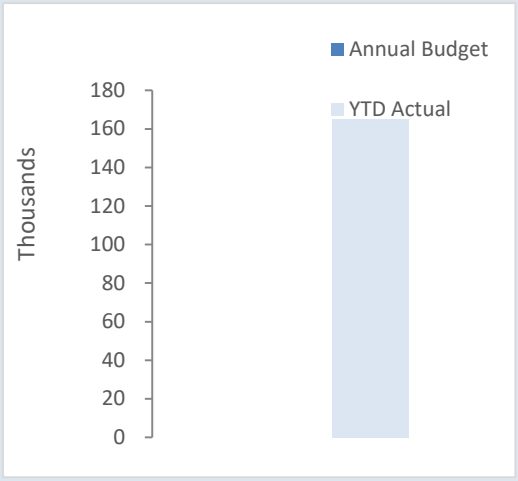
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	Amended YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	0	0	0	**14,691**	14,691
Plant and Equipment	0	0	0	**74,995**	74,995
Furniture and Equipment	0	0	0	**0**	0
Infrastructure Assets - Roads	0	0	0	**31,280**	31,280
Infrastructure Assets - Drainage	0	0	0	**0**	0
Infrastructure Assets - Footpaths	0	0	0	**0**	0
Infrastructure Assets - Public Facilities	0	0	0	**0**	0
Infrastructure Assets - Other	0	0	0	**44,329**	44,329
Capital Expenditure Totals	0	0	0	**165,295**	165,295
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	0	0	0	**0**	0
Borrowings	0	0	0	**0**	0
Other (Disposals & C/Fwd)	0	0	0	**0**	0
Council contribution - Cash Backed Reserves					
Various Reserves		0	0	**0**	0
Council contribution - operations		**0**	**0**	**165,295**	165,295
Capital Funding Total		**0**	**0**	**165,295**	**165,295**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	$. M	$.17 M	

Capital Grant	Annual Budget	YTD Actual	% Received
	$. M	$. M	

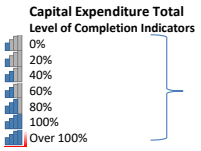
Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Level of completion indicator, please see table at the top of this note for further detail.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Buildings								
	Community Amenities								
1.00	TRANSFER STATION RAMP RENEWAL	1944	1311	CJ115	0	0	0	0	0
	Total - Community Amenities				**0**	**0**	**0**	**0**	**0**
	Recreation And Culture								
1.00	BOWLING CLUB ACCESSIBLE ABLUTIONS RENOVATIONS	2834	1311	CJ107	0	0	0	(14,691)	(14,691)
1.00	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDEI	2834	1311	CJ121	0	0	0	0	0
	Total - Recreation And Culture				**0**	**0**	**0**	**(14,691)**	**(14,691)**
1.00	**Total - Buildings**				**0**	**0**	**0**	**(14,691)**	**(14,691)**
	Plant & Equipment								
	Health								
1.00	DOCTORS VEHICLES	4975	1312	V950	0	0	0	0	0
	Total - Health				**0**	**0**	**0**	**0**	**0**
	Recreation & Culture								
1.00	TORO Z MASTER MOWER	2844	1312	V868	0	0	0	0	0
1.00	OPERATIONAL TOOLS & EQUIPMENT	2865	1312	CJ28	0	0	0	0	0
	Total - Recreation & Culture				**0**	**0**	**0**	**0**	**0**
	Transport								
1.00	PRIME-MOVER & TWO TIPPERS	3534	1312	V850	0	0	0	(74,995)	(74,995)
0.00	NEW HEAVY DUTY DROP DECK TRAILER	3534	1312	V866	0	0	0	0	0
1.00	UTE SUP ROADS	3534	1312	V870	0	0	0	0	0
1.00	NEW DEPOT POOL	3584	1312	V892	0	0	0	0	0
1.00	MANAGER VEHICLE	3584	1312	V893	0	0	0	0	0
1.00	NEW MANAGER VEHICLE	3584	1312	V894	0	0	0	0	0
1.00	EXCAVATOR AND TRAILER	3584	1312	V896	0	0	0	0	0
1.00	OPS MAINTENANCE SUPEVISOR VEHICLE	3584	1312	V898	0	0	0	0	0
	Total - Transport				**0**	**0**	**0**	**(74,995)**	**(74,995)**
1.00	**Total - Plant & Equipment**				**0**	**0**	**0**	**(74,995)**	**(74,995)**
	Roads								
	Housing								
1.00	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	0	0	0	0	0
	Total - Housing				**0**	**0**	**0**	**0**	**0**
	Transport								
1.00	RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	0	0	0	(1,778)	(1,778)
1.00	RURAL ROAD RESHEETING	6614	1317	CJ97	0	0	0	0	0
1.00	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	0	0	0	0	0
1.00	RRG GRANT - MOUNT ADAMS ROAD (SLK 12.0 - 22.6)	6674	1317	CJ108	0	0	0	(29,442)	(29,442)
1.00	BLENHEIM ROAD	6694	1317	CJ24	0	0	0	(60)	(60)
	Total - Transport				**0**	**0**	**0**	**(31,280)**	**(31,280)**
1.00	**Total - Roads**				**0**	**0**	**0**	**(31,280)**	**(31,280)**
	Infrastructure - Other								
	Housing								
1.00	THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46	0	0	0	0	0
1.00	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	0	0	0	0	0
	Total - Housing				**0**	**0**	**0**	**0**	**0**
	Community Amenities								
1.00	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	1964	1318	CJ118	0	0	0	0	0
	Total - Community Amenities				**0**	**0**	**0**	**0**	**0**
	Recreation And Culture								
1.00	SURF BEACH STABILISATION	8054	1318	CJ87	0	0	0	0	0
1.00	BOAT RAMP DESIGN	8054	1318	CJ120	0	0	0	(28,431)	(28,431)
1.00	GOLF CLUB ENTRY STATEMENT	2864	1318	CJ123	0	0	0	0	0
1.00	TREE PLANTING	2864	1318	CJ49	0	0	0	0	0
	Total - Recreation And Culture				**0**	**0**	**0**	**(28,431)**	**(28,431)**
	Transport								
1.00	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	0	0	0	0	0
1.00	SIGNAGE RENEWAL - TOWN & RURAL	6794	1318	CJ111	0	0	0	0	0
1.00	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	0	0	0	0	0
1.00	MILO CROSSING UPGRADE	6794	1318	CJ124	0	0	0	0	0
	Total - Transport				**0**	**0**	**0**	**0**	**0**
	Economic Services								
1.00	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	0	0	0	(15,898)	(15,898)
	Total - Economic Services				**0**	**0**	**0**	**(15,898)**	**(15,898)**
1.00	**Total - Infrastructure - Other**				**0**	**0**	**0**	**(44,329)**	**(44,329)**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS



Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
	Level of completion indicator, please see table at the top of this note for further detail.				$	$	$	$	$
1.00	**Grand Total**				**0**	**0**	**0**	**(165,295)**	**(165,295)**

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Fees and Charges	95,659		▲	S	Timing	Budget not yet adopted
Interest Revenue	14,775		▲	S	Timing	Budget not yet adopted
Other Revenue	12,231		▲	S	Timing	Budget not yet adopted
Expenditure from operating activities						
Employee Costs	(210,314)		▼	S	Timing	Budget not yet adopted
Materials and Contracts	(114,054)		▼	S	Timing	Budget not yet adopted
Utility Charges	(52,574)		▼	S	Timing	Budget not yet adopted
INVESTING ACTIVITIES						
Land and Buildings	(14,691)		▼	S	Timing	Budget not yet adopted
Plant and Equipment	(74,995)		▼	S	Timing	Budget not yet adopted
Infrastructure Assets - Roads	(31,280)		▼	S	Timing	Budget not yet adopted
Infrastructure Assets - Other	(44,329)		▼	S	Timing	Budget not yet adopted
FINANCING ACTIVITIES						
Repayment of borrowings	(10,874)		▼	S	Timing	Budget not yet adopted

ATTACHMENT 1: CC03-09/23

Monthly Financial Statements for the Period Ended 31 August 2023

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 August 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

TABLE OF CONTENTS

Key Terms and Descriptions - Nature or Type Descriptions		2
Statement of Financial Activity by Nature or Type		3
Statement of Financial Position		4
Note 1	Adjusted Net Current Assets	5
Note 3	Receivables	6
Note 5	Payables	7
Note 8	Capital Acquisitions	8
Note 15	Explanation of Material Variances	11

SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 AUGUST 2023

NATURE OR TYPE DESCRIPTIONS

REVENUE

RATES
All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS
Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

PROFIT ON ASSET DISPOSAL
Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

FEES AND CHARGEES
Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

SERVICE CHARGES
Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

INTEREST EARNINGS
Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

OTHER REVENUE / INCOME
Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

EXPENSES

EMPLOYEE COSTS
All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

MATERIALS AND CONTRACTS
All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

UTILITIES (GAS, ELECTRICITY, WATER, ETC.)
Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

INSURANCE
All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

LOSS ON ASSET DISPOSAL
Loss on the disposal of fixed assets.

DEPRECIATION ON NON-CURRENT ASSETS
Depreciation expense raised on all classes of assets.

INTEREST EXPENSES
Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

OTHER EXPENDITURE
Statutory fees, taxes, provision for bad debts, member's fees or State taxes. Donations and subsidies made to community groups.

SHIRE OF IRWIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 AUGUST 2023

BY NATURE OR TYPE

	Note	Adopted Annual Budget	Revised Annual Budget (d)	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		$	$	$	$	$	%		
Opening Funding Surplus (Deficit)	1	973,616	865,399	865,399	**865,399**	0	0%		
Revenue from operating activities									
Rates	6	6,338,638	6,338,638	6,309,898	**6,318,560**	8,662	0%	▲	
Operating Grants, Subsidies and Contributions	12	602,978	602,978	113,087	**111,761**	(1,326)	(1%)	▼	
Fees and Charges		2,541,697	2,541,697	1,056,779	**1,055,263**	(1,516)	(0%)	▼	
Service Charges		0	0	0	**0**	0			
Interest Earnings		211,311	211,311	27,474	**28,642**	1,168	4%	▲	
Other Revenue		527,100	527,100	15,910	**21,566**	5,656	36%	▲	S
Profit on Disposal of Assets	7	114,707	114,706	5,508	**0**	(5,508)	(100%)	▼	
Gain FV Valuation of Assets		0	0	0	**0**	0			
		10,336,431	**10,336,430**	**7,528,656**	**7,535,792**				
Expenditure from operating activities									
Employee Costs		(3,706,031)	(3,706,031)	(592,915)	**(683,450)**	(90,535)	(15%)	▼	S
Materials and Contracts		(3,689,148)	(3,689,148)	(599,433)	**(387,671)**	211,762	35%	▲	S
Utility Charges		(501,047)	(501,047)	(82,079)	**(72,481)**	9,598	12%	▲	S
Depreciation on Non-Current Assets		(4,518,458)	(4,518,458)	(753,052)	**0**	753,052	100%	▲	S
Interest Expenses		(278,367)	(278,367)	(11,461)	**(1,412)**	10,049	88%	▲	S
Insurance Expenses		(266,279)	(266,279)	(69,834)	**(27,580)**	42,254	61%	▲	S
Other Expenditure		(211,016)	(211,016)	(11,442)	**(4,195)**	7,247	63%	▲	
Loss on Disposal of Assets	7	0	0	0	**0**	0			
Loss FV Valuation of Assets		0	0	0	**0**	0			
		(13,170,345)	**(13,170,345)**	**(2,120,216)**	**(1,176,790)**				
Operating activities excluded from budget									
Add back Depreciation		4,518,458	4,518,458	753,052	**0**	(753,052)	(100%)	▼	S
Adjust (Profit)/Loss on Asset Disposal	7	(114,707)	(114,706)	(5,508)	**0**	5,508	100%	▲	
Movement in Leave Reserve (Added Back)		4,769	4,769	1,200	**1,252**	52	4%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0**	0			
Movement in Employee Benefit Provisions		0	0	0	**0**	0			
Rounding Adjustments		0	0	0	**0**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0**	0			
Loss on Asset Revaluation		0	0	0	**0**	0			
Adjustment in Fixed Assets		0	0	0	**0**	0			
Amount attributable to operating activities		**1,574,606**	**1,574,606**	**6,157,184**	**6,360,255**				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	7,247,034	7,247,034	58,218	**0**	(58,218)	(100%)	▼	S
Proceeds from Disposal of Assets	7	2,209,126	2,209,126	0	**0**	0			
Land Held for Resale	8	0	0	0	**0**	0			
Land and Buildings	8	(382,690)	(382,690)	(63,754)	**(14,691)**	49,063	77%	▲	S
Plant and Equipment	8	(2,017,500)	(2,017,500)	(52,726)	**(74,995)**	(22,269)	(42%)	▼	S
Furniture and Equipment	8	(60,000)	(60,000)	(9,994)	**(4,990)**	5,004	50%	▲	
Infrastructure Assets - Roads	8	(2,531,040)	(2,531,040)	(375,102)	**(100,457)**	274,645	73%	▲	S
Infrastructure Assets - Drainage	8	0	0	0	**0**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0**	0			
Infrastructure Assets - Other	8	(5,985,564)	(5,985,564)	(116,281)	**(87,625)**	28,656	25%	▲	S
Amount attributable to investing activities		**(1,520,634)**	**(1,520,634)**	**(559,639)**	**(282,757)**				
Financing Activities									
Proceeds from New Debentures		1,029,000	1,029,000	0	**0**	0			
Repayment of Debentures	9	(720,751)	(720,751)	(22,424)	**(21,810)**	614	3%	▲	
Repayment of Lease Financing	9	(32,860)	(32,860)	(5,474)	**(1,771)**	3,703	68%	▲	
Advances to Community Groups		(100,000)	(100,000)	0	**0**	0			
Proceeds from Advances		0	0	0	**0**	0			
Self-Supporting Loan Principal	9	57,539	57,539	0	**0**	0			
Transfer to Restricted Cash - Other		0	0	0	**0**	0			
Transfer from Restricted Cash - Other		17,285	17,285	0	**0**	0			
Transfer from Reserves	10	799,066	799,066	0	**0**	0			
Transfer to Reserves	10	(2,076,317)	(2,076,317)	0	**(11,983)**	(11,983)	100%	▲	
Amount attributable to financing activities		**(1,027,038)**	**(1,027,038)**	**(27,898)**	**(35,563)**				
Closing Funding Surplus (Deficit)	1	**549**	**(107,668)**	**6,435,046**	**6,907,333**				

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.
Refer to Note 15 for an explanation of the reasons for the variance.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

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

SHIRE OF IRWIN
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 AUGUST 2023

	30 June 2023	31 August 2023
	$	$
CURRENT ASSETS		
Cash and cash equivalents	3,685,139	4,381,528
Trade and other receivables	920,959	6,557,345
Other financial assets	34,193	34,193
Inventories	32,618	32,618
TOTAL CURRENT ASSETS	4,677,424	11,005,684
NON-CURRENT ASSETS		
Trade and other receivables	43,472	43,472
Other financial assets	312,266	312,266
Property, plant and equipment	41,635,542	41,730,218
Infrastructure	65,760,799	65,948,881
Right-of-use assets	218,795	218,795
TOTAL NON-CURRENT ASSETS	107,970,874	108,253,632
TOTAL ASSETS	112,648,299	119,259,316
CURRENT LIABILITIES		
Trade and other payables	877,137	796,265
Other liabilities	546,405	902,871
Lease liabilities	32,860	31,090
Borrowings	576,842	555,032
Employee related provisions	547,240	547,240
TOTAL CURRENT LIABILITIES	2,580,484	2,832,498
NON-CURRENT LIABILITIES		
Lease liabilities	104,720	104,720
Borrowings	4,885,433	4,885,433
Employee related provisions	40,246	40,246
TOTAL NON-CURRENT LIABILITIES	5,030,399	5,030,399
TOTAL LIABILITIES	7,610,882	7,862,897
NET ASSETS	**105,037,417**	**111,396,419**
EQUITY		
Retained surplus	39,796,587	46,143,606
Reserve accounts	1,600,342	1,612,326
Revaluation surplus	63,640,487	63,640,487
TOTAL EQUITY	**105,037,417**	**111,396,419**

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

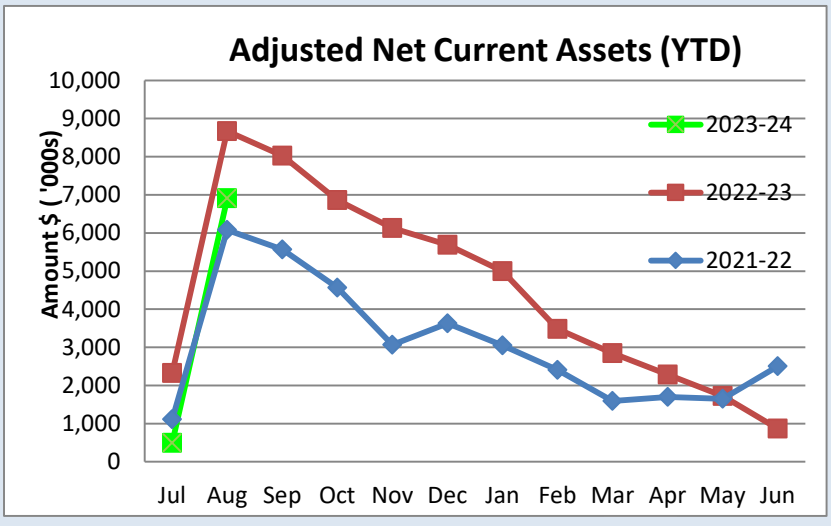
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2023	This Time Last Year 31/08/2022	Year to Date Actual 31/08/2023
		$	$	$
Current Assets				
Cash Unrestricted	2	1,474,777	2,111,763	2,056,531
Cash Restricted - Reserves	2	1,600,342	1,397,158	1,612,326
Cash Restricted - General	2	373,935	373,935	373,935
Cash Restricted - Bonds & Deposits	2	236,084	206,423	338,736
Receivables - Rates	3	330,450	7,148,951	6,293,791
Receivables - Other	3	629,218	326,027	297,748
Inventories	4	32,618	21,521	32,618
		4,677,424	11,585,779	11,005,684
Less: Current Liabilities				
Payables	5	(641,053)	(293,466)	(457,529)
Contract Liabilities	11	(515,074)	(621,340)	(871,540)
Financial Liabilities	5	(31,331)	(31,331)	(31,331)
Bonds & Deposits	14	(236,084)	(206,423)	(338,736)
Loan and Lease Liability	9	(609,702)	(553,985)	(586,122)
Provisions	11	(547,240)	(547,240)	(547,240)
		(2,580,484)	(2,253,785)	(2,832,498)
Less: Cash Reserves	10	(1,600,342)	(1,397,158)	(1,612,326)
Add Back: Component of Leave Liability not Required to be funded		167,227	220,701	168,479
Add Back: Loan and Lease Liability		609,702	553,985	586,122
Less : Loan Receivable - clubs/institutions		(34,193)	(37,930)	(34,193)
Less : Restricted Cash General	15	(373,935)	0	(373,935)
Net Current Funding Position		**865,399**	**8,671,592**	**6,907,333**

SIGNIFICANT ACCOUNTING POLICIES

Please see Note 1(a) for information on significant accounting polices relating to Net Current Assets.

KEY INFORMATION

The amount of the adjusted net current assets at the end of the period represents the actual surplus (or deficit if the figure is a negative) as presented on the Rate Setting Statement.



This Year YTD Surplus(Deficit)

$6.91 M

Last Year YTD Surplus(Deficit)

$8.67 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

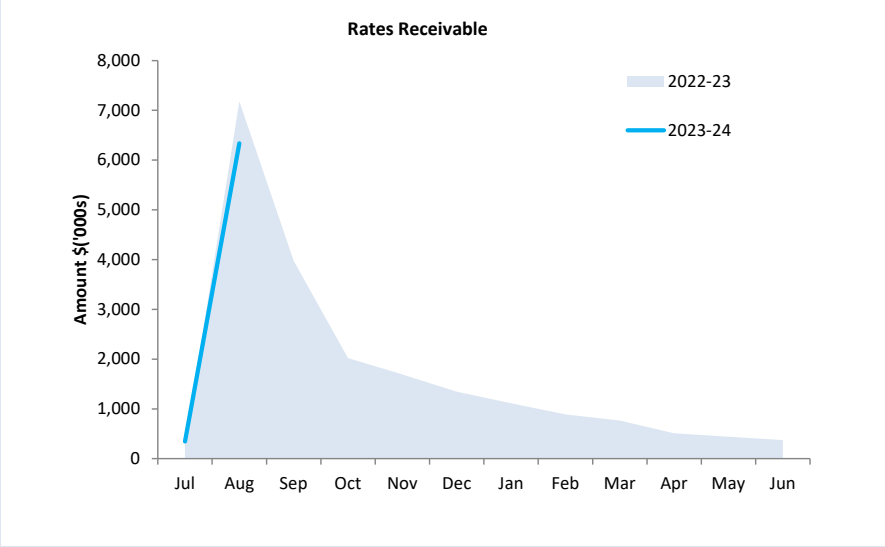
Receivables - Rates & Rubbish	30 June 2023	31 Aug 23
	$	$
Opening Arrears Previous Years	365,548	373,922
Levied this year	6,849,083	7,151,543
Less Collections to date	(6,840,709)	(1,188,202)
Equals Current Outstanding	373,922	6,337,263
Net Rates Collectable	**373,922**	**6,337,263**
% Collected	94.82%	15.79%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	11,054	250	160,929	94,244	266,477
Percentage	4%	0%	60%	35%	
Balance per Trial Balance					
Sundry Debtors					160,420
Receivables - Other					137,327
Total Receivables General Outstanding					**297,748**

Amounts shown above include GST (where applicable)

KEY INFORMATION

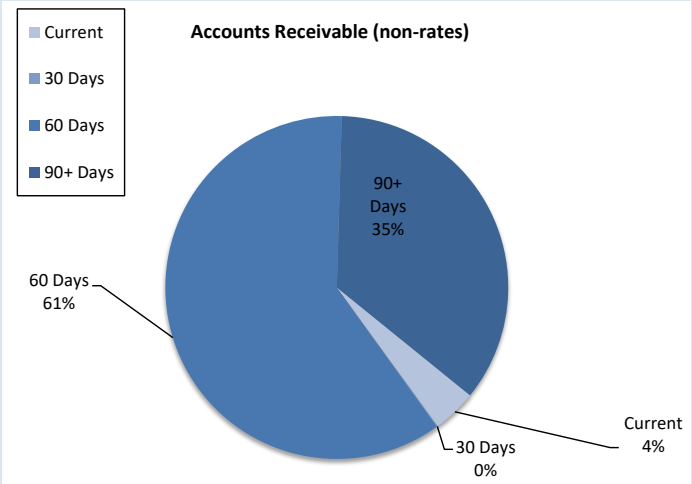
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.



Collected	Rates Due
16%	$6,337,263

SIGNIFICANT ACCOUNTING POLICIES

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.



Debtors Due
$297,748

Over 30 Days
96%

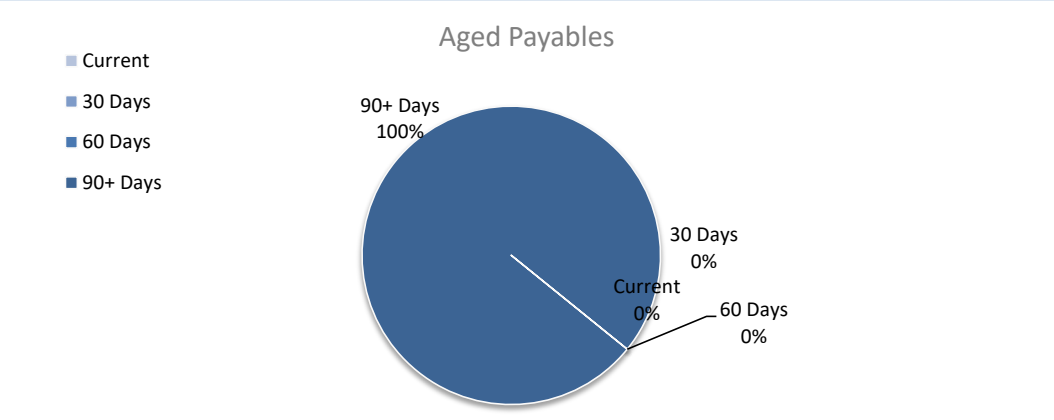
Over 90 Days
35%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	0	0	0	458	458
Percentage	0%	0%	0%	100%	
Balance per Trial Balance					
Sundry creditors - General					458
Other creditors					361,794
ATO liabilities					95,277
Financial liabilities (Developer Contributions)					31,331
Total Payables General Outstanding					**488,860**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

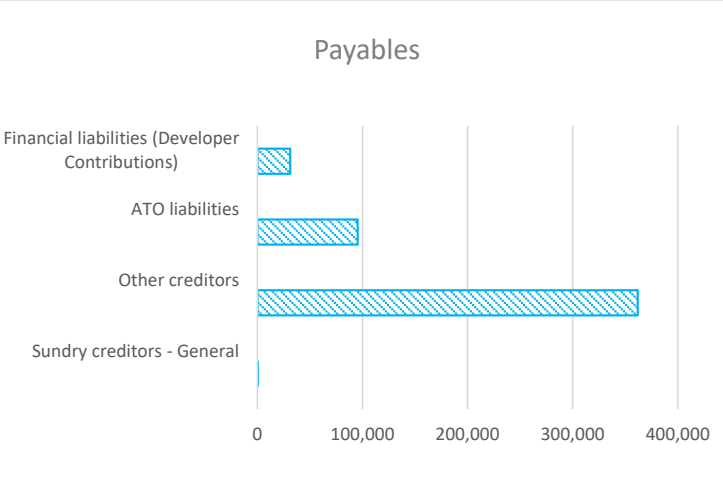
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

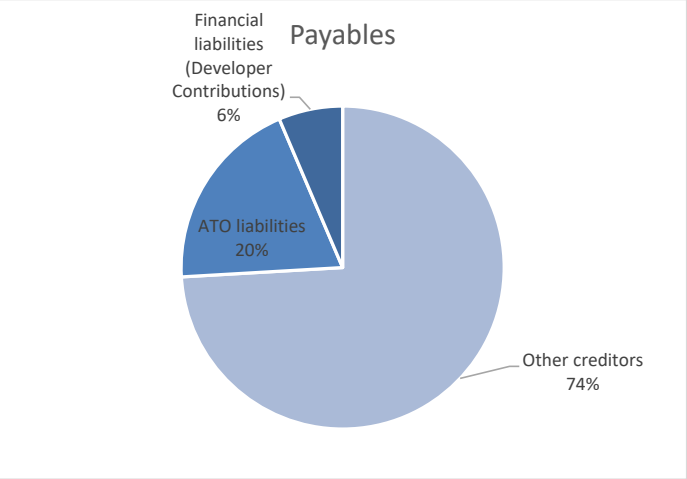


Creditors Due
$488,860

Over 30 Days
100%

Over 90 Days
100%





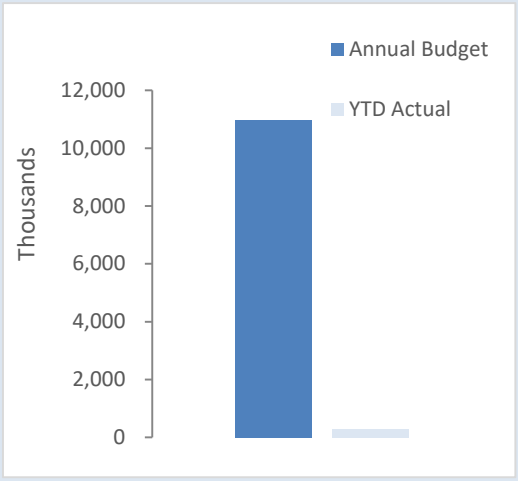
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Acquisitions	Adopted Annual Budget	YTD Budget	Amended Annual Budget	YTD Actual Total	YTD Budget Variance
	$	$	$	$	$
Land Held for Resale	0	0	0	**0**	0
Land and Buildings	382,690	63,754	382,690	**14,691**	(49,063)
Plant and Equipment	2,017,500	52,726	2,017,500	**74,995**	22,269
Furniture and Equipment	60,000	9,994	60,000	**4,990**	(5,004)
Infrastructure Assets - Roads	2,531,040	375,102	2,531,040	**100,457**	(274,645)
Infrastructure Assets - Drainage	0	0	0	**0**	0
Infrastructure Assets - Footpaths	0	0	0	**0**	0
Infrastructure Assets - Public Facilities	0	0	0	**0**	0
Infrastructure Assets - Other	5,985,564	116,281	5,985,564	**87,625**	(28,656)
Capital Expenditure Totals	10,976,794	617,857	10,976,794	**282,757**	(335,100)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	7,247,034	58,218	7,247,034	**0**	(58,218)
Borrowings	1,029,000	0	1,029,000	**0**	0
Other (Disposals & C/Fwd)	2,209,126	0	2,209,126	**0**	0
Council contribution - Cash Backed Reserves					
Various Reserves		0	0	**0**	0
Council contribution - operations		**559,639**	**491,634**	**282,757**	(276,882)
Capital Funding Total		**617,857**	**10,976,794**	**282,757**	**(335,100)**

SIGNIFICANT ACCOUNTING POLICIES

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

KEY INFORMATION



Acquisitions	Annual Budget	YTD Actual	% Spent
	$10.98 M	$.28 M	3%

Capital Grant	Annual Budget	YTD Actual	% Received
	$7.25 M	$. M	0%

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Level of completion indicator, please see table at the top of this note for further detail.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Recreation And Culture								
1.00	BOWLING CLUB ACCESSIBLE ABLUTIONS RENOVATIONS	2834	1311	CJ107	(14,690)	(14,690)	(2,446)	(14,691)	(12,245)
0.00	DONGARA PUBLIC TOWN HALL	2834	1311	CJ130	(240,000)	(240,000)	(39,984)	0	39,984
0.00	IRWIN REC CENTRE ROOF UPGRADE - PARTIALLY GRANT FUNDEI	2834	1311	CJ121	(70,000)	(70,000)	(11,662)	0	11,662
0.00	RSL - CAPITAL RENEWAL WORKS	2834	1311	CJ142	(8,000)	(8,000)	(1,332)	0	1,332
0.00	RUSS COTTAGE-ASBOSTOS REMOVAL	3344	1311	CJ141	(50,000)	(50,000)	(8,330)	0	8,330
	Total - Recreation And Culture				**(382,690)**	**(382,690)**	**(63,754)**	**(14,691)**	**49,063**
0.04	**Total - Buildings**				**(382,690)**	**(382,690)**	**(63,754)**	**(14,691)**	**49,063**
	Plant & Equipment								
	Fire Prevention								
0.00	NEW CESM VEHICLE	0784	1312	V951	(90,000)	(90,000)	0	0	0
0.00	PORTABLE VARIABLE MESSAGE BOARD	0784	1312	CJ156	(25,000)	(25,000)	0	0	0
0.00	STATIC VARIABLE MESSAGE BOARD UPGRADES	0784	1312	CJ157	(30,000)	(30,000)	0	0	0
	Total - Fire Prevention				**(145,000)**	**(145,000)**	**0**	**0**	**0**
	Health								
0.00	DOCTORS VEHICLES	4975	1312	V950	(82,000)	(82,000)	0	0	0
	Total - Health				**(82,000)**	**(82,000)**	**0**	**0**	**0**
	Recreation & Culture								
0.00	TORO Z MASTER MOWER	2844	1312	V868	(37,000)	(37,000)	0	0	0
0.00	OPERATIONAL TOOLS & EQUIPMENT	2865	1312	CJ28	(6,500)	(6,500)	(1,082)	0	1,082
0.00	GENERATOR - RECREATION CENTRE	2844	1312	CJ105	(45,000)	(45,000)	0	0	0
0.00	GROUNDMASTER MOWER ENC CAB	3534	1312	V888	(50,000)	(50,000)	(8,330)	0	8,330
	Total - Recreation & Culture				**(138,500)**	**(138,500)**	**(9,412)**	**0**	**9,412**
	Transport								
0.12	PRIME-MOVER & TWO TIPPERS	3534	1312	V850	(620,000)	(620,000)	0	(74,995)	(74,995)
0.00	RETICULATION TRAILER FIT OUT	3534	1312	V895	(10,000)	(10,000)	(1,666)	0	1,666
0.00	NEW ISUZU FTS 139-260	3534	1312	V884	(110,000)	(110,000)	(18,326)	0	18,326
0.00	NEW SIGN TRAILER	3534	1312	V886	(10,000)	(10,000)	(1,666)	0	1,666
0.00	TRUCK	3534	1312	V885	(70,000)	(70,000)	(11,662)	0	11,662
0.00	NEW HEAVY DUTY DROP DECK TRAILER	3534	1312	V866	(120,000)	(120,000)	0	0	0
0.00	NEW PLANT TRAILER FOR POSI TRACK	3534	1312	V887	(15,000)	(15,000)	(2,498)	0	2,498
0.00	UTE SUP ROADS	3534	1312	V870	(44,000)	(44,000)	0	0	0
0.00	UTE RURAL ROAD - MAINTENANCE	3584	1312	V889	(44,000)	(44,000)	0	0	0
0.00	PROJECTS SUPERVISOR	3584	1312	V890	(44,000)	(44,000)	0	0	0
0.00	VEHICLE - PATROL OFFICER	3584	1312	V891	(44,000)	(44,000)	0	0	0
0.00	NEW DEPOT POOL	3584	1312	V892	(44,000)	(44,000)	0	0	0
0.00	MANAGER VEHICLE	3584	1312	V893	(44,000)	(44,000)	0	0	0
0.00	NEW MANAGER VEHICLE	3584	1312	V894	(44,000)	(44,000)	0	0	0
0.00	EXCAVATOR AND TRAILER	3584	1312	V896	(30,000)	(30,000)	(4,998)	0	4,998
0.00	OPS MAINTENANCE SUPEVISOR VEHICLE	3584	1312	V898	(44,000)	(44,000)	0	0	0
	Total - Transport				**(1,337,000)**	**(1,337,000)**	**(40,816)**	**(74,995)**	**(34,179)**
0.04	**Total - Plant & Equipment**				**(1,702,500)**	**(1,702,500)**	**(50,228)**	**(74,995)**	**(24,767)**
	Furniture & Equipment								
	Recreation & Culture								
0.00	REC CENTRE CARPET	2824	1312	CJ133	(25,000)	(25,000)	(4,164)	0	4,164
	Total - Recreation & Culture				**(25,000)**	**(25,000)**	**(4,164)**	**0**	**4,164**
	Other Property & Services								
0.00	ERP SYSTEM IMPLEMENTATION	0264	1314	CJ145	(300,000)	(300,000)	0	0	0
0.14	INFORMATION TECHNOLOGY HARDWARE >$5K	0264	1314	CJ150	(35,000)	(35,000)	(5,830)	(4,990)	840
0.00	TOWN MAINTENANCE TRUCK TOOLS & EQUIPMENT	5201	1312	CJ53	(15,000)	(15,000)	(2,498)	0	2,498
	Total - Other Property & Services				**(350,000)**	**(350,000)**	**(8,328)**	**(4,990)**	**3,338**
0.01	**Total - Furniture & Equipment**				**(375,000)**	**(375,000)**	**(12,492)**	**(4,990)**	**7,502**
	Roads								
	Housing								
0.00	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	(30,150)	(30,150)	(5,022)	0	5,022
	Total - Housing				**(30,150)**	**(30,150)**	**(5,022)**	**0**	**5,022**
	Transport								
0.01	RURAL ROAD SHOULDER RECONSTRUCTION	6614	1317	CJ110	(148,698)	(148,698)	(14,864)	(1,778)	13,086
0.00	RURAL ROAD RESHEETING	6614	1317	CJ97	(74,086)	(74,086)	(7,406)	0	7,406
0.00	RRG GRANT - MT ADAMS ROAD - SLK 0.0 - SLK 12.0KM	6644	1317	CJ131	(449,763)	(449,763)	(74,926)	0	74,926
0.00	MOUNT HORNER WEST ROAD -SLK 0.00 - 0.000 8KM	6644	1317	CJ132	(182,708)	(182,708)	(30,436)	0	30,436
0.00	PIGGERY LANE -SLK 0.00 - 0.000 4KM	6644	1317	CJ135	(152,797)	(152,797)	(25,452)	0	25,452
0.01	VEGETATION PROGRAM	6644	1317	CJ136	(156,750)	(156,750)	(26,112)	(1,105)	25,007
1.52	RRG GRANT - MOUNT ADAMS ROAD (SLK 12.0 - 22.6)	6674	1317	CJ108	(27,761)	(27,761)	(2,774)	(42,208)	(39,434)
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6674	1317	CJ138	(463,000)	(463,000)	(46,300)	0	46,300
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6684	1317	CJ139	(347,500)	(347,500)	(34,750)	0	34,750
0.00	RRG GRANT - POINT LEANDER ASPHALT & INFRASTRUCTURE -SL	6684	1317	CJ140	(196,500)	(196,500)	(19,650)	0	19,650
0.00	BLENHEIM ROAD	6694	1317	CJ24	(85,859)	(85,859)	(51,514)	(60)	51,454
0.26	R2R - WATER SUPPLY ROAD -SLK 0.00 - 0.000 6KM	6754	1317	CJ134	(215,468)	(215,468)	(35,896)	(55,305)	(19,409)
	Total - Transport				**(2,500,890)**	**(2,500,890)**	**(370,080)**	**(100,457)**	**269,623**
0.04	**Total - Roads**				**(2,531,040)**	**(2,531,040)**	**(375,102)**	**(100,457)**	**274,645**

INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

Capital Expenditure Total
Level of Completion Indicators
0%
20%
40%
60%
80%
100%
Over 100%

Percentage YTD Actual to Annual Budget
Expenditure over budget highlighted in red.

