



# Ordinary Council Meeting Agenda

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To All Councillors

To be held on Wednesday, 23 March 2016

Commencing 5.00pm at the Council Chambers

Cnr Bentley and Collins Street, Donnybrook

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A handwritten signature in black ink, appearing to read 'John Attwood', written in a cursive style.

**John Attwood**  
**Chief Executive Officer**

**18 March 2016**

## **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.

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## ORDINARY COUNCIL MEETING AGENDA

23 March 2016

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# SHIRE OF DONNYBROOK-BALINGUP

## ORDINARY COUNCIL MEETING AGENDA

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To be held at the Donnybrook Council Chambers  
Wednesday, 23 March 2016 at 5.00pm

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### MEMBERS PRESENT

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#### COUNCILLORS

Cr Logiudice (President)  
Cr Mills (Deputy)  
Cr Bailey  
Cr Crowley  
Cr Dilley  
Cr King  
Cr Mitchell  
Cr Tan  
Cr Van Der Heide

#### STAFF

John Attwood – Chief Executive Officer  
Greg Harris – Manager Finance and Administration  
Leigh Guthridge – Manager Development and Environmental Services  
Bob Wallin – Principal Planner  
Damien Morgan – Manager Works and Services  
Kate O’Keeffe – Executive Assistant

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### PUBLIC GALLERY

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#### 1 APOLOGIES

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#### 2 PUBLIC QUESTION TIME

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#### 3 APPLICATION FOR LEAVE OF ABSENCE

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#### 4 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

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#### 5 PETITIONS/DEPUTATIONS/PRESENTATIONS

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**6 LATE ITEMS**

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**7 CONFIRMATION OF MINUTES**

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**7.1 Ordinary Council Meetings**

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**Council Decision**

**Moved: Cr**

**Seconded: Cr**

**That the minutes of the ordinary meeting held on 10 February 2016 be confirmed as a true and accurate record.**

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**8 DEFERRED ITEMS**

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**9 ELECTED MEMBERS MOTIONS**

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**10 MINUTES OF PREVIOUS MEETINGS**

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**10.1 Committee Minutes**

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**Council Decision**

**Moved: Cr**

**Seconded: Cr**

**That the following Committee minutes be received:**

- **Cemetery Committee Meeting – 23 February 2016**
  - **CEO Review Committee Meeting – 24 February 2016**
  - **Local Emergency Management Committee Meeting – 1 March 2016**
  - **Road Safety Committee Meeting – 1 March 2016**
  - **Community Awards and Grants Committee Meeting – 14 March 2016**
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## 11 REPORTS OF COMMITTEES

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### 11.1 Local Emergency Management Committee Meeting

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|        |                     |   |
|--------|---------------------|---|
| 11.1.1 | <b>SUBJECT:</b>     | <b>REVIEW OF THE LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS</b>            |
|        | <b>Location:</b>    | <b>Shire of Donnybrook-Balingup</b>                                     |
|        | <b>Applicants:</b>  | <b>N/A</b>  |
|        | <b>Zone:</b>        | <b>N/A</b>  |
|        | <b>File Ref:</b>    | <b>CSV 20</b>   |
|        | <b>Author:</b>      | <b>Leigh Guthridge – Manager Development and Environmental Services</b> |
|        | <b>Report Date:</b> | <b>23 February 2016</b>   |
|        | <b>Attachments:</b> | <b>Nil</b>  |

#### Background

The Shire of Donnybrook-Balingup's Local Emergency Management Arrangements (LEMA) was initially prepared in 1997. The LEMA has had several reviews undertaken since this time, with the last review completed during 2011. The State Emergency Management Committee (SEMC) recommend that local governments review the LEMA every five years

#### Comment

Local governments are required to prepare and maintain LEMA in accordance with the *Emergency Management Act 2005*.

The LEMA sets out the local government's policies, strategies and priorities for emergency management. They describe emergencies that are likely to occur, define roles and responsibilities, resources and facilities within the community, and detail recovery arrangements.

The SEMC oversees, supports and strategies emergency management in Western Australia. The SEMC has developed policies and guidelines for local government on all matters of emergency management including reviews of LEMA.

The SEMC Policy No 2.5 – Emergency Management in Local Government Districts states that the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances that may require more frequent reviews.

SEMC recommend that local governments review the LEMA every five years to ensure that risks (that may change within this time) are assessed, and associated treatments are reviewed accordingly. The Shire last reviewed the LEMA in 2011 which means a further review is due to take place.

The development of the revised LEMA will follow the SEMC Procedure *ADP 5 – Emergency Management for Local Government* that details:

- stakeholder consultation,
- drafting methodology,
- approvals; and
- distribution and communication of the LEMA;

The review will also align with the format of the information contained in the existing LEMA and new information sought from the review to that of the SEMC Secretariat standard LEMA template.

