

Civic Leadership



Council Services

Services and facilities

The Shire of Donnybrook-Balingup is committed to providing high quality services to the community through the following programs:

General Purpose Funding

Management of general rate revenue, general purpose grants, interest on investment and other financing activities of local government.

Governance

Members of Council, Council governance, general governance and the administration and staffing of local government.

Law, Order and Public Safety

Supervision of local laws, fire prevention, animal control, Volunteer Bush Fire Brigades and the State Emergency Service.

FOCUS ON - *Continuing to provide quality local government services and facilities (Outcome 4.5)*

Environmental Health

Health inspections, administration and preventative services; the provision and maintenance of medical and dental surgery premises.

Education and Welfare

Frail aged hostel, well-aged housing, child health centre, community centres, youth support, including school holiday programs.

Recreation and Culture

Provision and maintenance of recreation centres, public halls, parks and reserves, sporting facilities, libraries and museum.

Economic Services

Promotion of tourism in the area, provision of caravan parks, building control, control of noxious weeds and pest plants, Department of Transport Licensing agency.

Transport

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

Community Amenities

Refuse and recycling collection services, operation of refuse disposal sites, town planning and regional development, cemeteries, townscaping activities, public conveniences, protection of the environment.

Council acknowledges the Commonwealth Government's contribution to local communities through Financial Assistance Grants program funding.

These funds are a vital part of this Council's revenue and allow it to deliver essential services and infrastructure for the local community.

Financial Assistance Grants are of particular benefit because they are 'untied' and Council has the flexibility to identify and invest in local priorities and deliver relevant community benefits.

Statutory Compliance



Disability Access and Inclusion

The Shire continues to make progress in making its facilities and services more accessible and inclusive through the implementation of its Disability Access and Inclusion Plan (DAIP). The current five-year DAIP (2012-2017) is nearing completion both in terms of its time and tasks. A new plan is expected to be developed in 2017 following community consultation.

During 2016/17 the Shire's Library Services implemented a suite of measures to improve accessibility. They included:

- the introduction of large print books and navigators for the visually impaired;
- provision of trolley baskets for patrons;
- introduction of a new library management system which incorporates an OPAC catalogue;
- The purchase of two e-readers for Donnybrook library;
- access to the State Library monthly loan delivery service; and
- provision of a wide variety of talking books, e-books, CDs, large print books and other accessible resources through the loan service.

Copies of the current DAIP are available on the Shire website or from the Shire Administration Office in a variety of formats.

Public Interest Disclosure

The *Public Interest Disclosure Act 2003* (the PID Act) enables people to make disclosures about wrongdoings within the State public sector, local government and public universities and offers protections for doing so. The PID Act aims to ensure openness and accountability in government by encouraging people to make disclosures by maintaining confidentiality and providing immunity from detrimental action. During the 2015/16 financial year, no Public Interest Disclosures were received by Council.

Legislative Review

Under Section 3.16 of the *Local Government Act 1995*, Council is required to review its local laws every eight years to determine if they should be amended, repealed or left unchanged. Five local laws came up for review during 2016 with the review process due to be completed in September 2016.

Competitive Neutrality

Local government is required to report annually on the implementation, application and effects of the National Competition Policy (NCP) with regard to three significant areas - competitive neutrality, legislation review, and structural reform. As the Shire did not acquire any new entities or privatise any activities during 2015/16, there was no requirement for competitive neutrality testing. In addition, there were no NCP obligations arising from any structural reform or the introduction of new local laws.

Freedom of Information

The Shire of Donnybrook-Balingup has a Freedom of Information Statement, developed in accordance with the provisions of section 94 of the *Freedom of Information Act 1992*. A copy of the statement is available to the public from the Shire website or by contacting the FOI Coordinator on 9780 4200.

All Freedom of Information applications are considered in accordance with the *Freedom of Information Act 1992*. During the 2015/16 financial year, four Freedom of Information applications were received and processed.

Register of Complaints

No complaints (breaches), as defined under the *Local Government Act 1995*, were made during 2015/16.

Statutory Compliance

Compliance Audit Return

The Compliance Audit Return for the period 1 January 2015 to 31 December 2015 was completed and lodged as required in March 2016. Compliance was achieved in all areas.

Annual Salaries

Six employees were entitled to an annual salary of \$100,000 or more, as shown below:

\$100,000 - \$109,999	– 3
\$110,000 - \$119,999	– 1
\$120,000 - \$129,999	– 1
\$130,000 - \$139,999	– 1

Best Practice in Record Keeping

The Shire of Donnybrook-Balingup is committed to good record keeping practices and complies with required legislation, including the *State Records Act 2000*. Its Records Keeping System ensures all information created and received by the Shire is captured and maintained as evidence of its business transactions. The system is regularly reviewed to ensure proper standards are maintained and audits of the system, conducted on an ad hoc basis, have shown it to be fully compliant.

All new employees receive instruction about compliance with State Records Legislation and the Shire's record keeping plan. Refresher training is available to ensure staff remain confident and capable of using the record keeping system appropriately.

In 2015/2016

- 6387 incoming,
- 3661 outgoing, and
- 710 internal documents were recorded.

As of June 30 2016, there were a total of 91,533 documents captured in the Shire's electronic record keeping system.

Resource Sharing

Council continued to gain efficiencies by sharing resources with neighbouring shires. Ranger services continued to be shared with the Shire of Boyup Brook, IT expertise and services with the Shires of Harvey and Dardanup and an Assets Officer with the Shire of Bridgetown-Greenbushes.

During the year a Bushfire Risk Planning Coordinator was appointed in a shared role between Boyup Brook, Donnybrook-Balingup and Bridgetown-Greenbushes.

