



NOTICE OF ORDINARY MEETING OF COUNCIL

TO:

ALL COUNCILLORS

To be held on

24 April 2018

Commencing at 5.00pm

Brookhampton Hall, Brookhampton

A handwritten signature in black ink, appearing to read 'Ben Rose'.

Ben Rose
Chief Executive Officer

20 April 2018

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.



NOTICE OF
ORDINARY MEETING OF COUNCIL

24 April 2018

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SHIRE OF DONNYBROOK BALINGUP

ORDINARY MEETING OF COUNCIL

To be held at the Brookhampton Hall, Brookhampton
Tuesday, 24 April 2018 at 5.00pm

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Piesse (President)	Ben Rose – Chief Executive Officer
Cr Wringe (Deputy President)	Greg Harris – Manager Finance and Administration
Cr Atherton	Damien Morgan – Manager Works and Services
Cr King	Leigh Guthridge – Manager Development and Environmental Services
Cr Lindemann	Bob Wallin – Principal Planner
Cr Mills	Kate O’Keeffe – Executive Assistant
Cr Mitchell	Trish McCourt – Corporate Planning and Governance Officer
Cr Tan	

PUBLIC GALLERY

1 APOLOGIES

Cr Van Der Heide has an approved leave of absence for the March 2018 Ordinary Meeting of Council.

2 PUBLIC QUESTION TIME

3 APPLICATION FOR LEAVE OF ABSENCE

4 DECLARATION OF FINANCIAL / IMPARTIALITY INTEREST

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

5 PETITIONS / DEPUTATIONS / PRESENTATIONS

5.1 PETITIONS

Nil.

5.2 DEPTUATIONS

Nil.

5.3 PRESENTATIONS

Nil.

6 PRESIDENT'S COMMUNICATIONS

Date	Meeting
28/03/2018	Opening of new Council Chamber by Hon Mick Murray MLA.
28/03/2018	Attended presentation of \$20k to Donnybrook CRC by Hon Mick Murray MLA.
31/03/2018	10th Anniversary of Apple Fun Park Breakfast Celebration with Hon Mick Murray MLA.
31/03/2018	Opening of 64 th Apple Festival with Hon Mick Murray MLA & Nola Marino MHR for Forrest.
04/04/2018	Met with Anson Consulting re future opportunities for Donnybrook CHC.
09/04/2018	With CEO, met CEO City of Bunbury in Donnybrook.
12/04/2018	Met Irishtown residents on site with Principal Planner.
13/04/2018	With CEO, met Hon Mick Murray MLA in Collie.
14/04/2018	Represented Council at SJA Facility upgrade celebration – Donnybrook.
15/04/2018	Attended DFES announcement in Bridgetown by Hon Fran Logan MLA of Rural Fire Division.
16/04/2018	With CEO met, new CEO Bunbury Wellington Economic Alliance in Donnybrook.
16/04/2018	Hosted visit to Donnybrook by 33 Bunbury Club Rotarians and 11 local guests at Country Club.

7 LATE ITEMS

Nil.

8 CONFIRMATION OF MINUTES

8.1 ORDINARY MEETING OF COUNCIL

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held on 29 March 2018 be confirmed as a true and accurate record.

8.2 COMMITTEE MINUTES

EXECUTIVE RECOMMENDATION

That the Minutes from the Audit Committee meeting held on 29 March 2018 be received.

9 REPORTS OF COMMITTEES

Nil.

10 REPORTS OF OFFICERS

10.1 MANAGER FINANCE AND ADMINISTRATION

10.1.1 ACCOUNTS FOR PAYMENT

Presented for Council information:

The following accounts have been authorised and paid under Delegation (No 3.2) covering cheques numbered CCP3279-CCP3283, EFT13540a-EFT13756, 52914-52943, DD22625-DD22626.10, DD22769-DD22771.9, DD22804-DD22804.8, DD22822-DD22822.8 Trust 3595–3599, EFT13546d totalling \$1,788,530.11 is herewith presented to Council.

10.1.2 MONTHLY FINANCIAL REPORT

OFFICER RECOMMENDATION

That the monthly financial report for the period ended 28 February 2018 be received.

10.1.3 BUDGET REVIEW 2017/18

Location	Shire of Donnybrook Balingup
Applicant	Administration
File Reference	FNC 04/1
Author	Greg Harris, Manager Finance and Administration
Attachments	10.1.3(1) - 2017/18 Budget Review
Voting Requirements	Absolute Majority
Executive Summary	The 2017/18 Budget Review is presented to Council for consideration for adoption. A number of recommendations are proposed to review the budget to achieve a balanced year-end outcome for the 2017/18 financial year.

STRATEGIC ALIGNMENT

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.

The following outcomes from the Corporate Business Plan 2017-22 relate to this proposal:

Outcome	Strategy	Action No.	Actions
Outcome 4.2 – A respected, professional And trusted organisation.	Effective and efficient operations and service provision	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.
		4.2.1.3	Monitor and measure organisational performance.
		4.2.1.4	Demonstrate sound financial planning and management, including review / expenditure review and revenue diversification strategies and long term financial planning.

BACKGROUND

The purpose of this agenda item is for Council to consider adopting the Budget Review as presented in the Statement of Financial Activity for the period 1 July 2017 to 31 March 2018.

A Statement of Financial Activity incorporating year to date budget variations and forecasts to 30 June 2018, including actual year-to-date results for the period ending 31 March 2018, 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 January and 31 March in each financial year. Council's consideration of Budget Review is to be undertaken within 30 days of the date of review (31 March 2018 in this instance). 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 Budget Review (i.e. within 30 days of the Council's resolution on the matter).

DETAILS

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 transparency.

The detailed budget review analysis (attached) shows a net result of \$0 (i.e. a balanced budget). This has been achieved by proposing a reduced transfer to the Building Reserve (\$41,250) and the Building Maintenance Reserve (\$50,000). Salary projections remain the same as the original budget however any unspent funds will carry forward into the next financial year as part of the final net current asset position.

Key variations identified in the projected budget results are:

- A variation of \$70,083 has been identified between the projected opening position and the actual opening position for 2017/18. Council's budget for the 2017/18 year was based on a \$21,804 surplus therefore the commencing position at 1 July 2017 was a net decrease in available cash of \$48,279.
- Income from the investment of surplus funds will be \$25,000 less than the budget estimate due to less funds being available to invest and the lower prevailing interest rates.
- The refurbishment of the Old Church, now Council Chambers, on Collins Street Donnybrook has exceeded the budget estimate by \$25,000. Funding from the Building Reserve is proposed to be utilised to offset this expenditure.
- Replacement of the Shire Administration Centre telephone system has been deferred as interim measures were put in place to extend the life of the current Panasonic system. Investigations are currently underway in regard to the best options for the future.
- Additional funding of \$10,000 is proposed to complete service level and efficiency reviews of selected service areas.
- Competitive grant funding of \$169,250 has been obtained by the Shire through the Department of Fire and Emergency Services to undertake identified Bushfire Mitigation works within the Shire.
- Additional funding of \$70,044 was obtained from DFES through the Local Government Grants Scheme (i.e. ESL funding redistributed to Brigades). This amount was provided to offset additional expenditure required in the prior financial year.
- Whilst the Community Emergency Services Manager position has now been filled, the full budget provision allowed for during the 2017/18 year will not be fully utilised resulting in an \$18K increase in available cash.
- Tuia Lodge – budget estimates have been revised based upon actual income and expenditure results to date and known requirements for the remainder of the financial year. It is budgeted that the year-end operating result for Tuia Lodge will be break-even, excluding any provision for fixed asset depreciation (as compared to a \$298K surplus position as originally budgeted). The break-even year-end budget projection includes

allowance for substantial refurbishment to two rooms (already completed) as well as other minor capital items.

- Amenities Fees and Reserve Fund contributions have been realised from Preston Village due to the re-lease of units. These funds will be transferred to the Aged Housing Reserve.
- Additional funding of \$10K is requested for the Aged Care Due Diligence review and the review of the Preston Village lease scheme.
- As Council is awaiting the outcome of the funding application for the Bridge Street (Donnybrook) Affordable Housing project, the proposed financial contribution of \$875K from Alliance Housing will not be received in this financial year. Likewise, Council will not be required to fund siteworks of \$250K at the Bridge Street location in the 17/18 financial year. This project will be carried over to the 2018/19 financial year, pending the outcome of the funding application.
- A large residential development application was received which will result in additional income of approximately \$27K for the financial year.
- Expenditure of the cleaning of public toilets is expected to exceed the budget estimate by \$10K due to additional cleaning requests and the resultant purchase of resources.
- An increase in the budget allocation of \$65K is required for the maintenance of Main Roads verges as a result of an insufficient budget estimate.
- A transfer of approximately \$40K is proposed from the Building Reserve to fund the purchase of a new Pool Blanket. This was originally to be funded by a Pool Revitalisation Grant, however, unfortunately this funding source has been withdrawn by the State Government.
- The Trevena Road Bridge upgrade has been deferred to 2018/19 and works will not proceed in the current financial year. Funding to upgrade the bridge will therefore not be received until 2018/19.
- Crossover works on the Victory Lane (Vibe Service Station location) are anticipated to be completed in the 2017/18 year with the balance of project to carry over to the next financial year.
- The Montgomery Road road-sealing project may not proceed as the proposed private contribution from a ratepayer has stalled.
- With approval of the Main Roads WA Regional Road Group additional funding was reallocated to Sandhills Road from Brookhampton Road.
- It is proposed to defer the Pedestrian and Traffic study for the northern end of Donnybrook.
- Additional expenditure of approximately \$26K is required for maintenance on urban sealed roads due to additional pruning and spraying costs as a result of late season rains.
- The ability to sell Shire land available for resale at Mead Street Donnybrook has not been realised due to low current market demand for land of this size. As no further land sales are predicted in 2017/18, the budgeted proceeds from sale have been removed from the budget. This will not have a material effect on the budget as all profits from the sale of

this land must be transferred to the Shire's Public Open Space Trust Fund in accordance with the conditions under which this land was acquired from the State Government.

- Year-end transfers to the Building Reserve and Building Maintenance Reserve are proposed to be reduced by a total of \$91,250 to enable a balanced budget for year-end 2017/18.

CONSULTATION

Chief Executive Officer, Managers and Elected Members.

FINANCIAL IMPLICATIONS

The Budget Review is an important internal financial control. Specific financial implications are as outlined in the Details section of this report.

POLICY COMPLIANCE

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

STATUTORY COMPLIANCE

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.*

CONCLUSION

Council authorisation is now sought to amend the 2017/18 budget to reflect the proposed variations identified in the Details section of this report.

The proposed variations to the 2017/18 budget are aimed at producing a balanced budget outcome as at 30 June 2018. Further variations as the year proceeds will determine the final current net asset result at year end.

EXECUTIVE RECOMMENDATION

That Council adopt the 2017/18 Budget Review with the variations identified in this report for the period 1 July 2017 to 31 March 2018 and amend the 2017/18 budget accordingly.

