



Notice of Ordinary Council Meeting

TO:

ALL COUNCILLORS

To be held on

Wednesday, 12 February 2014

Commencing at 5.00pm

Council Chambers
Cnr Bentley and Collins Streets, Donnybrook WA 6239


John Attwood
Chief Executive Officer

4 February 2014

Disclaimer

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ORDINARY COUNCIL MEETING AGENDA

12 FEBRUARY 2014

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SHIRE OF DONNYBROOK/BALINGUP

ORDINARY COUNCIL MEETING AGENDA

To be held in the Council Chambers on Wednesday, 12 February 2014 at 5.00pm

MEMBERS PRESENT

COUNCILLORS

Cr Dilley (President)
Cr Mitchell (Deputy)
Cr Crowley
Cr Dawson
Cr Duncan
Cr King
Cr Logiudice
Cr McCabe

STAFF

John Attwood - CEO
Greg Harris – Manager Finance & Administration
Leigh Guthridge – Manager Development & Environmental Services
Mike Scott – Manager Works & Services
Bob Wallin – Principle Planner
Judy Franks – Executive Assistant

PUBLIC GALLERY

1 APOLOGIES

Cr Bailey

2 PUBLIC QUESTION TIME

3 APPLICATION FOR LEAVE OF ABSENCE

4 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

6 LATE ITEMS

Nil

7 CONFIRMATION OF MINUTES

7.1 Ordinary Council Meeting – 18 December 2013

Moved: Cr

Seconded: Cr

That the minutes of the ordinary meeting held on 18 December 2013 be confirmed as a true and accurate record.

8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

9 MINUTES OF PREVIOUS MEETINGS

9.1 Committee Minutes

Moved: Cr

Seconded: Cr

That the following Committee minutes be received:

- Local Emergency Management Committee Meeting – 3 December 2013
 - Annual General Meeting of Electors – 12 December 2013
 - Donnybrook Townscape Committee Meeting – 18 December 2013
 - Donnybrook-Balingup Road Safety Committee Meeting – 15 January 2014
 - Cemetery Committee Meeting – 3 February 2014
 - Audit Committee Meeting -
-

10 REPORTS OF COMMITTEES

10.1 Donnybrook Townscape Committee Meeting – 18 December 2013

10.1.1	SUBJECT:	COLLINS STREET REDESIGN
	Location:	Shire of Donnybrook/Balingup
	Applicants:	Administration
	Zone:	N/A
	File Ref:	TP 07/2
	Author:	John Attwood, CEO
	Report Date:	14 October 2013
	Attachments:	10.1.1 (1) Drawings 10.1.1 (2) Stage 1 Concept Design Process 10.1.1 (3) Stage 2 Concept Design Process

Background

The Donnybrook Townscape budget has a line item of \$10,000 to develop a concept plan for the re-design of Collins Street.

Committee members have previously discussed the opportunity to alter the streetscape of Collins Street to create a more pedestrian friendly area and encourage commercial development. It has been identified that any new plan should address the following:

- Cater for over mass vehicle movements
- Traffic calming to reduce speed
- Road safety
- On and off street parking
- Streetscape appeal
- Promotion of commercial aspect of Collins Street

Other design items could include:

- Disability access
- Pedestrian linkages to South Western Highway
- Street lighting
- Tree plantings etc

Comment

To ensure that a design and costing is available for consideration in the 2014/15 budget approval is being requested from Council to appoint a consultant to undertake this work. A Scope of Works needs to be agreed on and appointment made as soon as practicable.

Staff are seeking advice from the Townscape Committee members to finalise contents of the Scope of Works based on previously presented plans and drawings.

Consultation

Cardno and Design Workroom have previously presented concept drawings for review.

Policy/Statutory/Voting Implications

Policy
N/A

Statutory
N/A

Voting
Absolute Majority

Financial

\$10,000 allocated in the budget for 2013/14.

Strategic Implications

Outcome 2.8 Our townsites are attractive, well presented and maintained.

Officer's Recommended Resolution

That Council delegate authority to the Manager of Works and Services to appoint a consulting firm to prepare a concept plan and costings consistent with draft plans provide by Design Workroom and Cardno and the Scope of Works.

Committee's Recommended Resolution

Moved: Cr Seconded: Cr

That Council delegate authority to the Chief Executive Officer to appoint a consulting firm to prepare a concept plan and costings consistent with draft plans provided by Design Workroom and Cardno and the Scope of Works.

Absolute Majority Required

Committee endorsed the brief specifying the previously listed concepts for development and specified the brief also include:

- 1) Length of project is from Reserve Street to Victory Lane
- 2) Consultant to present to at least one Townscape meeting
- 3) Continue the existing road/footpath theme if possible.

Arboretum – Apex & Rotary Club Information Sign

Committee members discussed the condition of the sign at the Arboretum.

Sign 1 – The Harvest Highway

- a) Some vandalism
- b) Balingup Tourist Centre Location – not correct
- c) Reference to large apple packing sheds – not correct

Sign 2 – Donnybrook-Balingup

- 1) Minor graffiti and vandalism
- 2) Reference to Donnybrook-Balingup Chamber of Commerce – Tourist Division is incorrect

Sign 3 – Blank

Previously used to house advertising of 'apple icons'.

Resolved to trial cleaning of the signs and at a later date identify responsibility for maintenance.

10.2 Donnybrook-Balingup Road Safety Committee Meeting – 15 January 2014

10.2.1 SUBJECT: ITEMS FOR DISCUSSION

1 *Trailer*

Templates for hire and log forms are available. B Vanallen aims to e-mail out to community groups and major events once sign has been commissioned.

2 *Bin Stickers*

Grant has been acquitted. However issues remain of distribution. Police Station still has approximately 300-400 remaining. A/Sgt T Langthorn suggested having the bin contractor putting them on new bins for new estate/housing areas.

ACTION: Request Emma Thomas to follow up with contractor to implement. S Dixon to request/create information to go in next Shire Column that they are available for collection

3 *Hi Vis Vests*

L Atherton followed on from information provided in agenda that there is a funding shortfall of \$1800. L Atherton has approached Lions Club of Donnybrook & Freemasons to help with shortfall. Their request (if supported) would be for logo placement on the vests.

L Atherton requests approval from the committee to get started with the artwork – if committee approve logo placement.

Financial shortfall support from Council also requested. This wouldn't be acknowledged until next Council meeting in February but the committee approve this request to be carried forward as a backup for the project

Committee's Recommended Resolution

That Council consider allocating \$1,800 towards the purchase of the Hi Vis Vests from account no 157420 to cover shortfall.

Officer's Recommended Resolution

Moved: Cr Seconded: Cr

That Council allocate \$ _____ towards the purchase of the Hi Vis Vests from account no 157420 to cover shortfall.

L Atherton to follow up with funding requests to Lions Club of Donnybrook and Freemasons as well.

The Committee approved the "Be Seen Be Safe" logo on front of vest, and "Slow Down Kids Around" on back of vest.

Committee approval was given for the artwork to commence pending funding shortfall whether logos get placed in time or not.

4 *Speed Signs*

Nothing further to add from Agenda notes.

10.2.2 SUBJECT: CORRESPONDENCE

Cr Logiudice tabled a letter with supportive photographs from Pamela Harrison regarding parking issues at peak times in Donnybrook, as well as an issue she raised about the 'No U Turn' sign on the median strip into the main street car park.

CEO has recommended that the issues raised in this letter need to be directed to Works & Services for consideration by Council and it is not required to be discussed further at this meeting.

10.2.3 SUBJECT: GENERAL BUSINESS

- Driver Reviver to be mentioned at individual committee meetings. Easter Long Weekend. Potential locations have been discussed:
Easter Friday – Kirup Parking Bay on the right hand side.
Easter Sunday – Donnybrook Caravan Park Area on the left hand side coming into town.
- Blessing of the Roads – Easter Thursday. Gwendoline Nidd normally coordinated this project – S Dixon will contact in regards to her participation again this year. Raise the profile – new location required, for example Ayres garden or Donnybrook Amphitheatre top car park
- Road Trauma Support WA. L Atherton showcased new marketing material for this Department of Health and ICCWA project – support (peer, group counselling and educational) for people who have been involved in one way or another by traffic incidents. The Committee is encouraged to circulate this information where possible.

