



Notice of Ordinary Council Meeting

To all Councillors

To be held on Wednesday, 23 August 2017

Commencing at 5.00pm

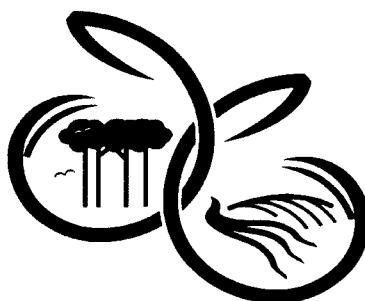
In the Seniors' Room, Donnybrook Community Library

Benjamin (Ben) Rose
Chief Executive Officer

18 August 2017

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 COUNCIL MEETING

23 AUGUST 2017

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SHIRE OF DONNYBROOK BALINGUP

NOTICE OF ORDINARY COUNCIL MEETING

**To be held in the Seniors' Room, Donnybrook Community Library
Wednesday, 23 August 2017 commencing at 5.00pm**

MEMBERS PRESENT

COUNCILLORS

Cr Logiudice
Cr Bailey
Cr Crowley
Cr Dilley
Cr King
Cr Mills
Cr Mitchell
Cr Tan
Cr Van Der Heide

STAFF

B Rose – Chief Executive Officer
G Harris – Manager Finance and Administration
D Morgan – Manager Works and Services
L Guthridge – Manager Development and Environmental Services
B Wallin – Principal Planner
K O'Keeffe – Executive Assistant

PUBLIC GALLERY

1 APOLOGIES

2 PUBLIC QUESTION TIME

Public Questions Taken with Notice Prior to the August 2017 Ordinary Meeting:

Brian Piesse

Please provide the operating profit or loss trading outcomes for the years ending 2015, 2016 and 2017 and the reserve balances relating to Tuia Lodge as shown on the balance sheet for the years ending 2015, 2016 and 2017?

Chief Executive Officer

Final Cash (not Accounting) Operating Results are:

2015: (\$111,128.16) Deficit

2016: (\$251,172.35) Deficit

2017: \$202,664 Surplus (estimated)

** The above figures do not include full cost recovery of internal Shire administration costs

Tuia Lodge Reserves (including leave provision reserves):

2015: \$906,690

2016: \$43,735

2017: \$86,500 (estimated)

Brian Piesse

What is the budgeted/forecast operating profit or loss for the year ending 2018?

Chief Executive Officer

The 2017/18 Shire Budget (inclusive of Tuia Lodge) has not yet been adopted and therefore the budgeted 2017/18 year-end position has not been resolved by Council.

Brian Piesse

Based on the trading position of the past three years and the forecast for 2017-18 can Council give an assurance that Tuia Lodge will remain a viable and sustainable iconic community owned and operated entity, offering high quality aged care?

Chief Executive Officer

This question cannot be answered by the Council until the Council has a related Motion on its Agenda and a resolution as to that Motion. Opinions of individual Councillors may (quite validly) be expressed on the matter, however, until there is a Council resolution on the topic, the Council cannot provide a definitive response.

Brian Piesse

Has Council held any discussions with or made enquiries to any corporation/entity operating in the aged care space, relating to the future ownership and/or operation of Tuia Lodge; and if so on what basis were such discussions or enquiries made?

Chief Executive Officer

No, with the exception of preliminary investigations into transitioning the outgoing Tuia Lodge Board into an incorporated organisation.

3 APPLICATION FOR LEAVE OF ABSENCE

4 DECLARATION OF FINANCIAL / IMPARTIALITY INTEREST

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

5 PETITIONS / DEPUTATIONS / PRESENTATIONS

6 PRESIDENT'S COMMUNICATIONS

Date	Meeting	Report
21 July 2017	Meeting with CEO	Communications Meeting
25 July 2017	Meeting with Angus Taylor, Assistant Minister for Cities and Digital Transformation and Federal Member, Nola Marino	Focus of discussion was around City Deals with focus on regional centres, Building better regions fund, Funding for regional infrastructure.
27 July 2017	Meeting with Craig Holland, Maker & Co	Bunbury Wellington Economic Alliance (BWEA) and Bunbury Geographe Growth Plan
1 August 2017	WALGA Meeting	Mayors and Presidents Policy Forum
7 August 2017	BWEA / Bunbury Geographe Growth Plan	Working Group Meeting
8 August 2017	Meeting with CEO	Communications Meeting
11 August 2017	Meeting with CEO	Communications Meeting
11 August 2017	City of Bunbury	Mayors Sundowner
14 August 2017	Bunbury Wellington Group of Councils	CLGF funding, discuss way forward for the Regional Waste Facility
17 August 2017	BWEA Meeting	Monthly Meeting

7 LATE ITEMS

Nil

8 CONFIRMATION OF MINUTES

8.1 Ordinary Meetings of Council

Council Decision

Moved: Cr

Seconded: Cr

That the Minutes of the Ordinary Meeting of Council held on 26 July 2017 be confirmed as a true and accurate record.

8.1 Special Meetings of Council

Council Decision

Moved: Cr

Seconded: Cr

That the Minutes of the Special Meeting of Council held on 8 August 2017 be confirmed as a true and accurate record.

9 ELECTED MEMBER'S MOTIONS

9.1 Cr Van Der Heide

9.1.1 NOTICE OF MOTION: TUIA LODGE QUARTERLY REPORT

Location: Shire of Donnybrook Balingup
Applicants: N/A
Zone: N/A
File Ref: CNL 34L
Author: Cr Ryan Van Der Heide
Report Date: 17 August 2017
Attachments: Nil

Cr Van Der Heide has proposed the following Notice of Motion:

'That Council direct the Chief Executive Officer to:

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

REPORT	ORDINARY COUNCIL MEETING
July 1 – September 30	October 2017
October 1 – December 31	February 2018
February 1 – March 31	April 2018
April 1 – June 30	July 2018'

Cr Van Der Heide's Comment

The Shire of Donnybrook Balingup are the 'Approved Provider' of the Tuia Lodge Aged Care facility, within the provisions of the Aged Care Act 1997. The Act clearly articulates

multiple financial and management responsibilities of the Approved Provider. While the Chief Executive Officer is employed by Council and assumes the responsibility for the management of the facility, the obligations of the 'Approved Provider' cannot be apportioned to another party. As such, it is essential that Elected Members are provided sufficient information to ensure their obligations as representatives of the 'Approved Provider', are being met.

Chief Executive Officer's Comment

Comment to be provided at the August 2017 Ordinary Council Meeting.

Notice of Motion

Moved: Cr

Seconded: Cr

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

2) That the report for each quarter, be presented at the next ordinary Council meeting:

REPORT

July 1 – September 30

October 1 – December 31

February 1 – March 31

April 1 – June 30

ORDINARY COUNCIL MEETING

October 2017

February 2018

April 2018

July 2018

9.1.2	NOTICE OF MOTION: TUIA LODGE KEY PERSONNEL
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Location:	Shire of Donnybrook Balingup
Applicants:	N/A
Zone:	N/A
File Ref:	CNL 34L
Author:	Cr Ryan Van Der Heide
Report Date:	17 August 2017
Attachments:	Nil

Cr Van Der Heide has proposed the following Notice of Motion:

'That Council direct the Chief Executive Officer to seek appropriate qualified advice to determine whether Shire Councillors are 'Key Personnel' for the Tuia Lodge Aged Care facility, within the definition of the Aged Care Act 1997.'

Cr Van Der Heide's Comment

The Aged Care Act 1997 provides the definition of the term 'Key Personnel':

AGED CARE ACT 1997 - SECT 8.3A

Meaning of key personnel

- (1) For the purposes of this Act, each of the following is one of the **key personnel** of an entity at a particular time:
 - (a) a member of the group of persons who is responsible for the executive decisions of the entity at that time
 - (b) any other person who has authority or responsibility for (or significant influence over) planning, directing or controlling the activities of the entity at that time;
 - (c) if, at that time, the entity conducts an * aged care service:
 - (i) any person who is responsible for the nursing services provided by the service; and
 - (ii) any person who is responsible for the day-to-day operations of the service;whether or not the person is employed by the entity;
 - (d) if, at that time, the entity proposes to conduct an aged care service:
 - (i) any person who is likely to be responsible for the nursing services to be provided by the service; and
 - (ii) any person who is likely to be responsible for the day-to-day operations of the service;whether or not the person is employed by the entity.
- (2) Without limiting paragraph (1)(a), a reference in that paragraph to a person who is responsible for the executive decisions of an entity includes:
 - (a) where the entity is a body corporate that is incorporated, or taken to be incorporated, under the Corporations Act 2001 --a director of the body corporate for the purposes of that Act; and
 - (b) in any other case--a member of the entity's governing body.

- (3) A person referred to in subparagraph (1)(c)(i) or (1)(d)(i) must hold a recognised qualification in nursing.

As the Approved Provider, the Shire of Donnybrook Balingup has significant input into the operations of Tuia Lodge, particularly in relation to its financial management and could therefore be considered responsible for the executive decisions of the entity.

This motion sets out to clarify Elected Members obligations, to ensure they fulfil their obligations as representatives of the Approved Provider.

Chief Executive Officer's Comment

Comment to be provided at the August 2017 Ordinary Council Meeting.

Notice of Motion

Moved: Cr

Seconded: Cr

That Council direct the Chief Executive Officer to seek appropriate qualified advice to determine whether Shire Councillors are 'Key Personnel' for the Tuia Lodge Aged Care facility, within the definition of the Aged Care Act 1997.

9.2 Cr King

9.2.1	NOTICE OF MOTION: RECOGNITION OF TUIA LODGE'S RETURN TO FULL ACCREDITATION UNTIL JANUARY 2020
	Location: Tuia Lodge, 30 Allnutt Street, Donnybrook
	Applicants: N/A
	Zone: N/A
	File Ref: CNL 34H
	Author: Cr Mike King
	Report Date: 17 August 2017
	Attachments: 9.2.1(1) – Minutes from the Special Council Meeting on 19 November 2015 9.2.1(2) – Minutes from the Public Meeting Held on 13 January 2016 9.2.1(3) – Press Release on Tuia Lodge from late January 2016

Cr King has proposed the following Notice of Motion:

'That Council:

- 1) Acknowledge that Tuia Lodge has received accreditation renewal to January 2020, after the last two Aged Care Quality Agency assessments in October 2016 found all outcomes had been met. Accreditation details are publicly available on www.aacqa.gov.au.**
- 2) Acknowledge that Tuia Lodge has attained a stable financial status, with the forecast operating budget for 2017/18 being in surplus.**
- 3) Instruct the CEO to convey the recognition and thanks of Council for the extraordinary dedication and commitment of Shire and Tuia Lodge staff and volunteers in improving the quality of care and delivery of services at Tuia Lodge over the last 18 months, in lifting the ACFI status, and in attaining all assessment outcomes in October 2016.'**

Cr King's Comment

In November 2015 after some 12 months of persistent and sustained concerns raised by many Tuia Lodge staff, which the Donnybrook-Balingup Shire Council (DBSC) made continuous efforts (including legal advice and approaches to industry) to address without success, the Shire reluctantly took the difficult decision to withdraw the delegated authority of the Tuia Lodge Committee (the Board), to allow the Council to fully review and assess the management, operations and future direction of Tuia Lodge.

