



# ATTACHMENTS

## Ordinary Council Meeting – 22 September 2021

- 7.1(1) Minutes Ordinary Council Meeting 25 August 2021
- 7.2(1) Local Emergency Management Committee Meeting
- 9.1.1(1) DPLH Crown Land List 356
- 9.1.2(1) Deposited Plan 420655
- 9.1.2(2) Deposited Plan 420656
- 9.1.2(3) Deposited Plan 420657
- 9.1.2(4) Plan relevant to the Shire of Donnybrook Balingup
- 9.2.1(1) Schedule of Accounts Paid
- 9.2.2(1) Monthly Financial Report – July 2021
- 9.2.3(1) Monthly Financial Report – August 2021
- 9.2.5(1) Community Grant Funding Guidelines
- 9.2.5(2) Council Policy COMD/CP-1 CGFS
- 9.2.5(3) Summary of Applications 2020/2021 (Confidential)
- 9.2.5(4) Summary of previous grant recipients
- 9.2.6(1) Community Grant Funding Guidelines
- 9.2.6(2) Council Policy COMD/CP-1 CGFS
- 9.2.6(3) Service Level Agreement application form
- 9.2.6(4) Copies of SLA applications
- 9.2.7(1) Making a submission for a district boundary change Local Government Advisory Board - October 2017
- 9.2.7(2) Guiding Principles. Proposal to create, change the boundaries of, or abolish a local government district.
- 9.3.1(1) Draft EXE/CP-8 – Policy Framework



## **MINUTES OF ORDINARY MEETING OF COUNCIL**

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held on

**Wednesday 25 August 2021**

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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A handwritten signature in black ink, appearing to read 'BGR' followed by a flourish.

**Ben Rose**  
**Chief Executive Officer**

**2 September 2021**

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**SHIRE OF DONNYBROOK BALINGUP**  
**MINUTES ORDINARY COUNCIL MEETING**

Held at the Council Chambers  
Wednesday, 25 August 2021 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 5:03pm and welcomed the public gallery.

**Recording of Proceedings:**

The Shire President advised that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further stated the following:

*If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.*

*Shire of Donnybrook Balingup Meeting Procedures Local Law 2017 6.17 (4) "A person shall ensure that his or her mobile telephone, audible pager or other electronic communications device is not switched on or used during any meeting of the Council, unless required for emergency use and permission has been granted by the Presiding Member prior to the start of the meeting."*

**2 ATTENDANCE**

**MEMBERS PRESENT**

<b>COUNCILLORS</b>	<b>STAFF</b>
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Steve Potter – Director Operations
Cr Shane Atherton	Robin Garrett – Director Corporate and Community (Acting)
Cr Anita Lindemann	Archana Arun – Administration Officer – Executive Services
Cr Anne Mitchell	
Cr Chaz Newman	
Cr Chris Smith	
Cr Leanne Wringe	

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## **PUBLIC GALLERY**

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Seven members of the public were in attendance.  
One member of the Press was in attendance.

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### **2.1 APOLOGIES**

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Nil.

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### **2.2 APPROVED LEAVE OF ABSENCE**

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Nil.

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### **2.3 APPLICATION FOR A LEAVE OF ABSENCE**

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Nil.

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## **3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

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I wish to take this opportunity to correct some misinformation which was tabled at a meeting in Balingup recently. The first referred to a statement that the cost of employees in the Shire was a figure of \$8.4 million. It wasn't qualified whether that was last year or for the budget year and so it left the people who heard that number somewhat confused. The number which was quoted was in fact last year's employment number which included all the salaried staff from Tuia Lodge and it also included the finalisation of their accrued leave and other emoluments and if you would have studied the figures you would have seen there was a corresponding reduction in the reserve account for such. So, while that was a figure for the last financial year that finished 30 June, which was including the transfer of staff to Hall and Prior, it was not stated at the meeting, that the figure that's included in the 21/22 budget.

The second comment that was made down at that meeting at Balingup was that Cr Mitchell and Cr Atherton had done something which appeared to be somewhat unethical. I will deal with the comments made towards Cr. Mitchell first. Cr Mitchell spoke on a motion before this Council and then voted against what she had spoken about, in terms of the way she voted for the proposition. Anyone who's been in Local Government or in fact any democratic organisation would know that just because you in fact move or second a motion doesn't mean to say that you actually have to support that motion when its finally put to the vote. In fact the rules of debate suggest, particularly in Local Government, is that the whole reason that you have speakers for and against is for people to put their opinions forward and if they are able to convince the majority or the other Councillors who are listening to the debate, it is quite proper for the person whoever they may be, Cr Mitchell or anyone else, and I have done it myself, to actually vote in the interest of the entire community in a different way to what you actually spoke. So, I just like to put the record straight, Cr Mitchell would appear not to be guilty to any misdemeanour in terms of what she did.

In terms of the comment about Cr Atherton, that he was in potential breach of the Local Government Act was also misleading and incorrect. In the particular motion relating to VC Mitchell Park, Cr Atherton signed an impartiality statement and I have got one in today myself and others might have too, relating to the agenda item. Cr Atherton, although he is a life member of the Donnybrook Football Club, is not in receipt of any financial benefit from the

Donnybrook Football Club. Therefore, what he did in signing an impartiality statement was correct and we have taken further advice of that and I suggest that was another bit of misleading information that was presented in Balingup on that particular occasion.

I wouldn't normally do this, but this is the only opportunity I have got to defend two of my Councillors and in fact defend the information that was presented at that forum.

## **4 DECLARATION OF INTEREST**

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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. B Piesse declared an impartiality interest in item *12.1.1 Request to Purchase Lot 58 (70) South Western Highway, Donnybrook (Bendigo Bank) Received 21 July 2021* as he is a shareholder of the Donnybrook-Capel Branch of Bendigo Bank.

Cr. J Massey declared an impartiality interest in *item 9.2.3 Adoption of the Statutory Budget 2021-2022* as she is a member of BPA which will receive some funds from budget.

Cr. L Wringe declared an impartiality interest in *item 9.2.3 Adoption of the Statutory Budget 2021-2022* as she is President and member of Kirup Progress Association as also Treasurer and member of Donnybrook Balingup Chamber of Commerce Inc.

Cr. L Wringe declared a proximity interest in *item 9.2.3 Adoption of the Statutory Budget 2021-2022* with regards to the new bridge on Upper Capel Road (\$1.3M) adjoining her property.  
Note: The Shire received an email from the Minister Housing and Local Government - Legislative Department allowing Cr Wringe to participate as it is not regarded as financial interest but an interest in common.

Cr. A Mitchell declared an impartiality interest in *item 9.2.3 Adoption of the Statutory Budget 2021-2022* as she utilises one of the roads for access to her property.

Mr. B Rose declared an impartiality interest in item *12.1.1 Request to Purchase Lot 58 (70) South Western Highway, Donnybrook (Bendigo Bank) Received 21 July 2021* as his wife is Co-Chair of the Donnybrook-Capel Branch of Bendigo Bank.

## **5 PUBLIC QUESTION TIME**

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### **5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

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Nil.

## **5.2 PUBLIC QUESTION TIME**

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Lisa Glover

*Now that the contract for the building of the Pump Track has been awarded, what is the process with regards to infrastructure. Is there a plan with regards to the building, lights, fences in the contract?*

Chief Executive Officer Ben Rose

We have just completed a consultation exercise with school students from the Donnybrook District High School who had a wonderful array of design ideas for the Pump Track. We're working through those school students' ideas and we'll have a pretty firm idea, probably in the next 4-5 weeks, with regards to final design and therefore the implications for infrastructure for lights, buildings, fences etc.

Lisa Glover

*The infrastructure that is there (building, lights and fence) belong to the sporting groups. Will you be able to let those groups know what's going to happen to their infrastructure once the Donnybrook High School have participated in the design of that particular facility?*

Chief Executive Officer Ben Rose

We've already undertaken consultation with the local high school. Once we've developed a final design, then we'll know what should happen with the infrastructure. I very clearly understand that the infrastructure was fundraised to a large degree by local sporting groups.

Lisa Glover

*With regards to the community consultation that happened last Tuesday, it was really great to see the design and plans and have the opportunity to ask questions. What happens to the written down questions that we had asked? How will those be answered and represented back to the community members who asked those questions?*

Chief Executive Officer Ben Rose

We had about 68 people attend the consultation event, excluding staff and Councillors, and there were about 79 questions all up. The project management team and I will be going through the questions and providing answers and I'm hoping to have that available before the normal Council agenda cycle for the September Council Meeting.

Lisa Glover

*So that will be in the Minutes or the Agenda or something in that way? Would that be right?*

Chief Executive Officer Ben Rose

I could possibly have a report on the questions and answers before the next Council Agenda cycle, and this could be uploaded to the Shire website.

Michael King

*My first question is, is anyone aware of a Councillor Donald Bourn?*

Shire President Cr Brian Piesse

No.

Michael King

*Has the Council or the Shire administration made any attempt to determine or consider the capacity of the residents of Balingup and Donnybrook to pay rates?*

Shire President Cr Brian Piesse

As you would expect, the process, which is no different to the process which was endured when you had eight years on this Council, does take into consideration the matter of ratepayer capacity to pay.

Simon McInnes

*How are road assets to be maintained and renewed into the future and is the road network solely reliant on grant funding from the State Government with no local government input?*

Chief Executive Officer Ben Rose

There was a set of Asset Management Plans presented to Council recently which consider theoretical expenditure requirements on specific assets for the next 10 to 15 years. Those Plans are assistance documents to guide Council budgets, and are not detailed budgeting documents themselves.

Acting Director Corporate and Community Robin Garrett

The Shire's road network maintenance and renewal is based on a combination of an internal programme identifying required works and funded by grants and municipal funds.

Simon McInnes

*Why is the maintenance side of building assets not being addressed?*

Chief Executive Officer Ben Rose

The Shire has approximately 144 building assets - some are town halls, a Council Chamber, others are public toilets etc. The Shire finds itself in a position quite similar to most other regional local governments, where the funding required to preserve those buildings to a high standard is simply not available. Longer term, this is likely to require the Shire to rationalise its building assets, whilst seeking external funding for asset works where it can.

Simon McInnes

*Will that impact on the Footy club?*

Chief Executive Officer Ben Rose

Yes, it has impacted on the football club, and many other sporting facilities.

Simon McInnes

*Why was the decision made to concentrate on drainage and car parks this year? Which car parks are to be renewed and what areas will have their drainage problems addressed?*

Chief Executive Officer Response

As I mentioned before, there was a set of Asset Management Plans presented to Council recently which consider theoretical expenditure requirements on specific assets (including roads, car parks etc) for the next 10 to 15 years. Those Plans are assistance documents to guide Council budgets, and are not detailed budgeting documents themselves.

Lisa Glover

*My question is around the \$547,000 spending on the car park.*

Chief Executive Officer Ben Rose

The Asset Management Plan certainly assumed that there was some \$547,000 to be applied across a number of carparks for 2021-22 – based on theoretical asset expenditure modelling. The Works and Services team here at the Shire undertake site/asset inspections before actually proposing any Draft budget allocations, rather than solely relying on the theoretical asset expenditure modelling. They undertook an assessment of the car parks and recommended that they don't need the expenditure and therefore you won't find that level of funding in the actual budget.

Simon McInnes

*I have looked at the amounts for road and transport in budgets and asset plans over the last 2 years and I have not seen the same figure twice. Why are these numbers so varied? Why is it so confusing?*

Shire President Cr Brian Piesse

It's a fact of reality that the numbers are different; the works are varied and therefore the estimated costs are varied.

Simon McInnes

*With the capital works, how many projects are completed and to what value and how many projects in the 20/21 budget were not completed and to what value and how many have been carried over to this year and to what value?*

Shire President Cr Brian Piesse

This question is taken on notice.

Simon McInnes

*Town planning scheme number 7 is currently three years out of date. When will this basic piece of housekeeping, on which many budgetary decisions are based, be updated?*

Chief Executive Officer Ben Rose

I will just make a couple of corrections. Local Planning Scheme 7 not out of date and it is not a basic piece of housekeeping. The review of a Local Planning Scheme is probably one of the most complex and challenging legislative processes in Local Government. The Shire has already undertaken to review Local Planning Scheme 7 and that will be undertaken over the next 18 to 24 months.

Simon McInnes

*So it'll be five years out of date when it's finally reviewed?*

Chief Executive Officer Ben Rose

I'll have to correct you again Mr McInnes. It is not out of date. It will be reviewed over the next 18 to 24 months.

Lisa Glover

*Is the Shire responsible for the \$35.00 internet charges that are happening at the Goods Shed? Why is that fee being charged to the Shire?*

Chief Executive Officer Ben Rose

The payment of \$35 to an internet provider is towards operation of the interactive display boards (the digital boards with the touch screens). They operate via the internet and it is the Shire's obligation to manage the interactive displays.

Lisa Glover

*So that will be an ongoing monthly ongoing bill or an account that the Shire is picking up for that centre?*

Shire President Cr Brian Piesse

I would say yes and any maintenance on those in terms of that technology will also be to the Shire's expense.

Rod Atherton

*Has the current Council achieved even one positive outcome for the Donnybrook Balingup Shire Council community in the past four years?*

Shire President Cr Brian Piesse

I have some of the achievements to share with the gallery in answer to your question. Reporting on the achievements of the Council in the last financial year (the more obvious ones):

- Outsourcing the management of Tuia Lodge:
  - Over 7.5\$m benefit to the community over 21 years
  - Plus rates
  - Expanded services and size of facility
  - All employees transitioned with employment (~40 FTE or ~55 Headcount)
- Goods Shed Heritage Interpretive Centre:
  - Delivered within the Council-approved budget
  - Delivered during the height of COVID
- Secured more grant funding than this Shire or community has ever had access to previously (last 5 years ~\$54M, being an increase of almost 70% from the previous 5 years)
- Delivered close to \$1m worth of community infrastructure projects through the Drought Communities Program, without requiring a co-contribution
- Re-surfaced the entire Donnybrook Pool giving it somewhere between 10-15 years further life
- Secured and invested about \$400k in bushfire Mitigation Activity Funding for fire mitigation works around high bushfire risk areas
- Delivered the Beerlerup Bush Fire Brigade building
- Major shared pathway linking Meldene, Golf Course and towards the schools
- Secured \$945K with the Shires of Collie and Dardanup and we are delivering blackberry weed management with that funding across our three Shires.
- Refurbished the public toilets in Balingup, Kirup and Donnybrook
- Negotiated an arrangement with MRWA for the better part of \$1m worth of fill (from the Thomsons Hill Road Project) to cap the Donnybrook Tip in the future, saving the Shire the better part of a \$1million

- Led the tourism promotion with the SBS Trail Towns series and the GWN7 WA Caravan and Camping Show
- Hosted the Premier and key Ministers in Donnybrook for a community lunch event
- Broke ground with Minister MacTiernan on the Bridge Street Affordable Housing Project.

#### Chief Executive Officer Ben Rose

- Overhauled the Community Grants Funding Scheme
- Undertook a major review of the Strategic Community Plan
- Undertook a major review of our Long Term Financial Plan
- Updated and improved our Asset Management Plans
- Introduced new internal systems to manage things like Gravel Stockpiles and Bulk Fuels to improve fraud controls, error controls and accounting processes
- Spearheaded the development of the WBAC Climate Impact Working Group, following an Annual Electors Meeting motion
- Delivered an unqualified audit, with a modest year end cash position surplus of ~\$45k (during a global pandemic)
- Advocated very strongly with the State Government to secure funding for upgrades to Glen Mervyn Dam as an eco-tourism and visitor hub
- Partnered with other southwest local governments in the sub-regional town planning review, seeking better outcomes for rural and regional centres such as Kirup, Balingup and Donnybrook
- Applied for a lot more funding which we weren't successful with
- Fostered constructive and productive relationships with many community groups like the BPA, GVTP, Mens Shed, Community Garden, Tourism Associations, the Chamber of Commerce and many more
- Developed a professional/constructive relationship with all sides of govt, incoming and outgoing, State and Federal
- Held the 'ship' together during a turbulent COVID period, still delivering projects, services and sound financial management

#### Shire President Cr Brian Piesse

##### Positive Implications:

- Compared to many regional Shires, this Shire is not suffering from the 'ghost town' effect
- Property values are increasing
- Number of businesses is increasing
- Number of vacant shops decreasing
- Tourism is increasing.



## **6 PRESENTATIONS**

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### **6.1 PETITIONS**

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Nil.

### **6.2 PRESENTATIONS**

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Nil.

### **6.3 DEPUTATIONS**

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Nil.

## **COUNCIL RESOLUTION 131/21**

### **ADOPTION BY EXCEPTION**

**Moved Cr Mitchell            Seconded Cr Smith**

**That the following items be adopted ‘en bloc’:**

**7.1 Confirmation of Minutes Ordinary Meeting of Council – 28 July 2021**

**9.2.2 Monthly Financial Report – July 2021**

**12.1.1 Confidential - Request to purchase Lot 58 (70) South Western Highway,  
Donnybrook**

**12.1.2 Confidential – Works and Services Business Unit Review**

**CARRIED 8/0**

## **7 CONFIRMATION OF MINUTES**

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### **7.1 ORDINARY MEETING OF COUNCIL – 28 JULY 2021**

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Minutes of the Ordinary Meeting of Council held 28 July 2021 are attached (attachment 7.1 (1)).

### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Ordinary Meeting of Council held 28 July 2021 be confirmed as a true and accurate record.**

**COUNCIL RESOLUTION 132/21**

**Moved Cr Mitchell            Seconded Cr Smith**

**That the Minutes from the Ordinary Meeting of Council held 28 July 2021 be confirmed as a true and accurate record.**

**CARRIED 8/0 by En bloc Resolution**

**8    REPORTS OF COMMITTEES**

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Nil.

## 9 REPORTS OF OFFICERS

### 9.1 DIRECTOR OPERATIONS

#### 9.1.1 REQUEST TO TEMPORARILY RESIDE IN A CARAVAN WHILST CONSTRUCTING A DWELLING IN THE DONNYBROOK TOWNSITE – 24A MARMION STREET, DONNYBROOK

<b>Location</b>	24A Marmion Street, Donnybrook
<b>Applicant</b>	J & W Loweke
<b>File Reference</b>	A4932
<b>Author</b>	Steve Potter, Director Operations
<b>Responsible Manager</b>	Steve Potter, Director Operations
<b>Attachments</b>	9.1.1(1): Written Request
<b>Voting Requirements</b>	Simple majority

#### Recommendation

**That Council:**

1. **Acknowledges the written request dated 22 July 2021 made by J and W Loweke to temporarily reside in a caravan at 24A Marmion Street, Donnybrook whilst constructing a dwelling on the property for the dates 30 August – 30 November 2021;**
2. **Determines that it does not support the request for the following reasons:**
  - 2.1 **The proposal does not comply with the Shire’s Building Policy 5.7 *Owner Builder Occupation of Town Site Land* which states that Council will not support residential occupation of town site lots during the construction phase of a dwelling;**
  - 2.2 **The proposal would likely have an unacceptable impact on neighbouring residential landowners and the amenity of the locality, and potentially establish an undesirable precedent.**

#### STRATEGIC ALIGNMENT

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

Outcome	2.1	An attractive and maintained built environment
Strategy	2.1.2	Provide efficient and effective regulatory services
Action	2.1.2.2	Provide efficient and effective building services

## **EXECUTIVE SUMMARY**

The Shire has received a request from a landowner of vacant land located within the Donnybrook town site to temporarily reside at the property in a caravan for a period of three months whilst constructing a dwelling.

Staff recommend that Council does not support the request as it does not comply with the adopted Policy and it is considered will result in unacceptable impacts on surrounding landowners and the amenity of the locality and set an undesirable precedent that will make refusing such requests in the future difficult.

## **BACKGROUND**

24A Marmion Street is a vacant lot zoned 'Residential' located within the Donnybrook townsite. The owners have made application and received Planning approval for the construction of a dwelling / ancillary dwelling and the installation of septics on the property and a Building application is currently under consideration.

In early July, the Shire Rangers became aware of signs of occupancy of a caravan on the property and alerted the Shire's Principal Environmental Health Officer (PEHO) who is responsible for enforcing the provisions of the *Caravans and Camping Grounds Act* (Act) and associated *Regulations* (Regulations). This resulted in the PEHO placing a letter on the door of the caravan advising the landowners that in accordance with the Regulations, they were only permitted to camp on the property for a maximum of three days in any 28 consecutive day period.

After further liaison between the Shire and the landowner, a formal request was received on 22 July 2021 (refer Attachment 9.2.1(1)) from the landowners seeking approval from the Shire to live in the caravan on the property for the period 30 August – 30 November 2021, whilst constructing a dwelling.

The applicant has also submitted an 'application form' for a temporary caravan / camping ground licence which is included in the attachment. However, it is noted this form is not relevant to the matter under consideration as it generally applies to events where a temporary licence under the Act may be sought to use an oval or other area as a temporary caravan park / camping ground.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

Council's Building Policy 5.7 is relevant to this matter and states the following:

### Objective

*To prevent and mitigate unauthorised occupancy of land within the town sites.*

## Policy

*Council will not approve the residential occupation of town site lots during the course of construction of buildings thereon unless an approved Class 1 residential dwelling has already been completed to the satisfaction of Shire of Donnybrook Balingup.*

## **STATUTORY COMPLIANCE**

Relevant provisions of the Caravan and Camping Grounds Regulations 1997 (Regulations) are provided as follows:

### Part 2, Regulation 11

#### **11. Camping other than at caravan park or camping ground**

- (1) *A person may camp —*
  - (a) *for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy and may camp for longer than 3 nights on such land if he or she has written approval under subregulation (2) and is complying with that approval....*
- (2) *Written approval may be given for a person to camp on land referred to in subregulation (1)(a) for a period specified in the approval which is longer than 3 nights —*
  - (a) *by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months; or*
  - (b) *by the Minister, if such approval will result in the land being camped on for longer than 3 months in any period of 12 months; or*
  - (c) *despite paragraph (b), by the local government of the district where the land is situated —*
    - (i) *if such approval will not result in the land being camped on for longer than 12 consecutive months; and*
    - (ii) *if the person owns or has a legal right to occupy the land and is to camp in a caravan on the land while a permit has effect in relation to the land.*

In the event that Council resolves not to support the request in line with the officer's recommendation, the applicant has the option of making a further request to the Minister in accordance with Regulation 11(2)(b). As a decision may be made by either party under the Regulation, an approval by the Minister would effectively overturn the Council decision in this circumstance.

## CONSULTATION

Nil

## OFFICER COMMENT / CONCLUSION

Whilst acknowledging that under subregulation (2) of the Regulations the local government has the authority to approve a period longer than the maximum 3 nights in any period of 28 consecutive days, staff are of the opinion that the proposal should not be supported. Council has a long standing Policy which was established in 1993 and which is understood to have been consistently applied over time.

It is noted that Council has a separate but related policy (*Building Policy 5.8 Owner Builder Occupation of Rural Land*) that provides an opportunity for owner builders to live in caravans on rural land located outside of town site boundaries during the construction phase of a dwelling, subject to the provision of a number of minimum health and amenity requirements (toilets, basins, showers, laundry troughs etc.).

Staff consider the existence of the two separate policies clearly indicates that the Shire has an established position on where proposals of this nature may be accommodated and where they are deemed to be inappropriate. It is also noted that a number of other local governments have similar policies restricting temporary accommodation of caravans within town sites during residential construction including some of the neighbouring local government authorities.

In light of the above, it is recommended that the request be denied in accordance with the officer recommendation.

## COUNCIL RESOLUTION 133/21

**Moved Cr Wringe**

**Seconded Cr Atherton**

**That Council:**

- 1. Acknowledges the written request dated 22 July 2021 made by J and W Loweke to temporarily reside in a caravan at 24A Marmion Street, Donnybrook whilst constructing a dwelling on the property for the dates 30 August – 30 November 2021;**
- 2. Determines that it does not support the request for the following reasons:**
  - 2.1 The proposal does not comply with the Shire's Building Policy 5.7 *Owner Builder Occupation of Town Site Land* which states that Council will not support residential occupation of town site lots during the construction phase of a dwelling;**
  - 2.2 The proposal would likely have an unacceptable impact on neighbouring residential landowners and the amenity of the locality, and potentially establish an undesirable precedent.**

**CARRIED 8/0**

## **9.2 DIRECTOR CORPORATE AND COMMUNITY**

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### **9.2.1 ACCOUNTS FOR PAYMENT**

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

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### **9.2.2 MONTHLY FINANCIAL REPORT – JULY 2021**

The Local Government (Financial Management) Regulations requires a complying monthly financial report to contain a year to date budget to actual comparison. By extension, this means presentation of a complying monthly financial report can only occur after the adoption of the annual budget. For this reason, the July 2021 monthly financial report will be prepared to be presented to the Ordinary Council Meeting in September 2021.  
presented

### **EXECUTIVE RECOMMENDATION**

**That Council note the July Monthly Financial Report will be presented to the September Ordinary Council Meeting for compliance purposes.**

### **COUNCIL RESOLUTION 134/21**

**Moved Cr Mitchell                      Seconded Cr Smith**

**That the July Monthly Financial Report will be presented to the September Ordinary Council Meeting for compliance purposes.**

**CARRIED 8/0 by En bloc Resolution**

**9.2.3 ADOPTION OF THE STATUTORY BUDGET 2021-2022**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	FNC 04/1
<b>Author</b>	Robin Garrett, Acting Director Corporate and Community
<b>Responsible Manager</b>	Robin Garrett, Acting Director Corporate and Community
<b>Attachments</b>	9.2.3(1) – 2021-2022 Annual Draft Budget (Management) 9.2.3(2) – 2021-2022 Annual Draft Budget (Statutory) including 2021-2022 Schedule of Fees and Charges
<b>Voting Requirements</b>	Absolute Majority

<b>Recommendation</b>	
1.	<b>Pursuant to Section 6.2 of the Local Government Act 1995, Council adopts the 2021-2022 Annual Budget, as attached.</b>
2.	<b>Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Schedule of Fees and Charges for 2021-2022, as attached.</b>
3.	<p><b>Pursuant to Section 6.32 of the Local Government Act 1995, Council adopts the following rates in the dollar and minimum payments for the 2021-2022 financial year on all ratable land:</b></p> <p style="padding-left: 40px;"><b>General rate multiplied by each valuation dollar:</b></p> <p style="padding-left: 40px;">Unimproved Value (UV) = 0.006412</p> <p style="padding-left: 40px;">Gross Rental Valuation (GRV) = 0.097461</p> <p style="padding-left: 40px;"><b>Minimum payment level:</b></p> <p style="padding-left: 40px;">UV = \$1,316</p> <p style="padding-left: 40px;">GRV = \$1,316</p> <p><b>Note 1: Given, the above rates in the dollar now include the previous Waste Management Levy, direct comparison to the previous years' Rates Assessments is not appropriate.</b></p> <p><b>Note 2: As per Note 1, the decision to amalgamate the Waste Management Levy into Rates enables concessions for eligible persons. The <i>Rates and Charges (Rebates and Deferrals) Act 1992</i> sets out eligible persons for concessions of local government rates and other prescribed charges. Eligible persons are those that hold:</b></p> <p style="padding-left: 40px;">(i) a seniors' card (25%); or</p> <p style="padding-left: 40px;">(ii) a pensioner concession card; or</p> <p style="padding-left: 40px;">(iii) a State concession card; or</p> <p style="padding-left: 40px;">(iv) a Commonwealth seniors health card.</p>



**Note 3: As per Note 1, above, the effective rate increase for a property with the average Gross Rental Valuation is 5.26%.**

**Note 4: As per Note 1, above, the effective rate increase for a property with the average Unimproved Valuation is 8.06%, impacted by the recent UV property revaluations across the Shire.**

- 4. Pursuant to Section 6.45 of the Local Government Act 1995, Council sets due dates for the payment of rates and charges as follows:**

**Payment in Full**

<b>Full Payment</b>	<b>14 October 2021</b>
---------------------	------------------------

**Two Instalments**

<b>1st Instalment</b>	<b>14 October 2021</b>
<b>2nd Instalment</b>	<b>11 February 2022</b>

**Four Instalments**

<b>1st Instalment</b>	<b>14 October 2021</b>
<b>2nd Instalment</b>	<b>13 December 2021</b>
<b>3rd Instalment</b>	<b>11 February 2022</b>
<b>4th Instalment</b>	<b>12 April 2022</b>

- 5. Pursuant to Section 6.51 of the Local Government Act 1995, Council adopts an 7% rate of penalty interest on overdue rates and charges that remain unpaid past the due date.**
- 6. Pursuant to Section 6.45 of the Local Government Act 1995, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and charges through an instalment option.**
- 7. Pursuant to Section 6.45 of the Local Government Act 1995, Council adopts an instalment administration charge where the owner has elected to pay rates and charges through an instalment option being \$11.00 payable on the 2nd (and each subsequent) instalments:**

**\$11.00 total fee for two (2) instalment option.**  
**\$33.00 total fee for four (4) instalment option.**

- 8. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopts a material variance for reporting of \$10,000 for 2021-2022.**

**9. Pursuant to section 67 of the Waste Avoidance and Resource Recovery Act 2007, Council sets the 2021-2022 Waste Receptacle Charges.**

<b>Bin Service - 3 Bin Service</b>	<b>\$250.00</b>
<b>Bin Service - 2 Bin Service</b>	<b>\$203.00</b>
<b>Optional Bin - Rubbish (Fortnightly)</b>	<b>\$79.00</b>
<b>Optional Bin - Rubbish (Weekly)</b>	<b>\$155.00</b>
<b>Optional Bin - Recycling</b>	<b>\$48.00</b>
<b>Optional Bin - Organics</b>	<b>\$124.00</b>
<b>Aged Care Bin Service - 3 Bin Service</b>	<b>\$84.00</b>
<b>Aged Care Bin Service – Optional Organics</b>	<b>\$42.00</b>

**10. Pursuant to regulation 53 of the Building Regulations 2012, Council adopts the annual Swimming Pool Barrier Inspection fee of \$14.61 per swimming pool.**

**11. Council note the advice received, subsequent to the statutory 2021-2022 Annual Budget preparation, from the WA Local Government Grants Commission confirming payment amounts for the 2021-2022 financial year and instruct the Chief Executive Officer to address the resulting \$120,823 shortfall in the budget review process.**

**12. That Council note the Chief Executive Officer has arranged for a public/community Budget Information Session on 8 September 2021.**

**ABSOLUTE MAJORITY VOTE REQUIRED**

**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	4.2.1.4	Demonstrate sound financial planning and management, including revenue / expenditure review diversification strategies and long term financial planning

## EXECUTIVE SUMMARY

The Executive recommendations are required to adopt the 2021-22 Annual Budget and associated fees and charges.

## BACKGROUND

Council has reviewed the proposed Annual Budget through detailed workshops leading up to the presentation of this report.

The 2021-2022 Annual Budget has regard to the Perth Consumer Price index forecast (1.47%) and more specifically the Perth Local Government Cost Index forecast (3.2%) in determining increases affecting service provision to the community by the Shire.

In accordance with Council resolution 110/21, this budget has been prepared on the basis that no Waste Management Levy is being imposed from the 2021-2022 financial year. This levy has been replaced with a corresponding increase in rates which facilitates beneficial outcomes for the Shire and also for pensioners/seniors in its community through the State Government's Rates and Charges (Rebates and Deferments) Act 1992.

Significant capital works are included in this Annual Budget which include:

Donnybrook Public Hall	\$51,000
Balingup Recreation Centre	\$108,000
Donnybrook Recreation Centre	\$210,000
VC Mitchell Park Redevelopment	\$6,025,000
Apple Fun Park Redevelopment (finalisation)	\$1,075,000
Egan Park Pump Track	\$396,000
Hockey Training Facility	\$250,000
Donnybrook Weir	\$238,000
Roadworks construction	\$4,954,000

Significant grant funding is also included:

VBFB ESL Operating Grant	\$211,000
Bushfire Mitigation	\$327,000
Drought Funding	\$512,000
VC Mitchell Park Redevelopment*	\$4,511,000
Apple Fun Park Redevelopment (finalisation)	\$1,075,000
Egan Park Pump Track	\$396,000
Donnybrook Public Hall	\$50,000
LRCI (Round 2 & 3)	\$1,380,000
Roads, Bridges and Paths	\$3,572,000

\*Note: borrowings of \$2.5M are proposed to fund the works (not covered by grants) required for the VC Mitchell Park Project for 2021-22, of which ~\$980K will remain unspent and recognised as restricted cash to be allocated to the project in 2022-23.

The Draft Statutory Budget (Attachment 9.2.3(2)) has been produced in accordance with provisions of the Local Government Act 1995 (with additional supplementary budget papers) and will be provided under separate cover.

Unimproved Valuation (UV) properties are most commonly defined as ‘rural/farming’ properties, whilst Gross Rental Valuation (GRV) properties are all remaining properties not defined as UV.

### **FINANCIAL IMPLICATIONS**

This report will adopt the Annual Budget 2021-2022 as required by the *Local Government Act 1995* and facilitate the provision of services and facilities to the community in accordance with identified needs.

### **POLICY COMPLIANCE**

Not applicable.

### **STATUTORY COMPLIANCE**

Section 6.2 of the Local Government Act requires that:

*“Not later than 31st August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.”*

Note: The form and manner prescribed is detailed in Part 3 of the Local Government (Financial Management) Regulations 1996.

### **CONSULTATION**

Detailed Councillor consultation has been undertaken through the development of the budget, including multiple reports to Council in the preceding 8-9 months on matters for inclusion or consideration in the budget.

### **OFFICER CONCLUSION**

The Executive recommendations set out in the item comprise the resolution to adopt the 2021-2022 Annual Budget in statutory format.

## **OUTCOME OF MEETING**

Cr Mitchell declared an impartiality interest in the item and remained in the Chamber for the duration of the discussion and vote on the matter.

Cr Massey declared an impartiality interest in the item and remained in the Chamber for the duration of the discussion and vote on the matter.

Cr Wringe declared a proximity and impartiality interest in the item and I and remained in the Chamber for the duration of the discussion and vote on the matter with approval from Minister.

### **Moved Cr. Mitchell Seconded Cr. Lindermann**

- 1. Pursuant to Section 6.2 of the Local Government Act 1995, Council adopts the 2021-2022 Annual Budget, as attached.**
- 2. Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Schedule of Fees and Charges for 2021-2022, as attached.**
- 3. Pursuant to Section 6.32 of the Local Government Act 1995, Council adopts the following rates in the dollar and minimum payments for the 2021-2022 financial year on all ratable land:**

**General rate multiplied by each valuation dollar:**

**Unimproved Value (UV) = 0.006412**

**Gross Rental Valuation (GRV) = 0.097461**

**Minimum payment level:**

**UV = \$1,316**

**GRV = \$1,316**

**Note 1: Given, the above rates in the dollar now include the previous Waste Management Levy, direct comparison to the previous years' Rates Assessments is not appropriate.**

**Note 2: As per Note 1, the decision to amalgamate the Waste Management Levy into Rates enables concessions for eligible persons. The *Rates and Charges (Rebates and Deferrals) Act 1992* sets out eligible persons for concessions of local government rates and other prescribed charges. Eligible persons are those that hold:**

- (i) a seniors' card (25%); or**
- (ii) a pensioner concession card; or**
- (iii) a State concession card; or**
- (iv) a Commonwealth seniors health card.**

**Note 3: As per Note 1, above, the effective rate increase for a property with the average Gross Rental Valuation is 5.26%.**

**Note 4: As per Note 1, above, the effective rate increase for a property with the average Unimproved Valuation is 8.06%, impacted by the recent UV property revaluations across the Shire.**

4. Pursuant to Section 6.45 of the Local Government Act 1995, Council sets due dates for the payment of rates and charges as follows:

**Payment in Full**

<b>Full Payment</b>	<b>14 October 2021</b>
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**Two Instalments**

<b>1st Instalment</b>	<b>14 October 2021</b>
<b>2nd Instalment</b>	<b>11 February 2022</b>

**Four Instalments**

<b>1st Instalment</b>	<b>14 October 2021</b>
<b>2nd Instalment</b>	<b>13 December 2021</b>
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6. Pursuant to Section 6.45 of the Local Government Act 1995, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and charges through an instalment option.
7. Pursuant to Section 6.45 of the Local Government Act 1995, Council adopts an instalment administration charge where the owner has elected to pay rates and charges through an instalment option being \$11.00 payable on the 2nd (and each subsequent) instalments:

**\$11.00 total fee for two (2) instalment option.**

**\$33.00 total fee for four (4) instalment option.**

8. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopts a material variance for reporting of \$10,000 for 2021-2022.

9. Pursuant to section 67 of the Waste Avoidance and Resource Recovery Act 2007, Council sets the 2021-2022 Waste Receptacle Charges.

<b>Bin Service - 3 Bin Service</b>	<b>\$250.00</b>
<b>Bin Service - 2 Bin Service</b>	<b>\$203.00</b>
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<b>Aged Care Bin Service – Optional Organics</b>	<b>\$42.00</b>

10. Pursuant to regulation 53 of the Building Regulations 2012, Council adopts the annual Swimming Pool Barrier Inspection fee of \$14.61 per swimming pool.
11. Council note the advice received, subsequent to the statutory 2021-2022 Annual Budget preparation, from the WA Local Government Grants Commission confirming payment amounts for the 2021-2022 financial year and instruct the Chief Executive Officer to address the resulting \$120,823 shortfall in the budget review process.
12. That Council note the Chief Executive Officer has arranged for a public/community Budget Information Session on 8 September 2021.

**Amendment (Withdrawn)**

**Moved Cr. Wringe Seconded Cr. Smith**

**That Council:**

1. Pursuant to Section 6.2 of the Local Government Act 1995, Council adopts the 2021-2022 Annual Budget, as attached.
2. Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Schedule of Fees and Charges for 2021-2022, as attached.
3. Pursuant to Section 6.32 of the Local Government Act 1995, Council adopts the following rates in the dollar and minimum payments for the 2021-2022 financial year on all ratable land:

**General rate multiplied by each valuation dollar:**

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**Note 3: As per Note 1, above, the effective rate increase for a property with the average Gross Rental Valuation is 5.26%.**

**Note 4: As per Note 1, above, the effective rate increase for a property with the average Unimproved Valuation is 8.06%, impacted by the recent UV property revaluations across the Shire.**

**Note 5 :**

	GRV 2022	UV 2022
Minimum Payment	1316.00	1316.00
Waste Management Levy	NIL	NIL
<b>Total 2022</b>	1316.00	1316.00

	GRV 2021	UV 2021
Minimum Payment	1104.00	1104.00
Waste Management Levy	146.71	114.36
Total 2022	1250.71	1218.36

Minimum Payment	GRV	UV
<b>Actual Increase p.a.</b>	<b>\$65.69</b>	<b>\$98.14</b>
<b>Actual Increase p. week</b>	<b>\$1.26</b>	<b>\$1.88</b>
<b>Actual increase %</b>	<b>5.25</b>	<b>8.06</b>



4. Pursuant to Section 6.45 of the Local Government Act 1995, Council sets due dates for the payment of rates and charges as follows:

**Payment in Full**

<b>Full Payment</b>	<b>14 October 2021</b>
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**Two Instalments**

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8. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, Council adopts a material variance for reporting of \$10,000 for 2021-2022.
9. Pursuant to section 67 of the Waste Avoidance and Resource Recovery Act 2007, Council sets the 2021-2022 Waste Receptacle Charges.

<b>Bin Service - 3 Bin Service</b>	<b>\$250.00</b>
<b>Bin Service - 2 Bin Service</b>	<b>\$203.00</b>

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10. Pursuant to regulation 53 of the Building Regulations 2012, Council adopts the annual Swimming Pool Barrier Inspection fee of \$14.61 per swimming pool.
11. Council note the advice received, subsequent to the statutory 2021-2022 Annual Budget preparation, from the WA Local Government Grants Commission confirming payment amounts for the 2021-2022 financial year and instruct the Chief Executive Officer to address the resulting \$120,823 shortfall in the budget review process.
12. That Council note the Chief Executive Officer has arranged for a public/community Budget Information Session on 8 September 2021.

**COUNCIL RESOLUTION 135/21**

**Moved Cr Mitchell                      Seconded Cr Lindemann**

**That Council:**

1. Pursuant to Section 6.2 of the Local Government Act 1995, Council adopts the 2021-2022 Annual Budget, as attached.
2. Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Schedule of Fees and Charges for 2021-2022, as attached.
3. Pursuant to Section 6.32 of the Local Government Act 1995, Council adopts the following rates in the dollar and minimum payments for the 2021-2022 financial year on all ratable land:

**General rate multiplied by each valuation dollar:**

**Unimproved Value (UV)                      = 0.006412**

**Gross Rental Valuation (GRV)              = 0.097461**

**Minimum payment level:**

**UV = \$1,316**

**GRV = \$1,316**

**Note 1: Given, the above rates in the dollar now include the previous Waste Management Levy, direct comparison to the previous years' Rates Assessments is not appropriate.**

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**Note 3: As per Note 1, above, the effective rate increase for a property with the average Gross Rental Valuation is 5.26%.**

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12. That Council note the Chief Executive Officer has arranged for a public/community Budget Information Session on 8 September 2021.

**CARRIED 7/1  
ABSOLUTE MAJORITY VOTE ATTAINED**

**Foreshadow / Alternate motion - Cr Massey**

1. Pursuant to Section 6.2 of the Local Government Act 1995, Council adopts the 2021-2022 Annual Budget, as attached, subject to the following amendments:
  - a. Reduce the proposed general rate increase from 8.6 percent to 6.8 percent resulting in a reduction of rate revenue of \$101,300.
  - b. Reduce the transfer to Building Maintenance Reserve by \$71,300 and reduce the transfer to Parks and Reserves Reserve by \$30,000 to offset the rate revenue reduction.
  - c. Authorise the Chief Executive Officer to incorporate any other adjustments necessary to recognize the impact of the above changes throughout the 2021-2022 Annual Budget document, as attached.
2. Pursuant to Section 6.16 of the Local Government Act 1995, Council adopts the Schedule of Fees and Charges for 2021-2022, as attached.
3. Pursuant to Section 6.32 of the Local Government Act 1995, Council adopts the following rates in the dollar and minimum payments for the 2021-2022 financial year on all ratable land:

**General rate multiplied by each valuation dollar:**

**UV = 0.006305**

**GRV = 0.095846**

**Minimum payment level:**

**UV = \$1,294**

**GRV = \$1,294**

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**Note 3: As per Note 1, above, the effective rate increase for a property with the average Gross Rental Valuation is 3.51%.**

**Note 4: As per Note 1, above, the effective rate increase for a property with the average Unimproved Valuation is 6.25%, impacted by the recent UV property revaluations across the Shire.**

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<b>Optional Bin - Rubbish (Fortnightly)</b>	<b>\$79.00</b>
<b>Optional Bin - Rubbish (Weekly)</b>	<b>\$155.00</b>
<b>Optional Bin - Recycling</b>	<b>\$48.00</b>
<b>Optional Bin - Organics</b>	<b>\$124.00</b>
<b>Aged Care Bin Service - 3 Bin Service</b>	<b>\$84.00</b>
<b>Aged Care Bin Service – Optional Organics</b>	<b>\$42.00</b>

- 10. Pursuant to regulation 53 of the Building Regulations 2012, Council adopts the annual Swimming Pool Barrier Inspection fee of \$14.61 per swimming pool.**
- 11. Council note the advice received, subsequent to the statutory 2021-2022 Annual Budget preparation, from the WA Local Government Grants Commission confirming payment amounts for the 2021-2022 financial year and instruct the Chief Executive Officer to address the resulting \$120,823 shortfall in the budget review process.**
- 12. That Council note the Chief Executive Officer has arranged for a public/community Budget Information Session on 8 September 2021.**

**LAPSED AS SUBSTANTIVE MOTION CARRIED**

**9.2.4 ANNUAL CONCESSIONS ON SPLIT LOCAL GOVERNMENT BOUNDARIES**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Not applicable
<b>File Reference</b>	A2491, A4390, A2671, A1394
<b>Author</b>	Robin Garrett, Director Corporate and Community
<b>Responsible Officer</b>	Robin Garrett, Director Corporate and Community
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Absolute Majority

<b>Recommendation</b>
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>1. <b>Grant concession of 41% on Rates on A2491, Lot 4522, 3853 Donnybrook-Boyup Brook Road, Noggerup due to:</b> <ol style="list-style-type: none"> <li>1.1 <b>The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.</b></li> <li>1.2 <b>41% of the land parcel is located in the Shire of Boyup Brook.</b></li> </ol> </li> <li>2. <b>Grant concession of 53% on Rates on A4390, Lot 11859, Walker Road, Wilga West due to:</b> <ol style="list-style-type: none"> <li>2.1 <b>The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.</b></li> <li>2.2 <b>53% of the land parcel is located in the Shire of Boyup Brook.</b></li> </ol> </li> <li>3. <b>Grant an annual concession of 79% on Rates on A2671, Lot 3804, 3905 Donnybrook-Boyup Brook Road, McAlinden due to:</b> <ol style="list-style-type: none"> <li>3.1 <b>The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.</b></li> <li>3.2 <b>79% of the land parcel is located in the Shire of Boyup Brook.</b></li> </ol> </li> <li>4. <b>Grant an annual concession of 58% on Rates on A1394, Lot 8314 Greenbushes Grimwade Road, North Greenbushes due to:</b> <ol style="list-style-type: none"> <li>4.1 <b>The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Bridgetown Greenbushes boundary.</b></li> <li>4.2 <b>58% of the land parcel is located in the Shire of Boyup Brook.</b></li> </ol> </li> <li>5. <b>Apply an effective commencement date of 1 July 2021 for all concessions approved within resolutions 1 – 4, above.</b></li> </ol> <p style="text-align: right;"><b><i>ABSOLUTE MAJORITY VOTE REQUIRED</i></b></p>

**STRATEGIC ALIGNMENT**

The outcome will meet the following objectives of the Shire of Donnybrook Balingup Strategic Community Plan.

*Outcome 4.2.1 Effective and efficient operations and service provision.*





*\*Absolute Majority Vote Required*

2. *Grant an annual concession of 53% on Rates on A4390, Lot 11859 Walker Road, Wilga West due to:*
  - a. *The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.*
  - b. *53% of the land parcel is located in the Shire of Boyup Brook.*

*\*Absolute Majority Vote Required*

3. *Not grant a rates concession on A4389, Lot 12087, 199 Walker Road, Wilga where the land parcel is dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary, as a significant percentage of land mass and built structures reside in the Shire of Donnybrook Balingup.*
4. *Not grant a rates concession on A1393, 118 Walker Road, Wilga West, where the land parcel is dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary due to:*
  - a. *The assessment comprises three contiguous lots.*
  - b. *One lot (Lot 8578) is situated entirely in the Shire of Donnybrook Balingup.*
  - c. *The assessment is group valued and Lot 8578 would ordinarily be subject to the minimum rate in its own right.*
  - d. *No rating concession was previously granted.*
5. *Apply applications for Waste Management Levy concessions on properties where the Shire Boundary dissects a land parcel in accordance with Policy 6.5 Waste Management Levy Exemption.*
6. *All concessions approved within resolutions 1 – 5, above, have an effective commencement date of 1 July 2019.*
7. *Instruct the Chief Executive Officer to undertake preliminary consultation with the Shire of Boyup Brook (by no later than December 2019) regarding boundary adjustment on properties where the Shire Boundary dissects a land parcel, in preparation for a future report to Council for its consideration.*

*Carried by Absolute Majority 9/0*

## **DETAILS**

Assessments to be considered in this application for concession on Rates and Waste Management Levy for 2021-2022 financial year are:

A2491	LOT 4522 (3853) BOYUP BROOK RD	NOGGERUP WA 6225
A4390	LOT 11859 WALKER RD	WILGA WEST WA 6243
A2671	LOT 3804 (3905) BOYUP BROOK RD	NOGGERUP WA 6225
A1394	LOT 8314 GREENBUSHES GRIMWADE RD	BALINGUP WA 6253

The Valuer General has recognised the problem of the shire boundary dissecting a land parcel by apportioning the total property valuation pro rata, based on the portion of land area in each respective Shire.

Assessment	Lot	Area (ha)			Valuation 2021/22		
		Donnybrook Balingup	Other Shire	Total Area (ha)	Donnybrook Balingup	Other Shire	Total Valuation
A2491	4522	8.1	5.6	13.7	57,000	49,000	106,000
A4390	11859	30.8	34.4	65.2	63,000	75,500	138,500
A2671	3804	12.1	44.8	56.9	47,000	135,000	182,000
A1394	8314	48.5	67.9	116.4	137,000	217,000	354,000

Therefore, each Shire raises rates and charges only on the portion of land (and portion of the valuation) that is applicable in each respective Shire. The property is essentially treated as two separate smaller lots of land for rating purposes rather than a single large lot.

Council rates the properties in accordance with s6.28(4) of the Local Government Act 1995 (the Act) where it is required to apply the valuations supplied by the Valuer General.

**6.28. Basis of rates**

- (1) The Minister is to —
  - a. determine the method of valuation of land to be used by a local government as the basis for a rate; and
  - b. publish a notice of the determination in the *Government Gazette*.
- (2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —
  - a. where the land is used predominantly for rural purposes, the unimproved value of the land; and
  - b. where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- (3) The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.
- (4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1 July in each financial year.
- (5) Where during a financial year —
  - a. an interim valuation is made under the *Valuation of Land Act 1978*; or
  - b. a valuation comes into force under the *Valuation of Land Act 1978* as a result of the amendment of a valuation under that Act; or
  - c. a new valuation is made under the *Valuation of Land Act 1978* in the course of completing a general valuation that has previously come into force, the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.

[Section 6.28 amended: No. 1 of 1998 s. 20.]

The Act also provides the authority for Council to grant discounts or concessions to rates and other amounts owing.

**6.47. Concessions**

Subject to the *Rates and Charges (Rebates and Deferments) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

\* Absolute majority required.

**6.12. Power to defer, grant discounts, waive or write off debts**

- (1) Subject to subsection (2) and any other written law, a local government may —
  - a. when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or

- b. waive or grant concessions in relation to any amount of money; or
- c. write off any amount of money, which is owed to the local government.

\* Absolute majority required.

## FINANCIAL IMPLICATIONS

Although the 2021-2022 budget has not been adopted at the time of writing, calculations have been based on 2021-2022 proposed figures. With the Officer Recommendation applied, there would be a reduction in revenue of \$3,039.96.