10.3 Cemetery Committee Meeting – 3 February 2014

10.3.1	SUBJECT:	UPPER PRESTON CEMETERY
	Location:	Lowden-Grimwade Road
	Applicants:	Upper Preston Advisory Committee
	Zone:	N/A
	File Ref:	RES 01/3A
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	15 January 2014
	Attachments:	Nil

Background

Up until the 1970s, the Upper Preston Cemetery (also known as Lowden Cemetery) was covered with kangaroo paws, providing an impressive display during October and November. The kangaroo paws gradually died out because mowing was carried out before they had seeded. The Advisory Committee would like to re-establish the kangaroo paws.

Comment

In 2013 mowing was delayed until after the kangaroo paws had dropped their seed and dried out (first week in December). The kangaroo paws are already showing signs of regeneration.

However, Council received two complaints from visitors to the Cemetery about its unkempt appearance. Once the strategy had been explained, the complainants were satisfied. If mowing is to be delayed in this way each year, it is recommended that a small sign be made up and placed on the gate from late September to early December explaining why mowing has been delayed – for example:

Wildflower regeneration

Mowing at this cemetery has been postponed until the kangaroo paws have finished seeding in December/January.

We apologise for the temporary unkempt appearance.

SHIRE OF DONNYBROOK-BALINGUP

The cost of having a sign like this professionally made is approximately \$60.

Consultation

Upper Preston Cemetery Advisory Committee

Policy/Statutory/Voting Implications

N/A

Financial Implications

Cost of sign approximately \$60.

Strategic Implications

Strategic Community Plan -

Outcome 2.1 Our river systems and natural environment are enhanced and improved

Outcome 2.4 Our heritage areas and localities are acknowledged.

Committee Recommended Resolution

Moved: Cr

Seconded: Cr

That

- a) Council support the Upper Preston Cemetery Advisory Committee's efforts to encourage the return of wildflowers, particularly kangaroo paws, to the Cemetery and that the mowing is programmed accordingly, and
- b) A sign be made up at a cost of \$60 and fixed to the gate from late September until mowing has been carried out with the wording –

Wildflower regeneration

Mowing at this cemetery has been postponed until the kangaroo paws have finished seeding in December/January.

SHIRE OF DONNYBROOK-BALINGUP

10.3.2	SUBJECT:	BALINGUP CEMETERY FENCE
	Location:	South West Hwy, Balingup
	Applicants:	Shire of Donnybrook-Balingup
	Zone:	N/A
	File Ref:	RES 02/3
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	22 August 2013
	Attachments:	Nil

Background

At the Ordinary Council meeting held on 25 September it was resolved that:

- 1 The North West, North East and South East sections of the fence are replaced, subject to revised quote from the contractor and revised costs of clearing from Shire being within the budget allocation, and

Comment

It was originally intended to replace the entire boundary fence - approximately 500 metres (approximately \$5000 plus the cost of clearing). The 2013-14 budget allocation for the Cemetery fence was \$3,000. As this was not enough to do the entire fence, the Committee

recommended fencing the three sides that are visible from the cemetery - South East, North East and a section of the North West sides, provided this could be done within the budget.

Staff have consulted two fencing contractors, both of whom recommend doing the entire fence at one time, if possible, rather than sections. The cost per meter of doing sections is higher because of the increased number of strainer assemblies required (\$13.30 per metre as opposed to \$9 per metre).

The Committee may wish to consider delaying the replacement of the fence until 2014-15, when further funding may be allocated, but have the clearing carried out during this financial year.

Consultation

N/A

Policy/Statutory/Voting Implications

N/A

Financial Implications

There is an allocation of \$3,000 for fencing in the 2013-14 Budget. Proposal will need to be modified or funds allocated from elsewhere to replace either sections of, or the entire fence.

Strategic Implications

Strategic Community Plan, Outcome 2.8: Our town sites are attractive, well-presented and maintained.

Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council staff proceed with the clearing of the boundary fence line this financial year, using \$1,000 of the \$3,000 currently allocated to this project, and that additional funding of \$3,000 to make up the shortfall is considered as part of the 2014-15 budget deliberations to complete the entire fence / to replace the visible sections of the fence visible.

5.3.3	SUBJECT:	DONNYBROOK CEMETERY BUSH MEMORIAL – POLICY ON FLORAL TRIBUTES (POPPIES FOR VETERANS)
	Location:	Donnybrook Cemetery
	Applicants:	Shire of Donnybrook-Balingup
	Zone:	N/A
	File Ref:	RES 01/3
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	16 January 2014
	Attachments:	Nil

Background

A local family asked if their Bush Memorial plinth could have a small pencil vase incorporated into it to accommodate a poppy at certain times of year (Anzac and Remembrance Day).

Council's *Cemeteries Flower & Ornament Policy* states:

Bush Memorial Section including Niche Wall -

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.

Representatives of the family have asked if Council would consider an exception for the memorials of war veterans, possibly adding -

In the case of memorials bearing the Australian Commonwealth Military Force Badge, with the permission of the CEO, a pencil vase may be incorporated into the Bush Memorial plinth to accommodate a single artificial poppy at Anzac Day and Remembrance Day. The poppy may remain in place for a maximum of five days over each remembrance period before being removed by the deceased's family.

A war veteran is permitted to include on their plaque the Rising Sun emblem (the Australian Commonwealth Military Force Badge) which can be used only with the permission of the Office of Australian War Graves under Section 83 of the Defence Act.

Consultation

Cemeteries and Crematoria Association of Western Australia.

Policy/Statutory/Voting Implications

N/A

Financial Implications

N/A

Strategic Implications

Strategic Community Plan -

Outcome 2.8: Our town sites are attractive, well-presented and maintained.

Outcome 2.4: Our heritage areas and localities are acknowledged.

Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

That the *Cemeteries Flower & Ornament Policy* is amended by the addition of the following: -

In the case of memorials bearing the Australian Commonwealth Military Force Badge, with the permission of the CEO, a pencil vase may be incorporated into the Bush Memorial plinth to accommodate a single artificial poppy at Anzac Day and Remembrance Day. The poppy may remain in place for a maximum of five days over each remembrance period before being removed by the deceased's family.

10.3.4	SUBJECT:	DONNYBROOK CEMETERY BUSH MEMORIAL BENCH
	Location:	Donnybrook Cemetery
	Applicants:	Padman Family
	Zone:	N/A
	File Ref:	RES 01/3
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	14 January 2014
	Attachments:	Attachment 5.1.4A – letter Attachment 5.1.4B – plan showing placement of bench.

Background

The Padman family has written to the Chief Executive Officer to ask if they may install a park bench in a specific location adjacent to the path through the Bush Memorial (see attachments).

Comment

Gordon Padman's Bush Memorial plinth was installed on 22 January 2014. The requested location for the bench is opposite Mr Padman's memorial.

Seats throughout the cemetery are appreciated, particularly by elderly visitors. However, consideration needs to be given as to where the Bush Memorial will be extended in future, and whether this will include the area requested for the bench.

There is currently one bench in the Bush Memorial area, on the right of the pathway, approximately 18 meters from the requested bench site.

Consultation

N/A

Policy/Statutory/Voting Implications

N/A

Financial Implications

N/A

Strategic Implications

Strategic Community Plan –
Outcome 3.2: Quality community and recreational facilities that are well used by all ages and abilities.

Committee’s Recommended Resolution

Moved: Cr

Seconded: Cr

- 1 That Council staff prepare an overall plan for the Bush Memorial including a bench seating plan with design and style of seating and pathways plan, and overall seating plan for all sections of the Donnybrook Cemetery.**
- 2 That the applicant be advised that an overall plan for the Bush Memorial is being developed.**

10.3.5	SUBJECT:	UPDATE ON PROJECTS
	Location:	Donnybrook, Balingup and Upper Preston Cemeteries
	Applicants:	Shire of Donnybrook-Balingup
	Zone:	N/A
	File Ref:	RES 01/3
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	14 January 2014
	Attachments:	5.1.5A Proof of proposed sign for Donnybrook Cemetery 5.1.5B Suggested areas for expansion

- 1 Donnybrook Cemetery – grave, row and sectional signage:**
 - **Approx 100 grave markers labelled and ready to be installed**

- 40 row markers have been ordered
 - Sign with map showing sections – proof attached for discussion
- 2 Donnybrook Cemetery – survey of significant vegetation in areas to be cleared for future burials**
- Attachment 5.1.5b shows suggested areas for future clearing to be surveyed to identify significant vegetation – for discussion.
- 3 Service for Stillborn Babies at Donnybrook Cemetery:**
- This was held on 3 November 2013. Donnybrook Combined Churches have had a stone memorial and plaque made, to be placed just off the main access track, adjacent to Section B, rows N & O.
- 4 Balingup Cemetery - investigation into the most cost-effective ways of defining the Historical Section of the Cemetery**
- Costs have been obtained for bollard and chain fence – for discussion.
- 5 Balingup Cemetery – investigation into ownership of graves in Historical Section:**
- Ongoing

Committee's Recommended Resolution

Moved: Cr Seconded: Cr

That a bollard and chain fence be constructed at the Balingup Cemetery to identify and protect the Historical Section at an estimated cost of \$800.

