



ATTACHMENTS

Ordinary Council Meeting – 27 April 2022

- 7.1(1) Minutes Ordinary Council Meeting – 23 March 2022
- 7.2(1) Local Emergency Management Committee Meeting – 30 March 2022
- 8.1(1) Submission – Balingup Progress Association
- 9.1.1(1) KPA Strategic Plan
- 9.1.1(2) KPA Strategic Plan Addendum – Mill Park Development
- 9.1.1(3) KPA Covering Letter
- 9.1.1(4) Kirup Mill Park Master Plan
- 9.1.1(5) Estimated Cost – Mill Park Development
- 9.1.2(1) Lot Plan
- 9.1.2(2) Proposed Road Closure
- 9.1.2(3) Lease Request to PTA/Arc Infrastructure
- 9.1.2(4) Crown Land Enquiries for Reserves
- 9.1.3(1) Extent of requested Yabberup Road Upgrade
- 9.1.3(2) SoDB Unsealed Roads Upgrade Plan
- 9.1.3(3) Email Correspondence – Lot 1451 Owners
- 9.1.4(1) Location Plan
- 9.1.4(2) DPLH Heritage Assessment
- 9.1.4(3) Shire Letter to Minister (1)
- 9.1.4(4) Minister Response(1)
- 9.1.4(5) Shire Letter to Minister (2)
- 9.1.4(6) Minister Response (2)
- 9.2.1(1) Accounts for Payment
- 9.2.2(1) Monthly Financial Report – March 2022
- 9.3.1(1) Delegations Register
- 9.3.1(2) Amended Delegations
- 9.3.2(1) Annual General Meeting of Electors 2022 - Minutes



MINUTES OF ORDINARY MEETING OF COUNCIL

held on

Wednesday 23 March 2022

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

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

Ben Rose
Chief Executive Officer

29 March 2022

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY COUNCIL MEETING

Held at the Council Chambers
Wednesday, 23 March 2022 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders, past, present and emerging.

The Shire President declared the meeting open at 5:00pm and welcomed the public gallery.

Recording of Proceedings:

The Shire President stated the following in accordance with Council Policy EM/CP-2:

This meeting is being digitally recorded in accordance with Council policy.

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Leanne Wringe (President)	Ben Rose – Chief Executive Officer
Cr Lisa Glover (Deputy President)	Steve Potter – Director Operations
Cr Shane Atherton	Kim Dolzadelli – Director Corporate and Community
Cr Peter Gubler	Archana Arun – Admin Officer Executive Services
Cr Phil Jones	Shawn Lombard – Principal Project Manager
Cr Jackie Massey	Damien Morgan - Manager Works and Services
Cr Fred Mills	Katie McIntyre – Manager Finance and Corporate
Cr Chaz Newman	
Cr Chris Smith	

PUBLIC GALLERY

Two members of the Press

Thirty two members of the public were in attendance.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

PRESIDENT'S DIARY – MARCH 2022 OCM

24 Feb. 2022 Meeting with Chief Fire Control Officer regarding recent fires.

28 Feb. 2022 Warren Blackwood Economic Futures meeting – Timber ban impact update

02 Mar. 2022 Weekly meeting with CEO

02 Mar. 2022 Meeting with ratepayer regarding Montgomery Road.

03 Mar. 2022 Council forum - Update on Donnybrook Sporting Precinct.

03 Mar. 2022 Audit and Risk Management Meeting.

03 Mar. 2022 AGM – Kirup Volunteer Bushfire Brigade

08 Mar. 2022 Attended Shire of Collie Ordinary Council Meeting

11 Mar. 2022 Weekly meeting with CEO

14 Mar. 2022 March 2022 Special Council Meeting

15 Mar. 2022 Meeting with WALGA – Jeff Henderson (Interview for WALGA website)

16 Mar. 2022 Meeting with CEO

16 Mar. 2022 Visit to Minninup Cottages and Langley Villas

16 Mar. 2022 March 2022 Agenda Briefing at Kirup Hall

16 Mar. 2022 Attended Donnybrook Apple Festival Meeting

21 Mar. 2022 Preston Village Hall – Ladies group

22 Mar. 2022 Weekly meeting with CEO

23 Mar. 2022 March 2022 Ordinary Council Meeting

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.

Cr Atherton has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as he is member and life member of the Donnybrook Football Club.

Cr Atherton has declared a Financial Interest in Item 9.1.2 Proposed Road Names – New Roads for Subdivision 161049 – Lot 72 Grimwade Road/ Walter Street Balingup as he has been requested to submit a proposal/ quote to be the selling agent.

Cr Glover has declared a Proximity interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as she is a part owner of a property adjoining the site (Emerald Street).

Cr Glover has declared a Financial interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as the above mentioned property is an investment property.

Cr Glover has declared an Indirect Financial interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as her partner is a joint owner of the above-mentioned property.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as she is a Member of the Tennis Club.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as family members are members of the Donnybrook Tennis Club.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as she is a Member of the Ladies Hockey Club.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as a family member is a member of the Preston Thunder Football Club.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as she is a Volunteer (processing Kidsport Application) for Donnybrook Football Club.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as a family member is a member of the Donnybrook Netball Association.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as she is a Volunteer (scoring and time keeping) for Donnybrook Netball Association.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as a family member is a member of the Donnybrook Basketball Club.

Cr Glover has declared an Impartiality interest in Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project as she is a volunteer (scoring) for the Donnybrook Basketball Association.

The Presiding Member requested clarification from Cr Glover regarding previous advice (from the March Agenda Briefing Session) of a potential request by Cr Glover to enact s5.68 of the Local Government Act in relation to agenda item 9.3.3. Cr Glover advised the Presiding Member that she would decline to seek the enacting of s5.68 for item 9.3.3 at this meeting.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Simon McInnes

With regards to the Asset Management Plan, how is the Shire planning to fund asset management costs of approximately \$5m in each 2027/28 and 2028/29?

Director Corporate and Community

Projected asset expenditure provided in this response is sourced from the most recently adopted asset plans (2021/22 review). Projected expenditure includes asset expansion and asset renewal.

	2027/28	2028/29
<u>Projected Expenditure</u>		
Parks & Reserves	232,590	202,225
Vehicles	856,683	476,365
Roads	1,697,999	2,570,073
Buildings	1,031,313	284,499
	3,818,585	3,533,162
<u>Projected Funding</u>		
Building Reserve	552,016	126,103
Sundry Reserves	37,394	135,527
Parks & Reserves Reserve	232,590	202,225
Grants - Buildings	441,903	22,869
Vehicle Reserve	596,243	274,322
Vehicle Trade	260,441	202,043
Own Source & Road Grants	1,697,999	2,570,073
Total Projected Funding	3,818,585	3,533,162

Projected total asset expenditure for 2027/28 and 2028/29 is below the projected 15-year annual average of \$4.2m.

Question asked at the Special Meeting of Council – 21 December 2021, which was answered but not included in the Ordinary Meeting of Council Minutes for February 2022.

Simon McInnes

The gift and attendance policy states you don't have to declare any gifts both under and over \$300. Is that correct?

Acting Chief Executive Officer

The Shire's understanding of the question is that it relates to Clause 2.2 of Council Policy EXE-CP-5 – *Attendance at Events* which states the following:

2.2. *Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.*

Specifically, it is understood that the question is seeking clarification as to why a gift holder (recipient) is excluded from the requirement to disclose an interest if a ticket for an event is above \$300 in value (as per the first sentence in the clause), and is also excluded if the ticket is less than \$300 in value (as per the second sentence in the clause) and queries whether there may be an error in the policy wording. At first glance it would appear that this may be the case, however the two sentences relate to a slightly different situation depending on whether the gift (ticket) is valued at above or below \$300 which is the threshold for reportable gifts. Essentially, gifts (including tickets) of less than \$300 in value are not required to be declared, whilst those that are above \$300 are required to be declared.

The following applies to the Policy with reference to Cl. 2.2:

- All attendance at events of any value require prior approval and must comply with the Policy;
- All gifts of tickets to events over \$300 in value are required to be declared and placed on the Shire's Gift Register;
- Gifts of tickets to events of less than \$300 in value may be declared and may be placed on the Shire's Gift Register, but are not required to under legislation (at the discretion of the gift recipient);
- With regard to the first sentence of Clause 2.2, if a donor has given the gift of a ticket worth more than \$300 to an Elected Member to attend an event and the donor subsequently has a matter before Council (i.e. a Planning application), the Elected Member (recipient) is not required to disclose an interest with regard to the matter, subject to the Elected Member's attendance at the event first being approved under the Policy;
- With regard to the second sentence of Clause 2.2, if a donor has given the gift of a ticket worth less than \$300 to an Elected Member to attend an event and subsequently has a matter before Council (i.e. a Planning application), the Elected Member (recipient) is also not required to disclose an interest with regard to the matter, noting that the gift (ticket) may not have been declared and/or recorded on the Shire's Gift Register.

As attendance at all events requires approval under the Policy, from a practical perspective, there is very little difference between the two scenarios above.

The relevant section in the new Policy as adopted by Council is word-for-word in accordance with the policy template provided by the Department of Local Government, Sport and Cultural Industries and is therefore understood to be widely used in LGAs

across WA. However, upon reflection, it is considered that the wording could possibly be improved for clarity, and this will be noted for future revisions of the Policy.

5.2 PUBLIC QUESTION TIME

Shane Sercombe

Has a Risk Assessment ever been presented to the Council regarding the VC Mitchell Project?

Chief Executive Officer

A stand-alone risk assessment hasn't been presented to the Council. However, a variety of documents prepared for the project have included risk assessments.

Shane Sercombe

If the project is passed tonight, at what point will the item come back to Council?

Chief Executive Officer

If the officer's recommendation is upheld, the next available decision to the Council will be considering the tenders received.

Shane Sercombe

So, the Council won't be reviewing tender documents before they go to market?

Chief Executive Officer

Yes, that's the recommendation.

Brad Fowler

Has the President or any Councillors seen 3D or any elevation drawings of the proposed recommendation for tonight's agenda item 9.3.3?

Shire President

I haven't seen a 3D drawing but there many other drawings.

Brad Fowler

Has the President or any of the Councillors seen the prepared tender documents for the proposal for tonight's agenda item and if you haven't, how can you make a tender request?

Shire President

No, I haven't seen the tender documents.

Brian Piesse

Is the Government satisfied that there are enough community elements in the project?

Chief Executive Officer

I won't be able to say definitively until we have an executed Financial Assistance Agreement with the Government. However, I've spoken with the Senior Regional Manager from the Department of Local Government, Sport and Cultural Industries earlier today, whose is supportive of the Shire's direction on this project.

Brian Piesse

With regards to the agenda item on road naming, I see one name 'Thomas' in the list. Is this likely to be approved by the Government given there is a 'Thomas' road elsewhere in the Shire?

Director of Operations

The officer recommendation is not to recommend the road name of Thomas as there is already a Thomas Road within 50 kilometres, and the State Government won't approve of the same road name withing a 50 kilometre radius.

Tony Scaffidi

Is the Council/Councillors supportive of putting rates up, as there is an agenda item on the topic tonight?

Shire President

It is an agenda item and it will be up for debate and decision later tonight – the Council decision can't be pre-empted, but there will be a decision made one way or another.

Angelo Logiudice

Does the major football club project Item 9.3.3 have to be submitted to the Minister for final approval prior to being granted the \$6 million for the project to proceed?

Chief Executive Officer

I don't know the internal operations of the State's delegations on these matters. I would expect that the Director General of the Department of Local Government, Sport and Culture would have delegated authority on this matter. Nevertheless, it is an internal process for the State Government's consideration.

Angelo Logiudice

How are you going to present this major football club project to the Minister without a feasibility study and a business case? Given that this recommendation that will be voted on tonight is substantially different to the proposal that you put to the Minister as a shovel ready project.

Chief Executive Officer

As I mentioned before, I'm not sure that it needs to go to the Minister for approval – it's likely to be dealt with under delegated authority through the Department. Advice from the Department, which has been consistent over the past 18 months, is that the Shire has followed the expected government processes for due diligence and that further feasibility studies or business plans are not required.

John Keenan

How many of the Shire's eligible ratepayers are for this development and how many are against it? Do you have those figures, or have they been obtained at any stage?

Chief Executive Officer

The Shire has not conducted a referendum or a poll on the project.

John Keenan

Do you think that the ratepayers should be asked through a referendum or poll?

Chief Executive Officer

The Council can deliberate on that as part of its debate and consideration of the item later tonight.

Bruce Hearman

What type of interest exist in the Local Government matters?

Chief Executive Officer

Proximity Interest, Financial Interest, Indirect Financial Interest and Impartiality Interest.

Bruce Hearman

In the event of an Impartiality conflict known to the CEO but not declared, has the CEO any obligation to deal with that in any way?

Chief Executive Officer

The Chief Executive Officer is nominated as the Shire's Complaints Officer for this sort of matter. So, all complaints in relation to Councillor matters automatically come through to the Chief Executive Officer. There is no statutory obligation for the CEO (knowing that an interest has not been declared) to take any action. However, if a complaint against a Councillor is lodged by another Councillor, a community member or by staff member, the CEO is obligated to act on it.

Bruce Hearman

Will the CEO please advise all interests in relation to agenda item 9.3.3?

Chief Executive Officer

The declarations that have been made earlier in the meeting tonight have all been declared, read out for the Councillors and gallery and will be recorded in the Minutes.

Rod Atherton

I was interested to hear Cr Glover tonight announced that she has a financial interest in the VC Mitchell Complex. Has Cr Glover declared a financial interest at each meeting before tonight?

Cr Glover

With regards to the VC Mitchell Park sporting complex, I have not taken part in any of the debates or discussions around that in any Council meetings. I've declared a proximity interest, not understanding the financial interest in that because it wasn't clear. That was not declared because it was an unknown factor at the time, but I certainly have not taken part in any of the conversations around that, and I haven't participated in any other meeting items.

Rod Atherton

What are the consequences for someone not lodging such an interest?

Shire President

Under the Act, it is a \$10,000 fine or a two-year jail term.

Mike King

Why has the project morphed into a development for the football club?

Chief Executive Officer

The matter is to be debated and considered by the Council tonight. Whether it's morphed into anything, I suppose, is a matter for interpretation.

Mike King

Why is the football club not being asked to co-contribute one-third of the funding?

Chief Executive Officer

The Shire is asking the football club for a co-contribution of \$250,000. The ability for a small sporting club to raise \$1.5 - \$2 million is just not going to happen in a small regional community. I am quite happy to pursue seeking a co-contribution from the club and there will be opportunities for other types of in-kind contribution into the future in terms of maintenance and operating costs.

Mike King

Should the Shire check if the grant is still available within this morphed scope of works? Has the WA COVID Recovery Grants Committee approved the reduction in scope multipurpose sporting, recreation and entertainment precinct?

Chief Executive Officer

I have spoken with the Regional Manager of the Department this morning, who is supportive of the Shire's direction on the project. Of course, that Manager isn't likely to have the delegation to sign-off the \$5.75 million State contribution though.

Brad Fowler

How can Councillors make a consideration on this project that's before us tonight (Item 9.3.3) without sufficient time to analyse the Anna Dixon report?

Shire President

The Anna Dixon report considered the events precinct as a commercial enterprise. So, the analysis was about whether the facility was going to be a viable commercial enterprise, and in doing so, looked at various governance models and operational models and her recommendation came back to say because there was limited support for the Community groups that a blended management model would be best.

Chief Executive Officer

The Council is not being requested to consider the governance and operational arrangements for future management of the facility/ies tonight.

Brad Fowler

On 22nd of September 2021 my question was, is the CEO going to conduct a feasibility study for the VC Mitchell Park project? My question now is when are you going to conduct the feasibility study?

Chief Executive Officer

Advice I received from the Department earlier this morning is that further studies on feasibility are not required and that the Department has not advised you that it (i.e. a further feasibility study) is required.

Shane Sercombe

Has any of the current elected members done paid work at VC Mitchell within the last two years?

Shire President

One Member has indicated they have provided paid work.

Shane Sercombe

Would that meet the definition of a financial interest under Local Government Act?

Chief Executive Officer

In my opinion, there is no financial interest there.

Shane Sercombe

At what stage do you hope to do a governance model and would it be unwise to do a governance model after tenders have gone to market? If the governance model isn't achievable and you've already advertised the tender would it not make the governance model waste of time?

Chief Executive Officer

The report prepared by Anna Dixon provides a lot of research and advice in relation to governance models.

Shane Sercombe

No governance model has been identified out of that as being feasible, yet you're still going ahead?

Chief Executive Officer

The recommendations section of that report at page 34 gives a very clear recommendation for three different governance/management options, in preferred order. The first recommendation is for a blended management model (explored in more detail in the body of the report).

Shane Sercombe

At what stage is the governance model going to be decided?

Chief Executive Officer

Advice from the Department to the Shire is that ordinarily, the governance and operational model considerations are decided following the award of a tender for construction.

Angelo Logiudice

Has the Football Club committee/membership been approached to make a contribution commitment, prior to borrowing \$3 million?

Chief Executive Officer

Presently, the Shire is negotiating with the football club for a co-contribution of \$250,000. That amount is not set in stone, there is a negotiation process underway.

Angelo Logiudice

Is the co-contribution from the Football Club going to be settled prior to the Shire borrowing from WA Treasury Corp?

Chief Executive Officer

It is my intent to conclude negotiation with the football club, and potentially any other contributing parties, before the Shire finalises its final co-contribution agreements.

Angelo Logiudice

Has the Chamber of Commerce been consulted regarding the sporting precinct project and what was the response?

Chief Executive Officer

I'm not sure that there has been individual consultation with the Chamber of Commerce on this project – I would need to check that in more detail. There was a similar question at the Agenda Briefing Session last week and I confused my reference to consultation with the Chamber of Commerce on the VC Mitchell Park Project with the Goods Shed project – my apologies for that.

Chantelle Wood

With regards to the football club project, will we be notified of the times when the works go ahead?

Chief Executive Officer

Generally, where we have contractors undertaking works for the Shire, notification letters do go out to adjoining and nearby landowners and residents.

Leith Crowley

With regards to previous confidential items, will the Minutes be corrected to make public the resolutions made by Council behind closed doors as per the Local Government (Administration) Regulations? If Council deem that I am incorrect, would they please seek clarification from the Department of Local Government?

Chief Executive Officer

This question is taken on notice as it requires further detailed research.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Mr Michael Sheehan – Deputation in relation to Bridge 5224, Queenwood.

Mr Brad Fowler, DBRAA - deputation on Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project.

Mr Peter Hearman, President Donnybrook Football and Sporting Association - Deputation on Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project.

Mr Brian Piesse - Deputation on Item 9.3.3 Donnybrook Community, Sporting, Recreation and Events Precinct (VC Mitchell Park) Project.

ADOPTION BY EXCEPTION

COUNCIL RESOLUTION 17/22

Moved: Cr Massey Seconded: Cr Atherton

That the following items be adopted ‘en bloc’:

- 7.1 Confirmation of Minutes Ordinary Meeting of Council – 23 February 2022**
- 7.2 Audit and Risk Management Committee Meeting – 9 February 2022**
- 7.3 Audit and Risk Management Committee Meeting – 3 March 2022**
- 7.4 Special Meeting of Council – 14 March 2022**
- 9.1.3 Results of Preliminary Community Engagement Survey – Local Town
 Planning Framework Review**
- 9.2.2 Monthly Financial Report – February 2022**
- 9.2.3 Compliance Audit Return 2021**
- 9.2.4 Internal Audit Proposal**
- 9.2.6 Building Asset Portfolio Review**
- 9.2.7 Rating Objectives Strategy Review**
- 9.2.8 Financial Management Systems – Continuous Improvement Planning**
- 9.3.1 Proposed Appointment of Independent Member to the Audit and Risk
 Management Committee**

CARRIED 9/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

PROCEDURAL MOTION

That Council bring forward Item 9.3.3.

COUNCIL RESOLUTION 18/22

Moved Cr Wringe Seconded Cr Atherton

That Council bring forward Item 9.3.3.

CARRIED 9/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

**9.3.3 DONNYBROOK COMMUNITY, SPORTING, RECREATION AND EVENTS
PRECINCT (VC MITCHELL PARK) PROJECT**

Location	Steere Street, Donnybrook
Applicant	Shire of Donnybrook Balingup
File Reference	PWT 18T
Authors	Shawn Lombard, Principal Projects Manager Ben Rose, Chief Executive Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.3(1) - Minister Correspondence 9.3.3(2) - Stage 1 Architectural Drawings (15 July 2021) 9.3.3(3) - Single Storey Pavilion Concept (sketch only) 9.3.3(4) - Cost Estimate and Preferred Scope 9.3.3(5) - Response to Shire Queries (DLGSC) 9.3.3(6) - Responses to Community Information Forum 9.3.3(7) - Functional Brief 9.3.3(8) - Business Plan Report
Voting Requirements	Absolute Majority

Cr Glover left the chamber at 7:10 pm.

Recommendation	
<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse a project co-contribution of \$3.5 million, being: <ol style="list-style-type: none"> a. A loan facility via WA Treasury Corp of \$3 million; and b. Shire Reserves co-contribution of \$500k (as previously approved by Council). 2. Request the Chief Executive Officer to take necessary actions to progress Resolution 1, above, and report to Council on progress at the Council Meeting that results of the tender process are considered. 3. Request the Chief Executive Officer to continue seeking additional project funding opportunities, including (but not limited to) from the Donnybrook Football and Sporting Club Inc., LotteryWest, the AFL / WAFL and others. 4. Request the Chief Executive Officer to release a public project tender, with the results of the tender submissions to be presented to a Council Meeting as a matter of organisational priority. 5. Approves the project scope for the purpose of the tender as follows: 	
Project components	Recommendation

Multi-Purpose Pavilion 1 (as designed)	4,881,178.00
Multi-purpose Pavilion 1 (Single storey)	x
Football Pavilion (Single storey, reduced size)	x
Multi-Purpose Pavilion 2 (as designed)	x
Multi-Purpose Pavilion 2 (reduced scope aesthetic works only)	100,000.00
New Outdoor Netball /Basketball courts	x
Modifications to Recreation Centre Access & Ablutions	x
Carpark 3 (Stage 1 & 2)(Chip Seal) (Rec Centre upper Level)	x
Carpark 3 (Stage 1) (chip seal)	x
New Entrance Road crossover off Marmion (Chip seal)	x
Lighting Footpaths	x
Lighting Oval	x
Lighting Tennis	x
Lighting Netball	x
Lighting Carpark 3 (Full Scope)	x
Lighting Oval – Infrastructure	10,000.00
Lighting Tennis - Infrastructure	15,000.00
Lighting Netball - Infrastructure	x
Pathways from Lower to Upper	x
Landscaping	x
Cricket Pitch	x
Ticket Booth	x
Bus Drop off Rec Centre	x
Football Tiered Seating (refurbish existing)	x
Tennis Fencing	x
Hockey Steere Street cross over	x
Infrastructure – Electrical	360,146.00
Infrastructure – Hydraulics (sewer and water)	419,000.00
Infrastructure – Drainage	100,000.00
Site Prep and Demolition	100,000.00
Subtotal	5,985,324.00
Prelims and Margin (15%)	897,798.60
Professional Fees (8% residual)	550,649.81
Regional Loading (5%)	344,156.13

Contingency (7%)	481,818.58
Authority Fees (1.5%)	103,246.84
<i>Subtotal</i>	2,377,669.96
Total	8,362,993.96
Hockey Pitch	250,000.00
Previous Fees Up to Schematic Design	250,000.00
Approved Project Budget	\$9,000,000
(15 Dec 2021 rates) Grand Total	8,862,993.96
Surplus / Deficit	137,006.04
Anticipated 5% escalation to 31 March 2022	9,306,143.66
Surplus / Deficit	-306,143.66
Additional funding allocation by Shire (in addition to \$3m)	500,000.00
Football Club contribution	250,000.00
Adjusted Surplus / Deficit	443,856.34
Anticipated 5% escalation to 30 June 2022	9,771,450.84
Surplus / Deficit	-771,450.84
Additional funding allocation by Shire (in addition to \$3m)	500,000.00
Football Club contribution	250,000.00
Adjusted Surplus / Deficit	-21,450.84
Note: Cost estimates only, prices subject to market fluctuations and tender results	

STRATEGIC ALIGNMENT

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

Outcome	1.1	A diverse, prosperous economy, supporting local business and population growth.
Strategy	1.1.1	Promote, maintain, and diversify investment in the district.
Action	1.1.1.4	Actively partner in regional Growth Planning partnerships and projects.

Outcome	2.1	An attractive and maintained built environment
Strategy	2.1.1	Maintain, renew and improve infrastructure within allocated resources.
Action	2.1.1.2	Seek funding for development and renewal of infrastructure
Outcome	3.3	A safe and healthy community environment for all ages
Strategy	3.3.3	Support a safe, healthy, and active community
Action	3.3.3.2	Review and implement the VC Mitchell Park and Balingup Centre Masterplans.

EXECUTIVE SUMMARY

Following numerous Council agenda items and decisions over the preceding three years, as well as two recent Councillor Concept Forums, the Executive is recommending a suite of decisions and actions in order to progress the project into the procurement and implementation stages, noting that the building / construction industry in experience marked cost escalations presently.

BACKGROUND

The background of this project was extensively documented in the 12 July 2021 Ordinary Council Meeting Agenda / Minutes. The intent of this report is not to document the project history, but rather to set out the present project status and identify a recommended course of action.

Design

The Project Team have, in conjunction with the Architect / Sub-consultancy team, been developing tender documentation in line with the original Stage 1 deliverables as adopted by Council at its 12 July 2021 Special Meeting, these being:

1. Multi storey multipurpose pavilion.
2. Refurbished Tennis club building and changeroom extension add on.
3. Footpath connections between the various precinct levels.
4. Multipurpose netball/basketball courts including lighting.
5. New after-hours Recreation Centre entrance and ablutions.
6. Carpark 3 (Recreation Centre level)
7. All civil and services infrastructure.
8. Hockey Training pitch and lighting at the mid-level.

The architect and Project Team have predominantly completed this tender package.

As part of the tender package review process, a updated cost estimates were sought from Altus (quantity surveyor) to confirm pricing as there have been notable industry shifts and

price increases being communicated and observed in the media, nearby local governments and within the Shire's own current capital works program.

The revised cost estimate came back at just over \$12 million dollars; a significant shift from the original \$9 million for the then anticipated Stage 1 cost from July 2021. This prompted the Project Team to prepare a presentation to Councillors in the format of a Concept Forum on 15 December 2021, using this opportunity to:

- Update the newly elected Council members of the project's history and detail.
- Advise Councillors of the projects status.
- Advise Councillors of project risks considering the recent cost escalation challenges.
- Review and discuss project scope (deliverables) that aligns to the \$9 million budget.
- Discuss the fully allocated \$250,000 design budget (State funded).

A second Concept Forum was hosted with Councillors on 3 March 2022 to address further shifts in market pricing and options to address this challenge. Key items of discussion included:

- Review of an Excel workbook identifying various Stage 1 deliverables scenarios and associated costs. This workbook showed options that took the following into consideration:
 - The Functional Brief, being a document that captures all the stakeholders aspirations, functional needs and data.
 - Prioritisation of workscope, noting both stakeholder and governing agencies feedback and input.
 - Alternative design scenarios and consequential impacts.
 - Future staging scenarios due to rapid cost escalations.
 - Budget and funding considerations.
- Clarification regarding the Shire's obligation for a \$3 million co-contribution, based on the Minister's most recent correspondence to the Shire on the matter?
- Progress and outcomes of the Business Plan, specifically around the Management Model and future cost assumptions.
- The relevance / value of delaying the project in order to see if costs de-escalate.
- The appropriateness of further community consultation (e.g. referendum / poll, or survey).

Business Plan

The Project Team engaged Anna Dixon Consulting to develop a Business Plan, in consultation with stakeholder sporting groups, to address the queries raised through the extensive stakeholder consultation:

- Precinct management model frameworks.
- Operating model/s recommendations.
- Feasibility of design based on functional use and future activation.
- Indicative cost modelling.

The consultant's engagement process with local sporting groups took considerable time to complete, pushing delivery of the Business Plan back by several months. The draft Business Plan is expected to be available to the Shire on 15 March 2022.

Funding:

The following summarises the status of project funding presently:

- Funding application has been made to WA Treasury Corp for a \$2.5 million loan, this being acknowledged and approved. The Executive have not yet drawn down on the loan, which cannot occur until final approval for the project is resolved by the Council.
- The loan and all its financial implications have been reflected in the 21/22 Shire adopted budget in anticipation that the loan will be required at successful Tender award.
- The Shire's residual contribution of \$500,000 (to make-up \$3 million) has been approved via Shire Reserve accounts.
- The State Government \$6 million funding is still available and pending, with the Financial Assistance Agreement not yet finalised to enable access to the funds as Council have not yet given the final approval for this to be undertaken.
- The \$250,000 design and tender document development funding from the State Government has been expended. Further works on design variation and Project management will require additional funding.

FINANCIAL IMPLICATIONS

Additional funding sources

Several alternative funding sources were noted within the previous Council report, the status noted as follows:

- Grant application to the Federal Government via the Building Better Regions Fund (\$3.8M), lodged earlier this year;
 - This was application was competitive, however, unsuccessful.
- Grant application to the State Government via the Community Sporting and Recreation Facilities Fund and the Club Night Lights Program (up to \$2M), closed August 2021:
 - The Shire was unable to apply due to ineligibility. The State Government would not allow further funding if the local government/project was already the recipient of State funding.
- Australian Football League Facilities Fund (potentially \$100-\$200K), no fixed funding round:
 - Unsuccessful, as the League is currently experiencing funding shortfalls due to having to re-appropriate funding to other activities due to Covid-19 impacts on business.
- Federal funding via the Local Roads and Community Infrastructure Fund (up to \$920k), funding round three opened 1 January 2022:
 - Unsuccessful due to the needs identified in the Long Term Financial Plan of other Shire infrastructure requiring these funds.
- LotteryWest:

- LotteryWest's funding model through the evolution of the Covid-19 Pandemic has exclusively focused on Covid relief funding (i.e. not this sort of project). LotteryWest has recently reverted to it's normal funding priorities, meaning the Shire can again approach LotteryWest, noting that LotteryWest will not fund projects (or parts of larger projects) that are funded via the Commonwealth or State Governments.

Shire WA Treasury Corp Loan - \$2.5 million

To deliver the July 2021 Council approved Stage 1 works package, \$3 million dollars was required by the Shire to co-fund the State Government contribution of \$6 million. Council has approved the Shire's \$3 million contribution via; \$2.5 million loan and \$500k Shire Reserves. Council approved the establishment of a \$2.5 million loan from WA Treasury Corp at its November 2021 Ordinary Meeting, subject to further final approval by Council. WA Treasury Corp have approved the loan application (but the loan facility has not been activated, as per the November 2021 Council resolution).

State Government \$6 million funding

The State Government \$6 million funding is currently still available, noting the following:

- A Financial Assistance Agreement (FAA) to access \$250,000 has been approved by Council and executed to draw down State funding for the design and tender document development. These funds have been issued by the State out of the overall \$6 million, with a zero-payback clause should the project not proceed after this work has been completed.
- The Shire has not yet entered into a FAA to secure and release the remaining \$5,750,000 million State Government funding. This report will seek Council approval to finalise the FAA to access the funding in anticipation of a successful tender award process.

Additional Costs / Variations

- The original \$250,000 design fees have been fully expended as of November/December 2021.
- This sees the Architect / Sub-consultancies fully paid for the 15 July 2021 Stage 1 design and tender documentation.
- Any design variation going forward will require additional funding.
 - Quotations have been requested in anticipation of this occurrence.
 - Estimation of variance range between \$20k-30k.
- Project management fee's for the original period have been fully expended, with one minor variation paid to close out the works reflected in the 15 December 2021 Council forum workshop.
 - The Consultant has logged considerably more hours than quoted and billed.
 - Work required from February 2022 forward will require additional funds.
 - Quotations have been requested in anticipation of this occurrence.
 - Estimation of variance range between \$10k-20k.
- There are also likely to be minor administration fees for items such as:
 - Tender advertising.
 - Project reporting and funding acquittal and audit fees.
 - Estimation of variance is \$10k.

POLICY COMPLIANCE

Shire Policy 2.48 stipulates the requirements for purchasing, tendering and 'buy local' provisions for the Shire, which will apply to project procurement exercises.

STATUTORY COMPLIANCE

Section 3.57 of the Local Government Act 1995 (and subsidiary Regulations) provides the head of power and requirements in relation to tender processes for local governments.

The Financial Assistance Agreement/s from the State Government to the Shire will, when executed, also form a binding contract.

CONSULTATION

The consultation processes and outcomes for this project have been reported to Council on several occasions. Questions, comments and responses from the August 2021 information forum open day are appended to this report.

OFFICER COMMENT

The intention of this report is to advise Council with enough current and relevant data to enable the Council to make an informed decision/s to progress the project into the procurement and implementation phases, including:

- An amended project scope of works.
- Aligning the amended scope of works to the available budget.
- Activation of the State Government funding and loan funding.
- Closure and acceptance of long-standing questions and answers around:

Design

Council has a fully documented 12 July 2021 Stage 1 scope of works and design documentation package that is near completion for issue to the market to test for a successful tender contractor. Within this package is included:

- A bill of quantity and cost for each respective scope element.
- Detail of each element that fully clarifies the intended functional use of each element.
- A Functional Brief that shows all functional and aspirational data that has informed/guided the design outcomes.
- Results of stakeholder consultation, using various formats to test design options and deliverables.
- An Excel workbook showing both past, present, and future alternative options for consideration using current data.

Within these considerations there are three distinct / different scenarios presented for the main pavilion, these being:

1. Two Storey pavilion with extensive refurbishment works done to the Tennis Club inclusive of additional changerooms at the mid-level.
2. Single Storey pavilion using like-for-like room sizes (compared to two-storey scenario). Note, this scenario will require additional funds for design and tender preparation work as a single storey scenario has not been contemplated to-date.
3. Single Storey Pavilion with reduced room capacities. Note, this scenario will require additional funds for design and tender preparation work as a single storey scenario has not been contemplated to-date.

Project Budget

With cost escalations for this type of project predicted (Altus and WALGA) at around 5% per quarter for at least the next two quarters, there is no ability for the existing budget (\$9 million) to meet the scope / deliverable expectations established in July last year. To address this funding challenge, and to enable as much scope / deliverables to be built as possible in Stage 1, the concept of additional Shire funding was raised by Councillors at the most recent Concept Forum (3 March 2022). This concept was raised in the following context:

- The Shire has recently been awarded a \$2.86 million grant for asset renewal works to Langley Villas and Minninup Cottages. There is no mandated funding co-contribution required by the Shire for this grant.
- In Reserves, the Shire has \$841,950 allocated for asset renewal works for Langley Villas and Minninup Cottages and the Asset Management Plan identifies \$1,583,732 worth of expenditure over the next 20 years (at a basic level of asset maintenance).
- Of the \$841,950 in Reserves, the Shire's equity is approximately \$220,261 and the Department of Communities' (previously the State Housing Commission) equity is approximately \$621,689.
- Therefore, using the State Government's \$2.86 million to undertake major asset renewal works at Langley Villas and Minninup Cottages means that the funds held in Reserve by the Shire for that purpose will no longer be required and can (with approval from Council) be re-directed to other assets/projects/purposes.
- The Shire's Land Development Reserve presently holds \$350,271 - unallocated to any specific project.

Noting the above, the concept raised at the Concept Forum was to allocate an additional \$500,000 Shire funding to the project (i.e. total of \$3.5 million) via Reserve accounts, on the basis that the State Government funding of \$2.86 million for Langley Villas and Minninup Cottages would free-up substantial funds otherwise required to be spent on those housing units.

This opportunity was explored in detail by the Executive, however, the viability of this funding option is challenging as these Reserve funds are proportionately split between Department of Communities (previously Homeswest) and the Shire, with the Reserve funds available to the Shire being \$220,261. Additionally, approval to access these funds for other purposes is required from the Department of Communities, who are unlikely to approve of such.

An additional funding option explored is the Shire's capacity for a full \$3 million loan facility from WA Treasury Corp (and maintaining the original \$500k Reserves contribution), making the Shire's total contribution \$3.5 million instead of \$3 million. The additional \$500k loan will cost approximately an extra \$35k per annum in repayment costs (principal

and interest), depending on interest rates at the time of loan execution and the term of the loan (expected to be 20 years).

Rather than using existing Reserves to fund any extra project cost/s, it is recommended that any additional funds contributed to the project are via a loan facility. Council is recommended to consider this option in order to address the rapid cost escalations for the project.

In addition to exploring additional own-source funding options, the Project Team have been liaising with the Donnybrook Football and Sporting Club in relation to a project co-contribution from that Club. Following is written advice from the Club dated 10 March 2022:

Hi Ben,

Thank for your email outlining outlining the Donnybrook Balingup Shires proposal in regard to the Donnybrook Football Club (DFC) co contributing \$250000 towards the funding for the VCMP redevelopment project.

I have presented your proposal to the Management Committee of the DFC. In general the members of the committee are supportive of the concept! However there are a number of details that will need to be discussed to move this proposal forward.

The DFC is keen to see this project proceed. We believe that the concept of having a fully integrated community sporting complex will bring great benefits to the Shire and its future residents.

I look forward to hearing from you in regard to progressing this proposal.

Peter

Peter Hearman

President

Donnybrook Football & Sporting Club (inc)

10-3-2022

Project Strategic Direction

Through Council Concept Forums and public questions, three key/strategic questions have arisen:

1. Will the Council consider a referendum or poll on the proposed Shire loan?
 - The *Local Government Act 1995* does not enable the conduct of loan polls (the previous *Local Government Act 1960* did include this provision).
 - The Council has, on two separate occasions, resolved to proceed with a loan for \$2.5 million (subject to certain conditions).
 - The proposed loan of \$2.5 million has been approved by WA Treasury Corp and is well within the Shire's borrowing limitations.
 - The Council is elected to govern the district, including making decisions such as loan applications; in this scenario, there is no appropriate rationale to transfer decision making from the Council via a poll or referendum.

- A referendum / poll on the proposed loan is not recommended to Council.
2. Will the Council delay the project to see if the market price escalations decrease?
- Advice from the Shire’s cost estimator (Altus) and from WALGA both indicates that between December 2021 and March 2022 capital costs for these sorts of projects escalated by around 5% and that between April and June 2022, a further escalation of 5% is expected (5% of \$9 million is \$450,000). Projections/predictions beyond mid-2022 are challenging due to Covid related market fluctuations and the market instability being created by global reactions to the Russia-Ukraine conflict.
 - Delaying the project is not recommended to Council.
3. Is the co-contribution of \$3 million by the Shire a necessity in order to secure the State Government’s allocated \$6 million to the project?
- The most recent advice from the (then) Minister for Sport and Recreation the Hon. Dr Tony Buti MLA is appended to this report and re-confirms the advice from the outgoing Minister for Sport and Recreation Mr Mick Murray:

“Following our discussion at the Collie-Preston Community Cabinet, I can reiterate the Hon Mick Murray’s advice that this project was elevated above other local government projects as a priority due to the Shire’s financial commitment of \$3 million. It is my expectation that the Shire will reconfirm this commitment to access the State’s \$6 million commitment.

The Shire and community have a tremendous opportunity to redevelop and reinvigorate the ageing sporting and community infrastructure in Donnybrook. This opportunity has not been afforded to every local government and the Shire would typically have to apply to the Community Sporting and Recreation Facilities Fund (CSRFF), with a maximum grant of \$2 million, to achieve significant change. This would take the Shire several years to achieve the level of funding that is currently on offer and would require a greater contribution from the Shire, given that CSRFF requires a minimum of two-thirds contribution from the applicant.”
 - Based on the advice within Minister Buti’s correspondence, it is recommended that Council proceed with the co-contribution, as resolved previously by Council on at least three separate occasions.

Significant and rapid cost escalations between July 2021 and March 2022 have resulted in expected cost increases (for the previously endorsed scope) of approximately \$3.65 million. To June 2022 (the absolute earliest a tender could likely be considered by the Council), the cost escalation is predicted to be \$4.28 million. These figures are estimates only, and can only be market-tested through a tender process.

In order to move the project forward with some urgency, into the procurement and implementation stages, it is recommended that the Shire co-contribute \$3.5 million to the project (\$3 million loan and \$500k via Reserves), a tender is released as a matter of priority and the project scope is reduced to reflect the cost escalations. Specifically, the recommended reduced scope of works (right side column) is as follows:

Note: Cost estimates only, prices subject to market fluctuations and tender results			
Project components	Cost Estimate	Council Preferred (July 2021) Stage 1	Recommendation Stage 1
Multi-Purpose Pavilion 1 (as designed)	4,881,178.00	4,881,178.00	4,881,178.00
Multi-purpose Pavilion 1 (Single storey)	4,415,000.00	x	x
Football Pavilion (Single storey, reduced size)	3,700,000.00	x	x
Multi-Purpose Pavilion 2 (as designed)	816,570.00	816,570.00	x
Multi-Purpose Pavilion 2 (reduced scope aesthetic works only)	100,000.00	x	100,000.00
New Outdoor Netball /Basketball courts	361,000.00	361,000.00	x
Modifications to Recreation Centre Access & Ablutions	116,000.00	116,000.00	x
Carpark 3 (Stage 1 & 2)(Chip Seal) (Rec Centre upper Level)	532,000.00	532,000.00	x
Carpark 3 (Stage 1) (chip seal)	220,000.00	x	x
New Entrance Road crossover off Marmion (Chip seal)	25,000.00	25,000.00	x
Lighting Footpaths	26,000.00	26,000.00	x
Lighting Oval	360,000.00	x	x
Lighting Tennis	150,000.00	x	x
Lighting Netball	132,000.00	132,000.00	x
Lighting Carpark 3 (Full Scope)	80,000.00	80,000.00	x
Lighting Oval - Infrastructure	10,000.00	10,000.00	10,000.00
Lighting Tennis - Infrastructure	15,000.00	15,000.00	15,000.00
Lighting Netball - Infrastructure	30,000.00	30,000.00	x
Pathways from Lower to Upper	98,450.00	98,450.00	x
Landscaping	118,435.00	118,435.00	x
Cricket Pitch	40,000.00	x	x
Ticket Booth	15,000.00	x	x
Bus Drop off Rec Centre	24,000.00	24,000.00	x
Football Tiered Seating (refurbish existing)	20,400.00	20,400.00	x
Tennis Fencing	30,000.00	x	x
Hockey Steere Street cross over	25,000.00	x	x
Infrastructure - Electrical	360,146.00	360,146.00	360,146.00
Infrastructure – Hydraulics (sewer and water)	419,000.00	419,000.00	419,000.00
Infrastructure - Drainage	100,000.00	100,000.00	100,000.00
Site Prep and Demolition	100,000.00	100,000.00	100,000.00
Subtotal	6,000,000.00	8,265,179.00	5,985,324.00
Prelims and Margin (15%)	900,000.00	1,239,776.85	897,798.60
Professional Fees (8% residual)	552,000.00	760,396.47	550,649.81
Regional Loading (5%)	345,000.00	475,247.79	344,156.13
Contingency (7%)	483,000.00	665,346.91	481,818.58
Authority Fees (1.5%)	103,500.00	142,574.34	103,246.84
Subtotal	2,383,500.00	3,283,342.36	2,377,669.96
Total	8,383,500.00	11,548,521.36	8,362,993.96
Hockey Pitch	250,000.00	250,000.00	250,000.00
Previous Fees Up to Schematic Design	250,000.00	250,000.00	250,000.00
(15 Dec 2021 rates) Grand Total		12,048,521.36	8,862,993.96
Surplus / Deficit		-3,048,521.36	137,006.04
Approved Project Budget:	9,000,000.00		
Anticipated 5% escalation to 31 March 2022	0.05	12,650,947.43	9,306,143.66
Surplus / Deficit		-3,650,947.43	-306,143.66
Additional funding allocation by Shire (in addition to \$3m)	500,000.00	500,000.00	500,000.00
Football Club contribution	250,000.00	250,000.00	250,000.00
		-2,900,947.43	443,856.34
Anticipated 5% escalation to 30 June 2022	0.05	13,283,494.80	9,771,450.84
Surplus / Deficit		-4,283,494.80	-771,450.84
Additional funding allocation by Shire (in addition to \$3m)	500,000.00	500,000.00	500,000.00
Football Club contribution	250,000.00	250,000.00	250,000.00
		-3,533,494.80	-21,450.84

As part of the 2021-2022 Shire capital works program, the following works have been delivered in the Donnybrook Recreation Centre. These works align to the Functional Brief outcomes for the VC Mitchell Park Master Plan project, and total approximately \$150k:

- Community Room refurbishment (lighting, carpets, painting and window treatments).
 - These works make this space more functional for the use as a clubroom and meeting room for both Netball and Basketball.
- Main entry foyer refurbishment (lighting, vinyl and painting).
 - This enables the clubs to use this space to create club identity through the installation of memorabilia in these spaces for all to see and acknowledge.
- Kitchen refurbishment (new vinyl, painting, new counters and additional fridge and fryer hardware).
 - This enables sporting groups to use these facilities as traditionally found in similar sporting facilities.
- Storage (external shed cages, internal storage room fit out)
 - This has allocated separated and secure storage for the various patrons of this facility (netball, basketball etc).

In addition to this, the Balingup Recreation Centre has had extensive refurbishment works (~\$140k) recently completed, to support sporting and community activities. The works undertaken include:

- Internal painting of facility.
- Internal lighting refurbishment to LED lighting.
- External veranda refurbishments and beautification.
- Foyer flooring replacement.
- Ablution refurbishment (male and female).

Moved: Cr Atherton

Seconded: Cr Smith

That Council:

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 - a. A loan facility via WA Treasury Corp of \$3 million; and**
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Modifications to Recreation Centre Access & Ablutions	x
Carpark 3 (Stage 1 & 2)(Chip Seal) (Rec Centre upper Level)	x
Carpark 3 (Stage 1) (chip seal)	x
New Entrance Road crossover off Marmion (Chip seal)	x
Lighting Footpaths	x
Lighting Oval	x
Lighting Tennis	x
Lighting Netball	x
Lighting Carpark 3 (Full Scope)	x
Lighting Oval – Infrastructure	10,000.00
Lighting Tennis – Infrastructure	15,000.00
Lighting Netball – Infrastructure	x
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Cricket Pitch	x
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Bus Drop off Rec Centre	x
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Surplus / Deficit	137,006.04
Anticipated 5% escalation to 31 March 2022	9,306,143.66
Surplus / Deficit	-306,143.66
Additional funding allocation by Shire (in addition to \$3m)	500,000.00
Football Club contribution	250,000.00
Adjusted Surplus / Deficit	443,856.34
Anticipated 5% escalation to 30 June 2022	9,771,450.84
Surplus / Deficit	-771,450.84
Additional funding allocation by Shire (in addition to \$3m)	500,000.00
Football Club contribution	250,000.00
Adjusted Surplus / Deficit	-21,450.84
Note: Cost estimates only, prices subject to market fluctuations and tender results	

Proposed Amendment: Cr Smith

Moved: Cr Smith

Seconded: Cr Newman

That Council:

1. Endorse a project co-contribution of \$3.5 million, being:
 - a. A loan facility via WA Treasury Corp of \$3 million; and
 - b. Shire Reserves co-contribution of \$500k (as previously approved by Council).
2. Request the Chief Executive Officer to take necessary actions to progress Resolution 1, above, and report to Council on progress at the Council Meeting that results of the tender process are considered.
3. Request the Chief Executive Officer to continue seeking additional project funding opportunities **to progressively renew and upgrade facilities to meet the needs of the clubs.** Including (but not limited to) from the Donnybrook Football and Sporting Club Inc., LotteryWest, the AFL/WAFL and others.
4. Request the Chief Executive Officer to release a public project tender, with the results of the tender submissions to be presented to a Council Meeting as a matter of organisational priority.
5. Approves the project scope for the purpose of the tender as follows:

Project components	Recommendation
Multi-Purpose Pavilion 1 (Double storey)	Yes
Multi-purpose Pavilion 1 (Single storey)	Yes
Football Pavilion (Single storey, reduced size)	No
Multi-Purpose Pavilion 2 (including pedestrian connectivity to Pavilion 1)	Yes
New Outdoor Netball/Basketball courts	No
Modifications to Recreation Centre Access & Ablutions	No
Carpark 3 (Stage 1 & 2)(Chip Seal) (Rec Centre upper Level)	No
Carpark 3 (Stage 1) (chip seal)	No
New Entrance Road crossover off Marmion (Chip seal)	No
Lighting Footpaths	No

Lighting Oval	No
Lighting Tennis	No
Lighting Netball	No
Lighting Carpark 3 (Full Scope)	No
Lighting Oval – Infrastructure	Yes
Lighting Tennis - Infrastructure	Yes
Lighting Netball - Infrastructure	No
Pathways from Lower to Upper	No
Landscaping	No
Cricket Pitch	No
Ticket Booth	No
Bus Drop off Rec Centre	No
Football Tiered Seating (refurbish existing)	No
Tennis Fencing	No
Hockey Steere Street cross over	No
Infrastructure – Electrical	Yes
Infrastructure – Hydraulics (sewer and water)	Yes
Infrastructure – Drainage	Yes
Site Prep and Demolition	Yes
Prelims and Margin (15%)	Yes
Professional Fees (8% residual)	Yes
Regional Loading (5%)	Yes
Contingency (10%)	Yes
Authority Fees (1.5%)	Yes
Hockey Pitch	\$250,000.00
Previous Fees Up to Schematic Design	\$250,000.00
Previously Approved Project Budget	\$9,000,000
Additional funding allocation by Shire (in addition to \$3m)	500,000.00
Total Budget	\$9,500,000
Note: Cost estimates only, prices subject to market fluctuations and tender results	

6. Request the Chief Executive Officer to seek an official agreement with Donnybrook Football and Sporting Club Inc. to confirm contribution of the lesser amount of \$250,000 or 6.25% of the Multi-Purpose Pavilion 1 referred to in Point 5.

- | |
|--|
| <p>7. Request the Chief Executive Officer to seek official agreements with other sporting clubs for project co-contributions.</p> <p>8. If, upon reviewing submitted tenders, surplus budget opportunities are identified, consider allocating to other sports club facilities within the precinct following further consultation with the club members.</p> |
|--|

CARRIED 7/1

For: Cr Wringe, Cr Atherton, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Cr Gubler

Proposed Amendment: Cr Massey

Moved: Cr Massey Seconded: Cr Newman

That Council:

- 1. Endorse a project co-contribution of \$3.5 million, being:

 - a. A loan facility via WA Treasury Corp of \$3 million; and**
 - b. Shire Reserves co-contribution of \$500k (as previously approved by Council).****
- 2. Request the Chief Executive Officer to take necessary actions to progress Resolution 1, above, and report to Council on progress at the Council Meeting that results of the tender process are considered.**
- 3. Request the Chief Executive Officer to continue seeking additional project funding opportunities to progressively renew and upgrade facilities to meet the needs of the clubs. Including (but not limited to) from the Donnybrook Football and Sporting Club Inc., LotteryWest, the AFL/WAFL and others.**
- 4. Request the Chief Executive Officer to release a public project tender, with the results of the tender submissions to be presented to a Council Meeting as a matter of organisational priority.**
- 5. Approves the project scope for the purpose of the tender as follows:**

Project components	Recommendation
Multi-Purpose Pavilion 1 (Double storey)	Yes
Multi-purpose Pavilion 1 (Single storey)	Yes
Football Pavilion (Single storey, reduced size)	No
Multi-Purpose Pavilion 2 (including pedestrian connectivity to Pavilion 1)	Yes
New Outdoor Netball/Basketball courts	No
Modifications to Recreation Centre Access & Ablutions	No
Carpark 3 (Stage 1 & 2)(Chip Seal) (Rec Centre upper Level)	No
Carpark 3 (Stage 1) (chip seal)	No
New Entrance Road crossover off Marmion (Chip seal)	No
Lighting Footpaths	No
Lighting Oval	No

Lighting Tennis	No
Lighting Netball	No
Lighting Carpark 3 (Full Scope)	No
Lighting Oval – Infrastructure	Yes
Lighting Tennis - Infrastructure	Yes
Lighting Netball - Infrastructure	No
Pathways from Lower to Upper	No
Landscaping	No
Cricket Pitch	No
Ticket Booth	No
Bus Drop off Rec Centre	No
Football Tiered Seating (refurbish existing)	No
Tennis Fencing	No
Hockey Steere Street cross over	No
Infrastructure – Electrical	Yes
Infrastructure – Hydraulics (sewer and water)	Yes
Infrastructure – Drainage	Yes
Site Prep and Demolition	Yes
Prelims and Margin (15%)	Yes
Professional Fees (8% residual)	Yes
Regional Loading (5%)	Yes
Contingency (10%)	# Yes
Authority Fees (1.5%)	Yes
Hockey Pitch	\$250,000.00
Previous Fees Up to Schematic Design	\$250,000.00
Previously Approved Project Budget	\$9,000,000
Additional funding allocation by Shire (in addition to \$3m)	500,000.00
Total Budget	\$9,500,000
Note: Cost estimates only, prices subject to market fluctuations and tender results	

6. Request the Chief Executive Officer to seek an official agreement with Donnybrook Football and Sporting Club Inc. to confirm contribution of the lesser amount of \$250,000 or 6.25% of the Multi-Purpose Pavilion 1 referred to in Point 5.

- 7. Request the Chief Executive Officer to seek official agreements with other sporting clubs for project co-contributions.**
- 8. If, upon reviewing submitted tenders, surplus budget opportunities are identified, consider allocating to other sports club facilities within the precinct following further consultation with the club members.**
- 9. That Council note the report by Anna Dixon and confirm in principle support for the blended management model proposed in her report, subject to further discussion with the sporting clubs.**
- 10. That prior to issuing tender documents, the Shire President and CEO:**
 - i) Discuss a single storey option with the President of the Football Club with a view to identifying a cheaper option which will permit more funding to other clubs;**
 - ii) Confirm with Troy Jones whether the final proposal selected is likely to meet with approval from the DSRLG.**

CARRIED 7/1

For: Cr Wringe, Cr Atherton, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Cr Gubler

COUNCIL RESOLUTION 19/22

Moved: Cr Atherton

Seconded: Cr Smith

That Council:

- 1. Endorse a project co-contribution of \$3.5 million, being:

 - a. A loan facility via WA Treasury Corp of \$3 million; and**
 - b. Shire Reserves co-contribution of \$500k (as previously approved by Council).****
- 2. Request the Chief Executive Officer to take necessary actions to progress Resolution 1, above, and report to Council on progress at the Council Meeting that results of the tender process are considered.**
- 3. Request the Chief Executive Officer to continue seeking additional project funding opportunities to progressively renew and upgrade facilities to meet the needs of the clubs.**
- 4. Request the Chief Executive Officer to release a public project tender, with the results of the tender submissions to be presented to a Council Meeting as a matter of organisational priority.**
- 5. Approves the project scope for the purpose of the tender as follows:**

Project components	Recommendation
Multi-Purpose Pavilion 1 (Double storey)	Yes
Multi-purpose Pavilion 1 (Single storey)	Yes
Football Pavilion (Single storey, reduced size)	No
Multi-Purpose Pavilion 2 (including pedestrian connectivity to Pavilion 1)	Yes
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Modifications to Recreation Centre Access & Ablutions	No
Carpark 3 (Stage 1 & 2)(Chip Seal) (Rec Centre upper Level)	No
Carpark 3 (Stage 1) (chip seal)	No
New Entrance Road crossover off Marmion (Chip seal)	No
Lighting Footpaths	No
Lighting Oval	No

Lighting Tennis	No
Lighting Netball	No
Lighting Carpark 3 (Full Scope)	No
Lighting Oval - Infrastructure	Yes
Lighting Tennis - Infrastructure	Yes
Lighting Netball - Infrastructure	No
Pathways from Lower to Upper	No
Landscaping	No
Cricket Pitch	No
Ticket Booth	No
Bus Drop off Rec Centre	No
Football Tiered Seating (refurbish existing)	No
Tennis Fencing	No
Hockey Steere Street cross over	No
Infrastructure – Electrical	Yes
Infrastructure – Hydraulics (sewer and water)	Yes
Infrastructure – Drainage	Yes
Site Prep and Demolition	Yes
Prelims and Margin (15%)	Yes
Professional Fees (8% residual)	Yes
Regional Loading (5%)	Yes
Contingency (10%)	Yes
Authority Fees (1.5%)	Yes
Hockey Pitch	\$250,000.00
Previous Fees Up to Schematic Design	\$250,000.00
Previously Approved Project Budget	\$9,000,000
Additional funding allocation by Shire (in addition to \$3m)	500,000.00
Total Budget	\$9,500,000
Note: Cost estimates only, prices subject to market fluctuations and tender results	

6. Request the Chief Executive Officer to seek an official agreement with Donnybrook Football and Sporting Club Inc. to confirm contribution of the lesser amount of \$250,000 or 6.25% of the Multi-Purpose Pavilion 1 referred to in Point 5.

- 7. Request the Chief Executive Officer to seek official agreements with other sporting clubs for project co-contributions.**
- 8. If, upon reviewing submitted tenders, surplus budget opportunities are identified, consider allocating to other sports club facilities within the precinct following further consultation with the club members.**
- 9. That Council note the report by Anna Dixon and confirm in principle support for the blended management model proposed in her report, subject to further discussion with the sporting clubs.**
- 10. That prior to issuing tender documents, the Shire President and CEO:**
 - (i) Discuss a single storey option with the President of the Football Club with a view to identifying a cheaper option which will permit more funding to other clubs;**
 - (ii) Confirm with Troy Jones whether the final proposal selected is likely to meet with approval from the DSRLG.**

**CARRIED 6/2
ABSOLUTE MAJORITY ACHIEVED**

For: Cr Wringe, Cr Atherton, Cr Jones, Cr Massey, Cr Newman and Cr Smith

Against: Cr Gubler, Cr Mills

Foreshadowed / Alternate motion - Cr Massey

That an urgent Special Meeting of Council be called within the next 15 working days to discuss the VC Mitchell Park project in view of recently receiving the Dixon report and the presentation of funding scenarios.

LAPSED AS SUBSTANTIVE MOTION CARRIED

Cr Glover re-entered the Chamber at 8:04 pm

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 23 FEBRUARY 2022

Minutes of the Ordinary Meeting of Council held 23 February 2022 are attached (attachment 7.1(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 23 February 2022 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 20/22

Moved: Cr Massey Seconded: Cr Atherton

That the Minutes from the Ordinary Meeting of Council held 23 February 2022 be confirmed as a true and accurate record.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

7.2 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING – 9 FEBRUARY 2022

Minutes of the Audit and Risk Management Committee Meeting held 9 February 2022 are attached (attachment 7.2(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Audit and Risk Management Committee Meeting held 9 February 2022 be received.

COUNCIL RESOLUTION 21/22

Moved: Cr Massey Seconded: Cr Atherton

That the Minutes from the Audit and Risk Management Committee Meeting held 9 February 2022 be received.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

7.3 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING – 3 MARCH 2022

Minutes of the Audit and Risk Management Committee Meeting held 3 March 2022 are attached (attachment 7.3(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Audit and Risk Management Committee Meeting held 3 March 2022 be received.

COUNCIL RESOLUTION 22/22

Moved: Cr Massey Seconded: Cr Atherton

That the Minutes from the Audit and Risk Management Committee Meeting held 3 March 2022 be received.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

7.4 SPECIAL MEETING OF COUNCIL – 14 MARCH 2022

Minutes of the Special Meeting of Council held 14 March 2022 are attached (attachment 7.4(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 14 March 2022 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 23/22

Moved: Cr Massey Seconded: Cr Atherton

That the Minutes from the Special Meeting of Council held 14 March 2022 be confirmed as a true and accurate record.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 DIRECTOR OPERATIONS

9.1.1 RESPONSE TO DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION COMPLIANCE INSPECTION – DONNYBROOK WASTE MANAGEMENT FACILITY

Location	Shire of Donnybrook Balingup – Donnybrook Waste Management Facility
Applicant	Shire of Donnybrook Balingup
File Reference	HLT 09/2
Author	Steve Potter, Director Operations
Responsible Manager	Steve Potter, Director Operations
Attachments	9.1.1(1) - 2021 DWER Inspection Findings – Summary Update
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the actions taken by Shire staff and Hastie Waste Pty Ltd in responding to the Environmental Inspection Report, received from the Department of Water and Environmental Regulation dated 16 November 2021; 2. Reiterates the Shire’s commitment to the safe and environmentally responsible operation of the Donnybrook Waste Management Facility; 3. Instructs the Chief Executive Officer to liaise with Hastie Waste Pty Ltd to establish a regular meeting schedule, inclusive of periodic site inspections of the DWMF, to ensure ongoing compliance with the facility licence.

STRATEGIC ALIGNMENT

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

Outcome	2.4	Efficient and effective waste management
Strategy	2.4.1	Undertake efficient waste management services
Action	2.4.1.2	Provide efficient and effective waste services

EXECUTIVE SUMMARY

On 15 October 2021, officers from the Department of Water and Environmental Regulation (DWER) undertook an unannounced compliance inspection of the Donnybrook Waste Management Facility (DWMF) located at Goodwood Road, Donnybrook.

On 16 November 2021, the Shire received correspondence from DWER, accompanied by an Environmental Inspection Report (EIR) which identified 12 alleged incidences of non-compliance with conditions of the Shire's Facility Licence (Ref: L7084/1997/16).

An officer report was presented to Council at the November 2021 Ordinary Council Meeting on this matter, at which Council made several resolutions, one of which was to request a further report be brought back to Council in March 2022, to advise Council of actions taken to address outstanding matters.

BACKGROUND

The DWMF was licensed by the DWER (DEC) in 1997, however, has been in operation since the 1950's. The DWMF has received all of the waste generated in the Shire since it closed its waste disposal sites at Lowden and Mumballup and constructed a waste transfer station at Balingup in 2006. As the only landfill in the vicinity, it receives a combination of Municipal Solid Waste (MSW), Commercial and Industrial (C&I) waste and Construction and Demolition (C&D) waste.

The management of the site is contracted by the Shire to Hastie Waste Pty Ltd (HW) and this has been the case for a number of years. The current contract with HW is due to expire on 30 June 2023, however, has two two-year extension options under the provisions of the contract. The current DWER licence is due to expire in June 2024.

On 15 October 2021, DWER officers undertook an unannounced compliance inspection of the site, accompanied by Mr Nigel Tuia, Director of HW, during which site operations were assessed for compliance against the conditions of the facility licence. This inspection appears to have coincided with similar compliance inspections of waste management sites being undertaken by DWER in a number of local government areas across the south-west. It is also noted that the Bunbury Harvey Regional Council (BHRC) facility located in Stanley Rd, Leschenault was closed in late 2021 to receiving commercial waste by DWER after environmental concerns were identified.

The inspection of the Shire's facility resulted in correspondence being received on 16 November 2021 which contained 12 alleged incidences of non-compliance with the conditions of the licence.

The matter was considered by Council at the November Ordinary Council Meeting where the following was resolved:

“That Council:

- 1. Notes the correspondence and Environmental Inspection Report, dated 16 November 2021, received from the Department of Water and Environmental Regulation, including the Inspection Findings and Corrective Actions;*
- 2. Reiterates the Shire’s commitment to the safe and environmentally responsible operation of the Donnybrook Waste Management Facility;*
- 3. Instructs the Chief Executive Officer to liaise with the Shire’s facility management contractor (Hastie Waste Pty Ltd) to ensure all Corrective Actions are addressed and all operations are compliant with the facility licence;*
- 4. Notes the proposed table (Attached 9.1.2(3)) titled ‘2021 DWER Inspection Findings – Summary Update’, which outlines parties responsible for Corrective Actions and due dates required for Corrective Actions;*
- 5. Notes the imminent completion of the Donnybrook Waste Management Facility Landfill Closure Management Plan and accompanying Transfer Station Report which will be presented to the December 2021 Ordinary Council Meeting;*
- 6. Instructs the Chief Executive Officer to bring a further report back to Council by March 2022 to confirm all Department of Water and Environmental Regulation requirements have been addressed and outline any necessary changes to existing management measures to ensure ongoing compliance with licence conditions.”*

Note: With regard to Point 4 above, a copy of the table referred to is provided in Attachment 9.1.1(1).

The purpose of this report is to primarily address Point 6 of the above resolution.

To this effect each of the 12 items of non-compliance are listed below with details of actions taken to address each particular item. It is noted that correspondence outlining the Shire’s/HW’s actions in addressing the outstanding items was provided to DWER on 30 November 2021, however the Shire has not received further correspondence from DWER and therefore it is assumed that the actions taken are considered to have satisfactorily addressed the outstanding items. There has however been some specific liaison with DWER regarding Item 3 (below) with details provided.

Item 1: Storm water is not being managed appropriately resulting in pooling in certain locations

Action: The contractor filled all areas identified at the site visit as being of concern and photos were provided to DWER on 30 November 2021.

Item 2: The contractor does not have a documented procedure for determining that contaminated solid waste meets the acceptance criteria for a Class II facility, prior to accepting the waste;

Action: The contractor prepared a documented procedure as required and a copy of such documentation was provided to DWER on 30 November 2021.

Item 3: Waste types not permitted under the facility licence are being accepted including treated timber, paint, paint thinners, gas bottles, fire extinguishers and assorted E-waste;

Actions: The contractor removed all identified items as instructed and photos were provided to DWER. The Shire has instructed the contractor to cease receiving such items for the time being.

At its meeting in December 2021 Council endorsed the DWMF Landfill Closure Management Plan. A licence amendment application to align the facility licence with the LCMP is currently being prepared and will be submitted in the near future.

Upon receiving the advice, Shire staff forwarded correspondence to DWER requesting that such items be temporarily permitted whilst a license amendment application was being prepared and assessed, however DWER have advised such items will not be permitted until a licence amendment application is approved.

Item 4: Landfilling activities are occurring outside the approved area under the licence;

Actions: The Shire previously raised this with DWER in May 2021 as there appeared to be an anomaly between the plan attached to the facility licence and the active area of the landfill. Shire staff met with DWER staff to discuss the matter, where the following was discussed and agreed:

- Shire advised DWER it was in the process of preparing a LCMP for the facility;
- DWER advised that subsequent to adoption of the LCMP, a licence amendment should be submitted, reflecting the intended approach for the facility with a view to aligning the two documents.

Shire staff have been advised by DWER that it is likely to be beneficial to submit separate licence amendment applications for the two separate elements as follows:

- gaining permission to receive the prohibited items outlined in Item 3; and
- aligning the facility licence with the LCMP as per this item (Item 4).

The amendment application to align the licence with the LCMP is likely to take some time for DWER to assess due to the technical nature of the request and therefore the benefit of submitting separate applications is that it is likely to facilitate a timely approval to enable receipt of the currently prohibited items.

Item 5: DWER have requested an update on the Landfill Closure Management Plan for the facility;

Action: The LCMP was endorsed by Council in December 2021 and will form the basis for a licence amendment application.

Item 6: A large portion of the landfill waste is not being covered with soil as required under the licence;

Action: The contractor imported and spread cover across the site as instructed and continues to do so. Photos were provided to DWER on 30 November 2021.

Item 7: The perimeter fence was damaged by fallen trees in one location;

Action: The fence has been repaired and photos were provided to DWER on 30 November 2021.

Item 8: Large amounts of wind-blown waste were observed beyond the boundaries of the premises;

Action: The contractor undertook a perimeter clean-up including any waste that had escaped beyond the property boundary and photos were provided to DWER on 30 November 2021.

Item 9: The contractor was unable to provide sufficient records of waste acceptance and waste rejection which are required to be available at the premises at all times;

Actions: DWER has been provided with daily data collection sheets (incoming and outgoing) that were developed for use at the facility.

DWER was advised the Shire is currently establishing a 'cloud based' data collection system which will electronically record incoming waste and assist with annual reporting. It is anticipated this will be operational in the coming months.

Item 10: The submitted annual audit compliance report submitted by the Shire referenced an incorrect reporting period;

This was a minor administrative matter that was addressed in the previous report to Council.

Item 11: The Annual Environmental Report (AER) was submitted late and did not reference a small fire incident that occurred on the property in December 2020;

Action: The Annual Audit Compliance Report (AACR) was submitted in March 2021 as required, however did not include the AER due to the fact that the officer was relatively new to waste management and was not aware of this requirement. The Shire did not receive a request for the AER until October 2021, however, upon receiving such a request, the AER was submitted by the officer within seven days.

Item 12: DWER was not formally notified of the fire incident immediately after the incident.

Action: The Shire officer was not aware of the requirement to formally notify the Department’s ICMS, however, has since been made aware of this requirement and will ensure any future incidents are dealt with in accordance with the licence conditions.

FINANCIAL IMPLICATIONS

The contract with HW includes the DWER Licence as an appendix with a stipulated condition within the contract (3.2.1(1)) that the contractor “shall be responsible for all operations, labour, plant, materials, supervision, survey administration and all other tasks in fulfilling the requirements of the DWER Licence.”

Whilst the Shire is the approved Licensee for the facility and ultimately accountable as such, the operational requirements for complying with the licence conditions are the responsibility of the contractor under the contract.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

The DWMF is required to be licensed under Part IV of the *Environmental Protection (EP) Act 1986* as a ‘prescribed premise’.

Schedule 1 of the EP Regulations 1987 outlines categories for ‘prescribed premises’ which includes those approved under the DWMF licence as follows:

Category Description	Production or Design Capacity
<p><u>Category 62</u></p> <p>Solid waste depot: premises on which waste is stored or sorted, pending final disposal or re-use, other than in the course of operating — 500 tonnes or more per year (not including any waste stored or sorted only in the course of operating a refund point or aggregation point)</p> <p>(a) a refund point (as defined in the Waste Avoidance and Resource Recovery Act 2007 section 47C(1)) (a refund point); or</p> <p>(b) a facility or other place (an aggregation point) for the aggregation of containers that have been returned to refund points until those containers are accepted for processing or disposal.</p>	<p>500 tonnes or more per year (not including any waste stored or sorted only in the course of operating a refund point or aggregation point)</p>

<p><u>Category 64</u></p> <p>Class II or III putrescible landfill site: premises (other than clean fill premises) on which waste of a type permitted for disposal for this category of prescribed premises, in accordance with the Landfill Waste Classification and Waste Definitions 1996, is accepted for burial.</p>	<p>20 tonnes or more per year</p>
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CONSULTATION

Shire staff have been liaising closely with the facility contractor and DWER to action and resolve the outstanding issues.

OFFICER COMMENT/CONCLUSION

Upon receiving advice of the outstanding compliance matters Shire Staff and Hastie Waste immediately took action as outlined in this report. Shire Staff found Hastie Waste to be both cooperative and pro-active in responding to the concerns which enabled both parties to demonstrate to DWER that the Shire takes compliance matters seriously.

Shire staff will also seek to establish regular meetings with Hastie Waste and undertake periodic site inspections to confirm enduring processes and work schedules are established to ensure the DWMF is compliant at all times of operation.

As mentioned previously in this report, Shire staff are currently implementing a 'cloud based' data collection and reporting system at both the DWMF and Balingup Transfer Station which will provide for improved accuracy in recording incoming and outgoing waste and reporting capabilities and assist with compliance.

In light of the above, it is recommended that Council endorse the actions taken as outlined in this report in addressing the outstanding compliance matters as per the Officer's recommendation.

