



ATTACHMENTS

Ordinary Council Meeting – 24 November 2021

- 7.1(1) Minutes Ordinary Council Meeting - 27 October 2021
- 7.2(1) Unconfirmed Minutes Audit and Risk Management Committee Meeting
- 14 October 2021
- 7.3(1) Minutes Bushfire Advisory Committee Meeting - 28 October 2021
- 9.1.1(1) Previous Council Report, March 2021 OCM
- 9.1.1(2) Consultation Package
- 9.1.1(3) Written Submissions
- 9.1.1(4) Petition
- 9.1.2(1) DWER Correspondence
- 9.1.2(2) Environmental Inspection Report
- 9.1.2(3) 2021 DWER Inspection Findings – Summary Update
- 9.2.1(1) Schedule of Accounts
- 9.2.2(1) Monthly Financial Report – September 2021
- 9.2.3(1) Monthly Financial Report – October 2021
- 9.2.4(1) Fees and Charges
- 9.2.6(1) Balingup Progress Association - Balingup Strategic Plan
- 9.2.6(2) Balingup Progress Association - Balingup Strategic Plan Annexes
- 9.2.6(3) Kirup Progress Association - Kirup Strategic Plan August 2021
- 9.2.6(4) Kirup Progress Association - Appendix to Strategic Plan August 2021
- 9.2.7(1) Draft Loan Application
- 9.2.7(2) Email advise of Loan Approval
- 9.3.1(1) Policy Review Table
- 9.3.1(2) New Policies
- 9.3.1(3) Amended Policies
- 9.3.1(4) Policies to be rescinded
- 9.3.1(5) Policies with no change
- 9.3.1(6) Current Policies Prior to Amendments
- 9.3.1(7) Policy Framework
- 9.3.2(1) Correspondence



MINUTES OF ORDINARY MEETING OF COUNCIL

held on

Wednesday 27 October 2021

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

A handwritten signature in black ink, appearing to read 'BGR' followed by a flourish.

Ben Rose
Chief Executive Officer

5 November 2021

TABLE OF CONTENTS

1	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	4
2	ATTENDANCE	4
	2.1 APOLOGIES	5
	2.2 APPROVED LEAVE OF ABSENCE.....	5
	2.3 APPLICATION FOR A LEAVE OF ABSENCE.....	5
3	ANNOUNCEMENTS FROM PRESIDING MEMBER.....	5
4	DECLARATION OF INTEREST	5
5	PUBLIC QUESTION TIME	5
	5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	5
	5.2 PUBLIC QUESTION TIME.....	5
6	PRESENTATIONS	8
	6.1 PETITIONS	8
	6.2 PRESENTATIONS.....	8
	6.3 DEPUTATIONS.....	8
7	CONFIRMATION OF MINUTES.....	9
	7.1 ORDINARY MEETING OF COUNCIL – 22 SEPTEMBER 2021	9
	7.2 SPECIAL MEETING OF ELECTORS – 29 SEPTEMBER 2021.....	9
	7.3 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING - 14 OCTOBER	9
	2021 9	
	7.4 SPECIAL MEETING OF COUNCIL – 19 OCTOBER 2021	10
8	REPORTS OF COMMITTEES	10
9	REPORTS OF OFFICERS	11
	9.1 DIRECTOR OPERATIONS.....	11
	9.2 DIRECTOR CORPORATE AND COMMUNITY	11
	9.2.1 ACCOUNTS FOR PAYMENT	11
	9.2.2 MONTHLY FINANCIAL REPORT – AUGUST 2021	11
	9.2.3 MONTHLY FINANCIAL REPORT – SEPTEMBER 2021	11
	9.3 CHIEF EXECUTIVE OFFICER	12
	9.3.1 AGENDA BRIEFING AND COUNCIL MEETING DATES 2022	12
	9.3.2 WALGA POLICY PROPOSAL - SUPERANNUATION FOR ELECTED MEMBERS	17
	9.3.3 SHIRE COMMITTEES AND COUNCILLOR GROUP MEMBERSHIP	22
	9.3.4 SHIRE INDUCTION AND FAMILIARISATION WORKSHOP	36

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN . 38

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING 38

12 MEETINGS CLOSED TO THE PUBLIC 38

 12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED..... 38

 12.1.1 RFQ 280 – WIN, CRUSH AND STOCKPILE GRAVEL MATERIAL - CONFIDENTIAL 38

 12.1.2 RFQ 269 – SUPPLY OF BITUMINOUS PRODUCTS 2020-21 - CONFIDENTIAL 38

 12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC 39

13 CLOSURE 39

SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY COUNCIL MEETING

Held at the Council Chamber
Wednesday, 27 October 2021 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President to acknowledge the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders, past, present and emerging.

The Shire President declared the meeting open at 5:00pm and welcomed the public gallery.

Recording of Proceedings:

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further stated the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

Shire of Donnybrook Balingup Meeting Procedures Local Law 2017 6.17 (4) "A person shall ensure that his or her mobile telephone, audible pager or other electronic communications device is not switched on or used during any meeting of the Council, unless required for emergency use and permission has been granted by the Presiding Member prior to the start of the meeting."

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Leanne Wringe (President)	Ben Rose – Chief Executive Officer
Cr Lisa Glover	Steve Potter – Director Operations
Cr Shane Atherton	Kim Dolzadelli – Director Corporate and Community
Cr Peter Gubler	Archana Arun – Admin. Officer Executive Services
Cr Phil Jones	
Cr Jackie Massey	
Cr Fred Mills	
Cr Chaz Newman	
Cr Chris Smith	

PUBLIC GALLERY

10 members of the public were in attendance.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

The Shire President recognised the efforts and achievements of the previous Council and the dedication and commitment of the outgoing Councillors and specifically the previous Shire President, Mr Brian Piesse, who took the helm in 2017 with Tuia Lodge repercussions simmering in the background. The former Shire President was instrumental in setting a foundation for good governance, project delivery and effective financial management. With his knack for talking to the right people at the right time, he gained unprecedented State and Federal funding, recognition and constructive Government relationships. He was presented the Shire President 'name plate' and a gift.

Mr Piesse was provided the opportunity by the Shire President (Cr Leanne Wringe) to reflect on his time on the Council and the challenges and opportunities ahead of the new Council and presented the Shire's ceremonial shovel (which he purchased as a gift to the Shire) to the Shire President.

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

Nil.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5.2 PUBLIC QUESTION TIME

Noelene King

Why didn't the Shire host a celebration of the Donnybrook Soldiers Memorial Hall for its 100th anniversary?

Chief Executive Officer

The Donnybrook Soldiers Memorial Hall 100th anniversary fell on 13 October 2021, during the local government election period. Under the Shire's caretaker policy, it wasn't appropriate for the Shire to run an event during this period, which could be perceived to influence the outcome of the election. Whilst an event was conducted by others (Donnybrook Football Club), the Shire didn't promote event or waive any fees.

Sian Blackledge

What is the progress to date on the Donnybrook hockey replacement field?

Chief Executive Officer

The Shire is seeking a request for quote for those works and the expected timeline for completion is March 2022.

Michael King

What should the rate payers expect from the million dollar a year collectively spent on their elected members and executive, if this is what they put into minutes for the questions for special a meeting of electors?

Chief Executive Officer

As you've asked what the ratepayers think, you should put that question to the ratepayers. Neither the Shire President or myself can speak on behalf of the ratepayers.

Michael King

The present salary range for the CEO that the public is aware of is at \$180,000-\$195,000 as disclosed in the public information disclosure in the Annual Report of 2019-20. What is correct range now and when did the change occur, if any?

Chief Executive Officer

For the period 2020-2021, it will be reported in the Shire's Annual Report (later this year) and for the period 2021-22 it will be reported in that year's Annual Report. Annual reporting on salaries is mandated by legislation and the Shire has always complied with that legislation.

Brad Fowler

Will the new Council put live streaming of Council Meeting to YouTube back on the agenda?

Chief Executive Officer

Reiterating advice provided to you previously on this matter; there is a modest amount of funding on the budget this financial year to look at infrastructure technology and audio-visual equipment within the Council Chamber and at this stage it hasn't included live streaming but that's not to say that it won't get on the agenda for the budget for next financial year.

B. Fowler

If COVID was to come along, under your delegated powers, could you enact a live streaming process?

Chief Executive Officer

If we had a COVID outbreak and if there were restrictions again in terms of how many people could be in the Council Chamber, in the short term we would have to make do with a 'laptop on a ladder' for a couple of meetings.

Simon McInnes

I asked two Senior Councillors through an email to include an item in this meeting on the Agenda which was ignored. Could you please outline precisely how a rate payer is able to get an item in to an Agenda for consideration by the Council?

Chief Executive Officer

My understanding is that those Councillors certainly did not ignore your request, as you've asserted. They did not agree with your logic or your request, which is not 'ignoring it'. I was copied into responses wherein they detailed in some length why they were not willing to entertain lodging the notice of motion on the matter you outlined. If you would like to see an item on the Council's Agenda, you may approach a Councillor to see if they would like to lodge a notice of motion.

Simon McInnes

So, do I have to do it again if I want to get it on the next meeting?

Chief Executive Officer

There is absolutely nothing stopping you from contacting elected members and requesting them to bring items to Council via a notice of motion. Whether they agree to, or not, I cannot comment on, nor control.

Simon McInnes

An Audit and Risk Management Committee meeting was held two days before the election and in that meeting considered various compliance related reports. Should this meeting have gone ahead within the caretaker period?

Chief Executive Officer

There is nothing in the Shire's caretaker policy which suggests that items to do with Committee meetings should be postponed or delayed because of the caretaker period. The purpose of the caretaker period policy is not to stop all business of Council during this period, but to manage the business of Council which could be perceived to have an effect on the election. The Audit and Risk Management Committee and the status update on various regulatory compliance matters is about as 'part for course' as things get in local Government.

Simon McInnes

In preparing the minutes, can it be advised that questions/responses recorded are a summary and not a verbatim transcript?

Chief Executive Officer

You are correct that, as per the Local Government Act, a summary of questions/responses is to be provided, not a verbatim transcript. I will take it under consideration as to whether there should be disclaimer in the minutes.

Note: Regulation 11(e) of the Local Government (Administration) Regulations 1996 requires a summary of questions/responses for Public Question Time.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Nil.

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 22 SEPTEMBER 2021

Minutes of the Ordinary Meeting of Council held 22 September 2021 are attached (attachment 7.1(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 22 September 2021 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 162/21

Moved Cr Massey Seconded Cr Atherton

That the Minutes from the Ordinary Meeting of Council held 22 September 2021 be confirmed as a true and accurate record.

CARRIED 9/0

7.2 SPECIAL MEETING OF ELECTORS – 29 SEPTEMBER 2021

Minutes of the Special Meeting of Electors held 29 September 2021 are attached (*attachment 7.2(1)*).

The Local Government Act 1995 s5.32-5.33 and the Local Government (Administration Regulations 1996 address the procedures in relation to Minutes of electors' meetings.

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Electors held 29 September 2021 be received by Council.

COUNCIL RESOLUTION 163/21

Moved Cr Atherton Seconded Cr Smith

That the Minutes from the Special Meeting of Electors held 29 September 2021 be received by Council.

CARRIED 9/0

7.3 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING - 14 OCTOBER 2021

Unconfirmed Minutes of the Audit and Risk Management Committee Meeting held 14 October 2021 are attached (attachment 7.3(1)).

EXECUTIVE RECOMMENDATION

That the unconfirmed Minutes from the Audit and Risk Management Committee meeting held 14 October 2021 be received by Council.

Moved Cr Newman Seconded Cr Massey

That the unconfirmed Minutes from the Audit and Risk Management Committee meeting held 14 October 2021 be received by Council.

Foreshadowed Motion - Cr Mills

That the unconfirmed Minutes from the Audit and Risk Management Committee Meeting held 14 October 2021 be deferred for receipt to the November 2021 Ordinary Council Meeting.

COUNCIL RESOLUTION 164/21

Moved Cr Mills Seconded Cr Gubler

That the unconfirmed Minutes from the Audit and Risk Management Committee Meeting held 14 October 2021 be deferred for receipt to the November 2021 Ordinary Council Meeting.

CARRIED 9/0

7.4 SPECIAL MEETING OF COUNCIL – 19 OCTOBER 2021

Minutes of the Special Meeting of Council held 19 October 2021 are attached (attachment 7.4(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 19 October 2021 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 165/21

Moved Cr Mills Seconded Cr Atherton

That the Minutes from the Special Meeting of Council held 19 October 2021 be confirmed as a true and accurate record.

CARRIED 9/0

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 DIRECTOR OPERATIONS

Nil.

9.2 DIRECTOR CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

The Schedule of Accounts Paid under Delegation (No 3.1) is presented to Council for information (attachment 9.2.1(1)).

9.2.2 MONTHLY FINANCIAL REPORT – AUGUST 2021

The Monthly Financial Report for August 2021 is attached (*attachment 9.2.2(1)*).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended August 2021 be received.

COUNCIL RESOLUTION 166/21

Moved Cr Atherton Seconded Cr Massey

That the monthly financial report for the period ended August 2021 be received.

CARRIED 9/0

9.2.3 MONTHLY FINANCIAL REPORT – SEPTEMBER 2021

The Monthly Financial Report for September 2021 will be prepared and presented to the Ordinary Council Meeting in November 2021.

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended September 2021 will be presented to the November 2021 Ordinary Council Meeting for compliance purposes.

COUNCIL RESOLUTION 167/21

Moved Cr Massey Seconded Cr Gubler

That the monthly financial report for the period ended September 2021 will be presented to the November 2021 Ordinary Council Meeting for compliance purposes.

CARRIED 9/0

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 AGENDA BRIEFING AND COUNCIL MEETING DATES 2022

Location	Shire of Donnybrook Balingup
Applicant	Not applicable
File Reference	Not applicable
Author	Maureen Keegan – Manager Executive Services
Responsible Manager	Ben Rose – Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple

Recommendation

That Council:

- 1. Adopt the 2022 Agenda Briefing and Ordinary Council Meeting Dates as follows:**

Agenda Briefing	Ordinary Council Meeting	Venue
16 February	23 February	Council Chamber Donnybrook
16 March	23 March	Council Chamber Donnybrook
20 April	27 April	Council Chamber Donnybrook
18 May	25 May	Council Chamber Donnybrook
15 June	22 June	Council Chamber Donnybrook
20 July	27 July	Council Chamber Donnybrook
17 August	24 August	Council Chamber Donnybrook
21 September	28 September	Council Chamber Donnybrook
19 October	26 October	Council Chamber Donnybrook
16 November	23 November	Council Chamber (Agenda Briefing) Balingup Hall (OCM)
7 December	14 December	Council Chamber Donnybrook

- 2. Instructs the Chief Executive Officer undertake all statutory advertising in this regard.**

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional, and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls

EXECUTIVE SUMMARY

Council is requested to adopt the 2022 calendar for Agenda Briefing and Ordinary Council meetings as presented below:

Agenda Briefing	Ordinary Council Meeting	Venue
16 February	23 February	Council Chamber Donnybrook
16 March	23 March	Council Chamber Donnybrook
20 April	27 April	Council Chamber Donnybrook
18 May	25 May	Council Chamber Donnybrook
15 June	22 June	Council Chamber Donnybrook
20 July	27 July	Council Chamber Donnybrook
17 August	24 August	Council Chamber Donnybrook
21 September	28 September	Council Chamber Donnybrook
19 October	26 October	Council Chamber Donnybrook
16 November	23 November	Council Chamber (Agenda Briefing) Balingup Hall (OCM)
7 December	14 December	Council Chamber Donnybrook

Agenda Briefings commence at 2pm Ordinary Council Meetings commence at 5pm

To allow Councillors and Officers to take extended leave throughout December/January it is proposed that no Ordinary Council meeting be held in January 2021. The last meeting of 2021 is Wednesday 15 December and the first meeting for 2022 is 23 February.

No public holidays occur on the dates recommended.

Meetings are held in the Shire Chambers at Donnybrook; it is recommended that the November meeting be held in Balingup to allow greater community participation.

BACKGROUND

Council currently conducts one ordinary meeting on the 4th Wednesday of each month commencing at 5.00pm, a process which was adopted on 19th December 2008.

Council also conducts regular Agenda Briefings and Concept Forums to keep Councillors abreast of current issues and to allow for informal discussion on matters of interest to Council, this occurs the Wednesday one (1) week prior to the Ordinary Council Meeting.

FINANCIAL IMPLICATIONS

The cost to hold the Ordinary Meetings are provided for in the 2021/22 Budget.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Local Government Act 1995 Section 5.3

Shire of Donnybrook Balingup Meeting Procedures Local Law 2017

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

Nil

Moved Cr Mills

Seconded Cr Jones

That Council:

- 1. Adopt the 2022 Agenda Briefing and Ordinary Council Meeting Dates as follows:**

Agenda Briefing	Ordinary Council Meeting	Venue
16 February	23 February	Council Chamber Donnybrook
16 March	23 March	Council Chamber Donnybrook
20 April	27 April	Council Chamber Donnybrook
18 May	25 May	Council Chamber Donnybrook
15 June	22 June	Council Chamber Donnybrook
20 July	27 July	Council Chamber Donnybrook
17 August	24 August	Council Chamber Donnybrook
21 September	28 September	Council Chamber Donnybrook
19 October	26 October	Council Chamber Donnybrook
16 November	23 November	Council Chamber (Agenda Briefing) Balingup Hall (OCM)
7 December	14 December	Council Chamber Donnybrook

- 2. Instructs the Chief Executive Officer undertake all statutory advertising in this regard.**

Amendment

Moved: Cr Glover Seconded: Cr Newman

That Council:

1. Adopt the 2022 Agenda Briefing and Ordinary Council Meeting Dates as follows:

Agenda Briefing	Ordinary Council Meeting	Venue
16 February	23 February	Council Chamber Donnybrook
16 March	23 March	Kirup Hall (Agenda Briefing) Council Chamber Donnybrook (OCM)
20 April	27 April	Council Chamber Donnybrook
18 May	25 May	Council Chamber Donnybrook
15 June	22 June	Council Chamber Donnybrook
20 July	27 July	Council Chamber Donnybrook
17 August	24 August	Council Chamber Donnybrook
21 September	28 September	Yabberup Hall (Agenda Briefing) Council Chamber Donnybrook (OCM)
19 October	26 October	Council Chamber Donnybrook
16 November	23 November	Council Chamber (Agenda Briefing) Balingup Hall (OCM)
7 December	14 December	Council Chamber Donnybrook

2. Instructs the Chief Executive Officer undertake all statutory advertising in this regard.

CARRIED 9/0

COUNCIL RESOLUTION 168/21

Moved Cr Glover Seconded Cr Newman

That Council:

- 1. Adopt the 2022 Agenda Briefing and Ordinary Council Meeting Dates as follows:**

Agenda Briefing	Ordinary Council Meeting	Venue
16 February	23 February	Council Chamber Donnybrook
16 March	23 March	Kirup Hall (Agenda Briefing) Council Chamber Donnybrook (OCM)
20 April	27 April	Council Chamber Donnybrook
18 May	25 May	Council Chamber Donnybrook
15 June	22 June	Council Chamber Donnybrook
20 July	27 July	Council Chamber Donnybrook
17 August	24 August	Council Chamber Donnybrook
21 September	28 September	Yabberup Hall (Agenda Briefing) Council Chamber Donnybrook (OCM)
19 October	26 October	Council Chamber Donnybrook
16 November	23 November	Council Chamber (Agenda Briefing) Balingup Hall (OCM)
7 December	14 December	Council Chamber Donnybrook

- 2. Instructs the Chief Executive Officer undertake all statutory advertising in this regard.**

CARRIED 9/0

9.3.2 WALGA POLICY PROPOSAL - SUPERANNUATION FOR ELECTED MEMBERS

Location	Shire of Donnybrook Balingup
Applicant	WALGA
File Reference	Not applicable
Author	Ben Rose - Chief Executive Officer
Responsible Manager	Ben Rose - Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Not support WALGA proposed policy position that the <i>Local Government Act 1995</i> be amended to require local governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member. 2. Support advocacy to the Minister for Local Government to request that the Salaries and Allowances Tribunal, when allocating band ranges, consider sections 2.7 to 2.10 of the Local Government Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, in the context of foregone superannuation guarantee contributions.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.2	Provide a positive, professional culture
Action	4.2.2.3	Promote a constructive and accountable workplace and Council culture

EXECUTIVE SUMMARY

The WA Local Government Association (WALGA) is seeking feedback on a draft policy position to advocate for Elected Members to be required to be paid superannuation.

The recommended advocacy approach by WALGA is to propose that the *Local Government Act 1995* be amended to facilitate the payment of superannuation to Elected Members in addition to fees and allowances.

This approach avoids the problems associated with the current arrangements around the need to withhold income tax and pay fringe benefits tax.

Feedback from the Local Government sector will inform a State Council agenda item, which will be considered at the 1 December meeting of State Council. Following a State Council decision, advocacy will be undertaken with the Minister for Local Government.

BACKGROUND

Under current arrangements, Elected Members can voluntarily decide to have all or a portion of their allowances paid into a superannuation fund.

In addition, under the *Superannuation Guarantee (Administration) Act 1992* (Cth), local governments can unanimously resolve to be considered an 'eligible local governing body' through the *Taxation Administration Act 1953* (Cth). Because of such a resolution, Elected Members would then be treated similarly to employees (for the purpose of payments) and the local government would be required to make superannuation contributions in addition to payment of allowances.

However, a resolution of this nature also has significant implications: pay as you go (PAYG) tax would be required to be withheld for remission to the Australian Taxation Office (ATO), and Fringe Benefit Tax (FBT) would be applicable to all benefits provided to Elected Members. For these reasons, local governments in Australia typically do not pursue this course of action.

Approaches in other jurisdictions are mixed, however the issue of superannuation entitlements for Elected Members has increasingly been the subject to public debate in other states of Australia.

In New South Wales, following a state-led discussion paper and consultation process, amendments to the Local Government Act have been put forward that would enable Councils to resolve to pay superannuation contributions from July 2022.

This mirrors the approach in Queensland where, under that state's Local Government Act, Councils may resolve to pay superannuation contributions to Elected Members.

Elected Members in Victoria are paid a cash loading equivalent to the superannuation guarantee, but this is not required to be paid into a superannuation fund.

No superannuation is paid in Tasmania, South Australia or the Northern Territory.

FINANCIAL IMPLICATIONS

Sitting fees for Elected Members are currently paid within a minimum/maximum band that is set annually by the Salaries and Allowances Tribunal. The Shire's current policy position Elected Members, annual allowance is based on the 25th percentile of the allowance for a band 3 local government. Utilising this assumption and the current superannuation guarantee contribution (SGC) of ten percent, the annual cost to the Shire of mandatory SGC for Elected Members would be \$11,431. (Calculation is based on the 2021/2022 budgeted allowances for Elected Members).

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

The proposed approach by WALGA seeks to advocate to the Minister for Local Government changes to the *Local Government Act 1995* to facilitate the payment of superannuation to Elected Members in addition to fees and allowances.

CONSULTATION

Not applicable

OFFICER COMMENT/CONCLUSION

The case in support of WALGA's proposed position.

As has been well documented through recent inquiries into Local Government, “the role of a Councillor is challenging. Councillors are responsible for overseeing a complex business – that provides a broad range of functions, manages significant public assets, and employs in some cases hundreds of staff – all in a political and publicly accountable environment.” (*WALGA (2019) Final Submission: Select Committee into Local Government. Page 35*).

It is crucial to the functioning of Local Government that Elected Members are appropriately remunerated for their time and contribution.

Payment of superannuation to Elected Members aligns with the objective of the superannuation system, which is “to provide income in retirement to substitute or supplement the Age Pension.” (*Australian Government: The Treasury (2021) Superannuation Reforms*).

The suggested advocacy approach by WALGA is to propose that the *Local Government Act 1995* be amended to facilitate the payment of superannuation to Elected Members in addition to fees and allowances. This approach avoids the problems associated with the current arrangements around the need to withhold income tax and pay fringe benefits tax.

A fundamental question relates to whether the proposed amendment to the Local Government Act should require local governments to pay superannuation, or whether the decision to pay superannuation should be a decision of Council.

Under the principle of ‘general competence’, embedded in the LG Act 1995, local governments should be empowered to manage their own affairs and the case could be made that this ought to extend to the payment of superannuation to Elected Members. However, as the superannuation system is underpinned by its universality, and there is potential for payment of superannuation to become a political debate around the Council table and local communities, a strong case can be made for the payment of superannuation to Elected Members to be a legislative requirement.

On balance, it is posited that to achieve the objectives of the superannuation system and to avoid politicisation of the decision at a local level, payment of superannuation should be a universal entitlement for Elected Members and therefore a requirement of local governments contained in the *Local Government Act 1995*.

As is the case in other jurisdictions, the Salaries and Allowances Tribunal should not consider the payment of superannuation as part of their deliberative process. Specifically, payment of

superannuation, equivalent to the superannuation guarantee, should be over and above the fees and allowances determined by the Salaries and Allowances Tribunal.

Wording for motion to support the WALGA position:

That Council supports WALGA in its advocacy to the Minister for Local Government that the Local Government Act 1995 be amended to require local governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member.

The case against WALGA's proposed position.

As has been mentioned previously, Elected Members can, under current arrangements, voluntarily decide to have all or a portion of their allowances paid into a superannuation fund.

The Salaries and Allowances Tribunal each year determines minimum/maximum bands for each level of local government, where under the Shire's current policy position, Elected Members' annual allowance is based on the 50th percentile of the allowance for a band 3 local government. An alternative to legislative amendment to mandate superannuation guarantee contributions could be for the Tribunal to review the band levels in this context, and for individual local governments to set its payments to Elected Members at an appropriate level.

Of relevance also is a statement by the Tribunal in its most recent determination for Local Government Chief Executive Officers and Elected Members dated 8 April 2021, where the Tribunal emphasises at paragraph 17 of its preamble that *it is emphasised that fees and allowances, in lieu of reimbursement of expenses, provided to elected members are not considered payment for work performed in a manner akin to regular employment arrangements. Elected Members are provided these fees and allowances to recognise the commitment of their time and to ensure they are not out of pocket for expenses properly incurred in the fulfilment of their duties. The Tribunal's original 2013 determination stated that "fees and allowances provided to elected members are not intended to be full time salaries for members". The Tribunal continues to recognise the degree of voluntary community service in the role of elected members.*

Wording for motion to support an alternative to the WALGA position:

That Council:

- 1. Not support WALGA proposed policy position that the Local Government Act 1995 be amended to require local governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member.*
- 2. Support advocacy to the Minister for Local Government to request that the Salaries and Allowances Tribunal, when allocating band ranges, consider sections 2.7 to 2.10 of the Local Government Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, in the context of foregone superannuation guarantee contributions.*

COUNCIL RESOLUTION 169/21

Moved Cr Atherton

Seconded Cr Massey

That Council:

- 1. Not support WALGA proposed policy position that the *Local Government Act 1995* be amended to require local governments to pay Elected Members, into a nominated superannuation account, an amount equivalent to the superannuation guarantee determined with reference to fees and allowances paid to each Elected Member.**
- 2. Support advocacy to the Minister for Local Government to request that the Salaries and Allowances Tribunal, when allocating band ranges, consider sections 2.7 to 2.10 of the Local Government Act, which outlines the roles and responsibilities of local governments, councillors, mayors, presidents and their deputies, in the context of foregone superannuation guarantee contributions.**

CARRIED 9/0

9.3.3 SHIRE COMMITTEES AND COUNCILLOR GROUP MEMBERSHIP

Location	Shire of Donnybrook Balingup
Applicant	Not applicable
File Reference	CNL16
Author	Loren Clifford - Corporate Planning and Governance Officer
Responsible Manager	Maureen Keegan - Manager Executive Services
Attachments	Nil
Voting Requirements	Absolute Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Appoint the following three Elected Members as Audit and Risk Management Committee members: <ul style="list-style-type: none"> • Cr _____ • Cr _____ • Cr _____ 2. Note the two external members continuing as Audit and Risk Management Committee members in the interim, until re-advertising and appointment of these positions is completed (expected December 2021): <ul style="list-style-type: none"> • Ian Telfer (Chairperson) • Carly Anderson 3. Appoint the following four Elected Members as Development Assessment Panels (DAP) members: <ul style="list-style-type: none"> • Cr _____ • Cr _____ • Cr _____ * <i>Alternate Member</i> • Cr _____ * <i>Alternate Member</i> 4. Appoint the following two Elected Members as delegates to the South West Country Zone of WALGA: <ul style="list-style-type: none"> • Shire President • Deputy Shire President *Proxy 5. Appoint the following Elected Member as a Bush Fire Advisory Committee member: <ul style="list-style-type: none"> • Cr _____

6. Appoint the following two Elected Members as delegates to The Donnybrook School Community Resource Library Management Committee members:

- Cr _____
- Cr _____

7. Appoint the following three Elected Members as delegates to the Warren Blackwood Alliance of Council members:

- Shire President
- Deputy Shire President
- Cr _____*Proxy

8. Appoint the following two Elected Members as Warren Blackwood Climate Change Impact Reference Group members:

- Cr _____
- Cr _____

9. Appoint the following Elected Member as a Local Emergency Management Committee (LEMC) member:

- Cr _____

10. Appoint the following three Elected Members as Aged Care Community Reference Group members:

- Cr _____
- Cr _____
- Cr _____

11. Note the continuing community representatives as Aged Care Community Reference Group members:

- Leanne Abas
- Judy Bishop
- Ian Telfer
- Dawn Tan

12. Appoint the following Elected Member as a Regional Road Group member:

- Cr _____

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome:	4.1	A strategically focused, open, and accountable local government
Strategy:	4.1.1	Provide accountable and strategic leadership
Action:	4.1.1.3	Review Council, Committee and Working Group governance structures and meeting programs

EXECUTIVE SUMMARY

Council is requested to appoint Council representatives to the following Committee's or Working/Reference Group for the forthcoming 2 years.

- Audit and Risk Management Committee
- Development Assessment Panels (DAP)
- South West Country Zone
- Bush Fire Advisory Committee (BFAC)
- The Donnybrook School Community Resource Library Management Committee
- Warren Blackwood Alliance of Councils (WBAC)
- Warren Blackwood Climate Change Impact Reference Group
- Local Emergency Management Committee (LEMC)
- Aged Care Community Reference Group
- Regional Road Group (RRG)

BACKGROUND

The following table provides a summary of the current appointed Elected Members and their term expiry for each Committee or Working/Reference Group.

Member	Term (Years)	Term Expiry
Audit and Risk Management Committee		
Cr Massey	2	2021
Cr Wringe	2	2021
Cr Newman	2	2021
<i>Note: Appointed at the October 2019 OCM</i>		
Development Assessment Panel		
Cr Lindemann	2	2021
Cr Sercombe	2	2021
Cr Newman*	2	2021
Cr Wringe*	2	2021
<i>Note: Appointed at the October 2019 OCM. *Alternate Members</i>		
South West Country Zone		
Cr Piesse	2	2021
Cr Massey*	2	2021
<i>Note: Appointed at the October 2019 OCM, *Proxy</i>		

Bush Fire Advisory Committee		
Cr Wringe	2	2021
Cr Sercombe	2	2021
Donnybrook School Community Resource Library Management Committee		
Cr Massey		
Cr -Vacant		
Warren Blackwood Alliance of Council Partnership		
Cr Piesse		
Cr Wringe		
Cr Lindemann*		
<i>Note: * Proxy, The WBAC meet on the first Tuesday in August, October, December, February, April and June.</i>		
Local Emergency Management Committee (LEMC)		
Cr Piesse		
Aged Care Community Reference Group		
Cr Piesse		
Cr Massey		
Cr Wringe		
Regional Road Group		
Cr Piesse		

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Local Government Act 1995

Bush Fires Act 1954

Emergency Management Act 2005

Regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011.

CONSULTATION

Not applicable.

OFFICER COMMENT/CONCLUSION

Committees of Council provide advice to the Council to enable decisions to be made. Elected Members also represent council on several advisory and working groups to provide advice and feedback to both the group and Council.

Committee, Working/Reference Group details vary and have been outlined in the table below.

1. AUDIT AND RISK MANAGEMENT COMMITTEE	
Established by Council pursuant to Division 1A, Section 7.1A of the <i>Local Government Act 1995</i> and <i>Local Government (Audit) Regulations 1996</i> regulation 16.	
Members:	3 Elected Members 2 External Members
Term:	2 Years
Meeting Frequency:	The Committee shall meet quarterly
2. BUSH FIRE ADVISORY COMMITTEE	
Established pursuant to the <i>Bushfires Act 1954</i> to provide advice to Council regarding all matters relating to bushfire control, prevention, and management.	
Members:	1 Elected Member 13 Brigade Representatives (FCOs)
Term:	2 Years
Meeting Frequency:	Biannual meetings (April AGM)
3. THE DONNYBROOK SCHOOL COMMUNITY RESOURCE LIBRARY MANAGEMENT COMMITTEE	
A committee established via a legal agreement executed between the Shire and the Minister for Education in 2019 for the purpose of facilitating the management and control the Donnybrook Community Library.	
Members:	3 Shire members appointed by the Shire (Pursuant to sec 4.1(a) one of whom shall be the Shire CEO) 3 members appointed by the Minister for Education (pursuant to sec 4.1(b) one of whom shall be the principal)
Term:	2 Years
Meeting Frequency:	Two meetings per year
4. LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	
Established pursuant to the <i>Local Emergency Management Act 2005</i> to assist Council and ensure local emergency management arrangements are established.	
Members:	1 Elected member (Chairperson) Shire Employees
Term:	2 Years
Meeting Frequency:	Every three (3) month as part of the financial year cycle and as required.
5. SOUTH WEST COUNTRY ZONE	
An association of 12 South West local governments that meet to consider WA Local Government Association initiatives.	
Members:	1 Elected Members

	(Usually, President and Deputy President as proxy) Shire Employee
Term:	2 Years
Meeting Frequency:	Five (5) meeting per year
6. REGIONAL ROAD GROUP (RRG)	
The group prioritizes and resolves projects for the allocation of monies received from State and Federal Government.	
Members:	1 Elected Member
Term:	2 Years
Meeting Frequency:	See annual meeting timetable on WALGA's website
7. WARREN BLACKWOOD ALLIANCE OF COUNCILS (WBAC)	
A voluntary regional organisation of Councils representing the Shires of Bridgetown-Greenbushes, Boyup Brook, Donnybrook Balingup, Manjimup and Nannup. The WBAC acts as an advocacy group by supporting or undertaking significant projects relating to promoting economic development and diversity and encouraging regional population growth.	
Members:	2 Elected Members
Term:	2 Years
Meeting Frequency:	Every (2) two months
8. AGED CARE COMMUNITY REFERENCE GROUP	
To assist the due diligence review of the provision of Aged Care Services delivered by the Shire	
Members:	3 Elected Members <ul style="list-style-type: none"> • President • Deputy President • Cr Shire Employees <ul style="list-style-type: none"> • CEO • Director Corporate and Community Community Members (Qualified/Experienced) <ul style="list-style-type: none"> • Dawn Tan • Leanne Abas • Ian Telfer • Judy Bishop
Term:	The establishment of this Community Reference Group will cease once the report and recommendations have been submitted to Council
Meeting Frequency:	Meetings as required
9. WARREN BLACKWOOD CLIMATE CHANGE IMPACT REFERENCE GROUP	
To establish the basis of a Warren Blackwood Alliance of Councils (WBAC) sub-regional climate change impact policy that includes recommendations for practical	

and achievable adaption and mitigation strategies applicable to WBAC and member Local Government Organisations (LGO's).

Members:	2 Elected Members 1 Shire Employee
Term:	Until advised
Meeting Frequency:	Every second month (additional meetings may be called when required).

10. DEVELOPMENT ASSESSMENT PANELS (DAP)

Development Assessment Panels (DAP) were originally established by the Minister for Planning on 1 July 2011 to determine development applications that meet a certain threshold value. Each DAP comprises of five members, three specialist members and two local government members. All current local government DAP members are appointed for a term ending 26 January 2022.

All local government councils are requested to provide nominations for local government members by Friday 19 November 2021. Regulation 24 of the *Planning and Development (Development Assessment Panels) Regulations 2011* requires Council to nominate, as soon as possible following the elections, four elected Council members to sit as DAP members, two as members and two as alternate members

Since the inception of the DAP the Shire has not received any applications that have required referral/determination by a DAP.

There are two situations when an application is referred to a DAP. These are:

- A mandatory application. This is a planning application that has an estimated value of \$10 million or more.
- An optional application. This is a planning application that has an estimated value of \$2 million or more and the applicant has elected for the application to be referred to the DAP.

Further information pertaining to the DAP and member participation can be accessed at <https://www.dplh.wa.gov.au/daps>.

Members:	2 Elected Members 2 Alternate Elected Members
Term:	2 Years
Meeting Frequency:	As required

Moved: Cr Newman Seconded: Cr Smith

That Council:

- 1. Appoint the following three Elected Members as Audit and Risk Management Committee members:**

- Cr _____
- Cr _____
- Cr _____

- 2. Note the two external members continuing as Audit and Risk Management Committee members in the interim, until re-advertising and appointment of these positions is completed (expected December 2021):**

- Ian Telfer (Chairperson)
- Carly Anderson

- 3. Appoint the following four Elected Members as Development Assessment Panels (DAP) members:**

- Cr _____
- Cr _____
- Cr _____ * *Alternate Member*
- Cr _____ * *Alternate Member*

- 4. Appoint the following two Elected Members as delegates to the South West Country Zone of WALGA:**

- Shire President
- Deputy Shire President *Proxy

- 5. Appoint the following Elected Member as a Bush Fire Advisory Committee member:**

- Cr _____

- 6. Appoint the following two Elected Members as delegates to The Donnybrook School Community Resource Library Management Committee members:**

- Cr _____
- Cr _____

- 7. Appoint the following three Elected Members as delegates to the Warren Blackwood Alliance of Council members:**

- Shire President
- Deputy Shire President

- Cr _____*Proxy

8. Appoint the following two Elected Members as Warren Blackwood Climate Change Impact Reference Group members:

- Cr _____
- Cr _____

9. Appoint the following Elected Member as a Local Emergency Management Committee (LEMC) member:

- Cr _____

10. Appoint the following three Elected Members as Aged Care Community Reference Group members:

- Cr _____
- Cr _____
- Cr _____

11. Note the continuing community representatives as Aged Care Community Reference Group members:

- Leanne Abas
- Judy Bishop
- Ian Telfer
- Dawn Tan

12. Appoint the following Elected Member as a Regional Road Group member:

- Cr _____

Amendment

Moved: Cr Wringe Seconded: Cr Atherton

That Council:

1. Appoint the following three Elected Members as Audit and Risk Management Committee members:

- Cr _____
- Cr _____
- Cr _____

2. Note the two external members continuing as Audit and Risk Management Committee members in the interim, until re-advertising and appointment of these positions is completed (expected December 2021):

- Ian Telfer (Chairperson)
- Carly Anderson

3. Appoint the following four Elected Members as Development Assessment Panels (DAP) members:

- Cr _____
- Cr _____
- Cr _____ * *Alternate Member*
- Cr _____ * *Alternate Member*

4. Appoint the following two Elected Members as delegates to the South West Country Zone of WALGA:

- Shire President
- Deputy Shire President *Proxy

5. Appoint the following Elected Member as a Bush Fire Advisory Committee member:

- Cr _____

6. Appoint the following two Elected Members as delegates to The Donnybrook School Community Resource Library Management Committee members:

- Cr _____
- Cr _____

7. Appoint the following three Elected Members as delegates to the Warren Blackwood Alliance of Council members:

- Shire President
- Deputy Shire President

- Cr _____*Proxy

8. Appoint the following two Elected Members as Warren Blackwood Climate Change Impact Reference Group members:

- Cr _____
- Cr _____

9. Appoint the following Elected Member as a Local Emergency Management Committee (LEMC) member:

- Cr _____

10. Appoint the following three Elected Members as Aged Care Community Reference Group members:

- Cr _____
- Cr _____
- Cr _____

11. Note the continuing community representatives as Aged Care Community Reference Group members:

- Leanne Abas
- Judy Bishop
- Ian Telfer
- Dawn Tan

12. Appoint the following Elected Member as a Regional Road Group member:

- Cr _____

13. Encourage the appointment of an Elected Member to represent Council on the Donnybrook District High School Board.

- Cr _____

CARRIED 9/0

RECOMMENDATION

That Standing Orders – Part 10 be suspended.

COUNCIL RESOLUTION 170/21

Moved: Cr Smith Seconded: Cr Massey

That Standing Orders – Part 10 be suspended.

CARRIED 9/0

Note: nominations for Committee and Working Group membership were discussed whilst Part 10 of the Meeting Procedures Local Law was suspended.

RECOMMENDATION

That Standing Orders – Part 10 be resumed.

COUNCIL RESOLUTION 171/21

Moved Cr Mills Seconded Cr Jones

That Standing Orders – Part 10 be resumed.

CARRIED 9/0

COUNCIL RESOLUTION 172/21

Moved: Cr Newman Seconded: Cr Smith

That Council:

- 1. Appoint the following three Elected Members as Audit and Risk Management Committee members:**
 - Cr Wringe
 - Cr Newman
 - Cr Smith

- 2. Note the two external members continuing as Audit and Risk Management Committee members in the interim, until re-advertising and appointment of these positions is completed (expected December 2021):**
 - Ian Telfer (Chairperson)
 - Carly Anderson

- 3. Appoint the following four Elected Members as Development Assessment Panels (DAP) members:**

- Cr Mills
 - Cr Jones
 - Cr Glover *Alternate Member*
 - Cr Newman *Alternate Member*
4. Appoint the following two Elected Members as delegates to the South West Country Zone of WALGA:
- Shire President
 - Deputy Shire President *Proxy
5. Appoint the following Elected Member as a Bush Fire Advisory Committee member:
- Cr Newman
6. Appoint the following two Elected Members as delegates to The Donnybrook School Community Resource Library Management Committee members:
- Cr Glover
 - Cr Massey
7. Appoint the following three Elected Members as delegates to the Warren Blackwood Alliance of Council members:
- Shire President
 - Cr Jones
 - Deputy Shire President *Proxy
8. Appoint the following two Elected Members as Warren Blackwood Climate Change Impact Reference Group members:
- Cr Massey
 - Cr Glover
9. Appoint the following Elected Member as a Local Emergency Management Committee (LEMC) member:
- Cr Wringe
10. Appoint the following three Elected Members as Aged Care Community Reference Group members:
- Cr Glover
 - Cr Massey
 - Cr Jones
11. Note the continuing community representatives as Aged Care Community Reference Group members:

- **Leanne Abas**
- **Judy Bishop**
- **Ian Telfer**
- **Dawn Tan**

12. Appoint the following Elected Member as a Regional Road Group member:

- **Cr Wringe**

13. Encourage the appointment of an Elected Member to represent Council on the Donnybrook District High School Board.

- **Cr. Smith**

CARRIED 9/0

9.3.4 SHIRE INDUCTION AND FAMILIARISATION WORKSHOP

Location	Shire of Donnybrook Balingup
Applicant	Not applicable
File Reference	NA
Author	Loren Clifford - Corporate Planning and Governance Officer
Responsible Manager	Maureen Keegan - Manager Executive Services
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council endorses the engagement of the WA Local Government Association to undertake two days onsite training for Council members including the following modules: ‘Understanding Local Government’; ‘Conflicts of Interests’ and ‘Meeting Procedures’.</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

- Outcome: 4.1 A strategically focused, open, and accountable local government
- Strategy: 4.1.1 Provide accountable and strategic leadership
- Action: 4.1.1.3 Review Council, Committee and Working Group governance structures and meeting programs

EXECUTIVE SUMMARY

Following the Local Government Elections held 16 October 2021 within the Shire of Donnybrook Balingup it is proposed that onsite training for Elected Members be undertaken.

To enable good governance in the forthcoming 2 years it is imperative that the Council commence as a united group, and to ensure that all Councillors can participate with confidence in their roles.

WALGA has a suite of mandatory training all Councillors are expected to complete, it is proposed that WALGA deliver training modules: ‘Understanding Local Government’; ‘Conflicts of Interests’; and ‘Meeting Procedures’, over 2 days at a location within the Shire.

The modules can be tailored specifically to the Shire and whilst some Councillors have completed this training, their knowledge and Council experience will provide greater insight to the day.

BACKGROUND

On 27 June 2019, changes to the *Local Government Act 1995* were passed by Parliament which require all council members to undertake training within the first 12 months of being elected.

Every council member will be expected to undertake the training within 12 months of being elected. Exemptions apply (Sec. 36(1) *Local Government (Administration) Regulations 1996*).

The Shire's policy position is for Council Members to develop their skills and keep up to date with new developments to build capacity and strengthen the Shire of Donnybrook Balingup.

FINANCIAL IMPLICATIONS

The Councilor Training Account 169320 contains a Budget allocation of \$16,800 Ex GST; the 2-day training sessions can be accommodated with in this Budget at a cost of approximately \$9,000 Ex GST.

POLICY COMPLIANCE

[EM/CP-1 Council Member Induction, Training and Professional Development](#)

STATUTORY COMPLIANCE

Local Government Act 1995, Section. 5.126 Training for council members and Section 5.128 Policy for continuing professional development
Local Government (Administration) Regulations 1996, Part 10 - Training

CONSULTATION

Not applicable.

OFFICER COMMENT/CONCLUSION

Council is requested to endorse the engagement of the WA Local Government Association (WALGA) to undertake 2 days onsite training for Council members.

COUNCIL RESOLUTION 173/21

Moved Cr Jones Seconded Cr Massey

That Council endorses the engagement of the WA Local Government Association to undertake two days onsite training for Council members including the following modules: 'Understanding Local Government'; 'Conflicts of Interests' and 'Meeting Procedures'.

CARRIED 9/0

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12.1.1 RFQ 280 – WIN, CRUSH AND STOCKPILE GRAVEL MATERIAL - CONFIDENTIAL

This report is confidential in accordance with Section 5.23(c) of the Local Government Act 1995, which permits the meeting to be closed to the public.

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

12.1.2 RFQ 269 – SUPPLY OF BITUMINOUS PRODUCTS 2020-21 - CONFIDENTIAL

This report is confidential in accordance with Section 5.23(c) of the Local Government Act 1995, which permits the meeting to be closed to the public.

(c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

RECOMMENDATION

That the meeting be closed in accordance with section 5.23(2) of the Local Government Act 1995 to discuss the following confidential items:

12.1.1 RFQ 280 – WIN, CRUSH AND STOCKPILE GRAVEL MATERIAL - CONFIDENTIAL

12.1.2 RFQ 269 – SUPPLY OF BITUMINOUS PRODUCTS 2020-21 – CONFIDENTIAL

COUNCIL RESOLUTION 174/21

Moved Cr Smith Seconded Cr Newman

That the meeting be closed in accordance with section 5.23(2) of the Local Government Act 1995 to discuss the following confidential items:

12.1.1 RFQ 280 – WIN, CRUSH AND STOCKPILE GRAVEL MATERIAL - CONFIDENTIAL

12.1.2 RFQ 269 – SUPPLY OF BITUMINOUS PRODUCTS 2020-21 – CONFIDENTIAL

CARRIED 9/0

The meeting was closed to the public at 6:32 pm.

COUNCIL RESOLUTION 177/21

Moved Cr Mills Seconded Cr Massey

That the meeting be re-opened to the public.

CARRIED 9/0

The meeting was re-opened to the public at 6:37 pm.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

13 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on 24 November 2021 commencing at 5.00pm in the Balingup Town Hall.

Meeting closed at 6:38pm.



**AUDIT AND RISK MANAGEMENT COMMITTEE MEETING
UNCONFIRMED MINUTES**

Held on
Thursday 14 October 2021

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

Ben Rose
Chief Executive Officer

22 October 2021

Disclaimer

Please note the items and recommendations in this document are not final and are subject to change or withdrawal.

TABLE OF CONTENTS

1	DECLARATION OF OPENING	3
2	ATTENDANCE	3
	2.1 APOLOGIES.....	3
	2.2 APPROVED LEAVE OF ABSENCE.....	3
3	ANNOUNCEMENTS FROM CHAIRPERSON.....	3
4	DECLARATION OF INTEREST	4
5	CONFIRMATION OF MINUTES.....	4
6	REPORTS OF OFFICERS	5
	6.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS 2022.....	5
	6.2 LOCAL GOVERNMENT (AUDIT) REGULATIONS 17 – STATUS UPDATE AND	
	APPOINTMENT OF AUDITOR TO UNDERTAKE THE 2022 REVIEW	8
	6.3 OFFICE OF THE AUDITOR GENERAL FINDINGS – STATUS UPDATE REPORT .	
	11
7	General Business	13
8	CLOSURE	13

SHIRE OF DONNYBROOK BALINGUP
AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES

Held at the Council Chambers
14 October 2021 at 5.00pm

1 DECLARATION OF OPENING

Chairperson – Acknowledgment of Country

The Chairperson acknowledged the traditional custodians of the land, the Wardandi People, and the Noongar Nation, paying respects to Elders, past and present and emerging.

The Chairperson to declare the meeting open and welcome the members of the committee.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Jackie Massey (Deputy Shire President) Cr Leanne Wringe Cr Chaz Newman	Mr Kim Dolzadelli – Director Corporate Community
EXTERNAL MEMBERS	GUEST
Mr Ian Telfer – Chairperson	Nil

2.1 APOLOGIES

Ms Carly Anderson
Mr Ben Rose – Chief Executive Officer

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM CHAIRPERSON

Nil.

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee Members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the *Act*.

5 CONFIRMATION OF MINUTES

Minutes of the Audit and Risk Management Committee meeting held **15 April 2021** are attached (Attachment 5(1)).

EXECUTIVE RECOMMENDATION

That the Minutes of the Audit and Risk Management Committee meeting held 15 April 2021 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Newman

That the Minutes of the Audit and Risk Management Committee meeting held 15 April 2021 be confirmed as a true and correct record.

CARRIED 4/0

6 REPORTS OF OFFICERS

6.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS 2022

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	Nil
Voting Requirements	Simple Majority

Executive Recommendation

That the Audit and Risk Management Committee:

- 1. Set the following schedule for Audit and Risk Management Committee Meetings in 2022:**

Wednesday 9 February 2022	5pm	Council Chamber
Wednesday 11 May 2022	5pm	Council Chamber
Wednesday 17 August 2022	5pm	Council Chamber
Wednesday 15 November 2022	5pm	Council Chamber

- 2. Acknowledge there may be requirement for additional meetings throughout the year at the discretion of the Presiding Member.**

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

The Department of Local Government Sport and Cultural Industries (DLGSCI) recommends the Audit and Risk Management Committee (ARMC) meet at least quarterly with additional meetings convened at the discretion of the presiding member. The ARMC Charter adopted in October 2020, outlines that the Committee shall meet as often as it determines.

To allow staff and committee members the opportunity to plan and prepare for meetings and to ensure the ARMC has the opportunity for regular oversight of the Shires functions, it is recommended that quarterly meetings dates are set each calendar year.

The meeting dates suggested are in line with the Council's Meeting schedule and generally align with the expected timing of the Draft Budget preparation, Compliance Audit Return, and the Annual Financial Statements.

Wednesday 9 February 2022
Wednesday 11 May 2022
Wednesday 17 August 2022
Wednesday 15 November 2022

Meetings are scheduled to commence at 5pm and are held in the Council Chambers.

The 9 February 2022 meeting is regarded as the first meeting of the 2022 year. An additional meeting may be called in December to review the Auditor's report.

BACKGROUND

The Audit and Risk Management Committee met quarterly in 2021 and 2022.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

Setting a structure for meetings will ensure the Committee members can incorporate meetings into their diaries well in advance.

COMMITTEE RESOLUTION

Moved Cr Massey Seconded Cr Wringe

That the Audit and Risk Management Committee:

- 1. Set the following schedule for Audit and Risk Management Committee Meetings in 2022:**

Wednesday 9 February 2022	5pm	Council Chambers
Wednesday 11 May 2022	5pm	Council Chambers
Wednesday 17 August 2022	5pm	Council Chambers
Wednesday 15 November 2022	5pm	Council Chambers

- 2. Acknowledge there may be requirement for additional meetings throughout the year at the discretion of the Presiding member.**

CARRIED 4/0

6.2 LOCAL GOVERNMENT (AUDIT) REGULATIONS 17 – STATUS UPDATE AND APPOINTMENT OF AUDITOR TO UNDERTAKE THE 2022 REVIEW

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	6.2(1): LG (Audit) Regulation 17 - Status Update
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <ol style="list-style-type: none"> 1. Receive the LG (Audit) Regulation 17 Status Update Report as attached at <u>Attachment 6.2(1)</u> in relation to the progress of items identified on the current Audit Regulation 17 Report; 2. Request the CEO seek quotes to undertake the Local Government (Audit) Regulation 17 Review and present the quotes at the 9 February 2022 Audit and Risk Management Committee meeting.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

The attached LG (Audit) Regulation 17 Status Update Report is presented to the Audit and Risk Management committee (ARMC) for their information and to monitor progress toward actioning items identified in the most recent Audit Regulation 17 report.

The ARMC are also advised that the Shire will be required to undergo the Local Government (Audit) Regulation 17 Review during 2022. Quotes will require to be sourced from South West Accountancy firms and presented to the ARMC for consideration.

BACKGROUND

The last Review was undertaken by AMD Chartered Accountants in December 2018 and the results received by the Shire in February 2019.

A status report on the identified actions from the Review and their status of resolution is attached at Attachment 6.2(1).

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Reg. 7 of the Local Government (Audit) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures not less than once in every 3 financial years in relation to:

- risk management; and
- internal control; and
- legislative compliance.

The CEO is to report to the Audit and Risk Management Committee the results of that review.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The Audit and Risk Management Committee considered a report from the Executive Manager Corporate and Community Services in January 2021 and subsequent meetings thereafter, presenting the finding of a review of risk management, internal controls and legislative compliance as required by the Local Government (Audit) Regulation (Reg 17).

The next Audit Regulation 17 Review is due to be conducted in the 2021/22 Financial Year.

The attached status update report, will be presented to successive meetings of the Audit and Risk Management Committee until all items raised in the report are completed.

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

- 1. Receive the LG (Audit) Regulation 17 Status Update Report as attached at Attachment 6.2(1) in relation to the progress of items identified on the current Audit Regulation 17 Report;**
- 2. Request the CEO seek quotes to undertake the Local Government (Audit) Regulation 17 Review and present the quotes at the 9 February 2022 Audit and Risk Management Committee meeting.**

CARRIED 4/0

6.3 OFFICE OF THE AUDITOR GENERAL FINDINGS – STATUS UPDATE REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	6.3(1): OAG Report Findings – Status Update Report
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <p>Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at <u>Attachment 6.3(1)</u>.</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

Staff intend to keep the Committee updated on status of these matters and work on strategies to progress the Office of the Auditor General (OAG) findings and recommendations in the context of their impact on risk and resources.

BACKGROUND

At the 12 November 2020 Audit and Risk Management Committee meeting, the Committee received the recommendations and findings from the Industry-based OAG Performance Audits Reports and recommended to the Council that the Chief Executive Officer prepare a matrix with Shire responses to each of the findings.

The matrix of OAG Performance Audits Reports was presented to the January 2021, meeting of the Audit and Risk Management Committee and then to the February 2021 meeting of the Council, at which the Council adopted the following resolution:

That Council:

- 1. Receive the matrix of Shire responses to each of the findings in the Auditor General's General Performance Audit Reports as attached 6.2(1); and*
- 2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General's reports with Shire processes and systems; and*
- 3. Consider the risk management implications associated with the findings and recommendations of the Office of the Auditor General Performance Audits and the Shire Executive's Comments in the attachment.*

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The attached OAG General Findings - Status Update Report (*Attachment 6.3(1)*), will be presented to successive meetings of the Audit and Risk Management Committee to monitor the progress made toward aligning these industry-based findings and recommendations to the Shire's internal processes and systems.

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at Attachment 6.3(1).

CARRIED 4/0

7 General Business

COMMITTEE RESOLUTION

Moved Cr Massey Seconded Cr Newman

That updated status reports contain track changes with verbal updates.

CARRIED 4/0

8 CLOSURE

The Chairperson declared the meeting closed at 6.10pm.



AUDIT AND RISK MANAGEMENT COMMITTEE MEETING MINUTES

Held on

Thursday, 15 April 2021

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

A handwritten signature in black ink, appearing to read 'BGR' followed by a flourish.

Ben Rose
Chief Executive Officer

16 April 2021

TABLE OF CONTENTS

1	DECLARATION OF OPENING	3
2	ATTENDANCE	3
	2.1 APOLOGIES	3
	2.2 APPROVED LEAVE OF ABSENCE	3
3	ANNOUNCEMENTS FROM CHAIRPERSON.....	4
4	DECLARATION OF INTEREST	4
5	PUBLIC QUESTION TIME	4
	5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	4
	5.2 PUBLIC QUESTION TIME	4
6	PRESENTATIONS	4
	6.1 DEPUTATIONS	4
7	CONFIRMATION OF MINUTES.....	5
8	REPORTS OF OFFICERS	6
	8.1 COMPLIANCE AUDIT RETURN – STATUS UPDATE REPORT	6
	8.2 LOCAL GOVERNMENT (AUDIT) REGULATIONS 17 – STATUS UPDATE	10
	8.3 OFFICE OF THE AUDITOR GENERAL FINDINGS – STATUS UPDATE REPORT	
	13	
	8.4 FINANCIAL MANAGEMENT REVIEW	16
8	CLOSURE	19

SHIRE OF DONNYBROOK BALINGUP
AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES

Held at the Council Chambers
15 April 2021 at 5.00pm

1 DECLARATION OF OPENING

Chairperson – Acknowledgment of Country

The Chairperson acknowledged the traditional custodians of the land, the Wardandi People, and the Noongar Nation, paying respects to Elders, past and present and emerging.

The Chairperson declared the meeting open at 5.00pm and welcomed the members of the committee.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Jackie Massey (Deputy Shire President) Cr Leanne Wringe Cr Chaz Newman	Ben Rose - CEO Paul Breman – EMCC Jaimee Earl – Minute Taker
EXTERNAL MEMBERS	GUEST
Mr Ian Telfer – Chairperson	Cr Brian Piesse – Shire President (Ex-Officio)

GUESTS PRESENT

No guests in attendance.

2.1 APOLOGIES

Carly Anderson was an apology to the meeting.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM CHAIRPERSON

Nil.

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee Members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the *Act*.

Nil.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Questions were received from Mr John Bailey prior to the January 2021 Meeting and taken on notice. Questions and answers are provided at [Attachment 5.1\(1\)](#).

Questions were received from Mr Shane Sercombe prior to the January 2021 Meeting and taken on notice. Questions and answers are provided at [Attachment 5.1\(2\)](#).

5.2 PUBLIC QUESTION TIME

Nil.

6 PRESENTATIONS

6.1 DEPUTATIONS

Nil.

7 CONFIRMATION OF MINUTES

Minutes of the Audit and Risk Management Committee meeting held **28 January 2021** are attached (*Attachment 7.1*).

EXECUTIVE RECOMMENDATION

That the Minutes of the Audit and Risk Management Committee meeting held 28 January 2021 be confirmed as a true and correct record.

COMMITTEE RESOLUTION

Moved Cr Massey Seconded Cr Wringe

That the Minutes of the Audit and Risk Management Committee meeting held 28 January 2021 be confirmed as a true and correct record.

CARRIED 4/0

8 REPORTS OF OFFICERS

8.1 COMPLIANCE AUDIT RETURN – STATUS UPDATE REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.1(1): 2020 CAR Update Report
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <p>Receive the Compliance Audit Return (CAR) Report as attached at <u>Attachment 8.1(1)</u> as a status update of the actions taken to date to achieve compliance with regard to selected items identified as non-compliant within the 2020 Compliance Audit Return.</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

At the February 2021 Ordinary Council Meeting the Council passed the following resolution:

That Council:

- 1. Adopt the 2020 Compliance Audit Return as presented at attachment 8.4(1) for the Shire of Donnybrook Balingup for the period 1 January 2020 to 31 December 2020; and*
- 2. Instruct the CEO prepare a report identifying the actions to be taken to achieve compliance with the items identified within the 2020 Compliance Audit Return to be presented to the next Audit and Risk Management Committee Meeting.*

The above resolution contains an instruction to the Chief Executive Officer to report on the actions to be achieved toward compliance for those items reported as non-compliant in the 2020 Compliance Audit Return. This item serves to action that instruction by presenting a status update report to the Committee.

BACKGROUND

A Local Government Compliance Audit Return (CAR) is required to be undertaken in accordance with the *Local Government (Audit) Regulations 1996* Reg. 14(1).

The Audit was conducted by staff for the period 1st January to 31st December 2020, within the scope and in the format required by the Department of Local Government, Sport and Cultural Industries.

After conducting the checking process, the 2020 CAR contained a compliance item for as set out below:

Topic	Item Number	Matter
Optional Questions	5	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?
Optional Questions	6	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?
Optional Questions	1	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report
Tenders for Providing Goods and Services	8	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

These compliance items have been noted by Staff and are not expected to occur again in the future.

The Department of Local Government, Sport and Cultural Industries (DLGSCI) requires local governments to conduct an annual assessment of their compliance with key

components of the *Local Government Act 1995* (the Act) and associated Regulations. The 2020 CAR must be adopted and provided to the DLGSCI by 31 March 2021.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Under *Regulation 14 of the Local Government (Audit) Regulations 1996* the 2020 CAR is to be reviewed by Council's Audit Committee and then the results reported to Council for adoption.

Following presentation to Council at the February ordinary meeting of the Council, a certified copy of the 2020 CAR, along with an extract of the minutes of the meeting at which the CAR was adopted by Council, was submitted to the DLGSCI on 17 March 2021, well within the 31 March 2021 deadline.

No feedback has been received to date from the DLGSCI on the contents of the 2020 CAR.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The attached CAR - Status Update Report, will be presented to successive meetings of the Audit and Risk Management Committee until all items raised in the report are completed.

EXECUTIVE RECOMMENDATION

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

Receive the Compliance Audit Return (CAR) Report as attached at Attachment 8.1(1) as a status update of the actions taken to date to achieve compliance with regard to selected items identified as non-compliant within the 2020 Compliance Audit Return.

AMENDMENT

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

Receive the Compliance Audit Return (CAR) Report ~~as attached~~ at Attachment 8.1(1) as a status update of the actions taken to date to achieve compliance with regard to selected items identified as non-compliant within the 2020 Compliance Audit Return, subject to priority and timelines being included for Council consideration.

CARRIED 4/0

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

Receive the Compliance Audit Return (CAR) Report at Attachment 8.1(1) as a status update of the actions taken to date to achieve compliance with regard to selected items identified as non-compliant within the 2020 Compliance Audit Return, subject to priority and timelines being included for Council consideration.

8.2 LOCAL GOVERNMENT (AUDIT) REGULATIONS 17 – STATUS UPDATE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.2(1): LG (Audit) Regulation 17 - Status Update
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <p>Receive the LG (Audit) Regulation 17 Status Update Report as attached at <u>Attachment 8.2(1)</u> in relation to the progress of items identified on the current Audit Regulation 17 Report.</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

The attached LG (Audit) Regulation 17 Status Update Report is presented to the Audit and Risk Management committee for their information and to monitor progress toward actioning items identified in the most recent Audit Regulation 17 report.

BACKGROUND

The last Review was undertaken by AMD Chartered Accountants in December 2018 and the results received by the Shire in February 2019 are attached (Attachment 8.4(1)).

A status report on the identified actions from the Review and their status of resolution is attached at Attachment 8.2(1).

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Reg. 7 of the Local Government (Audit) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures not less than once in every 3 financial years in relation to:

- risk management; and
- internal control; and
- legislative compliance.

The CEO is to report to the Audit and Risk Management Committee the results of that review.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The Audit and Risk Management Committee considered a report from the Executive Manager Corporate and Community Services in January 2021, presenting the finding of a review of risk management, internal controls and legislative compliance as required by the Local Government (Audit) Regulation (Reg 17).

The next Audit Regulation 17 Review is due to be conducted by December 2021.

The attached status update report, will be presented to successive meetings of the Audit and Risk Management Committee until all items raised in the report are completed.

EXECUTIVE RECOMMENDATION

Moved Cr Newman Seconded Cr Wringe

That the Audit and Risk Management Committee:

Receive the LG (Audit) Regulation 17 Status Update Report as attached at **Attachment 8.2(1) in relation to the progress of items identified on the current Audit Regulation 17 Report.**

AMENDMENT

Moved Cr Newman Seconded Cr Wringe

That the Audit and Risk Management Committee:

Receive the LG (Audit) Regulation 17 Status Update Report ~~*as attached*~~ at *Attachment 8.2(1)* in relation to the progress of items identified on the current Audit Regulation 17 Report, *subject to more specific information being provided to Council in relation to resource constraints under the Update column.*

CARRIED 4/0

COMMITTEE RESOLUTION

Moved Cr Newman Seconded Cr Wringe

That the Audit and Risk Management Committee:

Receive the LG (Audit) Regulation 17 Status Update Report at *Attachment 8.2(1)* in relation to the progress of items identified on the current Audit Regulation 17 Report, subject to more specific information being provided to Council in relation to resource constraints under the Update column.

CARRIED 4/0

8.3 OFFICE OF THE AUDITOR GENERAL FINDINGS – STATUS UPDATE REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.3(1): OAG Report Findings – Status Update Report
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <p>Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at <u>Attachment 8.3(1)</u>.</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.3	Monitor and measure organisational performance

EXECUTIVE SUMMARY

Staff intend to keep the Committee updated on status of these matters and work on strategies to progress the Office of the Auditor General (OAG) findings and recommendations in the context of their impact on risk and resources.

BACKGROUND

At the 12 November 2020 Audit and Risk Management Committee meeting, the Committee received the recommendations and findings from the Industry-based OAG Performance Audits Reports and recommended to the Council that the Chief Executive Officer prepare a matrix with Shire responses to each of the findings.

The matrix of OAG Performance Audits Reports was presented to the January 2021, meeting of the Audit and Risk Management Committee and then to the February 2021 meeting of the Council, at which the Council adopted the following resolution:

That Council:

- 1. Receive the matrix of Shire responses to each of the findings in the Auditor General's General Performance Audit Reports as attached 8.2(1); and*
- 2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General's reports with Shire processes and systems; and*
- 3. Consider the risk management implications associated with the findings and recommendations of the Office of the Auditor General Performance Audits and the Shire Executive's Comments in the attachment.*

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The attached OAG General Findings - Status Update Report (*Attachment 8.3(1)*), will be presented to successive meetings of the Audit and Risk Management Committee to monitor the progress made toward aligning these industry-based findings and recommendations to the Shire's internal processes and systems.

EXECUTIVE RECOMMENDATION

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at Attachment 8.3(1).

AMENDMENT

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

1. Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at Attachment 8.3(1).
2. Notes the priorities attached to each item in Attachment 8.3(1) and the associated resource requirements, and the Audit and Risk Management Committee will work towards prioritisation of these items for Council's future consideration.

CARRIED 4/0

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Massey

That the Audit and Risk Management Committee:

1. Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at Attachment 8.3(1).
2. Notes the priorities attached to each item in Attachment 8.3(1) and the associated resource requirements, and the Audit and Risk Management Committee will work towards prioritisation of these items for Council's future consideration.

CARRIED 4/0

8.4 FINANCIAL MANAGEMENT REVIEW

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Paul Breman, Executive Manager Corporate and Community
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.4(1): Financial Management Review – AMD 8.4(2): Financial Management Review Status Report
Voting Requirements	Simple Majority

Executive Recommendation
<p>That the Audit and Risk Management Committee:</p> <p>Receive from the Chief Executive Officer the Financial Management Review report dated 12 February 2019, undertaken in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, including the accompanying status update report (Attachment 8.4(1) and 8.4(2)).</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

Regulations 5(2)(c) of the Local Government (Financial Management) Regulations 1996, requires the Chief Executive Officer to undertake a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every four financial years) and report to the local government the results of than Review.

BACKGROUND

To comply with the requirements of the Regulations, AMD Accountants were engaged by the Chief Executive Officer to undertake an independent review and report on Council's financial management systems and procedures. The review was undertaken by AMD in late 2018 and received in January 2019.

For reasons unknown, this item was not presented to the Audit and Risk Committee or to the Council after receipt. The timing of this oversight does correspond with some staff changes at the time.

As part of preparing the 2020 Compliance Audit return, this oversight was recognised and planning commenced to present this report to the Audit and Risk Management Committee for review.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Local Government (Financial Management) Regulations 1996 The financial management responsibilities of the Chief Executive Officer are established under Regulation 5 of the Local Government (Financial Management) Regulations 1996:

“(1) Efficient systems and procedures are to be established by the CEO of a local government:

- (a) for the proper collection of all money owing to the local government;
- (b) for the safe custody and security of all money collected or held by the local government;
- (c) for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process);
- (d) to ensure proper accounting for municipal or trust:
 - (i) revenue received or receivable;
 - (ii) expenses paid or payable; and
 - (iii) assets and liabilities;
- (e) to ensure proper authorisation for the incurring of liabilities and the making of payments;
- (f) for the maintenance of payroll, stock control and costing records; and
- (g) to assist in the preparation of budgets, budget reviews, accounts and reports Required by the Act or these Regulations.”

In addition, the Chief Executive Officer is to:

- “(2) (a) ensure that the resources of the local government are effectively and efficiently managed;
- (b) assist the council to undertake reviews of fees and charges regularly (and not less not less than once in every financial year); and
 - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and no less than once in every 3 financial years) and report to the local government the results of those reviews.”

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

Although the report was not presented to the Council in a timely manner, it can be seen from the accompanying status update report, that the recommendations and matters raised in the Audit Regulation 17 report have been substantially actioned over the subsequent period.

A status update report will be presented to the Audit and Risk Management Committee at each subsequent meeting to monitor progress until all actions have been completed.

The timing for the next financial management review is during the 2021-22 financial year. In addition, the timing for the next Audit reg 17 (Risk Management, Internal controls and Legislative Compliance) review is before December 2021.

It would seem efficient to have the reviews combined into one exercise and potentially procure the services of an independent and experienced provider to undertake this role and provide the reports to the Chief Executive Officer.

COMMITTEE RESOLUTION

Moved Cr Newman Seconded Cr Massey

That the Audit and Risk Management Committee:

Receive from the Chief Executive Officer the Financial Management Review report dated 12 February 2019, undertaken in accordance with Regulation 5(2)(c) of the Local Government (Financial Management) Regulations 1996, including the accompanying status update report (Attachment 8.4(1) and 8.4(2)).

CARRIED 4/0

8 CLOSURE

Paul Breman noted the next meeting is scheduled for 15 July 2021 and his last day with the Shire will be 30 June 2021.

The Chairperson acknowledged the Committee's appreciation for Paul's dedication and hard work with the Shire and particularly the Audit and Risk Management Committee.

The Chairperson declared the meeting closed at 6.11pm.

Item		Response	Risk/Priority	Update	Status
Optional Questions					
1	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020?	Yes (Not submitted to the Council)	Significant	Report presentation to the April meeting of the ARM Committee. See separate item in this agenda/minutes	COMPLETED
5	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	No	Moderate	Policy development is underway using internal resources and expected to be included in the major policy review to go to the OCM of Council in November 2021.	ONGOING
6	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	No		Compliance dependent on completion of task above.	
Tenders for Providing Goods and Services					
8	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes, (But not published on Website)	Minor	Requires conversion of printed material to electronic form for publication on the Shire website. Internal resources will be applied to this to be published on the Shire Website by the end of June 2021.	COMPLETED

Ref	Issue	Risk Rating	Update	Status
Risk management				
2.2.1	Risk Management Framework			
	Risk Management framework review and update required.	Moderate	Being developed, will be presented to ARMC July 2021	COMPLETED
2.2.2	Lease Management			
	No formal procedure in place to monitor lessee compliance with terms of Council leased	Moderate	Commercial Lease developed and endorsed by Council December 2020.	COMPLETED
	Lease register is not up to date, and our sample testing identified leases which were not current at the date of our review.	Moderate	The lease register is up to date as to its contents, however there are a number of leases (community group leases) that have expired and are being progressively renewed in negotiation with the other parties. At present, this is expected to be completed using internal resources in January/February 2022.	ONGOING
2.2.3	Risk Management Policies and Procedures			
	No documented policies and procedures in place to manage a number of risks applicable to the Shire i.e. Litigation/claims and environmental risk policies	Moderate	Being developed to be presented to ARMC in 2022 due to other operational requirement Policy review will be presented to Council in November 2021	ONGOING
2.2.4	Outdated Emergency and Evacuation Plans and Policies			
	Numerous Local Emergency Management plans and policies require review and updating.	Minor	All policies are the subject of a review at present which is scheduled to be presented to the ARMC in 2022 due to other operational requirement Policy review will be presented to Council in November 2021.	ONGOING
2.2.5	Outdated Policies/Plan			
	We noted numerous outdated Council policies, procedures and plans which have not been reviewed by the scheduled review date.	Minor	Policy Review to be presented to Council in November 2021	ONGOING
2.2.6	Consolidated Asset Management Plan			
	Council's Consolidated Asset Management Plan dated 2017-2027 has not been adopted approved by Council.	Minor	All asset management plans have now been adopted by the Council and are updated annually.	COMPLETED
2.2.7	Community Survey			
	The Community Survey Results, actions and follow up procedures from Council's 2017 survey were not provided to us following our requests.	Minor	Completed with action plan developed	COMPLETED

Ref	Issue	Risk Rating	Update	Status
<i>Internal Controls</i>				
3.2.1	Procurement and Contract Management			
	Currently no formal contract management framework in place resulting in an inconsistent approach implemented by those responsible for contract management.	Significant	The development of a framework would need to take into account the Performance Audits by the OAG released in May 2020 with regard to contract extensions and variations. Action on progressing this item is currently restricted due to current governance resources being allocated to implementing new legislation and operations resources being occupied on projects. External resources will be required to undertake this review in the future. Oh hold pending allocation of additional resources.	ONGOING
3.2.2	General Journals			
	General journals are not currently being independently reviewed and supporting documentation is not being retained with journal records.	Significant	All general Journals are reviewed by the EMCC and supporting information attached.	COMPLETED
Information Technology (IT)				
3.2.3	We identified various enhancements and improvement recommendations in relation to the Shire's IT.	Moderate	The review highlighted the lack of policies and strategies concerning IT systems and security. To implement these recommendations would require a comprehensive review of IT with dedicated project funding and also additional FTE employees to implement and maintain the recommended activities. This project is on hold pending the allocation of the additional financial resources. A security access review has been undertaken on Councils main ERP System Synergysoft. An Audit of ITC infrastructure and setup is expected to be completed by February 2022.	ONGOING
3.2.4	Post Tender Review			
	Formal post tender reviews do not appear to be completed.	Moderate	To be considered as part of the a procurement policy review to be completed 2021/22	ONGOING
3.2.5	Grant Funding Plan			
	No grant funding summary plan in place, to record key dates and milestones in respect to individual grants.	Moderate	A grants register with milestones has been developed and implemented as part of compliance with the new accounting standards AASB15 and AASB105	COMPLETED
3.2.6	Signature Specimen			

Ref	Issue	Risk Rating	Update	Status
	The Shire does not have a signature specimen in place.	Minor	No specimen signature register is in place. This will be developed by internal resources in the future. The likely timing of this action is December 2021.	COMPLETED
Legislative Compliance				
4.2.2	Audit Committee			
	Meetings are not held quarterly as recommended by Local Government operational guideline best practice.	Moderate	Meetings are now scheduled quarterly as a minimum.	COMPLETED
4.2.3	Internal Audit Function			
	Currently no formal internal audit function in place.	Moderate	To be reviewed by DCC as part of 2021-22 Budget. \$15k included in 2021-22 Budget.	ONGOING

Ref		Risk Rating	AMD Recommendation	Update	Status
1. Collection of money					
	We have no findings to raise in respect to the collection of money held by the local government.			No actions recommended.	COMPLETED
2. Custody and security of money					
2.2.1 Refuse Sites Security					
	Cash takings are taken home by the transfer station manager overnight.	Moderate	Due to the lack of internal control and security over cash receipts received at Council operated refuse sites which are currently taken home by employees or contractors, we recommend consideration to be given to utilising an onsite safe, or end of day/end of week cash delivery to Council's bank or administration office.	The cash takings at the refuse site will be subject to a review and any required changes will be reflected in new contract terms at the commencement of the new contract term.	ONGOING
	Daily reconciliations of cash received compared to cash receipts issued is not completed.		We also recommend the refuse site employees/contractors complete a daily reconciliation of cash received against receipt book records, and banking be completed at least weekly.	EFTPOS introduced which will limit amount of Cash transaction.	
	Banking is not completed promptly.			Will be further reviewed with potential to eliminate cash transactions	
3. Maintenance and security of financial records					
3.2.1 Key Register					

Ref		Risk Rating	AMD Recommendation	Update	Status
	Key register for Shire has not been updated since 15 August 2016.	Moderate	We recommend the key register be maintained and updated as required to ensure all keys are accounted for and the key register is current.	1. The key register and peg board for keys provided to community groups for hall hire is up to date; and 2. Works and Services maintains a key register for all infrastructure and the buildings and key-to-like (master keys) register which is also up to date.	COMPLETED
4. Accounting for municipal or trust transactions					
4.2.1 End of Month Reconciliations					
	Key account reconciliations not completed and independently reviewed in a timely manner.	Significant	We recommend the following: 1. Key account reconciliations should be reconciled at the end of each month in a timely manner and signed by someone independent of the reconciliation function as evidence of review; and 2. The monthly management finance review checklist be signed as evidence of independent review in a timely manner post the end of each month.	Month end reconciliations are completed and documented by the Accountant and reviewed by the EMCC in a timely manner.	COMPLETED
4.2.2 Bank Reconciliations					

**FINANCIAL MANAGEMENT REVIEW
2018 (Status Update - April 2021)**

Ref		Risk Rating	AMD Recommendation	Update	Status
	Year end transfers to the reserve accounts from the municipal account were not completed in a timely manner.	Moderate	We recommend the following: 1. End of year transfers be completed in a timely manner following month end; 2. Cheques outstanding for more than 15 months should be investigated with appropriate action taken accordingly including cancelling and reissuing the cheque if required; and 3. Bank reconciliations are a key control and should be reviewed in a timely manner following month end by someone independent of the reconciliation function.	1. Recommendation noted and end of year transfers have been undertaken in a timely manner subsequent to the Financial Management Review with no issue raised in the most recent Audit; 2. Stale cheques have been cleared and are monitored; and 3. Reconciliations including bank reconciliations are completed in a timely way and reviewed by the EMCC.	COMPLETED
	Old outstanding cheques were included within the trust account bank reconciliation.				
	Bank reconciliations tested indicated a lack of independent review on a timely basis following month end.				
4.2.3 Late Lodgement of BAS					
	The August 2018 BAS was not lodged and paid in accordance with ATO's due date.	Moderate	We recommend all BAS's be prepared, lodged and paid by the specified dates as required by the ATO.	All BAS returns are up to date and reviewed by the EMCC.	COMPLETED
5. Authorisation for incurring liabilities and making payments					
5.2.1 Fixed Asset Register					

Ref		Risk Rating	AMD Recommendation	Update	Status
	The fixed asset register had not been updated since 30 June 2018.	Moderate	We recommend the fixed asset register is reconciled to the end of each month, in a timely manner with associated asset additions, disposals, depreciation expense movements monitored in accordance with the adopted budget.	The asset register is reconciled monthly and depreciation expenses calculated and posted to the ledger each month (commencing as soon as possible after the end of financial year)	COMPLETED
6. Maintenance of payroll, stock control and costing records					
6.2.1 Balingup Depot Security					
	We identified a number of matters for enhancement and improvement in respect to access to the Balingup depot.	Moderate	We recommend security and access to Council property at the Balingup depot be reviewed.	Security at the Depot was reviewed by the Manager of Works and Services recently and instructions issued regarding access to the Depot. This matter is considered addressed in terms of the review.	COMPLETED
6.2.2 Payroll/HR					
	We identified enhancements in respect to payroll and human resource procedures for consideration.	Minor	we recommend the following: 1. CEO leave forms be subject to independent authorisation and approval; and 2. An employee complaints register be developed and maintained.	1. The CEO leave forms are approved by the Shire President 2. The Records officer maintains an employee complaints register.	COMPLETED
6.2.3 Costing Records					

**FINANCIAL MANAGEMENT REVIEW
2018 (Status Update - April 2021)**

Ref		Risk Rating	AMD Recommendation	Update	Status
	We note there was an over allocation of PWO for the period ended 31 October 2018.	Minor	We recommend allocation rates and the method of allocations to jobs be reviewed periodically during the year to ensure there are no major under or over allocations.	1. Recommendation noted, and allocations rates are being reviewed regularly and have been the subject of adjustment during 2020-21 budget to reflect changes and current circumstances. This review was undertaken by Finance in conjunction with MWS. Monthly monitoring in place.	COMPLETE (No new procedure is considered necessary)
	There is no documented methodologies or policies/procedures in place in respect of overhead allocations.	Minor	We recommend the methodology used for public works overheads and administration allocations be documented and supported by a policy/procedure governing how allocation rates are determined and how frequently they must be reviewed.	2. The methodology for Public Works Overhead allocations rates was reviewed by the EMCC in the preparation of the 2020-21 budget with the methodology documented in a worksheet and reviewed with the MWS and the Accountant. PWOH rates are reviewed monthly with reports prepared for the MWS; and 3. The methodology for Administration overheads (ABC) was reviewed by the EMCC in the preparation of the 2020-21 budget with the methodology documented in a worksheet. ABC rates are reviewed annually.	

7. Preparation of budgets, budget reviews, accounts and reports required by the Act or the Regulations

FINANCIAL MANAGEMENT REVIEW
2018 (Status Update - April 2021)

Ref		Risk Rating	AMD Recommendation	Update	Status
	We have no findings to raise in respect to the preparation of budgets, budget reviews, accounts and reports required by the Act of the Regulations.			No actions recommended	COMPLETED

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
12/06/2018	1. Timely Payment to Suppliers	Findings: 1. Only 3 local governments had policies and procedures that addressed timely payment of suppliers. 2. For 13% of payments there was no valid reason why payments were later than supplier requirements or management policy/procedures.	Local governments should: 1. have policies or procedures that clearly require payment of invoices within specified periods after receiving the invoice or after the receipt of goods and services (whichever is later) 2. ensure they improve administrative processes so that all payments are made in accordance with their policies and procedures. 3. improve recordkeeping to ensure that for all payments there are records of the date that the invoice and goods or services were received. Ideally, this information should be recorded in the financial information management system and used as a key date for determining when payments should be made.	The Shire does not have a policy in relation to payment to suppliers. It does have practices that allow it to identify the date of the invoice and the due date. Outcome: A management policy be drafted and presented to the Audit and Risk Management Committee for their information. Priority: Low Resources: Internal	ONGOING
7/05/2018	2. Controls Over Corporate Credit Cards	Findings: 1. Overall policies and administrative systems for managing corporate credit cards were appropriate. 2. Suitable controls were generally in place for managing credit card use, however most local governments had opportunities for improvement. 3. While local governments were reviewing credit card usage, there was inconsistent reporting to Council.	Local governments should: a. ensure policies specify requirements for all key credit card processes b. keep adequate records of all card transactions, including information that describes the nature/purpose of the expenditure and evidence of review and approval c. cancel redundant cards in a timely manner to avoid loss and/or misuse of cards d. regularly monitor outstanding transactions to identify and follow up on long outstanding un-acquitted transactions e. ensure senior management periodically reviews credit card use, to confirm compliance with policies and to identify any abnormal trends. The results of these reviews should be documented and retained.	The Shire has a Corporate Credit Card policy that relates to the CEO. This policy needs to be reviewed and expanded to include OAG recommendations and all CC holders. Outcome: The existing policy is revised to include the Directors of Corporate and Community and Operations . Priority: Medium Resources: Internal	ONGOING

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
5/10/2018	3. Local Government Procurement	<p>Findings: While all LGs audited had procurement policies and procedures, they are not always effectively and consistently used</p> <ol style="list-style-type: none"> 1. LGs do not always purchase in line with their own policy 2. All LGs had procurement policies but there is opportunity to improve 3. LGs provided staff with procurement training 4. LGs need better procurement oversight and controls 5. Controls over raising and approving purchase orders could be improved 6. LGs should strengthen processes for checking goods and services when receiving them 7. LGs had weaknesses in their segregation of duties 8. Procurement decisions and conflict of interest considerations need to be better documented 9. Exemptions from seeking quotes are regularly used, but are poorly documented and not always justified 10. Recording of tender processes and conflict of interests could be improved 	<p>Local governments should:</p> <ol style="list-style-type: none"> a. All LGs, including those not sampled in this audit, should review their policies, processes and controls against the focus areas of our audit in Appendix 1. b. Each LG we audited should provide an action plan to address this recommendation, table it with their Council, and make it available on their website, as per the Local Government Act 1995. 	<p>The Shire has a Purchasing-Tendering-and-Buy-Local-Policy. However, the implementation of the policy and adherence requires greater focus.</p> <p>Outcome:</p> <ol style="list-style-type: none"> 1. Policy to be reviewed. 2. Purchasing policy to be included in the Shire Induction. 3. Internal auditing of purchase orders and invoice dates and sign off to be conducted. 4. Utilisation of the Requisition creation in Synergy. 5. Account owners to be set up for oversight and accountability of budget expenditure. <p>Priority: Medium</p> <p>Resources: Internal for the Policy review. Internal Audit services may require external resources to be procured or additional staff resources.</p> <p>Scheduled for 2021/22</p> <p>Investigation of upgrade to Software that ensures Purchasing Policy is adhered to has occurred, consultation with stakeholders required to look at implementation – software is compatible with the Shire’s current ERP SYNERGYSOFT.</p>	ONGOING
16/03/2019	4. Management of Supplier Master Files	<p>Findings:</p> <ol style="list-style-type: none"> 1. Most entities need to improve their policies and procedures. 2. Entities need better controls over creation and amendment of supplier records. 3. Most entities need to improve the management of their supplier master files. 4. Most entities need to formally monitor compliance with their policies on a periodic basis. 5. Conflicts of interest were not declared or effectively managed at 3 entities. 	<p>Entities (including local governments) should:</p> <ol style="list-style-type: none"> a. have policies and procedures that include comprehensive guidance for employees to effectively manage supplier master files. b. ensure that all additions or amendments to supplier master files are subject to a formal independent review to confirm validity and correctness. c. regularly review employees’ access to create or amend supplier master files to prevent any unauthorised access, and ensure adequate segregation of duties between those amending the master files and those approving payments. d. ensure all key information is input at the time of creating a new supplier record 	<p>Basic internal controls are in place surrounding changes to the Supplier master files. These controls have been reviewed as part of the annual audit and include reviews and documentation of changes to the supplier master file.</p> <p>Segregation of duties occur to the degree permitted by staff numbers however declarations of interest are not documented or proactively investigated.</p> <p>No formal or periodic review or audit of the supplier Masterfile data is undertaken by management or staff due to resource levels.</p> <p>Access controls are applied by the Synergy ERP system.</p>	ONGOING

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
			<p>e. apply consistent naming conventions for supplier records, to avoid suppliers being registered under multiple names.</p> <p>f. ensure that documentary evidence is retained for all additions and amendments to supplier master files and there is a record of the reason for amending the supplier record.</p> <p>g. include a requirement for a formal and periodic internal review to identify incomplete, incorrect, duplicate, or redundant supplier records.</p> <p>h. ensure any actual, potential, or perceived conflicts of interest are declared and effectively managed, and that relevant employees are not involved in the procurement from, or management of supplier records in respect of their related suppliers.</p>	<p>Outcome: Internal Policy and procedure review.</p> <p>Priority: Medium</p> <p>Resources: Internal for the Policy and Procedure review. The application of Internal Audit practices and data consistency review would require external resources to be procured or additional staff resources.</p>	
17/04/2019	5. Records Management in Local Government	<p>Findings: Recordkeeping plans are approved but lack supporting policies and procedures.</p> <ol style="list-style-type: none"> 1. Recordkeeping plans are current and approved. 2. Recordkeeping plans are not supported by adequate LG policies and procedures. or <ul style="list-style-type: none"> · Records are often held too long. · Important records are not properly managed. · Some records were missing or difficult to find. · Records were often stored outside records management systems. · Protection of records is mixed. · Physical records were generally well managed. · Digital records recovery could be better. 3. Implementation of recordkeeping plans is poor. 4. More regular and thorough records training is needed. 5. LGs do limited monitoring of staff records management practice. 	<p>All local governments, including those not sampled in this audit, should review their recordkeeping policies and procedures to ensure they adequately support their RKP.</p> <ol style="list-style-type: none"> a. regular and thorough records training b. regular reviews of staff recordkeeping practices c. timely disposal of records d. adequate protection over digital records. 	<p>Outcome: The Shire electronic records programme requires updating. To enable the Shire to adequately meet the OAG recommendations requires:</p> <ol style="list-style-type: none"> 1. New policy and procedures to support the Recordkeeping plan. 2. Upgrade of the SynergySoft Records programme. The new module allows for greater integration with Microsoft products and ease of recording documentation. 3. Training to be conducted for all staff. <p>Priority: High</p> <p>Resources: This is an organisation wide issue which would require dedicated project resources to be advanced. Records management is a fundamental internal control that has resources and additional overhead implications across the organisation. Internal audit resources required and software upgrades and entity wide staff training as well as dedicated project resources.</p>	ONGOING

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
15/06/2019	6. Fraud Prevention in Local Government	<p>Findings:</p> <p>1. Entities have not implemented a coordinated approach to manage their fraud risks.</p> <p>1.1 Entities have not assessed their business for fraud risks.</p> <p>1.2 Entities have not planned how to manage fraud risks.</p> <p>2. Entities could make themselves more fraud resistant if they strengthen their controls.</p> <p>2.1 Entities need to raise staff awareness of fraud risks.</p> <p>2.2 Not all conflicts of interest are captured.</p> <p>2.3 More screening of employees and suppliers would help entities reduce risks.</p> <p>3. Better reporting avenues would help entities detect and respond to fraud.</p> <p>3.1 Entities need to better communicate how staff, suppliers and the public can report suspicious behaviour.</p> <p>3.1.1 Entities should include anonymous reporting options to encourage reporting.</p> <p>3.2 Entities need to better use information they receive about suspected fraud.</p>	<p>Local governments should:</p> <p>1. assess fraud risks across their business.</p> <p>2. develop a Fraud and Corruption Control Plan and review it at least once every 2 years.</p> <p>3. develop and implement a periodic fraud awareness training program for all staff.</p> <p>4. ensure that all conflicts of interest are recorded, assessed and appropriate management plans are in place.</p> <p>5. have policies and procedures in place to verify the identity and integrity of employees and suppliers.</p> <p>6. document clear internal processes and systems to report any potential fraud, that include anonymous reporting.</p> <p>7. collect and analyse information received about potential fraud to identify any trends or emerging issues.</p>	<p>Outcome:</p> <p>1. Fraud and Corruption Control Plan to be created.</p> <p>2. Fraud awareness training to be provided to staff.</p> <p>3. Internal Audit activities to be conducted to ensure policies and procedures are in place and implemented and processes are adhered to.</p> <p>Priority: Low</p> <p>Resources: The development and implementation of a fraud and corruption plan with the supporting policies, procedures and ongoing training would require a dedicated resource in relation to the internal audit and training aspect of the plan and any new procedures. The additional training for all staff would also have an immediate impact on productivity across the organisation.</p>	ONGOING

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
28/06/2019	7. Local Government Building Approvals	<p>Findings:</p> <p>1. LG Entities adequately assess permit application but can improve their processes.</p> <p>1.1 LG entities only issued permits when legislative requirements were met.</p> <p>1.2 Weak controls may lead to inappropriate permit approvals. 1.2.1 Conflicts of interest are not recorded and managed transparently.</p> <p>1.2.2 Inadequate approval controls increase the rise of unauthorised issue of permits.</p> <p>2. Process and systems differ across LG entities which leads to inefficiencies.</p> <p>2.1 Applications are lodged differently.</p> <p>2.1 LG entities assess certified applications with varying rigour, creating uncertainty for applicants.</p> <p>2.1 Two LG entities incorrectly recorded application processing times</p> <p>3. Most permits were issued on time.</p> <p>3.1 LG entities issued permits in required timeframes.</p> <p>3.2 Incomplete and incorrect applications often result in longer approval times.</p> <p>3.3 Reporting of permit information could be improved.</p> <p>4. LG entities do not effectively monitor and enforce compliance with permits.</p> <p>4.1 LG entities carried out limited monitoring and inspections of building work.</p> <p>4.2 LG entities could improve complaints processes to achieve timelier compliance</p>	<p>1. Albany, Gosnells, Joondalup and Mandurah should:</p> <p>a. require written declarations of interest from assessment staff and ensure appropriate mitigation action is taken for any conflicts.</p> <p>b. improve the transparency of their building control activities by providing information about permits, monitoring and enforcement activities, and building related complaints to B&E, community and industry stakeholders.</p> <p>c. develop and implement a risk-based approach to monitor and inspect building works</p> <p>d. improve guidance to staff on how to prioritise and manage building related complaints and enforcement activities to resolve community concerns and non-compliance issues in a timely way.</p> <p>2. Joondalup and Mandurah should limit the authority and delegation to issue permits only to appropriately trained staff who assess and issue permits.</p> <p>3. Albany and Joondalup should only start, pause, and stop the clock in accordance with the requirements of the Act.</p> <p>4. B&E should consult further with LG entities and stakeholders:</p> <p>a. on ways to assist LG entities to implement consistent practices.</p> <p>b. to determine if it will progress or cease development of the centralised e-lodgement and assessment system.</p>	<p>The Executive Manager Operations and the Principal Planner are reviewing the actions suggested and are developing processes and tools to assist with the relevant checks to meet compliance.</p> <p>Outcome: Internal Policy and Procedure review.</p> <p>Priority: High</p> <p>Resources: There is a finite technical resource in the Building and Planning area, which if redirected to achieve the suggested outcomes would have an impact on other service areas including customer service.</p> <p>To achieve increased monitoring and inspection role would require additional technical resources.</p>	ONGOING

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
4/05/2020	8. Local Government Contract Extensions and Variations and Ministerial Notice Not Required	<p>Findings:</p> <p>Policies and procedures need to be enhanced to ensure consistent application by staff</p> <p>Contract registers did not include key information for effective contract oversight</p> <p>Some entities need to improve their assessment of contractors' performance before extending contracts</p> <p>Contract variations were not always adequately explained at 2 entities</p> <p>Delegation levels were not always complied with when extending or varying contracts</p>	<p>1. All local government entities, including those not sampled in this audit, should:</p> <p>a. ensure their policies and procedures include comprehensive guidance to staff on recording of contract information and management of contract extensions and variations, so that better practices are consistently applied across the organisation</p> <p>b. establish specific delegated authorisation limits for the approval of contract extensions and variations</p> <p>c. ensure their contract summaries include all key information relating to contracts. The level of information should be based on their assessment of the significance, number and complexity of their contractual arrangements.</p> <p>d. ensure that records of key decisions are retained in accordance with their recordkeeping plans and are readily available</p> <p>e. improve review processes relating to contract extensions, including timely and documented reviews of contractor performance before exercising contract extension options</p> <p>f. ensure that contract variations are supported by adequate documentation describing the nature and reasons for the variations, including the associated cost, time and scope implications. The cumulative impact of variations on a contract should also be reviewed and an assessment made of whether a separate procurement process should be undertaken</p> <p>g. ensure that all contract extensions and variations are approved in accordance with approved delegations, to ensure that all contracting decisions are subject to appropriate levels of scrutiny.</p> <p>2. Entities should review their policies and procedures against the principles in Appendix 1.</p>	<p>Policies and procedures to be developed. Greater Governance oversight of tender process and contract agreements and extensions is required to achieve the outcomes and expectations the OAG report.</p> <p>Outcome: Internal Policy and Procedure review.</p> <p>Priority: High</p> <p>Resources: There is a finite technical resource in the Building and Planning area, which if redirected to achieve the suggested outcomes would have an impact on other service areas including customer service.</p> <p>To achieve increased monitoring and inspection role would require additional technical resources.</p>	ONGOING

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
25/06/2020	9. Information Systems Audit Report 2020 – Local Government Entities	<p>Findings:</p> <ol style="list-style-type: none"> 1. All of the audited entities had significant gaps in meeting the good practice standard across several control areas (Figure 2). Only 4 entities demonstrated that they were effective, or partially effective in at least 7 of the 14 areas 2. Security policies did not provide direction and support for information security 3. Poor controls risked network and operations security 4. Most entities had business continuity strategies, but few had tested these 5. Poor access management controls resulted in inappropriate access 6. Entities risked not effectively responding to security incidents 7. Information was at risk due to inadequate supplier management controls 8. Physical and environmental security could be improved 9. Information security controls were not considered over the lifecycle of information systems 10. Inadequate human resource security controls could threaten information security 	<p>Locals government entities should:</p> <ol style="list-style-type: none"> 1. understand and assess the risks unique to their business activities and environment to inform their strategy for information security management 2. assess their controls against good practice standards to identify gaps and develop plans to improve information security. Entities can seek further guidance from other good practice standards. For instance, the Australian Cyber Security Centre maintains the Australian Government Information Security Manual: <ul style="list-style-type: none"> 1 to assist entities in protecting their information and systems. The National Institute of Standards and Technology publishes NIST Cybersecurity Framework 2 to help organisations improve the management of cybersecurity risks 3. implement processes to continuously monitor and improve information security controls to ensure they meet entity needs. 	<p>Policies and procedures to be developed. Greater Governance oversight of tender process and contract agreements and extensions is required to achieve the outcomes and expectations the OAG report.</p> <p>Outcome:</p> <ol style="list-style-type: none"> 1. A corporate wide review of IT systems and applications software to establish the gaps and the functionality required to support improvements in productivity. 2. A corporate wide review of IT infrastructure, communications and cabling to establish the gaps in the current setup and how productivity can be improved. 3. Development of a Strategic IT Plan 4. Review of IT practices and procedures 5. Review of IT security practices and systems 6. Review of IT disaster recovery planning and testing regimes. 7. Review of password and access controls and integrate these with HR practices. 8. Implement regular IT security training for all staff with It access. <p>Priority: High</p> <p>Resources: The current internal resource and technical expertise does not cover the scale of skills required to implement the recommended outcomes.</p> <p>External services would be required to undertake the assessment and the planning phase of the outcomes.</p> <p>The findings from the planning and assessment reviews listed in outcomes above would require additional dedicated project resources to implement the major improvements expected to be required.</p> <p>A security access review has been undertaken on Councils main ERP System Synergysoft. An Audit of ITC infrastructure and setup is expected to be completed by February 2022.</p>	ONGOING

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
30/06/2020	10. Regulation of Consumer Food Safety by Local Government Entities	Findings: 1. Nearly 30% of high and medium risk food business inspections were overdue 2. Record management shortcomings have reduced LG entities' ability to effectively regulate food businesses 3. LG entities did not always follow-up food safety issues consistently and enforce compliance	Local government entities should: 1. ensure food business inspections are prioritised and carried out according to their risk classification 2. ensure changes to inspection frequencies are only made based on a documented assessment of compliance history or another urgent requirement. 3. improve recordkeeping for food business inspections and compliance reporting to: a. better understand inspection and compliance history b. identify compliance issues and follow-up activities c. respond to emerging food safety issues 4. develop procedures and staff guidance to ensure non-compliant food businesses are followed up and Standards enforced in a consistent and timely manner 5. work with the Department of Health in the development and implementation of new electronic food safety inspection and recordkeeping systems.	The Shire is also experiencing a backlog of inspections of food premises not dissimilar to the level identified in the OAG report. Automated record keeping systems and alert systems are not in place but have the potential to increase efficiency and improve monitoring. Outcomes: 1. Increased priority for food premises inspections. 2. Improved record keeping systems and data relating to food premises inspections. 3. Improved automated risk-based systems to update inspection frequencies. Priority: High Resources: There is a finite technical capacity to undertake food premises inspections with the current level of internal resources. Any change to the current level of resources applied with have a compensating reduction in other service levels. External resources may be an option by this would depend on the level of technical qualifications available.	ONGOING
20/08/2020	11. Waste Management Service Delivery	Findings: 1. LG entities deliver essential waste collection and drop off services, but few are likely to meet State and community expectations to avoid and recover waste. 2. State and local waste planning and data capture is inadequate. 3. Wider uptake of existing better practice waste management methods could be key to improving waste recovery. 4. The State Government has made good progress since 2016, but LG entities need more support to address local challenges.	The Waste Authority and Department of Water and Environmental Regulation (DWER) should work together to: 1. provide support to LG entities by: a. preparing a State waste infrastructure plan to ensure alignment with the State planning framework b. identifying local Perth, Peel and regional reprocessing facility requirements and markets for recyclable materials, particularly for organic materials c. continuing to develop better practice guidance for LG entities to manage key waste streams and problematic wastes d. engaging with individual Perth, Peel and regional LG entities to help understand, identify and address their local challenges, risks and waste management requirements 2. support LG entities to improve the accuracy of their waste and recycling data in line with the Waste Data Strategy by: a. providing additional training and guidance for LG entities on data collection, reporting and quality control requirements b. developing and implementing appropriate controls to minimise the risk of inaccurate data supplied by contractors 3. provide LG entities with materials that explain the cost and environmental benefits of adopting a 3-bin FOGO system	The Shire will await actions by the Waste Authority and Department of Water and Environmental Regulation (DWER) to support and lead local governments in relations to the finding in the OAG report. Outcome: No action at this stage. Priority: Low Resources: There may be some resourcing implications coming from the actions of the Waste Authority and DWER.	ON-HOLD

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
			<p>4. engage with LG entities to develop consistent and regular statewide messages, education and behaviour change programs for all LG entities and contractors that align with Waste Strategy 2030 targets. Waste Authority response: Recommendations supported DWER response: Recommendations supported LG response: LG entities in our sample supported the recommendations for the Waste Authority and DWER. Full responses from LG entities for each of the recommendations, where provided, are included in Appendix 3 Implementation timeframe: December 2021 The Department of Local Government, Sport and Cultural Industries (DLGSC), Waste Authority and DWER should work together to:</p> <p>5. provide guidance for LG entities to collect and publicly report consistent waste and recovery financial and performance data.</p> <p>DLGSC response: Recommendation supported Waste Authority response: Recommendation supported DWER response: Recommendation supported</p> <p>LG response: LG entities in our sample supported the recommendations for the Waste Authority and DWER. Full responses from LG entities for each of the recommendations, where provided, are included in Appendix 3 Implementation timeframe: progressively through to December 2022 LG entities should:</p> <p>6. provide regular community updates on efforts to recover waste and meet Waste Strategy 2030 targets and seek community feedback where appropriate</p> <p>7. consider preparing waste plans, which demonstrate how the LG will contribute to relevant Waste Strategy 2030 headline strategies. These plans should be publicly available</p> <p>8. include performance measures in contracts with service providers to recover more waste without adding significant costs</p> <p>9. consider preparing waste plans, which demonstrate how the LG will contribute to relevant Waste Strategy 2030 headline strategies. These plans should be publicly available</p> <p>8. include performance measures in contracts with service providers to recover more waste without adding significant costs</p> <p>10. consider providing incentives for the community to minimise waste production. LG response: LG entities in our sample generally agreed with the recommendations and indicated that they were</p>		

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
			preparing waste plans and considering initiatives to improve waste management and help achieve Waste Strategy 2030 targets. Full responses from LG entities for each of the recommendations are included in Appendix 3		
30/06/2019	12. Verifying Employee Identity and Credentials	<p>Findings:</p> <ol style="list-style-type: none"> Only 3 entities had policies for verifying employee identity and credentials. There were many instances where staff identity or eligibility to work in Australia was not checked. Reference checks were not done for more than half the new employees tested. Some entities were not consistently obtaining work with children checks. Entities need to improve how they monitor existing employees for change in their status 	<p>Public sector entities (including local governments) should:</p> <ol style="list-style-type: none"> have approved policies and procedures for verifying employee identity and credentials which cover: <ul style="list-style-type: none"> using a 100-point identity check criminal background checks, based on the risks associated with the position periodic monitoring of existing employees assess the positions which may require a criminal background or working with children check and ensure that these requirements are clearly documented in position description forms for high risk positions, or positions where there is an ongoing requirement to hold a licence or professional qualification, obtain regular declarations from employees that there is no significant change in their circumstances ensure that sufficient documentary evidence is obtained prior to appointment which supports an employee's <ul style="list-style-type: none"> identification and right to work in Australia professional qualifications and memberships criminal background or capacity to work with children (where necessary) perform appropriate referee checks for all potential employees and ensure that all employees' reference checks are retained in their employee or recruitment file develop a procedure for monitoring the expiry dates of licences, certificates or working with children checks so that they can be followed up with the employee close to expiry date perform periodic criminal background checks for positions which require it. 	<p>Policies are to be developed; however, recruitment practices and onboarding are in place to adhere to the OAG requirements.</p> <p>100-point check is conducted Police Clearance is required – however this is a standard clearance across the organisation.</p> <p>There is no periodical monitoring of existing employees' criminal history. Licence and registration of accreditation are captured, and reminders sent when renewed documents are required. Reference checks are undertaken however there is not a current minimum required.</p> <p>Outcome:</p> <ol style="list-style-type: none"> Policies and procedures to be written and implemented. Regular checks of criminal record in high-risk roles to be undertaken. A minimum of 3 referee checks to be undertaken. Internal audit to be conducted at random intervals to ensure compliance. <p>Priority: Low</p> <p>Resources: Internal resources for policy and procedures review. There will be some resourcing implications in relation to any internal audit function.</p>	ONGOING

Report Date	Report Title	Key Findings	Recommendations	Comments	Status
12 May 2021	13 Local Government General Computer Controls				

Under section 7.12A of the Local Government Act 1995, all sampled entities are required to prepare an action plan addressing significant matters relevant to their entity for submission to the Minister for Local Government within 3 months of this report being tabled in Parliament and for publication on the entity's website. This action plan should address the points above, to the extent that they are relevant to their entity, as indicated in this report.



Bush Fire Advisory Committee Meeting

To be held on

Thursday 28 October 2021

Commencing at 6.00pm

At the Donnybrook Incident Control Centre
SES Headquarters
80 Bentley St, Donnybrook WA 6239

Ben Rose
Chief Executive Officer

18 October 2021

Disclaimer

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.



BUSHFIRE ADVISORY COMMITTEE MEETING MINUTES

28th October 2021

TABLE OF CONTENTS

1	TERMS OF REFERENCE	3
2	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	3
3	ATTENDANCE	3
3.1	COMMITTEE MEMBERS	3
3.3	APOLOGIES	3
4	DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST	4
5	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
6	REPORTS	4
6.1	COMMITTEE MEMBERS	4
6.2	STAFF	Error! Bookmark not defined.
6.3	GUESTS.....	5
7	CORRESPONDENCE	6
8	GENERAL BUSINESS	9
9	BUSINESS ARISING FROM PREVIOUS MEETINGS	11
10	CLOSURE OF MEETING	11

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

BUSHFIRE ADVISORY COMMITTEE MEETING

To be held at the Donnybrook Incident Control Centre
on Thursday 28 October 2021

2 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson acknowledges the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders past, present and emerging.

The Chairperson declared the meeting open at 6:03pm and welcomed the public gallery.

3 ATTENDANCE

3.1 COMMITTEE MEMBERS

Fire Control Officer	Brigade	Guests	Staff
M Walker (Chair)	Ferndale	G Hodgson (FPC)	S Potter
B Franke	Argyle-Irishtown	D Peachey (DBCA)	R Brogan
P Davis	Balingup	B Anderson (VFRS)	E Elms
D Denholm	Beelerup		
D Tooke	Donnybrook		
C Wringe	Kirup-Brazier		
M Anderson	Lowden		
G Hatch	Mumballup		
A Scott	Mullalyup		
J Cooper	Shire of Donnybrook Balingup		
T McNab	Thomsons Brook/Brookhampton		
T Thamo	Munro		
Cr C Newman	Elected Member		
S Simmonds	Beelerup		
M Webb	BFAC Weather & Comms		

Public Gallery

M Zwart	A Rohrbach
M Webb	

3.3 APOLOGIES

Committee Member	Title	Brigade
B Dix	FCO	Upper Capel
I Ralph	DCBFCO	N/A (Shire Appointed)

G Foan	FCO	Thomsons Brook / Brookhampton
S Rowe	FCO	Argyle-Irishtown
S Ward	District Officer - Nelson	DFES

4 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

Division 6: Sub-Division 1 of the Local Government Act 1995. Care should be taken by all Committee members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

- Chris Wringe declared that he is a mechanical contractor to the Shire of Donnybrook Balingup.
- Paul Davis declared that he is an employee of the Shire of Donnybrook Balingup.
- Michael Anderson declared that he is an employee of the Shire of Donnybrook Balingup.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes from the Bush Fire Advisory Committee Annual General Meeting held on 29 October 2020 are attached in Attachment 5.1.

That the Minutes of the Bushfire Advisory Committee Annual General Meeting held on 12 May 2021 be confirmed as a true and accurate record.

Moved: P Davis

Second: M Anderson

CARRIED 15/0

6 REPORTS

In the interest of time efficiency reports are to be accepted as presented, not read aloud at the meeting.

6.1 COMMITTEE MEMBERS

6.1.1 Balingup Fire Control Officer, Mr. P Davis

Call Outs	1 x Escaped burn on road verge 1 x Grass trees on Rail Corridor
Appliances and Equipment	Services done on 3-4 and L/T Regular radio checks showed up the 106/144 link not operational
Training	We hold regular training on the first Saturday morning of the month, and equipment checks on the third Thursday evening of the month in conjunction with Ferndale, Kirup, Mullalyup, and Munro Brigades
Meetings Held	No meetings held We start our Saturday training with discussion, news and events

Membership recruitment/resignations	2 x new probationary active fire fighters 1 x Cadet
Concerns	How will the new OH&S Legislation affect us The local law lacks the ability to govern membership
Initiatives	Bush Fire Ready Group is proactive in the Balingup and Ferndale areas
Other news	Nil

6.1.2 Kirup – Brazier Fire Control Officer, Mr C Wringe

Call Outs	Nil
Appliances and Equipment	Nil
Training	1 member completed basic training conducted at Kirup Station 3 Firefighting skills courses 2 Basic Safety Awareness courses 1 Advanced Firefighting course 1 Crew Leader course
Meetings Held	One normal monthly training meeting which included “burn-over” drill
Membership recruitment/resignations	1 new member 3 member resignations 1 transfer to another Brigade
Concerns	Nil
Initiatives	Nil
Other news	Station broken into, nothing stolen Damage to entry door (repaired) Security cameras installed and working

6.1.3 Chief Bush Fire Control Officer, Mr. M. Walker

- The report submitted by the Chief Bush Fire Control Officer is attached as Attachment 6.1.3.

6.2 STAFF

6.2.1 Community Emergency Services Manager, Ms. J Cooper

- The report submitted by the Community Emergency Services Manager is attached as Attachment 6.2.1

6.3 GUESTS

6.3.1 Forest Products Commission, Mr. G Hodgson

- Mapping of plantations underway to provide up to date information
- Advised Committee that FPC have 35 staff in the South West to assist in the event of an incident within a plantation
- The report submitted by FPC is attached as Attachment 6.3.1

6.3.2 Department of Biodiversity, Conservation and Attractions, Ms. D Peachey

- 4 burns so far, over 9000ha burnt this spring
- Maps submitted by DBCA are attached in Attachment 6.3.2

6.3.3 Donnybrook Volunteer Fire and Rescue Service, Mr. B Anderson

- The report submitted by Donnybrook VFRS is attached as Attachment 6.3.3

*** Stuart Simmonds arrived at 6:35pm

7 CORRESPONDENCE

Outgoing Correspondence to the Department of Biodiversity, Conservation and Attractions Blackwood and Wellington Districts requesting Fire Awareness Signage at identified campsites.

Our Ref: OCOR50148
File No: FRC 01
Enquiries: Jessie Cooper



Department of Biodiversity, Conservation and Attractions
Wellington District
147 Wittenoom St
COLLIE WA 6225

To Whom It May Concern,

REQUEST FOR FIRE AWARENESS SIGNAGE

I wish to advise that at its November 2020 Ordinary Council Meeting, Council endorsed the following recommendation from the Shire of Donnybrook Balingup Bush Fire Advisory Committee:

That Council instruct the Chief Executive Officer to write to the Department of Biodiversity, Conservation and Attractions to request and seek funding for fire awareness signs to be erected at the following campgrounds in the Shire of Donnybrook Balingup:

- *Glen Mervyn Dam Campsite;*
- *Grimwade Campsite;*
- *Ironstone Gully Falls Campsite; and*
- *Dilley's Dam Campsite.*

Based on the above, it is requested that the Department of Biodiversity, Conservation and Attractions consider installing fire awareness signs at these locations. The Shire of Donnybrook Balingup is willing to assist the Department of Biodiversity Conservation and Attractions to determine suitable locations at these sites for the requested signs.

Should you have any queries relating to this matter, please contact the Shire of Donnybrook Community Emergency Services Manager, Ms. Jessie Cooper on 0439 595 355.

Regards,

A handwritten signature in blue ink, appearing to read "Ben Rose".

Benjamin (Ben) Rose
Chief Executive Officer

6 April 2021

CC: DBCA Blackwood District



P.O. Box 94
Donnybrook WA 6239

P (08) 9780 4200
F (08) 9731 1677

E shire@donnybrook.wa.gov.au
www.donnybrook-balingup.wa.gov.au

Incoming Response from the Department of Biodiversity, Conservation and Attractions Wellington District

Jess Cooper

From: Matthew Cooper <matthew.cooper@dbca.wa.gov.au>
Sent: Monday, 5 July 2021 10:52 AM
To: Jess Cooper
Subject: Request for Fire Awareness Signage
Attachments: 07042021090614-0001.pdf

Hi Jess,

Thank you for contacting us regarding Fire awareness signage at Glen Mervyn Dam

Wellington are aware of the increased usage at a number of recreational sites throughout the district thus potentially having implications to the risk of accidental ignition from campfires. To mitigate this, sites are patrolled on a regular basis by Parks and Wildlife Rangers. The frequency of these patrols are increased accordingly throughout periods of higher fire danger as well as during periods of increased visitation i.e. public holidays.

As part of the Expansion to the Wellington National Park we are in the process of planning for the upgrade of facilities at Glen Mervyn Dam. Managing campfire awareness will be as per all other designated sites in the District where fires are prohibited during the summer prohibited season. We conduct patrols with education and enforcement as required during this period.

Please feel free to contact me if you have any further questions.

Regards,

Matt Cooper | A/District Fire Coordinator
Wellington District | Parks and Wildlife Service
Department of Biodiversity, Conservation and Attractions
E: matthew.cooper@dbca.wa.gov.au ☎ (08) 9735 1988 | M: 0475 963 097
P.O. Box 809, 147 Wittenoom Street Collie WA 6255



Department of Biodiversity,
Conservation and Attractions



*We're working for
Western Australia.*

This message is confidential and is intended for the recipient named above. If you are not the intended recipient, you must not disclose, use or copy the message or any part of it. If you received this message in error, please notify the sender immediately by replying to this message, then delete it from your system.

*** David Tooke arrived at 6:40pm

8 GENERAL BUSINESS

Ms J Cooper, Community Emergency Services Manager:

Work Health and Safety Act 2020 Information

The *Work Health and Safety Act 2020* (The Act) was passed by the West Australian Parliament in November 2020. It is expected to come into effect in January 2022, however, the Regulations and transition period is yet to be finalised

Key Points and What Has Changed:

- A Broader definition of the term 'Worker' now exists which includes Bushfire Volunteers
- Due Diligence requirements have been introduced.
- Industrial Manslaughter provisions have been introduced.
- Introduction of the term PCBU – Person Conducting a Business or Undertaking (Local Government, DFES etc)
- Duty of care to provide a safe workplace has **not** changed.
- A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers engaged, or caused to be engaged, by the person, and workers whose activities in carrying out work are influenced or directed by the person.

This relates to work environment, plant and structures, safe systems of work safe use, handling and storage of plant and equipment as well as the provision of facilities for welfare, information, training, instruction and supervision monitoring conditions.

Duty of Care Obligations

Duty of Officers – Due Diligence

An Officer is a person who makes or participates in making, decisions that affect the whole, or a substantial part of the business or undertaking.

Officers must exercise due diligence to ensure that the PCBU complies with its duty or obligation

Duty of Workers (including Bushfire Volunteers) – Own health and that of others, comply and cooperate

Shire of Donnybrook Balingup Actions:

- Waiting for Regulations to be passed as this will better determine how the *Work and Safety Act* can be addressed.
- Approached LGIS to hold an information session for Bushfire Service Volunteers so that there is 'one source of truth'.
- Ensuring that Bushfire volunteers hold suitable qualifications for positions held through the introduction/update of council policies and procedures.
- Ensuring that Bushfire Volunteers are suitably inducted through a documented process.

- Ensuring that equipment provided to Bushfire Volunteers is suitable, adequate and properly maintained.

Further information can be obtained from the following websites:

<https://www.commerce.wa.gov.au/worksafe/>

<https://walga.asn.au/Policy-Advice-and-Advocacy/Emergency-Management/Information-for-Local-Governments>

<https://www.safeworkaustralia.gov.au/law-and-regulation/model-whs-laws>

https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a147282.html

Question from Mr. T Thamo, FCO Munro:

‘Who is responsible for civilians such as water tanker drivers, Western Power, Shire loader drivers?’

Response from Ms. J Cooper:

‘Whoever oversees an incident is responsible for any additional people on the fire ground.’

Questions from Mr. G Hatch, FCO Mumballup:

1. ‘Who manages a railway reserve when it is overgrown and considered dangerous?’

Response from Ms. J Cooper:

‘Arc Infrastructure’

2. ‘Will the restricted burning period be pushed back due to the wet weather?’

Response from Mr. M Walker, CBFCO:

‘No, the restricted burning period will commence 1st November.’

Question from Mr. B Franke, (proxy) FCO Argyle-Irishtown:

‘Will DBCA be managing the access tracks that back on to private property in the Argyle and Irishtown area?’

Response from Ms. D Peachey:

DBCA will burn those areas in accordance with the burn schedule, which is every 6 or so years. The loader work will be completed in the next few months; however some residents will purposely block the access tracks after the work is completed to prevent unauthorised persons accessing their properties.

Question from Mr. T Thamo, FCO Munro:

‘When will the Delta Charlie SCHED calls commence?’

Response from Mr. M Walker

The calls will be pushed back two weeks and commence on 15th November.

Question from Mr. M Walker to Mr. G Hodgson, Forest Products Commission:

‘Why have FPC placed locks on the access gates in the plantation near my property on Southampton Road

Response from Mr. G Hodgson:

FPC are not aware of any locks being placed on the access gates to the plantation. In the event of a fire, locks should be removed with universal cutters to enable access.

Mr. S Potter, Director Operations:

Former Shire President Mr. Brian Piesse wishes to acknowledge the efforts of all members of the BFAC, their respective brigade members, and associated agency members, in undertaking fire mitigation and dealing with unplanned fire events.

Mr. P Davis, FCO Balingup:

Raised concerns about the WAERN link 144 & 106. Link is unreliable.

Mr. M Walker, Chief Bush Fire Control Officer:

Raised concerns about local law regarding disciplinary action. Discussion followed. Meeting to be held with Shire staff and concerned parties.

9 BUSINESS ARISING FROM PREVIOUS MEETINGS

Nil

10 CLOSURE OF MEETING

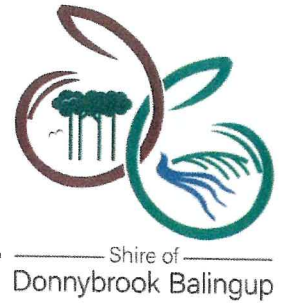
The date of the next Bushfire Advisory Committee Meeting will be advised.

The Chairperson declared the meeting closed at 7:17pm.



Activity Report Since Last BFAC Meeting

Community Emergency Services Manager



Call Outs	Nil CESM Attendance required at any incidents since last BFAC Meeting.
Appliances and Equipment	<p>2021/2022 Pre-Season Servicing has commenced. The following vehicles are due for replacement:</p> <ul style="list-style-type: none"> • Ferndale 2.4 2.4 Broadacre 2019/20 • Lowden LT Light Tanker 2019/20 • Mullalyup 2.4 2.4 Broadacre 2020/21 • Mullalyup LT Light Tanker 2021/22 <p>Regular updates are available via the Volunteer Hub – PAT Teams.</p> <p>Shire of Donnybrook Balingup Bushfire Support Trailer is now available for activation.</p> <p>Marshall Road Standpipe has limited capability due to ageing fixtures. Tank and Standpipe are still functional, however the bore should not be relied upon for extended periods of time. An application to fully refurbish equipment will be made to council in the 2022/2023 budget, if alternative grant funding cannot be sourced.</p>
Training	<p>In addition to the Regional Training Calendar, the following courses have been coordinated by The Shire of Donnybrook Balingup Since the last BFAC:</p> <ul style="list-style-type: none"> • Provide First Aid • Firefighting Skills • On Road Driving • Structural Firefighting • Bushfire Safety Awareness • Advanced Firefighting • Ground Controller Refresher • Fire Control Officer <p>Thank you to Mick Zwart for his invaluable support as Trainer/Assessor for the Shire of Donnybrook Balingup.</p>
Mitigation	<p>\$327,015 for 28 treatments has been secured through the Mitigation Activity Fund for 2021/2022 financial year.</p> <ul style="list-style-type: none"> • 12 Prescribed Burns • 13 Mechanical Treatments • 3 Access Tracks <p>Rob Brogan has also commenced as Mitigation Coordinator for the Shires of Donnybrook Balingup, Bridgetown-Greenbushes, Nannup and Boyup Brook and DFES.</p>

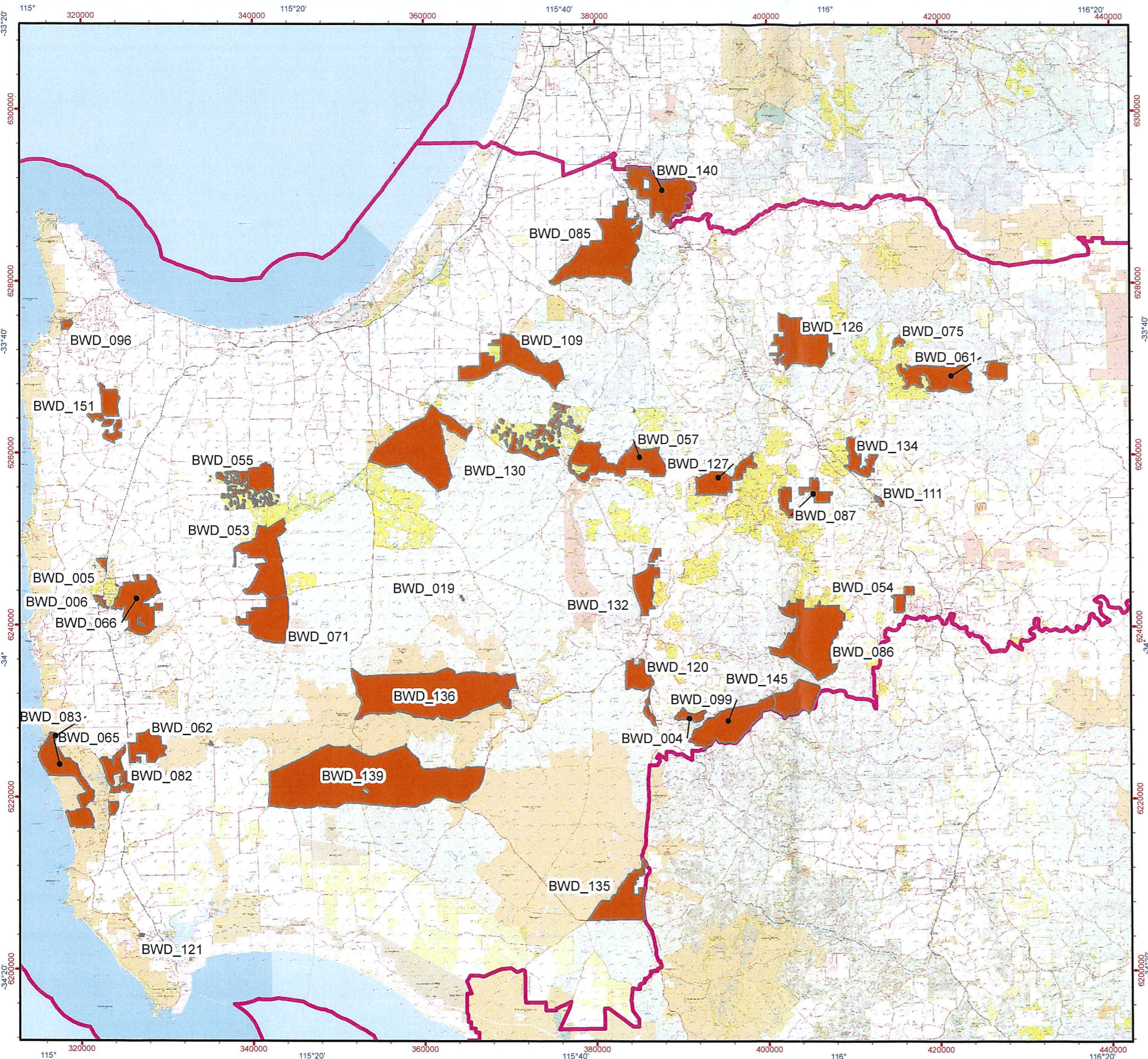
	<p>Andrew Rhohrbach, Ben Anderson and Conor McGregor have also commenced as Casual Mitigation Officers for the Shire of Donnybrook Balingup.</p> <p>2020/2021 Financial Year Mitigation:</p> <p>\$190,750 awarded for 31 treatments</p> <ul style="list-style-type: none"> • 17 Burns – 9 Completed, remainder prepared • 11 Mechanical Works – 10 Completed, unable to obtain permission for 11th treatment 																		
Projects	<ul style="list-style-type: none"> • Bushfire Response Plan update – due for completion October 2021 • Implement required changes under OSH Act 2020 – Exact action required to be determined • Address Communications concerns raised by Balingup Progress Association <ul style="list-style-type: none"> ○ Application successful for Strengthening Telecommunications Against Natural Disasters Program, resulting in the installation of satellite internet services at Evacuation Centres within The Shire of Donnybrook Balingup. ○ Purchase Satellite Phones to be based in strategic locations around the Shire, for emergency use. Procedures to follow. 																		
Response Plans	<p>The Blackwood Valley Zone Response Plan and the Donnybrook Enhanced Bushfire Response Plan will be active from 1 December 2021.</p> <p>Brooke St Fire Access Track is undergoing upgrades. Currently accessible only to Light Tankers. Signs have been installed as a temporary measure.</p>																		
LGGS Funding	<p>An operational budget of \$208,060 has been awarded for 2021/2022 financial year.</p> <p>2020/21 Financial Year Summary: Operational Funding: \$204,219</p> <table border="1"> <tr> <td>1. Purchase of Plant & Equipment <\$1,200 per item</td> <td>\$11,553.90</td> </tr> <tr> <td>2. Maintenance of Plant and Equipment</td> <td>\$2,694.25</td> </tr> <tr> <td>3. Maintenance of Vehicles/Trailers/Boats</td> <td>\$75,016.66</td> </tr> <tr> <td>4. Maintenance of Land and Buildings</td> <td>\$9,189.68</td> </tr> <tr> <td>5. Clothing and Accessories</td> <td>\$29,317.46</td> </tr> <tr> <td>6. Utilities, Rates and Taxes</td> <td>\$11,669.69</td> </tr> <tr> <td>7. Other Goods and Services</td> <td>\$13,957.49</td> </tr> <tr> <td>8. Insurances</td> <td>\$47,709.44</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>\$201,108.57</td> </tr> </table>	1. Purchase of Plant & Equipment <\$1,200 per item	\$11,553.90	2. Maintenance of Plant and Equipment	\$2,694.25	3. Maintenance of Vehicles/Trailers/Boats	\$75,016.66	4. Maintenance of Land and Buildings	\$9,189.68	5. Clothing and Accessories	\$29,317.46	6. Utilities, Rates and Taxes	\$11,669.69	7. Other Goods and Services	\$13,957.49	8. Insurances	\$47,709.44	Total	\$201,108.57
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Blackwood District Burn Program Spring 2021

Legend

- Proposed Burn Program 2021
- DBCA Districts



GDA2020 MGA Zone 50



Produced by FMS Blackwood,
Department of
Biodiversity, Conservation
and Attractions



Graticule shown at 20 minutes intervals
Grid shown at 20000 metre intervals

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

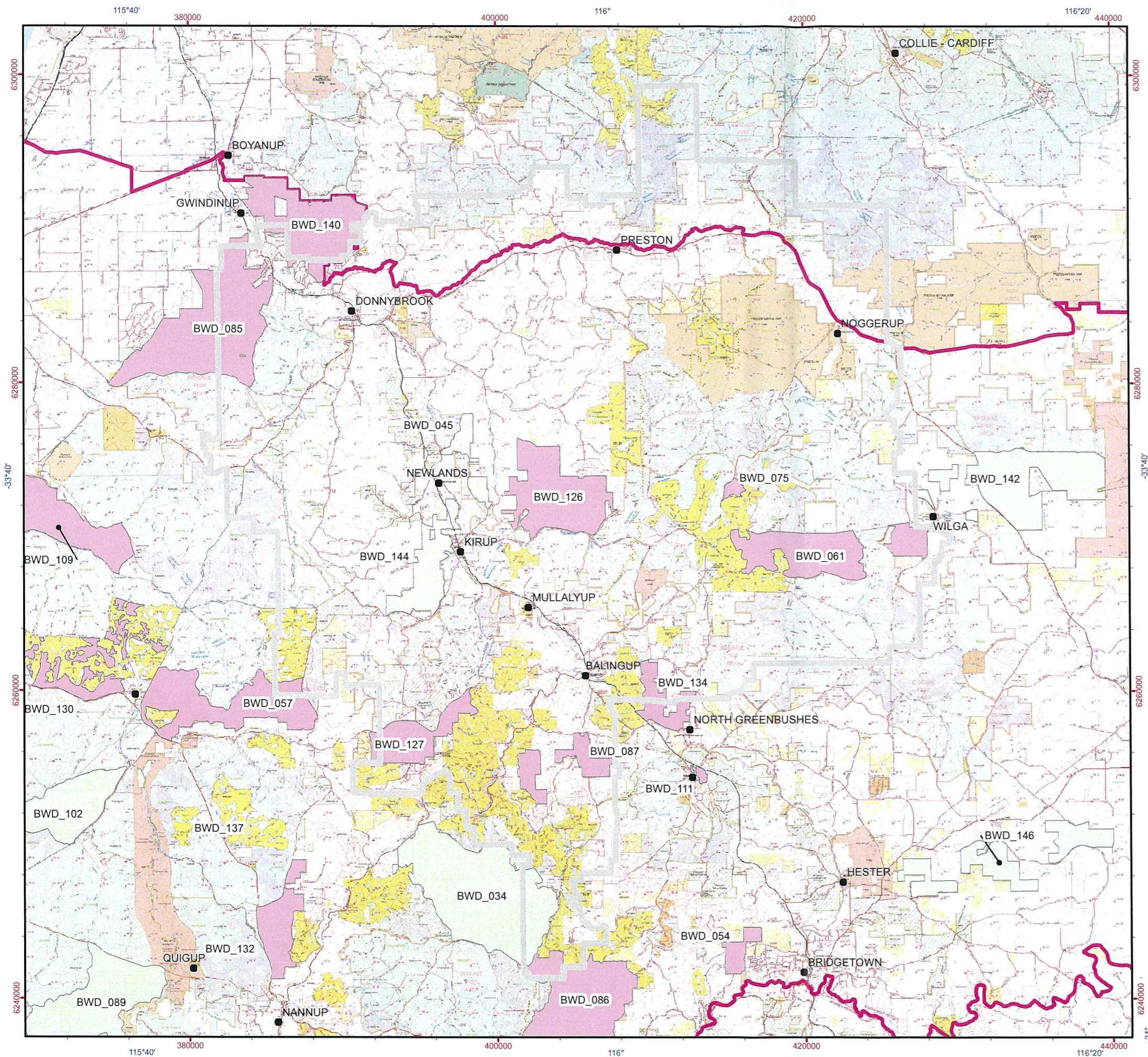
The Dept. of Biodiversity, Conservation and Attractions does not guarantee that this map is without flaw of any kind and disclaims all liability for any errors, loss or other consequence which may arise from relying on any information depicted.

Produced August, 2021

Blackwood District Burn Program 2021/2022

Legend

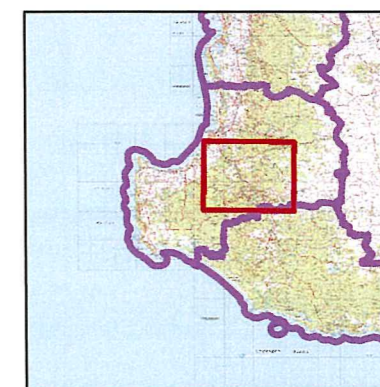
- WA Townsites
- PROPOSED BURN SEASON**
- Spring 2021
- Autumn 2022
- Local Govt. Authorities (LGA)
- DBCA Districts



1:250,000
(A3)



GDA2020 MGA Zone 50



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Department of
Biodiversity, Conservation
and Attractions

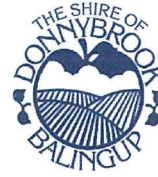


Graticule shown at 20 minutes intervals
Grid shown at 20000 metre intervals

Roads and tracks on land managed by DBCA may contain unmarked hazards and their surface condition is variable. Exercise caution and drive to conditions on all roads.

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Produced October, 2021



Bush Fire Advisory Committee (BFAC)

Donnybrook Fire & Rescue Report

Meeting Date: 28th October 2021

Meeting Location: Donnybrook SES

Since Last Meeting: (May 2021) - **14 Jobs**

- 3 x Road Crash Rescue – With Extrication – Injuries
 - (1 x single fatality)
- 2 x Mobile Property Crash – Vehicle Accident
- 2 x Escaped Controlled Burn
- 2 x Tree – Grass – Scrub Fire
- 2 x DBA
- 1 x Vehicle Fire
- 1 x Fuel Spill
- 1 x Rubbish Bin Fire

On the Horizon:

- All services de-brief Sunday 1st November for RCR at Gavin's Rd x Knights Rd.
- Breathing Apparatus Refresher - November
- Pre-Season refresher with district officer – December 5th. Open to BFB brigades if they would like to attend
- 1st December is the start of Duel turn out for enhanced response zone. (Argyle – Irishtown area)

The brigade is look forward to work with all BFB's brigades in the upcoming fire season.

Donnybrook Balingup – Bushfire Advisory Meeting

28th October 2021

Forest Products Commission Report

- FPC has been liaising closely with DBCA SW Regions to discuss Spring prescribed burning programs and FPC protection, Silviculture priorities. FPC staff meet DBCA Fire Districts regularly during the year to confirm priorities and burning achievements funded by FPC.
- Plantation Fire Management Plans are still coming along with FPC staff ground truthing all fire infrastructure to feed into these Operational plans. Fire agencies, CESO's, FCO's will be approached to add local value to these plans.
- LGs' DBCA, DFES will be able to access these plans quickly via FPC Duty Officer in a fire scenario to obtain the most accurate plantation information to assist with response strategies.
 - *Reliable access routes*
 - *Water sources*
 - *Firebreak status*
 - *Plantation age/ area*
 - *Communication points*
 - *Low Fuel areas*
- FPC Executive and Commissioners were given a tour of the blackwood valley plantation complex this month to highlight the challenges with Fire management and establishment in this steep rocky terrain and how the community concerns about the bushfire threat each summer.
- FPC staff have completed their preseason fire training and fitness tests and will have 49 staff available to assist local governments and fire agencies across the southwest, mid-west and south coast regions. Many FPC staff are also integrated into the DBCA and Interagency fire

Note: Should CESO's, FCO's need to liaise on some of these issues please contact myself, I'm keen to get to get along to any meetings-training whenever possible/available.

Regards

Greg Hodgson

Manager Fire Protection

Forest Products Commission

Level 2, 61 Victoria Street, Bunbury WA 6230 Phone: (08) 9725 5246 | Mobile: 0429 206600

| Email: greg.hodgson@fpc.wa.gov.au

Web: www.fpc.wa.gov.au | www.facebook.com/fpcwa | www.twitter.com/fpcwa

CBFCO REPORT - 28TH OCTOBER, 2021

Welcome everyone.

