ORDINARY COUNCIL MEETING

22 February 2022

Attachment Booklet – February 2022

ATTACHMENT: CC01

Accounts for Payment – December 2021 and January 2022

Attachment 1
Accounts for Payment – December 2021 and January 2022

Shire of Irwin

List of Accounts paid December 2021 & January 2022 for presentation to the Council Meeting 22 February 2022

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT28163	03/12/2021	AMY CHADBOURNE	COMMUNICATIONS/MEDIA CONSULTANCY	-3,150.00
EFT28164	03/12/2021	AUSTRALIA POST	POSTAGE AND FREIGHT CHARGES	-2,316.45
EFT28165	03/12/2021	BRAND MECHANICAL SERVICES	PARTS AND REPAIRS TO TORO MOWER, CAT DOZER AND GROUNDMASTER MOWER	-1,594.53
EFT28166	03/12/2021	JAW'S PAVING LANDSCAPE & FENCING	REPAIR PAVING ON MARINA HEIGHTS	-385.00
EFT28167	03/12/2021	JAYCAM INDUSTRIES	INSPECT AND REPAIR WINDSOCK LIGHTS AT AIRSTRIP AND RECTIFY AIR STRIP LIGHTING ISSUE	-2,735.10
EFT28168	03/12/2021	LG BEST PRACTICES	FINANCIAL SERVICES - ALTUS PAYROLL	-2,112.00
EFT28169	03/12/2021	LGIS WA	PROPERTY ADJUSTMENT, ACTUAL WAGE ADJUSTMENT AND MOTOR VEHICLE ADJUSTMENT	-8,417.72
EFT28170	03/12/2021	ST JOHN AMBULANCE	FIRST AID COURSE	-960.00
EFT28171	03/12/2021	WELL DONE INTERNATIONAL	CALL CENTRE CHARGES	-883.30
EFT28172	13/12/2021	RED INK HOMES	REFUND	-1,000.00
EFT28173	15/12/2021	AIRPORT ALLIANCE CONTRACTING	DIAGNOSE FAULTS WITH AIRSTRIP LIGHTING SYSTEM	-5,303.93
EFT28174	15/12/2021	AD ENGINEERING INTERNATIONAL PTY LTD	ANNUAL SUBSCRIPTION FOR SAM TRAILER	-528.00
EFT28175	15/12/2021	ADEPT PHOTO BOOTHS	VINTAGE PHOTO BOOTH FOR MAGIC ON MORETON EVENT	-1,540.00
EFT28176	15/12/2021	ALTUS TRAFFIC PTY LTD	TRAFFIC MANAGEMENT ON TABLETOP ROAD AND ALLANOOKA SPRINGS ROAD FOR VEGETATION CLEARANCES	-18,726.13
EFT28177	15/12/2021	ATOM	WORKSHOP SUPPLIES	-884.47
EFT28178	15/12/2021	BABA MARDA ROAD SERVICES	TRAFFIC MANAGEMENT FOR WORKS ON MORETON TERRACE AND WALDECK STREET, LANDSCAPING WORKS ON BRAND HWY AND MAGIC ON MORETON EVENT	-7,275.74
EFT28179	15/12/2021	BADGELINK	COUNCILLOR BADGES	-73.80
EFT28180	15/12/2021	FLOW CONSULTING ENGINEERS	ASPHALT INSPECTION REPORT AND DESIGN AND DRAWINGS FOR LIGHT POLE BASE PLATES ON MORETON TERRACE	-4,675.00
EFT28181	15/12/2021	CONSTRUCTION TRAINING FUND	CONSTRUCTION TRAINING FUND RECONCILIATION	-372.26
EFT28182	15/12/2021	BEAUREPAIRES GERALDTON	SUPPLY AND FIT TYRES TO NISSAN PRIME MOVER AND PUNCTURE REPAIRS ON HINO PRIME MOVER AND ROLLER	-1,726.43
EFT28183	15/12/2021	BLACKWOODS	MINOR TOOLS AND EQUIPMENT FOR BUSHFIRE BRIGADES INCLUDING CLEANING SUPPLIES, WORKSHOP SUPPLIES FOR DEPOT	-3,064.88
EFT28184	15/12/2021	BRAND MECHANICAL SERVICES	SERVICE OF JCB TELEHANDLER AND REPAIRS TO SWEEPER	-1,480.03
EFT28185	15/12/2021	BRIDGESTONE SERVICE CENTRE GERALDTON	PUNCTURE REPAIR ON GRADER TYRE	-456.00
EFT28186	15/12/2021	DEPARTMENT OF MINES INDUSTRY REGULATION AND SAFETY	BUILDING SERVICES LEVY RECONCILIATION	-912.58
EFT28187	15/12/2021	CANINE CONTROL	CONTRACT RANGER SERVICES	-10,500.00
EFT28188	15/12/2021	CHAMPION BAY TROPHIES	COUNCILLOR DESK NAME PLATES	-94.50
EFT28189	15/12/2021	TOLL	FREIGHT CHARGES	-425.19
EFT28190	15/12/2021	DALLYWATER CONSULTING	EHO CONTRACT CONSULTANCY SERVICES	-11,011.28
EFT28191	15/12/2021	DONGARA BAKERY	CATERING	-171.00
EFT28192	15/12/2021	DC TWO PTY LTD	VOIP PHONE CHARGES	-1,709.55
EFT28193	15/12/2021	DELTA CLEANING SERVICES	CLEANING CONTRACT	-14,967.83
EFT28194	15/12/2021	LANDGATE - WESTERN AUSTRALIAN LAND INFORMATION AUTHORITY	GROSS RENTAL VALUATIONS AND MINING TENEMENTS CHARGEABLE	-111.70
EFT28195	15/12/2021	DONGARA BOBCAT & CONTRACTING SERVICES	YELLOW AND RED SAND FOR BACK FILLING GARDENS AND KERB LINES, EXCAVATOR HIRE FOR BURST PIPE AND DRAINAGE WORKS AT LAUNDROMAT FOR MORETON TCE PROJECT	-2,288.00
EFT28196	15/12/2021	DONGARA BUILDING & TRADE SUPPLIES	PARKS, GARDEN, BUILDING & ROAD MAINTENANCE SUPPLIES AND GALVANISED PIPE FOR SIGN INSTALLATION	-10,259.50
EFT28197	15/12/2021	DONGARA CONCRETE SERVICES	CONSTRUCT DRIVEWAY CROSSOVERS ON MORETON TERRACE, REINSTATE FOOTPATH AT FORESHORE AND NEAR GRANNIES BEACH, HAUNCHING OF PAVEMENT ON MORETON TERRACE AND MESH LIDS FOR TRANSFER STATION	-12,432.75
EFT28198	15/12/2021	DONGARA DRILLING & ELECTRICAL	ELECTRICAL REPAIRS AT THE VILLAGE, SHIRE FACILITIES AND ABLUTIONS INCLUDING INSTALLATION OF AIR-CON IN DEPOT ENTRY. REPAIR BORE AT RUSS COTTAGE AND ANNUAL SERVICING AND INSPECTION OF AIR-CONDITIONERS AT THE VILLAGE	-11,518.65
EFT28199	15/12/2021	DONGARA HARDWARE	WATER FOR ADMIN, TRANSFER STATION AND DEPOT	-348.00
EFT28200	15/12/2021	DONGARA NEWSAGENCY	PUBLICATIONS & STATIONERY	-253.59
EFT28201	15/12/2021	TYREPOWER DONGARA	TYRE FOR HOLDEN COLORADO, BATTERY FOR GENSET, TRUCK AND PUNCTURE REPAIR ON ISUZU TRUCK	-817.50
EFT28202	15/12/2021	DONGARA LOCAL RAG	ADVERTISING AND VISITOR CENTRE STOCK	-1,749.00
EFT28203	15/12/2021	RIVERBEND FOODWORKS DONGARA	MONTHLY CONSUMABLES	-335.63
EFT28204	15/12/2021	DONGARA HOTEL MOTEL	CATERING	-315.00
EFT28205	15/12/2021	ELEMENT ADVISORY PTY LTD	LOCAL PLANNING STRATEGY	-6,883.08
EFT28206	15/12/2021	ECHELON AUSTRALIA PTY LTD	REGIONAL RISK COORDINATOR - FIRST INSTALMENT 2021/22	-6,897.31
EFT28207	15/12/2021	EJAN COMMUNICATIONS	TESTING AND REPAIR OF TWO WAY RADIOS INCLUDING INSTALLING NEW TWO WAY RADIO INTO TRUCK, MOWER AND ANTENNAS	-10,616.71
EFT28208	15/12/2021	FENCE IT WA	REPAIR CHARGES FOR LIGHT TOWER DAMAGED BY VANDALISM	-1,672.00
EFT28209	15/12/2021	DEPARTMENT OF FIRE AND EMERGENCY SERVICES	EMERGENCY SERVICES LEVY - QUARTER 2	-75,158.30
EFT28210	15/12/2021	FIRST HEALTH SERVICES	PRACTISE MANAGEMENT SUPPORT SERVICES - MEDICAL CENTRE	-12,833.33
EFT28211	15/12/2021	DONGARA TOWN BUSHFIRE BRIGADE	REIMBURSEMENT - WIRING UP CEL-FI IN TOWN 4.4	-492.72
EFT28212	15/12/2021	FIVESTAR BUSINESS SOLUTIONS & INNOVATION	PRINTER CHARGES - ADMIN, REC CENTRE & LIBRARY	-987.79
EFT28213	15/12/2021	CITY OF GREATER GERALDTON	MERU WASTE DISPOSAL	-30,381.60
EFT28214	15/12/2021	GERALDTON TROPHY & ENGRAVING CENTRE	DOUBLE NICHE WALL PLAQUE	-385.00

Shire of Irwin

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MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT28215	15/12/2021	GERALDTON HIRE & SCAFFOLDING SERVICES	HIRE OF DISABLED TOILETS, GENERATOR, WASH STATIONS AND DISTRIBUTION BOARDS FOR MAGIC ON MORETON EVENT	-1,264.32
EFT28216	15/12/2021	REFUEL AUSTRALIA	BULK DIESEL FUEL PURCHASE AND FUEL CARD PURCHASES	-13,944.03
EFT28217	15/12/2021	GLASS CO WA	SECURITY REPAIRS AT UNITS AT THE VILLAGE	-517.12
EFT28218	15/12/2021	GERALDTON LIMESTONE RETAINING WALLS	INSTALLATION OF GROUT AT BASES OF LIGHT POLES ON MORETON TCE AND INSTALL PAVING EDGING AT MEMORIAL PARK	-5,401.00
EFT28219	15/12/2021	GLOBAL SPILL & SAFETY	SIGNS AND SIGN ACCESSORIES	-2,024.54
EFT28220	15/12/2021	GUARDIAN PRINT & GRAPHICS	MODIFICATION TO BANNERS FOR MORETON TCE BANNERS	-695.00
EFT28221	15/12/2021	MOORE AUSTRALIA (WA) PTY LTD	PROGRESS PAYMENT - PROVISION OF INTEGRATED PLANNING & REPORTING SERVICES - LONG TERM FINANCIAL PLAN, ASSET MANAGEMENT PLAN AND WORKFORCE PLAN.	-14,936.24
EFT28222	15/12/2021	HOUSPECT WA	BUILDING INSPECTION REPORT OF SHIRE HALL	-1,500.00
EFT28223	15/12/2021	HUGGABLE TOYS	VISITOR CENTRE STOCK	-471.63
EFT28224	15/12/2021	INCITE SECURITY	SYSTEM MAINTENANCE ON SWIPE CARD ACCESS AND SECURITY AT SHIRE FACILITIES	-2,895.75
EFT28225	15/12/2021	INSTANT RACKING & STEEL SHELVING	2 DOOR CABINET FOR CESM OFFICER	-329.00
EFT28226	15/12/2021	IT VISION AUSTRALIA PTY LTD	ALTUS CONTENT INTEGRATION	-3,712.50
EFT28227	15/12/2021	JAMES HALL	REPLACE CHINAMAN CAPS AT THE VILLAGE	-482.54
EFT28228	15/12/2021	JASON SIGNMAKERS	NAME BLADE SIGNS	-6,016.48
EFT28229	15/12/2021	JB HI-FI GROUP PTY LTD	MONITORS AND ACCESSORIES FOR ADMIN AND HP DESKTOPS FOR LIBRARY GRANT	-3,902.00
EFT28230	16/12/2021	65THIRTY EVENTS & ENTERTAINMENT	LED SCREEN HIRE FOR MAGIC ON MORETON EVENT	-7,469.00
EFT28231	16/12/2021	ANDREW JOHN GILLAM	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2021	-1,922.00
EFT28232	16/12/2021	AMY CHADBOURNE	COMMUNICATION / MEDIA CONSULTANCY	-5,185.00
EFT28233	16/12/2021	BARRY WYSE	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2021	-1,922.00
EFT28234	16/12/2021	CHECKED EVENTS	EVENT MANAGEMENT SERVICES FOR MAGIC ON MORETON EVENT	-8,070.00
EFT28235	16/12/2021	CIVIC WORKFORCE MANAGEMENT	HR CONSULTANCY SERVICES	-731.25
EFT28236	16/12/2021	DONGARA MIDWEST WASTE	SERVICE OF COASTAL NODES SEPTIC TANKS	-7,860.00
EFT28237	16/12/2021	ELYCE TUNBRIDGE	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2021 AND REIMBURSEMENT FOR INDUSTRY WORKSOP ACCOMMODATION	-2,093.03
EFT28238	16/12/2021	GRANT STEVEN EVA	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2021	-1,922.00
EFT28239	16/12/2021	HAYLEY PALMER	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2021 AND REIMBURSEMENT FOR INDUSTRY WORKSOP ACCOMMODATION	-2,093.03
EFT28240	16/12/2021	ISABELLA MARY SCOTT	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2021	-1,922.00
EFT28241	16/12/2021	KIRKLAND ELECTRICAL SERVICES	ELECTRICAL REPAIRS AT THE VILLAGE INCLUDING REPLACING RUSTED BOLLARDS	-3,579.40
EFT28242	16/12/2021	BRYAN HENDRICK KLEINSMAN	CLEAR AROUND DRAIN AND SHAPE OFFSHOOTS ON CASUARINAS ROAD AND CLEAN UP SITE AREAS AT TRANSFER STATION	-6,930.00
EFT28243	16/12/2021	PETER &SHIRLEY KNIGHT	REFUND	-50.00
EFT28244	16/12/2021	MARK LEONARD	MEMBERS ATTENDANCE FEES OCTOBER TO DECEMBER 2021	-1,922.00
EFT28245	16/12/2021	LG BEST PRACTICES	FINANCIAL SERVICES - ALTUS PAYROLL AND RATES SERVICES	-9,603.00
EFT28246	16/12/2021	LYNETTE MAY MARTIN	REIMBURSEMENT	-222.00
EFT28247	16/12/2021	LOCAL GOVERNMENT PROFESSIONALS WA	SILVER MEMBERSHIP - 2021/22	-2,200.00
EFT28248	16/12/2021	NODE 1 PTY LTD	NBN FIBRE CONNECTION FEE	-179.90
EFT28249	16/12/2021	LOGIC IT	RENEWAL OF 5 X MERAKI ACCESS POINTS	-4,152.50
EFT28250	16/12/2021	MARSDEN'S BECKENHAM TRANSPORT PTY LTD	FREIGHT CHARGES	-275.00
EFT28251	16/12/2021	MARKETFORCE PTY LTD	ADVERTISING	-823.20
EFT28252	16/12/2021	MARKS WATERTRUCK	WATER TRUCK FOR WORKS ON BURMA ROAD AND MOUNT ADAMS ROAD	-3,448.50
EFT28253	16/12/2021	MIDWEST BOUNCE AND FUN	ANIMAL RIDERS AND YARD GAMES FOR MAGIC ON MORETON EVENT	-1,085.00
EFT28254	16/12/2021	MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-1,537.00
EFT28255	16/12/2021	MCLEODS BARRISTERS & SOLICITORS	ANNUAL AUDIT DECLARATION	-176.00
EFT28256	16/12/2021	METRIX CONSULTING PTY LTD	CONSULTANT - TOURISM WA PRESENTATION - INDIAN OCEAN DRIVE	-3,025.00
EFT28257	16/12/2021	MEX MAINTENANCE SOFTWARE	TRAINING CONSULTING SESSIONS FOR MEX PROGRAM	-1,636.00
EFT28258	16/12/2021	MIDWEST WINDSCREENS	SUPPLY AND FIT NEW WINDSCREEN ON TOYOTA PRADO	-935.00
EFT28259	16/12/2021	MIDWEST FIRE PROTECTION & SAFETY SERVICES	MONTHLY SERVICING OF FIRE ALARM SYSTEM AT REC CENTRE	-418.00
EFT28260	16/12/2021	MITCHELL & BROWN	REPLACEMENT VACUUM FOR MEDICAL CENTRE, FRIDGE/FREEZER FOR DEPOT, POWER BANKS AND MOBILE PHONE AND CASE FOR CHIEF BUSH FIRE OFFICER	-2,792.95
EFT28261	16/12/2021	MIDWEST SOLAR AND WATER	PLUMBING REPAIRS AT THE VILLAGE AND SHIRE FACILITIES AND ABLUTIONS INCLUDING INSTALLING NEW CISTERNS AT SHELTER SHED ABLUTIONS AND REPLACE HOT WATER SYSTEM AT UNIT 19	-7,015.00
EFT28262	16/12/2021	NESTLE AUSTRALIA LIMITED TRADING AS NESPRESSO AUSTRALIA	COFFEE PODS FOR ADMIN AND DEPOT	-1,263.50
EFT28263	16/12/2021	NORDIC BUILDERS	PROGRESS PAYMENT - HENRY ROAD CONSTRUCTIONS UNIT 7-12	-272,150.80
EFT28264	16/12/2021	OAKS CIVIL CONSTRUCTION PTY LTD	TRAFFIC MANAGEMENT FOR WORKS ON ALLANOOKA SPRINGS ROAD	-781.00
EFT28265	16/12/2021	OUTBACK VEGETATION CONTROL	SLASHING INCLUDING TRAFFIC CONTROL ON ALLANOOKA SPRINGS ROAD	-3,740.00
EFT28266	16/12/2021	PRACTICAL PRODUCTS PTY LTD	ICE MACHINE FOR DEPOT	-5,192.00
EFT28267	16/12/2021	S & K ELECTRICAL	ANNUAL TESTING AND TAGGING ON EQUIPMENT AT ADMIN, LIBRARY, REC CENTRE AND MEDICAL CENTRE	-3,916.00
EFT28268	16/12/2021	SOILS AINT SOILS PTY LTD	BLACK MULCH FOR MORETON TERRACE PROJECT	-3,861.00
EFT28269	16/12/2021	SUNDAY BEST EVENTS	DJ - MAGIC ON MORETON EVENT	-1,000.00
EFT28270	16/12/2021	MICHAEL SMITH	PRESIDENT ATTENDANCE FEES OCTOBER TO DECEMBER 2021	-2,822.47
EFT28271	16/12/2021	STEWART & HEATON CLOTHING CO	PERSONAL PROTECTIVE CLOTHING - FIRE BRIGADES	-3,158.76
EFT28272	16/12/2021	SUNNY SIGN COMPANY PTY LTD	VARIOUS ROAD SAFETY SIGNS	-8,283.66
EFT28273	16/12/2021	DONGARA IGA	MONTHLY CONSUMABLES	-1,209.27

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EFT/CHQ #	DATE		DESCRIPTION	PAYMENTS
EFT28274	16/12/2021	TERRA FORM CONTRACTING	VEGETATION MANAGEMENT WORKS ON TABLETOP ROAD AND BUSHFIRE RISK TREATMENT AT AIRSTRIP	-20,625.00
EFT28275	16/12/2021	TOTAL UNIFORMS	CORPORATE UNIFORM	-122.50
EFT28276	16/12/2021	T-QUIP	PARTS FOR GROUNDMASTER MOWER	-256.30
EFT28277	16/12/2021	TYREPOWER LIMITED	TYRES INCLUDING FITTING FOR FORD RANGER, HOLDEN TRAILBLAZER AND TELEHANDLER	-2,300.66
EFT28278	16/12/2021	VANGUARD PRESS	BROCHURE DISPLAY, TRANSPORT, HANDLING AND WAREHOUSING FEE	-247.89
EFT28279	16/12/2021	SYNERGY	VARIOUS ELECTRICITY CHARGES	-12,054.94
EFT28280	16/12/2021	WESTRAC EQUIPMENT	SERVICE OF CAT GRADER INCLUDING ADDITIONAL PARTS	-2,417.64
EFT28281	16/12/2021	ON HOLD ON LINE	MONTHLY ON HOLD MESSAGE	-462.00
EFT28282	16/12/2021	WESTLINE CONTRACTING	LINE MARKING OF MORETON TERRACE, CARPARKS, ROADWAYS AND CEMETERY	-18,627.40
EFT28283	16/12/2021	YOUNG MOTORS PTY LTD	SERVICE AND REPAIRS TO HOLDEN COLORADO'S	-2,329.55
EFT28284	16/12/2021	WINC AUSTRALIA PTY LTD	PRINTER CHARGES - DEPOT	-264.39
EFT28285	17/12/2021	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-2,610.00
EFT28286	17/12/2021	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-231.00
EFT28287	07/01/2022	CORE BUSINESS AUSTRALIA	PROGRESS PAYMENT - WHS MONITOR INSTALLATION AND SETUP	-15,874.98
EFT28288	11/01/2022	AC & PJ FROUD	REFUND	-794.00
EFT28289	14/01/2022	ALTUS TRAFFIC PTY LTD	TRAFFIC MANAGEMENT PLAN - TABLETOP/MIDLANDS ROAD RESEAL WORKS	-396.00
EFT28290	14/01/2022	FLOW CONSULTING ENGINEERS	INSPECTION AND REPORT ON 6 UNITS AT THE VILLAGE	-5,445.00
EFT28291	14/01/2022	BELGRAVIA HEALTH & LEISURE GROUP PTY LTD	SECONDMENT - IRWIN REC CENTRE	-6,999.30
EFT28292	14/01/2022	CANINE CONTROL	CONTRACT RANGER SERVICES	-3,000.00
EFT28293	14/01/2022	DONGARA BAKERY	CATERING	-225.60
EFT28294	14/01/2022	DONGARA BODY BUILDERS	FIT HYDRAULIC VALVES, PIPES AND HOSES TO DROP DECK TRAILER AND HEAVY PLANT AND TRAILER MONTHLY SERVICING	-8,138.90
EFT28295	14/01/2022	DONGARA TAXI	TAXI SERVICE - CHRISTMAS FUNCTION 2021	-55.70
EFT28296	14/01/2022	EUPHORIUM	MAGIC ON MORETON ENTERTAINMENT AND ACTIVITIES	-3,575.00
EFT28297	14/01/2022	CITY OF GREATER GERALDTON	BUILDING CERTIFICATION SERVICES	-3,472.25
EFT28298	14/01/2022	MCDONALD WHOLESALERS	REC CENTRE KIOSK SUPPLIES	-211.65
EFT28299	14/01/2022	MIDWEST SAFETY AND TRAINING PTY LTD	WORKING SAFELY AT HEIGHTS AND CONFINED SPACE TRAINING	-2,860.00
EFT28300	14/01/2022	MIDWEST SOLAR AND WATER	SUPPLY AND INSTALL NEW HOT WATER SYSTEM AT THE RESOURCE CENTRE AND UNIT 27 THE VILLAGE	-3,558.50
EFT28301	14/01/2022	SANTA CRUZ BUILDING SERVICES PTY LTD	BUILDING MAINTENANCE REPAIRS AT THE VILLAGE AND SHIRE FACILITIES	-1,877.70
EFT28302	14/01/2022	SEBASTIAN GUNDLING	EVENT PHOTOGRAPHY - MAGIC ON MORETON EVENT AND SOUTH BEACH SIGN PHOTOS	-470.00
EFT28303	14/01/2022	OVO'S CEILINGS - SWEET ORANGE PRODUCTIONS	FURNITURE HIRE AND INSTALLATION FOR MAGIC ON MORETON EVENT	-3,300.00
EFT28304	14/01/2022	JOHN ERIC COXHEAD	REFUND	-794.00
EFT28305	21/01/2022	AUSTRALIAN TAXATION OFFICE - BAS	BAS RECONCILIATION DECEMBER 2021	-36,458.00
EFT28306	21/01/2022	IRWIN SHIRE - RATES	PAYROLL DEDUCTIONS	-2,700.00
EFT28307	21/01/2022	SHIRE OF IRWIN - LOTTO FUND	PAYROLL DEDUCTIONS	-205.00
EFT28308	28/01/2022	BEILBY DOWNING TEAL	FIRST STAGE INVOICE - EXECUTIVE MANAGER CORPORATE & COMMUNITY RECRUITMENT	-3,025.00
EFT28309	28/01/2022	CANINE CONTROL	CONTRACT RANGER SERVICES	-11,700.00
EFT28310	28/01/2022	CORE BUSINESS AUSTRALIA	WHS MONITOR IMPLEMENTATION	-3,234.00
EFT28311	28/01/2022	DC TWO PTY LTD	VOIP PHONE CHARGES	-1,709.55
EFT28312	28/01/2022	DENISON BOWLING & RECREATION CLUB INC	CHRISTMAS FUNCTION 2021	-3,758.00
EFT28313	28/01/2022	GRA PARTNERS PTY LTD	STAGE 1 - WORKSHOP DEVELOPMENT OF GOVERNMENT RELATIONS STRATEGY	-6,600.00
EFT28314	28/01/2022	MOORE AUSTRALIA (WA) PTY LTD	AUDIT FEE FOR DPIRD AND WACHS ANNUAL REPORTS	-1,650.00
EFT28315	28/01/2022	LG BEST PRACTICES	FINANCIAL SERVICES - ALTUS PAYROLL	-6,072.00
EFT28316	28/01/2022	MID COAST CIVIL	DRY HIRE LOADER FOR WORKS ON BURMA AND CASUARINA ROAD	-4,950.00
EFT28317	28/01/2022	LGIS -MUNICIPAL INSURANCE BROKING	HENRY ROAD - PUBLIC & PRODUCT LIABILITY INSURANCE	-4,034.05
EFT28318	28/01/2022	NORDIC BUILDERS	PROGRESS PAYMENT - HENRY ROAD CONSTRUCTIONS UNIT 7-12	-143,888.32
EFT28319	28/01/2022	OAKS CIVIL CONSTRUCTION PTY LTD	TRAFFIC MANAGEMENT FOR WORKS ON ALLANOOKA SPRINGS ROAD	-5,230.50
EFT28320	28/01/2022	ROVING MAD ENTERTAINMENT	ROVING ENTERTAINMENT & CIRCUS WORKSHOPS - MAGIC ON MORETON	-5,000.00
EFT28321	28/01/2022	TERRA FORM CONTRACTING	VEGETATION MANAGEMENT - BUSHFIRE RISK TREATMENTS	-24,750.00
EFT28322	28/01/2022	T-QUIP	PARTS FOR TORO MOWER, SWEEPER AND TORO GROUNDMASTER	-1,678.80
EFT28323	28/01/2022	PUBLIC TRANSPORT AUTHORITY OF WA	BUS TICKET SALES	-1,586.69
EFT28324	28/01/2022	WA LOCAL GOVERNMENT ASSOCIATION - WALGA	INDUCTION PROGRAM FOR ELECTED MEMBERS	-240.00
32087	13/12/2021	KEITH EDWARD JACKSON	REFUND	-782.47
32088	16/12/2021	WATER CORPORATION	VARIOUS WATER CHARGES	-30,225.41
32089	16/12/2021	PHILIP NORMAN STEVENS	REFUND	-1,000.00
32090	17/12/2021	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32091	14/01/2022	SHIRE OF IRWIN	CONTAINER DEPOSIT SCHEME	-8,056.20
32092	31/01/2022	DEPARTMENT OF TRANSPORT	SHIRE OF IRWIN NUMBER PLATES	-200.00
32093	31/01/2022	SHIRE OF IRWIN	PETTY CASH RECONCILIATION INCLUDING CLEANING SUPPLIES FOR COASTAL NODES, LICENCE OF NEW MOWER AND FIRE TRUCK, KITCHEN CONSUMABLES FOR DEPOT, MEAL & FUEL REIMBURSEMENTS, MATERIALS FOR LIBRARY GRANT , POLICE CLEARANCE REIMBURSEMENT AND AUSTRALIA DAY ANTHEM	-937.00
DD21355.1	29/12/2021	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGE	-80.00
DD21359.1	30/12/2021	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-2,084.67
DD21385.1	14/01/2022	TELSTRA AUSTRALIA	TELSTRA INTEGRATED MESSAGING	-279.83
DD21390.1	24/01/2022	TELSTRA AUSTRALIA	FREE WIFI DATA CHARGES	-80.00
DD21393.1	31/01/2022	TELSTRA AUSTRALIA	VARIOUS MOBILE & DATA CHARGES	-2,084.67
DD21339.1	07/12/2021	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
DD21341.1	21/12/2021	WA TREASURY CORPORATION	LOAN 96 - TENNIS COURT RESURFACING	-20,569.44

Shire of Irwin

List of Accounts paid December 2021 & January 2022 for presentation to the Council Meeting 22 February 2022

MUNICIPAL/(TRUST) PAYMENTS

EFT/CHQ #	DATE	DESCRIPTION	PAYMENTS
DD21381.1	07/01/2022	WA TREASURY CORPORATION	LOAN 93 - RECREATION CENTRE	-20,727.35
DD21388.1	24/01/2022	WA TREASURY CORPORATION	LOAN GUARANTEE FEES TO 31 DECEMBER 2021	-17,859.45
SOL 12/21	16/12/2021	SHINE TECH SOLAR	SOLAR REPAYMENT DECEMBER 2021	-1,947.66
SOL 01/22	17/01/2022	SHINE TECH SOLAR	SOLAR REPAYMENT JANUARY 2022	-1,947.66
CR 061221	06/12/2021	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING LIBRARY GRANT EQUIPMENT, CATERING, CYLINDER RENTAL - MEDICAL CENTRE, GRATUITY VOUCHER, CHRISTMAS DECORATIONS AND REC CENTRE EXPENSES	-3,947.65
CR 040122	04/01/2022	NAB BUSINESS VISA	NAB BUSINESS VISA TRANSACTIONS INCLUDING INDUSTRY WORKSHOP ACCOMMODATION, FACILITY HIRE, PARKING, MAGIC ON MORETON EXPENSES ,FIREARM LICENCE RENEWAL, CANVA ANNUAL RENEWAL AND REC CENTRE EXPENSES	-7,536.78
DD21357.1	30/12/2021	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM FUNDING REPAYMENT - SIXTH INSTALMENT	-33,567.95
DD21395.1	31/01/2022	CLEARMATCH ORIGINATE PTY LTD	INSURANCE PREMIUM FUNDING REPAYMENT - SEVENTH INSTALMENT	-33,567.95
DD21361.1	10/12/2021	PEERMONT HOLDINGS PTY LTD	LAND USE AGREEMENT	-1,041.66
DD21349.3	07/12/2021	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-159.22
DD21349.1	07/12/2021	AMP INVESTMENT LINKED PERSONAL SUPERANNUATION PLAN	SUPERANNUATION	-158.56
DD21349.4	07/12/2021	ASGARD SUPERANNUATION	SUPERANNUATION	-237.82
DD21349.5	07/12/2021	AUSTRALIAN SUPER	SUPERANNUATION	-1,066.27
DD21349.6	07/12/2021	AWARE SUPER PTY LTD	SUPERANNUATION	-12,164.87
DD21349.7	07/12/2021	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-179.22
DD21349.9	07/12/2021	HOSTPLUS	SUPERANNUATION	-578.56
DD21349.10	07/12/2021	MLC SUPER FUND	SUPERANNUATION	-1,410.46
DD21349.2	07/12/2021	REST SUPERANNUATION	SUPERANNUATION	-400.41
DD21349.11	07/12/2021	THE M & L OLSEN SUPERANNUATION FUND	SUPERANNUATION	-134.72
DD21349.8	07/12/2021	THE TRUSTEE FOR GESB SUPER	SUPERANNUATION	-194.51
DD21350.3	21/12/2021	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-923.91
DD21350.1	21/12/2021	AMP INVESTMENT LINKED PERSONAL SUPERANNUATION PLAN	SUPERANNUATION	-162.30
DD21350.4	21/12/2021	ASGARD SUPERANNUATION	SUPERANNUATION	-237.82
DD21350.5	21/12/2021	AUSTRALIAN SUPER	SUPERANNUATION	-1,071.84
DD21350.6	21/12/2021	AWARE SUPER PTY LTD	SUPERANNUATION	-10,776.23
DD21350.7	21/12/2021	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-297.97
DD21350.9	21/12/2021	HOSTPLUS	SUPERANNUATION	-548.94
DD21350.10	21/12/2021	MLC SUPER FUND	SUPERANNUATION	-1,383.38
DD21350.2	21/12/2021	REST SUPERANNUATION	SUPERANNUATION	-419.03
DD21350.11	21/12/2021	THE M & L OLSEN SUPERANNUATION FUND	SUPERANNUATION	-235.83
DD21350.8	21/12/2021	THE TRUSTEE FOR GESB SUPER	SUPERANNUATION	-151.29
DD21351.2	04/01/2022	AMP CORPORATE SUPER - SIGNATURE SUPER	SUPERANNUATION	-86.74
DD21351.3	04/01/2022	ASGARD SUPERANNUATION	SUPERANNUATION	-262.80
DD21351.4	04/01/2022	AUSTRALIAN SUPER	SUPERANNUATION	-1,120.79
DD21351.5	04/01/2022	AWARE SUPER PTY LTD	SUPERANNUATION	-10,204.41
DD21351.6	04/01/2022	EQUIPSUPER SUPERANNUATION FUND	SUPERANNUATION	-90.05
DD21351.7	04/01/2022	HOSTPLUS	SUPERANNUATION	-447.24
DD21351.8	04/01/2022	MLC SUPER FUND	SUPERANNUATION	-1,261.67
DD21351.10	04/01/2022	REST SUPERANNUATION	SUPERANNUATION	-419.03
DD21351.9	04/01/2022	THE M & L OLSEN SUPERANNUATION FUND	SUPERANNUATION	-93.84
DD21351.1	07/01/2022	AMP INVESTMENT LINKED PERSONAL SUPERANNUATION PLAN	SUPERANNUATION	-143.01
				-1,403,396.88

Sundry Creditors as at 31/01/2022 **111,507.64**

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

18/2/22
DATE

Shane Ivers
Chief Executive Officer

Shire of Irwin

Corporate Credit Card Expenditure - Payment Reference CR 061221

S.Ivers Credit Card Expenses		
Spotify	Rec Centre Gym Music	$ 11.99
Dongara Hotel Motel	Lunch - Melissa Price Visit	$ 158.00
VidaxIAU	Christmas Decorations	$ 1,822.74
NAB	Card Fee	$ 9.00
		$ 2,001.73
D.Chandler Credit Card Expenses		
Target Online	Library Grant - Beanbag	$ 90.00
Links Modular	Program - Rec Centre	$ 205.02
Spotlight	Library Grant - Bean Bag Beans	$ 147.96
Target Online	Refund for Library Grant - Beanbags	-$ 90.00
Cung Huynh Pty Ltd	Catering - Citizenship Ceremony	$ 27.70
Officeworks	Library Grant - Chair, Chair desk and desk	$ 434.90
BOC Limited	Cylinder Rental Fee - Medical Centre	$ 73.84
McDonalds Wholesalers	Water Cups	$ 32.55
WALGA	Cancellation Fee - Councillor Training	$ 250.00
Dongara Post Officer	Gratuity Voucher	$ 505.95
Dongara Hardware	Christmas Decorations	$ 60.00
Bunnings	Christmas Decorations	$ 199.00
NAB	Card Fee	$ 9.00
		$ 1,945.92
TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT		$ 3,947.65

Corporate Credit Card Expenditure - Payment Reference CR 040122

S.Ivers Credit Card Expenses		
CPP Convention Centre	Parking	$ 23.22
Parmelia Hilton	Deposit - Industry Workshop	$ 2,688.74
CPP Convention Centre	Parking	$ 23.22
DWER	Transfer Station Licence Fee	$ 1,218.00
CPP Convention Centre	Parking	$ 18.17
Adina Perth	Accommodation - Industry Workshop	$ 372.42
CPP Convention Centre	Parking	$ 28.27
Spotify	Rec Centre Gym Music	$ 11.99
Parmelia Hilton	Remaining Balance - Industry Workshop	$ 1,707.72
Ampol	Fuel	$ 85.28
Canva	Annual Renewal Fee	$ 172.92
NAB	Card Fee	$ 9.00
		$ 6,358.95
D.Chandler Credit Card Expenses		
Links Modular	Program - Rec Centre	$ 205.02
Dongara Hardware	Magic On Moreton Materials	$ 26.65
McDonalds Wholesalers	Magic On Moreton Materials	$ 112.70
Poppies at the Park	Library Volunteer Morning Tea	$ 69.00
Dongara Hotel Motel	Accommodation for Magic on Moreton Contractors	$ 145.00
Adina Perth	Accommodation - Industry Workshop	$ 171.03
CPP Convention Centre	Parking	$ 34.33
Police Licensing Firearms	Corporate Firearm Licence Renewal	$ 137.00
Auspire	Australia Day Materials	$ 268.10
NAB	Card Fee	$ 9.00
		$ 1,177.83
TOTAL PAYMENT TO CORPORATE CREDIT CARD ACCOUNT		$ 7,536.78

ATTACHMENT: CC02

Monthly Financial Statements for the Period Ended 31 December 2021

Attachment 1
Monthly Financial Statements for the Period Ended 31 December 2021

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 December 2021

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 DECEMBER 2021

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 DECEMBER 2021

BY NATURE OR TYPE

	Note	Annual Budget	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		$	$	$	$	$	%		
Opening Funding Surplus (Deficit)	1	808,457	785,602	785,602	**785,602.04**	0	0%		
Revenue from operating activities									
Rates	6	5,645,606	5,645,606	5,640,102	**5,664,415.28**	24,313	0%	▲	
Operating Grants, Subsidies and Contributions	12	791,224	791,224	511,397	**438,184.41**	(73,212)	(14%)	▼	S
Fees and Charges		2,063,150	2,063,150	1,479,948	**1,424,965.17**	(54,983)	(4%)	▼	
Service Charges		0	0	0	**0.00**	0			
Interest Earnings		45,478	45,478	23,962	**33,763.99**	9,802	41%	▲	
Other Revenue		191,000	191,000	93,972	**107,962.75**	13,991	15%	▲	S
Profit on Disposal of Assets	7	100,000	100,000	15,000	**10,310.38**	(4,690)	(31%)	▼	
Gain FV Valuation of Assets		0	0	0	**0.00**	0			
		8,836,458	**8,836,458**	**7,764,381**	**7,679,601.98**				
Expenditure from operating activities									
Employee Costs		(2,947,371)	(2,947,371)	(1,491,562)	**(1,523,077.02)**	(31,515)	(2%)	▼	
Materials and Contracts		(2,953,769)	(2,953,769)	(1,482,461)	**(1,568,700.34)**	(86,239)	(6%)	▼	
Utility Charges		(356,800)	(356,800)	(168,267)	**(143,884.96)**	24,382	14%	▲	S
Depreciation on Non-Current Assets		(4,373,611)	(4,373,611)	(2,186,742)	**(2,271,749.58)**	(85,008)	(4%)	▼	
Interest Expenses		(228,839)	(228,839)	(105,008)	**(77,663.82)**	27,344	26%	▲	S
Insurance Expenses		(210,188)	(210,188)	(146,222)	**(158,622.80)**	(12,401)	(8%)	▼	
Other Expenditure		(206,416)	(206,416)	(86,934)	**(105,861.87)**	(18,928)	(22%)	▼	S
Loss on Disposal of Assets	7	0	0	0	**(1,363.29)**	(1,363)		▼	
Loss FV Valuation of Assets		0	0	0	**0.00**	0			
		(11,276,994)	**(11,276,994)**	**(5,667,196)**	**(5,850,923.68)**				
Operating activities excluded from budget									
Add back Depreciation		4,373,611	4,373,611	2,186,742	**2,271,749.58**	85,008	4%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	(100,000)	(100,000)	(15,000)	**(8,947.09)**	6,053	(40%)	▲	
Movement in Leave Reserve (Added Back)		190,418	190,418	204	**249.73**	46	22%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0.00**	0			
Movement in Employee Benefit Provisions		0	0	0	**0.00**	0			
Rounding Adjustments		0	0	0	**0.00**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0.00**	0			
Loss on Asset Revaluation		0	0	0	**0.00**	0			
Adjustment in Fixed Assets		0	0	0	**0.00**	0			
Amount attributable to operating activities		**2,023,493**	**2,023,493**	**4,269,131**	**4,091,730.52**				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	3,396,931	3,396,931	2,895,063	**1,328,091.30**	(1,566,972)	(54%)	▼	S
Proceeds from Disposal of Assets	7	1,631,184	1,631,184	30,000	**37,343.92**	7,344	24%	▲	
Land Held for Resale	8	0	0	0	**0.00**	0			
Land and Buildings	8	(1,693,981)	(1,693,981)	(836,658)	**(948,527.65)**	(111,870)	(13%)	▼	S
Plant and Equipment	8	(924,300)	(924,300)	(125,800)	**(125,719.00)**	81	0%	▲	
Furniture and Equipment	8	(114,000)	(114,000)	0	**0.00**	0			
Infrastructure Assets - Roads	8	(2,777,844)	(2,777,844)	(1,613,022)	**(1,719,995.05)**	(106,973)	(7%)	▼	
Infrastructure Assets - Drainage	8	0	0	0	**0.00**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0.00**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0.00**	0			
Infrastructure Assets - Other	8	(2,418,771)	(2,418,771)	(173,256)	**(109,879.93)**	63,376	37%	▲	S
Amount attributable to investing activities		**(2,900,781)**	**(2,900,781)**	**176,327**	**(1,538,686.41)**				
Financing Activities									
Proceeds from New Debentures		674,000	674,000	0	**0.00**	0			
Repayment of Debentures	9	(427,905)	(427,905)	(193,749)	**(212,167.43)**	(18,418)	(10%)	▼	
Repayment of Lease Financing	9	(20,474)	(20,474)	(10,224)	**(10,222.25)**	2	0%	▲	
Advances to Community Groups		0	0	0	**0.00**	0			
Proceeds from Advances		0	0	0	**0.00**	0			
Self-Supporting Loan Principal	9	41,513	41,513	4,153	**20,669.39**	16,516	398%	▲	S
Transfer to Restricted Cash - Other		(150,000)	(150,000)	0	**0.00**	0			
Transfer from Restricted Cash - Other		160,081	160,081	0	**0.00**	0			
Transfer from Reserves	10	290,345	290,345	0	**0.00**	0			
Transfer to Reserves	10	(295,000)	(295,000)	(2,496)	**(2,987.91)**	(492)	(20%)	▼	
Amount attributable to financing activities		**272,560**	**272,560**	**(202,316)**	**(204,708.20)**				
Closing Funding Surplus (Deficit)	1	**203,729**	**180,875**	**5,028,744**	**3,133,937.95**				

▲▼ 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 2021/22 year is $10,000 and 10%.