Level of completion indicator, please see table at the top of this note for further detail.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Variance (Under)/Over
					$	$	$	$	$
	Infrastructure - Other								
	Housing								
0.00	THE VILLAGE - SOAKWELLS & DOWNPIPES	2585	1318	CJ46	(10,000)	(10,000)	(1,666)	0	1,666
0.00	TWO HENRY ROAD - LANDSCAPING	2585	1318	CJ113	(8,440)	(8,440)	(1,406)	0	1,406
	Total - Housing				**(18,440)**	**(18,440)**	**(3,072)**	**0**	**3,072**
	Community Amenities								
0.00	TRANSFER STATION CONCRETE BUND FOR OIL TANKS	1964	1318	CJ118	(34,000)	(34,000)	0	0	0
0.00	TRANSFER STATION CARPARK	1964	1318	CJ152	(36,560)	(36,560)	(6,090)	0	6,090
	Total - Community Amenities				**(70,560)**	**(70,560)**	**(6,090)**	**0**	**6,090**
	Recreation And Culture								
0.00	SURF BEACH STABILISATION	8054	1318	CJ87	(187,551)	(187,551)	(31,242)	0	31,242
0.65	BOAT RAMP DESIGN	8054	1318	CJ120	(88,876)	(88,876)	(53,325)	(57,345)	(4,020)
0.00	DONGARA ENTRY STATEMENTS - BRAND HIGHWAY	2864	1318	C481	(17,300)	(17,300)	(2,882)	0	2,882
0.00	GRANNY'S BEACH RETICULATION	2864	1318	CJ146	(5,000)	(5,000)	(832)	0	832
0.00	FORESHORE PLAYGROUND - CORE PRECINCT	2864	1318	CJ153	(700,000)	(700,000)	0	0	0
0.00	FORESHORE PAVILLION - CORE PRECINCT	2864	1318	CJ154	(700,000)	(700,000)	0	0	0
0.00	GOLF CLUB ENTRY STATEMENT	2864	1318	CJ123	(8,760)	(8,760)	(1,458)	0	1,458
0.00	TREE PLANTING	2864	1318	CJ49	(12,000)	(12,000)	(1,998)	0	1,998
	Total - Recreation And Culture				**(1,719,487)**	**(1,719,487)**	**(91,737)**	**(57,345)**	**34,392**
	Transport								
0.02	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	(56,360)	(56,360)	(9,388)	(868)	8,520
0.00	BLENHEIM ROAD LANDSCAPING	6794	1318	CJ147	(15,000)	(15,000)	(2,498)	0	2,498
0.00	SIGNAGE RENEWAL - TOWN & RURAL	6794	1318	CJ111	(5,000)	(5,000)	(832)	0	832
0.00	TECHNICAL STUDIES - INFRASTRUCTURE RENEWAL	6794	1318	CJ112	(16,000)	(16,000)	(2,664)	0	2,664
0.00	MILO CROSSING UPGRADE	6794	1318	CJ124	(4,000,000)	(4,000,000)	0	0	0
	Total - Transport				**(4,092,360)**	**(4,092,360)**	**(15,382)**	**(868)**	**14,514**
	Economic Services								
0.35	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	(84,717)	(84,717)	0	(29,412)	(29,412)
	Total - Economic Services				**(84,717)**	**(84,717)**	**0**	**(29,412)**	**(29,412)**
0.01	**Total - Infrastructure - Other**				**(5,985,564)**	**(5,985,564)**	**(116,281)**	**(87,625)**	**28,656**
0.03	**Grand Total**				**(10,976,794)**	**(10,976,794)**	**(617,857)**	**(282,757)**	**335,100**

NOTE 15
EXPLANATION OF SIGNIFICANT VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date budget materially.
The material variance adopted by Council for the 2023/24 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Reporting Nature or Type	**Var. $**	**Var. %**	**Var. pq**	**Significant Var. S**	**Timing/ Permanent**	**Explanation of Variance**
Expenditure from operating activities						
Employee Costs	(90,535)	(15%)	▼	S	Timing	This is a timing difference and actual expenses should align to budget by the end of the financial year.
Materials and Contracts	211,762	35%	▲	S	Timing	Timing of purchases
Depreciation on Non-Current Assets	753,052	100%	▲	S	Timing	Awaiting finalisation of 2022/23 Annuals
Interest Expenses	10,049	88%	▲	S	Timing	Interest Expenses will align to budget once Interest Expenses are recognised.
Insurance Expenses	42,254	61%	▲	S	Timing	Timing of Instalments
Investing Activities						
Non-operating Grants, Subsidies and Contributions	(58,218)	(100%)	▼	S	Timing	Road grants received will be recognised as income, in line with progress of construction works.
Land and Buildings	49,063	77%	▲	S	Timing	Timing of construction works
Plant and Equipment	(22,269)	(42%)	▼	S	Timing	Timing of purchases
Infrastructure Assets - Roads	274,645	73%	▲	S	Timing	Timing of construction works
Financing Actvities						
Transfer to Reserves	(11,983)	(100%)	▼	S	Timing	Timing of transfer to reserves

ATTACHMENT 1: CEO01-09/23

IT Disaster Recovery Plan

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

I.T. Disaster Recovery Plan

July 2023

Table of Contents

1.0 Activate This Plan 3
1.1 Authority to Activate this Plan
2.0 Overview and Scope 4
2.1 Overview
2.2 Aim
2.3 Objectives
2.4 Recovery Time Requirements
2.5 Scope of Recovery
3.0 Organisation 8
3.1 The Crisis Management Team
3.2 The Management Team
3.3 The Recovery Team
3.4 The Facility Team
4.0 Roles and Responsibilities 12
4.1 Management Team
4.2 Recovery Team
4.3 Facility Team
5.0 Processes 15
5.1 Recovery Strategy
5.2 Business Resumption
5.3 Business Resumption Process
5.4 Debriefing
5.5 Maintain IT DR Plan Documentation
5.6 Command Centre Operations
..... 20
6.0 Procedures 21
6.1 Management Team
6.2 Facility Team
6.3 Recovery Team
Appendix A – Contact List 27
Appendix B – System Recovery Requirements 29
Appendix C – Command Centre Details 30
Appendix D – IT Recovery Procedures 34
Appendix E – Current Recovery Procedure / Policies 36
Appendix F – Event Log 37
Appendix G - Additional Information / Comments 38
Glossary 39

1.0 Activate This Plan

To activate this plan in the event of a real disaster, turn to PART SIX (Procedures)

1.1 Authority to Activate this Plan

The Chief Executive Officer has the exclusive authority to activate this plan by process of declaring a disaster. If this person is unavailable, the CESM may also declare a disaster.

2.0 Overview and Scope

2.1 Overview

A disaster is an event that significantly reduces the ability for Shire of Irwin to provide normal services to its clients. Typically, an outage to the core IT systems of Shire of Irwin exceeding 24 hours is deemed to be a disaster.

This plan details the communications structure, roles and responsibilities of the Crisis Management Team (CMT).

The CMT is responsible for managing the rapid and orderly resumption of core systems to Shire of Irwin in the event of a disaster. Consequently, the members of the CMT must have the appropriate authority and skills to accomplish their assigned tasks.

IT hardware and software problems, while they might in some instances be significant, will be resolved through normal problem resolution methods. The typical disaster involves an unscheduled event that causes the primary site to be inaccessible for an indefinite period of time. A disaster declaration begins the formal disaster recovery process outlined in this document.

2.2 Aim

The aim of this plan is to set out the mitigation, preparation, warning, response and business continuity arrangements for the core IT systems of Shire of Irwin which are supported by DC Two at 27 Aspiration Cct, Bibra Lake WA 6163.

As described in section 5.3, continual review and change of this plan will occur annually – or with significant business change - with the aim of improving existing resilience against damage to the business in the event of an actual disaster or outage.

2.3 Objectives

The objective is to provide restoration and continuation of the core IT systems for Shire of Irwin when a disaster occurs. This is accomplished by developing and maintaining a detailed Disaster Recovery Plan (DRP) that will organize and govern a disaster recovery operation. The DRP must:

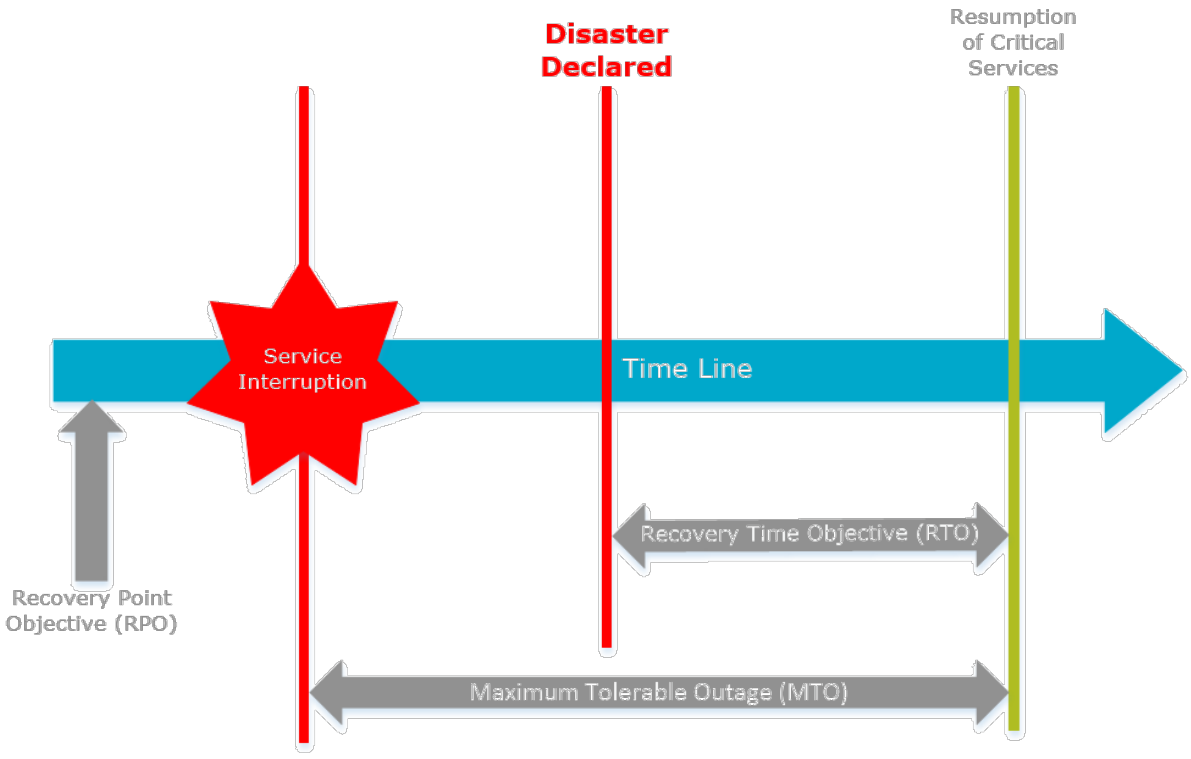
- Provide the information and procedures necessary to;
    - respond to an occurrence,
    - notify personnel,
    - assemble recovery teams,
    - recover data, and,
    - resume processing at the current or alternate site as soon as possible after a disaster has been declared.
- Create a disaster recovery structure strong enough to provide guidance to all interrelated groups, yet flexible enough to allow Shire of Irwin staff and teams to respond to whatever type of disaster may occur,
- Identify those activities necessary to resume full services at the reconstructed disaster site or new permanent facility,
- Establish a return to a “business as usual” environment.

NOTE: Availability of backup data is critical to the success of disaster recovery. Backup and restore processes that include scheduling data management, off-site storage and data restorations are day-to-day processes covered in operating procedures manuals. Good practices are assumed, as are the availability of backup media that can be readily restored.

2.4 Recovery Time Requirements

The following requirements are a result of the Business Impact Analysis (BIA) process, which forms part of the Shire of Irwin business continuity program.

- **Maximum Tolerable Outage (MTO).** The maximum tolerable outage is the amount of time Shire of Irwin critical business functions may be unavailable before Shire of Irwin business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery completion (as described in Section 5.1).
- **Recovery Time Objective (RTO)**. The Recovery Time Objective is the time taken to recover the in-scope services for Shire of Irwin from disaster declaration to the point where the recovered infrastructure is handed over to Shire of Irwin business as usual.
- **Recovery Point Objective (RPO)**. The recovery point objective is the worst data loss that Shire of Irwin is willing to accept. In other words, this is the point from which recovery of lost data must take place.



2.5 Scope of Recovery

This plan is devised to address a significant outage of the core IT infrastructure at Shire of Irwin and will therefore only cover Information Technology and Telecommunication (IT&T) Services.

2.5.1 Exclusions

- This DRP does not address the recovery of non-IT related Shire of Irwin business operations during a disaster, such as manual fallback procedures, and/or resynchronization of business processes. Responsibility for this resides within the relevant groups within Shire of Irwin.
- Any development or test environments.
- Any disaster affecting a greater area than the Shire of Irwin office location.
- All standard exclusions, such as Core Application maintenance & telecommunication maintenance.
- While ordering stock to aid in recovery is the responsibility of Dell & JB Hi Fi, there may be delays in shipping and delivery that are uncontrollable.

2.5.2 Recovery Validation

- Post-recovery, system health checks are performed by ICT Supervisor.
- Validation checks are performed by ICT Supervisor.

2.5.3 General Exclusions

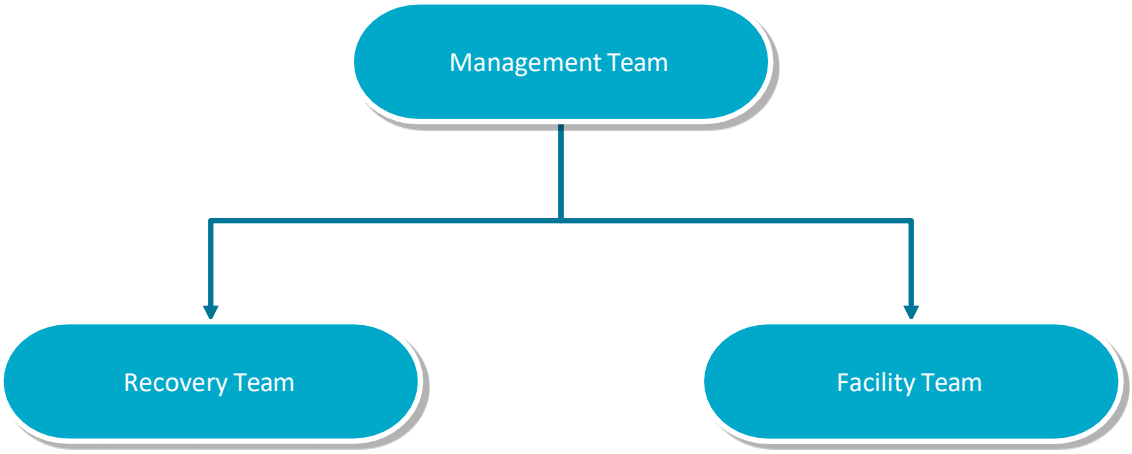
- A disaster of such magnitude that there are not enough personnel to resource the recovery in order to meet Shire of Irwin objectives.

3.0 Organisation

3.1 The Crisis Management Team

The Crisis Management Team ("CMT") includes 2 sub-teams responsible for the successful execution of the IT DR Plan. These teams are:

- **The Management Team –** responsible for managing the recovery, and communicating with vendors, key clients, stakeholders and Shire of Irwin senior management. This team is also responsible for the on- going recovery program and for keeping this plan current during a disaster.
- **The Recovery Team –** Responsible for restoring computing services at alternate facilities. The Recovery Team will also restore computing service at the restored original facilities, if available.
- **The Facility Team –** responsible for damage assessment, damage mitigation, salvage, and the physical restoration of the office environment.

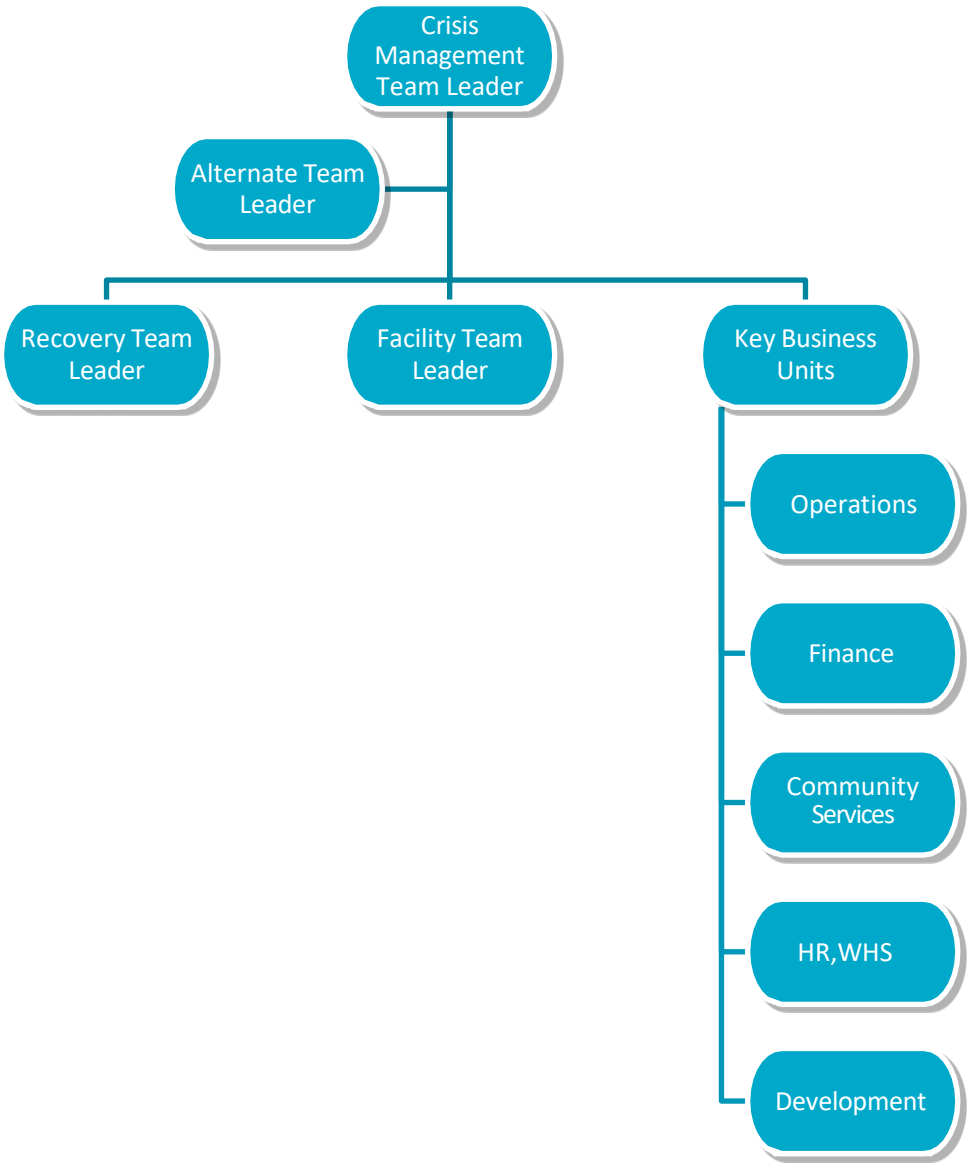


3.2 The Management Team

The Management Team is responsible for deciding on the course of action and coordinating all activities during the recovery period. The table below shows the kinds of skills and authority levels needed for Management Team membership.

Use this table to determine team membership assignments. One person could have more than one of the responsibilities. For example, the Management Team Leader often has authority for public relations and financial authority.

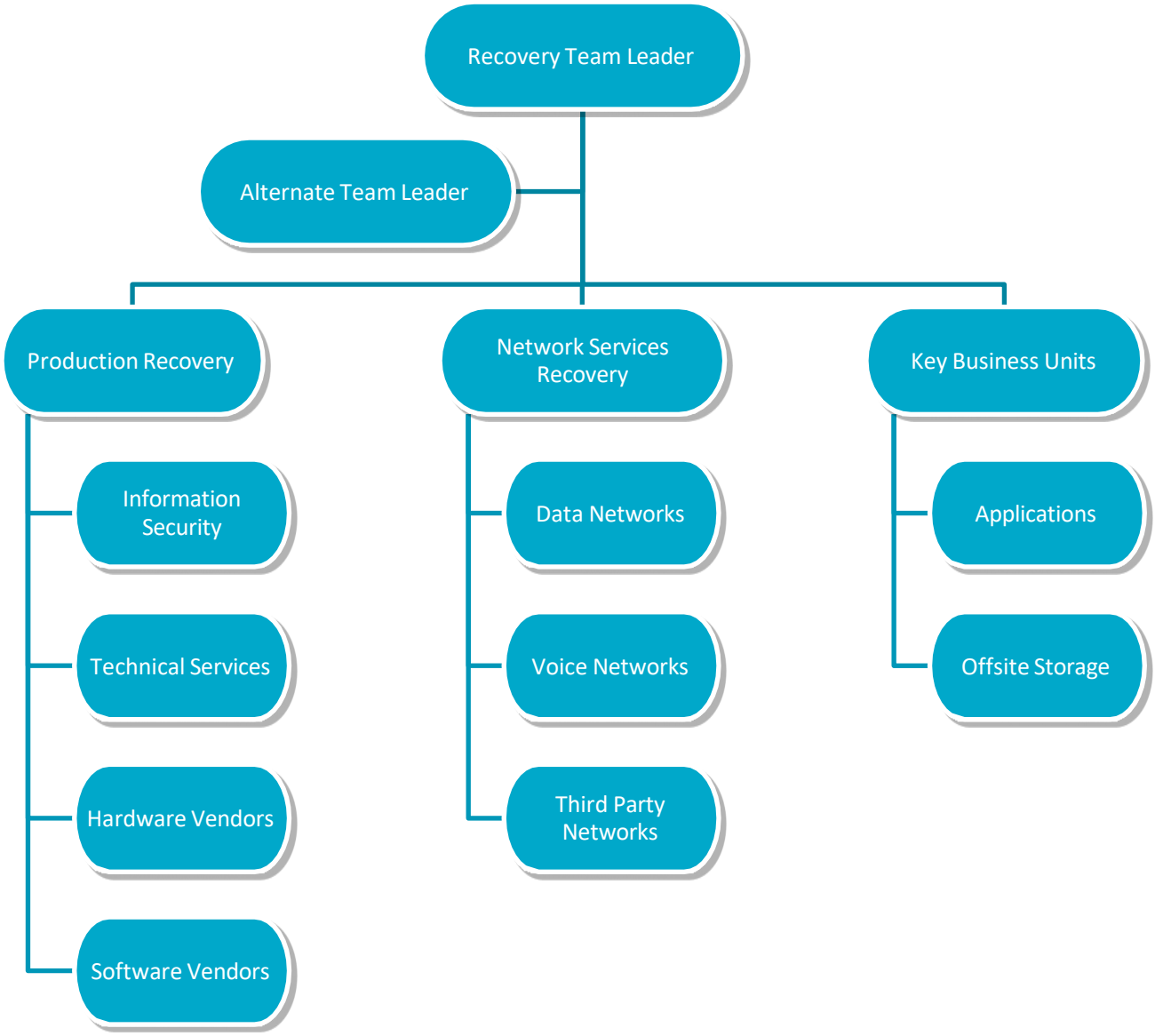
Refer to Section 4.1 for details on Management Team members, roles and responsibilities.



3.3 The Recovery Team

The purpose of the Recovery Team is to establish operations at an alternate-processing site or restore services at the disaster site.

Refer to Section 4.2 for details on Recovery Team members, roles and responsibilities.

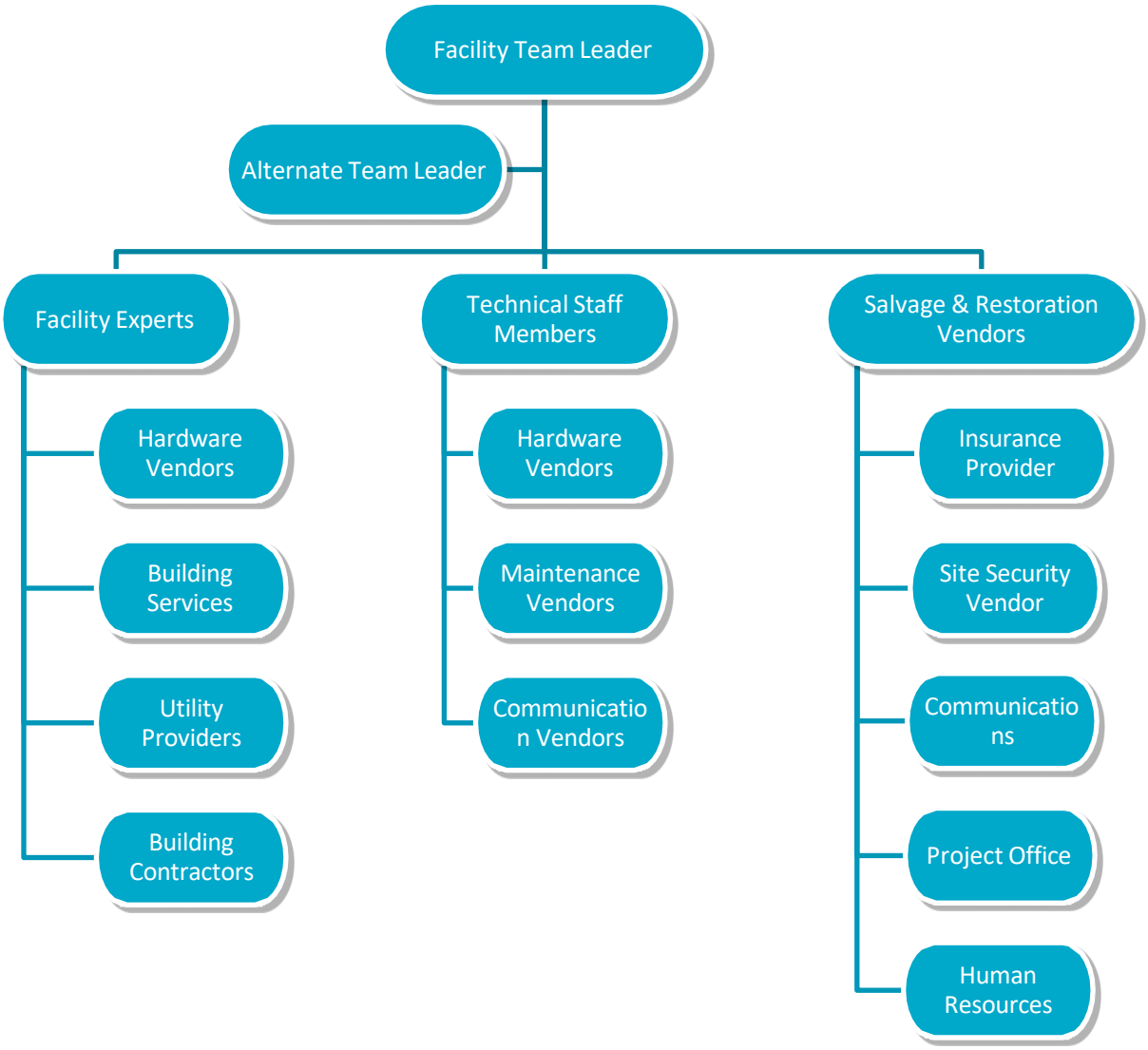


3.4 The Facility Team

The purpose of this team is to secure, salvage, and restore the Shire of Irwin office location to operational status as quickly as possible. The team may also be needed to prepare an alternate facility for occupation. The skills required of team members include knowledge of computing and network hardware. The Facility Team leader is also a member of the management team. The table below shows the kind of skills and authority levels needed for Facility Team membership.

The Facilities Team is tasked with conducting an in-depth damage assessment with recommendations to management on required repair or restoration activities. Concurrent with performing their evaluation procedures, members are responsible for initiating and monitoring recovery tasks assigned to their functional areas. Each team has its own chapter of detailed instructions later in this plan.

Refer to Section 4.3 for details on Facility Team members, roles and responsibilities.



4.0 Roles and Responsibilities

4.1 Management Team

Management Team membership, roles and responsibilities are summarised in the table below.

Team Member	Role/Responsibility
Crisis Management Team Leader	Senior manager to oversee recovery. Authority to declare a disaster.
Alternate Mgmt. Team Leader	Full authority to act if Team Leader is not available.
Facility Team Leader	Oversee facility, security, damage assessment, salvage and reconstruction.
Recovery Team Leader	Knowledge of computer operations, systems & networks.
Manager, Communications	Authority to speak for the organisation.
Corporate Legal	Ability and authority to make legal/contractual decisions.
Manager, Human Resources	Knowledge and authority to make Human Resources decisions.
Manager, Finance	Authority to spend the amounts required to fund recovery in the first days.

4.2 Recovery Team

Recovery Team membership, roles and responsibilities are summarised in the table below.

Team Member	Role/Responsibility
Recovery Team Leader	Internal IT resources knowledgeable of computer operations, systems, etc. • Request/Retrieve the off-site backup data – as described in APPENDIX D. • Establish the command centre, as described in section 5.6 • Advise the alternate site of a disaster alert prior to a disaster being declared. • Advise the alternate site of a declared disaster. • Advise the alternate site of a stand down from alert if recovery is not to be affected at the site or the disaster is not declared. • Liaise with alternate site management and personnel.
Alternate Team Leader	Full authority to act if Team Leader is not available.
Production Operations Recovery:	Restore IT operations, print services and IT security services.
Network Services Recovery - Data: **Network Services Recovery - Voice:**	Aid in the recovery of voice and data network infrastructure. Includes recovery of hardware components, connectivity to the recovery site and recovery of critical network software. Liaison with relevant telephony vendor(s).
Server Recovery:	Aid in the recovery of critical servers and applications. Liaison with relevant application vendor(s).

4.3 Facility Team

Facility Team membership, roles and responsibilities are summarised in the table below.

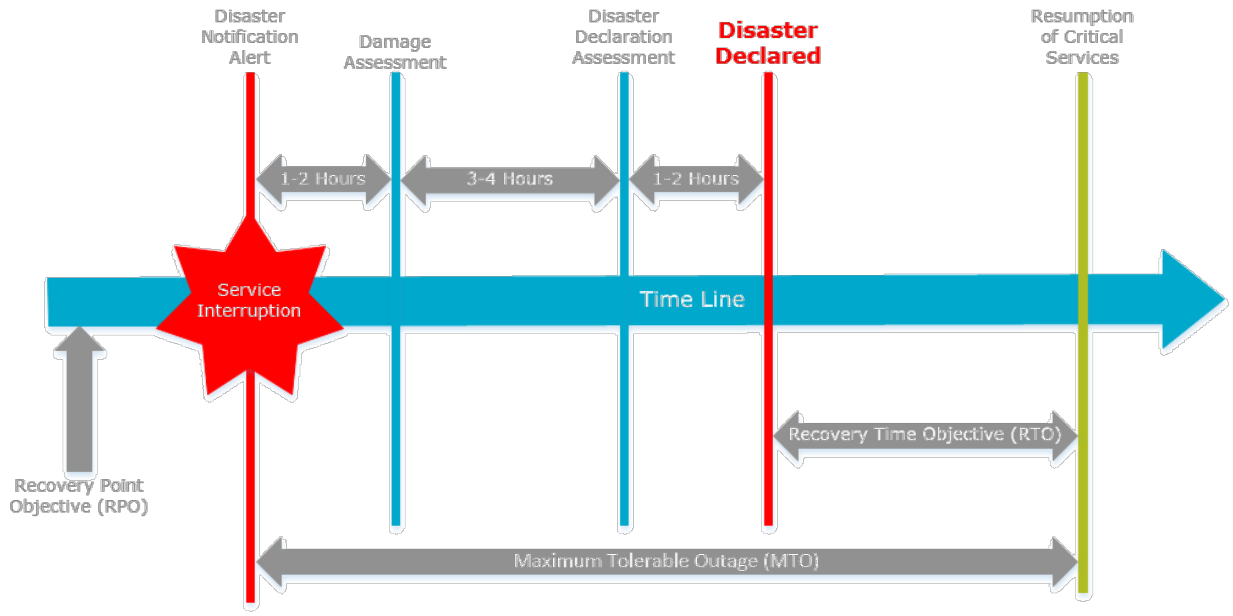
Team Member	Role/Responsibility
Facility Team Leader	Authority and knowledge to deal with damage assessment, damage mitigation, salvage, restoration, alternate site installation, etc.
Alt. Facility Team Leader	Authority and knowledge to act in place of the team leader.
Hardware Experts:	As required, depending upon the situation. Liaison with 3rd party hardware vendors.
Technical Staff Members:	Will be sourced from the DC Two personnel pool to assist with salvage, restoration, etc.

5.0 Processes

5.1 Recovery Strategy

Following the occurrence of a suspected disaster, there are **three** processes that will take place prior to the activation of the actual recovery process:

- **Disaster Alert Notification –** to notify CMT members, recovery teams, and the offsite media storage provider (DC Two) that a disaster may have occurred or is evolving.
- **Damage Assessment –** to ascertain whether a disaster has occurred, assess the extent of the damage and to assemble the recovery teams if necessary.
- **Disaster Declaration Assessment –** to ascertain if the predetermined MTO is likely to be compromised and that invoking the IT DR Plan and its associated procedures is necessary.



If there is a major incident where the damage is not widespread and Shire of Irwin is not seriously affected, it may not be obvious to the person(s) who detected such an incident whether it constitutes a disaster, especially when the damage is confined and local. Where possible, it is expected that the usual problem management procedures be followed in dealing with such incidents.

5.2 Business Resumption

This section provides the approach to restoring the Shire of Irwin disaster site or establishing a new office location. The extent and timing of the recovery activities will vary depending upon the nature of the disaster. These activities will need to be coordinated and planned as a parallel stream to establish stable production operations at the recovery site. Detailed activities are contained in the Procedures section of this document.

The decision concerning the approach to re-establishing the Shire of Irwin site and secondary sites should be made as soon as practically possible after a disaster occurs. This allows all the affected areas to adapt their procedures and staffing according to the expected length of the outage. The alternatives to be considered are:

1. The Shire of Irwin office location is to be restored to original operating status. This will require the establishment of new technical infrastructure according to current requirements and specifications.

2. The Shire of Irwin office location is to be upgraded to preferred level of operating status. This will require:

- establishment of new technical infrastructure according to revised requirements
- establishment of new facilities and services according to revised requirements.

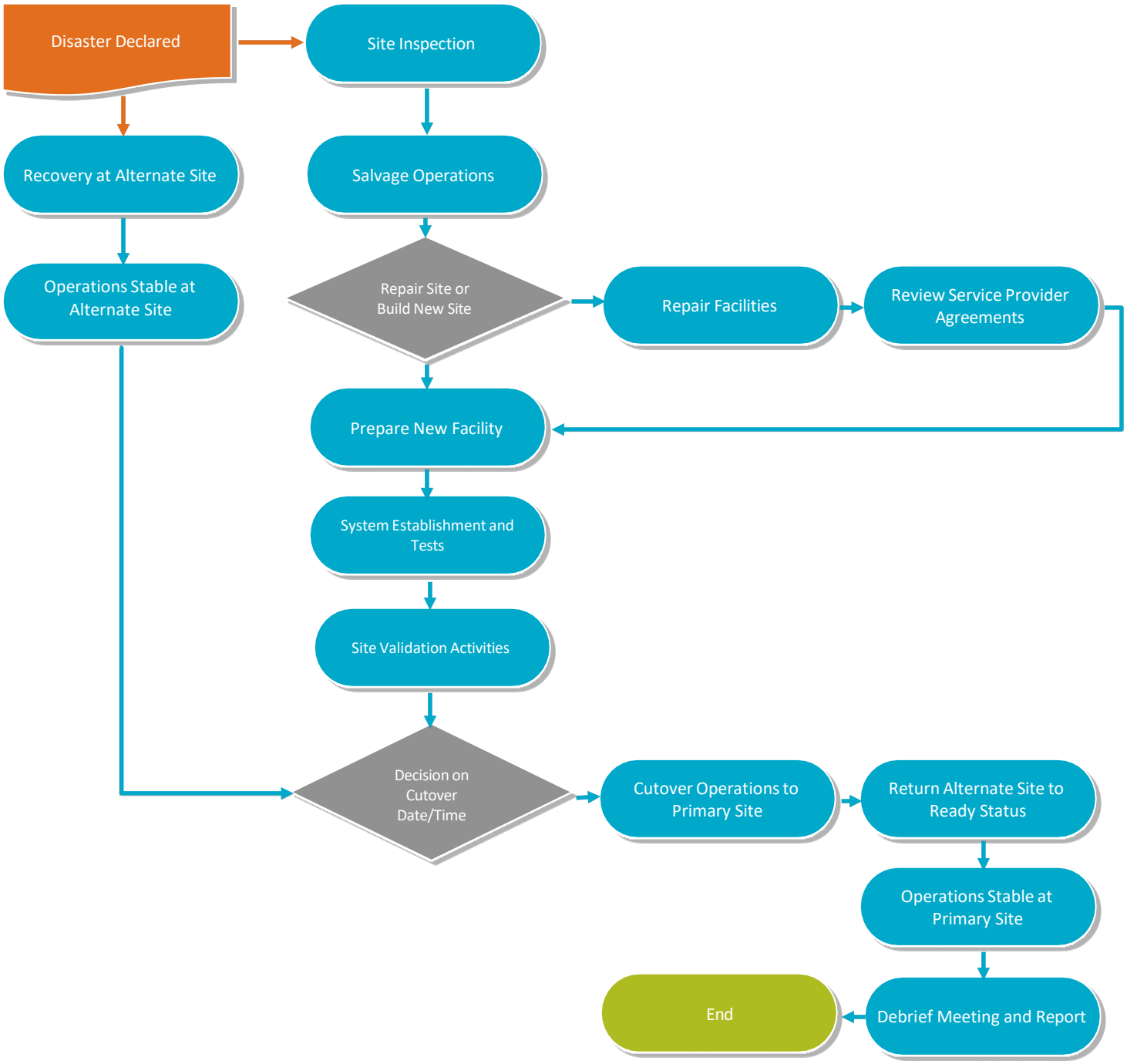
3. A new office location is chosen. This will require:

- assessment and risk analysis of the new site for suitability
- new arrangements with DC Two to be established (i.e., for off-site data collections and deliveries)
- establishment of new technical infrastructure according to current requirements and specifications.