Many thanks to outgoing Shire President Brian Piesse for his time and commitment to bushfire volunteers. Welcome new President Leanne Wringe.

Permits commence on Monday 1st November.

Radio sched calls commence Monday 1st November, Wednesday and Friday at 6.45am, if all agree.

Training in shire has been well attended, especially burn over drills. Thank you to Mick and Jess for coordinating these sessions.

Since last meeting on 12th May we have attended six incidents.

The last incident was Ammon Road on 16th October, where a FCO and fire fighter were physically and verbally abused.

I have asked the Shire for assistance in removing this Munro member.

I would like to take this incident to general business for discussion.

Many thanks for your time and support, and looking forward to hopefully a quiet season.

Max Walker
CBFO

9.1.2 ARGYLE IRISHTOWN BUSH FIRE BRIGADE – PROPOSED NEW BRIGADE STATION

Location	Shire of Donnybrook Balingup
Applicant	Argyle Irishtown Bush Fire Brigade
File Reference	FRC 10A
Author	Steve Potter, Executive Manager Operations
Responsible Officer	Steve Potter, Executive Manager Operations
Attachments	Nil
Voting Requirements	Simple majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the proposed location of Reserve 45450 (Harjadup Reserve) for a future fire station for the Argyle Irishtown Bush Fire Brigade; 2. Requests the Chief Executive Officer to liaise further with the AIBFB to identify a suitable location on Reserve 45450 (Harjadup Reserve) and to clarify the exact area of land required for the new facility; 3. Subject to such details being determined in Point 2, instructs the Chief Executive Officer to make a formal request to the Department of Planning, Lands and Heritage to excise a portion of Reserve 45450 (Harjadup Reserve) to create a new reserve with a Management Order granted to the Shire for the intended purpose; 4. Authorises the Chief Executive Officer to utilise up to \$5,000 to undertake surveying and other activities associated with Point 3 to be sourced from G/L 121720 (Land Use Planning); 5. Subject to approval being granted by the DPLH under Point 3, requests the Chief Executive Officer make financial provision in 2022/23 for civil works associated with the construction of the new facility that are not funded under the DFES Local Government/Capital Grants Scheme; 6. Subject to approval being granted by the DPLH under Point 3, requests the Chief Executive Officer to make a formal application for the new facility via the DFES Local Government/Capital Grants Scheme in March 2022.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

- Outcome 4: Effective leadership and civic responsibility
- Strategy 4.2: A respected, professional and trusted organisation
- Action 4.2.1: Effective and efficient operations and service provision

EXECUTIVE SUMMARY

Discussions regarding the potential construction of a new facility to accommodate the Argyle Irishtown Bush Fire Brigade (AIBFB) have been ongoing for some time between the Brigade, DFES and the Shire.

On 7 March 2021, the AIBFB Committee held an Extraordinary Meeting to consider the matter and resolved to request that the Shire endorse Reserve 45450 (Harjadup Reserve) in Argyle as the preferred location for the new facility and initiate the process of securing appropriate land and making applications for funding.

It is recommended that Council supports the AIBFB requests as per the Officer's recommendation.

BACKGROUND

The AIBFB are currently located at a facility on Knight's Road, Argyle which is reaching the end of its useful life and is no longer fit for purpose, given the growth of Brigade membership over the years. This resulted in the AIBFB seeking to identify an alternative site for a new facility through the establishment of a sub-committee formed for this purpose.

Over the past couple of years, in liaison with the Shire, the sub-committee has explored the viability of a number of sites, however most have faced significant constraints including land tenure, access and native vegetation to name a few.

As part of this process, Reserve 45450 (Harjadup Reserve) was identified as a potential site which was deemed to be appropriate by both Shire and DFES staff for the following reasons:

- Crown land under a management order to the Shire;
- Excellent access;
- Central location to the Brigade area;
- Flat topography;
- Access to existing services (power) etc.

Notwithstanding the advice of Shire staff to the Brigade to this effect, there were some differences of opinion within the Brigade about the use of Harjadup Reserve which prevented the matter from progressing further.

Upon receiving further advice from the Shire in February 2021, reiterating the Shire's preference for Harjadup Reserve, the AIBFB held an Extraordinary Meeting on 7 March 2021 to consider the matter where the following was resolved by the AIBFB Committee:

"That the AIBFB:

- 1. Requests the Shire of Donnybrook Balingup endorse the location of Harjadup Reserve for a future fire station for the AIBFB;*
- 2. Requests the Shire liaise further with the AIBFB to identify a suitable location on Harjadup Reserve and to clarify the exact area of land required for the new facility;*

3. *Subject to such details being determined in Point 2, requests the Shire of Donnybrook Balingup make a formal request to the Department of Planning, Lands and Heritage to excise a portion of Harjadup Reserve to create a new reserve with a Management Order granted to the Shire for the intended purpose;*
4. *Subject to approval being granted by the DPLH under Point 3, requests the Shire of Donnybrook Balingup make financial provision in 2022/23 for any civil works associated with the construction of the new facility that are not funded by DFES;*
5. *Subject to approval being granted by the DPLH under Point 3, requests the Shire of Donnybrook Balingup make a formal application for the new facility via the DFES Local Government/Capital Grants Scheme in March 2022.”*

FINANCIAL IMPLICATIONS

The capital works associated with the construction of the building is eligible for funding through DFES Capital Works program. It is estimated the funds that will be sought from DFES will be in the region of \$300-400,000.

Any civil works associated with the development (sandpad, access, connection to utilities etc) is funded by the local government. It is estimated that the Shire will be required to contribute \$80-100,000, however this will depend on the final location within the reserve, location of existing services and the ultimate design. It is anticipated that subject to Council supporting the proposal, further works will be undertaken to clarify the Shire's contribution which will then be captured through the Long Term Financial Plan and the 2021/22 Budget.

In terms of making application to the DPLH to excise a portion of land, it is likely that this will require a detailed survey of the proposed area and potentially an application fee. It is estimated this work may cost in the vicinity of \$3000-5000.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

The Shire has consulted extensively with the Brigade on this matter and will continue to do so to identify an appropriate location for the new facility.

The Shire is aware that there are nearby landowners who may have some concerns regarding the development of a facility on Reserve 45450 (Harjadup Reserve) and therefore further consultation will be undertaken to provide opportunity for input at the design stage.

OFFICER COMMENT/CONCLUSION

As indicated in this report, the location of Reserve 45450 (Harjadup Reserve) has been identified after an exhaustive review of available landholdings in the Argyle / Irishtown locality. It is recommended that Council supports the AIBFB requests and endorses the officer recommendation.

COUNCIL RESOLUTION 33/21

Moved Cr Lindemann

Seconded Cr Massey

That Council:

- 1. Endorses the proposed location of Reserve 45450 (Harjadup Reserve) for a future fire station for the Argyle Irishtown Bush Fire Brigade;**
- 2. Requests the Chief Executive Officer to liaise further with the AIBFB to identify a suitable location on Reserve 45450 (Harjadup Reserve) and to clarify the exact area of land required for the new facility;**
- 3. Subject to such details being determined in Point 2, instructs the Chief Executive Officer to make a formal request to the Department of Planning, Lands and Heritage to excise a portion of Reserve 45450 (Harjadup Reserve) to create a new reserve with a Management Order granted to the Shire for the intended purpose;**
- 4. Authorises the Chief Executive Officer to utilise up to \$5,000 to undertake surveying and other activities associated with Point 3 to be sourced from G/L 121720 (Land Use Planning);**
- 5. Subject to approval being granted by the DPLH under Point 3, requests the Chief Executive Officer make financial provision in 2022/23 for civil works associated with the construction of the new facility that are not funded under the DFES Local Government/Capital Grants Scheme;**
- 6. Subject to approval being granted by the DPLH under Point 3, requests the Chief Executive Officer to make a formal application for the new facility via the DFES Local Government/Capital Grants Scheme in March 2022.**

CARRIED 8/0 by En Bloc Resolution

8th July 2021



PO BOX
DONNYBROOK WA 6239

Dear Resident,

RE: PUBLIC CONSULTATION – ARGYLE IRISHTOWN BUSHFIRE BRIGADE – PROPOSED NEW STATION

As you may be aware, the Shire of Donnybrook Balingup Council recently considered a request from the Argyle Irishtown Bushfire Brigade (AIBFB) to support the construction of a new Brigade building on Reserve 45450, (Harjadup Reserve) located at the junction of Gemmell Road and Howlett Ramble, Argyle. The AIBFB have been operating out of a facility on Knights Road for a number of years, however that facility is reaching the end of its useful life and is no longer considered fit for purpose.

Reserve 45450 was identified after extensive discussions were held between the AIBFB, the Shire and DFES and an exhaustive search of possible sites in the Argyle / Irishtown localities was undertaken.

In terms of funding volunteer bushfire brigade buildings in WA, it is important to note the following:

- The building construction costs are funded by the Department of Fire and Emergency Services (DFES) through the Local Government Grants Scheme (LGGs);
- Local Government, however, is responsible for all civil works and provision of essential services;
- Under the funding arrangements, DFES will only fund proposals on land that is either owned by, or under Management Order to, the Shire.

Whilst other land parcels were considered, it was noted that many faced significant constraints including (but not limited to):

- Land tenure;
- Site access; and
- Existence of significant native vegetation.

In considering the AIBFB's request, Council resolved the following at its March 2021 Ordinary Council Meeting:

"That Council:

1. *Endorse the proposed location of Harjadup Reserve for a future fire station for the Argyle Irishtown Bush Fire Brigade;*
2. *Requests the Chief Executive Officer to liaise further with the AIBFB to identify a suitable location on Harjadup Reserve and to clarify the exact area of land required for the new facility;*

3. *Subject to such details being determined in Point 2, instructs the Chief Executive Officer to make a formal request to the Department of Planning, Lands and Heritage to excise a portion of Harjadup Reserve to create a new reserve with a Management Order granted to the Shire for the intended purpose;*
4. *Authorises the Chief Executive Officer to utilise up to \$5,000 of unbudgeted expenditure to undertake surveying and other activities associated with Point 3;*
5. *Subject to approval being granted by the DPLH under Point 3, requests the Chief Executive Officer make financial provision in 2022/23 for civil works associated with the construction of the new facility that are not funded under the DFES Local Government/Capital Grants Scheme;*
6. *Subject to approval being granted by the DPLH under Point 3, requests the Chief Executive Officer to make a formal application for the new facility via the DFES Local Government/Capital Grants Scheme in March 2022."*

As per Point 3 of the resolution above, the proposal will involve excising a suitable portion of land from Reserve 45450. Currently, the Management Order over the entire reserve is for the purpose of 'Public Recreation', however, if the matter proceeds, a request will be made to the State Government to support the excised portion having an amended Management Order for the purpose of 'Emergency Services' (or similar wording).

It is noted that Reserve 45450 (made up of four separate landholdings) is approximately 5.8 hectares in area, with the proposed land for potential excision expected to be less than 5,000m² which equates to less than 10% of the total Reserve area. Whilst the two Reserves will be separate with different Management Orders, it is important to note that to the casual observer, they will largely appear as a single land holding as it is not proposed to install perimeter fencing or otherwise delineate the two land holdings.

The Shire has undertaken some preliminary due diligence of Reserve 45450, which has involved referring the proposal in an outline concept form to several government agencies including:

- Department of Fire and Emergency Services (DFES);
- Department of Water and Environmental Regulation (DWER);
- Department of Planning, Lands and Heritage (DPLH);
- Department of Mining and Industry Regulation and Safety (DMIRS).

As a result, it has been identified that if the proposal was to proceed, the Shire may be required to undertake additional studies, prior to any future construction, to ensure appropriate design measures address aspects such as storm water management.

Subsequent to Council's decision, the Shire was contacted by several residents in the Argyle / Irishtown locality seeking further information and/or wishing to make comment on the proposal.

Whilst it is acknowledged that there may be those who may not support the proposed construction of a Brigade building on Reserve 45450 in any form, it became apparent to the Shire that there were also potentially some misunderstandings in terms of what the proposed development may entail and therefore the Shire has prepared some information to ensure that all residents are suitably informed.

It is noted that the proposed siting of the new building on Reserve 45450 was identified by the AIBFB and the Shire with the primary objective of reducing the visual impact on surrounding landowners and is thus proposed to be set back from the road behind existing vegetation.

Subject to the final design, it may be the case that a small amount of existing vegetation may need to be removed, however if this is the case the Shire will ensure the necessary approvals are obtained and proposes to offset any removed trees at a rate of 1:10 elsewhere on Reserve 45450 if applicable.

In light of the above, the Shire is now inviting comment from members of the community on the proposal and to this effect, please find attached an information package that contains the following:

1. Concept plan of the proposed land to be excised from Reserve 45450 including access;
2. Concept layout of the new reserve showing possible locations of buildings, water tanks etc.;
3. Elevations of a previously constructed VBFB building in Balingup to provide some indication of what a new building may look like.

Please note that the plans are conceptual only and detailed design will occur at a later stage subject to funds being made available by the Shire and DFES which may result in some changes. However, the concept plans are reasonably indicative of what is being proposed at this early stage noting:

- The size of the facility will likely be similar to that contained in the concept plans; and
- The elevations are representative of another brigade building constructed in the Shire (Balingup).

In terms of having your say, there are several options:

1. The quickest and easiest way is via an online survey which has been set up specifically for this purpose and can be accessed at <https://www.surveymonkey.com/r/aibfbfacility>. The survey will take approximately 5-10 minutes to complete.
2. Emailed responses can be sent to: AIBFB@donnybrook.wa.gov.au
3. Letter responses can be sent to:

Records Officer
Shire of Donnybrook Balingup
PO Box 94, DONNYBROOK WA 6239

The closing date for submissions is Friday 30 July 2021. It is anticipated that a report will be prepared for Council's further consideration at the conclusion of the advertising period.

The Shire trusts the above and attached information is clear, however please contact the undersigned at steve.potter@donnybrook.wa.gov.au or 97 804 200 if you have any queries.

Regards,



Steve Potter
Director Operations

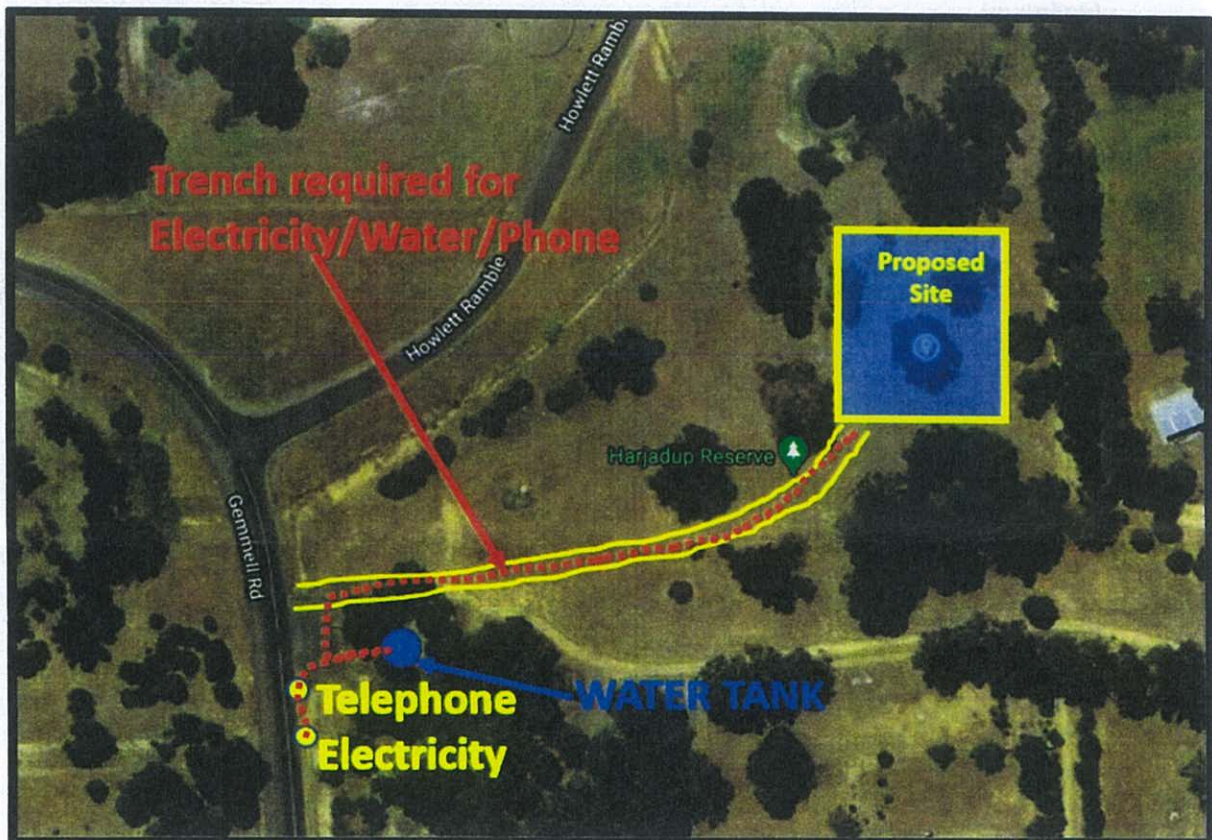
Concept Designs – Proposed Argyle Irishtown Bushfire Brigade Building

This information package contains three sections as follows:

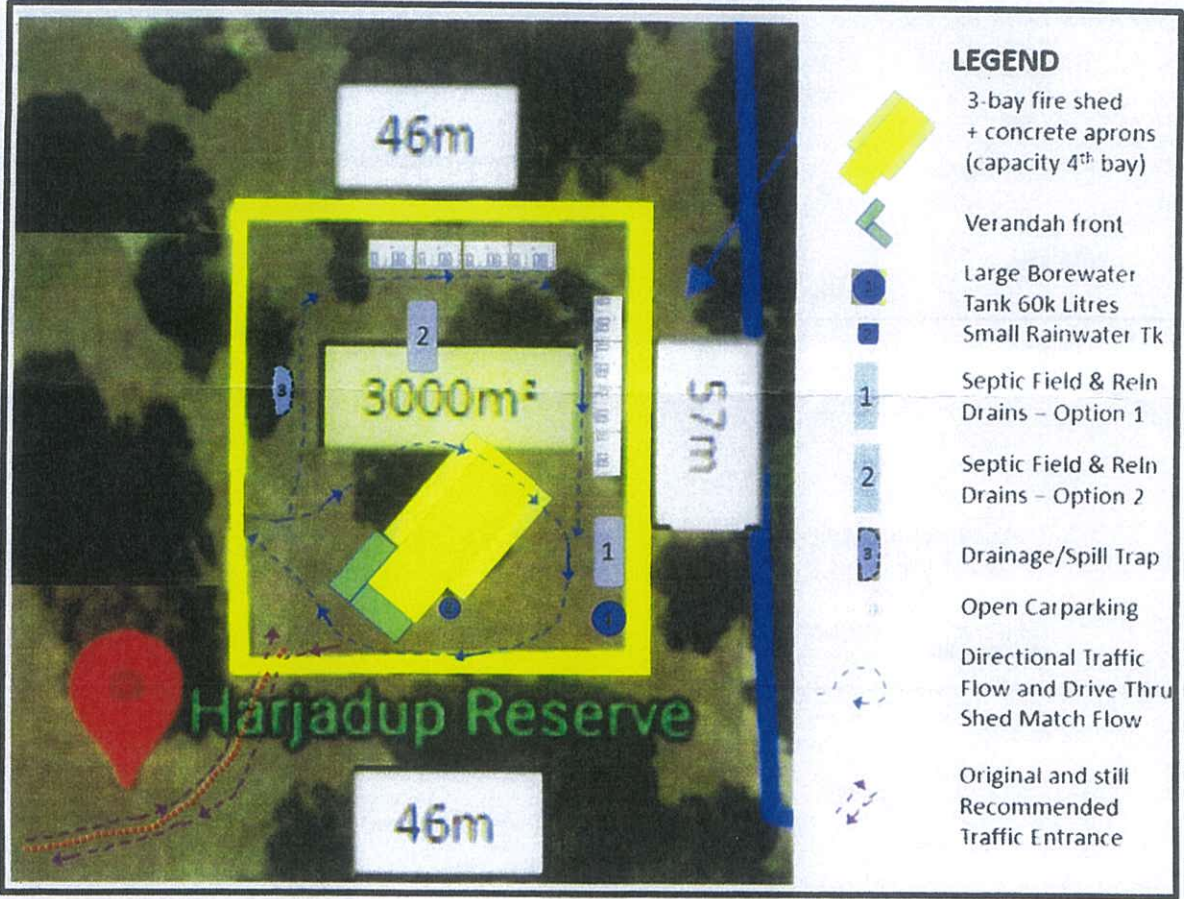
1. Concept plan of the proposed land to be excised including access;
2. Concept layout of the new reserve showing possible locations of buildings, water tanks etc.
3. Concept elevations of what a new building may look like.

1. Concept plan of the proposed land to be excised including access

The following plan is indicative of the land that would be excised from Reserve 45450 (inclusive of the access leg) to create a new reserve for the purpose of 'Emergency Services' or similar. The area (inclusive of the access is estimated to be up to 5,000m² (possibly less).



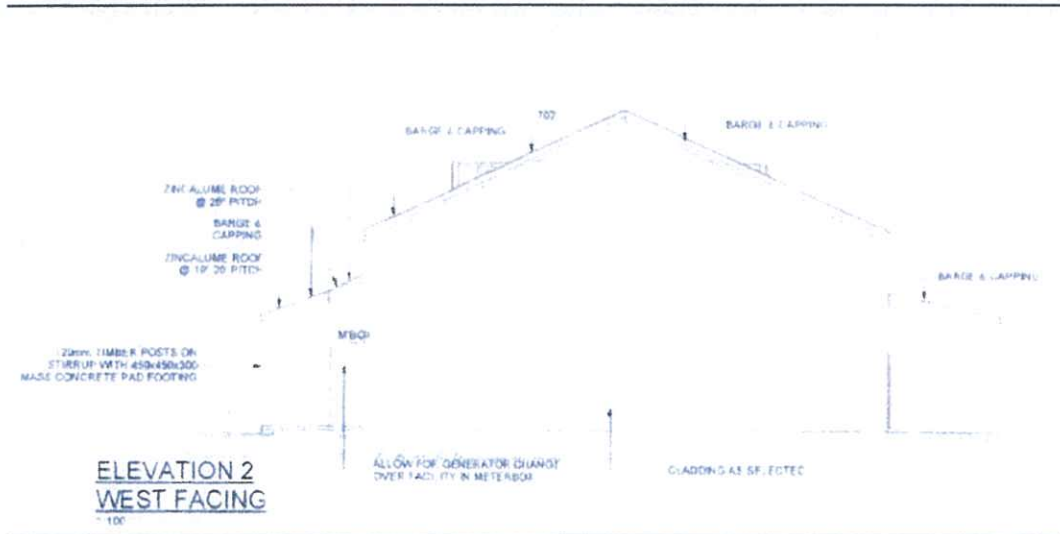
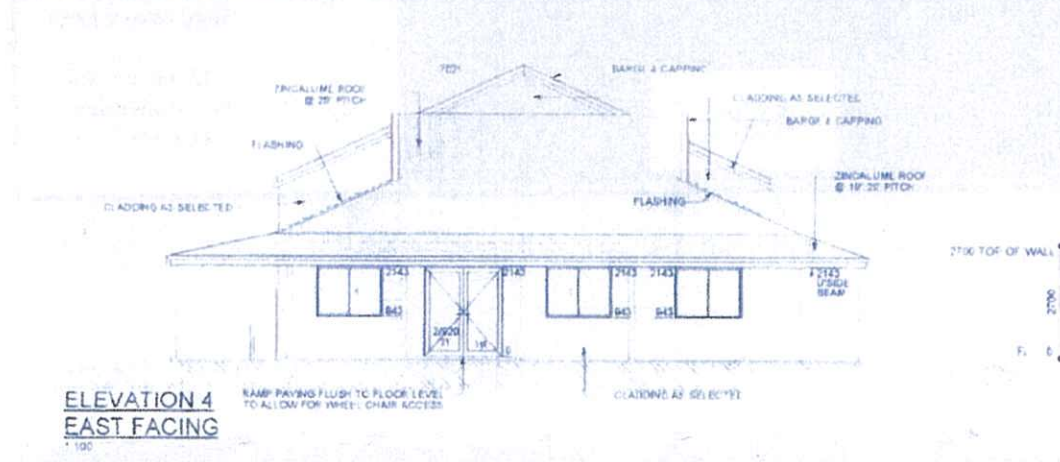
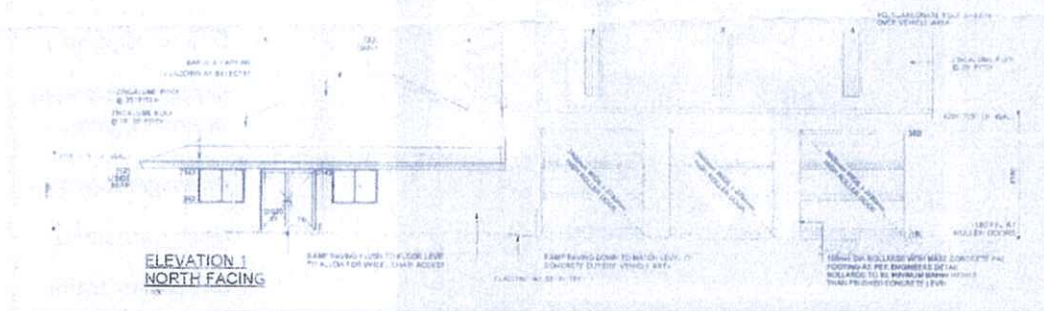
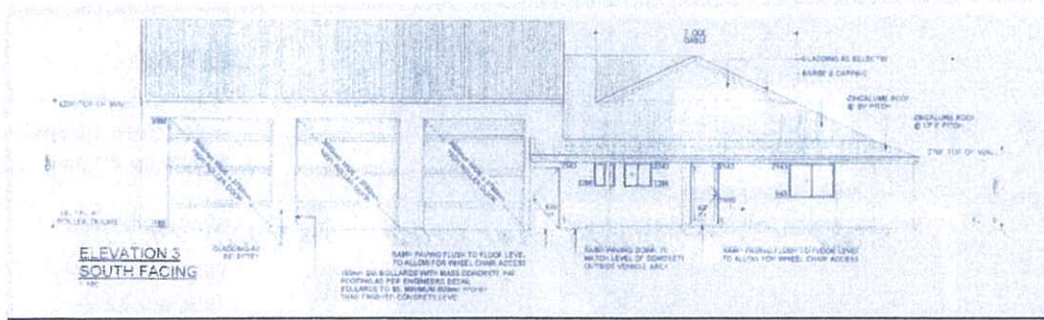
2. Concept layout of the new lot showing possible locations of buildings, water tanks etc.



LEGEND

-  3-bay fire shed + concrete aprons (capacity 4th bay)
-  Verandah front
-  Large Borewater Tank 60k Litres
-  Small Rainwater Tk
-  1 Septic Field & ReIn Drains - Option 1
-  2 Septic Field & ReIn Drains - Option 2
-  3 Drainage/Spill Trap
-  Open Carparking
-  Directional Traffic Flow and Drive Thru Shed Match Flow
-  Original and still Recommended Traffic Entrance

3. Concept elevations of what a new building may look like



Steve Potter

From: AIBFB
Subject: FW: ICOR82262 - AIBFB - prposed new station

SynergySoft: ICOR82262

From: ; _____ < >
Sent: Sunday, 11 July 2021 1:28 PM
To: Steve Potter <steve.potter@donnybrook.wa.gov.au>
Subject: ICOR82262 - AIBFB - prposed new station

Hi there Steve,

I would like to commend you on this Public Consultation document.

I found it very clear and informative.

I have been reasonably aware of the issues, being a member of the brigade(although not very active), but found you mail out excellent.

I trust the proposal will eventually happen – sooner rather than later.

Cheers

Sue

Steve Potter

From: Sharon Stewart < >
Sent: Friday, 16 July 2021 8:08 AM
To: AIBFB
Subject: Argyle Irishtown Bushfire Brigade - Proposed New Station

Dear Sir/Madam

We welcome the new proposed station as per your letter of 8 July 2021.

Kind regards

Bruce Preston and Sharon Stewart

845 Hurst Road

Argyle WA 6239

Steve Potter

From: Lottie Chapman < >
Sent: Sunday, 18 July 2021 1:02 PM
To: AIBFB
Subject: Proposed Argyle Fire Shed

To the shire of Donnybrook and Balingup,

Whilst very supportive of the local bushfire brigade having new facilities, the area being proposed is not the most efficient, safe or logical area.

Please note the following points below:

- Concerned about the road infrastructure particularly the bend in Gemmell Road at the corner of Howlett Ramble which is already a blind access to my home at 35 Gemmell Road. It is a matter of luck that there has not been an accident so far, but a speeding fire truck is potentially a deadly accident.
- Also I am concerned that when the sub-division was agreed to, it was with the reserve area to be left intact; this would be a break of the land law agreed to at the time of sub-division. This is what we all understood at the time of the sub-division approval.
- I am also concerned about the chemical run-off from the fire trucks onto such a reserve.
- If there is a fire along the riparian rights area of the river, it would potentially block access over the Bendall Road and Argyle bridge access; same for floods in winter. This is an area never burnt off or managed and has dense undergrowth in summer. Again, only a matter of time before a wild fire spreads quickly along the river bank and this would block river bridge access to the proposed fire shed.
- Is it not possible to use the area off the SW highway behind where the apple shed used to be, or on railway land?

I would be grateful if my concerns are carefully considered,

Sincerely,

Dr Charlotte Chapman
35 Gemmell Road, Argyle

To: Steve Potter
Director of Operations
Shire of Donnybrook Balingup

28th July 2021

Thank you for the opportunity and inclusion to respond to the Public Consultation process of the land expropriation by the Shire and their proposal to rezone the site Reserve 45450 for the purpose of a community fire shed for the Argyle/Irishtown Bush Fire Brigade. Confused as to why email responses were directed to the AIBFB. The impacted residents of the Argyle Forest Estate support the work and efforts of the Argyle Irishtown Bush Fire Brigade (AIBFB) and have no qualms with the DFAS 'grant' being utilized for an upgrade to the existing Shed or new location for a bigger and better fire fighting facility – Just not on this site !

This site is nominated as Public Open Space set aside for Parks and Recreation as designated in the subdivision approval for this part of Argyle by the original owners – the Henco family. It is used daily by the community for recreational purposes including children playing, dog walking, horse riding and as a general gathering point for residents. Residents purchased their blocks with the understanding that this POS would be in place on a permanent basis.

A significant number of residents within Argyle believe that Reserve 45450 is not the appropriate site for a facility of this nature for the following reasons:

- The site provides conduit for water flow into the nearby wetlands which are invaluable for amphibian and bird breeding grounds. According to long-term residents these wetlands are already changing and are cause for concern. On the advice of the Environmental Protection Agency, the process of obtaining an assessment of the conservation value of the area has begun;
- Potential environmental impacts due to foam wash down and training activities leaching into nearby private bores into the Yarragadee Aquifer that would become a conduit.
- The bridges on both Bendall and Argyle Roads that constitute the main access points to the South Western Highway are wooden, narrow, in a recognised high fire risk area and at times go under water, with the only alternative access/egress of the site via Boyanup - 12.8km away.
- The Hurst/Gemmell Road access way is used by numerous groups from the wider community and is a designated part of the Munda Biddi cycling trail. Its role in recreational use and is acknowledged with road signage.
- The roads in this area are narrow and winding with nil road shoulder (along Gemmell Rd road shoulder wash out is up to 150ml deep in places) making P1 Driving and overtaking unsafe over the 1.5 km egress to the South Western Highway. Use of the road for the rapid deployment of emergency vehicles to the SW HWY has the potential to put all other users and Brigade volunteers at risk.
- The establishment of the Reserve was integral to the granting of planning permission for the original estate in compliance with W.A planning policy that "the requirement for 10 per cent of the gross subdivisible area of a conditional subdivision shall be given up free of cost by the subdivider for public open space". No further open space was allocated when the adjoining sub-division was developed and extended. Further to this the Perseverance Rd development was also added to the existing development making the 10% POS something considerably less, making this land fleece considerably more obtuse.
- Potential adverse noise impacts on nearby properties;
- Loss of visual amenity for nearby properties.

A written request to the Shires Community Development Officer on the 19.02.20 to transition this land with facilities such as a Rotunda, BBQ's and picnic tables, playground equipment, all carefully designed around a vision of progressive landscaping in keeping with the environmental values of the reserve for the useful purpose of the 60 plus 5 acre landholders in the area. This was responded to with the excuse of insufficient funding. Yet the Shire now sees fit to apply funding to transform our reserve into a light industrial site. Residents' are not misguided by the deceptive miniscule impact made out by the Shires parsimonious pictorial and virtual delineation of design this building will have on this reserve. In reality it will dominate and consume the reserve in its entirety to every neighbouring land holder.

Harjadup Reserve sits along the Munda Biddy Trail with important Aboriginal Heritage that provides a sanctuary for passing enthusiasts, ornithological groups and bicycle clubs etc, who use this route. Moreover, the residents of Argyle would sooner turn this site into their own community focal point for family playtime and rest. A facility such as this does not currently exist in Argyle, with the closest Public Park or similar being approximately 7km away. If the designated area were to be fashioned and upgraded in this way, support from local residents would assist via working groups to establish gardens, lawns, erect play equipment etc.

The Shire is of the opinion that there is no other site whether Shire-owned or vested land available to be used for the construction of a new fire shed. However, residents are of the view that an alternative site exists at the intersection of Argyle Road and the South Western Highway (Lot 500 on Plan 076319). This site is located further from residents and provides excellent access to the highway for the Brigade to respond to incidents.

It is perceived by local residents the Shire is hedging for the least expensive, least red tape option for a new Fire Shed site rather than the best option for the AIBFB, residents and the community. Whilst we can all process the value of the dollar, please do not insult our community by your lack of enterprise in securing a site more amenable to suit the majority, including the AIBFB with the least impact. By indicating ALL other sites have been exhausted or don't meet specific criteria and that the Harjadup reserve is the only site possible is simply a cop out.

The Survey option to respond to the Public Consultation proposal is misleading and skewed in the Shires favour. It should only be speaking those residents directly impacted; on Gemmell, Howlett Ramble and Perseverance roads. Will be easy then for Shire to say 90% of respondents on the 6239 postcode and not directly impacted to perhaps want the Shed on that reserve - the 90% not impacted nor living in this Hamlet !!

I'm sure all of 6239 wants a shiny new Fire Shed - but for our sakes - again - Just Not There !

If the Shire were wishing to avoid red tape and opposition to this land grab, 98 local impacted residents have signed a petition objecting to this site for the Shire to take from residents within the Argyle Forest Estate. Collectively we wish AIBFB who do a wonderful job and the Shire in securing a more appropriate site that is less environmentally damaging, with less residential impact to our community.

Kind Regards,
Paul Delbridge,
Tel: 9731 2404, PO Box 505, Donnybrook, 6239

Representing a residential group in the Argyle Forest Estate.

Steve Potter

From:
Sent: Friday, 30 July 2021 10:30 AM
To: AIBFB
Subject: Argyle Irishtown proposed new station

Importance: High

Dear Mr Potter,

Firstly.... this is earmarked PUBLIC open space!!!! That is not acceptable to remove this when you all just feel like it!!!

I also wish to alert you to the dangers to the swamp/lake/body of water below the new proposed new brigade station.

I was part of the move to protect the swamp when the subdivision went ahead many years ago and now we find ourselves with a toxic proposal which is way worse.

We know from legal battles over east against the legacy of the wash down chemical and there is NO mention of the environmental protections as the swamp is down hill from the area proposed.

It is very easy for Shire to ignore the environmental value of water to the natural environment and this comes when the SW of WA is drying more than other parts of Australia.

Why does this Shire not value this natural asset? We now know so much more about the toxicity threat and for you to proceed without a legal threat seems a little shortsighted.

I was a part of having the Boyanup Tannery moved to another location as the underground water including the Yarragadee Basin would be poisoned as there is not the rock protection as was mooted by the State Government. The public are not stupid and should not be treated with contempt. Local Gov is there to move us forward but listening to your constituents who voted for Councillors who will do the right thing for the region. You DO NOT own that land ...it belongs to all of us.

The engineers will make it work on paper but that doesn't make it correct. I have had first hand experience with the proponents engineers who tried to persuade me water would not enter my place which is downhill of the Hetherington subdivision. Frankly it was laughable and we did not manage to get a different outcome because it looked good enough for the Shire who actually were not interested in "impact on neighbours" I am still dealing with the run off and erosion but do the Shire really care? Not really.

This needs to be taken seriously and the area to be used moved to another sight where there will be less impact. PLEASE!

Yours sincerely
Jude Daniel 781 Hurst Rd Argyle

Steve Potter

From: Morrie Goodz < >
Sent: Sunday, 1 August 2021 7:07 PM
To: AIBFB
Cc: Steve Potter; Ben Rose; Cr Brian Piesse
Subject: Public Consultation - Argyle Irishtown Bush Fire Brigade (AIBFB) - Proposed New Station
Attachments: IMG_3526.png; 2021-07-08 Shire Letter re AIBFB New Fire Station.pdf

Dear Steve Potter,
Shire of Donnybrook-Balingup

Regarding your letter dated 08 July 2021 (attached), I am writing this email in support of the proposed site for the AIBFB new station at Harjadup Reserve 45450.

This site represents the best option that is available for a new proposed fire station. It is becoming a timing issue as the brigade needed a new station some years ago. The AIBFB has undertaken exhaustive studies and options' reviews, and now believes that it is better to proceed with the only option available, than to delay the process any longer.

The main reason that this process has taken so long, is that the AIBFB has gone out of its way to identify a suitable option that would appeal to 100% of the stakeholders. However this has not been a possible outcome and so the AIBFB has supported the best and only option that meets all criteria for sign-off by the funding bodies.

There has been some negative social media comments by a few members of the local area, but they do not represent the majority of the community, and they continue to broadcast mis-information. This same group undertook a door knock to have a petition signed, where I have personally received two calls from local residents who felt "pressured" into signing the petition.

Paul Delbridge has circulated a letter (see attached) that he sent "on behalf of some residents" to the DPLH asking for DPLH to refuse the Shire's application to rezone a portion of the reserve to allow for the establishment of the AIBFB new station on misleading information, namely being:

1. Noise – the AIBFB does not create unreasonable noise and this can be verified by the neighbours to the AIBFB's Knights Road existing shed site. Also we already use the Harjadup site for our fire-fighting top up water supply and tank, so there will be no significant increase in traffic or noise, both in emergency use and general maintenance top up. We also use the reserve as our current major training ground, and this would mean that we are unlikely to create new noise as the training is an existing activity. When the AIBFB attends a call out, they do not have any sirens that sound at the fire station, nor do they use sirens during travel unless there is a specific need to do so. In all the call outs that I have attended, sirens were not used.
2. Loss of Visual Amenity – the proposed site is almost entirely encircled in native bush providing a visual (and sound) barrier to neighbouring properties and the roads. Additional tree plantings would provide buffering to further reduce any visibility/noise that remains. A recent drone study carried out over the proposed site showed that the shed area was not readily visible to surrounding homes on adjacent and nearby properties.
3. Environmental impacts from washdown and training – first of all, training and washdown are existing activities carried out at Harjadup Reserve, and they have never been an issue. These activities are unlikely to increase, as the current training activity schedule already utilises the reserve at a level that is unlikely to change. We do training across the our operational area and in town such that we can have more variety with scenario planning and familiarity with services across our region. So having a station at Harjadup is unlikely to increase training activities that would have environmental impacts at that site. Furthermore, the wetlands are a significant distance away from the proposed site and suitable runoff/catchments will be part of any civil earthworks design at the proposed site, as an additional safety buffer.
4. Bridge Access – The new bridge constructed several years ago on Bendall Road, is not a narrow wooden bridge as described in the letter to the DPLH, and it has not been inaccessible due to flooding since it was

constructed. Furthermore, at those seasonal times when the water levels could be rising, bush fire threat would not be a risk and therefore this is not a likely risk.

Regarding other points in the attached letter relating to traffic risks, currently the AIBFB use the local roads at a significant level during emergencies to:

- a. Refill our tankers from our existing hydrant points on Gemmell Road (on Harjadup Reserve) and on Hurst Road (at Hetherington);
- b. Turning out to fires – specifically our brigade members leaving their homes to travel to the station, support and replacement members travelling between home and the station, and returning home currently travel on Gemmell, Hurst and other local roads. This traffic and it's urgency will remain relatively similar, and therefore will not introduce new risk;
- c. Argyle represents the centre of members' distribution – therefore already there exists high levels of traffic due to AIBFB activities;
- d. Argyle also represents an area of higher demand for our services because of the number of properties and population distribution. Similarly, it is central between those from Marshall Road and Irishtown Road. Turn out times to emergency call outs could be reduced, because members will live closer to the new station site as compared with the existing station site.

An additional note relating to traffic, is that currently AIBFB members currently need to go out onto the South Western Highway (SW Hwy) and turn across the highway at Knights Road. Knights Road is on a bend below a crest in the highway, presenting a blind spot to speeding traffic on the SW Hwy. This specific crossing with a lack of both entry and turning lanes, creates a highly risky traffic activity and is a risk not only to brigade members, but also to the general traffic on the SW Hwy, which presents a far greater traffic risk to the local community. This area along the SW Hwy has been the site of numerous fatalities due to motor vehicle accidents.

Another mis-information in Paul Delbridge's letter is the comment regarding conversations with Jim Mullins from Burgess Rawson to acquire a longterm lease over the land to allow for a new station. I have had direct contact with Mr Mullins on the matter of leasing the property at the corner of Argyle Road and SW Hwy. This land is subject to the Railway Reserve and is managed by the PTA. Jim Mullins has provided a written response that was "*the PTA cannot under the PTA Act grant a lease or licence for a period longer than Ten (10) years*". This response was Cc'd to the Shire on the 3rd November 2020. There are some community members that feel a letter should be submitted to the DPLH to refute the claims by Paul Delbridge.

In summary, my personal view is that the:

- Harjadup Reserve 45450 represents the only option that all parties agree is suitable for a new fire station;
- AIBFB is in need of a new fire station to deliver the best services that the community deserves and needs;
- Majority of community residents support the AIBFB and its need for new station facilities; and
- Design criteria for the new station can include all necessary engineering, civils and aesthetics to ensure that environmental and amenity concerns are managed in a safe and appropriate manner to deliver the best outcomes for the community.

The only proposed changes that I could see with the drawings is that the conceptual sketch has verandahs on two sides, but the Balingup station has the verandahs on three sides. I believe it would be better on the three sides. I also think the Balingup verandahs are too narrow and serve no other purpose than being cosmetic. I believe the verandahs should be wider and be able to provide an outside work space sometimes required during inclement weather. An example of the wider verandahs can be seen at the Margaret River Brigade station.

Thank you to the Shire for continuing with this important project.

Regards,
Morrie

Morrie Goodz
Chair
Argyle-Irishtown Volunteer Bush Fire Brigade (AIVBFB)
M: 0429-834-912

To the Department of Planning, Lands and Heritage

25th May 2021

<https://www.dplh.wa.gov.au/contact-us>

The community of Argyle located in the Shire of Donnybrook-Balingup is seeking the support of the DPLH in refusing the application by the Shire of Donnybrook-Balingup to rezone the site Reserve 45450 for the purpose of a community fire shed for the Argyle/Irishtown Bush Fire Brigade.

This site is nominated as Public Open Space as designated in the subdivision approval for this part of Argyle. It is used daily by the community for recreational purposes including children playing, dog walking, horse riding and as a general gathering point for residents. Residents purchased their blocks with the understanding that this POS would be in place on a permanent basis. .

A number of residents within Argyle believe that Reserve 45450 is not the appropriate site for a facility of this nature for the following reasons:

- Potential adverse noise impacts on nearby propertiers;
- Loss of visual amenity for nearby properties;
- Potential environmental impacts on the nearby environmentally sensitive wetland from wash down and training activities;
- The bridges on both Bendall and Argyle Roads that would constitute the main access points to the South Western Highway are wooden, narrow, in a recognised high fire risk area and at times go under water, with the only alternative access/egress of the site via Boyanup, some distance away.

The Hurst/Gemmell Road access way is used by numerous groups from the wider community and is a designated part of the Munda Biddi cycling trail. Its role in recreational use is acknowledged with road signage. The road is winding and overtaking is unsafe on its whole length. Use of the road for the rapid deployment of emergency vehicles to the South Western Highway has the potential to put all other users and Brigade volunteers at risk. The Shire is of the opinion that there is no other site Shire-owned or vested land available to be used for the construction of a new fire shed. However, residents are of the view that an alternative site exists at the intersection of Argyle Road and the South Western Highway (Lot 500 on Plan 076319). This site is located further from residents and provides excellent access to the highway for the Brigade to respond to incidents. It is understood that this land is under the leasing control of Jim Mullins from Burgess Rawson. Preliminary conversations have been held with Jim Mullins jmullins@burgessrawson.com.au 9288 0255.who have indicated that a lease could be provided over the land to the Shire for the purpose of the construction of the fire shed.

Steve Potter

From: AIBFB
Subject: FW: Public Consultation - Argyle Irishtown Bush Fire Brigade (AIBFB) - Proposed New Station

From: Brian Piesse <>
Sent: Monday, 2 August 2021 9:36 AM
To: Steve Potter <steve.potter@donnybrook.wa.gov.au>
Cc: Ben Rose <ben.rose@donnybrook.wa.gov.au>; 'Morrie Goodz' <>
Subject: FW: Public Consultation - Argyle Irishtown Bush Fire Brigade (AIBFB) - Proposed New Station

Dear Mr (Steve) Potter,

As I have shared with you, the CEO and Fellow Councillors previously, when the "Argyle Irishtown Bush Fire Brigade (AIBFB) - Proposed New Station" item came to and was unanimously endorsed by Council, I was (and remain fully supportive) impressed with its content and rational justification relating thereto, based on advice from Shire personnel, DFES and a majority decision (not unanimous) by the AIBFB at a meeting I attended at the current Fire Station (Sheds) in Knight's Road.

Given the on again, off again sequel of discussion and debate that has stalled this project for many months (years) the proposal presented was a credit to you and your staff, with the added value of the logical and compelling position and argument presented by the AIBFB President Mr Morrie Goodz, after months of interactive consultation with brigade members. I am very much aware that this journey has been challenging and problematic.

I found it somewhat incongruous to learn from friends (one neighbour to the proposed site, and another to the south thereof) that attempts were made by an active board/committee member of the AIBFB et al to mount a campaign (quite aggressively I am advised) against the planning proposition based on a majority decision by the AIBFB, and subsequently Council. I suggest that while they will probably not advise you accordingly, my two contacts refused to sign a petition because the lack of credibility and the somewhat devious and misinformation akin to that raised by Mr Delbridge et al as referred to in Mr Goodz's comments below.

While our abode is some distance from the purpose site, after a very recent discussion I had with Mr Goodz, as Argyle residents, my wife and I both support the proposition as agreed to by majority decision of the AIBFB and Council to move to the Hardjadup Reserve 45450 site and concur with all the comments made by their President Mr Morrie Goodz in his email dated 1/08.

Yours sincerely,
Lucille and Brian Piesse
145 Marshall Road, Argyle 6239

Records Officer
Shire of Donnybrook Balingup
PO Box 94, DONNYBROOK WA 6239

SHIRE OF DONNYBROOK BALINGUP RECEIVED	- 2 AUG 2021	Record No: 1COR82533	File No: FRC109A ANF&II	Officer: SPP	X Ref:	Corresp:	Signed Off:
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To Whom it May Concern

We are writing to you to make comment on the Shire's decision to make a formal request to the Dept of Planning Lands Heritage to excise a portion of land from Reserve 45460 being currently zoned "Public Recreation" to "Emergency Services for the purpose of construction a new Fire Shed for the AIBFB.

We are not against the construction of a new building for the Brigade as it would be nice to have a new Shed but as Residents of Argyle and a member (Troy) of the Brigade not at or anywhere near Reserve 45450.

We do not believe that an exhaustive search for possible sites was done in a fair and democratic process. Most of the decisions were made by a few Members of the Brigade and the Shire, and they were always of the opinion the best place was Reserve 45450. The vote should never have been a show of hands at the AIBFB most of who don't live in the immediate area surrounding the Reserve, some not even in Argyle. It should have been put to a vote for the Landowners on Gemmel Rd, Bendall Rd, Perserverance Blvd and Howlett Ramble.

Irishtown is too close to Donnybrook to be considered a suitable location for a new Fire Shed for the AIBFB but the Residents still received your letter and got to complete the survey which is ridiculous considering it was not going to affect that area. The actual Survey should have been put to an Independent Company and only one Survey sent out per Household in the affected area. The Survey could have been numbered so each Household could only do one survey.

Having spoken to other concerned residents our main concerns are:

1. **POLLUTION:** Pollution of Surface and Ground Water. Having no scheme water in the area we all rely on bores. In recent years Fire Fighting Foam had been responsible for polluting Groundwater in Bullsbrook and Katherine. It only takes one mistake.
2. **WETLANDS:** The effects on Surrounding Wetlands that the Reserve drains into. Noise, vehicular movements, and potential foam spillage will certainly impact on Flora and Fauna, it also adjoins the Munda Biddi Trail.
3. **TRAFFIC:** Extra traffic flow entering and exiting the Site whilst trying to respond to an Emergency under Lights and Sirens. The Roads are Narrow and Winding which is Dangerous. This area is frequently used by Cyclists, Horse Riders and people exercising and walking their dogs and the local Children who play on the Reserve.
4. **VISUAL IMPACT / NOISE:** A few Members of the AIBFB came up with this Location of the Reserve as they believe the building can be hidden amongst the Vegetation. It is impossible to hide the shed with six metre walls and a pitched roof, sitting on at least a metre of fill sand behind the existing Vegetation, also the Marri Trees will have to be removed to Fulfil Insurance Requirements. The SOLD Sign on the adjoining property is clearly an indication how passionately those close to the Reserve feel about the Shire's Decision. It is starting to affect people's lives not only Mentally but with the Anxiety of worrying about the outcome. This decision is also going to affect the Value of the surrounding Properties.

We think the Shire and the AIBFB should discontinue the process of trying to rezone the Reserve. Not only is it dividing one of the largest, most active Bush Fire Brigades in the Shire, but it is also dividing a very close-knit community. The obvious most suitable location is the corner of SW Highway and Argyle Rd (Lot 500 on Plan 076319) Easy Highway Access, Central to all areas of Argyle / Irishtown, Quicker Response and they don't have to cross Bridges to get to every Fire. It was one of the locations previously put forward but wasn't considered because it isn't owned by the Shire. Either is the Reserve 45450 which we believe is Crown Land. If a Land Tenure/Lease Agreement is the only option, do it on a block of land that is more suitable and less conflicting.

Troy Mifflin & Jodie McLaren
82 Howlett Ramble
ARGYLE W.A. 6239



Department of Biodiversity,
Conservation and Attractions



*We're working for
Western Australia.*

Your ref:

Our ref:

Enquiries: Ed Hatherley

Phone: (08) 9752 5555

Email: blackwood@dbca.wa.gov.au

Records Officer
Shire of Donnybrook Balingup
PO Box 94
DONNYBROOK WA 6239

Dear Records Officer

PUBLIC CONSULTATION – ARGYLE IRISHTOWN BUSHFIRE BRIGADE – PROPOSED NEW STATION

Thank you for seeking comment on the proposed location of a new fire station on R45450 from the Department of Biodiversity Conservation and Attractions (DBCA). The Blackwood District Office of Parks and Wildlife Service provides the following feedback.

One of the key drivers behind formal reservation of lands is to ensure the State of Western Australia meets the criteria set under the Comprehensive, Adequate and Representative Terrestrial Conservation Reserve System (CAR) for forest ecosystem and vegetation complex reservation levels (CALM, 2003).

Furthermore, to meet the National Objectives and Targets for Biodiversity Conservation 2001-2005 (Commonwealth of Australia, 2001) which have been set to protect Australia's biological diversity there needs to be:

- retention of at least 30% of the pre-clearing extent of an ecological community (in Western Australia vegetation complexes are considered as ecological communities) and.
- a minimum reservation of 1500 hectares or 10%, whichever is greater.

The area proposed to be disturbed is mapped as Layman (LY) vegetation complex which has a current extent of 1,057 hectares, with less than 5% protected by formal reservation. Hence it does not meet the second target as less than 1500 ha (or 10%) is within formal reservation. Underrepresented vegetation complexes such as Layman (LY) are required to be protected from further disturbance, especially those areas within formal reservation (in this case, crown reserve).

The area is also within a mapped roost buffer for black cockatoos and the trees proposed to be cleared are likely to be providing habitat for not only the three species of threatened black cockatoos, but other wildlife such as the critically endangered western ringtail possum (records are located nearby).

Regional and Fire Management Services Division
Blackwood District
14 Queen Street, Busselton, Western Australia 6280
dbca.wa.gov.au

Given the above factors, DBCA recommends that the shed and buildings considerer be moved into an existing cleared area to avoid impacts to remnant trees. This could be achieved by moving the location approximately 100m south-west.

Yours sincerely



Wayne Elliott
District Manager


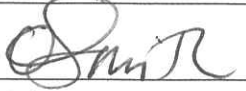

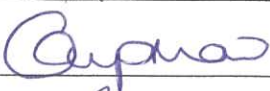




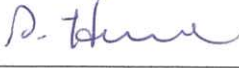

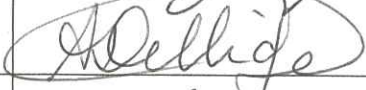




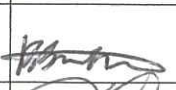


23 July 2021

Petition

17th July 2021

To: The Shire President and Shire of Donnybrook-Balingup Councillors assembled.

We the undersigned, being the residents of Argyle, respectfully request the Donnybrook-Balingup Shire Council to reconsider its decision to endorse the proposed new location for the Argyle Irishtown Bushfire Brigade fire shed on Reserve 45450 (Harjadup Reserve) and investigate an alternative location.

NAME	ADDRESS	SIGNATURE
BOB SMITH	69 HOWLETT RAMBLE	
Donagh Smith	"	
INCOX	57 GEMMELL RD	
Lottie Chapman	35 Gemmell Rd	
Karen Rowan	67 Gemmell Rd.	
Andrew McCraddy	127 Gemmell Rd	
Rosemary Osborne	147 Gemmell Rd	
Richard Agnew	130 Gemmell Rd	
Sonja Hearne	94 Gemmell Rd	
L. Sochtij	15366 SWITWY	
ALISON DELBRIDGE	141 GEMMELL RD	
PAUL DELBRIDGE	141 GEMMELL RD	
Tammy Hilton	127 GEMMELL RD	
Aileen Jones	116 Gemmell Rd	
TROZ BARKER	916 HURST ROAD	
Katelyn Barker	916 Hurst Rd	
DAVID WATSON	122 HOWLETT RAMBLE	
John Corfe	232 Howlett Ramble	

Petition

17th July 2021

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NAME	ADDRESS	SIGNATURE
Kate Jendrzejak	7 Howlett Ramble Argyle	Jendrzejak
Bill SWIGGS	44 GEMMELL RD ARGYLE	Bill Swiggs
Michael Swiggs	44 Gemmell rd Argyle	Michael Swiggs
Jeremy Swiggs	44 Gemmell rd Argyle	Jeremy Swiggs
Rhonda Swiggs	44 Gemmell Rd. Argyle	R Swiggs
Emily Jendrzejak	1 Howlett Ramble	Emily Jendrzejak
Claire Jendrzejak	1 Howlett Ramble	C Jendrzejak
Tom Townsend	78 GEMMELL RD	Tom Townsend
Jenni Townsend	78 Gemmell Rd	Jenni Townsend
DENZEL TOWNSEND	78 GEMMELL RD	Denzel Townsend
Adrian Clarke	27 Howlett	Adrian Clarke
HARLEY DILLON	42 HOWLETT RAMBLE	Harley Dillon
JASON HALL	41 HOWLETT RAMBLE	Jason Hall
JOAN & ROSS WINDENBERG	48 HOWLETT RAMBLE	Joan & Ross Windenberg
Mina Keogh	54 Howlett ramble	Mina Keogh
M. Cannon & P. Cannon	63 Howlett Ramble	M Cannon & P Cannon
ANN & DENNIS McCosker	117 Howlett Ramble	Ann & Dennis McCosker
Phill Helliwell	103 HOWLETT RAMBLE	Phill Helliwell
Michelle Helliwell	103 HOWLETT RAMBLE	Michelle Helliwell

DON CLARKE
Jane Lockhart
Amy King
Chris King

169 HOWLETT RAMBLE
158 Howlett Ramble
75 Howlett Ramble
75 Howlett Ramble

17th July 2021



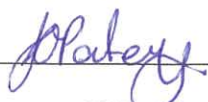

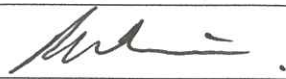



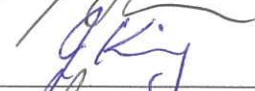

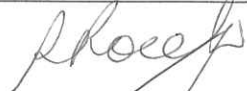


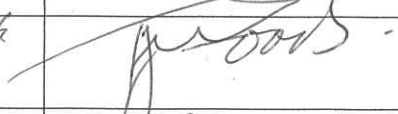

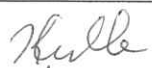
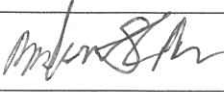


Don Clarke
Jane Lockhart
Amy King
Chris King

Petition





17th July 2021

To: The Shire President and Shire of Donnybrook-Balingup Councillors assembled.

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NAME	ADDRESS	SIGNATURE
BELICE Towie	86 Howlett Rumble	
ROB TOWIE	- -	
Jelene Patey	40 Perseverance BLVD	
Debra Lines	587 MUST Road Argyle	
ROB LINES	" " " "	
Jared Lines	" " " "	
Jodie McLaren	82 Howlett Rumble	
Troy Mifflin	82 Howlett Rumble	
Julie King	125 PERSEVERANCE 125 KOT 121 CNR. Howlett Rumble	
Graeme Rouchi	103 Perseverance BLV	
Sue Rouchi	103 Perseverance Blv.	
Ryan Miffin	75 Perseverance	
Deb Woods	63 Perseverance Blvd	
ANDREW WOODS	63 PERSEVERANCE BLVD	
MARK RENUIE	75 Bendall Rd	
KINGSLEY COLLEEN	18 PERSEVERANCE BLVD	
ANDREW COLLEN	18 PERSEVERANCE BLVD	
Rex Addison	20 PERSEVERANCE BLVD	
Rick VANRAAF	82 PERSEVERANCE	

17th July 2021

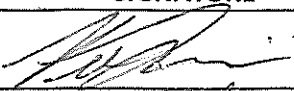
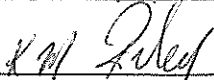


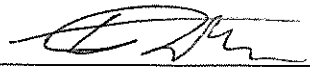

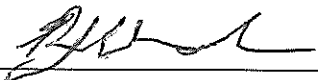
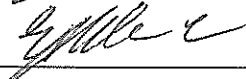

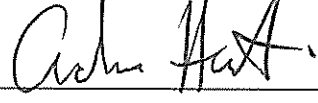


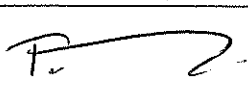
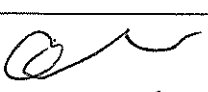

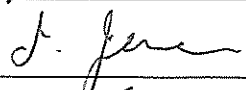
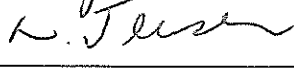
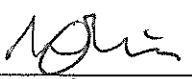

Brian Reynolds	84 Perseverance Blvd.	
Tanya Reynolds	as above	J. Reynolds
Hayden Dix	90 Perseverance Blvd	
Anne-Marie Dix	90 Perseverance Blvd	AM Dix
Tegan Robertson	116 Perseverance Blvd	
Geoff Box	125 Perseverance Cnr Howlett Rmbl	
Belinda Watson	122 Howlett Ramble Argyle	BG Watson,
Helen Thorne	122 Perseverance	H Thorne
Jodie McLaren	82 Howlett Ramble	Jodie McLaren
Cate Miffin	82 Howlette Ramble	Cate Miffin

Petition

17th July 2021

To: The Shire President and Shire of Donnybrook-Balingup Councillors assembled.

We the undersigned, being the residents of Argyle, respectfully request the Donnybrook-Balingup Shire Council to reconsider its decision to endorse the proposed new location for the Argyle Irishtown Bushfire Brigade fire shed on Reserve 45450 (Harjadup Reserve) and investigate an alternative location.

NAME	ADDRESS	SIGNATURE
PETER ROBINSON	150 ARGYLE RD ARGYLE	
Kath Riley	232 HOWLETT RD Argyle 6239	
Jude Daniel	781 Hurst Rd Argyle 6239	
Karen Robinson	150 Argyle Rd Argyle 6239	
Timothy Robinson	150 Argyle Rd Argyle 6239	
Claire Robinson	150 Argyle Rd Argyle 6239	
Ron Ellard	926 HURST RD ARGYLE	
Ellen Ellard	926 HURST RD ARGYLE	
Gae D. Hunt	7 TALLOWOOD DR DANNYBROOK	
Doris + Graham Hart	Tallowood Drive, Donnybrook	
Liz Ellard	926 Hurst Rd Argyle	
Rod Ellard	926 Hurst Rd Argyle	
Ted Ashworth	924 Hurst Rd Argyle	
Christy ASHWORTH	924 Hurst Rd Argyle	
Jon Smith	188 Howlett Rumble Argyle	
IRENE JENSEN	907 HURST Rd	
LOUISE JENSEN	907 Hurst Rd	
Mal Birch	213 Howlett Rumble Argyle	
Dawn Viggers	206 Howlett Rumble	



Your ref: L7084/1997/16
Our ref: FA529995
Enquiries: Kane Jackson, Ph 6364 6584
Kane.Jackson@dwer.wa.gov.au

Ben Rose
Chief Executive Officer
Shire of Donnybrook Balingup
1 Bentley St
DONNYBROOK WA 6239

Via email: johan.vanzyl@donnybrook.wa.gov.au

**ENVIRONMENTAL PROTECTION ACT 1986 COMPLIANCE INSPECTION;
LICENCE: L7084/1997/16; PREMISES DONNYBROOK WASTE
MANAGEMENT FACILITY.**

Dear Mr Rose

I refer to the inspection conducted on 15 October 2021 by Department of Water and Environmental Regulation (the department) Inspectors Kane Jackson and Megan Ellery. Site representative Nigel Tuia was also in attendance.

The purpose of the inspection was to assess compliance against the conditions of Licence L7084/1997/16, and the operational and regulatory controls in place to manage and mitigate environmental impacts.

Inspectors was unable to determine compliance with several conditions of Licence L7084/1997/16. These conditions have been given a compliance status of "Verification Required" in the inspection report. Further information is required to verify the compliance status of these conditions. Details of the information required and timeframes for submission are outlined in the enclosed Environmental Inspection Report.

For questions regarding this matter please contact Kane Jackson on 6364 6584 or kane.jackson@dwer.wa.gov.au.

Yours sincerely

Alida Burness

Manager Environmental Compliance

16 November 2021



Environmental Inspection Report

Instrument details	
Instrument No	L7084/1997/16
Name of Instrument Holder	Shire of Donnybrook-Balingup (The Licence Holder)
Name of Premises	Donnybrook Waste Management Facility (the Premises)
Premises Address	Goodwood Road PAYNE DALE WA 6239

Inspection details	
Lead Inspector	Megan Ellery
Support Inspector	Kane Jackson
Licence Holder's Representative's	Nigel Tuia – Hastie Waste - Manager Pete Mackay – Tip Attendant and Machine Operator
Date and Time of Inspection	15/10/2021 9.00

Inspection scope
This inspection focused on operations, particularly throughput, the waste facility capacity, and compliance with key operational areas with the highest risk of causing pollution. The inspection also assessed compliance against licence conditions set out in instrument L7084/1997/16.

Executive Summary
<p>The inspection identified non-compliance with 12 conditions of Licence L7084/1997/16. Verification of six licence conditions was requested.</p> <p>Further details are provided in the inspection findings section</p> <p>All identified non-compliances will be addressed in accordance with the Department of Water and Environmental Regulation's (the department's) <i>Compliance and Enforcement Policy May 2021</i>.</p>

Inspection findings		
Condition #	Non-compliance remarks	Corrective Actions (including due dates)
1.2.1	<p>Inspectors observed four areas within the Donnybrook Waste Management Facility where stormwater had accumulated and settled.</p> <p>For your consideration: Inspectors observed areas on the landfill and previously landfilled areas where stormwater was pooling, contravening condition 1.2.1 (a) & (b).</p>	<p>The Licence Holder is required to manage all stormwater in accordance with 1.2.1. ensure that stormwater:</p> <ul style="list-style-type: none">(a) does not pond on the surface of the landfill.(b) is diverted away from those portions of the premises which are or have been used for waste deposition; and ensure that(c) stormwater that is or has been in contact with waste is diverted into a sump on the site or otherwise retained on the site. <p>Within 14 days of inspection outcome letter.</p>



Environmental Inspection Report

1.3.1	The Licence Holder advised no contaminated solid waste received at the Premises was accompanied by supporting documentation confirming compliance with the acceptance criteria for Class II landfills as specified and required by condition 1.3.1.	The Licence Holder is required to submit a procedure outlining how it ensures contaminated solid waste accepted by the facility meets the acceptance criteria for class II landfill prior to accepting the waste. The procedure to demonstrate compliance with 1.3.1 is required within 14 days of the inspection outcome letter.
1.3.2	Inspectors observed non-conforming waste including treated timber, household paint, and paint thinners, gas bottles, fire extinguishers, and assorted E-waste had been accepted at the premises. The Licence Holder's Representative confirmed treated timber was landfilled at the Premises.	The Licence Holder is required to comply with condition 1.3.2. Any waste that does not meet the waste acceptance criteria set out in 1.3.1 is to be quarantined and removed. The Licence Holder is required to provide evidence of the removed unauthorised material currently stored at the Premises within 14 days of the inspection outcome letter. Should the Licence Holder intend to continue ongoing acceptance of materials not listed in table 1.3.1, the Licence Holder must obtain appropriate regulatory approvals from the department.
1.3.3	Landfilling activities are occurring outside the landfill area defined in Schedule 1 of the licence	The Licence Holder is to cease landfilling outside of the area authorised by Licence 7084/1997/16. Should the Licence Holder continue landfilling outside the area authorised by Licence 7084/1997/16 a licence amendment is required. Should the Licence Holder determine to apply for an amendment appropriate, dates for the application must be provided. The required information is to be provided to the department within 14 days of the inspection outcome letter.
1.3.4	To determine the Licence Holder compliance with rehabilitation of a cell the further documentary evidence is required.	The Licence Holder is to provide an update on the Landfill Closure Management Plan to the department. The requested information is to be submitted to the department within 30 days from inspection outcome letter.
1.3.5	At the time of the inspection, inspectors observed a large portion of the landfill waste is not covered as required by the licence condition 1.3.5.	The Licence Holder is required to apply cover to waste as outlined in table 1.3.3. The Licence Holder is to record daily images of waste cover for the 14 days from the date of the inspection outcome letter. The images are to be provide to the department 14 days after the date of the inspection outcome letter.
1.3.6	Inspectors observed areas of the Premises' perimeter fence had been damaged by falling trees.	The Licence Holder is required to repair the damaged fence section and provide images to the department within 14 days of the inspection outcome letter.
1.3.7	The Licence Holder did not take all reasonable and practical measures to ensure that no wind-blown waste escaped from the Premises as Inspectors observed large amounts of wind-blown	The Licence Holder is required to immediately comply with the requirements of 1.3.7 and collect all wind-blown waste that has escaped beyond the perimeter fence. Photographic evidence with GPS coordinates for verification is to be provided to the



Environmental Inspection Report

	waste beyond the boundary of the Premises.	department within 14 days of the inspection outcome letter.
2.1.1	At the time of inspection, the Licence Holder advised that no records of waste acceptance and waste rejection were available at the Premises as required by condition 2.1.1.	The Licence Holder is to develop a waste input and output monitoring system. The system is to be provided to the department within 14 days of the inspection outcome letter.
3.1.1	Annual audit compliance report for the reporting period 1 January 2020 to 31 December 2020 states incorrect reporting period.	The Licence Holder is required to resubmit the AACR with correct reporting period to the department within 14 days of the inspection outcome letter.
3.2.1	<p>The Annual Environmental Report (AER) was submitted after the 90-period outlined in condition 3.2.1.</p> <p>Further AER does not provide a summary of incidents that have occurred at the Premises and the actions taken.</p> <p>Number of fires at the premises not reported in AER. In the inspection dated 15 October 2021, the Licence Holder advised that a small fire had occurred in December 2020 in the Green waste stored at the Premises. The Licence Holder advised that he notified The Shire of Donnybrook-Balingup of the fire which had occurred on Friday night and into Saturday morning.</p> <p>A review of the AER indicated that no fires were recorded during the reporting period.</p>	<p>The Licence Holder is required to provide evidence for all parameters listed in Table 3.2.1 as required by condition 3.2.1. The requested information is to be submitted to the department within 14 days from inspection outcome letter.</p> <p>The Licence Holder is required to submit the future AER for the Premises with all required information and within the specified timeframe.</p>
3.3.1	<p>In the inspection dated 15 October 2021, the Licence Holder advised that a small fire had occurred during December 2020 in the Green waste stored at the Premises. The Licence Holder advised that he notified The Shire of Donnybrook-Balingup of the fire which had occurred on Friday night and into Saturday morning.</p> <p>A review of the department's ICMS was unable to determine if a notification and subsequent information required by condition 3.3.1 was provided to the department.</p>	The Licence Holder is to confirm with evidence that a notification for the December 2020 fire was provide to the department in accordance with condition 3.3.1. The requested information is to be submitted to the department within 14 days from inspection outcome letter.



Environmental Inspection Report

Licence L7084/1997/16			
Condition Number	Condition Details	Assessment	Status
1.2.1	<p>The Licence Holder shall manage stormwater on the Premises to ensure that:</p> <ul style="list-style-type: none">(a) it does not pond on the surface of the landfill;(b) it is diverted away from those portions of the premises which are or have been used for waste deposition; and(c) stormwater that is or has been in contact with waste is diverted into a sump on the Premises or otherwise retained on the Premises.	<p>Inspectors observed areas on the surface of the landfill where stormwater had pooled and settled. These areas include at the entrance to the Premises (on a previously landfilled area), on top of the active landfill area and on top of previously landfilled areas on the north-western side of the landfill (Photographs 8, 11, 12, 14, 20 and 22). The Licence Holder's representative advised that pooling of stormwater on the landfill and previously landfilled areas on the Premises was due to higher than usual rainfall in the 2021 winter season.</p> <p>Inspectors noted leachate seeping from the side of the landfill into the settled stormwater on the north-western border of the Premises (see photograph 13).</p> <p>Refer to Inspection Findings table for more details</p> <p>This non-compliance will be managed via the department's Incident and Complaint Management System (ICMS) – Reference number 63153.</p>	NC



Environmental Inspection Report

1.3.1	<p>The Licence Holder shall only accept waste on to the Premises if:</p> <ul style="list-style-type: none">(a) it is of a type listed in Table 1.3.1; and(b) the quantity accepted is below any quantity limit listed in Table 1.3.1;(c) it meets any specification listed in Table 1.3.1; and(d) in the case of contaminated solid waste is supported by documentation that demonstrates compliance with the acceptance criteria for Class II landfills.	<p>The Licence Holder advised that:</p> <ul style="list-style-type: none">• Only waste listed in Table 1.3.1 is accepted at the Premises.• Tyres are no longer accepted at the Premises. The Licence Holder was unaware of the capability for the facility to landfill tyres• Asbestos is always wrapped but no longer landfilled, it is either transferred to Stanley Road Waste Management Facility, Premium Waste Management Waroona, or Cleanaway at Dardanup.• No biomedical waste is accepted at the Premises.• Premises has no supporting documentation for Contaminated solid waste and that the waste is compliant with acceptance criteria for Class II landfills <p>Refer inspection finding section for further details</p> <p>The Licence Holder's acceptance limit is within the licence limit for the reporting period 1 January 2020 to 31 December 2021:</p> <p>This non-compliance will be managed via the department's ICMS – Reference number 63154.</p>	NC
1.3.2	<p>The Licence Holder shall ensure that where waste does not meet the waste acceptance criteria set out in condition 1.3.1 it is removed from the Premises by the delivery vehicle or, where that is not possible, stored in a quarantined storage area or container and removed to an appropriately authorised facility as soon as practicable.</p>	<p>Inspectors observed treated timber, household paint, paint thinners, gas bottles, fire extinguishers and assorted E-waste had been accepted at the Premises.</p> <p>The Licence Holder's representative confirmed treated timber was landfilled at the Premises. Refer inspection finding section for further details</p> <p>This non-compliance will be managed via the department's ICMS – Reference number 63155.</p>	NC



Environmental Inspection Report

1.3.3	<p>The Licence Holder shall ensure that wastes accepted onto the Premises are only subjected to the process(es) set out in Table 1.3.2 and in accordance with any process limits described in that Table.</p>	<p>At the time of the inspection inspectors observed,</p> <p>Waste landfilling</p> <ul style="list-style-type: none">• Landfilling activities are occurring outside the landfill area defined in Schedule 1 (See 3.1.2). Refer inspection finding section for further details.• Landfilling had historically occurred within the 35 metres buffer zone from the Premises' boundary.• Groundwater is at a depth greater than 2m. The Licence Holder advised that all bore testings had returned dry results.• The waste is above trench level although is enclosed by an approximately 20m earthen bund.• Waste is mechanically spread prior to compaction.• The active tip face is less than 2m in height.• approximately 3123.45 tonnes of waste were processed during the reporting period 1 January 2020 to 31 December 2020.• Green waste is being stored in a dried state <p>The Licence Holder advised that a recent survey had been conducted to determine quantities of green waste and mulched green waste. To determine the Licence Holder compliance with the green waste storage quantity further documentary evidence is required. Refer inspection finding section for further details.</p> <p>Further the Licence Holder advised Asbestos is no longer being landfilled at the premises. It is being transferred to Stanley Road Waste Management Facility, Premium Waste Management Waroona, or Cleanaway Dardanup.</p> <p>This non-compliance will be managed via the department's ICMS – Reference number 63400.</p>	NC
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Environmental Inspection Report

1.3.4	<p>The Licence Holder shall manage the landfilling activities to ensure:</p> <ul style="list-style-type: none"> (a) waste is levelled and compacted as soon as practicable after it is discharged; and (b) waste is placed and compacted to ensure all faces are stable and capable of retaining rehabilitation material; and (c) rehabilitation of a cell or phase takes place within 6 months after disposal in that cell or phase has been completed. 	<p>In the inspection dated 15 October 2021, inspectors were advised by the Licence Holder that:</p> <ul style="list-style-type: none"> • the cells remain active. • the cells were not at final profile. • completion times were unknown. • a revised Landfill Closure Management Plan (LCMP) is currently being prepared by a consultant. The LCMP will contain the details of rehabilitation criteria. To determine the Licence Holder's compliance with rehabilitation of a cell the further documentary evidence is required. Refer to inspection finding section for further details. <p>At the time of inspection, inspectors noted compaction of waste occurring. The Licence Holder advised that each load of waste is compacted just after disposal.</p>	VR
1.3.5	<p>The Licence Holder shall ensure that cover is applied and maintained on landfilled wastes in accordance with Table 1.3.3 and that sufficient stockpiles of cover are maintained on site at all times.</p>	<p>In the inspection dated 15 October 2021, inspectors noted that the active landfill area and the top of the landfill had not been covered as required by condition 1.3.5. Refer to Inspection Findings table for more details</p> <p>(See Photographs 7,9 and 10).</p> <p>This non-compliance will be managed via the department's ICMS – Reference number 63156.</p>	NC
1.3.6	<p>The Licence Holder shall implement the following security measures at the site:</p> <ul style="list-style-type: none"> (a) maintain suitable fencing to prevent unauthorised access to the site; and (b) ensure that any entrance gates to the premises are securely locked when the premises are unattended; and (c) undertake regular inspections of all security measures and repair damage as soon as practicable. 	<p>In the inspection dated 15 October 2021, inspectors noted:</p> <ul style="list-style-type: none"> • A metal ring lock fence around the perimeter of the Premises with an extra high fence along the southern boundary adjacent to the road. • The Premises is locked daily by site operator Pete Mackay. • Areas of the Premises' perimeter fence had been damaged by falling trees. The Licence Holder advised that he was awaiting a procurement order from the Shire of Donnybrook-Balingup for repair the sections of the fence (see photographs 15 and 19). <p>Refer to Inspection Findings table for more details.</p> <p>This non-compliance will be managed via the department's ICMS – Reference number 63158.</p>	NC



Environmental Inspection Report

1.3.7	The Licence Holder shall take all reasonable and practical measures to ensure that no wind-blown waste escapes from the Premises and that wind-blown waste is collected on at least a weekly basis and returned to the tipping area.	In the inspection dated 15 October 2021, inspectors noted large amounts of wind-blown waste beyond the boundary of the Premises (see photographs 16, 17 and 18). Refer to Inspection Findings table for more details. This non-compliance will be managed via the department's ICMS – Reference number 63160.	NC
1.3.8	The Licence Holder shall maintain a sign at the entrance to the premises which clearly displays (a) A contact telephone number for information and complaints or notification of fires; (b) A list of materials that are accepted; (c) The types of waste that must not be deposited on the premises and a contact phone number for alternative disposal sites; and (d) A warning, indicating penalties for people lighting fires.	All signage required by condition 1.3.8 was present at the Premises. See photograph 1 for details.	C
1.3.9	The Licence Holder shall not burn or allow the burning of waste, including greenwaste, on the premises.	The Licence Holder advised that waste is never burnt on the premises. The 15 October 2021 inspection confirmed the Licence Holder's statement with no evidence of burning observed.	C
1.3.10	The Licence Holder shall ensure that there are appropriate procedures in place at the premises so that any unauthorised fire is promptly extinguished.	In the inspection dated 15 October 2021, the Licence Holder provided inspectors with a copy of the Premises' Emergency Fire Procedure. The procedure outlined using soil from the Premises and water stored in tanks and the fire cart to extinguish small fires. The Department of Fire and Emergency Services would also be contacted when a fire is identified.	C
2.1.1	The Licence Holder shall undertake the monitoring in Table 2.1.1 according to the specifications in that table.	At the time of inspection, the Licence Holder advised that no records of waste acceptance and waste rejection were available at the Premises as required by condition 2.1. Refer to Inspection Findings table for more details. This non-compliance will be managed via the department's ICMS – Reference number 63161.	NC



Environmental Inspection Report

3.1.1	All information and records required by the Licence shall: (a) be legible; (b) if amended, be amended in such a way that the original and subsequent amendments remain legible or are capable of retrieval; (c) except for records listed in 3.1.1(d) be retained for at least 6 years from the date the records were made or until the expiry of the Licence or any subsequent licence; and (d) for those following records, be retained until the expiry of the Licence and any subsequent licence: (i) off-site environmental effects; or (ii) matters which affect the condition of the land or waters.	In the inspection dated 15 October 2021, the Licence Holder stated that records were not available at the Premises as required by condition 3.1.1. Refer to Inspection Findings table for more details. This non-compliance will be managed via the department's ICMS – Reference number 63162	NC
3.1.2	The Licence Holder shall complete an Annual Audit Compliance Report (AACR) indicating the extent to which the Licence Holder has complied with the conditions of the Licence, and any previous licence issued under Part V of the Act for the Premises for the previous annual period.	The Licence Holder submitted the AACR for the reporting period 1 January 2020 to 31 December 2020 within required time frame. Report states incorrect reporting. Refer to Inspection Findings table for more details. This non-compliance will be managed via the department's ICMS – Reference number 63301.	NC
3.1.3	The Licence Holder shall implement a complaints management system that as a minimum record the number and details of complaints received concerning the environmental impact of the activities undertaken at the Premises and any action taken in response to the complaint.	The Licence Holder advised in the 2020 AER that no complaints were received during the reporting period regarding licence conditions. The only complaints received by the Licence Holder pertain to tipping fees and insufficient operation hours.	C



Environmental Inspection Report

3.2.1	The Licence Holder shall submit to the CEO an Annual Environmental Report (AER) within 90 calendar days after the end of the annual period. The report shall contain the information listed in Table 3.2.1 in the format or form specified in that table.	<p>The AER was submitted after the 90-period required by condition 3.2.1. 2020 AER was submitted to the department on 25 October 2021. (DWERDT519653)</p> <p>Further AER does not provide a summary of incidents that have occurred at the Premises and the actions taken.</p> <p>Refer to Inspection Findings table for more details. This non-compliance will be managed via the department's ICMS – Reference number 63163.</p>	NC
3.3.1	The Licence Holder shall ensure that the parameters listed in Table 3.3.1 are notified to the CEO in accordance with the notification requirements of the table.	<p>In the inspection dated 15 October 2021, the Licence Holder advised that a small fire had occurred during December 2020 in the Green waste stored at the Premises. The Licence Holder advised that he notified The Shire of Donnybrook-Balingup of the fire which had occurred on Friday night and into Saturday morning.</p> <p>A review of the department's ICMS was unable to determine if a notification and subsequent information required by condition 3.3.1 was provided to the department.</p>	VR

Compliance Statuses

CC	<i>Compliant (C)</i> – Implementation of the proposal has been carried out in accordance with the requirements of the inspection element. Colour = Light Green
CLD	<i>Completed (CLD)</i> – A requirement with a finite period of application has been satisfactorily completed. Colour = Dark Green
NR	<i>Not required at this stage (NR)</i> – The requirements of the inspection element were not triggered during the reporting period. Colour = Orange.
NC	<i>Non-compliant (NC)</i> – Implementation of the proposal has not been carried out in accordance with the requirements of the inspection element. Colour = Red
VR	Verification required (VR) – Where an inspection element requires further information to be submitted by the proponent to determine compliance. Colour = Blue



Photographs and Approval



Photograph 1: Signage required by condition 1.3.8.



Photograph 2: Unauthorised paint and chemical collection.



Photograph 3: Damaged paint containers leaking contents to ground.



Photograph 4: Asbestos storage bag



Photograph 5: Acceptance of potentially treated timber.



Photograph 6: Acceptance of potentially treated timber.



Photographs and Approval



Photograph 7: Uncovered waste in active cell.



Photograph 8: Ponding stormwater.



Photograph 9: Uncovered waste at the top of the cell.



Photograph 10: Uncovered waste at the top of the cell.



Photograph 11: Ponding stormwater at the northwest corner of the landfill.



Photograph 12: Ponding stormwater at the northwest corner of the landfill.



Photographs and Approval



Photograph 13: Leachate escaping from the northwest side of the Landfill cell.



Photograph 14: Ponding stormwater at the northern corner of the landfill.



Photograph 15: Damaged perimeter fence on the north-western boundary.



Photograph 16: Windblown waste beyond the northern perimeter fence.



Photograph 17: Windblown waste beyond the northern perimeter fence.



Photograph 18: Windblown waste beyond the northern perimeter fence.



Photographs and Approval

	
<p>Photograph 19: Damaged perimeter fence on the southern boundary.</p>	<p>Photograph 20: Ponding stormwater near the entrance of the premises.</p>
	
<p>Photograph 21: Dried green waste pile.</p>	<p>Photograph 22: Ponding stormwater adjacent to green waste pile.</p>
	
<p>Photograph 23: Donnybrook Waste Management Facility emergency procedure.</p>	<p>Photograph 23: Inert Waste Type 1 stored at the Donnybrook Waste Management Facility.</p>

Review and Approval			
Drafted by	Kane Jackson	Date:	15 November 2021
Approved by	Alida Burness	Date:	16November 2021



Photographs and Approval

Inspection findings					
Issue	Condition #	Non-compliance remarks	Corrective Actions (including due dates)	Due Date	Required Actions
1	1.2.1	<p>Inspectors observed four areas within the Donnybrook Waste Management Facility where stormwater had accumulated and settled.</p> <p>For your consideration: Inspectors observed areas on the landfill and previously landfilled areas where stormwater was pooling, contravening condition 1.2.1 (a) & (b).</p>	<p>The Licence Holder is required to manage all stormwater in accordance with 1.2.1. ensure that stormwater:</p> <ol style="list-style-type: none"> does not pond on the surface of the landfill. is diverted away from those portions of the premises which are or have been used for waste deposition; and ensure that stormwater that is or has been in contact with waste is diverted into a sump on the site or otherwise retained on the site. <p>Within 14 days of inspection outcome letter.</p>	30 Nov 21	Hastie Waste to rectify existing areas where ponding occurs by 30 Nov 21 to satisfaction of DWER.
2	1.3.1	The Licence Holder advised no contaminated solid waste received at the Premises was accompanied by supporting documentation confirming compliance with the acceptance criteria for Class II landfills as specified and required by condition 1.3.1.	The Licence Holder is required to submit a procedure outlining how it ensures contaminated solid waste accepted by the facility meets the acceptance criteria for class II landfill prior to accepting the waste. The procedure to demonstrate compliance with 1.3.1 is required within 14 days of the inspection outcome letter.	30 Nov 21	Hastie Waste to prepare a documented procedure to ensure contaminated solid waste accepted by the facility is accompanied by supporting documentation confirming compliance with the acceptance criteria for class II landfill prior to accepting the waste.
3	1.3.2	<p>Inspectors observed non-conforming waste including treated timber, household paint, and paint thinners, gas bottles, fire extinguishers, and assorted E-waste had been accepted at the premises.</p> <p>The Licence Holder's Representative confirmed treated timber was landfilled at the Premises.</p>	<p>The Licence Holder is required to comply with condition 1.3.2. Any waste that does not meet the waste acceptance criteria set out in 1.3.1 is to be quarantined and removed. The Licence Holder is required to provide evidence of the removed unauthorised material currently stored at the Premises within 14 days of the inspection outcome letter.</p> <p>Should the Licence Holder intend to continue ongoing acceptance of materials not listed in table 1.3.1, the Licence Holder must obtain appropriate regulatory approvals from the department.</p>	30 Nov 21	<p>Hastie Waste to remove all non-complying waste from the premises and provide evidence to the satisfaction of DWER.</p> <p>Shire to consider including application for such items in licence application.</p>

4	1.3.3	Landfilling activities are occurring outside the landfill area defined in Schedule 1 of the licence.	<p>The Licence Holder is to cease landfilling outside of the area authorised by Licence 7084/1997/16. Should the Licence Holder continue landfilling outside the area authorised by Licence 7084/1997/16 a licence amendment is required.</p> <p>Should the Licence Holder determine to apply for an amendment appropriate, dates for the application must be provided.</p> <p>The required information is to be provided to the department within 14 days of the inspection outcome letter.</p>	30 Nov 21	Shire has previously met with DWER (Steve Checker) to discuss this aspect and will respond to DWER on this point requesting that some leniency be shown, subject to the pending submission of a licence amendment.
5	1.3.4	To determine the Licence Holder compliance with rehabilitation of a cell the further documentary evidence is required.	The Licence Holder is to provide an update on the Landfill Closure Management Plan to the department. The requested information is to be submitted to the department within 30 days from inspection outcome letter.	16 Dec 21	LCMP likely to go to December Council Meeting – Shire will advise DWER.
6	1.3.5	At the time of the inspection, inspectors observed a large portion of the landfill waste is not covered as required by the licence condition 1.3.5.	<p>The Licence Holder is required to apply cover to waste as outlined in table 1.3.3.</p> <p>The Licence Holder is to record daily images of waste cover for the 14 days from the date of the inspection outcome letter. The images are to be provided to the department 14 days after the date of the inspection outcome letter.</p>	30 Nov 21	<p>Hastie Waste to cover waste in accordance with Table 1.3.3 of the licence which requires waste to be covered with 150mm of cover.</p> <p>Hastie Waste to take daily photos of covered waste for 14 days.</p>
7	1.3.6	Inspectors observed areas of the Premises' perimeter fence had been damaged by falling trees.	The Licence Holder is required to repair the damaged fence section and provide images to the department within 14 days of the inspection outcome letter.	30 Nov 21	Shire has fixed damaged fence – complete.
8	1.3.7	The Licence Holder did not take all reasonable and practical measures to ensure that no wind-blown waste escaped from the Premises as Inspectors observed large amounts of wind-blown waste beyond the boundary of the Premises.	The Licence Holder is required to immediately comply with the requirements of 1.3.7 and collect all wind-blown waste that has escaped beyond the perimeter fence. Photographic evidence with GPS coordinates for verification is to be provided to the waste beyond the boundary of the Premises.	Immediate	<p>Hastie Waste to collect all windblown waste that has escaped beyond perimeter fence.</p> <p>Hastie Waste to take photographic evidence to the satisfaction of DWER.</p>
9	2.1.1	At the time of inspection, the Licence Holder advised that no records of waste acceptance and waste rejection were available at the Premises as required by condition 2.1.1.	The Licence Holder is to develop a waste input and output monitoring system. The system is to be provided to the department within 14 days of the inspection outcome letter.	30 Nov 21	<p>Hastie Waste is to develop a waste input and output monitoring system to the satisfaction of DWER.</p> <p>Shire to advise DWER that cloud based monitoring system is being developed however may be some time until implementation.</p>

10	3.1.1	Annual audit compliance report for the reporting period 1 January 2020 to 31 December 2020 states incorrect reporting period.	The Licence Holder is required to resubmit the AACR with correct reporting period to the department within 14 days of the inspection outcome letter.	30 Nov 21	Shire to rectify and re-submit to DWER.
11	3.2.1	<p>The Annual Environmental Report (AER) was submitted after the 90-period outlined in condition 3.2.1.</p> <p>Further AER does not provide a summary of incidents that have occurred at the Premises and the actions taken.</p> <p>Number of fires at the premises not reported in AER. In the inspection dated 15 October 2021, the Licence Holder advised that a small fire had occurred in December 2020 in the Green waste stored at the Premises. The Licence Holder advised that he notified the Shire of Donnybrook-Balingup of the fire which had occurred on Friday night and into Saturday morning.</p>	<p>The Licence Holder is required to provide evidence for all parameters listed in Table 3.2.1 as required by condition 3.2.1. The requested information is to be submitted to the department within 14 days from inspection outcome letter.</p> <p>The Licence Holder is required to submit the future AER for the Premises with all required information and within the specified timeframe.</p>	30 Nov 21	Shire to rectify and re-submit to DWER.
12	3.3.1	<p>In the inspection dated 15 October 2021, the Licence Holder advised that a small fire had occurred during December 2020 in the Green waste stored at the Premises. The Licence Holder advised that he notified The Shire of Donnybrook Balingup of the fire which had occurred on Friday night and into Saturday morning.</p> <p>A review of the department's ICMS was unable to determine if a notification and subsequent information required by condition 3.3.1 was provided to the department.</p>	The Licence Holder is to confirm with evidence that a notification for the December 2020 fire was provide to the department in accordance with condition 3.3.1. The requested information is to be submitted to the department within 14 days from inspection outcome letter.	30 Nov 21	Shire to respond to DWER

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 24 NOVEMBER 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
CCP3622	AWARDS AUSTRALIA PTY LTD	ATTENDANCE AT 2021 WA COMMUNITY ACHIEVEMENT AWARDS	\$	330.00	
CCP3623	BUN/GEO CHAMBER OF COMMERCE	STATE BUDGET PRESENTATION BREAKFAST - 10 SEPT 2021	\$	110.00	
CCP3624	CROWN PROMENADE PERTH	WALGA CONFERENCE LG WEEK - ACCOMMODATION	\$	1,092.96	
CCP3625	CROWN PERTH (PARKING)	PARKING AT WALGA LG CONFERENCE 19/9/2021 - 21/9/2021	\$	60.72	
CCP3626	FELIX MOBILE	4G SIM FOR GOODS SHED - AUG/SEPT 2021	\$	35.00	
CCP3627	LG INSURANCE SERVICES OF WA	ATTENDANCE AT LGIS WORKCARE FORUM ON WORKERS COMP	\$	230.50	
CCP3628	THE MERRYWELL - CROWN PERTH	MEAL EXPENSES DURING WALGA LG CONFERENCE	\$	85.00	
CCP3629	DONNYBROOK FRUIT BARN	REFRESHMENTS FOR COMMUNITY INFORMATION DAY	\$	19.40	
CCP3630	DBK RIVERSIDE RESTAURANT & CAFE	MEALS FOLLOWING AGENDA BREIFING 18/08/2021	\$	86.50	
CCP3631	DONNYBROOK HOTEL	MEALS FOLLOWING COMMUNITY INFORMATION DAY	\$	72.00	
CCP3632	FELIX MOBILE	4G SIM FOR GOODS SHED - JUL/AUG 2021	\$	35.00	
CCP3633	LUCID SOFTWARE INC	LUCIDCHART SUBSCRIPTION FOR PERIOD 14/08/2021 TO 14/09/2021	\$	13.20	
CCP3634	ROSE & CROWN HOTEL	ACCOMMODATION & MEALS FOR RANGER TRAINING	\$	527.50	
EFT22640c	SG FLEET AUSTRALIA PTY LIMITED	LEASE EXPENSES FOR CESH VEHICLE - 09/10/2021 TO 08/11/2021	\$	1,214.22	
EFT22641	CR SHANE AHERTON	COUNCILLOR ALLOWANCE - JUL TO SEPT 2021	\$	2,739.50	
EFT22642	CR ANITA LINDEMANN	COUNCILLOR ALLOWANCE - JUL TO SEPT 2021	\$	2,739.50	
EFT22643	CR ANNE MITCHELL	COUNCILLOR ALLOWANCE - JUL TO SEPT 2021	\$	2,739.50	
EFT22644	CR JACQUELINE MASSEY	COUNCILLOR ALLOWANCE - JUL TO SEPT 2021	\$	3,810.13	
EFT22645	CR CHARLES NEWMAN	COUNCILLOR ALLOWANCE - JUL TO SEPT 2021	\$	2,739.50	
EFT22646	CR BRIAN PIESSE	COUNCILLOR ALLOWANCE - JUL TO SEPT 2021	\$	6,337.29	
EFT22647	CR CHRISTOPHER SMITH	COUNCILLOR ALLOWANCE - JUL TO SEPT 2021	\$	2,739.50	
EFT22648	SHAPE MANAGEMENT	VC MITCHELL PARK - GEOTECHNICAL INVESTIGATION	\$	11,579.70	
EFT22649	CR LEANNE WRINGE	COUNCILLOR ALLOWANCE - JUL TO SEPT 2021	\$	2,739.50	
EFT22650	AUSTRALIA POST - ACCOUNTS	RATES POSTAGE	\$	3,799.75	
EFT22651	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$	25.90	
EFT22652	AMD SOUTHWEST PTY LTD	FINAL AUDIT FOR ACQUITTAL OF DBK HERITAGE PRECINCT FUNDING	\$	1,375.00	
EFT22653	ALL-TECH PLUMBING	DBK REC CTR - REPLACE TAPS, OTHER SITES - BACKFLOW TESTING	\$	1,074.70	
EFT22654	ASK WASTE MANAGEMENT	PROFESSIONAL SERV - LANDFILL CLOSURE MANAGEMENT PLAN	\$	4,141.50	
EFT22655	ALAN JOHN COOK	RATES REFUND	\$	914.84	
EFT22656	ABCO PRODUCTS PTY LTD	P&G - CLEANING SUPPLIES	\$	2,536.69	
EFT22657	ALL SEASONS SYNTHETIC TURF	INSTALL NEW TURF CRICKET WICKET AT BALINGUP OVAL	\$	6,450.00	
EFT22658	ANNA DIXON CONSULTING	VC MITCHELL PK - BUSINESS PLAN DEVELOPMENT CONSULTATION	\$	8,140.00	
EFT22659	BUNNINGS GROUP LIMITED	P&G - STORAGE BINS & ASSORTED BOLTS	\$	59.72	
EFT22660	BUILDING AND CONSTRUCTION	BCITF LEVY COLLECTIONS - SEPTEMBER 2021	\$	263.50	
EFT22661	BANKS PEST AND WEED CONTROL	WEED CONTROL FOLLOWING MITIGATION WORK ON RESERVE 4195	\$	1,483.90	
EFT22662	AGRI SPARK AUTO ELECTRICS	W&S VEHICLES - REPLACEMENT BATTERIES & STEREO HEAD UNIT	\$	2,202.50	
EFT22663	BIG APPLE BAKERY	APPLE FUN PARK GOLDEN TICKET EVENT - CATERING	\$	120.00	
EFT22664	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING SEPT 2021	\$	226.23	
EFT22665	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - SEPTEMBER 2021	\$	3,247.87	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT22666	BATTERY WORLD	DB2222 MGR W&S - BATTERY REPLACEMENT	\$	419.00	
EFT22667	STAFF REIMBURSEMENTS	REIMBURSE TELECOMMUNICATION EXPENSES - 21/10 TO 21/11/2021	\$	79.99	
EFT22668	BUNBURY SUBARU	DB463 P/PLANNER - 25000KM SERVICE	\$	584.36	
EFT22669	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK SUPPLIES	\$	372.30	
EFT22670	DUG CROSS ELECTRICS	MISC SMALL ELECTRICAL REPAIRS & MAINTENANCE - OCT 2021	\$	1,845.00	
EFT22671	CRAVEN FOODS	DBK REC CTR - KIOSK CONFECTIONERY SUPPLIES	\$	79.16	
EFT22672	STAFF REIMBURSEMENTS	REIMBURSE PARKING EXPENSES FOR EMERG MGMT CONFERENCE	\$	22.00	
EFT22673	DBK/BLN CHAMBER OF COMMERCE	SHOP LOCAL BAGS FOR GOLDEN TICKET EVENT	\$	100.00	
EFT22674	CRS ELECTRICAL	EGAN PARK BUILDING - POWER & LIGHTING UPGRADES	\$	991.97	
EFT22675	COMMON GROUND TRAILS PTY LTD	DBK PUMP TRACK TENDER - PROGRESS PAYMENT	\$	26,017.20	
EFT22676	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	\$	330.00	
EFT22677	DONNYBROOK NEWSAGENCY	PUBLICATIONS SUPPLIED FOR SEPTEMBER 2021	\$	13.50	
EFT22678	DONNYBROOK HARDWARE & GARDEN	MISC SMALL GOODS & SERVICES FOR SEPT 2021	\$	931.62	
EFT22679	DONNYBROOK FARM SERVICE	VC MITCHELL PK - SUB-DRIVE & PUMP, P&G - MISC SMALL GOODS	\$	23,688.57	
EFT22680	SUPA IGA DONNYBROOK	DBK REC CTR - SCHOOL HOLIDAY PROGRAM SUPPLIES	\$	63.93	
EFT22681	DONNYBROOK GLASS	DBK REC CTR - REPLACE BROKEN GLASS IN POOL AREA	\$	572.00	
EFT22682	DBK ARTS & CRAFT GROUP INC	ART ACQUISITION - MENTEGRITY TABLE	\$	750.00	
EFT22683	STATE LIBRARY OF WA	DBK LIBRARY - BETTER BEGINNINGS PROGRAM 2021-2022	\$	286.00	
EFT22684	DEPT OF MIRS - BUILDING COMMISSN	BSL LEVY COLLECTIONS - SEPTEMBER 2021	\$	5,576.33	
EFT22685	DONNYBROOK ACCIDENT REPAIR	000DB - CESM VEHICLE - REPAIRS TO DRIVERS SIDE MIRROR	\$	257.41	
EFT22686	DELL FINANCIAL SERVICES PTY LTD	LEASE EXPENSES FOR PERIOD 01/11/2021 - 30/11/2021	\$	821.46	
EFT22687	DONNYBROOK MENS SHED (INC)	ART ACQUISITION - SURROUND/CASE FOR MENTEGRITY TABLE	\$	250.00	
EFT22688	ECOANGLE DESIGN & DRAFTING	BLN REC CTR - AS CON DIAGRAM FOR EMERG & EVAC COMPLIANCE	\$	1,277.50	
EFT22689	EMERG SOLUTIONS PTY LTD	AIBFB - ANNUAL BART SUBSCRIPTION - 2021/2022	\$	450.00	
EFT22690	MICHELLE GLOVER	APPLE FUN PARK OPENING - FACE PAINTING	\$	305.00	
EFT22691	GARMIN	GARMEN MESSENGER & GPS SUBSCRIPTION 14/10/2021 - 13/11/2021	\$	60.00	
EFT22692	CATHERINE FRANCES GODDARD	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - AUGUST 2021	\$	665.00	
EFT22693	MOORE AUSTRALIA (WA) PTY LTD	DEFERRED PENSIONER RATES FOR THE YEAR ENDED 30 JUNE 2021	\$	660.00	
EFT22694	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL SITE - SEPTEMBER 2021	\$	22,883.54	
EFT22695	HEATLEYS SAFETY & INDUSTRIAL	DBK REC CTR - FIRST AID STICKERS	\$	54.29	
EFT22696	SKIPPERS PLUMBING SERVICES	APPLE FUN PARK - REACTIVE MAINTENANCE TO ABLUTIONS	\$	516.45	
EFT22697	HAYS SPECIALIST RECRUITMENT	PEOPLE & CULTURE COORDINATOR - W/E 10/10/2021	\$	1,878.48	
EFT22698	IT VISION	SYNERGYSOFT & UNIVERSAL ANNUAL LICENSE FEES 2021/22	\$	59,103.94	
EFT22699	JONNO'S HANDYMAN & CARPENTRY	LANGLEY VILL - REPLACE DAMAGED FENCE, GENERAL GARDENING	\$	1,536.25	
EFT22700	LIVING SPRINGS	BOTTLED WATER ADMIN OFFICE	\$	57.50	
EFT22701	LG PROFESSIONALS AUSTRALIA	ATTENDANCE AT ANNUAL STATE CONFERENCE	\$	1,230.00	
EFT22702	SOUTH WEST LOCKSMITHS	ADMIN - INSTALL NEW DOORSET & NEW LOCK THROUGH TO HALL	\$	534.25	
EFT22703	LGISWA	INSURANCE EXPENSES - 2ND INSTALLMENT	\$	215,679.62	
EFT22704	MALATESTA ROAD PAVING & HOTMIX	EMULSION FOR ROAD MAINTENANCE	\$	560.00	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT22705	NATURALISTE HYGIENE SERVICES	SANITARY BINS - 12 MONTH CONTRACT 2021/22	\$	5,627.41	
EFT22706	NARA TRAINING & ASSESSING P/L	TEST AND TAG TRAINING COURSE ATTENDANCE	\$	300.00	
EFT22707	PRESTON PRESS	ADVERTISING EXPENSES - OCTOBER 2021	\$	470.00	
EFT22708	PRESTON VALLEY MAINTENANCE	VARIOUS SMALL MAINTENANCE & BUILDING WORKS	\$	8,598.50	
EFT22709	PRIME INDUSTRIAL PRODUCTS	MILWAUKEE COMBO KIT & EXTRA BATTERY, WELDING ITEMS, BOLTS	\$	1,705.63	
EFT22710	HOLCIM (AUSTRALIA) PTY LTD	CONCRETE SUPPLIED & DELIVERED TO FORREST STREET, BLN	\$	576.14	
EFT22711	STAFF REIMBURSEMENTS	REIMBURSE INTERNET EXPENSES FOR OCTOBER 2021	\$	39.95	
EFT22712	RUBY'S BREW	APPLE FUN PARK GOLDEN TICKET EVENT - REFRESHMENTS	\$	669.00	
EFT22713	RTR FITNESS	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - SEPT 2021	\$	840.00	
EFT22714	REPCO - DONNYBROOK	MISC SMALL GOODS & EQUIPMENT - SEPT 2021	\$	484.22	
EFT22715	SPRINT EXPRESS	FREIGHT EXPENSES - SEPT 2021	\$	39.60	
EFT22716	SPENCER SIGNS	RUBBISH DISPOSAL FEES SIGNAGE FOR DWMF & BTS	\$	451.83	
EFT22717	SHAPE MANAGEMENT	VC MITCHELL PARK - PROFESSIONAL DOCUMENT DEVELOPMENT	\$	2,200.00	
EFT22718	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	1,750.32	
EFT22719	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$	55.22	
EFT22720	TRAIL TOWNS PRODUCTIONS PTY LTD	TRAIL TOWNS TV SEGMENT MEDIA FOR SHIRE USE	\$	275.00	
EFT22721	TRACY'S TREATS	APPLE FUN PARK OPENING - ICE CREAMS	\$	1,576.00	
EFT22722	LANDGATE	VALUATION SERVICES	\$	1,274.71	
EFT22723	VALVOLINE AUSTRALIA PTY LTD	DB4050 TRUCK - HP GEAR OIL 20 LTRS	\$	167.44	
EFT22724	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$	6,037.00	
EFT22725	SYNERGY	ELECTRICITY EXPENSES	\$	12,228.31	
EFT22726	WA LOCAL GOVERNMENT ASSOC.	INDUCTION FOR ELECTED MEMBERS TRAINING	\$	678.00	
EFT22727	VEOLIA ENVIRONMENTAL SERVICES	SWEEP OF APPLE FUN PARK PARKING AREAS	\$	479.60	
EFT22728	WESTRAC EQUIPMENT PTY LTD	DB2201 LOADER - SEAT CUSHION, ASSORTED FILTERS	\$	1,650.18	
EFT22729	WORK CLOBBER	DEPOT STAFF UNIFORM & PPE ORDER FOR 2021-2022	\$	1,388.10	
EFT22730	WA LASER ENGRAVING	APPLE FUN PARK - PLAQUE RESTORATION	\$	350.00	
EFT22731	YABBERUP CRAFT GROUP	2021-2022 MAJOR GRANT FUNDING - PRESTON VALLEY ART TRAIL	\$	2,000.00	
EFT22731a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 20/10/2021	\$	141,350.48	
EFT22731b	SHERIFF'S OFFICE	FER INFRINGEMENT LODGEMENTS (TO BE RECOUPED)	\$	79.50	
EFT22731c	SHIRE OF DONNYBROOK BALINGUP	PAYROLL - TERMINATION PAY	\$	6,840.07	
EFT22732	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$	25.90	
EFT22733	A & R ENGINEERING	MODIFICATION TO WEIR GATES AND ADDING NEW VALVE	\$	8,906.50	
EFT22734	WINC AUSTRALIA PTY LTD	2022 DIARIES	\$	1,002.24	
EFT22735	ALLENS TRAFFIC MANAGEMENT	12 MONTH MRWA TRAFFIC MANAGEMENT PLAN FOR SW HWY DBK	\$	830.50	
EFT22736	A & R MACHINERY	DB606 - MOWER - ENGINE OIL FILTER	\$	58.50	
EFT22737	ACTIVE DISCOVERY	APPLE FUN PARK - FINAL PROGRESS PAYMENT & VARIATIONS	\$	253,632.50	
EFT22738	AREA SAFE PRODUCTS PTY LTD	STATION SQUARE - STAGE 2 WORKS - BIN ENCLOSURES	\$	8,655.90	
EFT22739	STAFF REIMBURSEMENTS	REIMBURSE POLICE CLEARANCE EXPENSES	\$	57.60	
EFT22740	BUNNINGS GROUP LIMITED	P&G - STORAGE TUBS & MASONRY ANCHORS	\$	79.42	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT22741	BDA TREE LOPPING	PROVIDE ASSISTANCE WITH POST WINTER STORM DAMAGE	\$	22,352.00	
EFT22742	BALINGUP LIQUOR & GENERAL STORE	BFB'S - FUEL PURCHASES	\$	346.94	
EFT22743	BANKS PEST AND WEED CONTROL	ANNUAL BRIDGE WEED CONTROL SPRAYING	\$	6,944.30	
EFT22744	BUNBURY TELECOM SERVICE PTY LTD	LOCATE UNDERGROUND CABLE SERVICES FOR VC MITCHELL PARK	\$	825.00	
EFT22745	BP SERVICE STATION	MGNT DBK TRANSIT PRK - BOOKING, INSURANCE & LAUNDRY FEES	\$	3,047.00	
EFT22746	BALINGUP PROGRESS ASSOC	BLN TOWNSCAPE COMMITTEE PROJECT WORKS FOR 2021/22	\$	11,500.00	
EFT22747	BROOKS HIRE SERVICE PTY LTD	HIRE OF MULTI TYRE ROLLER FOR MAINTENANCE GRADING	\$	6,043.84	
EFT22748	BETTER TELCO SOLUTIONS PTY LTD	REPLACEMENT OF PHONE SYSTEM CARD, PARTS & LABOUR	\$	572.00	
EFT22749	STAFF REIMBURSEMENTS	REIMBURSE COMMUNITY AWARDS NIGHT PHOTOGRAPHY EXPENSES	\$	25.00	
EFT22750	BARK ENVIRONMENTAL PTY LTD	SCRUBBIRD PIT - REVIEW & PREPARE DIEBACK MGMT PLAN & MAP	\$	951.50	
EFT22751	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK SUPPLIES	\$	409.37	
EFT22752	CARBONE BROS. PTY LTD	MRD GRAVEL FOR PUMP TRACK PROJECT	\$	7,397.08	
EFT22753	CITY & REGIONAL FUELS	DIESEL EXPENSES - OCTOBER 2021	\$	17,482.95	
EFT22754	CLIFFORD AUTO REPAIRS	DB8250 DIRECT OPS - 80000KM VEHICLE SERVICE	\$	591.62	
EFT22755	DUG CROSS ELECTRICS	MISC SMALL ELECTRICAL REPAIRS & MAINTENANCE	\$	750.00	
EFT22756	CRAVEN FOODS	DBK REC CTR - KIOSK CONFECTIONERY SUPPLIES	\$	340.75	
EFT22757	CLEANAWAY	REFUSE COLLECTION - SEPT 2021	\$	27,112.46	
EFT22758	CROSS SECURITY SERVICES	LOWDEN BFB - SECURITY MONITORING FOR 01/10/2021 TO 31/12/2021	\$	128.70	
EFT22759	CORSIGN WA	MITIGATION - 'LIGHT TANKER ONLY' SIGNAGE	\$	304.15	
EFT22760	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	\$	165.00	
EFT22761	DONNYBROOK BUTCHERS	DEPOT - MENTAL HEALTH WEEK STAFF INITIATIVE - CATERING	\$	52.00	
EFT22762	DONNYBROOK FRUIT BARN	CATERING EXPENSES - OCTOBER 2021	\$	560.00	
EFT22763	DONNYBROOK TYRE SERVICE	DB 8250 - DIRECTOR OPS - 4 X REPLACEMENT TYRES	\$	1,140.00	
EFT22764	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING EXPENSES	\$	3,071.64	
EFT22765	DBK DISTRICT HIGH SCH P&C ASSOC	APPLE FUN PK OPENG - GAMES TABLE & DONATION FOR SERVICES	\$	1,000.00	
EFT22766	DE LAGE LANDEN PTY LTD	LEASE EXPENSES FOR PERIOD 22/10/2021 TO 21/11/2021	\$	670.12	
EFT22767	DONNYBROOK COMMUNITY RADIO INC.	2021/22 MAJOR GRANT FUNDING - PURCHASE STUDIO COMPUTERS	\$	2,000.00	
EFT22768	DBCEC (WA) PTY LTD	PUSH UP CARTED FILL MATERIAL AT TIP SITE	\$	20,152.00	
EFT22769	HELEN LORNA DORSETT-BAIN	RATES REFUND	\$	127.68	
EFT22770	FRONTLINE FIRE & RESCUE	BFB'S - PROTECTIVE CLOTHING	\$	2,995.82	
EFT22771	SUEZ RECYCLING & RECOVERY	PROCESSING OF RECYCLABLES - SEPT 2021	\$	2,433.63	
EFT22772	GOLDEN VALLEY TREE PARK	2020/21 SUPP GRANT FUNDING - NATIONAL ACCREDITATION EVENT	\$	2,200.00	
EFT22773	GLOBAL INDUSTRIAL PTY LTD	DB102 P&G - SECURE TOOL BOX	\$	1,625.76	
EFT22774	HARVEY NORMAN BUNBURY	MICROSOFT SURFACE LAPTOP GO	\$	994.00	
EFT22775	HASTIE WASTE PTY LTD	BALINGUP TRANSFER STATION - MANAGEMENT - SEPT 2021	\$	11,733.33	
EFT22776	HEARTH HOUSE BUNBURY	REFUND OF BUILDING PERMIT SEARCH FEE - INCORRECT PLANS	\$	80.30	
EFT22777	COVERT SIGNS	DOUBLE SIDED STREET BLADE FOR 'MARSHALL ROAD'	\$	96.80	
EFT22778	HAYS SPECIALIST RECRUITMENT	PEOPLE & CULTURE COORDINATOR - W/E 17/10 & 24/10/2021	\$	4,250.61	
EFT22779	SHANE GRAEME HAZELDINE	PARTIAL REFUND OF DEVELOPMENT APPLICATION	\$	771.00	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT22780	IPWEA OF WA	IPWEA ANNUAL COUNTRY MEETING 2021 ATTENDANCE	\$	390.00	
EFT22781	IT VISION	UPDATE ALIGNMENT FOR DOG REGISTRATION TEMPLATE	\$	275.00	
EFT22782	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE - SEPT & OCT 2021	\$	160.00	
EFT22783	JONNO'S HANDYMAN AND CARPENTRY	PRESTON VILLAGE - ANNUAL GUTTER CLEANING	\$	2,506.50	
EFT22784	MARIETTA MEHANNI	DBK REC CTR - GYMSTICKS	\$	574.55	
EFT22785	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE 26/09/2021 TO 25/10/2021	\$	1,010.96	
EFT22786	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED SPRING WATER	\$	308.75	
EFT22787	ORBIT HEALTH & FITNESS SOLUTION	DBK REC CTR - SMALL DUMBBELLS	\$	50.00	
EFT22788	OFFICEWORKS	DBK REC CTR - STATIONERY ORDER	\$	641.42	
EFT22789	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$	689.15	
EFT22790	PRESTON VALLEY MAINTENANCE	VARIOUS SMALL MAINTENANCE & BUILDING WORKS	\$	4,843.31	
EFT22791	PRIME INDUSTRIAL PRODUCTS	W&S - FLAT BAR & FLOOR PLATE PLUS STEEL DELIVERY	\$	873.96	
EFT22792	ANDREW ROHRBACH	THOMSON BROOK BFB - REIMBURSE FOR PURCH OF IT CABLES	\$	224.77	
EFT22793	STEWART & HEATON CLOTHING CO.	BFB'S - 50 X BUSHFIRE SERVICE T-SHIRTS	\$	1,343.71	
EFT22794	SOUTHERN LOCK & SECURITY	6 X METLAM INDICATOR BOLT LOCKS FOR PUBLIC TOILETS	\$	150.02	
EFT22795	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - OCTOBER 2021	\$	1,460.33	
EFT22796	SWANWEST BLINDS & WINDOWS	BLN REC CTR - FOYER ROLLER BLINDS	\$	1,712.00	
EFT22797	SPORTSMARINE	DBK REC CTR - ELECTRIC COMPRESSOR PUMP	\$	722.25	
EFT22798	WA COUNTRY HEALTH SERVICE	MEDICAL CENTRE QUARTERLY ELECTRICITY CHARGES	\$	3,856.46	
EFT22799	SURVCON PTY LTD	UPPER CAPEL ROAD SURVEY SET OUT OF CENTRE LINE	\$	2,530.00	
EFT22800	SNL ELECTRICS	DBK HALL - REINSTATE POWER LEADS TO STAGE LIGHTING BAR	\$	452.61	
EFT22801	SHAPE MANAGEMENT	SHERP FUNDING GRANT APPLICATION DEVELOPMENT & COLATION	\$	9,900.00	
EFT22802	THE SALTED EARTH STUDIO	2021/22 MAJOR GRANT FUNDING - ANYBODY CAN ART	\$	1,700.00	
EFT22803	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	2,040.76	
EFT22804	WA TREASURY CORPORATION	LOAN 74 - CAPITAL & INTEREST PAYMENT	\$	7,680.59	
EFT22805	TOTALLY WORKWEAR	ADMIN - PPE WORKWEAR	\$	205.00	
EFT22806	TOLL TRANSPORT PTY LTD	MISC FREIGHT EXPENSES	\$	84.98	
EFT22807	TENDERLINK	TENDER ADVERTISING FOR WET PLANT HIRE & ROAD WORKS	\$	360.80	
EFT22808	KATHERINE THOEGERSEN	PARTIAL REFUND UNSTERILISED LIFETIME DOG REGISTRATION	\$	50.00	
EFT22809	VOGUE FURNITURE	ADMIN - REPLACEMENT OFFICE CHAIR	\$	525.00	
EFT22810	SYNERGY	ELECTRICITY EXPENSES	\$	8,589.40	
EFT22811	VEOLIA ENVIRONMENTAL SERVICES	DONNYBROOK CBD STREET SWEEP	\$	1,558.70	
EFT22812	WESTRAC EQUIPMENT PTY LTD	FILTERS FOR HEAVY MACHINERY	\$	339.16	
EFT22813	WORK CLOBBER	DEPOT STAFF UNIFORM & PPE ORDER FOR 2021-2022	\$	2,700.10	
EFT22814	WILLIAM BARRETT & SONS	REFUND PORTION OF CEMETERY PRE-NEED RESERVATION FEE	\$	648.80	
EFT22815	WA LASER ENGRAVING	COUNCILLOR AND STAFF NAME PLATES FOR COUNCIL CHAMBER	\$	154.00	
EFT22816	ZIPFORM	WINDOW FACED ENVELOPES WITH LOGO	\$	481.80	
EFT22816a	WESTNET PTY LTD	INTERNET EXPENSES FOR NOVEMBER 2021	\$	520.73	
EFT22816b	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 03/11/2021	\$	135,968.64	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 24 NOVEMBER 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
53695	DEPT OF MIRS	SECURITY BOND - MINNINUP COTTAGES	\$	656.80	
53696	DEPT OF MIRS	SECURITY BOND - MINNINUP COTTAGES	\$	656.80	
53697	ELGAS	DBK HALL - ANNUAL HIRE OF 2 X 45 KG LPG BOTTLES - 2021/22	\$	141.90	
DD26162.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	17,956.01	
DD26162.2	SUPERESTATE	PAYROLL DEDUCTIONS	\$	166.83	
DD26162.3	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	353.85	
DD26162.4	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	326.92	
DD26162.5	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	464.61	
DD26162.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,684.07	
DD26162.7	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	370.94	
DD26162.8	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	218.28	
DD26162.9	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	343.25	
DD26162.10	UNISUPER	PAYROLL DEDUCTIONS	\$	59.93	
DD26162.11	HOSTPLUS	PAYROLL DEDUCTIONS	\$	403.85	
DD26162.12	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	225.91	
DD26192.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	48.41	
DD26192.2	UNISUPER	PAYROLL DEDUCTIONS	\$	75.10	
DD26192.3	HOSTPLUS	PAYROLL DEDUCTIONS	\$	452.87	
DD26192.4	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	224.19	
DD26192.5	SUPERESTATE	PAYROLL DEDUCTIONS	\$	168.47	
DD26192.6	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	316.03	
DD26192.7	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	366.34	
DD26192.8	AWARE SUPER	PAYROLL DEDUCTIONS	\$	19,410.44	
DD26192.9	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,865.59	
DD26192.10	FIRSTCHOICE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$	58.12	
DD26192.11	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	450.76	
DD26192.12	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	417.29	
DD26192.13	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	241.05	
DD26192.14	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	365.21	
DD26192.15	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$	70.06	
DD26201.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	23.75	
DD26212.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	18,508.57	
DD26212.2	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	227.63	
DD26212.3	SUPERESTATE	PAYROLL DEDUCTIONS	\$	129.62	
DD26212.4	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	314.19	
DD26212.5	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	331.83	
DD26212.6	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	448.38	
DD26212.7	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,657.14	
DD26212.8	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	380.41	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 24 NOVEMBER 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
DD26212.9	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	206.35	
DD26212.10	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	329.19	
DD26212.11	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$	147.12	
DD26212.12	UNISUPER	PAYROLL DEDUCTIONS	\$	76.99	
DD26212.13	HOSTPLUS	PAYROLL DEDUCTIONS	\$	409.91	
			\$	1,356,352.63	\$ -
					<u>\$ 1,356,352.63</u>

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995

**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE
 CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
 DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL
 ON 24 NOVEMBER 2021.**

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3622-CCP3634, EFT22640c-EFT22816b, 53695 - 53697, DD26162.1- DD26162.12, DD26192.1- DD26192.15, DD26201.1 and DD26212.1- DD26212.13	\$1,356,352.63
Trust		\$0.00
<i>Monthly Cheque Totals</i>		<u><u>\$1,356,352.63</u></u>

CERTIFICATION OF DIRECTOR CORPORATE & COMMUNITY

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3622-CCP3634, EFT22640c-EFT22816b, 53695 - 53697, DD26162.1-DD26162.12, DD26192.1-DD26192.15, DD26201.1 and DD26212.1- DD26212.13 totalling \$1,356,352.63 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.



 DIRECTOR CORPORATE & COMMUNITY

12-11-21

 DATE



— Shire of —
Donnybrook Balingup

Monthly Financial Reports

Management Statements

For the period ended
30th September 2021

Shire of Donnybrook-Balingup

Monthly Report to Council

TABLE OF CONTENTS

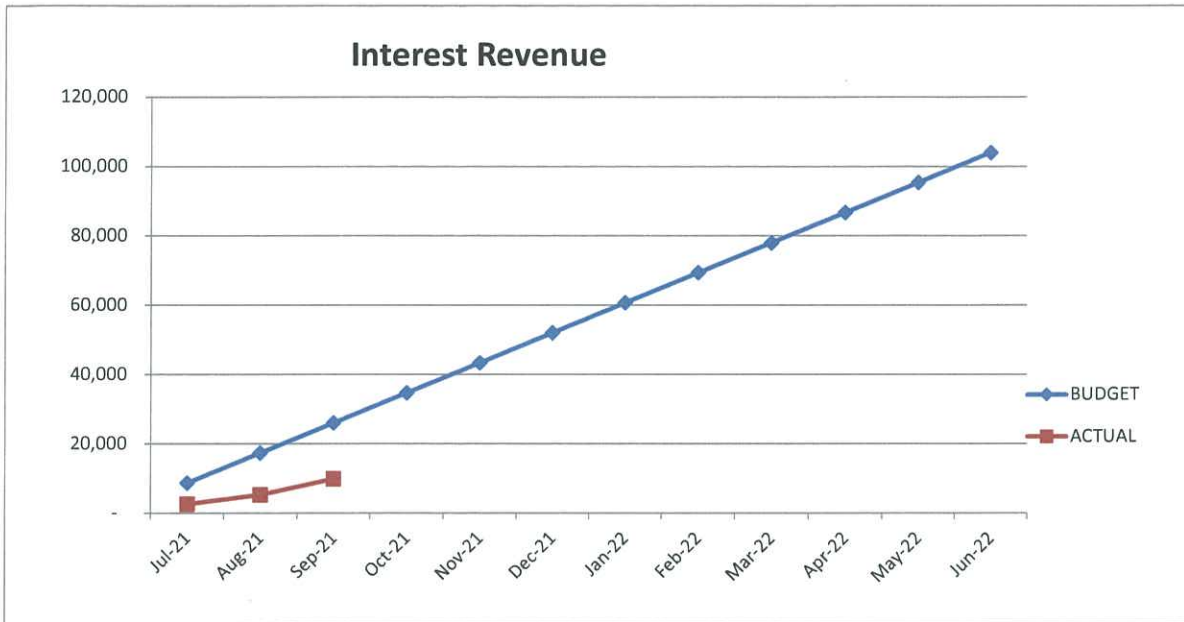
<u>FINANCIAL STATEMENTS</u>	Page
1) Graphical Presentation of Key Financial Data	2 - 6
2) Operating Statement (by Program)	7
3) Operating Statement (by Nature & Type)	8 - 11
4) Statement of Financial Activity	12
5) Variance Reports	13 - 15
6) Summary of Financial Activity - Cash	16 - 17
7) Notes - Financial Statement	18 - 27
8) Capital Works Program (Appendix A)	28 - 31
9) Asset Disposal Schedule	32
10) Schedule of Investments held	33
11) Spread of Investments	34
12) Summary of Bank Reconciliation	35
13) Percentage of Rates Collected to Date	36 - 37

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th September 2021

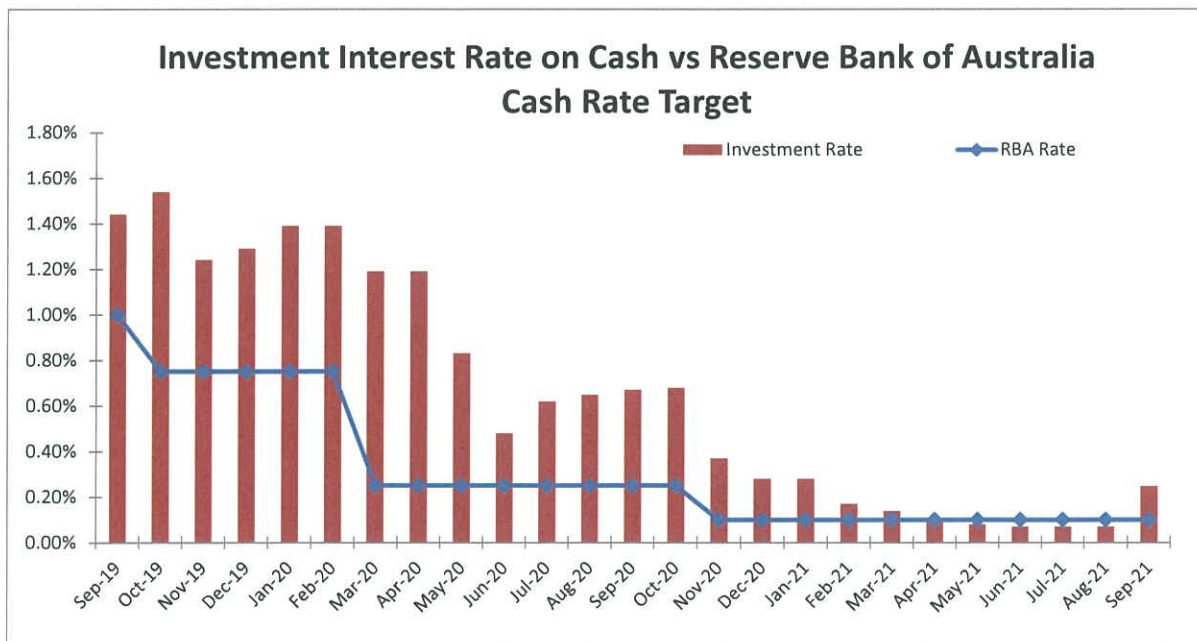
Cash & Investments

As at reporting date total interest revenue received on Rates, Shire Municipal and Reserve Funds are:

	YTD Actual	YTD Budget
Municipal Fund:	\$ 559	\$ 4,500
Reserve Fund:	\$ 593	\$ 7,500
Interest Revenue - Rates	\$ 8,675	\$ 13,998
	<u>\$ 9,827</u>	<u>\$ 25,998</u>



The following graph compares the Shire's interest rate on investments against the Reserve Bank's reference rate. Council has continued to maintain a return above the RBA cash target rate.

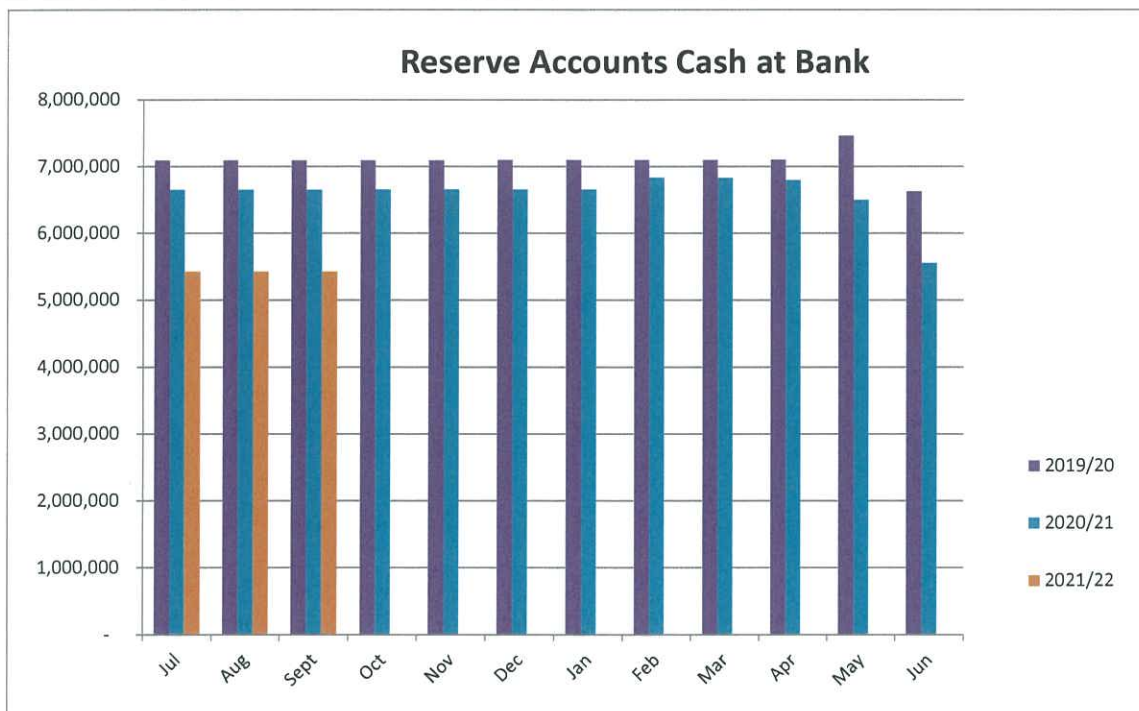
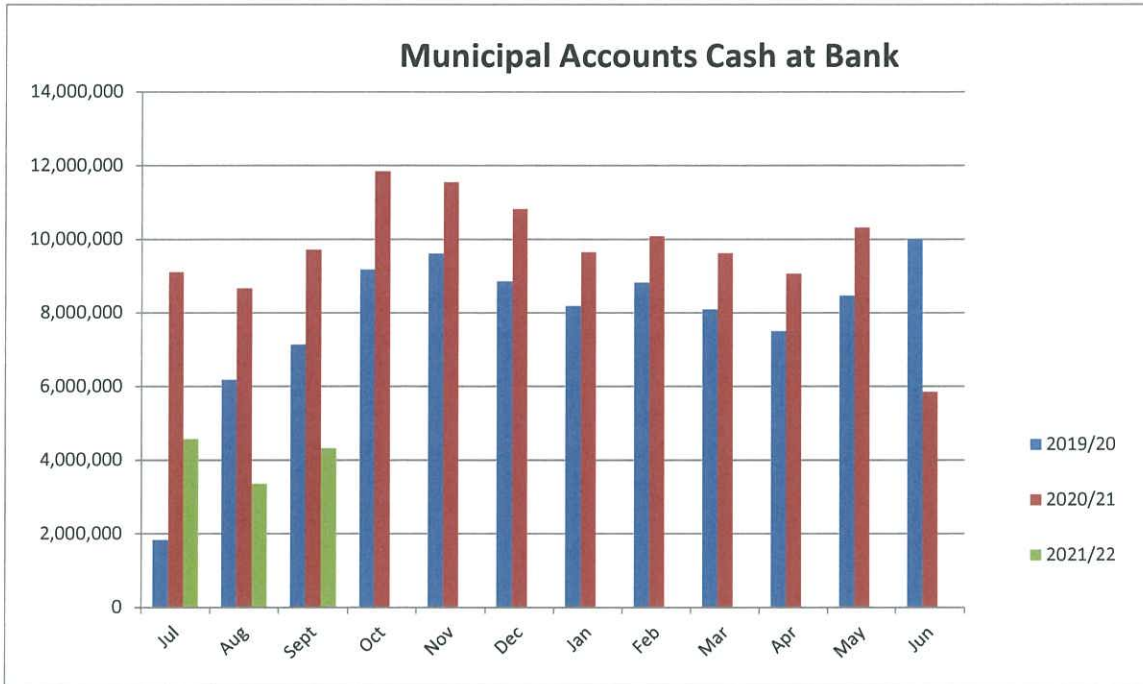


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th September 2021

Cash & Investments

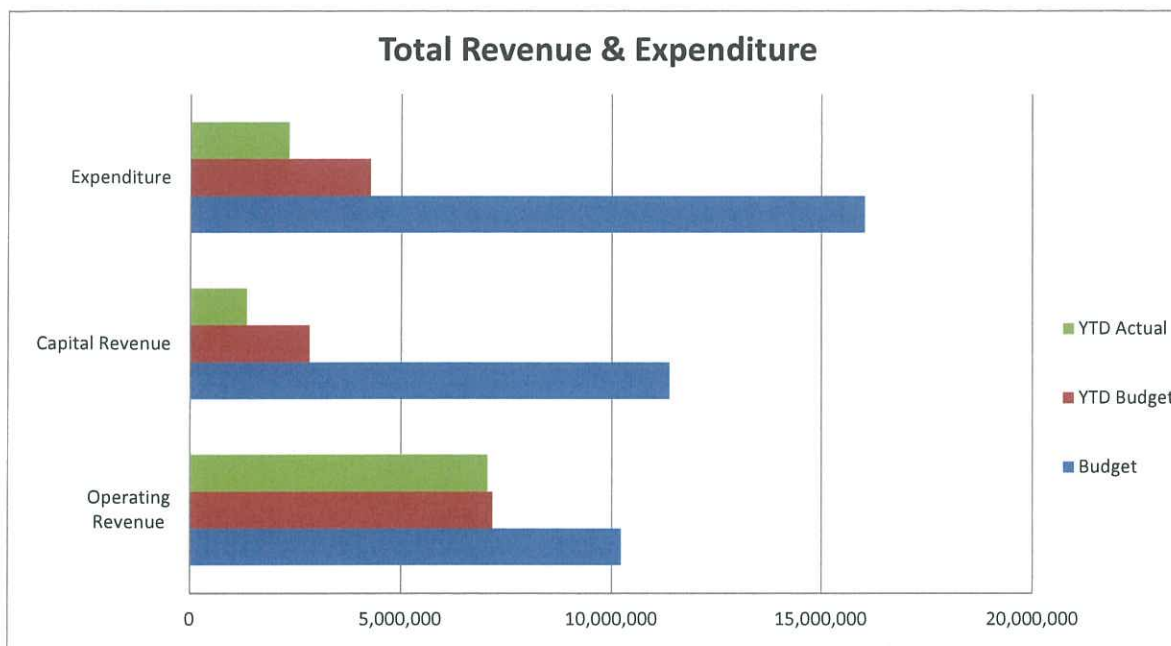
As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$4,320,548.96. This includes investments held by the Shire of \$1,014,979.32.