- 6 Upper Preston Cemetery Fence and gate**
- Completed, December 2013

Activity report 2013 and 2013-14 YTD:

Cemetery	2013 Calendar Year	2013-14 YTD
Donnybrook Cemetery - burials	12	8
Donnybrook Niche Wall – ashes & plaque	5	2
Donnybrook Bush Memorial – ashes, plinth & plaque	4	3
Balingup Cemetery - burials	2	2
Balingup Niche Wall	0	0
Upper Preston Cemetery - burials	1	1
Upper Preston Niche Wall	0	0

10.4 Audit Committee Meeting – 12 February 2014

10.4.1	SUBJECT:	2013 LOCAL GOVERNMENT COMPLIANCE AUDIT RETURN
	Location:	Shire of Donnybrook-Balingup
	Applicants:	Department of Local Government and Communities
	Zone:	N/A
	File Ref:	DEP 20/01
	Author:	John Attwood – Chief Executive Officer (<i>Lucy Bourne – Governance Officer</i>)
	Report Date:	28 January 2014
	Attachments:	10.4.1 - 2013 Local Government Compliance Audit Return (refer to Audit Committee Agenda)

Background

Council is required to carry out a compliance audit for the period 1 January to 31 December 2013, against requirements set out in the 2013 Compliance Audit Return (CAR).

Amendments to Regulation 14 of the *Local Government (Audit) Regulations 1996* require that the local government's Audit Committee reviews the CAR and reports the results of that review to Council prior to adoption by Council.

Comment

The CAR is one of the tools that allow Council to monitor how the organisation is meeting compliance obligations. The return places emphasis on the need to bring to Council's attention cases of non-compliance or cases where full compliance was not achieved. In addition to explaining or qualifying cases of non-compliance, the return requires Council to endorse any remedial action taken or proposed to be taken in regard to instances of non-compliance. This is intended to assist local government to enhance or develop their internal control processes to ensure they include the statutory requirements of the legislation.

Council has met all areas of compliance in the 2013 CAR except for 'Disclosure of Interest' No 1 (see page 2 of Attachment 5.1.1). The matter has been investigated by the Department for Local Government and Communities and appropriate measures put in place to address non-compliance.

Consultation

N/A

Policy/Statutory/Voting Implications

Under Regulation 14 of the *Local Government (Audit) Regulations 1996* the 2013 CAR is to be reviewed by Council's Audit Committee and report the results of that review to Council for adoption.

A printed copy of the CAR is to be presented to Council at the Ordinary Council Meeting and adopted by an Absolute Majority.

Once the CAR has been presented to Council a certified copy, along with an extract of the minutes of the meeting at which the CAR was adopted by Council and any additional information explaining or qualifying the compliance audit, is to be submitted in hard copy format to the Director General, Department of Local Government and Communities by 31 March 2014. The online Return is to be forwarded to the Department providing a permanent record of the submission on the Department of Local Government website.

Financial Implications

N/A

Strategic Implications

Community Strategic Plan Outcome 4.3: An open and accountable local government that is respected, professional and trusted.

**Committee's Recommended Resolution
(Officer's Recommended Resolution)**

Moved: Cr

Seconded: Cr

That the 2013 Local Government Compliance Audit Return for the Shire of Donnybrook-Balingup, as completed and presented to Council, be adopted.

Absolute Majority Required

11 REPORTS OF OFFICERS

11.1 *Manager Finance and Administration*

11.1.1 ACCOUNTS FOR PAYMENT

**Council Decision
(Officer's Recommended Resolution)**

Moved: Cr

Seconded: Cr

That accounts authorised and paid under delegation No. 3.2 by the Chief Executive Officer represented by payments EFT 4715a-EFT4974, 49924-50039, EFT4913a, 3121-3123 totaling \$2,142,429.15 be confirmed for payment.

11.1.2 MONTHLY FINANCIAL REPORT

**Council Decision
(Officer's Recommended Resolution)**

Moved: Cr Seconded: Cr

That the monthly reports for the period ended 30 November 2013 be received.

11.1.3	SUBJECT:	CONTRIBUTION TOWARDS PUBLICATION OF SIR JAMES MITCHELL BIOGRAPHY
	Location:	Shire of Donnybrook-Balingup
	Applicants:	Bruce Devenish (Author)
	Zone:	N/A
	File Ref:	FNC 08/1
	Author:	Greg Harris, Manager Finance & Administration (<i>Lucy Bourne – Governance Officer</i>)
	Report Date:	30 January 2014
	Attachments:	Nil

Background

WA historian Bruce Devenish has written a 260-page biography of Sir James Mitchell (1866-1951).

Sir James was born and raised in the Donnybrook district, his father being one-time owner of the Donnybrook Hotel and a respected local stock agent.

Sir James is recognised as the architect of agricultural development in Western Australia in the first half of the twentieth century. He entered Parliament in 1905 rising to the positions of Premier and Governor of Western Australia, but always maintained a love for the South West and continued to frequent his place of origin.

Despite his lengthy and notable contribution to the development of WA, to date there is no definitive biography of Sir James.

Mr Devenish's book has been professionally edited and includes photographs from the State Library and a foreword by WA Governor, Malcolm McCusker. The University of Western Australia Press requires \$5,000 to proceed with publication of the book. Mr Devenish has received \$2500 to date, including a contribution from the City of South Perth.

Comment

Mr Devenish has indicated that a donation of \$500 from the Shire of Donnybrook-Balingup would be greatly appreciated. There is sufficient funding in the Council Donations account to accommodate this donation.

Consultation

N/A

Policy/Statutory/Voting Implications

Voting Implications

Absolute majority

Financial Implications

\$500 from the Council Donations account.

Strategic Implications

Strategic Community Plan, Outcome 2.4: Our heritage areas and localities are acknowledged.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council donate \$500 from Account No. 102520 towards the publication of Bruce Devenish's biography of Sir James Mitchell, Premier and Governor of Western Australia who was born and raised in the Donnybrook-Balingup Shire.

11.1.4	SUBJECT:	COUNTRY LOCAL GOVERNMENT FUND 2011/12 – BUDGET VARIATION
	Location:	Shire of Donnybrook-Balingup
	Applicants:	Administration
	Zone:	N/A
	File Ref:	DEP 52/2
	Author:	Greg Harris, Manager Finance & Administration
	Report Date:	3 February 2014
	Attachments:	Nil

Background

Council has now completed most projects funded by the 2011/12 Country Local Government Funding program. Some minor cost variations have occurred and Council approval is sought to apply to the Department of Regional Development and Lands to amend the program accordingly.

Comment

The following amendments are proposed to the program:

CLGF Project #	Description	Original Budget (CLFG Only)	Variation	Revised Budget (CLGF Only)	Comment
2	Balingup Transit Park	20,000	9,181	29,181	Additional funds required to complete projects
5	Balingup Recreation Centre	30,500	(7,572)	22,928	Projects completed @ less than budget
10	Donnybrook Community Library	10,000	(10,000)	Nil	Project to be re-scoped as cost for initial proposal was prohibitive
New (ex #10)	Shire Administration Centre – data link to Donnybrook Rec Centre	Nil	21,168	21,168	Establish wireless data link from Shire Administration Centre to Donnybrook Recreation Centre
12	Donnybrook Recreation Centre	26,500	(1,423)	25,077	Projects completed @ less than budget
13	Donnybrook Townsite Entry	20,000	11,500	31,500	Additional cost to provide facility with power (under Hwy)
17	Kirup Town Hall	44,400	2,808	47,208	Additional funds required to complete projects
18	Lions Club Building	4,000	(2,330)	1,670	Projects completed @ less than budget
19	Mullalyup Public Toilets	6,000	(332)	5,668	Projects completed @ less than budget
	Totals	161,400	23,000	184,400	

Please note that the above budget adjustments include variations for the allocation of nominal interest of \$23,000. This represents nominal interest on grant funds held over the course of the program. The above variations reflect \$10,000 of this amount being allocated to the new project (Administration Centre to Recreation Centre wireless data link) and the remaining \$13,000 being allocated to project number 13 (Donnybrook Townsite Entry) for the provision of power to the site.

Consultation

Consultation has occurred on projects funded by the 2011/12 CLGF program in accordance with Council's consultation policy.