Details of the reasons for the Council's decision are fully outlined in the following documents:-

1. The Minutes of the Special Council meeting on 19 November 2015.
2. The report by former Shire President Bruce Hearman (presented at a Public Meeting convened by the former Tuia Lodge Board in January 2016 – see minutes by B. Piesse), on his observations of a previous meeting between Aged Care representatives from the Commonwealth Department of Public Health, Councilors and members of the Tuia Lodge Board.
3. A Shire of Donnybrook Balingup press release in late January 2016 entitled Tuia Lodge

In early January the Federal Department of Health through the Australian Aged Care Quality Agency advised that in the most recent audits conducted in the latter months of 2015, five areas of compliance had not been met, and a "Certificate of Non Compliance" was issued to the Council requiring action to be taken to address these areas of deficiency. Of major concern was that if accreditation status compliance was not achieved by March 2016, then Tuia Lodge might be sanctioned, which would require the employment of a "Nurse Advisor", and restrictions on new resident intakes, which would result in additional expenditure estimated in the range \$0.5-1.0 million.

Since this period outstanding input and effort by Shire staff and Tuia Lodge management and staff have seen the requirement for "sanctioned status" and the appointment of a nurse advisor avoided. There has been a gradual ramp up of the number of aged clients serviced by Tuia Lodge, and the upgrading of sections of the facility, staff training and many of the operating procedures and processes.

After a challenging 18 months the Shire (as Approved Provider) has reported stable and sustainable management and operations at Tuia Lodge, and a balanced budget for activities in the coming 2017/18 financial year.

The current occupancy is 36-38 residents. These residents are attended by a permanent staff of three management personnel, 2 registered and 3 enrolled nurses, 6 supervisors, 12 permanent and 8 casual carers, a part time occupational therapist, a part time physiotherapist and 2 occupational therapy assistants, and 6 miscellaneous employees (gardeners, cleaners, and laundry staff).

In October 2016, Tuia Lodge received accreditation renewal to January 2020, after the last two Aged Care Quality Agency assessments found all outcomes had been met. Accreditation details are publicly available on www.aacqa.gov.au.

All staff are required to complete mandatory skills training in 7 major care areas, and many other regular training sessions are available to them. Rigorous documentation of clinical care has enabled ACFI funding per resident to be significantly increased, assisting in providing and financing the provision of skilled staff and an increased training regime.

Council wishes to thank the Tuia Lodge and Shire staff and volunteers for their dedication and commitment to the residents of Tuia Lodge, to continuous improvement of all aspects of the facility and to improving the quality of care and the delivery of services at Tuia Lodge.

Chief Executive Officer's Comment

Comment to be provided at the August 2017 Ordinary Meeting of Council.

Notice of Motion

Moved Cr

Seconded Cr

That Council:

- 1) Acknowledge that Tuia Lodge has received accreditation renewal to January 2020, after the last two Aged Care Quality Agency assessments in October 2016 found all outcomes had been met. Accreditation details are publicly available on www.aacqa.gov.au.**
 - 2) Acknowledge that Tuia Lodge has attained a stable financial status, with the forecast operating budget for 2017/18 being in surplus.**
 - 3) Instruct the CEO to convey the recognition and thanks of Council for the extraordinary dedication and commitment of Shire and Tuia Lodge staff and volunteers in improving the quality of care and delivery of services at Tuia Lodge over the last 18 months, in lifting the ACFI status, and in attaining all assessment outcomes in October 2016.**
-

9.3 Cr Dilley

9.4.1	NOTICE OF MOTION: PUBLIC RELEASE OF A SUMMARY OF THE INTERNAL GOVERNANCE REVIEW REPORT
	Location: Shire of Donnybrook Balingup
	Applicants: N/A
	Zone: N/A
	File Ref: CNL 34A
	Author: Cr Steve Dilley
	Report Date: 17 August 2017
	Attachments: Nil

Cr Dilley has proposed the following Notice of Motion:

‘That within seven days, and subject to written approval from the Australian Institute of Company Directors, Council make available to the public, a summary of the Internal Governance Review report recently compiled by the Australian Institute of Company Directors. Prior to the public release of the summary, any distinctions between participant responses are amended, so that the individual and group anonymity of respondents is protected.’

Cr Dilley’s Comment

At its February 2017 Ordinary Meeting, Council resolved to participate in the Department of Local Government (DLGC), Governance Review Program. The DLGC engaged the Australian Institute of Company Directors (AICD) to conduct the Governance Review Program for local councils who wished to participate.

The review approach taken with councils was one of self-assessment through an online survey. Local governments were asked to reflect on and assess, the maturity of their council’s governance arrangements in key areas, such as:

- The role of the Council;
- The Council’s role in strategy and risk;
- Council size, composition and skills;
- The role of the President;
- The relationship between the Council and management;
- Council culture and dynamics;
- Effective use of Council meetings;
- Council meeting papers;

- Information coming to the Council;
- Committees;
- Integrity (confidentiality/conflicts of interest);
- Induction and professional development;
- Performance focus; and
- Continuous improvement.

The confidential survey associated with the Program was conducted during March 2017, with a total of seventeen respondents from two groups completing the survey.

On 26 May 2017, the Program Facilitator (Mr Stephen Cole) presented the findings of the survey and conducted a workshop with Elected Members (six Elected Members present), in order to assist Elected Members to identify next steps or possible actions to improve the performance of the Council. During the three hour presentation and workshop, next steps and possible actions could not be identified or agreed.

On 28 June 2017, Council received and acknowledged the results of the Shire of Donnybrook-Balingup Governance Review Report but were unable to give the CEO any instructions on how to assist Council to improve its performance.

In twelve and a half years on Council, eight of those as Shire President, I have seen how effective Council can be when Councillors and Management work together as a team to achieve good outcomes for ratepayers and I have seen how bad Council can be when there is mistrust between Councillors and between Management, which is where we are now.

It was not surprising to see the dysfunction and factionalism in the responses from one group in the Governance Report however more alarming were the responses and even lower performance scores from the other participating group.

Whilst the online survey that the seventeen respondents participated in was undertaken on a confidential basis, their individual and group anonymity can be protected by simple amendments to the final Governance Review report and appendices by either changing text and colour coding and/or referring to the two groups within the report as 'Group A' and 'Group B'.

Despite the damning report, Council has failed to show any leadership or initiative to address its performance issues - therefore only ratepayers can do it. Ratepayers deserve much better performance from their Council and have a right to know well before they vote for the October 21st Local Government Elections just how dysfunctional and abysmal their Council is.

Our Strategic Community Plan identifies one of the key governance outcomes for the Shire is to have a local government that is respected, professional and trusted; both the Administration and the Council.

Our Strategic Community plan also identifies another key governance outcome for the Shire is to be a strategically focussed, open and accountable local Government.

In the interests of transparency and those two strategic governance goals I urge Councillors to support the resolution.

Chief Executive Officer's Comment

Comment to be provided at the August 2017 Ordinary Meeting of Council.

Notice of Motion

Moved: Cr

Seconded: Cr

That within seven days, and subject to written approval from the Australian Institute of Company Directors, Council make available to the public, a summary of the Internal Governance Review report recently compiled by the Australian Institute of Company Directors. Prior to the public release of the summary, any distinctions between participant responses are amended, so that the individual and group anonymity of respondents is protected.

10 MINUTES OF PREVIOUS MEETINGS

10.1 Committee Minutes

Council Decision

Moved: Cr

Seconded: Cr

That the following Committee Minutes be received:

- **Balingup Townscape Committee Meeting – 9 August 2017**
 - **Donnybrook Townscape Committee Meeting – 9 August 2017**
-

11 REPORTS OF COMMITTEES

11.1 Donnybrook Townscape Committee

11.1.1 PUBLIC TRANSPORT AUTHORITY/SHIRE RESERVE AND VIBE SITE

The Reserve on the corner of Victory Lane and South Western Highway is becoming a hazard with flooding and creating a poor entry statement to the main part of town. Also, there is a need to ensure that the oversized bay out the front of the Vibe is not used by standard vehicles. An amended sign is proposed to indicate that the bay is set aside for trucks and caravans (or oversized vehicles only).

Committee's Recommended Resolution

Moved: Cr

Seconded: Cr

The Donnybrook Townscape Committee recommends that Council:

- 1 Consult with Vibe Service Station and Main Roads WA on the proposal to change the sign located on the South Western Highway, in front of the Vibe Service Station from ¼ hour parking limit to signage specifically identifying the area as parking for oversized vehicles.**
 - 2 Instruct the Chief Executive Officer to implement 1 above.**
-

12 REPORTS OF OFFICERS

12.1 Manager Finance and Administration

12.1.1 ACCOUNTS FOR PAYMENT

For information: The following accounts have been authorised and paid under Delegation 3.2 by the Chief Executive Officer represented by cheques CCP3246-CCP3251, EFT121499a-EFT11303, 52648– 52689, DD22145 – DD22146, Trust 3511- 3522, and EFT12302b, totalling \$1,219,373.10.

12.1.2 MONTHLY FINANCIAL REPORT

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That the monthly report for the period ended 30 June 2017 be received.

12.2 Manager Works and Services

Nil

12.3 Manager Development and Environmental Services

Nil

12.4 Principal Planner

12.4.1 PLANNING APPLICATION FOR A SHED AT LOT 802 PERSEVERANCE BOULEVARDE, ARGYLE

Location:	Lot 802 Perseverance Boulevarde, Argyle
Applicants:	Mr Justin Rosman
Zone:	Rural Residential
File Ref:	A4488
Author:	Bob Wallin (Principal Planner)
Report Date:	4 July 2017
Attachments:	12.4.1(1) – Site Plan 12.4.1(2) – Floor Plan

Background

An application has been received to erect a shed at Lot 802 Perseverance Blvd, Argyle (Attachment 12.4.1(1)). The shed will have a wall height of 5.5m and a floor area of 15 metres x 15 metres (225m²). There will also be an open sided lean-to element of 4 metres x 15 metres (60m²)(Attachment 12.4.1(2)).

The proposal is presented to Council for a decision as it greater than the policy requirements of 180m² and wall height of 3.5 metres.

Local Planning Scheme No.7 (LPS7)

In relation to design, LPS7 contains a number of provisions. It is necessary to test this proposal against these provisions to ensure that the intent of LPS7 is satisfied. The key elements of these clauses are included as follows:

Clause 3.3 outlines the purpose and objectives of the Rural Residential zone. The relevant clauses are:

“3.3.1 The purpose of the Rural Residential zone is to provide for low density residential development in a rural setting, which provides for an alternative residential lifestyle, which is consistent and compatible with adjacent land use activity, landscape and environmental attributes of the land.”

“3.3.2 (iv) maintain the rural character of the locality, maintain a high level of residential amenity and minimise disturbance to the landscape through appropriate construction of buildings and structures, clearing, earthworks and access roads...”