Municipal Investment Account total	\$	1,015,110
Restricted Funds - Bond Deposits	\$	-
 Municipal Account Cash at Bank total	 \$	 3,305,440
Reserve Account Cash at Bank total		0
Reserve Investment Accounts Cash at Bank	\$	5,426,725
	<u>\$</u>	<u>9,747,275</u>



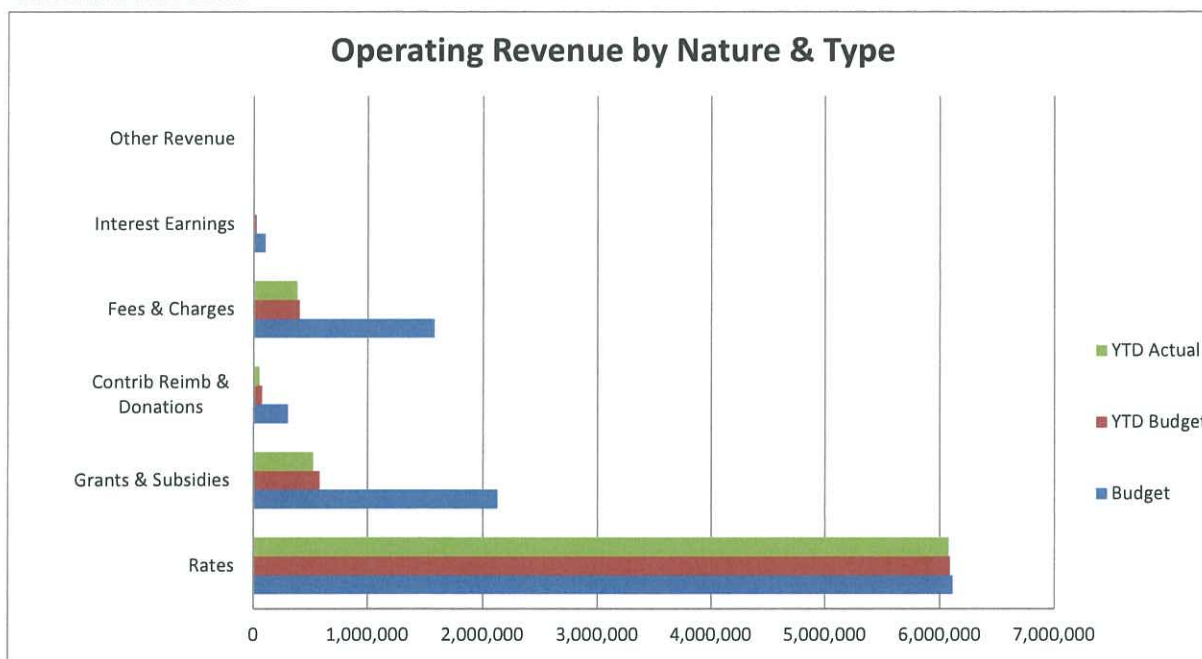
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th September 2021

Nature & Type Reporting



Total Revenue & Expenditure	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	10,230,049	7,178,328	7,052,556	(1.75%)
Capital Revenue	11,389,111	2,847,267	1,353,565	(52.46%)
Expenditure	16,029,978	4,288,318	2,353,481	(45.12%)

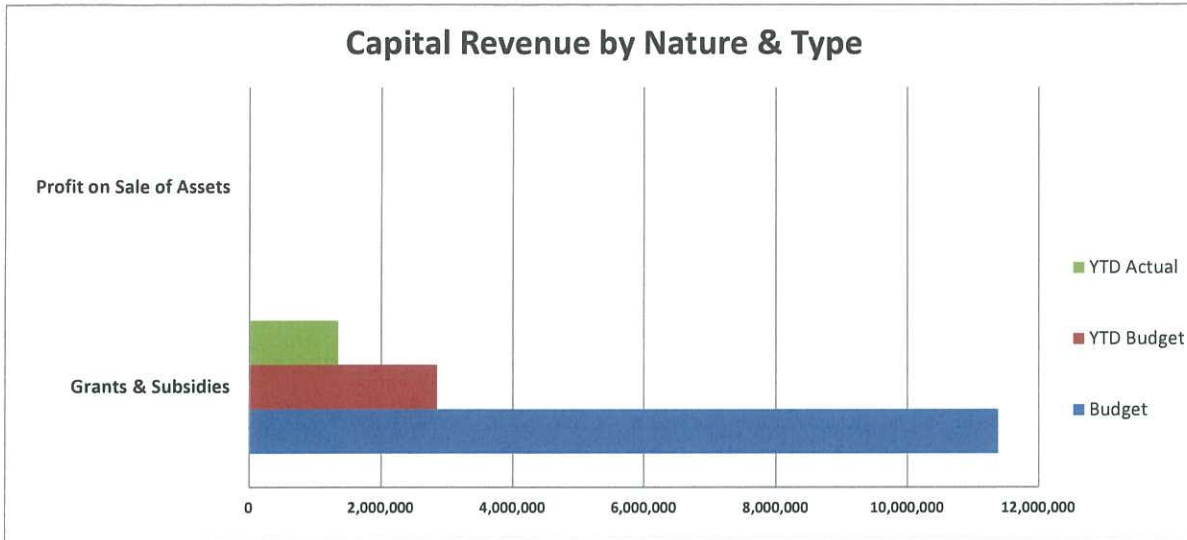
A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:



Operating Revenue by Nature & Type	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	6,110,565	6,088,588	6,078,120	(0.17%)
Grants & Subsidies	2,129,496	582,609	526,672	(9.60%)
Contrib Reimb & Donations	303,501	75,843	51,859	(31.62%)
Fees & Charges	1,582,087	405,191	386,051	(4.72%)
Interest Earnings	104,000	25,998	9,827	(62.20%)
Other Revenue	400	99	27	(72.47%)
Total	10,230,049	7,178,328	7,052,556	

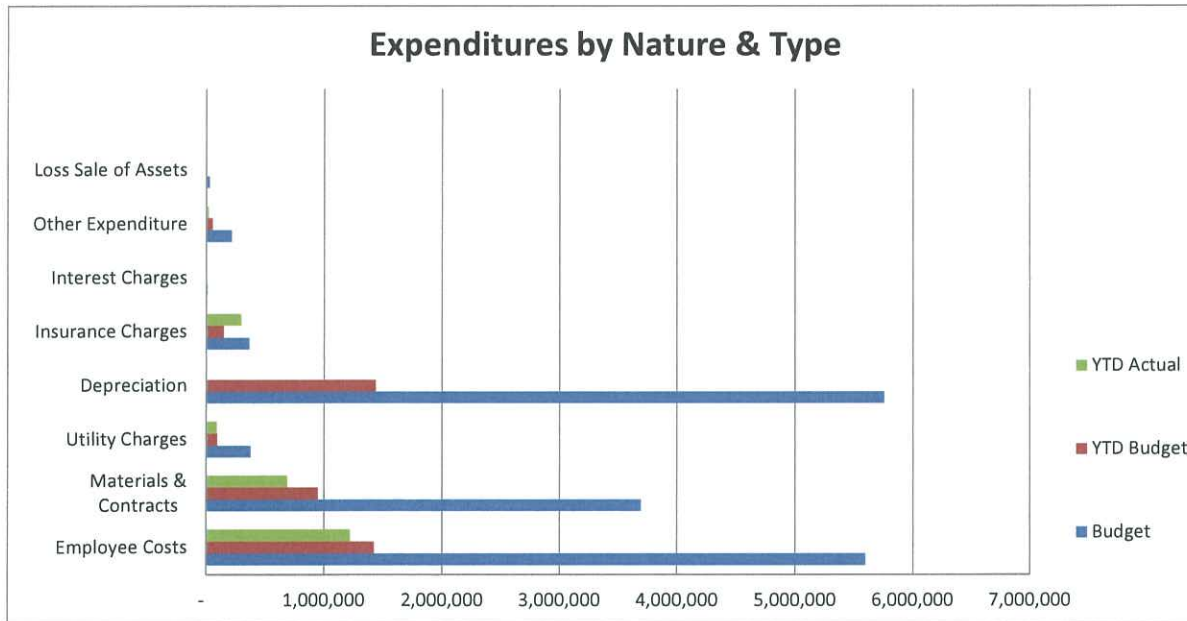
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th September 2021

Nature & Type Reporting (continued)



Capital Revenue by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	11,389,111	2,847,267	1,353,565	(52.46%)
Profit on Sale of Assets	24,018	4,500	0	(100.00%)
Total	11,413,129	2,851,767	1,353,565	

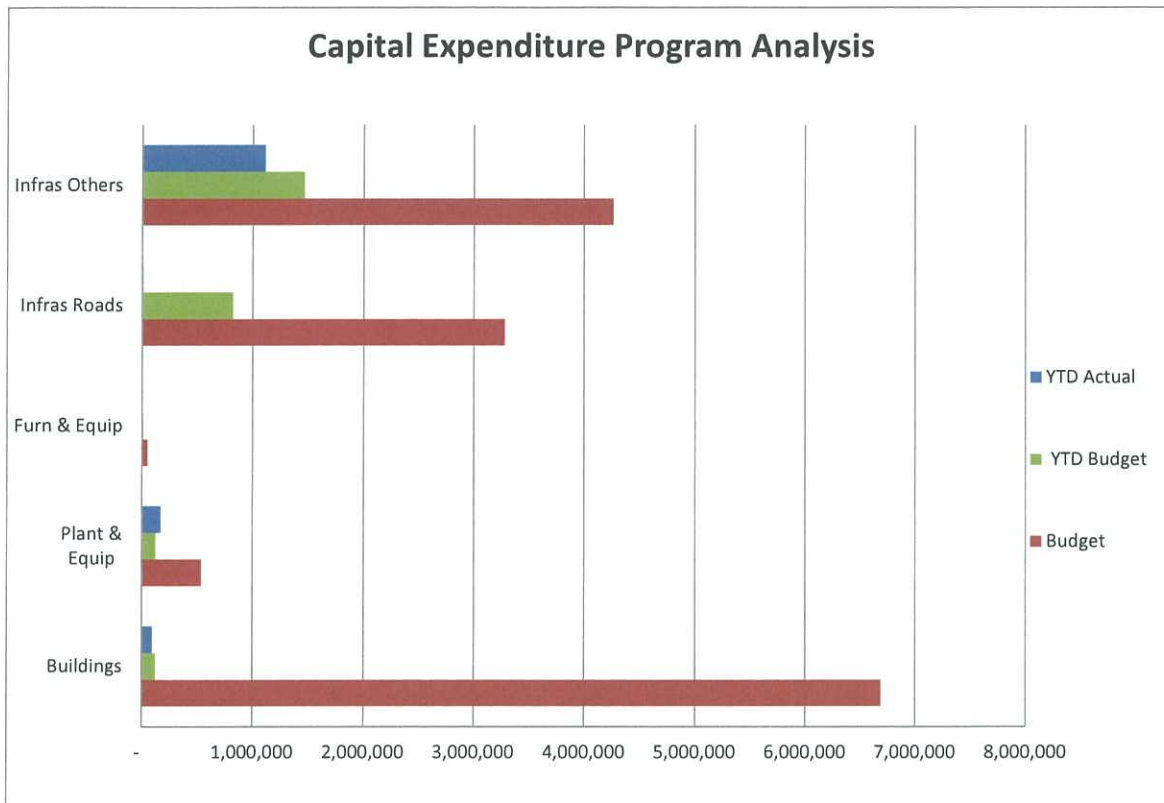


Expenditures by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	5,597,802	1,423,244	1,223,122	(14.06%)
Materials and contracts	3,696,022	949,638	690,142	(27.33%)
Utility charges	379,610	94,806	93,375	(1.51%)
Depreciation on Non Current Assets	5,758,977	1,439,709	0	(100.00%)
Insurance charges	367,996	150,113	298,189	98.64%
Interest charges	12,372	3,087	(71)	(97.70%)
Loss on sale of asset	28,303	7,074	0	0.00%
Other expenditure	217,199	54,273	19,809	(63.50%)
TOTAL	16,058,281	4,121,944	2,324,709	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th September 2021

Capital Acquisitions by Asset Class



Capital Acquisitions

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	6,686,956	126,005	95,342	(24.33%)
Plant & Equipment	541,463	122,454	170,583	39.30%
Furniture & Equipment	52,410	13,098	0	(100.00%)
Infrastructure Roads	3,284,476	821,043	10,763	(98.69%)
Infrastructure Others	4,265,317	1,469,218	1,112,714	(24.26%)
TOTAL	14,830,622	2,551,818	1,389,402	

Shire of Donnybrook / Balingup
Operating Statement
For Period ended 30th September 2021

		Adopted Budget 2021/22	Budget Year-to-date 2021/22	Actual Year-to-date 2021/22
Operating Revenues				
Rate Revenue	3	6,110,565	6,088,588	6,078,120
General Purpose Funding	3	1,254,258	313,556	270,169
Governance	4	41,700	10,413	11,440
Law, Order & Public Safety	5	679,365	169,827	121,426
Health	7	171,689	52,668	46,613
Education and Welfare	8	270,969	67,725	62,703
Community Amenities	10	652,950	163,223	161,217
Recreation & Culture	11	224,622	56,127	54,751
Transport	12	208,575	181,195	172,517
Economic Services	13	501,406	46,524	45,056
Other Property & Services	14	112,150	28,032	28,543
		10,228,249	7,177,878	7,052,556
Operating Expenses Excluding				
Borrowing Costs Expenses				
General Purpose Funding	3	(173,319)	(47,697)	(43,737)
Governance	4	(1,162,669)	(338,026)	(224,411)
Law, Order & Public Safety	5	(1,544,951)	(415,715)	(254,701)
Health	7	(266,528)	(66,146)	(45,832)
Education and Welfare	8	(840,288)	(211,490)	(129,391)
Community Amenities	10	(1,940,530)	(485,455)	(349,706)
Recreation & Culture	11	(4,052,516)	(1,019,936)	(608,942)
Transport	12	(4,980,915)	(1,245,159)	(516,407)
Economic Services	13	(859,184)	(214,188)	(81,566)
Other Property & Services	14	(219,650)	(67,521)	(70,081)
		(16,040,550)	(4,111,333)	(2,324,773)
Borrowing Costs Expenses				
Governance	4	(2,050)	(510)	(1,251)
Law, Order & Public Safety	5	(0)	(0)	(2)
Health	7	(2,977)	(744)	300
Education and Welfare	8	(4,062)	(1,014)	775
Recreation and Culture	11	(1,531)	(381)	228
Transport	12	(0)	(0)	(0)
Economic Services	13	(1,752)	(438)	(121)
		(12,372)	(3,087)	(71)
Contributions/Grants for the				
Development of Assets				
Law, Order & Public Safety	5	17,586	4,395	0
Recreation & Culture	11	6,876,658	1,719,161	879,365
Transport	12	4,466,867	1,116,712	470,000
Economic Services	13	28,000	6,999	4,200
		11,389,111	2,847,267	1,353,565
GAIN OR (LOSS) ON THE				
DISPOSAL OF ASSETS				
Law, Order & Public Safety	5	6,008	0	0
Transport	12	(2,779)	(696)	0
Economic Services	13	(7,514)	(1,878)	0
		(4,285)	(2,574)	0
Net Profit OR Loss / Result		5,584,896	5,908,151	6,081,277

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 30th September 2021

	Adopted Budget 2021/22	Budget Year-to-date 2021/22	Actual Year-to-date 2021/22
OPERATING REVENUE AND EXPENDITURE			
(a) <u>Summary by Nature and Type</u>			
Revenue			
Rates	6,110,565	6,088,588	6,078,120
Grants and Subsidies (Operating)	2,129,496	582,609	526,672
Contributions Reimbursements and Donations (Operating)	303,501	75,843	51,859
Fees and Charges	1,582,087	405,191	386,051
Interest Earnings	104,000	25,998	9,827
Other Revenue	400	99	27
	10,230,049	7,178,328	7,052,556
Expenditure			
Employee Costs	(5,597,802)	(1,423,244)	(1,223,122)
Materials and Contracts	(4,389,395)	(1,123,086)	(718,915)
Utility Charges	(379,610)	(94,806)	(93,375)
Depreciation on Non Current Assets	(5,758,977)	(1,439,709)	(0)
Insurance Expenses	(367,996)	(150,113)	(298,189)
Interest Expenses	(12,372)	(3,087)	(71)
Other Expenses	(217,199)	(54,273)	(19,809)
	(16,723,352)	(4,288,318)	(2,353,481)
Less Applicable to Capital Works	(693,373)	(173,448)	(28,772)
	(5,799,930)	3,063,458	4,727,847
Non-operating grants, subsidies and contributions	11,389,111	2,847,267	1,353,565
Profit on asset disposals	24,018	4,500	0
Loss on asset disposals	(28,303)	(7,074)	(0)
Net result	5,584,896	5,908,151	6,081,412
Total Comprehensive Income	5,584,896	5,908,151	6,081,412

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th September 2021

OPERATING REVENUE AND EXPENDITURE	2021/22		
	Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
OPERATING REVENUE			
Rate Revenue			
Rates	6,110,565	6,088,588	6,078,120
Grants & Subsidies (Operating)			
Other Grants	2,129,496	582,609	526,672
Grants & Subsidies (Capital)			
** Other Grants	11,174,312	2,793,570	1,353,565
Reimbursements (Operating)			
** Reimbursements	298,711	74,655	46,121
Contributions & Donations (Operating)			
Contributions, Reimbursements & Donations	4,790	1,188	5,738
Contributions & Donations (Cap)			
** Contributions, Reimbursements & Donations	214,799	53,697	0
Fees and Charges			
Waste Receptacle Fee	561,420	140,354	140,496
Waste Management Levy	0	0	0
Property Lease	445,019	111,231	100,990
Property Hire	63,282	15,819	7,436
Sale of Stock	5,000	1,248	400
Inspections	0	0	0
Other Charges	342,365	85,554	85,319
Fines and Penalties	5,800	1,443	1,873
Licenses, Approvals, Registrations	159,200	49,542	49,539
Interest Earnings			
Rates Penalty Interest Charge	37,500	9,375	6,299
Interest on Rates Instalments	17,000	4,248	2,377
Interest on Municipal Funds	48,000	12,375	1,152
Interest Other	1,500	0	0
Other Revenue			
Other Income	400	99	27
Profit on Sale of Non-Current Assets	24,018	4,500	0
Total Operating Revenue	21,643,178	10,030,095	8,406,121

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th September 2021

OPERATING REVENUE AND EXPENDITURE	2021/22		
(b) Classified According to Nature and Type:	Adopted Budget	YTD Budget	Actual
<u>OPERATING EXPENDITURE</u>			
Employee Costs			
Salaries and Wages (Operating only, excludes Capital)	4,610,884	1,152,552	1,004,826
Superannuation	545,305	136,284	108,552
Workers Compensation	193,103	72,320	61,408
Clothing and Uniforms	37,433	9,345	3,389
Training Expenses	100,100	25,011	10,547
Fringe Benefits Tax	82,800	20,694	23,711
Employee Provisions	0	0	0
Other Employee Costs	28,178	7,038	10,689
Materials			
Materials	2,116,300	554,934	634,917
Phone/Fax	31,550	7,881	11,850
Fuels & Oils	170,000	42,498	2,655
Contracts			
Contract Labour	1,842,245	460,455	48,442
Professional Services & Consultants	226,300	56,568	10,826
Utility Charges			
Sewerage	20,720	5,160	4,791
Electricity	265,910	66,438	73,952
Gas	2,400	597	249
Water	90,580	22,611	14,383
Insurance Expenses			
Insurance	367,996	150,113	298,189
Interest Expenses			
Interest on Leases	2,138	531	1,305
Interest on Loans	10,234	2,556	(1,234)

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th September 2021

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2021/22		
	Adopted Budget	YTD Budget	Actual
OPERATING EXPENDITURE (cont)			
Other Expenditure			
Postage	7,600	1,893	2,400
Other Expenditure	209,599	52,380	17,410
Loss on Sale of Non-Current Assets	28,303	7,074	0
Depreciation			
Depreciation on Assets	5,758,977	1,439,709	0
Less: Applicable to Capital Works	(693,373)	(173,448)	(28,772)
Total Operating Expenditure	16,058,281	4,121,944	2,324,709
NET PROFIT OR LOSS / RESULT	5,584,896	5,908,151	6,081,412

** Grants & Subsidies (Operating) below YTD budget - variance relates to timing of Bushfire Mitigation, Main Roads Direct Grant & Communities Combating Pest & Weeds

** Grants & Subsidies (Capital) below YTD budget - variance relates to the Special Projects Bridges, LRCI, Roads to Recovery, Blackspot, Sundry construction, Drought Community funding and VC Mitchell Park development.

** Reimbursements Operating income below YTD budget - includes reimb CESM officer expenditure

** Contributions & Donations (Capital) below YTD budget - variance relates to contribution for VC Mitchell Park Development

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 30th September 2021

		2021/22 Adopted Budget \$	2021/22 Amended Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES						
General Purpose Funding (Excl. Rates)	3	1,254,258	1,254,258	313,556	270,169	(13.84)
Governance	4	41,700	41,700	10,413	11,440	9.86
Law, Order, Public Safety	5	685,373	685,373	169,827	121,426	(28.50)
Health	7	171,689	171,689	52,668	46,613	(11.50)
Education and Welfare	8	270,969	270,969	67,725	62,703	(7.42)
Community Amenities	10	652,950	652,950	163,223	161,217	(1.23)
Recreation and Culture	11	224,622	224,622	56,127	54,751	(2.45)
Transport	12	226,585	226,585	185,695	172,517	(7.10)
Economic Services	13	501,406	501,406	46,524	45,056	(3.15)
Other Property and Services	14	112,150	112,150	28,032	28,543	1.82
		<u>4,141,702</u>	<u>4,141,702</u>	<u>1,093,790</u>	<u>974,436</u>	<u>(10.91)</u>
EXPENSES						
General Purpose Funding	3	(173,319)	(173,319)	(47,697)	(43,737)	(8.30)
Governance	4	(1,160,619)	(1,160,619)	(338,536)	(225,662)	(33.34)
Law, Order, Public Safety	5	(1,544,951)	(1,544,951)	(415,715)	(254,703)	(38.73)
Health	7	(263,551)	(263,551)	(66,890)	(45,532)	(31.93)
Education and Welfare	8	(836,226)	(836,226)	(212,504)	(128,616)	(39.48)
Community Amenities	10	(1,940,530)	(1,940,530)	(485,455)	(349,706)	(27.96)
Recreation & Culture	11	(4,050,984)	(4,050,985)	(1,020,317)	(608,713)	(40.34)
Transport	12	(5,001,704)	(5,001,704)	(1,250,355)	(516,407)	(58.70)
Economic Services	13	(864,946)	(864,946)	(216,504)	(81,687)	(62.27)
Other Property and Services	14	(219,650)	(219,650)	(67,521)	(70,081)	3.79
		<u>(16,056,481)</u>	<u>(16,056,481)</u>	<u>(4,121,494)</u>	<u>(2,324,844)</u>	<u>(43.59)</u>
Net Operating Result Excluding Rates:		<u>(11,914,779)</u>	<u>(11,914,779)</u>	<u>(3,027,704)</u>	<u>(1,350,408)</u>	<u>(55.40)</u>
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Income						
(Profit)/Loss on Asset Disposals		4,285	4,285	2,574	0	(100.00)
Depreciation on Assets		5,758,977	5,758,977	1,439,709	0	(100.00)
Capital Expenditure and Income						
Non Operating Grants, Subsidies & Contributions	11,389,111	11,389,111	11,389,111	2,847,267	1,353,565	(52.46)
Purchase property, plant and equipment	(7,280,829)	(7,280,829)	(7,280,829)	(261,557)	(265,925)	1.67
Purchase and construction of infrastructure	(7,549,793)	(7,549,793)	(7,549,793)	(2,290,261)	(1,123,477)	(50.95)
Proceeds from disposal of assets	143,870	143,870	143,870	31,917	62,455	95.68
Proceeds from self supporting loan	9,396	9,396	9,396	2,349	0	(100.00)
Repayment of borrowings	(63,577)	(63,577)	(63,577)	(12,469)	(7,024)	(43.67)
Principal elements of finance lease payments	(39,309)	(39,309)	(39,309)	(9,825)	(16,837)	71.37
Proceeds from new borrowings	2,500,000	2,500,000	2,500,000	0	0	
Proceeds from Lease (Preston)	275,000	275,000	275,000	0	0	
Repayment of Life Lease (Preston)	(308,000)	(308,000)	(308,000)	0	0	
Transfers to reserves (restricted assets)	(824,638)	(824,638)	(824,638)	0	0	
Transfers from reserves (restricted assets)	1,647,768	1,647,768	1,647,768	0	0	
Transfer unspent Loan to Restricted asset	0	(986,229)	(986,229)	0	0	
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,128,182	1,128,182	1,128,182	1,131,406	0.29
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	0	5,938,770	5,861,874	(1.29)
Budgeted deficiency before general rates		<u>(5,124,336)</u>	<u>(6,110,565)</u>	<u>(6,088,588)</u>	<u>(6,078,120)</u>	<u>(0.17)</u>
Estimated amount to be raised from general rates		<u>6,110,565</u>	<u>6,110,565</u>	<u>6,088,588</u>	<u>6,078,120</u>	
		<u>986,229</u>	<u>0</u>	<u>0</u>	<u>0</u>	

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/09/2021	Actual to 30/09/2021	Variance Amount	Variance %	Permanent Variation	Comment
GENERAL PURPOSE FUNDING								
OPERATING INCOME								
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	Inc	-173,930	-158,730	15,200	-8.74		Budget timing variation - 50% Grant Funding for 21/22 Financial year received in June
1031	GRANTS - LGGC LOCAL ROAD GRANT	Inc	-97,134	-82,129	15,005	-15.45		Budget timing variation - 50% Grant Funding for 21/22 Financial year received in June
GOVERNANCE								
OPERATING EXPENDITURE								
0232	CR ALLOWANCES - MEETING	Exp	22,740	0	-22,740	-100.00		Budget timing variation - allowances payment processed in October
0252	DONATIONS	Exp	16,068	3,550	-12,518	-77.91		Budget timing variation
0392	COMPUTER MTC AGREEMENTS	Exp	22,500	56,457	33,957	150.92		Budget timing variation - IT Vision annual software support renewals
0582	CONTRACT STAFF WAGES	Exp	1,068	25,273	24,205	2266.40	x	Increased costs incurred for contract Admin staff
1072	FRINGE BENEFITS TAX	Exp	5,823	23,711	17,888	307.20		Budget variation - FBT reallocated in May 2022
0952	AUDIT FEES	Exp	12,375	600	-11,775	0.00		Budget variation - awaiting invoice from Auditor Generals for interim audit
0962	CONSULTANTS FEES	Exp	28,200	5,700	-22,500	-79.79		Budget timing variation
1082	RESOURCE SHAR/ECON DEV	Exp	6,150	16,520	10,370	168.62		Budget timing variation - annual contribution to WABC project
CAPITAL EXPENDITURE								
0564	BUILDINGS - ADMIN	Exp	11,904	0	-11,904	-100.00		Budget timing variation - no expenditure to date
LAW, ORDER & PUBLIC SAFETY								
OPERATING EXPENDITURE								
5142	ESL OPERATING EXPENSES SHIRE	Exp	42,918	77,923	35,005	81.56		Budget timing variation - includes annual Brigade vehicle insurance
6962	BUSH FIRE MITIGATION - SEMC	Exp	81,750	551	-81,199	-99.33		Budget timing variation - minimal expenditure to date
OPERATING INCOME								
5983	REIMBURSEMENTS - DFES FOR CESM	Inc	-18,117	0	18,117	-100.00		Budget timing variation - recoup's processed quarterly
6963	GRANTS - BUSHFIRE MITIGATION	Inc	-81,753	-51,538	30,215	-36.96		Budget timing variation - grant funding dependant on expenditure
COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
1762	DOMESTIC REFUSE COLLECT	Exp	43,287	26,148	-17,139	-39.59		Timing variation - September payments processed in October
1772	RUBBISH SITES MTC	Exp	119,784	91,130	-28,654	-23.92		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	38,901	19,365	-19,536	-50.22		Timing variation - September payments processed in October
RECREATION AND CULTURE								
OPERATING EXPENDITURE								
Other Recreation & Sport								
2607	STATION SQUARE	Exp	20,700	4,601	-16,099	-77.77		Budget timing variation - normal operational variance
2642	PARKS & RESERVES GENERAL	Exp	175,203	139,018	-36,185	-20.65		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	20,091	8,596	-11,495	-57.21		Budget timing variation - normal operational variance
2672	MITCHELL PARK	Exp	21,396	9,264	-12,132	-56.70		Budget timing variation - normal operational variance
Other Culture								
5272	PROMOTION OF COMMUNITY EVENTS	Exp	14,250	255	-13,995	-98.21		Budget timing variation - minimal expenditure to date

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/09/2021	Actual to 30/09/2021	Variance Amount	Variance %	Permanent Variation	Comment
RECREATION AND CULTURE								
CAPITAL EXPENDITURE								
2574	DBK HALL - BUILDINGS	Exp	12,875	0	-12,875	-100.00		Budget timing - no expenditure to date, dependant on timing of project works
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	52,398	8,075	-44,323	-84.59		Budget timing variation
0194	FUNPARK - REDEVELOPMENT COSTS	Exp	576,000	851,505	275,505	47.83		Budget timing variation - work progressing faster than budget timing estimates
0284	BALINGUP RECREATION CENTRE	Exp	26,925	0	-26,925	-100.00		Budget variation - no expenditure to date, dependant on timing of project works
1184	OTHER INFRASTRUCTURE DONNYBROOK	Exp	140,703	110,797	-29,906	-21.25		Budget timing variation - dependant on project milestones
1274	STATION SQUARE	Exp	16,875	0	-16,875	-100.00		Budget timing variation - no expenditure to date
1284	VC MITCHELL - HOCKEY TRAINING FACILITY	Exp	62,500	0	-62,500	-100.00		Budget timing variation - no expenditure to date
8914	INFRASTRUCTURE - PATHWAYS	Exp	19,998	0	-19,998	-100.00		Budget timing variation - no expenditure to date
8934	WEIR - INFRASTRUCTURE	Exp	59,499	0	-59,499	-100.00		Budget timing variation - no expenditure to date
8944	INFRASTRUCTURE - VC MITCHELL PARK REDEVEL	Exp	0	66,040	66,040			Budget timing variation - work commenced earlier than budget timing estimates
CAPITAL INCOME								
0465	GRANTS (CAPITAL) - ASSETS	Inc	-12,500	0	12,500	-100.00		Budget timing variation - income dependant on timing of Hall capital works
0475	GOVT GRANTS - COMMUNITY FACILITIES	Inc	-1,127,874	0	1,127,874	-100.00		Budget timing variation - VC Mitchell Park funding
7105	GRANTS (CAPITAL) - ASSETS	Inc	-526,596	-879,365	-352,769	66.99		Budget timing variation - income dependant on timing of capital projects
7225	TRANSFER FROM TRUST - POS	Inc	-52,191	0	52,191	-100.00		Trust transfer - dependant on timing of project milestones for VC Mitchell Park
TRANSPORT								
CAPITAL EXPENDITURE								
3200	BRIDGEWORKS - EXT. FUNDED	Exp	380,493	0	-380,493	-100.00		Budget timing variation - no expenditure to date
3210	ROADWORKS GENERAL	Exp	114,975	0	-114,975	-100.00		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	36,873	0	-36,873	-100.00		Budget timing variation - no expenditure to date
3260	REGIONAL ROAD GROUP	Exp	360,495	8,638	-351,857	-97.60		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGF	Exp	125,889	0	-125,889	-100.00		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	116,562	0	-116,562	-100.00		Budget timing variation - variance reflects timing of road program
3340	COMMODITY ROUTE FUNDING	Exp	103,122	2,125	-100,997	-97.94		Budget timing variation - variance reflects timing of road program
3554	PURCHASE PLANT & EQUIPMNT	Exp	113,955	136,442	22,487	19.73		Budget timing variation - dependant on timing of vehicle replacement program
CAPITAL INCOME								
0325	GRANTS - BLACK SPOTS	Inc	-77,712	0	77,712	-100.00		Budget timing variation - variance reflects timing of road program
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	Inc	-68,748	-110,000	-41,252	60.00		Budget timing variation - variance reflects timing of road program
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	Inc	-380,500	0	380,500	-100.00		Budget timing variation - variance reflects timing of road program
3261	GRANT REVENUE - LRCI FUNDING	Inc	-222,000	0	222,000	-100.00		Budget timing variation - variance reflects timing of road program
3291	GRANTS - REGIONAL ROAD GROUP	Inc	-240,333	-360,000	-119,667	49.79		Budget timing variation - variance reflects timing of road program
3331	GRANTS - ROADS TO RECOVERY	Inc	-125,913	0	125,913	-100.00		Budget timing variation - variance reflects timing of road program
3575	SALE OF PLANT & EQUIPMENT	Inc	-28,917	-46,909	-17,992	62.22		Budget timing variation - dependant on timing of plant purchases
TRANSPORT								
OPERATING EXPENDITURE								
3370	STREET TREES & PRUNING	Exp	16,749	6,599	-10,150	-60.60		Tree pruning subject to contractor availability
341M	GENERAL ROAD MAINTENANCE	Exp	269,082	405,554	136,472	50.72		Budget timing variation - variance reflects timing of road program
3430	STREET CLEANING	Exp	22,998	12,441	-10,557	-45.90		Budget timing - normal operational variance
ECONOMIC SERVICES								
OPERATING EXPENDITURE								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	87,564	0	-87,564	-100.00		Project is being administered by Shire of Collie
3912	AREA PROMOTION	Exp	18,750	7,000	-11,750	-62.67		Budget timing - additional expenditure for TV production

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 30/09/2021	Actual to 30/09/2021	Variance Amount	Variance %	Permanent Variation	Comment
ECONOMIC SERVICES								
4194	CAPITAL EXPENDITURE PLANT AND EQUIPMENT	Exp	34,000	34,141	141	0.41		Budget timing variation - dependant on timing of vehicle replacement program
4225	CAPITAL INCOME SALE OF PLANT & EQUIPMENT	Inc	-12,000	-15,545	-3,545	29.55		Budget timing variation - dependant on timing of plant purchases
Fund Transfer from Reserves								
4671	Transfer from Carried Forward Projects Reserve	Exp	-73,671	0	73,671	-100.00		Budget timing variation - reserve transfers dependant on timing of projects
4721	Transfer from Waste Management Reserve	Exp	-49,929	0	49,929	-100.00		Budget timing variation - reserve transfers dependant on timing of projects
4741	Transfer from Roadworks Reserve	Exp	-71,361	0	71,361	-100.00		Budget timing variation - reserve transfers dependant on timing of projects
4761	Transfer from Vehicle Reserve	Exp	-66,486	0	66,486	-100.00		Budget timing variation - reserve transfers dependant on timing of projects
4771	Transfer from Aged Housing Reserve	Exp	-1,323,183	-1,210,182	113,001	-8.54		Internal reallocation of Reserve funds as per Council resolution
4791	Transfer from Buildings Reserve	Exp	-90,918	0	90,918	-100.00		Budget timing variation - reserve transfers dependant on timing of projects
7141	Transfer from Minninup Cottages 5-8 Surplus Reserve	Exp	-15,000	0	15,000	-100.00		Budget timing variation - reserve transfers dependant on timing of projects
7221	Transfer Fom Preston Village Deferred Reserve	Exp	-10,041	0	10,041	-100.00		Budget timing variation - reserve transfers dependant on timing of projects
7241	Transfer From Minninup Cottages 1-4 Reserve	Exp	-12,954	0	12,954	-100.00		Budget timing variation - reserve transfers dependant on timing of projects
PUBLIC WORKS OVERHEADS								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	460,794	384,377	-76,417	-16.58		
7422	LESS ALLOCATED TO W&S	Exp	-403,116	-322,206	80,910	-20.07		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-20,121	-22,769	-2,648	13.16		
	TOTAL PUBLIC WORKS OVERHEADS		37,557	39,402	1,845	4.91		Public Works Overheads are currently \$39,402 under allocated, Rates to be monitored and reviewed as the year progresses.
PLANT OPERATION COSTS								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	206,757	177,427	-29,331	-14.19		
4512	LESS POC ALLOCATED TO W&S	Exp	-198,858	-169,544	29,314	-14.74		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-7,911	-5,774	2,137	-27.02		
	TOTAL PLANT OPERATION COSTS		-12	2,109	2,121			Plant Operation Costs are currently \$2,109 under allocated, Rates to be monitored and reviewed as the year progresses.
PROJECT OPERATION COSTS								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		83,319	73,121	-10,198	-12.24		
4197	LESS ALLOCATED TO PROJECTS	Exp	-81,375	-73,121	8,254	-10.14		
	TOTAL PROJECT OPERATION COSTS		1,944	0	-1,944			Project Operation Costs are fully allocated across projects.
TOTAL GROSS SALARY & WAGES								
4570	TOTAL SALARIES AND WAGES	Exp	1,097,607	1,015,259	-82,348	-7.50		Wages and Salaries approx \$82k Under YTD Budget - (Includes workers compensation payments of approx. \$33k)
Note 1	Budget and Actual Income shown as negative figures. Budget and Actual Expenditure shown as positive figures. Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget) Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)							
Note 2	Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads) Variances relating to internal costings and allocations are not reported. Variances relating to amounts transferred to/from Reserve have not been reported.							

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
30th September 2021

	Sch No	2021/22 Amended Budget		2021/22 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	7,437,742	173,319	6,348,288	43,737
Governance	4	41,700	1,160,619	11,440	225,662
Law, Order & Public Safety	5	689,288	1,544,951	121,426	254,703
Health	7	171,689	263,551	46,613	45,532
Welfare Services	8	294,937	836,226	62,703	128,616
Community Amenities	10	652,950	1,940,530	161,217	349,706
Recreation & Culture	11	224,622	4,050,985	54,751	608,713
Transport	12	273,171	5,001,704	172,517	516,407
Economic Services	13	505,722	864,946	45,056	81,687
Other Property & Services	14	119,650	219,650	28,543	70,081
		10,411,471	16,056,481	7,052,556	2,324,844
CAPITAL SECTION					
Governance	4	66,674	84,822	0	8,273
Law, Order & Public Safety	5	71,506	114,224	0	19,003
Health	7	8,160	20,544	0	0
Welfare Services	8	434,982	464,300	0	0
Community Amenities	10	219,720	214,720	0	141,902
Recreation & Culture	11	8,758,536	8,856,812	879,365	1,051,308
Transport	12	5,198,134	5,409,801	516,909	147,205
Economic Services	13	62,000	76,285	19,745	45,571
Transfers To Reserves	15	0	824,638	0	0
		14,819,712	16,066,146	1,416,020	1,413,263
Total Income & Expenditure		25,231,183	32,122,628	8,468,576	3,738,107
Less Depreciation W/Back			(5,758,977)		0
Adjust Profit/Loss Adjustment		24,018	(28,303)	0.00	0
Adjust Asset Write Off / Derecognition					
Net		25,207,165	26,335,348	8,468,576	3,738,107
Add Surplus July 1 B/Fwd		1,128,183		1,131,406	
Restricted - Unspent Loan Funds - VC Mitchell		0			
Rounding Adjustment			0		0
Surplus/Deficit C/Fwd			0.00		5,861,874
		26,335,348	26,335,348	9,599,982	9,599,982

**Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
30th September 2021**

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	4,334,466	
Cash at Bank - Reserves	5,426,725	
Cash at Bank - Trust	265,738	
Sundry Debtors Rates	5,584,963	
Receivables/Debtors	207,338	
Contract Assets	96,978	
GST Asset Clearing A/C	111,900	
ESL Asset Clearing A/C	258,600	
Prepayments	5,313	
Stock on Hand	39,960	16,331,981
	<hr/>	
(B) Provision for LSL Current	(422,064)	
Provision for A/L Current	(380,860)	
Contract Liability	(2,096,967)	
GST Liability Clearing A/C	(8,476)	
ESL Liability Clearing A/C	(220,076)	
PAYG Clearing A/C	(72,134)	
Prepaid Rates	(48,345)	
Reserve Funds	(5,426,259)	
Restricted Liability (Bonds)	(842,353)	
Add Back Current Loan Liability		
Trust Funds	(265,738)	
Sundry Creditors	(686,835)	(10,470,106)
	<hr/>	
Net Current Assets		<hr/> 5,861,874 <hr/>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this financial report are:

(a) Basis of Accounting

The financial report has been prepared in accordance with applicable Australian Accounting Standards, (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. The report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

(c) Rounding Off Figures

All figures shown in this report are rounded to the nearest dollar.

(f) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(g) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST.

(h) Superannuation

The Shire of Donnybrook / Balingup contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

(i) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation, amortisation or impairment losses.

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

(j) Investments

All investments are valued at cost and interest on those investments is recognised when accrued.

(k) Impairment

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication that they may be impaired.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating units exceeds its recoverable amount. Impairment losses are recognised in the income statement.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Asset Class	Useful Life
Buildings	20 to 100 years
Office Furniture and Equipment	5 to 15 years
Computer Equipment	4 to 15 years
Plant and Equipment	5 to 15 years
 Infrastructure:	
Bridges	27 to 77 years
Road clearing and earthworks	not depreciated
Road Pavement	40 to 45 years
Road Seal	15 years
Carparks	40 years
Cycleways	40 years
Footpaths - Concrete	25 to 71 years
Footpaths - Slab	25 to 71 years
Storm Water Drainage	83 years
Other	4 to 80 years

(m) Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

(n) Employee Entitlements

The provisions for employee entitlements relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(i) Wages, Salaries and Annual Leave (Short-term benefits)

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees' services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates.

(ii) Annual Leave and Long Service Leave (Long-term benefits)

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value of the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

The activities relating to the Local Government's components are as follows:

(b) Statement of Objective

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this budget encompass the following service orientated activities/programs:

03 GENERAL PURPOSE FUNDING

Objective: To collect revenue to allow for the provision of services.

Activities: General rate revenue, general purpose grants and interest revenue.

04 GOVERNANCE

Objective: To provide a decision making process for the efficient allocation of scarce resources.

Activities: Administration and operation of facilities and services to members of Council;
Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

05 LAW, ORDER, PUBLIC SAFETY

Objective: To provide services to help insure a safer community.

Activities: Supervision of various local laws, fire prevention, animal control and State Emergency Service.

07 HEALTH

Objective: To provide an operational framework for good community health.

Activities: Health Inspection and administration, preventative services and medical centre buildings.

08 EDUCATION AND WELFARE

Objective: To meet the needs of the community in these areas.

Activities: Operation of Frail Aged Hostel, Well Aged Housing, Community Development Child Care Centre & Youth Welfare

09 HOUSING

Objective: To help ensure adequate housing.

Activities: Maintenance of rental housing facilities. Council does not currently provide services in this area.

10 COMMUNITY AMENITIES

Objective: Provide services required by the community.

Activities: Refuse and recycling collection services, operation of refuse disposal sites, town planning & regional development, cemeteries, public conveniences and protection of the environment

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

11 RECREATION AND CULTURE

Objective: To establish and manage efficiently infrastructure and resources which will help the social well being of the community.

Activities: Maintenance of public Halls, parks and reserves, sporting facilities, libraries and museum.

12 TRANSPORT

Objective: To provide effective and efficient transport services to the community.

Activities: Construction and maintenance of roads, drainage works, footpaths, parking facilities, traffic signs, street cleaning, street trees, private works and traffic management.

13 ECONOMIC SERVICES

Objective: To help promote the Shire and improve its economic well being.

Activities: Promotion of Tourism, Maintenance of Caravan Park, building control, noxious weed control, receipt of royalties.

14 OTHER PROPERTY & SERVICES

Activities: Plant repairs, public works overheads and other operational costs.

3. CASH AND INVESTMENTS

Actual cash balances versus end-of-year projected results are detailed below:

Restricted (See below)
 Restrictive Liability (Bonds) 200,000
 Restrictive Unspent Grants, Subsidies & Contributions 1,800,000
 Restricted Funds - Trust Deposit 265,738
 Restricted Funds - Unspent Loan 986,229
 Unrestricted
 Municipal Fund 2,302,032
 Municipal Investment Account 0
 Petty Cash on Hand 2,160

	Amended Budget 30/06/2022	B/Forward 01/07/2021	YTD Actual 30/09/2021
	4,716,128	5,426,259	5,426,725
	200,000	1,240,237	842,353
	1,800,000	0	0
	265,738	265,738	265,738
	986,229	0	0
	2,302,032	4,688,169	2,475,043
	0	1,014,892	1,015,110
	2,160	2,160	1,960
Total Cash Balance	10,272,287	12,637,454	10,026,929

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

3. CASH AND INVESTMENTS

The following reserve funds have restrictions imposed by Council under Regulations

or by external requirements:

Waste Management Reserve	1,276,687	1,476,407	1,476,407
Bushfire Control & Management Reserve	0	2,282	2,282
Aged Housing Reserve	0	1,210,182	0
Employee Entitlements Reserve	17,500	0	0
Arbuthnott Memorial Scholarship Reserve	2,985	3,285	3,285
Strategic Planning Studies Reserve	20,051	40,051	40,051
Land Development Reserve	350,271	350,271	350,271
Vehicle and Plant Reserve	375,847	391,795	391,795
Roadworks Reserve	149,992	435,434	435,434
Parks and Reserves Reserve	221,235	129,744	129,744
Revaluation Reserve	50,700	10,700	10,700
CBD Development Reserve	0	3,054	3,054
Buildings Reserve	485,014	495,996	495,996
Information Technology Reserve	80,522	93,523	93,523
Carried Forward Projects Reserve	393,787	688,477	688,477
Covid 19 Reserve	95,058	95,058	95,058
Council Election Reserve	13,650	0	0
Preston Village Exit Deferred Mgmt Fee Reserve	261,957	0	189,126
Preston Village Reserve Fund Contribution Reserve	21,821	0	38,320
Minninup Cottages 1-4 Surplus Reserve	13,059	0	64,877
Minninup Cottages 5-8 Surplus Reserve	48,626	0	97,702
Minninup Cottages 9-12 Surplus Reserve	261,549	0	251,920
Langley Villas 1-6 Surplus Reserve	342,322	0	338,237
Langley Villas 7-9 Surplus Reserve	208,975	0	207,681
Minninup Cottages 5-8 Long Term Mtce Reserve	6,169	0	5,669
Minninup Cottages 9-12 Long Term Mtce Reserve	5,128	0	4,628
Langley Villas 1-6 Long Term Mtce Reserve	10,823	0	10,223
Langley Villas 7-9 Long Term Mtce Reserve	2,400	0	1,800
	4,716,128	5,426,259	5,426,259

	Amended Budget 30/06/2022	B/Forward 01/07/2021	YTD Actual 30/09/2021
Waste Management Reserve	1,276,687	1,476,407	1,476,407
Bushfire Control & Management Reserve	0	2,282	2,282
Aged Housing Reserve	0	1,210,182	0
Employee Entitlements Reserve	17,500	0	0
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	4,716,128	5,426,259	5,426,259

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

Cash at Bank and on Hand	2,304,192	4,464,984	3,492,579
Restricted Assets - Reserves	4,716,128	5,551,881	5,426,259
Restricted Assets - Bond Deposits	200,000	1,240,237	842,353
Restricted - Unspent Grants, Subsidies & Contributions	1,800,000	0	0
Restricted Assets - Trust Funds	265,738	265,738	265,738
Sundry Debtors Rates	385,893	386,502	5,584,963
Receivables/Debtors	421,542	421,542	207,338
Accrued Income	45,234	45,234	0
GST Asset Clearing A/C	198,612	198,612	111,900
ESL Asset Clearing A/C	21,541	21,541	258,600
Prepayments	3,201	3,201	5,313
Stock on Hand	45,499	46,187	39,960
Contract Assets	96,978	96,978	96,978
	10,504,558	12,742,636	16,331,980

	Amended Budget 30/06/2022	B/Forward 01/07/2021	YTD Actual 30/09/2021
	\$	\$	\$
Cash at Bank and on Hand	2,304,192	4,464,984	3,492,579
Restricted Assets - Reserves	4,716,128	5,551,881	5,426,259
Restricted Assets - Bond Deposits	200,000	1,240,237	842,353
Restricted - Unspent Grants, Subsidies & Contributions	1,800,000	0	0
Restricted Assets - Trust Funds	265,738	265,738	265,738
Sundry Debtors Rates	385,893	386,502	5,584,963
Receivables/Debtors	421,542	421,542	207,338
Accrued Income	45,234	45,234	0
GST Asset Clearing A/C	198,612	198,612	111,900
ESL Asset Clearing A/C	21,541	21,541	258,600
Prepayments	3,201	3,201	5,313
Stock on Hand	45,499	46,187	39,960
Contract Assets	96,978	96,978	96,978
	10,504,558	12,742,636	16,331,980

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

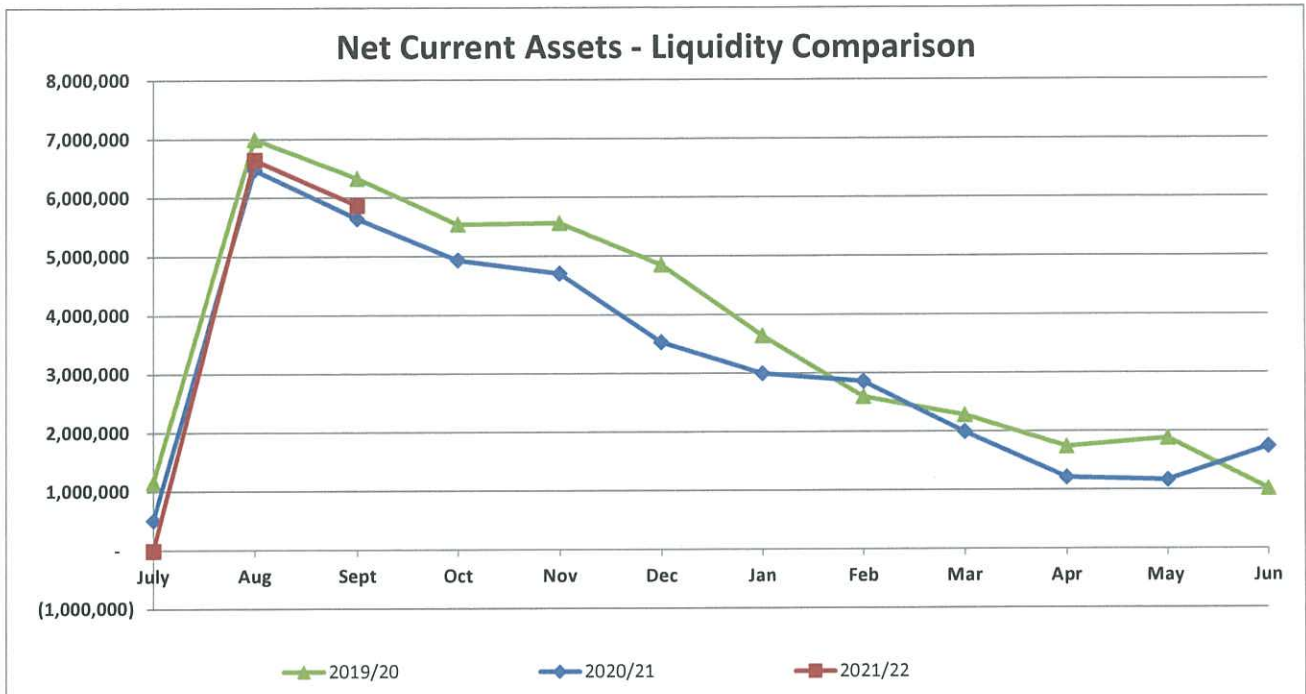
4. NET CURRENT ASSETS

	Amended Budget 30/06/2022 \$	B/Forward 01/07/2021 \$	YTD Actual 30/09/2021 \$
CURRENT LIABILITIES			
Provision for LSL Current	(422,064)	(422,064)	(422,064)
Provision for A/L Current	(380,860)	(380,860)	(380,860)
Add Cash Backed Reserve	17,500	0	0
Payments Received in Advance	0	(1,758)	0
Accrued Loan Interest	(2,228)	(2,228)	0
Accrued Expenses	(440,567)	(440,567)	0
Prepaid Rates	(165,268)	(165,268)	(48,345)
GST Liability Clearing A/C	(46,163)	(46,163)	(8,476)
ESL Liability Clearing A/C	0	0	(220,076)
PAYG Clearing A/C	(68,049)	(187,592)	(72,134)
Contract Liability	(2,000,000)	(2,386,027)	(2,096,967)
Loan Liability (Current Portion)	(137,663)	0	0
Lease Liability	(30,000)	0	0
Sundry Creditors	(471,710)	(515,429)	(686,835)
Employee Provisions	(189,391)	0	0
Restricted Liability - Bonds	(200,000)	(1,240,237)	(842,353)
Restricted - Unspent Borrowings	(986,229)	0	0
Less Restricted Assets - Trust Funds	(265,738)	(265,738)	(265,738)
Less Restricted Assets - Reserves	(4,716,128)	(5,426,259)	(5,426,259)
	(10,504,558)	(11,480,188)	(10,470,106)
NET CURRENT FUNDING POSITION	0	1,262,448	5,861,874

Net Current Assets - Liquidity Comparison			
Month	2019/20	2020/21	2021/22
July	1,152,916	506,431	(11,875)
August	6,991,493	6,469,551	6,638,090
September	6,323,548	5,634,551	5,861,874
October	5,540,643	4,931,119	
November	5,559,973	4,699,741	
December	4,844,897	3,527,899	
January	3,636,167	2,991,314	
February	2,596,196	2,857,417	
March	2,279,317	1,992,826	
April	1,740,914	1,213,495	
May	1,885,171	1,167,583	
June	1,018,548	1,738,651	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

4. NET CURRENT ASSETS



Current Ratio

This ratio is a modified commercial ratio designed to focus on the liquidity position of local government that has arisen from past year's transactions.

A ratio of less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

Current Ratio =

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

	2019/20	2020/21	2021/22
July	1.75	1.12	1.00
August	6.15	2.24	2.37
September	5.90	2.10	2.23
October	5.40	1.95	
November	5.02	1.89	
December	4.83	1.65	
January	3.61	1.65	
February	2.21	1.59	
March	2.56	1.39	
April	2.26	1.24	
May	1.53	1.28	
June	1.23	1.40	

*** The decrease in the current ratio is due to changes in the Accounting Standards, Grant funding is now recognised in the Balance Sheet as a Contract Liability. As the funds are expended this will transfer from a Contract Liability to Revenue recognition and likely to improve the ratio.*

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

5. VARIANCE ANALYSIS

The Local Government (Financial Management) Regulations 1996, require a variance analysis between budget year-to-date and actual results to be conducted monthly and reported to Council.

Council has determined that a materiality threshold of \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

Any variance less than \$10,000 will not be reported to Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

Depreciation has not been processed during September 2021.

General

The variance analysis shows a number of variances with the comment of budget timing variation.

The variances are temporary in nature and relate to the timing of income and expenditure when compared to the projected year to date budget results. Essentially this is a variance in projected cashflows when actual results are compared to budget results.

Unless otherwise indicated in the schedule and these notes, other variations are expected to be resolved as the financial year proceeds.

General Purpose Funding

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Governance

Additional expenditure has been incurred for contract staff wages - this is a permanent variance.

All other variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Law, Order and Public Safety

Identified variances primarily relate to Fire control expenditures, ESL operating expenses and Bushfire mitigation works. These variances are expected to resolve as the financial year proceeds.

Health

There are no variances reportable for the month.

Education and Welfare

Variances reported within this program relate to the operation of Council's Well Aged Units and Preston Village

There are no variances reportable for the month.

Community Amenities

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Recreation and Culture

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Transport

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

5. VARIANCE ANALYSIS

Economic Services

Variance for Noxious weeds/pest plants has been identified - Project is being administered by Shire of Collie the majority of the project is due for completion in 2021/22 Financial year

Public Works Overheads

All variances reported within public works overheads which are expected to resolve as the year proceeds Current recovery rates will be monitored and reviewed as the year progresses.

Public works overheads are currently \$39,402 under allocated.

Plant operation costs are currently \$2,109 under allocated.

Project operation costs have been fully allocated across projects.

Total gross wages and salaries expenditure is approx. \$82,348 under the year to date budget. (Includes. workers comp payments of approx \$33k)

6. Minor Debts Written Off Under Delegation

Minor debts written off under delegation by CEO for the month as at reporting date.

Rates	Nil
Other	Nil

Acquisition of assets are capitalised in accordance with Australian Accounting Standard 116

ASSETS ACQUIRED BY TYPE

	2021/22	
	Adopted Budget \$	Actual \$
Land & Buildings	6,686,956	95,342
Plant & Equipment	541,463	170,583
Furniture & Equipment	52,410	0
Infrastructure Assets - Roads	3,284,476	10,763
Infrastructure Assets - Other	4,265,317	1,112,714
	14,830,622	1,389,402

ASSETS ACQUIRED BY PROGRAM

	2021/22	
	Adopted Budget \$	Actual \$
Governance	61,611	0
Law, Order & Public Safety	114,224	17,586
Health	8,160	0
Education and Welfare	126,982	0
Community Amenities	214,720	141,902
Recreation & Culture	8,833,124	1,044,162
Transport	5,409,801	147,205
Economic Services	62,000	38,547
	14,830,622	1,389,402

Note: Full details of Assets acquired or constructed are shown in Appendix A of the report.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th September 2021

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2021/22	
	Adopted Budget \$	Actual \$
Proceeds of Sale of Assets		
Plant & Equipment	148,148	0
	148,148	0
Less Written Down Value at Disposal	143,863	0
Profit/(Loss) on Disposal	4,285	0

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2021/22	
	Adopted Budget \$	Actual \$
Law, Order & Public Safety	(6,008)	0
Transport	2,779	0
Economic Services	7,514	0
	4,285	0

Note: Full details of Assets sold/disposed are shown in Appendix B of the report.

8. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 30th September 2021 is \$395,541.40
Loan redemption does not include Preston Retirement Village liability

9. CHANGES TO NET SURPLUS/DEFICIT CALCULATION FROM BUDGET ADOPTION TO FINAL AUDITED FIGURE

Surplus July 1, Brought Forward as per 21/22 Budget (Estimate)	1,128,183
Prepayment Lease - Dell Computers	609
Revenue Recognition - Public Drink Fountain Dbk	7,346
Stock on Hand - Dbk Rec Centre Kiosk Stock	688
Sundry Debtors - SS Loan	(5,420)
Surplus July 1, Brought Forward actual balance	<u>1,131,406</u>
Difference (reduction in surplus)	3,223

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th September 2021

APPENDIX A **Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre - Exterior - Repaint	8,120	0		0				
105640	Admin Centre - External Walls- Repoint Fretted	1,015	0		0				
105640	Admin Centre - East wing - Repaint	12,150	0		0				
105640	Admin Centre - East Wing - Floor Coverings	11,138	0		0				
105640	Admin Centre - West Wing - Airconditioner	15,188	0		0				
105840	Audio Visual System (Meeting Streaming)	12,000	0				0		
105840	Phone Line - Council Chambers	2,000	0				0		
		61,611	0	0	0	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103840	Beelerup Fire Station - Finalisation	17,586	17,586		17,586				
103840	Argyle/Irishtown BFB - Planning Costs	45,000	0		0				
		62,586	17,586	0	17,586	0	0	0	0
Animal Control									
108840	Ranger Vehicle	51,638	0			0			
		51,638	0	0	0	0	0	0	0
HEALTH									
Other Health									
116040	Dental Surgery - replace air conditioner		0						
106740	Medical Centre - enclosure for external aircon pl	8,160	0		0				
		8,160	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Other Welfare									
180940	Minninup Cottages - Units 1-4 - Interior Refurbish	51,818	0		0				
180940	Minninup Cottages - Units 5-8 - Interior Refurbish	60,000	0		0				
180940	Langley Villas - Unit 1-6 - Refurbishment	10,000	0		0				
180940	Langley Villas - Unit 3 - Internal Repaint	5,164	0		0				
		126,982	0	0	0	0	0	0	0

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th September 2021

APPENDIX A **Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
COMMUNITY AMENITIES									
Sanitation									
160140	Donnybrook Refuse Site - Land Closure Mgmt P	29,720	0						0
160140	Donnybrook Refuse Site - Siteworks, Rehab & C	170,000	136,426						136,426
		199,720	136,425.93	0	0	0	0	0	136,426
Other Community Amenities									
109650	Public Toilets	0	3,665						3,665
109640	Donnybrook Cemetery Upgrades	15,000	1,811						1,811
		15,000	5,476.17	0	0	0	0	0	5,476
RECREATION AND CULTURE									
Public Halls									
125740	Public Hall - Donnybrook - Clean & Seal Stone F	1,500	0			0			
125740	Public Hall - Donnybrook - Exterior Repaint	50,000	0			0			
110640	Public Hall - Yabberup - New Storage Shed	5,000	0			0			
		56,500	0	0	0	0	0	0	0
RECREATION AND CULTURE									
Other Recreation and Sport									
102840	Balingup Rec Centre - Building Upgrades	107,710	0			0			
112640	Egan Park - Netball Clubrooms	11,874	3,205			3,205			
112740	Station Square - Works Plant Shed	7,500	0						0
112740	Station Square - Interpretive Upgrades	20,000	0						0
112740	Station Square - Shade Sails, Bins etc	40,000	0						0
107140	Balingup - Install new Drinking Fountain	10,000	0						0
189340	Donnybrook Weir Upgrade	238,000	0						0
112840	VC Mitchell - Hockey Training Facility	250,000	0						0
189240	Kirup Mill Park - Upgrade	18,000	4,104						4,104
189240	Kirup - Install new Drinking Fountain	10,000	0						0
189140	Golden Valley Tree Park - Pathway Upgrade	80,000	0						0
112140	Balingup Oval - New Bore	25,000	0						0
126820	Playground Equipment	15,000	0						0
106940	Apple Funpark - Renewal of Equipment	1,500	0						0
101940	Apple Funpark Project	1,075,273	851,505						851,505
111840	Dbk Arboretum - Safety Fencing and Furn	50,764	9,219						9,219
111840	Street Lighting - Replacement Energy Efficiency	8,000	0						0
111840	VC Mitchell Park - New Bore	108,000	63,838						63,838
111840	Pump Track	396,060	37,740						37,740
189440	VC Mitchell Park - Redevelopment	6,025,271	66,040			66,040			
		8,497,952	1,035,651	0	69,245	0	0	0	966,406

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th September 2021

APPENDIX A **Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Donnybrook Recreation Centre									
189040	Equipment - CCTV Security	10,000	0				0		
189040	Equipment - Kitchen Appliances	5,410	0				0		
189040	Equipment - Leisure Cntr Mgmt Software	13,000	0				0		
172940	Kitchen - Renew Vinyl Floor	6,289	0		0				
172940	Kitchen - Renew Benchtops & Shelves	6,289	0		0				
172940	Kitchen - Renew Hot Water System	1,571	0		0				
172940	Kitchen - Repaint	5,241	0		0				
172940	Kitchen - Renew Doors x 6	2,096	0		0				
172940	Renew Carpets - Foyer/Office/Passages/Conf Rm	26,206	0		0				
172940	Internal Storage Compound	0	8,075		8,075				
172940	Renew Ceilings & Downlights	22,013	0		0				
172940	Renew Suspended Ceilings & Down lights	126,837	0		0				
172940	Function Room - Renew Blinds	3,668	0		0				
172940	Gym - Renew Airconditioner x 3	8,386	0		0				
172940	Gym - Storeroom Shelving	1,013	0		0				
		238,019	8,075	0	8,075	0	0	0	0
Libraries									
130140	Dbk Library - Wheeled Shelving	10,000	0				0		0
		10,000	0	0	0	0	0	0	0
Other Culture									
110940	Dbk Heritage Precinct	0	436		436				
112540	Dbk Community Resource Centre - Bathroom Re	10,353	0		0				0
112540	Dbk Community Resource Centre - Restump	20,300	0		0				0
		30,653	436	0	436	0	0	0	0
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	1,522,000	0						0
132100	Roadworks Construction - General	460,000	0					0	
132600	Regional Road Group Projects	1,442,044	8,638					8,638	
133000	Roads to Recovery Program	503,657	0					0	
133300	Blackspot Projects	466,275	0					0	
133400	Commodity Route Projects	412,500	2,125					2,125	
132400	Footpath Construction Program	147,500	0						0
		4,953,976	10,763	0	0	0	0	10,763	0

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th September 2021

APPENDIX A **Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Road Plant Purchases									
135540	Replace Tip Truck - DB4550	98,607	100,700			100,700			
135540	Replace Ute - DB112 (W&S)	41,519	35,742			35,742			
135540	Replace Plant Trailer - DB6232	9,973	0			0			
135540	Replace Plant Trailer - DB6066	3,113	0			0			
135540	Replace Ute - DB646 (P&G)	27,337	0			0			
135540	Replace Vibrating Roller - DB2114	156,938	0			0			
135540	Replace Ute - DB419 (P&G)	27,337	0			0			
135540	Replace Ride on Mower - DB193 (Dbk)	47,588	0			0			
135540	Replace Ute - DB346	33,413	0			0			
135540	New Water Trailer	10,000	0			0			
		455,825	136,442	0	0	136,442	0	0	0
ECONOMIC SERVICES									
Rural Services									
182340	Donnybrook Commercial Standpipe	10,000	206						206
182340	Balingup Commercial Standpipe	18,000	4,200						4,200
		28,000	4,406	0	0	0	0	0	4,406
Building Control									
141940	Replace Bldg Surveyor Ute - DB631	34,000	34,141			34,141			
		34,000	34,141	0	0	34,141	0	0	0
TOTAL CAPITAL EXPENDITURE		14,830,622	1,389,402	0	95,342	170,583	0	10,763	1,112,714

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th September 2021

Appendix B Asset Disposal Schedule - 2021/22

Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
LAW, ORDER, PUBLIC SAFETY								
Animal Control								
61289	Ranger Vehicle - DB92	Plant & Equipment	10,692	16,700	(6,008)	0	0	0
			<u>10,692</u>	<u>16,700</u>	<u>(6,008)</u>	<u>0</u>	<u>0</u>	<u>0</u>
TRANSPORT								
Road Plant Purchases								
61211	Tip Truck - DB4550	Plant and Equipment	33,741	19,721	14,020	0	0	0
61274	Mitsubishi Dual Cab Ute - DB112	Plant and Equipment	18,000	20,760	(2,760)	0	0	0
50230	Steel Trailer - DB6232	Plant and Equipment	0	0	0	0	0	0
61067	Flat Top Trailer - DB6066	Plant and Equipment	0	0	0	0	0	0
61167	Caterpillar Roller - DB2114	Plant and Equipment	16,544	21,020	(4,476)	0	0	0
61268	Mitsubishi Ute - DB646	Plant and Equipment	5,063	13,669	(8,606)	0	0	0
61264	Mitsubishi Ute - DB419	Plant and Equipment	11,500	13,668	(2,168)	0	0	0
61302	Kubota Mower - DB193	Plant and Equipment	15,094	10,125	4,969	0	0	0
61269	Mitsubishi Ute - DB346	Plant and Equipment	18,000	16,200	1,800	0	0	0
			<u>117,942</u>	<u>115,163</u>	<u>2,779</u>	<u>0</u>	<u>0</u>	<u>0</u>
ECONOMIC SERVICES								
Building Control								
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	19,514	12,000	7,514	0	0	0
			<u>19,514</u>	<u>12,000</u>	<u>7,514</u>	<u>0</u>	<u>0</u>	<u>0</u>
			<u>148,148</u>	<u>143,863</u>	<u>4,285</u>	<u>0</u>	<u>0</u>	<u>0</u>

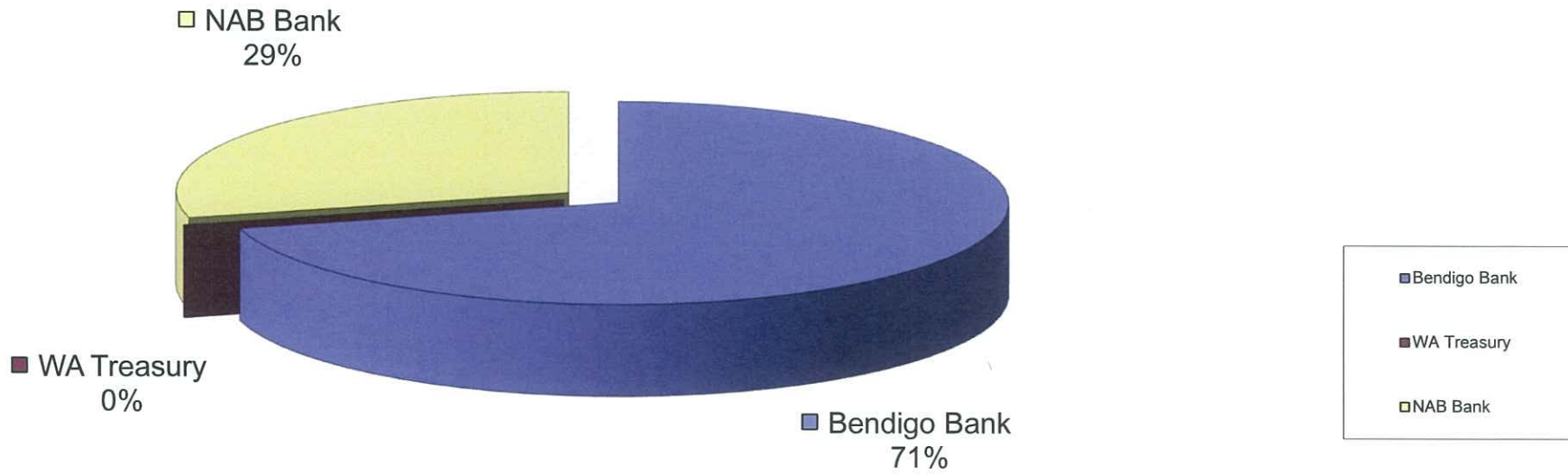
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 30th September 2021

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$2,342,030.80	\$2,129,905.98	-\$1,166,497.81	\$3,305,438.97
	Bendigo Bank - 3625131	15.00%	20-Dec-2021	\$1,000,553.49	\$43.86	\$0.00	\$1,000,597.35
	WA Treasury - General	0.05%	At Call	\$14,512.04	\$0.60	\$0.00	\$14,512.64
				\$3,357,096.33	\$2,129,950.44	-\$1,166,497.81	\$4,320,548.96
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$0.00	\$265,737.89	\$0.00	\$265,737.89
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				\$0.00	\$265,737.89	\$0.00	\$265,737.89
RESERVE FUND							
	Bendigo - 134088277	Variable	At Call	\$5,426,494.55	\$230.26	-\$5,426,724.81	\$0.00
	NAB Bank - 85-135-5950	Variable	At Call	\$0.25	\$0.00	-\$0.25	\$0.00
				\$5,426,494.80	\$230.26	-\$5,426,725.06	\$0.00
FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Reserve Fund Investments	NAB A/c: 25-959-6456	0.40%	16-Jun-2022	\$1,926,724.81	\$0.00	\$0.00	\$1,926,724.81
	NAB A/c: 25-939-6198	0.20%	16-Dec-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	Bendigo A/c: 3791918	0.25%	15-Mar-2022	\$2,500,000.00	\$0.00	\$0.00	\$2,500,000.00
				\$5,451,724.81	\$0.00	\$0.00	\$5,451,724.81
TOTAL CASH & INVESTMENTS				\$14,235,315.94	\$2,395,918.59	-\$6,593,222.87	\$10,038,011.66

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$7,096,774.21	70.70%	75%	A -2
WA Treasury	\$14,512.64	0.14%	100%	AAA
NAB Bank	\$2,926,724.81	29.16%	100%	A -1+
	<u>\$10,038,011.66</u>	<u>100.00%</u>		

**Shire of Donnybrook - Balingup
Investment Balances**



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 30th September 2021**

MUNICIPAL FUND

Balance as per Bank Statements	3,305,439
Investments - Muni Funds	1,015,110
Deposits not yet Credited	58,182
Less Outstanding Payments	(46,224)
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
<i>Balance as per Cash At Bank Account</i>	<u>4,332,506</u>

PETTY CASH

Shire Petty Cash on Hand	300
Shire Till Float on Hand	300
Tuia Lodge Resident Kitty Float	1,000
Rec Centre Till Float on Hand	200
Dbk Community Library	100
Balingup Library	60
<i>Balance as per Petty Cash Account</i>	<u>1,960</u>

TRUST FUNDS

Balance as per Bank Statements	265,738
Outstanding Transfers	0
<i>Balance as per Cash At Bank Account</i>	<u>265,738</u>

RESERVE FUND

Balance as per Bank Statements	0
Investments	5,426,725
Outstanding Transfer to Municipal Fund	0
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
<i>Balance as per Cash At Bank Account</i>	<u>5,426,725</u>

LONG TERM INVESTMENT

Bendigo Shares	25,000
<i>Balance as per Cash At Bank Account</i>	<u>25,000</u>

TOTAL BALANCE CASH AT BANK	<u>10,051,929</u>
-----------------------------------	--------------------------

SHIRE OF DONNYBROOK-BALINGUP
Rates Collection Statistics as at 30th September 2021

	Rates % Aug 21'	Sep-21	Rates % Sep '21
Arrears Brought Forward	450,170	(54,855)	395,315
Prepayment of Rates	(33,614)	(14,730)	(48,345)
Billing To Date	6,089,033	6,564	6,095,598
	<u>6,505,589</u>	<u>(63,021)</u>	<u>6,442,568</u>
Less Received To Date	130,816	1,119,526	1,250,342
Balance Owed	6,374,773	(1,182,547)	5,192,226
Percentage Collection (Including Arrears B/Fwd)	2.00%	17.41%	19.41%
Percentage Collection (On 20/21)	0.00%	20.51%	20.51%

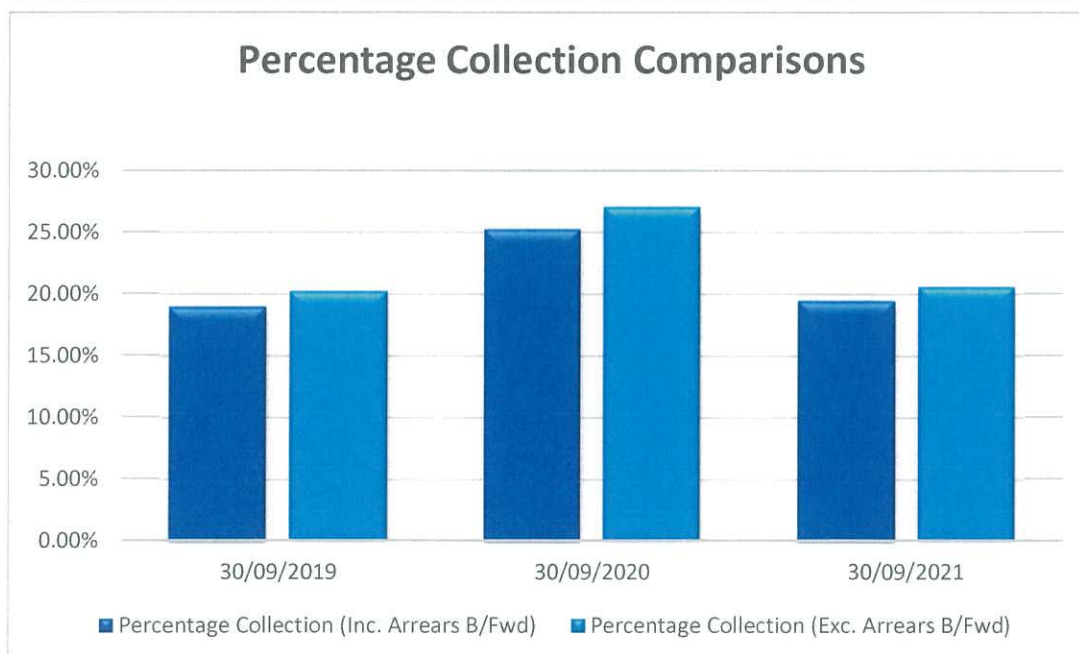
Note: Rates equating to approx 2.5% are not immediately collectable, being validly deferred under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

**** Please note:** figures reported are Rates collections only, excludes ESL and Waste Collection charges.

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 30th September 2021

	30/09/2019	30/09/2020	30/09/2021
Arrears Brought Forward	350,675	399,987	395,315
Prepayment of Rates	(27,104)	(37,788)	(48,345)
Billing To Date	5,091,023	5,099,331	6,095,598
Total Raised Inc. Arrears	5,414,594	5,461,530	6,442,568
Less Received To Date	1,025,764	1,377,233	1,250,342
Balance Owed	4,388,829	4,084,297	5,192,226
Percentage Collection (Inc. Arrears B/Fwd)	18.95%	25.22%	19.41%
Percentage Collection (Exc. Arrears B/Fwd)	20.15%	27.01%	20.51%



SHIRE OF DONNYBROOK BALINGUP

Statement of Financial Activity 2021/2022

31/10/2021



TABLE OF CONTENTS

	Page
Rate Setting Statement	1
Material Variances	2
Net Current Assets	3
Statement of Comprehensive Income by Nature and Type and Program	4-6
Detailed Statement of Comprehensive Income by Program	7-29
Capital Expenditure by Program (including Funding Sources)	30-33
Plant Replacement Program	34-35
Investments	36
Statement of Reserves	37-41
Grant Income	42
Borrowings	43



SHIRE OF DONNYBROOK BALINGUP
RATE SETTING STATEMENT
31/10/2021

	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022
	Original	Budget	Current	YTD Budget	Actual
	Budget	Amendments	Budget		
	\$	\$	\$	\$	\$
REVENUES					
Governance	41,700	0	41,700	13,884	19,121
General Purpose Funding	7,366,623	0	7,366,623	6,419,349	6,385,746
Law, Order, Public Safety	702,959	0	702,959	123,292	147,529
Health	171,689	0	171,689	66,224	58,195
Education and Welfare	270,969	0	270,969	90,300	90,513
Housing	0	0	0	0	0
Community Amenities	652,950	0	652,950	217,612	215,508
Recreation and Culture	7,101,280	0	7,101,280	2,362,884	955,775
Transport	4,693,452	0	4,693,452	604,351	642,590
Economic Services	529,406	0	529,406	71,364	64,688
Other Property and Services	112,150	0	112,150	37,376	43,187
	21,643,178	0	21,643,178	10,006,636	8,622,852
EXPENSES					
Governance	(1,160,619)	0	(1,160,619)	(458,041)	(321,107)
General Purpose Funding	(175,119)	0	(175,119)	(65,702)	(50,396)
Law, Order, Public Safety	(1,542,951)	0	(1,542,951)	(442,670)	(308,324)
Health	(263,551)	0	(263,551)	(90,578)	(68,771)
Education and Welfare	(836,226)	0	(836,226)	(288,120)	(186,636)
Housing	0	0	0	0	0
Community Amenities	(1,940,530)	0	(1,940,530)	(647,686)	(519,674)
Recreation & Culture	(4,050,985)	0	(4,050,985)	(1,370,924)	(889,113)
Transport	(5,001,704)	0	(5,001,704)	(1,667,140)	(709,438)
Economic Services	(864,946)	0	(864,946)	(171,921)	(116,134)
Other Property and Services	(219,650)	0	(219,650)	(140,229)	(129,132)
	(16,056,281)	0	(16,056,281)	(5,343,011)	(3,298,724)
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	4,285	0	4,285	3,432	0
Depreciation on Assets	5,758,977	0	5,758,977	1,919,612	0
Movement in Non Current Employee Provision:	0	0	0	0	0
Movement in Non Current Lease Liabilities	0	0	0	0	0
Movement in Deferred Pensioner Rates (Non C	0	0	0	0	0
Capital Expenditure and Revenue					
Governance	(61,611)	0	(61,611)	0	0
General Purpose Funding	0	0	0	0	0
Law, Order, Public Safety	(114,224)	0	(114,224)	(20,860)	(17,586)
Health	(8,160)	0	(8,160)	(2,720)	0
Education and Welfare	(126,982)	0	(126,982)	0	0
Housing	0	0	0	0	0
Community Amenities	(214,720)	0	(214,720)	(170,996)	(163,987)
Recreation & Culture	(8,833,124)	0	(8,833,124)	(1,615,280)	(1,441,467)
Transport	(5,387,130)	0	(5,387,130)	(349,508)	(225,849)
Economic Services	(62,000)	0	(62,000)	(43,332)	(44,003)
Other Property and Services	0	0	0	0	0
Proceeds from Disposal of Assets	143,870	0	143,870	60,000	62,455
Repayment of Debentures	(63,577)	0	(63,577)	(31,496)	(31,496)
Principal elements of finance lease payments	(39,309)	0	(39,309)	(13,100)	(18,064)
Repayment of Lease Liability	(308,000)	0	(308,000)	0	0
Proceeds from New Debentures	2,500,000	0	2,500,000	0	0
Proceeds from new Leases	275,000	0	275,000	0	0
Self-Supporting Loan Principal Income	9,396	0	9,396	3,132	0
Transfer Unspent Loan Funds	0	0	(986,228)	0	0
Transfers To Reserves (Restricted Assets)	(824,638)	0	(824,638)	108,692	0
Transfers /From Reserves (Restricted Assets)					
	1,647,768	0	1,647,768	424,408	0
Estimated Surplus/(Deficit) July 1 B/Fwd	1,128,182	0	1,128,182	1,128,182	1,131,406
Estimated Surplus/(Deficit)	1,010,899	0	24,671	6,063,791	4,575,537



SHIRE OF DONNYBROOK BALINGUP
Material Variance Reporting
31/10/2021

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of \$10,000 for 2021-2022
VAR

Operating Revenues

General Purpose Funding	(33,603)	LGGC Financial Assistance Grants
Law, Order, Public Safety	24,237	Bushfire mitigation Funding offset with Mitigation Expenditure
Recreation and Culture	(1,407,109)	Depreciation not yet processed
Transport	38,239	Regional Road Group Funding \$40k

Operating Expenses

Governance	136,934	Cr Meeting Allowances \$10k, Election Expenses \$10k Council Donations \$12k, Admin salaries \$83k,
General Purpose Funding	15,306	Rates Expenditure \$15k
Law, Order, Public Safety	134,346	Depreciation not yet processed
Health	21,807	Depreciation not yet processed
Education and Welfare	101,484	Depreciation not yet processed \$109k
Community Amenities	128,012	Rubbish Site Mtc \$23k, Organic Refuse Removal \$15k, Street Litter Bin Mtc/improvement \$17k, Salaries \$12k
Recreation & Culture	481,811	Promotion of Community Events \$14k, Depreciation not yet raised \$386k, Station Square \$22k, Parks and Reserves \$35k, DRC Insurance \$12k, DRC Salaries \$16k over, Drc recruitment expenses \$13k over
Transport	957,702	Depreciation \$1.09m under, Timing variance General; Road Mtc and Bridge Mtc
Economic Services	55,787	Area Promotion \$18k, Depreciation not yet raised \$10k
Other Property and Services	11,097	Depreciation not yet raised \$96k,

Adjustments for Cash Budget Requirements:

Depreciation on Assets	(1,919,612)	Depreciation not yet processed
------------------------	--------------------	--------------------------------

Capital Expenditure and Revenue

Recreation & Culture	173,813	Balingup Rec Centre \$30k, CRC \$10k, Station Square \$10k, Weir Infrastructure \$72k, Pathways \$26k
Transport	123,659	Purchase of Plant \$15k under, Blackspot Road projects \$43k under, R2R program \$25k, RRG program \$38k under. Road Works General \$42k under
Transfers To Reserves (Restricted Assets)	(108,692)	Timing transfers to projects
Transfers /From Reserves (Restricted Assets)	(424,408)	Timing transfers to projects



SHIRE OF DONNYBROOK BALINGUP
NET CURRENT ASSETS
31/10/2021

2021 2022 YTD
Actual

Composition of Estimated Net Current Asset Position

CURRENT ASSETS

Cash At Bank - Municipal Fund	\$5,662,534.69
Municipal Trust Bank	\$0.00
Bank Overdraft	\$0.00
Petty Cash On Hand	\$1,960.00
Cash At Bank - Reserve Fund	\$0.00
Cash At Bank - Reserve Fund Investments	\$5,426,724.81
Cash At Bank - Municipal Fund Investments	\$1,015,110.61
Cash At Bank - Trust Fund	\$265,737.89
Sub Total Cash	<u>12,372,068</u>

Restricted Assets	\$0.00
Accounts Receivable - Rates Debtors Total	\$2,428,768.05
Accounts Receivable - Rates Debtors Esl Total	118,425
Sundry Debtors Other	58,034
Gst Asset Account	101,967
Prepayments Total	5,313
Inventories - Stock On Hand Total	\$41,417.51
Contract Assets - Grants Total	\$46,025.00
Total Current Assets	<u>15,172,018</u>

LESS: CURRENT LIABILITIES

Provsn For Annual Leave	(380,860)
Prov For Lsl	(422,064)
Bonds / Deposits - Tuia Lodge Rad	(600,273)
Bonds / Deposits - Bciff & Brb	(9,098)
Bonds / Deposits - Extractive Industry License Bonds	(114,611)
Bonds / Deposits - Election Nomination Deposits	(560)
Bonds / Deposits - Developer Retention Bonds	(69,340)
Bonds / Deposits - Transportable Building Bonds	(20,000)
Bonds / Deposits - Sundry Bonds / Deposits	(25,116)
Bonds / Deposits - Aged Care Resident Kitty	(87)
Sundry Creditors	(813,533)
Paye Account	(80,072)
Sdy Debtors Rates -Excess	(82,288)
Contract Liability (Current) - Grant Revenue	(1,121,203)
Contract Liability (Current) - Contribution To Works	(554,566)
Contract Liability (Bin Collection Charges)	(374,195)
Contract Liability - Other	0
Gst Liability Account	(16,365)
Esl Levied	(220,252)
	<u>(4,904,484)</u>

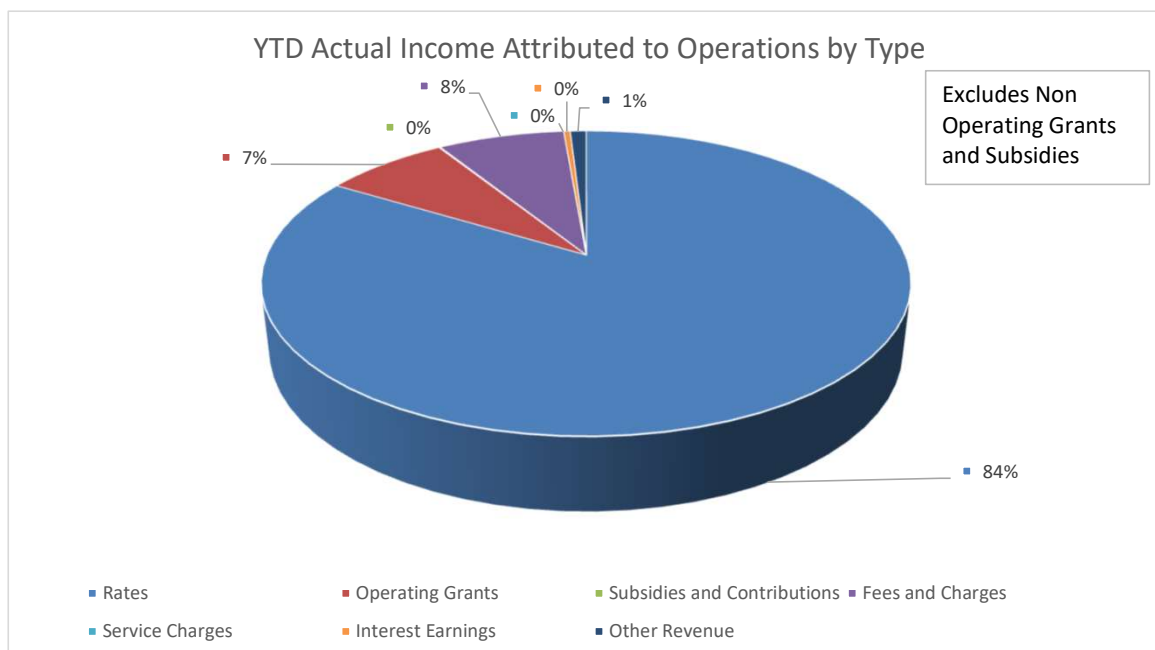
NET CURRENT ASSET POSITION

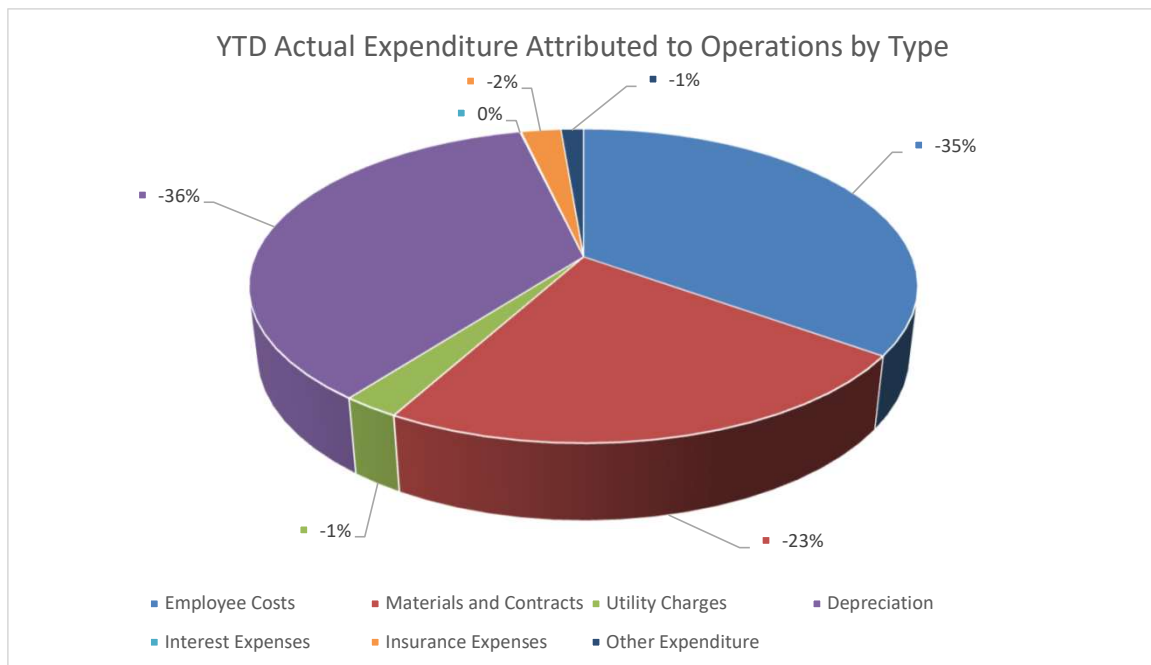
	10,267,534
Less: Cash - Restricted Reserves	(5,426,259)
Less: Cash - Restricted Trust	(265,738)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	<u>4,575,537</u>



**SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE
31/10/2021**

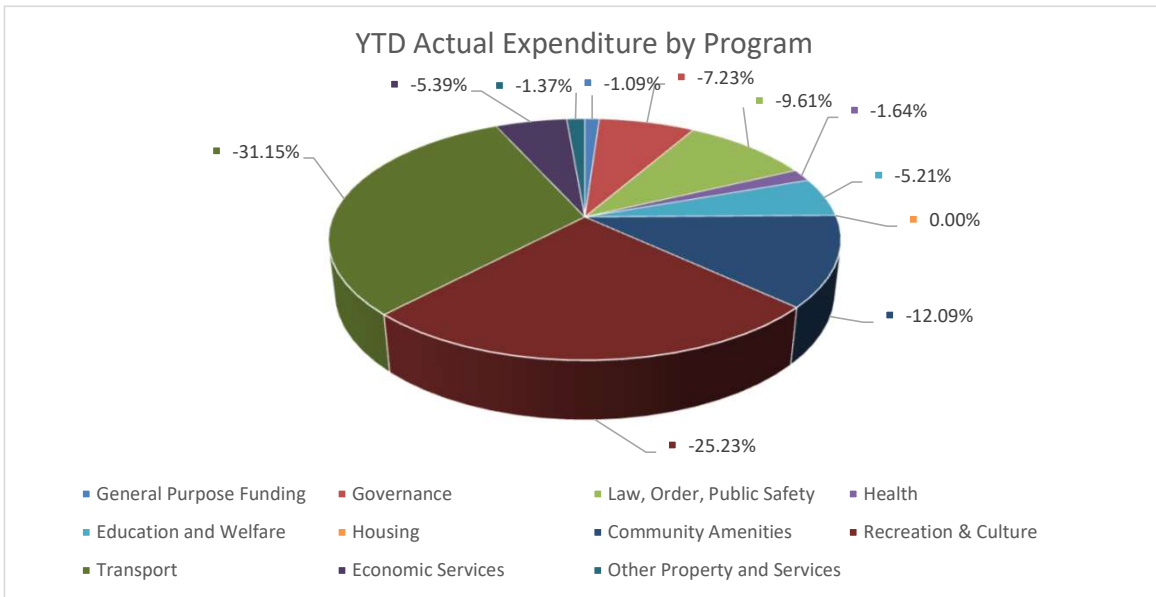
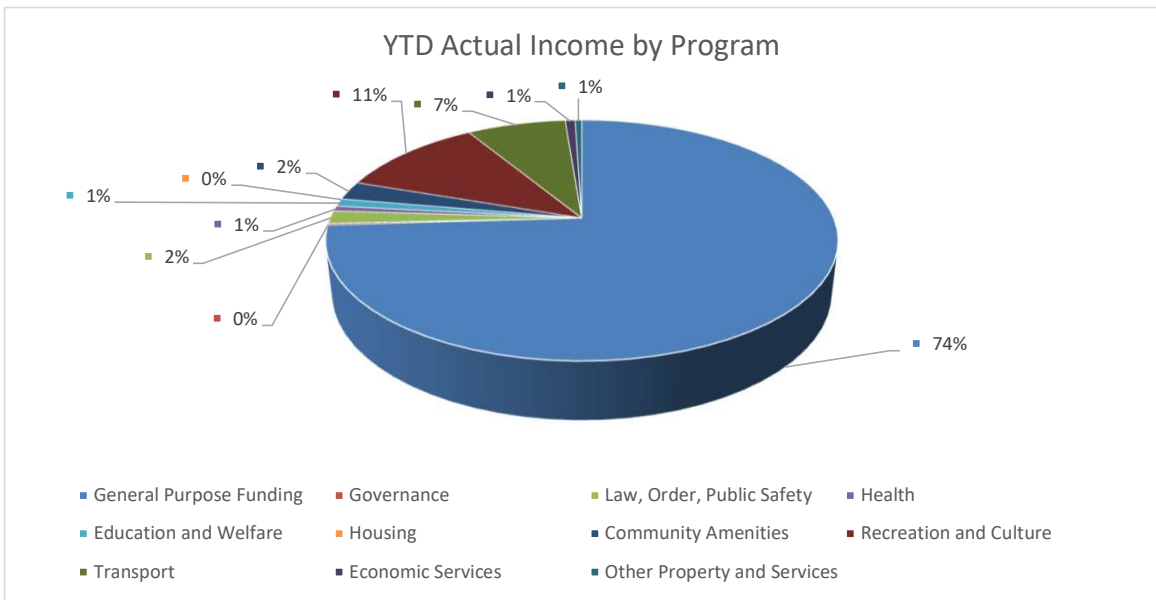
	2021/2022 Original Budget \$	2021/2022 Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
REVENUE					
Rates	6,110,565	0	6,110,565	6,091,029	6,079,845
Operating Grants	2,129,496	0	2,129,496	520,095	537,919
Subsidies and Contributions	4,790	0	4,790	1,584	5,962
Fees and Charges	1,582,087	0	1,582,087	536,236	547,502
Service Charges	0	0	0	0	0
Interest Earnings	104,000	0	104,000	34,664	28,130
Other Revenue	299,111	0	299,111	99,672	69,562
Revenue	10,230,049	0	10,230,049	7,283,280	7,268,920
EXPENSES					
Employee Costs	(5,597,803)	0	(5,597,803)	(1,929,167)	(1,719,174)
Materials and Contracts	(3,701,622)	0	(3,701,622)	(1,020,043)	(919,398)
Utility Charges	(379,610)	0	(379,610)	(126,408)	(114,795)
Depreciation	(5,758,977)	0	(5,758,977)	(1,919,612)	0
Interest Expenses	(12,372)	0	(12,372)	(4,116)	(4,751)
Insurance Expenses	(367,996)	0	(367,996)	(264,393)	(440,717)
Other Expenditure	(209,599)	0	(209,599)	(69,840)	(99,469)
Expense	(16,027,978)	0	(16,027,978)	(5,333,579)	(3,298,304)
NET	(5,797,930)	0	(5,797,930)	1,949,701	3,970,616
Non-Operating Grants	11,174,312	0	11,174,312	2,645,760	1,353,565
Subsidies and Contributions	214,799	0	214,799	71,596	0
Profit on Asset Disposals	24,018	0	24,018	6,000	0
Loss on Asset Disposals	(28,303)	0	(28,303)	(9,432)	0
NET RESULT	5,586,896	0	5,586,896	4,663,625	5,324,181
Other Comprehensive Income					
Changes on Revaluation of non-current a	0	0	0	0	0
Total Other Comprehensive Income	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	5,586,896	0	5,586,896	4,663,625	5,324,181





**SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
31/10/2021**

	2021/2022 Original Budget	2021/2022 Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 Actual
	\$	\$	\$	\$	\$
REVENUE					
General Purpose Funding	7,366,623	0	7,366,623	6,419,349	6,385,746
Governance	41,700	0	41,700	13,884	19,121
Law, Order, Public Safety	702,959	0	702,959	123,292	147,529
Health	171,689	0	171,689	66,224	58,195
Education and Welfare	270,969	0	270,969	90,300	90,513
Housing	0	0	0	0	0
Community Amenities	652,950	0	652,950	217,612	215,508
Recreation and Culture	7,101,280	0	7,101,280	2,362,884	955,775
Transport	4,693,452	0	4,693,452	604,351	642,590
Economic Services	529,406	0	529,406	71,364	64,688
Other Property and Services	112,150	0	112,150	37,376	43,187
	<u>21,643,178</u>	<u>0</u>	<u>21,643,178</u>	<u>10,006,636</u>	<u>8,622,852</u>
EXPENSES					
General Purpose Funding	(175,119)	0	(175,119)	(65,702)	(50,396)
Governance	(1,160,619)	0	(1,160,619)	(458,041)	(321,107)
Law, Order, Public Safety	(1,542,951)	0	(1,542,951)	(442,670)	(308,324)
Health	(263,551)	0	(263,551)	(90,578)	(68,771)
Education and Welfare	(836,226)	0	(836,226)	(288,120)	(186,636)
Housing	0	0	0	0	0
Community Amenities	(1,940,530)	0	(1,940,530)	(647,686)	(519,674)
Recreation & Culture	(4,050,985)	0	(4,050,985)	(1,370,924)	(889,113)
Transport	(5,001,704)	0	(5,001,704)	(1,667,140)	(709,438)
Economic Services	(864,946)	0	(864,946)	(171,921)	(116,134)
Other Property and Services	(219,650)	0	(219,650)	(140,229)	(129,132)
	<u>(16,056,281)</u>	<u>0</u>	<u>(16,056,281)</u>	<u>(5,343,011)</u>	<u>(3,298,724)</u>
NET RESULT	<u>5,586,896</u>	<u>0</u>	<u>5,586,896</u>	<u>4,663,625</u>	<u>5,324,128</u>
Other Comprehensive Income	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	<u>5,586,896</u>	<u>0</u>	<u>5,586,896</u>	<u>4,663,625</u>	<u>5,324,128</u>



Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
General Purpose Funding						
Rate Revenue - Expenditure						
0076	ADMIN SALARIES REALLOCATED TO RATES	29,347	0	29,347	9,780	7,748
0126	GEN ADMIN COSTS REALLOCATED TO RATES	17,095	0	17,095	5,696	8,262
0131	RATES WRITTEN OFF	1,800	0	1,800	600	368
0142	SALARIES - RATING	60,479	0	60,479	20,156	18,640
1932	RATING VALUATIONS	28,000	0	28,000	5,000	2,188
1952	POSTAGE & STATIONERY	16,000	0	16,000	16,000	9,931
1962	LEGAL COSTS (RATES)	10,000	0	10,000	3,332	0
1972	ADVERTISING & OTHER EXP.	5,600	0	5,600	1,864	0
5022	TRAINING EXPENSES - RATING	1,500	0	1,500	500	0
5842	SUPERANNUATION (RATES)	3,784	0	3,784	1,260	1,745
6102	EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,514	0	1,514	1,514	1,514
Total Operating Income Rate Revenue		175,119	0	175,119	65,702	50,396
General Purpose Funding						
Rate Revenue - Income						
0011	RATES - GENERAL RATES LEVIED	(6,081,265)	0	(6,081,265)	(6,081,265)	(6,081,266)
0031	INTEREST - RATES INSTALMENT	(17,000)	0	(17,000)	(5,664)	(15,648)
0061	INTEREST - ARREARS	(37,500)	0	(37,500)	(12,500)	(11,097)
0071	RATES - INTERIM & BACK RATES	(32,000)	0	(32,000)	(10,664)	(1,987)
0081	LESS: RATES - DISCOUNTS / CONCESSIONS	2,700	0	2,700	900	3,040
0101	INTEREST - DEFERRED PENSIONERS	(1,500)	0	(1,500)	(500)	0
0121	REIMBURSEMENT - DEBT RECOVERY	(2,500)	0	(2,500)	(832)	(9)
2163	FEEES & CHARGES - RATES INSTALMENTS / PAYMENT ARRANGEMENTS	(25,000)	0	(25,000)	(8,332)	(21,846)
Total Operating Income Rate Revenue		(6,194,065)	0	(6,194,065)	(6,118,857)	(6,128,812)
General Purpose Funding - Schedule 3						
General Purpose Grants - Expenditure						
		0	0	0	0	0
		0	0	0	0	0
Total Operating Expenditure General Purpose Grants		0	0	0	0	0
General Purpose Funding - Schedule 3						
General Purpose Grants - Income						
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	(695,720)	0	(695,720)	(173,930)	(158,730)
1031	GRANTS - LGGC LOCAL ROAD GRANT	(388,538)	0	(388,538)	(97,134)	(82,129)
Total Operating Income General Purpose Grants		(1,084,258)	0	(1,084,258)	(271,064)	(240,859)
General Purpose Funding - Schedule 3						
Other General Purpose Funding - Expenditure						
		0	0	0	0	0
		0	0	0	0	0
		0	0	0	0	0
Total Operating Expenditure General Purpose Funding		0	0	0	0	0
General Purpose Funding - Schedule 3						
Other General Purpose Funding - Income						
0643	FEEES & CHARGES	(39,500)	0	(39,500)	(13,164)	(14,405)
0911	OTHER REVENUE	(400)	0	(400)	(132)	(185)
0981	FEEES & CHARGES (GST FREE) - SPECIAL SERIES NUMBER PLATES	(400)	0	(400)	(132)	(100)
4881	INTEREST - MUNICIPAL FUND	(18,000)	0	(18,000)	(6,000)	(688)
4891	INTEREST - RESERVE FUND	(30,000)	0	(30,000)	(10,000)	(697)
Total Operating Income General Purpose Funding		(88,300)	0	(88,300)	(29,428)	(16,075)

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Summary of Operations - General Purpose Funding						
Rate Revenue						
	Sub Total Operating Expenditure	175,119	0	175,119	65,702	50,396
	Sub Total Operating Income	(6,194,065)	0	(6,194,065)	(6,118,857)	(6,128,812)
		(6,018,946)	0	(6,018,946)	(6,053,155)	(6,078,416)
General Purpose Grants						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	(1,084,258)	0	(1,084,258)	(271,064)	(240,859)
		(1,084,258)	0	(1,084,258)	(271,064)	(240,859)
Other General Purpose Funding						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	(88,300)	0	(88,300)	(29,428)	(16,075)
		(88,300)	0	(88,300)	(29,428)	(16,075)
	Total Operating Expenditure	175,119	0	175,119	65,702	50,396
	Total Operating Income	(7,366,623)	0	(7,366,623)	(6,419,349)	(6,385,746)
	Program (Surplus)/Deficit	(7,191,504)	0	(7,191,504)	(6,353,647)	(6,335,350)
Governance - Schedule 4						
Members of Council - Expenditure						
0112	ELECTION & POLL EXPENSES	35,000	0	35,000	11,664	1,495
0122	SALARIES (ELECTED MEMBERS)	240,696	0	240,696	80,232	73,537
0132	REFRESHMENT & ENTERTAIN	10,000	0	10,000	3,332	3,560
0146	ADMIN BLDG COSTS REALLOCATED TO GOVERNANCE	53,811	0	53,811	17,936	26,008
0162	CR ALLOWANCES - TRAVEL	8,850	0	8,850	2,948	567
0172	CR ALLOWANCES -PRESIDENTIAL	12,510	0	12,510	4,168	3,128
0192	CONFERENCE EXPENSES	5,000	0	5,000	1,664	4,868
0202	COUNCILLOR'S INSURANCE	8,523	0	8,523	8,522	8,523
0222	COUNCIL STATIONERY/GIFTS	4,000	0	4,000	1,332	1,002
0232	CR ALLOWANCES - MEETING	90,966	0	90,966	30,320	20,277
0242	CR ALLOWANCES - OTHER	12,450	0	12,450	4,148	2,613
0252	DONATIONS	64,275	0	64,275	21,424	9,250
1222	INFORMATION TECHNOLOGY - COUNCILLORS	4,752	0	4,752	1,584	1,534
3472	*NOT IN USE* - EMPLOYEE PROVISIONS	0	0	0	0	0
5532	VOLUNTEER'S FUNCTION	2,000	0	2,000	664	0
5852	SUPERANNUATION (ELECTED MEMBERS)	26,780	0	26,780	8,924	8,048
5922	COUNCIL FUNCTIONS	10,000	0	10,000	3,332	116
6112	EMPLOYEE INSURANCE - WORKERS COMPENSATION	10,507	0	10,507	3,500	9,628
6302	DEPRECIATION - GOVERNANCE	30,545	0	30,545	10,180	0
6932	COUNCILLOR TRAINING	16,800	0	16,800	5,600	0
9722	ADMIN SAL REALLOCATED - MEMBERS GENERAL	3,424	0	3,424	1,140	904
	Total Operating Expenditure Members of Council	650,889	0	650,889	222,614	175,057
Governance - Schedule 4						
Members of Council - Income						
0233	FEES & CHARGES	(100)	0	(100)	(32)	0
0243	REIMBURSEMENTS	(50)	0	(50)	(16)	0
	Total Operating Income Members of Council	(150)	0	(150)	(48)	0
Governance - Schedule 4						
Administration - Expenditure						
0036	ADMIN EMPLOYEE COSTS REALLOCATED	(1,005,951)	0	(1,005,951)	(335,316)	(265,581)
0066	GEN ADMIN COSTS REALLOCATED	(508,834)	0	(508,834)	(169,608)	(245,925)
0250	LEASE INTEREST EXPENSE - ADMIN	2,050	0	2,050	680	1,515
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	39,100	0	39,100	13,032	7,988

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Orginal Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
0272	SALARIES (ADM)	870,770	0	870,770	290,256	207,803
0282	SUPERANNUATION (ADMIN)	100,367	0	100,367	33,452	24,098
0292	EMPLOYEE INSURANCE - WORKERS COMPENSATION	34,814	0	34,814	34,814	33,680
0342	DEPRECIATION (ADM)	55,368	0	55,368	18,456	0
0352	ADMINISTRATION CENTRE FRONT COUNTER DAIP IMPROVEMENTS	40,000	0	40,000	13,332	7,353
0362	OFFICE & SURROUNDS MTCE.	94,977	0	94,977	31,640	25,037
0372	OTH OFFICE EXPENSES (A003	6,000	0	6,000	2,000	652
0382	PRINTING & STATIONERY	15,000	0	15,000	5,000	4,608
0392	COMPUTER MTCE AGREEMENTS	90,000	0	90,000	30,000	56,653
0402	UNIFORM ALLOWANCE	6,855	0	6,855	2,284	0
0432	VEHICLE RUNNING COSTS	19,500	0	19,500	6,500	6,198
0452	ADVERTISING	1,000	0	1,000	332	371
0532	ADMINISTRATION CENTRE FRONT COUNTER DAIP IMPROVEMENTS	22,000	0	22,000	7,332	7,219
0542	POSTAGE	5,000	0	5,000	1,664	2,410
0562	SOFTWARE LICENCING & INTERNET	14,500	0	14,500	4,832	5,479
0582	CONTRACT STAFF WAGES	4,276	0	4,276	1,424	34,258
0852	BANK CHARGES	15,500	0	15,500	5,164	1,425
0882	INSURANCE - OTHER	27,958	0	27,958	27,958	27,958
1072	FRINGE BENEFITS TAX	23,300	0	23,300	7,764	38,530
1092	COMPUTER USER GROUP SUBSCRIPTION	700	0	700	232	680
3512	*NOT IN USE* - EMPLOYEE PROV. - ADM	0	0	0	0	0
5572	CEO NETWORKING & STAFF REWARDS ALLOWANCE	1,500	0	1,500	500	0
5582	STAFF RECRUITMENT COSTS - ADMIN	10,000	0	10,000	3,332	10,626
5702	OCCUPATIONAL SAFETY AND HEALTH (RE- ALLOC. TO PROGRAMS)	1,250	0	1,250	416	51
6022	FURNITURE & EQUIPMENT UNDER THRESHOLD	13,000	0	13,000	4,332	6,914
Total Operating Expenditure Administration		0	0	0	41,804	0
Governance - Schedule 4 Administration - Income						
7863	INSURANCE REBATES	(40,000)	0	(40,000)	(13,332)	(14,621)
7873	REIMBURSEMENTS - ADMINISTRATION	0	0	0	0	(3,650)
Total Operating Income Administration		(40,000)	0	(40,000)	(13,332)	(18,271)
Governance - Schedule 4 Other Governance Costs - Expense						
0156	ADMIN SALARIES REALLOCATED TO OTHER GOVERNANCE.	44,009	0	44,009	14,668	11,619
0182	SUBSCRIPTIONS	29,407	0	29,407	29,407	29,277
0206	GEN ADMIN COSTS REALLOC TO OTHER GOVERNANCE	37,250	0	37,250	12,416	18,003
0502	SUNDRY EXPENSES ADMIN	0	0	0	0	373
0892	NON-SPECIFIC LEGAL COSTS	15,000	0	15,000	5,000	4,329
0952	AUDIT FEES	49,500	0	49,500	16,500	600
0962	CONSULTANTS FEES	112,800	0	112,800	37,600	9,300
1042	PUBLIC RELATIONS	20,500	0	20,500	6,832	2,315
1082	RESOURCE SHAR/ECON DEV	24,603	0	24,603	8,200	16,520
3772	SALARIES - GOVERNANCE	144,986	0	144,986	48,328	43,323
5862	SUPERANNUATION (GOVERNANCE)	14,499	0	14,499	4,832	4,590
5912	RISK MANAGEMENT	11,000	0	11,000	3,664	0
6122	EMPLOYEE INSURANCE - WORKERS COMPENSATION	6,176	0	6,176	6,176	5,800
9132	*NOT IN USE* - EMPLOYEE PROV - GOVERNANCE	0	0	0	0	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Total Operating expenditure Governancve Other		509,730	0	509,730	193,623	146,050
Governance - Schedule 4						
Other Governance Costs - Income						
0333	CONTRIBUTIONS	(800)	0	(800)	(264)	0
0901	REIMBURSEMENTS - STAFF TELEPHONE	(150)	0	(150)	(48)	0
0921	FEES & CHARGES	(200)	0	(200)	(64)	(394)
0951	REIMBURSEMENTS - STAFF UNIFORM	(200)	0	(200)	(64)	0
1041	FEES & CHARGES - GST FREE	(200)	0	(200)	(64)	(456)
Total Operating Income Governance Other		(1,550)	0	(1,550)	(504)	(850)
Summary of Operations - Governance Program						
Members of Council						
	Sub Total Operating Expenditure	650,889	0	650,889	222,614	175,057
	Sub Total Operating Income	(150)	0	(150)	(48)	0
		650,739	0	650,739	222,566	175,057
Administration						
	Sub Total Operating Expenditure	0	0	0	41,804	0
	Sub Total Operating Income	(40,000)	0	(40,000)	(13,332)	(18,271)
		(40,000)	0	(40,000)	28,472	(18,271)
Other Governance						
	Sub Total Operating Expenditure	509,730	0	509,730	193,623	146,050
	Sub Total Operating Income	(1,550)	0	(1,550)	(504)	(850)
		508,180	0	508,180	193,119	145,200
	Total Operating Expenditure	1,160,619	0	1,160,619	458,041	321,107
	Total Operating Income	(41,700)	0	(41,700)	(13,884)	(19,121)
	Program (Surplus)/Deficit	1,118,919	0	1,118,919	444,157	301,986
Law, Order & Public Safety - Schedule 5						
Fire Prevention - Expenditure						
0216	ADMIN SALARIES REALLOC TO FIRE CONTROL	64,978	0	64,978	21,656	17,155
0266	GENERAL ADMIN COSTS REALLOC TO FIRE CONTROL	27,995	0	27,995	9,328	13,530
0320	LEASE INTEREST EXPENSE - CESM VEHICLE	0	0	0	0	2
0632	FIRE CONTROL EXPENSES	9,670	0	9,670	3,220	7,098
0642	INSURANCE (FC)	39,398	0	39,398	39,398	39,398
0672	PUBLIC STANDPIPES	6,820	0	6,820	2,272	2,466
0682	BUSH FIRE MITIGATION - SHIRE	10,000	0	10,000	3,332	1,672
1062	DEPRECIATION (FC)	41,253	0	41,253	13,748	0
1132	CESM - EMERGENCY MGMT SALS	120,630	0	120,630	40,208	36,580
3532	*NOT IN USE* - EMPLOYEE PROV. - FC	0	0	0	0	0
3572	FURNITURE & EQUIPMENT UNDER THRESHOLD	2,282	0	2,282	760	0
5142	ESL OPERATING EXPENSES SHIRE	171,704	0	171,704	57,224	84,808
5592	DEPRECIATION ON BRIGADE PLANT	346,500	0	346,500	115,500	0
6402	CESM SUPERANNUATION	15,534	0	15,534	5,176	3,910
6412	CESM OFFICE EXPENSES	21,565	0	21,565	7,184	10,581
6822	*NOT IN USE* - DEPRECIATION (FP)	0	0	0	0	0
6962	BUSH FIRE MITIGATION - SEMC	325,015	0	325,015	10,516	1,500
7382	REGIONAL BUSHFIRE MITIGATION CO-ORDINATOR - CONTRIBUTION	14,000	0	14,000	4,664	0
Total Operating Expenditure Fire Prevention		1,217,345	0	1,217,345	334,186	218,700
Law, Order & Public Safety - Schedule 5						
Fire Prevention - Income						
0703	FEES & CHARGES - FINES	(2,000)	0	(2,000)	(664)	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
0745	REIMBURSEMENTS	(1,000)	0	(1,000)	(332)	0
0773	CONTRIBUTIONS	(1,000)	0	(1,000)	(332)	(398)
0783	FEES & CHARGES - SALE OF STANDPIPE WATER	(5,000)	0	(5,000)	(1,664)	(473)
1011	FEES & CHARGES - ESL COMMISSION	(4,000)	0	(4,000)	(1,332)	(4,000)
5123	GRANTS - VBFBSL OPERATING GRANT	(211,102)	0	(211,102)	(70,364)	(114,510)
5983	REIMBURSEMENTS - DFES FOR CESM	(72,468)	0	(72,468)	(24,156)	0
6963	GRANTS - BUSHFIRE MITIGATION	(327,015)	0	(327,015)	0	(585)
0765	GRANTS (CAPITAL) - VBFBSL ASSETS	(17,586)	0	(17,586)	(5,860)	0
Total Operating Income Fire Prevention		(641,171)	0	(641,171)	(104,704)	(119,966)
Law, Order & Public Safety - Schedule 5						
Animal Control - Expenditure						
0276	ADMIN SALARIES REALLOC TO ANIMAL CONTROL	38,079	0	38,079	12,692	10,053
0326	ADMIN GENERAL COSTS REALLOC TO ANIMAL CONTROL	24,401	0	24,401	8,132	11,793
0762	A/C TRAINING EXPENSES	4,500	0	4,500	1,500	856
0772	SALARIES (AC)	122,541	0	122,541	40,844	40,651
0782	SUPERANNUATION (AC)	12,460	0	12,460	4,152	4,332
0792	VEHICLE EXPENSE (AC)	12,500	0	12,500	4,164	2,769
0802	GENERAL EXPENSES (AC)	16,000	0	16,000	5,328	5,685
0812	CLOTHING ALLOWANCE	1,200	0	1,200	400	0
0822	TELEPHONE ALLOWANCE	1,950	0	1,950	648	573
0827	A/H CALL SERVICE - ANIMAL	5,000	0	5,000	1,664	0
0832	DEPRECIATION (AC)	1,800	0	1,800	600	0
3522	*NOT IN USE* - EMPLOYEE PROV - AC	0	0	0	0	0
4032	*NOT IN USE* - ALLOWANCES - RANGER SERVICES	0	0	0	0	0
Total Operating Expenditure Animal Control		240,431	0	240,431	80,124	76,712
Law, Order & Public Safety - Schedule 5						
Animal Control - Income						
0833	FEES & CHARGES - DOG REGISTRATION	(25,000)	0	(25,000)	(8,332)	(12,032)
0843	FEES & CHARGES - FINES	(3,000)	0	(3,000)	(1,000)	(2,083)
0873	FEES & CHARGES - ANIMAL FACILITY LICENSING	(500)	0	(500)	(164)	(100)
0893	FEES & CHARGES - ANIMAL IMPOUNDING	(3,000)	0	(3,000)	(1,000)	(507)
1193	FEES & CHARGES - CAT REGISTRATIONS	(4,500)	0	(4,500)	(1,500)	(2,915)
7943	P/L SALE OF ASSETS - ANIMAL	(6,008)	0	(6,008)	0	0
Total Operating Income Animal Control		(42,008)	0	(42,008)	(11,996)	(17,637)
Law, Order & Public Safety - Schedule 5						
Other Law, Order & Public Safety - Expenditure						
0912	DEPRECIATION (OTHER LAW & ORDER)	21,637	0	21,637	7,212	0
0922	DBK BRANCH-EMERGENCY SVES	19,780	0	19,780	6,584	6,843
1142	AWARE PROGRAMME - EMERGENCY MANAGEMENT	3,915	0	3,915	1,304	3,634
1152	EMERGENCY RESPONSE, FESA SES ETC	5,160	0	5,160	1,716	287
5193	EMERGENCY COMMUNICATION EXPENDITURE	6,500	0	6,500	2,164	0
5392	CRIME PREVENTION PLAN	5,000	0	5,000	1,664	0
5602	DEP'N ON SES PLANT	16,240	0	16,240	5,412	0
5742	COMMUNITY ROAD SAFETY	1,000	0	1,000	332	0
5772	BUILDING MAINTENANCE (EX SES BUILDING)	1,016	0	1,016	336	511
6862	ADMIN SALARIES REALLOCATED - OLOPS	3,395	0	3,395	1,128	896
6872	GENERAL ADMIN COSTS REALLOCATED - OLOPS	1,533	0	1,533	508	741
Total Operating Expenditure Other Law, Order & Public Safety		85,176	0	85,176	28,360	12,912
Law, Order & Public Safety - Schedule 5						
Other Law, Order & Public Safety - Income						

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
0953	*NOT IN USE* - FINES AND PENALTIES	0	0	0	0	(36)
1163	GRANT - SES ESL OPERATING GRANT	(19,780)	0	(19,780)	(6,592)	(9,890)
	Total Operating Income Other Law, Order & Public Safety	(19,780)	0	(19,780)	(6,592)	(9,926)
Summary of Operations - Law, Order & Public Safety Program						
Fire Prevention						
	Sub Total Operating Expenditure	1,217,345	0	1,217,345	334,186	218,700
	Sub Total Operating Income	(641,171)	0	(641,171)	(104,704)	(119,966)
		576,173	0	576,173	229,482	98,735
Animal Control						
	Sub Total Operating Expenditure	240,431	0	240,431	80,124	76,712
	Sub Total Operating Income	(42,008)	0	(42,008)	(11,996)	(17,637)
		198,423	0	198,423	68,128	59,075
Other Law, Order & Public Safety						
	Sub Total Operating Expenditure	85,176	0	85,176	28,360	12,912
	Sub Total Operating Income	(19,780)	0	(19,780)	(6,592)	(9,926)
		65,396	0	65,396	21,768	2,985
	Total Operating Expenditure	1,542,951	0	1,542,951	442,670	308,324
	Total Operating Income	(702,959)	0	(702,959)	(123,292)	(147,529)
	Program (Surplus)/Deficit	839,992	0	839,992	319,378	160,795
Health - Schedule 7						
Health Inspection & Administration - Expenditure						
0426	ADMIN SALARIES REALLOC TO HEALTH INSP.	30,243	0	30,243	10,080	7,984
0476	ADMIN GENERAL COSTS REALLOC TO HEALTH INSP.	13,793	0	13,793	4,596	6,666
1262	SALARIES (HLTH)	101,601	0	101,601	33,864	30,272
1272	SUPERANNUATION - HEALTH	10,366	0	10,366	3,452	3,175
1302	CONF & TRAIN EXPENSES	2,000	0	2,000	664	0
1312	VEHICLE EXPENSES - HEALTH	6,417	0	6,417	2,136	1,866
1322	SUNDRY HEALTH EXPENSES	4,564	0	4,564	1,516	1,085
1332	LEGAL EXPENSES	1,000	0	1,000	332	0
1352	*NOT IN USE* - EMPLOYEE PROV - HEALTH	0	0	0	0	0
2082	ANALYTICAL EXPENSES	2,000	0	2,000	664	1,428
2092	HEALTH SAMPLING EQUIP (< THRESHOLD)	1,000	0	1,000	332	0
3492	OTHER EMPLOYEE COSTS	8,000	0	8,000	2,664	0
6182	EMPLOYEE INSURANCE - WORKERS COMPENSATION	4,174	0	4,174	4,174	4,064
7392	FRINGE BENEFITS TAX - HEALTH	5,050	0	5,050	1,680	0
	Total Operating Expenditure Health Inspection & Admin	190,208	0	190,208	66,154	56,541
Health - Schedule 7						
Health Inspection & Administration - Income						
1343	FEES & CHARGES - GST FREE - LICENSING / INSPECTIONS	(21,000)	0	(21,000)	(16,000)	(15,716)
1443	FEES & CHARGES - FINES	(500)	0	(500)	(164)	0
1463	CONTRIBUTION - EMPLOYEES	(1,190)	0	(1,190)	(396)	(364)
	Total Operating Income Health Inspection & Administration	(22,690)	0	(22,690)	(16,560)	(16,079)
Health - Schedule 7						
Health Other - Expenditure						
1512	BANK CHARGES LOANS OTHER HEATH	530	0	530	176	229
1592	MEDICAL CENTRE MTC	15,908	0	15,908	5,292	6,536
1602	DENTAL SURGERY OPERATING	6,658	0	6,658	2,212	2,925
1612	INTEREST ON LOANS (MEDIC - TREASURY CORP)	2,977	0	2,977	992	1,277
1622	DEPRECIATION (MED/DENT)	43,228	0	43,228	14,408	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
6882	ADMIN EMPLOYEE COSTS REALLOCATED - HEALTH	3,150	0	3,150	1,048	832
6892	GENERAL ADMIN COSTS REALLOCATED - HEALTH	892	0	892	296	431
Total Operating Expenditure Health Other		73,343	0	73,343	24,424	12,230
Health - Schedule 7						
Health Other - Income						
1081	REIMBURSEMENTS	(18,000)	0	(18,000)	(6,000)	(1,331)
1091	FEES & CHARGES - PROPERTY LEASES	(130,999)	0	(130,999)	(43,664)	(40,785)
Total Operating income Health Other		(148,999)	0	(148,999)	(49,664)	(42,116)
Summary of Operations - Health Program						
Health Inspection & Administration						
Sub Total Operating Expenditure		190,208	0	190,208	66,154	56,541
Sub Total Operating Income		(22,690)	0	(22,690)	(16,560)	(16,079)
		167,518	0	167,518	49,594	40,462
Health Other						
Sub Total Operating Expenditure		73,343	0	73,343	24,424	12,230
Sub Total Operating Income		(148,999)	0	(148,999)	(49,664)	(42,116)
		(75,656)	0	(75,656)	(25,240)	(29,886)
Total Operating Expenditure		263,551	0	263,551	90,578	68,771
Total Operating Income		(171,689)	0	(171,689)	(66,224)	(58,195)
Program (Surplus)/Deficit		91,862	0	91,862	24,354	10,576
Education & Welfare Schedule 8						
Preston Village Retirement						
1047	PRESTON VILL - ASSET MTC / REFURB	23,668	0	23,668	7,892	3,841
4007	UTILITY CHARGES (PRESTON VILLAGE)	14,300	0	14,300	4,756	6,170
4017	PROPERTY INSURANCE (PRESTON VILLAGE)	6,350	0	6,350	6,350	6,340
4027	WORKERS COMP INSURANCE (PRESTON VILLAGE)	1,393	0	1,393	1,392	914
4037	CONTRACTORS (PRESTON VILLAGE)	10,500	0	10,500	3,488	262
4047	EMERGENCY PHONE MONITORING (PRESTON VILLAGE)	2,280	0	2,280	760	677
4057	GENERAL EXPENSES (PRESTON VILLAGE)	1,000	0	1,000	332	31
4077	GROUNDS MAINTENANCE (PRESTON VILLAGE)	4,000	0	4,000	1,332	889
4167	SALARIES - PRESTON VILLAGE	12,938	0	12,938	4,312	3,059
4177	SUPERANNUATION - PRESTON VILLAGE	2,599	0	2,599	864	52
4192	PRESTON VILLAGE RETIREMENT UNITS	4,251	0	4,251	1,416	5,464
5007	ADMINISTRATION SALARIES REALLOCATED (PRESTON VILLAGE)	4,414	0	4,414	1,468	1,165
5027	GENERAL ADMINISTRATION COSTS REALLOCATED REALLOCATED (PRESTON VILLAGE)	1,725	0	1,725	572	834
5107	GENERAL MAINTENANCE COSTS - PRESTON VILLAGE	7,000	0	7,000	2,332	0
6202	DEPRECIATION (PRESTON VILLAGE)	71,305	0	71,305	23,768	0
8462	SELLING / LEASING COSTS - PRESTON VILLAGE	10,000	0	10,000	3,332	0
Total Operating Expenditure Preston Retirement Village		177,723	0	177,723	64,366	29,699
Education & Welfare Schedule 8						
Preston Village Retirement						
1523	FEES & CHARGES - LEASE PRESTON VILLAGE	(52,652)	0	(52,652)	(17,548)	(16,436)
3133	REIMBURSEMENTS - PRESTON VILLAGE	(2,800)	0	(2,800)	(932)	(539)

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
5953	FEES & CHARGES - PRESTON VILLAGE COMMUNITY CENTRE	(4,800)	0	(4,800)	(1,600)	(1,581)
	Total Operating Income Preston Retirement Village	(60,252)	0	(60,252)	(20,080)	(18,556)
Education & Welfare Schedule 8						
TUIA Lodge - Expenditure						
1497	KITCHEN SERVICES - (TUIA)	0	0	0	0	24
1507	OTHER REFUSE REMOVAL - (TUIA)	0	0	0	0	49
1642	DEPRECIATION (TUIA)	167,066	0	167,066	55,688	0
1662	SALARIES (T/LODGE)	0	0	0	0	971
1672	SUPERANNUATION (T/LODGE)	0	0	0	0	1,254
3592	INTEREST ON LOANS - (TUIA)	4,062	0	4,062	1,352	1,310
	NOT IN USE - RECRUITMENT	0	0	0	0	92
3642	MEDICALS/REPORTS - (TUIA)	0	0	0	0	0
3682	PROPERTY INSURANCE - (TUIA)	34	0	34	8	0
3687	SUNDRY EXPENDITURE - (TUIA)	0	0	0	0	480
	NOT IN USE - MEDICAL MALPRACTICE INSURANCE - (TUIA)	0	0	0	0	6,510
3702	INSURANCE - (TUIA)	0	0	0	0	(2)
3717	EQUIPMENT MAINTENANCE - (TUIA)	0	0	0	0	736
3742	WATER CHARGES - (TUIA)	0	0	0	0	475
3762	TELEPHONE/COMMUNICATIONS - (TUIA)	0	0	0	0	352
3802	MEDICAL SUPPLIES - (TUIA)	0	0	0	0	71
3812	BUILDING MAINTENANCE - (TUIA)	0	0	0	0	1,425
3822	MOTOR VEHICLE EXPENSES - (TUIA)	0	0	0	0	3,541
3882	CONSULTANCY SERVICES - (TUIA)	0	0	0	0	5
3902	STATIONERY/OFFICE SUPPLIES - (TUIA)	0	0	0	0	946
3937	STATE GUARANTEE FEE - (TUIA)	0	0	0	0	1,256
6062	FURN. & EQUIP. TUIA - NON CAPITAL	0	0	0	0	
	Total Operating Expenditure TUIA Lodge	171,162	0	171,162	57,048	19,494
Education & Welfare Schedule 8						
TUIA Lodge - Income						
1716	FEES & CHARGES - PROPERTY LEASES	(21,092)	0	(21,092)	(7,028)	(8,788)
	Total Operating Income TUIA Lodge	(21,092)	0	(21,092)	(7,028)	(8,788)
Education & Welfare Schedule 8						
Care Families and Children - Expenditure						
1362	COMMUNITY CENTRE / INFANT HEALTH CLINIC	7,344	0	7,344	2,444	1,473
4052	LIONS CLUB BUILDING ALLNUT ST	2,350	0	2,350	780	787
4337	ADMIN SALARIES REALLOCATED	1,102	0	1,102	364	291
4347	GENERAL ADMIN COSTS REALLOCATED	305	0	305	100	147
5932	1ST DONNYBROOK SCOUT BLDG	536	0	536	176	632
6002	BALINGUP COMMUNITY CENTRE	300	0	300	100	290
	Total Operating Expenditure Care Families and Children	11,936	0	11,936	3,964	3,620
Education & Welfare Schedule 8						
Care Families and Children - Income						
1643	FEES & CHARGES - PROPERTY LEASES	(1,070)	0	(1,070)	(356)	(276)
4003	REIMBURSEMENTS	(1,250)	0	(1,250)	(416)	(19)
	Total Operating Income Care Families and Children	(2,320)	0	(2,320)	(772)	(295)
Education & Welfare Schedule 8						
Community & Youth Development - Expenditure						
0486	ADMIN SALARIES REALLOC TO COMM/YOUTH DEV.	39,152	0	39,152	13,048	10,336
0536	ADMIN GENERAL COSTS REALLOC TO COMM/YOUTH DEV.	26,241	0	26,241	8,744	12,683
4652	COMM. DEV. INITIATIVES	2,500	0	2,500	832	0
4762	SEED FUNDING YOUTH RELATED PROGRAMMES	3,550	0	3,550	1,180	657

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
4812	*NOT IN USE* - EMPLOYEE PROVISIONS	0	0	0	0	0
4822	COMMUNITY & YOUTH DEVELOPMENT SALARIES COMMUNITY DEVELOPMENT OFFICER	144,046	0	144,046	48,012	43,567
4832	SUPERANNUATION COMMUNITY DEVELOPMENT OFFICER	17,584	0	17,584	5,860	4,794
4842	INSURANCE COMMUNITY DEVELOPMENT	7,088	0	7,088	2,360	9,539
5202	OFFICE EXPENSES COMMUNITY DEVELOPMENT	1,710	0	1,710	568	196
5522	SENIOR WEEK FUNCTION	750	0	750	248	0
7752	AUSTRALIA DAY EVENT	5,000	0	5,000	1,664	0
Total Operating Expenditure Community & Youth Development		247,621	0	247,621	82,516	81,772
Education & Welfare Schedule 8 Community & Youth Development - Income						
3403	CONTRIBUTIONS	(200)	0	(200)	(64)	0
5963	REIMBURSEMENTS - EMPLOYEES	(200)	0	(200)	(64)	0
Total Operating Income Community & Youth Development		(400)	0	(400)	(128)	0
Education & Welfare Schedule 8 Other Welfare - Expenditure						
1017	BUILDING INSURANCE (LANG VILLS U7-9)	1,322	0	1,322	1,320	1,322
1037	ASSET MTC/REFURB - WELL AGED UNIT	0	0	0	0	0
1057	GENERAL EXPENSES (LANG VILLS U7-9)	2,000	0	2,000	664	307
1067	WORKERS COMP INSURANCE - WELL AGED	1,057	0	1,057	1,056	1,562
1737	MOWING & GROUND MTCE (MINN COTTS U1-4)	3,000	0	3,000	1,000	723
1747	UTILITY CHARGES - (MINN COTTS U1-4)	4,740	0	4,740	1,576	873
1757	CONTRACTORS - (MINN COTTS U1-4)	8,650	0	8,650	2,872	5,796
1767	BUILDING INSURANCE - (MINN COTTS U1-4)	784	0	784	782	784
1787	GENERAL EXPENSES - (MINN COTTS U1-4)	2,000	0	2,000	664	394
1797	MOWING & GROUND MTCE - (MINN COTTS U5- 8)	3,000	0	3,000	1,000	543
2872	*NOT IN USE* - LAND DISPOSAL COSTS	0	0	0	0	0
3322	CONSULTANCY - AGED CARE SERVICES	0	0	0	0	7,000
6212	DEPRECIATION (MINN COTTS 1-4)	12,902	0	12,902	4,300	0
6222	DEPRECIATION (MINN COTTS 5-8)	9,842	0	9,842	3,280	0
6232	DEPRECIATION (MINN COTTS 9-12)	11,910	0	11,910	3,968	0
6242	DEPRECIATION (LANG VILLS 1-6)	24,543	0	24,543	8,180	0
6252	DEPRECIATION (LANG VILLS 7-9)	17,947	0	17,947	5,980	0
6812	BRIDGE ST PROJECT	0	0	0	0	0
7107	SALARIES - DIRECT ALLOCATION	15,919	0	15,919	5,304	2,752
7117	SUPER - DIRECT ALLOCATION	4,548	0	4,548	1,516	0
8007	UTILITY CHARGES - (MINN COTTS U5-8)	2,740	0	2,740	908	304
8017	CONTRACTORS - (MINN COTTS U5-8)	8,650	0	8,650	2,872	2,737
8027	BUILDING INSURANCE - (MINN COTTS U5-8)	750	0	750	750	750
8047	GENERAL EXPENSES - (MINN COTTS U5-8)	2,000	0	2,000	664	379
8057	MOWING & GROUND MTC - (MINN COTTS U9-12)	3,000	0	3,000	1,000	543
8067	UTILITY CHARGES - (MINN COTTS U9-12)	3,360	0	3,360	1,116	611
8077	CONTRACTORS - (MINN COTTS U9-12)	8,650	0	8,650	2,872	407
8087	BUILDING INSURANCE - (MINN COTTS U9-12)	858	0	858	856	858
9007	GENERAL EXPENSES - (MINN COTTS U9-12)	2,000	0	2,000	664	527
9017	MOWING & GROUND MTC (LANG VILL U1-6)	3,000	0	3,000	1,000	1,531
9027	UTILITY CHARGES (LANG VILL U1-6)	6,270	0	6,270	2,088	486
9037	CONTRACTORS (LANG VILL U1-6)	10,820	0	10,820	3,596	8,855
9047	BUILDING INSURANCE (LANG VILLS U1-6)	1,838	0	1,838	1,838	1,838
9067	GENERAL EXPENSES (LANG VILLS U1-6)	2,000	0	2,000	664	601
9077	MOWING & GROUND MTCE (LANG VILLS U7-9)	3,000	0	3,000	1,000	508
9082	GEN ADMIN ALLOC - AGED HOUSING (NOT TUIA OR HACC)	4,536	0	4,536	1,512	2,192

