

NOTICE OF ORDINARY MEETING OF COUNCIL

To be held on

24 April 2019

Commencing at 5.00pm

Kirup Hall

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

Ben Rose
Chief Executive Officer

Date of issue: 18 April 2019

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 2019

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SHIRE OF DONNYBROOK BALINGUP
NOTICE OF ORDINARY MEETING OF COUNCIL

**To be held at the Kirup Hall
Wednesday, 24 April 2019 at 5.00pm**

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

The Shire Present to declare the meeting open and welcome the public gallery

Shire President – Public Notification of Recording of Meetings

The Shire President advises that the Council meeting will not be digitally recorded this month as the Kirup Hall does not have audio recording facilities.

2 ATTENDANCE

COUNCIL MEMBERS

Attendance:

Cr Brian Piesse (Shire President)
Cr Leanne Wringe (Deputy Shire President)
Cr Anita Lindemann
Cr Shane Atherton
Cr Mike King
Cr Fred Mills
Cr Anne Mitchell
Cr Dawn Tan

PUBLIC GALLERY

2.1 APOLOGIES

2.2 APPROVED LEAVE OF ABSENCE

Cr van der Heide has been granted a leave of absence from the April 2019 Council Meeting.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act. Councillors should fill in Disclosure of Interest forms for items in which they have an interest and forward these to the Presiding Member before the meeting commences.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Question taken on notice by email received 9 April 2019:

Mr Dennis Cortis

I due to my age and fitness I have embarked on downsizing my property, it is becoming too much for me to handle. I have now successfully at great cost, “many tens of thousands of dollars” subdivided this property into three lots. This of course, at no cost, benefit the Shire by me having to pay three lots of rates. This was expected and somewhat fair.

What I do object to is the payment of the Waste Management Levy. As the two vacant lots don't generate any waste, I can't see the point in charging me for it. I think it is grossly unfair for me to pay for a service that I am not receiving.

To clarify matters I have looked at the Shire website to understand what the Waste Management Levy actually is? Very little explanation at all, so I am none the wiser.

Chief Executive Officer

Council Policy 6.5 (Waste Management Levy Exemption) enables levy exemptions to be applied to properties that meet specific, pre-determined criteria, upon application by the landowner. The Shire has received your application for exemption and is processing the exemption/s available to you under this policy.

5.2 PUBLIC QUESTION TIME

6 PRESENTATIONS

6.1 PETITIONS

6.2 PRESENTATIONS

6.3 DEPUTATIONS

Mr Chris Bilsby, Kirup Progress Association (in relation to item 9.4.3 – Request to relocate milling equipment).

6.4 DELEGATES REPORTS

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 27 MARCH 2019

Minutes of the Ordinary Meeting of Council held 27 March 2019 are attached (*attachment 7.1*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 27 March 2019 be confirmed as a true and accurate record.

7.2 SPECIAL AUDIT COMMITTEE MEETING - 27 MARCH 2019

Minutes of the Special Audit Committee Meeting held 27 March 2019 are attached (*attachment 7.2*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Audit Committee Meeting held 27 March 2019 be received.

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 MANAGER CORPORATE SERVICES

9.1.1 ACCOUNTS FOR PAYMENT

The Schedule of Accounts Paid (*attachment 9.1.1*) under Delegation (No 3.1) is presented to Council for information.

9.1.2 MONTHLY FINANCIAL REPORT

The Monthly Financial Report for February 2019 is attached (*attachment 9.1.2*).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended 28 February 2019 be received.

9.1.3 MID YEAR REVIEW OF THE 2018/19 ANNUAL BUDGET

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	FNC 04/1
Author	Alan Thornton, Manager Corporate Services
Attachments	9.1.3(1): 2018/19 Budget Review
Voting Requirements	Absolute Majority
Executive Summary	The 2018/19 Budget Review is presented to Council for consideration for adoption.

STRATEGIC ALIGNMENT

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. Monitor and measure organisational performance. Demonstrate sound financial planning and management, including review / expenditure review and revenue diversification strategies and long term financial planning.
		4.2.1.3	
		4.2.1.4	

BACKGROUND

Council management completed a comprehensive review of the 2018/19 Annual Budget (attachment 9.1.3(1)) in March 2019. This review generally consisted of the following:

- Comparison of the actual year to date (YTD) amounts to the budget for each line item of operating and capital revenue and expenditure.
- Projecting the actual YTD to the end of the financial year and compared this with the Annual Budget to determine if the line item remains within budget.
- Identifying any material events or changes that may impact on Council finances.
- Flagged incomplete projects and unspent grants to be carried forward into future budgets.
- Identified any offsetting increases in revenue or reduction in expenditure that will reduce major variations.

DETAILS

The 2018/19 budget remains within overall original estimates. Management forecasts the end of year surplus of \$268,356. Material variances attributing to the forecast surplus are detailed in the budget review report (Note 2: Budget Amendments).

Projects that remain incomplete at 30 June will carry forward into the next financial year.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

Budget Review Report details material variances from the Adopted Budget (Note 2 - Budget Amendments). As a result of the review, staff forecast a surplus of \$268,356 at 30 June 2019.

POLICY COMPLIANCE

Not applicable.

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 sought to adopt the 2018/19 budget review.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Adopt the 2018/19 Budget Review, as attached; and**
- 2. Carry any surplus into the 2019/20 Annual Budget Reserve Accounts.**

ABSOLUTE MAJORITY VOTE REQUIRED

9.2 **MANAGER WORKS AND SERVICES**

9.2.1 **NAME CHANGE OF SHIRE ROADS – PORTION OF BENTLEY ROAD / MORGAN ROAD AND CHAPMAN STREET, DONNYBROOK**

Location	Shire of Donnybrook Balingup
Applicant	Steve Potter, Executive Manager Operations
File Reference	RD 0002 RD 0063 WRK 12/2
Author	Damien Morgan, Manager Works and Services
Attachments	9.2.1(1): Map Reference
Voting Requirements	Simple Majority
Executive Summary	<p>The report seeks Council endorsement;</p> <ul style="list-style-type: none"> • For the renaming of the far western portion of Bentley Road (currently sign posted as Bentley Street) to Elma Lane. Bentley Street to cease at Shire Reserve (R22543) and Morgan Road to commence at this location. Chapman Street name (unconstructed road reserve) to be archived. • For the CEO to implement the installation of new street name signage for all affected roads/streets. • For the CEO to write to all landowners and relevant stakeholders impacted by the name change advising them of Council's Resolution.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
2.1 An attractive and maintained built environment	2.1.1 Maintain, renew and improve infrastructure within allocated resources	2.1.1.4	Maintain attractive town sites within resource capacity
4.2 A respected, professional and trusted organisation	4.2.1 Effective and efficient operations and service provision	4.2.1.1	Maintain effective and efficient policies, planning, operating procedures and practices

BACKGROUND

The Shire of Donnybrook Balingup (the Shire) has received advice from local residents highlighting issues with the road names associated with Bentley Street/Road and Morgan Road, Donnybrook.

The Shire acknowledges the far western portion of Bentley Road, including the small tag road is currently incorrectly sign posted as Bentley Street, and that duplication of address numbers are causing various issues.

DETAILS

Shire staff have liaised with Landgate on how to best rectify this situation, who have advised they do not support the duplication of road names and considers the use of both Bentley Street and Bentley Road as a duplication with the potential risk of confusing emergency and other services needing to locate correct property addresses.

Landgate has recommended, as per map attachment 9.2.1(1), the following;

1. **Bentley Street** to cease at the far western end of what is locally known as the 'Trotting Track Shire Reserve' R22543.
(This will not affect any properties as property addressing already reflects this)
2. **Morgan Road** will commence at the location above.
(This will not affect any properties as property addressing already reflects this)
3. **Bentley Road** tag (far western portion of Bentley Road, currently incorrectly sign posted as 'Bentley Street') to be renamed using a unique name that will eliminate any road name and address number duplication with the approval of property owners.
 - This will affect five property addresses
 - Property owners will be required to update their residential address with service and insurance providers and on legal or other documentation that may require the change to be reflected. Rural Road Numbers will not require amending, as they already reflect the distance from the Morgan Road intersection.
4. **Chapman Street.** Landgate have also identified and recommended that the unconstructed road reserve on the northern side of Bentley Road which borders golf course Reserve 37012 and is currently named Chapman Street, be archived. This is due to name duplication within the Shire. This road reserve can be uniquely named through Landgate Geographic Naming at a later date if ever required.

CONSULTATION

The five property owners on the affected portion of the far western end of Bentley Road (sign posted as Bentley Street) were formally consulted with on numerous occasions, and were given the opportunity to indicate their level of support for the renaming proposal and/or suggest a new proposed name with supporting historical or other information. Property owners were also informed, should the name be changed, that they would need to update their residential address with service and insurance providers as well as update any legal documentation that may require the change to be reflected.

No objections to the name change were received and several new name suggestions were put forward to Landgate for consideration, however most were not in accordance with Landgate's Policies and Standards for Geographical Naming in Western Australia, due to name duplication, similarity or using names of living persons.

With the majority of landowners support, the Shire put forward a Special Consideration Request to Landgate to use the name "Elma", in recognition of historical relevance.

- **Elma Lane** – in recognition of Elma Williams (nee Dawson) (dec), wife of Thomas Williams (dec). Pioneers of the area and original landowners along this section of road where the homestead remains today.

Special Consideration to use the name Elma was required due to name similarity within a 50km radius. The request was tabled at a Geographic Names Committee meeting on 7th March 2019 and the name Elma was approved as suitable for use in this instance.

FINANCIAL IMPLICATIONS

Cost of new street blades. Approximately \$80.00 each.

POLICY COMPLIANCE

Council has no policy on changing road names.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

Officers are supportive of the proposed changes and recommend that Council provides its endorsement accordingly.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Endorses the renaming of the far western portion of 'Bentley Road' (currently sign posted as Bentley Street) to 'Elma Lane' in accordance with Attachment 9.2.2(1).**
- 2. Endorses the cessation of 'Bentley Street' at Shire Reserve (R22543) and the commencement of 'Morgan Road' at this location in accordance with Attachment 9.2.2(1).**
- 3. Endorses the name 'Chapman Street' applicable to the unconstructed road reserve identified in Attachment 9.2.2(1) to be archived.**
- 4. Instructs the Chief Executive Officer to implement the installation of new street name signage for all affected roads/streets.**
- 5. Instructs the Chief Executive Officer to forward written correspondence to all landowners impacted by the name change(s) advising them of Council's decision.**

9.2.2 PATHWAYS AND TRAILS EXPANSION STRATEGY

Location	Shire of Donnybrook Balingup
Applicant	Steve Potter, Executive Manager Operations
File Reference	WRK 01/3
Author	Damien Morgan, Manager Works and Services
Attachments	9.2.2(1): Draft Pathways and Trails Expansion Strategy Document
Voting Requirements	Simple Majority
Executive Summary	The report seeks Council endorsement of the Pathways & Trails Expansion Strategy

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
1.1 A diverse, prosperous economy, supporting local business and population growth	1.1.2 Provide appropriate infrastructure to support and enhance business	1.1.2.2	Provide appropriate local transport infrastructure
		1.1.2.3	Lobby State Government to upgrade and improve key/regional transport infrastructure
1.3 An attractive visitor and tourist destination	1.3.2 Provide, develop and maintain visitor infrastructure	1.3.2.1	Develop visitor and tourism infrastructure in line with the local tourism and visitors development and promotion strategy, within allocated resources
		1.3.2.2	Continue to seek funding to develop tourism infrastructure
2.1 An attractive and maintained built environment	2.1.1 Maintain, renew and improve infrastructure within allocated resources	2.1.1.2	Seek funding for development and renewal of infrastructure
		2.1.1.4	Maintain attractive town sites within resource capacity
3.2 Well supported community groups and facilities	3.2.1 Provide and maintain appropriate community facilities	3.2.1.1	Implement the Disability Access and Inclusion Plan
		3.2.1.3	Seek funding to maintain and develop community facilities
4.2 A respected, professional and trusted organisation	4.2.1 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
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BACKGROUND

The Pathways and Trails Expansion Strategy (Attachment 9.2.2(1)) aims to provide a strategic direction for identifying, supporting, planning and developing new pathways and trails within the Shire of Donnybrook Balingup. The previous Pathways and Trails Strategy was adopted by Council in July 2017 and is due for review.

DETAILS

Pathways and Trails form an important part of the infrastructure of the Shire of Donnybrook Balingup and have resulted through various means including community requests, upgrading of existing infrastructure and new subdivision development.