Policy/Statutory/Voting Implications

Voting

Absolute majority is required as the recommendation will result in an amendment to the 2013/14 budget.

Financial Implications

The variations to the 2011/12 CLGF program as outlined in this report and officer's recommended resolution have been included in the Budget Review which is also presented to the February 2014 Council meeting.

Strategic Implications

All projects listed in the 2011/12 CLGF program are aimed at meeting the Strategic objectives of Council and the community.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council apply to the Department of Regional Development and Lands seeking the following variations to the 2011/12 CLGF program.

CLGF Project #	Description	Original Budget (CLFG Only)	Variation	Revised Budget (CLGF Only)	Comment
2	Balingup Transit Park	20,000	9,181	29,181	Additional funds required to complete projects
5	Balingup Recreation Centre	30,500	(7,572)	22,928	Projects completed @ less than budget
10	Donnybrook Community Library	10,000	(10,000)	Nil	Project to be re-scoped as cost for initial proposal was prohibitive
New (ex #10)	Shire Administration Centre – data link to Donnybrook Rec Centre	Nil	21,168	21,168	Establish wireless data link from Shire Administration Centre to Donnybrook Recreation Centre
12	Donnybrook Recreation Centre	26,500	(1,423)	25,077	Projects completed @ less than budget
13	Donnybrook Townsite Entry	20,000	11,500	31,500	Additional cost to provide facility with power (under Hwy)
17	Kirup Town Hall	44,400	2,808	47,208	Additional funds required to complete projects
18	Lions Club Building	4,000	(2,330)	1,670	Projects completed @ less than budget
19	Mullalyup Public Toilets	6,000	(332)	5,668	Projects completed @ less than budget
	Totals	161,400	23,000	184,400	

Absolute Majority Decision Required

11.1.5	SUBJECT:	BUDGET REVIEW
	Location:	Shire of Donnybrook-Balingup
	Applicants:	Administration
	Zone:	N/A
	File Ref:	FNC 04/1
	Author:	Greg Harris, Manager Finance & Administration
	Report Date:	31 January 2014
	Attachments:	11.1.5 - Budget Review

Background

The purpose of this agenda item is for Council to consider and adopt the Budget Review as presented in the Statement of Financial Activity for the period 1st July 2012 to 31st December 2013.

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30th June 2014, including actual year-to-date results for the period ending 31st December 2013, is presented for Council to consider. The Local Government (Financial Management) Regulations 1996, regulation 33A as amended, requires that local governments conduct a budget review between 1st January and 31st March in each financial year. A copy of the review and determination is to be provided to the Department of Local Government within 30 days of the adoption of the review.

Comment

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. Although Council has adopted a \$5,000 minimum for the reporting of material variances to be used in the statements of financial activity and the annual budget review, the following report shows all proposed budget adjustments, regardless of whether they are under the material variance reporting threshold. This has been done in the interests of providing greater transparency.

Description	Account / Job Number	Impact on Budget
		\$
Budget Adoption - Closing Funds		
<i>Variations between adopted budget and final closing funds</i>		
Accrued Income - proceeds of insurance claim for loss of Southampton Road Bridge		1,055,912
Penalty Interest on Emergency Service Levy collections		895

Description	Account / Job Number	Impact on Budget
<i>Variations previously approved by Council resolution</i>		
Increase expenditure - fencing at Upper Preston Cemetery	C1318 109640	(2,600)
Increase income - transfer from Trust Fund (Upper Preston Cemetery funds)	106750	2,600
Increase expenditure - Construction new Donnybrook SES Building	170040	(20,000)
Decrease expenditure - decrease transfer to Reserve, funds rec'd from Health Dept.	147900	20,000
<i>Budget variations proposed:</i>		
<i>General Purpose Funding (Schedule 3)</i>		
Increase income - additional income anticipated from Interim rates	100110	3,883
Increase income - additional income anticipated from Rates Instalment charges	100310	1,000
Increase expenditure - rating concessions provided by Council for properties located across the boundaries of the Shire of Boyup Brook and Dbk / Bln.	100810	(1,289)
Increase expenditure - additional expenditure on Legal Costs for rates recovery. This will be offset by additional income for legal costs recovered	119620	(14,000)
Increase income - additional income for legal costs recovery for rates recovery action	102210	14,000
Increase income - additional sundry income anticipated	109110	500
Increase income - additional income received for advertising rebate	109310	640
Decrease income - interest on Municipal Fund investments is expected to be less than budget estimate however this should be offset by addition Reserve fund investment income	148810	(30,000)
Increase income - additional grant amount received on deferred pensioner rates outstanding	101010	280
Decrease income - Regional Development Australia grant withdrawn	108550	(102,610)
<i>Governance (Schedule 4)</i>		
Decrease expenditure - election expenses less than budget estimate	100110	929
Decrease expenditure - Volunteer event grant not received so reduce inc & exp.	155320	1,000
Decrease income - volunteers event grant not approved	102830	(1,000)
Increase expenditure - software purchased for ATO reporting	103520	(500)
Increase expenditure - Purchase of specific software to streamline Integrated Planning Reporting e.g. reporting on Strategic and Corporate Business Plans	103520	(8,000)

Description	Account / Job Number	Impact on Budget
Decrease expenditure - Relief Accountants wages met by existing Accountant's salaries budget provision	105820	15,000
Increase expenditure - relief staff accommodation costs	157520	(7,200)
Increase income - additional miscellaneous reimbursements	178730	971
Decrease expenditure - Office construction / alterations will not occur in the financial year - preliminary planning and design only	105640	140,000
Decrease expenditure - Replacement computers for administration staff will be leased rather than purchased outright	105840	9,000
Decrease income - reduce transfer from Electronic Equipment Reserve	106150	(9,000)
Decrease income - reduce transfer from Building Reserve (Shire Office)	169450	(100,000)
Law, Order & Public Safety (Schedule 5)		
Decrease expenditure - reduce budget provision for animal control training	107620	1,000
Decrease expenditure - cat sterilisation grant approved was \$5,000 less than budget estimate so reduce expenditure accordingly	108020	5,000
Decrease income - cat sterilisation grant less than estimate	115020	(5,000)
Increase income - dog registration fees will exceed budget estimate	108330	2,000
Increase income - animal control fines and penalties expected to exceed budget	108430	1,000
Increase expenditure - expenditure on wheelie bin sticker program not included in the budget (offset by income)	157420	(3,014)
Increase income - contributions from Office of Road Safety for wheelie bin stickers initiative	114830	3,014
Health (Schedule 7)		
Increase income - Septic Tank applications and approval income anticipated to be higher than budget estimate	103430, 112730	2,000
Education and Welfare (Schedule 8)		
Decrease expenditure - reduced funding required to complete Lions Club building upgrade (2011/12 CLGF project - reallocation required)	B093 140520	2,330
Increase expenditure - additional surplus from Tuia Lodge to be transferred to Reserve (unbudgeted contribution from Forest Personnel)	116920	(1,400)
Increase income - Tuia Lodge training subsidy received	117130	1,400
Reduce operating expenditure - Langley Villas feasibility expenses to be charged to a capital expenditure account	B024 117220	16,000
Increase capital expenditure - Langley Villas feasibility expenses to be charged to a capital expenditure account	170540	(16,000)

Description	Account / Job Number	Impact on Budget
Reduce income - Retirement Village maintenance fees to be reduced by income received from Community building	115230	(2,000)
Increase income - Administration Fees collected on lease of Retirement Village units	115430	1,425
Increase income - anticipated income from rent of Preston Village Community building	159530	2,000
Increase expenditure - Preston Village marketing costs (recouped from outgoing leasee)	141920	(8,750)
Increase income - Marketing costs recouped from leasees of Preston Village	113530	8,750
Increase expenditure - repayment of fixed loan to outgoing leasee of Preston Retirement Village	111740	(285,000)
Increase expenditure - increase capital repayment amount to reduce loan on Preston Retirement Village	110340	(5,000)
Increase income - additional income received above budget for re-lease of Preston Retirement Village Units	103150	290,000
Increase income - additional income from School holiday program	149720	2,000
Increase income – additional income for Grant for Aged Community Friendly Spaces project	146520	15,000
Increase expenditure – additional expenditure for Aged Community Friendly Spaces project	109030	(15,000)
Community Amenities (Schedule 10)		
Increase expenditure - Additional solicitors fees to vett Waste Management Contract - recoupable from other participant Shires	W001 117620, 117820	(50,000)
Increase expenditure - additional contractor costs for extra bins serviced	W001 117620	(2,000)
Increase income - reimbursement of solicitors fees from other Councils	112830	50,000
Decrease expenditure - Mumballup weed spraying costs less than estimate	W007 117720	500
Decrease expenditure - Lowden weed spraying costs less than estimate	W008 117720	500
Increase income - refuse removal charges higher than budget due to interims	118030	2,355
Increase income - additional waste management levy charges due to interim rate charges	118330	2,478
Decrease capital expenditure - refuse bins purchased in prior year	118340	20,440
Decrease expenditure - Town Planning salaries will be less than estimate due to Planner not being employed until October 2013	121220	25,154
Decrease expenditure - Town Planning superannuation will be less than estimate due to Planner not being employed until October 2013	171020	4,196
Increase expenditure - Town Planning consultancy will be higher than estimate as consultant employed prior to appointment of permanent staff	149020	(8,000)
Increase income - Addition funding provided by SWDC for Developing Donnybrook	122130	10,000
Increase expenditure - maintenance costs for Upper Preston Cemetery higher than budget estimate	R034 149320	(1,500)