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
9087	UTILITY CHARGES (LANG VILLS U7-9)	2,770	0	2,770	920	236
9097	CONTRACTORS (LANG VILLS U7-9)	9,510	0	9,510	3,160	2,332
9272	ADMIN SAL REALLOCATED - OTHER WELFARE	13,276	0	13,276	4,424	3,505
Total Operating Expenditure Other Welfare		213,192	0	213,192	75,366	51,257
Education & Welfare Schedule 8						
Other Welfare - Income						
1173	FEES & CHARGES - LEASE MIININUP COTTAGES U 5-8	(34,548)	0	(34,548)	(11,516)	(4,926)
1683	REIMBURSEMENTS	0	0	0	0	(1,997)
1743	FEES & CHARGES - LEASE MINNINUP COTTAGES U 1-4	(34,627)	0	(34,627)	(11,540)	(9,524)
1753	FEES & CHARGES - LEASE LANGLEY VILLAS U 1-6	(54,527)	0	(54,527)	(18,172)	(22,457)
1773	FEES & CHARGES - LEASE MINNINUP COTTAGES U 9-12	(34,601)	0	(34,601)	(11,532)	(11,822)
2603	FEES & CHARGES - LEASE LANGLEY VILLAS U 7-9	(28,602)	0	(28,602)	(9,532)	(11,948)
7503	DONATIONS - OTHER WELFARE	0	0	0	0	(200)
Total Operating Income Other Welfare		(186,905)	0	(186,905)	(62,292)	(62,874)
Education & Welfare Schedule 8						
Pre-School - Expenditure						
0982	DEPRECIATION (EDUC)	11,740	0	11,740	3,912	0
Total Operating Expenditure Pre-School		11,740	0	11,740	3,912	0
Education & Welfare Schedule 8						
Other Education - Expenditure						
1002	TELECENRE MAINTENANCE	2,552	0	2,552	848	795
1012	SCHOLARSHIPS	300	0	300	100	0
Total Operating Expenditure Other Education		2,852	0	2,852	948	795
Summary of Operations - Education & Welfare Program						
Preston Village Retirement						
Sub Total Operating Expenditure		177,723	0	177,723	64,366	29,699
Sub Total Operating Income		(60,252)	0	(60,252)	(20,080)	(18,556)
		117,471	0	117,471	44,286	11,143
TUIA Lodge						
Sub Total Operating Expenditure		171,162	0	171,162	57,048	19,494
Sub Total Operating Income		(21,092)	0	(21,092)	(7,028)	(8,788)
		150,070	0	150,070	50,020	10,706
Care Families and Childfren						
Sub Total Operating Expenditure		11,936	0	11,936	3,964	3,620
Sub Total Operating Income		(2,320)	0	(2,320)	(772)	(295)
		9,616	0	9,616	3,192	3,325
Community & Youth Development						
Sub Total Operating Expenditure		247,621	0	247,621	82,516	81,772
Sub Total Operating Income		(400)	0	(400)	(128)	0
		247,221	0	247,221	82,388	81,772
Other Welfare						
Sub Total Operating Expenditure		213,192	0	213,192	75,366	51,257
Sub Total Operating Income		(186,905)	0	(186,905)	(62,292)	(62,874)
		26,287	0	26,287	13,074	(11,617)
Pre-School						
Sub Total Operating Expenditure		11,740	0	11,740	3,912	0
Sub Total Operating Income		0	0	0	0	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
		11,740	0	11,740	3,912	0
	Other Education					
	Sub Total Operating Expenditure	2,852	0	2,852	948	795
	Sub Total Operating Income	0	0	0	0	0
		2,852	0	2,852	948	795
	Total Operating Expenditure	836,226	0	836,226	288,120	186,636
	Total Operating Income	(270,969)	0	(270,969)	(90,300)	(90,513)
	Program (Surplus)/Deficit	565,257	0	565,257	197,820	96,123
Community Amenities - Schedule 10						
Sanitation-Household Refuse - Expenditure						
1762	DOMESTIC REFUSE COLLECT	173,162	0	173,162	57,716	48,546
1772	RUBBISH SITES MTC	479,178	0	479,178	159,712	136,273
1782	DOMESTIC RECYCLING PICKUP	91,326	0	91,326	30,440	32,874
1802	ORGANIC REFUSE REMOVALS	155,610	0	155,610	51,868	36,061
1812	STREET LITTER BIN MTC/IMPROVEMENT	53,314	0	53,314	17,768	0
2242	INSURANCE WASTE MANAGEMNT	1,569	0	1,569	1,568	2,117
2252	VEHICLE EXPENSES	3,250	0	3,250	1,080	1,022
2262	WASTE MANAGEMENT OFFICE EXPENSES	650	0	650	216	0
2552	REFUSE COLL - PUBLIC BINS	138,500	0	138,500	46,160	40,563
2562	GENERAL ADMIN ALLOCATED - HOUSEHOLD REFUSE	8,530	0	8,530	2,840	4,123
3422	RURAL RECYLING SVCE. - SHIRE STAFF	2,500	0	2,500	832	0
3602	REGIONAL WASTE MANAGEMENT	3,398	0	3,398	1,132	0
5472	*NOT IN USE* - EMPLOYEE PROVISIONS WASTE	0	0	0	0	0
7362	AMORTISATION (INTANGIBLE ASSETS)	28,553	0	28,553	9,516	0
9322	ADMIN SAL ALLOCATED - SANITATION	29,696	0	29,696	9,896	7,840
9927	STREET LITTER BIN MTC/IMPROVEMENT	2,200	0	2,200	550	0
	Total Expenditure Sanitation Household Refuse	1,171,436	0	1,171,436	391,294	309,419
Community Amenities - Schedule 10						
Sanitation-Household Refuse - Income						
0403	FEES & CHARGES - REFUSE SITE BALINGUP	(1,000)	0	(1,000)	(332)	(183)
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	(560,350)	0	(560,350)	(186,764)	(187,296)
1813	FEES & CHARGES - SUNDRY	0	0	0	0	(160)
2003	FEES & CHARGES - REFUSE SITE DONNYBROOK	(15,000)	0	(15,000)	(5,000)	(5,564)
6223	REIMBURSEMENTS	(600)	0	(600)	(200)	(59)
	Total Income Sanitation Household Refuse	(576,950)	0	(576,950)	(192,296)	(193,262)
Community Amenities - Schedule 10						
Other Sanitation - expenditure						
1902	LITTER CONTROL	4,000	0	4,000	1,332	0
	Total Expenditure Other Sanitation	4,000	0	4,000	1,332	0
Community Amenities - Schedule 10						
Other Sanitation - Income						
1933	FEES & CHARGES - FINES	(200)	0	(200)	(64)	0
	Total Income Other Sanitation	(200)	0	(200)	(64)	0
Community Amenities - Schedule 10						
Urban Stormwater Drainage - expenditure						
2002	NONEYCUP CREEK	6,000	0	6,000	2,000	0
2012	BALINGUP DRAIN	1,500	0	1,500	500	688
5047	BLACKWOOD RIVER MTCE	2,000	0	2,000	664	153
5057	PRESTON RIVER MTCE	2,000	0	2,000	664	0
		0	0	0	0	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Orginal Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Total Expenditure Urban Stormwater Drainage		11,500	0	11,500	3,828	841
Community Amenities - Schedule 10						
Urban Stormwater Drainage - Income						
		0	0	0	0	0
Total Income Urban Stormwater Drainage		0	0	0	0	0
Community Amenities - Schedule 10						
Protection of Environment - expenditure						
2072	LANDCARE DEV./ENV. PLNG.	6,000	0	6,000	2,000	960
3612	ABANDONED VEHICLES	500	0	500	164	0
4207	ADMIN SALARIES REALLOCATED	3,745	0	3,745	1,248	989
4217	GENERAL ADMIN COSTS REALLOCATED	1,300	0	1,300	432	628
4466	NATURAL RESOURCE MGMT - CONTRACT LABOUR & RELIEF	0	0	0	0	6,388
5332	OFFICE EXPNSES - NATURAL RESOURCE MANAGEMENT	1,566	0	1,566	516	803
5612	WAGES (NATURAL RESOURCE MGMT.)	10,647	0	10,647	3,548	2,171
5622	SUPERANNUATION - NATURAL RESOURCE MANAGEMENT	1,065	0	1,065	352	97
5902	*NOT IN USE* - ENV EMPLOYEE PROVISIONS - ENVIRONMENT	0	0	0	0	0
7502	NORTH BALINGUP RESERVES	1,500	0	1,500	496	0
Total Expenditure Protection of Environment		26,323	0	26,323	8,756	12,035
Community Amenities - Schedule 10						
Protection of Environment - income						
1141	FEES & CHARGES - SUNDRY	(800)	0	(800)	(264)	0
Total Income Protection of Environment		(800)	0	(800)	(264)	0
Community Amenities - Schedule 10						
Town Planning & Regional Development - Expenditure						
0626	ADMIN EMP COSTS REALLOC TO TOWN PLANNING	48,791	0	48,791	16,260	12,881
0656	ADMIN GENERAL COSTS REALLOC TO TOWN PLANNING	23,327	0	23,327	7,772	11,274
2022	LEGAL EXPENSES	8,000	0	8,000	2,664	1,898
2052	TP CONFERENCE EXPENSES	2,000	0	2,000	664	0
2122	SALARIES (SHIRE PLANNER)	203,938	0	203,938	67,976	56,026
2142	OFFICE EXPENSES (TP)	2,000	0	2,000	664	1,149
2162	MOTOR VEHICLE EXPENSES	12,167	0	12,167	4,052	2,784
2172	TOWN PLANNING GENERAL	16,000	0	16,000	5,332	0
2272	TOWN PLANNING ADVERTISING COSTS	3,000	0	3,000	1,000	243
4456	TOWN PLANNING - CONTRACT LABOUR & RELIEF	0	0	0	0	289
5242	TOWN PLANNING RECRUITMENT & RELIEF EXPENSES	1,000	0	1,000	332	0
6052	T/PLAN - FURN & EQUIP UNDER THRESHOLD	1,000	0	1,000	332	0
6172	EMPLOYEE INSURANCE - WORKERS COMPENSATION	9,471	0	9,471	3,156	9,197
7102	SUPERANNUATION (TP)	20,805	0	20,805	6,932	6,758
7182	*NOT IN USE* - EMPLOYEE PROV - T/PLAN	0	0	0	0	0
7522	FRINGE BENEFITS TAX - TOWN PLANNING	11,000	0	11,000	3,664	0
7562	LAND ADMINISTRATION - TOWN PLANNING	2,000	0	2,000	664	27
7642	STRATEGIC PLANNING - TOWN PLANNING	20,000	0	20,000	6,664	0
Total Expenditure Town Planning & Regional Development		384,499	0	384,499	128,128	102,526
Community Amenities - Schedule 10						
Town Planning & Regional Development - Income						
2223	FEES & CHARGES - APPLICATIONS	(40,000)	0	(40,000)	(13,332)	(13,486)
2243	REIMBURSEMENTS	(200)	0	(200)	(64)	(243)

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Total Income Town Planning & Regional Development		(40,200)	0	(40,200)	(13,396)	(13,729)
Community Amenities - Schedule 10						
Other Community Amenities - Expenditure						
2302	DBK CEMETERY MNTCE	49,608	0	49,608	16,528	15,941
2312	BLN CEMETERY MNTCE	23,272	0	23,272	7,748	2,349
2322	PUBLIC CONVENIENCES	222,207	0	222,207	74,056	67,496
2342	TIDY TOWNS PROGRAMME	500	0	500	164	0
2372	DEPRECIATION (OCA)	13,440	0	13,440	4,480	0
2404	VILLAGE GREEN TOILETS	6,228	0	6,228	2,068	1,053
4227	ADMINISTRATION SALARIES REALLOCATED	10,909	0	10,909	3,636	2,880
4237	GENERAL ADMIN COSTS REALLOCATED	3,295	0	3,295	1,096	1,593
4932	UPPER PRESTON CEMETERY	7,019	0	7,019	2,328	22
5232	SALARIES - OTHER COMM AMENITIES	5,521	0	5,521	1,840	2,745
5882	SUPERANNUATION (COMM AMENITIES.)	552	0	552	184	554
6142	EMPLOYEE INSURANCE - WORKERS COMPENSATION	221	0	221	220	221
Total Expenditure Other Community Amenities		342,772	0	342,772	114,348	94,853
Community Amenities - Schedule 10						
Other Community Amenities - Income						
0943	FEES & CHARGES - CEMETERIES UPPER PRESTON	(4,000)	0	(4,000)	(1,332)	0
2363	FEES & CHARGES - CEMETERY LICENSES	(800)	0	(800)	(264)	0
2373	FEES & CHARGES - CEMETERIES DONNYBROOK	(20,000)	0	(20,000)	(6,664)	(7,794)
2383	FEES & CHARGES - CEMETERIES BALINGUP	(10,000)	0	(10,000)	(3,332)	(724)
Total Income Other Community Amenities		(34,800)	0	(34,800)	(11,592)	(8,518)
Summary of Operations - Community Amenities Program						
Sanitation-Household Refuse						
Sub Total Operating Expenditure		1,171,436	0	1,171,436	391,294	309,419
Sub Total Operating Income		(576,950)	0	(576,950)	(192,296)	(193,262)
		594,486	0	594,486	198,998	116,157
Other Sanitation						
Sub Total Operating Expenditure		4,000	0	4,000	1,332	0
Sub Total Operating Income		(200)	0	(200)	(64)	0
		3,800	0	3,800	1,268	0
Urban Stormwater Drainage						
Sub Total Operating Expenditure		11,500	0	11,500	3,828	841
Sub Total Operating Income		0	0	0	0	0
		11,500	0	11,500	3,828	841
Protection of Environment						
Sub Total Operating Expenditure		26,323	0	26,323	8,756	12,035
Sub Total Operating Income		(800)	0	(800)	(264)	0
		25,523	0	25,523	8,492	12,035
Town Planning & Regional Development						
Sub Total Operating Expenditure		384,499	0	384,499	128,128	102,526
Sub Total Operating Income		(40,200)	0	(40,200)	(13,396)	(13,729)
		344,299	0	344,299	114,732	88,797
Other Community Amenities						
Sub Total Operating Expenditure		342,772	0	342,772	114,348	94,853
Sub Total Operating Income		(34,800)	0	(34,800)	(11,592)	(8,518)
		307,972	0	307,972	102,756	86,335
Total Operating Expenditure		1,940,530	0	1,940,530	647,686	519,674
Total Operating Income		(652,950)	0	(652,950)	(217,612)	(215,508)

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Program (Surplus)/Deficit		1,287,580	0	1,287,580	430,074	304,166
Recreation & Culture - Schedule 11						
Public Halls & Civic Centres - Expenditure						
2412	PUBLIC HALLS - DBK	32,786	0	32,786	10,916	13,145
2422	PUBLIC HALLS - BLN	17,586	0	17,586	5,852	5,424
2432	PUBLIC HALLS - KIRUP	2,867	0	2,867	952	893
2442	PUBLIC HALLS - NOGGERUP	3,485	0	3,485	1,160	883
2452	DEPRECIATION (HALLS)	152,417	0	152,417	50,804	0
2462	PUBLIC HALLS - NEWLANDS	2,522	0	2,522	836	430
2472	PUBLIC HALL - BROOKHAMPTON	2,561	0	2,561	852	600
2482	PUBLIC HALL - YABBERUP	2,517	0	2,517	840	645
4357	ADMIN SALARIES REALLOCATED	10,752	0	10,752	3,584	2,839
4367	GENERAL ADMIN COSTS REALLOCATED	3,480	0	3,480	1,160	1,682
Total Expenditure Public Halls & Civic Centres		230,972	0	230,972	76,956	26,539
Recreation & Culture - Schedule 11						
Public Halls & Civic Centres - Income						
2433	FEES & CHARGES - DONNYBROOK HALL HIRE	(7,500)	0	(7,500)	(2,500)	(2,568)
2443	FEES & CHARGES - BALINGUP HALL HIRE	(1,200)	0	(1,200)	(400)	(218)
7053	FEES & CHARGES - PROPERTY LEASES	(1,800)	0	(1,800)	(600)	(1,222)
0465	GRANTS (CAPITAL) - ASSETS	(50,000)	0	(50,000)	(12,500)	0
Total Income Public Halls & Civic Centres		(60,500)	0	(60,500)	(16,000)	(4,009)
Recreation & Culture - Schedule 11						
Recreation Centre - Expenditure						
2612	EMPLOYEE PROV - REC	2,200	0	2,200	732	0
2707	OTHER STAFF COSTS - DBK REC CENTRE	1,500	0	1,500	500	169
2717	STAFF UNIFORM - DBK REC CENTRE	2,200	0	2,200	732	168
2722	REC CENTRE MTCE	5,928	0	5,928	1,968	5,543
2727	INSURANCE - DBK REC CENTRE	18,504	0	18,504	18,502	18,504
2732	SUPERANNUATION - DBK REC CENTRE	33,201	0	33,201	11,064	11,297
2737	EMPLOYEE INSURANCE - DBK REC CENTRE	13,002	0	13,002	13,002	558
2742	SALARIES - DBK REC CENTRE	325,035	0	325,035	108,344	125,024
2747	COMMUNICATION - DBK REC CENTRE	3,200	0	3,200	1,064	743
2752	RECRUITMENT EXPENSES - DBK REC CENTRE	4,500	0	4,500	1,500	14,589
2755	OPEN DAY RECREATION CENTRE	1,500	0	1,500	500	0
2757	CLEANERS WAGES - DBK REC CENTRE	13,939	0	13,939	4,644	3,671
2760	LEASE INTEREST EXPENSE - DBK REC CENTRE	88	0	88	28	51
2767	CLEANERS SUPERANNUATION - DBK REC CENTRE	1,394	0	1,394	464	1,200
2777	CLEANING MATERIALS - DBK REC CENTRE	3,000	0	3,000	1,000	1,080
2787	GEN. BUILD MTC - DBK REC CENTRE	7,000	0	7,000	2,332	1,191
2797	PRINTING / STATIONERY - DBK REC CENTRE	2,500	0	2,500	832	1,083
2802	CONFERENCE & TRAINING - DBK REC CENTRE	5,000	0	5,000	1,664	2,977
2807	ADVERTISING / PROMOTION COSTS - DBK REC CENTRE	7,000	0	7,000	2,332	0
2817	EQUIPMENT UNDER THRESHOLD - DBK REC CENTRE	18,100	0	18,100	6,032	2,935
2827	SUNDRY EXPENSES - DBK REC CENTRE	7,000	0	7,000	2,332	4,739
2837	WATER (POOL) - DBK REC CENTRE	8,960	0	8,960	2,984	1,394
2847	CHEMICALS (POOL) - DBK REC CENTRE	15,000	0	15,000	5,000	3,559
2857	PERSONAL PROTECTIVE EQUIP (POOL) - DBK REC CENTRE	1,800	0	1,800	600	0
2867	ELECTRICITY - DBK REC CENTRE	51,750	0	51,750	17,248	25,181
2877	POOL PLANT MTCE - DBK REC CENTRE	3,000	0	3,000	1,000	8,654

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
2887	POOL & SURROUND MTCE - DBK REC CENTRE	10,000	0	10,000	3,332	135
2897	POOL PROGRAME COSTS - DBK REC CENTRE	3,000	0	3,000	1,000	550
2907	SUBSCRIPTIONS & MEMBERSHIP - DBK REC CENTRE	800	0	800	264	0
2917	POOL SUNDRY EXPENSES - DBK REC CENTRE	1,800	0	1,800	600	1,223
2927	STOCK PURCHASES (FOOD) - DBK REC CENTRE	10,000	0	10,000	3,332	6,217
2937	STOCK PURCHASES (NON-FOOD) - DBK REC CENTRE	5,000	0	5,000	1,664	1,328
2947	KIOSK MAINTENANCE - DBK REC CENTRE	500	0	500	164	0
2957	HIRE EQUIPMENT (SQUASH) - DBK REC CENTRE	100	0	100	32	0
2967	SQUASH COURT MTCE - DBK REC CENTRE	2,000	0	2,000	664	0
2977	PROGRAM COSTS (FUNCTION) - DBK REC CENTRE	500	0	500	164	0
2987	FUNCTION AREA MTCE - DBK REC CENTRE	500	0	500	164	0
2997	GYM BUILDING MTCE - DBK REC CENTRE	500	0	500	164	0
3007	GYM EQUIPMENT MTCE - DBK REC CENTRE	2,500	0	2,500	832	0
3017	GYM TRAINING PROGRAMS - DBK REC CENTRE	1,000	0	1,000	332	0
3027	GYM PROGRAM COSTS - DBK REC CENTRE	17,000	0	17,000	5,664	6,247
3037	STADIUM GEN MTCE - DBK REC CENTRE	3,000	0	3,000	1,000	3,044
3047	UMPIRE FEES - DBK REC CENTRE	500	0	500	164	0
3057	STADIUM PROGRAM COSTS - DBK REC CENTRE	2,000	0	2,000	664	135
3067	CRECHE / KINDY GYM EQUIPMENT - DBK REC CENTRE	600	0	600	200	0
3077	ADMIN SALARIES REALLOCATED	93,185	0	93,185	31,060	24,602
3127	GENERAL ADMIN COSTS REALLOCATED	39,140	0	39,140	13,044	18,917
3137	DEPRECIATION - REC CENTRE	259,267	0	259,267	86,420	0
3442	RECREATION CENTRE STOCK WRITTEN OFF	100	0	100	32	0
9882	MAJOR PROJECT MANAGEMENT REALLOCATED	1,801	0	1,801	600	564
Total Expenditure Recreation Centre		1,011,094	0	1,011,094	357,956	297,274
Recreation & Culture - Schedule 11						
Recreation Centre - Income						
1121	FEES & CHARGES - SHOP / KIOSK (GT FREE)	(2,000)	0	(2,000)	(664)	(603)
1151	FEES & CHARGES - SQUASH CENTRE	(200)	0	(200)	(64)	(131)
1201	FEES & CHARGES - GYMNASIUM / MEMBERSHIPS	(70,000)	0	(70,000)	(23,332)	(19,886)
1211	FEES & CHARGES - FUNCTION LOUNGE	(4,000)	0	(4,000)	(1,332)	(1,203)
1221	FEES & CHARGES - STADIUM	(22,000)	0	(22,000)	(7,332)	(5,491)
1231	FEES & CHARGES - SUNDRY	(50)	0	(50)	(16)	0
2553	FEES & CHARGES - SHOP / KIOSK (TAXABLE)	(18,000)	0	(18,000)	(6,000)	(5,297)
2563	FEES & CHARGES - POOL	(70,000)	0	(70,000)	(23,332)	(31,007)
2643	FEES & CHARGES - CRECHE	(1,000)	0	(1,000)	(332)	(2,286)
2823	*NOT IN USE* - REIMB DBK REC CENTRE	0	0	0	0	(1,109)
Total Income Recreation Centre		(187,250)	0	(187,250)	(62,404)	(67,013)
Recreation & Culture - Schedule 11						
Other Recreation & Sport - Expenditure						
2607	STATION SQUARE	82,850	0	82,850	27,600	5,770
2642	PARKS & RESERVES GENERAL	700,959	0	700,959	233,604	198,067
2652	BLN REC CENTRE	2,374	0	2,374	788	2,452
2662	EGAN PARK	80,456	0	80,456	26,788	20,703
2672	MITCHELL PARK	85,622	0	85,622	28,528	14,010
2677	VIN FARLEY PARK	4,193	0	4,193	1,396	0
2692	MITCHELL PARK - TENNIS CLUB	1,186	0	1,186	392	1,164

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
2702	DEPRECIATION (ORS)	546,669	0	546,669	182,220	0
2712	BLN PARKS & RESERVES	265,181	0	265,181	88,356	83,699
2812	INTEREST ON LOAN (REC)	1,443	0	1,443	480	473
4247	ADMINISTRATION SALARIES REALLOCATED	56,499	0	56,499	18,832	14,916
4257	GENERAL ADMIN COSTS REALLOCATED	11,621	0	11,621	3,872	5,616
5652	WALK TRAILS	2,500	0	2,500	828	460
5722	HORSEMANS CLUB - BEELERUP	0	0	0	0	18
5792	BANK CHARGES LOANS - OTHER RECREATION AND SPORT	250	0	250	80	201
7712	KIRUP PARKS & RESERVES	45,050	0	45,050	14,992	9,100
7722	NOGGERUP PARK	6,336	0	6,336	2,112	573
9892	MAJOR PROJECT MANAGEMENT REALLOCATED	6,474	0	6,474	2,156	2,026
Total Expenditure Other Recreation & Sport		1,899,664	0	1,899,664	633,024	359,249
Recreation & Culture - Schedule 11						
Other Recreation & Sport - Income						
1513	*NOT IN USE* - MISCELLANEOUS INCOME	0	0	0	0	(5,000)
2323	DONATIONS - FUNPARK	(900)	0	(900)	(300)	0
2723	REIMBURSEMENTS - SELF SUPPORTING LOAN INTEREST	(1,443)	0	(1,443)	(480)	0
2733	FEES & CHARGES - PROPERTY LEASES (EGAN PARK)	(2,160)	0	(2,160)	(716)	(214)
2763	FEES & CHARGES - PROPERTY LEASES (MITCHELL PARK)	(13,426)	0	(13,426)	(4,472)	0
2773	FEES & CHARGES - PROPERTY LEASES (MITCHELL PK TENNIS)	(1,446)	0	(1,446)	(480)	0
2803	FEES & CHARGES - RESERVE HIRE	(1,782)	0	(1,782)	(592)	(100)
2853	REIMBURSEMENTS INCLUDING INSURANCE CLAIMS	(850)	0	(850)	(280)	0
3043	FEES & CHARGES - PROPERTY LEASES (BALINGUP REC CNTR)	(1,015)	0	(1,015)	(336)	0
0475	GOVT GRANTS - COMMUNITY FACILITIES	(4,511,500)	0	(4,511,500)	(1,503,832)	0
7105	GRANTS (CAPITAL) - ASSETS	(2,106,387)	0	(2,106,387)	(702,128)	(879,365)
7225	TRANSFER FROM TRUST - POS	(208,771)	0	(208,771)	(69,588)	0
Total Income Other Recreation & Sport		(6,849,681)	0	(6,849,681)	(2,283,204)	(884,679)
Recreation & Culture - Schedule 11						
Libraries - Expenditure						
2902	SALARIES - DBK LIBRARY	127,521	0	127,521	42,504	36,044
2912	SUPERANNUATION - DBK LIBRARY	12,768	0	12,768	4,256	2,657
2922	BOOK STOCK - DBK LIBRARY	500	0	500	164	0
2932	BLN LOST/DAMAGED BOOKS	200	0	200	64	0
2962	OFFICE EXPENSES DBK	0	0	0	0	3,858
2972	GENERAL EXPENSES BLN	9,986	0	9,986	3,312	789
3002	GENERAL ADMIN ALLOCATED - LIBRARIES	42,554	0	42,554	14,184	20,567
3012	SALARIES BLN LIBRARY	11,758	0	11,758	3,920	6,571
3022	SUPERANNUATION BLN LIB	1,175	0	1,175	388	1,308
3032	UTILITIES - DBK	0	0	0	0	8,566
3052	DEPRECIATION - DBK LIB	112,688	0	112,688	37,560	0
3147	STAFF UNIFORMS - DBK LIBRARY	1,000	0	1,000	332	0
3152	DEPRECIATION BLN LIBRARY	751	0	751	248	0
3157	STAFF TRAINING - DBK LIBRARY	2,000	0	2,000	664	0
3167	OTHER EMPLOYEE COSTS - DBK LIBRARY	628	0	628	208	0
3187	TELEPHONE & COMMUNICATIONS - DBK LIBRARY	3,500	0	3,500	1,164	(233)
3197	FURNITURE & EQUIPMENT BELOW THRESHOLD - DBK LIBRARY	11,500	0	11,500	3,832	0
3217	SUBSCRIPTIONS & RESOURCES - DBK LIBRARY	4,500	0	4,500	1,500	575
3227	POSTAGE & FREIGHT - DBK LIBRARY	1,750	0	1,750	580	0
3237	STATIONERY & OFFICE SUPPLIES - DBK LIBRARY	2,000	0	2,000	664	654

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
3247	SOFTWARE LICENSING (LMS) - DBK LIBRARY	2,000	0	2,000	664	0
3267	CLEANING EXPENSES (EDWA) - DBK LIBRARY	3,000	0	3,000	1,000	0
3287	LIBRARY PARTNERSHIP AGREEMENT EXPENSES - DBK LIBRARY	2,000	0	2,000	664	0
3317	EQUIPMENT MAINTENANCE - DBK LIBRARY	2,500	0	2,500	832	0
3337	ELECTRICITY - DBK LIBRARY	5,690	0	5,690	1,896	1,577
3347	WATER - DBK LIBRARY	1,500	0	1,500	500	322
3357	GAS - DBK LIBRARY	500	0	500	164	0
3367	SUNDRY EXPENDITURE - DBK LIBRARY	2,000	0	2,000	664	1,517
3377	WORKERS COMP INSURANCE - DBK LIBRARY	5,546	0	5,546	1,848	0
3387	INSURANCE - DBK LIBRARY	1,919	0	1,919	636	0
5662	BUILDING MAINTENANCE - DBK LIBRARY	10,000	0	10,000	3,332	0
9422	ADMIN SAL ALLOCATED - LIBRARIES	80,746	0	80,746	26,912	21,318
9907	PROGRAM ACTIVITIES - STORYTIME PILOT (BLP LIBRARY)	600	0	600	200	101
9917	COMMUNITY PARTICIPATION PROJECTS - (BLP LIBRARY)	500	0	500	164	0
Total Expenditure Libraries		465,280	0	465,280	155,020	106,188
Recreation & Culture - Schedule 11						
Libraries - Income						
2963	REIMBURSEMENTS - SUNDRY	(250)	0	(250)	(80)	(74)
2973	REIMBURSEMENT - LOST/DAMAGED BOOKS (BALINGUP)	(50)	0	(50)	(16)	0
2983	REIMBURSEMENT - LOST/DAMAGED BOOKS (DONNYBROOK)	(50)	0	(50)	(16)	0
Total Income Libraries		(350)	0	(350)	(112)	(74)
Recreation & Culture - Schedule 11						
Other Culture - Expenditure						
1382	ARTS ACQUISITION PRIZE	1,000	0	1,000	332	1,000
3082	MUSEUM GRANTS	343	0	343	108	179
3952	RAILWAY STATION	1,489	0	1,489	488	937
4267	GENERAL ADMIN COSTS REALLOCATED	477	0	477	156	230
5272	PROMOTION OF COMMUNITY EVENTS	57,000	0	57,000	19,000	4,885
7592	DEPRECIATION (OCUL)	87,402	0	87,402	29,132	0
9432	ADMIN SALARIES REALLOCATED	1,694	0	1,694	564	447
9872	MAJOR PROJECT MANAGEMENT REALLOCATED	294,570	0	294,570	98,188	92,183
Total Other Culture Expenditure		443,975	0	443,975	147,968	99,863
Recreation & Culture - Schedule 11						
Other Culture - Income						
0493	FEES & CHARGES - PROPERTY LEASES	(3,499)	0	(3,499)	(1,164)	0
Total Other Culture Income		(3,499)	0	(3,499)	(1,164)	0
Summary of Operations - Recreation & Culture Program						
Public Halls & Civic Centres						
Sub Total Operating Expenditure		230,972	0	230,972	76,956	26,539
Sub Total Operating Income		(60,500)	0	(60,500)	(16,000)	(4,009)
		170,472	0	170,472	60,956	22,531
Recreation Centre						
Sub Total Operating Expenditure		1,011,094	0	1,011,094	357,956	297,274
Sub Total Operating Income		(187,250)	0	(187,250)	(62,404)	(67,013)
		823,844	0	823,844	295,552	230,261
Other Recreation & Sport						
Sub Total Operating Expenditure		1,899,664	0	1,899,664	633,024	359,249
Sub Total Operating Income		(6,849,681)	0	(6,849,681)	(2,283,204)	(884,679)

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
		(4,950,017)	0	(4,950,017)	(1,650,180)	(525,430)
	Libraries					
	Sub Total Operating Expenditure	465,280	0	465,280	155,020	106,188
	Sub Total Operating Income	(350)	0	(350)	(112)	(74)
		464,930	0	464,930	154,908	106,114
	Other Culture					
	Sub Total Operating Expenditure	443,975	0	443,975	147,968	99,863
	Sub Total Operating Income	(3,499)	0	(3,499)	(1,164)	0
		440,476	0	440,476	146,804	99,863
	Total Operating Expenditure	4,050,985	0	4,050,985	1,370,924	889,113
	Total Operating Income	(7,101,280)	0	(7,101,280)	(2,362,884)	(955,775)
	Program (Surplus)/Deficit	(3,050,295)	0	(3,050,295)	(991,960)	(66,662)
Transport - Schedule 12						
Construction Streets, Roads, Bridges & Depots - Expenditure						
3230	DEPRECIATION (RCO)	2,361,183	0	2,361,183	787,060	0
	Total Construction Streets, Roads, Bridges & Depots. - Expenditure	2,361,183	0	2,361,183	787,060	0
Transport - Schedule 12						
Construction Streets, Roads, Bridges & Depots - Income						
0325	GRANTS - BLACK SPOTS	(310,850)	0	(310,850)	0	0
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	(275,000)	0	(275,000)	(91,664)	(110,000)
3191	CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FUTURE WORKS)	(6,028)	0	(6,028)	(2,008)	0
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	(1,522,000)	0	(1,522,000)	0	0
3261	GRANT REVENUE - LRCI	(888,000)	0	(888,000)	0	0
3291	GRANTS - REGIONAL ROAD GROUP	(961,332)	0	(961,332)	(320,444)	(360,000)
3331	GRANTS - ROADS TO RECOVERY	(503,657)	0	(503,657)	0	0
	Total Construction Streets, Roads, Bridges & Depots - Income	(4,466,867)	0	(4,466,867)	(414,116)	(470,000)
Transport - Schedule 12						
Sreets, Roads, Bridges & Depot Maintenance - Expenditure						
0150	DONNYBROOK TOWNSCAPE WORKS	11,500	0	11,500	3,832	0
0160	KIRUP TOWN CENTRE DEVELOPMENT	5,750	0	5,750	1,916	0
1402	RURAL PROPERTY NUMBERING SCHEME	2,809	0	2,809	936	964
3350	DEPRECIATION (RMC)	938,265	0	938,265	312,752	0
3370	STREET TREES & PRUNING	67,000	0	67,000	22,332	11,279
3380	CROSSOVERS	2,040	0	2,040	680	0
341M	GENERAL ROAD MAINTENANCE	1,076,431	0	1,076,431	358,776	516,686
3420	LIGHTING OF STREETS	82,800	0	82,800	27,600	26,935
3430	STREET CLEANING	92,000	0	92,000	30,664	14,139
3450	BRIDGE MAINTENANCE	177,209	0	177,209	59,060	87,189
3460	TRAFFIC SIGNS & CONTROL	18,000	0	18,000	6,000	1,838
3470	DBK DEPOT MAINTENANCE	44,001	0	44,001	14,656	10,023
3480	BLN DEPOT MAINTENANCE	16,156	0	16,156	5,368	4,760
3550	ROAD ASSET MANAGEMENT	33,000	0	33,000	10,996	13,024
5992	SUNDRY PLANT PURCHASES BELOW THRESHOLD	18,113	0	18,113	6,036	4,010
6961	P/L SALE OF ASSET (RMC)	20,789	0	20,789	6,928	0
7082	BLN TOWN CENTRE WORKS	11,500	0	11,500	3,832	11,500
9902	MAJOR PROJECT MANAGEMENT REALLOCATED	22,659	0	22,659	7,552	7,091
	Total Streets, Roads, Bridges & Depot Mtc. - Expenditure	2,640,021	0	2,640,021	879,916	709,438
Transport - Schedule 12						
Sreets, Roads, Bridges & Depot Maintenance - Income						
0683	FEES & CHARGES - SUNDRY	(500)	0	(500)	(164)	(280)
0933	GRANTS - MRD DIRECT GRANTS	(172,075)	0	(172,075)	(172,075)	(172,075)

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
3511	REIMBURSEMENTS	(35,500)	0	(35,500)	(11,832)	0
7913	P/L SALE OF ASSET (RMC)	(18,010)	0	(18,010)	(6,000)	0
Total Streets, Roads, Bridges & Depot Mtc. - Income		(226,085)	0	(226,085)	(190,071)	(172,355)
Transport - Schedule 12						
Private Works - Expenditure						
4292	PRIVATE WORKS	500	0	500	164	0
Total Private Works - Expenditure		500	0	500	164	0
Transport - Schedule 12						
Private Works - Income						
4323	FEES & CHARGES - PRIVATE WORKS	(500)	0	(500)	(164)	(235)
Total Private Works - Income		(500)	0	(500)	(164)	(235)
Summary of Operations - Transport Program						
Construction Streets, Roads, Bridges & Depots						
Sub Total Operating Expenditure		2,361,183	0	2,361,183	787,060	0
Sub Total Operating Income		(4,466,867)	0	(4,466,867)	(414,116)	(470,000)
		(2,105,684)	0	(2,105,684)	372,944	(470,000)
Streets, Roads, Bridges & Depot Maintenance						
Sub Total Operating Expenditure		2,640,021	0	2,640,021	879,916	709,438
Sub Total Operating Income		(226,085)	0	(226,085)	(190,071)	(172,355)
		2,413,936	0	2,413,936	689,845	537,082
Private Works						
Sub Total Operating Expenditure		500	0	500	164	0
Sub Total Operating Income		(500)	0	(500)	(164)	(235)
		0	0	0	0	(235)
Total Operating Expenditure		5,001,704	0	5,001,704	1,667,140	709,438
Total Operating Income		(4,693,452)	0	(4,693,452)	(604,351)	(642,590)
Program (Surplus)/Deficit		308,252	0	308,252	1,062,789	66,847
Economic Services - Schedule 13						
Rural Services - Expenditure						
3842	NOXIOUS WEEDS/PEST PLANTS	350,266	0	350,266	0	0
3852	VERMIN CONTROL	500	0	500	164	0
3862	GEN. ADMIN ALLOC - RURAL SERVICES	935	0	935	308	486
9482	ADMIN SALL ALLOCATED	3,162	0	3,162	1,052	835
Total Rural Services - Expenditure		354,863	0	354,863	1,524	1,320
Economic Services - Schedule 13						
Rural Services - Income						
3413	GRANTS - PROGRAMS	(315,266)	0	(315,266)	0	0
0975	GRANTS (CAPITAL) - ASSETS	(28,000)	0	(28,000)	(9,332)	(4,200)
Total Rural Services - Income		(343,266)	0	(343,266)	(9,332)	(4,200)
Economic Services - Schedule 13						
Tourism & Area Promotion - Expenditure						
2192	DONNYBROOK TRANSIT PARK MAINTENANCE	56,635	0	56,635	18,868	12,349
2862	FESTIVALS & COMMUNITY EVENTS	4,500	0	4,500	1,496	879
3912	AREA PROMOTION	75,000	0	75,000	25,000	7,000
3922	DEPRECIATION (TOUR)	10,180	0	10,180	3,392	0
4277	REALLOCATED	5,125	0	5,125	1,708	1,353
4287	GENERAL ADMIN COSTS REALLOCATED	1,576	0	1,576	524	762
5832	SALARIES (TOURISM)	33,297	0	33,297	11,096	10,117
5892	SUPERANNUATION (TOURISM)	3,615	0	3,615	1,204	1,078
6152	EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,317	0	1,317	1,316	1,332

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
7152	BALINGUP TRANSIT PARK MTCE.	35,405	0	35,405	11,792	6,445
9937	BALINGUP TOURIST INFORMATION BAY	4,316	0	4,316	1,440	0
Total Tourism & Area Promotion - Expenditure		230,966	0	230,966	77,836	41,315
Economic Services - Schedule 13						
Tourism & Area Promotion - Income						
0383	FEES & CHARGES - DONNYBROOK TRANSIT PARK	(33,000)	0	(33,000)	(11,000)	(4,575)
1313	FEES & CHARGES - CARAVAN PARK LICENCES	(200)	0	(200)	(64)	0
3993	FEES & CHARGES - BALINGUP TRANSIT	(15,000)	0	(15,000)	(5,000)	(5,188)
Total Tourism & Area Promotion - Income		(48,200)	0	(48,200)	(16,064)	(9,764)
Economic Services - Schedule 13						
Building Control - Expenditure						
0666	ADMIN SALARIES REALLOC TO BLDG CONTROL	39,750	0	39,750	13,248	10,494
0716	GEN ADMIN COSTS REALLOCATED TO BLDG CONTROL	20,100	0	20,100	6,700	9,715
4062	SALARIES (BLD)	109,865	0	109,865	36,620	33,825
4072	SUPERANNUATION - BUILDING	13,736	0	13,736	4,576	4,227
4082	CONTRACT LABOUR & RELIEF	10,140	0	10,140	3,380	0
4112	VEHICLE EXPENSES - BLDNG	9,000	0	9,000	3,000	2,396
4122	LEGAL EXPENSES	2,000	0	2,000	664	0
4132	SUNDRY BUILDING EXPENSES	6,215	0	6,215	2,068	2,636
4152	CONFERENCE & TRAINING BLD	2,000	0	2,000	664	0
4182	FURNITURE AND EQUIPMENT UNDER THRESHOLD	1,000	0	1,000	332	0
6162	EMPLOYEE INSURANCE - WORKERS COMPENSATION	4,395	0	4,395	1,464	4,395
6971	P/L SALE OF ASSET (BLDG)	7,514	0	7,514	2,504	0
9928	FRINGE BENEFITS TAX - BUILDING	5,250	0	5,250	1,313	0
Total Building Expenditure		230,965	0	230,965	76,533	67,688
Economic Services - Schedule 13						
Building Control - Income						
4153	FEES & CHARGES - BUILDING LICENSES	(60,000)	0	(60,000)	(20,000)	(22,356)
4163	FEES & CHARGES - COMMISSION BCITF	(425)	0	(425)	(140)	(132)
4173	FEES & CHARGES - SUNDRY	(100)	0	(100)	(32)	(410)
4183	FEES & CHARGES - FINES	(100)	0	(100)	(32)	0
4193	REIMBURSEMENTS	(1,850)	0	(1,850)	(616)	(672)
4213	FEES & CHARGES - COMMISSION BRB	(1,000)	0	(1,000)	(332)	(390)
5003	FEES & CHARGES - SWIMMING POOL INSPECTIONS	(2,400)	0	(2,400)	(800)	(2,615)
Total Building Income		(65,875)	0	(65,875)	(21,952)	(26,575)
Economic Services - Schedule 13						
Other Economic Services - Expenditure						
1212	LAND DISPOSAL COSTS	10,000	0	10,000	3,332	0
4232	YELLOW SAND PIT FENCING	0	0	0	0	115
4252	DEPRECIATION (OES)	21,022	0	21,022	7,004	0
4302	GENERAL ADMIN ALLOCATED - OTHER ECONOMIC SERVICES	2,320	0	2,320	768	724
4772	BANK BUILDINGS (70 SW HWY DONNYBROOK)	11,046	0	11,046	3,672	4,284
5402	INTEREST ON LOANS (OTHER ECON SERV)	1,752	0	1,752	584	121
5782	BANK CHARGES LOANS OTHER ECONOMIC SERVICES	352	0	352	116	135
5812	RAC CHARGING STATION EXPENSES	1,660	0	1,660	552	432
Total Other Economic Services -Expenditure		48,152	0	48,152	16,028	5,810
Economic Services - Schedule 13						
Other Economic Services - Income						

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
4253	FEES & CHARGES - EXTRACTIVE INDUSTRY LICENSE	(5,600)	0	(5,600)	(1,864)	0
4273	FEES & CHARGES - ROYALTIES	(26,240)	0	(26,240)	(8,744)	(8,747)
4363	FEES & CHARGES - PROPERTY LEASES	(30,025)	0	(30,025)	(10,008)	(11,675)
4793	REIMBURSEMENTS	(10,200)	0	(10,200)	(3,400)	(3,727)
Total Other Economic Services - Income		(72,065)	0	(72,065)	(24,016)	(24,149)
Summary of Operations - Economic Services Program						
Rural Services						
	Sub Total Operating Expenditure	354,863	0	354,863	1,524	1,320
	Sub Total Operating Income	(343,266)	0	(343,266)	(9,332)	(4,200)
		11,597	0	11,597	(7,808)	(2,880)
Tourism & Area Promotion						
	Sub Total Operating Expenditure	230,966	0	230,966	77,836	41,315
	Sub Total Operating Income	(48,200)	0	(48,200)	(16,064)	(9,764)
		182,766	0	182,766	61,772	31,552
Building Control						
	Sub Total Operating Expenditure	230,965	0	230,965	76,533	67,688
	Sub Total Operating Income	(65,875)	0	(65,875)	(21,952)	(26,575)
		165,090	0	165,090	54,581	41,113
Other Economic Services						
	Sub Total Operating Expenditure	48,152	0	48,152	16,028	5,810
	Sub Total Operating Income	(72,065)	0	(72,065)	(24,016)	(24,149)
		(23,913)	0	(23,913)	(7,988)	(18,339)
	Total Operating Expenditure	864,946	0	864,946	171,921	116,134
	Total Operating Income	(529,406)	0	(529,406)	(71,364)	(64,688)
	Program (Surplus)/Deficit	335,540	0	335,540	100,557	51,446
Other Property & Services - Schedule 14 Public Works Overheads - Expenditure						
00M6	GEN ADMIN COSTS	439,016	0	439,016	146,336	144,094
4352	ENGINEERING SUPERANNUATION	71,043	0	71,043	23,680	17,473
4362	SUPERANNUATION - PWO	134,679	0	134,679	44,892	34,194
4392	VEHICLE EXP - ENGINEER	42,167	0	42,167	14,052	12,198
4402	SICK LEAVE	40,000	0	40,000	13,332	11,047
4422	LONG SERVICE LEAVE	7,500	0	7,500	2,500	0
4432	INSURANCE ON WORKS	18,831	0	18,831	18,830	84,582
4446	CONTRACT LABOUR & RELIEF	26,000	0	26,000	8,664	5,224
4452	PROTECTIVE CLOTHING/EQUIP	18,500	0	18,500	6,164	6,311
4462	CONFER & TRAIN EXPENSES	35,999	0	35,999	11,996	7,882
4467	STAFF UNIFORMS	1,775	0	1,775	588	0
4476	WORKERS COMPENSATION INSURANCE	47,964	0	47,964	15,988	0
4602	GRATUITY PAYMENT	300	0	300	100	0
4612	WORKERS COMPENSATION ALLOC.	80,000	0	80,000	26,664	41,918
6782	HOLIDAY PAY -ANNUAL LEAVE	95,570	0	95,570	31,856	22,788
6792	HOLIDAY PAY - PUB HOLS	46,382	0	46,382	15,460	3,617
7422	LESS ALLOCATED TO W&S	(1,612,470)	0	(1,612,470)	(537,488)	(423,280)
7672	OTHER OVERHEADS	12,517	0	12,517	4,172	3,396
7682	ENGINEERING SALARIES	600,233	0	600,233	200,076	154,093
7692	OSH AND TOOL BOX MEETINGS	27,002	0	27,002	8,992	6,570
7702	OTHER OVERHEADS - FURNITURE AND EQUIPMENT UNDER THRESHOLD	4,000	0	4,000	1,332	0
7732	WORKERS COMP INSURANCE - PWO	23,992	0	23,992	23,992	0
7802	FRINGE BENEFITS TAX - PWO	27,000	0	27,000	9,000	0
Total Public Works Overheads - Expenditure		188,000	0	188,000	91,178	132,107
Other Property & Services - Schedule 14 Public Works Overheads - Income						


Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
2353	CONTRIBUTIONS	(500)	0	(500)	(164)	0
4613	REIMBURSEMENTS	(80,000)	0	(80,000)	(26,664)	(33,588)
Total Public Works Overheads - Income		(80,500)	0	(80,500)	(26,828)	(33,588)
Other Property & Services - Schedule 14						
Plant Operation Costs - Expenditure						
4297	ADMINISTRATION SALARIES REALLOCATED	6,029	0	6,029	2,008	1,592
4307	GENERAL ADMIN COSTS REALLOCATED	2,108	0	2,108	700	1,019
4437	WORKERS COMPENSATION INSURANCE (POC)	2,760	0	2,760	920	2,760
4472	WAGES AND OVERHEADS	68,998	0	68,998	22,996	17,640
4482	TYRES AND BATTERIES	30,000	0	30,000	10,000	8,187
4492	INSURANCE & LICENSES	101,027	0	101,027	98,663	97,641
4512	LESS POC ALLOCATED TO W&S	(795,442)	0	(795,442)	(265,144)	(209,307)
4522	FUELS & OILS USED	170,000	0	170,000	56,664	55,500
4622	WAGES - MECHANICS (Inc. TOOL ALLOWANCE	2,700	0	2,700	900	4
4992	WORKSHOP CONSUMABLES	4,500	0	4,500	1,500	2,441
5102	DEPRECIATION ON PLANT	290,000	0	290,000	96,664	0
6092	SUPER - MECHANICS	8,970	0	8,970	2,988	2,668
6802	PARTS AND REPAIRS	140,000	0	140,000	15,000	16,898
Total Expenditure Plant Operation Costs		31,650	0	31,650	43,859	(2,958)
Other Property & Services - Schedule 14						
Plant Operation Costs - Income						
3503	REIMBURSEMENTS	(100)	0	(100)	(32)	(364)
7823	FEE & CHARGES - SUNDRY	(50)	0	(50)	(16)	(1,321)
7843	REIMBURSEMENT -DIESEL FUEL REBATE	(31,500)	0	(31,500)	(10,500)	(7,915)
Total Expenditure Plant Operation Costs		(31,650)	0	(31,650)	(10,548)	(9,599)
Other Property & Services - Schedule 14						
Stock Fuels & Oils - Expenditure						
4420	MATERIALS VARIANCE ACCOUNT	(250,000)	0	(250,000)	(83,332)	(17)
4540	STOCK PURCHASES	250,000	0	250,000	83,332	0
Total Expenditure Stock Fuels & Oils		0	0	0	0	(17)
Other Property & Services - Schedule 14						
Stock Materials - Expenditure						
		0	0	0	0	0
		0	0	0	0	0
Total Expenditure Stock Materials		0	0	0	0	0
Other Property & Services - Schedule 14						
Salaries & Wages - Expenditure						
4570	SALARIES DRAWN	4,756,297	0	4,756,297	1,585,432	809,064
4580	WAGES	0	0	0	0	577,420
4590	LESS SALARIES ALLOCATED	(4,756,297)	0	(4,756,297)	(1,585,432)	(809,064)
4600	LESS WAGES ALLOCATED	0	0	0	0	(577,420)
Total Expenditure Salaries & Wages		0	0	0	0	0
Other Property & Services - Schedule 14						
Salaries & Wages - Income						
		0	0	0	0	0
Other Property & Services - Schedule 14						
Project Operations Costs - Expenditure						
4107	SALARIES - PROJECT OFFICER	227,235	0	227,235	75,744	69,420
4117	SUPERANNUATION - PROJECT OFFICER	27,192	0	27,192	9,064	8,242
4127	OFFICER	7,800	0	7,800	7,800	9,090
4137	FRINGE BENEFITS TAX - PROJECT OFFICER	9,000	0	9,000	3,000	0
4147	OTHER EXPENSES - PROJECT OFFICER	500	0	500	164	39
4157	VEHICLE EXPENSES - PROJECT OFFICER	12,000	0	12,000	4,000	1,726
		1,000	0		332	0
4187	FURNITURE & EQUIPMENT UNDER THRESHOLD			1,000		


Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
4197	LESS ALLOCATED TO PROJECTS	(325,504)	0	(325,504)	(108,500)	(101,864)
4317	ADMINISTRATION SALARIES REALLOCATED	29,010	0	29,010	9,668	7,659
4327	GENERAL ADMIN COSTS REALLOCATED	11,767	0	11,767	3,920	5,688
Total Expenditure Project Operation Costs		0	0	0	5,192	(0)
Summary of Operations - Other Property & Services Program						
Public Works Overheads						
	Sub Total Operating Expenditure	188,000	0	188,000	91,178	132,107
	Sub Total Operating Income	(80,500)	0	(80,500)	(26,828)	(33,588)
		107,500	0	107,500	64,350	98,519
Plant Operation Costs						
	Sub Total Operating Expenditure	31,650	0	31,650	43,859	(2,958)
	Sub Total Operating Income	(31,650)	0	(31,650)	(10,548)	(9,599)
		0	0	0	33,311	(12,557)
Stock Fuels & Oils						
	Sub Total Operating Expenditure	0	0	0	0	(17)
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	(17)
Stock Materials						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	0
Salaries & Wages						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	0
Project Operation Costs						
	Sub Total Operating Expenditure	0	0	0	5,192	(0)
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	5,192	(0)
Total Operating Expenditure		219,650	0	219,650	140,229	129,132
Total Operating Income		(112,150)	0	(112,150)	(37,376)	(43,187)
Program (Surplus)/Deficit		107,500	0	107,500	102,853	85,945
Grand Total All Programs (Surplus)/Deficit		(5,586,896)	0	(5,586,896)	(4,663,625)	(5,324,128)


Capital Expenditure by Program (including Funding Sources)

SHIRE OF DONNYBROOK BALINGUP			Capital Expenditure by Program				31/10/2021	
COA	Description		2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/U pgrade/Ne w
0564	BUILDINGS - ADMIN		47,611	0	47,611	0	0	Renewal
0584	FURNITURE AND EQUIPMENT		14,000	0	14,000	0	0	Upgrade
			61,611	0	61,611	0	0	
Law, Order & Public Safety								
0384	BUSH FIRE BUILDINGS - CAP WORKS		62,586	0	62,586	20,860	17,586	Renewal
0884	PURCHASE PLANT VEHICLE		51,638	0	51,638	0	0	Renewal
			114,224	0	114,224	20,860	17,586	
Health and Preventative Services								
0674	BUILDINGS - MEDICAL CENTRE		8,160	0	8,160	2,720	0	Renewal
			8,160	0	8,160	2,720	0	
Education & Welfare								
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL		126,982	0	126,982	0	0	Renewal
			126,982	0	126,982	0	0	
Housing								
				0	0	0	0	
Community Amenities								
0964	CEMETERIES - INFRASTRUCTURE		15,000	0	15,000	4,996	1,811	New
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN		0	0	0	0	3,665	Renewal
6014	DONNYBROOK WASTE MANAGMENT FACILITY		199,720	0	199,720	166,000	158,511	New
			214,720	0	214,720	170,996	163,987	
Recreation & Culture								
0284	BALINGUP RECREATION CENTRE		107,710	0	107,710	35,900	4,684	Renewal
1044	BUILDINGS - YABBERUP HALL		5,000	0	5,000	1,668	0	Renewal
1094	DONNYBROOK HERITAGE PRECINCT		0	0	0	0	1,686	Renewal
1254	COMMUNITY RESOURCE CENTRE - BUILDINGS		30,653	0	30,653	10,212	0	Renewal
1264	EGAN PARK - NETBALL CLUBROOMS		11,874	0	11,874	3,956	3,205	Renewal
1274	STATION SQUARE		67,500	0	67,500	22,500	10,212	Upgrade
2574	DBK HALL - BUILDINGS		51,500	0	51,500	12,875	0	Renewal
7294	BUILDINGS - DBK RECREATION CENTRE		209,609	0	209,609	10,000	9,326	Renewal
3014	FURNITURE AND EQUIPMENT		10,000	0	10,000	3,332	0	New

Capital Expenditure by Program (including Funding Sources)

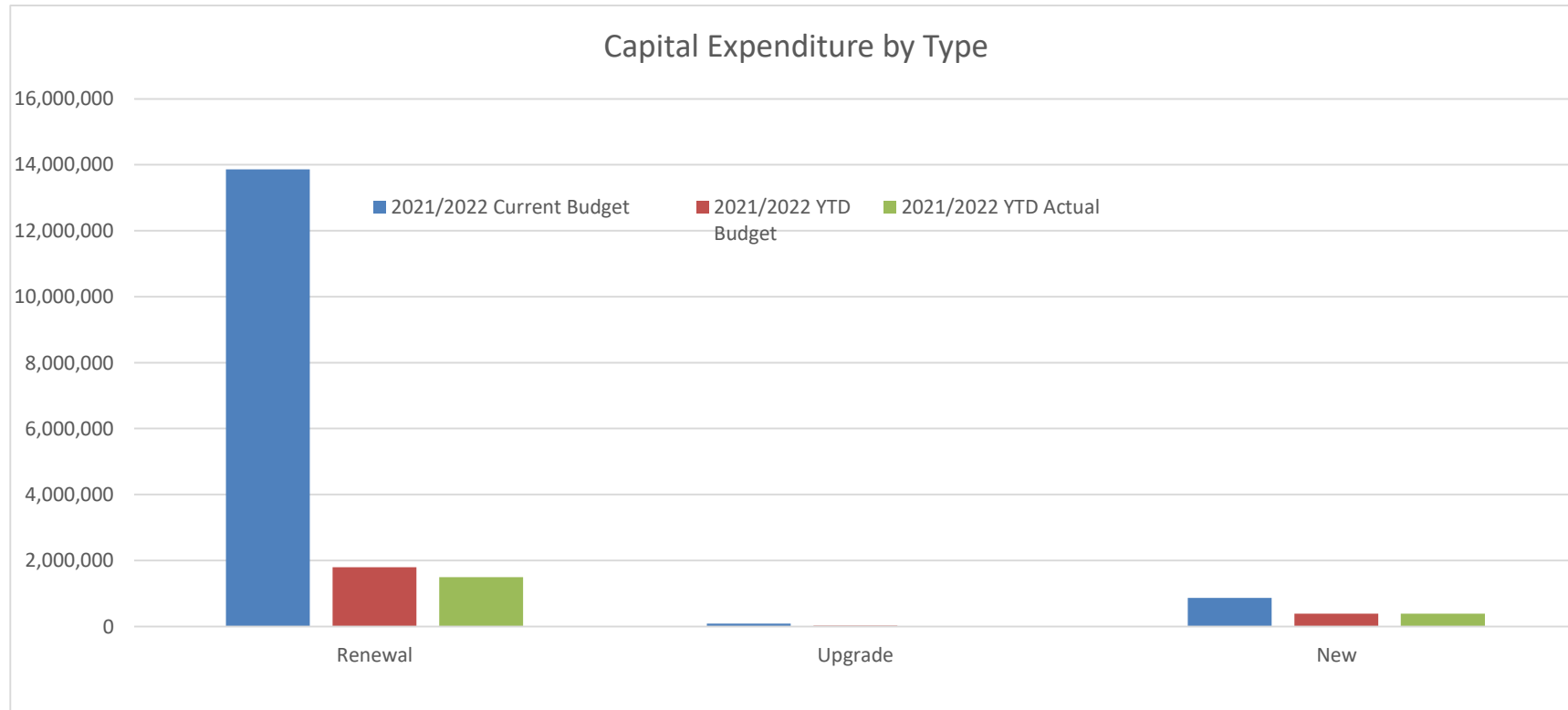
SHIRE OF DONNYBROOK BALINGUP		Capital Expenditure by Program				31/10/2021	
COA	Description	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/U pgrade/Ne w
							
8904	REC CENTRE CAPITAL FURN & EQUIPMENT	28,410	0	28,410	9,468	0	New
8934	WEIR - INFRASTRUCTURE	238,000	0	238,000	79,332	7,500	Renewal
8914	INFRASTRUCTURE - PATHWAYS	80,000	0	80,000	26,664	0	Renewal
0194	FUNPARK - REDEVELOPMENT COSTS	1,075,273	0	1,075,273	1,075,273	1,075,861	Renewal
0694	RESERVE ST FUNPARK	1,500	0	1,500	500	0	Renewal
0714	INFRASTRUCTURE OTHER - BALINGUP BOWLING CLUB	10,000	0	10,000	3,332	0	Renewal
1184	OTHER INFRASTRUCTURE DONNYBROOK	562,824	0	562,824	187,604	217,297	New
1214	OTHER INFRASTRUCTURE BALINGUP	25,000	0	25,000	8,332	0	New
1284	VC MITCHELL - HOCKEY TRAINING FACILITY	250,000	0	250,000	0	0	Renewal
2682	PARK EQUIPMENT	15,000	0	15,000	5,000	0	Renewal
8924	INFRASTRUCTURE OTHER - KIRUP	28,000	0	28,000	9,332	4,104	Renewal
8944	INFRASTRUCTURE - VC MITCHELL PARK REDEVELOPMENT	6,025,271	0	6,025,271	110,000	107,592	Renewal
		8,833,124	0	8,833,124	1,615,280	1,441,467	
Transport							
3200	BRIDGEWORKS - EXT. FUNDED	1,522,000	0	1,522,000	7,704	0	Renewal
3240	FOOTPATHS	147,500	0	147,500	0	0	Renewal
3210	ROADWORKS GENERAL	460,000	0	460,000	44,816	2,450	Renewal
3260	REGIONAL ROAD GROUP	1,442,044	0	1,442,044	48,068	10,002	Renewal
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	503,657	0	503,657	40,764	66,240	Renewal
3330	BLACKSPOT FUNDED ROAD WORKS	443,604	0	443,604	51,216	7,724	Renewal
3340	COMMODITY ROUTE FUNDING	412,500	0	412,500	5,000	2,990	Renewal
3554	PURCHASE PLANT & EQUIPMNT	455,825	0	455,825	151,940	136,442	Renewal
		5,387,130	0	5,387,130	349,508	225,849	
Economic Services							
8234	INFRASTRUCTURE OTHER	28,000	0	28,000	9,332	9,863	New
4194	PLANT AND EQUIPMENT	34,000	0	34,000	34,000	34,141	Renewal
		62,000	0	62,000	43,332	44,003	
Other Property							
	Grand Totals Capital	14,807,951	0	14,807,951	2,202,696	1,892,892	

Capital Expenditure by Program (including Funding Sources)


SHIRE OF DONNYBROOK BALINGUP		Capital Expenditure by Program					31/10/2021	
COA	Description		2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/Upgrade/New

Type Classification

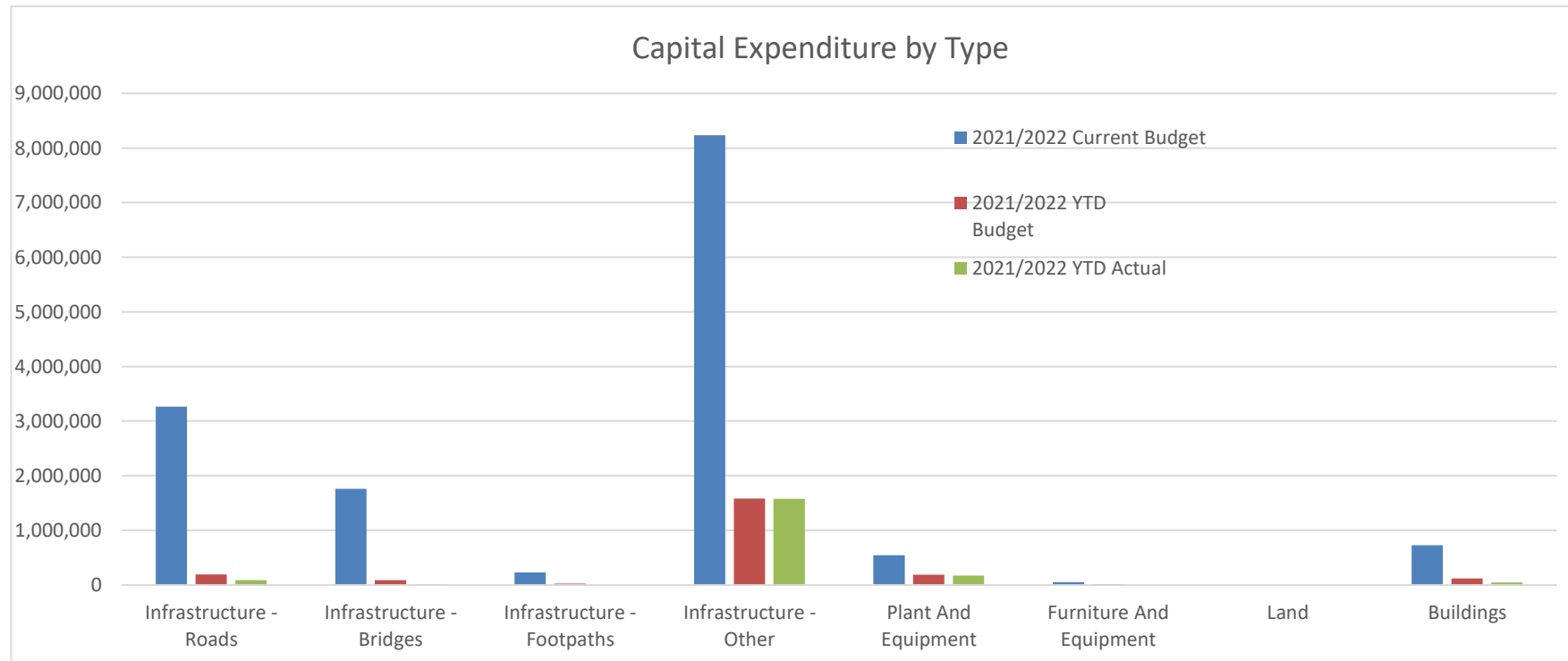
Renewal	13,857,497	0	13,857,497	1,791,132	1,495,198
Upgrade	81,500	0	81,500	22,500	10,212
New	868,954	0	868,954	389,064	387,482
	14,807,951	0	14,807,951	2,202,696	1,892,892



Capital Expenditure by Program (including Funding Sources)

SHIRE OF DONNYBROOK BALINGUP		Capital Expenditure by Program				31/10/2021		
COA	Description		2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/Upgrade/New

		<u>Class</u>					
	Infrastructure - Roads		3,261,805	0	3,261,805	189,864	89,406
	Infrastructure - Bridges		1,760,000	0	1,760,000	87,036	7,500
	Infrastructure - Footpaths		227,500	0	227,500	26,664	0
	Infrastructure - Other		8,235,588	0	8,235,588	1,579,701	1,578,703
	Plant And Equipment		541,463	0	541,463	185,940	170,583
	Furniture And Equipment		52,410	0	52,410	12,800	0
	Land		0	0	0	0	0
	Buildings		729,185	0	729,185	120,691	46,699
			14,807,951	0	14,807,951	2,202,696	1,892,892





APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program

SHIRE OF DONNYBROOK BALINGUP

Plant Replacement Program - Budget 2021/2022

31/10/2021

Plant Description/Program	Type	Acquisitions						
		Purchase Price \$	Sale Trade Price	Net Changeover	Fair Value Valuation	Depreciation \$	Written Down Value	(Profit) or Loss \$
Law Order and Public Safety								
Ranger Vehicle replacement	Existing	51,638	10,692	40,946			0	(10,692)
	Existing			0			0	0
	Sub Total	51,638	10,692	40,946	0	0	0	(10,692)
Transport								
Replace Tip Truck - DB4550	Existing	98,607	33,741	64,866			0	(33,741)
Replace Ute - DB112 (W&S)	Existing	41,519	18,000	23,519			0	(18,000)
Replace Plant Trailer - DB6232	Existing	9,973	0	9,973			0	0
Replace Plant Trailer - DB6066	Existing	3,113	0	3,113			0	0
Replace Ute - DB646 (P&G)	Existing	27,337	5,063	22,274			0	(5,063)
Replace Vibrating Roller - DB2114	Existing	156,938	16,544	140,394			0	(16,544)
Replace Ute - DB419 (P&G)	Existing	27,337	11,500	15,837			0	(11,500)
Replace Ride on Mower - DB193 (Dbk)	Existing	47,588	15,094	32,494			0	(15,094)
Replace Ute - DB346	Existing	33,413	18,000	15,413			0	(18,000)
New Water Trailer	New	10,000	0	10,000			0	0
	Sub Total	455,825	117,942	337,883	0	0	0	(117,942)
Economic Services								
Replace Bldg Surveyor Ute - DB631	Existing	34,000	19,514	14,486			0	(19,514)
	Sub Total	34,000	19,514	14,486	0	0	0	(19,514)
	Grand Totals	541,463	148,148	393,315	0	0	0	(148,148)

Funding

Proceeds From Sale	(148,148)
Reserves	
Funding Required from Municipal Budget	(393,315)
	(541,463)
Profit on Sale of Assets	(53,255)
Loss on Sale of Assets	(28,692)
Net Profit on Sale of Assets	(81,947)



APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program
SHIRE OF DONNYBROOK BALINGUP
Plant Replacement Program - YTD Actual 2021/2022
31/10/2021

Plant Description/Program	Type	Acquisitions						
		Purchase Price \$	Sale Trade Price	Net Changeover	Fair Value Valuation	Depreciation \$	Written Down Value	(Profit) or Loss \$
Law Order and Public Safety								
Ranger Vehicle replacement	Existing			0			0	0
	Existing			0			0	0
	Sub Total	0	0	0	0	0	0	0
Transport								
Replace Tip Truck - DB4550	Existing	100,700	25,000	75,700			0	0
Replace Ute - DB112 (W&S)	Existing	35,742	21,909	13,833			0	0
Replace Plant Trailer - DB6232	Existing			0			0	0
Replace Plant Trailer - DB6066	Existing			0			0	0
Replace Ute - DB646 (P&G)	Existing			0			0	0
Replace Vibrating Roller - DB2114	Existing			0			0	0
Replace Ute - DB419 (P&G)	Existing			0			0	0
Replace Ride on Mower - DB193 (Dbk)	Existing			0			0	0
Replace Ute - DB346	Existing			0			0	0
New Water Trailer	New			0			0	0
	Sub Total	136,442	46,909	89,533	0	0	0	0
Economic Services								
Replace Bldg Surveyor Ute - DB631	Existing	34,141	15,545	18,596			0	0
	Sub Total	34,141	15,545	18,596	0	0	0	0
	Grand Totals	170,583	62,454	108,129	0	0	0	0

Note:

Profit & Loss calculations are yet to be applied as the Asset Register has not been rolled to the 2021/22 Financial Year pending Final Audit of the 2021/22 Year.

Funding

Proceeds From Sale	(62,454)
Reserves	
Funding Required from Municipal Budget	(108,129)
	(170,583)

Profit on Sale of Assets	0
Loss on Sale of Assets	0
Net Profit on Sale of Assets	0



SHIRE OF DONNYBROOK BALINGUP

STATEMENT OF INVESTMENTS

31/10/2021

BANK	TYPE	AMOUNT	RATE	DAYS	FROM	MATURING	ESTIMATED INTEREST
<u>MUNICIPAL FUND</u>							
Bendigo 3625131	Term Deposit	1,000,597.35	0.15%	91	20/09/2021	20/12/2021	374.20
32186/353029w	At Call - WA Treasury Corp	14,512.64	0.05%	31	30/09/2021	31/10/2021	0.62
		<u>1,015,109.99</u>					<u>374.81</u>
<u>TRUST FUND</u>							
		0.00	0.00%	0			0.00
		<u>0.00</u>					<u>0.00</u>
<u>RESERVE FUND</u>							
NAB 259596456	Term Deposit	1,926,724.81	0.40%	273	16/09/2021	16/06/2022	5,764.34
NAB 259396198	Term Deposit	1,000,000.00	0.20%	91	16/09/2021	16/12/2021	498.63
Bendigo 3791918	Term Deposit	2,500,000.00	0.25%	181	15-Sep-21	15-Mar-22	3,099.32
		<u>5,426,724.81</u>					<u>9,362.28</u>



**SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/10/2021**

Cash Backed Reserves

	Opening Balance	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
9704 RESERVE - WASTE MANAGEMENT	\$1,476,407	\$1,476,407	\$0	\$1,476,407	\$1,476,407	\$1,476,407
4721 Transfer from Waste Management Reserve	\$0	-\$199,720	\$0	-\$199,720	-\$66,572	\$0
4720 Transfer To Waste Management Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$1,476,407	\$1,276,687	\$0	\$1,276,687	\$1,409,835	\$1,476,407
RESERVE - BUSHFIRE CONTROL & MANAGEMENT						
9705	\$2,282	\$2,282	\$0	\$2,282	\$2,282	\$2,282
4711 Transfer From Bushfire Reserve	\$0	-\$2,282	\$0	-\$2,282	-\$760	\$0
4710 Transfer To Bushfire Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$2,282	-\$0	\$0	-\$0	\$1,522	\$2,282
RESERVE - AGED HOUSING						
9706	\$1,210,182	\$1,323,183	\$0	\$1,323,183	\$1,323,183	\$1,210,182
4771 Transfer from Aged Housing Reserve	\$0	-\$1,323,183	\$0	-\$1,323,183	-\$1,323,183	-\$1,210,182
4770 TRANSFER TO AGED CARE HOUSING RESERVE	\$0	\$0	\$0	\$0	\$0	\$0
	\$1,210,182	\$0	\$0	\$0	\$0	\$0
RESERVE - EMPLOYEE ENTITLEMENTS						
9703	\$0	\$0	\$0	\$0	\$0	\$0
4731 Transfer from Employee Entitlements Reserve	\$0	-\$7,500	\$0	-\$7,500	\$0	\$0
4730 Transfer To Employee Entitlements Reserve	\$0	\$25,000	\$0	\$25,000	\$0	\$0
	\$0	\$17,500	\$0	\$17,500	\$0	\$0
RESERVE - ARBUTHNOTT MEMORIAL						
9708	\$3,285	\$3,285	\$0	\$3,285	\$3,285	\$3,285
4781 Transfer from Arbuthnott Reserve	\$0	-\$300	\$0	-\$300	\$0	\$0
4780 Transfer To Arbuthnott Memorial Scholarship	\$0	\$0	\$0	\$0	\$0	\$0
	\$3,285	\$2,985	\$0	\$2,985	\$3,285	\$3,285
RESERVE - STRATEGIC PLANNING STUDIES						
9709	\$40,051	\$40,051	\$0	\$40,051	\$40,051	\$40,051
4751 Transfer From Strategic Planning Studies	\$0	-\$20,000	\$0	-\$20,000	-\$6,668	\$0
4750 Transfer To Strategic Planning Studies Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$40,051	\$20,051	\$0	\$20,051	\$33,383	\$40,051
RESERVE - LAND DEVELOPMENT						
9710	\$350,271	\$350,271	\$0	\$350,271	\$350,271	\$350,271
4831 Transfer from Land Development Reserve	\$0	\$0	\$0	\$0	\$0	\$0
4830 Transfer To Land Development Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
	\$350,271	\$350,271	\$0	\$350,271	\$350,271	\$350,271
RESERVE - VEHICLES						
9711	\$391,795	\$391,795	\$0	\$391,795	\$391,795	\$391,795
4761 Transfer from Vehicle Reserve	\$0	-\$265,948	\$0	-\$265,948	-\$88,648	\$0
4760 TRANSFER TO VEHICLE RESERVE	\$0	\$250,000	\$0	\$250,000	\$0	\$0
	\$391,795	\$375,847	\$0	\$375,847	\$303,147	\$391,795
RESERVE - ROADWORKS						
9713	\$435,434	\$435,434	\$0	\$435,434	\$435,434	\$435,434
4741 Transfer from Roadworks Reserve	\$0	-\$285,442	\$0	-\$285,442	-\$95,148	\$0
4740 Transfer To Roadworks Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$435,434	\$149,992	\$0	\$149,992	\$340,286	\$435,434
RESERVE - REVALUATION						
9714	\$10,700	\$10,700	\$0	\$10,700	\$10,700	\$10,700
4811 Transfer from Revaluation Reserve	\$0	\$0	\$0	\$0	\$0	\$0
4810 Transfer To Revaluation Reserve	\$0	\$40,000	\$0	\$40,000	\$0	\$0
	\$10,700	\$50,700	\$0	\$50,700	\$10,700	\$10,700

SHIRE OF DONNYBROOK BALINGUP

RESERVES

31/10/2021

	Opening Balance	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
Cash Backed Reserves - continued						
9715 RESERVE - CENTRAL BUSINESS DISTRICT	\$3,054	\$3,054	\$0	\$3,054	\$3,054	\$3,054
4821 Transfer from CBD Development Reserve	\$0	-\$3,054	\$0	-\$3,054	\$0	\$0
4820 Transfer To CBD Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$3,054	-\$0	\$0	-\$0	\$3,054	\$3,054
9716 RESERVE - BUILDINGS	\$495,996	\$495,996	\$0	\$495,996	\$495,996	\$495,996
4791 Transfer from Buildings Reserve	\$0	-\$363,674	\$0	-\$363,674	\$0	\$0
4790 Transfer To Buildings Reserve	\$0	\$352,692	\$0	\$352,692	\$0	\$0
	\$495,996	\$485,014	\$0	\$485,014	\$495,996	\$495,996
9717 RESERVE - APPLE FUNPARK	\$0	\$0	\$0	\$0	\$0	\$0
4841 Transfer from Apple Funpark Reserve	\$0	\$0	\$0	\$0	\$0	\$0
4840 Transfer To Apple Funpark Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
9718 RESERVE - INFORMATION TECHNOLOGY	\$93,523	\$93,523	\$0	\$93,523	\$93,523	\$93,523
4801 Transfer from Information Technology Reserve	\$0	-\$13,000	\$0	-\$13,000	-\$4,332	\$0
4800 Transfer To Information Technology Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$93,523	\$80,523	\$0	\$80,523	\$89,191	\$93,523
9739 RESERVE COUNCIL ELECTIONS	\$0	\$0	\$0	\$0	\$0	\$0
7131 Transfer from Council Elections Reserve	\$0	\$0	\$0	\$0	\$0	\$0
7130 Transfer To Council Elections Reserve	\$0	\$13,650	\$0	\$13,650	\$0	\$0
	\$0	\$13,650	\$0	\$13,650	\$0	\$0
9721 RESERVE - PARKS & RESERVES	\$129,744	\$129,744	\$0	\$129,744	\$129,744	\$129,744
4871 Transfer from Parks & Reserves Reserve	\$0	-\$8,509	\$0	-\$8,509	-\$2,836	\$0
4870 TRANSFER TO PARKS & RESERVES RESERVE	\$0	\$100,000	\$0	\$100,000	\$0	\$0
	\$129,744	\$221,235	\$0	\$221,235	\$126,908	\$129,744
9723 RESERVE - CARRIED FORWARD PROJECTS	\$688,477	\$688,477	\$0	\$688,477	\$688,477	\$688,477
4671 Transfer from Carried Forward Projects Reserve	\$0	-\$294,689	\$0	-\$294,689	-\$98,228	\$0
4670 ANSFER TO CARRIED FORWARD PROJECTS RESER	\$0	\$0	\$0	\$0	\$0	\$0
	\$688,477	\$393,788	\$0	\$393,788	\$590,249	\$688,477
9707 RESERVE - COVID 19	\$95,058	\$95,058	\$0	\$95,058	\$95,058	\$95,058
7111 Transfer from Covid 19 Reserve	\$0	\$0	\$0	\$0	\$0	\$0
7110 Transfer To Covid 19 Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$95,058	\$95,058	\$0	\$95,058	\$95,058	\$95,058
9727 RESERVE - PRESTON VILLAGE DEFERRED	\$0	\$0	\$0	\$0	\$0	\$0
7221 Transfer Fom Preston Village Deferred Reserve	\$0	-\$40,169	\$0	-\$40,169	-\$13,388	\$0
7220 Transfer To Preston Village Deferred Reserve	\$0	\$302,126	\$0	\$302,126	\$189,126	\$189,126
	\$0	\$261,957	\$0	\$261,957	\$175,738	\$189,126
9728 RESERVE - PRESTON VILLAGE RESERVE FUND	\$0	\$0	\$0	\$0	\$0	\$0
7231 Transfer From Preston Village Reserve	\$0	-\$16,499	\$0	-\$16,499	-\$5,500	\$0
7230 Transfer To Preston Village Reserve	\$0	\$38,320	\$0	\$38,320	\$38,320	\$38,320
	\$0	\$21,821	\$0	\$21,821	\$32,820	\$38,320

SHIRE OF DONNYBROOK BALINGUP

RESERVES

31/10/2021

	Opening Balance	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
Cash Backed Reserves - continued						
9729	\$0	\$0	\$0	\$0	\$0	\$0
7241	\$0	-\$51,818	\$0	-\$51,818	-\$17,272	\$0
7240	\$0	\$64,877	\$0	\$64,877	\$64,877	\$64,877
	\$0	\$13,059	\$0	\$13,059	\$47,605	\$64,877
9730	\$0	\$0	\$0	\$0	\$0	\$0
7141	\$0	-\$60,000	\$0	-\$60,000	-\$20,000	\$0
7140	\$0	\$108,626	\$0	\$108,626	\$97,702	\$97,702
	\$0	\$48,626	\$0	\$48,626	\$77,702	\$97,702
9731	\$0	\$0	\$0	\$0	\$0	\$0
7161	\$0	\$0	\$0	\$0	\$0	\$0
7160	\$0	\$261,549	\$0	\$261,549	\$261,549	\$251,920
	\$0	\$261,549	\$0	\$261,549	\$261,549	\$251,920
9733	\$0	\$0	\$0	\$0	\$0	\$0
7181	\$0	-\$15,164	\$0	-\$15,164	-\$5,056	\$0
7180	\$0	\$357,486	\$0	\$357,486	\$338,237	\$338,237
	\$0	\$342,322	\$0	\$342,322	\$333,181	\$338,237
9734	\$0	\$0	\$0	\$0	\$0	\$0
7201	\$0	\$0	\$0	\$0	\$0	\$0
7200	\$0	\$208,975	\$0	\$208,975	\$208,975	\$207,681
	\$0	\$208,975	\$0	\$208,975	\$208,975	\$207,681
RESERVE - MINNINUP COTTAGES 5-8 LONG TERM MAINTENANCE						
9735	\$0	\$0	\$0	\$0	\$0	\$0
7151	\$0	\$0	\$0	\$0	\$0	\$0
7150	\$0	\$6,169	\$0	\$6,169	\$6,169	\$5,669
	\$0	\$6,169	\$0	\$6,169	\$6,169	\$5,669
9736	\$0	\$0	\$0	\$0	\$0	\$0
7171	\$0	\$0	\$0	\$0	\$0	\$0
7170	\$0	\$5,128	\$0	\$5,128	\$5,128	\$4,628
	\$0	\$5,128	\$0	\$5,128	\$5,128	\$4,628
9737	\$0	\$0	\$0	\$0	\$0	\$0
7191	\$0	\$0	\$0	\$0	\$0	\$0
7190	\$0	\$10,823	\$0	\$10,823	\$3,608	\$10,223
	\$0	\$10,823	\$0	\$10,823	\$3,608	\$10,223
9738	\$0	\$0	\$0	\$0	\$0	\$0
7211	\$0	\$0	\$0	\$0	\$0	\$0
7210	\$0	\$2,400	\$0	\$2,400	\$800	\$1,800
	\$0	\$2,400	\$0	\$2,400	\$800	\$1,800
Grand Totals	\$5,426,259	\$4,716,130	\$0	\$4,454,173	\$4,830,422	\$5,426,259

Intra Reserve Fund Transfers

Aged Housing Reserve	-\$1,323,183		-\$1,323,183	-\$1,323,183	-\$1,210,182
Total Transfers From Reserve	-\$1,323,183	\$0	-\$1,323,183	-\$1,323,183	-\$1,210,182

Preston Village Exit Deferred Management Fee Reserve	\$302,126		\$302,126	\$302,126	\$189,126
Preston Village Reserve Fund Contribution Reserve	\$38,320		\$38,320	\$38,320	\$38,320
Minninup Cottages 1-4 Surplus Reserve	\$64,877		\$64,877	\$64,877	\$64,877
Minninup Cottages 5-8 Surplus Reserve	\$97,702		\$97,702	\$97,702	\$97,702
Minninup Cottages 9-12 Surplus Reserve	\$251,920		\$251,920	\$251,920	\$251,920
Langley Villas 1-6 Surplus Reserve	\$338,237		\$338,237	\$338,237	\$338,237
Langley Villas 7-9 Surplus Reserve	\$207,681		\$207,681	\$207,681	\$207,681
Minninup Cottages 5-8 Long Term Maintenance Reserve	\$5,669		\$5,669	\$5,669	\$5,669
Minninup Cottages 9-12 Long Term Maintenance Reserve	\$4,628		\$4,628	\$4,628	\$4,628
Langley Villas 1-6 Long Term Maintenance Reserve	\$10,223		\$10,223	\$10,223	\$10,223
Langley Villas 7-9 Long Term Maintenance Reserve	\$1,800		\$1,800	\$1,800	\$1,800
Total Transfers To Reserve	\$1,323,183	\$0	\$1,323,183	\$1,323,183	\$1,210,182
Net Impact on Reserve Balances	\$0	\$0	\$0	\$0	\$0

Transfers To/From Municipal Fund

Total Transfers To Reserve	\$0	\$824,638	\$0	\$824,638	-\$108,692	\$0
Total Transfers From Reserve	\$0	-\$1,647,768	\$0	-\$1,647,768	-\$424,408	-\$0

SHIRE OF DONNYBROOK BALINGUP

RESERVES

31/10/2021

Cash Backed Reserves - continued

Reserve Name

Reserve Purpose

Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities.
Bushfire Control & Management Reserve	To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to meet the needs of the district.
Aged Housing Reserve	Established to manage funds from aged housing schemes for the upgrade of Council managed
Employee Entitlements Reserve	Established to provide for the payment of annual leave, long service leave, personal leave, and grandfathered gratuity scheme entitlements.
Arbuthnott Memorial Scholarship Reserve	To fund the payment of the Arbuthnott Scholarship.
Strategic Planning Studies Reserve	Established to accumulate funds for engaging strategic studies / reports.
Land Development Reserve Fund	To fund the purchase of land for future community purposes.
Vehicle Reserve	To accumulate funds for the acquisition and replacement of Council's vehicle fleet.
Roadworks Reserve	Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.
Revaluation Reserve	Established to accumulate funds for asset revaluations and rates gross rental valuation - General revaluation.
Central Business District Reserve	To fund future Central Business District projects.
Buildings Reserve	To accumulate funds for the construction, renewal and major maintenance of Council buildings.
Apple Funpark Reserve	To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook.
Information Technology Reserve	To accumulate funds for the acquisition and replacement of information technology equipment and software.
Council Election Reserve	Established to accumulate funds for Council postal elections
Park and Reserves Reserve	Established to accumulate funds for the construction, renewal and major maintenance of parks & reserves infrastructure.
Carried Forward Project Reserve	Established to accumulate funds from projects carried into future financial years.
COVID 19 Reserve	To fund initiatives and activities associated with the Shire's response and recovery from the COVID-19 pandemic.
Preston Village Exit Deferred Management Fee Reserve	Established to accumulate Preston Village Deferred Management Fees.
Preston Village Reserve Fund Contribution Reserve	To accumulate the Preston Village Reserve Contribution for purposes prescribed within the Residence Contracts.
Minninup Cottages 1-4 Surplus Reserve	To accumulate surplus income of units 1-4 for the purposes of unit maintenance, renewal and upgrades.
Minninup Cottages 5-8 Surplus Reserve	To accumulate surplus income of units 5-8 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 9-12 Surplus Reserve	To accumulate surplus income of units 9-12 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 1-6 Surplus Reserve	To accumulate surplus income of units 1-6 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 7-9 Surplus Reserve	To accumulate surplus income of units 7-9 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 5-8 Long Term Maintenance Reserve	To accumulate funds for units 5-8 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Minninup Cottages 9-12 Long Term Maintenance Reserve	To accumulate funds for units 9-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 1-6 Long Term Maintenance Reserve	To accumulate funds for units 1-6 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 7-9 Long Term Maintenance Reserve	To accumulate funds for units 7-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance.



SHIRE OF DONNYBROOK BALINGUP

Grant Income

31/10/2021

COA	Description	2021/22 Original Budget	2021/22 Budget Amendments	2021/22 Current Budget	2021/22 YTD Budget	Capital Grants YTD Actual	Operating Grant YTD Actual
General Purpose Funding							
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	-\$695,720	\$0	-\$695,720	-\$173,930	\$0	-\$158,730
1031	GRANTS - LGGC LOCAL ROAD GRANT	-\$388,538	\$0	-\$388,538	-\$97,134	\$0	-\$82,129
	Subtotal	-\$1,084,258	\$0	-\$1,084,258	-\$271,064	\$0	-\$240,859
Law, Order, Public Safety							
1163	GRANT - SES ESL OPERATING GRANT	-\$19,780	\$0	-\$19,780	-\$6,592	\$0	-\$9,890
5123	GRANTS - VFBF ESL OPERATING GRANT	-\$211,102	\$0	-\$211,102	-\$70,364	\$0	-\$114,510
6963	GRANTS - BUSHFIRE MITIGATION	-\$327,015	\$0	-\$327,015	\$0	\$0	-\$585
0765	GRANTS (CAPITAL) - VFBF ESL ASSETS	-\$17,586	\$0	-\$17,586	-\$5,860	\$0	\$0
	Subtotal	-\$575,483	\$0	-\$575,483	-\$82,816	\$0	-\$124,985
Recreation And Culture							
0465	GRANTS (CAPITAL) - ASSETS	-\$50,000	\$0	-\$50,000	-\$12,500	\$0	\$0
0475	GOVT GRANTS - COMMUNITY FACILITIES	-\$4,511,500	\$0	-\$4,511,500	-\$1,503,832	\$0	\$0
7105	GRANTS (CAPITAL) - ASSETS	-\$2,106,387	\$0	-\$2,106,387	-\$702,128	-\$879,365	\$0
	Subtotal	-\$6,667,887	\$0	-\$6,667,887	-\$2,218,460	-\$879,365	\$0
Transport							
0933	GRANTS - MRD DIRECT GRANTS	-\$172,075	\$0	-\$172,075	-\$172,075	\$0	-\$172,075
0325	GRANTS - BLACK SPOTS	-\$310,850	\$0	-\$310,850	\$0	\$0	\$0
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	-\$275,000	\$0	-\$275,000	-\$91,664	-\$110,000	\$0
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	-\$1,522,000	\$0	-\$1,522,000	\$0	\$0	\$0
3261	Regional Road Safety Program	-\$888,000	\$0	-\$888,000	\$0	\$0	\$0
3291	Regional Road Safety Program	-\$961,332	\$0	-\$961,332	-\$320,444	-\$360,000	\$0
3331	Regional Road Safety Program	-\$503,657	\$0	-\$503,657	\$0	\$0	\$0
	Subtotal	-\$4,632,914	\$0	-\$4,632,914	-\$584,183	-\$470,000	-\$172,075
Economic Services							
0975	GRANTS (CAPITAL) - ASSETS	-\$28,000	\$0	-\$28,000	-\$9,332	-\$4,200	\$0
3413	GRANTS - PROGRAMS	-\$315,266	\$0	-\$315,266	\$0	\$0	\$0
	Subtotal	-\$343,266	\$0	-\$343,266	-\$9,332	-\$4,200	\$0
	Grand Totals	-\$13,303,808	\$0	-\$13,303,808	-\$3,165,855	-\$1,353,565	-\$537,919
	Total Operating Grants	-\$2,129,496	\$0	-\$2,129,496	-\$520,095	\$0	-\$537,919
	Total Non Operating Grants	-\$11,174,312	\$0	-\$11,174,312	-\$2,645,760	-\$1,353,565	\$0



**SHIRE OF DONNYBROOK BALINGUP
INFORMATION ON BORROWINGS
31/10/2021**

Information on Borrowings

Purpose/Program	Loan Number	Institution	Interest Rate	Principal 1-Jul-21	New Loans	Principal Repayments	Principal Outstanding	Interest Repayments	Principal Repayments	Principal Outstanding	Interest Repayments	
				\$	\$	2021/22 Budget \$	2020/21 Budget \$	2020/21 Budget \$	2021/22 Actual \$	2020/21 Actual \$	2020/21 Actual \$	
Health												
Dental Surgery Extensions	74	WATC	5.83%	54,109	0	(12,385)	41,724	(2,977)	6,103	48,006	(1,277)	
Education and welfare												
Tuia Lodge Fire Suppression System	93	WATC	1.58%	263,917	0	(27,512)	236,405	(4,062)	13,702	250,215	(1,310)	
Recreation and culture												
* Donnybrook Country Club	90	WATC	2.74%	54,992	0	(9,396)	45,596	(1,443)	4,666	50,326	(473)	
VC Mitchell Park (Stage 1)	TBA	WATC	TBA	0	2,500,000	0	2,500,000	0	0	0	0	
Economic services												
Collins Street	80	WATC	6.73%	29,546	0	(14,284)	15,262	(1,752)	7,024	22,522	(121)	
Total				402,564	2,500,000	(63,577)	2,838,987	(10,234)	31,496	371,068	(3,182)	

All debenture repayments are to be financed by general purpose revenue, with the exception of Self-Supporting Loans which are reimbursed to Council by the relevant community group.

Income - Self Supporting Loans

* Donnybrook Country Club

YTD Actual		
Principal	Interest	Total
\$0.00	\$0	\$0

**SHIRE OF DONNYBROOK BALINGUP
FEES AND CHARGES
FOR THE YEAR ENDING 30 JUNE 2022**

Reference	Description	2020/2021 GST Incl	2021/22		
			GST Ex	GST	GST Inc
11.3.5	Amphitheatre				
	Approved Community Group Functions - (Free Entry)				
	Half Day	\$82.65	\$75.14	\$7.51	\$82.65
	Full Day	\$165.25	\$150.23	\$15.02	\$165.25
	Approved Community Group Functions - (Entry Fee Charged)				
	Half Day	\$109.15	\$99.23	\$9.92	\$109.15
	Full Day	\$218.30	\$198.45	\$19.85	\$218.30
	Public Function - (Free Entry)				
	Half Day	\$165.25	\$150.23	\$15.02	\$165.25
	Full Day	\$328.45	\$298.59	\$29.86	\$328.45
	Public Functions - (Entry Fee Charged)				
	Half Day	\$273.35	\$248.50	\$24.85	\$273.35
	Full Day	\$435.55	\$395.95	\$39.60	\$435.55
11.3.6	Hire Bonds				
	No Liquor Consumed	\$150.00	\$150.00	N/A	\$150.00
	Liquor Consumed	\$300.00	\$300.00	N/A	\$300.00
11.4	Donnybrook Recreation Centre				
11.4.1	Function Room				
	Function room only (per hour)	\$28.60	\$27.27	\$2.73	\$30.00
	Kitchen hire (flat charge /per event)	\$35.70	\$34.09	\$3.41	\$37.50
	Major Event - Stadium & Kitchen	\$673.00	\$642.41	\$64.24	\$706.65
11.4.2	Swimming Pool				
	Swimming Club - Junior	\$5.00	\$5.60	N/A	\$5.60
	Adult Group Swim	\$5.50	\$5.59	\$0.56	\$6.15
	Child swim - 4yrs and up	\$4.10	\$3.91	\$0.39	\$4.30
	Adult swim - 17yrs and over	\$5.60	\$5.36	\$0.54	\$5.90
	Family Swim (2 adults 3 children or 1 adult 3 children)	\$16.30	\$15.55	\$1.55	\$17.10
	Concession Swim (Senior Card holder or Health Care Card holder)	\$4.00	\$3.82	\$0.38	\$4.20
	Persons accompanying disabled swimmer - Free	\$0.00	\$0.00	\$0.00	\$0.00
	Shower	\$3.00	\$2.73	\$0.27	\$3.00
	Casual Tiny Tots Swim Lessons	\$15.00	\$15.27	\$1.53	\$16.80
	Tiny Tots - 1 child/9 week term	\$110.20	\$112.18	\$11.22	\$123.40
	Learn to swim - 1 child / 9 week term	\$110.20	\$112.18	\$11.22	\$123.40
	Learn to swim - 2 children or toddler / 9 week term	\$203.80	\$207.50	\$20.75	\$228.25
	Learn to swim - 3 children or toddler / 9 week term	\$286.50	\$291.73	\$29.17	\$320.90
	Casual Learn to Swim	\$20.00	\$20.36	\$2.04	\$22.40

**SHIRE OF DONNYBROOK BALINGUP
FEES AND CHARGES
FOR THE YEAR ENDING 30 JUNE 2022**

Reference	Description	2020/2021 GST Incl	2021/22		
			GST Ex	GST	GST Inc
	Learn to swim - Private per lesson	\$30.00	\$30.55	\$3.05	\$33.60
	Learn to swim - Private / 9 week term	\$270.00	\$274.91	\$27.49	\$302.40
	Strength for Life Program	\$7.50	\$6.82	\$0.68	\$7.50
	Aquarobics	\$12.00	\$12.23	\$1.22	\$13.45
	Lane Hire - Community per hour	\$15.30	\$13.91	\$1.39	\$15.30
	Lane Hire - Commercial per hour	\$25.50	\$25.95	\$2.60	\$28.55
	Crèche Fee (1hr session)	\$2.50	\$2.55	\$0.25	\$2.80
11.4.3	Pool - Bulk purchase of tickets				
	<i>Book of 10 tickets (10% saving)</i>				
	Book of 10 tickets (Child/Pensioner)	\$36.00	\$36.64	\$3.66	\$40.30
	Book of 10 tickets (Adult)	\$52.00	\$52.95	\$5.30	\$58.25
	Book of 10 tickets (Family)	\$151.00	\$153.73	\$15.37	\$169.10
	<i>Book of 20 tickets (15% saving)</i>				
	Book of 20 tickets (Child/Pensioner)	\$68.00	\$69.23	\$6.92	\$76.15
	Book of 20 tickets (Adult)	\$93.00	\$94.68	\$9.47	\$104.15
	Book of 20 tickets (Family)	\$268.00	\$272.86	\$27.29	\$300.15
	1 month Family Pool Pass to new residents - No Charge				
11.4.4	In Term Swimming				
	Per Student / Class Centre	\$3.60	\$3.64	\$0.36	\$4.00
	Year 1 - 3 Students	\$27.00	\$27.50	\$2.75	\$30.25
	Year 4 - 5 Students	\$33.00	\$33.59	\$3.36	\$36.95
	Year 6 - 10 Students	\$37.00	\$37.68	\$3.77	\$41.45
	Weekend Hire of Pool (Inc Function Room/Day)	\$1,500.00	\$1,527.27	\$152.73	\$1,680.00
11.4.5	Gym				
	<u>Gym membership</u>				
	1 month - single	\$62.00	\$60.86	\$6.09	\$66.95
	3 months (=10% Discount)	\$171.00	\$167.91	\$16.79	\$184.70
	6 months (=15% Discount)	\$321.00	\$315.18	\$31.52	\$346.70
	12 months (=20% Discount)	\$607.00	\$595.95	\$59.60	\$655.55
	<u>Gold pass membership</u>				
	<i>Single</i>				
	1 month	\$87.00	\$85.41	\$8.54	\$93.95
	3 months (=10% Discount)	\$237.00	\$232.68	\$23.27	\$255.95
	6 months (=15% Discount)	\$444.00	\$435.91	\$43.59	\$479.50
	12 month (=20% Discount)	\$837.00	\$821.77	\$82.18	\$903.95

**SHIRE OF DONNYBROOK BALINGUP
FEES AND CHARGES
FOR THE YEAR ENDING 30 JUNE 2022**

Reference	Description	2020/2021 GST Incl	2021/22		
			GST Ex	GST	GST Inc
	Family (2xAd & 2xCh OR 1 Ad & 3xCh)				
	1 month	\$174.00	\$170.82	\$17.08	\$187.90
	3 months (=10% Discount)	\$474.00	\$465.36	\$46.54	\$511.90
	6 months (=15% Discount)	\$888.00	\$871.86	\$87.19	\$959.05
	12 month (=20% Discount)	\$1,673.00	\$1,642.59	\$164.26	\$1,806.85
	Group Fitness Classes	\$12.00	\$12.55	\$1.25	\$13.80
	Group Fitness Seniors	\$7.50	\$6.82	\$0.68	\$7.50
	Casual Gym	\$12.00	\$12.55	\$1.25	\$13.80
	Casual Gym - Seniors	\$9.00	\$8.18	\$0.82	\$9.00
	Kindy Gym - per session casual	\$8.00	\$7.27	\$0.73	\$8.00
	Kindy Gym - per 9 week term	\$64.00	\$58.18	\$5.82	\$64.00
11.4.6	Stadium				
	<u>Centre Run Programs/Competitions</u>				
	Team Nomination - Senior (15 years and over)	\$185.00	\$181.64	\$18.16	\$199.80
	Senior - Game/per team (15 years and over)	\$30.00	\$29.45	\$2.95	\$32.40
	Junior Training - per court per hour	\$22.50	\$22.09	\$2.21	\$24.30
	Senior Training - per court per hour	\$30.50	\$31.05	\$3.10	\$34.15
	Multi Purpose court hire	\$41.00	\$37.27	\$3.73	\$41.00
	<u>Club Program/Competition</u>				
	Junior Club Competition - per court per hour (4 years - 14 years inclusive)	\$30.50	\$31.05	\$3.10	\$34.15
	Senior Club Competition - per team per hour (15 years and over)	\$32.50	\$33.09	\$3.31	\$36.40
	Junior Club Training - per court per hour	\$22.50	\$22.50	\$2.25	\$24.75
	Senior Club Training - per court per hour	\$30.50	\$30.50	\$3.05	\$33.55
	<u>Basketball - casual game/shots (Junior - up to 14 years) per session</u>	\$3.50	\$3.18	\$0.32	\$3.50
	<u>Basketball - casual game/shots (Senior - 15 years and above) per session</u>	\$4.00	\$3.64	\$0.36	\$4.00
	<u>Badminton - casual game</u>				
	Adult / hr	\$5.00	\$5.00	\$0.50	\$5.50
	Junior / hr	\$4.00	\$4.00	\$0.40	\$4.40
	<u>Volleyball - casual game</u>				
	Adult / hr	\$5.00	\$5.00	\$0.50	\$5.50
	Junior / hr	\$4.00	\$4.00	\$0.40	\$4.40
	<u>Roller skating (Inc skates)</u>				
	Junior	\$5.00	\$5.00	\$0.50	\$5.50
	Family (3 children)	\$16.00	\$16.00	\$1.60	\$17.60

**SHIRE OF DONNYBROOK BALINGUP
FEES AND CHARGES
FOR THE YEAR ENDING 30 JUNE 2022**

Reference	Description	2020/2021 GST Incl	2021/22		
			GST Ex	GST	GST Inc
	<u>Stadium Hire - Event - During Standard Operating Hours</u>				
	Court 1 or 2 (per hr / court)	\$30.50	\$30.50	\$3.05	\$33.55
	Court 1 or 2 (full day = 8hrs)	\$245.00	\$245.00	\$24.50	\$269.50
	<u>Stadium Hire - Outside Standard Operating Hours</u>				
	Court 1 or 2 (per hr / court)	\$61.00	\$72.09	\$7.21	\$79.30
11.4.7	Squash				
	Squash Court (per hour)	\$10.00	\$10.00	\$1.00	\$11.00
	Squash (per hour) - hire racquet & ball	\$3.00	\$3.00	\$0.30	\$3.30
	Squash Adult (per hour)	\$5.00	\$5.00	\$0.50	\$5.50
11.5	Balingup Recreation Centre				
	Managed by BADSA				
11.6	Libraries				
11.6.1	Photocopying/Printing				
	A4 (Black & White)	\$0.20	\$0.18	\$0.02	\$0.20
	A3 (Black & White)	\$0.25	\$0.23	\$0.02	\$0.25
	A4 Double Sided (Black & White)	\$0.30	\$0.27	\$0.03	\$0.30
	A3 Double Sided (Black & White)	\$0.40	\$0.36	\$0.04	\$0.40
	A4 (Colour Printing - Text)	\$0.60	\$0.55	\$0.05	\$0.60
	A4 (Colour Printing - Photo)	\$1.00	\$0.91	\$0.09	\$1.00
	A3 (Colour Printing - Text)	\$0.80	\$0.73	\$0.07	\$0.80
	A3 (Colour Printing - Photo)	\$2.00	\$1.82	\$0.18	\$2.00
11.6.2	Laminating				
	A4	\$2.00	\$1.82	\$0.18	\$2.00
	A3	\$3.50	\$3.18	\$0.32	\$3.50
	Business Card	\$0.80	\$0.73	\$0.07	\$0.80
11.6.3	Room Hire - Seniors Room				
	First four hours (per hour)	\$17.75	\$16.14	\$1.61	\$17.75
	Subsequent hours	\$14.20	\$12.91	\$1.29	\$14.20
	Use of kitchen	\$2.45	\$2.23	\$0.22	\$2.45
	Use of Crèche	\$2.45	\$2.23	\$0.22	\$2.45
11.6.4	Room Hire - Meeting Room				
	Charge per hour	\$5.85	\$5.32	\$0.53	\$5.85
	Use of kitchen	\$2.45	\$2.23	\$0.22	\$2.45

Balingup Progress Association (BPA) Strategic Plan May 2021

Background

The purpose of the Balingup Progress Association Strategic Plan is to identify community priorities for the next 5-10 years and to feed this information in to the Shire of Donnybrook Balingup's (SDB) four-year review of its Strategic Community Plan (SCP) 2017-2027.

In achieving this, a series of Conversations, facilitated by the Shire Community Development Manager, were held over a three-day period from 27-29 April 21, then an Open Space workshop occurred on 4 May 21, as follows:

Topic	Key Question	Numbers
Environment	In 10 years' time, what would Balingup look like to a visitor/new resident observing how the community worked with its natural, built, and heritage environment?	28
Economy & Tourism	In 10 years' time, what is happening in Balingup that shows a vibrant, diverse and resilient economy using our existing advantages?	18
Lifespan & Living	Balingup is one of the oldest settlements in WA (average age 55 years), in 10 years' time, what does living healthily look like?	16
Community & Governance	Over the next 10 years, how does Balingup further develop its sense of community and strong community leadership?	12
Open Space Workshop		19 (am) 15 (pm)

Making Our Move – The Big Picture

Responses to those questions (Annexes A and B) identified the strengths, opportunities and aspirations for the town and this information was refined into the following statements:

- Balingup is a centre of environmental sustainability (Environment)
- Balingup is a resilient, thriving community with a vibrant, village feel (Economy and Tourism)
- Balingup is a community that creates, learns and grows together (Lifespan and Living)
- Balingup Progress Association is an intergenerational, community-led, representative, change and innovation group. (Community and Governance).

Photo right – Open Space discussion held in car park.



A common theme, identified during both the Conversations and Open Space, was the need to have more intergenerational activities. There is a strong desire to bridge the gap between young and old.

All information from the conversations and workshop was captured by the facilitator for BPA, resulting in a 31 page "Book of Proceedings". This document, which also includes details of the methodology used, is available on request. Information from the Book of Proceedings was then synthesised into this shorter document (Strategic Plan) for BPA to distribute to the community for feedback. Supporting documents for this Plan comprise:

Annex	Topic
A	Summary of strengths, opportunities, aspirations and results (SOAR)
B	Conversation Priorities
C	How does the BPA organize itself to support the aspirations of the community?'
D	Individual Action Plans – sample template

Making Our Move – Strategies & Measuring Results

Strategies	How success could be measured See Note*1
<p>Balingup is a centre of environmental sustainability</p> <ul style="list-style-type: none"> • Town development and landscaping retains a ‘village’ feel. • Land is revegetated and well managed – the best quality land is reserved/reclaimed for agricultural use. • Waterways are clean – brook and tributaries are revegetated. • The Blackwood River offers educational and recreational activities for all abilities. • Use of natural pesticides is widespread. • The community is well educated in the principles of waste reduction. • The community showcases its respect for its environmental and cultural heritage. 	<p>Health and quality of soil Health and quality of water Reduction in waste No of rural properties retained. No of new educational/ recreational activities created.</p>
<p>Balingup is a resilient, thriving community with a vibrant, village feel</p> <ul style="list-style-type: none"> • Attract and retain a diverse range of profitable businesses, providing local employment opportunities. • Collaborative and funded event management. • Increase in trails tourism (walk, bike, horse). • A new industry is built around education – providing education opportunities in sustainability, agriculture and artisan skills. • Town is self sufficient in utility infrastructure. • Golden Valley Tree Park is prized by the community as a world class Arboretum, centre of excellence in conservation and fire science. • New industries in arboriculture and silviculture. • 	<p>No of shops open in town. No of visitors to town No of children at Primary School No of events No of micro-grid power systems.</p>
<p>Balingup is a community that creates, learns and grows together.</p> <ul style="list-style-type: none"> • Infrastructure and services support healthy independent living. • Regular community events and mentoring programs create a supportive, inter-generational community. • A wide range of volunteering opportunities are offered through membership of special interest community groups. 	<p>No of independent living services and facilities. No of metres of footpaths and bike tracks (new or repaired). No of mentoring programs and community events. No of community groups.</p>
<p>Balingup Progress Association (BPA) is an intergenerational, community-led, representative, change and innovation group.</p> <ul style="list-style-type: none"> • BPA meetings are informal, social and encourage an atmosphere of co-creation. • Mentoring programs are in place to support future leaders. • The community is resilient and able to respond to challenging situations. • There is strong focus on community building, family focused events and activities. 	<p>Average age of BPA member reduce. No of mentoring programs. No of community building activities held. No of Bushfire Brigade and other emergency resources available.</p>

*Note *1 A ‘snapshot’ of data will be collected in 2021 and every three years thereafter.*

Making our Move (Action Plan)

Infrastructure and Major Projects

In October 2020, BPA was asked to provide a list of infrastructure and major projects to the Shire and these were provided at the Open Spaces so that participants could add their own ideas.

A voting process was used to prioritise the list.

Possible Balingup Infrastructure Projects	Black Dot Votes
Walk and cycle trails – new and repair existing	12
Centre of Excellence in conservation, arboriculture, and silviculture (GVTP)	11
Permanent covered space in front of stage @ Carnivale grounds	5
Two tennis hard courts	4
Improve village green playground	4
Upgrade skatepark so surface is not so hot in summer	4
Develop new recreation precinct on Balingup-Nannup Road	4
Develop and implement Balingup-Nannup Road Improvement Proposal	3
Develop and Implement Blackwood Ride Park	3
Review land use/pine plantations and scale back to improve amenity and reduce fire risk.	3
Renovate showers and toilet block @ Balingup oval	1
Improve acoustics at Town Hall	1
Promote sustainable burning in the shire including State Forests	0

Making our Move Activities List

At each Conversation, priority areas were voted on to identify projects people would be happy to make a move on (be involved in). The Conversation Priorities (Annex B) were then provided to participants at the Open Space Workshop. A further round of conversation and voting resulted in the priority projects listed below. These will be followed up with individual team leaders.

Make Your Move – 12 Priority Action Items 2021/22	Votes
Self-sufficiency/Sustainable town	10
Footpaths and Trails	7
Arts and Creative learning Centre	6
Clean waterways	5
Intergenerational project	3
Creating jobs (cars to E. V's)	3
Kids and youth engagement	2
Cluster development	2
Waste management	1
Supporting Aboriginal awareness	1
Community Safety	1
Health and wellbeing centre	0

Expectations

The value of having community plans is clear – both the Small Farm Field Day and Community Centre/Workspace resulted from groups of residents who identified a need and then went out and made it happen. With a population of 544 (ABS 2016), Balingup has traditionally ‘punched above its weight’ in terms of events and activities in the town however there are limited funds, and most of the work is done by volunteers, so people need to keep their expectations realistic.

This Strategic Plan faces the eternal challenge of involving all stakeholders in decision making – with only around 10% of the population participating in the Conversations/Open Space, and local businesses and absentee landowners not able to be fully engaged. It would be true to say however, that this document is representative of the opinions of those who took part.

The Future

This Strategic Plan and Book of Proceedings will be made available on www.balingup.asn.au with hard copies at Balingup Library. A copy will also be distributed via the community email list. The Strategic Plan will be treated as a work in progress. Each year:

- The Making our Move Action Plan will be progressed and reported back to the community. Not all projects will be completed because we are totally reliant on volunteers and good will.
- People who did not participate in the Conversations/Open Space will be given the opportunity to put forward their ideas using the template at Annex D and request that new projects be included in the Plan.

Acknowledgements

Balingup Progress Association wishes to thank the community members who gave up their valuable time to participate. And a big thankyou to James Jarvis, the Shire of Donnybrook-Balingup Community Development Manager, for facilitating the Conversations/Open Space and for faithfully recording the outcomes.

Addendum

At the Balingup Progress Association meeting held in May 2021, BPA readily agreed to organise a follow-up Community Conversation to ensure that the BPA is an ‘intergenerational, community-led, representative, change and innovation group’. This Conversation, held on 25th May 21 was attended by 26 people and the results are at Annex C. Key outcomes include:

- Structure of BPA & SFFD. BPA Executive should be retained for governance (incorporation, insurance etc).
- Need to create additional opportunities for interconnectivity between formal groups/individuals.
- Alternate formal BPA Executive meetings with social/community meetings held at Village Green, BADSA, GVTP, school etc (6 of each per year). Could also use Open Space format combined with meals night.
- Meetings need to be welcoming, fun and informative, include children.

As a result of this discussion, the BPA Executive agreed to trial a change of meeting date and to facilitate a series of follow up Open Spaces.

Balingup Progress Association (BPA)

Strategic Plan May 2021

Annexes

Annex A

Summary of Strengths, Opportunities, Aspirations and Results (SOAR)

Many more strengths, opportunities & aspirations were identified, this is a summary of those prioritised during the Conversations/Open Space by those present. Duplications have been omitted.

Balingup Strengths

- Golden Valley Tree Park
- Street scape – trees, entry, pond
- Events – longevity, impact, attendance, history of their return to community, history of volunteerism
- Natural environment – rolling green hills, misty mornings, GVTP, intersection of two valleys, ley line.
- Community make-up – well educated, artistic doers, engaged, diverse backgrounds, naturally inclusive, welcoming, not cliquey, caring, skills, available
- Railway line
- Vintage accommodation accomplishment
- Unique: people don't have to be lonely
- Strong community desire to preserve environment
- We are all committed to what we are doing
- Willingness of current leaders to let go – be open to change

Opportunities & Aspirations

We are a village:

- Build on what we have, maintain a country feel and sense of community, maintain village aesthetics
- Less Landscaping in town (lawns etc), more native vegetation
- Unused spaces could be revegetated with edible plants & bee pollinator attractors (Free Food Project)
- Architecture guidelines – keep authenticity of the village
- Cluster Developments

We teach, learn and work together:

- Liaise with community annually regarding projects
- Centre of education – artisan skills and ideals/values resulting in a cottage industry
- Become a university/TAFE training town (GVTP or see Pingelly)
- Centre of learning: all skills available, learning, training employing workshops
- Further education in town to support youth community leadership – sustainability, agriculture, artisan
- Diversity of profitable businesses employing people, paid jobs for volunteers
- Mentoring for new businesses in town drawing from our town's resources and mentoring to help set up events
- Grow business/tourism leaders with community connections
- Older people mentoring programme
- Market set up on a permanent basis
- Create business converting fossil fuel vehicles to electric
- Help and community care, expansion, awareness, employ younger people
- Local pub, family focus
- Health and wellbeing hub of SW or WA
- Linking/mentoring with school children – 'Old people's home for 4-year old's' concept.
- Bridging the gap – monthly events / long table lunch or dinner / fun day play day / billboard invitation display
- Hydrotherapy pool (small like Augusta)
- Healthy independent living (young people involved)
- Use connections (to connect various skills available). Need a skills register
- BADSA meal nights
- Smile and say hello – what are you interested in?
- Cut down formalities of meetings. Organise informal gatherings – discussion.

- Individuals initiate conversations with young people they know and young people they don't know. Look for opportunities to relate.
- Connections – partnership between the BPA and school P&C
- There's no age gap in town. Activities are more family focused instead of visitor/\$\$ focus
- Older residents to operate informal creche to free up young Mum's for community activities

Our leaders are responsive and inclusive:

- Restructure BPA to appeal to younger people
- BPA create further partnerships in town with businesses and P&C.

We are an active community:

- Use the Blackwood River for activities such as horse riding, bird watching, cycling (learning opportunities)
- Blackwood Recreation Area for all abilities
- Collaborative & funded event management
- Increase small events – regularly: community and private
- Roads suitable for safe bikes/vehicles (wide enough). Pull off areas

We are conscious of our environment:

- Awareness of country threats (fires etc)
- Reclaim pine plantations for agriculture
- Clean waterways (Revegetation of brook and tributaries)
- Round-up free town – use less harmful – fusillade/steam along roads
- Brook revegetated and managed = walk trails & horse trail tourism and living
- GVTP/Kings Park association
- Climate change is a threat which can unite us and motivate us to work together on mitigation
-

We are self-sufficient

- Town self-sufficient in all areas of utility infrastructure
- Micro-grid power systems/solar panels
- Create a fabulous eco-environment of sustainability

How we will measure our success (Results)

- Quality of air, water, and soil
- Condition, mental health of the community, diversity of ages, children of long-term residents are returning to live in Balingup. Post secondary training education
- World class Arboretum: Attract tourists from around the world, Centre of excellence in conservation and fire science, new industry sectors opening in Arboriculture (Forests) and Silviculture (individual trees)
- Businesses not seasonal or changing hands
- Tourists to see different eco-systems and education facility
- Revegetation in waterways etc to support wildlife and bees
- Numbers of people stopping and staying – food/accommodation.
- Volunteer groups are thriving
- Local skills register – education centre established workshops in progress.
- Kids more involved (numbers) in community work, activities, experiences.
- Health and wellbeing. All ages in attendance.
- Engaged school activity/participation.
- More eco-friendly farms developed -reduction in waste
- Younger new people at meetings and events 'taking over the reins.' Others want to step back (seniors offering support/mentorship)

Conversation Priorities

ENVIRONMENT - Balingup is a centre of environmental sustainability.

Built environment:	Votes
• Build on what we have and maintain a country feel and sense of community.	12
• Cluster Developments.	7
• Golden Valley Tree Park.	10
• Street scape – trees, entry, pond.	5
• Awareness of country threats (fires etc).	4
• Maintain village aesthetics.	11
• Village Green Piazza.	0
• Less Landscaping in town (lawns etc), more native vegetation.	4
• Architecture guidelines – keep authenticity of the village.	5
• Roads suitable for safe bikes/vehicles (wide enough). Pull off areas.	3
• Footpaths provide safe movement and encourage residents and visitors to exercise.	8
• Unused spaces could be revegetated with edible plants & bee pollinator attractors (Free Food Project).	5
• More financial support from the Shire for Balingup Townscape.	8
Natural environment:	
• Reclaim pine plantations for agriculture.	5
• Clean waterways (Revegetation of brook and tributaries).	7
• Round-up free town – use less harmful – fusillade/steam along roads.	3
• Brook revegetated and managed - walk trails & horse trail tourism and living.	3

ECONOMY & TOURISM - Balingup is a resilient, thriving community with a vibrant, village feel.

Events:	Votes
• Collaborative & funded event management.	4
• Increase small events – regularly: community and private.	6
Business Opportunities:	
• Diversity of profitable businesses employing people, paid jobs for volunteers.	9
• Mentoring for new businesses in town drawing from our town's resources and mentoring for events.	2
• Market set up on a permanent basis.	5
• Use the Blackwood River for activities such as horse riding, bird watching, canoeing, cycling	8
• Create business converting fossil fuel vehicles to electric.	3
Community resilience:	
• Micro-grid power systems/solar panels.	6
• Town self-sufficient in all areas of utility infrastructure.	
Education Opportunities:	
• Become a university/TAFE training town (GVTP or see Pingelly).	5
• Further education in town to support youth community leadership – sustainability, agriculture, artisan.	5
• Centre of learning: all skills available, learning, training employing workshops.	7
Golden Valley Tree Park:	
• World class Arboretum: Attract tourists from around the world, Centre of excellence in conservation and fire science, new industry sectors opening in Arboriculture (Forests) and Silviculture (individual trees).	8
• Centre of education – artisan skills and ideals/values resulting in a cottage industry.	6

LIFESPAN & LIVING -Balingup is a community that creates, learns, and grows together.

Intergenerational activities:	Votes
• Help home and community care, expansion, awareness, employ younger people.	5
• Local pub, family focus.	3
• Linking/mentoring with school children.	1
• Connect younger with older women through mentoring.	3
• Bridging the gap – monthly events / long table lunch or dinner / fun day play day / billboard invitation display.	2
• Hydrotherapy pool (small like Augusta).	2
• Healthy independent living (young people involved).	
• “Old people’s home for 4-year old’s” concept.	1
• Connect to skills available - skills register.	2
• BADSA meal nights.	2
• Individuals initiate conversations with young people they know and young people they don’t know. Look for opportunities to relate.	2
• There’s no age gap in town. Activities are more family focused instead of visitor/\$\$ focus.	4
• Older residents to operate informal creche to free up young Mum’s for community activities	
Health & Wellbeing:	
• Health and wellbeing hub of South West or WA.	3
Arts & Culture	
• Expand and market arts/creative culture already here.	5
Education:	
• An education centre – start with building on what is already here.	3

COMMUNITY & GOVERNANCE - Balingup Progress Association is an intergenerational, community- led, resilient, change and innovation group.

Balingup Progress Association:	Votes
• Restructure BPA to appeal to younger people.	10
• Cut down formalities of meetings. Organise informal gatherings – discussions.	10
• BPA create further partnerships in town with businesses and P&C.	3
• Make it clear to the Shire what we want/strategies.	7
• Liaise with community annually regarding projects.	3
• Grow business/tourism leaders by improving community connections.	5
• Create a fabulous eco-environment of sustainability.	10

Community Conversation – 25 May 21

Held to discuss “given all the ‘what’ and new ideas and energy.....how does the BPA organize itself to support the aspirations of the community?”

Start/do more of:

- Additional opportunities for interconnectivity between formal groups/individuals.
- Formal BPA every month. Flexible separate BPA meeting 1 x month.
- Build on the town’s strength for punching above its weight – human capital, organizational capacity, involve First Nations people, mentoring, open to new ideas.
- Alternate formal BPA Executive meetings with social/community meetings held at Village Green, BADSA, GVTP, school etc (6 of each per year). Could also use Open space format combined with meals night.
- Advocacy/lobby group to Shire and other government organizations.
- Meetings welcoming, fun and informative.
- Festival which interests young people.
- Open space structure for meetings with appropriate note taking and consensus processes/social media.
- Social events including meals nights and documentaries that talk about certain themes regarding sustainable communities (such as waste, transport, arts & culture, food security, environment/landcare, health).
- Include children.
- Share local stories to highlight our common threads and inspire and understand what can be and has been.

What we need to keep:

- Structure of BPA & SFFD. BPA executive needed for governance.
- SFFD theme on regenerative farming and expand on it, within the community and during the event.
- SFFD theme of self-sufficiency and have more educations and demonstrations on pemaculture.
- Mentoring – connect mentors with those wanting to take on a new role/task/activity.
- Keep our special feeling that other towns like Hyden have copied and envy.

What we need to do less of:

- Relying on individuals, create opportunities for sharing knowledge.
- Having voluntary workers who are unpaid, but rather pay them from the money in the bank from the SFFD and Carnivale (in days when they did have money – hopefully that will happen again).
- Having to organize events.
- Less housekeeping jobs in community.
- Less formality
- Less long minutes.

What we need to stop doing:

- Complaining – be proactive in the community, initiate ideas oneself
- Heated arguments – be respectful.
- Saying “no” to new ideas.

BPA Conversation Café – Individual Action Plans (template)

Topic Title: e.g. Creative Learning Centre		Date:			
		Initiator:			
		Recorder:			
Present					
What will we do?	Who else will we involve?	Immediate next steps			
		HOW	WHO	WHEN	WHAT (\$)

KIRUP PROGRESS ASSOCIATION INC.

KIRUP 2040

STRATEGIC PLAN



CONTENTS

1. Strategic Plan Cover
2. Contents
3. Introduction and Acknowledgement of Country.
4. Kirup Profile and Kirup Progress Association Inc.
5. Community Engagement Process
6. Economy and Tourism
7. Lifespan and Living
8. Environment
9. Community and Governance
10. Challenges and Conclusion



Introduction

The purpose of the Kirup Progress Association Inc. Strategic Plan is to identify community priorities for the next 10+ years and to feed this information into the Shire of Donnybrook/Balingup (SDB) four year review of its Strategic Community Plan (SCP) 2017-2027.

Upon the completion of a Draft Concept Plan for the development of the Kirup Mill Park by a Sub-Committee of the Kirup Progress Association (KPA), it was agreed by members to seek feedback/comments from the community and (as a holistic approach) the community's aspirations for the future of Kirup. There were various opportunities for residents to take part in the community consultation process. The outcome of this process resulted in many ideas and strategies that will give KPA direction for future projects and activities.

There were four themes identified with fifteen topics selected for discussion. Participants were able to vote on their most important topic to assist KPA to prioritise projects and activities.

This plan contains the strategic outcomes, strategies and suggested actions compiled from community consultation and engagement.

Kirup Progress Association (KPA) relies on volunteerism and goodwill of the community to delivery projects and activities to improve the lives of our community. With limited members and funding, it is unrealistic to expect all projects to be completed. KPA strives to engage with all ages to promote membership to the organisation and take part in what can be an 'awesome' Kirup.



Acknowledgement of Country

In the spirit of reconciliation, Kirup Progress Association Inc. acknowledges the Traditional Custodians of the land, the Noongar People. We pay our respects to their Elders, past, present and emerging.

Kirup Profile

Kirup is situated 17 kilometres south of Donnybrook, in the Shire of Donnybrook/Balingup. At the 2016 Census there was a population of 219 residents in 108 dwellings with a median age of 41 years. Kirup has been identified in the Bunbury Geographe Sub-regional Strategy as a Village in terms of the Settlement Hierarchy in the Region.

PHYSICAL ASSETS

Schools



Primary School

Parks/Reserves



Four public parks/reserves

Buildings/Structures



Public ablution
Community Hall
Church
Gazebo
Information stand
Bushfire Brigade Shed

Economy



- Agriculture, Horticulture and Forestry Industries
- Various product and service businesses

Kirup Progress Association Incorporated

In 2021, Kirup Progress Association Inc. (KPA) had 23 members with three Sub-Committees assigned to specific tasks/activities. Although the organisation has experienced a few changes in membership in recent years, members continue to be passionate and proactive in enhancing the wellbeing of the community.

The Monthly Op Shop (commencing in 2019) has been an ongoing success, bringing community together and raising funds for the organisation. The Annual Santa Project has expanded every year, since its inception, promoting inclusiveness and a sense of community.

KPA's constitution states the objectives of the organisation:

- To provide a strong united voice for the Kirup Area.
- To advise local government as to the needs and wants of the community.
- To provide a sense of community well-being within the community.
- To promote local enterprise within the community and further afield.

This process of reassessing the aspirations of the community to direct KPA's future goals and the Shire of Donnybrook/Balingup (through the Strategic Community Plan), aligns with the above objectives of the organisation.

Kirup Progress Association Inc. have a better understanding of the community views to prioritise future projects and activities.

Community Engagement Process

Initially an Open Space Workshop was facilitated by the Manager of Community Development (James Jarvis) on Friday 14 May 2021. The purpose of this workshop was to enable dialogue about KPA’s Strategic Plan and its position within the community in a way that coincided with the Shire of Donnybrook Balingup four-year review of its Strategic Community Plan (2017-2027).

Approximately 25 people participated in the workshop where fifteen topics of interest were selected and discussed. Following the workshop, Mr J Jarvis compiled a summary of discussion and actions which were distributed to the wider community for comment. KPA received a further 10 responses from the distribution of notes. All participants were given the opportunity to vote on a topic which was important to them. This information will assist the Shire of Donnybrook/Balingup and KPA to prioritise projects/activities over the next 5, 10 and 15 years.

A summary of the discussion topics and voting scores are listed below.

AREAS OF DISCUSSION AND VOTES GAINED

THEMES	TOPICS	VOTES	TOP 5
Economy and Tourism	Kirup Mill Park Project	11	1
	Promote and retain businesses	6	3
	Large multi-use carpark	4	
	Local Economy: Tourism	5	4
	Encourage investment	4	5*
	Support business culture	2	
Lifespan and Living	Mental Health – Blue Tree Project	7	2*
	Attract youth, families, jobs	4	5*
	Disabled access and park fencing	3	
	Connective and active community – Events	3	
	Health and wellbeing – maintain good aspects of Kirup	4	5*
	Education and Youth – activities and opportunities.	2	
Environment	Increase use of local infrastructure/assets Eg. Jim McDonald Oval.	7	2*
Community and Governance	Inclusiveness	1	
	KPA – Leadership and Succession	1	

*Equal ranking

Members of the Kirup Progress Association express our deepest thanks to James Jarvis and community members who have assisted with the development of this Strategic Plan.



ECONOMY & TOURISM

An appealing, diverse and strong economy

OUTCOME	OBJECTIVE	STRATEGIES	SUGGESTED ACTIONS FOR KPA
1. An attractive visitor and tourism destination	1.1 Create a reason to make visitors stop and experience what Kirup has to offer.	1.1.1 Develop Kirup Mill Park into a unique and attractive visitors rest stop.	1.1.1.1 Liaison with Shire and other authorities to arrange land survey and other requirements. 1.1.1.2 Revise and finalise Concept Plan following community's feedback (As per Appendix). 1.1.1.3 Identify funding requirements and work with all stakeholders and community members to deliver a staged project.
		1.1.2 Walk/Cycle Trails (eg. Kirup Falls, Curiosity Swamp, Rail corridors, etc).	1.1.2.1 Facilitate preliminary discussion on a Walk/Cycle Trails and tracks. Investigate partnerships with Donnybrook/Balingup Tourist Centres, Shire and SW Trail Websites.
	1.2 An attractive town entrance and streetscape.	1.2.1 Enable the installation of signage.	1.2.1.1 Facilitate discussion with the community for Entrance signage, seek approvals and possible partnership opportunities for manufacture and installation. 1.2.1.2 Facilitate discussion on directional signage in town and liaison with appropriate authorities and stakeholders. 1.2.1.3 Advocate for 'Kirup' to be added to existing MRWA 'Distance to ..' signage located (departing side) of other towns.
		1.2.2 Plant deciduous trees.	1.2.2.1 Identify possible locations, seek approvals and support tree planting.
		1.2.3 Increase Artworks throughout town and beyond. (Sculptures, murals, textile, metal, etc)	1.2.3.1 Facilitate discussion with the community on designs, locations and inhouse capabilities. Develop a plan to assist with staging, funding, locations, quality, and quantity of artwork. Liaison with stakeholders.
1.3 To improve parking for long and recreational vehicles.	1.3.1 Partner with key stakeholders to develop a Multi-use carpark.	1.3.1.1 Engage with Shire to identify and investigate possible locations for a multi-use carpark. (Eg. Ex-RSL Hall site, Kirup Mill Park or other)	
2. A strong economy	2.1 Support local business.	2.1.1 Enable business advertising opportunities.	2.1.1.1 Revitalise Information Bay Notice Boards and develop a lease arrangement for local businesses and community organisations to advertise. 2.1.1.2 Actively promote business sponsorship. 2.1.1.3 Promote 'Shop Local'.
	2.2 To increase visitor numbers.	2.2.1 Encourage events and activities for all.	2.2.1.1 Support existing events such as Solstice Markets, Op Shop and Santa Project. 2.2.1.2 Encourage pop-up vans, bouncy castle, etc events/activities at the Mill Park. 2.2.1.3 Invite private event coordinators/organisers to consider Kirup in their Events Calendar.

LIFESPAN AND LIVING

A happy, healthy, and safe community for all abilities

OUTCOME	OBJECTIVE	STRATEGIES	SUGGESTED ACTIONS FOR KPA
3. A safe and healthy community	3.1 Accessible pathways for all abilities.	3.1.1 Advocate for gopher friendly curbing and rail crossings.	3.1.1.1 Liaison with the Shire, MRWA and Arc Infrastructure for improvements. Eg. ramps
	3.2 Road and Pedestrian safety.	3.2.1 Advocate to reduce CBD speed to 50km/h. 3.2.2 Advocate to install cross work on highway. 3.2.3 Advocate for safer roads.	3.2.1.1 Liaise with Shire and MRWA for strategies 3.2.1, 3.2.2 and 3.2.3. 3.2.3.1 Advocate for a southbound turning off slip lane on SW Highway for turning right onto Station Street (heading for primary school).
	3.3 Safe playgrounds	3.3.1 Enable fencing around toddler play areas.	3.3.1.1 Identify areas and liaise with the Shire.
4. Improved mental health and volunteerism	4.1 Increased awareness of mental health	4.1.1 Enable the Blue Tree or similar project.	4.1.1.1 Collaboration with the community on creating a meaningful project.
	4.2 Increase volunteerism in the community	4.2.1 Encourage 'Act, Commit, Belong'.	4.2.1.1 Invite community members to take part in specific projects of interest.
	4.3 Increase membership to KPA	4.3.1 Actively promote KPA	4.3.1.1 Utilise social media, Preston Press and notice boards to increase community awareness and promote membership.
5. Improved youth activities and opportunities	5.1 Greater youth involvement in activities.	5.1.1 Support and encourage youth involvement.	5.1.1.1 Facilitate discussion and work collaboratively with youth to identify events/activities of interest. (Eg. Gaming night, Music, etc)
	5.2 Increase school enrolments at Kirup Primary School (KPS).	5.2.1 Build relationship with school.	5.2.1.1 Invite staff and parents to KPA meetings and regularly engage with the school. 5.2.1.2 Encourage and support school activities to increase enrolments.
		5.2.2 Develop opportunities to promote the school.	5.2.2.1 Provide opportunities to KPS to display art and promotional material (Eg. Information Bay, Community Dinners, Op Shop, etc).
6. Enhanced country feel and community spirit.	6.1 To bring people together to create a sense of community.	6.1.1 Support and enhance existing community events and activities.	6.1.1.1 Identify ways of revamping community dinners. 6.1.1.2 Support the continuation of Australia Day and ANZAC events. 6.1.1.3 Support the enhancement of the Santa Project by developing maps and signage.
		6.1.2 Support and encourage new event opportunities.	6.1.2.1 Facilitate discussion with the community to identify possible youth events. 6.1.2.2 Facilitate discussion on the following suggested new events: Street Xmas Party, Art Evenings, Art displays, Community Tree

ENVIRONMENT

An attractive and sustainable environment (built and natural)

OUTCOME	OBJECTIVE	STRATEGIES	SUGGESTED ACTIONS FOR KPA
7. Sustainable built environment	7.1 Support greater usage of our built assets (including Jim McDonald Oval).	7.1.1 Encourage outside sporting and recreation groups to hire Jim McDonald Oval.	7.1.1.1 Liaise with the Shire to investigate current lease arrangements of Jim McDonald Oval. 7.1.1.2 Facilitate discussion and work collaboratively with SW Horse Association (current lessee) to investigate additional hire opportunities of the facilities. 7.1.1.3 Identify any issues with the facilities that may discourage potential users.
		7.1.2 Support and encourage use of the Kirup Hall.	7.1.2.1 Continue to use Kirup Hall for meetings and other activities.
8. Heritage assets are valued and respected.	8.1 Preserve our local heritage.	8.1.1 Preserve and showcase our historical elements of our community.	8.1.1.1 Include a historical element to the plans of the Kirup Mill Park. 8.1.1.2 Preserve historical information about the RSL Memorial Park canon. 8.1.1.3 Encourage signage outside of each business to display the history of the business/owners. 8.1.1.4 Support interesting features in paving (history of people, community, and township).
9. Attractive natural environment	9.1 Increased tree planting	9.1.1 Support a responsibly planned and attractive tree planting project.	9.1.1.1 Encourage the inclusion of tree planting (deciduous type) in the plans of the Kirup Mill Park Project. 9.1.1.2 Support the inclusion of tree planting to improve the appearance of streets and highways.



COMMUNITY AND GOVERNANCE

An inclusive and resilient organisation striving for growth.

OUTCOME	OBJECTIVE	STRATEGIES	SUGGEST ACTIONS FOR KPA
10. KPA is an intergenerational and community led organisation.	10.1. Increased Intergenerational membership and successive planning for KPA.	10.1.1 Inspiring younger adults to become involved with KPA activities.	10.1.1.1 As an introduction to KPA, invite community members in writing to make suggestions on current projects and/or topics. 10.1.1.2 Identify skills in the community. 10.1.1.3 A wide range of volunteering opportunities are offered through membership of special interest community groups. 10.1.1.4 Revisit job roles in the organisation and possible reduce scope of each role to encourage involvement. 10.1.1.5 Encourage family involvement. 10.1.1.6 Raising Kirup's profile on social media.
	10.2 An inclusive and valued community.	10.2.1 Provide an atmosphere of co-contribution, appreciation, and fun.	10.2.1.1 Promote and celebrate achievements. 10.2.1.2 Identify opportunities to recognise individual contributions. 10.2.1.3 Cut down formalities of meetings and and introduce fun activities.
		10.2.2 Build relations with all members of the community.	10.2.2.1 Release this strategic plan to the community upon adoption by KPA. 10.2.2.2 Commence conversations with the community about future projects and skills required.



Challenges

We are a small community which rely heavily on volunteerism and goodwill of KPA members and residents to run events, activities and undergo projects. Members work hard to fundraise and source funds for these activities, however, in a changing world of increased work and family pressures, volunteerism has declined over the last few years. One of the challenges recognised is to bridge the intergenerational gap in our membership and inspire a new generation of volunteers.

In relation to priority scoring of projects, the development of the Kirup Mill Park into a tourist rest-stop of preference, received overwhelming support. The task to work through the formalities and deliverables on this project will be dependent on financial support through grant funding, contractor availability and in-kind support.

Conclusion

The Kirup 2040 Strategic Plan has been developed by the community, for the community. This document was compiled following an open space workshop and feedback from 35 business and residential community members. Based on the 2016 census population, this engagement equates to approximate 16% of the population. Although it is a challenge to involve all stakeholders in decision making, it is true to say, that this document is representative of the opinions of those who took part.

The top four topics of importance (as voted by participants) were identified as the Kirup Mill Park Development, Mental Health, Increase use of local infrastructure and Local business/tourism. The voting results, compiled from the community responses, will assist Kirup Progress Association (KPA) members to prioritise and plan to deliver the desired outcomes of the Strategic Plan.

With limited members in KPA and funding, it is unrealistic to expect all projects to be completed without community involvement. KPA strives to engage with all ages to promote membership to the organisation and take part in what can be an 'awesome' Kirup.

APPENDIX 1. (Referenced to Strategic Plan)

Ideas/comments made by community members relating to specific projects and how the concepts align with this strategic plan.

DEVELOPMENT OF KIRUP MILL PARK

Table of ideas/comments to assist concept development.