(xi) Discourage or prohibit development not compatible with the predominantly rural nature and residential amenity of the zone. “

“4.17 General appearance of buildings and preservation of amenity

*Where, in the opinion of the local government, any proposed building or the erection of structures or carrying out of site works is out of harmony with existing buildings or the landscape of the locality **by virtue of the design and appearance** of the development, the colour or type of materials to be used on exposed surfaces, the **height, bulk and massing of any building**, the local government may refuse the application for planning approval. The refusal can be made notwithstanding that the application may otherwise comply with the provisions of the Scheme. The local government may place conditions on any planning approval granted for the proposed development to ensure that it will not have an adverse impact on the character of the area or the amenity and landscape quality of the locality.*

In exercising its discretion under this clause, the local government shall have regard to the following when assessing any application for planning approval:

- (i) the external appearance of the building and any associated structures and landscaping;*
- (ii) the dimensions and proportions of the building or structure;*
- (iii) the materials used in the construction of the building taking into consideration texture, scale, shape and colour;*
- (iv) the effect of the building or works on nearby properties, and on the occupants of those buildings;*
- (v) the effect on the landscape and environment generally; and*
- (vi) any other matter which in the opinion of the local government is relevant to the amenity of the locality.”*

Clause 67 of the deemed provisions of local planning schemes outlines matters to be considered by local government. These include:

“(m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development”

Planning guidance is provided in Local Planning Policy 9.4 – Outbuilding Control.

The relevant provisions and intent of this policy is detailed as follows:

Clause 9.4(2)a) Outbuilding Area Controls defines maximum outbuilding areas of 180m² and a wall height of 3.5m for land zoned Rural Residential.

Clause 9.4(2)b) states that:

“Council may however consider an increase beyond 180m² subject to the submission of an application for planning consent which addresses the following:

- *impact on vistas;*
- *impact on existing vegetation;*
- *location and density of development;*
- *stormwater disposal; and*
- *purpose of shed size.”*

The applicant has advised that the shed size is needed to:

- securely store classic cars and enable restoration;
- provide workshop space;
- accommodate farm equipment (tractor, slasher etc);
- storage for boat; and
- the wall height is required to provide a mezzanine floor for additional storage.

The applicant has contacted the neighbour who raises no objections to the proposal.

Comment

The acceptableness or otherwise of this proposal depends on forming views on the:

- a) design of the structures; and
- b) principles of orderly and proper planning.

In making a decision on these points, Council should be mindful of the following factors:

Building Design and Streetscape amenity

In the immediate locality, there is a mix of building styles and materials. However, the proposed shed is of a design and bulk that is larger than surrounding. In particular, the wall

height is two metres above the required height. This represents a 36% variation on requirements.

The additional wall height, when considered in combination with the floor area variation of 20% (45m²), the result will be a structure having a bulk far larger than a structure with a 3.5 metre wall height.

In determining *Tempora Pty Ltd v Shire of Kalamunda* (1994), the Tribunal referred to a three part test for assessing the impact on amenity as follows:

- an objective assessment of the existing amenity;
- the manner in which the proposed use will affect the existing amenity; and
- the degree of impact on the locality.

It is reasonable to state that the proposed new shed will be of a scale and bulk that is not reflected in the existing street.

It is possible to significantly reduce the impact of bulk by reducing the wall height to 3.5 metres consistent with Council Policy. This reduction, when considered in combination with the setbacks proposed will increase the potential for the development to be less imposing on the established streetscape setting.

Departures from Policy Position

In considering departures from a policy position, it is important to weigh up the intent of the policy and the extent of any departure proposed. In this case, the policy sets a maximum floor area and wall height (180m² and 3.5m wall height). The intent is to limit the impact of sheds on the streetscape setting. The policy does provide some room for flexibility and departures. However, in this case, the departures are significant (proposal exceeds floor area by 45m² and height by 2m). This will set an undesirable precedent for other shed developments within the Rural Residential zone.

Consistent application of policy

Policies are easier to regulate and defend if consistently applied.

Setbacks

Impacts on streetscape are limited to some extent by distances from Perseverance Boulevard and Gemmell Road (106m and 97m respectively). A setback of approximately 40m will be achieved from Bendall Road which is of gravel construction and has low traffic volumes.

These setbacks are well in excess of the minimum 15m setback roads for road frontages and could play a material role in reducing impacts on local streetscape amenity.

Potential for Landscaping

There is scope to provide screening landscaping to reduce the potential dominance of the structure on the streetscape. There are already a number of trees along the boundaries. Additional planting and construction of a landscaped earth bund in appropriate locations can further reduce potential impacts of bulk and visibility from public roads.

Consultation

The application does not require advertising. However, the applicant has advised that the neighbour has no objections to the proposal.

Policy/Statutory/Voting Implications

Policy

Policy 9.4 – Outbuilding Control. This proposal requires Council to make a decision as it requires a departure from the stated standards.

Statutory

Clause 3.3 of Local Planning Scheme No.7 (LPS7) outlines the purpose of the Rural Residential zone is to provide for low density residential development in a rural setting, which provides for an alternative residential lifestyle, which is consistent and compatible with adjacent land use activity, landscape and environmental attributes of the land.

Clause 4.17 of Local Planning Scheme No.7 (LPS7) provides guidance on development standards and the need to have regard to impacts on the established streetscape in terms of building size, bulk and style.

Voting

Simple Majority

Financial Implications

N/A

Strategic Implications

- Outcome 2.8 – Our town sites are attractive, well presented and maintained
- Outcome 3.9 – Existing community spirit and pride is maintained

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council grant planning consent for a shed at Lot 802 Perseverance Boulevard, Argyle subject to the following conditions:

- 1. The development hereby permitted must be substantially commenced within two (2) years from the date of this decision letter.**
- 2. The approved plans form part of this approval and the development hereby approved must at all times be consistent with the approved plans as marked in red.**

3. The wall height being restricted to a maximum of 3.5 metres.
4. The floor area being restricted to a maximum of 225m².
5. A landscaping plan being prepared and implemented to the satisfaction of the Shire of Donnybrook Balingup.

12.4.2	RV FRIENDLY TOWN PROPOSAL
	Location: Shire of Donnybrook Balingup
	Applicants: Donnybrook Regional Tourism Association
	Zone: N/A
	File Ref: TRS 07
	Author: Bob Wallin (Principal Planner)
	Report Date: 9 August 2017
	Attachments: 12.4.2 – Correspondence from Donnybrook Regional Tourism Association

Background

The Donnybrook Regional Tourism Association (Tourism Association) has expressed interest in having Donnybrook townsite provide a dedicated site for overnight use by Recreational Vehicles (RV's). This will enable the Shire to become registered as an official 'RV Friendly Town'. Attachment 12.4.2 provides details of the request and reasons to support such an idea, from the Tourism Association.

The RV Friendly Town initiative is driven by the Campervan and Motorhome Club of Australia (CMCA). The CMCA has over 70,000 members. The CMCA promotes the economic advantages to small towns providing RV tourists specific amenities.

The Shire is party to the Bunbury Wellington and Boyup Brook Regional Tourism Development Strategy 2015-2019 (the Strategy). The Strategy was unanimously supported by Council at its October 2016 Ordinary Meeting, along with a joint Memorandum of Understanding with other south-west Local Governments and a financial commitment of \$5,000 per year (for three years) towards a Regional Tourism and Marketing Manager position (initially hosted by the City of Bunbury).

The Strategy defines 'regionally significant priorities' to further tourism development as an increasingly key pillar of economic development in the region. One of the identified 'regionally significant priorities' is to:

"develop RV Friendly sites within close proximity to regional towns, create an RV trail (scenic route) between towns, linked to popular sites, wineries-eateries, trails and forest-nature sites".

Comment

To qualify for the RV Friendly Town status, it is necessary to provide the following:

- Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce;
- Provision of short term, low cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD;
- Access to potable water; and
- Access to a free dump point at an appropriate location.

The Donnybrook townsite can comply with all these requirements with limited effort. The following table provides a brief summary of how the town complies (or can be compliant) with the criteria of the RV Friendly Town initiative:

Criteria	Response
Provision of appropriate parking within the town centre, with access to a general shopping area for groceries and fresh produce	Oversize vehicle parking is already available at points within the Donnybrook townsite.
Provision of short term low cost overnight parking (24/48 hours) for self-contained recreational vehicles, as close as possible to the CBD	The Donnybrook Transit Park provides 10 van sites plus 20 camping sites. This facility provides public toilets, shower facilities, laundry, outdoor kitchen, power, potable water and dump site. Fees can be considered low cost. A powered site is \$31 a night and \$25 for an unpowered site. A seniors discount is also available
Access to potable water	Potable water is available at the Donnybrook Transit Park.
Access to a free dump point at an appropriate location	A free dump point is provided at the Donnybrook Transit Park.

The only element that may require any attention would be to identify a specific area within the Donnybrook Transit Park to be dedicated for RV's. Advice received from the existing Donnybrook Transit Park manager shows that the facility averages 30% occupancy over the year. The rate of occupancy has shown a gradual increase in demand over the last 5 years (since statistics have been kept). RV's account for approximately 10 to 20 percent of the total facility users.

Discussion with the Donnybrook Transit Park manager indicates that camping bays 4 and 5 (unpowered sites) could be identified for RV use. These sites could be available for \$25 a

night. It should be noted that this does not imply that RV's will only be restricted to these sites. It just implies that these two sites are dedicated for RV use.

On the basis that the proposal is unlikely to result in any significant financial burden, there may be some marginal benefit in Donnybrook being marketed as part of the RV Friendly Town network.

Policy/Statutory/Voting Implications

Policy

N/A

Statutory

N/A

Voting

Simple majority

Financial Implications

If supported, there is potential for an increase in maintenance costs and loss of revenue from transit park facilities.

Strategic Implications

Support for the tourism sector is a key pillar of the Shire's recently adopted Corporate Business Plan 2017 – 2021.

Actively promote the district as an attractive destination	1.3.1.1	Implement regional tourism and marketing objectives
	1.3.1.2	Develop and implement a local tourism and visitors development and promotion strategy
	1.3.1.3	Continue to support local and regional tourism bodies and initiatives
	1.3.1.4	Support and promote local tourism events and attractions
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
	1.3.2.3	Promote townsites through town entries and main thoroughfare treatments

Officer's Recommended Resolution

Moved: Cr

Seconded : Cr

That Council:

1. Instruct the Chief Executive Officer to thank the Donnybrook Regional Tourism Association for promoting the idea of the Donnybrook townsite being considered as an RV Friendly Town.
 2. Instruct the Chief Executive Officer to prepare a submission, in consultation with the Donnybrook Transit Park Manager and the Donnybrook Regional tourism Association, to apply to be considered as part of the RV Friendly Town Program.
-

12.5 Chief Executive Officer

12.5.1	CODE OF CONDUCT REVIEW
	Location: Shire of Donnybrook Balingup
	Applicants: Shire of Donnybrook Balingup
	Zone: N/A
	File Ref: ADM06
	Author: Ben Rose – CEO (<i>Lucy Bourne - Governance Officer</i>)
	Report Date: 31 July 2017
	Attachments: 12.5.1(1) – Revised Code of Conduct 12.5.1(2) – Track Changes Code of Conduct

Background

The Code of Conduct (the Code) is a set of rules that provide Elected Members, Committee Members and Employees with an acceptable and expected standard of professional conduct.

Comment

In accordance with section 5.103 of the *Local Government Act 1995* (the Act), Council has a Code for Elected Members and Employees. The Code is reviewed annually to ensure it complies with the Act and any recent amendments to the Act.

Elected Members were invited (21 July, 2017) to comment on the Code and suggest changes; comments and suggestions were received from one Elected Member (Councillor Mitchell), as follows.