COUNCIL RESOLUTION 24/22

Moved: Cr Atherton

Seconded: Cr Smith

That Council:

- 1. Endorses the actions taken by Shire staff and Hastie Waste Pty Ltd in responding to the Environmental Inspection Report, received from the Department of Water and Environmental Regulation dated 16 November 2021;**
- 2. Reiterates the Shire's commitment to the safe and environmentally responsible operation of the Donnybrook Waste Management Facility;**
- 3. Instructs the Chief Executive Officer to liaise with Hastie Waste Pty Ltd to establish a regular meeting schedule, inclusive of periodic site inspections of the DWMF, to ensure ongoing compliance with the facility licence.**

CARRIED 9/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

9.1.2 PROPOSED ROAD NAMES – NEW ROADS FOR SUBDIVISION 161049 – LOT 72 GRIMWADE ROAD / WALTER STREET, BALINGUP

Location	Shire of Donnybrook Balingup
Applicant	A. Bell, Able Planning and Project Management
File Reference	161049 / A3950
Author	Steve Potter, Director Operations
Responsible Manager	Steve Potter, Director Operations
Attachments	9.1.2(1) – Applicant Proposed Road Names 9.1.2(2) – Required Alteration Plan
Voting Requirements	Simple Majority

Cr Atherton left the chamber at 8:17pm

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to Section 26A(2)(a) of the <i>Land Administration Act 1997</i> requires the applicant to: <ol style="list-style-type: none"> 1.1 alter the proposed road name of ‘Sorella Drive’ to ‘Brennan Drive’ to apply to Road A as identified in Attachment 9.1.2(2); and 1.2 alter the proposed road name of ‘Grasstree Court’ to ‘Hancock Court’ to apply to Road B as identified in Attachment 9.1.2(2); 2. Endorses the following reserve names which are approved for use in the event Council’s preferred names as per Point 1 above are not approved by Landgate: <ol style="list-style-type: none"> 2.1 Harper; 2.2 Sorella; 3. Instructs the Chief Executive Officer to undertake any measures necessary to gather supporting information for Council’s endorsement of the preferred names identified in Points 1 and 2 above, including engaging with local community / historical groups, locating family descendants and identifying appropriate historical records as necessary; 4. Instructs the Chief Executive Officer to submit the endorsed road names and all supporting information to Landgate, as per the <i>Land Administration Act 1997</i> for approval. 5. Supports the following approach which shall apply in determining names in the event that one or more endorsed names are refused by Landgate: <ol style="list-style-type: none"> 5.1 Endorsed names are ranked in priority order as follows:

1. **Brennan**
2. **Hancock**
3. **Harper**
4. **Sorella**

5.2. **The name with the highest ranking that is able to be approved by Landgate is to apply to Road A as identified in Attachment 9.1.2(2) (which shall have the suffix ‘Drive’).**

5.3 **The name with the next highest ranking that is able to be approved by Landgate is to apply to Road B as identified in Attachment 9.1.2(2) (which shall have the suffix ‘Court’).**

5.4 **In the event that three or more Council endorsed names are refused for use, the Chief Executive Officer is instructed to bring a further report to Council with additional recommended names for consideration.**

STRATEGIC ALIGNMENT

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

Outcome 4.2 A respected, professional and trusted organisation

Strategy 4.2.1 Effective and efficient operations and service provisions

Action 4.2.1.1 Maintain effective and efficient policies, planning, operating procedures and practices

EXECUTIVE SUMMARY

The Shire has received a request from a developer to endorse proposed road names for two new roads subject to a Western Australian Planning Commission approved subdivision at Lot 72 Grimwade Road / Walter Street, Balingup.

As part of the assessment process, Shire staff have engaged with the Balingup Progress Association (BPA) / Balingup Townscape Committee (BTC) who have made some additional suggestions for locally significant names. Whilst a number of the suggestions received from the BPA/BTC are unable to progress due to non-compliance with naming conventions, the names of ‘Brennan’, ‘Hancock’ and ‘Harper’ are considered to be potentially suitable, subject to locating supporting information and obtaining family support where applicable.

Officers are recommending Council’s endorsement of two preferred names as proposed by the BPA/BTC (‘Brennan’ and ‘Hancock’), and two ‘reserve’ names, consisting of one provided by the BPA/BTC (‘Harper’) and the other from the developer (‘Sorella’).

BACKGROUND

Lot 72 on the south-western corner of Grimwade Road and Walter Street in Balingup was approved for subdivision by the Western Australian Planning Commission (WAPC) on 27 October 2021. The approved subdivision layout includes 30 residential lots and two newly proposed roads as depicted on Attachment 9.1.2(1).

With reference to Attachment 9.1.2(1) the applicant has made a formal request for the following road names:

- “Sorella Drive”
The name is Italian for ‘sister’, recognising the Italian settlement heritage within Donnybrook-Balingup and applies an ‘open-ended’ (thoroughfare) road type appropriate for the situation.
- “Grasstree Court”
The name recognises the Xanthorrhoea genus of grasstrees, of which many species naturally occur in the locality, plus applies a road type that is suitable for both ‘open-ended’ and ‘cul-de-sac’ situations (in acknowledgment the road may be extended south through Lot 12 in the future).

As part of the preliminary review process, proposed names may be checked online via Landgate’s portal for pre-validation and the applicant’s proposed names have cleared the preliminary validation check. Notwithstanding, due to Landgate’s extensive criteria for the naming of roads, it is possible that names that pass pre-validation are not ultimately approved so it is common for applicants to identify alternative options. The applicant has therefore provided the following as ‘back up’ names:

- “Serenity Drive”
The name recognises the tranquil rural setting of Balingup and applies an ‘open-ended’ (thoroughfare) road type appropriate for the situation.
- “Village Court”
The name recognises the settlement type and rural setting of Balingup, plus applies a road type that is suitable for both ‘open-ended’ and ‘cul-de-sac’ situations.

Landgate’s *Policies and Standards for Geographical Naming in Western Australia* (Standards), provides guidance on the selection of new road names in this context as per the following:

- the selection of new road names within new subdivisions is usually the developer/landowner’s role, however, endorsement from the relevant Local Government is necessary prior to any submissions being made to Landgate;
- The developer and the local government(s) should work collaboratively to develop compliant road names for the subdivision.

Upon receipt of a naming proposal the Local Government is required to consider such a request and, if supportive, make a formal submission to Landgate for approval by the Geographic Names Committee (under delegation from the Minister).

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Part 2, Division 3, Section 26A of the *Land Administration Act 1997* (LAA) outlines requirements for naming of roads in new subdivision areas as follows:

LAND ADMINISTRATION ACT 1997 - SECT 26A

26A. New subdivisions, names of roads and areas in

- (1) If a person delivers a diagram or plan of survey of a subdivision of land approved by the Planning Commission to a local government, and the proposed subdivision includes the provision of a road for use by the public, that person must also deliver to the local government the name proposed to be given to the road.*
- (2) The local government may require the person so subdividing the land —*
 - (a) to propose a name for the proposed road or, if a name has already been proposed, to alter that name; and*
 - (b) to propose a name for the area the subject of the proposed subdivision, or if a name has already been proposed, to alter that name.*
- (3) If the local government approves a name proposed under subsection (1) or (2), the local government is to forward the proposal to the Minister.*
- (4) The Minister may —*
 - (a) approve the proposed name; or*
 - (b) direct the local government to reconsider the proposed name, having regard to such matters as the Minister may mention in the direction; or*
 - (c) refuse to approve the proposed name.*
- (5) A person must not —*
 - (a) assign a name to the area or road unless the name is first approved by the Minister;*
 - (b) alter or change a name that has been so assigned, whether initially or from time to time, to the area or road unless the Minister first approves of the alteration or change of that name.*

CONSULTATION

Under the Standards, demonstrated public consultation is only necessary in the event a road is being re-named (rather than a new road). The Shire is not required to demonstrate to Landgate it has undertaken consultation in this instance, however it is common for the local government to seek community input prior to endorsing any proposed road name.

As part of the assessment process, Shire Officers have engaged the Balingup Progress Association / Balingup Townscape Committee on two separate occasions to see if they may have any suggestions for road names that may have local significance to the community which resulted in the following:

First round of proposed names

Brennan

Elizabeth & John Brennan came from Augusta in 1904 and purchased land from Moan Singh who grew vegetables using the water and land along the Grimwade Brooke close to town. They bought adjoining blocks which included the sub-division in question and had a dairy farm. The Brennan's lost 3 sons in WW1. Their home is still there just past Walter Road on the right hand side. Torri Cavelaro sold that property about 15 years ago and was married to Jean (nee Brennan).

Thomas

Hugh Thomas came to Balingup in 1897 bought land on Jayes Road (now owned by the Listers). Hugh also had a mail run to Nannup that took 3 days once a week (no bridge over the Blackwood then) there was a rocky crossing but sometimes had to swim the horses over the river. He was also a Government land guide in 1906 for many of the surrounding towns his jobs was to show new settlers available land for purchase. His descendants married into the Trotter family who sold the farm to the Listers. Hugh was on the Roads Board 1912-1916

Moore

Edmund Moore came to Balingup in 1889. Had the Nelson Arms coaching inn opposite the Rec. Centre. His wife built the first house in Balingup where the Village Pedlars is now. He was on the Roads Board 1900-1906; 1915-1917. Th Nelson Arms was the first P.O. and store.

Mauger

Charles Mauger came to Balingup 1906 had a dairy/mixed farm on Jayes Road. Descendants still in the district. He was the first president of the Agricultural Society. Descendants served on the Roads Board 1929-1931 and 1960-1970 J.C. Mauger was the last President.

Second round of proposed names

Nicholas

Professor Nicholas, his son Clive and daughters Zoe & May lived at Southampton House in 1906. Clive was a Major in the 10th Light Horse Regiment. The two spinster sisters went on living at the Homestead for 35 years.

Harper

Charles bought Ferndale (originally a Walter Padbury property) and was the inventor of the 'Harper Fence'. He subdivided the property in 1920 into 8 farms.

Waddingham

Farmer of Balingup died 10/3/1917 and was one of the local heroes from WWI.

Hancock

Fred, owner of Delco House in Forrest Street which was a boarding house and had the first lighting plant in the town. Licensee of the Balingup Hotel in 1905. Treasurer of the BPA when it formed in 1905.

Baxter –

Mrs Baxter was the first president of the Balingup CWA

Upon receiving all of the BPA/BTC's proposed names, officers tested them against Landgate's online pre-validation which revealed that most did not pass as the proposed names (or similar names) already exist within a 50 kilometre radius.

After the first round of suggestions, it was found that only the name 'Brennan' could potentially be suitable and was forwarded to the applicant for consideration. The applicant considered the recommendation of the BPA however reiterated that their preference was for their original names submitted.

Further, they questioned the compliance aspect of the name 'Brennan', with particular reference to the below highlighted sections of Cl. 1.4.2 of the Standards which they considered were not met:

1.4.2 Use of personal names

Landgate will not accept a commemorative naming proposal of a person whilst they are still alive for a road or locality.

Requests to approve names that commemorate, or that may be construed to commemorate, living persons will also not be accepted.

The approval of a name to commemorate an individual will only be considered;

- *posthumously*

- *permission of the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out*
- *based on a demonstrated record of achievement*
- *having had a direct and long-term association with the location and made a significant contribution to the area*
- *the proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located*
- *such application is in the public interest*
- *there is evidence of broad community support for the proposal.*

The following will not be considered as appropriate grounds for a commemorative naming request:

- *current or past ownership of the land is not considered sufficient grounds*
- *precedence of existing names*
- *past or ongoing public service within all levels of government*
- *names will not be supported after a person who has sponsored the development of the area, or was a commercial developer.”*

Due to only one original name proposed by the BPA/BTC being potentially suitable for use, Shire staff re-engaged with the BPA/BTC to determine if they may have any further suggestions which resulted in additional names being received. Of the additional names only ‘Hancock’ and ‘Harper’ passed Landgate’s pre-validation test.

OFFICER COMMENT/CONCLUSION

Officers consider that in a small community such as Balingup names wherever possible should have some meaning and connection to the local community and the BPA have suggested names that have a strong historical association with the town and would be expected to have community support.

The historical relevance of the names ‘Brennan’, ‘Hancock’ and ‘Harper’ as some of the early settlers and residents of the Balingup community suggests that there is strong argument for the use of the names. Further, as Balingup is a well-connected small community, there is a strong possibility that descendants may be located without too much difficulty to seek their support for using the names if required.

Notwithstanding the names suggested by the applicant may be deemed ‘compliant’ with the GNC naming conventions, they are somewhat generic in nature and therefore have little meaning to the local community. Ultimately the roads will become part of the fabric of the community and will become the responsibility of the Shire and therefore it is

important that the Shire ensures it is satisfied with the names adopted, rather than simply accepting what is presented. The proposed name of 'Sorella' could be considered to have a loose association with the Italian heritage of the Donnybrook-Balingup area and is therefore supported as a reserve name, however the other names proposed by the developer are not supported by staff.

In light of the above, it is recommended that Council supports the use of the names as outlined in the officer recommendation.

COUNCIL RESOLUTION 25/22

Moved: Cr Smith

Seconded: Cr Massey

That Council:

- 1. Pursuant to Section 26A(2)(a) of the *Land Administration Act 1997* requires the applicant to:**
 - 1.1 alter the proposed road name of 'Sorella Drive' to 'Brennan Drive' to apply to Road A as identified in Attachment 9.1.2(2); and**
 - 1.2 alter the proposed road name of 'Grasstree Court' to 'Hancock Court' to apply to Road B as identified in Attachment 9.1.2(2);**
- 2. Endorses the following reserve names which are approved for use in the event Council's preferred names as per Point 1 above are not approved by Landgate:**
 - 2.1 Harper;**
 - 2.2 Sorella;**
- 3. Instructs the Chief Executive Officer to undertake any measures necessary to gather supporting information for Council's endorsement of the preferred names identified in Points 1 and 2 above, including engaging with local community / historical groups, locating family descendants and identifying appropriate historical records as necessary;**
- 4. Instructs the Chief Executive Officer to submit the endorsed road names and all supporting information to Landgate, as per the *Land Administration Act 1997* for approval.**
- 5. Supports the following approach which shall apply in determining names in the event that one or more endorsed names are refused by Landgate:**
 - 5.1 Endorsed names are ranked in priority order as follows:**
 - 1. Brennan**
 - 2. Hancock**
 - 3. Harper**

4. Sorella

- 5.2. The name with the highest ranking that is able to be approved by Landgate is to apply to Road A as identified in Attachment 9.1.2(2) (which shall have the suffix 'Drive').**
- 5.3 The name with the next highest ranking that is able to be approved by Landgate is to apply to Road B as identified in Attachment 9.1.2(2) (which shall have the suffix 'Court').**
- 5.5 In the event that three or more Council endorsed names are refused for use, the Chief Executive Officer is instructed to bring a further report to Council with additional recommended names for consideration.**

CARRIED 8/0

For: Cr Wringe, Cr Glover, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

Cr Atheron re-entered the chamber at 8:22 pm.

9.1.3 RESULTS OF PRELIMINARY COMMUNITY ENGAGEMENT SURVEY – LOCAL TOWN PLANNING FRAMEWORK REVIEW

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	TP 19
Author	Kira Strange, Principal Planner
Responsible Manager	Steve Potter, Director Operations
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledge the completion of the preliminary community engagement survey; and 2. Instruct the Chief Executive Officer to continue preparing the draft Local Planning Strategy and Local Planning Scheme ensuring due regard is given to the responses and comments received within the survey results.

STRATEGIC ALIGNMENT

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

- | | | |
|-----------------|----------------|---|
| <i>Outcome</i> | <i>4.1</i> | <i>A strategically focused, open and accountable local government</i> |
| <i>Strategy</i> | <i>4.1.2</i> | <i>Continue to enhance communication and transparency</i> |
| <i>Action</i> | <i>4.1.2.1</i> | <i>Ongoing meaningful communication and engagement with residents, ratepayers and stakeholders.</i> |

EXECUTIVE SUMMARY

In November 2021, Council was presented with a Project Plan for the formal review of the Local Town Planning framework. As part of this project, prior to undertaking formal public consultation, the Shire undertook a preliminary engagement survey for community participation. The key purpose of the engagement survey was;

- to translate broad themes from the Strategic Community Plan into actionable objectives within the context of the Planning framework;
- to find out how the community would like to be engaged with during the consultation stage of the project; and
- to establish a mailing list of all community members that are directly interested in the review project.

The purpose of this report is to inform Council of the results of the community engagement survey which is one of the elements that Officers will consider in preparing the draft documentation for future public consultation and Council review.

It is recommended that Council resolve in accordance with the Officer's recommendation to reflect the information and comments within this report.

BACKGROUND

At the Ordinary Council Meeting held 28 April 2021, it was resolved that Council:

- 1. Receives the formal advice from the Western Australian Planning Commission (WAPC), dated 20 October 2020 as contained in Attachment 9.1.2(1);*
- 2. Resolves to prepare a new Local Planning Scheme pursuant to Part 4, Division 1, Regulation 19 of the Planning and Development (Local Planning Schemes) Regulations 2015;*
- 3. Authorises the Chief Executive Officer to undertake the necessary notifications of Council's decision to prepare a new Local Planning Scheme pursuant to Part 4, Division 1, Regulation 20 of the Planning and Development (Local Planning Schemes) Regulations 2015;*
- 4. Instructs the Chief Executive Officer to consider resourcing requirements in the preparation of the 2021/22 draft Annual Budget;*
- 5. Subject to funding under Point 4 being approved in the 2021/22 Annual Budget, instructs the Chief Executive Officer to prepare and present a Project Plan to Councillors for the Scheme / Strategy Review in a Concept Forum.*

As per the resolution, a Project Plan was prepared and presented to Council in November 2021 that broadly outlined the process required for the formal review of the Town Planning framework including:

- Review of Local Planning Strategy 2014 and preparation of a new Local Planning Strategy;
- Review of Local Planning Scheme No. 7 and preparation of a new Local Planning Scheme; and
- Review and consolidation of all Local Planning Policies.

The project has been broken into eight broad stages:

1. Preliminary Review and Project Plan Preparations
2. Public Engagement and Research
3. Draft Document Preparation
4. Public Consultation and Advertising
5. Consideration of Submissions
6. Final Document Review
7. Endorsement
8. Final Publication

The preliminary community engagement survey is part of stage 2 in preparation for future formal consultation of the draft documentation (stage 4). A full copy of the Project Plan has been provided to Council and is available on the Shire's website including the relevant State, Regional and Local context that will shape the documentation.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

The results received are one element that Council should consider in any future adopted policy or planning position.

STATUTORY COMPLIANCE

Not applicable.

CONSULTATION

The survey was first published on 10 December 2021 and closed on 7 February 2022. Further formal public consultation will occur following the preparation of the draft documentation and preliminary endorsement by the WAPC and Council.

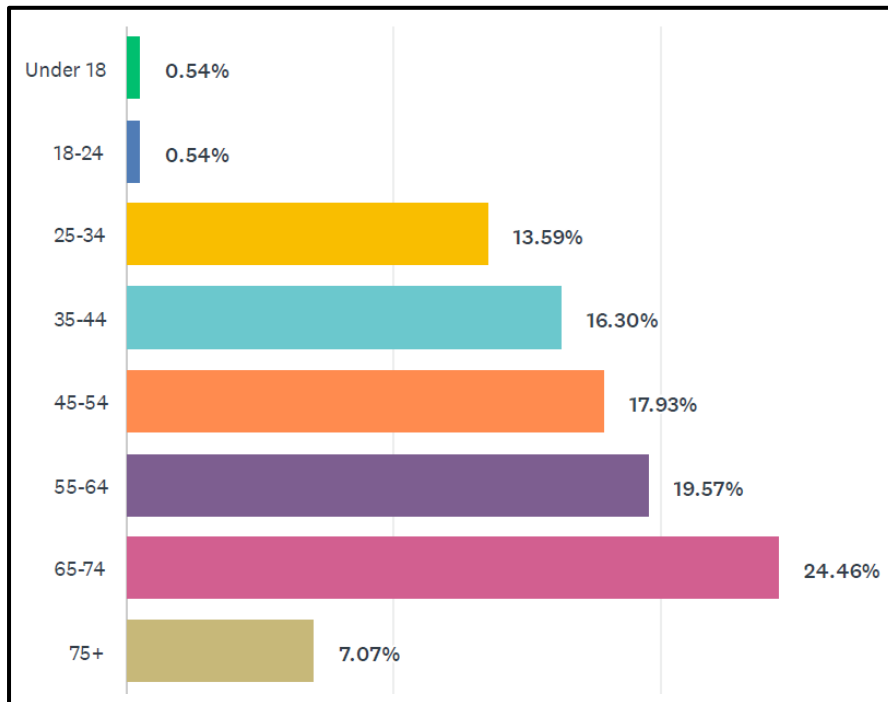
OFFICER COMMENT/CONCLUSION

As outlined in the Executive Summary, one of the key purposes of the preliminary engagement survey was to ascertain the level of community interest in the Planning framework as well as generally notifying the community of the upcoming review.

There were a total of 21 questions within the survey and a total of 184 participants. A summary of the responses is as follows.

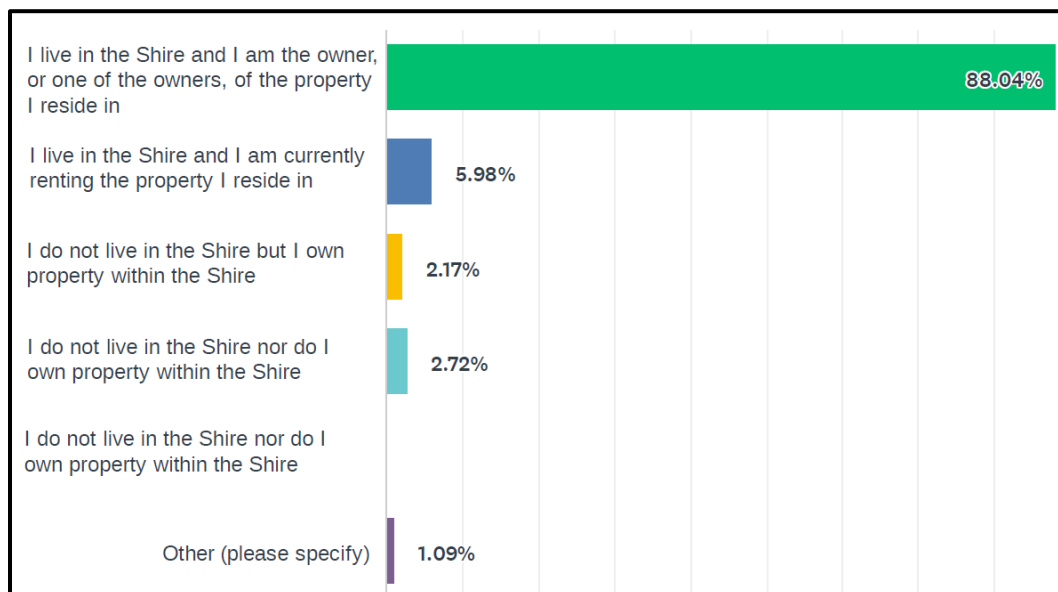
Demographics

There was a relatively good representation of ages who participated in the survey however, less than 1.5% of respondents were younger than 25 years old.



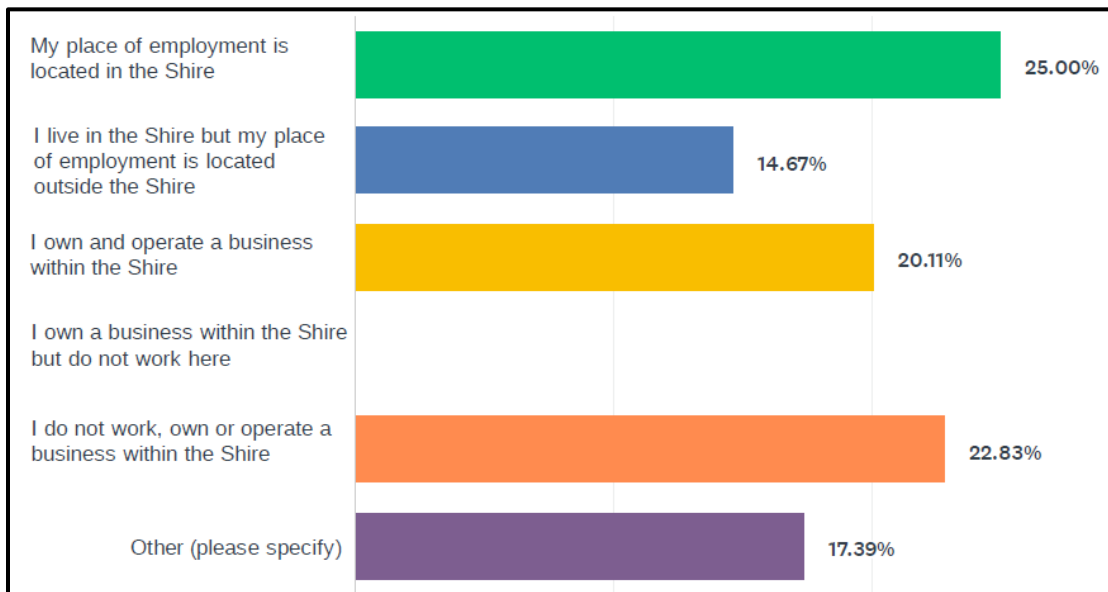
Question 1 - Please indicate your age bracket

162 respondents (88%) indicated that they live in the Shire and are the owner, or one of the owners of the property they reside in.



Question 2 - Which option best describes your current "living" circumstances in relation to the Shire of Donnybrook Balingup?

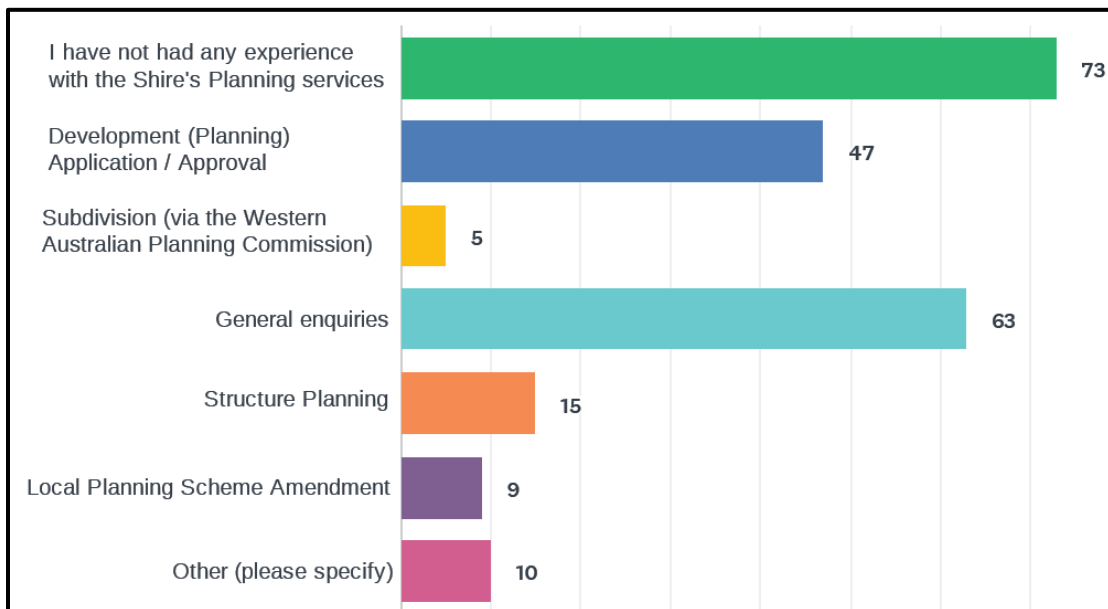
Participants work circumstances were varied:



Question 3 - Which option best describes your "work" circumstances in relation to the Shire of Donnybrook Balingup?

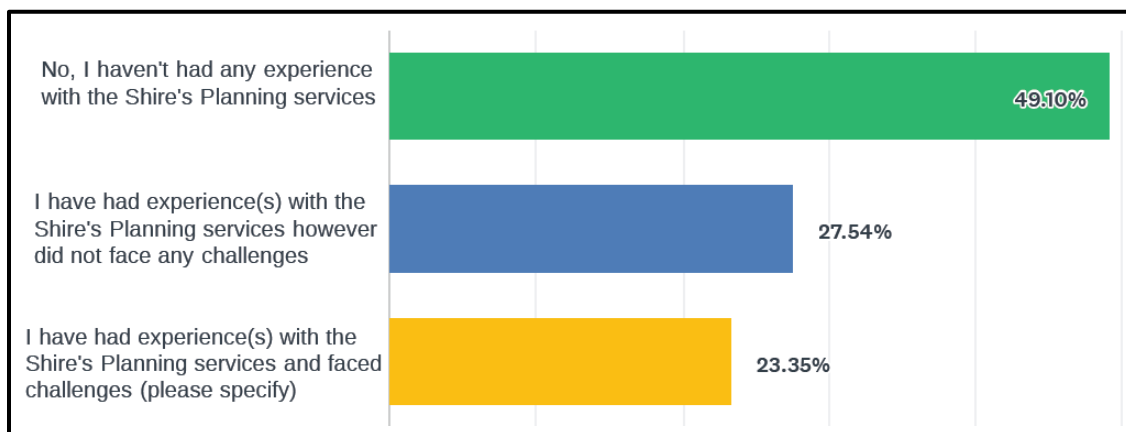
Other work circumstances included being retired, working from home, home carer, volunteer and stay at home parent.

Town Planning Processes



Question 4 - What Planning processes have you been involved with at the Shire?

Of the 94 respondents who indicated that they had been involved in Planning processes at the Shire, 39 indicated that they had faced challenges during this process.



Question 5 - Did you face any specific challenges during this process?

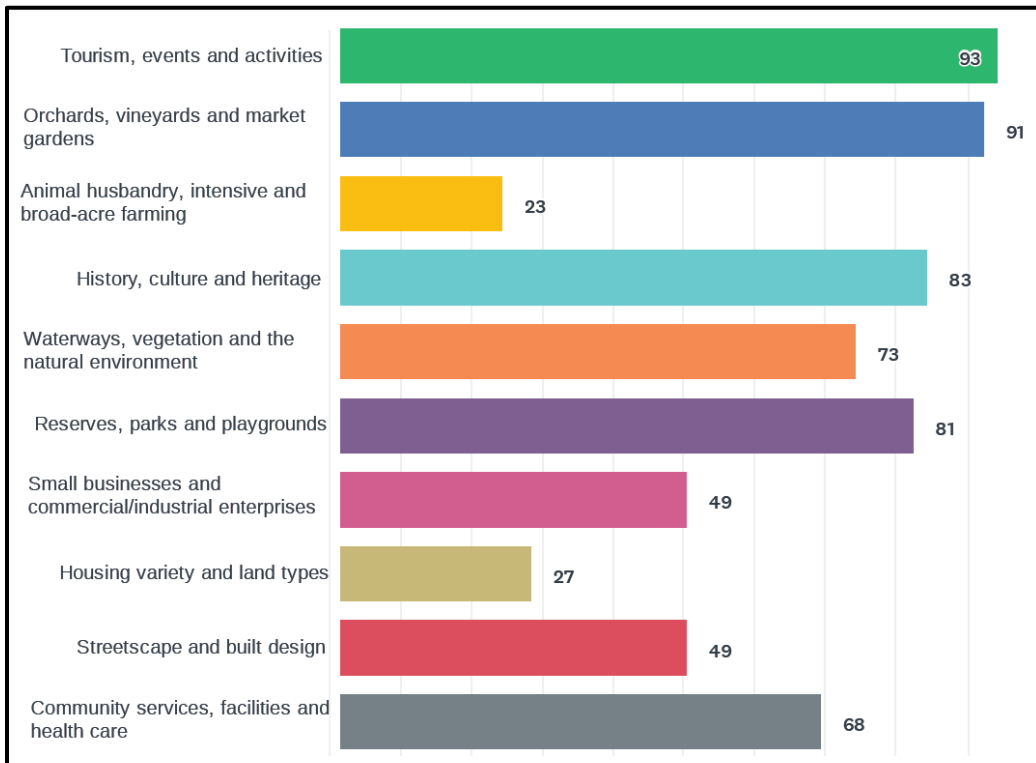
The challenges stated in responses largely centered around:

- Lack of consultation;
- Length of processing and response times;
- Inability to share confidential information;
- Lack of access to properties and construction of road requirements;
- Excessive 'red tape'; and
- Compliance and impacts of development variations.

Vision for the Shire

Whilst there were relatively mixed responses from respondents regarding the elements they believed positively contribute to the Shire's "sense of community and country charm", (as outlined in the Strategic Community Plan) the top two responses were:

1. Tourism, events and activities; and
2. Orchards, vineyards and market gardens



Question 6 - In your opinion, what are the top 5 elements that positively contribute to the Shire's "sense of community and country charm"?



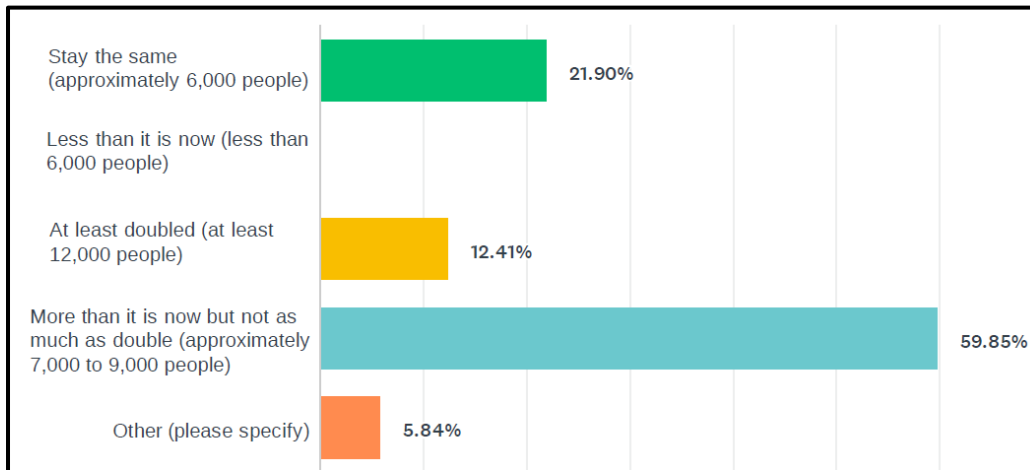
Question 7 - Are there any other elements that you consider contribute to the Shire's "sense of community and country charm?"

Other elements included:

- Community organisations, local groups, associations and volunteer opportunities;
- Rural environment and country feel;
- The people;
- Healthy natural environment;
- Smaller, village and hamlet style developments;
- Diversity in attractions and property options; and
- Aboriginal culture.

Population, Housing and Future Growth

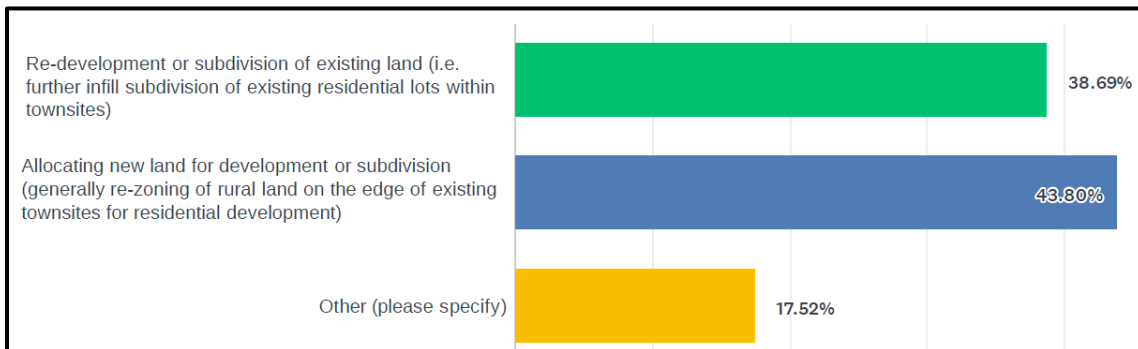
A total of 82 respondents (60%) indicated that in 10 to 15 years time, they would like to see the Shire’s population more than it is now but not as much as double (7,000 to 9,000 people).



Question 8 - In 10 to 15 years, [how] would you like to see the Shire's population?

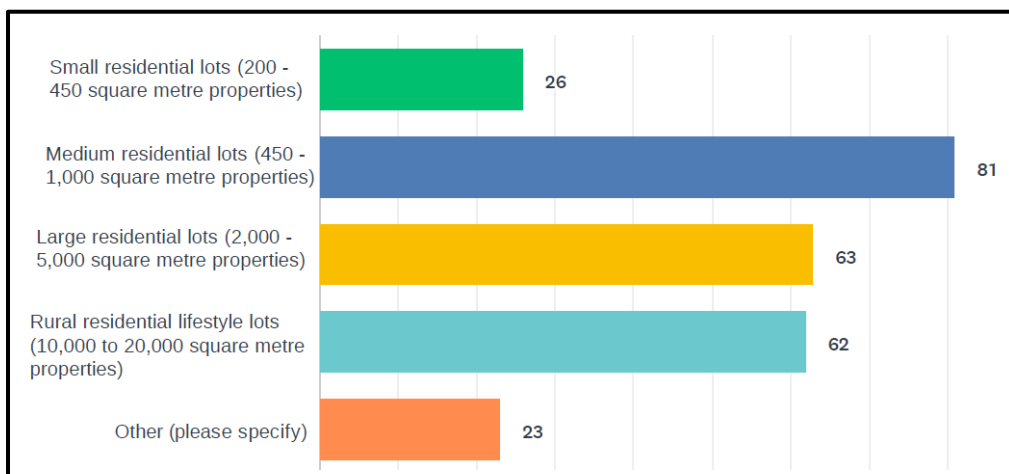
In order to meet the demand of land and housing for an increasing population, responses were relatively even about whether new land should be allocated or whether existing land should be re-developed. Other suggestions included:

- Smaller village style developments; and
- Sustainable, eco-friendly development.



Question 9 - In order to meet an increasing demand for land and housing, the Shire will review the existing supply and capability to meet these needs. How would you prefer the Shire address the increasing demand for land and housing?

More specifically, the preferred housing typologies that respondents indicated as their preference were as follows:



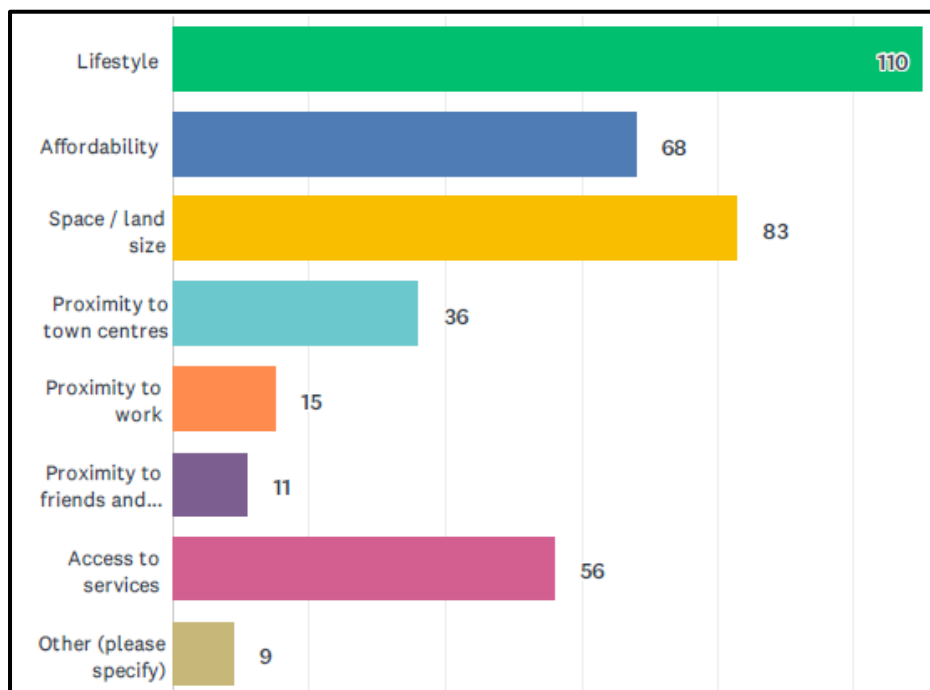
Question 11 - In providing housing options for future growth, what property types would you like to see more of in the Shire?

Whilst the majority of participants did not have experience in re-developing or subdividing their property, the respondents who did, indicated the following challenges were experienced when doing so:

- Issues associated with their property located within Special Control Area 4 for Donnybrook Stone;
- Road construction requirements;
- Planning for bushfire requirements;
- Re-zoning of rural land for rural residential development; and
- Connection to services (i.e. water, sewer).

Respondents indicated that lifestyle, space/land size, affordability and access to services were the top drivers when purchasing property in the Shire. Some of the reasons outlined for this included:

- Close commuting distance to Bunbury (work, services, etc.) but with rural lifestyle;
- Diversity of land, housing and community;
- Affordability;
- Natural environment;
- Quiet lifestyle;
- Large, open, country land and properties; and
- Friendly community.

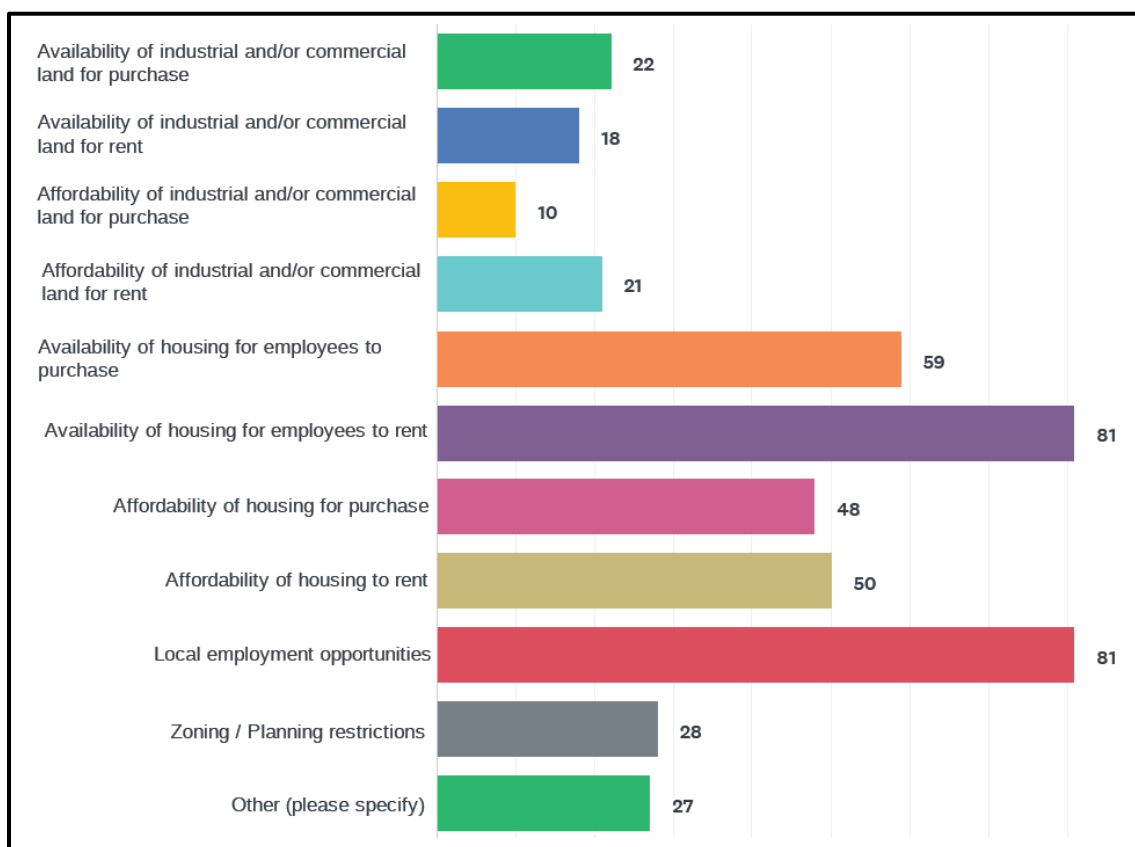


Question 12 - In your opinion, what are the top 3 drivers when purchasing property in the Shire for living/residential purposes?

Economy and Employment

Respondents indicated that the two most common issues facing the Shire’s economy and employment are:

1. Availability of housing for employees to rent; and
2. Local employment opportunities.



Question 14 - In your opinion, what do you think are the key issues facing the Shire's economy and employment?

Other issues identified included:

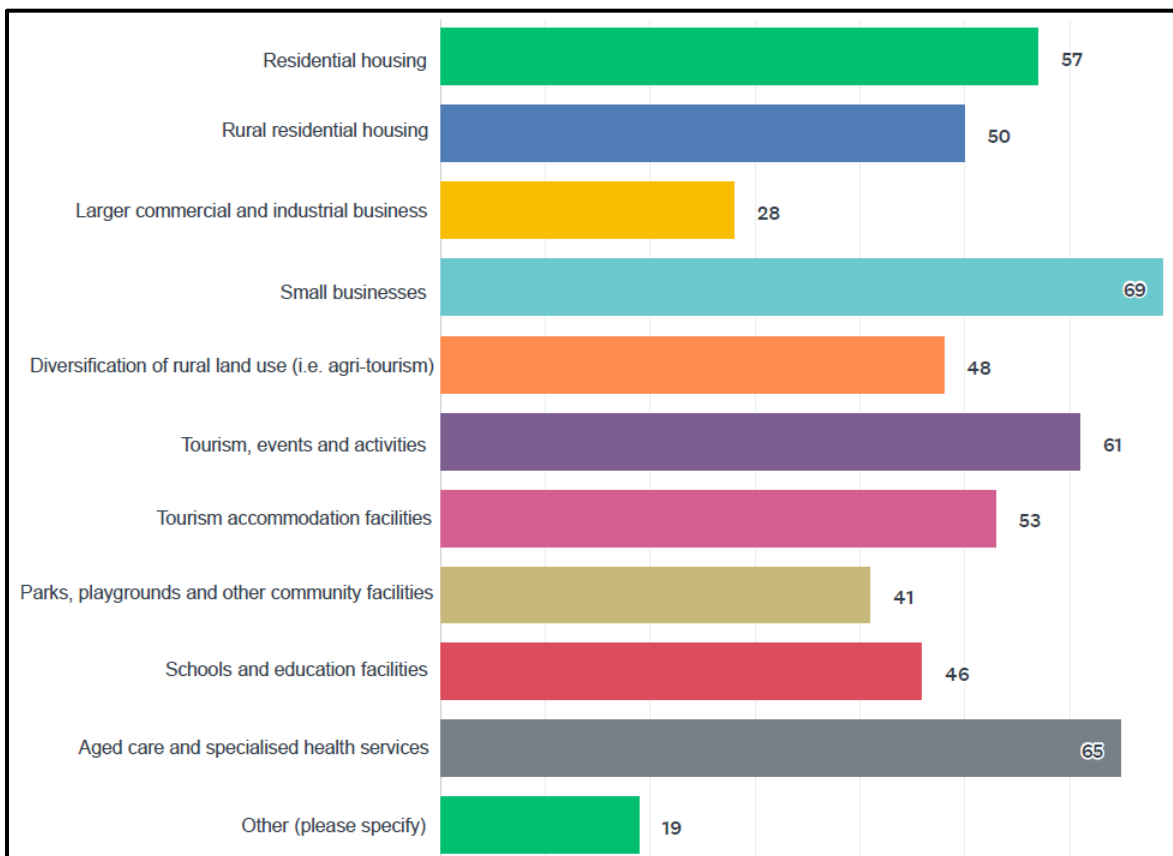
- Ageing population;
- Coherent planning in cooperation with other Blackwood Councils for tourism developments;
- Oversupply of similar businesses (i.e. eating establishments);
- Outside industries and businesses should be provided with incentives to come to the Shire;
- Lack of caravan park;
- Uncertainty surrounding Covid;
- Lack of diversity in job opportunities;
- Difficulties with private commercial lease arrangements and landowners;
- Lack of creative alternatives; and
- Over-regulated industries.

Some of the reasons stated for these responses included:

- The district should have other activities, other than tourism, as principal economic base due to too many variables in tourism;
- More flexibility to facilitate industries and development including built form, land tenure and property size;

- Significant undersupply of housing, residential land which is linked to available labour;
- Diversity of business interests should be encouraged;
- Lack of space in main streets for business;
- Lack of commercial land with existing commercial land taken up with housing; and
- Adoption of new technologies.

With regards to what type of development respondents thought would benefit the future growth of the Shire, answers were relatively varied.



Question 16 - In your opinion, what types of development do you think would benefit the future growth of the Shire.

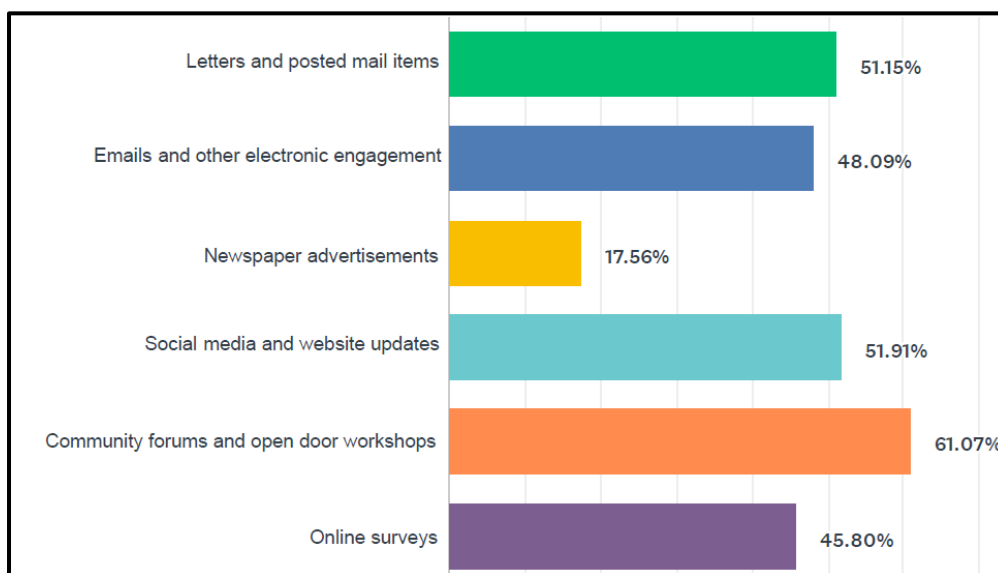
Other suggestions included:

- A balanced combination of developments;
- Engagement with other Government departments for affordable housing for transient staff (i.e. fruit pickers, packers, nurses, police, teachers)
- A medical precinct;
- Expansion of hospital and ambulance area;
- A caravan park;
- Preservation of natural environment;

- More provisions for existing ratepayers/residents rather than directing funds to attract others to area; and
- Regenerative, community aware enterprise.

Future Consultation

Respondents identified a relatively even preference for future methods of public consultation.



Question 18 - In your opinion, what are the top 3 most effective and preferred methods of public consultation?

Other suggested consultation methods included:

- Targeted workshops and focus groups held after hours so community can attend;
- A combination of all the mentioned methods;
- Summaries of Shire meetings on a central notice board;
- Online community forums;
- Posters in shops;
- Community question box; and
- Use of the Preston Press.

A total of 76 respondents (58%) requested to be included on the mailing list for future updates and consultation notifications.

Other general comments and suggestions provided by respondents included:

- Introduce flexibility and non-prescriptive development framework;
- Traffic management problems, particularly along South Western Highway;
- Transparency is vital;
- Simplified, clear communication style with summarized points is preferred;

- Footpath and pedestrian connectivity in Balingup needs improving;
- Review what other Local Governments are doing in the Planning space;
- Protect the existing community lifestyle;
- Protect the water and underground reservoir; and
- Advertise surveys better.

Summary

Overall, the preliminary engagement survey provided very useful feedback for officers as they continue to prepare the draft Planning documentation for future advertising. Whilst the responses were varied, there were some common themes and issues raised including but not limited to:

1. The role of the Shire remaining transparent, using effective and clear consultation methods to reach a broad audience;
2. Lack of tourism accommodation and the need for a caravan park in Donnybrook;
3. Facilitate increased tourism ventures and the potential for a diverse range of opportunities;
4. Providing a flexible framework that can adapt to innovative and alternative ideas to traditional development types;
5. The presence of Donnybrook Stone and the impact of development restrictions associated with Special Control Area 4;
6. Cost of infrastructure requirements including road construction and provision of services (water, sewer, etc.);
7. Protection of the existing rural, community lifestyle within the Shire; and
8. Protection and enhancement of the natural environment.

As officers continue to work on the documentation, the issues identified within the survey will provide Strategic direction and possible actions to deliver within the Planning framework for the Shire.

COUNCIL RESOLUTION 26/22

Moved: Cr Massey Seconded: Cr Atherton

That Council:

- 1. Acknowledge the completion of the preliminary community engagement survey; and**
- 2. Instruct the Chief Executive Officer to continue preparing the draft Local Planning Strategy and Local Planning Scheme ensuring due regard is given to the responses and comments received within the survey results.**

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

9.1.4 CAPITAL WORKS PROGRAM AMENDMENTS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	WRK 12
Author	Damien Morgan - Manager Works and Services
Responsible Manager	Steve Potter – Director Operations
Attachments	9.1.4(1) - Victory Lane Off Street Carpark 9.1.4(2) - Hunter Street Design
Voting Requirements	Absolute Majority

Recommendation

That Council:

1. Endorses the use of any remaining surplus funds from the 2021-22 Victory Lane project for the asphalt surfacing of the Shire off-street carpark area at the intersection of South Western Highway and Victory Lane;
2. Endorses the inclusion of the upgrading of Hunter Street to the 2021-22 Works Program, to be fully funded from the Shire’s Federal ‘Roads to Recovery’ allocation.
3. Notes that an application for approval will be made to the South West Regional Road Group to transfer any remaining surplus funds from the Shire’s 2021-22 Collins Street and Southampton Road Regional Road Group Funded Projects to the Shire’s 2021-22 Upper Capel Road Regional Road Group Funded Project.
4. Amends the 2021/2022 Budget as follows:

COA/JOB Code	Description	Current Budget	Change	Proposed Amended Budget
C2103	VICTORY LANE	\$90,000	-\$35,000	\$55,000
C2114	STEERE ST DBK UPGRADE	\$174,657	-\$45,000	\$129,657
C2109	SOUTHAMPTON RD	\$516,000	-\$10,000	\$506,000
C2110	COLLINS ST	\$512,044	-\$40,000	\$472,044
C2108	UPPER CAPEL RD	\$414,000	\$50,000	\$464,000
New	VICTORY LANE OFF STREET CARPARKING	\$0	\$35,000	\$35,000
New	HUNTER STREET ASHPHALT AND KERBING	\$0	\$110,000	\$110,000
3331	GRANTS - ROADS TO RECOVERY	-\$503,657	-\$65,000	-\$568,657
		\$1,203,044	\$0	\$1,203,044

STRATEGIC ALIGNMENT

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

Outcome:	2.1	An attractive and maintained built environment
Strategy:	2.1.1	Maintain, renew and improve infrastructure within allocated resources
Action:	2.1.1.3	Develop and implement capital works plan
Outcome:	4.2	A respected, professional and trusted organisation
Strategy:	4.2.1	Effective and efficient operations and service provision
Action:	4.2.1.1	Maintain effective and efficient policies, planning, operating procedures and practices

EXECUTIVE SUMMARY

Within the scope of this year’s road works program, opportunities may be available for Council to re-direct surplus funds from existing budgeted projects to identified future projects, achieving efficiencies in the undertaking of the Shire’s capital works program.

This report identifies 2021/22 capital projects that are tracking to be delivered under budget and contains recommendations as to how any surplus funds may be re-allocated.

BACKGROUND

Within the Shire’s Capital Works program of the 2021/22 Budget, the following projects are approved for delivery:

Project	Desc of Works	2021/22 Budget	Source of Funding
Victory Lane	Renewal of Road	\$90,000	Shire
Steere St	Upgrading of Road	\$174,657	Roads to Recovery
Southampton Rd	Upgrading of Road	\$516,000	SWRRG/Shire
Collins St	Renewal of Road	\$512,044	SWRRG/Shire
Upper Capel Rd	Upgrading of Road	\$414,000	SWRRG/Shire

*SWRRG – Southwest Regional Road Group

The Victory Lane, Steere Street and Collins Street projects have been awarded to Carbone Bros and are currently under construction. Once all costs for the delivery of these projects is considered, it is estimated that the Shire will have the below approximate

surplus funds remaining for redistribution in accordance with any requirements from the relevant funding body:

- Victory Lane \$35,000
- Steere Street \$45,000
- Collins Street \$40,000

The Southampton Road project has been awarded to DBCEC and is currently under construction. Council at its September 2021 Ordinary Council Meeting supported the below re-allocation of funds between the Shire's SWRRG projects, to enable the completion of the full scope of the Southampton Road Project:

- 2021/22 Upper Capel Road project funding to be decreased by \$126,000, resulting in the 2021/22 project now having a revised total of \$414,000, with a reduced project scope.
- 2021/22 Southampton Road project funding being increased by \$126,000, resulting in the 2021/22 project now having a revised total budget of \$516,000.

Once all costs for the delivery of the Southampton Road project are accounted for, it is estimated that the Shire will have approximately \$10,000 remaining for redistribution from this project.

FINANCIAL IMPLICATIONS

Existing SWRRG Projects

For the SWRRG projects, it is proposed to re-allocate any remaining surplus funds back to the Upper Capel Road Project in accordance with the estimates outlined above.

The transfer of surplus funds between the Shire's outlined SWRRG projects will require approval from the SWRRG. Requests from all LGAs consistent with what is outlined above are a regular occurrence. The Shire will make application once the surplus amounts are finalised.

MRWA generally provides in-principle support for the reallocation of funds between Shire projects in the interests of road safety and maximising SWRRG expenditure. The Shire will utilise these re-allocated funds within the existing Upper Capel Road project, which has had additional unforeseen costs in the extension of large culverts in the low point of the road.

New Victory Lane Carpark Project

For any surplus funds available from the Shire's Victory Lane road project, it is proposed to asphalt surface the carpark at the corner of Southwestern Highway and Victory Lane (refer attachment 9.1.4(1)).

This carpark was sealed a few years ago and has proven to be very popular for the parking of long vehicles (Refer attachment 9.1.4(1)). Long vehicles park in this locality as

it provides access to several businesses located at the southern end of the Donnybrook town site.

The surfacing of this area with asphalt, will extend the useful life of the carpark, which is already showing signs of deterioration from the turning movements of these vehicles. The cost of the asphalt surfacing is estimated to be less than \$35,000, thus having no implications on the overall capital works budget.

New Hunter Street Project

Hunter Street intersects a section of Steere Street which is currently being upgraded to an urban standard as part of the 2021/22 capital works program. Hunter Street is proposed for upgrading in 2022/23 and has already been fully designed (Refer attachment 9.1.4(2)).

It is considered that efficiencies and cost saving can be achieved by utilising the remaining surplus funds from the Steere Street project, along with additional available 'Road to Recovery' (R2R) funding to have this project undertaken in conjunction with the Steere Street project.

Under the R2R funding program, all Councils typically receive an allocation that they can use across a 5-year period for eligible projects. The Shire typically uses its allocation evenly across the 5-year period which equates to \$423,437 per year. The Shire can resolve to use additional funds above the yearly amount, providing it is in accordance with the Roads to "Recovery Funding Conditions 2019" and the project is approved through an application process.

It is estimated that the Hunter Street works as designed will cost \$110,000 to be completed, being fully funded from the Shire's R2R allocation. If supported by Council an application will be made to have this project approved through the R2R application process.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Not applicable

CONSULTATION

Not applicable

OFFICER COMMENT/CONCLUSION

If supported, the outlined modifications to the 2021/22 capital work program will deliver a greater scope of works this year, with very minimal impact to the overall 2021/22 capital works budget.

COUNCIL RESOLUTION 27/22

Moved: Cr Atherton

Seconded: Cr Glover

That Council:

1. **Endorses the use of any remaining surplus funds from the 2021-22 Victory Lane project for the asphalt surfacing of the Shire off-street carpark area at the intersection of South Western Highway and Victory Lane;**
2. **Endorses the inclusion of the upgrading of Hunter Street to the 2021-22 Works Program, to be fully funded from the Shire’s Federal ‘Roads to Recovery’ allocation.**
3. **Notes that an application for approval will be made to the South West Regional Road Group to transfer any remaining surplus funds from the Shire’s 2021-22 Collins Street and Southampton Road Regional Road Group Funded Projects to the Shire’s 2021-22 Upper Capel Road Regional Road Group Funded Project.**
4. **Amends the 2021/2022 Budget as follows:**

COA/JOB Code	Description	Current Budget	Change	Proposed Amended Budget
C2103	VICTORY LANE	\$90,000	-\$35,000	\$55,000
C2114	STEERE ST DBK UPGRADE	\$174,657	-\$45,000	\$129,657
C2109	SOUTHAMPTON RD	\$516,000	-\$10,000	\$506,000
C2110	COLLINS ST	\$512,044	-\$40,000	\$472,044
C2108	UPPER CAPEL RD	\$414,000	\$50,000	\$464,000
New	VICTORY LANE OFF STREET CARPARKING	\$0	\$35,000	\$35,000
New	HUNTER STREET ASHPHALT AND KERBING	\$0	\$110,000	\$110,000
3331	GRANTS - ROADS TO RECOVERY	-\$503,657	-\$65,000	-\$568,657
		\$1,203,044	\$0	\$1,203,044

**CARRIED 9/0
ABSOLUTE MAJORITY ACHIEVED**

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

9.2 DIRECTOR CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

The Schedule of Accounts Paid under Delegation (No 3.1) is presented for public information (attachment 9.2.1(1)).

9.2.2 MONTHLY FINANCIAL REPORT – FEBRUARY 2022

The Monthly Financial Report for February 2022 is attached (*attachment 9.2.2(1)*).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended February 2022 be received.

COUNCIL RESOLUTION 28/22

Moved: Cr Massey Seconded: Cr Atherton

That the monthly financial report for the period ended February 2022 be received.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

9.2.3 COMPLIANCE AUDIT RETURN 2021

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Loren Clifford, Corporate Planning and Governance Officer
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	9.2.3(1) - 2021 Compliance Audit Return
Voting Requirements	Simple Majority

Committee Recommendation
<p>That:</p> <ol style="list-style-type: none"> 1. The 2021 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021 be adopted by Council. 2. Council notes that the Committee has no recommendations to the Council on this matter given the extensive information included by staff in the Compliance Audit Return documentation attached.

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

A Local Government Compliance Audit Return (CAR) is required to be undertaken in accordance with the *Local Government (Audit) Regulations 1996* Reg. 14(1).

The Audit was conducted by staff for the period 1 January to 31 December 2021, within the scope and in the format required by the Department of Local Government, Sport and Cultural Industries.

After conducting the checking process, the 2021 CAR contains a positive compliance response (or not applicable) of 96 out of the 98 compliance items (98%) with a non-compliance response for two items as set out in the table below.

The Officer also notes the comments in relation to the two items and in the case of Item 3 the lack of control the Shire has over the OAG in the delivery of the Annual Financial Report and also the fact that as such there is no statutory timeframe for the CEO to adopt the Employee Code of Conduct.

For all intents and purposes, the officer is of the opinion that 100% compliance has been attained for items that it can control.

Topic	Item Number	Matter
Finance	3	Was the auditor's report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?
Officer Comment:		
Not received from OAG, Audit exit meeting occurred Tuesday 15 February 2022. Letter from OAG attached apologising for delay previously circulated to all Councillors 4 January 2022 and tabled at the Audit and Risk Management Committee meeting held 9 February 2022.		
Topic	Item Number	Matter
Disclosure of Interest	25	Did the CEO prepare, and implement and publish an up-to-date version on the local government's website, a code of conduct to be observed by employees of the local government?
Officer Comment:		
The Draft Code of Conduct will be presented to staff at the March 2022 staff meeting for comment. There is no statutory timeframe for the CEO to adopt the Employee Code of Conduct.		

BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSCI) requires local governments to conduct an annual assessment of their compliance with key components of the *Local Government Act 1995* (the Act) and associated Regulations. The 2021 CAR is to be provided to the DLGSCI by 31 March 2022.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Under *Regulation 14 of the Local Government (Audit) Regulations 1996* the 2021 CAR is to be reviewed by Council's Audit Committee and then report the results of that review to Council for adoption.

The Audit and Risk Management Committee considered the 2021 CAR at its meeting held 3 March 2022 and made the following resolution:

COMMITTEE RESOLUTION

Moved Cr Smith

Seconded Cr Wringe

1. *That the Audit and Risk Management Committee review the Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021.*

2. *That the Audit and Risk Management Committee recommends to Council that:*
 - a) *The 2021 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021 be adopted, and*
 - b) *The Committee notes they have no recommendations to the Council on this matter given the extensive information included by staff in the Compliance Audit Return documentation attached.*

CARRIED 3/0

Following presentation to Council, a certified copy of the 2021 CAR, along with an extract of the minutes of the meeting at which the CAR was adopted by Council, and any additional information, is to be submitted on-line to the Department of Local Government, Sport and Cultural Industries by 31 March 2022.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The 2021 CAR contains 98 questions grouped in relation to various compliance areas.

The result of the 2021 CAR was a positive compliance response or not applicable response to 96 of those requirements and two negative responses as set out below:

- **Was the auditor’s report for the financial year ended 30 June 2021 received by the local government by 31 December 2021?** Not received from OAG, Audit exit meeting occurred Tuesday 15 February 2022.

- **Did the CEO prepare, and implement and publish an up-to-date version on the local government’s website, a code of conduct to be**

observed by employees of the local government? The Draft Code of Conduct will be presented to staff at the February 2022 staff meeting for comment. There is no statutory timeframe for the CEO to adopt the Employee Code of Conduct.

COUNCIL RESOLUTION 29/22

Moved: Cr Massey Seconded: Cr Atherton

That:

- 1. The 2021 Compliance Audit Return for the Shire of Donnybrook Balingup for the period 1 January 2021 to 31 December 2021 be adopted by Council.**
- 2. Council notes that the Committee has no recommendations to the Council on this matter given the extensive information included by staff in the Compliance Audit Return documentation attached.**

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

9.2.4 INTERNAL AUDIT PROPOSAL

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 02A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	9.2.4(1) - AMD Internal Audit Proposal (Confidential) 9.2.4(2) - AMD Internal Audit List of Modules (Confidential) Note: the attachments are considered confidential in accordance with the Local Government Act 1995, Section 5.23 (2) (c) <i>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.</i>
Voting Requirements	Simple Majority

Audit and Risk Management Committee Recommendation
That Council accept the proposal 3 Year Internal Audit Proposal from AMD Chartered Accountants.

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

An Expression of Interest for the provision of Internal Audit services was sent out to the following three qualified providers:

- a) Moore Australia - (declined due to conflict of interest as they are appointed as our auditor through the Office of the Auditor General),
- b) Butler Settineri – no response, and
- c) AMD Chartered Accountants (AMD) – response received

The Officer recommends acceptance of the proposal received by AMD.

The Audit and Risk Management Committee considered this matter at its meeting held 3 March 2022 and made the following Resolution:

COMMITTEE RESOLUTION

Moved Cr Wringe Seconded Cr Smith

That the Audit and Risk Management Committee:

- 1. Review the Internal Audit Proposal attached as a confidential document, and*
- 2. Recommends that Council accept the proposal for a 3 Year Internal Audit Function from AMD Chartered Accountants.*

CARRIED 3/0

FINANCIAL IMPLICATIONS

The 2021/22 Budget includes a provision of \$15,000 for Internal Audit Services.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

The Internal Audit process is not required by any legislation and goes beyond any Statutory Compliance requirements.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The officer believes that the proposal from AMD represents good value and the spreading of the detailed scope being spread over a period of three years will ensure that the processes undertaken are thorough and do not simply skim the surface.

Timing provided by AMD for each area is shown in the table below however they have stated that they are willing to adjust these should the Committee/Council so wish.

AMD are also offering a fixed price over the term of the proposal.

Auditable Areas	Year		
	2022	2023	2024
Prepare Strategic Internal Audit Plan	✓		
Annual Review of Strategic Internal Audit Plan		✓	✓
Review of Prior Year recommendations – Internal Audit		✓	✓
Review of Prior Year recommendations – External Audit	✓	✓	✓
Planning	✓	✓	✓
Information Technology		✓	
Security and emergency procedures including accident / incident reporting	✓		
Vehicle fleet management			✓
Lease management (where Local Government Lessor)	✓		
Service contract management	✓		
FBT/GST review	✓		
Assessment of attractive asset control			✓
Compliance (Local Government Act and local laws)		✓	
Asset management (capital expenditure, asset controls, depreciation schedules and preventative maintenance programs)			✓
Insurance management			✓
Stock control			✓
Policy and procedure maintenance		✓	
Review and Reporting	✓	✓	✓

COUNCIL RESOLUTION 30/22

Moved: Cr Massey Seconded: Cr Atherton

That Council accept the proposal 3 Year Internal Audit Proposal from AMD Chartered Accountants.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

9.2.5 2022-2023 DRAFT BUDGET ASSUMPTIONS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	9.2.5(1) - Budget Outline 2022-23
Voting Requirements	Simple Majority

Executive Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the 2022-2023 Draft Budget assumptions as contained within attachment 9.2.5 - Budget Outline 2022-23. 2. Request the Chief Executive Officer to prepare the Draft Budget based on the approved assumptions.

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

Council is being requested to consider and approve a set of under-pinning financial inputs (assumptions) to assist the Executive in preparing the first draft of the 2022-23 Budget.

BACKGROUND

A ‘Budget Assumptions’ document has been prepared for Councillors and staff for the past two financial years to aid the development of the draft Annual Budget. The same process is recommended this year, which enables the Council’s early consideration of key financial input factors into the Annual Budget. Input factors (assumptions) include items such as the Local Government Cost Index, Long Term Financial Plan recommended rates changes, operating/capital grants, employee costs, utilities costs and many other factors.

FINANCIAL IMPLICATIONS

As the recommendation is for the Draft Budget only, there are no direct financial implications.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

As the recommendation is for the Draft Budget only, there are no direct statutory implications.

CONSULTATION

Not applicable.

OFFICER COMMENT/CONCLUSION

Local government budgets are complex (and regulated) financial instruments and the establishment of key financial directions from Council early in the budget development process will assist the Executive and staff in preparing the draft budget documents. The Executive recommendation (if approved by the Council) does not bind the Council in future decision-making in relation to the Budget; the Council maintains the right to review, modify, reject, change or otherwise any decision relating to the Budget.

PROCEDURAL MOTION

That Standing Orders Clause 10.6 be suspended.

Moved Cr Atherton Seconded Cr Jones

COUNCIL RESOLUTION 31/22

That Standing Orders Clause 10.6 be suspended.

CARRIED 9/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

PROCEDURAL MOTION

That Standing Orders Clause 10.6 be resumed.

Moved Cr Mills Seconded Cr Massey

COUNCIL RESOLUTION 32/22

That Standing Orders Clause 10.6 be resumed.

CARRIED 9/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

COUNCIL RESOLUTION 33/22

Moved: Cr Atherton

Seconded: Cr Glover

That Council:

- 1. Endorse the 2022-2023 Draft Budget assumptions as contained within attachment 9.2.5 - Budget Outline 2022-23.**
- 2. Request the Chief Executive Officer to prepare the Draft Budget based on the approved assumptions.**

CARRIED 8/1

For: Cr Wringe, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Cr Glover

9.2.6 BUILDING ASSET PORTFOLIO REVIEW

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	Nil
Voting Requirements	Simple Majority

Executive Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the Building Service Level Hierarchy Framework as contained within this report at Table 1. 2. Request the Chief Executive Officer to progress classification of all Council Buildings into the Building Service Level Hierarchy Framework and report back to Council before March 2023.

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

Council is being requested to consider a Building Service Level Hierarchy Framework to assist in the Shire’s strategic asset management practices.