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

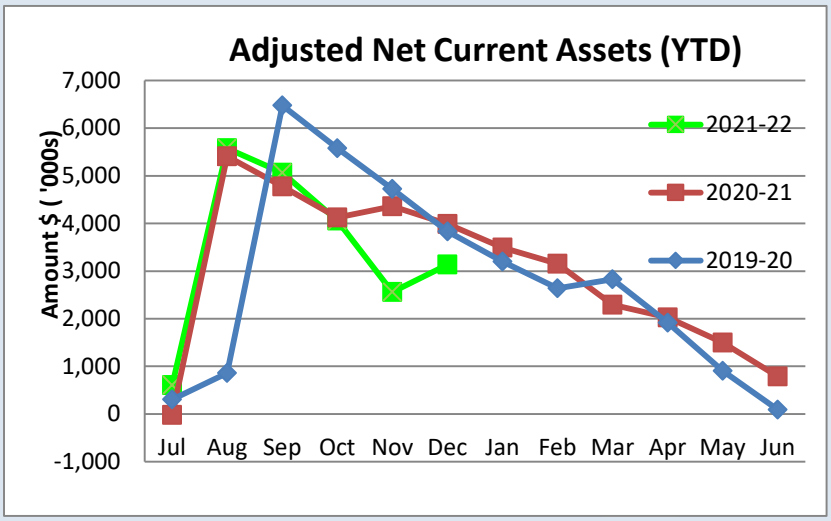
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 31/12/2020	Year to Date Actual 31/12/2021
		$	$	$
Current Assets				
Cash Unrestricted	2	2,960,321	4,689,362	2,830,457
Cash Restricted - Reserves	2	1,480,544	1,296,048	1,483,532
Cash Restricted - General	2	362,875	362,875	362,875
Cash Restricted - Bonds & Deposits	2	210,591	198,789	211,066
Receivables - Rates	3	387,388	1,068,980	1,057,585
Receivables - Other	3	653,932	172,190	171,872
Inventories	4	28,018	18,521	28,018
		6,083,668	7,806,764	6,145,404
Less: Current Liabilities				
Payables	5	(1,273,170)	(203,619)	(232,462)
Contract Liabilities	11	(1,356,232)	(1,681,750)	(236,973)
Financial Liabilities	5	(140,508)	(140,508)	(31,331)
Bonds & Deposits	14	(210,591)	(198,789)	(211,066)
Loan and Lease Liability	9	(448,379)	(182,418)	(225,989)
Provisions	11	(415,874)	(416,446)	(415,874)
		(3,844,754)	(2,823,529)	(1,353,695)
Less: Cash Reserves	10	(1,480,544)	(1,296,048)	(1,483,532)
Add Back: Component of Leave Liability not Required to be funded		123,748	123,497	123,998
Add Back: Loan and Lease Liability		448,379	182,418	225,989
Less : Loan Receivable - clubs/institutions		(41,513)	(4,075)	(20,844)
Less : Restricted Cash General	15	(503,383)	0	(503,383)
Net Current Funding Position		**785,602**	**3,989,027**	**3,133,938**

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)

$3.13 M

Last Year YTD Surplus(Deficit)

$3.99 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2021	31 Dec 21
	$	$
Opening Arrears Previous Years	472,740	444,976
Levied this year	6,130,640	6,424,317
Less Collections to date	(6,158,404)	(5,754,120)
Equals Current Outstanding	444,976	1,115,172
Net Rates Collectable	**444,976**	**1,115,172**
% Collected	93.26%	83.77%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	45,223	404	31,546	30,678	107,851
Percentage	42%	0%	29%	28%	
Balance per Trial Balance					
Sundry Debtors					107,851
Receivables - Other					64,021
Total Receivables General Outstanding					**171,872**

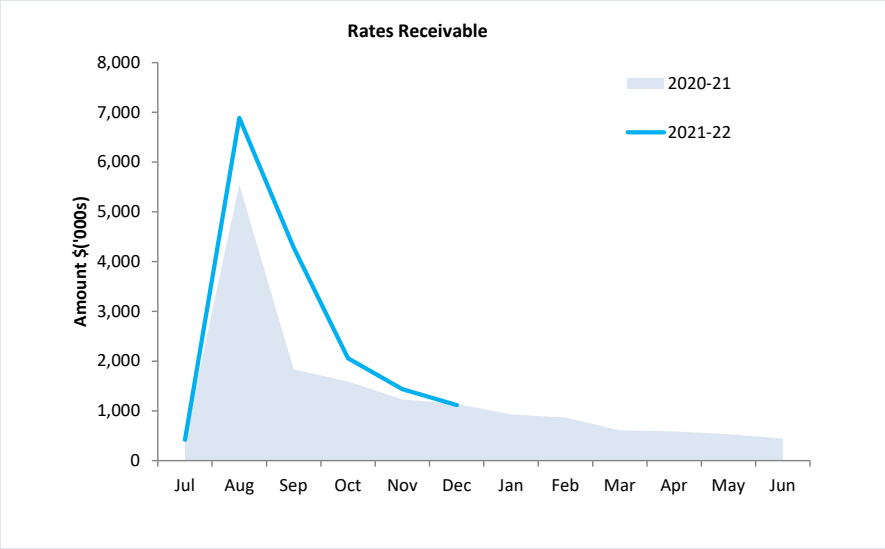
Amounts shown above include GST (where applicable)

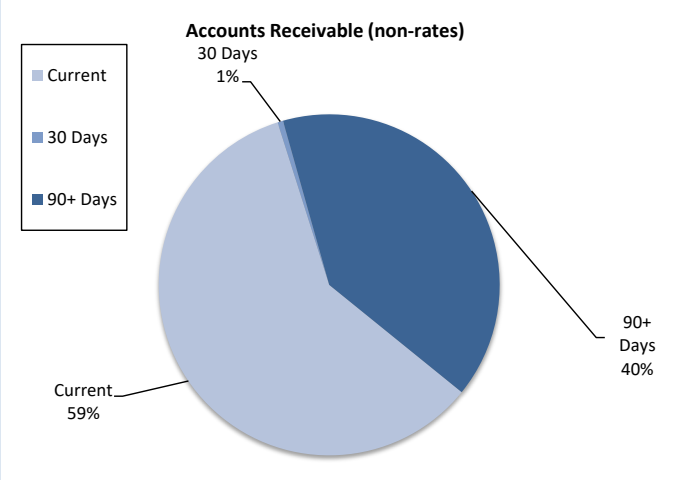
KEY INFORMATION

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
84%	$1,115,172

Debtors Due
$171,872

Over 30 Days
58%

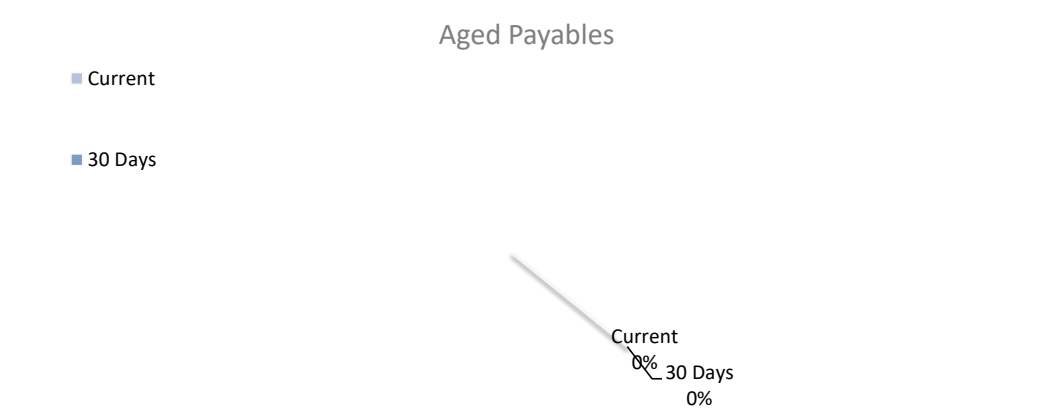
Over 90 Days
28%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	0	0	0	0	0
Percentage	0%	0%	0%	0%	
Balance per Trial Balance					
Sundry creditors - General					0
Other creditors					183,339
Accrued salaries and wages					0
ATO liabilities					49,123
Financial liabilities (Developer Contributions)					31,331
Other accruals/payables					0
Total Payables General Outstanding					**263,793**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

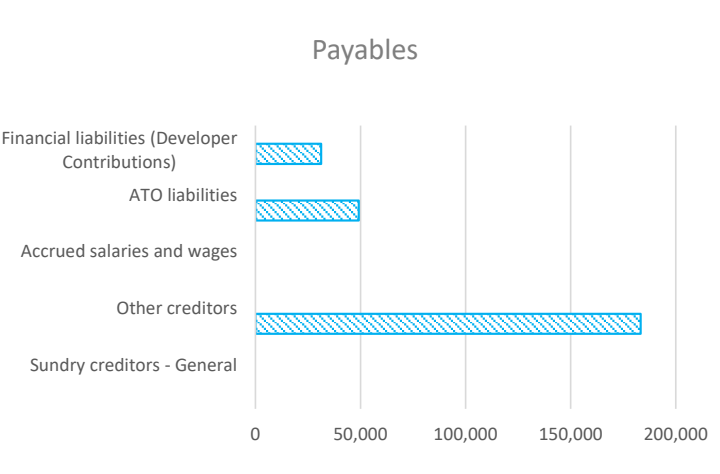
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

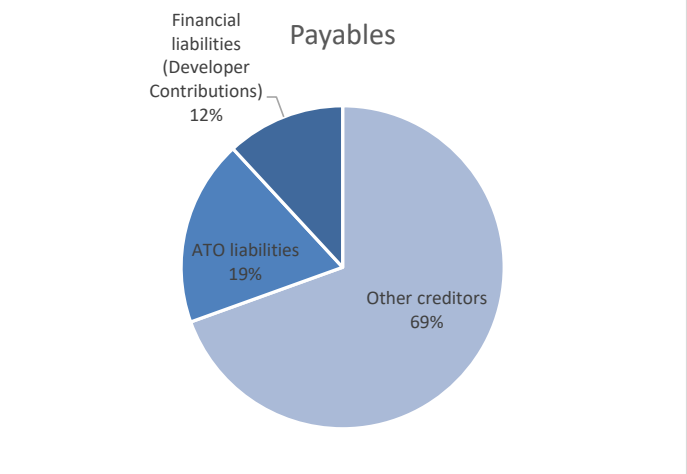


Creditors Due
$263,793

Over 30 Days
0%

Over 90 Days
0%





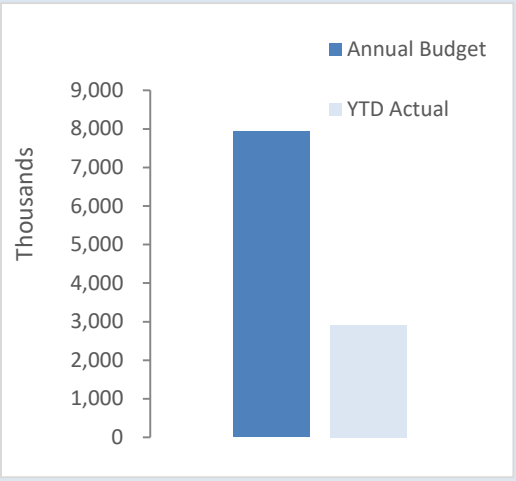
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

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	1,693,981	836,658	1,693,981	**948,528**	111,870
Plant and Equipment	924,300	125,800	924,300	**125,719**	(81)
Furniture and Equipment	114,000	0	114,000	**0**	0
Infrastructure Assets - Roads	2,777,844	1,613,022	2,777,844	**1,719,995**	106,973
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	2,418,771	173,256	2,418,771	**109,880**	(63,376)
Capital Expenditure Totals	7,928,896	2,748,736	7,928,896	**2,904,122**	155,386
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	3,396,931	2,895,063	3,396,931	**1,328,091**	(1,566,972)
Borrowings	674,000	0	674,000	**0**	0
Other (Disposals & C/Fwd)	1,631,184	30,000	1,631,184	**37,344**	7,344
Council contribution - Cash Backed Reserves					
Various Reserves		0	290,345	**0**	0
Council contribution - operations		**-176,327**	**1,936,436**	**1,538,686**	1,715,013
Capital Funding Total		**2,748,736**	**7,928,896**	**2,904,122**	**155,386**

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
	$7.93 M	$2.9 M	37%

Capital Grant	Annual Budget	YTD Actual	% Received
	$3.4 M	$1.33 M	39%

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.

% of Completion	Assets	Account Number	Balance Sheet Category	Job Number	Adopted Annual Budget	Amended Annual Budget	YTD Budget	Total YTD	Total Forecast	Variance (Under)/Over
	Level of completion indicator, please see table at the top of this note for further detail.				$	$	$	$	$	$
	Buildings									
	Housing									
0.57	AGED APPROPRIATE HOUSING - STAGE 2	2574	1311	CJ18	(1,647,481)	(1,647,481)	(823,410)	(944,568)	(1,647,481)	(121,158)
0.00	BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(26,500)	(26,500)	(13,248)	0	(26,500)	13,248
	Total - Housing				**(1,673,981)**	**(1,673,981)**	**(836,658)**	**(948,528)**	**(1,673,981)**	**(111,870)**
	Community Amenities									
0.00	TRANSFER STATION RETAINING WALL	1944	1311	CJ67	(20,000)	(20,000)	0	0	(20,000)	0
	Total - Community Amenities				**(20,000)**	**(20,000)**	**0**	**0**	**(20,000)**	**0**
0.56	**Total - Buildings**				**(1,693,981)**	**(1,693,981)**	**(836,658)**	**(948,528)**	**(1,693,981)**	**(111,870)**
	Plant & Equipment									
	Other Law, Order & Public Safety									
0.00	COMMUNITY RANGER VEHICLE - REG 502IR	0884	1312	V502	(35,000)	(35,000)	0	0	(35,000)	0
	Total - Other Law, Order & Public Safety				**(35,000)**	**(35,000)**	**0**	**0**	**(35,000)**	**0**
	Recreation & Culture									
1.00	PARKS & GARDENS - TRACTOR MOWER - REG IR420	2844	1312	V420	(48,800)	(48,800)	(48,800)	(48,759)	(48,800)	41
1.00	NEW TRUCK - PARKS & GARDENS	2844	1312	V852	(77,000)	(77,000)	(77,000)	(76,960)	(77,000)	40
	Total - Recreation & Culture				**(125,800)**	**(125,800)**	**(125,800)**	**(125,719)**	**(125,800)**	**81**
	Transport									
0.00	PRIME-MOVER	3534	1312	V850	(309,000)	(309,000)	0	0	(309,000)	0
0.00	SIDE TIPPING SEMI TRAILER	3534	1312	V851	(221,000)	(221,000)	0	0	(221,000)	
0.00	GRADER MOUNTED RUBBER TYRE ROLLER	3534	1312	V853	(60,000)	(60,000)	0	0	(60,000)	
0.00	BACK UP GENERATOR - DEPOT	3534	1312	V854	(15,000)	(15,000)	0	0	(15,000)	
0.00	DROP DECK TRAILER MODIFY HYDRAULICS	3534	1312	V855	(8,000)	(8,000)	0	0	(8,000)	
0.00	MOSQUITO FOGGER	3534	1312	V856	(5,500)	(5,500)	0	0	(5,500)	
	Total - Transport				**(618,500)**	**(618,500)**	**0**	**0**	**(618,500)**	**0**
	Other Property & Services									
0.00	CEO VEHICLE - REG 510IR	0554	1312	V510	(61,000)	(61,000)	0	0	(61,000)	0
0.00	MANAGER FINANCE VEHICLE	0554	1312	V527	(34,000)	(34,000)	0	0	(34,000)	0
0.00	SURVEY VEHICLE	0554	1312	V528	(35,000)	(35,000)	0	0	(35,000)	0
0.00	DEPOT POOL VEHICLE	0554	1312	V529	(15,000)	(15,000)	0	0	(15,000)	0
	Total - Other Property & Services				**(145,000)**	**(145,000)**	**0**	**0**	**(145,000)**	**0**
0.14	**Total - Plant & Equipment**				**(924,300)**	**(924,300)**	**(125,800)**	**(125,719)**	**(924,300)**	**81**
	Furniture & Equipment									
	Recreation & Culture									
0.00	GYM EQUIPMENT	2824	1314	CJ90	(50,000)	(50,000)	0	0	(50,000)	0
	Total - Recreation & Culture				**(50,000)**	**(50,000)**	**0**	**0**	**(50,000)**	**0**
	Other Property & Services									
0.00	IT - HARDWARE SERVER UPGRADE	0264	1314	CJ33	(50,000)	(50,000)	0	0	(50,000)	0
0.00	OFFICE / CHAMBERS FURNITURE & EQUIPMENT	0264	1314	CJ96	(14,000)	(14,000)	0	0	(14,000)	0
	Total - Other Property & Services				**(64,000)**	**(64,000)**	**0**	**0**	**(64,000)**	**0**
0.00	**Total - Furniture & Equipment**				**(114,000)**	**(114,000)**	**0**	**0**	**(114,000)**	**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	Total Forecast	Variance (Under)/Over
					$	$	$	$	$	$
	Roads									
	Housing									
0.00	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	(44,700)	(44,700)	(22,350)	0	(44,700)	22,350
	Total - Housing				**(44,700)**	**(44,700)**	**(22,350)**	**0**	**(44,700)**	**22,350**
	Transport									
0.08	RURAL ROAD RESHEETING	6614	1317	CJ97	(270,000)	(270,000)	(134,988)	(22,357)	(270,000)	112,631
0.00	R2R - FANE ROAD	6644	1317	CJ75	(64,000)	(64,000)	(47,988)	0	(64,000)	47,988
0.49	R2R - PIGGERY LANE	6644	1317	CJ76	(129,540)	(129,540)	(97,143)	(63,220)	(129,540)	33,923
0.00	R2R - BELAURA PLACE	6644	1317	CJ77	(21,259)	(21,259)	(15,933)	0	(21,259)	15,933
2.14	MORETON TERRACE	6664	1317	CJ22	(244,496)	(244,496)	(183,369)	(523,513)	(244,496)	(340,144)
0.90	TABLETOP ROAD - SEAL - RRG	6674	1317	CJ78	(126,388)	(126,388)	(63,192)	(113,138)	(126,388)	(49,946)
0.22	ALLANOOKA SPRINGS ROAD - SEAL - RRG - SLK 0.00 - 8.00	6674	1317	CJ79	(115,715)	(115,715)	(57,852)	(25,810)	(115,715)	32,042
1.00	CASUARINAS ROAD - RRG	6674	1317	CJ72	0	0	0	(2,420)	0	(2,420)
0.68	BURMA ROAD - RRG - SLK 0.00 - 5.00	6674	1317	CJ74	(127,550)	(127,550)	(95,655)	(87,193)	(127,550)	8,462
0.00	RRG GRANT - ALLANOOKA SPRINGS RD 2021/22 - SLK 15.91 - 33.	6674	1317	CJ98	(215,501)	(215,501)	(107,736)	(541)	(215,501)	107,195
0.02	RRG GRANT - CASUARINA RD 2021/22 - SLK 10.00 - 12.90	6674	1317	CJ99	(253,000)	(253,000)	(126,486)	(4,892)	(253,000)	121,594
0.00	RRG GRANT - BOOKARA EAST RD 2021/22 - SLK 1.65 - 6.65	6674	1317	CJ100	(42,695)	(42,695)	(21,330)	0	(42,695)	21,330
1.08	MORETON TERRACE - DCPE (DROUGHT FUNDING)	6684	1317	CJ88	(813,000)	(813,000)	(406,500)	(874,443)	(813,000)	(467,943)
0.00	BLENHEIM ROAD	6694	1317	CJ24	(310,000)	(310,000)	(232,500)	0	(310,000)	232,500
	Total - Transport				**(2,733,144)**	**(2,733,144)**	**(1,590,672)**	**(1,719,995)**	**(2,733,144)**	**(129,323)**
0.62	**Total - Roads**				**(2,777,844)**	**(2,777,844)**	**(1,613,022)**	**(1,719,995)**	**(2,777,844)**	**(106,973)**
	Infrastructure - Other									
	Community Amenities									
0.76	CEMETERY REVITALISATION	2644	1318	CJ03	(103,797)	(103,797)	(103,797)	(78,621)	(103,797)	25,176
	Total - Community Amenities				**(103,797)**	**(103,797)**	**(103,797)**	**(78,621)**	**(103,797)**	**25,176**
	Recreation And Culture									
1.00	SURF BEACH STABILISATION	8054	1318	CJ87	0	0	0	(10)	0	(10)
0.00	GOLF CLUB ENTRY/CARPARK & BOWLING CLUB CARPARK	8054	1318	CJ91	(10,000)	(10,000)	(10,000)	0	(10,000)	10,000
0.00	CRICKET PITCH	8054	1318	CJ92	(8,000)	(8,000)	(8,000)	0	(8,000)	8,000
0.00	COUNCIL PROJECTS	8054	1318	PJ01	(2,071,052)	(2,071,052)	0	0	(2,071,052)	0
0.00	SHADE SAILS - PARKS	2864	1318	1429	(24,000)	(24,000)	(24,000)	0	(24,000)	24,000
1.00	SKATE PARK - PUMP TRACK	2864	1318	CJ37	0	0	0	(47)	0	(47)
	Total - Recreation And Culture				**(2,113,052)**	**(2,113,052)**	**(42,000)**	**(1,807)**	**(2,113,052)**	**40,193**
	Transport									
0.76	RURAL SIGNS	6794	1318	CJ10	(30,422)	(30,422)	(27,459)	(23,259)	(30,422)	4,200
0.03	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	(70,000)	(70,000)	0	(2,280)	(70,000)	(2,280)
0.05	DEPOT WASHDOWN BAY	6794	1318	CJ95	(86,500)	(86,500)	0	(3,913)	(86,500)	(3,913)
	Total - Transport				**(186,922)**	**(186,922)**	**(27,459)**	**(29,452)**	**(186,922)**	**(1,993)**
	Economic Services									
0.00	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	(15,000)	(15,000)	0	0	(15,000)	0
	Total - Economic Services				**(15,000)**	**(15,000)**	**0**	**0**	**(15,000)**	**0**
0.05	**Total - Infrastructure - Other**				**(2,418,771)**	**(2,418,771)**	**(173,256)**	**(109,880)**	**(2,418,771)**	**63,376**
0.37	**Grand Total**				**(7,928,896)**	**(7,928,896)**	**(2,748,736)**	**(2,904,122)**	**(7,928,896)**	**(155,386)**

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 2021/22 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Operating Grants, Subsidies and Contributions	(73,212)	(14%)	▼	S	Timing	Grant funds to be received after audits completed
Other Revenue	13,991	15%	▲	S	Timing	Unbudgeted Insurance reimbursement received
Expenditure from operating activities						
Utility Charges	24,382	14%	▲	S	Timing	Timing of budget ahead of actual invoices.
Interest Expenses	27,344	26%	▲	S	Timing	Timing of budget ahead of actual invoices.
Investing Activities						
Infrastructure Assets - Other	63,376	37%	▲	S	Timing	Timing of construction works
Financing Actvities						
Self-Supporting Loan Principal	16,516	398%	▲	S	Timing	Timing of Self Supporting Loan repayment

ATTACHMENT: CC03

Monthly Financial Statements for the Period Ended 31 January 2022

Attachment 1
Monthly Financial Statements for the Period Ended 31 January 2022

SHIRE OF IRWIN

MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
For the Period Ended 31 January 2022

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF IRWIN

KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 31 JANUARY 2022

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 JANUARY 2022

BY NATURE OR TYPE

	Note	Annual Budget	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. $ (b)-(a)	Var. % (b)-(a)/(a)	Var. ▲▼	Significant Var. S
		$	$	$	$	$	%		
Opening Funding Surplus (Deficit)	1	808,457	785,602	785,602	**785,602.04**	0	0%		
Revenue from operating activities									
Rates	6	5,645,606	5,645,606	5,640,518	**5,664,415.28**	23,897	0%	▲	
Operating Grants, Subsidies and Contributions	12	791,224	791,224	511,397	**448,184.41**	(63,212)	(12%)	▼	S
Fees and Charges		2,063,150	2,063,150	1,571,096	**1,499,699.63**	(71,396)	(5%)	▼	
Service Charges		0	0	0	**0.00**	0			
Interest Earnings		45,478	45,478	33,767	**38,385.66**	4,619	14%	▲	
Other Revenue		191,000	191,000	104,714	**114,823.33**	10,109	10%	▲	
Profit on Disposal of Assets	7	100,000	100,000	20,000	**10,310.38**	(9,690)	(48%)	▼	
Gain FV Valuation of Assets		0	0	0	**0.00**	0			
		8,836,458	**8,836,458**	**7,881,492**	**7,775,818.69**				
Expenditure from operating activities									
Employee Costs		(2,947,371)	(2,947,371)	(1,718,191)	**(1,741,265.13)**	(23,074)	(1%)	▼	
Materials and Contracts		(2,953,769)	(2,953,769)	(1,715,984)	**(1,768,808.08)**	(52,824)	(3%)	▼	
Utility Charges		(356,800)	(356,800)	(216,429)	**(143,884.96)**	72,544	34%	▲	S
Depreciation on Non-Current Assets		(4,373,611)	(4,373,611)	(2,551,199)	**(2,648,283.70)**	(97,085)	(4%)	▼	
Interest Expenses		(228,839)	(228,839)	(135,918)	**(106,483.29)**	29,435	22%	▲	S
Insurance Expenses		(210,188)	(210,188)	(167,151)	**(180,157.52)**	(13,007)	(8%)	▼	
Other Expenditure		(206,416)	(206,416)	(97,355)	**(108,652.70)**	(11,298)	(12%)	▼	S
Loss on Disposal of Assets	7	0	0	0	**(1,363.29)**	(1,363)		▼	
Loss FV Valuation of Assets		0	0	0	**0.00**	0			
		(11,276,994)	**(11,276,994)**	**(6,602,227)**	**(6,698,898.67)**				
Operating activities excluded from budget									
Add back Depreciation		4,373,611	4,373,611	2,551,199	**2,648,283.70**	97,085	4%	▲	
Adjust (Profit)/Loss on Asset Disposal	7	(100,000)	(100,000)	(20,000)	**(8,947.09)**	11,053	(55%)	▲	
Movement in Leave Reserve (Added Back)		190,418	190,418	238	**291.85**	54	23%	▲	
Movement in Deferred Pensioner Rates/ESL		0	0	0	**0.00**	0			
Movement in Employee Benefit Provisions		0	0	0	**0.00**	0			
Rounding Adjustments		0	0	0	**0.00**	0			
Movement Due to Changes in Accounting Standards		0	0	0	**0.00**	0			
Loss on Asset Revaluation		0	0	0	**0.00**	0			
Adjustment in Fixed Assets		0	0	0	**0.00**	0			
Amount attributable to operating activities		**2,023,493**	**2,023,493**	**3,810,702**	**3,716,548.48**				
Investing activities									
Non-Operating Grants, Subsidies and Contributions	13	3,396,931	3,396,931	2,895,063	**1,328,091.30**	(1,566,972)	(54%)	▼	S
Proceeds from Disposal of Assets	7	1,631,184	1,631,184	37,500	**37,343.92**	(156)	(0%)	▼	
Land Held for Resale	8	0	0	0	**0.00**	0			
Land and Buildings	8	(1,693,981)	(1,693,981)	(996,101)	**(1,096,450.02)**	(100,349)	(10%)	▼	S
Plant and Equipment	8	(924,300)	(924,300)	(125,800)	**(130,894.00)**	(5,094)	(4%)	▼	
Furniture and Equipment	8	(114,000)	(114,000)	(14,000)	**0.00**	14,000	100%	▲	S
Infrastructure Assets - Roads	8	(2,777,844)	(2,777,844)	(1,810,870)	**(1,729,538.31)**	81,332	4%	▲	
Infrastructure Assets - Drainage	8	0	0	0	**0.00**	0			
Infrastructure Assets - Footpaths	8	0	0	0	**0.00**	0			
Infrastructure Assets - Public Facilities	8	0	0	0	**0.00**	0			
Infrastructure Assets - Other	8	(2,418,771)	(2,418,771)	(243,750)	**(139,636.45)**	104,114	43%	▲	S
Amount attributable to investing activities		**(2,900,781)**	**(2,900,781)**	**(257,958)**	**(1,731,083.56)**				
Financing Activities									
Proceeds from New Debentures		674,000	674,000	0	**0.00**	0			
Repayment of Debentures	9	(427,905)	(427,905)	(243,900)	**(221,997.30)**	21,903	9%	▲	
Repayment of Lease Financing	9	(20,474)	(20,474)	(11,928)	**(11,930.31)**	(2)	(0%)	▼	
Advances to Community Groups		0	0	0	**0.00**	0			
Proceeds from Advances		0	0	0	**0.00**	0			
Self-Supporting Loan Principal	9	41,513	41,513	37,359	**20,669.39**	(16,690)	(45%)	▼	S
Transfer to Restricted Cash - Other		(150,000)	(150,000)	0	**0.00**	0			
Transfer from Restricted Cash - Other		160,081	160,081	0	**0.00**	0			
Transfer from Reserves	10	290,345	290,345	0	**0.00**	0			
Transfer to Reserves	10	(295,000)	(295,000)	(2,912)	**(3,491.90)**	(580)	(20%)	▼	
Amount attributable to financing activities		**272,560**	**272,560**	**(221,381)**	**(216,750.12)**				
Closing Funding Surplus (Deficit)	1	**203,729**	**180,875**	**4,116,965**	**2,554,316.84**				

▲▼ 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 2021/22 year is $10,000 and 10%.