Section	Councillor Comment (summarised)	Administration Response
General	Inconsistent use of terminology for Elected Members and Staff.	Acknowledged. Consistent terminology now applied in revised version.
Gift Provisions	Provisions unclear in relation to gifts from direct family/spouses.	These situations are provided for within the relevant Act and Regulations – the Code defers to the Act and Regulations in these instances.
Dress Standard	Dress standards for Elected Members and Staff should be the same.	Acknowledged and included in revised version.
Communication and Public Relations	Individual Elected Member disagreement, in public, with a Council decision/s should be permitted (in a respectful manner)	The Code (as revised) does not preclude this.
	There should be provisions to prevent revisiting of previous decisions of the Council.	The Standing Orders (and Act) address this matter.
Elected Member – Staff Relationships	Only information pertinent to current Council business should be sought by Elected Members from staff.	The Act and Shire Policies address this matter.
Travel expenses	Caution should be exercised in claiming travel expenses where multi-purpose trips are undertaken (i.e. a mix of Council and personal business).	Acknowledged.

The Code has been reviewed by the Administration, with assistance and input from the WA Local Government Association (WALGA). A number of changes are recommended; these changes more closely align the Code with the current WALGA model and include changes as per the Councillor feedback acknowledged in the table, above.

On recommendation from WALGA, numerous administrative modifications have been recommended; these modifications do not change the tenets of the Code, they merely contemporise it and ensure the Code covers all the matters required of it in the various Regulations under the Act. A 'track changes' version of the Code, as well as the reviewed and recommended version of the Code, are attached for Council consideration.

Consultation

Elected Members, staff and the WALGA Manager of Governance (Mr James McGovern).

Policy/Statutory/Voting Implications

Policy
N/A

Statutory

Relevant provisions of the *Local Government Act 1995*, the *Local Government (Rules of Conduct) Regulations 2007* and the *Local Government (Administration) Regulations 1996*.

Voting

Simple majority

Financial Implications

Nil

Strategic Implications

The recently adopted Corporate Business Plan 2017-21 sets out the following actions:

Effective and efficient operations and service provision	4.2.1.1	Maintain effective and efficient policies, planning, operating procedures and practices
	4.2.1.2	Seek a high level of legislative compliance and effective internal controls
Provide a positive, professional culture	4.2.2.3	Promote a constructive and accountable workplace and Council culture

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council adopts the amended Code of Conduct, as attached.

12.5.2	STANDING ORDERS (MEETING PROCEDURES) LOCAL LAW	
	Location:	Shire of Donnybrook Balingup
	Applicants:	Shire of Donnybrook Balingup
	Zone:	N/A
	File Ref:	CNL25
	Author:	Ben Rose, Chief Executive Officer (<i>Lucy Bourne – Governance Officer</i>)
	Report Date:	7 August 2017
	Attachments:	12.5.2 - Meeting Procedures Local Law

Background

At its Ordinary Meeting on 21 December 2016, Council resolved to introduce the *Shire of Donnybrook Balingup Meeting Procedures Local Law* (the Local Law). This local law will repeal and replace the *Shire of Donnybrook Balingup Standing Orders Local Law 1997*. The Local Law is based on the WA Local Government Association (WALGA) model. It supplements the requirements of the *Local Government Act 1995* relating to meetings and

provides comprehensive procedures to ensure meetings are run in an orderly fashion and that Councillors may participate equally and fairly. The structure of the Local Law corresponds with training provided to Elected Members by WALGA.

Comment

Under section 3.12 of the *Local Government Act 1995*, Council gave State-wide public notice of the proposed Local Law, stating its intention to introduce a new local law and inviting public submissions to be made from 7 February to 31 March 2017. No public submissions were received.

A copy of the draft Local Law was sent to the Minister for Local Government. The Department of Local Government (now Department of Local Government, Sport and Cultural Industries) recommended minor alterations and edits to reflect best practice drafting practices.

Elected Members and staff were also given the opportunity to comment on the earlier draft and a number of alterations resulted, as follows:

- The circumstances under which the Local Law will be applied to committee meetings have been clarified. Only where committees have delegated powers (there are none presently) or where the Council, by specific resolution requires it, will the provisions of this local law be applied to the committee meeting.
- The timeframe for receiving Elected Members' notices of motion has been made specific at 14 days prior to the meeting. This removes any ambiguity that presently exists in relation to lodging of notices of motion from the date/time of publication of the agenda (which can vary from meeting to meeting).
- The timeframe to identify items related to the adoption by exception resolution provision has been clarified.
- Where Council resolves to close a meeting to members of the public, in addition to the Members, the CEO and any officer specified by the Presiding Member, the CEO's delegate/s may also remain in the room.
- An exception has been added to the requirement to turn off mobile telephones and other electronic communications devices to allow them to remain on when required for emergency use.
- Members wishing to speak shall be asked to rise (unless unable to because of sickness or disability) to address the Council. This is consistent with the current Standing Orders Local Law.

Given that the attached Local Law is not significantly different from that which was proposed, it is recommended that Council adopt the Meeting Procedures Local Law (absolute majority decision required).

After making the Local Law, Council is to publish it in the Government Gazette and provide a copy to the Minister. State-wide public notice is then to be provided stating the title of the Local Law adopted; summarising the purpose and effect of the Local Law and advising that copies of the Local Law may be inspected or obtained from the local government's office.

It is planned that the new Local Law will come into effect in October 2017 to coincide with the first Ordinary Council Meeting following the 2017 local government election. Training can be made available for Elected Members and staff.

Consultation

Notice of the proposed local law was provided in accordance with section 3.12 of the *Local Government Act 1995*, with submissions invited over a six week period. The Local Law was sent to the Minister for Local Government for review by the Department of Local Government.

Policy/Statutory/ Voting Implications

Policy

N/A

Statutory

Section 3.12 of the *Local Government Act 1995* sets out the procedure for making a local law.

Voting

An absolute majority decision is required under Section 3.16 of the *Local Government Act 1995*.

Financial Implications

The cost of gazettal has been factored into the 2017/18 Budget.

Strategic Implications

The recently adopted Corporate Business Plan 2017-21 sets out the following actions:

Effective and efficient operations and service provision	4.2.1.1	Maintain effective and efficient policies, planning, operating procedures and practices
	4.2.1.2	Seek a high level of legislative compliance and effective internal controls
Provide a positive, professional culture	4.2.2.3	Promote a constructive and accountable workplace and Council culture

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council adopt the attached *Shire of Donnybrook Balingup Meeting Procedures Local Law 2017*. This local law will repeal and replace the *Shire of Donnybrook Balingup Standing Orders Local Law 1999*.

The purpose of this local law is to set out the procedures that apply to Council and Committee meetings and to supplement the requirements of the *Local Government Act 1995* relating to meetings.

The effect of this local law is to bring order and dignity to meetings and underpin the decision-making processes.

Chief Executive Officer to coordinate so that the Local Law takes effect from the first Ordinary Meeting of Council in October 2017.

Absolute Majority Decision Required

12.5.3	CARETAKER POLICY
	Location: Shire of Donnybrook Balingup
	Applicants: Shire Administration
	Zone: N/A
	File Ref: CAL 06/2
	Author: Ben Rose, Chief Executive Officer (<i>Lucy Bourne, Governance Officer</i>)
	Report Date: 7 August 2017
	Attachments: 12.5.3 - Draft Council Policy 1.27 – Caretaker Policy

Background

The Department of Local Government, Sport and Cultural Industries recommend the adoption of caretaker conventions to be applied to local governments during the local election period, through the adoption of a Caretaker Policy. A draft Caretaker Policy (the Policy) has been prepared for Council's consideration.

The objectives of the Policy are to:

- ensure Council avoids making major decisions prior to an election that would unreasonably bind an incoming Council;
- prevent the use of public resources in ways that could be seen as advantageous or disadvantageous to members seeking re-election or new candidates; and

- Recognise the requirement for the Shire administration to act impartially in relation to all candidates.

Comment

A Caretaker Policy provides more transparency around major decisions being made by Council in the lead up to a local election. Caretaker period policies can help to protect both the reputation of a local government's Administration and its Elected Members.

The attached draft Policy covers:

- decisions made by the Council;
- materials published by the local government;
- attendance and participation in functions and events;
- use of the local government's resources; and
- Access to information held by the local government.

If adopted, the caretaker period would take effect from the close of nominations on 14 September 2017 until 6pm on Election Day, 21 October 2017.

There are provisions in the policy for Council to make major decisions in emergency situations during the Caretaker Period.

Consultation

Department of Local Government, Sport and Cultural Industries.

Policy/Statutory/Voting Implications

Policy

A new Policy will be, if approved, included in the Council section of the Policy Manual.

Statutory

Local Government Act 1995, s2.7(2)(b) – The Council determines the local government's policies.

Voting

Simple Majority

Financial Implications

There are no budget or long-term financial implications for this policy.

Strategic Implications

The recently adopted Corporate Business Plan 2017-21 sets out the following actions:

Effective and efficient operations and service provision	4.2.1.1	Maintain effective and efficient policies, planning, operating procedures and practices
	4.2.1.2	Seek a high level of legislative compliance and effective internal controls
Provide a positive, professional culture	4.2.2.3	Promote a constructive and accountable workplace and Council culture

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council adopt the attached Council Policy 1.27 – Caretaker Policy.

12.5.4	ELECTED MEMBER - STAFF CONTACT POLICY 1.20	
	Location:	Shire of Donnybrook Balingup
	Applicants:	Shire of Donnybrook Balingup
	Zone:	N/A
	File Ref:	ADM11/3
	Author:	Ben Rose – Chief Executive Officer
	Report Date:	10 August 2017
	Attachments:	12.5.4(1) Existing Staff Councillor Contact Policy
		12.5.4(2) Reviewed Staff Councillor Contact Policy

Background

The Shire of Donnybrook Balingup introduced it's Councillor – Staff Contact Policy 1.20 (the Policy) on 26 June 2013 and the Policy was most recently reviewed on 26 April 2016. The required annual review of the Shire's Code of Conduct (also part of this Ordinary Council Meeting Agenda) has given rise to the review of this Policy, as there are inter-related provisions.

Comment

The existing Policy includes information which is:

- Irrelevant or immaterial to the subject of Staff and Elected Member contact (e.g. works requests processes, project definition processes); and
- Procedural in nature (e.g. how Elected Members are to be 'received' at the Administration Office).

In this regard, the Policy has been reduced and refined, with clarity provided in relation to the Elected Member – Staff contact provisions.

Consultation

Nil.

Policy/Statutory/Voting Implications

Policy

Review of the Shire's Policies is recommended on a recurring basis.

Statutory

The Policy aligns with, and builds on, the provisions of the *Local Government Act 1995* and Regulations, enabling and guiding Elected Member contact with Staff.

Voting

Simple Majority.

Financial Implications

Nil.

Strategic Implications

The recently adopted Corporate Business Plan 2017-21 sets out the following actions:

Effective and efficient operations and service provision	4.2.1.1	Maintain effective and efficient policies, planning, operating procedures and practices
	4.2.1.2	Seek a high level of legislative compliance and effective internal controls
Provide a positive, professional culture	4.2.2.3	Promote a constructive and accountable workplace and Council culture

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council adopt the attached Council Policy 1.20 – Elected Member-Staff Contact.