BACKGROUND

Council has previously considered Draft Policies and actions in relation to the performance of a Building Asset portfolio review at its Ordinary Council meetings of 23 October 2019 and 22 July 2020. To this point in time, adoption of Policies and commencement of any implementation has been deferred by decision of Council in recognition of multiple competing priorities and resourcing constraints.

Council’s Building Asset Management records identify 127 buildings which are broadly categorised as follows:

Building Facility Category	Number
Administration Centres	2
Aged Care	36
Depots	8
Emergency Services	12
Other	16
Public Conveniences	13
Public Halls and Community Centres	14
Sport and Recreation	21
Waste Management	5

FINANCIAL IMPLICATIONS

Development of a Building Service Level Hierarchy Framework will assist in the Shire’s asset management planning, through the following considerations (not an exhaustive list):

- Identification of building assets for prioritised asset maintenance, renewal, upgrade etc;
- Identification of building assets for de-prioritised asset maintenance, renewal, upgrade etc.
- Identification of opportunities for rationalising building insurance coverage, and therefore costs;
- Identification of ‘poor performing’ (i.e. underutilised) assets for consideration for disposal.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

In order to progress work in this area it is recommended that the following Building Service Level Hierarchy Framework (Table 1) be endorsed by Council to allow staff to commence what is a high-level classification hierarchy for all 127 Buildings.

It is considered that use of this framework will assist in informing decisions regarding financial investment/renewal and prioritisation of Councils’ Building Assets.

It is envisaged that staff would present the results of work undertaken and workshop these with Council prior to finalisation for formal consideration of Council.

Table 1

Service Level Hierarchy	Service Level Hierarchy (SLH) Description
1	Core service, high usage and public profile asset with critical results to be in very good condition e.g. Administration Centre, Council Chambers, Donnybrook and Balingup Recreation Centre
2	Core service, moderate usage and /or moderate public profile asset to be in good / very good condition operationally and aesthetically.
3	Core service, low usage and/or public profile asset to be in serviceable / good condition operationally and aesthetically e.g. low use Toilets and Ablutions, Works Depots, Fire Sheds
4	Commercial and Community Leased buildings for which the Shire is responsible to maintain and renew either directly or through coordination of funding programs. e.g. Aged Care Housing
5	Commercial and Community Leased buildings for which the Shire is responsible for the structural integrity only (tenant or lessee responsible for day to day maintenance and minor renewal).
6	Non-core service, some degree of usage and / or profile, condition only needs to meet minimal operational and statutory requirements e.g. Storage sheds, pump houses, minimal use rural halls
7	Commercial and Community Leased buildings for which the Shire has no obligation with respect to the ongoing maintenance and renewal of the building i.e. not required to have a yearly budget allocation for these buildings.
8	Non-core service, little or no usage and / or profile unoccupied or surplus to requirements e.g. buildings awaiting demolition, sale, or decommissioning

COUNCIL RESOLUTION 34/22

Moved: Cr Massey Seconded: Cr Atherton

That Council:

- 1. Endorse the Building Service Level Hierarchy Framework as contained within this report at Table 1.**
- 2. Request the Chief Executive Officer to progress classification of all Council Buildings into the Building Service Level Hierarchy Framework and report back to Council before March 2023.**

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

9.2.7 RATING OBJECTIVES STRATEGY REVIEW

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	9.2.7(1) - Rating Objectives Strategy (Reviewed March 2022)
Voting Requirements	Simple Majority

Executive Recommendation
That Council adopt the Rating Objectives Strategy (Reviewed March 2022) as attached to this Agenda.

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

Council is being requested to consider the Shire’s Rating Objectives Strategy (the Strategy), which has been reviewed by Officers.

Importantly, the Strategy is not a document which sets out expected rates increases/decreases over outgoing financial years (it is the Long Term Financial Plan which sets out planned changes to rates revenue).

BACKGROUND

Council initially adopted this Strategy at its Ordinary Meeting held on 24 April 2018.

The document provides guidance to staff and also allows members of the public to understand the Shire’s objectives in relation to local government rating systems.

The document has been reviewed and updated to ensure compliance with current legislation and practice within the Shire of Donnybrook Balingup.

FINANCIAL IMPLICATIONS

There are no direct financial implications arising from the Strategy, as the document simply establishes the objectives of the Shire in relation to the various aspects of the local government rating system.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

The statutory environment surrounding each element of the local government rating systems is outlined in the Strategy itself.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The review of Strategy has provided the opportunity to update and ensure compliance with current legislation and practices within the Shire of Donnybrook Balingup.

The Executive recommends the Rating Objectives Strategy (Reviewed March 2022) as attached for adoption by Council.

COUNCIL RESOLUTION 35/22

Moved: Cr Massey Seconded: Cr Atherton

That Council adopt the Rating Objectives Strategy (Reviewed March 2022) as attached to this Agenda.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

9.2.8 FINANCIAL MANAGEMENT SYSTEMS – CONTINUOUS IMPROVEMENT PLANNING

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Kim Dolzadelli, Director Corporate and Community
Responsible Manager	Kim Dolzadelli, Director Corporate and Community
Attachments	Nil
Voting Requirements	Simple Majority

Executive Recommendation
<p>That Council, with respect to the Financial Management Systems - Improvement Plan, note the improvement actions as detailed within this report.</p>

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

Officers are providing an update with regard to internal continuous improvement practices related to financial management systems

BACKGROUND

The Financial Management Continuous Improvement Plan (the Plan) was developed to guide continuous improvement opportunities arising from internal and external reviews such as the Financial Management Systems Review, Regulation 17 Review, Audits etc.

The Plan seeks to guide continuous improvement to the existing finance systems by achieving the following seven (7) focus areas:

1. A focus for the financial services business unit to transform into an internal service provider and enabler.
2. Modify existing systems to streamline management and financial reporting obligations across the organisation.

3. Develop new systems to improve accessibility and transparency to financial information by staff, management and Elected Members.
4. Develop improved strategic financial management outcomes by establishing supporting policies and integrating long term financial planning into the annual budget cycle.
5. Develop guidance and training to improve the flow of information within the organisation.
6. Continuously improve the organisation's financial management performance by defining the expectations of financial accountability and budget monitoring responsibilities.
7. Review of existing controls and procedures for improvements in efficiency and effectiveness.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The following represent completed and planned continuous improvement actions arising from the Plan:

1. New Statements of Financial Activity were introduced at the Ordinary Council meeting held November 2021 – these statements are integrated with Council's Enterprise Software Systems.
2. To negate potential for misallocation of costs, over 1,400 General Ledger accounts have had posting barred and their description appended such that an end user can clearly see that posting are not allowed on the account.

3. The Budget Review document has been aligned to the format of the Statement of Financial Activity – this allows for familiarity of format and presentation to all stakeholders.
4. The Management Budget for 2022/23 will also be aligned with the format of the Statement of Financial Activity. This will be a 'live' document allowing real time Budget Surplus/Deficit position definition.
5. Reports have been developed for End Users at the following levels:
 - Program Summary by Income and Expenditure,
 - Program by Sub Program summary by Income and Expenditure,
 - Detailed Nature and Type by Summary Codes,
 - Detailed Account and Job Reports,
 - Detailed Account and Job Reports by Nature and Type,
 - Capital works reporting.

These reports have gone through a testing phase and are to be rolled out to staff via desktop access. The user will also be able to specify variance reporting limits (less than greater than) and specify the date to which the data retrieved.

The reports will allow for a high level view and also the ability to drill down into the detail.

6. Discussion has been held with respect to the use of Responsible Officer codes and potential to introduce other reporting levels, for example Business Units/Specific Operations.
7. Officers are working on the introduction of EFTSURE.

About EFTSURE

“Prepare payments in a secure environment:

Review any payment or ABA file prior to banking. Our powerful thumb alerts will confirm you're paying the right account name and number (green thumb) or in the case of red thumb, signal there is a mismatch between the bank account name, BSB Account number and ABN.

- Detect fraudulent invoices early when preparing eft payments.
- Automate verification of ABA files or single eft payments.
- Set customised user roles to manage segregation of duties.

Approve and release funds with confidence

Across all the major Australian banks, efsure will provides simple ‘traffic light’ alerts on your online bank payment screen. A green thumb indicates a verified vendor with a three-way match between Bank Account Name, BSB and Account Number and ABR data. A red thumb indicates a mismatch and is a lead indicator of error or fraud.”

- A web-browser based plugin that allows you to check payment files in 78+ online banking portals.
- Automatically check all line items for accuracy in seconds.
- Receive fraud and error warnings before releasing funds, not after.”

8. ALTUS procurement - staff have been investigating a change from the Shire’s current Purchase Ordering system and moving to ALTUS Procurement which will fully integrate with the Shire’s Enterprise Software Systems. The current system does not allow for governance controls to be embedded and does not allow for any request for quotation – essentially it is simply used to issue a Purchase Order.

Benefits of ALTUS Procurement:

- Ensure all staff meet purchasing policy requirements with a customisable rules engine,
- Monitor supplier certifications and qualifications (including expiry notification),
- Rate the performance of individual suppliers,
- With automated email generation and the ability for suppliers to respond electronically,
- nominate suppliers who are on a Panel Contract (e.g. Local Buy Preferred Suppliers,
- Capture all data including requests for quotations and responses all in one place.

The next step is to arrange for a product demonstration to all key users of the system which is expect to occur within the next two months.

COUNCIL RESOLUTION 36/22

Moved: Cr Massey Seconded: Cr Atherton

That Council, with respect to the Financial Management Systems - Improvement Plan, note the improvement actions as detailed within this report.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills, Cr Newman and Cr Smith

Against: Nil

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 PROPOSED APPOINTMENT OF INDEPENDENT MEMBER TO THE AUDIT AND RISK MANAGEMENT COMMITTEE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Ben Rose, Chief Executive Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.1(1) - Application – Vivienne MacCarthy
Voting Requirements	Simple Majority

Executive Recommendation

That Council approve the appointment of Vivienne MacCarthy to the presently vacant role of Independent Member of the Audit and Risk Management Committee, until the ordinary local government election in October 2023.

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

The Shire of Donnybrook Balingup Audit and Risk Management Committee (the Committee) comprises two independent Committee members (i.e. non-Councillors) and three Councillor members. One independent Committee member position is vacant; with a recommendation from the Executive to fill the position.

BACKGROUND

Mr Telfer and Ms Anderson have been the independent Committee members for the past approximately two years. Both members were re-appointed at the Ordinary Council Meeting in October 2021, however, Ms Anderson registered her intention to discontinue in the role (i.e., resign) late last year. Whilst the Committee can continue to operate with only one independent member, it is preferable to establish the full membership.

Local public advertising was undertaken early this year, with one registered expression of interest being lodged – Mrs Vivienne MacCarthy.

FINANCIAL IMPLICATIONS

Nil. The independent Committee member positions are voluntary, with no remuneration, stipend or other payment offered. The Local Government Act prevents independent Committee member roles being remunerated.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Whilst not a statutory requirement to include independent membership on the Committee, it is recognised through the likes of the Australian Institute of Company Directors as best practice governance.

CONSULTATION

Public advertising was undertaken via the Preston Press and Shire website during February 2022. One application was received only.

A verbal update on the advertising process and the application received was provided to the Audit and Risk Management Committee on 3 March 2022. Decision-making on the membership of Committees is made by Council and whilst a verbal update on the advertising process and the application/s received can be provided to the Committee, it would be inappropriate for the Committee to make a recommendation or decision.

OFFICER COMMENT / CONCLUSION

Ms MacCarthy's application (attached) for the vacant independent member position includes an overview of her professional appointments, qualifications and professional memberships. Her experience and skills complement the role of the Committee and it is the Executive's recommendation that she be offered the position, for review at the next ordinary local government election (October 2023).

COUNCIL RESOLUTION 37/22

Moved: Cr Massey Seconded: Cr Atherton

That Council approve the appointment of Vivienne MacCarthy to the presently vacant role of Independent Member of the Audit and Risk Management Committee, until the ordinary local government election in October 2023.

CARRIED 9/0 by En bloc Resolution

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

9.3.2 PROPOSED COUNCIL POLICY – MANAGING PUBLIC QUESTION TIME

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Ben Rose, Chief Executive Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.2(1) - Draft Policy 9.3.2(2) - Local Government Operational Guidelines Number 03 – August 2002 (Managing Public Question Time)
Voting Requirements	Simple Majority

Executive Recommendation	
That Council adopt Policy EXE-CP-10 Managing Public Question Time, as appended.	

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls.

EXECUTIVE SUMMARY

Council consideration of a new Policy to assist in providing clarity and certainty to the management of Public Question Time at Council Meetings is proposed. The proposed Policy is chiefly based on the State Government’s ‘Local Government Operational Guidelines Number 03 – August 2002 (Managing Public Question Time)’ document.

BACKGROUND

The Shire has not had a Policy on Public Question Time previously, however, this type of Policy is common to local governments in this State. Similar Policies from nine other local governments in Western Australia were reviewed in the preparation of the recommended Policy (attached).

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

The Shire's Policy Framework (EXE-CP-8) provides guidance on the format, content and purpose of policies.

STATUTORY COMPLIANCE

A Shire Policy cannot contradict the provisions of legislation (the Act, Regulation or a Local Law in this instance). Rather, a Shire Policy is intended to 'add to' or 'fill in the blanks' created by legislation. The development of this Policy is adopted primarily from the Department of Local Government, Sport and Culture's 'Local Government Operational Guidelines Number 03 – August 2002 (Managing Public Question Time)'

CONSULTATION

Internal (organisational) consultation and consultation with other local governments has been undertaken in the development of the recommended Policy. As the Policy relates to the Shire's / Council's own processes, broader community consultation is not recommended in this instance.

OFFICER COMMENT / CONCLUSION

The Local Government Act, Administration Regulations and the Shire's own meeting Procedures Local Law all provide legislative provisions for the management of Public Questions at Council Meetings. These legislative instruments all provide basic 'guideposts' for the management of Public Question Time, however, there is a substantial degree of flexibility within those 'guideposts' for each local government in Western Australia. In order to provide a greater degree of clarity and consistency in the management of Public Question Time, the adoption of a Council Policy is recommended.

Moved: Cr Glover

Seconded: Cr Atherton

That Council adopt Policy EXE-CP-10 Managing Public Question Time, as appended.

LOST 3/6

For: Cr Wringe, Cr Atherton, and Cr Smith

Against: Cr Glover, Cr Gubler, Cr Jones, Cr Massey, Cr Mills and Cr Newman

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12.1.1 HISTORICAL BRIDGE 5224 – PROGRESS OF ACTIONS

This report is confidential in accordance with Section 5.23(b), (c), (d) and (e) of the Local Government Act 1995, which permits the meeting to be closed to the public.

(b) the personal affairs of any person; and

(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; and

(d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting; and

(e) a matter that if disclosed, would reveal —

(iii) information about the business, professional, commercial or financial affairs of a person.

RECOMMENDATION

That the meeting be closed in accordance with section 5.23(2) of the Local Government Act 1995 to discuss the following confidential items:

12.1.1 Historical Bridge 5224 – Progress of Actions

COUNCIL RESOLUTION 38/22

Moved: Cr Massey Seconded: Cr Jones

That the meeting be closed in accordance with section 5.23(2) of the Local Government Act 1995 to discuss the following confidential items:

12.1.1 Historical Bridge 5224 – Progress of Actions

CARRIED 9/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

The Meeting was closed to the public at 9:15 pm.

COUNCIL RESOLUTION 40/22

Moved: Cr Glover Seconded: Cr Newman

That the meeting be re-opened to the public.

CARRIED 9/0

For: Cr Wringe, Cr Glover, Cr Atherton, Cr Gubler, Cr Jones, Cr Massey, Cr Mills,
 Cr Newman and Cr Smith

Against: Nil

The meeting was re-opened to the public at 9:57pm.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

13 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on 27 April 2022 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 9:57pm.



Local Emergency Management Committee Meeting

Held on

Wednesday 30 March 2022

at 9.00am

Donnybrook SES
80 Bentley St,
Donnybrook WA 6239

Ben Rose
Chief Executive Officer

12 April 2022



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

30 March 2022

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SHIRE OF DONNYBROOK BALINGUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE

MINUTES

Held at Donnybrook SES,
80 Bentley St Donnybrook WA 6239
on Wednesday, 30 March 2022 at 9.04am.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders past, present and emerging.

The Chairperson declared the meeting open at 9:04am.

2 ATTENDANCE

2.1 COMMITTEE MEMBERS

Organisation	Committee Member
WA Police	Tim Jones (Proxy) (Chairperson)
WA Police	Terry Townsend
Shire of Donnybrook Balingup	Jessie Cooper (CESM)
Shire of Donnybrook Balingup	Steve Potter (DO)
Shire of Donnybrook Balingup	Johan Van Zyl (PEHO)
Shire of Donnybrook Balingup	James Jarvis (Local Recovery Coordinator, (MCD)
State Emergency Service	Julie Carrick
St John Ambulance	Garry Davis (Proxy)
Dept. Biodiversity, Conservation & Attractions	Deb Peachey
Donnybrook Hospital	Sally Shaw
Bushfire Service	Mick Zwart
District Emergency Management Advisor	Vikram Cheema
Department of Communities	Michele Duxbury
Dept Fire and Emergency Services	Chris Sousa
Balingup Progress Association	Wendy Trow

2.2 APOLOGIES

Shire of Donnybrook Balingup	Leanne Wringe (Chairperson)
Shire of Donnybrook Balingup	Ben Rose (CEO)
Shire of Donnybrook Balingup	Kim Dolzadelli
Dept Fire and Emergency Services	Linda Ashton
Fire and Rescue Service	Ben Anderson
Dept Primary Industries & Regional Development	Tim Stevens
Dept Fire and Emergency Services	Leon Gardiner
Water Corporation	Mel Robertson
Tuia Lodge	Libby Simpson
Department of Communities	Hellen Hall
WA Country Health Service	Barry Moroney
Shire of Donnybrook Balingup	Paul Robins (Senior Ranger)
Bushfire Service	Max Walker (CBFCO)
Red Cross	Karen Edmeades
Western Power	David McMillan
WA Country Health Service	Lucy Murphy

3 DECLARATIONS FROM THE PRESIDING MEMBER

The Chairperson delivered the Committee's purpose as follows:

The purpose of the Local Emergency Management Committee (LEMC) is to play a vital role in assisting our local communities to be more prepared for major emergencies by:

- 1) *Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans;*
- 2) *Providing a multi-agency forum to analyse and treat local risk; and*
- 3) *Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.*

4 DECLARATION OF INTEREST

No declarations of interest were made.

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

That the Minutes of the Local Emergency Management Committee Meeting held on 30 November 2021 included in attachment 5.1 be confirmed as a true and accurate record.

Moved: M Zwart

Seconded: W Trow

Carried 15/0

6 CORRESPONDENCE

1. State Emergency Management Committee Strategic Plan 2021 – 2024
2. Department of Communities Draft Local Emergency Welfare Plan 2022

That the Shire of Donnybrook Balingup Local Emergency Management Committee receives and accepts this correspondence.

Moved: J Jarvis

Seconded: M Zwart

Carried 15/0

7 COMMITTEE MEMBER REPORTS

Committee members to provide an update on their organisation, in regard to issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements.

- (v) denotes verbal report
1. WA Police (v)
 2. Shire of Donnybrook Balingup
 - a) Community Emergency Services Manager (v)
 - b) Local Recovery Coordinator (v)
 3. State Emergency Service (v)
 4. St John Ambulance (v)
 5. Department of Biodiversity, Conservation and Attractions (v)
 6. WA Country Health Service/Donnybrook Hospital (v)
 7. Bushfire Service (v)
 8. Water Corporation (v)
 9. District Emergency Management Advisor (attachment 7.9) (v)
 10. Department of Communities (v)
 11. Department Fire and Emergency Services (attachment 7.11) (v)
 12. Department of Primary Industries & Regional Development (attachment 7.12)
 13. Balingup Progress Association

8. OTHER BUSINESS

8.1 BALINGUP PROGRESS ASSOCIATION REQUESTS

Location	Balingup Town and Surrounds
Applicant	Balingup Progress Association (BPA)
File Reference	CSV23
Author	Steve Potter, Director Operations
Responsible Manager	Steve Potter, Director Operations
Attachments	8.1(1) Submission – Balingup Progress Association
Voting Requirements	Simple Majority

Recommendation

That the Local Emergency Management Committee:

- 1. Acknowledges the written correspondence submitted by the Balingup Progress Association (BPA) dated 15 March 2022;**
- 2. Notes that it is the BPA’s intention to make an application under the Shire’s 2022-23 Community Grants Program for the purchase of a 6.8kVA generator for use at the Balingup Recreation Centre in the event of a power outage;**
- 3. Acknowledges the BPA’s request for the Shire to submit a formal request to Telstra to increase the battery capacity at key mobile phone tower sites at Balingup and Kirup to provide a minimum of 12 hours battery reserve;**
- 4. Acknowledges the BPA’s intent to establish a ‘Community Information and Social Centre’ at the Balingup Recreation Centre;**
- 5. Acknowledges the BPA’s express wish to be able to utilise the ‘Sky Muster’ facility at the Balingup Recreation Centre at times when the facility is being used as a ‘Community Information and Social Centre’ rather than only when the place is activated as an ‘Evacuation Centre’ during a declared emergency;**
- 6. Recommends that Council:**
 - 6.1 Instructs the Chief Executive Officer to:**
 - 6.1.1 Prepare written correspondence to Telstra to request that battery capacity be increased at key mobile phone tower sites at Balingup and Kirup (and any other applicable sites within the Shire) to provide a minimum of 12 hours battery reserve;**

6.1.2 Prepare written correspondence to NBN Co. indicating the Shire’s support for the BPA’s request to utilise the ‘Sky Muster’ facility at the Balingup Recreation Centre at times when the facility is being used as a ‘Community Information and Social Centre’ rather than only when the place is activated as an ‘Evacuation Centre’ during a declared emergency;

6.1.3 Supports the BPA’s proposed use of the Balingup Recreation Centre for the purpose of a ‘Community Information and Social Centre’, subject to agreement being established between the BPA, the Balingup and Districts Sporting Association (BADSA), the Shire and the Department of Communities to ensure there is no confusion with the facility’s potential use as a dedicated Evacuation Centre during a declared emergency;

6.2 Subject to Council approval for the purchase of a generator under Point 2 above, supports the servicing of the generator once per annum, to be funded by the Shire.

STRATEGIC ALIGNMENT

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

Outcome:	3.3	A safe and healthy community environment for all ages.
Strategy	3.3.3	Support a safe, healthy, and active community.
Action	3.3.3.3	Support local State Emergency Services and facilitate Local Emergency Management Committee

EXECUTIVE SUMMARY

The Shire has received formal correspondence from the Balingup Progress Association (BPA) outlining concerns and initiatives to better prepare the local community in the event of an emergency and/or loss of power / mobile telecommunications.

It is recommended that the LEMC acknowledges the requests and makes recommendations to Council in line with the resolution.

BACKGROUND

The Shire has received formal correspondence from the Balingup Progress Association (BPA) which in summary outlines the following:

- Concerns with power outages affecting Balingup and the consequent loss of mobile telecommunications (may or may not be related to an emergency situation);
- Concerns with the lack of a dedicated generator at the Balingup Recreation Centre and challenges associated with transporting the emergency generator located in Donnybrook to Balingup during an emergency;
- The BPA is proposing the establishment of a 'Community Information and Social Centre' at the Balingup Recreation Centre to provide air conditioning, telecommunications and mutual support in the event there are lengthy power outages;
- The BPA has expressed a desire to be able to activate the installed 'Sky Muster' facility at the Balingup Recreation Centre when the facility is being used as a 'Community Information and Social Centre', rather than only when it is being used as an Evacuation Centre.

A full copy of the correspondence is provided at (Attachment 8.1 (1)).

FINANCIAL IMPLICATIONS

- Funding is provided each year for community groups under the Shire's Community Grants Program. The BPA has indicated it intends to make a submission in the 2022-23 round for the purchase of a generator.
- There will be costs involved with servicing the generator on an annual basis, however this would be minimal.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Nil.

CONSULTATION

Several meetings and discussions have been held between the BPA, the Shire and Department of Communities, particularly regarding the proposed 'Community Information and Social Centre.'

Further negotiations are likely to be required with Telstra and/or NBN Co. with regard to the requests to provide additional battery capacity at key telecommunication facilities and the proposed use of the 'Sky Muster' facility.

OFFICER COMMENT / CONCLUSION

The BPA should be commended for taking on a leadership role on behalf of the Balingup community and in doing so have identified some key emergency-related issues and opportunities as outlined in their submission.

Shire staff consider such actions as proposed and reflected in the recommended resolution will enhance the local community's capacity to respond in adverse situations and build local resilience and are therefore considered worthy of both the LEMC's and Council's support.

OFFICER RECOMMENDATION

Moved: W Trow

Seconded: M Zwart

That the Local Emergency Management Committee:

- 1. Acknowledges the written correspondence submitted by the Balingup Progress Association (BPA) dated 15 March 2022;**
- 2. Notes that it is the BPA's intention to make an application under the Shire's 2022-23 Community Grants Program for the purchase of a 6.8 kVA generator for use at the Balingup Recreation Centre in the event of a power outage;**
- 3. Acknowledges the BPA's request for the Shire to submit a formal request to Telstra to increase the battery capacity at key mobile phone tower sites at Balingup and Kirup to provide a minimum of 12 hours battery reserve;**
- 4. Acknowledges the BPA's intent to establish a 'Community Information and Social Centre' at the Balingup Recreation Centre;**
- 5. Acknowledges the BPA's express wish to be able to utilise the 'Sky Muster' facility at the Balingup Recreation Centre at times when the facility is being used as a 'Community Information and Social Centre' rather than only when the place is activated as an 'Evacuation Centre' during a declared emergency;**
- 6. Recommends that Council:**
 - 6.1 Instructs the Chief Executive Officer to:**
 - 6.1.1 Prepare written correspondence to Telstra to request that battery capacity be increased at key mobile phone tower sites at Balingup and Kirup (and any other applicable sites within the Shire) to provide a minimum of 12 hours battery reserve;**
 - 6.1.2 Prepare written correspondence to NBN Co. indicating the Shire's support for the BPA's request to utilise the 'Sky Muster' facility at the Balingup Recreation Centre at times when the facility is being used as a 'Community Information and Social Centre' rather than only when the place is activated as an 'Evacuation Centre' during a declared emergency;**

6.1.3 Supports the BPA’s proposed use of the Balingup Recreation Centre for the purpose of a ‘Community Information and Social Centre’, subject to agreement being established between the BPA, the Balingup and Districts Sporting Association (BADSA), the Shire and the Department of Communities to ensure there is no confusion with the facility’s potential use as a dedicated Evacuation Centre during a declared emergency;

6.2 Subject to Council approval for the purchase of a generator under Point 2 above, supports the servicing of the generator once per annum, to be funded by the Shire.

Carried 15/0

9 CLOSURE OF MEETING

The Chairperson advised that the date of the next Local Emergency Management Committee meeting will be advised.

The Chairperson declared the meeting closed at 10:14 am.



Balingup Progress Association

Post Office Box 89
BALINGUP WA 6253
ABN 25 083 400 356

15 March 22

Chief Executive Officer
Shire of Donnybrook-Balingup
PO Box 94
Donnybrook 6239

Dear Ben,

EMERGENCY RESPONSE CAPABILITY - BALINGUP

The bushfires and power outage on 5th February 2022 provided a good opportunity for the community to test its ability to respond to an emergency however we were unable to do so because the Shire could not provide the 20kva generator for the Recreations Centre. BPA has investigated the events of the day and attached at Annex A is a summary of our findings which includes the following requests:

- That a 6.8 Kva generator be purchased through the Shire Community Grants fund and installed permanently at Balingup Recreation Centre. This would be owned and operated by BADSA however we ask that it be serviced by Shire staff at the start of each bushfire season to ensure it is fully operational.
- That the Shire requests Telstra to harden key mobile phone tower sites at Balingup and Kirup under the STAND 2 program.

Following conversations between the undersigned, members of your staff and Department of Communities:

- It is our understanding that it will not be possible to include the activation of the Balingup Recreation Centre by the community in the Shire Emergency Response Plan.
- We have agreed that the name should be changed to "Community Information and Social Centre" to ensure it is not confused with an Evacuation Centre (see Annex B for updated version).
- BPA will run this as a local initiative and have agreed to take part in a desktop exercise with Department of Communities to strengthen our capacity and ensure we do not interfere with the Evacuation Centre process.
- BPA will contact NBN and ask them to review the internal procedure for activation of Sky Muster so that it can be expanded to include 'community facilities' (in accordance with Operational circular 24/2021)

The flood events in the Eastern States are clearly demonstrating the need for communities to be resilient and, for Balingup to achieve this, we need a minimum of generator, satellite phone and access to Sky Muster when the mobile phone tower goes down. We understand that the satellite phone has been received and would appreciate it being provided to the community as soon as possible.

Regards

Wendy Trow
President

EMERGENCY PREPAREDNESS & RESPONSE - BALINGUP

Background

At the LEMC meeting held on 23 March 2021, a number of recommendations were made to improve telecommunications during an emergency. The approved recommendations resulted in the Shire successfully purchasing three satellite phones and having a Sky Muster service installed at Balingup and Donnybrook Recreation Centres.

The aim of Sky Muster is to “provide internet access and the ability to make phone calls for a minimum of 40 community members concurrently using the service during emergency events”. The service is dependent on electricity and the Shire has tested its portable 20kva generator to confirm it could safely operate at the Balingup Recreation Centre.

Due to the advanced age of many residents, Balingup Progress Association (BPA) promoted its intention to open the Recreation Centre (manned by members of the community) during an emergency so that people could take advantage of the air conditioners, cooking facilities and telecommunications services during extended power outages. The knowledge that these services would be available for the 2021/22 bushfire season was welcomed in the Balingup community.

On Saturday 5th February, it was a 38 degree day and the power went off in Balingup at 1pm. Bushfires at Kirup and Bridgetown-Greenbushes raised the level of concern, even though Balingup was not in a bushfire warning area. To compound the issue, a large funeral was being held in the town and the transit park/accommodation providers were all at maximum capacity. At around 5pm, the BPA President contacted the CESM and requested the generator be positioned at the Recreation Centre before the mobile phone tower lost power. Unfortunately, the Shire did not have enough resources available to do this.

The mobile phone tower lost service at 9pm and, if there had been a wind change the community would not have received any DFES warning messages. Fortunately Telstra restored power quickly and the mobile phone service returned at around 1030pm. Western Power was able to restore normal electricity supply at 9.30am on Sunday 6th February.

Subsequent enquiries revealed that:

- The NBN emergency Wi-Fi service (STAND) offers internet connectivity at all times, however during standby mode (non-disaster) periods, the bandwidth will be limited. During a disaster event when the site is expected to provide community relief, the service will be switched from standby to active mode and the full service will be available. (Source – NBN Community Engagement Manager (South West & Peel WA).
- The STAND System can be utilised or activated by any of WAs Hazard Management Agencies, the most likely in the Shire of Donnybrook Balingup context being DFES. DFES, in conjunction with NBN have created an internal procedure for the activation of the STAND equipment however this is dependent on the activation of an Evacuation Centre (Source: CESM).
- The STAND FAQ document states: *“Active mode is to be used when the site is operating as an evacuation centre or responding to other emergency events. To obtain the process for your site please refer to the relevant organisation in your State”*
- Operational Circular 24/2021 states that: *“Funded under the Commonwealth’s \$37.1 million STAND Program, Western Australia has been allocated 370 NBN satellite-connection devices to install at evacuation centres and community facilities. During an emergency, these devices will provide internet and phone access even if the Telstra or Optus services have failed.*

BPA was also advised that Telstra has advised that they have upgraded 113 of their regional mobile sites across WA with a minimum 12 hour battery reserve however none of these are in the Shire of Donnybrook-Balingup. Telstra has worked

with DFES, DPIRD, NBN, and Western Power for a further submission to co-fund (STAND 2) network site hardening to key sites that would assist in emergency situations - this would include battery and generator solutions to extend mobile site redundancy during power outages. At this stage Telstra is awaiting confirmation of the WA submission.

The recommendation that a Sky Muster service be installed at Balingup Recreation Centre was to improve emergency communication when power is lost for extended periods in the town; this happens most years. It is very rare however that an Evacuation Centre is declared and it is therefore unlikely that the service will be used regularly using the current DFES/NBN procedures.

The recommendation that the Shire's emergency generator be tested at Balingup Recreation Centre had two goals:

- to provide power for the Centre to be opened as a locally run, community service where people can receive help during an emergency (such as extended power outages, threat of fire on high risk day), and
- to provide power to the Sky Muster service if/when an Evacuation Centre is activated.

Under current procedures only the latter is being achieved.

Discussions with Authorities

Following conversations between the undersigned, members of Shire staff and Department of Communities:

- It is our understanding that it will not be possible to include the activation of the Balingup Recreation Centre by the community in the Shire Emergency Response Plan.
- We have agreed that the name should be changed to "Community Information and Social Centre" to ensure it is not confused with an Evacuation Centre.
- BPA will run this as a local initiative and will take part in a desktop exercise with Department of Communities to strengthen our capacity and ensure we do not interfere with the Evacuation Centre process.
- BPA will contact NBN and ask them to review the internal procedure for activation of Sky Muster so that it can be expanded to include 'community facilities' (in accordance with Operational circular 24/2021)

For Shire Consideration

BPA respectfully submits the following request to the Shire of Donnybrook-Balingup for consideration:

- That a 6.8 KVA generator be purchased through the Shire Community Grants fund and installed permanently (in a secure cabinet) at Balingup Recreation Centre. This would be owned and operated by BADSA however we ask that it be serviced by Shire staff at the start of each bushfire season to ensure it is fully operational.
- That the Shire requests Telstra harden key mobile phone tower sites at Balingup and Kirup under the STAND 2 program.

BALINGUP – INFORMATION & SOCIAL CENTRE

Background. During bushfires and regional power outages, power may be lost for long periods, resulting in the loss of telecommunications (including copper landlines) for much of the time. We are told that we can expect more extreme weather patterns/loss of power in the future.

The community is ageing - at the time of the 2016 Census with a median age of 55 years, Balingup had by far the highest of any settlement in the Bunbury Geographie sub-region.

The aim of this proposal is to build community resilience. This will be done by establishing a venue where residents can access air conditioning, telecommunications and mutual support when there are lengthy power outages.

Proposal. To use Balingup Recreation Centre as an Information and Social Centre, if needed, during bushfires and regional power outages.

Note: The Recreation Centre is also designated as an Emergency Evacuation Centre. In the event that the Evacuation Centre was activated, the building would be handed over immediately to the Department of Community Services.

Process. If there is a significant bushfire or widespread power outage, one of the following people would contact the CEO of Shire of Donnybrook-Balingup and advise that Recreation Centre is being opened.

- President or Vice President of:
 - Balingup Progress Association,
 - Balingup CWA, or
- Member of BADSA management team, or
- Shire Councillor.

The generator would be refueled as required by community members.

The person initiating the Community Information & Social Centre would:

- Contact Balingup CWA and ask CWA to provide services (tea, coffee, sandwiches).
- Obtain the satellite phone (location TBA).
- Activate Sky Muster (process TBA)
- Keep a record of persons attending the Centre (name, address and phone number). If the person leaves, record where they have gone to (home or other location).

After Hours. It is expected that most people would return to their own homes at night but if this is not possible, the community would either:

- Accommodate people who need help in private homes, or
- Contact Donnybrook Community Care to arrange emergency accommodation.

Cleaning. The group activating the centre would be responsible for cleaning after use.

Availability. The availability of the Centre would be promoted through:

- a notice on the blackboard sign in the Main Street,
- Facebook/email
- word of mouth, and
- a poster in the Post Office.

KIRUP PROGRESS ASSOCIATION INC.

KIRUP 2040

STRATEGIC PLAN



CONTENTS

1. Strategic Plan Cover
2. Contents
3. Introduction and Acknowledgement of Country.
4. Kirup Profile and Kirup Progress Association Inc.
5. Community Engagement Process
6. Economy and Tourism
7. Lifespan and Living
8. Environment
9. Community and Governance
10. Challenges and Conclusion



Introduction

The purpose of the Kirup Progress Association Inc. Strategic Plan is to identify community priorities for the next 10+ years and to feed this information into the Shire of Donnybrook/Balingup (SDB) four year review of its Strategic Community Plan (SCP) 2017-2027.

Upon the completion of a Draft Concept Plan for the development of the Kirup Mill Park by a Sub-Committee of the Kirup Progress Association (KPA), it was agreed by members to seek feedback/comments from the community and (as a holistic approach) the community's aspirations for the future of Kirup. There were various opportunities for residents to take part in the community consultation process. The outcome of this process resulted in many ideas and strategies that will give KPA direction for future projects and activities.

There were four themes identified with fifteen topics selected for discussion. Participants were able to vote on their most important topic to assist KPA to prioritise projects and activities.

This plan contains the strategic outcomes, strategies and suggested actions compiled from community consultation and engagement.

Kirup Progress Association (KPA) relies on volunteerism and goodwill of the community to delivery projects and activities to improve the lives of our community. With limited members and funding, it is unrealistic to expect all projects to be completed. KPA strives to engage with all ages to promote membership to the organisation and take part in what can be an 'awesome' Kirup.



Acknowledgement of Country

In the spirit of reconciliation, Kirup Progress Association Inc. acknowledges the Traditional Custodians of the land, the Noongar People. We pay our respects to their Elders, past, present and emerging.

Kirup Profile

Kirup is situated 17 kilometres south of Donnybrook, in the Shire of Donnybrook/Balingup. At the 2016 Census there was a population of 219 residents in 108 dwellings with a median age of 41 years. Kirup has been identified in the Bunbury Geographe Sub-regional Strategy as a Village in terms of the Settlement Hierarchy in the Region.

PHYSICAL ASSETS

Schools



Primary School

Parks/Reserves



Four public parks/reserves

Buildings/Structures



Public ablution
Community Hall
Church
Gazebo
Information stand
Bushfire Brigade Shed

Economy



- Agriculture, Horticulture and Forestry Industries
- Various product and service businesses

Kirup Progress Association Incorporated

In 2021, Kirup Progress Association Inc. (KPA) had 23 members with three Sub-Committees assigned to specific tasks/activities. Although the organisation has experienced a few changes in membership in recent years, members continue to be passionate and proactive in enhancing the wellbeing of the community.

The Monthly Op Shop (commencing in 2019) has been an ongoing success, bringing community together and raising funds for the organisation. The Annual Santa Project has expanded every year, since its inception, promoting inclusiveness and a sense of community.

KPA's constitution states the objectives of the organisation:

- To provide a strong united voice for the Kirup Area.
- To advise local government as to the needs and wants of the community.
- To provide a sense of community well-being within the community.
- To promote local enterprise within the community and further afield.

This process of reassessing the aspirations of the community to direct KPA's future goals and the Shire of Donnybrook/Balingup (through the Strategic Community Plan), aligns with the above objectives of the organisation.

Kirup Progress Association Inc. have a better understanding of the community views to prioritise future projects and activities.

Community Engagement Process

Initially an Open Space Workshop was facilitated by the Manager of Community Development (James Jarvis) on Friday 14 May 2021. The purpose of this workshop was to enable dialogue about KPA's Strategic Plan and its position within the community in a way that coincided with the Shire of Donnybrook/Balingup four-year review of its Strategic Community Plan (2017-2027).

Approximately 25 people participated in the workshop where fifteen topics of interest were selected and discussed. Following the workshop, Mr J Jarvis compiled a summary of discussion and actions which were distributed to the wider community for comment. KPA received a further 10 responses from the distribution of notes. All participants were given the opportunity to vote on a topic which was important to them. This information will assist the Shire of Donnybrook/Balingup and KPA to prioritise projects/activities over the next 5, 10 and 15 years.

A summary of the discussion topics and voting scores are listed below.

AREAS OF DISCUSSION AND VOTES GAINED

THEMES	TOPICS	VOTES	TOP 5
Economy and Tourism	Kirup Mill Park Project	11	1
	Promote and retain businesses	6	3
	Large multi-use carpark	4	
	Local Economy: Tourism	5	4
	Encourage investment	4	5*
	Support business culture	2	
Lifespan and Living	Mental Health – Blue Tree Project	7	2*
	Attract youth, families, jobs	4	5*
	Disabled access and park fencing	3	
	Connective and active community – Events	3	
	Health and wellbeing – maintain good aspects of Kirup	4	5*
	Education and Youth – activities and opportunities.	2	
Environment	Increase use of local infrastructure/assets Eg. Jim McDonald Oval.	7	2*
Community and Governance	Inclusiveness	1	
	KPA – Leadership and Succession	1	

*Equal ranking

Members of the Kirup Progress Association express our deepest thanks to James Jarvis and community members who have assisted with the development of this Strategic Plan.



ECONOMY & TOURISM

An appealing, diverse and strong economy

OUTCOME	OBJECTIVE	STRATEGIES	SUGGESTED ACTIONS FOR KPA
1. An attractive visitor and tourism destination	1.1 Create a reason to make visitors stop and experience what Kirup has to offer.	1.1.1 Develop Kirup Mill Park into a unique and attractive visitors rest stop.	1.1.1.1 Liaison with Shire and other authorities to arrange land survey and other requirements. 1.1.1.2 Revise and finalise Concept Plan following community's feedback (As per Appendix). 1.1.1.3 Identify funding requirements and work with all stakeholders and community members to deliver a staged project.
		1.1.2 Walk/Cycle Trails (eg. Kirup Falls, Curiosity Swamp, Rail corridors, etc).	1.1.2.1 Facilitate preliminary discussion on a Walk/Cycle Trails and tracks. Investigate partnerships with Donnybrook/Balingup Tourist Centres, Shire and SW Trail Websites.
	1.2 An attractive town entrance and streetscape.	1.2.1 Enable the installation of signage.	1.2.1.1 Facilitate discussion with the community for Entrance signage, seek approvals and possible partnership opportunities for manufacture and installation. 1.2.1.2 Facilitate discussion on directional signage in town and liaison with appropriate authorities and stakeholders. 1.2.1.3 Advocate for 'Kirup' to be added to existing MRWA 'Distance to ..' signage located (departing side) of other towns.
		1.2.2 Plant deciduous trees.	1.2.2.1 Identify possible locations, seek approvals and support tree planting.
		1.2.3 Increase Artworks throughout town and beyond. (Sculptures, murals, textile, metal, etc)	1.2.3.1 Facilitate discussion with the community on designs, locations and inhouse capabilities. Develop a plan to assist with staging, funding, locations, quality, and quantity of artwork. Liaison with stakeholders.
1.3 To improve parking for long and recreational vehicles.	1.3.1 Partner with key stakeholders to develop a Multi-use carpark.	1.3.1.1 Engage with Shire to identify and investigate possible locations for a multi-use carpark. (Eg. Ex-RSL Hall site, Kirup Mill Park or other)	
2. A strong economy	2.1 Support local business.	2.1.1 Enable business advertising opportunities.	2.1.1.1 Revitalise Information Bay Notice Boards and develop a lease arrangement for local businesses and community organisations to advertise. 2.1.1.2 Actively promote business sponsorship. 2.1.1.3 Promote 'Shop Local'.
	2.2 To increase visitor numbers.	2.2.1 Encourage events and activities for all.	2.2.1.1 Support existing events such as Solstice Markets, Op Shop and Santa Project. 2.2.1.2 Encourage pop-up vans, bouncy castle, etc events/activities at the Mill Park. 2.2.1.3 Invite private event coordinators/organisers to consider Kirup in their Events Calendar.

LIFESPAN AND LIVING

A happy, healthy, and safe community for all abilities

OUTCOME	OBJECTIVE	STRATEGIES	SUGGESTED ACTIONS FOR KPA
3. A safe and healthy community	3.1 Accessible pathways for all abilities.	3.1.1 Advocate for gopher friendly curbing and rail crossings.	3.1.1.1 Liaison with the Shire, MRWA and Arc Infrastructure for improvements. Eg. ramps
	3.2 Road and Pedestrian safety.	3.2.1 Advocate to reduce CBD speed to 50km/h. 3.2.2 Advocate to install cross work on highway. 3.2.3 Advocate for safer roads.	3.2.1.1 Liaise with Shire and MRWA for strategies 3.2.1, 3.2.2 and 3.2.3. 3.2.3.1 Advocate for a southbound turning off slip lane on SW Highway for turning right onto Station Street (heading for primary school).
	3.3 Safe playgrounds	3.3.1 Enable fencing around toddler play areas.	3.3.1.1 Identify areas and liaise with the Shire.
4. Improved mental health and volunteerism	4.1 Increased awareness of mental health	4.1.1 Enable the Blue Tree or similar project.	4.1.1.1 Collaboration with the community on creating a meaningful project.
	4.2 Increase volunteerism in the community	4.2.1 Encourage 'Act, Commit, Belong'.	4.2.1.1 Invite community members to take part in specific projects of interest.
	4.3 Increase membership to KPA	4.3.1 Actively promote KPA	4.3.1.1 Utilise social media, Preston Press and notice boards to increase community awareness and promote membership.
5. Improved youth activities and opportunities	5.1 Greater youth involvement in activities.	5.1.1 Support and encourage youth involvement.	5.1.1.1 Facilitate discussion and work collaboratively with youth to identify events/activities of interest. (Eg. Gaming night, Music, etc)
	5.2 Increase school enrolments at Kirup Primary School (KPS).	5.2.1 Build relationship with school.	5.2.1.1 Invite staff and parents to KPA meetings and regularly engage with the school. 5.2.1.2 Encourage and support school activities to increase enrolments.
		5.2.2 Develop opportunities to promote the school.	5.2.2.1 Provide opportunities to KPS to display art and promotional material (Eg. Information Bay, Community Dinners, Op Shop, etc).
6. Enhanced country feel and community spirit.	6.1 To bring people together to create a sense of community.	6.1.1 Support and enhance existing community events and activities.	6.1.1.1 Identify ways of revamping community dinners. 6.1.1.2 Support the continuation of Australia Day and ANZAC events. 6.1.1.3 Support the enhancement of the Santa Project by developing maps and signage.
		6.1.2 Support and encourage new event opportunities.	6.1.2.1 Facilitate discussion with the community to identify possible youth events. 6.1.2.2 Facilitate discussion on the following suggested new events: Street Xmas Party, Art Evenings, Art displays, Community Tree

ENVIRONMENT

An attractive and sustainable environment (built and natural)

OUTCOME	OBJECTIVE	STRATEGIES	SUGGESTED ACTIONS FOR KPA
7. Sustainable built environment	7.1 Support greater usage of our built assets (including Jim McDonald Oval).	7.1.1 Encourage outside sporting and recreation groups to hire Jim McDonald Oval.	7.1.1.1 Liaise with the Shire to investigate current lease arrangements of Jim McDonald Oval. 7.1.1.2 Facilitate discussion and work collaboratively with SW Horse Association (current lessee) to investigate additional hire opportunities of the facilities. 7.1.1.3 Identify any issues with the facilities that may discourage potential users.
		7.1.2 Support and encourage use of the Kirup Hall.	7.1.2.1 Continue to use Kirup Hall for meetings and other activities.
8. Heritage assets are valued and respected.	8.1 Preserve our local heritage.	8.1.1 Preserve and showcase our historical elements of our community.	8.1.1.1 Include a historical element to the plans of the Kirup Mill Park. 8.1.1.2 Preserve historical information about the RSL Memorial Park canon. 8.1.1.3 Encourage signage outside of each business to display the history of the business/owners. 8.1.1.4 Support interesting features in paving (history of people, community, and township).
9. Attractive natural environment	9.1 Increased tree planting	9.1.1 Support a responsibly planned and attractive tree planting project.	9.1.1.1 Encourage the inclusion of tree planting (deciduous type) in the plans of the Kirup Mill Park Project. 9.1.1.2 Support the inclusion of tree planting to improve the appearance of streets and highways.



COMMUNITY AND GOVERNANCE

An inclusive and resilient organisation striving for growth.

OUTCOME	OBJECTIVE	STRATEGIES	SUGGEST ACTIONS FOR KPA
10. KPA is an intergenerational and community led organisation.	10.1. Increased Intergenerational membership and successive planning for KPA.	10.1.1 Inspiring younger adults to become involved with KPA activities.	10.1.1.1 As an introduction to KPA, invite community members in writing to make suggestions on current projects and/or topics. 10.1.1.2 Identify skills in the community. 10.1.1.3 A wide range of volunteering opportunities are offered through membership of special interest community groups. 10.1.1.4 Revisit job roles in the organisation and possible reduce scope of each role to encourage involvement. 10.1.1.5 Encourage family involvement. 10.1.1.6 Raising Kirup's profile on social media.
	10.2 An inclusive and valued community.	10.2.1 Provide an atmosphere of co-contribution, appreciation, and fun.	10.2.1.1 Promote and celebrate achievements. 10.2.1.2 Identify opportunities to recognise individual contributions. 10.2.1.3 Cut down formalities of meetings and and introduce fun activities.
		10.2.2 Build relations with all members of the community.	10.2.2.1 Release this strategic plan to the community upon adoption by KPA. 10.2.2.2 Commence conversations with the community about future projects and skills required.



Challenges

We are a small community which rely heavily on volunteerism and goodwill of KPA members and residents to run events, activities and undergo projects. Members work hard to fundraise and source funds for these activities, however, in a changing world of increased work and family pressures, volunteerism has declined over the last few years. One of the challenges recognised is to bridge the intergenerational gap in our membership and inspire a new generation of volunteers.

In relation to priority scoring of projects, the development of the Kirup Mill Park into a tourist rest-stop of preference, received overwhelming support. The task to work through the formalities and deliverables on this project will be dependent on financial support through grant funding, contractor availability and in-kind support.

Conclusion

The Kirup 2040 Strategic Plan has been developed by the community, for the community. This document was compiled following an open space workshop and feedback from 35 business and residential community members. Based on the 2016 census population, this engagement equates to approximate 16% of the population. Although it is a challenge to involve all stakeholders in decision making, it is true to say, that this document is representative of the opinions of those who took part.

The top four topics of importance (as voted by participants) were identified as the Kirup Mill Park Development, Mental Health, Increase use of local infrastructure and Local business/tourism. The voting results, compiled from the community responses, will assist Kirup Progress Association (KPA) members to prioritise and plan to deliver the desired outcomes of the Strategic Plan.

With limited members in KPA and funding, it is unrealistic to expect all projects to be completed without community involvement. KPA strives to engage with all ages to promote membership to the organisation and take part in what can be an 'awesome' Kirup.

APPENDIX 1. (Referenced to Strategic Plan)

Ideas/comments made by community members relating to specific projects and how the concepts align with this strategic plan.

DEVELOPMENT OF KIRUP MILL PARK

Table of ideas/comments to assist concept development.

Vegetation/Green Canopy	Art	Play	Heritage element	Parking & Pathways	Other comments
Plant deciduous trees	<ul style="list-style-type: none"> • Sculptures • Art displays • Murals • Large moving sculptures/displays (Eg. Large kinetic balls, pendulums or spinning sculptures.) • Labyrinth 	<p>Nature play</p> <p>Nature play - with a theme</p>	<p>Display milling equipment in a unique way that is more attractive/interesting.</p> <p>Display milling equipment with something else (eg. art/sculptures) to help tell a story.</p> <p>Install milling exhibits along pathways to compliment the Galloping out trolley.</p>	<p>Caravan/RV friendly parking. Turnaround bay, rubbish drop, water fill facility, chemical waste dump, etc.</p> <p>3 suggested sites.</p> <ol style="list-style-type: none"> 1. Mill Park 2. RSL Memorial Park (would need to relocate RSL structure & gun) 3. Cnr Block - SW Hwy/Brookhampton Rd (old hall site adjoining Gavin Walls house). 	<p>Tourist signage</p> <p>Mill Park is the 'gateway' to future development of walk trails.</p> <p>Install advertising sign pointing to Mill Park facilities.</p> <p>Fencing around toddler play areas.</p>
Plant deciduous trees between the native trees	Install signage of Icons of Aust. (lessor known heroes) under trees or along walkways.	Bicycle skills area	Don't replicate other milling displays (ie. DBK Arboretum, Manjimup Timber Park). Needs to be uniquely displayed.	Considering a new pathway is being constructed to the park, need to install something of interest at the end of the path for people to walk to (eg. picnic area, swings, etc)	Create wheelchair friendly access from carpark to points of interest in the park.
Bush Tucker area	<p>Landmarks (The Australia's biggest.....)</p> <ol style="list-style-type: none"> I. Lg Fly ('Kirup' meaning) II. Lg Avocado III. Lg Bottle of Kirup Syrup IV. Lg Bicycle V. Large Cow (ie. 4 times larger) VI. Hollywood type sign 'K I R U P' 	Monorail for kids	Insert features in paving (history of people, community, and township).	Pathway from Hall to Mill Park along rail reserve.	Commence activation of the site by introducing small events prior and during development.
More trees/greenery		Maze	Milling equipment not a 'wow' factor. Don't make it a focus point.		Install toilet facilities in Mill Park.

Alignment with Strategic Plan:

ECONOMY AND TOURISM (Page 6)

OUTCOME: 1. An attractive visitor and tourism destination.
OUTCOME: 2. A strong economy.

ENVIRONMENT (Page 8)

OUTCOME: 8 Heritage assets are valued and respected.
OUTCOME: 9 Attractive natural environments.

LIFESPAN AND LIVING (Page 7)

OUTCOME: 3. A safe and healthy community
OUTCOME: 4. Improved mental health and volunteerism.
OUTCOME: 5. Improved youth activities and opportunities.
OUTCOME: 6. Enhanced country-feel and community spirit.

BLUE TREE PROJECT

Blue Tree Project – Dead tree	Mural	Other alternatives	Other Comments
Approach Private landowners	Paint a 'blue' tree on VBFB shed.	Paint and erect 'Blue' flagpoles or a 'Blue' elephant.	Need to seek community artist.
Specific paint colour	Paint a landscape scenery, incorporating a 'blue' tree on VBFB shed.	Construct/Build a tree-like structure (paint blue)	Think outside the box.
Identify a dead tree somewhere in town.	Paint a blue tree on any unused buildings (with approvals).	Decorate an existing tree or hang blue ornaments (homemade or other) off the branches of a tree.	
		Community participation in an annual 'blue' tree theme or RUOK day (like the Santa Project).	

Alignment with Strategic Plan:

LIFESPAN AND LIVING (Page 7)

OUTCOME: 3. A safe and healthy community
 OUTCOME: 4. Improved mental health and volunteerism.
 OUTCOME: 5. Improved youth activities and opportunities.
 OUTCOME: 6. Enhanced country-feel and community spirit.

COMMUNITY AND GOVERNANCE (Page 9)

OUTCOME: 10. KPA is an intergenerational and community led organisation.

ENVIRONMENT (Page 8)

OUTCOME: 8 Heritage assets are valued and respected.
 OUTCOME: 9 Attractive natural environments.

NEW AND EXISTING EVENTS/ACTIVITIES

YOUTH	JIM McDONALD OVAL	MILL PARK	Arthur Kelly Memorial Hall	Other
<ul style="list-style-type: none"> Youth engagement Music concerts Gaming nights Bike skills course Bus service from DBK to Kirup 	Activation of Jim McDonald oval. <ul style="list-style-type: none"> Promote venue for hire Horse shows Ride trails for horses (incorporating Mullalyup Conservation area.) Camping event. Concerts Sheep dog trials Poultry/small livestock shows Farmer's market Car shows 	<ul style="list-style-type: none"> Bouncy castle Xmas party Activities to draw people to CBD. 	<ul style="list-style-type: none"> Promote venue for hire Theatre/drama 	<ul style="list-style-type: none"> Xmas street party revamp community dinners. Santa project – map, signage Flower gardens at Memorial Park

Alignment with Strategic Plan:

LIFESPAN AND LIVING (Page 7)

OUTCOME: 3. A safe and healthy community
 OUTCOME: 4. Improved mental health and volunteerism.
 OUTCOME: 5. Improved youth activities and opportunities.
 OUTCOME: 6. Enhanced country-feel and community spirit.

COMMUNITY AND GOVERNANCE (Page 9)

OUTCOME: 10. KPA is an intergenerational and community led organisation.

ECONOMY AND TOURISM (Page 6)

OUTCOME: 1. An attractive visitor and tourism destination.
 OUTCOME: 2. A strong economy.



Mill Park Project – Kirup

Background

The Kirup Progress Association (KPA) has been looking to enhance the attractiveness of the Mill Park for some time. Earlier ideas included the creation of displays of historic timber milling equipment. In early 2021 the KPA felt it was important to test the local community's desire as to its vision for Kirup including the Mill Park

Following a public meeting of Kirup residents in May 2021, facilitated by James Jarvis, the community's overwhelming message was to move forward with the Mill Park project

Specifically this was to provide a public open space with recreational elements and appropriate amenity to attract locals and visitors

This is reflected in the Kirup 2040 Strategic Plan

Creation of amenity

As of December 2021 the Mill Park had one swing, 2 shades and picnic tables. Thanks to the pro-activity of the Shire, the Park has recently experienced some up-grades with the provision of

- a new hard-stand for the picnic area,
- 2 new dry creek beds
- provision of flora for the creek beds (to be planted out when the weather is cooler)
- asphalted pathways (connecting the Information bay on the SW Highway to the picnic area)
- rubbish bins (for picnic area)
- drinking fountain (to be connected)

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Kirup Progress Association (Inc.)



In order for the Mill Park to be utilised as a community open space and attract visitors the KPA proposes creating simple elements of amenity i.e.

- Toilet block
- Adventure playground (sympathetic to area/environment)/provision of shade
- BBQ's
- Carparking
- Solar lighting
- Benches for the southern end of the park
- Tree planting (southern end)
- Mini BMX track

The proposed changes to the northern end of the park is to create an attractive space for families. The modest improvements at the southern end is to create a quieter space

We refer to these proposed improvements as stage 1

Beyond stage 1

We wish to share our vision for the inclusion of art and cultural installations (focussed on the southern end of the park), historical (including timber milling equipment) heritage displays and information boards to become a genuine community gathering place as well as an attractive venue for tourists to stop and enjoy the peaceful environment and learn something about Kirup's history.

KPA

The KPA has previously planted trees in the park and conducted busy bees for the purpose of keeping the area tidy. This is especially important as the "Christmas in Kirup" displays have become very popular for

Kirup Progress Association (Inc.)



visitors, locals and synonymous with Kirup and the Mill Park. The KPA conducted its Christmas event in the park last year which was attended by over 60 locals

The KPA will undertake another busy bee shortly and will also participate in the planting out of the dry creek beds in co-operation with the Shire

The KPA is committed to exploring the best means of creating the community's desire for a better recreational and open space for locals and visitors alike and is keen to work with the Shire to make this a reality

Funding

The KPA does not have the financial means to fund substantial elements of the targeted amenity however there are elements within the proposal which could be undertaken with volunteer assistance and the KPA stands ready to accept this responsibility

We need to carefully work with Shire to ensure these are done safely and appropriately

We expect to explore grants for the Park upgrade as well as seeking sponsorship from industry. It is premature to make these overtures until we have the 'greenlight' from the Shire as to the concept the KPA proposes

Kirup Progress Association (Inc.)



Co-operation

We would like to express our appreciation for the assistance and guidance provided by Shire employees for the work associated with the recent upgrades and their input on elements of the concept budget

Tony Pegum

Co-chair

Mill Park Project

Kirup Progress Association

LEGEND

- 1. 
- 2. 
- 3. 
- 4. 
- 5. 
- 6. 
- 7. 
- 8. 
- 9. 
- 10. 
- 11. 

KIRUP MILL PARK MASTER PLAN 2022



KPA-MP-G-0002	MILL PARK REDEVELOPMENT
GENERAL ARRANGEMENT CONCEPT - STAGE 2	KIRUP PROGRESS ASSOCIATION
Date: Mar. 2022	Revision: C

**KIRUP PROGRESS ASSOCIATION
MILL PARK REDEVELOPMENT
BUDGET**

**REVISION: C
DATE: 22/03/2022**

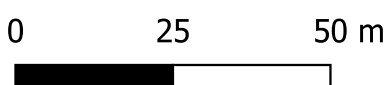
ITEM	DESCRIPTION	QUANTITY	UNITS	UNIT COST	TOTAL	GST	NETT COST
1	Procurement						
1.1	Waste Disposal System - Tanks and Leach Drains - Supply	1.00	ea	10,000.00	10,000.00	1,000.00	11,000.00
1.2	BBQs - Supply	2.00	ea	6,060.00	12,120.00	1,212.00	13,332.00
1.3	Carparking (bollards) and associated earthworks - Supply	120.00	m	25.83	3,100.00	310.00	3,410.00
1.4	Fencing - Supply	60.00	m	100.00	6,000.00	600.00	6,600.00
1.5	Benches - Supply	5.00	ea	1,309.00	6,545.00	654.50	7,199.50
1.6	Picnic Tables - Supply	4.00	ea	2,494.00	9,976.00	997.60	10,973.60
	Total Procurement				47,741.00	4,774.10	52,515.10
2	Construction						
2.1	Toilet Block - Supply & Install	1.00	ea	115,000.00	115,000.00	11,500.00	126,500.00
2.2	Waste Disposal System - Tanks and Leach Drains - Install	1.00	ea	15,000.00	15,000.00	1,500.00	16,500.00
2.3	Adventure playground (sympathetic to area/environment)/provision of shade - Supply & Install	1.00	ea	150,000.00	150,000.00	15,000.00	165,000.00
2.4	BBQs - Install	2.00	ea	500.00	1,000.00	100.00	1,100.00
2.5	Carparking (bollards) and associated earthworks - Install	1.00	ea	500.00	500.00	50.00	550.00
2.6	Solar lighting - Supply & Install	15.00	ea	1,200.00	18,000.00	1,800.00	19,800.00
2.7	Benches & Picnic Tables - Install	9.00	ea	100.00	900.00	90.00	990.00
2.8	Power Infrastructure - Supply & Install	1.00	ea	15,000.00	15,000.00	1,500.00	16,500.00
2.9	Mini BMX Trail	1.00	ea	5,000.00	5,000.00	500.00	5,500.00
	Total Construction				320,400.00	32,040.00	352,440.00
3	Other						
3.1.	Contingency (20%)				64,080.00	6,408.00	70,488.00
	Total Other				64,080.00	6,408.00	70,488.00
	VALUE OF WORK (SUB TOTAL)				432,221.00	43,222.10	475,443.10
4	Provisional Sums						
4.1						-	-
4.2						-	-
	Total Provisional Sums					-	-
	VALUE OF WORK INCLUDING PROVISIONAL SUMS (SUB TOTAL)				432,221.00	43,222.10	475,443.10



- 1.**
1,305 m²
Lot 8001 on P60328
Reserve 50313
Management Order to Shire for Recreation
Zoned Local Reserve for Parks and Recreation
- 2.**
7,268m²
Lot 8002 on P60328
Reserve 50314
Management order to Public Transport Authority for Railway
Zoned Local Reserve for Railway
- 3.**
15,275m² (total area not shown)
Unconstructed Road Reserve (Type 3P)
No Zone - Road
- 4.**
19,267m²
Lot 153 on P195161
Reserve 46896
Management Order Vested with Shire for Landscape Protection and Conservation
Zoned General Agriculture



Shire of Donnybrook Balingup



Shire of Donnybrook Balingup

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Property Ref: A3617
Your Ref: L5650
Enquiries: Kira Strange



8 December 2021

Attention: Public Transport Authority

c/o Jacqui O'Rourke
Burgess Rawson
Level 10, 225 St Georges Tce
PERTH WA 6000

Email: jorourke@burgessrawson.com.au

Dear Ms O'Rourke,

RE: REQUEST TO AMEND / VARY EXISTING LEASE 5650 ON RESERVE 50314

With reference to the recent request to amend the area of L5650 received by the Shire on 1 December 2021, the Shire is formally requesting a further amendment.

The Shire, as part of a land review is attempting to consolidate and amend appropriate land tenure details to accurately reflect the current use of a public park in Kirup known as 'Mill Park'. Mill Park is a central community park which is comprised of a number of land parcels as identified on Attachment 1.

Currently, the Shire has management orders over Reserve 46896 and 50313. In addition, the Shire will commence formal closure proceedings for the road reserve between the rail corridor and Reserve 46896 for formal amalgamation and dedication as community Reserve. Part of the rail corridor (Reserve 50314) is currently informally managed by the Shire as part of Mill Park.

The Shire is therefore respectfully requesting a portion of this Reserve be included in the current L5650 as per the attached plan to formalise existing informal management arrangements including beautification and continued use for community purposes.

Should you have any queries or wish to discuss this matter, please do not hesitate to contact the undersigned on (08) 9780 4207 or via email at kira.strange@donnybrook.wa.gov.au.

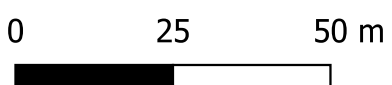
A handwritten signature in black ink, appearing to be "Kira Strange", written in a cursive style.

Kira Strange
PRINCIPAL PLANNER

Enc: Attachment 1 – Location Plan
Attachment 2 – Indicative Proposed Lease Plan – PTA Plan
Attachment 3 – Indicative Proposed Lease Area – Shire Plan



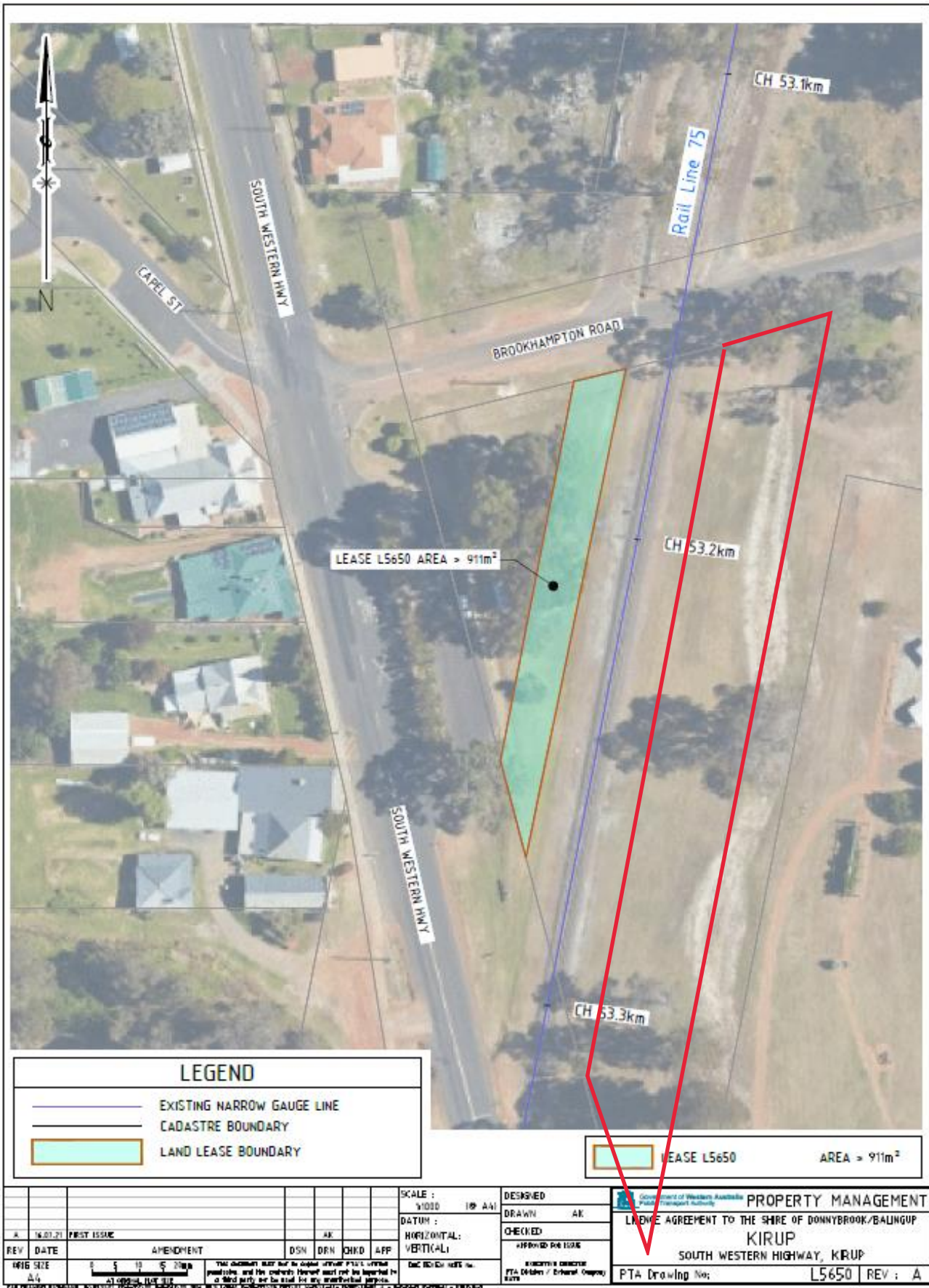
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1,305 m²
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Zoned Local Reserve for Parks and Recreation
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7,268m²
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No Zone - Road
- 4.**
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Management Order Vested with Shire for Landscape Protection and Conservation
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PLAN





Shire of Donnybrook Balingup

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CROWN LAND ENQUIRY FORM

Request from Local Government, Management Body, State or Federal Government

Applicant Details

First Name		Last Name	
Position			
Telephone		Mobile	
Email Address			
Postal Address			
Billing Address			
Your Case Reference			

Customer Details

Organisation			
Organisation Type	<input type="checkbox"/> LGA <input type="checkbox"/> Management Body <input type="checkbox"/> State Government <input type="checkbox"/> Federal Government		
Telephone		Mobile	
Email Address			
Postal Address			
Billing Address			
ABN		ACN	
		ICN	

Documentation

The following is required for submission of this request; please ensure the items are attached.

(If not attached, your request is incomplete and may be returned to you)

<input type="checkbox"/> If you are applying on behalf of a customer you must provide proof of consent	
<input type="checkbox"/> Documentation such as proposals, business case, deposited plans	Q1
<input type="checkbox"/> Map(s) (mandatory)	Q2
<input type="checkbox"/> Title(s)	Q3
<input type="checkbox"/> Comments received from the Local Government Authority (LGA) (if applicable)	Q3
<input type="checkbox"/> Any other supporting documentation such as photographs, other comments/consultations	Q4

Request Submission

There are three methods of submission, please select one method by which to submit your request

Email the completed and signed form to proposals@dplh.wa.gov.au (or)

Post the completed and signed form to "Proposal – Crown land enquiry",
Department of Planning, Lands and Heritage,
Locked Bag 2506
PERTH WA 6001 (or)

Hand deliver the completed and signed form to:
Level 2
140 William Street
PERTH WA 6000

**For assistance completing this form please contact the Department of Planning, Lands and Heritage on
(08) 6551 8002 or 1800 735 784 (Country callers only)**

Q2. What are the details of the Crown land subject to this request?

Land Details *(list all applicable land details)*



Land details can be accessed through Landgate.

Queries on using Landgate services can be directed to its Customer Service Centre on (08) 9273 7373 or by email to customerservice@landgate.wa.gov.au

	Title (Vol/Folio)	Lot Number	Survey Number	Parcel identification number (PIN) <i>(if available)</i>
1				
2				
3				
4				
5				

Street Address *(list all applicable addresses)*



A map with coordinates and address can be obtained by using Landgate's Map Viewer <https://www.landgate.wa.gov.au/bmvi/app/mapviewer>

	House/Unit Number	Street/Road Name	Locality/Suburb	Postcode
1				
2				
3				
4				
5				

Reserve Number/s <i>(if applicable)</i>	
---	--

General/Other Information

(Example: coordinates, nearest road or crossroad)

**Please attach maps showing all the land records involved in your request.
If not attached, your request is incomplete and may be returned to you.**



Terms and Conditions

By submitting a Crown land request, you understand and agree that:

The information provided is complete, true, accurate and correct to the best of my knowledge and belief.