It is proposed that resourcing the review of the LEMA will be considered by Council during its 2016/2017 budget deliberations.

### **Consultation**

Nil

### **Policy/Statutory/Voting Implications**

#### Statutory Implications

The local government is required to prepare and maintain Local Emergency Management Arrangements in accordance with the *Emergency Management Act 2005*.

#### Voting Implications

Simple Majority

### **Financial Implications**

It is proposed that a budget allocation of \$15,000 be provided in Council's 2016/2017 draft budget for Council's consideration.

### **Strategic Implications**

Outcome 3.4 - Maintain and improve the provision of emergency services.

### **Officer's Recommended Resolution**

**Moved: Cr**

**Seconded: Cr**

**That Council consider allocating \$15,000 as part of its 2016/2017 draft budget deliberations to review the Local Emergency Management Arrangements.**

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## 11.1.2 OTHER BUSINESS

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### **Update Contacts List**

The Local Emergency Management Arrangements provided a Contacts List which was reviewed and updated at the meeting.

### **District Emergency Management Advisor report**

Helen Kent delivered her report to the Committee.

### **LEMC Planned Exercise**

It is planned that a practical stimulated exercise (a truck roll over on the main street of Donnybrook) should be undertaken within the next twelve months (or an Incident Support Group exercise if the practical exercise is not feasible);

### **Balingup Water Supply**

Discussion held on the ongoing risks in the event of an emergency with the lack of water availability and pressure in Balingup. The planned integrated water supply scheme is understood to address these issues when it is completed in the ensuing years. Portable stand pipes could address this in the interim.

### **Gary Smith**

Raised the awareness about extended power outage times when a fault occurs in Total Fire Ban days and severe fire warning days. A recent feeder line trip on the 11/02/16 resulted in wide spread outage in the Donnybrook / Kirup area. Western Power conducted a line patrol before the power could be restored. Western Power used its social media and its call centre to notify the customers of the outage and expected restoration of supplies. Power was restored later that evening.

### **Roma Boucher**

The Department of Child Protection and Family Support has the responsibility of coordinating the provision of welfare services in the response and recovery phases in a natural disaster or emergency event. During the Waroona Complex Bushfires event, we had the following:

- Registrations:
  - Murray Leisure Centre @ Pinjarra (Shire of Murray on behalf of Shire of Waroona) – 582 at the centre
  - Leschenault Leisure Centre @ Australind (Shire of Harvey) – 1,177 at the centre
  - this included arranging 300 meals / 3 times a day for a number of days.
- Financial Assistance:
  - Up to Tuesday 23Feb2016, the Department has received 670 applications for a total of just over \$180,000

The Department of Child Protection and Family Support has appointed a Community Resilience Liaison Officer, David Skipworth for the first 5-6 weeks which is due for review. A second officer has been working on the Category 3 applications, for replacement of essential household items. Over the coming months, we may have 3-4 officers working on specific projects, e.g. arranging temporary accommodation during the cleanup.

As the initial assistance has passed, the department is actively providing the following:

- Personal Support – we can provide details of professional counselling by an arrangement with 3 local providers, which will be matched geographically as required;
- On-going support and assistance with accommodation and temporary living expenses;
- Category 3 – repair or replacement of essential items of furniture and personal effects;
- Category 4 – essential repairs to housing, including temporary repairs necessary to restore housing to a habitable condition;  
Note: Category 3 and 4 are subject to income and/or assets testing.
- Assistance with obtaining replacement of Birth, Marriage and Change of Name Certificates for persons born in Australia and New Zealand.

The Department of Child Protection and Family Support currently have a representative at the Harvey Community Resource Centre each day from 9.30 - 12.30 (also by appointment).

**Peter Thomas**

Peter offered his appreciation and support for the volunteers from the Donnybrook SES and Argyle Bushfire Brigade in response to the ongoing investigation and legal proceedings with the person who has been charged for deliberately lighting fires who was members of those organisations.

**Officer's Recommended Resolution**

**Moved: Cr**

**Seconded: Cr**

**That the Local Emergency Management Committee endorse the Shire of Donnybrook-Balingup Local Emergency Management Plan for the Provision of Welfare Support tabled on the 1 March 2016.**

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***11.2 Donnybrook-Balingup Road Safety Committee Meeting***

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**11.2.1 SUBJECT: ITEMS FOR DISCUSSION**

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1 *Blessing of the Roads.*

- Discussions of positives and negatives from 2015.
- Roadwise Trailer and Signage is available for 2016 event.

## Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

**That the 2016 Blessing of the Roads be held at the Station Street Markets Donnybrook, on the Platform at 10.30am on Saturday 19<sup>th</sup> March 2016.**

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### ACTIONS

- o CDO to contact G Hallyar at Road Wise to confirm signage and delivery of the trailer.
- o Gwendoline Nidd to liaise with Church communities and invite to attend.
- o CDO and Gwendoline Nidd to co-ordinate the logistics of the event.
- o Emergency Services Members to advise own groups of date and time.