To assist in identifying, supporting, planning and developing new pathways and trails, Officers have prepared the Pathways and Trails Expansion Strategy. The following areas are addressed in the strategy;

- Planning and Development
- Design
- Funding
- Access for all users
- Hierarchy definition and design standard for pathways and trails
- Prioritisation of works using a criteria scoring system
- List of recommendations to facilitate the implementation of the Pathways & Trails Expansion Strategy.

As the Strategy was adopted in 2017, only minor amendments have been required with this review. Within Attachment 9.2.2(1), officers have highlighted in yellow any of the significant changes from the 2017 document for Councillors information.

By adopting the reviewed Pathways and Trails Expansion Strategy, it provides a clear framework of how projects are assessed for consideration in future works programs, and will continue to assist with our external funding requests for future path and trail projects.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

The Pathways and Trails Expansion Strategy recommends an annual minimum allocation of \$60,000 towards the construction of new pathways and trails. This is only a recommendation, and will be subject to final consideration through the annual budget process. Precise allocation will need to be resolved as part of the Roads and Pathways Asset Management Plan when presented to Council in the future.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

The endorsement and implementation of the Pathways and Trails Expansion Strategy will provide a strategic direction for the development of new pathways and trails within the Shire of Donnybrook Balingup.

EXECUTIVE RECOMMENDATION

That Council endorse the revised Pathways and Trails Expansion Strategy as per attachment 9.2.2(1).

9.4 MANAGER DEVELOPMENT SERVICES

9.4.1 REQUEST TO AUTHORISE PLANNING APPLICATION FOR FOUR LIGHTS AT BALINGUP TENNIS CLUB - LOT 100 SOUTH WESTERN HIGHWAY, BALINGUP

Location	Lot 100 South Western Highway, Balingup
Applicant	Balingup Tennis Club Inc
File Reference	A844
Author	Bob Wallin, Manager Development Services
Attachments	9.4.1(1): Location Plan
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> • The proposal is to provide lighting for the tennis club; • It is recommended to authorise the; • The project has a cost of \$35,000. The majority of funding is provided by a community sports infrastructure grant. • Council approval is required to authorise the application.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
2.1 An attractive and maintained built environment	Maintain, renew and improve infrastructure within allocated resources	2.1.1.4 Maintain attractive town sites within resource capacity

BACKGROUND

Council has received an Application for Development Approval for the installation of four lights, mounted on eight metre poles to provide lighting to the tennis court at Lot 100 South Western Highway, Balingup which is the location of the Balingup Recreation Centre (Attachment 9.4.1(1)). The subject property contains the Recreation Centre building, the lawn bowls greens and tennis courts and is owned freehold by the Shire.

The proposal is presented to Council as the Chief Executive Officer does not have delegation to consider development on Shire managed land if the cost of development is in excess of \$20,000, with the proposed works being valued at \$35,000. The Shire (as landowner) is also required to authorise (sign) the development application prior to commencement of the assessment process.

DETAILS

The Balingup Tennis Club Pty Ltd has been successful in obtaining a Community Sport Infrastructure Grant which will cover most of the cost of works. Officers understand the balance of the costs will be covered by the club and/or other funding bodies (if necessary).

The land is reserved “Parks and Recreation” under Local Planning Scheme 7 (LPS7) and therefore the proposed development is consistent with the intent of the reserve. The proposed works do not raise any town planning implications and as the proposed lighting will enable better use of the existing tennis courts, the proposal is supported by officers.

CONSULTATION

Main Roads Western Australia will be consulted during the assessment process which is a requirement due to the subject lot fronting the South Western Highway.

FINANCIAL IMPLICATIONS

The applicant has requested the waiving of planning fees. The Chief Executive Officer has delegation to assess this request under Delegation 7:16.

As the facility is a Shire asset, the ongoing maintenance of the lights shall become a Shire responsibility.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Planning and Development (Local Planning Schemes) Regulations 2015

Clause 62 requires all planning applications to be signed by the landowner.

Clause 67 provides a list of all matters that the local government can consider when assessing a planning application.

Public Works Act 1902

The proposal does not clearly qualify as “Public Works” as defined as defined in the *Public Works Act 1902*. On this basis, the proposal is not considered to be exempt from the planning application process.

CONCLUSION

The proposal is generally considered reasonable and it is recommended that Council authorise the application so it can be formally assessed.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Authorises the Chief Executive Officer to sign a planning application for the installation of four lights for the tennis courts at Lot 100 South Western Highway, Balingup (Balingup Recreation Centre) in accordance with the plans contained in Attachment 9.4.1(1);**
- 2. Subject to no objections being received from Main Roads WA, authorise the Chief Executive Officer to approve the proposal subject to appropriate conditions.**

9.4.2 REQUEST TO NOMINATE FOR POSITION ON STEERING GROUP FOR BUNBURY – WELLINGTON SUB-REGIONAL STRATEGY

Location	Bunbury-Wellington Sub-region – consisting of Bunbury, Capel, Dardanup, Harvey, Collie and Donnybrook Balingup
Applicant	Western Australian Planning Commission
File Reference	DEP 61A
Author	Bob Wallin, Manager Development Services
Attachments	9.4.2(1) – Terms of Reference
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> • WAPC is seeking one elected member from each local government to participate on the Steering Group for the review of the Bunbury-Wellington Sub-regional Strategy; • The purpose of the Steering Group is to provide input to the Department of Planning, Lands and Heritage in undertaking the review. • The first meeting is scheduled for May 2019. • The Steering Group is anticipated to meet twice a year over the next 3 years.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
1.1 A diverse, prosperous economy, supporting local business and population growth.	1.1.1 Promote, maintain and diversify investment in the district.	1.1.1.2 Represent the district's interests with key stakeholders.
2.3 A natural environment for the benefit of current and future generations.	2.3.1 Effective land use planning and management policies.	2.3.2.1 Review local planning policies.

BACKGROUND

The Shire has been invited to nominate an elected member to participate on the Steering Group for the creation of the Bunbury-Wellington Sub-regional Strategy (Strategy).

In 1995, the Western Australian Planning Commission (WAPC) adopted the Bunbury Wellington Region Plan (BWRP) to guide land use planning for the sub-region.

In 2013, the WAPC published the Greater Bunbury Strategy (GBS) to guide the urban growth of the Greater Bunbury area. The GBS included the City of Bunbury and the Shires of Harvey, Dardanup and Capel, however did not include the Shire of Donnybrook Balingup. The GBS includes a five year review commitment and officers understand the DPLH will use the opportunity to review and combine both the BWRP and the GBS in preparing the Bunbury-Wellington Sub-regional Strategy (Strategy).

The Strategy review process provides opportunity to consider:

- the latest WA Tomorrow projections;
- land supply data;
- analysis of development constraints; and
- economic opportunities for the sub-region.

The Strategy area includes the following Local Governments:

- City of Bunbury;
- Shire of Capel;
- Shire of Collie;
- Shire of Dardanup;
- Shire of Donnybrook Balingup;
- Shire of Harvey; and
- Shire of Bridgetown-Greenbushes (restricted to Greenbushes and North Greenbushes only).

DETAILS

The Bunbury-Wellington Sub-regional Strategy will guide zoning and development within the sub-region for a number of years and will inform future revisions of the Shire's planning documents including the Local Planning Strategy and Local Planning Scheme. It is therefore imperative that the Shire plays an active role in the development of the document to ensure the interests of our Shire are put forward.

To prepare the Strategy, a Steering Group will be formed with the objectives of:

- Providing general advice to the WAPC;
- Guiding preparation of the strategy, including defining a vision up to 2040;
- Providing advice when considering draft for advertising;
- Reviewing written submissions at a hearings meeting/s;
- Providing advice for review of submissions; and
- Providing advice to WAPC for consideration to adopt.

The Steering Group will be limited to 18 positions (including the chair). This includes one position for each local government. Attachment 9.4.2(1) provides more details regarding background, purpose, structure, objectives, status, member requirements, meetings, hearings and working groups.

Working Groups are to be established to support the Steering Group. Working Groups will have the purposes of:

- Preparing background information and data; and
- Identifying, considering and reporting to the Steering Group on relevant issues.

Five Working Groups are proposed to address:

- Environment;
- Economy;
- Urban settlement;
- Transport; and
- Utilities and services.

The Chief Executive Officer will appoint appropriate staff to each of the Working Groups, based on expertise and experience.

CONSULTATION

The draft Strategy will include a public advertising period. The Shire will be able to provide additional feedback and comments on the Strategy during this process.

FINANCIAL IMPLICATIONS

No direct financial implications will result from this project.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

The Steering Group is not a committee or sub-committee of the WAPC as it is not constituted under Schedule 2 of the Planning and Development Act 2005. The Steering Group is fully accountable to the WAPC and will be authorised to make recommendations to the WAPC.

CONCLUSION

The Strategy will have long term implications for the Shire of Donnybrook Balingup. On this basis, being involved in the Strategy formulation and providing guidance through the Steering Group and Working Group will ensure local interests are given due consideration in the planning process.

EXECUTIVE RECOMMENDATION

That Council nominates Cr Wringe as the Shire of Donnybrook Balingup representative on the Bunbury-Wellington Sub-regional Strategy Steering Group.

9.4.3 REQUEST TO RELOCATE MILLING EQUIPMENT FROM THE DONNYBROOK ARBORETUM TO RESERVE 46896 SOUTH WESTERN HIGHWAY, KIRUP (MILL PARK)

Location	Reserve 46896 South Western Highway, Kirup
Applicant	Kirup Progress Association
File Reference	A3617
Author	Bob Wallin (Principal Planner)
Attachments	9.4.3(1): Location Plan 9.4.3(2): Kirup Progress Association request 9.4.3(3): Photo of equipment 9.4.3(4): Summary of submissions
Voting Requirements	Simple Majority
Executive Summary	<ul style="list-style-type: none"> • Not support the relocation of mill equipment from the Donnybrook Arboretum site to Kirup Mill Park, Kirup. • The Kirup Progress Association has made the request as part of an initiative to develop a historical walking trail that seeks to show case Kirup’s past as a timber milling town. • The proposal has been advertised and 12 submissions were received, including 3 objections.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
2.1 An attractive and maintained environment	Maintain, renew and improve infrastructure within allocated resources	2.1.1.4 Maintain attractive town sites within resource capacity

BACKGROUND

The Kirup Progress Association (KPA) has requested Council consider the relocation of old timber industry equipment presently located at the Donnybrook Arboretum site (Reserve 8979) – corner of Irishtown Road and South Western Highway, Donnybrook to Mill Park (Reserve 46896) South Western Highway, Kirup.

Attachment 9.4.3(1) shows a location plan for Mill Park and Attachment 9.4.3(2) outlines the details of the request.

As a separate matter, Council authorised consideration of a planning application for a “heritage walking trail” at Mill Park at its March 2019 Ordinary Council Meeting. The planning application is presently being assessed by Shire staff. It is noted the application indicates the KPA’s intent to include heritage machinery and equipment within the Mill Park precinct, however the equipment at the arboretum does not specifically form part of the application.

This item is presented to Council for consideration as it involves Shire managed land and is likely to generate local interest if the items are approved for relocation.

DETAILS

Attachment 9.4.3(3) shows the equipment that is proposed to be relocated.

The removal of the equipment will likely involve the use of heavy machinery, including a crane. To access the equipment, it will be necessary to remove the existing shade structure.

CONSULTATION

The proposal was advertised in the February 2019 issue of the Preston Press to seek public comment. A total of 12 submissions were received, consisting of three objections and nine supporting.

Attachment 9.4.3(4) provides a summary of the submissions received and includes suggested responses.

In summary, the objections focus on the:

- a) historical efforts of community members involved in establishing the equipment in the current location; and
- b) potential to build on this feature to create an attractive entrance to the Donnybrook townsite.

The supporting comments focus on the benefits to the Kirup townsite and the community's ability to maintain the equipment with guidance from the KPA.

In considering the proposal, the following points are considered relevant:

- a) Both Donnybrook and Kirup have strong links with the timber industry.
- b) The Kirup site is highly visible and is located in the centre of town. The equipment has potential to become part of the town's fabric and may increase visitor numbers.
- c) There are facilities nearby to the Kirup site, including toilets, car parking, shade shelters, skatepark and local businesses whilst the existing site (Donnybrook Arboretum) is not located near any businesses.
- d) The existing site, however, provides a "landmark" entry point that has been associated with the Donnybrook townsite and its removal would likely cause some concern in the local community.
- e) In recent years, the equipment has not been maintained and there is not currently an active local group maintaining the site. The 'Friends of the Arboretum' which previously maintained the site has disbanded.