The Department of Planning, Lands and Heritage (the department) may seek additional information from the applicant, customer or third party/ies that may assist in assessing the request. For that purpose the department may be required to release information submitted in this request to other agencies or parties or to seek further information from third parties or other agencies/departments. If any information supplied in this request contains confidential information or information subject to commercial in confidence, it is the responsibility of the customer to clearly identify that material and the nature of the confidentiality and to obtain permission to refer to that confidential or commercial material in the request form. If no confidentiality is indicated the department reserves the right to provide the information to third parties or other agencies/departments if required.

If the department supports a grant of tenure following assessment of the request, and the applicant chooses to proceed, the applicant is responsible for the payment of all costs and disbursements associated with the grant. These costs may include, but not be limited to:

- costs of negotiating and compensating native title parties and other existing land holders;
- applying for and approval of other statutory requirements;
- purchase price, lease rental, easement or license fees;
- survey and plan preparation costs;
- registration and document preparation fees; and
- GST on any of the above.

The department will not be liable for delay and/or costs borne by the applicant and/or customer through submission of this request, or in providing additional information that is required so the department can assess the request, as a result of any refusal to grant the request or to grant it on conditions that are unacceptable to the applicant and/or customer. The department has a duty to consider requests relating to Crown land in the best interests of the State.

It is the responsibility of the applicant to seek and obtain all approvals, licences, insurances and permits relating to the request and to comply with all terms and conditions of those approvals, licences, insurances and permits. The department is not responsible for obtaining any approvals for, or in connection with, this request, except for any required to be obtained by the department under any written law.

The applicant acknowledges that the provision of funding evidence in the form of a bank guarantee or other financial substantiation of the request may be required, and that insurance and indemnity arrangements may be further required to satisfy the department, dependent on the assessment of each request.

The applicant and/or customer shall indemnify the State, the Minister for Lands and the department from and against all claims, demands, actions, suits, proceedings, judgements, damages, costs, charges, expenses and losses or any nature whatsoever in connection of and with respect to the grant of any licence. The department shall have no liability in respect of or arising from any mishap, accident or misadventure in relation to any activity undertaken in relation the grant of any licence. The applicant and/or customer is responsible to have in place and to implement all necessary emergency risk management and response procedures.

The submission of this request does not in itself grant any right to access Crown land, and the department reserves the right to decline assessing the request in detail, to grant the request subject to conditions, or not to grant the request.

If you agree to accept these terms and conditions, selecting the 'Yes, I have read and agree with the above Terms and Conditions' and the submission of this request will demonstrate your acceptance of these terms and conditions.

If you do not agree with these terms and conditions, you must not submit a request.

If you have any questions regarding these terms and conditions, phone (08) 6551 8002 or email proposals@dplh.wa.gov.au prior to proceeding.

Yes, I have read and agree with the above Terms and Conditions

Name of Applicant		Date	
Position			

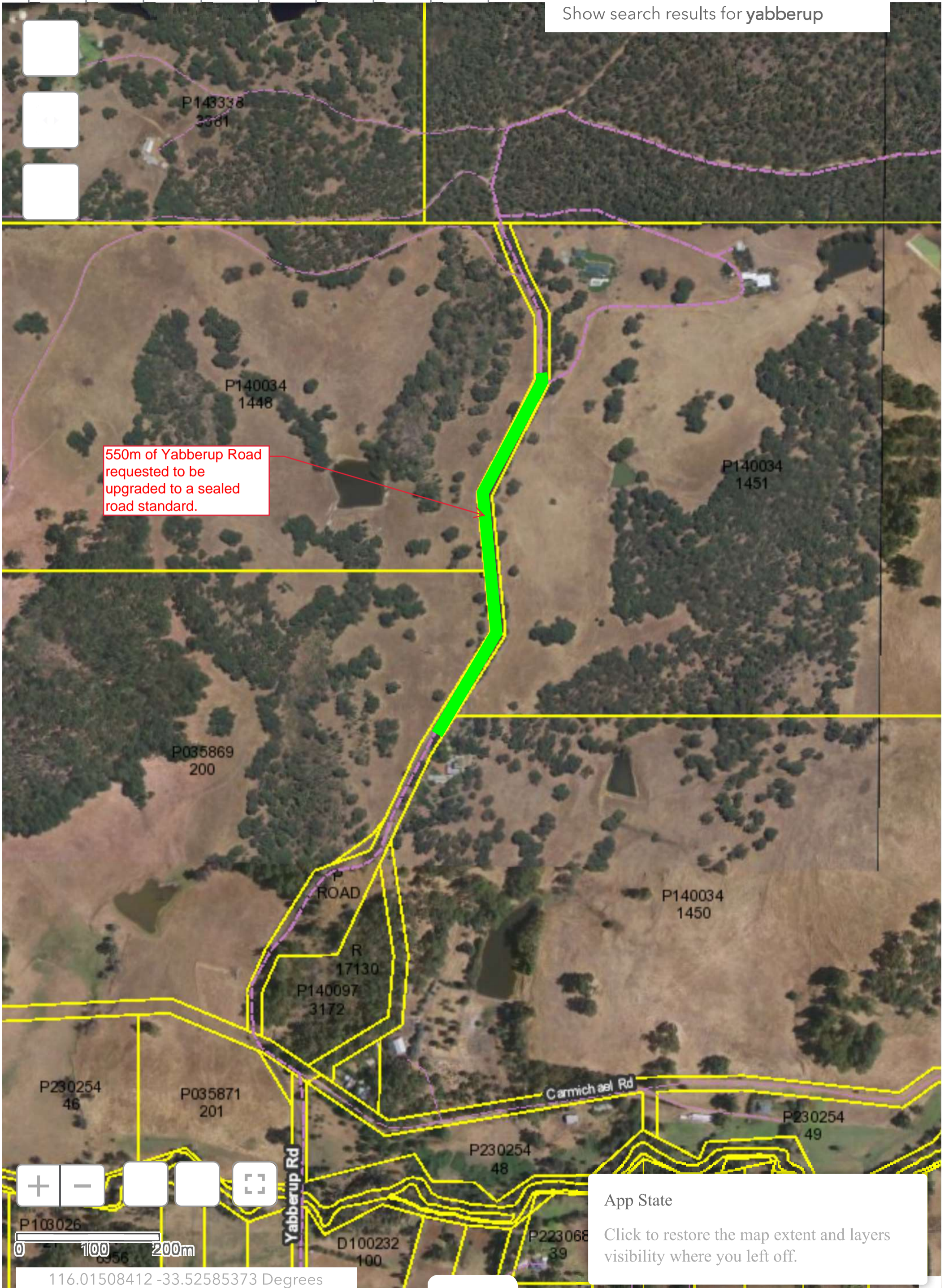


OFFICE USE ONLY

Method of Receipt		Information Received		Response	
<input type="checkbox"/> Email		<input type="checkbox"/> Sufficient		<input type="checkbox"/> Acknowledgement of receipt letter	
<input type="checkbox"/> Letter		<input type="checkbox"/> Insufficient		<input type="checkbox"/> Further information required letter	
<input type="checkbox"/> Fax					
<input type="checkbox"/> Hand delivered					
<input type="checkbox"/> Other					
Date Received		Date Reviewed		Date Sent	
Objective ID		Officer's Name		Objective ID	
Comments					



Show search results for yabberup



550m of Yabberup Road requested to be upgraded to a sealed road standard.



116.01508412 -33.52585373 Degrees

App State

Click to restore the map extent and layers visibility where you left off.



SHIRE OF DONNYBROOK BALINGUP



UNSEALED ROADS UPGRADE PLAN

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3. The Challenge Ahead.....	4
4. Assessment and Prioritisation Process	5
5. Project Validation.....	6
6. Contributions	7
7. Design Standards.....	7
8. Unsealed Road Management.....	7
9. Unformed Roads	8
10. Unsealed Road Program of Works.....	8
11. Acknowledgements.....	8

Executive Summary

Expectations of the public regarding the level of service provided by the road network are increasing. This includes both long term and new residents. Unsealed roads are often seen as being not acceptable, due to concerns such as dust nuisance, corrugations, loose material, environmental issues and safety.

The Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan (Plan) has been developed in response to a Council request to undertake an investigation to develop a suitable process for determination and validation of the highest priority unsealed roads for upgrading, and to then develop a program of works to address the highest priority roads. The process was to include consideration of a range of factors such as road use, strategic significance, crash history, network connectivity etc.

The total length of the Shire of Donnybrook Balingup's (the Shire) road network is approximately 680kms, with 290kms of sealed roads and 390 kms of unsealed roads. The unsealed road network generally comprises of roads which provide a variety of functions and typically carry a range of daily traffic volumes of between 10 and 150 vehicles per day.

This assessment and prioritisation process was developed involving a range of road characteristics and function criteria. Each road was assessed against these criteria and scored, a weighting was applied to each score relevant to its importance and the weighted scores added to provide an overall score for the road. The roads were then ranked in order of overall scores. This process was refined through a number of iterations and trial assessments of selected roads of varying hierarchy.

Assessment of the Shire's unsealed road network has been undertaken for approximately 65kms of the total 390kms of unsealed roads. Assessment of the remainder of the unsealed roads is progressively being undertaken.

The assessment and prioritisation process has been utilised to develop an indicative program of works for the upgrading of approximately 1km of unsealed roads based on highest priority and a budget commitment of up to \$250,000 per year. Upgrading of more than 1km would involve a significant increase in funding. Roads that are eligible for external funding may be delayed, or brought forward, in the program of works as external funding is sourced.

Each year the priority list of unsealed roads will be reviewed and the program of works amended. The first year of the program of works will be submitted annually through the Council budget process, and the program of works will be updated annually in accordance with budget outcomes. The remaining years of the program of works are indicative only and subject to confirmation each subsequent year, however the program of works provides Council and the community a strong indication as to the status of individual roads and their likely timing for upgrading.

1. Introduction

The Shire of Donnybrook Balingup Unsealed Roads Upgrade Plan (Plan) sets out the strategic planning for the upgrading of the unsealed road network.

Council requested officers develop a plan and assessment methodology for the upgrading of unsealed roads, based on a defined prioritisation process. The outcome of the review was that, of the 390kms of unsealed roads, approximately 1km per year could potentially be considered for upgrading.

The prioritisation process was to include consideration of a range of factors such as road use, strategic significance, crash history, network connectivity etc.

This Plan outlines Council's unsealed road network, the assessment and prioritisation process, unsealed road management and presents an indicative program of works for upgrading the highest priority unsealed roads.

2. Road Network

The Shire of Donnybrook Balingup's (the Shire) road network currently comprises a total length of approximately 680kms with 290kms of sealed roads and 390kms of unsealed roads.

The unsealed roads are primarily located within rural areas with some minor lengths of unsealed roads within townsites.

Roads which comprise the Shire's road network are classified in accordance with the Main Roads Western Australia Road Hierarchy for Western Australia.

Unsealed roads are typically located in rural areas and generally comprise of the lower hierarchy roads as follows:

Hierarchy	Purpose	Approximate Daily Traffic Volumes
Local Distributor	Movement of traffic within local areas and connect access roads to higher order Distributors.	1-6,000
Access Road	Provision of vehicle access to abutting properties.	1-3,000

3. The Challenge Ahead

Expectations of the public regarding the level of service provided by the road network are increasing. This includes both long term and new residents. Unsealed roads are often seen as not being acceptable, due to concerns such as dust, corrugations, loose material, environmental issues and safety.

Based on current construction costs, it is anticipated the Annual Budget will allow for the upgrading of approximately 1km of unsealed road each year. With this current level of expenditure it will take many years to upgrade most of the unsealed roads in Council's road network, and the majority of gravel roads will remain unsealed due to both the cost of upgrades and the lack of traffic volumes to justify an upgrade.

An important part of the unsealed roads upgrade strategy, is to continue to include provision for appropriate management of those roads which, in terms of their priority for upgrade, will not be sealed for many years, if ever. Council currently undertakes routine and programmed maintenance of unsealed roads and it is critical this maintenance continues.

4. Assessment and Prioritisation Process

Council receives many requests to upgrade the existing unsealed road network. Whilst it may be desirable to upgrade some of the unsealed roads across the region, it is considered that Council should utilise available funding on upgrading roads that are of the highest priority.

The prioritisation process involves consideration of the following criteria.

- Traffic volumes

How many vehicles per day utilise the section of road? (Measured via automatic traffic counters)

- School bus route

Is this section of road on a school bus route?

- Crash history (Last 5 Years)

How many reported crashes have occurred on this section of road in the last 5 years? (Obtained from MRWA Crash Analysis Reporting System)

- Strategic significance

What is the strategic significance of this section of road and does the section of road link to tourist attractions or facilities?

- Existing road geometry

What is the existing geometry characteristics of this section of road?

- Environmental Impact

What is the environmental impact of upgrading this section of road (i.e amount of clearing of vegetation)?

- Network significance

Does this section of road provide network connectivity to other roads and is the section of road on the RAV Network?

- Residential dwellings and Commercial businesses

How many residential dwellings and commercial businesses are on this section of road?

Each criteria is scored, from 0 to 5, a weighting applied to each criteria score and then the weighted scores are added to provide an overall score for the road. Roads are then prioritised by the total score.

Details of the Criteria, Scores and Weightings are attached as Appendix 1.

The criteria was determined through consultation with Councillors, and Shire staff. The weightings were developed via a number of iterations and trial assessments of a number of unsealed roads of varying hierarchy.

For assessment purposes, unsealed roads are segmented into sections, which are defined by intersections. This methodology of segmenting roads is consistent with asset management practices for managing roads.

Assessment of Council's unsealed road network has been undertaken for approximately 65kms of the total 390kms of unsealed roads. This initial 65kms was identified through workshops with Council, engineering and road maintenance officers.

An assessment of the remainder of the unsealed roads is progressively being undertaken.

5. Project Validation

Use of the assessment and prioritisation process has enabled projects to be ranked in order of priority.

The development of an indicative program of works is dependent on the adoption of estimated construction costs and any opportunities for external sources of funding.

An indicative program of work has been prepared on the basis of current estimated average costs, in the range of approximately \$200,000 to \$250,000 per kilometre. It should be noted that actual construction costs may well be less or greater than the average rate depending on the characteristics of the particular site.

These preliminary scoping estimates for each project need to be validated prior to submission of the projects to Council for funding consideration each year.

It is proposed that this will entail an initial site inspection and assessment by experienced design and construction staff.

The assessment would include consideration of the existing horizontal and vertical alignment of the road and whether the desired width of a two lane road can be achieved.

It would also include consideration of the depth and strength of the existing gravel or subgrade, presence of significant vegetation and road side hazards.

It is proposed that validation of projects proposed for funding in the first 2 years of the program of work be progressively undertaken over the next 12 months.

6. Contributions

From time to time, Council is approached by private parties to either upgrade an unsealed road at their cost or to provide a contribution towards the cost of the upgrade.

In the first case, Council has agreed to this on a number of occasions, subject to the works being designed and constructed to current standards.

This is a similar process to a road being constructed as part of a development. It is considered that this practice should continue as opportunities arise. In the second case, it may be appropriate for Council to consider bringing the construction of a project forward as a result an external funding offer. Each application should be assessed on its merits and be subject to an investigation and report to Council, consistent with the relevant Shire policies.

7. Design Standards

Roads must be designed to provide safe travel at an adopted design speed, taking into account the expected volume of traffic. Designs are often required and must be prepared in accordance with relevant engineering standards, such as Main Roads WA and Austroads Guide to Road Design specifications.

The upgrading and sealing of roads may increase the speed of vehicles due to the improved surfacing of the pavement and the removal of weather effects on gravel pavements such as scouring, corrugations etc. If the trafficable width, horizontal and vertical alignment of the road, and the roadside clear zones are not appropriate, this increase in vehicle speed may compromise the safety of road users.

8. Unsealed Road Management

Unsealed roads are maintained in accordance with Council's typical procedures and budget allocations. Gravel re-sheeting to specific sections of road also occurs when programmed within annual budget allocations.

Properly formed and maintained, with appropriate levels of traffic, an unsealed road will perform well.

Dust nuisance to residences adjacent to unsealed roads does occur from time to time and is exacerbated in times of dry weather and by the volume and speed of passing traffic. Council has an ongoing interest in exploring possible alternative treatments that may improve dust suppression and the overall condition of unsealed roads. If such treatments are found to be successful in the future, it is anticipated that they could be utilised on roads which are not ranked as high priorities for upgrading.

Unless a private contribution is obtained, Council does not consider it appropriate to seal short lengths of unsealed roads adjacent to residences to reduce dust nuisance for the following reasons;

- there are a large number of such locations across the Shire
- it is inefficient to undertake upgrading of short sections of roads

- the practice does not accord with the prioritisation process which has been developed
- undertaking such works would reduce the available funding for upgrading of higher priority roads

9. Unformed Roads

There is increasing pressure from the community to include some unformed roads in Council's road network. These are roads which Council has not previously accepted responsibility for maintenance, due to the low standard of their construction.

Generally these unformed roads provide access to one or two properties only and are essentially farm tracks.

Many of these unformed roads traverse steep or low lying areas with little or inadequate drainage structures and are usually formed of low strength local materials.

Acceptance of unformed roads into Council's road network will expose Council to the risk of significant expenditure to bring them up to a reasonable standard which can be maintained.

10. Unsealed Road Program of Works

An indicative program of works for the upgrading of unsealed roads has been developed on the basis of an annual funding allocation of up to \$250,000 which would enable approximately 1kms of road to be upgraded. The program has been developed using the assessment and prioritisation process on sections of gravel roads. A copy of the program is attached as Appendix 2.

The program has been developed on the basis of sections of roads which have been assessed and prioritised to date. These sections total approximately 65kms of the total 390km of unsealed roads.

Due to funding limitations, it may take many years to complete the upgrading of an unsealed road and may result in the entire length of road not being included in the program of works.

Whilst it is considered that the majority of the potential higher priority roads have been included, it is likely that some roads of a high priority will be identified as the assessment of the remainder of the unsealed roads progresses as requests are received.

Each year the priority list of unsealed roads will be reviewed and the indicative program of works amended. The first year of the program will be submitted for adoption by Council and the following years are indicative only and subject to change.

11. Acknowledgements

The Shire of Donnybrook Balingup (the Shire) wishes to thank the Sunshine Coast Council for allowing the Shire to utilise the "Sunshine Coast Council Unsealed Roads Upgrade Plan" to assist with the development of this document.

The Shire wishes to thank all contributors and stakeholders involved in the development of this document.

Appendix 1

Prioritisation Model

<u>Criteria</u>	<u>Score</u>	<u>Description</u>	<u>Weighting</u>
Traffic Volumes <i>How many vehicles per day utilise the section of road? (Measured via automatic traffic counters)</i>	5	>125	15
	4	100-125	
	3	75-100	
	2	50-75	
	1	25-50	
	0	<25	
School Bus Routes <i>Is this section of road on a school bus route?</i>	5	Yes	10
	0	No	
Crash History (Last 5 Years) <i>How many reported crashes have occurred on this section of road in the last 5 years? (Obtained from MRWA Crash Analysis Reporting System)</i>	5	>8	15
	4	7-8	
	3	5-6	
	2	3-4	
	1	1-2	
	0	0	

<p style="text-align: center;">Strategic Significance</p> <p><i>What is the strategic significance of this section of road and does the section of road link to tourist attractions or facilities?</i></p>	5	Through road, 2 or more tourist attractions or facilities	15
	4	Through road, 1 tourist attractions or facilities	
	3	Through road, no tourist attractions or facilities	
	2	No through road, 2 or more tourist attractions or facilities	
	1	No through road, 1 tourist attraction or facilities	
	0	No through road	
<p style="text-align: center;">Existing Road Geometry</p> <p><i>What is the existing geometry characteristics of this section of road?</i></p>	5	Good horizontal and vertical alignment and >6m width	10
	4	Poor horizontal or vertical alignment and >6m width	
	3	Good horizontal and vertical alignment and 5-6m width	
	2	Poor horizontal or vertical alignment and 5-6m width	
	1	Good horizontal and vertical alignment and <5m width	
	0	Poor horizontal or vertical alignment and <5m width	
<p style="text-align: center;">Environmental Impact</p> <p><i>What is the environmental impact of upgrading this section of road?</i></p>	5	None	15
	4	Minor Vegetation Removal (<25% of the length of road requires vegetation removal)	
	3		
	2	Moderate Vegetation Removal (25-50% of the length of road requires vegetation removal)	
	1		
	0	Extensive Vegetation Removal (>50% of the length of road requires vegetation removal)	

<p>Network Significance</p> <p><i>Does this section of road provide network connectivity to other roads and is the section of road on the RAV Network?</i></p>	5	Links 2 or more existing sealed roads and on the RAV Network	10
	4	Links 2 or more existing sealed roads	
	3	Extends the existing sealed network and on the RAV Network	
	2	Extends the existing sealed network	
	1	Isolated sealed road and on the RAV Network	
	0	Isolated sealed road	
<p>Residential Dwellings and Commercial Businesses</p> <p><i>How many residential dwellings and commercial businesses are on this section of road?</i></p>	5	>11	10
	4	7-10	
	3	4-6	
	2	1-3	
	1	0	

Appendix 2
Unsealed Road Program of Works

Damien Morgan

From: Damien Morgan
Sent: Tuesday, 8 February 2022 4:41 PM
To: fernwood@westnet.com.au
Subject: OCOR52878 - Request to Upgrade a Section of Yabberup Road
Attachments: 4.28 Request for Upgrades or Expansions of Council Assets.docx.pdf; Extent of Requested Upgrade.pdf

SynergySoft: OCOR52878

Good afternoon John and Dale,

Thank you for contacting and meeting with the Shire of Donnybrook-Balingup regarding your request to extend the seal from the existing end point on Yabberup Road, for a length of 550m to your driveway entrance.

As discussed, the Shire does not currently have any plans to seal this section of Yabberup Road.

The Shire does however have an Engineering Policy where in general it outlines that:

- An applicant may request Council to consider undertaking upgrade works on a low priority project, subject to the requesting party contributing at least 50% towards the cost of the works, along with satisfying several other criteria.

Attached is a copy of this policy for your reference. Please be aware this Policy is currently under review and may be subject to change in the future.

As you outlined following these discussions that you are still interested in continuing to progress this matter in accordance with the policy, the Shire outlines the following:

- The minimum required standard for the upgrade of this section of road to a sealed standard, would be to achieve a 6m wide seal (2 coats), with suitable gravel shoulders.
- The estimated cost for the Shire to undertake this work for the requested 550m is \$135,000, which makes allowance for
 - Preliminaries, pre-planning, and site establishment
 - Traffic management
 - Supply and delivery of suitable gravel road base
 - plant and labour costs for the upgrade works
 - 1st coat seal: and
 - 2nd coat seal, to be installed a minimum of 12 months after the 1st coat is applied.

As Councils contribution towards these requested low priority road projects is typically limited to \$50,000, to minimise the impact on the Shires delivery of prioritised project works, it is considered that a contribution in the order of \$85,000 would be required for Council to consider this project for inclusion into an annual works program.

If you would still like to proceed with your request to Council in accordance with what is outlined above, the following would be applicable:

- Written confirmation that you agree to the Shires Engineering Policy criteria.
- Written confirmation that you agree to contributing \$85,000 towards the cost of the project, with full payment being received by the Shire prior to any works for the project commencing, including pre-planning. Note that the timing of the works will be dependent on this requirement.
- Written confirmation that you acknowledge that if supported, the Shire contribution for the financial year that the upgrade works are to be undertake is \$35,000, with the Shire to allocate a further \$15,000 in the following financial year for 2nd coat seal.

- Written confirmation that you will agree to allowing the Shire to access water from a suitable dam for the project and establish a suitable lay down area on your property for project plant and materials during construction at no cost to the Shire.
- Noting our discussions that you would like the works to be undertaken early in the 2022/23 financial year if they are supported, the Shire requires written acknowledgement that you understand that the timing of these works will be dependant on the Shires overall priorities and may be subject to change by the Shire.
- Witten acknowledgement that if for whatever reason the project does not proceed to full delivery, the Shire is only responsible for the return of any unspent externally contributed project funds, not used for its delivery to that point of time.

If you would like any further clarification on the above, please contact me to arrange a meeting, or provide your responses to the above to allow this request to be further considered and progressed.

Regards

Damien Morgan
MANAGER WORKS & SERVICES



Landfill is the last resort.

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wastesorted.wa.gov.au



Shire of Donnybrook Balingup
Cnr Bentley & Collins Street, Donnybrook WA 6239 – PO Box 94 Donnybrook WA 6239
T: (08) 9780 4200 **DIRECT:** (08) 9780 4211 **MOBILE:** 0438 204 286
E: damien.morgan@donnybrook.wa.gov.au W: www.donnybrook-balingup.wa.gov.au



OUR VISION: A proud community enjoying our rural lifestyle, cultural heritage and natural environment.

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THINK BEFORE YOU PRINT. PLEASE CONSIDER OUR ENVIRONMENT BEFORE YOU PRINT THIS EMAIL.

Damien Morgan

From: Fernwood <fernwood@westnet.com.au>
Sent: Monday, 28 February 2022 12:36 PM
To: Damien Morgan
Cc: Fernwood
Subject: Upgrade Road

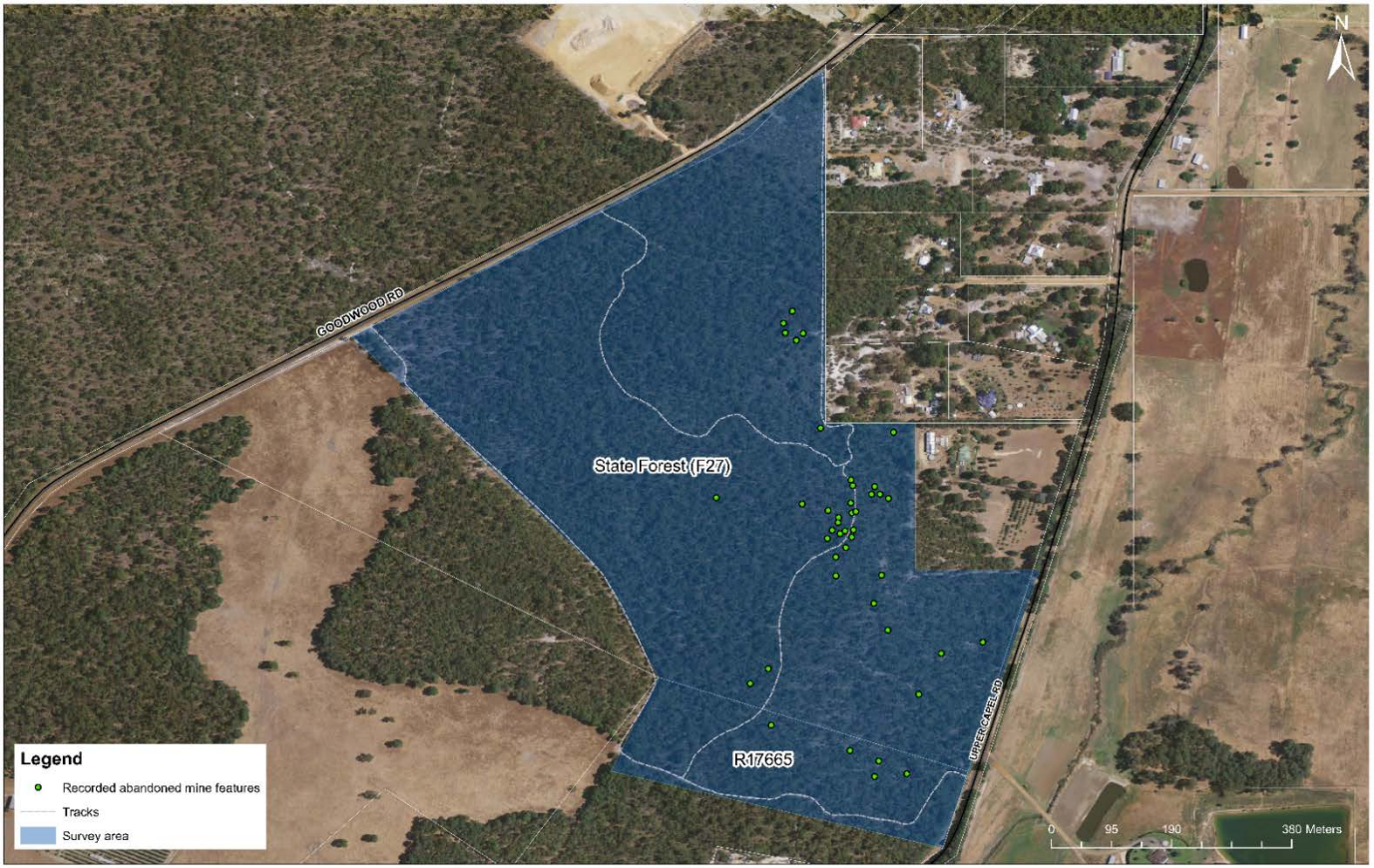
Good afternoon Damian,

Thankyou for your time.

- 1 We wish to proceed as outlined (in email dated 8 February 2022) and have the matter presented to Council for approval please.
2. Our request is to extend the sealed road from the existing end point on Yabberup Road, Yabberup for the Length of 550m to our driveway entrance please.
3. Please consider upgrading works due to the amount of dust that is created by passing traffic.
4. We are of mature age (husband) 82 who suffers with Asthma.
5. We have moved down to Yabberup from Orange Springs, WA where we owned a farm on the Moore River, Bred Black Angus Stud and won first prizes in the Royal Show . We have always admired this area and moved in October last year.
6. We are happy to contribute to at least 50% of the cost towards the works along with satisfying several other requirements to aid this task .
7. We confirm and Agree to the Policy Criteria . Written Confirmation and Agree to contributing up to \$85,000 towards the cost of the project with full payment to the Shire when required.
8. We also request that should the project come under the estimate that we be refunded unspent funds.

May we take this opportunity to thank you for the hard work that the Shire continues to complete and we look forward to hearing from you.

Yours sincerely
Mr and Mrs J & D Jansen
160 Yabberup Road
Yabberup WA
0428921794



Legend

- Recorded abandoned mine features
- Tracks
- Survey area



0 95 190 380 Meters



Department of **Planning,**
Lands and Heritage

Your ref:
Our ref: P26383, P26360
Enquiries: Kelly Fleming / 6551 8002

Mr Ben Rose
Chief Executive Officer
Shire of Donnybrook Balingup
shire@donnybrook.wa.gov.au

Dear Mr Rose

Government Heritage Property Disposal Process
P26383 Donnybrook Goldfield [incl. P26360 Donnybrook Gold Mining Area,
West of Upper Capel Rd, Argyle Forest Block/Boyanup State Forest]

This letter is to advise you that the place known as *P26360 Donnybrook Gold Mining Area, West of Upper Capel Rd, Argyle Forest Block/Boyanup State Forest* was recently referred to the Department of Planning, Lands, and Heritage, under the provisions of the Government Heritage Property Disposal Process (GHPDP).

After careful consideration of a preliminary review I have determined, as the delegate of the Heritage Council, that while *P26383 Donnybrook Goldfield [incl. P26360 Donnybrook Gold Mining Area, West of Upper Capel Rd, Argyle Forest Block/Boyanup State Forest]* may have some cultural heritage value, it is unlikely to have the cultural heritage significance required to meet the condition for entry in the State Register under section 38 of the *Heritage Act 2018*, and therefore does not warrant a full assessment. A copy of the preliminary review is enclosed for your information.

You may wish to consider whether this place meets the threshold for inclusion in your Local Heritage Survey (formerly known as a Municipal Heritage Inventory or MHI) when it is next revised.

If you would like to discuss this decision, please contact Principal Heritage Officer Kelly Fleming, at the Department of Planning, Lands and Heritage on (08) 6551 8002.

Yours sincerely

Ben Harvey
Executive Director Heritage Services
Enc.

27 July 2020



**HERITAGE
COUNCIL**
OF WESTERN AUSTRALIA

PRELIMINARY REVIEW

HCWA Place No.	P26383
Place Name Other name(s)	Donnybrook Goldfield
Location/street address	A triangular shaped area stretching from the southern end of the current Donnybrook Townsite, down to approximately current-day Byron and Torridor Roads.
Land description	As above

Owners	Various private and State Government
---------------	--------------------------------------

Local Government	Shire of Donnybrook-Balingup
Local Heritage Survey (formerly known as a Municipal Heritage Inventory or MHI)	Not Included in LHS/MHI

OTHER LISTINGS/REFERENCES
Statutory
Aboriginal Site (<i>under Aboriginal Heritage Act 1972</i>) – ID19795 Preston River (Registered Site) Heritage List (Local Government Planning Scheme) - No National Heritage List – No Commonwealth Heritage List – No
Non-Statutory
Other Heritage Place (<i>under Aboriginal Heritage Act 1972</i>) - ID24402 Mill Brook; ID17976 Donnybrook Campsite; ID28187 Ngalan Mia [Our Place]; ID5820 Donnybrook Classified by the National Trust – P12243 Old Donnybrook Goldfield (Trigwell's Farm) Register of National Estate - No

VALUES
<ul style="list-style-type: none">The place represents the only gazetted goldfield in the south west of the State which to some degree prosperous during the c.1890 gold rush era

- The place has the potential to yield information about the mining techniques, and lives of the miners in the South West of Western Australia

PHYSICAL EVIDENCE

Summary

Date/s of Construction	c.1897-1904; c.1935
Architectural Style	N/A
Original Use	Gold mining
Current Use	Nil

Description of the Place

The Donnybrook Goldfield comprises scattered mining shafts of varying extents and depths. Some of the shafts have in-situ timber stoping but the images do not show any above-surface fabric such as poppet heads, winding mechanisms or other machinery. However, a number of web reference to Old Goldfields Farm and Hunter's Venture in Donnybrook do suggest some mining equipment may remain extant, some of which has been incorporated into farm stays, cafes or other tourism ventures. Some of these are also noted as being reconstructions.¹ In addition, the information about the goldfields suggests that many of the miners lived on the leases so there is likely to be remnant archaeological material relating to these settlements, such as tent pads, refuse, and other remnant fabric.

DOCUMENTARY EVIDENCE

Significant Associations	Architect: Not applicable Builder: Not applicable Owners: Various Other: Modest Maryanski; W.G. Brookman
---------------------------------	---

The first occupants of the Donnybrook area, collectively referred to as Nyungar, are from the Kaneang (Kaniyang) Nyungar language group.² Archaeological dating evidence suggests occupation of the wider South West region of Australia commenced at least 47,000 years before present.³ This way of life began to be disrupted with the arrival of European colonists.

The first European settlers in the Donnybrook region were a group of Irish men and their servants who established a farm approximately one kilometre north of the present Donnybrook townsite in 1842.⁴ The endeavour was short-lived however, with failed attempts at breeding horses, cattle and sheep resulting in the settlement being abandoned by 1843.⁵ Other settlers moved into the area after 1850, with a focus on the Preston River and the region saw continuous occupation from this period.⁶

¹ Donnybrook Goldfield (Hunters Venture mine), Donnybrook-Balingup Shire, Western Australia <https://www.mindat.org/loc-251520.html>. Accessed 25 March 2020.

² AusAnthrop: research. Resources & documentation. AusAnthrop Australian Aboriginal tribal database. Accessed 20 February 2013. http://www.ausanthrop.net/resources/ausanthrop_db/detail.php?id_search=204

³ Goode, B & Harris, J. An Aboriginal Heritage Survey of the Proposed Shotts Industrial Estate: Collie Western Australia, 2009. p. 38.

⁴ Frost, A.C. (1976) Green Gold: A History of Donnybrook WA, 1842 to 1974. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p. 1.

⁵ Frost, A.C. (1976) Green Gold: A History of Donnybrook WA, 1842 to 1974. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p. 2.

⁶ HCWA Assessment Documentation for P727 Donnybrook Post Office. p. 3.

Report Created: March 2020

Report Amended:

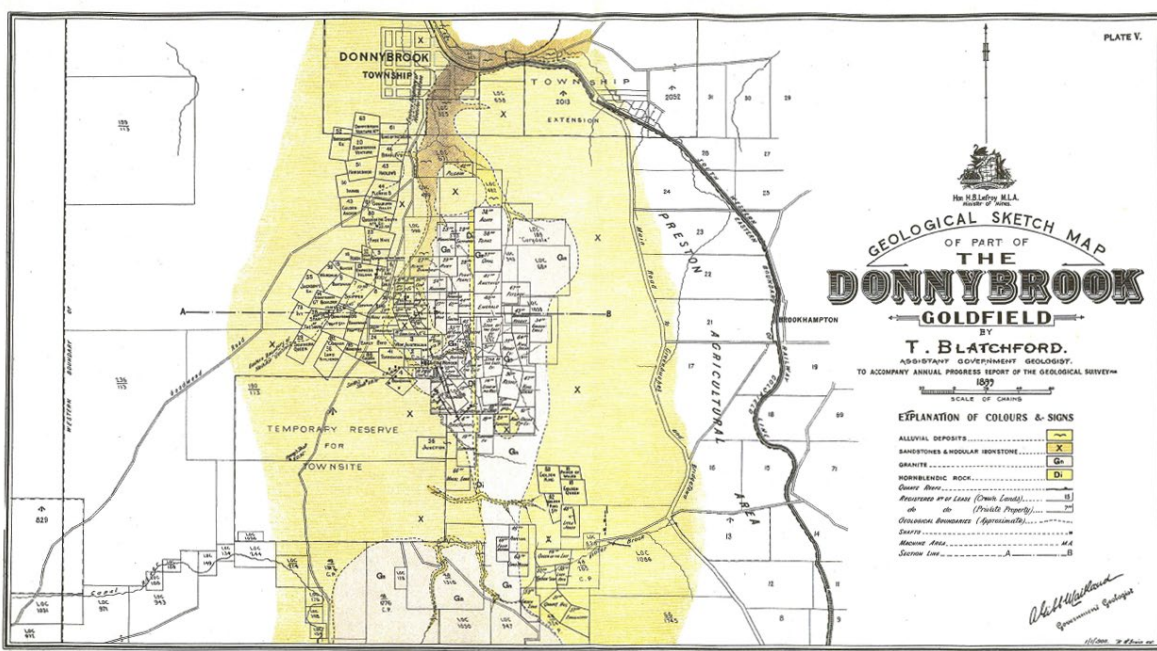
Heritage Council Decision:

In 1893 the Boyanup-Donnybrook railway line was opened and in 1896-98 the line was extended to Bridgetown.⁷ The townsite of Donnybrook was gazetted on 12 October 1894.⁸ Although there were attempts to find gold in the south west region in the 1870s and 1880s, these proved unsuccessful and a 'salting'⁹ episode in Dandalup had made some people dubious about the potential for gold in the south west of WA.¹⁰

However, gold was eventually found in 1897, about four kilometres south west of the Donnybrook townsite.¹¹ These finds, attributed to R. L Hunter, attracted further prospectors to the area and a number of claims were pegged.¹² At the end of 1898 Assistant Government Geologist Blatchford visited the field to investigate the mining operations to determine whether it should be proclaimed a goldfield.¹³ A further report on the field the following year suggests its prospects were relatively positive.¹⁴

A shaft was dug and a reef located which yielded 25 tonnes of ore which returned 56 grams to the tonne. This resulted in a rush and August 1899 saw an influx of people coming to the town, including some notable names such as W.G. Brookman, Mayor of Perth, who was one of the larger lease holders on the field.¹⁵

As prospecting continued there were calls for the area to be declared a goldfield, and on 17 November the Donnybrook Goldfield was gazetted, to take effect from 27 November 1899.¹⁶ The Warden for the Greenbushes tin field was given jurisdiction over Donnybrook. The map of the goldfield included a site for a town indicating the optimism for the field.¹⁷



7 HCWA Assessment Documentation for P5012 Donnybrook Railway Precinct. p. 5.
 8 HCWA Assessment Documentation for P727 Donnybrook Post Office. p. 4.
 9 The practice of scattering gold or silver ore from a productive mine in an unproductive one, or its samples, to give the impression it will be productive to potential purchasers or inventors. *West Australian*, Saturday 6 May, p.10.
 10 Frost, A.C. (1976) Green Gold: A History of Donnybrook WA, 1842 to 1974. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.55.
 11 Frost, A.C. (1976) Green Gold: A History of Donnybrook WA, 1842 to 1974. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.56-57
 12 Blatchford, T (1899) Geological Survey Annual Report, 1899.
 13 Blatchford, T (1900) Geological Survey Annual Report, 1900.
 14 Frost, A.C. (1976) Green Gold: A History of Donnybrook WA, 1842 to 1974. Donnybrook Balingup Shire Council, Donnybrook Western Australia. P.56-57.
 15 *Government Gazette* No. 56, 17 November 1899. 3774.
 16 Frost, A.C. (1976) Green Gold: A History of Donnybrook WA, 1842 to 1974. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.59.

Report Created: March 2020

Report Amended:

Heritage Council Decision:

Blatchford, T (1899) Geological Sketch Map of part of the Donnybrook Goldfield. Annual Progress report of the Geological Survey.

Yields generated some interest and Polish geologist and mining engineer Modest Maryanski came to the field, eventually taking up the majority of the profitable leases in the area,¹⁸ and floating a large English Company with German financing known as Donnybrook Goldfields Ltd. with the Queen of the South being its most prosperous lease.¹⁹

By 1900 almost 318 tonnes of ore had been extracted which yielded 1,398 grams of gold (494 ounces). However, the town's fortunes waxed and waned, and the road to the goldfield remained in a poor state. In July the Minister for Mines H.B Lefroy visited the field and promised government assistance and by November a public battery had been opened.²⁰

In early 1903 the Donnybrook goldfield still appeared to be progressing well. However a visit to the field later that same year by Dr P. Krusch, a geologist and professor of mining from Berlin, appears to have been its death knell.²¹ Dr Krusch's report was unfavourable and by July 1904 Donnybrook Goldfields Ltd. was wound up.²² Mines Department records suggest that approximately 950 ounces of gold was won from the Donnybrook goldfield between 1898 and 1905.²³

With the construction of the Donnybrook-Katanning railway line, Donnybrook became a junction station with further extensions from Bridgetown to Jardee in 1911 and Pemberton in 1914.²⁴ Donnybrook continued to develop with a number of timber mills established in the district. The rail network allowed access to more distant markets. The fruit growing industry in the Donnybrook region also expanded during this period.²⁵

The gold mines were reworked in 1935 but after some initial excitement the field again was deserted, though another 102 ounces were reportedly extracted.²⁶

Further exploration occurred in the 1980s with a consortium undertaking a reconnaissance drilling program. This does not appear to have resulted in the goldfield being further developed.²⁷

COMPARATIVE INFORMATION

A search of the Historic Heritage database indicates that the following places, which represent gold mining landscapes or notable elements within a former gold mining area, are on the State Register:

- P14198 *Haley's Comet Gold Mine, Marble Bar* (1936) – significant due to the treatment and processing plant at the place being rare as a near complete example of an inter-war plant in Western Australia, whilst the buildings, equipment and elements that comprise the place are of individual significance and together form a landmark

¹⁸ *West Australian*, Thursday 3 August 1899, p.3.

¹⁹ Frost, A.C. (1976) *Green Gold: A History of Donnybrook WA, 1842 to 1974*. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.61-63.

²⁰ Frost, A.C. (1976) *Green Gold: A History of Donnybrook WA, 1842 to 1974*. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.60.

²¹ Frost, A.C. (1976) *Green Gold: A History of Donnybrook WA, 1842 to 1974*. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.66-67.

²² Frost, A.C. (1976) *Green Gold: A History of Donnybrook WA, 1842 to 1974*. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.66.

²³ Frost, A.C. (1976) *Green Gold: A History of Donnybrook WA, 1842 to 1974*. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.66.

²⁴ HCWA Assessment Documentation for P5012 Donnybrook Railway Precinct. p. 7; Gunzberg, Adrian & Austin, Jeff, *Rails Through the Bush*, Light Railway Research Society of Australia, Melbourne, 1997, pp. 206-207.

²⁵ HCWA Assessment Documentation for P727 Donnybrook Post Office. p. 4.

²⁶ Frost, A.C. (1976) *Green Gold: A History of Donnybrook WA, 1842 to 1974*. Donnybrook Balingup Shire Council, Donnybrook Western Australia. p.66.

²⁷ Register of Australian Mining, 1983-84, p.177; West Coast Holdings Limited, 'Donnybrook Prospect: Annual Report Prospecting Licence P 70/33 and Gold Mining Lease 70/243-261'. D. I. Calmers, Perth, January 1984.

Report Created: March 2020

Report Amended:

Heritage Council Decision:

gold mining industrial environment associated with the significant history of gold mining in the Pilbara in the 1930s.

- P1459 *Gwalia Townsite Precinct* (1896) - is a rare surviving example of a West Australian mining town, including a rare, cohesive group of goldfields vernacular dwellings with no infill development, which demonstrates a distinctive way of life associated with mining and prospecting. The place is significant for its association with mining operations at Gwalia between 1898 and 1963, in particular with the Sons of Gwalia mine, one of the major underground gold mines of Australia, and is indicative of the development of the Australian goldfields and the associated social conditions for miners.
- P627 *Great Fingall Mine Office (fmr)* [1902] - a unique demonstration of the combination of mine office and assay room purposely built for a prosperous mining company during Western Australia's gold boom. The growth of the town of Day Dawn was largely a consequence of the wealth produced from the Great Fingall Mine, which operated between 1898 and 1918. The mine office, the only substantial building still standing in the former Day Dawn townsite, is a reminder of the historic importance of the mine and Day Dawn in the mining of the Murchison region and it is an important reminder of the cycle of growth and decline of mining towns associated with the State's gold boom.
- P5507 *Wiluna Mine Manager's House* (1929) - a single storey mud block and timber framed residence, with roughcast render finished walls and a corrugated iron gambrel roof which was once part of a settlement which comprises ruins and archaeological sites. Constructed in 1929 as the residence for the General Manager of Wiluna Gold Mines at the period the company was making a significant contribution to the national economy producing gold and arsenic, it is one of the few substantial tangible reminders of this period of Wiluna's history. It is a rare extant example of an Inter-War mine manager's residence, and is located near the most renowned inter-war mining development in Australia.
- P3311 *King Battery* (1901) - this industrial archaeological site, containing the physical remnants of a 20-head gold processing battery and cyanide plant, is a rare example of a traditional stamp battery, a type of processing plant that has virtually disappeared from mining sites. The place includes a cyanide plant more sophisticated than those commonly built at the State batteries and the tailings wheel pillars represent the State's only surviving evidence of a type of bulk material handling that was once fairly common on Western Australia's goldfields.

The following places, most of which are associated with gold mining with the exception of Gwalia (primarily copper and lead, and one of the first mining areas in the State), are on the Heritage Council's Assessment Program:

- P4226 *Gwalia Precinct*, Northampton (1859-1913) – is a non-contiguous historic mining precinct representing some of the early attempts at exploiting WA's mineral resources, and comprising ruins, archaeological sites and a cemetery, including Gwalia Mine, Gwalia Church and Cemetery, Stone Cottages of the Gwalia Village, Stone Boundary Walls, First Railway Station Site (1879), Old Gwalia School, Second Railway Station Site (1913), and archaeological deposits at Camp Hill.
- P3690 *Old Stone Huts & Associated Mine Shafts & Workings*, Lake Austin (1895) – a mining landscape comprising dry stone random rubble ironstone huts surrounded by numerous mine shafts, ruins of industrial workings, and archaeological sites.
- P6560 *Mainland Ruins* (1897) – a mining landscape comprising various stone house ruins, archaeological sites, and foundations of mine workings.

Report Created: March 2020

Report Amended:

Heritage Council Decision:

- P16341 Kanowna Townsite (1894) – a former mining town comprising archaeological sites, an amphitheatre, fire station, and a cemetery with 50 identifiable graves.
- P16321 Broad Arrow Townsite (1896) – a former mining town comprising a railway water tower, the Broad Arrow Tavern and three Fettle's Cottages.
- P16605 Davyhurst Townsite (1900) – located south west of Menzies, the only remaining evidence of the townsite is the cemetery, which contains approx. 50 identified graves.
- P7255 Hannan's North Heritage Mine (1905) – a mining landscape comprising four headframes (only one in its original location), an ore bin, with various reconstructed buildings associated with goldmining that have been relocated to the site. The steel caged lift gives access to tourists at the 36 metre level of the mine shaft.
- P1281 Hannan Street Precinct (1890) – the streetscape of the precinct makes a valuable contribution to the townscape of Kalgoorlie and contains many fine architectural examples representative of the gold boom period.
- P16772 Kookynie Townsite (1899) – a mining town comprising the Grand Hotel, ruins of the Cosmopolitan Hotel, the Old Cosmopolitan Mining Office, ruins of the National Hotel and ruins of the Paddy Hotel. Seven kilometres north of the town is Niagra Dam.
- P2352 Sandstone Townsite Group (1906) – established as the centre for mining in the local area, the town rapidly developed with many government and private buildings being erected. The gold boom was however short lived and its population quickly declined in the 1910s and 1920s. The place comprises the National Hotel, Warden's Court and Offices (fmr), Black Range Church, Sandstone Post Office and Quarters, School Teacher's House (fmr), Police Quarters (fmr), Railway Goods Shed, and dwellings in Thaduna and Payne Street, and a Store. Rare as an extant Mid West mining town that has survived extreme periods of growth and decline, the sparse arrangement of low-scale individual elements within a flat red-dirt landscape creates an evocative visual impression of the difficulties and remoteness of Western Australian goldfields life.
- P13076 Whim Creek (1888) – an early gold mining area comprising a variety of structures and artefacts, ranging from highly degraded concrete foundations to a nearly intact pumping machine.

The above places are only representative of the many places in the State that address this theme. During the gold mining era of the late nineteenth to late twentieth-century, numerous goldfields were gazetted. The Department of Mines Annual Reports for 1899 and 1900 list 17 gazetted goldfields, some of which are still being mined today, which were associated with numerous towns and settlements.

Conclusions

The above indicates that while *Donnybrook Goldfield* is representative of the story of gold mining in Western Australia, its location in the South West of the State makes it anomalous and therefore it is not a good representative example.

SOURCES
<ul style="list-style-type: none"> • See footnotes

OTHER COMMENTS
Nil

Report Created: March 2020

Report Amended:

Heritage Council Decision:

PENDING DEVELOPMENT

The Department of Mines, Industry Regulation and Safety intends to undertake remediation work to make some of the abandoned mines in the area safe.

Report Created: March 2020

Heritage Council Decision:

Report Amended:

Your Ref: OCOR52159
Our Ref: DEP 56
Enquiries: Ben Rose



2 December 2021

Hon Bill Johnston MLA
Minister for Mines and Petroleum: Energy, Corrective Services
Level 9, Dumas House
2 Havelock Street
West Perth WA 6005

Dear Minister

RE: ABANDONED MINES PROGRAM – DONNYBROOK SHAFTS

We write to bring to your urgent attention plans by your Departments' Abandoned Mines Program to remediate by backfilling 10 historic features within the 120 year old Donnybrook Goldfield.

The Donnybrook Balingup Shire Council and the Donnybrook Historical Society were both identified as key stakeholders and have had spasmodic contact with your department over the last 18 months. During that period, your team were very vague as to how exactly they were going to remediate the ten identified features, with their plans only made known to us and the general public on the 11th of October.

We subsequently met with representatives of the Abandoned Mines team on the 20th of October, only to be presented with a fait accompli as to how your department intended to remediate the ten identified shafts. This is despite your Department's published commitment to adopt a remediation methodology only after consultation with key stakeholders.

There was no consultation, and furthermore, after the geotechnical reports were made available online, there was not a standard 90 day submission period for all stakeholders and the general public to provide comment.

The Donnybrook gold rush between 1898 and 1903 was by far the most significant in the South West and played a crucial role in the development of the town and district generally. In 1900, £350,000 was raised on the London Stock Exchange (\$24.5m today) to progress mining in the **only gazetted gold field in the South West to have recorded gold production**. By 1903, total production for the field stood at 1141.88 ounces (35.52 kg), no trivial amount by any standard. Almost half of this was recovered from the 'Queen of the South' mine, which produced 572.70 ounces (17.81kg) of gold from just 322 tons of hand mined ore. It is this famous and highly productive mine that your department intends to destroy by backfilling.

Both the Donnybrook Balingup Shire Council and Donnybrook Historical Society understand and fully support the need to make the old workings safe for both DBCA employees and the general

public, however we are strongly opposed to the destructive solution of backfilling. We also hold grave concerns regarding the long term safety of this remediation method, having identified what we believe to be numerous shortcomings and flaws in the investigation undertaken by Douglas Partners on behalf of the department.

We are however fully supportive of fencing the shafts, which will make them safe as well as preserve their rich and valuable physical history. By your department's own admission, the fencing option identified in the remediation method matrix within the geotechnical report was considered not only to be cheaper but would result in less destruction of native flora. The only reason the fencing option ranked second was due to ongoing inspection and maintenance issues. With that in mind, we would welcome the opportunity to discuss the possibility of an MOU with our organisations to overcome that perceived negative.

In conclusion Minister, we respectfully request of you two things:

1. Immediately suspend the procurement process to backfill the shafts, until we have had a chance to discuss with your department alternative remediation solutions.
2. Give key stakeholders, interested parties and the general public the opportunity to make submissions regarding your department's reports and plans for remediation.

We trust that you will give this matter your urgent attention and would welcome the opportunity to meet with you in person, so that we may find a solution that will preserve the enormous physical heritage value as well as ensure public safety.

Yours sincerely,

Cr Leanne Wringe
SHIRE PRESIDENT

Benjamin (Ben) Rose
CHIEF EXECUTIVE OFFICER

Steve Dilley
CHAIRPERSON DONNYBROOK HISTORICAL SOCIETY

Cc:

- Hon. David Templeman MLA Minister for Tourism; Culture and the Arts; Heritage, Leader of the House
- Hon. Amber-Jade Sanderson MLA, Minister of Environment; Climate Action; Commerce
- Ms Jodie Hanns MLA
- Hon. Jackie Jarvis MLC Deputy Chair of Committees
- Hon. Dr Steven (Steve) Caldwell Thomas MLC Leader of the Opposition in the Legislative Council; Shadow Minister for Treasury; Small Business
- Hon. James Hayward MLC Shadow Minister for Local Government; Water; Regional Cities, Deputy Chair of Committees
- Michele Spencer – Department of Mines, Industry Regulation and Safety, General Manager of Abandoned Mines Program
- Andrew Chaplyn – Department of Mines, Industry Regulations and Safety, Director Mines Safety
- Karen Caple – Department of Mines, Industry Regulations and Safety, Executive Director Resource and Environmental Compliance
- Jeffrey Haworth – Department of Mines, Industry Regulation and Safety, Executive Director Geological Survey and Resource Strategy



**Hon Bill Johnston MLA
Minister for Mines and Petroleum; Energy; Corrective Services;
Industrial Relations**

Our Ref: 71-22613
Your Ref: DEP 56

Mr Ben Rose
Chief Executive Officer
Shire Donnybrook Balingup

Email: shire@donnybrook.wa.gov.au

Dear Mr Rose

Thank you for your letter dated 2 December 2021 to the Hon Bill Johnston MLA, Minister for Mines and Petroleum, regarding the shaft remediation program within the Argyle forest block managed by the Department of Biodiversity Conservation and Attractions (DBCA). I am responding as the Acting Minister.

The Donnybrook Shafts project managed through the Abandoned Mines Program, is a collaborative project between the Department of Mines Industry Regulation and Safety (DMIRS) and DBCA. The project started in March 2019 to address the safety concerns of DBCA to both the community and workers engaged in forest management along an existing access track through the Argyle forest block. There are several shafts known to be located within the forest block which were mined for gold predominately between 1897 and 1903. These are open shafts and thus present a safety risk for those who may encounter them.

The Abandoned Mines Program (AMP) evaluated the risks involved with the project area through the published risk and prioritisation process following the concerns raised by DBCA in 2019. This initiated an ongoing record of consultation with numerous stakeholders including neighbouring properties, the Shire of Donnybrook Balingup and the Donnybrook Historical Society.

To address your specific issues of concern:

1. The heritage assessment undertaken followed due process, and took the added precautionary approach by engaging with both the Shire of Donnybrook-Balingup and the Donnybrook Historical Society before any works were scoped to ensure that any additional concerns could be taken into consideration as part of the project planning phase.
2. The stakeholder engagement records indicate:
 - a. Stakeholder engagement associated with the Donnybrook Shafts project was initiated in 2019 and has been ongoing since this time with the objective to

- b. ensure all interested parties were aware of the proposed work and technical recommendations ensuing from each stage of the works program.
- c. Engagement with the Shire of Donnybrook-Balingup commenced in April 2019 with meetings conducted with Shire representatives in September 2019, November 2019, September 2020 and October 2021. Endorsement for the project from the Shire was received in January 2020 (Ref: DEP56 A3607) following the November 2019 presentation which included a number of possible remediation options (including backfilling).
- d. Communication and engagement with neighbouring properties began in November 2019 and has been on an ongoing basis since this time.
- e. The AMP initiated stakeholder engagement with the Donnybrook Historical Society in November 2019 following referral by the Shire. The AMP documented 22 separate meetings, phone calls and email communications with the Historical Society.
- f. COVID-19 restrictions delayed some of the field investigations and shifted some stakeholder engagement to emails and phone calls over the preferred face-to-face meetings.
- g. The AMP has communicated to each stakeholder throughout the project that geotechnical engineers would be engaged to determine the optimal remediation option based on the geotechnical investigations.
- h. The AMP is open to direct feedback on published reports and ongoing projects at any time and stakeholder concerns can be raised directly through contact details available on the DMIRS web page [Abandoned Mines Program \(dmp.wa.gov.au\)](https://www.dmirs.wa.gov.au/AbandonedMinesProgram) or via email AbandonedMines@dmirs.wa.gov.au

3. In relation to the specifics of the geotechnical survey:

- a. The geotechnical survey was undertaken by qualified and industry recognised geotechnical engineers.
- b. DMIRS Inspectors of Mines - Geotechnical from the Mines Safety Directorate reviewed and provided input to
 - i. The scope of works prior to the engagement of the geotechnical engineering firm
 - ii. The geotechnical investigation report
 - iii. The remediation report
- c. The recommended backfilling procedure is industry standard to backfill mine shafts in Australia and other countries. Backfill can be seen to preserve features, preventing further ground collapse due to weathering and enabling surface features such as waste spoil collars to remain visible and intact.
- d. The Remediation solution considerations were not preferentially ranked, the matrix summarised each options suitability against the relevant remedial considerations. The recommendation provided (backfilling with soil) is specific to this project in relation to the risk profile of the site.
- e. The remediation program is only targeted at the 10 high priority shafts, not all known shafts within the forest block.

4. In relation to the procurement process to undertake remediation earthworks in the forest block, this work cannot proceed without works approvals yet to be authorised by DBCA and as such was placed on hold on 7 December 2021, pending that approval. As the project area is located within DBCA managed lands, all approvals for access or to undertake any works are required to be authorised by DBCA.

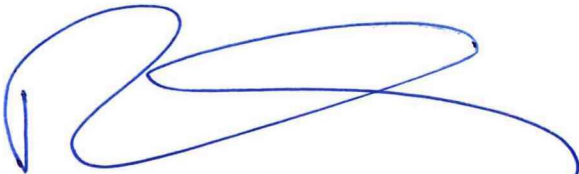
Given the significant level of concern from the Donnybrook community following the rescue of the dog Sage from an old shaft in July 2021 and calls to have all shafts

backfilled due to safety concerns, upon consideration it would appear that the current approach to addressing the safety issues through the risk based approach which has been adopted by the AMP will potentially achieve two outcomes:

- Address the immediate risks to areas which are readily accessible by bushwalkers and forestry workers by backfilling the 10 high priority features (shafts) identified; and
- Highlight the mining history of the area and the risks associated with such areas through the key messaging of *Stay out, stay safe and report abandoned mine features*.

The AMP is also supportive of a formal agreement being reached between DBCA and the Shire (should the Shire be considering this option), where the long-term management of the shafts would address the known risks associated with the project area. As such, I would strongly encourage you to engage directly with the AMP to work towards a solution that manages the risks and meets the requirements of the Shire.

Yours sincerely



Hon Rita Saffioti MLA
Minister for Mines and Petroleum

21 JAN 2021

*cc: Hon David Templeman MLA; Minister for Heritage
Hon Reece Whitby MLA; Minister for Environment*

Your Ref:
Our Ref: File: OCOR52465
Enquiries: Steve Potter



December 22, 2021

Hon. David Templeman MLA
Minister for Culture and the Arts, Sport and Recreation;
International Education; Heritage; Leader of the House
10th Floor, Dumas House
2 Havelock Street
WEST PERTH WA 6005

Dear Minister,

Abandoned Mines Program – Donnybrook Shafts

We write to you regarding the old Donnybrook Goldfields, its heritage value to both the Donnybrook district and the State generally, and the preliminary review conducted by the State Heritage Council (SHC) on behalf of the Department of Mines' Abandoned Mines Program.

As you are no doubt aware from the letter we sent to your Cabinet Colleague the Honourable Minister Bill Johnston on 2 December 2021, it is the Department's intention to remediate ten features (shafts) via back filling. As part of the investigative process, the Abandoned Mines Program approached the SHC to undertake an evaluation of the old goldfield's heritage value. A preliminary assessment was produced and concluded that the site was not worthy of inclusion in the State Heritage Inventory.

It is the belief of the Shire of Donnybrook Balingup and the Donnybrook Historical Society that this assessment was inherently flawed and ignored much vital evidence that would otherwise have drawn a very different conclusion.

With the comprehensive and significant chapter of Donnybrook's history (attached) in mind Minister, we respectfully request of you two things:

1. Please, as a matter of urgency, liaise with your Cabinet colleague Bill Johnston to suspend the current tender procurement process to backfill these historic 120 year old shafts.
2. In light of the extensive historical and geological information provided within this letter, ask the SHC to reconsider undertaking a full assessment of the Donnybrook Goldfields, with a view to listing it in the State Heritage Inventory.

Most of the physical evidence of Donnybrook's goldrush is long gone due to agricultural development. Only the Hunters Venture and Mt Cara mines remain, however, are on private property. The amazing history hidden away in this forest block for the last 120 years has been out of sight and out of mind and must be protected for future generations to marvel. We look forward to your intervention in this urgent matter and would welcome the opportunity to meet with yourself, or representatives, as soon as possible.

Yours sincerely,



Cr. Leanne Wringe
SHIRE PRESIDENT



Steve Potter
ACTING CHIEF EXECUTIVE OFFICER



Steve Dilley
PRÉSIDENT, DONNYBROOK HISTORICAL SOCIETY

Cc:

- Hon. Reece Whitby MLA, Minister of Environment; Climate Action
- Ms Jodie Hanns MLA
- Hon. Jackie Jarvis MLC Deputy Chair of Committees
- Hon. Dr Steven (Steve) Caldwell Thomas MLC Leader of the Opposition in the Legislative Council; Shadow Minister for Treasury; Small Business
- Michele Spencer - Department of Mines, Industry Regulation and Safety, General Manager of Abandoned Mines Program
- Andrew Chaplyn - Department of Mines, Industry Regulations and Safety, Director Mines Safety
- Karen Caple - Department of Mines, Industry Regulations and Safety, Executive Director Resource and Environmental Compliance
- Jeffrey Haworth - Department of Mines, Industry Regulation and Safety, Executive Director Geological Survey and Resource Strategy



Hon David Templeman MLA
Minister for Culture and the Arts; Sport and Recreation;
International Education; Heritage

Our Ref: 66-17877
Your Ref: OCOR52465

Mr Steve Potter
A/Chief Executive Officer
Shire of Donnybrook-Balingup
c/o shire@donnybrook.wa.gov.au

Dear Cr Wringe, Mr Potter and Mr Dilley,

Thank you for your letter dated 22 December 2021, requesting the determination that P26383 Donnybrook Goldfield does not warrant further assessment for consideration for entry in the State Register of Heritage Places be reviewed.

I will advise the Department of Planning, Lands and Heritage of your request and forward the material you have provided. The Department will consider whether the additional information warrants review by the Heritage Council.

Please be advised that a determination of the Heritage Council as to State heritage significance does not affect the significance of the place at the local level or its recognition as such. Places of local heritage significance should be recognised by inclusion in your Local Heritage Survey (formerly Municipal Heritage Inventory) and/or protected by inclusion on your Heritage List established under your Local Planning Scheme.

I am advised that backfilling the mine shafts is necessary due to the safety risk they pose and that the proposed methodology aims to have as little impact on the extant historical fabric as possible.

If you have any queries or would like to discuss the above information, please contact Ms Kelly Fleming, Acting Director Heritage Assessment and Registration, at the Department of Planning, Lands and Heritage on (08) 6552 4124.

Yours sincerely



HON DAVID TEMPLEMAN MLA
MINISTER FOR HERITAGE

21 FEB 2022

Level 10, Dumas House, 2 Havelock Street, West Perth, Western Australia 6005
Telephone: +61 8 6552 5400 Email: Minister.Templeman@dpc.wa.gov.au

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 27 APRIL 2022.**

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3266-CCP3268, EFT23531a-EFT23729, 53710 - 53711, DD26407.1- DD26407.12, DD26438.1- DD26438.16, DD26445.1, DD26448.1	\$1,165,437.24
Trust		
<i>Monthly Cheque Totals</i>		<u><u>\$1,165,437.24</u></u>

CERTIFICATION OF MANAGER FINANCE & CORPORATE

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3266-CCP3268, EFT23531a-EFT23729, 53710 - 53711, DD26407.1-DD26407.12, DD26438.1-DD26438.16, DD26445.1, DD26448.1 totalling \$1,165,437.24 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.