#### 2 Speed Signs – Road Safety Speed Display Trailer

- Acquittal submitted on 1 August 2015.
- Magnetic Signs have been purchased for attachment when trailer is used for road works and events.
- Trailer is available for anyone that wishes to use it.

#### 3 Mobile phone use whilst driving – reward vouchers

- Vouchers have been returned – no further action needed.

#### 4 2015 Projects

- Bin Stickers – survey indicated that these were not so successful, so no more were purchased.
- Discussion was that the stickers are most effective when majority in a street have them displayed. It appears that there was not enough available last year.
- New Road Safety Commission has recently been established, may be an opportunity for a Grant.

### ACTIONS

- o CDO to apply to Road Safety Commission for a grant to fund an additional 1000 bin stickers.
- o G Hallyar from Roadwise to provide link for grant application.

#### 5 Community Safe Speed Promise

- Proposal has been constructed and distributed to Road Safety Committee, Shire Councillors, Shire School Principals and other interested parties for feedback and commitment.

- Balingup Primary School and St Mary's Primary School, Donnybrook have provided letters of support.
- RAC Grant has been drafted and submitted for feedback. Feedback received was very positive though requested a consideration of the proposed time of implementation and the length of the project.

### **Committee's Recommended Resolution**

**Moved: Cr**

**Seconded: Cr**

**That the Road Safety Committee proceed with the Community Safe Speed Promise and promote it through the Shire Schools and at the Blessing of the Roads.**

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### **ACTIONS**

- CDO to liaise with Road Wise WA on financial support required and raise an invoice for the printing of stickers.
- CDO to review the program and liaise with local schools and work on logistics for implementation.

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### **11.3 Community Awards and Grants Committee Meeting**

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| <b>11.3.1</b> | <b>SUBJECT:</b>     | <b>COMMUNITY GRANTS SCHEME</b>  |
|---------------|---------------------|---|
|               | <b>Location:</b>    | <b>N/A</b>  |
|               | <b>Applicants:</b>  | <b>Various</b>  |
|               | <b>Zone:</b>        | <b>N/A</b>  |
|               | <b>File Ref:</b>    | <b>FNC 08/6</b>   |
|               | <b>Author:</b>      | <b>J Attwood (Deb Vanallen)</b>   |
|               | <b>Report Date:</b> | <b>8 March 2016</b>   |
|               | <b>Attachments:</b> | <b>11.3.1(1) - Draft Shire of Donnybrook Balingup Community Grants Scheme</b> |

### **Background**

Members of the Community Grants and Awards Committee identified a need for a review and revision of the Community Grants Scheme to eliminate inconsistencies in the current policies, and ensure a more 'all encompassing' policy/scheme which would better service the needs of the community.

The review process has involved assessing the Shire's current Community Grants Guidelines & Policies, as well as a broader assessment which has incorporated the Shire's current procedure for assessing and granting funds for requests for sponsorship, donations and the waiver of fees. A comparative analysis of the community grants/donations/

sponsorship/waiver of fees guidelines & policies of nine other regional & metropolitan WA Shires/Councils has also been conducted as part of the review.

The officers assessed the data, and presented this information along with a series of recommendations to a Councillor briefing in May 2014. Discussion regarding the revised Community Grants Guidelines & Policies has continued.

The attached draft Community Funding Scheme was presented to Council at the December 2015 meeting. Councillors were asked to review and comment on the scheme. The draft Community Funding Scheme aims to be a more comprehensive policy/guideline document which seeks to incorporate funding areas currently covered by the Shire's Community Grants Guidelines/Policies, and other grants/donations made available by the Shire etc. which are not currently covered under a Shire Policy. These include:

- Minor and Major Community Grants
- Minor and Major Event funding
- Arts Sponsorship/Grants
- Youth Grants
- Sponsorship requests
- Donations requests
- Waiver of fee requests
- Recurrent funding

## **Comments**

The proposed Community Funding Scheme (Attachment 7.1.1(1)) is best described in diagrammatical form. In line with the Shire's Strategic Community Plan, the Funding Scheme aims to build sustainable local communities, enhance the social wellbeing and development of the Shire of Donnybrook Balingup community.

The proposed draft Funding Scheme welcomes submissions from individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that address identified community needs. In doing this, the Funding Scheme assures the applicant that the Shire will work with the applicant to help build a sustainable community and improve the quality of life for people in our Shire. Applicants are expected to provide as much contribution as possible to their projects, activities and events.