Description	Account / Job Number	Impact on Budget
Increase income - additional income projected for Upper Preston Cemetery	109430	800
Increase income - additional income projected for Balingup Cemetery	123830	2,300
Decrease expenditure - Community Bus operating expenses are projected to be less than estimate due to limited useage	150420	1,500
Decrease income - Community Bus income is projected to be less than budget estimate due to limited useage	124130	(1,000)
Increase expenditure - additional expenditure required to complete Cemetery upgrade project	109640	(12,510)
Recreation and Culture (Schedule 11)		
Decrease expenditure - 2012/13 maintenance fee not provided to Newlands Hall Committee (payment was withheld and then cancelled)	124620	1,000
Increase expenditure - additional expenditure required to complete Kirup Town Hall CLGF 2011/12 projects	B097 110640	(2,808)
Increase expenditure - Balingup Parks and Reserve maintenance costs are expected to be higher than budget	R008 127120	(20,000)
Increase expenditure - Operational costs of Donnybrook Recreation Centre are expected to exceed the budget estimate	B014 127220	(2,935)
Decrease expenditure - Salaries costs for the Donnybrook Recreation Centre are expected to be less than budget due to staff shortages and reduced number of shifts	127420	23,261
Decrease income - Swimming Pool subsidy has been cancelled by the State Government	130330	(3,000)
Increase income - estimated donations from Apple Funpark money spinner, not included in budget. Will be transferred to Reserve	123230	5,000
Increase income - training subsidy payment and miscelleaous reimbursements received in excess of budget estimate	128530	2,566
Decrease expenditure - funds required to complete Balingup Recreation Centre 2011/12 CLGF projects were less than budget estimate	B082 102840	3,891
Decrease expenditure - Balingup Oval projects completed in the previous financial year but included in budget by error	107240	1,500
Decrease expenditure - Project at Preston River cancelled due to withdrawal of Regional Development Australia funding	110740	102,610
Decrease expenditure - Donnybrook Recreation Centre projects to be funded by 2011/12 CLGF program will be less than budget estimate	B079 172940	1,423
Decrease expenditure - funding application from LEEP for replacement of Hot water system at Donnybrook Recreation Centre was not successful therefore no expenditure required	B078 172940	16,000
Decrease income - funding appplication from LEEP for Recreation Centre HWS was unsuccessful	104750	(13,000)
Decrease expenditure - electrical changeover switch was less than budget estimate	B078 172940	2,000
Increase expenditure - contribution to True Grit Event	154820	(5,000)
Increase expenditure - purchase of park benches	R041 126420	(1,364)
Increase income - donations received for park Benches	170850	1,364

Description	Account / Job Number	Impact on Budget
Decrease expenditure - Upgrade of Seniors Meeting area at Donnybrook Community Library has not progressed to date.	130440	25,000
Decrease income - application for funding for Seniors Room upgrade has not been lodged therefore grant will not be received in 12/13	131350	(25,000)
Increase expenditure - Increase CLGF budget provision for establishment of a link to the Community Library for offsite data storage	130440	(16,168)
Increase expenditure - Donnybrook Recreation Centre Apple Funpark Upgrade project exceeded budget estimate (approved by Townscape Comm)	R067 110940	(24,716)
Transport (Schedule 12)		
Increase expenditure - budget provision for contracted works at Donnybrook Refuse site was insufficient	C1122 132100	(11,210)
Decrease expenditure - funding from Regional Road Group for Upper Capel Road will be \$20K less than budget estimate	C1304 132600	20,000
Decrease income - funding from Regional Road Group for Upper Capel Road will be \$20K less than budget estimate	132910	(20,000)
Increase expenditure - Nominal interest on 11/12 CLGF funding to be allocated to projects - recommend Donnybrook entry statement	T008 101500	(11,500)
Increase expenditure - storm damage has exceeded budget estimate due to September 2013 event. This is claimable from WAANDRA	M031 134100	(38,941)
Increase income - Reimbursements received for storm damage claims 12/13 and 13/14 years	135110	63,870
Economic Services (Schedule 13)		
Increase expenditure - cost of control measures for noxious weeds and pest plants is expected to exceed budget estimate	M015 138420	(2,000)
Increase expenditure - additional funding required to complete Balingup Transit Park upgrade project (CLGF 2011/12)	B100 171520	(9,181)
Increase income - income from swimming pool inspection fees has exceeded budget estimate	150030	354
Increase income - additional income received for the sale of timber	142830	1,400
Public Works Overheads (Schedule 14)		
Increase expenditure - additional expenditure to be incurred on workers compensation due to long term ongoing claims	146120	(95,000)
Increase income - additional reimbursements for workers compensation claims to be received from insurer	146130	95,000
Funds Transfers (Schedule 15)		
Decrease expenditure - reduce transfer to Waste Management Reserve due to variances in waste management operations	147200	3,478
Increase expenditure - Donations received from Apple Funpark money spinner to be transferred to Reserve	148400	(5,000)
Increase expenditure - Transfer proceeds of Southampton Road Bridge insurance claim to Roadworks Reserve	147400	(1,055,912)
Increase expenditure - Transfer to Building Reserve, unspent allocation for Shire office upgrade	147900	(40,000)
Overall Net Change \$		(\$5,639)

Following the above adjustments the projected closing funds are estimated to be a small deficit of \$5,639. This small deficit is considered to acceptable and no further budget adjustments, other than those listed in the above schedule are proposed at this stage.

It should be noted that the projected deficit of \$5,639 as at 30th June 2014 is indicative only and will depend upon actual income and expenditure that occurs between the date of the budget review and the end of the financial year.

Council authorisation is now sought to amend the 2013/14 budget to reflect the above proposed variations.

Consultation

Chief Executive Officer and Executive Managers

Policy/Statutory/Voting Implications

Policy

The budget is based on the principles contained in the Community Strategic Plan and Corporate Business Plan.

Statutory

Regulation 33A of the Local Government (Financial Management) Regulations 1996 states:

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

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

Voting

Absolute majority is required to adopt the budget review and recommendation.

Financial Implications

The budget review is an important internal financial control. Specific financial implications are as outlined in the Comment section of this report.

Strategic Implications

The Budget Review has been developed based on existing strategic planning documents adopted by Council.

The budget has been reviewed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for Council and the community.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council adopt the budget review with the following variations for the period 1 July 2013 to 31 December 2013 and amend the budget accordingly:

Description	Account / Job Number	Impact on Budget
		\$
Budget Adoption - Closing Funds		
<i>Variations between adopted budget and final closing funds</i>		
Accrued Income - proceeds of insurance claim for loss of Southampton Road Bridge		1,055,912
Penalty Interest on Emergency Service Levy collections		895
<i>Variations previously approved by Council resolution</i>		
Increase expenditure - fencing at Upper Preston Cemetery	C1318 109640	(2,600)
Increase income - transfer from Trust Fund (Upper Preston Cemetery funds)	106750	2,600
Increase expenditure - Construction new Donnybrook SES Building	170040	(20,000)