Vegetation/Green Canopy	Art	Play	Heritage element	Parking & Pathways	Other comments
Plant deciduous trees	<ul style="list-style-type: none"> • Sculptures • Art displays • Murals • Large moving sculptures/displays (Eg. Large kinetic balls, pendulums or spinning sculptures.) • Labyrinth 	<p>Nature play</p> <p>Nature play - with a theme</p>	<p>Display milling equipment in a unique way that is more attractive/interesting.</p> <p>Display milling equipment with something else (eg. art/sculptures) to help tell a story.</p> <p>Install milling exhibits along pathways to compliment the Galloping out trolley.</p>	<p>Caravan/RV friendly parking. Turnaround bay, rubbish drop, water fill facility, chemical waste dump, etc.</p> <p>3 suggested sites.</p> <ol style="list-style-type: none"> 1. Mill Park 2. RSL Memorial Park (would need to relocate RSL structure & gun) 3. Cnr Block - SW Hwy/Brookhampton Rd (old hall site adjoining Gavin Walls house). 	<p>Tourist signage</p> <p>Mill Park is the 'gateway' to future development of walk trails.</p> <p>Install advertising sign pointing to Mill Park facilities.</p> <p>Fencing around toddler play areas.</p>
Plant deciduous trees between the native trees	Install signage of Icons of Aust. (lessor known heroes) under trees or along walkways.	Bicycle skills area	Don't replicate other milling displays (ie. DBK Arboretum, Manjimup Timber Park). Needs to be uniquely displayed.	Considering a new pathway is being constructed to the park, need to install something of interest at the end of the path for people to walk to (eg. picnic area, swings, etc)	Create wheelchair friendly access from carpark to points of interest in the park.
Bush Tucker area	<p>Landmarks (The Australia's biggest.....)</p> <ol style="list-style-type: none"> I. Lg Fly ('Kirup' meaning) II. Lg Avocado III. Lg Bottle of Kirup Syrup IV. Lg Bicycle V. Large Cow (ie. 4 times larger) VI. Hollywood type sign 'K I R U P' 	Monorail for kids	Insert features in paving (history of people, community, and township).	Pathway from Hall to Mill Park along rail reserve.	Commence activation of the site by introducing small events prior and during development.
More trees/greenery		Maze	Milling equipment not a 'wow' factor. Don't make it a focus point.		Install toilet facilities in Mill Park.

Alignment with Strategic Plan:

ECONOMY AND TOURISM (Page 6)

OUTCOME: 1. An attractive visitor and tourism destination.
OUTCOME: 2. A strong economy.

ENVIRONMENT (Page 8)

OUTCOME: 8 Heritage assets are valued and respected.
OUTCOME: 9 Attractive natural environments.

LIFESPAN AND LIVING (Page 7)

OUTCOME: 3. A safe and healthy community
OUTCOME: 4. Improved mental health and volunteerism.
OUTCOME: 5. Improved youth activities and opportunities.
OUTCOME: 6. Enhanced country-feel and community spirit.

BLUE TREE PROJECT

Blue Tree Project – Dead tree	Mural	Other alternatives	Other Comments
Approach Private landowners	Paint a 'blue' tree on VBFB shed.	Paint and erect 'Blue' flagpoles or a 'Blue' elephant.	Need to seek community artist.
Specific paint colour	Paint a landscape scenery, incorporating a 'blue' tree on VBFB shed.	Construct/Build a tree-like structure (paint blue)	Think outside the box.
Identify a dead tree somewhere in town.	Paint a blue tree on any unused buildings (with approvals).	Decorate an existing tree or hang blue ornaments (homemade or other) off the branches of a tree.	
		Community participation in an annual 'blue' tree theme or RUOK day (like the Santa Project).	

Alignment with Strategic Plan:

LIFESPAN AND LIVING (Page 7)

OUTCOME: 3. A safe and healthy community
 OUTCOME: 4. Improved mental health and volunteerism.
 OUTCOME: 5. Improved youth activities and opportunities.
 OUTCOME: 6. Enhanced country-feel and community spirit.

COMMUNITY AND GOVERNANCE (Page 9)

OUTCOME: 10. KPA is an intergenerational and community led organisation.

ENVIRONMENT (Page 8)

OUTCOME: 8 Heritage assets are valued and respected.
 OUTCOME: 9 Attractive natural environments.

NEW AND EXISTING EVENTS/ACTIVITIES

YOUTH	JIM McDONALD OVAL	MILL PARK	Arthur Kelly Memorial Hall	Other
<ul style="list-style-type: none"> Youth engagement Music concerts Gaming nights Bike skills course Bus service from DBK to Kirup 	Activation of Jim McDonald oval. <ul style="list-style-type: none"> Promote venue for hire Horse shows Ride trails for horses (incorporating Mullalyup Conservation area.) Camping event. Concerts Sheep dog trials Poultry/small livestock shows Farmer's market Car shows 	<ul style="list-style-type: none"> Bouncy castle Xmas party Activities to draw people to CBD. 	<ul style="list-style-type: none"> Promote venue for hire Theatre/drama 	<ul style="list-style-type: none"> Xmas street party revamp community dinners. Santa project – map, signage Flower gardens at Memorial Park

Alignment with Strategic Plan:

LIFESPAN AND LIVING (Page 7)

OUTCOME: 3. A safe and healthy community
 OUTCOME: 4. Improved mental health and volunteerism.
 OUTCOME: 5. Improved youth activities and opportunities.
 OUTCOME: 6. Enhanced country-feel and community spirit.

COMMUNITY AND GOVERNANCE (Page 9)

OUTCOME: 10. KPA is an intergenerational and community led organisation.

ECONOMY AND TOURISM (Page 6)

OUTCOME: 1. An attractive visitor and tourism destination.
 OUTCOME: 2. A strong economy.

Local Government Key Financial Information

Council **Shire of Donnybrook**

Completed on 16 November 2021

Basis of Financial Information

Total number of rating assessments

Estimate resident population

Annual
Report

2020/21

Unaudited

3,332

Annual
Budget

2021/22

Adopted

3,356

Revenue - (Refer to Income by Nature & Type)

Total Operating Grants	5,872,277.00	2,432,997.00
Rates Revenue	5,097,943.00	6,110,565.00
Residential rates revenue component		
User Fees & Charges, Service Charges	3,193,648.00	1,582,087.00
Interest Income	128,264.00	104,000.00
Operating Contributions and Reimbursements		
Other Capital Revenue		
Other Operating Revenue	201,676.00	400.00
Total Operating Revenue	14,493,808.00	10,230,049.00
Non Operating Grants	5,130,139.00	11,389,111.00
Non Operating Contributions and Reimbursements		
Profit on Disposal of Non-Financial Asset	56,408.00	24,018.00
Comprehensive Income		

Expenses - (Refer to Income by Nature & Type)

Interest expense	27,638.00	12,372.00
Depreciation expense	5,671,020.00	5,758,977.00
Employee Costs	7,837,008.00	5,597,803.00
Materials & Contracts	4,105,514.00	3,714,673.00
Utility Charges	421,117.00	3,796,103.00
Loss on disposal of Non-Financial Assets	85,315.00	28,303.00
Total Expenses	18,865,613.00	16,041,030.00

Other receipts/payments - (Refer to Cash Flow Statement)

Cash Flows from Investing Activities		
Proceeds from Sale Plant & Equipment	122,091.00	143,870.00
Payments for Purchase of Property, Plant & Equipment	2,452,862.00	7,314,497.00
Payments for Construction of Infrastructure	4,672,098.00	7,505,073.00
Cash Flows from Financing Activities		
Repayment of Debentures (Principal Repayments)	61,288.00	63,577.00

Balance sheet items

Property, Plant and Equipment	35,761,785.00	
Infrastructure	129,705,159.00	
Cash & Cash Equivalents	11,131,480.00	10,272,287.00
Current Borrowings	63,578.00	
Non-Current Borrowings	338,988.00	6,803,987.00
Net community assets	168,199,033.00	

Restricted Cash Components (will reduce cash & cash equivalents)

(Refer to Cash & Cash Equivalent or Reserve notes)

Employee Leave Reserve		
Unspent Loans		
Unspent Grants	2,386,027.00	1,800,000.00
Additional cash to be removed	1,240,237.00	200,000.00

Please email your Application and Key Financial Information to

Lending@wac.wa.gov.au

Attachment A

Office Address: Level 12, St. George's Square, 225 St. George's Terrace, PERTH WA 6000

Telephone: (08) 9235 9100

Postal Address: PO Box 7282, Perth Cloisters Square, WA 6850

Facsimile: (08) 9235 9199

Local Government Loan Application Form

New Loan Information

Borrower/ Council:	Shire of Donnybrook		
Purpose:	VC Mitchell Park		
Loan Amount:	\$2,500,000.00	Loan Number:	
Estimated Principal Repayment (p.a.):	\$110,158.00	Term of Loan:	20 years
Estimated Interest Repayment (p.a.):	\$32,266.00	Loan Structure:	Principle & Interest
Repayment Frequency:	Semi-Annual	Repayment Dates:	
Firm Quote Date:		Funding Date:	

Latest Financial Information

Date of Latest Monthly Financials:	31-Aug-21	Restricted Cash/Reserve Items	
Cash & Cash Equivalents:	8,784,530.00	Employee Leave:	-
Current Borrowings Outstanding:	56,554.00	Unspent Loans:	\$0.00
Non Current Borrowings Outstanding:	338,988.00	Unspent Grants:	-
Limit on Overdraft Account:	\$0.00	Additional Reserves:	1,108,466.00
Less Budgeted Principal Repayments for new loans not raised:			\$0.00
Less Budgeted Interest Repayments for new loans not raised:			\$0.00

Financial Information

	Net Debt Ratio %	Debt Service Cover Ratio	Source
Immediately Preceding Financial Year (2020/21)	-49.0%	14.9	Unaudited
Current Financial Position Based on (31/08/2021) financials	-46.7%	-0.2	Latest Financials
Current Financial Year Budget 2021/22 (projected to 30 June)	-14.4%	-0.5	Adopted

Is the Local Government a participant in a Regional Local Government

Yes - complete Attachment C.
 No - no action required.

Financial information is to be based on:

- Audited Financial Statements for the immediately preceding financial year;
- The Adopted Annual Budget for the current financial year; and
- The most recent monthly financial report submitted to Council at an ordinary meeting; or
- Where either 1. or 2. above is unavailable, the Corporation will accept for the purpose of calculating the relevant financial ratios:
 - preliminary current year budget forecasts, where the current year's annual budget has not yet been adopted by Council;
 - draft financial statements, where the previous years annual report has not been audited
 - such other financial information as the Corporation may in its absolute discretion agree to accept for this purpose. (In this case, please consult your Client Account Manager at the Corporation.)

Representation

I represent, on behalf of Shire of Donnybrook, that:

- The financial information provided above is accurate and its total borrowings, as stated above in connection with the current proposed borrowing, is inclusive of all other borrowings from banking institutions and lenders and Government sources including any amounts from the Corporation; and
- There has been no material adverse change to its financial position, since the release of its last Audited Financial Statements.

Authorisation

I certify that I have been authorised to complete and sign on behalf of Shire of Donnybrook all the necessary documents relating to this new borrowing.

Signature of Officer: _____

Name of Officer: _____

Position: _____

Date: _____

Please email your application and Key Financial Information to Lending@watac.wa.gov.au

Attachment B

Kim Dolzadelli

From: Tamara Marsh <tmarsh@wac.wa.gov.au>
Sent: Thursday, 11 November 2021 3:40 PM
To: Kim Dolzadelli
Subject: Donnybrook Balingup - Application for \$2,500,000 Approved
Attachments: Update of Signatories only - LGMLA Template.docx; Donnybrook Balingup - LGMLA Authorised Signatories 15 April 2020.pdf; Donnybrook - \$2,500,000.xls

Hi Kim

The Shire's request to raise the loan below has been approved:

- Loan amount \$2,500,000
- Loan term 20 years
- Loan Purpose VC Michelle Park

To proceed with funding could you provide:

- Signed loan application
- Firm quote date
- Funding date
- Loan number

Template to update signatures is also attached, please have CEO sign off if updated.

Regards

Tamara Marsh

Senior Client Relationship Manager | Corporate Treasury Services



P: +61 8 9235 9153
S: +61 8 9235 9100
E: tmarsh@wac.wa.gov.au

Level 12, 225 St Georges Terrace, Perth WA 6000
PO Box 7282, Perth Cloisters Square WA 6850
wac.wa.gov.au

From: Tamara Marsh
Sent: Monday, 1 November 2021 16:35
To: Kim Dolzadelli <Kim.Dolzadelli@donnybrook.wa.gov.au>
Cc: Ben Rose <ben.rose@donnybrook.wa.gov.au>
Subject: RE: Donnybrook Balingup - Draft Application for Review \$2,500,000

Sorry Kim

Use this application I had referenced the wrong annual report and budget at the top.

Regards

Tamara Marsh

Senior Client Relationship Manager | Corporate Treasury Services

P: +61 8 9235 9153
S: +61 8 9235 9100
E: tmarsh@wac.wa.gov.au

Level 12, 225 St Georges Terrace, Perth WA 6000
PO Box 7282, Perth Cloisters Square WA 6850
wac.wa.gov.au

From: Tamara Marsh
Sent: Monday, 1 November 2021 15:36
To: Kim Dolzadelli <Kim.Dolzadelli@donnybrook.wa.gov.au>
Cc: Ben Rose <ben.rose@donnybrook.wa.gov.au>
Subject: Donnybrook Balingup - Draft Application for Review \$2,500,000

Hi Kim

Attached is a draft application for you to review and sign, this is based on the:

- Adopted budget 2021-22
- Draft annual report 2020-21
- August 2021 monthly financials

I will progress this over to our risk office for assessment if they have any questions I will let you know.

Also attached is the current signatories list held by WATC and a template should this need to be updated.

Regards

Tamara Marsh

Senior Client Relationship Manager | Corporate Treasury Services

P: +61 8 9235 9153
S: +61 8 9235 9100
E: tmarsh@wac.wa.gov.au

Level 12, 225 St Georges Terrace, Perth WA 6000
PO Box 7282, Perth Cloisters Square WA 6850
wac.wa.gov.au

From: Kim Dolzadelli [<mailto:Kim.Dolzadelli@donnybrook.wa.gov.au>]
Sent: Tuesday, 26 October 2021 08:09
To: Tamara Marsh <tmarsh@wac.wa.gov.au>
Cc: Ben Rose <ben.rose@donnybrook.wa.gov.au>
Subject: RE: [EXTERNAL] : Local Government Borrowing Kit
Importance: High

Thanks Tamara,

I would like to take you up on your offer, please find attached documents as requested.

The Loan amount is \$2.5m to be taken over a 20 year period. The purpose of the loan is to Co-fund a \$9m redevelopment of the Shire's VC Mitchell Park precinct to provide a Multi Purpose Clubrooms and Function Centre. This project will in part replace and renew existing Buildings and Infrastructure.

The planned expenditure and revenue for the project is as follows, the \$6.15 in grant funding has been committed to by the State of WA.

	2021/22	2022/23	Total
VC Mitchell Park Redevelopment			
Expenditure	6,025,000	2,975,000	9,000,000
Total Expenditure	6,025,000	2,975,000	9,000,000
Revenue			
Borrowings	1,315,000	1,185,000	2,500,000
Grant Revenue	4,360,000	1,790,000	6,150,000
Land Development Reserve	350,000	0	350,000
	6,025,000	2,975,000	9,000,000

Kind Regards

Kim Dolzadelli
Director Corporate and Community



Shire of Donnybrook Balingup
1 Bentley Street, Donnybrook WA 6239 – PO Box 94 Donnybrook WA 6239
T: (08) 9780 4200 **DIRECT:** (08) 9780 4212
E: kim.dolzadelli@donnybrook.wa.gov.au W: www.donnybrook-balingup.wa.gov.au



OUR VISION: A proud community enjoying our rural lifestyle, cultural heritage and natural environment.
This email is private and confidential. If you are not the intended recipient, please advise us by return e-mail immediately, and delete the e-mail and any attachments without using or disclosing the contents in anyway. The views expressed in this email are those of the author, and do not represent those of the Shire of Donnybrook Balingup unless this is clearly indicated. You should scan this email and any attachments for viruses. The Shire of Donnybrook Balingup accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this communication.

THINK BEFORE YOU PRINT. PLEASE CONSIDER OUR ENVIRONMENT BEFORE YOU PRINT THIS EMAIL.

From: Tamara Marsh <tmarsh@wac.wa.gov.au>
Sent: Wednesday, 20 October 2021 4:09 PM
To: Kim Dolzadelli <Kim.Dolzadelli@donnybrook.wa.gov.au>
Subject: RE: [EXTERNAL] : Local Government Borrowing Kit

Hi Kim

Borrowing kit attached.

If you like I can draft the application for you just send through the following:

- Adopted budget 2021-22

- Audited annual report 2020-21 (Draft or unaudited annual report 2020-21 if not available)
- Latest monthly financials (August or Sept 2021)
- Loan amount
- Loan term
- Loan Purpose

Any questions let me know

Regards

Tamara Marsh

Senior Client Relationship Manager | Corporate Treasury Services



P: +61 8 9235 9153
S: +61 8 9235 9100
E: tmars@watc.wa.gov.au

Level 12, 225 St Georges Terrace, Perth WA 6000
 PO Box 7282, Perth Cloisters Square WA 6850
watc.wa.gov.au

From: Kim Dolzadelli [<mailto:Kim.Dolzadelli@donnybrook.wa.gov.au>]
Sent: Wednesday, 20 October 2021 11:58
To: CS Operations <csoperations@watc.wa.gov.au>
Subject: [EXTERNAL] : Local Government Borrowing Kit

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

Could You please forward me with a “Local Government Borrowing Kit “

Kind Regards

Kim Dolzadelli
 Director Corporate and Community



Shire of Donnybrook Balingup
 1 Bentley Street, Donnybrook WA 6239 – PO Box 94 Donnybrook WA 6239
T: (08) 9780 4200 **DIRECT:** (08) 9780 4212
E: kim.dolzadelli@donnybrook.wa.gov.au **W:** www.donnybrook-balingup.wa.gov.au



OUR VISION: A proud community enjoying our rural lifestyle, cultural heritage and natural environment.

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Service Unit	Policy ID	Title	Minor Amended	Major Amended	Re-classify	Rescind	New	No Change	Change/Reason
EXE	EXE/CP-8	Policy Framework						1	Adopted 22 September 2021
EM	EM/CP-1	Council Member Induction, Training and Professional Development						1	Adopted 23 October 2019
EXE	EXE/CP-1	Commercial Lease						1	Adopted 24 February 2021
COMD	COMD/CP-3	Community Engagement Framework						1	Adopted 24 March 2021
COMD	COMD/CP-4	Community Townscape Activities						1	Adopted 28 April 2021
COMD	COMD/CP-1	Community Grants Funding Scheme						1	Adopted 28 October 2020
BUILD	5.3	Footing Details			1				Information to be built into Guidelines and Fact Sheets
BUILD	5.5	Balconies or Verandahs erected over Road Reserves			1				Information to be built into Guidelines and Fact Sheets
BUILD	5.9	Requirement for Survey			1				Information to be built into Guidelines and Fact Sheets
BUILD	5.4	Foundation Levels and Stormwater Requirements			1				Information to be built into Guidelines and Fact Sheets - See Sec 4.8 Animals, Environment and Nuisance Local Law & LPP as per the Better Urban Water Management
BUILD	5.10	Retaining Walls			1				Information to be built into Information Sheets - Governed by the Building Act 2011
BUILD	5.7	Owner Builder Occupation of Town Site Land			1				Information to be built into Information Sheets - Part 2 Regulation 11 Caravan and Camping Grounds Regulations 1997
BUILD	5.8	Owner Builder Occupation of Rural Land			1				Information to be built into Information Sheets - Part 2 Regulation 11 Caravan and Camping Grounds Regulations 1997
EXE	1.2	Smoking in Council Buildings and Vehicles			1				Re-classified - Administration Policy
HR	2.18	Volunteers			1				Re-classified - Administration Policy
COMD	2.24	Community Events Board			1				Re-classified - Administration Policy
HR	2.29	Staff Training Travel Costs			1				Re-classified - Administration Policy
COMD	2.30	Playing Fields and Amenities - General Use			1				Re-classified - Administration Policy
HR	2.34	Private Motor Vehicle Use - Managers			1				Re-classified - Administration Policy
EXE	2.35	Use of Pool Vehicles			1				Re-classified - Administration Policy
RANGR	2.36	Close Circuit Television (CCTV)			1				Re-classified - Administration Policy
HR	2.37	Community Service Leave			1				Re-classified - Administration Policy
HR	3.1	Annual Performance Appraisal			1				Re-classified - Administration Policy
HR	3.2	Employee Education, Training and Study Assistance			1				Re-classified - Administration Policy
HR	3.3	Staff Attendance at Conferences and Reimbursement of Expenses			1				Re-classified - Administration Policy
HR	3.3	Employee Training and Development			1				Re-classified - Administration Policy
HR	3.4	Granting of Study Leave			1				Re-classified - Administration Policy
HR	4.2	Elimination of Harassment in the Workplace			1				Re-classified - Administration Policy
WRKS	4.22	Requirements for Subdivisional Land Developments			1				Re-classified - Administration Policy
WRKS	4.28	Requests for Upgrades or Expansions of Council Assets			1				Re-classified - Administration Policy
HR	4.6	Prevention of Bullying in the Workplace			1				Re-classified - Administration Policy
WRKS	4.7	Construction Crossovers			1				Re-classified - Administration Policy
HR	5.1	Staff Leave			1				Re-classified - Administration Policy
HR	5.2	Leave without Pay			1				Re-classified - Administration Policy
HR	5.4	Parental Leave			1				Re-classified - Administration Policy
HR	6.1	Staff Seeking Secondary Employment			1				Re-classified - Administration Policy
HR	6.14	Work Experience			1				Re-classified - Administration Policy
HR	6.17	Higher Duties			1				Re-classified - Administration Policy
HR	6.2	Displaying Offensive Materials			1				Re-classified - Administration Policy
WASTE	6.6	Balingup Waste Transfer Station			1				Re-classified - Administration Policy
HR	6.8	Loss of Drivers Licence			1				Re-classified - Administration Policy

HR	6.9	Rostered Day Off			1			Re-classified - Administration Policy
HR	6.13	Transition to Retirement			1			Re-classified - Administration Policy & Operational Procedure
WRKS	4.27	Stormwater Management Private Land			1			Re-classified - Administration Policy and an Operational Procedure - See Sec 4.8 Animals, Environment and Nuisance Local Law
HR	6.1	Corporate Uniforms			1			Re-classified - Administration Policy HR/AP-5
HR	6.15	Working from Home			1			Re-classified - Administration Policy HR/AP-5 and an Operational Procedure
EXE	1.2	Public Interest Disclosures			1			Re-classified -Operational Procedure
HR	1.3	Recruitment and Selection			1			Re-classified -Operational Procedure
COMD	2.1	Hiring of Council Hall Equipment or Other Property			1			Re-classified -Operational Procedure
COMD	2.6	Hiring of Council Halls			1			Re-classified -Operational Procedure
FIN	3.5	Rates Recovery			1			Re-classified -Operational Procedure
FIN	3.9	Petty Cash			1			Re-classified -Operational Procedure
HR	4.1	Outside Staff Protective Clothing			1			Re-classified -Operational Procedure
WRKS	4.26	Gravel Acquisition			1			Re-classified -Operational Procedure
HR	4.4	Employee Exit			1			Re-classified -Operational Procedure
HR	4.5	Grievance			1			Re-classified -Operational Procedure
HR	6.5	Employee Sharing Arrangements			1			Re-classified -Operational Procedure
EMERG	8.6	Procedures for Hiring Contractors & Equipment for Fire Fighting			1			Re-classified -Operational Procedure
HR	1.6	Severance Pay (Under Review)			1			Blank policy
HR	1.11	Redundancy			1			Does not comply with the Fair work Act 2009
HR	1.2	Equal Employment Opportunity			1			Duplication of legislation
HR	2.1	Employment Contracts			1			Duplication of legislation
HR	4.1	Counselling, Disciplining and Dismissing Employees			1			Duplication of legislation
HR	6.16	Staff Matters			1			Duplication of legislation
EMERG	2.40	Emergency Generator for Community Events			1			Generator should not be hired out
ASS	3.2	Vandalism - Council Property			1			High risk policy to have
EMERG	8.2	Bush Fire Advisory Committee Meetings			1			Information contained in BFAC Terms of Reference
HR	1.6	Staff Code of Behaviour			1			Information contained in Code of Conduct
HR	6.12	Telephone Use			1			Information contained in Code of Conduct
EM	1.16	Media Spokesperson			1			Information contained in EXE/CP-8-Communications and Social Media
HR	6.18	Social Media			1			Information contained in EXE/CP-8-Communications and Social Media
EM	1.9	Committee Membership (Under Review)			1			Information contained in the Committee book on Shire website
ASS	2.39	Leased Hall Maintenance			1			Information contained in the Standard Community Lease maintenance schedule
CEM	2.31	Cemeteries Flower and Ornament			1			Information is already in the Cemeteries Local Law
EXE	2.33	CEO Vehicle Use			1			Information is in the CEO's contract
HR	6.3	Employee Records			1			Information is written is legislation and Records Management Plan
FIN	2.41	Governance of Accommodation Bonds			1			Management outsourced
FIN	3.6	Tuia Lodge Accommodation Bonds Liquidity Strategy			1			Management outsourced
WASTE	6.5	Waste Management Levy Exemption			1			No longer relevant due to changes to the WML
HR	2.2	Reimbursement of Relocation Expenses			1			Not offered to staff
HR	4.3	Employee Assistance Program			1			Not offered to staff
HR	1.1	Apprenticeship, Traineeship and Cadetship			1			Not relevant, all recruitment is as per the workforce plan
FIN	3.1	Payment for Private Works Performed by the Shire			1			Private Works are rarely undertaken
HR	1.5	Staff Appointments			1			Recruitment is conducted as per legislation and award requirements
HR	2.3	Remuneration Packaging			1			Relevant information will be in new policy Employer of Choice
EM	1.13	Councillor- Staff Contact			1			Sec.20 of the Code of Conduct for Council Members Committee Members and Candidates 2021
HR	6.4	Employee References			1			Staff can not be told when they can and cant give a reference
ADM	1.11	Council Elected Members records			1			This information is in ADM/CP -1
EM	1.12	Use of Shire Specific Email Addresses by Elected Members			1			This information is in ADM/CP -1
COMD	3.1	Financial Assistance to Organisations and Clubs			1			This information is in COMD/CP -1

EM	1.5	Civic Receptions - Invitations List				1		This is already written in the Act s2.8 Role of Mayor or President
HR	2.42	Integrated Workforce Planning and Management				1		This is compulsory under sec 5.56(2) of the act, no need for a policy
EXE	EXE/CP-4	Welcome to and Acknowledgement of Country		1				Reviewed & Renumbered from 1.15 Acknowledgement of Country and Welcome to Country
EM	EM/CP-2	Audio Recording of Council Meetings		1				Reviewed & Renumbered from 1.17 Audio Recording of Council Meetings
EM	EM/CP-6	Caretaker		1				Reviewed & Renumbered from 1.18 Caretaker
EM	EM/CP-5	Elected Members Allowances and Entitlements		1				Reviewed & Renumbered from 1.21 Elected Members Allowances and Entitlements & 1.3 Elected Members - Reimbursement of Fees, Expenses and Allowances
EM	EM/CP-4	Honorary Freeman of Local Government		1				Reviewed & Renumbered from 1.4 Honorary Freeman of Local Government
EM	EM/CP-3	Legal Representation for Elected Members and Employees		1				Reviewed & Renumbered from 1.8 Legal Representation costs Indemnification
EXE	EXE/CP-7	Occupational Safety and Health		1				Reviewed & Renumbered from 2.44 Occupational Safety and Health
WRKS	WRKS/CP-2	Rural Verge Management		1				Reviewed & Renumbered from 4.24 Rural Verge Management
WRKS	WRKS/CP-3	Urban Verge Management		1				Reviewed & Renumbered from 4.25 Urban Verge management
WRKS	WRKS/CP-1	Land Resumption Compensation		1				Reviewed & Renumbered from 4.3 Land Resumption
EMERG	EMERG/CP-2	Permits for Road Verge Burning		1				Reviewed & Renumbered from 8.3 Road Verge Burning of Shire Controlled Roads
EMERG	EMERG/CP-1	Fireworks at Events		1				Reviewed & Renumbered from 8.5 Fireworks Event
FIN	FIN/CP-5	Regional Price Preference		1				Reviewed, renamed & renumbered 2.21 Regional Price Preference
EXE	EXE/CP-2	Document Execution and Application of the Common Seal		1				Reviewed, renamed & renumbered from 2.32 Use of the Shire of Donnybrook Balingup Common Seal
EXE	EXE/CP-9	Communications and Social Media		1				Reviewed, renamed & renumbered from 2.49 Use of Social Media Channels and Communications for the Shire of Donnybrook Balingup
FIN	FIN/CP-2	Investments		1				Reviewed, renamed & renumbered from 3.4 Investment of Funds
HR	HR/CP-3	Employee Recreation Centre Subsidy		1				Reviewed, renamed & renumbered from 6.11 Staff Usage of Donnybrook Recreation Centre
ADM	ADM/CP-1	Records Management		1				Reviewed, renumbered and merged with 1.11 Council Elected Members records & 1.12 Use of Shire Specific Email Addresses by Elected Members
FIN	FIN/CP-9	Related Party Disclosure	1					renumbered from 1.19 Related Party Disclosure
HR	HR/CP -2	Gratuity Payments	1					No review done - Only renumbered from 1.16 Gratuity Payments
ASS	ASS/CP-1	Infrastructure Asset Management	1					No review done - Only renumbered from 2.38 Infrastructure Asset Management
EXE	EXE/CP-6	Organisational Risk Management	1					No review done - Only renumbered from 2.45 Organisational Risk Management
EXE	FIN/CP-8	Building Insurance	1					No review done - Only renumbered from 2.46 Building Insurance
FIN	FIN/CP-4	Purchasing	1					No review done - Only renumbered from 2.48 Purchasing , Tendering and Buy Local
FIN	FIN/CP-7	Credit Card	1					No review done - Only renumbered from 3.7 Use of Corporate Credit Cards
FIN	FIN/CP-3	Debt	1					No review done - Only renumbered from 3.8 Debt
WRKS	WRKS/CP-4	Road Use Approval for Restricted Access Vehicles (RAVs) on Councils Road Network	1					No review done - Only renumbered from 4.23 Road Use Approval for Restricted Access Vehicles (RAVs) on Councils Road Network
COMD	COMD/CP-5	Tourism in Donnybrook Balingup	1					No review done - Only renumbered from 7.1 Donnybrook Balingup Tourism
FIN	FIN/CP-1	COVID19 Hardship Policy	1					No review done - Only renumbered from EM/CP-11 - COVID19 Financial Hardship Policy
EXE	EXE/CP-5	Attendance at Events and Functions					1	New Policy
HR	HR/CP-4	Temporary Employment or Appointment of CEO					1	New Policy

11 18 52 34 2 6 123

Local Planning Policies 24

Total Policies 147

Operations Directorate
Corporate & Community Directorate
CEO's Directorate

Final Council Policies Count 37

New Policies for adoption	
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EXE/CP-5	Attendance at Events and Functions
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HR/CP-4	Temporary Employment or Appointment of CEO
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STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. Pursuant to section 5.90A (2) of the *Local Government Act 1995*, this policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the Shire of Donnybrook Balingup.

2. SCOPE

- 2.1. The purpose of the mandatory council policy is to provide transparency about the attendance at events of elected members, the CEO and employees.
- 2.2. Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

3. DEFINITIONS

- 3.1. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup
- 3.2. **Event** in accordance with section 5.90A of the Act: event includes, but not limited to the following.
 - a. a concert.
 - b. a conference.
 - c. a function.
 - d. a sporting event; and
 - e. an event described in this policy.
- 3.3. **Gift** means a conferral of a financial benefit (including a disposition of property) made by 1 person in favour of another person unless adequate consideration in money or money's worth passes from the person in whose favour the conferral is made to the person who makes the conferral: or a travel contribution.

4. POLICY STATEMENT

4.1. Provision of tickets to event

Invitations

- 4.1.1. All invitations or offers of tickets for an elected member or CEO to attend an event should be in writing and addressed to the CEO, Shire President or Councillor/s.

COUNCIL POLICY EXE/CP-5 ATTENDANCE AT EVENTS



- 4.1.2. All invitations or offers of tickets for an employee to attend an event should be in writing and addressed to the employee in their capacity as a Shire of Donnybrook Balingup employee.
- 4.1.3. Any invitation or offer of tickets not addressed as stated above is not captured by this policy and must be disclosed in accordance with the gift and interest provisions in the Act.

4.2. Approval of attendance

- 4.2.1. In making a decision on attendance at an event, the council will consider:
 - a. who is providing the invitation or ticket to the event?
 - b. the location of the event in relation to the Shire of Donnybrook Balingup (within the district or out of the district).
 - c. the role of the elected member or CEO when attending the event (participant, observer, presenter) and the value of their contribution.
 - d. whether the event is sponsored by the Shire of Donnybrook Balingup.
 - e. the benefit of the Shire of Donnybrook Balingup representation at the event.
 - f. the number of invitations / tickets received; and
 - g. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.
- 4.2.2. This policy does not apply to tangible gifts or money, travel or accommodation. Any contribution to travel, subject to the exceptions in section 5.83 of the Local Government Act 1995, must be disclosed in writing to the CEO within 10 days of receipt of the contribution.
- 4.2.3. Contributions to travel costs, whether financial or otherwise are now incorporated within the definition of gift.
- 4.2.4. Decisions to attend events in accordance with this policy will be made by simple majority or by the CEO in accordance with any authorisation provided in this policy.

4.3. Payments in respect of attendance

- 4.3.1. Where an invitation or ticket to an event is provided free of charge, the Shire of Donnybrook Balingup may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.
- 4.3.2. For any events where a member of the public is required to pay, unless previously approved and listed below, the council will determine whether it is in the best interests of the Shire of Donnybrook Balingup for an elected member or the CEO or another employee to attend on behalf of the council.

COUNCIL POLICY EXE/CP-5 ATTENDANCE AT EVENTS



- 4.3.3. If the council determines that an elected member or CEO should attend a paid event, the Shire of Donnybrook Balingup will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 4.3.4. If the CEO determines that an employee should attend a paid event, the Shire of Donnybrook Balingup will pay the cost of attendance and reasonable expenses, such as travel and accommodation.
- 4.3.5. Where partners of an authorised Shire of Donnybrook Balingup representative attend an event, any tickets for that person, if paid for by the Shire of Donnybrook Balingup, must be reimbursed by the representative unless expressly authorised by the council.

4.4. Perceived or actual conflict

- 4.4.1. Event attendance may create a perceived or actual conflict, which may preclude elected members participating or employees providing advice at a future meeting.
- 4.4.2. If the amount of an event ticket (gift) is less than \$1,000, and relates to a matter before Council, under section 5.68 of the Act, Council may allow the disclosing elected member to participate on the condition that the interest, the council's decision and the reasons for that decision are recorded in the minutes.
- 4.4.3. If the amount gift is above \$1,000 the council or CEO must apply to the Minister for permission to allow the member or employee to participate.

4.5. Authorised Events in advance

- 4.5.1. The following situations are specifically excluded where the event ticket (gift) is received from one of the following organisations:
 - a. WALGA (but not LGIS).
 - b. local Government Professionals Australia (WA).
 - c. Australian Local Government Association.
 - d. a department of the public service.
 - e. a government department of another State, a Territory or the Commonwealth; and
 - f. a local government or regional local government.
- 4.5.2. The gift is still required to be recorded on the "gift register".

5. DELEGATION AND AUTHORISATION

- 5.1. The CEO is authorised to approve any attendance to events that comply with this policy and criteria set out below:
 - a. the location of the event is within Western Australia.

COUNCIL POLICY EXE/CP-5 ATTENDANCE AT EVENTS



- b. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel, and accommodation are in accordance with annual budget allocations; and
- c. an expression of interest was sent out to the appropriate people to gauge interest in attending.

5.2. The CEO is authorised to approve reimbursement or contribution of appropriate expenses for attendance, such as travel and accommodation in accordance with annual budget allocations.

6. LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Rules of Conduct) Regulations 2007.*
- 6.3. *Local Government Regulations Amendment (Gifts) Regulations 2019*
- 6.4. Department Circular No 11-2019 – New Gifts Framework

7. POLICY VERSION

Related Policies:	Nil				
Related Procedure:	Nil				
Responsible Department:	Executive				
Reviewer:	Corporate Planning and Governance Officer				
Review Frequency:	Annual	Next Due:	2022	Version Date:	22/01/2020
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	Initial adoption of policy	[DD/MM/YY]	[###/YY]	[Record #]	

STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

1. OBJECTIVE

- 1.1. To establish policy, in accordance with Section 5.39C of the *Local Government Act 1995*, that details the Shire of Donnybrook Balingup's processes for appointing an Acting or Temporary Chief Executive Officer (CEO) for periods of less than 12 months of planned or unplanned leave or an interim vacancy in the substantive office.

2. SCOPE

- 2.1. The policy applies to the statutory position of Chief Executive Officer (CEO) of the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. **Acting CEO** means a person employed or appointed to fulfil the statutory position of CEO during a period where the substantive CEO remains employed but is on planned or unplanned leave.
- 3.2. **CEO** means Chief Executive Officer
- 3.3. **Temporary CEO** means a person employed or appointed to fulfil the statutory position of CEO for the period between the end of the substantive CEO's employment and the appointment and commencement of a newly appointed substantive CEO.
- 3.4. **The Act** mean the *Local Government Act 1995*.

4. POLICY STATEMENT

Acting and Temporary CEO Requirements and Qualification

- 4.1. When the CEO is on planned or unplanned leave, or the CEO's employment with the Shire of Donnybrook Balingup has ended, an Acting or Temporary CEO is to be appointed in accordance with this policy to fulfil the functions of CEO as detailed in Section 5.41 of the Act, and other duties as set out in the Act and associated Regulations.
- 4.2. Through this policy and in accordance with section 5.36(2)(a) of the Act, the Council determines that employees appointed to the substantive positions (s) of Director are considered suitably qualified to perform the role of Acting or Temporary CEO.

Appoint Acting CEO – Planned and unplanned leave for periods up to 6 weeks

- 4.3. The CEO is authorised to appoint a Director in writing as Acting CEO, where the CEO is on planned or unplanned leave for periods not exceeding 6 weeks, subject to the CEO's consideration of the Director's performance, availability, operational requirements and where appropriate, the equitable access to the professional development opportunity.

COUNCIL POLICY HR/CP- 4 TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO



- 4.4. The CEO must appoint an Acting CEO for any leave periods greater than 48 hours and less than 6 weeks.
- 4.5. The CEO is to advise all Council Members when and for what period of time an Acting CEO has been appointed.
- 4.6. If the CEO is unavailable or unable to make the decision to appoint an Acting CEO in accordance with clause 4.5, then the following line of succession shall apply:
 - a. The Director Operations will be appointed as Acting CEO; or
 - b. If the Director Operations is unable to act, the Director Corporate and Community will be appointed as Acting CEO.
- 4.7. Council may, by resolution, extend an Acting CEO period under clause 4.9 beyond 6 weeks if the substantive CEO remains unavailable or unable to perform their functions and duties.

Appoint Acting CEO for extended leave periods greater than 6 weeks but less than 12 months

- 4.8. This clause applies to the following periods of extended leave:
 - a. Substantive CEO's Extended Planned Leave which may include accumulated annual leave, long service leave or personal leave; and
 - b. Substantive CEO's Extended Unplanned Leave which may include any disruption to the substantive CEO's ability to continuously perform their functions and duties.
- 4.9. The Council will, by resolution, appoint an Acting CEO for periods greater than 6 weeks but less than 12 months, as follows:
 - a. Appoint one employee, or multiple employees for separate defined periods, as Acting CEO to ensure the CEO position is filled continuously for the period of extended leave; or
 - b. Conduct an external recruitment process in accordance with clause 4.13 c.
- 4.10. The President will liaise with the CEO, or in their unplanned absence, a Director to coordinate Council reports and resolutions necessary to facilitate an Acting CEO appointment.
- 4.11. Subject to Council's resolution, the President will execute in writing the Acting CEO appointment with administrative assistance from a Director.

Appoint Temporary CEO – Substantive Vacancy

- 4.12. In the event that the substantive CEO's employment with the Shire of Donnybrook Balingup is ending, the Council, when determining to appoint a Temporary CEO may either:
 - a. by resolution, appoint a Director as the Temporary CEO for the period of time until the substantive CEO has been recruited and commences their employment with the Local Government; or

COUNCIL POLICY HR/CP- 4 TEMPORARY EMPLOYMENT OR APPOINTMENT OF CEO



- b. by resolution, appoint a Director as the interim Temporary CEO for the period of time until an external recruitment process for a Temporary CEO can be completed; or
- c. following an external recruitment process in accordance with the principles of merit and equity prescribed in section 5.40 of the Act, appoint a Temporary CEO for the period of time until the substantive CEO has been recruited and commences employment with the Local Government.

4.13. The President will liaise with a Director to coordinate Council reports and resolutions necessary to facilitate a Temporary CEO appointment.

4.14. The President is authorised to execute in writing the appointment of a Temporary CEO in accordance with Council's resolution/s, with administrative assistance from a Director.

Remuneration and conditions of Acting or Temporary CEO

4.15. Unless Council otherwise resolves, an employee appointed as Acting CEO shall be remunerated at 90% of the cash component only of the substantive CEO's total reward package.

4.16. Council will determine by resolution, the remuneration and benefits to be offered to a Temporary CEO when entering into a contract in accordance with the requirements of Sections 5.39(1) and (2)(a) of the Act.

4.17. Subject to relevant advice, the Council retains the right to terminate or change, by resolution, any Acting or Temporary CEO appointment.

5. DELEGATION AND AUTHORISATION

5.1. Nil

6. LEGISLATION

6.1. *Local Government Act 1995*

7. POLICY VERSION

Related Policies:	Nil				
Related Procedure:	Nil				
Responsible Department:	Human Resources				
Reviewer:	Manger Executive Services				
Review Frequency:	Triennial	Next Due:	2024	Version Date:	25/10/21
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	Initial adoption of policy	[DD/MM/YY]	[###/YY]	[Record #]	

Amended Policies	
ADM/CP-1	Records Management
ASS/CP-1	Infrastructure Asset Management
COMD/CP-5	Tourism in Donnybrook Balingup
EM/CP-2	Audio Recording of Council Meetings
EM/CP-3	Legal Representation for Elected Members and Employees
EM/CP-4	Honorary Freeman of Local Government
EM/CP-5	Elected Members Allowances and Entitlements
EM/CP-6	Caretaker
EMERG/CP-1	Fireworks at Events
EMERG/CP-2	Permits for Road Verge Burning
EXE/CP-2	Document Execution and Application of the Common Seal
EXE/CP-4	Welcome to and Acknowledgement of Country
EXE/CP-6	Organisational Risk Management
EXE/CP-7	Occupational Safety and Health
EXE/CP-9	Communications and Social Media
FIN/CP-1	COVID19 Hardship Policy
FIN/CP-2	Investments
FIN/CP-3	Debt
FIN/CP-4	Purchasing
FIN/CP-5	Regional Price Preference
FIN/CP-7	Credit Card
FIN/CP-8	Building Insurance
FIN/CP-9	Related Party Disclosure
HR/CP -2	Gratuity Payments
HR/CP-3	Employee Recreation Centre Subsidy
WRKS/CP-1	Land Resumption Compensation
WRKS/CP-2	Rural Verge Management
WRKS/CP-3	Urban Verge Management
WRKS/CP-4	Road Use Approval for Restricted Access Vehicles (RAVs) on Councils Road Network

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership.

1. OBJECTIVE

- 1.1. The purpose of this policy is to provide guidance and direction on the creation and management of records and to clarify responsibilities for recordkeeping within the Shire of Donnybrook.

2. SCOPE

- 2.1. The policy applies to all Shire of Donnybrook Balingup Elected Members, employees and outsourced contractors.
- 2.2. This policy applies to all external and internal records, which are handled, received or generated by the Shire, regardless of their physical format or media type.

3. DEFINITIONS

- 3.1. **Custody** means the responsibility for the care of State records usually based on their physical possession. Custody does not include legal ownership, or the right to control access to the records.
- 3.2. **Control** means the responsibility for keeping a record but does not include the responsibility for creating it.
- 3.3. **Ephemeral Records** means any record that has no continuing value to the Shire and is generally only needed for a few hours or a few days. The Shire uses the guidelines contained within the General Disposal Authority for Local Government Records to determine which records are considered ephemeral.
- 3.4. **General Disposal Authority (GDA)** a document designed to provide consistency throughout government organisations in disposal activities and decisions. It covers records common to all State organisations such as Human Resource Management and Financial and Accounting. The GDA for Local Government covers records common to local governments and may eliminate the necessity for each to prepare its own Schedule.
- 3.5. **Record** means any record of information however recorded and includes:
 - a. anything on which there is writing or Braille; or
 - b. a map, plan, diagram or graph; or
 - c. a drawing, pictorial or graphic work, or photograph; or
 - d. anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them; or
 - e. anything from which images, sounds or writings can be reproduced with or without the aid of anything else; or
 - f. anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

- 3.6. **Recordkeeping Plan** ensures that records are created, managed and maintained over time and disposed in accordance with legislation. It is the primary means of providing evidence of compliance with the *State Records Act 2000*. All government organisations must have a Recordkeeping Plan that is approved by the State Records Commission.

4. POLICY STATEMENT

- 4.1. Records are recognised as an important information resource within the Shire of Donnybrook Balingup and will ensure that appropriate practices are established to facilitate the ease of capture and management of all records which contribute to the overall efficiency and effectiveness of the organisation.

Creation of Records

- 4.2. Employees, Elected Members and contractors will ensure that full and accurate records are created to provide evidence of business transactions and decisions and that these records will be registered in the Shire of Donnybrook Balingup's recordkeeping system.
- 4.3. All records created or received during the course of business belong to the Shire of Donnybrook Balingup not to the individuals who created them.

Capture and Control of Records

- 4.4. All records created and received in the course of Shire's business will be captured at the point of creation (wherever possible), regardless of format, with required metadata into the recordkeeping system or appropriate business system.
- 4.5. Records created when using social media applications will also be captured in the Shire of Donnybrook Balingup's recordkeeping system.
- 4.6. Records will not be maintained in email folders, shared drives, personal drives, external storage media or personal cloud services (such as Dropbox, OneDrive, Share Point), as these lack the necessary functionality to protect business information and records over time.

Security and Protection of Records

- 4.7. Records will be maintained in a safe and secure environment ensuring their usability, reliability, authenticity and preservation for as long as they are needed.
- 4.8. Records will not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, they are being transferred to the Shire's archive storage provider, or they are in the custody of an officer performing official business. It is preferred that wherever possible only copies of records are removed by those officers performing official business.

Access to Records

- 4.9. Access to the Shire's records by employees and contractors will be in accordance with designated access and security classifications and in accordance with the requirements of their role.

- 4.10. Access to the Shire's records by the general public will be in accordance with the *Local Government Act 1995* and the *Freedom of Information Act 1992*.
- 4.11. Access to the Shire's records by Elected Members will be via the Chief Executive Officer in accordance with the *Local Government Act 1995*.

Appraisal, Retention and Disposal of Records

- 4.12. All records kept by the Shire of Donnybrook Balingup will be disposed of in accordance with the General Disposal Authority (GDA) for Local Government Records, published by the State Records Commission of Western Australia.
- 4.13. Employees and Elected Members must not personally undertake destruction of any records.
- 4.14. Records identified for destruction will be subject to review and approval by the Records Officer or the Manager of the business unit the records relate to, and the Chief Executive Officer.
- 4.15. Copies/duplicates may be disposed of after use by employees and Elected Members ensuring any such records that contain personally identifiable information or information that is not publicly available are placed into confidential destruction bins or given to the Records Officer to dispose of.

Roles and Responsibilities

- 4.16. Chief Executive Officer will ensure that records and documents of the local government are properly kept for the purpose of the *Local Government Act 1995* in accordance with section 5.41(h) and any other written law and best practice standards.
- 4.17. Directors are to manage the control and custody of records during the transfer of any Shire functions, organisational restructures or the creation of new business units.
- 4.18. Managers will ensure that all employees (and contractors) under their supervision comply with this policy, associated records management procedures/guidelines and the Shire of Donnybrook Balingup's Recordkeeping Plan.
- 4.19. Employees are to create, collect and retain records relating to business activities they perform. They are to identify significant records; ensure those records are registered into the record keeping system and that all records are handled in a manner in accordance with legislation and the Shire's policies and procedures for record keeping.
- 4.20. Elected Members:
- a. The State Records Commission's policy on Local Government Elected Members' Records requires that all records generated and received by Elected Members that relate to Shire business is subject to the *State Records Act 2000*, the Shire's Records Management Policy and Recordkeeping Plan, and as such must be retained within the Shire's recordkeeping system.
 - b. Elected Members are to refer to the Records Management Advice - Local Government Elected Members' Records on www.wa.gov.au.

COUNCIL POLICY ADM/CP-1 RECORDS MANAGEMENT



- c. Each Elected Member is provided with a Shire of Donnybrook Balingup email address which is to be used for electronic correspondence between the community and the Elected Members for any Shire related business.
- d. The Shire will copy each email received and sent by Elected Members using the Elected Member's email account to the Shire's recordkeeping system.
- e. Access to the copies of the emails will be restricted to:
 - i. The Elected Member; and
 - ii. The Chief Executive Officer; and
 - iii. The Records Officer; and
 - iv. The Freedom of Information Coordinator.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

- 6.1. *Corruption and Crime Commission Act 2003*
- 6.2. *Criminal Code Act Compilation Act 1913*
- 6.3. *Electronic Transactions Act 2011*
- 6.4. *Evidence Act 1906*
- 6.5. *Freedom of Information Act 1992*
- 6.6. *Interpretation Act 1984*
- 6.7. *Local Government Act 1995*
- 6.8. *State Records Act 2000*
- 6.9. State Records Commission: Principles and Standards
- 6.10. Australian Standard on Records Management: AS ISO 15489

7. POLICY VERSION

Related Policies:			
Related Procedure:			
Responsible Department:		Administration	
Reviewer:		Corporate Planning and Governance Officer	
Review Frequency:		Triennial	Next Due: July 2024
Version Date:		22/07/2021	Synergy #:
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

STRATEGIC OUTCOME SUPPORTED: 6 - The built environment is responsibly planned and well maintained.

1 Objective

To set guidelines for implementing consistent asset management processes throughout the Donnybrook Balingup Shire and to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining asset management awareness throughout the organisation by training, development and resourcing.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified, and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

2 Scope

This policy applies to all Council activities.

3 Policy

3.1 Background

3.1.1 Council is committed to resourcing and implementing a systematic asset management methodology in order to apply appropriate asset management best practices across all areas of the organisation. This includes ensuring that assets are planned, created, operated, maintained, renewed and disposed of in accordance with Council's priorities for service delivery.

3.1.2 Council owns and uses non-current assets to support its core business of delivery of service to the community.

3.1.3 Asset management practices impact directly on the core business of the organisation and appropriate asset management is required to achieve our strategic service delivery objectives.

3.1.4 Adopting asset management principles will assist Council in achieving its Strategic Longer-Term Plan and Long Term Financial objectives.

COUNCIL POLICY ASS/CP-1 INFRASTRUCTURE ASSET MANAGEMENT



3.1.5 A strategic approach to asset management will ensure that the Council resources and delivers the most appropriate level of service through its assets. This will provide positive impact on;

- Members of the public and staff;
- Council's financial position;
- The ability of Council to deliver the agreed level of service and infrastructure;
- The political environment in which Council operates; and
- The legal liabilities of Council.

3.2 Principles

3.2.1 A consistent Asset Management Strategy must exist for implementing systematic asset management and appropriate asset management best-practice throughout all Departments of Council.

3.2.2 All relevant legislative requirements together with political, social and economic environments are to be taken into account in asset management.

3.2.3 Asset management principles will be integrated within existing planning and operational processes.

3.2.4 Asset Management Plans will be developed for the major service and asset categories:

- Transport (including):
 - Roads (Pavement , Subgrade, Surface Structure)
 - Kerb & Surface Water Channel
 - Footpaths & Cycleways
 - Drainage (Culverts & Pits
 - Bridges
- Property (including):
 - Buildings
 - Freehold Land
 - Furniture & Equipment
- Recreation (including):
 - Parks & Gardens
 - Playground Equipment
 - Recreation Facilities
- Plant & Equipment
 - Heavy
 - Light

COUNCIL POLICY ASS/CP-1 INFRASTRUCTURE ASSET MANAGEMENT



- Equipment
- Waste Management
 - Landfill sites
 - Transfer stations

The plans will be informed by community consultation and financial planning and reporting.

3.2.5 An inspection regime will be used as part of asset management to ensure agreed service levels are maintained and to identify asset renewal priorities.

3.2.6 Asset renewals required to meet agreed service levels and identified in adopted asset management plans and long term financial plans will be priority considerations for full funding in the annual budget estimates.

3.2.7 Service levels agreed through the budget process and defined in adopted Asset Management Plans will be priority considerations for full funding in the annual budget estimates.

3.2.8 Asset renewal plans will be prioritised and implemented progressively based on agreed service levels and the effectiveness of the current assets to provide that level of service.

3.2.9 Systematic and cyclic reviews will be applied to all asset classes and are to ensure that the assets are managed, valued and depreciated in accordance with appropriate best practice and applicable Australian Standards.

3.2.10 Future life cycle costs will be reported and considered in all decisions relating to new services and assets and upgrading of existing services and assets.

3.2.11 Future service levels will be determined in consultation with the community.

3.2.12 Training in asset and financial management will be provided for councillors and relevant staff.

4.0 Legislation

- Local Government Act 1995.
- Regulations under the Act.

5.0 Related Documents

- Asset Management Strategy and associated Asset Management Plans.

6.0 Responsibility

- Council is responsible for adopting the policy and ensuring that sufficient resources are applied to manage the assets. Council will also determine the level of service for each asset class.
- The Chief Executive Officer (CEO) has overall responsibility for developing an asset management strategy, plans and procedures and reporting on the status and effectiveness of asset management within Council.
- The Asset Management Team (AMT) consisting of the CEO, Manager of Finance and Administration (MFA), Manager of Works & Services (MWS), Manager of Development and Environmental Services (MDES) is responsible for ensuring that

COUNCIL POLICY ASS/CP-1 INFRASTRUCTURE ASSET MANAGEMENT



Council's Asset Management Strategy is achieved and that Asset Management Plans are prepared and maintained in line with Council's Policy on Asset Management

- Manager Finance and Administration (MFA) is responsible for resource allocation associated with achieving Council's Asset Management Strategy. The MFA reports to the CEO in relation to Asset Management resource allocation.
- Manager Development and Environmental Services (MDES) is responsible for supporting and facilitation of the AMT and ensuring that resources are commissioned to assist the AM Working Group achieve its objectives. The MDES reports to the CEO on all matters relating to Asset Management.
- All Managers are responsible for ensuring that the resources under their control are appropriately allocated to resource asset management and in particular the Asset Management Team. All Managers report to the CEO on all matters relating to Asset Management under their area of control.

7.0 Consultation

The Shire of Donnybrook-Balingup will engage the community and key stakeholders to assist in determining the levels of service outcomes for infrastructure and assets.

8.0 Review Date

This policy will be reviewed annually in line with normal Council Policy review.

POLICY VERSION

Related Policies:			
Related Procedure:			
Responsible Department:			
Reviewer:			
Review Frequency:		Next Due:	
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

STRATEGIC OUTCOME SUPPORTED: 10 - A popular destination for visitors and tourists.

Objective

In establishing a tourism policy, Council has as its major objectives:

- 1.1** To recognise tourism as a social and economic force and as a major or potential major employer within the Council area.
- 1.2** To foster and create a community awareness of the benefits of tourism in the Council's area.
- 1.3** To ensure that Council will guide and influence the development of tourism in the Council area.
- 1.4** To provide the basic facilities and infrastructure sufficient to encourage development.
- 1.5** To ensure that facilities within the area cater for both visitors and residents.

2. Policy Document Guidelines

The following guidelines provide a basis for consideration and adoption by Council to guide and direct the development of tourism throughout the Council area, and to ensure a consistent approach to this development.

- 2.1** Council will work closely with the Donnybrook Regional Tourism Association and Balingup & District Tourist Association, the Bunbury Geographe Tourism Partnership, Australia's SouthWest, WA Tourism Association, and other relevant Tourism and Government Departments, in all aspects of tourism development.
- 2.2** Council will provide an adequate budget allocation for tourism expenditure and ensure that all grants issued are properly acquitted.
- 2.3** Council will endeavour to assist (financially and by other means) tourist organisations or events which have the potential to develop tourism in the Donnybrook Balingup region. Upon Council approval, community events may be assisted in the first year, but are expected to be financially independent thereafter.
- 2.4** Council will, as required, provide representation on local tourist associations.
- 2.5** In the formulation and review of its planning instruments, Council take into consideration policies on tourism and other leisure related issues, and requirements of tourism development.
- 2.6.** In the preparation of local laws and regulations, Council will have regard to their impact on tourism and the balanced development of the Council's area.
- 2.7** Council will encourage tourism product development and investment throughout the area and will assist the development application process through other agencies as required.

COUNCIL POLICY COMD/CP-5 TOURISM IN DONNYBROOK BALINGUP



- 2.8 Council will encourage a high standard of design and aesthetics in all forms of tourist development.
- 2.9 Council will ensure the welfare of the whole community when supporting tourism development and the provision of facilities.
- 2.10 When considering tourism developments, Council will consider the social, cultural, economic and environmental impact of the proposal within the area and will consult with the community where tourism plans have the potential to impact upon the wider community.
- 2.11 Council will ensure that where sensitive environmental, historic or cultural areas exist on Council managed land these areas will be adequately protected in relation to development or usage.
- 2.12 Council will assist with the provision of facilities to encourage destination and day trip visitors.
- 2.13 Council will seek financial involvement from other sources wherever possible in the provision of tourist facilities.
- 2.14 Council will encourage the landscaping of residential and commercial centres within Council's area (through garden competitions etc).
- 2.15 Council will, where practicable, support the establishment of sustainable and viable National Parks; enhancement of specific natural features; conservation areas of outstanding beauty; and recognise items of heritage significance.

In addition, more specific policies may relate to such issues as:

- a) Tourist information services and distribution
- b) Major regional events
- c) Licensing of seasonal entertainment and attractions
- d) Scenic routes and lookouts
- e) Use of old buildings for tourism purposes
- f) Proposals for specific areas of land
- g) Traffic flows and generation
- h) Levels of environmental impact
- i) Protection of areas of outstanding scenic beauty

1. POLICY VERSION

Related Policies:	Nil
Related Procedure:	Nil
Responsible Department:	Community Development
Reviewer:	Manager Community Development
Review Frequency:	Next Due: June 2022

**COUNCIL POLICY COMD/CP-5
TOURISM IN DONNYBROOK BALINGUP**



Version Date:	23 July 2021	Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

AMENDED DRAFT

COUNCIL POLICY EM/CP-2 AUDIO RECORDING OF COUNCIL MEETINGS



STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership.

1. OBJECTIVE

- 1.1. The purpose of this policy is to outline the Shire's position in regard to the audio recording of Council and Committee Meetings.

2. SCOPE

- 2.1. This policy applies to all Council and Committee Meetings.

3. DEFINITIONS

- 3.1. **Absolute privilege** an absolute defence to an otherwise defamatory statement because of the venue or context in which the statement was made.
- 3.2. **Audio recording** means any recording made by any electronic device capable of recording sound.
- 3.3. **Record** means any record of information however recorded

4. POLICY STATEMENT

- 4.1. Opinions expressed or statements made by persons during the course of Council Meetings, and contained within the audio recording, are the opinions or statements of those individual persons, and are not opinions or statements of the Shire. The recording is not, and shall not be taken to be, a confirmed official record of council, or of any meeting or discussion to which it relates or may appear to relate.
- 4.2. The official record of the meeting will be the written minutes prepared in accordance with the requirements of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* - not the audio recording.
- 4.3. Attendance at Council Meetings does not provide any elected member, employee or member of the public with absolute privilege. It does not protect individuals from defamation in relation to behaviour or statements made.

Recording of Proceedings

- 4.4. All Ordinary and Special Council Meetings and Committee Meetings will, wherever technically possible, be recorded by the Shire on sound recording equipment, excluding where council has resolved to close the meeting to members of the public in accordance with Section 5.23 of the *Local Government Act 1995*.
- 4.5. Audio recordings of Council and Committee Meetings will be published on the Shire's website by no later than the publishing of the unconfirmed Minutes on the Shire website.
- 4.6. Other than in accordance with this policy, a person must not use any electronic, visual or audio recording device or instrument to record the proceedings of a council or committee meeting as per section 6.16, *Meeting Procedures Local Law 2018*.

**COUNCIL POLICY EM/CP-2
AUDIO RECORDING OF COUNCIL MEETINGS**



4.7. If a person is permitted to record proceedings under this clause, the Presiding Member is to advise the meeting, immediately before the recording is commenced, that the recording is permitted and the extent of that permission.

Public notification of recording of meetings

4.8. Members of the public attending Council meetings will be advised that an audio recording of the meeting will be made. The wording of the advice will be as follows:

“This meeting is being digitally recorded in accordance with council policy.”

“Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson.”

Retention and access of audio recording

4.9. Audio recordings of parts of a meeting declared confidential and closed to the public will not be released for public access.

4.10. Recordings will be stored in accordance with the *State Records Act 2000*.

4.11. The Shire retains copyright over its recordings of its Council Meetings.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*
- 6.3. *Freedom of Information Act 1992*
- 6.4. *State Records Act 2000*
- 6.5. *Shire of Donnybrook Balingup Meeting Procedures Local Law 2018*

7. POLICY VERSION

Related Policies:	NIL		
Related Procedure:	NIL		
Responsible Department:			
Reviewer:	Corporate Planning and Governance Officer		
Review Frequency:	Triennial	Next Due:	July 2024
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

COUNCIL POLICY EM/CP-3 LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES



STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

1. OBJECTIVE

- 1.1. To set out guidelines to assist Council in determining when it is appropriate to pay legal representation costs.

2. SCOPE

- 2.1. The policy applies to any current or former Elected Member or employee of the Shire, subject to meeting the criteria set out in the policy.

3. DEFINITIONS

3.1. **Approved lawyer** means:

- a. a 'certified practitioner' under the Legal Practices Act 2003; or
- b. a law firm on the Shire's panel of legal service providers, unless the Council considers that this is not appropriate – for example where there is or may be a conflict of interest or insufficient expertise, approved in writing by the Council or the CEO.

3.2. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup

3.3. **Shire** means the Shire of Donnybrook Balingup.

3.4. **Legal proceedings** may be civil, criminal or investigative.

3.5. **Legal representation** is the provision of legal services, to or on behalf of a relevant person, by an approved lawyer that is in respect of a matter or matters arising from the performance of the functions of the relevant person; and legal proceedings involving the relevant person that have been, or may be, commenced.

3.6. **Legal representation costs** are the costs, including fees and disbursements, properly incurred in providing legal representation.

3.7. **Legal services** include advice, representation or documentation that is provided by an approved lawyer.

3.8. **Payment** by the Shire of legal representation costs may be either by:

- a. a direct payment to the approved lawyer (or firm); or
- b. a reimbursement to the relevant person.

3.9. **Relevant person** means a current or former elected member, non-elected members of a committee or employee.

COUNCIL POLICY EM/CP-3 LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES



4. POLICY STATEMENT

Payment Criteria

4.1. There are three major criteria for determining whether the Shire will pay the legal representation costs of a relevant person. These are:

- a. the legal representation costs must relate to a matter that arises from the performance, by the relevant person, of his or her functions;
- b. in performing his or her functions, to which the legal representation relates, the relevant person must have acted in good faith, and must not have acted unlawfully or in any way that constitutes improper conduct; and
- c. the legal representation costs must not relate to a matter that is of a personal or private nature.

Legal Representation costs that may be approved

4.2. If the criteria in clause 1 are satisfied, the Shire may approve the payment of legal representation costs:

- a. where proceedings are brought against a relevant person in connection with his or her functions – for example, an action for defamation or negligence arising out of a decision made or action taken by the relevant person;
- b. to enable proceedings to be commenced and/or maintained by a relevant person to permit him or her to carry out his or her functions – for example where a relevant person seeks to take action to obtain a restraining order against a person using threatening behaviour to the relevant person; or
- c. where exceptional circumstances are involved – for example, where a person or organisation is lessening the confidence of the community in the Council by publicly making adverse personal comments about a relevant person.

4.3. Subject to clause 2, the Shire will not approve, other than in exceptional circumstances, the payment of legal representation costs in respect of legal proceedings instituted by a relevant person, such as a defamation action or negligence action.

Application for payment

4.4. A relevant person who seeks assistance under this policy is to make written application to the Council as per the Operational Procedure (EM/OP – 1 – Application for Payment of Legal Representation for Elected Members and Employees).

COUNCIL POLICY EM/CP-3 LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES



- 4.5. The application is to contain a declaration by the applicant that he or she has acted in good faith and has not acted unlawfully or in a way that constitutes improper conduct in relation to the matter to which the application relates.
- 4.6. An application is also to be accompanied by a report prepared by the CEO or, where the CEO is the applicant, by a Director.

Council's Powers

- 4.7. Council may refuse, grant or grant subject to conditions, including a financial limit, an application for payment of legal representation costs.
- 4.8. In assessing an application, regard may be had to any insurance benefits that may be available to the applicant under the Shire's existing insurance policy.
- 4.9. Council may at any time revoke or vary an approval, or any conditions of approval, for the payment of legal representation costs.
- 4.10. Council may determine that a relevant person whose application for legal representation costs has been approved has, in respect of the matter for which legal representation costs were approved:
 - a. not acted in good faith, or has acted unlawfully or in a way that constitutes improper conduct; or
 - b. given false or misleading information in respect of the application.
- 4.11. A determination may be made by the Council only on the basis of, and consistent with, the findings of a court, tribunal or inquiry. Where the Council makes a determination, the legal representation costs paid by the Shire are to be repaid by the relevant person.

Repayment of Legal Representation Costs

- 4.12. A relevant person whose legal representation costs have been paid by the Shire is to repay the Shire:
 - a. all or part of those costs – in accordance with a determination by the Council; or as much of those costs as are available to be paid by way of set-off – where the relevant person receives monies paid for costs, damages or settlement, in respect of the matter for which the Shire paid all or part of the legal representation costs.
- 4.13. The Shire may act in a court of competent jurisdiction to recover any monies due it under this policy.

COUNCIL POLICY EM/CP-3 LEGAL REPRESENTATION FOR ELECTED MEMBERS AND EMPLOYEES



5. DELEGATIONS AND Authorisations

5.1. In cases where a delay in the approval of an application would be detrimental to the legal rights of the applicant, the CEO may authorise financial assistance for legal representation costs. The application is to be submitted to the next meeting of the Council which may exercise any of its powers under this policy.

6. LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. Local Government Operational Guidelines No.14 – legal Representation for Council Members and Employees

7. POLICY VERSION

Related Policies:	N/A		
Related Procedure:	EM/OP-1 - Application for Payment of Legal Representation for Elected Members and Employees		
Responsible Department:	Executive Services		
Reviewer:	Corporate Planning and Governance Officer		
Review Frequency:	Biennial	Next Due:	February 2022
Version Date:	14/02/2021	Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	N/A
Version Synopsis:	Initial creation of the policy		

STRATEGIC OUTCOME SUPPORTED: 13 - Increased community capacity.

1. OBJECTIVE

- 1.1. The purpose of this policy is to set guidelines for the nomination, selection and awarding of the prestigious title of 'Honorary Freeman of the Shire of Donnybrook Balingup' to an individual.

2. SCOPE

- 2.1. This discretionary council policy applies to all applications for the award of 'Honorary Freeman of the Shire of Donnybrook Balingup'.

3. DEFINITIONS

- 3.1. **Freeman** means a person who has been bestowed certain privileges by the Shire.
3.2. **Simple majority** means more than 50% of the members present and voting.

4. POLICY STATEMENT

Eligibility

- 4.1. Nominees for selection must ordinarily be a resident of the Shire of Donnybrook Balingup and must have given distinguished service to the community, preferably in more than one capacity. A current Elected Member cannot be nominated.

Selection Criteria

- 4.2. Nominees will be judged on their record of service to the community on the basis of the following criteria:
- should ordinarily have lived within the Shire for a significant number of years (significant would usually mean at least 15 years) and had a close association and identification with the Shire.
 - should have provided long and distinguished service to the local or State community such that the nominee's contribution can be seen to stand above the contributions made by most other people.
 - should have displayed an outstanding level of achievement in the field (or fields) of activity; and
 - should have demonstrate both outstanding leadership and personal integrity.

Nomination and Acceptance Procedure

- 4.3. In bestowing the title of 'Honorary Freeman of the Shire of Donnybrook Balingup', the nomination procedure is as follows:
- the nomination must be made in writing and be addressed to the Chief Executive Officer in the strictest confidence without the nominee's

COUNCIL POLICY EM/CP-4 HONORARY FREEMAN SHIRE OF DONNYBROOK BALINGUP



- knowledge. The nomination should outline in chronological order the history of community service.
- b. a nomination must be sponsored by an Elected Member and supported in writing by at least three other Elected Members, the nomination and consideration of proposals shall be dealt with in strictest confidence.;
 - c. a confidential report will be presented by the Chief Executive Officer to the next ordinary meeting of Council.
 - d. a Council decision to support the nomination is to be by a simple majority vote.
 - e. the recommendation by Council shall be treated as a confidential business pursuant to section 5.93(3) of the *Local Government Act 1995*.
 - f. no record of the nominee's name shall be recorded in the Council minutes whether supported or not by Council.
 - g. once Council has accepted the nomination, the nominee shall be contacted by the Chief Executive Officer on a confidential basis to determine whether the award will be accepted. Should a nominee decline to accept the award, all Elected Members will be informed, and the matter will lapse.
 - h. on confirmation of the acceptance all Elected Members will be informed and a suitable media statement shall be prepared for release under the President's name; and
 - i. conferral of the title shall be carried out at a Council meeting or other formal Council function.

Entitlements

- 4.4. Any individual declared an 'Honorary Freeman of the Shire of Donnybrook Balingup':
- a. may designate themselves 'Honorary Freeman of the Shire of Donnybrook Balingup'.
 - b. will be presented with a badge depicting their 'Honorary Freeman of the Shire of Donnybrook Balingup' title together with a certificate to commemorate receiving of the award.
 - c. will have their name engraved/included on the Honour Board in the Council Chambers; and
 - d. will be invited to all civic events and functions of the Shire and acknowledged formally.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

**COUNCIL POLICY EM/CP-4
HONORARY FREEMAN SHIRE OF DONNYBROOK
BALINGUP**



6.1. *Local Government Act 1995*

6.2. *Shire of Donnybrook Balingup Meeting Procedures Local Law 2018*

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Executive		
Reviewer:	Corporate Planning and Governance Officer		
Review Frequency:	Triennial	Next Due:	January 2023
Version Date:	28/01/2020	Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. To provide elected members with an appropriate level of remuneration and entitlements to ensure that they are able to effectively fulfil their role. This policy specifies the type of allowances payable including annual allowances instead of reimbursement for particular types of expenses.

2. SCOPE

- 2.1. This policy outlines the framework surrounding the allowances and entitlements of elected members of the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. **Determined** means determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B.
- 3.2. **Percentile** (or a centile) is a measure used in statistics indicating the value below which a given percentage of observations in a group of observations falls. For example, the 20th percentile is the value (or score) below which 20% of the observations may be found.

4. POLICY STATEMENT

4.1. Allowances

Presidents Annual Allowance

- 4.1.1. Pursuant to section 5.98(5) of the Act, the Shire President shall be paid an annual Presidents allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local Government. This allowance is in addition to any fees or reimbursement of expenses payable to the President under section 5.98 of the LG Act.

Deputy Presidents Annual Allowance

- 4.1.2. Pursuant to section 5.98A (1) of the LG Act, the Deputy President shall be paid an annual Deputy Presidents allowance of the percentage that is determined by the Tribunal of the annual allowance to which the president is entitled under section 5.98(5) of the LG Act. This allowance is in addition to any fees or reimbursement of expenses payable to the Deputy President under section 5.98 of the LG Act.

Elected Member Annual Attendance Allowance

- 4.1.3. Pursuant to section 5.99 of the LG Act, a Council member shall be paid an annual attendance allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local

Government. This payment is in lieu of Council meeting, committee meeting and prescribed meeting attendance fees in accordance with section 5.98(1)(b) of the LG Act.

Annual Information Communication and Technology (ICT) Allowance

- 4.1.4. Elected members shall be paid an annual ICT allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 75th percentile of the allowance for a band 3 Local Government for the Shire President. All elected members other than the Shire President is based on the 17th percentile of the allowance for a band 3 Local Government. This payment is in lieu of reimbursing ICT expenses in accordance with section 5.99A of the Act instead of reimbursement under 5.98(2).

ICT expenses means:

- a) *rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
- b) *any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;*

Reimbursement of Statutory Travel Expenses

- 4.1.5. Pursuant to Section 5.98(2) of the Act and Administration Regulation 31. Elected members have a statutory entitlement to be reimbursed for travel expenses incurred by the elected member as a result of attendance at a council meeting or a meeting of a committee of which he or she is member.
- 4.1.6. The rate of reimbursement will be in accordance with that specified by the Local Government Officers' (Western Australia) Interim Award 2011.
- 4.1.7. Expenses are reimbursed upon submission of a Councillor Claim request form.

Reimbursement of Statutory Child Care Expenses

- 4.1.8. Pursuant to Section 5.98(2) of the Act and Administration Regulation 31 elected members have a statutory entitlement to be reimbursed for childcare expenses incurred by the elected member as a result of attendance at a Council meeting, a meeting of a committee of which he or she is member or authorised training and Council related business.
- 4.1.9. Child care costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the elected member.
- 4.1.10. The Shire of Donnybrook Balingup will reimburse child care costs either at the actual cost per hour or the prescribed amount set by SAT, whichever is the lesser amount. Formal receipts must be kept and attached to the claim for reimbursement.
- 4.1.11. Expenses are reimbursed upon submission of a Councillor Claim request form.

COUNCIL POLICY EM/CP-5 ELECTED MEMBER ALLOWANCES AND ENTITLEMENTS



Payment of Allowances

4.1.12. Allowances shall generally be paid quarterly in arrears. Where an elected member does not hold office throughout the payment period, an amount of one twelfth of the annual allowance is to be paid for each month or part of a month that the member held office.

Reduced Payments

4.1.13. Elected members can opt for a lesser level of payment by making application to the Chief Executive Officer. The payment must be within the prescribed range determined by the SAT and cannot fall below the minimum payment.

4.2. Other Entitlements

Information Technology

4.2.1. Elected members will be provided with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the internet.

4.2.2. The equipment will remain the property of the Shire of Donnybrook Balingup and will be maintained by the Shire. Elected members must not install software that is not the property of the Shire of Donnybrook Balingup.

Information Technology Training

4.2.3. Appropriate training will be provided to elected members to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and committee meetings utilising the software provided.

4.2.4. Any elected members leaving their position with Council shall return, within ten working days any information technology equipment provided by the Council.

Business Cards

4.2.5. Elected members will be allocated adequate business cards. Business cards must be used for Council business only and must not be used for electioneering purposes.

Uniform

4.2.6. Shire branded attire can be made available upon request from an elected member. A name badge will be issued at the commencement of their term.

5. DELEGATION AND AUTHORISATION

5.1. Nil

6. LEGISLATION

6.1. *Local Government Act 1995*

6.2. *Local Government (Administration) Regulations 1996*

COUNCIL POLICY EM/CP-5 ELECTED MEMBER ALLOWANCES AND ENTITLEMENTS



6.3. *Salaries & Allowances Act 1975* – Section 7B

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Executive		
Reviewer:	Corporate Planning and Governance Officer		
Review Frequency:	Biennial	Next Due:	2023
Version Date:	26/03/2021	Synergy #:	
Version Synopsis:	Formatting changes – numbered paragraphs, moved the policy version		
Policy Version Details			
Initial Adoption Date:	26/06/2019	Decision Reference:	84/19
Version Decision Date:	26/06/2019	Decision Reference:	84/19
Version Synopsis:	Initial policy adoption		

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership.

1. OBJECTIVE

- 1.1. The objective of this policy is to ensure Council avoids making major decisions, prior to an election, that would bind an incoming Council, prevent the use of public resources in ways that are seen as advantageous or disadvantageous to elected members seeking re-election or new candidates; and recognising the requirement for the Shire's administration to act impartially in relation to all candidates.

2. SCOPE

- 2.1. The discretionary policy to Elected Members and employees of the Shire of Donnybrook Balingup.
- 2.2. Whilst electoral candidates that are not sitting Elected Members cannot be compelled to comply with a policy of the Council, such candidates will be made aware of this policy and encouraged to cooperate with its implementation.

3. DEFINITIONS

- 3.1. **The Act** means *Local Government Act 1995*
- 3.2. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup
- 3.3. **Caretaker Period** means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations (37 days prior to the Election Day – Section 4.49 (a) of the Act) until 6.00pm on Election Day.
- 3.4. **Election Day** means the day fixed under the Act for the holding of any poll needed for an election but excludes an extraordinary election other than an extraordinary election to elect a new Shire President.
- 3.5. **Electoral Material** means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:
 - a. An advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the Act).
 - b. Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*.
 - c. Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.
- 3.6. **Extraordinary Circumstances** means a situation that requires a major policy decision of the Council because:

- a. In the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election;
- b. Of the possibility of legal and/or financial repercussions if a decision is deferred; or
- c. In the CEO's opinion, it is in the best interests of the Council and/or the Shire for the decision to be made as soon as possible.

3.7. Major Policy Decision means any:

- a. Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their contract), pending the election.
- b. Decisions relating to the Shire entering into a sponsorship arrangement with a total Shire contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted "in principle" support by the Council and sufficient funds have been included in the Council's annual budget to support the project.
- c. Decisions relating to the Shire entering into the disposition of property or a commercial enterprise as defined by Sections 3.58 and 3.59 of the Act.
- d. Decisions that would commit the Shire to substantial expenditure or actions that, in the CEO's opinion, are significant, such as that which might be brought about through a Notice of Motion by an Elected Member.
- e. Decisions that, in the CEO's opinion, will have a significant impact on the Shire of Donnybrook Balingup or the community.
- f. Reports requested or initiated by an Elected Member, candidate or member of the public that, in the CEO's opinion could, be perceived within the general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

3.8. Public Consultation means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation required to be undertaken in order to comply with a written law.

3.9. Substantial Expenditure means expenditure that exceeds 0.1% of the Shire of Donnybrook Balingup's annual budgeted revenue (inclusive of GST) in the relevant financial year.

4. POLICY STATEMENT

Scheduling Consideration of Major Policy Decisions

- 4.1. So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

- a. Considered by the Council prior to the Caretaker Period; or
 - b. Scheduled for determination by the incoming Council.
- 4.2. Where extraordinary circumstances prevail, the CEO may submit a major policy decision to the Council (refer to clause 4.4).

Decisions made prior to Caretaker Period

- 4.3. This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

Role of the CEO in Implementing Caretaker Practices

- 4.4. The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:
- a. The CEO will ensure as far as possible, that all Elected Members and shire employees are aware of this policy and practices at least 30 days prior to the start of the Caretaker Period.
 - b. The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are scheduled for Council resolution prior to the Caretaker Period or deferred where possible for determination by the incoming Council.
 - c. The CEO will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.
 - d. The CEO will provide guidelines for all relevant shire employees on the role and responsibilities of shire employees in the implementation of this policy.

Extraordinary Circumstances Requiring Exemption

- 4.5. Despite clause 4.1, the CEO may, where extraordinary circumstances exist, permit a matter defined as a 'major policy decision' to be submitted to the Council for determination during the Caretaker Period.

Appointment or Removal of the CEO

- 4.6. Whilst clause 3.7 a. above establishes that a CEO may not be appointed or dismissed during a Caretaker Period, the Council may, where the substantive officer is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO, pending the election, after which date a permanent decision can be made.

Inclusion of Caretaker Statement

- 4.7. To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report

submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

- a. *“The decision the Council may make in relation to this item could constitute a ‘Major Policy Decision’ within the context of the Shire of Donnybrook Balingup Caretaker Policy, however, an exemption should be made because, (insert the circumstances for making the exemption)”.*

Prohibition

- 4.8. It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which, in the CEO's opinion, could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.
- 4.9. This Policy does not prevent any mandatory public consultation required by the Act or any other relevant Act which is required to be undertaken to enable the Shire to fulfil its functions.

Approval for Public Consultation

- 4.10. Given the prohibition under clause 4.8 of this policy, the Council should not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.
- 4.11. Where public consultation is approved to occur during the Caretaker Period, the results of that consultation will not be reported to the Council until after the Caretaker Period, except where otherwise approved by the CEO or necessary for the performance of the Shire's functions as prescribed in Act or any other relevant Act.

Public Events Hosted by External Bodies

- 4.12. Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

Shire Organised Civic Events/Functions

- 4.13. Events and/or functions organised by the Shire and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the Shire and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.
- 4.14. All known candidates are to be invited to civic events/functions organised by the Shire during the Caretaker Period.

Addresses by Elected Members

- 4.15. Excluding the President and Deputy President fulfilling their functions as prescribed by sections 2.8 and 2.9 of the Act, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the Caretaker Period.

Use of Shire Resources

- 4.16. The Code of Conduct for Council Members, Committee Members and Candidates and the *Local Government (Code of Conduct) Regulations 2021* provide that the Shire's resources are only to be utilised for authorised activities (for example - no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the Caretaker Period.
- 4.17. The Shire's employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

Electoral Information and Assistance

- 4.18. All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Shire administration.
- 4.19. Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.

Media Advice

- 4.20. Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.

Publicity Campaigns

- 4.21. During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the CEO. In any event, the Shire's publicity during the Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

Election Process Enquiries

- 4.22. All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

5. DELEGATION AND AUTHORISATION

- 5.1. Nil

COUNCIL POLICY EM/CP-6 CARETAKER



6. LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Elections) Regulations 1997*
- 6.3. *Local Government (Code of Conduct) 2021 Regulations 2021*

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Executive Services		
Reviewer:	Corporate Planning and Governance Officer		
Review Frequency:	Biennial	Next Due:	2023
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:	23/08/2017	Decision Reference:	
Version Decision Date:	23/05/18	Decision Reference:	
Version Synopsis:			

STRATEGIC OUTCOME SUPPORTED: 2 - A safe and healthy community.

1. OBJECTIVE

- 1.1. To provide guidance on the manner in which The Shire of Donnybrook will consider applications for permission to conduct a fireworks event to minimise fire risks.

2. SCOPE

- 2.1. This policy applies to all fireworks events held within the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. **Prohibited Burning Times** means 15 December to 14 March, subject to change.
- 3.2. **Restricted Burning Times** means 1 November to 14 December and 15 March to 26 April, subject to change.

4. POLICY STATEMENT

- 4.1. Written approval by the Chief Executive Officer is required to conduct fireworks events at any time.
- 4.2. No approvals will be granted during the Prohibited Burning Times for a fireworks display.
- 4.3. During the bush fire restricted burning times a Permit may be granted subject to the following:
- a. Fire risk levels including weather and fuel loads;
 - b. Availability of firefighting personnel and equipment;
 - c. Consultation with the Captain of the Donnybrook Fire & Rescue Service and the Donnybrook Chief Fire Control Officer;
 - d. Consideration of any other issue as deemed necessary by the Shire Chief Executive Officer (ie. location, nature of event etc).
- 4.4. Any approval issued by the Chief Executive Officer for a fireworks event are to include the following conditions:
- a. Compliance with the 'Safe Use of Outdoor Fireworks in Western Australia' Code of Practice, produced by the Department of Mines and Petroleum Resources Safety;
 - b. Provision of suitable portable fire extinguishers at the fireworks firing point;
 - c. Provision of additional adequate firefighting equipment and personnel in accordance with any such Permit for the fireworks event

COUNCIL POLICY EMERG/CP-1 FIREWORKS EVENTS



granted by the Department of Mines & Petroleum Resources Safety, or as directed by the local fire emergency services agency;

- d. Details of the above arrangements must be notified to the Shire in writing prior to the event.
- e. The authorised fireworks operator must contact the Department of Fire & Emergency Services Communications Centre ten minutes prior to firing time.
- f. If an Extreme Weather Warning has been issued by the Bureau of Meteorology prior to or during the time of firing the display must be cancelled.

5. DELEGATION AND AUTHORISATION

5.1. Delegation 3.1.5 Control of Operations Likely to Create Bush Fire Danger

5.2. In the event of a change to the Prohibited Burning Times that impacts on a pre-approved fireworks event application, the Chief Executive Officer in liaison with the Captain of the Donnybrook Fire & Rescue Service and the Donnybrook Chief Fire Control Officer is authorised to permit the fireworks event to proceed subject to any conditions deemed necessary.

6. LEGISLATION

6.1. *Bush Fire Regulations 1954*

6.2. *Dangerous Goods Safety Act 2004*

6.3. *Dangerous Goods Safety (Explosives) Regulations 2007*

7. POLICY VERSION

Related Policies:	N/A		
Related Procedure:	N/A		
Responsible Department:	Emergency Services		
Reviewer:	Community Emergency Services Manager		
Review Frequency:	Triennial	Next Due:	March 2024
Version Date:	16/03/21	Synergy #:	Decision Reference:
Version Synopsis:	Renumbered, reformatted, scope added, definitions moved, Authorisation moved, "Shire CEO" changed to "CEO", corrected DMPRS, legislation added, delegation added in the Captain of the Donnybrook Fire & Rescue Service		
Policy Version Details			
Initial Adoption Date:	23/05/01	Decision Reference:	N/A
Version Date:	28/04/16	Decision Reference:	Synergy #:
Version Synopsis:	N/A		

STRATEGIC OUTCOME SUPPORTED: 4 - Shared responsibility for sustainability.

1. OBJECTIVE

- 1.1. To provide clear guidelines for the burning of road verges throughout the Shire of Donnybrook Balingup.

2. SCOPE

- 2.1. This applies to all burning permits being issued by the Shire of Donnybrook Balingup for the burning of any road verge within the Shire of Donnybrook Balingup.
- 2.2. This is a discretionary Council Policy.

3. DEFINITIONS

- 3.1. Nil

4. POLICY STATEMENT

- 4.1. A Permit is to be issued prior to any road verge burn in accordance with this policy.
- 4.2. Burns are to be conducted by the relevant Bush Fire Brigade or authorised Shire staff. No road verge burning may be carried out by individuals unless authorised.
- 4.3. No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council unless written approval has been received from the controlling body.
- 4.4. Site inspections will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year.
- 4.5. Permits to burn road verges will only be issued to Brigade Fire Control Officers and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines:
 - a. Prevent damage to infrastructure (i.e., Telstra infrastructure, culverts and fencing).
 - b. Minimise damage to native vegetation by completing a desktop assessment during the planning phase.
 - c. Ensure acceptable weather conditions have been considered.
 - d. Comply with normal permit requirements.
 - e. Only one side of a road to be burnt in any one year.
 - f. No single hazard reduction burn to exceed 500 metres within 3kms along a single road verge subject to environmental approval;
 - g. Adjoining strips may not be burnt within three years.

COUNCIL POLICY EMERG/CP-2 PERMITS FOR ROAD VERGE BURNING



- 4.6. The use of fire to abate fire hazards and to clear roadside drains should be confined to areas where distinct hazards, high ignition risks and high values can be identified. In general, these relate to road verges where native plant species have been replaced by annual weeds and grasses. Where possible, mowing and approved herbicide treatment is to be used as opposed to road verge burns.
- 4.7. On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary by Shire staff or its appointed contractors.

5. DELEGATION AND AUTHORISATION

- 5.1. Delegation 3.1.2 Prohibited Burning Times - Vary
- 5.2. The Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges, and only after a site inspection has been carried out by authorised Shire staff.

6. LEGISLATION

- 6.1. *Bush Fire Act 1954*
- 6.2. *Bush Fire Regulations 1954*

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Emergency		
Reviewer:	Community Emergency Services Manager		
Review Frequency:		Next Due:	2023
Version Date:		Synergy #:	
Version Synopsis:	Rename, renumber, reformatted, added scope, remove Shire CEO & replaced with CEO, authorisation moved from body text and added to delegation and authorisation section, added legislation, made changes as per Council Resolution 79/21.		
Policy Version Details			
Initial Adoption Date:	23/01/2008	Decision Reference:	N/A
Version Decision Date:	28/04/2016	Decision Reference:	
Version Synopsis:			

COUNCIL POLICY EXE/CP-2 DOCUMENT EXECUTION AND APPLICATION OF THE COMMON SEAL



STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

1. OBJECTIVE

- 1.1. To provide guidance for affixing the Shire's common seal and determining whether a document is executed by way of common seal or signed by an authorised employee.

2. SCOPE

- 2.1. The provisions of this discretionary policy apply to all documents requiring the Shire's execution.

3. DEFINITIONS

- 3.1. **Authorised Officer** is a person or designated holder of an office; Council has conferred its power or imposed a duty on.
- 3.2. **Executed** means completed and formally signed a document, such as a deed, contract, or lease.
- 3.3. **Common Seal** is the official stamp or 'signature' of the corporate body 'Shire of Donnybrook Balingup'.
- 3.4. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.
- 3.5. **Shire** means the Shire of Donnybrook Balingup.
- 3.6. **President** means Shire President, Shire of Donnybrook Balingup.

4. POLICY STATEMENT

- 4.1. In accordance with section 9.49A of the *Local Government Act 1995*, a document is duly executed by a local government if the common seal is affixed to it or it is signed by an officer authorised to do so.
- 4.2. The execution requirements, including the making, varying or discharge of documents pursuant to section 9.49B of the *Local Government Act 1995*, shall be as outlined in Table 1 of this policy.

Affixing the Common Seal

- 4.3. The common seal should be affixed as outlined in associated operational procedure - Method of affixing the common seal.

Witnessing of Signature

- 4.4. The common seal may only be affixed in the presence of both the President and the CEO (or the Deputy President and/or the Acting CEO), each of whom is to sign the document to attest that the common seal was so affixed.

COUNCIL POLICY EXE/CP-2 DOCUMENT EXECUTION AND APPLICATION OF THE COMMON SEAL



Register to be maintained

- 4.5. Details of all transactions where the common seal has been affixed shall be recorded in the common seal register, recording each date on which the common seal was affixed to a document, the nature of the said document, and the parties to any agreement to which the common seal was affixed. The register is to record each transaction with a record number that may be retrieved in the Shire's records management system.
- 4.6. A list of documents to which the common seal has been affixed will be provided in the quarterly Council Information Bulletin.

Deputising or Signing on Behalf of Another Person

- 4.7. In accordance with section 9.49A (4) of the *Local Government Act 1995*, which requires authority for execution of documents to be resolved by Council, a document may only be executed by a person who holds a position authorised by Council's adoption of this policy.
- 4.8. Therefore, in the absence of a person authorised by this policy another person may deputise where they have been appointed in writing to act in the authorised person.

5. DELEGATION AND AUTHORISATION

- 5.1. The President and CEO are authorised to affix and sign all documents to be executed under the common seal; however, in the absence of the President and/or the CEO, the Deputy President and the Acting CEO are authorised to affix the common seal.

Authority to Sign Documents on Behalf of the Shire

- 5.2. There is no legal requirement for the common seal to be affixed in order for a document to be executed where Council has resolved to authorise the CEO or any other employee to sign a document pursuant to section 9.49A of the *Local Government Act 1995*.
- 5.3. Employees authorised under section 9.49A of the *Local Government Act 1995* may sign the documents identified for that purpose in Table 1 of this policy. Despite the authorisation, the common seal may still be affixed in the following circumstances:
 - a. if the authorised officer is of the opinion the document carries a high level of financial risk, legal complexity or political sensitivity that the document should be executed by way of common seal; or
 - b. the other party has reasonably requested the document be executed by way of common seal.

COUNCIL POLICY EXE/CP-2 DOCUMENT EXECUTION AND APPLICATION OF THE COMMON SEAL



5.4. Table 1 – Execution of Documents

Document Type	Common Seal Required	Authorised Employee
Local Laws	Yes	None
Planning Schemes	Yes	None
Mortgages, Loans and Debentures	Yes	None
State of Commonwealth Government Funding Agreements	Yes	None
Any document requiring the common seal pursuant to statutory obligation	Yes	None
Council has resolved that the document be executed by way of common seal	Yes	None
Power of Attorney to act for the Shire	No	CEO
Grants and Funding Agreements with private agencies	No	CEO
Land Transaction documents including sale, purchase, vesting, leases, licences, transfers, contributed assets, easements, restrictive covenants, caveats, memorials, notifications, deeds and withdrawal of instruments.	No	CEO
Memorandum of Understanding	No	CEO
Ceremonial Certificates	No (but President must sign)	CEO
All other documents that were the subject of a Council decision including, but not limited to, procurement contracts, service agreements, non-disclosure agreements, enterprise bargaining agreement and employment contracts.	No	CEO
All other documents that are not the subject of a Council decision but are part of the ordinary operations of the local government including, but not limited to, casual hire agreements, procurement contracts (no Council decision), short term lease and sponsorship agreements.	No	CEO and Directors where the document concerns subject matter wholly within their directorate

**COUNCIL POLICY EXE/CP-2
DOCUMENT EXECUTION AND APPLICATION OF THE
COMMON SEAL**



6. LEGISLATION

6.1. *Local Government Act 1995*

6.2. *Interpretations Act 1984*

7. POLICY VERSION

Related Policies:	N/A		
Related Procedure:	EXE/OP – Method of affixing the common seal		
Responsible Department:	Executive		
Reviewer:	Corporate Planning and Governance Officer		
Review Frequency:	Biennial	Next Due:	2022
Version Date:	19/02/2020	Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:	Initial adoption of policy		

STRATEGIC OUTCOME SUPPORTED: 1 - A diverse and growing population.

1. OBJECTIVE

- 1.1. To ensure that the Shire of Donnybrook Balingup acknowledge and show respect for the Noongar people, who are the traditional owners of the land, upon which the Shire of Donnybrook Balingup is situated.

2. SCOPE

- 2.1. This policy applies to elected members and all staff organising events, ceremonies, commemorations, public functions and meetings as well as documentation on behalf of the Shire where Welcome to Country and Acknowledgement of Country should be included.

3. DEFINITIONS

- 3.1. **Traditional Owners** are Aboriginal representatives of the traditional language group that inhabited the area prior to European settlement and are recognised as traditional owners by local Aboriginal communities.
- 3.2. **Welcome to Country** is where the traditional custodians formally welcome people to their land. This ceremony is undertaken by Elders acknowledged as such by their family and community.
- 3.3. **South West Aboriginal Land and Sea Council (SWALSC)** is the native title representative body of the Noongar people, the traditional owners of the South West of Western Australia extending from Leeman in the north-west to Cape Arid in the south-east.

4. POLICY STATEMENT

- 4.1. The South West Aboriginal Land and Sea Council (SWALSC) produce a Noongar Protocols documents which will be used to guide staff and elected members when organising Welcome to and Acknowledgement of Country.

Welcome to Country

- 4.2. The Welcome to Country will be held at the beginning of the following events:
 - a. The opening of a new significant building involving State or Federal Government representatives; and
 - b. Major civic ceremonies or functions.

Acknowledgement of Country

- 4.3. An Acknowledgement of Country will be delivered at these events:
 - a. Significant events where members of the public, representatives of governments and/or the media are present; and
 - b. Council Meetings; and

COUNCIL POLICY EXE/CP-4 WELCOME TO AND ACKNOWLEDGEMENT OF COUNTRY



- c. Forums, briefing sessions, community workshops where the public are present; and
- d. Conferences or seminars; and
- e. NAIDOC celebrations; and
- f. Citizenship Ceremonies.

4.4. An Acknowledgement of Country will be included in these documents:

- a. Strategic plans, strategies and studies; and
- b. Council and committee agendas and minutes; and
- c. Plaques erected on Shire-owned facilities; and
- d. Shire website.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

6.1. NIL

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Executive Services		
Reviewer:	Corporate Planning & Governance Officer		
Review Frequency:	Triennial	Next Due:	March 2024
Version Date:	8/03/2021	Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:	Re-numbered, renamed, Objective - change Council to Shire and reworded to include the Noongar people, added a Scope listing the events and documents effected by the policy, removal of procedural information, referenced the SWALSC and their protocols, added definitions		

STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

Purpose

The Shire of Donnybrook-Balingup Organisational Risk Management Policy documents the Shire's commitment to and objectives around managing risks that may impact the Shire from achieving its strategies, goals or objectives.

Policy

It is the policy of the Shire of Donnybrook-Balingup to achieve best practice in the management of all risks that threaten to affect the Shire, its customers, people, assets, functions, objectives, operations or members of the community.

Risk management shall, wherever possible, form part of all activities and functions of the Shire, including adopted policies and procedures.

The Executive Management Team will determine and communicate the Organisational Risk Management Policy, objectives and procedures, as well as guide and monitor implementation, practice and performance throughout the Shire of Donnybrook-Balingup.

Every employee within the Shire is recognised as having a role in risk management for awareness and application of the risk management process, particularly in risk identification, and shall be encouraged to participate in the process.

Specialist consultants or staff may be engaged at times to advise and assist with risk management, or management of specific categories of risk.

Definitions (from AS/NZS ISO 31000:2009)

Risk - Effect of uncertainty on objectives.

Note 1: An effect is a deviation from the expected, positive or negative.

Note 2: Objectives can have different aspects (such as financial, health and safety, and environmental goals) and can apply at different levels (such as strategic, organisation-wide, project, product or process).

Risk Management - Coordinated activities to direct and control an organisation with regard to risk.

Risk Management Process - Systematic application of management policies, procedures and practices to the activities of communicating, consulting, establishing the context, and identifying, analysing, evaluating, treating, monitoring and reviewing risk.

Risk Management Objectives

- To ensure Risk Management is adopted and integrated throughout the Shire of Donnybrook-Balingup as a management practice.

COUNCIL POLICY EXE/CP- 6 ORGANISATIONAL RISK MANAGEMENT



- To ensure all employees are aware of the need to manage risk and encourage a culture of participation in the Risk Management Process.
- To protect the Shire of Donnybrook-Balingup from adverse incidents, to reduce its exposure to loss and to mitigate and control loss should it occur.
- To ensure the ongoing capacity of the Shire of Donnybrook-Balingup to fulfil its vision, perform its key functions, meet its objectives and serve its customers.
- To aid effective governance and adherence to relevant legislation and Australian or International Standards.
- To reduce the costs of risk to the Shire of Donnybrook Balingup.

Risk Tolerance

The Shire has defined its risk tolerance through the development and adoption of the Shire's Risk Assessment and Acceptance Criteria (also called the Risk Matrix) of which is included as part of this Policy. A procedure for use of the Risk Matrix has also been developed to guide its use and application.

All organisational risks to be reported at an organisational level are to be assessed according to the Shire's Risk Assessment and Acceptance Criteria to allow consistency and informed decision making of staff, Management and Council.

Roles, Responsibilities & Accountabilities

All Shire employees have a responsibility for managing risk relevant to their duties in accordance with the Shire's Risk Management Process and are accountable for their actions. The Executive Management Team is responsible for developing, implementing, communicating and monitoring the Shire's Risk Management Process, including this Policy and associated procedures, to ensure it is effective, practical and relevant to the Shire.

Risk management awareness and training will be provided to all staff. Risk management will be included within the employee induction process to ensure new employees are introduced to the Shire's risk management culture.

Monitor & Review

The Shire of Donnybrook-Balingup will implement a monitor and review process to report on the achievement of the Risk Management Objectives, the management of individual risks and the ongoing identification of issues and trends.

This Policy will be reviewed annually by the Shire's Executive Management team and relevant staff. The Shire's Risk Management Process including systems and procedures will be reviewed every two years in accordance with Regulation 17 of the *Local Government (Audit) Regulations 1996*, and the results of the review presented to the Councils' Audit Committee.

POLICY VERSION

Related Policies:	Nil
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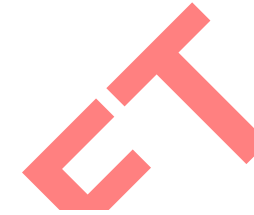
**COUNCIL POLICY EXE/CP- 6
ORGANISATIONAL RISK MANAGEMENT**



Related Procedure:	Nil		
Responsible Department:	Executive		
Reviewer:	Manager Executive Services		
Review Frequency:		Next Due:	
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:	27 August 2014	Decision Reference:	N/A
Version Decision Date:	25 May 2016	Decision Reference:	N/A
Version Synopsis:	Amended		

AMENDED DRAFT

COUNCIL POLICY EXE/CP- 6 ORGANISATIONAL RISK MANAGEMENT



SHIRE OF DONNYBROOK-BALINGUP

RISK ASSESSMENT & ACCEPTANCE CRITERIA

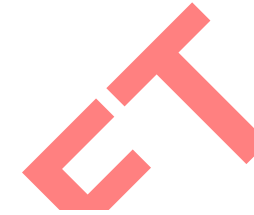
EXISTING CONTROLS RATING

LEVEL	RATING	FORESEEABLE	DESCRIPTION
E	Excellent	Doing more than what is reasonable under the circumstances	Controls are fully in place, are being well addressed / complied with, are subject to ongoing maintenance and monitoring and are being continuously reviewed and tested
A	Adequate	Doing what is reasonable under the circumstances	Controls are in place, are being addressed / complied with and are subject to periodic review and testing
I	Inadequate	Not doing some or all things reasonable under the circumstances	Controls do not exist, or are not being addressed / complied with, or have not been reviewed or tested for some time

MEASURES OF CONSEQUENCE

LEVEL	RATING	HEALTH & SAFETY	FINANCIAL	SERVICE INTERRUPTION	COMPLIANCE	REPUTATION	PROPERTY	ENVIRONMENT
1	Insignificant	Negligible injuries	Less than \$2,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, localised low impact on community trust, low profile or no media item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
2	Minor	First aid injuries	\$2,000 - \$20,000 Or < 5% variance in cost of project	Temporary interruption to an activity – backlog cleared with existing resources	Some temporary non compliances	Substantiated, localised impact on community trust or low media item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
3	Moderate	Medical type injuries	\$20,001 - \$100,000 Or > 5% variance in cost of project	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Short term non-compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
4	Major	Lost time injury	\$100,001 - \$1M	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
5	Catastrophic	Fatality, permanent disability	More than \$1M	Indeterminate prolonged interruption of Service Unit core service deliverables	Non-compliance results in criminal charges or significant damages or penalties	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

COUNCIL POLICY EXE/CP- 6 ORGANISATIONAL RISK MANAGEMENT



SHIRE OF DONNYBROOK-BALINGUP

RISK ASSESSMENT & ACCEPTANCE CRITERIA

MEASURES OF LIKELIHOOD

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	Almost Certain	The event is expected to occur in most circumstances	More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event may occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

RISK MATRIX

Consequence Likelihood		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	HIGH (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Executive Manager / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

1. OBJECTIVE

- 1.1. The objective of this policy is to ensure that continuous improvement in Occupational Safety and Health is achieved to ensure as far as is practicable, a working environment is maintained in which employees, councillors, contractors and visitors are not exposed to foreseeable risks and hazards that can have an adverse effect on their safety and health.

2. SCOPE

- 2.1. This Policy applies to all Councillors, Employees, Contractors and Visitors to Shire workplaces.

3. DEFINITIONS

- 3.1. NIL

4. POLICY STATEMENT

- 4.1. The Shire of Donnybrook Balingup is dedicated to maintaining the safety and health of all people associated with its operations including Councillors, employees, contractors and visitors. The shire adheres to the following principles in all we do:
 - a. Management commitment supporting high standards of safety and health, performance and the continual improvement of behaviours and processes.
 - b. Sustaining effective mechanisms for consultation between management and employees.
 - c. Hazard and risk management ensuring safe work methods and a safe work environment through reporting, identification, assessment and control of hazards and their associated risks.
 - d. Appropriate training and development for managers, employees and contractors, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner.
 - e. Planning for the establishment and maintenance of essential safety management systems to continuously improve workplace safety and health.
 - f. Clear accountability of Occupational Safety and Health responsibilities at all levels.
 - g. Compliance with legislation and relevant Australian Standards, Codes of Practice and Guidance Notes.

5. DELEGATION AND AUTHORISATION

- 5.1. NIL

COUNCIL POLICY EXE/CP-7 OCCUPATIONAL SAFETY AND HEALTH



6. LEGISLATION

- 6.1. *Occupational Safety and Health Act 1984*
- 6.2. *Occupational Safety and Health Regulations 1996*

7. POLICY VERSION

Related Policies:	NIL		
Related Procedure:	EXE/OP-1-Safe Work Instruction (SWI) EXE/OP-2-Fire Emergency Evacuation EXE/OP-3-Incident Reporting and Investigation EXE/OP-4-Safety and Health Representatives Election EXE/OP-6-Confined Space EXE/OP-7-Occupational Safety and Health Responsibilities EXE/OP-8-Outdoor Workers uniform and PPE EXE/OP-9-Visitors EXE/OP-10-Hard Hat EXE/OP-11-Management Safety Observation EXE/OP-12-Occupational Safety and Health Issue Resolution EXE/OP-13-Dangerous goods and Hazardous Substances		
Responsible Department:	Executive Services		
Reviewer:	Manager Executive Services		
Review Frequency:	Annual	Next Due:	July 2022
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

1. OBJECTIVE

- 1.1. This policy details legislative obligations and establishes protocols applicable to the Shire of Donnybrook Balingup's official communications with the community, to ensure Shire of Donnybrook Balingup is professionally and accurately represented and to maximise a positive public perception of the Shire of Donnybrook Balingup.

2. SCOPE

2.1. This policy scope applies to:

- a. Communications initiated or responded to by the Shire of Donnybrook Balingup with our community; and
- b. Elected Members when making comment in either their Shire of Donnybrook Balingup role or in a personal capacity about matters relevant to the Shire; and
- c. Employees, contractors and consultants working for the Shire of Donnybrook Balingup.

3. DEFINITIONS

3.1. NIL

4. POLICY STATEMENT

Official Communications

4.1. The purposes of the Shire of Donnybrook Balingup's official communications include:

- a. Sharing information required by law to be publicly available.
- b. Sharing information that is of interest and benefit to the Community.
- c. Promoting Shire of Donnybrook Balingup events and services.
- d. Promoting Public Notices and community consultation / engagement opportunities.
- e. Answering questions and responding to requests for information relevant to the role of the Shire of Donnybrook Balingup.
- f. Receiving and responding to community feedback, ideas, comments, compliments and complaints.

4.2. The Shire of Donnybrook Balingup's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Communications will always be respectful and professional.

- 4.3. The Shire of Donnybrook Balingup will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:
- a. Website; and
 - b. Advertising and promotional materials; and
 - c. Radio (local, regional and state-wide as required); and
 - d. Media releases prepared for the Shire President / CEO, to promote specific Shire of Donnybrook Balingup positions; and
 - e. Social media; and
 - f. Community newsletters, letter drops, and other modes of communications undertaken by the Shire of Donnybrook Balingup's Administration at the discretion of the CEO.

Speaking on behalf of the Shire of Donnybrook Balingup

- 4.4. The Shire President is the official spokesperson for the Shire of Donnybrook Balingup, representing the Local Government in official communications, including speeches, comment, print, electronic and social media. In accordance with s.2.8(1)(d) of the *Local Government Act 1995*.
- 4.5. Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson in accordance with s.2.9 and s.5.34 of the *Local Government Act 1995*.
- 4.6. The CEO may speak on behalf of the Shire of Donnybrook Balingup, where authorised to do so by the Shire President in accordance with s.5.41(f) of the *Local Government Act 1995*.
- 4.7. The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Donnybrook Balingup.
- 4.8. Communications by Elected Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:
- a. Bring the Shire of Donnybrook Balingup into disrepute; or
 - b. Compromise the person's effectiveness in their role with the Shire of Donnybrook Balingup; or
 - c. Imply the Shire of Donnybrook Balingup's endorsement of personal views
 - d. Imply the Elected Member or employee is speaking on behalf of the Shire of Donnybrook Balingup, unless authorised to do so; or
 - e. Disclose, without authorisation, confidential information.

- 4.9. Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Donnybrook Balingup.
- 4.10. Elected member communications must comply with the Code of Conduct for Elected Members, Committee Members and Candidates.

Responding to Media Enquiries

- 4.11. All enquiries from the Media for an official Shire of Donnybrook Balingup comment, whether made to an individual Elected Member or employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Donnybrook Balingup.
- 4.12. Elected Members may make comments to the media in a personal capacity – refer to clause 4.25 below.

Website

- 4.13. The Shire of Donnybrook Balingup will maintain an official website, as our community's on-line resource to access to the Shire of Donnybrook Balingup's official communications.

Social Media

- 4.14. The Shire of Donnybrook Balingup uses social media to facilitate interactive information sharing and to provide responsive feedback to our community. Social media will not however, be used by the Shire of Donnybrook Balingup to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.
- 4.15. The Shire of Donnybrook Balingup maintains the following social media accounts:
 - a. Social networks, for example Facebook, LinkedIn; and
 - b. Media Sharing networks, for example Instagram and YouTube; and
 - c. Micro-blogging networks, for example Twitter.
- 4.16. The Shire of Donnybrook Balingup may also post and contribute to social media hosted by others, so as to ensure that the Shire of Donnybrook Balingup's strategic objectives are appropriately represented and promoted.
- 4.17. The Shire of Donnybrook Balingup actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Donnybrook Balingup will moderate its social media accounts to address and where necessary delete content deemed to be:
 - a. Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading; or
 - b. Promotional, soliciting or commercial in nature; or
 - c. Unlawful or incites others to break the law; or

- d. Information which may compromise individual or community safety or security; or
- e. Repetitive material copied and pasted or duplicated; or
- f. Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot; or
- g. Content that violates intellectual property rights or the legal ownership of interests or another party; or
- h. Any other inappropriate content or comments at the discretion of the Shire of Donnybrook Balingup.

4.18. Where a third-party contributor to a Shire of Donnybrook Balingup's social media account is identified as posting content, which is deleted in accordance with the above, the Shire of Donnybrook Balingup may at its complete discretion block that contributor for a specific period of time or permanently.

Shire President Social Media Official Accounts

4.19. The Shire of Donnybrook Balingup supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under s 2.8 of the *Local Government Act 1995*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy. These official Shire of Donnybrook Balingup accounts must not be used by the Shire President for personal communications.

Use of Social Media in Emergency Management and Response

- 4.20. The Shire of Donnybrook Balingup will use the following channels to communicate and advise our community regarding Emergency Management:
- a. Facebook; and/or
 - b. Website; and/or
 - c. Email.

Record Keeping and Freedom of Information

- 4.21. Official communications undertaken on behalf of the Shire of Donnybrook Balingup, including on the Shire of Donnybrook Balingup's Social Media accounts and third-party social media accounts must be created and retained as local government records in accordance with the Shire of Donnybrook Balingup's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.
- 4.22. Elected Member communications that relate to their role as a Elected Member are subject to the requirements of the Shire of Donnybrook Balingup's Record Keeping Plan and the *State Records Act 2000*. Elected Members are responsible for transferring these records to the Shire of Donnybrook Balingup's administration. Elected Member records are also subject to the *Freedom of Information Act 1992*.

Personal Communications

- 4.23. Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not. On the basis that personal or private communications may be shared or become public at some point in the future, Elected Members and employees should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct for Elected Members, Committee Members and Candidates, or the Code of Conduct for Employees.

Elected Member Statements on Shire Matters

- 4.24. An Elected Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Donnybrook Balingup.
- 4.25. Any public statement made by an Elected Member, whether made in a personal capacity or in their Local Government representative capacity, must:
- a. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Donnybrook Balingup; and
 - b. Be made with reasonable care and diligence; and
 - c. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws; and
 - d. Be factually correct; and
 - e. Avoid damage to the reputation of the local government; and
 - f. Not reflect adversely on a decision of the Council; and
 - g. Not reflect adversely on the character or actions of another Elected Member or Employee; and
 - h. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Elected Member, Employee or community member.
- 4.26. An Elected Member who is approached by the media for a personal statement may request the assistance of the CEO.
- 4.27. Comments which become public, and which breach this policy, or the Code of Conduct for Elected Members, Committee Members and Candidates may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.

1. DELEGATION AND AUTHORISATION

- 5.1. NIL

2. LEGISLATION

- 2.1. *Local Government Act 1995*

COUNCIL POLICY EXE/CP-9 COMMUNICATIONS AND SOCIAL MEDIA



2.2. *State Records Act 2000*

2.3. Code of Conduct for Elected Members, Committee Members and Candidates

2.4. Code of Conduct for Employees

3. POLICY VERSION

Related Policies:	Records Management		
Related Procedure:	Social Media		
Responsible Department:	Executive Services		
Reviewer:	Communications Officer		
Review Frequency:	Biennial	Next Due:	July 2023
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:	24/04/2019	Decision Reference:	38/19
Version Synopsis:	Creation of policy		
Version Decision Date:		Decision Reference:	
Version Synopsis:	Renumbered and reformatted, Removed references to <i>Local Government (Rules of Conduct) Regulations 2007</i> Included references to the Code of Conduct for Elected Members, Committee Members and Candidates and Employee's Code of Conduct Removed Council delegation 1.1 as this is no longer relevant. Added Employees, contractors and consultants working for the Shire of Donnybrook Balingup to the Scope.		

STRATEGIC OUTCOME SUPPORTED: 2 - A safe and healthy community.

1. OBJECTIVE

- 1.1. To give effect to our commitment to support the whole community to meet the challenges arising from the COVID-19 pandemic, the Shire of Donnybrook Balingup recognises that these challenges will result in financial hardship for our ratepayers.
- 1.2. This Policy is intended to ensure we offer fair, equitable, consistent and dignified support to ratepayers suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

2. SCOPE

- 2.1. This policy applies to:
 - a. Outstanding rates and service charges as at the date of adoption of this policy; and
 - b. Rates and service charges levied for the 2020/21 financial year.
- 2.2. As we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason, the Policy is not intended to provide rate relief to ratepayers who are not able to evidence financial hardship and the statutory provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996 will apply.

3. DEFINITIONS

- 3.1. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup
- 3.2. **Act** means *Local Government Act 1995*

4. POLICY STATEMENT

Payment difficulties, hardship and vulnerability¹

- 4.1. Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.
- 4.2. Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Donnybrook Balingup recognises the likelihood that COVID-19 will increase the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

COUNCIL POLICY FIN/CP-1 COVID 19 FINANCIAL HARDSHIP



¹Adapted from the Ombudsman Western Australia publication, Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance:

<http://www.ombudsman.wa.gov.au/>

Anticipated Financial Hardship due to COVID-19

- 4.3. We recognise that many ratepayers are already experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties will arise when their rates are received.
- 4.4. We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

Financial Hardship Criteria

- 4.5. While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:
 - a. Recent unemployment or under-employment;
 - b. Sickness or recovery from sickness;
 - c. Low income or loss of income; or
 - d. Unanticipated circumstances such as caring for and supporting extended family.
- 4.6. Ratepayers are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

Payment Arrangements

- 4.7. Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:
 - a. That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
 - b. The payment arrangement will establish a known end date that is realistic and achievable;
 - c. The ratepayer will be responsible for informing the Shire of Donnybrook Balingup of any change in circumstance that jeopardises the agreed payment schedule.

- 4.8. In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

Interest Charges

- 4.9. A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case-by-case basis.

Deferment of Rates

- 4.10. Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property. The deferred rates balance:
- remains as a debt on the property until paid;
 - becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
 - may be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
 - does not incur penalty interest charges.

Debt recovery

- 4.11. We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.
- 4.12. Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2021, we will offer the ratepayer one further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2021/2022 financial year.
- 4.13. Rates and service charge debts that remain outstanding at the end of the 2021/22 financial year, will then be subject to the rates debt recovery procedures prescribed in the Local Government Act 1995.

Review

- 4.14. We will establish a mechanism for review of decisions made under this policy and advise the applicant of their right to seek review and the procedure to be followed.

COUNCIL POLICY FIN/CP-1 COVID 19 FINANCIAL HARDSHIP



Communication and Confidentiality

- 4.15. We will maintain confidential communications at all times, and we undertake to communicate with a nominated support person or other third party at your request.
- 4.16. We will advise ratepayers of this Policy and its application, when communicating in any format (i.e., verbal or written) with a ratepayer that has an outstanding rates or service charge debt.
- 4.17. We recognise that applicants for hardship consideration are experiencing additional stressors and may have complex needs. We will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

5. LEGISLATION

5.1. *Local Government Act 1995*

5.2. *Local Government (Financial Management) Regulations 1996*

6. POLICY VERSION

Related Policies:	N/A				
Related Procedure:	N/A				
Responsible Department:	Corporate Services				
Reviewer:	Director Corporate Community				
Review Frequency:	Triennial	Next Due:	March 2024		
Version Date:	12/03/021	Synergy #:		Decision Reference:	
Version Synopsis:	Renumbered and formatted, moved from Elected Member Service Unit to Finance Service Unit				
Policy Version Details					
Initial Adoption Date:	14/04/2020	Decision Reference:	50/20		
Version Date:	14/04/20	Decision Reference:	50/20	Synergy #:	NPP5038
Version Synopsis:	Initial policy developed				

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership.

1. OBJECTIVE

- 1.1. To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

2. SCOPE

- 2.1. This policy applies to all future investments made by the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. Nil

4. POLICY STATEMENT

- 4.1. While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment:
- a. Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
 - b. The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
 - c. The investment is expected to achieve a market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

Risk Management Guidelines

- 4.2. Investments obtained are to comply with three key criteria relating to:

Overall Portfolio Limits

- 4.2.1. To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

Counterparty Credit Framework

4.2.2. Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	45%
AA	A-1	35%
A	A-2	20%

4.2.3. If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

Term to Maturity Framework

4.2.4. The investment portfolio is to be invested within the following maturity constraints.

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1year	100 Max; 40% Min
Portfolio % > 1year	60%
Portfolio % > 3year	35%
Portfolio % > 5year	25%
Individual Investment Maturity Limits	
ADI	1 year
Non ADI	1 year

Exceptions (Bendigo Bank)

4.2.5. In the interest of maintaining a face-to-face local banking service within Donnybrook, Council has elected to vary its policy to provide for the investment of funds in the Bendigo Bank, through the Donnybrook branch.

4.2.6. The Donnybrook branch of the Bendigo Bank is administered by Donnybrook Capel Districts Financial Services in accordance with the operational guidelines of the Bendigo Bank.

4.2.7. Funds invested through the Donnybrook branch are invested with the principal Bendigo Banking Group. Bendigo Banks current long-term S&P rating is BBB+ and the short-term rating is A-2.

4.2.8. Council has approved a maximum portfolio limit of 75% with Bendigo Bank.

Investment Advisor

4.3. The local government's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products

COUNCIL POLICY FIN/CP-2 INVESTMENTS



being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

Measurement

- 4.4. The investment return for the portfolio is to be regularly reviewed. The market value is to be assessed at least once a month to coincide with monthly reporting.

Benchmarking

- 4.5. Performance benchmarks need to be established.

Investments	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill

Reporting

- 4.6. A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio, percentage exposure of total portfolio, maturity date and changes in market value.
- 4.7. Documentary evidence must be held for each investment and investments are to be recorded in an Investment Register with all details pertaining to the investment such as investment source, date of lodgement, interest rate, maturity date and all investment transactions recorded on a ledger sheet.

5. DELEGATION AND AUTHORISATION

- 5.1. The power to invest and manage investments has been delegated to the Chief Executive officer and nominated sub-delegates as per delegation 1.2.22 Power to Invest and Manage Investments.

6. LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *The Trustees Act 1962*
- 6.3. *Local Government (Financial Management) Regulations 1996*

7. POLICY VERSION

Related Policies:	N/A		
Related Procedure:	N/A		
Responsible Department:	Corporate Services		
Reviewer:	Executive Manager Corporate Community		
Review Frequency:		Next Due:	
Version Date:	10/03/021	Synergy #:	Decision Reference:
Version Synopsis:	Rename, renumbered, Scope added, reformatted, Admin info removed, Delegation 1.2.22 info added. Change of wording to report and review to Reporting and removed duplicated information.		

**COUNCIL POLICY FIN/CP-2
INVESTMENTS**



		Removed "The CEO has delegated authority to appoint an investment adviser when considered appropriate"- Day to day management no need for extra authorisation.	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Date:		Decision Reference:	Synergy #:
Version Synopsis:			

AMENDED DRAFT

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1 Objective

This Debt Policy document sets out the manner in which the Shire of Donnybrook Balingup (the “Shire”) may establish and manage a debt portfolio. The objective of this Debt Policy is to ensure the sound management of the Shire’s existing and future debt.

This Debt Policy outlines the Shire’s debt strategy and provides for the responsible financial management of loan funding by ensuring that the level of indebtedness is maintained within acceptable limits and is managed appropriately.

2 Compliance

The Shire will enter into contractual funding arrangements only where such activities and arrangements comply with the relevant legislative and non-legislative requirements.

Adherence to this Debt Policy will be reviewed annually.

2.1 Legislation

Western Australian legislation relative to the Shire includes, but is not limited to
The Local Government Act 1995 (as amended)
Local Government (Financial Management) Regulations 1996 (as amended)
Trustees Act 1962 (as amended)

2.2 Non-Legislative Requirements

In addition, borrowing activities and contractual funding arrangements entered into by the Authority must also comply with the following:

- Australian Accounting Standards

2.3 Lending Agreements

Any and all borrowing activities and contractual funding arrangements entered into by the Shire with Western Australian Treasury Corporation (or another party) must be consistent with:

- The Shire’s Master Lending Agreement with the Western Australian Treasury Corporation
- The particular loan repayment schedule with the Western Australian Treasury Corporation relevant to the specific loan.

3 Policy Objectives

The purpose of this Debt Policy is to establish a set of principles for the efficient management of the Shire's existing and future debt.

This includes prudent interest rate risk management so that an appropriately structured and managed portfolio of debt funding may contribute to the growth and protection of the long-term economic value of the Shire.

3.1 Minimise Risk

In general, the Shire is risk averse and seeks to reasonably minimise risk in all aspects of its operations.

3.2 Minimise interest costs

Specifically, the Shire seeks to minimise interest costs without introducing undue volatility in annual interest costs.

The Council notes that there is a trade-off between minimising risk in the portfolio and minimising the interest costs of the portfolio.

4 Policies

4.1 Enactment

The Debt Policy will become effective immediately after approval by Council.

As per the provision of Section 2.7(2) of the Local Government Act 1995, once enacted, the Debt Policy may not be altered, in whole or in part, except by resolution of the Council.

4.2 Conditions for Debt Raising

- Debt funding may be used for capital works and the purchase of development of assets and infrastructure assets.
- Debt funding may not be used to finance operating activities or recurrent expenditure.
- Before borrowing funds, the Shire would generally consider using existing surplus funds in the first instance.

4.3 Lending Counterparties

- In its evaluation of borrowing proposals, the Authority will consider counterparty risk, that is, the risk that the lender fails to perform in accordance with its contractual obligations under the terms of the loan.
- The Shire will seek to reasonably minimise counterparty risk from lenders.

- The Shire recognises that the Western Australian State Government has established a Central Borrowing Authority, the Western Australian Treasury Corporation (WATC) for the purpose of providing funding to government including Local Government Authorities.
- The Shire recognises the advantages of obtaining funding through a Central Borrowing Authority, such as WATC, which has very low counterparty risk and is able to provide significant benefits to its clients through its ability to access highly liquid funds in large volumes on behalf of its clients, and therefore provide lower-cost funding than is generally available from other lenders.
- Contractual lending arrangements between the Shire and WATC may be in any form recommended by WATC and approved by the Council.
- The Shire, at its discretion, may seek quotes from lenders other than WATC, and may proceed with funding in cases where another lender is able to provide lower-cost funding, and where the Shire believes that the degree of counterparty risk is acceptable.

4.4 Borrowing Arrangements

- When entering into borrowing arrangements, the Shire will seek to minimise interest costs over the medium and long-term without introducing undue volatility in annual interest costs, and subject to an acceptable degree of counterparty risk.
- Borrowing arrangements may be entered into on a project-by-project basis, with particular loans assigned to particular projects.
- Each project-specific loan will be entered into with the aim of obtaining the most competitive interest cost for the loan, subject to the preferred debt structure as determined by the Shire.
- Where borrowings are required and approved as per the provisions of Section 6.20 and Section 6.21 of the Local Government Act 1995, only a person or persons duly authorised by Council may give instructions in relation to drawing down loan funds.
- Furthermore, a Delegated Authority Register maintained by the Shire in accordance with the Local Government Act will contain a list of person(s) duly authorised by Council to sign documents in relation to the drawing down of loan funds.
- Documentation of each specific loan will be in accordance with a lending agreement or other appropriate loan documentation that has been approved by the Council.

4.5 Structure of Borrowings

The Shire's borrowings will be appropriately structured to constrain risk and will be consistent with the following parameters:

- Council will consider the appropriateness of the various types of debt products available.
- The Shire will not seek to position any of the borrowings in an attempt to gain from anticipated in the shape or level of the yield curve.
- The tenor of a loan will not be greater than the expected useful life of the asset being funded by the loan. The intention is to maintain a balance within the debt portfolio such that the value of the liabilities does not exceed the value of the assets.

- In order to eliminate currency risk, all debt will be denominated in Australian dollars and no debt will be raised in foreign currencies.

4.6 Repayments

- The Shire intends to maintain a repayment schedule consistent with 'principal and interest' repayment calculations.
- The repayment schedules for new and existing borrowings will be set on an individual basis as determined by the nature of the project, and other considerations such as:
- Expected revenue streams in future year; and
- Anticipated capital works and asset acquisition programs in future years.
- Loan repayments will be made in a regular schedule, such as quarterly, semi-annually or otherwise as determined by the Shire.

4.7 Breaches

- Where any breach of, or divergence from the Debt Policy occurs, the CEO and Manager Finance and Administration of the Shire are to be advised immediately, and the Council is to be advised no later than the next Council Meeting, or earlier at the CEO's discretion.
- Advice to the relevant parties will outline what will be done, or what has been done, to rectify the breach or will seek approval for continuance of the breach.
- In the first instance, temporary approval may be provided by the CEO and the Manager Finance and Administration pending subsequent ratification by Council resolution.

5 CONTROLS

5.1 Review and Monitoring

- The Shire's funding requirements and funding strategy will be periodically reviewed by the Council.
- The Council agenda for each relevant Council Meeting will contain a report with advice to the Council as to the current debt position. In providing this report, the Shire will monitor the performance of the debt portfolio and periodically reassess financing options and portfolio structure to determine the relative risks and benefits and report outcomes of this activity to Council.

5.2 Schedules of Planned Debt

- The Shire's planning for anticipated borrowing requirements over future years will be consistent with the Department of Local Government's requirements for a 10-year financial plan.

COUNCIL POLICY FIN/CP-3 DEBT



- The Council will review the Authority's anticipated borrowing requirements and relevant sustainability ratios in the preparation of each financial year's budget and for the period covered by the 10-year financial plan.

6 Sustainability Ratios

The Council will, as a minimum, monitor the sustainability ratios prescribed by the *Local Government (Financial Management) Regulations 1996* as an input to its assessment of the financial management of its borrowings.

POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Finance		
Reviewer:			
Review Frequency:		Next Due:	
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. The objectives of this Policy are to ensure that all purchasing activities:
- a. demonstrate that best value for money is attained for the Shire
 - b. are compliant with relevant legislations, including the Act and Regulations;
 - c. are recorded in compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire;
 - d. mitigate probity risk, by establishing consistent and demonstrated processes that promotes openness, transparency, fairness and equity to all potential suppliers;
 - e. ensure that the sustainable benefits, such as environmental, social and local economic factors are considered in the overall value for money assessment; and
 - f. are conducted in a consistent and efficient manner across the Shire and that ethical decision making is demonstrated.

2. SCOPE

- 2.1. This policy is applicable to all purchases made by the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. Nil

4. POLICY STATEMENT

- 4.1. The Shire of Donnybrook Balingup is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance and complies with the *relevant legislation*.

Ethics and Integrity

- 4.2. All officers and employees of the Shire undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire must act in an honest and professional manner at all times which supports the standing of the Shire.

COUNCIL POLICY FIN/CP-4 PURCHASING



- 4.3. The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:
- a. full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
 - b. all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire's policies and Code of Conduct;
 - c. purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;
 - d. all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;
 - e. any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
 - f. any information provided to the Shire's by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

Value for Money

- 4.4. Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for Council. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.
- 4.5. An assessment of the best value for money outcome or any purchasing should consider:
- a. all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;
 - b. the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.

COUNCIL POLICY FIN/CP-4 PURCHASING



- c. financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
 - d. a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;
 - e. the safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;
 - f. purchasing of goods and services from suppliers that demonstrate sustainable benefits and good corporate social responsibility; and
 - g. providing opportunities for businesses within the Shire's boundaries to be given the opportunity to quote for providing goods and services wherever possible.
- 4.6. Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

Sustainable Procurement

- 4.7. Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.
- 4.8. Council is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts. Sustainable considerations must be balanced against value for money outcomes in accordance with Council's sustainability objectives.
- 4.9. Practically, sustainable procurement means that Council shall endeavour at all times to identify and procure products and services that:

COUNCIL POLICY FIN/CP-4 PURCHASING



- a. Have been determined as necessary;
- b. Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- c. Demonstrate environmental best practice in water efficiency.
- d. Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- e. Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- f. For motor vehicles – select vehicles featuring high fuel efficiency, based on vehicle type and within the designated price range;
- g. For new buildings and refurbishments – where available use renewable energy and technologies.

Purchasing Requirements

- 4.10. The requirements that must be complied with by the Shire, including purchasing thresholds and processes, are prescribed within the Regulations, this Policy and associated purchasing procedures in effect at the Shire.
- 4.11. Purchasing that is \$150,000 or below in total value (excluding GST) must be in accordance with the purchasing requirements under the relevant threshold as defined under section 4.3 of this Purchasing Policy.
- 4.12. Purchasing that exceeds \$150,000 in total value (excluding GST) must be put to public Tender when it is determined that a regulatory Tender exemption, as stated under 5.4 of this Policy, is not deemed to be suitable.

Purchasing Value Definition

- 4.13. Determining purchasing value is to be based on the following considerations:
 - a. Exclusive of Goods and Services Tax (GST);
 - b. The actual or expected value of a contract over the full contract period, including all options to extend; or the extent to which it could be reasonably expected that the Shire will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased. A best practice suggestion is that if a purchasing threshold is reached within three years for a particular

COUNCIL POLICY FIN/CP-4 PURCHASING



category of goods, services or works, then the purchasing requirement under the relevant threshold (including the tender threshold) must apply.

Purchasing from Existing Contracts

4.14. Where the Shire has an existing contract in place, it must ensure that goods and services required are purchased under these contracts to the extent that the scope of the contract allows. When planning the purchase, the Shire must consult its Contracts Register in the first instance before seeking to obtain quotes and tenders on its own accord.

Purchasing Thresholds

4.15. Where the value of procurement for the value of the contract over the full contract period (including options to extend) is, or is expected to be:

Purchase Value Threshold	Purchasing Requirement
Up to \$2,000	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, purchase directly from a supplier using a Purchase Order.</p>
Over \$2,000 and up to \$5,000	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, seek at least one (1) written quotation from a suitable supplier, either from:</p> <ol style="list-style-type: none"> a. a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or b. from the open market.
Over \$5,000 and up to \$20,000	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, seek at least two (2) written quotation from a suitable supplier, either from:</p> <ol style="list-style-type: none"> a. a pre-qualified supplier on the WALGA Preferred Supply Program or State Government Common Use Arrangement (CUA); or b. from the open market.

COUNCIL POLICY FIN/CP-4 PURCHASING



<p>Over \$20,000 and up to \$40,000</p>	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, seek at least three (3) written quotations from suppliers following a brief outlining the specified requirement, either from:</p> <ul style="list-style-type: none"> a. a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or b. from the open market.
<p>Over \$40,000 and up to \$150,000</p>	<p>Where the Shire has established a panel of pre-qualified suppliers, the purchase can be made directly from a supplier on the panel, in accordance with the contract documentation.</p> <p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, seek at least three (3) written quotations from suppliers by formal invitation under a Request for Quotation, containing price and detailed specification of goods and services required. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p> <p>Quotations within this threshold may be obtained from:</p> <ul style="list-style-type: none"> a. a pre-qualified supplier on the WALGA Preferred Supply Program or State Government CUA; or b. from the open market. <p>Requests for quotation from a pre-qualified panel of suppliers (whether administered by the Shire through the WALGA preferred supply program or State Government CUA) are not required to be invited using a Request for Quotation form, however at least three written quotes are still required.</p>
<p>Over \$150,000</p>	<p>Where the purchasing requirement is not suitable to be met through a panel of pre-qualified suppliers, or any other tender-exempt arrangement as listed under section 5.4 of this Policy, conduct a public Request for Tender process in accordance with Part 4 of the <i>Local Government (Functions and General) Regulations 1996</i>, this policy and the Shire's tender procedures. The procurement decision is to be based on pre-determined evaluation criteria that assesses all value for money considerations in accordance with the definition stated within this Policy.</p>

Tender Exemptions

- 4.16. Public tenders are not required under the *Local Government (Functions and General) Regulations 1996*, Regulation 11(2) when:

COUNCIL POLICY FIN/CP-4 PURCHASING



- a. the supply of goods or services is to be obtained from expenditure authorised in an emergency as defined in section 6.8(1)(c) of the *Local Government Act 1995*; or
- b. goods or services are obtained through the WALGA Preferred Supplier Program (eQuotes). If procuring through the WALGA Preferred Supplier Program, the over \$40,000 and up to \$150,000 purchasing requirement is to be complied with; or
- c. within the last 6 months:
 - i. The local government has publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or
 - ii. The local government has sought expressions of interest but no person was listed as an acceptable tenderer;
- d. the contract is to be entered into by auction which has expressly been authorised by Council; or
- e. the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA and the contract is worth \$250,000 or less; or
- f. the goods or services are to be supplied by an Australian Disability Enterprise; or
- g. the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- h. the provision of goods or services is provided under warranty or relates to specific manufacturer repairs; or
- i. when any of the other exclusions under Regulation 11 apply.
- j. It is also not necessary to invite public submissions if the term of the original contract is being renewed or extended where:
 - i. the original contract was entered into after a public submission period
 - ii. the invitation to tender included the option for a renewal or extension
 - iii. the original contract contained an option to renew or extend; and
 - iv. the supplier's tender included a requirement for such an option.

Inviting Tenders Under the Tender Threshold

- 4.17. Where considered appropriate and beneficial, the Shire may consider publicly advertising Tenders in lieu of undertaking a Request for Quotation for purchases under the tender threshold. This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements.
- 4.18. If a decision is made to undertake a public Tender for contracts expected to be \$150,000 or less in value, the Shire's tendering procedures must be followed in full.

Sole Source of Supply (Monopoly Suppliers)

COUNCIL POLICY FIN/CP-4 PURCHASING



- 4.19. Where the purchasing requirement is over the value of \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a tender or quotation process. This is only permitted in circumstances where the Shire is satisfied and can evidence that there is only one source of supply for those goods, services or works.
- 4.20. The Shire must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the Chief Executive Officer, prior to a contract being entered into. Written confirmation must be kept on file for later audit.
- 4.21. From time to time, the Shire may publicly invite an expression of interest to effectively determine that one sole source of supply still genuinely exists.

Anti-Avoidance

- 4.22. The Shire shall not enter into two or more contracts or create multiple purchase order transactions of a similar nature for the purpose of "splitting" the value of the purchase or contract to take the value of the consideration of the purchase below a particular purchasing threshold, particularly in relation to Tenders and to avoid the need to call a public Tender.

Emergency Purchases

- 4.23. An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1995*. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.
- 4.24. An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by the Shire in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

Tender Criteria

- 4.25. Council shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.
- 4.26. The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.
- 4.27. Requests with a total estimated (Ex GST) price of:
- a. Over \$40,000 and up to \$150,000, the evaluation panel must contain a minimum of 2 members; and
 - b. Over \$150,000, the evaluation panel must contain a minimum of 3 members.

Advertising Tenders

- 4.28. Tenders are to be advertised in a state wide publication e.g. “The West Australian” newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday. Advertising may also be carried out locally.
- 4.29. The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.
- 4.30. The notice must include;
- a. A brief description of the goods or services required;
 - b. Information as to where and how tenders may be submitted;
 - c. The date and time after which tenders cannot be submitted;
 - d. Particulars identifying a person from who more detailed information as to tendering may be obtained;
 - e. Detailed information shall include;
 - i. such information as Council decides should be disclosed to those interested in submitting a tender;
 - ii. detailed specifications of the goods or services required;
 - iii. the criteria for deciding which tender should be accepted;
 - iv. whether or not Council has decided to submit a tender; and
 - v. whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

- 4.31. Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.
- 4.32. This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for Council not to compromise its duty to be fair.