Corporate Risk Management

The Shire recognises the importance of managing risk. As such, it strives to achieve best practice in the management of all risks that threaten to affect the Shire, its customers, people, assets, functions, objectives, operations and the community.

In November 2014 AMD Chartered Accountants were engaged to undertake an external assessment on the appropriateness and effectiveness of the Shire's implemented Risk Management systems and procedures, in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996. Following the review AMD presented a Report to Management and Council which contained findings and recommendations. An Action Plan was developed and forms part of the Shire's adopted Risk Management Framework, enabling the Shire to continue its progression in this key area and provide a point of reference for the next review expected in 2017.

FOCUS ON - *an open and accountable local government that is respected, professional and trusted (Outcome 4.3)*

- *increasing regional collaboration and resource sharing opportunities (Outcome 4.6)*

Financial Management



Finance

Key Achievements

Council completed 2015/16 year with a net operating deficit of \$(176,320). This reflected a total operating revenue of \$13,746,962 and total operating expenditure of \$13,923,283.

Council also undertook an extensive capital works program totalling \$8,304,727. This expenditure consisted of \$1,051,735 in land and buildings, \$520,937 in plant acquisition, \$135,417 in furniture and equipment, \$6,364,273 in roads and \$232,365 in other infrastructure development.

Through effective financial management Council has been able to maintain its reserves at a positive level with funds totalling \$5,691,013 held as at 30 June 2016. This compares with a total of \$7,221,039 at 30 June 2015.

Revenue

Two major components of Council's revenue are rates and grants. Council's rating base continues to grow as development occurs in the Shire and the number of rateable properties increases.

Total rate income increased from \$3,856,633 to \$4,100,306.

The total income received in 2015/16 from grants and subsidies was \$6,678,963 compared with \$16,557,248 in 2014/15.

Council's other main income sources are fees and charges levied for the use of Council property or for services provided, plus interest income from investments.

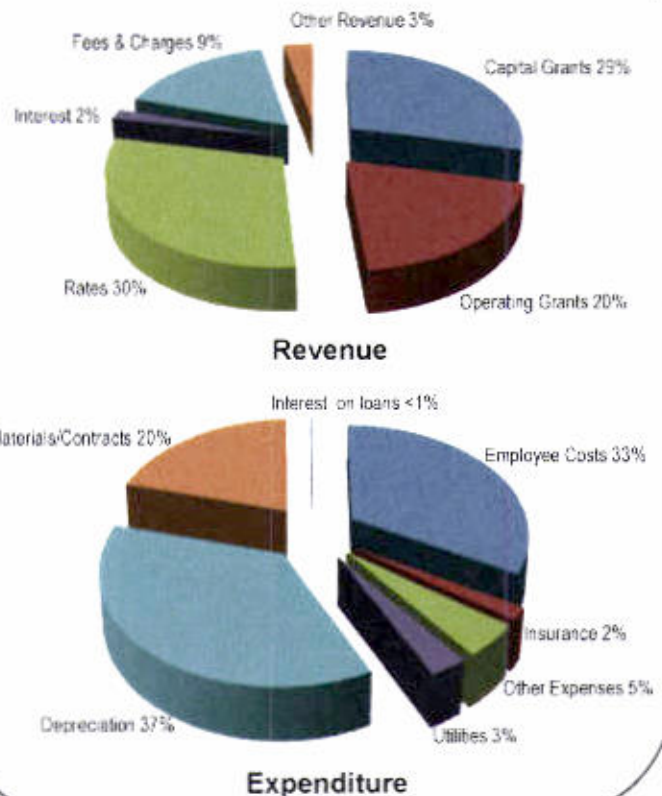
Debt Management

Through a conservative approach to financial management Council has been able to maintain its loan indebtedness at a low level. Most projects are funded by operating income or the use of reserve funds.

However, careful use of loan borrowings is considered to be an effective way to fund large projects and spread the cost burden over a number of years. Loan principal and interest repaid during the 2015/16 year was \$852,641.

Council's total loan principal outstanding as at 30 June 2016 was \$800,573 compared to \$1,156,508 at 30th June 2015.

FOCUS ON - maintaining long-term financial viability (Outcome 4.2)



Financial Management

Financial Ratios

Ratio Description	2016	2015	2014
Current Ratio	0.7148	1.3539	0.7714
Asset Sustainability Ratio	0.9361	0.6294	0.6166
Debt Service Cover Ratio	2.4787	14.1713	2.6862
Operating Surplus Ratio	(0.5706)	(0.2354)	(0.3808)
Own Source Revenue Coverage Ratio	0.5208	0.5424	0.5845
Asset Consumption Ratio	0.5900	0.6950	0.6427
Asset Renewal Funding Ratio	0.3139	0.6129	0.4264

The above ratios are calculated as follows:

Current Ratio	=	$\frac{\text{current assets minus restricted current assets}}{\text{current liabilities minus liabilities associated with restricted assets}}$
Asset Sustainability Ratio	=	$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation expense}}$
Debt Service Cover Ratio	=	$\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$
Operating Surplus Ratio	=	$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$
Own Source Revenue Coverage Ratio	=	$\frac{\text{own source operating revenue}}{\text{operating expense}}$
Asset Consumption Ratio	=	$\frac{\text{depreciated replacement cost of assets}}{\text{Current replacement cost of depreciable assets}}$
Asset Renewal Funding Ratio	=	$\frac{\text{NPV of planned capital renewals over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$

Council's budget for the 2016/17 year was adopted on 26 August 2016. Copies of the full financial year accounts and the 2016/17 Budget are available from the Shire office or website.

FOCUS ON - *maintaining and enhancing Shire assets (Outcome 4.7)*