	Based on 2021/22 Figures		Proposed Concession		Reduction in Revenue
	Valuation	Budgeted Rates Levied	Rates Concession %	Rates Concession \$	Total Concession \$
A2491	\$57,000	\$1,316.00	41%	\$539.56	\$539.56
A4390	\$63,000	\$1,316.00	53%	\$697.48	\$697.48
A2671	\$47,000	\$1,316.00	79%	\$1039.64	\$1039.64
A1394	\$137,000	\$1,316.00	58%	\$763.28	\$763.28
				\$3,039.96	\$3,039.96

## POLICY COMPLIANCE

Not applicable.

## STATUTORY COMPLIANCE

S6.28 of the Local Government Act 1995 (the act) requires a Local Government to rate in accordance with the valuation provided by the Valuer General.

### 6.28. Basis of rates

- (1) The Minister is to —
  - a. determine the method of valuation of land to be used by a local government as the basis for a rate; and
  - b. publish a notice of the determination in the *Government Gazette*.
- (2) In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —
  - a. where the land is used predominantly for rural purposes, the unimproved value of the land; and
  - b. where the land is used predominantly for non-rural purposes, the gross rental value of the land.
- (3) The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.
- (4) Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the *Valuation of Land Act 1978* as at 1 July in each financial year.
- (5) Where during a financial year —
  - a. an interim valuation is made under the *Valuation of Land Act 1978*; or

- b. a valuation comes into force under the *Valuation of Land Act 1978* as a result of the amendment of a valuation under that Act; or
- c. a new valuation is made under the *Valuation of Land Act 1978* in the course of completing a general valuation that has previously come into force, the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.

Valuations as supplied by Landgate (the Valuer General) are required to be applied to a property without amendment.

Council has the authority to resolve to grant discounts and concessions per s6.47 and s6.12 of the Act.

**6.47. Concessions**

Subject to the *Rates and Charges (Rebates and Deferrals) Act 1992*, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive\* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

*\* Absolute majority required.*

**6.12. Power to defer, grant discounts, waive or write off debts**

(1) Subject to subsection (2) and any other written law, a local government may —

- a. when adopting the annual budget, grant\* a discount or other incentive for the early payment of any amount of money; or
- b. waive or grant concessions in relation to any amount of money; or
- c. write off any amount of money,
- d. which is owed to the local government.

*\* Absolute majority required.*

**CONSULTATION**

Not applicable.

**OFFICER COMMENT/CONCLUSION**

It is not recommended that an arbitrary 50% concession be granted due to the varying proportion of the subject land parcels that reside with side of the boundary.

Assessment	Lot	Area (ha)		
		Donnybrook Balingup	Other Shire	Total Area (ha)
A2491	4522	59%	41%	100%
A4390	11859	47%	53%	100%
A2671	3804	21%	79%	100%
A1394	8314	42%	58%	100%

<b>Assessment</b>	<b>A2491</b>
Address	3853 Donnybrook-Boyup Brook Road, Noggerup
Lot	Lot 4522

According to Landgate (the Valuer General) the land area of the assessment is divided per the following;

	Shire of Donnybrook Balingup	Shire of Boyup Brook	Total
Land Area (ha)	8.1ha	5.6ha	13.7ha
Land Area (%)	59%	41%	100%

As 41% of the land parcel (as calculated by the Valuer General) is located in the Shire of Boyup Brook, it is recommended that a 41% rates concession be granted until such time a boundary adjustment is enacted.

<b>Assessment</b>	<b>A4390</b>
Address	Lot 11859 Walker Road, Wilga West
Lot	Lot 11859

According to Landgate (the Valuer General) the land area of the assessment is divided per the following;

	Shire of Donnybrook Balingup	Shire of Boyup Brook	Total
Land Area (ha)	30.8ha	34.4ha	65.2ha
Land Area (%)	47%	53%	100%

As 53% of the land parcel (as calculated by the Valuer General) is located in the Shire of Boyup Brook, it is recommended that a 53% rates concession be granted until such time a boundary adjustment is enacted.

<b>Assessment</b>	<b>A2671</b>
Address	3905 Donnybrook-Boyup Brook Road, Noggerup
Lot	3804

According to Landgate (the Valuer General) the land area of the assessment is divided per the following;

	Shire of Donnybrook Balingup	Shire of Boyup Brook	Total
Land Area (ha)	12.1 ha	44.8 ha	56.9 ha
Land Area (%)	21%	79%	100%

As 79% of the land parcel (as calculated by the Valuer General) is located in the Shire of Boyup Brook, it is recommended that a 79% rates concession be granted until such time a boundary adjustment is enacted.

<b>Assessment</b>	<b>A1394</b>
Address	Lot 8314 Greenbushes Grimwade Road, Balingup
Lot	8314

According to Landgate (the Valuer General) the land area of the assessment is divided per the following;

	Shire of Donnybrook Balingup	Shire of Bridgetown Greenbushes	Total
--	---------------------------------	------------------------------------	-------

Land Area (ha)	48.5 ha	67.9 ha	116.4 ha
Land Area (%)	42%	58%	100%

As 58% of the land parcel (as calculated by the Valuer General) is located in the Shire of Bridgetown Greenbushes, it is recommended that a 58% rates concession be granted until such time a boundary adjustment is enacted.

### **COUNCIL RESOLUTION 136/21**

**Moved Cr Lindemann**

**Seconded Cr Atherton**

**That Council:**

1. **Grant concession of 41% on Rates on A2491, Lot 4522, 3853 Donnybrook-Boyup Brook Road, Noggerup due to:**
  - 1.1 **The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.**
  - 1.2 **41% of the land parcel is located in the Shire of Boyup Brook.**
2. **Grant concession of 53% on Rates on A4390, Lot 11859, Walker Road, Wilga West due to:**
  - 2.1 **The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.**
  - 2.2 **53% of the land parcel is located in the Shire of Boyup Brook.**
3. **Grant an annual concession of 79% on Rates on A2671, Lot 3804, 3905 Donnybrook-Boyup Brook Road, McAlinden due to:**
  - 3.1 **The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.**
  - 3.2 **79% of the land parcel is located in the Shire of Boyup Brook.**
4. **Grant an annual concession of 58% on Rates on A1394, Lot 8314 Greenbushes Grimwade Road, North Greenbushes due to:**
  - 4.1 **The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Bridgetown Greenbushes boundary.**
  - 4.2 **58% of the land parcel is located in the Shire of Boyup Brook.**
5. **Apply an effective commencement date of 1 July 2021 for all concessions approved within resolutions 1 – 4, above.**

**CARRIED 8/0  
ABSOLUTE MAJORITY VOTE ATTAINED**

**9.2.5 ART ACQUISITION AWARD AND ART COLLECTION**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	Not applicable
<b>Author</b>	James Jarvis, Manager Community Development
<b>Responsible Manager</b>	Robin Garrett, Acting Director, Corporate and Community
<b>Attachments</b>	9.2.5(1) - Letter from Claire Connolly, The Colour Exhibition, Coordinator. 9.2.5(2) - Australia Council for the Arts – The Arts in Regional Australia: A Research Summary. 9.2.5(3) - Volunteer Sue Dennis - Curatorial Report and Recommendations for the Shire of Donnybrook Balingup Art Collection. 9.2.5(4) - A sample of 16 Cataloguing Worksheets for artworks identified by Sue Dennis.
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council authorise the Chief Executive Officer to:</b></p> <ol style="list-style-type: none"> <li><b>1. Allocate the 2021/2022 Art Acquisition budget of up to \$1,000 to acquire an art item exhibited at The Colour Exhibition held in September 2021 and delivered by the Donnybrook Art and Craft Group Inc. in accordance with the following conditions of acquisition that the art item:</b> <ol style="list-style-type: none"> <li><b>a. Is assessed by The Colour Exhibition judging panel to be of an adequate standard and value;</b></li> <li><b>b. Was created by a local artist based in the Shire of Donnybrook Balingup; and</b></li> <li><b>c. Will be presented for public viewing, in an accessible place for one year, at the Donnybrook Community Library.</b></li> </ol> </li> <li><b>2. Review the Curatorial Report and Recommendations provided by art volunteer, Sue Dennis, to assist in the development of an Arts Acquisition and Art Collection Policy that will support:</b> <ol style="list-style-type: none"> <li><b>a. The identification, valuation and cataloguing of the current Shire of Donnybrook Balingup art collection;</b></li> <li><b>b. Identification of potential locations for the public to view the art collection; and</b></li> <li><b>c. The establishment of a process which ensures fair and equitable considerations of annual art acquisitions.</b></li> </ol> </li> <li><b>3. Write to Sue Dennis to thank her for the volunteer hours that were gifted to the Shire to provide an initial assessment and cataloguing of the Shire’s art collection.</b></li> </ol>



## **STRATEGIC ALIGNMENT**

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

Outcome	3.1	An engaged, supportive and inclusive community.
Strategy	3.1.1	Facilitate, encourage and support a diverse range of festivals, community events, arts, and cultural activities.
Action	3.1.1.2	Continue to encourage and support community-led events.

## **EXECUTIVE SUMMARY**

The Shire of Donnybrook Balingup has been asked to support The Colour Exhibition via an art acquisition process and to develop its arts collection. The Shire has budgeted for an arts award and art acquisition each financial year but has not used that funding since 2012-2013.

The renewed interest in community art generated by the Donnybrook Art and Craft Group via The Colour Exhibition has led to the Shire identifying the absence of an art register/collection, associated valuations, and policies that may guide art acquisition and collection management.

An opportunity has been presented by The Colour Exhibition to systematise the acquisition of art using an existing budget allocation and mobilising local art curatorial skills to develop an art collection that is accessible to the public.

## **BACKGROUND**

The second annual Colour Exhibition presented in Donnybrook in September 2020 led to a series of art related activities in partnership between key art stakeholders and the Shire's Community Development Team, including:

1. A recognition that the Shire of Donnybrook Balingup had an existing collection of unknown value and stored in various locations across the Shire asset base in places not accessible to the public;
2. Identification of an arts enthusiast and Shire resident, Sue Dennis, who demonstrated significant art curatorial experience and who agreed to volunteer time to the Shire to undertake an initial assessment and cataloguing of the Shire art collection (see attached report and 16 catalogue examples); and
3. An exploration of a systemised method of activating the unused arts acquisition budget within the Community Development team budget allocation.

On 18 March 2021, Claire Connolly wrote to the Chief Executive Officer seeking support from the Shire to implement an art acquisition process linked to the annual Colour Exhibition, that is presented by the Donnybrook Art and Craft Group Inc. and encouraging the Shire to develop its art collection. (Attachment 9.2.5(1)). The letter included a research summary attachment from the Australia Council for the Arts that highlights the importance of art in regional Australia. (Attachment 9.2.5(2)).

The Colour Exhibition is requesting the Shire commit to using its annual arts award and art acquisition budget allocation to purchase art that has been submitted by local Shire residents

as part of The Colour Exhibition held in October each year. They have suggested an annual amount of \$500 to \$1000 as a starting point in acquiring art. The Colour Exhibition 2021 theme is “Do you see what I see?” and is open to residents of the Bunbury-Geographe region.

## **FINANCIAL IMPLICATIONS**

The Shire have regularly allocated \$500, under General Ledger account number 113820, for an Arts Awards and Art Acquisition. This annual budget allocation has not been used since the 2012-2013 financial year when an allocation was made to Artjam. In anticipation of the request by The Colour Exhibition, an allocation of \$1000 has been recommended in the 2021-2022 draft Shire budget.

## **POLICY COMPLIANCE**

The Shire does not have policies relating to the acquisition of art, nor policies that relate to the management of a Shire art collection.

## **STATUTORY COMPLIANCE**

Not applicable.

## **CONSULTATION**

In May 2020, Sharon Williams, Art Curator at the City of Busselton, contacted the Shire to gather information about Local Governments in the southwest and the status of their art collections. This consultation revealed the lack of a Shire art register, or associated policies and the non-use of the Art Award and Art Acquisition budget.

Sue Dennis, volunteer art curator, and former employee at the Stirling Arts Centre in Bunbury was approached to undertake an initial assessment and cataloguing of the Shire’s art portfolio stored primarily in the Shire’s Administration building. (Refer attachments 9.2.5(3) and 9.2.5(4)).

Claire Connolly, Judith Morrissey and Colleen Castledine from The Colour Exhibition have held several discussions focused on further developing and growing The Colour Exhibition into a signature event to rival other significant art events in regional Western Australia.

## **OFFICER COMMENT/CONCLUSION**

Research from the Australia Council for the Arts highlights that people living in regional Australia are increasingly recognising the positive impacts of the arts on their daily lives and communities. The Shire has an emerging and vibrant art sector that is dynamic and willing to be innovative. They have forged strong connections with the business and tourism sectors in the Shire and are exploring ways to harness the energy created by the Donnybrook Artisan’s store, The Colour Exhibition, the Preston Valley Art Trail, and the most recent Donnybrook Apple Festival Open Studio Art trail.

The Shire has an opportunity to support The Colour Exhibition that is delivered annually through the Donnybrook Art and Craft Group Inc. The Colour Exhibition is open to residents of the Bunbury Geographe region; however, the Shire could limit its acquisition of art to artists who live in our Shire. In supporting The Colour Exhibition, the Shire has a responsibility to ensure that its own small, but important art collection is organised, valued, and presented in an accessible way to the public.

**Moved Cr Lindermann**

**Seconded Cr Newman**

- 1. Allocate the 2021/2022 Art Acquisition budget of up to \$1,000 to acquire an art item exhibited at The Colour Exhibition held in September 2021 and delivered by the Donnybrook Art and Craft Group Inc. in accordance with the following conditions of acquisition that the art item:**
  - a. Is assessed by The Colour Exhibition judging panel to be of an adequate standard and value;**
  - b. Was created by a local artist based in the Shire of Donnybrook Balingup; and**
  - c. Will be presented for public viewing, in an accessible place for one year, at the Donnybrook Community Library.**
  
- 2. Review the Curatorial Report and Recommendations provided by art volunteer, Sue Dennis, to assist in the development of an Arts Acquisition and Art Collection Policy that will support:**
  - a. The identification, valuation and cataloguing of the current Shire of Donnybrook Balingup art collection;**
  - b. Identification of potential locations for the public to view the art collection; and**
  - c. The establishment of a process which ensures fair and equitable considerations of annual art acquisitions.**
  
- 3. Write to Sue Dennis to thank her for the volunteer hours that were gifted to the Shire to provide an initial assessment and cataloguing of the Shire's art collection.**

**Amendment Cr Wringe Seconded Cr Atherton**

- 1. Allocate the 2021/2022 Art Acquisition budget of up to \$1,000 to acquire an art item exhibited at The Colour Exhibition held in September 2021 and delivered by the Donnybrook Art and Craft Group Inc. in accordance with the following conditions of acquisition that the art item:**
  - a. Is assessed by The Colour Exhibition judging panel to be of an adequate standard and value;**
  - b. Was created by a local artist based in the Shire of Donnybrook Balingup; and**

- c. Will be presented for public viewing, in an accessible place for one year, at the Donnybrook Community Library.**
- 2. Review the Curatorial Report and Recommendations provided by art volunteer, Sue Dennis, to assist in the development of an Arts Acquisition and Art Collection Policy that will support:**
  - a. The identification, valuation and cataloguing of the current Shire of Donnybrook Balingup art collection;**
  - b. Identification of potential locations for the public to view the art collection; and**
  - c. The establishment of a process which ensures fair and equitable considerations of art acquisition and divestment.**
- 3. Write to Sue Dennis to thank her for the volunteer hours that were gifted to the Shire to provide an initial assessment and cataloguing of the Shire's art collection.**

**CARRIED 6/2**

#### **COUNCIL RESOLUTION 137/21**

**Moved Cr Lindemann**

**Seconded Cr Newman**

**That Council:**

- 1. In order to support local arts development, acknowledge the 2021/2022 Art Acquisition budget of up to \$1,000 to acquire an art item exhibited at The Colour Exhibition held in September 2021 and delivered by the Donnybrook Art and Craft Group Inc. in accordance with the following conditions of acquisition that the art item:**
  - a. Is assessed by The Colour Exhibition judging panel to be of an adequate standard and value;**
  - b. Was created by a local artist based in the Shire of Donnybrook Balingup; and**
  - c. Will be presented for public viewing, in an accessible place for one year, at the Donnybrook Community Library.**
- 2. Review the Curatorial Report and Recommendations provided by art volunteer, Sue Dennis, to assist in the development of an Arts Acquisition and Art Collection Policy that will support:**
  - a. The identification, valuation and cataloguing of the current Shire of Donnybrook Balingup art collection;**
  - b. Identification of potential locations for the public to view the art collection; and**
  - c. The establishment of a process which ensures fair and equitable considerations of art acquisition and divestment.**

- 3. Write to Sue Dennis to thank her for the volunteer hours that were gifted to the Shire to provide an initial assessment and cataloguing of the Shire's art collection.**

**CARRIED 6/2**

**Cr Atherton requested his vote against be recorded.  
The Mover and Secunder agreed to a minor amendment to Resolution 1**

**Foreshadowed / Alternate Motion - Cr. Mitchell**

**That Council authorise the Chief Executive Officer to:**

**Write to Sue Dennis to thank her for the volunteer hours that were gifted to the Shire to provide an initial assessment and cataloguing of the Shire's art collection.**

**Ensure all art works, including photos, patchwork, sculptures etc, hanging or stored in buildings or open space owned by the shire is recorded by a photo. Discuss perceived ownership with the "keeper" of the building/open space.**

**Instruct the CEO to:**

**Identify potential locations for the public to view the art collection currently held and hang any works of value and to gift or sell remaining art work that is in storage.**

**LAPSED AS SUBSTANTIVE MOTION CARRIED**

## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 STRATEGIC COMMUNITY PLAN 2032

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	FNC 08/11J
<b>Author</b>	Maureen Keegan – Manager Executive Services
<b>Responsible Manager</b>	Ben Rose - Chief Executive Officer
<b>Attachments</b>	Draft Strategic Community Plan 2032
<b>Voting Requirements</b>	Absolute Majority

Recommendation
<p><b>That Council adopt the Shire of Donnybrook Balingup Strategic Community Plan 2032, as attached.</b></p> <p style="text-align: right;"><b><i>Absolute Majority Decision Required</i></b></p>

### STRATEGIC ALIGNMENT

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

Outcome	4.1	A strategically focussed, open and accountable local government.
Strategy	4.1.2	Continue to enhance communication and transparency
Action	4.1.2.1	Ongoing meaningful communication and engagement with residents, ratepayers and stakeholders.

### EXECUTIVE SUMMARY

In accordance with section 5.53 of the Local Government Act 1995, each Local Government is to undertake a major review of its Strategic Community Plan every fourth year (and a desktop review every other second year).

The Shire of Donnybrook Balingup Draft Strategic Community Plan 2032 has been developed following broad community consultation over an extended period and is presented to Council for consideration for approval.

### BACKGROUND

The *Local Government Act 1995* provides legislative requirements for planning for the future. The Integrated Planning and Reporting Framework was introduced by the State Government as part of the Local Government Reform Program in 2012/13. The Shire first developed its Strategic Community Plan in 2013, which underwent major reviews in 2017 and 2021 (present) and minor reviews in 2015 and 2020.

As the peak strategic planning document for the Shire, the Strategic Community Plan interlinks with many other corporate planning documents, such as:

- Long Term Financial Plan;
- Corporate Business Plan;
- Various Asset Management Plans;
- Workforce Plan;
- Reserves Fund Plan; and
- Borrowing Plan.

## **FINANCIAL IMPLICATIONS**

The Objectives established in the Strategic Community Plan do not bind the Council/Shire to any expenditure.

This major review of the Strategic Community Plan is expected to require an investment of \$25k.

## **POLICY COMPLIANCE**

There is no specific policy guidance on development of the Strategic Community Plan.

## **STATUTORY COMPLIANCE**

The following statutory provisions relate to the review of the Strategic Community Plan.

### ***Local Government Act 1995***

#### **5.56. Planning for the future**

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

### ***Local Government (Administration) Regulations 1996***

#### **19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.

- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.

*\*Absolute majority required.*
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

**19D. Public notice of adoption of strategic community plan**

- (1) If a strategic community plan is adopted, the CEO must —
  - (a) give local public notice that the plan has been adopted; and
  - (b) publish the plan on the local government’s official website.
- (2) If modifications to a strategic community plan are adopted, the CEO must —
  - (a) give local public notice that modifications to the plan have been adopted; and
  - (b) publish the modified plan on the local government’s official website.

## CONSULTATION

The Department of Local Government, Sport and Cultural Industries provides an Advisory Standard (2016) for local government Integrated Planning and Reporting. The minimum benchmark (‘Achieving’ standard) for public consultation in relation to the Strategic Community Plan is *“Community engagement involves at least 500 or 10% of community members, whichever is fewer, and is conducted by at least 2 documented mechanisms”*.

Consultation in relation to the major review of the Strategic Community Plan has been undertaken across an extended period, with a range of engagement methodologies:

- Market Community Perception Survey 2019 – 441 respondents
- Survey to community 2021 – 71 respondents
- Conversation Cafes and workshops 2021 – 137 participants



- Project and topic-specific surveys 2020-2021 – 1,018 responses
- TOTAL participation – 1,667 'engagements'.

It is recognised that the total figure of 1,667 will include duplicated numbers of community members, given that individual community members are likely to have participated in multiple consultation events. Additionally, in relation to project and topic-specific surveys, some responses are from respondents outside of this Shire.

### **OFFICER COMMENT**

The 2021 major review of the Shire of Donnybrook Balingup Strategic Community Plan has been undertaken with regard to regulatory requirements and State guidelines for such. Extensive consultation and community engagement has been undertaken through the major review process, including detailed Councillor consultation. To support the major review of the Strategic Community Plan, further review of the Shire's Corporate Business Plan is planned for later in 2021.

### **COUNCIL RESOLUTION 138/21**

**Moved Cr Wringe                      Seconded Cr Smith**

**That Council:**

**Adopt the Shire of Donnybrook Balingup Strategic Community Plan 2032, as attached.**

**CARRIED 7/1  
ABSOLUTE MAJORITY VOTE ATTAINED**

**10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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**10.1 COUNCILLOR**

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Nil.

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

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**12 MEETINGS CLOSED TO THE PUBLIC**

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**12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

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The confidential items were passed enbloc, the meeting was not closed to the public.

**12.1.1 REQUEST TO PURCHASE LOT 58 (70) SOUTH WESTERN HIGHWAY, DONNYBROOK (BENDIGO BANK) RECEIVED 21 JULY 2021**

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

(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.

**CARRIED 8/0 by En bloc Resolution**

**12.1.2 WORKS AND SERVICES BUSINESS UNIT REVIEW**

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

(a) a matter affecting an employee or employees.

**CARRIED 8/0 by En bloc Resolution**

**12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC**

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Nil.

**13 CLOSURE**

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The Shire President closed the meeting at 7:34pm and advised that the next Ordinary Council Meeting will be held on 22 September 2021 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.



# Local Emergency Management Committee Meeting Minutes

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Held on

Tuesday, 17 August 2021

**at 9.00am**

at Donnybrook SES  
80 Bentley St,  
Donnybrook WA 6239

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**Ben Rose**  
**Chief Executive Officer**

21 August 2021

## **Disclaimer**

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda may contain recommendations which have not yet been adopted by Council.

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# LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

17 August 2021

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# SHIRE OF DONNYBROOK BALINGUP

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### MINUTES

Held at Donnybrook SES - 80 Bentley St, Donnybrook WA  
on Tuesday, 17 August 2021 at 9.00am.

#### 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 8:59am.

#### 2 ATTENDANCE

##### 2.1 COMMITTEE MEMBERS

Organisation	Committee Member
Balingup Progress Association	Wendy Trow
Bushfire Service	Mick Zwart
Department of Biodiversity, Conservation and Attractions	Deb Peachey
Dept Fire and Emergency Services	Steve Ward
Shire of Donnybrook Balingup	Brian Piesse (Chairperson)
Shire of Donnybrook Balingup	Paul Robins (Senior Ranger)
Shire of Donnybrook Balingup	Jessie Cooper (Community Emergency Services Manager)
Shire of Donnybrook Balingup	Steve Potter (Director Operations)
Shire of Donnybrook Balingup	Johan Van Zyl (Principal Environmental Health Officer)
Shire of Donnybrook Balingup	James Jarvis (Local Recovery Coordinator, MCD)
St John Ambulance	Garry Davis (Proxy)
State Emergency Service	Julie Carrick
WA Country Health Service	Barry Moroney
Water Corporation	Mel Robertson
Water Corporation	Alf Read

## 2.2 APOLOGIES

Organisation	Committee Member
Bushfire Service	Max Walker (CBFCO)
DEMA	Vikram Cheema
Department of Communities	Hellen Hall
Department of Communities	Roma Boucher
Dept Fire and Emergency Services	Charlotte Powis
Dept Fire and Emergency Services	Leon Gardiner
Dept Fire and Emergency Services	Charlotte Powis
Dept Primary Industries & Regional Development	Tim Stevens
Donnybrook Hospital	Sally Shaw
Red Cross	Karen Edmeades
Shire of Donnybrook Balingup	Ben Rose (CEO)
St John Ambulance	Ian Telfer
Volunteer Fire and Rescue Service	Ben Anderson
WA Country Health Service	Lucy Murphy
WA Police	Matt Fogarty
Western Power	David McMillan

## 3 DECLARATIONS FROM THE PRESIDING MEMBER

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

Nil

## 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

Minutes from the previous meeting of the Local Emergency Management Committee held on 23 March 2021 are attached at *Attachment 5.1*.

**That the Minutes of the Local Emergency Management Committee Meeting held on 23 March 2021 be confirmed as a true and accurate record.**

**Moved:** M. Zwart

**Seconded:** S. Ward

**CARRIED 17/0**

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## **6 COMMITTEE MEMBER REPORTS**

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Committee members provided an update on their organisation, in regards 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. Submitted reports are included as an attachment and denoted below with a (w). Verbal reports are denoted with a (v).

1. WA Police (w) *The Report provided by WA Police is attached (attachment 6.1)*
2. Shire of Donnybrook Balingup
  - a. Shire President (v)
  - b. Community Emergency Services Manager (v)
  - c. Local Recovery Coordinator (v)
3. State Emergency Service (v)
4. Department of Biodiversity, Conservation & Attractions (v)
5. WA Country Health Service (v)
6. Water Corporation (v)
7. District Emergency Management Advisor (w) *The Report provided by the District Emergency Management Advisor is attached (Attachment 6.7). The Terms of Reference proposed within the Report will be presented for consideration at the next LEMC meeting.*
8. Donnybrook Fire & Rescue (w) *The Report provided by Donnybrook Fire and Rescue is attached (Attachment 6.8)*
9. Department of Fire and Emergency Services (v)
10. Balingup Progress Association (v)

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## **7 GENERAL BUSINESS**

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The Chairperson, Councillor Piesse, requested that Hall & Prior (Tuia Lodge) be contacted and invited to attend future LEMC Meetings.

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## **9 CLOSURE OF MEETING**

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

The Chairperson declared the meeting closed at 9:48am

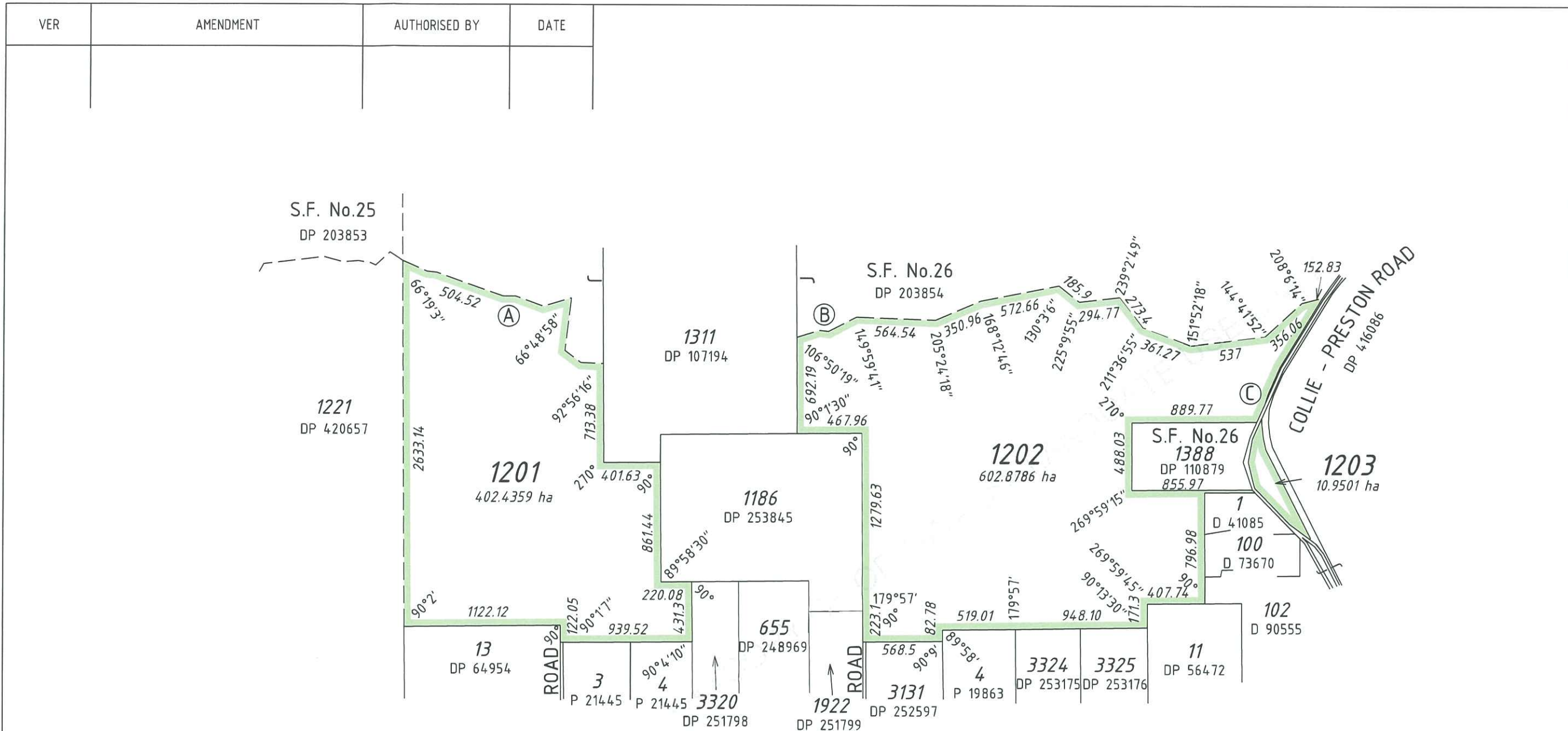


## DPLH Crown Land List 356

<b>Address</b>	<b>Lot 501 Nieuwenhuyze Road, BRAZIER WA 6251</b>
<b>Plan No.</b>	<b>DP62382</b>
<b>Reserve No.</b>	<b>N/A – Unallocated Crown Land</b>
<b>Size</b>	3.4848 ha (34,848m <sup>2</sup> )
<b>Description</b>	Approximately 5km west of the Kirup townsite along Upper Capel Road. Located on the southern side of the intersection of Nieuwenhuyze Road and Upper Capel Road in Brazier
<b>Boundaries</b>	<ul style="list-style-type: none"> <li>• Nieuwenhuyze Road and Upper Capel Road to the north; and</li> <li>• Privately owned land to the east, west and south.</li> </ul>
<b>Proposed Tenure</b>	Freehold
<b>MO Details</b>	N/A
<b>LPS7 Zoning</b>	General Agriculture
<b>LPS7 Other</b>	N/A
<b>Topography</b>	Relatively steep, sloping upward from the north-west (205 AHD) to the south-east (240 AHD).
<b>Other</b>	Western portion of land is densely vegetated and the property is wholly within the designated bushfire prone area.
<b><i>Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?</i></b>	See Council Resolution.
<b><i>Does the Shire have any interest in the land?</i></b>	No formal interest other than its context within the Strategic and Statutory frameworks of Council.
<b><i>Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.</i></b>	The Shire has no known or planned infrastructure within the lot.
<b><i>Is the land parcel subject to any mandatory connection to services?</i></b>	Under LPS7 a water supply is required. Where reticulated water is not available for dwellings, minimum potable water supply of 120,000 litres required in addition to water supply for fire-fighting purposes. Where reticulated sewer not available, on-site sewer system required to comply with Health Act and Government Sewer Policy.

	Appropriate legal and practical vehicular access to be established by landowner/applicant
<b><i>Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?</i></b>	N/A
<b><i>Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?</i></b>	The land is zoned 'General Agriculture' and surrounded by other 'General Agriculture' zoned land.
<b><i>Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?</i></b>	<p>The Shire is working towards reviewing the Local Planning Strategy and Local Planning Scheme based on the instructions given by the WAPC in October 2020. Subject to Council's future decision on budgeting, resourcing and project prioritisation, it is anticipated that the review of the Strategy and Scheme will commence mid to end of 2021.</p> <p>The review of the Strategy and Scheme may or may not result in changes to the subject land in relation to development and land use parameters.</p>
<b><i>Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).</i></b>	Unknown.
<b><i>Please provide any additional comments on the proposed transfer of this land as part of the Settlement.</i></b>	See Council Resolution.

HELD BY LANDGATE  
IN DIGITAL FORM ONLY



LOT	FORMER TENURE	ON PLAN/DIA	TITLE
1201	Pt S.F. No. 26	DP 203854	
1202	Pt S.F. No. 26	DP 203854	
1203	Pt S.F. No. 26	DP 203854	

TYPE PURPOSE		CROWN SUBDIVISION		FORMER TENURE		SCALE @A3: ALL DISTANCES ARE IN METRES 1:30000		IN ORDER FOR DEALINGS		SUBJECT TO	
PLAN OF LOTS 1201 - 1203				SEE TABLE				SUBJECT TO SURVEY NOT FOR ALIENATION PURPOSES		FOR AUTHORIZED LAND OFFICER DATE	
DISTRICT WELLINGTON		TOWNSITE -		REFERENCE DPLH FILE: 01248-2020 JOB: 132220 S.F.No.26 FB 99036740						LODGED DATE 02/06/2021 FEE PAID N/A ASSESS No. N/A	
TRIM FILE 05208-2020		LOCALITY GLEN MERVYN / YABBERUP / MUMBALLUP		INDEX SEE SMARTPLAN		SURVEY FIRM LANDGATE - F. FANG DATE 01-06-2021		AUTHORIZED LAND OFFICER DATE		SHEET 1 OF 2 VERSION 1	

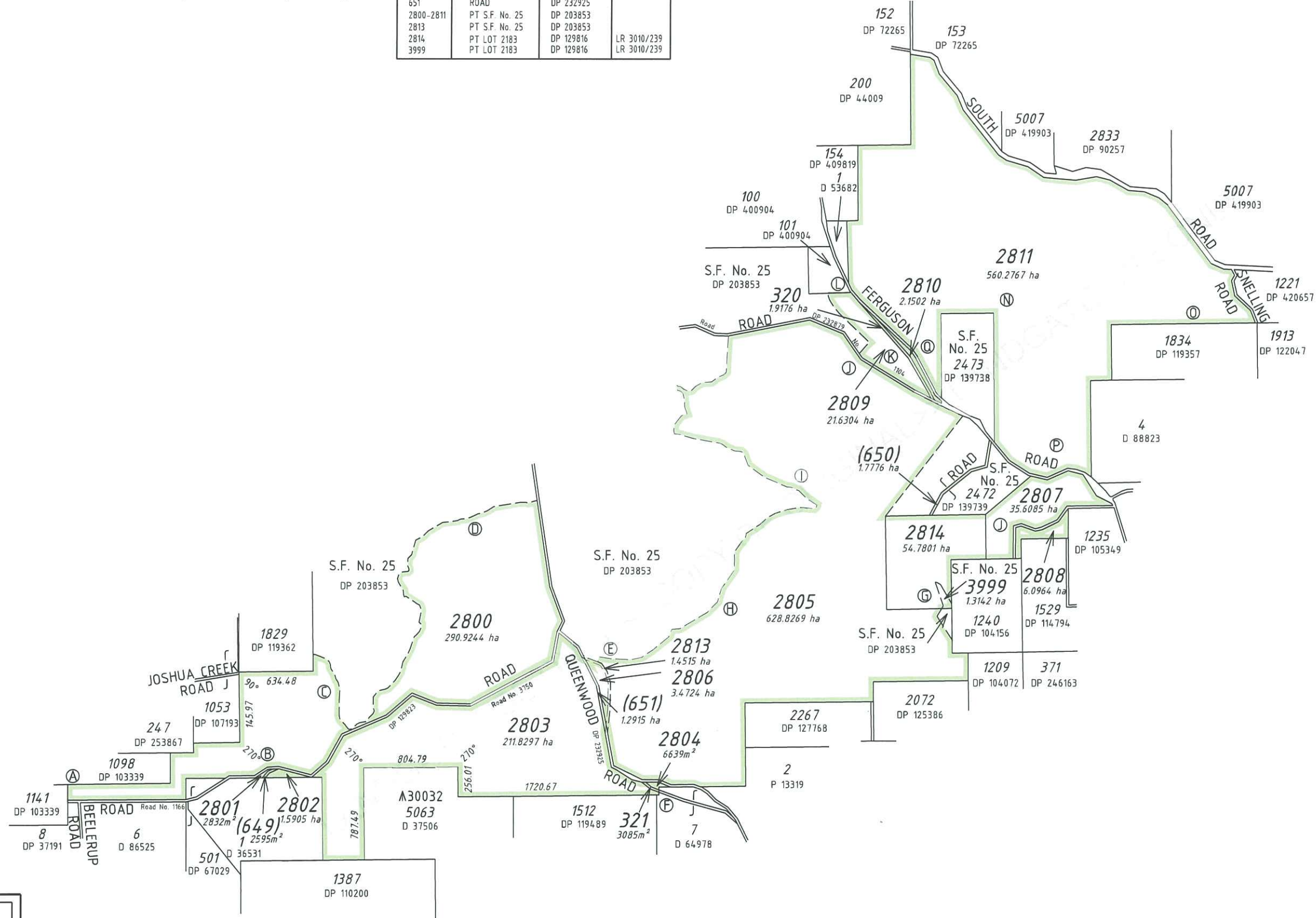


DEPOSITED PLAN  
**420655**



VER	AMENDMENT	AUTHORISED BY	DATE

LOT	FORMER TENURE	ON PLAN/DIA	TITLE
320	CLOSED ROAD	DP 211629	
321	CLOSED ROAD	DP 210417	
649	ROAD	DP 134383	
650	ROAD	DP 139739	
651	ROAD	DP 232925	
2800-2811	PT S.F. No. 25	DP 203853	
2813	PT S.F. No. 25	DP 203853	
2814	PT LOT 2183	DP 129816	LR 3010/239
3999	PT LOT 2183	DP 129816	LR 3010/239



TYPE	CROWN
PURPOSE	SUBDIVISION

PLAN OF  
**LOTS 320, 321, 2800 - 2811, 2813, 2814, 3999 & DEDICATED ROAD (649-651)**

DISTRICT	WELLINGTON	FORMER TENURE	SEE TABLE
TOWNSITE	05209-2020		
TRIM FILE	05209-2020		
LOCAL AUTHORITY	SHIRE OF DARDANUP & SHIRE OF DONNYBROOK - BALLINGUP		
LOCALITY	WELLINGTON FOREST, QUEENWOOD & BEELERUP		

ON	REFERENCE
SEE SMARTPLAN	DPLH FILE: 01248-2000 JOB: 132220

SCALE @A2: ALL DISTANCES ARE IN METRES	1:25000	0 250 500 750 1000 1250
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**SUBJECT TO SURVEY  
 NOT FOR ALIENATION PURPOSES**

SURVEY FIRM	LANDGATE - N. MARZAL
DATE	01-06-2021

LODGED	TYPE OF VALIDATION	
DATE: 02/06/2021	FULL AUDIT: M.S. 02/06/2021	
FEE PAID: N/A	LEGAL COMPONENT: CERTIFIED CORRECT	
ASSESS No: N/A	Lead Consultant: Graphic Services	

SUBJECT TO  
 IN ORDER FOR DEALINGS  
 FOR AUTHORISED LAND OFFICER: *W. Hill* DATE: 02/06/2021

APPROVED  
 AUTHORIZED LAND OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_



DEPOSITED PLAN  
**420656**  
 SHEET 1 OF 9 VERSION 1

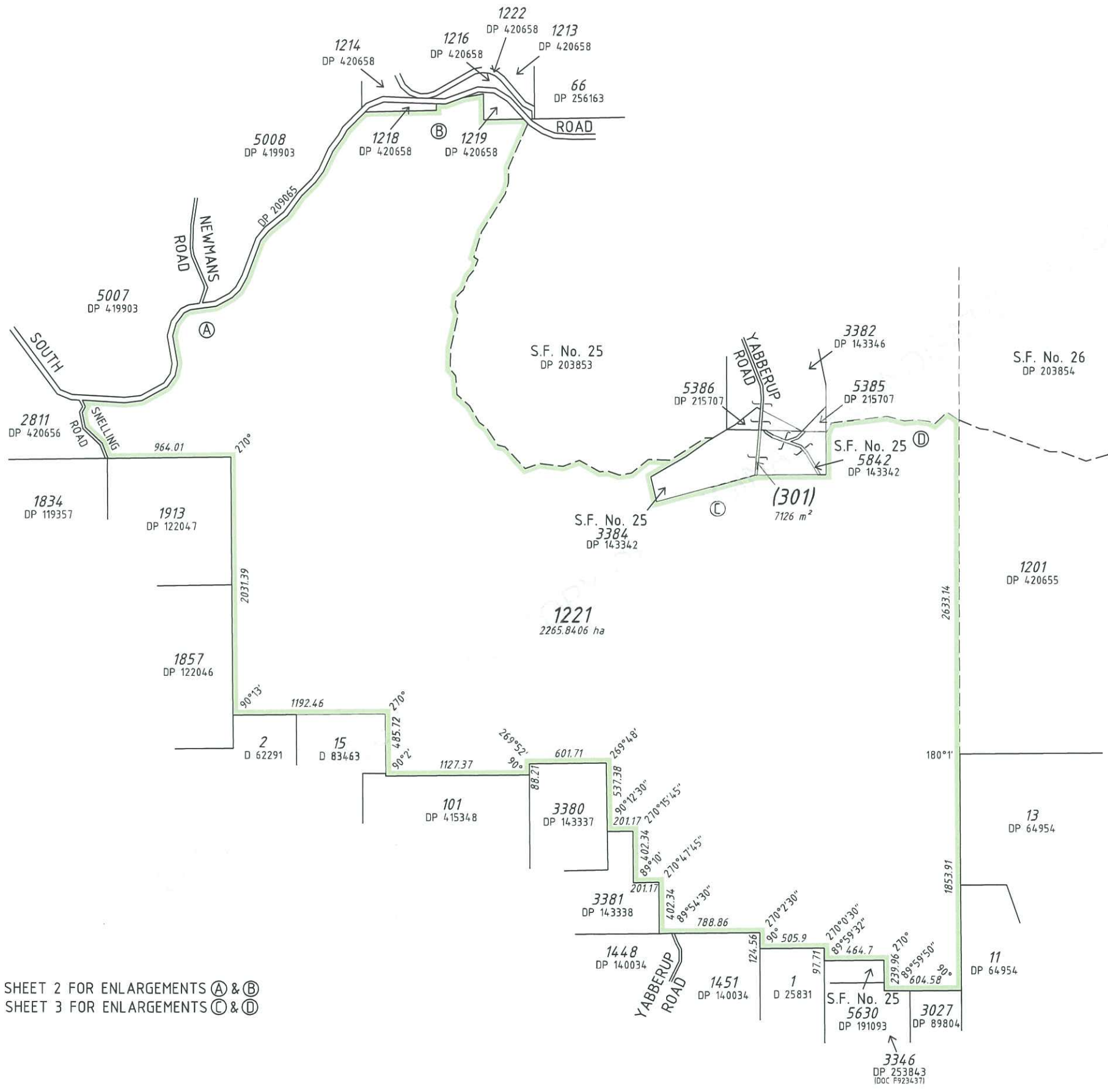
HELD BY LANDGATE  
 IN DIGITAL FORM ONLY

BOUNDARY DATA SUPPLIED BY DPLH (OCTOBER 2020)  
 ROADS ARE PARALLEL UNLESS OTHERWISE DEFINED  
 ENLARGEMENTS (A) & (B) SEE SHEET 2  
 ENLARGEMENTS (C) & (D) SEE SHEET 3  
 ENLARGEMENTS (E) & (F) SEE SHEET 4  
 ENLARGEMENTS (G) & (H) SEE SHEET 5  
 ENLARGEMENT (I) SEE SHEET 6  
 ENLARGEMENTS (J) & (K) SEE SHEET 7  
 ENLARGEMENTS (L) & (M) SEE SHEET 8  
 ENLARGEMENTS (N) & (O) SEE SHEET 9  
 VALUES OF ANGLES HAVE BEEN OMITTED FROM THIS PLAN WHERE BOUNDARIES COMPRISING MERIDIANS OF LONGITUDE AND PARALLELS OF LATITUDE INTERSECT

VER	AMENDMENT	AUTHORISED BY	DATE

LOT	FORMER TENURE	ON PLAN/DIA	TITLE
301	ROAD	DP 143342	
1221	Pt. S.F. No. 25	DP 203853	

TYPE	CROWN
PURPOSE	SUBDIVISION



PLAN OF  
**LOT 1221 AND DEDICATED ROAD (LOT 301)**

DISTRICT	WELLINGTON	FORMER TENURE	SEE TABLE
TRIM FILE	05210-2020		
LOCAL AUTHORITY	SHIRE OF DONNYBROOK - BALUNGUP SHIRE OF DARDANUP		
LOCALITY	WELLINGTON FORREST / YABBERUP		

ON	SEE SMARTPLAN	REFERENCE	S.F. 25 - DP 203853 DPLH FILE: 01248-2000 JOB: 132220
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SCALE @A2: ALL DISTANCES ARE IN METRES	1:25,000	0 250 500 750 1000 1250
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SUBJECT TO SURVEY  
NOT FOR ALIENATION PURPOSES

SURVEY FIRM	LANDGATE - M. SULLIVAN DATE - 01-06-2021
-------------	---

LODGED	TYPE OF VALIDATION	
DATE 02/06/2021	FULL AUDIT NM 02/06/2021	
FEE PAID	LEGAL COMPONENT	
N/A	CERTIFIED CORRECT	
ASSESS No.	Lead Consultant	
N/A	Graphic Services	

IN ORDER FOR DEALINGS  
SUBJECT TO  
*[Signature]* 02/06/2021  
FOR AUTHORISED LAND OFFICER DATE

APPROVED  
AUTHORISED LAND OFFICER DATE



DEPOSITED PLAN  
**420657**  
SHEET 1 OF 3 VERSION 1

HELD BY LANDGATE  
IN DIGITAL FORM ONLY

SEE SHEET 2 FOR ENLARGEMENTS (A) & (B)  
SEE SHEET 3 FOR ENLARGEMENTS (C) & (D)

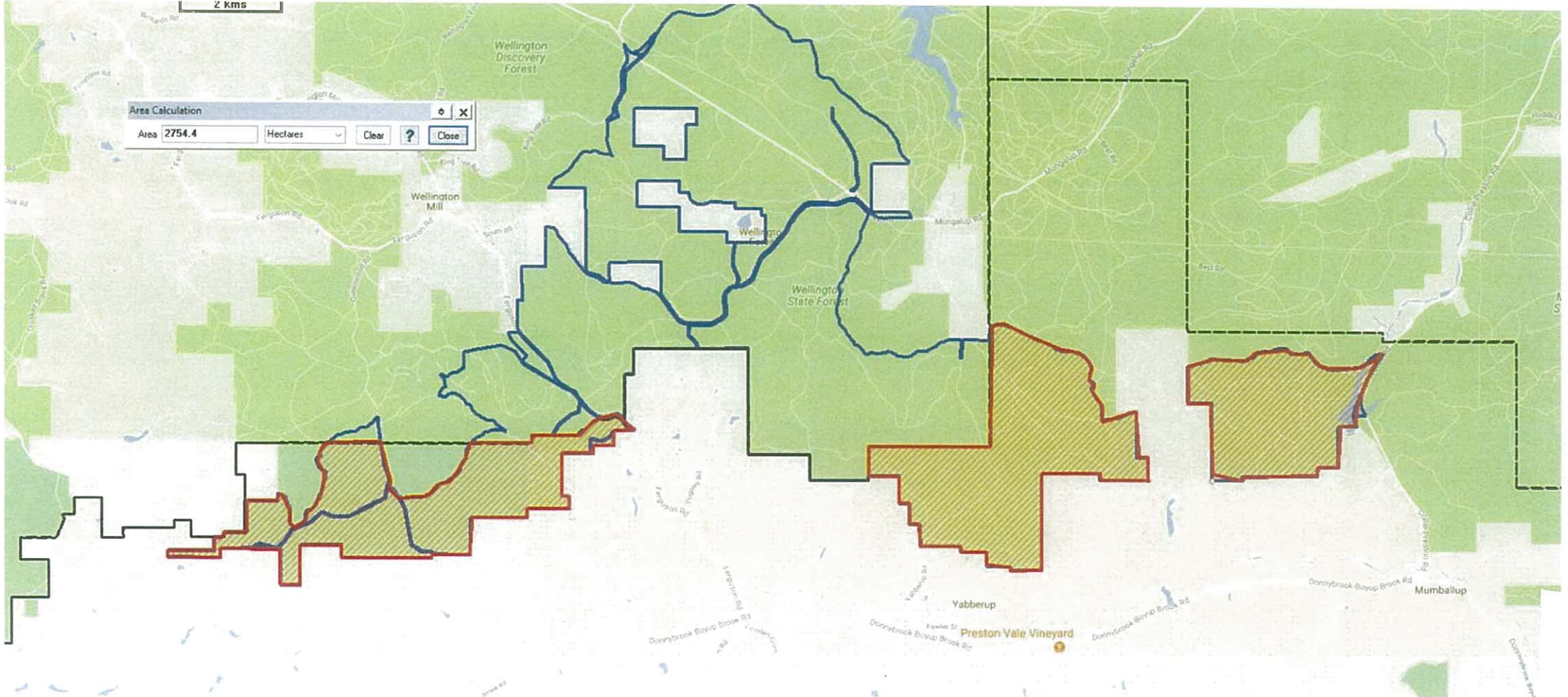
BOUNDARY DATA SUPPLIED BY DPLH (OCTOBER 2020)



2 kms

Area Calculation

Area	2754.4	Heclares	Clear	?	Close
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Dooybrook-Boyrup Brook Rd