Tender Deadline

- 4.33. A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

Opening of Tenders

COUNCIL POLICY FIN/CP-4 PURCHASING



- 4.34. No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.
- 4.35. If tenders are received by email, a separate email inbox is created and no tenders are opened until the application period has closed.
- 4.36. Tendere are to be opened in the presence of the Chief Executive Officer or the Chief Executive Officer's delegated nominee and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.
- 4.37. Tendere are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Donnybrook-Balingup. Members of the public are entitled to be present.
- 4.38. The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Council Officers present at the opening of tendere.

No Tendere Received

- 4.39. Where Council has invited tendere, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:
 - a. a sufficient number of quotations are obtained;
 - b. the process follows the guidelines for seeking quotations over \$40,000 and up to \$150,000;
 - c. the specification for goods and/or services remains unchanged;
 - d. purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

- 4.40. Tendere that have not been rejected shall be assessed by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

- 4.41. If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, Council may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

COUNCIL POLICY FIN/CP-4 PURCHASING



- 4.42. If after the tender has been publicly advertised and a successful tenderer has been chosen but before Council and tenderer have entered into a Contract, a minor variation may be made by Council, provided:
- The variation is necessary in order for the goods or services to be supplied and does not change the scope of the contract; or
 - The variation is a renewal or extension of the original term of the contract (in accordance with Regulation 11(2)(j)).

Notification of Outcome

- 4.43. Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:
- The name of the successful tenderer;
 - The total value of consideration of the winning offer.

- 4.44. The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender.

Records Management

- 4.45. Records of all purchasing activity must be retained in compliance with the *State Records Act 2000 (WA)*, the Shire's Records Management Plan and associated procurement procedures.

- 4.46. For a tender process this includes:
- Tender documentation;
 - Internal documentation;
 - Evaluation documentation;
 - Enquiry and response documentation;
 - Notification and award documentation.

- 4.47. For a direct purchasing process this includes:
- Quotation documentation;
 - Internal documentation;
 - Order forms and requisitions.

Buy Local Policy

- 4.48. As much as practicable, the Shire must:
- where appropriate, consider buying practices, procedures and specifications that do not unfairly disadvantage local businesses;
 - consider indirect benefits that have flow on benefits for local suppliers (i.e. servicing and support);

- c. ensure that procurement plans address local business capability and local content;
 - d. explore the capability of local businesses to meet requirements and ensure that Requests for Quotation and Tenders are designed to accommodate the capabilities of local businesses;
 - e. avoid bias in the design and specifications for Requests for Quotation and Tenders – all Requests must be structured to encourage local businesses to bid; and
 - f. provide adequate and consistent information to potential suppliers.
- 4.49. To this extent, a qualitative weighting may be afforded in the evaluation of quotes and tenders where suppliers are located within the boundaries of the Shire, or substantially demonstrate a benefit or contribution to the local economy.
- 4.50. A regional price preference may be afforded to locally based businesses for the purposes of assessment. Provisions are detailed within the Shire's Regional Price Preference Policy.

Purchasing from Disability Enterprises

- 4.51. Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from an Australian Disability Enterprise, as registered on www.ade.org.au. This is contingent on the demonstration of value for money.

Purchasing from Aboriginal Businesses

- 4.52. Pursuant to Part 4 of the *Local Government (Functions and General) Regulations 1996*, the Shire is not required to publicly invite tenders if the goods or services are to be supplied from a person registered on the Aboriginal Business Directory published by the Small Business Development Corporation on www.abdwa.com.au, where the expected consideration under contract is worth \$250,000 or less. This is contingent on the demonstration of value for money.

Panels of pre-qualified suppliers

- 4.53. In accordance with Regulation 24AC of the *Local Government (Functions and General) Regulations 1996*, a Panel of Pre-qualified Suppliers ("Panel") may be created where most of the following factors apply:
- a. the Shire determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
 - b. there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';

- c. the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
 - d. the Panel will streamline and will improve procurement processes; and
 - e. the Shire has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.
- 4.54. The Shire will endeavour to ensure that Panels will not be created unless most of the above factors are firmly and quantifiably established.

Establishing a Panel

- 4.55. Should the Shire determine that a Panel is beneficial to be created, it must do so in accordance with Part 4, Division 3 the *Local Government (Functions and General) Regulations 1996*.
- 4.56. Panels may be established for one supply requirement, or a number of similar supply requirements under defined categories within the Panel.
- 4.57. Panels may be established for a minimum of two (2) years and for a maximum length of time deemed appropriate by the Shire.
- 4.58. Evaluation criteria for deciding which applications will be accepted for placement onto the panel must be determined and communicated in the application process by which applications will be assessed and accepted.
- 4.59. Where a Panel is to be established, the Shire will endeavour to appoint at least two (2) suppliers to each panel or panel category, on the basis that best value for money is demonstrated. Where less than two (2) suppliers are to be appointed to the panel or panel category, the panel or panel category may not be established.
- 4.60. In each invitation to apply to become a pre-qualified supplier (through a procurement process advertised through a state-wide notice), the Shire must state the expected number of suppliers it intends to put on the panel.
- 4.61. Should a Panel member leave the Panel, they may be replaced by the next ranked Panel member determined in the value for money assessment should the supplier agree to do so, with this intention to be disclosed in the detailed information set out under Regulation 24AD(5)(d) and (e) when establishing the Panel.

Distributing Work Amongst Panel Members

- 4.62. To satisfy Regulation 24AD(5) of the Regulations, when establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel must either prescribe whether the Shire intends to:
- a. Obtain quotations from each pre-qualified supplier on the Panel with respect to all purchases, in accordance with Clause 10.4; and/or

COUNCIL POLICY FIN/CP-4 PURCHASING



- b. Purchase goods and services exclusively from any pre-qualified supplier appointed to that Panel, and under what circumstances; and/or
 - c. Purchase goods and services on a rotational basis from each pre-qualified supplier and endeavour to provide an even amount of work amongst pre-qualified suppliers.
- 4.63. In considering the distribution of work among Panel members, the detailed information must also prescribe whether:
- a. each panel member will have the opportunity to bid for each item of work under the Panel, with pre-determined evaluation criteria forming part of the invitation to quote to assess the suitability of the supplier for particular items of work. Contracts under the pre-qualified panel will be awarded on the basis of value for money in every instance; and/or
 - b. service requests that are not possible to obtain a fixed price may be rotated between pre-qualified supplier(s) to obtain the most advantageous result for the Shire which may take into account the existing familiarity with a suppliers previous work on a specific Council asset; and/or
 - c. should the list of panel members be exhausted with no panel member accepting the offer to provide goods/services under the Panel, the Shire may then invite suppliers that are not on the panel to provide the goods/services in line with the purchasing thresholds as listed in section 5.3.
- 4.64. In every instance, a contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the contract.

Purchasing from the Panel

- 4.65. The invitation to apply to be considered to join a panel of pre-qualified suppliers must state whether quotations are either to be invited to every member (within each category, if applicable) of the Panel for each purchasing requirement, whether a ranking system is to be established, or otherwise.

Recordkeeping

- 4.66. Records of all communications with Panel members, with respect to the quotation process and all subsequent purchases made through the Panel, must be kept.
- 4.67. For the creation of a Panel, this includes:
- a. The Procurement initiation document such as a procurement business case which justifies the need for a Panel to be created;

COUNCIL POLICY FIN/CP-4 PURCHASING



- b. Procurement Planning and approval documentation which describes how the procurement is to be undertaken to create and manage the Panel;
 - c. Request for Applications documentation;
 - d. Copy of public advertisement inviting applications;
 - e. Copies of applications received;
 - f. Evaluation documentation, including clarifications sought;
 - g. Negotiation documents such as negotiation plans and negotiation logs;
 - h. Approval of award documentation;
 - i. All correspondence to applicants notifying of the establishment and composition of the Panel such as award letters;
 - j. Contract Management Plans which describes how the contract will be managed; and
 - k. Copies of framework agreements entered into with pre-qualified suppliers.
- 4.68. The Shire is also to retain itemised records of all requests for quotation, including quotations received from pre-qualified suppliers and contracts awarded to Panel members. A unique reference number shall be applied to all records relating to each quotation process, which is to also be quoted on each purchase order issued under the Contract.
- 4.69. Information with regards to the Panel offerings, including details of suppliers appointed to the Panel, must be kept up to date, consistent and made available for access by all officers and employees of the Shire

5. DELEGATION AND AUTHORISATION

- 5.1. Delegation 1.2.14 Tenders for Goods and Services – Call Tenders
- 5.2. Delegation 1.2.15 Tenders for Goods and Services – Accepting and Rejecting Tenders; Varying Contracts; Exercising Contract Extension Options
- 5.3. Delegation 1.2.16 Tenders for Goods and Services - Exempt Procurement
- 5.4. Delegation 1.2.17 Expressions of Interest for Goods and Services
- 5.5. Delegation 1.2.18 Panels of Pre-Qualified Suppliers for Goods and Services
- 5.6. Delegation 1.2.19 Application of Regional Price Preference Policy
- 5.7. Delegation 1.2.32 Renewal or Extension of Contracts during a State of Emergency
- 5.8. Delegation 1.2.33 Procurement of Goods or Services required to address a State of Emergency

COUNCIL POLICY FIN/CP-4 PURCHASING



5.9. Delegation 1.3.5 Appoint Persons (other than employees) to Open Tenders

6. LEGISLATION

- 1.1. *Local Government Act 1995*
- 1.2. *Local Government (Functions and General) Regulations 1996*
- 1.3. *State Records Act 2000*

7. POLICY VERSION

Related Policies:	N/A		
Related Procedure:	N/A		
Responsible Department:	Corporate Services		
Reviewer:	Executive Manager Corporate Community		
Review Frequency:	Annual	Next Due:	July 2022
Version Date:	16/07/21	Synergy #:	Decision Reference:
Version Synopsis:	Re-format, renumber, update delegations		
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Date:		Decision Reference:	Synergy #:
Version Synopsis:			

AMENDED DRAFT

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. To support local and regional business and industry by providing price preference to regional suppliers tendering for contracts with Council.
- 1.2. To ensure that when purchasing goods and services, Council achieves the best possible outcome for the amount of money spent, whilst where possible give preference to local suppliers.

2. SCOPE

- 2.1. This policy applies to all tenders invited by the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. **Local Tender** shall be deemed to be a tenderer whose business is located within the boundary of the Shire of Donnybrook-Balingup or Boyup Brook.

4. POLICY STATEMENT

- 4.1. Where possible and within reasonable limits set out herein, the Shire of Donnybrook Balingup will support local businesses through the application of this Regional Price Preference Policy.

Local Preference

- 4.2. A preference may be given to a local/regional tender by assessing the tender from the supplier as if the price bids were reduced as outlined. The application of a price preference **MUST** be clearly outlined as to whether it will be applied or not prior to the tender process commencing.

- 4.3. When the supplier is located within the Shire of Donnybrook Balingup:

- a. Where the total 'net cost' of the lowest submitted tender is between \$5,000 and \$25,000 10% shall be applied to the 'net cost', up to a maximum of \$1,000. If tender relates to Building Services (Construction) 5% will apply.
- b. Where the total 'net cost' of the lowest submitted tender is between \$25,001 and \$50,000 5% shall be applied to the 'net cost'.
- c. Where the total 'net cost' of the lowest submitted tender is greater than \$50,001 5% shall be applied to the 'net cost', up to a maximum of \$10,000.

- 4.4. When the supplier is located within the Shire of Boyup Brook, 2.5% shall be applied in all cases.

Local/Regional Content

- 4.5. Although goods or services that form part of a tender submitted by a local/regional tenderer may be:
 - a. Wholly supplied from regional sources; or

COUNCIL POLICY FIN/CP-5 REGIONAL PRICE PREFERENCE



- b. Partly supplied from regional sources, and partly supplied from non-regional sources;
- 4.6. Only those goods or services identified in the tender as being from local/regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.
- 4.7. A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this part if that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted.
- 4.8. Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenders it determines would be most advantageous to the local government to accept.

5. DELEGATION AND AUTHORISATION

- 5.1. 1.2.19 Application of Regional Price Preference Policy

6. LEGISLATION

- 6.1. *Local Government (Functions and General) Regulations 1996*

7. POLICY VERSION

Related Policies:	Purchasing Policy		
Related Procedure:	Nil		
Responsible Department:	Executive Services		
Reviewer:	Corporate Planning & Governance Officer		
Review Frequency:	Biennial	Next Due:	2023
Version Date:	July 2021	Synergy #:	
Policy Version Details			
Initial Adoption Date:	9/08/2006	Decision Reference:	N/A
Version Decision Date:	26/04/2016	Decision Reference:	N/A
Version Synopsis:	N/A		

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

Objective

The purpose of this policy is to provide guidance for the use, allocation, control and safe custody of corporate credit cards and to meet Council's objective of Open and Accountable Local Government.

Policy

Council has approved the provision of a corporate credit card to the Chief Executive Officer (CEO) who is entitled to use the credit cards to make purchases for reasonable business-related expenses incurred within the approved budget adopted by Council. It is to be noted that:

- Use of corporate credit cards for personal expenditure or cash withdrawals is prohibited.
- All reward schemes (Fly Buys etc.) shall belong to the Shire of Donnybrook Balingup and not the card holder.
- The maximum limit for any single purchase on a corporate credit card is \$2,500.
- In using the above card or when delegating the use of corporate credit cards to other officers of the Shire, the CEO is to always be cognisant of the contents of the Local Government Operational Guideline No 11.

POLICY APPLICATION / PROCEDURE

The policy applies to the CEO as card holder for all purchases and related matters when using the corporate credit card under that officer's control.

1. Approvals and use

The credit card holder is entitled to use the corporate credit card to make purchases for reasonable expenses incurred within the approved budget adopted by Council.

2. Transfer / Surrender

The Credit card is not transferable to other users. If surrendered the credit card or expired credit cards are to be returned to the Shire Accountant for recording, cancellation and destruction.

Note: The Local Government Act 1995 does not allow credit cards to be issued to elected members, as a local government can only pay elected members allowances or reimburse expenses.

POLICY VERSION

Related Policies:	NIL
Related Procedure:	NIL
Responsible Department:	Finance
Reviewer:	Director Corporate and Community

COUNCIL POLICY FIN/CP-7 CREDIT CARD



Review Frequency:	Annual	Next Due:	July 2022
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

AMENDED DRAFT

STRATEGIC OUTCOME SUPPORTED: 6 - The built environment is responsibly planned and well maintained.

1. OBJECTIVE

- 1.1. The purpose of this policy is to outline certain requirements for insuring Shire buildings.

2. SCOPE

- 2.1. This policy applies to all Shire-owned buildings and/or improvements located in the Shire of Donnybrook Balingup. It also prescribes other related insurance matters.

3. DEFINITIONS

- 3.1. NIL

4. POLICY STATEMENT

- 4.1. Council has determined that a strategic approach is required with regards to the relationship between levels and type of building insurance to ensure that the best value for money is obtained for each building covered. When determining the appropriate type of insurance to be applied to a particular building, certain information pertaining to this building needs to be obtained so that staff can properly insure a building. Buildings, where practicable, should be assessed on the basis of their Service Level Hierarchy (SLH), which is based on an asset management assessment. To this end staff will work towards using SLH as a determinant of the type of insurance being used, albeit it is recognised that insurance forms such as Indemnity, Demolition Only and No Insurance will still rarely be used. A later report from the CEO is to recommend suitable changes to this policy in this regard. In the interim Staff are to use replacement insurance only for all Shire owned buildings.
- 4.2. A Certified Practising Valuer (CPV) is to provide suitable insurance valuations at least every three years for all Shire-owned buildings (usually timed to coincide with asset revaluations). These values will then form the basis of each building's insurance cover and will be indexed each financial year by the Perth Consumer Price Index (CPI) until such time as an updated insurance valuation is provided.
- 4.3. With the exception of leased buildings, the Shire will not insure buildings valued at under \$5,000, unless the CEO considers it necessary, due to special circumstances, to take out a separate policy of insurance in respect to a particular building. The Shire believes its existing Building Reserve sufficiently provides for the insurance needs of such buildings.
- 4.4. All leased buildings and improvements are to be insured for replacement/reinstatement value. Subject to the provisions of the lease agreement, lessees are required to reimburse the Shire to the full extent of the cost of insurance for leased buildings. Third party contents held within leased buildings are not ordinarily the responsibility of the Shire to insure. The CEO is to exercise discretion to differentiate between commercial and not-for-profit organisations.

COUNCIL POLICY FIN/CP-8 BUILDING INSURANCE



- 4.5. The CEO is to exercise discretion when faced with insuring infrastructure other than buildings. For example it is recognised that bridges will be insured on the basis of replacement costs, whereas skate parks are not critical infrastructure, and do not face a large risk of total destruction. To insure for full replacement cost may not be judicious. Therefore judgments at times will be made with certain non-building infrastructure albeit Indemnity value is to be the minimum insurance level to otherwise apply.
- 4.6. Council confirms that it approves “new for old” insurance for plant and equipment items less than two years old (light plant & equipment) and less than one years old (heavy plant & equipment, with indemnity insurance to apply for such assets older than two or one year respectively at the commencement of a new insurance year.” (N.B. Such does include fire control equipment and is part of the standard LGIS policy wording).

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

6.1. NIL

7. POLICY VERSION

Related Policies:	
Related Procedure:	
Responsible Department:	
Reviewer:	
Review Frequency:	Next Due:
Version Date:	Synergy #:
Policy Version Details	
Initial Adoption Date:	Decision Reference:
Version Decision Date:	Decision Reference:
Version Synopsis:	

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership.

1. OBJECTIVE

- 1.1. To define the parameters for Related Party Transactions and the level of disclosure and reporting required for council to achieve compliance with the Australian Accounting Standard AASB124 – Related Party Disclosures.

2. SCOPE

- 2.1. This policy addresses the four (4) different types of related party relationships that must be considered by Council:
- a. Entities related to Council; and
 - b. Key Management Personnel (KMP); and
 - c. Close family members of Key Management Personnel; and
 - d. Entities that are controlled or jointly controlled by either b. or c. above.

3. DEFINITIONS

- 3.1. **Key Management Personnel (KMP)** means those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.
- 3.2. **Shire of Donnybrook Balingup KMP** means:
- a. Elected Members; and
 - b. Chief Executive Officer; and
 - c. Persons employed under section 5.36 of the *Local Government Act 1995* in the capacity as a Director.
- 3.3. **AASB 124** means Australian Accounting Standards Board, Related Party Disclosures Standard 124.
- 3.4. **Close family members of KMP** means family members who may be expected to influence, or be influenced by, that KMP in their dealings with the Shire of Donnybrook Balingup and include:
- a. the KMP's children, and spouse or domestic partner;
 - b. the KMP's parents or step-parents;
 - c. children of that KMP's spouse or domestic partner; and dependants of the KMP or the KMP's spouse or domestic partner.
- 3.5. **Entity** means a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.
- 3.6. **Entity related to a KMP** means entities that are:
- a. controlled* or jointly controlled by a KMP;

COUNCIL POLICY FIN/CP - 9 RELATED PARTY DISCLOSURE



- b. where a KMP has significant influence over, or is a member of the key management personnel of the entity or parent of the entity (apart from Council itself); or
- c. controlled or jointly controlled by a close family member of a KMP of Council.

**A person or entity is deemed to have control if they have:*

- *power over the entity;*
- *exposure, or rights, to variable returns from involvement with the entity; or*
- *the ability to use power over the entity to affect the amount of returns.*

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

3.7. **Entity Related to Council** means any entity that is either controlled, controlled jointly or is an entity over which Council has a significant influence. A person or entity is a Related Party of Council if any of the following apply:

- a. they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- b. they are an associate or belong to a joint venture of which Council is part of.
- c. they and Council are joint venturers of the same third party;
- d. they are part of a joint venture of a third party and Council is an associate of the third party;
- e. they are on a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;
- f. they are controlled or jointly controlled by close family members of the family of a KMP;
- g. they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council; or
- h. they, or any member of a group of which they are a part, provide KMP services to Council.

3.8. **Material (materiality)** means the assessment of whether by omitting it or misstating a transaction (either individually or in aggregate with other transactions), it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this Policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

3.9. **Ordinary Citizen Transaction** means a transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Donnybrook Balingup.

3.10. **Related Party** means a person or entity that is related to the entity preparing its financial statements.

- 3.11. **Related Party Transaction** means a transfer of resources, services or obligations between the Shire of Donnybrook Balingup and a related party, regardless of whether a price is charged.
- 3.12. **Significant (significance)** means likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

4. POLICY STATEMENT

- 4.1. All KMPs are responsible for assessing and disclosing their own, their close family members' and their related entities' relationship with Council. All related parties must be included in the self-assessment. A disclosure form will be provided by the CEO.

Ordinary Citizen Transactions

- 4.2. For the purpose of this policy, an Ordinary Citizen Transaction is one that occurs between Council and KMP and/or related parties which satisfy the following criteria. The transaction must:
- a. occur during the normal course of Council delivering its public service goals;
 - b. be under the same terms that would be available to a member of the community; and
 - c. belong to a class of transaction that an ordinary member of the community would normally transact with Council.
- 4.3. This includes for example facility hire, and the payment of rates and dog registrations.
- 4.4. There is no obligation to disclose Ordinary Citizen Transactions. However, if the terms and conditions of what would normally be considered an Ordinary Citizen Transaction differ from normal practice, it must be disclosed.

Non-ordinary Citizen Transactions

- 4.5. All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (cl 4.2) must be disclosed in accordance with AASB 124.
- 4.6. The following are examples of transactions that must be disclosed if they are with a related party and are not an Ordinary Citizen Transaction:
- a. purchases of sales or goods (finished or unfinished); or
 - b. purchases or sales of property or other assets; or
 - c. rendering or receiving services; or
 - d. leases; or
 - e. transfers of research and development; or
 - f. transfers under licence agreements; or
 - g. transfers under finance arrangements (including loans and equity contributions in cash or kind); or

COUNCIL POLICY FIN/CP - 9 RELATED PARTY DISCLOSURE



- h. provisions of guarantees or collateral; or
- i. commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); or
- j. settlement of liabilities on behalf of Council or by Council on behalf of the related party.

Shire Disclosure

- 4.7. AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:
- a. the nature of any related party relationships; and
 - b. the amount of the transactions; and
 - c. the amount of outstanding balances, including commitments, including:
 - i. their terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
 - ii. details of any guarantees given or received.
 - d. provisions for doubtful debts related to the amount of outstanding balances; and
 - e. the expense recognised during the period in respect of bad or doubtful debts due from related parties.
- 4.8. The following matters must be considered in determining the materiality and significance of any related party transactions:
- a. significance of transaction in terms of size; and
 - b. whether the transaction was carried out on non-market terms; and
 - c. whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets; and
 - d. whether the transaction is disclosed to regulatory or supervisory authorities; and
 - e. whether the transaction has been reported to senior management; and
 - f. whether the transaction was subject to Council approval.
- 4.9. Regard must also be given for transactions that are collectively, but not individually significant.
- 4.10. All transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

KMP Disclosure

4.11. KMP's must provide a Related Party Disclosure in the form provided by the CEO yearly, no later than 30 June each year.

Review of Related Parties

4.12. A review of KMP's and their related parties will be completed every 12 months. Events, such as a change of Councillors, Chief Executive Officer or Senior employees or a corporate restructure will also trigger a review of Council's related parties immediately following such an event.

4.13. The CEO shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of KMP shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

4.14. The CEO shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2017. Identification and reporting methods shall consider:

- a. transactions occurring via Council's accounting and electronic records management systems; and
- b. other transactions not passing through Council's electronic accounting / management systems; and
- c. the identification of the associated terms and conditions of the related party transactions; and
- d. declarations in the Financial Interests Register; and
- e. information provided in Primary and Annual Returns.

4.15. If any elected member or employee believes a transaction may constitute a related party transaction, they must notify the Chief Executive Officer who will, in consultation with the Director Corporate and Community, make a determination on the matter.

Access to Information

4.16. The following persons are permitted to access, use, and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of cl 4.17.

- a. the Chief Executive Officer; and
- b. the Director Corporate and Community; and
- c. an Auditor of Council (including an Auditor from the WA Auditor General's Office); and
- d. other staff as determined by the Chief Executive Officer.

COUNCIL POLICY FIN/CP - 9 RELATED PARTY DISCLOSURE



Permitted Purposes

- 4.17. Persons specified in 4.16 may access, use, and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:
- a. assess and verify the disclosed related party transaction; or
 - b. reconcile identified related party transactions against those disclosed in the related party disclosure or contained in a register of related party transactions; or
 - c. comply with the disclosure requirements of AASB 124; or
 - d. verify compliance with the disclosure requirements of AASB 124.

Confidentiality

- 4.18. The following information is classified as confidential and is not available for inspection by or disclosure to the public.
- a. information (including personal information) provided by a KMP in a related party disclosure; and
 - b. personal information contained in a register of related party transactions.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

6.1. *Local Government Act 1995*

7. POLICY VERSION

Related Policies:	[Name of policies that relate to this policy]				
Related Procedure:	[Name of procedures that relate to this policy]				
Responsible Department:	[Department responsible for the review]				
Reviewer:	[Position Title]				
Review Frequency:	[Annual/Biennial/Triennial]	Next Due:	[Year]	Version Date:	[DD/MM/YY]
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	[Initial adoption of policy]	[DD/MM/YY]	[###/YY]	[Record #]	
2	[Amendment to.....- Delete line if not required]	[DD/MM/YY]	[###/YY]	[Record #]	

COUNCIL POLICY HR/CP-2 GRATUITY PAYMENTS



STRATEGIC OUTCOME SUPPORTED: 10 - A popular destination for visitors and tourists.

SUNSET CLAUSE

This policy applies to staff that were employed for a period of 10 years prior to 25 July 2018 to the amount of \$1,000 when they separate from the organisation except in the event of employment termination.

The Gratuity Payments policy will be exhausted after the last employee that falling into this category separates from the organisation, as per council resolution from the Ordinary Council Meeting 25 July 2018 (Confidential Item). *(See separate CONFIDENTIAL Attachment listing eligible employees).*

Moved: Cr Van Der Heide

Seconded: Cr Mills

That Council:

- 1) Acknowledge the staff feedback for the current Gratuity Payments Policy;
- 2) Acknowledge the WALGA Employee Relations feedback for the current Gratuity Payments Policy;
- 3) Rescind Council Policy 1.16 – Gratuity Payments subject to the sunset clause being exhausted;
- 4) Apply a sunset clause to Policy 1.16 – Gratuity Payments for staff that were employed for a period of 10 years prior to 25 July 2018 to the amount of \$1,000 when they separate from the organisation except in the event of employment termination;
- 5) Endorse the establishment and coordination of an annual Service Recognition program, by the Chief Executive Officer, to recognise length and continuity of service of staff, Councillors and local community committee members.

Carried 8/1

COUNCIL POLICY HR/CP-2 GRATUITY PAYMENTS



POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Finance		
Reviewer:	Director of Corporate and Community		
Review Frequency:	Nil	Next Due:	Nil
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

OBJECTIVE

The aim of this policy is to establish guidelines for the consideration of Gratuity Payments to employees in accordance with Section 5.50 of the Local Government Act 1995 ('the Act').

Pursuant to Section 5.50 of the Act, this gratuity policy outlines the circumstances in which gratuity payments may be made to an employee. These payments, when made, are in addition to any amount which the employee is entitled to under a contract of employment, enterprise agreement or award. This policy shall not be considered as a contractual entitlement under the employment relationship.

NOTE: As required by Section 5.50 of the Act this policy was advertised through Local Public Notice and prior to adoption and the Shire of Donnybrook/Balingup has not made any payments to employees prior to the giving of the public notification.

POLICY STATEMENT

1. Eligibility to Gratuity Payments

It is the position of the Shire of Donnybrook Balingup that when an employee's services are ceasing with Council for any of the reasons identified below, the employee may be entitled to a gratuity payment as outlined within this policy based on the completed years of service:

- Resignation (not as a result of any performance management or investigation being conducted by the Local Government)
- Retirement
- Redundancy

The Gratuity Payment identified within this policy does not apply to an employee who has been dismissed by the Shire of Donnybrook Balingup for any reason other than redundancy.

2. Determining Service

For the purpose of this policy, continuous service shall deem to include:

COUNCIL POLICY HR/CP-2 GRATUITY PAYMENTS



- Any period of absence from duty of annual leave, long service leave, accrued paid bereavement leave, accrued paid personal leave and public holidays.
- Any period of authorized paid absence from duty necessitated by sickness or injury to the employee but only to the extent of three months in each calendar year but not including leave without pay or parental leave.
- Any period of absence that has been supported by an approved workers compensation claim up to a maximum absence of 1 year.

For the purpose of this policy, continuous service shall not include:

- Any period of unauthorised absence from duty unless the Local Government determines otherwise.
- Any period of unpaid leave unless the Local Government determines otherwise.
- Any period of absence from duty on Parental leave unless the Local Government determines otherwise.

3. Gratuity Amount

The Gratuity amount referred to in this policy shall be as follows:

Number of Years' Service	Amount of Gratuity
10 to a maximum of 15 Years Continuous Service	Up to a maximum of \$3,000.00
15 to a maximum of 20 Years Continuous Service	Up to a maximum of \$4,000.00
Above 20 Years' Service	Up to a maximum of \$5,000.00
A pro-rata payment applies to part-time employees	

The maximum amount payable under this policy shall be \$5,000.00.

The Council acknowledges that at the time that this policy was introduced, employees may be entitled to payments in addition to this policy as a result of accrued unused long service leave benefits, redundancy payments or notice periods as prescribed by the appropriate award, legislation or industrial instrument and that the Council has taken into consideration these provisions when setting the prescribed amount.

4. Financial Liability for Taxation

The employee accepts full responsibility for any taxation payable on the Gratuity Payment, and agrees to fully indemnify the Local Government in relation to any claims or liabilities for taxation in relation to the Gratuity Payment.

5. Payments in addition to this Policy

COUNCIL POLICY HR/CP-2 GRATUITY PAYMENTS



The Local Government agrees not to make any payment in addition to that contained within this policy until the Policy has been amended to reflect the varied amount and caused local public notification to be given in relation to the variation.

6. Financial Implications

The Council acknowledged that at the time of the policy's introduction they were fully aware of the financial implications to the Local Government and that the financial implications had been investigated based on the current workforce position.

7. Variation to Policy

This policy may be varied or cancelled from time to time at the discretion of Chief Executive Officer after the endorsement by Council.

The Local Government is committed to taking reasonable action to ensure that any variation or cancellation to this policy is notified to all employees prior to the variation taking effect, including (but not limited to) notifying all employees via normal correspondence of the variation including the proposed reasons for such variation. All employees shall be given an opportunity to provide feedback regarding the variation and these shall be taken into consideration by Council prior to variation.

DEFINITIONS

Nil

LEGISLATION

- *Local Government Act 1995*

AMENDED DRAFT

COUNCIL POLICY HR/CP-3 EMPLOYEE RECREATION CENTRE SUBSIDY



STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

1. OBJECTIVE

- 1.1. This policy outlines the terms of the Recreation Centre Subsidy and promotes the health and wellbeing of the Shire of Donnybrook Balingup employees.

2. SCOPE

- 2.1. The Recreation Centre Subsidy is offered to all Shire of Donnybrook Balingup employees. The subsidy is offered only at the Donnybrook Recreation Centre.

3. DEFINITIONS

- 3.1. **Group fitness class** means any recreation centre run programs that are organised and delivered by Shire employees.

4. POLICY STATEMENT

- 4.1. Employee attendance records are to be kept and recorded on the shire's records management system.
- 4.2. Where an employee takes the place of a paying member of public and the group fitness class is full, the employee must pay the appropriate fee for that activity.
- 4.3. Where an employee nominates for an activity with an independently run group or for a team sport, they must pay the associated fees.
- 4.4. Costs relating to employee family members are not subsidised.

5. LEGISLATION

- 5.1. *Local Government Act 1995*

6. POLICY VERSION

Related Policies:	N/A		
Related Procedure:	Employee Recreation Centre Subsidy		
Responsible Department:	Human Resources		
Reviewer:	Corporate Planning and Governance Officer		
Review Frequency:	Biennial	Next Due:	March 2023
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	

**COUNCIL POLICY HR/CP-3
EMPLOYEE RECREATION CENTRE SUBSIDY**



Version Decision Date:		Decision Reference:	
Version Synopsis:			

AMENDED DRAFT

STRATEGIC OUTCOME SUPPORTED: 12 - A well respected, professionally run organisation.

1. OBJECTIVE

- 1.1. To guide the Shire of Donnybrook Balingup on the compensation to landowners when dealing with land resumption under the *Local Government Act 1995* and *Land Administration Act 1997*.

2. SCOPE

- 2.1. This discretionary policy of Council relates to compensation for any land required by the Shire of Donnybrook Balingup for land resumption and/or road boundary adjustments when proposing to undertake works that will be located within private property, Crown Land, Local and/or State Government reserves.

3. DEFINITIONS

- 3.1. **Compulsory resumption** means land brought back by State or local government and a variety of statutory authorities as stated in Parts 9 and 10 of the *Land Administration Act 1997*.
- 3.2. **Shire** means Shire of Donnybrook Balingup.

4. POLICY STATEMENT

- 4.1. Land additional to existing road reserves is commonly required for the Shire to construct roads and drainage to meet current standards, achieve required level of service outcomes, or to address road safety issues.

Compensation

- 4.2. The proposed land resumption shall be discussed with the landowner/s at the earliest possible occasion. Through this process, consideration can be given to offsetting any losses with other assets (i.e., surplus road reserve) to achieve an amicable outcome to both parties.
- 4.3. Once the final land area is determined a written agreement will be negotiated with the landowner/s with the following requirements and conditions:
 - a. The Shire will fund and arrange all surveying, settlement agency, legal, deed change, and gazettal proceedings to fully complete the resumption administration procedures.
 - b. Where there is existing fencing, The Shire will construct new fencing on the newly created road frontage, including gateways, access points etc on a "like for like" basis.
 - c. The Shire will obtain and pay for a valuation from the Valuer-General (VG). This valuation shall form the basis of negotiation for compensation between the Shire and the landowner/s. Where the parcel of land to be resumed is

COUNCIL POLICY WRKS/CP- 1 LAND RESUMPTION COMPENSATION



of minimal size and value, and agreement is reached with the landowner, there is no requirement to obtain a valuation.

- d. If agreed, the compensation value may be in the form of works by the Shire machinery on the private property and including materials, pipes or access points installed etc.

4.4. When compulsory resumption is required, the offer of compensation will be in accordance with the relevant Act and the VG's valuation, however, the above points can be considered, if the impacted parties agree to reach an amicable resolution of the matter during the compulsory acquisition process, and State Lands have no objection to the negotiated agreement.

5. DELEGATION AND AUTHORISATION

5.1. The Chief Executive Officer is authorised to compensate a landowner up to 10% of the valuation obtained at cl 4.3c to progress an agreement. The amount of compensation is at the discretion of the Chief Executive Officer to finalise voluntary negotiations.

5.2. Delegation 1.2.3 Powers of Entry.

6. LEGISLATION

6.1. *Local Government Act 1995*

6.2. *Land Administration Act 1997*

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	WRKS/OP-1- Land Resumption		
Responsible Department:	Works and Services		
Reviewer:	Manager Works and Services		
Review Frequency:	Triennial	Next Due:	2024
Version Date:	24/05/2021	Synergy #:	
Policy Version Details			
Initial Adoption Date:	1 January 1993	Decision Reference:	Not provided
Version Decision Date:		Decision Reference:	
Version Synopsis:	Amended to: <ul style="list-style-type: none"> • Add an Object, scope, definitions and delegation, • Renumbered, reformatted, • Remove the additional allowance, and • Remove procedural information regarding actions staff is to take after an agreement has been finalised. 		

STRATEGIC OUTCOME SUPPORTED: 3 - The natural environment is well managed for the benefit of current and future generations.

1. OBJECTIVE

- 1.1. To provide guidelines for the effective management of rural road verges within the Shire of Donnybrook Balingup.

2. SCOPE

- 2.1. The purpose of this discretionary Council policy is to ensure the management of rural verges owned or managed by the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. **Shire** means Shire of Donnybrook Balingup.

4. POLICY STATEMENT

Fallen Trees on Roads

- 4.1. Where storms or other natural events cause trees to fall onto roads, the Shire will remove the tree from the carriageway to reopen the roadway to traffic as soon as practicable. Where fallen trees do not present a roadside hazard, they may be left on the verge to encourage native habitat.

Fallen Trees on Fenced and/or Private Property

- 4.2. Where storms or other natural events cause trees to fall from Shire owned or managed reserves onto fences or into properties, it is the responsibility of the landowner to carry out repairs to any damaged infrastructure within their land. The Council expects landowners to have suitable insurance cover for the risk of this type of event occurring on their property.
- 4.3. Landowners/occupiers may request the assistance from the Shire in the form of plant, machinery and labour to remove a portion of the tree from the fence line, if the tree is too large for the landowner/occupier to manage. These requests will only be actioned if Shire resources allow, and the landowners/occupiers have consented to these works. These works may be charged to the landowner/occupier.
- 4.4. The Shire accepts no responsibility for any damage during the removal of the tree.
- 4.5. The disposal of the fallen tree in private property is the responsibility of the landowner.

Cleaning Within Rural Road Reserves

- 4.6. Unless otherwise authorised, landowners are not allowed to prune/remove a tree on land owned or managed by the Shire. Any unauthorised pruning or removal of trees is an offence and prosecution can occur under the *Local Government Act 1995*, Schedule 9.1 clause 2, and the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 5, Clause 1. Native vegetation is also protected by the

Environmental Protection Act 1986, which also contains powers of prosecution, administered by the Department of Water and Environmental Regulation.

Crossover Clearing

- 4.7. Appropriate clearing will be permitted to provide access for construction of crossovers through the crossover application process.

Roadside Fence Line Clearing

- 4.8. Clearing of vegetation along fence lines within the road reserve can only occur once the Shire has issued a Roadside Fence line Clearing Permit. It is the applicant's responsibility to comply with the permit conditions.
- 4.9. Roadside Fence line Clearing Permit Application and Crossover Application forms can be obtained from the Shire's website.
- 4.10. It is also the applicant's responsibility to ensure protection of any existing services located within the verge, during these approved works.

Removal/Pruning of Dangerous Trees

- 4.11. The Shire will prune/remove dangerous trees that:
- Impede sight distances for road users,
 - have been subject to storm damage, and
 - have an imminent threat to public safety, in accordance with the *Environmental Protection Act 1986*.
- 4.12. If the Shire receives a request to remove dangerous limb(s) or tree(s), the Shire will have the tree inspected and a risk assessment completed by a qualified staff member. The risk assessment will specify:
- No Action – Tree considered not dangerous or not the Shire's responsibility.
 - Pruning – The Shire will arrange for pruning of the tree to reduce the hazard.
 - Removal – The Shire will arrange for the removal of the tree to reduce the hazard.
 - Further Investigation Required – The Shire will carry out further investigation to determine the condition of tree prior to recommending an action.
- 4.13. Anyone who considers their reasons for the pruning/removal of a tree have not been appropriately considered, may make a written application for reconsideration subject to including a report from a qualified arborist which details the justification for the pruning/removal. The justification for the pruning/removal of the tree must still meet one of the above circumstances in which a tree may be pruned/removed. The applicant will be responsible for engaging and paying for the qualified arborist, however, if the tree pruning/removal is approved based on the recommendations by the arborist, then up to \$300 (subject to providing a copy of the arborists tax invoice) of the cost of the arborist report will be refunded to the applicant, and the Shire will arrange to have the tree pruned/removed.

Timber Disposal on Road Verges

4.14. Pursuant to Section 139 of the *Conservation and Land Management Act 1984* the Shire can remove and sell timber from road reserves as a result of construction and maintenance of roads, bridges, culverts and fences.

Burning on Road Verges

4.15. Refer to Councils Policy on Permits for Road Verge Burning.

Enhancement of Rural Road Verges

4.16. Landowners adjacent to road verges may carry out a higher level of maintenance than already provided to reduce weed growth and fire hazards. All rural enhancement works must have Shire approval.

Shire Maintenance of Rural Road Verges

4.17. The *Environmental Protection Act 1986* in association with *Environmental Protection (Clearing of Native Vegetation) Regulations 2004* allows the Shire to carry out activities to maintain the integrity of road infrastructure within the designated maintenance corridor, shown in *Diagram 1*, if the road was originally cleared within 10 years.



Diagram 1 Designated Maintenance Corridor

Control of Weeds and Vegetation

4.18. The Shire undertakes a scheduled annual weed spraying program, which targets selected roads, to control vegetation within the maintenance corridor, shown in *Diagram 1*.

4.19. The Shire also sprays declared noxious weeds, within Shire controlled land, on an as required basis.

COUNCIL POLICY WRKS/CP-2 RURAL VERGE MANAGEMENT



- 4.20. Landowners who do not want spraying to occur on their verge are required to advise the Shire, in writing, assuming responsibility for control of vegetation. If landowners do not manage vegetation to the Shire's satisfaction, the Shire reserves the right to continue to manage this area in accordance with typical work practices. The Shire does not spray vegetation on private property.

Pruning

- 4.21. It may be necessary to prune vegetation that impedes sight distances for motorists or impacts on the performance of drainage. The Shire refers to Austroads Engineering Guidelines to determine road visibility and safety requirements. The Shire engages a contractor to remove vegetation for selective pruning and are completed using work methods that suit the type of vegetation.

5. DELEGATION AND AUTHORISATION

- 5.1. Nil

6. LEGISLATION

- 6.1. *Conservation and Land Management Act 1984*
6.2. *Environmental Protection Act 1986*
6.3. *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*
6.4. *Local Government Act 1995*
6.5. *Local Government (Uniform Local Provisions) Regulations 1996*

7. POLICY VERSION

Related Policies:			
Related Procedure:			
Responsible Department:	Operations		
Reviewer:	Manager Works & Services		
Review Frequency:		Next Due:	June 2022
Version Date:	October 2021	Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

STRATEGIC OUTCOME SUPPORTED: 3 - The natural environment is well managed for the benefit of current and future generations.

1. OBJECTIVE

- 1.1. To provide guidelines for the effective management of urban road verges within the Shire of Donnybrook Balingup.

2. SCOPE

- 2.1. The purpose of this discretionary Council policy is to ensure the management of urban verges within the Shire of Donnybrook Balingup.

3. DEFINITIONS

- 3.1. **Shire** means Shire of Donnybrook Balingup.
- 3.2. **Urban Verge Area** are defined as Residential, Rural Residential, Commercial or Industrial zonings under the current Local Planning Scheme of the Shire on the Shire's website.

4. POLICY STATEMENT

Trees/Vegetation

- 4.1. The Shire recognises the importance of preserving trees for the current community and for future generations. Maintenance of verge trees is typically only undertaken to assist the health and vitality of a tree. Pruning is also programmed to maintain mandatory clearances around public utilities/infrastructure and comply with line-of-sight clearance regulations.
- 4.2. The Shire may prune/remove trees from land it owns or manages under the following circumstances:
 - a. The tree is unsafe because it is dead or in decline.
 - b. The tree has been deemed, by a suitably qualified person, as a hazard to persons or infrastructure and no reasonable pruning techniques can alleviate the hazard.
 - c. The tree is diseased or damaged past the point of recovery and no remedial treatment will be effective.
 - d. The tree has been planted by a resident without the Shire's approval and may be removed at the resident's expense.
 - e. The tree is deemed by a qualified staff member to be an inappropriate species for that location.
- 4.3. The Shire will not remove trees for the following reasons:
 - a. Falling leaves, fruit, nuts, seed, bark or flowers causing a nuisance.
 - b. The variety is disliked, or a resident's preference is for a different species.

COUNCIL POLICY WRKS/CP-3 URBAN VERGE MANAGEMENT



- c. A perceived danger that the tree or a limb may fail.
 - d. Perceived damage to infrastructure.
 - e. The tree shades lawns, gardens, houses, pools, solar panels or the like.
 - f. To enhance or clear views, inclusive of advertising signage.
 - g. For the installation of any crossovers or verge treatments (If a landowner is prepared to fund the trees removal, this may be considered as part of the crossover application process).
- 4.4. If the Shire receives a request to remove dangerous limb(s) or tree(s) on an urban verge, the Shire will have the tree inspected and a risk assessment completed by a qualified staff member. The risk assessment will specify:
- a. No Action – Tree considered not dangerous or not the Shire’s responsibility.
 - b. Pruning – The Shire will arrange for pruning of the tree to reduce the hazard.
 - c. Removal – The Shire will arrange for the removal of the tree to reduce the hazard.
 - d. Further Investigation Required – The Shire will carry out further investigation to determine the condition of tree prior to recommending an action.
- 4.5. Anyone who considers their reasons for the pruning/removal of a tree have not been appropriately considered, may make a written application for reconsideration subject to including a report from a qualified arborist which details the justification for the pruning/removal. The justification for the pruning/removal of the tree must still meet one of the above circumstances in which a tree may be pruned/removed. The applicant will be responsible for engaging and paying for the qualified arborist, however, if the tree pruning/removal is approved based on the recommendations by the arborist, then up to \$300 (subject to providing a copy of the arborists tax invoice) of the cost of the arborist report will be refunded to the applicant, and the Shire will arrange to have the tree pruned/removed.
- 4.6. Unless otherwise authorised by the Shire, any persons are not allowed to prune/remove a tree on land owned or managed by the Shire. Any unauthorised pruning or removal of trees is an offence and prosecution may occur under the *Local Government Act 1995*, Schedule 9.1 clause 2, and the *Local Government (Uniform Local Provisions) Regulations 1996*, Regulation 5, Clause 1. Native vegetation is also protected by the *Environmental Protection Act 1986*, which also contains powers of prosecution, administered by the Department of Water and Environmental Regulation.

Crossover Clearing

- 4.7. Appropriate clearing will be permitted to provide access for construction of crossovers through the crossover application process.

Roadside Fence line Clearing

- 4.8. Clearing of vegetation along fence lines within the road reserve can only occur once the Shire of Donnybrook-Balingup has issued a Roadside Fence line Clearing Permit. It is the applicant’s responsibility to comply with the permit conditions.

- 4.9. Roadside Fence line Clearing Permit Application and Crossover Application forms can be obtained from the Shire's website.
- 4.10. It is also the applicant's responsibility to ensure protection of any existing services located within the verge, during these approved works.

Fallen Trees on Roads

- 4.11. Where storms or other natural events cause trees to fall onto roads, the Shire will remove the tree from the carriageway to reopen the roadway to traffic as soon as practicable. Occasionally, trees may be moved to the verge and will be removed as time permits.

Fallen Trees on Fences and/or Private Property

- 4.12. Where storms or other natural events cause trees to fall from Shire owned or managed reserves onto fences or into properties, it is the responsibility of the landowner to carry out repairs to any damaged infrastructure within their land. The Council expects landowners to have suitable insurance cover for the risk of this type of event occurring on their property.
- 4.13. Landowners/occupiers may request the assistance from the Shire in the form of plant, machinery and labour to remove a portion of the tree from the fence line, if the tree is too large for the landowner/occupier to manage. These requests will only be actioned if Shire resources allow, and the landowners/occupiers have consented to these works. These works may be charged to the landowner/occupier.
- 4.14. The Shire accepts no responsibility for any damage during the removal of the tree.

Burning on Road Verges

- 4.15. Refer to Councils Policy on Permits for Road Verge Burning.

Enhancement of Urban Verges

- 4.16. It is accepted that road verges form a significant proportion of public open space available to residents for improving their streetscape and lifestyle. For all verge enhancements other than planting lawn, the landowner must apply in writing to the Shire for approval prior to undertaking the works at their own cost. Verge enhancements requests will be assessed on an individual basis against the following criteria:
- a. safety,
 - b. drainage,
 - c. water conservation,
 - d. ongoing maintenance,
 - e. appearance, and
 - f. impact on others including public services.
- 4.17. All verge enhancements must be maintained by the adjoining landowner. Where there is a change in ownership, the new owner will become responsible for any ongoing maintenance.

- 4.18. Landowners must complete a Dial Before You Dig (1100) to locate and avoid any services that may be affected by their verge enhancements, and the Shire will not be responsible for any damage or cost caused by landowners or their contractors.
- 4.19. The Shire reserves the right to modify any approved or non-approved treatments if required.

Other Shire Maintenance Activities

- 4.20. The Shire undertakes maintenance of various areas within the Shire including road verges. Maintenance tasks and frequency for individual areas vary and is largely dependent on Shire resources. For maintenance of verges adjacent residential properties, the Shire undertakes the following maintenance tasks:

Mowing/Slashing

- 4.20.1. These verges are programmed for mowing approximately twice a year (rural residential once a year only). Many factors can affect the growth rate of vegetation, and there may be periods of excessive grass growth between Shire mows.

Spraying

- 4.20.2. Spraying typically occurs once a year controlling weeds around the following assets:
- a. Kerbs
 - b. Edge of roadway
 - c. Pathways
 - d. Street trees
 - e. Drains
 - f. Other Shire infrastructure
 - g. Public Service infrastructure
- 4.20.3. Landowners who do not want spraying to occur on their verge are required to advise the Shire, in writing, assuming responsibility for control of vegetation. If landowners do not manage vegetation to the Shire's satisfaction, the Shire reserves the right to continue to manage this area in accordance with typical work practices. The Shire does not spray vegetation outside of areas listed above, or on private property.
- 4.20.4. The Shire encourages landowners to maintain verges adjoining their property, especially as many landowners like to maintain the verge area to a higher standard than Shire resources allow.

5. DELEGATION AND AUTHORISATION

- 5.1. Nil

6. LEGISLATION

COUNCIL POLICY WRKS/CP-3 URBAN VERGE MANAGEMENT



- 6.1. *Environmental Protection Act 1986*
- 6.2. *Environmental Protection (Clearing of Native Vegetation) Regulations 2004*
- 6.3. *Local Government Act 1995*
- 6.4. *Local Government (Uniform Local Provisions) Regulations 1996*

7. POLICY VERSION

Related Policies:	Nil		
Related Procedure:	Nil		
Responsible Department:	Operations		
Reviewer:	Manager Works & Services		
Review Frequency:		Next Due:	June 2022
Version Date:	October 2021	Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

COUNCIL POLICY WRKS/CP-4 ROAD USE APPROVAL FOR RESTRICTED ACCESS VEHICLES (RAVS) ON COUNCIL'S ROAD NETWORK



STRATEGIC OUTCOME SUPPORTED: 9 - A thriving economy.

PURPOSE

To ensure Council's compliance with the Traffic (Vehicles) Act 2012, when issuing Shire Approval for Restricted Access Vehicles (RAVs) on Council's Road Network.

POLICY STATEMENT

The Commissioner of Main Roads WA is responsible for granting road access to Restricted Access Vehicles (RAVs). On 1 December 2012, Main Roads WA (MRWA) consolidated the Prime Mover Trailer and Truck Trailer combination Period Permits into a single Notice for approved vehicle combinations.

RAVs can only operate on roads that are on the RAV Network and in accordance with any conditions applied by MRWA or the road owner (Shire) approving the use of the road.

When approval is required from the Shire of Donnybrook-Balingup (as the road owner), a 'Restricted Access Vehicle (RAV) Approval Application Form' must be submitted. This Application Form includes additional terms and conditions applied by the Shire of Donnybrook-Balingup.

The Shire of Donnybrook-Balingup will meet its obligations and responsibilities in accordance with the Traffic (Vehicles) Act 2012 when issuing Shire Approval for road users to use restricted access vehicles on Council's road network.

Applications for RAV Permits are processed and approved by MRWA. Applicants should apply directly to MRWA.

MRWA is responsible for administering the RAV Network and any requests to add or amend a road on the RAV Network shall be submitted directly to MRWA by the applicant.

GUIDELINES/PROCEDURES

When Shire approval is required for Restricted Access Vehicles (RAVs) to operate on Council's road network, the following guidelines and procedures shall apply;

- Complete a 'Restricted Access Vehicle (RAV) Approval Application Form' (Application Form) and submit to the Shire of Donnybrook-Balingup (Shire).
- If the application is approved, a Letter of Approval (Approval) will be sent to the applicant. The Approval expires 30 June each year and it is the responsibility of the applicant to reapply. The Shire will not send reminder notices. The Approval is subject to the Shire's conditions and any other conditions deemed necessary.
- The Shire reserves the right to request MRWA to remove any roads under the responsibility of the Shire, from the RAV Network.
- The Shire reserves the right to cancel or suspend any Approval if operators are not adhering to the Shire's terms and conditions listed on the Application Form.

COUNCIL POLICY WRKS/CP-4 ROAD USE APPROVAL FOR RESTRICTED ACCESS VEHICLES (RAVS) ON COUNCIL'S ROAD NETWORK



- Reporting of potential breaches by RAVs operators, sighting the registration number of the vehicle, should be made to Main Roads WA on 138 486.

DEFINITIONS

Approved Vehicle Combination - any vehicle combination stipulated in the 'Prime Mover, Trailer Combination Operating Conditions' or the 'Truck, Trailer Combination Operating Conditions' issued by Main Roads WA (MRWA).

RAV Permits - Oversize Permits, Oversize Road Train Permits, Concessional Loading Permits, Tri Drive Road Train Permits and Exceptional Circumstances Permits)

RELATED LEGISLATION

Traffic (Vehicles) Act 2012

POLICY VERSION

Related Policies:	NIL		
Related Procedure:	NIL		
Responsible Department:	Works and Services		
Reviewer:	Coordinator Technical Services		
Review Frequency:		Next Due:	June 2022
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:			

Policies to be rescinded
1.1 Apprenticeship, Traineeship and Cadetship
1.2 Equal Employment Opportunity
1.2 Smoking in Council Buildings and Vehicles
1.3 Recruitment and Selection
1.5 Civic Receptions - Invitations List
1.5 Staff Appointments
1.6 Severance Pay (Under Review)
1.6 Staff Code of Behaviour
1.9 Committee Membership (Under Review)
1.11 Council Elected Members records
1.11 Redundancy
1.12 Use of Shire Specific Email Addresses by Elected Members
1.13 Councillor- Staff Contact
1.16 Media Spokesperson
1.20 Public Interest Disclosures
2.1 Employment Contracts
2.1 Hiring of Council Hall Equipment or Other Property
2.2 Reimbursement of Relocation Expenses
2.3 Remuneration Packaging
2.6 Hiring of Council Halls
2.18 Volunteers
2.24 Community Events Board
2.29 Staff Training Travel Costs
2.30 Playing Fields and Amenities - General Use
2.31 Cemeteries Flower and Ornament
2.33 CEO Vehicle Use
2.34 Private Motor Vehicle Use - Managers
2.35 Use of Pool Vehicles
2.36 Close Circuit Television (CCTV)
2.37 Community Service Leave
2.39 Leased Hall Maintenance
2.40 Emergency Generator for Community Events
2.41 Governance of Accommodation Bonds
2.42 Integrated Workforce Planning and Management
3.1 Annual Performance Appraisal
3.1 Financial Assistance to Organisations and Clubs
3.2 Employee Education, Training and Study Assistance
3.2 Vandalism - Council Property
3.3 Employee Training and Development
3.3 Staff Attendance at Conferences and Reimbursement of Expenses
3.4 Granting of Study Leave

Policies to be rescinded
3.5 Rates Recovery
3.6 Tuia Lodge Accommodation Bonds Liquidity Strategy
3.9 Petty Cash
3.10 Payment for Private Works Performed by the Shire
4.1 Counselling, Disciplining and Dismissing Employees
4.1 Outside Staff Protective Clothing
4.2 Elimination of Harassment in the Workplace
4.3 Employee Assistance Program
4.4 Employee Exit
4.5 Grievance
4.6 Prevention of Bullying in the Workplace
4.7 Construction Crossovers
4.22 Requirements for Subdivisional Land Developments
4.26 Gravel Acquisition
4.27 Stormwater Management Private Land
4.28 Requests for Upgrades or Expansions of Council Assets
5.1 Staff Leave
5.2 Leave without Pay
5.3 Footing Details
5.4 Foundation Levels and Stormwater Requirements
5.4 Parental Leave
5.5 Balconies or Verandahs erected over Road Reserves
5.7 Owner Builder Occupation of Town Site Land
5.8 Owner Builder Occupation of Rural Land
5.9 Requirement for Survey
5.10 Retaining Walls
6.1 Corporate Uniforms
6.1 Staff Seeking Secondary Employment
6.2 Displaying Offensive Materials
6.3 Employee Records
6.4 Employee References
6.5 Employee Sharing Arrangements
6.5 Waste Management Levy Exemption
6.6 Balingup Waste Transfer Station
6.8 Loss of Drivers Licence
6.9 Rostered Day Off
6.12 Telephone Use
6.13 Transition to Retirement
6.14 Work Experience
6.15 Working from Home
6.16 Staff Matters

Policies to be rescinded
6.17 Higher Duties
6.18 Social Media
8.2 Bush Fire Advisory Committee Meetings
8.6 Procedures for Hiring Contractors & Equipment for Fire Fighting



Human Resources Apprenticeship, Traineeship and Cadetship

Objective

The purpose of this policy is to support the Shire of Donnybrook-Balingup's employee attraction and retention initiatives which are outlined in the Shire of Donnybrook-Balingup's Workforce Plan which reports the Shire's current workforce and future requirements in accordance with relevant legislation.

Scope

This policy applies to all the apprentices, trainees and cadets who are employed directly by the Shire, or hosted by the Shire via a Group training Company.

Policy

The Shire acknowledges the importance of meeting its current and future workforce needs and endeavours to employ and train apprentices, trainees, individuals on practical placements and cadets wherever possible.

The Shire endeavours to employ and train apprentices, trainees and cadets beyond its immediate needs as a contribution to increasing the skill base within the wider local community wherever possible.

Legislation and Law Requirements

Local Government Industry Award 2010

Shire of Donnybrook-Balingup's Outdoor Works and Services Enterprise Agreement 2013

National Employment Standards

Aged Care Award 2010

Nurses Award 2010

Relevant Documents

Policy 1.1 Apprenticeship, Traineeship and Cadetship

Apprenticeship, Traineeship and Cadetship Procedure

Policy 1.5 Staff Appointments

Policy 1.3 Recruitment and Selection

Recruitment and Selection Procedure

Policy 3.1 Annual Performance Appraisal

Performance Appraisal and Management Procedure

Adopted:

Last Amended: 20th June, 2016

Last Reviewed: June 2016

Next Review Date: 2018

Responsible Department: Human Resources



Council Policy Equal Employment Opportunity

Objective

The Shire recognises its legal obligations under the Equal Opportunity Act WA 1984 and will promote equality of opportunity in employment, based on merit and equity ensuring discrimination does not occur on the grounds of sex, marital status, pregnancy, sexual orientation, family responsibility or family status, race, religious or political conviction, impairment, age, on involving sexual or racial harassment or, in certain cases, on gender history grounds.

Scope

This policy applies to all employees in the Shire of Donnybrook-Balingup.

Policy

The Equal Employment Opportunity (EEO) goals of the Shire are designed to provide an enjoyable, harmonious and inclusive work environment for all employees, where each has the opportunity to progress to the extent of their ability.

All employment and training opportunities within the Shire will provide equal opportunity to all employees providing their relevant experience; skills and ability meet the minimum requirements of such training or employment opportunities.

The Shire will ensure that it meets its obligations under the Equal Opportunity WA 1984 Act through:

- a) Policies, procedures and initiatives to achieve the objectives of the Act
- b) Communication of these policies, procedures and initiatives to employees
- c) Collection and recording of appropriate information
- d) The regular review of employment policies and procedures within the Shire (including recruitment and selection processes, performance appraisal process, training and development activities) with the view to identify any discriminatory practices and eliminate them.

Legislation/Local Law Requirements

Equal Opportunity Act WA 1984 Part 9
Local Government Act 1995 s 5.40

Relevant Documents

Policy 2.4 Staff Matters

Policy 4.1 Counselling, Disciplining and Dismissing Employees

Counselling, Disciplining and Dismissing Employees Procedure 4.1

Policy 4.2 Elimination of Harassment in the Workplace

Elimination of Harassment in the Workplace Procedure 4.2

Policy 4.5 Grievance

Grievance Resolution Procedure 4.5

Policy 4.6 Prevention of Bullying in the Workplace

Prevention of Bullying in the Workplace Procedure 4.6

Adopted:	23 June 2004
Last Amended:	9 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources

RESERVED



1.2 Smoking in Council Buildings and Vehicles

PURPOSE

To ensure a smoke free environment for all Council employees and eliminate exposure to environmental tobacco smoke in the workplace.

POLICY STATEMENT

All Council buildings and vehicles shall be smoke free.

DEFINITIONS

Nil

RELATED LEGISLATION

Tobacco Products and Control Regulations 2006

RELATED DOCUMENTATION

Nil

Adopted:	1 January 1991
Last Amended:	27 February 2008
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Finance & Administration



Human Resources Recruitment and Selection

Introduction

Council and employees are committed to the achievement of the goals and objectives outlined in the Strategic Community Plan and the Corporate Business Plan that need to be resourced through the Integrated Workforce Plan.

This will be achieved through a continuous improvement approach driven by key organisational development strategies aimed at ensuring that the Shire engages right people at the right time for the right job with appropriate remuneration to support the delivery of its services to the community.

Policy Objective

To ensure a consistent, fair and equitable recruitment and selection process is followed to enable selection of the best candidates for vacant positions at the Shire.

Scope

This Policy applies to all staff involved in the recruitment and selection process at the Shire.

Policy

The Shire recognises that its strategic goals and the upholding of its values are dependent on the recruitment and selection of a skilled and committed workforce.

The Shire is committed to the principles, values and recommendations outlined in the Equal Opportunity Act WA 1984 and Reference Guide, supported by its own EEO and family friendly policies.

The Shire is committed to establishing a robust recruitment and selection process in order to attract and retain suitable applicants through consistent and ethical selection and decision-making processes.

Employee Recruitment and Selection Specific Objectives

- To ensure that the Shire employs people in a timely manner with relevant skills and knowledge
- To support the delivery of good quality, efficient and effective services to the Shire or to the community.

All staff involved in the recruitment and selection process will ensure that employees are recruited and selected for employment vacancies in accordance with the procedure outlined further in the Shire's Human Resources Procedure 1.3.

Responsibilities

Management/Supervisory staff must:

- ensure all recruitment and selection procedures comply with the Equal Employment Opportunity Act, and any other legal or internal requirements which apply to the recruitment and selection process
- maintain confidentiality throughout the process
- aim to attract sufficient applications from potential candidates for appointment with the skills, qualities, abilities, experience and competencies deemed as being necessary to the job
- ensure all selection decisions are based on clear criteria and identified competencies to meet requirements of the job
- ensure all appointments are made on merit and the decision making process is appropriately documented.

The Human Resources Officer must:

- ensure all recruitment and selection procedures comply with the Equal Employment Opportunity Act, and any other legal or internal requirements which apply to the recruitment and selection process
- develop and maintain procedures which will assist management in ensuring the appointment of the most suitable candidate
- ensure that recruitment procedures are clear, valid and consistently applied by all staff involved in recruitment and that they provide for fair and equitable treatment for potential candidates
- ensure all selection decisions are based on clear criteria and identified competencies to meet requirements of the job
- ensure that all staff involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met
- adhere to the provisions of the Working with Children (Criminal Record Checking) Act 2004 (CWWC Act) and/or the Accountability Principles 2014 made pursuant to the Aged Care Act 1997 when recruiting staff to provide services to youth, children, the disabled and the elderly.
- adhere to the provisions of the Children and Community Services Act 2004 when employing children.

Human Resources Officer or Responsible Senior Manager

The delegated Manager or Officer must support the recruitment and selection plans, systems and processes and ensure all policy requirements are met. Following completion of each particular recruitment and selection process, he / she must ensure the recruitment and selection process is documented and recorded in accordance with the Shire's Recruitment and Selection Procedure 1.3 and the Shire's Records management policies and procedures.

Monitor and Review

To ensure effectiveness of the process all the outcomes need to be reviewed and monitored by the relevant manager/supervisor throughout the entire process. All relevant records must be kept on file for any future references.

Legislation and Law Requirements

Fair Work Act 2009

Age Discrimination Act 2004

Human Rights and Equal Opportunity Commission Act 1986

Equal Opportunity for Women in the Workplace Act 1999

Working with Children (Criminal Record Checking) Act 2004

Community Services Act 2004

Local Government Act 1995

Equal Opportunity Act 1984

Local Government Industry Award 2010

National Employment Standards

Aged Care Act 1997

Aged Care Award 2010

Nurses Award 2010

Shire of Donnybrook-Balingup's Outdoor Works & Services Enterprise Agreement 2013

Relevant Documents

Policy 1.1 Apprenticeship, Traineeship and Cadetship

Apprenticeship, Traineeship and Cadetship Procedure 1.1

Policy 1.2 Equal Employment Opportunity

Policy 1.4 Senior Staff Appointments

Policy 1.5 Staff Appointments Policy

Recruitment and Selection Procedure 1.3

Policy 3.1 Annual Performance Appraisal

Performance Appraisal and Management Procedure

Adopted:

Last Amended: 20th June, 2016

Last Reviewed: June, 2016

Next Review Date: 2018

Responsible Department: Human Resources



1.5 Civic Receptions - Invitations List

PURPOSE

To fulfil its civic objectives the Shire Donnybrook Balingup will conduct various civic functions and receptions, as well as official openings of Council facilities and other specific receptions or functions from time to time as the need arises.

POLICY STATEMENT

Civic Functions and Receptions

1. The President, in conjunction with the Chief Executive Officer shall have discretion to determine whether a civic reception is to be held.
2. The date, time and invitation list shall be determined by the President, in conjunction with the Chief Executive Officer.
3. At the discretion of the President and Chief Executive Officer, the President may host functions and receptions for visiting dignitaries, local residents who are recipients of awards or prizes and visitors from other local authorities from Australia and overseas. The invitation list shall be at their discretion.

DEFINITIONS

Not applicable

RELATED LEGISLATION

Local Government Act 1995

RELATED DOCUMENTATION

Nil

Adopted:	1 January 1993
Last Amended:	27 February 2008
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Council



Human Resources Staff Appointments

Objectives

This policy is aimed at establishing and maintaining best practices and high standards in the recruitment and selection of employees within the Shire of Donnybrook-Balingup. In order to achieve this, the Shire will:

- a) ensure all recruitment and selection procedures comply with the Shire's Equal Employment Opportunity policy 1.2;
- b) all appointments are made on merit;
- c) the process is designed in the way that attracts sufficient applications from potential candidates for appointment with the skills, qualities, abilities, experience and competencies deemed as being necessary to the job;
- d) the process is designed to develop and maintain procedures which will assist in ensuring the appointment of the most suitable candidate;
- e) ensure that recruitment procedures are clear, valid and consistently applied by all staff involved in recruitment and that they provide for fair and equitable treatment for potential candidates;
- f) ensure all selection decisions, criteria, requirements of the job and the competencies are identified as necessary for satisfactory performance;
- g) ensure that all staff involved in the recruitment and selection process are properly trained in order that the objectives of the policy are met; and
- h) observe any legal requirements which apply to the recruitment and selection process.

Scope

This policy applies to all staff involved in the recruitment and selection process at the Shire.

Policy

The Shire recognises that its strategic goals and the securing of its values are dependent on the recruitment and selection of a skilled and committed workforce.

The Shire is committed to the principles, values and the recommendations outlined in the Equal Opportunity Reference Guide and are supported by its own Equal Employment Opportunity policies and practices.

The Shire is committed to establishing a robust recruitment and selection process in order to attract and retain suitable applicants throughout consistent and ethical selection and decision-making process.

Legislation/Local Law Requirements:

Equal Opportunity Act WA 1984 Part 9
Local Government Act 1995 s 5.40
Freedom of Information Act WA 1992

Relevant Documents:

Policy 1.2 Equal Employment Opportunity
Policy 1.4 Senior Staff Appointments
Policy 1.3 Recruitment and Selection
Recruitment and Selection Procedure 1.3
Policy 1.6 Staff Code of Behaviour
Policy 3.1 Annual Performance Appraisal
Performance Appraisal and Management Procedure

Adopted:	8 June 2005
Last Amended:	10 December 2014
Last Reviewed:	May, 2016
Next Review Date:	2018
Responsible Department:	Human Resources

RESERVED



1.6 Severance Pay Policy (Under Review)

Adopted:	1 January 1993
Last Amended:	
Last Reviewed:	23 May 2018
Next Review:	23 May 2018
Responsible Department:	Human Resources

RESCIND



Human Resource Policy Staff Code of Behaviour

Objective

The Code of Behaviour sets down the standards and obligations that are not otherwise specified. This code aims to clarify for all staff the conduct expected in the performance of duties. Compliance with the Code of Behaviour will foster and maintain a general environment of trust and confidence in the integrity and professionalism of the Shire. Staff will strive at all times to maintain and enhance the reputation of the Shire.

Scope

This policy applies to all the staff employed by the Shire of Donnybrook – Balingup.

Policy

Employees of the Shire are to carry out work and related activities observing the highest standards of conduct. Staff are expected to carry out their work in an ethical and co-operative manner and perform their duties with efficiency, fairness, impartiality, integrity and honesty.

The Code of Behaviour is written as a set of general principles rather than detailed prescriptions.

This Code cannot address all possible issues which staff may face in their employment. The successful development of an ethical environment relies upon employees having responsibility for their professional behaviour, taking into consideration the provisions of the code and policies of the Shire and Council policies.

Responsibilities

Employee

Shire employees have a responsibility to:

- Observe and comply with the rules and policies of the Shire and Council.
- Act in a professional manner at all times.
- Carry out roles and tasks assigned to them in a positive, effective and efficient manner.
- Act impartially, fairly and without prejudice or favouritism.
- Treat the Shire's customers with the highest level of customer service.
- Abide by any procedures and guidelines applicable to the Shire.
- Be accountable for decisions made within the course of their duties.
- Respect fellow employees and treat each other with courtesy, fairness, equity and sensitivity.
- Respect an individual's right to privacy.
- Respect confidential information given to them in the course of employment and to use such information only for authorised work related purpose.

- Maintain open communication and accountability.
- Behave honestly and ethically in all dealings.
- Maintain and develop knowledge in their respective fields.
- Be loyal to the Shire and not engage in activities that conflict with its operations or result in personal profit at the Shire's expense.
- Not solicit or encourage gifts or benefits in relation to their professional duties.
- Make efficient and economical use of Shire resources.
- Disclose fraud, corruption or maladministration.
- Avoid making public comment regarding the Shire or the Council.
- Exercise a duty of care to themselves and others within the workplace to avoid hazards or accidents.
- Use initiative and strive for excellence.

Managers

Managers, as staff employed by the Shire, are required to comply with the obligations set out above under Employee Responsibilities. In addition they have a responsibility to:

- Ensure all staff have access to copies of the Code of Behaviour and other relevant documents and policies.
- Ensure that the requirements of the Code of Behaviour are reflected in the day-to-day management of employees.
- Ensure staff maintain high standards of conduct in the workplace.
- Support staff who discloses information regarding fraud, maladministration or corrupt conduct.
- Take all necessary steps to resolve conflicts that arise in the workplace and work to avoid similar conflict in the future.
- Appropriately record and report to the CEO all reports of actual or potential conflict or contraventions of the Code of Conduct.

Breaches or non-compliance with this Code of Behaviour may result in disciplinary action appropriate to the level of breach.

This code of behaviour is an addendum to the formal Code of Conduct of Council.

Legislation/Local Law Requirements:

Local Government Act 1995

Relevant Documents

Code of Conduct

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



1.9 Committee Membership (Under review)
Other Than Committees Comprising Council Members Only

Adopted:	28 April 2004
Last Amended:	14 June 2006
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Council

RESCIND



1.11 Council Elected Members Records

PURPOSE

- To ensure compliance with the *State Records Act 2000* and its amendments and the Shire of Donnybrook-Balingup Record Keeping Plan.
- To establish procedures for capturing relevant Elected Members' records that falls within the scope of this policy.
- To properly maintain and preserve records of continuing value for legal, evidential, administrative, financial purposes or historical value.

POLICY STATEMENT

The State Records Commission requires that communications and transactions of elected members which constitute evidence affecting the accountability of the Council and the discharge of its business be recorded.

Elected members **must** create and keep records of communications or transactions, which convey information relating to **local government business or functions**. These records should be forwarded on a weekly basis to the local government administration for capture into the official record-keeping system.

Communications and Transactions are:

1. Communications in any form (i.e. - email, letter, fax, verbal etc.) –
 - complaints and compliments;
 - correspondence concerning corporate matters;
 - submissions, petitions and lobbying;
 - information for Council's interest relating to local government business activity and functions.
2. Telephone, meetings and other verbal conversations between an elected member and another party, that are directly related to the formal decision making function of elected members regarding local government projects or business activities. Details of the discussion should be noted in an email and forwarded to the Records Keeping Officer.
3. Created emails, responses and emails received by an elected member regarding local government projects or business activity.
4. Work diaries containing information that may be significant to the conduct of the elected member on behalf of the local government.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

5. Presentations and speeches delivered as part of an elected member's official duties.

Records NOT required for Record Keeping

1. Duplicated copies of Council meeting agenda, minutes and papers.
2. Draft documents or working papers which are already captured by the Shire Record Keeping Officer.
3. Publications such as newsletters, circulars and journals.
4. Invitations to community events where an elected member is **not** representing Council or the Shire of Donnybrook-Balingup.
5. Telephone, meetings and other verbal conversations which –
 - convey routine information only; or
 - do not relate to local government business or functions
6. Electioneering or party political information.
7. Personal records not related to an elected member's official duties.

DEFINITIONS

Nil

RELATED LEGISLATION

State Records Act 2000

RELATED DOCUMENTATION

Shire of Donnybrook Balingup Guidelines/Procedures - Use of Shire Specific Email Addresses by Elected Members

Adopted:	28 April 2010
Last Amended:	
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Finance and Administration



Council Policy Redundancy Policy

1 Redundancy Policy

All positions and functions in the Local Government are continually reviewed as part of Local Government ongoing service provision. The review results may vary and the Local Government may decide to make certain positions redundant where a position no longer exists.

Any decision to make a position redundant shall adhere to the provisions in the relevant Local Government Awards or any Workplace Agreements covering the employment.

2 Objective

To establish guidelines for carrying out redundancies within the workplace and to outline processes for reducing the significant effect of such redundancies upon employees.

3 Consultation

3.1 The Local Government will consult employees likely to be affected by any proposed change as to the need for and/or reason for the change and no definite decision will be made until this process has been followed.

3.2 Where an employer has made a definite decision that the employer no longer wishes the job the employee has been doing to be done by anyone, and this is not due to the ordinary and customary turnover of labour and that decision may lead to the termination of employment, the employer shall hold discussions with the employees directly affected and with their representative.

3.3 The discussions shall take place as soon as is practicable after the employer has made a definite decision which will invoke the provisions of paragraph (3.2) hereof, and shall cover, inter alia, any reasons for the proposed terminations, measures to avoid or minimise the terminations and

measures to mitigate any adverse effects of any terminations on the employees concerned.

- 3.4 For the purposes of the discussion the employer shall as soon as practicable provide in writing to the employees concerned and their representative, all relevant information about the proposed terminations including the reasons for the proposed terminations, the number and categories of employees likely to be affected and the number of workers normally employed and the period over which the terminations are likely to be carried out.

Provided that the employer shall not be required to disclose confidential information, the disclosure of which would be inimical to the employer's interests.

(NOTE: Paragraphs (3.2), (3.3) and (3.4) have been taken directly from the awards and reflect the requirements as to discussion prior to termination)

4. Transfers within the Organisation

- 4.1 Wherever possible and practical, appropriate employees should be offered a transfer to other positions within the enterprise and also offered the necessary and reasonable training to effect a successful transition.
- 4.2 Where an employee is transferred to other duties for the purpose of avoiding retrenchment and those duties attract a lesser rate of pay than the incumbents previous position, the Local Government will make up the difference between the two rates of pay for a period of twelve months (or 2 years in the case of employees covered by clause 7 below). After this time, the lesser rate will apply.

5. Severance Benefits

Where a position has been made redundant and a suitable transfer has not been possible, an employee maybe retrenched on the following basis:

- a) A maximum period of notice possible but in any event no less than 4 weeks or payment in lieu of notice to a maximum of 4 weeks;
- b) Payment of 2 weeks pay;
- c) Plus 2 weeks pay for each completed year of service with the Local Government;
- d) The maximum payable under (b) and (c) shall be 26 weeks pay provided that the severance payments shall not exceed the amount which the

- employee would have earned if employment with the employer had proceeded to the employee's normal retirement date;
- e) Where an employee has been employed with the Local Government for a minimum of 5 years, pro rata long service leave shall be provided if the employee is not otherwise entitled to pro rata long service leave under the Local Government Long Service Leave Regulations;
 - f) All other pro rata entitlements payable under the appropriate award or agreement to a terminating employee will be paid;
 - g) During the notice period the employee shall be allowed reasonable time off from the job without loss of pay to attend employment interviews or other similar activities to assist the employee find employment;
 - h) The term "weeks pay" means the normal weekly salary or wage payable to the employee including any penalty rates normally paid but excluding overtime or intermittent payments. The term also includes salary or wages specifically sacrificed for additional non-award benefits but does not include the value of any non-award benefit normally provided for the employee's position (such as a vehicle in the case of a senior position, the normal superannuation contribution provided to all employees etc).

6. Discretionary Payment Where Employment Ends

6.1 Additional Payment

In situations other than those covered by clause 7, the Shire may pay to an employee whose employment with the Shire is finishing an amount not exceeding the prescribed minimum amount.

6.2 Prescribed Maximum Amount

The prescribed maximum amount payable under this Policy for an employee whose employment with the Shire is finishing must not exceed in total, including any amount payable under clause 5 (a), (b) and (c).

- (a) if the employee accepts voluntary severance by resigning as an employee, 50% of the value of the employee's final annual remuneration; or
- (b) in all other cases, \$5,000. (See regulation 19A of the *Local Government (Administration) Regulations 1996*).

(NOTE – "final annual remuneration" means the value of the annum remuneration paid, or payable ... [by the Shire] immediately before the person's employment with the [Shire] finished).

6.3 Exercise of Discretion

(1) A payment under this clause is to be at the discretion of:

- a) the Council, if the employee is the CEO; or

- b) the CEO, if the employee is not the CEO
- (2) In determining whether a payment to a particular employee should be made under this clause, and if so, the amount of that payment:
- a) the Council, if the employee is the CEO; or
 - b) the CEO, if the employee is not the CEO,

is to take into account the length of service to the Shire of that employee, the performance of that employee, the Shire's financial circumstances and any other relevant factors.

7 Redundancies Resulting from Local Government Boundary Changes, Amalgamations and Break-Ups

7.1 Additional Payment

If, as a result of an amalgamation of the Shire with one or more other local governments, or any other order made under section 2.1 of the Local Government Act 1995:

- a) either –
 - i) an employee's position becomes redundant, or in the Shire's view is likely to become redundant; or
 - ii) if the employee is the CEO, the Council considered that the CEO's position is likely to become redundant or if the employee is not the CEO, the CEO considers that the employee's position is likely to become redundant; and
- b) the employee accepts voluntary severance by resigning as an employee, the Shire may pay to the employee – at the discretion of the Council, if the employee is the CEO, or at the discretion of the CEO, if the employee is not the CEO – an amount not exceeding the prescribed maximum amount.

7.2 Prescribed Maximum Amount

At the date of the last review of this Policy, the prescribed maximum payment or payments under this Policy for an employee whose employment with the Shire finishes after 1 January 2010 must not exceed in total –

- a) if the employee accepts voluntary severance by resigning as an employee, the value of the employee's final annual remuneration; or
- b) in all other cases, \$5,000. (See regulation 19A of the Local Government (Administration) Regulations 1996).

(NOTE – “final annual remuneration” means the value of the annum remuneration paid, or payable ... [by the Shire] immediately before the person’s employment with the [Shire] finished).

7.3 Exercise of Discretion

In determining whether a payment to a particular employee should be made under this clause, and if so, the amount of that payment:

- a) the Council, if the employee is the CEO; or
- b) the CEO, if the employee is not the CEO,

is to take into account the length of service to the Shire of that employee, the performance of that employee, the Shire’s financial circumstances and any other relevant factors.

(Note – in the event of an amalgamation or other order made under section 2.1 of the Local Government Act 1995, the statutory provisions that apply include clause 11(4) and (5) of Schedule 2.1 of the Act which state –

- (4) A contract of employment that a person has with a local government is not to be terminated or varied as a result (wholly or partly) of an order under section 2.1 so as to make it less favourable to that person unless –
 - a) compensation acceptable to the person is made; or
 - b) a period of a least 2 years has elapsed since the order had effect.*
- (5) The rights and entitlements of a person whose contract of employment is transferred from one local government to another, whether arising under the contract or by reason of it, are to be no less favourable to that person after the transfer than they would have been had the person’s employment been continuous with the first local government.”.*

8. Counselling

- 8.1 Counselling by a professional counselling service shall be available for any employee who has been or is to be retrenched.
- 8.2 In appropriate circumstances an outplacement service may also be offered. In this event no payment in lieu of such service will be made.

9. Termination During Notice

An employee who has been given notice of retrenchment in accordance with clause 5 may terminate during the period of notice and shall be entitled to the same benefits and payments as if he/she had remained until the expiry of the notice. Provided that in such circumstances, the employee shall not be entitled to payments in lieu of notice.

10. Alternative Work

10.1 Should the Local Government have made suitable arrangements for alternative employment and the employee is not consequently unduly prejudiced, the additional benefits over and above the appropriate award arising from this Policy shall not apply.

10.2 In addition the Local Government may make application to the Commission to have the award severance pay prescription varied in the case of such an employee according to the particular circumstances.

11. Exclusions

11.1 Benefits provided under this Policy which go beyond the appropriate award shall not apply where employment is terminated as a consequence of conduct that justifies instant dismissal, including malingering, inefficiency or neglect of duty.

11.2 This Policy does not apply in the case of casual or temporary employees who were engaged for a specific time period or for a specific reason or specific task, project or program.

11.3 This Policy also does not apply to an employee engaged on a fixed term contract where the term of the contract expires.

Adopted:	24 January 2001
Last Amended:	24 June 2009
Last Reviewed:	10 May 2013
Next Review Date:	2014
Responsible Department:	Human Resources



1.12 Use of Shire Specific Email Addresses by Elected members

PURPOSE

To provide Elected Members with the opportunity to establish an email address for the purpose of receiving and issuing correspondence in their role as Councillor.

POLICY STATEMENT

The adoption of the email address is optional.

DEFINITIONS

Not applicable

RELATED LEGISLATION

Nil

RELATED DOCUMENTATION

Shire of Donnybrook Balingup Policies - Guidelines & Procedures - Use of Shire Specific Email Addresses by Elected members

Adopted:	23 November 2016
Last Amended:	
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Council / Executive



1.13 Councillor-Staff Contact

PURPOSE

To establish a protocol to maintain a professional, effective and cordial relationship between Elected Members and staff.

POLICY STATEMENT

Council's role is to set policy and strategic direction for the Shire, whilst the Chief Executive Officer's (CEO) role is to implement that policy and strategic direction, using the staff and other resources made available by Council through the setting of the budget.

Elected Members have no power of authority over the staff, including the CEO. Only the Council, at a formally convened meeting, can give direction to the CEO. Furthermore, an Elected Member has no authority to expend local government funds.

All Elected Member contact with the Shire's Administration is to be made through the CEO (or Office of the CEO), whether by email, telephone, in person or via other communications methods.

The CEO (or Office of the CEO) will either respond to the query or assign the appropriate staff member to respond to the inquiry.

Each initial contact must start with the CEO (or Office of the CEO), unless expressly approved otherwise by the CEO, in writing. If approval is given by the CEO to an Elected Member to contact a staff member other than the CEO on a particular matter, this is not approval for that Elected Member to contact that staff member continually or on future matters.

DEFINITIONS

Nil

RELATED LEGISLATION

Local Government Act 1995 (s.5.103 – Codes of Conduct)

Local Government (Administration) Regulations 1996 (Regs 34B and 34C).

RELATED DOCUMENTATION

Shire of Donnybrook Balingup Guidelines/Procedures – Councillor / Staff Contact.

Shire of Donnybrook-Balingup Code of Conduct 2017-2018

Adopted:	26 June 2013
Last Amended:	23 August 2017
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Executive



1.16 Media Spokesperson

PURPOSE

- To define those people who may speak to the media or issue a media release on behalf of Council.
- To clarify when persons other than those authorised under the *Local Government Act 1995* (the Act) are permitted to speak or issue a media release on behalf of Council to the media.

POLICY STATEMENT

1. In accordance with Section 2.8(d) of the Act, the President is the authorised spokesperson of the Council.
2. In accordance with Section 5.41(f) of the Act, the Chief Executive Officer may also be the spokesperson of the Council if the President agrees (refer Council Delegation 1.1).
3. If the President is not available or unable to be the spokesperson (Section 5.34) then the Deputy President may perform this function.
4. In accordance with Section 5.44(1) of the Act, the Chief Executive Officer may delegate authority to other officers to be the spokesperson and/or to issue a media release.
5. If a Councillor or Employee is approached by the press to answer questions or make a comment on council business, unless specifically authorised by the President (if a Councillor) or the Chief Executive Officer (if an officer) the member of the press be referred to the authorised spokespersons of the Council for response.
6. Unless a Councillor or employee have been authorised by the President (Councillors) or Chief Executive Officer (employees) they are to refrain from speaking on behalf of Council and should refer the media to the authorised person (President or Chief Executive Officer).
7. Nothing in this policy shall prevent a Councillor expressing his/her personal opinion to the media. However, as a general principle, Councillors having dealings with the media when approached by it to make a statement or private comment on a matter of Council business, should have regard to any resolutions of the Council affecting the matter in question.

DEFINITIONS



SHIRE OF DONNYBROOK BALINGUP

Council Policy

Nil

RELATED LEGISLATION

Local Government Act 1995 sections 2.8(d), 5.41(f) and 5.41(1)

RELATED DOCUMENTATION

Nil

Adopted:	27 April 2016
Last Amended:	
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Council / Executive

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1.20 Public Interest Disclosures

PURPOSE

To affirm Council's commitment in receiving, investigating, taking appropriate action and reporting disclosures of public interest information in accordance with the provisions of the Public Interest Disclosure Act 2003.

POLICY STATEMENT

The Shire of Donnybrook Balingup does not tolerate corrupt or other improper conduct, including mismanagement of public resources, in the exercise of the public functions of the Shire of Donnybrook Balingup and its officers, employees and contractors.

The Shire recognises the value and importance of contributions of employees to enhance administrative and management practices and strongly supports disclosures being made by employees as to corrupt or other improper conduct.

The Shire will take all reasonable steps to provide protection to employees who make such disclosures from any detrimental action in reprisal for the making of a public interest disclosure.

The Shire of Donnybrook Balingup does not tolerate any of its officers, employees or contractors engaging in acts of victimisation or reprisal against those who make public interest disclosures.

DEFINITIONS

A Public Interest Disclosure (PID) is a disclosure about wrongdoing in the public sector that serves the public interest.

RELATED LEGISLATION

Public Interest Disclosure Act 2003

Public Interest Disclosure Regulations 2003

State Records Act 2000

RELATED DOCUMENTATION

Shire of Donnybrook Balingup Guidelines / Procedures - Public Interest Disclosure

Adopted:	22 August 2018
Last Amended:	
Last Reviewed:	
Next Review:	22 August 2021
Responsible Department:	Executive



Human Resources Employment Contracts

Objective

The aim of this policy and associated procedures is to establish a uniform process for establishing employment contracts between the Shire of Donnybrook-Balingup and its employees.

Policy

The Shire of Donnybrook-Balingup has a requirement to reduce all employment contracts to writing

A contract of employment defines the rights and obligations of the Shire of Donnybrook-Balingup and the employee bound by the contract.

Contracts of employment consist of both express and implied terms as follows:

- express terms may include letters of offer or confirmation of employment, position descriptions, written or oral directions by the Shire of Donnybrook-Balingup or even actual contractual documents;
- implied terms are those elements of the contract which are implied by law and may include a duty of the employee to act in good faith towards the Shire of Donnybrook-Balingup, a requirement to follow lawful and reasonable instructions of the Shire of Donnybrook-Balingup and matters which may be implied by generally accepted custom and practice over an extended period of time.

Local Government Act – Maximum Term Contracts

Under Section 5.39 of the Local Government Act 1995, term contracts of employment are essential for a Chief Executive Officer and designated senior employees. The Act outlines various requirements for the contracts, including period of contract, nominal expiry periods, performance reviews and ability to renew or renegotiate.

Local Government Industry Award 2010 – Contracts

Under the Local Government Industry Award 2010 there are no requirements or limitations on employment contract lengths or for specific projects.

The Shire of Donnybrook-Balingup is committed to ensuring compliance with the Act and Award for the purposes of offering contracts of employment to its prescribed senior officers. (*Refer to Recruitment in Section 3*)

Local Government Workplace Solutions Assistance

The Western Australian Local Government Association recommends that advice is sought from its Local Government Workplace Solutions Service prior to offering a contract of employment to an employee. The advice will assist in understanding the Shire of Donnybrook-Balingup's obligations under the contract and will assist in identifying any potential difficulties during the term of the contract.

The Local Government Workplace Solutions Service has comprehensive template contracts of employment for use by the Shire of Donnybrook-Balingup.

Pro-forma contracts can be accessed at www.workplacesolutions.asn.au

The Local Government Managers Association of Western Australia (LGMA) also can provide comprehensive template contracts of employment for use by the Shire of Donnybrook-Balingup.

Check with the CEO to determine which template is preferred for use when preparing a contract.

Apprenticeship/Traineeship/Cadetship Agreements

Whilst regulatory authorities may prescribe the format of these documents, it is necessary that the Shire's conditions of employment are properly addressed also. This may take the form of a complementary letter, eg the Shire does not guarantee work beyond the term of the agreement.

Legislation/Local Law Requirements

Equal Opportunity Act WA 1984

Local Government Act 1995

Aged Care Award 2010

Local Government Industry Award 2010

Relevant Documents

Employment Contracts Procedure 2.1

Adopted:	
Last Amended:	20 th June, 2016
Last Reviewed:	June, 2016
Next Review Date:	2018
Responsible Department:	Human Resources



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.1 Hiring of Council Hall Equipment or Other Property

Objective

The objective of this policy is to outline the terms of hire of the Council Hall equipment and other property.

Policy

This policy applies to equipment in the Donnybrook and Balingup Halls and the Donnybrook Recreation Centre.

a) Crockery and Cutlery

Crockery and Cutlery is available for hire only within the hall it has been assigned to, at the ruling rate of hire charge. It may not be transferred from one Council facility to another and is not available for hire outside of a Council facility.

Quantities required for hire to be booked through the Shire Office at least three (3) days prior to the required date. After use, all crockery and cutlery to be washed and stacked in the hall kitchen, where the caretaker will check all items. Any breakages to be paid for by the hirer.

b) Hall Chairs

The interchange of chairs between Council Buildings is permitted at no charge provided chairs are picked up and returned to the lending Hall within one day of the event, or sooner if the hall is booked for a Function.

Adopted:	1 January 1993
Last Amended:	25 May 2016
Last Reviewed:	22 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration



Human Resources Reimbursement of Relocation Expenses

Objective

This policy has been designed to:

- assist with attracting of suitably qualified and experienced employees to vacant positions;
- ensure that the Shire of Donnybrook-Balingup does not utilise resources relocating persons who terminate their services or have their services terminated within the specified time;
- outline guidelines and procedures for relocation expenses; and
- allow for co-contributions of relocation expenses.

Policy

The Shire of Donnybrook-Balingup may reimburse, all or part, of the expenses that an employee incurs when relocating from one location to another as a result of accepting a position with the Shire of Donnybrook-Balingup.

The amount payable by the Shire of Donnybrook-Balingup for relocation expenses shall be at the discretion of the Chief Executive Officer and may be negotiated with a candidate for employment.

Legislation/Local Law Requirements

N/A

Relevant Documents

Reimbursement of Relocation Expenses Procedure 2.2

Adopted:	
Last Amended:	9 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Human Resources Remuneration Packaging

Objective

To facilitate access to salary sacrifice and employee benefit options for Shire of Donnybrook-Balingup employees as part of an overall 'Employer of Choice' attraction and retention strategy.

Scope

The benefits of this policy are available to all full-time and part time employees above Level 8 of the Local Government Industry Award 2010 subject to a positive recommendation by the relevant Manager and approval by the CEO.

Policy

It is the Shire of Donnybrook-Balingup's policy to attract and retain employees who are able to provide high quality service. Many of the skills required to provide these services are in high demand in the general labour market, and the Shire of Donnybrook-Balingup aims to distinguish itself from other employers by demonstrating that the organisation is a quality place to work.

The Shire of Donnybrook-Balingup offers both salary and non-salary benefits which will appeal to employees and to potential employees, and includes the ability to salary package part of their base salary on items as well as accessing the organisation's pricing structure for a range of goods as outlined in Procedure 2.3.

The introduction of salary packaging is on the basis that it does not involve additional cost to the Shire of Donnybrook-Balingup. In this regard additional administration costs may be passed on to an employee.

As such, salary packaging is introduced adopting the concept of total cost of employment to the employer. That is, the cost of the remuneration package should be no more than the total cost of employing the individual prior to the remuneration package occurring.

Because the Shire is ultimately responsible for any and all Fringe Benefit Tax (FBT) payments, adjustments to the employee's base salary consequent to changes in FBT liability will be made from time to time.

Salary packaging may not be retrospective and employees are obliged to give a minimum of four weeks' notice for packaging arrangements to be processed or amended.

Legislation/Local Law Requirements

N/A

Relevant Documents

Remuneration Packaging Procedure 2.3

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	May 2016
Next Review Date:	2018
Responsible Department:	Human Resources

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SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.6 Hiring of Council Halls

Users of any Council Controlled Building or facility are required to pay a bond, refundable upon clearance by authorised Council staff, provided that the building is left in a clean and hygienic condition and that all crockery and cutlery is clean and appropriately stored. Where alcohol is to be served the bond will be a minimum of \$300.

The hall caretaker will check all items on return and report any missing items to the Shire Office. Replacement cost to be paid by the hirer for missing items.

Waiver of Charges Policy

- a) Hirers of all hall and recreational facilities are to be advised at the time of hiring that Council does not reduce or waive fees.
- b) Council authorised functions are not be levied for hire charges, i.e. bushfire brigade meetings, public meetings, civic functions or meetings initiated to improve community/social issues e.g. Apple Festival.
- c) In extreme financial or special circumstances the CEO has delegated authority under Delegation Number 2.1 to waive or reduce hall hire fees. Bond will remain payable in advance.

Adopted:	1 January 1993
Last Amended:	27 April 2011
Last Reviewed:	22 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration



Administration Policy Volunteers

The Shire of Donnybrook-Balingup values the contribution and enthusiasm of the community and recognises its responsibility to provide an environment where volunteers, working on Shire projects, are not exposed to hazards.

This Volunteer Policy endeavours to minimise the risk and potential of accident or injury to voluntary workers through the implementation of some basic control measures, being;

1. Council will maintain a register of Shire volunteers to ensure:
 - (a) That individuals are covered under the Shire's personal accident insurance policy during their time of work, and
 - (b) That any injuries to a third party, resulting from work carried out by volunteers working on Shire projects, are covered by the Shire's public liability insurance provided that they have complied with responsibilities described in the Volunteers Policy.
2. Council will provide a brief induction for volunteers when they begin their voluntary tasks to advise of any safe working and emergency procedures and identify any hidden hazards. This induction may be given by a volunteer who has been suitably trained and is authorised to provide such training.

Volunteers are expected to adhere to any such procedures and to keep an attendance record of the date, duration and location of works.

Process

Shire insurance only provides cover for volunteers working on Council approved projects. Appendix 1 describes the process and forms to be used to manage one-off activities (eg events) and projects over an extended period (eg HACCC).

Volunteer Induction

To minimise the risk and potential of accident and/or injury to voluntary workers, volunteers are required to undertake a short induction session before commencing any works. A copy of the "Safety and Health Induction for Volunteers" is at Appendix 2.

General Conditions (Applicable To All Volunteers)

A copy of the Volunteers Policy will be given to all volunteers as part of the induction process. In addition to specific conditions contained within the induction, all volunteers are to be made aware of the following requirements;

Building Maintenance

Prior written approval from the Shire is required for any building maintenance work to be undertaken by volunteers. The Shire will advise the volunteers :

- (a) If the work requires a licensed operator (eg electrical work, plumbing, asbestos removal) or requiring special skills (eg tree lopping, scaffolding, roof maintenance or replacement, working at heights, chemical spraying). Work that requires a licensed operator is **not** to be undertaken by a volunteer.
- (b) Excavation work, to ensure that underground cables and services are not disrupted.
- (c) Hazards particular to a building (presence of asbestos, lead based paint, any power outlets where a portable residual current device is required).

Personal Protective Equipment

Volunteers are required to wear suitable clothing when performing maintenance work such as enclosed footwear, and sun protection if working outdoors. Personal Protective Equipment is to be supplied by the Project Manager and/or the individual volunteers.

Supervision of Children

Children should be closely supervised, and it may not be appropriate for children to be present at volunteer activities where hazards are not easily controlled.

Working Alone

Volunteers should consider their personal safety when working alone. If possible they should advise a friend or partner of their location, and approximate time of return. Alternatively, volunteers can contact the Shire office during regular business hours, to advise of the location of their voluntary work, and approximate finishing time. The volunteer should then contact the Shire when they have finished their activities. If the volunteer has not contacted the Shire within 30 mins of their expected completion time, the Shire will attempt to contact the volunteer by phone, or will travel to their last known location to ensure the volunteer's safety.

First Aid/Record of Injury

Project Managers are responsible for ensuring that suitable First Aid resources are available.

Volunteers are required to advise the Shire (Manager Finance & Administration), by telephone or in person, of any incidents resulting in personal injury or property damage, as soon as it is practicable.

Documentation

Volunteer Register

The volunteer is required to provide the following information for inclusion on the Volunteer Register (Appendix 1-1 or 1-3) in order for Council to affect personal accident insurance coverage:

- (a) Name
- (b) Address
- (c) Age (range)
- (d) Health/illness constraints
- (e) Duties
- (f) Next of Kin contact in case of emergency

Volunteers between the ages of 16 and 90 are covered under Council's personal accident insurance policy, however Council will endeavour to seek approval from Local Government Insurance Services for insurance cover for volunteers outside of this age group. Should the request be denied, voluntary workers outside of the approved age group will not be permitted to undertake work.

Induction

A "Safety & Health Induction for Volunteers" (Appendix 2) is to be completed for all volunteers. Training is to be supplied by either a member of Shire staff or a suitably trained volunteer.

Attendance Records

Volunteers are required to log their attendance by completing Appendix 1-2. This record is to be submitted to the Shire on quarterly (end of March, June, September and December).

Periodic Review

The following review process will be undertaken by the Community Economic Development Officer quarterly (at the end of March, June, September and December):

- (a) Contact all Managers with responsibility for volunteers, and obtain updated Volunteer Registers.
- (b) Ensure that Safety & Health Induction check-sheets have been completed for all new volunteers.
- (c) Update list of volunteers approved to conduct training.

Adopted:	22 February 2006
Last Amended:	27 January 2010
Last Reviewed:	26 May 2010
Next Review Date:	2011
Responsible Department:	Community Development

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2.24 Community Events Boards

2.24.1 Objective

To provide consistent and controlled locations on Shire land where signage can be placed to advertise upcoming community events.

Background

At the Ordinary Council meeting 21 December 2005 it was resolved that a structure that could display four (4) signs (1200 x 600) on each side of the structure be built on the corner of Marmion Street and South Western Highway. The intent is to limit the uncontrolled display of advertising signage on Shire owned or controlled land. A second structure was installed at the northern end of town in 2014.

The Southern Events Board is located at the corner of Marmion Street and South Western Highway. The Northern Events Board is located at the southern end of town and on South Western Highway at the northern end of town. Both are visible to traffic travelling north and south on the highway.

2.24.2 Usage and Content

- a) Advertising can be used to promote community activities within the Shire of Donnybrook-Balingup.
- b) Four panels are available on each side of each board. To be seen by traffic travelling both north and south, applicants can provide one or two signs per board.
- c) Political, commercial and non-community event advertising (e.g. shopping specials, real estate etc.) are not permitted.
- d) Events such as private parties, weddings etc. are not permitted.
- e) Final decision of permissible content will be made by the Chief Executive Officer.
- f) The Chief Executive Officer reserves the right to request changes to the sign content and/or colour.
- g) It is the responsibility of the applicant to install signs on the exact date requested, depending on other signage already in place. It is the responsibility of the applicant to remove signs on the date agreed.
- h) If insufficient space is available, the Chief Executive Officer will decide which events shall be advertised; based on event size and/or relevance to the wider community.
- i) Council will not be responsible for any damage that may occur to the applicant's sign while attached to either of the events boards.
- j) Events promoter/coordinator/applicant will be responsible for all aspects of the sign, design, cost, preparation and/or manufacturing.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- k) Generally in the Donnybrook townsite, event advertising will only be allowed on the specified signboards. The Chief Executive Officer may at his discretion allow advertising at other sites.
- l) A first in, first booked application process will apply.
- m) There is no cost to place a sign on the Community Events Boards other than manufacturing costs which is the event handler's responsibility.

2.24.3 Application Process

Item	Description	Due
1.	Application form (Appendix 1) to be completed and submitted to Council.	2 months prior to event
2.	Application processed and will be approved, approved with conditions or rejected.	Shire reply within 5 working days
3.	If approved, Event Promoter is permitted to install sign/s.	Prior to event on the agreed date
4.	Event Promoter to remove sign/s immediately after event.	Remove sign within 2 days

Adopted:	27 September 2006
Last Amended:	27 May 2016
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Community Development



Administration Policy Staff Training Travel Costs

Objective

To develop a more highly skilled and equitable workforce by ensuring staff have access to training opportunities and are compensated accordingly.

Policy

Council encourages staff to attend training courses, but is mindful of the high cost associated with travel, and the contribution staff make in travelling in their own time.

To encourage staff to attend training courses Council will recognise part of their travelling time.

Council will allow the accrual of "time off in lieu" or paid single hourly rate for a maximum of two and a half hours for travelling time. The remainder of the travelling time is considered to be the staff members' contribution.

Staff attending training courses are to record the travelling time on their time sheets to record the penalty due them as per the policy.

Adopted:	28 May 2008
Last Amended:	24 April 2012
Last Reviewed:	24 April 2012
Next Review Date:	2013
Responsible Department:	Human Resources



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.30 Playing Fields and Amenities – General Use

OBJECTIVES

To control the use of playing fields and amenities in the Shire of Donnybrook-Balingup under the Local Government Act.

POLICY STATEMENT

Council will approve the use of playing fields and amenities subject to compliance with the conditions set down by the Chief Executive Officer.

1. Conditions of hire to be determined by the Chief Executive Officer.
2. Hire fees and fines to be paid in accordance with Councils adopted Fees & Charges.
3. Authorised special events must comply with all conditions as detailed in the special event approval.
4. Long term use to be regulated by Lease Agreements as determined by the Chief Executive Officer.

SUPPORTING PROCEDURES & DOCUMENTS

The following procedures are also to be made available to sporting groups to assist in the management of Council facilities:

- Sports Grounds Allocations – Seasonal Use.
- Advertising on Sporting Grounds.
- Floodlights on Council Reserves by Sporting Organisations.
- Sports Club Ground Management.

The following documents are also to be made available to sporting groups to assist in the management of Council facilities:

- Match Day Ground Inspection sheet.
- General Facility Inspection sheet.

Adopted:	28 May 2008
Last Amended:	
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration



Administration Policy Cemeteries Flower & Ornament

This policy applies to the Donnybrook, Balingup and Upper Preston Cemeteries.

Objective

1. Provide clear direction and a consistent approach to the placing of floral and other tributes.
2. Provide a safe, clean and tidy environment for all visitors.
3. Reduce the amount time spent maintaining the cemetery collecting refuse.
4. Reduce the environmental impact on the surrounding bush land.

2. GENERAL CEMETERY GUIDELINES

1. Flowers can be placed on or around a grave, as long as they do not encroach on any neighbouring graves or walkways.
2. Floral tributes, both fresh and artificial, or other items that do encroach on any neighbouring graves or walkway will be removed without notice.
3. Fresh or artificial flowers should be housed in non-glass or non-breakable containers. Visitors are encouraged to remove such items when they become weathered, withered or broken. Loose Glass items such as glass jars detract from the general appearance of the cemetery as well as pose a significant safety issue and are not permitted and will be removed.
4. All refuse removed from graves should be placed in the bins provided within the cemetery.
5. The planting of flowers and plants near or on a grave and unsecured pot plants is prohibited.
6. The picking of flowers and plants within the cemetery is prohibited.
7. Markers of any kind outlining a gravesite or rocks, pebbles or pavers placed without prior approval of Council will be removed.
8. Should it become necessary for Council staff to remove vases, glass receptacles and any other item that staff considers a safety issue.

3. BUSH MEMORIAL SECTION INCLUDING NICHE WALL – Donnybrook Cemetery

To maintain the integrity of the natural bush setting and surrounds of this area floral tributes, fresh or plastic; glass jars or vases, or other receptacles; ornaments; photo frames; toys; windmills etc are **not** permitted within this section of the cemetery.

This will help to ensure that this natural bush memorial section and the surrounding bushland is kept free of refuse and protect the native flora and fauna in the area.

Adopted:	26 August 2009
Last Amended:	
Last Reviewed:	10 May 2013
Next Review Date:	2014
Responsible Department:	Governance

RESCIND



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.33 Vehicle Use - CEO

As a part of the CEO Contract of Employment a motor vehicle is provided for unlimited private use under the following conditions.

Objective

To establish the rules that applies to the private use of the motor vehicle by the Chief Executive Officer.

Policy

As part of his Employment Contract the Chief Executive Officer is provided with a motor vehicle for the private use of the Officer, additional to business use which includes access by other employees. The terms and conditions in relation to private use of the vehicle are as follows –

1. The vehicle is available to the CEO at all times during the term of the contract including annual and long service leave, and also during “other leave” (only up to 4 weeks duration unless with Councils specific approval) as set out in accordance with the award.
2. The officer is responsible to comply with all laws and regulations pertaining to the use and operation of motor vehicles.
3. Council is responsible for all repairs and maintenance of the vehicle, including periods of leave.
4. The officer is responsible for ensuring the vehicle is in a roadworthy condition and will liaise with Council’s mechanic to ensure the vehicle is regularly serviced. The employee will carry out usual daily safety checks on the vehicle.
5. The officer is responsible for washing and cleaning of the vehicle, keeping the vehicle in a clean and tidy state as expected of an officer of Council having the privilege of the use of a Council vehicle.
6. All fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officers responsibility. (The intent of the “weekend” condition is for fill-ups on long private weekend trips are to be the Officers cost). A record of fuel consumed and paid for private use by the officer should be maintained and provided to Council’s Accountant in April of each year for FBT purposes.
7. The custodian of the vehicle is required to maintain a log book detailing all business kilometres travelled by themselves and must ensure the log book records detail both private use and business use of the vehicle by other employees. When the vehicle is used by other employees for private use a declaration form must be completed and provided to the Accountant. The custodian is required to present the log book to Council’s Accountant at the beginning of each calendar month for FBT and record keeping purposes.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

8. Prior Council approval in writing is required before the vehicle is taken outside the state.
9. The vehicle is to be available for the use by other employees of Council during normal working hours, such use is to be authorised by the custodian of the vehicle prior to use and will not be approved unless the other employee has an immediate need for the vehicle. Limited private use by other employees and Councillors will be permitted to facilitate attendance at authorised conferences and meetings (e.g. vehicle taken home overnight prior to, or after, the event).

Adopted:	26 May 2010
Last Amended:	
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.34 Private Motor Vehicle Use - Managers

As part of their contract of employment a motor vehicle is provided for unlimited private use by managers under the following conditions:

Objective

To establish the rules that applies to the private use of the motor vehicles by managers.

Policy

This policy applies to all managers as appointed from time to time, who report directly to the Chief Executive Officer.

Where a motor vehicle is provided for a manager and the salary package negotiated includes the private use of a motor vehicle, the following conditions apply:

1. The vehicle is available to the manager at all times during the period of employment with the exception of long service leave and extended sick leave where the sick leave is longer than 5 days.
2. The officer is responsible to comply with all laws and regulations pertaining to the use and operation of motor vehicles.
3. Council is responsible for all repairs and maintenance of the vehicle, including periods of leave.
4. The officer is responsible for ensuring the vehicle is in a roadworthy condition and will liaise with Council's mechanic to ensure the vehicle is regularly serviced. The employee will carry out usual daily safety checks on the vehicle.
5. The officer is responsible for washing and cleaning of the vehicle, keeping the vehicle in a clean and tidy state as expected of an officer of Council having the privilege of the use of a Council vehicle.
6. All fuel purchased for the vehicle during any period of annual, long service, and other leave, and also for private weekend use is to be the Officers responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips are to be the Officers cost). A record of fuel consumed and paid for private use by the officer should be maintained and provided to Council's Accountant in April of each year for FBT purposes.
7. The custodian of the vehicle is required to maintain a log book detailing all business kilometres travelled by themselves and must ensure the log book records detail both private use and business use of the vehicle by other employees. When the vehicle is used by other employees for private use a declaration form must be completed and provided to the Accountant. The custodian is required to present the log book to Council's Accountant at the beginning of each calendar month for FBT and record keeping purposes.
8. The officer must gain approval of the Chief Executive Officer prior to the vehicle being used outside of the state or north of Albany Highway.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

9. The vehicle is to be available for the use by other employees of Council during normal working hours, such use is to be authorised by the custodian of the vehicle prior to use and will not be approved unless the officer has an immediate need for the vehicle. Limited private use by other employees and Councillors will be permitted to facilitate attendance at authorised conferences and meetings (e.g. vehicle taken home overnight prior to, or after, the event).
10. The officer is to ensure that at all times the driver of the vehicle is known and identified and the officer takes full responsibility for any road traffic infringements when the driver cannot be identified as being responsible for any infringement relating to the vehicle.
11. The vehicle to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Chief Executive Officer. The officer's partner may drive the vehicle after work hours subject to the approval of the Officer and limited to occasions when the officer is too fatigued to drive.

Adopted:	26 May 2010
Last Amended:	
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.35 Use of Pool Vehicles

Council may purchase a vehicle to be designated as the pool vehicle, notwithstanding other vehicles owned by the Shire and in the care of other officers are also available for use by Council staff on Council business.

Objective

To establish the rules that applies to the use of the pool vehicle.

Policy

In the circumstances where the Shire purchases a vehicle for use as a pool vehicle the following conditions are to apply:

1. The Chief Executive Officer shall assign the vehicle to an officer of Council to care for the vehicle after hours and impose conditions of use (The Caretaker).
2. The caretaker is responsible to comply with all laws and regulations pertaining to the use and operation of motor vehicles.
3. The caretaker of the vehicle shall be responsible for keeping the vehicle in a clean and tidy state.
4. The caretaker is responsible for ensuring the vehicle is in a roadworthy condition and will liaise with Council's mechanic to ensure the vehicle is regularly serviced. The employee will carry out usual daily safety checks on the vehicle.
5. The caretaker is granted occasional private use of the vehicle, inclusive of commuting rights to work from their usual place of residence on the following conditions:
 - a) A maximum of 5,000km per year applies to private use exclusive of commuting.
 - b) The caretaker is responsible for fuel costs where fuel is required during private use. A record of fuel consumed and paid for private use by the officer should be maintained and provided to Council's Accountant in April each year for FBT purposes.
6. The custodian of the vehicle is required to maintain a log book detailing all business kilometres travelled by themselves and must ensure the log book records detail both private use and business use of the vehicle by other employees. When the vehicle is used by other employees for private use a declaration form must be completed and provided to the Accountant. The custodian is required to present the log book to Council's Accountant at the beginning of each calendar month for FBT and record keeping purposes.
7. The pool vehicle is not available to the caretaker during leave of any nature, inclusive of annual leave, sick leave, long service leave and other leave as prescribed in the Local Government Officers (WA) Award, inclusive of Workers Compensation; where that leave is of a duration of a period greater than 24 hours,



SHIRE OF DONNYBROOK BALINGUP Administration Policy

- in such circumstances the vehicle will be handed over to the Chief Executive Officer for continued use by the Shire employees and/or Councillors.
8. Where the caretaker is on leave for any reason for a duration greater than 24 hours the Chief Executive Officer shall assign the vehicle to another officer. This policy shall also apply to that other officer.
 9. Unless on approved business use the vehicle must not be taken beyond the boundaries of any local authority adjoining the Shire of Donnybrook-Balingup or the City of Bunbury. The CEO may approve private use beyond these boundaries either for a specific occasion or through employment condition negotiations.
 10. During normal working hours the pool vehicle is to be available for employees of Council and elected members for Council business use.
 11. Where a dispute arises with respect to use of the vehicle the Chief Executive Officer is to intervene, the Chief Executive Officers decision, including removing the vehicle from the caretakers care and assigning a new caretaker; is final.
 12. The Chief Executive Officer is to assign the pool car to a caretaker, in writing, such advice to include a copy of this policy.
 13. The vehicle to be driven only by the officer, other Council employees or Council members unless with specific prior approval of the Chief Executive Officer. The officer's partner may drive the vehicle after work hours subject to the approval of the Officer and limited to occasions when the officer is too fatigued to drive.

Adopted:	26 May 2010
Last Amended:	
Last Reviewed:	26 April 2015
Next Review Date:	2017
Responsible Department:	Finance & Administration



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.36 Close Circuit Television (CCTV)

Objective

To provide guidance for the operation of CCTV operated and controlled by the Shire of Donnybrook-Balingup –

- within, on or around Shire buildings;
- installed in public spaces; and
- future acquisition and implementation of CCTV within the Shire.

Policy

1. This policy applies to The Shire of Donnybrook-Balingup owned, leased and operated CCTV systems only.
2. Reducing crime and improving safety are key priorities for the Shire. The Shire of Donnybrook-Balingup is committed to 'working in partnership to progress Crime reduction and community safety within the Shire' (Community Safety and Crime Prevention Plan).
3. This Policy deals with the installation of CCTVs as a strategic element of the Shire's commitment to safety and crime reduction.

Guidelines and Policy Procedures for Use of Closed Circuit Television (CCTV)

1. Principles

The Shire of Donnybrook-Balingup recognises best practice in administering operation of all Shire owned operated, leased CCTV systems.

All CCTV systems and future acquisition of CCTV will comply and meet minimum standards as prescribed in:

- *State CCTV Strategy*
- *ANZPAA Police Recommendations for CCTV Systems, including variations under the State CCTV Strategy*
- *Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice.*
- *Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines.*



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

The CCTV system will attain an appropriate balance between the personal privacy of individuals utilising Shire infrastructure or public spaces with the objective of recording incidents of alleged criminal or unwanted behaviour.

The system will be operated equitably, within applicable law, and only for the purposes to which it is established.

2. Code of Practice

Signage

Prominent and appropriate signage will be permanently displayed in the general location of camera coverage to notify employees, council members and members of public of the presence of CCTV cameras.

Access to CCTV equipment

All CCTV equipment will be located within secure areas and not accessible to unauthorised persons.

Recording and Storage of information

Recording of video images or still photographs will only occur if the Chief Executive Officer is of the opinion that an offence against a Statute Law is being or is likely to be committed. At no time shall the CCTV system be used with the intent to examine individuals going about their lawful business.

Any person requesting a video recording shall apply to the WA Police Service and give reasons for such requests.

At no time shall any original or copied video recordings, or still photographs, be released to any media organisation, journalist, individual or group without the prior approval of the Chief Executive Officer.

Liaison with WA Police

Members of the WA Police may request the cooperation of the Shire of Donnybrook-Balingup and usage of CCTV systems.

All requests made by the WA Police or any other law enforcement agency should be referred to the Chief Executive Officer.

Privacy principles

CCTV usage in the Shire will be guided by confidentiality and privacy provisions in Western Australian law included within the:



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- *Freedom of Information Act 1992*
- *Surveillance Devices Act 1998*
- *Telecommunications (Interception) Western Australia Act 1996*

Complaints

All complaints will be investigated and reviewed and where requested, complainants will be notified of the results of the investigation, in accordance with Council's Customer Service Charter.

Responsibility

The Chief Executive Officer is responsible for the management of the Shire's CCTV system, including maintenance of the CCTV system and protection of privacy interests of individual members, the Shire of Donnybrook-Balingup council members, staff and members of public from invasive monitoring.

The Chief Executive Officer will ensure that all employees involved in recording, observation and capture of images are informed, through training or through other means, of their responsibility to act in an ethical and lawful manner as per the relevant legislation.

If evidence is provided that an individual or individuals are using the system inappropriately, the Shire will take appropriate action to cease or minimise recurrence. Inappropriate use of the CCTV system will be considered a breach of the Shire's Code of Conduct and will be dealt with accordingly.

Adopted:	26 May 2010
Last Amended:	25 May 2016
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration



Administration Policy Community Service Leave

Objective

To recognise that employees are able to access leave for the purposes of community service, defence reserve leave and jury duty leave, and provide guidelines to facilitate access to such leave.

Policy

An employee has an entitlement to be absent from employment for the purposes of engaging in an eligible community service activity. Under the *Fair Work Act 2009*, an eligible community service activity is defined as follows:

- Jury Service (including attendance for the purpose of jury selection) that is required by or under a law of the Commonwealth or of a State or Territory; or
- Carry out a voluntary emergency management activity;

The following Community Service Policy includes provisions for employees to access leave under the following conditions:

- Voluntary Emergency Management Activities;
- Jury Service/ Duty; and
- Defence Reserve Leave

Procedure

COMMUNITY SERVICE LEAVE

Community Service Leave refers to leave associated with an employee who is absent from work for purposes of engaging in a **voluntary emergency management activity**.

1. An employee who engages in a voluntary emergency management activity is entitled to be absent from employment for a period (including reasonable travel and rest time) to engage in that activity, in the form of Community Service Leave.
2. Access to Community Service Leave for the purposes of voluntary emergency management activity will be in the form of unpaid leave.

3. Employees accessing Community Service Leave must notify their supervisor as soon as practicable of the period, or expected period of absence. Employees must also provide evidence supporting their application for (unpaid) Community Service Leave.

JURY SERVICE LEAVE

1. Employees who are selected for jury duty must advise their supervisor as soon as possible of the dates, and submit the relevant documentation to Payroll.
2. As required under West Australian Law, the Shire of Donnybrook-Balingup will continue to pay the employee their usual wages while the employee attends jury duty/service.
3. The employee must produce the relevant claim/reimbursement forms and attendance certificates (including dates of leave) and provide to payroll for processing.
4. Payroll will apply to the WA Sherriff's Office, for reimbursement of the cost of the employee's wages while on jury duty/service.

DEFENCE RESERVE LEAVE

It is recognised that the Australian Defence Reserves continues to be an important part of our national defence strategy and that employer support is essential to their continued effectiveness. This Policy applies to all employees who are Reservists and undertake training and/or military service with the Australian Defence Forces.

1. Employees applying for Defence Reservist Leave are required to provide evidence from the Defence Force of the extent of the leave requirements.
2. Employees wishing to take Defence Reservist Leave are to provide reasonable notification to the Shire of Donnybrook-Balingup. Generally this should be three months prior to the period of leave required.
3. Leave for Reservists is typically 4 weeks (20 working days or 27 calendar days) leave each year although an additional 2 weeks leave to allow for a Reservists' attendance at recruit/initial employment training will be granted where required. This leave is in addition to any annual leave entitlements, but is not accumulative and cannot be carried over to the following year.
4. An employee must elect to use annual leave entitlement to cover a proposed Defence Reservist Leave period, however employees electing not to use annual or long service leave credits for defence service and/or military service shall be granted leave without pay.
5. On application to the Chief Executive Officer, paid leave, in the form of 'top up pay' (see 6), may be granted to employees who are members of the Defence Forces

Reserves for the purpose of participating in training caps, or equivalent continuous duty. Where granted, such paid leave will apply to a specific period or periods of leave only, and will not be considered an ongoing arrangement.

6. While the Shire of Donnybrook-Balingup agrees to make payment for Defence Reservist Leave it will be paid on the basis of the difference between the employee's normal weekly salary (calculated on the same basis as annual leave provisions) and the remuneration received from the Armed Services – 'top up pay'. Should the amount received from the Armed Services be greater than the normal weekly salary, no additional payments will be made by the Shire of Donnybrook-Balingup. Superannuation contributions will be based on the employee's normal weekly salary.
7. "Continuous full-time defence service" (excluding any time taken on annual or long service leave), will not count for annual leave or sick leave, as the employee's contract is temporarily suspended. These entitlements will accrue with the relevant Defence Force during the period of service. For periods of defence service other than continuous full-time defence service, employees' entitlements will continue to accrue.
8. Full time military service will count as service for long service leave purposes.
9. Unpaid leave will be treated as leave without pay.
10. An employee's contract is suspended whilst undertaking continuous fulltime defence service. In order to preserve employment entitlements, an employee must apply to resume duty as soon as reasonably practicable and not more than 30 days after the completion of the period of military service.
11. Staff taking Defence Reservist Leave are required to pay normal rental during their absence should they have access to employee housing.
12. The Shire of Donnybrook-Balingup will keep Reservist employees who are undertaking peacetime training or development informed of critical developments in the workplace, eg salary related matters (enterprise or workplace agreement negotiations).

1. Legislation

The *Defence Reserve Service (Protection) Act 2001* (the Act) provides that:

- "Defence Service" means service in a part of the Reserves and includes training.
- Reserve service may be continuous full-time defence service or other defence service (eg short periods of defence reserve service which may include training), and must not prejudicially affect employees' entitlements or other conditions of employment.
- The Act does not invoke any obligation on the Shire of Donnybrook-Balingup to pay the reservists' remuneration in respect of the civilian employment whilst

absent on defence service or to provide make-up pay in circumstances where the Defence Force pay is lower than employees' public sector pay.

- Any entitlements relating to Reserve service (including training) and/or military service contained in industrial awards or agreements will continue to apply, subject to them satisfying the provisions of the Act.
- There is no scope for the Shire of Donnybrook-Balingup to ask employees to limit the number of training courses per year or to take less reserve service leave as this is in breach of the Act. Section 17 of the Act draws no distinction between essential and non-essential training or service and specifically contemplates a reservist "volunteer(ing)" for service or training.
- There is no discretion under the Act for the Shire of Donnybrook-Balingup to refuse requests for reserve service or training leave, irrespective of inconvenience to the Shire of Donnybrook-Balingup or the non-essential nature of the leave. The Shire of Donnybrook-Balingup is only entitled to verify that the leave request relates to the actual reserve service or training.

2. Local Government Support Payment Scheme

- 2.1 In 2001, the Commonwealth Government introduced legislation to enhance and encourage Reserve personnel. One of the key features of the new Reserve legislation has been the introduction of the Local Government Support Payment (ESP). This payment is available to the Shire of Donnybrook-Balingup when a Reservist is released for more than 2 weeks per year.
- 2.2 The Scheme involves payment of an amount equivalent to the Average Weekly full-time Ordinary Time Earnings (AWOTE) as calculated by the Australian Bureau of Statistics, and is in recognition of the costs and/or disruption to the Shire of Donnybrook-Balingup caused as a consequence of releasing a Reservist for a period of continuous Defence service
- 2.3 Service that is considered under the Local Government Support Payment is:
- Ordinary Reserve Services, and
 - Voluntary continuous full-time service, if the relevant Service Chief (that is the Chief of Navy, Army or Air Force) or their delegates have designated the service as protected service.
- 2.4 Under the Scheme the Shire of Donnybrook-Balingup is eligible to receive the ESP once a Reservist has completed 14 days continuous Reserve service in any financial year. The qualifying period can be undertaken as a single period or as multiple periods of continuous Defence service, as long as each period of continuous Defence service is a minimum of five consecutive days.
- 2.5 Further details of the operations of the Australian Defence Force Reserves Local Government Support Payment (ESP) Scheme can be obtained from the Defence Reserve Support Local Government on 1800 803 485 or their website www.defence.gov.au/reserves,

Responsibility

The Chief Executive Officer is required to approve Defence Reservist Leave and ensure that appropriate documentation is supplied by the employee.

Adopted:	23 June 2010
Last Amended:	
Last Reviewed:	24 April 2012
Next Review Date:	2013
Responsible Department:	Human Resources

RESCIND



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.39 Maintenance of Leased Halls

Objective

To clarify the responsibilities of Council and Lessees in regards to Council-owned halls.

Policy

Council is responsible for maintaining the overall structural integrity of the hall. This includes major items such as the walls, floors, and roof of the building.

Individual hall committees are responsible for the preventative maintenance of the hall. Council allocates resources in its annual budget to assist with the cost of preventative and general maintenance. Preventative and general maintenance includes such works as, but not necessarily limited to the following: painting, repairs of damage caused by the everyday use of the building, cleaning and pumping of effluent from the septic systems, electricity, fees and charges etc.

Individual hall committees shall be responsible for structural damage if the damage occurred through the omission of preventative maintenance.

It is recommended that items of major capital expenditure will be directed to Council in the annual Budget.

Adopted:	27 September 2000
Last Amended:	26 May 2010
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Development & Environmental Services



2.40 Use of Emergency Generator for Community Events

This policy applies to the use of the Council-owned emergency generator for community events. The generator was funded by Emergency Management Australia specifically for use in bushfires and other emergencies. As such, the generator must be available for emergency use at all times.

Objective

To establish the rules that apply to the loan of the generator for community events.

Policy

14. The generator may be loaned for community events as a back-up unit only. Event organisers should secure their own generator and must not rely on the Council-owned emergency generator as a primary power source.
15. If the generator is loaned to an event, Council may at any time in the lead up to, or during the event, move the generator from that event for use in an emergency.
16. Council cannot guarantee the availability of the generator as a back-up unit for events.
17. If the generator is loaned to an event the following procedures must be observed:
 - The generator is to be picked up and returned to the Shire Depot in Cherrydale Way, Donnybrook between the hours of 7am to 3pm Monday to Thursday.
 - Installation of the generator must be undertaken by a suitably qualified electrical contractor and comply with *AS/NSW 3002:2008 Electrical Installations – Shows and carnivals*.
 - The electrical contractor is to certify electrical installations by completing and submitting to the Shire a 'Form 5' from the *Health (Public Buildings) Regulations 1992*.
 - A 4.5kg dry chemical powder fire extinguisher is to be located adjacent to the generator.
 - The generator is to be used only by appropriately inducted personnel.
 - Clear access must be provided at all times so that Council staff may remove the unit should the need arise.
 - Every attempt is to be made to ensure the safety and security of the generator.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- The generator is to be used only in the event of failure of the event's primary power source.
- Any fuel used must be replaced before the unit is returned.

Adopted:	23 January 2013
Last Amended:	
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration

RESCIND



2.41 Governance of Accommodation Bonds

Objective

On 1 October 2011, clearer and stronger arrangements were introduced to protect residents' savings held in the form of accommodation bonds and entry contributions to residential aged care facilities through amendments to the *Aged Care Act 1997* and the *User Rights Principles 1997*.

These arrangements included limiting the use of accommodation bonds to specific permitted uses that reflect the intended purposes for accommodation bonds – to provide a source of capital for investment in aged care infrastructure.

This policy aims to ensure that the Shire of Donnybrook-Balingup meets the requirements of the *Aged Care Act 1997* (the Act) and the *User Rights Principles 1997* (the Principles) in managing aged care accommodation bonds.

The Act sets out the purposes for which aged care accommodation bonds can be used. The *Aged Care Amendment Bill 2011* was introduced as part of the National Health Reform and places greater restrictions on the use of accommodation bonds. The specific requirements are set out in a Governance Standard issued by the Department of Health and Ageing, which took effect on 1 February 2012.

To comply with the Governance Standard, approved providers that hold accommodation bonds are required to implement and maintain a documented governance system for managing accommodation bonds.

This policy sets out the Shire of Donnybrook-Balingup's governance and prudential system for accommodation bonds. It should be read in conjunction with the Act and Principles.

Policy

Definitions

- **Approved Provider** is the Shire of Donnybrook-Balingup.
- **Authorised Deposit-taking Institution (ADI)** refers to a body corporate granted an authority to carry on a banking business in Australia under subsection 9 (3) of the Banking Act 1959 (Commonwealth).
- **Bond** means an accommodation bond or entry contribution charged to residents who enter the Shire of Donnybrook-Balingup's residential aged care facility known as **Tuia Lodge**.

Liquidity Standard



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- The Shire of Donnybrook-Balingup has implemented and maintains a liquidity management strategy, pursuant to the requirements of the Act and Principles, to ensure sufficient funds are available for the refund of all bond balances that fall due.
- The liquidity management strategy is a written policy document adopted by the Council of the Shire of Donnybrook-Balingup – refer policy number 3.6. All Council policies are subject to an annual review by the Council.

Records Standard

- The Shire of Donnybrook-Balingup maintains a bond register pursuant to the requirements of the Act and Principles.
- The bond register incorporates all requirements listed in the Principles, including resident details, bond receipts, deduction and refund details.

Governance Standard

- The Shire of Donnybrook-Balingup has implemented and maintains a governance system that ensures bonds are only used as permitted and that refunds occur within the timeframes required by the Act.
- The system is hereby documented in writing and will be kept up to date. Documentation covers all requirements of the Act and Principles.
- The following events would result in a review of this governance system policy;
 - Changes to key personnel
 - Change to corporate structure
 - Acquisition or divestment of aged care services
 - Awareness the governance system no longer complies with the requirements of the Governance Standard.
- The Shire of Donnybrook-Balingup will ensure that bond balances are only used for purposes permitted under the Act and that all uses are reported to Council.
Permitted uses include:
 - Expenditure to acquire land on which are, or to be built, premises needed for providing residential or flexible care;
 - Expenditure to acquire, erect, extend or significantly alter premises used or proposed to be used for providing residential care or flexible care; and
 - Expenditure to acquire or install furniture, fittings or equipment for premises used or proposed to be used for providing residential care or flexible care, when those premises are initially erected or following an extension, a significant alteration or a significant refurbishment.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- The total of bond balances will be reconciled monthly between the Shire of Donnybrook-Balingup financial records and the investment statements of the financial institution(s) with which funds are invested. The reconciliations will be under the responsibility of the Finance and Administration section of the Shire of Donnybrook-Balingup.
- The Council of the Shire of Donnybrook-Balingup is provided with a monthly financial report which details all investments, including accommodation bonds, held by the Council.
- The Manager of Finance and Administration will be responsible for the administration of bond retention amounts, interest and bond refunds, pursuant to the requirements of the Act and Principles, in conjunction with the Manager of Tuia Lodge.
- The Manager of Tuia Lodge will be responsible for the accuracy and compliance of the Bond Register pursuant to the requirements of the Act and Principles.
- The Manager of Tuia Lodge will administer arrangements associated with bond terms, agreements and payments, pursuant to the requirements of the Act and Principles, in conjunction with the Manager Finance and Administration.
- It is the policy of the Shire of Donnybrook-Balingup to ensure that all deductions from accommodation bonds are agreed in writing with residents, or their representatives, on entry or as their circumstances change, in accordance with the Aged Care Act 1997 and User Rights Principles 1997.
- It is the policy of the Shire of Donnybrook-Balingup to comply with the 14 day accommodation bond timeframe as contained in the Aged Care Act 1997 and User Rights Principles 1997.
- It is the policy of the Shire of Donnybrook-Balingup to maintain, at all times appropriate delegated authorities to ensure effective delivery of services while ensuring compliance with the legislation contained within the Aged Care Act 1997 and User Rights Principles 1997.
- Responsibilities and delegations relating to accommodation bonds are schedules in Table A attached.

Investment Management Strategy

- The total of bond balances held by the Shire of Donnybrook-Balingup, net of contributions used, will be invested independently of other Shire of Donnybrook-Balingup investments.
- Investments will be undertaken in accordance with the Shire of Donnybrook-Balingup's Investments Policy number 3.4 and will be restricted to investment in ADI's for all bond balances. The Investment



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

Policy of the Shire of Donnybrook-Balingup provides a framework for the investing of Council funds at the most favourable rate of interest available at the time whilst having due consideration of risk and security for that investment type and ensuring that liquidity and legislative requirements are being met.

- Investment delegations are covered in the delegations and sub-delegations framework of the Shire of Donnybrook-Balingup and must also be observed.

Disclosure Standard

- Disclosure requirements of the Principles will be met fully within the timeframes specified and this will include prescribed information being provided to care recipients (or their representatives):
 - By 31 October each year; or
 - Within seven (7) days of requests being made under the Principles.
- The Shire of Donnybrook-Balingup will complete an Annual Prudential Compliance Statement pursuant to the requirements of the Act and Principles. The statement will be supported by an independent audit of its contents by the appointed auditor of the Shire of Donnybrook-Balingup.
- Any event of non-compliance with the Aged Care Act 1997 or User Rights Principles 1997 will be identified during the audit of the Annual Prudential Compliance Return and will be reported to the Chief Executive Officer of the Shire of Donnybrook-Balingup. Appropriate action will be taken by these personnel to ensure there is no further non-compliance with the Act and Principles.

Responsible Personnel Training

- It is the policy of the Shire of Donnybrook-Balingup to support responsible personnel in the delivery of their roles with respect to the management of Accommodation bonds through the provision of training in Governance and Financial management including the requirements of the Aged Care Act 1997 and the User Rights Principles 1997.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

TABLE A

Responsibilities	Purpose	Position
Negotiation of Accommodation Bonds	Entering into negotiation with new residents or their representatives	Manager Tuia Lodge
Signing of Residents Agreements	Signing of Resident's Agreements on behalf of Shire of Donnybrook-Balingup	Manager Tuia Lodge
Permitted Uses	Determining how bonds are used	Approved Provider – Shire of Donnybrook-Balingup
Bond Refunds	Calculating and processing bond refunds	Manager Finance and Administration Shire Accountant
Authorising expenditure	Refunding Bond balances	Chief Executive Officer Manager Finance and Administration
	Checking bond refunds	Shire Accountant
	Checking bond authorisations	Manager Finance and Administration
	Capital expenditure	Council staff as delegated
	Checking expenditure costing	Shire Accountant
	Checking authorisations	Manager Finance and Administration
Bond Register	Maintenance of Accommodation Bond Register	Manager Tuia Lodge
	Annual Review	Manager Finance and Administration Shire Accountant
	Annual Certification	Shire of Donnybrook-Balingup
Monthly Retention Amounts	Calculation of monthly retention amounts	Shire Accountant Manager Finance and Administration
Interest	Calculation of interest	Shire Accountant Manager Finance and Administration
Information	Responding to requests for information	Manager Tuia Lodge Shire Accountant Manager Finance and Administration
Delegations	Review of sub-delegation framework	Chief Executive Officer



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

Responsibilities	Purpose	Position
<i>Continued</i>		
Reconciliations	Regular reconciliations of total bond balances to General ledger and ADI statements	Shire Accountant Manager Finance and Administration
Approved Provider of Care	Council's delegate under the Aged Care Act 1997	Shire of Donnybrook-Balingup
Key Personnel (under delegated authority of the Approved Provider)		<ul style="list-style-type: none"> a) Members of Council; b) The Chief Executive Officer (by delegated authority of Council); c) The Manager Tuia Lodge The Manager Finance and Administration (by delegated authority of the Chief Executive Officer) and d) The Shire Accountant (by delegated authority of the Chief Executive Officer)

<p>Adopted: 22 May, 2013 Last Amended: 27 May 2016 Last Reviewed: 26 April 2016 Next Review Date: 2017 Responsible Department: Finance & Administration</p>
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Administration Policy

Integrated Workforce Planning and Management Policy

Objective

To demonstrate that the Shire is committed to ensuring that strategic, operational and legislative objectives are met by effective workforce planning and resourcing to demonstrate compliance with the Integrated Planning requirements of the *Local Government Act 1995*, Section 5.56(2).

Definition of Workforce Planning

Workforce planning is a continuous process of shaping the workforce to ensure it is capable of delivering organisational objectives into the future. It provides the framework for assessing the demand and supply of the workforce and aims to have the right people in the right place at the right time to affect the delivery of organisational goals, resourced through effective long term financial and business plans.

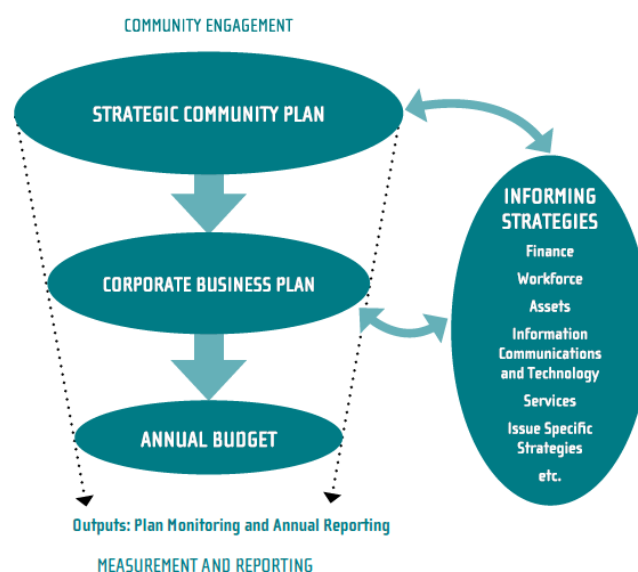
Principles – Framework – Process

The Shire considers workforce planning to be an essential management function in its operations. The Shire recognises that the achievement of all goals and objectives are reliant on the appropriate capacity, skills and knowledge of the workforce.