4. The secondary site is to become the new production site. This will require:

- assessment and risk analysis of the new site for suitability
- a new secondary site to be established
- communications, floor space and other facilities to be upgraded to be commensurate with the original production site
- establishment of new technical infrastructure according to current requirements and specifications.
- new arrangements with DC Two to be established (e.g., for off-site data collections and deliveries)

5.3 Business Resumption Process



5.4 Debriefing

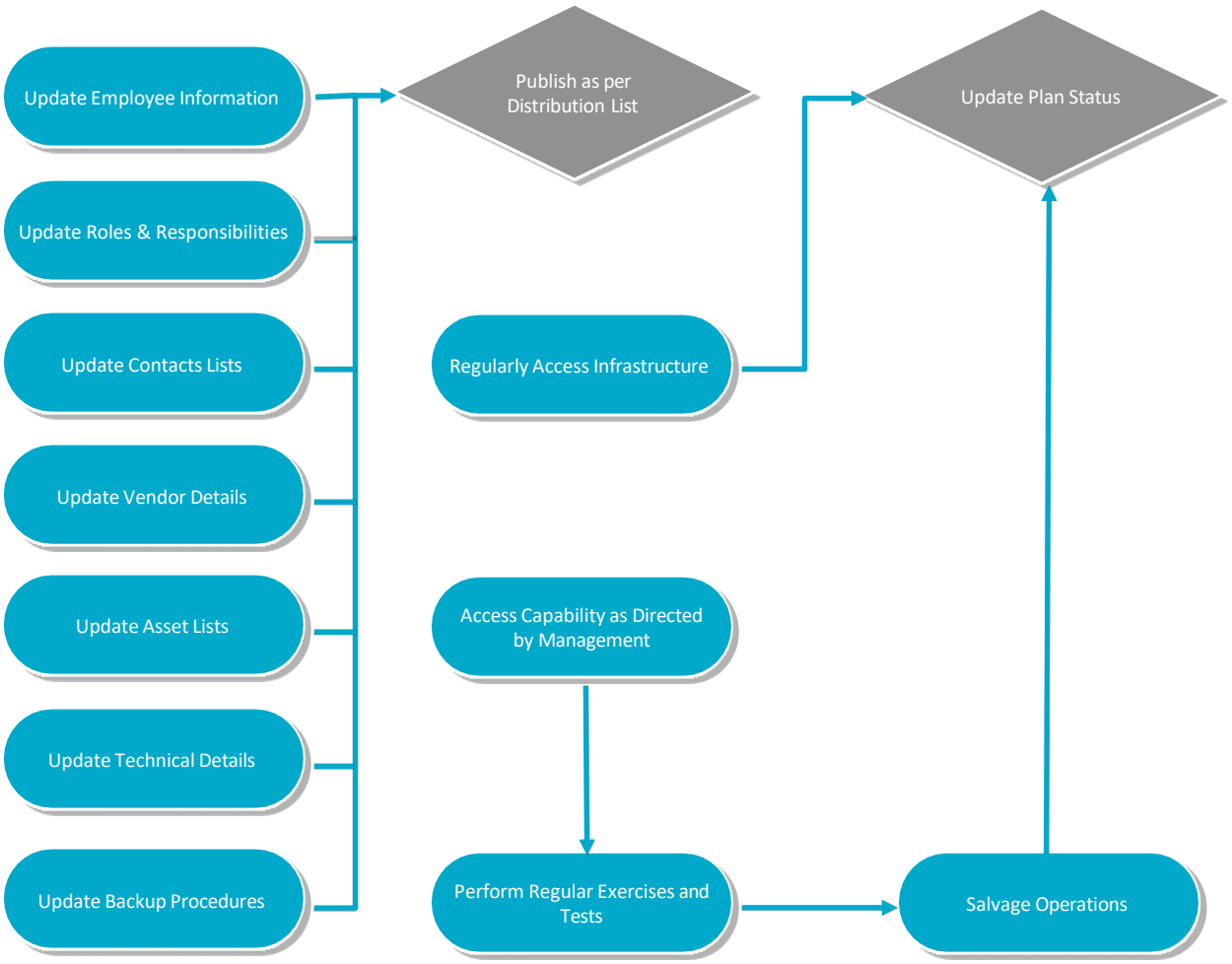
Prior to closure of a disastrous situation and standing down of the Crisis Management Teams, a debriefing of all participants should be conducted. A debriefing will ensure that:

- all required recovery and normal business resumption tasks have been performed
- ongoing system, business and client impacts are being addressed
- Shire of Irwin can ascertain and understand the cause, nature and impact of the disaster on the organisation
- financial impacts are clearly identified and documented for insurance claims
- lessons learned are clearly identified and incorporated into a knowledge database for future IT DR Plan development and disaster management
- deficiencies in the current process are clearly identified in way that projects can be established to rectify them or mitigate them.

A report should be produced covering the above mentioned aspects. This should be contained in a central knowledge register with lessons learned incorporated into new IT DR Plans.

5.5 Maintain IT DR Plan Documentation

The IT DR Plan will be updated annually, or when significant business change occurs, and should be maintained as illustrated in the chart below.

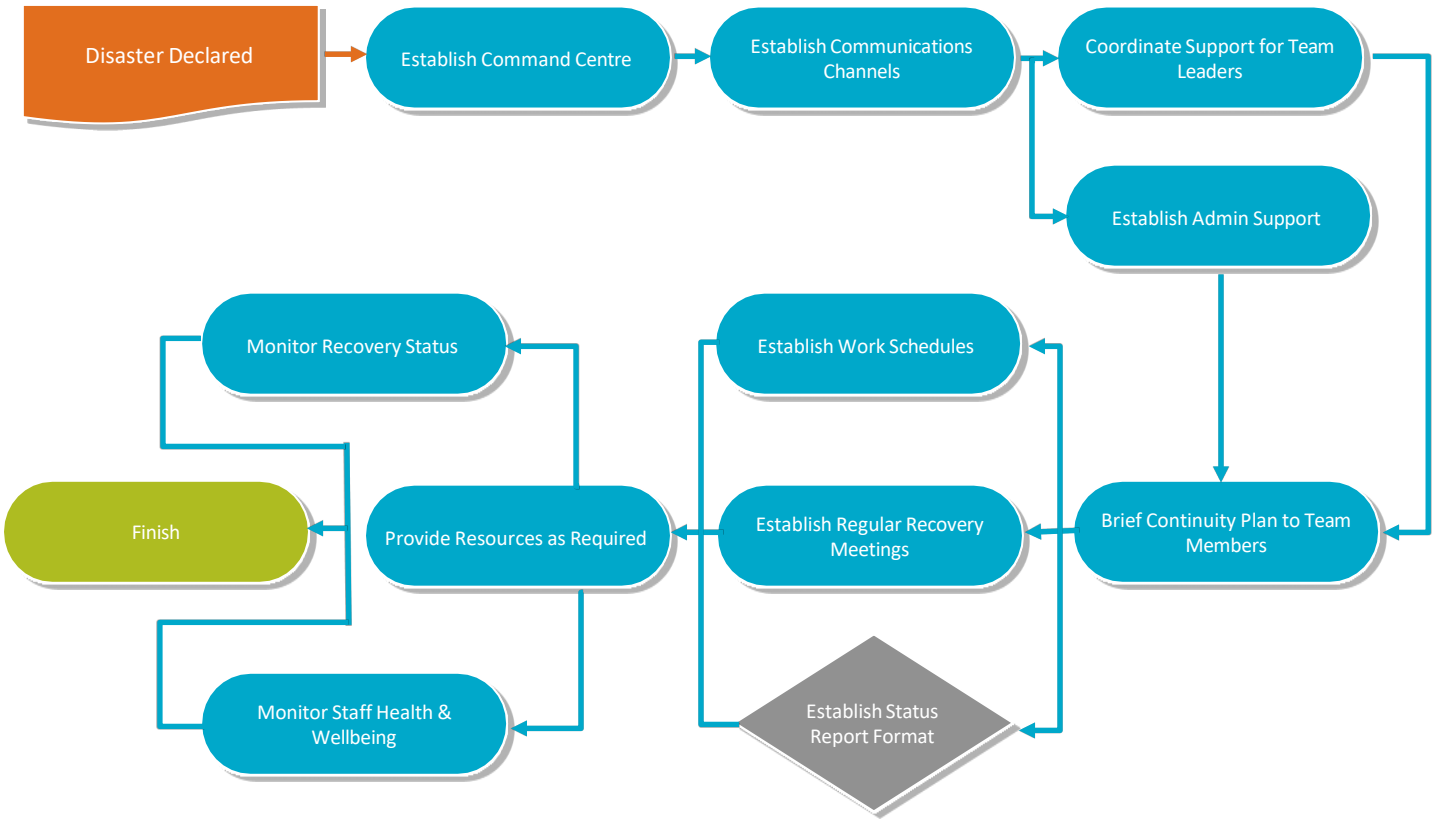


On an on-going basis, DC Two may:

- periodically assess the conditions, status, capabilities and availability of backup computers, PCs, LAN, telecommunication configurations, and the facility
- perform special studies requested by the Management Team to improve the efficiency of equipment and recovery procedures
- prepare periodic status reports for the Management Team
- coordinate business recovery tests and prepare test results and recommendations for plan improvement
- maintain and distribute this plan.

5.6 Command Centre Operations

The command centre will be the physical office that will be used in the event of a major disaster, the place where staff and vendors will first gather to establish the direction for dealing with the disaster at hand. Setting up and operating the command centre is the responsibility of the Management Team Leader, with activities as shown in the figure below.

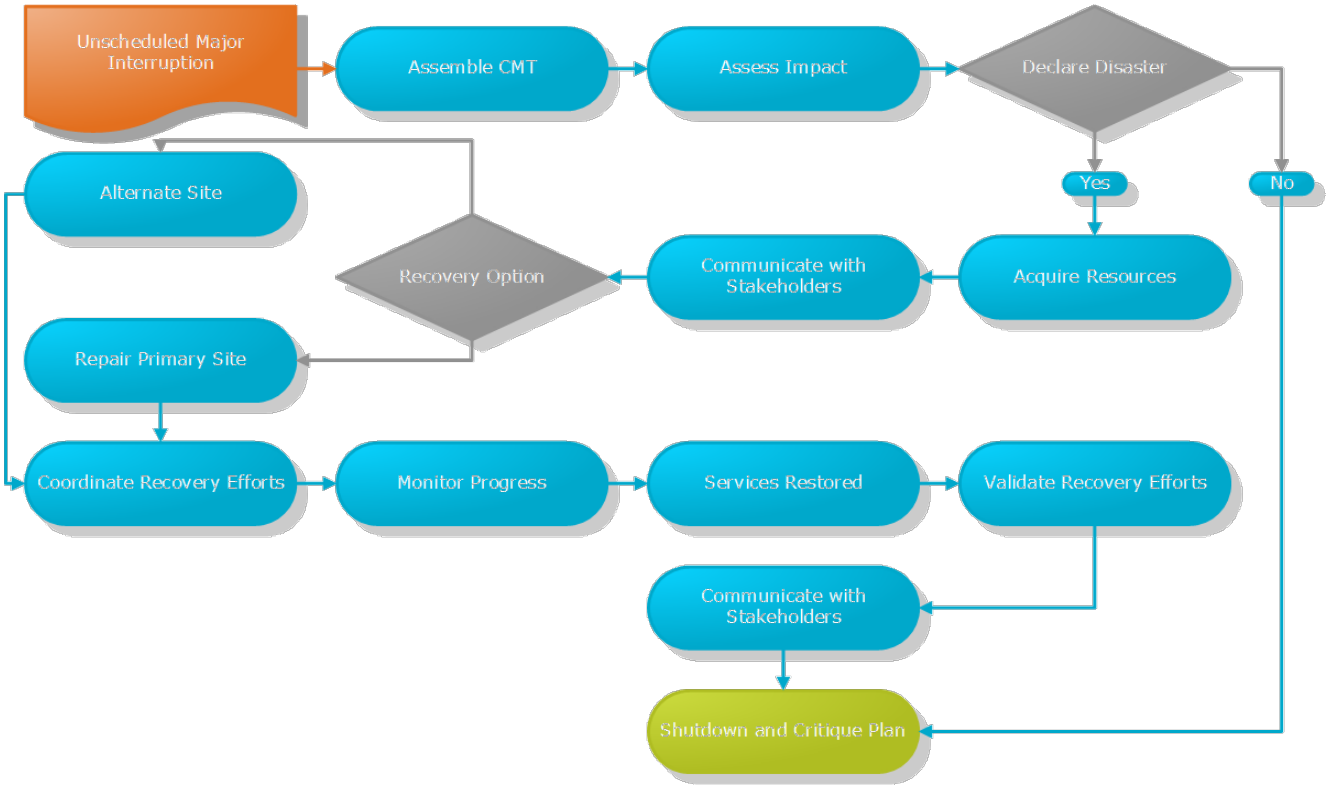


6.0 Procedures

6.1 Management Team

6.1.1 Management Team Actions Overview

The Management Team is responsible for the entire disaster recovery process; from when the team is established until all services have been returned to the office location or new location. The Management Team Leader or delegate, with input from relevant key personnel, has the exclusive authority to declare a Disaster and consequently activate this plan.



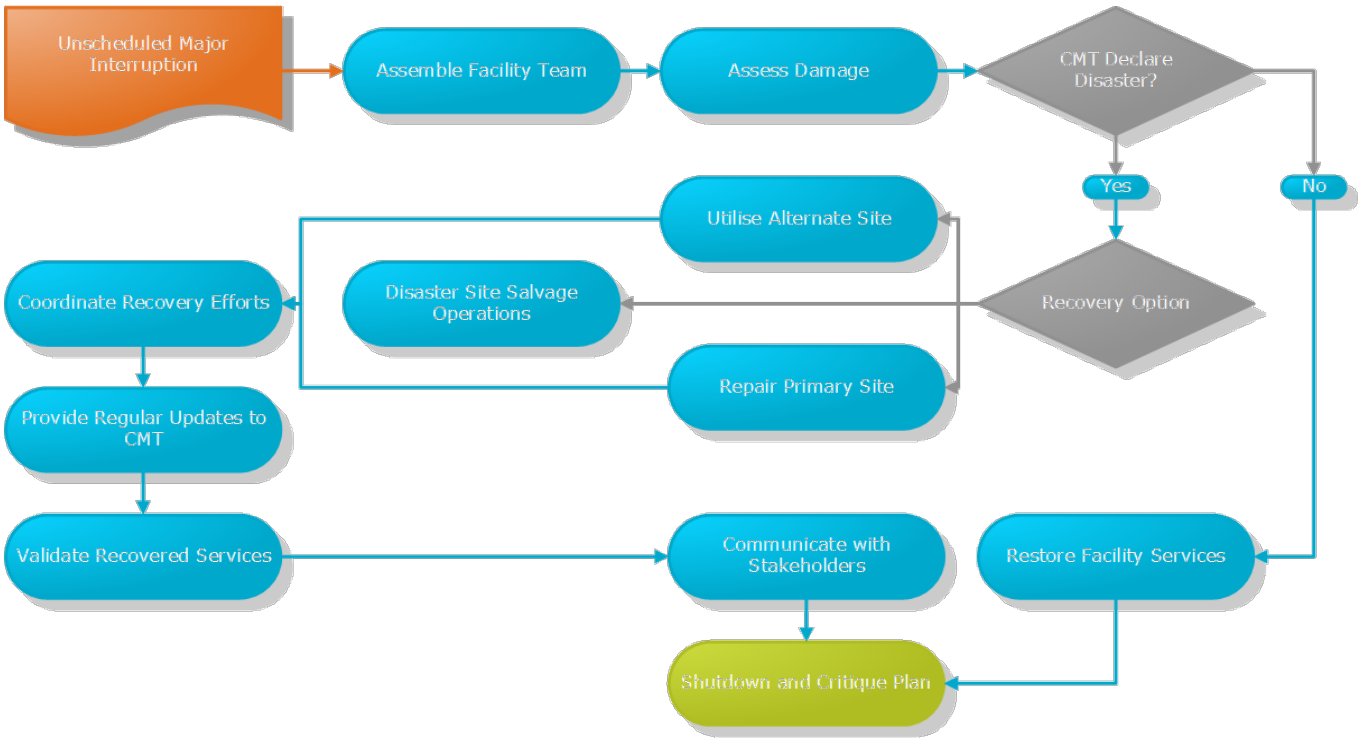
6.1.2 Management Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Assemble Key Staff	Management Team Leader				
2	Assess Damage	Facility Team				
3	Decide Whether to Declare a Disaster or Not. If **YES, go to Step 7.**	Management Team Leader				
4	Restore Functions at Shire of Irwin office location	Each Team Leader				
5	Debriefing of the Recovery	Management Team Leader				
6	Finish	If Disaster alert is stood down				
7	**DECLARE A DISASTER - Initiate recovery to alternate site**	Authorised individuals named in the Management Team				
8	Communicate with Groups and coordinate recovery	Management Team Leader				
9	Acquire equipment and supplies	All Teams				
10	Build New or Rebuild Office Location	All Teams				
11	Monitor Progress	Management Team Leader				
12	Move to New or Rebuilt Office Location	All Teams				
13	Discontinue Use of Alternate Site	Management Team Leader				
14	Debrief of Plan	Management Team Leader				

6.2 Facility Team

6.2.1 Facility Team Actions Overview

Prior to activating the Facility Team, the designated Facility Team leader should remain close to the scene of the disaster to help direct Emergency Services personnel. If evacuation is necessary, all personnel should immediately proceed to the pre-determined location, well clear of the building. A head count must be taken there to ensure that no one has been left behind, including visitors, contractors, etc. If there have been any injuries, immediately identify those people who can offer medical help, such as first aid.



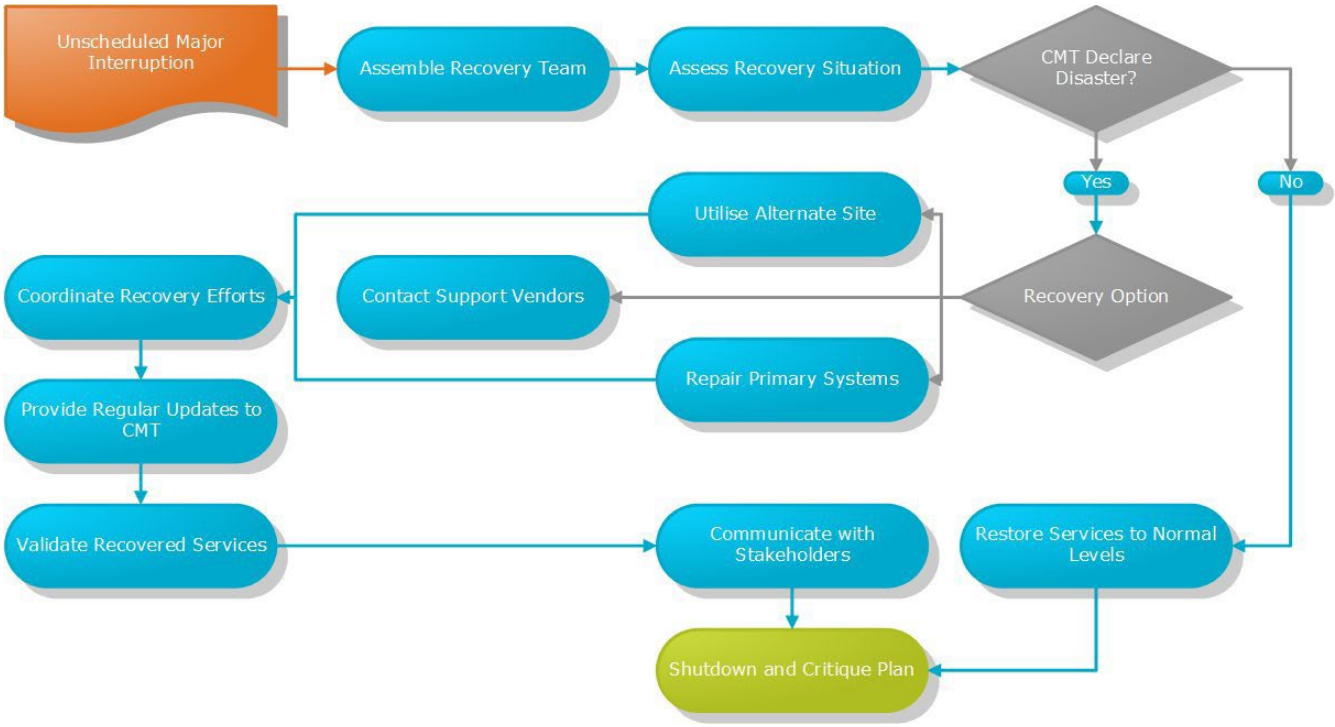
6.2.2 Facility Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate Facility Team	Management Team Leader				
2	Disaster Site Evaluation & Salvage	Facility Team Leader				
3	Relocate or Rebuild Office Location. **If decision is to relocate, go to step 10.**	Facility Team Leader				
4	Plan Office Location Rebuild	Facility Team Leader				
5	Hold Recovery Status Meeting	Management Team Leader				
6	Coordinate Move back to Shire of Irwin Office Location	Facility Team Leader				
7	Discontinue use of alternate location if one was required	Facility Team Leader				
8	Delivery plan critique	Facility Team Leader				
9	Finish	Management Team Leader				
10	Assist Alternate Site selection	Facility Team Leader				
11	Coordinate Move to alternate location	Facility Team Leader				
12	Discontinue use of office location	Facility Team Leader				
13	Delivery critique of BC Plan	Facility Team Leader				
14	Finish					

6.3 Recovery Team

6.3.1 Recovery Team Activities Overview

This section contains the procedures to be followed by the Recovery Team. The Recovery Team includes the hardware, software, and communications experts who travel to the alternate site. The Recovery Team restores the software and data onto an alternate-computing platform and restores communications from that platform back to the users.



6.3.2 Recovery Team Actions

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate Recovery Team	Management Team Leader				
2	Is Main office and existing infrastructure available for recovery? **If NO, go to Step 7.**	Management Team Leader				
3	Restore Data Communications	Recovery Team Leader				
4	Recover or rebuild affected servers from latest available MRS data on	Recovery Team Leader				
5	Client testing of recovered systems	Management Team Leader				
6	Critique Plan - Finish	Recovery Team Leader				
7	Build Alternate Site - Transfer Operations	Recovery Team Leader				
9	Restore or implement Data Communications	Recovery Team Leader				
8	Recover or rebuild affected servers from latest available MRS data on loan hardware	Recovery Team Leader				
9	Make loan hardware available to client	Recovery Team Leader				
10	Client testing of recovered systems	Management Team Leader				
11	Coordinate Move to New/Rebuilt office location	Management Team Leader				
12	Post disaster - migrate live data / servers to new or salvaged infrastructure	Recovery Team Leader				
13	Deliver critique of DR Plan	Recovery Team Leader				
14	Finish					

Appendix A – Contact List

Shire of Irwin Management

Position	Name	Phone	Mobile
Chief Executive Officer	Shane Ivers	08 9927 0001	0427 903 682
CESM	Mark Teale	08 9927 0005	0417 165 056
Manager Community Services	Peter Bracegirdle	08 9927 0003	0428 272 274

Shire of Irwin Other Staff

Position	Name	Phone	Mobile

Facility Team

Position	Name	Phone	Mobile
Manager Operations	Mark Jones	08 9955 9202	0418 39 407

Recovery Team

Company / Position	Name	Phone
ICT Supervisor	Ganeshan Nadarajah	08 9927 0006 / 0437 920 360

Disaster Recovery / Salvage Vendors

Company / Position	Name	Phone
DC TWO	John Pavy	08 6141 1011

Key Vendor/ Supplier Contacts

Company / Position	Name	Phone
DELL	Chrisitan Donhauser	0452 612 275

Emergency External Contacts

Company / Position	Name	Phone
CESM	Mark Teale	M: 0417 165 056 P: 0147 169 947
Police	Irwin Police	P: 9955 9300
Electricity	Western Power	13 13 51
Water	Water Corporation	13 13 75
Fire Emergency Services	DFES Geraldton DFES SES	P: 9956 6000 P: 13 33 37 P: 132 500
Rescue Services	Volunteer Fire and Rescue	M: 08 9927 1073
Doctor	Dongara Medical Centre	P: 08 9927 2907
Doctor	Dongara Health Centre	P: 08 9927 0200
Hospital	Geraldton Hospital	P: 9971 0200
Ambulance	St John Ambulance Irwin Sub Centre	Emergency P: 000 Non-Emergency P: 131 233

Appendix B – System Recovery Requirements

Recovery Priority for I.T. Systems

Recovery Priority	Key Function Critical Aspects	RTO	MTO	Team Dependency
1	Internet Connectivity	3 Days	5 Days	All
2	VOIP/PBX	1 Day	5 Days	All
3	VMware Horizon	3 Days	5 Days	Community, HR, Finance, Development
4	Corporate Data	1 Day	3 Days	Community, HR, Finance, Development
5	Microsoft Office, Email	1 Day	3 Days	All
6	Mex	1 Day	5 Days	Operations, Community
7	Synergy/Altus	3 Days	5 Days	All
8	Hardwares	3 Days	7 Days	All
9	Links	3 Days	3 Days	All
10	Amlib	3 Days	5 Days	Community
11	Adobe	3 Days	5 Days	All
12	Security Commandar	3 Days	5 Days	All
13	Mandalay	3 Days	5 Days	Operations
14	Multi Function Devices	3 Days	7 Days	All
15	Attain	1 Day	3 Days	All

Appendix C – Command Centre Details

Command Centre Locations if the Shire of Irwin office is not available.

Irwin Pavilion/Rec Centre

- Address:
- Seating Capacity: No. > 5

Command Centre Checklist

Activity	Checked ok?
Establish a command centre work location for each activated recovery team, staff department and vendor.	
- Ensure that adequate furniture, fixtures, PCs, telephones, supplies and space are provided for each group. Use the Resource Checklist at the end of this section.	
- Prepare signs that identify the room or work area assigned to each group.	
Establish incoming and outgoing communication channels.	
- Assign specific telephones to be used for incoming and outgoing calls.	
- Continue department notification activities until all personnel have been reached.	
- Assign personnel to monitor the telephones designated for incoming calls.	
- Inform the company telephone operators to direct all return calls to the assigned extension(s) at the command centre.	
Coordinate staff department support with team leaders during the recovery.	
- Meet with security representative to review the need to assign security personnel to secure the damaged business site and the recovery operations site(s). Depending on the nature of the disaster, tighter than normal security for personnel and property may be required.	
- Request that admittance be restricted to only authorised personnel who have proper identification (company ID badge, etc.).	

- Work with the Facility Team to identify equipment requirements and arrange for the Purchasing Department representative to provide the following:	
- Heavy duty copy machines	
- Miscellaneous paper, pencils pens, etc.	
Ensure all third-party vendors are contacted and notified of the situation.	
Brief the recovery plan to core recovery team members.	
Establish a command centre work location for each activated recovery team, staff department and vendor.	

Activity	Checked ok?
Establish status reporting processes and formats.	
Create the following status charts, using flip charts or other media, for display at the command centre:	
- Information Status Display	
- General Message Board	
- Personnel Accommodation Board	
Establish regular recovery meetings	
- Keep all recovery team personnel informed of the recovery progress.	
- Advise recovery team leaders.	
- Arrange and organise a meeting place.	
- Record minutes of the meetings.	
- Have minutes typed, obtain approval, and distribute them.	
Establish work schedules for 24-hour coverage.	
- Align the off shift work effort with the Recovery Time Objective.	
Continue to evaluate the level of people and resources and add or subtract as needed.	
- HR and Purchasing are the focal points for people and resources.	
Monitor personnel for signs of fatigue.	
- Sufficient rest is required to maintain an efficient recovery operation. For health and efficiency reasons, no recovery personnel should work excessive hours without an eight-hour rest period.	

Resource Checklist

The command centre should be well equipped with extensive communications facilities.

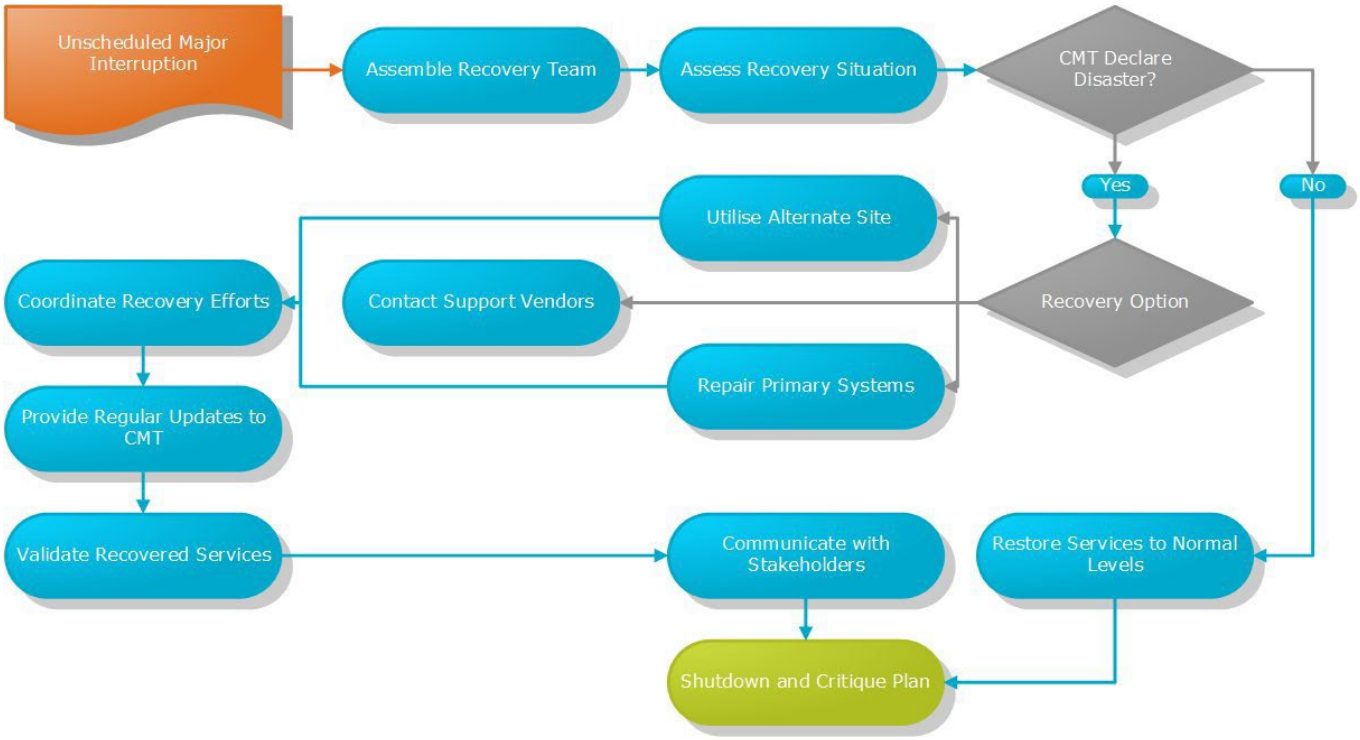
Communications are highly critical when rescue and medical care are primary, and time is of the essence. This is particularly true when families of key personnel are threatened. Without effective mass communications, your key personnel may leave to be with their families.

In addition to the communications facilities mentioned above, the command centre should be outfitted with, or have ready access to food, clothing, sleeping accommodations, and other supplies needed to manage the recovery effort.

An example checklist is provided below.

Resource	Checked ok?
2-way Radio, Satellite Phones	
Camera or Video Recorder	
CD/DVD Player Desks, Chairs	
Chart to record recovery milestones	
Credit cards and cash	
FM Radio	
Food / Water / Vehicles / Desalination Plant ?	
Internet Connection / VPN	
Medical supplies, First Aid Kits	
Mobile Phones (2 are recommended), Mobile Generators	
PCs and printers	
Photocopier	
Portable light	
Projector	
Telephones	
Telephone directories	
Television	
Whiteboard	

Appendix D – IT Recovery Procedures



Procedures

No.	Action Step	Responsibility	Time	Resources	Process Time	Comments
1	Activate DC Two	Management Team Leader				
2	Assess Recovery Situation	Recovery Team				
3	Disaster Declared? If yes, go to Step 6.	Management Team Leader				
4	Restore Services to Normal Levels	Recovery Team				
5	Finish and Critique Plan	CMT & Recovery team				
6	Choose Site Recovery Option. If Shire of Irwin Office Location, go to Step 9	Management Team Leader & Recovery Team				
7	Notify Support Vendors	Recovery Team				
8	Prepare Alternate Site (refer to appendix E)	Facility Team Leader & Recovery Team				
9	Shire of Irwin Office Location Salvage Operation	Facility Team Leader & Recovery Team				
10	Order all Necessary Hardware	Recovery Team				
11	Re-establish Communications Onsite	Recovery Team				
12	Obtain/Order Required Software and Licensing	Recovery Team				
13	Update CMT on status	Recovery Team				
14	Prepare Servers for Deployment to Site	Recovery Team				
15	Deploy & Install Hardware	Recovery Team				
16	Test all Critical Business Functions	Recovery Team				
17	Signoff by CMT	CMT				
18	Finish and Critique Plan	Recovery Team				

Appendix E – Current Recovery Procedure / Policies

VMware Site Recovery Manager 6.5.1 is used by DC Two for backup and recovery. The Shire's backups outside of SRM have a retention of **30 days**. The SRM DR is **3 days**. As far as the procedure around the enactment of DR within SRM, this is managed at a Service Provider level for the Shire as they have no visibility into the system.

Appendix F – Event Log

Elapsed Time Since Start (hh:mm)	Recovery Task	Team	Actual Start Time	Actual End Time	Comments/Problems	Sign Off

Appendix G - Additional Information / Comments

Please provide any additional information that you believe may assist the business continuity document.

Name	Comment	Date

Glossary

ACTIVATION: The implementation of disaster recovery capabilities, procedures, activities, and plans in response to an emergency or disaster declaration; the execution of the recovery plan.

ALERT: Notification that a potential disaster situation exists or has occurred; direction for the recipient to stand by for possible activation of the Disaster Recovery Plan.

ALTERNATE SITE: An alternate operating location to be used by business functions when the main office location is inaccessible. 1) Another location, computer centre or work area designated for recovery. 2) Location, other than the main office location, that can be used to conduct business functions. 3) A location, other than the normal facility, used to process data and/or conduct critical business functions in the event of a disaster. SIMILAR TERMS: Alternate Processing Facility, Alternate Office Facility, Alternate Communication Facility, Backup Location, Recovery Site, and Recovery Centre.

ALTERNATE WORK AREA: Office recovery environment complete with office infrastructure (desk, telephone, workstation, and associated hardware, communications, etc); also referred to as Workspace or Alternative Work Site.

APPLICATION RECOVERY: The component of Disaster Recovery that deals specifically with the restoration of business system software and data, after the processing platform has been restored or replaced.

BACKUP GENERATOR: An independent source of power, usually fuelled by diesel (sometimes natural Gas).

DISASTER RECOVERY PLANNING: Process of developing advance arrangements and procedures that enable an organization to respond to an event in such a manner that critical business functions continue with planned levels of interruption. SIMILAR TERMS: Contingency Planning, Recovery Planning.

BUSINESS CONTINUITY PROGRAM: An ongoing program supported and funded by executive staff to ensure business continuity requirements are assessed, resources are allocated, and recovery and continuity strategies and procedures are completed and tested.

COLD SITE: An alternate facility that already has the environmental infrastructure in place required to recover critical business functions or information systems, but does not have any pre-installed computer hardware, communications network, etc. These must be provisioned at time of disaster.

COMMAND CENTRE: Facility separate from the main facility that is equipped with adequate communications equipment from which initial recovery efforts are manned and media-business communications are maintained. The management team uses this facility temporarily to begin coordinating the recovery process until the alternate sites are functional.

CONTACT LIST: A list of team members and/or key players to be contacted (Mobile Number, Home Number, Pager, etc.).

CRISIS MANAGEMENT TEAM: A crisis management team will consist of key executives as well as key role players (i.e. media representatives, legal counsel, facilities manager, disaster recovery coordinator, etc.) and the appropriate owners of critical organization functions.

DAMAGE ASSESSMENT: The process of assessing damage, following a disaster, to computer hardware, vital records, office facilities, etc and determining what can be salvaged or restored and what must be replaced.

DECLARATION: A formal announcement by pre-authorized personnel that a disaster or severe outage is predicted or has occurred, and that triggers pre-arranged mitigating actions (e.g. move to an alternate site).

DISASTER: A sudden, unplanned catastrophic event causing great damage or loss. Any event that causes an organization to be unable to provide critical business functions for a pre-determined period of time.

DISASTER RECOVERY: Activities and programs designed to return operations to an acceptable condition. 1) The ability to respond to an interruption in services by implementing a disaster recovery plan to restore critical business functions.

EMERGENCY: A sudden, unexpected event requiring immediate action due to potential threat to health and safety, the environment, or property.

HOT SITE: An alternate facility that already has the computer, communications and environmental infrastructure in place that is required to recover critical business functions or information systems.

IT DR PLAN: The document that defines the resources, actions, tasks and data required to manage the business recovery process in the event of a business disruption. The plan is designed to assist in restoring the business process within the stated disaster recovery goals.

MAXIMUM TOLERABLE OUTAGE (MTO): The maximum tolerable outage is the amount of time the critical business functions may be without the support of IT systems and applications before business operations are severely impacted. The MTO encompasses all activities from point of impact to point of recovery.

OFF-SITE STORAGE: Alternate facility, other than the primary production site, where duplicate vital records and documentation may be stored for use during disaster recovery.

RECOVERY POINT OBJECTIVE (RPO): The point in time to which systems and data must be recovered after an outage (e.g., end of the previous day's processing). RPOs are often used as the basis for the development of backup strategies.

RECOVERY TIME OBJECTIVE (RTO): The period of time within which systems, applications or functions must be recovered after a disaster declaration (e.g. one business day). RTOs are often used to determine whether or not to implement the recovery strategies/plan.

WARM SITE: An alternate processing site which is equipped with some hardware, and communication interfaces, electrical and environmental infrastructure which is only capable of providing backup after additional provisioning, additional software, or modifications.