*To be eligible for funding*, applicants must satisfy the following eligibility criteria, and the criteria set out in the relevant draft Funding Category Guidelines:

- Offer a project or activity within the Shire of Donnybrook Balingup's local government boundary, or if the applicant is an individual, they must be a resident of the Shire,
- Have completed and acquitted any project, activity or event for which Shire of Donnybrook Balingup funding was previously received,
- Have no outstanding debts to the Shire of Donnybrook Balingup,
- Undertake the project, activity or event for the benefit of the wider community; and
- Submit an application in accordance with the requirements outlined in the relevant Funding Category Guidelines on the prescribed Application Form.

- Applicants are eligible for a maximum of one grant per Funding Category per financial year, however it should be noted that the Shire has a limited budget and will endeavour to distribute funds equitably throughout the community.

*Applicants are ineligible for funding based on:*

- Projects that duplicate existing Shire of Donnybrook Balingup services and programs,
- Activities that are already covered by existing service agreements with the Shire of Donnybrook Balingup,
- Projects with a political or religious purpose only,
- Retrospective costs.

The draft Community Funding Scheme differs in a number of areas from the current Community Grants Policy/Guidelines and needs to be considered in full, however, the new scheme allows for funding to be granted as follows:

- Only applications for Major Community Grants and Major Event Funding will be assessed by the Community Grants and Awards Committee. Funding for projects or events totalling less than \$500 each - Minor Community Grants, Minor Event Sponsorship, Waiver of Fees, Donation and KidSport will be assessed by Shire Officers and approved by the CEO under delegated authority. This will allow the Shire to be more responsive to requests for minor requests for funding assistance, and aids in simplifying and streamlining the assessment process.
- To a commercial organisation such as True Grit,
- For unspecified event operating costs or annual PL insurance,
- For 'recurrent cost' e.g. unspecified event operating costs or annual PL insurance,

The annual Community Grants Funding is traditionally advertised to the community during March & April. The Grants then close at the end of April in order that the Committee can assess applications and make recommendations to Council at the May Council meeting, for consideration and inclusion in the following financial year's budget.

### **Policy/Statutory/Voting Implications**

#### Voting

Absolute Majority required.

### **Financial Implications**

This is subject to Council allocation in the Annual Budget. In the current Policy/Guidelines:

- \$12,500 is allocated each year for the Community Grants Scheme – Major Grants (see Attachment 7.1.1 (2)).
- \$2,500 is allocated each year for the Minor Community Grants Scheme (see Attachment 7.1.1 (2)).
- An annual allocation of \$10,000 is made in the Budget to support youth activities. Up to \$5,000 is available through the grants scheme.
- Support and encourage local arts and craft practitioners residing in the Shire of Donnybrook-Balingup. \$500 is allocated in the Shire budget each year for Arts Prizes.

- \$1000 is allocated in the Shire budget each year for the acquisition of art that is representative of the district.
- Amphitheatre Funding - Up to \$2000 (excluding GST) is available for each activity. (Council funds may be used to pay for the hire of the venue and some of the costs of staging the event.)
- Plus additional funds available to assist with waiver of fees, assistance to attend sporting and other youth leadership activities.
- These are indicative figures only and are subject to variation by Council during Budget deliberations.

With the proposed new Scheme, the Shire will be required to make a financial commitment to the proposed Community Funding Scheme in the 2016/2017 budget. This commitment will be in line with the total level of support previously committed by the Shire to:

- Minor and Major Community Grants
- Event funding
- Arts Sponsorship/Grants
- Youth Grants
- Sponsorship requests
- Donations requests
- Waiver of fee requests
- Recurrent funding

### **Strategic Implications**

The Community Grants policy assists Council to achieve Outcome 2 of the Shire Strategic Plan 'the welfare needs of the community are met' and Outcome 9 'community participation in recreation, leisure and cultural activities'.

### **Committees Recommended Resolution**

**Moved: Cr**

**Seconded: Cr**

**That**

- (a) Council endorse the amended draft Shire of Donnybrook Balingup Community Grants Scheme; and**
- (b) Delegation be provided to the CEO to approve donations and facility fee waivers in accordance with the Community Funding Scheme Guidelines.**

**Absolute Majority Decision Required**

Note: New delegations to be presented to Council in May 2016.

**12 REPORTS OF OFFICERS**

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**12.1 *Manager Finance and Administration***

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**12.1.1 ACCOUNTS FOR PAYMENT**

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**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 cheques CCP3123 – CCP3149, EFT8920a – EFT9196b, 51732 – 51816, DD20388, DD20525, DD20526, Trust 3345 – 3356, EFT8925a and EFT9111b totalling \$3,231,803.22 be confirmed for payment.**

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**12.1.2 MONTHLY FINANCIAL REPORT**