12.5.5

REVIEW OF COMMITTEES

Location:	Shire of Donnybrook Balingup
Applicants:	Shire of Donnybrook Balingup
Zone:	N/A
File Ref:	ADM06
Author:	Ben Rose – Chief Executive Officer (<i>Lucy Bourne – Governance Officer</i>)
Report Date:	4 August 2017
Attachments:	NIL

Background

The Shire of Donnybrook Balingup currently has 22 committees. The majority of these are Council Committees, comprising both Elected Members and community representatives. The Audit Committee is made up of all Councillors while the Upper Preston Cemetery Advisory Committee, for example, is made up only of community representatives. Some meet regularly, others as required. There are approximately 25-30 committee meetings a year.

It is recommended that the number of committees be reviewed to achieve efficiency and effectiveness benefits.

Comment

Committees provide significant assistance to Council by allowing community input and detailed discussion to occur outside of the formal Council Meeting process. Committees typically make a recommendation to Council for a decision.

The high number of committee meetings requires a substantial time commitment from Elected Members, staff and Committee Members, with each meeting requiring agenda preparation and distribution, minutes, room set-up and staff (and Committee Member) attendance.

There is an opportunity to rationalise the number of committees, while maintaining community involvement, and increasing efficiencies. One option, for example, would be to group the functions of the committee meetings according to the four pillars of the Strategic Community Plan – (Economy, Built and Natural Environment, Community and Leadership). Councils that have gone through a similar review process (e.g. Bunbury and Joondalup) have eight committees.

If Council agrees to a review of committees, it is envisaged that investigation and engagement could occur during September 2017. A proposed new committee structure could then be ready for consideration by Council following the 2017 local government elections, and the process to establish new committees could then proceed as normal.

Consultation

Elected Member, staff and local government sector consultation is recommended to review and refine any committee structures.

Policy/Statutory/Voting Implications

Policy

Council Policy 1.15 – Committee Membership

Statutory

The *Local Government Act 1995* (and other related legislation) mandates the existence of a certain Committee's (e.g. Audit Committee, CEO Review Committee), Local Emergency Management Committee etc).

Voting

Simple Majority.

Financial Implications

Depending on the extent of the review, cost savings may result, without impacting levels of community engagement.

Strategic Implications

The recently adopted Corporate Business Plan 2017 – 2021 sets the requirement to review committee structures, as follows.

Provide accountable and strategic leadership	4.1.1.3	Review Council, Committee and Working Group governance structures and meeting programs
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Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council instruct the Chief Executive Officer to conduct a review of Committees and present findings and recommendations to the October 2017 Ordinary Meeting of Council.

12.5.6	EXPRESSION OF INTEREST - BUNBURY GEOGRAPHE TOURISM PARTNERSHIP (BGTP) WORKING GROUP
Location:	Shire of Donnybrook Balingup
Applicants:	Administration
Zone:	N/A
File Ref:	TRS 09
Author:	Ben Rose, Chief Executive Officer (<i>Deb Vanallen, Community Development - Team Leader</i>)
Report Date:	2 August, 2017
Attachments:	12.5.6(1) - Expressions of Interest - Tourism Advisory Working Group 12.5.6(2) - Tourism Advisory Working Group Terms of Reference

Background

In recognition of the important role that tourism industry operators play in the development of tourism, the Bunbury Geographe Tourism Partnership (BGTP) Steering Committee, which includes the Chief Executive Officer's from the Shires of Boyup Brook, Capel, Collie, Dardanup, Donnybrook Balingup, Harvey and the City of Bunbury, are each progressing the appointment of a local representative to join the Working Group which will provide advice to the Steering Committee on tourism development and marketing in the region.

This is an opportunity for local tourism operators throughout the region to have direct input into the Bunbury Geographe Tourism Partnership decision making process.

The formation of a Working Group is aligned with the Memorandum of Understanding (MoU), signed in December 2016 (and to operate for three years), which outlines the key priorities for the implementation of the Bunbury Wellington and Boyup Brook Regional Tourism Strategy. It is intended that after the initial agreed period of three years, the responsibilities and management of regional tourism will be transitioned to an independent body or corporation to be determined in the course of the three year term of the MoU.

Comment

The Shire of Donnybrook Balingup has called for Expressions of Interest (EOI) for a representative to join the Bunbury Geographe Tourism Working Group (TAWG).

The functions of the TAWG are outlined in the attached Terms of Reference and include:

- Representing the Bunbury Geographe tourism industry;
- Providing advice and recommendations to the Steering Committee and the Tourism Marketing and Development Manager (TMDM) relating to tourism and its development and future in the region;
- Assisting the TMDM to deliver projects relating to the Bunbury Wellington and Boyup Brook Tourism Strategy Regional Marketing and Action Plans;

- Encouraging industry and operator involvement in BGTP activities; and
- Raising community awareness of the value and benefits of tourism.

The TAWG is anticipated to meet at least six times per year, with membership including tourism and local government representatives. Sitting fees do not apply.

Consultation

The Shire of Donnybrook Balingup's EOI process opened on 18 July 2017. The EOI was advertised on the Shire website and notices were posted on community notice boards throughout the Shire. Full details were also emailed to both the Donnybrook Regional Tourism Association/Donnybrook Visitors Centre and the Balingup and District Tourism Association/Balingup Visitors Centre. Both Associations forwarded the details to their membership

The EOI period closed at 5pm on Monday 31 July 2017 with one expression of interest being received.

Mr Wayne Hammond expressed an interest in joining the Bunbury Geographe Tourism Working Group. Mr Hammond has a wealth of relevant experience making him eligible for the position. In summary:

- Mr Hammond has lived and worked in the Bunbury Geographe region for over 25 years in a variety of roles.
- Mr Hammond purchased a property in Donnybrook on the banks of the Capel River in 1991 and over time developed a successful winery (Oakway Estate Winery);
- Has held a number of roles promoting wine and tourism for the region. He is currently the Treasurer and Geographe Representative on the board of Australia's South West (ASW). ASW is the peak regional tourism organisation for the south west of WA encompassing Albany to Harvey, Collie to Margaret River and includes the Bunbury Geographe region. This role gives him insight into the workings and relationships of local, regional, state and federal tourism bodies. The role has also enabled Mr Hammond to gain an understanding of the role of the State funded development commissions of the Great Southern and South West.
- Locally, Mr Hammond has been involved with the Donnybrook Food and Wine Fest, Stars on Preston, Crush Festival and many of the other local markets and festivals.
- He is also an active member of the Donnybrook Regional Tourism Association.

Policy/Statutory/Voting Implications

Policy

N/A

Statutory

N/A

Voting

Simple Majority.

Financial Implications

The appointment of a representative to the Bunbury Geographe Tourism Working Group will not require the Shire to make any further financial commitment beyond that which was agreed in the Memorandum of Understanding, as approved by Council in 2016.

Strategic Implications

The recently adopted Corporate Business Plan includes a major focus on tourism initiatives, including the following:

Actively promote the district as an attractive destination	1.3.1.1	Implement regional tourism and marketing objectives
	1.3.1.2	Develop and implement a local tourism and visitors development and promotion strategy
	1.3.1.3	Continue to support local and regional tourism bodies and initiatives
	1.3.1.4	Support and promote local tourism events and attractions
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
	1.3.2.3	Promote townsites through town entries and main thoroughfare treatments

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That Council approve the appointment of Mr Wayne Hammond as the Shire of Donnybrook Balingup representative on the Bunbury Geographe Tourism Working Group for a term commensurate with the operation of the Bunbury Geographe Tourism and Marketing Partnership Memorandum of Understanding.

12.6 Recall Items

12.6.1	RFT 03/2017 – REPAIRS, RESTORATION AND ADAPTION OF THE OLD UNITING CHURCH	
	Location:	Bentley/Egan Street, Donnybrook
	Applicants:	Shire of Donnybrook Balingup
	Zone:	Public Purpose
	File Ref:	PWF 16K
	Author:	Leigh Guthridge, Manager Development and Environmental Services
	Report Date:	21 July 2017
	Attachments:	Nil

Background

Council considered the confidential report – RFT 03/2017 – Repairs, Restoration and Adaption of the Old Uniting Church at the Ordinary Council meeting held on 26 July 2017.

Comment

In accordance with the *Local Government Act 1995* Section 5.23 (2)(c) and Administration Regulations 4A the above report remained confidential as “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.”

Once the information in the report is no longer sensitive the item is required, under the Act, to be included in the next occurring Council Meeting Agenda.

This matter has now been finalised.

Consultation

N/A

Policy/Statutory/Voting Implications

Statutory

Section 5.23(2)(c) of the *Local Government Act 1995*.

Voting

Simple majority.

Financial Implications

Nil

Strategic Implications

- Outcome 4.2 - A respected, professional and trusted organisation

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That the Council resolutions relating to the confidential report on RFT 03/2017 – Repairs, Restoration and Adaption of the Old Uniting Church be made public.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That the Meeting be closed to the public under the *Local Government Act 1995 (the Act)* for item 12.7.1 – Bridge 5121 Rosedene Lane under Section 5.23(2(d) of the Act (*legal advice obtained, or which may be obtained by the local government*)

12.7 Confidential Items

CONFIDENTIAL

12.7.1	BRIDGE 5121 ROSEDENE LANE	
	Location:	Location 4176
	Applicants:	N/A
	Zone:	N/A
	File Ref:	BR 5121
	Author:	Manager Works and Services
	Report Date:	7 August 2017

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

- 1) In accordance with Section 5.23(2) of the *Local Government Act 1995*, Agendas, Minutes and Council decisions in relation to item 12.7.1 and remains confidential; and**
 - 2) When Agendas, Minutes and Council decisions in relation to item 12.7.1 is no longer subject to section 5.23(2) of the *Local Government Act 1995*, the item is to be included in the next occurring Council Meeting Agenda.**
-

Officer's Recommended Resolution

Moved: Cr

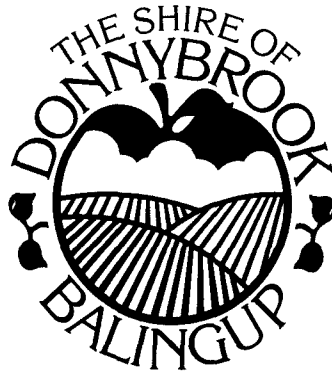
Seconded: Cr

That the meeting be re-opened to the public.

13 CLOSURE OF MEETING

The Chairperson to advise that the next Ordinary Council Meeting will be held on Wednesday, 27 September 2017 commencing at 5.00pm in the Seniors' Room, Donnybrook Community Library.

The Chairperson to declare the meeting closed at _____pm.