- f) It could be contended the historical value of the equipment is not necessarily linked to the present site. Whilst the arboretum itself has been there for many years, officers understand the timber industry equipment was installed at the site as part of the 150 year anniversary of the State in 1979.
- g) The attractiveness of the arboretum may not be automatically reduced by the removal of the equipment, when factoring in the current state of dis-repair of the machinery. The arboretum can still function as a shady rest stop for visitors.
- h) The composition of the submissions received is likely to have some localised bias, noting that the majority of the submissions of support were received from Kirup residents and businesses. The proportional ratio of supportive submissions to objections (nine to three) may not be a true reflection of overall wider community sentiment.

FINANCIAL IMPLICATIONS

No details have been provided in relation to removal and relocation costs and therefore this aspect requires further consideration. The relocation process will include removal of the existing shade structure and the hiring of heavy lifting and moving machinery which could run into several thousand dollars. The weight and bulk of the equipment is beyond the capacity of existing Shire equipment.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

The relocation of the equipment would be subject to the Shire issuing a planning approval for the project. It is noted the pending application for Mill Park requires further information to be submitted prior the nature of the development being finalised. If Council is supportive of the re-location then it is anticipated that the timber industry machinery would be built into the detail of the pending application for Mill Park.

CONCLUSION

The proposal may create a number of opportunities including the improved ongoing maintenance of the equipment and potential to become part of a centrally located showcase of milling history in Kirup.

However, on balance, the potential costs of the re-location may outweigh the benefits at this point in time. The equipment in its present location has some local historical and sentimental merit and an opportunity should be afforded to local volunteers to re-establish the Friends of the Arboretum to improve and maintain the site. In the event that no practical interest is demonstrated within the next 12 months and the Kirup Mill Historical Trail is approved and being implemented, it may be appropriate to undertake a more comprehensive community consultation process and review the current arrangements.

RECOMMENDATION

That Council:

1. Acknowledges the Kirup Progress Association’s interest and pro-active work to promote the town of Kirup;
2. Advises the Kirup Progress Association that it does not support the removal and relocation of the milling equipment from the Irishtown Arboretum to Kirup Mill Park on Reserve 46896 South Western Highway, Kirup, on the grounds that:
 - 1.1 The present site provides a “landmark” entry point into the Donnybrook townsite and there is a level of historical and sentimental attachment afforded to this site;
 - 1.2 There is potential to re-establish the “Friends of the Irishtown Arboretum” to improve ongoing maintenance and improvement of the surrounding arboretum.

9.5 MANAGER AGED CARE SERVICES

Nil.

9.6 CHIEF EXECUTIVE OFFICER

9.6.1 WORKING GROUP FOR DONNYBROOK SPORTING AND RECREATION PRECINCT MASTERPLAN

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	PWF18T
Author	Sharon Upston, Manager Community Development
Attachments	Nil
Voting Requirements	Simple Majority
Executive Summary	Council to nominate a representative to participate in a Working Group to guide the development of a Masterplan for the Donnybrook Sporting and Recreation Precinct.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
3.3 A safe and healthy community environment for all ages.	3.3.3 Support a safe, healthy and active community.	3.3.3.2 Review and implement the VC Mitchell Park and Balingup Recreation Centre Masterplans.

BACKGROUND

A Priority Action for 2018/19 is to review the VC Mitchell Park Masterplan (2009) in order to develop a Masterplan for the Donnybrook Sporting and Recreation Precinct.

The review will include extensive consultation with stakeholders and result in a long term plan for the precinct incorporating a range of passive and active recreation opportunities.

A Balanced View (ABV) Leisure Consultancy Services has been appointed to coordinate the review, following the Shire's procurement policy.

There is an opportunity for Council to nominate representatives to participate in a Working Group to assist with the development of the Masterplan. This representative will champion the project, alongside key staff, and encourage clubs to contribute their feedback.

DETAILS

The purpose of the Working Group is to provide advice to Council with regards to the development of a long term, strategic Masterplan for the Donnybrook Sporting and Recreation Precinct including the development of new infrastructure, lighting, landscaping and alternative passive and active community activities that are consistent with the intent of the area.

Representatives from all relevant sporting groups will be invited to participate in the Working Group, until such time as the Masterplan is adopted by Council.

The final Masterplan and Business Case will be presented to Council at a Concept Forum in Q3, 2019.

The Business Case will be presented to the State Government for consideration for co-funding in the lead up to the 2021 State election. Additionally, the Business Case can be used to support funding applications through grant streams such as Building Better Regions (Federal) and the Community Sport and Recreation Facilities Fund (State).

CONSULTATION

As well as providing a structured framework to assist stakeholder engagement processes and development of the Masterplan and Business Case, the formation of a Working Group enables a transparent process with local stakeholder buy-in and 'ownership'.

The Working Group, to be coordinated by the Shire project team (led by Manager Community Development) is to comprise representatives of each involved sporting/recreation group, including:

- Donnybrook Tennis Club

- Donnybrook Basketball Association
- Donnybrook Football Club
- Donnybrook Netball Association
- Donnybrook Recreation Centre (facility manager, staff member)
- Any other sporting groups identified for inclusion through the consultation process.

FINANCIAL IMPLICATIONS

The Shire of Donnybrook Balingup 2019-20 Budget has an allocation of \$25,000 for the development of the Masterplan.

A grant of \$12,000 has been secured from the Community Sport and Recreation Facilities Fund towards the project.

The fixed-fee cost (following Shire procurement policy) for the work is \$35,165.

POLICY COMPLIANCE

Procurement Policy adhered to in appointing the consultant.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

The Council welcomes constructive community input into the development of the Donnybrook Sporting and Recreation Precinct Masterplan.

EXECUTIVE RECOMMENDATION

That Council instruct the Chief Executive Officer to establish a Working Group for the Donnybrook Sporting and Recreation Precinct Masterplan project, incorporating, at a minimum:

- 1. Two representatives from the Donnybrook Tennis Club; and**
- 2. Two representatives from the Donnybrook Basketball Association; and**
- 3. Two representatives from the Donnybrook Football Club; and**
- 4. Two representatives from the Donnybrook Netball Association; and**
- 5. The Donnybrook Recreation Centre Facility Manager;**
- 6. Shire staff, as required;**
- 7. Councillor Lindemann; and**
- 8. Shire President.**

9.6.2 BALINGUP TENNIS CLUB HARD COURTS

Location	Shire of Donnybrook Balingup
Applicant	Balingup Tennis Club
File Reference	FNC086
Author	Sharon Upston, Manager Community Development
Attachments	9.6.2(1): Letter from Balingup Tennis Club (25 March 2019)
Voting Requirements	Simple Majority
Executive Summary	The Balingup Tennis Club has requested funding towards three new hard courts.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
3.3 A safe and healthy community environment for all ages.	3.3.2 Promote retention of youth and families within the district.	3.3.2.2 Continue to provide and develop community facilities and services that appeal to youth and families.
3.3 A safe and healthy community environment for all ages.	3.3.3 Support a safe, healthy and active community.	Within resource capacity, maintain and develop sport and recreation facilities in line with sport and recreation masterplans.

BACKGROUND

The Balingup Tennis Club has written to the Shire requesting funding assistance towards the development of three hard surface tennis courts, to replace existing lawn surface tennis courts.

The new hard courts will enable the community to play tennis over winter and be used by other sports (e.g. basketball).

The Club has asked that their request for financial assistance be considered as part of the Council's budget planning process for the 2019-20 financial year.

DETAILS

The Shire has developed a long term asset plan for parks and reserves infrastructure that schedules asset expansion and preservation projects. This is documented in the Parks and Reserves Asset Management Plan (PRAMP), subject of Council consideration at this Ordinary Meeting, which is to be reviewed in Q3 each year (noting the next review is scheduled for Q3 2020, as the PRAMP's inaugural development has been in Q2 2019).

At that time, Council may re-prioritise identified works within the PRAMP. Reprioritising of works within the PRAMP may affect the calculated amount of the Annual Transfer to Reserve and therefore alter the budgetary effect.

CONSULTATION

Nil.

FINANCIAL IMPLICATIONS

The Balingup Tennis Club met with the Department of Local Government, Sport and Cultural Industries late last year, who advised the project is something they would consider for a grant to meet 1/3 of the cost.

The Club has requested the Shire contribute 1/3 of the cost with the remaining 1/3 met by the Club.

The total cost of the project is approximately \$108,000. The Club is requesting \$36,000 from the Shire, plus a waiver of planning fees. The cash component can be reduced by \$4,000 if the Shire removes the old grass courts. The Club advised that they have pledged of nearly \$20,000 and intend to fundraise up until construction is complete.

The current PRAMP identifies renewal of the current courts and fencing in 2031/32 at a future indexed cost of \$122,246.

The Club recently received a \$25,000 Community Sport and Infrastructure Grant for lighting. The Shire has been asked to waive the planning fee of \$147.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

This is a request for recreational infrastructure, which should be considered and prioritised against other projects as part of the annual review of the PRAMP. It is not recommended to include the request in the 2019-20 budget planning process, without it first being identified in the PRAMP for the 2019-20 year. Reallocating the identified works from 2031/32 to 2019/20 will either require:

- An additional transfer of \$36,000 to Parks and Reserves reserve account (on top of the proposed ~\$300k transfer to reserves for 2019-20), and consequential de-allocation of the funding in 2031-32; or
- Re-prioritising reserve transfers projected for 2019-20 to allow for this cost.

EXECUTIVE RECOMMENDATION

That Council support the referral of the request from the Balingup Tennis Club for contribution funding towards hard surface tennis courts to the next review of the Parks and Reserves Asset Management Plan in Quarter 3, 2020.

9.6.3 WORKING GROUP FOR ECONOMIC DEVELOPMENT STRATEGY

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	PWF 19J
Author	Sharon Upston, Manager Community Development
Attachments	Nil
Voting Requirements	Simple Majority
Executive Summary	Council endorse the formation of a Working Group to guide the development and implementation of an Investment Attraction and Marketing Strategy, including a Shire Investment Prospectus.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
1.1 A diverse, prosperous economy, supporting local business and population growth.	1.1.1 Promote, maintain and diversify investment in the district.	1.1.1.1 Develop and implement a marketing and investment attraction strategy, including an Investment Prospectus.

BACKGROUND

A Corporate Business Plan action for 2018/19 is to “Develop and implement a marketing and investment attraction strategy, including an Investment Prospectus.” For the purpose of this report this will be referred to as Economic Development Strategy (the Strategy).

A consultant (RPS Group), via the WALGA preferred supplier panel, has been appointed to coordinate the work.

There is an opportunity for Council to invite representatives from key community, tourism, business and government organisations to assist with the development of this work.

DETAILS

The Strategy will primarily consist of economic research to develop an overarching vision, direction and actions for the Shire’s future economic development activities to attract new residents, visitors and investors.

There is potential for this research to be informed and guided by a Working Group, to ensure the final Strategy is grounded by local knowledge and context.

The Investment Prospectus will be a document that draws from the findings of the Strategy, that will promote the Shire’s key attributes and opportunities.

Collaboration with local business, tourism and community organisations will leverage the Shire’s future marketing efforts.

Potential Working Group members could include:

- South West Development Commission;
- Regional Development Australia – South West;
- Donnybrook Balingup Chamber of Commerce;
- Balingup Progress Association;
- Business Advisory South West and Peel;
- WALGA's economic development team member/s;
- Shire Council and staff representatives.

Representation on the Working Group could be extended to include:

- Real estate representative/s;
- Tourism representatives:
 - Bunbury Geographe Tourism Partnership;
 - Balingup and Districts Tourism Association;
 - Donnybrook and Regions Tourism Association;
- Promote Preston;
- Other special interest groups,

however, officers recommend the Working Group membership be kept at a 'workable' number, with representation at a strategic level, rather than a sector-specific level (which risks alienating any individual sector for lack of inclusion).

CONSULTATION

As well as providing a structured framework to assist stakeholder engagement processes and development of the Economic Development Strategy, the formation of a Working Group enables a transparent process with local stakeholder buy-in and 'ownership'.

FINANCIAL IMPLICATIONS

The Shire of Donnybrook Balingup 2019-20 Budget has an allocation of \$20,000 for the development of a marketing and investment strategy, including an Investment Prospectus.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

The Council welcomes constructive community input into the development of the Shire's Marketing and Investment Strategy, including an Investment Prospectus.