ABSOLUTE MAJORITY DECISION REQUIRED

10.2 MANAGER WORKS AND SERVICES

10.2.1 DAWSON ROAD UPGRADE

Location	Dawson Road, Beelerup
Applicant	Forward Choice Investments, Bangadang Farm Project
File Reference	RD 0039
Author	Damien Morgan, Manager Works and Services
Attachments	10.2.1(1) – Engineering Policy 4.4 10.2.1(2) - Proposed Bitumen Sealing for Dawson Road
Voting Requirements	Simple Majority
Executive Summary	Recommend Council endorse the upgrade and sealing of Dawson Road to the satisfaction of the Chief Executive Officer, fully funded by the applicant.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 2.1 – An attractive and maintained built environment	Maintain, renew and improve infrastructure within allocated resources	2.1.1.1	Seek funding for development and renewal of infrastructure.

BACKGROUND

The owner of Lot 1 Dawson Road, Beelerup, *Forward Choice Investments*, approached the Shire of Donnybrook Balingup requesting the Shire implement and fund the upgrade of Dawson Road from the intersection of Bremer Lane to the termination of the road at the entrance to Lot 1 Dawson Road.

Shire staff assessed the request, discussed the application with the owners and advised that the upgrading and sealing of Dawson Road is considered a lower priority when compared against the Shire's current asset management priorities. The opportunity for self-funding the requested works was discussed with the landowners, in accordance with Engineering Policy 4.4 – "Bitumenising Roads on a Joint Basis with Adjoining Land Owners" (Attachment 10.2.1(1)).

DETAILS

After considering the discussions with staff, and the operational priorities of their property, the owners have presented a formal proposal to the Shire (Attachment 10.2.1(2)). In summary, the owners are willing to fully fund and undertake the upgrade works to Dawson Road to a sealed (Bitumenised) standard, on the basis that the Shire agree to continue to maintain this existing Shire asset to the new standard.

The proposal, as presented, has economic benefit to the Shire in that regular maintenance grades of the current gravel road, will no longer be required and that all costs to upgrade and seal the road will be funded by the owner of Lot 1 Dawson Road. However, once the road is upgraded, the Shire will be responsible for the ongoing asset management costs for this section of road.

CONSULTATION

Regular consultation has occurred with the owners and their representatives regarding the upgrade of Dawson Road. The Shire has also been advised that the owners of Lot 1 Dawson Road have discussed their proposal with the three other land owners that adjoin this section of road.

FINANCIAL IMPLICATIONS

All costs for the upgrade of Dawson Road to a sealed standard (estimated at ~\$60,000) are to be funded by the owner of Lot 1 Dawson Road.

Once the upgrade works are completed, the Shire will need to undertake typical sealed road maintenance in accordance with the Shire's road asset management plan.

POLICY COMPLIANCE

Engineering Policy 4.4 – "Bituminising Roads on a Joint Basis with Adjoining Land Owners".

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

That Council endorse the proposal submitted by the owners of Lot 1 Dawson Road to undertake and fund the upgrade of Dawson Road to the satisfaction of the Chief Executive Officer.

EXECUTIVE RECOMMENDATION

That Council:

1. Endorse the proposal from owners of Lot 1 Dawson Road, Beelerup, to undertake and self-fund the upgrade of the gravel section of Dawson Road to a sealed standard.
2. Advise the owners of Lot 1 Dawson Road that all works to be undertaken on Dawson Road are to be to the satisfaction of the Chief Executive Officer.
3. Undertake future Asset Management Planning for this portion of road, consistent with Shire Road Asset Management Plan.
4. Request the Chief Executive Officer to undertake such tasks necessary to implement items 1 to 3 above.

10.3 MANAGER DEVELOPMENT AND ENVIRONMENTAL SERVICES

10.3.1 DONNYBROOK RECREATION CENTRE – INSTALLATION OF A POOL BLANKET

Location	Donnybrook Recreation Centre - Steere Street, Donnybrook
Applicant	Shire of Donnybrook Balingup
File Reference	PWF 16G
Author	Leigh Guthridge – Manager Development and Environmental Services
Attachments	Nil
Voting Requirements	Absolute Majority
Executive Summary	It is recommended that the Shire install a pool blanket at the Donnybrook Aquatic Facility to save on pool heating costs and minimise condensation in the building that causes building degradation.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 2.1 – An attractive and maintained built environment	Maintain, renew and improve infrastructure within allocated resources	2.1.1.2	Seek funding for development and renewal of infrastructure

BACKGROUND

The contract provisions between the Shire of Donnybrook Balingup and Smith Constructions (the Builder) for *RFT 2/2017 – Re-Roof, Gymnasium Expansion and Maintenance Works to the Donnybrook Recreation and Aquatic Centre* (the project) contained a provisional sum item of \$30,000 to install a pool blanket.

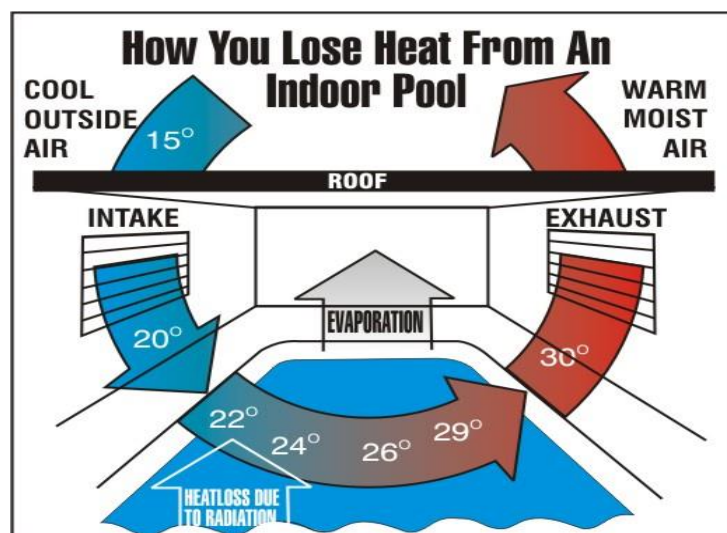
The capital works for the project is now complete and the contract is now in the defects liability period. The defects liability period terminates on the 12 June 2018 for Stage 1 (Sports Stadium) and 22 September 2018 Stage 2 (Aquatic Centre).

The builders previously undertook the planning for the pool blanket installation but were issued instructions not to proceed until the third round of the Community Pool Revitalisation Program (funded under the Royalties for Regions Program) was committed through the 2017/18 State Budget. However, this State Government funding program was discontinued for 2017/18.

DETAILS

Heating Costs Savings

It is estimated that a pool blanket will save up to 50% - 60% on water heating costs for the pool (when the pool blanket is in place after hours) by minimising radiant heat loss to the atmosphere. See illustration below:



During the 2017 Aquatic Centre redevelopment phase, the pool was closed between Monday 12th June 2017 until the 20th September 2017. During this time the pool heating was turned off.

The table below compares the electricity consumption patterns for the Recreation Centre for the time period that the pool was not in use (pool heating turned off) to the same time period for the two years prior.

Table 1 – Power Consumption Analysis

Invoice Period	(No of units)	No of Days	Ave Cost per Day	Ave daily consumption (units)
<u>2015</u>				
June - July	32,551	35	\$ 194.00	930
July - August	28,050	28	\$ 211.00	1,002
August - September	25,430	28	\$ 186.00	908
	(No of units)	No of Days	Ave Cost per Day	Ave daily consumption (units)
<u>2016</u>				
June - July	30,421	28	\$ 225.00	1,086
July - August	30,648	28	\$ 236.00	1,095
August - September	37,868	35	\$ 226.00	1,082
	(No of units)	No of Days	Ave Cost per Day	Ave daily consumption (units)
<u>2017</u>				
June - July	9,402	28	\$ 80.00	336
July - August	7,137	28	\$ 64.00	255
August - September	13,058	35	\$ 81.00	373

Based on the data in Table 1 the analysis demonstrates that the heating costs of the pool at the Aquatic Centre accounts for approximately 60% of the total energy costs at the Donnybrook Recreation Centre.

Energy costs for the Recreation Centre was \$55,718 for the 2015/16 financial year and \$55,225 in the 2016/17 financial year. It is therefore projected that payback for the capital investment will be approximately three-four years, taking into account the following variables:

- The pool blanket reduces the energy consumption by 50-60% during the times the pool blanket is in use (based on the literature from Elite Pool Blankets);
- Synergy charges off-peak power rates at 9.26 cents per unit between the times of 10.00pm and 8.00am weekdays and the 24 hour period on days on weekends. All periods outside these times are charged at 30 cents per unit for on-peak power.
- Based on the current opening times of the Aquatic Centre of a 168 hour week cycle, the pool blanket will be in place for 15 hours of on-peak hours and 84 hours of off-peak hours.
- The pool blanket therefore is in use for 85% of the time that the Shire is charged 'off-peak' rates at 9.26 cents per unit and 15% of the time that the Shire is charged 'on-peak' rates at 30 cents per unit.

Condensation Control

Another important function of a pool blanket is that it eliminates condensation when the pool blanket is in place. By-products from chemicals used in the pool water that escape with condensation accelerates deterioration to steel building elements within the pool area. This was evident during the 2017 building renewal works as the steel columns required extensive repairs and all the roof purlins required replacement due to severe corrosion. Historically, the Donnybrook Aquatic Centre has not used a pool blanket.

Now that all the structural elements in the pool area have either been replaced or repaired, it is important that the Shire considers minimising the condensation and risk of deterioration through the installation of a pool blanket leading into the cooler weather, when condensation risk is greater.

The life for the building elements within the aquatic centre will be extended by minimising the level of condensation exposure to the building elements if a pool blanket is used, thereby reducing the whole of life costs (operating, maintenance and renewal) and extending the useful life of the building components.

Capital Cost

Pricing estimates for the works are \$44,253, including:

- Two pool blankets (1/3 and 2/3 width of the pool) with a 5mm thermal 0.13kW "R" Value;

- Column mounted electrical auto rollers;
- Blanket Buddy – mechanical delivery and retraction of the blanket to the auto rollers to minimise manual handling;
- Wall mounted electrical auto rollers;
- Engineered column brackets and RHS beam (to support the auto rollers) fixed above head height given that there is inadequate space behind the pool area to position the pool blanket and auto rollers at floor level;
- Painting and protective coatings for the new steel components as per specification for all the treated steel in the Aquatic Centre refurbishment; and
- Builders margin at 10%.

It is recommended that the Shire commit the funds for the pool blanket and transfer the funds from its building reserve to take advantage of the energy savings and provide protection of the building from condensation as soon as practicable.

CONSULTATION

Recreation Centre staff, Gresley Abbas Architects and Smith Constructions have been consulted during these investigations for the installation of a pool blanket.

FINANCIAL IMPLICATIONS

Expenditure

If the recommendation is approved, \$44,253 expenditure for the pool blanket will be transferred from the building reserve.

POLICY COMPLIANCE

Administration Policy 2.48 - Purchasing, Tendering and Buy Local Policy.

STATUTORY COMPLIANCE

Nil

CONCLUSION

The recommendation is to purchase and install a pool blanket to save on pool heating costs and minimise condensation in the Aquatic Centre.