ATTACHMENT 1: CEO02-09/23

RFQ01-2023/24 Waste Collection Processing Service

Request for Quotation

Request for Quotation	**Waste Collection & Processing Services**
Deadline	Tuesday, 12 September 2023 at 11:00am
Address for Delivery	Shire of Irwin -via email
Email	procurement@irwin.wa.gov.au
RFQ Number	01-2023/24

Table of Contents

1 Conditions of Responding 3
1.1 Definitions 3
1.2 Request Documents 3
1.3 How to Prepare Response 4
1.4 Contact Persons 4
1.5 Briefing / Site Inspection 4
1.6 Selection Criteria 4
1.7 Compliance Criteria 4
1.8 Qualitative Criteria 4
1.9 Price Basis 5
1.10 Rejection of Responses 5
1.11 Acceptance of Responses 5
1.12 Response Validity Period 5
1.13 Precedence of Documents 5
1.14 Alterations 5
1.15 Respondents to Inform Themselves 5
1.16 Ownership of Response 6
1.17 Canvassing Officers 6
1.18 Identity of the Respondents 6
1.19 Councils Rights 6
1.20 Lodgement of Response and Delivery Method 6
2 Specifications 7
2.1 Introduction 7
2.2 Scope of Work 7
2.2.1 Kerbside Services 7
2.2.2 Public Place Bin Services 8
2.2.3 Special Collection Services 8
2.2.4 Optional Waste Services 8
2.2.5 Special Event Services 9
2.3 Collection Quality 9
2.3.1 Kerbside services 9
2.3.2 Public Place collection services 9
2.3.3 Special collection services 9
2.3.4 Standard Collection Requirements 9
2.4 Waste Disposal 10
2.5 Collection Days & Times 10
2.6 Collection Vehicles 10
2.7 Breakdowns/ Unavailability 10
2.8 Missed Services 11
2.9 Declined Services 11
2.9.1 Overweight Services 11
2.9.2 Accessibility 11
2.10 Road Closures & Traffic Management 11

2.11 Entry to Private Property 11
2.12 Communication 11
2.13 Reporting 12
2.14 Meetings 12
2.15 Preparation and Programming 12
2.16 Collection Schedule 12
2.17 Performance Review 12
2.18 Key Performance Indicators (KPIs) 13
2.19 Regulatory Requirements 13
2.20 Indicative Timeline 13
3 General Conditions of Contract 14
3.1 Insurances 14
3.2 Contract Term 14
4 Specific Conditions of Contract 15
5 Respondents Offer 16
5.1 Offer Form 16
5.2 Compliance Criteria 17
5.3 Qualitive Criteria 19
5.4 Pricing Information 21
5.4.1 Price Basis 21
5.5 Schedule 1- Referees 22
5.6 Schedule 2- Insurance 22
5.7 Schedule 3 – Subcontractor Details 23
5.8 Schedule 4- Schedule of Rates 23
5.9 Schedule 5 – Statement of Conformity 24
5.10 Schedule 7 - Plant & Equipment Listing 25
5.11 Schedule 8- Implementation Schedule 25
Annexure 26
Localities Map 26
Town Map 27
Proposed KPIs 28

1 Conditions of Responding

1.1 Definitions

Below is a summary of some of the important defined terms used in this Request for Quotation document.

Attachments:	The documents you attach as part of your Quotation.
Contractor:	Means the person or persons, corporation or corporations who's Quotation is accepted by the Principal, including the executors or administrators, successors and assignments of such person or persons, corporation or corporations.
Deadline:	The deadline for lodgement of your Quotation as detailed on the front cover of this Request.
General Conditions of Contract:	Means the General Conditions of Contract for the Waste Services in Part 3.
Offer:	Your offer to supply the Requirements.
Open Period:	The time between issuing the Request and the Deadline.
Principal:	Shire of Irwin.
Response:	Completed Offer, response to Qualitative Criteria and attachments.
Request or RFQ or Request for Quotation:	This document.
Requirement:	The Services requested by the Principal.
Selection Criteria:	The Criteria used by the Principal in evaluating your Quotation.
Special Conditions:	The additional contractual terms.
Specification:	The Statement of Requirements (Specifications) that the Principal requests you to provide if selected.
Quotation:	Completed Offer form, Response to the Selection Criteria and Attachments.
Respondent:	Someone who has or intends to submit an Offer to the Principal.
Vendor Panel:	Means the web-based portal to be used for downloading the RFQ documents and raising queries, during the RFQ Open Period.

1.2 Request Documents

This Request is comprised of the following parts:

1- Conditions of Responding (read and keep this part).
2- Specifications (read and keep this part).
3- General Conditions of Contract (read and keep this part).
4- Specific Conditions of Contract (read and keep this part).
5- Offer Form & Schedules (complete and return this part).

1.3 How to Prepare Response

a) Carefully read all parts of this document
b) Ensure you understand the Requirements
c) Complete and return the Offer Form (Part 5) and include all attachments
d) Make sure you have signed the Offer Form and responded to the Selection Criteria; and
e) Lodge your Response before the Deadline.

1.4 Contact Persons

Respondents should not rely on any information provided by any person other than the person listed below:

Name:	*Janelle Keene*
Title:	*Procurement Officer*
Telephone:	*08 9927 0000*
Email:	*jkeene@irwin.wa.gov.au*

1.5 Briefing / Site Inspection

Attendance at a briefing/ site inspection is **not required**. Please contact the Contact Person listed above to arrange a briefing/ site inspection.

1.6 Selection Criteria

The Contract may be awarded to a sole Respondent who best demonstrates the ability to provide quality products and/or services at a competitive price. The quoted prices will be assessed together with qualitative and compliance criteria to determine the most advantageous outcome for the Principal.

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the Quotation containing the lowest price will not necessarily be accepted, nor will the Quotation ranked the highest on the qualitative criteria.

A scoring system will be used as part of the assessment of the qualitative criteria. Unless otherwise stated, a Quotation that provides all the information requested will be assessed as satisfactory. The extent to which a Quotation demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each Quotation will be used as one of the factors in the final assessment of the qualitative criteria and in the overall assessment of value for money.

1.7 Compliance Criteria

These criteria are detailed within this document and will not be point scored. Each Quotation will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of “No” against any criterion may eliminate the Quotation from consideration.

1.8 Qualitative Criteria

In determining the most advantageous Quotation, the Evaluation Panel will score each Respondent against the qualitative criteria as detailed within document Respondents Offer. Each criterion will be weighted to indicate the relative degree of importance that the Principal places on the technical aspects of the goods or services being purchased.

Note: It is essential that Respondents address each qualitative criterion. Information that you provide addressing each qualitative criterion will be point scored by the Evaluation Panel. Failure to provide

the specified information may result in elimination from the quotation evaluation process or a low score.

1.9 Price Basis

All prices for goods/services offered under this Request are to be variable for a period of three (3) years with an additional two (2) year extension. All prices will vary according to the variation mechanism outlined below:

All Prices shall be fixed for the first twelve months (12) of operation, after which, they shall be subject to annual adjustments by the percentage movement on the Review Date of the proposed Contract for the quarter ending immediately prior to the Review Date in accordance with the Consumer Price Index as published by the Australian Bureau of Statistics for Perth (all groups).
Quoted prices must exclude Goods and Services Tax (GST).

Unless otherwise indicated, prices tendered must include all applicable levies, duties, taxes and charges. Any charge not stated in the Tender as being additional will not be allowed as a charge for any transaction under any resultant Contract.

1.10 Rejection of Responses

A response will be rejected without consideration of its merits if:

a) it is not submitted before the deadline; or
b) it is not submitted or emailed at the place specified in the request for quotation; or
c) it may be rejected if it fails to comply with any other requirements of the request for quotation; or
d) the Respondent does not submit an offer form which has been completed and signed together with all the required attachments.

1.11 Acceptance of Responses

Unless otherwise stated in this request, responses may be for all or part of the requirements and may be accepted by the Principal either wholly or in part. The Principal is not bound to accept the lowest response and may reject any or all responses submitted.

1.12 Response Validity Period

All responses will remain valid and open for acceptance for a minimum period of ninety (90) days from the deadline.

1.13 Precedence of Documents

In the event of there being any conflict or inconsistency between the Terms and Conditions herein and those in the General Conditions of Contract, the Terms and Conditions appearing in this Request will have precedence.

1.14 Alterations

The Respondent must not alter or add to the request documents unless required by these General Conditions of responding.

The Principal will issue an addendum to all registered Respondents where matters of significance make it necessary to amend the issued Request for Quotation documents before the Deadline.

1.15 Respondents to Inform Themselves

Respondents are required to and will be deemed to have:

a) Examined carefully and to have acquired full knowledge of the contents of the Drawings, Specification, Schedules, Conditions of Quoting, the General Conditions of Contract, and the

Special Conditions of Contract (if any) and any other information made available in writing by the Principal to the Respondent for the purpose of quoting.

b) Examined all information relevant to the risks, contingencies and other circumstances having an effect on their quote and which is obtainable by making reasonable inquiries.

c) Examined the site and its surroundings.

d) Independently verified any information provided by or on behalf of the Principal, and satisfy itself to the accuracy of their quote submission; and

e) Satisfied themselves as to the correctness and sufficiency of their quote for the work and that their quote rates and prices cover the cost of complying with all their obligations under the contract whether expressed or implied and of all matters and things necessary for the due and proper performance and completion of the contract.

1.16 Ownership of Response

All documents, materials, articles and information submitted by the Respondent as part of or in support of a Response shall become upon submission the absolute property of the Principal and will not be returned to the Respondent at the conclusion of the response process PROVIDED that the Respondent shall be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.17 Canvassing Officers

If a Respondent, whether personally or by agent, canvasses any of the Principal's Councillor's or Officers with a view to influencing the acceptance of any Respondent, then regardless of such canvassing having any influence on the acceptance of such submission, the Principal may at its discretion omit the Respondent from consideration.

1.18 Identity of the Respondents

The identity of the Respondent and Contractor is fundamental to the Principal. The Respondent shall be the person(s) and corporation(s) named as the Respondent in Part 5 of this request. Upon acceptance of the response, the Respondent will become the Contractor.

1.19 Councils Rights

The Shire of Irwin reserves the right to:

a) amend, vary, supplement or terminate this RFQ at any time;

b) accept or reject any Response, including the lowest price quotation;

c) negotiate with any service provider on all or any part of the Services to be supplied pursuant to this RFQ;

d) vary the timing and process referred to in

e) postpone or abandon this RFQ;

f) accept or reject any Quotations whether or not they are Conforming;

g) accept all or part of any Quotation;

h) negotiate or not negotiate with one or more Respondents; and/or

i) discontinue negotiations with any Respondent.

1.20 Lodgement of Response and Delivery Method

The response must be lodged by the deadline. The deadline for this Request is Tuesday, 12 September 2023 at 11:00 am AWST.

The Response is to be submitted via the Shire's Vendor panel portal.

2 Specifications

2.1 Introduction

The Shire of Irwin (Shire) is located 350 km north of Perth and 65km south of Geraldton in the Midwest region, with an area of 2,374 sq kms and approximately 3800 residents. The twin towns of Dongara and Port Denison form the centre of a vibrant farming and fishing community.

The Shire is also hosting the development of a large industrial and resources precinct to the south of Dongara and as such is expecting significant growth and a corresponding increase in population.

The Shire seeks a suitably qualified and experienced Contractor for waste and recycling collection and processing services to provide weekly collection for the following core services:

- Kerbside residential waste collection
- Kerbside commercial waste collection
- Public Place waste collection
- Special collection services

The services for waste collection and disposal include the following townsites/ localities within the Shire. Refer to Maps in Annexure 1 & 2.

- Allanooka
- Bonniefield
- Bookara
- Dongara
- Irwin
- Mt Adams
- Mt Horner
- Port Denison
- Springfield
- Yardarino

In addition to the above services, the Shire is exploring the recycling solutions such as:

- Comingled kerbside recycling collection services
- Food Organic and Garden Organic (FOGO) kerbside collection services

2.2 Scope of Work

The Services are essential services provided by the Shire of Irwin as a local government authority to the residents, businesses and others within its boundaries. All services must be performed to match the description of the services below and to comply with the requirements in the Service Conditions.

2.2.1 Kerbside Services

The services are to include the weekly kerbside collection and disposal of general refuse of approximately 1930 residential 240L MGB receptacles and 262 commercial 240L MGB receptacles. Refuse is to be collected once per week (Monday to Friday) and transported to the Meru Landfill Facility. The table below shows a breakdown of current services per locality.

Location	Residential Services	Commercial Services
Allanooka	2	-
Arrowsmith	-	2
Bonniefield	84	-
Bookara	45	-
Dongara	716	118
Irwin Town site	26	-
Mt Adams	1	-
Mt Horner	2	-
Port Denison	932	142
Springfield	111	-
Yardarino	11	-

The residential and commercial MGBs are owned by the property owner.

From time to time a commercial customer may request additional collection services to cope with increased waste during busy periods.

2.2.2 Public Place Bin Services

The Shire of Irwin has public place bins on streets, reserves, Council buildings and facilities. These may be 120L or 240L and owned by the Principal. The table below shows a breakdown of current services per locality.

Location	120L MGBs	240L MGBs
Allanooka		1
Arrowsmith		
Bonniefield		
Bookara		
Dongara		33
Irwin Town Site		
Mt Adams		
Port Denison		60
Springfield		
Yardarino		

2.2.3 Special Collection Services

The Shire also provides collection of waste MGBs from inside the property boundary, with return of the MGBs to their original location after servicing. This service is designed to assist the elderly or those with disabilities or medical conditions with access to waste collections. The current Special Collection services comprise of:

Number of Services per week	12
Bin capacity	240L MGB
Frequency	Once per week

The MGBs are owned by the property owner.

2.2.4 Optional Waste Services

2.2.4.1 Comingled Recycling Collection Services

Comingled Recycling Collection Services is an option that the Principal may adopt in conjunction with the Contractor during the Term of the Contract.

2.2.4.2 FOGO Collection Services

The adoption of FOGO Collection Services is an optional that the Principal may adopt in conjunction with the Contractor during the Term of the Contract.

2.2.5 Special Event Services

During special events the additional collection of waste and/or recycling may be requested by the Principal, with number of bins to be provided and the frequency of collections tailored to suit the needs of the event. The Principal shall provide the Contractor with adequate notice in order for the Contractor to provide any required services for special events. The Principal and the Contractor shall agree on the frequency and type of services required for special events prior to the commencement of any Services.

2.3 Collection Quality

In addition to the scope of work, listed below are the quality requirements.

2.3.1 Kerbside services

a) collect waste from all kerbside MGBs presented at the kerbside on the day and time as per the approved Collection schedule ensure the services are performed as per the waste collection requirements in Standard Collection Requirements.
b) For requested addition services, the Contractor must:
   - record a docket with the business name, address, date and number of extra services.
   - attach the additional serviced docket to the invoice at the end of every payment period.

2.3.2 Public Place collection services

a) collect waste from the public place bins on streets and reserves as per the Principals requested frequency.
b) advise the Principal if any of the MGBs are damaged, in an unsanitary condition and require repair or replacement.
c) the service shall include the collection of refuse from the surrounding area when required, unlock and relock the bin back in position after the collection service.

2.3.3 Special collection services

The Contractor shall collect the MGB from the position within the property boundary and return it to the same position ensuring that any gate/ doors are secured after completion of the services.

2.3.4 Standard Collection Requirements

The contractor shall collect the bin from the collection point and/ or readily accessible position on the kerb to each property and empty the contents of the bin into the collection vehicle such that:

a) Noise, nuisance and disturbance is minimised;
b) During the emptying cycle the collection vehicle shall be stationery;
c) No material contained within shall be spilt, dropped, blow, placed or left on the ground;
d) The bin shall be handled in such manner so as to avoid it being damaged in any way, apart from normal wear and tear;
e) The empty bin shall be returned to the collection point in an upright position with the lid closed, such that there is no obstruction to the driveway, nor pedestrians along footpaths or traffic.

The Contractor must at once inform the Principal of any damage done by its employees, agents or sub- contractors to any property during the term of this Contract and provide details on the remedy.

2.4 Waste Disposal

The current disposal location for all waste collected is Meru Waste Disposal Facility in Narngulu, located 62 kms north of Dongara and operated by the City of Greater Geraldton. The Principal is responsible for the fee payable to the City of Greater Geraldton for waste disposal.

The Contractor shall deliver all waste collected to Meru Landfill Facility during the hours of operation and ensure that a delivery docket is received with information recorded of, but not limited to:

- the date;
- vehicle registration;
- service type; and
- waste weights.

2.5 Collection Days & Times

Collection of the MGB shall only be performed between Monday to Friday, both inclusive except for Good Friday and Christmas Day, collections which fall due on days which coincide with public holidays shall continue as normal services. The Contractor must advise the Principal of all affected residents of alternative collection days at least 20 days prior to the day.

The Contractor shall not permit any employee to commence the collection service prior to 6.00 am or after 6:00pm on any day unless written approval to do so has first been obtained from the Principal.

2.6 Collection Vehicles

The Contractor shall ensure that every vehicle used for conducting the services of this Contract shall:

a) be kept and maintained in good appearance and sound mechanical condition at all times;
b) have a form of communications installed; ie mobile phone;
c) be licensed under the Road Traffic Act 1974;
d) be driven in a manner so as to comply with the Road Traffic Code 2000 (or subsequently updated);
e) comply with the requirements of all written laws, codes, regulations and all orders, notices and directions which may be given under or in pursuance of any written law;
f) be equipped with equipment necessary for cleaning up minor spillages; and
g) be constructed and operated so that at no time during the collection, disposal and delivery of waste, any waste may be blown out of, fall or be dislodged from any such vehicle.

All collection vehicles must be fitted with a hopper mounted camera and suitable vehicle tracking software that allows the Principal and Contractor to monitor the following at a minimum:

a) Truck location;
b) Number of lifts;
c) Weights of each bin;
d) Bin replacement requirements; and
e) Issues with collections.

2.7 Breakdowns/ Unavailability

In the event that the Contractors collection vehicle has a breakdown or is unavailable for a period longer than twenty four (24) hours the Contractor shall notify the Principal of their inability to conduct the required Services. The Principal reserves the right to utilise other contractors including its own personnel to perform these requirements. The cost of performing these Services may be passed on to the Contractor at the Principals sole discretion.

2.8 Missed Services

The Contractor shall be responsible for the rectification of a missed service, when the driver has failed to carry out a collection service from a premises entitled to a service and where the bin(s) was correctly located prior to the stated collection time, on the collection day. The Driver shall provide a collection service by the end of the day the missed collection has been reported or the next available service day.

2.9 Declined Services

If the Contractor does not empty a MGB, for the reasons listed in but not limited to 2.9.1 and 2.9.2, the Contractor must notify the Principal as soon as possible of the address of the property and the grounds for not emptying the bin. The Contractor shall attach to the MGB a sticker/notice, that:

a) Indicates why the MGB was not emptied;
b) the steps that must be taken to have the MGB emptied in future;
c) the next available day for the MGB to be emptied; and
d) a contact point for enquiries

2.9.1 Overweight Services

Rubbish bins containing over 70kg of waste shall be deemed excess weight and the Contractor shall not be obliged to pick up or remove rubbish bins containing excess weight.

2.9.2 Accessibility

Where the Driver identifies a collection position which is inaccessible, they shall notify the resident and the Principal immediately.

The Contractor shall be responsible for ensuring that in the case of parked vehicles preventing the Contractor's collection vehicle from accessing bins. The driver (Contractor's Employee) of the collection vehicle shall remove the bins to a location where they can be accessed and emptied. Should these collection points access continually be obstructed, as to hinder the automated operation of the Contract then the Principal shall be notified to rectify the problem.

2.10 Road Closures & Traffic Management

The Principal shall inform the Contractor of proposed roadworks within the Council area, in a reasonable period prior to them occurring, and shall also be responsible for notifying any changes to the program together with access requirements.

The Contractor can enter road closures that specify local traffic to collect the MGBs left out for collection by residents.

2.11 Entry to Private Property

The Contractor shall be responsible for obtaining approval for right of entry to any private property. If right of entry is not provided by private residences, the Contractor is not obliged to provide collection services to such residences and must notify the Principal immediately.

2.12 Communication

The Contractor shall at all times maintain the ability to be contacted by the Principal regarding enquiries and direction to this Contract. The Contractor is expected to provide the Principal with the Contractors representative's name, preferred telephone and email address details and an afterhours contact number.

It is expected that:

a) Unrelated enquiries are to be referred to the Principal as directed and in a timely manner;

b) A response is issued to the Principal within 24 hours of the initial request or enquiry.

c) A communication plan will need to be established upon commencement of the Contract.

2.13 Reporting

The Contractor is required to provide to the Principal the following reports by email or equivalent means on a regular basis, with the frequency to be agreed by both parties:

a) The number of collections of residential waste including locations and weights;

b) The number of collections of commercial waste including locations and weights;

c) The number of collections of public place bins including locations and weights;

d) The number of collections from the Transfer Station including weights;

e) The number of additional service collections including locations and weights;

f) A report of issues including vehicle issues, missed services, accessibility, damaged bins and excess weight;

g) All delivery dockets from Meru; and

h) The hours worked by each of the Contractor's staff in providing the services.

The Contractor will cooperate with the Principal in regard to all reasonable requests for the provision of information and records relevant to this contract.

2.14 Meetings

The Contractor and the Principal shall meet at the end of every quarter to discuss items including but not limited to:

a) All problems encountered by the Contractor during the course of the quarter;

b) The Contractor's suggestion for improvement to this contract and the reasons for such suggestions; and

c) A summary of all complaints received or made by the Contractor and all action taken in respect of such complaints.

2.15 Preparation and Programming

In order to achieve a successful and efficient introduction of the service, the Contractor will need to supply to the Principal, an Implementation Plan which will outline the process. The parties will consult and liaise in good faith and the principal will comply with the reasonable requests of the Contractor to ensure the services are fully operational by the commencement date.

2.16 Collection Schedule

The Contractor shall submit a timetable setting out the proposed day/s and times on which streets and area will be serviced by the Contractor. The nominated days and area will be subject to the Principals approval.

2.17 Performance Review

A performance review shall be conducted at least on a quarterly basis. The Performance review shall include attendance at the Principals site. The performance review may include the following:-

a) Performance during the last quarter;

b) New developments and potential improvements;

c) Status of plant and equipment report;

d) Ongoing issues; and

e) KPI achievements and adjustments.

2.18 Key Performance Indicators (KPIs)

It is intended for KPIs to be used to assess the Contractors delivery of the service and be used for as a productive tool for continuous improvement, corrective actions and overall achievements. A proposed KPI Schedule is attached to this request, it is intended for both parties to consult and liaise on the KPIs prior to the service commencement.

2.19 Regulatory Requirements

The Contractors shall perform all such services as required with due diligence, in a proper and hygienic manner and in accordance with the Health Act 1911, Waste Avoidance and Resource Recovery Act 2007 and relevant regulations and local laws in operation at the time. Environmental Protection Act 1986 and the Environmental Protection (Landfill) Levy act 1998.

2.20 Indicative Timeline

Action	Indicative Date
RFQ issued via eQuotes	Friday 25th August 2023
Last Date for Respondents clarifications	Thursday 7th September 2023
RFQ closing time	Tuesday 12th September 2023
Council Decision	Tuesday 26th September 2023
Contract Award	Friday 6th October
Transition	October 2023
Contract Start Date	November 2023- TBC

3 General Conditions of Contract

The General Conditions of Contract will be as per the WALGA 'Waste & Energy (PSP007)' Member Contract Conditions (Waste Services). A draft copy of the proposed Contract will be issued as a separate attachment.

3.1 Insurances

The Shire of Irwin will require the contractor to supply Certificates of Currency for the following insurance policies:

a) Public Liability.

b) Workers Compensation or Personal Accident Insurance Cover.

c) Business Insurance continuity cover.

d) Vehicle Insurance for vehicles being used to carry out the contract.

3.2 Contract Term

The Shire is exploring a five (5) year contract duration. With an initial period of three (3) years with an option for a further two (2) years, at the Principals discretion.

However, in the event of the Contractor failing in any manner to carry out the Contract to the Principal's satisfaction, the Principal may forthwith determine the Contract by written notice to the Contractor.

4 Specific Conditions of Contract

Not Applicable.

5 Respondents Offer

5.1 Offer Form

The Chief Executive Officer
Shire of Irwin
11-13 Waldeck Street
Dongara WA 6525

I/We (Registered Entity Name):			
Of (Registered Street Address):			
ABN:		**ACN (if applicable):**	
Phone No:		**Fax No:**	
Email:			

In response to Request for Quotation (RFQ)

RFQ 01 of 2023/24 – Waste Collection & Processing Services

I/We agree that I am/We are bound by and will comply with this Request and its associated schedules, attachments, all in accordance with the Conditions of Responding contained in this Request.

The quoted price is valid up to ninety (90) calendar days from the date of the RFQ closing or forty-five (45) days from the Council's resolution for determining the RFQ, whichever is the later unless extended on mutual agreement between the Principal and the Respondent in writing.

I/We agree that there will be no cost payable by the Principal towards the preparation or submission of this Quotation irrespective of its outcome.

The consideration is as provided under the schedule of rates of prices in the prescribed format and submitted with this RFQ.

Name of authorised signatory:			
Position:			
Email:			
Phone:		**Postal address:**	
Signature of authorised signatory of Respondent:			
Dated:			

5.2 Compliance Criteria

Please select with a “Yes” or “No” whether you comply with the following compliance criteria:

Description of Compliance Criteria	
a) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of responding in Part 1 this RFQ.	Yes / No
b) Respondents are to provide acknowledgment of completing and signing the Offer Form and provision of your pricing submitted in the format required by the Principal.	Yes / No
c) Respondents acknowledge that their Offer is conforming with the Specifications in Part 2 of this RFQ.	Yes / No
d) Respondents are to provide any licenses and registrations required to perform the goods/services.	Yes / No
e) Respondents acknowledge that they have submitted in accordance with any or all addenda distributed via eQuotes (Vendorpanel) during the RFQ Open Period.	Yes / No
f) Respondents are to provide acknowledgment that your organisation has submitted in accordance with the General Conditions in Part 3 of this RFQ. If not, provide a list of departures from the proposed Conditions of Contract and any proposed amendments.	Yes / No
g) Completed the Risk Assessment.	Yes / No
h) Completed the Work Health & Safety requirements.	Yes / No
i) Submitted all attachments and information relevant to the Qualitative Criteria.	Yes / No
j) Respondents are to supply evidence of their insurance coverage in *Schedule* 2 including, insurer, expiry date, value and type of insurance Including: a) Public Liability Insurance b) Professional Indemnity Insurance c) Vehicle, Plant & Machinery Insurance d) Workers Compensation Insurance	Yes / No

Risk Assessment	
Respondents must address the following information in an attachment and label it "Risk Assessment":	
1. If companies are involved, attach their current ASIC company extracts search including latest annual return.	Yes / No
2. Provide the Organisations directors/company owners and any other positions held with other Organisations.	Yes / No
3. Provide a summary of the number of years your organisation has been in business.	Yes / No
4. Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal.	Yes / No
5. Are you acting as a trustee of a trust? If Yes, give the name of the trust and include a copy of the trust deed (and any related documents); and if there is no trust deed, provide the names and addresses of beneficiaries	Yes / No
6. Do you intend to subcontract any of the Requirements? If Yes provide details of the subcontractor(s) including the name, address and the number of people employed; and the Requirements that will be subcontracted.	Yes / No
7. Will any actual or potential conflict of interest in the performance of your obligations under the Contract exist if you are awarded the Contract, or are any such conflicts of interest likely to arise during the Contract? If Yes, please supply in an attachment details of any actual or potential conflict of interest and the way in which any conflict will be dealt with.	Yes / No
8. Are you presently able to pay all your debts in full as and when they fall due?	Yes / No
9. Are you currently engaged in litigation as a result of which you may be liable for $50,000 or more? If Yes please provide details.	Yes / No
10. Have you had a Contract terminated in the last 5 years?	Yes / No
Workplace Health & Safety	
Compliance with the following WHS management System Requirements: *If answered Yes, evidence may be requested at a later stage.*	
<u>Policy & Management</u>	
1. Is there a written company health and safety policy?	Yes / No
2. Is there a WHS Management System?	Yes / No
3. Is the WHS Management System audited or reviewed on a regular basis?	Yes / No
4. Is there a company WHS Organisation Chart?	Yes / No
<u>Safe Workplace Practices & Operating Procedures</u>	
1. Have you prepared safe operating procedures or specific safety instructions relevant to your operations?	Yes / No
2. Are safe operating procedures or specific safety instructions issued to employees?	Yes / No
3. Are all machines and plant equipment inspected and maintained regularly?	Yes / No

4. Are all employees and operators issued with PPE suitable for your operations?	Yes / No
5. Are all employees current holders of a WA Official White Card?	Yes / No
Note: The shire of Irwin is currently in the process of transitioning to a new WHS management software, as part of our compliance with the Workplace Health & Safety 2020 Act. As we progress Contractors may be required to use the program to prove their compliance and therefore we ask that you are familiar with the Act.	

5.3 Qualitive Criteria

Before responding to the following qualitative criteria, Respondents must note the following:

a) All information relevant to your answers to each criterion are to be contained within your Quotation.
b) Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience.
c) Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
d) Respondents are to address each issue outlined within a qualitative criterion.

Qualitative criteria	Weighting
A. Demonstrated Experience Respondents must address the following information in an attachment and label it "Demonstrated Experience": a) Provide details of similar and/or relevant projects in performing Waste and Recycling Collection Services in a remote regional location. b) Demonstrate competency and proven track record of achieving outcomes. c) Provide details of at least three (3) references for similar work, including contract term, completion date and approximate value in Schedule 1.	**20%**
B. Capacity to Deliver Respondents must address the following information in an attachment and label it "Capacity to Deliver": a) Provide details of the Organisation Structure. b) Provide details on the key personnel who will be involved in performing the day-to-day services of this Contract. c) Provide details on the plant and equipment to be used. d) Provide details on the procedure for handling mechanical breakdowns and maintenance programs. e) Provide details on any contingency measures or backup of resources, including personnel.	**20%**
C. Service Delivery Respondents must address the following information in an attachment and label it "Service Delivery"	**20%**

a) Provide details of an Implementation Plan, including a proposal to ensure minimal interruption during the transition period at the commencement and conclusion of the contract. b) Provide details on the Organization's Environmental Management System and/ or Quality Assurance Systems or processes that will be applied to provide the services in this contract. c) Provide details on systems and performance levels used to achieve a high standard of Customer Service for enquiries, complaints and requests from members of the public. d) Provide details of any other benefits you can offer to improve the level of service or value of your offer.	
D. Pricing Respondents must complete and return the Price Schedule.	**40%**

5.4 Pricing Information

Respondents must complete the Price Schedule in this RFQ. Before completing the Price Schedule, Respondents should ensure they have read this entire Request for Quotation.

Quotes, exclusive of GST are to be itemised. If a breakdown is provided in the Specifications, then price must be based accordingly.

Unless otherwise indicated prices tendered must include delivery and any associated costs, and all applicable levies, duties, taxes and charges. Any charge not stated in the Response, as being additional will not be allowed as a charge for any transaction under any resultant Contract.

5.4.1 Price Basis

Quotes are required as a Schedule of Rates.

Do you agree to the Price Variation Mechanism below? All Contract Prices offered under this Contract shall be fixed for the first twelve months (12) of operation, after which, they shall be subject to annual adjustments by the percentage movement on the Review Date of the Contract for the quarter ending immediately prior to the Review Date in accordance with the Consumer Price Index as published by the Australian Bureau of Statistics for Perth (all groups).	**Yes / No**

If No. Please indicate how your proposed Price Variation Mechanism differs from the one outlined above. Supply details and label it “Price Variation Mechanism”	**Tick if attached.** ☐

5.5 Schedule 1- Referees

Please provide details of three referees for similar work.

Project Description	Client	Value	Duration & Completion Date
	Name Phone Number	$	
	Name Phone Number	$	
	Name Phone Number	$	

5.6 Schedule 2- Insurance

Provide details of insurance currently held by you and any proposed Subcontractor to provide services under the Contract.

Insurance Type	Name of Insurer	Policy Number	Value	Expiry Date
			$	
			$	
			$	
			$	
			$	
			$	

5.7 Schedule 3 – Subcontractor Details

Provide details of any proposed sub-contractors who will be engaged with this Contract.

Name of Subcontractor	Description of Works/Plant items proposed be Subcontracted	% of Total works which will be subcontracted

5.8 Schedule 4- Schedule of Rates

Schedule of Rates				
Item	**Estimated Number of Services**	**Unit**	**$ (ex GST)**	**$ (inc GST)**
Core Services				
Residential Kerbside service-240L MGB	1930	$/ lift		
Commercial Kerbside service- 240L MGB	262	$/ lift		
Special Collection service- 240L MGB	12	$/ lift		
Additional Collection service – 240LMGB		$/ lift		
Public Place service- 240L MGB	94	$/ lift		
Optional				
Event Services – MGB delivery & collection		$/ MGB		
Event Services – MGB Service		$/ lift		
Residential Kerbside Recycle service		$/ lift		
Commercial kerbside Recycle service		$/ lift		
Public Place kerbside recycle service		$/ lift		
Residential kerbside FOGO service		$/ lift		
Commercial kerbside FOGO service		$/ lift		
Other				

5.9 Schedule 5 – Statement of Conformity

If the Quotation does not conform with all the requirements of the Request, the Respondent must list the areas of non-conformity (NC), partial conformity (PC) or alternative (AO) and the reasons.

Area of Non-conformity and Reason	NC/ PC/ AO

5.10 Schedule 6 - Plant & Equipment Listing

Provide details on plant and equipment available to provide the service requirements.

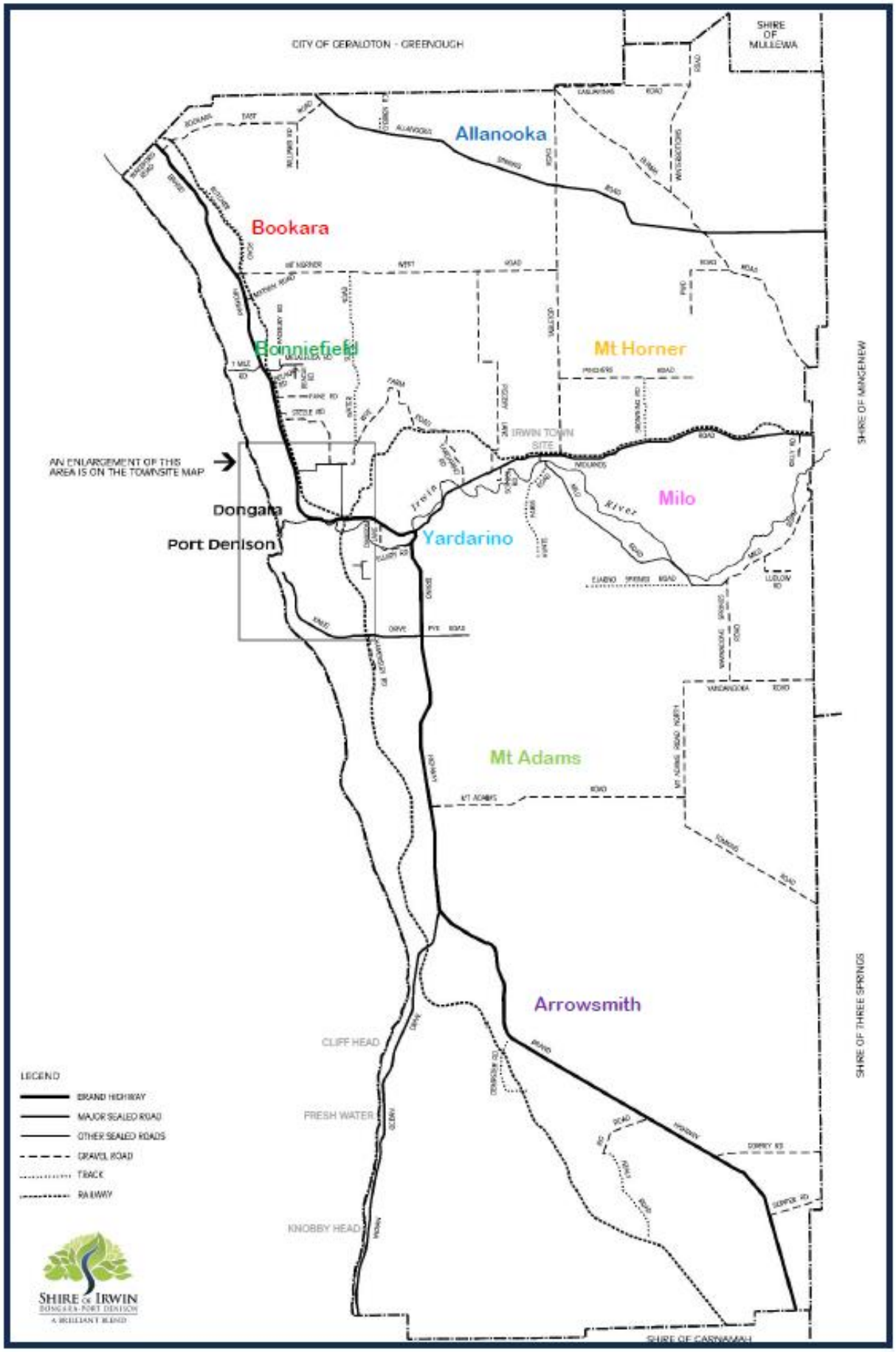
Plant & Equipment Listing	
Equipment Type	**Equipment Specifications**

5.11 Schedule 7- Implementation Schedule

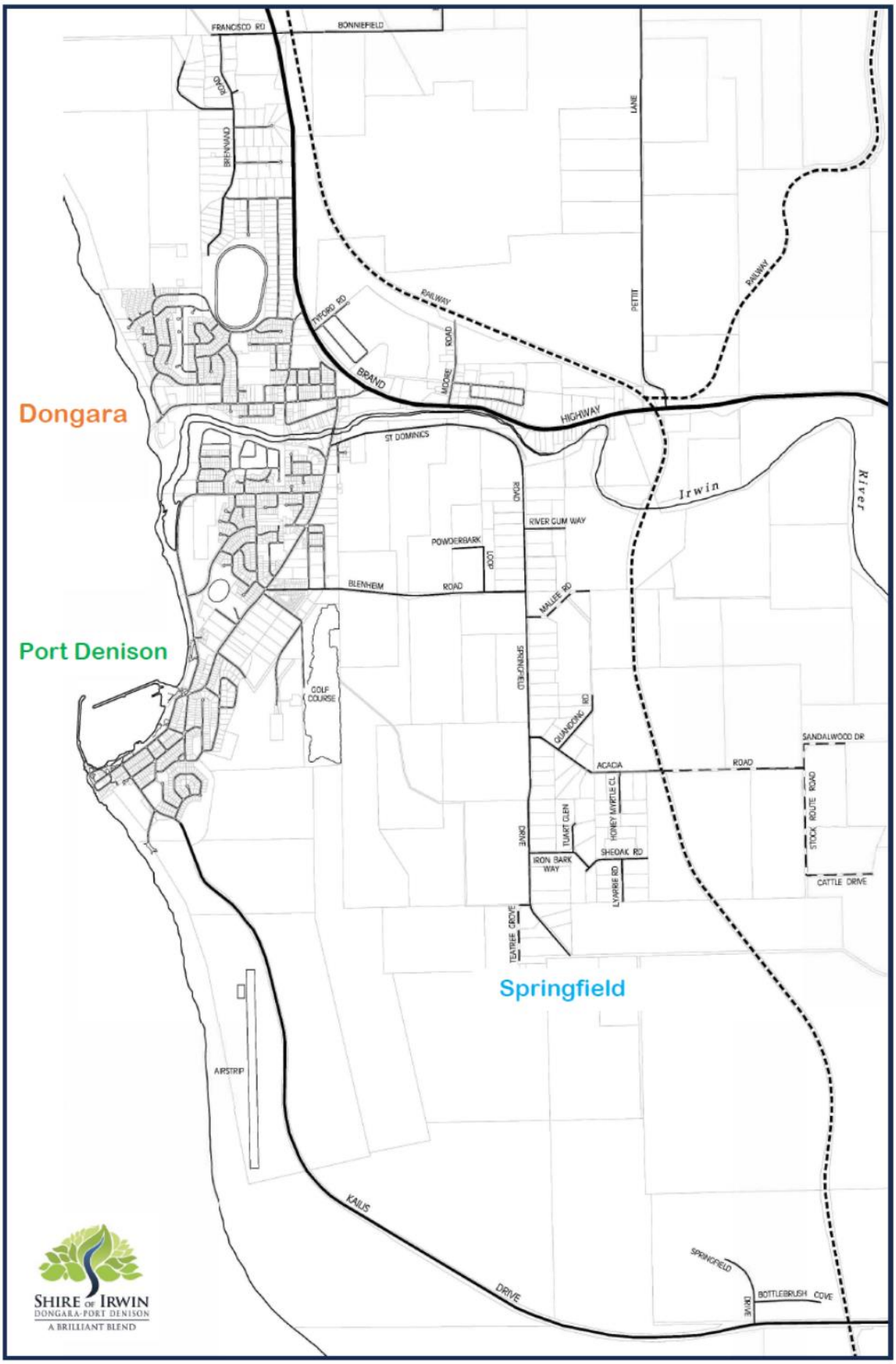
Provide a comprehensive project plan that encompasses all activities required and timelines for each activity from Contract execution to Contract ‘start date’.