EXECUTIVE RECOMMENDATION

That Council instruct the Chief Executive Officer to establish a Working Group for the development of an Economic Development Strategy and supporting Investment Prospectus, to incorporate (where possible/available) membership from:

- 1. South West Development Commission;**
- 2. Regional Development Australia – South West;**
- 3. Donnybrook Balingup Chamber of Commerce;**
- 4. Business Advisory South West and Peel;**
- 5. Bunbury Geographe Economic Alliance;**
- 6. WALGA's economic development team member/s;**
- 7. Key Shire staff;**
- 8. Councillor Atherton; and**
- 9. Shire President.**

9.6.4 SOCIAL MEDIA AND COMMUNICATIONS POLICY AND PROCEDURE

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	ADM 11/3
Author	Karis Aplin, Communications Officer
Attachments	9.6.4(1): Social Media and Communications Policy 9.6.4(2): Shire of Donnybrook Balingup Social Media Procedure 9.6.4(3): Social Media Guideline by WALGA
Voting Requirements	Simple Majority
Executive Summary	<p>Recommendation that Council:</p> <ul style="list-style-type: none"> • Receive and endorse the Shire of Donnybrook Social Media and Communications Policy. • Endorse the establishment and management of Facebook and LinkedIn • Acknowledge the WALGA Social Media Guideline – Elected Member Use of Social Media.

STRATEGIC ALIGNMENT

Internal and external communication strategies were developed to align the internal and external marketing and communication requirements of the Shire with an emphasis on improving current levels of operational efficiency, customer service, community engagement and economic development activities.

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

Outcome	Strategy	Actions
Outcome 4.1 – A strategic focused, open and accountable local government	Continue to enhance communication and transparency	4.1.2.1 Ongoing meaningful communication and engagement with residents, ratepayers and stakeholders

BACKGROUND

Council endorsed the Shire of Donnybrook Balingup Internal Communications Strategy and External Communications Strategy in June 2017, however, funding for the recommendations was not implemented until the 2018/19 Budget. The strategy includes establishing social media engagement channels and the discipline and protocols required to facilitate and encourage appropriate communication. Council has instructed these communications channels and protocols are established before 30 June 2019.

DETAILS

It is recommended the Shire of Donnybrook Balingup establish the following social media channels in two stages. Stage 1 will require the set-up of Facebook and LinkedIn social media profiles for the Shire of Donnybrook Balingup. Stage 2 can follow, once the intricacies of implementing social media systems and processes from Stage 1 have been reviewed and any issues resolved.

Stage 1

Facebook Shire of Donnybrook Balingup @shireofdonnybrookbalingup

The purpose of the Facebook Page is to provide a platform to promote Shire (and allied organisations) services and facilities. Provide news and community notice updates that link to the website. Provide a platform for communication between the Shire and members of the public.

LinkedIn Shire of Donnybrook Balingup <https://www.linkedin.com/company/shire-of-donnybrook-balingup>

The purpose of the LinkedIn account is to establish the Shire of Donnybrook Balingup as a progressive, modern and relevant organisation with professional staff and Councillors. It can be used to connect with industry leaders to meet the needs of the community in the Shire of Donnybrook Balingup.

There were two (unapproved) existing Business Pages for the Shire of Donnybrook Balingup on LinkedIn that were previously unclaimed. Both pages have been claimed and can be combined into one page with administrative access.

LinkedIn - Shire of Donnybrook Balingup
<https://www.linkedin.com/company/shire-of-donnybrook-balingup>

Stage 2

Instagram

Instagram is a predominantly visual platform. Images will reflect the Shire's vision: 'A proud community enjoying our rural lifestyle, cultural heritage and natural environment' and include all or one of the elements of Health, Heritage and Harmony.

Shire of Donnybrook Balingup @shireofdonnybrookbalingup

Twitter

The purpose of the Twitter account is to provide a platform to promote Shire (and allied organisations) services and facilities. Provide news and community notice updates that link to the website.

Shire of Donnybrook Balingup @shireofdonnybrookbalingup

You Tube

The purpose of the Youtube Channel is to provide a cost effective way of promoting the Shire of Donnybrook Balingup.

CONSULTATION

Consultation has taken place with an external provider to develop the social media presence in the External Communications Strategy.

The attached Social Media Policy and Procedure have been developed from the West Australia Local Government Association (WALGA) template policy and procedure.

FINANCIAL IMPLICATIONS

There are no external costs to set up the social media channels or social media policy as this can be done internally by the Communications Officer. There may be several minor operating

costs for subscription to specific social media software (likely in the order of a few hundred dollars), which can be accommodated within budget.

POLICY COMPLIANCE

The Shire of Donnybrook Balingup has developed a Social Media and Communications Policy based on the WALGA template.

An internal administrative Procedure has also been developed, based on the WALGA template. As an internal Procedure document (i.e. to guide staff use of social media), it is not required to be endorsed by the Council. It has been included in the agenda attachments for reference only.

STATUTORY COMPLIANCE

Under the State Records Act 2000, social media communications coordinated by local government is required to be recorded and maintained.

CONCLUSION

The Shire's intent to move into the social media 'space' was enabled through the 2018/19 Budget. With the commencement of the Communications Officer role, the development of supporting Policy, Procedure and guidance notes, as well as the operational planning for 'going live' on Facebook and LinkedIn, has been implemented and presented to Council for consideration for approval.

RECOMMENDATION

That Council:

- 1. Receive and endorse the Shire of Donnybrook Balingup Social Media and Communications Policy, as attached.**
- 2. Endorse the establishment and management of the following social media channels:**
 - 2.1 Stage 1:**
 - 2.1.1 Facebook; and**
 - 2.1.2 LinkedIn**
 - 2.2 Stage 2 (pending outcome of Stage 1, under Chief Executive Officer authority):**
 - 2.2.1 Instagram**
 - 2.2.2 Twitter**
 - 2.2.3 YouTube**
- 3. Receive and acknowledge the attached Guideline 'Local Government Council Member: Personal Use of Social Media'.**

9.6.5 2019/20 INTEGRATED PLANNING AND FINANCIAL REPORTING FRAMEWORK

Location	Shire of Donnybrook Balingup
Applicant	Ben Rose, Chief Executive Officer
File Reference	FNC 10/2
Author	Ben Rose, Chief Executive Officer (<i>Stuart Eaton, Finance Project Manager</i>)
Attachments	9.6.5(1): Asset Management Plan - Buildings 9.6.5(2): Asset Management Plan - Parks & Reserves 9.6.5(3): Asset Management Plan – Vehicles 9.6.5(4): Borrowings Plan 9.6.5(5): Reserve Fund Plan 9.6.5(6): External Sourced Funding Plan 9.6.5 (7): Rating Principles Report
Voting Requirements	Simple Majority
Executive Summary	To adopt the annual (2019/20) review of Integrated Planning and Financial Reporting Framework.

STRATEGIC ALIGNMENT

The adoption of the 2019/20 Integrated Planning and Financial Reporting Framework will meet the following objectives of the Shire of Donnybrook Balingup Strategic Community Plan.

Outcome 4.2 Maintain long-term financial viability.

Outcome 4.7 Maintain and enhance Shire assets.

Outcome 4.9 Improved long-term planning and strategic management.

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 reviews of local government in WA found serious performance and sustainability issues in the sector, in particular:

- Strategic planning systems that did not deliver accountable and measurable linkages between community aspirations, financial capacity and practical service delivery.
- Financial planning systems that failed to accurately demonstrate a local government's capacity to deliver services and manage assets that can sustain their communities into the future.
- Asset management systems lacking the rigour of process and integrity of data to accurately reflect true asset management costs.
- General lack of a formal approach 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.

Officers are progressing the development of an Integrated Planning and Reporting Framework for the Shire (Table 1) that will improve the long term financial sustainability of the Shire of Donnybrook Balingup.

This corporate planning framework will provide greater integration of plans and become the driver for the Annual Budget.

A suite of financial planning systems are being developed and implemented that will;

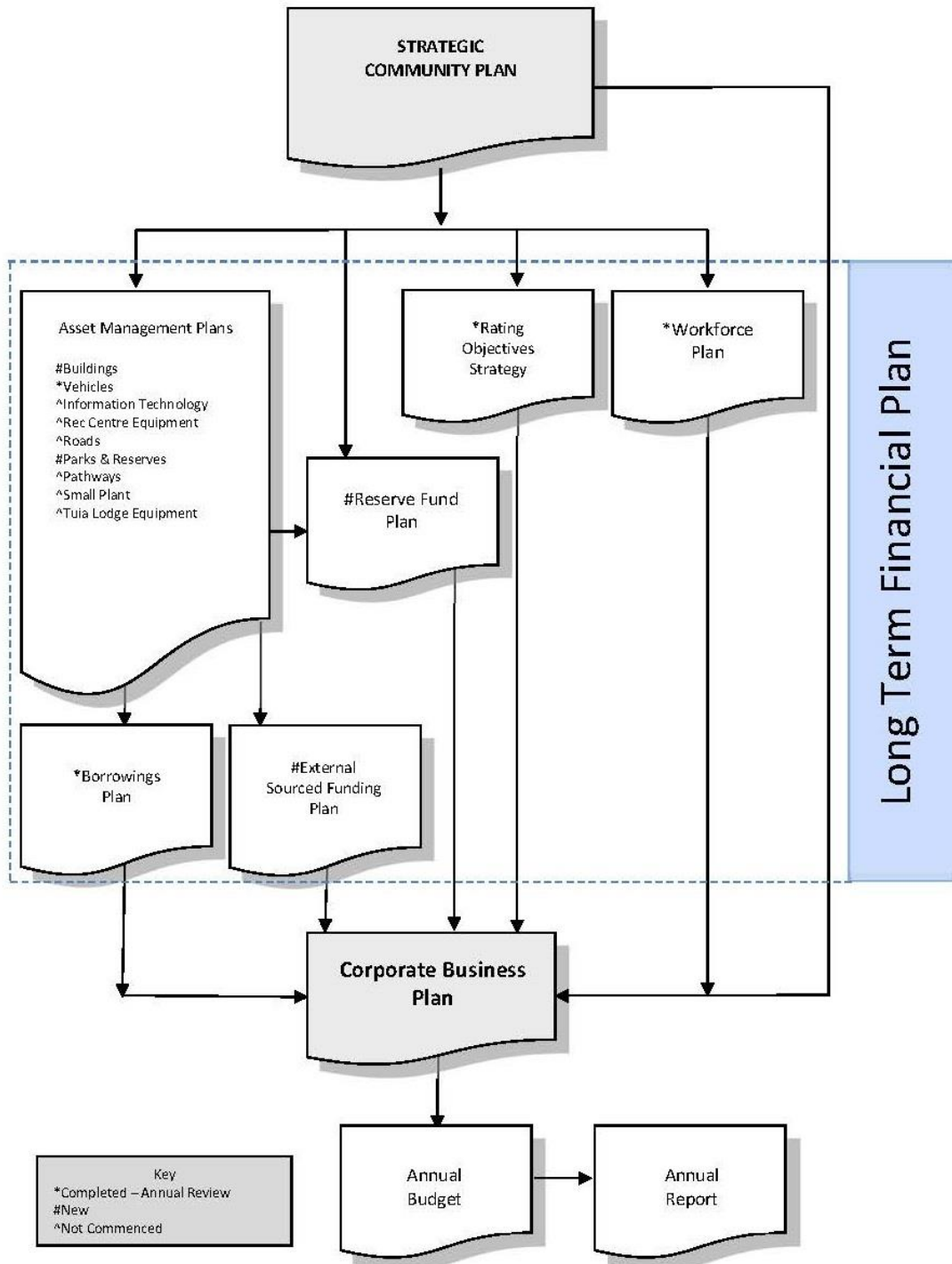
- a) Accurately demonstrate the Shire's capability to deliver services and manage its asset portfolio that can sustain our community into the future.
- b) Accurately determine the real cost of managing the Shire's asset portfolio.
- c) Accurately determine the real cost of delivering services to the community.
- d) Accurately determine the real contribution residents and users should make to the cost of services & facilities.

One aspect of the financial planning framework is realigning the underlying foundation of the Annual Budget to respond to the aforementioned points in order to improve the long term financial sustainability for the Shire.

It is advised that Council has careful regard to longer-term considerations in making annual budget decisions. If they do not, they may find that the Shire is faced with future financial challenges. These long-term financial plans let Council see what its future financial obligations are. The plans help Council assess the need for early intervention to reduce future risks and associated revenue raising requirements of future generations.

If a Local Government runs ongoing under-lying operating deficits, it needs to recognise the longer-term implications. Not addressing this deficit is likely to mean that future Councils will struggle to be able to accommodate asset renewal needs and that service levels will decline over time.