Description	Account / Job Number	Impact on Budget
Decrease expenditure - decrease transfer to Reserve, funds rec'd from Health Dept.	147900	20,000
Budget variations proposed:		
General Purpose Funding (Schedule 3)		
Increase income - additional income anticipated from Interim rates	100110	3,883
Increase income - additional income anticipated from Rates Instalment charges	100310	1,000
Increase expenditure - rating concessions provided by Council for properties located across the boundaries of the Shire of Boyup Brook and Dbk / Bln.	100810	(1,289)
Increase expenditure - additional expenditure on Legal Costs for rates recovery. This will be offset by additional income for legal costs recovered	119620	(14,000)
Increase income - additional income for legal costs recovery for rates recovery action	102210	14,000
Increase income - additional sundry income anticipated	109110	500
Increase income - additional income received for advertising rebate	109310	640
Decrease income - interest on Municipal Fund investments is expected to be less than budget estimate however this should be offset by addition Reserve fund investment income	148810	(30,000)
Increase income - additional grant amount received on deferred pensioner rates outstanding	101010	280
Decrease income - Regional Development Australia grant withdrawn	108550	(102,610)
Governance (Schedule 4)		
Decrease expenditure - election expenses less than budget estimate	100110	929
Decrease expenditure - Volunteer event grant not received so reduce inc & exp.	155320	1,000
Decrease income - volunteers event grant not approved	102830	(1,000)
Increase expenditure - software purchased for ATO reporting	103520	(500)
Increase expenditure - Purchase of specific software to streamline Integrated Planning Reporting e.g. reporting on Strategic and Corporate Business Plans	103520	(8,000)
Decrease expenditure - Relief Accountant's wages met by existing Accountant's salaries budget provision	105820	15,000
Increase expenditure - relief staff accommodation costs	157520	(7,200)
Increase income - additional miscellaneous reimbursements	178730	971
Decrease expenditure - Office construction / alterations will not occur in the financial year - preliminary planning and design only	105640	140,000
Decrease expenditure - Replacement computers for administration staff will be leased rather than purchased outright	105840	9,000

Description	Account / Job Number	Impact on Budget
Decrease income - reduce transfer from Electronic Equipment Reserve	106150	(9,000)
Decrease income - reduce transfer from Building Reserve (Shire Office)	169450	(100,000)
Law, Order & Public Safety (Schedule 5)		
Decrease expenditure - reduce budget provision for animal control training	107620	1,000
Decrease expenditure - cat sterilisation grant approved was \$5,000 less than budget estimate so reduce expenditure accordingly	108020	5,000
Decrease income - cat sterilisation grant less than estimate	115020	(5,000)
Increase income - dog registration fees will exceed budget estimate	108330	2,000
Increase income - animal control fines and penalties expected to exceed budget	108430	1,000
Increase expenditure - expenditure on wheelie bin sticker program not included in the budget (offset by income)	157420	(3,014)
Increase income - contributions from Office of Road Safety for wheelie bin stickers initiative	114830	3,014
Health (Schedule 7)		
Increase income - Septic Tank applications and approval income anticipated to be higher than budget estimate	103430, 112730	2,000
Education and Welfare (Schedule 8)		
Decrease expenditure - reduced funding required to complete Lions Club building upgrade (2011/12 CLGF project - reallocation required)	B093 140520	2,330
Increase expenditure - additional surplus from Tuia Lodge to be transferred to Reserve (unbudgeted contribution from Forest Personnel)	116920	(1,400)
Increase income - Tuia Lodge training subsidy received	117130	1,400
Reduce operating expenditure - Langley Villas feasibility expenses to be charged to a capital expenditure account	B024 117220	16,000
Increase capital expenditure - Langley Villas feasibility expenses to be charged to a capital expenditure account	170540	(16,000)
Reduce income - Retirement Village maintenance fees to be reduced by income received from Community building	115230	(2,000)
Increase income - Administration Fees collected on lease of Retirement Village units	115430	1,425
Increase income - anticipated income from rent of Preston Village Community building	159530	2,000
Increase expenditure - Preston Village marketing costs (recouped from outgoing leasee)	141920	(8,750)
Increase income - Marketing costs recouped from leasees of Preston Village	113530	8,750
Increase expenditure - repayment of fixed loan to outgoing leasee of Preston Retirement Village	111740	(285,000)
Increase expenditure - increase capital repayment amount to reduce loan on Preston Retirement Village	110340	(5,000)

Description	Account / Job Number	Impact on Budget
Increase income - additional income received above budget for re-lease of Preston Retirement Village Units	103150	290,000
Increase income - additional income from School holiday program	149720	2,000
Increase income – additional income for Grant for Aged Community Friendly Spaces project	146520	15,000
Increase expenditure – additional expenditure for Aged Community Friendly Spaces project	109030	(15,000)
<i>Community Amenities (Schedule 10)</i>		
Increase expenditure - Additional solicitors fees to vet Waste Management Contract - recoupable from other participant Shires	W001 117620 117820	(50,000)
Increase expenditure - additional contractor costs for extra bins serviced	W001 117620	(2,000)
Increase income - reimbursement of solicitors fees from other Councils	112830	50,000
Decrease expenditure - Mumballup weed spraying costs less than estimate	W007 117720	500
Decrease expenditure - Lowden weed spraying costs less than estimate	W008 117720	500
Increase income - refuse removal charges higher than budget due to interims	118030	2,355
Increase income - additional waste management levy charges due to interim rate charges	118330	2,478
Decrease capital expenditure - refuse bins purchased in prior year	118340	20,440
Decrease expenditure - Town Planning salaries will be less than estimate due to Planner not being employed until October 2013	121220	25,154
Decrease expenditure - Town Planning superannuation will be less than estimate due to Planner not being employed until October 2013	171020	4,196
Increase expenditure - Town Planning consultancy will be higher than estimate as consultant employed prior to appointment of permanent staff	149020	(8,000)
Increase income - Addition funding provided by SWDC for Developing Donnybrook	122130	10,000
Increase expenditure - maintenance costs for Upper Preston Cemetery higher than budget estimate	R034 149320	(1,500)
Increase income - additional income projected for Upper Preston Cemetery	109430	800
Increase income - additional income projected for Balingup Cemetery	123830	2,300
Decrease expenditure - Community Bus operating expenses are projected to be less than estimate due to limited useage	150420	1,500
Decrease income - Community Bus income is projected to be less than budget estimate due to limited useage	124130	(1,000)
Increase expenditure - additional expenditure required to complete Cemetery upgrade project	109640	(12,510)
<i>Recreation and Culture (Schedule 11)</i>		
Decrease expenditure - 2012/13 maintenance fee not provided to Newlands Hall Committee (payment was withheld and then cancelled)	124620	1,000

Description	Account / Job Number	Impact on Budget
Increase expenditure - additional expenditure required to complete Kirup Town Hall CLGF 2011/12 projects	B097 110640	(2,808)
Increase expenditure - Balingup Parks and Reserve maintenance costs are expected to be higher than budget	R008 127120	(20,000)
Increase expenditure - Operational costs of Donnybrook Recreation Centre are expected to exceed the budget estimate	B014 127220	(2,935)
Decrease expenditure - Salaries costs for the Donnybrook Recreation Centre are expected to be less than budget due to staff shortages and reduced number of shifts	127420	23,261
Decrease income - Swimming Pool subsidy has been cancelled by the State Government	130330	(3,000)
Increase income - estimated donations from Apple Funpark money spinner, not included in budget. Will be transferred to Reserve	123230	5,000
Increase income - training subsidy payment and miscellaneous reimbursements received in excess of budget estimate	128530	2,566
Decrease expenditure - funds required to complete Balingup Recreation Centre 2011/12 CLGF projects were less than budget estimate	B082 102840	3,891
Decrease expenditure - Balingup Oval projects completed in the previous financial year but included in budget by error	107240	1,500
Decrease expenditure - Project at Preston River cancelled due to withdrawal of Regional Development Australia funding	110740	102,610
Decrease expenditure - Donnybrook Recreation Centre projects to be funded by 2011/12 CLGF program will be less than budget estimate	B079 172940	1,423
Decrease expenditure - funding application from LEEP for replacement of Hot water system at Donnybrook Recreation Centre was not successful therefore no expenditure required	B078 172940	16,000
Decrease income - funding application from LEEP for Recreation Centre HWS was unsuccessful	104750	(13,000)
Decrease expenditure - electrical changeover switch was less than budget estimate	B078 172940	2,000
Increase expenditure - contribution to True Grit Event	154820	(5,000)
Increase expenditure - purchase of park benches	R041 126420	(1,364)
Increase income - donations received for park Benches	170850	1,364
Decrease expenditure - Upgrade of Seniors Meeting area at Donnybrook Community Library has not progressed to date.	130440	25,000
Decrease income - application for funding for Seniors Room upgrade has not been lodged therefore grant will not be received in 12/13	131350	(25,000)
Increase expenditure - Increase CLGF budget provision for establishment of a link to the Community Library for offsite data storage	130440	(16,168)
Increase expenditure - Donnybrook Recreation Centre Apple Funpark Upgrade project exceeded budget estimate (approved by Townscape Comm)	R067 110940	(24,716)
Transport (Schedule 12)		
Increase expenditure - budget provision for contracted works at Donnybrook Refuse site was insufficient	C1122 132100	(11,210)
Decrease expenditure - funding from Regional Road Group for Upper Capel Road will be \$20K less than budget estimate	C1304 132600	20,000