Dooybrook-Boyrup Brook Rd

Dooybrook-Boyrup Brook Rd

Dooybrook-Boyrup Brook Rd

Mumballup

Yabberup

Preston Vale Vineyard

Wellington Discovery Forest

Wellington Mill

Wellington

Wellington State Forest

Mungah Rd

Coopers Rd

**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 22 SEPTEMBER 2021**  
**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
EFT22343c	SG FLEET AUSTRALIA PTY LIMITED	LEASE EXPENSES FOR CESM VEHICLE 09/08/2021 - 08/09/2021	\$	1,617.62	
EFT22344	BUILD & CONST IND TRAINING FUND	BCITF LEVY COLLECTIONS - JULY 2021	\$	1,881.26	
EFT22345	DEPT OF MIRS - BUILD COMMISSION	BSL LEVY COLLECTIONS - JULY 2021	\$	1,433.95	
EFT22346	GLORIA DAWN SIMMONS	PRESTON VILLAGE - REPAYMENT OF LEASE	\$	215,435.70	
EFT22347	ALFS MACHINERY PTY LTD	MISC SMALL GOODS & SERVICES FOR JULY 2021	\$	285.00	
EFT22348	AUSTRALIAN SERVICES UNION - WA	PAYROLL DEDUCTIONS	\$	51.80	
EFT22349	AUST COMMS & MEDIA AUTHORITY	LAND MOBILE SYSTEM & FIXED POINT TO POINT LICENCE 2021/22	\$	354.00	
EFT22350	ALL-TECH PLUMBING	VARIOUS SITES - BACK FLOW DEVICE TESTING & 1 X INSTALLATION	\$	4,426.40	
EFT22351	WINC AUSTRALIA PTY LTD	STATIONERY ORDER - AUGUST 2021	\$	495.12	
EFT22352	A & R MACHINERY	DB193 & DB606 TRACTOR MOWERS - REPLACEMENT BLADES	\$	1,221.00	
EFT22353	ACTIVTEC SOLUTIONS	TUIA LODGE - BED CONTROL BOX & CORDED REMOTE	\$	1,258.50	
EFT22354	ALTUS GROUP CONSULTING PTY	VC MITCHELL PARK - QUANTITY SURVEYING CONSULTANT SERVICES	\$	4,235.00	
EFT22355	BOC LIMITED	TUIA LODGE - OXYGEN CYLINDER PERIOD 29/05/2021 TO 28/07/2021	\$	471.39	
EFT22356	BDA TREE LOPPING	TREE DAMAGE STORM CLEAN UP & MTHLY TREE PRUNING JUL 2021	\$	20,493.00	
EFT22357	BP SERVICE STATION	BFB & ADMIN FUEL PURCHASES - JULY 2021	\$	800.48	
EFT22358	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING JULY 2021	\$	224.08	
EFT22359	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - JULY 2021	\$	2,242.80	
EFT22360	AMANDA BLOWER	RATES REFUND	\$	2,101.18	
EFT22361	KALLEE MAY BURKETT	PART REFUND 3YR DOG REGISTRATION - STERILISED	\$	77.50	
EFT22362	CLIFFORD AUTO REPAIRS	DB252 PEHO & DB009 DCC - STANDARD VEHICLE SERVICING	\$	678.71	
EFT22363	CENTRAL REGIONAL TAFE	TRAINING COURSE EXPENSES FOR PART TIME RANGER	\$	413.70	
EFT22364	CLEANAWAY	REFUSE COLLECTION - JULY 2021	\$	20,446.08	
EFT22365	C.E.M ALLIANCE PTY LTD	LOWDEN & KIRUP BFBS - BREAK IN REPAIRS & INST SENSOR LIGHT	\$	11,761.31	
EFT22366	LYNNE KATHERINE CLARK	PART REFUND LIFETIME DOG REGISTRATION - STERILISED	\$	100.00	
EFT22367	DONNYBROOK NEWSAGENCY	ADMIN - PUBLICATIONS SUPPLIED FOR JULY 2021	\$	22.30	
EFT22368	DONNYBROOK FRUIT BARN	FLOWERS FOR BEREAVEMENT	\$	34.00	
EFT22369	DBK & DISTRICTS PLUMBING SERVICE	INSTALL HOT WATER AT BLN DEPOT, MISC BLOCKAGES & REPAIRS	\$	2,866.60	
EFT22370	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LIB - SHARED OPERATING EXP JUL 21 & GILLIANA DONATION	\$	1,747.88	
EFT22371	DELL FINANCIAL SERVICES PTY LTD	LEASE EXPENSES 01/09/2021 - 30/09/2021	\$	821.46	
EFT22372	STAFF REIMBURSEMENTS	REIMBURSEMENT OF 1 YRS DRIVERS LICENCE EXPENSES	\$	44.05	
EFT22373	DBCEC (WA) PTY LTD	DRY HIRE DIGGER FOR DRAIN MAINTENANCE WORKS (YABBERUP)	\$	1,496.00	
EFT22374	DEPT OF BCA	DWMF - LEASE 911/97 WASTE DISPOSAL SITE RENT 2021/22	\$	220.00	
EFT22375	DEPT OF FIRE AND EMERG SERVICES	2021/22 ESL 1ST QUARTER CONTRIBUTION	\$	93,173.10	
EFT22376	JODIE MICHELLE FLOWERS	RATES REFUND	\$	408.71	
EFT22377	GARMIN	GARMEN MESSENGER & GPS DEVICE 14/08/2021 - 13/09/2021	\$	60.00	
EFT22378	CATHERINE FRANCES GODDARD	DBK REC CTR - GROUP FITNESS INSTRUCTOR EXPENSES - JULY 2021	\$	420.00	
EFT22379	JENNY GERDEI	BOND REFUND - SOUTH WEST TOURING CAR CLUB INC	\$	1,100.00	
EFT22380	COVERT SIGNS	W&S - ROAD SIGNAGE	\$	102.30	
EFT22381	SKIPPERS PLUMBING SERVICES	TUIA LODGE - FIX LEAK IN ROOM 14 TOILET	\$	78.38	

**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 22 SEPTEMBER 2021**  
**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
EFT22382	HAYS SPECIALIST RECRUITMENT	PEOPLE & CULTURE COORDINATOR - W/E 08/08 & 15/08/2021	\$	4,189.36	
EFT22383	JONNO'S HANDYMAN AND CARPENTRY	WELL AGED UNITS - GROUNDS MAINTENANCE	\$	759.25	
EFT22384	JACKSON MCDONALD	TUIA LODGE - SALE & LEASE AGREEMENT PROFESSIONAL SERVS	\$	320.10	
EFT22385	JIGSAW SIGNS & PRINT	VC MITCHELL COMMUNITY FORUM - DISPLAY PANELS	\$	550.00	
EFT22386	LIVING SPRINGS	ADMIN - BOTTLED WATER	\$	92.00	
EFT22387	LOCAL GOV PROFESSIONALS AUST	LG PROFESSIONALS - ANNUAL MEMBERSHIP - DIRECTOR OPS	\$	531.00	
EFT22388	METAL ARTWORK CREATIONS	ADMIN - NAME BADGES FOR NEW STAFF	\$	48.40	
EFT22389	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - MAY 2021	\$	2,104.36	
EFT22390	MESSAGES ON HOLD AUSTRALIA P/L	QUARTERLY PHONE MESSAGE SERVICE 20/08/2021 TO 19/11/2021	\$	421.80	
EFT22391	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE 16/08/2021 - 15/09/2021	\$	36.30	
EFT22392	MILLINDI ENTERPRISES	PREPARE & DELIVER DRAFT APPLICATION TO TIDY TOWNS AWARDS	\$	400.00	
EFT22393	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - SPRINGWATER BOTTLES	\$	99.65	
EFT22394	NISBETS AUSTRALIA PTY LTD	TUIA LODGE - KITCHEN EQUIPMENT - BACK ORDER	\$	26.63	
EFT22395	OFFICEWORKS	ADMIN - TONER CARTRIDGES	\$	209.00	
EFT22396	BLACKWOODS	DB799 TRUCK - REPLACEMENT HEADLAMP	\$	126.40	
EFT22397	PRESTON PRESS	MONTHLY SHIRE CONNECT DOUBLE PAGE FEATURE - AUGUST 2021	\$	440.00	
EFT22398	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$	169.84	
EFT22399	PRESTON VALLEY MAINTENANCE	BUILDING & INFRASTRUCTURE REPAIRS & MAINT FOR AUG 2021	\$	4,815.40	
EFT22400	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK CONFECTIONERY & SNACK SUPPLIES	\$	389.05	
EFT22401	DANIELLE MARGARET PESCI	DBK REC CTR - AQUA CLASS INSTRUCTOR EXPENSES - AUG 2021	\$	50.00	
EFT22402	HOLCIM (AUSTRALIA) PTY LTD	CUNDINUP - KIRUP RD - ROAD AGGREGATE	\$	1,264.88	
EFT22403	RED DOT STORES	BLN LIBRARY - BINS FOR RECYCLING PROJECT	\$	60.00	
EFT22404	RIVERSEA PAINTING	LANGLEY VILLAS UNIT 5 - INTERNAL PAINTING	\$	2,240.00	
EFT22405	KATHLEEN BARBARA RADFORD	RATES REFUND	\$	668.13	
EFT22406	SPORTSMARINE	DBK REC CTR - STAFF RASH SHIRTS	\$	135.00	
EFT22407	STALEY FOOD & PACKAGING	ADMIN - CLEANING SUPPLIES	\$	503.03	
EFT22408	SOUTH WEST PERSONNEL	CONTRACT ENVIRONMENTAL OFFICER - W/E 06/08, 13/08 & 20/08/2021	\$	3,465.00	
EFT22409	SOUTH WEST OFFICE NATIONAL	STATIONERY - ORGANISER CABINET	\$	45.90	
EFT22410	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	2,736.89	
EFT22411	TOLL TRANSPORT PTY LTD	MISC FRIEGHT EXPENSES	\$	72.74	
EFT22412	STAFF REIMBURSEMENTS	REIMBURSE EWP LICENCE RENEWAL & PHOTO EXPENSES	\$	72.95	
EFT22413	THE PRINT SHOP BUNBURY	2021/22 FIRE BREAK ORDERS	\$	2,633.00	
EFT22414	LANDGATE	VALUATION SERVICES	\$	194.17	
EFT22415	EARTH 2 OCEAN COMMUNICATIONS	DBK REC CTR - HAND HELD RADIO SETS	\$	958.00	
EFT22416	VOGUE FURNITURE	ADMIN - OFFICE CHAIRS	\$	1,050.00	
EFT22417	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$	6,196.75	
EFT22418	SYNERGY	ELECTRICITY EXPENSES	\$	11,820.04	
EFT22419	MACHINERY WEST	SMALL PLANT - DIAPHRAGM	\$	20.42	
EFT22420	WA LASER ENGRAVING	GOODS SHED - COMMEMORATIVE & INFORMATION PLAQUES	\$	480.00	



**SHIRE OF DONNYBROOK/BALINGUP**  
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**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description	Municipal	Trust
EFT22421	WILLSHER ROOFING PTY LTD	PRESTON VILL - SUPPLY & FIT NEW BOX GUTTER TO UNITS 6 & 7	\$	1,969.00
EFT22421a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 25/08/2021	\$	126,598.30
EFT22422	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 08/09/2021	\$	1,365.69
EFT22423	WINC AUSTRALIA PTY LTD	STATIONERY ORDER - AUGUST 2021 - BACK ORDER	\$	715.89
EFT22424	ALLENS TRAFFIC MANAGEMENT	THOMSON BROOK - TRAFFIC MGMT FOR DRAIN MAINT WORKS	\$	3,700.40
EFT22425	ASK WASTE MANAGEMENT	LANDFILL CLOSURE MANAGEMENT PLAN - PROFESS SERVICES	\$	6,770.50
EFT22426	ABCO PRODUCTS PTY LTD	P&G - CLEANING PRODUCTS FOR PUBLIC CONVENIENCES	\$	1,473.18
EFT22427	ACTIVE DISCOVERY	APPLE FUND PARK REVITILISATION - PROGRESS PAYMENT	\$	385,000.00
EFT22428	BUNNINGS GROUP LIMITED	DB112 W&S UTE - STORAGE CRATES	\$	93.10
EFT22429	BUILD & CONST IND TRAINING FUND	BCITF LEVY COLLECTIONS - AUGUST 2021	\$	665.25
EFT22430	BALINGUP LIQUOR & GENERAL STORE	VARIOUS BFB'S - FUEL & MISC SMALL PURCHASES	\$	217.09
EFT22431	BP SERVICE STATION	MGNT DBK TRANSIT PARK - JULY 2021	\$	3,003.00
EFT22432	BROOKS HIRE SERVICE PTY LTD	HIRE OF MULTI TYRE ROLLER FOR MAINTENANCE GRADING	\$	6,043.84
EFT22433	BARK ENVIRONMENTAL PTY LTD	W&S - GREEN CARD TRAINING FOR 7 STAFF	\$	1,085.01
EFT22434	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$	436.74
EFT22435	CITY & REGIONAL FUELS	DIESEL EXPENSES - AUGUST 2021	\$	18,058.37
EFT22436	CLEANAWAY	BLN TRFR STN - CLEAR WASTE & RECYCLING SKIP BINS - AUG 21	\$	1,635.82
EFT22437	CORSIGN WA	W&S - SCHOOL WARNING SIGN	\$	74.80
EFT22438	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICALS	\$	330.00
EFT22439	DONNYBROOK HARDWARE & GARDEN	MISC SMALL GOODS & SERVICES - AUGUST 2021	\$	462.61
EFT22440	DONNYBROOK FRUIT BARN	CATERING SERVICES FOR TRAINING & MEETINGS - AUGUST 2021	\$	465.00
EFT22441	DONNYBROOK TYRE SERVICE	DB631 PBS UTE - REPLACE REAR TYRES	\$	80.00
EFT22442	DONNYBROOK FARM SERVICE	DBK REC CTR - POOL CHEMICALS, W&S - GOODS FOR AUG 2021	\$	1,934.89
EFT22443	SUPA IGA DONNYBROOK	ADMIN - MORNING TEA GROCERIES	\$	680.99
EFT22444	DBK ARTS & CRAFT GROUP INC	CONTRIBUTION TO JUL 21 SCHOOL HOLIDAY ART & CRAFT PROGRAM	\$	200.00
EFT22445	DATA#3	2021/22 FULLGUARD FIREWALL FOR DEPOT IT	\$	820.62
EFT22446	DEPT OF MIRS - BUILD COMMISSION	BSL LEVY COLLECTIONS - AUGUST 2021	\$	4,107.19
EFT22447	DE LAGE LANDEN PTY LTD	LEASE EXPENSES 22/07/2021 - 21/08/2021	\$	670.12
EFT22448	LYNDA DRYSDALE	UNCLAIMED WAGES	\$	219.74
EFT22449	ENGIE MECHANICAL SERVICES (WA)	DBK REC CTR - EMERG REPAIR POOL HEATER & MAINT KITCH FAN	\$	3,920.30
EFT22450	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$	154.56
EFT22451	SUEZ RECYCLING & RECOVERY P/L	PROCESSING OF RECYCLABLES - AUG 2021	\$	3,893.11
EFT22452	JR & A HERSEY PTY LTD	W&S - PERSONAL CONSUMABLE PROTECTIVE EQUIPMENT	\$	1,364.01
EFT22453	HASTIE WASTE PTY LTD	DWMF & BLN TRFR STN MANAGEMENT - AUG 2021	\$	13,915.33
EFT22454	SKIPPERS PLUMBING SERVICES	BLN COMMUNITY CTR - REPAIRS TO TOILET FACILITIES	\$	319.00
EFT22455	JOHN E HALLAM	DBK CEMETERY - REPAIR ENTRANCE GATE PILLAR AND WALL	\$	1,800.00
EFT22456	HAYS SPECIALIST RECRUITMENT	PEOPLE & CULTURE COORDINATOR - W/E 22/08 & 29/08/2021	\$	2,976.65
EFT22457	SOUTH WEST ISUZU	DB799 TRUCK - REPLACEMENT FUEL CAP	\$	106.63
EFT22458	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE TO WORKS OVERSEER - AUG 2021	\$	80.00

**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 22 SEPTEMBER 2021**  
**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
EFT22459	WESFARMERS KLEENHEAT GAS P/L	DBK HALL & BLN HALL - GAS FACILITY FEES	\$	62.70	
EFT22460	LIVING SPRINGS	ADMIN - BOTTLED WATER	\$	23.00	
EFT22461	LGISWA	BEELERUP & FERNDAL BFB'S - 2021/22 PROPERTY INSURANCE	\$	235.32	
EFT22462	LGIS BROKING	TUIA LODGE - 2021/22 MEDICAL MALPRACTICE LIABILITY	\$	7,160.55	
EFT22463	METAL ARTWORK CREATIONS	ADMIN - NEW STAFF NAME BADGES	\$	48.40	
EFT22464	MCLEODS BARRISTERS & SOLICITORS	PROFESSIONAL SERVICES - UNAUTHORISED DEVELOPMENT	\$	4,349.64	
EFT22465	MJB INDUSTRIES PTY LTD	VC MITCHELL PARK BORE - 1200 x 1200 SUMP	\$	693.00	
EFT22466	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - AUGUST 2021	\$	448.71	
EFT22467	MICROSOFT REGIONAL SALES	MICROSOFT EMAIL SERVICE 26/07/2021 - 25/08/2021	\$	913.40	
EFT22468	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - BOTTLED SPRINGWATER	\$	124.25	
EFT22469	OFFICEWORKS	ADMIN - STATIONERY - AUGUST 2021	\$	1,180.71	
EFT22470	PRESTON VALLEY IRRIGATION	ANNUAL FIXED WATER RATES 2021/22	\$	4,560.00	
EFT22471	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK ICE CREAM SUPPLIES	\$	178.55	
EFT22472	PRESTON POWER EQUIPMENT	MISC SMALL GOODS AND SERVICES FOR AUGUST 2021	\$	522.00	
EFT22473	ROYAL LIFE SAVING	DBK REC CTR - STAFF POOL LIFEGUARD REQUALIFICATIONS	\$	1,272.00	
EFT22474	STAFF REIMBURSEMENTS	REIMBURSE INTERNET EXPENSES FOR SEPTEMBER 2021	\$	39.95	
EFT22475	REPCO - DONNYBROOK	MISC SMALL GOOD AND SERVICES FOR AUGUST 2021	\$	184.56	
EFT22476	SPRINT EXPRESS	FREIGHT - 1 X CARTON FROM BUNBURY TRUCKS	\$	13.20	
EFT22477	SOUTHERN LOCK & SECURITY	DBK GOODS SHED - CUT AND SUPPLY KEYS	\$	474.75	
EFT22478	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - AUGUST 2021	\$	1,946.87	
EFT22479	SPOTLIGHT PTY LTD	BLN LIBRARY - MINI MEDIEVAL CARNIVALE STALL DECORATIONS	\$	84.30	
EFT22480	SOUTH WEST SEPTICS	BLN PUBLIC CONVENIENCES - EMPTY TANKS & BAFFLES	\$	1,570.00	
EFT22481	SCOPE BUSINESS IMAGING	DBK SES - COPIER PREVENTATIVE SERVICE PLAN - AUGUST 2021	\$	42.91	
EFT22482	STAFF REIMBURSEMENTS	DBK REC CTR - REIMBURSE FIRST AID TRAINING EXPENSES	\$	115.00	
EFT22483	SOUTH WEST PERSONNEL	CONTRACT ENVIRONMENTAL OFFICER - W/E 27/08/2021	\$	1,155.00	
EFT22484	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSE POLICE CLEARANCE EXPENSES	\$	99.00	
EFT22485	TELSTRA	TELEPHONE & INTERNET EXPENSES	\$	508.20	
EFT22486	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$	44.15	
EFT22487	EARTH 2 OCEAN COMMUNICATIONS	DB4550 TRUCK - TEST & ADJUST VHF ANTENNA	\$	77.00	
EFT22488	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$	2,418.14	
EFT22489	SYNERGY	ELECTRICITY EXPENSES	\$	7,704.52	
EFT22490	WA LOCAL GOVERNMENT ASSOC	RECOVERY COORDINATOR SCENARIO & ADMIN TRAINING	\$	4,453.80	
EFT22491	WESTRAC EQUIPMENT PTY LTD	DB008 ROLLER - SEAT CABLE	\$	167.74	
EFT22492	ANGELA J WINTER	DBK REC CTR - FIRST AID TRAINING	\$	115.00	
EFT22493	WEATHERSAFE WA	BLN PLAYGROUND - REPAIR TO SHADE SAIL ANCHOR POINTS	\$	858.00	
EFT22493a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 08/09/2021	\$	129,530.20	
EFT22493b	SG FLEET AUSTRALIA PTY LIMITED	LEASE EXPENSES FOR CESH VEHICLE 09/08/2021 - 08/09/2021	\$	1,214.22	
53687	SHIRE OF DONNYBROOK BALINGUP	DBK LIBRARY - PETTY CASH RECOUP	\$	92.50	
53688	CITY OF BUSSELTON	2021/22 SOUTH WEST LIBRARY CONSORTIA CONTRIBUTION	\$	2,194.50	

**SHIRE OF DONNYBROOK/BALINGUP**  
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**MANUAL/AUTO CHEQUES**

Chq/EFT	Name	Description		Municipal	Trust
53689	DEPT OF MIRS	BOND PAYMENTS FOR LANGLEY VILLAS & MINNINUP COTTAGES	\$	1,313.60	
53690	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF 2 X SHIRE LOGO NUMBER PLATES	\$	410.00	
53691	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	\$	205.00	
53692	SHIRE OF DONNYBROOK BALINGUP	2021/22 RATES ON SHIRE PROPERTY - BIN SERVICES	\$	8,186.00	
DD26076.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	19,416.93	
DD26076.2	SUPERESTATE	PAYROLL DEDUCTIONS	\$	137.44	
DD26076.3	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	168.67	
DD26076.4	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	326.92	
DD26076.5	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	368.99	
DD26076.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	1,608.03	
DD26076.7	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	380.54	
DD26076.8	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	203.30	
DD26076.9	HOSTPLUS	PAYROLL DEDUCTIONS	\$	493.81	
DD26076.10	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	342.35	
DD26076.11	UNISUPER	PAYROLL DEDUCTIONS	\$	69.79	
DD26076.12	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	228.03	
DD26080.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$	26.79	
DD26109.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$	45.69	
DD26109.2	UNISUPER	PAYROLL DEDUCTIONS	\$	59.17	
DD26109.3	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$	228.54	
DD26109.4	SUPERESTATE	PAYROLL DEDUCTIONS	\$	140.37	
DD26109.5	CHRISTIAN SUPER	PAYROLL DEDUCTIONS	\$	187.27	
DD26109.6	MLC PLUM SUPER	PAYROLL DEDUCTIONS	\$	326.92	
DD26109.7	AWARE SUPER	PAYROLL DEDUCTIONS	\$	18,878.18	
DD26109.8	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$	2,164.51	
DD26109.9	FIRSTCHOICE PERSONAL SUPER	PAYROLL DEDUCTIONS	\$	52.61	
DD26109.10	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$	520.21	
DD26109.11	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$	375.46	
DD26109.12	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$	203.30	
DD26109.13	HOSTPLUS	PAYROLL DEDUCTIONS	\$	445.26	
DD26109.14	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$	342.35	
			\$	1,277,634.30	\$ -
					\$ 1,277,634.30

**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 22 SEPTEMBER 2021.**

**SUMMARY:**

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	EFT22343c-EFT22493b, 53687 - 53692, DD26076.1- DD26076.12, DD26080.1 and DD26109.1 - DD26109.14	\$1,277,634.30
Trust		
<i>Monthly Cheque Totals</i>		<u><u>\$1,277,634.30</u></u>

**CERTIFICATION OF DIRECTOR CORPORATE & COMMUNITY**

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from EFT22343c-EFT22493b, 53687 - 53692, DD26076.1- DD26076.12, DD26080.1 and DD26109.1 - DD26109.14 totalling \$1,277,634.30 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.

  
 \_\_\_\_\_  
 DIRECTOR CORPORATE & COMMUNITY

\_\_\_\_\_  
 DATE *16/9/21*



Shire of  
Donnybrook Balingup

# Monthly Financial Reports

## Management Statements

For the period ended  
31<sup>st</sup> July 2021

## Shire of Donnybrook-Balingup

### Monthly Report to Council

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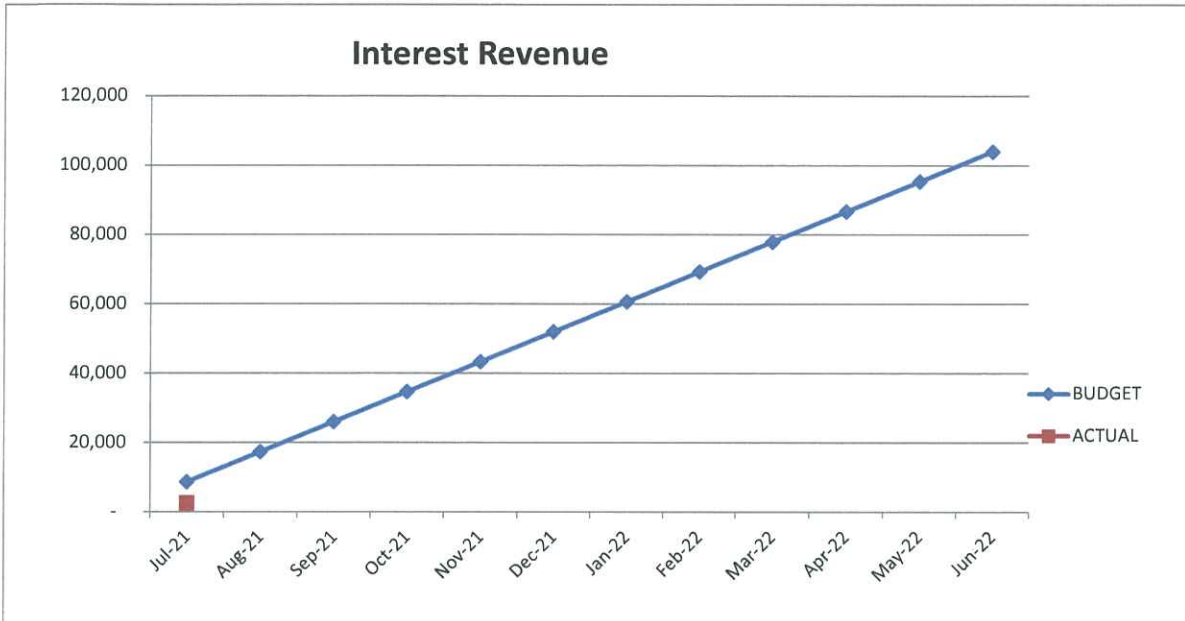
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**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st July 2021**

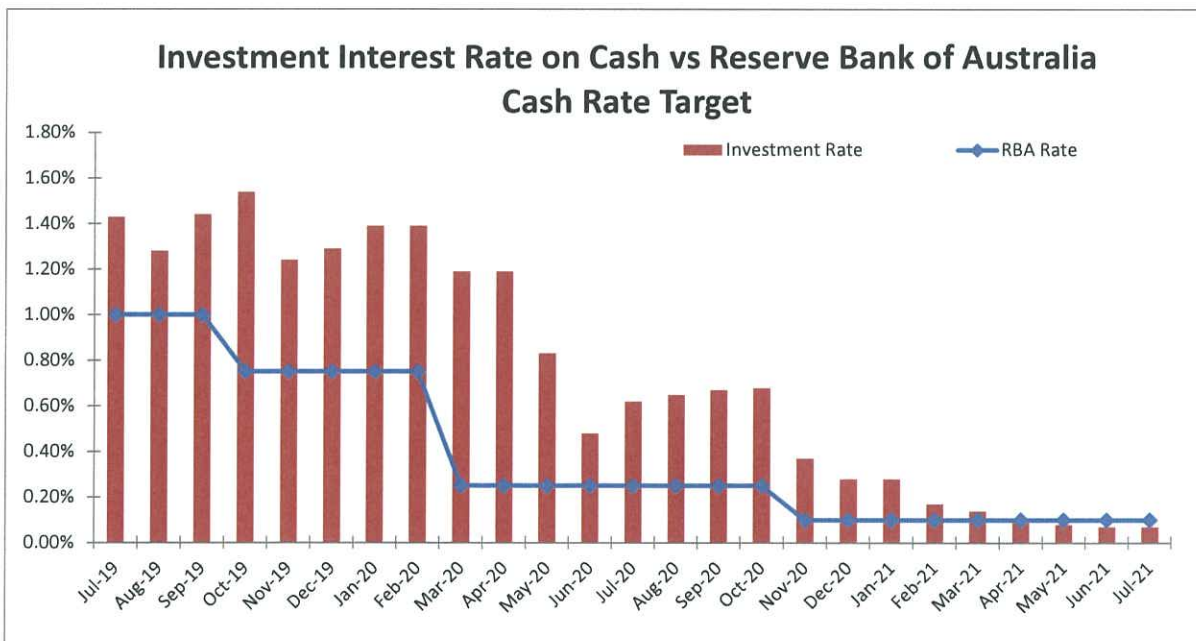
**Cash & Investments**

As at reporting date total interest revenue received on Rates, Shire Municipal and Reserve Funds are:

	YTD Actual	YTD Budget
Municipal Fund:	\$ 88	\$ 1,500
Reserve Fund:	\$ 127	\$ 2,500
Interest Revenue - Rates	\$ 2,361	\$ 4,666
	<u>\$ 2,575</u>	<u>\$ 8,666</u>



The following graph compares the Shire's interest rate on investments against the Reserve Bank's reference rate. Council has continued to maintain a return above the RBA cash target rate.



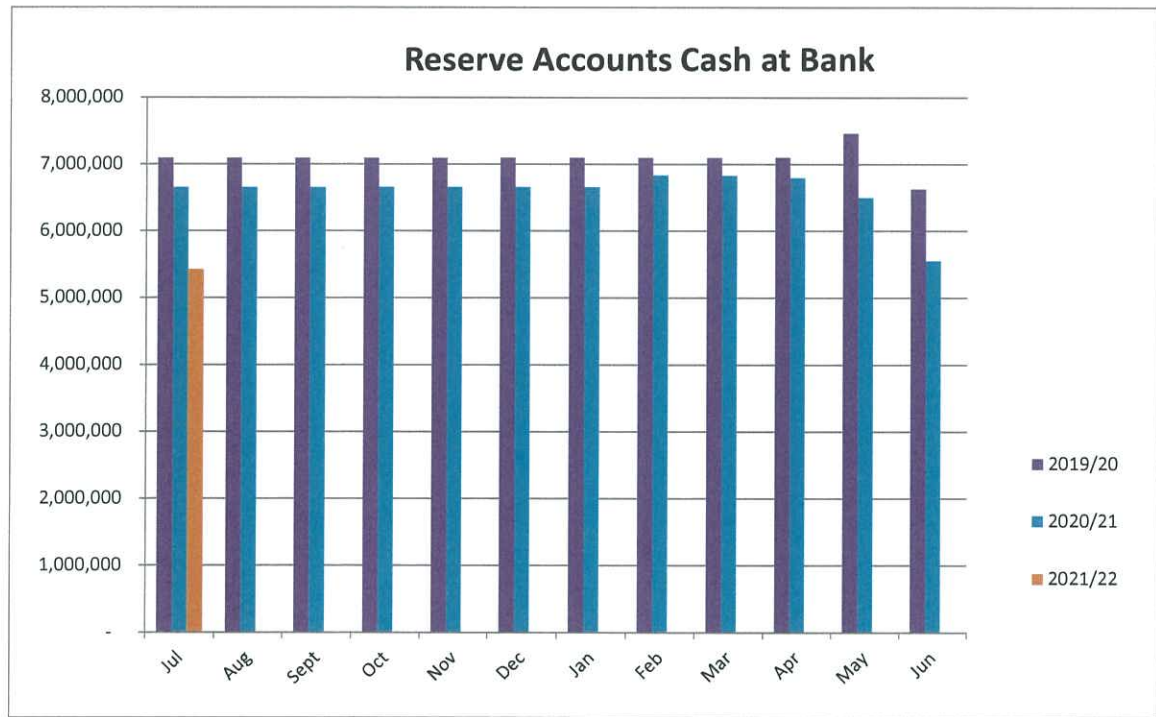
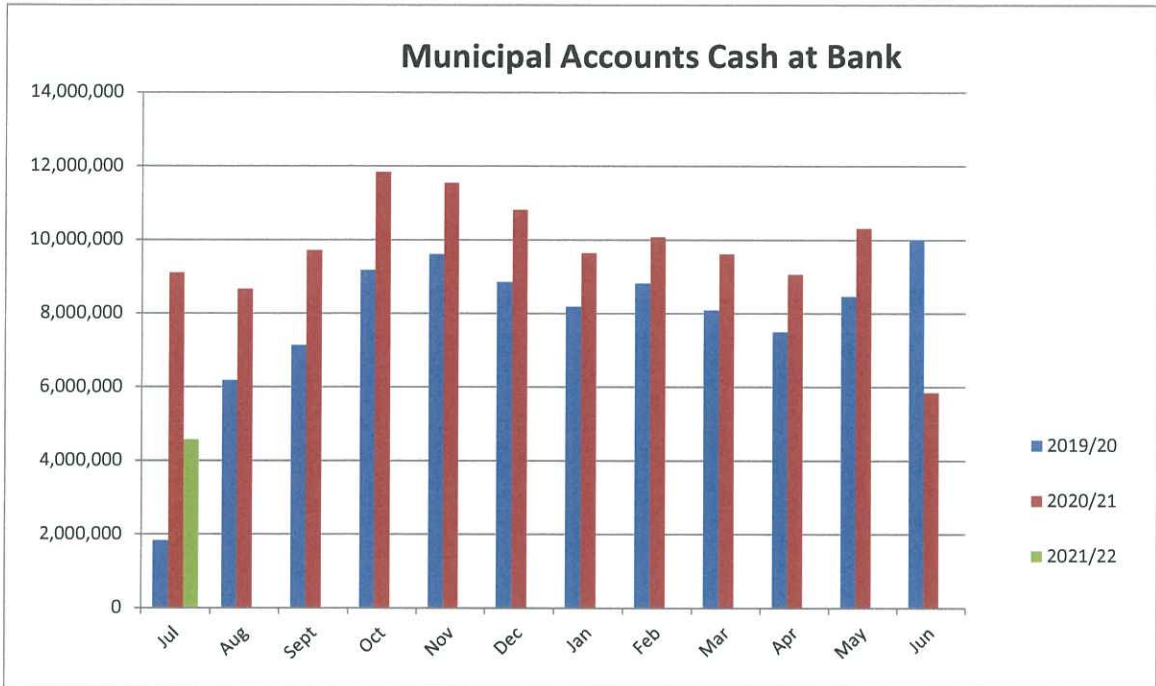


**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st July 2021**

**Cash & Investments**

As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$4,568,615.91. This includes investments held by the Shire of \$1,014,979.32.

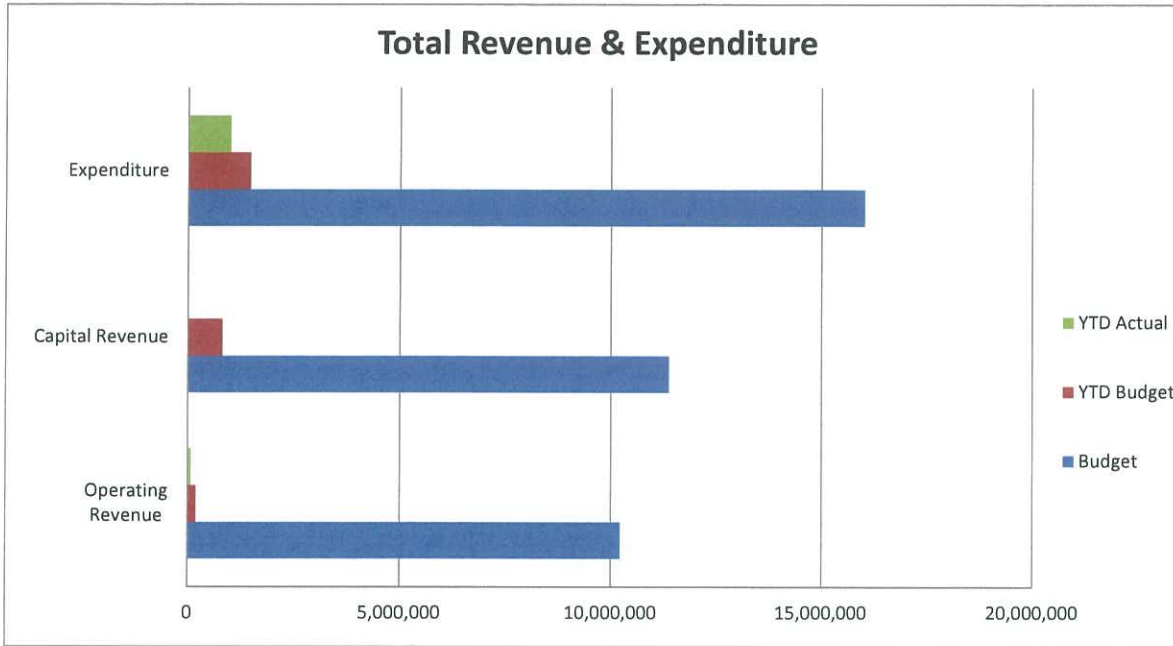
Municipal Investment Account total	\$	1,014,979
Restricted Funds - Bond Deposits	\$	-
 Municipal Account Cash at Bank total	 \$	 3,553,637
Reserve Account Cash at Bank total	\$	5,426,259
Reserve Investment Accounts Cash at Bank	\$	-
	<b>\$</b>	<b>9,994,875</b>





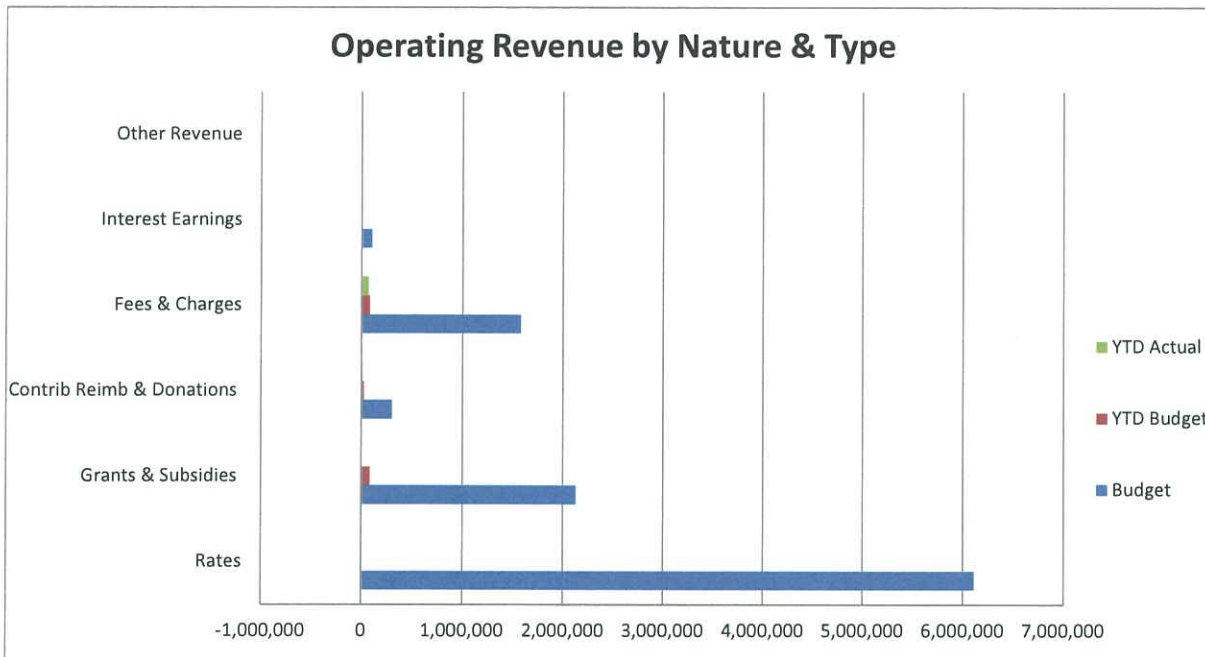
**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st July 2021**

**Nature & Type Reporting**



Total Revenue & Expenditure	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	10,230,049	208,640	87,879	(57.88%)
Capital Revenue	11,389,111	822,255	0	(100.00%)
Expenditure	16,029,978	1,483,935	1,008,538	(32.04%)

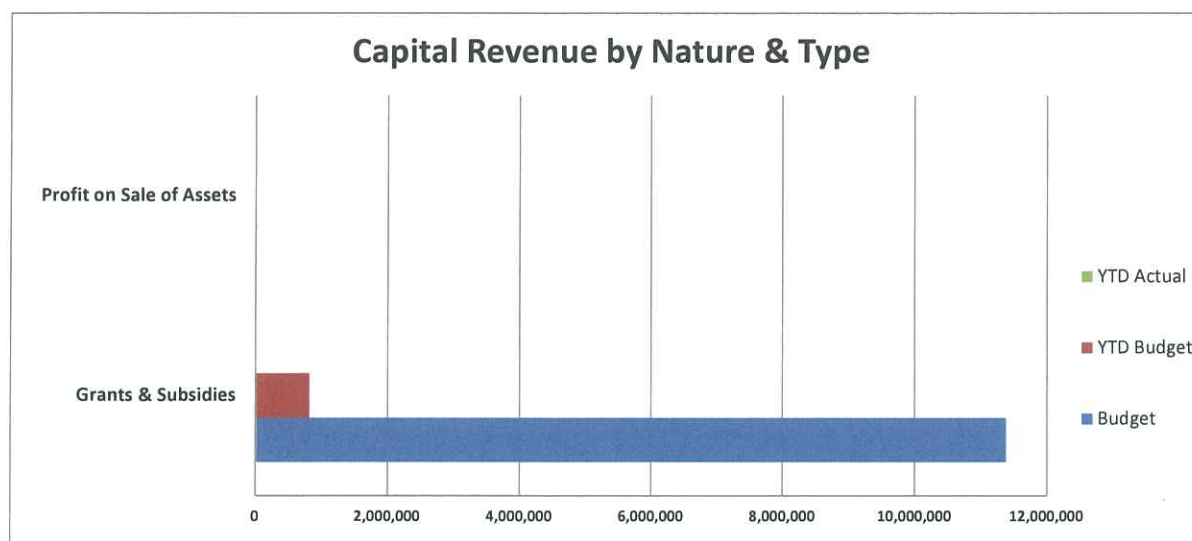
A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:



Operating Revenue by Nature & Type	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	6,110,565	2,441	(8)	(100.33%)
Grants & Subsidies	2,129,496	87,101	0	(100.00%)
Contrib Reimb & Donations	303,501	25,281	15,712	(37.85%)
Fees & Charges	1,582,087	85,118	69,600	(18.23%)
Interest Earnings	104,000	8,666	2,575	(70.28%)
Other Revenue	400	33	0	(99.94%)
<b>Total</b>	<b>10,230,049</b>	<b>208,640</b>	<b>87,879</b>	

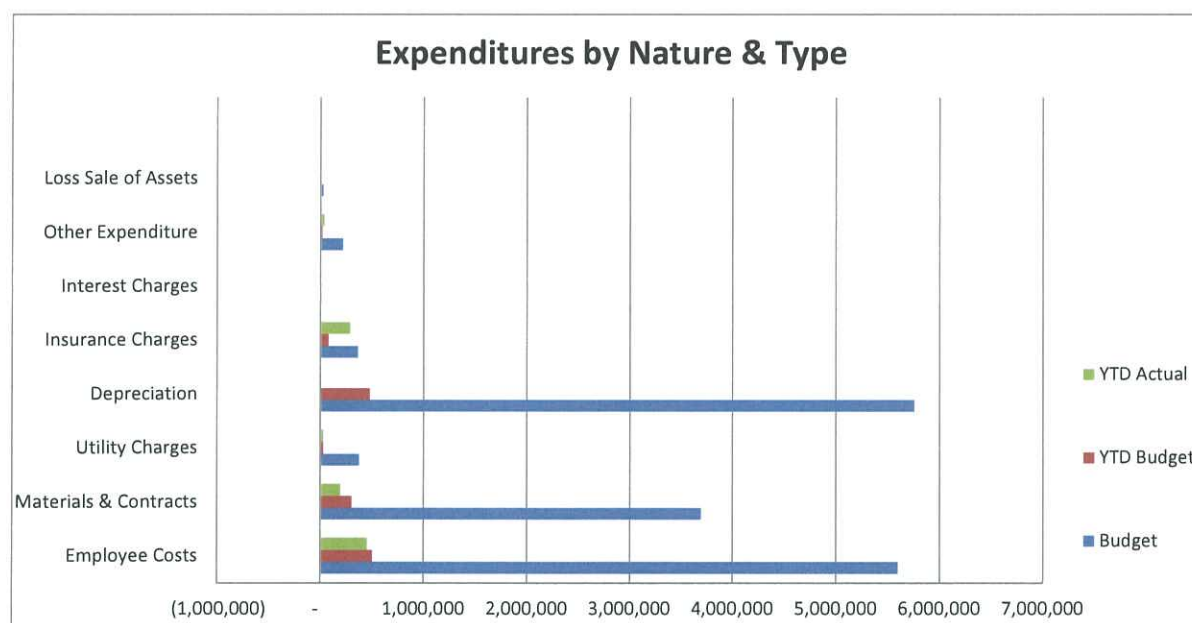
**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st July 2021**

**Nature & Type Reporting (continued)**



**Capital Revenue by Nature and Type**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	11,389,111	822,255	0	(100.00%)
Profit on Sale of Assets	24,018	2,000	0	(100.00%)
<b>Total</b>	<b>11,413,129</b>	<b>824,255</b>	<b>0</b>	

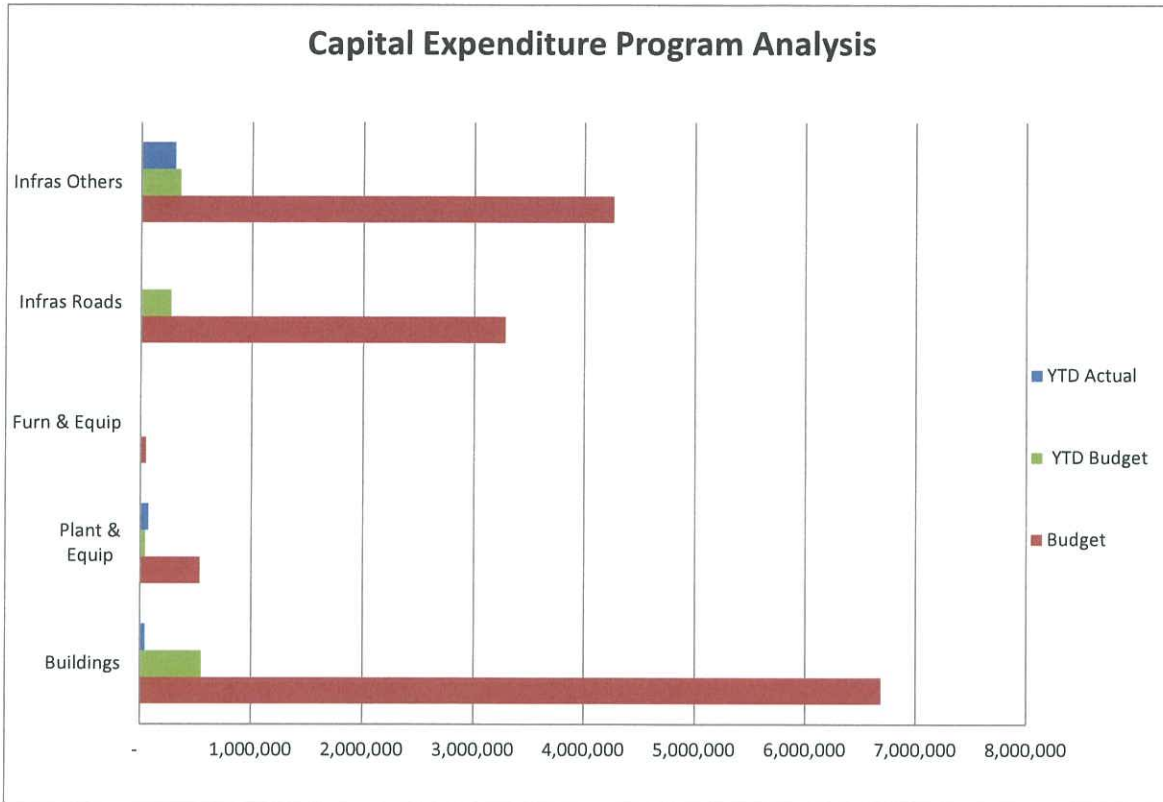


**Expenditures by Nature and Type**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	5,597,802	505,880	453,842	(10.29%)
Materials and contracts	3,696,022	306,513	196,385	(35.93%)
Utility charges	379,610	31,602	30,095	(4.77%)
Depreciation on Non Current Assets	5,758,977	479,903	0	(100.00%)
Insurance charges	367,996	83,101	291,465	250.74%
Interest charges	12,372	1,029	(162)	(115.73%)
Loss on sale of asset	28,303	2,358	0	0.00%
Other expenditure	217,199	18,091	36,380	101.10%
<b>TOTAL</b>	<b>16,058,281</b>	<b>1,428,477</b>	<b>1,008,006</b>	

**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 31st July 2021**

**Capital Acquisitions by Asset Class**



**Capital Acquisitions**

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	6,686,956	554,685	46,194	(91.67%)
Plant & Equipment	541,463	45,121	75,700	67.77%
Furniture & Equipment	52,410	4,366	0	(100.00%)
Infrastructure Roads	3,284,476	273,681	0	(100.00%)
Infrastructure Others	4,265,317	357,978	306,322	(14.43%)
<b>TOTAL</b>	<b>14,830,622</b>	<b>1,235,831</b>	<b>428,216</b>	