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

OPERATING ACTIVITIES
NOTE 1
ADJUSTED NET CURRENT ASSETS

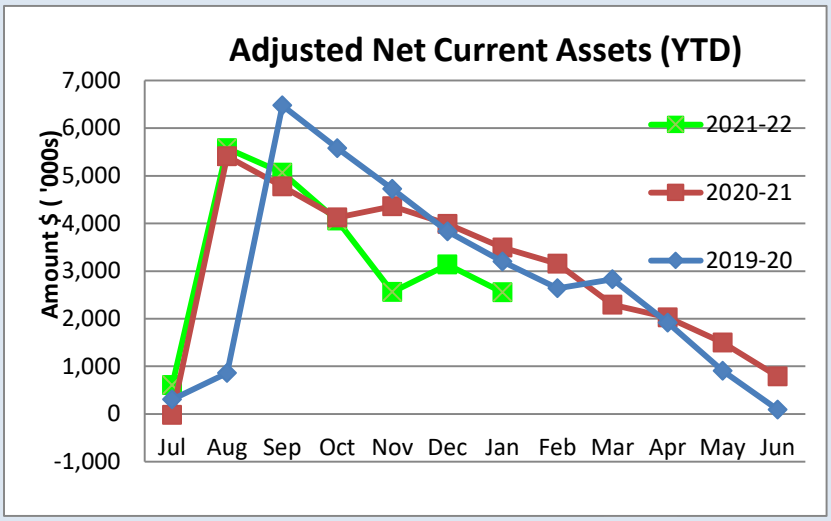
Adjusted Net Current Assets	Note	Last Years Closing 30/06/2021	This Time Last Year 31/01/2021	Year to Date Actual 31/01/2022
		$	$	$
Current Assets				
Cash Unrestricted	2	2,960,321	4,720,715	2,514,019
Cash Restricted - Reserves	2	1,480,544	1,296,460	1,484,036
Cash Restricted - General	2	362,875	362,875	362,875
Cash Restricted - Bonds & Deposits	2	210,591	199,789	211,066
Receivables - Rates	3	387,388	858,591	941,823
Receivables - Other	3	653,932	138,288	270,956
Inventories	4	28,018	18,521	28,018
		6,083,668	7,595,239	5,812,793
Less: Current Liabilities				
Payables	5	(1,273,170)	(474,660)	(331,565)
Contract Liabilities	11	(1,356,232)	(1,693,749)	(384,418)
Financial Liabilities	5	(140,508)	(140,508)	(31,331)
Bonds & Deposits	14	(210,591)	(199,789)	(211,066)
Loan and Lease Liability	9	(448,379)	(171,565)	(214,451)
Provisions	11	(415,874)	(416,446)	(415,874)
		(3,844,754)	(3,096,716)	(1,588,705)
Less: Cash Reserves	10	(1,480,544)	(1,296,460)	(1,484,036)
Add Back: Component of Leave Liability not Required to be funded		123,748	123,536	124,040
Add Back: Loan and Lease Liability		448,379	171,565	214,451
Less : Loan Receivable - clubs/institutions		(41,513)	(4,075)	(20,844)
Less : Restricted Cash General	15	(503,383)	0	(503,383)
Net Current Funding Position		**785,602**	**3,493,090**	**2,554,317**

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)

$2.55 M

Last Year YTD Surplus(Deficit)

$3.49 M

OPERATING ACTIVITIES
NOTE 3
RECEIVABLES

Receivables - Rates & Rubbish	30 June 2021	31 Jan 22
	$	$
Opening Arrears Previous Years	472,740	444,976
Levied this year	6,130,640	6,424,317
Less Collections to date	(6,158,404)	(5,869,881)
Equals Current Outstanding	444,976	999,411
Net Rates Collectable	**444,976**	**999,411**
% Collected	93.26%	85.45%

Receivables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Receivables - General	142,670	15,149	154	59,708	217,681
Percentage	66%	7%	0%	27%	
Balance per Trial Balance					
Sundry Debtors					217,681
Receivables - Other					53,275
Total Receivables General Outstanding					**270,956**

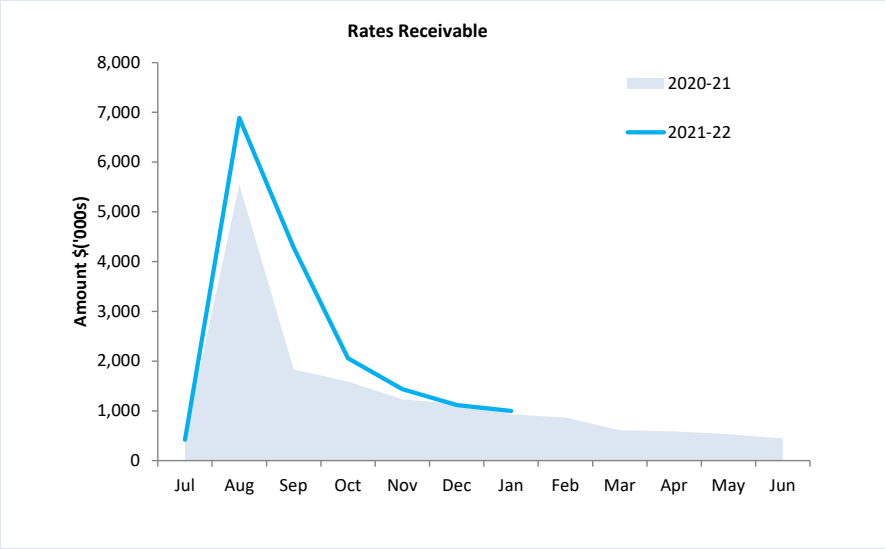
Amounts shown above include GST (where applicable)

KEY INFORMATION

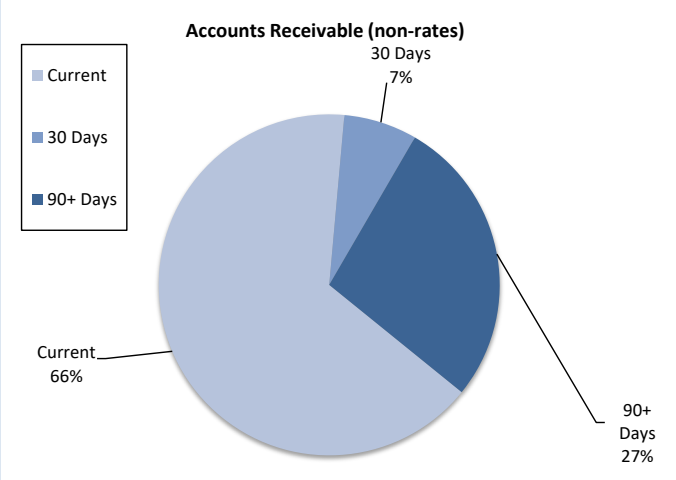
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

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
85%	$999,411



Debtors Due
$270,956

Over 30 Days
34%

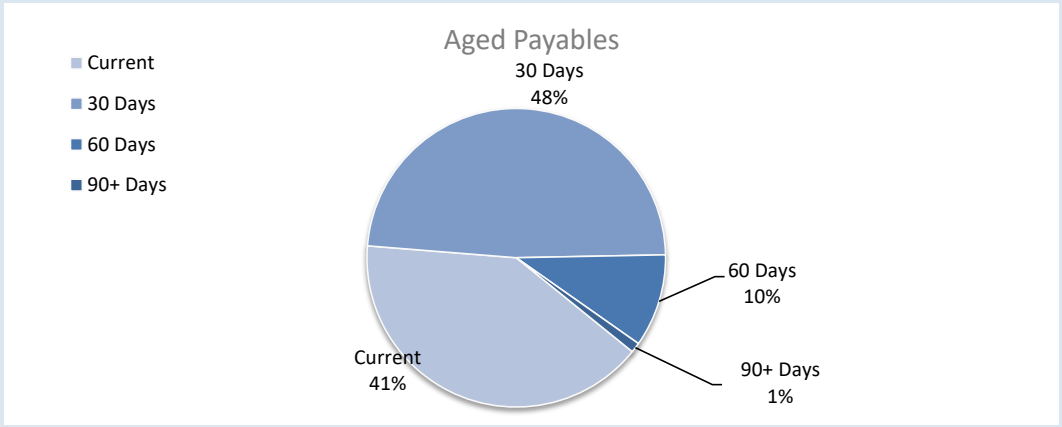
Over 90 Days
27%

OPERATING ACTIVITIES
NOTE 5
Payables

Payables - General	Current	30 Days	60 Days	90+ Days	Total
	$	$	$	$	$
Payables (Sundry Creditors) - General	45,092	53,990	11,220	1,206	111,508
Percentage	40.4%	48.4%	10.1%	1.1%	
Balance per Trial Balance					
Sundry creditors - General					111,508
Other creditors					181,710
Accrued salaries and wages					0
ATO liabilities					38,347
Financial liabilities (Developer Contributions)					31,331
Other accruals/payables					0
Total Payables General Outstanding					**362,896**
Amounts shown above include GST (where applicable)					

KEY INFORMATION

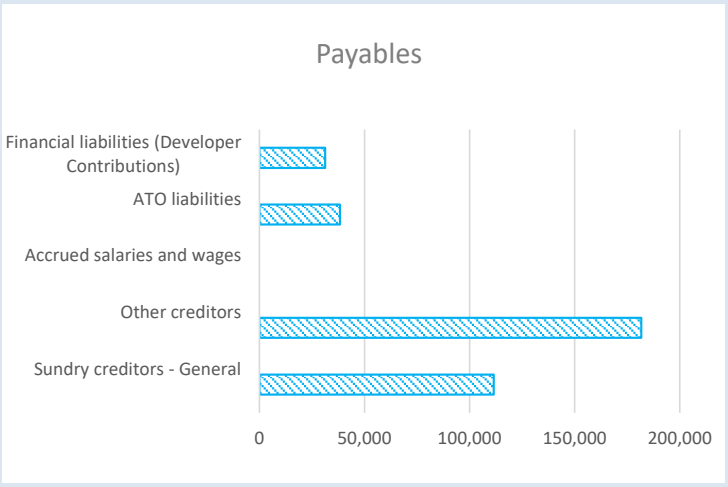
Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are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

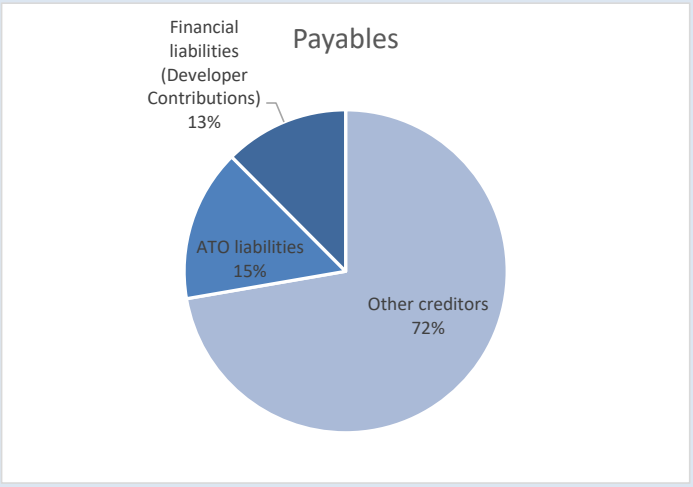


Creditors Due
$362,896

Over 30 Days
60%

Over 90 Days
1.1%





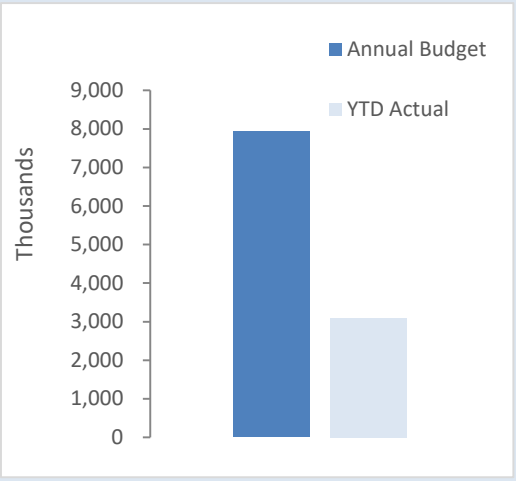
INVESTING ACTIVITIES
NOTE 8
CAPITAL ACQUISITIONS

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	1,693,981	996,101	1,693,981	**1,096,450**	100,349
Plant and Equipment	924,300	125,800	924,300	**130,894**	5,094
Furniture and Equipment	114,000	14,000	114,000	**0**	(14,000)
Infrastructure Assets - Roads	2,777,844	1,810,870	2,777,844	**1,729,538**	(81,332)
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	2,418,771	243,750	2,418,771	**139,636**	(104,114)
Capital Expenditure Totals	7,928,896	3,190,521	7,928,896	**3,096,519**	(94,002)
Capital acquisitions funded by:					
	$	$	$	$	$
Capital Grants and Contributions	3,396,931	2,895,063	3,396,931	**1,328,091**	(1,566,972)
Borrowings	674,000	0	674,000	**0**	0
Other (Disposals & C/Fwd)	1,631,184	37,500	1,631,184	**37,344**	(156)
Council contribution - Cash Backed Reserves					
Various Reserves		0	290,345	**0**	0
Council contribution - operations		**257,958**	**1,936,436**	**1,731,084**	1,473,126
Capital Funding Total		**3,190,521**	**7,928,896**	**3,096,519**	**(94,002)**

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
	$7.93 M	$3.1 M	39%

Capital Grant	Annual Budget	YTD Actual	% Received
	$3.4 M	$1.33 M	39%

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	Total Forecast	Variance (Under)/Over
					$	$	$	$	$	$
	Buildings									
	Housing									
0.66	AGED APPROPRIATE HOUSING - STAGE 2	2574	1311	CJ18	(1,647,481)	(1,647,481)	(960,645)	(1,092,490)	(1,647,481)	(131,845)
0.00	BUILDING - THE VILLAGE - RENEWAL	2584	1311	CJ02	(26,500)	(26,500)	(15,456)	0	(26,500)	15,456
	Total - Housing				**(1,673,981)**	**(1,673,981)**	**(976,101)**	**(1,096,450)**	**(1,673,981)**	**(120,349)**
	Community Amenities									
0.00	TRANSFER STATION RETAINING WALL	1944	1311	CJ67	(20,000)	(20,000)	(20,000)	0	(20,000)	20,000
	Total - Community Amenities				**(20,000)**	**(20,000)**	**(20,000)**	**0**	**(20,000)**	**20,000**
0.65	**Total - Buildings**				**(1,693,981)**	**(1,693,981)**	**(996,101)**	**(1,096,450)**	**(1,693,981)**	**(100,349)**
	Plant & Equipment									
	Other Law, Order & Public Safety									
0.00	COMMUNITY RANGER VEHICLE - REG 502IR	0884	1312	V502	(35,000)	(35,000)	0	0	(35,000)	0
	Total - Other Law, Order & Public Safety				**(35,000)**	**(35,000)**	**0**	**0**	**(35,000)**	**0**
	Recreation & Culture									
1.00	PARKS & GARDENS - TRACTOR MOWER - REG IR420	2844	1312	V420	(48,800)	(48,800)	(48,800)	(48,759)	(48,800)	41
1.00	NEW TRUCK - PARKS & GARDENS	2844	1312	V852	(77,000)	(77,000)	(77,000)	(76,960)	(77,000)	40
	Total - Recreation & Culture				**(125,800)**	**(125,800)**	**(125,800)**	**(125,719)**	**(125,800)**	**81**
	Transport									
0.00	PRIME-MOVER	3534	1312	V850	(309,000)	(309,000)	0	0	(309,000)	0
0.00	SIDE TIPPING SEMI TRAILER	3534	1312	V851	(221,000)	(221,000)	0	0	(221,000)	
0.00	GRADER MOUNTED RUBBER TYRE ROLLER	3534	1312	V853	(60,000)	(60,000)	0	0	(60,000)	
0.00	BACK UP GENERATOR - DEPOT	3534	1312	V854	(15,000)	(15,000)	0	0	(15,000)	
0.00	DROP DECK TRAILER MODIFY HYDRAULICS	3534	1312	V855	(8,000)	(8,000)	0	(5,175)	(8,000)	
0.00	MOSQUITO FOGGER	3534	1312	V856	(5,500)	(5,500)	0	0	(5,500)	
	Total - Transport				**(618,500)**	**(618,500)**	**0**	**(5,175)**	**(618,500)**	**0**
	Other Property & Services									
0.00	CEO VEHICLE - REG 510IR	0554	1312	V510	(61,000)	(61,000)	0	0	(61,000)	0
0.00	MANAGER FINANCE VEHICLE	0554	1312	V527	(34,000)	(34,000)	0	0	(34,000)	0
0.00	SURVEY VEHICLE	0554	1312	V528	(35,000)	(35,000)	0	0	(35,000)	0
0.00	DEPOT POOL VEHICLE	0554	1312	V529	(15,000)	(15,000)	0	0	(15,000)	0
	Total - Other Property & Services				**(145,000)**	**(145,000)**	**0**	**0**	**(145,000)**	**0**
0.14	**Total - Plant & Equipment**				**(924,300)**	**(924,300)**	**(125,800)**	**(130,894)**	**(924,300)**	**81**
	Furniture & Equipment									
	Recreation & Culture									
0.00	GYM EQUIPMENT	2824	1314	CJ90	(50,000)	(50,000)	0	0	(50,000)	0
	Total - Recreation & Culture				**(50,000)**	**(50,000)**	**0**	**0**	**(50,000)**	**0**
	Other Property & Services									
0.00	IT - HARDWARE SERVER UPGRADE	0264	1314	CJ33	(50,000)	(50,000)	0	0	(50,000)	0
0.00	OFFICE / CHAMBERS FURNITURE & EQUIPMENT	0264	1314	CJ96	(14,000)	(14,000)	(14,000)	0	(14,000)	14,000
	Total - Other Property & Services				**(64,000)**	**(64,000)**	**(14,000)**	**0**	**(64,000)**	**14,000**
0.00	**Total - Furniture & Equipment**				**(114,000)**	**(114,000)**	**(14,000)**	**0**	**(114,000)**	**14,000**

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	Total Forecast	Variance (Under)/Over
					$	$	$	$	$	$
	Roads									
	Housing									
0.00	THE VILLAGE - FOOTPATHS, HANDRAILS, KERBS	2586	1317	CJ45	(44,700)	(44,700)	(22,350)	0	(44,700)	22,350
	Total - Housing				**(44,700)**	**(44,700)**	**(22,350)**	**0**	**(44,700)**	**22,350**
	Transport									
0.08	RURAL ROAD RESHEETING	6614	1317	CJ97	(270,000)	(270,000)	(157,486)	(22,357)	(270,000)	135,129
0.00	R2R - FANE ROAD	6644	1317	CJ75	(64,000)	(64,000)	(51,186)	0	(64,000)	51,186
0.49	R2R - PIGGERY LANE	6644	1317	CJ76	(129,540)	(129,540)	(103,618)	(63,220)	(129,540)	40,398
0.00	R2R - BELAURA PLACE	6644	1317	CJ77	(21,259)	(21,259)	(16,994)	0	(21,259)	16,994
2.14	MORETON TERRACE	6664	1317	CJ22	(244,496)	(244,496)	(195,593)	(523,513)	(244,496)	(327,920)
0.90	TABLETOP ROAD - SEAL - RRG	6674	1317	CJ78	(126,388)	(126,388)	(73,724)	(113,138)	(126,388)	(39,414)
0.22	ALLANOOKA SPRINGS ROAD - SEAL - RRG - SLK 0.00 - 8.00	6674	1317	CJ79	(115,715)	(115,715)	(67,494)	(25,810)	(115,715)	41,684
1.00	CASUARINAS ROAD - RRG	6674	1317	CJ72	0	0	0	(2,420)	0	(2,420)
0.70	BURMA ROAD - RRG - SLK 0.00 - 5.00	6674	1317	CJ74	(127,550)	(127,550)	(102,031)	(89,443)	(127,550)	12,588
0.02	RRG GRANT - ALLANOOKA SPRINGS RD 2021/22 - SLK 15.91 - 33.	6674	1317	CJ98	(215,501)	(215,501)	(125,692)	(5,224)	(215,501)	120,468
0.03	RRG GRANT - CASUARINA RD 2021/22 - SLK 10.00 - 12.90	6674	1317	CJ99	(253,000)	(253,000)	(147,567)	(7,142)	(253,000)	140,425
0.00	RRG GRANT - BOOKARA EAST RD 2021/22 - SLK 1.65 - 6.65	6674	1317	CJ100	(42,695)	(42,695)	(24,885)	0	(42,695)	24,885
1.08	MORETON TERRACE - DCPE (DROUGHT FUNDING)	6684	1317	CJ88	(813,000)	(813,000)	(474,250)	(874,443)	(813,000)	(400,193)
0.00	BLENHEIM ROAD	6694	1317	CJ24	(310,000)	(310,000)	(248,000)	0	(310,000)	248,000
	Total - Transport				**(2,733,144)**	**(2,733,144)**	**(1,788,520)**	**(1,729,538)**	**(2,733,144)**	**58,982**
0.62	**Total - Roads**				**(2,777,844)**	**(2,777,844)**	**(1,810,870)**	**(1,729,538)**	**(2,777,844)**	**81,332**
	Infrastructure - Other									
	Community Amenities									
0.99	CEMETERY REVITALISATION	2644	1318	CJ03	(103,797)	(103,797)	(103,797)	(102,681)	(103,797)	1,116
	Total - Community Amenities				**(103,797)**	**(103,797)**	**(103,797)**	**(102,681)**	**(103,797)**	**1,116**
	Recreation And Culture									
1.00	SURF BEACH STABILISATION	8054	1318	CJ87	0	0	0	(10)	0	(10)
0.00	GOLF CLUB ENTRY/CARPARK & BOWLING CLUB CARPARK	8054	1318	CJ91	(10,000)	(10,000)	(10,000)	0	(10,000)	10,000
0.00	CRICKET PITCH	8054	1318	CJ92	(8,000)	(8,000)	(8,000)	0	(8,000)	8,000
0.00	COUNCIL PROJECTS	8054	1318	PJ01	(2,071,052)	(2,071,052)	0	0	(2,071,052)	0
0.00	SHADE SAILS - PARKS	2864	1318	1429	(24,000)	(24,000)	(24,000)	0	(24,000)	24,000
1.00	SKATE PARK - PUMP TRACK	2864	1318	CJ37	0	0	0	(47)	0	(47)
	Total - Recreation And Culture				**(2,113,052)**	**(2,113,052)**	**(42,000)**	**(1,807)**	**(2,113,052)**	**40,193**
	Transport									
0.95	RURAL SIGNS	6794	1318	CJ10	(30,422)	(30,422)	(27,953)	(28,956)	(30,422)	(1,003)
0.03	DRAINAGE, KERBING & FOOTPATH RENEWAL	6794	1318	CJ94	(70,000)	(70,000)	(70,000)	(2,280)	(70,000)	67,720
0.05	DEPOT WASHDOWN BAY	6794	1318	CJ95	(86,500)	(86,500)	0	(3,913)	(86,500)	(3,913)
	Total - Transport				**(186,922)**	**(186,922)**	**(97,953)**	**(35,148)**	**(186,922)**	**62,805**
	Economic Services									
0.00	KAILIS DRIVE ENTRY STATEMENT	3914	1318	CJ36	(15,000)	(15,000)	0	0	(15,000)	0
	Total - Economic Services				**(15,000)**	**(15,000)**	**0**	**0**	**(15,000)**	**0**
0.06	**Total - Infrastructure - Other**				**(2,418,771)**	**(2,418,771)**	**(243,750)**	**(139,636)**	**(2,418,771)**	**104,114**
0.39	**Grand Total**				**(7,928,896)**	**(7,928,896)**	**(3,190,521)**	**(3,096,519)**	**(7,928,896)**	**99,177**

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 2021/22 year is $10,000 and 10%.

	Var. $	Var. %	Var. ▲▼	Significant Var. S	Timing/ Permanent	Explanation of Variance
Revenue from operating activities						
Operating Grants, Subsidies and Contributions	(63,212)	(12%)	▼	S	Timing	Grant funds to be received after audits completed
Expenditure from operating activities						
Utility Charges	72,544	34%	▲	S	Timing	Timing of budget ahead of actual invoices.
Interest Expenses	29,435	22%	▲	S	Timing	Timing of budget ahead of actual invoices.
Investing Activities						
Infrastructure Assets - Other	104,114	43%	▲	S	Timing	Timing of construction works
Financing Actvities						
Self-Supporting Loan Principal	(16,690)	(45%)	▼	S	Timing	Timing of Self Supporting Loan repayment

ATTACHMENT: CEO01

Request for Tender 1-2021/22 Provision of Cleaning Services

Attachment 1
RFT 1-2021/22 Provisions for Cleaning Services

Attachment 2
RFT 1-2021/22 Consensus Meeting Evaluation Matrix

Request for Tender

Request for Tender	Provision of Cleaning Services
Deadline	Thursday 10th February 2022 2:00pm
Address for Delivery	Shire of Irwin tenders@irwin.wa.gov.au
Tender Number	01 of 21/22

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1 Conditions of Tendering

1.1 Definitions

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

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 lodgment of your Quotation as detailed on the front cover of this Request.
Offer:	Your offer to supply the Requirements.
Open Period:	The time between issuing the Request and the Deadline.
Principal:	Shire of Irwin.
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 Tender.
Special Conditions:	The additional contractual terms.
Specification:	The Statement of Requirements that the Principal requests you to provide if selected.
Tender:	Completed Offer form, Response to the Selection Criteria and Attachments.
Tenderer:	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 RFT documents and raising queries, during the RFT Open Period.

1.2 Tender Documents

This Request is comprised of the following parts:

Part 1- Conditions of Tendering (read and keep this part).
Part 2- Statement of Requirements includes Specifications, plans, drawings and diagrams (read and keep this part).
Part 3- General Conditions of Contract (read and keep this part).
Part 4- Special Conditions of Contract (read and keep this part).
Part 5- Tenderer's Offer (complete and return this part).
Part 6- 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) & Schedules(Part 6) and include all attachments
d) Make sure you have signed the Offer Form and responded to of the Selection Criteria; and
e) Lodge your Tender before the Deadline.

1.4 Contact Persons

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

Name:	*Deborah Molgaard*
Title:	*Coordinator Infrastructure*
Telephone:	*(08) 9927 0000*
Email:	*dmolgaard@irwin.wa.gov.au*

1.5 Briefing / Site Inspection

Attendance at a briefing/site inspection is **not mandatory,** but highly recommended.

Tenderers are requested to attend a site inspection on **Tuesday 18th January 2022.**

The location of the meeting is 11 Waldeck Street, Dongara.

The site inspection will provide tenderers with the opportunity to clarify any uncertainties with the contact person prior to closing of the tender. The inspection meeting will be minuted and those not in attendance will be provided a copy for their records within two (2) business days of the site inspection.

Please confirm with the Contact Person, your attendance at this meeting no later than **Thursday 13th January 2022 before 12pm.**

1.6 Requests for Clarification

A written request for clarification may be submitted on any part of the RFT documents prior to lodgment of their Tender. Written clarifications must be made using the online forum on the Vendor Panel portal and may be subject of an addendum to this Request.
No requests for information or clarification to the RFQ Documents will be accepted later than 5 (x) days prior to the Deadline of this Request.

1.7 Lodgement of Tenders and Delivery Method

The tender must be lodged by the Deadline.

Hardcopy Tenders are to be:

a) Placed in a sealed envelope clearly endorsed with the tender number and title as shown on the front cover of this Request; and
b) Delivered by hand and placed in the Tender Box at Shire of Irwin Administration Office 11 – 13 Waldeck Street Dongara WA 6525 (by the Tenderer or the Tenderer's private agent) or sent through the mail to the Chief Executive Officer PMB 21, Dongara WA 6525.
c) Tenderers must ensure that they have provided two (2) signed copies of their Tender; one to be marked "ORIGINAL" and unbound and clipped (not stapled) and the other(s) to be marked "COPY" and bound. All pages must be numbered consecutively, and the Tender must include an index. Any brochures or pamphlets must be attached to both the original and the copies.

Electronic Tenders are to be:
:
a) Tenderers represent that they have taken reasonable steps to ensure that electronic Tender

files are free of viruses, worms and other disabling features which may affect the Principal's computing environment. Tenders found to contain viruses, worms or other disabling features may be excluded from the evaluation process.

b) Tenderers should allow sufficient time for Tender lodgement, including time that maybe required for any problem analysis and resolution prior to the Deadline.

c) Where electronic submission of Tender has commenced prior to the Deadline and is not completed successfully be the Deadline, the Tender will not be accepted and will be deemed to be a late Tender.

d) All submissions need to be submitted via **tenders@irwin.wa.gov.au**.

The Principal will not be liable for any loss, damage, costs or expenses incurred by Tenderers or any other person if, for any reason, a Tender or any other material or communication relevant to this Request is not received on time, is corrupted or altered or otherwise is not received as sent, cannot be read or decrypted, or has its security or integrity compromised.

1.8 Rejection of Tenders

A Tender will be rejected without consideration of its merits in the event that:

a) It is not submitted before the Deadline; or

b) It is not submitted at the place specified in the Request; or

c) It may be rejected if it fails to comply with any other requirements of the Request.

1.9 Acceptance of Tenders

Tenders shall be for all of the requirements contained within this request with sub-contracting to local contractors strongly encouraged. The Principal is not bound to accept the lowest Tender and may reject any or all Tenders submitted.

1.10 Disclosure of Contract Information

Documents and other information relevant to the contract may be disclosed when required by law under the Freedom of Information Act 1992 or under a Court order.
All Tenderers will be given particulars of the successful Tenderer(s) or be advised that no Tender was accepted.

1.11 Tender Validity Period

All Tenders will remain valid and open for acceptance for a minimum period of ninety (90) days from the Deadline or forty-five (45) days from the Principal's resolution for determining the Tender, whichever is the later unless extended on mutual agreement between the Principal and the Tenderer in writing.

1.12 Precedence of Documents

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

1.13 Alternative Tenders

All Alternative Tenders may be accompanied by a conforming Tender.
Tenders submitted as Alternative Tenders or made subject to conditions other than the General and Special Conditions of Contract must in all cases be clearly marked "**Alternative Tender**".

The Principal may in its absolute discretion reject any Alternative Tender as invalid.

Any printed "General Conditions of Contract" shown on the reverse of a Tenderer's letter or quotation form will not be binding on the Principal in the event of a Contract being awarded unless the Tender

is marked as an Alternative Tender.

1.14 Tenderers to Inform Themselves

Tenderers will be deemed to have:

a) examined the Request and any other information available in writing to Tenderers for the purpose of tendering;
b) examined all further information relevant to the risks, contingencies, and other circumstances having an effect on their Tender which is obtainable by the making of reasonable enquires;
c) satisfied themselves as to the correctness and sufficiency of their Tenders including tendered prices which will be deemed to cover the cost of complying with all the Conditions of Tendering and of all matters and things necessary for the due and proper performance and completion of the work described therein.
d) acknowledged that the Principal may enter into negotiations with a chosen Tenderer and that negotiations are to be carried out in good faith; and
e) satisfied themselves they have a full set of the Request documents and all relevant attachments.

1.15 Alterations

The Tenderer must not alter or add to the Request documents unless required by these Conditions of Tendering.

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

1.16 Risk Assessment

The Principal may have access to and give consideration to:

a) any risk assessment undertaken by any credit rating agency;
b) any financial analytical assessment undertaken by any agency; and
c) any information produced by the Bank, financial institution, or accountant of a Tenderer;

to assess that Tender and may consider such materials as tools in the Tender assessment process.

Tenderers may be required to undertake to provide to the Principal (or its nominated agent) upon request all such information as the Principal reasonably requires to satisfy itself that Tenderers are financially viable and have the financial capability to provide the Services for which they are submitting and meet their obligations under any proposed Contract. The Principal reserves the right to engage (at its own cost) an independent financial assessor as a nominated agent to conduct financial assessments under conditions of strict confidentiality. For this assessment to be completed, a representative from the nominated agent may contact you concerning the financial information that you are required to provide.
The financial assessment is specifically for use by the Principal for the purpose of assessing Tenderers and will be treated as strictly confidential.

1.17 Evaluation Process

This is a Request for Tender.

Your Tender will be evaluated using information provided in your Tender.

The following evaluation methodology will be used in respect of this Request:

a) Tenders are checked for completeness and compliance. Tenders that do not contain all information requested (e.g. completed Offer form and Attachments) may be excluded from evaluation.
b) Tenders are assessed against the Selection Criteria. Contract costs are evaluated

(e.g. tendered prices) and other relevant whole of life costs are considered.

c) The most suitable Tenderers may be short listed and may also be required to clarify their Tender, make a presentation, demonstrate the product/solution offered and/or open premises for inspection. Referees may also be contacted prior to the selection of the successful Tenderer.

A Contract may then be awarded to the Tenderer whose Tender is considered the most advantageous Tender to the Principal.

1.18 Selection Criteria

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

The Principal has adopted a best value for money approach to this Request. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender 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 tender that provides all the information requested will be assessed as satisfactory. The extent to which a tender demonstrates greater satisfaction of each of these criteria will result in a greater score. The aggregate score of each tender 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.

1.19 Compliance Criteria

These criteria are detailed within this document and will not be point scored. Each tender 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 tender from consideration.

1.20 Qualitative Criteria

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria as detailed within document Part 5 of this document. 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.

It is essential that Tenderer’s 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.

1.21 Value Considerations

The Weighted Price method is used where price is considered to be crucial to the outcome of the contract. The price is then assessed with quality.

Criteria	Weighting
Tendered Price	40%

1.22 Regional Price Reference

Tenderers for the contract may be afforded a preference in accordance with Regulation 24(A-G) of the Local Government (Functions and General) Regulations and the Shire of Irwin’s C12 Localised

Purchasing Policy, adopted 28 April 2009.
The Policy stipulates that:
That Council, in determining tenders for goods and services, and the staff in undertaking all other Council purchases (those purchases not requiring a tender in accordance with Local Government functions and General Regulations) shall apply a regional price preference based on;

1. The price preference offered to suppliers within the Shire and/or Mid-West Region can be up to 5% of the value of goods and services. The maximum value of the price preference cannot exceed $10,000.
2. The price preference is to be applied to businesses within the Shire and/or Mid-West Region, who have operated continuously for not less than six months.
3. The price preference is applicable in the first instance to businesses who are based in and operate within the Shire of Irwin. If no suppliers are based within the Shire of Irwin then the price preference applies to those businesses who are based in and operate within the Mid-West Region.
4. The price preference may be applied to businesses operating from outside the Shire, but only goods and services sourced from within the Shire.
5. The onus will be on the supplier to quantify any local content component.
6. The price preference will only apply to goods over the value of $1,000.

1.23 Price Basis

All prices for services under this Request are to be fixed for the term of the Contract. Yearly increases in accordance with CPI increases are to be listed in table format as detailed within Part 5. Tendered prices must Goods and Services Tax (GST).

Unless otherwise indicated prices tendered must include fuel, own equipment, all consumables, all deliveries, unloading, packing, marking and 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.

1.24 Ownership of Tenders

All documents, materials, articles and information submitted by the Tenderer as part of or in support of the Tender will become upon submission the absolute property of the Principal and will not be returned to the Tenderer at the conclusions of the Tender process. Provided that the Tenderer be entitled to retain copyright and other intellectual property rights therein, unless otherwise provided by the Contract.

1.25 Canvassing of Officials

If the Tenderer, whether personally or by agent, canvasses any of the Principal's Commissioners or Councillors Officers (as the case may be) with a view to influencing the acceptance of any Tender made by it or any other Tenderer, then regardless of such canvassing having any influence on the acceptance of such Tender, the Principal may at its absolute discretion omit the Tenderer from consideration.

1.26 Identity of the Tenderer

The identity of the Tenderer and the Contractor is fundamental to the Principal. The Tenderer will be the person, persons, corporation, or corporations named as the Tenderer in Part 5 and whose execution appears on the Offer Form in part 5 of this request. Upon acceptance of the Tender, the Tenderer will become the Contractor.

1.27 Costs of Tendering

The Principal will not be liable for payment of the Tenderer for any costs, losses or expenses incurred by the Tenderer in preparing their Offer.

1.28 Tender Opening

Tenders will be opened in the Principal's offices, following the advertised Deadline. All Tenderers and members of the public may attend or be present at the opening of Tenders.

The names of the persons who submitted the Tender by the due Deadline will be read out at the Tender Opening. No discussions will be entered into between the Tenderers and the Principal's Officers present or otherwise, concerning the Tenders submitted.

The Tender Opening will be held on or as soon as practicable after the deadline at the Shire of Irwin Administration Office 11-13 Waldeck Street, Dongara WA.

1.29 In House Tenders

The Principal does not intend to submit an In House Tender.

2 Specifications

2.1 Contract Requirements in Brief

This Request specifies the requirements of the Shire of Irwin for the provision of cleaning services, as specified, at the premise/s listed in this Schedule 2 and in accordance with the terms and conditions.

2.2 Contract Term

The Contract shall be for a period of three (3) years, with a possible extension of 2 years dependant on demonstrated skills and capacity. The contract will commence in March 2022.

2.3 Locations of Services

Cleaning services are required for the following Council owned buildings/ property:

Council Facilities

Shire Administration Centre- *11 Waldeck Street, Dongara*

Council Chambers & Planning & Infrastructure Offices – *11 Waldeck Street, Dongara*

Dongara Public Library – *13 Waldeck Street, Dongara*

Operations Depot – *30 Bailey Street, Dongara*

Dongara Medical Centre- *290 Point Leander Drive, Dongara*

Irwin Rec Centre – *Ridley Street, Port Denison*

Irwin Transfer Station- *Dee Street, Port Denison*

Dongara Pavilion – *Lot 82 Waldeck Street, Dongara*

Dongara Denison Drive In Theatre- *Lot 941 Point Leander Drive, Port Denison*

Public Conveniences

Dongara Pavilion Public Toilets- *Lot 82 Waldeck Street, Dongara*

Dongara Town Park Ablutions – *Lot 500 Waldeck Street, Dongara*

Seaspray Public Ablutions – *Lot 67 Brady Road, Dongara*

Memorial Park Ablutions – *Lot 12 Moreton Terrace, Dongara*

Irwin Rec Centre Concourse Toilets – *Ridley Street, Port Denison*

Port Denison Foreshore Facilities & Ablutions – *Lot 592 Pt Leander Dr, Port Denison*

Fishing Boat Harbour Public Ablutions- *Mc Intyre Cove, Port Denison*

Recreation Jetty Ablutions- *Point Leander Drive, Port Denison*

South Beach Ablutions – *Lot 11702 White Tops Road, Port Denison*

Fish Cleaning Trough- *Mc Intyre Cove, Port Denison*

Dongara Oval RV Dump Point – *Lot 82 Waldeck Street, Dongara*

Coastal Nodes- Indian Ocean Drive

Cliff Head Ablutions & Camping Facilities – *37.5 km from Dongara*

Big Freshwater Ablutions- *46 km from Dongara*

Knobby Head Ablutions- *53km from Dongara*

Dongara/ Port Denison Building & Facility Locations- see Annexure A

Coastal Nodes Public Convenience Locations- See Annexure B

2.4 Definitions

Below is a summary of some of the important defined terms used in this Part:

Contractor's Representative:	Means any Officer or person duly authorised by the Contractor, in writing, to act on their behalf for the purpose of the Contract;
Principal's Representative	Means any Officer of person duly authorised by the Principal, in writing, to act on their behalf for the purpose of the Contract;
Works or Services:	Means the Services, which the Contractor is required to provide to the Principal and the Contractor under the Contract;

2.5 Description of Services

The cleaning Services required will comprise of the following:

Regular cleaning services:
The regular cleaning service Specifications are identified in the following:

Daily, weekly and monthly Services as specified in:
Performance Specification

Monthly services are to be completed on the first week of every month, unless advised by the Customer otherwise.

Periodic Services:
a) Additional Cleaning Services as specified in 2.22.14 Optional services but not limited to:
Where possible the Customer will advise the Contractor ahead of time to permit scheduling of staff and arrangement of resources
b) Other emergency services, as required
Emergency call outs may be required where immediate cleaning of a facility is required to maintain public health and safety or at the direction of Shire's representative.

2.6 Scope of Work

The Contractor shall ensure that all cleaning requirements are undertaken and completed in a competent manner which shall consist of but not be limited to the following requirements:

2.6.1 Carpet

Carpet extraction shampoo

When carpet extraction shampooing is complete, the surface shall be free from all deep-seated dirt,

stains and soiling. And is to be left in a reasonable dry condition giving a clean uniform appearance in accordance with relevant Australian Standards.

Spot Clean
After spot cleaning of carpet, the surface should be free of marks, dirt, spots (including substances such as chewing gum, blue tack etc) and residue cleaner leaving a visible clean finish with a uniform appearance in accordance with relevant Australian Standards.

Vacuum
After vacuuming is complete, carpet shall be free of all visible littler, dirt, dust and build up (especially on edges) ensuring a clean appearance in accordance with relevant Australian Standards.

2.6.2 Chairs

Clean
After cleaning, chairs are to be free of dirt and easily removable marks.

2.6.3 Counter Tops

Public Areas

Cobwebs
Remove Cobwebs from all cornices, ledges, vents, surfaces and on completion leave all surfaces visibly clean.

All counters in public spaces are to be cleaned of marks and grime, then disinfected.

2.6.4 Drink Troughs and Sinks

Stainless Steel- Clean

On completion of cleaning, all surfaces are to be free of visible dirt, bacterial and residue cleaner leaving a visibly clean appearance.

2.6.5 Floors

ALL - Sweep

After sweeping all floor surfaces shall be free of visible dust, loose dirt and litter. All dust, loose dirt shall be collected and disposed of in an approved rubbish bin.

Floors (Vinyl, Ceramic, Tiles, Concrete, Timber) Damp Mob
On completion of damp mopping all floor surfaces shall be free of all marks and dirt especially in corners and edges, visibly clean and without streaks.

2.6.6 Flyscreens / Window Frames

Clean
After removing screens and brushing free of dust and scrubbing screens and frames they should be free of dust and dirt.

2.6.7 Glass (Windows, Partitions and Doors)

Spot Clean
After spot cleaning of glass, partitions, windows and doors, all marks and dirt on windows shall be removed leaving the surface visibly clean and unmarked.

Glass
Glass (Windows, Partitions, Doors) – Wash

After washing of glass is complete, the surface shall be free of visible dirt and smears.