Council is committed to resourcing workforce requirements through its integrated planning processes as outlined in the diagram right. Council also recognises that the responsibility for managing people lies with the person who has the executive responsibility for the objectives of the service / activity / function of their division

The Shire will ensure the Workforce Plan addresses current and future best practice human resource management practices that include:

Elements of the Integrated Planning Framework



- Effective and efficient recruitment and retention;
- Role and responsibility definition and appropriate performance management;
- Support and encouragement for staff to perform;
- Staff training and development;
- Legislative compliance'
- Staff health and wellbeing (OSH); and
- Flexibility in employment and work practices to meet organisational and employee needs.

Responsibilities

- Executive, managers and supervisors have the responsibility and accountability for ensuring that all staff are managed appropriately within their own work areas.
- In each of these areas, current and future demand and supply should be assessed as part of the annual and strategic planning cycles.
- All managers will ensure effective setting of KPIs and performance criteria for their staff that will meet relevant organisational objectives.
- Staff appraisals will incorporate training and development plans to ensure the current and future skills and knowledge needs are met wherever practicable, with gaps and omissions reported to the CEO or other designated officer for inclusion in the Workforce Planning process.
- The Executive team will collect and monitor relevant workforce data and statistics.
- The relevant organisational planning and performance monitoring personnel will research any relevant workforce data, demographics and trends as part of the integrated planning cycle.
- All Elected Members and officers involved in organisational, operational or project planning will ensure that workforce implications are considered and included in all strategic or operational plans.

Monitor and Review

The Shire will implement a robust reporting and recording system that will be regularly monitored to ensure human resource supply and demand management is appropriately implemented and sustained across the organisation and there is ongoing identification of issues and trends.

Workforce planning key performance indicators, relating to both organisational and personal performance will be developed, implemented and monitored by the Shire's Executive and Council as appropriate and reported as required, being mindful of human resource management confidentiality requirements.

Adopted:	26 June 2013
Last Amended:	
Last Reviewed:	
Next Review Date:	2014
Responsible Department:	Executive



Human Resources Policy Annual Performance Appraisal

Objective

The purpose of this policy is to ensure all the officers employed by the Shire on an ongoing or longer than 12 months fixed term basis are familiar with the Annual Performance Appraisal Process (the process) and to assist with the performance review of each individual employee and their contributions towards organisational objectives.

Scope

This policy affects all staff employed on an on-going or longer than 12 months fixed term basis.

Policy

The Shire recognises that performance appraisal is a key strategy to encourage and acknowledge the productive contribution from each officer.

The Shire is committed to providing its officers with necessary support throughout the process, when required, to ensure the process is carried out in a professional and ethical manner.

The process is intended to be a positive experience, focusing on open two - way discussion between the manager/supervisor and the officer.

Each officer's performance is to be appraised against established and agreed key performance indicators (KPIs).

During the performance appraisal discussion the parties will exchange feedback about the role, responsibilities, achievements and work methods, working environment, skills and competencies required, and will also discuss new expectations, timeframes, and support mechanisms for the next 12 months.

For the purpose of records keeping and consistency the Shire has adopted the Performance Appraisal & Development Procedure which consists of guidelines, performance appraisal rating scale, performance appraisal checklists and forms, action & development plan, and the performance appraisal outcomes summary form.

It is a mandatory requirement to use the procedure when assessing performance of each officer.

The outcomes of each discussion should be recorded in the performance appraisal outcomes summary form and then should be communicated to the Payroll, Executive Assistant/Human Resource Officer for further actions when required.

Managers/supervisors are to complete, document and report the process outcomes. by the end of May annually.

All the training and development initiatives identified during the process are to be arranged for in accordance with the Shire's existing framework and budgets.

The Shire recognises that from time to time the parties may disagree with each other. Should a disagreement between the manager/supervisor and the officer occur at any stage of the process, the officer may wish to ask for third party assistance.

Legislation/Local Law Requirements

Local Government Act 1995 s 5.38

Relevant Documents

Human Resources Policy Manual
Annual Performance Appraisal Procedure 3.1
Policy 1.2 Equal Employment Opportunity
Policy 3.2 Employee Education and Study Assistance
Policy 3.3 Employee Training and Development
Policy 3.4 Granting of Study Leave
Policy 3.5 Organisational Training and Development
Policy 3.6 Staff Attendance at Conferences & Reimbursement for Expenses
Policy 4.1 Counselling, Disciplining and Dismissing Employees
Policy 4.2 Elimination of Harassment in the Workplace
Policy 4.3 Employee Assistance Program
Employee Assistance Program Procedure 4.3
Policy 4.5 Grievance
Grievance Procedure 4.5
Policy 4.6 Prevention of Bullying in the Workplace
Prevention of Bullying in the Workplace Procedure – under construction
Occupational Safety and Health Manual

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Finance Policy

3.1 Financial Assistance to Organisations and Clubs

Objective

To assist community organisations to provide key services to the community and encourage the development of projects and activities that benefit the community.

1. Eligible Organisations

This policy relates to financial assistance by Council to organisations and clubs occupying land owned by, or vested in, Council. Financial assistance will not be given to clubs or organisations occupying Crown Land or Private Property unless Council is authorised to do so under the provisions of the *Local Government Act*.

Organisations and Clubs are not to expect as of right any financial assistance from the Council, as requests will only be considered in respect to the overall priorities of other projects within the Shire and will also be subject to the availability of finance.

- a) Where the proposed facility will benefit the public, as well as the group concerned, Council may assist in a three way, equal shares funding arrangement between the group, Council and the State Government.

Under this arrangement Council's input would be limited to 33.33% of the total project cost. The community group would be expected to contribute cash; donated materials and voluntary input may also be considered as an "in kind" contribution.

- b) Only in special or extenuating circumstances will Council consider a contribution larger than 33.33%. It will be the responsibility of the group concerned to prove to Council that a larger contribution is justified and reasonable.
- c) When a facility is for the exclusive use of one organisation, assistance will only be given, after the organisation demonstrates it has the capacity to fully repay any costs and agrees to do so.
- d) Licensed Clubs, under the Liquor Act, will be required to re-pay in full any financial assistance from Council.

- e) Any self-supporting loans in excess of \$10,000 will only be funded if the organisation can provide private guarantors to the loan.
- f) Community groups will be responsible for all costs associated with establishment of a loan agreement and/or loan guarantee documentation. Interest will be payable on all self-supporting loans at a rate to be determined by Council.

2. Prerequisites of Financial Assistance

- a) Requests for financial assistance should normally be received before the Budget (say before the 1st of April of each year).
- b) Two options are available to community groups, see Appendix 1 for details.
- c) Where organisations wish finance to be made available quickly, without first referring the application to a third party funding body, the financial assistance available from Council will be limited to a maximum of 33.33% and the organisation will be required to meet the balance of 66.7%. This statement is designed to encourage groups to forward plan and is aimed at encouraging that maximum funds from other sources is obtained for projects within this district.
- d) Policy is not retrospective.
- e) This Policy shall only apply where works of a capital nature are being undertaken.

Appendix 1

Option 1 – Council Auspices Grant

1. Community group makes written application, requesting that Council assess the grant. Group to provide budget showing source of funds for the project based on the table below.

Source	Item	Amount (excluding GST)	Status ✓ If confirmed x If not confirmed
Community Group	Cash (see Note *1)	\$	
	Voluntary labour (in kind)	\$	
	Donated materials (in kind)	\$	
Shire	Amount requested	\$	
Other sources	Name:	\$	
	Name:	\$	
	Name:	\$	
TOTAL		\$	

Important Note *1: Evidence must be provided that the community group has the ability to make the cash contribution e.g. provide a copy of current bank statement and Minutes of Meeting confirming commitment of funds to the project. If the group does not have the cash immediately available, the names of club members who are prepared to guarantee the Club cash contribution are to be provided to Council.

2. Request is submitted to Council for approval. If approved, Council auspices the project, submits the funding application and completes the acquittal to recover the grant from the funding body at the end of the project.

Option 2 - Community Group Auspices the Grant

1. Community group makes written application requesting that Council provides funds for the project. Group to provide budget showing source of funds for the project based on the table in Option 1.
2. Request submitted to Council for approval. If approved, Council undertakes to provide funds for the project and agrees the payment schedule (payment may be made subject to completion of agreed project milestones).
3. Community group applies for the grant and manages the project. All invoices are paid for by the group and copies of those invoices and any other project costs are to be forwarded to Council for acquittal purposes on completion of the project or on completion on agreed milestones.
4. Community group acquits grant.

Adopted:	1 January 1993
Last Amended:	26 May 2010
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance



Human Resources Employee Education, Training and Study Assistance

Objective

This policy exists to ensure that all employees have equal access to the training and development opportunities identified and promoted by the Shire of Donnybrook-Balingup and that employees interested in pursuing their career and development of relevant jobs skills are supported in their aspirations.

Scope

This policy applies to all staff at the Shire.

Training & Development

The Shire will provide all employees with the opportunity to participate in training and development programs at the Shire's expense where requests are within budget, reasonable and where training/development complements the Shire's goals and strategies, and is consistent with the skills identified during the formal Performance Appraisal process.

Further Education & Study Assistance

The Shire will provide support to employees who are willing to undertake courses of study at tertiary education institutions such as universities, technical colleges, accredited Local Government and private providers that are relevant to their roles and will contribute towards building up the Shire's workforce capacity.

Study Leave Applications

Upon receipt of an appropriate application the Shire may assist an officer to undertake a course of study that will assist in the execution of their duties with the Shire.

Applications must be made each semester.

The Shire may assist to a maximum as identified in the annual budget per semester which will include:

- i) study leave
- ii) intensive course (time off to attend course)
- iii) books
- iv) tuition fees

These payments will be made on the successful completion of the chosen study course and made at the end of each semester. The assistance granted may be either wages in the case of study leave or cash in the case of books and tuition fees. Officers must provide documented detail of study expenses, when applying for payment.

Study Leave

Study leave shall not adversely affect the normal operations of the Shire and generally an officer will be granted study leave to attend only one intensive course per annum.

Examination Leave

Where officers have to attend examinations held during their normal hours of duty, they shall be granted an appropriate amount of time off with pay for such attendance.

University Study (HECS)

The Shire will not directly reimburse officers, or make direct payments, for university HECS fees. Those officers undertaking university studies, where HECS applies, may apply to the Shire for an allowance to assist generally with any costs associated with the approved course of study. The maximum amount payable to an officer will be as identified in the annual budget, in any one semester.

It is the responsibility of officers in receipt of such an allowance to declare this payment on their annual income tax return.

Legislation and Law Requirements

Equal Employment Opportunity Act WA 1984

Relevant Documents

Annual Performance Appraisal Procedure 3.1
Policy 1.1 Apprenticeship, Traineeship and Cadetship
Apprenticeship, Traineeship and Cadetship Procedure 1.1
Policy 1.2 Equal Employment Opportunity
Policy 3.4 Granting of Study Leave
Policy 3.5 Organisational Training and Development
Policy 3.6 Staff Attendance at Conferences & Reimbursement for Expenses
Policy 3.7 Staff Training Travel Costs

Adopted:	
Last Amended:	20 th June, 2016
Last Reviewed:	June, 2016
Next Review Date:	2018
Responsible Department:	Human Resources

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Finance Policy

3.2 Vandalism – Council Property

Objective

To deter theft and vandalism occurring on council property and encourage community participation in reporting acts of vandalism.

Policy

That Council offer up to \$1000 reward to any person providing information which leads to the conviction of offenders of any act of vandalism to Council property.

Adopted:	1 January 1993
Last Amended:	26 May 2010
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance



Human Resources Employee Training and Development

Objective

This policy exists to ensure that all employees have equal access to the training and development opportunities identified and promoted by the Shire of Donnybrook-Balingup.

Scope

This policy applies to all staff at the Shire.

Policy

The Shire will provide all employees with the opportunity to participate in training and development programs at the Shire's expense where requests are within budget, reasonable and where training/development complements the Shire's goals and strategies, and is consistent with the skills identified during the formal Performance Appraisal process.

Legislation and Law Requirements

Equal Employment Opportunity Act WA 1984

Relevant Documents

Annual Performance Appraisal Procedure 3.1
 Policy 1.1 Apprenticeship, Traineeship and Cadetship
 Apprenticeship, Traineeship and Cadetship Procedure 1.1
 Policy 1.2 Equal Employment Opportunity
 Training and Development Procedure 3.2
 Policy 3.4 Granting of Study Leave
 Policy 3.5 Organisational Training and Development
 Policy 3.6 Staff Attendance at Conferences & Reimbursement for Expenses
 Policy 3.7 Staff Training Travel Costs

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Finance Policy

Staff Attendance at Conferences & Reimbursement of Expenses

Objective

To ensure a procedure is in place for the reimbursement of Council delegates to Conferences and seminars, and to ensure the prescription of allowable expenses as required under the provisions of the *Local Government Act, 1995* (Sec. 5.98(2)).

3.3 Staff Conference

That designated Senior Staff members are authorised to attend one relevant conference per year. Other staff members are also encouraged to attend relevant conferences.

3.3 (1) The Chief Executive Officer is to approve the attendance at all conferences in accordance with the following guidelines:

- a) funding arrangements and organisational operations be considered;
- b) to ensure that attendance at the conference will be beneficial to the officer and Council;
- c) the officer is to provide a report on the issues etc of the conference with recommendations as appropriate with the report to be submitted to Council through the appropriate Committee.

3.3 (2) Accommodation, Meals & Incidentals

- a) Where approval has been granted by the Chief Executive Officer staff shall be entitled to claim accommodation, meal and incidental expenses incurred as a consequence of attending any Conference, Seminar or Meeting as Council's authorised representative.

- b) Reimbursement will be actual cost on production of supplying documentation. However the following rates are indicative and should be used as a guide in assessing reasonableness.

Accommodation

Capital Cities	\$160.00 to \$300.00 per day
Country Centres	\$100.00 to \$200.00 per day

Sustenance (Food & Drink) & Taxis

Capital Cities	\$150.00 per day
Country Centres	\$150.00 per day

These expenses are to be limited to budget allocation.

- c) Where staff are accompanied by their partners at recognised and approved Local Government conferences, seminars and the like, conference sessions, dinners and partners' programs shall be paid by Council

Adopted:	1 January 1993
Last Amended:	23 May 2012
Last Reviewed:	2 May 2013
Next Review Date:	2014
Responsible Department:	Finance



Human Resources Granting of Study Leave

Objective

The purpose of this policy is to describe the circumstances in which the Shire will offer assistance to staff for approved training and education expenses, and the extent of that assistance.

Policy

Upon receipt of an appropriate application the Shire may assist an officer to undertake a course of study that will assist in the execution of their duties with the Shire.

Applications must be made each semester.

The Shire may assist to a maximum as identified in the annual budget per semester which will include:

- i) study leave
- ii) intensive course (time off to attend course)
- iii) books
- iv) tuition fees

These payments will be made on the successful completion of the chosen study course and made at the end of each semester. The assistance granted may be either wages in the case of study leave or cash in the case of books and tuition fees. Officers must provide documented detail of study expenses, when applying for payment.

Study Leave

Study leave shall not adversely affect the normal operations of the Shire and generally an officer will be granted study leave to attend only one intensive course per annum.

Examination Leave

Where officers have to attend examinations held during their normal hours of duty, they shall be granted an appropriate amount of time off with pay for such attendance.

University Study (HECS)

The Shire will not directly reimburse officers, or make direct payments, for university HECS fees. Those officers undertaking university studies, where HECS applies, may apply to the Shire for an allowance to assist generally with any costs associated with the approved

course of study. The maximum amount payable to an officer will be as identified in the annual budget, in any one semester.

It is the responsibility of officers in receipt of such an allowance to declare this payment on their annual income tax return.

Legislation and Law Requirements

Equal Employment Opportunity Act WA 1984

Relevant Documents

Annual Performance Appraisal Procedure 3.1

Policy 1.1 Apprenticeship, Traineeship and Cadetship

Apprenticeship, Traineeship and Cadetship Procedure 1.1

Policy 1.2 Equal Employment Opportunity

Training and Development Procedure 3.2

Policy 3.3 Employee Training and Development

Policy 3.5 Organisational Training and Development

Policy 3.6 Staff Attendance at Conferences & Reimbursement for Expenses

Policy 3.7 Staff Training Travel Costs

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Finance Policy

3.5 Rates Recovery Procedure

Objective

To provide procedures for the recovery of rates and charges.

3.5.1 Collection of Rates from Issue of Original Rate Notice

- (a) Rate notices are posted mid-August, and ratepayers are given 35 days until the due date for full payment or the first instalment payment.
- (b) Rates can be paid in two or four instalments. If the two instalments plan is chosen, payment of the first half of the account is due 35 days following the issue of the rate notice. The second payment is due mid to late January. Interest is applied to the outstanding amount and an administration fee is charged.

If the four instalments plan is chosen, payment of the first quarter of the account is due 35 days following the issue of the rate notice. The other three payments are due at the end of November, middle of January, and end of March. Interest is applied to the outstanding amount and an administration fee is charged.

- (c) If the instalment option is not selected by the due date penalty interest will accrue at 11% per annum until account paid in full.
- (d) Final notices are posted to ratepayers 14 days after the rate notice due date.
- (e) Ratepayers may be accepted onto the instalment option if payment is received by the due date of the final notice. Once the due date of the final notice has passed the instalment option is no longer available. Alternative arrangements will need to be made.
- (f) If no payment has been received within 14 days of sending out the final notice, an "overdue rate account" letter is posted to the ratepayer (excluding registered pensioners) advising that they :
 - i) have seven days to make payment in full or legal action will be instigated against them for collection of outstanding rates.
 - ii) The ratepayer is advised that if they are experiencing financial difficulties they can apply for a special arrangement to pay in either weekly, fortnightly or monthly instalments.

- iii) Ratepayers applying for a special arrangement are requested to complete a direct debit authorization form, authorizing Council to withdraw the specified regular payment amount from the debtor's nominated bank account. The ratepayer is to be advised that he/she is responsible for payment of any costs incurred by Council for rejected direct debit transactions due to insufficient funds or account closure.
 - iv) If the ratepayer can demonstrate satisfactory reasons as to why they cannot enter into direct debit arrangements they may continue to pay as per the special arrangement and will be responsible for the due date they will not receive any reminders.
 - v) The charges will be raised against the relevant rates assessment as administration costs. If a special arrangement is requested and approved by Council the special arrangement and a payment schedule are placed in a diarised file and the Rates Officer on a weekly basis monitors subsequent payments.
- (g) If no payment has been received within 7 days of sending out the "overdue rate account" letter, the matter is referred to a Council approved Debt Collection Agency (currently Austral Mercantile Collections Pty Ltd – a W.A.L.G.A approved supplier).
- (h) A "final demand" letter is sent to the ratepayer by an approved debt collection agency. If the ratepayer does not make contact after 7 days of the letter being posted, the approved debt collection agency will proceed with legal action upon instruction. A "General Procedure Claim" is prepared and lodged by the approved debt collection agency and served on the ratepayer at the last known address (provided to the approved debt collection agency by the Rates Officer). From the date the ratepayer is served the "General Procedure Claim" they have 14 days to respond either by making payment in full, making a payment arrangement with Council. If after 14 days there is no response from the ratepayer then further legal action is taken by the Debt Collection Agency.

The approved debt collection agency on instruction from Council to recover the outstanding rates and associated legal fees. The approved debt collection agency liaise regularly with the Rates Officer regarding payments received and prior to any further action being taken.

- (i) If rates on a property are more than three years in arrears, Council has the option to sell the property in order to recoup the debt.

3.5.2 Collection of Rates Where Ratepayer Defaults on Special Arrangement

If a ratepayer applies for a special arrangement to pay his/her rates and does not make the elected payments, the procedure for collection outstanding rates is as above. An "outstanding rates" letter is sent, 7 days later the Debt Collection Agency are requested to send a "final demand" letter, and if no response is received in 7 days, a "General Procedure Claim" is prepared and lodged by the Debt Collection Agency. A "General Procedure Claim" shall not be prepared where the overdue amount is less than \$300.

3.5.3 Collection of Rates Where Ratepayer Defaults on Instalment Plan

- (a) Ratepayers who elect to pay their rates using the two or four instalments option are posted an instalment notice 28 days prior to the payment due date.
- (b) If the two instalment option was chosen and the final payment in January/February isn't received within 14 days of the due date a Final Notice will be issued. (excluding registered pensioners)
- (c) If the four instalment option was chosen and the final payment in March/April isn't received within 14 days of the due date a Final Notice will be issued. (excluding registered pensioners)
- (d) If payment has not been received within 14 days of the final notice an "overdue rate account" letter is posted to the ratepayer advising that they have seven days to make payment or legal action will be instigated against them for collection of outstanding rates.
- (e) If rates are still outstanding 7 days later the Debt Collection Agency are requested to send a "final demand" letter, and if no response is received within 7 days, a "General Procedure Claim" is prepared and lodged by the Debt Collection Agency. A "General Procedure Claim" shall not be prepared where the overdue amount is less than \$100.

Note

Ratepayers who are experiencing financial difficulty can apply for a special arrangement to pay their rates at any time during the rates collection procedure.

Adopted:	28 February 2001
Last Amended:	26 May 2010
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration



Finance Policy

3.6 Tuia Lodge Accommodation Bond Liquidity Strategy

Objective

The objective of this policy is to ensure compliance with Statutory Prudential requirements. It is designed to ensure that residents receive repayment of bond balance entitlements on a timely basis within legislated timeframes.

Administration Procedure

The policy will be reviewed annually with the amount required to be held as cash at the end of each financial year determined by the following formula.

- The total value of accommodation bonds held at the end of the financial year.
- The total number of accommodation bonds held at the end of each financial year.
- The value of bonds received during financial year.
- The value of bonds refunded during financial year.
- The number of bonds refunded during financial year.
- The number of bonds received.
- The largest bond held.

Historic information over a rolling 4 year period will provide average call on funds and determine if trends in bond movements require greater amounts of bond funds to be held as current liquid assets.

All bonds held will be invested in approved financial institutions in accordance with Council's Investment Policy No. 3.4 and are available at short notice.

It is a requirement that the minimum amount of bonds held and available for immediate release must equal the largest bond held or 25% of the total amount of bonds held whichever is the greatest.

As the number of residents and the value of bonds varies so will the trend analysis.

Therefore at the end of the financial year an analysis will be conducted on the probability of the likely call on bond funds held within the next 12 months. The analysis will identify the level of bonds held and will estimate the likelihood of the bonds being replaced with bonds of a similar level.

The above analysis, combined with the LMS identified in the policy, will form the basis of the assessment as to the minimum cash backed bond funds to be held.

Adopted:	28 March 2007
Last Amended:	25 November 2009 (attachment updated 22 May 2013)
Last Reviewed:	1 May 2015
Next Review Date:	2016
Responsible Department:	Finance

RESCIND

TUIA LODGE ACCOMMODATION BOND LIQUIDITY STRATEGY – LIQUIDITY REQUIREMENTS

Name of Facility/Organisation	Tuia Lodge			
Number of Beds	26			
LIQUID FUNDS REQUIRED AS AT	30th June 2015			
Year ended	30/6/2012	30/6/2013	30/6/2014	30/6/2015
Number of Bonds Held	14	13	11	11
Value of Bonds Held	1,691,140	1,577,997	1,317,093	1,201,646
Total value of bonds x 25%	422,785	394,499	329,273	300,412
Average Bond Value	121,000	121,000	120,000	109,000
Average Annual Value Increment	26%	0%	(1%)	(9%)
Simple Trend	18%	15%	15%	11%
Number of Bonds Refunded in the year	2	4	5	2
Value of Refunds in the year	(121,910)	(611,994)	(626,775)	(291,066)
Number of New Bonds in the year *	4	4	3	2
Value of New Bonds in the year **	597,832	524,762	331,000	200,000
Net call on funds	475,922	(87,232)	(295,775)	(91,066)
As a % of Bonds	n/a	n/a	n/a	n/a
Largest Bond Held				300,000
Largest Annual Negative Call on Funds				0
Adjust for Trend				0
Safety Margin				150%
Worst case plus safety margin				0
Liquidity required				300,412
(Must equal or exceed largest bond held, or 25% of total bonds held)				300,412
As a percentage of Bonds Held				25%
If the last four years have shown no net call on funds the largest bond held is the default liquidity requirement or as calculated with adjustment for safety margin.				
Total Bonds held at 30th June 2015	1,201,646			
Less Funds Utilised (Capital works)	-187,229			
Equals Cash Backed Funds	<u>1,014,417</u>			
Minimum amount to be cash backed	<u>300,412</u>			
Cash held exceeds minimum assessed liquidity	<u>714,006</u>			
Coloured cells require input, all others are formulae driven.				
* Only new bonds included in number - not periodic payments.				
** Total includes \$ value of all bonds received during the year.				



Finance Policy

3.9 Petty Cash Policy

Objective

To establish procedures in relation to the Petty Cash System required by Section 2.7 (2) (a) and (b) of the *Local Government Act 1996* and Regulation 11 (1) (b) of the *Local Government (Financial Management) Regulations 1996*.

To clearly identify the procedures required to control and maintain Petty Cash Systems at the Shire of Donnybrook-Balingup Administration Office, Donnybrook Recreation Centre, Tuia Frail Aged Lodge, Donnybrook Community Library and Balingup Library.

This policy must be adhered to with consideration to Council's Purchasing and Tender Policy 2.26.

Policy

Issuing of Petty Cash Floats

Applications by a Department to have a petty cash float are to be approved by the Manager Finance and Administration and the CEO who will also approve the limit of the advance, taking into account the usage and requirements for which the float is established. Any variations to existing floats will require prior approval from the Manager Finance and Administration and the CEO.

Petty Cash Floats will be advanced from account number 175210. The re-banking of petty cash advances will be receipted to the same account.

Restrictions on Use

- Petty cash is not to be used as a substitute for the normal purchasing system. The use of petty cash is restricted to the use of items required at short notice. Any planned purchases should be made via the normal purchasing system using Council's preferred or approved suppliers.
- The maximum amount of any petty cash transaction is not to exceed \$25 unless prior approval has been obtained from the Manager Finance and Administration.
- Staff should never intentionally split a purchase into two or more receipts to circumvent the petty cash limit.

- Petty cash is not to be used to reimburse staff for fuel purchased for Council vehicles unless prior arrangements have been made with their Manager, as fuel is to be obtained from either Council's Depot or its approved retail supplier.
- Petty cash shall not be used for personal expenditure of any kind, including loans or advances.
- Staff who do not have delegated authority to purchase goods or services must have their Manager or supervisor approve the payment from petty cash.
- Under no circumstances are staff allowed to authorise their own expenditure from petty cash.

Administration of Petty Cash

- An officer will be appointed to be responsible for each petty cash float. When that officer is on leave the float must be reconciled and signed over to another person designated by the appropriate Manager.
- Each float, together with vouchers and receipts that make up any payments made between reimbursements, must be kept in a lockable tin stored in a secure location.
- All petty cash floats may be checked at any time by Council's external auditors or by the manager Finance and Administration or the Accountant. At all times cash, dockets and receipts must verify to the full float value. The officer responsible for the float must be present while the float is checked.
- Each claim for petty cash expenditure is to be supported by either a receipt or a petty cash docket (in the approved form). The claimant must provide the relevant expenditure account number to be charged and must sign the petty cash receipt or petty cash docket as proof that the disbursement has been received. All petty cash dockets or receipts are to be stamped with a "Paid" stamp to clearly distinguish that the disbursement has been made.
- Any income received at the work location must be receipted to the appropriate income account and should not be used to "top up" the petty cash float.
- The responsible officer will maintain a petty cash recoup spreadsheet in a form approved by the Manager of Finance and Administration. This form will record all petty cash transactions and will be used to reconcile the float. The officer responsible for the petty cash float will arrange for the float to be recouped on a regular basis to ensure sufficient petty cash is always available. For example once more than 60% of the float has been utilised then the responsible officer should arrange a recoup.

- The officer will make arrangements with Accounts Payable staff for the float recoup and will provide all receipts, petty cash recoup forms and the petty cash recoup spreadsheet to the Accounts Payable staff. The officer seeking reimbursement of the float will also prepare a payment requisition form to accompany the float recoup which must be authorised in advance of the recoup by the Department Manager.
- All staff designated with the responsibility of maintaining a petty cash float are to be provided with a copy of this policy. Staff are required to sign a copy of the document as evidence that they have read and understood the requirements of the policy.

Adopted:	26 June 2013
Last Amended:	
Last Reviewed:	28 April 2016
Next Review Date:	2017
Responsible Department:	Finance

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Finance Policy

3.10 Payment for Private Works Performed by the Shire

Objective

To provide an outline of policy requirements when engaging the Shire in private works.

Payment for Private Works Performed

Upon request of all private works, the CEO is to prepare a cost estimate of the works to be undertaken, which may be paid for by the applicant:

1. in full, before the work commences;
2. in the form of a bank guarantee before commencing work, with progress payments being made through the construction period and the bank guarantee being reduced accordingly; or
3. in the form of a purchase order or other acceptable guarantee to the satisfaction of the CEO.

With amounts greater than \$2,000, a 50% payment must be received prior to the works commencing, unless this requirement is waived by the CEO.

True costs of works are to be invoiced as calculated by reference to the current fees & charges adopted by Council.

Any major private works with a total cost of \$20,000 (including GST) or more are to be brought to the notice of Councillors for information.

Adopted:	25 May 2016 (Based on and replacing Engineering Policy 4.10)
Last Amended:	
Last Reviewed:	
Next Review Date:	2017
Responsible Department:	Finance & Administration



Human Resources Policy Counselling, Disciplining and Dismissing Employees Policy

Objective

The Shire of Donnybrook-Balingup may consider that issues of staff misconduct and unacceptable performance levels require disciplinary action. Any disciplinary procedure shall be applied in a consistent, fair and objective manner. It is recommended to seek Workplace Relations advice before action is taken.

Scope

This policy applies to all employees of the Shire of Donnybrook-Balingup.

Policy

The objective of this disciplinary policy is:

- To ensure that the processes and outcomes of disciplinary procedures are in accordance with the relevant State and Federal laws, the Local Government industry Award 2010 and any enterprise agreements.
- To provide a fair disciplinary process to the workforce and the Shire of Donnybrook-Balingup.
- To determine the issues expeditiously.
- To allow an employee who is the subject of a disciplinary process the right to appropriate representation.
- To ensure that the ultimate determination of a disciplinary matter is made, subject to any avenues to the courts or Industrial Tribunals, by the Chief Executive Officer.
- To ensure that the necessity for having disciplinary processes or external claims to Courts or Industrial Tribunals is minimised.
- To ensure the principles of natural justice apply to the process.

The Shire of Donnybrook-Balingup will ensure that employees are treated fairly during counselling or disciplinary action where the Shire deems the employee's performance or workplace conduct is unsatisfactory.

The Fair Work Act 2009 insists that both elements of fairness are observed:

- that there are substantive reasons to justify the action; and
- that the procedures followed by the Shire of Donnybrook-Balingup are fair.

Breach of Discipline

An employee is guilty of a breach of discipline if they:

- behave in a manner that is liable to bring the Shire of into disrepute, or
- disobey or disregard a lawful instruction; or
- are negligent, careless, inefficient or incompetent in the discharge of their duties; or
- are absent from duty except:
 - on authorised leave; or
 - with reasonable cause
- commit any other act of misconduct, or conduct him/herself in a manner inconsistent with the duties and responsibilities of the position held by the employee.

Legislation/Local Law Requirements

Equal Opportunity Act WA 1984

Fair Work Act 2009

Other Relevant Documents

Staff Matters Policy 2.4

Policy 1.1 Equal Employment Opportunity

Policy 3.1 Annual Performance Appraisal

Annual Performance Appraisal Procedure (Toolkit) 3.1

Policy 4.1 Counselling, Disciplining and Dismissing Employees

Policy 4.3 Employee Assistance Program

Employee Assistance Program Procedure 4.3

Policy 4.5 Grievance Resolution

Grievance Resolution Procedure 4.5 (includes Flowchart)

Policy 4.6 Prevention of Bullying in the Workplace

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Engineering Policy Outside Staff Protective Clothing

Objective

1. To provide guidelines to Staff on the provision and supply of protective clothing on commencement of employment; and
2. To provide guidelines to Staff on the renewal of protective clothing.

Policy

1. All employees upon commencement of duties with the Shire shall receive one pair of overalls plus one pair of boots with protective caps. One shirt plus one pair of pants will be judged as being the same as a pair of overalls. This shall apply to all employees engaged in work dealing with sewerage, concrete, bitumen, garbage, oils, lubricating agents and fuels and chemicals.
2. Once the new employee has successfully served the normal 3 months probation period another pair of overalls will be provided by Council.
3. Thereafter, employees will be issued one pair of boots with Protective Caps and two pairs of overalls per year as a standard issue. Protective clothing will be purchased at a particular time of every year or on a 'fair wear and tear' basis as determined by the Manger Works & Services.
4. The use of Council provided protective clothing shall be totally confined to use during normal work time for Council.
5. Once employees have been issued with Shire uniform/protective clothing they are expected to wear them while carrying out Shire activities.
6. Wet weather gear of reasonable quality shall be kept at the Works Depot in such quantities to cover the normal probable requirement of such gear in wet weather.

Adopted:	1 January 1993
Last Amended:	26 May 2010
Last Reviewed:	2 May 2013
Next Review Date:	2014
Responsible Department:	Works & Services



Human Resources Policy Elimination of Harassment in the Workplace

Objective

The Shire is committed to providing a healthy and safe working environment that is free from workplace harassment. The Shire commits to providing a working environment that respects cultural diversity, promotes job satisfaction and maximises performance.

Scope

This policy applies to all employees, volunteers, contractors, consultants and the wider community who works with the Shire and staff.

Policy

Definition

Harassment can be defined as behaviour that humiliates, threatens, offends or intimidates another person. The behaviour can be physical, non-verbal or verbal, and psychological, it may be directed towards an individual or group; it can be based on age, race, religion, political conviction, sexual orientation, pregnancy, marital status, disability, impairment, gender, family responsibilities or status and other grounds listed under the Equal Opportunity Act WA 1984.

Shire employees have a Duty of Care to ensure that proper conduct is maintained and demonstrated in the workplace, this includes reporting to their Supervisor or Manager any form of harassment witnessed or that an employee may become aware of.

Managers and Supervisors also have a Duty of Care to ensure wherever practicable that the work environment is free from all forms of harassment.

Any employee experiencing harassment should make it immediately clear to the person/s concerned that the demonstrated behaviour is inappropriate and must be ceased immediately.

In the event that the alleged harassment does not cease a formal complaint process will be undertaken.

Legislation/Local Law Requirements

Equal Opportunity Act WA 1984

Fair Work Act 2009

Other Relevant Documents

Staff Matters Policy 2.4

Policy 1.1 Equal Employment Opportunity

Policy 4.1 Counselling, Disciplining and Dismissing Employees

Policy 4.3 Employee Assistance Program

Employee Assistance Program Procedure 4.3

Policy 4.5 Grievance Resolution

Grievance Resolution Procedure 4.5 (includes Flowchart)

Policy 4.6 Prevention of Bullying in the Workplace

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources

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Human Resources Employee Assistance Program

Objective

This policy exists to provide and promote avenues of external assistance to employees experiencing work related or personal issues that may affect their work performance, safety or health.

Scope

This policy applies to all employees at the Shire.

Policy

The Shire is committed to maintaining a safe and healthy working environment.

The Shire recognises the need to provide support for employees experiencing personal or work related issues through an Employee Assistance Program (EAP).

The Employee Assistance Program (EAP) is designed to assist in identifying and resolving a range of personal concerns including interpersonal or social, physical or health problems, stress, coping with change, relationship and family concerns through to providing assistance with financial and legal issues. As part of the EAP, employees may have access to external counselling services. The Shire of Donnybrook-Balingup will ensure that the services provide professionally trained independent counsellors.

Use of the services provided is on a voluntary basis and is free to employees for up to 5 one hour sessions in a 12 month period.

Additional sessions may be authorised at the discretion of the Chief Executive Officer.

Any employee wishing to participate in the Employee Assistance Program should contact the Human Resources Officer.

Leave Provisions

At the discretion of the Chief Executive Officer, paid time off during work hours may be allowed to an employee to attend the Employee Assistant Program.

Confidentiality

A vital feature of the program is the high level of confidentiality and the respect for the employee's privacy. Information on all referrals under the Program will be in strict confidence. Confidentiality means that the Local Government will not receive any information from the program or any of its counsellors concerning the employee's problems, other than incidental contact.

Legislation/Local Law Requirements

Occupational Health and Safety Act 2004

Relevant Documents

Staff Matters Policy 2.4

Policy 1.1 Equal Employment Opportunity

Policy 4.1 Counselling, Disciplining and Dismissing Employees

Policy 4.5 Grievance Resolution

Grievance Resolution Procedure 4.5 (includes Flowchart)

Policy 4.6 Prevention of Bullying in the Workplace

Adopted:	
Last Amended:	17 December 2014
Last Reviewed:	May, 2016
Next Review Date:	2018
Responsible Department:	Human Resources



Human Resources Employee Exit Policy

Objective

The purpose of this Policy is to ensure the transfer of essential job knowledge and the routine collection of relevant information from staff that are leaving the Shire of Donnybrook-Balingup.

Scope

This policy affects all staff including the Chief Executive Officer and some cases volunteers and work experience students.

Policy

The Shire is committed to continuous quality improvement in its staff management practice.

It recognises that staff resigning from their roles can provide important information and insights from their experiences in working with the Shire and values feedback given at this time. This feedback is helpful to refining policy and practice in all areas of service.

All exiting staff are required to provide feedback through participating in a handover session, attending a one-on-one exit interview and completing an Exit Questionnaire Form.

All feedback given on exit is to be treated confidentially and respectfully by management alone.

Identified feedback is built into reviews of human resource management and operational policies and practices and planning processes.

Legislation/Local Law Requirements

N/A

Relevant Documents

Staff Matters Policy 2.4

Exit Questionnaire

Employee Exit Procedure 4.4

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	May 2016
Next Review Date:	2018
Responsible Department:	Human Resources



Grievance Policy

Objective

To provide guidelines for the handling of all grievances to ensure a fair and equitable process.

Scope

This policy affects all employees and volunteers and the wider community who work with the Shire staff.

Policy

The Shire of Donnybrook/Balingup is committed to resolving grievances wherever possible through mediation, consultation, cooperation and discussion.

This policy sets out the rights, responsibilities and procedures pertaining to all parties to a grievance dispute.

This policy applies to the Shire of Donnybrook-Balingup employees and volunteers and covers situations in the definition of "grievance" set out below.

Complainants should also refer to the Shire of Donnybrook-Balingup's Code of Conduct, Equal Employment Opportunity and Managing Workplace Violence, Harassment & Bullying Policies.

Complaints dealing with corruption or criminal activity are covered by the Protected Disclosures Policy.

Definitions

Grievance

A grievance is any type of problem, concern or complaint related to work or the work environment. A grievance may be about any act, omission, situation or decision that you think is unfair, discriminatory or unjustified.

Discrimination

Unequal treatment or opportunities. Discrimination may be direct, indirect or systemic.

Direct Discrimination means that a person receives less favourable treatment than another person in same or similar circumstances or because of a characteristic, which applies or is assumed to apply to a group to which that person belongs (for example, not giving a person a promotion because of their skin colour or age).

Indirect Discrimination is where there is a rule, policy or practice that is the same for everyone, but which has an adverse effect or result on a particular group, and which is not reasonable having regard to the circumstances (for example, not giving a person a job because of height requirements).

An employee who makes a fraudulent or vexatious complaint will face disciplinary action which may, where appropriate, include termination of employment.

If a person believes that they have experienced bullying and wishes to lodge a complaint, they should do so in accordance with the Shire's Grievance Procedure.

It is against the law to victimise or penalise a person who raises complaint. If a complaint is raised it will be dealt with promptly and impartially. Utmost confidentiality will be maintained at all times with only those people directly involved and relevant management notified of the complaint.

Harassment

Harassment can be defined as behaviour that humiliates, threatens, offends or intimidates another person. The behaviour can be physical, non-verbal or verbal, and psychological, it may be directed towards an individual or group; it can be based on age, race, religion, political conviction, sexual orientation, pregnancy, marital status, disability, impairment, gender, family responsibilities or status and other grounds listed under the Equal Opportunity Act WA 1984.

Types of Grievances

This policy distinguishes between a grievance which would be considered a breach of Council's Code of Conduct, and grievances which relate to an operational issue.

General Principles

All grievances will be handled with utmost confidentiality. Only people directly involved will have access to information about the complaint.

All procedures will be impartial. No assumptions will be made and no action will be taken until all relevant information has been collected, investigated and considered.

The Shire is committed to ensuring that no repercussions or victimisation will occur against anyone who makes a complaint.

Complaints will be dealt with in a timely manner.

Seeking redress of a trivial or vexatious issue through a grievance procedure will not be tolerated.

Rights

Person Making a Complaint

All people have the right:

- To make a complaint
- To have their grievance considered fairly
- To keep notes, copies of written documents or diary records of all incidents and any responses, including date, times, witnesses and other details
- To see advice or assistance from a trade union or professional association
- To seek advice from, or complaint to, an external body such as the Anti-Discrimination Board, Department of Local Government, ICAC etc

Employees Subject of a Complaint

A person who is the subject of a complaint has the right:

- To be informed verbally of what behaviour they are being accused of
- To respond to the allegations and cite witnesses if appropriate
- To fair treatment and procedures
- To be heard by an unbiased person

Responsibilities

Chief Executive Officer and Managers

The Chief Executive Officer and Managers will:

- Ensure that all employees are aware of the procedures set out in this policy
- Be responsible for handling serious and complex grievances which are referred by supervisors
- Be responsible for investigating and resolving staff grievances wherever possible

Human Resources/Grievance Officer

The Human Resources/Grievance Officer will

- Provide advice and assistance and where necessary, investigate the grievance, particularly if the grievance relates to a discrimination, harassment or personnel/industrial matter.

Legislation/Local Law Requirements

Age Discrimination Act 2004

Occupational Safety and Health Act WA 1984

Occupational Safety and Health Regulations WA 1996

Racial Discrimination Act 1975

Equal Opportunity Act WA 1984

Sex Discrimination Act 1984

Human Rights and Equal Opportunity Commission Act 1986

Disability Discrimination Act 1992
Disability Services Act 1992
Racial Hatred Act 1995
Fair Work Australia Act 2009
Workplace Relations Act 1996
WA Code of Practice: Violence, Aggression and Bullying at Work 2010
Equal Opportunity for Women in the Workplace Act 1999
Local Government Act 1995

Relevant Documents

Human Resources Policy Manual
Policy 4.1 Counselling, Disciplining and Dismissing Employees
4.2 Elimination of Harassment in the Workplace
Policy 4.3 Employee Assistance Program
Employee Assistance Program Procedure 4.3
Grievance Resolution Procedure 4.5 (includes Flowchart)
Policy 4.6 Prevention of Bullying in the Workplace
Prevention of Bullying in the Workplace Procedure 4.6

Adopted:	July 2010
Last Amended:	10 December 2014
Last Reviewed:	May, 2016
Next Review Date:	2018
Responsible Department:	Human Resources



Council Policy Prevention of Bullying in the Workplace

Objective

The Shire of Donnybrook-Balingup believes that all employees have individual right to dignity at work and should be able to work in a safe and harmonious working environment free of bullying or violence.

Scope

This policy affects all employees, volunteers, contractors, consultants and the wider community who work with the Shire staff.

Policy

Definition

Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by a person or persons against another or others in the course of employment, which may create a risk to safety and health. It includes behaviour that harms, threatens, victimises, intimidates, offends, degrades or humiliates an employee, possibly in front of co-workers, clients or customers.

Bullying extends beyond direct physical or verbal exchanges (overt bullying) to covert forms of bullying that can take place between individuals or groups. Examples of workplace bullying can include but are not limited to:

- acts of violence, abusive, insulting or offensive language, behaviour or language that frightens, humiliates, belittles or degrades, including criticism that is delivered through yelling and screaming, teasing or regularly making someone the brunt of pranks or practical jokes;
- unjustified threats of dismissal or other disciplinary action, acts of sabotaging an employees work, physical threats, ignoring or isolating a person, isolation of workers from others;
- deliberately denying access to information, consultation or resources, unfair treatment in relation to accessing workplace entitlements such as leave or training.

Workplace bullying will not be tolerated within the workplace at the Shire of Donnybrook-Balingup. All employees are personally responsible for their conduct.

The Shire has a Duty of Care to prevent workplace bullying and will take all reasonable steps to ensure it does not occur in the workplace. Appropriate disciplinary action will be taken against an employee who is found to have engaged in such behaviour. Depending on the seriousness of the incident this may include termination of employment.

The Shire takes bullying and harassment issues seriously and will commit the necessary resources to investigating and resolving all allegations and complaints. An employee who

makes a fraudulent or vexatious complaint will face disciplinary action which may, where appropriate, include termination of employment.

If a person believes that they have experienced bullying and wishes to lodge a complaint, they should do so in accordance with the Shire's Grievance Procedure.

It is against the law to victimise or penalised a person who raises complaint. If a complaint is raised it will be dealt with promptly and impartially. Utmost confidentiality will be maintained at all times with only those people directly involved and relevant management notified of the complaint.

Legislation/Local Law Requirements

Age Discrimination Act 2004

Occupational Safety and Health Act WA 1984

Occupational Safety and Health Regulations WA 1996

Racial Discrimination Act 1975

Equal Opportunity Act WA 1984

Sex Discrimination Act 1984

Human Rights and Equal Opportunity Commission Act 1986

Disability Discrimination Act 1992

Disability Services Act 1992

Racial Hatred Act 1995

Fair Work Australia Act 2009

Workplace Relations Act 1996

WA Code of Practice: Violence, Aggression and Bullying at Work 2010

Equal Opportunity for Women in the Workplace Act 1999

Local Government Act 1995

Relevant Documents

Staff Matters Policy 2.4

Policy 1.1 Equal Employment Opportunity

Policy 4.1 Counselling, Disciplining and Dismissing Employees

4.2 Elimination of Harassment in the Workplace

Policy 4.3 Employee Assistance Program

Employee Assistance Program Procedure 4.3

Policy 4.5 Grievance Resolution

Grievance Resolution Procedure 4.5 (includes Flowchart)

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	09 September 2013 <u>December 2014</u>
Next Review Date:	2015
Responsible Department:	Human Resources



Engineering Policy

4.7 Construction Crossovers

PURPOSE

To ensure Council's compliance with Local Government Regulations 1996 when approving requests from landowners to construct a crossover.

POLICY STATEMENT

The Shire of Donnybrook-Balingup will meet its obligations and responsibilities in accordance with Schedule 9.1, Clause 7 of the *Local Government (Uniform Local Provisions) Regulations 1996*, when assessing and approving requests from landowners to construct a crossover.

The Shire may contribute towards the construction of a crossover as per the adopted Budget under fees and charges provided the crossover is approved by the Shire in accordance with this Policy's Guidelines and Procedures which includes Minimum Crossover Design and Construction Specifications and Standard Drawings.

GUIDELINES/PROCEDURES

- A Crossover Application Form completed by the landowner/s shall be submitted to the Shire of Donnybrook-Balingup (Shire) for all crossovers. Construction of a crossover shall not commence until the Shire has granted approval outlining any conditions of the approval.
- Shire approval is valid for two years from the date of the approval letter. After such time, landowners will have to re-apply for the approval and the new approval may or may not have the same conditions as previous approvals.
- Landowners are responsible for arranging a suitably qualified person to complete the works in accordance with the Shire's approval, Policy 4.7 (Construction of Crossovers), Minimum Crossover Design & Construction Specifications and Standard Drawings adhered to these Guidelines and Procedures.
- All crossovers which abut a sealed road with an existing kerb shall be constructed from brick/block pavers, concrete, bitumen or asphalt.
- Landowners are responsible for the ongoing maintenance of the crossover.

- The Shire are responsible for the maintenance of drains underneath crossovers however any damage to drainage infrastructure is the responsibility of the landowners.
- The Council may contribute towards the construction of a crossover providing that the crossover is;
 - the property's first crossover,
 - approved by the Shire,
 - constructed in accordance with the Shire's approval and Policy 4.7 (Construction of Crossovers), and
 - **not** part of the creation of new lots via a subdivision process where it's a condition of the approval to provide constructed crossovers to the new lots.

A copy of the invoice for construction, together with a signed ATO Declaration (Statement by Supplier Form) is to be provided to the Shire at the time of requesting Council's Crossover Contribution.

The Council' Crossover Contributions are outlined in the annual adopted budget under Fees & Charges.

All costs above this shall be borne by the landowner/s and any additional crossovers shall be at the full cost of the landowner/s.

- Once the crossover is completed, the landowner/s or contractor is to notify the Shire for a final inspection. Once a final inspection is complete, a request from the landowner/s can then be made for Council Contribution (as per 7 above).

MINIMUM CROSSOVER DESIGN AND CONSTRUCTION SPECIFICATIONS

The following specifications shall be read in conjunction with the following drawings:

- | | |
|--|-------------|
| • Brick/Block Paved Crossover | SoDB202-X01 |
| • Concrete Crossover | SoDB202-X02 |
| • Gravel/Bitumen/Asphalt Crossover | SoDB202-X03 |
| • Crossover Requiring Culvert/ Spoon Drain | SoDB202-X04 |

Site Lines

Crossovers are to be positioned such that sight lines between path and road users are unobstructed by permanent fixtures.

Distance to Obstructions

All elements of the crossover shall be located at a minimum distance to obstructions as follows:

- Drainage Pits 1.0m
- Street/Verge Trees 2.0m
- Utility Boxes 1.0m
- Streetlights 1.0m
- Power Poles 1.0m

Grades and Levels

Crossovers shall have a minimum grade of +2% and a maximum of +6% for the first 2.5m from the back of the kerb. Where no kerb is present, the crossover is to tie into the existing road shoulder and verge levels.

The remainder of the crossover/access/driveway will be assessed by the Shire to ensure it complies with Australian Standards AS/NZS2890.1:2004.

Landowners need to give consideration to overland stormwater flows that may pass through their property when planning driveway and structures, and undertake measures to mitigate the risk (within their land) if present.

Position

The crossover shall be at right angles to the road, a minimum of 6.0m from the tangent point of any corners and a minimum 1.5m from the side boundary. Refer to Crossover Specifications and Drawings.

Properties abutting a road which is the responsibility of Main Roads WA shall also obtain approval from Main Roads WA.

Dimensions

Residential crossovers shall have a minimum width of 3.0m and a maximum width of 6.0m. Residential crossovers shall also include wings of 1.5m wide by 1.5m long.

Commercial and industrial properties requesting to exceed the above dimensions are required to submit detailed plans of the crossover with the Crossover Application for Shire approval.

Materials

Crossover shall be constructed from brick/block paving, concrete (including exposed aggregate), gravel, bitumen or asphalt. The crossover shall be constructed so that no loose material spills onto the carriageway.

Construction shall be as per the following specifications and the Shire’s standard drawings.

Construction Material	Specifications
Brick/Block Paving	A minimum layer of 20mm bedding sand is required on top of a 100mm compacted sub-base. Brick/Block

	<p>pavers shall be of type recommended by the manufacture for driveway construction.</p> <p>All free edges shall be restrained by a concrete edge restraint as per SoDB202-X01</p>
Concrete	<p>All concrete used for residential crossovers shall develop a minimum compressive strength of 25MPa at 28 days with a maximum slump of 80mm. Commercial crossovers shall develop a minimum compressive strength of 32MPa at 28 days with a maximum slump of 80mm.</p> <p>Minimum thickness shall be 100mm and the Shire recommends the use of SL62 reinforcing mesh.</p> <p>Expansion and contraction joints shall be as per SoDB202-X02</p>
Gravel	<p>Gravel crossovers shall be constructed of a minimum 150mm thick compacted gravel whilst commercial crossovers shall be a minimum 200mm compacted thickness. The gravel base course shall be on a suitably compacted sub-grade.</p> <p>Gravel shall be good quality laterite gravel free from vegetation, silt and any other foreign matter. The gravel is to be spread, rolled, water bound and graded as required.</p>
Bitumen	<p>As a minimum, a two coat bitumen seal (usually a 7mm and 10mm aggregate) shall be applied on a 150mm thick compacted gravel base course, on a suitably compacted sub-grade.</p>
Asphalt	<p>An asphalt seal with a minimum thickness of 25mm shall be applied on a minimum 150mm thick compacted gravel base course, on a suitably compacted sub-grade.</p>

Box Out/Excavation

Landowners are responsible to have dated photographic evidence of the pre-existing condition of the verge prior to works commencing. Landowners may be liable for any damage as a result of the works.

Where necessary, the crossover site shall be cleared of all top soil, vegetation, roots and any other humus material. The site shall then be cut or filled as required to form a sub-grade. The subgrade depth shall be a minimum of 250mm and compacted to a minimum of 95% Maximum Modified Dry Density (MMDD).

Landowners shall obtain a Dial Before You Dig (1100) prior to commencing construction. Any damage to existing assets or services (including those underground) is the responsibility of the landowner.

Landowners are required to obtain approval from the relevant authority for any relocation or alterations to existing assets or services which are not the responsibility of the Shire. The Shire is not responsible for any costs related to the relocation or alteration of any assets or services.

Kerbing

Existing kerbing may only be removed with approval of the Shire. The extent of kerb to be removed will be confirmed by the Shire and the landowners are responsible for reinstating any removed kerb.

Crossover kerbing shall make a smooth transition into existing kerb profile.

Paths, Street Furniture and Street Trees

Unless approved in writing by the Shire, paths, street furniture and street trees cannot be removed for the purposes of constructing a crossover. Landowners will be responsible for all costs associated with the removal of paths, street furniture or street trees.

If approval is not granted, landowners will be responsible for the repairs to any damaged paths or street furniture.

Culverts

All crossovers over an open drain require a reinforced concrete culvert with concrete or stoned pitched headwalls.

The pipe size will be determined by the Shire's Works and Services Department, but will be a minimum 300mm diameter Class 2 concrete pipe. Pipes shall be placed at the same grade and level as the existing open drain.

Landowners may require a bridge structure over a watercourse to access their property. Unless otherwise noted, all construction, maintenance and renewal of the structure remains the responsibility of the landowners.

Site Clean Up

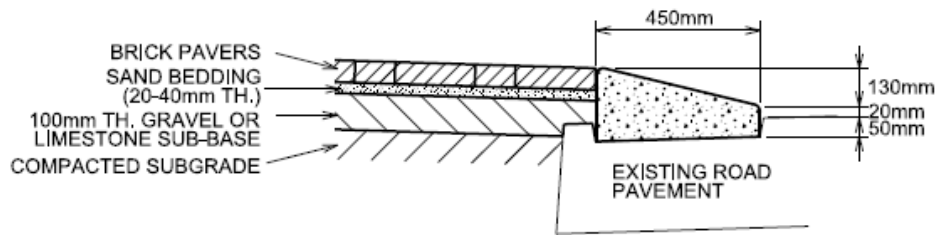
The landowners are responsible for leaving the site in clean state, free of debris, spoil and trip hazards.

Surplus materials (including acids) are not to be disposed of on Shire verges, reserves, open drains or washed down drainage pits. Any evidence of this practice will require the landowner or contractor to remove the disposed concrete at their cost.

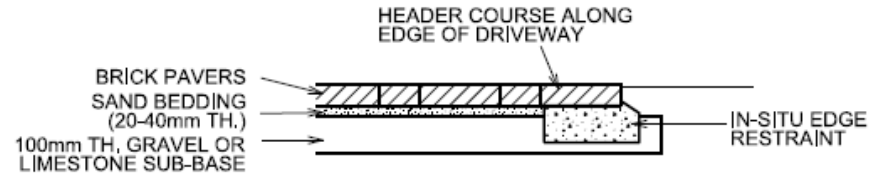
Traffic Management

Traffic management may be required and, if required, will be stipulated as a condition of the crossover approval.

RESCIND

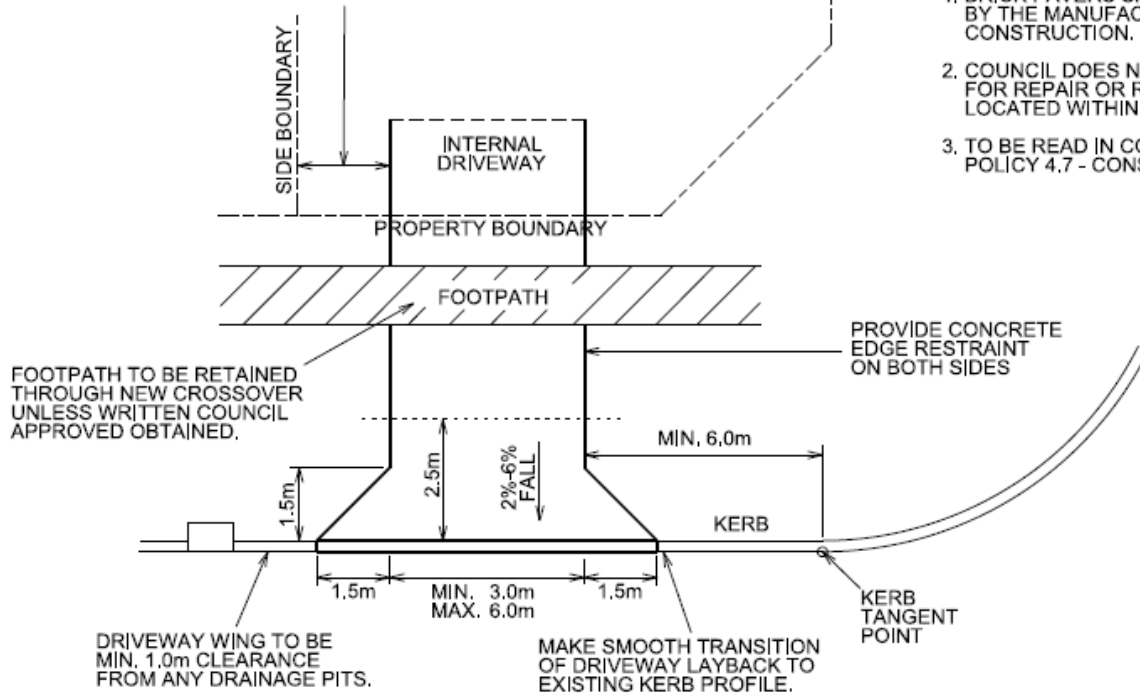


DRIVEWAY LAYBACK / DETAIL



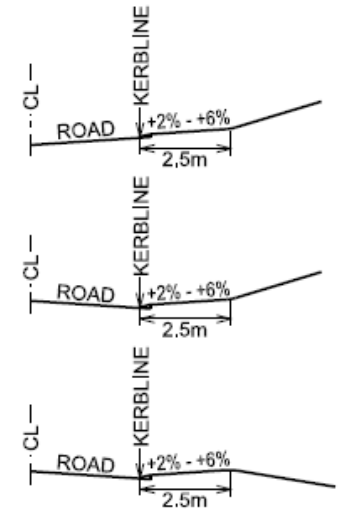
EDGE RESTRAINT DETAIL

CLEARANCE TO SIDE BOUNDARY:
GENERAL MINIMUM, 1.5m.
ABSOLUTE MINIMUM, 0.5m AT COUNCIL'S DISCRETION.



NOTES:

1. BRICK PAVERS SHALL BE OF TYPE RECOMMENDED BY THE MANUFACTURER FOR DRIVEWAY CONSTRUCTION.
2. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF BRICK PAVING LOCATED WITHIN THE ROAD RESERVE.
3. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



VERGE GRADING DETAIL



Civil Infrastructure Design - Project & Asset Management
P.O. Box 2209 BUNBURY WA 6231
Phone : 0409 879 059
Email : coatescivilconsulting@bigpond.com

DESIGNED: C. COATES	DATE: AUG 2017
DRAWN: C. COATES	DATE: AUG 2017

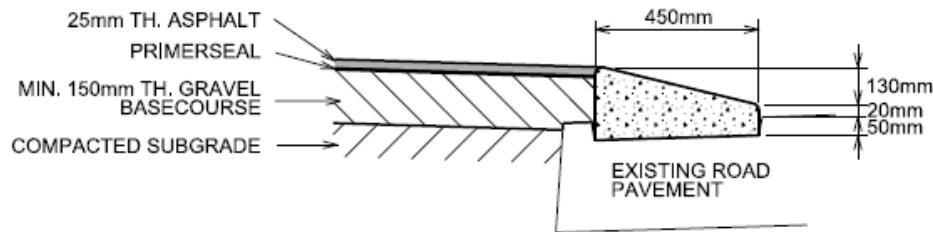
SCALE:
N.T.S.

CLIENT:

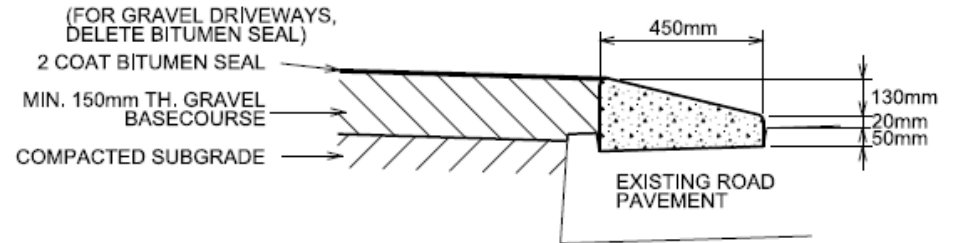
SHIRE OF DONNYBROOK-BALINGUP

**RESIDENTIAL DRIVEWAY
CROSSOVER DETAILS**
BRICK/BLOCK PAVED CROSS-OVER

DRAWING No. DB202-X01
SHEET No. 1 OF 4
ISSUE DATE: AUG 2017

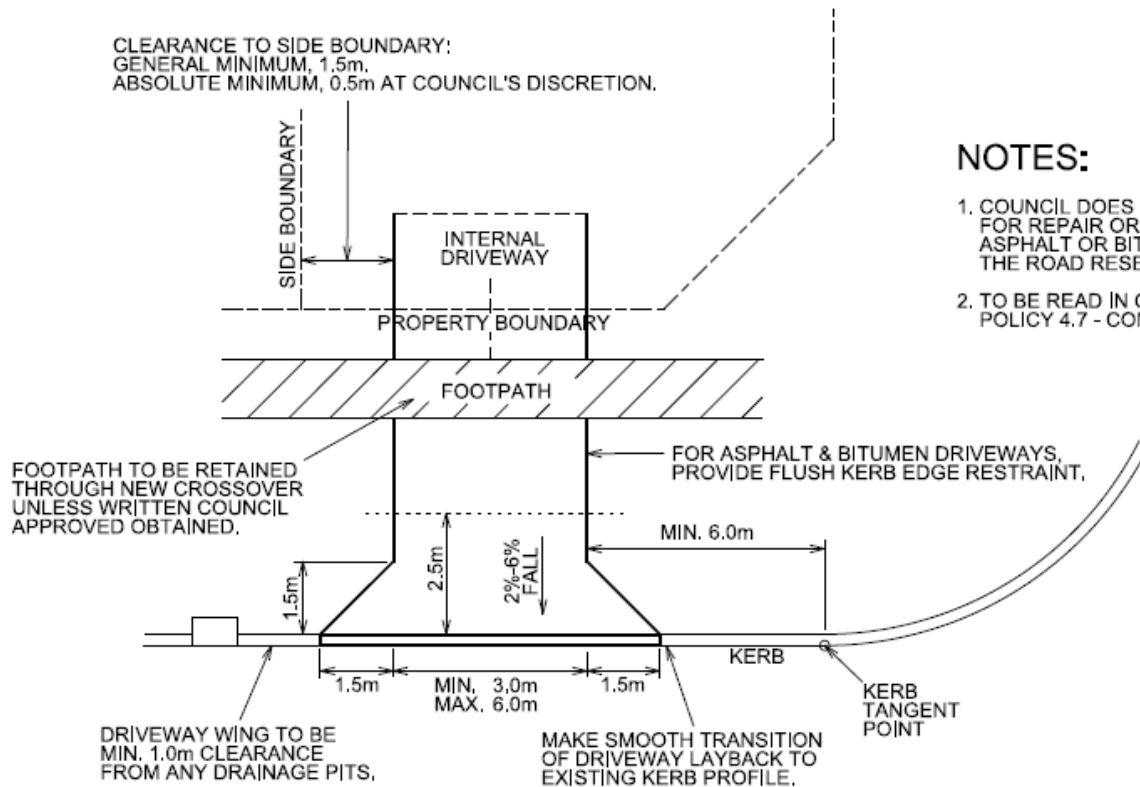


ASPHALT DRIVEWAY LAYBACK / DETAIL



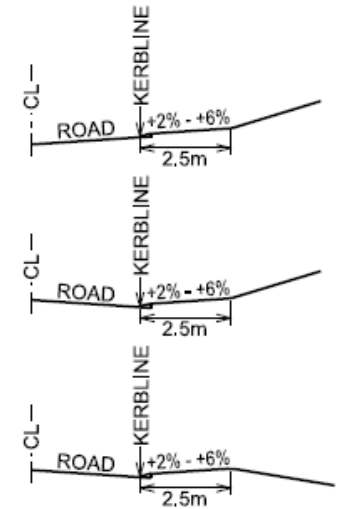
BITUMEN/GRAVEL DRIVEWAY LAYBACK / DETAIL

CLEARANCE TO SIDE BOUNDARY:
GENERAL MINIMUM, 1.5m.
ABSOLUTE MINIMUM, 0.5m AT COUNCIL'S DISCRETION.



NOTES:

1. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF SPECIALIST ASPHALT OR BITUMEN FINISHES LOCATED WITHIN THE ROAD RESERVE.
2. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



VERGE GRADING DETAIL



Civil Infrastructure Design - Project & Asset Management
P.O. Box 2209 BUNBURY WA 6231
Phone : 0409 879 059
Email : coatescivilconsulting@blgpond.com

DESIGNED: C. COATES DATE: AUG 2017

DRAWN: C. COATES DATE: AUG 2017

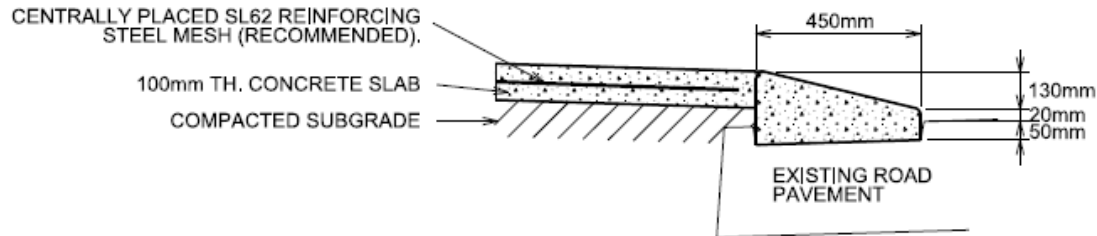
SCALE: N.T.S.

CLIENT: SHIRE OF DONNYBROOK-BALINGUP



RESIDENTIAL DRIVEWAY CROSSOVER DETAILS
GRAVEL/BITUMEN/ASPHALT CROSS-OVER

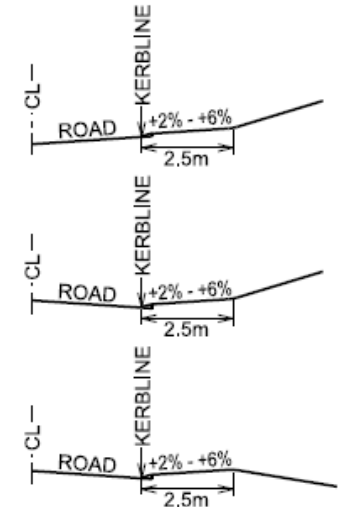
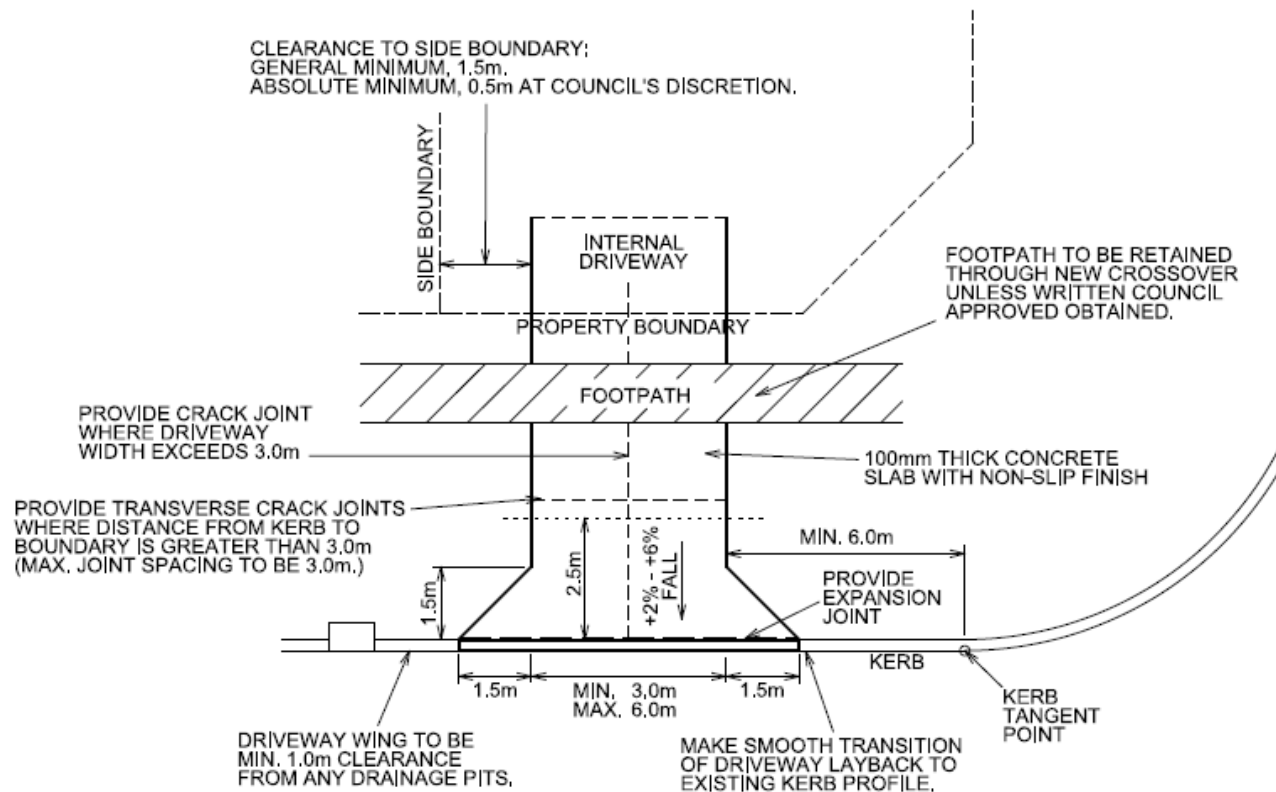
DRAWING No. DB202-X03
SHEET No. 3 OF 4
ISSUE DATE: AUG 2017



DRIVEWAY LAYBACK / DETAIL

NOTES:

1. COUNCIL DOES NOT ACCEPT ANY RESPONSIBILITY FOR REPAIR OR REPLACEMENT OF SPECIALIST CONCRETE FINISHES LOCATED WITHIN THE ROAD RESERVE.
2. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



VERGE GRADING DETAIL



Civil Infrastructure Design - Project & Asset Management
 P.O. Box 2209 BUNBURY WA 6231
 Phone : 0409 879 059
 Email : coatescivilconsulting@bigpond.com

DESIGNED: C. COATES DATE: AUG 2017
 DRAWN: C. COATES DATE: AUG 2017

SCALE: N.T.S.

CLIENT:



SHIRE OF DONNYBROOK-BALINGUP

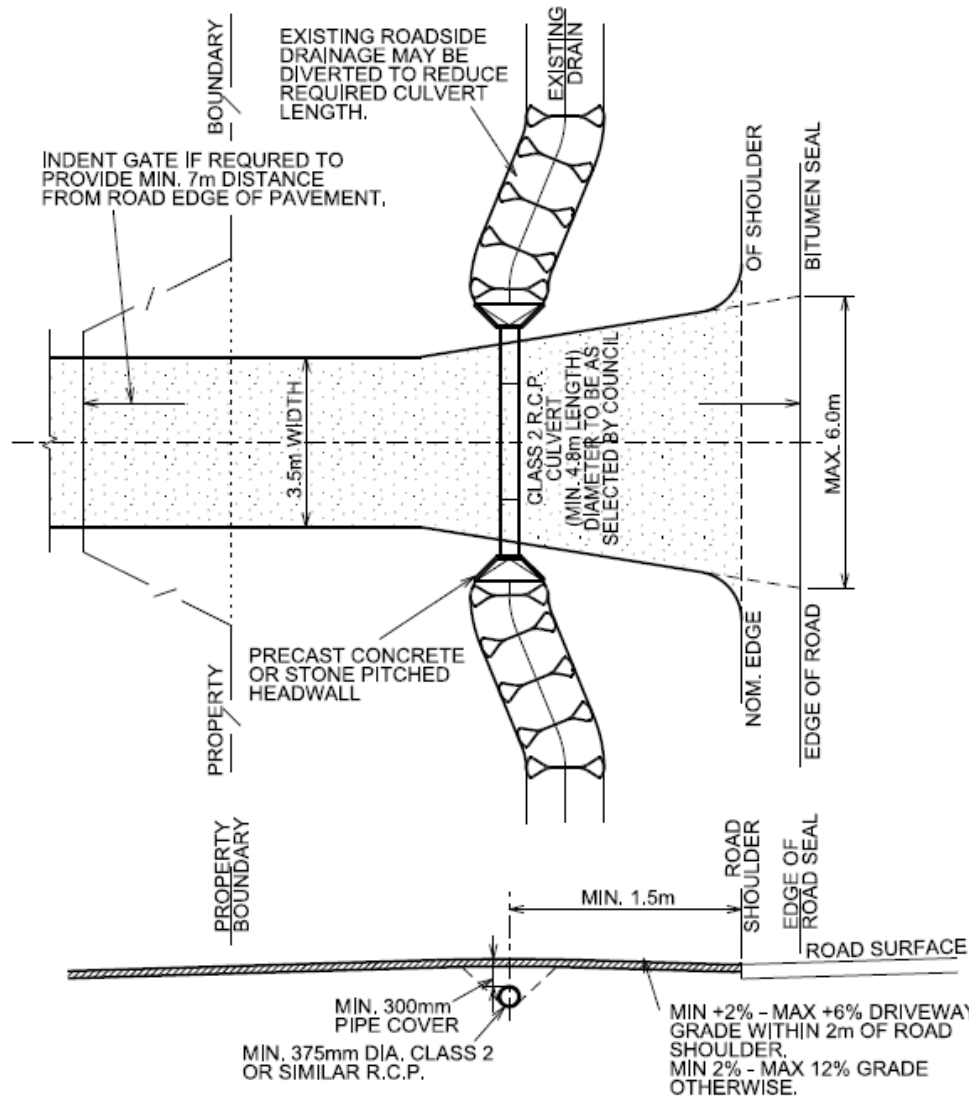
RESIDENTIAL DRIVEWAY
 CROSSOVER DETAILS

CONCRETE CROSS-OVER

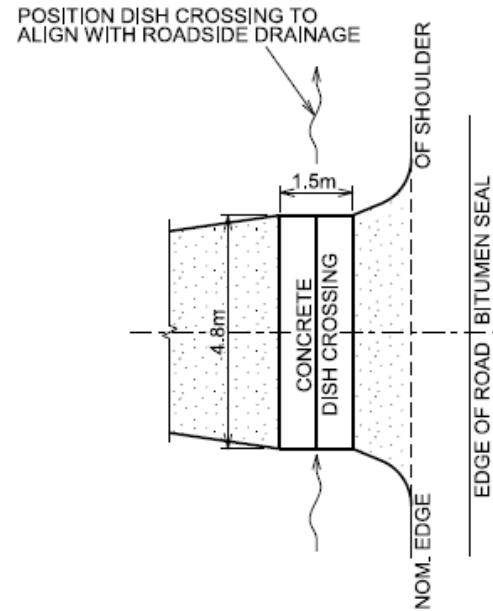
DRAWING No. DB202-X02

SHEET No. 2 OF 4

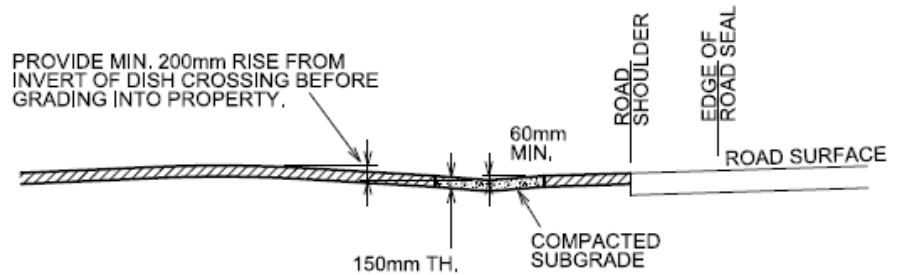
ISSUE DATE: AUG 2017



**TYPE 1 CROSS-OVER
(CULVERT)**



PROVIDE MIN. 200mm RISE FROM INVERT OF DISH CROSSING BEFORE GRADING INTO PROPERTY.



**TYPE 2 CROSS-OVER
(SPOON DRAIN)**

NOTES:

1. COUNCIL INSPECTING OFFICER IS TO BE CONSULTED AS TO APPROPRIATE TYPE OF CROSS-OVER TO BE CONSTRUCTED.
2. CULVERT PIPES TO BE AS SPECIFIED BY COUNCIL.
3. NOMINAL MIN. 300mm COVER TO BE PROVIDED FROM TOP OF PIPE TO DRIVEWAY SURFACE LEVELS. PIPES ARE TO BE PROPERLY BACKFILLED TO COUNCIL REQUIREMENTS.
4. SCOUR PROTECTION MAY BE REQUIRED AT DOWNSTREAM END OF CULVERT OR DISH CROSSING SLAB.
5. TO BE READ IN CONJUNCTION WITH COUNCIL POLICY 4.7 - CONSTRUCTION OF CROSSOVERS.



Civil Infrastructure Design - Project & Asset Management
P.O. Box 2209 BUNBURY WA 6231
Phone : 0409 879 059
Email : coatescivilconsulting@bigpond.com

DESIGNED:	DATE:
C. COATES	AUG 2017
DRAWN:	DATE:
C. COATES	AUG 2017

SCALE:
N.T.S.

CLIENT:



SHIRE OF DONNYBROOK-BALINGUP

**RESIDENTIAL DRIVEWAY
CROSSOVER DETAILS**
**CROSSOVERS REQUIRING
CULVERT OR SPOON DRAIN**

DRAWING No.	DB202-X04
SHEET No.	4 OF 4
ISSUE DATE:	AUG 2017

DEFINITIONS

Crossover - the section of a driveway from the property boundary to the edge of the road carriageway.

RELATED LEGISLATION

- Local Government (Uniform Local Provisions) Regulations 1996

RELATED DOCUMENTATION

Adopted:	1 January 1993
Last Amended:	28 November 2018
Last Reviewed:	28 November 2018

RESCINDED



Engineering Policy

4.22 Requirements for Subdivisional and Land Developments

PURPOSE

To achieve a high standard of subdivisional developments throughout the Shire of Donnybrook-Balingup

POLICY STATEMENT

All works associated with subdivision and land development within the Shire of Donnybrook-Balingup shall comply with (or exceed) the minimum standards specified in the Institute of Public Works Engineering Australia Local Government Guidelines for Subdivisional Development, Edition 2.3, and any subsequent updated versions.

The Manager of Works or Services may refer to relevant Australian Standards or typical Local Government requirement if they consider the outlined document does not address the requirement fully.

Where appropriate, minimum standards should be encouraged to be exceeded, particularly where cost-efficiencies and longevity of materials and infrastructure provide longer term economic advantage.

Specific to subdivisional development within the Shire of Donnybrook-Balingup, the following will apply:

- Roads created within a subdivision shall be sealed when:
 - The subdivision is an extension from an existing sealed road, and/or;
 - The vehicle count per day exceeds 32 VPD beyond a given point. The VPD shall be calculated from (No. of lots x 8 trips per day), and/or;
 - The topography is such that sealing is desirable. For example:
 - a. Grades in excess of 8% shall be sealed.
 - b. Radii under 120 m shall be sealed.
 - c. Crest with a design speed below 80kp/h shall be sealed.
 - d. The dust from moving traffic creates a social or environmental problem

- Upgrades to existing Shire infrastructure not directly abutting the subdivisional site may be requested by the Shire to the Department of Planning, Lands and Heritage if it is considered that the proposed subdivision increases the priority for the upgrade works.
- All new residential lots to be created within the Shire are to be provided suitable stormwater drainage house connection points.

DEFINITIONS

VPD – Vehicles per day

RELATED LEGISLATION

Institute of Public Works Engineering Australia Local Government Guidelines

RELATED DOCUMENTATION

Adopted:	1 January 1993
Last Amended:	28 November 2018
Last Reviewed:	28 November 2018



Engineering Policy

4.26 Gravel Acquisition

PURPOSE

To ensure Council's compliance with the Local Government Act 1995 when acquiring gravel from local landowners.

POLICY STATEMENT

The Shire of Donnybrook-Balingup (Shire) will meet its obligations and responsibilities in accordance with Section 3.27, and further, Schedule 3.2, of the Local Government Act 1995 when entering private property by consultation and agreement with the local landowner/s for acquiring gravel for road construction and maintenance purposes within the Shire of Donnybrook-Balingup.

An Agreement, outlining terms and conditions, including the applicable compensation rate to the landowner will be entered into between both parties being the Shire and the landowner/s or their authorised representative.

The applicable compensation rate is outlined in the annual adopted Budget under Fees & Charges, and is applicable where the Shire, or Contractor appointed by the Shire, is required to mine and stockpile the gravel. This rate includes payment of compensation for the landowner to undertake additional rehabilitation work above and beyond reinstatement works that the Shire is required to do as per the terms and conditions of the signed Gravel Supply Agreement.

GUIDELINES/PROCEDURE

The Shire may approach (or be approached by) local landowners for the taking of gravel from private property for Shire road construction and maintenance purposes. Factors to be considered when identifying potential gravel sources are;

- Quantity and quality of the gravel source
- Proximity to planned road works
- Road access for haulage vehicles
- Cost of extraction – machinery requirements, site access and environmental issues
- Lifespan of pit and potential to stage extraction works

The following guidelines and procedures shall apply;

- An amicable onsite meeting shall be arranged with the landowner/s or their authorised representative so the Shire can conduct an assessment of the gravel and identify the location of the gravel source.
- If the gravel source is suitable, a meeting between both parties shall be arranged to clarify terms and conditions of the proposed Agreement.

Typical items to be addressed on the Terms and Conditions of the Gravel Supply Agreement include, but are not limited to;

- Landowner details
 - Consent from the landowner for the Shire to enter the property, carry out all the necessary assessments, extract, stockpile and remove gravel for use on Shire projects as per Schedule 3.2 of the Local Government Act 1995.
 - Description of the material.
 - Description of the location.
 - Estimated amount of gravel required.
 - Access (fences and gates).
 - Associated works and potential cost to achieve access.
 - Maintenance of access.
 - Period of Agreement
 - Responsibility of the Shire and any Contractors engaged by the Shire used to extract the gravel.
 - Reinstatement of excavated area (reinstate top soil only).
 - Procurement and gravel recording process.
 - Weight and measurement.
 - Compensation rate for gravel as outlined in the annual adopted Budget under Fees & Charges.
 - Ownership of the extracted gravel.
 - The landowner who has entered into an Agreement with the Shire under Schedule 3.2 of the Local Government Act is not permitted to mine and/or sell gravel extracted under this agreement to any other party than the Shire.
- A Gravel Supply Agreement will be prepared and executed by both the landowner/s or their authorised representative and a Shire representative.
 - Agreements between the landowner/s and the Shire will be reviewed after the existing gravel stockpile is exhausted and if a future gravel source is required.

- The taking of materials from private land under Schedule 3.2 of the Local Government Act may not occur where the material is to be extracted from a pit where the landowner has been granted an Extractive Industry Licence. The Shire may however, utilise Schedule 3.2 of the Local Government Act to access gravel from another portion of the same property, where it is clear that that the Shire’s extraction activities are separate from the private extraction activities of the landowner who has been issued with the Extractive Industry Licence.

DEFINITIONS

Authorised representative of Shire of Donnybrook-Balingup – a person who has authority or responsibility for planning, directing or controlling the activities of the Engineering Department at that time.

Landowner/s or their authorised representative – the landowner or a person who has legal authority or responsibility on behalf of the landowner.

Gravel Supply Agreement – A signed document signed by both parties adhering to terms and conditions thereof.

Compensation – proceeds awarded to compensate for entering private land and taking of gravel.

RELATED LEGISLATION

- Schedule 3.2 of the Local Government Act — Particular things local governments can do on land even though it is not local government property.

RELATED DOCUMENTATION

Adopted:	28 November 2018
Last Amended:	
Last Reviewed:	28 November 2018



Engineering Policy

4.27 Stormwater Management Private Land

PURPOSE

To ensure that stormwater run-off from private land is appropriately managed to:

- Avoid or minimise risk to the receiving natural environment.
- Avoid or minimise the risk of erosion.
- Ensure that stormwater infiltration and run-off rates post development have no more of an off-site impact than pre-development rates.
- Consider the potential impact on the existing and planned built environment.
- Avoid adverse impact on Council's existing stormwater drainage network.
- Preserve significant overland flood routes and minimize the risk of localised flooding.

POLICY STATEMENT

The Shire of Donnybrook-Balingup will require any development of private land to ensure they manage stormwater in accordance with:

- The Local Government Act 1995
- Residential Design Codes of Western Australia and other applicable planning Policies
- The Building Code of Australia
- Shire of Donnybrook-Balingup Polices, Local Laws, Guidelines and/or Procedures

This policy will typically relate to land of 4000m² or less (principles will remain consistent for larger properties), and the management of the following flows:

Overland Stormwater Flows

The overland flow path of stormwater can easily be determined on undulating ground. The development and subsequent building on land can influence these flows and must be considered in the design process, and be managed by the landowner post development to ensure that there is no adverse impact on both the natural and built environment for their land, or adjoining land.

Overland flows may be contributed to by runoff coming from reserves, including Shire road reserves, and landowners must consider and accommodate the management of these flows.

Stormwater Flows from Impervious Surfaces within Your Lot

Where stormwater runoff is collected and directed via gutters, downpipes kerbing or contouring from impervious surfaces, it is the individual landowner's responsibility to manage and dispose of stormwater in a way that does not adversely affect adjoining land.

If available, the Shire will allow disposal of your stormwater to our existing open or piped drainage system, provided it has passed through a buffer tank. Detail on these requirements can be found below. All cost to connect to Shires drainage network are to be borne by the developer.

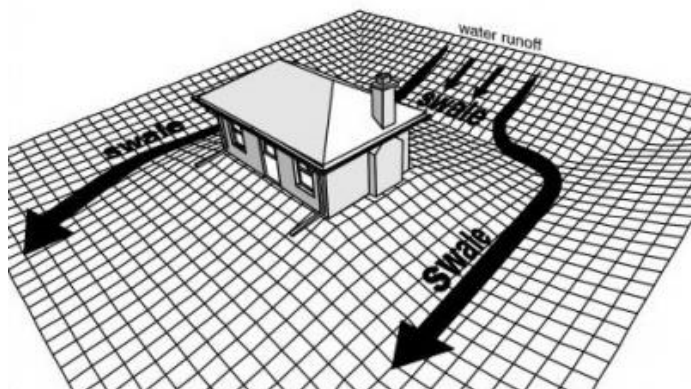
Any new residential lots to be created through subdivisional development in the Shire are to be provided with stormwater connection points to each lot at the developers cost.

GUIDELINES/PROCEDURES

As part of the planning, design and construction process for development of land, landowners must consider the management of overland flows, and flows from impervious areas within their land. These flows have the potential to impact both within and outside your property, if not considered and managed by landowners.

Overland Flows

The catchment area and speed of overland flows can be quite significant in undulating or steep topography areas, and can contain flows from many properties of higher elevation, including road and forest reserves.



If buildings are proposed to be at or below natural ground level, the management of overland flows needs to be planned for as shown in the adjacent example.

Driveways, garden borders or other improvements may also concentrate these flows causing damage to the proposed building

or adjoining properties.

Landowners may need to seek professional advice as to how they should best manage these flows.

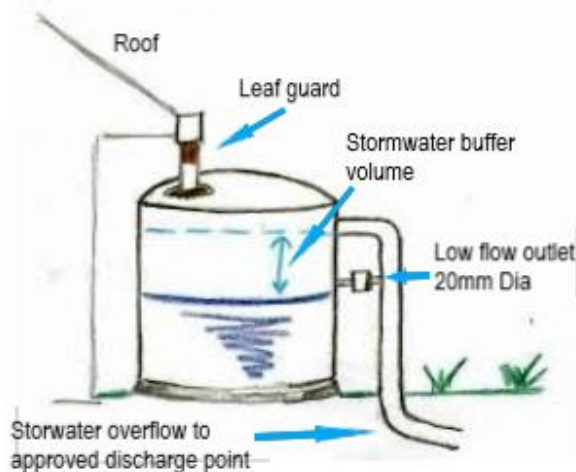
It is the individual landowner's responsibility to manage these flows in a way that does not adversely affect any adjoining land. Where concerns arise, this needs to be discussed and resolved between the concerned parties.

Impervious Area Flows

Through the development of land, impervious surfaces, such as roofs, driveways, sheds and paved areas, are created that concentrate and accommodate rapid transport of rain event runoff.

Like overland flows, individual landowner's are responsible to dispose of these flows in a way that does not adversely affect any adjoining land. This can be difficult to achieve within the Shire due to the natural topography and soil conditions, however with appropriate planning, (professional assistance may be required), it can be managed.

Detailed design plans of how landowners intend to manage stormwater runoff from impervious areas is to be provided with a planning and building approval. Landowners are responsible for the ongoing performance and maintenance of any infrastructure.



If available, the Shire will allow landowners to discharge stormwater runoff to the Shire's drainage network, provided it has passed through a detention buffer. A detention buffer accommodates storing of the runoff temporarily, and then releasing it slowly so that it does not affect the performance of the Shire's drainage network.

There are several detention storage options; two of the most common options are; the installation of rainwater tanks as shown in the adjacent example, or by soak wells/storage tanks, that are interconnected by pipes near the top of the pits.

Within the detention storage, landowners need to allow for a silt trap to prevent sediment entering the Shire's drainage network and will need to undertake periodic maintenance to ensure it is performing as required.

The minimum volume of detention to be provided is 1m³ per 150m² of impervious area and the Shire would encourage landowners to install additional storage above the minimum requirement.

Any modifications to the Shire’s drainage network to accommodate landowner’s connection will be at the developers cost and done to the standards outlined in the IPWEA Local Government Guidelines for Subdivisional Development.

Landowners also need to be aware that there is potential for significant rain events to exceed the capacity of any stormwater management system, including the Shire’s drainage network. In these cases, safe overland flood routes need to be considered.

DEFINITIONS

Stormwater - is water that originates from a rain event. Stormwater can soak into the soil (infiltrate), be held on the surface and evaporate, or runoff and end up in nearby streams, rivers, or other water bodies.

Impervious Surface - a surface composed of any material that impedes or prevents natural infiltration of water into the soil.

Residential Lots – any lot defined as a “Residential” under the Shire of Donnybrook-Balingup Local Planning Scheme.

RELATED LEGISLATION

- Local Government Act 1995
- Building Code of Australia
- Planning and Development Act 2005

RELATED DOCUMENTATION

Adopted:	28 November 2018
Last Amended:	
Last Reviewed:	28 November 2018



Engineering Policy

4.28 Request for Upgrades or Expansions of Council Assets

PURPOSE

To provide guidance on Council's process in considering external requests for construction of a new, or upgrade to an existing, infrastructure asset.

POLICY STATEMENT

All requests for the construction of a new, or upgrade to an existing, infrastructure asset not programmed within a Council endorsed Forward Works Program (FWP) or Long Term Financial Plan (LTFP), shall be in writing and will be assessed and prioritized in accordance with Council's adopted strategies and asset management plans.

If an asset class has an adopted strategy for the expansion or upgrade of the asset class, the request will be ranked in accordance with the strategy. Dependent on the ranking outcome, the following will occur:

- High ranking requests will be further considered for inclusion in the next review of the FWP or LTFP.
- Non high ranking requests will not be considered for inclusion in the FWP or LTFP.

Although a request may rank highly, it will still require further investigation to determine the full scope of works, identify any site constraints and preparation of an estimate prior to being included in FWP or LTFP for endorsement by Council.

If there are no endorsed strategies for the expansion or upgrade of the asset class, the Shire will consider the request consistent with asset management plans and renewal priorities for the asset class.

The Shire acknowledges some property owner/s may wish to contribute towards the cost of an upgrade or expansion that is not considered a high priority. Council will only consider these requests if the following criteria is met;

- Property owner/s are proposing to contribute at least 50% of the cost of the upgrades.
- The standard of the upgrade or expansion to the Shire's satisfaction.

- Works are completed by the Shire or a contractor approved by the Shire.
- The property owner/s must agree to the above points in writing prior to the request being presented to Council for endorsement.
- Council endorsement will outline the programing and Council’s contribution to the works. Typically, the works will be programmed in the following financial year and Council’s contribution is typically limited to \$50,000.
- If the works are to be completed by the Shire, works will only commence once the Shire has received the full private contribution.

An example of where the above may be utilised is for a property owner/s seeking to bituminize a section of road in front of their property to reduce dust.

DEFINITIONS

RELATED LEGISLATION

RELATED DOCUMENTATION

- Forward Works Program
- Long Term Financial Plan

Adopted:	28 November 2018
Last Amended:	
Last Reviewed:	28 November 2018



Human Resources Staff Leave

Objective

This policy exists to support all employees at the Shire of Donnybrook – Balingup in the utilisation of various leave entitlements and provisions enshrined in this policy or relevant legislation.

Scope

This policy applies to all employees who are employed on a full time or part time basis. Apart from the provision of Long Service Leave this policy does not apply to employees employed on a casual basis.

Personal Leave Management

The Shire is committed to the provision of flexible working arrangements to support its commitments where such provision does not interfere with the efficient running of the Shire's business.

Annual Leave

The Shire recognises that it is important that all employees take annual leave on a regular basis in order to maintain work-life balance.

The Shire is committed to ensuring that all employees take their accrued annual leave within the established timeframe of it being due in accordance with relevant provisions.

All applications for annual leave must be discussed and approved by a relevant supervisor or manager prior to final authorisation. The Chief Executive Officer (CEO) shall authorise such leave.

Unpaid Leave

The Shire recognises that in order to retain the services of employees, it is sometimes necessary to grant leave of absence without pay if all other leave entitlements are exhausted by the employee.

Unpaid Leave is not to be used by Permanent Part Time Employees as a substitute for a shift they cannot attend. If a Permanent Part-Time employee requires a day off unpaid leave will only be considered in the case where the employee has exhausted their annual leave entitlements.

Each request for leave of absence without pay shall be considered on its merits by the Manager responsible who shall submit the request to the CEO for final approval.

Community Service Leave

The Shire recognises that employees are entitled to be reasonably absent from employment for the purposes of engaging in an eligible community service activity. Under the *Fair Work Act 2009*, an eligible community service activity is defined as follows:

- Jury Service (including attendance for the purpose of jury selection) that is required by or under a law of the Commonwealth or of a State or Territory; or
- Volunteer emergency management activities, where the employee is a member of a recognised emergency body, has been asked by that body and the absence is due to dealing with an emergency or natural disaster.

This Community Service Policy includes provisions for employees to access leave under the following conditions:

- Voluntary Emergency Management Activities;
- Jury Service/ Duty; and
- Defence Reserve Leave

Long Service Leave

Employees shall be entitled to Long Service Leave consistent with the provisions the *Local Government (Long Service Leave) Regulations*.

All employees should take long service leave within one year from the date in which it is accrued unless with the written permission of the Local Government.

The Shire will endeavour to approve leave applications to meet the convenience of the employee, however the needs of the service areas must also be considered.

Employees are entitled to receive 'pay in advance' for leave providing applications are approved and supplied to payroll before the end of the last pay period prior to them going on leave.

Leave application forms should be signed by the applicant and signed by the responsible Manager.

All leave application forms need to be forwarded to payroll for action.

At least 2 months' notice of the date from which the leave is to be taken should be provided by either party.

The CEO may take long service leave in consultation with the Shire's President.

Councillors will be notified when the CEO intends to take long service leave.

Parental Leave

The Shire is committed to support its employees in their entitlements to unpaid maternity, paternity and adoption leave in connection with the birth or adoption of a child according to the provisions stated in the Local Government Industry Award.

The provisions of the Local Government Industry Award state that parental leave entitlements are provided for in the National Employment Standards.

Parental leave clauses enshrined in an enterprise agreement may vary the application of the Award parental leave provisions and can include a period of paid parental leave.

At the time of writing there is no provision in the Aged Care Award 2010 for maternity, paternity or adoption leave.

Legislation/Local Law Requirements

Shire of Donnybrook – Balingup Outdoor Works & Services Enterprise Agreement 2013 s. 21, 23

National Employment Standards

Fair Work Act 2009

Aged Care Award 2010 s.28

Local Government Industry Award 2010 s.25

Local Government (Long Service Leave) Regulations

Long Service leave Act 1958

Nurses Award 2010 s.31

Juries Act 1957 WA

Defence Reserve Service (Protection) Act 2001

Relevant Documents

Community Service Leave Procedure 5.1

Leave Without Pay Procedure 5.2

Long Service Leave Management Procedure 5.3

Parental Leave Procedure 5.4

Personal Leave Management Procedure 5.5

Staff Annual Leave Approval Procedure 5.6

Leave Application Form

Employee Exit Procedure 4.4

Adopted:

Last Amended: 1st June, 2016

Last Reviewed: June, 2016

Next Review Date: 2018

Responsible Department: Human Resources



Human Resources Leave Without Pay

Objective

The purpose of this policy is to enable employees to take unpaid leave in special circumstances at the discretion of the Chief Executive Officer at the Shire of Donnybrook-Balingup.

Scope

This policy only applies to full time employees with the reasonable length of service with the Shire.

Policy

The Shire recognises that in order to retain the services of employees, it is sometimes necessary to grant leave of absence without pay if all other leave entitlements are exhausted by the employee.

Each request for leave of absence without pay shall be considered on its merits by the CEO.

Legislation/Local Law Requirements

N/A

Relevant Documents

Leave Without Pay Procedure 5.2
Application for Leave Form

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Building Policy

5.3 Footing Details

Objective

To establish the minimum footing standards for new development.

Policy

1. No residential or commercial Building Permit will be issued by the Shire unless the application is supported with the required structural engineering detail as prescribed in this Policy.
2. All lots on which new residential and commercial construction is proposed shall be assessed by a qualified Structural Engineer prior to the submission of an application for a Building Permit. The Shire's Principal Building Surveyor has discretion to exempt this requirement for incidental structures.
3. The qualified Structural Engineer shall provide the following minimum detail to be included with the application for a Building Permit:

Concrete slab on ground or steel stump construction

- Site soil classification;
- Wind loading classification;
- Footing and slab detail including dimensions and reinforcing requirements;
- Cut and fill requirements (if applicable);
- Cut-off drain/s and sub-soil drainage details (if applicable).

Timber stump construction with stumps over 1500mm high

- Site soil classification;
- Wind loading classification;
- Cut and fill requirements (if applicable);
- Cut-off drain/s and sub-soil drainage details (if applicable).

Note: Timber stump construction with stumps up to 1500mm high is to be constructed in accordance with Australian Standard AS 1684-2010 *Timber Framing Code*.

Adopted:	1 January 1993
Last Amended:	27 May 2015
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Building



Building Policy

5.4 Foundation Levels and Stormwater Requirements

Objective

To ensure that development is designed, constructed and drained to minimise flood risk.

Policy

Site Levels and Foundation Requirements

The following criteria shall be used in determining finished foundation levels:

- Notwithstanding any Structural Engineer requirements of Policy 5.3 *Footing Details* the finished floor level for dwelling construction shall be a height of not less than 250mm above the top of the kerb or 350mm above the crown of the road to which the lot has frontage. The Shire's Principal Building Surveyor has discretion to reduce this requirement.
- Where the level of sand fill cannot be built to give drainage command, the toe of the cutting shall be at least 3m beyond the building in the direction of the front or rear boundaries and at least 1m from side boundaries. The pad shall be at least 250mm above the toe level. A cut-off drain shall be provided above all cuts. Drainage from the toe and cut-off drains shall be controlled.

Note 1: Care is required in cut/fill situations.

Note 2: The Principal Building Surveyor may request a practicing structural engineers' sub-soil drainage specifications and recommendations.

- A Planning Application will be required for proposed residential and commercial construction in the classified flood plains of the Preston River, Noneycup Creek, or other relevant water resource. As part of this process, applications will be referred to the Department of Water to determine the required finished foundation level and/or finished floor level.

Stormwater Policy– Overland Flow

- Allowance shall be made for the overland flow of stormwater down the natural slope of the land without entering buildings.

- This shall apply even when piped drainage is available in the road, and where building run-off is taken to those drains. The reasons being:
 - (a) Piped drainage will normally be designed for 1 to 5 year (sometimes 1 to 2 year) rainfall events so provision must be made for stormwater run-off from more major events.
 - (b) Run-off can occur from all parts of the land during heavy rain, and this run-off needs to be allowed for.
- Solid fences or any other structure shall not be positioned so that concentrated run-off flows onto neighbouring land.
- To prevent overland flows from entering buildings, the finished ground level in proximity to the building shall be at least 150mm below the finished floor level and sloping away from the building.

Stormwater Policy– Piped Flow

- All stormwater discharge generated from all buildings and hard standing areas shall be controlled. Where possible the 1 in 5 year discharge shall be piped to one of the following: -
 - (a) Direct into an established stormwater disposal system;
 - (b) Direct into roadside table drains;
 - (c) Direct into kerbed roadways through the provision of approved kerb plate installations; or
 - (d) On site disposal system where soil conditions are suitable.
- Connection and installation within the road reserve shall be to the approval of the Shire of Donnybrook-Balingup.
- Disposal pipework shall be minimum 90mm diameter stormwater pipe.
- All stormwater shall be directed into on-site rainwater sumps or silt traps prior to connection to any Shire of Donnybrook stormwater disposal systems, subject to approval as per dot point 2 above.
- Where natural ground levels prevent the flow of water into an adjacent street, the Shire will require the prior approval of adjoining property owner(s) for allowing the placement of stormwater disposal pipework through their property, notwithstanding the allowance for overland stormwater flow as per this Policy.
- All costs associated with the provision of stormwater disposal systems satisfying this Policy shall be borne by the landowner.
- Stormwater disposal details are required to be submitted with all residential and commercial building applications, and once approved will be deemed a condition of the Building Permit.

General

- Should particular circumstances so warrant, the Principal Building Surveyor in consultation with the Shire's Engineer may, at their discretion, vary the requirements of this Policy.
- This Policy shall apply to all building development, subdivision of land applications, and the whole of life usage of the land.

Adopted:	1 January 1993
Last Amended:	27 May 2015
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Building

RESCIND



Human Resources Parental Leave

Objective

The purpose of this policy is to support the Shire of Donnybrook – Balingup in its commitments responsibilities in relation to the entitlements of the parental leave provisions in the Local Government Industry Award.

Scope

This policy applies to all permanent and eligible casual employees employed by the Shire.

Policy

The Shire is committed to support its employees in their entitlements to unpaid maternity, paternity and adoption leave in connection with the birth or adoption of a child according to the provisions stated in the Local Government Industry Award.

The provisions of the Local Government Industry Award state that parental leave entitlements are provided for in the National Employment Standards.

Parental leave clauses enshrined in an enterprise agreement may vary the application of the Award parental leave provisions and can include a period of paid parental leave.

Legislation/Local Law Requirements

National Employment Standards

Fair Work Act 2009

Shire of Donnybrook – Balingup Outdoor Works & Services Enterprise Agreement 2013 s.24

Local Government Industry Award 2010 s.27

Relevant Documents

Parental Leave Procedure 5.4

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Building Policy

5.5 Balconies or Verandahs Erected over Road Reserves

Objective

To ensure the placement of balconies, verandahs and similar structures and elements thereof within road reserves (e.g. streets or footpaths) do not impede or interfere with pedestrian and vehicle use of the adjoining road and footpath or contravene building legislation.

Policy

1. All applications for construction of verandahs or balconies over road reserves shall be subject to a Planning Approval and a Building Permit.
2. Balconies or verandahs erected over road reserves shall not extend closer than 600mm to the kerb of the road to which it fronts.

Adopted:	1 January 1993
Last Amended:	27 May 2015
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Building



Building Policy

5.7 Owner Builder Occupation of Town Site Land

Objective

To prevent and mitigate unauthorised occupancy of land within the town sites.

Policy

Council will not approve the residential occupation of town site lots during the course of construction of buildings thereon unless an approved Class 1 residential dwelling has already been completed to the satisfaction of Shire of Donnybrook-Balingup.

Adopted:	1 January 1993
Last Amended:	27 May 2015
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Building



Building Policy

5.8 Owner Builder Occupation of Rural Land

Objective

To prevent and mitigate the unauthorised occupancy of rural land.

Policy

Definition of “Rural Land”: In this Policy Rural Land shall be deemed to include any land situated outside of gazetted town sites within the Shire of Donnybrook-Balingup.

1. All land holders who propose to reside on rural land in other than approved, purpose built Class 1 Residential Buildings shall make written application on the prescribed form to the Shire for approval to do so in accordance with Regulation 11, Section 2 of the *Caravan Parks and Camping Grounds Regulations 1997*.
2. Prior to any consideration being given to applications as referred to above, an application for a Building Permit for the construction of a Class 1 Residence for the lot in question shall be lodged, approved and all payment of fees be receipted by the Shire.
3. Prior to considering applications as referred to above, Council shall be satisfied that the following minimum accommodation facilities are available on site:
 - A suitably sized shed with concrete floor with the below mentioned amenities, or a self-contained caravan/mobile home;
 - A single water closet; shower or bath; hand wash basin; kitchen sink; and laundry trough or washing machine, all connected to sufficient potable water supply (as approved by the Shire) and plumbed into an approved permanent or temporary effluent disposal system (as approved by the Shire).
 - An electricity supply that meets electrical safety standards (either via mains power service provider or on-site generator) capable of supplying all household appliances and lighting systems;

- If the temporary accommodation is to be within a structure other than a caravan/mobile home, a hard wired smoke detector must be installed in accordance with the Building Code of Australia.
- The duration of the approval, if granted, will be for no longer than 12 consecutive months in accordance with the *Caravan Parks and Camping Grounds Regulations 1997*, of which upon expiry the approved Residence must be constructed to 'lock-up' stage.
- Any application for extension of the temporary accommodation requires the approval of the Minister for Local Government in accordance with the *Caravan Parks and Camping Grounds Regulations 1997*.
- At the expiration of the Approval, the temporary accommodation is no longer permitted for habitation purposes on the property.
- At the completion of the approved Class 1 Residential Building, the temporary accommodation is no longer permitted for habitation purposes on the property.
- The Shire of Donnybrook-Balingup, may at any time revoke an approval granted for temporary accommodation.

Adopted:	1 January 1993
Last Amended:	27 May 2015
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Building



Building Policy

5.9 Requirement for Survey

Objective

To ensure that development is compliant with statutory building setbacks.

Policy

It is the responsibility of the building permit holder to establish survey to ensure that development complies with statutory building setbacks.

Prior to the Shire of Donnybrook-Balingup authorising the commencement of building construction the following survey requirements shall apply:

1. Town site lots on which new residential or commercial building development is proposed shall be surveyed and pegged prior to commencement of any development to ensure that statutory building setbacks can be accurately measured for compliance purposes;
2. All lots on which new building development is proposed shall be surveyed prior to commencement of any development, however only if the proposed structures are to be positioned within 5 metres of any statutory building setbacks.
3. All survey costs associated with this Policy are to be borne by the developer and/or property owner.

Adopted:	1 January 1993
Last Amended:	25 May 2016
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Building



Building Policy

5.10 Retaining Walls

Objective

To outline the process and minimum requirements for retaining walls in the Shire.

Policy

1. An application for a Building Permit is required for retaining walls that are:
 - Located on the property boundary and over 450mm in height;
 - Supporting or associated with another existing, or possible future, building structure, whether on the said property or neighbouring property (eg. future neighbouring dwelling); or
 - Over 1 metre in height anywhere on a property.

Note: All retaining walls on property boundaries or retaining structures, regardless of height, must be built in suitable masonry products (e.g. cast concrete, limestone blocks, brickwork, post & panel concrete).

2. Plans showing height, length, location and specifications of the proposed retaining wall must accompany the Building Permit application.
3. Retaining walls which are over 1 metre in height must be certified by a qualified Structural Engineer.
4. Where a person cuts or fills a block, that person shall be responsible for retaining the cut or fill in accordance with this Policy.
5. In the case of a cut situation, retaining must be of suitable standard as to not impact the minimum setbacks for existing and possible future buildings on neighbouring properties.
6. Retaining walls, including any foundations, are required to be constructed wholly within the subject lot and are not to encroach over the surveyed boundary, unless written permission is obtained from the adjoining land owner and included with the Building Permit application.
7. The current owner of the land to which a Building Permit for a retaining wall refers is responsible for the maintenance and replacement of the retaining wall, including associated costs.

Adopted:	23 May 2001
Last Amended:	27 May 2015
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Building

RESCIND



Human Resources Corporate Uniforms & Standards

Objective

The Shire wishes to promote a professional standard of dress and appearance for its employees. The object of this policy is to encourage all employees to obtain or purchase a uniform and ensure it is worn as and when required. For staff purchasing uniforms subsidies are offered to assist financially.

Policy Administration Staff

1. That Administration Staff members and newly appointed Staff members, upon completion of their Probationary Period, be entitled to the following uniforms:
 - a) Men: Blazer
Shirt
Tie/Belt
Trousers
 - b) Ladies: Blazer
Blouse
Skirt/Pants
Scarf / Belt

With the approval of the CEO, the items purchased in the initial order can be varied provided the total cost of the order does not exceed the total of clothing items specified in the policy.

2. Full-time Staff members are entitled to an initial allotment of \$500. Part-time staff members will be entitled to a pro rata initial allotment.
3. An annual allowance as provided in Council's budget shall be allowed got approved orders placed through the Local Government approved corporate clothing range or another supplier as determined by the CEO. The annual allowance must be utilised within the financial year to which it relates. Unspent allowances will not be carried forwarded to the next financial year. The next financial years allowance cannot be used to pay for uniforms purchased in a previous financial year.
4. Should an employee leave the service of the Shire within six months of receiving their initial clothing order the employee will be required to repay 50% of the original cost of the clothing.

5. Part-time staff members will be entitled to a pro rata uniform allowance.
6. If an employee resigns and has an outstanding order the order must be either –
 - a) cancelled;
 - b) returned if it arrives before cessation of employment; or
 - c) paid for in full by the departing employee prior to their resignation date if the employee wishes to still purchase the uniform.”

Policy Administration Tuia Lodge

7. Tuia Lodge does require a uniform to be worn. Uniforms are supplied and procurement managed through the Facility Manager at Tuia Lodge who will set the staff entitlement and reissue guidelines according to the duties and amount of shifts performed by the staff member.
8. The standard of dress required of staff at Tuia Lodge reflects and respects the values of the generation of clients we care for.
9. The following standard of dress applies to staff at Tuia Lodge:

Shorts: Stretch shorts and bike pants are not to be worn. Shorts should be mid-thigh in length.
 Slacks: No jeans, or leggings.
 Skirts: Skirts should be at least knee length.
10. Hygiene and Health & Safety are critical aspects of work at Tuia Lodge and as such employees are to ensure:

Work clothes (Uniform) and footwear must be clean and well maintained at all times.
 Shoes should be enclosed and have non-slip soles.
 Employees’ hairstyles must be managed appropriately according to job requirements.
 Employees’ fingernails must be clean and maintained according to job requirements.
 Jewellery: Long chains, large ear rings, and sharp edged jewellery must not be worn.

Legislation/Local Law Requirements

N/A

Relevant Documents

Corporate Uniform Procedure 6.1

Adopted:	
Last Amended:	20 th June, 2016
Last Reviewed:	June, 2016
Next Review Date:	2018
Responsible Department:	Human Resources



Human Resources Displaying Offensive Materials

Objective

The objective of this policy is to ensure that employees work towards creating a harmonious workplace by refraining from displaying any material that may be perceived to be offensive to others.

Scope

This policy applies to all employees at the Shire of Donnybrook-Balingup.

Policy

The Shire of Donnybrook-Balingup prohibits the **displaying** of material that would be considered offensive by a reasonable person.

For the purpose of this policy “Displaying” is:

- showing of offensive material to others;
- posting of offensive material within a work area or individual work environment including vehicles;
- distribution of offensive material via email;
- referral of a fellow staff member to a location where offensive material may appear;
- wearing of an item of clothing that presents an offensive symbol, image, logo or print; and
- making available a publication which contains offensive material to others by general distribution or direct approach.

For the Purpose of this policy “Offensive materials” may include but are not limited to:

- sexually explicit or sexually demeaning;
- promoting crime, cruelty or violence towards others or animals;
- promoting or criticising of religious beliefs or political convictions;
- likely to incite racial tension or racial prejudice;
- not consistent with contemporary community standards ; or
- directly or indirectly offensive to a persons physical appearance, marital status, pregnancy, family responsibility or mental impairment;

- likely to be perceived as harassing, inciting or demeaning to persons of a particular sex, sexual preference or sexual history, political belief, race, religion or ethnic background.

Any employee wanting to display material in the work environment is to seek their direct manager/supervisors approval.

Employees should be aware that displaying approved material may still be deemed offensive by fellow staff members.

The appropriate process in that circumstance is for the concerned employee to informally approach the person responsible for the displayed material and explain the specific concerns and the nature of the offence taken or perceived.

Where it is believed that direct contact with that person may be either embarrassing for either party or counter productive, the concerned employee should raise the matter with the direct supervisor/manager who are responsible for addressing the matter.

Where agreement cannot be reached on either the removal or otherwise of the offending material, the matter shall be referred to the relevant manager. Employees at managerial level and above are authorised to instruct removal, or if necessary they can temporarily remove, potentially offensive material.

Where an employee is not available to remove the offensive material then the manager is authorised to do so. Where the employee unwilling to remove the offensive material once directed or does not co-operate with the process for resolving the issue then the matter shall be dealt with according to the dispute resolution procedure.

Any material which is displayed in the workplace by an employee which is offensive to another staff member may result in disciplinary action. The severity of the disciplinary action will depend on the offensiveness of the material displayed.

A written reprimand must be issued by the relevant Manager to any employee who has been disciplined for displaying offensive material.

Legislation/Local Law Requirements

Equal Opportunity Act WA 1984

Relevant Documents

Displaying of Offensive Materials Policy 6.2

Policy 4.1 Counselling, Disciplining and Dismissing Employees

Counselling, Disciplining and Dismissing Employees Procedure 4.1

Policy 4.2 Elimination of Harassment in the Workplace

Elimination of Harassment in the Workplace Procedure 4.2

Policy 4.3 Employee Assistance Program

Employee Assistance Program Procedure 4.3
Policy 4.5 Grievance Resolution
Grievance Resolution Procedure 4.5
Policy 4.6 Prevention of Bullying in the Workplace Policy
Prevention of Bullying in the Workplace Procedure 4.6

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources

RESCIND



Human Resources Employee Records

Objective

The purpose of this policy is to develop a consistent method of keeping and maintaining accurate personnel records in order to comply with relevant legislative provisions.

Scope

This policy applies to all the records of documentation that are required for employment or are produced during the course of all staff employment at the Shire of Donnybrook-Balingup.

Policy

The Shire is committed to ensure that all employee records are maintained and employees are able to access records in accordance with the following legislation and associated regulations.

The Shire recognises the importance of consistent records management as one of its priorities.

All the employee' records shall be maintained in the following manner: By

- Outline the length of time for retaining employee records;
- Identifying guidelines for employees wanting to access their employment file;
- Identifying guidelines for managers who create personal information for employees;
- Identifying guidelines for time and wages records; and
- Establishing payroll procedures for filing personal records.

Time and Wages Records

Payroll, Records and Human Resources shall be responsible for maintaining, storing and the upkeep of employee's time and wages records.

All time and wages records shall be kept and maintained for a minimum of seven years as prescribed by the Fair Work Act 2009.

Without limiting the ability to retain any information on an employee's personal file, the Shire will attach to a central record of the following:

- The employer's name
- The employee's name and date of birth
- The date the employee commenced work with the employer
- The names of any federal industrial instrument under which that employee has entitlements
- The employee's job classification under that instrument
- Whether the employee works part-time or full-time and is a permanent, temporary or casual worker
- If the employee is part-time or full-time, the specified number of hours to be worked each week
- If the employee has agreed to any individual flexibility agreement, a copy of the written agreement
- Rate of pay, including the gross and net amounts paid and detail of any deductions
- Any allowances, penalties, loadings, bonuses or incentive-based payments paid
- Date of payment and period to which the payment relates
- Leave taken and leave accrued and details of annual leave which the employee has elected to forgo
- Superannuation fund name and contributions if these are provided for in the award(s) or agreement(s) which cover the employee (excluding those made to defined benefits superannuation funds)
- Training records relevant to the work performed by an employee (certificates, tickets etc.)
- Criminal Records Checking & Statutory Declarations
- The termination of an employee's employment, including:
 - the name of the person who terminated the employment;
 - the reasons for the termination
 - how the termination took place (was the employment terminated by consent, by notice, summarily or in some other manner)
 - date of termination.

Recording Authorisation for Deductions from Pay

Any authorised request for deduction of money from an employee's salary shall be recorded in writing and committed to the employee's personnel file until such time as the employee leaves the Shire.

Employees access to their Personal File

Employees shall be eligible to access information contained on their personal file subject to the following guidelines:

The employee is required to provide Human Resources with:

- at least 24 hours' notice;
- details of the information that they wish to access;
- the reasons for access; and
- whether or not they require copies of documents.

An employee is entitled to access information which the Human Resource Officer or Chief Executive Officer (CEO) do not consider confidential. Material considered eligible for access includes:

- time and wages;
- leave applications;
- previous correspondence addressed and given to the employee;
- performance reviews;
- medical certificates previously provided by the employee; and
- any other document not considered confidential.

Without limiting the Shire's ability to withhold documents for viewing, an employee shall not be allowed to view the following documents on their personal file:

- complaints which contain reference to the complainant or other personal details
- Approval to view an employee personal file lies with the Managers, Human Resources Officer or CEO.

Storing Information on the Personal File

The CEO has the discretion to determine what information shall be stored on an employee's personal file and what information may be retained by managers for personal reference.

All personal files and material shall be stored in one central location which has restricted access to ensure that all files remain confidential and, if practicable, in a fire proof storage location.

Until such a time as an employee's personal information can be placed on a file it shall be kept in a safe and secured location.

Legislation/Local Law Requirements

State Records Act 2000

Aged Care Act 1997

Fair Work Act 2009

Freedom of Information Act 1992

Local Government Act 1995

Relevant Documents

Employee Records Procedure 6.3

Shire of Donnybrook-Balingup's Records Management Plan

Adopted:	
Last Amended:	31 st May, 2016
Last Reviewed:	MAY 2016
Next Review Date:	2018
Responsible Department:	Human Resources

RESCIND



Human Resources Employee References

Objective

To guide Managers when providing employees with references and to inform employees of the circumstances in which a reference will be prepared for them.

Policy

A Reference may be prepared upon request by an employee, and in the following circumstances:

- Resignation or Redundancy;
- At the conclusion of a fixed term contract;
- Retirement;
- Where an employee is an applicant for a position, internal or external to the Shire of Donnybrook-Balingup (sometimes referred to as 'Referee Statements', and which usually address selection criteria prescribed by the potential employer).

Any personal references provided by employees for fellow employees must not be able to be identified as being from the Shire of Donnybrook-Balingup.

Relevant Legislation

N/A

Relevant Documents:

Employee References Procedure 6.4

Adopted:	28 May 2008
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Human Resources Employee Sharing Arrangements

Objective

This policy is intended to ensure that the cost associated with the employees conditions of employment are shared between the Local Governments equally according to a proportional basis for time employed at each Local Government.

Policy

The Shire of Donnybrook-Balingup may from time to time enter into written agreements with other Local Governments for the purposes of sharing employees for a fixed period. This policy sets out this Shire's requirements to share the resources of one or more employees between two (or more) Local Governments over a defined period, in an equitable manner that meets the needs of all parties.

Sharing Arrangement

The agreements should detail the responsibilities and liabilities of each Local Government.

Financial Matters for Consideration

When considering entering into a shared resource agreement Managers shall give consideration to the following financial commitments where applicable:

- Salaries and Wages
- Motor Vehicle Use
- Annual Leave and Leave Loading
- Clothing, Industry, Tool or Protective Equipment Allowance
- Location Allowance
- Housing Rental Assistance
- Airfares and Relocation Expenses
- Telephone and Mobile Phone Rental or use expenses
- Superannuation
- Workers Compensation Loading
- Sick Leave Accrual
- Annual Leave Accrual
- Long Service Leave Accrual
- Administration and Advertising Costs

Joint Body

Local Governments may create a joint body as an alternative to establishing employee sharing arrangements.

A joint body creates an employing entity constituted by several Local Governments which can create employment relationships with employees in order to share duties.

The joint body is created by a charter between the Local Governments. The charter sets out each Local Governments rights and obligations in relation to the employment relationships.

The charter should nominate a Local Government to administer the charter and any employment contracts the joint body creates.

The employment contract with the joint body should consider appropriate termination provisions to ensure both parties are clear on how the relationships can cease.

Relevant Legislation

N/A

Relevant Documents:

Employee Sharing Arrangements Procedure 6.5

Adopted:	27 February 2002
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Environmental Health Policy

6.5 Waste Management Levy Exemption

Objective

To clarify the application of the exemption from paying the Waste Management levy (WML).

Policy

A Waste Management Levy, as adopted by Council annually, will be imposed on all rateable property assessments in accordance with Section 66 of the *Waste Avoidance and Recovery Act 2007* to provide Council with the necessary resources to effectively deliver its waste services and strategically plan for the Shire's future waste management requirements.

The following variations will apply after application is made to Council in writing by land owners:

Town Site areas and other properties rated on a Gross Rental Value basis:

- i) Where a land owner has multiple land holdings in the Shire of Donnybrook-Balingup and those land holdings can be rated contiguously as per the *Valuations of Land Act 1978*, only one WML will apply;
- ii) Where a land owner has multiple vacant land holdings in the Shire of Donnybrook-Balingup, only one WML will apply;
- iii) Where a land owner has multiple land holdings in the Shire of Donnybrook-Balingup, inclusive of properties with improvements (approved structures) and vacant properties, the WML will only apply to those properties with improvements and one vacant property.

Non Town Site areas rated on an Unimproved Value basis:

- i) Where a land owner has multiple land holdings in the Shire of Donnybrook-Balingup and those land holdings can be rated contiguously as per the *Valuations of Land Act 1978*, only one WML will apply ;
- ii) Where a land owner has multiple land holdings in the Shire of Donnybrook-Balingup and the land holdings cannot be rated contiguously, the WML will apply reflective on the number of habitable dwellings. The land owner upon application will be requested to complete a statutory declaration confirming this fact prior to the exemption being granted.

Note:

- Town Site areas are defined as per Section 26 of the *Land Administration Act 1997*.
- The WML exemption will only apply to land holdings with identical ownership as verified by a title search. It is the responsibility of the applicant to provide evidence of ownership at the time of application.
- This Policy applies from the date of Council's resolution to adopt Policy 6.5 and does not affect land owners/holdings with current exemptions until the subject property changes ownership.

Adopted:	27 June 2001
Last Amended:	27 May 2015
Last Reviewed:	28 April 2016
Next Review Date:	2017
Responsible Department:	Development and Environmental Services



Environmental Health Policy

6.6 Balingup Waste Transfer Station

Objective

To guide site operation of the Balingup Waste Transfer Station.

Policy

This policy applies to the Balingup Waste Transfer Station (Transfer Station) within the Shire of Donnybrook-Balingup.

1. The Transfer Station is not a landfill site.
2. Both the appointed Site Attendant and the Shire of Donnybrook-Balingup have discretion to refuse acceptance of any waste material at the Transfer Station.
3. In the event of bins being full at the site, no further refuse is to be accepted, but directed to the Donnybrook Waste Management Facility (DWMF) during opening hours.
4. All waste material coming on to site is to be segregated by the following types and placed in the appropriate container or location:
 - Putrescible (domestic)
 - Inert
 - Dry recyclables (cardboard; plastic bottles and containers with symbol 1 to 6; glass bottles & jars; aluminum cans, foil and trays; steel tins and cans; paper, magazines and newspapers; paper and cardboard drink cartons)
 - Greenwaste
 - Used motor and cooking oils
 - Used hydrocarbon filters
 - Empty chemical drums and containers (subject to DrumMuster requirements)
 - Vehicle bodies and scrap metal
 - Electronic waste
 - Tyres
 - Vehicle batteries
 - Refrigerators, air conditioners and gas bottles

- Other recyclable items as prescribed by the Shire from time to time
- 5. No liquid chemical or hazardous waste shall be accepted or stored at the site.
- 6. No contaminated greenwaste shall be accepted at the site.
- 7. No clean fill shall be accepted at the site.
- 8. No asbestos, including materials containing asbestos, shall be accepted at the Transfer Station whatsoever.
- 9. Construction and demolition waste will not be accepted at the site.
- 10. Any waste items which can be recycled or reused which are not accepted at the site, but are accepted at the DWMF, are not to be accepted at the Transfer Station but directed to the DWMF during opening hours.

Definitions

- Greenwaste - Waste that originates from trees or plants.
- Clean fill - Material that will have no harmful effects on the environment and which consists of rocks or soil arising from the excavation of undisturbed material. Is not contaminated with any other material.
- Construction and demolition waste - Materials which arise from demolition, erection, construction, refurbishment or alteration of buildings or from the construction, repair or alteration of infrastructure type development (such as roads, bridges and dams). Including but not limited to bricks, concrete and associated small quantities of paper, plastic, glass, metal and timber and which is not mixed with any other type of waste, and does not contain any asbestos material.

Adopted:	8 March 2006
Last Amended:	27 May 2015
Last Reviewed:	28 April 2016
Next Review Date:	2017
Responsible Department:	Development and Environmental Services



Human Resources Loss of Driver's Licence

Objective

This policy exists to ensure all employees, who are required to operate a Shire of Donnybrook-Balingup's vehicle or machinery, are aware of the possible outcomes resulting from the loss of their drivers licence.

Scope

This policy applies to all employees who are required to operate any of the Shire's vehicles and/or machinery.

Policy

'Loss of drivers licence' for the purpose of this policy shall include lapsed, cancelled, failure to renew, renewal not issued, suspension and cancellation.

The Shire recognises the need for a valid Driver's Licence is one of essential qualifications that are required in certain positions where its employees are required to operate a Shire's vehicle or machinery.

Should an employee lose their driver's licence, this may negatively impact on their ability to perform their duties.

An employee is required to notify their supervisor/manager at the earliest opportunity when they lose their licence.

An employee who has lost their licence must not operate any Shire's vehicle. Any employee who does operate a vehicle whilst not in possession of a current drivers licence will face disciplinary action. Driving a Shire's vehicle whilst not possessing a current drivers licence is violating the law and can potentially be invalidating the Shire's vehicle insurance policy.

Where an employee has lost their driver's licence and it is a requirement of the position that they hold a current C, LR or MR Class licence, then the employee's immediate Supervisor and Manager, together with the Human Resources Officer and/or Chief Executive Officer (CEO) shall formulate a strategy to deal with the situation based on the individual merits of the case.

Factors that shall be taken into account shall include:

- the extent to which the employee is required to use the Shire's vehicles in performing the functions of their role;

- the reasons for loss of licence;
- whether alternative duties/suitable vacancies are available;
- the employee's length of service, work performance and behaviour record; and
- the length of time before the employee will gain an extraordinary licence/regain their driver's licence.

Depending on the merits of any particular case, the following strategies may be implemented:

- the employee shall perform alternative duties which do not require a driver's licence within their current section/division
- the employee shall be redeployed elsewhere within the Shire's
- the employee shall apply for and be granted annual leave, long service leave or leave without pay
- the employee's services shall be terminated

The CEO shall have the final say as to whether employment shall continue, however the affected employee shall be advised of their right to contest any such decision through the appropriate dispute resolution process.

Should an employee's services be terminated that person may reapply for employment should a suitable vacancy be advertised once they have regained their licence.

Any redeployment to an alternative position shall be for a limited time period until the employee's licence is reinstated. However an employee may remain in the alternative position if the Shire of Donnybrook-Balingup believes that the employee will re-offend during work time and compromise the Shire of Donnybrook-Balingup's duty of care to the community.

An employee will receive the relevant rate of pay under their award for the alternative position during this period.

Drink driving

Attempts must be made to ascertain whether or not the employee has an underlying behavioural problem where an employee loses their licence due to a drink driving charge.

Employees who stipulate that they have a problem which resulted in them losing their licence may be assisted by the Shire. The level of support will be determined at the discretion of the CEO. If the employee is willing to undergo rehabilitation and counselling to assist with their addiction then the Shire will look more favourably upon supporting them through the transitional period of recovery.

Due to the employer's duty of care to the community, those people who have previously lost their licence due to a drink driving charge may be required at the discretion of the CEO to undergo a breath test before and after the use of a vehicle.

The decision to supply and fund counselling to the employee to assist with recovery during the employee's illness lies with the CEO's discretion. No employee will be forced to attend counselling, however, the Shire of Donnybrook-Balingup will look more favourably upon an employee who admits they have a problem and are willing to seek treatment.

Legislation/Local Law Requirements

Road Traffic Act 1974

Road Traffic (Licensing) Regulations 1975

Road Traffic (Vehicle Standards) Regulations 2002

Road Traffic (Vehicle Standards) Rules 2002

Road Traffic (Authorisation to Drive) Regulations 2008

Road Traffic Code 2000

Relevant Documents:

Shire of Donnybrook-Balingup's Vehicle Insurance Policy

Policy 2.35 Use of Pool Vehicle

Policy 3.34 Private Moto Vehicle Use – Managers

Policy 3.33 Vehicle Use– CEO

Policy 4.3 Employee Assistance Program

Employee Assistance Procedure 4.3

Loss of Drivers Licence Procedure 6.8

Shire of Donnybrook- Balingup Loss of Driver's Licence acceptance form

I, _____ having read the Shire of Donnybrook-Balingup Loss of Driver's Licence document and agree to abide by the terms and conditions as outlined.

Signed: _____

Date: _____

(This form is to be retained on the employees personnel file)

Adopted:

Last Amended: 10 December 2014

Last Reviewed: December 2014

Next Review Date: 2015

Responsible Department: Human Resources



Human Resources Rostered Day Off

Objective

This policy exists to support the Shire's commitments to provide flexible working arrangements and control the number of Rostered Days Off (RDO) accumulated by Shire's staff with the intention to allow for both the work life balance and increase and increased effectiveness of the working hours.

Scope

This policy applies to all employees who are employed on a full time basis including the Manager of Finance & Administration and the Manager Development and Environmental Services excluding the CEO and Manager Works & Services.

Policy

That employees of the Shire of Donnybrook – Balingup shall not accrue more than a maximum of two days at any one time.

RDO's are to be taken singularly.

Only one RDO should be taken in a week.

RDO's are not to be taken consecutively over weekends (ie Friday and Monday).

Managers are responsible for the allocation of RDO's to ensure adequate staff are available to provide appropriate public relations.

In special circumstances with the authorisation of the CEO two consecutive days may be taken.

Legislation/Local Law Requirements

National Employment Standards

Aged Care Award 2010

Local Government Industry Award 2010

Nurses Award 2010

Relevant Documents

Rostered Day Off Procedure 6.9

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources

RESCIND



Human Resources Staff Seeking Secondary Employment

Objective

To provide guidelines to assist the Shire staff seeking approval to undertake secondary employment whilst meeting their obligations and responsibilities to the Shire.

Policy

If staff wish to engage in employment outside their official duties, they must obtain permission from the Chief Executive Officer via the 'Secondary Employment – Application Form' prior to commencement of secondary employment. The following principles apply –

- (a) You should not engage in secondary employment, which might be detrimental to the performance of your official duties;
- (b) Secondary employment should not affect your efficiency or performance;
- (c) Secondary employment should be wholly in your private time; and
- (d) If in the course of your official duties, you have access to confidential information not available to the public, you will not be permitted to engage in any secondary employment to which this information might be relevant.
- (e) Should the Shire/management resolve to change the spread of hours of the officer, then the Shire of Donnybrook-Balingup, as principal employer, takes priority.

Legislation/Local Law Requirements

N/A

Relevant Documents

Staff Seeking Secondary Employment Procedure 6.10

Adopted:	27 February 2002
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources

RESCIND



Human Resources Telephone Use

Objective

To ensure responsible and cost effective telephone control when using the telephone as an effective business tool.

Scope

This policy applies to all employees at the Shire of Donnybrook-Balingup.

Policy

Telecommunications are an important tool for employee's carrying out their functions in the workplace and should be used with discretion.

The policy outlines the terms and conditions for use of the Shire of Donnybrook-Balingup fixed lines and mobile telephones by employees.

Terms and Conditions

- Office telephones and mobile phones are supplied to employees as a communication tool for work related purposes.
- The use of land lines and mobile phones for any other purpose other than work related business must be kept to a minimum.
- Long distance calls on work related business may be made, however must be made through the receptionist to allow all call details to be recorded for invoicing purposes.
- The Shire of Donnybrook-Balingup acknowledges that employee's are able to use their phone for personal matters at a reasonable level, subject to monitoring.
- Personal calls are restricted to minimal local and mobile calls.
- Long distance calls are not permitted unless in emergency situations with approval of their supervisor or manager.

Employees are prohibited from using the Shire of Donnybrook-Balingup phones to access:

- Adult services (including sex and chat lines)
 - Information lines not related to work matter
 - Numbers associated with phone-in competitions, gambling or placing bets
 - Fee charging services such as 0055 numbers
- Employees are also prohibited from using the Shire of Donnybrook-Balingup phones to conduct personal business including the operation of a business separate to that in which they are employed.
 - Employees should refrain from circulating their business telephone or mobile telephone number to people who will not call for purposes other than business or emergencies purposes.
 - Employees provided with mobile telephones as part of their position to conduct business will be entitled to be reimbursed by the Shire of Donnybrook-Balingup for call costs incurred in the course of business.
 - The officer must provide proof of all telephone costs incurred in the course of business to be entitled to a reimbursement.

Contract terms

The Shire of Donnybrook-Balingup may negotiate a telephone call subsidy as an employment contract term with individual officers.

The term may refer to the Shire of Donnybrook-Balingup Telephone Policy or be negotiated separately on an individual basis.

Legislation

N/A

Relevant Documents

N/A

Adopted:	28 May 2008
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Human Resources Transition to Retirement

Objective

The purpose of this procedure is to provide a range of options for the eligible Shire of Donnybrook-Balingup employees nearing retirement so they may transition from full time work to retirement.

The Transition to Retirement procedure is aimed at ensuring a better knowledge transfer and management and be a part of the overall succession planning process. It is also designed to assist in improving the retention of mature aged employees with key skills and knowledge gained over a long term.

Scope

This policy applies to all employees who are employed on a full time basis and are nearing retirement.