Table 1



DETAILS

Asset Management Plans

Asset Management Plan – Buildings (Attachment 9.6.5(1))

This asset plan is new for 2019/20.

The program of renewal works identified in the document has been developed by onsite inspections conducted by Council's Principal Building Surveyor.

The purpose of this document is to provide a strategy for funding Council's buildings.

This strategy will plan for the timing and financing of;

- a) Construction of new buildings.
- b) Alterations and extensions of existing buildings.
- c) Preservation and maintenance of building.

Council's building portfolio is extensive, comprising 147 structures with a total replacement value of \$40.9m.

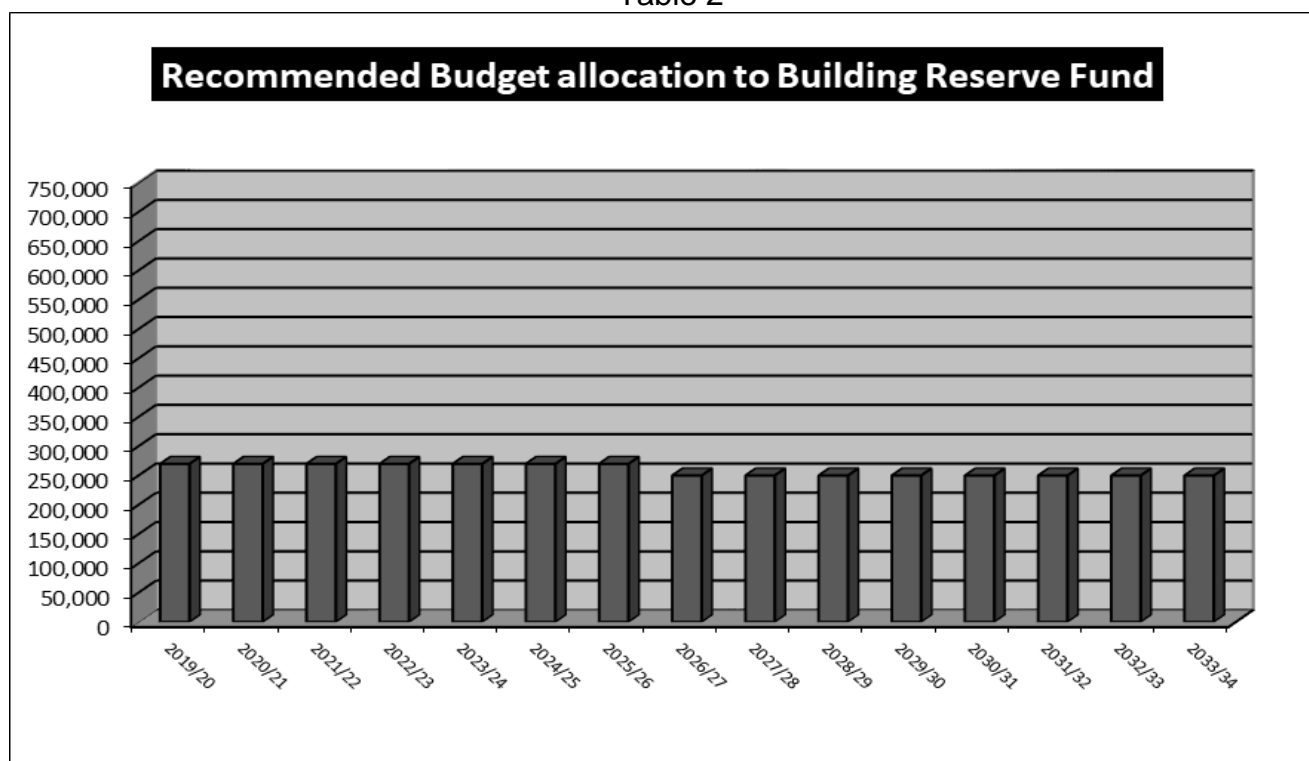
The Asset Management Plan – Buildings (BAMP), has been developed to provide a systematic method to identify, plan and fund necessary works to maintain the facilities to an acceptable standard that maximise their useful life for the community.

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

The BAMP identifies a requirement to provide annualised budget allocation for transfer to Building Reserve of \$270,000pa from 2019/20. This is an increase of approximately \$160,000 from the 2018/19 Annual Budget. Management of the building asset portfolio has not previously had a rigorous formal process associated with it that accurately identifies the true long term costs of effectively managing the building portfolio.

The amount of \$270,000pa for building preservation and maintenance works equates to an annual investment of approximately 0.66%pa of the value of the building portfolio.

Table 2



\$6.3m of preservation and maintenance expenditure is identified as necessary in the next 15 years.

The plan identifies a requirement for new borrowings for major building works, including major maintenance.

Year	Building	Amount
2019/20	Administration Centre - Donnybrook	\$155,000
2020/21	Tuia Lodge Expansion A (RADS funded)	\$300,000
2021/22	Tuia Lodge Expansion B (RADS funded)	\$200,000
2022/23	Donnybrook Recreation Centre	\$200,000
2026/27	Donnybrook Recreation Centre	\$285,000
2027/28	Balingup Recreation Centre	\$360,000

Expansion of Tuia Lodge includes \$500,000 funded from Refundable Accommodation Deposits (RADs). These are treated as principal only borrowings repayable in equal annual instalments over 10 years.

These new borrowings are consolidated in the Borrowings Plan.

Under Utilised / Redundant Buildings

The buildings & facilities within this plan are Council's response to the delivery of identified service needs to residents of the Shire. An integral part of effective asset planning is the identification and analysis of those assets that no longer provide a cost effective means of providing these services.

This includes identifying those buildings that are;

- a) Not required or suitable for the delivery of services.
- b) Uneconomical to maintain and/or operate.
- c) Duplicating service delivery.
- d) Underutilised / redundant.

Buildings that are identified as meeting some or all of these criteria should be considered by Council for disposal with the savings redirected towards other facilities or services within the community.

Disposal of the buildings or facilities will also depend upon other factors than those identified.

- a) Whether there are secondary community uses for the facility.
- b) Whether the buildings have community, cultural or heritage importance.

It is important to note that retaining redundant facilities reduces Council's ability to provide cost effective services to residents. Redundant facilities utilise Council resources that may be more effectively directed to the provision of new facilities or services that are in greater need.

Should Council determine that it wishes to undertake a review of its current building portfolio with a view of reducing its holdings, it is recommended a formal process is undertaken.

- a) Develop *building assessment criteria*.
- b) Council review and receive draft *building assessment criteria* for public comment.
- c) Public comment period on draft *building assessment criteria*.
- d) Council adoption of *building assessment criteria*.
- e) Data collection and assessment of buildings.
- f) Council consideration of report.

It is recommended that reviews of non-commercial (community use) buildings are conducted with a comprehensive community consultation process.

Should Council wish to proceed with a review, the following resolution will initiate the process;

That Council

1. *Undertakes a review of its building portfolio for buildings;*
 - a. *Not required or suitable for the delivery of services.*
 - b. *Uneconomical to maintain and/or operate.*
 - c. *Duplicating service delivery.*
 - d. *Underutilised / redundant.*
2. *Directs the Chief Executive Officer to develop draft criteria to assess the Shire's building portfolio and provide a report to Council by 31 December 2019.*

Asset Management Plan – Parks & Reserves (Attachment 9.6.5(2))

This plan is new for 2019/20.

Parks and Reserves comprise numerous items of built or installed depreciable equipment. This equipment deteriorates over time and requires a program of cyclical replacement at the end of economic life.

The program of renewal works within the document has been sourced from an independent revaluation of parks infrastructure undertaken in 2018. In addition, all items have undergone onsite inspection and assessment by works staff.

This strategy will plan for the timing and financing of;

- a) Development works.
- b) Replacement of aged infrastructure.
- c) Major maintenance of infrastructure.

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

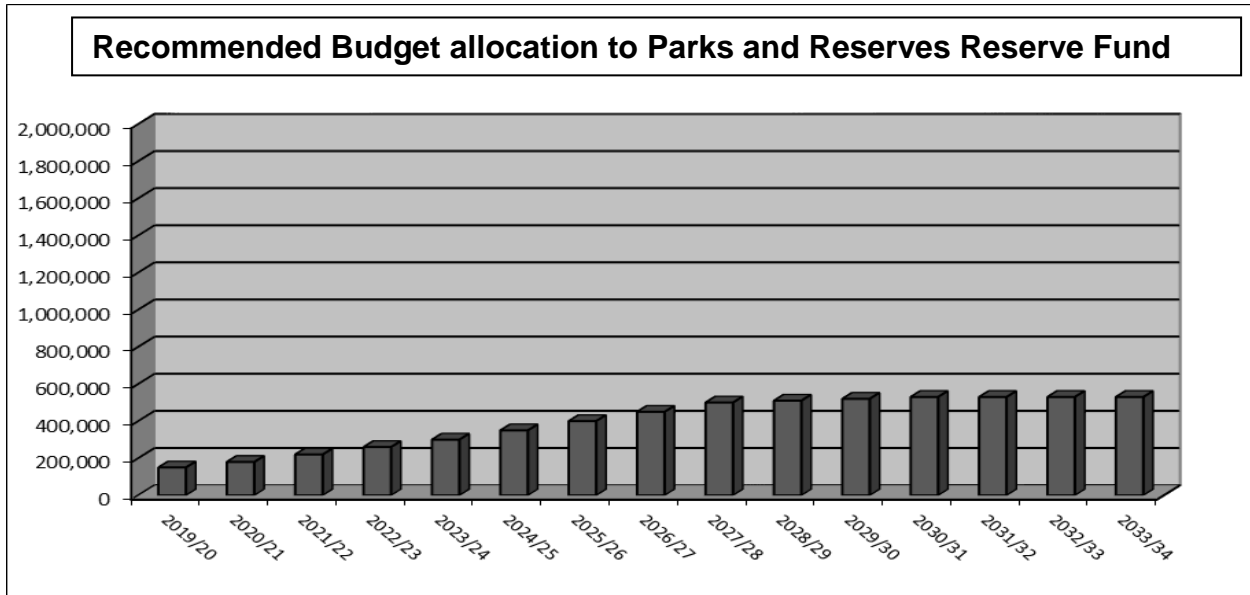
Replacement value of equipment and infrastructure located upon parks and reserves is valued at approximately \$11.7m.

Management of the parks and reserves infrastructure asset portfolio has not previously had a rigorous formal process associated with it that accurately identifies the true long term costs.

The 2019/20 plan identifies an initial annual budget allocation of \$150,000 in 2019/20. The assessed sustainable annual budget allocation will rise to \$530,000pa by 2030/31 (Table 3).

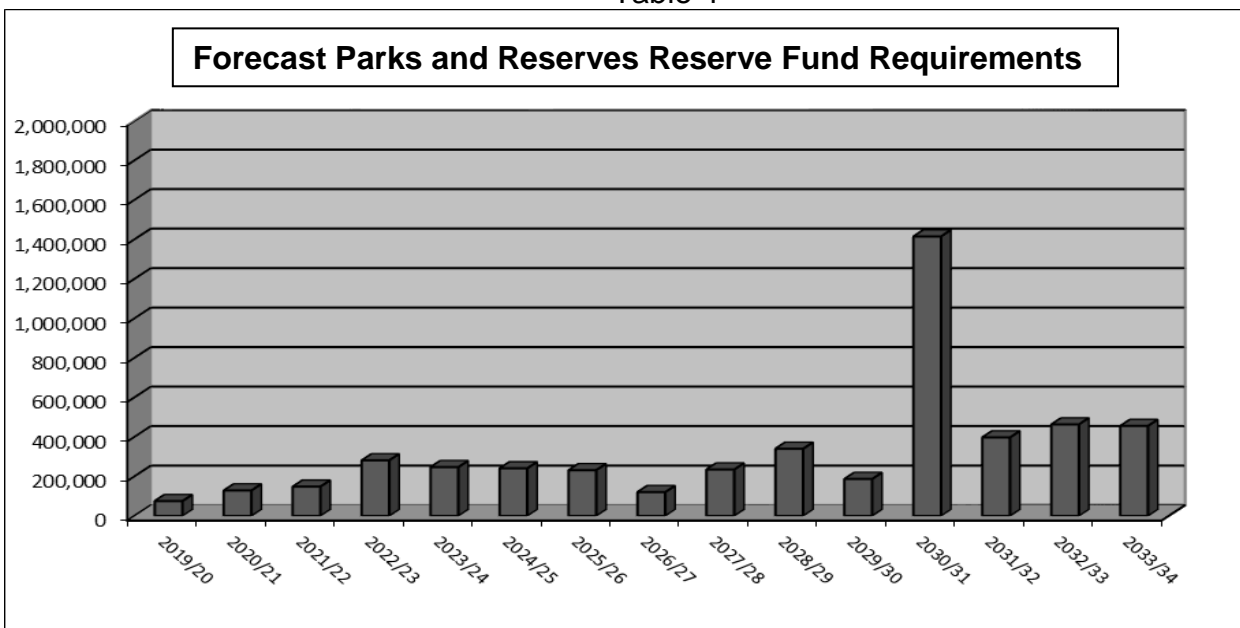
This equates to an annual allocation in the budget for preservation and renewal of approximately 1.28% (2019/20) of the total value of the parks and reserves infrastructure portfolio. Transitioning to an assessed sustainable level of 4.53%pa by 2030/31.