2.6.8 Kitchen Areas

Fridges and freezers are externally cleaned with a damp cloth and are to be free of all marks and dirt, visibly clean appearance and without residue cleaner. Handles are to be sanitised and free of bacteria.

Ovens, grillers and stove tops are to be free of grease and dirt. External only.

Wipe and clean marks off benches, shelves, cupboard doors, walls and wall tiles

2.6.9 Rubbish Bins

Empty and replace Liners

After emptying of rubbish bins has taken place, the bins shall be free of dirt and litter. Liners shall be changed, with a size compatible to that of the bin when they contain moist materials, food or have tears or holes in them.

2.6.10 Surfaces

Damp Dust
After dusting is complete, all surfaces shall be free of visible dust dirt and build up (especially in borders and edges) to leave a clean, dry uniform appearance.

2.6.11 Table, Cupboards, Chairs and Desks

Damp dust/ clean
After damp dusting/cleaning of tables, cupboards, chairs and desks is complete, all surfaces shall be free of dirt, dust and residue cleaner to leave a clean, dry uniform appearance.
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks.

2.6.12 Toilets, Toilet Units and Hand Basins

Descaling
On completion of descaling, urinal and toilet bowls shall be free of calcium build-up, uric acid, odour, bacteria, residue cleaner and all visible dirt leaving the surfaces with a clean appearance. After sanitising toilets and hand basing will be free of dirt and dust.

Toilet Partitions
On completion of cleaning the toilet partitions shall be free of all removable marks, dust and be visibly clean with a uniform appearance. Non-removable marks (graffiti) are to be reported as per section 2.12.

Toilet Units, Hand Basins
After cleaning and sanitising, toilets and hand basins shall be free of dirt, dust, stains and marks, cleaner residue and bacteria.

2.6.13 Vents (Doors, Air Conditioning and Diffusers)

Damp Dust

After damp dusting is complete, all grilles shall be free of dust and dirt to leave a clean, dry uniform appearance.

2.6.14 Walls

Spot Clean

On completion of spot cleaning painted walls, surfaces shall be free of marks, dust and residue cleaner and be visibly clean with a uniform appearance.

2.6.15 Window Tracks

Vacuuming
On completion of vacuuming, the window grooves will be free of dust, sand, dead insects and debris leaving the surfaces clean and unobstructed.

2.6.16 Wooden Furniture

Polishing
After polishing, wooden furniture shall be free from dust and marks and will be clean with a uniform high sheen for lasting protection.
NOTE: It is recognised that some marks and stains require special cleaning processes to effect removal. These shall be reported to the Principals Representative.

2.6.17 Paper, Soap & Sanitiser refills

All toilet paper, paper towel, soap dispensers and hand sanitiser dispensers are to be refilled. Paper Towel Dispensers are to filled to 75% capacity for ease of dispensing.

2.7 Variations to Scope

The Principal at its discretion may increase or decrease the cope of works to meet operational and or service requirements. The Contractor will be notified of all variations in writing.

2.8 Additional Cleaning

From time to time the Shire may require additional cleaning and when these additional Services are required the Principal's representative will contact the Contractor in writing and provide a minimum of forty eight (48) hours notice.

Extra Cleaning will be required on special events, Public Holidays and over the Easter and Christmas periods, frequency to be negotiated at the same hourly rate as tendered.

2.9 Security & Lighting

After cleaning is complete all lights and air conditioners are to be turned off unless otherwise advised.

All security doors and windows are to be locked and where applicable security alarm set.

The Principal shall supply to the Contractor keys for the purpose of entering and securely locking the premises as required. The Contractor shall safeguard such keys in a manner satisfactory to the Principal. The Contractor shall report immediately the loss of any such keys to the Principal. At the termination of the Contract all keys are to be returned to the Principal.

2.10 Auditing

A random audit of cleaning operations will be carried out by the Principal on a monthly basis, the results of which will be discussed with the Contractor. It is expected that any concerns will be addressed promptly by the Contractor.

2.11 Defective Work

Any issues identified by the Principal should be rectified within 24 hours although extra time can be negotiated. Any Costs associated with rectification work shall be borne by the Contractor.

2.12 Incident Reporting

Incidents are to be reported immediately to the Principal's Representative, or alternatively reported to the Shire's Customer Service Officers.

Examples of incidents may be, but not limited to issues with:

- Maintenance
- Vandalism
- Graffiti

The Shire of Irwin is currently upgrading to MEX Maintenance Software, access will be provided to the Contractor and its employees to report Incidents and defects via the software, including uploading photographs.

2.13 Contractor Employees

The Contractor shall ensure that its employees and sub-contractors:

(a) have a basic minimum level of communication skills to take written and oral instruction from the Contractor.
(b) are appropriately trained to carry out their duties and are familiar with the obligations and requirements of this Contract, including statutory safety and hygiene requirements;
(c) notify the Principal's Representative of the names of the employees of the Contractor and those sub-contractors providing cleaning services to that building and register the names of such persons in the communication book;
(d) maintain a competent representative on call at all times to receive instructions from the Principal's Representative;
(e) conform to the requirements of clause 2.14 prior to an employee or sub-contractor first entering a building under this Contract; and
(f) wear a uniform and a personal identification badge at all times, and all appropriate PPE when on Site. The identification badge shall contain:
    - name of employee;
    - passport sized photograph of the employee; and
    - Contractor's or sub-contractor's name.

2.14 National Police Clearance

The Contractor must require all of its employees or Sub Contractor personnel (if applicable) to obtain a National Police Clearance.

2.15 Confidentiality

The Contractor, or any person employed by them, shall not in discharging their obligations under the contract, disclose to or discuss with any other person in any circumstances any confidential information obtained by them or to which they have obtained or may obtain access in the course of performance of other duties under the Contractor or otherwise.

Please note all personnel performing duties under the Contract will be required to sign a Confidentiality Agreement.

2.16 Service Exclusions

The Contractor shall not be required to clean:

- Storerooms except for Periodic Cleaning Services when they are left open and cleared;
- Obstructed table, benches etc;
- Full sinks;
- Work benches, machines and hand tools;
- Cups, glasses, plates etc (unless specified)
- Sanitary disposal units;
- Inside of refrigerators, freezers, stoves, microwaves, dishwashers and urns (unless specified)
- Stove tops (elements and spill trays);
- Inside cupboards and under sinks;
- Plant rooms; and

- Inside of Machines, such as: photocopiers, cash registers, laboratory equipment.

2.17 COVID-19 Response

The Contractor will need to provide details on their Covid-19 response plan and their capability to continue the service should any Covid-19 restrictions be enforced for any amount of time in the future.

2.18 Equipment, Materials and Consumables

a) The Contractor must provide at its own cost and expense, all labour, materials, plant, equipment, and everything necessary for the proper and complete performance of the contract. This includes if necessary, harnesses and special equipment for cleaning of external windows.

b) The Contractor must ensure that:

- All equipment and materials are of commercial quality and operators have a complete understanding of equipment and materials used.
- All toiletries including toilet paper, handtowel, soap products, bin liners and other consumables required may be stored at premises agreed by the Principal.
- At all times machinery including but not limited to vacuum cleaners, polishing machines, scrubbing machines etc including electrical leads and attachments are to be maintained in an efficient and safe condition.
- All equipment including but not limited to mops, mop buckets, sweeping tools, squeegees etc. are to be maintained in an efficient and safe condition. Mops are to be cleaned, rinsed and dried after each use and are not to be left in dirty water.
  Note: Cleaning equipment used in toilets must NOT be used in other areas and must be colour coded and the detail of the colour coding supplied to the Customer's Representative.
- Dusting cloths are to be of a non-lint variety and are to be replaced or washed clean to ensure efficient use.
- Detergents and disinfectants are to have the appropriate pH factor compatible with the use for which they are intended.
- Ensure that where practicable all products, substances and materials used in the performance of the Services are not harmful to any person if used in accordance with the manufacturer's directions for use and are "environmentally friendly".
- Without the prior approval of the Customer's Representative, the Contractor must not store any poisonous, explosive, corrosive or flammable liquids, gas, oil or dangerous substance upon the premises to be cleaned.
- Ladders, scaffolding and all other equipment used in the performance of the contract are safely stored away from access by unauthorised persons when not in use. Equipment unable to be stored in the successful Respondent's store to be removed from the site immediately.
- All portable and fixed electrical equipment used by the successful Respondent is to comply with the relevant Regulations including requirements relating to residual current devices and the current Australian Standard for in-service safety inspection and testing of electrical equipment (AS 3760).

c) The Contractor shall provide Safety Data Sheets to the Principal and provide to all its employees and subcontractors in a format readily accessible.

2.19 Vehicle

As the locations are widely dispersed, the contractor must provide its own enclosed and lockable vehicle to fulfill the obligations of the request. The Customer accepts no liability for any damage that may occur to the vehicle.

2.20 Workplace Health & Safety

The Shire of Irwin is currently in the process of transitioning to compliance with the Workplace Health & Safety (WHS) 2020 Act. As we progress, Contractors will be required to provide evidence of their ongoing compliance and therefore we ask that you are familiar with the Act.

The prospective Contractor will be required to supply:

- Copies of relevant permits, licenses and certificates
- Material Safety Data Sheets where necessary
- Where applicable, provide Safe Work Method Statements (SWMS) or documented Job Safety instructions (JSA's) or procedures for intended tasks
- A copy of your WHS Policy
- A copy of your Hazard and Incident reporting procedure
- Proof of Covid Vaccination Certificate for all personnel- should it be mandated by the State Government
- All required safety PPE, tools, materials and instructions to ensure WHS compliance

Contractors must be aware that failure to adhere to WHS requirements may result in suspension of works, until the issue is resolved.

Each individual contract worker must complete a safety induction before being allowed to conduct any work.

2.21 Standards

The Contractor shall ensure that the Australian Standards listed below are understood and adhered to, and their requirements implemented in the provision of the Services for the execution of works, and that a copy of each Standard is available at all joint site inspections.

AS/NZS 3733:2018 Textile Floor Coverings - Cleaning maintenance of residential and commercial carpeting.

AS1627.1-2003 Metal Finishing - Preparation and pre-treatment of surfaces.

AS/NZS 3661.2:1994 Slip Resistance of Pedestrian Surfaces- Guide to reduction of Slip hazards

2.22 Frequency

Site	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	School Holidays & Long Weekends
1. Administration Office	X			X				
2. Council Chambers & Planning & Infrastructure Offices	X			X				
3. Dongara Public Library			X					
4. Operations Depot	X		X		X			
5. Dongara Medical Centre	X		X		X			
6. Irwin Rec Centre		X		X				
7. Transfer Station		X		X				
8. Dongara Pavilion		Fortnight						
9. Dongara Denison Drive In Theatre								
Dongara Public Ablutions 10. Dongara Pavilion Public 11. Dongara Town Park 12. Seaspray 13. Memorial Park	X	X	X	X	X	X	X	10. Dongara Pavilion additional Cleaning for Long Weekend Overflow Camping as requested
Port Denison Public Ablutions 14. Irwin Rec Centre Concourse & Disabled 15. Foreshore 16. Fishing Boat Harbour 17. Recreational Jetty 18. South Beach	X	X	X	X	X	X	X	
19. Foreshore Shelter Sheds	X	X	X	X	X	X	X	
20. Fish Cleaning Trough	X	X	X	X	X	X	X	
21. Foreshore BBQ's (7)	X	X	X	X	X	X	X	
22. Dongara Oval Dump Point	X		X		X			
Coastal Nodes Ablutions 23. Big Freshwater 24. Cliffhead 25. Knobby Head				X				Saturday& Monday upon request

2.23 Performance Specification

2.23.1 Shire Administration Office & Visitors Centre

Frequency of Service – Monday & Thursday excluding any gazetted Public Holidays or scheduled closures.
Hours of Work- Before 8:00 am or after 5:00 pm

REQUIREMENTS	
Foyer Areas	
Sweep/ Vacuum and Mop thoroughly	Each Visit
Carpeted Floors	
Vacuum thoroughly	Each Visit
Spot Clean soil marks	Each Visit
Kitchen / Staff Room	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Sweep and mop entire food area	Each Visit
Wipe and clean benches, tables, shelves, cupboard doors and walls with disinfectant	Each Visit
Clean all whitegoods external only	Each Visit
Replenish hand towels, soaps and sanitiser	Each Visit
Toilets & Wash Rooms	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Wipe Clean all mirrors	Each Visit
Clean and polish all metal fittings	Each Visit
Spot clean walls, doors and partitions	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Wipe over walls to 1.8m from floor level	Weekly
Waste Disposal	
Empty all waste paper bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
Desks / Counter tops	
Clean desk surfaces, damp wipe clean if necessary	Each Visit
Clean Counter tops with disinfectant	Each Visit
Clean telephones	Each Visit
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks	
Glass and Metal Work	
Clean glass doors	Each Visit
Spot clean all low partitioned glass	Each Visit
Clean all bright metal fittings	Each Visit
Walls	
Spot Clean all surfaces (finger marks, scuffs etc.)	Weekly
Dusting	
Dust all horizontal surfaces (low level)	Weekly
Dust all high ledges, fittings to 1.8m from floor level	Weekly
Dust all vertical surfaces	Weekly
Dust shelves and surfaces in Visitors Centre	Weekly
Windows and Partitioned Glass	
Clean front doors/windows	Each Visit
External glass	Bi-Monthly
Clean all window and door tracks	Bi- Monthly
Verandas	
Sweep	Each Visit
Remove Cobwebs	Each Visit
Spot Clean stains and marks	As Required
Spring Clean	
Remove Cobwebs from inside building	As Required
Clean all electrical light fittings	Six Monthly
Clean air conditioning vents, exhaust fans and ceiling fans	Six Monthly
Carpet Extraction Shampoo	Christmas Closure

2.23.2 Council Chambers

Frequency of Service - Monday & Thursday excluding any gazetted Public Holidays or scheduled closures.
Hours of Work- Before 8:00 am or after 5:00 pm

REQUIREMENTS	
Foyer Areas	
Sweep/ Vacuum and Mop thoroughly	Each Visit
Carpeted Floors	
Vacuum thoroughly	Each Visit
Spot Clean soil marks	Each Visit
Kitchenette / Bar Area	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Clean all glasses, dishes etc.	Each Visit
Vacuum and mop floor	Each Visit
Wipe and clean benches, tables, shelves, cupboard doors and walls with disinfectant	Each Visit
Spot clean walls and doors	Each Visit
Replenish hand towels, soaps and sanitiser	Each Visit
Toilets & Wash Rooms	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Wipe Clean all mirrors	Each Visit
Clean and polish all metal fittings	Each Visit
Spot clean walls, doors and partitions	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Wipe over walls to 1.8m from floor level	Weekly
Waste Disposal	
Empty all waste paper bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
Tables / Counter tops	
Clean Counter tops and tables with disinfectant	Each Visit
Clean telephones	Each Visit
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks	
Glass and Metal Work	
Clean glass doors	Each Visit
Spot clean all low partitioned glass	Each Visit
Clean all bright metal fittings	Each Visit
Walls	
Spot Clean all surfaces (finger marks, scuffs etc.)	Weekly
Dusting	
Dust all horizontal surfaces (low level)	Weekly
Dust all high ledges, fittings to 1.8m from floor level	Weekly
Dust all vertical surfaces	Weekly
Windows and Partitioned Glass	
Clean front doors/windows	Each Visit
External glass	Bi-Monthly
Clean all window and door tracks	Bi- Monthly
Verandas	
Sweep	Each Visit
Remove Cobwebs	Each Visit
Spot Clean stains and marks	As Required
Spring Clean	
Remove Cobwebs from inside building	As Required
Clean all electrical light fittings	Six Monthly
Clean air conditioning vents, exhaust fans and ceiling fans	Six Monthly
Carpet Extraction Shampoo	Christmas Closure

Planning & Infrastructure Offices

Frequency of Service – Monday & Thursday excluding any gazetted Public Holidays or scheduled closures.
Hours of Work- Before 8:00 am or after 5:00 pm

REQUIREMENTS	
Carpeted Floors	
Vacuum thoroughly	Each Visit
Spot Clean soil marks	Each Visit
Waste Disposal	
Empty all waste paper bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
Desks	
Clean desk surfaces, dam wipe clean if necessary	Each Visit
Clean telephones	Each Visit
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks	
Glass and Metal Work	
Clean glass doors	Each Visit
Spot clean all low partitioned glass	Each Visit
Clean all bright metal fittings	Each Visit
Walls	
Spot Clean all surfaces (finger marks, scuffs etc.)	Weekly
Dusting	
Dust all horizontal surfaces (low level)	Weekly
Dust all high ledges, fittings to 1.8m from floor level	Weekly
Dust all vertical surfaces	Weekly
Windows and Partitioned Glass	
Clean front doors/windows	Each Visit
External glass	Bi-Monthly
Clean all window and door tracks	Bi- Monthly
Verandas	
Sweep	Each Visit
Remove Cobwebs	Each Visit
Spot Clean stains and marks	As Required
Spring Clean	
Remove Cobwebs from inside building	As Required
Clean all electrical light fittings	Six Monthly
Clean air conditioning vents, exhaust fans and ceiling fans	Six Monthly
Carpet Extraction Shampoo	Christmas Closure

2.23.3 Dongara Public Library

Frequency of Service – Monday & Thursday excluding any gazetted Public Holidays or scheduled closures.
Hours of Work- Before 8:00 am or after 5:00 pm

REQUIREMENTS	
Carpeted Floors	
Vacuum thoroughly	Each Visit
Spot Clean soil marks	Each Visit
Waste Disposal	
Empty all waste paper bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
Toilets & Wash Rooms	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Desks	
Clean desk surfaces, damp wipe clean if necessary	Each Visit
Clean telephones	Each Visit
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks	
Walls	
Spot Clean all surfaces (finger marks, scuffs etc.)	Each Visit
Dusting	
Dust all horizontal surfaces (low level)	Each Visit
Dust all high ledges, fittings to 1.8m from floor level	Each Visit
Dust all vertical surfaces	Each Visit
Windows and Glass Doors	
Clean front doors/windows	Each Visit
External glass	Monthly
Entrance, Verandas & Footpath	
Sweep	Each Visit
Remove Cobwebs	Each Visit
Spot Clean stains and marks	As Required
Spring Clean	
Remove Cobwebs from inside building	As Required
Clean all electrical light fittings	Six Monthly
Clean air conditioning vents, exhaust fans and ceiling fans	Six Monthly
Carpet Extraction Shampoo	Christmas Closure

2.23.4 Operations Depot

Frequency of Service – Monday, Wednesday & Friday excluding any gazetted Public Holidays or scheduled closures.
Hours of Work- Before 8:00 am or after 5:00 pm.

REQUIREMENTS	
Foyer Areas	
Sweep/ Vacuum and Mop thoroughly	Each Visit
Carpeted Floors	
Vacuum thoroughly	Each Visit
Spot Clean soil marks	Each Visit
Kitchen / Staff Room	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Sweep and mop entire food area	Each Visit
Wipe and clean benches, tables, shelves, cupboard doors and walls with disinfectant	Each Visit
Clean all whitegoods external only	Each Visit
Replenish hand towels, soaps and sanitiser	Each Visit
Toilets & Wash Rooms	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Wipe Clean all mirrors	Each Visit
Clean and polish all metal fittings	Each Visit
Spot clean walls, doors and partitions	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Wipe over walls to 1.8m from floor level	Weekly
Waste Disposal	
Empty all waste paper bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
Desks / Counter tops	
Clean desk surfaces, damp wipe clean if necessary	Each Visit
Clean Counter tops with disinfectant	Each Visit
Clean telephones	Each Visit
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks	
Glass and Metal Work	
Clean glass doors	Each Visit
Spot clean all low partitioned glass	Each Visit
Clean all bright metal fittings	Each Visit
Walls	
Spot Clean all surfaces (finger marks, scuffs etc.)	Weekly
Dusting	
Dust all horizontal surfaces (low level)	Weekly
Dust all high ledges, fittings to 1.8m from floor level	Weekly
Dust all vertical surfaces	Weekly
Windows and Partitioned Glass	
Clean front doors/windows	Each Visit
External glass	Bi-Monthly
Clean all window and door tracks	Bi- Monthly
Verandas	
Sweep	Each Visit
Remove Cobwebs	Each Visit
Spot Clean stains and marks	As Required
Spring Clean	
Remove Cobwebs from inside building	As Required
Clean all electrical light fittings	Six Monthly
Clean air conditioning vents, exhaust fans and ceiling fans	Six Monthly
Carpet Extraction Shampoo	Christmas Closure

2.23.5 Dongara Medical Centre

Frequency of Service -Monday, Wednesday & Friday excluding any gazetted Public Holidays or scheduled closures.
Hours of Work- Before 8am or after 6pm

Hard Floors (vinyl and tile)	
Vacuum public areas and heavy traffic areas	Each Visit
Spot Clean soil marks	Each Visit
Kitchen / Staff Room	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Sweep and mop entire food area	Each Visit
Wipe and clean benches, tables, shelves, cupboard doors and walls with disinfectant	Each Visit
Clean fridges external only	Weekly
Clean microwave inside and out	Weekly
Replenish hand towels, soaps and sanitiser	Each Visit
Toilets & Wash Rooms	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Wipe Clean all mirrors	Each Visit
Clean and polish all metal fittings	Each Visit
Wipe clean walls, doors and partitions	Each Visit
Wipe down tiles and grout	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Deep Clean to all bathrooms areas	Weekly
Waste Disposal	
Empty all waste paper bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
Offices	
Dust Office furniture and fittings	Each Visit
Vacuum and Mop all floors	Each Visit
Deep Clean of desks that are cleared	Monthly
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks	
Glass and Metal Work	
Clean all internal and external windows and glass doors	Quarterly
Spot clean all low partitioned glass	Each Visit
Clean all bright metal fittings	Each Visit
Spot Clean	
Spot Clean all Walls and Doors (finger marks, scuffs etc.)	Weekly
Spot Clean all switches	Weekly
Spot Clean all kick plates and hand plates	Monthly
Dusting	
Dust all horizontal surfaces (low level)	Each Visit
Dust all high ledges, fittings to 1.8m from floor level	Monthly
Window sills and skirting boards	Each Visit
Door grilles and air conditioning vents	Each Visit
Spring Clean	
Remove Cobwebs from inside and outside building	Monthly
Clean all electrical light fittings	Six Monthly
Clean air conditioning vents, exhaust fans and ceiling fans	Six Monthly

2.23.6 Irwin Rec Centre

Frequency of Service **Rec Centre**- Tuesday & Thursday excluding any gazetted Public Holidays or scheduled closures.

Concourse Public Toilets- Every Day

Hours of Work- Between 6am and 8am

Foyer Areas	
Sweep/ Vacuum and Mop thoroughly	Each Visit
Wipe clean Benches, Counter tops and tables with disinfectant	Each Visit
Carpeted Floors	
Vacuum thoroughly	Each Visit
Spot Clean soil marks	Each Visit
Kitchen / Kiosk	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Sweep and mop entire food area	Each Visit
Wipe and clean benches, tables, shelves, cupboard doors and walls with disinfectant	Each Visit
Clean all fridges external only	Each Visit
Replenish hand towels, soaps and sanitiser	Each Visit
Toilets & Change Rooms	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Wipe Clean all mirrors	Each Visit
Clean and polish all metal fittings	Each Visit
Spot clean walls, doors and partitions	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	Each Visit
Wipe over walls to 1.8m from floor level	Weekly
Waste Disposal	
Empty all waste paper bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
Offices	
Clean desk surfaces, damp wipe clean if necessary	Each Visit
Clean Counter tops with disinfectant	Each Visit
Clean telephones	Each Visit
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks	
Glass and Metal Work	
Clean glass doors	Each Visit
Spot clean all low partitioned glass	Each Visit
Clean all bright metal fittings	Each Visit
Walls	
Spot Clean all surfaces (finger marks, scuffs etc.)	Weekly
Dusting	
Dust all horizontal surfaces (low level)	Weekly
Dust all high ledges, fittings to 1.8m from floor level	Weekly
Dust all vertical surfaces	Weekly
Windows and Partitioned Glass	
Clean front doors/windows	Each Visit
External glass windows and doors	Monthly
Clean all window and door tracks	Bi- Monthly
Verandas	
Sweep	Each Visit
Remove Cobwebs	Each Visit
Spot Clean stains and marks	As Required
Spring Clean	
Remove Cobwebs from inside building	As Required
Clean air conditioning vents, exhaust fans and ceiling fans	Six Monthly
Carpet Extraction Shampoo	Christmas Closure
NOTE: Court surfaces, sports equipment and Gym area are excluded and will be cleaned by the Principal.	

2.23.7 Irwin Transfer Station Office

Frequency of Service -Tuesday and Thursday excluding any gazetted Public Holidays or scheduled closures.
Hours of Work- Before 7am or after 3pm

REQUIREMENTS	
Floors	
Vacuum and mop thoroughly	Each Visit
Spot Clean soil marks	Each Visit
Waste Disposal	
Empty all waste paper bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
Toilets & Wash Rooms	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Sweep & Mop Floors	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Desks	
Clean desk surfaces, damp wipe clean if necessary	Each Visit
Clean telephones	Each Visit
NOTE: Cleaners must not read, move or otherwise interfere with any items or paper left on desks	
Dusting	
Dust all horizontal surfaces (low level)	Each Visit
Dust all high ledges, fittings to 1.8m from floor level	Each Visit
Dust all vertical surfaces	Each Visit
Windows and Glass Doors	
Clean front doors/windows	Each Visit
External glass	Monthly
Spring Clean	
Remove Cobwebs from inside and outside building	As Required
Clean all electrical light fittings	Six Monthly
Clean air conditioning vents, exhaust fans and ceiling fans	Six Monthly

2.23.8 Dongara Denison Drive In Theatre

Frequency of Service – **Projector Room** Every Friday
Canteen, Entry & Toilets Every Friday in Summer months & every School Holidays

REQUIREMENTS	
Canteen, Projector Room and Entry	
Sweep, vacuum and mop floors	Each Visit
Spot Clean marks	Each Visit
Wipe and clean benches, tables, shelves, cupboard doors and walls	Each Visit
Dust all horizontal surfaces (low level)	Each Visit
Remove cobwebs inside and out	Each Visit
Clean windows	Quarterly
Empty all bins, rubbish receptacles and wipe clean	Each Visit
Toilets	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit

2.23.9 Dongara Pavilion

Frequency of Service- **Pavilion** Every Tuesday fortnight
Public Conveniences Every Tuesday & Thursday
Additional Cleans- School Holidays, Long Weekends, Easter, and Christmas as requested
Hours of Work- Before 10:00 am

REQUIREMENTS	
9. Dongara Pavilion	
Sweep, vacuum and mop floors	Each Visit
Spot Clean marks	Each Visit
Wipe and clean benches, tables, shelves, cupboard doors and walls with disinfectant	Each Visit
Dust all horizontal surfaces (low level)	Each Visit
Remove cobwebs inside and out	Each Visit
Clean windows	Quarterly
Empty all bins, rubbish receptacles and wipe clean	Each Visit
Remove all rubbish to agreed location	Each Visit
9. Toilets, Change Rooms	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
10. Public Conveniences	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit

2.23.10 Dongara Public Conveniences

Frequency of Service – Every Day
Additional Cleans- School Holidays, Long Weekends, Easter, and Christmas as requested
Hours of Work- Before 10:00 am

11. Dongara Town Park Ablutions	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
12. Seaspray Public Ablutions	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
13. Memorial Park Public Ablutions	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit

Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit

2.23.11 Port Denison Public Conveniences

Frequency of Service- Every Day
Additional Cleans- School Holidays, Long Weekends, Easter, and Christmas as requested
Hours of Work- Before 10:00 am

REQUIREMENTS	
14. Irwin Rec Centre - Concourse Public Conveniences	
Empty and clean waste receptacle, fit with plastic liner	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Wipe Clean all mirrors	Each Visit
Clean and polish all metal fittings	Each Visit
Spot clean walls, doors and partitions	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Wipe over walls to 1.8m from floor level	Weekly
15. Foreshore Ablutions & Change Rooms	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
16. Fishing Boat Harbour Ablutions	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
17. Recreational Jetty Ablutions	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
18. South Beach Ablutions	
Remove all rubbish and fit with new liner	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep and mop floors	Each Visit
Replenish soap, sanitiser, toilet paper and paper towels	As Required
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
19. Foreshore Shelter Sheds	
Clean tables	Each Visit
Remove cobwebs inside and out	Each Visit
Blow out Shelter Shed floors	Each Visit
High pressure clean seating, floors and walls inside shelter shed	Monthly

20. Fish Cleaning Trough	
Remove all rubbish	Each Visit
Clean and disinfect trough	Each Visit
21. Foreshore BBQ's x 7	
Clean Hot Plates	Each Visit
Empty fat tray into a suitable container and dispose of appropriately	Weekly
Spot Clean marks on BBQ surrounds	Each Visit

2.23.12 Dongara Oval RV Dump Point

Frequency of Service- Monday and Friday
Hours of Work- Before 10:00 am

Requirements	
Remove all rubbish	Each Visit
Clean dump point	Each Visit
Sweep area	Each Visit
Clean hand wash basin	Each Visit
Replenish Soap	Each Visit

2.23.13 Coastal Nodes Ablutions and Public Conveniences

Frequency of Service – Weekly
Additional Cleans- School Holidays, Long Weekends, Easter, and Christmas as requested
Hours of Work- Before 10:00 am

REQUIREMENTS	
Cliff Head Ablutions (3)	
Remove all rubbish	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep floors	Each Visit
Replenish toiletries, toilet paper and paper towels	Each Visit
Replenish water	Each Visit
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
Wipe Clean all public seating areas	Each Visit
Sweep public seating areas	Each Visit
Freshwater Ablutions	
Remove all rubbish	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep floors	Each Visit
Replenish toiletries, toilet paper and paper towels	Each Visit
Replenish Water	Each Visit
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit
Knobby Head Ablutions	
Remove all rubbish	Each Visit
Clean conveniences and wipe down dispensers	Each Visit
Clean all bowls, basins, urinals and cisterns	Each Visit
Sweep floors	Each Visit
Replenish toiletries, toilet paper and paper towels	Each Visit
Replenish Water	Each Visit
Remove Cobwebs inside and out	Each Visit
Sweep Footpaths and doorways	Each Visit

2.23.14 Optional Services

Public Space 240Ltr Green Bins
Annual high pressure cleaning, disinfecting and deodorising of public use 240lt green wheelie bins to ensure that the bins are cleaned hygienically and thoroughly, reducing the build-up of bacteria and improving odour control. Approximate public use bins in circulation is 250.
Please provide a price per bin.

Event Litter Control
Waste generated by an event is to be collected and disposed of in a manner which maintains the area in a clean, tidy, sanitary and hygienic condition. During a public event the contractor is to complete scheduled monitoring, collection and disposal of litter.
Please provide an hourly rate per person.

Pressure Cleaning
High Pressure cleaning of external buildings, verandas and footpaths.
Please provide an hourly rate per person.

Portable Toilets
Remove all rubbish, clean conveniences and wipe all surfaces, as requested. Please provide a rate per portable toilet.

Window Cleaning
Please provide an hourly rate per person.

2.24 Cleaning Performance Assessment Report

BUILDING:	INSPECTION DATE & TIME:					
AREA	**SCORE**					**AGREED REMEDIAL ACTION**
A. TOILETS	CIRCLE ONE					
FLOORS, WALLS, PARTITIONS	1	2	3	4	5	
BASINS, COUNTERS, FITTINGS, MIRRORS	1	2	3	4	5	
TOILET BOWLS, SEATS, LIDS, URINALS	1	2	3	4	5	
SHOWERS	1	2	3	4	5	
RUBBISH REMOVAL, REFILL DISPENSERS	1	2	3	4	5	
B. OFFICES/ROOMS	CIRCLE ONE					
EMPTY BINS, REPLACE LINERS	1	2	3	4	5	
CARPETS	1	2	3	4	5	
WALLS, DOORS, GLASS WINDOWS	1	2	3	4	5	
SILLS, LEDGES ETC	1	2	3	4	5	
AIR-CONDITIONING DIFFUSERS, VENTS	1	2	3	4	5	
FURNITURE, DESKS, CABINETS	1	2	3	4	5	
C. STAFF ROOM/KITCHEN/PANTRY	CIRCLE ONE					
EMPTY BINS, REPLACE LINERS	1	2	3	4	5	
CARPETS	1	2	3	4	5	
WALLS, DOORS, GLASS WINDOWS	1	2	3	4	5	
APPLIANCES, TABLE TOPS	1	2	3	4	5	
SINKS, BENCH TOPS, TILES	1	2	3	4	5	
HARD FLOORING	1	2	3	4	5	
D. LOBBIES/ PUBLIC AREAS	CIRCLE ONE					
RUBBISH REMOVAL, DEBRIS, LITTER	1	2	3	4	5	
CARPETS	1	2	3	4	5	
WALLS, DOORS, GLASS WINDOWS	1	2	3	4	5	
SILLS, LEDGES ETC	1	2	3	4	5	
AIRCONDITIONING DIFFUSERS, VENTS	1	2	3	4	5	
HARD FLOORS	1	2	3	4	5	
LIFTS	1	2	3	4	5	
INTERNAL STAIRS	1	2	3	4	5	
E. EXTERNAL	CIRCLE ONE					
RUBBISH REMOVAL, DEBRIS, LITTER	1	2	3	4	5	
WALKWAYS, PAVED AREAS	1	2	3	4	5	
WALLS, UNDER ROOF, EAVES	1	2	3	4	5	

Example Only

ASSESSMENT RATING % = $\frac{\text{TOTAL SCORE ABOVE}}{\text{POSSIBLE SCORE}}$ x $\frac{100}{1}$ = %

1-2 Unsatisfactory
3- Corrective Action Required
4- Satisfactory- Meets Required Standard
5- Exceeds Required Standard

2.25 Key Performance Indicators

Quality
The Contractor's performance will be regularly assessed and an evaluation conducted by assigning a score from 1 to 5 against each of the categories listed in the Cleaning Performance Assessment Table (refer example below) for each area inspected, where 1 is the lowest score and 5 is the highest for each area inspected.

The scores of each performance category will be entered in the Cleaning Performance Assessment Sheet (see example at clause 2.22), totalled and divided by the possible score to determine a assessment rating. The Contractor's overall performance will be deemed satisfactory if the assessment score for each performance area is between 4 and 5 and the overall assessment rating is higher than 80%.

Written assessments will be provided to the Contractor.
Cleaning Performance Assessment Table (example only)

Cleaning Category	**Performance Criteria**
Visibly Clean	Free of noticeable litter, stains, dust and cobwebs
Floors/Walls/Ceilings	Free of dust, marks and residue cleaner. Vinyl floors will have an even shine
Ledges (Sills and Other Horizontal Surfaces)	Free of dust and cobwebs
Glass (Windows, Doors, Partitions, Mirrors)	Free of dust, marks, runs and smears
Furniture and Fittings	Free of calcium build up, dust, stains, marks and residue cleaner

The Contractor shall note that all areas within each Site to be cleaned shall be assessed on all the above cleaning categories and performance criteria.

Customer Satisfaction
The number of justified Complaints received by the Principal from the public or staff is to be less than three (3) complaints per calendar month. More than three (3) complaints within one (1) calendar month period for three (3) months within a twelve (12) month period will be deemed as a Default.

Time
Greater than 95% services to be delivered within stated timeframes.

Replenish consumables
All consumables as related to providing the Services are to be kept replenished by the Contractor. More than three (3) failures to replenish consumables within a calendar month shall be deemed a breach of contract obligations. A breach of contract for three (3) months within a twelve month period will be deemed as a Default.

2.26 Invoicing

All invoicing shall be submitted monthly with the required supporting documentation and within 14 calendar days of the end of each calendar month. PO number to be specified.

3 General Conditions of Contract

Refer to Goods and Services Contract

4 Special Conditions of Contract

Special Conditions of Contract	
Security	The Principal will, if necessary, supply the Contractor with the appropriate keys and an access security card for the purpose of entering and securely locking the Premises. The Contractor must: a) Take all reasonable steps to keep the keys and access security cards secure and not copy any key or cards or divulge security codes of electronic security/surveillance systems to unauthorised persons; b) Immediately report the loss of any such keys and access security cards to the Customer's Representative. Any costs resulting from keys or access security cards being lost by the Contractor will be borne by the Contractor including but not limited to replacement of keys/access cards, cost of re-keying etc. If the Customer suffers any loss or damages to its property (including but not limited to theft or vandalism) as a result of the Contractor's loss of any such keys or access security cards then that will be deemed to constitute a material non-remediable breach of contract by the Contractor entitling the Customer to terminate the Customer Contract by notice to the Contractor. c) Safeguard all keys and access security cards in a manner satisfactory to the Customer's Representative and return the same on request; d) Not label any key with any name that will identify the Premises; and e) If any security system is activated as a result of a breach of a Contractor's obligation, the Contractor may be required to pay the amount of any call-out charge imposed on the Customer by their security contractor. Locking and Securing Rooms The Contractor must ensure that when entering a locked room, for the purpose of carrying out the obligations under this Customer Contract, the room is re-locked upon leaving.
Access	The Contractor must carry out all services out only at such times as mentioned in the Specifications or at such times as may be agreed with the Principal's Representative from time to time.
Recording Attendance	The Contractor must ensure that each person employed by them completes a daily attendance log sheet, which records the times of entering and leaving each facility.
Safety & Storage	a) The Customer's Representative may, where practicable, provide to the Contractor a lockable area for the storage of materials and equipment to be used in the performance of the Customer Contract. To the fullest extent permitted at law, the Customer will accept no responsibility for the loss of any material or equipment stored therein by the Contractor. b) The Contractor is responsible for supplying chemicals and equipment. c) The Contractor must store all cleaning materials in accordance with the relevant acts and regulations for the storage of inflammable liquids and poisons. d) The Contractor must provide a list of products intended for use in the performance of this Customer Contract and provide Safety Data Sheets for each product. e) The product list and Safety Data Sheets must be given to the Customer's Representative prior to the Commencement Date. f) The Contractor must place copies of Safety Data Sheets in the allocated cleaner's room on the Premises, where applicable, and the Safety Data Sheets must be available for inspection at all times.

	g) Where products vary from those originally listed under (d) the Contractor must provide an updated list and Safety Data Sheets covering the new products to the Customer's Representative and in the cleaner's room immediately the variation occurs. h) The Contractor must ensure that all work must comply with the Workplace Health & Safety Act 2020.The Contractor must furnish the Customer with evidence that there is compliance in respect of all provisions of this legislation prior to commencing work or on request.
Contract Term	Three years from commencement of Contract with 2 additional years optional.