**Shire of Donnybrook / Balingup  
Operating Statement  
For Period ended 31st July 2021**

		Adopted Budget 2021/22	Budget Year-to-date 2021/22	Actual Year-to-date 2021/22
<b>Operating Revenues</b>				
Rate Revenue	3	6,110,565	2,441	(8)
General Purpose Funding	3	1,254,258	14,164	5,053
Governance	4	41,700	3,471	11,417
Law, Order & Public Safety	5	679,365	56,609	1,332
Health	7	171,689	14,306	11,004
Education and Welfare	8	270,969	22,575	21,499
Community Amenities	10	652,950	7,712	5,785
Recreation & Culture	11	224,622	18,709	18,615
Transport	12	208,575	17,379	207
Economic Services	13	501,406	41,780	10,727
Other Property & Services	14	112,150	9,344	2,248
		<b>10,228,249</b>	<b>208,490</b>	<b>87,879</b>
<b>Operating Expenses Excluding</b>				
<b>Borrowing Costs Expenses</b>				
General Purpose Funding	3	(173,319)	(13,737)	(6,837)
Governance	4	(1,162,669)	(128,806)	(232,218)
Law, Order & Public Safety	5	(1,544,951)	(145,138)	(77,975)
Health	7	(266,528)	(23,440)	(13,872)
Education and Welfare	8	(840,288)	(75,278)	(43,804)
Community Amenities	10	(1,940,530)	(162,231)	(120,558)
Recreation & Culture	11	(4,052,516)	(350,479)	(165,759)
Transport	12	(4,980,915)	(415,053)	(203,529)
Economic Services	13	(859,184)	(71,397)	(20,539)
Other Property & Services	14	(219,650)	(39,381)	(123,077)
		<b>(16,040,550)</b>	<b>(1,424,940)</b>	<b>(1,008,168)</b>
<b>Borrowing Costs Expenses</b>				
Governance	4	(2,050)	(170)	(1,038)
Law, Order & Public Safety	5	(0)	(0)	(2)
Health	7	(2,977)	(248)	300
Education and Welfare	8	(4,062)	(338)	775
Recreation and Culture	11	(1,531)	(127)	249
Transport	12	(0)	(0)	(0)
Economic Services	13	(1,752)	(146)	(121)
		<b>(12,372)</b>	<b>(1,029)</b>	<b>162</b>
<b>Contributions/Grants for the Development of Assets</b>				
Law, Order & Public Safety	5	17,586	1,465	0
Recreation & Culture	11	6,876,658	573,053	0
Transport	12	4,466,867	245,404	0
Economic Services	13	28,000	2,333	0
		<b>11,389,111</b>	<b>822,255</b>	<b>0</b>
<b>GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS</b>				
Law, Order & Public Safety	5	6,008	500	0
Transport	12	(2,779)	(232)	0
Economic Services	13	(7,514)	(626)	0
		<b>(4,285)</b>	<b>(358)</b>	<b>0</b>
<b>Net Profit OR Loss / Result</b>		<b>5,584,896</b>	<b>(395,582)</b>	<b>(920,127)</b>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type)**  
**For the Period ended 31st July 2021**

	Adopted Budget 2021/22	Budget Year-to-date 2021/22	Actual Year-to-date 2021/22
<b>OPERATING REVENUE AND EXPENDITURE</b>			
<b>(a) Summary by Nature and Type</b>			
<b>Revenue</b>			
Rates	6,110,565	2,441	(8)
Grants and Subsidies (Operating)	2,129,496	87,101	0
Contributions Reimbursements and Donations (Operating)	303,501	25,281	15,712
Fees and Charges	1,582,087	85,118	69,600
Interest Earnings	104,000	8,666	2,575
Other Revenue	400	33	0
	<b>10,230,049</b>	<b>208,640</b>	<b>87,879</b>
<b>Expenditure</b>			
Employee Costs	(5,597,802)	(505,880)	(453,842)
Materials and Contracts	(4,389,395)	(364,329)	(196,917)
Utility Charges	(379,610)	(31,602)	(30,095)
Depreciation on Non Current Assets	(5,758,977)	(479,903)	(0)
Insurance Expenses	(367,996)	(83,101)	(291,465)
Interest Expenses	(12,372)	(1,029)	(162)
Other Expenses	(217,199)	(18,091)	(36,380)
	<b>(16,723,352)</b>	<b>(1,483,935)</b>	<b>(1,008,538)</b>
Less Applicable to Capital Works	<b>(693,373)</b>	<b>(57,816)</b>	<b>(532)</b>
	<b>(5,799,930)</b>	<b>(1,217,479)</b>	<b>(920,127)</b>
Non-operating grants, subsidies and contributions	11,389,111	822,255	0
Profit on asset disposals	24,018	2,000	0
Loss on asset disposals	(28,303)	(2,358)	(0)
<b>Net result</b>	<b>5,584,896</b>	<b>(395,582)</b>	<b>(920,127)</b>
<b>Total Comprehensive Income</b>	<b>5,584,896</b>	<b>(395,582)</b>	<b>(920,127)</b>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 31st July 2021**

<b>OPERATING REVENUE AND EXPENDITURE</b>	<b>2021/22</b>		
	<b>Adopted Budget</b>	<b>YTD Budget</b>	<b>Actual</b>
<b>(b) Classified According to Nature and Type:</b>			
<b><u>OPERATING REVENUE</u></b>			
<b>Rate Revenue</b>			
Rates	6,110,565	2,441	(8)
<b>Grants &amp; Subsidies (Operating)</b>			
Other Grants	2,129,496	87,101	0
<b>Grants &amp; Subsidies (Capital)</b>			
**     Other Grants	11,174,312	804,356	0
<b>Reimbursements (Operating)</b>			
**     Reimbursements	298,711	24,885	15,621
<b>Contributions &amp; Donations (Operating)</b>			
Contributions, Reimbursements & Donations	4,790	396	91
<b>Contributions &amp; Donations (Cap)</b>			
**     Contributions, Reimbursements & Donations	214,799	17,899	0
<b>Fees and Charges</b>			
Waste Receptacle Fee	561,420	89	97
Waste Management Levy	0	0	0
Property Lease	445,019	37,077	33,888
Property Hire	63,282	5,273	195
Sale of Stock	5,000	416	0
Inspections	0	0	0
Other Charges	342,365	28,518	26,198
Fines and Penalties	5,800	481	794
Licenses, Approvals, Registrations	159,200	13,264	8,427
<b>Interest Earnings</b>			
Rates Penalty Interest Charge	37,500	3,125	2,361
Interest on Rates Instalments	17,000	1,416	0
Interest on Municipal Funds	48,000	4,000	215
Interest Other	1,500	125	0
<b>Other Revenue</b>			
Other Income	400	33	0
<b>Profit on Sale of Non-Current Assets</b>	24,018	2,000	0
<b>Total Operating Revenue</b>	<b>21,643,178</b>	<b>1,032,895</b>	<b>87,879</b>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 31st July 2021**

OPERATING REVENUE AND EXPENDITURE	2021/22		
	Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
<b>OPERATING EXPENDITURE</b>			
<b>Employee Costs</b>			
Salaries and Wages (Operating only, excludes Capital)	4,610,884	384,197	326,237
Superannuation	545,305	45,428	34,927
Workers Compensation	193,103	56,180	61,408
Clothing and Uniforms	37,433	3,115	528
Training Expenses	100,100	8,337	3,485
Fringe Benefits Tax	82,800	6,277	23,711
Employee Provisions	0	0	0
Other Employee Costs	28,178	2,346	3,547
<b>Materials</b>			
Materials	2,116,300	174,945	172,430
Phone/Fax	31,550	2,627	3,283
Fuels & Oils	170,000	14,166	344
<b>Contracts</b>			
Contract Labour	1,842,245	153,485	16,317
Professional Services & Consultants	226,300	18,856	625
<b>Utility Charges</b>			
Sewerage	20,720	1,720	235
Electricity	265,910	22,146	28,973
Gas	2,400	199	57
Water	90,580	7,537	829
<b>Insurance Expenses</b>			
Insurance	367,996	83,101	291,465
<b>Interest Expenses</b>			
Interest on Leases	2,138	177	1,072
Interest on Loans	10,234	852	(1,234)

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 31st July 2021**

4. OPERATING REVENUE AND EXPENDITURE	2021/22		
	Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
<b>OPERATING EXPENDITURE (cont)</b>			
<b>Other Expenditure</b>			
Postage	7,600	631	719
Other Expenditure	209,599	17,460	35,662
<b>Loss on Sale of Non-Current Assets</b>	28,303	2,358	0
<b>Depreciation</b>			
Depreciation on Assets	5,758,977	479,903	0
<b>Less: Applicable to Capital Works</b>	(693,373)	(57,816)	(532)
<b>Total Operating Expenditure</b>	<b>16,058,281</b>	<b>1,428,477</b>	<b>1,008,006</b>
<b>NET PROFIT OR LOSS / RESULT</b>	<b>5,584,896</b>	<b>(395,582)</b>	<b>(920,127)</b>

\*\* Grants & Subsidies (Operating) above below budget - variance relates to timing of ESL Grants, Main Roads Direct Grant & Bushfire mitigation funding

\*\* Grants & Subsidies (Capital) below YTD budget - variance relates to the Special Projects Bridges, Apple Funpark and Drought Community funding and VC Mitchell Park development.

\*\* Contributions & Donations (Capital) below YTD budget - variance relates to contribution for VC Mitchell Park Development



**Shire of Donnybrook - Balingup**  
**Statement of Financial Activity**  
**For the Period ended 31st July 2021**

		2021/22 Adopted Budget \$	2021/22 YTD Budget \$	2021/22 YTD Actual \$	Variances Budget to Actual YTD %
<b>REVENUES</b>					
General Purpose Funding (Excl. Rates)	3	1,254,258	14,164	5,053	(64.33)
Governance	4	41,700	3,471	11,417	228.91
Law, Order, Public Safety	5	685,373	57,109	1,332	(97.67)
Health	7	171,689	14,306	11,004	(23.08)
Education and Welfare	8	270,969	22,575	21,499	(4.76)
Community Amenities	10	652,950	7,712	5,785	(24.98)
Recreation and Culture	11	224,622	18,709	18,615	(0.50)
Transport	12	226,585	18,879	207	(98.90)
Economic Services	13	501,406	41,780	10,727	(74.32)
Other Property and Services	14	112,150	9,344	2,248	(75.94)
		<u>4,141,702</u>	<u>208,049</u>	<u>87,887</u>	<u>(57.76)</u>
<b>EXPENSES</b>					
General Purpose Funding	3	(173,319)	(13,737)	(6,837)	(50.23)
Governance	4	(1,160,619)	(128,976)	(233,256)	80.85
Law, Order, Public Safety	5	(1,544,951)	(145,138)	(77,978)	(46.27)
Health	7	(263,551)	(23,688)	(13,571)	(42.71)
Education and Welfare	8	(836,226)	(75,616)	(43,029)	(43.10)
Community Amenities	10	(1,940,530)	(162,231)	(120,558)	(25.69)
Recreation & Culture	11	(4,050,984)	(350,606)	(165,511)	(52.79)
Transport	12	(5,001,704)	(416,785)	(203,529)	(51.17)
Economic Services	13	(864,946)	(72,169)	(20,660)	(71.37)
Other Property and Services	14	(219,650)	(39,381)	(123,077)	212.53
		<u>(16,056,481)</u>	<u>(1,428,327)</u>	<u>(1,008,006)</u>	<u>(29.43)</u>
<b>Net Operating Result Excluding Rates:</b>		<u><u>(11,914,779)</u></u>	<u><u>(1,220,278)</u></u>	<u><u>(920,119)</u></u>	<u><u>(24.60)</u></u>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Income</b>					
(Profit)/Loss on Asset Disposals		4,285	358	0	(100.00)
Depreciation on Assets		5,758,977	479,903	0	(100.00)
<b>Capital Expenditure and Income</b>					
Non Operating Grants, Subsidies & Contributions		11,389,111	822,255	0	(100.00)
Purchase property, plant and equipment		(7,280,829)	(604,172)	(121,894)	(79.82)
Purchase and construction of infrastructure		(7,549,793)	(631,659)	(306,322)	(51.51)
Proceeds from disposal of assets		143,870	11,989	0	(100.00)
Proceeds from self supporting loan		9,396	783	0	(100.00)
Repayment of borrowings		(63,577)	(5,297)	(7,024)	32.61
Principal elements of finance lease payments		(39,309)	(3,275)	(8,769)	167.75
Proceeds from new borrowings		2,500,000	208,333	0	(100.00)
Proceeds from Lease		275,000	22,916	0	(100.00)
Repayment of Life Lease		(308,000)	(25,666)	(215,436)	(939.38)
Transfers to reserves (restricted assets)		(824,638)	(47,882)	(0)	(100.00)
Transfers from reserves (restricted assets)		1,647,768	137,305	0	(100.00)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,128,182	1,128,182	1,136,826	0.77
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	276,236	(11,875)	(104.30)
<b>Budgeted deficiency before general rates</b>		<b>(5,124,336)</b>	<b>(2,441)</b>	<b>8</b>	<b>(100.33)</b>
<b>Estimated amount to be raised from general rates</b>		<u>6,110,565</u>	<u>2,441</u>	<u>(8)</u>	
		<u><u>986,229</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/07/2021	Actual to 31/07/2021	Variance Amount	Variance %	Permanent Variation	Comment
<b>GOVERNANCE</b>								
	OPERATING EXPENDITURE							
1072	FRINGE BENEFITS TAX	Exp	1,941	23,711	21,770	1121.59		Budget variation - FBT reallocated in May 2022
0182	SUBSCRIPTIONS	Exp	2,450	29,277	26,827	1094.98		Budget timing variation - annual WALGA subscription fees
<b>LAW, ORDER &amp; PUBLIC SAFETY</b>								
	OPERATING EXPENDITURE							
0642	INSURANCE (FC)	Exp	19,699	39,398	19,699	100.00		Budget timing variation - full invoiced received
6962	BUSH FIRE MITIGATION - SEMC	Exp	27,250	0	-27,250	-100.00		Budget timing variation - no expenditure to date
	OPERATING INCOME							
5123	GRANTS - VBFBS ESL OPERATING GRANT	Inc	-17,591	0	17,591	-100.00		Budget timing variation - funds received quarterly
6963	GRANTS - BUSHFIRE MITIGATION	Inc	-27,251	0	27,251	-100.00		Budget timing variation - funds dependant on expenditure
	CAPITAL EXPENDITURE							
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	5,215	17,586	12,371	237.21		Budget timing variation - Ferndale BFB works completed earlier than expected
<b>EDUCATION AND WELFARE</b>								
	CAPITAL EXPENDITURE							
	<u>Preston Village</u>							
1174	PRESTON RETIREMENT VILLAGE - REPAY FIXED LC	Exp	25,666	-215,436	-241,102	-939.38		Budget timing - accrued expense for Unit 6 Preston Village - funds paid on 17.08.21
	<u>Other Welfare</u>							
8094	WELL AGED HOUSING - BUILDING ASSET RENEWA	Exp	10,581	0	-10,581	-100.00		Budget timing variation - no expenditure to date
	CAPITAL INCOME							
	<u>Preston Village</u>							
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SH	Inc	-22,916	0	22,916	-100.00		Budget timing - income dependant on sale of units
	<u>Other Welfare</u>							
7315	TRANSFER FROM RESERVE	Inc	-10,581	0	10,581	-100.00		Budget timing variation - Reserve transfers dependant on Capital expenditure
<b>COMMUNITY AMENITIES</b>								
	CAPITAL EXPENDITURE							
6014	DONNYBROOK WASTE MANAGMENT FACILITY	Exp	16,642	37,567	20,925	125.74		Budget timing variation
	CAPITAL INCOME							
1845	TRANSFER FROM RESERVE	Inc	-16,643	0	16,643	-100.00		Budget timing variation
<b>RECREATION AND CULTURE</b>								
	OPERATING EXPENDITURE							
	<u>Other Recreation &amp; Sport</u>							
2642	PARKS & RESERVES GENERAL	Exp	58,401	37,547	-20,854	-35.71		Budget timing variation - normal operational variance

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/07/2021	Actual to 31/07/2021	Variance Amount	Variance %	Permanent Variation	Comment
<b>RECREATION AND CULTURE</b>								
CAPITAL EXPENDITURE								
0194	FUNPARK - REDEVELOPMENT COSTS	Exp	89,606	223,164	133,558	149.05		Budget timing variation - dependant on project milestones
8944	INFRASTRUCTURE - VC MITCHELL PARK REDEVELOPMENT	Exp	502,105	28,173	-473,933	-94.39		Budget timing variation - dependant on project milestones
CAPITAL INCOME								
2865	TRANSFER FROM RESERVES	Inc	-19,001	0	19,001	-100.00		Budget timing variation - no transfer to date
0475	GOVT GRANTS - COMMUNITY FACILITIES	Inc	-375,958	0	375,958	-100.00		Budget timing variation
7105	GRANTS (CAPITAL) - ASSETS	Inc	-175,532	0	175,532	-100.00		Budget timing variation
7155	PROCEEDS OF LOAN	Inc	-208,333	0	208,333	-100.00		Budget timing variation - dependant on timing of works for VC Mitchell Park
7225	TRANSFER FROM TRUST - POS	Inc	-17,397	0	17,397	-100.00		Budget timing variation - dependant on timing of works for VC Mitchell Park
<b>TRANSPORT</b>								
CAPITAL EXPENDITURE								
3200	BRIDGEWORKS - EXT. FUNDED	Exp	126,831	0	-126,831	-100.00		Budget timing variation - no expenditure to date
3210	ROADWORKS GENERAL	Exp	38,325	0	-38,325	-100.00		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	12,291	0	-12,291	-100.00		Budget timing variation - no expenditure to date
3260	REGIONAL ROAD GROUP	Exp	120,165	0	-120,165	-100.00		Budget timing variation - no expenditure to date
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	41,963	0	-41,963	-100.00		Budget timing variation - no expenditure to date
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	38,854	0	-38,854	-100.00		Budget timing variation - no expenditure to date
3340	COMMODITY ROUTE FUNDING	Exp	34,374	0	-34,374	-100.00		Budget timing variation - no expenditure to date
3554	PURCHASE PLANT & EQUIPMENT	Exp	37,985	75,700	37,715	99.29		Budget timing variation
CAPITAL INCOME								
0325	GRANTS - BLACK SPOTS	Inc	-25,904	0	25,904	-100.00		Budget timing variation - no income to date
0405	GRANTS - SUNDRY TRANSPORT CONSTRUCTION	Inc	-22,916	0	22,916	-100.00		Budget timing variation - no income to date
3261	GRANT REVENUE - LRCI FUNDING	Inc	-74,000	0	74,000	-100.00		Budget timing variation - no income to date
3291	GRANTS - REGIONAL ROAD GROUP	Inc	-80,111	0	80,111	-100.00		Budget timing variation - no income to date
3331	GRANTS - ROADS TO RECOVERY	Inc	-41,971	0	41,971	-100.00		Budget timing variation - no income to date
3355	TRANSFER FROM CARRIED FORWARD PROJECT R	Inc	-23,786	0	23,786	-100.00		Budget timing variation - Reserve Transfer dependant on Capital expenditure
3565	RESERVE FUND TRANSFER	Inc	-27,512	0	27,512	-100.00		Reserve transfers for Plant Purchases
<b>TRANSPORT</b>								
OPERATING EXPENDITURE								
341M	GENERAL ROAD MAINTENANCE	Exp	89,694	137,456	47,762	53.25		Budget timing variation - variance reflects timing of road program
3450	BRIDGE MAINTENANCE	Exp	14,765	42,604	27,839	188.55		Budget timing variation
OPERATING INCOME								
0933	GRANTS - MRD DIRECT GRANTS	Exp	-14,339	0	14,339			Budget timing variation
<b>ECONOMIC SERVICES</b>								
OPERATING EXPENDITURE								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	29,188	0	-29,188	-100.00		Project is being administered by Shire of Collie
OPERATING INCOME								
3413	GRANTS - PROGRAMS	Inc	-26,272	0	26,272	-100.00		Income dependant on completion of works for weed program

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 31/07/2021	Actual to 31/07/2021	Variance Amount	Variance %	Permanent Variation	Comment
<b><u>PUBLIC WORKS OVERHEADS</u></b>								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	167,872	114,228	-53,644	-31.96		
7422	LESS ALLOCATED TO W&S	Exp	-134,372	-101,807	32,565	-24.23		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-7,332	0	7,332	-100.00		
	<b>TOTAL PUBLIC WORKS OVERHEADS</b>		<b>26,168</b>	<b>12,421</b>	<b>-13,747</b>	<b>-52.53</b>		Public Works Overheads are currently \$12,421 under allocated
<b><u>PLANT OPERATION COSTS</u></b>								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	68,919	119,952	51,033	74.05		
4512	LESS POC ALLOCATED TO W&S	Exp	-66,286	-23,220	43,067	-64.97		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-2,637	-2,248	389	-14.76		
	<b>TOTAL PLANT OPERATION COSTS</b>		<b>-4</b>	<b>94,485</b>	<b>94,489</b>			Plant Operation Costs are currently \$94,485 under allocated
<b><u>PROJECT OPERATION COSTS</u></b>								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		30,373	24,219	-6,154	-20.26		
4197	LESS ALLOCATED TO PROJECTS	Exp	-27,125	0	27,125	-100.00		
	<b>TOTAL PROJECT OPERATION COSTS</b>		<b>3,248</b>	<b>24,219</b>	<b>20,971</b>			Project Operation Costs are currently \$24,219 under allocated

**TOTAL GROSS SALARY & WAGES**

4570	TOTAL SALARIES AND WAGES	Exp	548,804	497,860	-50,944	-9.28		Wages and Salaries approx \$50k Under YTD Budget - Permanent variance (Includes workers compensation payments of approx. \$10k)
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- Note 1 Budget and Actual Income shown as negative figures.  
 Budget and Actual Expenditure shown as positive figures.  
 Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget)  
 Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)
- Note 2 Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads)  
 Variances relating to internal costings and allocations are not reported.  
 Variances relating to amounts transferred to/from Reserve have not been reported.

**Shire of Donnybrook / Balingup**  
**Summary of Financial Activity - Cash**  
**For the Period ended**  
**31st July 2021**

	Sch No	2021/22 Adopted Budget		2021/22 Actual	
		Income	Expenditure	Income	Expenditure
<b>OPERATING SECTION</b>					
General Purpose Funding	3	7,437,742	173,319	5,045	6,837
Governance	4	41,700	1,160,619	11,417	233,256
Law, Order & Public Safety	5	689,288	1,544,951	1,332	77,978
Health	7	171,689	263,551	11,004	13,571
Welfare Services	8	294,937	836,226	21,499	43,029
Community Amenities	10	652,950	1,940,530	5,785	120,558
Recreation & Culture	11	224,622	4,050,985	18,615	165,511
Transport	12	273,171	5,001,704	207	203,529
Economic Services	13	505,722	864,946	10,727	20,660
Other Property & Services	14	119,650	219,650	2,248	123,077
		<b>10,411,471</b>	<b>16,056,481</b>	<b>87,879</b>	<b>1,008,006</b>
<b>CAPITAL SECTION</b>					
Governance	4	66,674	84,822	0	3,788
Law, Order & Public Safety	5	71,506	114,224	0	19,003
Health	7	8,160	20,544	0	0
Welfare Services	8	434,982	464,300	0	(215,436)
Community Amenities	10	219,720	214,720	0	42,158
Recreation & Culture	11	9,744,765	8,856,812	0	296,130
Transport	12	5,198,134	5,409,801	0	75,700
Economic Services	13	62,000	76,285	0	7,230
Transfers To Reserves	15	0	824,638	0	0
		<b>15,805,941</b>	<b>16,066,146</b>	<b>0.00</b>	<b>228,573</b>
<b>Total Income &amp; Expenditure</b>		<b>26,217,412</b>	<b>32,122,628</b>	<b>87,879</b>	<b>1,236,579</b>
Less Depreciation W/Back			(5,758,977)		0
Adjust Profit/Loss Adjustment		24,018	(28,303)	0.00	0
Adjust Asset Write Off / Derecognition					
<b>Net</b>		<b>26,193,394</b>	<b>26,335,348</b>	<b>87,879</b>	<b>1,236,579</b>
Add Surplus July 1 B/Fwd		1,128,183		1,136,826	
Restricted - Unspent Loan Funds - VC Mitchell		(986,229)			
Rounding Adjustment			0		0
Surplus/Deficit C/Fwd			0.00		(11,875)
		<b>26,335,347</b>	<b>26,335,348</b>	<b>1,224,705</b>	<b>1,224,705</b>

**Shire of Donnybrook / Balingup  
Summary of Financial Activity - Cash  
For the Period ended  
31st July 2021**

**Surplus/Deficit Summary C/Forward Represented by;**

(A) Cash at Bank and on Hand	4,570,576	
Cash at Bank - Reserves	5,426,259	
Cash at Bank - Trust	265,738	
Sundry Debtors Rates	355,767	
Receivables/Debtors	108,231	
Contract Assets	96,978	
GST Asset Clearing A/C	125,857	
ESL Asset Clearing A/C	20,293	
Prepayments	5,313	
Stock on Hand	52,779	11,027,791
	<hr/>	
(B) Provision for LSL Current	(422,064)	
Provision for A/L Current	(380,860)	
Contract Liability	(2,436,027)	
GST Liability Clearing A/C	(14,305)	
PAYG Clearing A/C	(67,927)	
Prepaid Rates	(189,156)	
Reserve Funds	(5,426,259)	
Restricted Liability (Bonds)	(840,908)	
Trust Funds	(265,738)	
Sundry Creditors	(996,422)	(11,039,666)
	<hr/>	
<b>Net Current Assets</b>		<hr/> <b>(11,875)</b> <hr/>

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

**1. SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies which have been adopted in the preparation of this financial report are:

**(a) Basis of Accounting**

The financial report has been prepared in accordance with applicable Australian Accounting Standards, (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. The report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in the financial statements forming part of this budget.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements.

**(c) Rounding Off Figures**

All figures shown in this report are rounded to the nearest dollar.

**(f) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(g) Goods and Services Tax**

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST.

**(h) Superannuation**

The Shire of Donnybrook / Balingup contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

**(i) Fixed Assets**

Property, plant and equipment and infrastructure assets are brought to account at cost or fair value less, where applicable, any accumulated depreciation, amortisation or impairment losses.

Effective from 1 July 2012, the Local Government (Financial Management) Regulations were amended and the measurement of non-current assets at Fair Value became mandatory.

**(j) Investments**

All investments are valued at cost and interest on those investments is recognised when accrued.

**(k) Impairment**

In accordance with Australian Accounting Standards the Shire's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication that they may be impaired.

An impairment loss is recognised whenever the carrying amount of an asset or its cash-generating units exceeds its recoverable amount. Impairment losses are recognised in the income statement.

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(l) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

<b>Asset Class</b>	<b>Useful Life</b>
Buildings	20 to 100 years
Office Furniture and Equipment	5 to 15 years
Computer Equipment	4 to 15 years
Plant and Equipment	5 to 15 years
Infrastructure:	
Bridges	27 to 77 years
Road clearing and earthworks	not depreciated
Road Pavement	40 to 45 years
Road Seal	15 years
Carparks	40 years
Cycleways	40 years
Footpaths - Concrete	25 to 71 years
Footpaths - Slab	25 to 71 years
Storm Water Drainage	83 years
Other	4 to 80 years

**(m) Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

**(n) Employee Entitlements**

The provisions for employee entitlements relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries and Annual Leave (Short-term benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the municipality has a present obligation to pay resulting from employees' services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates.

**(ii) Annual Leave and Long Service Leave (Long-term benefits)**

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value for the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date.



**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

**2. COMPONENT FUNCTIONS/ACTIVITIES**

The activities relating to the Local Government's components are as follows:

**(b) Statement of Objective**

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this budget encompass the following service orientated activities/programs:

**03 GENERAL PURPOSE FUNDING**

Objective: To collect revenue to allow for the provision of services.

Activities: General rate revenue, general purpose grants and interest revenue.

**04 GOVERNANCE**

Objective: To provide a decision making process for the efficient allocation of scarce resources.

Activities: Administration and operation of facilities and services to members of Council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

**05 LAW, ORDER, PUBLIC SAFETY**

Objective: To provide services to help insure a safer community.

Activities: Supervision of various local laws, fire prevention, animal control and State Emergency Service.

**07 HEALTH**

Objective: To provide an operational framework for good community health.

Activities: Health Inspection and administration, preventative services and medical centre buildings.

**08 EDUCATION AND WELFARE**

Objective: To meet the needs of the community in these areas.

Activities: Operation of Frail Aged Hostel, Well Aged Housing, Community Development Child Care Centre & Youth Welfare

**09 HOUSING**

Objective: To help ensure adequate housing.

Activities: Maintenance of rental housing facilities. Council does not currently provide services in this area.

**10 COMMUNITY AMENITIES**

Objective: Provide services required by the community.

Activities: Refuse and recycling collection services, operation of refuse disposal sites, town planning & regional development, cemeteries, public conveniences and protection of the environment

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

**2. COMPONENT FUNCTIONS/ACTIVITIES**

**11 RECREATION AND CULTURE**

Objective: To establish and manage efficiently infrastructure and resources which will help the social well being of the community.

Activities: Maintenance of public Halls, parks and reserves, sporting facilities, libraries and museum.

**12 TRANSPORT**

Objective: To provide effective and efficient transport services to the community.

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

**13 ECONOMIC SERVICES**

Objective: To help promote the Shire and improve its economic well being.

Activities: Promotion of Tourism, Maintenance of Caravan Park, building control, noxious weed control, receipt of royalties.

**14 OTHER PROPERTY & SERVICES**

Activities: Plant repairs, public works overheads and other operational costs.

**3. CASH AND INVESTMENTS**

Actual cash balances versus end-of-year projected results are detailed below:

Restricted (See below)  
 Restrictive Liability (Bonds) 200,000  
 Restrictive Unspent Grants, Subsidies & Contributions 1,800,000  
 Restricted Funds - Trust Deposit 265,738  
 Unrestricted  
 Municipal Fund 3,288,261  
 Municipal Investment Account 0  
 Petty Cash on Hand 2,160

	<b>Budget 30/06/2022</b>	<b>B/Forward 01/07/2021</b>	<b>YTD Actual 31/07/2021</b>
	4,716,128	5,426,259	5,426,259
	200,000	1,240,237	840,908
	1,800,000	0	0
	265,738	265,738	265,738
	3,288,261	4,688,169	2,712,728
	0	1,014,892	1,014,979
	2,160	2,160	1,960
<b>Total Cash Balance</b>	<b>10,272,287</b>	<b>12,637,454</b>	<b>10,262,572</b>

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

**3. CASH AND INVESTMENTS**

The following reserve funds have restrictions imposed by Council under Regulations or by external requirements:

	<b>Budget 30/06/2022</b>	<b>B/Forward 01/07/2021</b>	<b>YTD Actual 31/07/2021</b>
Waste Management Reserve	1,276,687	1,476,407	1,476,407
Bushfire Control & Management Reserve	0	2,282	2,282
Aged Housing Reserve	0	1,210,182	1,210,182
Employee Entitlements Reserve	17,500	0	0
Arbuthnott Memorial Scholarship Reserve	2,985	3,285	3,285
Strategic Planning Studies Reserve	20,051	40,051	40,051
Land Development Reserve	350,271	350,271	350,271
Vehicle and Plant Reserve	375,847	391,795	391,795
Roadworks Reserve	149,992	435,434	435,434
Parks and Reserves Reserve	221,235	129,744	129,744
Revaluation Reserve	50,700	10,700	10,700
CBD Development Reserve	0	3,054	3,054
Buildings Reserve	485,014	495,996	495,996
Information Technology Reserve	80,522	93,523	93,523
Carried Forward Projects Reserve	393,787	688,477	688,477
Covid 19 Reserve	95,058	95,058	95,058
Council Election Reserve	13,650	0	0
Preston Village Exit Deferred Mgmt Fee Reserve	261,957	0	0
Preston Village Reserve Fund Contribution Reserve	21,821	0	0
Minninup Cottages 1-4 Surplus Reserve	13,059	0	0
Minninup Cottages 5-8 Surplus Reserve	48,626	0	0
Minninup Cottages 9-12 Surplus Reserve	261,549	0	0
Langley Villas 1-6 Surplus Reserve	342,322	0	0
Langley Villas 7-9 Surplus Reserve	208,975	0	0
Minninup Cottages 5-8 Long Term Mtce Reserve	6,169	0	0
Minninup Cottages 9-12 Long Term Mtce Reserve	5,128	0	0
Langley Villas 1-6 Long Term Mtce Reserve	10,823	0	0
Langley Villas 7-9 Long Term Mtce Reserve	2,400	0	0
	<b>4,716,128</b>	<b>5,426,259</b>	<b>5,426,259</b>

**4. NET CURRENT ASSETS**

Composition of Net Current Asset Position

**CURRENT ASSETS**

	<b>Budget 30/06/2022</b>	<b>B/Forward 01/07/2021</b>	<b>YTD Actual 31/07/2021</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Cash at Bank and on Hand	3,290,421	4,464,984	3,729,667
Restricted Assets - Reserves	4,716,128	5,551,881	5,426,259
Restricted Assets - Bond Deposits	200,000	1,240,237	840,908
Restricted - Unspent Grants, Subsidies & Contributions	1,800,000	0	0
Restricted Assets - Trust Funds	265,738	265,738	265,738
Sundry Debtors Rates	385,893	386,502	355,767
Receivables/Debtors	421,542	421,542	108,231
Accrued Income	45,234	45,234	0
GST Asset Clearing A/C	198,612	198,612	125,857
ESL Asset Clearing A/C	21,541	21,541	20,293
Prepayments	3,201	3,201	5,313
Stock on Hand	45,499	46,187	52,779
Contract Assets	96,978	96,978	96,978
	<b>11,490,787</b>	<b>12,742,636</b>	<b>11,027,791</b>

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

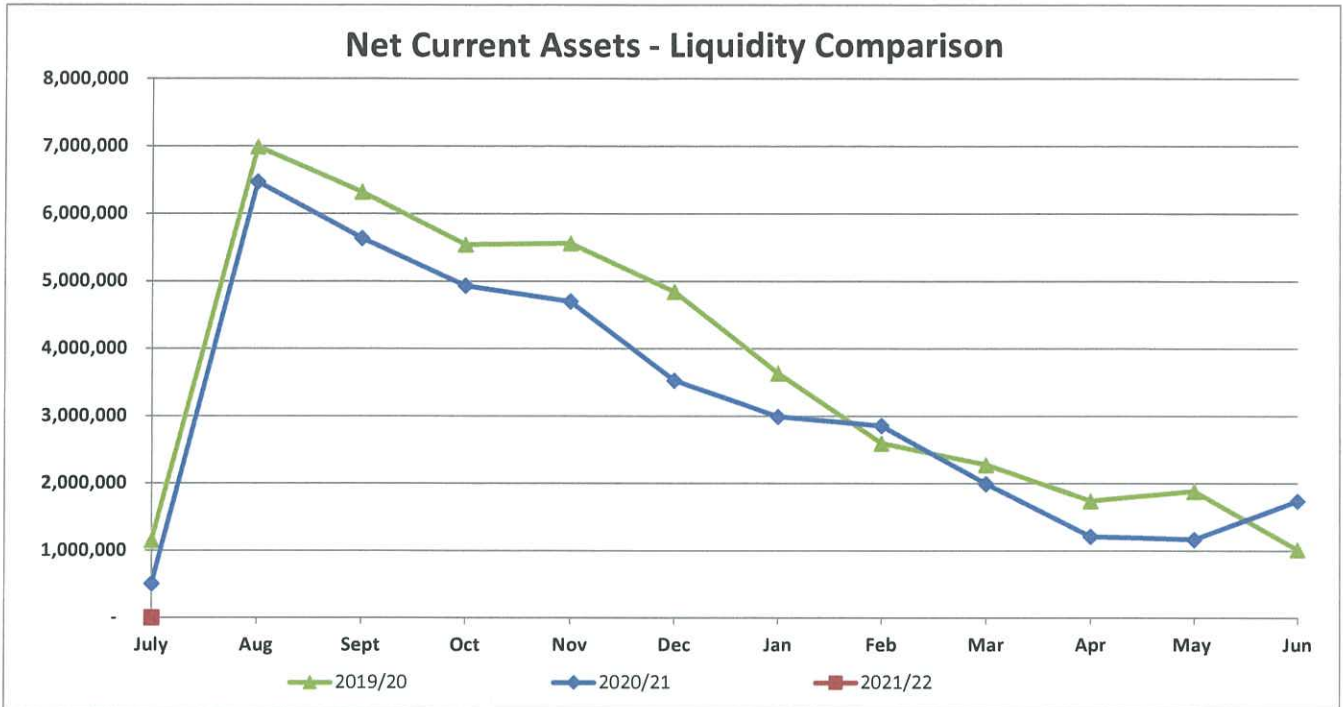
**4. NET CURRENT ASSETS**

<b>CURRENT LIABILITIES</b>	<b>Budget 30/06/2022 \$</b>	<b>B/Forward 01/07/2021 \$</b>	<b>YTD Actual 31/07/2021 \$</b>
Provision for LSL Current	(422,064)	(422,064)	(422,064)
Provision for A/L Current	(380,860)	(380,860)	(380,860)
Add Cash Backed Reserve	17,500	0	0
Payments Received in Advance	0	(1,758)	0
Accrued Loan Interest	(2,228)	(2,228)	0
Accrued Expenses	(440,567)	(440,567)	0
Prepaid Rates	(165,268)	(165,268)	(189,156)
GST Liability Clearing A/C	(46,163)	(46,163)	(14,305)
ESL Liability Clearing A/C	0	0	0
PAYG Clearing A/C	(68,049)	(187,592)	(67,927)
Contract Liability	(2,000,000)	(2,386,027)	(2,436,027)
Loan Liability (Current Portion)	(137,663)	0	0
Lease Liability	(30,000)	0	0
Sundry Creditors	(471,710)	(515,429)	(996,422)
Employee Provisions	(189,391)	0	0
Restricted Liability - Bonds	(200,000)	(1,240,237)	(840,908)
Restricted - Unspent Borrowings	(986,229)	0	0
Less Restricted Assets - Trust Funds	(265,738)	(265,738)	(265,738)
Less Restricted Assets - Reserves	(4,716,128)	(5,426,259)	(5,426,259)
	<b>(10,504,558)</b>	<b>(11,480,188)</b>	<b>(11,039,666)</b>
<b>NET CURRENT FUNDING POSITION</b>	<b>986,229</b>	<b>1,262,448</b>	<b>(11,875)</b>

<b>Net Current Assets - Liquidity Comparison</b>			
<b>Month</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>
July	1,152,916	506,431	(11,875)
August	6,991,493	6,469,551	
September	6,323,548	5,634,551	
October	5,540,643	4,931,119	
November	5,559,973	4,699,741	
December	4,844,897	3,527,899	
January	3,636,167	2,991,314	
February	2,596,196	2,857,417	
March	2,279,317	1,992,826	
April	1,740,914	1,213,495	
May	1,885,171	1,167,583	
June	1,018,548	1,738,651	

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

**4. NET CURRENT ASSETS**



**Current Ratio**

This ratio is a modified commercial ratio designed to focus on the liquidity position of local government that has arisen from past year's transactions.

A ratio of less than 1:1 means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. This may arise from a budget deficit from the past year, a Council decision to operate an overdraft or a decision to fund leave entitlements from next year's revenues.

**Current Ratio =**

$$\frac{\text{Current assets minus restricted current assets}}{\text{Current liabilities minus liabilities associated with restricted assets}}$$

	2019/20	2020/21	2021/22
July	1.75	1.12	1.00
August	6.15	2.24	
September	5.90	2.10	
October	5.40	1.95	
November	5.02	1.89	
December	4.83	1.65	
January	3.61	1.65	
February	2.21	1.59	
March	2.56	1.39	
April	2.26	1.24	
May	1.53	1.28	
June	1.23	1.40	

*\*\* The decrease in the current ratio is due to changes in the Accounting Standards, Grant funding is now recognised in the Balance Sheet as a Contract Liability. As these funds are expended this will transfer from a Contract Liability to Revenue recognition and likely to improve the ratio.*

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

**5. VARIANCE ANALYSIS**

The Local Government (Financial Management) Regulations 1996, require a variance analysis between budget year-to-date and actual results to be conducted monthly and reported to Council.

Council has determined that a materiality threshold of \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

Any variance less than \$10,000 will not be reported to Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

As the budget for the 2021/22 financial year has not been adopted as at report date a limited variance analysis report has been prepared

Internal allocations such as depreciation, plant and overhead recoveries have also not been processed during July 2021.

This financial report should therefore be considered in light of the above qualification and it is therefore an abridged financial statement

**6. Minor Debts Written Off Under Delegation**

Minor debts written off under delegation by CEO for the month as at reporting date.

Rates	Nil
Other	Nil

Acquisition of assets are capitalised in accordance with Australian Accounting Standard 116

**ASSETS ACQUIRED BY TYPE**

	2021/22	
	Adopted Budget \$	Actual \$
Land & Buildings	6,686,956	46,194
Plant & Equipment	541,463	75,700
Furniture & Equipment	52,410	0
Infrastructure Assets - Roads	3,284,476	0
Infrastructure Assets - Other	4,265,317	306,322
	<b>14,830,622</b>	<b>428,216</b>

**ASSETS ACQUIRED BY PROGRAM**

	2021/22	
	Adopted Budget \$	Actual \$
Governance	61,611	0
Law, Order & Public Safety	114,224	17,586
Health	8,160	0
Education and Welfare	126,982	0
Community Amenities	214,720	42,158
Recreation & Culture	8,833,124	292,567
Transport	5,409,801	75,700
Economic Services	62,000	206
	<b>14,830,622</b>	<b>428,216</b>

Note: Full details of Assets acquired or constructed are shown in Appendix A of the report.

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 31st July 2021**

**7. DISPOSAL OF ASSETS**

**ASSETS DISPOSED BY TYPE**

	2021/22	
	Adopted Budget \$	Actual \$
<b>Proceeds of Sale of Assets</b>		
Plant & Equipment	148,148	0
	148,148	0
Less Written Down Value at Disposal	143,863	0
Profit/(Loss) on Disposal	<b>4,285</b>	<b>0</b>

**ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)**

	2021/22	
	Adopted Budget \$	Actual \$
Law, Order & Public Safety	(6,008)	0
Transport	2,779	0
Economic Services	7,514	0
	<b>4,285</b>	<b>0</b>

Note: Full details of Assets sold/disposed are shown in Appendix B of the report.

**8. LOAN REDEMPTION (Loan Principal Repayment)**

The total loan principal outstanding as at 31st July 2021 is \$395,541.40

*Loan redemption does not include Preston Retirement Village liability*

**9. CHANGES TO NET SURPLUS/DEFICIT CALCULATION FROM BUDGET ADOPTION TO FINAL AUDITED FIGURE**

<b>Surplus July 1, Brought Forward as per 21/22 Budget (Estimate)</b>	<b>1,128,183</b>
Prepayment Lease - Dell Computers	609
Revenue Recognition - Public Drink Fountain Dbk	7,346
Stock on Hand - Dbk Rec Centre Kiosk Stock	688
<b>Surplus July 1, Brought Forward actual balance</b>	<b><u>1,136,826</u></b>
<b>Difference (reduction in surplus)</b>	<b>8,643</b>

**SHIRE OF DONNYBROOK / BALINGUP**  
Notes to and forming part of the Financial Statements  
For the Period ended 31st July 2021

**APPENDIX A**      **Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>GOVERNANCE</b>									
<b>Other Governance</b>									
105640	Admin Centre - Exterior - Repaint	8,120	0		0				
105640	Admin Centre - External Walls- Repoint Fretted	1,015	0		0				
105640	Admin Centre - East wing - Repaint	12,150	0		0				
105640	Admin Centre - East Wing - Floor Coverings	11,138	0		0				
105640	Admin Centre - West Wing - Airconditioner	15,188	0		0				
105840	Audio Visual System (Meeting Streaming)	12,000	0				0		
105840	Phone Line - Council Chambers	2,000	0				0		
		<b>61,611</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LAW, ORDER AND PUBLIC SAFETY</b>									
<b>Fire Control</b>									
103840	Beelerup Fire Station - Finalisation	17,586	17,586		17,586				
103840	Argyle/Irishtown BFB - Planning Costs	45,000	0		0				
		<b>62,586</b>	<b>17,586</b>	<b>0</b>	<b>17,586</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Animal Control</b>									
108840	Ranger Vehicle	51,638	0			0			
		<b>51,638</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HEALTH</b>									
<b>Other Health</b>									
116040	Dental Surgery - replace air conditioner		0						
106740	Medical Centre - enclosure for external aircon pl	8,160	0		0				
		<b>8,160</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EDUCATION AND WELFARE</b>									
<b>Other Welfare</b>									
180940	Minninup Cottages - Units 1-4 - Interior Refurbis	51,818	0		0				
180940	Minninup Cottages - Units 5-8 - Interior Refurbis	60,000	0		0				
180940	Langley Villas - Unit 1-6 - Refurbishment	10,000	0		0				
180940	Langley Villas - Unit 3 - Internal Repaint	5,164	0		0				
		<b>126,982</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 31st July 2021**

**APPENDIX A Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>COMMUNITY AMENITIES</b>									
<b>Sanitation</b>									
160140	Donnybrook Refuse Site - Land Closure Mgmt P	29,720	0						0
160140	Donnybrook Refuse Site - Siteworks, Rehab & C	170,000	37,500						37,500
		<b>199,720</b>	<b>37,500</b>	0	0	0	0	0	<b>37,500</b>
<b>Other Community Amenities</b>									
109650	Public Toilets	0	2,847						2,847
109640	Donnybrook Cemetery Upgrades	15,000	1,811						1,811
		<b>15,000</b>	<b>4,658</b>	0	0	0	0	0	<b>4,658</b>
<b>RECREATION AND CULTURE</b>									
<b>Public Halls</b>									
125740	Public Hall - Donnybrook - Clean & Seal Stone F	1,500	0			0			
125740	Public Hall - Donnybrook - Exterior Repaint	50,000	0			0			
110640	Public Hall - Yabberup - New Storage Shed	5,000	0			0			
		<b>56,500</b>	<b>0</b>	0	0	0	0	0	<b>0</b>
<b>RECREATION AND CULTURE</b>									
<b>Other Recreation and Sport</b>									
102840	Balingup Rec Centre - Building Upgrades	107,710	0			0			
112640	Egan Park - Netball Clubrooms	11,874	0			0			
112740	Station Square - Works Plant Shed	7,500	0						0
112740	Station Square - Interpretive Upgrades	20,000	0						0
112740	Station Square - Shade Sails, Bins etc	40,000	0						0
107140	Balingup - Install new Drinking Fountain	10,000	0						0
189340	Donnybrook Weir Upgrade	238,000	0						0
112840	VC Mitchell - Hockey Training Facility	250,000	0						0
189240	Kirup Mill Park - Upgrade	18,000	490						490
189240	Kirup - Install new Drinking Fountain	10,000	0						0
189140	Golden Valley Tree Park - Pathway Upgrade	80,000	0						0
112140	Balingup Oval - New Bore	25,000	0						0
126820	Playground Equipment	15,000	284						284
106940	Apple Funpark - Renewal of Equipment	1,500	0						0
101940	Apple Funpark Project	1,075,273	223,164						223,164
111840	Dbk Arboretum - Safety Fencing and Furn	50,764	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	0						0
111840	VC Mitchell Park - New Bore	108,000	37,800						37,800
111840	Pump Track	396,060	2,220						2,220
189440	VC Mitchell Park - Redevelopment	6,025,271	28,173		28,173				
		<b>8,497,952</b>	<b>292,130</b>	0	28,173	0	0	0	<b>263,958</b>

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 31st July 2021**

**APPENDIX A Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>Donnybrook Recreation Centre</b>									
189040	Equipment - CCTV Security	10,000	0				0		
189040	Equipment - Kitchen Appliances	5,410	0				0		
189040	Equipment - Leisure Cntr Mgmt Software	13,000	0				0		
172940	Kitchen - Renew Vinyl Floor	6,289	0		0				
172940	Kitchen - Renew Benchtops & Shelves	6,289	0		0				
172940	Kitchen - Renew Hot Water System	1,571	0		0				
172940	Kitchen - Repaint	5,241	0		0				
172940	Kitchen - Renew Doors x 6	2,096	0		0				
172940	Renew Carpets - Foyer/Office/Passages/Conf Rm	26,206	0		0				
172940	Renew Ceilings & Downlights	22,013	0		0				
172940	Renew Suspended Ceilings & Down lights	126,837	0		0				
172940	Function Room - Renew Blinds	3,668	0		0				
172940	Gym - Renew Airconditioner x 3	8,386	0		0				
172940	Gym - Storeroom Shelving	1,013	0		0				
		<b>238,019</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Libraries</b>									
130140	Dbk Library - Wheeled Shelving	10,000	0				0		0
		<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Culture</b>									
110940	Dbk Heritage Precinct	0	436		436				
112540	Dbk Community Resource Centre - Bathroom Rm	10,353	0		0				0
112540	Dbk Community Resource Centre - Restump	20,300	0		0				0
		<b>30,653</b>	<b>436</b>	<b>0</b>	<b>436</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TRANSPORT</b>									
<b>Construction, Streets, Roads Bridges, Depots</b>									
132000	Bridgeworks (Special Grants)	1,522,000	0						0
132100	Roadworks Construction - General	460,000	0					0	
132600	Regional Road Group Projects	1,442,044	0					0	
133000	Roads to Recovery Program	503,657	0					0	
133300	Blackspot Projects	466,275	0					0	
133400	Commodity Route Projects	412,500	0					0	
132400	Footpath Construction Program	147,500	0						0
		<b>4,953,976</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Road Plant Purchases</b>									
135540	Replace Tip Truck - DB4550	98,607	75,700			75,700			
135540	Replace Ute - DB112 (W&S)	41,519	0			0			

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 31st July 2021**

**APPENDIX A**      **Details of Capital Works Program - 2021/22**

Ledger Account	Proposed Works	2021/22 Amended Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
135540	Replace Plant Trailer - DB6232	9,973	0			0			
135540	Replace Plant Trailer - DB6066	3,113	0			0			
135540	Replace Ute - DB646 (P&G)	27,337	0			0			
135540	Replace Vibrating Roller - DB2114	156,938	0			0			
135540	Replace Ute - DB419 (P&G)	27,337	0			0			
135540	Replace Ride on Mower - DB193 (Dbk)	47,588	0			0			
135540	Replace Ute - DB346	33,413	0			0			
135540	New Water Trailer	10,000	0			0			
		<b>455,825</b>	<b>75,700</b>	<b>0</b>	<b>0</b>	<b>75,700</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ECONOMIC SERVICES</b>									
<b>Rural Services</b>									
182340	Donnybrook Commercial Standpipe	10,000	206						206
182340	Balingup Commercial Standpipe	18,000	0						0
		<b>28,000</b>	<b>206</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>206</b>
<b>Building Control</b>									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0			0			
		<b>34,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>14,830,622</b>	<b>428,216</b>	<b>0</b>	<b>46,194</b>	<b>75,700</b>	<b>0</b>	<b>0</b>	<b>306,322</b>

SHIRE OF DONNYBROOK / BALINGUP  
Notes to and forming part of the Financial Statements  
For the Period ended 31st July 2021