Annexure

Localities Map



Town Map


Dongara
Port Denison
Springfield
FRANCISCO RD
BONNIEFIELD
BRENNAND
RAILWAY
TYPOO RD
BRAND
MOORE
ROAD
HIGHWAY
ST DOMINICS
PETTIT
LANE
Irwin
River
RIVER GUM WAY
POWDERBARK
LOOP
BLENHEIM
ROAD
MALLEE RD
SPRINGFIELD
DRIVE
GUMDOONG RD
ACACIA
SANDALWOOD DR
STOCK ROUTE ROAD
CATTLE DRIVE
HONEY MYRTLE CL
TUART GLEN
IRON BARK WAY
SHEOAK RD
LYARRIE RD
TEATREE GROVE
GOLF COURSE
AIRSTRIP
KAIUS
DRIVE
SPRINGFIELD
BOTTLEBRUSH COVE
SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND

Proposed KPIs

Performance KPI	Definition	Measurement	Target
Service Continuity	Services are performed with minimal delays or misses	3 = Nil 2 = Minimal interruption 1 = Significant interruption 0 = Unacceptable interruption	3
Service Performance	Collections are conducted in line with 2.6 of the Specifications	4 = Excellent 3 = Good 2 = Acceptable 1 = Poor 0 = Very Poor / Unacceptable	3
Customer Satisfaction	-Minimal complaints from Customers -Effective Management of Customer Problems	4 = Excellent 3 = Good 2 = Acceptable 1 = Poor 0 = Very Poor / Unacceptable	3
Communication requirements	All referrals to the Principal are made within required timeframes	4 = Excellent 3 = Good 2 = Acceptable 1 = Poor 0 = Very Poor / Unacceptable	3
Reporting requirements	Reports on waste collected in line with 2.7.2 of the Specification	4 = Excellent 3 = Good 2 = Acceptable 1 = Poor 0 = Very Poor / Unacceptable	3
WHS compliance	Compliance with procedures to prevent accidents, notifiable incidents, injury or property damage	3 = Nil 2 = Minimal incidents 1 = Significant incidents 0 = Unacceptable incidents	3
Environmental Contamination	Mitigate any adverse impacts on the environment	3 = Nil 2 = Minimal incidents 1 = Significant incidents 0 = Unacceptable incidents	3

ATTACHMENT 2: CEO02-09/23

RFT2022-23 Evaluation Matrix Consensus Public

RFT EVALUATION MATRIX

Title of RFT:	02-2022/23 Side Tipping Trailers with Bogie Dolly

SELECTION CRITERIA

			COMPLIANCE CRITERIA						QUALITATIVE CRITERIA							
			NON-WEIGHTED						A. Unit Specification		B. Delivery Timeframe		C. Price			
			Item A	Item B	Item C	Item D	Item E	Item F	40%		10%		50%			
	Tenderer	Quoted Lump sum price (inc. GST)	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Score 0-10	Weighted Score	Score 0-10	Weighted Score	Score 0-10	Weighted Score	TOTAL weighted score	RANKING
1	[redacted]	$ 329,978.00	[redacted]												90.0	1
2	[redacted]	$ 372,847.61													79.2	2

ATTACHMENT 1: CEO03-09/23

Workplace Health and Safety Minutes

June, July September 2023

Shire of Irwin Safety Committee Minutes

held in the Council Chambers on

Wednesday 7 June, 2023

at 11.30am

MIINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Committee Members

Shane Ivers	Chief Executive Officer (CEO)
Katrina Dowson	Human Resources Supervisor (Chair)
Jane Morgan	Executive Assistant (Secretary)
Mark Teale	Community Emergency Services Manager (CESM)
Mark Jones	A/ Manager Operations (MO)
Rochelle Vermeer	Workplace Health & Safety Coordinator (WHSC)
Phillip French	Operations Officer (DSR)
Pania Pomana	Recreation Officer (RSR)
Lynwen Olsen	Containers for Change Officer (TSR)

Guests

Apologies

Mark Jones	A/ Manager Operations (MO)
Lynwen Olsen	Containers for Change Officer (TSR)

3. CONFIRMATION OF PREVIOUS MINUTES

Minutes were accepted by all attendees as correct and moved by Mark Teale.

4. MATTERS / ACTIONS ARISING FROM PREVIOUS MINUTES

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
1.	Defibs for Rural Crew + Transfer Stn – *Follow up required for pricing on defibs. To be included in the next budget review meeting. 3 costing approx. $6,500.*	RV / MJ	01/06/23	05/07/23
2.	RV to review and revise WHS Safety Committee-Terms of Reference*. Awaiting change proposals from HR prior to rollout.*	RV/KD/SI	07/06/23	05/07/23
3.	Children in the workplace procedure – *. RV to liaise with Tribal Safety next week.*	RV	05/07/23	

4.	Investigate push out of first responders app to all employees work phones and Ipads. *First push out completed 3 May second will be advised by MJ.*	GN	07/06/23	Completed
5.	Fire training for Use of fire unit - *Saturdays offered out to MJ/JC, alternative dates will be advised later in the year. MJ/JC to advise staff of alternative dates once received from MT. 2 x Training required. 1 x to operate fire unit. 1 x BFB training.*	MT/MJ/JC	01/08/23	
6..	RV to create actions for outstanding SOPs via WHS Monitor - *RV stated she would prefer done via HAZARD as it is more simplistic. MJ requested SOP template to be attached to the bottom of each individual action. RV actioned via WHS Monitor in individual document actions rather than hazards.*	RV	01/08/23	Completed
7.	Look into Business Continuity plan for CDS - *MT advised waiting on budget approval first.*	MT / RV	01/08/23	Remove as budget pending
8.	RV to investigate additional preset dropdown in Incident Reporting module for capturing incidents involving members of public as per Section 8.2 May minutes	RV	07/06/23	Remove - Not investigating due to software change
9.	LTIFR Reporting - *New HR software to come and may capture these hours. KD has created spreadsheet in interim capturing all inhouse contractor hours.*	KD / JK	07/06/23	05/07/23

5. CORRESPONDENCE

5.1 In – DFES report, 5 in from HR..

5.2 Out – Nil

6. TOOLBOX MEETING MINUTES

6.1 Arising Safety Concerns

7. CURRENT WHS PROGRESS OVERVIEW

7.1 General Overview

- WHS Project Plan Updates – Worker and Contractor induction completed prior to July 1st.
- New software transition for remainder of June, early July

8. REPORTS AND UPDATES

8.1 Hazard Reports

Take 5s – 366 new Take 5s completed this month

Hazard Reports – 1 new Cord management required to Customer service area, 27 in Total reported , 5 remain open to date

8.2 Incident Reports – 1 new flying debris struck eye of member of public, 26 in Total, 1 open to date. (damage to jetty)

8.3 LTIFR Report – Progress Update: Nil to advise

9. WORKPLACE WHS INSPECTIONS

Nil new completed, Rec Centre Gym has uneven floor. Parnz to action via Deb direct.

10. WHS TRAINING

10.1 Update on WHS Training

LGIS Manual Awareness training + Ergonomic workshops being held Thursday 22 June 2023.

Looking at booking 5 crew in for BWTM training July

Investigating RTO for VOCs for machine Operators for next budget consideration

11. GENERAL BUSINESS

11.1 Any additional items raised by WHS committee members

- Grave digging course

12. NEXT MEETING DATE

13. CLOSURE

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE
1	RV to contact City of Joondalup re: contact for Grave Digging course as per section 11.1	RV	05/07/23

Shire of Irwin Safety Committee Minutes

held in the Council Chambers on

Wednesday 5 July, 2023

at 11.30am

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Chair declared the meeting open at 11.32am.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Committee Members

Shane Ivers	Chief Executive Officer (CEO)
Katrina Dowson	Human Resources Supervisor (Chair)
Jane Morgan	Executive Assistant (Secretary)
Mark Teale	Community Emergency Services Manager (CESM)
Mark Jones	Supervisor Operations (SO)
Rochelle Vermeer	Workplace Health & Safety Coordinator (WHSC)
Phillip French	Operations Officer (DSR)
Pania Pomana	Recreation Officer (RSR)
Lynwen Olsen	Transfer Station Operator (TSO)

Guests

Nil.

Apologies

Mark Teale	Community Emergency Services Manager (CESM)

3. CONFIRMATION OF PREVIOUS MINUTES

Meeting minutes from 7 June 2023 were accepted by all attendees. P Pomana moved the meeting minutes.

4. MATTERS / ACTIONS ARISING FROM PREVIOUS MINUTES

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
1.	Defibs for Rural Crew + Transfer Stn - *Follow up required for pricing on defibs. To be included in the next budget review meeting. 3 costing approx. $6,500.*	RV / MJ	05/07/23	Removed as included in budget
2.	RV to review and revise WHS Safety Committee -Terms of Reference. *Awaiting change proposals from HR prior to rollout.*	RV/KD/SI	05/07/23	05/07/23
3.	Children in the workplace procedure – RV to liaise with Tribal Safety next week.	RV	05/07/23	05/07/23

4.	Fire training for Use of fire unit - *Saturdays offered out to MJ/JC, alternative dates will be advised later in the year. MJ/JC to advise staff of alternative dates once received from MT. 2 x Training required. 1 x to operate fire unit. 1 x BFB training.*	MT/MJ/JC	01/08/23	Removed, training to be scheduled later in year closer to fire season
5.	LTIFR Reporting - *New HR software to come and may capture these hours. KD has created spreadsheet in interim capturing all inhouse contractor hours.*	KD / JK	05/07/23	05/07/23
6.	RV to contact City of Joondalup re: Grave Digging course contact as per section 11.1 of previous minutes	RV	05/07/23	05/07/23

5. CORRESPONDENCE

5.1 In –

Marsh Pty Ltd – new evacuation masters for review.
Tribal Safety Solutions - site audit report received.
Chemwatch – New QR code app for chemicals.
Midwest RRC - 2024 Service Plan
Monthly newsletters from Injury Matters – Falls Prevention (RV to post on OSH and WHS boards.
DMIRS – Battery disposal consumer watch – Mitre Ten for small batteries and Men in Sheds for bigger ones.
EOI Cemeteries board – Grave digging information.
Abundance of Contractor Traffic Mgmt approval requests (Western Power works)
Kidsafe Playground Inspection certificates

5.2 Out -

Contractor TMP approvals
Templates to SiteDocs for form building
Revisions for Marsh Pty Ltd – evacuation updates.

6. TOOLBOX MEETING MINUTES

6.1 Arising Safety Concerns – Walkway @ Westpac bank requires cold mix.

6.2 Safety Reps Reported Concerns:

- The existing oil catchment shed @ depot is full of water and overflowing and has become an environmental hazard (HZRP-6515) PowerPoint attached.
- Excess quantities of 20L chemical drums are currently stored @ depot and rec center. Where are we going to dispose of them?
- Require fire extinguisher to be mounted on outside of IR543 for pump.
- Workers have requested a sharps container and litter tongs to be provided for each town maintenance and P+G vehicle.
- Duress alarm for customer service area.
- The walkway between admin and chambers increasingly slippery due to rains. Can we investigate roof coverage between the 2 buildings?

7. CURRENT WHS PROGRESS OVERVIEW

7.1 General Overview – PowerPoint attached.

7.2 WHS Project Plan Updates – Worker induction complete and delivered to Sitedocs for creating in new safety portal. Trials have commenced with forms in Sitedocs. SWMS is simple, editable, signable, and ensures we are compliant.

8. REPORTS AND UPDATES

8.1 Hazard Reports – 30 in total, 3 new – Oil shed overflowing creating environmental hazard. Sinkhole on George St (Water Corp issue). Asbestos dumped at the builders waste pile. 1 hazard outstanding (Paper shed handle).

8.2 Take 5's - 329 this month.

8.3 Incident Reports – 27 in total, 26 closed. 1 new - Elbow injury to worker.

8.4 LTIFR Report – Progress Update – Nothing to report.

9. WORKPLACE WHS INSPECTIONS

All Shire buildings undertook workplace inspections in June, results of findings to be shared with CEO / Line Managers / Safety Reps for review.

10. WHS TRAINING

10.1 Update on WHS Training

Ergonomic training undertaken with manual task awareness sessions and ergonomic assessments. Feedback from workers was very positive.
RV + GN – Sitedocs setup and rollout training seminars underway.
BWTM training this month for 6 Ops crew.
EOI submitted for Grave Digging course to cemeteries board.

11. GENERAL BUSINESS

11.1 Any additional items raised by WHS committee members.

- Nomination received by Helen Colley for Admin Safety Rep. Email to be sent out to admin crew.

11.2 Documents to present to WHS Safety Committee

Safety Committee Terms of Reference– Sign off deferred till next month.

12. NEXT MEETING DATE

2 August 2023.

13. CLOSURE

Meeting was declared closed at 12.13pm.

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE
1	Existing oil catchment shed needs sorting	MJ	02/08/23
2	Sharps kits for town vehicles	MJ	02/08/23
3	Source drop off point for chemical tubs	MJ	02/08/23
4	Fire extinguisher for outside of IR 543	MJ	02/08/23
5	Duress alarm for customer service	PB	02/08/23
6	Investigate roof coverage for between admin and chambers buildings.	Budget approval required	

Shire of Irwin Safety Committee Minutes

held in Council Chambers on

Wednesday 6 September, 2023

at 11.00am

MINUTES

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Chair declared the meeting open at 11.00am.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Committee Members

Shane Ivers	Chief Executive Officer (CEO)
Katrina Dowson	Human Resources Supervisor (Chair)
Jane Morgan	Executive Assistant (Secretary)
Mark Teale	Community Emergency Services Manager (CESM)
Mark Jones	A/Manager Operations (AMO)
Rochelle Vermeer	Workplace Health & Safety Coordinator (WHSC)
Pania Pomana	Recreation Officer (RSR)
Lynwen Olsen	Containers for Change Officer (TSR)
Helen Colley	Customer Service Officer (ASR)

Guests

Nil.

Apologies

Shane Ivers	Chief Executive Officer (CEO)

3. CONFIRMATION OF PREVIOUS MINUTES

Due to there not being a minimum quorum the previous meeting had to be cancelled, no previous minutes to confirm.

4. MATTERS / ACTIONS ARISING FROM PREVIOUS MINUTES

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE	COMPLETED DATE
1	Existing oil catchment shed needs sorting. *Awaiting Wren Oil to empty oil catchments*	MJ	04/10/23	
2	Sharps kits for town vehicles.	MJ	02/08/23	06/09/23
3	Source drop off point for chemical tubs.	MJ	02/08/23	06/09/23
4	Fire extinguisher for outside of IR 543	MJ	02/08/23	06/09/23
5	Duress alarm for customer service	PB	02/08/23	06/09/23
6	Get quote for roof coverage between admin and chambers buildings. *Action moved to DM for review.*	DM	04/10/23	

5. CORRESPONDENCE

5.1 In – LGIS Early Intervention Program information + correspondence.
WARRRL CDS Audit request for more documentation.

5.2 Out – Worksafe notifiable incident report.
Remaining docs for WARRRL audit as requested.

6. TOOLBOX MEETING MINUTES

6.1 Arising Safety Concerns – Contractors not using traffic management signage on roads when conducting works.

6.2 Safety Rep reported Concerns – More lighting required at the 24hr access points @ the Rec Centre as currently only 2 are working.

7. CURRENT WHS PROGRESS OVERVIEW

7.1 General Overview – See slides attached.

7.2 WHS Project Plan Updates – See slides attached.

8. REPORTS AND UPDATES

8.1 Hazard Reports: Take 5s – 771 – 385 p/mth (record numbers).
Hazards – 7 new past 2 months.

8.2 Incident Reports – 2 new (1 member of public tripped, 1 near miss @ transfer stn gatehouse), 1 still open – worker currently on workers comp, 2 new Early intervention program candidates – machine operators.

8.3 LTIFR Report – Progress Update – KD to review the Annual Report to see whether this information is provided.

9. WORKPLACE WHS INSPECTIONS

Tribal Safety Inspections – To split up into priorities for actioning. RV to send to Mark Teale for BFB findings to be actioned.
WARRRL Audit results - Quarterly inspection was undertaken on 30th July @ CDS, We were required to provide proof of risk assessments, how we manage and handle animal and insect hazards. Proof that site inductions being undertaken, copy of worker training matrix and designated smoking area signage. Response email was received 31/7/23 thanking us for our ongoing commitment to meeting compliance requirements and NO further info is required. Positive result.

10. WHS TRAINING

10.1 Update on WHS Training
Audiometric testing for Ops crews completed Tue 01/08/23. 2 workers require further testing due to decrease in their hearing.
Helen Colley booked for her 5 day HS Rep course 11 – 15 September @ CR Tafe
RV booked for her Cert IV WHS commencing 2nd October with Pinnacles Safety & Training in Canningvale.
Ops crews are booked for Cemetery training course commencing 23/24 November in Geraldton via Footprint Training.

11. GENERAL BUSINESS

11.1 Any additional items raised by WHS committee members:
Kevin Penny newly elected OPS Safety Rep.
LGIS Ergonomic assessments for Rural Roads crews proposed for Nov 2023.

11.2 Documents to present to WHS Safety Committee:
Safety Committee Terms of Reference v1 – Adopted by Committee today (06.09.23).

12. NEXT MEETING DATE

Wednesday, 4th October 11.00am.

13. CLOSURE

Being no further business, the Chair declared the meeting closed at 11.55am.

ITEM	MEETING ACTIONS	RESPONSIBLE OFFICER	DUE DATE
1	Mark Jones to upload airport incident into WHS Monitor	MJ	4/10/23

ATTACHMENT 1: ID01-09/23

Delegated Authority Report – Development, August 2023

Records of exercise of delegated powers or duties – Development, August 2023

Function	Officer	Date of decision	Decision	Description	Address
Building Permit	Manager Development	3 August 2023	Granted	Garage	Lot 239 (No. 18) Bayliss Road, Dongara
		8 August 2023	Granted	Farm Shed	Lot 133 (No. 30084) Brand Highway, Yardarino
		8 August 2023	Granted	Verandah	Lot 2 (No. 19) Walton Street, Dongara
		10 August 2023	Granted	Demolition	Lot 12 (No. 31534) Brand Highway
		16 August 2023	Granted	Shed	Lot 257 (No. 18) North Shore Drive, Dongara
		17 August 2023	Granted	Temporary Workforce Accommodation	Lot 12453 Mount Adams Road, Arrowsmith
		22 August 2023	Granted	Dwelling	Lot 4 School Road, Irwin
		24 August 2023	Granted	Dwelling (Internal Works)	Lot 700 (No. 9) Benidictine Street, Port Denison
		31 August 2023	Granted	Patio	Lot 23 (No. 26924) Midlands Road, Irwin
Development Approval	Manager Development	1 August 2023	Granted	Building Envelope Relocation	Lot 101 Padbury Road, Bookara
		1 August 2023	Granted	Single House (Retaining Wall)	Lot 542 (No. 108) North Shore Drive, Dongara
		4 August 2023	Granted	Single House (Outbuilding and Retaining Wall)	Lot 694 (No. 10) Salvado View, Port Denison
		9 August 2023	Granted	Single House (Carport)	Lot 120 (No. 10) Short Street, Dongara
		10 August 2023	Granted	Single House (Outbuilding)	Lot 704 (No. 12) Premier Circle, Dongara
		14 August 2023	Granted	Single House (Front Fence)	Lot 533 (No. 90) Northshore Drive, Dongara
		22 August 2023	Granted	Single House	Lot 287 (No. 4) Herbert Street, Port Denison
		24 August 2023	Granted	Local Development Plan Amendment	Seaspray Caravan Park - Reserve 25412 Lot 94 (No. 79) Church Street, Dongara
		24 August 2023	Granted	Caretaker's Dwelling	Lot 411 (No. 36) Carter Road, Dongara

ATTACHMENT 1: ID02-09/23

Proposed Animal Establishment – Lot 200 (No.22) Bonniefield Road East, Bonniefield – Application for Development

PO Box 2124, Malaga WA 6944
E: ndengine@bigpond.net.au
T: (08) 9249 9619
M: 0412 679 431

ND Engineering
Consulting Engineers

nde

Ms Katherine George
22 Bonniefield Road East,
BONNIEFIELD WA 6525

0438 931 365
katherine-cerbie@hotmail.com

ACOUSTIC ASSESSMENT 2302022 Revision 2

PROPOSED DOG KENNELS
22 BONNIEFIELD ROAD EAST, BONNIEFIELD WA 6525

References:

A. Environmental Protection (Noise) Regulations 1997 as amended.

Summary

0.1 ND Engineering's opinion is that the proposed Dog Kennels at 22 Bonniefield Road East Bonniefield WA will comply with Reference A subject to implementation of the recommendations at all times.

Introduction

1.1 ND Engineering (NDE) was commissioned to provide an acoustic assessment with regards to the Environmental Protection (Noise) Regulations 1997 (aka EPNR) for the proposed dog kennels.

1.2 The acoustic assessment is confined to noise emissions by dogs barking as noise emissions by client vehicles, air-conditioning and electrical appliances during business hours are not significant.

Assessment

2.1.1 The Assigned Noise Levels (ANL), see Annex A, of interest are for residences:

a.	LA10 = 45 dB(A)	day	7am to 7pm	Monday to Saturday (excluding Public Holidays).
b.	LA10 = 40 dB(A)	day	9am to 7pm	Sundays and Public Holidays.
c.	LA10 = 35 dB(A)	night	10pm to 7am	Monday to Saturday.
		night	10am to 9am	Sundays and Public Holidays.

2.1.2 The other ANL for LAmax & LA1 are not required to be assessed as they are significantly higher than the LA10 values. When dogs bark they generally bark at the highest level which if carried on, assumed continuously, for a minimum of 15 minutes the measured LA10 levels will be no different to the LAmax or LA1 levels. The assessment using the ANL of LA10 is considered to be conservative as it provides for a lower level of noise for compliance purposes.

2.2.1 The noise produced by dogs barking varies considerably and a review of data on the internet and ND Engineering's (NDE) other work with dog kennels indicated that Sound Power Levels (SWL or Lw) of five (5) medium/large dogs barking ranged from 95 to 99 dB(A). NDE utilises Lw = 97 dB(A) as the basis for noise modelling for 5 medium/large dogs which is equivalent to Lw = 90 dB(A) per large/medium dog.

2.2.2 NDE's experience with special noise characteristics for tonality, modulation and impulsiveness is that they are not applicable in a controlled kennel environment as is the case for this proposed dog kennels.

2.3.1 The assessment was conducted using SoundPlan V8.2 software utilising the CONCAWE daytime conditions with the results of the noise modelling contained in Annex N.

Conclusion

3. *ND Engineering's opinion is that the proposed Dog Kennels at 22 Bonniefield Road East Bonniefield WA will comply with Reference A subject to implementation of the recommendations at all times.*

Recommendations

4. The following recommendations are made:

a. The Northern roller door to be kept closed and only used sparingly by staff; and

b. The Southern roller door to be used during business hours and can be left open during business hours however the Southern roller door needs to be kept closed at evenings 7pm to 10pm, nighttime 10pm to 7am (9am on Sundays & Public Holidays) and 9am to 7pm on Sundays & Public Holidays; and

c. The interior of the kennels to be treated with CSR Anticon 55 to the entire roof and Western wall from 900mm above ground level; and

d. An acoustic wall 2100mm high be provided as per ANNEX R – RECOMMENATIONS to the entire perimeter of the external runs comprising brick walls up to a minimum of 600mm high with the remainder being either 6mm glass or 13mm polycarbonate sheet all with a surface density not less than 15kg/m^2; and

e. Business hours including client drop off and pickups are confined the daytime between:

(1) 7am to 7pm Monday to Saturday (excluding Public Holidays).

(2) 9am to 7pm Sundays and Public Holidays.

f. The limit on the number of dogs is 10 with no size restriction however only 5 medium/large dogs are permitted in the eternal runs at any time.

g. Nuisance barking to be controlled by:

(1) Bringing dog/s indoor; and

(2) Removal of nuisance dogs having clients return to pick them up; and

(3) Providing line of sight disruption to dogs entering/leaving the kennel and between various areas within the kennels; and

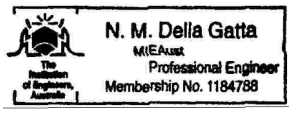
(4) Restricting clients to use of the Southern Roller Door for pickups / drop offs.

h. Dogs cannot be walked during the evenings 7pm to 10pm and nighttime 10pm to 7am (9am on Sundays & Public Holidays).

End of report

5. If you have any queries, please call me.

Yours Sincerely



08 SEP 2023

Annexes:

A. ASSIGNED NOISE LEVELS.

N. NOISE MODELLING.

R. RECOMMENDATIONS.

S SITE PLANS & PHOTOS.

ANNEX A – ASSIGNED NOISE LEVELS

A.1 The following table shows the derivation of the Influencing Factor.

INFLUENCING FACTOR CRITERIA			**ASSESSMENT**		
Item	**Criteria**	**Value**	**Criteria**	**Value**	**Totals**
Major Road within the					0
- 100 m radius inner circle	veh/day > 15000	6 dB	-	0	(Transport
- 450 m radius outer circle		2 dB	-	0	Factor ≤ 6)
Minor Road within the					
- 100 m radius inner circle	15k > veh/day > 6k	2 dB	-	0	
Type A 'Industrial and Utility premises' within the (see Figures A3)					0
- 100 m radius inner circle	1/10 x Area%	≤ 10	0 %	0	(≤ 30)
- 450 m radius outer circle	1/10 x Area%	≤ 10	0 %	0	
Type B 'Commercial premises' within the (see Figures A3)					
- 100 m radius inner circle	1/20 x Area%	≤ 5	0 %	0	
- 450 m radius outer circle	1/20 x Area%	≤ 5	0 %	0	
				INFLUENCING FACTOR = 0 dB(A)	

A.2 The Assigned Noise Levels, including the Influence Factor, at the two nearest receiving residences 30674 Brand Hwy Dongara WA 6525 and 32 Bonniefield Road Bonniefield WA 6525 as allowed under Reference A are shown in the following table.

Noise sensitive premises at locations within 15 m of a building directly associated with a noise sensitive use.	**Time of day**		**Assigned Noise Levels dB(A)**		
			L_{A10}	**L_{A1}**	**L_{Amax}**
	Day	**0700-1900 hrs Monday to Saturday**	**45**	55	65
		0900-1900 hrs Sunday, Public holidays	**40**	50	
	Evenings	1900-2200 hrs all days			55
	Night	2200-0700 hrs Monday to Saturday	35	45	
		2200-0900 hrs Sunday, Public Hol.			
Commercial	**All hours**		60	75	80
Industrial	**All hours**		65	80	90

A.3 The criteria LAmax, LA01 and LA10 represent the maximum, 1 percentile and 10 percentile highest A weighted sound pressure levels respectively over a required measurement period of not less than 15 minutes and not more than 4 hours.

ANNEX N – NOISE MODELS

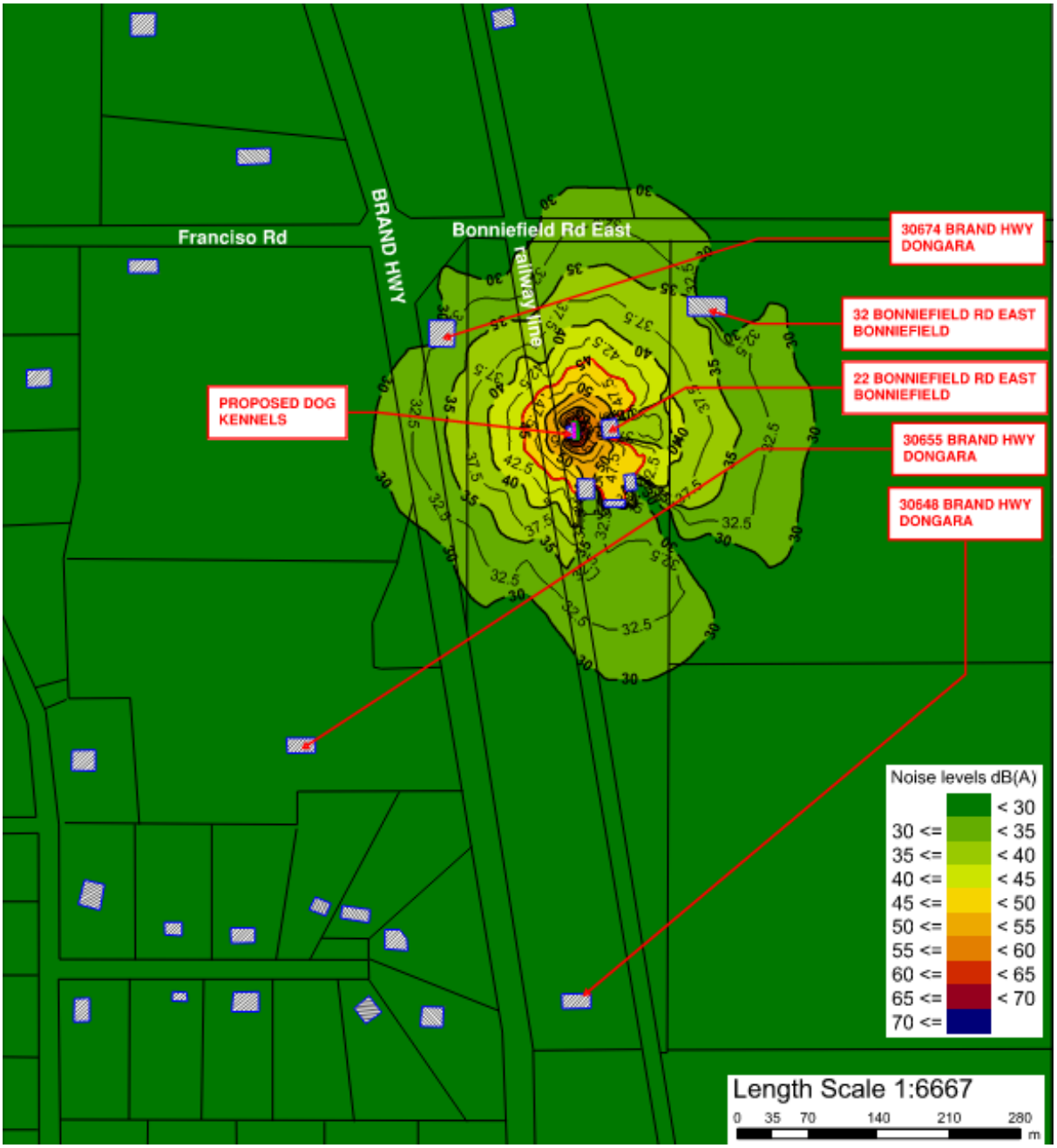


FIGURE N1.1: OUTDOOR MODEL LA10 = 45 dB(A) with Calm Wind Conditions

Monday to Saturday 7am to 7pm

5 Large Dogs Barking Outdoors continuously for a minimum of 15 minutes in the play area which incorporates a 2.1m high acoustic barrier on all sides.

Calm Wind Conditions.

Complies with the EPNR.

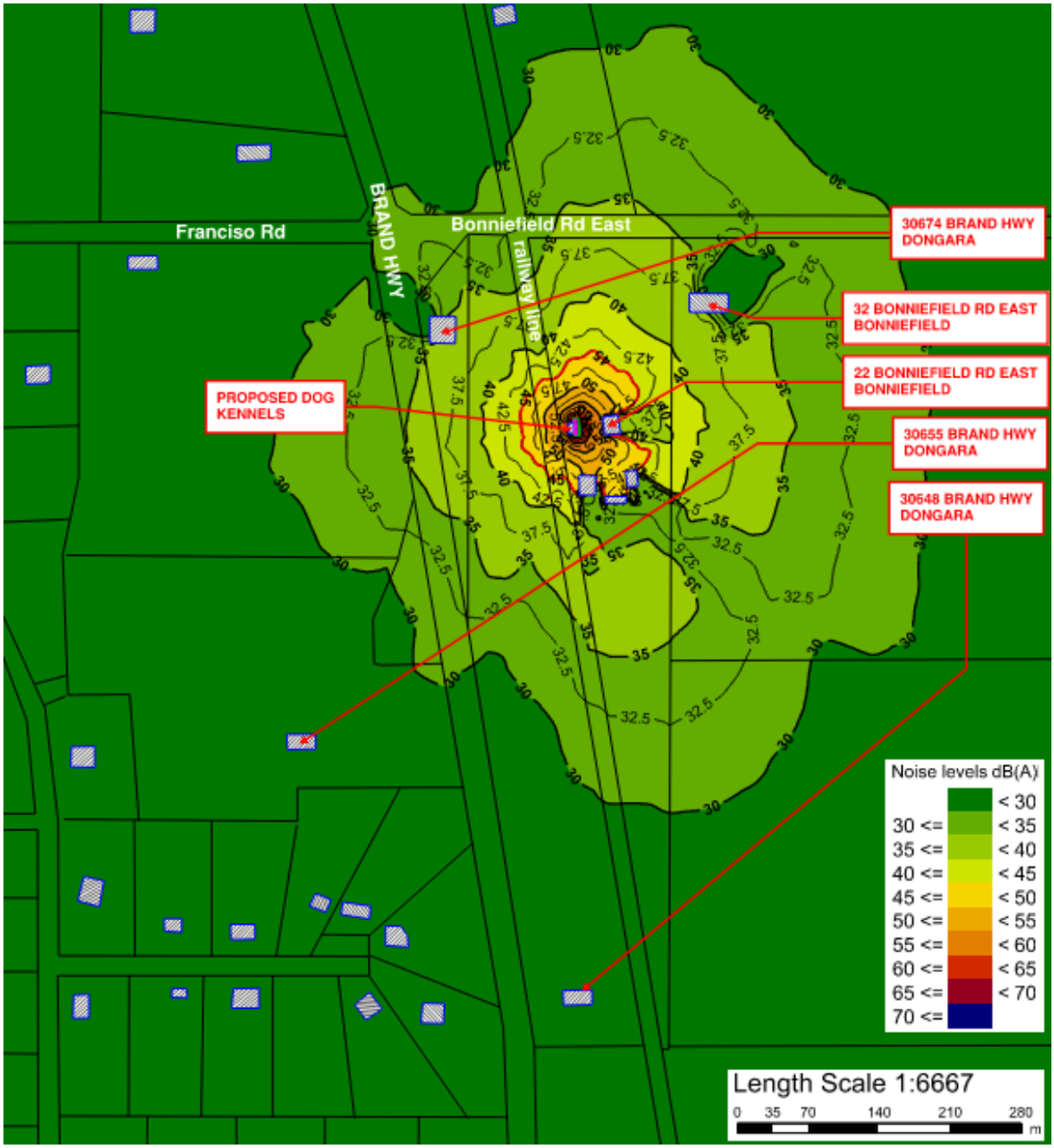


FIGURE N1.2: OUTDOOR MODEL LA10 = 45 dB(A) with Concawe Wind Conditions

Monday to Saturday 7am to 7pm

5 Large Dogs Barking Outdoors continuously for a minimum of 15 minutes in the play area which incorporates a 2.1m high acoustic barrier on all sides.