EXECUTIVE RECOMMENDATION

That Council:

1. Advise Gresley Abbas Architects to instruct Smith Constructions to purchase and install an Elite Pool Cover blanket and associated infrastructure to Donnybrook Aquatic Centre to a value of \$44,253; and
2. Authorise an amendment to the 2017/18 budget as detailed below:

Account Number	Description	Amount	
106850	Transfer from Building Reserve	\$44,253	Increase Capital Income
172940 (B112)	Replace of Stadium Roof, Pool Roof and Extension to the Gymnasium	\$44,253	Increase Capital Expenditure

ABSOLUTE MAJORITY DECISION REQUIRED

10.4 PRINCIPAL PLANNER

10.4.1 REQUEST TO AMEND LOCAL PLANNING SCHEME 7 TO INSERT AN ADDITIONAL USE FOR LOT 9504 KELLY STREET, DONNYBROOK TO ALLOW "PARK HOME PARK"

Location	Lot 9504 (No. 80) Kelly Street, Donnybrook
Applicant	Allerding Associates
File Reference	A3887
Author	Bob Wallin - Principal Planner
Attachments	10.4.1(1) – Location Plan and Structure Plan 10.4.1(2) – Concept Sketch
Voting Requirements	Simple Majority
Executive Summary	The proposal is to amend Local Planning Scheme 7 to allow assessment of a lifestyle village at Lot 9504 Kelly Street, Donnybrook. The proposal reflects the intent of an approved structure plan for the locality and is recommended for approval.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 1.1 A diverse, prosperous economy, supporting local business and population growth	Promote, maintain and diversify investment in the district	1.1.1.4	Actively partner in regional Growth Planning partnerships and projects.

BACKGROUND

Lot 9504 Kelly Street, Donnybrook, is zoned Residential with a structure plan overlay and an approved structure plan, covering a wider locality (Attachment 10.4.1(1)). The structure plan provides opportunity for a “Lifestyle Village” and formed part of Amendment 94 to Town Planning Scheme No.4, which was adopted by Council in March 2013.

Since this time, Local Planning Scheme No7 (LPS7) has been adopted with the land being zoned “Residential SCA8/SPA15”. This zoning requires compliance with the approved structure plan and its provisions.

Lifestyle villages come in a number of forms and management structures. The proponent proposes to develop Lot 9504 Kelly Street, Donnybrook using the management structures allowed under the *Caravan Parks and Camping Grounds Regulations 1997*.

This form of lifestyle village falls under the use class of “Park Home Park” and is not permitted under the Residential Zone. This matter was considered by Council at its meeting in December 2016 where it resolved to:

“initiate and advertise an amendment to rezone Lot 9504 (No.80) Kelly Street, Donnybrook from “Residential” to “Special Use” subject to:

- 1) The amendment being processed as a “Standard Amendment” as defined in the Planning and Development (Local Planning Schemes) Regulations 2015;*
- 2) Receiving an assessment fee of \$2,750.00;*
- 3) Receiving amendment documents prepared by a suitably qualified professional that addresses all relevant planning considerations to the satisfaction of the Shire’s Chief Executive Officer; and*
- 4) Require the Chief Executive Officer to undertake such tasks necessary to implement items 1 and 3, above.”*

No action was undertaken by the then landowner on this proposal considered by Council at its December 2017 Ordinary Meeting. A new landowner has now proposed a different method of addressing the provisions imposed by LPS7.

The revised proposal seeks to introduce an “Additional Use” to the land while retaining the underlying “Residential” zone. In short, the only change proposed to the Scheme is that for Lot 9504, an additional use of “Park Home Park” will be permissible.

This new approach has potential to be considered as a “Basic Amendment” which can simplify the amendment process and speed up the assessment timeframes. Important to note, this administrative town planning process (Basic Amendment) removes the mandatory requirement for public advertising.

The proposed Amendment is considered to fit within the definition of a “Basic Amendment” of the *Planning and Development (Local Planning Schemes) Regulations 2015*. The basic amendment process requires:

- Step 1) Council resolve to initiate the Amendment;
- Step 2) Council forward all documents to the Western Australian Planning Commission (WAPC) within 21 days of resolution;
- Step 3) WAPC to consider if the amendment satisfies criteria for a basic amendment; and
- Step 4) WAPC makes a recommendation to the Minister for Planning.

At this step, the options available to Council are to:

- a) Support the Amendment;
- b) Support the Amendment with proposed modifications; or
- c) Not support the Amendment.

DETAILS

The Amendment is consistent with the broad strategic planning framework for the locality – with specific identification for the use identified in the approved structure plan.

Introducing an “Additional Use” is separate to the assessment of specific site design outcomes identified in the concept plan. The proposed amendment when finalised will allow Council to assess future planning applications for a “Lifestyle Village”. This proposed amendment is seeking to bring consistency between the structure plan and LPS7.

A concept plan (Attachment 10.4.1(2)) has been supplied to show how the site may be developed.

Prior to any development occurring at the site, this approval must be completed, as well as modifications to the structure plan (Council resolution required) and a separate development approval (Council resolution required).

CONSULTATION

The Basic Amendment process does not require public consultation. However, consultation will be required at the structure plan stage. The existing structure plan will require modifications as the area identified in the ‘concept plan’ include an area of Residential R10 coded land.

The future planning application will also require public advertising.

FINANCIAL IMPLICATIONS

An application fee of \$2,750 is required by the Shire for this type of amendment to LPS7. This is to cover costs associated with staff time and printing in the government gazette.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

The *Planning and Development (Local Planning Schemes) Regulations 2015* includes the following relevant sections:

- Part 5 – Amending Local Planning Scheme defines the processes and considerations for assessing and processing amendments.
- The amendment falls under the definition of a “Basic Amendment” contained in regulation 34).

CONCLUSION

The proposal seeks to address an administrative town planning process. This amendment will allow the site to be developed in a manner generally consistent with that envisioned in LPS7 and the approved structure plan.

It is recommended to initiate the amendment and process it as a Basic Amendment.

EXECUTIVE RECOMMENDATION

That the Council:

1. Resolve to initiate and adopt proposed Amendment 9 to Local Planning Scheme 7, following receipt of an assessment fee of \$2,750;
2. Refer the document to the Environmental Protection Authority in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*;
3. Advise the Western Australian Planning Commission that it is of the opinion that the amendment be considered as a “Basic Amendment”; and
4. Request the Chief Executive Officer to undertake such tasks necessary to implement items 1 to 3 above.

10.4.2 REQUEST FOR OMNIBUS AMENDMENT TO LOCAL PLANNING SCHEME NO.7 TO ADDRESS ASSORTED ERRORS AND IMPROVE CONSISTENCY WITH LOCAL PLANNING STRATEGY OBJECTIVES

Location	Shire of Donnybrook Balingup (various)
Applicant	Shire of Donnybrook Balingup
File Reference	TP17 AMD 10
Author	Bob Wallin - Principal Planner
Attachments	10.4.2(1) – Location Plan for Lot 4 Hearle Road 10.4.2(2) – Location Plan for Lots 613/614 SW Hwy, Donnybrook 10.4.2(3) – Location Plan – Lots 11 and 268 Goldfields Road, Upper Capel
Voting Requirements	Simple Majority
Executive Summary	The proposal is to amend Local Planning Scheme 7 to address assorted mapping anomalies and improve consistency with Local Planning Strategy objectives. A Council decision is required to initiate the amendment and grant consent to advertise. It is recommended that approval be granted to initiate this process.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 1.1 A diverse, prosperous economy, supporting local business and population growth	Promote, maintain and diversify investment in the district	1.1.1.4	Actively partner in regional Growth Planning partnerships and projects.

BACKGROUND

It is proposed to amend Local Planning Scheme 7 (LPS7) to address a number of minor technical points. These are summarised as follows:

1. Delete the “Parks and Recreation” reservation from Lot 4 Hearle Road, Glen Mervyn and replace with “General Agriculture” zone. This is required to address a mapping error that occurred in the creation of LPS7 in 2014. The land is in private ownership and contains a number of buildings (including a residence) and was not intended for recreational purposes. Refer to Location Plan (Attachment 10.4.2(1)).
2. Rezone lots 613 and 614 South Western Highway, Donnybrook from “Tourist” to “Commercial”. This is to allow these sites to have more potential for development in a manner that better reflects the site location. The change is consistent with the Local Planning Strategy. Refer to location plan (Attachment 10.4.2(2)).
3. Delete item 1 from Schedule 12 and insert into Schedule 9 Exempted Advertisements. This is to address an error. Item 1 relates to transportable signage that should be located in Schedule 9. Schedule 12 relates to Development Contribution Plans.
4. Amend Schedule 6 Additional Uses to include an additional use of “Tavern” for Lots 11 and 268 Goldfields Road, Upper Capel. This site is identified as “Tourist” in the Local Planning Strategy. The site was a former “Apple Cider Factory and tourist facility” and contains significant tourist infrastructure. Refer to location plan (Attachment 10.4.2(3)).
5. Modify clause 4.56.4 by:
 - a. Replacing the word “encourage” in point (i) with “require”;
 - b. Replacing the word “promote” in point (ii) with “require”;
 - c. Replacing with words “which are” in point (ii) located between the words “businesses” and “safe” with “to be”;
 - d. Replacing the word “encourage” in point (iii) with “require”.

This is to remove the vagueness from the objectives and set out a more clear intent for the Commercial zone.

6. Delete Clause 4.56.4.8 and replace with:

“The primary street frontage of all non-residential buildings must have a façade that includes architectural features and proportions that reflected in immediately adjoining buildings in respect to material selection, roof form, positioning, scale, bulk and massing. Notwithstanding this, the local government may support a variation in material selection and architectural features if the immediately adjoining development has an industrial or outbuilding/shed style aesthetic.”

This clause is to provide improved clarity of intent to preserve amenity within the Commercial zone.

This proposed Omnibus Amendment is considered to fit within the definition of a “Standard Amendment” of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

The Standard Amendment process requires:

- Step 1) Council resolve to initiate the Amendment;
- Step 2) Council to forward the Amendment to the Environmental Protection Authority for environmental assessment prior to starting public advertising;
- Step 3) Council to publically advertise the proposal;
- Step 4) Council to consider any submissions received during the advertising period and make a recommendation to the Western Australian Planning Commission (WAPC). The options are to recommend approval, approve with modifications or refuse to proceed;
- Step 5) WAPC to consider the amendment for Final Approval
- Step 6) WAPC makes a recommendation to the Minister for Planning.

At this stage, the options available to Council are to:

- a) Support for initiating the Amendment;
- b) Support for initiating the Amendment, subject to modifications; or
- c) Not support initiating the Amendment.

If Council chooses a) or b) above, then Council can also resolve to grant consent to advertise.

DETAILS

The Amendment is consistent with the broad strategic planning framework for the locality. The proposed text changes seek to:

- a) Clarify intent for built form outcomes within the Commercial zone; and
- b) Ensure requirements are contained within the correct schedules.

The proposed mapping changes seek to:

- a) Address mapping errors that have come to light when LPS7 was prepared;
- b) Rezone properties in accordance with the strategic vision and intent identified in the Local Planning Strategy.

CONSULTATION

The Standard Amendment process requires public advertising following receipt of environmental assessment. The advertising process will include:

- a) Referral to relevant government agencies;
- b) Notice in a local paper and Shire website;
- c) Letter drop to directly impacted landowners.