Appendix B Asset Disposal Schedule - 2021/22

Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
<b>LAW, ORDER, PUBLIC SAFETY</b>								
<b>Animal Control</b>								
61289	Ranger Vehicle - DB92	Plant & Equipment	10,692	16,700	(6,008)	0	0	0
			<u>10,692</u>	<u>16,700</u>	<u>(6,008)</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TRANSPORT</b>								
<b>Road Plant Purchases</b>								
61211	Tip Truck - DB4550	Plant and Equipment	33,741	19,721	14,020	0	0	0
61274	Mitsubishi Dual Cab Ute - DB112	Plant and Equipment	18,000	20,760	(2,760)	0	0	0
50230	Steel Trailer - DB6232	Plant and Equipment	0	0	0	0	0	0
61067	Flat Top Trailer - DB6066	Plant and Equipment	0	0	0	0	0	0
61167	Caterpillar Roller - DB2114	Plant and Equipment	16,544	21,020	(4,476)	0	0	0
61268	Mitsubishi Ute - DB646	Plant and Equipment	5,063	13,669	(8,606)	0	0	0
61264	Mitsubishi Ute - DB419	Plant and Equipment	11,500	13,668	(2,168)	0	0	0
61302	Kubota Mower - DB193	Plant and Equipment	15,094	10,125	4,969	0	0	0
61269	Mitsubishi Ute - DB346	Plant and Equipment	18,000	16,200	1,800	0	0	0
			<u>117,942</u>	<u>115,163</u>	<u>2,779</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>ECONOMIC SERVICES</b>								
<b>Building Control</b>								
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	19,514	12,000	7,514	0	0	0
			<u>19,514</u>	<u>12,000</u>	<u>7,514</u>	<u>0</u>	<u>0</u>	<u>0</u>
			<u>148,148</u>	<u>143,863</u>	<u>4,285</u>	<u>0</u>	<u>0</u>	<u>0</u>

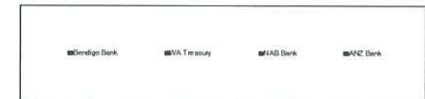
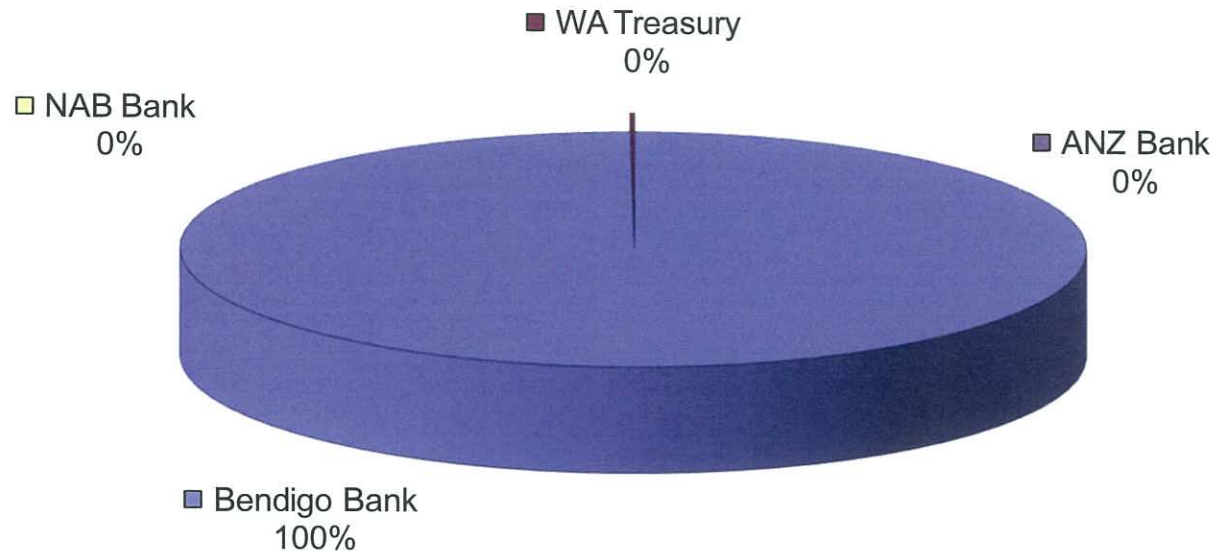
**Shire of Donnybrook-Balingup**  
**Schedule of Investments Held**  
**For the period ended 31st July 2021**

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
<b>MUNICIPAL FUND</b>							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$5,016,957.83	\$796,491.81	-\$2,074,257.24	\$3,739,192.40
	Bendigo Bank - 3625131	0.15%	19-Jul-2021	\$1,000,380.82	\$87.70	\$0.00	\$1,000,468.52
	WA Treasury - General	0.05%	At Call	\$14,510.80	\$0.00	\$0.00	\$14,510.80
				<b>\$6,031,849.45</b>	<b>\$796,579.51</b>	<b>-\$2,074,257.24</b>	<b>\$4,754,171.72</b>
<b>TRUST FUND</b>							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
	Licensing Trust Fund	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>RESERVE FUND</b>							
	Bendigo - 134088277	Variable	At Call	\$5,564,828.15	\$223,638.90	-\$236,586.43	\$5,551,880.62
	NAB Bank - 85-135-5950	Variable	At Call	\$0.25	\$0.00	-\$0.25	\$0.00
				<b>\$5,564,828.40</b>	<b>\$223,638.90</b>	<b>-\$236,586.68</b>	<b>\$5,551,880.62</b>
FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
<b>LONG TERM INVESTMENT</b>							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$11,621,677.85</b>	<b>\$1,020,218.41</b>	<b>-\$2,310,843.92</b>	<b>\$10,331,052.34</b>

**Investments Balances**

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$10,291,541.54	99.86%	75%	A -2
WA Treasury	\$14,510.80	0.14%	100%	AAA
NAB Bank	\$0.00	0.00%	100%	A -1+
ANZ Bank	\$0.00	0.00%	100%	A -1+
	<b><u>\$10,306,052.34</u></b>	<b><u>100.00%</u></b>		

**Shire of Donnybrook - Balingup  
Investment Balances**



**Shire of Donnybrook-Balingup  
Summary of Bank Reconciliation  
For the period ended 31st July 2021**

**MUNICIPAL FUND**

Balance as per Bank Statements	3,739,192
Investments - Muni Funds	1,014,979
Deposits not yet Credited	2,967
Less Outstanding Payments	(48,407)
Outstanding Transfers from Reserve	471,003
Outstanding Transfers to Reserves	(611,119)
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>4,568,616</u></b>

**PETTY CASH**

Shire Petty Cash on Hand	300
Shire Till Float on Hand	300
Tuia Lodge Resident Kitty Float	1,000
Rec Centre Till Float on Hand	200
Dbk Community Library	100
Balingup Library	60
<b><i>Balance as per Petty Cash Account</i></b>	<b><u>1,960</u></b>

**TRUST FUNDS**

Balance as per Bank Statements	0
Outstanding Transfers	265,738
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>265,738</u></b>

**RESERVE FUND**

Balance as per Bank Statements	5,551,881
Investments	0
Outstanding Transfer to Trust Fund	(265,737)
Outstanding Transfers from Reserve	611,119
Outstanding Transfers to Reserves	(471,003)
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>5,426,259</u></b>

**LONG TERM INVESTMENT**

Bendigo Shares	25,000
<b><i>Balance as per Cash At Bank Account</i></b>	<b><u>25,000</u></b>

<b>TOTAL BALANCE CASH AT BANK</b>	<b><span style="border: 1px solid black; padding: 2px;">10,287,573</span></b>
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# **FUNDING APPLICATION GUIDELINES**

FOR FINANCIAL YEAR 2021 – 2022



# Community Grant Funding Scheme - Overview

- The Shire of Donnybrook Balingup (Shire) Community Grant Funding Scheme (CGFS) aims to build sustainable local communities, enhance social wellbeing, and develop the community.
- The Shire welcomes submissions from individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that address identified community needs. In doing this, the Shire to helps to build a sustainable community and improve the quality of life for people living in our Shire.
- Applicants are expected to provide significant in-kind contribution to their projects, activities, and events.

## Eligibility

To be eligible for funding, applicants must satisfy the eligibility criteria set out in the relevant CGFS Guidelines, and including:

- Offer a project, or activity, within the Shire's local government boundary, or if the applicant is an individual, they must be a resident of the Shire;
- Have completed and acquitted any project, activity, or event for which Shire funding was previously received;
- Have no outstanding debts to the Shire;
- Undertake the project, activity, or event for the benefit of the wider community; and
- Apply in accordance with the requirements outlined in the relevant Funding Category Guidelines on the prescribed Application Form.

Applicants are eligible for a maximum of one grant per Funding Category per financial year, however it should be noted that the Shire has a limited budget and will endeavour to distribute funds equitably throughout the community.

## Ineligibility

The Shire's CGFS does not provide funding for:

- Projects that duplicate existing Shire services and programs;
- Activities that are already covered by existing service agreements with the Shire;
- Projects with a primarily political, or religious purpose only; or
- Retrospective costs.

# Community Grant Funding Scheme - Overview

**Applications will be assessed according to the following Shire CGFS priorities:**

## Build Capacity, Partnerships and Leverage Resources

- Increase the human and organisational capacity of recipients, or the community;
- Maximise in-kind, cash donations and volunteer time from community, business and / or other funding bodies;
- Facilitate ways in which recipients can give back to the community;
- Encourage community participation and capacity building; and
- Demonstrate an impact that will extend beyond the funding period.

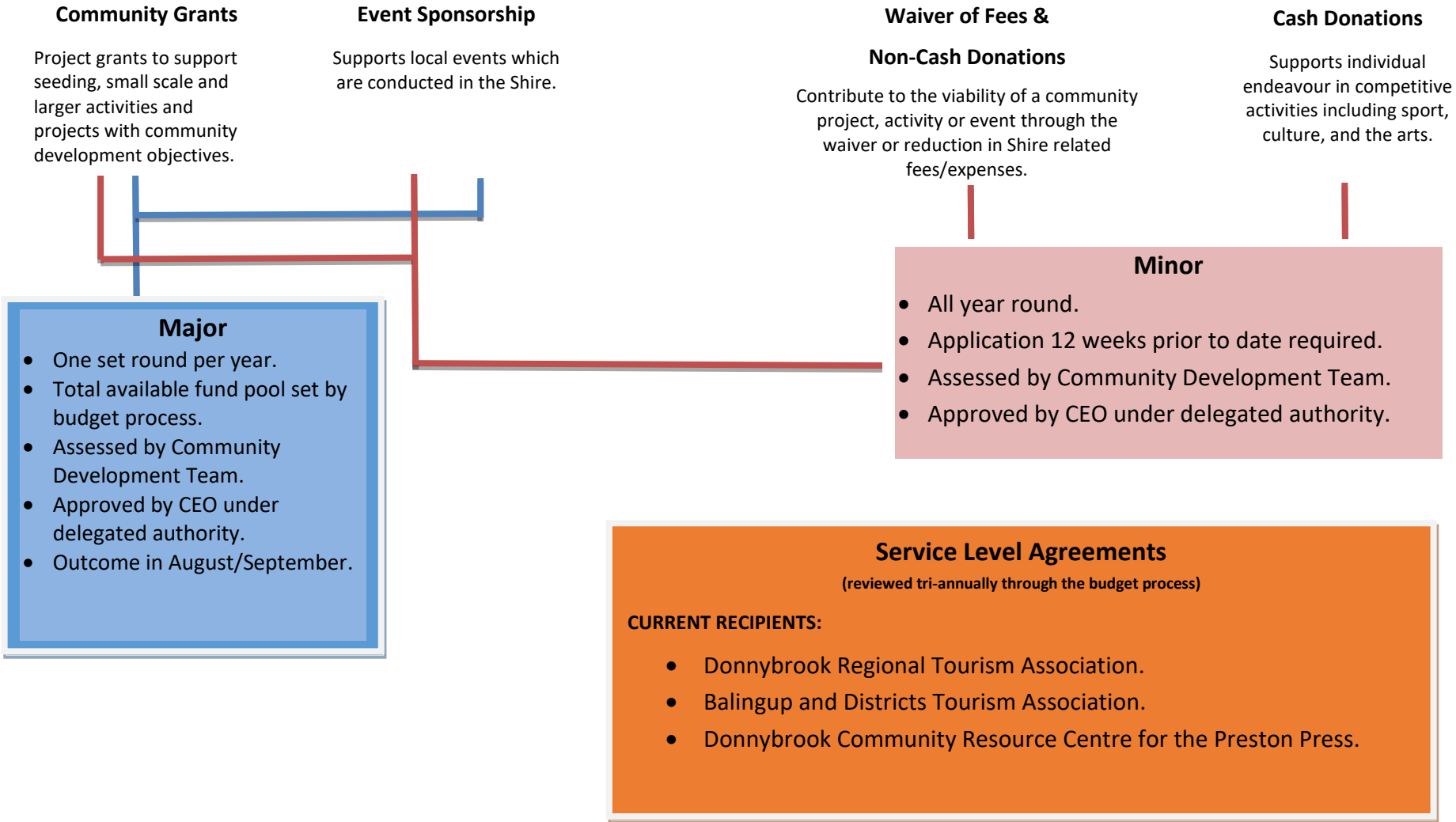
## Demonstrate Accountability for the Expenditure of Public Funds

- Adopt a risk-management based approach;
- Clearly defined aims, objectives and outcomes that are measurable;
- Be well-planned and achievable within clear and detailed timelines;
- Provide evidence to establish that funds and in-kind support provided by the Shire will be used for their intended purpose; and
- Seek to maximise value for money.

## Recognise the Shire's Contribution

- Enhance the image of the Shire as a proud community that enjoys a rural lifestyle, cultural heritage, and natural environment.

# Community Grant Funding Scheme - Overview



# How to apply for Funding

## Major Community Grant & Major Event Sponsorship

Major Community Grant Funding and Major Event Sponsorship Funding is available through an annual, competitive application process.

### Step 1

Read the CGFS Guidelines outlined in this Information Kit to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Community Development Team on ph. 9780 4200, or email [communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au).

### Step 2

Select the most appropriate Grant Funding category for your project, activity, or event.

### Step 3

Complete the Application Form and lodge with the Shire.

### Step 4

Major Community Grant Funding and Major Event Sponsorship Funding applications are assessed by Community Development Team. The recommendations are considered by the CEO and final successful/unsuccessful under the CEO's delegation.

### Step 5

Applicants are notified of the outcome via letter.

If successful, the recipient will receive a grant agreement letter outlining all the terms and conditions of the funding. Funds will be deposited into the nominated bank account.

### Step 6

You deliver your project, activity, or event!

### Step 7

Complete the Acquittal Form within 8 weeks of the completion date or by 30th June in the financial year the grant is awarded (whichever comes first) and return to the Shire.

## **How to apply for Funding**

### **Minor Grant, Minor Event Sponsorship, Requests for Waiver of Fees and Non-Cash Donations.**

#### **Step 1**

Read the CGFS Guidelines outlined in this Information Kit to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Community Development Team on Ph: 9780 4200 or email [communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au).

#### **Step 2**

Select the most appropriate Grant Funding category for your project, activity, or event.

#### **Step 3**

Complete the Application Form and lodge with the Shire.

#### **Step 4**

Funding requests for Minor Community Grants, Minor Event Sponsorship, requests for Waiver of Fees, Cash and Non-Cash Donations are assessed by Community Development Team against the assessment criteria and recommendations provided to the CEO. The CEO will review and approve/reject as per delegations. Please allow twelve (12) weeks for assessment.

#### **Step 5**

Upon completion of this assessment, applicants are notified of the outcome via letter.

If successful, the recipient will receive a grant agreement letter outlining all the terms and conditions of the funding. Funds will be deposited into the nominated bank account.

#### **Step 6**

You deliver your project, activity, or event!

#### **Step 7**

Complete an Acquittal Form within 8 weeks of the completion date or by 30th June in the financial year the grant is awarded (whichever comes first) and return to the Shire.

# How to apply for a Service Level Agreement

In the 2020/2021 budget the following organisations received a budget request/recurrent funding (NOTE: this financial year was pre-Service Level Agreement (SLA) arrangements being in place) from the Shire:

- Donnybrook Regional Tourism Association for the Donnybrook Visitor's Centre.
- Balingup and District's Tourism Association for the Balingup Visitor's Centre.
- Donnybrook Community Resource Centre for the Preston Press.

Recipients of an SLA are eligible for three years funding. Existing SLA recipients are required to complete an Application Form twelve (12) months prior to the end of the three-year cycle. New SLA applicants are invited to discuss their proposal with the Manager, Community Development. The Shire will determine the level of SLA funding available to each organisation on a triennial basis.

## Step 1

Read the CGFS Guidelines (including details relating to SLA Funding) to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Manager, Community Development on ph. 9780 4200 or email [communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au).

## Step 2

After discussing with the Manager, Community Development, new applicants for SLA funding are required to apply annually by submitting an Application Form using a specific template. Existing recipient's must apply 12 months prior to the end of the three-year cycle of their current SLA.

## Step 3

Collate supporting documentation as detailed in the Application Form.

## Step 4

Applications are assessed by Community Development Officers against the assessment criteria and recommendations provided to the CEO. The CEO will review and present recommendations to Council for consideration.

## Step 5

Upon completion of this assessment, applicants are notified of the outcome via letter.

If successful, the recipient will receive an SLA outlining all the terms and conditions of the funding and funding cashflow arrangements..

## Step 6

Annual cashflow is linked to the receipt and acceptance of an annual Progress Report and financial statement submitted within three (3) months of the end of the financial year.

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup. These grants are available to not-for-profit organisations and community organisations and groups (Legal Entities). Unincorporated organisations (non-Legal Entities) must be supported by an auspicng organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

### When can you apply?

Major Grant applications are made once a year as a part of the Shire's annual Community Grant round which usually opens in May each year and closes no later than the end June each year. Applications are assessed against the criteria outlined in these Guidelines by the Shire's Community Development Team. Recommendations are submitted to the CEO for consideration and the decision is based on the annual Shire budget approval. Minor Grant applications can be made at any time over the year.

### What we support?

We support various types of projects and activities that improve the wellbeing of the community.

### What we look for in your application?

- How your project or activity relates to your organisation's purpose;
- Your projects or activities expected benefits;
- A contribution in cash or kind from the applicant;
- Community and stakeholder support for the project; and
- Demonstrated strong project planning, management, and expertise.

### Documents we need.

- A completed Application Form,
- Copy of your groups current Certificate of Incorporation OR your group's auspicng bodies current Certificate of Incorporation;
- Copy of your group's insurance certificate/s of currency OR your group's auspicng bodies insurance certificate/s of currency; and
- Two written quotes for items over \$1,000; a written estimate, advertised price, or one written quote for items under \$1,000 (low value, miscellaneous items can be grouped together to \$500).

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup or be conducting the event or activity for the benefit of the Shire. This funding is open to not-for-profit and commercial organisations (Legal Entities). Unincorporated organisations (non-Legal Entities) must be supported by an auspicing organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

### When can you apply?

Major Event Sponsorship applications can be made once a year as part of the Shire's annual Community Grant round which opens in March each year and closes no later than the end April each year. Applications are assessed against the criteria outlined in these Guidelines by the Shire Community Development Team Recommendations are submitted to the CEO for consideration and the decision is based on the annual Shire budget approval. Minor Event Sponsorship applications can be made at any time over the year.

### What we support?

The Shire sponsors events that help to celebrate our diverse community.

### What we look for in your application?

- Clearly defined event objectives;
- Innovative approaches to the carrying out the event;
- Well-planned and achievable events within a specified timeline;
- Events that encourage community participation and capacity building;
- Events that will have an impact beyond the funding period;
- Events that work in partnership with community or business organisations;
- A contribution in cash or kind from the applicant; and
- Free or affordable entry.

### Documents we need.

- A completed Application Form;
- Copy of the event organisers current Certificate of Incorporation OR your group's auspicing bodies current Certificate of Incorporation;
- Copy of your group's insurance certificate/s of currency OR your group's auspicing bodies insurance certificate/s of currency; and
- A completed Shire of Donnybrook Balingup Event Application Form will be required *at least 12 weeks prior to your event.*



## Who can apply?

Applicants must be Shire residents.

## When can I apply?

Applications can be made throughout the year. Applications must be received a minimum of twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.

## What we support?

Cash Donations aim to support individual endeavour in sport, community development, culture, and the arts, where the individual has been selected to represent the State or Country at a National or International level. There are three levels of Cash Donations, depending on the level of competition, including:

<b>International</b>	Up to \$200 per applicant per year
<b>National</b>	Up to \$150 per applicant per year
<b>State</b>	Up to \$100 per applicant per year

## What we look for?

- Applicants are required to demonstrate that they will be participating based on their selection through a competitive process; and
- Applicants are required to demonstrate that they have sought funding from alternative sources in addition to this application.

## Documents we need.

- A completed Application Form;
- Proof of selection;
- Details of project or activity from the selectors; and
- Summary of projected expenses associated with participating in the project or activity.

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup or be conducting the event or activity for the benefit of the Shire. This funding is open to individuals, not-for-profit and commercial organisations.

### When can I apply?

Applications can be made throughout the year. Applications must be received a minimum of twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.

### What we support?

Non-Cash Donations/Waiver of Fees aim to contribute to the viability of community projects and events. Applicants may apply for a maximum of \$500 in any one financial year. Non- Cash Donations may, for example, include a waiver of the cost of Shire venue hire or the provision of Shire rubbish bins at an event.

### What we look for in your application?

- The Non-Cash Donation/Waiver of Fees will contribute to the viability of the project or event;
- Well-planned and achievable events or activities within clear and detailed timelines;
- Events that encourage community participation and capacity building; and
- Events that work in partnership with community or business organisations.

### Documents we need.

- A completed Application Form along with relevant supporting documentation.
- A completed Shire of Donnybrook Balingup Event Application Form will be required *at least 12 weeks prior to your event*.

### Shire Major Events

The Shire values the contribution that major events bring to the region through the significant amount of media coverage they generate, the immediate and long-term economic benefit, and promotional opportunities that these events create for the region. The following major events which take place within the Shire annually have been granted special consideration and a waiver of fees associated with the hire of the reserve/oval only.

- Donnybrook Apple Festival, Balingup Small Farm Field Day and Donnybrook Food and Wine Festival.

## Service Level Agreement (SLA)

### Who can apply?

- Applicants whose primary purpose is to provide services to the people living with the Shire of Donnybrook Balingup.
- Current recipients of a Shire Service Level Agreement's (previously Budget Request/Recurrent Funding) include:
  - Donnybrook Regional Tourism Association (Donnybrook Visitors Centre) - \$35,000 in 2020//2021.
  - Balingup and Districts Tourism Association (Balingup Visitors Centre) - \$35,000 in 2020/2021.
  - Donnybrook Community Resource Centre (Preston Press) - \$5,000 in 2020/2021.

### When can you apply?

New applications are invited to discuss their proposal with the Manager, Community Development. Existing recipients must apply twelve (12) months prior to the end of the three-year cycle of funding. Applications must be completed on the specific template required.

### What we support?

The Shire supports service organisations that help people living in the community in the Shire.

### What we look for in your application?

- Clearly defined organisational objectives;
- Clearly defined organisational outcomes which demonstrate the benefits to the Shire;
- Organisational outcomes that encourage community participation and capacity building within the Shire; and
- Organisations that work in partnership with other community or business organisations.

### Documents we need.

- A completed Application Form;
- Copy of the organisations current Certificate of Incorporation;
- A copy of the organisations most recent audited financial statement; and
- A copy of the organisations most recent annual report.

# **COUNCIL POLICY COMD/CP-1**

## **COMMUNITY GRANTS FUNDING SCHEME**



### **OBJECTIVE**

The Community Grant Funding Scheme (CGFS) is connected to the Shire's overarching vision to create a proud community who enjoy our rural lifestyle, cultural heritage, and natural environment. The CGFS supports the shire's four key objectives:

- A strong, diverse, and resilient economy,
- Respect for our heritage, natural and built environment,
- A healthy, safe, and inclusive community, and
- Effective leadership and civic responsibility.

### **SCOPE**

Submissions are encouraged from eligible individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that produce results in these key objective areas.

### **POLICY STATEMENT**

#### **1. Eligibility**

To be eligible for funding, applicants must satisfy the eligibility criteria set out in the relevant CGFS Guidelines, and must:

- Offer a project or activity within the Shire's local government boundary, or if the applicant is an individual, they must be a resident of the Shire; and
- Successfully complete and acquit any project, activity, or event for which the applicant has received funding from previous Shire CGFS rounds; and
- Have no outstanding debts to the Shire; and
- Undertake the project, activity, or event for the benefit of the wider community for projects that meet the Shire's vision and objectives; and
- Apply in accordance with the requirements outlined in the relevant CGFS guidelines on the prescribed CGFS Application Form.

Legal entities are eligible for a maximum of one grant per funding category per financial year. Exceptions may be considered for a legal entity who is auspicing an application for an entity that is not a legal entity. It should be noted that the CGFS has a limited annual budget and equitable distribution of funding is a key principle in the assessment process.

# COUNCIL POLICY COMD/CP-1

## COMMUNITY GRANTS FUNDING SCHEME



The CGFS does not provide funding for:

- Projects that duplicate existing Shire services and/or programs; or
- Activities that are already covered by existing service agreements with the Shire; or
- Projects that are only for a political or religious purpose.

### 2. Budget Allocation

The CGFS budget allocation is tied as a percentage of Shire rates. Based on historical proportional CGFS budget allocations, 2.5% of the annual shire rates provides sufficient budget to run an effective annual CGFS process, including multi-year service level agreements for those legal entities where recurrent funding is requested and approved.

The Proportionate Funding Allocations (PFA) for each category are designated against each category below. The designated PFA for each category, excepting Service Level Agreements (SLA), may be adjusted depending on the quality and quantity of applications.

### 3. Assessment of Applications

Applications will be assessed according to the following CGFS priorities:

- Build Capacity, Partnerships and Leverage Resources:
  - Increase the human and organisational capacity of recipients, or the community,
  - Maximise in-kind, cash donations and volunteer time from community, business, and/or other funding bodies,
  - Facilitate ways in which recipients can give back to the community,
  - Encourage community participation and capacity building, and
  - Demonstrate a result that will have an impact beyond the CGFS grant round.
- Demonstrate Accountability for the Expenditure of Public Funds:
  - Adopt a risk-management based approach,
  - Clearly define aims, objectives and outcomes that are measurable and relevant to the shire visions and objectives,
  - Be well-planned and achievable within clear and detailed timelines,
  - Provide evidence to establish that funds and in-kind support provided by the Shire will be used for their intended purpose,

# COUNCIL POLICY COMD/CP-1

## COMMUNITY GRANTS FUNDING SCHEME



- Seek to maximise value for money,
- Recognise the shire's contribution, and
- Enhance the image of the Shire.

### 4. Funding Categories

#### 4.1.1. Service Level Agreements

Total annual PFA: 75%

- Applicants whose primary purpose is to service the people living with the Shire.
- The purpose of the SLA is to support organisations who build the capacity of the community in key areas over a longer term.
- Applications are made once every three years.
  - For existing recipients, the application must be made 12 months prior to the end of the three-year cycle, or
  - For new applicants, the application is made through the annual grant application process.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

#### 4.1.2. Community Grants - Major

Total annual PFA: 8.9% with individual applications up to \$2,000.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made once per year as a part of the Shire's annual CGFS round which commences in July and closes no later than the end August each year.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

## **COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME**



### **4.1.3. Community Grants – Minor**

Total annual PFA: 2.4% with individual applications up to \$500.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to council.

### **4.1.4. Event Sponsorship - Major**

Total annual PFA: 8.9% with individual applications up to \$2,000.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made once per year as a part of the Shire's annual CGFS round which commences in July and closes no later than the end August each year.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

### **4.1.5. Event Sponsorship - Minor**

Total annual PFA: 2.4% with individual applications up to \$500.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

## **COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME**



### **4.1.6. Cash Donations – Minor**

Total annual PFA: 0.8% with individual applications up to \$200.

- Applicants must be shire residents.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed by Shire officers against the criteria outlined in the CGFS Guidelines.
- This category seeks to support individual endeavour in sport, community development, culture, and the arts, where the individual has been selected as a State, National or International representative. There are three levels of Cash Donations, depending on the level of competition:
  - International – Up to \$200 per applicant per year.
  - National – Up to \$150 per applicant per year.
  - State – Up to \$100 per applicant per year.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

### **4.1.7. Non-Cash Donations / Waiver of Fees**

This category seeks to contribute to the viability of community projects and events. Applicants may apply for a maximum of \$500 in any one financial year. Donations may, for example, include a waiver of the cost of Shire venue hire, or the provision of shire rubbish bins at an event.

Total annual PFA: 1.6% with individual applications up to \$500.

- This category is available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.



# COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME



## AUTHORISATION

The CEO has delegated authority to determine successful/ unsuccessful applications and the proportion of funding awarded based on the recommendations of the Community Development Officers, CGFS Policy and Guidelines, to approve or refuse any and all CGFS applications in accordance with this policy and any annual budget considerations.

## DEFINITIONS

**CGFS** means Community Grant Funding Scheme.

**Legal Entity** means an individual, company, or organization that has legal rights and obligations.

**Non-Legal Entity** means any individual or group that does not have Legal Entity status such as an unincorporated body.

**PFA** means Proportionate Funding Allocations.

**CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.

**SLA** means Service Level Agreement

## LEGISLATION

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

<b>Related Policies:</b>	N/A	<b>Related Procedure:</b>	N/A
<b>Responsible Department:</b>	Community Development	<b>Reviewer:</b>	Manager Community Development
<b>Initial Adoption Date:</b>	27/04/2016	<b>Review Frequency:</b>	Triennial
<b>Review Version</b>		<b>Next Due:</b>	28/10/2023
	<b>Decision Reference:</b>	<b>Synopsis:</b>	
[Link to saved doc in PDF]	150/20	Amendment – Annual allocation tied to 2.5%, renamed budget/recurrent to service level agreements, funding process timeline	
<b>Date Live:</b>	27/01/2021	<b>Synergy #</b>	NPP6444

**SUMMARY OF PREVIOUS COMMUNITY GRANTS SCHEME FUNDING**

<b>RECURRENT FUNDING</b>	<b><u>2016/17</u></b>	<b><u>2017/2018</u></b>	<b><u>2018/2019</u></b>	<b><u>2019/2020</u></b>
Balingup & Districts Tourism Association	\$ 28,500.00	\$ 29,000.00	\$ 29,500.00	\$ 30,500.00
Donnybrook Regional Tourism Association	\$ 28,500.00	\$ 29,000.00	\$ 29,500.00	\$ 30,500.00
Donnybrook Community Resource Centre	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,500.00
Business South West	\$ 4,000.00	\$ -		
Bunbury Regional Entertainment Centre	\$ 4,000.00	\$ 4,000.00		
South West Academy of Sport	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	
Runaway Bus	\$ 1,000.00	\$ -		
Volunteer South West Inc. (Smart Events)	\$ 2,500.00	\$ 2,000.00		
Golden Valley Tree Park				\$ 4,000.00
<b><i>Total for Recurrent Funding</i></b>	<b>\$ 73,500.00</b>	<b>\$ 69,000.00</b>	<b>\$ 65,000.00</b>	<b>\$ 69,500.00</b>

Recurrent Funding amounts appear in the budget as individual entries

<b>MAJOR COMMUNITY GRANTS- \$501 to \$2000</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Donnybrook Community Radio	\$ 1,000.00	\$ 1,500.00		\$ 2,000.00
Balingup & Districts Sports Association	\$ 1,500.00			
Donnybrook Arts & Craft Group	\$ 1,000.00			
Balingup Historical Group	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
Donnybrook Tennis Club	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 1,500.00
Wellington District Pony Club		\$ 1,000.00		
Donnybrook Scout Group		\$ 1,000.00	\$ 2,000.00	
Donnybrook CRC		\$ 500.00		
Donnybrook Football & Sporting Club			\$ 1,393.00	
Donnybrook Balingup Chamber of Commerce			\$ 2,000.00	\$ 1,936.00
Donnybrook Regional Tourism Association			\$ 500.00	
Donnybrook Country Club				\$ 1,995.00
Donnybrook Community Garden				\$ 1,500.00
Blackwood United Football Club				\$ 1,507.00
Donnybrook Playcentre				\$ 2,000.00
Balingup Forest Community Garden				\$ 1,500.00
Kirup Community Garden				\$ 1,500.00
Balingup Tennis Club				\$ 1,000.00
Balingup Progress Association				
DDHS P & C				
Donnybrook Apple Festival Inc.				
Donnybrook Mens Shed				
Yabberup Community Association				
<b>Totals for Major Grants</b>	<b>\$ 7,500.00</b>	<b>\$ 7,000.00</b>	<b>\$ 9,893.00</b>	<b>\$ 17,438.00</b>

Major Grants amounts appear in the budget as individual entries

<b>MAJOR EVENT SPONSORHIP- \$501 to \$2000</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Balingup Progress Association - Telling Tales	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	
Golden Valley Tree Park - Spring Picnic	\$ 2,000.00			
Wellington & Districts Pony Club	\$ 1,500.00			
Donnybrook Wineries & Producers Inc. - Food & Wine Festival	\$ 2,000.00	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
Donnybrook Regional Tourism Association		\$ 1,500.00		
Donnybrook Apple Festival		\$ 1,500.00	\$ 2,000.00	\$ 2,000.00
Yabberup Community Association - Promote Preston			\$ 2,000.00	\$ 2,000.00
Yabberup Community Association - Long Table Lunch				\$ 2,000.00
Donnybrook Arts & Crafts Group				\$ 2,000.00
Balingup Small Farm Field Day				
Donnybrook Balingup Chamber of Commerce & Industry				\$ 1,787.00
Lions Club of Donnybrook				
<b><i>Totals for Major Events</i></b>	<b>\$ 7,500.00</b>	<b>\$ 6,000.00</b>	<b>\$ 8,000.00</b>	<b>\$ 11,787.00</b>

Major Event Sponsorship amounts appear in the budget as individual entries

<b>MINOR COMMUNITY GRANTS- up to \$500</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Yabberup Community Association	\$ 500.00			
All Saints Anglican Church	\$ 500.00			
Donnybrook Country Club		\$ 500.00		
Yabberup Community Association		\$ 500.00		
Golden Valley Tree Park - Site works to play area		\$ 500.00		
Blackwood United Football Club			\$ 500.00	
Dbk Amataur Basketball Assoc				\$ 500.00
Kirup Progress Assoc				\$ 200.00
Balingup Friends of the Forest Inc.				\$ 418.00
Dbk & Disticts Sporting Club				\$ 500.00
BADTA				
Rotary Club of Bunbury				
Donmnybrook Scouts				
Donnybrook & Districts Country Music Club				
DRTA				
Donnybrook CRC for Donnybrook Activation Group				
<b>Total for Minor Grants</b>	<b>\$ 1,000.00</b>	<b>\$ 1,500.00</b>	<b>\$ 500.00</b>	<b>\$ 1,618.00</b>

Minor Community Grants allocated pool of funds for \$3,000.00

<b>MINOR COMMUNITY EVENT SPONSORSHIP - up to \$500</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Donnybrook Regional Tourism Accociation - Stars on Preston	\$ 500.00			
Balingup Art & Craft Affair		\$ 500.00		\$ 500.00
South West Show Horse Association			\$ 120.00	\$ 500.00
Balingup Night Markets			\$ 500.00	
Golden Valley Tree Park Spring Picnic			\$ 500.00	

Yabberup Community Association				\$	500.00			
Dbk & Districts Country Music Club				\$	500.00			
Blackwood River Art Trail								
<b>Total for Minor Events</b>	\$	<b>500.00</b>	\$	<b>500.00</b>	\$	<b>1,120.00</b>	\$	<b>2,000.00</b>

Minor Event Sponsorship allocated pool of funds for \$3,000.00

<b>CASH DONATIONS up to \$200</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Chelsea Blakers	\$ 150.00	\$ 150.00	\$ -	\$ -
<b>Total for Cash Donations</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ -</b>	<b>\$ -</b>

Cash Donations allocated pool of funds for \$2,000.00

<b>NON CASH &amp; WAIVER OF FEES - up to \$500</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
Donnybrook Regional Tourism Association - Ampitheatre	\$ 263.00			
Donnybrook Lions	\$ 112.00			
St Mary's School P & C		\$ 312.00		
Cycletrek		\$ 110.00		
Balingup Progress Assoc.		\$ 396.00		
Dbk RSL - Vietnam Veterans Day Luncheon Hall Hire		\$ 380.00		
St Peters Anglican Community			\$113.00	
Donnybrook Cricket Club			\$228.00	
True Grit Pty Ltd				\$200.00
Dbk & Districts Country Music Club				\$322.35
Balingup Medieval Carnivale				\$319.45
Balingup Forest Community Garden				\$246.00
Anna Mannello				\$41.20
Dbk CWA				
Dbk Community Garden				
Kirup Progress Association				
<b>Total for Non Cash Donations &amp; Waiver of Fees</b>	<b>\$ 375.00</b>	<b>\$ 1,198.00</b>	<b>\$ 341.00</b>	<b>\$ 1,129.00</b>

Non Cash Donations & Waiver of Fees allocated pool of funds for \$2,000.00

<b>CARRIED FORWARD MINOR GRANTS</b>	<b>2016/17</b>	<b>2017/2018</b>	<b>2018/2019</b>	<b>2019/2020</b>
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Mullulyup Improvement Group	\$	30.47		
Donnybrook Netball Association	\$	500.00		
Donnybrook Football Club			\$	500.00
Golden Valley Tree Park - fencing				
<b><i>Total for Carried Forward Minor Grants</i></b>	<b>\$</b>	<b>530.47</b>	<b>\$</b>	<b>500.00</b>



**SUMMARY OF PREVIOUS COMMUNITY GRANTS SCHEME**

<b>COMMUNITY GRANTS- \$501 to \$5000</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>	<b>2010/11</b>	<b>2009/10</b>	<b>2008/09</b>	<b>2007/08</b>
1st Donnybrook Scout Group			\$ 2,310.00						
Balingup & Districts Sports Association			\$ 899.00		\$ 800.00	\$ 2,000.00	\$ 1,129.00		
Balingup Bowling & Croquet Club					\$ 1,500.00			\$ 2,896.00	
Balingup Golden Valley Tree Park	\$1,000.00	\$ 2,000.00							
Balingup Historical Group	\$1,500.00	\$ 3,000.00	\$ 3,000.00						
Balingup Lions Club					\$ 1,200.00	\$ 1,000.00			
Balingup Medieval Carnivale					\$ 840.00				
Balingup Primary School P&C				\$ 1,000.00					
Balingup Progress Association	\$1,000.00			\$ 5,000.00		\$ 545.00	\$ 800.00	\$ 750.00	
Balingup Tennis Club						\$ 1,500.00		\$ 450.00	
Balingup Tourism Association		\$ 2,000.00	\$ 2,000.00	\$ 2,000.00					
Dbk Balingup Community Radio	\$1,000.00	\$ 2,000.00		\$ 1,500.00					
Dbk Regional Tourism Assoc			\$ 1,000.00		\$ 800.00				
Donnybrook Apple Festival	\$1,000.00								
Donnybrook Country Club						\$ 1,000.00			
Donnybrook CWA	\$1,150								
Donnybrook Cricket					\$ 750.00	\$ 1,000.00			
Donnybrook Football Association	\$1,170								
Donnybrook Horesman Club				\$ 1,500.00		\$ 1,000.00			
Donnybrook Hospital Auxiliary Inc						\$ 1,000.00			
Donnybrook Lions Club				\$ 500.00	\$ 500.00		\$ 1,850.00	\$ 1,229.00	
Donnybrook Masonic Lodge			\$ 700.00						
Donnybrook Small Bore Rifle Club							\$ 1,000.00		
Donnybrook Tennis Club Inc	\$3,908.00								
Donnybrook Theatre Group					\$ 700.00				
Donnybrook Writers Club						\$ 750.00			
Geographe Wine Industry Association		\$ 2,500.00							
Mullalyup Improvement Group		\$ 1,000.00							
Noggerup Hall Association					\$ 500.00		\$ 1,250.00		
South West Show Horse Association							\$ 3,000.00	\$ 2,400.00	
Treehouse Childcare Centre							\$ 750.00		
Yabberup Community Association			\$ 3,000.00				\$ 3,000.00		
<b>Totals for Major Grants</b>	<b>\$ 11,728.00</b>	<b>\$ 12,500.00</b>	<b>\$ 12,909.00</b>	<b>\$ 11,500.00</b>	<b>\$ 7,590.00</b>	<b>\$ 9,795.00</b>	<b>\$ 12,779.00</b>	<b>\$ 7,725.00</b>	<b>\$ -</b>

<b>MINOR COMMUNITY GRANTS- up to \$500</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>	<b>2010/11</b>	<b>2009/10</b>	<b>2008/09</b>	<b>2007/08</b>
1st Donnybrook Scout Group						\$ 2,000.00	\$ 500.00		
Balingup District Sports Association				\$ 499.00		\$ 495.00			
Balingup Friends of the Forest						\$ 450.00		\$ 500.00	
Balingup Lions	\$500.00								
Balingup Primary School			\$ 450.00						
Balingup Tennis	\$200.00								\$ 400.00
Blackwood Community Circus				\$ 500.00					
Dbk Station Street Markets (Dbk Regional				\$ 300.00					
Donnybrook Amateur Basketball Association		\$ 500.00	\$ 250.00	\$ 480.00					\$ 400.00
Donnybrook Community Resource Centre						\$ 425.00			
Donnybrook Community Telecentre								\$ 500.00	
Donnybrook Country Club						\$ 480.00			
Donnybrook District High School (via P&C)		\$ 475.00	\$ 300.00						
Donnybrook Ensemble								\$ 460.00	
Donnybrook Horsemen's Club Inc.	\$500.00							\$ 484.00	
Donnybrook Lions									\$ 400.00
Donnybrook Mens Shed Inc	\$500.00								
Donnybrook Menshed (Community Workshop)		\$ 500.00	\$ 300.00		\$ 500.00	\$ 500.00			
Donnybrook Netball									\$ 400.00
Donnybrook Playcentre					\$ 1,869.00		\$ 435.00	\$ 500.00	
Donnybrook Playgroup			\$ 500.00						
Donnybrook Razorbacks Men's Hockey Club Inc		\$ 500.00							
Donnybrook Tennis Club Inc.					\$ 500.00			\$ 500.00	
Golden Valley Tree Park				\$ 500.00					
Lions Club of Balingup			\$ 350.00					\$ 198.00	
Local Vocal (via Donnybrook Lions)			\$ 350.00						
Mullalyup Improvement Group Inc	\$500.00								
Solahart Donnybrook Marathon Relay Committee							\$ 500.00		
South West Show Horse Association									\$ 400.00
St Mary's School		\$ 500.00							
Yabberup Hall Committee	\$500.00								
Yabberup Community Association Committee						\$ 500.00			
Yabberup Craft Group							\$ 500.00		
Yarri Park Friends					\$ 350.00		\$ 500.00		
<b>Total for Minor Grants</b>	<b>\$ 2,700.00</b>	<b>\$ 2,475.00</b>	<b>\$ 2,500.00</b>	<b>\$ 2,279.00</b>	<b>\$ 3,219.00</b>	<b>\$ 4,850.00</b>	<b>\$ 2,435.00</b>	<b>\$ 3,142.00</b>	<b>\$ 2,000.00</b>

<b>DONNYBROOK AMPHITHEATRE</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>	<b>2010/11</b>	<b>2009/10</b>	<b>2008/09</b>	<b>2007/08</b>
Dbk Wineries and Producers	\$1,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00				
<b><i>Totals for Dbk Amphitheatre Grants</i></b>	<b>\$ 1,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	<b>\$ 2,000.00</b>	\$ -	\$ -	\$ -	\$ -

<b>YOUTH GRANTS</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>	<b>2010/11</b>	<b>2009/10</b>	<b>2008/09</b>	<b>2007/08</b>
1st Donnybrook Scout Group	\$300.00	\$ 1,500.00	\$ 1,000.00			\$ 2,000.00	\$ 1,000.00		
Blackwood Community Circus			\$ 1,000.00						
Donnybrook Auto Sports Workshop							\$ 500.00		
Donnybrook Amateur basketball Association	\$500.00								
Donnybrook District High School	\$1,000.00								
Donnybrook Junior Football Association	\$482.00								
Donnybrook Netball Association	\$500.00								
Balingup Tennis Club							\$ 540.00		
Donnybrook Playcentre Inc.							\$ 500.00		
<b><i>Totals for Youth Grants</i></b>	<b>\$ 2,782.00</b>	<b>\$ 1,500.00</b>	<b>\$ 2,000.00</b>	\$ -	\$ -	\$ 2,000.00	\$ 2,540.00	\$ -	\$ -

<b>SUPPORT FOR THE ARTS</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>	<b>2010/11</b>	<b>2009/10</b>	<b>2008/09</b>	<b>2007/08</b>
Art Jam			\$ 500.00	\$ 500.00					
Yabberup Craft Group	\$ 500.00								
<b><i>Totals for Youth Grants</i></b>	<b>\$ 500.00</b>	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ -

<b>OTHER</b>	<b>2015/16</b>	<b>2014/15</b>	<b>2013/14</b>	<b>2012/13</b>	<b>2011/12</b>	<b>2010/11</b>	<b>2009/10</b>	<b>2008/09</b>	<b>2007/08</b>
Balingup & Districts Tourism Association	\$27,500.00	\$ 27,000.00	\$ 25,000.00	\$ 22,500.00		\$ 24,000.00	\$ 16,000.00		
Blackwood River Valley Marketing Association Inc	\$200.00			\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 1,000.00		
Donnybrook CRC - Preston Press	\$3,500.00	\$ 4,500.00	\$ 4,500.00	\$ 3,500.00		\$ 3,500.00	\$ 3,500.00		
Donnybrook Regional Tourism Association	\$27,500.00	\$ 27,000.00	\$ 25,000.00	\$ 22,500.00		\$ 24,000.00	\$ 16,000.00		
<b><i>Totals for "Other" Grants</i></b>	<b>\$ 58,700.00</b>	<b>\$ 58,500.00</b>	<b>\$ 54,500.00</b>	<b>\$ 49,500.00</b>	<b>\$ 1,000.00</b>	<b>\$ 53,500.00</b>	<b>\$ 36,500.00</b>	\$ -	\$ -



# **FUNDING APPLICATION GUIDELINES**

FOR FINANCIAL YEAR 2021 – 2022

# Community Grant Funding Scheme - Overview

- The Shire of Donnybrook Balingup (Shire) Community Grant Funding Scheme (CGFS) aims to build sustainable local communities, enhance social wellbeing, and develop the community.
- The Shire welcomes submissions from individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that address identified community needs. In doing this, the Shire to helps to build a sustainable community and improve the quality of life for people living in our Shire.
- Applicants are expected to provide significant in-kind contribution to their projects, activities, and events.

## Eligibility

To be eligible for funding, applicants must satisfy the eligibility criteria set out in the relevant CGFS Guidelines, and including:

- Offer a project, or activity, within the Shire's local government boundary, or if the applicant is an individual, they must be a resident of the Shire;
- Have completed and acquitted any project, activity, or event for which Shire funding was previously received;
- Have no outstanding debts to the Shire;
- Undertake the project, activity, or event for the benefit of the wider community; and
- Apply in accordance with the requirements outlined in the relevant Funding Category Guidelines on the prescribed Application Form.

Applicants are eligible for a maximum of one grant per Funding Category per financial year, however it should be noted that the Shire has a limited budget and will endeavour to distribute funds equitably throughout the community.

## Ineligibility

The Shire's CGFS does not provide funding for:

- Projects that duplicate existing Shire services and programs;
- Activities that are already covered by existing service agreements with the Shire;
- Projects with a primarily political, or religious purpose only; or
- Retrospective costs.

# Community Grant Funding Scheme - Overview

**Applications will be assessed according to the following Shire CGFS priorities:**

## Build Capacity, Partnerships and Leverage Resources

- Increase the human and organisational capacity of recipients, or the community;
- Maximise in-kind, cash donations and volunteer time from community, business and / or other funding bodies;
- Facilitate ways in which recipients can give back to the community;
- Encourage community participation and capacity building; and
- Demonstrate an impact that will extend beyond the funding period.

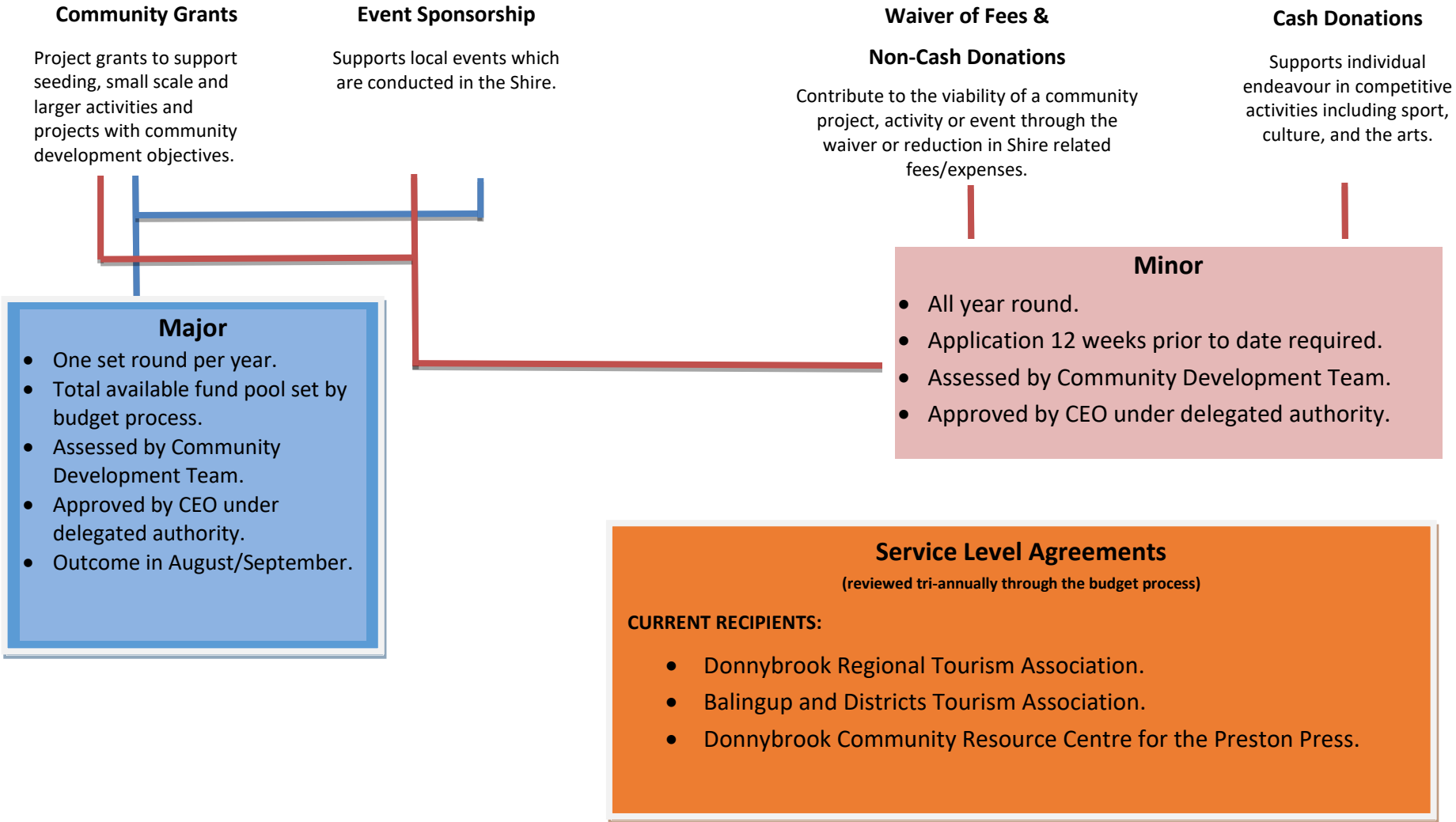
## Demonstrate Accountability for the Expenditure of Public Funds

- Adopt a risk-management based approach;
- Clearly defined aims, objectives and outcomes that are measurable;
- Be well-planned and achievable within clear and detailed timelines;
- Provide evidence to establish that funds and in-kind support provided by the Shire will be used for their intended purpose; and
- Seek to maximise value for money.