5 Tenderer's Offer

5.1 Form of Tender

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

I/We (Registered Entity Name): _____
(BLOCK LETTERS)

of: _____
(REGISTERED STREET ADDRESS)

ABN _____ ACN (if any) _____

Phone : _____ Email: _____

In response to RFT 1 - 2021/22 Provision of Cleaning 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 Tendering contained in this Request signed and completed.

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

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

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

Dated this _____ day of _____ 2022

Signature of Authorised signatory of Tenderer: _____

Name of Authorised signatory (BLOCK LETTERS): _____

Position: _____

Phone: _____ Email: _____

Postal address: _____

Dated this _____ day of _____ 2022

5.2 Selection Criteria

5.2.1 Pre-Qualification Criteria

The Contract Authority or Customer will not consider any Offer that does not meet all of the following Pre-Qualification Requirements:

a). **Attendance at Site Briefing**

Respondent to Complete: Did you or a representative attend the site briefing?	
Yes ☐	No ☐

5.2.2 Compliance Criteria

Please select with a "Yes" or "No" whether you have complied with the following compliance criteria:

General	
A. Tender Conditions Tenderers are to provide acknowledgment that your organisation has submitted in accordance with the Conditions of Tender including completion of the Offer Form and provision of your pricing submitted in the format required by the Principal. Provide the following: 5.1 Tenderer's Offer Form 6.6 Schedule 6 – Annual Fixed Price Breakdown 6.7 Schedule 7 – Per Occasion of Service Fixed Price	Yes / No
B. Specification Requirements Do you comply with the Specifications contained in the Request? *Please note: Tender submissions for part of the requirements will not be considered.*	Yes / No
C. Subcontract Do you intend to subcontract any of the Requirements? If yes complete the following: 6.1 Schedule 1 – Details of Subcontractor/s 6.2 Schedule 8 - Subcontractor/s Details	Yes / No
D. Insurance The insurance requirements for this Request are stipulated in Part 3.11 of this Request. Tenderers are to supply evidence of their insurance coverage including, insurer, expiry date, value and type of insurance. A copy of the Certificate of Currency is to be provided with the tenderers submission. Complete the following: 6.3 Schedule 2 – Insurance Coverage	Yes / No
E. Risk Assessment Tenderers are to address the following information in an attachment and label it "Risk Assessment": 1) An outline of your Organisational structure inclusive of any branches and number of personnel. 2) If companies are involved, attach their current ASIC company extracts search including latest annual return. 3) Provide the organisations directors/company owners and any other positions held with other organisations. 4) Provide a summary of the number of years your organisation has been in business.	

5) Attach details of your referees. You should give examples of work provided for your referees where possible. 6) Are you acting as an agent for another party? If Yes, attach details (including name and address) of your Principal. 7) 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. 8) 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. 9) 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. 10) Are you presently able to pay all your debts in full as and when they fall due? 11) 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.	
F. Workplace Health & Safety Compliance with the following WHS management System Requirements: **Policy & Management** 12) Is there a written company health and safety policy? 13) Is the OHS Management System audited or reviewed on a regular basis? 14) Is there a company OHS organisation chart? 15) Are health and safety responsibilities clearly identified for all employees? 16) Are line managers held accountable for health and safety performances? **Safe Operating Procedures** 17) Has the Tenderer prepared safe operating procedures or specific safety instructions relevant to its operations? 18) Are safe operating procedures or specific safety instructions issued to Employees? 19) Does the company have any permit to work systems? 20) Is there a documented incident investigation procedure? 21) Do incident reports contain prevention recommendations? 22) Are there procedures for maintaining, inspecting and assessing the hazard of plant operated/owned by the Tenderer? 23) Are there procedures for storing and handling hazardous substances? 24) Are there procedures for assessing and controlling risks associated with manual handling? **Workplace Inspection** 25) Are regular health and safety inspections at worksites undertaken? 26) Is there a procedure by which employees can report hazards at the workplace? **Consultation** 27) Are there employee elected health and safety representatives? 28) Is there a company safety officer? 29) Is there a workplace safety committee? 30) Are there guidelines on procedures governing the safety committee operation? Written evidence must be provided upon request.	Yes / No

5.2.3 Qualitive Criteria

The Respondent must provide an attachment addressing all the qualitative criteria. These criteria will be scored and weighted as a component of the evaluation process and the following applies:

(a) the evaluation will be carried out on the basis of obtaining the best value for money for the Shire,

(b) Respondents must address each component of the four qualitative criteria using the headings provided;

(c) Respondents must prepare a response on the assumption that the Shire has no knowledge of their organisation, its activities, experience, capability or previous work undertaken; and

(d) full details must be provided for any claims, statements or examples used to address the qualitative criteria.

Evaluation Criteria	Tick if attached	Weighting
Demonstrated Experience in providing similar works and services Respondents must demonstrate an understanding of the requirements of the Specifications/Scope of Works in the Request and the Respondent must provide an outline of its proposed methodology and approach. Provide a detailed description of similar work carried out under Contracts for other government or non-government entities. The minimum information required is: • Scope of Work • Similarities between those contracts and this RFT • Period and dates of contracts Provide details, of at least three referees from similar contracts. • Referees may be contacted during the evaluation of Offers. **Schedule 3**	☐	**20%**
Demonstrated Ability to Manage the Contract, Staff and Performance Respondents must provide details of the proposed site supervisor and contract manager, outlining their industry experience and contracts managed. **Schedule 4** Provide Curriculum Vitae of all key personnel relevant to this service. Provide details of your proposed performance and contract management systems and practices to achieve contract outcomes at the designated location of the service. Provide details of how you intend to develop a sound client relationship including reporting processes Provide a Company Profile including details of: • Company history, organisation chart outlining staff positions/levels and their location, membership of relevant industry associations, infrastructure to undertake the required services and activities; and • Services they intend to sub-contract and details of the proposed sub-contractor/s. **Schedule 1 & 8**	☐	**20%**
Tenderer's Resources Respondents must provide details of the plant and equipment they have available for the work under this contract. **Schedule 5** Describe contingency measures for back up resources.	☐	**20%**
Price Respondents must complete the Price Basis and Schedule below **Schedule 6 & 7**	☐	**40%**

5.3 Price Information

Tenderer's must complete the following questions, before completing the Price Schedule. Tenderers should ensure that they have read this entire Request.

5.3.1 Price Basis

A. Are you prepared to offer a fixed price?	**Yes / No**
B. Are you a Local Supplier as Defined in Part 1.22 Regional Price Preference?	**Yes / No**
C. Price Tenderers must address the following information: Schedule 6 – Annual Fixed Price Breakdown Schedule 7 – Per Occasion & Optional Services Price	**Weighting** **40%**

6 Schedules

6.1 Schedule 1- Details of Subcontractor/s

Name of Subcontractor	Local Supplier as defined in Part 1.22	Description of Proposed Services	% of Total Works to be Subcontracted
	Y / N		%
	Y / N		%
	Y / N		%
	Y / N		%

6.2 Schedule 2- Insurance Cover

Insurance Provider	Type	Value $	Expiry Date	Copy Provided
				☐
				☐
				☐
				☐

6.3 Schedule 3- Demonstrated Experience Referees

Client	Contract Value	Scope of Services	Referee Contact Details

6.4 Schedule 4- Key Personnel

Name:	**Position:**
Key Responsibilities in Relation to the Contract:	
Detail Experience & Qualifications:	
National Police Clearance Details (Attach Copy)	
Application Number:	**Expiry Date:**

Name:	**Position:**
Key Responsibilities in Relation to the Contract:	
Detail Experience & Qualifications:	
National Police Clearance Details (Attach Copy)	
Application Number:	**Expiry Date:**

Name:	**Position:**
Key Responsibilities in Relation to the Contract:	
Detail Experience & Qualifications:	
National Police Clearance Details (Attach Copy)	
Application Number:	**Expiry Date:**

6.5 Schedule 5-Tenderer's Resources

Plant & Equipment List	Back- Up Resources

6.6 Schedule 6- Annual Fixed Brice Breakdown

Ref	Facility	Annual Price	
		(ex GST)	(inc GST)
	Shire Administration Office	$	$
	Council Chambers	$	$
	Planning & Infrastructure Offices	$	$
	Dongara Public Library	$	$
	Operations Depot	$	$
	Irwin Rec Centre	$	$
	Dongara Medical Centre	$	$
	Irwin Transfer Station	$	$
	Dongara Pavilion	$	$
	Dongara Pavilion Public Conveniences	$	$
	Dongara Town Park Ablutions	$	$
	Foreshore Shelter Shed Ablutions	$	$
	Fishing Boat Harbour Public Ablutions	$	$
	Recreational Jetty Ablutions	$	$
	Seaspray Public Ablutions	$	$
	Memorial Park Ablutions	$	$
	South Beach Ablutions	$	$
	Dongara Oval Dump Point	$	$
	Foreshore BBQ's	$	$
	Foreshore Shelter Shed	$	$
	Cliff Head Ablutions & Public Facilities	$	$
	Big Freshwater Ablutions	$	$
	Knobby Head Ablutions	$	$
	Fish Cleaning Trough		
Total		**$**	**$**

Annual Price increase: _____ %
Schedule 6.1

Contract Term	Annual Contract Price (ex GST)	Annual Contract Price (inc GST)
Year 1		
Year 2		
Year 3		
Optional		
Year 4		
Year 5		

6.7 Schedule 7 Per Occasion & Optional Services

Ref	Facility	Unit	Price (ex GST)	Price (inc GST)
	Irwin Rec Centre Function Room	Per Service	$	$
	Dongara Pavilion	Per Service	$	$
	Dongara Pavilion Public Conveniences	Per Service	$	$
	Dongara Town Park Ablutions	Per Service	$	$
	Foreshore Shelter Shed Ablutions	Per Service	$	$
	Fishing Boat Harbour Public Ablutions	Per Service	$	$
	Recreational Jetty Ablutions	Per Service	$	$
	Seaspray Public Ablutions	Per Service	$	$
	Memorial Park Ablutions	Per Service	$	$
	South Beach Ablutions	Per Service	$	$
	Dongara Oval Dump Point	Per Service	$	$
	Foreshore BBQ's	Per Service	$	$
	Foreshore Shelter Shed	Per Service	$	$
	Cliff Head Ablutions & Public Facilities	Per Service	$	$
	Big Freshwater Ablutions	Per Service	$	$
	Knobby Head Ablutions	Per Service	$	$
	Fish Cleaning Trough	Per Service	$	$
	OPTIONAL SERVICES			
	240Ltr Public Space Bins	Per Bin	$	$
	Event Litter	Per Hour	$	$
	Pressure Cleaning	Per Hour	$	$
	Portable Toilets	Per Service	$	$
	Window Cleaning	Per Hour	$	$

6.8 Schedule 8 -Sub-Contractor/s Details

Sub-Contractor 1	
Name of Sub-Contractor	
Contact Person	
ACN/ABN	
Address:	

Have the relevant Registration, Licences and Qualifications for the Services?	Y / N
Has the Respondent sub-contracted the same or similar Services to the Sub-Contractor in the past 3 years?	Y / N
Has the Sub-Contractor expressly agreed to participate in this Offer and to perform the relevant services if the Offer is accepted?	Y / N

Sub-Contractor 2	
Name of Sub-Contractor	
Contact Person	
ACN/ABN	
Address:	

Have the relevant Registration, Licences and Qualifications for the Services?	Y / N
Has the Respondent sub-contracted the same or similar Services to the Sub-Contractor in the past 3 years?	Y / N
Has the Sub-Contractor expressly agreed to participate in this Offer and to perform the relevant services if the Offer is accepted?	Y / N

Sub-Contractor 3	
Name of Sub-Contractor	
Contact Person	
ACN/ABN	

COMPLETE & RETURN THIS PART

Address:	

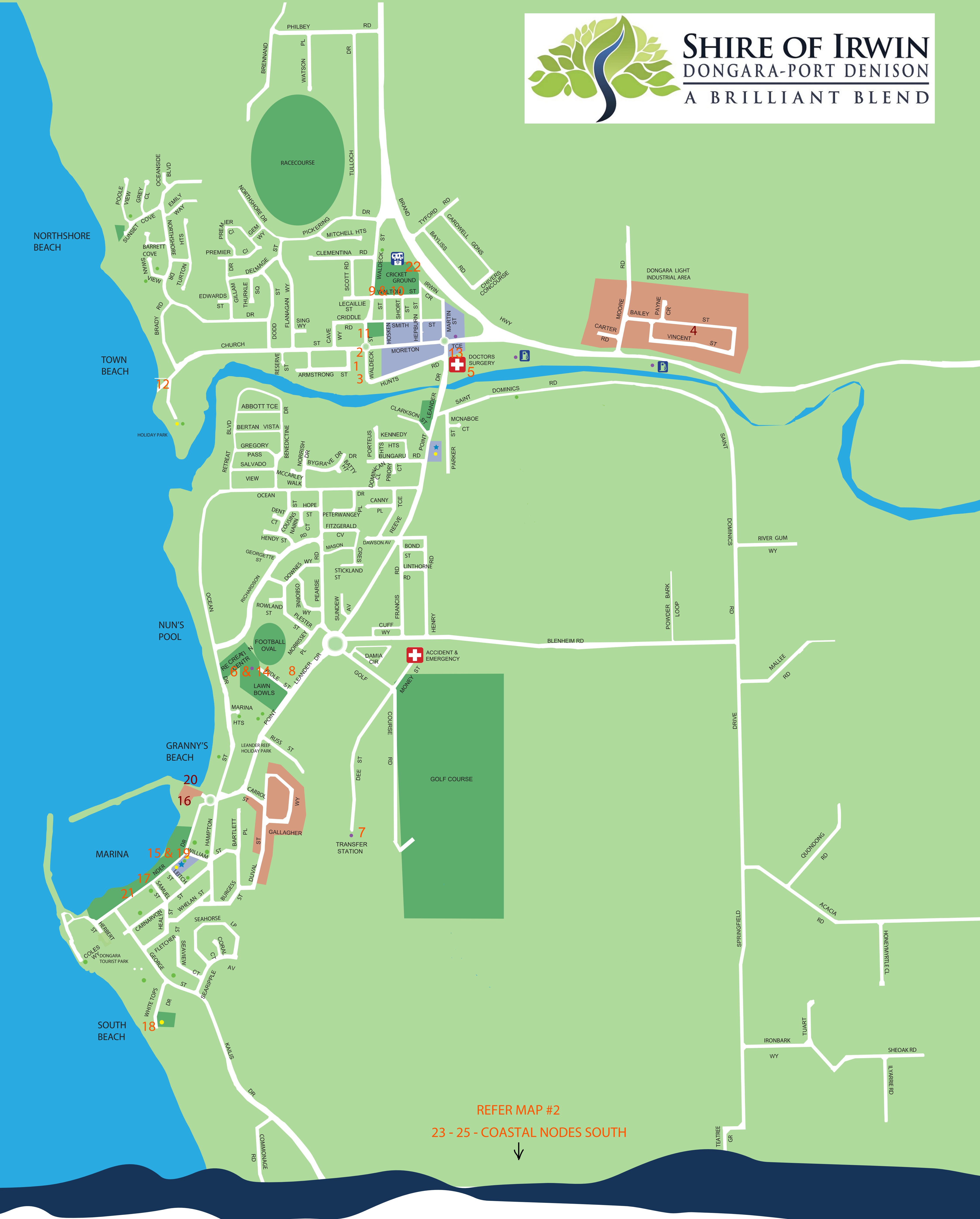
Have the relevant Registration, Licences and Qualifications for the Services?	Y / N
Has the Respondent sub-contracted the same or similar Services to the Sub-Contractor in the past 3 years?	Y / N
Has the Sub-Contractor expressly agreed to participate in this Offer and to perform the relevant services if the Offer is accepted?	Y / N

Sub-Contractor 4	
Name of Sub-Contractor	
Contact Person	
ACN/ABN	
Address:	

Have the relevant Registration, Licences and Qualifications for the Services?	Y / N
Has the Respondent sub-contracted the same or similar Services to the Sub-Contractor in the past 3 years?	Y / N
Has the Sub-Contractor expressly agreed to participate in this Offer and to perform the relevant services if the Offer is accepted?	Y / N

Annexure A

SHIRE OF IRWIN
DONGARA-PORT DENISON
A BRILLIANT BLEND



LEGEND

Dump Point

1. SHIRE ADMINISTRATION
2. COUNCIL CHAMBERS
3. DONGARA PUBLIC LIBRARY
4. OPERATONS DEPOT
5. DONGARA MEDICAL CENTRE
6. IRWIN RECREATIONAL CENTRE BLDG
7. TRANSFER STATION
8. DONGARA DRIVE INN
9. DONGARA PAVILLION BDLG
10. DONGARA PAVILLION WC
11. DONGARA TOWN PARK
12. SEASPRAY
13. MEMORIAL PARK
14. IRWIN RECREATION CENTRE WC
15. FORESHORE WC
16. FISHING BOAT HARBOUR
17. RECREATION JETTY
18. SOUTH BEACH
19. FORESHORE SHELTER SHEDS
20. FISH CLEANING TROUGH
21. FORESHORE BBQ'S
22. DONGARA OVAL DUMP

REFER MAP #2

COASTAL NODES ABULTIONS

23. BIG FRESHWATER 46kms
24. CLIFFHEAD 37.5kms
25. KNOBBY HEAD 53kms

Annexure B


Dongara
Port Denison
116
Yardarino
1
Yardanogo
Nature Reserv
1
60
Cliff Head
Arrowsmith
60
Freshwater Point
Knobby Head

RFT EVALUATION MATRIX

Title of RFQ:	**RFT 1-2021/22 Provisions for Cleaning Services**

SELECTION CRITERIA

			COMPLIANCE CRITERIA						QUALITATIVE CRITERIA									
			NON-WEIGHTED						A. Demonstrated		B. Demonstrated		C. Tenderer's		D. Price			
			Item A	Item B	Item C	Item D	Item E	Item F	20%		20%		20%		40%			
	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	Score 0-10	Weighted Score	TOTAL weighted score	RANKING
1																	84	1
2									Non-compliant									
3									Non-compliant									

ATTACHMENT: CEO03

Local Government Reforms Submission

Attachment 1

Local Government Reforms Submission

Department of
Local Government, Sport
and Cultural Industries

GOVERNMENT OF
WESTERN AUSTRALIA

Local Government Reform – Summary of Proposed Reforms



Local Government Reform – Consultation on Proposed Reforms

Local government benefits all Western Australians. It is critical that local government works with:

- a culture of openness to innovation and change
- continuous focus on the effective delivery of services
- respectful and constructive policy debate and democratic decision-making
- an environment of transparency and accountability to ensure effective public engagement on important community decisions.

Since first coming to office in 2017, the McGowan Government has already progressed reforms to improve specific aspects of local government performance. This includes new laws that work to improve transparency, cut red tape, and support jobs growth and economic development - ensuring that local government works for the benefit of local communities.

Based on the significant volume of research and consultation undertaken over the past five years, the Minister for Local Government has now announced the most significant package of major reforms to local government in Western Australia since the Local Government Act 1995 was passed more than 25 years ago. The package is based on six major themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

A large focus on the new reform is oversight and intervention where there are significant problems arising within a local government. The introduction of new intermediate powers for intervention will increase the number of tools available to more quickly address problems and dysfunction within local governments. The proposed system for early intervention has been developed based on similar legislation in place in other jurisdictions, including Victoria and Queensland.

This will deliver significant benefits for small business, residents and ratepayers, industry, elected members and professionals working in the sector.

Local Government Reforms

These reforms are based on extensive consultation undertaken over the last five years, and have been developed considering:

- The Local Government Review Panel Final Report (mid 2020)
- The City of Perth Inquiry Report (mid 2020)
- Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The Victorian Local Government Act 2020 and other State Acts
- The Parliament’s Select Committee Report into Local Government (late 2020)
- Western Australian Local Government Association (WALGA) Submissions
- Direct engagement with local governments
- Correspondence and complaints
- Miscellaneous past reports.

Consultation

Comments on these proposed reforms are invited. Comments can be made against each proposed reform in this document. For details on how to make a submission, please visit www.dlgsc.wa.gov.au/lgactreform.

Theme 1: Early Intervention, Effective Regulation and Stronger Penalties

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
1.1 Early Intervention Powers		

• The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to:
  ○ Suspend or dismiss councils
  ○ Appoint Commissioners
  ○ Suspend or, order remedial action (such as training) for individual councillors.
• The Act also provides the Director General with the power to:
  ○ Conduct Authorised Inquiries
  ○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal
  ○ Commence prosecution for an offence under the Act.
• Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government.
• The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.
	• It is proposed to establish a Chief Inspector of Local Government (the **Inspector**), supported by an Office of the Local Government Inspector (the **Inspectorate**).
	• The Inspector would receive minor and serious complaints about elected members.
	• The Inspector would oversee complaints relating to local government CEOs.
	• Local Governments would still be responsible for dealing with minor behavioural complaints.
	• The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified.
	• The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the *Corruption, Crime and Misconduct Act 2003*, the *Occupational Safety and Health Act 1984*, the *Building Act 2011*, and other legislation.
	• The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism.
	• The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations.
	• The Inspector would be supported by a panel of **Local Government Monitors** (see item 1.2).
	• The existing Local Government Standards Panel would be replaced with a new **Conduct Panel** (see item 1.3).
	• **Penalties** for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4).
		SUPPORTED SUBJECT TO:
		
		More details regarding Inspectors and Monitors required, only brief information is made available regarding their role and purpose.

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	• These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).	
1.2 Local Government Monitors		

• There are currently no legislative powers for the provision of monitors/ temporary advisors.
• The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.
	• A panel of **Local Government Monitors** would be established.
	• Monitors could be appointed by the Inspector to go into a local government and try to resolve problems.
	• The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence.
	• Monitors would be qualified specialists, such as:
	  ○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators
	  ○ Dispute resolution experts - to address the breakdown of professional working relationships
	  ○ Certified Practicing Accountants and other financial specialists - to assist with financial management and reporting issues
	  ○ Governance specialists and lawyers - to assist councils resolve legal issues
	  ○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction.
	• Only the Inspector would have the power to appoint Monitors.
	• Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose.
	Monitor Case Study 1 – Financial Management
	The Inspector receives information that a local government is not collecting rates correctly under the *Local Government Act 1995*. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises
		SUPPORTED

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers. **Monitor Case Study 2 – Dispute Resolution** The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council. The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council's code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.	
1.3 Conduct Panel		
• The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour. • Currently, the Panel makes findings about alleged breaches based on written submissions. • The City of Perth Inquiry report made various recommendations that functions of	• The Standards Panel is proposed to be replaced with a new Local Government **Conduct Panel**. • The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel. • The Inspector would provide evidence to the Conduct Panel for adjudication. • The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend	**SUPPORTED**

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
the Local Government Standards Panel be reformed.	councillors for up to three months, with an appeal mechanism. • For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts. • Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.	
1.4 Review of Penalties		
• There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.	• Penalties for breaching the Local Government Act are proposed to be strengthened. • It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion. • Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address). • It is proposed that a councillor who is suspended multiple times may become disqualified from office. • Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.	**SUPPORTED SUBJECT TO:** Penalties for not completing compulsory training was noted, but the quality/efficiency of training delivery needs to be improved
1.5 Rapid Red Card Resolutions		
• Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws.	• It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1). • It is proposed that Presiding Members have the power to "red card" any attendee (including councillors) who	**SUPPORTED**

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
• Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings. • Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings.	unreasonably and repeatedly interrupt council meetings. This power would: ○ Require the Presiding Member to issue a clear first warning ○ If the disruptions continue, the Presiding Member will have the power to "red card" that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions ○ If the person continues to be disruptive, the Presiding Member can instruct that they leave the meeting. • Any Presiding Member who uses the "red card" or ejection power will be required to notify the Inspector. • Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.	
1.6 Vexatious Complaint Referrals		
• No current provisions. • The Act already provides a requirement for Public Question Time at council meetings.	• Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government's operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner. • Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person's query. • It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person's complaints to the	**SUPPORTED**

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	Inspectorate, which after assessment of the facts may then rule the complaint vexatious.	
1.7 Minor Other Reforms		
• Other minor reforms are being considered to enhance the oversight of local government. • Ministerial Circulars have traditionally been used to provide guidance to the local government sector.	• Potential other reforms to strengthen guidance for local governments are being considered. • For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed. • It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.	**SUPPORTED SUBJECT TO:** Providing more information.

Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.1 Resource Sharing		
• The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs. • Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.	• Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees. • Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.	**SUPPORTED** Attracting a suitably qualified CEO to be shared between several local governments in regional areas would be difficult even with the Band 1 salary. CEOs would be continuously "on the road".
2.2 Standardisation of Crossovers		
• Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences. • This can create confusion and complexity for homeowners and small businesses in the construction sector.	• It is proposed to amend the *Local Government (Uniform Local Provisions) Regulations 1996* to standardise the process for approving crossovers for residential properties and residential developments on local roads. • A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this. • The DLGSC will work with the sector to develop standardised design and construction standards.	**SUPPORTED**
2.3 Introduce Innovation Provisions		

• The *Local Government Act 1995* currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket).	• New provisions are proposed to allow exemptions from certain requirements of the *Local Government Act 1995*, for:
	  ○ Short-term trials and pilot projects
	  ○ Urgent responses to emergencies.
		SUPPORTED

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.4 Streamline Local Laws		
• Local laws are required to be reviewed every eight years. • The review of local laws (especially when they are standard) has been identified as a burden for the sector. • Inconsistency between local laws is frustrating for residents and business stakeholders.	• It is proposed that local laws would only need to be reviewed by the local government every 15 years. • Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer applicable. • Local governments adopting Model Local Laws will have reduced advertising requirements.	**SUPPORTED**
2.5 Simplifying Approvals for Small Business and Community Events		

• Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities.	• Proposed reforms would introduce greater consistency for approvals for:
	  ○ alfresco and outdoor dining
	  ○ minor small business signage rules
	  ○ running community events.
		SUPPORTED

2.6 Standardised Meeting Procedures, Including Public Question Time		
• Local governments currently prepare individual standing order local laws. • The *Local Government Act 1995* and regulations require local governments to allocate time at meetings for questions from the public. • Inconsistency among the meeting procedures between local governments is a common source of complaints.	• To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State. • Regulations would introduce standard requirements for public question time, and the procedures for meetings generally. • Members of the public across all local governments would have the same opportunities to address council and ask questions.	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
2.7 Regional Subsidiaries		
• Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal "organisations of councils", such as NEWROC and WESROC. • These initiatives typically have to be managed by a lead local government. • In 2016-17, provisions were introduced to allow for the formation of Regional Subsidiaries. Regional Subsidiaries can be formed in line with the *Local Government (Regional Subsidiaries) Regulations 2017.* • So far, no Regional Subsidiary has been formed.	• Work is continuing to consider how Regional Subsidiaries can be best established to: ○ Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments ○ Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds ○ Where appropriate, facilitate financing of initiatives by Regional Subsidiaries within a reasonable and defined limit of risk ○ Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.	**SUPPORTED**

Theme 3: Greater Transparency & Accountability

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.1 Recordings and Live-Streaming of All Council Meetings		

• Currently, local governments are only required to make written minutes of meetings.
• While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings.
• Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments.
• Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors[1] such as:
  ○ Growth and development
  ○ Strategic planning issues
  ○ Demands and diversity of services provided to the community
  ○ Total expenditure
  ○ Population
  ○ Staffing levels.
	• It is proposed that all local governments will be required to record meetings.
	• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.
	• Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment.
	• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.
	• Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings.
	• Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.
	• Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to livestream or video record meetings.
	• All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.
		SUPPORTED SUBJECT TO:
		
		Major considerations around resourcing and records management requirements would need to happen to ensure Councillors and Staff are protected

[1] See page 3 of the 2018 Salaries and Allowance Tribunal Determination

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
3.2 Recording All Votes in Council Minutes		
• A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting. • The existing provision does not mandate transparency.	• To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber. • Regulations would prescribe how votes are to be consistently minuted.	**SUPPORTED**
3.3 Clearer Guidance for Meeting Items that may be Confidential		
• The Act currently provides broad definitions of what type of matters may be discussed as a confidential item. • There is limited potential for review of issues managed as confidential items under the current legislation.	• Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances. • It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public. • Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector. • All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.	**NOT SUPPORTED** There is a process of confidentiality required to make better decisions and the Department needs a level of trust in Council to undertake this process. It would threaten the democratic process to make good decisions.
3.4 Additional Online Registers		
• Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online. • Consistent online publication of information can substitute for certain material in annual reports.	• It is proposed to require local governments to report specific information in online registers on the local government's website. Regulations would prescribe the information to be included. The following new registers, each updated quarterly, are proposed:	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Consistency in online reporting across the sector will provide ratepayers with better information. • These registers supplement the simplification of financial statements in Theme 6.	○ **Lease Register** to capture information about the leases the local government is party to (either as lessor or lessee) ○ **Community Grants Register** to outline all grants and funding provided by the local government ○ **Interests Disclosure Register** which collates all disclosures made by elected members about their interests related to matters considered by council ○ **Applicant Contribution Register** accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking ○ **Contracts Register** that discloses all contracts above $100,000.	
3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published		
• It is a requirement of the *Local Government Act 1995* that CEO performance reviews are conducted annually. • The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria. • Additional performance criteria can be used for performance review by agreement between both parties.	• To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs: ○ Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period) ○ The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period) ○ The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).	**NOT SUPPORTED**

Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.1 Community and Stakeholder Engagement Charters		
• There is currently no requirement for local governments to have a specific engagement charter or policy. • Many local governments have introduced charters or policies for how they will engage with their community. • Other States have introduced a specific requirement for engagement charters.	• It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community. • A model Charter would be published to assist local governments who wish to adopt a standard form.	**SUPPORTED**
4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)		
• Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers. • These surveys provide valuable data on the performance of local governments.	• It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey. • Results would be required to be reported publicly at a council meeting and published on the local government's website. • All local governments would be required to publish a response to the results.	**SUPPORTED**
4.3 Introduction of Preferential Voting		
• The current voting method for local government elections is first past the post. • The existing first-past-the-post does not allow for electors to express more than one preference. • The candidate with the most votes wins, even if that candidate does not have a majority. • Preferential voting better captures the precise intentions of voters and as a result	• Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections. • In preferential voting, voters number candidates in order of their preferences. • Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect. • All other states use a form of preferential voting for local government.	**NOT SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
may be regarded as a fairer and more representative system. Voters have more specific choice.		
4.4 Public Vote to Elect the Mayor and President		
• The Act currently allows local governments to have the Presiding Member (the Mayor or President) elected either: ○ by the electors of the district through a public vote; or ○ by the council as a resolution at a council meeting.	• Mayors and Presidents of all local governments perform an important public leadership role within their local communities. • Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4. • Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system. • A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.	**SUPPORTED**
4.5 Tiered Limits on the Number of Councillors		
• The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister. • The Panel Report recommended electoral reforms to improve representativeness.	• It is proposed to limit the number of councillors based on the population of the entire local government. • Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers. • The Local Government Panel Report proposed: ○ For a population of up to 5,000 – five councillors (including the President) ○ population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President) ○ population of above 75,000 – nine to fifteen councillors (including Mayor).	**NOT SUPPORTED** The proposal of 5 Councillors for a local government with a population less than 5,000 was not supported, the current number of 8 works well and Councillors feel as though there is a good representation for the community. It was queried how would the reduction be rolled out? All positions vacant etc

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
4.6 No Wards for Small Councils (Band 3 and 4 Councils only)		
• A local government can make an application to be divided into wards, with councillors elected to those wards. • Only about 10% of band 3 and 4 local governments currently have wards.	• It is proposed that the use of wards for councils in bands 3 and 4 is abolished. • Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election. • In smaller local governments, the population of wards can be very small. • These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes. • There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.	**SUPPORTED**
4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility		

• A person with a lease in a local government district is eligible to nominate as a candidate in that district.
• A person with a lease in a local government district is eligible to apply to vote in that district.
• The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors.
	• Reforms are proposed to prevent the use of "sham leases" in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council.
	• The City of Perth Inquiry Report identified sham leases as an issue.
	• Electoral rules are proposed to be strengthened:
	  ○ A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council.
	  ○ Home based businesses will not be eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address.
	  ○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council.
		SUPPORTED

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases. • The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.	
4.8 Reform of Candidate Profiles		
• Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.	• Further work will be undertaken to evaluate how longer candidate profiles could be accommodated. • Longer candidate profiles would provide more information to electors, potentially through publishing profiles online. • It is important to have sufficient information available to assist electors make informed decisions when casting their vote.	**SUPPORTED**
4.9 Minor Other Electoral Reforms		
• Other minor reforms are proposed to improve local government elections.	• Minor other electoral reforms are proposed to include: ○ The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a recount will always be required) ○ The introduction of more specific rules concerning local government council candidates' use of electoral rolls.	**SUPPORTED**

Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.1 Introduce Principles in the Act		
• The Act does not currently outline specific principles. • The Act contains a short "Content and Intent" section only. • The Panel Report recommended greater articulation of principles	• It is proposed to include new principles in the Act, including: ○ The recognition of Aboriginal Western Australians ○ Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal) ○ Community Engagement ○ Financial Management.	**SUPPORTED**
5.2 Greater Role Clarity		
• The Act provides for the role of council, councillor, mayor or president and CEO. • The role of the council is to: ○ govern the local government's affairs ○ be responsible for the performance of the local government's functions.	• The Local Government Act Review Panel recommended that roles and responsibilities of elected members and senior staff be better defined in law. • It is proposed that these roles and responsibilities are further defined in the legislation. • These proposed roles will be open to further consultation and input. • These roles would be further strengthened through **Council Communications Agreements** (see item 5.3).	**SUPPORTED**
	5.2.1 - Mayor or President Role • It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for: ○ Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council ○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Developing and maintaining professional working relationships between councillors and the CEO ○ Performing civic and ceremonial duties on behalf of the local government ○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.	
	5.2.2 - Council Role • It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council is responsible for: ○ Making significant decisions and determining policies through democratic deliberation at council meetings ○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council ○ Providing a safe working environment for the CEO; ○ Providing strategic direction to the CEO; ○ Monitoring and reviewing the performance of the local government.	**SUPPORTED**
	5.2.3 - Elected Member (Councillor) Role • It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors. • While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for:	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward) ○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council ○ Applying relevant law and policy in contributing to the decision-making of the council ○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions ○ Communicating the decisions and resolutions of council to stakeholders and the public ○ Developing and maintaining professional working relationships with all other councillors and the CEO ○ Maintaining and developing their knowledge and skills relevant to local government ○ Facilitating public engagement with local government. • It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email address) unless they are performing their role in their official capacity.	
	5.2.4 - CEO Role • The *Local Government Act 1995* requires local governments to employ a CEO to run the local government administration and implement the decisions of council. • To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs.	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the CEO of a local government is responsible for: ○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions ○ Facilitating the implementation of council decisions ○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council ○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council ○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3) ○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council ○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.	
5.3 Council Communication Agreements		
• The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the member in their functions. • The availability of information is sometimes a source of conflict within local governments.	• In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided. • It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO. • These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided.	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.	
5.4 Local Governments May Pay Superannuation Contributions for Elected Members		
• Elected members are eligible to receive sitting fees or an annual allowance. • Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund. • Councils should be reflective and representative of the people living within the district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.	• It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances. • Superannuation is widely recognised as an important entitlement to provide long term financial security. • Other states have already moved to allow councils to make superannuation contributions for councillors. • Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people. • Providing superannuation to councillors recognises that the commitment to elected office can reduce a person's opportunity to undertake employment and earn superannuation contributions.	**NOT SUPPORTED** Elected members are volunteers, therefore shouldn't be paid superannuation. However can see value in offering this in Band 1 and 2 councils where more time and therefore incentive may be required.
5.5 Local Governments May Establish Education Allowances		
• Local government elected members must complete mandatory training. • There is no specific allowance for undertaking further education.	• Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council. • Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members.	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government. • Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.	
5.6 Standardised Election Caretaker period		

• There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures.
• This is commonly a point of public confusion.
	• A statewide caretaker period for local governments is proposed.
	• All local governments across the State would have the same clearly defined election period, during which:
	  ○ Councils do not make major decisions with criteria to be developed defining 'major'
	  ○ Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities.
	  ○ There are consistent election conduct rules for all candidates.
		SUPPORTED SUBJECT TO:
		
		More clarity on the definition of 'major' decisions is required.

5.7 Remove WALGA from the Act		
• The Western Australian Local Government Association (WALGA) is constituted under the *Local Government Act 1995.* • The Local Government Panel Report and the Select Committee Report included this recommendation.	• The Local Government Panel Report recommended that WALGA not be constituted under the *Local Government Act 1995*. • Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
5.8 CEO Recruitment		
• Recent amendments introduced provisions to standardise CEO recruitment. • The recruitment of a CEO is a very important decision by a local government.	• It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels. • Councils will be able to select an independent person from the approved list. • Councils will still be able to appoint people outside of the panel with the approval of the Inspector.	**NOT SUPPORTED** This proposal is very open to interpretation – more clarity required before being able to comment.

Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
• The financial statements published in the Annual Report is the main financial reporting currently published by local governments. • Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity. • The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.	• The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government. • It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects. • Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments. • The Office of the Auditor General has identified opportunities to improve financial reporting, to make statements clearer, and reduce unnecessary complexity. • Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments. • It is proposed to establish standard templates for **Annual Financial Statements** for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4. • **Online Registers**, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments.	**SUPPORTED**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• **Simpler Strategic and Financial Planning** (item 6.2) would also improve the budgeting process.	
6.2 Simplify Strategic and Financial Planning		

• Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations.
• There is also the Integrated Planning and Reporting (IPR) framework.
• While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.
	• Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making.
	• The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public.
	• In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning and reporting clearer and simpler, providing greater transparency for ratepayers.
	• Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments.
	• It is proposed that the plans that are required are:
	  ○ Simplified **Council Plans** that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC
	  ○ Simplified **Asset Management Plans** to consistently forecast costs of maintaining the local government's assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape
	  ○ Simplified **Long Term Financial Plans** will outline any long term financial management and sustainability
		SUPPORTED

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years ○ A new **Rates and Revenue Policy** (see item 6.3) that identifies the approximate value of rates that will need to be collected in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years) ○ The use of simple, one-page **Service Proposals** and **Project Proposals** that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become **Service Plans** and **Project Plans** added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.	
6.3 Rates and Revenue Policy		
• Local governments are not required to have a rates and revenue policy. • Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure.	• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure. • A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services. • The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs. • A template would be published for use or adaption by all local governments.	**SUPPORTED SUBJECT TO:** More clarity required – this is already part of the Long Term Financial Plan?