Table 3



\$6.5m of preservation and renewal expenditure for parks and reserves infrastructure is planned in the next 15 years (Table 4).

Table 4



Asset Management Plan – Vehicles (Attachment 9.6.5(3))

This previously adopted plan is presented to Council under the annual review cycle.

This Asset Management Plan details the;

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

Council operates a fleet of vehicles in order for staff to carry out service delivery to the community. These range from road construction plant to compliance vehicles.

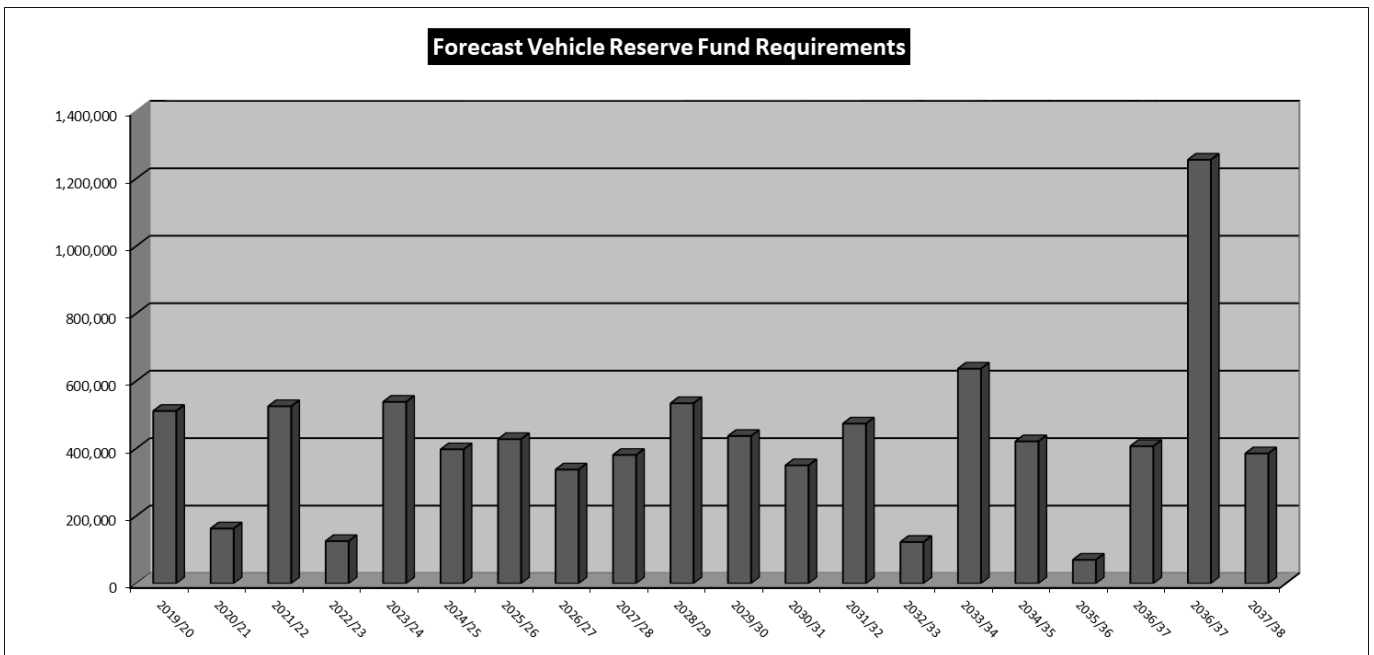
Council engaged an independent review of its vehicle fleet in 2017. The economic change-over life recommended in the independent review has guided the development of this asset plan.

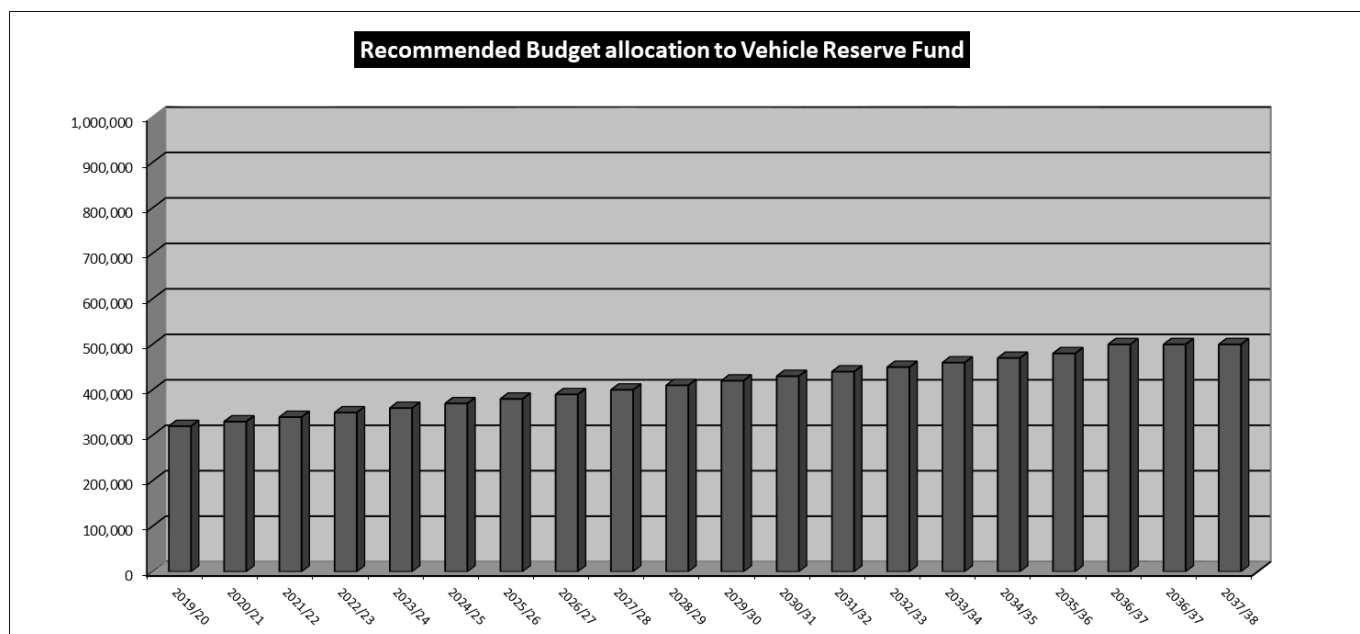
The plan adopted last year has been modified;

- a) Removal of vehicle of the planned Director Corporate & Community Services position.
- b) Extending changeover of some major plant items due to a review of plant hour usage.

These changes will result in a “stepping down” of annual transfer to reserve of \$40,000 from last year’s plan.

	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29
2018/19	360,000	370,000	380,000	390,000	400,000	410,000	420,000	430,000	440,000	450,000
2019/20	320,000	330,000	340,000	350,000	360,000	370,000	380,000	390,000	400,000	410,000
Change	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)	(40,000)





Borrowings Plan (Attachment 9.6.5(4))

This previously adopted plan is presented to Council under the annual review cycle.

The use of borrowings as a means of funding asset acquisitions, renewals and major maintenance is a mechanism for allocating the costs of major 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.

The development of the *Asset Management Plan – Buildings* has identified new borrowings across the 15 year time period of the planning framework.

Year	Building	Amount
2019/20	Administration Centre - Donnybrook	\$155,000
2020/21	Tuia Lodge Expansion A (RADS funded)	\$300,000
2021/22	Tuia Lodge Expansion B (RADS funded)	\$200,000
2022/23	Donnybrook Recreation Centre	\$200,000
2026/27	Donnybrook Recreation Centre	\$285,000
2027/28	Balingup Recreation Centre	\$360,000

Expansion of Tuia Lodge includes \$500,000 funded from Refundable Accommodation Deposits (RADs). These are treated as principal only borrowings, repayable in equal annual instalments over 10 years.

These have been included in the 2019/20 Borrowings Plan and are summarised in Table 5 and Table 6. Any modification of these borrowings will require modification of the expenditure in the respective asset plan.

Table 5

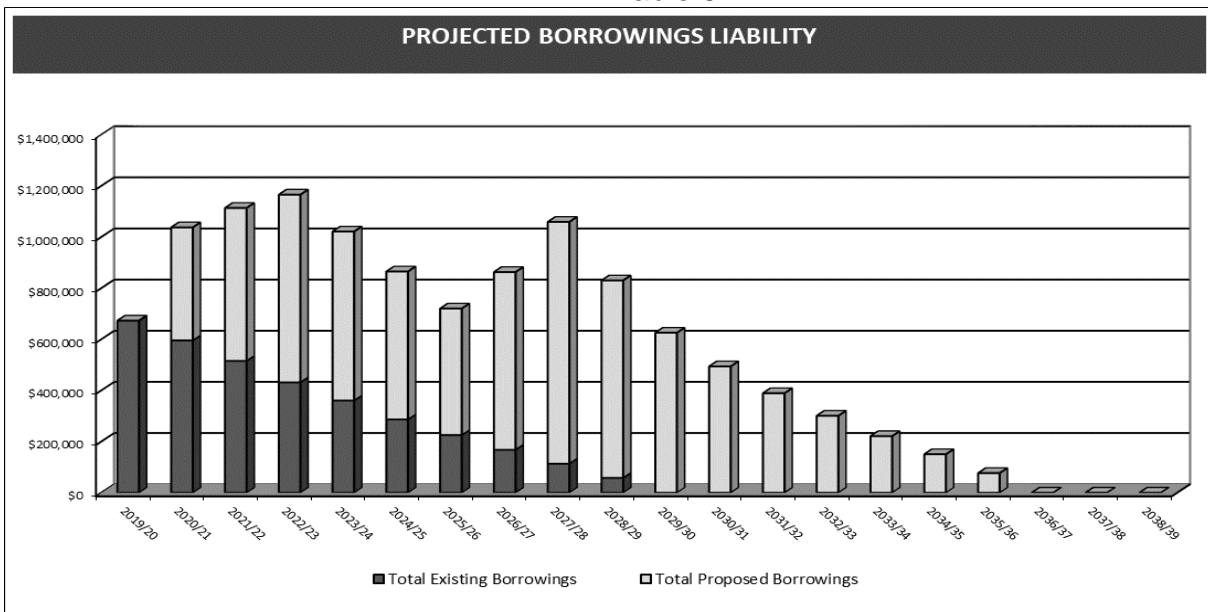
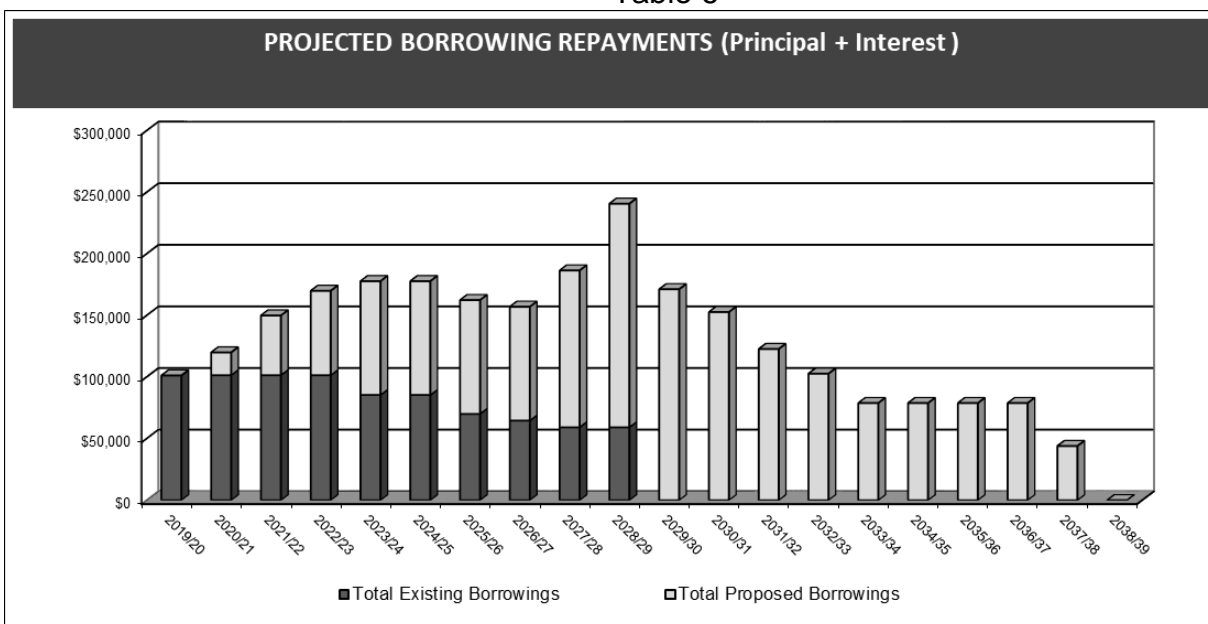


Table 6



Reserve Fund Plan (Attachment 9.6.5(5))

This plan is new for 2019/20.

s6.11 of the Local Government Act requires that where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

The reason for this document is to provide a consolidated summary of annual transfers to and from Council's cash backed reserve funds.