Concawe Wind Conditions = a fictitious 4 m/s wind blowing outwards in a 360° pattern from the source (dogs) to the receiver (residences).

Complies with the EPNR.

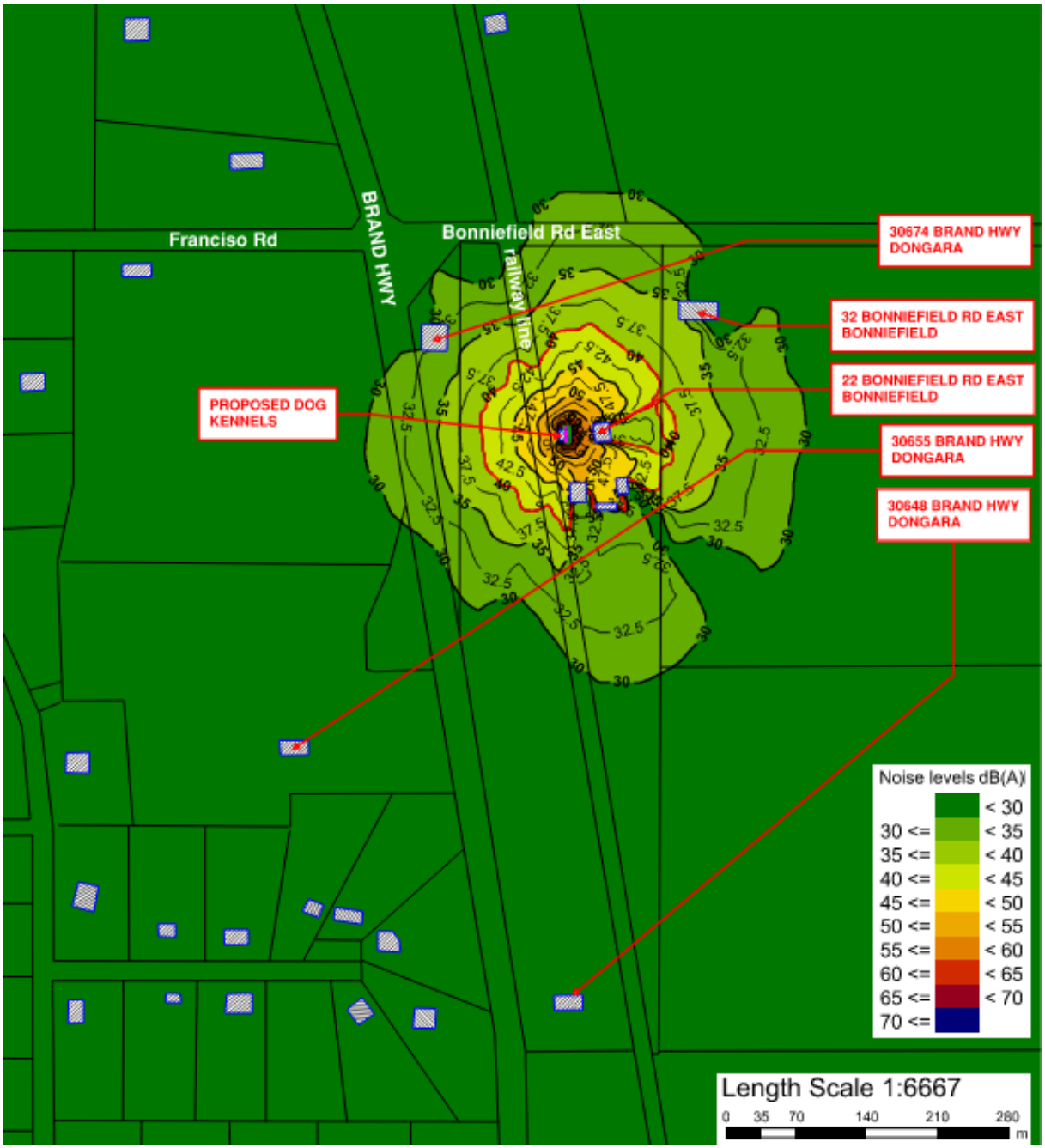


FIGURE N2.1: OUTDOOR MODEL LA10 = 40 dB(A) with Calm Wind Conditions

Sunday & Public Holidays 9am to 7pm

5 Large Dogs Barking Outdoors in Play Area continuously for a minimum of 15 minutes.

Calm Wind Conditions.

Complies with the EPNR.

NB: Night time noise contours will be 10 to 20 dB(A) lower due to attenuation of the kennel structure thus still retaining compliance with the EPNR.

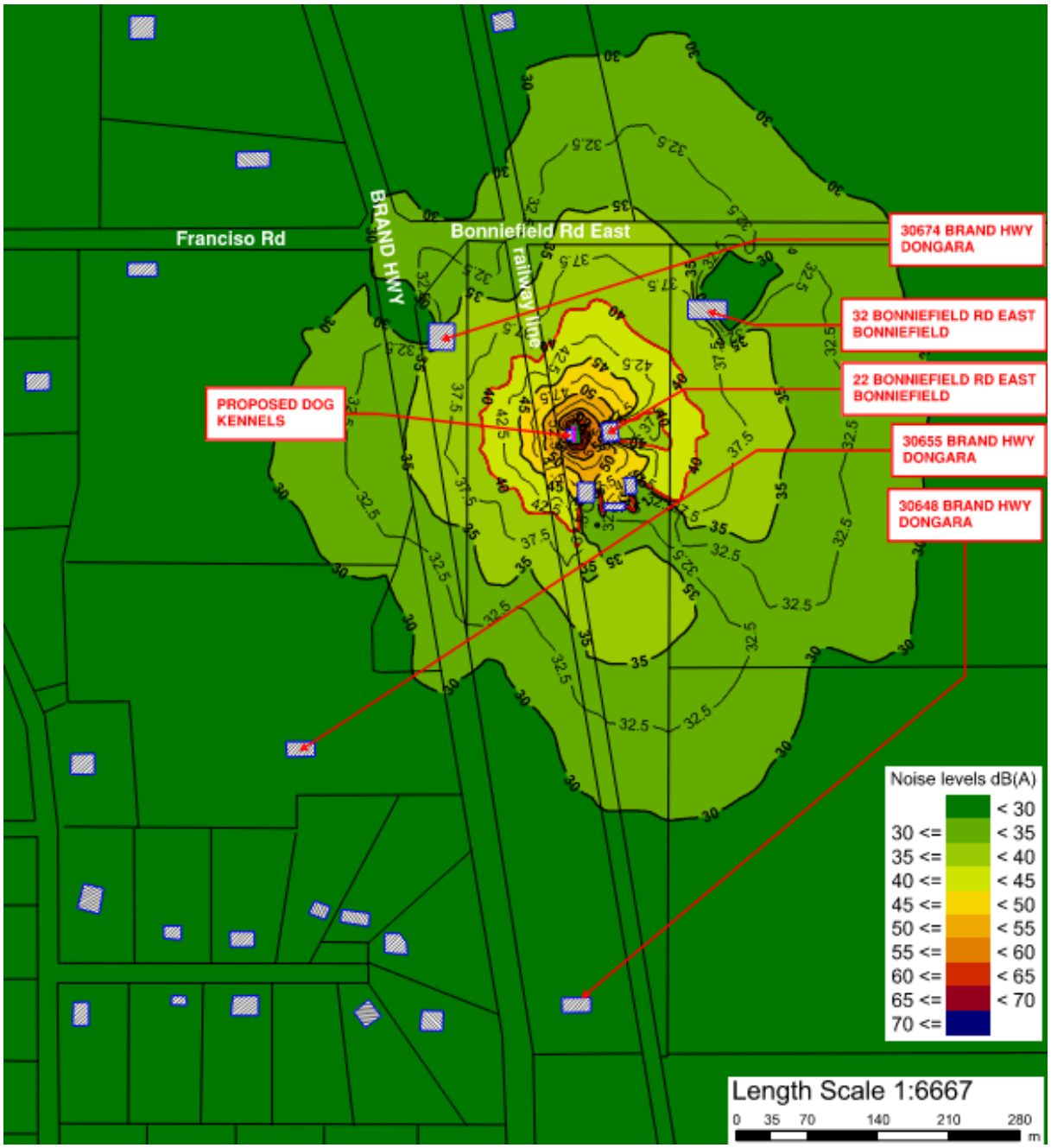


FIGURE N2.2: OUTDOOR MODEL LA10 = 40 dB(A) with Concawe Wind Conditions

Sunday & Public Holidays 9am to 7pm.

5 Large Dogs Barking Outdoors in Play Area continuously for a minimum of 15 minutes.

Concawe Wind Conditions = a fictitious 4 m/s wind blowing outwards in a 360º pattern from the source (dogs) to the receiver (residences).

Complies with the EPNR.

NB: Night time noise contours will be 10 to 20 dB(A) lower due to attenuation of the kennel structure thus still retaining compliance with the EPNR.

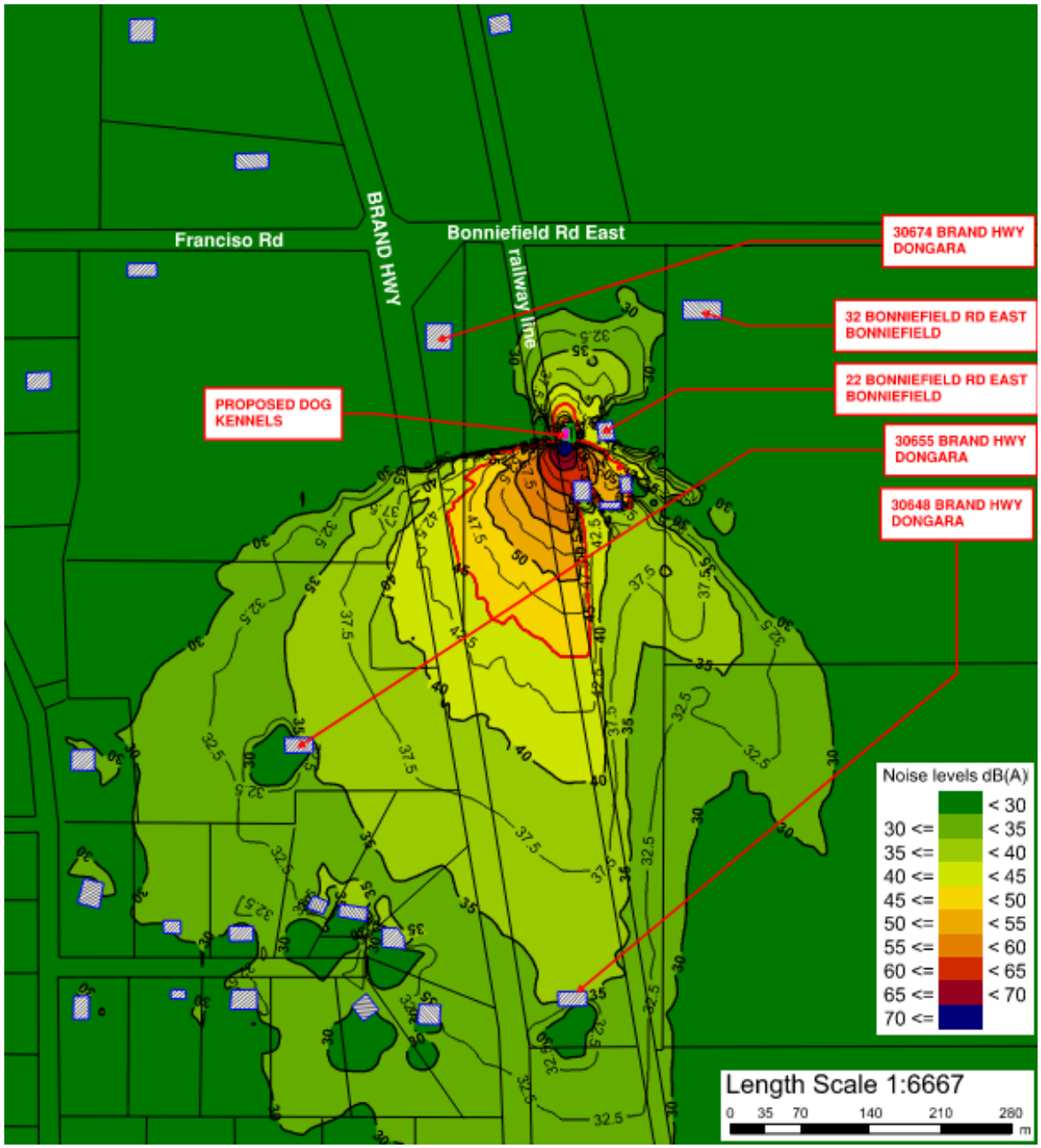


FIGURE N3.1: INDOOR MODEL LA10 = 45 dB(A) with Calm Wind Conditions

Monday to Saturday 7am to 7pm
10 Large Dogs Barking Indoors continuously for a minimum of 15 minutes.

Kennel North Door Closed & South Door Open.

Calm Wind Conditions.

Complies with the EPNR.

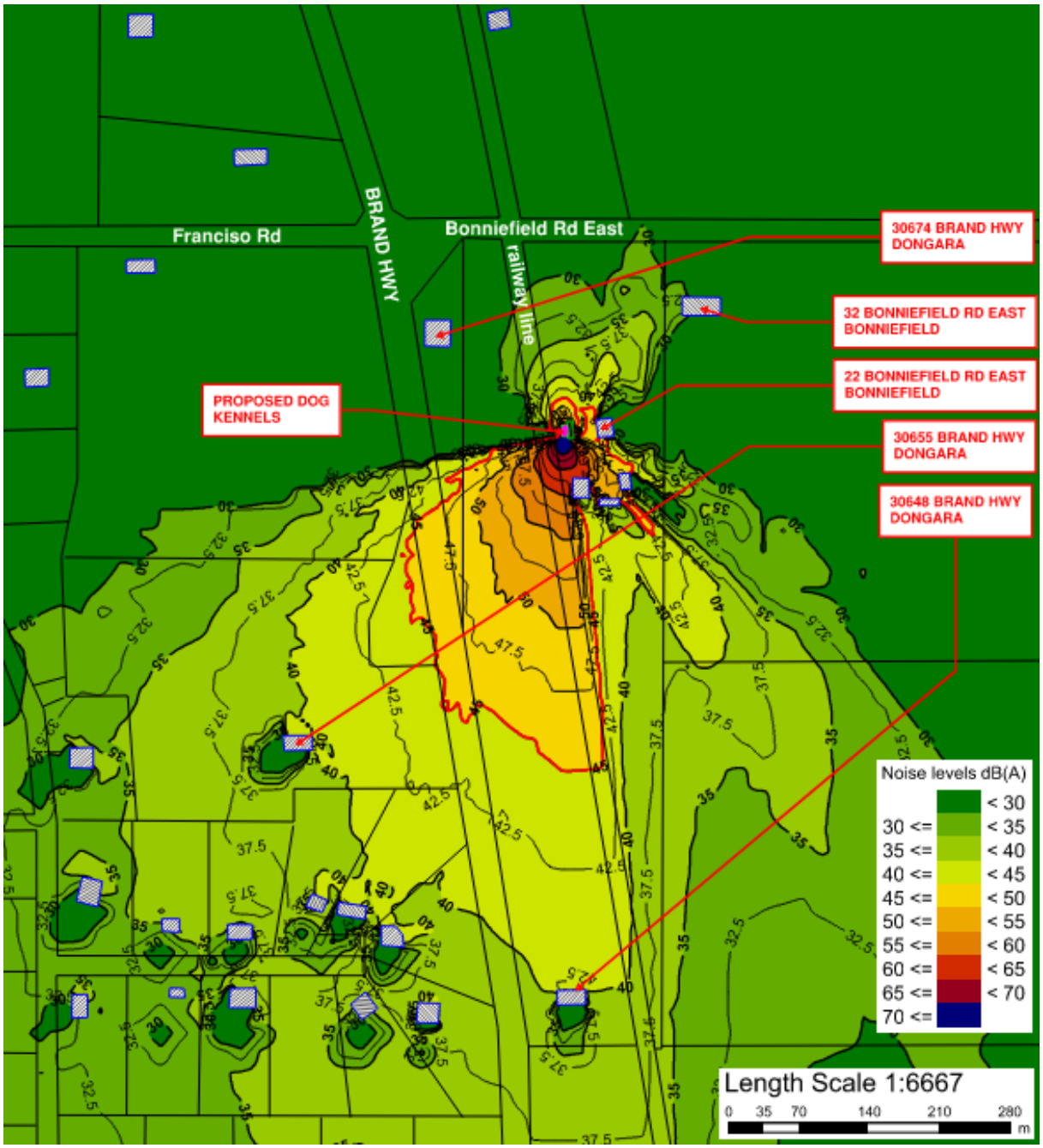


FIGURE N3.2: INDOOR MODEL LA10 = 45 dB(A) with Concawe Wind Conditions

Monday to Saturday 7am to 7pm
10 Large Dogs Barking Indoors continuously for a minimum of 15 minutes.

Kennel North Door Closed & South Door Open.

Concawe Wind Conditions = a fictitious 4 m/s wind blowing outwards in a 360° pattern from the source (dogs) to the receiver (residences).

Complies with the EPNR.

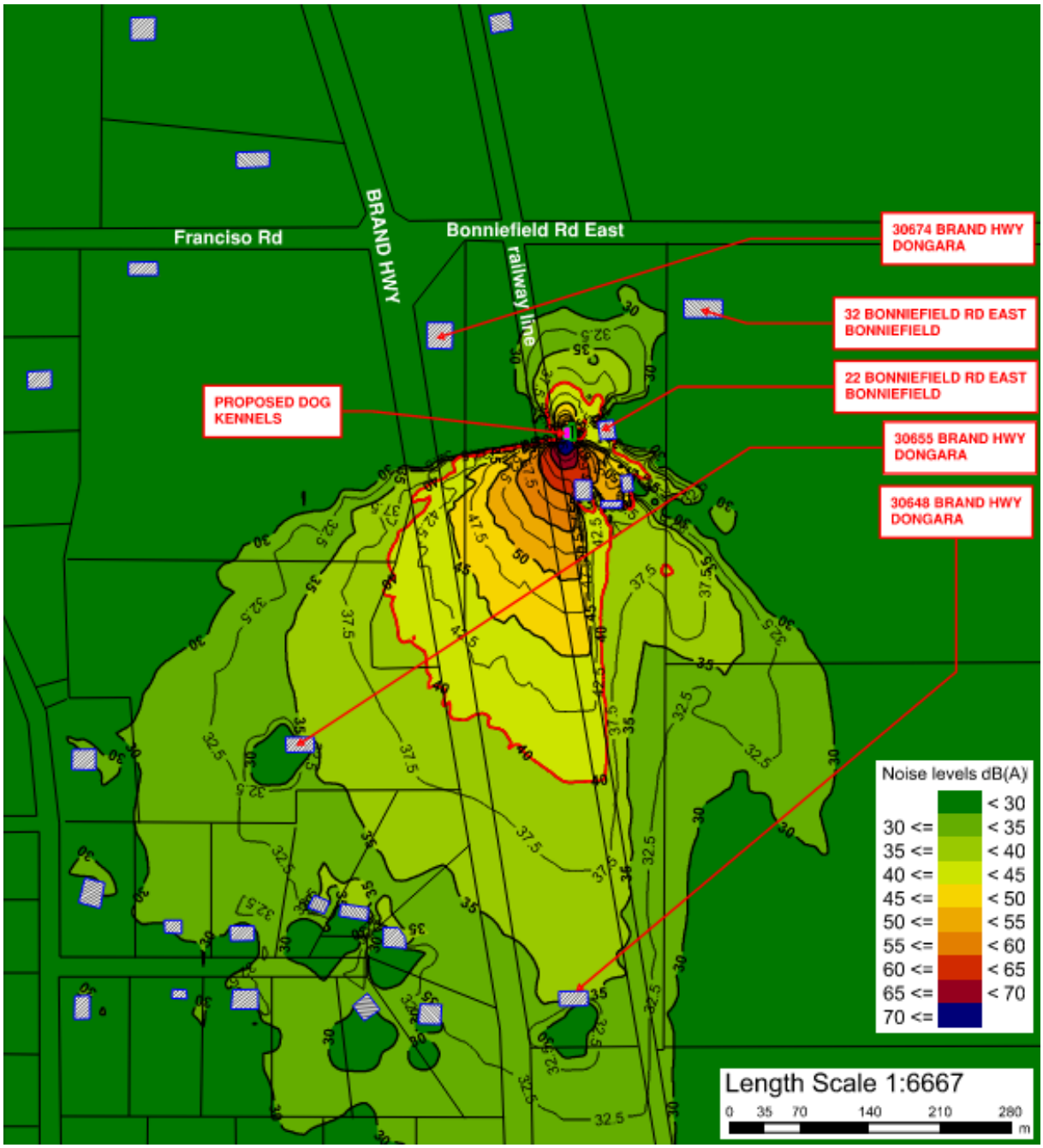


FIGURE N4.1: INDOOR MODEL LA10 = 40 dB(A) with Calm Wind Conditions

Sunday & Public Holidays 9am to 7pm
10 Large Dogs Barking Indoors continuously for a minimum of 15 minutes.

Kennel North Door Closed & South Door Open.

Calm Wind Conditions.

Complies with the EPNR.

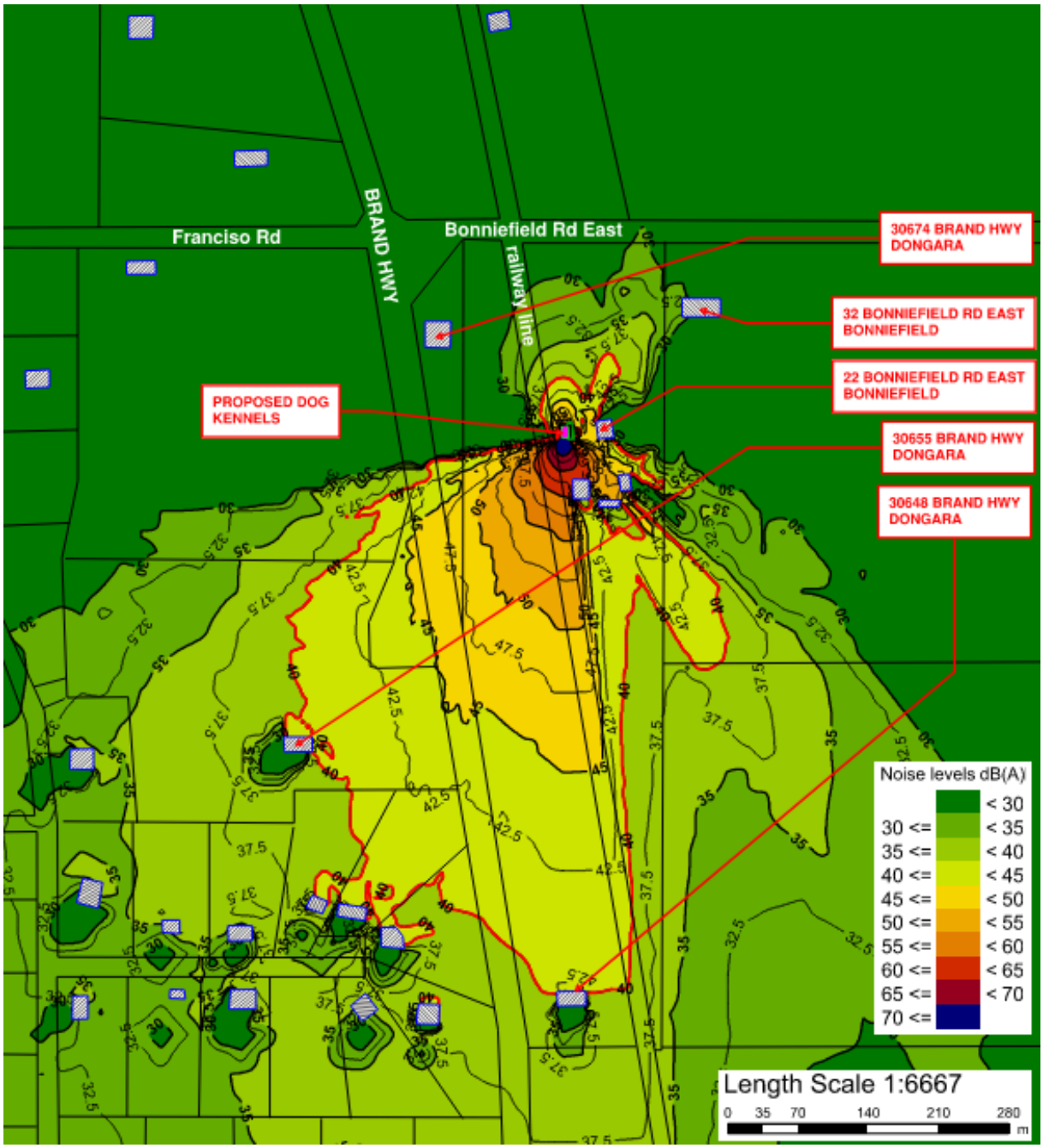


FIGURE N4.2: INDOOR MODEL LA10 = 40 dB(A) with Concawe Wind Conditions

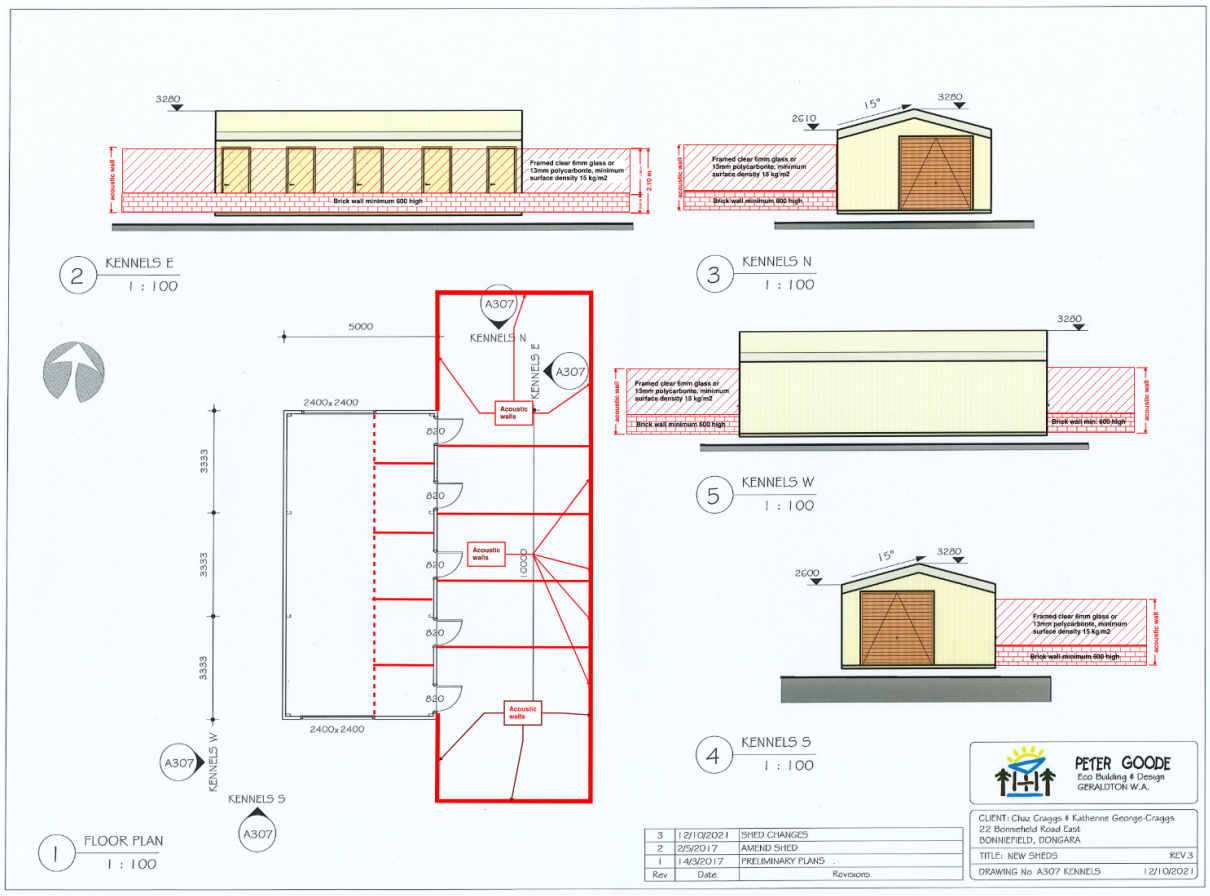
Sunday & Public Holidays 9am to 7pm
10 Large Dogs Barking Indoors continuously for a minimum of 15 minutes.

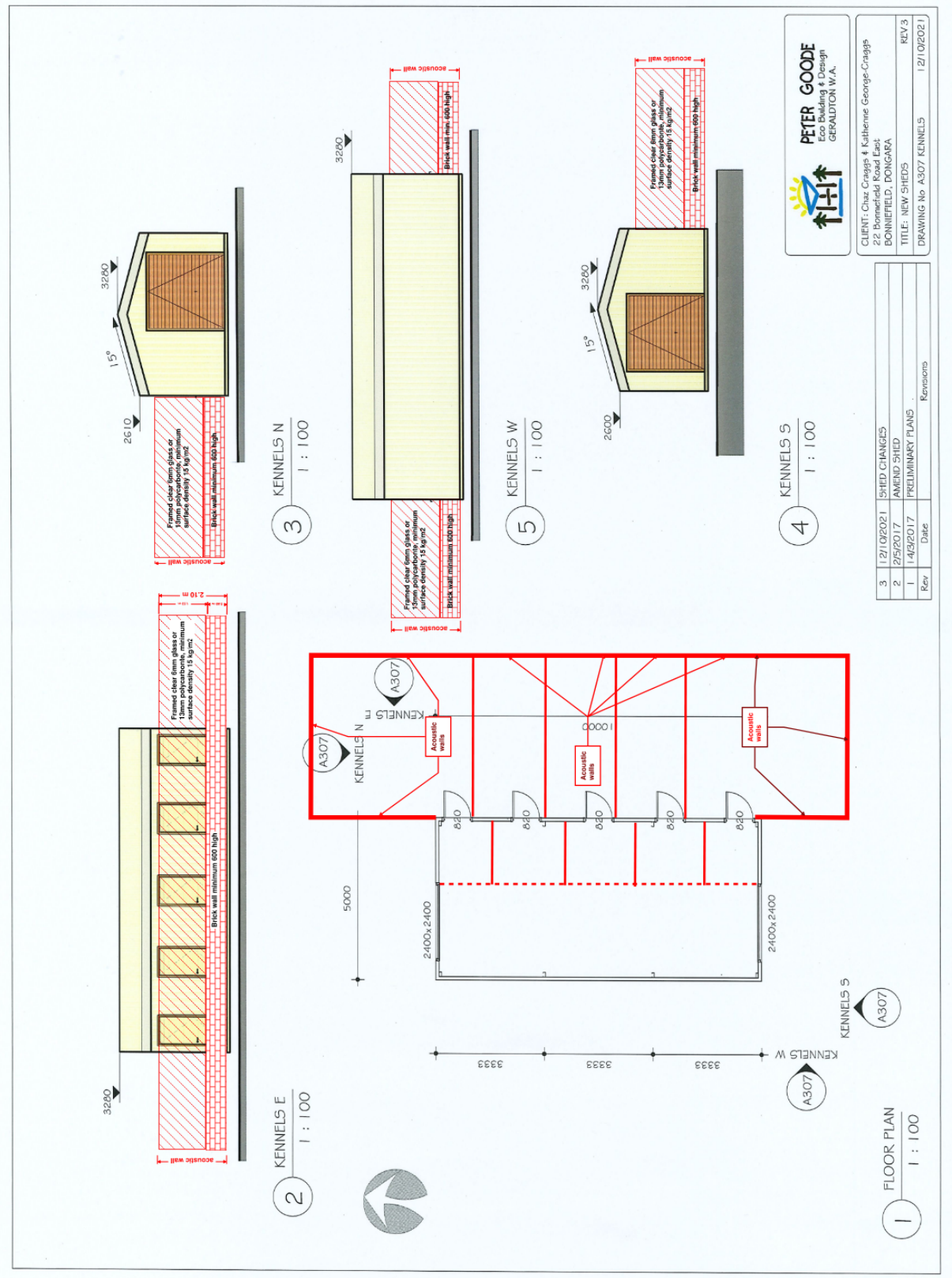
Kennel North Door Closed & South Door Open.

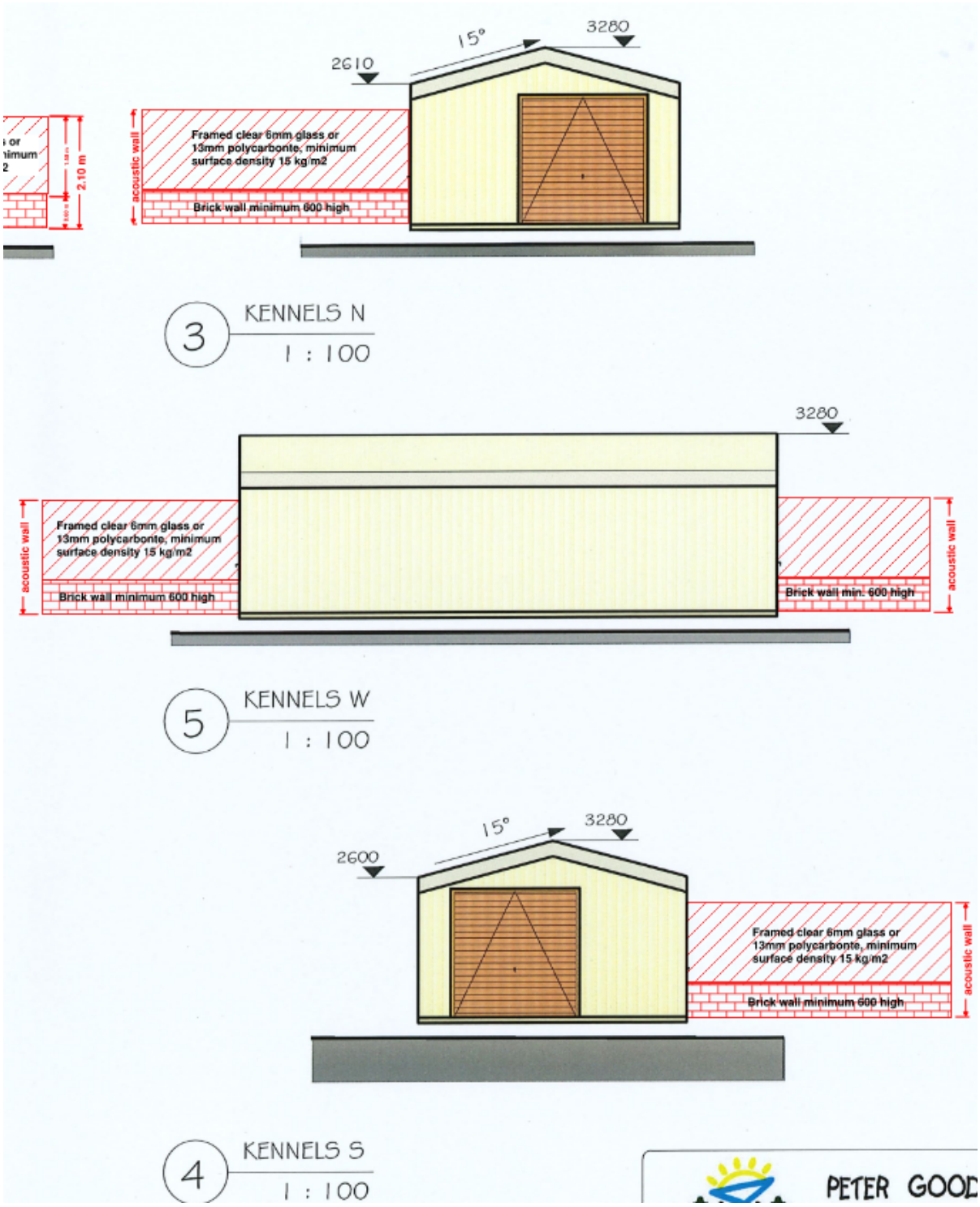
Concawe Wind Conditions = a fictitious 4 m/s wind blowing outwards in a 360° pattern from the source (dogs) to the receiver (residences).