## Recognise the Shire's Contribution

- Enhance the image of the Shire as a proud community that enjoys a rural lifestyle, cultural heritage, and natural environment.

# Community Grant Funding Scheme - Overview



# How to apply for Funding

## Major Community Grant & Major Event Sponsorship

Major Community Grant Funding and Major Event Sponsorship Funding is available through an annual, competitive application process.

### Step 1

Read the CGFS Guidelines outlined in this Information Kit to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Community Development Team on ph. 9780 4200, or email [communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au).

### Step 2

Select the most appropriate Grant Funding category for your project, activity, or event.

### Step 3

Complete the Application Form and lodge with the Shire.

### Step 4

Major Community Grant Funding and Major Event Sponsorship Funding applications are assessed by Community Development Team. The recommendations are considered by the CEO and final successful/unsuccessful under the CEO's delegation.

### Step 5

Applicants are notified of the outcome via letter.

If successful, the recipient will receive a grant agreement letter outlining all the terms and conditions of the funding. Funds will be deposited into the nominated bank account.

### Step 6

You deliver your project, activity, or event!

### Step 7

Complete the Acquittal Form within 8 weeks of the completion date or by 30th June in the financial year the grant is awarded (whichever comes first) and return to the Shire.



## **How to apply for Funding**

### **Minor Grant, Minor Event Sponsorship, Requests for Waiver of Fees and Non-Cash Donations.**

#### **Step 1**

Read the CGFS Guidelines outlined in this Information Kit to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Community Development Team on Ph: 9780 4200 or email [communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au).

#### **Step 2**

Select the most appropriate Grant Funding category for your project, activity, or event.

#### **Step 3**

Complete the Application Form and lodge with the Shire.

#### **Step 4**

Funding requests for Minor Community Grants, Minor Event Sponsorship, requests for Waiver of Fees, Cash and Non-Cash Donations are assessed by Community Development Team against the assessment criteria and recommendations provided to the CEO. The CEO will review and approve/reject as per delegations. Please allow twelve (12) weeks for assessment.

#### **Step 5**

Upon completion of this assessment, applicants are notified of the outcome via letter.

If successful, the recipient will receive a grant agreement letter outlining all the terms and conditions of the funding. Funds will be deposited into the nominated bank account.

#### **Step 6**

You deliver your project, activity, or event!

#### **Step 7**

Complete an Acquittal Form within 8 weeks of the completion date or by 30th June in the financial year the grant is awarded (whichever comes first) and return to the Shire.

# How to apply for a Service Level Agreement

In the 2020/2021 budget the following organisations received a budget request/recurrent funding (NOTE: this financial year was pre-Service Level Agreement (SLA) arrangements being in place) from the Shire:

- Donnybrook Regional Tourism Association for the Donnybrook Visitor's Centre.
- Balingup and District's Tourism Association for the Balingup Visitor's Centre.
- Donnybrook Community Resource Centre for the Preston Press.

Recipients of an SLA are eligible for three years funding. Existing SLA recipients are required to complete an Application Form twelve (12) months prior to the end of the three-year cycle. New SLA applicants are invited to discuss their proposal with the Manager, Community Development. The Shire will determine the level of SLA funding available to each organisation on a triennial basis.

## Step 1

Read the CGFS Guidelines (including details relating to SLA Funding) to ensure your project, activity or event is eligible for funding. If you have any queries, please make sure you contact the Manager, Community Development on ph. 9780 4200 or email [communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au).

## Step 2

After discussing with the Manager, Community Development, new applicants for SLA funding are required to apply annually by submitting an Application Form using a specific template. Existing recipient's must apply 12 months prior to the end of the three-year cycle of their current SLA.

## Step 3

Collate supporting documentation as detailed in the Application Form.

## Step 4

Applications are assessed by Community Development Officers against the assessment criteria and recommendations provided to the CEO. The CEO will review and present recommendations to Council for consideration.

## Step 5

Upon completion of this assessment, applicants are notified of the outcome via letter.

If successful, the recipient will receive an SLA outlining all the terms and conditions of the funding and funding cashflow arrangements..

## Step 6

Annual cashflow is linked to the receipt and acceptance of an annual Progress Report and financial statement submitted within three (3) months of the end of the financial year.

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup. These grants are available to not-for-profit organisations and community organisations and groups (Legal Entities). Unincorporated organisations (non-Legal Entities) must be supported by an auspicng organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

### When can you apply?

Major Grant applications are made once a year as a part of the Shire's annual Community Grant round which usually opens in May each year and closes no later than the end June each year. Applications are assessed against the criteria outlined in these Guidelines by the Shire's Community Development Team. Recommendations are submitted to the CEO for consideration and the decision is based on the annual Shire budget approval. Minor Grant applications can be made at any time over the year.

### What we support?

We support various types of projects and activities that improve the wellbeing of the community.

### What we look for in your application?

- How your project or activity relates to your organisation's purpose;
- Your projects or activities expected benefits;
- A contribution in cash or kind from the applicant;
- Community and stakeholder support for the project; and
- Demonstrated strong project planning, management, and expertise.

### Documents we need.

- A completed Application Form,
- Copy of your groups current Certificate of Incorporation OR your group's auspicng bodies current Certificate of Incorporation;
- Copy of your group's insurance certificate/s of currency OR your group's auspicng bodies insurance certificate/s of currency; and
- Two written quotes for items over \$1,000; a written estimate, advertised price, or one written quote for items under \$1,000 (low value, miscellaneous items can be grouped together to \$500).

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup or be conducting the event or activity for the benefit of the Shire. This funding is open to not-for-profit and commercial organisations (Legal Entities). Unincorporated organisations (non-Legal Entities) must be supported by an auspicing organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

### When can you apply?

Major Event Sponsorship applications can be made once a year as part of the Shire's annual Community Grant round which opens in March each year and closes no later than the end April each year. Applications are assessed against the criteria outlined in these Guidelines by the Shire Community Development Team Recommendations are submitted to the CEO for consideration and the decision is based on the annual Shire budget approval. Minor Event Sponsorship applications can be made at any time over the year.

### What we support?

The Shire sponsors events that help to celebrate our diverse community.

### What we look for in your application?

- Clearly defined event objectives;
- Innovative approaches to the carrying out the event;
- Well-planned and achievable events within a specified timeline;
- Events that encourage community participation and capacity building;
- Events that will have an impact beyond the funding period;
- Events that work in partnership with community or business organisations;
- A contribution in cash or kind from the applicant; and
- Free or affordable entry.

### Documents we need.

- A completed Application Form;
- Copy of the event organisers current Certificate of Incorporation OR your group's auspicing bodies current Certificate of Incorporation;
- Copy of your group's insurance certificate/s of currency OR your group's auspicing bodies insurance certificate/s of currency; and
- A completed Shire of Donnybrook Balingup Event Application Form will be required *at least 12 weeks prior to your event.*

## Who can apply?

Applicants must be Shire residents.

## When can I apply?

Applications can be made throughout the year. Applications must be received a minimum of twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.

## What we support?

Cash Donations aim to support individual endeavour in sport, community development, culture, and the arts, where the individual has been selected to represent the State or Country at a National or International level. There are three levels of Cash Donations, depending on the level of competition, including:

<b>International</b>	Up to \$200 per applicant per year
<b>National</b>	Up to \$150 per applicant per year
<b>State</b>	Up to \$100 per applicant per year

## What we look for?

- Applicants are required to demonstrate that they will be participating based on their selection through a competitive process; and
- Applicants are required to demonstrate that they have sought funding from alternative sources in addition to this application.

## Documents we need.

- A completed Application Form;
- Proof of selection;
- Details of project or activity from the selectors; and
- Summary of projected expenses associated with participating in the project or activity.

### Who can apply?

Applicants must be based in the Shire of Donnybrook Balingup or be conducting the event or activity for the benefit of the Shire. This funding is open to individuals, not-for-profit and commercial organisations.

### When can I apply?

Applications can be made throughout the year. Applications must be received a minimum of twelve (12) weeks prior to the commencement of the project or activity. Applications are assessed by Shire officers against the criteria outlined in these Guidelines.

### What we support?

Non-Cash Donations/Waiver of Fees aim to contribute to the viability of community projects and events. Applicants may apply for a maximum of \$500 in any one financial year. Non-Cash Donations may, for example, include a waiver of the cost of Shire venue hire or the provision of Shire rubbish bins at an event.

### What we look for in your application?

- The Non-Cash Donation/Waiver of Fees will contribute to the viability of the project or event;
- Well-planned and achievable events or activities within clear and detailed timelines;
- Events that encourage community participation and capacity building; and
- Events that work in partnership with community or business organisations.

### Documents we need.

- A completed Application Form along with relevant supporting documentation.
- A completed Shire of Donnybrook Balingup Event Application Form will be required *at least 12 weeks prior to your event*.

### Shire Major Events

The Shire values the contribution that major events bring to the region through the significant amount of media coverage they generate, the immediate and long-term economic benefit, and promotional opportunities that these events create for the region. The following major events which take place within the Shire annually have been granted special consideration and a waiver of fees associated with the hire of the reserve/oval only.

- Donnybrook Apple Festival, Balingup Small Farm Field Day and Donnybrook Food and Wine Festival.

## Service Level Agreement (SLA)

### Who can apply?

- Applicants whose primary purpose is to provide services to the people living with the Shire of Donnybrook Balingup.
- Current recipients of a Shire Service Level Agreement's (previously Budget Request/Recurrent Funding) include:
  - Donnybrook Regional Tourism Association (Donnybrook Visitors Centre) - \$35,000 in 2020//2021.
  - Balingup and Districts Tourism Association (Balingup Visitors Centre) - \$35,000 in 2020/2021.
  - Donnybrook Community Resource Centre (Preston Press) - \$5,000 in 2020/2021.

### When can you apply?

New applications are invited to discuss their proposal with the Manager, Community Development. Existing recipients must apply twelve (12) months prior to the end of the three-year cycle of funding. Applications must be completed on the specific template required.

### What we support?

The Shire supports service organisations that help people living in the community in the Shire.

### What we look for in your application?

- Clearly defined organisational objectives;
- Clearly defined organisational outcomes which demonstrate the benefits to the Shire;
- Organisational outcomes that encourage community participation and capacity building within the Shire; and
- Organisations that work in partnership with other community or business organisations.

### Documents we need.

- A completed Application Form;
- Copy of the organisations current Certificate of Incorporation;
- A copy of the organisations most recent audited financial statement; and
- A copy of the organisations most recent annual report.

# **COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME**



## **OBJECTIVE**

The Community Grant Funding Scheme (CGFS) is connected to the Shire's overarching vision to create a proud community who enjoy our rural lifestyle, cultural heritage, and natural environment. The CGFS supports the shire's four key objectives:

- A strong, diverse, and resilient economy,
- Respect for our heritage, natural and built environment,
- A healthy, safe, and inclusive community, and
- Effective leadership and civic responsibility.

## **SCOPE**

Submissions are encouraged from eligible individuals, community groups, not-for-profit and commercial organisations that are seeking support for projects, activities and events that produce results in these key objective areas.

## **POLICY STATEMENT**

### **1. Eligibility**

To be eligible for funding, applicants must satisfy the eligibility criteria set out in the relevant CGFS Guidelines, and must:

- Offer a project or activity within the Shire's local government boundary, or if the applicant is an individual, they must be a resident of the Shire; and
- Successfully complete and acquit any project, activity, or event for which the applicant has received funding from previous Shire CGFS rounds; and
- Have no outstanding debts to the Shire; and
- Undertake the project, activity, or event for the benefit of the wider community for projects that meet the Shire's vision and objectives; and
- Apply in accordance with the requirements outlined in the relevant CGFS guidelines on the prescribed CGFS Application Form.

Legal entities are eligible for a maximum of one grant per funding category per financial year. Exceptions may be considered for a legal entity who is auspicing an application for an entity that is not a legal entity. It should be noted that the CGFS has a limited annual budget and equitable distribution of funding is a key principle in the assessment process.



# COUNCIL POLICY COMD/CP-1

## COMMUNITY GRANTS FUNDING SCHEME



The CGFS does not provide funding for:

- Projects that duplicate existing Shire services and/or programs; or
- Activities that are already covered by existing service agreements with the Shire; or
- Projects that are only for a political or religious purpose.

### 2. Budget Allocation

The CGFS budget allocation is tied as a percentage of Shire rates. Based on historical proportional CGFS budget allocations, 2.5% of the annual shire rates provides sufficient budget to run an effective annual CGFS process, including multi-year service level agreements for those legal entities where recurrent funding is requested and approved.

The Proportionate Funding Allocations (PFA) for each category are designated against each category below. The designated PFA for each category, excepting Service Level Agreements (SLA), may be adjusted depending on the quality and quantity of applications.

### 3. Assessment of Applications

Applications will be assessed according to the following CGFS priorities:

- Build Capacity, Partnerships and Leverage Resources:
  - Increase the human and organisational capacity of recipients, or the community,
  - Maximise in-kind, cash donations and volunteer time from community, business, and/or other funding bodies,
  - Facilitate ways in which recipients can give back to the community,
  - Encourage community participation and capacity building, and
  - Demonstrate a result that will have an impact beyond the CGFS grant round.
- Demonstrate Accountability for the Expenditure of Public Funds:
  - Adopt a risk-management based approach,
  - Clearly define aims, objectives and outcomes that are measurable and relevant to the shire visions and objectives,
  - Be well-planned and achievable within clear and detailed timelines,
  - Provide evidence to establish that funds and in-kind support provided by the Shire will be used for their intended purpose,

# COUNCIL POLICY COMD/CP-1

## COMMUNITY GRANTS FUNDING SCHEME



- Seek to maximise value for money,
- Recognise the shire's contribution, and
- Enhance the image of the Shire.

### 4. Funding Categories

#### 4.1.1. Service Level Agreements

Total annual PFA: 75%

- Applicants whose primary purpose is to service the people living with the Shire.
- The purpose of the SLA is to support organisations who build the capacity of the community in key areas over a longer term.
- Applications are made once every three years.
  - For existing recipients, the application must be made 12 months prior to the end of the three-year cycle, or
  - For new applicants, the application is made through the annual grant application process.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

#### 4.1.2. Community Grants - Major

Total annual PFA: 8.9% with individual applications up to \$2,000.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made once per year as a part of the Shire's annual CGFS round which commences in July and closes no later than the end August each year.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

## **COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME**



### **4.1.3. Community Grants – Minor**

Total annual PFA: 2.4% with individual applications up to \$500.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to council.

### **4.1.4. Event Sponsorship - Major**

Total annual PFA: 8.9% with individual applications up to \$2,000.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made once per year as a part of the Shire's annual CGFS round which commences in July and closes no later than the end August each year.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

### **4.1.5. Event Sponsorship - Minor**

Total annual PFA: 2.4% with individual applications up to \$500.

- These grants are available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

## **COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME**



### **4.1.6. Cash Donations – Minor**

Total annual PFA: 0.8% with individual applications up to \$200.

- Applicants must be shire residents.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed by Shire officers against the criteria outlined in the CGFS Guidelines.
- This category seeks to support individual endeavour in sport, community development, culture, and the arts, where the individual has been selected as a State, National or International representative. There are three levels of Cash Donations, depending on the level of competition:
  - International – Up to \$200 per applicant per year.
  - National – Up to \$150 per applicant per year.
  - State – Up to \$100 per applicant per year.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

### **4.1.7. Non-Cash Donations / Waiver of Fees**

This category seeks to contribute to the viability of community projects and events. Applicants may apply for a maximum of \$500 in any one financial year. Donations may, for example, include a waiver of the cost of Shire venue hire, or the provision of shire rubbish bins at an event.

Total annual PFA: 1.6% with individual applications up to \$500.

- This category is available to eligible legal entities. Applications by non-legal entities must be via an auspicing legal entity.
- Applications can be made at any time. Applications must be received twelve (12) weeks prior to the commencement of the project or activity.
- Applications are assessed against criteria outlined in the CGFS Guidelines.
- Applications are assessed by Community Development Officers and submitted for approval to the CEO.
- Information of successful/unsuccessful applications is provided to Council.

# COUNCIL POLICY COMD/CP-1 COMMUNITY GRANTS FUNDING SCHEME



## AUTHORISATION

The CEO has delegated authority to determine successful/ unsuccessful applications and the proportion of funding awarded based on the recommendations of the Community Development Officers, CGFS Policy and Guidelines, to approve or refuse any and all CGFS applications in accordance with this policy and any annual budget considerations.

## DEFINITIONS

**CGFS** means Community Grant Funding Scheme.

**Legal Entity** means an individual, company, or organization that has legal rights and obligations.

**Non-Legal Entity** means any individual or group that does not have Legal Entity status such as an unincorporated body.

**PFA** means Proportionate Funding Allocations.

**CEO** means Chief Executive Officer, Shire of Donnybrook Balingup.

**SLA** means Service Level Agreement

## LEGISLATION

- *Local Government Act 1995*
- *Local Government (Financial Management) Regulations 1996*

<b>Related Policies:</b>	N/A	<b>Related Procedure:</b>	N/A
<b>Responsible Department:</b>	Community Development	<b>Reviewer:</b>	Manager Community Development
<b>Initial Adoption Date:</b>	27/04/2016	<b>Review Frequency:</b>	Triennial
<b>Review Version</b>		<b>Next Due:</b>	28/10/2023
	<b>Decision Reference:</b>	<b>Synopsis:</b>	
[Link to saved doc in PDF]	150/20	Amendment – Annual allocation tied to 2.5%, renamed budget/recurrent to service level agreements, funding process timeline	
<b>Date Live:</b>	27/01/2021	<b>Synergy #</b>	NPP6444

**SERVICE LEVEL AGREEMENT  
PROVIDER REQUEST FOR:  
Shire of Donnybrook Balingup**

Community Grants Funding Scheme

**Issued By: Shire of Donnybrook Balingup**

**Closing Date: 17 June 2021**

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## PART A: What are the services to be purchased?


Respondents are to read and keep this part.


### 1.1 Background


The Shire of Donnybrook-Balingup community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in February 2017, the community were invited to share their visions and aspirations for the future of the Shire of Donnybrook-Balingup, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives, and strategies contained within the Strategic Community Plan 2017 - 2027. The following four key strategic objectives were defined within the Plan.

 <p><b>ECONOMIC</b> <i>A strong, diverse and resilient economy</i></p>	<b>Outcome 1.1</b>	A diverse, prosperous economy, supporting local business and population growth
	<b>Outcome 1.2</b>	Available land for residential, industrial and commercial development
	<b>Outcome 1.3</b>	An attractive visitor and tourist destination

 <p><b>ENVIRONMENT</b> <i>Respect for our heritage, natural and built environment</i></p>	<b>Outcome 2.1</b>	An attractive and maintained built environment
	<b>Outcome 2.2</b>	Respected heritage assets
	<b>Outcome 2.3</b>	A natural environment for the benefit of current and future generations
	<b>Outcome 2.4</b>	Efficient and effective waste management

 <p><b>SOCIAL</b> <i>A healthy, safe and inclusive community</i></p>	<b>Outcome 3.1</b>	An engaged, supportive and inclusive community
	<b>Outcome 3.2</b>	Well supported community groups and facilities
	<b>Outcome 3.3</b>	A safe and healthy community environment for all ages

 <p><b>LEADERSHIP</b> <i>Effective leadership and civic responsibility</i></p>	<b>Outcome 4.1</b>	A strategically focused, open and accountable local government
	<b>Outcome 4.2</b>	A respected, professional and trusted organisation

The services that the Shire purchase within this Service Level Agreement must align with the objectives and outcomes outlined in the Shire’s *Strategic Community Plan 2017-2027*.

## 1.2 Service Requirements

### 1.2.1 Strategic Community Plan

The Shire of Donnybrook Balingup Strategic Community Plan .... **focus this statement on the specific Objective and outcome the SLA is purchasing a response in.**

### 1.2.2 Service Level Outcomes

Service Level Outcomes (SLO) are the outcomes developed by the Shire of Donnybrook Balingup in partnership with the recipient of a Service Level Agreement. The service providers are ultimately responsible for achieving these outcomes within the term of this service agreement.

The Service Level Outcomes are:

SLO 1 -

SLO 2 -

SLO 3 -

### 1.2.3 Statement of Requirements

The Shire requires service providers to provide value for money services commensurate with the funding and purpose of the Service Level Agreement.

In assessing suitability for Service Level Agreement, the Shire will monitor the Service to determine whether the service provider is:

- Continuing to meet the identified need;
- Meeting the agreed service specifications, quality standards and contractual requirements;
- Operating efficiently and effectively; and
- Actively engaged in continuously improving services to provide the best possible service to the community.

Service Providers are required to submit a detailed proposal to deliver core and additional service activities that will demonstrate they are meeting each SLO.

*Table 1 – Service Level Outcome (SLO) Requirements*

<b>Service Level Outcome 1</b>
<b>Core Services</b>
•
<b>Service Level Outcome 2</b>
<b>Core Services</b>
•
<b>Service Level Outcome 3</b>
<b>Core Services</b>
•

### 1.2.4 Specification

The proposed specification is outcome based and the Shire will seek to leverage against those outcomes through effective and efficient contract management. Service Providers are encouraged to be as clear and descriptive as possible in outlining their service delivery model for recognition and ongoing organisational viability.

Addressing the specification is to be completed in Section 7.3 Qualitative Criteria Response Form.

#### a) SERVICE METHODOLOGY

The Shire requires detail of your service delivery model and methodology used to achieve the desired service outcomes. This could include but is not limited to:

- (i) Estimated hours of service;
- (ii) Ongoing engagement, collaboration, and feedback processes with key stakeholders;
- (iii) Knowledge of community need and target groups;
- (iv) Evidence of engagement with target groups;
- (v) Proposed service structure and content;
- (vi) Identify annual targets for each service offered under the Service Level Outcomes;
- (vii) Provide an example an activity indicative of what the organisation would engage in to deliver each of the services specified.

#### b) ORGANISATIONAL SKILLS AND EXPERIENCE

The Respondent is required to:

- Identify the skills and industry experience of nominated management and staff; and
- Describe how the organisation ensures staff maintain and develop relevant skills and experience with regard to the delivery of services.

#### c) ORGANISATIONAL CAPACITY

The Respondent is required to have organisational planning and resourcing capability to support and perform the proposed Service Agreement.

The Respondent needs to:

- Identify the key risks that may impact on service delivery and provide explanation of how these risks will be mitigated and/or manage;
- Describe organisational governance arrangements in place to ensure services will be delivered to a high-quality standard and staff will be managed appropriately; and

Additionally, Respondents must demonstrate how they:

- (i) actively engage with their local community to tailor services and initiatives to suit the local context needs;
- (ii) identify realistic performance targets and measures related to each SLO;

## Service Level Agreement Request for Shire of Donnybrook Balingup

- (iii) hire and maintain appropriately skilled and experienced staff or volunteers to deliver the proposed services;
- (iv) offer appropriate training and development for staff and volunteers to deliver the services; and
- (v) have appropriate policies, procedures, and guidelines in place to manage staff and volunteers and manage service delivery risks.

Further important details about this SLA process can be found in Part F: Key Service Agreement Details.

## **PART B: Where can you get more information?**

Your organisation is to read and keep this part.

### **2.1 Shire Contact Details**

The Shire representatives listed below are authorised to deal with any enquiries about this SLA Request. Please make sure any communication in relation to this Request is directed to these representatives only.

#### **2.1.1 General Enquiries:**

Name: Bronwyn Hodgson  
Title: Administration Officer – Community Development  
Telephone: 9780 4220  
E-mail: [bronwyn.hodgson@donnybrook.wa.gov.au](mailto:bronwyn.hodgson@donnybrook.wa.gov.au)

#### **2.1.2 Detailed Specification Enquiries:**

Name: James Jarvis  
Title: Manager, Community Development  
Telephone: 9780 4234  
E-mail: [james.jarvis@donnybrook.wa.gov.au](mailto:james.jarvis@donnybrook.wa.gov.au)

## **PART C: How will this SLA Process work?**

Your organisation is to read and keep this part.

### **3.1 Purpose of this Request**

The purpose of this Request is to engage your organisation in a way that supports the delivery of outcomes identified in the Shire's Strategic Community Plan.

This SLA Request document is used to:

1. provide information about the proposed SLA process;
2. invite your organisation, as an SLA Service Provider, to submit an Offer; and
3. to set out:
  - i. the requirements that must be met to submit a valid Offer; and
  - ii. the Evaluation Criteria that the Shire will use to evaluate your Offer.

### **3.2 Service Agreement Framework**

The Service Level Agreement formed as a result of this Request will comprise all of the following documents:

- a. the Award Letter;
- b. your organisation's Offer; and
- c. this Request document, including any addenda issued.

## PART D: How can you lodge an Offer?

Your organisation is to read and keep this part.

### 4.1 Lodgement Details

You are only able to lodge an Offer for this Request process in the way listed in this section.

- a) Your organisation may lodge an Offer **IN ELECTRONIC FORM THROUGH BY EMAIL** by lodging it at:

[communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au)

- b) Respondents who lodge Offers in electronic form must ensure that the electronic copy of the Offer is in one of the following file formats and extensions:

.doc*	.docx*	.pdf#	.ppt*	.xls*	.xlsx
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\* Microsoft compatible # Adobe compatible N.B: Zipped files acceptable

### 4.2 Closing Time

The closing date is 5.00pm on 17 June 2021 for lodgement of Offers. This is also set out on the front page of this Request.

### 4.3 Late Lodgement

Offers that are not received in full by the closing date and time may be evaluated at the Shire of Donnybrook Balingup's discretion.

### 4.4 Offer Validity Period

The Offer Validity Period is three (3) months.

Unless your Offer is withdrawn in writing, it will remain open for acceptance by the Shire from the Request closing date until the end of the Offer Validity Period.

## **PART E: How will your Offer be assessed?**

Your organisation is to read and keep this part.

### **5.1. Shire of Donnybrook Policies**

There are several Shire policies that apply to this Request process, including but not limited to the following:

- Shire of Donnybrook Balingup Strategic Community Plan 2017-2027;
- Shire of Donnybrook Balingup Corporate Business Plan; and
- Shire of Donnybrook Balingup Community Grants Funding Scheme.

### **5.2. Evaluation Criteria**

Offers will be evaluated to determine the extent to which they will deliver value for money to the Shire.

A value for money assessment does not simply consider price. All costs, benefits and risks associated with each Offer are assessed when making a value for money decision.

To determine if an organisation's Offer represents value for money, the Shire will assess:

- a. Your Offer's performance against the [Qualitative Criteria](#) listed in section 7.3 Qualitative Criteria Response Form.
- b. Your Offer's performance against the [Disclosure Requirements](#) listed in the Response Form.
- c. Your Offer's [Price Schedule](#) as required by section 7.4 Price Schedule Response Form.
- d. Any other information that the Shire considers relevant to your organisation's Offer.

The Shire reserves the right to decline any Offer that does not properly address, or meet to the Council's satisfaction, any evaluation criterion or other requirements contained in this Request.



## PART F: Key Service Agreement Details

Your organisation is to read and keep this part.

The following table outlines key terms associated with the Service Level Agreement that may be formed as a result of this Request process. Please note that these terms do not represent all the terms that will form part of the Service Agreement.

1. <b>Shire</b>	The Shire is the Shire of Donnybrook Balingup
2. <b>The Term of the Service Agreement</b>	The Term of the Service Agreement is three (3) years.
3. <b>Service Agreement Commencement Date</b>	The Service Agreement Commencement Date is X Month 20xx.
4. <b>Payment Schedule</b>	Service payments will generally be made annually in the months of December each year upon the successful completion of Service Provider reporting requirements.
5. <b>Service Payment Variation</b>	The Service Payment is fixed annually.
6. <b>Provider Generated Invoice</b>	<p>The Service Provider will create an invoice that meets the requirements of the Australian Taxation Office's definition of a tax invoice, as follows:</p> <p>a) For GST Registered organisations, then the tax invoice is issued Inclusive of GST.</p> <p>b) For organisations not registered for GST, then the tax invoice is issued Exclusive of GST.</p> <p>Invoices must be issued to the Shire in December of each year.</p>
7. <b>Service Agreement Management Requirements</b>	<p>Shire Representative                  Manager – Community Development                  Shire of Donnybrook Balingup                  Cnr Collins and Bentley Sts                  Donnybrook WA 6239                  T: (08) 9780 4200</p> <p><b>Reporting Requirements</b></p> <ul style="list-style-type: none"> <li>Annual reports reporting against performance targets are required by 30 July each year. The Shire will provide the method for reporting the data.</li> <li>A plan of activities to be sent to the Shire by the Service Provider. Template will be provided by the Shire. Target group for delivery, Month of delivery by service provider, Contact person regarding activity. The service provider may choose to provide more detail if they wish,</li> <li>Provision of Annual Report and Financials by 30 October each year.</li> </ul> <p><b>Meetings</b></p> <p>Service Agreement management meetings will be held from time to time at the request of the Shire or the service provider. Meetings will be held to discuss issues such as service provider performance, transitioning into and out of the services, social and/or economic development opportunities, and other issues as required.</p> <p>The Shire may request to attend events or activities being held by the service provider as part of the contract. The Shire and the service provider will mutually choose which activities would be suitable for the Shire to attend.</p>

	<p><b>Key Performance Indicators</b></p> <p>Refer to section 7.3 for the KPIs under each SLO.</p>
<b>8. Insurance Requirements</b>	Please refer to Part H, Section 7.2.1 for information regarding insurance requirements associated with this Request.
<b>9. Confidential Information</b>	There is no information that is specified by the Shire as confidential.
<b>10. Intellectual Property Owner</b>	The Shire and the Service Provider will discuss and agree on intellectual property ownership on an as needed basis.
<b>11. Shire Policies</b>	The Shire will inform the Service Provider of any relevant policies that may affect service delivery, including the development and implementation of new policies.
<b>12. Substantive Equality</b>	The service provider must give consideration to equal opportunity legislation and promote substantive equality in its practices and service delivery, ensuring that services are sufficiently tailored to meet the needs of Western Australia’s diverse community including individuals and groups from Aboriginal, ethnic, and social minority communities.

## PART G: Guide to the Response Form

Your organisation is to read and keep this part.

### 6.1 Information to consider when preparing an Offer

- Make sure your Offer addresses each requirement in this section including:
  - the Respondent Details section;
  - the Disclosure Requirements;
  - the Qualitative Criteria; and
  - the Price Schedule.
- When completing the Respondent Details section, make sure you are clear about the distinction between your organisation's Legal Entity name and Trading name. They can often be different, and it is important for the Shire to know both in order to enter into a Service Agreement.
- When completing this Section, always take into account the requirements of the proposed service (section 1.2), and the Key Service Agreement Details (Part F).
- When addressing the Qualitative Criteria, make sure you provide full details of any claims, statements or examples provided. Also make sure you double check the respective weightings of each Qualitative Criterion. In this Request:
  - Each Qualitative Criterion does not have an equal percentage weighting. Therefore, the weightings identify the relative importance of each Qualitative Criterion. Please refer to section 7.3 for further information.
- When completing the Price Schedule in Section 7.4, ensure a sustainable price for the services is offered. Pricing should take into account all costs of providing the service. This may include, but is not limited to, start-up costs, administration costs, overhead costs, and staffing costs.

## PART H: Response Form

This part **must** be completed by the Respondent and submitted to the Shire in accordance with Part D, section 4.1.

You are only required to submit this part (PART H) to the Shire.

### 7.1 Respondent Details

Please provide all the following details in the table format below.

Respondent Information	
Name of legal entity:	
ACN:	
Trading name:	
ABN (if applicable):	
Contact person:	
Contact person position title:	
Registered address or address of principal place of business:	
E-mail:	
Telephone number:	
Address for service of contractual notices (leave blank if same as above):	
Business Details	
<p>Is the Respondent a not-for-profit** entity?  <b>If Yes</b>, please provide an extract of the relevant provisions of the Respondent's constitution or governing documents.</p> <p>**For the purposes of this Request, the Respondent is a "not-for-profit entity" if its constitution or governing documents prohibit distribution of profits or gains to individual members, both while the Respondent is a going concern and on its dissolution.</p>	(Yes/No)
<p>Is the Respondent's financial information available via the Australian Charities and Not-for-profits Commission's (ACNC) Register?</p> <p>***Respondents are responsible for ensuring that the information available via the ACNC Register is correct and that no material changes to the information have occurred since it was reported to the ACNC.</p>	(Yes/No)

## 7.2 Disclosure Requirements

Respondents are to provide answers to ALL the Disclosure Requirements below.

### 7.2.1 Insurance

The Respondent must confirm whether it has, or will obtain, all the required insurances outlined below:

a) Public Liability Insurance:

- Public liability insurance covering the legal liability of the Service Provider and the Service Provider's personnel arising out of the Services for an amount of not less than **\$5 million** for any one occurrence and unlimited in the aggregate.

b) Workers' Compensation Insurance:

- Workers' compensation insurance in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981 (WA)*, including cover for common law liability for an amount of not less than **\$20 million** for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the *Workers' Compensation and Injury Management Act 1981*.

#### RESPONDENT TO COMPLETE

Does the Respondent have the required insurances specified in section 7.2.1 above?

(Yes/No)

If Yes, please complete the table below\*:

\*Please note while certificates of currency are not required at this stage of the Request process, the successful Respondent may be required to provide copies prior to the commencement of the Service Agreement.

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date	Exclusions, if any

If no, does the Respondent confirm that if it is awarded a Service Agreement as a result of this Request process, that the required insurance policies as set out in section 7.2.1 above will be obtained prior to the commencement of the Service Agreement?

(Yes / No)

If No, please provide reasons why:

### 7.2.3 Contractual Compliance

The Respondent must confirm whether it will comply with the terms of the proposed Service Agreement.

#### RESPONDENT TO COMPLETE

Does the Respondent agree to comply with the terms of the proposed Service Agreement as detailed in section 7.2.2 above?

(Yes/No)

If No, the Respondent must set out:

- a. the clause or provision it will not comply with;
- b. the extent of non-compliance – including the alternative clause or provision, if any, or a description of any changes it requires to the Service Agreement; and
- c. the reason for non-compliance.

### 7.2.4 Criminal Convictions

The Respondent must disclose whether:

- the Respondent; or
- any Director or other Officer of the Respondent; or
- any Specified Personnel;

has been convicted of any criminal offence. The Respondent is not required to disclose convictions that are spent convictions under the *Spent Convictions Act 1998 (WA)* or equivalent legislation of another State or Territory of Australia.

#### RESPONDENT TO COMPLETE

Has any person described in section 7.2.3 above been convicted of a criminal offence that requires disclosure under this Section?

(Yes/No)

If Yes, please provide details:

### 7.2.5 Conflict of Interest

The Respondent must declare and provide details of any actual, potential, or perceived conflicts of interest.

#### RESPONDENT TO COMPLETE

Are there any circumstances, arrangements or understandings which represent, or may reasonably be perceived to represent, an actual or potential conflict of interest with either the Respondent's obligations under this Request or the performance of the Service Agreement (if awarded) by the Respondent?

(Yes/No)

If Yes, please provide details below as to how the actual, potential, or perceived conflict of interest arises and provide details of the Respondent's strategy for managing it:

### 7.2.6 Respondent Capacity, Association and Subcontracting

The Respondent is required to disclose whether it is acting as an agent or a trustee for another person/s, whether it is acting jointly or in association with another person/s (in a consortium), or

whether it has engaged, or intends to engage, another person/s as a subcontractor in connection with the supply of these services.

**RESPONDENT TO COMPLETE**

Is the Respondent acting as an agent or trustee for another person or persons?

**(Yes/No)**

If Yes, please provide details:

Is the Respondent acting jointly or in association with another person or persons (i.e. a consortium)?

**(Yes/No)**

If Yes, please provide details:

Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of services under this potential Service Agreement?

**(Yes/No)**

If Yes, please provide details:

### 7.3 Qualitative Criteria Response Form

In making a value for money assessment of each Respondent’s Offer, the Shire will evaluate the extent to which they satisfy the Qualitative Criteria set out in this Section.

**In responding to any or all Qualitative Criteria ensure your organisation’s capacity and/or experience is demonstrated, and all sub-criteria are addressed. Also make sure that any claims or statements made to address any aspect of the Qualitative Criteria are supported using examples.**

#### a.) SERVICE METHODOLOGY

The Respondent is required to fill out responses to each of the questions in the tables below which will be assessed to the degree that:

- the proposed service methodology will facilitate the delivery of the services described in Part A, section 1.2.3 and 1.2.4 a) above;
- the proposed service methodology will facilitate the achievement of the desired service outcomes described in Part A, section 1.2 above; and
- the Respondent demonstrates adequate appreciation and understanding of the Requirements of this Request.

#### Respondent to Complete:

##### 1. Estimated Hours

a) Detail the Service Opening Times.	•
b) Service Provider to advise of any seasonal changes to the above hours specified.	

##### 2. Stakeholder Engagement

a) Describe the planned stakeholder engagement processes for the duration of the service and the proposed strategy to stay connected with the evolving needs and priorities of the local community. The Service Provider must provide two examples of an approach they have used to engage with stakeholders in the past.
Example 1:
Example 2:



<p>b) Provide contact details of two stakeholders (preferably with whom the Respondent engaged with in the examples provided above) who can comment on the Respondent’s stakeholder engagement approach mentioned in 2 a).</p>	
<p>Stakeholder 1 Name:</p> <p>Organisation:</p> <p>Contact Person/Title:</p> <p>Phone Number:</p> <p>Email:</p>	<p>Stakeholder 2 Name:</p> <p>Organisation:</p> <p>Contact Person/Title:</p> <p>Phone Number:</p> <p>Email:</p>
<p>c) In relation to the delivery services, Respondent to demonstrate their understanding of the future needs, issues, and priorities of the local community. Briefly explain the method and tools used to determine this.</p>	
<p> </p>	

**3. Service Mix**

Identify the services the Respondent will provide, along with details about how they will be delivered and the proposed Key Performance Indicators for each service.

<p><b>SLO 1 - &lt;insert outcome here&gt;</b></p>	
<p><b>Core Services</b></p>	<p><b>SLO 1.1</b></p>
	<p>1. Provide details on how your organisation will promote this service element to the target group.</p>
	<p><b>Performance Targets and Measurements</b>                  Key Performance Indicators: Note; Respondent may develop their own KPIs and is not limited to the suggestions provided.</p>
	<p>2. Target number of users accessing this service element.</p>
<p>3. Other Target/Measure</p>	

SLO 2 - <insert outcome here>	
<b>Core Services</b>	<b>SLO 2.1 -</b>
	1. Provide details on how your organisation will promote this service element to the target group.
	<b>Performance Targets and Measurements</b> Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.
	2. Target number of users accessing this service element.
	3. Other Target/Measure <i>(Respondent to Propose, if any)</i>

SLO 3 - <insert outcome here>	
<b>Core Services</b>	<b>SLO 3.1 -</b>
	1. Provide details on how your organisation will promote this service element to the target group.
	<b>Performance Targets and Measurements</b> Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.
	2. Target number of users accessing this service element
	3. Other Target/Measure

**b.) ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent will be assessed on the degree to which it has the skills and experience to perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 b).

As an existing service provider, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

1. The Respondent is required to provide information regarding the organisation’s skills and industry experience of management and staff who will deliver the services:

Management Committee/Board Experience Summary		
Name	Role	Experience/skills

Staff Experience Summary		
Name	Role <i>[Amend as appropriate]</i>	Experience/skills <i>(Resumes or CVs can be attached to the Offer)</i>

2. Describe how the organisation maintains and develops relevant skills and experience with regards to the delivery of the required services.

Use the table below to list the planned training and development activities for a typical year and write 'Yes' in the column for relevant personnel that would be expected to be involved in each activity.

Examples of potential training and development activities include:

- 
-

Name of Training or Development Activity	Committee members	Paid Staff	Volunteers

Describe how your organisation identifies training needs for individuals or positions in your organisation.

**c.) ORGANISATIONAL CAPACITY**

The Respondent will be assessed on the degree to which it has the organisational planning and resourcing capability to support and perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 c).

If the service provider is an existing service, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

1. The respondent is required to provide details of key risks that may impact on service delivery and provide an explanation of how these risks will be mitigated and/or managed throughout the term of the service agreement:

Key Service Risks	Risk Mitigation/Management Strategy
(Add rows as required)	

2. Describe any key policies, procedures and/or other operational guidelines the organisation has in place to ensure services will be delivered to a high-quality standard and that ensure staff will be managed appropriately:

*For example:*  
*Policy 1.0 Code of Conduct*  
*Policy 2.0 Board Charter*  
*Policy 3.0 Risk Management*  
*Policy 4.0 Internal Communication and Responsibilities*  
*Policy 5.0 Financial Management and Control*  
*Policy 6.0 Marketing, Communication and External Stakeholder Engagement*  
*Policy 7.0 Human Resource Management*  
*Policy 8.0 Planning*  
*Policy 9.0 OHS*  
*Policy 10.0 Environmental Sustainability*  
*Policy 11.0 Health and Wellbeing Policy*  
*Policy 12.0 Volunteering*  
*Policy 13.0 Policy and Procedure Process*

3. Provide evidence of sound governance and accountability frameworks and/or practices that demonstrate the organisation’s capacity to deliver the services as per the request requirements:

### 7.4 Price Schedule Response Form

- In making a value for money assessment of each Respondent's Offer, the Shire will assess how the following Offered Price represents value for money.
- Respondent to complete the fields with red text below.
- The Offered Price will be deemed to include the cost of complying with this Request.
- While there is not a fixed price for this Request, the Shire's Community Grant Funding Scheme is funding at 2.5% of Shire rates with the Service Level Agreement receiving a nominal allocation of 75% of the total funding pool. SLA's agreements are limited by that quantum of revenue and the Shire will make every attempt to be fair and equitable, but in accordance with the priority outcomes identified in the Strategic Community Plan.
- Respondent to provide a breakdown of Price for delivery of the service for a 12-month period.
- Always make sure each element of the Price Schedule is completed so that the Shire can undertake an accurate price evaluation.
- When completing the Price Schedule, state the value of the Offered Service Agreement Payment in Australian Dollars only, and make sure all costs of complying with the requirements of this Request are included. Some elements of a sustainable price include, but are not limited to, start-up costs, overhead costs, staff costs, training costs, service delivery costs etc.

<b>Respondent to Complete</b>	Is the Respondent registered for the purposes of GST?	YES
-------------------------------	---	-----

SLO 1 -				
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)			Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
Core Services				
<b>Total for SLO 1</b>				

SLO 2 -				
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)			Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
Core Services				
<b>Total for SLO 2</b>				

SLO 3 -				
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)			Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
Core Services				
<b>Total for SLO 3</b>				
<b>Total for SLO 1, SLO 2 + SLO 3 (exc GST)</b>				

### End of Response Form

**SERVICE LEVEL AGREEMENT  
PROVIDER REQUEST FOR:**

**Shire of Donnybrook Balingup**

Community Grants Funding Scheme

**Issued By: Shire of Donnybrook Balingup**

**Closing Date: 25 June 2021**

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**Respondents:** Part A is for your information only. Please read and keep.


## PART A: What are the services to be purchased?


### 1.1 Background


The Shire of Donnybrook-Balingup community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in February 2017, the community were invited to share their visions and aspirations for the future of the Shire of Donnybrook-Balingup, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives, and strategies contained within the Strategic Community Plan 2017 - 2027. The following four key strategic objectives were defined within the Plan.

 <p><b>ECONOMIC</b> <i>A strong, diverse and resilient economy</i></p>	Outcome 1.1	A diverse, prosperous economy, supporting local business and population growth
	Outcome 1.2	Available land for residential, industrial and commercial development
	Outcome 1.3	An attractive visitor and tourist destination

 <p><b>ENVIRONMENT</b> <i>Respect for our heritage, natural and built environment</i></p>	Outcome 2.1	An attractive and maintained built environment
	Outcome 2.2	Respected heritage assets
	Outcome 2.3	A natural environment for the benefit of current and future generations
	Outcome 2.4	Efficient and effective waste management

 <p><b>SOCIAL</b> <i>A healthy, safe and inclusive community</i></p>	Outcome 3.1	An engaged, supportive and inclusive community
	Outcome 3.2	Well supported community groups and facilities
	Outcome 3.3	A safe and healthy community environment for all ages

 <p><b>LEADERSHIP</b> <i>Effective leadership and civic responsibility</i></p>	Outcome 4.1	A strategically focused, open and accountable local government
	Outcome 4.2	A respected, professional and trusted organisation

The services that the Shire purchase within this Service Level Agreement must align with the objectives and outcomes outlined in the Shire’s *Strategic Community Plan 2017-2027*.

**Respondents:** Part A is for your information only. Please read and keep.

## 1.2 Service Requirements

### 1.2.1 Strategic Community Plan

The Shire of Donnybrook Balingup Strategic Community Plan .... **focus this statement on the specific Objective and outcome the SLA is purchasing a response in.**

### 1.2.2 Service Level Outcomes

Service Level Outcomes (SLO) are the outcomes developed by the Shire of Donnybrook Balingup in partnership with the recipient of a Service Level Agreement. The service providers are ultimately responsible for achieving these outcomes within the term of this service agreement.

The Service Level Outcomes are:

SLO 1 -

SLO 2 -

SLO 3 -

### 1.2.3 Statement of Requirements

The Shire requires service providers to provide value for money services commensurate with the funding and purpose of the Service Level Agreement.

In assessing suitability for Service Level Agreement, the Shire will monitor the Service to determine whether the service provider is:

- Continuing to meet the identified need;
- Meeting the agreed service specifications, quality standards and contractual requirements;
- Operating efficiently and effectively; and
- Actively engaged in continuously improving services to provide the best possible service to the community.

Service Providers are required to submit a detailed proposal to deliver core and additional service activities that will demonstrate they are meeting each SLO.

Table 1 – Service Level Outcome (SLO) Requirements

<b>Service Level Outcome 1</b>
<b>Core Services</b>
•
<b>Service Level Outcome 2</b>
<b>Core Services</b>
•
<b>Service Level Outcome 3</b>
<b>Core Services</b>
•

### 1.2.4 Specification

The proposed specification is outcome based and the Shire will seek to leverage against those outcomes through effective and efficient contract management. Service Providers are encouraged to

**Respondents: Part A is for your information only. Please read and keep.**

be as clear and descriptive as possible in outlining their service delivery model for recognition and ongoing organisational viability.

Addressing the specification is to be completed in Section 7.3 Qualitative Criteria Response Form.

#### a) **SERVICE METHODOLOGY**

The Shire requires detail of your service delivery model and methodology used to achieve the desired service outcomes. This could include but is not limited to:

- (i) Estimated hours of service;
- (ii) Ongoing engagement, collaboration, and feedback processes with key stakeholders;
- (iii) Knowledge of community need and target groups;
- (iv) Evidence of engagement with target groups;
- (v) Proposed service structure and content;
- (vi) Identify annual targets for each service offered under the Service Level Outcomes;
- (vii) Provide an example an activity indicative of what the organisation would engage in to deliver each of the services specified.

#### b) **ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent is required to:

- Identify the skills and industry experience of nominated management and staff; and
- Describe how the organisation ensures staff maintain and develop relevant skills and experience with regard to the delivery of services.

#### c) **ORGANISATIONAL CAPACITY**

The Respondent is required to have organisational planning and resourcing capability to support and perform the proposed Service Agreement.

The Respondent needs to:

- Identify the key risks that may impact on service delivery and provide explanation of how these risks will be mitigated and/or manage;
- Describe organisational governance arrangements in place to ensure services will be delivered to a high-quality standard and staff will be managed appropriately; and

Additionally, Respondents must demonstrate how they:

- (i) actively engage with their local community to tailor services and initiatives to suit the local context needs;
- (ii) identify realistic performance targets and measures related to each SLO;

**Respondents: Part A is for your information only. Please read and keep.**

- (iii) hire and maintain appropriately skilled and experienced staff or volunteers to deliver the proposed services;
- (iv) offer appropriate training and development for staff and volunteers to deliver the services; and
- (v) have appropriate policies, procedures, and guidelines in place to manage staff and volunteers and manage service delivery risks.

Further important details about this SLA process can be found in Part F: Key Service Agreement Details.

Respondents: Part B is for your information only. Please read and keep.

## **PART B: Where can you get more information?**

### **2.1 Shire Contact Details**

The Shire representatives listed below are authorised to deal with any enquiries about this SLA Request. Please make sure any communication in relation to this Request is directed to these representatives only.

#### **2.1.1 General Enquiries:**

Name: Bronwyn Hodgson  
Title: Administration Officer – Community Development  
Telephone: 9780 4220  
E-mail: [bronwyn.hodgson@donnybrook.wa.gov.au](mailto:bronwyn.hodgson@donnybrook.wa.gov.au)

#### **2.1.2 Detailed Specification Enquiries:**

Name: James Jarvis  
Title: Manager, Community Development  
Telephone: 9780 4234  
E-mail: [james.jarvis@donnybrook.wa.gov.au](mailto:james.jarvis@donnybrook.wa.gov.au)

Respondents: Part C is for your information only. Please read and keep.