FINANCIAL IMPLICATIONS

Shire officers will be preparing the omnibus amendment documents. External professional mapping will be required - this is estimated to cost approximately \$2,000. Half of this cost can be recouped by landowners where mapping changes are not the result of historical mapping error. These landowners are aware of the cost and raise no objections to covering the cost of map preparations.

POLICY COMPLIANCE

Nil applicable.

STATUTORY COMPLIANCE

The *Planning and Development (Local Planning Schemes) Regulations 2015* includes the following relevant sections

- Part 5 – Amending Local Planning Scheme defines the processes and considerations for assessing and processing amendments.
- The amendment falls under the definition of a “Standard Amendment” contained in regulation 34).

CONCLUSION

The proposal seeks to address a number of minor changes to the LPS7 providing an efficient process.

It is recommended to initiate the amendment and process it as a Standard Amendment.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Resolve to initiate Amendment 10 to Local Planning Scheme 7;**
 - 2. Instruct the Chief Executive Officer to prepare the amendment document to include the following resolutions and arrange for public advertising in accordance with the *Planning and Development (Local Planning Schemes) Regulations 2015*:**
 - a. Delete the “Parks and Recreation” reservation from Zone Lot 4 Hearle Road, Glen Mervyn and replace with “General Agriculture” zone.**
 - b. Rezone Lots 613 and 614 South Western Highway, Donnybrook from “Tourist” to “Commercial”**
 - c. Delete item No.1 from Schedule 12 and insert into Schedule 9 Exempted Advertisements.**
 - d. Amend Schedule 6 Additional Uses to include an additional use of “Tavern” for Lots 11 and 268 Goldfields Road, Upper Capel**
 - e. Modify clause 4.56.4 by:**
 - i. Replacing the word “encourage” in point (i) with “require”;**
 - ii. Replacing the word “promote” in point (ii) with “require”;**
 - iii. Replacing with words “which are” in point (ii) located between the words “businesses” and “safe” with “to be”;**
 - iv. Replacing the word “encourage” in point (iii) with “require”.**
 - f. Delete Clause 4.56.4.8 and replace with:
“The primary street frontage of all non-residential buildings must have a façade that includes architectural features and proportions that reflected in immediately adjoining buildings in respect to material selection, roof form, positioning, scale, bulk and massing. Notwithstanding this, the local government may support a variation in material selection and architectural features if immediately adjoining development has an industrial or outbuilding/shed style aesthetic.”**
 - 3. Advise the Western Australian Planning Commission that it is of the opinion that the amendment be considered as a “Standard Amendment”; and**
 - 4. Request the Chief Executive Officer to undertake such tasks necessary to implement items 1 to 3 above.**
-

10.4.3 REVIEW OF LOCAL PLANNING POLICIES

Location	Shire of Donnybrook Balingup
Applicant	Administration
File Reference	ADM 11/3
Author	Bob Wallin - Principal Planner
Attachments	10.4.3(1) - Suggested changes 10.4.3(2) - Summary of changes and reasons
Voting Requirements	Simple Majority
Executive Summary	<p>Recommend amending policies to improve ease of use by public</p> <ul style="list-style-type: none"> • The amendments seek to review policies as part of a wider action contained in the Shire’s Corporate Business Plan • The review is to reframe the policies with greater reference to specific zonings and ensuring consistency with contemporary planning frameworks • It is requested the support be given to advertise the proposed changes

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 1.1 A diverse, prosperous economy, supporting local business and population growth	Promote, maintain and diversify investment in the district	1.1.1.2	Review the Shire’s town planning framework to enable a diversity of investment in the district.

BACKGROUND

This proposal was presented to Council at its February 2018 meeting where it resolved to:

- “1) *Instruct the Chief Executive Officer to convene a workshop to review the Local Planning Policies at the Concept Forum on 20 March 2018;*
- 1) *Grant approval to advertise amendments to the Policies as set out...following the actioning of resolution 1 above; and*
- 2) *Authorise the Chief Executive Officer to undertake such tasks necessary to advertise the Policies in accordance with Regulations following the actioning of Resolution 2 above.”*

A subsequent workshop was held at the Council Concept Forum on 20 March 2018, resulting in a number of proposed changes.

Given the changes proposed, this item is being presented to Council to enable a transparent process is followed for amending the policies.

DETAILS

Attachment 10.4.3(1) details the specific changes outlined for each policy.

Attachment 10.4.3(2) provides a summary of the intended changes and justification.

The key changes proposed relate to Policies 9.3, 9.8 and 9.16. The changes proposed are summarised as follows:

9.3 Private Tree Plantations

Minor changes are proposed to the text to clarify firebreak requirements.

9.8 Stocking Rates

Changes are proposed to the stocking rates reducing the number of Dry Sheep Equivalents (DSE) from 10 per hectare to 8 per hectare. The intent is to reduce potential for erosion and better ensure the health and wellbeing of stock.

9.16 Transportable Structures

Changes are proposed to allow purpose built “tiny homes” to be considered within the residential zone. This will be subject to satisfying criteria including the need for landscaping, good building orientation and not fronting South Western Highway, Collins Street or being located within a special character area.

CONSULTATION

Schedule 2, Part 2, clause 4, of the *Planning and Development (Local Planning Schemes) Regulations 2015*, sets out the requirements and processes for amending Local Planning Policy. The requirements of the Regulations include the need for Council to resolve to advertise amendments to policies. Once policies have been advertised, it will be necessary for Council to review the policies again in light of any submissions received prior to formally adopting the amended policies.

One of the policies for review relates to the Balingup Special Character Area (9.21). Feedback provided in the concept forum indicated that a more detailed public consultation program be undertaken to clarify community sentiment and views of the policy. It is recommended that a more detailed review process be undertaken for this policy. This would include:

- a) Notice being located on main street; and
- b) Mail drop to affected landowners/occupiers.

This process will require separating the review of this policy from the rest.

FINANCIAL IMPLICATIONS

Advertising costs in a local circulating newspaper (South Western Times).

POLICY COMPLIANCE

The proposed changes are required to ensure consistency with LPS7 and to clarify their intent and purpose – thereby making the policies more robust, rational and understandable.

STATUTORY COMPLIANCE

Schedule 2, Part 2, clause 4, of the *Planning and Development (Local Planning Schemes) Regulations 2015*, sets out the requirements and processes for amending a Local Planning Policy. The requirements of the Regulations will be followed.

CONCLUSION

The proposed changes to the policies form the first part of a wider review of the Shire's Local Planning Framework.

The changes proposed are to improve the overall ease of use and interpretation of the policies and ensure relevance.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Grant approval to advertise amendments to the policies as set out in Attachment 10.4.3(1);**
- 2. Undertake a separate advertising process for Policy 9.21 Balingup Village Centre – Special Character Area seeking localised feedback on direction and purpose of the policy; and**
- 3. Authorise the Chief Executive Officer to undertake such tasks necessary to advertise policies in accordance with Regulations.**

10.4.4 CLOSURE OF UNCONSTRUCTED ROAD RESERVE (ABUTTING EGAN PARK) TO ALLOW DEVELOPMENT OF COMMUNITY GARDEN

Location	Road Reserve (abutting Egan Park, Donnybrook)
Applicant	Donnybrook Community Garden Inc.
File Reference	A162
Author	Bob Wallin - Principal Planner
Attachments	10.4.4(1) - Previous Council report (February 2018)

	10.4.4(2) - Submissions
Voting Requirements	Simple Majority
Executive Summary	The proposal is to close an unconstructed road reserve and have it vested for “recreation” purposes consistent with adjoining land. The proposal has been advertised and no objections have been received. It is recommended to support the road closure and request approval from the Minister for Planning, Lands and Heritage.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 1.1 A diverse, prosperous economy, supporting local business and population growth	Promote, maintain and diversify investment in the district	1.1.1.4	Actively partner in regional Growth Planning partnerships and projects.

BACKGROUND

At the Ordinary Meeting of Council on 14 February 2018, Council resolved to:

1. Initiate road closure proceedings to close a section of unconstructed road reserve, as identified in Attachment 2, in accordance with Section 58 of the Land Administration Act 1997.
2. Authorise the Chief Executive Officer to undertake tasks necessary to implement Recommendation 1, above.”

Attachment 10.4.4(1) is an extract from this meeting and provides all relevant background.

This matter is presented to Council as a Council resolution is required to start the closure process.

DETAILS

Road closure requests fall under jurisdiction of the *Land Administration Act 1997* (the Act). Section 58 of the Act describes the process relating to road closures. It requires the local government to advertise the proposal for a period of at least 35 days before requesting the Minister to grant approval. The proposal has been advertised in accordance with Section 58 of the Act.

CONSULTATION

Three submissions were received during the advertising period from Government Departments. Attachment 10.4.4(2) provides a summary of the submissions with associated comments.

The submissions raise points of detail and do not raise any objections in progressing with the proposed closure.

FINANCIAL IMPLICATIONS

There may be some limited administrative costs associated with the re-vesting of the road reserve.

POLICY COMPLIANCE

Planning Policy 9.10 provides guidance on road closures. The proposal is generally consistent with the intent of the policy as the road closure will not impact on access or future connectivity potential.

STATUTORY COMPLIANCE

The *Land Administration Act 1997* sets out requirements for road closure requests. This proposal will be processed in accordance with the requirements of the Act.

CONCLUSION

The road closure will assist in the establishment of a community garden that Council has previously supported for this location.

Approval is recommended.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Request the Minister for Planning, Lands and Heritage to close the unconstructed road reserve as identified in Attachment 10.4.4(1) and seek the vesting of the reserve for Recreation.**
- 2. Accept the submissions and suggested recommendations contained in Attachment 10.4.4(2).**
- 3. Authorise the Chief Executive Officer to undertake tasks necessary to implement 1 and 2) above.**

10.5 CHIEF EXECUTIVE OFFICER

10.5.1 2018/19 ASSET PLAN – VEHICLES

Location	Shire of Donnybrook Balingup
Applicant	N/A
File Reference	ADM 27/1
Author	Ben Rose – Chief Executive Officer (<i>Stuart Eaton – Finance Projects Officer</i>)
Attachments	10.5.1(1) - 2018/19 Asset Plan – Vehicles
Voting Requirements	Simple Majority
Executive Summary	To adopt the 2018/19 Asset Plan – Vehicles

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 4.2 A respected, professional and trusted organisation	Effective and efficient operations and service provision	4.2.1.4	Demonstrate sound financial planning and management, including revenue expenditure review and revenue diversification strategies and long term financial planning..