MANAGER FINANCE & CORPORATE

19/4/22

DATE

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 27 APRIL 2022

MANUAL/AUTO PAYMENTS FROM 01/03/2022 TO 31/03/2022

Chq/EFT	Name	Description	Municipal	Trust
CCP3266	PLE COMPUTERS PTY LTD	IT SERVICES - HARD DRIVES X 4 FOR DELL LAPTOPS	\$	412.87
CCP3267	VIBE PETROLEUM BROADWATER	DB009 - DIRECTOR OPS - DIESEL EXPENSES	\$	20.84
CCP3268	WEST AUSTRALIAN NEWSPAPERS LTD	SUBSCRIPTION TO WA NEWSPAPERS - FEB/MAR 2022	\$	28.00
EFT23531a	WESTNET PTY LTD	INTERNET EXPENSES 31/01/2022 TO 31/01/2023	\$	394.38
EFT23532	AUSTRALIA POST	SHIRE POSTAGE - FEBRUARY 2022	\$	743.87
EFT23533	A & R ENGINEERING	DB15 PRINCIPAL PROJECT MGR - STANDARD VEHICLE SERVICE	\$	385.00
EFT23534	AMITY SIGNS	RURAL ROAD NUMBER PLATES	\$	53.90
EFT23535	ALL-TECH PLUMBING	DBK REC CTR - REPAIRS TO TOILET	\$	144.10
EFT23536	WINC AUSTRALIA PTY LTD	STATIONERY SUPPLIES - BACK ORDER	\$	47.67
EFT23537	A & R MACHINERY	MOWERS - FILTERS & DUST COVERS	\$	417.33
EFT23538	A&M MEDICAL SERVICES PTY LTD	DBK REC CTR - SERVICE TO DEFIBRILATOR	\$	244.64
EFT23539	AFGRI EQUIPMENT AUSTRALIA PTY LTD	DB2462 GRADER - CAB FILTERS	\$	111.65
EFT23540	STAFF REIMBURSEMENTS	CATERING FOR WHS INFORMATION SESSION	\$	41.00
EFT23541	BUNNINGS GROUP LIMITED	COVID - 32L STORAGE TUBS X 25 FOR ISOLATION CONTINGENCY	\$	322.83
EFT23542	BOC LIMITED	DBK REC CTR - MEDICAL OXYGEN HIRE - 01/03/2022 TO 28/02/2023	\$	152.42
EFT23543	BALINGUP LIQUOR & GENERAL STORE	VARIOUS BFB'S - FUEL PURCHASES - FEB 2022	\$	1,010.44
EFT23544	BANKS PEST AND WEED CONTROL	TREAT COTTONBUSH MELDENE PATHWAY NEAR GOLF COURSE	\$	313.50
EFT23545	AGRI SPARK AUTO ELECTRICS	DB2114 ROLLER - INSPECT A/C SYSTEM FOR FAULT	\$	120.00
EFT23546	BUNBURY TELECOM SERVICE PTY LTD	LOCATE SERVICES IN COLLINS ST ROAD VERGE	\$	275.00
EFT23547	BP SERVICE STATION	MGNT DBK TRANSIT PRK & ADMIN FUEL - JAN 2022	\$	4,804.54
EFT23548	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - FEBRUARY 2022	\$	3,820.43
EFT23549	BETTER TELCO SOLUTIONS PTY LTD	DBK REC CTR - SUPPLY & INSTALL CCTV SYSTEM	\$	12,026.44
EFT23550	BP SERVICE STATION - MITIGATION	VARIOUS SITES - MITIGATION WORKS. LABOUR & MACHINERY HIRE	\$	17,136.90
EFT23551	BUSSELTON REFRIGERATION & AIR	ADMIN BUILDING - REPLACEMENT AIR CONDITIONING UNIT	\$	13,464.00
EFT23552	RONALD ROBERT BULLARD	RATES REFUND	\$	122.00
EFT23553	SHERYL ANNE BRAVERY	RATES REFUND	\$	351.00
EFT23554	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK STOCKS	\$	299.61
EFT23555	CARBONE BROS. PTY LTD	COLLINS ST - ROAD UPGRADE CLAIM 1	\$	34,656.05
EFT23556	COATES HIRE OPERATIONS PTY LTD -	PORTABLE ONSITE TOILET FOR UPPER CAPEL WORK SITE	\$	332.64
EFT23557	CITY & REGIONAL FUELS	DIESEL EXPENSES - FEB 2022	\$	20,328.01
EFT23558	CLIFFORD AUTO REPAIRS	DB92 RANGERS - STANDARD VEHICLE SERVICE	\$	747.63
EFT23559	CLEANAWAY OPERATIONS PTY LTD	BLN TRANSFER STN - CLEAR WASTE & RECYCLE BINS - FEB 2022	\$	1,626.87
EFT23560	CRAVEN FOODS	DBK REC CTR - KIOSK SNACK & CONFECTIONERY STOCKS	\$	174.22
EFT23561	COATES CIVIL CONSULTING PTY LTD	VARIOUS SITES - SCHEME DESIGN & SITE VISIT	\$	2,717.00
EFT23562	CLEANAWAY	REFUSE COLLECTION - FEBRUARY 2022	\$	22,616.84
EFT23563	CB TRAFFIC SOLUTIONS PTY LTD	UPPER CAPEL RD - TRAFFIC CONTROLLERS & VEHICLE	\$	14,094.85
EFT23564	CORSIGN WA	W&S - TRAFFIC SIGNANGE	\$	124.30
EFT23565	COSMIC RESOURCES PTY LTD	P&G - 8 TONNES SANDSTONE RUBBLE	\$	440.00
EFT23566	DONNYBROOK MEDICAL SERVICES	PRE-EMPLOYMENT MEDICAL	\$	165.00
EFT23567	DONNYBROOK FRUIT BARN	W&S - VOUCHERS FOR TAKE 5 INCENTIVES	\$	20.00
EFT23568	DONNYBROOK TYRE SERVICE	DB2201 LOADER - CLEAN BEADS AND REPLACE O RINGS	\$	187.00
EFT23569	DONNYBROOK FARM SERVICE	MISC GOODS & SERVICES FOR FEB 2022	\$	9,191.97

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 27 APRIL 2022

MANUAL/AUTO PAYMENTS FROM 01/03/2022 TO 31/03/2022

Chq/EFT	Name	Description		Municipal	Trust
EFT23570	SUPA IGA DONNYBROOK	ADMIN GROCERIES & BLN OUTDOOR MOVIE EVENT - FEB 2022	\$	1,041.05	
EFT23571	COUNTRY WOMENS ASSOCIATION	2022 AUSTRALIA DAY EVENT - COMMUNITY GROUP ASSISTANCE	\$	1,000.00	
EFT23572	DELL AUSTRALIA PTY LTD	IT - 10 x DELL 24 MONITORS	\$	2,750.00	
EFT23573	DONNYBROOK RIVERSIDE	BROOKHAMPTON FIRE - MEALS FOR VOLUNTEERS	\$	440.00	
EFT23574	ELITE POOL & SPA COVERS	DBK REC CTR - POOL COVER SENSOR	\$	165.00	
EFT23575	DEP OF FIRE & EMERGENCY SERV	2021/22 ESL 3RD QUARTER CONTRIBUTION	\$	93,974.62	
EFT23576	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$	154.00	
EFT23577	FITNESS SOLUTIONS WA	DBK REC CTR - SERVICE OF GYM EQUIPMENT & BIKES	\$	350.00	
EFT23578	SUEZ RECYC & RECOVERY PTY LTD	PROCESSING OF RECYCLABLES - FEBRUARY 2022	\$	1,517.27	
EFT23579	CATHERINE FRANCES GODDARD	DBK REC CTR - GROUP FITNESS CLASSES - JANUARY 2022	\$	330.00	
EFT23580	GO DOORS PTY LTD	ADMIN - SERVICE & FAULT CHECK AUTO DOORS	\$	547.25	
EFT23581	MOORE AUSTRALIA (WA) PTY LTD	BUDGET WORKSHOP TRAINING - MGR FINANCE & ACCOUNTANT	\$	1,672.00	
EFT23582	HERSEY'S SAFETY PTY LTD	W&S - PPE & CONSUMABLES	\$	2,308.51	
EFT23583	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL & BLN TRFR STN SITES - FEBRUARY 2022	\$	36,425.13	
EFT23584	COVERT SIGNS	DBK REC CTR - COMMUNITY ROOM WINDOW TINTING	\$	2,596.00	
EFT23585	SKIPPERS PLUMBING SERVICES	LANLEY VILLAS - REPAIRS TO KITCHEN TAP	\$	52.25	
EFT23586	STAFF REIMBURSEMENTS	REIMBURSE POLICE CLEARANCE EXPENSES	\$	57.60	
EFT23587	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE - FEB 2022	\$	80.00	
EFT23588	JOMAR (WA) PTY LTD	BRIDGE 5224 - TETRASHOR & PROPPING HIRE PLUS WORKS	\$	1,452.00	
EFT23589	JONNO'S HANDYMAN & CARPENTRY	COMMUNITY UNITS & PRESTON VILL - GROUNDS MAINTENANCE	\$	382.50	
EFT23590	WESFARMERS KLEENHEAT GAS P/L	GAS FACILITY FEES - FEB 2022	\$	62.70	
EFT23591	LIVING SPRINGS	BOTTLED WATER - ADMIN OFFICE & CHAMBERS	\$	69.00	
EFT23592	SOUTH WEST LOCKSMITHS	BLN TRANSIT PARK - CHANGE CODE TO SHOWER BLOCK DOORS	\$	240.05	
EFT23593	WENDY ANNE LINAKER	RATES REFUND	\$	796.54	
EFT23594	STAFF REIMBURSEMENTS	REIMBURSE PARKING AND MEAL EXPENSES FOR TRAINING	\$	140.52	
EFT23595	MCDONALD FENCING	PUMP TRACK - REMOVAL & REPLACEMENT OF FENCING & GATES	\$	1,199.00	
EFT23596	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - FEBRUARY 2022	\$	1,145.82	
EFT23597	MPM CONCRETING	KIRUP MILL PARK - SUPPLY & INSTALL EXPOSED AGG CONCRETE	\$	22,616.00	
EFT23598	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE 26/01/2022 TO 25/02/2022	\$	1,125.84	
EFT23599	NIGHTGUARD SECURITY SERVICES	ADMIN - AFTER HOURS SECURITY & ALARM INCIDENTS - FEB 2022	\$	1,100.00	
EFT23600	NSCO CONSULTING	FACILITATE WHS SESSIONS 24TH FEB 2022	\$	880.00	
EFT23601	OFFICEWORKS	MAGNETIC BOARDS, WHITEBORADS, FRAMES, CLIPS & ERASERS	\$	1,840.85	
EFT23602	BLACKWOODS	DEPOT - MISC PLANT ACTUATOR SR88	\$	423.85	
EFT23603	PRESTON PRESS	SHIRE CONNECT FEATURE & MISC ADVERTISING - MARCH 2022	\$	500.00	
EFT23604	PARKS & LEISURE AUSTRALIA	DBK REC CTR - ANNUAL MEMBERSHIP FEE	\$	123.75	
EFT23605	PRESTON VALLEY MAINTENANCE	RETAINING WALL, WEIR WALL, PUMP TRACK WORKS, FOOTPATH	\$	22,592.00	
EFT23606	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK CONFECTIONERY & SNACK STOCK	\$	67.65	
EFT23607	PS & LM BURLING	RATES REFUND	\$	800.07	
EFT23608	STAFF REIMBURSEMENTS	REIMBURSE INTERENET EXPENSES - MARCH 2022	\$	39.95	
EFT23609	REECE PTY LTD	PUMP TRACK - CONCRETE SILT PIT	\$	916.19	
EFT23610	RURAL CINEMA	OUTDOOR MOVIE SERIES - SUMMER 2022	\$	5,800.00	
EFT23611	REPCO	MISC GOODS AND SERVICES FOR FEBRUARY 2022	\$	346.94	

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 27 APRIL 2022

MANUAL/AUTO PAYMENTS FROM 01/03/2022 TO 31/03/2022

Chq/EFT	Name	Description	Municipal	Trust
EFT23612	SPRINT EXPRESS	FREIGHT EXPENSES - FEB 2022	\$ 71.50	
EFT23613	STEWART & HEATON CLOTHING CO.	VARIOUS BFB - UNIFORM & PPE	\$ 1,131.66	
EFT23614	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - FEB 2022	\$ 648.80	
EFT23615	BUNBURY TRUCKS	VARIOUS W&S VEHICLES - LUBE KITS	\$ 859.42	
EFT23616	SPORTSMARINE	DBK REC CTR - SPORTS EQUIPMENT	\$ 85.00	
EFT23617	WA COUNTRY HEALTH SERVICE	MEDICAL CENTRE ELECTRICITY CHARGES 13/10/2021 TO 09/02/2022	\$ 2,558.66	
EFT23618	SEEK LIMITED	SEEK EMPLOYMENT ADVERTISING	\$ 583.00	
EFT23619	ST CATHERINE'S ON PARK	ACCOMMODATION & PARKING FOR TRAINING - PROJECT MANAGER	\$ 380.00	
EFT23620	TELSTRA	TELEPHONE EXPENSES	\$ 51.12	
EFT23621	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$ 136.51	
EFT23622	TIMIAMA NOMINEES PTY LTD	SUPPLY OF FILL FOR FEBRUARY 2022 WORKS ON UPPER CAPEL RD	\$ 766.92	
EFT23623	1300TEMPFENCE	TEMP FENCE TENNIS COURTS DURING HOCKEY PITCH CONSTRUCT	\$ 792.00	
EFT23624	LANDGATE	VALUATION SERVICES - FEB 2022	\$ 188.46	
EFT23625	STAFF REIMBURSEMENTS	ADMIN - COFFEE FOR STAFF ROOM	\$ 82.00	
EFT23626	WATER CORPORATION	WATER AND SEWERAGE EXPENSES	\$ 8,940.34	
EFT23627	SYNERGY	ELECTRICITY EXPENSES	\$ 1,380.90	
EFT23628	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING SERVICES 21/22 - FEB 2022	\$ 1,031.80	
EFT23629	SWIMMING WA	GLENN MERVYN DAM OPEN WATER SWIMMING SPONSORSHIP	\$ 10,000.00	
EFT23630	YABBERUP COMMUNITY ASSOCIATION	CONTRIBUTION TOWARDS CONSTRUCTION OF SHED	\$ 5,400.00	
EFT23630a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 09/03/2022	\$ 142,861.14	
EFT23631	PIETER KIM BUTLER	RATES REFUND	\$ 702.00	
EFT23632	JEFFREY ALLAN DICKENS	RATES REFUND	\$ 746.00	
EFT23633	LA & HM TUIA AND WJ & JM WRINGE	RATES REFUND	\$ 1,497.76	
EFT23634a	SG FLEET AUSTRALIA PTY LIMITED	LEASE FOR CESM VEHICLE FOR PERIOD 09/03/2022 TO 08/04/2022	\$ 1,214.22	
EFT23634b	AUSTRALIAN TAX OFFICE	BAS - FEBRUARY 2022	\$ 56,947.00	
EFT23635	ALLENS CIVIL & RURAL CONTRACTORS	RE-ESTABLISH PADDOCKS FOLLOWING KIRUP FIRE	\$ 4,433.00	
EFT23636	ALFS MACHINERY PTY LTD	MISC SMALL GOODS AND SERVICES FOR FEBRUARY 2022	\$ 88.00	
EFT23637	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 51.80	
EFT23638	ALL-TECH PLUMBING	DBK REC CTR - REPAIRS TO TOILET	\$ 146.30	
EFT23639	ALL LIFT LIFTING SERVICES	DB754 BACKHOE LOADER - LIFTING HOOK	\$ 144.93	
EFT23640	ABCO PRODUCTS PTY LTD	P&G - VARIOUS CLEANING SUPPLIES FOR PUBLIC CONVENIENCES	\$ 4,889.34	
EFT23641	ARM SECURITY	BEELERUP BFB - SECURITY MONITORING - 01/04/2022 TO 30/06/2022	\$ 135.85	
EFT23642	AQUATIC SERVICES WA PTY LTD	DBK REC CTR - CHLORINE GAS FITTINGS X 5	\$ 128.70	
EFT23643	ANNA DIXON CONSULTING	VC MITCHELL PK - BUSINESS PLAN DEVELOPMENT CONSULTANCY	\$ 4,070.00	
EFT23644	ADVANCED DONNYBROOK TOWING	PICK-UP & DELIVER ROLLED FIRE TENDER FROM CRASH SITE	\$ 181.50	
EFT23645	BUNNINGS GROUP LIMITED	DBK TRANSIT PK - DIGITAL DEADBOLT LOCKS FOR FACILITIES	\$ 1,649.23	
EFT23646	BROOKHAMPTON HALL COMMITTEE	BROOKHAPTON HALL - 2021/22 HALL MAINTENANCE ALLOWANCE	\$ 1,530.00	
EFT23647	BUILD & CONST INDUST TRAIN FUND	BCITF LEVY COLLECTIONS - FEBRUARY 2022	\$ 139.84	
EFT23648	BDA TREE LOPPING	TREE PRUNING & STORM DAMAGE SERVICES FOR FEB 2022	\$ 32,076.00	
EFT23649	BUNBURY HOLDEN & MITSUBISHI	DB112 - PRICE CAPPED VEHICLE SERVICE 15.000KM	\$ 399.00	
EFT23650	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - FEB 2022	\$ 269.52	
EFT23651	BP SERVICE STATION - MITIGATION	MITIGATION WORKS PLUS EQUIPMENT HIRE	\$ 10,360.90	

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 27 APRIL 2022

MANUAL/AUTO PAYMENTS FROM 01/03/2022 TO 31/03/2022

Chq/EFT	Name	Description	Municipal	Trust
EFT23652	BUNBURY SUBARU	DB463 P/PLANNER - STANDARD VEHICLE SERVICE	\$	\$ 343.81
EFT23653	BUSSELTON REFRIGERATION & AIR	DBK REC CTR - POOL HEAT PUMP REPLACEMENT	\$	\$ 62,040.00
EFT23654	ERICA ROBIN BLEAKLEY	DBK REC CTR - UMPIRE FEES FOR 19/01/2022	\$	\$ 20.00
EFT23655	DONALD CHARLES BOWDEN	RATES REFUND	\$	\$ 702.00
EFT23656	CLIFFORD AUTO REPAIRS	DB8250 DIRECTOR OPS - STANDARD VEHICLE SERVICE	\$	\$ 1,000.65
EFT23657	DUG CROSS ELECTRICS	AMPHITHEATRE - REMOVE. CONNECT AND FIT FLOW SWITCH	\$	\$ 440.00
EFT23658	AUSTRALIAN GOVERNMENT SERVICES	PAYROLL DEDUCTIONS	\$	\$ 614.36
EFT23659	CARPET COURT FLOORING CENTRES	DBK REC CTR - KITCHEN VINYL & OFICE CARPET TILE RENEWAL	\$	\$ 8,860.50
EFT23660	STAFF REIMBURSEMENTS	BROOKHAMPTON FIRES (X 3) LUNCH MEALS X 15 FOR VOLUNTEERS	\$	\$ 89.00
EFT23661	DBK/BLN CHAMBER OF COMMERCE	2021/22 MAJOR GRANTS - DBK TWILIGHT CHRISTMAS MARKETS	\$	\$ 2,000.00
EFT23662	CB TRAFFIC SOLUTIONS PTY LTD	UPPER CAPEL RD - PROVISION OF TWO TRAFFIC CONTROLLERS	\$	\$ 4,970.90
EFT23663	CORSIGN WA	W&S - ASSORTED TRAFFIC SIGNAGE & POSTS	\$	\$ 2,167.00
EFT23664	DONNYBROOK NEWSAGENCY	W&S DEPOT - PHONE CHARGER. ADMIN - NEWSPAPERS	\$	\$ 51.98
EFT23665	DONNYBROOK HARDWARE & GARDEN	MISC SMALL GOODS & SERVICES FOR FEB 2022	\$	\$ 832.22
EFT23666	DBK & DISTRICTS PLUMBING SERVICE	PLUMBING REPAIRS AT VARIOUS SITES FOR FEB 2022	\$	\$ 2,233.00
EFT23667	SUPA IGA DONNYBROOK	DBK REC CTR - STAFF ROOM GROCERIES	\$	\$ 11.57
EFT23668	DONNYBROOK BUILDING COMPANY	HERITAGE RESTORATION TO DBK HALL WINDOWS - 3RD PAYMENT	\$	\$ 7,590.00
EFT23669	DONNYBROOK CRC	2021/22 MINOR GRANT - DBK ACCESS & INCLUSION GROUP	\$	\$ 550.00
EFT23670	DEPT OF MIRS - BUILD COMMISSION	BSL LEVY COLLECTIONS - FEBRUARY 2022	\$	\$ 2,834.26
EFT23671	DBK COMMUNITY GARDEN INC	DONATION OF TUIA LODGE RESIDENTS KITTY - J NEWLANDS (DEC)	\$	\$ 159.50
EFT23672	DBK RIVERSIDE RESTAURANT & CAFE	THOMSON BROOK FIRE - MEALS FOR VOLUNTEER FIREFIGHTERS	\$	\$ 350.00
EFT23673	DELL FINANCIAL SERVICES PTY LTD	LEASE REPAYMENT 01/04/2022 TO 30/04/2022	\$	\$ 821.46
EFT23674	DE LAGE LANDEN PTY LTD	LEASE REPAYMENT 22/02/2022 TO 21/03/2022	\$	\$ 670.12
EFT23675	KIANA DONALDSON	DBK REC CTR UMPIRE FEES FOR 19/01/2022 X 2 GAMES	\$	\$ 40.00
EFT23676	LEANNE MAREE DEPIAZZI	REFUND TUIA LODGE RESIDENTS KITTY FUNDS - NOEL BENTLEY	\$	\$ 32.00
EFT23677	ELEMENT ADVISORY PTY LTD	HERITAGE GRANT DESIGN DOCUMENTATION & LIAISON - SIGNAGE	\$	\$ 1,749.00
EFT23678	FITNESS SOLUTIONS WA	DBK REC CTR - REPAIRS TO TREADMILL	\$	\$ 150.00
EFT23679	PETER DAVID FERGUSON	RATES REFUND	\$	\$ 122.00
EFT23680	GARMIN	MESSENGER & GPS SATELLITE FOR 14/03/2022 TO 13/04/2022	\$	\$ 60.00
EFT23681	CATHERINE FRANCES GODDARD	DBK REC CTR - FITNESS CLASS INSTRUCTOR EXPENSES - FEB 2022	\$	\$ 330.00
EFT23682	GIADRESO EARTHMOVING	BROOKHAMPTON RD FIRE - BULLDOZER HIRE FOR TREE REMOVAL	\$	\$ 1,848.00
EFT23683	COVERT SIGNS	DBK REC CTR - SPONSORSHIP SIGNAGE	\$	\$ 715.00
EFT23684	PAULINE MYRA HERNAN	RATES REFUND	\$	\$ 839.95
EFT23685	JAMES W KHAN	MONITORING AT BALINGUP BROOK BALINGUP X 3 DAYS	\$	\$ 1,646.34
EFT23686	LOTEX FILTER CLEANING SERVICE	VARIOUS PLANT - CLEAN AIR FILTERS	\$	\$ 285.35
EFT23687	LUCID ECONOMICS PTY LTD	ECONOMIC IMPACT & COST BENEFIT ASSESSMENT 2022	\$	\$ 3,080.00
EFT23688	GREG MADER EARTHWORKS	THOMSON BROOK FIRE - BULLDOZER HIRE	\$	\$ 3,089.90
EFT23689	METAL ARTWORK CREATIONS	ADMIN NAME BADGES - REPACING OLD STYLE NAME BADGES	\$	\$ 213.46
EFT23690	MULLALYUP FOREST FARM NURSERY	VARIOUS SITES - RETICULATION REPAIRS	\$	\$ 385.00
EFT23691	NEWLANDS SOCIAL CLUB INC	NEWLANDS HALL - 2021/22 HALL MAINTENANCE ALLOWANCE	\$	\$ 1,530.00
EFT23692	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - 15 LTR BOTTLED SPRINGWATER SUPPLY	\$	\$ 296.45
EFT23693	OFFICEWORKS	THOMSON BRK BFB - TV BRACKET. HDMI CABLE & FILING CABINET	\$	\$ 756.69

SHIRE OF DONNYBROOK/BALINGUP

LOCAL GOVERNMENT ACT 1995

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MANUAL/AUTO PAYMENTS FROM 01/03/2022 TO 31/03/2022

Chq/EFT	Name	Description	Municipal	Trust
EFT23694	VERONICA O'ROURKE	RATES REFUND	\$ 702.00	
EFT23695	PFI CLEANING SUPPLIES	DBK TRANSIT PARK - CLEANING SUPPLIES (TAKEOVER OF MGMT)	\$ 588.50	
EFT23696	FULTON HOGAN INDUSTRIES PTY LTD	KIRUP MILL PARK - ASPHALT SURFACING OF MILL PARK FOOTPATH	\$ 15,718.78	
EFT23697	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$ 498.85	
EFT23698	PRESTON VALLEY MAINTENANCE	WORKS AT UPPER CAPEL RD. PUMP TRACK & DBK REC CTR	\$ 11,099.00	
EFT23699	PRESTON POWER EQUIPMENT	MISC SMALL GOODS & SERVICES FOR FEB 2022	\$ 1,184.15	
EFT23700	PRACTICAL PRODUCTS PTY LTD	DBK REC CTR - FULL COMMERCIAL KITCHEN BENCH FITOUT	\$ 22,681.22	
EFT23701	ROSANNA PATANE	DBK REC CTR - UMPIRE FEES FOR 19/1 & 9/2/2022 X 4 GAMES	\$ 80.00	
EFT23702	THE PLASTIC DISPLAY PEOPLE	GOODS SHED - INTERPRETIVE DISPLAY CASES	\$ 1,746.80	
EFT23703	LUCINDA MAE POWELL	DBK REC CTR - UMPIRE FEES FOR SEASON DEC 2021 TO MAR 2022	\$ 300.00	
EFT23704	CHARLOTTE ANNE POWELL	DBK REC CTR - UMPIRE FEES FOR SEASON DEC 2021 - MARCH 2022	\$ 260.00	
EFT23705	ROYAL LIFE SAVING	DBK REC CTR - STAGED SWIMMING CERTIFICATES	\$ 274.00	
EFT23706	CARIS ROBERTS	DBK REC CTR - UMPIRE FEES FOR 02/02 & 09/02/2022 X 3 GAMES	\$ 60.00	
EFT23707	RMS (AUST) PTY LTD	DBK TRANSIT PARK - ANNUAL LICENSE FOR BOOKING SYSTEM	\$ 1,966.80	
EFT23708	RTR FITNESS	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - FEBRUARY 2022	\$ 896.00	
EFT23709	SOUTHERN LOCK & SECURITY	P&G - W3 PADLOCKS X 15	\$ 1,167.82	
EFT23710	BUNBURY TRUCKS	DB4050 TRUCK - DIAGNOSE ENGINE CHECK LIGHT	\$ 641.61	
EFT23711	SOUTHERN PICTURE FRAMERS	2021-23 COUNCILLOR PHOTO BOARD	\$ 883.00	
EFT23712	SPORTSWORLD OF WA	DBK REC CTR - GOOGLES & MISC PRODUCTS FOR KIOSK STOCK	\$ 507.10	
EFT23713	SEEK LIMITED	EMPLOYMENT ADVERTISING	\$ 313.50	
EFT23714	SCOPE ELECTRICAL CONTRACTING	IT - NEW CABLING TO SERVER & INTERCOM TO RECEPTION	\$ 20,718.61	
EFT23715	HOWARD EDWIN SIMCOE	INSURANCE CLAIM FOR DAMAGED GLASSES DURING FIRE	\$ 319.39	
EFT23716	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$ 4,039.28	
EFT23717	WA TREASURY CORPORATION	GOVT GUARANTEE PAYMENT	\$ 436.28	
EFT23718	TUDOR HOUSE	P&G - REPLACEMENT FLAGS X 16	\$ 2,118.00	
EFT23719	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$ 61.16	
EFT23720	TAS THAMO	INSURANCE CLAIM FOR DAMAGED IPHONE DURING FIRE	\$ 958.95	
EFT23721	SYNERGY	ELECTRICITY EXPENSES	\$ 13,362.76	
EFT23722	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPNG FOR 21/22 - MARCH 2022	\$ 1,211.10	
EFT23723	WORK CLOBBER	PPE BOOT ORDER FOR WORKS & SERVICES STAFF - BACKORDER	\$ 53.41	
EFT23724	MJ WRINGE & SON	VAROUIS BFB'S - STANDARD VEHICLE SERVING & REPAIRS	\$ 31,927.14	
EFT23725	WA AUTOMOTIVE PTY LTD	P&G - MR TRITON UTE GLX 2.4 D 6A/T 4x4 INCLUSIVE OF TRADE IN	\$ 19,380.20	
EFT23726	WA LASER ENGRAVING	PUMP TRACK - OFFICIAL OPENING PLAQUE	\$ 350.00	
EFT23727	BETTY MARGARET WATKINS	RATES REFUND	\$ 794.43	
EFT23727a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 23/03/2022	\$ 152,655.43	
EFT23728	MAIA FINANCIAL	LEASE REPAYMENTS 01/04/2022 TO 30/06/2022	\$ 5,895.37	
EFT23729	DONNYBROOK FARM SERVICE	P&G - GBT BOX 7x5 TRAILER	\$ 3,169.99	
53710	SHIRE OF DARDANUP	2022 CONTRIB TO SW DESIGNATED ARE MIGRATION AGREEMENT	\$ 2,750.00	
53711	PARK DONNYBROOK	WALGA ZONE MEETING - CATERING & VENUE HIRE	\$ 2,500.00	
DD26407.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$ 18,755.06	
DD26407.2	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$ 331.83	
DD26407.3	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$ 213.21	

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 27 APRIL 2022
MANUAL/AUTO PAYMENTS FROM 01/03/2022 TO 31/03/2022

Chq/EFT	Name	Description		Municipal	Trust
DD26407.4	TELSTRA SUPERANNUATION SCHEME	PAYROLL DEDUCTIONS	\$	442.31	
DD26407.5	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	440.21	
DD26407.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	2,104.14	
DD26407.7	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	375.90	
DD26407.8	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	206.35	
DD26407.9	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	329.19	
DD26407.10	HOSTPLUS	PAYROLL DEDUCTIONS	\$	409.91	
DD26407.11	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	232.03	
DD26407.12	SUPERESTATE	PAYROLL DEDUCTIONS	\$	158.20	
DD26438.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	46.36	
DD26438.2	HOSTPLUS	PAYROLL DEDUCTIONS	\$	409.91	
DD26438.3	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	243.69	
DD26438.4	SUPERESTATE	PAYROLL DEDUCTIONS	\$	283.80	
DD26438.5	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	331.83	
DD26438.6	AWARE SUPER	PAYROLL DEDUCTIONS	\$	20,645.27	
DD26438.7	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	213.21	
DD26438.8	MLC NOMINEES PTY LTD	PAYROLL DEDUCTIONS	\$	87.18	
DD26438.9	TELSTRA SUPERANNUATION SCHEME	PAYROLL DEDUCTIONS	\$	442.31	
DD26438.10	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	2,043.83	
DD26438.12	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	494.54	
DD26438.13	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	397.65	
DD26438.14	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	206.35	
DD26438.15	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	329.19	
DD26438.16	UNISUPER	PAYROLL DEDUCTIONS	\$	56.97	
DD26445.1	SUPERESTATE	PAYROLL DEDUCTIONS	-\$	283.80	
DD26448.1	SUPERESTATE	PAYROLL DEDUCTIONS	\$	139.75	
			\$	1,165,437.24	\$ -
					\$ 1,165,437.24

SHIRE OF DONNYBROOK BALINGUP

Statement of Financial Activity 2021/2022

31/03/2022



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SHIRE OF DONNYBROOK BALINGUP
RATE SETTING STATEMENT
31/03/2022

	2021/2022	2021/2022	2021/2022	2021/2022	2021/2022
	Original Budget	Budget Amendments	Current Budget	YTD Budget	Actual
	\$	\$	\$	\$	\$
REVENUES					
Governance	41,700	300	42,000	31,239	27,837
General Purpose Funding	7,366,623	(153,765)	7,212,858	6,965,270	6,958,942
Law, Order, Public Safety	702,959	1,236	704,195	514,767	417,340
Health	171,689	(11,999)	159,690	130,004	127,487
Education and Welfare	270,969	2,862,677	3,133,645	201,561	184,564
Housing	0	0	0	0	0
Community Amenities	652,950	(450)	652,500	490,059	493,467
Recreation and Culture	7,101,280	(33,985)	7,067,295	2,952,861	1,855,017
Transport	4,693,452	(1,304,790)	3,388,662	2,086,959	1,216,350
Economic Services	529,406	8,615	538,021	164,978	290,553
Other Property and Services	112,150	31,853	144,003	120,797	141,569
	21,643,178	1,399,692	23,042,869	13,658,495	11,713,126
EXPENSES					
Governance	(1,160,619)	66,769	(1,093,850)	(898,754)	(692,290)
General Purpose Funding	(175,119)	763	(174,356)	(121,893)	(105,377)
Law, Order, Public Safety	(1,544,951)	(65,289)	(1,610,240)	(1,116,120)	(1,105,221)
Health	(263,551)	0	(263,551)	(198,583)	(183,770)
Education and Welfare	(836,226)	(95,285)	(931,511)	(716,052)	(657,346)
Housing	0	0	0	0	0
Community Amenities	(1,940,530)	37,113	(1,903,417)	(1,445,258)	(1,292,689)
Recreation and Culture	(4,050,985)	7,743	(4,043,242)	(3,046,480)	(3,870,918)
Transport	(5,001,704)	(1,000)	(5,002,704)	(3,752,065)	(3,611,633)
Economic Services	(864,946)	(13,149)	(878,095)	(768,328)	(462,787)
Other Property and Services	(219,650)	(12,255)	(231,905)	(173,715)	(356,965)
	(16,058,281)	(74,590)	(16,132,871)	(12,237,248)	(12,338,995)
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Revenue					
(Profit)/Loss on Asset Disposals	4,285	0	4,285	1,714	999,092
Depreciation on Assets	5,758,977	0	5,758,977	4,319,127	4,340,641
Amortisation on Assets					
Movement in Non Current Employee Provisions	0	0	0	0	0
Capital Expenditure and Revenue					
Governance	(61,611)	(125,000)	(186,611)	(92,111)	(34,022)
Law, Order, Public Safety	(114,224)	45,000	(69,224)	(64,823)	(17,586)
Health	(8,160)	0	(8,160)	(6,120)	0
Education and Welfare	(126,982)	(2,866,825)	(2,993,807)	(63,492)	0
Housing	0	0	0	0	0
Community Amenities	(214,720)	(22,000)	(236,720)	(218,961)	(181,751)
Recreation and Culture	(8,833,124)	(37,753)	(8,870,877)	(2,734,822)	(2,457,361)
Transport	(5,409,801)	1,325,000	(4,084,801)	(3,814,999)	(1,695,293)
Economic Services	(62,000)	(50,141)	(112,141)	(112,141)	(114,663)
Proceeds from Disposal of Assets Plant and Equipment	143,870	0	143,870	143,870	98,091
Proceeds from Disposal of Assets Land	0	140,000	140,000	140,000	140,000
Repayment of Debentures	(63,577)	0	(63,577)	(38,756)	(38,756)
Principal elements of finance lease payments	(39,309)	0	(39,309)	(29,475)	(26,853)
Repayment of Lease Liability	(308,000)	0	(308,000)	0	0
Proceeds from New Debentures	2,500,000	0	2,500,000	0	0
Proceeds from new Leases	275,000	0	275,000	0	0
Self-Supporting Loan Principal Income	9,396	0	9,396	7,047	4,666
Transfer Unspent Loan Funds	0	0	(986,228)	0	0
Transfers To Reserves (Restricted Assets)	(824,638)	(111,929)	(936,567)	(251,427)	0
Transfers /From Reserves (Restricted Assets)	1,647,768	159,885	1,807,653	1,299,836	174,665
Estimated Surplus/(Deficit) July 1 B/Fwd	1,128,182	218,661	1,346,843	1,346,843	1,131,406
Estimated Surplus/(Deficit)	986,228	0	0	1,252,557	1,696,409



SHIRE OF DONNYBROOK BALINGUP
Material Variance Reporting
31/03/2022

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of \$10,000 for 2021-2022

<u>Operating Revenues</u>	<u>VARIANCE</u>	
Law, Order, Public Safety	(97,427)	ESL Grant, Bushfire Mitigation Grant Funding, CESM Reimbursements and Fees and Charges Dog Registrations
Education	(16,997)	Preston Village and Well Aged untis lease fees timing
Recreation and Culture	(1,097,844)	Dbk Rec Centre Fees, Insurance Reimbursement and Grant funding timing
Transport	(870,609)	Blackspot, LRCl, RTR and Regional Road Group Funding timing
Economic Service	125,575	Dbk Transit Park, Fees & Charges - Property Leases and Buildings
Other Property and Service	20,772	Workers Compensation Claims
<u>Operating Expenses</u>		
Governance	206,464	Cr Meeting Allowances \$26k, Election Expenses \$5k, Donations \$21k, Admin salaries \$125k, Superannuation \$12k, Office Mtc \$12k, Audit Fees \$33k Consultants \$69k
General Purpose Funding	16,516	Rates Expenditure
Law, Order, Public Safety	10,899	Depreciation \$11k under, Mitigation costs \$22K under, ESL Expenditure \$30k over, Argyle BFB \$15k under.
Health	14,813	Other employee costs and Admin Allocations
Education and Welfare	58,706	Preston Village under \$27k under, Well Aged under \$10k and Community & Youth \$7k unber
Community Amenities	152,569	Rubbish Site Mtc \$44k under, Domestic Refuse Collection \$13k under, Organic Refuse Removal \$19k under, Salaries \$10k under, Strategic Planning \$15k under, Cemetery Mtc \$18k under
Recreation and Culture	(824,438)	Hall Mtce \$9k under, Station Square \$40k under, Egan Park \$5k under, Mitchell Park \$28k under, Parks and Reserves \$39k under, DRC Salaries \$29k over, Library \$49k under.
Transport	140,432	Timing variance General; Road Mtc and Bridge Mtc
Economic Services	305,541	Transit Park Mtce \$12k under, Building expenditure \$15k under, Noxious Weeds/Pests \$341k under
Other Property and Services	(183,250)	Salaries \$45k under, Super \$24k under, OSH & Toolbox meetings \$10k under, Training \$16k under, Contract Labour \$24k under
<u>Adjustments for Cash Budget Requirements:</u>		
Depreciation on Assets	21,514	Depreciation fully processed to March 22.



**Adjustments for Cash Budget Requirements:
Material Variance Reporting
(Profit)/Loss on Asset Disposals**

Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopted a material variance for reporting of \$10,000 for 2021-2022

<u>Capital Expenditure and Revenue</u>	<u>VARIANCE</u>	
Governance	58,089	Administration Building & Furniture and Equipment
Law, Order, Public Safety	47,237	Ranger Vehicle and BFB Buildings
Education and Welfare	63,492	Well Aged Housing Units
Community Amenities	37,210	Donnybrook Waste Mgmt Facility \$23k under, Cemeteries Infrastructure and Public Toilets \$13k under
Recreation and Culture	277,461	Dbk Hall \$7k under, Dbk Rec Centre \$11 under, Balingup Rec Centre \$36k over, Arboretum \$29k under, VC Mitchell Pk Bore \$5k over, Pump Track \$10k under, Balingup Oval Bore \$6k under, Station Square \$9k under, VC Mitchell Hockey \$196k under, GVTP Pathways \$60k under, Kirup Mill Park \$23k over, Dbk Weir Upgrade \$11k over and VC Mitchell Redevelopment \$28k over.
Transport	2,119,706	Purchase of Plant \$125k under, Blackspot Road projects \$358k under, R2R program \$335k, RRG program \$388k over, Commodity Route \$95k over, Road Works General \$394k under
Proceeds from Disposal of Assets	(45,779)	Construction and Building Vehicles
Transfers To Reserves (Restricted Assets)	251,427	Timing transfers to projects
Transfers /From Reserves (Restricted Assets)	(1,125,171)	Timing transfers to projects

20121/2022 YTD
Actual

Composition of Estimated Net Current Asset Position

CURRENT ASSETS

Cash At Bank - Municipal Fund	2,054,111
Municipal Trust Bank	0
Bank Overdraft	0
Petty Cash On Hand	960
Cash At Bank - Reserve Fund	0
Cash At Bank - Reserve Fund Investments	5,251,593
Cash At Bank - Municipal Fund Investments	1,514,516
Cash At Bank - Trust Fund	265,738
Sub Total Cash	9,086,918

Restricted Assets	0
Accounts Receivable - Rates Debtors Total	1,007,183
Accounts Receivable - Rates Debtors Esl Total	50,614
Sundry Debtors Other	166,008
Gst Asset Account	88,399
Prepayments Total	(506)
Inventories - Stock On Hand Total	18,026
Contract Assets - Grants Total	46,025
Total Current Assets	10,462,668

LESS: CURRENT LIABILITIES

Provsn For Annual Leave	(380,860)
Prov For Lsl	(422,064)
Bonds / Deposits - Tuia Lodge Rad	(300,000)
Bonds / Deposits - Bciff & Brb	(7,421)
Bonds / Deposits - Extractive Industry License Bonds	(114,611)
Bonds / Deposits - Election Nomination Deposits	0
Bonds / Deposits - Developer Retention Bonds	(69,340)
Bonds / Deposits - Transportable Building Bonds	(20,000)
Bonds / Deposits - Sundry Bonds / Deposits	(28,161)
Bonds / Deposits - Aged Care Resident Kitty	0
Bonds / Deposits - Pump Track Retention	(7,140)
Bonds / Deposits - Preston Village	(5,000)
Sundry Creditors	(569,512)
Paye Account	(84,868)
Sdy Debtors Rates -Excess	(131,040)
Contract Liability (Current) - Grant Revenue	(362,787)
Contract Liability (Current) - Contribution To Works	(554,566)
Contract Liability (Bin Collection Charges)	(140,970)
Contract Liability - Other	0
Gst Liability Account	(17,028)
Esl Levied	(33,559)
Stock Received Clearing Control Account	0
	(3,248,927)

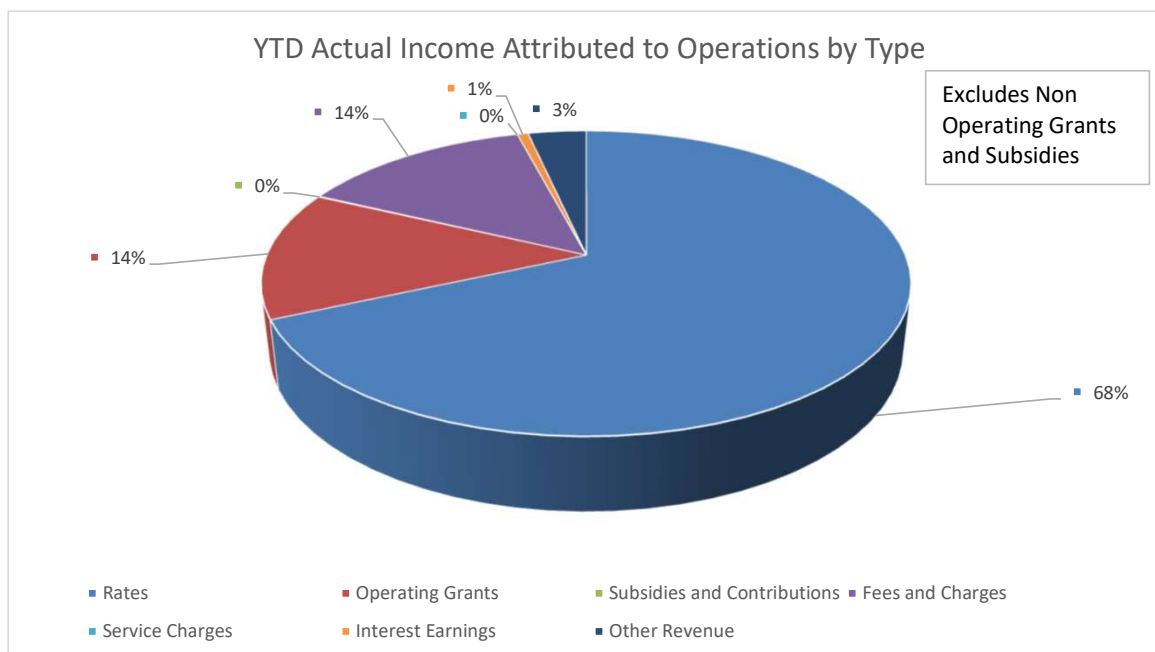
NET CURRENT ASSET POSITION

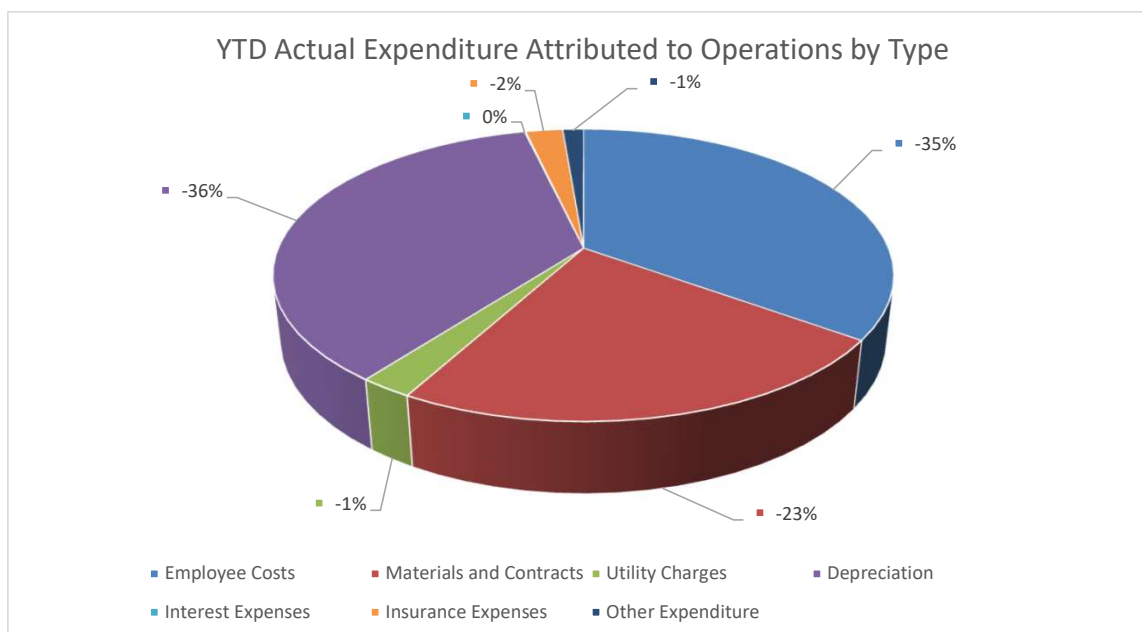
	7,213,740
Less: Cash - Restricted Reserves	(5,251,593)
Less: Cash - Restricted Trust	(265,738)
ESTIMATED SURPLUS/(DEFICIENCY) C/FWD	1,696,409



**SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY NATURE AND TYPE
31/03/2022**

	2021/2022 Original Budget \$	2021/2022 Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
REVENUE					
Rates	6,108,765	(800)	6,107,965	6,101,555	6,122,880
Operating Grants	2,129,496	(100,823)	2,028,673	1,348,008	1,224,219
Subsidies and Contributions	4,790	6,800	11,590	9,417	9,411
Fees and Charges	1,582,087	(30,416)	1,551,670	1,195,128	1,235,948
Service Charges	0	0	0	0	0
Interest Earnings	104,000	(30,660)	73,340	59,334	57,807
Other Revenue	299,111	54,260	353,371	284,489	309,774
Revenue	10,228,249	(101,639)	10,126,609	8,997,931	8,960,039
EXPENSES					
Employee Costs	(5,597,803)	24,221	(5,573,582)	(4,229,768)	(4,018,412)
Materials and Contracts	(3,703,622)	(80,139)	(3,783,761)	(2,866,870)	(2,025,193)
Utility Charges	(379,610)	2,164	(377,446)	(285,254)	(288,747)
Depreciation	(5,758,977)	0	(5,758,977)	(4,319,127)	(4,340,641)
Interest Expenses	(12,372)	0	(12,372)	(9,261)	(6,109)
Insurance Expenses	(367,996)	(6,510)	(374,506)	(335,453)	(376,245)
Other Expenditure	(207,799)	(14,326)	(222,125)	(168,934)	(153,280)
Expense	(16,028,178)	(74,590)	(16,102,768)	(12,214,667)	(11,208,628)
NET	(5,799,930)	(176,229)	(5,976,159)	(3,216,736)	(2,248,589)
Non-Operating Grants	11,174,312	1,501,331	12,675,643	4,635,179	2,621,812
Subsidies and Contributions	214,799	0	214,799	4,518	0
Profit on Asset Disposals	24,018	0	24,018	19,508	130,482
Loss on Asset Disposals	(28,303)	0	(28,303)	(21,222)	(1,129,574)
NET RESULT	5,584,896	1,325,102	6,909,998	1,421,247	(625,869)
Other Comprehensive Income					
Changes on Revaluation of non-current a	0	0	0	0	0
Total Other Comprehensive Income	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	5,584,896	1,325,102	6,909,998	1,421,247	(625,869)

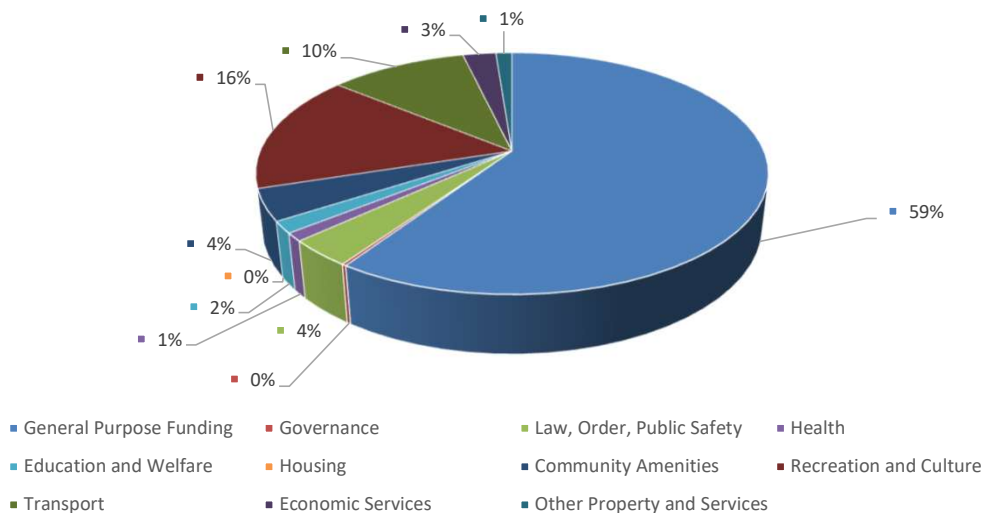




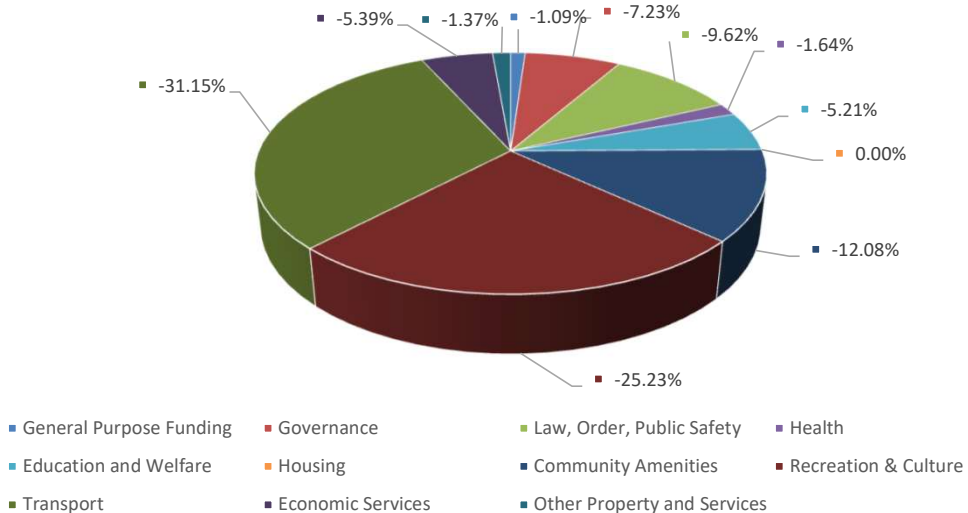
**SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF COMPREHENSIVE INCOME
BY PROGRAM
31/03/2022**

	2021/2022 Original Budget	2021/2022 Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 Actual
	\$	\$	\$	\$	\$
REVENUE					
General Purpose Funding	7,366,623	(153,765)	7,212,858	6,965,270	6,958,942
Governance	41,700	300	42,000	31,239	27,837
Law, Order, Public Safety	702,959	1,236	704,195	514,767	417,340
Health	171,689	(11,999)	159,690	130,004	127,487
Education and Welfare	270,969	2,862,677	3,133,645	201,561	184,564
Housing	0	0	0	0	0
Community Amenities	652,950	(450)	652,500	490,059	493,467
Recreation and Culture	7,101,280	(33,985)	7,067,295	2,952,861	1,855,017
Transport	4,693,452	(1,304,790)	3,388,662	2,086,959	1,216,350
Economic Services	529,406	8,615	538,021	164,978	290,553
Other Property and Services	112,150	31,853	144,003	120,797	141,569
	21,643,178	1,553,457	23,042,869	13,658,495	11,713,126
EXPENSES					
General Purpose Funding	(175,119)	763	(174,356)	(121,893)	(105,377)
Governance	(1,160,619)	66,769	(1,093,850)	(898,754)	(692,290)
Law, Order, Public Safety	(1,544,951)	(65,289)	(1,610,240)	(1,116,120)	(1,105,221)
Health	(263,551)	0	(263,551)	(198,583)	(183,770)
Education and Welfare	(836,226)	(95,285)	(931,511)	(716,052)	(657,346)
Housing	0	0	0	0	0
Community Amenities	(1,940,530)	37,113	(1,903,417)	(1,445,258)	(1,292,689)
Recreation & Culture	(4,050,985)	7,743	(4,043,242)	(3,046,480)	(3,870,918)
Transport	(5,001,704)	(1,000)	(5,002,704)	(3,752,065)	(3,611,633)
Economic Services	(864,946)	(13,149)	(878,095)	(768,328)	(462,787)
Other Property and Services	(219,650)	(12,255)	(231,905)	(173,715)	(356,965)
	(16,058,281)	(74,590)	(16,132,871)	(12,237,248)	(12,338,995)
NET RESULT	5,584,896	1,478,867	6,909,998	1,421,247	(625,869)
Other Comprehensive Income	0	0	0	0	0
TOTAL COMPREHENSIVE INCOME	5,584,896	1,478,867	6,909,998	1,421,247	(625,869)

YTD Actual Income by Program



YTD Actual Expenditure by Program



Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
General Purpose Funding						
Rate Revenue - Expenditure						
0076	ADMIN SALARIES REALLOCATED TO RATES	29,347	0	29,347	22,005	18,361
0126	GEN ADMIN COSTS REALLOCATED TO RATES	17,095	0	17,095	12,816	13,284
0131	RATES WRITTEN OFF	1,800	0	1,800	1,359	793
0142	SALARIES - RATING	60,479	2,521	63,000	46,359	45,219
1932	RATING VALUATIONS	28,000	0	28,000	8,000	4,443
1952	POSTAGE & STATIONERY	16,000	0	16,000	16,000	14,705
1962	LEGAL COSTS (RATES)	10,000	-5,000	5,000	5,000	0
1972	ADVERTISING & OTHER EXP.	5,600	0	5,600	4,194	2,496
5022	TRAINING EXPENSES - RATING	1,500	0	1,500	1,125	0
5842	SUPERANNUATION (RATES)	3,784	1,716	5,500	3,521	4,561
6102	EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,514	0	1,514	1,514	1,514
Total Operating Income Rate Revenue		175,119	-763	174,356	121,893	105,377
General Purpose Funding						
Rate Revenue - Income						
0011	RATES - GENERAL RATES LEVIED	-6,081,265	0	-6,081,265	-6,081,265	-6,081,266
0031	INTEREST - RATES INSTALMENT	-17,000	-140	-17,140	-12,884	-17,183
0061	INTEREST - ARREARS	-37,500	-1,500	-39,000	-29,625	-31,626
0071	RATES - INTERIM & BACK RATES	-32,000	0	-32,000	-23,994	-45,448
0081	LESS: RATES - DISCOUNTS / CONCESSIONS	2,700	800	3,500	2,345	3,040
0101	INTEREST - DEFERRED PENSIONERS	-1,500	0	-1,500	-1,125	-1,330
0121	REIMBURSEMENT - DEBT RECOVERY	-2,500	0	-2,500	-1,872	-9
2163	FEES & CHARGES - RATES INSTALMENTS / PAYMENT ARRANGEMENTS	-25,000	1,482	-23,518	-18,155	-23,412
Total Operating Income Rate Revenue		-6,194,065	642	-6,193,423	-6,166,575	-6,197,233
General Purpose Funding - Schedule 3						
General Purpose Grants - Expenditure						
		0	0	0	0	0
		0	0	0	0	0
Total Operating Expenditure General Purpose Grants		0	0	0	0	0
General Purpose Funding - Schedule 3						
General Purpose Grants - Income						
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	-695,720	60,801	-634,919	-491,390	-476,189
1031	GRANTS - LGGC LOCAL ROAD GRANT	-388,538	60,022	-328,516	-261,392	-246,387
Total Operating Income General Purpose Grants		-1,084,258	120,823	-963,435	-752,782	-722,576
General Purpose Funding - Schedule 3						
Other General Purpose Funding - Income						
0643	FEES & CHARGES	-39,500	0	-39,500	-29,619	-30,998
0911	OTHER REVENUE	-400	0	-400	-297	-337
0981	FEES & CHARGES (GST FREE) - SPECIAL SERIES NUMBER PLATES	-400	0	-400	-297	-130
4881	INTEREST - MUNICIPAL FUND	-18,000	13,300	-4,700	-4,700	-3,093
4891	INTEREST - RESERVE FUND	-30,000	19,000	-11,000	-11,000	-4,575
Total Operating Income General Purpose Funding		-88,300	32,300	-56,000	-45,913	-39,132
Summary of Operations - General Purpose Funding						
Rate Revenue						
	Sub Total Operating Expenditure	175,119	-763	174,356	121,893	105,377
	Sub Total Operating Income	-6,194,065	642	-6,193,423	-6,166,575	-6,197,233
		-6,018,946	-121	-6,019,067	-6,044,682	-6,091,856
General Purpose Grants						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	-1,084,258	120,823	-963,435	-752,782	-722,576
Other General Purpose Funding						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	-88,300	32,300	-56,000	-45,913	-39,132
		-88,300	32,300	-56,000	-45,913	-39,132

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Total Operating Expenditure		175,119	-763	174,356	121,893	105,377
Total Operating Income		-7,366,623	153,765	-7,212,858	-6,965,270	-6,958,942
Program (Surplus)/Deficit		-7,191,504	153,002	-7,038,502	-6,843,377	-6,853,565
Governance - Schedule 4						
Members of Council - Expenditure						
0112	ELECTION & POLL EXPENSES	35,000	-5,455	29,545	24,062	29,545
0122	SALARIES	240,696	0	240,696	180,522	173,886
0132	REFRESHMENT & ENTERTAIN	10,000	0	10,000	7,497	10,180
0146	ADMIN BLDG COSTS REALLOCATED TO GOVERNANCE	53,811	0	53,811	40,356	41,817
0162	CR ALLOWANCES - TRAVEL	8,850	0	8,850	6,633	2,101
0172	CR ALLOWANCES -PRESIDENTIAL	12,510	0	12,510	9,378	6,255
0192	CONFERENCE EXPENSES	5,000	1,000	6,000	4,144	4,156
0202	COUNCILLOR'S INSURANCE	8,523	0	8,523	8,522	8,523
0222	COUNCIL STATIONERY/GIFTS	4,000	0	4,000	2,997	1,851
0232	CR ALLOWANCES - MEETING	90,966	0	90,966	68,220	42,590
0242	CR ALLOWANCES - OTHER	12,450	0	12,450	9,333	5,453
0252	DONATIONS	64,275	0	64,275	48,204	27,380
1222	INFORMATION TECHNOLOGY - COUNCILLORS	4,752	0	4,752	3,564	3,028
5532	VOLUNTEER'S FUNCTION	2,000	0	2,000	1,494	1,299
5852	SUPERANNUATION	26,780	0	26,780	20,079	19,631
5922	COUNCIL FUNCTIONS	10,000	1,000	11,000	7,897	10,181
6112	EMPLOYEE INSURANCE - WORKERS COMPENSATION	10,507	0	10,507	7,875	9,628
6302	DEPRECIATION - GOVERNANCE	30,545	0	30,545	22,905	22,930
6932	COUNCILLOR TRAINING	16,800	0	16,800	12,600	5,588
9722	ADMIN SAL REALLOCATED - MEMBERS GENERAL	3,424	0	3,424	2,565	2,142
Total Operating Expenditure Members of Council		650,889	-3,455	647,434	488,847	428,162
Governance - Schedule 4						
Members of Council - Income						
0233	FEES & CHARGES	-100	0	-100	-72	0
0243	REIMBURSEMENTS	-50	0	-50	-36	0
Total Operating Income Members of Council		-150	0	-150	-108	0
Governance - Schedule 4						
Administration - Expenditure						
0036	ADMIN EMPLOYEE COSTS REALLOCATED	-1,005,951	0	-1,005,951	-754,461	-629,395
0066	GEN ADMIN COSTS REALLOCATED	-508,834	0	-508,834	-381,618	-395,416
0250	LEASE INTEREST EXPENSE - ADMIN	2,050	0	2,050	1,530	2,116
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	39,100	0	39,100	29,322	21,074
0272	SALARIES (ADM)	870,770	-90,000	780,770	617,076	522,764
0282	SUPERANNUATION (ADMIN)	100,367	-8,000	92,367	72,067	60,927
0292	EMPLOYEE INSURANCE - WORKERS COMPENSATION	34,814	3,186	38,000	38,000	45,705
0342	DEPRECIATION (ADM)	55,368	0	55,368	41,526	46,454
0352	COMPUTER SOFTWARE COSTS	40,000	0	40,000	29,997	14,640
0362	OFFICE & SURROUNDS MTCE.	94,977	-20,000	74,977	57,771	45,789
0372	OTH OFFICE EXPENSES (A003	6,000	0	6,000	4,500	6,629
0382	PRINTING & STATIONERY	15,000	0	15,000	11,250	11,184
0392	COMPUTER MTCE AND AGREEMENTS	90,000	0	90,000	67,500	60,648
0402	UNIFORM ALLOWANCE	6,855	-1,055	5,800	4,085	2,292
0432	VEHICLE RUNNING COSTS	19,500	-1,000	18,500	13,625	16,495
0452	ADVERTISING	1,000	0	1,000	747	398
0532	TELEPHONE & FACSIMILE	22,000	1,000	23,000	17,497	18,599
0542	POSTAGE	5,000	0	5,000	3,744	4,717
0562	OFFICE EQUIPMENT MAINTENANCE	14,500	1,500	16,000	12,372	10,259
0582	CONTRACT STAFF WAGES	4,276	29,982	34,258	34,258	34,258
0852	BANK CHARGES	15,500	0	15,500	11,619	11,580
0882	INSURANCE - OTHER	27,958	0	27,958	27,958	27,958
1072	FRINGE BENEFITS TAX	23,300	0	23,300	17,469	10,842
1092	COMPUTER USER GROUP SUBSCRIPTION	700	-20	680	502	680

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
5572	CEO NETWORKING & STAFF REWARDS ALLOWANCE	1,500	1,000	2,500	2,125	1,837
5582	STAFF RECRUITMENT COSTS - ADMIN	10,000	19,000	29,000	26,497	28,291
5702	OCCUPATIONAL SAFETY AND HEALTH (RE-ALLOC. TO PROGRAMS)	1,250	0	1,250	936	251
6022	FURNITURE & EQUIPMENT UNDER THRESHOLD	13,000	2,000	15,000	11,747	18,421
6804	P/L SALE OF ASSET (ADM)	0	0	0	0	4
Total Operating Expenditure Administration		0	-62,407	-62,407	19,641	0
Governance - Schedule 4						
Administration - Income						
7863	INSURANCE REBATES	-40,000	4,000	-36,000	-25,997	-22,727
7873	REIMBURSEMENTS - ADMINISTRATION	0	-3,650	-3,650	-3,650	-3,650
Total Operating Income Administration		-40,000	350	-39,650	-29,647	-26,377
Governance - Schedule 4						
Other Governance Costs - Expense						
0156	ADMIN SALARIES REALLOCATED TO OTHER GOVERNANCE.	44,009	0	44,009	33,003	27,535
0182	SUBSCRIPTIONS	29,407	1,593	31,000	31,000	30,504
0206	GEN ADMIN COSTS REALLOC TO OTHER GOVERNANCE	37,250	0	37,250	27,936	28,947
0502	SUNDRY EXPENSES ADMIN	0	1,000	1,000	1,000	177
0892	NON-SPECIFIC LEGAL COSTS	15,000	0	15,000	11,250	4,664
0952	AUDIT FEES	49,500	-3,500	46,000	33,625	760
0962	CONSULTANTS FEES	112,800	0	112,800	84,600	15,250
1042	PUBLIC RELATIONS	20,500	0	20,500	15,372	14,179
1082	RESOURCE SHAR/ECON DEV	24,603	0	24,603	18,450	19,520
3772	SALARIES - GOVERNANCE	144,986	0	144,986	108,738	100,725
5862	SUPERANNUATION (GOVERNANCE)	14,499	0	14,499	10,872	10,574
5912	RISK MANAGEMENT	11,000	0	11,000	8,244	5,491
6122	EMPLOYEE INSURANCE - WORKERS COMPENSATION	6,176	0	6,176	6,176	5,800
Total Operating expenditure Governancve Other		509,730	-907	508,823	390,266	264,128
Governance - Schedule 4						
Other Governance Costs - Income						
0333	CONTRIBUTIONS	-800	0	-800	-594	-389
0901	REIMBURSEMENTS - STAFF TELEPHONE	-150	0	-150	-108	0
0921	FEES & CHARGES	-200	-350	-550	-344	-509
0951	REIMBURSEMENTS - STAFF UNIFORM	-200	0	-200	-144	-107
1041	FEES & CHARGES - GST FREE	-200	-300	-500	-294	-456
Total Operating Income Governance Other		-1,550	-650	-2,200	-1,484	-1,461
Summary of Operations - Governance Program						
Members of Council						
Sub Total Operating Expenditure		650,889	-3,455	647,434	488,847	428,162
Sub Total Operating Income		-150	0	-150	-108	0
		650,739	-3,455	647,284	488,739	428,162
Administration						
Sub Total Operating Expenditure		0	-62,407	-62,407	19,641	0
Sub Total Operating Income		-40,000	350	-39,650	-29,647	-26,377
		-40,000	-62,057	-102,057	-10,006	-26,377
Other Governance						
Sub Total Operating Expenditure		509,730	-907	508,823	390,266	264,128
Sub Total Operating Income		-1,550	-650	-2,200	-1,484	-1,461
		508,180	-1,557	506,623	388,782	262,667
Total Operating Expenditure		1,160,619	-66,769	1,093,850	898,754	692,290
Total Operating Income		-41,700	-300	-42,000	-31,239	-27,837
Program (Surplus)/Deficit		1,118,919	-67,069	1,051,850	867,515	664,453

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Law, Order & Public Safety - Schedule 5						
Fire Prevention - Expenditure						
0216	ADMIN SALARIES REALLOC TO FIRE CONTROL	64,978	0	64,978	48,726	40,655
0266	GENERAL ADMIN COSTS REALLOC TO FIRE CONTROL	27,995	0	27,995	20,988	21,754
0320	LEASE INTEREST EXPENSE - CESM VEHICLE	0	0	0	0	2
0632	FIRE CONTROL EXPENSES	9,670	30,330	40,000	30,145	38,725
0642	INSURANCE (FC)	39,398	0	39,398	39,398	39,398
0672	PUBLIC STANDPIPES	6,820	0	6,820	5,112	12,917
0682	BUSH FIRE MITIGATION - SHIRE	10,000	0	10,000	7,497	3,192
1062	DEPRECIATION (FC)	41,253	0	41,253	30,933	47,258
1132	CESM - EMERGENCY MGMT SALS	120,630	0	120,630	90,468	94,555
1172	ARGYLE IRISHTOWN BFB STATION PLANNING AND STUDIES	0	35,000	35,000	21,000	6,000
3572	FURNITURE & EQUIPMENT UNDER THRESHOLD	2,282	0	2,282	1,710	0
5142	ESL OPERATING EXPENSES SHIRE	171,704	0	171,704	128,754	158,102
5592	DEPRECIATION ON BRIGADE PLANT	346,500	0	346,500	259,875	248,064
6402	CESM SUPERANNUATION	15,534	0	15,534	11,646	9,497
6412	CESM OFFICE EXPENSES	21,565	0	21,565	16,164	19,420
6962	BUSH FIRE MITIGATION - SEMC	327,015	0	327,015	148,638	126,383
7382	REGIONAL BUSHFIRE MITIGATION CO-ORDINATOR - CONTRIBUTION	14,000	0	14,000	10,494	5,807
Total Operating Expenditure Fire Prevention		1,219,345	65,330	1,284,675	871,548	871,731
Law, Order & Public Safety - Schedule 5						
Fire Prevention - Income						
0703	FEES & CHARGES - FINES	-2,000	400	-1,600	-1,294	-1,500
0745	REIMBURSEMENTS	-1,000	500	-500	-500	-1,278
0773	CONTRIBUTIONS	-1,000	400	-600	-600	-730
0783	FEES & CHARGES - SALE OF STANDPIPE WATER	-5,000	-2,500	-7,500	-5,744	-11,836
1011	FEES & CHARGES - ESL COMMISSION	-4,000	0	-4,000	-2,997	-4,000
5123	GRANTS - VBFB ESL OPERATING GRANT	-211,102	0	-211,102	-158,319	-171,765
5983	REIMBURSEMENTS - DFES FOR CESM	-72,468	0	-72,468	-54,351	-28,757
6963	GRANTS - BUSHFIRE MITIGATION	-327,015	0	-327,015	-230,000	-126,968
0765	GRANTS (CAPITAL) - VBFB ESL ASSETS	-17,586	0	-17,586	-13,185	-17,586
Total Operating Income Fire Prevention		-641,171	-1,200	-642,371	-466,990	-364,420
Law, Order & Public Safety - Schedule 5						
Animal Control - Expenditure						
0276	ADMIN SALARIES REALLOC TO ANIMAL CONTROL	38,079	0	38,079	28,557	23,825
0326	ADMIN GENERAL COSTS REALLOC TO ANIMAL CONTROL	24,401	0	24,401	18,297	18,962
0762	A/C TRAINING EXPENSES	4,500	0	4,500	3,375	856
0772	SALARIES (AC)	122,541	2,459	125,000	92,882	95,995
0782	SUPERANNUATION (AC)	12,460	0	12,460	9,342	10,374
0792	VEHICLE EXPENSE (AC)	12,500	-1,500	11,000	8,369	12,556
0802	GENERAL EXPENSES (AC)	16,000	-2,000	14,000	11,488	6,634
0812	CLOTHING ALLOWANCE	1,200	0	1,200	900	0
0822	TELEPHONE ALLOWANCE	1,950	0	1,950	1,458	1,262
0827	A/H CALL SERVICE - ANIMAL	5,000	0	5,000	3,744	0
0832	DEPRECIATION (AC)	1,800	0	1,800	1,350	1,334
Total Operating Expenditure Animal Control		240,431	-1,041	239,390	179,762	171,796
Law, Order & Public Safety - Schedule 5						
Animal Control - Income						
0833	FEES & CHARGES - DOG REGISTRATION	-25,000	0	-25,000	-18,747	-26,047
0843	FEES & CHARGES - FINES	-3,000	-1,000	-4,000	-2,500	-5,483
0873	FEES & CHARGES - ANIMAL FACILITY LICENSING	-500	-500	-1,000	-479	-1,000
0893	FEES & CHARGES - ANIMAL IMPOUNDING	-3,000	1,000	-2,000	-2,000	-1,348
1193	FEES & CHARGES - CAT REGISTRATIONS	-4,500	500	-4,000	-3,175	-4,170
7943	P/L SALE OF ASSETS - ANIMAL	-6,008	0	-6,008	-6,008	0
Total Operating Income Animal Control		-42,008	0	-42,008	-32,909	-38,048

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Law, Order & Public Safety - Schedule 5						
Other Law, Order & Public Safety - Expenditure						
0912	DEPRECIATION (OTHER LAW & ORDER)	21,637	0	21,637	16,227	16,362
0922	DBK BRANCH-EMERGENCY SVES	19,780	0	19,780	14,814	17,917
1142	AWARE PROGRAMME - EMERGENCY MANAGEMENT	3,915	0	3,915	2,934	3,634
1152	EMERGENCY RESPONSE, FESA SES ETC	5,160	0	5,160	3,861	1,959
5192	LEMC OPERATING EXPENSES	0	1,000	1,000	1,000	0
5193	EMERGENCY COMMUNICATION EXPENDITURE	6,500	0	6,500	4,869	5,386
5392	CRIME PREVENTION PLAN	5,000	0	5,000	3,744	0
5602	DEP'N ON SES PLANT	16,240	0	16,240	12,177	12,191
5742	COMMUNITY ROAD SAFETY	1,000	0	1,000	747	0
5772	BUILDING MAINTENANCE (EX SES BUILDING)	1,016	0	1,016	756	929
6862	ADMIN SALARIES REALLOCATED - OLOPS	3,395	0	3,395	2,538	2,124
6872	GENERAL ADMIN COSTS REALLOCATED - OLOPS	1,533	0	1,533	1,143	1,191
Total Operating Expenditure Other Law, Order & Public Safety		85,176	1,000	86,176	64,810	61,693
Law, Order & Public Safety - Schedule 5						
Other Law, Order & Public Safety - Income						
0953	FINES AND PENALTIES	0	-36	-36	-36	-36
1163	GRANT - SES ESL OPERATING GRANT	-19,780	0	-19,780	-14,832	-14,835
Total Operating Income Other Law, Order & Public Safety		-19,780	-36	-19,816	-14,868	-14,871
Summary of Operations - Law, Order & Public Safety Program						
Fire Prevention						
	Sub Total Operating Expenditure	1,219,345	65,330	1,284,675	871,548	871,731
	Sub Total Operating Income	-641,171	-1,200	-642,371	-466,990	-364,420
		578,173	64,130	642,303	404,558	507,311
Animal Control						
	Sub Total Operating Expenditure	240,431	-1,041	239,390	179,762	171,796
	Sub Total Operating Income	-42,008	0	-42,008	-32,909	-38,048
		198,423	-1,041	197,382	146,853	133,748
Other Law, Order & Public Safety						
	Sub Total Operating Expenditure	85,176	1,000	86,176	64,810	61,693
	Sub Total Operating Income	-19,780	-36	-19,816	-14,868	-14,871
		65,396	964	66,360	49,942	46,822
	Total Operating Expenditure	1,544,951	65,289	1,610,240	1,116,120	1,105,221
	Total Operating Income	-702,959	-1,236	-704,195	-514,767	-417,340
	Program (Surplus)/Deficit	841,992	64,053	906,045	601,353	687,881
Health - Schedule 7						
Health Inspection & Administration - Expenditure						
0426	ADMIN SALARIES REALLOC TO HEALTH INSP.	30,243	0	30,243	22,680	18,922
0476	ADMIN GENERAL COSTS REALLOC TO HEALTH INSP.	13,793	0	13,793	10,341	10,719
1262	SALARIES (HLTH)	101,601	0	101,601	76,194	73,216
1272	SUPERANNUATION - HEALTH	10,366	0	10,366	7,767	7,620
1302	CONF & TRAIN EXPENSES	2,000	0	2,000	1,494	0
1312	VEHICLE EXPENSES - HEALTH	6,417	0	6,417	4,806	5,547
1322	SUNDRY HEALTH EXPENSES	4,564	0	4,564	3,411	1,319
1332	LEGAL EXPENSES	1,000	0	1,000	747	0
2082	ANALYTICAL EXPENSES	2,000	0	2,000	1,494	1,458
2092	HEALTH SAMPLING EQUIP (< THRESHOLD)	1,000	0	1,000	747	0
3492	OTHER EMPLOYEE COSTS	8,000	0	8,000	5,994	0
6182	EMPLOYEE INSURANCE - WORKERS COMPENSATION	4,174	0	4,174	4,174	4,064
7392	FRINGE BENEFITS TAX - HEALTH	5,050	0	5,050	3,780	3,985
Total Operating Expenditure Health Inspection & Admin		190,208	0	190,208	143,629	126,849