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

**Moved: Cr Seconded: Cr**

**That the monthly reports for the period ended 31 January 2016 and 29 February 2016 be received.**

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|               |                     |  |
|---------------|---------------------|--|
| <b>12.1.3</b> | <b>SUBJECT:</b>     | <b>BUDGET REVIEW</b>                                     |
|               | <b>Location:</b>    | <b>Shire of Donnybrook-Balingup</b>                      |
|               | <b>Applicants:</b>  | <b>Administration</b>                                    |
|               | <b>Zone:</b>        | <b>N/A</b>   |
|               | <b>File Ref:</b>    | <b>FNC 04/1</b>  |
|               | <b>Author:</b>      | <b>Greg Harris, Manager Finance &amp; Administration</b> |
|               | <b>Report Date:</b> | <b>14 March 2016</b>                                     |
|               | <b>Attachments:</b> | <b>12.1.3 - Budget Review</b>                            |

**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 1<sup>st</sup> July 2015 to 29<sup>th</sup> February 2016.

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A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30<sup>th</sup> June 2016, including actual year-to-date results for the period ending 29<sup>th</sup> February 2016, 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 1<sup>st</sup> January and 31<sup>st</sup> 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  | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|--|----------------------------|----------------------------|--------------------------------|
|  | \$                         | \$                         | \$                             |
| <b>Budget Adoption - Closing Funds</b>   |                            |                            | 0                              |
| <b><i>Variations between adopted budget and final closing funds</i></b>  | 1,084                      |                            | 1,084                          |
| <b><i>Variations previously approved by Council resolution</i></b>   |                            |                            | 1,084                          |
| Increase expenditure - provision to employ part-time Human Resources Officer and part-time Finance Officer as per Council resolution (p/t Finance Officer subsequently deferred to fund the engagement of Moore Stephens to review the LTFP) |                            | (36,000)                   | (34,916)                       |
| Decrease expenditure - reallocation of wages and superannuation to fund the engagement of Moore Stephens to review the LTFP  | 15,000                     |                            | (19,916)                       |
| Increase expenditure - Moore Stephens to be engaged to complete a review and update of Council's LTFP (as per Council resolution)  |                            | (15,000)                   | (34,916)                       |
| Increase expenditure - Additional expenditure required to resolve floor subsidence issues at the Yabberup Hall   |                            | (20,000)                   | (54,916)                       |
| Increase income - Transfer from the Building Maintenance reserve to fund additional expenditure at the Yabberup Hall   | 20,000                     |                            | (34,916)                       |
| Increase expenditure - Preston Retirement Village, final expenditure required to complete units 12 & 13  |                            | (20,000)                   | (54,916)                       |
| Decrease expenditure - Reduce loan principal payment on loan 87 (Preston Village Unit construction)  | 20,000                     |                            | (34,916)                       |
| Increase expenditure - renovation of vacant Minninup Cottages Unit 4   |                            | (20,000)                   | (54,916)                       |
| Increase income - transfer from Minninup Cottages Reserve (Aged Housing Reserve Fund) to fund renovation of Minninup Cottages Unit 4   | 20,000                     |                            | (34,916)                       |

| <b>Description</b>  | <b>Increase in Available Cash</b> | <b>Decrease in Available Cash</b> | <b>Amended Budget Running Balance</b> |
|---|-----------------------------------|-----------------------------------|---------------------------------------|
| Increase expenditure - Anticipated additional cost to complete Balingup Hall Store Room project                               |                                   | (5,000)                           | (39,916)                              |
| Increase income - CSRFF grant for Balingup Memorial Hall upgrade will be higher than the original budget                      | 5,000                             |                                   | (34,916)                              |
|   |                                   |                                   |                                       |
| <b>Budget variations proposed:</b>  |                                   |                                   | (34,916)                              |
| <b>General Purpose Funding (Schedule 3)</b>   |                                   |                                   | (34,916)                              |
| Increase income - additional income relating to rates instalment charges  | 250                               |                                   | (34,666)                              |
| Increase income - additional income relating to interest on rates instalments   | 700                               |                                   | (33,966)                              |
| Decrease income - late payment interest charges to be less than estimate  |                                   | (3,000)                           | (36,966)                              |
| Increase income - back rates levied, not included in original budget estimates  | 1,105                             |                                   | (35,861)                              |
| Increase expenditure - increase in rates concessions granted  |                                   | (1,431)                           | (37,292)                              |
| Decrease income - reduction of income to be received from rates account enquiry charges                                       |                                   | (2,000)                           | (39,292)                              |
| Increase income - additional income from rural road number charges  | 100                               |                                   | (39,192)                              |
| Increase income - miscellaneous sundry income not included in budget  | 400                               |                                   | (38,792)                              |
| Decrease income - photocopy charges to be less than estimate  |                                   | (100)                             | (38,892)                              |
| Increase income - fees charged for ad hoc direct debit arrangements for rates to be higher than estimate                      | 1,000                             |                                   | (37,892)                              |
| Decrease expenditure - budget provision for consultancy relating to rates is unlikely to be required this financial year      | 2,500                             |                                   | (35,392)                              |
| Decrease expenditure - interest payable on overdraft expected to be minimal   | 950                               |                                   | (34,442)                              |
| <b>Governance (Schedule 4)</b>  |                                   |                                   | (34,442)                              |
| Increase expenditure - election expenses higher than budget estimate  |                                   | (1,191)                           | (35,633)                              |
| Increase expenditure - agenda delivery expenses to be higher than estimate  |                                   | (866)                             | (36,499)                              |
| Decrease expenditure - full budget provision for Seniors Week not to be utilised  | 1,000                             |                                   | (35,499)                              |
| Decrease income - no sales of Electoral Rolls anticipated   |                                   | (200)                             | (35,699)                              |
| Increase income - one Councillor Nomination deposit was forfeited   | 80                                |                                   | (35,619)                              |
| Decrease expenditure - workers compensation insurance expenses are less than the budget estimate                              | 3,582                             |                                   | (32,037)                              |
| Increase expenditure - general office maintenance expenses are expected to be higher than budget estimate                     |                                   | (4,500)                           | (36,537)                              |
| Decrease expenditure - printing and stationery costs are expected to be less than budget estimate due to judicious purchasing | 5,000                             |                                   | (31,537)                              |
| Increase expenditure - Admin Training, accommodation expenses to be higher than estimate                                      |                                   | (500)                             | (32,037)                              |