BACKGROUND

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

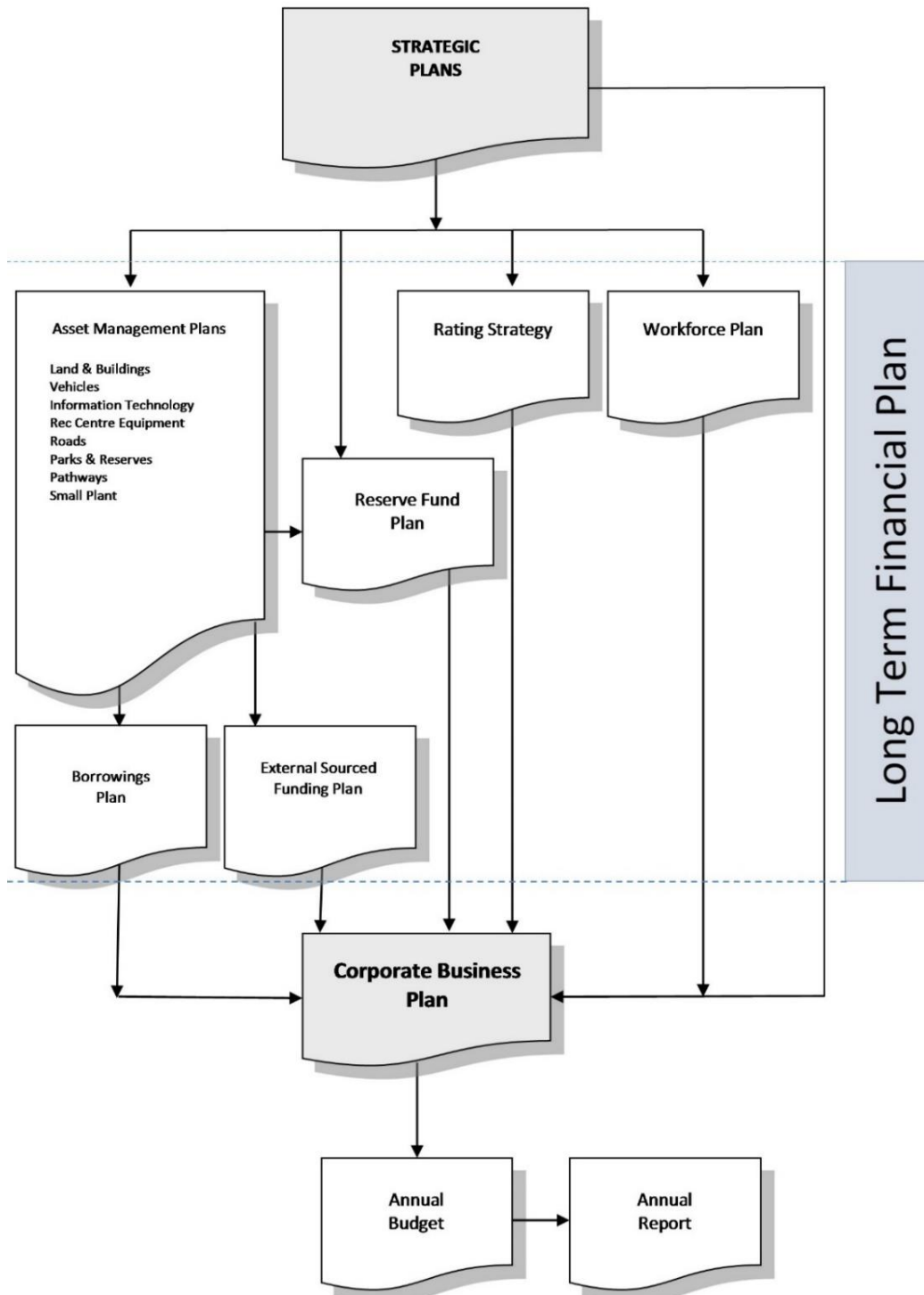
Past State Government reviews of local government in WA found opportunities for improved operational sustainability in the sector, in particular:

- Strategic business planning systems could deliver more accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that could more accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future.
- More rigorous asset management systems, processes and integrity of data to accurately reflect true asset management costs.
- More formalised and structured approaches to workforce planning across the sector.

IPR addresses these concerns with processes to:

- Ensure community input is explicitly and reliably generated, and informs the long and medium term objectives of the local government.
- Identify the resourcing required to deliver the plans and enable rigorous and transparent prioritisation within resource constraints before finalising the plans.

The Shire’s Executive, in partnership with Elected Members / Council, has commenced developing a revised Integrated Planning and Reporting Framework for the Shire and is presented below. This new Corporate Planning framework will provide greater integration of plans and become the driver for the Annual Budget.



DETAILS

The 2018/19 Asset Plan – Vehicles (Attachment 10.5.1(1)) forms one of the identified plans under the Asset Management Plan portfolio. The Asset Plan – Vehicles, details the:

- Acquisition of new vehicles.
- Cyclical replacement of existing vehicles.
- Annual funding plan for the Vehicle Reserve Fund.

The Shire operates a fleet of vehicles in order for officers to carry out service delivery to the community. These range from, for example, road construction plant to community buses.

Council engaged an independent review of its vehicle fleet in 2017. The economic changeover periods recommended in the independent review have guided the development of this Asset Plan.

Upon initial adoption, the plan will be reviewed and adopted annually by Council.

CONSULTATION

The Asset Plan – Vehicle has been developed in conjunction with senior officers.

FINANCIAL IMPLICATIONS

This Asset Plan will establish proposed annual allocations to the Plant Reserve Fund in order to meet planned expenditure requirements detailed in the Plan.

	1	2	3	4	5	6	7	8	9	10
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28
Expenditure	(663,188)	(624,320)	(421,416)	(791,887)	(387,326)	(478,897)	(675,782)	(579,855)	(477,511)	(807,762)
Sale Revenue	177,188	159,924	86,671	258,007	105,344	99,550	256,350	151,094	140,346	264,951
Transfer from Reserve	486,000	464,396	334,746	533,880	281,982	379,347	419,432	428,762	337,165	542,811
Transfer to Reserve	(350,000)	(360,000)	(370,000)	(380,000)	(390,000)	(400,000)	(410,000)	(420,000)	(430,000)	(440,000)

The first year of this Asset Plan (2018/19) will form part of the draft 2018/19 Annual Budget.

The 2017/18 Annual Budget provided for \$271,894 being allocated as a transfer to Plant Reserve. The proposed plan will increase the transfer to Reserve to \$350,000 in 2018/19. This plan identifies a further requirement to increase the annual allocation to Plant Reserve incrementally over time in order to achieve an annual funding level that enables Council to most effectively manage its vehicle fleet requirements.

POLICY COMPLIANCE

Nil applicable.

STATUTORY COMPLIANCE

S5.56(1) of the *Local Government Act 1995* requires local governments produce a plan for the future.

CONCLUSION

The effective management of local government assets is crucial to the sustainable delivery of those services to meet the current and future needs of the community. Local governments are typically ‘rich’ in assets and are responsible for managing a large stock of long-lived assets. Asset management planning is therefore essential to ensure that assets are created, maintained, renewed and retired (or replaced) at appropriate intervals to ensure continuity of services.

EXECUTIVE RECOMMENDATION

That Council adopts the Shire of Donnybrook Balingup 2018/19 Asset Plan – Vehicles, as attached.

10.5.2 2018/19 BORROWINGS PLAN

Location	Shire of Donnybrook Balingup
Applicant	N/A
File Reference	ADM 27/1
Author	Ben Rose – Chief Executive Officer (<i>Stuart Eaton – Finance Projects Officer</i>)
Attachments	10.5.2(1) - 2018/19 Borrowings Plan
Voting Requirements	Simple Majority
Executive Summary	To adopt the 2018/19 Borrowings Plan

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 4.2 A respected, professional and trusted organisation	Effective and efficient operations and service provision	4.2.1.4	Demonstrate sound financial planning and management, including revenue expenditure review and revenue diversification strategies and long term financial planning..

BACKGROUND

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government’s Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

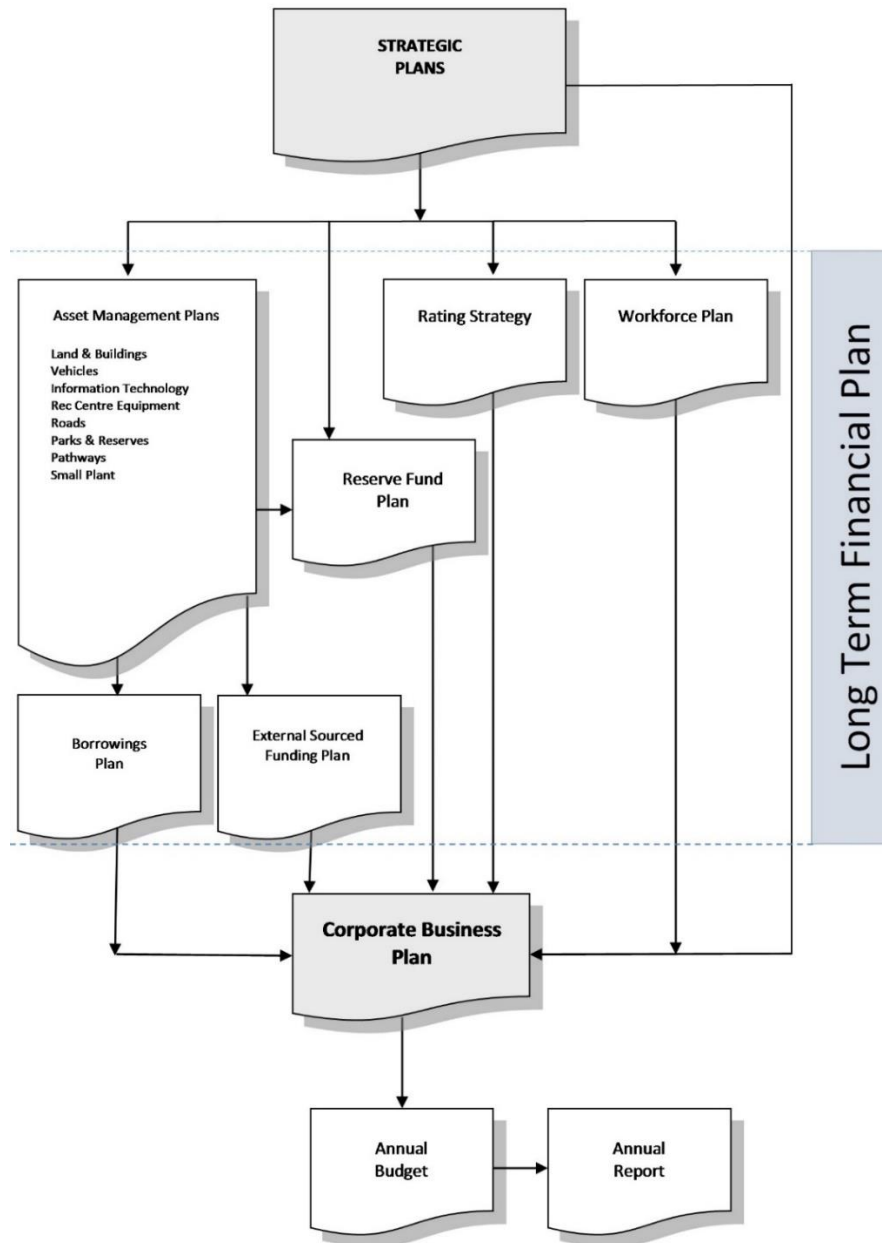
Past State Government reviews of local government in WA found opportunities for improved operational sustainability in the sector, in particular:

- Strategic business planning systems could deliver more accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that could more accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future.
- More rigorous asset management systems, processes and integrity of data to accurately reflect true asset management costs.
- More formalised and structured approaches to workforce planning across the sector.