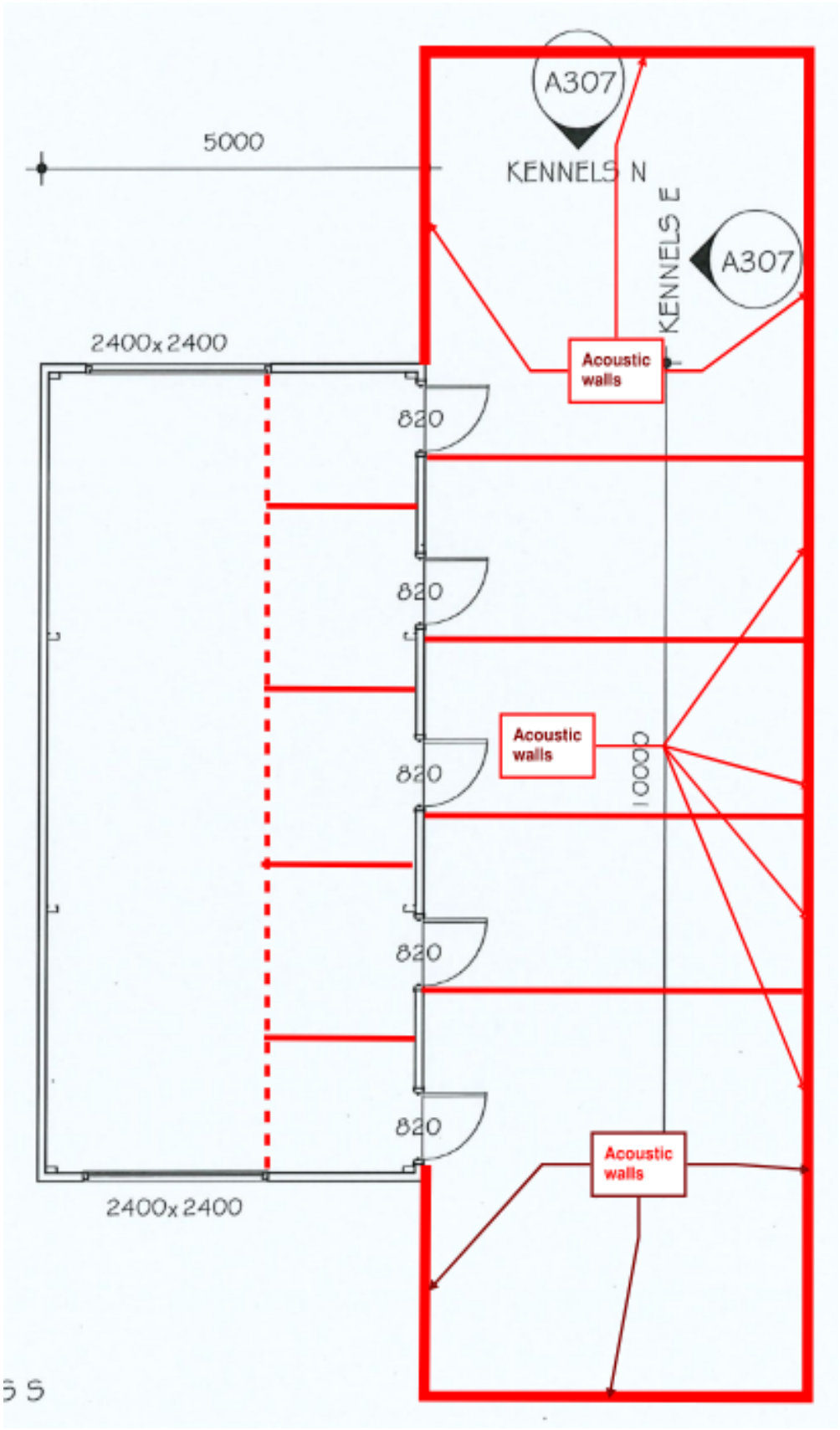
Does not comply with the EPNR but NDE's opinion is that this is an unrealistic scenario.

ANNEX R – RECOMMENDATIONS




PETER GOODE
Eco Building & Design
GERALDTON W.A.
CLIENT: Chaz Craggs & Katherine George-Craggs
22 Bonniefield Road East
BONNIEFIELD, DONGARA
TITLE: NEW SHEDS
REV 3
DRAWING No A307 KENNELS
12/10/2021
Rev | Date | Revisions
3 | 12/10/2021 | SHED CHANGES
2 | 25/2017 | AMEND SHED
1 | 14/3/2017 | PRELIMINARY PLANS
FLOOR PLAN 1 : 100
KENNELS N 3 1 : 100
KENNELS E 2 1 : 100
KENNELS W 5 1 : 100
KENNELS S 4 1 : 100
Framed clear 6mm glass or 10mm polycarbonate, minimum surface density 15 kg/m2
Brick wall minimum 600 high
acoustic wall
Acoustic walls
A307
3280
2610
2600
15°
5000
10000
2400x2400
820
3333


15°
3280
2610
acoustic wall
Framed clear 6mm glass or
13mm polycarbonate, minimum
surface density 15 kg/m2
Brick wall minimum 600 high
2.10 m
3
KENNELS N
1 : 100
3280
acoustic wall
Framed clear 6mm glass or
13mm polycarbonate, minimum
surface density 15 kg/m2
Brick wall minimum 600 high
Brick wall min. 600 high
acoustic wall
5
KENNELS W
1 : 100
15°
3280
2600
Framed clear 6mm glass or
13mm polycarbonate, minimum
surface density 15 kg/m2
Brick wall minimum 600 high
acoustic wall
4
KENNELS S
1 : 100
PETER GOOD


A307
5000
KENNELS N
KENNELS E
A307
2400x2400
Acoustic walls
820
820
Acoustic walls
10000
820
820
820
Acoustic walls
2400x2400

ANNEX S – SITE PLANS

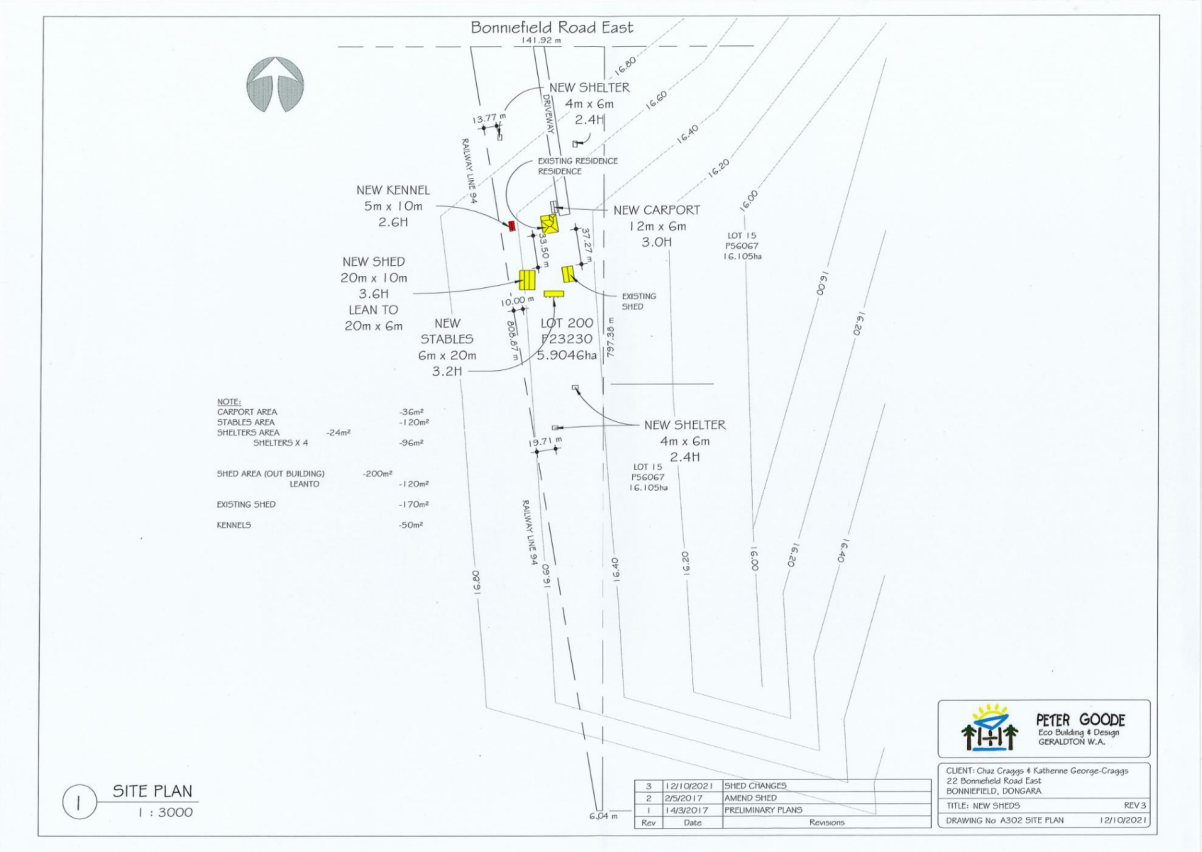


Figure S1: SITE PLAN

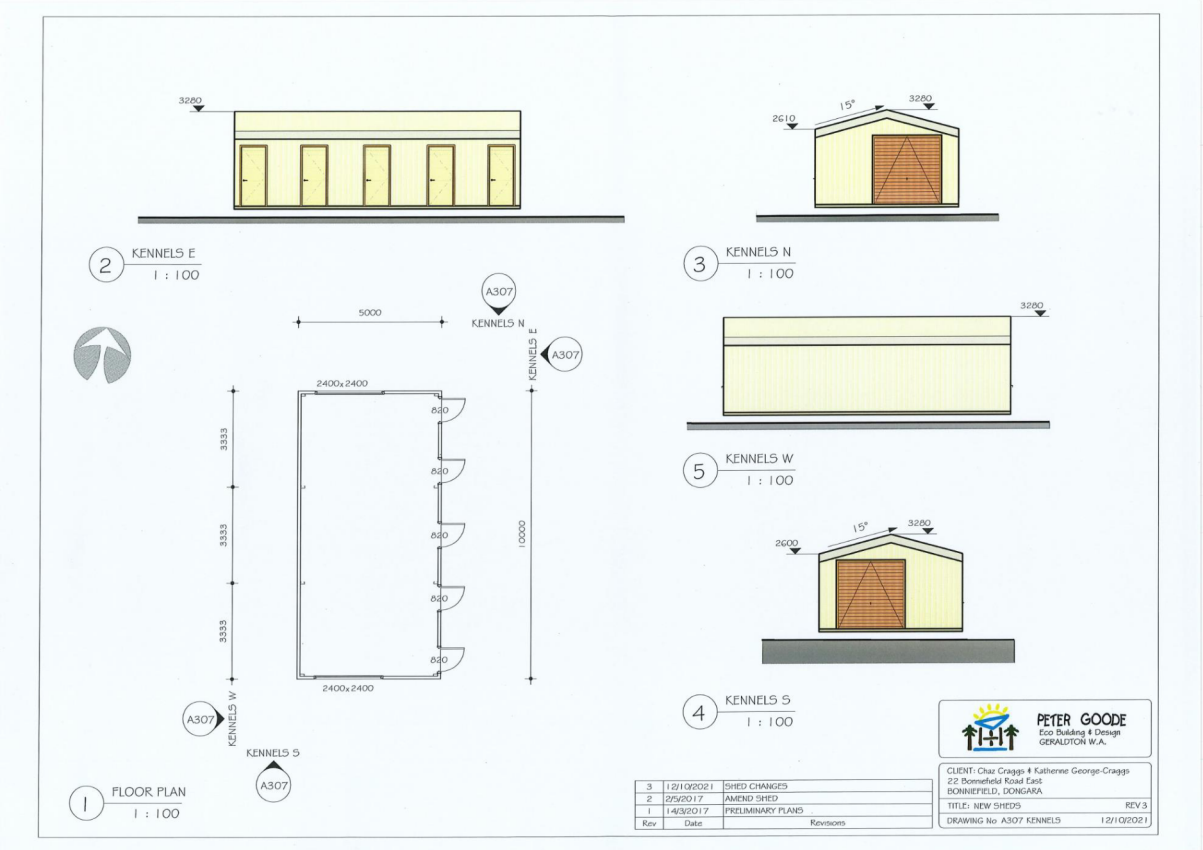


Figure S1: PLANS

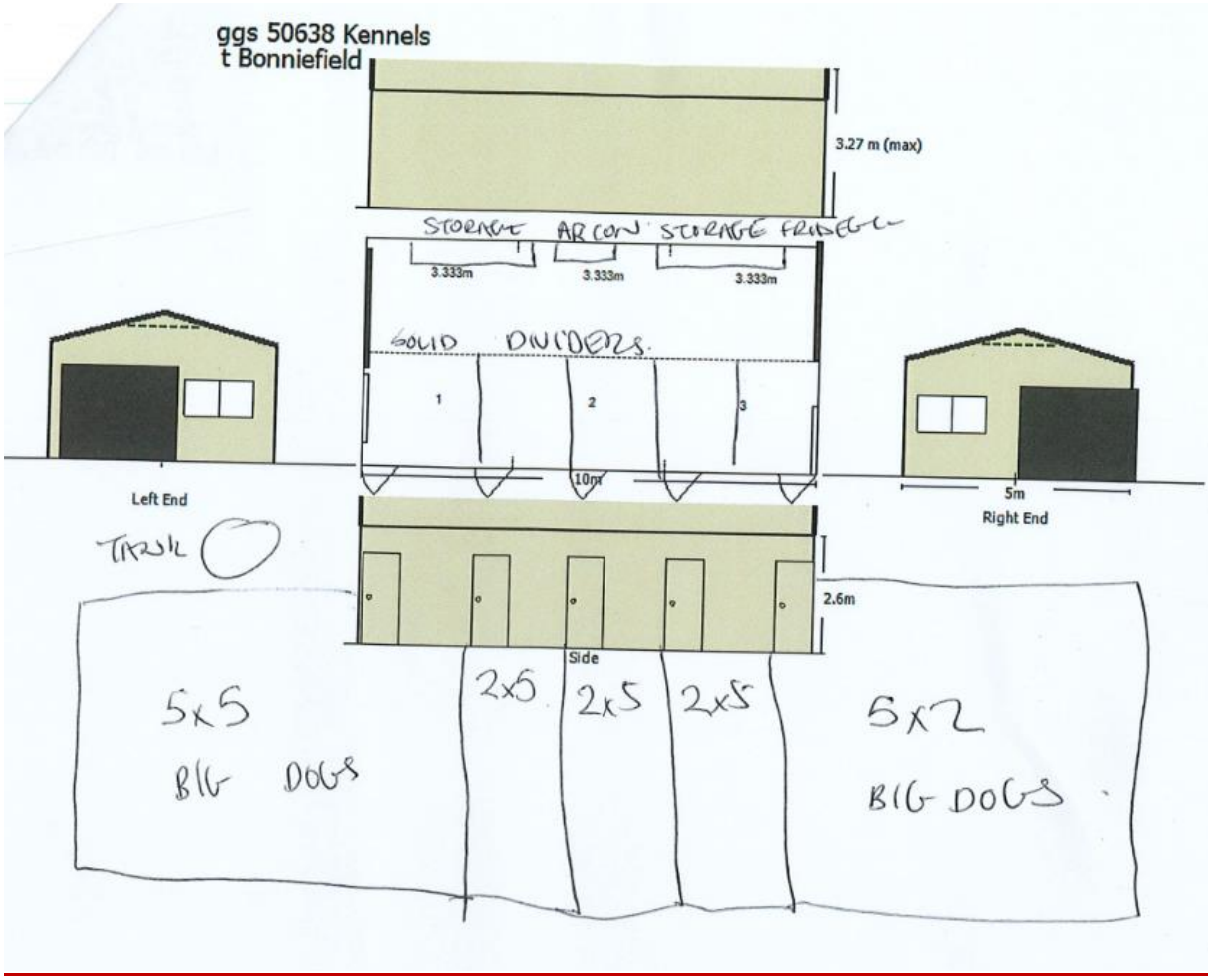


Figure S2: PLAN SITE EXTRACT

ATTACHMENT 1: ID03-09/23

Amendment 21 Report

SHIRE OF IRWIN

Local Planning Scheme No. 5

Amendment No. 21

Lot 18 (No. 9) Francis Road, Port Denison

Amendment of Residential R-Coding from R12.5 to R30

September 2023

FORM 2A

Planning and Development Act 2005

RESOLUTION TO ADOPT AMENDMENT TO LOCAL PLANNING SCHEME

Shire of Irwin
Local Planning Scheme No. 5

Amendment No. 21

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:

1. Amending the Residential R-Coding of Lot 18 (No. 9) Francis Road Port Denison from “R12.5” to “R30”; and

2. Modifying the Scheme Map accordingly.

The Amendment is a ‘standard amendment’ under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reasons:

1. The amendment is consistent with a local planning strategy for the scheme that has been endorsed by the Commission;

2. The amendment has minimal impact on land in the scheme area that is not the subject of the amendment; and

3. The amendment does not result in any significant environmental, social, economic or governance impacts on land in the scheme area.

Dated this _____ day of _____ 20 _____.

_____
(Chief Executive Officer)

SCHEME AMENDMENT REPORT

1.0 INTRODUCTION

This amendment seeks to amend the Residential R-Coding of Lot 18 (No. 9) Francis Road, Port Denison from R12.5 to R30. Once finalised, the amendment will enable Lot 18 to accommodate medium-density housing consistent with the objectives of the Shire of Irwin's Local Planning Strategy and Local Planning Scheme No. 5.

2.0 BACKGROUND

2.1 Location

Lot 18 is located in the district of Port Denison within the Shire of Irwin. The site is located some 900m from the coast and approximately 1.5km from the Port Denison harbour.



Figure 1 – Location Plan

2.2 Site Area

Being 1.0114 hectares in size, Lot 18 is regular in shape with a depth of approximately 113m and a width of approximately 98m.

2.3 Ownership

Lot 18 is currently owned by the private developer N.A.W (WA) Pty Ltd. Upon finalisation of this amendment, the developer will be seeking to subdivide the property.

2.4 Current and Surrounding Land Uses

The Shire of Irwin has approved the development of two dwellings on the property, which are currently under construction. The balance of the land is vacant. There is an existing single dwelling on each of Lot 16 Francis Road and Lot 17 Point Leander Drive located to the west and north of Lot 18 respectively. Nearby Lots 24 and 25 Francis Road are vacant. A row of residential lots, each approximately 500m^2 in size is located immediately to the south of Lot 18.

2.5 Physical Characteristics

Lot 18 slopes down from a high point of 18m AHD at the northeast corner to a low point of 11.5m AHD at the southwest corner of the lot.

2.6 Infrastructure

Water, sewer and power services and NBN (Fibre to the Node) are available for extension along Francis Road.

3.0 PLANNING CONTEXT

3.1 Regional Planning Context

The 2019 WAPC *Guilderton to Kalbarri Sub-regional Strategy* states the following:

- Dongara-Port Denison is identified as a sub-regional centre that aims to support population and economic activities within its hinterland through the provision of goods and services.

- Urban growth within the Dongara-Port Denison sub-regional centre is promoted and encouraged.

- There is sufficient zoned land with the Dongara-Port Denison sub-regional centre to accommodate short and medium-term housing demands.

3.2 Local Planning Strategy

The 2017 Shire of Irwin Local Planning Strategy stated, inter alia the following objectives relevant to this amendment:

- Consolidating the Dongara town centre with a view to improving the vibrancy, attractiveness and functionality of the centre.

- Identifying new urban land to support population growth and development.

- Providing for more diverse housing opportunities to improve housing choice within the District, including the opportunity to ‘age in place’.

The Strategy refers to the outcomes of the adopted 2014 *Dongara – Port Denison District Structure Plan* confirming that there is an oversupply of residential land in the townsite. In response to the oversupply, the Strategy confirms to defer consideration of out-lying residential areas in favour of promoting the '*density infilling of existing vacant zoned residential land.*' Consequently, Lot 18 was identified in the Strategy as *Urban/Residential (Higher Density).*

3.3 Dongara – Port Denison District Structure Plan

The 2014 *Dongara – Port Denison District Structure Plan* arose as an outcome of the *Shire of Irwin Strategic Community Plan*, which describes the long-term desired aspirations for the Dongara and Port Denison townsites. The structure plan sought to balance residential expansion against the consolidation of existing Residential zoned land. Lot 18 was identified as existing Residential Zoned land and was included in the structure plan as *"Existing Urban/Residential (Proposed Higher Density)."*

3.4 Public Open Space Strategy

The 2011 Shire of Irwin Public Open Space Strategy provides a framework for the future distribution of public open space for the Dongara / Port Denison area. The Strategy identifies Ayelia Park (abutting Lot 18 to the north) as a 'local park'. Ayelia Park is currently 689m^2 in size. The Strategy recommends the upgrading of the park to Neighbourhood park status and adding additional land to the park.

4.0 PROPOSAL

4.1 Detailed Proposal

The amendment seeks to amend the Residential R-Coding of Lot 18 from R12.5 to R30, which will enable the land to be developed and/or subdivided for medium-density housing.

Under the existing R12.5 code Lot 18 has a maximum potential of 12 dwellings. Under the R30 code a 260m^2 minimum and 300m^2 average lot size can be achieved, which will provide for an increase in the maximum development potential of Lot 18 to 33 dwellings.

4.2 Planning Justification

The suitability of Lot 18 for medium-density housing has been supported by the Shire of Irwin in the adoption of its various strategic planning documents. Both the *Dongara – Port Denison District Structure Plan* and the *Local Planning Strategy* identify Lot 18 as being suitable to accommodate medium-density housing.

Lot 18 is located well within the townsite boundary and is conveniently located to take advantage of the services and facilities available in the townsite. The infill of this area, particularly with medium-density housing, represents a logical planning outcome that will provide for the orderly and proper development of the Dongara and Port Denison townsites.

4.3 Servicing

The development or subdivision of Lot 18 can be readily achieved through the connection of existing services along Francis Road. Water, sewer and telecommunication services can be made available through the normal extension of services.

4.4 Road Network

While Lot 18 enjoys direct road access to Francis Road, consideration should be given to the ultimate development and/or subdivision of the adjoining Lots 16 and 17. To this end, it is proposed to adopt a local development plan to ensure that the area is developed in an efficient manner.

The local development plan should determine an appropriate road network to enable Lots 16, 17 and 18 to be developed in an efficient and orderly manner. To this end, it would be desirable to provide a suitable connecting road between Ayelia Parkway through Lots 16, 17 and 18 and returning to Point Leander Drive. The provision of such a connection would avoid the need for the subdivision or development of Lots 16, 17 and 18 to be serviced by separate culs-de-sac and, importantly, avoid the possibility of creating a connecting road that would act as an undesirable 'rat run' between Francis Road and Point Leander Drive.

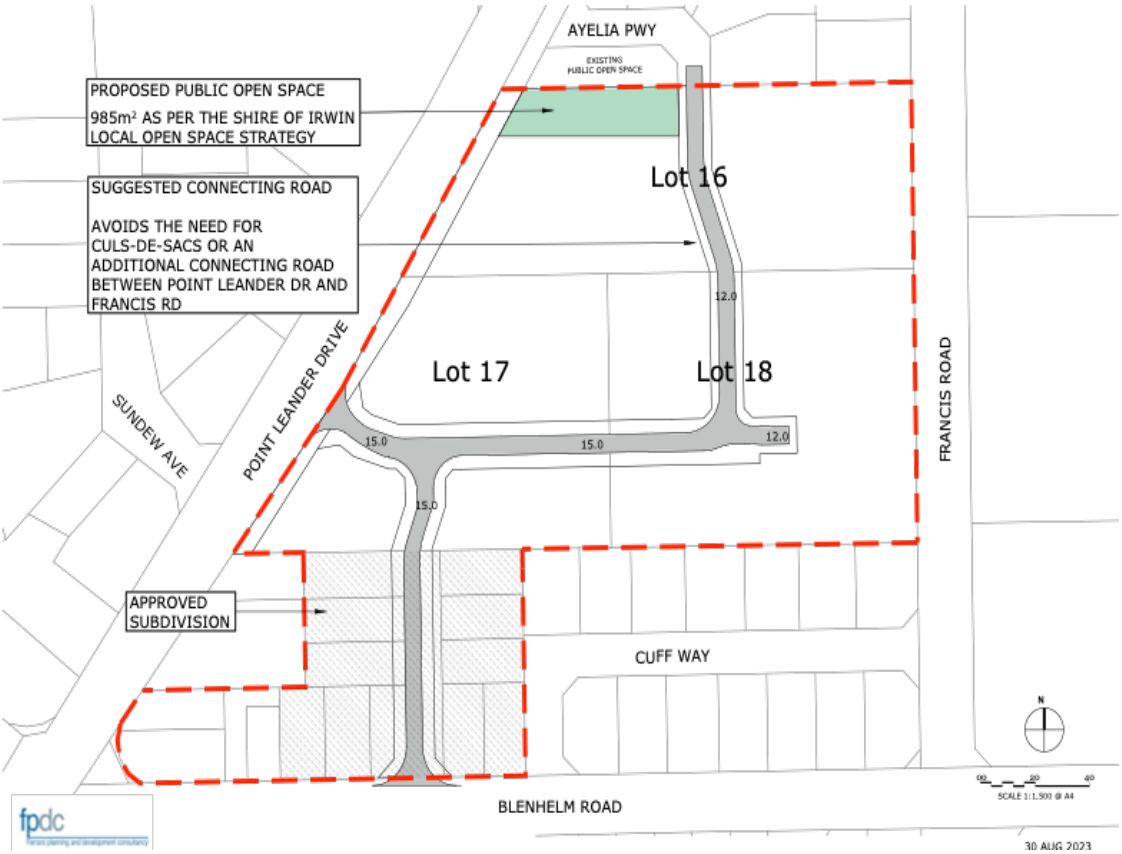


Figure 2 – Future Road Network

4.5 Public Open Space

In light of the recommendations of the *Public Open Space Strategy,* consideration will need to be given to expanding the existing Ayelia Park to provide a more usable local park. To this end, consideration will need to be given to expanding this park at the time of subdivision.

Any future residential subdivision of Lot 16 will enable the park to be expanded through the standard 10% public open space contribution. At this stage, it is anticipated that the subdivision of Lot 16 will require some 985m^2 of land to be ceded for public open space. Locating this future open space adjacent to the existing open space will ensure that Ayelia Park will be of a sufficient size to be both functional and useable as a future neighbourhood park and achieve the anticipated outcomes of the open space strategy.

The subdivision of Lots 17 and 18 will require the payment of cash in lieu of public open space. These funds could then be used to further implement the recommendations of the open space strategy.

4.6 Local Development Plan

The implementation of the desired road network outcome and public open space provision for Lots 16, 17 and 18 will require some coordination. To this effect, the Shire is of the view that the preparation and adoption of a local development plan, detailing the proposed road alignment and public open space contributions would be sufficient to provide for the orderly and proper planning of this area, as opposed to a structure plan.

It is intended that the Shire will progress the adoption of a Local Development Plan pursuant to the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* concurrently with the approval of this amendment.

5.0 CONCLUSION

The proposal to recode Lot 18 Francis Road from R12.5 to R30 will enable the lot to be developed or subdivided for medium-density residential housing. This outcome is consistent with the objectives detailed in both the Shire of Irwin *Local Planning Strategy* and the *Dongara – Port Denison District Structure Plan*. This site is centrally located in the townsite and enjoys convenient access to the town's services and facilities.

The proposal for medium-density housing will not have any adverse impact on the amenity of the nearby residential areas, while enabling the development of a wider range of housing types and will assist in delivering important and long establishing housing objectives for the town.

Figure 3 – Local Development Plan

SHIRE OF IRWIN LOCAL PLANNING SCHEME NO 5
LOCAL DEVELOPMENT PLAN PROVISIONS

This local Development Plan (LDP) has been prepared pursuant to Clause 52(1)(a) of the *Planning and Development (Local Planning Schemes) Regulations 2015* - Schedule 2 - Deemed Provisions.

Road Access

The plan of subdivision for Lots 16, 17 and 18 shall each include arrangements for the extension of Ayelia Parkway to Point Leander Drive and Blenhelm Road as shown on this LDP.

Public Open Space

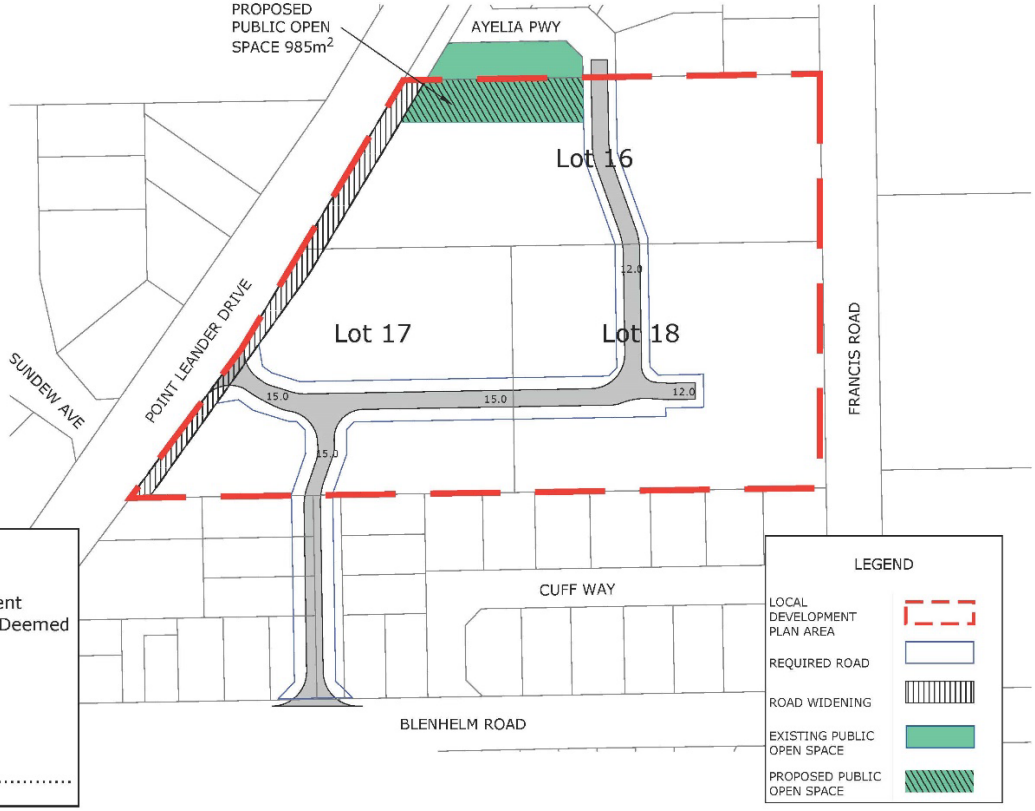
The plan of subdivision for Lot 16 shall include 10% of the gross subdivisible area to be shown as public open space at the location shown on this LDP.

The Shire of Irwin will request that Lots 17 and 18 contribute 10% of the gross subdivisible area as a cash in lieu payment at the time of subdivision.

Approval

Pursuant to Clause 52(1)(1) of the Planning and Development (Local Planning Schemes) Regulations - 2015 Schedule 2 - Deemed Provisions this Local Development Plan is hereby approved.

AUTHORISED OFFICER..... DATE.....



30 AUG 2023 (3)

Local Development Plan Lots 16 and 18 Francis Road and Lot 17 Point Leander Drive, Port Denison

Planning and Development Act 2005

RESOLUTION TO AMEND LOCAL PLANNING SCHEME

Shire of Irwin
Local Planning Scheme No. 5

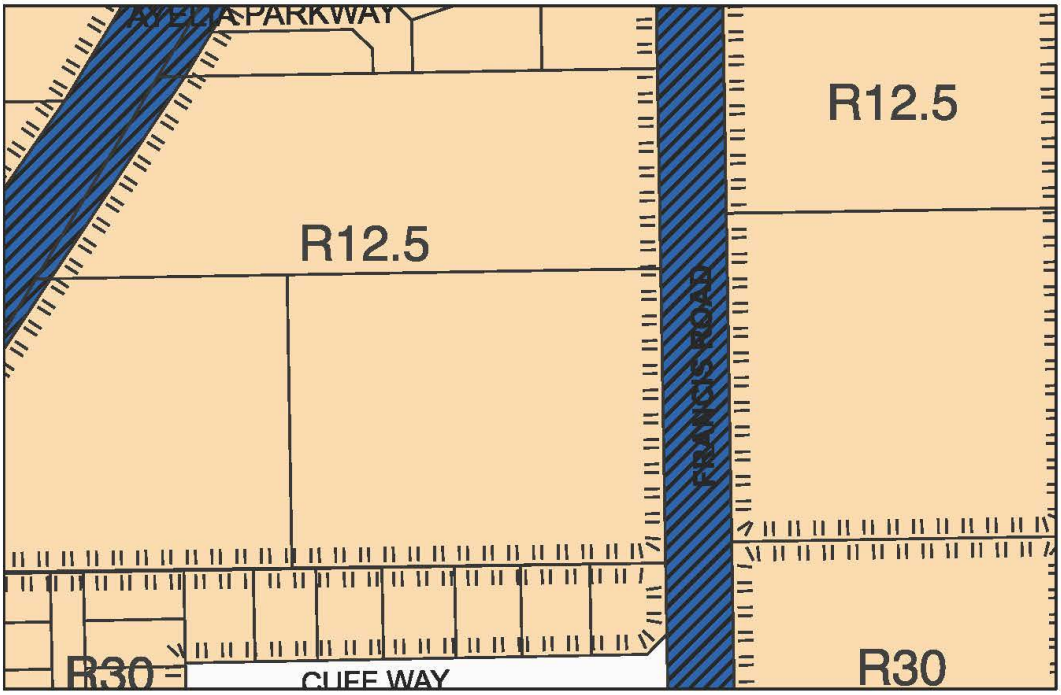
Amendment No. 21

RESOLVED that the local government pursuant to section 75 of the *Planning and Development Act* 2005, amend the above Local Planning Scheme by:

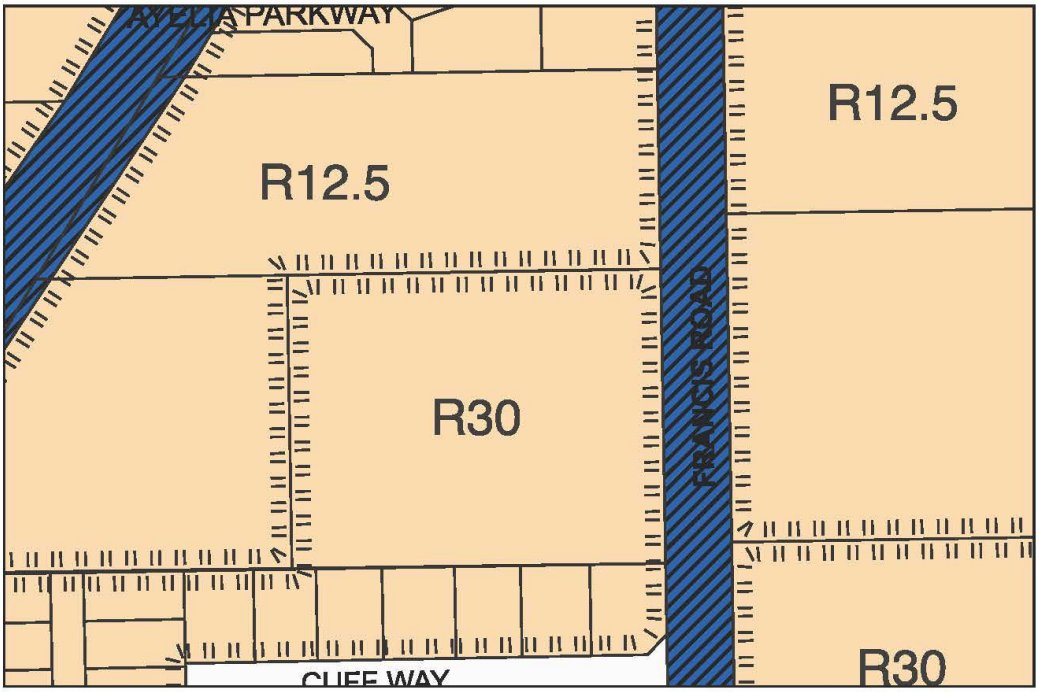
1. Amending the Residential R-Coding of Lot 18 (No. 9) Francis Road Port Denison from “R12.5” to “R30”; and

2. Modifying the Scheme Map accordingly.

LOT 18 FRANCIS ROAD PORT DENISON
PROPOSED LOCAL PLANNING SCHEME AMENDMENT



EXISTING SCHEME



PROPOSED AMENDMENT

COUNCIL ADOPTION

This standard Amendment was adopted by resolution of the Council of the Shire of Irwin at the Ordinary Meeting of the Council held on the

_____ day of _____ 20 _____.

_____
(Shire President)

_____
(Chief Executive Officer)

COUNCIL RESOLUTION TO ADVERTISE

by resolution of the Council of the Shire of Irwin at the Ordinary Meeting of the Council held on the

_____ day of _____ 20 _____

proceed to advertise this Amendment.

_____
(Shire President)

_____
(Chief Executive Officer)

COUNCIL RECOMMENDATION

This Amendment is recommended for **support** by resolution of the Shire of Irwin at the Ordinary Meeting of the Council held on the

_____ day of _____ 20 _____

and the Common Seal of the Shire of Irwin was hereunto affixed by the authority of a resolution of the Council in the presence of:



_____
(Shire President)

_____
(Chief Executive Officer)

WAPC ENDORSEMENT (r.63)

_____
DELEGATED UNDER S.16
OF THE P&D ACT 2005

_____
DATE

APPROVAL GRANTED

_____
MINISTER FOR PLANNING

_____
DATE

ATTACHMENTS: CC04-09/23

CASE COMMITTEE REPORTS FOR DISTRICT CHARITY BALL AND DONGARA DENISON ART GROUP

Details:
Irwin District Charity Ball Inc. (IDBC) Community Assistance Scheme and Events Funding (CASE) Application - $5000 towards the 5th Biennial Irwin District Charity Ball.

Proposed on: 07 September 2023
Vote by: 13 September 2023 3PM AWST

Background:
A decision is required to approve $5000 CASE Funding as per the application submitted by the Irwin District Charity Ball Committee on 6 September 2023, in support of the 5th Biennial Irwin District Charity Ball held on Saturday 14th October 2023 and before the next regular meeting of the committee. As there is insufficient business and applications to justify a committee meeting, as well as absences noted by committee members disallowing a special meeting, the matter requires a decision and recommendation to Council by next OCM Tuesday 26 September 2023. This will ensure the event does not to occur in retrospect of the funding decision, but still within the CASE Guidelines for notice period required.

The Event / Project Details:
The Irwin District Charity Ball aims to bring the community together for an elegant and enjoyable evening while raising funds for two vital charitable organisations, Ronald McDonald House Charities Perth and the Cancer Council of WA's Crawford Lodge.
The donation to the Ronald McDonald House and Crawford Lodge supports regional families who travel to access health care critical health care in Perth and need to secure affordable accommodation. The donation supports the growing need for this service especially for regional residents.
The formal ball aims to attract people from the Irwin District and surrounding areas for this social event, bringing people together to create a sense of purpose and community. The event seeks to foster social connections, support regional residents facing health challenges, and strengthen community engagement within the Shire of Irwin.