Description	Account / Job Number	Impact on Budget
Decrease income - funding from Regional Road Group for Upper Capel Road will be \$20K less than budget estimate	132910	(20,000)
Increase expenditure - Nominal interest on 11/12 CLGF funding to be allocated to projects - recommend Donnybrook entry statement	T008 101500	(11,500)
Increase expenditure - storm damage has exceeded budget estimate due to September 2013 event. This is claimable from WAANDRA	M031 134100	(38,941)
Increase income - Reimbursements received for storm damage claims 12/13 and 13/14 years	135110	63,870
<i>Economic Services (Schedule 13)</i>		
Increase expenditure - cost of control measures for noxious weeds and pest plants is expected to exceed budget estimate	M015 138420	(2,000)
Increase expenditure - additional funding required to complete Balingup Transit Park upgrade project (CLGF 2011/12)	B100 171520	(9,181)
Increase income - income from swimming pool inspection fees has exceeded budget estimate	150030	354
Increase income - additional income received for the sale of timber	142830	1,400
<i>Public Works Overheads (Schedule 14)</i>		
Increase expenditure - additional expenditure to be incurred on workers compensation due to long term ongoing claims	146120	(95,000)
Increase income - additional reimbursements for workers compensation claims to be received from insurer	146130	95,000
<i>Funds Transfers (Schedule 15)</i>		
Decrease expenditure - reduce transfer to Waste Management Reserve due to variances in waste management operations	147200	3,478
Increase expenditure - Donations received from Apple Funpark money spinner to be transferred to Reserve	148400	(5,000)
Increase expenditure - Transfer proceeds of Southampton Road Bridge insurance claim to Roadworks Reserve	147400	(1,055,912)
Increase expenditure - Transfer to Building Reserve, unspent allocation for Shire office upgrade	147900	(40,000)
Overall Net Change \$		(\$5,639)

Absolute Majority Decision Required

11.2 Manager Works & Services

11.2.1	SUBJECT:	RE-NAMING OF EGAN PARK ACCESS ROAD
	Location:	Shire of Donnybrook/Balingup
	Applicants:	Donnybrook and Districts Cricket Association
	Zone:	Parks & Recreation
	File Ref:	RES 01/4:CSV24/1
	Author:	Michael Scott Manager – Works & Services
	Report Date:	28 January 2014
	Attachments:	Nil

Background

The Shire of Donnybrook-Balingup has been approached by the Secretary of the Donnybrook and Districts Cricket Association to consider renaming the road entering Egan Park (adjacent to the Cricket Association clubrooms).

The Association is hosting games in the WA Country Masters Cricket Championships commencing in early April 2014.

The proposal is for the Council to approve the use of the name Barry Shepherd Drive for what is now listed in Council records as Egan Park Access Road.

Comment

Egan Park Access Road is not a gazetted road and on a Shire reserve so it is within the Council's jurisdiction to approve the renaming request from the Cricket Association.

Mr Barry Shepherd grew up in Donnybrook and went on to represent Western Australia and Australia as a cricket player and administrator. He was awarded an Order of Australia Medal for his contribution to the sport.

Mr Shepherd was also an Australian Rules footballer of note and played league football in the WAFL.

Mr. Shepherd passed away in 2001.

The Cricket Association intends to have a naming ceremony in honour of Mr. Shepherd during the WA Country Masters Cricket Championships if the request is approved by the Council.

Consultation

The request has the support of the Donnybrook and Districts Cricket Association.

Council officers have not undertaken any additional community consultation on the request.

Policy/Statutory/Voting Implications

The request to rename the road to Barry Shepherd Drive fits within criteria used by the Geographic Names section of Landgate.

Financial Implications

The cost of renaming the road is negligible. A standard street sign would cost less than \$200. Because the road is not gazetted, Council does not require approval from another authority to rename it.

Strategic Implications

The Strategic Community Plan states:

Environmental Objective: Our heritage areas and localities are acknowledged.

Social Objective: Our volunteers and community organizations are supported and acknowledged.

Officer's Recommended Resolution

Moved: Cr Seconded: Cr

That Council approves the re-naming of the Egan Park Access Road to Barry Shepherd Drive in honour of former Donnybrook resident Mr Barry Shepherd OAM.

11.2.2	SUBJECT:	TENDER RFT 06/2013 – TREE PRUNING & REMOVAL
	Location:	SHIRE OF DONNYBROOK/BALINGUP
	Applicants:	WORKS & SERVICES
	Zone:	N/A
	File Ref:	TEN 05/3
	Author:	Michael Scott, Manager Works & Services
	Report Date:	February 2013
	Attachments:	11.2.2 - Confidential Assessment

Background

The Council's annual budget allows for tree pruning and removal of vegetation throughout the shire. Vegetation is either street trees, trees in power lines, road construction clearing or isolated trees on roads or reserves.

Comment

This tender was called and closed on 29th November 2013, and four tenders were received from Busselton Treelopping, Arbor Guy, BDA, and South West Treesafe. The tender was for a period up to 30 January 2016, two(2) years, with an option of two(2) one year periods to be negotiated subject to ongoing performance and price.

A summary of tender details is presented in the following tables:

Schedule A – Price Ranking

Tenderer	BDA	South West Tree Safe	Arbor Guy	Bsn Tree Lopping
Item	Rate /Hr incl GST	Rate /Hr incl GST	Rate /Hr incl GST	Rate /Hr incl GST
Urban Tree Pruning – per/hr	2	4	3	1
Rural Tree Pruning – per/hr	2	4	3	1
Pruning Isolated – per/hr	2	4	3	1
Tree Removal – per/hr	2	4	3	1
Stump Grinding – per/hr	2	4	3	1
After Hours Callout – per/hr	3	4	2	1

Schedule B – Qualitative Criteria

Tenderer	BDA	South West Tree Safe	Arbor Guy	Bsn Tree Lopping
Equip list	YES	YES	YES	YES
OS&H Manual	YES	YES	YES	YES
Overall Score	71%	55%	79%	76%
Overall Assessment Ranking	3	4	1	2

The table presents costs associated with various vegetation pruning/removal activities. To assess the tenders to calculate a score that is most advantageous to Council the following criteria was used:

- a. Price and price structure in accordance with Policy 2.21; and
- b. Technical and physical capacity to perform services; and
- c. Previous experience or past performance; and
- d. Supply and / or company based in shire boundaries in accordance with Policy 2.21.

All tenderers provided adequate and sufficient information about their experience and range of equipment and OSH management. The assessment panel concluded that all the tenderers could safely undertake and provide the service requirements of the tender.

None of the tenderers is located within the Shire of Donnybrook- Balingup.

Specified within each tender submission is a guarantee to prioritise and commence shire works within 48 hours. Consideration was given for the availability of specialist plant when there is a local storm event that impacts on an area greater than the Shire of Donnybrook-Balingup.

The Arbor Guy tender documentation was considered to be the most comprehensive and provided detailed information about how jobs would be approached and what equipment would be used.

Arbor Guy scored the highest in the qualitative section for the provision of detail on levels of experience, versatility and range of equipment.

BDA and Arbor Guy rates (cost) were similar however Arbor Guy offered the best rate for call outs and after hours service. South West Tree Safe tendered the highest rates.

Busselton Tree Lopping was the best tender on price alone and their availability was supported by a referee from another local government that has a contract for their services. The panel assessed that they had provided all the required information and that their tendered price represented a saving of potentially \$20,000 over the contract period and therefore the best value to the Shire.

Given the closeness of the final scores and the competitive prices tendered by Busselton Tree Lopping, the panel has concluded that they would be the recommended provider.

Consultation

The Works and Services Coordinator, the Parks and Gardens Team Leader and Council staff were consulted on this recommendation.

Nominated tenderers' referees were contacted. All tenderers received support from end users.

Policy/Statutory/Voting Implications

Policy 2.21 – Regional Pricing Preference

Policy 2.26 – Purchasing and Tender Policy
Occupational Safety and Health Policy

Financial Implications

Funding is provided within Councils 2013/14 allocated budget for street tree pruning and clearing works for road construction and maintenance projects.

This service contract has greater than \$100,000 in value and therefore requires the Council to authorise the recommended tenderer.

Strategic Implications

The projected works continues the objective of preservation of existing road assets.