## **PART C: How will this SLA Process work?**

### **3.1 Purpose of this Request**

The purpose of this Request is to engage your organisation in a way that supports the delivery of outcomes identified in the Shire's Strategic Community Plan.

This SLA Request document is used to:

1. provide information about the proposed SLA process;
2. invite your organisation, as an SLA Service Provider, to submit an Offer; and
3. to set out:
  - i. the requirements that must be met to submit a valid Offer; and
  - ii. the Evaluation Criteria that the Shire will use to evaluate your Offer.

### **3.2 Service Agreement Framework**

The Service Level Agreement formed as a result of this Request will comprise all of the following documents:

- a. the Award Letter;
- b. your organisation's Offer; and
- c. this Request document, including any addenda issued.

Respondents: Part D is for your information only. Please read and keep.

## **PART D: How can you lodge an Offer?**

### **4.1 Lodgement Details**

You are only able to lodge an Offer for this Request process in the way listed in this section.

- a) Your organisation may lodge an Offer **IN ELECTRONIC FORM THROUGH BY EMAIL** by lodging it at:

[communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au)

- b) Respondents who lodge Offers in electronic form must ensure that the electronic copy of the Offer is in one of the following file formats and extensions:

.doc*	.docx*	.pdf#	.ppt*	.xls*	.xlsx
-------	--------	-------	-------	-------	-------

\* Microsoft compatible # Adobe compatible N.B: Zipped files acceptable

### **4.2 Closing Time**

The closing date is 5.00pm on **17 (should be 25<sup>th</sup>)** June 2021 for lodgement of Offers. This is also set out on the front page of this Request.

### **4.3 Late Lodgement**

Offers that are not received in full by the closing date and time may be evaluated at the Shire of Donnybrook Balingup's discretion.

### **4.4 Offer Validity Period**

The Offer Validity Period is three (3) months.

Unless your Offer is withdrawn in writing, it will remain open for acceptance by the Shire from the Request closing date until the end of the Offer Validity Period.

Respondents: Part E is for your information only. Please read and keep.

## **PART E: How will your Offer be assessed?**

### **5.1. Shire of Donnybrook (which Shire is that??) Policies**

There are several Shire policies that apply to this Request process, including but not limited to the following:

- Shire of Donnybrook Balingup Strategic Community Plan 2017-2027;
- Shire of Donnybrook Balingup Corporate Business Plan; and
- Shire of Donnybrook Balingup Community Grants Funding Scheme.

### **5.2. Evaluation Criteria**

Offers will be evaluated to determine the extent to which they will deliver value for money to the Shire.

A value for money assessment does not simply consider price. All costs, benefits and risks associated with each Offer are assessed when making a value for money decision.

To determine if an organisation's Offer represents value for money, the Shire will assess:

- a. Your Offer's performance against the [Qualitative Criteria](#) listed in section 7.3 Qualitative Criteria Response Form.
- b. Your Offer's performance against the [Disclosure Requirements](#) listed in the Response Form.
- c. Your Offer's [Price Schedule](#) as required by section 7.4 Price Schedule Response Form.
- d. Any other information that the Shire considers relevant to your organisation's Offer.

The Shire reserves the right to decline any Offer that does not properly address, or meet to the Council's satisfaction, any evaluation criterion or other requirements contained in this Request.



**Respondents:** Part F is for your information only. Please read and keep.

## PART F: Key Service Agreement Details

The following table outlines key terms associated with the Service Level Agreement that may be formed as a result of this Request process. Please note that these terms do not represent all the terms that will form part of the Service Agreement.

<b>1. Shire</b>	The Shire is the Shire of Donnybrook Balingup
<b>2. The Term of the Service Agreement</b>	The Term of the Service Agreement is three (3) years.
<b>3. Service Agreement Commencement Date</b>	The Service Agreement Commencement Date is X Month 20xx.
<b>4. Payment Schedule</b>	Service payments will generally be made annually in the months of December each year upon the successful completion of Service Provider reporting requirements.
<b>5. Service Payment Variation</b>	The Service Payment is fixed annually.
<b>6. Provider Generated Invoice</b>	<p>The Service Provider will create an invoice that meets the requirements of the Australian Taxation Office’s definition of a tax invoice, as follows:</p> <p>a) For GST Registered organisations, then the tax invoice is issued Inclusive of GST.</p> <p>b) For organisations not registered for GST, then the tax invoice is issued Exclusive of GST.</p> <p>Invoices must be issued to the Shire in December of each year.</p>
<b>7. Service Agreement Management Requirements</b>	<p>Shire Representative                  Manager – Community Development                  Shire of Donnybrook Balingup                  Cnr Collins and Bentley Sts                  Donnybrook WA 6239                  T: (08) 9780 4200</p> <p><b>Reporting Requirements</b></p> <ul style="list-style-type: none"> <li>Annual reports reporting against performance targets are required by 30 July each year. The Shire will provide the method for reporting the data.</li> <li>A plan of activities to be sent to the Shire by the Service Provider. Template will be provided by the Shire. Target group for delivery, Month of delivery by service provider, Contact person regarding activity. The service provider may choose to provide more detail if they wish,</li> <li>Provision of Annual Report and Financials by 30 October each year.</li> </ul> <p><b>Meetings</b></p> <p>Service Agreement management meetings will be held from time to time at the request of the Shire or the service provider. Meetings will be held to discuss issues such as service provider performance, transitioning into and out of the services, social and/or economic development opportunities, and other issues as required.</p> <p>The Shire may request to attend events or activities being held by the service provider as part of the contract. The Shire and the service provider will mutually choose which activities would be suitable for the Shire to attend.</p> <p><b>Key Performance Indicators</b></p>

**SERVICE LEVEL AGREEMENT - SERVICE PROVIDER REQUEST**

**Respondents:** Part F is for your information only. Please read and keep.

	Refer to section 7.3 for the KPIs under each SLO.
<b>8. Insurance Requirements</b>	Please refer to Part H, Section 7.2.1 for information regarding insurance requirements associated with this Request.
<b>9. Confidential Information</b>	There is no information that is specified by the Shire as confidential.
<b>10. Intellectual Property Owner</b>	The Shire and the Service Provider will discuss and agree on intellectual property ownership on an as needed basis.
<b>11. Shire Policies</b>	The Shire will inform the Service Provider of any relevant policies that may affect service delivery, including the development and implementation of new policies.
<b>12. Substantive Equality</b>	The service provider must give consideration to equal opportunity legislation and promote substantive equality in its practices and service delivery, ensuring that services are sufficiently tailored to meet the needs of Western Australia's diverse community including individuals and groups from Aboriginal, ethnic, and social minority communities.

Respondents: Part G is for your information only. Please read and keep.

## **PART G: Guide to the Response Form**

### **6.1 Information to consider when preparing an Offer**

- Make sure your Offer addresses each requirement in this section including:
  - the Respondent Details section;
  - the Disclosure Requirements;
  - the Qualitative Criteria; and
  - the Price Schedule.
- When completing the Respondent Details section, make sure you are clear about the distinction between your organisation's Legal Entity name and Trading name. They can often be different, and it is important for the Shire to know both in order to enter into a Service Agreement.
- When completing this Section, always take into account the requirements of the proposed service (section 1.2), and the Key Service Agreement Details (Part F).
- When addressing the Qualitative Criteria, make sure you provide full details of any claims, statements or examples provided. Also make sure you double check the respective weightings of each Qualitative Criterion. In this Request:
  - Each Qualitative Criterion does not have an equal percentage weighting. Therefore, the weightings identify the relative importance of each Qualitative Criterion. Please refer to section 7.3 for further information.
- When completing the Price Schedule in Section 7.4, ensure a sustainable price for the services is offered. Pricing should take into account all costs of providing the service. This may include, but is not limited to, start-up costs, administration costs, overhead costs, and staffing costs.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

## PART H: Response Form

### 7.1 Respondent Details

Please provide all the following details in the table format below.

Respondent Information	
Name of legal entity:	Donnybrook Regional Tourism Association
ACN:	N/A
Trading name:	Donnybrook Regional Tourism Association and Donnybrook Visitor Centre
ABN (if applicable):	35317827253
Contact person:	Karen Martella
Contact person position title:	Manager, Balingup Visitor Centre
Registered address or address of principal place of business:	S/W Hwy Donnybrook, WA 6239 PO Box 726 Donnybrook WA 6239
E-mail:	donnybrookwa@westnet.com.au
Telephone number:	08 9731 1720
Address for service of contractual notices (leave blank if same as above):	
Business Details	
<p>Is the Respondent a not-for-profit** entity?  <b>If Yes</b>, please provide an extract of the relevant provisions of the Respondent's constitution or governing documents.</p> <p>**For the purposes of this Request, the Respondent is a "not-for-profit entity" if its constitution or governing documents prohibit distribution of profits or gains to individual members, both while the Respondent is a going concern and on its dissolution.</p>	<p>Yes as per constitution</p>
<p>Is the Respondent's financial information available via the Australian Charities and Not-for-profits Commission's (ACNC) Register?</p> <p>***Respondents are responsible for ensuring that the information available via the ACNC Register is correct and that no material changes to the information have occurred since it was reported to the ACNC.</p>	<p>No Tourism NFPs do not qualify for ACNC</p>

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

## 7.2 Disclosure Requirements

Respondents are to provide answers to ALL the Disclosure Requirements below.

### 7.2.1 Insurance

The Respondent must confirm whether it has, or will obtain, all the required insurances outlined below:

a) Public Liability Insurance:

- Public liability insurance covering the legal liability of the Service Provider and the Service Provider's personnel arising out of the Services for an amount of not less than **\$5 million** for any one occurrence and unlimited in the aggregate.

b) Workers' Compensation Insurance:

- Workers' compensation insurance in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981 (WA)*, including cover for common law liability for an amount of not less than **\$20 million** for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the *Workers' Compensation and Injury Management Act 1981*.

#### RESPONDENT TO COMPLETE

Does the Respondent have the required insurances specified in section 7.2.1 above?

**Yes**

If Yes, please complete the table below\*:

\*Please note while certificates of currency are not required at this stage of the Request process, the successful Respondent may be required to provide copies prior to the commencement of the Service Agreement.

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date	Exclusions, if any
Public Liability Insurance:	Willis-Temby	85009087585	NPP-822	\$20 000 000	30/06/2021	NA
Workers Compensation Insurance	Willis-Temby	85009087585	O/18-6846	\$50 000 000	30/06/2021	NA

If no, does the Respondent confirm that if it is awarded a Service Agreement as a result of this Request process, that the required insurance policies as set out in section 7.2.1 above will be obtained prior to the commencement of the Service Agreement?

(Yes / No)

If No, please provide reasons why:

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.2.2 Contractual Compliance

The Respondent must confirm whether it will comply with the terms of the proposed Service Agreement.

#### **RESPONDENT TO COMPLETE**

Does the Respondent agree to comply with the terms of the proposed Service Agreement as detailed in section 7.2.2 above?

#### **Yes**

If No, the Respondent must set out:

- a. the clause or provision it will not comply with;
- b. the extent of non-compliance – including the alternative clause or provision, if any, or a description of any changes it requires to the Service Agreement; and
- c. the reason for non-compliance.

### 7.2.3 Conflict of Interest

The Respondent must declare and provide details of any actual, potential, or perceived conflicts of interest.

#### **RESPONDENT TO COMPLETE**

Are there any circumstances, arrangements or understandings which represent, or may reasonably be perceived to represent, an actual or potential conflict of interest with either the Respondent's obligations under this Request or the performance of the Service Agreement (if awarded) by the Respondent?

#### **No**

If Yes, please provide details below as to how the actual, potential, or perceived conflict of interest arises and provide details of the Respondent's strategy for managing it:

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

**Respondent Capacity, Association and Subcontracting**

The Respondent is required to disclose whether it is acting as an agent or a trustee for another person/s, whether it is acting jointly or in association with another person/s (in a consortium), or whether it has engaged, or intends to engage, another person/s as a subcontractor in connection with the supply of these services.

**RESPONDENT TO COMPLETE**

Is the Respondent acting as an agent or trustee for another person or persons?

**No**

If Yes, please provide details:

Is the Respondent acting jointly or in association with another person or persons (i.e. a consortium)?

**Yes – on behalf of Donnybrook Regional Tourism Association**

If Yes, please provide details:

Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of services under this potential Service Agreement?

**No**

If Yes, please provide details:

**7.3 Qualitative Criteria Response Form**

In making a value for money assessment of each Respondent's Offer, the Shire will evaluate the extent to which they satisfy the Qualitative Criteria set out in this Section.

**In responding to any or all Qualitative Criteria ensure your organisation's capacity and/or experience is demonstrated, and all sub-criteria are addressed. Also make sure that any claims or statements made to address any aspect of the Qualitative Criteria are supported using examples.**

**a.) SERVICE METHODOLOGY**

The Respondent is required to fill out responses to each of the questions in the tables below which will be assessed to the degree that:

- the proposed service methodology will facilitate the delivery of the services described in Part A, section 1.2.3 and 1.2.4 a) above;
- the proposed service methodology will facilitate the achievement of the desired service outcomes described in Part A, section 1.2 above; and
- the Respondent demonstrates adequate appreciation and understanding of the Requirements of this Request.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

**Respondent to Complete:**

**1. Estimated Hours:**

a) Detail the Service Opening Times (if applicable)	<ul style="list-style-type: none"> <li>• Donnybrook Visitor Centre Opening Days/Times Monday to Friday – 10am to 4pm Saturday – 10am to 2pm</li> <li>• After hours number available (posted on the front door of the Visitor Centre) for general enquires</li> <li>• Facebook messenger service 24hrs</li> </ul>
b) Service Provider to advise of any seasonal changes to the above hours specified (if applicable)	<ul style="list-style-type: none"> <li>• Closed Good Friday and Christmas Day</li> <li>• Subject to volunteer availability</li> </ul>

**2. Service Mix:**

Identify the services the Respondent will provide, along with details about how they will be delivered and the proposed Key Performance Indicators for each service.

<b>SLO 1 – To promote Donnybrook and the surrounding region as a must-see tourist destination through the operation of a Visitor Centre in Donnybrook.</b>	
<b>SLO 1.1</b>	
1. Provide details on how your organisation will promote this service element to the target group.	Operate a fully accredited Visitor Centre in Donnybrook. The Centre will be managed by 1 x part-time manager, front desk is staffed by volunteers.
<b>Core Services</b>	<p><b>Performance Targets and Measurements</b> Key Performance Indicators: Note; Respondent may develop their own KPIs and is not limited to the suggestions provided.</p>
2. Target number of users accessing this service element.	Seasonal variations Averaging up to 10 000 visitors to the Centre each year (includes visitors to the Centre and phone enquiries) NB Visitation higher than normal over the 16 months May 2020 – June 2021 due to an increase in intrastate travel as a result of COVID travel restrictions.
3. Accessibility – days/times	Open 6 days per week. 10am to 4pm Mon – Fri, 10am to 2pm Sat
4. Maintain relevant accreditations and affiliations to ensure compliance and best practice in visitor servicing	Maintain membership and currency of membership with : <ul style="list-style-type: none"> <li>• Tourism Council of WA Accreditation</li> <li>• Bibbulmun Track Foundation</li> <li>• Australia’s SW</li> <li>• Tourism WA</li> <li>• Australian Tourism Data Warehouse</li> <li>• BUNGEO Tourism</li> <li>• Southern Forests and Valleys Tourism</li> </ul>



**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

<b>SLO 2 - To promote Donnybrook and the surrounding region as a must-see tourist destination through a range of marketing and promotional initiatives.</b>		
<b>Core Services</b>	<b>SLO 2.1</b>	
	1. Provide details on how your organisation will promote this service element to the target group.	The DRTA committee promote the region as a must-see tourist destination through a range of promotional initiatives including face-to-face, online and traditional marketing mediums.
	<b>Performance Targets and Measurements</b>	
	Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.	
	2. Maintain and further develop donnybrookwa.com.au website	Regular maintenance of the donnybrookwa website to: <ul style="list-style-type: none"> <li>• Provide up to date information on the region regarding events, accommodation, attractions, food/wine and experiences.</li> <li>• Ensure device-friendly access.</li> <li>• Promotes DRTA members and provides traffic with easy access to book/call/visit members businesses.</li> <li>• Provide targeted guides and highlights of the region to ensure people stay longer or visit more businesses.</li> <li>• Gives calls to action</li> <li>• Provide contact information for the Visitor Centre.</li> </ul>
	3. Engage and connect with relevant tourism organisations to ensure Donnybrook and surrounding regions are well promoted in collaborative marketing initiatives	Connect with and participate in collaborate marketing opportunities with : <ul style="list-style-type: none"> <li>• BUNGEO Tourism</li> <li>• Southern Forests and Valleys’ Tourism</li> <li>• Australia’s SW</li> <li>• Bibbulmun Track Foundation</li> <li>• Tourism WA</li> <li>• WA Visitor Centre</li> </ul>
4. Increase exposure for Donnybrook and surrounding regions through an increased social media presence	<ul style="list-style-type: none"> <li>• Provide training and skill development opportunities in social media – Instagram and facebook for DRTA members</li> <li>• Increase activity and engagement in DRTA’s social media channels</li> <li>- <a href="https://www.facebook.com/DonnybrookVisitorCentre">https://www.facebook.com/DonnybrookVisitorCentre</a></li> <li>- Instagram: donnybrookwa</li> <li>- Hashtags: #donnybrookwa #justanotherdayinDBK</li> </ul>	
5. Undertake marketing photography initiative	Photography project to produce marketing style images of the region – public attractions and highlights. Offer discounted photography to member tourism businesses in order to have attractive imagery accessible by smaller businesses in the region.	

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

<b>SLO 3 - To promote Donnybrook and the surrounding region as a must-see tourist destination through a range of product development initiatives.</b>		
<b>SLO 3.1</b>		
<b>Core Services</b>	1. Provide details on how your organisation will promote this service element to the target group.	To promote Donnybrook and the surrounding region as a must-see tourist destination through a range of product development initiatives.
<b>Performance Targets and Measurements</b> Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.		
	2. Develop guides and brochures to Donnybrook and surrounding regions	<ul style="list-style-type: none"> <li>• Produce and print electronic and hard copy brochures and guides</li> <li>• Distribute the brochures/guides through DRTA's membership</li> <li>• Distribute brochures/guides to Visitor Centres through the SW of WA and the WA Visitor Centre</li> </ul>
	3. Packaging product to demonstrate visitation to the region	<ul style="list-style-type: none"> <li>• Continue subscription with Rezdy to allow for easy packaging of product and online sales and promotion.</li> <li>• Engage with member businesses to package products in order to encourage longer stays and broader visitation.</li> <li>• Demonstrate visitation possibilities to tourists to appeal to broader audience.</li> </ul>
	4. Alternative Route Project	<ul style="list-style-type: none"> <li>• Develop inland drive trips to encourage an alternative route to the busy Busselton/Margaret River regions.</li> <li>• Work with relevant shires to establish a link from Perth to the south west region through the inland roads.</li> </ul>
	5. Support for Local Events	<ul style="list-style-type: none"> <li>• Work towards a full calendar of events across the region with a significant event each season.</li> <li>• Support local events through administrative and logistical support.</li> <li>• Develop Apple Trail theme to promote visitation in autumn.</li> </ul>

**b.) ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent will be assessed on the degree to which it has the skills and experience to perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 b).

As an existing service provider, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

1. The Respondent is required to provide information regarding the organisation's skills and industry experience of management and staff who will deliver the services:

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

<b>Staff/ Management Committee/ Board Experience Summary</b>		
<b>Name</b>	<b>Role</b>	<b>Experience/skills</b>
Barrie Thomas	President	<ul style="list-style-type: none"> <li>Local tourism business owner – Cycletrek Bike Shop &amp; Mountain Bike Park &amp; Eco Cabin Accommodation</li> <li>Small business owner for 35+ years.</li> </ul>
Leonie Ridgway	Vice-president	<ul style="list-style-type: none"> <li>Extensive experience in the education department.</li> <li>Local tourism business owner – Burnbrae Olive Farm</li> </ul>
Annette McCutcheon	Treasurer	<ul style="list-style-type: none"> <li>Extensive experience in the Health Industry for 40+ years</li> </ul>
Karen Martella	Manager – Balingup Visitor Centre	<ul style="list-style-type: none"> <li>Local tourism business owner – Balingup Heights Hilltop Forest Cottages (11 plus years)</li> <li>Community Development, Recreation and Event facility management – local government &amp; NFP sectors (30 plus years)</li> <li>Tertiary qualifications in human resource management, marketing, events &amp; business management</li> </ul>

2. Describe how the organisation maintains and develops relevant skills and experience with regards to the delivery of the required services.

Use the table below to list the planned training and development activities for a typical year and write 'Yes' in the column for relevant personnel that would be expected to be involved in each activity.

Please provide examples of potential training and development activities.

<b>Activity/Training Frequency</b>	<b>&amp; Purpose</b>	<b>Personnel Involved</b>
Famil tours – at least twice yearly	Educate staff and give experience of local tourism businesses – to understand the products and services available.	Volunteer staff Committee members Manager
Targeted training – at least four times per year	Guest speakers to attend events and educate members and committee on	DRTA members Committee members

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

	targeted areas of need. This may include social media, online bookings, website development, marketing opportunities etc.	Manager
Support for Specified Training and Events – wherever possible	Communicate opportunities to attend regional training or networking events through membership with broader tourism organisations.	Manager Committee members DRTA members
Specialised Tourism Training – where possible	Specialised Training opportunities offered through Tourism Council and other organisations for example the annual Regional Tourism Conference	Manager Committee members

**c.) ORGANISATIONAL CAPACITY**

The Respondent will be assessed on the degree to which it has the organisational planning and resourcing capability to support and perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 c).

If the service provider is an existing service, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

1. The respondent is required to provide details of key risks that may impact on service delivery and provide an explanation of how these risks will be mitigated and/or managed throughout the term of the service agreement:

Key Service Risks	Risk Mitigation/Management Strategy
Financial Sustainability	<ul style="list-style-type: none"> <li>• Effective and efficient marketing and promotion to ensure visitation to the region</li> <li>• Suitable skilled and qualified DRTA Executive Committee to ensure financial sustainability and security</li> <li>• Effective and open partnership with the Shire of Donnybrook Balingup regarding delivery of the Service level Agreement</li> <li>• Generate/maintain a revenue stream through retail sales at the Visitor Centre</li> </ul>

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

	<ul style="list-style-type: none"> <li>• Source other grant funding for project development</li> </ul>
Lack of Volunteer base	<ul style="list-style-type: none"> <li>• Attract and maintain a suitable group of local volunteers to assist with the operation of the Visitor Centre and other projects</li> <li>• Provide development and training opportunities for the volunteers</li> <li>• Reward and acknowledge the valuable contribution our volunteers make to the Visitors Centre and to visitor servicing in the region</li> </ul>
Reduced DRTA Membership	<ul style="list-style-type: none"> <li>• Form connections and engage with our membership base to increase the level of involvement</li> <li>• Communicate effectively to ensure members are abreast of DRTA's achievements and new opportunities available to them</li> <li>• facilitate capacity and capability growth for members</li> </ul>
Increased COVID travel restrictions	<ul style="list-style-type: none"> <li>• Maintain strong links with tourism and small business organisations ensuring DRTA and its members remain abreast of current information and opportunities to minimise the impact and risks</li> </ul>

2. Describe any key policies, procedures and/or other operational guidelines the organisation has in place to ensure services will be delivered to a high-quality standard and that ensure staff will be managed appropriately.

Key policies, procedures and/or other operational guidelines the organisation has in place to ensure services will be delivered to a high-quality standard and that ensure staff will be managed appropriately.	Maintain relevant accreditations and affiliations to ensure the Manager and DRTA Committee maintain best practice <ul style="list-style-type: none"> <li>• Fully accredited member of the Tourism Council of WA</li> <li>• Affiliate Member – Australia's South West</li> <li>• Affiliate member – Bibbulmun Track Foundation</li> </ul>
	Maintain a current Donnybrook Visitor Centre Procedure manual

3. Provide evidence of sound governance and accountability frameworks and/or practices that demonstrate the organisation's capacity to deliver the services as per the request requirements.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

DRTA and Donnybrook Visitor Centre maintains sound governance and accountability frameworks and/or practices that demonstrate the organisation’s capacity to deliver the services as per the request requirements.	Maintain relevant accreditations and affiliations to ensure the Manager and DRTA Committee maintain best practice <ul style="list-style-type: none"> <li>• Fully accredited member of the Tourism Council of WA</li> <li>• Affiliate Member – Australia’s South West</li> <li>• Affiliate member – Bibbulmun Track Foundation</li> </ul>
	Maintain compliance with DRTA’s constitution
	Maintain appropriate insurances

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.4 Price Schedule Response Form

- In making a value for money assessment of each Respondent's Offer, the Shire will assess how the following Offered Price represents value for money.
- Respondent to complete the fields with **red text** below.
- The Offered Price will be deemed to include the cost of complying with this Request.
- While there is not a fixed price for this Request, the Shire's Community Grant Funding Scheme is funding at 2.5% of Shire rates with the Service Level Agreement receiving a nominal allocation of 75% of the total funding pool. SLA's agreements are limited by that quantum of revenue and the Shire will make every attempt to be fair and equitable, but in accordance with the priority outcomes identified in the Strategic Community Plan.
- Respondent to provide a breakdown of Price for delivery of the service for a 12-month period.
- Always make sure each element of the Price Schedule is completed so that the Shire can undertake an accurate price evaluation.
- When completing the Price Schedule, state the value of the Offered Service Agreement Payment in Australian Dollars only, and make sure all costs of complying with the requirements of this Request are included. Some elements of a sustainable price include, but are not limited to, start-up costs, overhead costs, staff costs, training costs, service delivery costs etc.

<b>Respondent to Complete</b>	Is the Respondent registered for the purposes of GST?	<b>NO</b>	
<b>SLO 1 -</b>			
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)		Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
<b>Core Services</b>	Visitor Centre operational costs (no wages included)	\$11000	Based on costs experienced in the last 12 months and projected budget for 2021-22.
	Accreditation and Membership Costs	\$3500	
	Insurance costs	\$4500	
	Staff, volunteer and committee training and support costs	\$2500	
	Administrative support – part of budget towards manager wage	\$3500	
<b>Total for SLO 1</b>			
<b>SLO 2 -</b>			
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)		Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
<b>Core Services</b>	Website costs (ongoing subscriptions, maintenance and management)	\$1000	Based on costs experienced in the last 12 months and projected budget for 2021-22.
	Advertising costs	\$2500	
	Photography and image database	\$2000	
<b>Total for SLO 2</b>			
<b>SLO 3 -</b>			
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)		Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
<b>Core Services</b>	Brochure project – graphic design and publication.	\$2000	Based on costs experienced in the last 12 months and projected budget for 2021-22.
	Product development (packages for sale)	\$1000	
	Local event support and promotion	\$1500	
<b>Total for SLO 3</b>		<b>Costs are per annum</b>	= \$105 000 over three year period
<b>Total for SLO 1, SLO 2 + SLO 3 (exc GST)</b>			

Respondents: Part H must be completed be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

## End of Response Form





GOLDEN VALLEY TREE PARK  
BALINGUP



GOLDEN VALLEY TREE PARK (INC)  
SERVICE LEVEL AGREEMENT

PROVIDER RESPONSE FOR:  
Shire of Donnybrook Balingup  
Community Grants Funding Scheme  
Golden Valley Tree Park (Inc)  
Arboretum Destination  
Community and Volunteer Engagement  
Park Stewardship

Lodged Friday 25 June 2021

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**PART H: Response Form 7.1 Respondent Details**

Please provide all the following details in the table format below.

Respondent Information	
Name of legal entity:	The Golden Valley Tree Park (Inc)
ACN:	n/a
Trading name:	n/a
ABN (if applicable):	15 084 433 989
Contact person:	Gary Hodge
Contact person position title:	Chair Golden Valley Tree Park Management Committee
Registered address or address of principal place of business:	Old Padbury Road Balingup WA 6253
E-mail:	<a href="mailto:secretary.gvtp@gmail.com">secretary.gvtp@gmail.com</a>
Telephone number:	9764 1520 (m) 0417 995 897
Address for service of contractual notices	PO Box 191 BALINGUP WA 6253
Business Details	
<p>Is the Respondent a not-for-profit** entity?</p> <p><b>If Yes</b>, please provide an extract of the relevant provisions of the Respondent's constitution or governing documents.</p> <p><b>**For the purposes of this Request, the Respondent is a "not-for-profit entity" if its constitution or governing documents prohibit distribution of profits or gains to individual members, both while the Respondent is a going concern and on its dissolution.</b></p>	<p><b>Yes</b></p> <p>Constitution registered under the Western Australian Incorporated Associations Act 2015</p> <p>Extract Attached (i) (a) page 40</p>
<p>Is the Respondent's financial information available via the Australian Charities and Not-for-profits Commission's (ACNC) Register?</p> <p><b>***Respondents are responsible for ensuring that the information available via the ACNC Register is correct and</b></p>	<p><b>No</b></p> <p>GVTP complies with the annual financial reporting requirements under the Western Australian <i>Incorporated Associations Act 2015</i> in which tier 2 and tier 3 associations must prepare an independently-audited financial report containing financial statements and notes that comply with the legislated accounting standards, but would be</p>

that no material changes to the information have occurred since it was reported to the ACNC.	willing to submit financial information to the ACNC register if required.
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### 7.1 53 Disclosure Requirements

Respondents are to provide answers to ALL the Disclosure Requirements below.

#### 7.2.1 Insurance

The Respondent must confirm whether it has, or will obtain, all the required insurances outlined below:

- a) Public Liability Insurance:
  - Public liability insurance covering the legal liability of the Service Provider and the Service Provider's personnel arising out of the Services for an amount of not less than **\$5 million** for any one occurrence and unlimited in the aggregate.
- b) Workers' Compensation Insurance:
  - Workers' compensation insurance in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981 (WA)*, including cover for common law liability for an amount of not less than **\$20 million** for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the *Workers' Compensation and Injury Management Act 1981*.

#### RESPONDENT TO COMPLETE

Does the Respondent have the required insurances specified in section 7.2.1 above? **No**

If Yes, please complete the table below\*: \*Please note while certificates of currency are not required at this stage of the Request process, the successful Respondent may be required to provide copies prior to the commencement of the Service Agreement.

If no, does the Respondent confirm that if it is awarded a Service Agreement as a result of this Request process, that the required insurance policies as set out in section 7.2.1 above will be obtained prior to the commencement of the Service Agreement? **Yes**

**Please note: Inducted and registered Volunteers while working in the GVTP are covered by DBCA Risk Cover Insurance to \$800m for any one occurrence (Certificate of Currency at Attachment (i) b page 53). Contracted employees in this proposal would need to have the required Public Liability and Workers' Compensation insurance compliance before undertaking work in the Park.**

#### 7.2.2 Contractual Compliance

The Respondent must confirm whether it will comply with the terms of the proposed Service Agreement.

#### RESPONDENT TO COMPLETE

Does the Respondent agree to comply with the terms of the proposed Service Agreement as detailed in section 7.2.2 above? **Yes**

If No, the Respondent must set out:

- a. the clause or provision it will not comply with;
- b. the extent of non-compliance – including the alternative clause or provision, if any, or a description of any changes it requires to the Service Agreement; and
- c. the reason for non-compliance.

### 7.2.3 Conflict of Interest

The Respondent must declare and provide details of any actual, potential, or perceived conflicts of interest.

#### RESPONDENT TO COMPLETE

Are there any circumstances, arrangements or understandings which represent, or may reasonably be perceived to represent, an actual or potential conflict of interest with either the Respondent's obligations under this Request or the performance of the Service Agreement (if awarded) by the Respondent? **No**

If Yes, please provide details below as to how the actual, potential, or perceived conflict of interest arises and provide details of the Respondent's strategy for managing it:

### 7.2.4 Respondent Capacity, Association and Subcontracting

The Respondent is required to disclose whether it is acting as an agent or a trustee for another person/s, whether it is acting jointly or in association with another person/s (in a consortium), or whether it has engaged, or intends to engage, another person/s as a subcontractor in connection with the supply of these services.

#### RESPONDENT TO COMPLETE

Is the Respondent acting as an agent or trustee for another person or persons?

**No**

If Yes, please provide details:

Is the Respondent acting jointly or in association with another person or persons (i.e. a consortium)?

**No**

If Yes, please provide details:

Has the Respondent gaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of services under this potential Service Agreement?

**Yes**

If Yes, please provide details:

Two contracted positions necessary to achieve stated Service Level Outcomes and KPIs to be advertised:

1. Part time Park Steward
2. Part time Marketing, Social Media and Partnerships Coordinator

## GVTP Qualitative and Quantitative Background: Alignment with Shire of Donnybrook-Balingup Strategic Plan 2017-2027 and Related Policies

With 62,776 visitations to the Park in 2019-20 <sup>1</sup> and an annual estimated tourism and economic value to the local economy of \$7 252 185 (2019) <sup>2</sup>, the GVTP has evolved into an internationally-recognised arboretum and established regional destination and attraction.

Coupled with 2 360 volunteer hours in 2019-2020 <sup>3</sup>, the outcomes sought in this Service Level Agreement (SLA) and the strategic priorities<sup>4</sup> of the GVTP Management Committee align closely with the Shire of Donnybrook-Balingup Strategic Community Plan 2017 – 2027, Corporate Business Plan and Community Grants Funding Scheme:

Shire of Donnybrook-Balingup Strategic Community Plan 2017-2027	Objective	Outcomes	Golden Valley Tree Park (GVTP) Strategic Priorities 2021 - 2024	GVTP Goals <i>Note: The work of volunteers is vital to the achievement of GVTP priorities and goals</i>
<b>Economic</b>	A strong, diverse and resilient economy	An attractive visitor and tourist destination	A place of beauty, tranquillity and rejuvenation	To be an inspirational destination for visitors
<b>Environment</b>	Respect for heritage, natural and built environment	Respected heritage assets  A natural environment for the benefit of current and future generations	A place of tree conservation with trees from Australia and other parts of the world ( <i>ex-situ</i> )  A place for recreation	To be a unique and internationally-recognised arboretum of excellence To plan and manage the park as a sustainable and adaptive global showcase To develop conservation management plans for heritage assets (buildings and significant trees)
<b>Social</b>	A healthy, safe and	An engaged, supportive and inclusive community, Well supported community groups and	A place of learning and transformation recognising its	To be a rich learning environment for people of all ages To celebrate ancient living

<sup>1</sup> Visitor statistics are captured by a Metro Count Traffic Counter and the Pedestrian counter located within the GVTP. These types of counters are used by the Department of Parks and Wildlife Services state wide and the classifications are the same to ensure consistency across all parks.

<sup>2</sup> TRA (Tourism Research Australia) December 2019

<sup>3</sup> Volunteer Register Parks and Wildlife (Kirup) Department of Biodiversity Conservation and Attractions 2019-2020

<sup>4</sup> GVTP Strategic Priorities 2021-2024 (released May 2021) See Attachment One pages 25-28

	inclusive community	facilities and A safe and healthy community environment for all ages	Aboriginal and post-European settlement histories	cultures co-existing with and enriching -post European settlement and evolving contemporary cultures
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## Estimated Hours, Service Mix and Summary of Service Level Outcomes (SLO), Targets (Number of Users) and other Targets/Measures

### 1. Estimated Hours

a) Service Opening Times	365 days free access (day and overnight camping not allowed)
b) Seasonal changes to above hours	None

### 2. Service Mix

The Economic, Environment and Social mix of proposed Services to be offered as are as follows:

SLO (Service Level Outcome)	Promotion of service element to target group	Target number of users accessing service	Other Targets/Measures By June 2024
<p><b>SLO 1 (Economic)</b></p> <p><b>Key SLO:</b> Measurable contribution a strong, diverse and resilient Shire of Donnybrook-Balingup economy</p> <p><b>Supporting SLOs:</b> Provide an attractive visitor and tourist destination</p> <p>Provide a place of beauty, tranquillity and rejuvenation</p> <p>Provide an inspirational destination for visitors</p>	<p>Proactive strategic partnerships that align GVTP international, national and regional tourism marketing and the applications of conservation science and heritage conservation management plan through collaboration with the:</p> <ul style="list-style-type: none"> <li>• Botanic Gardens and Park Authority (Kings Park and Bold Park),</li> <li>• Visitor Centres of the Shires of Donnybrook-Balingup and Bridgetown-Greenbushes,</li> <li>• South West Development Commission<sup>5</sup>,</li> <li>• Wadandi, Pibulum and Kaneang Elders and associated Aboriginal Corporations and Associations</li> <li>• National Trust of Australia (WA),</li> <li>• Heritage Council of WA</li> <li>• International Dendrology Society (IDS),</li> <li>• Australia's South West Tourism</li> <li>• Southern Forests Tourism</li> </ul> <p>Appointment of a suitably qualified Marketing, Social Media and Partnerships Coordinator. This position vital for building the partnership, business, volunteers and Friends data bases and constant contact capacity.</p>	<p><b>62,776</b> (DBCA Visitations 2019-2020)</p> <p><b>KPI</b> <b>By 2024, establish a sustainable annual income stream to support greater self-sufficiency for the Park with minimum \$25 000 per year through the GVTP Conservation Appeal (National Trust WA) for conservation of both built and natural environment</b></p>	<p><b>Current GVTP economic impact on Donnybrook-Balingup Shire estimated to be \$7,252,185</b></p> <p><b>KPI Target measurable increase in estimated tourism and economic value of the GVTP to the local and regional economy from \$7 252 185 (2019) to \$9, 73, 165 (2024) as a result of strategic partnerships and alignment of</b></p>

<sup>5</sup> See supporting letters from Kings Park (Botanical and Gardens Authority DBCA, the South West Development Commission and Regional Tourism Associations pages 32-35



			<b>marketing (column 2),<sup>6</sup></b>
<b>SLO (Service Level Outcomes)</b>	<b>Promotion of service element to target group</b>	<b>Target number of users accessing service</b>	<b>Other Targets/Measures By June 2024</b>
<p><b>SLO 2 (Environment)</b></p> <p><b>Key SLO:</b> Provide a place of tree conservation with trees from Australia and other parts of the world (<i>ex-situ</i>):</p> <p><b>Supporting SLOs:</b> Provide a place for recreation</p> <p>Provide a unique and internationally-recognised arboretum of excellence</p> <p>Plan and manage the park as a sustainable and adaptive global showcase</p> <p>Develop conservation management plans for heritage assets (buildings and significant trees)</p> <p>Respected for heritage assets</p>	<p>In consultation with DBCA and the World and Australian Collection Curators appoint a suitably qualified and experienced Park Steward in order to deliver:</p> <ul style="list-style-type: none"> <li>Application and promotion of best practice tree conservation, conservation science, arboriculture and silviculture principles to ensure the health and sustainability of the Arboretum's major attractions and assets, the World and Australian Tree Collections, heritage buildings, land and heritage listed vistas (See Operational Plan Policies and Guidelines extract pages 41-43 )</li> <li>Application of Traditional Owners' cultural approaches to conservation land management and fire science (see example page 38)</li> <li>Establishment of effective partnerships with other Parks and education and training organisations that share similar objectives and values in which the learning potential of the Park is promoted See Conservation and Land Management example page 37 )</li> <li>Advertising free community education programs (see example pages 37-39)</li> <li>Elevating and promoting the best practice capacity of Park Stewardship through professional development of the GVTP Management Committee and the Park Steward</li> <li>Consideration by the GVTP Management Committee of inaugural traineeships commencing January 2022 ensuring a longer-term and sustainable succession plan</li> </ul>	<p>62,776 (400)</p> <p>While providing conservation science and education to all visitors to the Park, there will be a specialised focus on 400 key stakeholders (active volunteers, local small businesses who benefit directly from visitors and tourists to the Park, TAFE and University students)</p> <p>Establishment of comprehensive arboriculture and silviculture professional development and best practice programs for the Management Committee, Park Steward, volunteers and Friends</p>	<p><b>KPIs</b></p> <p><b>Establishment of effective, mutually beneficial conservation science partnerships reflected in signed MOUs with Kings Park and South Regional TAFE</b></p> <p><b>In consultation with DBCA and the World and Australian Collections Curators, the Park Steward is to deliver to the GVTP Management Committee:</b></p> <ul style="list-style-type: none"> <li><b>an annual proactive and costed maintenance plan with predictive analysis based on Park asset register</b></li> <li><b>advice to the GVTP management committee</b></li> </ul>

<sup>6</sup> For full modelling and assumptions underpinning of economic impact on the Shire of Donnybrook-Balingup and the broader South West Region see Attachment Two pages 29-31



<p><b>A natural environment for the benefit of current and future generations</b></p>	<p>is in place</p> <ul style="list-style-type: none"> <li>Community participation in Heritage and National Trust conservation restoration and maintenance policies of heritage buildings, heritage listed buildings and oral histories</li> </ul>		<p><b>on balance of contracted labour and equipment</b></p> <p>- <b>coordination of community volunteer effort</b></p>
<p><b>SLO (Service Level Outcome)</b></p>	<p><b>Promotion of service element to target group</b></p>	<p><b>Target number of users accessing service</b></p>	<p><b>Other Targets/Measures By June 2024</b></p>
<p><b>SLO 3 (Social)</b>  <b>Primary SLO:</b>  <b>Provide a place of learning and transformation recognising its Aboriginal and post-European settlement histories</b></p> <p><b>Supporting SLOs</b>  <b>Provide a rich learning environment for people of all ages</b></p> <p><b>Provide a celebration of ancient living cultures co-existing with and enriching - post European settlement and evolving contemporary cultures</b></p> <p><b>Contribute to a healthy, safe and inclusive community</b></p> <p><b>Contribute to an engaged,</b></p>	<p>Building on 40 years of successful volunteering within the GVTP to expand existing and new volunteering opportunities that include:</p> <ul style="list-style-type: none"> <li>Consultation with Wadandi Pibulumun and Kaneag Elders for the introduction of Aboriginal cultural approaches to conservation and land management (see Attachment page 38)</li> <li>Community scheduling of current monthly Busy Bee volunteer activity to focus on conservation involving new plantings, pruning, weeding, passive ant control, walk path building, fencing maintenance and oiling of tree plaques</li> <li>expansion of base and marketing reach of Friends programs to include community members and ethical local small and SME businesses</li> <li>development and promotion of Community Conservation Science activity, including with local schools, TAFES and Universities</li> <li>provision of the GVTP assets for student, TAFE and University student learning, including employment training programs for youth at risk</li> <li>expansion of Tree Sponsorship and Tree Information promotion using new technologies</li> <li>promotion of annual Expert speakers programs (see Attachment pages 37-39 )</li> <li>advertising of regular specialist Guided walks (see Attachment page 51)</li> <li>harnessing technology to better match people to volunteering opportunities</li> </ul>	<p>Increase number of registered and DBCA inducted volunteers from 104 to 200 by 2024</p> <p><b>KPI</b></p> <p><b>37% increase in volunteer hours in the GVTP from the baseline 2019 - 2020 financial year from 2 360 hours to 3 250 hours by June 2024</b></p> <p><b>This takes the annual targeted value of volunteering hours from \$98 459 in 2019-2020 to \$135 590<sup>7</sup></b></p>	<p>Increase Friends of the Park from current 45 to 200 by 2024</p>

<sup>7</sup> DBCA Volunteer Registration of Hours Average annual total volunteer hours 2017-2020 = 2428

<p><b>supportive and inclusive community</b></p> <p><b>Provide safe and healthy community environment for all ages</b></p>	<ul style="list-style-type: none"> <li>strengthen Park management and training with volunteer opportunities</li> <li>provide extensive quarterly updates and newsletters for Friends and Volunteers (see Attachment pages 36-39)</li> </ul>		
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**c) ORGANISATIONAL SKILLS AND EXPERIENCE**

**STAFF/MANAGEMENT/COMMITTEE BOARD EXPERIENCE SUMMARY**

Name	Role	Experience/skills
<p><b>Professor Brian Degaris</b></p>	<p><b>Patron</b></p>	<p>A distinguished academic, Rhodes Scholar (Wadham College Oxford 1962), cricketer and with a PhD in on the history of the federation movement in Australia, Brian brings an extensive understanding of the cultural, environmental, historical and social factors that impact on institutions and organisations.</p> <p>Academic, special postings and community positions held by Brian include:</p> <ul style="list-style-type: none"> <li>Lectureship in History at the University of Western Australia (1965-1990)</li> <li>UWA Senior Lecturer, Associate Professor and Dean of the Faculty of Arts including a time as Research Fellow at the Australian National University in Canberra 1981-85</li> <li>With historian Tom Stannage Brian co-founded the Centre for Western Australian History based in UWA and was the first Director; and later the Executive Officer of the Western Australian History Foundation,</li> <li>Director of the Charles &amp; Joy Staples South West Region Publications Fund.</li> <li>Professor of History at Murdoch University (1990-2007) including an appointment as Keith Cameron Professor of Australian History at University College Dublin (2000-2002)</li> <li>Dean of Social Sciences, Murdoch University 1995-7, and Head of Arts, Social Sciences and Humanities, 2004-07.</li> <li>Developed courses in the History of Popular Culture in Australia and the History of the Australian Environment</li> </ul>

		<ul style="list-style-type: none"> <li>• Member Board of Secondary Education (1983-4) and its successor, the Secondary Education Authority (1985-7)</li> <li>• Member of the Council of the National Trust of Western Australia (1983- 86)</li> <li>• Member and then Chair of the Library Board of Western Australia (1994-2000)</li> </ul> <p>Brian holds a First Class Honours Degree in History and later an MA, with a thesis about an early Western Australian Premier, Sir Hal Colebatch.</p>
<b>Andrew Sandri</b>	<b>Department of Biodiversity Conservation and Attractions Representative on the Management Committee</b>	<p>Andy brings government and private sector experience to the GVTP Management Committee.</p> <p>As the Department's representative Andrew advises the committee of the Department's requirements to ensure all operations undertaken at the Golden Valley Tree Park are in accordance and complies with the Management Plan, Recreational Master Plan, CALM Act 1984, Wildlife Conservation Act 1950 and the Bush Fires Act 1954, Circulars, administration instructions, policies, and other relevant legislation. (2009 – Present)</p> <p>As a Self-employed contractor and Commercial Supervisor for Code Commercial Interiors delivered both small and medium sized residential and Commercial construction projects ranging from \$500.00 to \$230K was hands on with project planning, labour sourcing and allocation, design, drawing, approvals, costing, quoting, negotiation and construction. (2004 – 2009)</p> <p>As a Senior Executive and member of the Steering Committee at the CRT Group Pty Ltd was responsible for Leading, motivating and developing the Sales and Marketing, Customer Service team, State Operations Managers, OH &amp; S Manager and Warehouse Managers to achieve EBIT targets, profitable revenue growth, new business objectives in-line with company objectives and strategies, and meet agreed internal and external client KPI's. Co-ordinate the preparation of operations, sales and expense budgets. Review of all operations and pricing, identifying areas of improvement and implementing change to achieve improved profitability and performance. (1994 – 2004)</p>
<b>Gary Hodge</b>	<b>Chair</b>	<p>Gary Hodge brings broad private, senior executive service government and community sector experience to the GVTP Management Committee.</p> <p>As the Western Australian Director General of Transport, Executive Director of Transport Infrastructure, Executive Director Road Safety and Director Aviation Services he was responsible for the policy development,</p>

		<p>coordination and delivery of public transport services, regional and remote airport infrastructure, liaison with international airline companies, driver training and licencing services, road safety education and behaviour change and the strategic planning and maintenance of the State's rail, road, regional airport and port infrastructure (1993-2003).</p> <p>As the global director of Advanced Leadership with the private sector company The Pacific Institute, Gary sat on the Global Research and Application Committee (GRAC) and Cognitive and Neuroscience Sub Committee. Gary was co-responsible for the application of the research and application of the cognitive and neurosciences to meet company, government, education and community organisation mind set change management needs (2003-2021).</p> <p>As Chair of the Western Government Cabinet-appointed Community Safety and Crime Prevention Council and the Environmental Education Committee, Gary worked extensively with communities State-wide and all levels of government to improve community safety and crime prevention and environmental education (2003-2006).</p> <p>Gary holds a Masters Degree in Social Psychology (Durham UK) and Leadership Action Learning (Harvard University). His Alma Mater is UWA in Arts.</p>
<p><b>Julia Novikov</b></p>	<p><b>Deputy Chair</b></p>	<p>To be provided</p>
<p><b>Laurie Capill</b></p>	<p><b>Secretary</b></p>	<p>Laurie brings a history of community organising and activism with a strong background in natural sciences and land management. He has worked in and appreciates a wide range of Australian ecosystems and environments –forests and woodlands of southwest WA, rangelands and deserts, and rainforests and eucalypt forests in eastern Australia.</p> <p>From interests in landcare and natural resources management, Laurie has been a forester for 20 years, facilitating development of the farm forestry sector and advocating for sustainable management of native forests.</p> <p>Laurie managed two private conservation reserves – Australian Wildlife Conservancy's Curramore Sanctuary, and the Genesis Foundation property, both located in southeast Queensland.</p> <p>Laurie is a passionate community activist. In the 1980s, Laurie was an active member of Campaign to Save Native Forests, the Beeliar Wetlands Association and the WA Coral Reef Association. He developed a strategy for conservation of the wandoo woodlands, and was WA representative on the Australian Conservation</p>

		<p>Foundation. Laurie was one of the founders of the WA Green Party.</p> <p>In Queensland, Laurie served on the committees of Barung Landcare, and the Sunshine Coast Environment Council.</p> <p>Laurie holds a BSc (Hons) in Geology, Grad. Dip. In Land Resources Management, and Grad. Dip. In Forest Science and Management.</p>
<b>Tom Benson</b>	<b>Treasurer</b>	To be provided
<b>Andrew Thamo</b>	<b>World Collection Curator and Management Committee Member</b>	To be provided
<b>Laurenc Marsol</b>	<b>Australia Collection Curator and Management Committee Member</b>	<p>Laurenc Marsol, Australian Collection Curator, brings broad environment and forest management (government) experience to the GVTP Management Committee.</p> <p>As a Planning Officer (2nd Lieutenant at the French Environment and Forests military corps) at the Languedoc Regional Natural Resource Management, Laurenc wrote many protected areas' Management Plans, Forest Management Plans as well as Fire Management Plans (1994-1999).</p> <p>As the Castelluccio Tree Nursery Manager (1st Lieutenant), Laurenc was made familiar with worldwide trees and Corsican Threatened Species germination, seedling production and plantation (1999-2003).</p> <p>As the District Deputy Manager (Captain then Major) for the Toulon (Provence) National Forests Office, Laurenc had to manage 3 junior commissioned officers and 5 non-commissioned officers in a unit in charge of law enforcement (Public Prosecutor contact), State Forests and Biological Reserves management plan writing (Stakeholders contact) and Fire Management with about 250 forest firefighters under his order for the summer season (2003-2009).</p> <p>As Esperance District Fire Coordinator for DBCA and its predecessors, Laurenc had to organise Fire Mitigation during winter then to oversee Fire Suppression on DBCA estates (2009-2014).</p> <p>As a Fire Operations Officer for DBCA and its predecessor (in Donnelly and Blackwood Districts), Laurenc was involved into Fire prevention by prescribing burns into DBCA tenure, as well as fire suppression, being part of Operations, Planning and</p>

		<p>Investigation sections in District, Western Australian or National events up to the level 3 incident (2014-2020).</p> <p>As a Conservation Officer (Flora) in the DBCA Wheatbelt Region, Laurenç is surveying native threatened flora, identifying problems and threats then proposing solution to maintain the species in its natural habitat (regeneration burn, infill plantation...) or ex-situ (translocation of cultivated seedlings...). Laurenç is still involved into Fire Mitigation and Suppression at high level for DBCA, the Commonwealth of Australia or even internationally (2020-2021).</p> <p>Laurenç holds two Masters of Science in Mediterranean Ecology (Aix-Marseille University) and Forestry Engineering (Waters and Forests French College).</p>
<p><b>Jan Helsham</b></p>	<p><b>Management Committee Member and Heritage and Cultural Coordinator</b></p>	<p>Jan brings a strong cultural and aesthetic background as well as proven abilities to improve community access to vital services, including retirement housing and disability services and facilities.</p> <p>Jan holds a BA from UWA, majoring in Music and English and undertook further studies towards a Master's in Music Education, then transferring to studies in Performance (Piano) and subsequently devoted 35 years teaching Languages and Music at Primary, Secondary and Tertiary levels.</p> <p>She is a practicing artist Amosaics and textiles exhibiting at Fremantle Arts Centre, Bunbury Regional Gallery and the recent Art Trail.</p> <p>Community Work has included:</p> <p>(I) Donnybrook-Balingup Shire Councillor for four years.</p> <p>(II) Formed a committee in Balingup to develop housing suitable for the ageing population. This committee became the NFP Vintage Inc. with our slogan, "Home Town for Life"!</p> <p>To achieve the successful fruition of this project, against many pressures from the larger providers of Retirement Villages, was a nine years' effort.</p> <p>Jan learnt the value of liaising and working pro-actively with Local, State and Federal agencies, including the Shire, Western Australian Government through the South West Development Commission, Disability Services Commission, Anglicare and Edith Cowan University, who trained nine local people to formulate and undertake a survey for research as to the future plans and needs of the wider population of Balingup; a valuable document for the University and the Shire and an example of what partnerships can achieve.</p> <p>During these formative years of Vintage Inc. Jan joined the Entrepreneurs' Network and attended a number of</p>

		<p>training workshops held by that Association to develop the skills of working towards sustainable social outcomes for communities. Vintage delivered a case study at a weekend workshop in Pemberton, as an exemplar for a successful community-driven project.</p>
<p><b>Dr Garry Middle</b></p>	<p><b>Management Committee Member and Grants and Partnerships Coordinator</b></p>	<p>Garry has over 35 years' experience in environmental planning and policy, including environmental impact assessment, coastal planning, strategic and statutory planning, climate change adaptation planning and open space planning, as a practitioner, academic, educator and policy and decision maker.</p> <p>He is a former independent member of the board of the Western Australian Planning Commission as an expert in coastal and environmental planning, and was the former head of Department of Urban and Regional Planning at Curtin University.</p> <p>Garry is currently Chair of Great Victoria Desert Biodiversity Trust, an independent Trust fund dedicated to funding research and on-ground works in the Great Victoria Desert, and Director of an independent environmental planning consultancy, VisionsEnvironment.</p> <p>Garry is an adjunct senior research fellow at Curtin University and is employed by the WA Local Government Association as Environment Policy Advisor. As well, Garry is Environment Policy Advisor, WA Local Government Association specialising in climate policy.</p> <p>Garry has a Ph.D., M. Phil. (Urban Studies), B. Sc (Hons) in Environmental Science from Murdoch , B. Sc.a double major in Chemistry a Dip. Ed. And has completed Company Directors Course run by Australian Institute of Company Directors.</p> <p>Garry sits on a National Intergovernmental Working Group on Coastal Erosion and Inundation, the Environment Institute of Australia and New Zealand Special Interest Group on Impact Assessment and strategic environmental assessment; is the International Association of Impact Assessment, Australian national workshop convener, and is Chair, Professional Advisory Committee, Department of Geography and Planning, Curtin University.</p>

		<p>Garry has published 26 academic papers, book chapters and technical reports.</p> <p>Most recent employment includes:</p> <p>2019 – current Senior environment policy advisor, WA Local Government Association.</p> <p>2004 - current Director independent environmental planning consultancy VisionEnvironment.</p> <p>2010-2019 Independent member of the Western Australian Planning Commission.</p>
<p><b>Ania Boltuc</b></p>	<p><b>Tree Sponsorship Coordinator and Management Committee Member</b></p>	<p>Ania brings broad private sector and education experience to the Management Committee.</p> <p>Her experience and understanding of supply chain requirements has enabled her to provide a seamless and sensitive service to the public as the Tree Sponsorship coordinator.</p> <p>Ania is a full-time resident of Balingup, after retiring from working in the Chain Supply corporate department of an international transport company based in Perth and relocating Down South in 2016.</p> <p>She has a teaching background and worked as a teacher for the WA Education Department for 10 years.</p> <p>Ania is passionate about conservation and environment, has strong communication and liaising with the community and customers skills as well as interest in media for the benefit of the community projects.</p> <p>Ania holds a Bachelor of Philology of Polish Language and Literature from Warsaw University 1980 and a Graduate Diploma of Education (Early Childhood Studies) from ECU Perth 1998</p>



## 2 Maintenance and development of relevant skills and experience with regards to the delivery of the required services

The extensive knowledge, skill and experience of the current GVTP Management Committee in arboriculture, silviculture, Park stewardship and senior executive organisational capacity ensure a high-level skills and experience base from which to deliver the required services.