IPR addresses these concerns with processes to:

- Ensure community input is explicitly and reliably generated, and informs the long and medium term objectives of the local government.
- Identify the resourcing required to deliver the plans and enable rigorous and transparent prioritisation within resource constraints before finalising the plans.

The Shire's Executive, in partnership with Elected Members / Council, has commenced developing a revised Integrated Planning and Reporting Framework for the Shire and is presented below. This new Corporate Planning framework will provide greater integration of plans and become the driver for the Annual Budget.



DETAILS

The use of borrowings as a means of funding asset acquisitions, renewals and major maintenance is a useful mechanism for allocating the costs of such works over a period that reflects when residents will benefit from the assets.

Council is guided by its adopted policy - 3.8 Debt Policy. This policy sets out the manner in which the Shire of Donnybrook Balingup may establish and manage a debt portfolio. The objective of this Debt Policy is to ensure the sound management of the Shire’s existing and future debt.

The policy outlines the Shire’s debt strategy and provides for the responsible financial management of borrowings by ensuring that the level of indebtedness is maintained within acceptable limits and is managed appropriately.

It is therefore critical that debt funding is appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to develop targets and standards for debt that are strategic in nature, rather than relying on debt as a response to current financial requirements.

In this regard, a 2018/19 Borrowings Plan (Attachment 10.5.2(1)) has been drafted.

CONSULTATION

Not applicable.

It is intended that Council will review and adopt the Borrowings Plan on an annual basis.

FINANCIAL IMPLICATIONS

The Plan identifies future borrowing obligations of Council across a 10-year timeframe. The 2018/19 Plan identifies new borrowings in 2018/19 for construction of new units at Preston Village. This loan is planned to be an interest only loan to be repaid upon lease of proposed constructed units.

POLICY COMPLIANCE

The Plan aligns with Council Policy - 3.8 Debt Policy.

STATUTORY COMPLIANCE

S5.56(1) of the *Local Government Act 1995* requires local governments produce a plan for the future.

CONCLUSION

Council's current borrowings are within benchmark levels as determined by the Department of Local Government, Sport and Cultural Industries.

A local government's ability to service debt is measured by the 'Debt Service Cover Ratio'. This is the measurement of a local government's ability to produce enough cash to cover its debt payments.

Formula

Debt Service Cover Ratio = $\frac{\text{annual operating surplus before interest and depreciation}}{\text{principal and interest}}$

The Department has set the Debt Service Cover Ratio meeting the Basic standard if the ratio is greater than or equal to two. An Advanced standard is achieved if the ratio is greater than five.

The Shire's Debt Cover Ratio for 2016/17 was 4.0142.

EXECUTIVE RECOMMENDATION

That Council adopt the Shire of Donnybrook Balingup 2018/19 Borrowings Plan, as attached.

10.5.3 STRATEGIC RATING OBJECTIVES

Location	Shire of Donnybrook Balingup
Applicant	N/A
File Reference	ADM 27/1
Author	Ben Rose – Chief Executive Officer (<i>Stuart Eaton – Finance Projects Officer</i>)
Attachments	10.5.3(1) – Strategic Rating Objectives Report
Voting Requirements	Simple Majority
Executive Summary	To adopt the Rating Strategy

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 4.2 A respected, professional and trusted organisation	Effective and efficient operations and service provision	4.2.1.4	Demonstrate sound financial planning and management, including revenue expenditure review and revenue diversification strategies and long term financial planning..

BACKGROUND

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

Past State Government reviews of local government in WA found opportunities for improved operational sustainability in the sector, in particular:

- Strategic business planning systems could deliver more accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that could more accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future.
- More rigorous asset management systems, processes and integrity of data to accurately reflect true asset management costs.
- More formalised and structured approaches to workforce planning across the sector.

IPR addresses these concerns with processes to:

- Ensure community input is explicitly and reliably generated, and informs the long and medium term objectives of the local government.

- Identify the resourcing required to deliver the plans and enable rigorous and transparent prioritisation within resource constraints before finalising the plans.

The Shire's Executive, in partnership with Elected Members / Council, has commenced developing a revised Integrated Planning and Reporting Framework for the Shire and is presented below. This new Corporate Planning framework will provide greater integration of plans and become the driver for the Annual Budget.

DETAILS

A rating strategy (Attachment 10.5.3(1)) is the method by which Council systematically considers factors of importance that informs its decisions about the local government's rating system. Developing a rating strategy assists Council in striking a balance between competing principles to come up with a mixture of rates and charges that provides the income needed for its annual budget, whilst meeting the tests of fairness and equity.

Council levies rates from residents and businesses to help fund its local community infrastructure and service obligations. It is important that Council's rating be underpinned by sound principles that are well understood and compliant with current legislation.

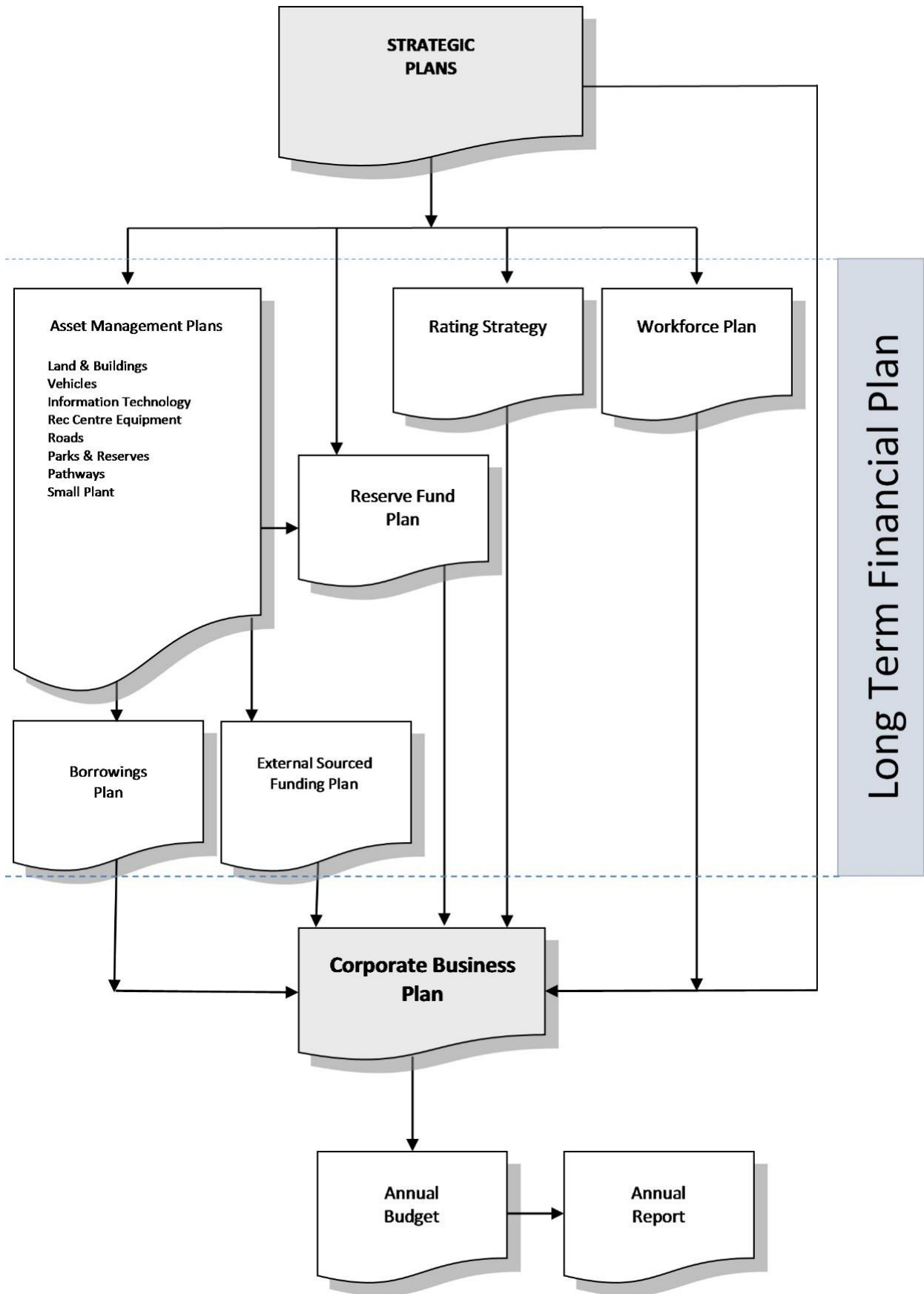
It is important to note that the focus of the Rating Strategy is different to that of the Annual Budget. In the Annual Budget, the primary focus is the amount of rates required to be raised for Council to deliver the required services and capital works. The focus of a Rating Strategy is the types of rates to be charged and how the required amounts are fairly and equitably distributed amongst Council's ratepayers; the Rating Strategy is not a rate setting document.

CONSULTATION

Future material changes to rating would necessitate consultation or advisory engagement with affected landowners. It is intended that Council reviews and adopts the Rating Strategy on an annual basis.

FINANCIAL IMPLICATIONS

Adoption of the Rating Strategy will subsequently require a review of current rating practices to align with the principles of the Rating Strategy.



POLICY COMPLIANCE

Nil applicable.

STATUTORY COMPLIANCE

S5.56(1) of the *Local Government Act 1995* requires local governments produce a plan for the future.

CONCLUSION

It is recommended that Council forms a formal position with regard to rating objectives. Rates comprise Council’s largest single revenue source and affects almost all landowners within the district.

The principles of good governance further require Council to provide ongoing or periodic monitoring and review of the impact of major decisions. It is therefore essential for Council to evaluate on a regular basis, the legislative objectives to which it must have regard and those other objectives which Council believes are relevant with regard to rating.

EXECUTIVE RECOMMENDATION

That Council adopts the Shire of Donnybrook Balingup Rating Strategy, as attached.

10.5.4 10 YEAR WORKFORCE PLAN

Location	Shire of Donnybrook Balingup
Applicant	N/A
File Reference	ADM 27/1
Author	Ben Rose – Chief Executive Officer (<i>Stuart Eaton – Finance Projects Officer</i>)
Attachments	10.5.4(1) - 2018/19 Workforce Plan
Voting Requirements	Simple Majority
Executive Summary	To adopt the 2018/19 Workforce Plan

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 4.2 A respected, professional and trusted organisation	Effective and efficient operations and service provision	4.2.1.4	Demonstrate sound financial planning and management, including revenue expenditure review and revenue diversification strategies and long term financial planning..

BACKGROUND

In 2010, the Integrated Planning and Reporting (IPR) Framework and Guidelines were introduced in Western Australia (WA) as part of the State Government's Local Government Reform Program. All local governments were required to have their first suite of IPR documents in place by 1 July 2013.

Past State Government reviews of local government in WA found opportunities for improved operational sustainability in the sector, in particular:

- Strategic business planning systems could deliver more accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that could more accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future.
- More rigorous asset management systems, processes and integrity of data to accurately reflect true asset management costs.
- More formalised and structured approaches to workforce planning across the sector.

IPR addresses these concerns with processes to:

- Ensure community input is explicitly and reliably generated, and informs the long and medium term objectives of the local government.
- Identify the resourcing required to deliver the plans and enable rigorous and transparent prioritisation within resource constraints before finalising the plans.