Council maintains a number of cash reserves for a variety of purposes:

- a) to provide funds for future liabilities.
- b) to provide funds for future asset acquisitions / replacement.
- c) to hold unspent funds for specific projects.
- d) to reduce the reliance on borrowing by accumulating funds for specific projects.

Where relevant, reserves are supported by comprehensive plans that detail future funding requirements and the necessary annual allocations to reserves.

All cash backed reserve accounts are supported by money held in financial institutions.

It is intended to create reserve accounts to align with the suite of asset management plans. The annual amounts required to be transferred to and from these reserve accounts are sourced from the respective asset plans.

Cash backed reserves will play an increasingly important cash flow role for annual asset acquisitions and works as asset plans are developed.

There are recommendations to close or amalgamate of some reserve accounts, while creating some new reserves to align with the new asset planning framework.

Adopted changes will be implemented as part of the Annual Budget process.

The recommend Reserve Fund Plan has been developed on the basis of the following changes.

Current Reserve Name	Current Reserve Purpose	New Reserve Name	New Reserve Purpose	Comments
Electronic Equipment Reserve	To provide future funding for the purchase and upgrade of electronic equipment.	Information Technology Reserve	To accumulate funds for the acquisition and replacement of information technology equipment and software.	An asset management plan is identified to be developed for this asset class.
N/A	N/A	Recreation Centre Equipment Reserve	To accumulate funds for the acquisition and replacement of fitness equipment at the Recreation Centre.	New Reserve. An asset management plan is identified to be developed for this asset class.
Plant Replacement Reserve	To fund the Shire's plant replacement program.	Vehicle Reserve	To accumulate funds for the acquisition and replacement of Council's vehicle fleet.	Allocations to and from this fund are determined by Council's Asset Management Plan - Vehicles.
Buildings Reserve	To fund the purchase and upgrade of Shire buildings.	Building Reserve	To accumulate funds for the construction, renewal and major maintenance of Council buildings.	Allocations to and from this fund are determined by Council's Asset Management Plan - Buildings.
Building Maintenance Reserve	To set aside funds for the future maintenance of Shire owned buildings in accordance with Council's Asset Management Programs.	N/A	N/A	Close and amalgamate with Building Reserve
N/A	N/A	Pathway Reserve	To accumulate funds for the construction, renewal and major maintenance of pathways.	New Reserve. An asset management plan is identified to be developed for this asset class.
N/A	N/A	Small Plant & Equipment (Works) Reserve	Established to accumulate funds for the acquisition and replacement of Council's small works plant & equipment.	New Reserve. An asset management plan is identified to be developed for this asset class.
N/A	N/A	Drainage & Stormwater Reserve	Established to accumulate funds for the construction, renewal and major maintenance of drainage infrastructure.	New Reserve. An asset management plan is identified to be developed for this asset class.
N/A	N/A	Parks & Reserves Reserve	Established to accumulate funds for the construction, renewal and major maintenance of parks & reserves infrastructure.	Allocations to and from this fund are determined by Council's Asset Management Plan – Parks & Reserves.
Roadworks Reserve	To contribute to the funding of the Shire's roadworks programme.	Roadworks Reserve	Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.	An asset management plan is identified to be developed for this asset class.
N/A	N/A	Aged Care Equipment Reserve	Established to accumulate funds for the acquisition and replacement of furniture & equipment in Council's aged care facilities.	New Reserve. An asset management plan is identified to be developed for this asset class.
Aged Care Housing Reserve	To receive any surplus funds from aged housing operations to provide future funding for the upgrade of aged housing facilities.	Aged Care Housing Reserve	Established to manage funds from aged housing schemes for the upgrade of Council managed aged housing facilities.	

Employee Leave & Gratuity Reserve	To fund the payment of annual leave, long service leave and gratuity payments to employees.	Employee Entitlements Reserve	Established to provide funds for the payment of long service leave and grandfathered gratuity scheme entitlements.	Past employees are entitled to transport their accrued Long Service Leave within Local Government. As such Council remains liable for Long Service Leave for the period of employment with Council.
N/A	N/A	27 Pay Period Reserve	Established to provide funds for the additional cash outlay in each eleventh year when 27 pay fortnights occur instead of the normal 26.	New Reserve
Valuation Reserve	To assist in funding the cost of periodic revaluations of Unimproved and Gross Rental Valuations for rating purposes	Revaluation Reserve	Established to accumulate funds for; a) Asset Revaluations b) Rates Gross Rental Valuation - General Revaluation	
Town Planning Reserve	To fund future Town Planning projects including Town Planning Scheme Reserves, Rural Strategy, Municipal Inventory and Environmental plan.	Strategic Planning Studies Reserve	Established to accumulate funds for engaging strategic studies / reports.	
N/A	N/A	Council Election Reserve	This Reserve is established to accumulate funds for Council postal elections.	To annualise the cost of biennial Council election
N/A	N/A	Unspent Grants Reserve	To hold unexpended grants to be utilised in future financial periods.	New Reserve
Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities.	Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities	No Change
Bushfire Control & Management Reserve	To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to meet the needs of the district.	Bushfire Control & Management Reserve	To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to meet the needs of the district.	This levy no long raised. Replaced by the Emergency Services Levy (ESL). A small balance remains in this reserve (\$2,282) as at 30 June 2018. Recommend closure of this reserve as no longer required. Balance allocated to firefighting equipment purchased in excess of ESL funding.
Arbuthnott Memorial Scholarship	To fund the payment of the Arbuthnott Scholarship.	Arbuthnott Memorial Scholarship Reserve	To fund the payment of the Arbuthnott Scholarship.	No Change
Land Development Reserve Fund	To fund the purchase of land for future community purposes.	Land Development Reserve Fund	To fund the purchase of land for future community purposes.	No Change
Central Business District Reserve	To fund future Central Business District projects.	Central Business District Reserve	To fund future Central Business District projects.	No Change

				Only minimal funds in the Reserve, \$3,058 as a 30 June 2018.
Apple Funpark Reserve	To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook.	Apple Funpark Reserve	To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook.	No Change
N/A	N/A	Contribution To Works Reserve	To hold contributions for future works.	New Reserve

External Sourced Funding Plan (Attachment 9.6.5(6))

The purpose of this document is to provide a consolidated summary of future projects sourced from external sources.

It is intended that the plan will assist identifying the need for sourcing of grants in advance of planned projects.

Council's forward planning framework identifies certain projects that are conditional upon grants & contributions being received. The detail of these projects are located in the respective asset management plans.

Rating Principles Report (Attachment 9.6.5(7))

A rating objectives strategy is the method by which Council systematically considers factors of importance that informs its decisions about the rating system. Developing a Rating Principles Plan assists Council in striking a balance between competing principles to develop a mixture of rates and charges that provides the income needed for its annual budget while 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 Principles Report 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 Principles Report is the types of rates to be charged and how the required amounts are fairly and equitably distributed amongst ratepayers.

Future material changes to rating would necessitate consultation or advisory engagement with affected landowners.

It is recommended that Council forms a formal position with regard to rating objectives. Rates comprise Council's largest revenue source and affects 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.

CONSULTATION

Not Applicable.

FINANCIAL IMPLICATIONS

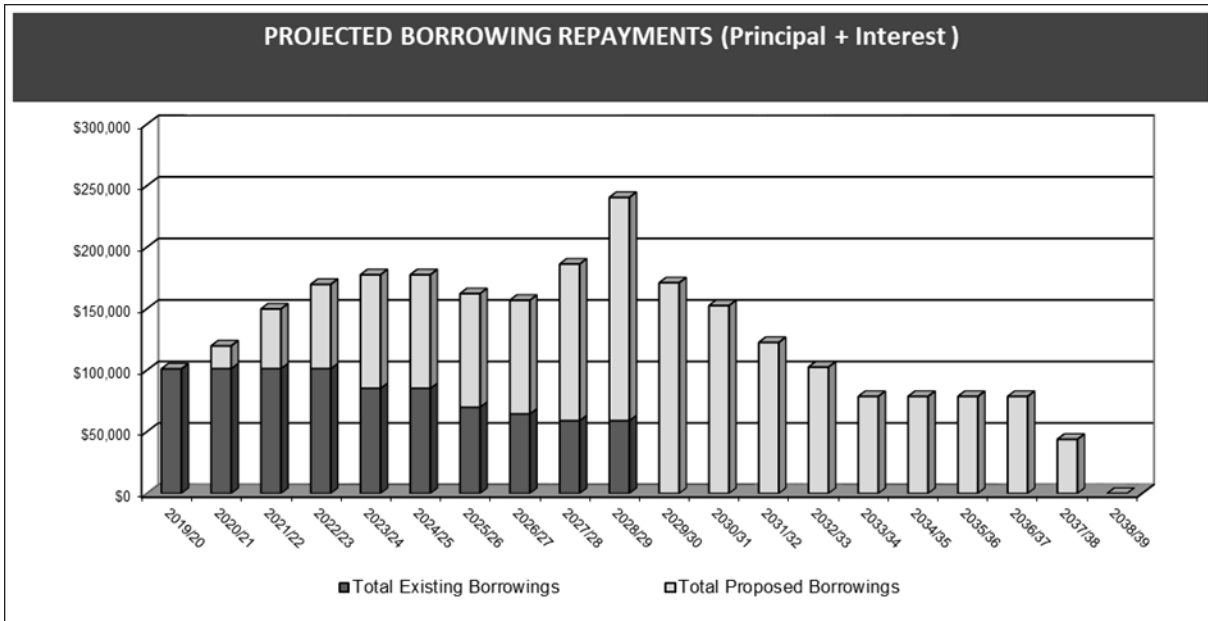
The Integrated Financial Planning and Reporting framework establishes budgetary obligation in order to meet planned expenditure requirements detailed in the suite of documents

The Integrated Financial Planning and Reporting framework for 2019/20 identifies an additional amount of \$306,820 from the 2018/19 Annual Budget requiring funding. The majority of this increase relates to the introduction of two new infrastructure asset plans for;

- a) Buildings.
- b) Parks & Reserves.