Procedure

Transition to retirement (TTR) options may deliver a number of key benefits to mature aged employees and the Shire and include but are not limited to:

- Improved skill and knowledge retention
- Improved productivity and efficiency
- Improved capacity for succession planning and workforce planning for renewal
- Improved continuity of service delivery
- Improved work/life balance leading to retirement

The procedure will address the following:

- Eligibility criteria for application for TTR arrangements
- TTR options
- Combining existing arrangements with TTR options
- Issues to consider when a request for TTR is submitted
- Impact on TTR arrangements on superannuation and financial planning
- Responsibility for procedures

Eligibility Criteria

To be eligible for the TTR options employees must meet criteria as listed below:

- the employee is a permanent employee
- the employee is aged 55 years or more
- the employee's work performance is rated competent or higher as part of their annual Performance review Appraisal
- the employee's participation is voluntary
- the employee is prepared to formalise the terms and conditions of the TTR arrangements
- the TTR arrangements will not prevent the employee from undertaking the inherent requirements of their duties
- the proposed arrangements meet the operational and business needs of the Shire
- parties to the TTR arrangements are the employee and their direct/executive manager. Manager should seek advised from the officer responsible for provision of HR services

TTR Options

Transition to retirement may involve an employee seeking access to one or more of the following options:

- Part – time work
- Flexi time
- Leave without pay
- Job sharing arrangements
- Variation to ordinary hours and rosters
- Job redesign, and
- Purchased additional annual leave arrangements

Combining existing arrangements with TTR options

There are a number of existing arrangements available to employees that can be accessed to either compliment TTR arrangements or even provide an alternative to TTR. These include:

- Carer's leave
- Variable work arrangements
- Home based work

TTR enables eligible employees to apply to reduce their ordinary hours of work leading to their eventual retirement. This may also extend to existing part-time employees further reducing their hours as part of their transition to retirement. The overall process of an employee phasing in their retirement could involve more than one reduction in the number of hours worked.

The existing arrangements are established either through Award or the Shire's procedure. As such they may not be available to all employees – employees should check with the Human Resources Officer for advice on which provisions are available.

Request for TTR

Due considerations should be given to workload management, including the re-allocation of duties or position redesign to accommodate the reduction in hours. This process may also require consultation with other employees in the area. Where consultation is required, the manager/supervisor should balance the needs of the employee making the request with those of their co-workers. The TTR arrangements must have identifiable and meaningful benefit to both the Shire and the employee.

A checklist to assist with the workload management and consultation is to be completed and submitted.

Once agreed, the terms and conditions of the arrangement are to be formalised by the completion of a Transition to Retirement form that includes the following:

- Commencement date and retirement date
- The hours of work and work pattern applicable during the relevant phase of the TTR arrangements
- The applicable band, level and grade and salary
- An agreed position description

Information to consider:

Request by either party to vary the TTR arrangement will be subject to the reasonable consideration of the circumstances that gave rise to the request

- The TTR arrangement may be varied at any stage in consideration of operational factors following consultation with the employees and the employee's immediate supervisor.
- Both parties must give at least one month's notice of the intention to vary or terminate the TTR arrangement.
- It is preferable that access to the rostered day off system is removed when an employee accesses TTR Option – Part – Time work.
- Hours worked during TTR arrangement must be accurately recorded on a fortnightly timesheet and submitted for approval by the direct supervisor/executive manager.
- The retired employee needs to be fit for the duties to be performed before being re-engaged. If a retired employee will be taking on duties that place very different demands on them and/or they have been retired for 12 months or more, it is necessary for the retired employee to undertake an employment medical before the placement commences.
- Should any dispute regarding matters covered by the TTR arise, the employee may refer the matter through the Shire's Grievance Procedure.

Superannuation and Financial Planning

Employees are strongly encouraged to consider the impact of any proposed change in their work arrangements on their superannuation benefits and financial circumstances.

To that end, employees are required to seek independent advice on superannuation and financial planning.

Policy Responsibility

CEO

- Approval of the updated policy
- Overall responsibility for the policy
- Approve TTR arrangements within their area

Managers and Supervisors

- Recommendation/support of an employee's request for TTR
- Monitoring of an employee's TTR to ensure it is beneficial for both the employee and the Shire
- Timely feedback and recommendation following performance appraisal as per the annual performance appraisal review.

Officer Responsible for HR function

- Provide guidance on procedure implementation for employees and managers and supervisors
- Procedure implementation and monitoring
- Periodic review of the policy.

Legislation and Law Requirements

Local Government Industry Award 2010

Aged Care Award 2010

Nurses Award 2010 s.31

Shire of Donnybrook-Balingup's Outdoor Works and Services Enterprise Agreement 2013

Relevant Documents

Gratuity Payment Policy 1.16

Severance Pay Policy 1.10

Policy 4.4 Employee Exit Process

Employee Exit Procedure 4.4

Transition to Retirement Procedure 6.13

Succession Planning

Adopted:	
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Human Resources Work Experience

Policy

The Shire of Donnybrook-Balingup aims to encourage and promote employment and career opportunities available within the Local Government industry to members of the community by offering scheduled and structured work experience programs.

Objective

To ensure that work experience programs are offered and structured in an appropriate format and that adequate steps are taken to promote the Local Government industry in an exciting and professional manner.

Work Experience Options

At the discretion of the Chief Executive Officer or Managers, a number of positions or business units can be selected to conduct work experience.

Once the positions or units have been selected then the manager shall be responsible for the development of a structured work experience program dependent upon length of the program and type of experience being offered.

Legislation

N/A

Relevant Documents

Attraction and Retention Strategy
Work Experience Procedure 6.14

Adopted:	28 May 2008
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Human Resources Working from Home

Objective

The purpose of this policy is to support the Shire of Donnybrook-Balingup's commitments to provide its employees with an opportunity to enter into a fixed-term working from home arrangement as part of its commitment to flexible working arrangements.

Scope

This policy applies to all employees seeking to enter into a regular arrangement to carry out part of his/her duties from home, for a specified period of time at the Shire.

Policy

The Shire is committed to support flexibility in the workplace wherever possible in order to allow for better work-life balance of its employees.

The Shire recognises that there are circumstances where allowing a staff member to regularly work from home may assist the staff member to balance his/her work, health issues and/or family or other responsibilities.

However, the Shire also recognises that it is not always appropriate for a staff member to carry out part or all of his/her duties from home and there are reasons why approval of a Working from Home Arrangement may be refused or limited.

Legislation/Local Law Requirements

National Employment Standards

Equal Employment Opportunity Act WA 1984

Occupational Health and Safety Act 2004

National Employment Standards

Fair Work Act 2009

Shire of Donnybrook – Balingup Outdoor Works & Services Enterprise Agreement 2013

Local Government Industry Award 2010

Aged Care Award 2010

Nurses Award 2010

Relevant Documents

Policy 1.2 Equal Employment Opportunity

Policy 4.5 Grievance

Grievance Resolution Procedure 4.5

Shire's Occupational Health and Safety Policies and Procedures

Working from Home Procedure 6.15

Adopted:

Last Amended: 11 December 2014

Last Reviewed: December 2014

Next Review Date: 2015

Responsible Department: Human Resources

RESCIND



Staff Matters

Policy

That as a matter of Policy, all staff matters be dealt with behind closed doors and remain Confidential.

RESCIND

Adopted:	1 January 1993
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Higher Duties

Objective

The objective of this policy is to ensure Higher Duties are awarded in a fair, equitable and reasonable manner and in accordance with the appropriate award or agreement.

Scope

This policy applies to all employees of the Shire of Donnybrook-Balingup with the exception of Tuia Aged Care Lodge employees.

Policy

Higher Duties are awarded to compensate employees for performing duties classified above those in their appointed position.

“Higher Duties” means remuneration paid to an employee for performing duties classified higher than their appointed position.

This policy applies whenever a vacancy or absence occurs that the Chief Executive Officer or delegated Manager requires another employee to perform the whole, or a component of the daily duties of the vacant position, for a stated period of time.

An employee is not automatically entitled to higher duties.

- 1 Higher Duties are to be paid in accordance with the Local Government Industry Award 2010 and the Shire of Donnybrook-Balingup's Outdoor Works & Services Enterprise Agreement 2013 and only at the specific direction of the relevant Manager or the Chief Executive Officer.
- 2 Where an employee whose position is to be relieved is not employed in accordance with Award/Agreement i.e. contract staff, Managers and the CEO, the minimum time for which relief of these positions will be required is five (5) working days.
- 3 Extra duties should not be confused with Higher Duties.
- 4 The selection of an employee for higher duties is to be based on their qualifications and/or experience. Where two or more employees have the same credentials, the awarding of higher duties should be rotated in a fair, equitable and reasonable manner.
- 5 Subject to policy provisions, where an employee is directed to perform duties of a position classified higher than that of their appointed position, the employee will be

paid not less than the base salary for the higher position for the whole period that they are acting in that capacity.

- 6 Employees should not be directed to perform duties of a higher position until such time as the higher position has been vacant for five (5) or more days.
- 7 If the incumbent of the higher position is paid at the top incremental scale or receives an over award payment, the acting incumbent should only be compensated at the appropriate base award rate of the higher position. In the event of an employee performing the higher duties of an incumbent who has a negotiated salary, the Manager should use their discretion to recommend an appropriate hourly rate.
- 8 An employee directed or appointed to relieve in a higher level position where the employee is not required to perform the substantive functions of the role shall be paid a percentage of the base rate of the higher position, as approved by the Chief Executive Officer. A review of the duties of the higher position should determine the percentage to be paid.

OR

An employee directed or appointed to relieve in a higher level position where the employee is not required to perform the substantive functions of the role shall be paid at the employee's regular rate of pay, plus 75% of the difference between their rate of pay and the rate of pay of the employee they are relieving.

- 9 Where an employee acts in the position of Manager:
 - (a) The employee will not be required to perform all the duties of that position and will be paid a percentage of the base salary applicable to the higher position in accordance with the duties being undertaken or to a maximum of \$250 (increased annually by CPI – Perth).

The following can also be used when determining the percentage of higher duties to be awarded:

*70% up to a maximum of \$250 per week for a period of 1 to 2 weeks (inclusive)

*75% up to a maximum of \$250 per week for a period of 2 to 5 weeks (inclusive)

*85% up to a maximum of \$250 per week for a period of 6 to 13 weeks (inclusive)

(*increased annually by CPI – Perth)

- (b) Notwithstanding (a) above, if an employee is required to act in the position of Manager for a period of 13 weeks or more, then that employee will be expected to carry out the full range of duties relevant to the position and will be paid up to 100% of the base salary applicable to the higher position.

10 The following conditions will apply to all employees:

- Any sick leave that occurs while a person is acting in the higher position will be paid at the higher rate.
- Higher duties will not be paid when the relieving employee is absent on a public holiday or RDO.
- Annual leave will be paid at the higher rate if the person is acting in the position for longer than 3 months and is acting both before and after the period of leave.
- Overtime will be paid at the higher duty rate only if associated with the higher position function.

Approval

All applications for higher duties are to be approved by the Chief Executive Officer.

Confirmation of Higher Duties

All appointments to higher duties must be confirmed in writing to the employee detailing:

- Period of higher duties
- Agreed additional percentage
- Agreed rate
- Delegation authority (if applicable)
- Outline of agreed component of position in which the employee is acting
- Conditions of motor vehicle use (if applicable)

Legislation

Equal Opportunity Act WA 1984

Local Government Industry Award 2010

Shire of Donnybrook-Balingup's Outdoor Works & Services Enterprise Agreement 2013

Relevant Documents

Policy 1.2 Equal Employment Opportunity

Adopted:	N/A
Last Amended:	28 April 2015
Last Reviewed:	
Next Review Date:	2016
Responsible Department:	Human Resources



Human Resources Social Media Policy

Scope

This policy applies to all employees, contractors and consultants working for the Shire of Donnybrook-Balingup.

Policy

Personal use of social media

The Shire recognises you may wish to use social media in your personal life. This policy does not intend to discourage or unduly limit your personal expression or online activities.

However, you should recognise the potential for reputational damage to be caused, directly or indirectly, to the Shire in certain circumstances as a result of your personal use of social media when you can be identified as a Shire employee. Accordingly, you should comply with this policy to minimise the risk of such damage.

You are personally responsible for the content you publish in a personal capacity on any social media platform. When in doubt, seek guidance from the Shire about how to comply with the following obligations.

Where your comments or profile can identify you as a public servant, **you must:**

- only disclose and discuss publicly available information
- ensure all content published is accurate and not misleading and complies with all relevant Shire and WA Local Government policies
- expressly state on all postings — identifying you as a government employee — the stated views are your own and are not those of the Shire or the government
- be polite and respectful to all people with whom you interact
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws and Shire policies.

Where your comments or profile can identify you as a public servant, **you must not:**

- post material that is or might be construed as offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful

- imply that you are authorised to speak as a representative of the Shire or the government, nor give the impression that the views you express are those of the Shire or the government
- use your Shire email address or any Shire or Government logos or insignia that may give the impression of official support or endorsement of your personal comment
- use the identity or likeness of another employee, contractor or other member of the Shire
- use or disclose any confidential information or personal information obtained in your capacity as an employee/contractor of the Shire
- make any comment or post any material that might otherwise damage the Shire's reputation.

Reasonable/Unreasonable personal use

Whether or not you can be identified on social media, you must:

- act with integrity
- never reveal confidential information
- be respectful.

When accessing social media via the Shire's online platforms or work mobile devices, you must do so in accordance with the Shire's Acceptable Usage Policy, which requires you to reasonably use these resources in a manner that does not interfere with your work and is not inappropriate or excessive.

Examples of reasonable use include:

- accessing and posting comments on the Shire intranet or other Shire network pages
- participating in working groups on the internet
- updating Facebook status and posting messages during a lunch break
- sharing relevant work-related posts to educate and inform your online networks.

Unreasonable use:

- Shire resources should not be used to access or post any material that is fraudulent, harassing, threatening, bullying, embarrassing, sexually explicit, profane, obscene, racist, sexist, intimidating, defamatory or otherwise inappropriate or unlawful.
- You should not use the Shire's internet, intranet, mobile devices or other computer resources to provide comments to journalists, politicians and lobby groups other than in the course of official duties.
- It is not acceptable to spend hours using social media for purposes not related to your employment during work time.

Official comment on social media

Becoming authorised to comment

- You must be authorised to comment before engaging in social media as a representative of the Shire.
- You may not comment as a representative of the Shire unless you are authorised to do so.

- To become authorised to comment in an official capacity, you have gained written approval from the Chief Executive Officer.

Rules of engagement

Once authorised to comment as a Shire representative, you must:

- disclose you are an employee/contractor of the Shire and use only your own identity or an approved official account or avatar
- only disclose and comment on information classified as public domain information or which you've been given approval to reveal
- ensure that all content published is accurate and not misleading and complies with all relevant Shire policies
- ensure you are not the first to make an announcement unless specifically given permission to do so
- comment only on your area of expertise and authority
- ensure comments are respectful of the online community with which you are interacting
- adhere to the Terms of Use of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws and Shire policies.

If you are authorised to comment as a Shire representative, you must not:

- post or respond to material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful
- use or disclose any confidential or secure information
- make any comment or post any material that might otherwise cause damage to the Shire's reputation or bring it into disrepute.

Moderation of social media produced by the Shire

- The site owner must ensure a moderation policy is clear when inviting comments from the public on a Shire website or social media platform.
- All Shire website activity, including any social media, must be approved by the Shire's Website Manager and/or the CEO.

Guidance for navigating legal issues

The following is offered as general guidance to assist you to comply with the obligations set out in this policy. When in doubt, seek further guidance from the Shire.

Privacy, confidentiality and information security

- You should only use personal information obtained in the course of your employment/engagement with the Shire in a manner consistent with Shire policies.
- You should not publish or report on conversations or information deemed confidential or classified or that deal with internal matters.

Copyright

- You should respect copyright laws and fair use of copyrighted material.
- You should attribute work to the original author/source wherever possible.

Harassment and bullying

- The Shire's Workplace Bullying and Elimination of Harassment Policies apply online and in the physical workplace.
- Workplace bullying and harassment includes any bullying or harassing comments employees make online, even on their own private social networks or outside of office hours.
- Abusive, harassing, threatening or defaming postings are in breach of the Shire's Workplace Bullying Prevention Policy and may result in disciplinary action.
- All employees are expected to treat their colleagues with respect and dignity and must ensure their behaviour does not constitute bullying and/or harassment.

Defamation

- You should refrain from publishing material that may cause injury to another person, organisation, association or company's reputation, and should seek further guidance if publication of such material is thought to be necessary.

Offensive or obscene material

- Material may be offensive or obscene and may infringe relevant online classification laws if it is pornographic, sexually suggestive, harassing, hateful, racist, sexist, abusive or discriminatory.

Contempt of court

- You should exercise care if referring to pending court proceedings to avoid publishing material that could prejudice those proceedings, in particular, material that will not be part of the evidence in those proceedings.
- You should make enquiries as to any applicable court suppression orders prior to commenting on any court proceeding, past or pending.

Responsibilities

Everyone should be aware of their responsibilities under the Shire's Code of Conduct.

Compliance

Depending on the circumstances, non-compliance with this policy may constitute a breach of employment or contractual obligations, misconduct (under the Shire's Code of Conduct Policy), sexual harassment, discrimination or some other contravention of the law.

Those who fail to comply with this policy may face disciplinary action. In serious cases, this includes termination of employment or engagement.

Identifying inappropriate use

If you notice inappropriate or unlawful content online relating to the Shire or content that may otherwise have been published in breach of this policy, you should report the circumstances to your manager or the CEO immediately.

Privacy breaches should also be reported..

Definitions

Social Media

Content created by people using highly accessible and scalable publishing technologies. Social media is distinct from industrial media, such as newspapers, television, and film. Social media comprises relatively inexpensive and accessible tools that enable anyone (even private individuals) to publish or access information — industrial media generally require significant resources to publish information. (http://en.wikipedia.org/wiki/Social_media)

Social Media may include but is not limited to:

- social networking sites (e.g., Facebook, MySpace, LinkedIn, Yammer)
- video and photo sharing websites (e.g., YouTube, Vimeo, Flickr, Instagram)
- blogs, including corporate blogs and personal blogs
- blogs hosted by media outlets (e.g., 'comments' or 'have your say' features)
- microblogging (e.g., Twitter)
- wikis and online collaborations (e.g., Wikipedia)
- forums, discussion boards and groups (e.g., Google groups, Whirlpool)
- vodcasting and podcasting
- online multiplayer gaming platforms (e.g., World of Warcraft, Second Life)
- instant messaging (including SMS)
- geospatial tagging (Foursquare) .

Adopted:	
Last Amended:	20 th June, 2016
Last Reviewed:	June, 2016
Next Review Date:	2018
Responsible Department:	Human Resources



Fire Control Policy

8.2 Bush Fire Advisory Committee Meetings

Objective

To comply with the requirements of the *Bush Fire Act 1954*.

Policy

Generally, two meetings of the Bush Fire Advisory Committee will be held in each year. The Annual General Meeting shall be held on a Thursday in mid-April and the other meeting on a Thursday in mid-October. Further meetings to be convened as and when necessary.

Adopted:	1 January 1993
Last Amended:	26 May 2010
Last Reviewed:	28 April 2016
Next Review Date:	2017
Responsible Department:	Development & Environmental Services



Fire Control Policy

8.6 Procedures for Hiring Contractors & Equipment for Fire Fighting

Objective

To ensure clear guidelines for the process of hiring private equipment should it be required for use when fighting fires.

Policy

1. The preference is to utilise Shire equipment where possible or to seek inter agency assistance i.e. the Department of Parks & Wildlife. If this is not suitable, the following conditions should be adhered to:
 - a) Prior to hiring any equipment/machinery the Fire Control Officer or Incident Controller seek authorisation from the Shire Chief Executive Officer or the Shire Senior Ranger;
 - b) The Department of Fire & Emergency Services to be consulted before hiring equipment as they may agree to pay costs.
 - c) At the time of the request for authorisation an indicative hire cost and timeframe for the use of the equipment should be conveyed to the authorised Shire staff member.
 - d) In the event of an emergency and where the authorised Shire staff are unable to be contacted, the Shire President, Chief Bush Fire Control Officer or Incident Controller is authorised to give approval for the hiring of private equipment.
 - e) Unless a critical situation, the authorised person should seek clarification of the current insurance of the contractor or equipment owner prior to hiring.
2. The Shire's existing Preferred Suppliers for personnel and equipment, in accordance with the Shire of Donnybrook-Balingup Purchasing & Tender Policy 2.26, are to be utilised when required in emergency situations where possible.

Adopted:	8 November 2006
Last Amended:	22 May 2013
Last Reviewed:	28 April 2016
Next Review Date:	2017
Responsible Department:	Development & Environmental Services

RESCIND

Policies with No Change	
EM/CP-1	Council Member Induction, Training and Professional Development
EXE/CP-1	Commercial Lease
EXE/CP-8	Policy Framework
COMD/CP-1	Community Grants Funding Scheme
COMD/CP-3	Community Engagement Framework
COMD/CP-4	Community Townscape Activities

COUNCIL POLICY EM/CP-1 COUNCIL MEMBER INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT



STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. The Shire of Donnybrook Balingup is committed to providing training and development activities for its Council Members to assist them in the performance and discharge of their functions and duties

2. SCOPE

- 2.1. This policy provides a framework for the formulation of the annual Training and Development Plan that will include inductions, mandatory Council Member training and professional development opportunities for Council Members.

3. DEFINITIONS

- 3.1. **Candidate** means a person who seeks to be elected in Local Government.
- 3.2. **Professional Development** means personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist a council member in their broad civic leadership role.
- 3.3. **WALGA** means Western Australian Local Government Association.

4. POLICY STATEMENT

Candidate Inductions

- 4.1. Body Candidates need to understand both the role of a Council Member and what laws affect the way they conduct their campaign by completing the free candidate induction provided by the Department of Local Government, Sport and Cultural Industries.
- 4.2. Completing the induction module is mandatory irrespective of whether an individual is a first-time candidate or a long-standing Council Member.
- 4.3. Every person nominating for Council will be required to declare that they have participated in a candidate induction session at the time of nomination.

Mandatory Council Member Training

- 4.4. All Council Members will undertake the Council Member Essentials training provided by WALGA which include:
 - a. Meeting procedures,
 - b. Conflicts of interest,
 - c. Understanding local government,
 - d. Serving on council; and
 - e. Understanding financial reports and budgets.

COUNCIL POLICY EM/CP-1 COUNCIL MEMBER INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT



- 4.5. All Council Members will commence the training within 12 months of being elected unless an exemption applies.

Council Member Training Exemptions

- 4.6. Council Members will not have to undertake the course Council Member Essentials if, in the previous five years they have passed the Council Member Essentials course, or 52756WA – Diploma of Local Government (Elected member);
- 4.7. in addition, current Council Members who have passed the course title LGASS00002 Elected Member Skill Set within the last 5 years prior to being elected and before 1 July 2019 will be exempt.
- 4.8. Training is valid for five years so a Council Member will only be required to undertake the training every second election.

Council Member Professional Development

- 4.9. Due to legislation and best practice changes overtime, Council Members are encouraged to develop their skills and keep up-to-date with new developments to build capacity and strengthen the Shire of Donnybrook Balingup.

Requests

- 4.10. Requests are to be submitted in writing to the CEO and include:
- Council Members name;
 - name of professional development;
 - location;
 - cost; and
 - date/time period
- 4.11. Council will consider the following when approving requests from Council Members for professional development:
- the strategic direction of the Shire of Donnybrook Balingup;
 - the skills gap among the council as a whole;
 - the budget allocation, and
 - the needs of individual council members.

Reporting

- 4.12. On completion of any Council funded professional development the Council Member is expected to submit a report to Council within 30 days of attendance/completion outlining:
- the major points of interests for the shire;
 - benefits to the Council Member, the Council and the community; and
 - the value of future professional development by other Council Members.

COUNCIL POLICY EM/CP-1 COUNCIL MEMBER INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT



4.13. The Chief Executive Officer is to compile a report listing each Council Member and the training completed in that financial year which will be published on the Shire of Donnybrook Balingup's website and in the annual report.

Timeframe and Budget

4.14. Training and professional development will be split over the four-year term. Each Council Member will be allocated an allowance for training and professional development through its annual budget process, based on each individual's needs.

5. DELEGATION AND AUTHORISATION

- 5.1. The Chief Executive Officer is authorised to approve requests from Council Members for professional development without referral to Council provided that:
- d. the professional development is provided by WALGA; and
 - e. the cost does not exceed the individual Council Members annual training and professional development allowance.

6. LEGISLATION

- 6.1. *Local Government Act 1995*
- 6.2. *Local Government (Administration) Regulations 1996*

7. POLICY VERSION

Related Policies:	Nil				
Related Procedure:	[Nil]				
Responsible Department:	Executive Services				
Reviewer:	Corporate Planning and Governance Officer				
Review Frequency:	Biannual	Next Due:	2023	Version Date:	16/09/2021
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	Initial adoption of policy	23/10/2019	165/19	NNP4311	
2	Renumbered and Reformatted	[DD/MM/YY]	[###/YY]	[Record #]	

STRATEGIC OUTCOME SUPPORTED: 6 - The built environment is responsibly planned and well maintained.

1. OBJECTIVE

- 1.1. The purpose of this policy is to provide a consistent, equitable and simple approach to dealing with commercial lease negotiations.

2. SCOPE

- 2.1. This policy applies to all commercial leases for Shire owned premises.

3. DEFINITIONS

- 3.1. **MV** means Market Valuation

4. POLICY STATEMENT

- 4.1. Lease agreements between the Shire of Donnybrook Balingup and a commercial entity will be established in accordance with this policy.

Commercial Lease Rent Methodology

- 4.2. Commercial rent will be based on the market valuation (MV) obtained from an independent certified valuer. Rent will be reviewed annually in accordance with the Perth Consumer Price Index adjustments as stated in the lease. At the commencement of this policy rent will be phased in.

Phasing in - Existing lessee, new lease, MV at least 10% above current rent amount

- 4.3. Where:

- a. There is an existing lessee at the premises; and
- b. a new lease is being prepared; and
- c. the current MV is at least 10% above the current rent amount.

- 4.4. Rent shall increase in equal increments over a three-year period to bring it up to the current MV. After the third year the rent will be reviewed annually in accordance with Consumer Price Index adjustments as stated in the Standard Commercial Lease.

Phasing in - Existing lessee, new lease, MV less than 10% below current rent amount

- 4.5. Where:

- a. There is an existing lessee at the premises; and
- b. a new lease is being prepared; and
- c. the current rent amount is less than 10% below the current MV.

- 4.6. Rent shall increase to the current MV for the first year and will be reviewed annually in accordance with the Perth Consumer Price Index adjustments as stated in the Standard Commercial Lease.

COUNCIL POLICY EXE/CP-1 COMMERCIAL LEASE



Lease Terms

- 4.7. Terms are to be negotiated by the Chief Executive Officer in accordance with current market conditions with a minimum five-year term for the first term.
- 4.8. Leases terms for retail shops will be in accordance with the *Commercial Tenancy (Retail Shops) Act 1985*.

Lease Renewals

- 4.9. Whenever premises become available, an MV will be obtained, and Expressions of Interest will be sought for commercial lessees.
- 4.10. Where there is an existing lessee at the premises and the lease has expired with no further options, an MV will be obtained, and they will be given the first option of renewal for a new lease.

Standard Commercial Lease

- 4.11. Any new commercial lease, or renewal of an existing lease, shall be based on the Shire's 'Standard Commercial Lease' incorporating the requirements in this policy.
- 4.12. Any variations to the Standard Commercial Lease will be detailed in an Item in the Schedule (Additional Terms and Covenants) of the lease document.
- 4.13. Minor changes, as deemed necessary by the Chief Executive Officer, may be made to the Standard Commercial Lease.

Costs

- 4.14. Commercial leases will be drafted by the Shire's solicitors, 100% of all legal costs incurred will be paid for by the lessee unless the lease is being prepared for a retail shop in which case the Shire will bear all costs in accordance with section 14B *Commercial Tenancy (Retail Shops) Act 1985*.
- 4.15. The costs of obtaining a market valuation in accordance with section 3.58(3)(a) of the *Local Government Act 1995* for the initial lease rental assessment and during the term of the lease for rent reviews will be split 50:50 between the Shire and lessee.

5. DELEGATION AND AUTHORISATION

- 5.1. Reference the appropriate delegation from the Delegation Register or free type any authorisation council will need to provide to the CEO.

6. LEGISLATION

- 6.1. *Legislation typed in italics Local Government Act 1995*
- 6.2. *Commercial Tenancy (Retail Shops) Act 1985*
- 6.3. *Land Administration Act 1997*

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. To provide direction on the development and implementation of its policies to reflect the Shire's strategic goals and to fulfil statutory requirements.

2. SCOPE

- 2.1. This policy applies to the development of new policies and the review of existing policies.
- 2.2. This does not apply to Local Planning Policies which are prepared separately under the Shire's Local Planning Scheme.

3. DEFINITIONS

- 3.1. **The Act** means the *Local Government Act 1995*.
- 3.2. **Minor amendment** means changes to language, style, formatting, etc. that do not impact on the application of the policy.
- 3.3. **Major amendment** means changes that significantly alter the Shire's position on an issue or change the strategic intent of the policy.
- 3.4. **Policy Response** means to signify when Council should opt to consider a policy approach in response to an issue.

4. POLICY STATEMENT

- 4.1. Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government's policies.
- 4.2. Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented and this includes giving effect to Council's Policies.
- 4.3. To provide a clear distinction between the role of the council and the role of the local government administration separate document classifications shall be maintained.

Document Classifications

- 4.4. Council Policy – provides for “the rationale and guiding principles of what can be done” and:
 - a. Focus on the strategic and statutory decision-making obligations of the Council; and
 - b. Set governing principles and guide the direction of the organisation to align with community values and aspirations; and
 - c. Apply to Council, Elected Members and shire employees when fulfilling their decision-making responsibilities.

- 4.5. Administration Policies – explains “how” the administration will implement or carry out that policy and:
- Are developed for administrative and operational purposes with an internal focus.
 - The CEO is the decision-maker for the approval, amendment or rescinding of these policies.
 - Elected Members are not bound by these policies.
- 4.6. Operational Procedures - a series of actions conducted in a certain order or manner to give effect to policy and:
- Are developed for administrative and operational purposes with an internal focus.
 - The CEO is the decision-maker for the approval, amendment or rescinding of these procedures.
 - Elected Members are not bound by these procedures.

Guiding Principles

- 4.7. Policies will be concise, clear, consistent and compliant.
- Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.
 - Clear – policies will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
 - Consistent – policies will encompass and be consistent with the Shire’s strategic goals, values, risk appetite and template documents.
 - Compliant – policies will comply with all relevant compliance obligations and commitments.
- 4.8. There are three key stakeholders with differing relationships in policy development:
- Officers develop and write policies, engage the community in the policy development process.
 - Community members participate in the consultation processes to inform policy development.
 - Elected members set policies for the Shire by considering policies presented for adoption, review and rescindment.

Policy Management and Development Principles

- 4.9. A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:
- Legislative requirement.
 - New or changing industry and organisational standards.
 - To meet the Shire’s strategic objectives.

COUNCIL POLICY EXE/CP- 8 POLICY FRAMEWORK



- d. Community needs or expectation.
 - e. Advocacy on issues that Council considers to be significant.
 - f. As a result of a Council resolution.
- 4.10. Further, a policy response will only be proposed where it can be demonstrated that the policy will deliver:
- a. Clarity and consistency in decision making.
 - b. Improved efficiency and effectiveness.
 - c. Improved customer / community outcomes.
- 4.11. Council policies will be developed or reviewed inline with the Shire's Community Engagement Framework.
- 4.12. All periodic policy reviews will be based on a Risk Assessment Rating.
- 4.13. All policies are to be made available on the Shire's website.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

6.1. *Local Government Act 1995*

7. POLICY VERSION

Related Policies:			
Related Procedure:	Policy Framework (Being Developed)		
Responsible Department:	Executive		
Reviewer:	Corporate Planning & Governance Officer		
Review Frequency:	Triennial	Next Due:	2024
Version Date:	22/09/2021	Synergy #:	NPP7502
Policy Version Details			
Initial Adoption Date:	22/09/21	Decision Reference:	155/21
Version Decision Date:	22/9/21	Decision Reference:	155/21
Version Synopsis:	Initial creation of Policy		

STRATEGIC OUTCOME SUPPORTED: 13 - Increased community capacity.

1. OBJECTIVE

1.1. The Community Grant Funding Scheme (CGFS) is connected to the Shire's overarching vision to create a proud community who enjoy our rural lifestyle, cultural heritage, and natural environment. The CGFS supports the shire's four key objectives:

- a. A strong, diverse, and resilient economy,
- b. Respect for our heritage, natural and built environment,
- c. A healthy, safe, and inclusive community, and
- d. Effective leadership and civic responsibility.

2. SCOPE

2.1. Submissions are encouraged from eligible individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that produce results in these key objective areas.

3. DEFINITIONS

- 3.1. **CGFS** means Community Grant Funding Scheme.
- 3.2. **Legal Entity** means an individual, company, or organization that has legal rights and obligations.
- 3.3. **Non-Legal Entity** means any individual or group that does not have Legal Entity status such as an unincorporated body.
- 3.4. **PFA** means Proportionate Funding Allocations.
- 3.5. **CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.
- 3.6. **SLA** means Service Level Agreement

4. POLICY STATEMENT

Eligibility

- 4.1. To be eligible for funding, applicants must satisfy the eligibility criteria set out in the relevant CGFS Guidelines, and must:
 - a. Offer a project or activity within the Shire's local government boundary, or if the applicant is an individual, they must be a resident of the Shire; and
 - b. Successfully complete and acquit any project, activity, or event for which the applicant has received funding from previous Shire CGFS rounds; and

COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME



- c. Have no outstanding debts to the Shire; and
 - d. Undertake the project, activity, or event for the benefit of the wider community for projects that meet the Shire's vision and objectives; and
 - e. Apply in accordance with the requirements outlined in the relevant CGFS guidelines on the prescribed CGFS Application Form.
- 4.2. Legal entities are eligible for a maximum of one grant per funding category per financial year. Exceptions may be considered for a legal entity who is auspicing an application for an entity that is not a legal entity. It should be noted that the CGFS has a limited annual budget and equitable distribution of funding is a key principle in the assessment process.
- 4.3. The CGFS does not provide funding for:
- a. Projects that duplicate existing Shire services and/or programs; or
 - b. Activities that are already covered by existing service agreements with the Shire; or
 - c. Projects that are only for a political or religious purpose.

Budget Allocation

- 4.4. The CGFS budget allocation is tied as a percentage of Shire rates. Based on historical proportional CGFS budget allocations, 2.5% of the annual shire rates provides sufficient budget to run an effective annual CGFS process, including multi-year service level agreements for those legal entities where recurrent funding is requested and approved.
- 4.5. The Proportionate Funding Allocations (PFA) for each category are designated against each category below. The designated PFA for each category, excepting Service Level Agreements (SLA), may be adjusted depending on the quality and quantity of applications.

Assessment of Applications

- 4.6. Applications will be assessed according to the following CGFS priorities:
- a. Build Capacity, Partnerships and Leverage Resources:
 - i. Increase the human and organisational capacity of recipients, or the community,
 - ii. Maximise in-kind, cash donations and volunteer time from community, business, and/or other funding bodies,
 - iii. Facilitate ways in which recipients can give back to the community,
 - iv. Encourage community participation and capacity building, and
 - v. Demonstrate a result that will have an impact beyond the CGFS grant round.

COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME



- b. Demonstrate Accountability for the Expenditure of Public Funds:
 - i. Adopt a risk-management based approach,
 - ii. Clearly define aims, objectives and outcomes that are measurable and relevant to the shire visions and objectives,
 - iii. Be well-planned and achievable within clear and detailed timelines,
 - iv. Provide evidence to establish that funds and in-kind support provided by the Shire will be used for their intended purpose,
 - v. Seek to maximise value for money,
 - vi. Recognise the shire's contribution, and
 - vii. Enhance the image of the Shire.

Funding Categories

4.7. Service Level Agreements -Total annual PFA: 75%

- a. Applicants whose primary purpose is to service the people living with the Shire.
- b. The purpose of the SLA is to support organisations who build the capacity of the community in key areas over a longer term.
- c. Applications are made once every three years.
 - i. For existing recipients, the application must be made 12 months prior to the end of the three-year cycle, or
 - ii. For new applicants, the application is made through the annual grant application process.
- d. Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- e. Information of successful/unsuccessful applications is provided to Council.

4.8. Community Grants – Major - Total annual PFA: 8.9% with individual applications up to \$2,000.

- a. These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicng legal entity.
- b. Applications can be made once per year as a part of the Shire's annual CGFS round which commences in July and closes no later than the end August each year.
- c. Applications are assessed against criteria outlined in the CGFS Guidelines.
- d. Applications are assessed by Community Development Officers and submitted for approval to the CEO.

COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME



- e. Information of successful/unsuccessful applications is provided to Council.
- 4.9. Community Grants – Minor - Total annual PFA: 2.4% with individual applications up to \$500.
- a. These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
 - b. Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
 - c. Applications are assessed by Community Development Officers and submitted for approval to the CEO.
 - d. Information of successful/unsuccessful applications is provided to council.
- 4.10. Event Sponsorship – Major - Total annual PFA: 8.9% with individual applications up to \$2,000.
- a. These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
 - b. Applications can be made once per year as a part of the Shire's annual CGFS round which commences in July and closes no later than the end August each year.
 - c. Applications are assessed against criteria outlined in the CGFS Guidelines.
 - d. Applications are assessed by Community Development Officers and submitted for approval to the CEO.
 - e. Information of successful/unsuccessful applications is provided to Council.
- 4.11. Event Sponsorship – Minor - Total annual PFA: 2.4% with individual applications up to \$500.
- a. These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
 - b. Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
 - c. Applications are assessed against criteria outlined in the CGFS Guidelines.
 - d. Applications are assessed by Community Development Officers and submitted for approval to the CEO.
 - e. Information of successful/unsuccessful applications is provided to Council.

COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME



- 4.12. Cash Donations – Minor - Total annual PFA: 0.8% with individual applications up to \$200.
- a. Applicants must be shire residents.
 - b. Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
 - c. Applications are assessed by Shire officers against the criteria outlined in the CGFS Guidelines.
 - d. This category seeks to support individual endeavour in sport, community development, culture, and the arts, where the individual has been selected as a State, National or International representative. There are three levels of Cash Donations, depending on the level of competition:
 - i. International – Up to \$200 per applicant per year.
 - ii. National – Up to \$150 per applicant per year.
 - iii. State – Up to \$100 per applicant per year.
 - e. Applications are assessed by Community Development Officers and submitted for approval to the CEO.
 - f. Information of successful/unsuccessful applications is provided to Council.
- 4.13. Non-Cash Donations / Waiver of Fees - Total annual PFA: 1.6% with individual applications up to \$500.
- 4.14. This category seeks to contribute to the viability of community projects and events. Applicants may apply for a maximum of \$500 in any one financial year. Donations may, for example, include a waiver of the cost of Shire venue hire, or the provision of shire rubbish bins at an event.
- a. This category is available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
 - b. Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
 - c. Applications are assessed against criteria outlined in the CGFS Guidelines.
 - d. Applications are assessed by Community Development Officers and submitted for approval to the CEO.
 - e. Information of successful/unsuccessful applications is provided to Council.

COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME



5. DELEGATION AND AUTHORISATION

5.1. The CEO has delegated authority to determine successful/ unsuccessful applications and the proportion of funding awarded based on the recommendations of the Community Development Officers, CGFS Policy and Guidelines, to approve or refuse any and all CGFS applications in accordance with this policy and any annual budget considerations.

6. LEGISLATION

6.1. *Local Government Act 1995*

6.2. *Local Government (Financial Management) Regulations 1996*

7. POLICY VERSION

Related Policies:	Nil				
Related Procedure:	Nil				
Responsible Department:	Community Development				
Reviewer:	Manager Community Development				
Review Frequency:	Triennial	Next Due:	2023	Version Date:	17/09/2021
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	Initial adoption of policy	27/04/2016	[###/YY]	[Record #]	
2	Amendment – Annual allocation tied to 2.5%, renamed budget/recurrent to service level agreements, funding process timeline	28/10/2020	150/20	NPP6444	
3	Renumbered and reformatted	[DD/MM/YY]	[###/YY]	[Record #]	

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. The object of this policy is to provide a framework to embed proactive stakeholder analysis, communication and engagement planning and delivery for Shire projects, services, and issues management.

2. SCOPE

- 2.1. The Shire is committed to providing opportunities for members of the community to participate in, and contribute to, local decision-making processes. This policy recognises that the Shire community is a source of knowledge and expertise and this is accessed to help find solutions to local issues as well as complex shire challenges.

3. DEFINITIONS

- 3.1. **Stakeholder** is any person, group, business, organisation or interested party (internal and external) who can impact, or is impacted by, a decision or activity.
- 3.2. **Communication** is a one-way information sharing process to keep stakeholders informed, advised, and educated, mostly after a decision is made or around project milestone. Communication tools include, but are not limited to, advertisements, letters, newsletters, brochures, website, phone calls, emails, media, social media, signage, displays, drawings, and models.
- 3.3. **Consultation** is a two-way information exchange process that enables stakeholders to give feedback, on a topic or issue so these can be considered before making a decision. Consultation tools include, but are not limited to, verbal discussions, written submissions, surveys, group meetings, workshops, displays, public events, and formal advisory committees. Consultation provides opportunities to clarify information, raise and address issues and discuss ideas and options.
- 3.4. **Level of engagement** refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org
- 3.5. **Engagement** is any process that allows stakeholders to participate more deeply in problem solving or decision making which proactively uses their input to develop or formulate outcomes and make decisions. A thorough engagement process reaches mutually beneficial outcomes, as a result of effective relationship-building over a longer period of time (lifespan of a project or issue). Outcomes are heavily shaped by input from participants above simply considering feedback.

4. POLICY STATEMENT

Active community participation in the Shire's decision-making processes

- 4.1. The Shire has various strategies to guide its decision-making; consultation and engagement with the community is an integral strategy in decision-making.
- 4.2. The Shire will:
 - a. Carefully plan engagement design and who to involve;
 - b. Work in partnership with Aboriginal people, where possible;
 - c. Prioritise accessible, diverse, and inclusive engagement;
 - d. Consult early and clearly communicate the community's role throughout engagement;
 - e. Communicate clearly when there are time constraints imposed by third parties;
 - f. Deliver engagement approaches that are relevant to complexity, context, and place;
 - g. Be innovative and always improve our engagement approach;
 - h. Not engage when it is not effective or appropriate; and
 - i. Adhere to its statutory obligations to consult.
- 4.3. The Community Engagement Framework complements the *Shire of Donnybrook Balingup Strategic Community Plan*. All methods of engagement will be guided by the Shire's overarching vision of 'a proud community enjoying our rural lifestyle, cultural heritage and natural environment'.

Keeping Elected Members and staff informed

- 4.4. The complexity of the engagement and the scope of the issue or project to be consulted on will guide the involvement of Elected Members. If the issue or project scope has a high level of impact on a large part of the Shire, or a high degree of potential community interest in a specific local area that involves the Community Engagement plan that directs the Shire to involve, collaborate, or empower the community, then the Elected Members must approve the plan prior to engagement occurring.
- 4.5. Elected Members and staff are encouraged to act as a communication medium to help inform the community of key activities. Elected Members and staff must also be considered as internal stakeholders, where appropriate, when developing a Community Engagement plan, including being invited to attend public consultation opportunities, and be provided with any supporting information prior to or at the same time as invitations and communications are shared with the community.

COUNCIL POLICY COMD/CP-3 COMMUNITY ENGAGEMENT FRAMEWORK



Integration of community engagement with key Shire processes and corporate documents

4.6. Integral to effective community engagement is the development of a Community Engagement plan that uses a suite of planning tools and templates. These planning tools assist in developing a stakeholder analysis and identify the most appropriate community engagement techniques to be used. All community engagement activity should form part of a Project Plan approved by the Shire's Executive team and connected to key Shire governance processes and statutory obligations.

Community engagement framework procedures

4.7. The community engagement framework is detailed in the Community Engagement Framework Operational Procedure. Community engagement is subject to continuous improvement as techniques for engagement are applied in different circumstances and communities of interest.

5. DELEGATION AND AUTHORISATION

5.1. Nil

6. LEGISLATION

6.1. *Local Government Act 1995*

6.2. *Land Administration Act 1997*

6.3. *Dog Act 1976*

6.4. *Bush Fires Act 1954*

7. POLICY VERSION

Related Policies:	Nil				
Related Procedure:	Community Engagement Framework Operational Procedure				
Responsible Department:	Community Development				
Reviewer:	Manager of Community Development				
Review Frequency:	Biennial	Next Due:	2023	Version Date:	31/05/2021
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	New Policy, created to replace 2.14 Community Consultation; and 2.43 Community Consultation/Engagement.	24/03/2021	35/21	NPP7181	
2	Strategic Outcome added	[DD/MM/YY]	[###/YY]	[Record #]	

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. The objective of this Policy is to provide appropriate financial governance and efficient coordination of projects undertaken by incorporated community groups and the Shire for townscape related activities in Donnybrook, Balingup and Kirup.
- 1.2. This includes activities undertaken by the Balingup Townscape Committee (BTC), (a sub-committee of the Balingup Progress Association (BPA)) and the Kirup Progress Association (KPA).
- 1.3. This Policy provides guidance regarding the following:
 - a. Allocation of townscape funds in Donnybrook, Balingup and Kirup;
 - b. Eligible activities for community group volunteers;
 - c. Activities that will remain the responsibility of the Shire;
 - d. Qualifications and Insurance.
- 1.4. This Policy should be read in conjunction with Operational Procedure COMD/OP-2-Townscape Funds and Activities.

2. SCOPE

- 2.1. This Policy is applicable to all townscape works undertaken by incorporated community groups including the Balingup Townscape Committee (BTC) and the Kirup Progress Association (KPA), as well as the Shire (in the absence of an appropriate community group for this purpose).

3. DEFINITIONS

- 3.1. **BTC** means Balingup Townscape Committee
- 3.2. **BPA** means Balingup Progress Association
- 3.3. **KPA** means Kirup Progress Association

4. POLICY STATEMENT

Allocation of Funds

- 4.1. Council will confirm the annual allocation to townscape works in Donnybrook, Balingup and Kirup through its Annual Budget for each locality for the relevant financial year.
- 4.2. The final amounts allocated will be determined by Council which will be informed by the assessment of proposed projects from incorporated community groups in accordance with this Policy.
- 4.3. In the case that there is not an active incorporated community group in a particular town for this purpose, Council will apply discretion in determining an appropriate

COUNCIL POLICY COMD/CP-4 COMMUNITY TOWNSCAPE ACTIVITIES



allocation for the financial year which will be administered by the Shire for appropriate townscape works.

- 4.4. Council will endeavour to achieve a balanced approach to allocating funds between Balingup and Donnybrook, with Kirup to receive an amount equivalent to 50% of the amount allocated to the two larger towns, however all final allocations are at the absolute discretion of Council.
- 4.5. Regardless of the projects applied for by a community group, Council reserves the right to limit the number and/or scope of approved projects in order to address budgetary constraints.
- 4.6. All proposals will require the approval of Council prior to commencement and the Shire will not retrospectively fund any activities undertaken by a community group that have not obtained prior approval in accordance with this Policy.

Eligible townscape activities for community groups

- 4.7. With regard to townscape works, Council generally takes the position that the role of the community groups is to undertake low risk activities and to provide recommendations to Council on larger infrastructure projects.

Townscape activities that will remain the responsibility of the Shire

- 4.8. The Shire will be responsible for undertaking larger infrastructure projects including the construction of roads, footpaths, bridgeworks, pedestrian crossings, statutory signage, water bores, and any other projects it deems appropriate.
- 4.9. The Shire may determine that a particular project contained within a community group application should preferably be undertaken by the Shire if it:
 - a. involves a high level of complexity (e.g. requires approvals from multiple agencies);
 - b. warrants significant community consultation;
 - c. requires engineering or design compliance;
 - d. poses a potential risk to public safety;
 - e. is of a scale or nature that warrants it being a Shire project.
- 4.10. Where appropriate the Shire will liaise with community groups on larger infrastructure projects to provide the opportunity for community input.

Qualifications and Insurance

- 4.11. It is the responsibility of the incorporated community group to ensure that its volunteers have the necessary skills, training and experience and are provided with the appropriate Personal Protective Equipment (PPE) and clothing to safely undertake any tasks.
- 4.12. It is the responsibility of the incorporated community group to ensure that any equipment or machinery used by volunteers is fit for purpose and in safe operating condition.

COUNCIL POLICY COMD/CP-4 COMMUNITY TOWNSCAPE ACTIVITIES



- 4.13. It is the responsibility of the incorporated community group to ensure it has adequate public liability and volunteer insurance for its volunteers and all works undertaken by the community group with current copies of all insurances to be provided to the Shire for its records.

Administration of Townscape Activities

- 4.14. The administration of all townscape related activities will need to comply with Operational Procedure COMD/OP-2-Townscape Funds and Activities, with any variation from the adopted procedure to require prior Council approval.

5. DELEGATION AND AUTHORISATION

- 5.1. NIL

6. LEGISLATION

- 6.1. A range of legislation is applicable to works in public places which includes (but is not limited to):
- a. *Local Government Act 1995*
 - b. *Planning and Development Act 2005*
 - c. *Rights in Water and Irrigation Act 1914*
 - d. *Public Works Act 1902*
 - e. *Aboriginal Heritage Act 1972*

7. POLICY VERSION

Related Policies:	Nil				
Related Procedure:	COMD/OP-2-Townscape Funds and Activities				
Responsible Department:	Community Development				
Reviewer:	Manager Community Development				
Review Frequency:	Biennial	Next Due:	2024	Version Date:	6/05/2021
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	Initial adoption of policy	28/04/21	59/21	NPP7000	
2	Strategic Outcome added	[DD/MM/YY]	[###/YY]	[Record #]	

COUNCIL POLICY EXE/CP-1 COMMERCIAL LEASE



7. POLICY VERSION

Related Policies:	EXE/CP- 4- Document Execution and Application of Common Seal				
Related Procedure:	Nil				
Responsible Department:	Executive Services				
Reviewer:	Corporate Planning & Governance Officer				
Review Frequency:	Triennial	Next Due:	2022	Version Date:	17/09/2021
Policy Version Details					
No.	Version Synopsis:	Version Decision Date:	Decision Reference:	Synergy #:	
1	Initial adoption of policy	25/11/2020	176/20	Nil	
2	Amendment to the phasing in 1.2.1 MV at least 10%..., 1.1.2 MV less than 10%..., clause 4 "Standard Community Lease" changed to "Standard Commercial Lease".	24/02/2021	25/21	NPP6689	
3	Reformatted and renumbered	[DD/MM/YY]	[##/YY]	[Record #]	

NO CHANGE

Current Policies	
1.4	Honorary Freeman of the Local Government
1.8	Legal Representation Costs Indemnification
1.15	Acknowledgement of Country and Welcome to Country
1.17	Audio Recording of Council Meetings
1.18	Caretaker Policy
1.19	Related Party Disclosure
1.21	Elected Members Allowances and Entitlements
2.10	Records Management
2.21	Regional Price Preference
2.32	Use of the Shire of Donnybrook-Balingup Common Seal
2.44	Occupation Health and Safety
2.49	Use of social media channels and communications for the Shire of Donnybrook Balingup
3.4	Investment of Funds
4.3	Land Resumption
4.24	Rural Verge Management
4.25	Urban Verge Management
6.11	Staff Usage of Donnybrook Recreation Centre
8.3	Road Verge Burning of Shire Controlled Roads
8.5	Fireworks Events



1.4 Honorary Freeman of the Local Government

PURPOSE

To provide appropriate recognition to residents and other individuals who have served the Donnybrook Balingup community with distinction.

POLICY STATEMENT

Council may, by an absolute majority of the members voting at a meeting of the Council, confer upon any person, the title of Honorary Freeman of the Local Government.

The granting of this prestigious honour shall take into account contributions made by an individual to the community as a representative of Local Government and/or involvement in community and service organisations.

The conferring of the title on a person does not grant to that person any right or privilege other than that of permitting that person to designate themselves by the title so conferred.

DEFINITIONS

An Honorary Freeman is bestowed on a citizen in recognition of their services to the Shire.

"Absolute majority" means absolute majority as defined in section 1.4 of the Local Government Act 1995.

RELATED LEGISLATION

Local Government Act 1995

RELATED DOCUMENTATION

Nil

Adopted:	1 January 1993
Last Amended:	
Last Reviewed:	23 May 2018
Next Review:	23 May 2021
Responsible Department:	Council



1.8 Legal Representation Costs Indemnification

PURPOSE

To protect the interests of council members and employees (including past members and former employees) where they become involved in civil legal proceedings because of their official functions. In most situations the Local Government may assist the individual in meeting reasonable expenses and any liabilities incurred in relation to those proceedings.

In each case it will be necessary to determine whether assistance with legal costs and other liabilities is justified for the good government of the district. This policy applies in that respect.

POLICY STATEMENT

- (a) The Local Government may provide financial assistance to members and employees in connection with the performance of their duties provided that the member or employee has acted reasonably and has not acted illegally, dishonestly, against interests of the Local Government or otherwise in bad faith.
- (b) The Local Government may provide such assistance in the following types of legal proceedings:
 - (i) Proceedings brought by members and employees to enable them to carry out their Local Government functions (e.g. where a member or employee seeks a restraining order against a person using threatening behaviour);
 - (ii) Proceedings brought against members or employees [this could be in relation to a decision of Council or an employee which aggrieves another person (e.g. refusing a development application) or where the conduct of a member or employee in carrying out his or her functions is considered detrimental to the person (e.g. defending defamation actions)]; and
 - (iii) Statutory or other inquiries where representation of members or employees is justified.
- (c) The Local Government will not support any defamation actions seeking the payment of damages for individual members or employees in regard to comments or criticisms levelled at their conduct in the respective roles unless under exceptional circumstances (e.g. repeated acts of defamation against employees). Members or employees are not precluded, however, from taking their own private action. Further, the Local Government may seek its own advice on any aspect relating to such comments and criticisms of relevance to it.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

- (d) The legal services the subject of assistance under this policy will usually be provided by the Local Government's solicitors. Where this is not appropriate for practical reasons or because of a conflict of interest then the service may be provided by other solicitors approved by the Local Government.

Any Council employee or Council member (or past member or former employee) who Council or the CEO approves to receive legal support will acknowledge in writing the details of Council Policy No. 1. 6 prior to Council providing that legal assistance.

DEFINITIONS

Nil

RELATED LEGISLATION

Section 5.42 of the Local Government Act 1995.

RELATED DOCUMENTATION

Shire of Donnybrook Balingup Guidelines and Procedures - Legal Representation Costs Indemnification

Adopted:	24 January 2001
Last Amended:	24 June 2009
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Council



1.15 Acknowledgement of Country and Welcome to Country

PURPOSE

To ensure that Council acknowledge (*Acknowledgement of Country and Welcome to Country*) and show respect for the original custodians of the land on which the Shire of Donnybrook Balingup is situated and ensure the correct protocols are used when doing so.

POLICY STATEMENT

Council will show respect for Australia's first people by recognising the traditional custodians of the land at public meetings and events, either through an 'Acknowledgement of Country' or - at major events - by inviting Aboriginal Elders to formally welcome guests.

1. Acknowledgement of Country

An 'Acknowledgement of Country' may be delivered at the following types of events:

- Significant events where members of the public, representatives of governments and/or the media are present
- Council Meetings
- Forums, briefing sessions, community workshops where the public are present
- Conferences or seminars
- NAIDOC celebrations
- Citizenship Ceremonies

An 'Acknowledgement of Country' should be given by a speaker at the beginning of the event.

The wording of and 'Acknowledgement of Country' may vary. A list of suggested phraseology is available in the attached guidelines.

2. Welcome to Country

A 'Welcome to Country' ceremony may be held at the start of the following types of events:

- The opening of a new significant building involving State or Federal Government representatives
- Major civic ceremonies or functions

The initiation of a 'Welcome to Country' is to occur only after receiving prior approval from the Chief Executive Officer.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

A 'Welcome to Country' should always occur as the first item in a ceremony or event. It may consist of a single speech by the representative of the local Aboriginal community or may also include a performance, such as a traditional song, dance or didgeridoo performance.

Arrangements for a 'Welcome to Country' are to be made by the officer/s responsible for the event or activity. This includes contacting and liaising with the appropriate Elder.

DEFINITIONS

Acknowledgement of Country – is an acknowledgement of the traditional Aboriginal custodians of the land in order to pay respect to them. An acknowledgement can be performed by any person, Aboriginal or non-Aboriginal.

Welcome to Country – is where the traditional custodians formally welcome people to their land. This ceremony is undertaken by Elders acknowledged as such by their family and community.

RELATED LEGISLATION

Nil

RELATED DOCUMENTATION

Shire of Donnybrook Balingup Guidelines/Procedures – Acknowledgement of Country and Welcome to Country

Adopted:	27 May 2015
Last Amended:	
Last Reviewed:	23 May 2018
Next Review:	23 May 2021
Responsible Department:	Executive



1.17 Audio Recording of Council Meetings

PURPOSE

To assist in the preparation of the minutes of Ordinary and Special Meetings of Council held in Council Chambers.

POLICY STATEMENT

All Ordinary and Special Meetings of Council held in Council Chambers shall be audio recorded, except when the Council has resolved to close the meeting to members of the public,

It is noted that the only official record of any Council meeting is the minutes and only the resolutions of Council as published in the minutes can be actioned.

This policy does not impinge on any person's access to public records.

3. Access to audio recordings

The Minute Clerk shall have access to the audio recordings.

4. Public notification of recording of meetings

Members of the public attending meetings will be advised that an audio recording of the meeting will be made to assist with minute-taking. The wording of the advice will be as follows:

"This meeting is being digitally recorded to assist with minute-taking in accordance with Council Policy 1.12. If you do not give permission for your participation to be recorded, please indicate this at the meeting."

"Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the chairperson."

This advice will be provided:

- On the agenda for Council and Committee meetings
- On paperwork associated with Public Question Time
- Verbally by the chairperson at the start of the meeting.

5. Retention of audio recordings

All audio recordings are to be retained as part of the Shire's records.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

DEFINITIONS

Audio recording means any recording made by any electronic device capable of recording sound.

RELATED LEGISLATION

Freedom of Information Act 1992.

State Records Act 2000

General Disposal Authority for Local Government 25.1.3

RELATED DOCUMENTATION

Nil

Adopted:	23 March 2016
Last Amended:	
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Council / Executive

CURRENT POLICIES



1.18 Caretaker Policy

PURPOSE

To:

- Ensure Council avoids making major decisions prior to an election that would bind an incoming Council;
- Prevent the use of public resources in ways that could be seen as advantageous or disadvantageous to members seeking re-election or new candidates; and
- Recognise the requirement for the Shire administration to act impartially in relation to all candidates.

POLICY STATEMENT

1. Scheduling Consideration of Major Policy Decisions

So far as is reasonably practicable, the CEO should avoid scheduling major policy decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either:

- a. considered by the Council prior to the Caretaker Period; or
- b. scheduled for determination by the incoming Council.

Where extraordinary circumstances prevail, the CEO may submit a major policy decision to the Council (refer to Part 3).

2. Decisions Made Prior to a Caretaker Period

This Policy only applies to decisions made during a Caretaker Period, not the announcement of decisions made prior to the Caretaker Period. Whilst announcements of earlier decisions may be made during a Caretaker Period, as far as practicable any such announcements should be made before the Caretaker Period begins or after it has concluded.

3. Role of the CEO in Implementing Caretaker Practices

The role of the CEO in implementing the caretaker practices outlined in this policy is as follows:

- a. The CEO will ensure as far as possible, that all Elected Members and staff are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker Period.
- b. The CEO will ensure, as far as possible, that any major policy or significant decisions required to be made by the Council are



SHIRE OF DONNYBROOK BALINGUP

Council Policy

scheduled for Council resolution prior to the Caretaker Period or deferred where possible for determination by the incoming Council.

- c. The CEO will endeavour to make sure all announcements regarding decisions made by the Council, prior to the Caretaker Period, are publicised prior to the Caretaker Period.
- d. The CEO will provide guidelines for all relevant staff on the role and responsibilities of staff in the implementation of this policy.

4. Extraordinary Circumstances requiring exemption

Despite clause 1, the CEO may, where extraordinary circumstances exist, permit a matter defined as a 'major policy decision' to be submitted to the Council for determination during the Caretaker Period.

5. Appointment or Removal of the CEO

Whilst clause 1 above establishes that a CEO may not be appointed or dismissed during a Caretaker Period, the Council may, where the substantive officer is on leave, appoint an Acting CEO, or in the case of an emergency, suspend the current CEO (in accordance with the terms of their contract) and appoint a person to act in the position of CEO, pending the election, after which date a permanent decision can be made.

6. Inclusion of Caretaker Statement

To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

"The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Shire of Donnybrook-Balingup Caretaker Policy, however, an exemption should be made because, (insert the circumstances for making the exemption)".

7. Shire Website

During the Caretaker Period the Shire's website will not contain any material which is precluded by this policy. Any references to the election



SHIRE OF DONNYBROOK BALINGUP

Council Policy

will only relate to the election process. Information about Elected Members will be restricted to names, contact details, titles, membership of special committees and other bodies to which they have been appointed to by the Council.

8. Prohibition

It is prohibited under this policy for public consultation to be undertaken during the Caretaker Period (either new consultation or existing) on an issue which, in the CEO's opinion, could be perceived as intended or calculated to affect the result of an election, unless authorised by the CEO.

This Policy does not prevent any mandatory public consultation required by the *Local Government Act 1995* or any other relevant Act which is required to be undertaken to enable the Shire to fulfil its functions.

9. Approval for Public Consultation

Given the prohibition under Part 8 of this policy, the Council should not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

Where public consultation is approved to occur during the Caretaker Period, the results of that consultation will not be reported to the Council until after the Caretaker Period, except where otherwise approved by the CEO or necessary for the performance of the Shire's functions as prescribed in the *Local Government Act 1995* or any other relevant Act.

10. Public Events Hosted by External Bodies

Elected Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

11. Shire Organised Civic Events/Functions

Events and/or functions organised by the Shire and held during the Caretaker Period will be limited to only those that the CEO considers essential to the operation of the Shire, and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

All known candidates are to be invited to civic events/functions organised by the Shire during the Caretaker Period.

12. Addresses by Elected Members

Excluding the President and Deputy President fulfilling their functions as prescribed by sections 2.8 and 2.9 of the *Local Government Act 1995*, respectively, Elected Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Shire during the Caretaker Period.

13. Use of Shire Resources

The Shire's Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007* provide that the Shire's resources are only to be utilised for authorised activities (for example - no use of employees for personal tasks or no use of equipment, stationery, or hospitality for non-Council business). This includes the use of resources for electoral purposes. It should be noted that the prohibition on the use of the Shire's resources for electoral purposes is not restricted to the Caretaker Period.

The Shire's staff **must not** be asked to undertake any tasks connected directly or indirectly with an election campaign and should avoid assisting Elected Members in ways that could create a perception that they are being used for electoral purposes. In any circumstances where the use of Shire resources might be construed as being related to a candidate's election campaign, advice is to be sought from the CEO.

14. Electoral Information and Assistance

All candidates will have equal rights to access public information, such as the electoral rolls (draft or past rolls), monthly enrolment details, and information relevant to their election campaigns from the Shire administration.

Any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

15. Media Advice

Any requests for media advice or assistance from Elected Members during the Caretaker Period will be referred to the CEO. No media advice will be provided in relation to election issues or in regard to publicity that involves specific Elected Members. If satisfied that advice sought by an Elected Member during the Caretaker Period does not relate to the election or publicity involving any specific Elected Member(s), the CEO may authorise the provision of a response to such a request.

16. Publicity Campaigns

During the Caretaker Period, publicity campaigns, other than for the purpose of conducting (and promoting) the election will be avoided wherever possible. Where a publicity campaign is deemed necessary for a Shire activity, it must be approved by the CEO. In any event, the Shire's publicity during the Caretaker Period will be restricted to communicating normal Shire activities and initiatives.

17. Media Attention

Elected Members will not use or access Shire staff or resources to gain media attention in support of their or any other candidate's election campaign.

18. Election Process Enquiries

All election process enquiries from candidates, whether current Elected Members or not, will be directed to the Returning Officer or, where the matter is outside of the responsibilities of the Returning Officer, to the CEO.

DEFINITIONS

'Caretaker Period' means the period of time when the caretaker practices are in place prior to the election. The caretaker practices will apply from the close of nominations (37 days prior to the Election Day – Section 4.49 (a) of the *Local Government Act 1995*) until 6.00pm on Election Day.

'Election Day' means the day fixed under the *Local Government Act 1995* for the holding of any poll needed for an election but excludes an extraordinary election other than an extraordinary election to elect a new Shire President.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

'Electoral Material' means any advertisement, handbill, pamphlet, notice, letter or article that is intended or calculated to affect the result in an election but does not include:

- a. An advertisement in a newspaper announcing the holding of a meeting (Section 4.87 (3) of the *Local Government Act 1995*).
- b. Any materials exempted under Regulation 78 of the *Local Government (Elections) Regulations 1997*.
- c. Any materials produced by the Shire relating to the election process by way of information, education or publicity, or materials produced by or on behalf of the Returning Officer for the purposes of conducting an election.

'Extraordinary Circumstances' means a situation that requires a major policy decision of the Council because:

- a. in the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election;
- b. of the possibility of legal and/or financial repercussions if a decision is deferred; or
- c. in the CEO's opinion, it is in the best interests of the Council and/or the Shire for the decision to be made as soon as possible.

'Major Policy Decision' means any:

- a. Decisions relating to the employment, termination or remuneration of the CEO or any other designated senior officer, other than a decision to appoint an Acting CEO, or suspend the current CEO (in accordance with the terms of their contract), pending the election.
- b. Decisions relating to the Shire entering into a sponsorship arrangement with a total Shire contribution that would constitute substantial expenditure unless that sponsorship arrangement has previously been granted "in principle" support by the Council and sufficient funds have been included in the Council's annual budget to support the project.
- c. Decisions relating to the Shire entering into the disposition of property or a commercial enterprise as defined by Sections 3.58 and 3.59 of the *Local Government Act 1995*.
- d. Decisions that would commit the Shire to substantial expenditure or actions that, in the CEO's opinion, are significant, such as that which might be brought about through a Notice of Motion by an Elected Member.
- e. Decisions that, in the CEO's opinion, will have a significant impact on the Shire of Donnybrook-Balingup or the community.
- f. Reports requested or initiated by an Elected Member, candidate or member of the public that, in the CEO's opinion could, be perceived within the



SHIRE OF DONNYBROOK BALINGUP

Council Policy

general community as an electoral issue and has the potential to call into question whether decisions are soundly based and in the best interests of the community.

'Public Consultation' means a process which involves an invitation to individuals, groups or organisations or the community generally to comment on an issue, proposed action or proposed policy but does not include consultation required to be undertaken in order to comply with a written law.

'Substantial Expenditure' means expenditure that exceeds 0.1% of the Shire's annual budgeted revenue (inclusive of GST) in the relevant financial year.

RELATED LEGISLATION

Local Government Act 1995 - Sections 2.8, 2.9, 3.59, 3.59, 4.49(a) and 4.87(3)
Local Government (Rules of Conduct) Regulations 2007
Regulation 78 of the Local Government (Elections) Regulations 1997.

RELATED DOCUMENTATION

Nil

Adopted:	23 August 2017
Last Amended:	
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Executive



1.19 Related Party Disclosures

PURPOSE

To define the parameters for Related Party Transactions and the level of disclosure and reporting required for council to achieve compliance with the Australian Accounting Standard AASB124 – Related Party Disclosures.

POLICY STATEMENT

This policy addresses the four (4) different types of related party relationships that must be considered by Council:

1. Entities related to Council;
2. Key Management Personnel;
3. Close family members of Key Management Personnel; and
4. Entities that are controlled or jointly controlled by either 2 or 3 above.

1. Key Management Personnel (KMP)

All Key Management Personnel (KMP) are responsible for assessing and disclosing their own, their close family members' and their related entities' relationship with Council. All related parties must be included in the self-assessment. A disclosure form is provided as an Attachment to this Policy.

2. Related Party Transactions

2.1 Ordinary Citizen Transaction

For the purpose of this Policy, an Ordinary Citizen Transaction is one that occurs between Council and KMP and/or related parties which satisfy the following criteria. The transaction must:

- occur during the normal course of Council delivering its public service goals;
- be under the same terms that would be available to a member of the community; and
- belong to a class of transaction that an ordinary member of the community would normally transact with Council.

This includes for example facility hire, and the payment of rates and dog registrations.

There is no obligation to disclose Ordinary Citizen Transactions. However, if the terms and conditions of what would normally be considered an Ordinary Citizen Transaction differ from normal practice, it must be disclosed.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

2.2 Non-ordinary Citizen Transactions

All related party transactions that do not satisfy the definition of an Ordinary Citizen Transaction (as per 2.1) must be disclosed in accordance with AASB 124.

The following are examples of transactions that must be disclosed if they are with a related party and are not an Ordinary Citizen Transaction:

- purchases of sales or goods (finished or unfinished);
- purchases or sales of property or other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under licence agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and
- settlement of liabilities on behalf of Council or by Council on behalf of the related party.

3. Disclosure of Information

3.1 Council disclosure

AASB 124 provides that Council must disclose the following financial information in its financial statements for each financial year period:

- the nature of any related party relationships;
- the amount of the transactions;
- the amount of outstanding balances, including commitments, including:
 - (i) their terms and conditions, whether they are secured, and the nature of the consideration to be provided in settlement; and
 - (ii) details of any guarantees given or received;
- provisions for doubtful debts related to the amount of outstanding balances; and
- the expense recognised during the period in respect of bad or doubtful debts due from related parties.

The following matters must be considered in determining the materiality and significance of any related party transactions:

- significance of transaction in terms of size;
- whether the transaction was carried out on non-market terms;
- whether the transaction is outside normal day-to-day business operations, such as the purchase and sale of assets;



SHIRE OF DONNYBROOK BALINGUP

Council Policy

- whether the transaction is disclosed to regulatory or supervisory authorities;
- whether the transaction has been reported to senior management; and
- whether the transaction was subject to Council approval.

Regard must also be given for transactions that are collectively, but not individually significant.

All transactions involving related parties will be captured and reviewed to determine materiality or otherwise of such transactions, if the transactions are Ordinary Citizen Transactions (OCTs), and to determine the significance of each of the transactions.

3.2 Key Management Personnel disclosure

In accordance with this Policy, KMP must provide a Related Party Disclosure in the form set out in the Attachment twice yearly, no later than 30 June each year.

4. Review of Related Parties

A review of KMP's and their related parties will be completed every 12 months. Particular events, such as a change of Councillors, Chief Executive Officer or Executive Managers or a corporate restructure will also trigger a review of Council's related parties immediately following such an event.

The Chief Executive Officer shall implement a suitable system to identify related parties. The primary identification method of close family members and associated entities of Key Management Personnel shall be by (but not limited to) KMP self-assessment. KMP have a responsibility to identify and report any changes to their related parties as they occur.

The Chief Executive Officer shall identify suitable methodology and procedures for identifying and reporting on related party transactions such that accurate data will be collated from 01 July 2017. Identification and reporting methods shall consider:

- transactions occurring via Council's accounting and electronic records management systems;
- other transactions not passing through Council's electronic accounting / management systems;
- the identification of the associated terms and conditions of the related party transactions;
- declarations in the Financial Interests Register; and
- information provided in Primary and Annual Returns.

If any elected member or employee believes a transaction may constitute a related party transaction they must notify the Chief Executive Officer who will, in consultation with the Executive Manager Corporate Services, make a determination on the matter.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

5. Privacy and Confidentiality

5.1 Access to information

The following persons are permitted to access, use and disclose the information provided in a related party disclosure or contained in a register of related party transactions for the purposes of 5.2.

- the Chief Executive Officer;
- Manager Finance and Administration;
- Accountant;
- an Auditor of Council (including an Auditor from the WA Auditor General's Office); and
- other officers as determined by the Chief Executive Officer.

5.2 Permitted purposes

Persons specified in 5.1 may access, use and disclose information in a related party disclosure or contained in a register of related party transactions for the following purposes:

- assess and verify the disclosed related party transaction;
- reconcile identified related party transactions against those disclosed in the related party disclosure or contained in a register of related party transactions;
- comply with the disclosure requirements of AASB 124; or
- verify compliance with the disclosure requirements of AASB 124.

5.3 Confidentiality

The following information is classified as confidential and is not available for inspection by or disclosure to the public;

- information (including personal information) provided by a KMP in a related party disclosure; and
- personal information contained in a register of related party transactions.

DEFINITIONS

AASB 124 - Australian Accounting Standards Board, Related Party Disclosures Standard 124

Close family members of Key Management Personnel (KMP) - Those family members who may be expected to influence, or be influenced by, that KMP in their dealings with the Shire of Donnybrook-Balingup and include:

- the KMP's children, and spouse or domestic partner;
- the KMP's parents or step-parents;
- children of that KMP's spouse or domestic partner; and
- dependants of the KMP or the KMP's spouse or domestic partner.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

Entity - Can include a body corporate, a partnership or a trust, incorporated, or unincorporated group or body.

Entity Related to a KMP - Related Entities to Key Management Personnel are entities that are:

- *controlled or jointly controlled by a KMP;
- where a KMP has significant influence over, or is a member of the key management personnel of the entity or parent of the entity (apart from Council itself); or
- controlled or jointly controlled by a close family member of a KMP of Council.

*A person or entity is deemed to have *control* if they have:

- power over the entity;
- exposure, or rights, to variable returns from involvement with the entity; or
- the ability to use power over the entity to affect the amount of returns.

To jointly control, a person or entity must have contractual rights or agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Entity Related to Council - This includes any entity that is either controlled, controlled jointly or is an entity over which Council has a significant influence. A person or entity is a Related Party of Council if any of the following apply:

- they are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- they are an associate or belong to a joint venture of which Council is part of.
- they and Council are joint venturers of the same third party;
- they are part of a joint venture of a third party and Council is an associate of the third party;
- they are on a post-employment benefit plan for the benefit of employees of either Council or an entity related to Council;
- they are controlled or jointly controlled by close family members of the family of a KMP;
- they are identified as a close or possibly close member of the family of a person with significant influence over Council or a close or possibly close member of the family of a person who is a KMP of Council; or
- they, or any member of a group of which they are a part, provide KMP services to Council.

Key Management Personnel (KMP) - AASB 124 defines KMP as “those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity”.

Key Management Personnel for the Shire of Donnybrook-Balingup are:

- elected Council Members (including the President); and



SHIRE OF DONNYBROOK BALINGUP

Council Policy

- persons employed under s5.36 of the *Local Government Act 1995* in the capacity of Chief Executive Officer or Executive Manager.

Material (materiality) - Means the assessment of whether by omitting it or misstating a transaction (either individually or in aggregate with other transactions), it could influence decisions that users make on the basis of an entity's financial statements. For the purpose of this Policy, it is not considered appropriate to set either a dollar value or a percentage value to determine materiality.

Ordinary Citizen Transaction - A transaction that an ordinary member of the community would undertake in the ordinary course of business with the Shire of Donnybrook-Balingup.

Related Party - A person or entity that is related to the entity preparing its financial statements.

Related Party Transaction - A transfer of resources, services or obligations between the Shire of Donnybrook-Balingup and a related party, regardless of whether a price is charged.

Significant (significance) - Likely to influence the decisions that users of the Council's financial statements make having regard to both the extent (value and frequency) of the transactions, and that the transactions have occurred between the Council and related party outside a public service provider/ taxpayer relationship.

RELATED LEGISLATION

Local Government Act 1995, Australian Accounting Standards:

- AASB 124 Related Party Disclosures
- AASB 10 Consolidated Financial Statement
- AASB 11 Joint Arrangements
- AASB 128 Investments in Associates and Joint Ventures

RELATED DOCUMENTATION

Nil

Adopted:	23 July 2017
Last Amended:	
Last Reviewed:	23 May 2018
Next Review Date:	23 May 2021
Responsible Department:	Finance and Administration



SHIRE OF DONNYBROOK BALINGUP

Council Policy

1.21 Elected Members Allowances and Entitlements

OBJECTIVE

To provide Council members with an appropriate level of remuneration and entitlements to ensure that they are able to effectively fulfil their role. This policy specifies the type of allowances payable including annual allowances instead of reimbursement for particular types of expenses.

POLICY

Allowances

1. Presidents Annual Allowance

Pursuant to section 5.98(5) of the Act, the Shire President shall be paid an annual Presidents allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local Government. This allowance is in addition to any fees or reimbursement of expenses payable to the President under section 5.98 of the LG Act.

2. Deputy Presidents Annual Allowance

Pursuant to section 5.98A(1) of the LG Act, the Deputy President shall be paid an annual Deputy Presidents allowance of the percentage that is determined by the Tribunal of the annual allowance to which the president is entitled under section 5.98(5) of the LG Act. This allowance is in addition to any fees or reimbursement of expenses payable to the Deputy President under section 5.98 of the LG Act.

3. Council Member Annual Attendance Allowance

Pursuant to section 5.99 of the LG Act, a Council member shall be paid an annual attendance allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 25th percentile of the allowance for a band 3 Local Government. This payment is in lieu of Council meeting, committee meeting and prescribed meeting attendance fees in accordance with section 5.98(1)(b) of the LG Act.

4. Annual Information Communication and Technology (ICT) Allowance

Council members shall be paid an annual ICT allowance within the prescribed range determined by the SAT which shall be set by Council as part of the annual budget adoption process, with the allowance based on the 75th percentile of the allowance for a band 3 Local Government for the Shire President. All Council members other than the Shire President is based on the 17th percentile of the allowance for a band 3 Local Government. This payment is in lieu of reimbursing ICT expenses in accordance with section 5.99A of the Act instead of reimbursement under 5.98(2).

ICT expenses means:

- (a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;



SHIRE OF DONNYBROOK BALINGUP

Council Policy

5. Reimbursement of Statutory Travel Expenses

Pursuant to Section 5.98(2) of the Act and Administration Regulation 31. Council members have a statutory entitlement to be reimbursed for travel expenses incurred by the Councillor as a result of attendance at a council meeting or a meeting of a committee of which he or she is member.

The rate of reimbursement will be in accordance with that specified by the Local Government Officers' (Western Australia) Interim Award 2010.

Expenses are reimbursed upon submission of a Councillor Claim request form.

6. Reimbursement of Statutory Child Care Expenses

Pursuant to Section 5.98(2) of the Act and Administration Regulation 31 Council members have a statutory entitlement to be reimbursed for childcare expenses incurred by the Councillor as a result of attendance at a Council meeting, a meeting of a committee of which he or she is member or authorised training and Council related business.

Child care costs will not be paid where the care is provided by a member of the immediate family or relative living in the same premises as the Councillor.

The Shire of Donnybrook Balingup will reimburse child care costs either at the actual cost per hour or the prescribed amount set by SAT, whichever is the lesser amount. Formal receipts must be kept and attached to the claim for reimbursement.

Expenses are reimbursed upon submission of a Councillor Claim request form.

7. Payment of Allowances

Allowances shall generally be paid quarterly in arrears. Where a Council member does not hold office throughout the payment period, an amount of one twelfth of the annual allowance is to be paid for each month or part of a month that the member held office.

8. Reduced Payments

Council members can opt for a lesser level of payment by making application to the Chief Executive Officer. The payment must be within the prescribed range determined by the SAT and cannot fall below the minimum payment.

Other Entitlements

1. Information Technology

Council members will be provided with appropriate information technology to enable the distribution of Agendas and Minutes by electronic means, for email communication and for seeking information through the internet.

The equipment will remain the property of the Shire of Donnybrook Balingup and will be maintained by the Shire. Council members must not install software that is not the property of the Shire of Donnybrook Balingup.

2. Information Technology Training

Appropriate training will be provided to Council members to assist them in the effective and efficient use of the equipment and other information technology so that they may fulfil their role at Council and committee meetings utilising the software provided.



SHIRE OF DONNYBROOK BALINGUP

Council Policy

Any Council members leaving their position with Council shall return, within ten working days any information technology equipment provided by the Council.

3. Business Cards

Council members will be allocated adequate business cards. Business cards must be used for Council business only and must not be used for electioneering purposes.

4. Uniform

Shire branded attire can be made available upon request from a Council member. A name badge will be issued at the commencement of their term.

LEGISLATION

- *Local Government Act 1995*
- *Local Government (Administration) Regulations 1996*
- *Salaries & Allowances Act 1975 – Section 7B*

Related Policies:	NIL	Related Procedure:	NIL
Responsible Department:	Executive Services	Reviewer:	Corporate Planning & Governance Officer
Initial Adoption Date:	26/06/2019	Review Frequency:	Triennial
Review Version		Next Due:	2022
Decision Reference:		Synopsis:	
[Link to saved doc in PDF]	84/19	New policy adopted to set the percentile for the allowances to be set as per the SAT determination each year	
Date Live:	[Date document saved as .pdf & loaded on Shire website]		



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.10 Records Management

Objective

To define the principles of the Shire of Donnybrook-Balingup's records management function and to document an orderly and efficient approach to the proper management of records. The policy incorporates applicable legislative requirements into standard Shire practices and enumerates basic records management requirements. This helps the CEO ensure that records and documents of the local government are properly kept for the purposes of the Local Government Act 1995 and any other written law (s.5.41(h)).

Records are recognised as an important information resource in the Shire of Donnybrook-Balingup, and it is accepted that sound record management practices will contribute to the overall efficiency and effectiveness of the Organisation. Due to legislative requirement, the Shire of Donnybrook-Balingup is obliged to maintain a records management system that completely, accurately and reliably creates and maintains evidential records, and to dispose of those records only through an approved scheme.

The policy applies to all external and internal records, which are handled, received or generated by the Shire of Donnybrook-Balingup, regardless of their physical format or media type.

Policy Statement

The Shire's records are a corporate asset. Complete and accurate records of all business decisions and transactions are to be recorded and registered in the Shire's records management system both in respect to their content and context. They are to be managed in a cost-effective manner in accordance with records management and record keeping legislative requirements.

- (a) All records are to be managed according to whether they are significant or ephemeral records, vital or non-vital records, and in accordance with their security classification.
- (b) All communications in the form of records, whether paper or electronic, and whether internal or external, are to be captured within the appropriate aspect of the record keeping system.
- (c) Registers are to be maintained of all records series and special categories, including but not limited to, registers of policies, databases, FOI applications, assets, tenders photographs, forms, vital records, files and contracts.
- (d) All contractual arrangements are to ensure the Shire's ownership of significant records.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- (e) Any records/files in the possession of individual staff are to be registered to them and, dependent upon security classification, kept accessible.
- (f) Only approved record formats are to be used in effecting the Shire's business.
- (g) All records within record keeping series maintained by the Shire of Donnybrook-Balingup are to be disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records.
- (h) Records are not be removed from the Shire's sites unless in accordance with the approved retention and disposal schedule, or in the custody of an officer performing approved business.

Roles and Responsibilities

Councillors

In relation to the record keeping requirements of Local Government elected members, records must be created and kept which properly and adequately record the performance of member functions arising from their participation in the decision making processes of Council and Committees of Council. This requirement should be met through the creation and retention of records of meetings of Council and Committees of Council by the Local Government.

Chief Executive Officer

The CEO is to ensure there is a system for the maintenance and management of records that is compliant with records management legislation and State guidelines and procedures. This includes the provisions of Section 5.41(h) of the Local Government Act 1995.

Executive Officers

Executive Officers are to ensure their staff are familiar with, and adhere to the Records Management Policy and any associated procedures endorsed by the CEO.

Staff

Staff are to ensure they retain records relating to the business activities they perform. They are to identify significant and ephemeral records, ensure significant records are registered in the records management system; and, protected and disposed of in accordance with the State Records Office's General Disposal Schedule for Local Government Records.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

Statutory Obligations

In addition to the requirements of the State Records Act 2000, the relevant aspects of the following statutes should also be considered in managing Shire records:

- Evidence act 1906
- Limitation Act 1935
- Freedom of Information 1992
- Local Government Act 1995
- Financial Administration & Audit Act 1985
- Criminal Code 1913 (Section 85)
- Electronic Transactions Act 2000
- Privacy Act 1988

Custodianship

The Shire's records are a government-owned asset. The records created during the course of business belong to the Shire of Donnybrook/Balingup by virtue of their possession, not to the individuals who create such records during their time as a public officer or elected member at the Shire of Donnybrook/Balingup. Officers or elected members who acquire or created any records in the course of business shall not retain proprietary interest. Ownership of these records is vested in the Shire.

Definitions

A Record

A record as defined in the State Records Act 2000 means any record of information however recorded and includes:

- (a) anything on which there is writing or Braille;
- (b) a map, plan, diagram or graph;
- (c) a drawing, pictorial or graphic work or photograph;
- (d) anything on which there are figures, marks, perforations, or symbols, having a meaning for persons qualified to interpret them;
- (e) anything from which images, sounds or writings can be reproduced with or without the aid of anything else; and
- (f) anything on which information has been stored or recorded, either mechanically, magnetically, or electronically.

Records in the public sector are referred to as:

Government Records (or Public Records)

Records created or received by a public officer or elected member in the course of his or her duties regardless of whether the communication is between staff in the same agency, between different agencies, or between public officers and members of the community (both private and business).



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

Records may be categorised as:

Ephemeral Records

Ephemeral records are duplicated records and/or those that have only short-term value to the Shire, with little or no on-going administrative, fiscal, legal, evidential or historical value. They may include insignificant drafts and rough notes, records of routine enquiries.

Significant Records

Significant records contain information which is of administrative, legal, fiscal, evidential or historical value and are not recorded elsewhere on the public record. They describe an issue, record who was involved, record why a decision was made, and may embody actual guidelines.

Important Note: Distinguishing between significant and ephemeral records is a matter of judgement and the above definitions can only act as a guide. Reference to "records" in this guideline document should be read as relating to significant public records unless otherwise stated.

Vital Records

Vital records are records which are essential to the continued business of the Shire. Vital records include those that protect the rights of individuals and the Shire, and are absolutely essential for the Shire's reconstruction in the event of a disaster.

Non-Records

Non-records are documents that are generally available in the public domain and do not form part of a business process in respect to the Shire's activities. They are generally used for reference and information purposes, such as reports or plans from another organisation, a published directory, or a training manual of a third party.

Records Disposal

Disposal is by way of depositing records in the State Archives, managing the records as designated State Archives, managing the records as designated State Archives at the Council, or by destruction in accordance with General Disposal Schedule for Local Government Records.

Adopted:	28 January 2004
Last Amended:	26 May 2010
Last Reviewed:	22 April 2016
Next Review Date:	2017
Responsible Department:	Finance & Administration/Records



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.21 Regional Price Preference

Objective

1. To support local and regional business and industry by providing price preference to regional suppliers tendering for contracts with Council.
2. To ensure that when purchasing goods and services, Council achieves the best possible outcome for the amount of money spent, whilst where possible give preference to local suppliers.

Policy

Where possible and within reasonable limits set out herein, the Shire of Donnybrook-Balingup will support local businesses through the application of this Regional Price Preference Policy.

Local Preference

A preference may be given to a local/regional tender by assessing the tender from the supplier as if the price bids were reduced as outlined. The application of a price preference MUST be clearly outlined as to whether it will be applied or not prior to the tender process commencing.

A Local Tender – shall be deemed to be a tenderer whose business is located within the boundary of the Shire of Donnybrook-Balingup or Boyup Brook.

- 1 When the supplier is located within the Shire of Donnybrook-Balingup:
 - (a) Where the total 'net cost' of the lowest submitted tender is between \$5,000 and \$25,000 10% shall be applied to the 'net cost', up to a maximum of \$1,000. If tender relates to Building Services (Construction) 5% will apply.
 - (b) Where the total 'net cost' of the lowest submitted tender is between \$25,001 and \$50,000 5% shall be applied to the 'net cost'.
 - (c) Where the total 'net cost' of the lowest submitted tender is greater than \$50,001 5% shall be applied to the 'net cost', up to a maximum of \$10,000.
- 2 When the supplier is located within the Shire of Boyup-Brook, 2.5% shall be applied in all cases.

Local/Regional Content

Although goods or services that form part of a tender submitted by a local/regional tenderer may be:-



SHIRE OF DONNYBROOK BALINGUP Administration Policy

- (a) Wholly supplied from regional sources; or
- (b) Partly supplied from regional sources, and partly supplied from non-regional sources;

Only those goods or services identified in the tender as being from local/regional sources may be included in the discounted calculations that form part of the assessments of a tender when a regional price preference policy is in operation.

A supplier of goods or services who submits a tender is regarded as being a regional tenderer for the purposes of this part if that supplier has been operating a business continuously out of premises in the appropriate region for at least 6 months before the time after which further tenders cannot be submitted.

Despite the allowed percentage preferences, price is only one of the factors to be assessed when the local government is to decide which of the tenders it determines would be most advantageous to the local government to accept.

Adopted:	9 August 2006
Last Amended:	27 May 2016
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Manager Finance & Administration

Policy 2.22 – Youth Grants was revoked on 25 May 2016.

Policy 2.23 – Donnybrook Amphitheatre was revoked on 25 May 2016.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.32 Use of the Shire of Donnybrook-Balingup Common Seal

This policy applies to the affixing of the Shire of Donnybrook-Balingup Common Seal.

1. OBJECTIVES

The objective of this policy is to provide protocols for the affixation of the Shires Commons Seal in Accordance with sections 9.49a and 9.49b of the *Local Government Act 1995* and amendments.

2. GUIDELINES

2.1 Signatories to the Common Seal

- a. The Shire President and the Chief Executive Officer are authorised to affix and sign all documents to be executed under a Common Seal;
- b. In the absence of Shire President and/or the Chief Executive Officer, as the case may be, the Deputy President and the Acting Chief Executive Officer are authorised to affix the Common Seal.

2.2 Documents requiring affixation of the Common Seal

- a. Documents relating to land matters, but not limited to – finalised documents pertaining to the sale of Council owned land, lodgement of caveats, memorials, leases, transfers, deeds, licences, covenants, easements and withdrawal of instruments;
- b. Legal Agreements;
- c. A Town Planning Scheme and any Town Planning Scheme Amendments;
- d. Local Laws;
- e. Service Agreements;
- f. New Funding or Contracts of Agreement between Council and State or Commonwealth Governments;
- g. Documents of a ceremonial nature, where the affixing of the Common Seal is for posterity and not a legal requirement;
- h. Any document stating that the Common Seal of the Shire is to be affixed.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.3 Procedures for the secure use of the common seal

- a. The Chief Executive Officer is responsible for the security and proper use of the Common Seal.
- b. The Common Seal is not to be affixed to any document except as authorised by Council.
- c. The Common Seal is to be affixed to a document in the presence of –
 - i) the Shire President or in the absence of the President the Deputy President; and
 - ii) the Chief Executive Officer or the Acting Chief Executive officer.

each of whom is to sign the document to attest that the Common Seal was so affixed.

- d. Details of all transactions where the Common Seal has been affixed must be recorded in a register kept by the Chief Executive Officer. The register is to record –
 - i) the date on which the Common Seal was affixed;
 - ii) the nature of the document; and
 - iii) the parties to any agreement to which the Common Seal was affixed.
- e. A report listing the documents to which the Common Seal has been affixed will be provided in the next Council Information Bulletin.



SHIRE OF DONNYBROOK BALINGUP Administration Policy

2.4. Method of affixing the Common Seal

The wording to accompany the application of the Common Seal should be as follows –

“Dated this (date) day of (month) (year)

*The Common Seal of the)
Shire of Donnybrook-Balingup)
was affixed by authority of a resolution)
of the Council in the presence of-)*

Common
Seal to be
Stamped

Shire President

Chief Executive Officer

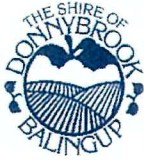
2.5 General Document Signing

Authority is provided to the Chief Executive Officer or the person acting in the position of Chief Executive Officer to sign documents that do not require the affixing of the Common Seal.

This is a general authorisation for good governance and authorisation will normally be covered under delegated authority.

A report listing documents signed under this authority will be provided in the next Council Information Bulletin.

Adopted:	27 January 2010
Last Amended:	23 May 2012
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Executive



SHIRE OF DONNYBROOK BALINGUP OCCUPATIONAL SAFETY AND HEALTH POLICY

Purpose

The purpose of this policy is to provide the guiding document for the Shire of Donnybrook Balingup to meet its statutory obligations in relation to Occupational Safety and Health.

Objective

The objective of this policy is to ensure that continuous improvement in Occupational Safety and Health is achieved to ensure as far as is practicable, a working environment is maintained in which employees, councillors, contractors and visitors are not exposed to foreseeable risks and hazards that can have an adverse effect on their safety and health.

Scope

This Policy applies to all Councillors, Employees, Contractors and Visitors to Shire workplaces.

Policy

The Shire of Donnybrook Balingup is dedicated to maintaining the safety and health of all people associated with its operations including Councillors, employees, contractors and visitors. The shire adheres to the following principles in all we do.

- **Management commitment** supporting high standards of safety and health, performance and the continual improvement of behaviours and processes.
- Sustaining effective mechanisms for **consultation** between management and employees.
- **Hazard and risk management** ensuring safe work methods and a safe work environment through reporting, identification, assessment and control of hazards and their associated risks.
- Appropriate **training** and development for managers, employees and contractors, ensuring they are equipped with the knowledge and skills to carry out their duties in a safe manner.
- **Planning** for the establishment and maintenance of essential safety management systems to continuously improve workplace safety and health.
- Clear **accountability** of Occupational Safety and Health responsibilities at all levels
- **Compliance** with the Occupational Safety and Health (OSH) Act 1984 as amended, and Occupational Safety and Health (OSH) Regulations 1996 as amended, relevant Australian Standards, Codes of Practice and Guidance Notes.

A harmonious, safe and efficient place of work is our goal, and we must all be committed to reach this outcome.

Benjamin (Ben) Rose
Chief Executive Officer

08TH July 2019



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

2.49 Use of social media channels and communications for the Shire of Donnybrook Balingup

This policy applies to:

1. Communications initiated or responded to by the Shire of Donnybrook Balingup with our community; and

Council Members when making comment in either their Shire of Donnybrook Balingup role or in a personal capacity about matters relevant to the Shire

OBJECTIVE

This policy details legislative obligations and establishes protocols applicable to the Shire of Donnybrook Balingup's official communications with our community, to ensure Shire of Donnybrook Balingup is professionally and accurately represented and to maximise a positive public perception of the Shire of Donnybrook Balingup.

POLICY

1. Official Communications

The purposes of the Shire of Donnybrook Balingup's official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Donnybrook Balingup events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire of Donnybrook Balingup.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.

The Shire of Donnybrook Balingup's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire of Donnybrook Balingup will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- Radio (local, regional and state-wide as required)
- Media releases prepared for the Shire President / CEO, to promote specific Shire of Donnybrook Balingup positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire of Donnybrook Balingup's Administration at the discretion of the CEO.

Council Delegation 1.1 (Council Spokesperson) delegates authority to the CEO to be an authorised spokesperson on behalf of the Council.

2. Speaking on behalf of the Shire of Donnybrook Balingup

The Shire President is the official spokesperson for the Shire of Donnybrook Balingup, representing the Local Government in official communications, including; speeches, comment, print, electronic and social media. [s.2.8(1)(d) of the *Local Government Act 1995*]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson. [s.2.9 and s.5.34 of the *Local Government Act 1995*]

The CEO may speak on behalf of the Shire of Donnybrook Balingup, where authorised to do so by the Shire President. [s.5.41(f) of the *Local Government Act 1995*]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Donnybrook Balingup.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Donnybrook Balingup into disrepute, [*Rules of Conduct Reg.3(d)*];
- compromise the person's effectiveness in their role with the Shire of Donnybrook Balingup, [*Shire of Donnybrook Balingup Code of Conduct: 1.2 and 1.3*];
- imply the Shire of Donnybrook Balingup's endorsement of personal views [s.2.8(1)(d) of the *Local Government Act 1995*],
- imply the Council Member or employee is speaking on behalf of the Shire of Donnybrook Balingup, unless authorised to do so [s.2.8(1)(d) of the *Local Government Act 1995*]; or



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- disclose, without authorisation, confidential information [s.5.93 of the *Local Government Act 1995*].

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Donnybrook Balingup. [State Records Act 2000 / Local Government Record Keeping Plan, s's 5.23(2) and 5.93 of the *Local Government Act 1995*]

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

3. Responding to Media Enquiries

All enquiries from the Media for an official Shire of Donnybrook Balingup comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Donnybrook Balingup.

Council Members may make comments to the media in a personal capacity – refer to clause 10.7 below.

4. Website

The Shire of Donnybrook Balingup will maintain an official website, as our community's on-line resource to access to the Shire of Donnybrook Balingup's official communications.

5. Social Media

The Shire of Donnybrook Balingup uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire of Donnybrook Balingup to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Donnybrook Balingup maintains the following Social Media accounts:

- Social networks, for example Facebook, LinkedIn;
- Media Sharing networks, for example Instagram and YouTube;
- Micro-blogging networks, for example Twitter

The Shire of Donnybrook Balingup may also post and contribute to Social Media hosted by others, so as to ensure that the Shire of Donnybrook Balingup's strategic objectives are appropriately represented and promoted.

The Shire of Donnybrook Balingup actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Donnybrook Balingup will moderate its Social Media accounts to address and where necessary delete content deemed to be:



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire of Donnybrook Balingup.

Where a third party contributor to a Shire of Donnybrook Balingup's social media account is identified as posting content which is deleted in accordance with the above, the Shire of Donnybrook Balingup may at its complete discretion block that contributor for a specific period of time or permanently.

6. Shire President Social Media Official Accounts

The Shire of Donnybrook Balingup supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire of Donnybrook Balingup accounts must not be used by the Shire President for personal communications.

7. Use of Social Media in Emergency Management and Response

The Shire of Donnybrook Balingup will use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook, Website, Email

8. Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Donnybrook Balingup, including on the Shire of Donnybrook Balingup's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire of Donnybrook Balingup's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire of Donnybrook Balingup's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire of Donnybrook Balingup's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

9. Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

10. Council Member Statements on Shire Matters

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Donnybrook Balingup.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

- 10.1 Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Donnybrook Balingup.
- 10.2 Be made with reasonable care and diligence [*Rules of Conduct Reg.3(a)*];
- 10.3 Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
- 10.4 Be factually correct [*Rules of Conduct Reg.3(b) and (f)*];
- 10.5 Avoid damage to the reputation of the local government [*Rules of Conduct Reg.3(d)*];
- 10.6 Not reflect adversely on a decision of the Council [*Shire of Donnybrook Balingup Code of Conduct: 4.6*];
- 10.7 Not reflect adversely on the character or actions of another Council Member or Employee [*Rules of Conduct Reg.10(3), Shire of Donnybrook Balingup Code of Conduct: 4.6*];
- 10.8 Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member [*Rules of Conduct Regs. 3(g) and 10(3), Shire of Donnybrook Balingup Code of Conduct: 4.6*].

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* [refer s.5.105] and may be referred for investigation.



SHIRE OF DONNYBROOK BALINGUP

Administration Policy

Related Policies:	2.48 Social Media and Communications Policy	Related Procedure:	2.48 Social Media Procedure		
Responsible Department:	Executive Services	Reviewer:	Communications Officer		
Initial Adoption Date:	24 April 2019	Review Frequency:	Biennial	Next Due:	2021
Review Version	Decision Reference:		Synopsis:		
Policy 2.48 - V1	24 April 2019 & 38/19		New Policy		
Date Live:	1 May 2019				

CURRENT POLICIES



Finance Policy

3.4 Investment of Funds

Objectives

To invest the local government's surplus funds, with consideration of risk and at the most favourable rate of interest available to it at the time, for that investment type, while ensuring that its liquidity requirements are being met.

While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.

- Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest rate risk within identified thresholds and parameters.
- The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
- The investment is expected to achieve a market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

1. Legislative Requirements

All investments are to comply with the following:

- *Local Government Act 1995* – Section 6.14;
- *The Trustees Act 1962* – Part III Investments;
- *Local Government (Financial Management) Regulations 1996* – Regulation 19, Regulation 28 and Regulation 49
- Australian Accounting Standards

2. Delegation of Authority

Authority for implementation of the Investment Policy is delegated by Council to the CEO in accordance with the *Local Government Act 1995*. The CEO may in turn delegate the day-to-day management of Council's Investment to another staff member/s.

3. Prudent Person Standard

The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.

4. Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This policy requires officers to disclose any conflict of interest to the CEO.

5. Approved Investments

Without approvals from Council, investments are limited to:

- State/Commonwealth Government Bonds;
- Interest bearing deposits;
- Bank accepted/endorsed bank bills;
- Bank negotiable Certificate of Deposits; and

Investments over \$1,000,000 will be restricted to the following Financial Institutions unless otherwise authorised in advance by Council:

- Westpac Bank
- National Australia Bank
- ANZ Bank
- Commonwealth Bank
- ME Bank
- Bank West
- Bendigo Bank
- WA Treasury Corp.
- St George Bank

6. Prohibited Investments

This investment policy prohibits any investment carried out for speculative purposes including:

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow; and
- Stand-alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

Council will comply with the restrictions placed on the investment of money by virtue of Section 6.14(2)(a) of the Local Government Act 1995 and Regulation 19c of the Local Government (Financial Management) Regulations 1996 which states as follows:

19C Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulations –
 - authorised institution** means –
 - (a) an authorised deposit-taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or
 - (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;
 - Foreign currency** means a currency except the currency of Australia.
- (2) When investing money under section 6.14(1), a local government may not do any of the following –
 - (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

7. Risk Management Guidelines

Investments obtained are to comply with three key criteria relating to:

- a) Portfolio Credit Framework: limit overall credit exposure of the portfolio.
- b) Counterparty Credit Framework: limit exposure to individual counterparties/institutions.
- c) Term to Maturity Framework: limits based upon maturity of securities.
- d) Exceptions

a) Overall Portfolio Limits

To control the credit quality on the entire portfolio, the following credit framework limits the percentage of the portfolio exposed to any particular credit rating category.

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	100%
AA	A-1	100%
A	A-2	60%

b) Counterparty Credit Framework

Exposure to an individual counterparty/institution will be restricted by its credit rating so that single entity exposure is limited, as detailed in the table below:

S&P Long Term Rating	S&P Short Term Rating	Direct Investment Maximum %
AAA	A-1+	45%
AA	A-1	35%
A	A-2	20%

If any of the local government investments are downgraded such that they no longer fall within the investment policy, they will be divested as soon as practicable.

c) Term to Maturity Framework

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits	
Portfolio % < 1year	100 Max; 40% Min
Portfolio % > 1year	60%
Portfolio % > 3year	35%
Portfolio % > 5year	25%
Individual Investment Maturity Limits	
ADI	1 year
Non ADI	1 year

d) Exceptions (Bendigo Bank)

In the interest of maintaining a face-to-face local banking service within Donnybrook, Council has elected to vary its policy to provide for the investment of funds in the Bendigo Bank, through the Donnybrook branch.

The Donnybrook branch of the Bendigo Bank is administered by Donnybrook Capel Districts Financial Services in accordance with the operational guidelines of the Bendigo Bank.

Funds invested through the Donnybrook branch are invested with the principal Bendigo Banking Group. Bendigo Banks current long-term S&P rating is BBB+ and the short-term rating is A-2.

Council has approved a maximum portfolio limit of 75% with Bendigo Bank.

8. Investment Advisor

The CEO has delegated authority to appoint an investment adviser when considered appropriate.

The local government's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the investment policy.

9. Measurement

The investment return for the portfolio is to be regularly reviewed. The market value is to be assessed at least once a month to coincide with monthly reporting.

10. Benchmarking

Performance benchmarks need to be established.

Investments	Performance Benchmark
Cash	Cash Rate
Enhanced/Direct Investments	UBSWA Bank Bill

11. Reporting and Review

A monthly report will be provided to Council in support of the monthly statement of activity. The report will detail the investment portfolio, percentage exposure of total portfolio, maturity date and changes in market value.

This investment policy will be reviewed at least once a year or as requirement in the event of legislative changes.

Documentary evidence must be held for each investment and investments are to be recorded in an Investment Register with all details pertaining to the investment such as investment source, date of lodgement, interest rate, maturity date and all investment transactions recorded on a ledger sheet.

12. Administration

1. The Chief Executive Officer, Manger of Finance and Administration and Accountant are individually authorised to transfer investment funds up to \$50,000 by telephone or by electronic funds transfer and follow up with written confirmation by facsimile or letter.
2. Where funds exceeding \$50,000 are transferred by EFT to an investment two authorised signatures are required on the facsimile or letter.

Authorised signatures will consist of the Chief Executive Officer and Manager Finance and Administration or another officer authorised by the CEO. Alternatively investments exceeding \$50,000 shall be invested by utilising a Council cheque signed and authorised in accordance with delegation 3.1 (Payment of Accounts).

3. The Chief Executive Officer, Manager of Finance and Administration and Accountant are individually authorised to renew investments by telephone, facsimile or letter and to withdraw funds required for operational needs. Where funds are withdrawn from investment and transferred to Shire bank accounts, confirmation of the withdrawal shall be provided to the financial institution by a facsimile or letter by a person as authorised above.
4. A schedule detailing all investments is to be presented to the Ordinary meeting of Council each month and will form part of the Monthly Financial Statement.

Adopted:	28 March 2001
Last Amended:	25 May 2016
Last Reviewed:	26 April 2016
Next Review Date:	2017
Responsible Department:	Finance



Engineering Policy

4.3 Land Resumption

PURPOSE

To ensure Council's compliance with the Local Government Act 1995 and Land Administration Act 1997 when dealing with land resumption.

POLICY STATEMENT

Land additional to existing road reserves is commonly required in order for the Shire to construct roads and drainage to meet current standards, achieve required level of service outcomes, or to address road safety issues.

The Shire of Donnybrook-Balingup will meet its obligations and responsibilities in accordance with relevant Acts for land resumption and/or road boundary adjustments when proposing to undertake works that will be located within private property, Crown Land, Local and/or State Government reserves.

GUIDELINES/PROCEDURE

- The proposed land resumption shall be discussed with the landowner/s at the earliest possible occasion. Through this process, consideration can be given to offsetting any losses with other assets (i.e. surplus road reserve) to achieve an amicable outcome to all parties.
- Consent shall be obtained from the landowner/s to enter the land for surveying and pegging purposes to determine the amount of land affected by the proposed public works.
- Once the final land area is determined a written agreement will be negotiated with the land owner/s with the following requirements and conditions;
 - Council to fund and arrange all surveying, settlement agency, legal, deed change, and gazettal proceedings to fully complete the resumption administration procedures.
 - Where there is existing fencing, Council will construct new fencing on the newly created road frontage, including gateways, access points etc on a "like for like" basis.
 - Council's officer shall obtain a valuation from the Valuer-General (VG). This valuation shall form the basis of negotiation for compensation between Council and the landowner/s.

- If circumstances necessitate, Council authorises that the Chief Executive Officer (CEO) may offer a 10% solatium (compensation) to progress the agreement. An additional allowance of up to \$1,500 (ex GST) may be made available at the discretion of the CEO to finalise voluntary negotiations and to compensate for any inconvenience that may arise due to proposed works etc. This may not be available if compulsory resumption is required.
- Providing there is documented agreement with the landowner, the compensation value may be in the form of works by Council machinery on the private property and including materials, pipes or access points installed etc. Where it is not feasible to carry out works by Council machinery, the CEO may authorise for compensation to be paid.
- Once the consent/resumption agreement has been finalised Council's officer shall process the resumption in compliance with the Land Administration Act 1997 and request the necessary title changes by State Land Services. The Shire shall engage a licensed surveyor to complete and submit the documentation, and to finalise the pegging of new boundaries to complete the changes.
- Where the parcel of land to be resumed is of minimal size and value, and agreement is reached with the landowner, there is no requirement to obtain a valuation.
- When compulsory resumption is required, the offer will be in accordance with the relevant Act and the Valuer Generals valuation, however, the above points can be considered, if the impacted parties agree to reach an amicable resolution of the matter during the compulsory acquisition process, and State Lands have no objection to the negotiated agreement.

DEFINITIONS

RELATED LEGISLATION

- Local Government Act 1995
- Land Administration Act 1997

RELATED DOCUMENTATION

Adopted:	1 January 1993
Last Amended:	28 November 2018
Last Reviewed:	28 November 2018



Engineering Policy

4.24 Rural Verge Management

PURPOSE

To provide guidelines for the effective management of rural road verges within the Shire of Donnybrook-Balingup.

POLICY STATEMENT

This policy caters for the management of rural verges under the jurisdiction of the Shire of Donnybrook-Balingup. The Shire cannot authorise any private works on road reserves under the control of other authorities (i.e. Main Roads WA).

4.24.1 Fallen Trees

Fallen Trees on Roads: Where storms or other natural events cause trees to fall onto roads, the Shire will remove the tree from the carriageway to reopen the roadway to traffic as soon as practicable. Where fallen trees do not present a roadside hazard, they may be left on the verge to encourage native habitat.

Fallen Trees on Fences and/or Private Property: Where storms or other natural events cause trees to fall from Shire owned or managed reserves onto fences or into properties, it is the responsibility of the landowner to carry out repairs to any damaged infrastructure within their land. The Council expects landowners to have suitable insurance cover for the risk of this type of event occurring on their property.

Landowners/occupiers may request the assistance from the Shire in the form of plant, machinery and labour to remove a portion of the tree from the fence line, if the tree is too large for the landowner/occupier to manage. These requests will only be actioned if Shire resources allow, and the landowners/occupiers have consented to these works. The Shire accepts no responsibility for any damage during the removal of the tree. The disposal of the fallen tree in private property is the responsibility of the landowner. The Manager of Works and Services is authorised to recoup costs of the assistance utilising the current budget fees and charges.

4.24.2 Clearing within Rural Road Reserves

Unless otherwise authorised, landowners are not allowed to prune/remove a tree on land owned or managed by the Shire. Any unauthorised pruning or removal of trees is an offence and prosecution can occur under the Local Government Act 1995, Schedule 9.1 clause 2, and the Uniform Local Provisions Regulations 1996,

Regulation 5, Clause 1. Native vegetation is also protected by the Environmental Protection Act 1986, which also contains powers of prosecution, administered by the Department of Water and Environmental Regulation.

Crossover Clearing: Appropriate clearing will be permitted to provide access for construction of crossovers through the Crossover application process.

Roadside Fenceline Clearing: Clearing of vegetation along fencelines within the road reserve can only occur once the Shire of Donnybrook-Balingup has issued a Roadside Fenceline Clearing Permit. It is the applicant's responsibility to comply with the permit conditions.

Roadside Fenceline Clearing Permit Application and Crossover Application forms can be obtained from the Shire's website.

It is also the applicant's responsibility to ensure protection of any existing services located within the verge, during these approved works.

Removal/Pruning of Dangerous Trees: The Shire will prune/remove dangerous trees that:

- impede sight distances for road users,
- have been subject to storm damage, and
- have an imminent threat to public safety, in accordance with the Environmental Protection Act 1986.

If the Shire receives a request to remove dangerous limb(s) or tree(s), the Shire will have the tree inspected and a risk assessment completed by a qualified staff member. The risk assessment will specify:

- No Action – Tree considered not dangerous or not the Shire's responsibility
- Pruning – The Shire will arrange for pruning of the tree to reduce the hazard
- Removal – The Shire will arrange for the removal of the tree to reduce the hazard
- Further Investigation Required – The Shire will carry out further investigation to determine the condition of tree prior to recommending an action.

Anyone who considers their reasons for the pruning/removal of a tree have not been appropriately considered, may make a written application for reconsideration subject to including a report from a qualified arborist which details the justification for the pruning/removal. The justification for the pruning/removal of the tree must still meet one of the above circumstances in which a tree may be pruned/removed. The applicant will be responsible for engaging and paying for the qualified arborist, however, if the tree pruning/removal is approved based on the recommendations by the arborist, then up to \$300 (subject to providing a copy of the arborists tax invoice)

of the cost of the arborist report will be refunded to the applicant, and the Shire will arrange to have the tree pruned/removed.

Timber Disposal on Road Verges: *Section 139 of the Conservation and Land Management Act* empowers a local government to remove and sell timber from road reserves as a result of construction and maintenance of roads, bridges, culverts and fences.

Burning on Road Verges: Refer to Council Policy 8.3 *Roadside burning of Shire Controlled Roads*.

4.24.3 Enhancement of Rural Road Verges

Landowners adjacent to road verges may carry out a higher level of maintenance than already provided to reduce weed growth and fire hazards. All rural enhancement works must have Shire approval.

4.24.4 Shire Maintenance of Rural Road Verges

The *Environmental Protection Act 1986* in association with *Native Clearing Regulation* state that the Shire can carry out activities to maintain the integrity of road infrastructure within the designated maintenance corridor, shown in Diagram 1, if the road was originally cleared within 10 years.



Diagram 1 Designated Maintenance Corridor

Control of Weeds and Vegetation: The Shire undertakes a scheduled annual weed spraying program, which targets selected roads, to control vegetation within the maintenance corridor, shown in Diagram 1.

The Shire also sprays declared noxious weeds, within Shire controlled land, on an as required basis.

Landowners who do not want spraying to occur on their verge are required to advise the Shire, in writing, assuming responsibility for control of vegetation. If landowners do not manage vegetation to the Shire's satisfaction, the Shire reserves the right to continue to manage this area in accordance with typical work practices. The Shire does not spray vegetation on private property.

Pruning: It may be necessary to prune vegetation that impedes sight distances for motorists or impacts on the performance of drainage. The Shire refers to Austroads Engineering Guidelines to determine road visibility and safety requirements. The Shire engages a contractor to remove vegetation for selective pruning and are completed using work methods that suit the type of vegetation.

DEFINITIONS

RELATED LEGISLATION

- Department of Environment and Conservation Clearing Regulations
- Environmental Protection Act 1986

RELATED DOCUMENTATION

- Austroad Guidelines
- Policy 8.3 Roadside burning of Shire controlled roads

Adopted:	28 November 2018
Last Amended:	
Last Reviewed:	28 November 2018



Engineering Policy

4.25 Urban Verge Management

PURPOSE

To provide guidelines for the effective management of road verges within townsites and industrial areas within the Shire of Donnybrook-Balingup.

POLICY STATEMENT

This policy caters for the management of urban verges under the jurisdiction of the Shire of Donnybrook-Balingup. The Shire cannot authorise any private works on road reserves under the control of other authorities (ie Main Roads WA). Urban verge areas are defined as Residential, Rural Residential, Commercial or Industrial zonings under the current Town Planning Scheme of the Shire.

Note: Maps detailing Shire property zoning classifications can be found on the Shire of Donnybrook-Balingup website under Our Services->Town Planning->Local Planning Scheme No7.

4.25.1 Trees / Vegetation

The Shire recognises the importance of preserving trees for the current community and for future generations. Maintenance of verge trees is typically only undertaken to assist the health and vitality of a tree. Pruning is also programmed to maintain mandatory clearances around public utilities/infrastructure and comply with line of sight clearance regulations.

The Shire may prune/remove trees from land it owns or manages under the following circumstances:

- The tree is unsafe because it is dead or in decline
- The tree has been deemed, by a suitably qualified person, as a hazard to persons or infrastructure and no reasonable pruning techniques can alleviate the hazard
- The tree is diseased or damaged past the point of recovery and no remedial treatment will be effective
- The tree has been planted by a resident without the Shire's approval and may be removed at the resident's expense

- The tree is deemed by a qualified staff member to be an inappropriate species for that location.

Trees will not be removed by the Shire for any of the following reasons:

- Falling leaves, fruit, nuts, seed, bark or flowers causing a nuisance
- The variety is disliked or a resident's preference is for a different species
- A perceived danger that the tree or a limb may fail
- Perceived damage to infrastructure
- The tree shades lawns, gardens, houses, pools, solar panels or the like
- To enhance or clear views, inclusive of advertising signage
- For the installation of any crossovers or verge treatments (If a landowner is prepared to fund the trees removal, this **may** be considered as part of the crossover application process).

If the Shire receives a request to remove dangerous limb(s) or tree(s), the Shire will have the tree inspected and a risk assessment completed by a qualified staff member. The risk assessment will specify:

- No Action – Tree considered not dangerous or not the Shire's responsibility
- Pruning – The Shire will arrange for pruning of the tree to reduce the hazard
- Removal – The Shire will arrange for the removal of the tree to reduce the hazard
- Further Investigation Required – The Shire will carry out further investigation to determine the condition of tree prior to recommending an action.

Anyone who considers their reasons for the pruning/removal of a tree have not been appropriately considered, may make a written application for reconsideration subject to including a report from a qualified arborist which details the justification for the pruning/removal. The justification for the pruning/removal of the tree must still meet one of the above circumstances in which a tree may be pruned/removed. The applicant will be responsible for engaging and paying for the qualified arborist, however, if the tree pruning/removal is approved based on the recommendations by the arborist, then up to \$300 (subject to providing a copy of the arborists tax invoice) of the cost of the arborist report will be refunded to the applicant, and the Shire will arrange to have the tree pruned/removed.

Unless otherwise authorised by the Shire, any persons are not allowed to prune/remove a tree on land owned or managed by the Shire. Any unauthorised pruning or removal of trees is an offence and prosecution may occur under the Local Government Act 1995, Schedule 9.1 clause 2, and the Uniform Local Provisions Regulations 1996, Regulation 5, Clause 1. Native vegetation is also protected by the Environmental Protection Act 1986, which also contains powers of prosecution, administered by the Department of Water and Environmental Regulation.

Crossover Clearing: Appropriate clearing will be permitted to provide access for construction of crossovers through the Crossover application process.

Roadside Fenceline Clearing: Clearing of vegetation along fencelines within the road reserve can only occur once the Shire of Donnybrook-Balingup has issued a Roadside Fenceline Clearing Permit. It is the applicant's responsibility to comply with the permit conditions.

Roadside Fenceline Clearing Permit Application and Crossover Application forms can be obtained from the Shire's website.

It is also the applicant's responsibility to ensure protection of any existing services located within the verge, during these approved works.

Fallen trees

Fallen Trees on Roads: Where storms or other natural events cause trees to fall onto roads, the Shire will remove the tree from the carriageway to reopen the roadway to traffic as soon as practicable. Occasionally, trees may be moved to the verge and will be removed as time permits.

Fallen Trees on Fences and/or Private Property: Where storms or other natural events cause trees to fall from Shire owned or managed reserves onto fences or into properties, it is the responsibility of the landowner to carry out repairs to any damaged infrastructure within their land. The Council expects landowners to have suitable insurance cover for the risk of this type of event occurring on their property.

Landowners/occupiers may request the assistance of the Shire in the form of plant, machinery and labour to remove fallen trees or limbs from private property, where there is no structural damage concerns. These requests will only be actioned if Shire resources allow, and the landowners/occupiers have consented to these works. The Shire accepts no responsibility for any damage during the removal of the tree. The Manager of Works and Services is authorised to recoup costs of the assistance utilising the current budget fees and charges.

Burning on Road Verges: Refer to Council Policy 8.3 *Roadside burning of Shire Controlled Roads*

4.25.2 Enhancement of Urban Road Verges

It is accepted that road verges form a significant proportion of public open space available to residents for improving their streetscape and lifestyle.

For all verge enhancements other than planting lawn, the landowner must apply in writing to the Shire for approval prior to undertaking the works at their own cost.

Verge enhancements requests will be assessed on an individual basis against the following criteria;

- safety,
- drainage,
- water conservation,
- ongoing maintenance,
- appearance, and
- impact on others including public services.

All verge enhancements must be maintained by the adjoining landowner. Where there is a change in ownership, the new owner will become responsible for any ongoing maintenance.

Landowners must complete a Dial Before You Dig (1100) to locate and avoid any services that may be affected by their verge enhancements, and the Shire will not be responsible for any damage or cost caused by landowners or their contractors.

The Shire reserves the right to modify any approved or non-approved treatments if required.

4.25.3 Other Shire Maintenance Activities

The Shire undertakes maintenance of various areas within the Shire including road verges. Maintenance tasks and frequency for individual areas vary and is largely dependent on Shire resources. For maintenance of verges adjacent residential properties the Shire undertakes the following maintenance tasks:

Mowing/Slashing: These verges are programmed for mowing approximately twice a year (rural residential once a year only). Many factors can affect the growth rate of vegetation, and there may be periods of excessive grass growth between Shire mows.

Spraying: Spraying typically occurs once a year controlling weeds around the following assets;

- Kerbs
- Edge of roadway

- Pathways
- Street trees
- Drains
- Other Shire infrastructure
- Public Service infrastructure

Landowners who do not want spraying to occur on their verge are required to advise the Shire, in writing, assuming responsibility for control of vegetation. If landowners do not manage vegetation to the Shire's satisfaction, the Shire reserves the right to continue to manage this area in accordance with typical work practices. The Shire does not spray vegetation outside of areas listed above, or on private property.

The Shire encourages landowners to maintain verges adjoining their property, especially as many landowners like to maintain the verge area to a higher standard than Shire resources allow.

DEFINITIONS

RELATED LEGISLATION

- Department of Environment and Conservation Clearing Regulations
- Environmental Protection Act 1986

RELATED DOCUMENTATION

- Austroad Guidelines
- Policy 8.3 Roadside burning of Shire controlled roads

Adopted:	28 November 2018
Last Amended:	
Last Reviewed:	28 November 2018



Human Resources Staff Usage of Donnybrook Recreation Centre

Policy Statement

This policy will be used to define the terms for the free use of the Donnybrook Recreation Centre by Shire employees.

Objective

Physical wellbeing promotes strong work ethics & productivity. The purpose of this Policy is to provide a process through which staff can use the Donnybrook Recreation Centre at no cost to the employee.

The aim is make the Shire of Donnybrook-Balingup an “employer of choice” without significantly increasing the payroll budget.

Benefits

The benefits of this policy are as follows:

- Shire employees have the opportunity to improve their fitness – resulting is less days off due to sickness.
- The program provides an incentive that is included in staff employment packages (at very little cost to the Shire) and assists the staff retention rate.
- As employees see the benefit of a physical activity program, they may encourage family members and friends to join the Recreation Centre – thus increasing overall membership of the Recreation Centre.

Eligibility

The following Shire employees are offered free individual membership of the Donnybrook Recreation Centre:

- All full time employees
- Part time and working more than 30 hours per fortnight.

Recording Process

Recreation Centre employees are not required to record usage. Other Shire employees are to record their attendance in the register provided at the Recreation Centre kiosk so that the entry fee can be recovered from the appropriate department within the Shire.

Recovery of Fees

The equivalent of entry fees are debited against the work areas of the employees to ensure that there is no loss of revenue to the Recreation Centre.

Exceptions

The following exceptions apply:

- Where an employee takes a place of a paying member of public, the employee must pay the appropriate fee for that activity, if the class is full. This applies to all group fitness classes, including aqua and any instructed class.
- Where an employee nominates for an activity such as netball, basketball and any privately run classes, they must pay the nomination fee.

Family Members

As a privilege, the immediate family of Recreation Centre employees working for more than 30 hours per fortnight (partner and dependent children under the age of 16 years) may use the Centre for free. Conditions above (for privately run classes) also apply.

Family members of other Shire employees (those **not** working at the Recreation Centre) are not eligible for free use of the Recreation Centre.

Legislation/Local Law Requirements

N/A

Relevant Documents

Staff Use of the Donnybrook Recreation Centre Procedure 6.11

Adopted:	28 May 2008
Last Amended:	10 December 2014
Last Reviewed:	December 2014
Next Review Date:	2015
Responsible Department:	Human Resources



Fire Control Policy

8.3 Road Verge Burning of Shire Controlled Roads

Objective

The objective of this Policy is to provide clear guidelines for the burning of road verges throughout the Shire of Donnybrook-Balingup.

Policy

- a) A Permit is to be issued prior to any road verge burn in accordance with this Policy.
- b) The Shire Chief Executive Officer or nominated representative are the only officers authorised to issue burning permits for hazard reduction burns along road verges, and only after a site inspection has been carried out by authorised Shire staff.
- c) Burns are to be conducted by the relevant Bush Fire Brigade or authorised Shire staff. No road verge burning may be carried out by individuals unless authorised.
- d) No authority can be given by an officer of Council or Fire Control Officer to burn roadside verges that are not under the control of Council, unless written approval has been received from the controlling body.
- e) Site inspections will take into consideration the environmental impact on the road verge, the potential hazard the verge would pose in the event of bush fire and the weather patterns and forecasts for that time of year.
- f) Permits to burn road verges will only be issued to Brigade Fire Control Officers and authorised Shire staff and are to state the measures that must be taken using the following broad guidelines:
 - Prevent damage to infrastructure (i.e. Telstra infrastructure, culverts and fencing);
 - Where native vegetation is present (depending on species) minimise damage and where possible, carry out burns in autumn or spring;
 - Ensure acceptable weather conditions have been considered;
 - Comply with normal permit requirements;
 - Only one side of a road to be burnt in any one year;

- No single hazard reduction burn to exceed 500 metres along a single road verge;
 - Adjoining strips may not be burnt within three years;
 - Adjacent verges are not to be burnt within three years.
- g) The use of fire to abate fire hazards and to clear roadside drains should be confined to areas where distinct hazards, high ignition risks and high values can be identified. In general, these relate to road verges where native plant species have been replaced by annual weeds and grasses. Where possible, mowing and approved herbicide treatment is to be used as opposed to road verge burns.
- h) On approval of a road verge burn, a Traffic Control Plan will be prepared and implemented when necessary by Shire staff or its appointed contractors.

Adopted:	23 January 2008
Last Amended:	26 May 2010
Last Reviewed:	28 April 2016
Next Review Date:	2017
Responsible Department:	Development and Environmental Services

CURRENT POLICIES



Fire Control Policy

8.5 Fireworks Events

Objective

To provide guidance on the manner in which Council will consider applications for permission to conduct a fireworks event to minimise fire risks.

Policy

1. Written approval by the Shire Chief Executive Officer is required to conduct fireworks events at any time.
2. No approvals will be granted during the Prohibited Burning Times (15 December to 14 March each year, subject to change) for a fireworks display.
3. In the event of a change to the Prohibited Burning Times that impacts on a pre-approved fireworks event application, the Shire Chief Executive Officer in liaison with the Captain of the Donnybrook Fire & Rescue Service and the Donnybrook Chief Fire Control Officer is authorised to permit the fireworks event to proceed subject to any conditions deemed necessary.
4. During the bush fire restricted burning times (1 November to 14 December and 15 March to 26 April each year, subject to change) a Permit may be granted subject to the following:
 - Fire Risk Levels including weather and fuel loads;
 - Availability of firefighting personnel and equipment;
 - Consultation with the Captain of the Donnybrook Fire & Rescue Service and the Donnybrook Chief Fire Control Officer;
 - Consideration of any other issue as deemed necessary by the Shire Chief Executive Officer (ie. location, nature of event etc).
5. Any approval issued by the Shire Chief Executive Officer for a fireworks event are to include the following conditions:
 - Compliance with the 'Safe Use of Outdoor Fireworks in Western Australia' Code of Practice, produced by the Department of Mines & Petroleum;
 - Provision of suitable portable fire extinguishers at the fireworks firing point;

- Provision of additional adequate firefighting equipment and personnel in accordance with any such Permit for the fireworks event granted by the Department of Mines & Petroleum, or as directed by the local fire emergency services agency;
- Details of the above arrangements must be notified to the Shire in writing prior to the event;
- The authorised fireworks operator must contact the Department of Fire & Emergency Services Communications Centre on Freecall 1800 198 140 ten minutes prior to firing time.
- If an Extreme Weather Warning has been issued by the Bureau of Meteorology prior to or during the time of firing the display must be cancelled.

Adopted:	23 May 2001
Last Amended:	22 May 2013
Last Reviewed:	28 April 2016
Next Review Date:	2017
Responsible Department:	Development and Environmental Services

CURRENT POLICIES

STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership

1. OBJECTIVE

- 1.1. To provide direction on the development and implementation of its policies to reflect the Shire's strategic goals and to fulfil statutory requirements.

2. SCOPE

- 2.1. This policy applies to the development of new policies and the review of existing policies.
- 2.2. This does not apply to Local Planning Policies which are prepared separately under the Shire's Local Planning Scheme.

3. DEFINITIONS

- 3.1. **The Act** means the *Local Government Act 1995*.
- 3.2. **Minor amendment** means changes to language, style, formatting, etc. that do not impact on the application of the policy.
- 3.3. **Major amendment** means changes that significantly alter the Shire's position on an issue or change the strategic intent of the policy.
- 3.4. **Policy Response** means to signify when Council should opt to consider a policy approach in response to an issue.

4. POLICY STATEMENT

- 4.1. Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government's policies.
- 4.2. Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented and this includes giving effect to Council's Policies.
- 4.3. To provide a clear distinction between the role of the council and the role of the local government administration separate document classifications shall be maintained.

Document Classifications

- 4.4. Council Policy – provides for “the rationale and guiding principles of what can be done” and:
 - a. Focus on the strategic and statutory decision-making obligations of the Council; and
 - b. Set governing principles and guide the direction of the organisation to align with community values and aspirations; and
 - c. Apply to Council, Elected Members and shire employees when fulfilling their decision-making responsibilities.

- 4.5. Administration Policies – explains “how” the administration will implement or carry out that policy and:
- a. Are developed for administrative and operational purposes with an internal focus.
 - b. The CEO is the decision-maker for the approval, amendment or rescinding of these policies.
 - c. Elected Members are not bound by these policies.
- 4.6. Operational Procedures - a series of actions conducted in a certain order or manner to give effect to policy and:
- a. Are developed for administrative and operational purposes with an internal focus.
 - b. The CEO is the decision-maker for the approval, amendment or rescinding of these procedures.
 - c. Elected Members are not bound by these procedures.

Guiding Principles

- 4.7. Policies will be concise, clear, consistent and compliant.
- a. Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.
 - b. Clear – policies will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
 - c. Consistent – policies will encompass and be consistent with the Shire’s strategic goals, values, risk appetite and template documents.
 - d. Compliant – policies will comply with all relevant compliance obligations and commitments.
- 4.8. There are three key stakeholders with differing relationships in policy development:
- a. Officers develop and write policies, engage the community in the policy development process.
 - b. Community members participate in the consultation processes to inform policy development.
 - c. Elected members set policies for the Shire by considering policies presented for adoption, review and rescindment.

Policy Management and Development Principles

- 4.9. A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:
- a. Legislative requirement.
 - b. New or changing industry and organisational standards.
 - c. To meet the Shire’s strategic objectives.

COUNCIL POLICY EXE/CP- 8 POLICY FRAMEWORK



- d. Community needs or expectation.
 - e. Advocacy on issues that Council considers to be significant.
 - f. As a result of a Council resolution.
- 4.10. Further, a policy response will only be proposed where it can be demonstrated that the policy will deliver:
- a. Clarity and consistency in decision making.
 - b. Improved efficiency and effectiveness.
 - c. Improved customer / community outcomes.
- 4.11. Council policies will be developed or reviewed inline with the Shire’s Community Engagement Framework.
- 4.12. All periodic policy reviews will be based on a Risk Assessment Rating.
- 4.13. All policies are to be made available on the Shire’s website.

5. DELEGATION AND AUTHORISATION

5.1. NIL

6. LEGISLATION

6.1. *Local Government Act 1995*

7. POLICY VERSION

Related Policies:			
Related Procedure:	Policy Framework (Being Developed)		
Responsible Department:	Executive		
Reviewer:	Corporate Planning & Governance Officer		
Review Frequency:	Triennial	Next Due:	2024
Version Date:	22/09/2021	Synergy #:	NPP7502
Policy Version Details			
Initial Adoption Date:	22/09/21	Decision Reference:	155/21
Version Decision Date:	22/9/21	Decision Reference:	155/21
Version Synopsis:	Initial creation of Policy		

To

Ben Rose
CEO Donnybrook/Balingup Shire Council
Bentley Street
Donnybrook
6239

SHIRE OF DONNYBROOK BALINGUP RECEIVED 1 0 NOV 2021
Record No: 1COR84411
File No: CSU012.
Officer: BAR
X Ref:
Corresps:
Signed Off:

Dear Ben,

Please find enclosed an account from H.H.G. Legal Group for services rendered.

The enclosed letter confirms the executors of the H.J. Denning Trust received legal advice from the above company so we kindly request payment.

Neil Foale
Executor of the H>J> Denning Estate



.....

9.11.2021

Executors of Estate H J Denning
C/- Neil Foale
PO Box 143
BOYANUP WA 6237

DATE: 16 September 2021
OUR REF: RLK :110977
ABN: 43 602 177 891

TAX INVOICE 0129052

RE: PNC - BUNBURY - General

FOALE; Initial Consult

BUSINESS & GOVERNMENT SERVICES
 - Insurance
 - Property
 - Taxation
 - Real Estate
 - Workers Compensation
 - Trade & Corporate
 - Intellectual Property
 - Litigation
 - Bank & Financial
 - Estate Planning & Administration
 - Family Law
 - Personal Injury
 - Criminal Law
 - Debtors Rights
 - Bankruptcy
 - Child Welfare
 - Family Dispute
 - Employment
 - Immigration
 - Personal Services
 - Real Estate
 - Trusts

	NET	GST	GROSS
To our professional fees	\$400.00	\$40.00	\$440.00
Office Costs as per the attached schedule	\$0.00	\$0.00	\$0.00
Disbursements as per the attached schedule	\$0.00	\$0.00	\$0.00
Total this invoice		\$40.00	\$440.00
Less monies to be transferred from trust			\$0.00
Total owing			\$440.00
Funds remaining in trust			\$0.00

HHG LEGAL GROUP

HHG Legal Group

PERSONAL & FAMILY SERVICES
 - Family & Estate
 - Workers Compensation
 - Employment
 - Litigation
 - Personal Injury
 - Child Welfare
 - Family Dispute
 - Employment
 - Real Estate
 - Trusts

Your rights in relation to legal costs

The following avenues are available to you if you are not happy with this bill -

- requesting an itemised bill
- discussing your concerns with us
- having our costs assessed
- applying to set aside our costs agreement

For more information about your rights, please read the fact sheet titled "Your right to challenge legal costs". You can ask us for a copy, or obtain it from the Legal Practice Board (or download it from the website of the Legal Practice Board or the Law Society of Western Australia).

Bank Account Details:
(Accounts Payments Only)
BSB Number: 036 011
Account Number: 534 053
Reference: 110977

THIS ACCOUNT IS PAYABLE WITHIN 7 DAYS. THANK YOU FOR YOUR INSTRUCTIONS.

Interest will be charged on all overdue accounts at 2% per annum above the RBA cash rate target as specified in the Legal Profession Regulations 2009

Please detach and return with payment

110977
 43 602 177 891
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 43 602 177 891

Client : Executors of Estate H J Denning
 Regarding : PNC - BUNBURY - General
 Bill No. : 0129052 Date : 16 September 2021
 Amount : \$440.00 Sol : RLK
 File No. : 110977

Payments by Credit cards will incur a 1% fee.

www.hhg.com.au
 Reception 08100 00100

Circle Card : Mastercard Visa
 Card Number : _____
 Cardholder : _____ Signature _____
 Expiry Date : _____ AMOUNT \$ _____

OUR REF: RLK:110977
CONTACT: Rod Kroon

PLEASE REPLY TO THE BUNBURY OFFICE

17 September 2021

Hall & Prior
C/- Tuia Lodge
DONNYBROOK WA 6239

Dear Sir/Madam

Proposal for Scholarship

We have asked by Neil Foale and Ian Payton, in collaboration with Luigi Tuia, to write to you as the operators of Tuia Lodge in Donnybrook.

Mr Foale and Mr Payton are the executors of the Estate of the late Herbert (Jack) John Denning, who passed away in 2009. Mr Denning made a bequest to Tuia Lodge, which was then operated by a Board of Management of the Donnybrook/Balingup Homes Committee, prior to the Shire of Donnybrook – Balingup taking over the lodge.

There is a sum of money, approximately \$288,000, left over from that bequest which the Shire holds in trust and has agreed to release back to the estate.

Mr Tuia is a founding member of Tuia Lodge.

The executors and Mr Tuia are looking to establish a scholarship fund with the remaining funds for the purposes of education and training of persons in Aged Care with a specific view of increasing the number and employment of carers and nurses at Tuia Lodge. The focus of benefiting Tuia Lodge is in keeping with the late Jack Denning's wishes.

The executors and Mr Tuia would like to set up a meeting with yourselves and with Graham Prior should he want to attend by videolink, to discuss the proposal. It is proposed to hold the meeting at Tuia Lodge, and subject to Graham Prior's availability if attending, preferably by the end of next week, but if that is not possible, soon thereafter.

We ask if you could you please contact Mr Foale on Tel: 0447 315 091 or Mr Tuia on Tel: 0428 318 434 to set up a meeting.



AUSTLAW

Yours faithfully
HHG LEGAL GROUP

HHG Legal Group

cc: Mr Foale, Mr Payton and Mr Tuia