| Description  | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|--|----------------------------|----------------------------|--------------------------------|
| Increase income - Insurance claim reimbursement for damaged office equipment   | 800                        |                            | (31,237)                       |
| Decrease expenditure - 15/16 budget provision for office alterations will not be fully utilised as the project is being re-scoped. Estimate \$90K total exp.                                   | 810,000                    |                            | 778,763                        |
| Decrease income - transfer from Reserve to be reduced due to office project being re-scoped  |                            | (162,888)                  | 615,875                        |
| Decrease expenditure - CLGF funds allocated to the Administration Centre project will need to be reallocated to other projects (a separate agenda item will be prepared to address this issue) |                            | (647,112)                  | (31,237)                       |
| Increase expenditure - provision to purchase new office furniture and fittings to fit out the Council Chambers for occupation by staff   |                            | (25,000)                   | (56,237)                       |
| Increase expenditure - additional legal cost incurred for various matters (election process, FCO Officer and Noise Management)   |                            | (5,000)                    | (61,237)                       |
| Increase expenditure - Consultant (John Phillips) to assist with negotiations on the renewal of the Enterprise Agreement with Works & Services staff   |                            | (5,000)                    | (66,237)                       |
| Decrease expenditure - transfer part budget allocation to A/C 109620 to fund engagement of consultant to assist with EBA renewal negotiations  | 5,000                      |                            | (61,237)                       |
| Decrease expenditure - purchase of asset management software deferred pending decision on most appropriate solution  | 17,500                     |                            | (43,737)                       |
| Increase expenditure - to engage LGIS to prepare a Business Continuity Plan for the Shire focussing on essential services (to be funded by Rebates received from LGIS)                         |                            | (8,500)                    | (52,237)                       |
| Increase income - additional income received from Insurance discounts/rebates (includes \$7K which can be claimed from Council's LGIS Experience Account)                                      | 22,270                     |                            | (29,967)                       |
| Increase income - transfer from Aged Housing Reserve (to fund the Inspire Consulting Report on Tuia Lodge)   | 5,000                      |                            | (24,967)                       |
| <b>Law, Order &amp; Public Safety (Schedule 5)</b>   |                            |                            | (24,967)                       |
| Increase expenditure - predicted overspend of the LGGGS funding provided by DFES for the management of Shire Bush Fire Brigades (to be claimed against DFES at year end)                       |                            | (22,950)                   | (47,917)                       |
| Increase income - additional income received through subdivision contributions   | 775                        |                            | (47,142)                       |
| Increase income - additional income received for water charges from Standpipes   | 500                        |                            | (46,642)                       |
| Increase expenditure - Ranger Salaries will be higher than budget estimate   |                            | (4,263)                    | (50,905)                       |
| Increase expenditure - General office expenses relating to animal control will be higher than the budget estimate  |                            | (1,000)                    | (51,905)                       |
| Increase income - sundry income received relating to Animal Control  | 150                        |                            | (51,755)                       |
| Decrease income - Income from Cat Registration Fees is expected to not reach the budget target   |                            | (600)                      | (52,355)                       |