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Health - Schedule 7						
Health Inspection & Administration - Income						
1343	FEES & CHARGES - GST FREE - LICENSING / INSPECTIONS	-21,000	-2,000	-23,000	-21,500	-22,571
1443	FEES & CHARGES - FINES	-500	0	-500	-369	0
1463	CONTRIBUTION - EMPLOYEES	-1,190	0	-1,190	-891	-864
Total Operating Income Health Inspection & Administration		-22,690	-2,000	-24,690	-22,760	-23,434
Health - Schedule 7						
Health Other - Expenditure						
1512	BANK CHARGES LOANS OTHER HEATH	530	0	530	396	445
1592	MEDICAL CENTRE MTC	15,908	0	15,908	11,907	12,519
1602	DENTAL SURGERY OPERATING	6,658	0	6,658	4,977	7,566
1612	INTEREST ON LOANS (MEDIC - TREASURY CORP)	2,977	0	2,977	2,232	1,277
1622	DEPRECIATION (MED/DENT)	43,228	0	43,228	32,418	32,450
6882	ADMIN EMPLOYEE COSTS REALLOCATED - HEALTH	3,150	0	3,150	2,358	1,971
6892	GENERAL ADMIN COSTS REALLOCATED - HEALTH	892	0	892	666	693
Total Operating Expenditure Health Other		73,343	0	73,343	54,954	56,921
Health - Schedule 7						
Health Other - Income						
1081	REIMBURSEMENTS	-18,000	7,000	-11,000	-11,000	-9,292
1091	FEES & CHARGES - PROPERTY LEASES	-130,999	6,999	-124,000	-96,244	-94,760
Total Operating income Health Other		-148,999	13,999	-135,000	-107,244	-104,052
Summary of Operations - Health Program						
Health Inspection & Administration						
	Sub Total Operating Expenditure	190,208	0	190,208	143,629	126,849
	Sub Total Operating Income	-22,690	-2,000	-24,690	-22,760	-23,434
		167,518	-2,000	165,518	120,869	103,415
Health Other						
	Sub Total Operating Expenditure	73,343	0	73,343	54,954	56,921
	Sub Total Operating Income	-148,999	13,999	-135,000	-107,244	-104,052
		-75,656	13,999	-61,657	-52,290	-47,132
	Total Operating Expenditure	263,551	0	263,551	198,583	183,770
	Total Operating Income	-171,689	11,999	-159,690	-130,004	-127,487
	Program (Surplus)/Deficit	91,862	11,999	103,861	68,579	56,283
Education & Welfare Schedule 8						
Preston Village Retirement						
1047	PRESTON VILL - ASSET MTC / REFURB	23,668	0	23,668	17,757	3,841
4007	UTILITY CHARGES (PRESTON VILLAGE)	14,300	0	14,300	10,701	12,680
4017	PROPERTY INSURANCE (PRESTON VILLAGE)	6,350	0	6,350	6,350	6,340
4027	WORKERS COMP INSURANCE (PRESTON VILLAGE)	1,393	0	1,393	1,392	914
4037	CONTRACTORS (PRESTON VILLAGE)	10,500	0	10,500	7,848	6,502
4047	EMERGENCY PHONE MONITORING (PRESTON VILLAGE)	2,280	0	2,280	1,710	1,833
4057	GENERAL EXPENSES (PRESTON VILLAGE)	1,000	0	1,000	747	198
4077	GROUNDS MAINTENANCE (PRESTON VILLAGE)	4,000	0	4,000	2,997	2,558
4167	SALARIES - PRESTON VILLAGE	12,938	0	12,938	9,702	7,757
4177	SUPERANNUATION - PRESTON VILLAGE	2,599	0	2,599	1,944	795
4192	PRESTON VILLAGE RETIREMENT UNITS MTC	4,251	1,249	5,500	4,435	8,176
5007	ADMINISTRATION SALARIES REALLOCATED (PRESTON VILLAGE)	4,414	0	4,414	3,303	2,762
5027	GENERAL ADMINISTRATION COSTS REALLOCATED REALLOCATED (PRESTON VILLAGE)	1,725	0	1,725	1,287	1,341
5107	GENERAL MAINTENANCE COSTS - PRESTON VILLAGE	7,000	0	7,000	5,247	0
6202	DEPRECIATION (PRESTON VILLAGE)	71,305	0	71,305	53,478	53,528

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
8462	SELLING / LEASING COSTS - PRESTON VILLAGE	10,000	0	10,000	7,497	0
Total Operating Expenditure Preston Retirement Village		177,723	1,249	178,972	136,395	109,225
Education & Welfare Schedule 8 Preston Village Retirement						
1523	FEES & CHARGES - LEASE PRESTON VILLAGE	-52,652	0	-52,652	-39,483	-35,564
3133	REIMBURSEMENTS - PRESTON VILLAGE	-2,800	0	-2,800	-2,097	-1,413
5953	FEES & CHARGES - PRESTON VILLAGE COMMUNITY CENTRE	-4,800	0	-4,800	-3,600	-4,082
Total Operating Income Preston Retirement Village		-60,252	0	-60,252	-45,180	-41,059
Education & Welfare Schedule 8 TUIA Lodge - Expenditure						
1497	KITCHEN SERVICES - (TUIA)	0	24	24	24	24
1507	OTHER REFUSE REMOVAL - (TUIA)	0	49	49	49	49
1642	DEPRECIATION (TUIA)	167,066	0	167,066	125,298	129,850
1662	SALARIES (T/LODGE)	0	1,497	1,497	1,497	1,497
1672	SUPERANNUATION (T/LODGE)	0	1,987	1,987	1,987	2,710
3592	INTEREST ON LOANS - (TUIA)	4,062	0	4,062	3,042	1,310
3642	*NOT IN USE* - RECRUITMENT MEDICALS/REPORTS - (TUIA)	0	92	92	92	92
3682	PROPERTY INSURANCE - (TUIA)	34	0	34	18	0
3687	SUNDRY EXPENDITURE - (TUIA)	0	-3	-3	-3	1,028
3697	*NOT IN USE* - BOND INTEREST - (TUIA)	0	4,776	4,776	4,776	4,776
3702	*NOT IN USE* - MEDICAL MALPRACTICE INSURANCE - (TUIA)	0	6,510	6,510	6,510	6,510
3742	WATER CHARGES - (TUIA)	0	736	736	736	736
3762	TELEPHONE/COMMUNICATIONS - (TUIA)	0	420	420	420	509
3802	MEDICAL SUPPLIES - (TUIA)	0	352	352	352	352
3812	BUILDING MAINTENANCE - (TUIA)	0	71	71	71	71
3817	*NOT IN USE* - GROUNDS MAINTENANCE - (TUIA)	0	12	12	12	12
3822	MOTOR VEHICLE EXPENSES - (TUIA)	0	1,425	1,425	1,425	1,425
3882	CONSULTANCY SERVICES - (TUIA)	0	3,541	3,541	3,541	3,541
3902	STATIONERY/OFFICE SUPPLIES - (TUIA)	0	5	5	5	5
3937	STATE GUARANTEE FEE - (TUIA)	0	1,860	1,860	1,860	1,860
6062	FURN. & EQUIP. TUIA - NON CAPITAL	0	1,256	1,256	1,256	1,256
Total Operating Expenditure TUIA Lodge		171,162	24,610	195,772	152,968	157,612
Education & Welfare Schedule 8 TUIA Lodge - Income						
1716	FEES & CHARGES - PROPERTY LEASES	-21,092	0	-21,092	-15,813	-17,577
1703	*NOT IN USE* - BASIC DAILY CARE FEE	0	6,362	6,362	6,362	6,947
Total Operating Income TUIA Lodge		-21,092	6,362	-14,730	-9,451	-10,630
Education & Welfare Schedule 8 Care Families and Childfren - Expenditure						
1362	COMMUNITY CENTRE / INFANT HEALTH CLINIC	7,344	0	7,344	5,499	3,538
4052	LIONS CLUB BUILDING ALLNUT ST	2,350	0	2,350	1,755	1,485
4337	ADMIN SALARIES REALLOCATED	1,102	0	1,102	819	689
4347	GENERAL ADMIN COSTS REALLOCATED	305	0	305	225	237
5932	1ST DONNYBROOK SCOUT BLDG	536	264	800	660	744
6002	BALINGUP COMMUNITY CENTRE	300	0	300	225	378
Total Operating Expenditure Care Families and Children		11,936	264	12,201	9,183	7,071
Education & Welfare Schedule 8 Care Families and Childfren - Income						
1643	FEES & CHARGES - PROPERTY LEASES	-1,070	-430	-1,500	-1,125	-1,343
4003	REIMBURSEMENTS	-1,250	0	-1,250	-936	-555
Total Operating Income Care Families and Children		-2,320	-430	-2,750	-2,061	-1,898

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Education & Welfare Schedule 8						
Community & Youth Development - Expenditure						
0486	ADMIN SALARIES REALLOC TO COMM/YOUTH DEV.	39,152	0	39,152	29,358	24,496
0536	ADMIN GENERAL COSTS REALLOC TO COMM/YOUTH DEV.	26,241	0	26,241	19,674	20,392
4652	COMM. DEV. INITIATIVES	2,500	0	2,500	1,872	0
4762	SEED FUNDING YOUTH RELATED PROGRAMMES	3,550	0	3,550	2,655	657
4822	SALARIES COMMUNITY DEVELOPMENT OFFICER	144,046	16,660	160,706	114,691	117,684
4832	SUPERANNUATION COMMUNITY DEVELOPMENT OFFICER	17,584	2,016	19,600	13,991	14,161
4842	INSURANCE COMMUNITY DEVELOPMENT	7,088	2,451	9,539	6,290	9,539
5202	OFFICE EXPENSES COMMUNITY DEVELOPMENT	1,710	0	1,710	1,278	788
5522	SENIOR WEEK FUNCTION	750	0	750	558	100
7752	AUSTRALIA DAY EVENT	5,000	20,000	25,000	23,744	19,636
Total Operating Expenditure Community & Youth Development		247,621	41,127	288,748	214,111	207,452
Education & Welfare Schedule 8						
Community & Youth Development - Income						
0283	GRANTS - PROGRAMS (AUSTRALIA DAY)	0	-20,000	-20,000	-20,000	-16,000
3403	CONTRIBUTIONS	-200	0	-200	-144	0
5963	REIMBURSEMENTS - EMPLOYEES	-200	0	-200	-144	-40
Total Operating Income Community & Youth Development		-400	-20,000	-20,400	-20,288	-16,040
Education & Welfare Schedule 8						
Other Welfare - Expenditure						
1017	BUILDING INSURANCE (LANG VILLS U7-9)	1,322	0	1,322	1,320	1,322
1037	ASSET MTC/REFURB - WELL AGED UNIT	0	0	0	0	0
1057	GENERAL EXPENSES (LANG VILLS U7-9)	2,000	0	2,000	1,494	367
1067	WORKERS COMP INSURANCE - WELL AGED	1,057	505	1,562	1,561	1,562
1737	MOWING & GROUND MTCE (MINN COTTS U1-4)	3,000	0	3,000	2,250	2,432
1747	UTILITY CHARGES - (MINN COTTS U1-4)	4,740	0	4,740	3,546	2,891
1757	CONTRACTORS - (MINN COTTS U1-4)	8,650	9,350	18,000	16,318	13,262
1767	BUILDING INSURANCE - (MINN COTTS U1-4)	784	0	784	782	784
1787	GENERAL EXPENSES - (MINN COTTS U1-4)	2,000	0	2,000	1,494	479
1797	MOWING & GROUND MTCE - (MINN COTTS U5-8)	3,000	0	3,000	2,250	2,312
3322	CONSULTANCY - AGED CARE SERVICES	0	9,000	9,000	9,000	9,000
6212	DEPRECIATION (MINN COTTS 1-4)	12,902	0	12,902	9,675	9,686
6222	DEPRECIATION (MINN COTTS 5-8)	9,842	0	9,842	7,380	8,965
6232	DEPRECIATION (MINN COTTS 9-12)	11,910	0	11,910	8,928	8,941
6242	DEPRECIATION (LANG VILLS 1-6)	24,543	0	24,543	18,405	18,424
6252	DEPRECIATION (LANG VILLS 7-9)	17,947	0	17,947	13,455	13,473
6812	BRIDGE ST PROJECT	0	0	0	0	0
7107	SALARIES - DIRECT ALLOCATION	15,919	0	15,919	11,934	8,637
7117	SUPER - DIRECT ALLOCATION	4,548	0	4,548	3,411	966
8007	UTILITY CHARGES - (MINN COTTS U5-8)	2,740	0	2,740	2,043	1,495
8017	CONTRACTORS - (MINN COTTS U5-8)	8,650	0	8,650	6,462	3,837
8027	BUILDING INSURANCE - (MINN COTTS U5-8)	750	0	750	750	750
8047	GENERAL EXPENSES - (MINN COTTS U5-8)	2,000	0	2,000	1,494	773
8057	MOWING & GROUND MTC - (MINN COTTS U9-12)	3,000	0	3,000	2,250	1,290
8067	UTILITY CHARGES - (MINN COTTS U9-12)	3,360	0	3,360	2,511	2,725
8077	CONTRACTORS - (MINN COTTS U9-12)	8,650	0	8,650	6,462	5,536
8087	BUILDING INSURANCE - (MINN COTTS U9-12)	858	0	858	856	858
9007	GENERAL EXPENSES - (MINN COTTS U9-12)	2,000	0	2,000	1,494	764
9017	MOWING & GROUND MTC (LANG VILL U1-6)	3,000	0	3,000	2,250	2,439
9027	UTILITY CHARGES (LANG VILL U1-6)	6,270	0	6,270	4,698	3,952
9037	CONTRACTORS (LANG VILL U1-6)	10,820	9,180	20,000	19,869	17,465
9047	BUILDING INSURANCE (LANG VILLS U1-6)	1,838	0	1,838	1,838	1,838
9067	GENERAL EXPENSES (LANG VILLS U1-6)	2,000	0	2,000	1,494	993

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
9077	MOWING & GROUND MTCE (LANG VILLS U7-9)	3,000	0	3,000	2,250	877
9082	GEN ADMIN ALLOC - AGED HOUSING (NOT TUIA OR HACC)	4,536	0	4,536	3,402	3,525
9087	UTILITY CHARGES (LANG VILLS U7-9)	2,770	0	2,770	2,070	1,220
9097	CONTRACTORS (LANG VILLS U7-9)	9,510	0	9,510	7,110	2,856
9272	ADMIN SAL REALLOCATED - OTHER WELFARE	13,276	0	13,276	9,954	8,306
Total Operating Expenditure Other Welfare		213,192	28,035	241,227	192,460	165,001
Education & Welfare Schedule 8						
Other Welfare - Income						
1173	FEES & CHARGES - LEASE MIININUP COTTAGES U 5-8	-34,548	20,548	-14,000	-11,363	-10,181
1223	SOCIALHOUSING ECONOMIC RECOVERY PACKAGE (SHERP) GRANTS PROGRAM WORKSTREAM 2 - REFURBISHMENTS	0	-2,866,825	-2,866,825	0	0
1683	REIMBURSEMENTS	0	-11,359	-11,359	-2,000	-1,997
1743	FEES & CHARGES - LEASE MINNINUP COTTAGES U 1-4	-34,627	4,627	-30,000	-24,338	-19,704
1753	FEES & CHARGES - LEASE LANGLEY VILLAS U 1-6	-54,527	0	-54,527	-40,887	-40,443
1773	FEES & CHARGES - LEASE MINNINUP COTTAGES U 9-12	-34,601	4,601	-30,000	-24,346	-20,689
2603	FEES & CHARGES - LEASE LANGLEY VILLAS U 7-9	-28,602	0	-28,602	-21,447	-21,724
7503	DONATIONS - OTHER WELFARE	0	-200	-200	-200	-200
Total Operating Income Other Welfare		-186,905	-2,848,609	-3,035,513	-124,581	-114,938
Education & Welfare Schedule 8						
Pre-School - Expenditure						
0982	DEPRECIATION (EDUC)	11,740	0	11,740	8,802	8,813
Total Operating Expenditure Pre-School		11,740	0	11,740	8,802	8,813
Education & Welfare Schedule 8						
Other Education - Expenditure						
1002	TELECENTRE MAINTENANCE	2,552	0	2,552	1,908	1,874
1012	SCHOLARSHIPS	300	0	300	225	300
Total Operating Expenditure Other Education		2,852	0	2,852	2,133	2,174
Summary of Operations - Education & Welfare Program						
Preston Village Retirement						
Sub Total Operating Expenditure		177,723	1,249	178,972	136,395	109,225
Sub Total Operating Income		-60,252	0	-60,252	-45,180	-41,059
		117,471	1,249	118,720	91,215	68,166
TUIA Lodge						
Sub Total Operating Expenditure		171,162	24,610	195,772	152,968	157,612
Sub Total Operating Income		-21,092	6,362	-14,730	-9,451	-10,630
		150,070	30,972	181,042	143,517	146,982
Care Families and Childfren						
Sub Total Operating Expenditure		11,936	264	12,201	9,183	7,071
Sub Total Operating Income		-2,320	-430	-2,750	-2,061	-1,898
		9,616	-166	9,451	7,122	5,173
Community & Youth Development						
Sub Total Operating Expenditure		247,621	41,127	288,748	214,111	207,452
Sub Total Operating Income		-400	-20,000	-20,400	-20,288	-16,040
		247,221	21,127	268,348	193,823	191,412
Other Welfare						
Sub Total Operating Expenditure		213,192	28,035	241,227	192,460	165,001
Sub Total Operating Income		-186,905	-2,848,609	-3,035,513	-124,581	-114,938
		26,287	-2,820,574	-2,794,286	67,879	50,062

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Pre-School						
	Sub Total Operating Expenditure	11,740	0	11,740	8,802	8,813
	Sub Total Operating Income	0	0	0	0	0
		11,740	0	11,740	8,802	8,813
Other Education						
	Sub Total Operating Expenditure	2,852	0	2,852	2,133	2,174
	Sub Total Operating Income	0	0	0	0	0
		2,852	0	2,852	2,133	2,174
	Total Operating Expenditure	836,226	95,285	931,511	716,052	657,346
	Total Operating Income	-270,969	-2,862,677	-3,133,645	-201,561	-184,564
	Program (Surplus)/Deficit	565,257	-2,767,391	-2,202,134	514,491	472,782
Community Amenities - Schedule 10						
Sanitation-Household Refuse - Expenditure						
1762	DOMESTIC REFUSE COLLECT	173,162	0	173,162	129,861	116,242
1772	RUBBISH SITES MTC	479,178	-11,178	468,000	351,268	307,138
1782	DOMESTIC RECYCLING PICKUP	91,326	0	91,326	68,490	74,167
1802	ORGANIC REFUSE REMOVALS	155,610	-35,000	120,610	102,703	83,830
1812	DEPRECIATION (REFUSE)	53,314	0	53,314	39,978	40,022
2242	INSURANCE WASTE MANAGEMNT	1,569	548	2,117	2,116	2,117
2252	VEHICLE EXPENSES	3,250	0	3,250	2,430	3,129
2262	WASTE MANAGEMENT OFFICE EXPENSES	650	0	650	486	0
2552	REFUSE COLL - PUBLIC BINS	138,500	0	138,500	103,860	105,897
2562	GENERAL ADMIN ALLOCATED - HOUSEHOLD REFUSE	8,530	0	8,530	6,390	6,629
3422	RURAL RECYCLING SVCE. - SHIRE STAFF	2,500	0	2,500	1,872	0
3602	REGIONAL WASTE MANAGEMENT	3,398	0	3,398	2,547	1,798
7362	AMORTISATION (INTANGIBLE ASSETS)	28,553	0	28,553	21,411	21,905
9322	ADMIN SAL ALLOCATED - SANITATION	29,696	0	29,696	22,266	18,580
9927	FRINGE BENEFITS TAX - WASTE	2,200	0	2,200	1,650	1,736
	Total Expenditure Sanitation Household Refuse	1,171,436	-45,630	1,125,806	857,328	783,189
Community Amenities - Schedule 10						
Sanitation-Household Refuse - Income						
0403	FEES & CHARGES - REFUSE SITE BALINGUP	-1,000	-500	-1,500	-947	-1,804
1573	REIMBURSEMENTS - DBK REFUSE SITE	0	-750	-750	-750	-750
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	-560,350	0	-560,350	-420,261	-421,405
1813	FEES & CHARGES - SUNDRY	0	-200	-200	-200	-160
2003	FEES & CHARGES - REFUSE SITE DONNYBROOK	-15,000	-5,000	-20,000	-13,250	-21,757
6223	REIMBURSEMENTS	-600	0	-600	-450	-244
	Total Income Sanitation Household Refuse	-576,950	-6,450	-583,400	-435,858	-446,120
Community Amenities - Schedule 10						
Other Sanitation - expenditure						
1902	LITTER CONTROL	4,000	0	4,000	2,997	0
	Total Expenditure Other Sanitation	4,000	0	4,000	2,997	0
Community Amenities - Schedule 10						
Other Sanitation - Income						
1933	FEES & CHARGES - FINES	-200	0	-200	-144	0
	Total Income Other Sanitation	-200	0	-200	-144	0
Community Amenities - Schedule 10						
Urban Stormwater Drainage - expenditure						
2002	NONEYCUP CREEK	6,000	0	6,000	4,500	0
2012	BALINGUP DRAIN	1,500	0	1,500	1,125	995
5047	BLACKWOOD RIVER MTCE	2,000	0	2,000	1,494	153
5057	PRESTON RIVER MTCE	2,000	0	2,000	1,494	0
	Total Expenditure Urban Stormwater Drainage	11,500	0	11,500	8,613	1,148

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Community Amenities - Schedule 10						
Urban Stormwater Drainage - Income						
		0	0	0	0	0
Total Income Urban Stormwater Drainage		0	0	0	0	0
Community Amenities - Schedule 10						
Protection of Environment - expenditure						
2072	LANDCARE DEV./ENV. PLNG.	6,000	0	6,000	4,500	1,245
3612	ABANDONED VEHICLES	500	0	500	369	0
4207	ADMIN SALARIES REALLOCATED	3,745	0	3,745	2,808	2,343
4217	GENERAL ADMIN COSTS REALLOCATED	1,300	0	1,300	972	1,010
4466	NATURAL RESOURCE MGMT - CONTRACT LABOUR & RELIEF	0	6,388	6,388	6,388	6,388
5332	OFFICE EXPNSSES - NATURAL RESOURCE MANAGEMENT	1,566	0	1,566	1,161	803
5612	WAGES (NATURAL RESOURCE MGMT.)	10,647	9,200	19,847	11,663	12,465
5622	SUPERANNUATION - NATURAL RESOURCE MANAGEMENT	1,065	1,019	2,084	1,198	1,138
7502	NORTH BALINGUP RESERVES	1,500	0	1,500	1,116	422
Total Expenditure Protection of Environment		26,323	16,607	42,930	30,175	25,814
Community Amenities - Schedule 10						
Protection of Environment - income						
1141	FEES & CHARGES - SUNDRY	-800	0	-800	-594	0
Total Income Protection of Environment		-800	0	-800	-594	0
Community Amenities - Schedule 10						
Town Planning & Regional Development - Expenditure						
0626	ADMIN EMP COSTS REALLOC TO TOWN PLANNING	48,791	0	48,791	36,585	30,527
0656	ADMIN GENERAL COSTS REALLOC TO TOWN PLANNING	23,327	0	23,327	17,487	18,127
2022	LEGAL EXPENSES	8,000	0	8,000	5,994	1,898
2052	TP CONFERENCE EXPENSES	2,000	0	2,000	1,494	0
2122	SALARIES (SHIRE PLANNER)	203,938	-5,938	198,000	150,570	140,940
2142	OFFICE EXPENSES (TP)	2,000	0	2,000	1,494	1,520
2162	MOTOR VEHICLE EXPENSES	12,167	-3,667	8,500	7,651	8,182
2172	TOWN PLANNING GENERAL	16,000	0	16,000	11,997	120
2272	TOWN PLANNING ADVERTISING COSTS	3,000	-500	2,500	2,050	243
4456	TOWN PLANNING - CONTRACT LABOUR & RELIEF	0	289	289	289	289
5242	TOWN PLANNING RECRUITMENT & RELIEF EXPENSES	1,000	0	1,000	747	0
6052	T/PLAN - FURN & EQUIP UNDER THRESHOLD	1,000	0	1,000	747	0
6172	EMPLOYEE INSURANCE - WORKERS COMPENSATION	9,471	-274	9,197	9,197	9,197
7102	SUPERANNUATION (TP)	20,805	0	20,805	15,597	16,812
7522	FRINGE BENEFITS TAX - TOWN PLANNING	11,000	0	11,000	8,244	8,680
7562	LAND ADMINISTRATION - TOWN PLANNING	2,000	2,000	4,000	4,000	3,027
7642	STRATEGIC PLANNING - TOWN PLANNING	20,000	0	20,000	14,994	0
Total Expenditure Town Planning & Regional Development		384,499	-8,090	376,409	289,137	239,563
Community Amenities - Schedule 10						
Town Planning & Regional Development - Income						
2223	FEES & CHARGES - APPLICATIONS	-40,000	3,000	-37,000	-28,797	-26,577
2243	REIMBURSEMENTS	-200	-100	-300	-184	-243
Total Income Town Planning & Regional Development		-40,200	2,900	-37,300	-28,981	-26,820
Community Amenities - Schedule 10						
Other Community Amenities - Expenditure						
2302	DBK CEMETERY MNTCE	49,608	0	49,608	37,188	27,876
2312	BLN CEMETERY MNTCE	23,272	0	23,272	17,433	10,868
2322	PUBLIC CONVENIENCES	222,207	0	222,207	166,626	172,399
2342	TIDY TOWNS PROGRAMME	500	0	500	369	0
2372	DEPRECIATION (OCA)	13,440	0	13,440	10,080	13,786
2404	VILLAGE GREEN TOILETS	6,228	0	6,228	4,653	1,053
4227	ADMINISTRATION SALARIES REALLOCATED	10,909	0	10,909	8,181	6,825

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
4237	GENERAL ADMIN COSTS REALLOCATED	3,295	0	3,295	2,466	2,561
4932	UPPER PRESTON CEMETERY	7,019	0	7,019	5,238	2,332
5232	SALARIES - OTHER COMM AMENITIES	5,521	0	5,521	4,140	4,473
5882	SUPERANNUATION (COMM AMENITIES.)	552	0	552	414	582
6142	EMPLOYEE INSURANCE - WORKERS COMPENSATION	221	0	221	220	221
Total Expenditure Other Community Amenities		342,772	0	342,772	257,008	242,975
Community Amenities - Schedule 10						
Other Community Amenities - Income						
0943	FEES & CHARGES - CEMETERIES UPPER PRESTON	-4,000	0	-4,000	-2,997	-2,034
2363	FEES & CHARGES - CEMETERY LICENSES	-800	0	-800	-594	-289
2373	FEES & CHARGES - CEMETERIES DONNYBROOK	-20,000	0	-20,000	-14,994	-13,088
2383	FEES & CHARGES - CEMETERIES BALINGUP	-10,000	4,000	-6,000	-5,897	-5,116
Total Income Other Community Amenities		-34,800	4,000	-30,800	-24,482	-20,527
Summary of Operations - Community Amenities Program						
Sanitation-Household Refuse						
Sub Total Operating Expenditure		1,171,436	-45,630	1,125,806	857,328	783,189
Sub Total Operating Income		-576,950	-6,450	-583,400	-435,858	-446,120
		594,486	-52,080	542,406	421,470	337,069
Other Sanitation						
Sub Total Operating Expenditure		4,000	0	4,000	2,997	0
Sub Total Operating Income		-200	0	-200	-144	0
		3,800	0	3,800	2,853	0
Urban Stormwater Drainage						
Sub Total Operating Expenditure		11,500	0	11,500	8,613	1,148
Sub Total Operating Income		0	0	0	0	0
		11,500	0	11,500	8,613	1,148
Protection of Environment						
Sub Total Operating Expenditure		26,323	16,607	42,930	30,175	25,814
Sub Total Operating Income		-800	0	-800	-594	0
		25,523	16,607	42,130	29,581	25,814
Town Planning & Regional Development						
Sub Total Operating Expenditure		384,499	-8,090	376,409	289,137	239,563
Sub Total Operating Income		-40,200	2,900	-37,300	-28,981	-26,820
		344,299	-5,190	339,109	260,156	212,743
Other Community Amenities						
Sub Total Operating Expenditure		342,772	0	342,772	257,008	242,975
Sub Total Operating Income		-34,800	4,000	-30,800	-24,482	-20,527
		307,972	4,000	311,972	232,526	222,448
Total Operating Expenditure		1,940,530	-37,113	1,903,417	1,445,258	1,292,689
Total Operating Income		-652,950	450	-652,500	-490,059	-493,467
Program (Surplus)/Deficit		1,287,580	-36,663	1,250,917	955,199	799,222
Recreation & Culture - Schedule 11						
Public Halls & Civic Centres - Expenditure						
2412	PUBLIC HALLS - DBK	32,786	0	32,786	24,561	21,006
2422	PUBLIC HALLS - BLN	17,586	0	17,586	13,167	8,997
2432	PUBLIC HALLS - KIRUP	2,867	0	2,867	2,142	1,021
2442	PUBLIC HALLS - NOGGERUP	3,485	0	3,485	2,610	1,318
2452	DEPRECIATION (HALLS)	152,417	0	152,417	114,309	115,851
2462	PUBLIC HALLS - NEWLANDS	2,522	0	2,522	1,881	2,080
2472	PUBLIC HALL- BROOKHAMPTON	2,561	0	2,561	1,917	2,307
2482	PUBLIC HALL - YABBERUP	2,517	0	2,517	1,890	2,287

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
4357	ADMIN SALARIES REALLOCATED	10,752	0	10,752	8,064	6,727
4367	GENERAL ADMIN COSTS REALLOCATED	3,480	0	3,480	2,610	2,704
Total Expenditure Public Halls & Civic Centres		230,972	0	230,972	173,151	164,297
Recreation & Culture - Schedule 11						
Public Halls & Civic Centres - Income						
2433	FEES & CHARGES - DONNYBROOK HALL HIRE	-7,500	0	-7,500	-5,625	-5,280
2443	FEES & CHARGES - BALINGUP HALL HIRE	-1,200	0	-1,200	-900	-321
7053	FEES & CHARGES - PROPERTY LEASES	-1,800	0	-1,800	-1,350	-2,070
0465	GRANTS (CAPITAL) - ASSETS	-50,000	0	-50,000	-37,500	-38,027
Total Income Public Halls & Civic Centres		-60,500	0	-60,500	-45,375	-45,697
Recreation & Culture - Schedule 11						
Recreation Centre - Expenditure						
2612	EMPLOYEE PROV - REC	2,200	0	2,200	1,647	0
2707	OTHER STAFF COSTS - DBK REC CENTRE	1,500	-300	1,200	1,005	538
2717	STAFF UNIFORM - DBK REC CENTRE	2,200	0	2,200	1,647	270
2722	REC CENTRE MTCE	5,928	1,000	6,928	4,928	6,802
2727	INSURANCE - DBK REC CENTRE	18,504	0	18,504	18,502	18,504
2732	SUPERANNUATION - DBK REC CENTRE	33,201	0	33,201	24,894	26,829
2737	EMPLOYEE INSURANCE - DBK REC CENTRE	13,002	558	13,560	13,560	13,560
2742	SALARIES - DBK REC CENTRE	325,035	21,000	346,035	252,174	281,359
2747	COMMUNICATION - DBK REC CENTRE	3,200	-500	2,700	2,025	1,636
2752	RECRUITMENT EXPENSES - DBK REC CENTRE	4,500	0	4,500	3,375	1,904
2755	OPEN DAY RECREATION CENTRE	1,500	0	1,500	1,125	0
2757	CLEANERS WAGES - DBK REC CENTRE	13,939	-1,000	12,939	10,049	9,610
2760	LEASE INTEREST EXPENSE - DBK REC CENTRE	88	0	88	63	51
2767	CLEANERS SUPERANNUATION - DBK REC CENTRE	1,394	2,470	3,864	2,032	2,857
2777	CLEANING MATERIALS - DBK REC CENTRE	3,000	0	3,000	2,250	2,231
2787	GEN. BUILD MTC - DBK REC CENTRE	7,000	-1,000	6,000	4,847	5,882
2797	PRINTING / STATIONERY - DBK REC CENTRE	2,500	0	2,500	1,872	1,282
2802	CONFERENCE & TRAINING - DBK REC CENTRE	5,000	0	5,000	3,744	4,477
2807	ADVERTISING / PROMOTION COSTS - DBK REC CENTRE	7,000	-3,000	4,000	4,000	859
2817	EQUIPMENT UNDER THRESHOLD - DBK REC CENTRE	18,100	-5,000	13,100	11,572	9,294
2827	SUNDRY EXPENSES - DBK REC CENTRE	7,000	1,000	8,000	5,647	10,042
2837	WATER (POOL) - DBK REC CENTRE	8,960	-2,000	6,960	5,914	4,419
2847	CHEMICALS (POOL) - DBK REC CENTRE	15,000	-2,000	13,000	10,450	8,544
2857	PERSONAL PROTECTIVE EQUIP (POOL) - DBK REC CENTRE	1,800	-1,000	800	800	0
2867	ELECTRICITY - DBK REC CENTRE	51,750	0	51,750	38,808	42,186
2877	POOL PLANT MTCE - DBK REC CENTRE	3,000	12,000	15,000	12,410	11,540
2887	POOL & SURROUND MTCE - DBK REC CENTRE	10,000	-4,000	6,000	5,897	7,984
2897	POOL PROGRAME COSTS - DBK REC CENTRE	3,000	-1,000	2,000	1,850	930
2907	SUBSCRIPTIONS & MEMBERSHIP - DBK REC CENTRE	800	0	800	594	150
2917	POOL SUNDRY EXPENSES - DBK REC CENTRE	1,800	0	1,800	1,350	1,595
2927	STOCK PURCHASES (FOOD) - DBK REC CENTRE	10,000	0	10,000	7,497	10,873
2937	STOCK PURCHASES (NON-FOOD) - DBK REC CENTRE	5,000	-500	4,500	3,544	2,422
2947	KIOSK MAINTENANCE - DBK REC CENTRE	500	0	500	369	0
2957	HIRE EQUIPMENT (SQUASH) - DBK REC CENTRE	100	0	100	72	0
2967	SQUASH COURT MTCE - DBK REC CENTRE	2,000	-1,000	1,000	747	0

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
2977	PROGRAM COSTS (FUNCTION) - DBK REC CENTRE	500	0	500	369	0
2987	FUNCTION AREA MTCE - DBK REC CENTRE	500	0	500	369	0
2997	GYM BUILDING MTCE - DBK REC CENTRE	500	0	500	369	136
3007	GYM EQUIPMENT MTCE - DBK REC CENTRE	2,500	0	2,500	1,872	364
3017	GYM TRAINING PROGRAMS - DBK REC CENTRE	1,000	0	1,000	747	300
3027	GYM PROGRAM COSTS - DBK REC CENTRE	17,000	0	17,000	12,744	12,138
3037	STADIUM GEN MTCE - DBK REC CENTRE	3,000	3,000	6,000	6,000	6,000
3047	UMPIRE FEES - DBK REC CENTRE	500	1,000	1,500	1,500	1,540
3057	STADIUM PROGRAM COSTS - DBK REC CENTRE	2,000	0	2,000	1,494	135
3067	CRECHE / KINDY GYM EQUIPMENT - DBK REC CENTRE	600	-200	400	400	35
3077	ADMIN SALARIES REALLOCATED	93,185	0	93,185	69,885	58,303
3127	GENERAL ADMIN COSTS REALLOCATED	39,140	0	39,140	29,349	30,416
3137	DEPRECIATION - REC CENTRE	259,267	0	259,267	194,445	196,328
3442	RECREATION CENTRE STOCK WRITTEN OFF	100	0	100	72	0
9882	MAJOR PROJECT MANAGEMENT REALLOCATED	1,801	0	1,801	1,350	1,307
Total Expenditure Recreation Centre		1,011,094	19,528	1,030,622	782,225	795,633
Recreation & Culture - Schedule 11						
Recreation Centre - Income						
1121	FEES & CHARGES - SHOP / KIOSK (GT FREE)	-2,000	0	-2,000	-1,494	-1,555
1151	FEES & CHARGES - SQUASH CENTRE	-200	-400	-600	-512	-568
1201	FEES & CHARGES - GYMNASIUM / MEMBERSHIPS	-70,000	5,000	-65,000	-50,497	-47,560
1211	FEES & CHARGES - FUNCTION LOUNGE	-4,000	0	-4,000	-2,997	-2,007
1221	FEES & CHARGES - STADIUM	-22,000	0	-22,000	-16,497	-21,103
1231	FEES & CHARGES - SUNDRY	-50	0	-50	-36	-18
2553	FEES & CHARGES - SHOP / KIOSK (TAXABLE)	-18,000	0	-18,000	-13,500	-13,374
2563	FEES & CHARGES - POOL	-70,000	-5,000	-75,000	-75,000	-87,994
2643	FEES & CHARGES - CRECHE	-1,000	0	-1,000	-747	-805
2823	*NOT IN USE* - REIMB DBK REC CENTRE	0	-1,109	-1,109	-1,109	-1,109
Total Income Recreation Centre		-187,250	-1,509	-188,759	-162,389	-176,093
Recreation & Culture - Schedule 11						
Other Recreation & Sport - Expenditure						
2607	STATION SQUARE	82,850	0	82,850	62,100	22,054
2642	PARKS & RESERVES GENERAL	700,959	-19,959	681,000	509,565	474,165
2652	BLN REC CENTRE	2,374	626	3,000	2,132	3,095
2662	EGAN PARK	80,456	0	80,456	60,273	54,920
2672	MITCHELL PARK	85,622	-6,894	78,728	60,033	32,387
2677	VIN FARLEY PARK	4,193	0	4,193	3,141	0
2692	MITCHELL PARK - TENNIS CLUB	1,186	1,814	3,000	2,696	2,066
2702	DEPRECIATION (ORS)	546,669	0	546,669	409,995	418,320
2712	BLN PARKS & RESERVES	265,181	0	265,181	198,801	207,835
2812	INTEREST ON LOAN (REC)	1,443	0	1,443	1,080	473
4247	ADMINISTRATION SALARIES REALLOCATED	56,499	0	56,499	42,372	35,350
4257	GENERAL ADMIN COSTS REALLOCATED	11,621	0	11,621	8,712	9,031
5004	P/L SALE OF ASSET (OTHER REC & SPORT)	0	0	0	0	1,052,012
5652	WALK TRAILS	2,500	0	2,500	1,863	0
5722	HORSEMANS CLUB - BEELERUP	0	52	52	52	34
5792	BANK CHARGES LOANS - OTHER RECREATION AND SPORT	250	1,193	1,443	660	389
7712	KIRUP PARKS & RESERVES	45,050	0	45,050	33,732	23,946
7722	NOGGERUP PARK	6,336	0	6,336	4,752	1,618
9892	MAJOR PROJECT MANAGEMENT REALLOCATED	6,474	0	6,474	4,851	4,697
Total Expenditure Other Recreation & Sport		1,899,664	-23,169	1,876,495	1,406,810	2,342,392

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Recreation & Culture - Schedule 11						
Other Recreation & Sport - Income						
1513	MISCELLANEOUS INCOME	0	-5,000	-5,000	-5,000	-5,000
2323	DONATIONS - FUNPARK	-900	0	-900	-675	-228
2723	REIMBURSEMENTS - SELF SUPPORTING LOAN INTEREST	-1,443	0	-1,443	-1,080	-753
2733	FEES & CHARGES - PROPERTY LEASES (EGAN PARK)	-2,160	0	-2,160	-1,611	-1,440
2763	FEES & CHARGES - PROPERTY LEASES (MITCHELL PARK)	-13,426	0	-13,426	-10,062	-12,945
2773	FEES & CHARGES - PROPERTY LEASES (MITCHELL PK TENNIS)	-1,446	0	-1,446	-1,080	-1,446
2803	FEES & CHARGES - RESERVE HIRE	-1,782	0	-1,782	-1,332	-1,214
2853	REIMBURSEMENTS INCLUDING INSURANCE CLAIMS	-850	0	-850	-630	-37,655
3043	FEES & CHARGES - PROPERTY LEASES (BALINGUP REC CNTR)	-1,015	0	-1,015	-756	-500
0475	GOVT GRANTS - COMMUNITY FACILITIES	-4,511,500	0	-4,511,500	-1,000,000	0
7105	GRANTS (CAPITAL) - ASSETS	-2,106,387	40,494	-2,065,893	-1,720,000	-1,568,403
7225	TRANSFER FROM TRUST - POS	-208,771	0	-208,771	0	0
Total Income Other Recreation & Sport		-6,849,681	35,494	-6,814,187	-2,742,226	-1,629,584
Recreation & Culture - Schedule 11						
Libraries - Expenditure						
2902	SALARIES - DBK LIBRARY	127,521	-9,756	117,765	91,732	85,245
2912	SUPERANNUATION - DBK LIBRARY	12,768	-3,504	9,264	8,174	7,001
2922	BOOK STOCK - DBK LIBRARY	500	0	500	369	0
2932	BLN LOST/DAMAGED BOOKS	200	0	200	144	0
2962	OFFICE EXPENSES DBK	0	0	0	0	0
2972	GENERAL EXPENSES BLN	9,986	0	9,986	7,452	1,717
3002	GENERAL ADMIN ALLOCATED - LIBRARIES	42,554	0	42,554	31,914	33,069
3012	SALARIES BLN LIBRARY	11,758	10,000	21,758	15,170	14,972
3022	SUPERANNUATION BLN LIB	1,175	1,832	3,007	2,064	1,754
3032	UTILITIES - DBK	0	0	0	0	0
3052	DEPRECIATION - DBK LIB	112,688	0	112,688	84,510	85,438
3147	STAFF UNIFORMS - DBK LIBRARY	1,000	0	1,000	747	258
3152	DEPRECIATION BLN LIBRARY	751	0	751	558	564
3157	STAFF TRAINING - DBK LIBRARY	2,000	0	2,000	1,494	115
3167	OTHER EMPLOYEE COSTS - DBK LIBRARY	628	0	628	468	405
3187	TELEPHONE & COMMUNICATIONS - DBK LIBRARY	3,500	0	3,500	2,619	1,260
3197	FURNITURE & EQUIPMENT BELOW THRESHOLD - DBK LIBRARY	11,500	-3,500	8,000	7,222	399
3217	SUBSCRIPTIONS & RESOURCES - DBK LIBRARY	4,500	0	4,500	3,375	927
3227	POSTAGE & FREIGHT - DBK LIBRARY	1,750	0	1,750	1,305	420
3237	STATIONERY & OFFICE SUPPLIES - DBK LIBRARY	2,000	800	2,800	1,814	2,479
3247	SOFTWARE LICENSING (LMS) - DBK LIBRARY	2,000	0	2,000	1,494	0
3267	CLEANING EXPENSES (EDWA) - DBK LIBRARY	3,000	0	3,000	2,250	18
3287	LIBRARY PARTNERSHIP AGREEMENT EXPENSES - DBK LIBRARY	2,000	0	2,000	1,494	1,995
3317	EQUIPMENT MAINTENANCE - DBK LIBRARY	2,500	0	2,500	1,872	0
3337	ELECTRICITY - DBK LIBRARY	5,690	0	5,690	4,266	3,129
3347	WATER - DBK LIBRARY	1,500	0	1,500	1,125	500
3357	GAS - DBK LIBRARY	500	0	500	369	0
3367	SUNDRY EXPENDITURE - DBK LIBRARY	2,000	0	2,000	1,494	2,402
3377	WORKERS COMP INSURANCE - DBK LIBRARY	5,546	26	5,572	5,572	5,572
3387	INSURANCE - DBK LIBRARY	1,919	0	1,919	1,431	1,920
5662	BUILDING MAINTENANCE - DBK LIBRARY	10,000	0	10,000	7,497	0
9422	ADMIN SAL ALLOCATED - LIBRARIES	80,746	0	80,746	60,552	50,520
9907	PROGRAM ACTIVITIES - STORYTIME PILOT (BLP LIBRARY)	600	0	600	450	101
9917	COMMUNITY PARTICIPATION PROJECTS - (BLP LIBRARY)	500	0	500	369	0
Total Expenditure Libraries		465,280	-4,102	461,178	351,366	302,181

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Recreation & Culture - Schedule 11						
Libraries - Income						
2963	REIMBURSEMENTS - SUNDRY	-250	0	-250	-180	-144
2973	REIMBURSEMENT - LOST/DAMAGED BOOKS (BALINGUP)	-50	0	-50	-36	0
2983	REIMBURSEMENT - LOST/DAMAGED BOOKS (DONNYBROOK)	-50	0	-50	-36	0
Total Income Libraries		-350	0	-350	-252	-144
Recreation & Culture - Schedule 11						
Other Culture - Expenditure						
1382	ARTS ACQUISITION PRIZE	1,000	0	1,000	747	1,000
3082	MUSEUM GRANTS	343	0	343	243	267
3952	RAILWAY STATION	1,489	0	1,489	1,098	1,365
4267	GENERAL ADMIN COSTS REALLOCATED	477	0	477	351	370
5272	PROMOTION OF COMMUNITY EVENTS	57,000	0	57,000	42,750	24,668
7592	DEPRECIATION (OCUL)	87,402	0	87,402	65,547	23,965
9432	ADMIN SALARIES REALLOCATED	1,694	0	1,694	1,269	1,060
9872	MAJOR PROJECT MANAGEMENT REALLOCATED	294,570	0	294,570	220,923	213,719
Total Other Culture Expenditure		443,975	0	443,975	332,928	266,414
Recreation & Culture - Schedule 11						
Other Culture - Income						
0493	FEES & CHARGES - PROPERTY LEASES	-3,499	0	-3,499	-2,619	-3,499
Total Other Culture Income		-3,499	0	-3,499	-2,619	-3,499
Summary of Operations - Recreation & Culture Program						
Public Halls & Civic Centres						
Sub Total Operating Expenditure		230,972	0	230,972	173,151	164,297
Sub Total Operating Income		-60,500	0	-60,500	-45,375	-45,697
		170,472	0	170,472	127,776	118,600
Recreation Centre						
Sub Total Operating Expenditure		1,011,094	19,528	1,030,622	782,225	795,633
Sub Total Operating Income		-187,250	-1,509	-188,759	-162,389	-176,093
		823,844	18,019	841,863	619,836	619,540
Other Recreation & Sport						
Sub Total Operating Expenditure		1,899,664	-23,169	1,876,495	1,406,810	2,342,392
Sub Total Operating Income		-6,849,681	35,494	-6,814,187	-2,742,226	-1,629,584
		-4,950,017	12,325	-4,937,693	-1,335,416	712,809
Libraries						
Sub Total Operating Expenditure		465,280	-4,102	461,178	351,366	302,181
Sub Total Operating Income		-350	0	-350	-252	-144
		464,930	-4,102	460,828	351,114	302,037
Other Culture						
Sub Total Operating Expenditure		443,975	0	443,975	332,928	266,414
Sub Total Operating Income		-3,499	0	-3,499	-2,619	-3,499
		440,476	0	440,476	330,309	262,915
Total Operating Expenditure		4,050,985	-7,743	4,043,242	3,046,480	3,870,918
Total Operating Income		-7,101,280	33,985	-7,067,295	-2,952,861	-1,855,017
Program (Surplus)/Deficit		-3,050,295	26,242	-3,024,053	93,619	2,015,901
Transport - Schedule 12						
Construction Streets, Roads, Bridges & Depots - Expenditure						
3230	DEPRECIATION (RCO)	2,361,183	0	2,361,183	1,770,885	1,783,368
Total Construction Streets, Roads, Bridges & Depots. - Expenditure		2,361,183	0	2,361,183	1,770,885	1,783,368

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Transport - Schedule 12						
Construction Streets, Roads, Bridges & Depots - Income						
0325	GRANTS - BLACK SPOTS	-310,850	0	-310,850	-155,425	-42,120
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	-275,000	0	-275,000	-206,244	-220,000
3191	CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FUTURE WORKS)	-6,028	0	-6,028	-4,518	0
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	-1,522,000	1,390,000	-132,000	0	0
3261	GRANT REVENUE - LRCI	-888,000	0	-888,000	-444,000	0
3291	GRANTS - REGIONAL ROAD GROUP	-961,332	0	-961,332	-720,999	-633,813
3331	GRANTS - ROADS TO RECOVERY	-503,657	-65,000	-568,657	-316,829	-80,633
Total Construction Streets, Roads, Bridges & Depots - Income		-4,466,867	1,325,000	-3,141,867	-1,848,015	-976,566
Transport - Schedule 12						
Sreets, Roads, Bridges & Depot Maintenance - Expenditure						
0150	DONNYBROOK TOWNSCAPE WORKS	11,500	0	11,500	8,622	5,170
0160	KIRUP TOWN CENTRE DEVELOPMENT	5,750	0	5,750	4,311	3,000
1402	RURAL PROPERTY NUMBERING SCHEME	2,809	0	2,809	2,106	2,404
3350	DEPRECIATION (RMC)	938,265	0	938,265	703,692	721,769
3370	STREET TREES & PRUNING	67,000	0	67,000	50,247	23,714
3380	CROSSOVERS	2,040	0	2,040	1,530	1,430
341M	GENERAL ROAD MAINTENANCE	1,076,431	0	1,076,431	807,246	768,381
3420	LIGHTING OF STREETS	82,800	0	82,800	62,100	60,292
3430	STREET CLEANING	92,000	0	92,000	68,994	31,200
3450	BRIDGE MAINTENANCE	177,209	0	177,209	132,885	122,975
3460	TRAFFIC SIGNS & CONTROL	18,000	0	18,000	13,500	5,685
3470	DBK DEPOT MAINTENANCE	44,001	0	44,001	32,976	17,561
3480	BLN DEPOT MAINTENANCE	16,156	0	16,156	12,078	6,463
3550	ROAD ASSET MANAGEMENT	33,000	0	33,000	24,741	13,072
5992	SUNDRY PLANT PURCHASES BELOW THRESHOLD	18,113	0	18,113	13,581	8,296
6961	P/L SALE OF ASSET (RMC)	20,789	0	20,789	15,588	7,913
7082	BLN TOWN CENTRE WORKS	11,500	0	11,500	8,622	11,500
9902	MAJOR PROJECT MANAGEMENT REALLOCATED	22,659	0	22,659	16,992	16,440
Total Streets, Roads, Bridges & Depot Mtc. - Expenditure		2,640,021	0	2,640,021	1,979,811	1,827,265
Transport - Schedule 12						
Sreets, Roads, Bridges & Depot Maintenance - Income						
0683	FEES & CHARGES - SUNDRY	-500	0	-500	-369	-425
0933	GRANTS - MRD DIRECT GRANTS	-172,075	0	-172,075	-172,075	-172,075
3511	REIMBURSEMENTS	-35,500	-18,710	-54,210	-51,000	-49,252
7913	P/L SALE OF ASSET (RMC)	-18,010	0	-18,010	-13,500	-16,482
Total Streets, Roads, Bridges & Depot Mtc. - Income		-226,085	-18,710	-244,795	-236,944	-238,235
Transport - Schedule 12						
Private Works - Expenditure						
4292	PRIVATE WORKS	500	1,000	1,500	1,369	1,000
Total Private Works - Expenditure		500	1,000	1,500	1,369	1,000
Transport - Schedule 12						
Private Works - Income						
4323	FEES & CHARGES - PRIVATE WORKS	-500	-1,500	-2,000	-2,000	-1,549
Total Private Works - Income		-500	-1,500	-2,000	-2,000	-1,549
Summary of Operations - Transport Program						
Construction Streets, Roads, Bridges & Depots						
Sub Total Operating Expenditure		2,361,183	0	2,361,183	1,770,885	1,783,368
Sub Total Operating Income		-4,466,867	1,325,000	-3,141,867	-1,848,015	-976,566
		-2,105,684	1,325,000	-780,684	-77,130	806,802

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Streets, Roads, Bridges & Depot Maintenance						
	Sub Total Operating Expenditure	2,640,021	0	2,640,021	1,979,811	1,827,265
	Sub Total Operating Income	-226,085	-18,710	-244,795	-236,944	-238,235
		2,413,936	-18,710	2,395,226	1,742,867	1,589,030
Private Works						
	Sub Total Operating Expenditure	500	1,000	1,500	1,369	1,000
	Sub Total Operating Income	-500	-1,500	-2,000	-2,000	-1,549
		0	-500	-500	-631	-549
	Total Operating Expenditure	5,001,704	1,000	5,002,704	3,752,065	3,611,633
	Total Operating Income	-4,693,452	1,304,790	-3,388,662	-2,086,959	-1,216,350
	Program (Surplus)/Deficit	308,252	1,305,790	1,614,042	1,665,106	2,395,283
Economic Services - Schedule 13						
Rural Services - Expenditure						
3842	NOXIOUS WEEDS/PEST PLANTS	350,266	0	350,266	350,266	9,836
3852	VERMIN CONTROL	500	0	500	369	0
3862	GEN. ADMIN ALLOC - RURAL SERVICES	935	0	935	693	761
9482	ADMIN SALL ALLOCATED	3,162	0	3,162	2,367	1,978
	Total Rural Services - Expenditure	354,863	0	354,863	353,695	12,574
Economic Services - Schedule 13						
Rural Services - Income						
3413	GRANTS - PROGRAMS	-315,266	0	-315,266	0	0
0975	GRANTS DROUGHT COMMUNITY FUNDING (CAPITAL) - ASSETS	-28,000	0	-28,000	-20,997	-21,231
	Total Rural Services - Income	-343,266	0	-343,266	-20,997	-21,231
Economic Services - Schedule 13						
Tourism & Area Promotion - Expenditure						
2192	DONNYBROOK TRANSIT PARK MAINTENANCE	56,635	0	56,635	42,453	36,070
2862	FESTIVALS & COMMUNITY EVENTS	4,500	0	4,500	3,366	2,143
3912	AREA PROMOTION	75,000	10,000	85,000	85,000	82,000
3922	DEPRECIATION (TOUR)	10,180	0	10,180	7,632	8,318
4277	REALLOCATED	5,125	0	5,125	3,843	3,207
4287	GENERAL ADMIN COSTS REALLOCATED	1,576	0	1,576	1,179	1,225
5832	SALARIES (TOURISM)	33,297	0	33,297	24,966	25,082
5892	SUPERANNUATION (TOURISM)	3,615	0	3,615	2,709	2,729
6152	EMPLOYEE INSURANCE - WORKERS COMPENSATION	1,317	15	1,332	1,332	1,332
7152	BALINGUP TRANSIT PARK MTCE.	35,405	0	35,405	26,532	20,823
9937	BALINGUP TOURIST INFORMATION BAY	4,316	0	4,316	3,240	0
	Total Tourism & Area Promotion - Expenditure	230,966	10,015	240,981	202,252	182,928
Economic Services - Schedule 13						
Tourism & Area Promotion - Income						
0383	FEES & CHARGES - DONNYBROOK TRANSIT PARK	-33,000	-5,000	-38,000	-26,750	-35,550
1253	CONTRIBUTIONS & REIMBURSEMENTS	0	-2,000	-2,000	-800	-2,000
1313	FEES & CHARGES - CARAVAN PARK LICENCES	-200	0	-200	-144	0
3993	FEES & CHARGES - BALINGUP TRANSIT	-15,000	5,000	-10,000	-9,250	-11,644
	Total Tourism & Area Promotion - Income	-48,200	-2,000	-50,200	-36,944	-49,194
Economic Services - Schedule 13						
Building Control - Expenditure						
0666	ADMIN SALARIES REALLOC TO BLDG CONTROL	39,750	0	39,750	29,808	24,871
0716	GEN ADMIN COSTS REALLOCATED TO BLDG CONTROL	20,100	0	20,100	15,075	15,620
4062	SALARIES (BLD)	109,865	0	109,865	82,395	82,388
4072	SUPERANNUATION - BUILDING	13,736	0	13,736	10,296	10,119
4082	CONTRACT LABOUR & RELIEF	10,140	0	10,140	7,605	4,550
4112	VEHICLE EXPENSES - BLDNG	9,000	0	9,000	6,750	7,319
4122	LEGAL EXPENSES	2,000	0	2,000	1,494	0
4132	SUNDRY BUILDING EXPENSES	6,215	0	6,215	4,653	2,873

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
4152	CONFERENCE & TRAINING BLD	2,000	0	2,000	1,494	0
4182	FURNITURE AND EQUIPMENT UNDER THRESHOLD	1,000	0	1,000	747	0
6162	EMPLOYEE INSURANCE - WORKERS COMPENSATION	4,395	0	4,395	3,294	4,395
6971	P/L SALE OF ASSET (BLDG)	7,514	0	7,514	5,634	2,645
9928	FRINGE BENEFITS TAX - BUILDING	5,250	0	5,250	3,939	4,143
Total Building Expenditure		230,965	0	230,965	173,184	158,922
Economic Services - Schedule 13						
Building Control - Income						
4153	FEES & CHARGES - BUILDING LICENSES	-60,000	0	-60,000	-45,000	-37,237
4163	FEES & CHARGES - COMMISSION BCITF	-425	0	-425	-315	-223
4173	FEES & CHARGES - SUNDRY	-100	-1,400	-1,500	-1,466	-1,906
4183	FEES & CHARGES - FINES	-100	0	-100	-72	0
4193	REIMBURSEMENTS	-1,850	0	-1,850	-1,386	-1,710
4213	FEES & CHARGES - COMMISSION BRB	-1,000	0	-1,000	-747	-870
5003	FEES & CHARGES - SWIMMING POOL INSPECTIONS	-2,400	-215	-2,615	-2,015	-2,615
Total Building Income		-65,875	-1,615	-67,490	-51,001	-44,562
Economic Services - Schedule 13						
Other Economic Services - Expenditure						
1212	LAND DISPOSAL COSTS	10,000	0	10,000	7,497	9,548
4232	YELLOW SAND PIT FENCING	0	180	180	180	115
4252	DEPRECIATION (OES)	21,022	0	21,022	15,759	15,781
4302	GENERAL ADMIN ALLOCATED - OTHER ECONOMIC SERVICES	2,320	0	2,320	1,728	1,528
4772	BANK BUILDINGS (70 SW HWY DONNYBROOK)	11,046	2,954	14,000	11,216	12,260
5001	P/L SALE OF ASSET (OTHER ECONOMIC SERVICES)	0	0	0	0	67,000
5402	INTEREST ON LOANS (OTHER ECON SERV)	1,752	0	1,752	1,314	879
5782	BANK CHARGES LOANS OTHER ECONOMIC SERVICES	352	0	352	261	251
5812	RAC CHARGING STATION EXPENSES	1,660	0	1,660	1,242	1,001
Total Other Economic Services -Expenditure		48,152	3,134	51,286	39,197	108,362
Economic Services - Schedule 13						
Other Economic Services - Income						
4253	FEES & CHARGES - EXTRACTIVE INDUSTRY LICENSE	-5,600	0	-5,600	-4,194	-5,600
4273	FEES & CHARGES - ROYALTIES	-26,240	0	-26,240	-19,674	-19,681
4363	FEES & CHARGES - PROPERTY LEASES	-30,025	-5,000	-35,025	-24,518	-27,370
4773	P/L SALE OF ASSET (OTHER ECONOMIC)	0	0	0	0	-114,000
4793	REIMBURSEMENTS	-10,200	0	-10,200	-7,650	-8,916
Total Other Economic Services - Income		-72,065	-5,000	-77,065	-56,036	-175,567
Summary of Operations - Economic Services Program						
Rural Services						
Sub Total Operating Expenditure		354,863	0	354,863	353,695	12,574
Sub Total Operating Income		-343,266	0	-343,266	-20,997	-21,231
		11,597	0	11,597	332,698	-8,656
Tourism & Area Promotion						
Sub Total Operating Expenditure		230,966	10,015	240,981	202,252	182,928
Sub Total Operating Income		-48,200	-2,000	-50,200	-36,944	-49,194
		182,766	8,015	190,781	165,308	133,734
Building Control						
Sub Total Operating Expenditure		230,965	0	230,965	173,184	158,922
Sub Total Operating Income		-65,875	-1,615	-67,490	-51,001	-44,562
		165,090	-1,615	163,475	122,183	114,360

Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Other Economic Services						
	Sub Total Operating Expenditure	48,152	3,134	51,286	39,197	108,362
	Sub Total Operating Income	-72,065	-5,000	-77,065	-56,036	-175,567
		-23,913	-1,866	-25,779	-16,839	-67,204
	Total Operating Expenditure	864,946	13,149	878,095	768,328	462,787
	Total Operating Income	-529,406	-8,615	-538,021	-164,978	-290,553
	Program (Surplus)/Deficit	335,540	4,534	340,074	603,350	172,233
Other Property & Services - Schedule 14						
Public Works Overheads - Expenditure						
00M6	GEN ADMIN COSTS	439,016	0	439,016	329,256	294,146
4352	ENGINEERING SUPERANNUATION	71,043	-6,043	65,000	50,860	43,157
4362	SUPERANNUATION - PWO	134,679	0	134,679	101,007	84,945
4392	VEHICLE EXP - ENGINEER	42,167	0	42,167	31,617	38,381
4402	SICK LEAVE	40,000	0	40,000	29,997	22,676
4422	LONG SERVICE LEAVE	7,500	0	7,500	5,625	0
4432	INSURANCE ON WORKS	18,831	0	18,831	18,830	18,831
4446	CONTRACT LABOUR & RELIEF	26,000	26,000	52,000	29,899	5,224
4452	PROTECTIVE CLOTHING/EQUIP	18,500	0	18,500	13,869	15,113
4462	CONFER & TRAIN EXPENSES	35,999	0	35,999	26,991	11,722
4467	STAFF UNIFORMS	1,775	0	1,775	1,323	575
4476	WORKERS COMPENSATION INSURANCE	47,964	0	47,964	35,973	41,758
4602	GRATUITY PAYMENT	300	0	300	225	0
4612	WORKERS COMPENSATION ALLOC.	80,000	30,000	110,000	102,500	124,847
6782	HOLIDAY PAY -ANNUAL LEAVE	95,570	0	95,570	71,676	62,845
6792	HOLIDAY PAY - PUB HOLS	46,382	0	46,382	34,785	21,383
7422	LESS ALLOCATED TO W&S	-1,612,470	0	-1,612,470	-1,209,348	-1,058,102
7672	OTHER OVERHEADS	12,517	0	12,517	9,387	9,429
7682	ENGINEERING SALARIES	600,233	-36,000	564,233	396,158	389,919
7692	OSH AND TOOL BOX MEETINGS	27,002	0	27,002	20,232	10,219
7702	OTHER OVERHEADS - FURNITURE AND EQUIPMENT UNDER THRESHOLD	4,000	0	4,000	2,997	0
7732	WORKERS COMP INSURANCE - PWO	23,992	5,008	29,000	29,000	23,992
7802	FRINGE BENEFITS TAX - PWO	27,000	0	27,000	20,250	21,306
	Total Public Works Overheads - Expenditure	188,000	18,965	206,965	153,109	182,367
Other Property & Services - Schedule 14						
Public Works Overheads - Income						
2353	CONTRIBUTIONS	-500	0	-500	-369	0
4613	REIMBURSEMENTS	-80,000	-30,000	-110,000	-95,000	-118,325
	Total Public Works Overheads - Income	-80,500	-30,000	-110,500	-95,369	-118,325
Other Property & Services - Schedule 14						
Plant Operation Costs - Expenditure						
4297	ADMINISTRATION SALARIES REALLOCATED	6,029	0	6,029	4,518	3,772
4307	GENERAL ADMIN COSTS REALLOCATED	2,108	0	2,108	1,575	1,639
4437	WORKERS COMPENSATION INSURANCE (POC)	2,760	0	2,760	2,070	2,760
4472	WAGES AND OVERHEADS	68,998	0	68,998	51,741	42,143
4482	TYRES AND BATTERIES	30,000	0	30,000	22,500	12,714
4492	INSURANCE & LICENSES	101,027	0	101,027	101,027	98,259
4512	LESS POC ALLOCATED TO W&S	-795,442	0	-795,442	-596,574	-515,159
4522	FUELS & OILS USED	170,000	10,000	180,000	131,494	145,556
4622	WAGES - MECHANICS (Inc. TOOL ALLOWANCE	2,700	0	2,700	2,025	37
4992	WORKSHOP CONSUMABLES	4,500	0	4,500	3,375	4,538
5102	DEPRECIATION ON PLANT	290,000	0	290,000	217,494	216,506
6092	SUPER - MECHANICS	8,970	0	8,970	6,723	6,511
6802	PARTS AND REPAIRS	140,000	-20,000	120,000	71,666	82,868
	Total Expenditure Plant Operation Costs	31,650	-10,000	21,650	19,634	102,143
Other Property & Services - Schedule 14						
Plant Operation Costs - Income						
3503	REIMBURSEMENTS	-100	-582	-682	-482	-864
7823	FEE & CHARGES - SUNDRY	-50	-1,271	-1,321	-1,321	-1,321
7843	REIMBURSEMENT -DIESEL FUEL REBATE	-31,500	0	-31,500	-23,625	-21,060
	Total Expenditure Plant Operation Costs	-31,650	-1,853	-33,503	-25,428	-23,244


Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
Other Property & Services - Schedule 14						
Stock Fuels & Oils - Expenditure						
4420	MATERIALS VARIANCE ACCOUNT	-250,000	0	-250,000	-187,497	484
4540	STOCK PURCHASES	250,000	0	250,000	187,497	71,971
Total Expenditure Stock Fuels & Oils		0	0	0	0	72,455
Other Property & Services - Schedule 14						
Stock Materials - Expenditure						
		0	0	0	0	0
Total Expenditure Stock Materials		0	0	0	0	0
Other Property & Services - Schedule 14						
Salaries & Wages - Expenditure						
4570	SALARIES DRAWN	4,756,297	0	4,756,297	3,567,222	1,898,612
4580	WAGES	0	0	0	0	1,531,192
4590	LESS SALARIES ALLOCATED	-4,756,297	0	-4,756,297	-3,567,222	-1,898,612
4600	LESS WAGES ALLOCATED	0	0	0	0	-1,531,192
Total Expenditure Salaries & Wages		0	0	0	0	0
Other Property & Services - Schedule 14						
Salaries & Wages - Income						
		0	0	0	0	0
Other Property & Services - Schedule 14						
Project Operations Costs - Expenditure						
4107	SALARIES - PROJECT OFFICER	227,235	0	227,235	170,424	165,757
4117	SUPERANNUATION - PROJECT OFFICER	27,192	0	27,192	20,394	19,805
4127	WORKERS COMPENSATION - PROJECT OFFICER	7,800	1,290	9,090	9,090	9,090
4137	FRINGE BENEFITS TAX - PROJECT OFFICER	9,000	0	9,000	6,750	7,102
4147	OTHER EXPENSES - PROJECT OFFICER	500	0	500	369	39
4148	CONSULTANCY/CONTRACTORS PROJECTS	0	5,000	5,000	2,000	0
4157	VEHICLE EXPENSES - PROJECT OFFICER	12,000	-3,000	9,000	4,750	7,073
4187	FURNITURE & EQUIPMENT UNDER THRESHOLD	1,000	0	1,000	747	0
4197	LESS ALLOCATED TO PROJECTS	-325,504	0	-325,504	-244,125	-236,162
4317	ADMINISTRATION SALARIES REALLOCATED	29,010	0	29,010	21,753	18,151
4327	GENERAL ADMIN COSTS REALLOCATED	11,767	0	11,767	8,820	9,145
Total Expenditure Project Operation Costs		0	3,290	3,290	972	0
Summary of Operations - Other Property & Services Program						
Public Works Overheads						
	Sub Total Operating Expenditure	188,000	18,965	206,965	153,109	182,367
	Sub Total Operating Income	-80,500	-30,000	-110,500	-95,369	-118,325
		107,500	-11,035	96,465	57,740	64,042
Plant Operation Costs						
	Sub Total Operating Expenditure	31,650	-10,000	21,650	19,634	102,143
	Sub Total Operating Income	-31,650	-1,853	-33,503	-25,428	-23,244
		0	-11,853	-11,853	-5,794	78,898
Stock Fuels & Oils						
	Sub Total Operating Expenditure	0	0	0	0	72,455
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	72,455
Stock Materials						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	0
Salaries & Wages						
	Sub Total Operating Expenditure	0	0	0	0	0
	Sub Total Operating Income	0	0	0	0	0
		0	0	0	0	0


Detailed Statement of Comprehensive Income by Program by Subprogram

COA	Description	2021/2022 Original Budget \$	Budget Amendments \$	2021/2022 Current Budget \$	2021/2022 YTD Budget \$	2021/2022 Actual \$
	Project Operation Costs					
	Sub Total Operating Expenditure	0	3,290	3,290	972	0
	Sub Total Operating Income	0	0	0	0	0
		0	3,290	3,290	972	0
	Total Operating Expenditure	219,650	12,255	231,905	173,715	356,965
	Total Operating Income	-112,150	-31,853	-144,003	-120,797	-141,569
	Program (Surplus)/Deficit	107,500	-19,598	87,902	52,918	215,395
	Grand Total All Programs (Surplus)/Deficit	-5,584,896	-1,325,102	-6,909,998	-1,421,247	625,869

Capital Expenditure by Program (including Funding Sources)

SHIRE OF DONNYBROOK BALINGUP		Capital Expenditure by Program				31/03/2022	
COA	Description	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/U pgrade/Ne w
							
0564	BUILDINGS - ADMIN	47,611	70,000	117,611	65,111	15,012	Renewal
0584	FURNITURE AND EQUIPMENT	14,000	55,000	69,000	27,000	19,010	Upgrade
		61,611	125,000	186,611	92,111	34,022	
Law, Order & Public Safety							
0384	BUSH FIRE BUILDINGS - CAP WORKS	62,586	(45,000)	17,586	13,185	17,586	Renewal
0884	PURCHASE PLANT VEHICLE	51,638	0	51,638	51,638	0	Renewal
		114,224	(45,000)	69,224	64,823	17,586	
Health and Preventative Services							
0674	BUILDINGS - MEDICAL CENTRE	8,160	0	8,160	6,120	0	Renewal
		8,160	0	8,160	6,120	0	
Education & Welfare							
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	126,982	0	126,982	63,492	0	Renewal
8304	SOCIAL HOUSING ECONOMIC RECOVERY PACKAGE (SHERP) - WELL AGED UNITS	0	2,866,825	2,866,825	0	0	Renewal
		126,982	2,866,825	2,993,807	63,492	0	
Housing							
			0	0	0	0	
Community Amenities							
0964	CEMETERIES - INFRASTRUCTURE	15,000	0	15,000	11,241	1,811	New
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	0	22,000	22,000	8,000	3,665	Renewal
6014	DONNYBROOK WASTE MANAGEMENT FACILITY	199,720	0	199,720	199,720	176,275	New
		214,720	22,000	236,720	218,961	181,751	
Recreation & Culture							
0284	BALINGUP RECREATION CENTRE	107,710	30,000	137,710	110,775	146,022	Renewal
1044	BUILDINGS - YABBERUP HALL	5,000	0	5,000	3,753	5,000	Renewal
1094	DONNYBROOK HERITAGE PRECINCT	0	0	0	0	1,686	Renewal
1254	COMMUNITY RESOURCE CENTRE - BUILDINGS	30,653	0	30,653	22,977	0	Renewal
1264	EGAN PARK - NETBALL CLUBROOMS	11,874	0	11,874	8,901	11,133	Renewal
1274	STATION SQUARE	67,500	0	67,500	55,622	46,538	Upgrade
2574	DBK HALL - BUILDINGS	51,500	0	51,500	38,625	44,927	Renewal
7294	BUILDINGS - DBK RECREATION CENTRE	209,609	30,000	239,609	216,609	214,441	Renewal
3014	FURNITURE AND EQUIPMENT	10,000	0	10,000	7,497	0	New

Capital Expenditure by Program (including Funding Sources)

SHIRE OF DONNYBROOK BALINGUP		Capital Expenditure by Program				31/03/2022	
COA	Description	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/U pgrade/Ne w
							
8904	REC CENTRE CAPITAL FURN & EQUIPMENT	28,410	2,000	30,410	22,303	13,923	New
8934	WEIR - INFRASTRUCTURE	238,000	(158,000)	80,000	40,000	51,265	Renewal
8914	INFRASTRUCTURE - PATHWAYS	80,000	0	80,000	59,994	0	Renewal
0194	FUNPARK - REDEVELOPMENT COSTS	1,075,273	3,177	1,078,450	1,078,450	1,078,450	Renewal
0694	RESERVE ST FUNPARK	1,500	0	1,500	1,125	0	Renewal
0714	INFRASTRUCTURE OTHER - BALINGUP BOWLING CLUB	10,000	5,000	15,000	9,497	3,873	Renewal
1184	OTHER INFRASTRUCTURE DONNYBROOK	562,824	85,576	648,400	633,700	573,982	New
1214	OTHER INFRASTRUCTURE BALINGUP	25,000	10,000	35,000	22,747	16,676	New
1284	VC MITCHELL - HOCKEY TRAINING FACILITY	250,000	0	250,000	250,000	54,796	Renewal
2682	PARK EQUIPMENT	15,000	0	15,000	11,250	4,611	Renewal
8924	INFRASTRUCTURE OTHER - KIRUP	28,000	30,000	58,000	30,997	51,261	Renewal
8944	INFRASTRUCTURE - VC MITCHELL PARK REDEVELOPMENT	6,025,271	0	6,025,271	110,000	138,777	Renewal
		8,833,124	37,753	8,870,877	2,734,822	2,457,361	
Transport							
3200	BRIDGEWORKS - EXT. FUNDED	1,522,000	(1,390,000)	132,000	473,726	0	Renewal
3240	FOOTPATHS	147,500	0	147,500	147,500	6,120	Renewal
3210	ROADWORKS GENERAL	460,000	0	460,000	426,321	32,278	Renewal
3260	REGIONAL ROAD GROUP	1,442,044	0	1,442,044	1,180,091	792,356	Renewal
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	503,657	65,000	568,657	521,788	187,000	Renewal
3330	BLACKSPOT FUNDED ROAD WORKS	466,275	0	466,275	421,043	63,180	Renewal
3340	COMMODITY ROUTE FUNDING	412,500	0	412,500	302,665	397,978	Renewal
3554	PURCHASE PLANT & EQUIPMNT	455,825	0	455,825	341,865	216,382	Renewal
		5,409,801	(1,325,000)	4,084,801	3,814,999	1,695,293	
Economic Services							
8234	INFRASTRUCTURE OTHER	28,000	50,000	78,000	78,000	80,522	New
4194	PLANT AND EQUIPMENT	34,000	141	34,141	34,141	34,141	Renewal
		62,000	50,141	112,141	112,141	114,663	
Other Property							
	Grand Totals Capital	14,830,622	1,731,719	16,562,341	7,107,469	4,500,675	

Capital Expenditure by Program (including Funding Sources)


SHIRE OF DONNYBROOK BALINGUP		Capital Expenditure by Program				31/03/2022	
COA	Description	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/Upgrade/New
Type Classification							
	Renewal	13,880,168	1,529,143	15,409,311	6,049,639	3,571,938	
	Upgrade	81,500	55,000	136,500	82,622	65,548	
	New	868,954	147,576	1,016,530	975,208	863,188	
		14,830,622	1,731,719	16,562,341	7,107,469	4,500,675	

Capital Expenditure by Type

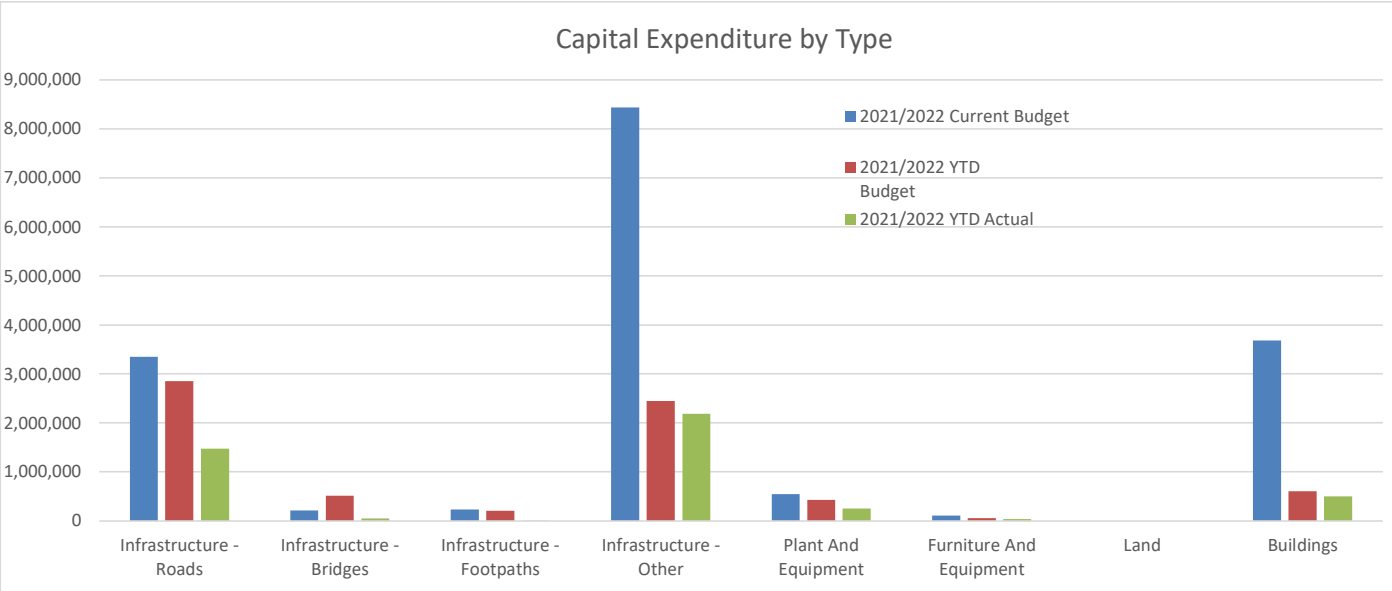
The bar chart displays capital expenditure in three categories: Renewal, Upgrade, and New. For each category, three bars are shown: a blue bar for the 2021/2022 Current Budget, a red bar for the 2021/2022 YTD Budget, and a green bar for the 2021/2022 YTD Actual. The Y-axis ranges from 0 to 18,000,000. The Renewal category shows the highest expenditure, with the Current Budget at approximately 15.4 million, the YTD Budget at 6.0 million, and the YTD Actual at 3.6 million. The Upgrade and New categories show much lower expenditure, with Current Budgets around 136,500 and 1,016,530 respectively, and YTD Actuals around 65,548 and 863,188.