Attachments

Ordinary Council Meeting

To be held on
Wednesday, 23 August 2017 at 5.00pm

SHIRE OF DONNYBROOK/BALINGUP LOCAL GOVERNMENT ACT 1995

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 AUGUST 2017

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
CCP3246	BOOK DEPOSITORY	PURCHASE BOOKS FOR PROFESSIONAL DEVELOPMENT LIBRARY	\$ 50.02	
CCP3247	DEPARTMENT OF COMMERCE	TRI ANNUAL BUILDING SURVEYOR PRACTITIONER REGISTRATION FOR	\$ 868.00	
CCP3248	FURNITURE BARN	BLN LIBRARY - JULIET WING CHAIRS	\$ 1,198.00	
CCP3249	HOUSE IN BUNBURY	ADMIN - OVEN GLOVES AND APRONS FOR KITCHEN	\$ 64.97	
CCP3250	VISTAPRINT	TUJA LODGE - BUSINESS CARDS	\$ 5.00	
CCP3251	WOLTERS KLUWER	BOOKS FOR PROFESSIONAL DEVELOPMENT LIBRARY	\$ 280.45	
3511	PETTY CASH (TUJA)	TUJA LODGE - RECOUP RESIDENT'S KITTY FUNDS	\$	291.10
3512	TELLING TALES IN BALINGUP	BOND REFUND	\$	150.00
3513	PETTY CASH (TUJA)	TUJA LODGE - RECOUP RESIDENT'S KITTY FUNDS	\$	330.00
3514	PETTY CASH (TUJA)	TUJA LODGE - RECOUP RESIDENT'S KITTY FUNDS	\$	330.00
3515	ALZHEIMERS WA	BOND REFUND	\$	150.00
3516	RONALD DAVID REES	BOND REFUND	\$	50.00
3517	PETTY CASH (TUJA)	TUJA LODGE - RECOUP RESIDENT'S KITTY FUNDS	\$	448.80
3518	LISA MICHELLE FULLER	BOND REFUND	\$	300.00
3519	BUILDING & CONSTRUCTION INDUSTRY	BCITF AGENCY LEVY COLLECTIONS - 01/07/17 TO 08/08/17	\$	1,645.35
3520	DBK/BLN SHIRE BCITF LEVY	BCITF AGENCY LEVY COLLECTION FEES FOR 01/07/17 TO 08/08/17	\$	33.00
3521	BUILDERS REGISTRATION BOARD	BUILDING SERVICES LEVY COLLECTION FEES 01/07/17 TO 10/08/17	\$	65.00
3522	DBK/BLN SHIRE BCITF LEVY	BUILDING SERVICES LEVY COLLECTIONS FOR 01/07/17 TO 10/08/17	\$	2,098.01
EFT12149a	SHIRE OF DONNYBROOK-BALINGUP	PAYROLL 20/07/2017	\$ 104,561.16	
EFT12149b	SHIRE OF DONNYBROOK-BALINGUP	TUJA LODGE - PAYROLL 20/07/2017	\$ 42,480.70	
EFT12149c	SHIRE OF DONNYBROOK-BALINGUP	TUJA LODGE - SUPERANNUATION FOR JULY 2017	\$ 13,410.10	
EFT12150	WA TREASURY CORPORATION	LOAN DEBENTURE FEES FOR P/PENDING 30/06/2017	\$ 2,735.98	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 23 AUGUST 2017

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT12150a	AUSTRALIAN TAX OFFICE	BAS - JUNE 17	\$ 9,250.00	
EFT12151	ALFS MACHINERY PTY LTD	REPAIR RAPIER SLASHER & ASSORTED HARDWARE	\$ 1,487.05	
EFT12152	AUSTRALIA POST	SHIRE POSTAGE - JUNE 2017	\$ 890.53	
EFT12153	ALMOS DFES DIRECT BRIGADE ALARMS	TUIA LODGE - DFES ANNUAL MONITORING 2017/18	\$ 1,794.14	
EFT12154	AMD SOUTHWEST PTY LTD	MUNGALUP RD - FINAL AQUITTAL AUDIT ROYALTIES FOR REGIONS	\$ 715.00	
EFT12155	A & R ENGINEERING	ABANDONED VEHICLE TOWING & SERVICE TO TUIA LODGE VEHICLE	\$ 512.38	
EFT12156	ALL-TECH PLUMBING	DBK REC CTR - REPAIRS TO POOL PUMP AND LEAK IN SHOWERS	\$ 334.40	
EFT12157	STAPLES	ADMIN - STATIONERY ORDER - JULY 2017	\$ 421.32	
EFT12158	AQUILA ACTIVE HEALTHCARE	TUIA LODGE - PHYSIOTHERAPY SERVICES - JUNE 2017	\$ 3,762.00	
EFT12159	BENARA NURSERIES	PARKS & GDNS - ASSORTED LANDSCAPING PLANTS	\$ 1,292.02	
EFT12160	CARDNO (WA) PTY LTD	APPLE FUN PARK - CONDITION ASSESSMENT & WORKS PROGRAM	\$ 5,445.00	
EFT12161	BETTER LIFE CENTRE PTY LTD	TUIA LODGE - WHEELCHAIR TRAY TABLE & SEAT BELT	\$ 358.00	
EFT12162	BADGERS EMBROIDERY	LOGO ON UNIFORMS FOR DBK OFFICE STAFF	\$ 26.40	
EFT12163	AGRI SPARK AUTO ELECTRICS	VARIOUS SHIRE VEHICLES - ELECTRICAL REPAIRS	\$ 605.00	
EFT12164	BLUE FORCE PTY LTD	PRESTON VLG - REPLACE BATTERY IN EMERG MONITORING DEVICE	\$ 38.50	
EFT12165	BRIDGESTONE AUSTRALIA	KUBOTA MOXER - PUNCTURE REPAIR X 2	\$ 99.00	
EFT12166	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - JUNE 2017	\$ 2,349.34	
EFT12167	BROWNES FOODS OPERATIONS	TUIA LODGE - MILK SUPPLIES - JUNE 2017	\$ 730.46	
EFT12168	STAFF REIMBURSEMENTS	TUIA LODGE - REMOVAL OF DECALS FROM VEHICLE	\$ 31.82	
EFT12169	DBK/BLN CHAMBER OF COMMERCE	CHAMBER OF COMMERCE & BUSINESS SW TRAINING LUNCH	\$ 60.00	
EFT12170	CARAVANSWEST	ADVERTISING IN MAY 2017 CARAVAN AND CAMPING MAGAZINE	\$ 495.00	
EFT12171	CLIFFORD HALLAM HEALTHCARE	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$ 197.68	
EFT12172	DONNYBROOK FRUIT BARN	TUIA LODGE - FRUIT & VEGETABLE SUPPLIES	\$ 61.91	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995

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COUNCIL ON 23 AUGUST 2017

MANUAL/AUTO CHEQUES

Chg/EFT	Name	Description	Municipal	Trust
EFT12173	DONNYBROOK TYRE SERVICE	KUBOTA MOWER - FIT AND SUPPLY TYRE	\$ 145.00	
EFT12174	DONNYBROOK FARM SERVICE	DBK REC CTR - POOL CHEMICALS	\$ 1,392.60	
EFT12175	DBK FOOTBALL & SPORTING CLUB	COMMUNITY GRANTS SCHEME 2016/2017	\$ 480.00	
EFT12176	STATE LIBRARY OF WA	DBK LIBRARY - DELIVERY OF BETTER BEGINNINGS PROGRAM 2017/18	\$ 297.00	
EFT12177	DBK RETIC AND LANDSCAPING	VC MITCHELL PARK - OVAL TURF REPAIRS	\$ 500.00	
EFT12178	DX PRINT GROUP PTY LTD	DBK REC CTR - TERM 3 ADVERTISING FLYERS	\$ 597.00	
EFT12179	EARTHMAC	MAIN STREET TRIP HAZARD REPAIRS	\$ 847.00	
EFT12180	FORPARK AUSTRALIA	APPLE FUN PARK - OUTDOOR GYM EQUIPMENT HANDLE GRIPS	\$ 118.80	
EFT12181	FARLEYS COMPLETE WELD & FAB	CRANE HIRE FOR THE REMOVAL OF WEIR GATES	\$ 990.00	
EFT12182	FLEXI STAFF PTY LTD	TUIA LODGE - AGED CARER SERVICES WEEK ENDING 14/07/2017	\$ 768.90	
EFT12183	SUEZ RECYCLING & RECOVERY	PROCESSING OF RECYCLABLES - MAY 2017	\$ 3,405.29	
EFT12184	HASTIE WASTE PTY LTD	TUIA LODGE - WASTE SKIP CHANGE OVER	\$ 270.00	
EFT12185	HUNTLEIGH HEALTHCARE	TUIA LODGE - SARA STEDY STANDING AID	\$ 2,166.00	
EFT12186	COVERT SIGNS	VARIOUS STREET NAME BLADE SIGNS	\$ 190.30	
EFT12187	INFORMATION ENTERPRISES AUST P/L	CONSULTANTS FEES FOR RECORD KEEPING PLAN	\$ 1,386.00	
EFT12188	JASON SIGNMAKERS	QUADRAPED A FRAME STANDS WITH DOUBLE SIDED SWING SIGNS	\$ 1,516.90	
EFT12189	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOW TO WORKS OVERSEER - JUNE 2017	\$ 55.00	
EFT12190	LIVING SPRINGS	ADMIN - BOTTLED WATER - JULY 2017	\$ 154.00	
EFT12191	LOCAL GOVT PROFESSIONALS AUST	2017/18 MEMBERSHIP FEES & MENTORING PROGRAM FOR STAFF	\$ 1,021.00	
EFT12192	LGISWA	VARIOUS INSURANCE EXPENSES FOR 2017/18	\$ 201,211.58	
EFT12193	PS & LJ MCCABE	DBK TRANSIT PK - CONCRETE PATH IN FRONT OF TOILET FACILITIES	\$ 4,950.00	
EFT12194	LGIS BROKING	VARIOUS INSURANCE EXPENSES FOR 2017/18	\$ 115,418.93	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995

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COUNCIL ON 23 AUGUST 2017

MANUAL/AUTO CHEQUES

Chg/EFT	Name	Description	Municipal	Trust
EFT12195	MACQUARIE EQUIPMENT RENTALS	DBK REC - VARIOUS LEASE EXPENSES - 01/08/2017 TO 31/08/2017	\$ 503.86	
EFT12196	METRO HOTEL PERTH	ACCOM FOR AUST BUSINESS EXCELLENCE LEADERSHIP COURSE	\$ 459.00	
EFT12197	OLDSWOOD	TUJA LODGE - GENERAL BUILDING MAINTENANCE	\$ 465.00	
EFT12198	PRESTON VALLEY MAINTENANCE	DBK HALL - TEMP INCREASE ROW OF SEATS ON MEZZANINE LEVEL	\$ 341.00	
EFT12199	PRESTON POWER EQUIPMENT	PARKS & GDNS - STIHL 12' CHAIN - JULY 2017	\$ 40.00	
EFT12200	PAYPAC PAYROLL SERVICES PTY LTD	TUJA LODGE - PAYROLL SERVICES - FN/ENDING 07/06 & 21/06/2017	\$ 1,178.23	
EFT12201	PRIME INDUSTRIAL PRODUCTS	DEPOT - MIG REGULATOR GAUGE	\$ 81.50	
EFT12202	PROGRAMMED PROPERTY SERVICES	LANGLEY VILLAS - MAINTENANCE AGREEMENT ENDING 30/06/2024	\$ 4,760.80	
EFT12203	RUSSELL'S ELECTRICAL SERVICE	TEST AND TAG ALL ELECTRICAL EQUIPMENT AT DBK DEPOT	\$ 967.80	
EFT12204	SLEE ANDERSON & PIDGEON	ROSEDENE LANE BRIDGE - PROFESSIONAL FEES	\$ 10,747.00	
EFT12205	STEWART & HEATON CLOTHING CO.	LOWDEN BFB - PROTECTIVE CLOTHING	\$ 153.27	
EFT12206	STATE LAW PUBLISHER	GAZETAL NOTICE - LOCAL PLANNING SCHEME NUMBER 7	\$ 273.40	
EFT12207	SOUTHERN LOCK & SECURITY	DBK SES - ALARM MONITORING SERVICE 01/07/2017 TO 30/09/2017	\$ 100.10	
EFT12208	SOS OFFICE EQUIPMENT	TUJA LODGE - PHOTOCOPIER EXPENSES - JUNE 2017	\$ 147.30	
EFT12209	SPORTSMARINE	DBK REC CTR - TRAINING SINGLETS - SOCCER	\$ 186.75	
EFT12210	WA COUNTRY HEALTH SERVICE - SW	TUJA LODGE - LUNCH & EVENING MEALS - JUNE 2017	\$ 15,839.65	
EFT12211	SOUTH REGIONAL TAFE	TUJA LODGE - ENROLMENT FEES CERT III IN INDIVIDUAL SUPPORT	\$ 1,348.35	
EFT12212	SURGICAL HOUSE PTY LTD	TUJA LODGE - PHARMACEUTICAL SUPPLIES - JULY 2017	\$ 1,200.25	
EFT12213	SIGNS PLUS	TUJA LODGE - NAME BADGES	\$ 147.50	
EFT12214	SUGAR MOUNTAIN ELECTRICAL	BLN OVAL - INSTALL SWITCH & TIMER/SENSOR TO ABLUTIONS	\$ 949.61	
EFT12215	STORAGE BARN	TUJA LODGE - STORAGE RENTAL EXPENSES JULY - AUGUST 2017	\$ 165.00	
EFT12216	SCOPE BUSINESS IMAGING	DBK SES - SERVICE PLAN FOR PRINTER/COPIER - APRIL/JUNE 2017	\$ 57.70	
EFT12217	SMALL BUSINESS CENTRE BUNBURY	WOMEN IN BUSINESS BREAKFAST PRESENTATION	\$ 70.00	