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	• The Local Government Panel Report included this recommendation.	
6.4 Monthly Reporting of Credit Card Statements		
• No legislative requirement. • Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.	• The statements of a local government's credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis. • This provides oversight of incidental local government spending.	**SUPPORTED** Already doing this through monthly accounts for payment officer reports.
6.5 Amended Financial Ratios		
• Local governments are required to report seven ratios in their annual financial statements. • These are reported on the MyCouncil website. • These ratios are intended to provide an indication of the financial health of every local government.	• Financial ratios will be reviewed in detail, building on work already underway by the DLGSC. • The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.	**SUPPORTED SUBJECT TO:** More clarity required. Assuming that this reform is based on the review of how financial ratios are calculated so that the end figure is an effective tool in measuring financial health of the local government.
6.6 Audit Committees		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
• Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members. • The Audit Committee is to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under the Act. • The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.	• To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government. • Audit Committees would also need to consider proactive risk management. • To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees. • The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.	**NOT SUPPORTED** More clarity required. Sounds like this reform is taking away responsibilities of Council.
6.7 Building Upgrade Finance		
• The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements. • This is not currently provided for under the Act. • The Local Government Panel Report included this recommendation.	• Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures. • This would allow local governments to lend funds to improve buildings within their district. • Limits and checks and balances would be established to ensure that financial risks are proactively managed.	**NOT SUPPORTED**
6.8 Cost of Waste Service to be Specified on Rates Notices		
• No requirement for separation of waste changes on rates notice. • Disclosure will increase ratepayer awareness of waste costs. • The Review Panel Report included this recommendation.	• It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service). • This would provide transparency and awareness of costs for ratepayers.	**SUPPORTED SUBJECT TO:** Clarification required, is this the charge to the ratepayer or Council's actual expense?

ATTACHMENT: ID01

Delegated and Authorised Actions for December 2021 and January 2022 – Development

Attachment 1
Table of Delegated Actions for December 2021 and January 2022

Records of exercise of delegated powers or duties

Reference	Function	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
EMP200	Grant a Building Permit	Manager Development	2 Dec 2021	Granted	Building Permit - Outbuilding	P Ganfield	Lot 681 (#68) Ocean Drive, Port Denison
EMP200	Grant a Building Permit	Manager Development	10 Dec 2021	Granted	Building Permit - Outbuilding	CR Constructions	6 Grey Close, Dongara
EMP200	Grant a Building Permit	Manager Development	16 Dec 2021	Granted	Building Permit - Refrigerated Shipping Container	Beagle Holdings P/L & Decee P/L	Lot 150 (#17) Moreton Terrace, Dongara
EMP200	Grant a Building Permit	Manager Development	20 Dec 2021	Granted	Building Permit - Service Station	Horizon Constructions (Australia) Pty Ltd	Lot 7,8 & 9 (#30211-30219) Brand Highway, Dongara
EMP200	Grant a Building Permit	Manager Development	17 Dec 2021	Granted	Building Permit - Patio	R Irving	74 Hidden Valley Close, Dongara
EMP200	Grant a Building Permit	Manager Development	21 Dec 2021	Granted	Building Permit - Outbuilding	CR Constructions	Lot 121 (#11) Gillam Drive, Dongara
EMP200	Grant a Building Permit	Manager Development	11 Jan 2022	Granted	Building Permit - Patio	Shoreline Outdoor World	Lot 200 (#15) Cardwell Gardens, Dongara
EMP200	Grant a Building Permit	Manager Development	17 Jan 2022	Granted	Building Permit - Outbuilding	Baysan Construction	Lot 206 (#3) Cardwell Gardens, Dongara

Records of exercise of delegated powers or duties

Reference	Function	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
EMP200	Grant a Building Permit	Manager Development	17 Jan 2022	Granted	Building Permit - Swimming Pool and Barrier	Y Robb	Lot 46 Fripp Street, Irwin
EMP200	Grant a Building Permit	Manager Development	20 Jan 2022	Granted	Building Permit - Dwelling Addition	Port Denison Builders	Lot 398 Pearse Road, Port Denison
EMP200	Grant a Building Permit	Manager Development	24 Jan 2022	Granted	Building Permit - Dwelling	Port Denison Builders	Lot 218 Dominican Close, Port Denison
EMP200	Grant a Building Permit	Manager Development	21 Jan 2022	Granted	Building Permit - Swimming Pool and Barrier	B & T Patten	Lot 725 Gregory Pass, Port Denison
EMP200	Grant a Building Permit	Manager Development	20 Jan 2022	Granted	Building Permit - Outbuilding	Shoreline Outdoor World	Lot 218 (#4) Dominican Close, Port Denison
EMP200	Grant a Building Permit	Manager Development	20 Jan 2022	Granted	Building Permit - Swimming Pool and Barrier	Geraldton Creative Landscapes	Lot 214 (#12) Cardwell Gardens, Dongara
EMP200	Grant a Building Permit	Manager Development	31 Jan 2022	Granted	Building Permit - Outbuilding	P Thornton	17 Richardson Road, Port Denison
EMP201	Demolition Permits	Manager Development	22 Dec 2021	Granted	Demolition Permit - Shed and Carport	K & J Cassey	Lot 289 (#27) Carnarvon Street, Port Denison

Records of exercise of delegated powers or duties

Reference	Function	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
EMP201	Demolition Permits	Manager Development	5 Jan 2022	Granted	Demolition Permit - Dwelling	Batavia Timber and Salvage	15 Carnarvon Street, Port Denison
EMP202	Occupancy Permits or Building Approval Certificates	Manager Development	3 Dec 2021	Granted	Building Approval Certificate - Swimming Pool & Barrier	C Barron	1 Fitzgerald Cove, Port Denison
EMP202	Occupancy Permits or Building Approval Certificates	Manager Development	13 Dec 2021	Granted	Occupancy Permit - Workers Accommodation	GMA Certification Pty Ltd	Lot 4 (#353) Pye Road, Mount Adams
EMP202	Occupancy Permits or Building Approval Certificates	Manager Development	21 Dec 2021	Granted	Occupancy Permit - Service Station	Eddy Group Pty Ltd	Lot 7,8 & 9 (#30211-30219) Brand Highway, Dongara
EMP904	Local Planning Scheme No.5	Manager Development	17 Dec 2021	Granted	Development Approval - Swimming Pool	B & T Patten	Lot 725 (#5) Gregory Pass, Port Denison
EMP904	Local Planning Scheme No.5	Manager Development	16 Dec 2021	Granted	Development Approval - Dwelling and Retaining Walls	P Old & E Parent	Lot 1 (#3) Dent Court, Port Denison

Records of exercise of delegated powers or duties

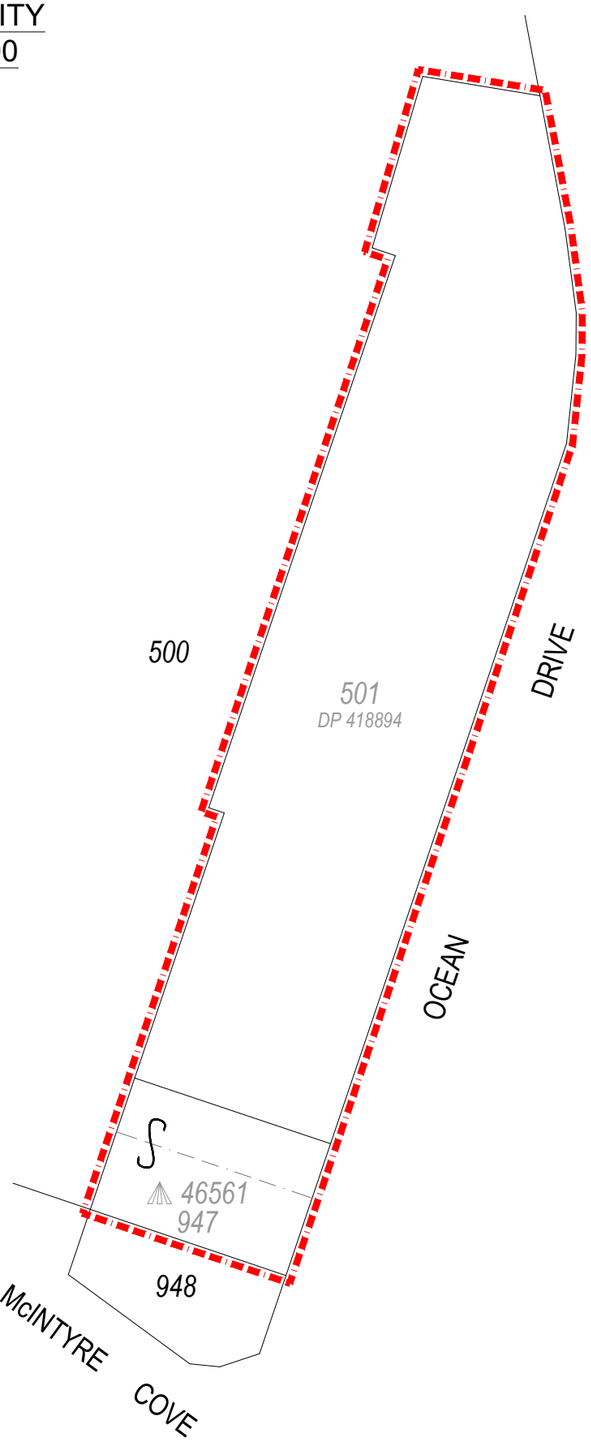
Reference	Function	Officer	Date of decision	Decision	Description	Person or classes of persons	Address
EMP904	Local Planning Scheme No.5	Manager Development	20 Dec 2021	Granted	Development Approval - Parapet Wall Extension	T Parker	Lot 598 (#3) Grey Close, Dongara
EMP904	Local Planning Scheme No.5	Manager Development	11 Jan 2022	Granted	Development Approval - Outbuilding	P Thornton	Lot 426 (#17) Richardson Road, Port Denison
EMP904	Local Planning Scheme No.5	Manager Development	13 Jan 2022	Granted	Development Approval - Dwelling and Outbuilding	N & M Boullineau	Lot 119 Springfield Drive, Springfield
EMP904	Local Planning Scheme No.5	Manager Development	25 Jan 2022	Granted	Development Approval - Outbuilding	G Powell	Lot 24 (#6) Church St, Dongara
EMP904	Local Planning Scheme No.5	Manager Development	28 Jan 2022	Granted	Development Approval - Outbuildings	Norwest Building Group	Lot 200 (#22) Bonniefield Road East, Bonniefield

ATTACHMENT: ID02

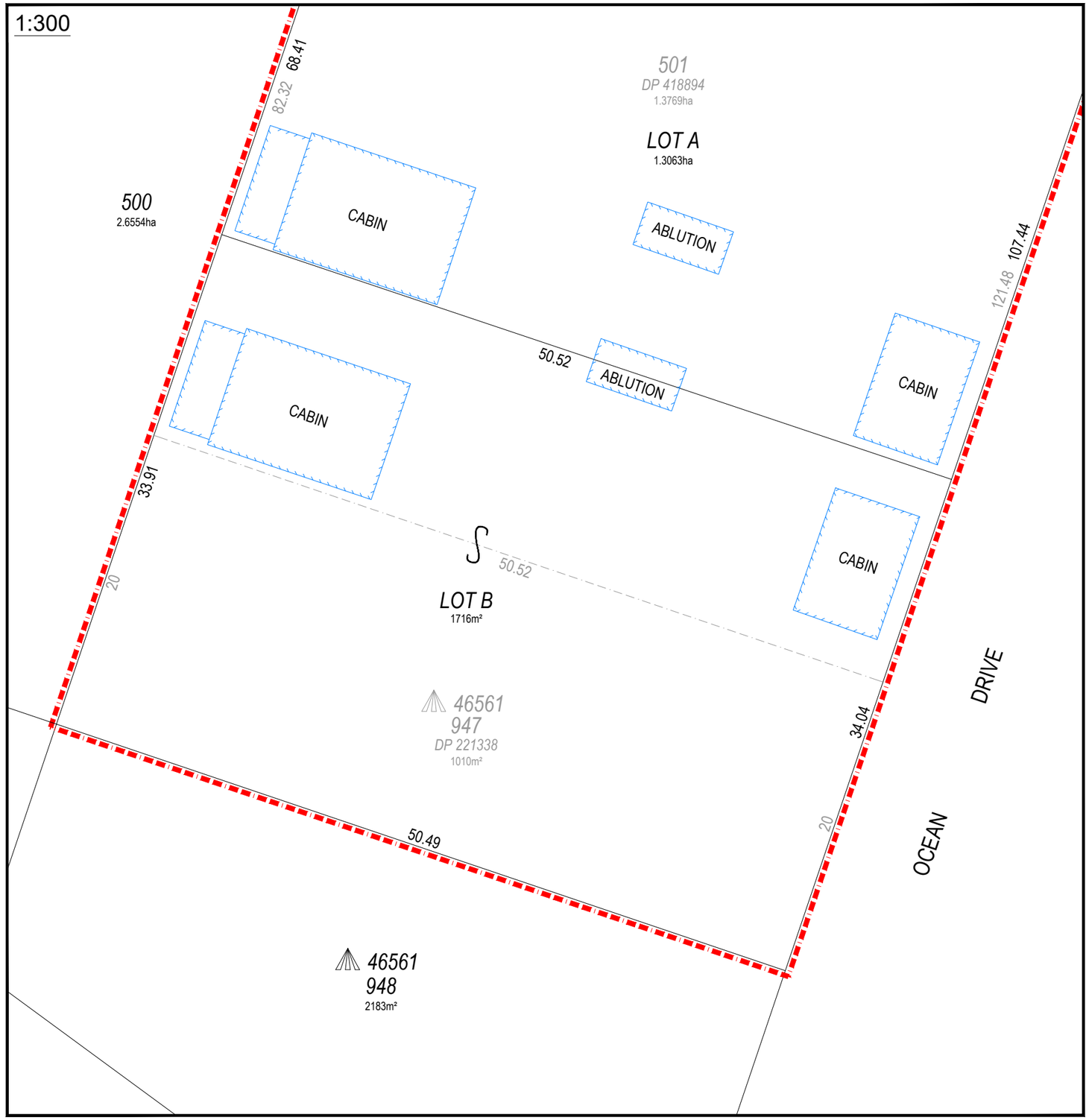
Big 4 Dongara Denison Beach Holiday Park – Revised lease area and initiate lease renewal

Attachment 1
Grannies Beach Survey Plan

LOCALITY
1:1500



1:300



N

SCALE 1:300

CLIENT	SHIRE OF IRWIN				
TITLE	PROPOSED BOUNDARY RATIONALISATION LOT 501 & 947 OCEAN DRIVE, PORT DENISON				

Quantum SURVEYS

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PO Box 695
Geraldton WA 6531
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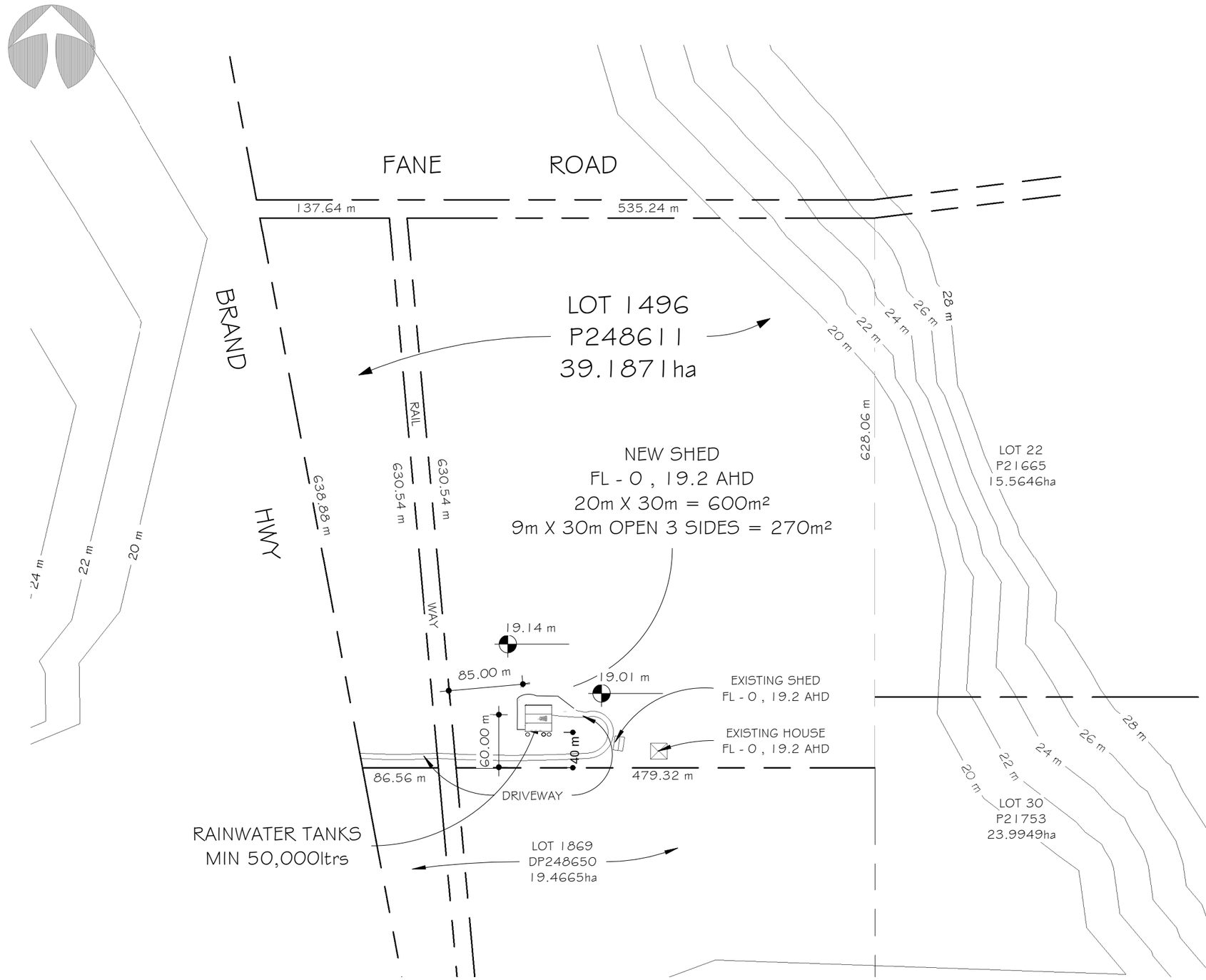
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COMPUTED R.HUNT	06/02/2022	HORIZONTAL DATUM JCG'94	VERTICAL DATUM -		
DRAWN D.WELSH	08/02/2022	FIELD BOOK -	LEVEL BOOK -		
CHECKED R.HUNT	08/02/2022	DRAWING No. 21614PC01			

ATTACHMENT: ID03

Amendment to Proposed Outbuilding at Lot 1496 (#31104) Brand Highway, Bonniefield

Attachment 1
Amended Development Application

Attachment 2
Council Decision 151021



1 Site
1 : 5000

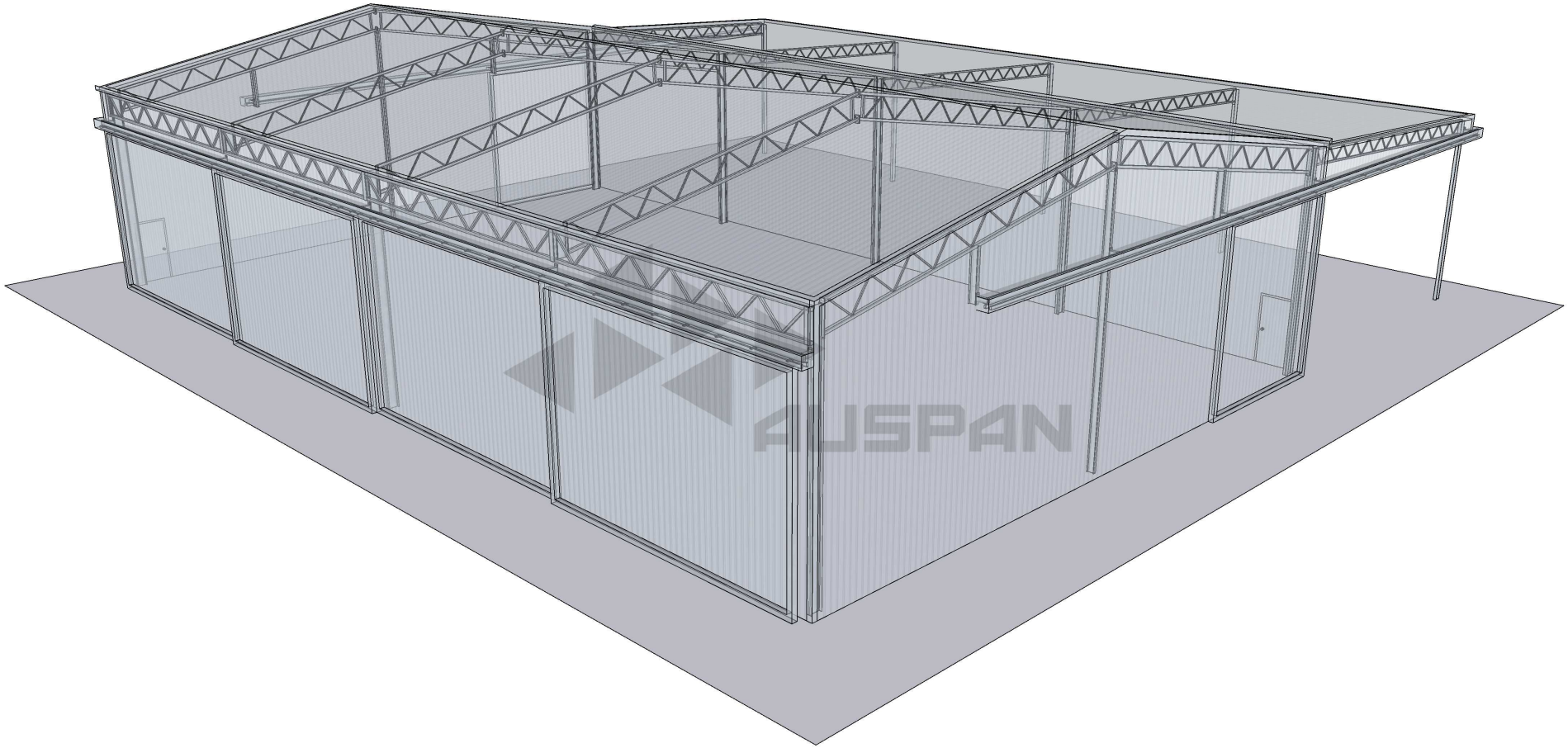
Rev	Date	Revisions
4	17/6/2021	MOVE SHED EAST 15mtrs
3	1/6/2021	ADD SLIDING & PA DOORS
2	27/5/2021	ADD FLOORPLAN & ELEVATIONS
1	24/3/2021	PRELIMINARY PLANS

PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT: BBS - Samuel Smart
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 4

DRAWING No A302 SITE PLAN 17/6/2021



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MEASUREMENTS SHOWN ON THIS DRAWING ARE SUBJECT TO CHANGE DURING THE ENGINEERING PROCESS.

PROJECT NAME
WAREHOUSE

CLIENT
STUART SMART

PROJECT ADDRESS
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

DATE MODIFIED
December 20, 2021

PROJECT NO.
6211(4)

DRAWN
JI

CHECKED
NW

DRAWING TITLE
A103

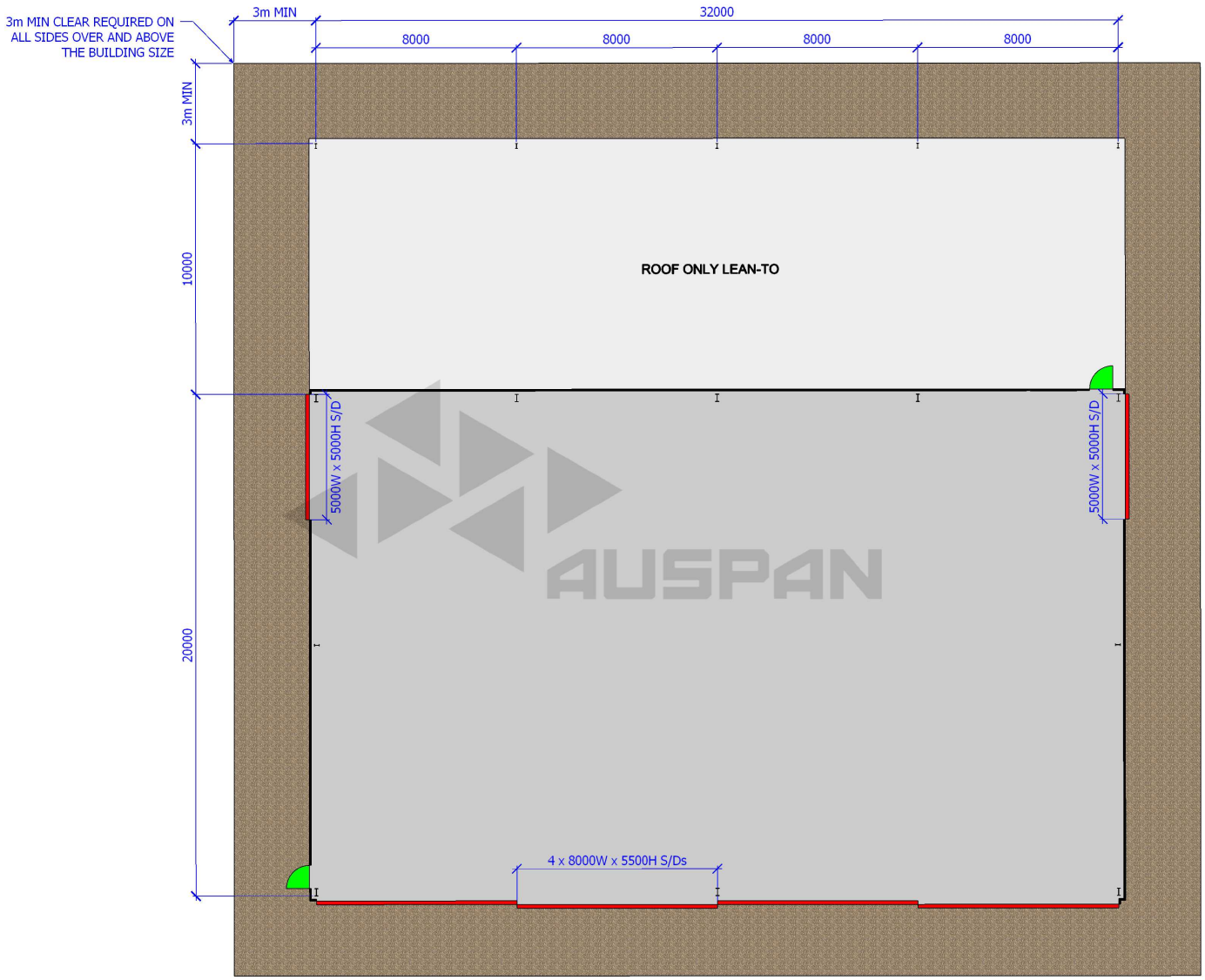
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3D CONCEPT DRAWINGS

PAPER SIZE
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DRAWING NUMBER
A103

REVISION
4

Colourbond Dune Walls



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PROJECT NAME
WAREHOUSE

CLIENT
STUART SMART

PROJECT ADDRESS
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

DATE MODIFIED
December 20, 2021

PROJECT NO.
6211(4)

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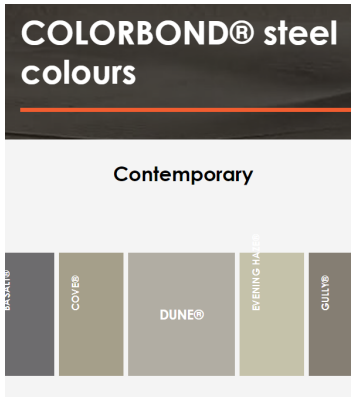
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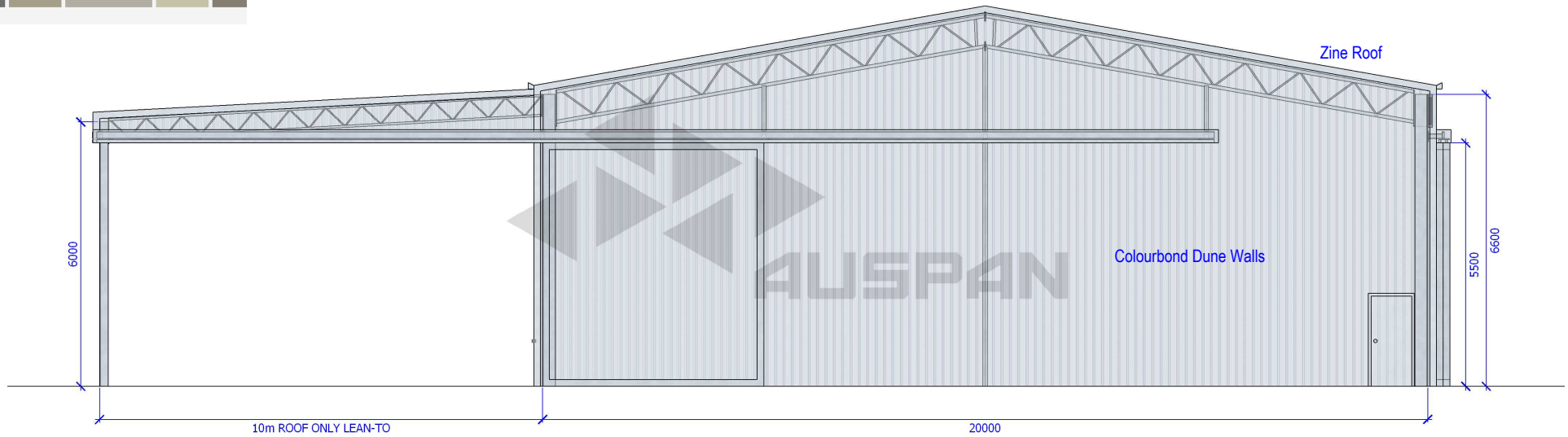
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3D CONCEPT DRAWINGS

PAPER SIZE
A3

DRAWING NUMBER
A104

REVISION
4





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PROJECT NAME
WAREHOUSE

CLIENT
STUART SMART

PROJECT ADDRESS
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

DATE MODIFIED
December 20, 2021

PROJECT NO.
6211(4)

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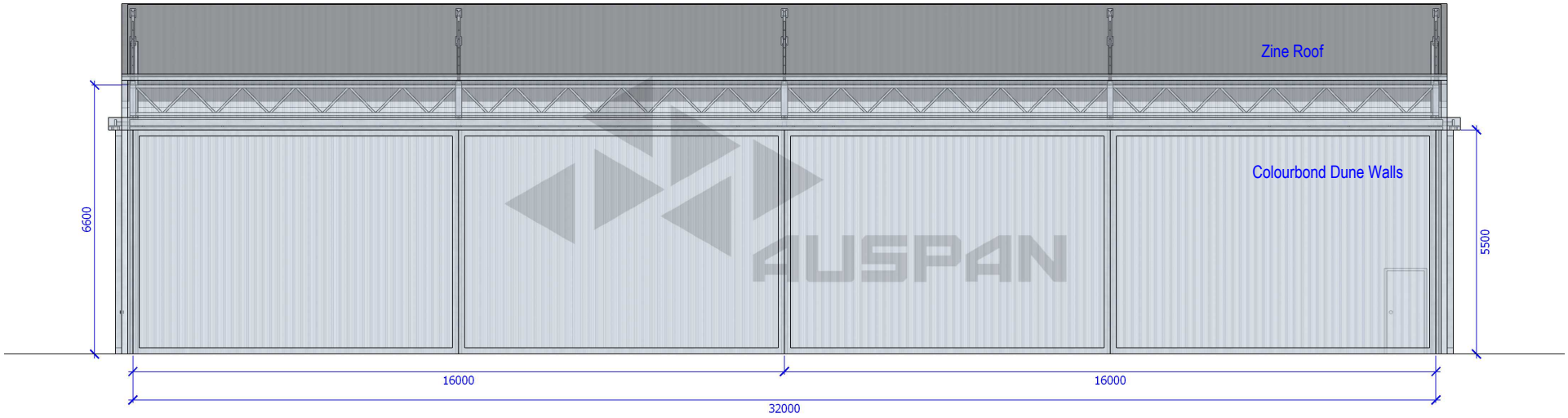
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PROJECT STAGE
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PAPER SIZE
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DRAWING NUMBER
A105

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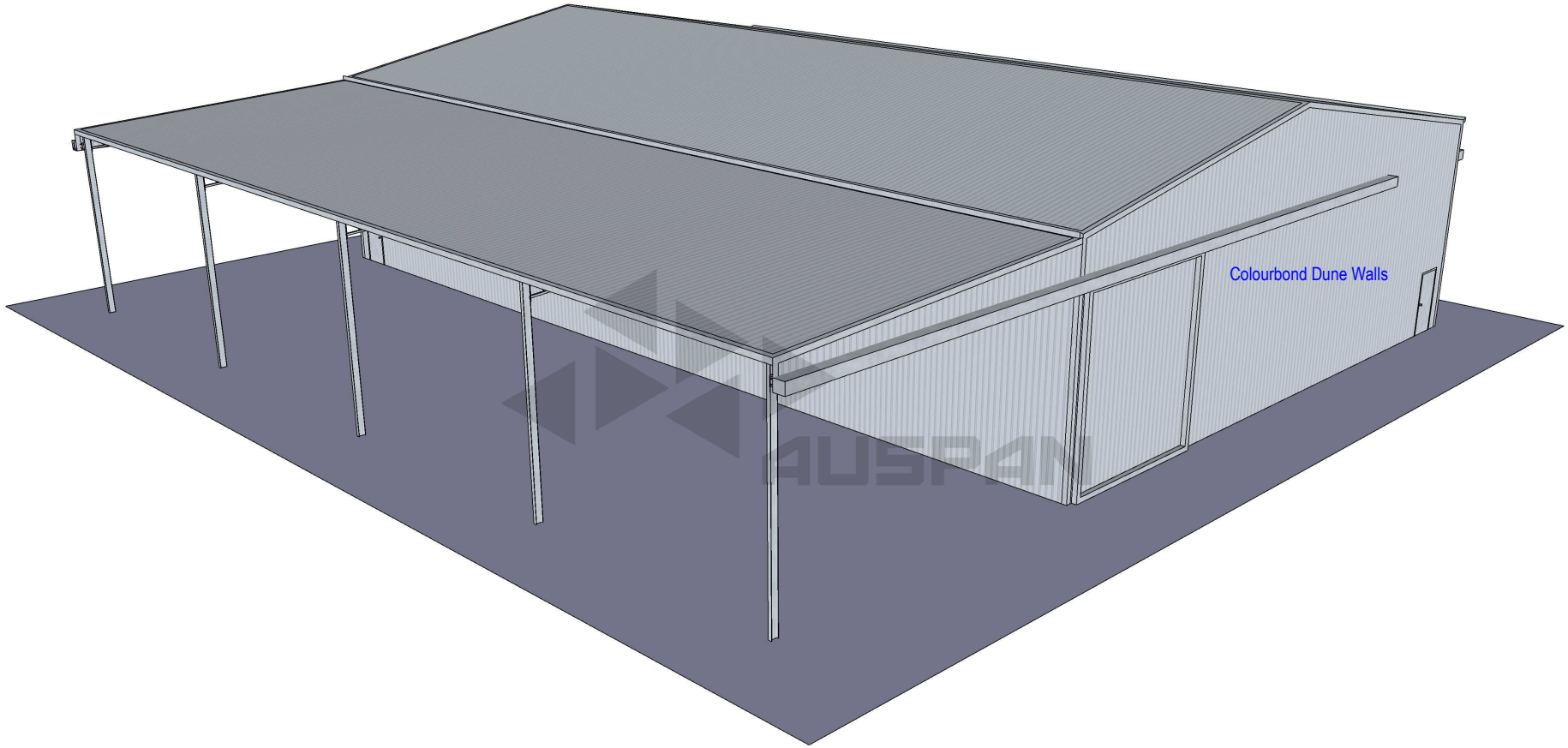
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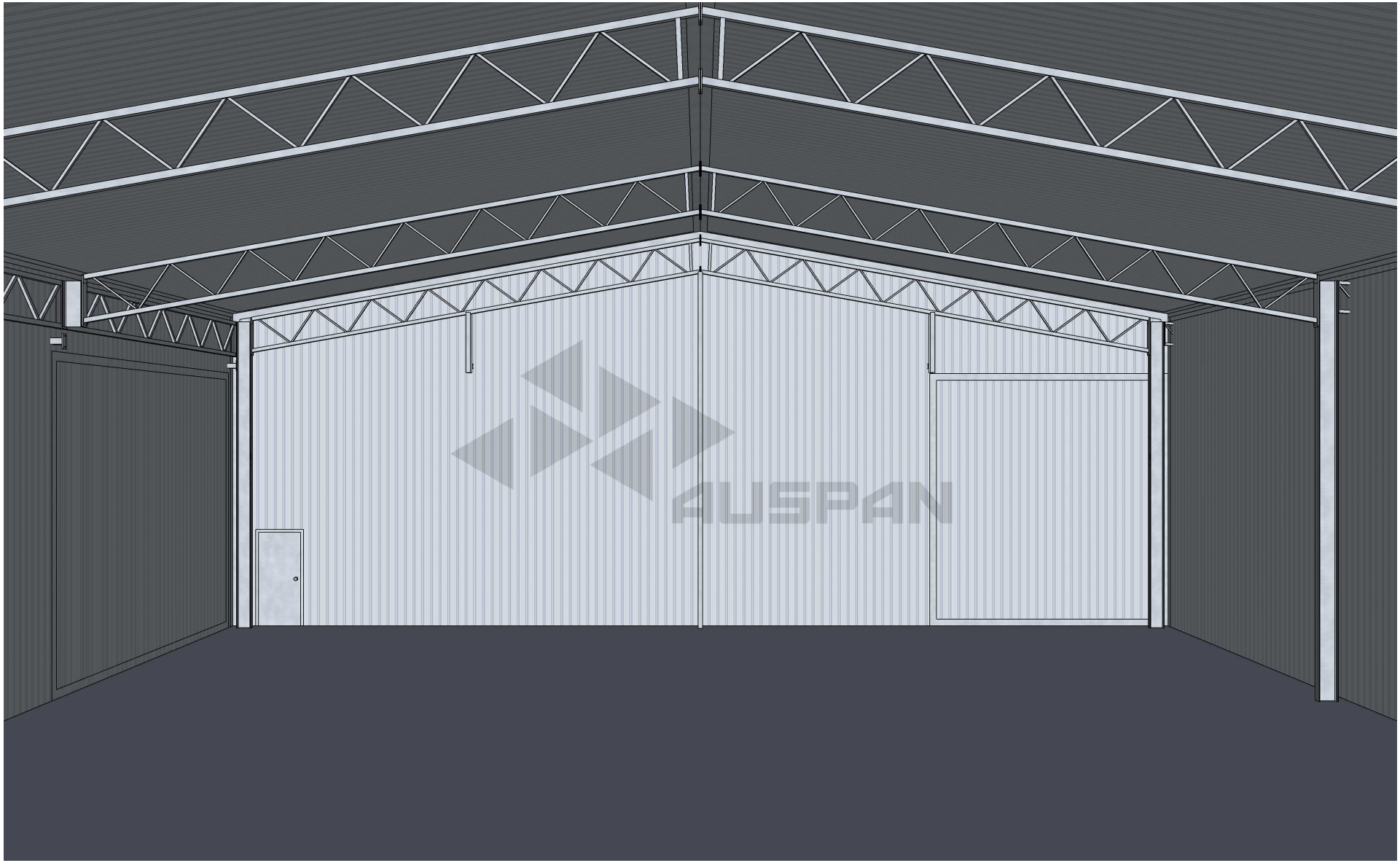
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PROJECT STAGE
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PROJECT NAME
WAREHOUSE

CLIENT
STUART SMART

PROJECT ADDRESS
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

DATE MODIFIED
December 20, 2021

PROJECT NO.
6211(4)

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DRAWING TITLE
A301

PROJECT STAGE
3D CONCEPT DRAWINGS

PAPER SIZE
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DRAWING NUMBER
A301

REVISION
4

INFRASTRUCTURE & DEVELOPMENT	ID03-10/21
Subject:	**ID03-10/21 Proposed Outbuilding at Lot 1496 (#31104) Brand Highway, Bonniefield**
Author:	**B Jeans, Manager Development**
Responsible Officer:	**P Traylen, A/Manager Infrastructure & Development**
File Reference:	**P1133, A3217**
Voting Requirements:	**Simple Majority**

Council Role:

☐ **Advocacy** When Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.