The Shire's Executive, in partnership with Elected Members / Council, has commenced developing a revised Integrated Planning and Reporting Framework for the Shire and is presented below. This new Corporate Planning framework will provide greater integration of plans and become the driver for the Annual Budget.

DETAILS

Workforce planning is one of the key components of the Integrated Planning and Reporting Framework and Guidelines now in place across the local government sector in Western Australia.

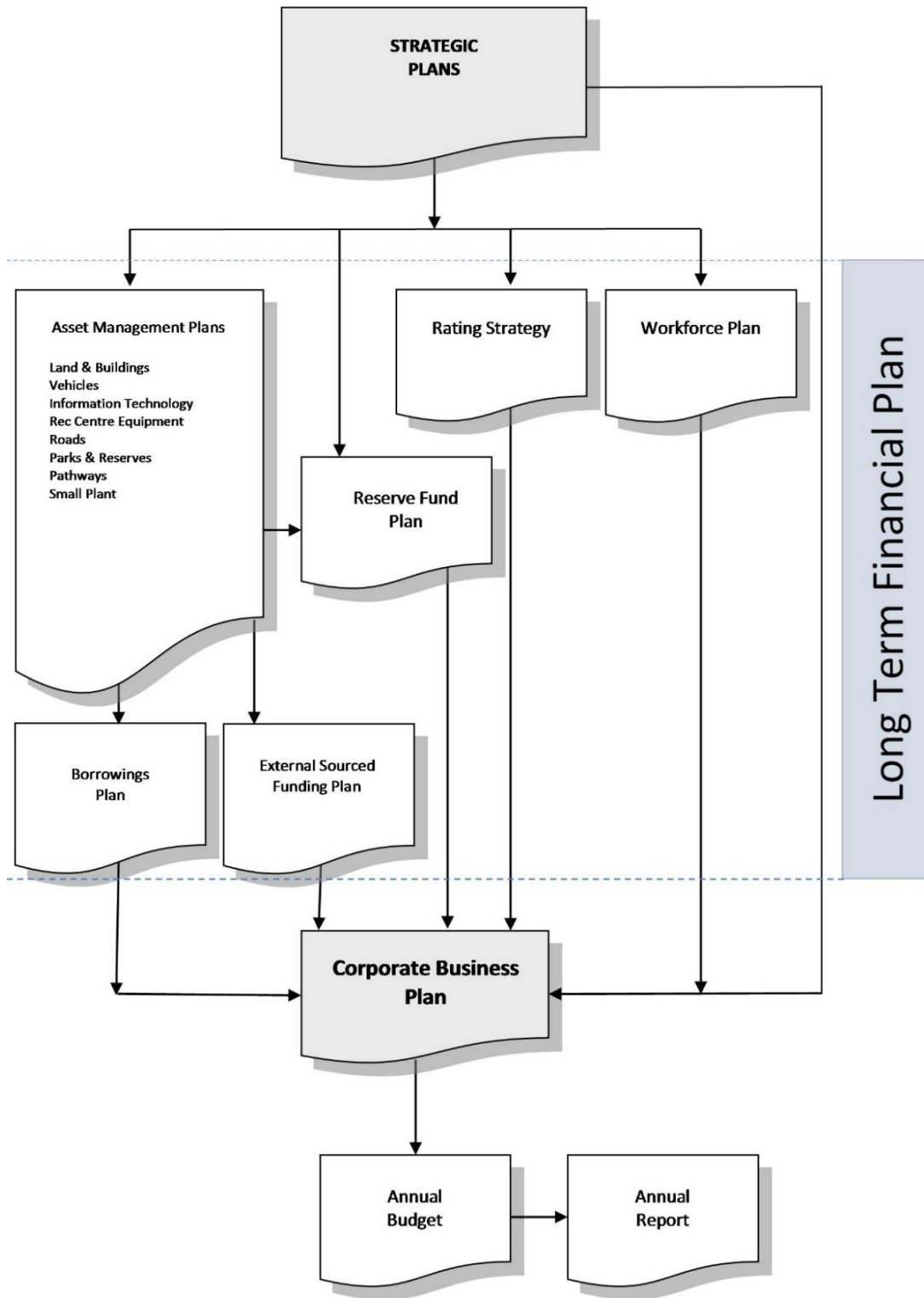
Workforce planning is a term used to describe the planning process undertaken to ensure an organisation has the right people, with the right skills, at the right time to deliver the strategic and corporate objectives of the Council. It is a process that documents the directions in which a work area is heading and provides a tool for making human resource decisions now and into the future.

The 2018/19 – 2027/28 Workforce Plan (Attachment 10.5.4(1)), takes into account the community aspirations, priorities and objectives identified in the Strategic Community Plan and Corporate Business Plan. Further, it is an essential component of the Corporate Business Plan where it will identify workforce requirements for current and future operations.

Planning human resource requirements is a significant challenge and takes into account not only the human resource factors, but ties this into overall strategic plans, environmental issues and legislative and governance obligations. Ultimately, undertaking a workforce planning

activity is a snapshot of what human resources are in place at a particular time, and what human resourcing requirements are expected to be required into the future.

This initial version of the Workforce Plan plans for future demand for human resources. The Plan is expressed in Full Time Equivalent (FTE) staffing numbers and is structured by organisational department.



CONSULTATION

This plan has been developed in conjunction with senior officers and workshopped with Elected Members. The Plan is intended to be reviewed and adopted by Council annually, as part of early Annual Budget planning and deliberation.

FINANCIAL IMPLICATIONS

Financial implications will be dependent on the level of human resourcing that the Council resolves as part of the Workforce Plan. Recommended changes to the Council's workforce from 2018/19 can be funded through existing budget availability, due to the fact that not all positions can be in place for the full 2018/19 financial year. As the Workforce Plan requires review by Council each year, in the lead-up to Annual Budget deliberations, the Plan should be considered a 'live document' to be reviewed and adjusted depending on the financial position of the Shire in any particular year.

The Workforce Plan has been prepared cognizant of Shire service reviews presently being, or scheduled to be, conducted. As service reviews are completed and presented to Council, corresponding modifications to the Workforce Plan should be considered; this will have consequential financial implications.

POLICY COMPLIANCE

Council Policy 1.24 – Senior Staff Appointments.

STATUTORY COMPLIANCE

S5.56(1) of the *Local Government Act 1995* required local governments produce a plan for the future.

CONCLUSION

The Plan is intended to be further developed in future years to deal with matters such as:

- Staff attraction and retention strategies.
- Identification of future staffing requirements and any possible skill shortages.
- A plan to close skill gaps.
- Identification of staff development requirements.

Without planning human resource needs and skills required in the future, it is impossible to plan to effectively meet Council's objectives. At its simplest, workforce planning is about trying to predict the future demand for different types of staff.

Workforce planning can assist with anticipating staff and skill requirements for the future and ensure the needs of the organisation and the community are better met.

EXECUTIVE RECOMMENDATION

That Council adopts the Shire of Donnybrook Balingup 2018/19 Workforce Plan, as attached.

10.5.5 TUIA LODGE QUARTERLY REPORT

Location	Shire of Donnybrook Balingup
Applicant	N/A
File Reference	CSV 01/2
Author	Ben Rose, Chief Executive Officer (<i>Bob Lowther – A/ Manager Aged Care</i>)
Attachments	Nil
Voting Requirements	Simple Majority
Executive Summary	This quarterly report is for Quarter Three of 2017/18. It is recommended that the report be received by Council.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
4.2 A respected, professional and trusted organisation	Effective and efficient operation and service provision	4.2.1.4	Demonstrate sound financial planning and management, including revenue / expenditure review and revenue diversification strategies and long term financial planning.

BACKGROUND

At its Ordinary Meeting on 23 August 2017 Council resolved to:

- 1) *....direct the Chief Executive Officer to prepare a quarterly report on an ongoing basis, regarding the management and operations of the Tuia Lodge Aged Care facility, with sufficient detail to ensure Elected Members can fulfil their individual obligations associated with the Shire of Donnybrook Balingup being the 'Approved Provider' for the facility.*
- 2) *That the report for each quarter, be presented at the next Ordinary Council meeting:*

<i>REPORT</i>	<i>ORDINARY COUNCIL MEETING</i>
<i>July 1 – September 30</i>	<i>October 2017</i>
<i>October 1 – December 31</i>	<i>February 2018</i>
<i>January 1 – March 31</i>	<i>April 2018</i>
<i>April 1 – June 30</i>	<i>July 2018</i>

DETAILS

This report covers quarter 3 of the financial year 2017/2018. A number of the measures recorded in this updated quarterly report have only recently been captured with the purpose of providing transparency to Council, Management and other key stakeholders.

All of the figures are accurate as at 31 March 2018, however, some only capture statistics for the month of March 2018. A process has now been put in place with key staff to capture these statistics in order to utilise them to better inform everyone.

RESIDENTS

Number of Places: 40

Male/Female % 33%/67%

Achieved Bed Occupancy 97.5%

Respite Nights 64

Vacant Rooms 1

Audits: Inventory and Equipment
Nutrition and Hydration
Mobility, Dexterity and Rehabilitation
Emotional Support
Kitchen/Food Safety
Safety and Housekeeping
Resident' Visitors and Contractors

Audit Notes: On a recent visit from DFES the classification of the building was discussed. It is noted that the building is currently classed as a 9(A) facility. Discussions are ongoing with DFES regarding the veracity of this classification as the common classification for an Aged Care facility is 9(C).

The Kitchen/Food safety audit identified a number of improvements are required including the constant monitoring of temperatures of food delivered from the hospital. This is now in place. The audit also identified the need to procure a new vehicle and food transport equipment to ensure we comply with Food Safety Standards. This is in the current budget and the procurement process is underway. The main recommendation from the audit is the segregation of duties between caring for the residents and preparing and serving food given the high risk of cross contamination. A new roster is scheduled for implementation in April where care staff will be supplemented with dedicated kitchen staff to comply with this recommendation.

Audits regarding nutrition and hydration identified the need for training to be completed in these areas as well as training to focus on dysphagia.

A study of the number of visitors residents received was conducted in March, as was a study on the number and hours that contractors have been visiting the site. We hope to share this information with families, volunteers and staff in order to tailor our care plans and insure residents with small numbers of visitors are receiving extra attention and personal support.

42 contractors spent a total of almost 48 hours on site for the month. Again, the span of time spent ranges from 5 minutes to 7 hours. We hope by measuring these visits to work closer with our contractor partners to schedule timing and length of visits to minimise any disruption to residents.

Complaints Received 0

Complaints Current: 0

Customer Feedback: There have been no complaints for the quarter and there are no complaints either under investigation or outstanding. Very positive feedback has been received during family conferences and any requests have been dealt with in a timely manner. One example was the request for the provision of a range of DVD's from the Donnybrook Library. This was actioned by our Occupational Therapy team and the range of movies was well received. During March a questionnaire was sent to 25% of residents families. We are awaiting responses from these questionnaires. The next resident meeting is planned for the 19th of April and a member of the Hospital Food Services staff will be attending to seek feedback from the residents on the quality of the food they provide.

Clinical

Hospitalisations: 4 (January to March)
All but one hospitalised resident were returned to the facility the same day.