SHIRE OF DONNYBROOK/BALINGUP LOCAL GOVERNMENT ACT 1995

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT12218	MR P & MRS L STRELEIN	TUIA LODGE - REFUND BASIC DAILY FEES	\$ 3,337.11	
EFT12219	TRUCKLINE	HINO TRUCK - 20LT ADD BLUE	\$ 75.53	
EFT12220	TRISLEY'S HYDRAULIC SERVICES	DBK REC CTR - EVALUATE AQUATIC HEATING & PUMPING SYSTEM	\$ 3,300.00	
EFT12221	VIP GARDENING	TUIA LODGE - GARDENING SERVICES - JUNE 2017	\$ 3,372.60	
EFT12222	VITAL MEDICAL SUPPLIES	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$ 58.89	
EFT12223	WA LOCAL GOVERNMENT ASSN	WALGA ASSOCIATE MEMBERSHIP 2017/18	\$ 24,621.84	
EFT12224	VEOLIA ENVIRONMENTAL SERVICES	DBK CBD - STREET CLEANING SERVICES - JULY 2017	\$ 550.00	
EFT12225	WESTRAC EQUIPMENT PTY LTD	CAT LOADER SERVICE AND ASSORTED VEHICLE PARTS	\$ 940.54	
EFT12226	WORK CLOBBER	DEPOT - PROTECTIVE CLOTHING FOR NEW STAFF - MECHANIC	\$ 1,171.02	
EFT12227	THE WORKWEAR GROUP PTY LTD	ADMIN - UNIFORM EXPENSES	\$ 823.67	
EFT12228	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 54.90	
EFT12229	BUNBURY CITY BULLS JUNIOR RUGBY	KIDSPORT ALLOWANCE	\$ 120.00	
EFT12230	CR STEPHEN BERESFORD DILLEY	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 2,217.74	
EFT12231	CR ANGELO TERZO LOGIUDICE	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 5,953.58	
EFT12232	CR ANNE BEATRICE MITCHELL	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 2,153.00	
EFT12232a	SHIRE OF DONNYBROOK-BALINGUP	PAYROLL - 03/08/2017	\$ 105,929.27	
EFT12232b	SHIRE OF DONNYBROOK-BALINGUP	TUIA LODGE - PAYROLL 03/08/2017	\$ 42,845.03	
EFT12233	AUSTRALIA POST	SHIRE POSTAGE - JULY 2017	\$ 792.22	
EFT12234	AMD SOUTHWEST PTY LTD	DBK AMPHITHEATRE - ACQUITTAL AUDIT - ROYALTIES FOR REGIONS	\$ 682.00	
EFT12235	A & R ENGINEERING	TUIA LODGE - 50000KM VEHICLE SERVICE	\$ 323.33	
EFT12236	ALL-TECH PLUMBING	DBK REC CTR - UNBLOCK MALE TOILET AND FLUSH LINES	\$ 99.00	
EFT12237	ALLENS TRAFFIC MANAGEMENT	VARIOUS SHIRE ROADS - TRAFFIC MANAGEMENT	\$ 22,398.20	
EFT12238	AQUALOO	PUBLIC CONVENIENCES - STAINLESS TOILET ROLL DISPENSERS	\$ 745.14	

SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT12239	AMPAC DEBT RECOVERY (WA)	RATES RECOVERY EXPENSES - JULY 2017	\$ 192.50	
EFT12240	ATC EMPLOYMENT SOLUTIONS	TUJA LODGE - CASUAL AGED CARER SERVICES	\$ 21,801.85	
EFT12241	ANGLICARE WA	TUJA LODGE - RESPONDING TO CHALLENGING BEHAVIOURS COURSE	\$ 920.00	
EFT12242	BUNNINGS GROUP LIMITED	TUJA LODGE - CORDLESS CIRCULAR SAW	\$ 299.23	
EFT12243	TRISSET BOSS PTY LTD	PRODUCTION OF 2017/2018 RATE NOTICES	\$ 3,137.00	
EFT12244	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF JULY 2017	\$ 17,369.00	
EFT12245	AGRI SPARK AUTO ELECTRICS	HINO TRUCK - 50 AMP FUSES	\$ 10.00	
EFT12246	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - JULY 2017	\$ 157.30	
EFT12247	BRANDICOOT	WEB HOSTING SERVICE - AUGUST 2017	\$ 198.00	
EFT12248	BUNBURY TRAFFIC SERVICES	BEELERUP RD - TRAFFIC MANAGEMENT PLAN	\$ 121.00	
EFT12249	STAFF REIMBURSEMENTS	TUJA LODGE - REIMBURSEMENT OF POLICE CLEARANCE	\$ 52.60	
EFT12250	COUNCIL ON THE AGEING (WA) INC	COTA WA MEMBERSHIP ANNUAL FEE JULY 2017 - JUNE 2018	\$ 65.00	
EFT12251	CITY & REGIONAL FUELS	FUEL SUPPLIES - JULY 2017	\$ 11,523.00	
EFT12252	CLIFFORD AUTO REPAIRS	MUMBALLUP BFB - SERVICE ON LIGHT TANKER	\$ 1,579.24	
EFT12253	CRAVEN FOODS	DBK REC CTR - CONFECTIONERY SUPPLIES - AUGUST 17	\$ 428.81	
EFT12254	COOLAIR REFRIGERATION SERVICES	DBK DENTAL SURGERY - SUPPLY & INSTALL AIRCONDITIONING UNIT	\$ 14,503.50	
EFT12255	CAPITAL FINANCE	VARIOUS LEASE EXPENSES FOR PERIOD 15/08/17-14/11/2017	\$ 4,088.37	
EFT12256	CRS ELECTRICAL	PRESTON VLG - REPLACE BOOSTER TO HOT WATER SYSTEM	\$ 157.96	
EFT12257	CLIFFORD HALLAM HEALTHCARE	TUJA LODGE - PHARMACEUTICAL SUPPLIES - JULY 2017	\$ 3,152.60	
EFT12258	COMMERCIAL AQUATICS AUSTRALIA	DBK REC CTR - SAND FILTER SERVICE X 2	\$ 1,120.90	
EFT12259	DONNYBROOK FRUIT BARN	TUJA LODGE - FRUIT & VEGETABLE SUPPLIES	\$ 61.52	
EFT12260	DONNYBROOK TYRE SERVICE	CAT GRADER - REMOVE 2 TYRES AND REFIT TO OTHER GRADER	\$ 120.00	
EFT12261	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - ELECTRICITY, BOOKS, STATIONERY, CLEANING ITEMS	\$ 2,394.68	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT12262	DONNYBROOK FARM SERVICE	DEPOT - STEEL POSTS	\$ 256.10	
EFT12263	DONNYBROOK FOOTBALL CLUB (INC)	KIDSPORT ALLOWANCE 2017/18	\$ 3,238.40	
EFT12264	DATA#3	ADMIN - SOPHOS SG 210 - IT SECURITY APPLIANCE	\$ 1,460.90	
EFT12265	STAFF REIMBURSEMENTS	WORKS & SERVICES - REIMBURSEMENT OF POLICE CLEARANCE	\$ 52.60	
EFT12266	FORPARK AUSTRALIA	APPLE FUN PARK - OUTDOOR GYM EQUIPMENT HANDLE GRIPS	\$ 118.80	
EFT12267	BUNBURY FREIGHT SERVICE	TUJA LODGE - PHARMACEUTICAL SUPPLIES FREIGHT - JULY 2017	\$ 52.53	
EFT12268	FIT4LIFE WA	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES JUNE/JULY 2017	\$ 950.00	
EFT12269	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL SITE - JULY 2017	\$ 23,009.00	
EFT12270	COVERT SIGNS	20 X TERMITE INSPECTION PLATES	\$ 264.00	
EFT12271	IT VISION	RATES - EOFY CLOSURE OF RATES LEDGER	\$ 5,225.00	
EFT12272	J.G EARTH CONTRACTORS	SOUTHAMPTON RD - SUPPLY OF GRAVEL FOR SHOULDERS	\$ 2,057.00	
EFT12273	JASON SIGNMAKERS	DBK DEPOT - 'SURVEILLANCE CAMERAS IN USE' SIGNS	\$ 156.75	
EFT12274	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE WORKS OVERSEER FOR JULY 2017	\$ 61.13	
EFT12275	LOCAL GOVERNMENT PROFESSIONALS	CEO - 2017/18 ANNUAL MEMBERSHIP FEE	\$ 574.50	
EFT12276	MALATESTA ROAD PAVING & HOTMIX	UPPER CAPEL RD - 200 LT OF EMULSION	\$ 320.00	
EFT12277	MARKETFORCE PRODUCTIONS	ADVERTISING - AVAILABILITY OF NEW STRATEGIC COMMUNITY PLAN	\$ 92.67	
EFT12278	MOA BENCHMARKING	TUJA LODGE - RESIDENTIAL MONTHLY FEES - AUG 2017	\$ 185.00	
EFT12279	NEIL BUTLER QUANTITY SURVEYOR	DBK RECREATION CENTRE - QUANTITY SURVEYING SERVICES	\$ 1,650.00	
EFT12280	TAMARA EILEEN ORGAN	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES JULY 2017	\$ 450.00	
EFT12281	PELICAN MANUFACTURING PTY LTD	TUJA LODGE - BED COMFORTERS & WEDGES, VEHICLE SEAT PADS	\$ 1,575.30	
EFT12282	PRESTON VALLEY MAINTENANCE	DBK CARPK ABLUTIONS - MAINTENANCE & REPAIRS	\$ 187.00	
EFT12283	PAGETT & CO	PRESTON VILLAGE - PREPARATION OF LEASE AGREEMENT	\$ 731.45	
EFT12284	PRESTON POWER EQUIPMENT	SLASHER - VARIOUS PARTS	\$ 7.00	