	2018/19	1 2019/20	2 2020/21	3 2021/22	4 2022/23	5 2023/24	6 2024/25	7 2025/26	8 2026/27	9 2027/28	10 2028/29
Transfer to Reserve											
Information Technology Reserve	0	0	0	0	0	0	0	0	0	0	0
Recreation Centre Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0
Vehicle Reserve	350,000	320,000	330,000	340,000	350,000	360,000	370,000	380,000	390,000	400,000	410,000
Building Reserve	110,680	270,000	270,000	270,000	270,000	270,000	270,000	270,000	250,000	250,000	250,000
Pathways	0	0	0	0	0	0	0	0	0	0	0
Small Plant & Equipment (Works) Reserve	0	0	0	0	0	0	0	0	0	0	0
Drainage & Storm Water Reserve	0	0	0	0	0	0	0	0	0	0	0
Parks & Reserves	22,500	150,000	180,000	220,000	260,000	300,000	350,000	400,000	450,000	500,000	510,000
Roads	0	0	0	0	0	0	0	0	0	0	0
Aged Care Equipment Reserve	0	0	0	0	0	0	0	0	0	0	0
Aged Care Housing Reserve	0	0	0	0	0	0	0	0	0	0	0
Employee Entitlements	0	10,000	10,100	10,201	10,303	10,406	10,510	10,615	10,721	10,829	10,937
27 Pay Periods	0	0	0	19,500	20,475	21,499	22,574	23,702	24,887	26,132	27,438
Revaluation Reserve	0	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
Strategic Planning Studies Reserve	0	0	0	0	0	0	0	0	0	0	0
Council Elections	0	0	14,500	14,500	15,000	15,000	15,750	15,750	16,500	16,500	17,250
Unspent Grants & Contributions	0	0	0	0	0	0	0	0	0	0	0
Waste Management Reserve	0	0	0	0	0	0	0	0	0	0	0
Bushfire Control & Management Reserve	0	0	0	0	0	0	0	0	0	0	0
Arbuthnot Scholarship	0	0	0	0	0	0	0	0	0	0	0
Land Development Reserve	0	0	0	0	0	0	0	0	0	0	0
Central Business District Reserve	0	0	0	0	0	0	0	0	0	0	0
Apple Funpark Reserve	0	0	0	0	0	0	0	0	0	0	0
Contribution to Works Reserve	0	0	0	0	0	0	0	0	0	0	0
Sub Total - Reserves	483,180	790,000	844,600	914,201	965,778	1,016,905	1,078,834	1,140,068	1,182,109	1,243,460	1,265,625
Borrowing Repayments											
Borrowing Repayments (net of SSL)	90,653	90,653	109,158	139,158	159,158	166,997	166,997	151,636	151,636	186,496	240,737
Sub Total - Reserves	90,653	90,653	109,158	139,158	159,158	166,997	166,997	151,636	151,636	186,496	240,737
Total	573,833	880,653	953,758	1,053,359	1,124,936	1,183,902	1,245,831	1,291,704	1,333,745	1,429,956	1,506,362
Change from previous year		306,820	73,104	99,601	71,577	58,967	61,929	45,873	42,041	96,211	76,406

The Borrowings Plan highlights the requirement for 6 new borrowings over 15 years to meet identified asset management requirements. The forecast annual borrowing repayments for the next 20 years are tabled below.



POLICY COMPLIANCE

Not 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.

CHIEF EXECUTIVE OFFICER COMMENT

The suite of plans that form the Integrated Planning and Reporting Framework (attached) are intended to facilitate sound long term financial planning and identify the true cost of managing Council’s asset portfolio (as it exists today). By endorsing the attached suite of IPRF documents, the Council is instructing the Chief Executive Officer to develop the Draft 2019/20 Budget (for Council detailed review and consideration) on the basis of a required increased allocation to Reserve accounts of \$306,820. In the (unlikely) scenario that all budget allocations from 2018/19 were replicated to 2019/20 (i.e. no +/- cost changes from year to year), this increased transfer to reserves of \$306,820 would equate to a 6.75% increase in rates, compared to the 2018/19 financial year.

Acknowledging much expert and social commentary regarding the prevailing national economic conditions and outlook, an alternate approach for Council consideration is to stage the implementation of the Asset Management Plans, as follows:

- Applying the Parks and Reserves Plan for 2019/20; and
- Deferring application of the Building Plan by one year to 2020/21 (yet undertaking those works identified for 2019/20 from existing building reserves).

This will lower the required funding for 2019/20 by \$159,320 and defer that increase until the following year (the existing budget allocation for transfer to Building Reserve of \$110,680 is recommended to be maintained in 2019/20). Under this scenario, the required funds for transfer to reserves for 2019/20 will decrease from the identified amount of \$306,820 to \$147,500. This equates to a 3.01% increase in rates, compared to the 2018/19 financial year.

If this is the preferred approach of the Council, the motion could be as follows:

1. ***Receive the following Integrated Planning and Reporting Framework documents for consideration and implementation by the Chief Executive Officer in preparing the Draft 2019/20 Budget:***
 - a. ***Asset Management Plan – Parks and Reserves.***
 - b. ***Asset Management Plan – Vehicles.***
 - c. ***Borrowings Plan.***
 - d. ***Reserve Fund Plan.***
 - e. ***External Sourced Funding Plan.***
 - f. ***Rating Principles Plan.***
2. ***Defer consideration of application of the Asset Management Plan – Buildings and instruct the Chief Executive Officer to consider and implement the Asset Management Plan – Buildings for the Draft 2020/21 Budget.***
3. ***Acknowledges that, in instructing the Chief Executive Officer in resolution 1 and 2, above, an additional transfer to reserve accounts of \$147,500 will be required to be accounted for within the Draft 2019/20 Budget.***
 - a) ***Endorse changes to Reserve Funds for consideration in the Draft 2019/20 Annual Budget, as follows:***

[table same as per recommendation].

Whilst the above approach (staged implementation of Asset Management Plans) is highlighted for Council as a potential course of action to ameliorate the potential rates increase effect to ratepayers, it is recommended that the Draft 2019/20 Budget is prepared with recognition of both the Parks and Reserves Asset Management Plan and the Buildings Asset Management Plan. This will allow the Council to make a decision on the Draft and Final 2019/20 Budget with full knowledge of the financial impact of transferring \$306,820 to reserves, rather than effecting the decision before being provided with the full information. Endorsing the IPRF and Asset Management Plans now (or at any stage) does not bind the Council to mandatorily including

provision for them within an Annual Budget. That said, the Shire is attempting to shift its financial management practices from an annual cycle (annual Budget-driven) to a longer term cycle (10+ years) and consistency of decisions with long term strategies greatly assists this change.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Receive the following Integrated Planning and Reporting Framework documents for consideration and implementation by the Chief Executive Officer in preparing the Draft 2019/20 Budget:**
 - 1.1 Asset Management Plan – Buildings.**
 - 1.2 Asset Management Plan – Parks and Reserves.**
 - 1.3 Asset Management Plan – Vehicles.**
 - 1.4 Borrowings Plan.**
 - 1.5 Reserve Fund Plan.**
 - 1.6 External Sourced Funding Plan.**
 - 1.7 Rating Principles Plan.**

- 2. Acknowledges that, in instructing the Chief Executive Officer in resolution 1, above, an additional transfer to reserve accounts of \$306,820 will be required to be accounted for within the Draft 2019/20 Budget.**

- 3. Endorse changes to Reserve Funds for consideration in the Draft 2019/20 Annual Budget, as follows:**

Current Reserve Name	Current Reserve Purpose	New Name	New Reserve Purpose	Comments
Electronic Equipment Reserve	To provide future funding for the purchase and upgrade of electronic equipment.	Information Technology Reserve	To accumulate funds for the acquisition and replacement of information technology equipment and software.	An asset management plan is identified to be developed for this asset class.
N/A	N/A	Recreation Centre Equipment Reserve	To accumulate funds for the acquisition and replacement of fitness equipment at the Recreation Centre.	New Reserve. An asset management plan is identified to be developed for this asset class.

Plant Replacement Reserve	To fund the Shire's plant replacement program.	Vehicle Reserve	To accumulate funds for the acquisition and replacement of Council's vehicle fleet.	Allocations to and from this fund are determined by Council's Asset Management Plan - Vehicles.
Buildings Reserve	To fund the purchase and upgrade of Shire buildings.	Building Reserve	To accumulate funds for the construction, renewal and major maintenance of Council buildings.	Allocations to and from this fund are determined by Council's Asset Management Plan - Buildings.
Building Maintenance Reserve	To set aside funds for the future maintenance of Shire owned buildings in accordance with Council's Asset Management Programs.	N/A	N/A	Close and amalgamate with Building Reserve
N/A	N/A	Pathway Reserve	To accumulate funds for the construction, renewal and major maintenance of pathways.	New Reserve. An asset management plan is identified to be developed for this asset class.
N/A	N/A	Small Plant & Equipment (Works) Reserve	Established to accumulate funds for the acquisition and replacement of Council's small works plant & equipment.	New Reserve. An asset management plan is identified to be developed for this asset class.
N/A	N/A	Drainage & Stormwater Reserve	Established to accumulate funds for the construction, renewal and major maintenance of drainage infrastructure.	New Reserve. An asset management plan is identified to be developed for this asset class.
N/A	N/A	Parks & Reserves Reserve	Established to accumulate funds for the construction, renewal and	Allocations to and from this fund are determined by Council's Asset

			major maintenance of parks & reserves infrastructure.	Management Plan – Parks & Reserves.
Roadworks Reserve	To contribute to the funding of the Shire's roadworks programme.	Roadworks Reserve	Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.	An asset management plan is identified to be developed for this asset class.
N/A	N/A	Aged Care Equipment Reserve	Established to accumulate funds for the acquisition and replacement of furniture & equipment in Council's aged care facilities.	New Reserve. An asset management plan is identified to be developed for this asset class.
Aged Care Housing Reserve	To receive any surplus funds from aged housing operations to provide future funding for the upgrade of aged housing facilities.	Aged Care Housing Reserve	Established to manage funds from aged housing schemes for the upgrade of Council managed aged housing facilities.	
Employee Leave & Gratuity Reserve	To fund the payment of annual leave, long service leave and gratuity payments to employees.	Employee Entitlements Reserve	Established to provide funds for the payment of long service leave and grandfathered gratuity scheme entitlements.	Past employees are entitled to transport their accrued Long Service Leave within Local Government. As such Council remains liable for Long Service Leave for the period of employment with Council.
N/A	N/A	27 Pay Period Reserve	Established to provide funds for the additional cash outlay in each eleventh year when 27 pay fortnights occur	New Reserve

			instead of the normal 26.	
Valuation Reserve	To assist in funding the cost of periodic revaluations of Unimproved and Gross Rental Valuations for rating purposes	Revaluation Reserve	Established to accumulate funds for; a) Asset Revaluations b) Rates Gross Rental Valuation - General Revaluation	
Town Planning Reserve	To fund future Town Planning projects including Town Planning Scheme Reserves, Rural Strategy, Municipal Inventory and Environmental plan.	Strategic Planning Studies Reserve	Established to accumulate funds for engaging strategic studies / reports.	
N/A	N/A	Council Election Reserve	This Reserve is established to accumulate funds for Council postal elections.	To annualise the cost of biennial Council election
N/A	N/A	Unspent Grants Reserve	To hold unexpended grants to be utilised in future financial periods.	New Reserve
Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities.	Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities	No Change
Bushfire Control & Management Reserve	To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to	Bushfire Control & Management Reserve	To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to	This levy no long raised. Replaced by the Emergency Services Levy (ESL). A small balance remains in this

	meet the needs of the district.		meet the needs of the district.	reserve (\$2,282) as at 30 June 2018. Recommend closure of this reserve as no longer required. Balance allocated to firefighting equipment purchased in excess of ESL funding.
Arbuthnott Memorial Scholarship	To fund the payment of the Arbuthnott Scholarship.	Arbuthnott Memorial Scholarship Reserve	To fund the payment of the Arbuthnott Scholarship.	No Change
Land Development Reserve Fund	To fund the purchase of land for future community purposes.	Land Development Reserve Fund	To fund the purchase of land for future community purposes.	No Change
Central Business District Reserve	To fund future Central Business District projects.	Central Business District Reserve	To fund future Central Business District projects.	No Change Only minimal funds in the Reserve, \$3,058 as a 30 June 2018.
Apple Funpark Reserve	To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook.	Apple Funpark Reserve	To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook.	No Change
N/A	N/A	Contribution To Works Reserve	To hold contributions for future works.	New Reserve

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 COUNCILLOR

Nil.

11 QUESTIONS FROM MEMBERS

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

13 MEETINGS CLOSED TO THE PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

13.1.1 BRIDGE STREET, DONNYBROOK – PARTNERSHIP HOUSING PROJECT

13.1.2 UNIT 9 PRESTON RETIREMENT VILLAGE RE-LEASE

These reports are confidential in accordance with section 5.23(2)(c) of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

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

Confidential reports and recommendations have been circulated separately and are not for circulation.

RECOMMENDATION

That the meeting be closed to the public in accordance with section 5.23(2)(c) of the *Local Government Act* to discuss the following agenda items:

13.1.1 Bridge Street, Donnybrook – Partnership Housing Project

13.1.2 Unit 9 Preston Retirement Village Re-Lease

RECOMMENDATION

That:

1. In accordance with Section 5.23(2) of the *Local Government Act 1995* and Section 4A of the *Local Government (Administration Regulations) 1996*, agenda items 13.1.1 and 13.1.2 are to remain confidential as sensitive information is detailed in the reports.
2. When the information in the reports is not sensitive the items will be included in the next occurring Council Agenda.

RECOMMENDATION

That the meeting be re-opened to the public.

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 Wednesday 22 May 2019 commencing at 5.00pm at the Shire of Donnybrook Balingup Council Chambers, Donnybrook.