Officer's Recommended Resolution

Moved: Cr Seconded: Cr

That Tender RFT06/2013 – Supply of Tree Pruning and Removal Services be awarded to Busselton Tree Lopping for the tendered rates for a period of two years to the 1st March 2015 with two optional 12 month extensions up to 2018, and subject to performance assessment and service delivery.

11.2.3	SUBJECT:	SOUTH WEST HIGHWAY – THOMPSON'S HILL REALIGNMENT
	Location:	Shire of Donnybrook/Balingup
	Applicants:	Main Roads WA
	Zone:	Thompson's Hill
	File Ref:	WRK 06/1
	Author:	Michael Scott, Manager Works & Services
	Report Date:	30 January 2014
	Attachments:	11.2.3 – Proposed Realignment

Background

Main Roads WA (MRWA) has contacted the Shire of Donnybrook-Balingup to advise of the plan to excise land from Timber Reserve 0 173/25 at Thompson's Hill on the South West Highway to improve curve geometry and upgrade the road to current standards.

Comment

A resolution of Council is required to obtain the Shire's support for the road realignment and to satisfy statutory requirements for the dedication of the land.

The project is scheduled for Financial Year 2016/17 and is unfunded to date. Obtaining the Shire's support is part of the forward planning for the job.

MRWA has not yet contacted affected freehold land owners who will be advised closer to the work. Council's support for the dedication is required to allow formalities to proceed.

A copy of the Council's resolution with direct reference to Section 56 of the Land Administration Act (1997) is required by MRWA to proceed with the job.

Consultation

The Manager of Works and Services has been briefed on the proposed works. MRWA will engage in consultation closer to the job. At this stage, community consultation is not required.

MRWA has initiated action with the Dept of Parks and Wildlife to allow sufficient time for excision of the land from Timber Reserve 0 173/25.

Policy/Statutory/Voting Implications

This is a motion which requires the Shire's approval to progress.

Strategic Implications

The Strategic Community Plan states:

Economic Objective: A well used and efficient transport network.

Strategy 1.7.3 Lobby State Government to upgrade the South West Highway.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

The Council supports the excision of land from Timber Reserve 0 173/25 at Thompson's Hill to realign a section of South West Highway to improve the curve geometry and upgrade the road to current standards as per plan 201301-0261.

11.3 Manager Development and Environmental Services

11.3.1	SUBJECT:	EVALUATION CRITERIA – PROPOSED TENDER FOR THE SUPPLY AND TRANSPORTATION OF BULK WASTE CONTAINERS
	Location:	Lot 13799 South Western Highway Balingup
	Applicants:	N/A
	Zone:	Public Purposes
	File Ref:	HLT 09/3
	Author:	L Guthridge- Manager Development & Environmental Services (E. Thomas-Principal Environmental Health Officer)
	Report Date:	21 January 2014
	Attachments:	Nil

Background

The current contract for the Supply of Bulk Waste Containers at the Balingup Waste Transfer Station and Transportation of such Containers to the Donnybrook Waste Management Facility expires 30 September 2014. The tender document is currently being prepared and the purpose of this report is to seek Council's resolution on the proposed evaluation criteria for the tender.

Comment

The recommended evaluation criteria is as follows:

Qualitative – total 40% weighting as follows:

- Key Personnel Qualifications, Skills and Experience 10%
- Equipment and Machinery 20%
- Administrative Capacity 5%
- Occupational Health and Safety 5%

Quantitative – total 60% weighting as follows:

- Price 60%

Providing this service to comply with the Shire's requirements and meet environmental and public health standards expected by the local government and community requires due consideration and selection of an appropriate contractor.

The Shire will seek to appoint a contractor that has proven skills and experience in providing this type of service; has adequate resources in terms of personnel, equipment, machinery and administrative capacity; and is professional. These attributes will be incorporated within the qualitative criteria.

It is recommended that the price (quantitative criteria) be 60%. The previous tender for the current contract differed in the evaluation criteria. The quantitative weighting for the price was 50%. Based on the nature and scope of the proposed contract, it is considered that increasing the price weighting for this tender aligns with Councils best value for money

approach (as per the Shire's Purchasing & Tender Policy) whilst still ensuring that the qualitative criteria adequately encompasses the required elements to ensure a quality and efficient service is provided to the Shire for the duration of the contract.

Consultation

Nil

Policy/Statutory/Voting Implications

Policy

Shire of Donnybrook-Balingup Administration Policy- Purchasing & Tender Policy 2.26.

Statutory

The *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* detail the requirements for local government tendering.

Voting

Simple Majority

Financial Implications

Nil

Strategic Implications

Outcome 4.5 "Continue to provide quality local government services and facilities" and Outcome 2.2 "Efficient and effective waste management" of the Shire's *Strategic Community Plan*.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council adopt the following evaluation criteria for the assessment of tenders for the Supply of Bulk Waste Containers at the Balingup Waste Transfer Station and Transportation of such Containers to the Donnybrook Waste Management Facility:

Qualitative – total 40% weighting as follows:

- **Key Personnel Qualifications, Skills and Experience** 10%
- **Equipment and Machinery** 20%
- **Administrative Capacity** 5%
- **Occupational Safety and Health** 5%

Quantitative – total 60% weighting as follows:

- **Price** 60%

11.3.2	SUBJECT:	TENDER FOR THE MANAGEMENT OF THE BALINGUP WASTE TRANSFER STATION
	Location:	Lot 13799 South Western Highway Balingup
	Applicants:	Various
	Zone:	Public Purposes
	File Ref:	TEN 05/14
	Author:	L Guthridge- Manager Development & Environmental Services (E. Thomas- Principal Environmental Health Officer)
	Report Date:	24 January 2014
	Attachments:	11.3.2 - Confidential: Tenderer Coding & Pricing

Background

The current contract for the management of the Shire's Balingup Waste Transfer Station expires 31 July 2014. As the expected cost of the replacement contract over the contract term is greater than the tender threshold of \$100,000 a tender process was required. In accordance with its Purchasing & Tender Policy 2.26, Council at its October 2013 meeting adopted the following evaluation criteria for the assessment of tenders prior to the invitation for tenders being advertised:

Qualitative – total 50% weighting as follows:

- Key Personnel Qualifications, Skills and Experience 20%
- Equipment and Machinery 10%
- Administrative Capacity and Customer Service 15%
- Occupational Safety and Health 5%

Quantitative – total 50% weighting as follows:

- Price 50%

Comment

Managing a waste transfer station to comply with the Shire's requirements and meet environmental, social and public health standards expected by the local government and community requires careful consideration and selection of an appropriate contractor.

The Shire seeks to appoint a contractor that has proven expertise and experience in managing a waste management facility, has adequate resources in terms of personnel, machinery and administrative capacity, has demonstrated customer service skills, whilst offering a competitive price that provides value for money. These attributes have been incorporated within the qualitative and quantitative tender criteria.

The tender was advertised from Saturday 4 January 2014 and closed on Thursday 23 January 2014. Council received submissions from three tenderers, being:

- Mr Lincoln Rogers Trading As Julin Enterprises
- Anthony Michael Pisconeri
- Hastie Waste Pty Ltd

To maintain commercial confidentiality, the tenderers will not be referred to by name from this point on, but rather by a confidential letter code specified in **Attachment 1**. The list order of the tenderers above is not consistent with the letter code.

The submissions were evaluated against the following:

- Tender completeness
- Compliance Criteria
- Qualitative Criteria
- Quantitative Criteria

One of the tenders (Tenderer B) was deemed to be non-conforming as their submission did not address fully the compliance criteria, however the submission was still evaluated against the remaining criteria including scoring for the purposes of comparison.

The qualitative criteria scores determined for each tender are an average of the scoring by each of the members on the assessment panel. The quantitative price scoring has been determined by applying a formula as outlined in the Western Australian Local Government Association (WALGA) Procurement Handbook to the submitted prices (per annum equivalent). The qualitative and quantitative scores were then added to arrive at the final score weightings.

The result from the assessment of the tenders is presented below. The Tendered prices are included in the confidential **Attachment** to maintain commercial confidentiality:

Tender Completeness	YES	YES	YES
Compliance Criteria	YES	NO	YES
Key Personnel Qualifications, Skills and Experience: 20%	19.25	9.25	11.75
Equipment and Machinery: 10%	8.5	7.25	8
Administrative Capacity and Customer Service: 15%	13.25	5	6.5
Occupational Health & Safety: 5%	4.5	2	4
Total Qualitative Criteria: 50%	45.5%	23.5%	30.25%
Total Qualitative Ranking	1	3	2