SHIRE OF DONNYBROOK/BALINGUP LOCAL GOVERNMENT ACT 1995

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT12285	PEEL PODIATRY CLINIC	TUIA LODGE - PODIATRY SERVICES - JULY 2017	\$ 1,240.00	
EFT12286	FAIRFAX MEDIA	ADVERTISING - PROPOSED AMENDMENTS TO PLANNING POLICIES	\$ 411.49	
EFT12287	STAFF REIMBURSEMENTS	REIMBURSEMENT OF HOME INTERNET EXPENSES - AUGUST 2017	\$ 39.95	
EFT12288	STEWART & HEATON CLOTHING CO	ESL - PROTECTIVE CLOTHING	\$ 359.25	
EFT12289	SOUTH WEST RUBBER STAMPS	TUIA LODGE - 2 X DATE RECEIVED STAMPS	\$ 132.70	
EFT12290	SOUTHERN LOCK & SECURITY	DBK ABLUTIONS - SUPPLY 1 X DISABLED TOILET VAC/ENG LOCK	\$ 190.50	
EFT12291	SOS OFFICE EQUIPMENT	VARIOUS SHIRE SITES - PHOTOCOPIER USAGE - JULY 2017	\$ 1,083.86	
EFT12292	SPORTSMARINE	DBK REC CTR - NEW NETBALLS	\$ 90.00	
EFT12293	SIGNS PLUS	ADMIN - NAME BADGES	\$ 172.50	
EFT12294	STAFF REIMBURSEMENTS	REIMBURSEMENT OF POLICE CLEARANCE	\$ 52.60	
EFT12295	STORAGE BARN	TUIA LODGE - STORAGE RENTAL EXPENSES JUNE - JULY 2015	\$ 330.00	
EFT12296	TALDARA INDUSTRIES PTY LTD	TUIA LODGE - CLEANING SUPPLIES	\$ 3,929.15	
EFT12297	VIP GARDENING	TUIA LODGE - GARDENING SERVICES - JULY 2017	\$ 2,349.60	
EFT12298	VILLAGE HARVEST RESTAURANT	COUNCILLOR DINNER JULY 2017 ORDINARY MEETING	\$ 420.00	
EFT12299	VEOLIA ENVIRONMENTAL SERVICES	RESERVE & BRIDGE STS - PIT AND PIPE CLEANING	\$ 1,996.50	
EFT12300	WESTRAC EQUIPMENT PTY LTD	CAT LOADERS - 9N4253 TIP & FILL STRAINER	\$ 275.44	
EFT12301	WORK CLOBBER	TUIA LODGE - HARD HATS & FLUORO VESTS FOR FIRE WARDENS	\$ 126.01	
EFT12302	THE WORKWEAR GROUP PTY LTD	MDES - UNIFORM EXPENSES	\$ 99.45	
EFT12302b	DEPARTMENT OF TRANSPORT	LICENSING AGENCY COLLECTIONS FOR JULY 2017	\$ 140,995.75	
EFT12302c	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE - AUGUST 2017	\$ 64.90	
EFT12302a	SHIRE OF DONNYBROOK-BALINGUP	TUIA LODGE - FINAL PAYMENT (S MANSON)	\$ 4,579.08	
EFT12303	ALBA GAS SERVICES	DONNYBROOK HALL - REFURBISH 2 X KITCHEN STOVES	\$ 3,302.06	
52648	SHIRE OF DONNYBROOK/BALINGUP	DEPOT TRAILER - PLATE CHANGE FOR NEW TRAILER	\$ 25.70	

SHIRE OF DONNYBROOK/BALINGUP **LOCAL GOVERNMENT ACT 1995**

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER **IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO** **COUNCIL ON 23 AUGUST 2017**

MANUAL/AUTO CHEQUES

Chg/EFT	Name	Description	Municipal	Trust
52649	SHIRE OF DONNYBROOK/BALINGUP	DEPOT SUPERVISOR - PLATE CHANGE FOR NEW VEHICLE TRADE IN	\$ 16.90	
52650	SHIRE OF DONNYBROOK/BALINGUP	ROLLER - PLATE CHANGE FOR NEW VEHICLE TRADE IN	\$ 16.90	
52651	COURIER AUSTRALIA	VARIOUS SHIRE SITES - FREIGHT EXPENSES - JULY 2017	\$ 66.11	
52652	THOMAS JOHN CUDAHY	CROSSOVER CONTRIBUTION	\$ 300.00	
52653	SHIRE OF DARDANUP	REIMBURSEMENT FOR IT SHARING EXPENSES - 01/04 TO 30/6/2017	\$ 24,749.09	
52654	DONNYBROOK HARDWARE & GARDEN	VARIOUS SHIRE DEPTS - HARDWARE & GARDEN SUPPLIES	\$ 456.27	
52655	SUPA IGA DONNYBROOK	ADMIN - GROCERY SUPPLIES - JUNE 2017	\$ 591.63	
52656	CELLARBRATIONS DONNYBROOK	WORKS & SERVICES - VOUCHER FOR INCENTIVE SCHEME	\$ 191.99	
52657	CHARLES RODNEY MCIVOR	REFUND OF DOG REGISTRATION DISCOUNT FOR CONCESSION	\$ 80.00	
52658	REPCO	ISUZU TRUCK - 16MM SOCKET	\$ 9.97	
52659	SHIRE OF B/TOWN-GREENBUSHES	ASSET MANAGEMENT CO-ORDINATOR - 22/06/2017 TO 30/06/2017	\$ 12,584.52	
52660	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE EXPENSES - JULY 2017	\$ 175.87	
52661	TING TING TSUI	CROSSOVER CONTRIBUTION	\$ 185.00	
52662	WATER CORPORATION	VARIOUS SHIRE SITES - WATER/SEWERAGE EXPENSES - JUNE 2017	\$ 99.51	
52663	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES - JUNE - JULY 2017	\$ 9,387.65	
52664	WESTNET PTY LTD	VARIOUS SHIRE SITES - INTERNET EXPENSES - JULY 2017	\$ 1,234.29	
52665	SHIRE OF DONNYBROOK/BALINGUP	PAYROLL DEDUCTIONS	\$ 2,159.79	
52666	BRUNO PETER MORESCHI	REFUND OVERPAYMENT OF FENCE CONTRIBUTION	\$ 434.00	
52667	GEOFFREY JOHN HEWSON	TUJA LODGE - REIMBURSE POLICE CLEARANCE	\$ 52.60	
52668	KAREN M HAGUE	TUJA LODGE - REIMBURSEMENT OF RSA TRAINING EXPENSES	\$ 17.99	
52669	CR WALTER JOHN BAILEY	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 2,655.32	
52670	CR LEITH CROWLEY	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 2,153.00	

SHIRE OF DONNYBROOK/BALINGUP
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LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 23 AUGUST 2017

MANUAL/AUTO CHEQUES

Chg/EFT	Name	Description	Municipal	Trust
52671	CR MICHAEL STEWART KING	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 3,410.36	
52672	CR FREDERIC EVAN MILLS	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 3,153.96	
52673	CR DAWN SUI TEE TAN	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 2,153.00	
52674	CR RYAN VAN DER HEIDE	COUNCILLOR ALLOWANCE - APRIL TO JUNE 2017	\$ 2,153.00	
52675	LISA MICHELLE FULLER	REFUND HALL HIRE FEES - EVENT CANCELLED	\$ 454.00	
52677	AUST INSTITUTE OF BUILDING SURV	AIBS MEMBERSHIP	\$ 499.00	
52678	BIG W - BUNBURY	DBK REC CTR - KINDY GYM PLAY EQUIPMENT	\$ 208.00	
52679	BP DONNYBROOK	MGNT DBK TRANSIT PRK & FUEL EXPENSES - JULY 2017	\$ 2,992.65	
52680	COURIER AUSTRALIA	VARIOUS SHIRE SITES - FREIGHT EXPENSES - JULY 2017	\$ 54.65	
52681	DONNYBROOK NEWSAGENCY	ADMIN - STATIONERY & NEWSPAPER SUPPLIES JULY 2017	\$ 547.15	
52682	DONNYBROOK HARDWARE & GARDEN	VARIOUS SHIRE SITES - TOOLS, HARDWARE & GARDEN - JULY 2017	\$ 820.45	
52683	SUPA IGA DONNYBROOK	TUJA LODGE - GROCERY SUPPLIES - JULY 2017	\$ 3,316.06	
52684	SUPA IGA DONNYBROOK	ADMIN - GROCERY SUPPLIES - JULY 2017	\$ 577.69	
52685	WESFARMERS KLEENHEAT GAS	TUJA LODGE - BULK LPG ORDER - JULY 2017	\$ 1,185.05	
52686	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE EXPENSES - JULY 2017	\$ 3,187.30	
52687	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES - JULY 2017	\$ 9,565.75	
52688	SUPA IGA DONNYBROOK	DBK REC CTR - HIRE HEAVY DUTY CARPET CLEANER & PRODUCTS	\$ 84.11	
52689	SHIRE OF DONNYBROOK-BALINGUP	ADMIN - PETTY CASH RECOUP - AUG 2017	\$ 118.00	
DD22145	WA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 17,372.27	
DD22146.1	WA SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 16,668.52	
DD22146.2	DILLON FAMILY SUPERFUND	SUPERANNUATION CONTRIBUTIONS	\$ 310.58	
DD22146.3	COLONIAL FIRST STATE SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 58.10	
DD22146.4	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 331.50	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 23 AUGUST 2017

MANUAL/AUTO CHEQUES

Chg/EFT	Name	Description	Municipal	Trust
DD22146.5	BENDIGO SMARTSTART SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 191.53	
DD22146.6	AMP RETIREMENT SAVINGS ACCOUNT	SUPERANNUATION CONTRIBUTIONS	\$ 193.97	
DD22146.7	UNISUPER	SUPERANNUATION CONTRIBUTIONS	\$ 184.86	
DD22146.8	Q SUPER	SUPERANNUATION CONTRIBUTIONS	\$ 237.50	
DD22146.9	NORTH	SUPERANNUATION CONTRIBUTIONS	\$ 61.13	
DD22146.1	PLUM SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	\$ 137.31	
			<u>\$ 1,072,486.09</u>	<u>\$ 146,887.01</u>
			<u>\$</u>	<u>\$ 1,219,373.10</u>

SHIRE OF DONNYBROOK/BALINGUP

LOCAL GOVERNMENT ACT 1995

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 AUGUST 2017.

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3246-CCP3251, EFT12149a-EFT12303, 52648 - 52689, DD22145 -DD22146.10	\$1,072,486.09
Trust	3511 - 3522, EFT112302b	\$146,887.01
<i>Monthly Cheque Totals</i>		<u><u>\$1,219,373.10</u></u>

CERTIFICATION OF MANAGER OF FINANCE & ADMINISTRATION

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3246-CCP3251, EFT121499a-EFT12303, 52648 - 52689, DD22145-22146.10 Trust 3511 - 3522, EFT12302b totalling \$1,219,373.10 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.

	18/8/2017
MANAGER OF FINANCE & ADMINISTRATION	DATE