Officer Recommendation:
The 5th Biennial Irwin District Charity Ball has undergone months of planning ensuring all aspects concerning the event have been considered and an action plan in place with identified risks and the appropriate controls in place to manage these risks. The outcome at delivery for the greater community is significant as is the intended outcome of the charitable donation and its indirect benefit to regional residents, and I support this event and application. However, as the Shire has recently contributed approximately $16,700 towards carpet tiles to be used for the 2023 Irwin District Charity Ball, I recommend that the $2,432 associated with the Recreation Centre Venue and facilities hire be approved to cover Recreation Centre Fees as a non-cash contribution from CASE only.

Committee Decision:
The initial decision of the CASE Committee was split 50/50 between approving the fees associated with the Shire Venue and Facilities as a non-cash contribution only, and approving the non-cash contribution associated with the venue and facilities as well as the difference being applied as a cash contribution.
The presiding chair required the final casting vote in line with CASE's Terms of Reference - voting in favour of supporting the CASE Funding request submitted by the Irwin District Charity Ball Inc. Committee towards the 5th Biennial Irwin District Charity Ball for the full funding amount requested – a non-cash contribution being applied for the venue and facilities ($2,432)and the difference of $2,568 being approved as a cash contribution totalling the full applied for CASE amount of $5,000.
All participating committee members were in favour of the final decision and recommendation to Council post review.

Recommendation :

COMMITTEE RECOMMENDATION TO COUNCIL
That Council approves the following funding allocation from the Community Assistance Scheme from the 2023/2024 financial year budget. An amount of $2,432 is to be applied as a non-cash contribution for fees associated with the Recreation Centre Venue and Facilities and $2,568 to be applied as a cash contribution.

ORGANISATION	**PROJECT DESCRIPTION**	**GRANT**
Irwin District Charity Ball Inc	Support towards costs associated with 2023 5th Biennial Irwin District Charity Ball.	$5,000

Attachments/Reference Material

1. CASE Application IDCB and relevant attachments.
2. CASE Application Review (Officer Recommendations).
3. Approval votes to support the recommendation of the CASE Funding request to Council.

Details:
Dongara Denison Art Group (DDAG) Community Assistance Scheme and Events Funding (CASE) Application - $2355 towards the Open Studios and Spring Arts Program.

Proposed on:	**Vote by**:	**All Votes Received by**:
15 August 2023	25 August 2023 3PM AWST	22 August 2023 3PM AWST

Background:
A decision is required to approve $2855 CASE Funding as per application submitted by Dongara Denison Art Group on 1 August 2023, in support of the DDAG Open Studios and Spring Arts Program and before the next regular meeting of the committee. As there is insufficient business and applications to justify a committee meeting, the matter requires a decision and recommendation to Council by next OCM Tuesday 26 September 2023. As the CASE submission was received eight weeks prior to the event, the event will occur in retrospect of the funding decision but still within the CASE Guidelines for notice required.

The Event / Project Details:
To deliver a spring arts program as part of DDAG's involvement in the Geraldton and Surrounds Open Studios Event, to coincide with the increased tourist visitation, local events and wildflower season and to celebrate the newly refurbished gallery space at Denison House.

Event Program Inclusions;
- Gallery open night celebration - The dinner will highlight and celebrate the positive impact the club has had on the community and for the advocates of the club and its activities - providing an essential service to a beach community.
- Open Studios - Denison house gallery will open between September 17th - 25th and then several days a week until November 2023 – Presenting local Arts and Culture and exposure to local Heritage
- Art workshops (minimum x4) including children workshops
- Morning tea event / yoga at Denison House

Committee Decision:
All CASE Committee members have voted in favour of supporting the CASE Funding request submitted by DDAG towards the 2023 Open Studios and Sprint Arts Program.

Recommendation :

COMMITTEE RECOMMENDATION TO COUNCIL

That Council approves the following funding allocation from the Community Assistance Scheme from the 2023/2024 financial year budget.

ORGANISATION	PROJECT DESCRIPTION	GRANT
Dongara Denison Art Group (DDAG)	Towards costs relating to the 2023 Open Studios and Spring Arts Program	$2,355

Attachments/Reference Material
1. CASE Application DDSLC and relevant attachments.
2. CASE Application Review (Officer Recommendations).
3. Approval votes to support the recommendation of the CASE Funding request to Council.



Shire of Irwin
Community Assistance Scheme and Events (CASE)

innovation
accountability
integrity
respect

SHIRE OF IRWIN

1 Contents

2 Community Assistance Scheme 3
3 What is the Community Assistance Scheme? 3
3.1 Restrictions on Funding 3
3.2 Eligibility – Who Can Apply? 4
3.3 Ineligible for Funding 4
3.4 How to Apply 4
4 Assessment Criteria 4
4.1 Selection Criteria 5
4.2 Successful applicants 5
4.3 Evaluation and Acquittal 6
4.4 Financial Report 6
4.5 Grant Evaluation 6
4.6 Unspent Funds 6
4.7 Unsuccessful Applicants 7
4.8 Acknowledging the Shire's support 7
5 APPLICATION – SHIRE OF IRWIN COMMUNITY ASSISTANCE SCHEME 9
5.1 Applicant Details 9
5.2 Incorporated Sponsor Details (If Applicable) 9
5.3 Project Details 10
5.4 Project Details 11
6 Appendix A Sample Budget 15
7 Appendix B Budget 16
8 Declaration 17
9 Checklist 17

2 Community Assistance Scheme

Applications for the financial year:	2023/24
Applications closing date:	
Value:	**Up to $5,000**
Submit applications to: *(by email, post or in person)*	**Chief Executive Officer** **Email:** reception@irwin.wa.gov.au **Post:** PMB 21, Dongara WA 6525 **In person:** 11-13 Waldeck Street, Dongara WA 6525
Further information requests to:	**Farah Boksmati** Community Development Officer Ph: 9927 0000 Email: fboksmati@irwin.wa.gov.au

3 What is the Community Assistance Scheme?

Council allocates funds each financial year to the Financial Assistance Policy. The allocated funding is then distributed between four funding categories in the following way:

- ***80%** is allocated to the **Community Assistance Scheme** and*
- ***20%** is allocated to the **Assistance for Resident Elite Athletes, Waiver of Fees** and **Sundry Donations** combined.*

The Community Assistance Scheme (CAS) provides financial assistance up to $5,000 to support community events or projects within the Shire of Irwin. CAS grants are generally open in two rounds each year with the schedule being advertised on the Shire of Irwin website. CAS application forms outlining details of the project or events accompanied with a detailed budget and supporting documentation should be submitted to the Shire of Irwin Community Development Officer. Applicants will be acknowledged within 10 business days of submitting the application.

Community Assistance Scheme applications will be considered for projects or events that:

- Are open for attendance by the local community.
- Encourage participation by a community organisation.
- Encourage volunteer participation.
- Enhance community spirit and quality of life within the Shire of Irwin; and
- Promote the development of social, economic, recreational, sporting, art or cultural projects.

Enable accessibility and social inclusion for people with vulnerabilities or disability

3.1 Restrictions on Funding

Community Assistance Scheme funding is available to a maximum value of $5,000 per application.

Each organisation is eligible to submit one application per round, provided the total cumulative value of successful applications does not exceed $5,000.

***For example**, in one financial year the same organisation might successfully apply for:*

1 x $5,000 Community Assistance Scheme funding or
2 x $2,500 Community Assistance Scheme funding

Applicants who have been successful in the first round of the Community Assistance Scheme may be

given less priority in the following round dependent on demand and available funds.
The total amount of Community Assistance Scheme funding provided to an organisation is deducted from the maximum $5,000 financial assistance available to each eligible organisation.

A maximum of $5,000 may be sought through the Community Assistance Scheme (CAS) or a combination of Waiver of Fees, Sundry Donation and Community Assistance Scheme funding.

***For example**, in one financial year the same organisation might successfully apply for:*

$500 Sundry Donation, $900 Waiver of Fees and $3600 CAS equalling $5,000 or
$1000 Sundry Donation and $4000 CAS equalling $5000.

The community organisation is encouraged to have made application to source additional funding for the project or event.

3.2 Eligibility – Who Can Apply?

To be eligible for funding the applicant must be a not-for-profit, incorporated, community organisation or has been sponsored by an incorporated organisation.

3.3 Ineligible for Funding

Funding will not be provided to or be considered for:

- Individual persons.
- Commercial organisations or businesses.
- Funding to undertake commercial activities or
- Funding to assist with organisational operating costs; or
- Projects on behalf of political organisations or political events.

3.4 How to Apply

Step 1 Speak with the Shire of Irwin Community Development Officer about your idea. This is to confirm your eligibility for funding, and to learn more about scheduled information sessions that can assist with grant writing.

Step 2 Complete the application form in full. Include a detailed budget for the entire program/project/event, a current audited financial statement or the latest treasurer's report covering the previous 12 months and the name and contact details of two referees. Two formal quotes with preference given to local and regional suppliers to be attached (if applicable) for goods and/or services purchased.

Step 3 Submit your completed application prior to the advertised closing date.

Please ensure your application is complete as the committee is unable to assess incomplete applications.

Please Note: Projects should not have commenced before the current round's opening date

4 Assessment Criteria

Applications are assessed against the selection criteria by the Shire of Irwin CAS Committee. Recommendations by the CAS Committee will be submitted to Council for consideration.

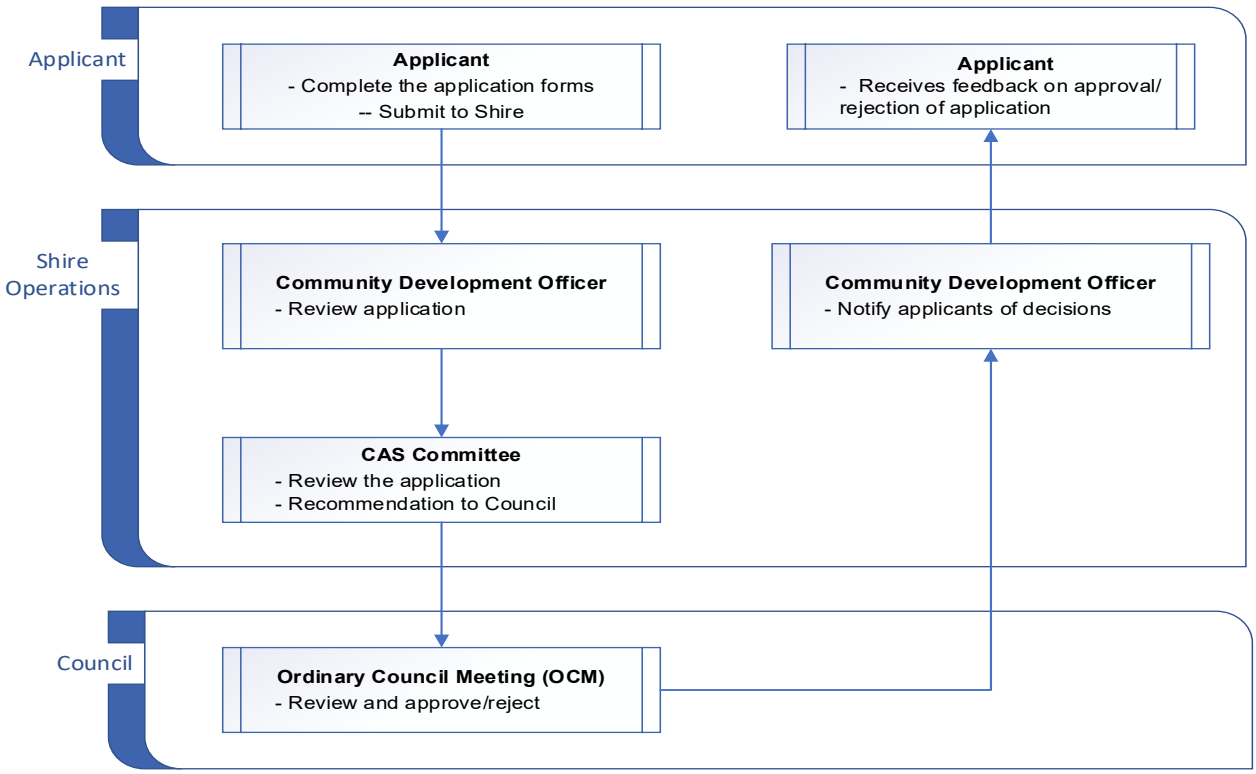
4.1 Selection Criteria

Each application will be assessed and weighted against the following criteria.

Selection Criteria	*Weighting %*
The capacity of the applicant to successfully complete the project	15
Ability to achieve tangible outcomes for the benefit of the Shire of Irwin community	20
A balanced, realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation	20
Levels of volunteer participation and wider community participation	25
Effort for cooperative and partnership arrangements with others	10
Consideration is made where possible, for services, projects, activities or events to be made accessible by all members of the community	5
Evidence of consultations with relevant others in and out of Shire of Irwin	5

4.2 Successful applicants

All applications will be reviewed by the Community Assistance Scheme Committee in accordance with the selection criteria. Recommendations from the committee will be considered by Council. Community Assistance Scheme funding will only be available until all allocated funding has been expended.



Applicants who wish to host an event or festival are required to complete an **Events Application** in addition to any funding applications that are submitted. The Events Application has been designed to assist Council, sporting and community groups in the running of public events within the Shire of Irwin and to protect the health, safety and welfare of those who may be affected by the event. It also outlines the responsibility of the event organiser to ensure he or she is aware of and complies with all relevant legislation.

4.3 Evaluation and Acquittal

Groups or organisations receiving grants from the Community Assistance Scheme must submit an acquittal and evaluation of the outcomes of the grant on the prescribed forms provided by 30 days of either the conclusion of the project or activity, or the end of the financial year, whichever occurs first. Information to be provided will include:

4.4 Financial Report

- A statement of actual and budgeted expenditure in relation to the grant.
- Copies of supporting documentation such as receipts, invoices, accounts and financial statement.
- Signed annual audited report; and
- Receipts for the full amount of funding received.

4.5 Grant Evaluation

Recipients of the grant will be asked to assess their performance according to the following indicators:

- Demonstrated achievement of outcomes identified.
- The level of public awareness of their activity of project.
- Involvement of volunteers.
- Public presentation (attendance level).
- Opportunities for people with disabilities to participate in the community project, activity, program or service
- Acknowledgement of the contribution of the Shire of Irwin.

Tangible evidence to support your acquittal may be submitted such as photos, press clippings, copies of flyers, etc.

Failure to satisfactorily complete performance evaluation and acquittals may disqualify recipients from receiving further grants through the Community Assistance Scheme.

Funds will be made available on a recoup basis, once the Council is satisfied the outcomes have been met. Should the applicant require the funds prior to the completion of the event they may apply to the Manager Corporate and Community for consideration. The funds shall only be paid over to the organisation once Council has received an official Tax Invoice.

The Shire of Irwin is under no obligation to check bank details (if supplied) prior to the transferral of any funds to the organisation.

4.6 Unspent Funds

Funds which are unspent at the conclusion of the funding period must be returned to Council within 60 days of the completion of the project, activity or event, or the end of the financial year, whichever occurs first.

4.7 Unsuccessful Applicants

Failure to receive funding is not necessarily due to a poor application but may be the result of the demand for funds. For feedback on your grant application, please contact the Community Development Officer at the Shire of Irwin.

4.8 Acknowledging the Shire's support

Successful applicants are to acknowledge the Shire of Irwin in all advertising and on any material relating to the activity or event for which the funding has been provided.

This page has been intentionally left blank

5 APPLICATION – SHIRE OF IRWIN COMMUNITY ASSISTANCE SCHEME

5.1 Applicant Details

Official Name of Organisation:	Dongara Dension Art Group
Street Address:	Retreat Boulevard, Port Denison
Postal Address:	10 Hosken St, Dongara WA 6525
E-mail:	pkelli@westnet.com.au

Is the organisation GST registered? Yes ☐ No ☐

Is the organisation incorporated? Yes ☐ No ☐

Number of Paid Staff:	0
Number of Volunteers:	15-20
Contact Person:	Kelli Dawson
Position Title:	Chairperson
Phone Number (s):	0408440636
E-mail:	pkelli@westnet.com.au

5.2 Incorporated Sponsor Details (If Applicable)

Organisation:	
Address:	
Contact Person:	
Phone:	

Is this the first time your organisation has applied for funding through the Shire of Irwin Community Assistance Scheme? Yes ☐ No ☐

If *No*, please provide details of previous application/funding:

Thungarra Art Trail - Community Assistance Scheme – Round 1 2018/19.

Briefly outline the nature of your organisation and its primary purpose.

-Celebrate arts, culture, heritage and recreation.
-Provide art and cultural opportunities and encourage community engagement and inclusion.
-Present opportunities for local artists and the Dongara Denison Art Group.
-Bring contemporary art forms to the community & raise the profile of the arts.

5.3 Project Details

Project Name:	DDAG Open Studions and Spring Arts Program
Project Start Date:	September 2023
Finish Date:	November 2023
Funds Requested from Council:	$2355
Project Details:	Deliver a spring arts program as part of our involvement in the Geraldton and Surrounds Open Studios event, to co-incide with the tourist/events/wildflower season and to celebrate our newly refurbished gallery space. Program Inclusions: - Launch night celebration - Open Studios - Denison house gallery open between September 17th - 25th then several days a week until November - Art workshops x 4 (minimum) - Morning tea event / yoga at Denison House

5.4 Project Details

What is the main purpose of your project?

-Deliver a spring arts program as part of our involvement in the Geraldton and Surrounds Open Studios event, to co-incide with the tourist/events/wildflower season and to celebrate our newly refurbished gallery space.

-Provide arts & cultural events to the community and visitors

Please describe how your event/activity meets the ***selection criteria***?
(Please include how the project will benefit the community)

-Provide arts & cultural events to the community and visitors.
-Open up Dension House for everyone to enjoy.
-Broaden and deepen community access and engagement with arts and creative experiences.

How did your organisation identify this need?

There is always a need for a town to have an art gallery, however limited time, funds and available volunteer hours make it difficult to provide the community and tourists with this service.

The current opportunity to be involved in the Geraldton and Surrounds Open Studios event, recent fundraising and a donation from Dongara Charities to help repair and paint our gallery space has inspired this application.

Main location of activities for this event/activity?
(Please outline the activities involved in your Project)

Dension House

Describe the target group for your project, and how they will benefit from the project.

Locals of all ages and backgrounds, visitors.
The benefits of engagement with arts and culture include:
-Creating and renew a sense of place and identity.
-Enhance and celebrate our local heritage.
-Provide art and cultural opportunities and encourage community engagement and inclusion.
-Present an opportunity for local artists and the Dongara Denison Art Group.
-Provide a tourist attraction.
-Promote health & wellbeing.
-Bring contemporary art forms to the community.
-Raise the profile of the arts

Commencement and Completion Date of Event/Activity (Can only commence after funds approved)

Commencement date:	September 11th 2023	Completion date:	November 30th 2023

In line with the Shire of Irwin's commitment to enable accessibility across its functions, describe how your project considered or created opportunities (if any) to engage all members of the community. Ie Was the venue selected due to its accessibility for mobility impaired patrons? Is there disabled parking?

-Live music
-Morning Tea - Seniors / visitors
-Kids workshops

List who will be involved (Including any partnering organisations)

Members of Dongara Denison Art Group
Local musicians
Local artists (and other) as workshop facilitators
Participants

Should available funding be less than the requested amount, how will this affect the delivery and outcomes of the Project?

Ticketed prices for events will increase / events will have fees, therefore be less accessible.
Opening event more low key.

List any additional grants that you have applied for/or will apply for in relation to this Project.

-

How will you measure the success of your project?

Feedback, social media and general talk. Community engagment. Shop /art sales.

What is the expected longevity of your project?

List the plan incorporated for ongoing maintenance/clean-up for permanent fixtures, or the clean-up/removal at the project end date of non-permanent fixtures?

Open Studios runs from September 16th - 25th. Exhibition open until end of November.

How will Council be recognised for its contribution to this project?

The Shire of Irwin logo to be included on all promotional material and acknowlegement during any speeches.

6 Appendix A Sample Budget

Sample Budget – Grant

PROJECT TITLE :		***Dongara Beach Access and Rehabilitation Project***				
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
Volunteer labour	50hrs@ $15p/h	$750.00	*$68.18*	**Applicant Contribution**	**Cash**	$1000.00
Materials	Treated Pine	$2,000.00	*$181.81*		**In kind/ Volunteer Workers**	$750.00
	Bolts 250@ 60c ea	$150.00	*$13.64*			
Plants	500 @ $1 ea	$500.00	*$45.45*			
Equipment Hire Charges	Bobcat 5hrs @ $150 p/h	$750.00	*$68.18*			
	Hand tools 10hrs @ $15p/h	$150.00	*$13.64*			
	Brush Cutter 5hrs @ $45 p/h	$225.00	*$20.45*	**Grants and Sponsorship**	Lotterywest	$1,000.00
	Mini Van 2 days	$250.00	*$22.73*		Local Service Clubs	$1,500.00
	Interpretive signs	$1,000.00	*$90.90*		**Community Assistance Scheme Fund**	$1,500.00
	Brochures	$250.00	*$22.73*	**Donated Materials**	Seedlings	$275.00
	Advertising	$100.00	*$0.91*		Mulch	$200.00
	Opening Launch	$200.00	*$1.81*		Refreshments	$100.00
				Other Income		
Total Expenses		**$6,325.00**	**$550.43**	**Total Income**		**$6,325.00**

SAMPLE

7 Appendix B Budget

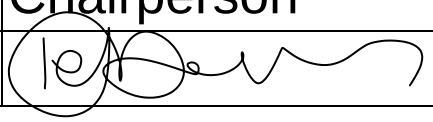
Budget – Grant

PROJECT TITLE : DDAG Open Studios & Spring Arts Program						
EXPENSES				**INCOME**		
Item	**Cost / Description**	**Amount inc gst**	**GST**	**Type**	**Description**	**Amount**
Volunteer hrs - skilled labour	15hrs@$55/hr	825		**Applicant Contribution**	**Cash**	150
Volunteer hours - unskilled labour	90hrs@33/hr	2970			**In kind / Volunteer Workers**	825
Project Co-ordination & Admin	10hrs @ $33/hr	330			in/kind volunteer	2970
Opening Entertainment - Local musicians	$500	500			Tradesman	180
Workshops -Materials & facilitators fees	4@$250	1000				
Gallery Equipment	Rail, drops, cable, paint for plinths	625				
Catering	pening Event & workshop morning/afternoon Te	350				
Tradesman	Fix picture rail 3hrs@60/hr	180		**Grants and Sponsorship**		
Maketing material/printing		200				
					Community Assistance Scheme Fund	2355
				Donated Materials	Fixings, paint, gallery equipment	80
				Other Income	Workshop tickets	320
					Sponsorship	100
Total Expenses		**0** $6980	**0**	**Total Income**		$6980

8 Declaration

This declaration is made by the applicant (an eligible incorporated organisation) or an appropriated sponsoring body on behalf of the applicant:

- I declare that I am currently authorised to sign legal documents on behalf of the organisation;
- I declare that all the information provided is true and accurate;
- I give permission to the Shire of Irwin to contact any persons or organisations in the processing of this application and understand that information may be provided to other agencies as appropriate;
- If a grant is provided, I am aware that grant Terms and Conditions as outlined in the Guidelines will apply to ensure the project is appropriately completed and accountability requirements are met;
- If a grant is provided, I agree to ensure that appropriate insurances are in place (eg. Worker's compensation, volunteers, professional indemnity, public liability, motor vehicle);
- I agree to run the project as stated and provide a final acquittal report, including the Statement of Financial Income and Expenditure to demonstrate how the grant funds were utilised to the Shire of Irwin. I understand that the final report will need to demonstrate achievement of the project objectives; and
- I declare that the organisation is financially viable and can meet all accountability requirements.

Name:	Kelli Dawson		
Organisation Name:	Dongara Denison Art Group		
Position:	Chairperson		
Signature:		Date:	1/8/2023

9 Checklist

Please attach the relevant documents

- ☐ A copy of your organisation's latest financial statement (if available please send audited copy)
- ☐ A copy of your Certificate of Incorporation
- ☐ A copy of your current Public Liability Insurance Certificate
- ☐ Copies of all relevant quotes as verification to costing's
- ☐ An endorsed letter from the sponsoring organisation

ASR Underwriting Agencies

www.asruw.com.au

Certificate of Currency

14 June 2023
Ref: 17060263

Re: DONGARA DENISON ART GROUP

This certificate of insurance confirms that cover has been issued subject to payment, policy terms and conditions.

Class	:	NOT FOR PROFIT
Policy No.	:	171608W4751N
Period	:	30/06/23 to 30/06/24
Insurer	:	LLOYD'S OF LONDON - NFP

Covering:

UNDERWRITER:	CERTAIN UNDERWRITERS AT LLOYD'S UNDER AGREEMENT NUMBER ASRPLB2023 UNIQUE MARKET REFERENCE NUMBER: B1670ASRPLB2023
ITEM 1 - INSURED:	DONGARA DENISON ART GROUP
ITEM 2 - SITUATION:	16-1 POINT LEANDER DRIVE, PORT DENISON WA 6525
ITEM 3 - INSURED BUSINESS:	NOT FOR PROFIT ORGANISATION - ART GROUP - PROMOTE ART TO THE COMMUNITY INCLUDING - WEEKLY GROUP PAINTING - ANNUAL ART EXHIBITION AT DENISON HOUSE, RETREAT BOULEVARD, PART DENISON SUBJECT TO ALL EXHIBITORS CARRY THEIR OWN INSURANCE
ITEM 4 - PERIOD OF INSURANCE:	30/06/2023 - 30/06/2024 AT 16.00 LOCAL TIME
ITEM 5 - PREMIUM:	AS PER INVOICE
ITEM 6 - EXCESS/COVERAGE:	
SELF-INSURED EXCESS	
SECTION A, B & C	
ALL CLAIMS:	$1,000 EACH & EVERY CLAIM INCLUSIVE DEFENCE COSTS
SECTION D:	NOT APPLICABLE
SECTION E:	NOT APPLICABLE

Coverholder at LLOYD'S

LIMIT OF INDEMNITY
SECTION A
PUBLIC LIABILITY: $5,000,000 ANY ONE OCCURRENCE / POLICY PERIOD

SECTION B
POLLUTION LIABILITY: $5,000,000 ANY ONE OCCURRENCE / IN AGGREGATE

SECTION C
PRODUCTS LIABILITY: $5,000,000 ANY ONE OCCURRENCE / IN AGGREGATE

SECTION D
MISCELLANEOUS
PROFESSIONAL INDEMNITY: NOT APPLICABLE

SECTION E
DIRECTORS &
OFFICERS LIABILITY: NOT APPLICABLE

ITEM 7 - INSURING CLAUSE
19 (A): DIRECTORS' & OFFICERS - NOT APPLICABLE
19 (B): ENTITY REIMBURSEMENT - NOT APPLICABLE
19 (C): EMPLOYMENT ENTITY LIABILITY - NOT APPLICABLE
19 (D): ENTITY COVER - NOT APPLICABLE

ITEM 8 - PRIOR &
PENDING DATE: NOT APPLICABLE

ITEM 9 - RETROACTIVE
DATE: NOT APPLICABLE

ITEM 10 - GROSS TOTAL
ASSETS: NOT APPLICABLE

ITEM 11 - NOTIFICATIONS: ASR UNDERWRITING AGENCIES PTY LTD
PO BOX 491
BEENLEIGH QLD 4207

POLICY WORDING: NOT FOR PROFIT GENERAL LIABILITY
VERSION 01/11/2018

TERRITORIAL LIMIT: WORLDWIDE EXCLUDING USA & CANADA

JURISDICTIONAL LIMIT: AUSTRALIA WIDE

EXTENSIONS
TENANTS LIABILITY;
GOODS IN THE PHYSICAL AND/OR LEGAL CONTROL (LIMITED TO $10,000)

MAJOR EXCLUSIONS
1) AS PER POLICY WORDING INCLUDING EXCLUSIONS STATED IN SCHEDULE OF COVER.
2) MEDICAL MALPRACTICE
3) PROFESSIONAL INDEMNITY
4) DIRECTORS & OFFICERS

CONDITIONS OF COVER
* INCIDENT REPORTING PROCEDURES TO BE IMPLEMENTED WITHIN ONE WEEK OF INCEPTION INCLUDING PROCEDURES TO INFORM INSURERS OF ALL INCIDENTS WITHIN SEVEN DAYS ONCE FIRST NOTIFIED.

* INSURED MUST OBTAIN A LICENCE FROM THE RELEVANT AUTHORITY TO OPERATE AT THE RELEVANT VENUE (WHERE APPLICABLE)

ASR Underwriting Agencies Pty Ltd
ABN 84 113 542 233 | AFSL 291522
25 Main Street | PO Box 491
Beenleigh Q 4207 Australia
P 07 3442 3333
F 07 3807 6839
E info@asruw.com.au

* INSURED MUST COMPLY WITH ALL LOCAL GOVERNMENT BY LAWS RELATING TO FIRE PREVENTION

* WRITTEN CLEANING AND MAINTENANCE PROCEDURES IN PLACE

* GOVERNMENT STANDARD GUIDELINES ON PANDEMIC/COVID AND PROTOCOL IN PLACE

* SUBCONTRACTORS MINIMUM INSURANCE REQUIREMENTS NO LESS THAN $10M COMBINED GENERAL LIABILITY AND EVIDENCE RECEIVED AND KEPT ON FILE FOR A MINIMUM OF 3 YEARS. EXAMPLES - CATERING, SECURITY, CLEANERS, TRAFFIC CONTROLLERS, FIRST AIDERS.

This certificate is furnished at the request of the Insured as a matter of information only and does not constitute an insurance contract upon which claims can be made.



For and on behalf of ASR Underwriting Agencies Pty Ltd

Organisation: Irwin District Charity Ball Inc.
Event / Project: 5th Biennial Irwin District Charity Ball
Requested: $5,000
Event Description: The Irwin District Charity Ball aims to bring the community together for an elegant and enjoyable evening while raising funds for two vital charitable organisations, Ronald McDonald House Charities Perth and the Cancer Council of WA's Crawford Lodge.
The donation to the Ronald McDonald House and Crawford Lodge supports regional families who travel to access health care critical health care in Perth and need to secure affordable accommodation. The donation supports the growing need for this service especially for regional residents.
The formal ball aims to attract people from the Irwin District and surrounding areas for this social event, bringing people together to create a sense of purpose and community. The event seeks to foster social connections, support regional residents facing health challenges, and strengthen community engagement within the Shire of Irwin.

Eligibility Criteria	Y/N
$5,000 or less	Yes
Public Liability	Yes
Substantial degree of community support and representation	Yes
Detailed budget	Yes
Not-for-profit or sponsored by incorporated organisation	Yes
Financial statement or treasurer's report	Yes
Two referees	NA
Previous Funding Received from CASE	Yes
Sign a grant agreement	
Recognise the Shire of Irwin	Y
Acquit grant funds within eight weeks	

Quotes provided

Selection Criteria Checklist

1 The capacity of the applicant to successfully complete the project	Yes / No	Score	Weighting
They have support as a well established and recognised committee who have successfully delivered the event biennially, with the 2023 event being their 5th event.	✓	15	**15**
2 Ability to achieve tangible outcomes for the benefit of the Shire of Irwin Community			
Limited to 18+ The purpose of the Irwin District Charity Ball 2023 is two-fold. The ball promotes social connection and engagement within the Shire of Irwin, by fostering a sense of excitement, purpose and belonging. Bringing together individuals from various walks of life for a memorable evening of entertainment and good will, celebrating diversity and bringing people together. The gala event will provide the opportunity for residents, businesses and community leaders to come together and interact in a relaxed and enjoyable atmostphere. The event will provide the opportunity for local businesses to showcase themselves and their products, and their generosity will be promoted. The outcome and donation to the Ronald McDonald House and Crawford Lodge supports our regional familiies who travel to access health care critical health care in Perth and need to secure affordable accommodation. The donation supports the growing need for this service.	✓	15	**20**
3 A balanced realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation			
The breakdown of costs is detailed with transparency and access to financial records and beneficiary contributions for previous years' events. They have reached out to several local businesses and sponsors to explore partnerships and secure financial support. They have been very successful with this and a lot of work has gone into securing sponsors. The consultation outcomes with local businesses will deliver mutual benefits, promotional opportunities, and contribute to a community-driven event. The funding will support about 35% of the overall event expenditure The Irwin District Charity Ball has undergone significant planning, including comprehensive budgeting to ensure all aspects of the event are accounted for. They have considered potential challenges and devised contingency plans to address any unforeseen circumstances	✓	15	**20**
4 Levels of volunteer participation and wider community participation			
The Committee are all volunteers and are personally aware of a number of local residents that have faced challenges of dealing with critical health issues, and who have been directly supported by the two chosen charities. Through community feedback, the Committee got sense for the desire for more social events that bring people together. They have received sponsorship and/or donations from 31 organisation's for this year's Charity Ball.	✓	20	**25**
5 Effort for cooperative and partnership arrangements with others			

Partnership between many local and regional organsations are apparent. Midwest suppliers are engaged to support the delivery of the ball. The support that the local business community has for this event is apparent through donations and how fast tickets sell to attend the Ball. eneficiaries of the charitiable donations will include members of the regional community who are experiencing health challenges that require them to travel to Perth for specialist treatment.	✓	10	**10**
6 Consideration is made where possible, for services, projects, activities or events to be made accessible by all members of the community			
The Shire of Irwin Rec Centre has been identified as an ideal venue as it is accessible for individuals with mobility challenges, including disabled parking bays, wheelchair access and accessible restrooms.	✓	5	**5**
7 Evidence of consultations with relevant others in and out of the Shire of Irwin			
Partnership between many local and regional organsations are apparent. Midwest suppliers are engaged to support the delivery of the ball. The consultation outcomes with local businesses will deliver mutual benefits, promotional opportunities, and contribute to a community-driven event. The generous and philanthropic spirit of the community has demonstrated that individuals and businesses have a willingness to contribute to meaningful causes, the Charity Ball provides the ideal means to achieve this. The support that the local business community has for this event is apparent through donations and how fast tickets sell to attend the Ball. Beneficiaries of the charitiable donations will include members of the regional community who are experiencing health challenges that require them to travel to Perth for specialist treatment.	✓	5	**5**
		85	**100**

Officer Comments / Recommendation
This is an event that has undergone months of planning, including Risk Management and Contingency plans to ensure all aspects are accounted for and an action plan has identified associated risk and their appropriate controls. The outcome at delivery for the greater community and those who get to attend is significant and I fully support the event. As the Shire has recently contributed approximately $16,700 towards carpet tiles to be used for the 2023 ball and every ball going forward, I recommend that the $2,432 associated with the Recreation Centre Venue and facilities hire be approved to cover Recreation Centre Fees as a non-cash contribution from CASE

✗	✓

Organisation: Dongara Denison Art Group
Event / Project: DDAG Open Studions and Spring Arts Program
Requested: $2,355
Event Description: Deliver a spring arts program as part of our involvement in the Geraldton and Surrounds Open Studios event, to co-incide with the tourist/events/wildflower season and to celebrate our newly refurbished gallery space.
Program Inclusions;
- Launch night celebration
- Open Studios - Denison house gallery open between September 17th - 25th then several days a week until November
- Art workshops x 4 (minimum)
- Morning tea event / yoga at Denison House

Eligibility Criteria	Y/N	
$5,000 or less	Y	
Public Liability	Y	
Substantial degree of community support and representation	Y	
Detailed budget	Y	
Not-for-profit or sponsored by incorporated organisation	Y	
Financial statement or treasurer's report	Y	
Two referees	1 Ref	
Previous Funding Received from CASE	Y	Thungarra Art Trail 18/19
Sign a grant agreement		
Recognise the Shire of Irwin		
Acquit grant funds within eight weeks		

Selection Criteria Checklist

		Score	Weighting
1 The capacity of the applicant to successfully complete the project			
Previous smaller scale events and workshops have been coordinated by DDAG with great success. This opportunity coinciedes with the Geraldton and Surrounds Open Studios events, important for our Shire to be involved and exposed to	✓	15	**15**
2 Ability to achieve tangible outcomes for the benefit of the Shire of Irwin Community			
Locals of all ages and backgrounds, including visitors. - Workshops for kids are being proposed. Live music from local bands. High level opportunities for participation The benefits of engagement with arts and culture include: -Creating and renew a sense of place and identity. -Enhance and celebrate our local heritage. -Provide art and cultural opportunities and encourage community engagement and inclusion. -Present an opportunity for local artists and the Dongara Denison Art Group. -Provide a tourist attraction. -Promote health & wellbeing. -Bring contemporary art forms to the community. -Raise the profile of the arts	✓	15	**20**
3 A balanced realistic and complete project budget including a cash or in-kind contribution to the project by their group/organisation			
Clear breakdown of costs associated with settup up the gallery and delivering the associated workshops. Workshop tickets are estimated and will depend on actual attendance and participation. Volunteer hours to deliver this project is over 90 hours - high volunteer participation. Indicates that ticket prices may increase to cover costs if unsuccessful in receiving funding through CASE Sponsorship receiving from Dongara Charities to paint Denison House Gallery rooms ready for this event. Better understanding of what the CASE Funding will cover needed. Emailed DDAG for further info	✓	15	**20**
4 Levels of volunteer participation and wider community participation			
The event will be marketed and open to the wider community on a participation level. The art gallery opening coincides with high level tourist movements and coincides with Wildflower season. Art workshops will cater to all ages and abilities including some for children. - Increased exposure to heritage, Denison House and the arts.	✓	20	**25**
5 Effort for cooperative and partnership arrangements with others			
The organisers appear to be working with other community groups and local/regional businesses to deliver this event. Partnership between regional art organsations (Geraldton) are apparent. Sponsorship received from Dongara Charities also. Engaging local entertainment.	✓	10	**10**
6 Consideration is made where possible, for services, projects, activities or events to be made accessible by all members of the community			
Target audience is open to all residents, visitors and any demographic. Venue , although not DDAG's fault, is not a 100% accessible venue for mobility impaired	✗	0	**5**
7 Evidence of consultations with relevant others in and out of the Shire of Irwin			
The organisers appear to be working with other community groups and local/regional businesses to deliver this event. Delivery of all aspects of the event is predominantly local but in collaboration with Geraldton and Surrounds Open Studios Events.	✓	5	**5**
		80	**100**