☐ **Executive** The substantial direction setting and oversight role of the Council e.g. performance of the Local Government's function under law, administration of Local Laws, adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

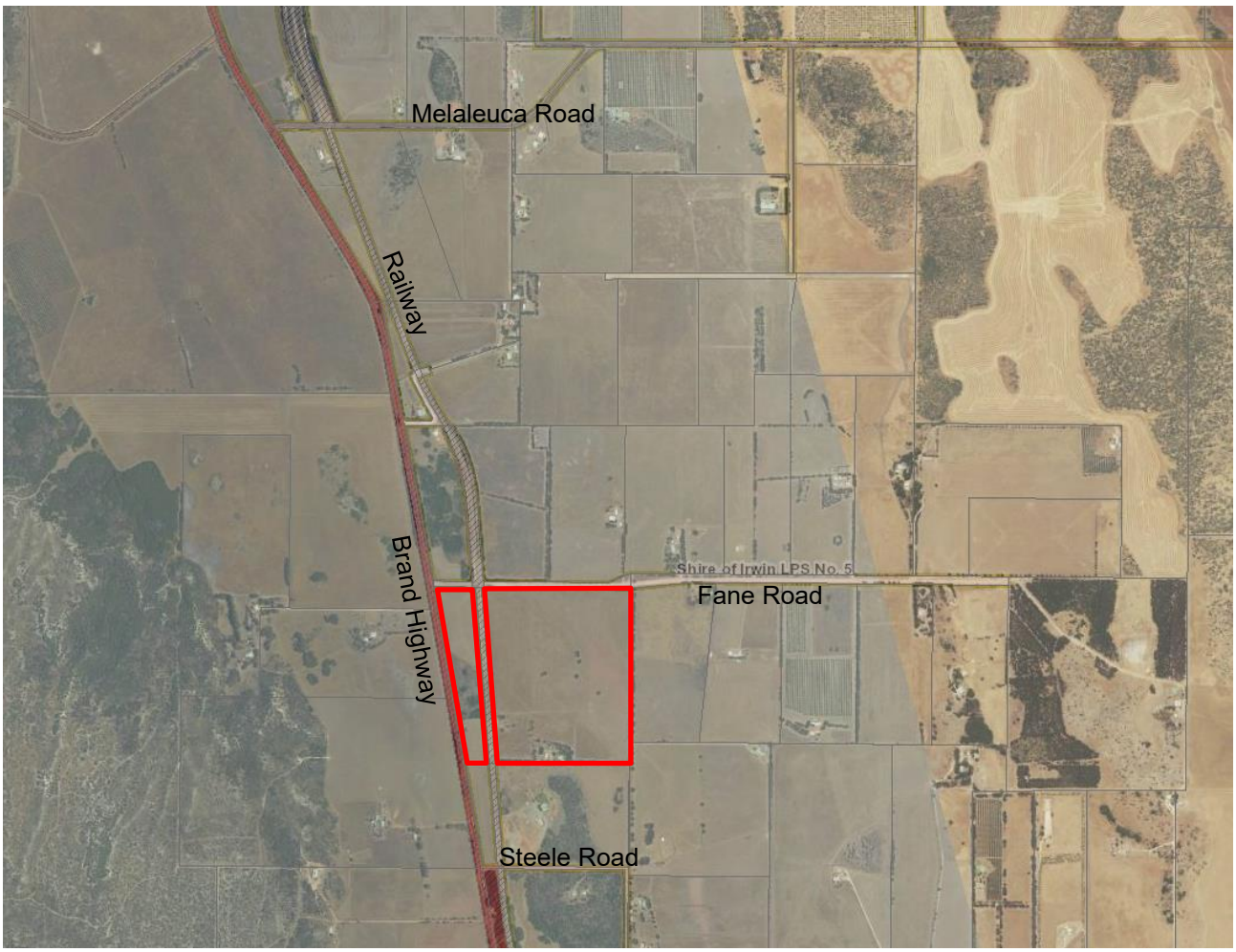
☐ **Legislative** Includes adopting local laws and local planning schemes.

☐ **Review** When Council reviews decisions made by Officers.

☒ **Quasi-judicial** When Council determines an application/matter that directly affects a person's rights and interests. The judicial character arises from the obligation to abide by the principles of natural justice e.g. local planning applications, building permits, other permits/licences (e.g. under Health Act, Dog Act or local laws) and other decisions that may be appealable to the State Administrative Tribunal (SAT).

Report Purpose:
For Council to consider the proposed outbuilding at Lot 1496 (#31104) Brand Highway, Bonniefield.

Background:
The Shire received a Development Application for an outbuilding at Lot 1496 (#31104) Brand Highway, Bonniefield on 6 July 2021. The property is 39 hectares, located within the Rural Smallholdings zone and contains an existing dwelling and outbuilding.



The owner is seeking approval to construct an outbuilding at the property with the summarised characteristics:

- 600sqm floor area (750sqm aggregate on property)
- 6.6m wall height
- 8.366m ridge height
- Zincalume roof and Colorbond “Dune” walls
- Located to the west of the existing dwelling and outbuilding (southwest of main parcel)

The proposal required a Development Application due to exceedance to the maximum floor area prescribed by the Shire’s Local Planning Scheme. The justification provided by the applicant for the outbuilding is provided for in Attachment 1, which states the proposed outbuilding will be used to garage and store equipment and vehicles associated with the maintenance of the land, as well as for similar offsite commercial activities in the area such as sowing/harvesting crops and firebreak maintenance.

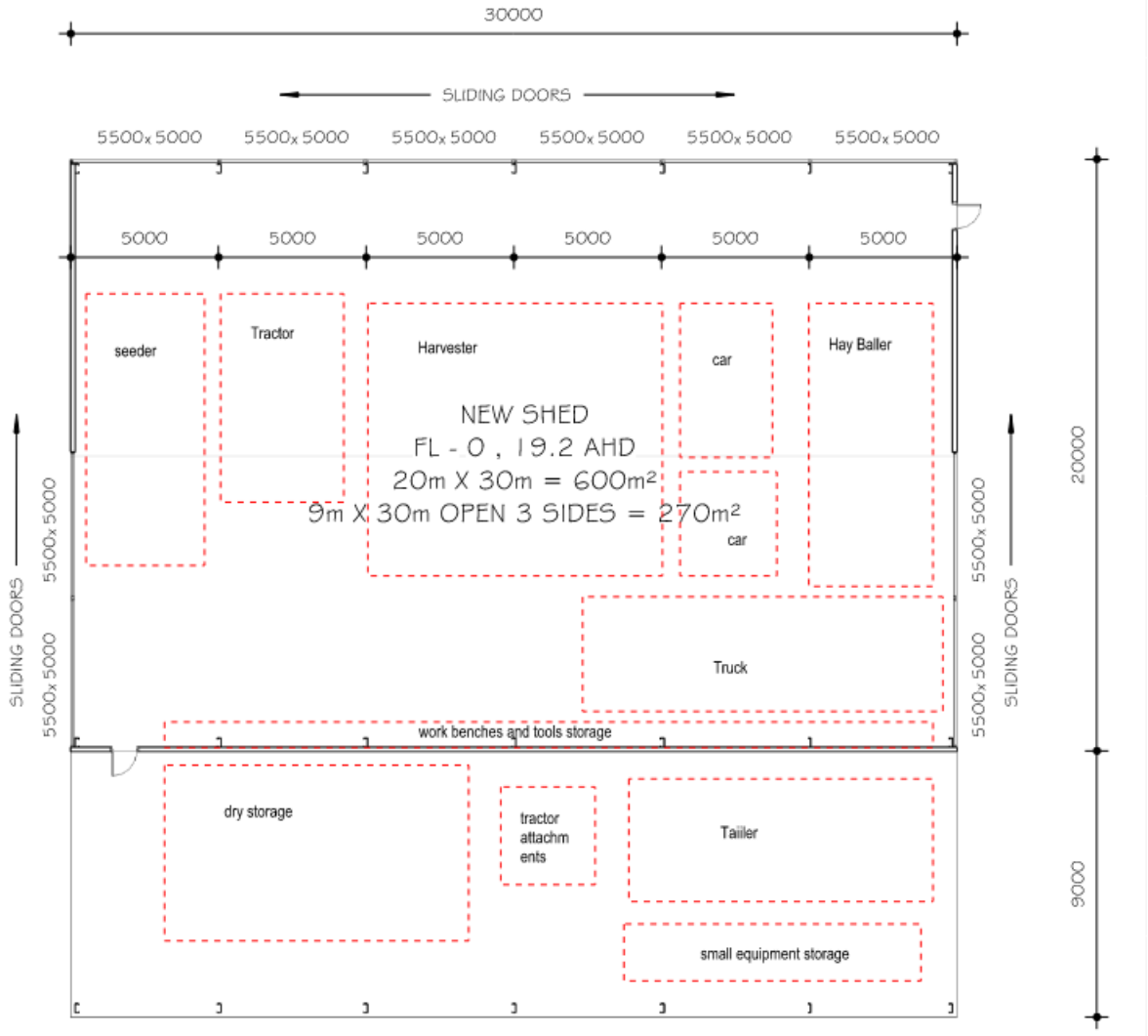
Officer’s Comment:
Below is a table summarising the planning requirements relevant to the proposed outbuilding.

	Prescribed	Proposed
Maximum Floor Area	200sqm	750sqm (600sqm proposed, 150sqm existing)
Wall Height	-	6.6m
Ridge Height	-	8.366m
Setback – front	15m	191m (from Brand Highway)
Setback – rear	7.5m	360m
Setback – side	5m	60m

The application seeks approval for a variation to the maximum floor area for outbuildings prescribed by Clause 5.18 of the Shire's Local Planning Scheme. All other development requirements prescribed by the Scheme, such as setbacks, are compliant. Outbuilding heights outside of the Residential zone are not prescribed in the local planning framework however there is reference to this in Clause 5.18 through an objective statement.

Clause 5.18 - Floor area

The applicant proposes to construct an 870sqm structure of which 600sqm is proposed to be outbuilding (enclosed) and 270sqm lean-to. A 150sqm outbuilding exists on the property and the applicant states it is used for domestic storage. The applicant has provided information to justify their request for additional outbuilding floor area. The applicant has indicated that the large agricultural machinery owned by the landowner would require the 600sqm to allow for garaging and manoeuvrability (image provided by applicant below to demonstrate proposed machinery storage).



The applicant (as per Attachment 1) has also indicated that the machinery to be stored in the outbuilding is to be used "from time to time" for offsite commercial purposes i.e. supporting cropping activities and installing firebreaks for similar rural properties.

The Local Planning Scheme prescribes a maximum outbuilding floor area of 200sqm for the Rural Smallholdings zone and sets the trigger for a Development Application for outbuildings (standalone and in aggregate) that exceed this area. The assessment for applications that exceed this prescribed requirement take into consideration the overarching objective of Clause 5.18 for outbuildings as well as the relevant planning matters set out in Clause 10.2 of the Shire's Local Planning Scheme (which is replaced by Clause 67 of the Deemed Provisions of the Planning and Development (Local Planning Schemes) Regulations 2015).

It is considered the floor area exceedance will not result in adverse amenity impacts. This is due to its location on the property with the favourable surroundings that reduce visibility and impact at street level.

Clause 67 (known as Clause 10.2) – Relevant matters
Clause 5.5.3 of the Shire's Local Planning Scheme clearly states that a local government must only exercise a variation to a Scheme when it is satisfied the "Clause 10.2" matters have been considered and that "*the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality*".

The matters considered relevant to the proposal circulate around the strong consideration of development compatibility and avoiding adverse amenity impacts as a result of the design, bulk and scale. These planning matters are emphasised in Clause 5.18 of the Shire's Local Planning Scheme and are key to many planning decisions. A detailed assessment has been undertaken of the proposed outbuilding, which is substantially in excess of the prescribed floor area, to assess if and how the development is compatible and won't result in adverse amenity impacts.

The conclusion below summarises these findings.

Conclusion

It is worth noting in 2019, Council resolved to refuse an oversized 1,200sqm outbuilding at a nearby property within the locality and within the same zone as the subject proposal. This application was reviewed by the State Administrative Tribunal and Council's refusal decision was upheld. Whilst the outbuilding in that proposal was significantly larger and the consideration matters differed, the planning elements of amenity for outbuildings still broadly apply the same.

The proposal is considered to be compatible and considered to not adversely affect the amenity for the following collective reasons:

- The outbuilding location is not undesirably exposed to the Brand Highway/public view. The raised railway and existing vegetation on the property between the outbuilding and the highway reduces the visibility of the outbuilding to an extent that minimises the bulk and scale of the structure within the semi-rural character setting.
- The lower outbuilding finished level in respect to the natural topography of the property and its surrounds also aids in reducing the exposure of the outbuilding from the highway. The lower level of the outbuilding to Fane Road and surrounding properties also reduces the impact of the structure.
- The outbuilding is setback 540m from Fane Road. Whilst the property is open and exposed to surrounding land to the north and east, the substantial setback and use of the Brand Highway for access to the outbuilding aids in minimising associated impacts both with its scale and use.

One element of the outbuilding proposal that may contribute to adversely affecting the amenity is the Zincalume roofing material. Zincalume is considered to be a highly reflective material when installed. Due to the scale of the outbuilding and risk of undesirable glare, it is recommended the roof be constructed with a material or finish that present low reflectivity properties.

It is recommended that Council grant Development Approval for the outbuilding subject to conditions set out in the Officer's Recommendation. The recommended conditions reflect standard outbuilding conditions as well as additional conditions considered necessary in response to the proposal.

Consultation:
Adjoining/nearby landowners

The proposal was advertised to adjoining or nearby landowners in accordance with Clause 9.4.3 of the Shire's Local Planning Scheme. This resulted in 9 referral letters being sent to neighbouring and nearby properties providing a 14 day comment period.

Five submissions were received in support of the proposal.

Statutory Environment:
Planning and Development (Local Planning Schemes) Regulations 2015

Clause 67 (which is to be read in place/conjunction of Clause 10.2 of the Scheme) provides for matters which are to be considered by the local government. Such matters which are considered relevant include:

(a) The aims and provisions of the Scheme

(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;

(n) the amenity of the locality including the following –
(ii) the character of the locality

Shire of Irwin Local Planning Scheme No 5

The subject property is within the Rural Smallholdings zone. The objective of the zone is:

"a) To provide for the use of land for minor rural pursuits, hobby farms, conservation lots and alternative residential lifestyle purposes where part-time income from cottage industries, home occupation and the use of land for agriculture may be derived.

b) To preserve and enhance landscape quality, environmental values and conservation attributes."

An outbuilding is defined in the Scheme as:

"means a detached enclosed non-habitable structure, including garages, storage sheds, studios, games rooms and patios, but nor carports, pergolas or structures that are connected to or form part of the main building (except with the Residential zone, where the Residential Design Codes' definition for Outbuilding prevails)."

Outbuildings in the Shire are subject to Clause 5.18 of the Scheme. The Scheme sets a maximum outbuilding floor area for the Rural Smallholdings zone at 200sqm and provides more general provisions for outbuildings in all zones:

Clause 5.18 Outbuildings

The local government may approve Outbuildings consistent with the following development requirements. Outbuildings that are deemed to conflict or exceed the development requirements require planning approval and may be required to be advertised in accordance with Clause 9.4.

Zone	**Development Requirements for Outbuildings**
All relevant zones	The location, design, external colour and appearance, scale and bulk of the Outbuilding shall not have adverse amenity impacts on adjoining properties or the area when viewed from public roads.
Residential	As per the Residential Design Codes.
Special Residential	The aggregate maximum Plot Ratio Area (floor area) shall be 80m².
Rural Residential	The aggregate maximum Plot Ratio Area (floor area) shall be 100m².
Rural Smallholdings	The aggregate maximum Plot Ratio Area (floor area) shall be 200m².
General Farming	The aggregate maximum Plot Ratio Area (floor area) shall be 200m².

Table 5.24 of the Scheme prescribes setbacks for development in the Rural Smallholdings zone.

5.24 Zone/Use Development Table

Zone	Use	Min Lot Area (m^2)	Min Boundary Setbacks (m)			Other Requirements
			Front	Rear	Side	
Rural Smallholdings	Any Permitted Use	Area D – 15ha	15m	7.5m	5m	Nil

Clause 5.5 of the Scheme sets requirements relating to the consideration of Scheme variations:

5.5 VARIATIONS TO SITE AND DEVELOPMENT STANDARDS AND REQUIREMENTS

5.5.1 Except for development in respect of which the Residential Design Codes apply, if a development is the subject of an application for planning approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.

5.5.2 In considering an application for planning approval under this Clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to
a) consult the affected parties by the following one or more of the provisions for advertising uses under Clause 9.4, and
b) have regard to any expressed views prior to making its determination to grant the variation.

5.5.3 The power conferred by this Clause may only be exercised if the local government is satisfied that –
a) approval of the proposed development would be appropriate having regard to the criteria set out in Clause 10.2; and
b) the non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality.

Policy Implications:
Nil.

Financial/Resource Implications:
Nil.

Strategic Implications:
Strategic Community Plan 2017 – 2027
Strategy 1.1.1 Continuously improve approval processes
Strategy 4.3.2 Adopt and follow better practice processes

Attachments:
Attachment Booklet – October 2021
ID03-10/21 Attachment 1: Applicant's Covering Letter
ID03-10/21 Attachment 2: Development Application Plans

Officer Recommendation:

COUNCIL DECISION 131021:
MOVED: Cr Leonard **SECONDED: Cr Scott**
That Council suspends Clause 10.2 of the *Shire of Irwin Meeting Procedures Local Law 2016* at 6.44pm, to allow Councillors to gain clarification on item ID03-10/21.
VOTING DETAILS: **Carried 8/0**

Staff provided clarification for Councillors on item ID03-10/21.

COUNCIL DECISION 141021:
MOVED: Cr Palmer **SECONDED: Cr Wyse**
That Council reconvenes under Clause 10.2 of the *Shire of Irwin Meeting Procedures Local Law 2016* at 6.47pm.
VOTING DETAILS: **Carried 8/0**

COUNCIL DECISION 151021:
MOVED: Cr Leonard **SECONDED: Cr Scott**
That Council grant Development Approval for the proposed outbuilding at Lot 1496 (#31104) Brand Highway, Bonniefield subject to the following conditions and advice notes:
Conditions
1. The development plans, as date marked and stamped 'Approved', together with any requirements and annotations detailed thereon by the Shire of Irwin, are the plans approved as part of this application and shall form part of the development approval issued, except where amended by other condition of this approval.
2. All stormwater and drainage runoff from all roofed and impervious areas is to be retained on site to the satisfaction of the Shire of Irwin.
3. All soil disturbed as a result of the development shall be stabilised and retained on site.
4. The outbuilding shall not be used for human habitation.
5. The outbuilding is permitted to be used for storage and garaging purposes only associated with the permitted rural use of the land.
6. The outbuilding shall be constructed with a Colorbond (or similar) material for the external walls as depicted in the approved plans.
7. The outbuilding shall be constructed with a non-reflective roof material or finish to the satisfaction of the Shire of Irwin. Unpainted or untreated Zincalume is considered to be reflective and not permitted.
8. Existing vegetation and trees (identified on the plans) shall be retained and shall only be removed if dead, diseased or required by written instruction by the Shire of Irwin for compliance with the Firebreak Notice. If the vegetation is removed as a result of death or

9. disease, vegetation with the same or similar visible characteristics shall be planted and maintained to the satisfaction of the Shire of Irwin.

Advice Notes

1. **The landowner be advised that no additional outbuildings will be supported on the land under the Shire's current local planning framework.**

2. **If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval will lapse and be of no further effect.**

3. **Where an approval has so lapsed, no development must be carried out without the further approval of the local government having first been sought and obtained.**

4. **If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.**

5. **The Western Australian Building Act 2011 requires a Building Permit to be obtained from the Shire before any work commences on the site.**

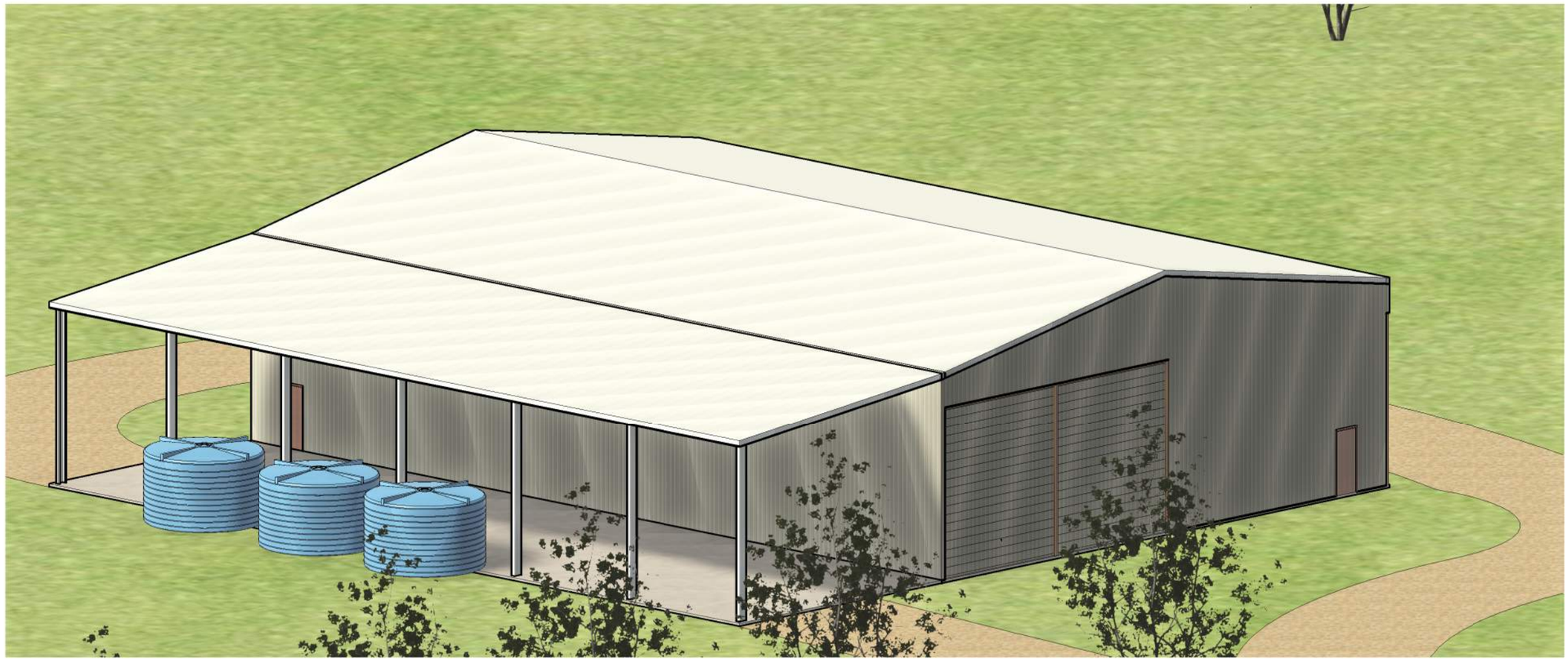
6. **It is the landowner's responsibility to ensure property boundaries and measurements are accurate and consistent with the surveyed property boundary.**

VOTING DETAILS: Carried 8/0

ATTACHMENT: ID03

Proposed Outbuilding at Lot 1496 (#31104) Brand Highway, Bonniefield

Attachment 1
Development Applicaiton Plans



1 PROPOSAL VIEW

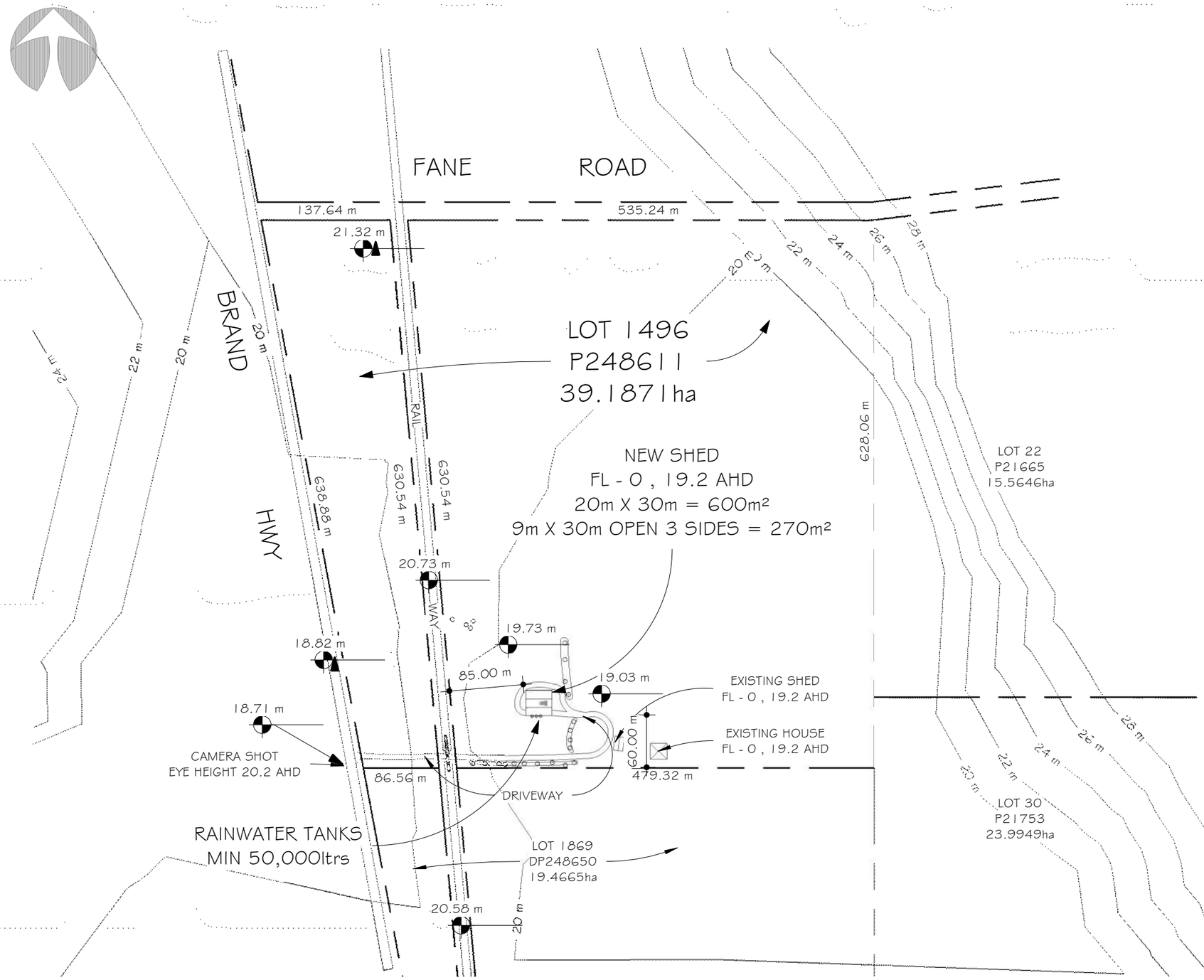
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PETER GOODE
Eco Building & Design
GERALDTON W.A.

CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A301 PROPOSAL 23/8/2021



1 Site
1 : 5000

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CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A302 SITE PLAN 23/8/2021



A304
NORTH

EAST
A304

30000

SLIDING DOORS

5500x 5000 | 5500x 5000 | 5500x 5000 | 5500x 5000 | 5500x 5000 | 5500x 5000

5000 | 5000 | 5000 | 5000 | 5000 | 5000

NEW SHED
FL - 0 , 19.2 AHD
20m X 30m = 600m²
9m X 30m OPEN 3 SIDES = 270m²

SLIDING DOORS
5500x 5000
5500x 5000

SLIDING DOORS
5500x 5000
5500x 5000

20000

9000

A305
WEST

SOUTH
A305

1 FFL
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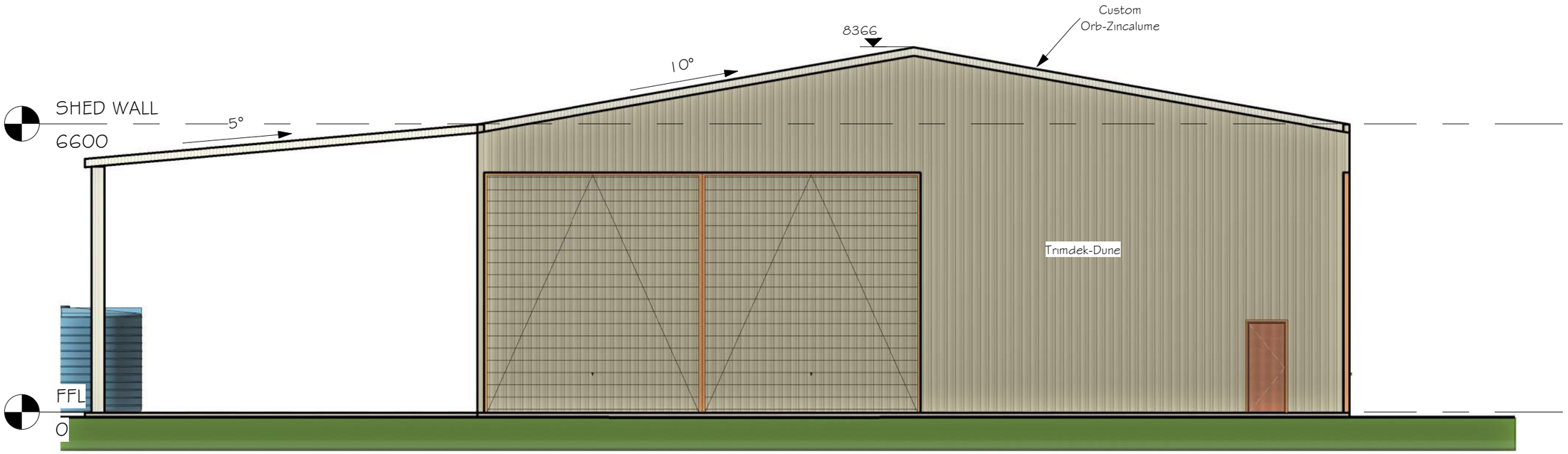
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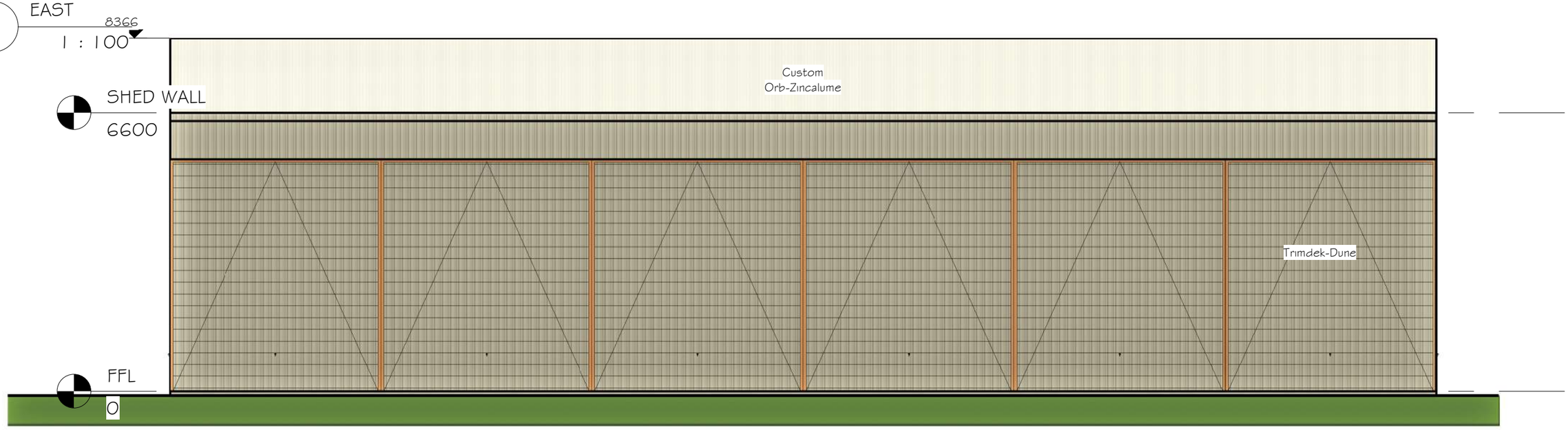
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LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A303 FLOOR PLAN 23/8/2021



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2 NORTH
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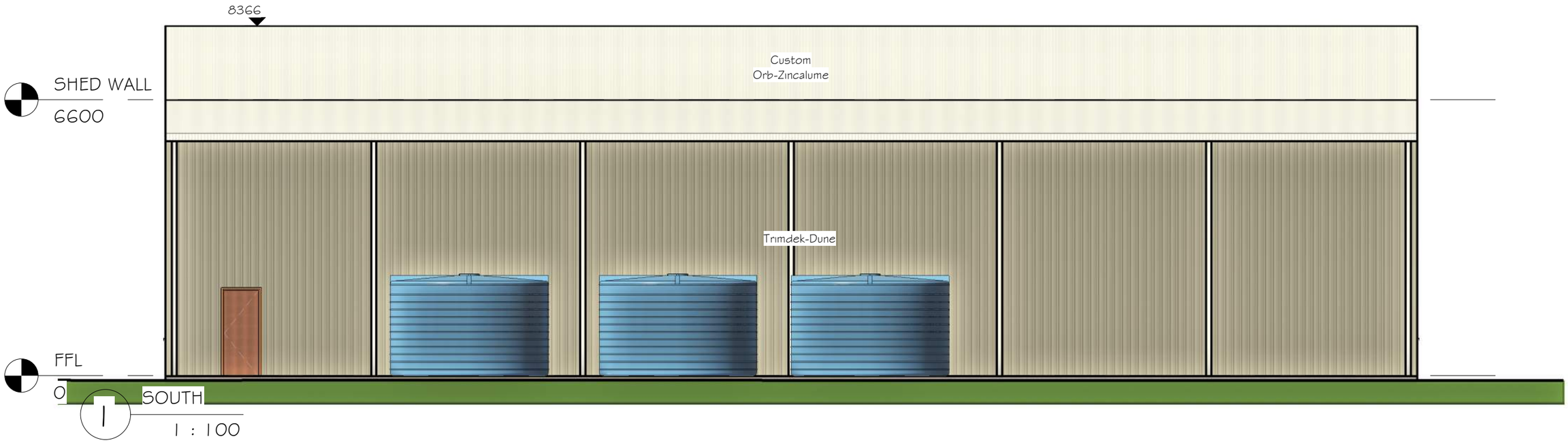
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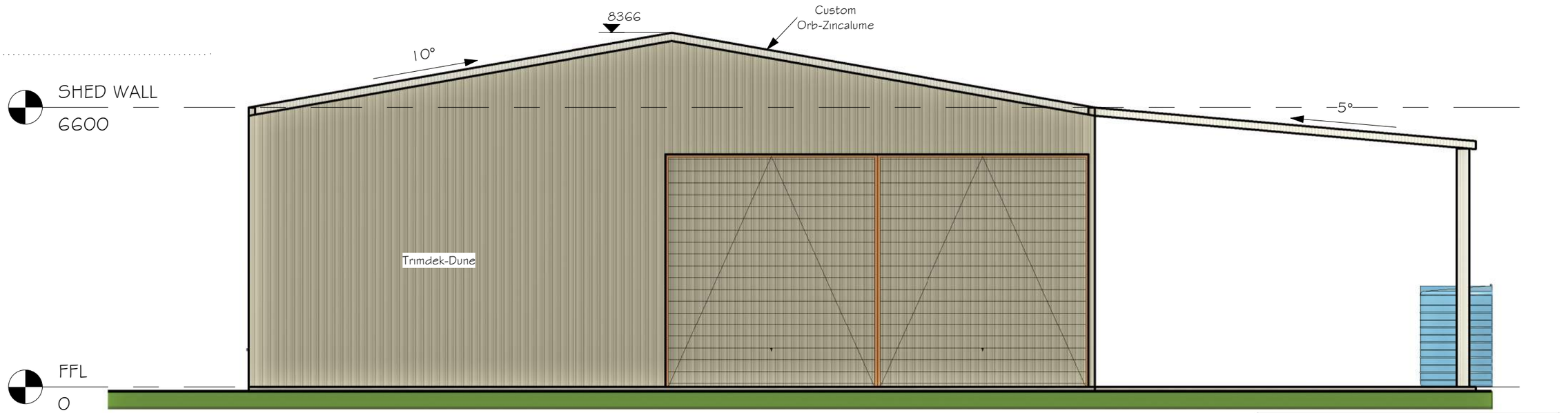
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CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A304 ELEVATIONS 23/8/2021