Type	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
Renewal	15,409,311	6,049,639	3,571,938
Upgrade	136,500	82,622	65,548
New	1,016,530	975,208	863,188

Capital Expenditure by Program (including Funding Sources)

SHIRE OF DONNYBROOK BALINGUP			Capital Expenditure by Program				31/03/2022	
COA	Description		2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual	Renewal/Upgrade/New
		Class						
		Infrastructure - Roads	3,284,476	65,000	3,349,476	2,851,908	1,472,792	
		Infrastructure - Bridges	1,760,000	(1,548,000)	212,000	513,726	51,265	
		Infrastructure - Footpaths	227,500	0	227,500	207,494	6,120	
		Infrastructure - Other	8,235,588	205,753	8,441,341	2,444,727	2,184,698	
		Plant And Equipment	541,463	141	541,604	427,644	250,523	
		Furniture And Equipment	52,410	57,000	109,410	56,800	32,933	
		Land	0	0	0	0	0	
		Buildings	729,185	2,951,825	3,681,010	605,170	502,345	
			14,830,622	1,731,719	16,562,341	7,107,469	4,500,675	

Capital Expenditure by Type



Category	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
Infrastructure - Roads	3,349,476	2,851,908	1,472,792
Infrastructure - Bridges	212,000	513,726	51,265
Infrastructure - Footpaths	227,500	207,494	6,120
Infrastructure - Other	8,441,341	2,444,727	2,184,698
Plant And Equipment	541,604	427,644	250,523
Furniture And Equipment	109,410	56,800	32,933
Land	0	0	0
Buildings	3,681,010	605,170	502,345

APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program



SHIRE OF DONNYBROOK BALINGUP
Plant Replacement Program - Budget 2021/2022
31/03/2022

Plant Description/Program	Type	Acquisitions						
		Purchase Price \$	Sale Trade Price	Net Changeover	Fair Value Valuation	Depreciation \$	Written Down Value	(Profit) or Loss \$
Law Order and Public Safety								
Ranger Vehicle replacement	Existing	51,638	16,200	35,438			0	(16,200)
	Existing			0			0	0
	Sub Total	51,638	16,200	35,438	0	0	0	(16,200)
Transport								
Replace Tip Truck - DB4550	Existing	98,607	19,721	78,886			0	(19,721)
Replace Ute - DB112 (W&S)	Existing	41,519	20,760	20,759			0	(20,760)
Replace Plant Trailer - DB6232	Existing	9,973	0	9,973			0	0
Replace Plant Trailer - DB6066	Existing	3,113	506	2,607			0	(506)
Replace Ute - DB646 (P&G)	Existing	27,337	13,669	13,668			0	(13,669)
Replace Vibrating Roller - DB2114	Existing	156,938	21,020	135,918			0	(21,020)
Replace Ute - DB419 (P&G)	Existing	27,337	13,669	13,668			0	(13,669)
Replace Ride on Mower - DB193 (Dbk)	Existing	47,588	10,125	37,463			0	(10,125)
Replace Ute - DB346	Existing	33,413	16,200	17,213			0	(16,200)
New Water Trailer	New	10,000	0	10,000			0	0
	Sub Total	455,825	115,670	340,155	0	0	0	(115,670)
Economic Services								
Replace Bldg Surveyor Ute - DB631	Existing	34,000	12,000	22,000			0	(12,000)
	Sub Total	34,000	12,000	22,000	0	0	0	(12,000)
	Grand Totals	541,463	143,870	397,593	0	0	0	(143,870)

Funding

Proceeds From Sale	(143,870)
Reserves	(387,593)
Funding Required from Municipal Budget	(10,000)
	(541,463)
Profit on Sale of Assets	(143,870)
Loss on Sale of Assets	0
Net Profit on Sale of Assets	(143,870)



APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program

SHIRE OF DONNYBROOK BALINGUP

Plant Replacement Program - YTD Actual 2021/2022

31/03/2022

Plant Description/Program	Type	Acquisitions						
		Purchase Price \$	Sale Trade Price	Net Changeover	Fair Value Valuation	Depreciation \$	Written Down Value	(Profit) or Loss \$
Law Order and Public Safety								
Ranger Vehicle replacement	Existing	0	0	0			0	0
	Existing	0	0	0			0	0
	Sub Total	0	0	0	0	0	0	0
Transport								
Replace Tip Truck - DB4550	Existing	100,700	25,000	75,700	45,000	12,087	32,913	7,913
Replace Ute - DB112 (W&S)	Existing	35,742	21,909	13,833	38,465	20,465	18,000	(3,909)
Replace Plant Trailer - DB6232	Existing	0	0	0			0	0
Replace Plant Trailer - DB6066	Existing	0	0	0			0	0
Replace Ute - DB646 (P&G)	Existing	0	12,818	(12,818)	35,062	29,999	5,063	(7,755)
Replace Vibrating Roller - DB2114	Existing	0	0	0			0	0
Replace Ute - DB419 (P&G)	Existing	0	0	0			0	0
Replace Ride on Mower - DB193 (Dbk)	Existing	0	0	0			0	0
Replace Ute - DB346	Existing	0	22,818	(22,818)	36,280	18,280	18,000	(4,818)
New Water Trailer	New	0	0	0			0	0
	Sub Total	136,442	82,545	53,897	154,807	80,831	73,976	(8,569)
Economic Services								
Replace Bldg Surveyor Ute - DB631	Existing	34,141	15,545	18,596	30,000	11,809	18,191	2,646
Proceeds of Sale of Land - Lot 201 SW Hwy Dbk	Existing	26,000	140,000	(114,000)	26,000	0	26,000	(114,000)
	Sub Total	60,141	155,545	(95,404)	56,000	11,809	44,191	(111,354)
Grand Totals		196,583	238,090	(41,507)	210,807	92,640	118,167	(119,923)

Note:

Profit & Loss calculations are yet to be applied as the Asset Register has not been rolled to the 2021/22 Financial Year pending Final Audit of the 2021/22 Year.

Funding

Proceeds From Sale	(238,090)
Reserves	0
Funding Required from Municipal Budget	41,507

Profit on Sale of Assets	10,559
Loss on Sale of Assets	(130,482)
Net Profit on Sale of Assets	(119,923)



SHIRE OF DONNYBROOK BALINGUP

STATEMENT OF INVESTMENTS

31/03/2022

BANK	TYPE	AMOUNT	RATE	DAYS	FROM	MATURING	ESTIMATED INTEREST
<u>MUNICIPAL FUND</u>							
32186/353029w	At Call - WA Treasury Corp	14,516.28	0.05%	31	28/02/2022	31/03/2022	0.62
NAB 86-383-5433	Term Deposit	1,500,000.00	0.50%	90	10/03/2022	8/06/2022	1,849.32
		<u>1,514,516.28</u>					<u>1,849.93</u>
<u>TRUST FUND</u>							
		0.00	0.00%	0			0.00
		<u>0.00</u>					<u>0.00</u>
<u>RESERVE FUND</u>							
NAB 259596456	Term Deposit	1,926,724.81	0.40%	273	16/09/2021	16/06/2022	5,764.34
NAB 259396198	Term Deposit	824,864.79	0.15%	59	16/02/2022	16/04/2022	200.00
Bendigo 3791918	Term Deposit	2,500,003.83	0.50%	92	15/03/2022	15/06/2022	3,150.69
		<u>5,251,593.43</u>					<u>9,115.03</u>



**SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/03/2022**

	Opening Balance	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
Cash Backed Reserves						
9704 RESERVE - WASTE MANAGEMENT	\$1,476,407	\$1,476,407	\$0	\$1,476,407	\$1,476,407	\$1,476,407
4721 Transfer from Waste Management Reserve	\$0	-\$199,720	\$0	-\$199,720	-\$149,787	\$0
4720 Transfer To Waste Management Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$1,476,407	\$1,276,687	\$0	\$1,276,687	\$1,326,620	\$1,476,407
RESERVE - BUSHFIRE CONTROL & MANAGEMENT						
9705 RESERVE - BUSHFIRE CONTROL & MANAGEMENT	\$2,282	\$2,282	\$0	\$2,282	\$2,282	\$2,282
4711 Transfer From Bushfire Reserve	\$0	-\$2,282	\$0	-\$2,282	-\$1,710	\$0
4710 Transfer To Bushfire Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$2,282	-\$0	\$0	-\$0	\$572	\$2,282
RESERVE - AGED HOUSING						
9706 RESERVE - AGED HOUSING	\$1,210,182	\$1,323,183	\$0	\$1,323,183	\$1,323,183	\$1,210,182
4771 Transfer from Aged Housing Reserve	\$0	-\$1,323,183	\$113,001	-\$1,210,182	-\$1,210,182	-\$1,210,182
4770 TRANSFER TO AGED CARE HOUSING RESERVE	\$0	\$0	\$0	\$0	\$0	\$0
	\$1,210,182	\$0	\$113,001	\$113,001	\$113,001	\$0
RESERVE - EMPLOYEE ENTITLEMENTS						
9703 RESERVE - EMPLOYEE ENTITLEMENTS	\$0	\$0	\$0	\$0	\$0	\$0
4731 Transfer from Employee Entitlements Reserve	\$0	-\$7,500	\$0	-\$7,500	\$0	\$0
4730 Transfer To Employee Entitlements Reserve	\$0	\$25,000	\$0	\$25,000	\$0	\$0
	\$0	\$17,500	\$0	\$17,500	\$0	\$0
RESERVE - ARBUTHNOTT MEMORIAL						
9708 RESERVE - ARBUTHNOTT MEMORIAL	\$3,285	\$3,285	\$0	\$3,285	\$3,285	\$3,285
4781 Transfer from Arbuthnott Reserve	\$0	-\$300	\$0	-\$300	\$0	\$0
4780 Transfer To Arbuthnott Memorial Scholarship	\$0	\$0	\$0	\$0	\$0	\$0
	\$3,285	\$2,985	\$0	\$2,985	\$3,285	\$3,285
RESERVE - STRATEGIC PLANNING STUDIES						
9709 RESERVE - STRATEGIC PLANNING STUDIES	\$40,051	\$40,051	\$0	\$40,051	\$40,051	\$40,051
4751 Transfer From Strategic Planning Studies	\$0	-\$20,000	\$0	-\$20,000	-\$15,003	\$0
4750 Transfer To Strategic Planning Studies Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$40,051	\$20,051	\$0	\$20,051	\$25,048	\$40,051
RESERVE - LAND DEVELOPMENT						
9710 RESERVE - LAND DEVELOPMENT	\$350,271	\$350,271	\$0	\$350,271	\$350,271	\$350,271
4831 Transfer from Land Development Reserve	\$0	\$0	\$0	\$0	\$0	\$0
4830 Transfer To Land Development Reserve Fund	\$0	\$0	\$0	\$0	\$0	\$0
	\$350,271	\$350,271	\$0	\$350,271	\$350,271	\$350,271
RESERVE - VEHICLES						
9711 RESERVE - VEHICLES	\$391,795	\$391,795	\$0	\$391,795	\$391,795	\$391,795
4761 Transfer from Vehicle Reserve	\$0	-\$265,948	\$0	-\$265,948	-\$199,458	\$0
4760 TRANSFER TO VEHICLE RESERVE	\$0	\$250,000	\$0	\$250,000	\$250,000	\$0
	\$391,795	\$375,847	\$0	\$375,847	\$442,337	\$391,795
RESERVE - ROADWORKS						
9713 RESERVE - ROADWORKS	\$435,434	\$435,434	\$0	\$435,434	\$435,434	\$435,434
4741 Transfer from Roadworks Reserve	\$0	-\$285,442	\$271,841	-\$13,601	-\$10,197	\$0
4740 Transfer To Roadworks Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$435,434	\$149,992	\$271,841	\$421,833	\$425,237	\$435,434
RESERVE - REVALUATION						
9714 RESERVE - REVALUATION	\$10,700	\$10,700	\$0	\$10,700	\$10,700	\$10,700
4811 Transfer from Revaluation Reserve	\$0	\$0	-\$38,880	-\$38,880	\$0	\$0
4810 Transfer To Revaluation Reserve	\$0	\$40,000	\$0	\$40,000	\$0	\$0
	\$10,700	\$50,700	-\$38,880	\$11,820	\$10,700	\$10,700

SHIRE OF DONNYBROOK BALINGUP

RESERVES

31/03/2022

	Opening Balance	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
Cash Backed Reserves - continued						
9715 RESERVE - CENTRAL BUSINESS DISTRICT	\$3,054	\$3,054	\$0	\$3,054	\$3,054	\$3,054
4821 Transfer from CBD Development Reserve	\$0	-\$3,054	\$0	-\$3,054	-\$2,295	\$0
4820 Transfer To CBD Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$3,054	-\$0	\$0	-\$0	\$759	\$3,054
9716 RESERVE - BUILDINGS	\$495,996	\$495,996	\$0	\$495,996	\$495,996	\$495,996
4791 Transfer from Buildings Reserve	\$0	-\$363,674	-\$50,000	-\$413,674	-\$292,754	-\$40,656
4790 Transfer To Buildings Reserve	\$0	\$352,692	\$0	\$352,692	\$0	\$0
	\$495,996	\$485,014	-\$50,000	\$435,014	\$203,242	\$455,340
9717 RESERVE - APPLE FUNPARK	\$0	\$0	\$0	\$0	\$0	\$0
4841 Transfer from Apple Funpark Reserve	\$0	\$0	\$0	\$0	\$0	\$0
4840 Transfer To Apple Funpark Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	\$0	\$0	\$0	\$0	\$0
9718 RESERVE - INFORMATION TECHNOLOGY	\$93,523	\$93,523	\$0	\$93,523	\$93,523	\$93,523
4801 Transfer from Information Technology Reserve	\$0	-\$13,000	\$0	-\$13,000	-\$9,747	\$0
4800 Transfer To Information Technology Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$93,523	\$80,523	\$0	\$80,523	\$83,776	\$93,523
9739 RESERVE COUNCIL ELECTIONS	\$0	\$0	\$0	\$0	\$0	\$0
7131 Transfer from Council Elections Reserve	\$0	\$0	\$0	\$0	\$0	\$0
7130 Transfer To Council Elections Reserve	\$0	\$13,650	\$0	\$13,650	\$0	\$0
	\$0	\$13,650	\$0	\$13,650	\$0	\$0
9721 RESERVE - PARKS & RESERVES	\$129,744	\$129,744	\$0	\$129,744	\$129,744	\$129,744
4871 Transfer from Parks & Reserves Reserve	\$0	-\$8,509	\$0	-\$8,509	-\$6,381	\$0
4870 TRANSFER TO PARKS & RESERVES RESERVE	\$0	\$100,000	\$140,000	\$240,000	\$0	\$0
	\$129,744	\$221,235	\$140,000	\$361,235	\$123,363	\$129,744
9723 RESERVE - CARRIED FORWARD PROJECTS	\$688,477	\$688,477	\$0	\$688,477	\$688,477	\$688,477
4671 Transfer from Carried Forward Projects Reserve	\$0	-\$294,689	-\$338,337	-\$633,026	-\$474,768	-\$134,009
4670 ANSFER TO CARRIED FORWARD PROJECTS RESER	\$0	\$0	\$0	\$0	\$0	\$0
	\$688,477	\$393,788	-\$338,337	\$55,451	\$213,709	\$554,468
9707 RESERVE - COVID 19	\$95,058	\$95,058	\$0	\$95,058	\$95,058	\$95,058
7111 Transfer from Covid 19 Reserve	\$0	\$0	\$0	\$0	\$0	\$0
7110 Transfer To Covid 19 Reserve	\$0	\$0	\$0	\$0	\$0	\$0
	\$95,058	\$95,058	\$0	\$95,058	\$95,058	\$95,058
9727 RESERVE - PRESTON VILLAGE DEFERRED	\$0	\$0	\$0	\$0	\$0	\$0
7221 Transfer Fom Preston Village Deferred Reserve	\$0	-\$40,169	\$0	-\$40,169	-\$30,123	\$0
7220 Transfer To Preston Village Deferred Reserve	\$0	\$302,126	-\$113,000	\$189,126	\$189,126	\$189,126
	\$0	\$261,957	-\$113,000	\$148,957	\$159,003	\$189,126
9728 RESERVE - PRESTON VILLAGE RESERVE FUND	\$0	\$0	\$0	\$0	\$0	\$0
7231 Transfer From Preston Village Reserve	\$0	-\$16,499	\$0	-\$16,499	-\$12,375	\$0
7230 Transfer To Preston Village Reserve	\$0	\$38,320	\$0	\$38,320	\$38,320	\$38,320
	\$0	\$21,821	\$0	\$21,821	\$25,945	\$38,320

**SHIRE OF DONNYBROOK BALINGUP
RESERVES
31/03/2022**

	Opening Balance	2021/2022 Original Budget	Budget Amendments	2021/2022 Current Budget	2021/2022 YTD Budget	2021/2022 YTD Actual
Cash Backed Reserves - continued						
9729	RESERVE - MINNINUP COTTAGES 1-4 SURPLUS	\$0	\$0	\$0	\$0	\$0
7241	Transfer From Minninup Cottages 1-4 Reserve	\$0	-\$51,818	-\$4,509	-\$56,327	-\$38,862
7240	Transfer To Minninup Cottages 1-4 Reserve	\$0	\$64,877	\$0	\$64,877	\$64,877
		\$0	\$13,059	-\$4,509	\$8,550	\$26,015
9730	RESERVE - MINNINUP COTTAGES 5-8 SURPLUS	\$0	\$0	\$0	\$0	\$0
7141	Transfer from Minninup Cottages 5-8 Surplus	\$0	-\$60,000	\$0	-\$60,000	-\$45,000
7140	Transfer To Minn Cotts 5-8 Surplus Reserve	\$0	\$108,626	-\$20,050	\$88,576	\$97,702
		\$0	\$48,626	-\$20,050	\$28,576	\$43,576
9731	RESERVE - MINNINUP COTTAGES 9-12	\$0	\$0	\$0	\$0	\$0
7161	Transfer from Minninup Cottages 9-12 Surplus	\$0	\$0	\$0	\$0	\$0
7160	Transfer To Minn Cotts 9-12 Surplus Reserve	\$0	\$261,549	-\$3,483	\$258,066	\$251,920
		\$0	\$261,549	-\$3,483	\$258,066	\$251,920
9733	RESERVE - LANGLEY VILLAS 1-6 SURPLUS	\$0	\$0	\$0	\$0	\$0
7181	Transfer from Langley Villas 1-6 Surplus	\$0	-\$15,164	\$0	-\$15,164	-\$11,376
7180	Transfer To Langley Villas U1-6 Surplus Reserve	\$0	\$357,486	-\$8,756	\$348,730	\$338,237
		\$0	\$342,322	-\$8,756	\$333,566	\$326,861
9734	RESERVE - LANGLEY VILLAS 7-9 SURPLUS	\$0	\$0	\$0	\$0	\$0
7201	Transfer from Langley Villas 7-9 Surplus	\$0	\$0	\$0	\$0	\$0
7200	Transfer To Langley Villas U7-9 Surplus Reserve	\$0	\$208,975	\$4,217	\$213,192	\$207,681
		\$0	\$208,975	\$4,217	\$213,192	\$207,681
9735	RESERVE - MINNINUP COTTAGES 5-8 LONG TERM MAINTENANCE	\$0	\$0	\$0	\$0	\$0
7151	Transfer from Minninup Cottages 5-8 LT	\$0	\$0	\$0	\$0	\$0
7150	Transfer To Minn Cotts 5-8 Lt Maintenance	\$0	\$6,169	\$0	\$6,169	\$5,669
		\$0	\$6,169	\$0	\$6,169	\$5,669
9736	RESERVE - MINNINUP COTTAGES 9-12 LONG TERM MAINTENANCE	\$0	\$0	\$0	\$0	\$0
7171	Transfer from Minninup Cottages 9-12 LT	\$0	\$0	\$0	\$0	\$0
7170	Transfer To Minn Cotts 9-12 Lt Maintenance	\$0	\$5,128	\$0	\$5,128	\$4,628
		\$0	\$5,128	\$0	\$5,128	\$4,628
9737	RESERVE - LANGLEY VILLAS 1-6 LONG TERM MAINTENANCE	\$0	\$0	\$0	\$0	\$0
7191	Transfer from Langley Villas 1-6 LT	\$0	\$0	\$0	\$0	\$0
7190	Transfer To Langley Villas U1-6 Lt Maintenance	\$0	\$10,823	\$0	\$10,823	\$8,118
		\$0	\$10,823	\$0	\$10,823	\$8,118
9738	RESERVE - LANGLEY VILLAS 7-9 LONG TERM MAINTENANCE	\$0	\$0	\$0	\$0	\$0
7211	Transfer from Langley Villas 7-9 LT	\$0	\$0	\$0	\$0	\$0
7210	Transfer To Langley Villas U7-9 Lt Maintenance	\$0	\$2,400	\$0	\$2,400	\$1,800
		\$0	\$2,400	\$0	\$2,400	\$1,800
Grand Totals		\$5,426,259	\$4,454,173	\$65,044	\$4,519,216	\$4,331,848

Intra Reserve Fund Transfers

Aged Housing Reserve		-\$1,323,183	\$113,001	-\$1,210,182	-\$1,210,182	-\$1,210,182
Total Transfers From Reserve		-\$1,323,183	\$113,001	-\$1,210,182	-\$1,210,182	-\$1,210,182
Preston Village Exit Deferred Management Fee Reserve	\$302,126	-\$113,000	\$189,126	\$189,126	\$189,126	\$189,126
Preston Village Reserve Fund Contribution Reserve	\$38,320	\$0	\$38,320	\$38,320	\$38,320	\$38,320
Minninup Cottages 1-4 Surplus Reserve	\$64,877	-\$0	\$64,877	\$64,877	\$64,877	\$64,877
Minninup Cottages 5-8 Surplus Reserve	\$97,702	\$0	\$97,702	\$97,702	\$97,702	\$97,702
Minninup Cottages 9-12 Surplus Reserve	\$251,920	-\$0	\$251,920	\$251,920	\$251,920	\$251,920
Langley Villas 1-6 Surplus Reserve	\$338,237	\$0	\$338,237	\$338,237	\$338,237	\$338,237
Langley Villas 7-9 Surplus Reserve	\$207,681	-\$0	\$207,681	\$207,681	\$207,681	\$207,681
Minninup Cottages 5-8 Long Term Maintenance Reserve	\$5,669	-\$0	\$5,669	\$5,669	\$5,669	\$5,669
Minninup Cottages 9-12 Long Term Maintenance Reserve	\$4,628	-\$0	\$4,628	\$4,628	\$4,628	\$4,628
Langley Villas 1-6 Long Term Maintenance Reserve	\$10,223	-\$0	\$10,223	\$10,223	\$10,223	\$10,223
Langley Villas 7-9 Long Term Maintenance Reserve	\$1,800	\$0	\$1,800	\$1,800	\$1,800	\$1,800
Total Transfers To Reserve	\$1,323,183	-\$113,001	\$1,210,182	\$1,210,182	\$1,210,182	\$1,210,182
Net Impact on Reserve Balances	\$0	\$0	\$0	\$0	\$0	\$0
<u>Transfers To/From Municipal Fund</u>						
Total Transfers To Reserve	\$0	\$824,638	\$111,929	\$936,567	\$251,427	\$0
Total Transfers From Reserve	\$0	-\$1,647,768	-\$159,885	-\$1,807,653	-\$1,299,836	-\$174,665

SHIRE OF DONNYBROOK BALINGUP

RESERVES

31/03/2022

Cash Backed Reserves - continued

<u>Reserve Name</u>	<u>Reserve Purpose</u>
Waste Management Reserve	To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities.
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.
Aged Housing Reserve	Established to manage funds from aged housing schemes for the upgrade of Council managed aged housing
Employee Entitlements Reserve	Established to provide for the payment of annual leave, long service leave, personal leave, and grandfathered gratuity scheme entitlements.
Arbuthnott Memorial Scholarship Reserve	To fund the payment of the Arbuthnott Scholarship.
Strategic Planning Studies Reserve	Established to accumulate funds for engaging strategic studies / reports.
Land Development Reserve Fund	To fund the purchase of land for future community purposes.
Vehicle Reserve	To accumulate funds for the acquisition and replacement of Council's vehicle fleet.
Roadworks Reserve	Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.
Revaluation Reserve	Established to accumulate funds for asset revaluations and rates gross rental valuation - General revaluation.
Central Business District Reserve	To fund future Central Business District projects.
Buildings Reserve	To accumulate funds for the construction, renewal and major maintenance of Council buildings.
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.
Information Technology Reserve	To accumulate funds for the acquisition and replacement of information technology equipment and software.
Council Election Reserve	Established to accumulate funds for Council postal elections
Park and Reserves Reserve	Established to accumulate funds for the construction, renewal and major maintenance of parks & reserves infrastructure.
Carried Forward Project Reserve	Established to accumulate funds from projects carried into future financial years.
COVID 19 Reserve	To fund initiatives and activities associated with the Shire's response and recovery from the COVID-19 pandemic.
Preston Village Exit Deferred Management Fee Reserve	Established to accumulate Preston Village Deferred Management Fees.
Preston Village Reserve Fund Contribution Reserve	To accumulate the Preston Village Reserve Contribution for purposes prescribed within the Residence Contracts.
Minninup Cottages 1-4 Surplus Reserve	To accumulate surplus income of units 1-4 for the purposes of unit maintenance, renewal and upgrades.
Minninup Cottages 5-8 Surplus Reserve	To accumulate surplus income of units 5-8 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 9-12 Surplus Reserve	To accumulate surplus income of units 9-12 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 1-6 Surplus Reserve	To accumulate surplus income of units 1-6 for purposes prescribed in the Joint Venture Agreement.
Langley Villas 7-9 Surplus Reserve	To accumulate surplus income of units 7-9 for purposes prescribed in the Joint Venture Agreement.
Minninup Cottages 5-8 Long Term Maintenance Reserve	To accumulate funds for units 5-8 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Minninup Cottages 9-12 Long Term Maintenance Reserve	To accumulate funds for units 9-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 1-6 Long Term Maintenance Reserve	To accumulate funds for units 1-6 prescribed under the Joint Venture Agreement for the purposes of property maintenance.
Langley Villas 7-9 Long Term Maintenance Reserve	To accumulate funds for units 7-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance.



SHIRE OF DONNYBROOK BALINGUP

Grant Income

		31/03/2022		2021/22	2021/22	2021/22	2021/22	Capital Grants	Operating Grant
COA	Description	Original Budget	Budget Amendments	Current Budget	YTD Budget	YTD Actual	YTD Actual		YTD Actual
<u>General Purpose Funding</u>									
0091	GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS	-\$695,720	\$60,801	-\$634,919	-\$491,390			\$0	-\$476,189
1031	GRANTS - LGGC LOCAL ROAD GRANT	-\$388,538	\$60,022	-\$328,516	-\$261,392			\$0	-\$246,387
	Subtotal	-\$1,084,258	\$120,823	-\$963,435	-\$752,782			\$0	-\$722,576
<u>Law, Order, Public Safety</u>									
1163	GRANT - SES ESL OPERATING GRANT	-\$19,780	\$0	-\$19,780	-\$14,832			\$0	-\$14,835
5123	GRANTS - VBFB ESL OPERATING GRANT	-\$211,102	\$0	-\$211,102	-\$158,319			\$0	-\$171,765
6963	GRANTS - BUSHFIRE MITIGATION	-\$327,015	\$0	-\$327,015	-\$230,000			\$0	-\$126,968
0765	GRANTS (CAPITAL) - VBFB ESL ASSETS	-\$17,586	\$0	-\$17,586	-\$13,185			-\$17,586	\$0
	Subtotal	-\$575,483	\$0	-\$575,483	-\$416,336			-\$17,586	-\$313,568
<u>Education and Welfare</u>									
283	GRANTS - PROGRAMS (AUSTRALIA DAY)	\$0	-\$20,000	-\$20,000	-\$20,000			\$0	-\$16,000
	Subtotal	\$0	-\$20,000	-\$20,000	-\$20,000			\$0	-\$16,000
<u>Recreation And Culture</u>									
0465	GRANTS (CAPITAL) - ASSETS	-\$50,000	\$0	-\$50,000	-\$37,500			-\$38,027	\$0
0475	GOVT GRANTS - COMMUNITY FACILITIES	-\$4,511,500	\$0	-\$4,511,500	-\$1,000,000			\$0	\$0
7105	GRANTS (CAPITAL) - ASSETS	-\$2,106,387	\$40,494	-\$2,065,893	-\$1,720,000			-\$1,568,403	\$0
	Subtotal	-\$6,667,887	\$40,494	-\$6,627,393	-\$2,757,500			-\$1,606,430	\$0
<u>Transport</u>									
0933	GRANTS - MRD DIRECT GRANTS	-\$172,075	\$0	-\$172,075	-\$172,075			\$0	-\$172,075
0325	GRANTS - BLACK SPOTS	-\$310,850	\$0	-\$310,850	-\$155,425			-\$42,120	\$0
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	-\$275,000	\$0	-\$275,000	-\$206,244			-\$220,000	\$0
3251	GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)	-\$1,522,000	\$1,390,000	-\$132,000	\$0			\$0	\$0
3261	GRANT REVENUE - LRCI	-\$888,000	\$0	-\$888,000	-\$444,000			\$0	\$0
3291	GRANTS - REGIONAL ROAD GROUP	-\$961,332	\$0	-\$961,332	-\$720,999			-\$633,813	\$0
3331	GRANTS - ROADS TO RECOVERY	-\$503,657	-\$65,000	-\$568,657	-\$316,829			-\$80,633	\$0
	Subtotal	-\$4,632,914	\$1,325,000	-\$3,307,914	-\$2,015,572			-\$976,566	-\$172,075
<u>Economic Services</u>									
0975	GRANTS DROUGHT COMMUNITY FUNDING (CAPITAL) - ASSETS	-\$28,000	\$0	-\$28,000	-\$20,997			-\$21,231	\$0
3413	GRANTS - PROGRAMS	-\$315,266	\$0	-\$315,266	\$0			\$0	\$0
	Subtotal	-\$343,266	\$0	-\$343,266	-\$20,997			-\$21,231	\$0
	Grand Totals	-\$13,303,808	\$1,486,317	-\$11,817,491	-\$5,963,187			-\$2,621,812	-\$1,224,219
	Total Operating Grants	-\$2,129,496	\$100,823	-\$2,028,673	-\$1,348,008			\$0	-\$1,224,219
	Total Non Operating Grants	-\$11,174,312	\$1,365,494	-\$9,808,818	-\$4,635,179			-\$2,621,812	\$0



SHIRE OF DONNYBROOK BALINGUP
INFORMATION ON BORROWINGS
31/03/2022

Information on Borrowings

Purpose/Program	Loan Number	Institution	Interest Rate	Principal 1-Jul-21	New Loans	Principal Repayments	Principal Outstanding	Interest Repayments	Principal Repayments	Principal Outstanding	Interest Repayments	
				\$	\$	2021/22 Budget \$	2020/21 Budget \$	2020/21 Budget \$	2021/22 Actual \$	2020/21 Actual \$	2020/21 Actual \$	
Health												
Dental Surgery Extensions	74	WATC	5.83%	54,109	0	(12,385)	41,724	(2,977)	(6,103)	48,006	(1,277)	
Education and welfare												
Tuia Lodge Fire Suppression System	93	WATC	1.58%	263,917	0	(27,512)	236,405	(4,062)	(13,702)	250,215	(1,310)	
Recreation and culture												
* Donnybrook Country Club	90	WATC	2.74%	54,992	0	(9,396)	45,596	(1,443)	(4,666)	50,326	(473)	
VC Mitchell Park (Stage 1)	TBA	WATC	TBA	0	2,500,000	0	2,500,000	0	0	0	0	
Economic services												
Collins Street	80	WATC	6.73%	29,546	0	(14,284)	15,262	(1,752)	(14,285)	15,261	(879)	
Total				402,564	2,500,000	(63,577)	2,838,987	(10,234)	(38,756)	363,808	(3,940)	

All debenture repayments are to be financed by general purpose revenue, with the exception of Self-Supporting Loans which are reimbursed to Council by the relevant community group.

Income - Self Supporting Loans

* Donnybrook Country Club

YTD Actual		
Principal	Interest	Total
-\$4,666	-\$753	-\$5,420

SHIRE OF DONNYBROOK BALINGUP
Statement of Financial Activity 2021/2022

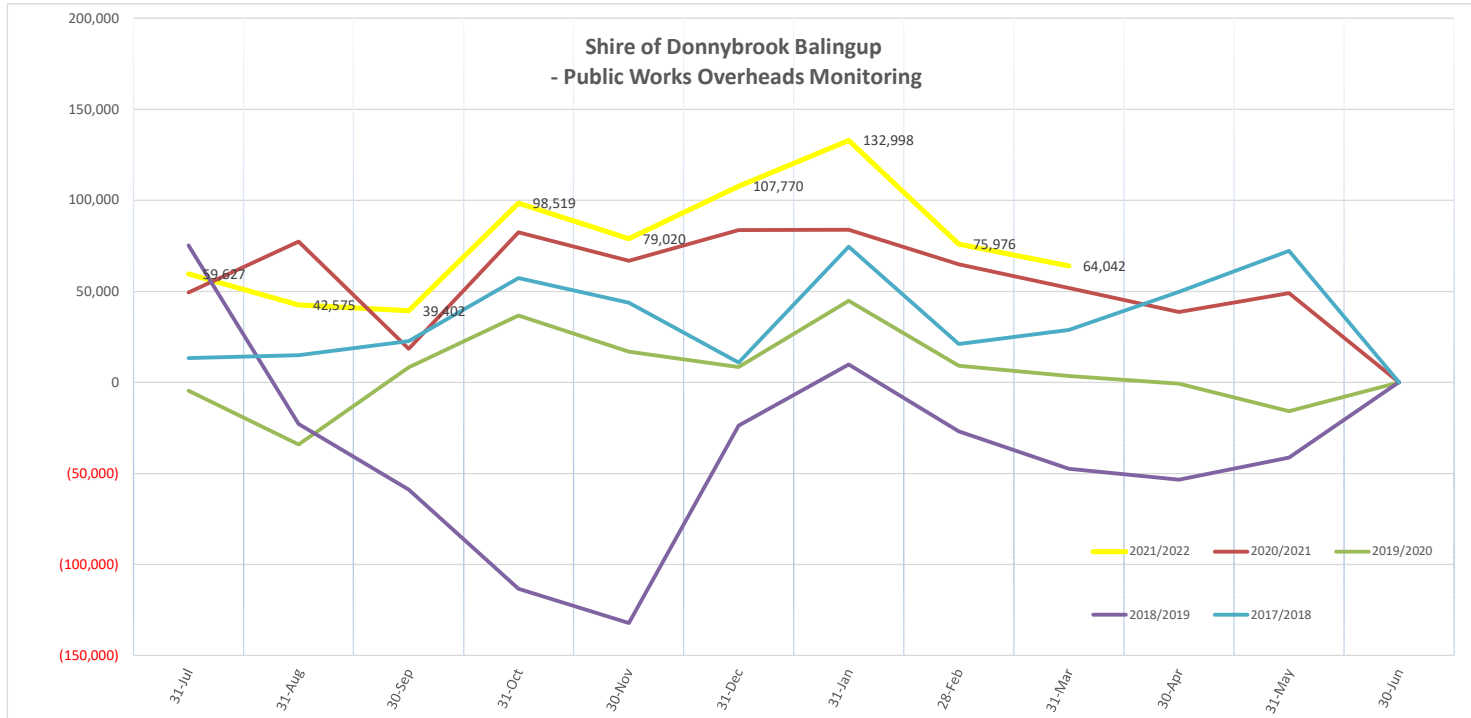
TRUST FUNDS

Funds held at balance date over which the District has no control and which are not included in the financial statements are as follows:

Detail	Balance 1/07/2021 \$	Amounts Received \$	Amounts Paid (\$)	Balance 31/03/2022 \$
Public Open Space Funds	265,738	0	0	265,738
	265,738	0	0	265,738

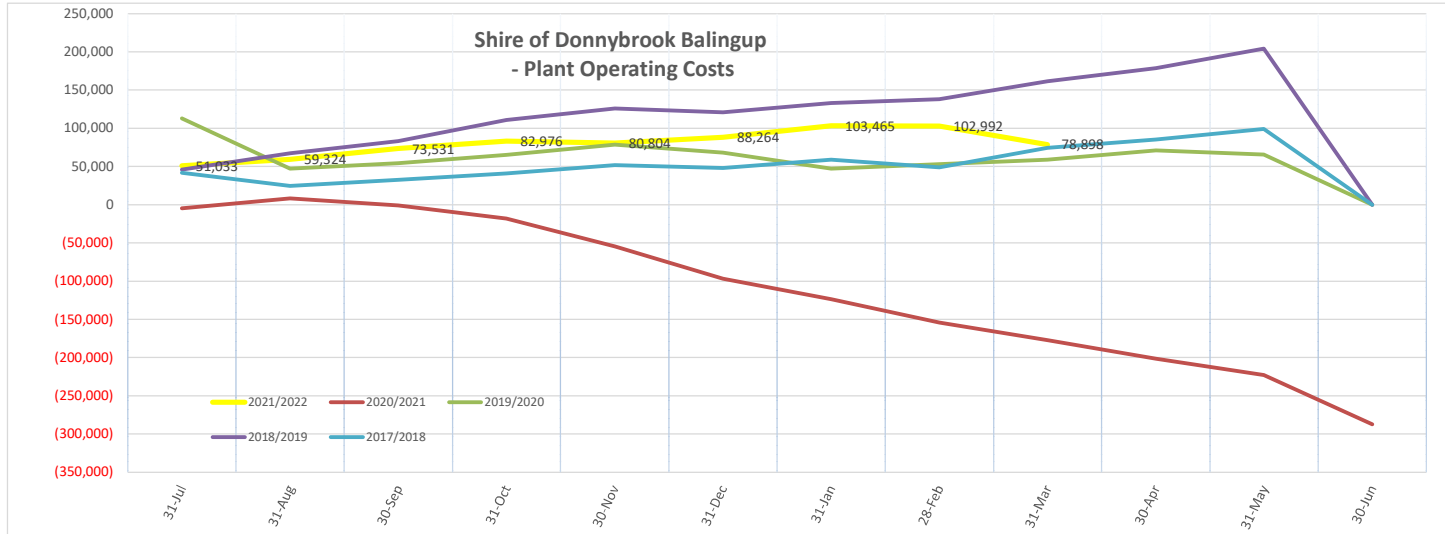
SHIRE OF DONNYBROOK BALINGUP
Public Works Overheads Monitoring
31/03/2022

Account Number	Description	2021/2022 Current Budget \$	YTD Actual \$	30/06/2022	31/07/2021	31/08/2021	30/09/2021	31/10/2021	30/11/2021	31/12/2021	31/01/2022	28/02/2022	31/03/2022	30/04/2022	31/05/2022	30/06/2022
				\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Property & Services - Schedule 14																
Public Works Overheads - Expenditure																
Total Public Works Overheads - Expenditure		96,465	59,627		42,575	39,402		98,519	79,020	107,770	132,998	75,976	64,042	0	0	0



SHIRE OF DONNYBROOK BALINGUP
Plant Operation Costs
31/03/2022

Account Number	Description	2020/2021 Current Budget	31-Jul	31-Aug	30-Sep	31-Oct	30-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	30-Jun
			YTD Actual	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Other Property & Services - Schedule 14														
Plant Operation Costs														
	Total Public Works Overheads - Expenditure	(11,853)	51,033	59,324	73,531	82,976	80,804	88,264	103,465	102,992	78,898	0	0	0



1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Management Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Management Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: <ol style="list-style-type: none"> i. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Donnybrook Balingup; and ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Donnybrook Balingup's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues and the Local Government's meeting with the Auditor must be directed to the Council. b. Council has discretion to determine any conditions/limitations applicable to the use of delegated powers or duties.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.

1.2 Council to CEO

1.2.1 Performing Functions Outside the District

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district.
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant allocation within the Annual Budget and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met the matter must be referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees.

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1.2.2 Compensation for Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Delegation is limited to settlements which do not exceed a material value of \$5,000.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

DELEGATIONS REGISTER

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1.2.3 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of entry to enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

**DELEGATIONS REGISTER
MARCH 2022**



Record Keeping:	<ul style="list-style-type: none"> • Assessment File
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1.2.4 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.5 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.6 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.7 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)]
Express Power to Sub-Delegate:	<ul style="list-style-type: none"> • <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.8 Control Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Donnybrook Balingup that the Shire of Donnybrook Balingup could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.9 Obstruction of Footpaths and Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Local Government (Uniform Local Provisions) Regulations 1996: r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily

**DELEGATIONS REGISTER
MARCH 2022**



	<p>make good public assets damaged by the obstruction at the completion of works.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p>
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.2.10 Gates Across Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Each approval provided must be recorded in the Shire of Donnybrook Balingup's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.11 Public Thoroughfare – Dangerous Excavations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. To be assessed in accordance with the Shire's Construction of Crossover requirements.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.13 Private Works on, over or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.14 Tenders for Goods and Services – Call Tenders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(1), (2) When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to invite tenders although not required to do so [F&G r.13]. 3. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 4. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 5. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget where: <ul style="list-style-type: none"> • the proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government; or • a current supply contract expiry is imminent; and • the value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and • iv. the tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

**1.2.15 Tenders for Goods and Services – Accepting and Rejecting Tenders;
Varying Contracts; Exercising Contract Extension Options**

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the \$250,000 detailed as a condition on this Delegation [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the

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	<p>scope of the original contract or increase the contract value to a maximum of \$10,000 whichever is the lesser value [F&G r.21A(a)].</p> <p>9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
<p>Council Conditions on this Delegation:</p>	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor’s performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

1.2.16 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government												
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)												
Delegate:	Chief Executive Officer												
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 												
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum amounts specified for the following categories: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Category</th> <th style="width: 30%;">Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.11 (2)(f)]</td> <td style="text-align: center;">\$100,000 with CEO approval as per the Council Policy</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td> <td style="text-align: center;">\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA</td> <td style="text-align: center;">\$250,000 or less* <i>*as specified in F&G.r.11(2)(h)(ii)</i></td> </tr> </tbody> </table> 	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.11 (2)(f)]	\$100,000 with CEO approval as per the Council Policy	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA	\$250,000 or less* <i>*as specified in F&G.r.11(2)(h)(ii)</i>
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.11 (2)(f)]	\$100,000 with CEO approval as per the Council Policy												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000												
Goods or services supplied by a person registered on the Aboriginal Business Directory WA	\$250,000 or less* <i>*as specified in F&G.r.11(2)(h)(ii)</i>												

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	OR Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]	
	Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]	\$250,000
	<p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the amounts delegated above, the decision is to be referred to Council.</p>	
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees	

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1.2.17 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.18 Panels of Pre-Qualified Suppliers for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
Council Conditions on this Delegation:	a. In accordance with policy panels of pre-qualified suppliers

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Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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1.2.19 Application of Regional Price Preference Policy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	a. In accordance with the Council's Purchasing Policy.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.20 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with Council policies b. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. c. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$10,000 (excluding GST) or less. d. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ol style="list-style-type: none"> i. Reserve price has been set by independent valuation. ii. Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ol style="list-style-type: none"> i. Negotiate the sale of the property up to a -10% variance on the valuation; and

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	<ul style="list-style-type: none"> ii. Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. e. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal. f. The Chief Executive Officer is authorised to affect the renewal of leases and agreements, service level agreements or written arrangements in place between Council and third parties, where; <ul style="list-style-type: none"> • There is no significant change proposed to the terms and conditions of the lease/agreement; and • The lease/agreement must include provisions for further renewal within the document. g. Items with a value of \$1,000 (excluding GST) or less can be sold without calling for expressions of interest or advertising. h. Any disposals under this delegation are to be reported to Council quarterly.
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.2.21 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. To take into consideration allocations in the budget. b. Annual Operational procedural reviews
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.22 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts s.6.12 (3) Granting a concession under subsection (1)(b)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive a debt which is owed to the Shire of Donnybrook Balingup [s.6.12(1)(b)]. 2. Grant a concession in relation to money which is owed to the Shire of Donnybrook Balingup [s.6.12(1)(b)]. 3. Write off an amount of money which is owed to the Shire of Donnybrook Baling [s.6.12(1)(c)]
Council Conditions on this Delegation:	<p><i>This delegation is subject to section 6.12(2) if the Local Government Act 1995, which specifies that a local government cannot grant a waiver or concession for a rate or service charge.</i></p> <ol style="list-style-type: none"> a. This delegation is to be used in accordance with all Council policies. b. Write-off a rates or service charge debt up to \$1,000 in accordance with the Financial Hardship Policy [s.6.12(1)(c) & (2)]. c. Any waiver of a debt or granting of a concession shall only be up to \$1,000 and shall be considered solely on its merits [s.6.12(1)(b)]. d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated with continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Donnybrook Balingup. e. Limited to individual debts valued below \$500 or cumulative debts of a debtor valued below \$1,000 Write off of debts greater than these values must be referred for Council decision. f. A list of all deferrals, grant discounts, waivers or write-off of debts executed under this delegation will be presented to Council monthly.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.23 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy to invest Funds. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Management Committee not less than once in every three financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.24 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.25 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Agreements must be in writing and must ensure clearing of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.26 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Donnybrook Balingup [s.6.50].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.27 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].
Council Conditions on this Delegation:	a. Comply with the Shire's Policies and Procedures
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.28 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Donnybrook Balingup [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Comply with the Shire’s Policies and Procedures
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.29 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Donnybrook Balingup [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	a. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u> , within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.30 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.31 Notices to Owners

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.25 <i>Notices requiring certain things to be done by owner or occupier of land</i> s 3.26 <i>Additional powers when notices given</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to issue a notice in writing requiring certain things to be done by owner or occupier of land in accordance with Schedule 3.1 and if the person fails, do anything it considers necessary to achieve the purpose for which the notice was given, including recovering any associated costs as a debt. [cl3.25] 2. Authority to take action to do anything that is considered necessary to achieve so far as is practicable the purpose for which a notice under s3.25 (1) is given. [cl 3.26]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.32 Renewal or Extension of Contracts during a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)]. This authority relates to: <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
Council Conditions on this Delegation:	<p>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:</p> <ol style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. <p>b. This authority may only be exercised where the total consideration for the renewal or extension is \$100,000 or less.</p> <p>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).</p> <p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</p>

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	<p>e. This authority may only be exercised where the total consideration under the resulting contract is \$250,000 or less.</p> <p>f. The CEO cannot sub-delegate this authority.</p>
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1.2.33 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.

1.4 Local Law Delegations to the CEO

1.4.1 Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>	
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>	
<p>Express Power or Duty Delegated:</p>	<p><i>Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law:</i> <i>Part 2 Div.1 2.2 Activities allowed with a permit – general</i> <i>Part 3 Div.2 3.6 Notice to owner or occupier</i> <i>Part 4 Div.3 4.4 Conditions on portable sign</i> <i>Part 6 Sub-div.2 6.5Relevant considerations in determining application for permit</i> <i>Part 6 Sub-div.2 6.6Conditions of permit</i> <i>Part 6 Sub-div.2 6.7Exemptions from requirement to pay fee or to obtain permit</i> <i>Part 6 Sub-div.2 6.18 Variation of permitted area and permitted time</i> <i>Part 6 Sub.div.2 6.20 Cancellation of permit</i> <i>Part 7 Div.1 7.1 Application for permit</i> <i>Part 7 Div.1 7.2 Decision on application for permit</i> <i>Part 7 Div.2 7.3 Conditions which may be imposed on a permit</i> <i>Part 7 Div.2 7.5 Compliance with and variation of conditions</i> <i>Part 7 Div.3 7.8 Transfer of permit</i> <i>Part 7 Div.3 7.9 Production of permit</i> <i>Part 9 9.1 Notice to redirect or repair sprinkler</i> <i>Part 9 9.2 Hazardous plants</i> <i>Part 9 9.3 Notice to repair damage to thoroughfare</i> <i>Part 9 9.4 Notice to remove thing unlawfully placed on thoroughfare</i> <i>Part 10 Div.1 10.2 Local government may undertake requirements of notice</i></p>	
<p>Delegate:</p>	<p>Chief Executive Officer</p>	
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to exempt: <ol style="list-style-type: none"> a. a person from compliance with sub-clause (1) on the application of that person. [cl 2.2(2)]; 2. Authority to give notice: <ol style="list-style-type: none"> a. in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division. [cl 3.6]; b. written notice of that refusal to the applicant. [cl 7.2(3)] c. to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment. [cl 9.1] d. to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard. [cl 9.2(1)] 	

	<p>e. to the person who caused the damage to order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government. [cl 9.3]</p> <p>f. in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing. [cl 9.4]</p> <p>g. in writing to a permit holder vary -</p> <ul style="list-style-type: none"> (i) the permitted area; (ii) the permitted time; or (iii) both the permitted area and the permitted time, shown on a permit. [cl 6.18(1)] <p>3. Authority to approve an application:</p> <ul style="list-style-type: none"> a. for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions –... [cl4.4] b. for a permit unconditionally or subject to any conditions [cl 7.2 (1)(a)] c. for a permit subject to conditions relating to - <ul style="list-style-type: none"> (i) the payment of a fee; (ii) the duration and commencement of the permit; (iii) the commencement of the permit being contingent on the happening of an event; (iv) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application; (v) the approval of another application for a permit which may be required by the local government under any written law; (vi) the area of the district to which the permit applies; (vii) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage; (viii) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and (ix) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder. [cl 7.3] 	
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	<p>d. for the transfer of a permit, refuse to approve it or approve it subject to any conditions. [cl7.8(2)]</p> <p>4. Authority to refuse:</p> <p>a. to approve an application for a permit under this division on any one or more of the following grounds –</p> <p>(i) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;</p> <p>(ii) that the applicant is not a desirable or suitable person to hold a permit;</p> <p>(iii) that –</p> <ul style="list-style-type: none">• the applicant is an undischarged bankrupt or is in liquidation;• the applicant has entered into any composition or arrangement with creditors; or• a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property; or <p>(iv) such other grounds as the local government may consider to be relevant in the circumstances of the case. [cl 6.5(2)]</p> <p>b. to consider an application for a permit which is not in accordance with sub-clause (2). [cl 7.1(5)]</p> <p>c. to approve an application for a permit. [cl 7.2(1)(b)]</p> <p>5. Authority to request:</p> <p>a. a permit holder to produce to an authorised person her or his permit immediately upon being required to do so by that authorised person. [cl 7.9]</p> <p>6. Authority to authorise:</p> <p>a. another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder. Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law. [cl 6.6(2)]</p> <p>7. Authority to:</p> <p>a. cancel a permit if in her or his opinion the volume of sound caused by the permit holder in connection with the performance adversely</p>	
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	<p>affects the enjoyment, convenience or comfort of other persons in a public place, or if, in her or his opinion, or in the opinion of an authorised person, the performance otherwise constitutes a nuisance. [cl 6.20] – SEE CONDITIONS BELOW</p> <p>b. waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on–</p> <p style="padding-left: 40px;">(i) on a portion of a public place adjoining the normal place of business of the applicant; or</p> <p style="padding-left: 40px;">(ii) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation. [cl 6.7(2)]</p> <p>c. exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division. [cl 6.7(3)]</p> <p>d. vary the conditions of a permit, and the permit holder shall comply with those conditions as varied. [cl 7.5 (2)]</p> <p>e. may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing. [cl 10.2]</p>
Council Conditions on this Delegation:	<p>a. Contentious issues to be referred to Council</p> <p>b. Part 6 Sub.div.2 6.20 - Cancellation of a permit cannot be delegated to any other officer</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.2 Animals, Environment and Nuisance Local Law 2017

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>	
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>	
<p>Express Power or Duty Delegated:</p>	<p><i>Animals, Environment and Nuisance Local Law 2017:</i> <i>Part 2 Div.1 2.3 Disposal of Dead Animals</i> <i>Part 2 Div.2 2.5 Conditions for keeping of an animal</i> <i>Part 2 Div.3 2.7 Limitation on numbers of poultry and pigeons</i> <i>Part 2 Div.3 2.9 Roosters, geese, turkeys, peafowls, guinea fowls, emus and ostriches</i> <i>Part 2 Div.3 2.11 Restrictions on pigeons nesting or perching</i> <i>Part 3 Div.1 3.3 Unauthorised storage of materials</i> <i>Part 3 Div.2 3.4 Prohibited activities</i> <i>Part 3 Div.3 3.5 Burning of cleared vegetation prohibited</i> <i>Part 3 Div.3 3.6 Removal of refuse and disused materials</i> <i>Part 3 Div.3 3.7 Removal of unsightly overgrowth of vegetation</i> <i>Part 3 Div.3 3.9 Commercial wrecking of vehicles</i> <i>Part 4 Div.1 4.3 Notice may require specified action to prevent emission or reflection of light</i> <i>Part 4 Div.2 4.4 Burning rubbish, refuse or other material</i> <i>Part 4 Div.3 4.7 Truck noise from residential land</i> <i>Part 4 Div.6 4.13 Restrictions of keeping of bees in hives</i> <i>Part 5 Div.6 6.1 Notice of breach</i></p>	
<p>Delegate:</p>	<p>Chief Executive Officer</p>	
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>1. Authority to give written approval to:</p> <ul style="list-style-type: none"> a. the operators of commercial poultry farms, licensed piggeries and similar intensive animal or bird farming to of dispose of any dead animals or birds on their premises. [cl2.3(1)] b. a person to keep or permit the keeping of bees anywhere within the district unless written approval to do so has been given by the Local government. [cl4.13(1)] c. a person on any land within a townsite, having an area of 2000 square metres or less, to set fire to rubbish, refuse or other materials who has— <ul style="list-style-type: none"> i. written approval has first been obtained from the local government; ii. the person demonstrates to the satisfaction of the local government that reasonable alternatives for the disposal of the rubbish, refuse or other material do not exist and the potential for pollution is low; iii. the material does not include any plastic, rubber, food scraps or other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons; iv. a haze alert has not been issued by 	

	<p>the Bureau of Meteorology for the period during which burning is to take place; and</p> <ul style="list-style-type: none"> v. the burning complies with the Bush Fires Act 1954, any annual fire hazard reduction notice issued by the local government under that Act and any conditions of approval as determined by the local government. [cl4.4(1a)] <ul style="list-style-type: none"> d. store construction materials on a building site or development site. [cl3.3(1)] e. to store construction material on any thoroughfare verge. [cl3.3(2)] <p>2. Authority to give written notice:</p> <ul style="list-style-type: none"> a. to the owner or occupier of a lot requiring the removal of refuse, rubbish or disused material from the lot within the time frame specified in the notice. [cl3.6(2)] b. to the owner or occupier of a lot requiring the removal of the overgrowth of vegetation within the time specified in the notice. [cl3.7(2)] c. to an owner or occupier of land in the district to undertake, permit or suffer the commercial wrecking of vehicles on that land. [cl3.9] d. direct to the owner or occupier to take such actions as necessary within the time specified in the notice where- <ul style="list-style-type: none"> i. floodlights or other exterior lights shine directly onto any other premises; ii. artificial light is emitted or reflected from anything on the land so as to illuminate premises outside the land that interferes unreasonably with normal daily activities; or iii. natural light is reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare [cl4.3(1)] e. the person alleged to be responsible for a breach of any provision of this local law. [cl6.1(1)] <p>3. Authority to provide approval to:</p> <ul style="list-style-type: none"> a. an owner or occupier of a premises within a townsite to keep a horse, cow or large animal on those premises. [cl2.5(1)] b. an owner or occupier of premises within a townsite to keep a combined total of more than 12 poultry and pigeons on any one lot of land. [cl2.7] 	
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	<p>4. Authority to serve a notice:</p> <p>a. serve on the owner and/or occupier of the land a notice requiring the owner and or occupier to do one or more of the following—</p> <ul style="list-style-type: none"> i. comply with subclause (1)(a) or (1)(b); ii. clean up and properly dispose of any released or escaped dust or liquid waste; iii. clean up and make good any damage resulting from the released or escaped dust or liquid waste; and iv. take reasonable steps to stop any further release or escape of dust or liquid waste. <p>b. requiring the person to remove bees or approved bee hives to be removed. [cl4.13(2)]</p> <p>5. Authority to give written permission to an owner or occupier of premises to keep or allow to be kept on that land a rooster; a goose or gander; a turkey; a peacock or peahen; a guinea fowl; an emu or an ostrich. [cl2.9(1)]</p> <p>6. Authority to grant approval with or without conditions to the owner or occupier of premises to keep any one or more birds as specified, upon written application. [cl2.9(2)]</p> <p>7. Authority to revoke an approval granted under this section if it is of the opinion that the keeping of the birds specified in the approval is causing a nuisance or is injurious, offensive or dangerous to health. [cl2.9(4)]</p> <p>8. Authority to issue a notice to an owner or occupier of a house, in or on which pigeons are in the habit of nesting or perching, to take reasonable steps to prevent them from continuing to do so. [cl2.11(1)]</p> <p>9. Where the local government is of the opinion that dust or liquid waste may be released or escape as a result of an activity which is likely to be carried on from any land, the local government may give to the owner and or occupier a notice providing that the activity may only be carried on subject to conditions specified in the notice. [cl3.4(4)]</p> <p>10. Authority to give written authorisation to an owner or occupier of any building site or development site to burn vegetation or other material cleared from the site. [cl3.5]</p> <p>11. Authority to give written consent to a person to start or drive a truck on land or adjacent to land which is zoned, approved or used for residential purposes between the</p>	
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	hours of 10.30 pm and 6.30 am on the following day. [cl 4.7]	
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 1. An approval cannot be revoked by an officer who approved the original approval [cl2.9(4)] 2. Dual authorisation is required by the CESM & PEHO under cl3.5 	
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees	

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1.4.3 Bushfire Brigades Local Law (Consolidated 2017)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Bushfire Brigades Local Law (Consolidated 2017):</i> <i>Part 2 Div.1 2.1 Establishment of a BUSH FIRE brigade</i> <i>Part 2 Div.1 2.2 Name and officers of BUSH FIRE brigade</i> <i>Part 2 Div.3 2.5 Variation of Rules</i> <i>Part 2 Div.5 2.7 Dissolution of BUSH FIRE brigade</i> <i>Part 6 6.4 Consideration in the local government budget</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to establish a bush fire brigade for the purpose of carrying out normal brigade activities. [cl1.2()] On establishing a bush fire brigade under clause 2.1(1) the local government is to – <ol style="list-style-type: none"> (a) give a name to the bush fire brigade; (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “brigade area”); and (c) appoint – <ol style="list-style-type: none"> i. a Bush Fire Control Officer ii. a Captain; iii. a First Lieutenant; iv. a Second Lieutenant; v. additional Lieutenants if the local government considers it necessary; vi. an Equipment Officer; vii. a Secretary; and viii. a Treasurer; or ix. a Secretary/Treasurer combined [cl 2.2(1a-c)] 2. Authority to vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade. [cl 2.5(1)] 3. Authority to cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established. [cl 2.7] 4. Authority to approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question. [cl 6.4]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. the local government is to have regard to the qualifications and experience which may be required to fill each position.