| Description   | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---|----------------------------|----------------------------|--------------------------------|
| Increase expenditure - gross cost of replacement Ranger's vehicle was higher than the budget estimate. Net changeover less than budget estimate due to higher trade-in received               |                            | (1,958)                    | (54,313)                       |
| Decrease income - transfer from the Plant Reserve to be reduced due to net changeover of Ranger's vehicle being less than budget estimate   |                            | (4,397)                    | (58,710)                       |
| Decrease income - income received for the trade-in of the Ranger's vehicle was higher than budget estimate  | 6,355                      |                            | (52,355)                       |
| Decrease expenditure - Community Emergency Services Manager (CESM) position not funded in 15/16 therefore budget allocation not required  | 15,000                     |                            | (37,355)                       |
| Increase expenditure - Morgan Road fire response recoverable from DFES  |                            | (3,503)                    | (40,858)                       |
| Increase income - Morgan Road fire responses costs recoverable from DFES  | 3,503                      |                            | (37,355)                       |
| Decrease expenditure - LEMC expenses to be less than estimate due to Recovery Co-ordinator not appointed (to be managed by MDES)  | 1,500                      |                            | (35,855)                       |
| <b>Health (Schedule 7)</b>  |                            |                            | (35,855)                       |
| Increase expenditure - additional employees costs relating to employment of a relief CEO for a longer period than anticipated   |                            | (7,000)                    | (42,855)                       |
| Increase income - additional rental received from HACC building   | 162                        |                            | (42,693)                       |
| Decrease income - outgoing relating to the Pathology Centre to be accounted for in a separate account   |                            | (3,000)                    | (45,693)                       |
| Increase income - Pathology Centre outgoing reimbursed  | 3,000                      |                            | (42,693)                       |
| <b>Education and Welfare (Schedule 8)</b>   |                            |                            | (42,693)                       |
| Increase income - reimbursements from Community Centre to be higher than budget estimate  | 118                        |                            | (42,575)                       |
| Reduce expenditure - reduce transfer to Reserve as Tuia Lodge is expected to return of deficit result of \$250K for the 15/16 year  | 275,648                    |                            | 233,073                        |
| Reduce income - Grant income for Tuia Lodge is expected to be less as the original budget did not reflect the current rate of occupation and was set too high and is considered un-achievable |                            | (500,000)                  | (266,927)                      |
| Reduce income - Charges to residents of Tuia Lodge will be less than the budget estimate and reflects occupation. The original estimate is considered to have been un-achievable.             |                            | (25,648)                   | (292,575)                      |
| Increase Income - Transfer from the Aged Housing Reserve to offset the anticipated loss on operations of Tuia Lodge   | 250,000                    |                            | (42,575)                       |
| Increase expenditure - furniture and equipment purchased for Tuia Lodge under the asset capitalisation threshold (funded from Extension Grant)  |                            | (62,000)                   | (104,575)                      |
| Decrease expenditure - reduce budget provision by the estimated value of furniture and equipment purchased for the Tuia Lodge extensions, to be shown in a separate account                   | 62,000                     |                            | (42,575)                       |
| Increase expenditure - additional Tuia Lodge capital expenditure relating to the extensions project not funded by the Grant (to be reviewed for eligibility)                                  |                            | (91,400)                   | (133,975)                      |

| Description   | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|---|----------------------------|----------------------------|--------------------------------|
| Increase income - transfer from Aged Housing Reserve to fund purchases potentially not eligible to be funded from the Extensions Grant  | 91,400                     |                            | (42,575)                       |
| Increase expenditure - new shed purchased for Preston Village from operating surpluses  |                            | (9,000)                    | (51,575)                       |
| <b>Community Amenities (Schedule 10)</b>  |                            |                            | (51,575)                       |
| Decrease expenditure - reduction of weed spraying costs for outlying refuse sites   | 1,000                      |                            | (50,575)                       |
| Increase expenditure - additional costs to clear public rubbish bins  |                            | (10,000)                   | (60,575)                       |
| Decrease expenditure - savings for the Rural Recycling services due to the removal of bins at Lowden and Kirup  | 2,000                      |                            | (58,575)                       |
| Decrease income - income levied from annual Refuse removal charges will be less than the budget estimate (error in calculation of service numbers)                              |                            | (14,062)                   | (72,637)                       |
| Increase income - additional income to be received from Balingup Transfer Station charges   | 1,000                      |                            | (71,637)                       |
| Decrease income - income levied from the Waste Management Levy will be less than the budget estimate  |                            | (3,400)                    | (75,037)                       |
| Increase income - income levied for Recycling service is higher than the budget estimate  | 5,542                      |                            | (69,495)                       |
| Decrease expenditure - litter control expenses to be less than budget (no expenditure to date other than staff labour)  | 250                        |                            | (69,245)                       |
| Increase income - fines and penalties received for Litter Control are higher than the budget estimate   | 145                        |                            | (69,100)                       |
| Increase expenditure - salaries for NRM Officer will be more than budget estimate due to additional hours worked  |                            | (350)                      | (69,450)                       |
| Increase expenditure - maintenance costs for the North Balingup Reserves has been higher than the budget estimate   |                            | (510)                      | (69,960)                       |
| Decrease expenditure - Town Planning Consultancy for peer review of decisions is likely to be less than the budget estimate due to the number and type of applications received | 5,000                      |                            | (64,960)                       |
| Decrease expenditure - relief costs for Town Planner was less than the budget estimate, no further leave is planned for 15/16   | 4,500                      |                            | (60,460)                       |
| Decrease income - no income is expected to be received for large Town Planning applications that require external review  |                            | (10,000)                   | (70,460)                       |
| Increase expenditure - additional budget provision sought for clearing and development of access tracks to new burial plots at the Donnybrook Cemetery                          |                            | (7,000)                    | (77,460)                       |
| Increase expenditure - Operating costs of the Community Bus are expected to exceed the budget estimate  |                            | (500)                      | (77,960)                       |
| Increase income - income from Upper Preston Cemetery is expected to be higher than the budget estimate (assumption is one more burial in 15/16)                                 | 1,000                      |                            | (76,960)                       |
| Increase income - income received from the Balingup Cemetery has exceeded the budget estimate   | 313                        |                            | (76,647)                       |
| Decrease income - income received from the hire of the Community Bus will be less than the budget estimate  |                            | (500)                      | (77,147)                       |
| <b>Recreation and Culture (Schedule 11)</b>   |                            |                            | (77,147)                       |