Occupational Therapy

Residents with individual
OT Programs:

23 (March)

Individual Sessions
Completed:

48 (March)

Number of Active Volunteers: 3 (March)

Number of Volunteer Hours: 20 (March)

Activities Undertaken: 30 Scheduled activities with an average of six participants.

Special Events:

During the quarter the following special events were organised by the Occupational Therapy Staff:

- Donnybrook Senior Citizens Bowling Club Visit
- Jark – Singers
- Square Dancing
- Valentine's Day Celebrations
- St. Patricks Day entertainment
- Silvertones Concert
- Italian Day Concert

- Intergenerational Day Celebration
- Easter Craft & Egg Hunt

Occupational Therapy

Notes:

During the quarter, the Occupational Therapy team was under resourced with 1 x current vacancy for a part time OTA. Our Occupational Therapist is currently returning to work part-time. We are currently looking to attract an internal staff member into an OTA role and will look to place this person into a part time 12 month Certificate Course as gaining these skills in the market place is difficult in our market. Any training offered would be accompanied by a retention or repayment plan for the cost of the training to be viable.

STAFF

Utilisation

Shire employed Full-Time and PPT staff - FTE: 21.72
Shire employed Casual Staff - FTE: 2.40
Agency employed Casual Staff - FTE: 9.85
Total - FTE: 33.97

On Call Hours:

Registered Nurses: 83 hours (March)
Facility Manager: 350 hours (March)

Notes:

Most after-hours calls related to advice for falls, medications, changes in resident health status and transfers to hospital.

A new roster has been negotiated with all staff and it is hoped that we will have sufficient personnel to implement this on 26 of April. As part of this roster, the regular agency staff have been offered permanent part time shifts that will, whilst increasing our Shire headcount, have a major positive impact on our bottom line by reducing the casual staff costs to close to zero.

Occupational Safety and Health:

During March there were two staff injured at work at Tuia Lodge. Both were injured during on night shift on different days but both were injured when mobilising a resident. Our OSH Coordinator has completed an investigation and we are taking steps to address further risk assessments through the Local Government Insurance Scheme and local occupational health providers.

Training and Development

Training Hours Undertaken: 66

Training Topics Covered:

Transition to Aged Care Services
Hydration and Nutrition
Supervisor Meeting and Dysphagia
ACFI (Aged Care Funding Instrument)

Notes: Three senior staff attended and completed a course in Front Line Management over 3 months with 24 contact hours.

FACILITY MAINTENANCE

Maintenance Requests

Opened: 34

Maintenance Requests

Closed: 23

Carried forward From

Previous Period: 20

Preventative Maintenance

Tasks Undertaken: 2

Notes: Medibed visited the facility and undertook a thorough check of electric beds, patient lifting devices and shower trolleys. Repairs were effected where required. Issues have arisen with our Industrial Washing machine that remain intermittent and unresolved.

A Maytag representative is being requested to attend from Perth to resolve the issues as the local representatives have been unable to trace the fault. A backup washing machine will be purchased in the 2018/19 budget to alleviate the need for hiring linen and to prevent contamination issues from soiled linen being unable to be laundered the same day.

Room 11 has now been completed refurbished to current Aged Care Standards. The room is again occupied and the total costs are being reviewed in line with the 2018/19 budget so that further works may be undertaken.

Dangerous and diseased trees have been removed by contractors and access is being installed so as wheelchair bound residents can access the front lawn area of the facility.

We continue to have issues with Stage 2 (rooms 20-26) bathrooms. The bathrooms were constructed in such a way that standard plasterboard was applied to brick and then tiled over. When a leak or crack in the tile grout occurs this causes the plaster to “wick” water into the body of the boards and become rotten. We have repaired 2 rooms and another 4 will at some stage require invasive repairs when occupancy levels permit.

FINANCE

Residents with Bonds: 21

Total Bonds in Trust: \$4,847,198.37

Daily Care Fees Received \$57,297.24 (March)

Means Tested Fees Received:	\$5,648.51 (March)
Accommodation Fees Received:	\$10890.61(March)
Total Accommodation Fees:	\$73,836.36 (March)
Average Per Resident:	\$1,893.24 (March)
Respite Fees Received:	\$3,166.58 (March)
Total ACFI Received:	\$181,894
Average ACFI Per Resident:	\$150.40 per day

Notes: During the Months of March and October each year the Government reviews the Daily Care Fee charges. On 20 March this year this daily fee increased from \$49.42 per day to \$50.16.

We are reviewing our ACFI charges and will undertake an ACFI audit through an internal provider in the coming weeks to ensure our ACFI charges are maximised in line with the government permitted claims.

Purchase Orders issued: 54 (March 2018)

Total Orders Issued (\$) 80,186.55

EXECUTIVE RECOMMENDATION

That the Council receive the Tuia Lodge Quarterly Update for January – March 2018.

10.5.6 COUNCIL MEETING CYCLE

Location	Shire of Donnybrook Balingup
Applicant	N/A
File Reference	CNL 16
Author	Ben Rose, Chief Executive Officer
Attachments	10.5.6(1) - Draft Councillor Agenda Briefing Session Guidelines 10.5.6(2) - Draft Concept Forum Guidelines
Voting Requirements	Simple Majority
Executive Summary	A program of Councillor Agenda Briefing Sessions and Concept Forums is proposed for approval by the Council.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
Outcome 4.1 A strategically focussed, open and accountable local government	Provide accountable and strategic leadership	4.1.1.3	Review Council, Committee and Working Group governance structures and meeting programs

BACKGROUND

Council is required under the *Local Government Act 1995* to hold ordinary meetings no more than three months apart. Traditionally, Council had adopted the following meeting cycle:

- Ordinary Council Meetings are held on a calendar-month cycle, on the fourth Wednesday of the month, commencing at 5.00pm.
- Agenda Briefing Sessions and Concept Forums are held on a Tuesday one week prior to the Ordinary Council Meeting, commencing at 5.00 pm. These forums have been run on a trial basis for the past two years.
- Workshops and Committee meetings are held on an as-needs basis.

While Council may adopt an alternate meeting cycle at this time, there is opportunity to review and amend both the structure and cycle at a future date.

Information in relation to potential meeting options is outlined below.

DETAILS

The current meeting structure allows Councillors to participate in the discussion and exploration of issues coming before Council. Presently, the Agenda Briefing Session and Concept Forum, held on the same evening, provides the opportunity for Councillors to be fully briefed on a number of key issues and other matters either being dealt with at an officer level, or prior to reports being submitted to Council for consideration. These forums, however, tend to run for more than two-three hours at a time, and arranging dates for workshops and committee meetings can be challenging when competing with each Councillors existing commitments and workloads.

Council has set the Ordinary Meetings for the 2018 calendar year to take place on the fourth Wednesday of the month. This report provides scenarios for a Council meeting cycle based on these set dates:

Scenario 1 – The existing cycle

- Week 1 – No recurring meetings scheduled.
- Week 2 – No recurring meetings scheduled.
- Week 3 – Councillor Agenda Briefing Session and Concept Forum, held on the Tuesday, commencing at 5.00pm.
- Week 4 - Ordinary Council Meeting (dates/times as previously resolved).

Scenario 2: Council and staff to keep each Wednesday available for Council activities

- Week 1 – Generally free but set aside for Councillor Workshops / Training / Committee meetings on an as-needs basis.
- Week 2 – Concept Forums, commencing at 4.00pm.
- Week 3 – Councillor Agenda Briefings, commencing at 4.00pm.
- Week 4 – Ordinary Council Meetings (dates/times as previously resolved).

Scenario 3 – Weeks 3 and 4 set aside for Council activities

- Week 1 – No recurring meetings scheduled.
- Week 2 – No recurring meetings scheduled.
- Week 3 – Councillor Agenda Briefing Session and Concept Forum, commencing at 2.00pm on the Wednesday.
- Week 4 – Concept Forum, Councillor training, Committee meetings (on an as needs basis only), commencing at 2.00pm on the date of the Ordinary Council Meeting. Ordinary Council Meetings (dates/times as previously resolved).

Scenario 4 – Two Council activities per month (No agenda briefing)

- Week 1 – Strategic Planning Meeting/Councillor Training, commencing at 4.00pm
- Week 2 - No recurring meetings scheduled.
- Week 3 - No recurring meetings scheduled.
- Week 4 - Ordinary Council Meeting (dates/times as previously resolved).

It is recommended that Scenario 3 be supported. This scenario sets aside two afternoons / evenings per month for Council activities and provides Council and staff with a structure that

affords opportunity for workshops and training and provides Councillors with appropriate opportunities for input – and the Executive with appropriate time to respond.

As a part of the meeting cycle review, the Councillor Agenda Briefing Session and Concept Forum Guidelines have been revised into two independent documents to provide the framework for these forums.

CONSULTATION

Councillors were requested to provide feedback on the meeting cycle, by the Chief Executive Officer, during January 2018. Additional consultation on the topic was undertaken with/by Elected Members during April 2018.

FINANCIAL IMPLICATIONS

All Councillors are entitled to claim for reimbursement of reasonable expenses incurred in properly carrying out the duties of civic office. This is provided for in the Shire of Donnybrook Balingup Budget.

POLICY COMPLIANCE

Local Government Operational Guidelines Number 05 – Council Forums.

STATUTORY COMPLIANCE

Local Government Act 1995

CONCLUSION

To ensure duties of Councillors are appropriately executed, it is appropriate to maintain a cycle of Agenda Briefing Sessions and Concept Forums. These types of meetings are promoted as good practice by the Department of Local Government in Operational Guideline 5 (Council Forums). A set of guidelines for these meetings, and their recurring cycle, is recommended to be adopted by the Council.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Adopt the following calendar-month meeting cycle:**
 - **Week 1 – No recurring meetings scheduled.**
 - **Week 2 – No recurring meetings scheduled.**
 - **Week 3 – Councillor Agenda Briefing Session and Concept Forum, commencing at 2.00pm on the Wednesday.**
 - **Week 4 – Concept Forum, Councillor training, Committee meetings (on an as needs basis only), commencing at 2.00pm on the date of the Ordinary Council Meeting. Ordinary Council Meetings (dates/times as previously resolved).**

- 2. Endorse the attached Councillor Agenda Briefing Session Guidelines and Concept Forum Guidelines.**

11 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

Nil.

13 MEETING CLOSED TO PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

13.1.1 CONFIDENTIAL REPORT – RFQ SUPPLY OF WHEELED LOADER

Location	Shire of Donnybrook-Balingup
Applicant	Administration
File Reference	TEN 06/2
Author	Damien Morgan, Manager Works and Services
Attachments	13.1.1(1) – Tender Assessment Matrix (Confidential)
Voting Requirements	Simple Majority
Executive Summary	Confidential.

13.1.2 DEPARTMENT OF TRANSPORT – CONTRACT TO PROVIDE LICENSING SERVICES

Location	Shire of Donnybrook Balingup
Applicant	Administration
File Reference	LIC 02
Author	Greg Harris, Manager Finance and Administration
Attachments	Nil
Voting Requirements	Simple Majority
Executive Summary	Confidential

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil

14 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on 23 May 2018, commencing at 5.00pm at the Council Chamber, Donnybrook.

Shire President to declare the meeting closed at pm.