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Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees
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1.4.4 Cat Local Law (Consolidated to include 2017 amendment)

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Cat Local Law (Consolidated to include 2017 amendment);</i> <i>Part 2 Sec 2.4 Decision on application</i> <i>Part 2 Sec 2.6 Conditions</i> <i>Part 2 Sec 2.8 Variation or cancellation of permit</i> <i>Part 3 Sec 3 . 1 Nuisances</i> <i>Part 4 Sec 4.1 Cat management facility</i> <i>Part 5 Sec 5.1 Destruction at request of owner</i> <i>Part 7 Sec 7.2 Objections and Appeals</i> <i>Part 7 Sec 7.3 General offence and penalty provisions</i> <i>Schedule 1 Sec A Permit to keep three or more cats</i> <i>Schedule 1 Sec B Permit to use premises as a cat management facility</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>1. Authority to;</p> <ol style="list-style-type: none"> a. approve an application for a permit subject to conditions; [cl2.4(a)] b. refuse to approve an application for a permit. [cl2.4(b)] c. suspended or revoked a permit if there is a breach of any condition of that permit or if the permit holder is convicted of a breach of any provision of this local law; [cl2.6©] d. vary the conditions of a permit. [cl2.8(1)] e. vary or cancel a permit on the request of the permit holder. [cl2.8(2)] f. give written notice to the owner of the cat or any other person apparently in control of the cat, requiring that person to abate the nuisance. [cl3.1(2)] g. withdraw the notice given to abate the nuisance [cl3.1(3)] h. establish and maintain a cat management facility or facilities, and may approve a cat management facility maintained by any authorised person, for the impounding of cats under this local law. [cl4.1(1)] i. determine from time to time- <ul style="list-style-type: none"> • the times when a cat management facility will be open for the reception and release of cats; • times for the sale of cats from the facility; and • a scale of impounding fees to be paid on the release of impounded cats. [cl4.1(2)] j. destroy the cat under S.34(c) of the Act. [cl5.1(1)]

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	<ul style="list-style-type: none"> k. charge an owner a fee in respect of the destruction of a cat [cl5.1(3)] l. approve or refuse to approve an application for a permit under this local law; or [cl7.2(a)] m. renew, vary or cancel a permit under this local law, the provisions of Division 5 of Part 4 of the Act apply to that decision. [cl7.2(b)] n. recover a penalty for an offence against this local law when taking proceedings against the alleged offender [cl7.3(7)] o. give consent to the permit holder to replace a cat [Schedule 1A (3)] p. approve materials used in structures [Schedule 1B(3)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.5 Cemeteries Local Law 2008

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government	
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
Express Power or Duty Delegated:	<p><i>Cemeteries Local Law 2008:</i></p> <ul style="list-style-type: none"> <i>Part 2 Div.1 2.3 Plans and registers</i> <i>Part 2 Div.2 2.4 Issue grants</i> <i>Part 2 Div.2 2.5 Rights of holder</i> <i>Part 2 Div.2 2.6 Renewal of grant</i> <i>Part 2 Div.2 2.7 Replacement of grant</i> <i>Part 2 Div.2 2.8 Transfer of grant</i> <i>Part 2 Div.2 2.9 Exercising the right of holder</i> <i>Part 3 3.6 Receipt of application for funeral</i> <i>Part 3 3.7 Times for burials</i> <i>Part 4 4.2 Funeral directors licence</i> <i>Part 4 4.5 Cancellation of funeral director's licence</i> <i>Part 4 4.6 Single funeral permits</i> <i>Part 5 Div.1 5.6 Conduct of funeral by Council</i> <i>Part 5 Div.2 5.7 Disposal of ashes</i> <i>Part 6 6.2 Vault or mausoleum</i> <i>Part 6 6.5 Exhumation</i> <i>Part 6 6.6 Opening of a coffin</i> <i>Part 7 Div.1 7.1 Application for monumental work</i> <i>Part 7 Div.1 7.2 Placement of monumental work</i> <i>Part 7 Div.1 7.5 Removal of sand, soil or loam</i> <i>Part 7 Div.1 7.6 Hours of work</i> <i>Part 7 Div.1 7.8 Use of wood</i> <i>Part 7 Div.1 7.9 Plants and trees</i> <i>Part 7 Div.1 7.14 Monumental mason's licence</i> <i>Part 7 Div.3 7.16 Carrying out monumental works</i> <i>Part 7 Div.3 7.18 Cancellation of monumental mason's licence</i> <i>Part 7 Div.3 7.19 Application for single monumental work permit</i> <i>Part 8 8.1 Animals</i> <i>Part 8 8.3 Damaging and removing of objects</i> <i>Part 8 8.6 Advertising</i> <i>Part 8 8.8 Removal from cemetery</i> 	
Delegate:	Chief Executive Officer	

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<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to issue; <ol style="list-style-type: none"> a. that person with a grant of right of burial for a term of twenty-five (25) years. [cl2.4] b. a new grant to replace a grant which is lost or destroyed. [cl2.7(1)] c. to an applicant a funeral director's licence authorising a holder to direct funerals [cl4.2(1)] d. to an applicant a single funeral permit authorising a holder to direct a funeral [cl4.6(1)] e. to that person a permit to carry out monumental work on a grave specified in an application [cl7.1(1)] f. to an applicant a monumental mason's licence [cl7.14(1)] g. to an applicant a single monumental work permit authorising a holder to place a monument [cl7.19(1)] 2. Authority to determine; <ol style="list-style-type: none"> a. from time to time the number of dead bodies or ashes which may be placed in the grave. [cl 2.5(2)] b. determine the manner in which the funeral shall be conducted [cl5.6(c)] c. proper and substantial foundations for the placement for the of monuments [cl7.2] 3. Authority to request; <ol style="list-style-type: none"> a. the holder to produce the grant before the exercise of any of the rights [cl2.5(3)] b. the holder to deliver an existing grant to it prior to issuing a new grant. [cl2.5(3)] 4. Authority to give permission; <ol style="list-style-type: none"> a. in accordance with section 26 of the Act to a holder who desires to transfer a grant to another person [cl2.8(b)] b. to carry out a burial – <ol style="list-style-type: none"> i. on a gazetted public holiday in the State of Western Australia; or ii. at any other time, other than during the following days and hours – <ul style="list-style-type: none"> • Monday to Friday between 9.00 a.m. and 4.00 p.m. • Saturday between 9.00 a.m. and 12.00 p.m. [cl3.7] c. for the ashes to be disposed of by one of the following methods- <ol style="list-style-type: none"> i. Niche wall ii. Family grave iii. Bush memorial 	
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	<ul style="list-style-type: none"> iv. Other memorials approved by the Council [cl5.7(1)] d. to carry out memorial or other work on graves within a cemetery other than during the hours of 8.00 a.m. and 6.00 p.m. on weekdays, and 8.00 a.m. and noon on Saturdays. [cl7.6] e. to a person to remove or pick any tree, plant, shrub or flower in a cemetery or any other object or thing on a grave or memorial or which is the property of the Council [cl8.3] <p>5. Authority to approve;</p> <ul style="list-style-type: none"> a. any other person the rights If evidence is produced in writing to the satisfaction of the Council that a holder is unavailable or not immediately ascertainable, or has died and has not specifically bequeathed a grant, then the rights conferred upon that holder may be exercised by a holder's personal representative or a person acting expressly on behalf of a personal representative. If those persons are unavailable or not immediately ascertainable. [cl2.9] b. the construction of a vault or mausoleum within a cemetery, which vault or mausoleum [cl6.2(2)] c. the materials used to seal a mausoleum [cl6.2(6)] d. the opening of that coffin [cl6.6(1)] e. the removal of sand, earth or other material for use in the erection of any memorial or work [cl7.5] f. the use of wood on or around a grave [cl7.8] g. the planting of trees or shrubs [cl7.9] h. a person to carry on or advertise any trade, business or profession within a cemetery [cl8.3] <p>6. Authority to;</p> <ul style="list-style-type: none"> a. establish and maintain – <ul style="list-style-type: none"> i. a plan of each cemetery showing the location and identifying number of every burial place or grave and the distribution of the land, compartments and sections; ii. a register containing the identification numbers of graves and the names and description of the persons buried; iii. a register of grants made with respect to each cemetery; and 	
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	<ul style="list-style-type: none"> iv. a register of persons cremated whose ashes have been buried or disposed in each cemetery. b. renew the grant for a further term of twenty-five (25) years commencing on the expiry date of the grant [cl2.6] c. fix a time for a funeral; and [cl3.6(a)] d. prepare a grave that is required. [cl3.6(b)] e. Cancel a funeral directors licence by notice in writing to a holder of a funeral director's licence [cl4.5] f. refuse an application for the single funeral permit if, in the opinion of the Council, either a coffin's specifications or the details of the vehicle transporting the dead body to the gravesite, are not structurally sound or are otherwise inadequate or inappropriate, or on any other grounds. [cl4.6(3)] g. specify an area in a cemetery where the dead body is to be buried or the ashes placed; [cl5.6(d)] h. conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under this local law; [cl5.6(e)] i. do or require anything which it considers is necessary or convenient for the conduct of the funeral by it. [cl5.6(f)] j. place the ashes of the deceased person in the cemetery [cl5.7(3)] k. place the ashes of the deceased person within a grave [cl 5.7(4)] l. disinter a coffin in a cemetery for an exhumation of a dead body [cl6.5] m. set conditions on a monumental mason's licence [cl7.14(2)] n. authorise a person to carry out monumental work within a cemetery [cl7.16] o. terminate a licence of a monumental mason's licence [7.18(1)] p. permit the entry of an animal in a cemetery [cl8.1] q. order a person failing to comply with any provisions of this local law or behaving in a manner that in the opinion of the Council, the CEO or an authorised officer is inappropriate in a cemetery may in addition to any penalty provided by this local law [cl8.8] 	
<p>Council Conditions on this Delegation:</p>	<p>Nil</p>	

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Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees	
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1.4.6 Dogs Local Law (Consolidated 2017)

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Dogs Local Law (Consolidated 2017):</i> <i>Part 4, 4.3 Notice of proposed use</i> <i>Part 4, 4.4 Exemption from notice requirements</i> <i>Part 4, 4.8 Conditions of approval</i> <i>Part 4, 4.11 Form of licence</i> <i>Part 4, 4.13 Variation or cancellation of licence</i> <i>Part 4, 4.14 Transfer</i> <i>Part 4, 4.15 Notification</i> <i>Part 4, 4.16 Inspection of kennel</i> <i>Part 7, 7.3 Issue of infringement notice</i> <i>Part 7, 7.5 Payment of modified penalty</i> <i>Part 7, 7.7 Service</i> <i>Schedule 2 Conditions of a licence for an approved kennel establishment</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to approve; <ol style="list-style-type: none"> a. an exemption for a licence of an approved kennel establishment [cl4.4] b. an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions [cl4.8(1)] c. materials for a kennel [schedule2(c)] d. approve other durable materials for the walls of a kennel [schedule2(k)] 2. Authority to vary; <ol style="list-style-type: none"> a. any of the conditions contained in Schedule 2. [cl4.8(2)] b. the conditions of a licence. [cl4.13(1)] 3. Authority to; <ol style="list-style-type: none"> a. refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions. [cl4.3(3)] b. determine the form for a licence and issue to the licensee [cl4.11] c. cancel a licence – <ol style="list-style-type: none"> i. on the request of the licensee; ii. following a breach of the Act, the Regulations or this local law; or iii. if the licensee is not a fit and proper person. [cl4.13(2)] d. approve or refuse to approve an application for the transfer of a valid licence. [cl4.14(3)] e. give 15 written notice to -

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	<ul style="list-style-type: none"> i. an applicant for a licence of the local government's decision on her or his application; ii. a transferee of the local government's decision on her or his application for the transfer of a valid licence; iii. a licensee of any variation made under clause 4.13(1); iv. a licensee when her or his licence is due for renewal and the manner in which it may be renewed; v. a licensee when her or his licence is renewed; vi. a licensee of the cancellation of a licence under clause 4.13(2)(a); and vii. a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act. [cl4.15] f. inspect an approved kennel establishment at any time. [cl4.16] g. issue to that person a notice in the form of Form 7 of the First Schedule of the Regulations. [cl7.3] h. withdraw an infringement notice [cl7.5] (please see conditions below [cl7.6(2)]) i. serve a notice on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government. [cl7.7] j. order that all kennels and yards and drinking vessels be maintained [schedule 2(n)]
<p>Council Conditions on this Delegation:</p>	<p>a. A person authorized to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.</p>
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

1.4.7 Extractive Industries Local Law (Consolidated 2016)

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Extractive Industries Local Law (Consolidated 2016):</i> Part 2, 2.2 Applicant to advertise proposal Part 2, 2.3 Application for licence Part 3 3.1 Determination of application Part 4, 4.1 Transfer of licence Part 4, 4.2 Cancellation of licence Part 4, 4.3 Renewal of licence Part 5, 5.1 Security for restoration and reinstatement Part 5, 5.2 Use by the local government of secured sum Part 6, 6.1 Limits on excavation near boundary Part 6, 6.2 Prohibitions Part 6, 6.3 Blasting Part 6, 6.4 Obligations of the licensee Part 7, 7.4 Works to be carried out on cessation of operations Part 8, 8.1 Objections and Appeals</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>1. Authority to approve;</p> <ol style="list-style-type: none"> a. a licence to excavate [cl2.2(1)] b. the content, size and construction of a notice used by an applicant to advertise the licence issued by the local government [cl2.2(2b)] c. the placement of the datum peg on the surface of a constructed public road or such other land in the vicinity [cl2.3(1d)] d. the application - <ol style="list-style-type: none"> i. over the whole or part of the land in respect of which the application is made; and ii. on such terms and conditions, if any, as it sees fit. [cl3.1(2b)] e. the issue of a licence in the form determined by the local government [cl3.1(3b)] f. the application to transfer a licence on such terms and conditions, if any, as it sees fit [cl4.1(2b)] g. excavation outside of the following limits; <ol style="list-style-type: none"> i. 20 metres of the boundary of any land on which the excavation site is located; ii. 20 metres of any land affected by a registered grant of easement; iii. 40 metres of any road; or iv. 40 metres of any watercourse. [cl6.1] h. to a licensee in writing to remove trees or shrubs and impose any conditions in accordance with cl3.1 [cl6.2(a)] i. blasting on a Saturday, Sunday or Public Holiday [cl6.3(2)]

	<p>j. proposals to restore and reinstate an excavated site [cl7.4(a)]</p> <p>2. Authority to determine;</p> <ul style="list-style-type: none"> a. the form used by an applicant to advertise the licence issued [cl2.2(2a)] b. the form used to apply for a licence in respect to any land [cl2.3(1)] c. the licence period for a licence application the licence period for a licence application, not exceeding 21 years from the date of issue; and [cl3.1(3a)] d. the annual licence fee, or the relevant proportion of the annual licence fee to 31st December [cl3.1(4a)] e. the form used to transfer a licence [cl4.1(3)] f. a sum the licensee must give to the local government as a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government [cl5.1(1)] g. the hours that blasting takes place [cl6.3(1b)] h. the standard of fencing required to securely fence an excavation site [cl6.4(a)] <p>3. Authority to refuse;</p> <ul style="list-style-type: none"> a. to consider an application for a licence that does not comply with the requirements of clause 2.3, and in any event shall refuse an application for a licence where planning approval for an extractive industry use of the land has not first been obtained. [cl3.1(1)] b. the application, in respect of an application for a licence [cl3.1(2a)] c. the application to transfer a licence [cl4.1(2a)] d. the application for the renewal of a licence [cl4.3(4a)] <p>4. Authority to request;</p> <ul style="list-style-type: none"> a. request any information to transfer a licence application [cl4.1(1e)] b. request a licensee give a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government for security for restoration and reinstatement of an excavation site [cl5.1(1)] <p>5. Authority to;</p> <ul style="list-style-type: none"> a. cause to be displayed, or require the proposed applicant to display, in a prominent position on the land one or more notices referred to in sub-clause (1) [cl2.2] b. may impose conditions in respect of the following matters - <ul style="list-style-type: none"> i. the orientation of the excavation to reduce visibility from other land;
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	<ul style="list-style-type: none"> ii. the appropriate siting of access roads, buildings and plant; iii. the stockpiling of material; iv. the hours during which any excavation work may be carried out; v. the hours during which any processing plant associated with, or located on, the site may be operated; vi. requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance to the satisfaction of the local government; vii. the depths below which a person must not excavate; viii. distances from adjoining land or roads within which a person must not excavate; ix. the safety of persons employed at or visiting the excavation site; x. the control of dust and wind-blown material; xi. the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation; xii. the prevention of the spread of dieback or other disease; xiii. the drainage of the excavation site and the disposal of water; xiv. the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation; xv. the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation; xvi. requiring the licensee to furnish to the local government a surveyor's certificate each year, prior to the renewal fee being payable, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved excavation programme; xvii. requiring the licensee to enter into an agreement with the local government in respect of any condition or conditions imposed under this local law;
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	<ul style="list-style-type: none"> xviii. any other matter for properly regulating the carrying on of an extractive industry; and xix. requiring the licensee to enter into an agreement with the local government by which it agrees to pay any extraordinary expenses incurred by the local government in repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic conducted by or on behalf of the licensee under the licence. [cl3.1(5)] <p>c. cancel a licence where the licensee has -</p> <ul style="list-style-type: none"> i. been convicted of an offence against - ii. this local law; or iii. any other law relating to carrying on an extractive industry; or iv. transferred or assigned or attempted to transfer or assign the licence without the consent of the local government; v. permitted another person to carry on an extractive industry otherwise than in accordance with the terms and conditions of the licence and of the provisions of this local law; vi. failed to pay the annual licence fee under clause 3.2; or vii. failed to have a current public liability insurance policy under clause 7.1(1) or failed to provide a copy of the policy or evidence of its renewal as the case may be, under clause 7.1(2). [cl4.2(1)] <p>d. advise the licensee in writing of the licence cancellation [cl4.2(2a)]</p> <p>e. waive any of the requirements specified in clause 4.3 (1) (d) or (e). [cl4.3(2)]</p> <p>f. carry out the required restoration and reinstatement work or so much of that work as remains undone; and [cl5.291c)]</p> <p>g. demand all costs incurred by the local government or which the local government may be required to pay under this clause [cl5.2(1d)]</p> <p>h. apply the proceeds of any bond, bank guarantee or other security provided by the licensee under clause 5.1 towards its costs under this clause. [cl5.2(2)]</p> <p>i. vary a licence that a person has under this local law [cl8.1(b)]</p>
<p>Council Conditions on this Delegation:</p>	<p>Nil</p>
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

1.4.8 Fencing Local Law (Consolidated 2016)

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Fencing Local Law (Consolidated 2016):</i> <i>Part 2, 4 Sufficient fences</i> <i>Part 3, 8 Fences across rights-of-way, public access ways or thoroughfares</i> <i>Part 8, 8 General Discretion of the Local Government</i> <i>Part 6, 11 Requirement for a Licence</i> <i>Part 6, 12 Transfer of a Licence</i> <i>Part 6, 13 Cancellation of a Licence</i> <i>Part 7, 14 Notices of Breach</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to approve; <ol style="list-style-type: none"> a. the erection of a dividing fence or a boundary fence that is not a sufficient fence [cl4(1)] b. the erection or maintain a fence or obstruction of a temporary or permanent nature across any right-of-way, public access way or thoroughfare so as to impede or prevent use of those facilities in the manner for which they are intended and constructed. [cl8] c. a licence to have and use an electrified fence [cl11(4)(a)] d. subject to such conditions a licence to have and use an electrified fence [cl11(4)(b)] e. to transfer a licence to another occupier or owner of the lot f. approve the application for a transfer of the licence [cl12(3)(a)] g. the application for a transfer of the licence subject to such conditions as it thinks fit; [cl12(3)(b)] h. any other material in compliance with the Local Law to erect a timber fence [cl First Schedule 5(f)] 2. Authority to refuse; <ol style="list-style-type: none"> a. a licence to have and use an electrified fence [cl11(4)(c)] b. to approve the application for a transfer of the licence. [cl12 (3)(c)] 3. Authority to determine; <ol style="list-style-type: none"> a. the form used to transfer a licence [cl12(2)(b)] b. the fee to transfer a licence to another occupier or owner of the lot [cl12(2)(d)] 4. Authority to;

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	<ul style="list-style-type: none"> a. give consent to the erection or repair of a fence which does not comply with the requirements of these Local Laws. [cl8(1)] b. request information to determine an application to transfer a licence to another occupier or owner of the lot [cl12(2)(e)] c. cancel a licence issued under this Part, subject to Division 1 Part 9 of the Local Government Act 1995 if- <ul style="list-style-type: none"> i. the fence no longer satisfies the requirements specified in clause 14(2) or 14(3) as the case may be; or ii. the licence holder breaches any condition upon which the licence has been issued. [cl13] d. give a notice in writing to the owner of that lot ('notice of breach') where a breach of any provision of these Local Laws has occurred in relation to a fence on a lot [cl14(1)] e. may by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach [cl14(3)] f. may recover the expenses of so doing from the owner or occupier of the lot, as the case may be, in a court of competent jurisdiction. [cl14(3)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.9 Health Local Laws 1999

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Health Local Laws 1999:</i> <i>Part 3 Div1 3.1.2 Guttering and Downpipes</i> <i>Part 3 Div2 3.2.4 Ventilation</i> <i>Part 4 Div1 4.1.3 Disposal of Liquid Waste</i> <i>Part 4 Div1 4.1.4 Approval for Septic Tank Pumpouts and Removal of Liquid Waste</i> <i>Part 4 Div1 4.1.5 Application for Approval</i> <i>Part 4 Div1 4.1.6 Provision of Quarterly Reports</i> <i>Part 4 Div2 4.3.2 Restriction of Vehicles</i> <i>Part 4 Div2 4.3.3 Transport of Butchers' Waste</i> <i>Part 5 Div7 5.7.2 Ventilation</i> <i>Part 6 Div1 6.1.5 Council may Execute Work and Recover Costs</i> <i>Part 6 Div2 6.2.3 Council may Execute work and recover costs</i> <i>Part 6 Div6 6.8.1 prescribe any other "Arthropod vectors of disease"</i> <i>Part 7 Div1 7.1.1 Requirements for an owner or occupier to clean, disinfect and disinfest</i> <i>Part 7 Div1 7.1.2 Environmental Health Officer may disinfect or disinfest premises</i> <i>Part 7 Div1 7.1.6 Persons in contact with an infectious disease sufferer</i> <i>Part 7 Div1 7.1.7 Declaration of infected house or premises</i> <i>Part 7 Div1 7.1.10 Council may carry out work and recover costs</i> <i>Part 7 Div2 7.2.1 Disposal of used condoms</i> <i>Part 8 Div1 8.1.2 Lodging House Not to be Kept Unless Registered</i> <i>Part 8 Div1 8.1.4 Approval of Application</i> <i>Part 8 Div1 8.1.7 Revocation or Registration</i> <i>Part 8 Div2 8.2.7 Fire Prevention and Control</i> <i>Part 8 Div2 8.2.11 Sleeping Accommodation, Short Term Hostels and Recreational Campsites</i> <i>Part 8 Div3 8.3.3 Keeper Report</i> <i>Part 9 Div1 9.1.5 Certificate of Registration</i> <i>Part 9 Div1 9.1.7 Alterations to Premises</i> <i>Part 9 Div4 9.4.2 Receiving Depot</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve; <ol style="list-style-type: none"> a. the owner of a house to use or occupy, or permit to be used or occupied, a house without guttering and downpipes [cl3.1.2] b. the owner or occupier of premises to discharge liquid waste into an apparatus for the treatment of sewage and disposal [cl3.2.4(4)] c. give written approval to collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage and other liquid wastes. [cl4.1.4(b)] d. a vehicle or container for transporting butchers' waste [cl4.3.2(a)] e. other impervious material to cover butchers' waste in transport [cl4.3.3(1aiv)]

	<p>f. a lodging house, with or without conditions, an application under Section 8.1.3 by issuing to the applicant a certificate [cl8.1.4]</p> <p>g. fire protection equipment fitted in a lodging house [cl8.2.7(2)]</p> <p>h. mechanical ventilation in lieu of fixed ventilation of a short term hostel or recreational campsite [cl8.2.11(5b)]</p> <p>2. Authority to give notice to;</p> <p>a. the owner of a house that is not properly ventilated, to;</p> <p style="padding-left: 20px;">i. provide a different, or additional method of ventilation; or</p> <p style="padding-left: 20px;">ii. cease using the house until it is properly ventilated. [3.2.4(4)]</p> <p>b. to the occupier of an incorrectly ventilated car park to –</p> <p style="padding-left: 20px;">i. provide a different or additional method of ventilation; and</p> <p style="padding-left: 20px;">ii. cease using the car park until it is properly ventilated. [5.7.2(2)]</p> <p>c. an owner or occupier in writing to clean, disinfect and disinfest –</p> <p style="padding-left: 20px;">i. the premises; or</p> <p style="padding-left: 20px;">ii. such things in or on the premises as are specified in the notice, or both, to the satisfaction of an Environmental Health Officer. [cl7.1.1(1)]</p> <p>d. the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked, before revoking the registration of a lodging house [8.1.7(3)]</p> <p>e. the keeper of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper when revokes the registration of a lodging house [8.1.7(4)]</p> <p>f. withdraw permission to an owner or occupier of premises to use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works [cl9.4.2]</p> <p>3. Authority to impose;</p> <p>a. terms and conditions on approvals for septic tank pump outs and removal of liquid waste [cl4.1.4(c)]</p> <p>b. conditions on an application for septic tank pump outs and removal of liquid waste [cl4.1.5(3)]</p> <p>4. Authority to request;</p> <p>a. quarterly reports from approved carriers to the Council containing accurate details of -</p>
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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> i. the date of servicing the liquid waste system; ii. the address or location of the involved property; and iii. the type of system serviced. [cl4.1.6] b. a report to the Council in the form prescribed in Schedule (5), the name of each lodger who lodged in the lodging house during the preceding day or night. [cl8.3.3] <p>5. Authority to direct;</p> <ul style="list-style-type: none"> a. an officer or other person to disinfect and disinfect the premises or any part of the premises and anything in or on the premises. [cl7.1.2(2)] b. the removal of a person mentioned in section 7.1.6 to isolation in an appropriate place to prevent or minimise the risk of the infection spreading [cl7.1.6(b)] c. an occupier of premises to dispose of used condoms [cl7.2.1(1)] <p>6. Authority to revoke;</p> <ul style="list-style-type: none"> a. the registration of a lodging house for any reason which, in the opinion of the Council, justifies the revocation. [cl8.1.7(1)] b. a registration of a lodging house upon any one or more of the following grounds – <ul style="list-style-type: none"> i. that the lodging house has not, to the satisfaction of Council, been kept free from vectors of disease or in a clean, wholesome and sanitary condition; ii. that the keeper has – iii. been convicted of an offence against these local laws in respect of the lodging house; iv. not complied with a requirement of this Part; or v. not complied with a condition of registration; <p>7. Authority to give written permission;</p> <ul style="list-style-type: none"> a. to make or permit any change or alteration whatever to the premise while it remains registered under this division. [cl9.1.7] b. to an owner or occupier of premises to use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works [cl9.4.2] <p>8. Authority to;</p> <ul style="list-style-type: none"> a. grant an application for septic tank pump outs and removal of liquid waste under this section subject to conditions [cl4.1.5(2)]
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	<ul style="list-style-type: none"> b. refuse an application for septic tank pump outs and removal of liquid waste under this section subject to conditions [cl4.1.5(2)] c. vary conditions on an application for septic tank pump outs and removal of liquid waste [4.1.5(4)] d. execute work and recover from that person the cost of executing the work where a person fails or neglects to comply with the requirements under section 6.1.4 [cl6.1.5(1)] e. recover in a court of competent jurisdiction the costs and expenses incurred by the Council to execute work in section 6.1.5 subsection (1) [cl6.1.5(2)] f. execute work and recover from that person the cost of executing the work where a person fails or neglects to comply with the requirements under section 6.2.2 [cl6.2.3(1)] g. recover in a court of competent jurisdiction the costs and expenses incurred by the Council to execute work in section 6.2.2 subsection (1) [cl6.2.3(2)] h. prescribe any other “Arthropod vectors of disease” [cl6.8.1] i. recover, in a court of competent jurisdiction, the cost of carrying out the work under this Section from the owner or occupier of the premises in or on which the work was carried out. [cl7.1.2(3)] j. issue instructions to a person if a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house. [cl7.1.6(a)] k. declare a house or premises to be infected [cl7.1.7(1)] l. Carry out work or arrange for the work to be carried out to dispose of a body of a person who has died of any infectious disease [cl7.1.10(1)] m. recover in a court of competent jurisdiction the costs and expenses incurred by the Council to execute work in section 7.1.10 subsection (1) {cl7.1.10(2)} n. register a lodging house under section 8.1.4 [cl8.1.2(b)] o. issue to the applicant a certificate of registration in the form prescribed in Schedule (11) to establish an offence trade [cl9.1.5]
<p>Council Conditions on this Delegation:</p>	<p>a. Sub-delegates must hold current qualifications to the satisfaction of the chief medical officer to perform any functions authorised above</p>
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.4.10 Meeting Procedures Local Law 2017

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Meeting Procedures Local Law 2017:</i> <i>Part 6 6.10 Petitions</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to; a. submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3). [cl6.10(2)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.4.11 Outdoor Eating Areas Local Law 2013

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Outdoor Eating Areas Local Law 2013:</i> <i>Part 2 2.2 Exemptions</i> <i>Part 2 2.3 Application for a licence</i> <i>Part 2 2.5 Decision on application for licence</i> <i>Part 2 2.6 Conditions which may be imposed on a licence</i> <i>Part 2 2.8 Amendment of licence conditions</i> <i>Part 2 2.11 Transfer of licence</i> <i>Part 2 2.12 Cancellation or suspension of licence</i> <i>Part 2 2.13 Production of licence</i> <i>Part 4 4.2 Notice to repair damage to public place</i> <i>Part 4 4.3 Local Government may undertake requirements of notice</i> <i>Part 4 4.4 Removal and impounding of goods</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to determine; <ol style="list-style-type: none"> a. the form for a licence [cl2.3(2a)] b. the fee imposed for a licence [cl2.3(2d)] c. the form to transfer a licence [cl2.11(1)(a)] 2. Authority to request; <ol style="list-style-type: none"> a. an applicant to provide additional information reasonably related to an application before determining the application [cl2.3(3)] b. a licensee to produce his or her valid licence immediately [cl2.13] 3. Authority to refuse; <ol style="list-style-type: none"> a. to consider an application for a licence which is not in accordance with subclause (2) or where the applicant has not complied with subclauses (3). [cl2.3(5)] b. refuse to approve the application. [cl2.5(1b)] c. refuse to consider or determine an application for the transfer of a licence, which is not in accordance with subclause (1). [cl2.11(2)] 4. Authority to give notice; <ol style="list-style-type: none"> a. In writing to refuse an application, and written reasons for, the refusal to the applicant [cl2.5(4a)] b. In writing to a licensee of, and written reasons for, its decision to amend; [cl2.8(5i)] c. In writing of, and reasons for, the decision to cancel or suspend a licence [cl2.12(3a)] d. to a licensee Where any portion of a public place has been damaged as a result of the use of that public place as an outdoor eating area [cl4.2] 5. Authority to inform;

	<ul style="list-style-type: none">a. the applicant of his or her rights, under Part 9, Division 1 of the Act, to object to, and apply for a review of, the decision. [cl2.5(4b)]b. the licensee of his or her rights, under Part 9, Division 1 of the Act, to object to, and apply for a review of, the decision. [cl2.8(5ii)]c. the applicant of his or her rights, under Part 9, Division 1 of the Act, to object to, and apply for a review of, the decision; [cl2.12(3b)] <p>6. Authority to approve;</p> <ul style="list-style-type: none">a. the application unconditionally or subject to any conditions; [cl2.5(1a)]b. an application for a licence subject to conditions relating to- [cl2.6]c. approve an application for the transfer of a licence, refuse to approve it or approve it subject to such terms and conditions as it sees fit, and if it is approved, the proposed transferee shall become the licensee from the date of the approval. [cl2.11(3)] <p>7. Authority to amend;</p> <ul style="list-style-type: none">a. the licence, either in accordance with the application or otherwise as it sees fit; [cl2.8(2i)]b. any of the terms and conditions of the licence. [cl2.8(3)] <p>8. Authority to cancel;</p> <ul style="list-style-type: none">a. a licence on any one or more of the following grounds- [cl2.12(1)]b. or suspend a licence if the local government or a utility requires access to or near the place to which a licence applies, for the purposes of carrying out works in or near the vicinity of that place. [cl2.12(2)] <p>9. Authority to;</p> <ul style="list-style-type: none">a. exempt a person or class of persons in writing from the requirement to have a licence. [cl2.2(1)]b. give an exemption in subclause (1) subject to any conditions the local government sees fit. [cl2.2(3)]c. give local public notice of the application for a licence. [cl2.3(4)]d. impose other conditions on the licence under subclause (1)(a). [cl2.5(5)]e. decline to amend a licence. [cl2.8(2ii)]f. notify the licensee in writing of the amendment as soon as practicable after the amendment is made and, unless otherwise specified in the amendment, the amended term or condition, or both, of the licence apply from the date of the notification. [cl2.8(4)]
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	<ul style="list-style-type: none"> g. refund to the licensee all or part of the licence fee in respect of what would otherwise have been the balance of the term of the licence. [cl2.12(5)] h. give lawful direction to a licensee [cl4.1(1)] i. undertake the works specified in the notice and recover from that licensee, as a debt, the costs incurred in so doing If a person fails to comply with a notice under clause 4.2 [cl4.3] j. remove and impound any furniture Where an outdoor eating area is conducted without a valid licence or in contravention of a condition of a licence [cl4.4]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.12 Parking and Parking Facilities Local Law 2017

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	Parking and Parking Facilities Local Law 2017: Part 1 1.4 Application and pre-existing signs Part 2 2.3 Vehicles to be within parking stall in parking station Part 2 2.4 Parking prohibitions and restrictions Part 3 3.2 Restrictions on parking in particular areas Part 3 3.12 Authorised person may mark tyres Part 3 3.16 Parking on reserves Part 3 3.17 Suspension of parking limitations for urgent, essential or official duties Part 4 4.2 Unauthorised signs and defacing of signs Part 4 4.6 Vehicles not to obstruct a public place
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give permission; <ol style="list-style-type: none"> a. to a person to park a vehicle on any part of a parking station contrary to a sign referable to that part; [cl2.4 (1b)] b. to a person to park a vehicle in an area designated by a sign stating "Authorised Vehicles Only". [cl3.2(4)] c. to a person to leave a vehicle, or any part of a vehicle, in a public place where it obstructs the use of any part of that public place [cl4.6(1)] 2. Authority to permit; <ol style="list-style-type: none"> a. a vehicle to park on any part of a parking station [cl2.4 (1c)] b. a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties. [cl3.17(1)] 3. Authority to authorise a person; <ol style="list-style-type: none"> a. person to drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose [cl3.16] b. to mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this Local Law; [cl4.2(a)] c. to remove, deface or misuse a sign or property, set up or exhibited by the local government under this Local Law or attempt to do any such act [cl4.2(b)] d. to affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up

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	<p>or exhibited by the local government under this Local Law [cl4.2(c)]</p> <p>4. Authority to;</p> <ol style="list-style-type: none"> a. agree in writing with the owner or occupier of that facility or station that this Local Law will apply to that facility or station [cl1.4(2)] b. direct a person to park a vehicle in a parking station otherwise than wholly within a parking stall [cl2.3] c. mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers. [cl3.12(1)] d. prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission. [cl3.17(2)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.13 Local Government Property Local Law 2015

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>	
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>	
<p>Express Power or Duty Delegated:</p>	<p><i>Local Government Property Local Law 2015:</i> Part 1 1.4 Application Part 2 Div1 2.2 Procedure for making a determination Part 2 Div1 2.3 Discretion to erect sign Part 2 Div1 2.5 Register of determinations Part 3 Div2 3.2 Application for permit Part 3 Div2 3.3 Decision on application for permit Part 3 Div2 3.4 Conditions which may be imposed on a permit Part 3 Div3 3.5 Imposing conditions under a policy Part 3 Div3 3.6 Compliance with and variation of condition Part 3 Div4 3.7 Agreement for building Part 3 Div4 3.10 Transfer of permit Part 3 Div4 3.11 Production of permit Part 3 Div4 3.12 Cancellation of permit Part 3 Div5 3.13 Activities needing a permit Part 4 Div2 4.6 Signs Part 5 Div1 5.1 When entry must be refused Part 5 Div2 5.2 No entry to fenced or closed local government property Part 6 6.1 No unauthorised entry to function Part 7 7.1 Application of Division 1, Part 9 of the Act Part 8 8.1 Authorised person to be obeyed Part 8 8.2 Persons may be directed to leave local government property Part 8 8.3 Disposal of lost property Part 8 8.4 Liability for damage to local government property Part 9 Div1 9.2 Local government may undertake requirements of notice</p>	
<p>Delegate:</p>	<p>Chief Executive Officer</p>	
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to enter; <ol style="list-style-type: none"> a. into an agreement with any person regarding the use of any local government property. [cl1.4(2b)] b. into an agreement with the permit holder in respect of the ownership of the materials in the building [cl3.7] 2. Authority to erect a sign; <ol style="list-style-type: none"> a. on local government property to give notice of the effect of a determination which applies to that property [cl2.3] b. on local government property specifying any conditions of use which apply to that property [cl4.6(1)] 3. Authority to determine; <ol style="list-style-type: none"> a. the form for an application for a permit under this local law [cl3.2(2a)] 4. Authority to request; 	

	<ul style="list-style-type: none"> a. an applicant to provide additional information reasonably related to an application before determining an application for a permit. [cl3.2(3)] b. an applicant to give local public notice of the application for a permit [cl3.2(4)] c. an applicant to provide such information as require to enable the application to be determined [cl3.10(1c)] d. an applicant to provide such information as require to enable the application to be determined [cl3.10(1c)] e. a permit holder to produce to an authorized person her or his permit immediately [cl3.11] <p>5. Authority to refuse;</p> <ul style="list-style-type: none"> a. to consider an application for a permit which is not in accordance with sub clause (2). [cl3.2(5)] b. to approve an application for a permit. [cl3.3(1b)] c. to approve an application for the transfer of a permit [cl3.10(2)] d. admission to, may direct to leave or shall remove or cause to be removed from a pool area any person who- [cl5.1] <p>6. Authority to approve;</p> <ul style="list-style-type: none"> a. an application for a permit unconditionally or subject to any conditions [cl3.3(1a)] b. an application subject to conditions by reference to a policy. [cl3.4(1)] c. an application subject to conditions by reference to a policy. [cl3.5(2)] d. an application for the transfer of a permit, or approve it subject to any conditions. [cl3.10(2)] <p>7. Authority to give written notice;</p> <ul style="list-style-type: none"> a. for the refusal to approve a permit to an applicant. [cl3.3(3)] b. to a person who unlawfully damages local government property to pay the costs of - [cl8.4(1)] <p>8. Authority to exempt;</p> <ul style="list-style-type: none"> a. a person from compliance with sub-clause (1) on the application of that person [cl3.13(2)] b. specified local government property or a class of local government property from the application of sub-clause (1)(a). [cl3.13(3)] c. a person from compliance with sub-clause (1)(b). [cl6.1(2)] <p>9. Authority to direct a person;</p> <ul style="list-style-type: none"> a. on local government property [cl8.1] 	
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	<p>b. to leave, or temporarily suspend a person from, local government property where she or he reasonably suspects that the person has contravened a provision of any written law. [cl8.2]</p> <p>10. Authority to cancel;</p> <p>a. cancel a booking during the course of an annual or seasonal booking [cl3.4(2g)]</p> <p>b. cancel a permit [cl3.12(1)]</p> <p>11. Authority to;</p> <p>a. hire local government property to any person [cl1.4(2a)]</p> <p>b. give local public notice of its intention to make a determination [cl2.2(1)]</p> <p>c. keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6 [cl2.5]</p> <p>d. give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2). [cl3.5(3)]</p> <p>e. vary the conditions of a permit [cl3.6(2)]</p> <p>f. authorise a person to enter local government property which has been fenced off or closed to the public by a sign or otherwise [cl5.2]</p> <p>g. renew, vary, or cancel a permit or consent that a person has under this local law [cl7.1(b)]</p> <p>h. dispose of any article left on any local government property, and not claimed within a period of 3 months [cl8.3]</p> <p>i. recover the costs referred to in the notice as a debt due to failure to comply with a notice issued under sub-clause (1) [cl8.4(3)]</p> <p>j. do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing when a person fails to comply with a notice referred to in clause 9.1 [cl9.2]</p>	
Council Conditions on this Delegation:	N/A	
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees	

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1.4.14 Waste Local Law 2017

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Waste Local Law 2017:</i> Part 1, 1.6 Local public notice of determinations Part 1, 1.7 Rates, fees and charges Part 1, 1.8 Power to provide waste services Part 2, 2.3 General waste receptacles Part 2, 2.4 Recycling waste receptacles Part 2, 2.5 Organic waste receptacles Part 2, 2.6 Direction to place or remove a receptacle Part 2, 2.7 Duties of owner or occupier Part 2, 2.8 Exemption Part 2, 2.9 Damaging or removing receptacles Part 3, 3.1 Duties of an owner or occupier Part 3, 3.2 Removal of waste from premises Part 3, 3.3 Receptacles and containers for public use Part 4, 4.2 Hours of operation Part 4, 4.3 Signs and directions Part 4, 4.4 Fees and charges Part 4, 4.5 Depositing waste Part 4, 4.6 Prohibited activities</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to determine; <ol style="list-style-type: none"> a. a matter under this local law [cl1.6] b. the weight for general waste receptacles [cl2.3(1b)] c. the weight for recycling waste receptacles [cl2.4(c)] d. the weight for organic waste receptacles [cl2.5(c)] e. an area for placing a receptacle for collection [cl2.7(b)] f. the hours of operation of a waste facility [cl4.2] g. the classification of any waste that may be deposited at a waste facility [cl4.5(2)] h. non-collectable waste [clSchedule1(l)] 2. Authority to give written direction; <ol style="list-style-type: none"> a. to an owner or occupier of specified premises to place a receptacle in respect of those premises for collection [cl2.6(1a)] b. to an owner or occupier of specified premises to remove a receptacle in respect of those premises after collection [cl2.6(1b)] 3. Authority to approve; <ol style="list-style-type: none"> a. in writing a position for placing a receptacle for collection [cl2.7(b)] b. a person to remove waste from a receptacle [cl3.2(2a)]

	<ul style="list-style-type: none"> c. a person to deposit household, commercial or other waste from any premises on or into a receptacle provided for the use of the general public in a public place [cl3.3(a)] d. a person to remove any waste from a receptacle provided for the use of the general public in a public place [cl3.3(b)] <p>4. Authority to authorise;</p> <ul style="list-style-type: none"> a. a person to remove a receptacle from any premises to which it was delivered by the local government or its contractor [cl2.9(b)] b. a person in writing to remove waste from premises [cl3.2(1c)] c. a person to remove any waste or any other thing from a waste facility [cl4.6(1a)] d. a person to deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law [cl4.6(1b)] e. a person to light a fire in a waste facility [cl4.6(1c)] f. a person to remove, damage or otherwise interfere with any flora in a waste facility [cl4.6(1d)] g. a person to remove, injure or otherwise interfere with any fauna in a waste facility [cl4.6(1e)] h. a person to damage, deface or destroy any building, equipment, plant or property within a waste facility [cl4.6(1f)] <p>5. Authority to direct;</p> <ul style="list-style-type: none"> a. an owner or occupier of premises thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle [cl3.1(d)] b. a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately [cl4.3(3)] <p>6. Authority to;</p> <ul style="list-style-type: none"> a. give local public notice, under section 1.7 of the LG Act [cl1.6(a)] b. impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and section 6.16 and 6.17 of the LG Act [cl1.7] c. provide, or enter into a contract for the provision of, waste services as dealt with in section 50 of the WARR Act [cl1.8] d. grant, with or without conditions an application for exemption from compliance under this clause [cl2.8(2)] e. impose conditions on an exemption [cl2.8(3c)]
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	<ul style="list-style-type: none"> f. decide if an exemption ceases to apply on reasonable grounds, that there has been a failure to comply with a condition of the exemption [cl2.8(4a)] g. inform the owner or occupier of its decision under clause 2.8(4)(a) [cl2.8(4b)] h. regulate the use of a waste facility [cl4.3(1)] i. demand a person to pay the fee or charge as assessed on or before entering a waste facility [cl4.4(1)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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2 Building Act 2011 Delegations

2.1 Council to CEO / Employees

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	a. Only Interested persons can inspect building records – an interested person means – <ul style="list-style-type: none"> ii. an owner of the building or incidental structure to which the building record relates; or iii. a person who has the written consent of an owner mentioned in paragraph (a) to inspect, or receive a copy of, a building record relating to the owner; or iv. a person, or a person belonging to a prescribed class of persons.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Donnybrook Balingup's District [s.145A(2)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, President and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire of Donnybrook Balingup that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s,17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

3.1.3 Prohibited Burning Times – Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Donnybrook Balingup or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
Council Conditions on this Delegation:	a. Decisions under s,17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and

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	must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.4 Restricted Burning Times – Vary and Control Activities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].

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	<p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B (3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire of Donnybrook Balingup or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA (5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C (3)]. c. a person using explosives [r.39D (2)]. d. a person using fireworks [r.39E (3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G (2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bus into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	Nil

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3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Donnybrook Balingup: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Donnybrook Balingup [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

3.1.10 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Donnybrook Balingup or those on behalf of the Shire of Donnybrook Balingup to do [s.58].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.11 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Donnybrook Balingup's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Donnybrook Balingup's District [s.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>. b. The officer that approved an application to breed cats cannot cancel the approval.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.4 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.5 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>. b. Decisions are to be made based on the advice received from the Senior Ranger, Ranger Advice c. Neighbour consultation must be undertaken
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.6 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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5 Dog Act 1976 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Exemption for Exceeding Dog Number Limits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.26(3) Limitation as to numbers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant an exemption for the limit on the keeping of dogs in any specified area above the local law limitations. [s.26(3)].
Council Conditions on this Delegation:	a. Prior to granting an exemption the following must be undertaken: <ul style="list-style-type: none"> i. An application for exemptions must be made and paid for by applicant; ii. A Ranger must inspect the proposed property and be satisfied with the property being suitable for the management of the amount of proposed dogs; iii. Neighbour consultation must be undertaken, and any objections being received given due consideration; iv. The request not exceeding any of the maximum requirements outlined in the Act. v. Written advice from the Ranger received providing a recommendation and comment on any previous issues relating to the property or animals on the property.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of 50% [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

5.1.3 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Donnybrook Balingup's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.

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	b. Maximum discount given per annum is 50%
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.4 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

5.1.5 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.6 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.7 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.8 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Delegation of the s.33F power to deal with an objection to a dangerous dog declaration should not be delegated to the same person / position who is delegated / authorised to exercise s.33E powers enabling the declaration of a dangerous dog. – See 5.1.4(2)
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

5.1.9 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Delegation of the s.33H(5) power to deal with an objection should not be delegated to the same person / position who is delegated / authorised to exercise s.33H(1) and (2).
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

5.1.10 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Delegation does not include s.33M(1)(b) as the setting of a fixed fee occurs by Council resolution in accordance with s.6.16 of the Local Government Act 1995.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

6 Food Act 2008 Delegations

Note that any references to CEO in the *Food Act 2008* mean the CEO of the Department of Health. Therefore, no powers or duties are assigned to the CEO of a Local Government within this Act.

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer Director Operations
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer b. The CEO is to keep a Register of Authorisations as per [s.1.22(3)] c. The CEO is to keep a copy of the certificate of authorisation [s.123] and ID card, produced by Governance for any persons being authorised under this delegation.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Director Operations Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.6 Abattoir Inspections and Fees

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Regulations 2009:</i> r.43 Local government may require security r.45 Withdrawal of inspection services
Delegate:	Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ol style="list-style-type: none"> i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the Shire of Donnybrook Balingup [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.7 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

7 Graffiti Vandalism Act 2016 Delegations

Note that any references to CEO in the *Graffiti Vandalism Act 2016* mean the CEO of the Department of Corrective Services, Attorney General.

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

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7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

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7.1.3 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

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7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

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8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D (7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate of authorisation, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

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8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer Designated Authorised Officer – Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Donnybrook Balingup [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

8.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer OR Designated Authorised Officer – Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ul style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. <p>b. A Register (list) of authorised officers is to be maintained in accordance with s.27.</p>
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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8.1.4 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer OR Designated Authorised Officer – Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$500 with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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8.1.5 Commence Proceedings

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer OR Designated Authorised Officer – Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO/Employees

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> a. to remove, pull down, take up, or alter the development; and b. to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

9.3 Local Planning Scheme – Council to CEO

9.3.1 Local Planning Scheme No. 7- Development Applications

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Planning & Development Act 2005</i> s.82(1) Delegation of some powers or duties to a committee or CEO s.83(1) Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Planning and Development (Local Planning Schemes) Regulation 2015:</i> <i>Schedule 2, Part 1 -11</i> <i>Part 5, Div 2 Process for complex amendments to local planning scheme</i> <i>Part 5, Div 3 Process for standard amendments to local planning scheme</i> <i>Part 5, Div 4 Process for basic amendments</i> <i>Part 5, Div 5 Giving Effect to decision on amendment to local planning scheme</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to exercise the powers or discharge the duties of the local government under the Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No.7 including the authority to sub-delegate. 2. Authority to make recommendations to the Western Australian Planning Commission on subdivision applications, including the imposition of subdivision conditions or the clearance of subdivision conditions including the bonding of conditions [Part 10, Planning and Development Act 2005].
<p>Council Conditions on this Delegation:</p>	<p>Key Trigger for Council Consideration</p> <ol style="list-style-type: none"> a. This delegation must not be exercised by the delegated officer where it: <ol style="list-style-type: none"> i. Has got unresolved submissions/objections; ii. Is significance in size, scale and or value. Note: Mandatory DAPs when >\$10m and optional when > \$2m-\$10m; or <p>Development Applications</p> <ol style="list-style-type: none"> a. Exclusions to Delegated Authority - This power of delegation does not extend to approving applications for development approval in the following categories: <ol style="list-style-type: none"> i. Applications where objections have been received on valid planning grounds which cannot be reasonably addressed by negotiated minor variations to the application and/or conditions of approval. ii. Development which, in the opinion of the delegated officer, is contentious and/or is the subject of significant community interest.

	<p>iii. The determination of an amendment to a previous development approval that was approved by resolution of Council (including an extension to the term of the development approval, except where the variation is of a minor nature, would not substantially change the approved development, and for which no objection has been received during the advertising period of the application (where applicable).</p> <p>Heritage</p> <p>a. Exclusions to Delegated Authority - This power of delegation does not extend to the following categories:</p> <ol style="list-style-type: none"> i. The granting of development approval for the demolition of a building listed on the Heritage List or within a Heritage Area. ii. The entering, removal or modification of a place on the Heritage List. iii. The designation, removal or modification of a Heritage Area. iv. The entering into a heritage agreement with an owner or occupier of land. v. The issuing revoking or varying of a heritage conservation notice. <p>Local Planning Policy</p> <p>a. Exclusions to Delegated Authority - This power of delegation does not extend to the following:</p> <ol style="list-style-type: none"> i. The adoption, revocation or amendment of a Local Planning Policy. <p>Subdivision and Amalgamation</p> <p>a. Conditions - All decisions made in accordance with this delegation are to be noted in the Quarterly Information Report.</p> <p>Minor modification to plans</p> <p>a. Exclusions to Delegated Authority - This power of delegation does not extend to proposals, which, in the opinion of the delegated officer, are:</p> <ol style="list-style-type: none"> i. not minor; ii. of a contentious nature; iii. may attract community objection; or iv. may detrimentally impact on the Shire to maintain infrastructure, land, facilities or services. <p>Structure Plans</p> <p>a. Exclusions to Delegated Authority - This power of delegation does not extend to:</p> <ol style="list-style-type: none"> i. Recommendations to the WAPC on structure plans other than minor amendments which are not contentious.
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	<p>ii. Minor amendments to a structure plan which, in the opinion of the delegated officer, are;</p> <ol style="list-style-type: none"> i. of a contentious nature; ii. likely to attract a high level of community objection; or iii. may detrimentally impact on the Shire's ability to maintain infrastructure, land, facilities or services. <p>b. Conditions</p> <ol style="list-style-type: none"> i. Decisions to advertise structure plans in accordance with this delegation are to be emailed to Councillors at least one working day prior to advertising commencing. ii. Decisions to advertise structure plans and amendments to structure plans in accordance with this delegation are to be noted in the Quarterly Information Report. <p>Activity Centre Plans</p> <p>a. Exclusions to Delegated Authority - This power of delegation does not extend to:</p> <ol style="list-style-type: none"> i. Recommendations to the WAPC on activity centre plans other than minor amendments which are not contentious. ii. Minor amendments to a activity centre plan which, in the opinion of the delegated officer, are; <ul style="list-style-type: none"> • of a contentious nature; • likely to attract a high level of community objection; or • may detrimentally impact on the Shire's ability to maintain infrastructure, land, facilities or services. <p>b. Conditions</p> <ol style="list-style-type: none"> i. Decisions to advertise activity centre plans in accordance with this delegation are to be emailed to Councillors at least one working day prior to advertising commencing. ii. Decisions to advertise activity centre plans and amendments to activity centre plans in accordance with this delegation are to be noted in the Quarterly Information Report <p>Local Development Plans</p> <p>a. Exclusions to Delegated Authority - This power of delegation does not extend to proposals, which, in the opinion of the delegated officer, are:</p> <ol style="list-style-type: none"> i. of a contentious nature; ii. likely to attract a high level of community objection; or iii. may detrimentally impact on the Shire's ability to maintain infrastructure, land, facilities or services.
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	<p>b. Compliance with Local Planning Scheme provisions, Residential Design Codes and Local Planning Policies.</p> <p>Scheme Amendments</p> <p>a. Scheme amendments for minor or procedural matters or to remove anomalies actioned is to be reported to Council prior to the preparation of a submission to the Minister for the final approval.</p> <p>b. Effect modifications to Scheme Amendments by the Minister which do not change the general intent of an Amendment, in consultation with the Chief Executive Officer.</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

<p>Sub-Delegate/s: <i>Appointed by CEO</i></p>	<p>Director Operations Principal Planner</p>
<p>CEO Conditions on this Sub-Delegation: <i>Conditions on the original delegation also apply to the sub-delegations.</i></p>	<p>a. The Principal Planner has the authority to approve planning application received for land owned or managed by the Shire of Donnybrook Balingup up to the value of \$20,000 and where such proposals are consistent with the established planning framework, which are to be noted in the Quarterly Information Report.</p>

Compliance Links:	<ul style="list-style-type: none"> • Planning and Development (Local Planning Schemes) Regulation 2015 • Local Planning Scheme No.7
Record Keeping:	<ul style="list-style-type: none"> • Discharge of Delegations table and Assessment File

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**9.3.2 Planning and Development (Local Planning Schemes) Regulations 2015
- Strata Applications**

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development Act 2005</i> s.16 (3)(e) Delegation by Commission
Express Power or Duty Delegated:	<i>Strata Titles General Regulations 1996:</i> <i>Sec. 25(1),(3),(4) Period and documents prescribed (Act s.35(1)(h))</i> <i>Sec.27 Provision prescribed (Act s. 36B(1)(b))</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to assess strata applications, sign Form 24 and endorse Form 26 after the conditions preliminary strata plan approval have been fulfilled, as delegated by the Western Australian Planning Commission [cl25(1),(3),(4)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Review and respond to referrals for subdivision and strata applications from the Western Australian Planning Commission. b. Authorise clearance of strata and subdivision conditions, where the development has met the requirements of the Western Australian Planning Commission approval or represents only a minor departure thereof, this to include the acceptance of bonds or securities as performance guarantees against unfulfilled conditions. <p>Note: "Determine" means "to approve, approve with conditions or refuse the application or referral."</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.2.12 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. To be assessed in accordance with the Shire's Construction of Crossover requirements.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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**1.2.15 Tenders for Goods and Services – Accepting and Rejecting Tenders;
Varying Contracts; Exercising Contract Extension Options**

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2)(j) Exercising contract extension options r.18(2), (4), (4a), (5), (6) and (7) Rejecting and accepting tenders r.20(1), (2), (3) Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine whether or not to reject tenders that do not comply with requirements as specified in the invitation to tender [F&G.r.18(2)]. 2. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)]. 3. Authority to assess, by written evaluation, tenders that have not been rejected, to determine: <ol style="list-style-type: none"> i. The extent to which each tender satisfies the criteria for deciding which tender to accept; and ii. To accept the tender that is most advantageous within the <u>\$250,000 detailed as a condition on this Delegation</u> [F&G r.18(4)]. 4. Authority to decline to accept any tender [F&G r.18(5)]. 5. Authority to accept the next most advantageous tender if, within 6-months of accepting a tender, a contract has not been entered into <u>OR</u> the local government and the successful tenderer agree to terminate the contract [F&G r.18(6) & (7)]. 6. Authority to determine whether variations in goods and services required are minor variations, and to negotiate with the successful tenderer to make minor variations <u>before</u> entering into a contract [F&G r.20(1) and (3)]. 7. Authority to choose the next most advantageous tender to accept, if the chosen tenderer is unable or unwilling to form a contract to supply the varied requirement <u>OR</u> the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer [F&G r.20(2)]. 8. Authority to vary a tendered contract, <u>after</u> it has been entered into, provided the variation/s are necessary for the goods and services to be supplied, and do not change the

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	<p>scope of the original contract or increase the contract value to a maximum of \$10,000 whichever is the lesser value [F&G r.21A(a)].</p> <p>9. Authority to exercise a contract extension option that was included in the original tender specification and contract in accordance with r.11(2)(j).</p>
<p>Council Conditions on this Delegation:</p>	<p>a. Exercise of authority under F&G.r.18(2) requires consideration of whether or not the requirements as specified in the invitation to tender have been expressed as mandatory and if so, discretion may not be capable of being exercised – consider process contract implications.</p> <p>b. In accordance with s.5.43(b), tenders may only be accepted under this delegation, where:</p> <ul style="list-style-type: none"> i. The total consideration under the resulting contract is \$250,000 or less; ii. The expense is included in the adopted Annual Budget; and iii. The tenderer has complied with requirements under F&G r.18(2) and (4). <p>c. A decision to vary a tendered contract <u>before</u> entry into the contract [F&G r.20(1) and (3)] must include evidence that the variation is minor in comparison to the total goods or services that tenderers were invited to supply.</p> <p>d. A decision to renew or extend the contract must only occur where the original contract contained the option to renew or extend its term as per r.11(2)(j) and that the contractor's performance has been reviewed and the review evidences the rationale for entering into the extended term.</p>
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.2.16 Tenders for Goods and Services - Exempt Procurement

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government												
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO												
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11(2) When tenders have to be publicly invited (<i>exemptions</i>)												
Delegate:	Chief Executive Officer												
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is expected to be included in the adopted Annual Budget [F&G.r.11(2)]. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine to contract directly with a suitable supplier [F&G r.11(2)(f)]. 												
Council Conditions on this Delegation:	<p>a. Tender exempt procurement under F&G.r.11(2) may only be approved where the total consideration under the resulting contract is expected to be less than the maximum amounts specified for the following categories:</p> <table border="1"> <thead> <tr> <th>Category</th> <th>Maximum Value for individual contracts</th> </tr> </thead> <tbody> <tr> <td>WALGA Preferred Supplier Program [F&G.r.11(2)(b)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.11(2)(f)]</td> <td>\$100,000 with CEO approval as per the Council Policy</td> </tr> <tr> <td>Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]</td> <td>\$250,000</td> </tr> <tr> <td>Goods or services supplied by a person registered on the Aboriginal Business Directory WA</td> <td>\$250,000 or less* <small>*as specified in F&G.r.11(2)(h)(ii)</small></td> </tr> </tbody> </table>	Category	Maximum Value for individual contracts	WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000	Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000	Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.11(2)(f)]	\$100,000 with CEO approval as per the Council Policy	Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000	Goods or services supplied by a person registered on the Aboriginal Business Directory WA	\$250,000 or less* <small>*as specified in F&G.r.11(2)(h)(ii)</small>
Category	Maximum Value for individual contracts												
WALGA Preferred Supplier Program [F&G.r.11(2)(b)]	\$250,000												
Goods or services obtained through the Government of the State or Commonwealth or any of its agencies, or by a local government or regional local government [F&G.r.11(2)(e)]	\$250,000												
Goods or services that are determined to be unique so that it is unlikely that there is more than one supplier in accordance with delegation condition (b.) specified below [F&G.r.11(2)(f)]	\$100,000 with CEO approval as per the Council Policy												
Supply of petrol, oil or any other liquid or gas used for internal combustion engines [F&G.r.11(2)(g)]	\$250,000												
Goods or services supplied by a person registered on the Aboriginal Business Directory WA	\$250,000 or less* <small>*as specified in F&G.r.11(2)(h)(ii)</small>												

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	<p><u>OR</u> Indigenous Minority Supplier Office Limited (T/as Supply Nation) <u>AND</u> where satisfied that the contract represents value for money. [F&G.r.11(2)(h)]</p>	
	<p>Goods or services supplied by an Australian Disability Enterprise [F&G.r.11(2)(i)]</p>	<p>\$250,000</p>
<p>b. Tender exempt procurement under F&G r.11(2)(f) may only be approved where a record is retained that evidences:</p> <ul style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; iv. Rationale for why the supply is unique and cannot be sourced through other suppliers; and v. The expense is included in the adopted Annual Budget. <p>c. Where the total consideration of a Tender Exempt procurement contract exceeds the amounts delegated above, the decision is to be referred to Council.</p>		
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>	

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1.2.19 Application of Regional Price Preference Policy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	a. In accordance with the Council's <u>Purchasing Policy</u> .
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.27 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].
Council Conditions on this Delegation:	a. Comply with the Shire's Policies and Procedures
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Deleted: Council Policy 3.5 Rates Recovery

DRAFT

**DELEGATIONS REGISTER
MARCH 2022**



1.2.28 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Donnybrook Balingup [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Comply with <u>the Shire's Policies and Procedures</u>
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

Deleted: Council Policy 3.5 Rates Recovery Procedure

DRAFT

**DELEGATIONS REGISTER
MARCH 2022**



6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer Principal Environmental Health Officer <u>Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

**DELEGATIONS REGISTER
MARCH 2022**



6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer Principal Environmental Health Officer <u>Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

**DELEGATIONS REGISTER
MARCH 2022**



6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Director Operations Principal Environmental Health Officer <u>Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the <i>Food Act 2008</i> [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

**DELEGATIONS REGISTER
MARCH 2022**



6.1.6 Abattoir Inspections and Fees

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Regulations 2009:</i> r.43 Local government may require security r.45 Withdrawal of inspection services
Delegate:	Principal Environmental Health Officer <u>Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ol style="list-style-type: none"> i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the Shire of Donnybrook Balingup [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

**DELEGATIONS REGISTER
MARCH 2022**



6.1.7 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Principal Environmental Health Officer <u>Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

**DELEGATIONS REGISTER
MARCH 2022**



8.1.2 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer <u>Designated Authorised Officer – Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government's report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Donnybrook Balingup [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

**DELEGATIONS REGISTER
MARCH 2022**



8.1.3 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer OR <u>Designated Authorised Officer – Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ol style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ol style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

**DELEGATIONS REGISTER
MARCH 2022**



8.1.4 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer OR <u>Designated Authorised Officer – Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$500 with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

**DELEGATIONS REGISTER
MARCH 2022**



8.1.5 Commence Proceedings

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer OR <u>Designated Authorised Officer – Environmental Health Officer</u>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].



MINUTES ANNUAL GENERAL MEETING OF ELECTORS

Held on

Wednesday 06 April 2022

Commencing at 6.00pm

Station Square (Collins Street), Donnybrook

Pursuant to Section 5.27 of the *Local Government Act 1995*, a General Meeting of Electors is to be held within a local government district once every financial year.

**Ben Rose
Chief Executive Officer**

14 April 2022

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SHIRE OF DONNYBROOK BALINGUP
MINUTES
ANNUAL GENERAL MEETING OF ELECTORS

Held at the Station Square, Donnybrook
Wednesday 06 April 2022 at 6.00pm

1 DECLARATION OF OPENING

Shire President – Acknowledgement of Country

The Shire President acknowledged the traditional custodians of the land, the Wardandi People of the Noongar Nation, paying respects to Elders; past, present and emerging.

The Shire President declared the meeting open at 6:00 pm and welcomed the public gallery.

The Shire President advised that the meeting is not being digitally recorded. The Shire President further stated the following:

Members of the public are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Leanne Wringe (President)	Ben Rose – Chief Executive Officer
Cr Lisa Glover (Deputy President)	Steve Potter – Director Operations
Cr Shane Atherton	Kim Dolzadelli – Director Corporate and Community
Cr Peter Gubler	Archana Arun – Admin Officer Executive Services
Cr Phil Jones	Loren Clifford – Corporate Planning and Governance Officer
Cr Jackie Massey	
Cr Fred Mills	
Cr Chaz Newman	
Cr Chris Smith	

PUBLIC GALLERY

Graeme Giudici
Alan Swarbrick
Anita Lindemann
Kev Johns
Clare Rosman
Simon McInnes
Michelle Fowler
Chris Sharp
Vivienne MacCarthy
Angelo Logiudice
Suzanne Hernan
Brad Fowler
Fred Mills
Gloria Waters
Mark Atherton
Shaun Nelson
David Steicke

Robyn Giudici
Jill Duncan
Peter Worsfold
Dianne Fry
Brian Piesse
Shane Sercombe
Derek Chapman
Colin Sharp
Kim MacCarthy
Mike King
Peter McCabe
Louise Dall
G. Mollington
Joanne Waters
Karen Miller
Neville Fry

Derek Louw
Linda Bell
Lisa Worsfold
Leith Crowley
Sandra Hough
Karyn Connor
Jo Torrisi
Michael Staffa
Joe Taylor
John Keenan
Chris Bilsby
D. Dall
Rod Atherton
Beryl Green
Peter Hearman
Shirley Steicke

2.1 APOLOGIES

Lui Tuia.
Sheryl Swarbrick.

3 PRESENTATIONS

Presentation in relation to the 2020/21 financial year, and an update on the 2021/22 financial year.

4 2020/21 ANNUAL REPORT

4.1 SHIRE OF DONNYBROOK BALINGUP ANNUAL REPORT 2020/21

Shire President read the President's Report for 2020/21.

Mr Dolzadelli, Director Corporate and Community provided a detailed presentation of the audited Annual Financial Statements for 2020/21.

RECOMMENDATION

That the Shire of Donnybrook Balingup Annual Report for 2020/21 be received.

ELECTOR'S DECISION

Moved Brian Piesse

Seconded Shane Sercombe

That the Shire of Donnybrook Balingup Annual Report for 2020/21 be received.

CARRIED 23/18

5 GENERAL BUSINESS

5.1 QUESTIONS FROM ELECTORS

Peter McCabe

You mentioned a figure towards spending for Netball and Basketball in your opening speech. I can't find reference to that in the speech notes provided?

Shire Response

It's not included.

Shane Sercombe

Why does the workers compensation appear to be twice the state average?

Shire Response

Our workers compensation insurance has historically been affected by the operation of Tuia Lodge. Going forward, our figures will improve as Tuia Lodge does not form part of the Shire's operations any longer.

Shane Sercombe

What would be the Shire's capacity to borrow once it borrows \$3 million for VC Mitchell Park?

Shire Response

There are many factors which affect a local government's capacity to borrow funds via the WA Treasury Corporation, and these factors are never static. The residual capacity to borrow would be impacted by factors such as the term of loan and the interest rates of the day. The WA Treasury Corporation only assess loan applications as they are lodged by a local government, they won't give advice/answers on loan capacity.

Shane Sercombe

Would it be fair to say that we are absolutely maxed out?

Shire Response

No, it would not be fair to make that claim.

Shane Sercombe

The tender request for the Pump Track included \$400,000 for CCTV, lights and clubroom upgrades. Why haven't they been completed?

Shire Response

They were separable components of the tender documentation, which were optional for the Shire to take-up, depending on the overall tender price.

Jill Duncan

Could next year's Electors Meeting be held in a lit environment as we find it difficult to read?

Shire Response

We will take that into consideration. We held it at Station Square, in an outdoor environment, to be more inclusive during the COVID pandemic.

Jill Duncan

Was there public consultation with regards to the waste management fee increase last year?

Shire Response

The Shire is constantly facing increased fees and costs with regards to disposing of waste materials. We do look at fees and charges while preparing the budget and will consider public consultation requirements depending on what changes are proposed.

Jill Duncan

What is the waste management reserve at?

Shire Response

\$1.4 million.

Rod Atherton

Does the Shire know who is the Administrator for the Donnybrook Progress Association?

Shire Response

No.

Rod Atherton

Does the Shire know how many members form part of Donnybrook Balingup Residents Ratepayers Association?

Shire Response

No.

Rod Atherton

Do the Shire know if the other group have more members?

Shire Response

Since we don't know how many members form part of DBRRA, we cannot compare.

John Keenan

Can we get an update on where the \$6 million COVID recovery fund has gone?

Shire Response

The Shire was released a sum of \$250,000 from the State Government which has been allocated to detailed planning such as site surveys, geotechnical surveys, architects fees, cost estimator fees etc. The remaining \$5.75 million has not been released by the State Government as yet.

Simon McInnes

In 2018, the auditor identified contract management as a significant risk to Shire. The risk is still ongoing and hasn't been addressed because of financial constraints. Are you comfortable with this risk?

Shire Response

The Audit and Risk Management Committee and Council have recognised these findings together with the OAG's industry-based findings and will be pursuing the matter via a recently appointed internal audit function.

Simon McInnes

Are you comfortable with this risk?

Shire Response

Council have resolved to identify areas of improvement via an independent Internal Auditor.

Simon McInnes

The Councillors form a budget every year, vote and allocate money within that budget. Who decides not to spend that money and reallocate somewhere else?

Shire Response

Reallocation of funds cannot be done without Council approval. If officers feel there is a need elsewhere or if contractors are not available, they can request a change via a report to Council.

Simon McInnes

How are priorities set when the decision is made not to spend the money allocated?

Shire Response

There are many factors which impact on the ability to expend budgeted funds, for example - contractor availability, escalating costs, Shire resource availability, other funding opportunities that arise during the year.

Simon McInnes

The Department of Sport and Recreation produce charts to help Councillors to gauge the ongoing maintenance costs of a new build. My understanding is that the formula is 10% of the build cost. Is this correct?

Shire Response

Without knowing which document you are referring to, we cannot confirm the figure you are quoting.

Simon McInnes

What could be the cost of maintenance of the football club centre? Are the councillors comfortable with the ratepayers paying the \$1 million annual maintenance bill for this new facility?

Shire Response

The recurrent maintenance costs will depend on what is built.

Simon McInnes

What will the repayments of the principal and interest be on the proposed loan?

Shire Response

At current interest rates, annual repayments for a \$3m loan over a 20 year period would be \$215,724 through the WA Treasury Corporation.

Mike King

Council recently made the decision to increase the rates. Is this correct?

Shire Response

No. A Budget Outline document was presented to Council recently for draft budget preparation purposes.

Mike King

My rates will increase by around 32% if there is another rate rise this year. Is it the President's call to increase the rates?

Shire Response

Adoption of a local government budget is an absolute majority decision of the full Council – it is not a decision for the Shire President..

Mike King

Will you cap the rate increase at 8% or will it go up?

Shire Response

Draft budget preparations are underway and the instruction from Council to staff is to develop the draft budget with an 8% increase in overall rates revenue.

Mike King

So, no one will pay more than 8%?

Shire Response

It will depend on what is in the final adopted budget. As you will remember from your time on Council, local government rating is very complicated and a uniform increase across all rateable properties is not possible due to the State Government's mandated rating calculation methodology and the process of individual valuations of each rateable property.

Mike King

I recall that \$100k was budgeted to upgrade the Irishtown Arboretum. What has been spent?

Shire Response

The amount is actually closer to \$50,000 as a result of later Council decisions. Much of the works are being funded via the Federal Local Roads and Community Infrastructure program, with the project only receiving approval in recent weeks under those Federal funding arrangements. The works will commence shortly and be complete over the next 12 months or so.

Mike King

With regards to Preston Village, there is a contingent liability of \$4 million. Is the \$3million that we are now borrowing on top of that?

Shire Response

The Preston Retirement Village financial liability is not considered loan borrowings (by our Auditor / OAG) and is offset with the asset held by the Shire.

Mike King

96% of the project money is to be spent on the Donnybrook Football Club. The Football Club should be putting in one third of the cost. Why can't we reconsider borrowing the \$3million and ask the football club to provide?

Shire Response

The Shire is presently negotiating with the Football Club for a financial co-contribution into the project, remembering that this State Government funding does not have the usual 'one third (State) – one third (Shire) – one third (Club)' funding arrangements that are normally seen in the Community Sports and Recreation Facilities Fund. The ability for a local football club to raise several million dollars is not realistic.

Angelo Logiudice

How is the \$3m loan going to be serviced?

Shire Response

The loan will be serviced through operating revenues of the Shire and will allow for intergenerational equity.

Angelo Logiudice

So, no rate increases in the years to come?

Shire Response

At current interest rates annual repayments for a \$3m loan over a 20 year period would equate to a once off 3.53% increase.

Angelo Logiudice

So, a cost revenue problem does not exist?

Shire Response

You will need to explain what you mean by a "cost revenue problem" as it is not a term we are familiar with. As explained in the earlier presentation, net available cash from operations for the year ended 30 June 2021 was \$1.186 million.

Angelo Logiudice

Could you please provide a detailed breakdown of the \$250,000 of the \$6 million spent?

Shire Response

As advised on previous occasions, this State funding has been expended on detailed planning, including activities such as site surveys, geotechnical surveys, hydrogeological surveys, electrical engineering surveys, cost estimators, architect fees and many more. You are welcome to review the monthly list of accounts, which is free and easy to access for anyone via the Shire website, if you are keen to breakdown these costs.

Angelo Logiudice

Could you please advise why the disability equipment at the Apple Fun Park was not replaced?

Shire Response

Most of the 'old' fun park equipment did not meet contemporary all-ability access standards (understandable, as it was 13 years old), including the dedicated 'disability' equipment. Contemporary trends in planning for all-ability access is to design and integrate play equipment and play spaces through the entire playground, rather than having an isolated / dedicated space for children with extra accessibility needs. This is what has been achieved with the revitalised fun park – a more inclusive space for children and adults with different accessibility needs.

Angelo Logiudice

I directed a person to you, Shire President, who had feedback to offer on the updated fun park - did you have a conversation with that person?

Shire Response

I have met and discussed this with the resident.

Angelo Logiudice

Where is the balance of \$425,000 of the \$1.75 million that was spent?

Shire Response

\$421,748 was expended in the 2020/2021 financial year and \$1,078,450 in the 2021/2022 financial year being a total of \$1,500,198.

Angelo Logiudice

Is the Shire President listening to the ratepayers and making the best decisions?

Shire Response

I appreciate the feedback and comments that I both seek and receive. Everyone has opinions, great advice and I make sure that I listen to them.

Angelo Logiudice

So, the ratepayers can expect action?

Shire Response

I try and help ratepayers or point them in the right direction, and I try to see the matter from their point of view and treat them with respect.

Colin Sharp

Maintenance of roads, fire control at Noggerup Hall and empty shops in Donnybrook.

Shire Response

Our road network is our largest individual asset class. The Shire is working towards improving asset maintenance and renewals. Fire hazard at Noggerup Hall and reference to empty shops noted.

5.2 MOTIONS FROM ELECTORS

Motions made by Electors at an Annual General Meeting of Electors are presented to a meeting of Council for consideration per Section 5.33 of the *Local Government Act 1995*, which reads:

'All decisions made at an electors' meeting are to be considered at the next ordinary council meeting, or if that is not practicable, at the first ordinary council meeting after that meeting or at a special meeting called for that purpose, whichever happens first.'

Moved: Simon McInnes

Seconded: Brad Fowler

That the Council and administration asks the State Government Auditor General to conduct an independent forensic audit of all contracts over the last 5 years with a value over \$15,000 and all contract variations over the last 5 years with a value over \$5,000 be conducted immediately and a report made directly to Council and released to the public and should the auditor general decline the request that the Shire make funds available and engage a suitably qualified independent and professional person to conduct this audit.

LOST 6/20

ELECTOR'S DECISION

Moved: Brad Fowler Seconded: Neville Fry

That Council consider establishing an independent coordinating committee as recommended by the Department of Local Government, Sports and Cultural Industries to deal with the VC Mitchell Park project.

CARRIED 25/12

ELECTOR'S DECISION

Moved: John Keenan Seconded: Mike King

That the \$6 million COVID recovery grant for the Shire be allocated to the sporting precinct development at VC Mitchell as was originally intended. That any additional funds that are requested for the development above the \$6 million already allocated, be put to a referendum of rate payers for approval.

CARRIED 20/14

ELECTOR'S DECISION

Moved: Shane Sercombe Seconded: Angelo Logiudice

That Council initiate live streaming by July 2022 OCM.

CARRIED 19/8

6 CLOSURE

The Shire President advised that the next Ordinary Meeting of Council will be held on 27 April 2022 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President closed the meeting at 8.56pm and thanked the public gallery for their attendance and interest.