| Description  | Increase in Available Cash | Decrease in Available Cash | Amended Budget Running Balance |
|--|----------------------------|----------------------------|--------------------------------|
| Increase expenditure - additional costs required to complete Yabberup Hall upgrade project   |                            | (1,400)                    | (78,547)                       |
| Decrease income - income from hire of Balingup Hall Physio room will be less than the budget estimate  |                            | (500)                      | (79,047)                       |
| Increase expenditure - additional electrical maintenance is needed at the Balingup Recreation Centre   |                            | (1,500)                    | (80,547)                       |
| Decrease expenditure - projects for development of Heritage Walk Trails in Donnybrook and Balingup will not proceed in 15/16   | 30,000                     |                            | (50,547)                       |
| Decrease income - grants from Lotterywest for development of Heritage Walk Trails will not be received in 15/16  |                            | (25,000)                   | (75,547)                       |
| Decrease expenditure - Salaries for the Donnybrook Recreation Centre are anticipated to be less than the budget estimate as the Manager will not take LSL until the following year | 11,119                     |                            | (64,428)                       |
| Increase income - Donations from the Apple Funpark money spinner (to be transferred to Reserve, refer Sch 15)  | 4,000                      |                            | (60,428)                       |
| Increase income - Grant received "Access all areas with a Splash" for pool equipment upgrades (e.g. Disabled Chair lift)   | 18,750                     |                            | (41,678)                       |
| Decrease expenditure - funds allocated for the Pool Roof upgrade will be carried over the following financial year (Transfer to Reserve, refer Sch 15)                             | 14,200                     |                            | (27,478)                       |
| Decrease expenditure - Stadium roof replacement has been deferred pending trials to repair the roof  | 130,000                    |                            | 102,522                        |
| Decrease income - Transfer from Reserve to be reduced as the Rec Centre Stadium roof replacement has been deferred   |                            | (130,000)                  | (27,478)                       |
| Decrease expenditure - defer replacement of pool blanket and carry over funds towards the replacement of the pool roof   | 10,000                     |                            | (17,478)                       |
| Increase income - additional funds transferred from Trust (Marathon funds) for the purchase of gym equipment   | 156                        |                            | (17,322)                       |
| Decrease income - Community Pool Revitalisation Grant will not be received in 15/16 as the grant has been 'banked' for expending on the pool roof in 16/17                         |                            | (30,000)                   | (47,322)                       |
| Increase expenditure - plumbing work required at the Arts and Craft Centre to be recouped from the Girl Guides   |                            | (700)                      | (48,022)                       |
| Increase income - reimbursement of plumbing maintenance costs from the Girl Guides for the Arts and Craft Centre   | 700                        |                            | (47,322)                       |
| <b>Transport (Schedule 12)</b>   |                            |                            | (47,322)                       |
| Increase expenditure - Trevena Road Bridge not included in budget but funding previously received through the Grants Commission and held in Reserve                                |                            | (32,000)                   | (79,322)                       |
| Increase Income - Transfer from Roadworks Reserve for Trevena Road Bridge  | 32,000                     | -                          | (47,322)                       |
| Increase expenditure - Golden Valley Tree Park job has exceeded the budget estimate  |                            | (1,015)                    | (48,337)                       |
| Increase expenditure - Air conditioner purchased for the Balingup Depot  |                            | (1,655)                    | (49,992)                       |
| Increase expenditure - Ryalls Road Gravel Resheeting project has exceeded the budget estimate (R4R project)  |                            | (1,437)                    | (51,429)                       |