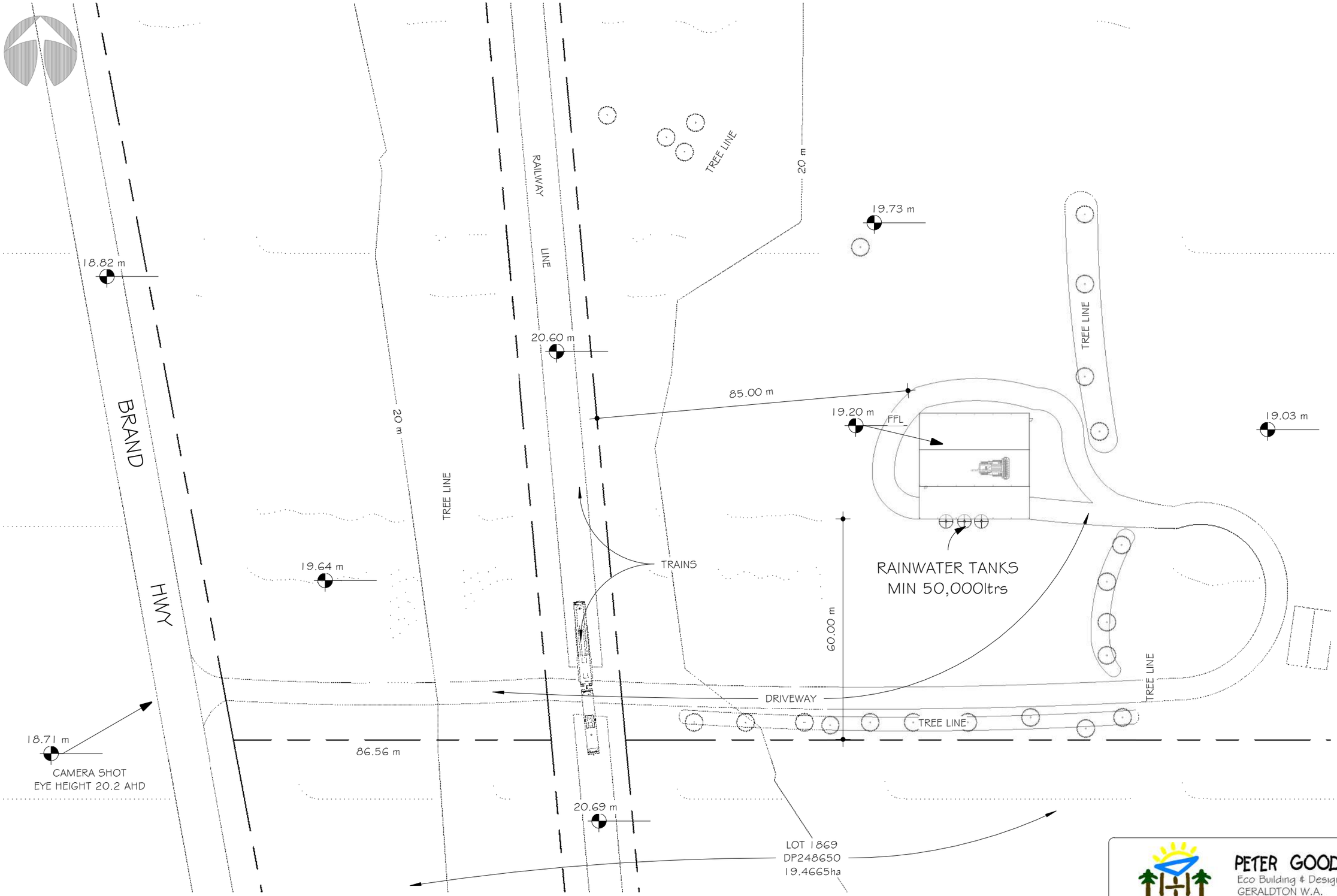
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CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A305 ELEVATIONS 23/8/2021



1 LOCATION PLAN
1 : 1000

Rev	Date	Revisions
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1		

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CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A306 LOCATION PLAN 23/8/2021



1 3D View 1

Rev	Date	Revisions
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CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A307 CAMERA SHOTS 23/8/2021



1 LOCATION PLAN
1 : 1000

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CLIENT:
LOT 1496 - 31104 BRAND HWY
BONNIEFIELD, SHIRE OF IRWIN

TITLE: NEW SHED REV 5

DRAWING No A306 LOCATION PLAN 23/8/2021

ATTACHMENT: ID04

Proposed Outbuilding at Lot 243 (#26) Bayliss Road, Dongara

Attachment 1
Development Application Plans

PROPOSED SHED
15 x 10

2M
2M
15
10

N

NEETASCREEN FENCE 1.8m HIGH BEETWEEN BRICK COLUMNS
33.17
PEG NOT FOUND
95°4'52"
84°6'39"
PEG NOT FOUND
COLORBOND SHED
NEETASCREEN FENCE 1.8m HIGH
RESTRICTIVE COVENANT
25.962 SETBACK
NEETASCREEN FENCE 1.8m HIGH
84°15'38"
33.12
TREES SHOWN HATCHED TO BE REMOVED
243
ALFRESCO B/PAVED @ -01c
61.66
242
BRICK & COLORBOND RESIDENCE CLEAR
301
63.12
PRE-LAY FOR SERVICES
WALL MOUNTED GAS INST. HWS
PROPOSED RESIDENCE FFL 10.50
EXTENT OF SAND PAD
100 DIAMETER HOUSE DRAIN
PORCH B/PAVED @ -01c
GARAGE GRANO @ -01c
5,000 SETBACK
12,793 SETBACK
GAS/ELECTRIC METERBOX
4910 WIDE B/PAVED DRIVE
12,000 SETBACK
REMAINDER OF DRIVEWAY TO BOUNDARY BY OWNER
EXISTING WATER METER
EXISTING POWER DOME
PEG NOT FOUND
204°3'25"
21.95
90°
PEG NOT FOUND
66°5'34"
71.92
SURVEY CONTROL POINT
PEG NOT FOUND
TBM SHN & PLATE ASSUMED RL 10.00m
B/PAVED CROSSOVER BY BUILDER TO COUNCIL REQUIREMENTS
SIDE ENTRY PIT
BAYLISS ROAD

SITE PLAN
1:200

LEGEND	
	- TEMPORARY BENCH MARK
	- TELSTRA PIT
	- POWER DOME
	- WIRE ANCHOR
	- POWER POLE
	- WATER METER
	- DRAINAGE MANHOLE
	- PVC INDICATOR
	- SIGN
	- FENCE
	- STRUCTURES
	- TOP OF KERB
	- BOTTOM OF KERB
	- ROAD CENTRE
v	- POWERLINE
w	- ASSUMED WATER ALIGNMENT
s	- ASSUMED SEWER ALIGNMENT

NOTE

LOT 243 IS SUBJECT TO MULTIPLE RESTRICTIVE COVENANTS.
SEE INSTRUMENTS K516116, K516119 AND DEPOSITED PLAN 57285.

TITLE	: CONTOUR & FEATURE SURVEY
BUILDER	: WA COUNTRY BUILDERS JN:302403
CLIENT	: BRADLEY MCGINNIS
AUTHORITY	: SHIRE OF IRWIN
LOCATION	: LOT 243 BAYLISS ROAD, DONGARA

NOTES :

BOUNDARY & PEG POSITIONS NOT GUARANTEED
SURVEY LOCATES VISIBLE SERVICES ONLY - RING 'DIAL BEFORE YOU DIG' FOR UNDERGROUND SERVICE INFORMATION (1100)
POSITION OF UNDERGROUND SERVICES INTERPRETED FROM 'DIAL BEFORE YOU DIG' SPATIAL DATABASE AND IS NOT GUARANTEED

SCALE : 1:200 @ A2

2 0 2 4 6 8 10 12

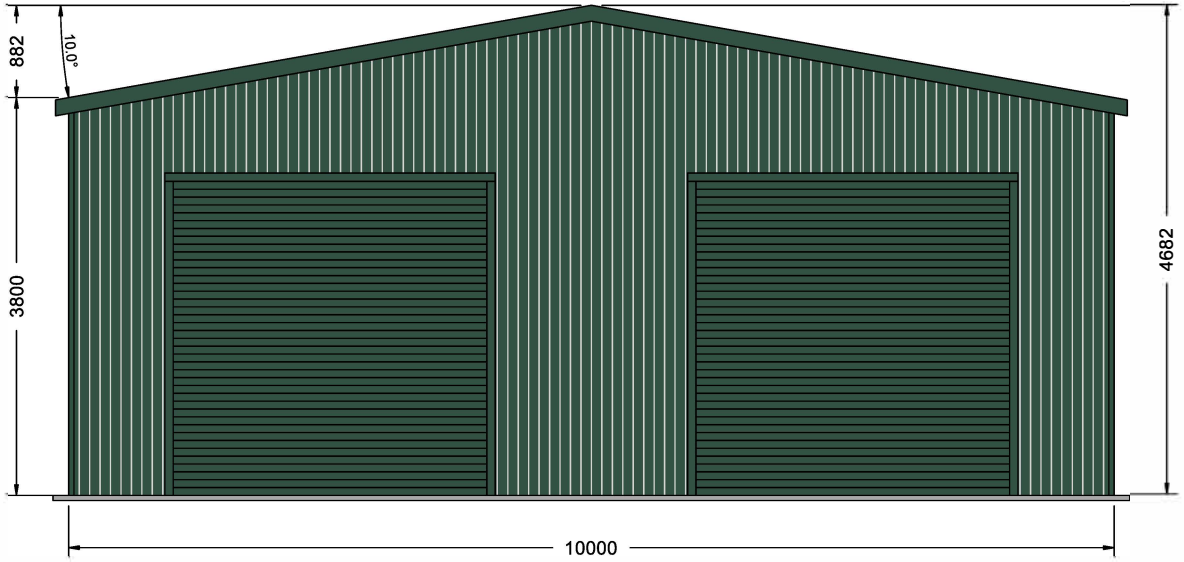
DEPOSITED PLAN : 57285 | **VOLUME/FOLIO :** 2684-165

Quantum SURVEYS
P (08) 9965 0077
F (08) 9965 0088
PO Box 695
Geraldton WA 6531
info@quantumsurveys.com.au
quantumsurveys.com.au

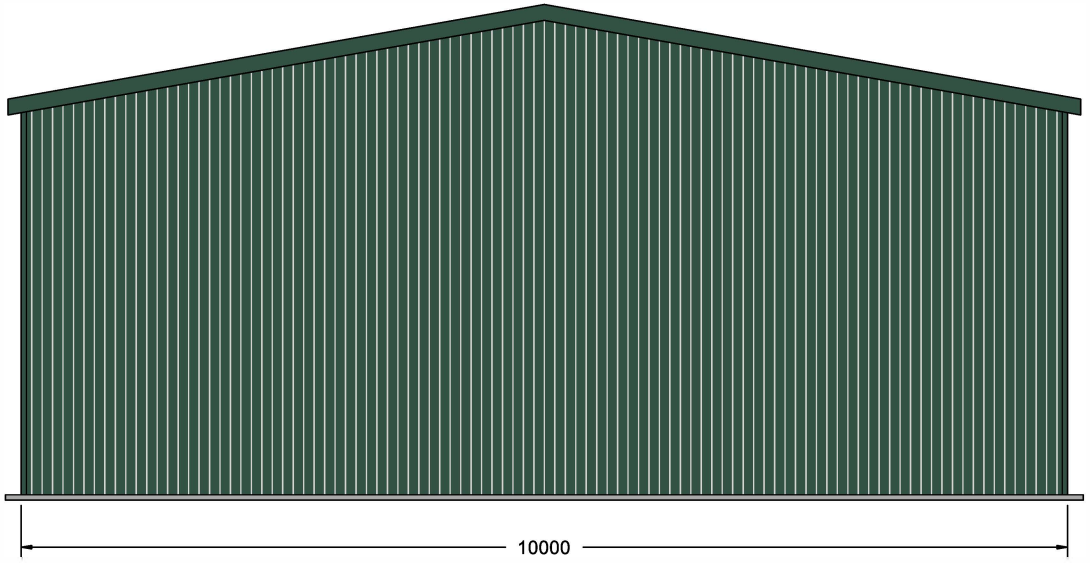
SITE DETAILS :

Electrical	-	UNDERGROUND
Footpath	-	NO
Gas	-	NO
Kerb	-	MOUNTABLE
Road	-	BITUMEN
Sewer	-	YES
Telecom	-	YES
Water	-	YES

DRAWN BY : D.WELSH
DATE : 23/11/2021
DATUM : ASSUMED
DRAWING No. : 21562FS01



FRONT ELEVATION



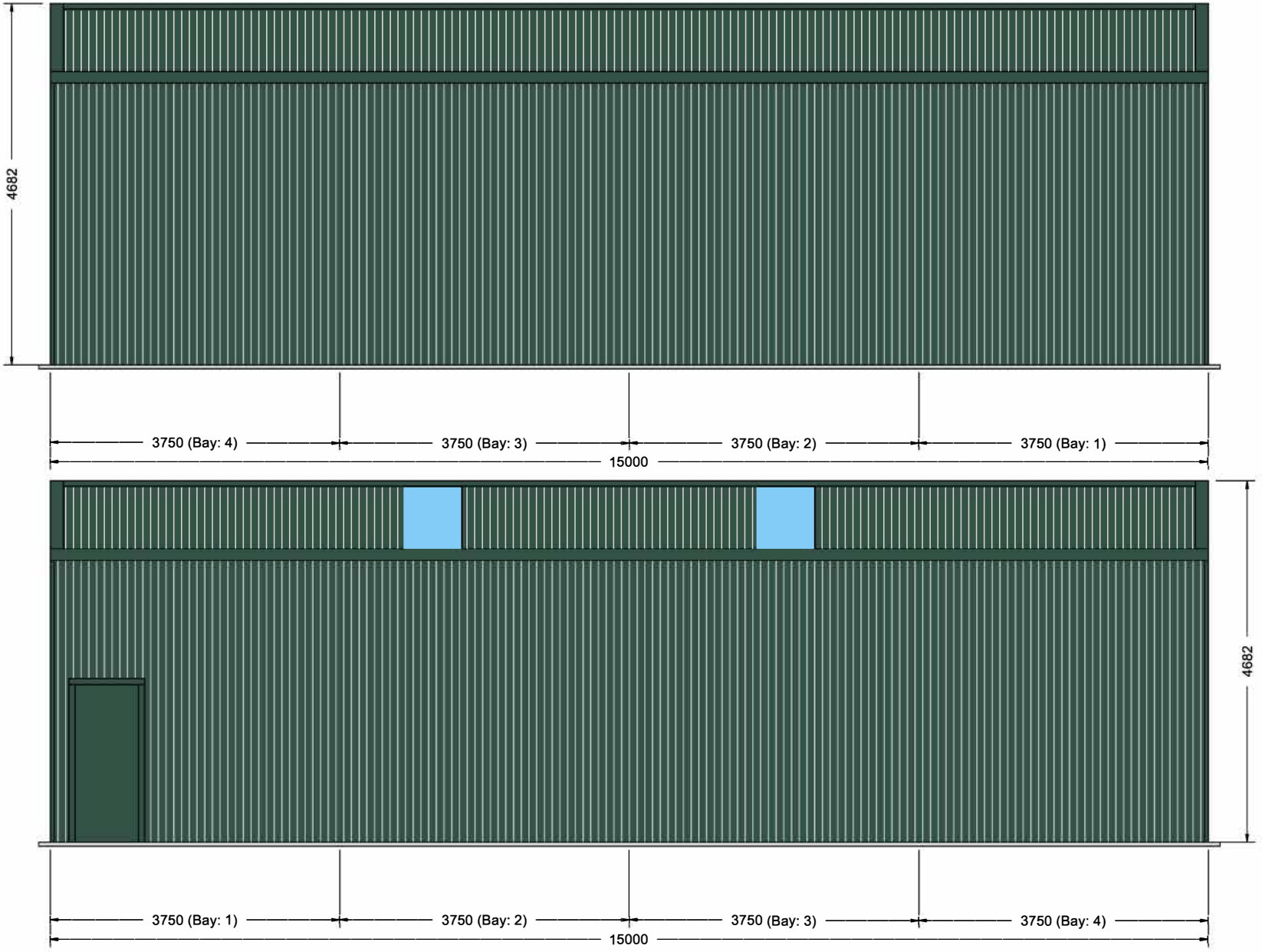
REAR ELEVATION

HIGHLINE
QUALITY · STRENGTH · VALUE

Company:

Site Address: Lot 245 (#26) Bayliss Street
DONGARA, WA, 6525

Drawing Title: End Elevations
Scale: 1:72.228
Date: 30-11-2021
Job Number: HIGHLINE-210111124111
Drawing Revision:



RIGHT ELEVATION

HIGHLINE
QUALITY · STRENGTH · VALUE

Site Address: Lot 245 (#26) Bayliss Street
DONGARA, WA, 6525

Drawing Title: Side Elevations
Scale: 1:74.981
Date: 30-11-2021
Job Number: HIGHLINE-210111124111
Drawing Revision:

ATTACHMENT: ID05

Proposed Expansion of Seaspray Caravan Park, Dongara

Attachment 1
Proposed revised Local Development Plan

Attachment 2
Approved Local Development Plan

Attchment 3
Road Closure Plan

LOCAL DEVELOPMENT PLAN STAGE 1A

(SUBJECT TO SITE BEING CONNECTED TO SEWER)

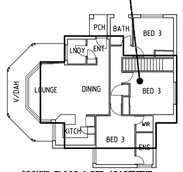
SCALE 1:500

0m 5m 10m 15m 20m 25m 30m

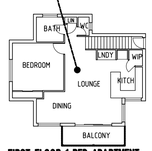
NOTE:

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2) THIS SITE IS SUBJECT TO COASTAL HAZARDS/RISKS AS IDENTIFIED BY THE CHRMAP MODELLING FOR INUNDATION & EROSION.
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4) THE FUNCTION CENTRE IS ONLY FOR INTERNAL USE.
5) A DEVELOPMENT APPROVAL SHALL BE REQUIRED FOR ANY NEW BUILDINGS & DEVELOPMENT.
6) THE BUSHFIRE MANAGEMENT PLAN APPLIES TO THIS SITE.

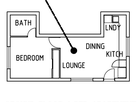
GROUND FLOOR 3 BED APARTMENT (FORMER RECEPTION/MANAGERS ACCOM)
SCALE 1:250



FIRST FLOOR 1 BED APARTMENT (FORMER RECEPTION/MANAGERS ACCOM)
SCALE 1:250



GROUND FLOOR 1 BED APARTMENT (FORMER CAFE)
SCALE 1:250



0m 2.5m 5m 7.5m 10m 12.5m 15m

PROVISIONS

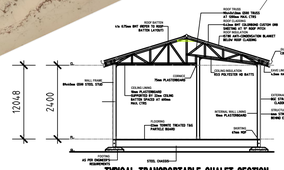
ALL ROAD SURFACES ARE TO BE "GRAVEL CELL".
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GIVEN THE POUROUS NATURE OF THE SOILS, DRAINAGE MANAGEMENT SHALL BE PROVIDED WITH SUMPS PROVIDED AT A RATE OF ONE CUBIC METRE PER 100m2 OF IMPERVIOUS AREA CONNECTED TO THE SHIRES DRAINAGE SYSTEM IN ACCORDANCE WITH SHIRE SPECIFICATIONS.
LANDSCAPING IS GENERALLY TO BE IN ACCORDANCE WITH THIS PLANAND THE STRUCTURAL PLANT RECOMMENDATIONS CONTAINED HEREIN CARPARKING IS TO BE IN ACCORDANCE WITH AS 2890
SWIMMING POOLS AND ASSOCIATED FENCING IN ACCORDANCE WITH RELEVENT AUSTRALIAN STANDARDS AND LOCAL COUNCIL POLICIES. DEVELOPMENT WILL GENERALLY COMPLY WITH THE RELEVENT CARAVAN AND CAMPING REGULATIONS UNLESS OTHERWISE VARIED BY COUNCIL PRIOR TO THE ESTABLISHMENT OF ANY BUILDING STRUCTURES, BUILDING LICENSES MUST BE OBTAINED. LICENSING OF THE PARK UNDER THE CARAVAN AND CAMPING LEGISLATION IS TO BE OBTAINED SEPARATELY. CHALET SIZES AND LAYOUT ARE INDICATIVE ONLY AND MAY VARY AT BUILDING LICENSE STAGE.
THIS CONCEPT HAS BEEN PREPARED FOR THE PURPOSE OF MEETING CLIENT SPECIFICATIONS. THIS DRAWING DOES NOT CONSTITUTE AN INVITATION, AGREEMENT OR CONTRACT OR ANY PART THEREOF OF ANY KIND WHATSOEVER.
ALTHOUGH CARE HAS BEEN TAKEN ON THE COMPILATION OF THIS DOCUMENT BY FORM + FUNCTION BUILDING DESIGN. ALL PARTIES ASSOCIATED WITH THE PROPOSED PROPERTY DEVELOPMENT DISCLAIM ANY RESPONSIBILITY FOR ANY ERRORS OR OMMISSIONS. THE RIGHT IS RESERVED TO CHANGE THE PLAN AT ANY TIME.
LIABILITY IS EXPRESSLY DISCLAIMED BY FORM + FUNCTION BUILDING DESIGN FOR ANY LOSS OR DAMAGE WHICH MAY BE SUSTAINED BY ANY PERSON ACTING ON ANY VISUAL IMPRESSION GAINED FROM THIS DRAWING.
ALL AREAS AND DIMENSIONS SHOWN ON THIS DRAWING ARE SUBJECT TO SURVEY.

PLANT RECOMMENDATIONS

EUCALYPTUS GOMPHOCEPHALA
CUPANIOPSIS ANACARDIOIDES
HIBISCUS TILICEUS
EUCALYTUS COASTAL MOORT
PITTASPARUM PHYLLIRAEOIDES
RHAPHIOLEPIS INDICA ALBA
GREVILLEA OLIVACEA
RHAPHIOLEPIS INDICA SPRINGTIME
DIANELLA KING ALFRED
MYOPORUM PARVIFOLUM
NOTE: REMOVE WEEDS

LEGEND

- APPLICATION BOUNDARY
- "GRAVEL CELL" POUROUS PAVING TO ACCESSWAYS & PARKING
- CONCRETE/GRANO PAVING
- TIMBER DECKING
- EXISTING CHALETS/MOTEL UNITS & EXISTING PARK INFRASTRUCTURE
- NEW CHALETS AND PARK INFRASTRUCTURE
- ENSUITE CARAVAN SITES
- POST & RAIL FENCING TO FORESHORE/DUNE PATHWAYS
- RECREATION AREA - LAWNED & FIREWISE PLANTING
- GUEST ACCESS TO BEACH & RIVER THIS WAY
- NO ENTRY-CONSERVATION AREA
- NEW TREES
- REHABILITATION AREAS



TYPICAL TRANSPORTABLE CHALET SECTION
SCALE 1:20

BUILDING TYPE	DIMENSIONS (m)	AREA (m2)	HEIGHT (m)
2 BED CHALET	7.25 x 8.8	63.8	4.2
3 BED CHALET	14.2 x 8.55	121.4	4.2
CAFE/RESTAURANT	15 x 9	135	5.0
FUNCTION CENTRE	15 x 9	135	5.0
RECEPTION/MANAGERS ACCOMMODATION	15 x 7.5 EACH OF 2 FLOORS	239.4	6.0
BBQ GAZEBO	12 x 6.76	81.1	4.5
CABANAS	4.6 x 4.6	13.9	3.0

BUILDING DEVELOPMENT	
	ALL BUILDINGS WILL BE RELOCATABLE, AS IN ACCORDANCE WITH THE STATE PLANNING POLICY 2.6 STATE COASTAL PLANNING.
	PRIOR TO ANY DEVELOPMENT, THE DEVELOPER WILL CONTACT THE WATER CORPORATION'S BUILDING SERVICES DEPARTMENT.
	PRIOR TO ANY DEVELOPMENT, THE DEVELOPER WILL CONTACT TELSTRA, & WESTERN POWER'S DIAL BEFORE YOU DIG.

CARAVAN PARKS & CAMP GROUND REGULATIONS 1991
WESTERN AUSTRALIA PERFORMANCE CRITERIA SCHEDULE 7
CARAVAN PARK & CAMPING GROUNDS

CRITERIA	MINIMUM PROVISIONS	ACTUAL PROVISIONS
DISTANCE BETWEEN ANY STRUCTURE AND FACILITY ROADS	1.0m	1.0m
SETBACK TO LOT BOUNDARY	1.0m	Min 1.0m
ENTRANCE ROAD WIDTH	7.5m	7.5m
INTERNAL ROAD WIDTH (2-WAY)	6.0m	6.0m
INTERNAL ROAD WIDTH (1-WAY)	4.0m	4.0m (MINIMUM)
RECREATION AREA - 10% OF SITE AREA EXISTING	10%	11.5% (2.81ha2)
RECREATION AREA - PROPOSED	10%	18.1% (4.381m2)
No OF CARAVAN & CAMPING SITES - EXISTING	NO MIN	30
No OF CARAVAN & CAMPING SITES - PROPOSED	NO MIN	52
No OF TRANSPORTABLE CHALETS WITH ENSUITES - EXISTING	NO MIN	15
No. OF TRANSPORTABLE CHALETS WITH ENSUITES - PROPOSED	NO MIN	36
No OF TRANSPORTABLE CHALETS WITH DISABILITY & MOBILITY ACCESS - EXISTING	1	1
No OF TRANSPORTABLE CHALETS WITH DISABILITY & MOBILITY ACCESS - PROPOSED	1	3
TOTAL SITE NUMBERS - EXISTING	NO MIN	60
TOTAL SITE NUMBERS - PROPOSED	NO MIN	88
SITES WITH ENSUITES - EXISTING	NO MIN	60
SITES WITH ENSUITES - PROPOSED	NO MIN	70
LAUNDRY FACILITIES	1 PER 30 SITES	1 PER 30 SITES
CAR PARKING PROVISIONS - EXISTING	1 SPACE PER 20 SITES MINIMUM 4	9
CAR PARKING PROVISIONS - PROPOSED (ON-SITE)	1 SPACE PER 20 SITES MINIMUM 4	85
CAR PARKING PROVISIONS - PROPOSED (OFF-SITE)		0

APPROVAL

THIS LOCAL DEVELOPMENT PLAN HAS BEEN APPROVED BY THE SHIRE OF IRWIN UNDER SCHEDULE 2, PART 6, CLAUSE 52(1) OF THE PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015.

SIGNITURE _____ DATE _____

AMENDED PLAN 10/02/2022

LOCAL DEVELOPMENT PLAN "STAGE 2A" FOR THE SEASPRAY CARAVAN PARK

LOTS: 502 & 94 CHURCH STREET
DONGARA

FOR: TERRY McBRATNEY

DRAWN	PTK
DATE	09/06/2019
SCALE	AS SHOWN
SHEET No	1 OF 1
Job No.	DWG No.
15-846	S6-1

form + function
building design + drafting consultants
SUITE 3 - 6 LEIGH STREET BURSWOOD WA 6100
PHONE: 9367 5907, 9367 1636 FAX: 9474 2037 MOB: 0413 614 558
Email: phil@formfunction.com.au Web: building-design@formfunction.com.au
A.C.N 092 770 837 A.B.N 18 092 770 837
MEMBER OF THE BUILDING DESIGNERS ASSOCIATION W.A Inc

NOTE:
ALL DIMENSIONS, LEVELS, SETBACKS, HEIGHTS ETC ARE TO BE CHECKED ON SITE BEFORE WORK PROCEED. ANY DISCREPANCIES ARE TO BE REPORTED TO THE DRAWING OFFICE AS SOON AS POSSIBLE
IT IS THE BUILDER/DEVELOPER/OWNERS RESPONSIBILITY TO PROVIDE THIS OFFICE WITH ALL PLANNING/BUILDING LICENCE CONDITIONS PRIOR TO ISSUE OF FINAL DRAWINGS.

THIS DESIGN SHALL AT ALL TIMES REMAIN THE COPYRIGHT PROPERTY OF VIDSTON PTY LTD T/A FORM + FUNCTION BUILDING DESIGN + DRAFTING CONSULTANTS. WRITTEN CONSENT TO REPRODUCE THIS DESIGN IN EITHER TWO OR THREE DIMENSIONAL FORM MUST BE OBTAINED FROM FORM + FUNCTION BUILDING DESIGN + DRAFTING CONSULTANTS

Attachment 2



NOTE:

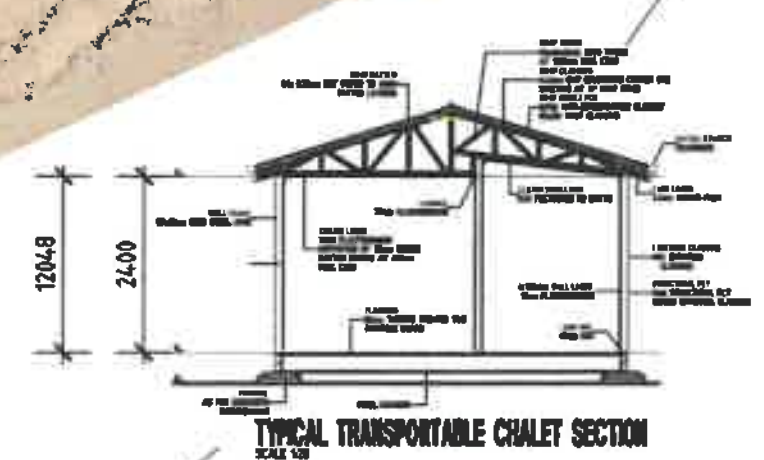
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4) THE FUNCTION CENTRE IS ONLY FOR INTERNAL USE
5) A DEVELOPMENT APPROVAL SHALL BE REQUIRED FOR ANY NEW BUILDINGS & DEVELOPMENT.
6) THE BUSHFIRE MANAGEMENT PLAN APPLIES TO THIS SITE

BUILDING TYPE	DIMENSIONS (m)	AREA (m2)	HEIGHT (m)
2 BED CHALET	7.25 x 8.8	63.8	4.2
3 BED CHALET	14.2 x 8.55	121.4	4.2
CAFE/RESTAURANT	15 x 9	135	5.0
FUNCTION CENTRE	15 x 9	135	5.0
RECEPTION/MANAGERS ACCOMMODATION	15 x 7.5 EACH OF 2 FLOORS	239.4	6.0
BBQ GAZEBO	12 x 6.76	81.1	4.5
CABANAS	4.6 x 4.6	13.9	3.0
INDIGENOUS INTERPRETIVE CENTRE	6.0 x 6.0	36	4.2

BUILDING DEVELOPMENT	
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	PRIOR TO ANY DEVELOPMENT, THE DEVELOPER WILL CONTACT THE WATER CORPORATION'S BUILDING SERVICES DEPARTMENT.
	PRIOR TO ANY DEVELOPMENT, THE DEVELOPER WILL CONTACT TELSTRA, & WESTERN POWER'S DIAL BEFORE YOU DIG

CARAVAN PARKS & CAMP GROUND REGULATIONS 1991
WESTERN AUSTRALIA PERFORMANCE CRITERIA SCHEDULE 7
CARAVAN PARK & CAMPING GROUNDS

CRITERIA	MINIMUM PROVISIONS	ACTUAL PROVISIONS
DISTANCE BETWEEN ANY STRUCTURE AND FACILITY ROADS	1.0m	1.0m
SETBACK TO LOT BOUNDARY	1.0m	Min 1.0m
ENTRANCE ROAD WIDTH	7.5m	7.5m
INTERNAL ROAD WIDTH (2-WAY)	6.0m	6.0m
INTERNAL ROAD WIDTH (1-WAY)	4.0m	4.0m (MINIMUM)
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RECREATION AREA - PROPOSED	10%	18.1% (4,381m2)
No OF CARAVAN & CAMPING SITES - EXISTING	NO MIN	30
No OF CARAVAN & CAMPING SITES - PROPOSED	NO MIN	22
No OF TRANSPORTABLE CHALETS WITH ENSUITES - EXISTING	NO MIN	15
No OF TRANSPORTABLE CHALETS WITH ENSUITES - PROPOSED	NO MIN	30
No OF TRANSPORTABLE CHALETS WITH DISABILITY & MOBILITY ACCESS - EXISTING	3	1
No OF TRANSPORTABLE CHALETS WITH DISABILITY & MOBILITY ACCESS - PROPOSED	3	3
TOTAL SITE NUMBERS - EXISTING	NO MIN	60
TOTAL SITE NUMBERS - PROPOSED	NO MIN	70
SITES WITH ENSUITES - EXISTING	NO MIN	60
SITES WITH ENSUITES - PROPOSED	NO MIN	70
LAUNDRY FACILITIES	1 PER 30 SITES	1 PER 30 SITES
CAR PARKING PROVISIONS - EXISTING	1 SPACE PER 20 SITES MINIMUM 4	9
CAR PARKING PROVISIONS - PROPOSED (ON-SITE)	1 SPACE PER 20 SITES MINIMUM 4	75
CAR PARKING PROVISIONS - PROPOSED (OFF-SITE)		6



APPROVAL

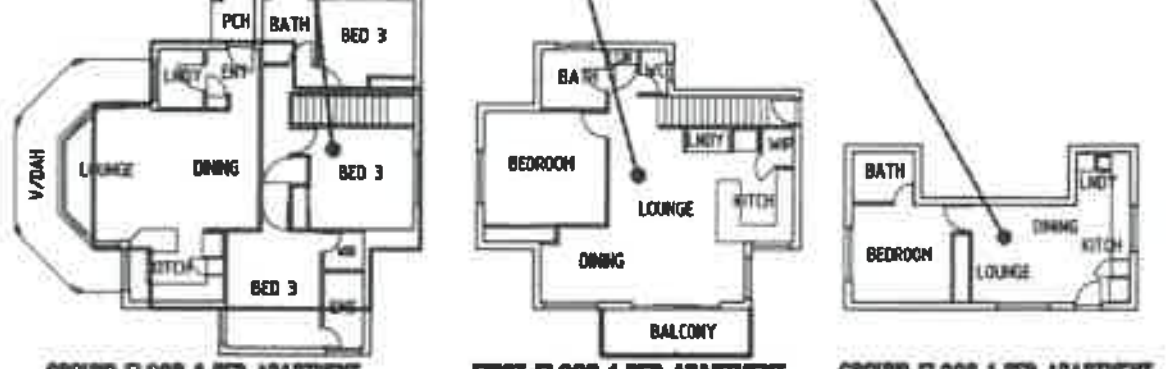
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SIGNATURE DATE 6/5/20

LOCAL DEVELOPMENT PLAN STAGE 1A

(SUBJECT TO SITE BEING CONNECTED TO SEWER)
SCALE 1:500

0m 5m 10m 15m 20m 25m 30m



GROUND FLOOR 3 BED APARTMENT (FORMER RECEPTION/MANAGERS ACCOM) SCALE 1:250

FIRST FLOOR 1 BED APARTMENT (FORMER RECEPTION/MANAGERS ACCOM) SCALE 1:250

GROUND FLOOR 1 BED APARTMENT (FORMER CAFE) SCALE 1:250

0m 2.5m 5m 7.5m 10m 12.5m 15m

PROVISIONS

ALL ROAD SURFACES ARE TO BE "GRAVEL CELL".
FORESHORE MANAGEMENT OBJECTIVES INDICATED ON THIS PLAN ARE TO BE CONTINUOUSLY IMPLEMENTED WITH THE MAIN ELEMENTS TO BE IN PLACE WITHIN 2 YEARS OF ADOPTION OF THE PLAN.
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PLANT RECOMMENDATIONS

EUCALYPTUS GOMPHOCEPHALA
CUPANIOPSIS ANACARDIOIDES
HIBISCUS TILICEUS
EUCALYTUS COASTAL MOORT
PITTASPARUM PHYLLIRAEOIDES
RHAPHIOLEPIS INDICA ALBA
GREVILLEA OLIVACEA
RHAPHIOLEPIS INDICA SPRINGTIME
DIANELLA KING ALFRED
MYOPORUM PARVIFOLIUM
NOTE: REMOVE WEEDS

LEGEND

- APPLICATION BOUNDARY
- "GRAVEL CELL" POUROUS PAVING TO ACCESSWAYS & PARKING
- CONCRETE/GRANO PAVING
- TIMBER DECKING
- EXISTING CHALETS/MOTEL UNITS & EXISTING PARK INFRASTRUCTURE
- NEW CHALETS AND PARK INFRASTRUCTURE
- ENSUITE CARAVAN SITES
- POST & RAIL FENCING TO FORESHORE/DUNE PATHWAYS
- RECREATION AREA - LAWNED & FIREWISE PLANTING
- GUEST ACCESS TO BEACH & RIVER THIS WAY
- NO ENTRY-CONSERVATION AREA
- NEW TREES
- REHABILITATION AREAS

AMENDED PLAN 05/03/2020

LOCAL DEVELOPMENT PLAN "STAGE 2A" FOR THE SEASPRAY CARAVAN PARK
LOTS: 502 & 94 CHURCH STREET DONGARA
FOR: TERRY McBRATNEY

DRAWN	PTK
DATE	09/06/2019
SCALE	AS SHOWN
SHEET No	1 OF 1
Job No. 15-846	DWG No. S6-1

NOTE:
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IT IS THE BUILDER/DEVELOPER/OWNERS RESPONSIBILITY TO PROVIDE THIS OFFICE WITH ALL PLANNING/BUILDING LICENSE CONDITIONS PRIOR TO ISSUE OF FINAL DRAWINGS

form + function
building design + drafting consultants
SUITE 3 - 6 LEIGH STREET BURSWOOD WA 6100
PHONE: 9367 6907, 9367 1638 FAX: 9474 2037 MOB: 0413 614 558
ACN 092 710 837 ABN 78 092 710 837
MEMBER OF THE BUILDING DESIGNERS ASSOCIATION W.A Inc

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Attachment 3