Maintenance and further development of this skill set is designed on analysis of Park needs, and broader governance requirements.

The GVTP Management Committee meets currently monthly every second Friday (11 times a year) with monthly Busy Bee activity every third Saturday of the month.

These meeting and Busy Bee times always include discussion of tree and park conservation approaches, policy, governance and maintenance aligned with the Conservation and Land Management Act 1984, consultation with the landowner DBCA and the Arboriculture and Silviculture and safety needs of the Park.

External training opportunities are also taken advantage of, for example, the recent Shire of Donnybrook-Balingup Governance, Volunteer Engagement, Risk Management and Event Management workshops were attended by the GVTP Secretary who has shared the training principles with the Management Committee.

An additional skills and knowledge development feature to be incorporated this year are the training opportunities that come from the collaboration with Kings Park.

The Kings Park Arbor team is to visit the Park on 16 July 2021 for an audit of specific trees' health. This opens the opportunities for further skills development such as international accreditation in Quantified Tree Risk Assessment.

### **EXAMPLE Sample Year 2021: Project: Restoration and conservation of the Australian Collection GVTP Approved Budget: \$10 000 Time Frame: Start July 2021 finish June 2022**

<b>Service delivery</b>	<b>GVTP Personnel and external Contractors Involved</b>	<b>Required</b>
<b>Arboretum: An attractive visitor and tourist destination</b>	GVTP Management Committee decision	√
<b>A place of tree conservation with trees from Australia and other parts of the world (<i>ex-situ</i>); A place for recreation</b>	Australian Curator and Park Steward  Assess need and develop plan in consultation with the Management Committee, Park Steward and the Curator of the World Collection identifying: <ul style="list-style-type: none"> <li>- Volunteer opportunities for the next 12 months</li> <li>- TAFE student and university learning and research opportunities</li> <li>- Contractor outsourcing (need for heavy equipment, arborists, working at heights) for duration of project</li> </ul>	√     √  √

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## C. Organisational capacity

### 1. Key risks

Key service risks	Risk Mitigation/Management Strategy
<p><b>Climate change risks to Park's major assets and public attractions - the World and Australian Botanical Collections:</b></p> <ul style="list-style-type: none"> <li>• Increased summer temperature and likely increased length and intensity of heat waves;</li> <li>• Continued reduced rainfall in winter; and</li> <li>• Increased storm activities and intensity.</li> </ul>	<p><b>Climate Change Policy<sup>8</sup></b></p> <p><b>Mitigation</b> - through continued tree planting, other re-vegetation actions, and other carbon capture techniques, build the amount of biological carbon stored in the Park, and to look to ways to reducing our own emissions;</p> <p><b>Carbon neutral</b> – a commitment to be carbon neutral in our activities and management by 2050;</p> <p><b>Adaptation</b> - adjust park management to adapt to future climate change;</p> <p><b>Divestment</b> – including examining our investments and sponsors and donors to ensure that we are not investing in or receiving money from companies that produce fossil fuels or actively promote these companies.</p> <p><b>Waterwise Partnership</b> with Water Corporation and negotiated exclusive access to Balingup Dam Water</p> <p><b>Constant health audit of tree assets</b> with appropriate application of Arboriculture and Silviculture principles and techniques</p>
<p><b>Visitor safety</b></p> <ul style="list-style-type: none"> <li>- Tripping/falling</li> <li>- Falling tree limbs</li> <li>- Heart attack</li> </ul>	<p>Park Steward appointment</p> <p>Proactive Maintenance and Predictive Analyses Policy</p> <p>Tree Risk Assessment undertaken with DBCA</p> <p>Fibrillator installed in Park</p>
<p><b>Volunteer safety</b></p>	<p>DBCA safety induction  <a href="#">dbca_health_and_safety_induction_pp_sept_17.pdf</a>  PPE requirements observed</p>
<p><b>Contractor safety</b></p>	<p><a href="#">Template Corporate Policies (dpaw.wa.gov.au)</a></p>
<p><b>Bushfire Animal escape and damage to new botanical collection plantings</b></p>	<p>Animal rotation reduces fire riskl – fences regularly audited with proactive maintenance policy</p>
<p><b>Drought</b></p>	<p>Waterwise partnership with Water Corporation</p>
<p><b>Crime – cash collection boxes</b></p>	<p>Assess efficacy of QR codes replacing cash donation boxes in 2021 .</p>

<sup>8</sup> See Climate Change Policy Attachment page 44

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- 2. Key Policies and Procedures and Operational Guidelines to ensure services delivered to a high standard and that ensure staff will be managed appropriately**

**GVTP Governance Structure Attachment page 20**

**2021-2024 GVTP Strategic Priorities (Attachment pages 25-28 )**

**2021-2024 Operational Plan (Extract of Contents Attachment pages 41-43)**

**DBCA Volunteer Health and Safety Policy [dbca\\_health\\_and\\_safety\\_induction\\_pp\\_sept\\_17.pdf](#)**

**DBCA Contractor Health and Safety Policy [Template Corporate Policies \(dpaw.wa.gov.au\)](#)**

**2021 GVTP Proactive Maintenance Policy and Predictive Analysis (Attachment pages 45-47)**

**2021 Climate Change Policy (Attachment 44)**

**Website [www.goldenvalleytreepark.org.au](http://www.goldenvalleytreepark.org.au)**

**2021 Golden Valley Tree Park Conservation Appeal Portal (National Trust of Western Australia) [Golden Valley Tree Park, Balingup – National Trust](#)**

### 3. Sound Governance and Accountability frameworks and/or practices that demonstrate GVTP's capacity to deliver the services as per the request requirements

A range of Acts of Parliament, plans and documents guide the governance, accountability and operational requirements of the Golden Valley Tree Park. The diagram below provides an overview of our planning framework and key documents that inform the Tree Park's Operational Plan:

<b>Legislative Framework</b>	<b>State Government Conservation, Cultural and Heritage Goals</b>	<b>Golden Valley Tree Park Policy and Directions</b>
CALM Act (1984)	Joint Management Golden Valley Tree Park Management Committee, Department of Biodiversity Conservation and Attractions (DBCA) and the Conservation and Park Commission of WA	The Golden Valley Tree Park (Inc) Constitution  Golden Valley Tree Park Strategic Priorities 2021-2024  Golden Valley Tree Park (Inc) Operational Plan 2021-2023
CALM Act (1984) GVTP Management Plan 2021-2030	Golden Valley Tree Park Vision, Goals and Strategic Management Priorities 2021-2023: Sustainability and Governance Tree and Tree Park Management Infrastructure Culture and Heritage Community Education and Scientific Research Education and Training, Volunteering and Employment Programs Communications and Advocacy	Classification as a CALM Act Class A Reserve process commenced February 2021
Changes to CALM Act (2012) made significant changes to legislation relating to the involvement of Aboriginal people on land and water managed by the Department of Tree Parks and Wildlife.		The Golden Valley Tree Park Operational and Maintenance Plan
National Trust of Australia (W.A.) Act 1964		Golden Valley Tree Park Conservation Foundation Appeal (2007)
Heritage Act (WA) 2018		Permanent entry on the Register of Heritage Places protected under the Heritage of Western Australia Act 1990 (replaced by Heritage Act 2018)

## Budget Summary

Services	Service Outcomes	Volume of Service	Proposed Price for 12 months
Economic SLO 1	An attractive visitor and tourist destination	365 days	Marketing Social Media and Partnerships Coordinator <b>\$5 040:</b> 48 weeks x4 hours per week x \$35 per hour
Environment SLO 2	A place of tree conservation with trees from Australia and other parts of the world ( <i>ex-situ</i> ); A place for recreation	365 days	Park Steward <b>\$20 160:</b> 48 weeks x 7 hours per week x \$60 per hour
Social SLO 3	A place of (community) learning and transformation recognising the Park's Aboriginal and post-European settlement histories	3 250 hours of volunteering opportunity	Nil: Coordinated by Management Committee and Volunteers
Budget Notes			<b>Request Shire of Donnybrook-Balingup Recurrent Grant of \$15 000 or part thereof.</b>  <b>Proposed GVTP annual financial contribution \$10 200 to Park Steward and Marketing Social Media and Partnerships Coordinator</b>
			<b>Please note:</b>  <b>A Trainee Park Steward is not currently factored into this budget.</b>  <b>The Management Committee will assess the need for such a position after a six month period of the above service mix and pricing against outcomes achieved.</b>  <b>With Commonwealth and State incentives the GVTP Management Committee would consider the pay the 50% traineeships salary</b>

			component and no Shire funds would be sought
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Respondent to Complete	Is the Respondent registered for the purposes of GST? Yes	
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<b>SLO 1 Economic</b>		
Volume of Service to be delivered Per 12 months (the volume entered must match the specified KPI entered in your service mix in 7.3 Qualitative Criteria Response Form	Proposed Price for 12 months of Service delivery	Notes on how the proposed price was arrived at

<p><b>Core Services</b></p> <p>Arboretum open to public 365 days a year</p>	<p><b>KPIs</b></p> <p>Current GVTP economic impact on local economy \$7,252,185</p> <p><b>Target increased economic impact on local economy to \$9,273,165 by 2024<sup>9</sup></b></p> <p><b>Maintain and/or grow current 62,776 visitations (DBCA Visitations 2019-2020)</b></p>	<p><b>Key SLO:</b></p> <p>Measurable contribution a strong, diverse and resilient Shire of Donnybrook-Balingup economy</p>	<p><b>Related SLOs:</b></p> <p>Provide a place of beauty, tranquillity and rejuvenation</p> <p>Provide an inspirational destination for visitors</p> <p>Provide an attractive visitor and tourist destination</p>	<p><b>Part-time contracted Marketing and Social Media Coordinator</b></p> <p><b>\$5 040: 48 weeks x 3 hours per week x \$35 per hour</b></p>	<p>Analysis of next growth target phase and setting a target to measurably increasing the impact of the GVTP on the local economy revealed the need for a dedicated part-time position.</p> <p>The function of the position is to align tourism marketing across the South West, Perth Metropolitan Area and internationally with partners.</p> <p>Another function of the position is to systems and data bases to realise the potential of the tax deductibility attraction the GVTP</p>
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<sup>9</sup> See modelling pages 30-32

					Conservation Appeal
<b>Total SLO 1</b>				<b>\$5 040</b>	

<b>Respondent to Complete</b>	<b>Is the Respondent registered for the purposes of GST? Yes</b>	
-------------------------------	--	--

<b>SLO 2 Environment</b>		
<b>Volume of Service to be delivered Per 12 months (the volume entered must match the specified KPI entered in your service mix in 7.3 Qualitative Criteria Response Form</b>	<b>Proposed Price for 12 months of Service delivery</b>	<b>Notes on how the proposed price was arrived at</b>

<p><b>Core Services</b></p> <p><b>Arboretum open to public 365 days a year</b></p>	<p><b>KPI</b></p> <p><b>In consultation with DBCA and the World and Australian Collections Curators, the Park Steward is to deliver to the GVTP Management Committee:</b></p> <ul style="list-style-type: none"> <li>- <b>an annual proactive and costed maintenance plan with predictive analysis based on Park asset register</b></li> <li>- <b>advice to the GVTP management committee on balance of contracted labour and equipment</b></li> <li>- <b>coordination of</b></li> </ul>	<p><b>SLO 2 (Environment)</b></p> <p><b>Key SLO: Provide a place of tree conservation with trees from Australia and other parts of the world (ex-situ):</b></p>	<p><b>Supporting SLOs:</b></p> <p>Provide a place for recreation</p> <p>Provide a unique and internationally-recognised arboretum of excellence</p> <p>Plan and manage the park as a sustainable and adaptive global showcase</p> <p>Develop conservation management plans for heritage assets (buildings and significant trees)</p> <p>Respected for heritage assets</p> <p>A natural environment for the benefit of current and future generations</p>	<p><b>Park Steward \$20 160: 48 weeks x 7 hours per week x \$60 per hour</b></p> <p><b>Contribution sought from Shire</b></p>	<p>The position of Park Steward is critical for the delivery of an exceptional and safe visitor experience.</p> <p>Through safety auditing and</p>
--	--	---	--	---	--

	<b>community volunteer effort</b>				
<b>Total for SLO 2</b>				<b>\$20 160</b>	

<b>Respondent to Complete</b>	<b>Is the Respondent registered for the purposes of GST? Yes</b>	
-------------------------------	--	--

<b>SLO 3 Social</b>		
<b>Volume of Service to be delivered Per 12 months (the volume entered must match the specified KPI entered in your service mix in 7.3 Qualitative Criteria Response Form</b>	<b>Proposed Price for 12 months of Service delivery</b>	<b>Notes on how the proposed price was arrived at</b>

<b>Core Services</b>  Arboretum open to public 365 days a year	<b>SLO 3 (Social)</b>  <b>KPI</b> <b>37% increase formally inducted Volunteer hours</b>	<b>Primary SLO:</b> Provide a place of learning and transformation recognising its Aboriginal and post-European settlement histories  Contribute to an engaged, supportive and inclusive community  Provide safe and healthy community environment for all ages	<b>Supporting SLOs</b> Provide a rich learning environment for people of all ages  Provide a celebration of ancient living cultures co-existing with and enriching - post European settlement and evolving contemporary cultures  Contribute to a healthy, safe and inclusive community	<b>\$00.00</b>  This service is to provided by the collective capacities of the GVTP Mangement Committee and its volunteers	The GVTP Management is to put in place strategies to:  Increase number of registered and DBCA inducted volunteers from 104 to 200 by 2024  Increase Friends of the Park from current 45 to 200 by 2024
<b>Total for SLO 3</b>				<b>00.00</b>	



<b>Total for SLO 1 SLO 2 SLO 3</b>				<b>\$25 200</b>	
<b>Amount sought from Shire</b>				<b>\$15 000</b>	

**Attachment One GVTP Strategic Priorities 2021-2024**

# Balingup Golden Valley Tree Park

## A Celebration of Trees



### Balingup Golden Valley Tree Park

A place of beauty, tranquillity and rejuvenation

A place of learning and transformation

A community-developed and internationally recognised arboretum  
comprising world and Australian tree collections



Department of Biodiversity,  
Conservation and Attractions



This document was produced and endorsed by the  
Golden Valley Tree Park (GVTP) Management Committee and the  
Department of Biodiversity, Conservation and Attractions (DBCA) Western Australia



## What we do

The Golden Valley Tree Park is Western Australia's largest arboretum in terms of area and number of tree species.

The management committee and its partner the Department of Biodiversity Conservation and Attractions who have tenure of the park, bring volunteers and communities together to protect and enhance the conservation and heritage values of the Golden Valley Tree Park and promote its educational and recreational values.

The work of volunteers is vital to the achievement of these priorities and goals.

## Who we are

The Golden Valley Tree Park is a community-developed and internationally-recognised arboretum comprising world and Australian tree collections set in steep and scenic rural countryside 1.5km south of Balingup.

## Strategic Priorities and Goals

These are our four strategic priorities and six goals:

### **A place of tree conservation with trees from Australia and other parts of the world**

- To be a unique and internationally recognised arboretum of excellence
- To plan and manage the park as a sustainable and adaptive global showcase

### **A place of beauty, tranquillity and rejuvenation**

- An inspirational destination for visitors

**A place of learning and transformation**, including recognising its Aboriginal and post-European settlement histories;

- A rich learning environment for people of all ages;
- A celebration of ancient living cultures co-existing with and enriching post-European settlement and evolving contemporary cultures

### **A place for recreation**

- An exceptional visitor experience.





## Our Goals

Goal	Objective	Management and planning approach
To be a unique and internationally recognised arboretum of excellence	To conserve and maintain a community-developed, volunteer-driven and internationally recognised arboretum comprising a unique and extensive collection of world and Australian trees	Partner with DBCA and our volunteers to promote biodiversity and conservation to promote sustainable management of tree species and tree appreciation generally as an attraction in the department's care.
To plan and manage the park as a sustainable and adaptive global showcase	To provide the community with an arboretum that is managed based on research and the application of conservation science, including water conservation in partnership with DBCA.  To seek and establish research collaborations with other great parks and arboreta	Link conservation science and approaches to tree health considering climate change and mitigation measures towards carbon neutrality.  Develop policies that ensure the on-going financial sustainability of the park and that acknowledge ethical donations.  Embrace adaptative arboriculture and silviculture practices in order to make the best use of human and material resources.
To be an inspirational destination for visitors	To provide the community with an arboretum of great beauty, tranquillity and rejuvenation	Showcase a global diversity of temperate trees in an inspirational setting, fostering their intrinsic values.
To be a rich learning environment for people of all ages	To develop a place of learning and transformation that is based on the park's biodiversity and natural assets	Collaborations with Traditional Owners, TAFE, universities and other botanical gardens and arboreta to provide a place of learning for current and future generations of Australians.  Ongoing provision of high-quality tree information.
To celebrate ancient living cultures co-existing with and enriching post European settlement and evolving contemporary cultures	To protect and conserve the value of the park in a way that respects the culture and heritage of Aboriginal people and apply Heritage Council criteria for the conservation of trees, building and landscapes	Establish protocols to promote customary Aboriginal activities compatible with other management objectives of the park and its tenure.  Establish protocols for the collection, storage and retrieval of local Aboriginal and more recent post European settlement history.  Develop conservation management plans and strategies for any listed heritage assets, including buildings and significant trees.  Explore other locally significant heritage values of the park including Aboriginal and more recent post European settlement history.
To be a place of exceptional visitor experiences	To provide infrastructure that improves visitor amenity, safety and access	As far as practical, construct facilities using natural, locally sourced materials.  Balance safe practical visitor access with stimulating learning experiences, without being overdeveloped.  Continue to facilitate a tranquil rural feel.  Develop a children's precinct in the Magic Oak Wood.

## Acknowledgment of Country    Our Park's milestones

We acknowledge and respect the Wadandi, Pibulum and Ganeang Peoples as the traditional custodians of the lands on which the Golden Valley Tree Park sits.

We seek to conserve, celebrate and learn from their culture and knowledge, and pay our respects to Elders past, present and emerging.



Founded in 1980, the Golden Valley Tree Park is Western Australia's largest arboretum in terms of area and species numbers.

35 hectares are devoted to a world collection and 25 hectares to an Australian collection.

The park was given a permanent entry on the Register of Heritage Places protected under the *Heritage of Western Australia Act 1990*:

*"Golden Valley, with its natural topography, creek, the homestead and early cottage form a significant cultural landscape. The interwar tree planting and subsequent arboretum plantings have a significant landscape value." (Heritage Council Assessment Document, p1)*

In 2014, the park was listed in the Directory of Australian Botanic Gardens, and in 2020 was given international recognition as a Tree Park of value by the International Dendrology Society (IDS).

In 2021, an updated Golden Valley Tree Park Conservation Appeal was established in recognition by the National Trust (WA) as *"being important for both cultural and natural heritage reasons as an area of program opportunity for natural heritage conservation"*.

## How we operate

The management of the park relies heavily on the work of volunteers and donations received locally. As well, the management committee actively seeks to work with local, national and international partners with shared values and goals to ensure an exceptional visitor experience, to contribute to a vibrant and diverse community and region and to provide leadership in conservation approaches.

Our partners include long-term volunteers, Local and State Government agencies, not-for-profit organisations, Universities, TAFEs, industry and commerce and the scientific community.

The Golden Valley Tree Park Management Committee (Inc) works within a Constitution framework under the *Western Australian Associations Incorporation Act 2015* and aligns in its management and operational planning with the outcomes sought by the *Conservation and Land Management Act 1984*.

All donations assist with the conservation, protection and promotion of the Golden Valley Tree Park's educational values. Donations over \$2.00 are tax deductible and can be made to Golden Valley Tree Park Conservation Appeal National Trust of Australia (WA)  
[www.nationaltrust.org.au/services/golden-valley-tree-park-balingup](http://www.nationaltrust.org.au/services/golden-valley-tree-park-balingup)

Golden Valley Tree Park (Inc)  
Old Padbury Road, BALINGUP, Western Australia 6253  
PO Box 191 BALINGUP WA 6253  
[www.goldenvalleypark.org.au](http://www.goldenvalleypark.org.au)

Enquiries [Secretary.GVTP@gmail.com](mailto:Secretary.GVTP@gmail.com)



## Attachment Two: KPI GVTP Revised Impact (extension of one extra night stay in Balingup)



### Tourism Impact Summary Report for Donnybrook - Balingup (S) (Tourism Activity: 1 days)

#### Tourism Impact Scenario

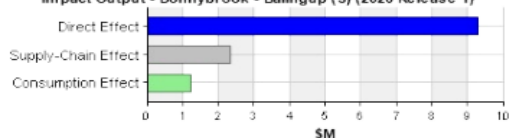
Name GVTP Version 2  
Duration 1 days

Direct Impact	Domestic Day	Domestic Overnight	International	Total
Number of Visitors	49,821	12,955	0	62,776
Number of Nights	n/a	2.00	0.00	
Estimated Expenditure per Visitor per Day (\$)	\$105	\$156	\$73	
Total Estimated Expenditure (\$)	\$5,231,205	\$4,041,960	\$0	\$9,273,165

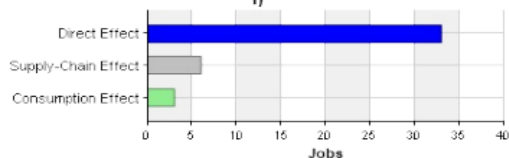
Estimated Expenditure per Visitor per Day data sourced from:  
TRA December 2019 National Visitor Survey; Western Australia - Domestic Day Visitors. Tourism Western Australia December 2019 Australia's South West Regional Tourism Profile - Domestic Overnight and International Visitors.

#### Tourism Impacts

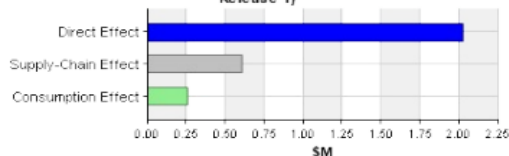
Impact Output - Donnybrook - Balingup (S) (2020 Release 1)



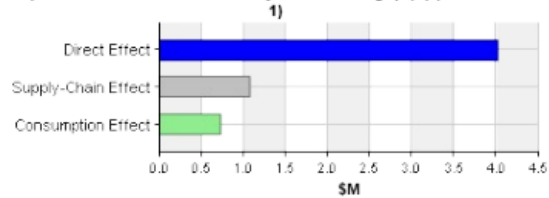
Impact Employment Total - Donnybrook - Balingup (S) (2020 Release 1)



Impact Wages and Salaries Total - Donnybrook - Balingup (S) (2020 Release 1)



**Impact Value-Added Total - Donnybrook - Balingup (S) (2020 Release**



Under this scenario Gross Regional Product is estimated to increase by \$5.813 million ( 1.63%) to \$363.247 million. Contributing to this is a direct increase in output of \$9.273 million, 33 additional jobs , \$2.023 million more in wages and salaries and a boost in value-added of \$4.016 million.

From this direct expansion in the economy, flow-on supply-chain effects in terms of local purchases of goods and services are anticipated, and it is estimated that these indirect impacts would result in a further increase to output valued at \$2.324 million, 6 more jobs , \$0.606 million more paid in wages and salaries, and a gain of \$1.072 million in terms of value-added.

These supply-chain effects represent the following Type 1 economic multipliers:

Impact	Type 1 Multipliers
Output	1.251
Employment	1.182
Wages and Salaries	1.299
Value-added	1.267

The increase in direct and indirect output and the corresponding creation of jobs in the economy are expected to result in an increase in the wages and salaries paid to employees. A proportion of these wages and salaries are typically spent on consumption and a proportion of this expenditure is captured in the local economy. The consumption effects under the scenario are expected to further boost output by \$1.208 million, employment by 3 jobs , wages and salaries by \$0.256 million, and value-added by \$0.725 million.

Under this scenario, total output is expected to rise by \$12.806 million. Corresponding to this are anticipated increases in employment of 42 jobs , \$2.885 million wages and salaries, and \$5.813 million in terms of value-added.

The total changes to economic activity represent the following Type 2 economic multipliers:

Impact	Type 2 Multipliers
Output	1.381
Employment	1.273
Wages and Salaries	1.426
Value-added	1.448

### Tourism Impact Summary (Tourism Activity: 1 days)

Impact	Direct Effect	Supply-Chain Effect	Consumption Effect	Total Effect	Type 1 Multiplier	Type 2 Multiplier
Output (\$M)	\$9.273	\$2.324	\$1.208	\$12.806	1.251	1.381
Long Term Employment (Jobs)	33	6	3	42	1.182	1.273
Wages and Salaries (\$M)	\$2.023	\$0.606	\$0.256	\$2.885	1.299	1.426
Value-added (\$M)	\$4.016	\$1.072	\$0.725	\$5.813	1.267	1.448

## Disclaimer

All figures, data and commentary presented in this report are based on data sourced from the Australia Bureau of Statistics (ABS), most of which relates to the 2016, 2011, 2006 and 2001 Censuses, and data sourced from the National Visitor Survey (NVS) and International Visitor Survey (IVS) published by Tourism Research Australia.

Using ABS datasets and an input / output methodology industrial economic data estimates for defined geographic regions are generated.

This report is provided in good faith with every effort made to provide accurate data and apply comprehensive knowledge. However, REMPLAN does not guarantee the accuracy of data nor the conclusions drawn from this information. A decision to pursue any action in any way related to the figures, data and commentary presented in this report is wholly the responsibility of the party concerned. REMPLAN advises any party to conduct detailed feasibility studies and seek professional advice before proceeding with any such action and accept no responsibility for the consequences of pursuing any such action.





ABN 30 706 225 320

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Western Australia 6005  
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enquiries@bgpa.wa.gov.au  
www.bgpa.wa.gov.au

Author: Alan Barrett  
Email: [alan.barrett@dbca.wa.gov.au](mailto:alan.barrett@dbca.wa.gov.au)

22 June 2021

Mr Gary Hodge  
Management Committee Chair  
Golden Valley Tree Park  
PO Box 191,  
BALINGUP WA 6253

Dear Gary

**Progressing collaboration opportunities**

I write as a follow up to the very engaging GVTP planning sessions held in Balingup over the weekend of 22nd and 23rd of May 2021. I was pleased to be involved and note that the work that the GVTP is undertaking to align to better practice frameworks in the management of botanic gardens and arboretum is encouraging at a whole of State level. The BGPA is an advocate for expanding the network of regional botanic gardens and arboreta in Western Australia and is pleased to be developing a strong alignment to the Park.

By committing to a multi-dimensional approach that incorporates inclusive community outreach and engagement, Aboriginal cultural heritage, education as well as scientifically led horticultural and arboriculture practices, the GVTP is extremely well aligned to the themes and priorities of this organisations and contemporary botanic gardens more generally.

I believe that the information exchange that has already developed between our organisations has the potential to deliver benefits to the State in terms of tourism, community development and in the promotion of conservation.

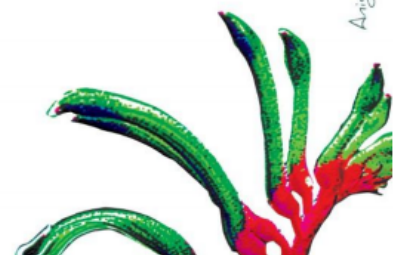
New cross promotion opportunities are emerging since our meeting, and I have had positive conversations with key officers in our 1000 strong friends group expressing interest in connecting with the GVTP.

While I am sure it will take time to grow these connections, I am confident that they will be fruitful for both of our Parks and communities and our common connection to the DBCA is also useful. I look forward to discussing further opportunities to support the Park and grow our institutional relationship in the near future.

Yours sincerely

Alan Barrett  
Executive Director

*Anigozanthos marginatus, Red and Green Kangaroo Paw*





Mr Gary Hodge - Chair  
Golden Valley Tree Park Management Committee  
Old Padbury Road  
BALINGUP WA 6253

Dear Gary

**RE: TENDER FOR PROVISION OF ARBORETUM RECREATION AND  
COMMUNITY EDUCATION SERVICES – LETTER OF SUPPORT**

It was wonderful to meet you at the forum conducted by the Golden Valley Tree Park (GVTP) Management Committee in Balingup on 22 May. The level of community, government agency and industry engagement with the forum, along with the involvement of Elders and a Loreman from the Wandani, Pibulmun and Kaneang peoples, was a real indication of the potential of the Golden Valley Tree Park to contribute to the SW region's future prosperity and vibrancy.

I can see that the collaboration with Kings Park and its international, national and state-wide tourism and conservation science and outreach programs will bring significant benefits to the Shire and region once underway.

I understand that GVTP Management Committee has been invited to tender for the provision of 'Arboretum Recreation and Community Education Services' by the Shire of Donnybrook-Balingup, which would form a three-year service level agreement and that part of the delivery of services involves the GVTP's first hiring of three trainee Park Stewards over the three years. This presents a wonderful opportunity to provide local jobs and further education through a developing relationship with South Regional TAFE, whilst creating new youth employment pathways.

SWDC is committed to supporting regional economic and social development, volunteerism and community engagement - particularly where this builds capacity and capability, supports inclusiveness and encourages people to participate in the economic and cultural fabric of their communities and regions.

The Commission would welcome further dialogue with the Management Committee on its programs and infrastructure plans and how it could assist in the facilitation and coordination of those plans. We wish the GVTP Management Committee every success in this application.

Yours sincerely

A handwritten signature in blue ink that reads "M Teeде".

MELLISA TEEDE  
CHIEF EXECUTIVE OFFICER

21 June 2021



Donnybrook Regional Tourism Association  
PO Box 736  
Donnybrook WA 6239

17 June 2021

To Whom It May Concern

I am writing to express our organisations support for the development of Golden Valley Tree Park. Our region is one of emerging tourism and tourism is increasingly becoming an important element of our local economy.

Our organisation represents 60 local tourism operators who are members with our organisation. Many would benefit from the development of attractions in the Donnybrook-Balingup region, whether they are accommodation providers, local restaurants or cafes, or local produce vendors.

The long term benefits of the parks development would be significant for tourism in the region. The opportunities for economic growth provided by the Golden Valley Tree Park would be beneficial to the tourism industry which has had an unpredictable past 14 months.

We see tourists of all ages come through our Visitor Centre. Attractions and events which provide an extended experience for these visitors in the town of Donnybrook would be well received.

Kind Regards

Karen Martella  
Manager  
Donnybrook Regional Tourism Association  
P: 08 97311720  
Email: donnybrookwa@westnet.com.au

Bridgetown Visitor Centre Support Inbox x



**BG Visitor Centre**  
to me ▾

10:57 (58 minutes ago) ☆ ↶ ⋮

Dear Gary Hodge,

The Bridgetown Visitor-Centre fully support and are excited to collaborate with you.

We wish you all the success with your local and international marketing goals.

Kind regards,

Bridgetown-Greenbushes Visitor Centre  
Shire of Bridgetown-Greenbushes  
PO Box 271  
Bridgetown WA 6255  
Tel: 08 9761 1740  
[www.bridgetown.com.au](http://www.bridgetown.com.au)



Open Monday to Friday 10 am - 4 pm; Saturday, Sunday & Public Holidays 10am - 1 pm; Closed Good Friday & Christmas Day

The Visitor Centre is a service provided to our visitors and the tourism industry by the Shire of Bridgetown-Greenbushes.

This electronic mail message is intended only for the addressee and may contain confidential information. If you are not the addressee, you are notified that any transmission, distribution or photocopying of this email is strictly prohibited. The confidentiality attached to this email is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this email transmission may also be subject to Freedom of Information legislation.



**Attachment**

**Example of Community and Partnership Promotion the GVTP as a Significant Contributor to a Vibrant and Prosperous Shire and Region**



**The Balingup  
Golden Valley Tree Park  
A Significant Contributor to a  
Vibrant Community, Shire and  
Region**

**Record of Community Event  
Balingup Town Hall  
11.00am-6.30pm 22 May 2021**  
*Supported by the Community Grants Funding  
Scheme Shire of Donnybrook-Balingup*

After 40 years of extraordinary and dedicated community volunteering, with support from Friends and a successful partnership with the Department of Biodiversity Conservation and Attractions (DBCA), the GVTP management committee felt it was time to pause and reflect.

This reflection involved looking back at the community's motivation and principles that were at the heart of the Park's establishment and its subsequent development.

The reflection also involved looking forward to its next stage of development.

The committee felt it that was a 'given' that it go back to the its volunteers, Friends and community base to consult on the Park's future evolution. This event marked just the start of this consultation process.

In this special edition, the committee pays tribute to the Park's co-founder the late Dr Chrissy Sharp and tries to capture the spirit of the day's event by describing every element from the Welcome to Country by Aboriginal Elders and Cultural Custodians, the inspiring speakers through to the vote of thanks by Patron Professor Brian Degaris that closed the day.

**Balingup Golden Valley Tree Park  
A Celebration of Trees**



A place of beauty, tranquillity and rejuvenation  
A place of learning and transformation  
A community-developed and internationally recognised arboretum comprising World and Australian tree collections

**GVTP Newsletter #3 2021  
Special Event Record 22 May 2021**



**VALE  
DR CHRISSEY SHARP**

**18 November 1947 - 18 May 2021**

**Friend**

**Colleague**

**Mentor**

**Visionary**

*May the winds be gentle,  
May the waves be calm,  
And may every one of the elements*

*Respond warmly*

*To your wish*

**Wolfgang Amadeus Mozart 1790**



## Speakers and Papers

**Bob Hagan**  
Regional Director

Department of Biodiversity Conservation  
and Attractions

### *The Importance of Community and Volunteers*



**Bob Hagan Paying Tribute to  
Friends and Volunteers and  
Students and Staff of South Regional TAFE  
Bunbury Campus**

A full copy of Bob's Hagan's speech is attached or  
can be accessed via the following Drop Box link

<https://www.dropbox.com/sh/fr4klwimuztchl/AAByec6AOu8TGLh7id1RTaxxa?dl=0>



South Regional TAFE Bunbury Campus Students and  
Staff recipients of  
Certificates of Appreciation for Excellence in the  
Surveying and Design of an All Access Path in the  
Golden Valley Tree Park  
(Scheduled for completion late 2021)

From L to R:

Christiaan Pienaar and Ben Sudlow (Surveying) Anita Host  
Training Manager Trades - *Trades, Paraprofessionals &  
Service Industries*,  
Ian Spencer (Design), Mohamed Asar Lecturer (Design),  
Stuart Clarke Lecturer (Surveying)  
Recipient absent from photo: Nicola Thompson (Design  
Student)

Mark Combes Manager Business Planning and  
Development (not pictured) accepted an overall certificate  
of appreciation for South Regional TAFE

**Alan Barrett**

Executive Director  
Botanic and Gardens Authority  
(Kings Park and Bold Park)

**Morning Presentation**

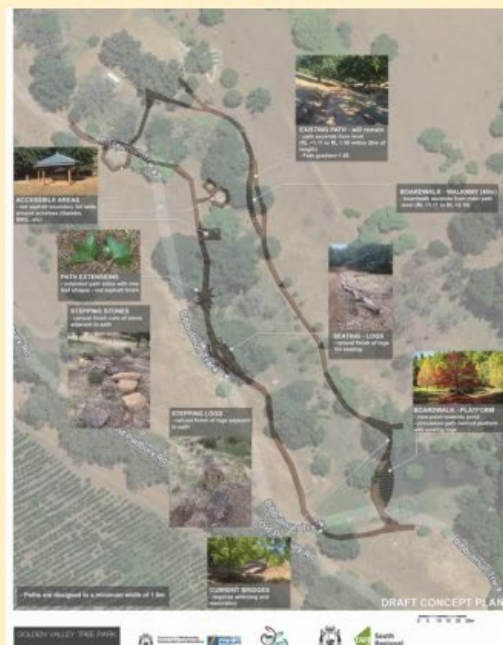
*A Kings Park perspective on blending  
collection development, scientific,  
cultural, community engagement and  
heritage drivers in natural landscapes*



**Afternoon presentation**  
*World class assets build on world class  
relationships*

Full copies of Alan Barret's two presentations are  
attached or can be accessed via the following  
Drop Box link

<https://www.dropbox.com/sh/fr4klwimuztchl/AAByec6AOu8TGLh7id1RTaxxa?dl=0>



Concept Plan for an All Access Pathway in the  
Golden Valley Tree Park surveyed and designed  
by South Regional TAFE Bunbury Students and  
Staff  
(Scheduled for completion late 2021)



**Wadandi, Pibulumun and Kaneang Elders and Cultural Custodians provide Welcome to Country and Acknowledgement of Country**



The representatives of three Aboriginal language groups, the Kaneang, Wadandi and Pibulumun peoples led by Kaneang Cultural Custodian Phillip Ugle welcomed those attending the event to Country.

Dr Wayne "Wonitji" Webb Pibulumun/Wadandi Elder & Traditional Custodian and Sandra Hill Balingup Wadandi Elder and Cultural Advisor provided an Acknowledgement of Country in a moving call for inclusiveness and recognition of Aboriginal Kaartdijin (Knowledge) and Culture in the care of Boodjar (Country).



Dr Wayne Webb and Sandra Hill



Seth Richardson (L) Jamie Hurst (C) and Juanita Evans Part of the face of the future: Undalup Association Rangers helped Zac Webb prepare for a traditional Aboriginal burn in the Australian Collection

**Zac 'Waalitj' Webb Electrifies the Audience in Presentation on Wadandi Fire Management**



Referencing the Aboriginal six seasons and calling on Wadandi language, Zac provided the audience with an extensive sweep of Aboriginal Lore, cultural practices and insights into the close relationships of the Wadandi, Pibulumun and Kaneang peoples from the South West through to Dumbleyung.

Zac outlined how the traditional use of fire was and is the most useful and precious resource to the Aboriginal people. It is used in tool and artefact production, food preparation and cooking, for hunting and driving game, for warmth and for signalling or communicating with others.

**Burning Country at the Right Time**

Zac spoke about how the fire management of the Aboriginal people on Country is timed around the seasons and the weather conditions. In Wadandi Boodja, the burning is in Djeran which coincides with the late mid-Autumn, the cooler season.

This is a time where the fires are controlled and managed by working together to allow animals, insects and plants to survive in surrounding areas.

Burning during the cooler season allows the replication of mosaic burning to the greatest extent possible, as naturally the fire creates a path and leaves refuges for fauna to survive in.

Unfortunately a traditional burn that was scheduled for the late afternoon of the event in the Australian Collection could not proceed because of heavy rains throughout the day.

For more information on Wadandi Fire Management visit [www.undalup.com](http://www.undalup.com)

## Speakers and Papers

**Cr Brian Piesse**  
**President**  
**Shire of Donnybrook-Balingup**  
**POTENTIAL OF GOLDEN VALLEY TREE PARK**  
**TO CONTRIBUTE TO A VIBRANT AND**  
**RESILIENT SHIRE**



A full copy of Cr Brian Piesse's presentation is attached or can be accessed via the following Drop Box link

<https://www.dropbox.com/sh/fr4klwimuztchl/AAByec6AOu8TGLh7id1RTaxxa?dl=0>

**Gary Hodge**  
**Chair Golden Valley Tree Park**  
**Management Committee**  
**Golden Valley Tree Park Strategic Priorities 2021-**  
**2024**



A full copy of Gary Hodge's s morning and afternoon presentations are attached or can be accessed via the following Drop Box link

<https://www.dropbox.com/sh/fr4klwimuztchl/AAByec6AOu8TGLh7id1RTaxxa?dl=0>

**The Hon. Bob Kucera APM**  
**Chair**  
**National Trust of Western Australia**  
**Launch of the 2021**  
**Golden Valley Tree Park Conservation**  
**Appeal**



A full copy of the Hon Bob Kucera's presentation is attached or can be accessed via the following Drop Box link

<https://www.dropbox.com/sh/fr4klwimuztchl/AByec6AOu8TGLh7id1RTaxxa?dl=0>

Balingup Golden Valley Tree Park  
A Celebration of Trees



**Balingup Golden Valley Tree Park**  
A place of beauty, tranquility and rejuvenation  
A place of learning and transformation  
A community-developed and internationally recognised arboretum  
comprising world and Australian tree collections



The document was produced and published by the Golden Valley Tree Park (2019) Management Committee and the Department of Biodiversity, Conservation and Attractions (DBCA), Western Australia.

Strategic Priorities document can be accessed:  
<https://www.dropbox.com/sh/fr4klwimuztchl/AByec6AOu8TGLh7id1RTaxxa?dl=0>



## PART 2 — ASSOCIATION TO BE NOT FOR PROFIT BODY

### 3. Not-for-profit body

- (1) The property and income of the Association must be applied solely towards the promotion of the objects or purposes of the Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to any member, except in good faith in the promotion of those objects or purposes.
- (2) A payment may be made to a member out of the funds of the Association only if it is authorised under subrule (3).
- (3) A payment to a member out of the funds of the Association is authorised if it is —
  - (a) the payment in good faith to the member as reasonable remuneration for any services provided to the Association, or for goods supplied to the Association, in the ordinary course of business; or
  - (b) the payment of interest, on money borrowed by the Association from the member, at a rate not greater than the cash rate published from time to time by the Reserve Bank of Australia; or
  - (c) the payment of reasonable rent to the member for premises leased by the member to the Association; or
  - (d) the reimbursement of reasonable expenses properly incurred by the member on behalf of the Association.

## PART 3 — OBJECTIVES

### 4. The Association shall have the following objectives

- 1) To develop an internationally recognised arboretum, educational precinct and visitor destination.
- 2) To showcase a global diversity of temperate trees in an inspirational setting; fostering their social, environmental and economic values.
- 3) To protect the heritage values of the Golden Valley Tree Park site.
- 4) To provide good management of GVTP including good governance and to do all such lawful things which are incidental and conducive to the implementation of the Management Plan.
- 5) To develop, implement, maintain and review from time to time, the objectives of the GVTP Management Plan.
- 6) To hold and manage funds obtained by the Association for the development and running of GVTP.
- 7) To ensure the property and income of the Association is applied solely to the promotion of the objectives stated in the GVTP Management Plan.
- 8) To work with the Department (the landowner) to uphold and enhance our partnership in the management of GVTP and to appropriately acknowledge the Department's role and contribution.

- 
- 9) To engage and work with the local and wider community in the management of GVTP and to appropriately acknowledge and promote all contributions and sponsorships.

## **EXTRACT: TOPICS COVERED IN CURRENT GVTP OPERATIONAL PLAN-**

### **GVTP Tree Park OPERATIONAL MANAGEMENT PLAN: LEGAL REQUIREMENT, PURPOSE AND TIMEFRAME**

#### PART 2 POLICIES AND GUIDELINES

##### 1.1, GOVERNANCE, ADMINISTRATION AND PARTNERSHIPS

###### 1.1.1 GVTP Management Committee

###### 1.1.2 Governance of the Management Committee

###### 1.1.3 Role & Functions of the Management Committee

###### 1.1.4 Committee Operating Principles

###### 1.1.5 Record Keeping

###### 1.1.6 Development Plans

###### 1.1.7 Recreation Management Plan

###### 1.1.8 Business Plan

###### 1.1.10 Risk Management

###### 1.1.11 Ongoing Works programme

###### 1.1.12 Future Tree Plantings

###### 1.1.13 Occupational Health and Safety

###### 1.1.14 Volunteers

###### 1.1.15 Local Community and Friends of the Tree Park

###### 1.1.16 Tree Parks and Wildlife Services (PaWS)

###### 1.1.17 The Shire of Donnybrook-Balingup

###### 1.1.18 Other Important Partners

##### 1.2 MANAGING THE Tree Park

###### 1.2.1 Tree Plantings

- 1.2.2 Silviculture
- 1.2.3 Climate Change
- 1.2.4 Tree Physiology
- 1.2.5 Weeds
- 1.2.6 Pests & Diseases
- 1.2.7 Fire
- 1.2.8 Grazing
- 1.2.9 Water Supplies
- 1.2.10 Guidelines for Equipment Purchase and Management
- 1.2.11 Proposal for Chipper Acquisition
- 1.2.12 Hidden Valley Pines
- 1.2.13 Recreation and Tourism
- 1.2.14 Current Visitor Facilities
- 1.2.15 Future Facilities
- 1.2.16 Facility Use
- 1.2.17 Current Visitor Access & Tree Parking
- 1.2.18 Future Visitor Access
- 1.2.19 Entry Fees
- 1.2.20 Current Walk Tracks
- 1.2.21 Future Walk Tracks
- 1.2.22 Track Maintenance
- 1.2.23 Tourism and Commercial Operations
- 1.2.24 Visitor Safety
- 1.2.25 Domestic Animals
- 1.2.26 Planning & Good Neighbour Policy

1.2.27 Tree Sponsorship Scheme & Bench Sponsorships

1.2.28 Tree Products

1.2.29 Events

1.2.30 Grants & sponsors

1.3 INFORMATION, EDUCATION AND INTERPRETATION

1.3.1 Tree Park Information

1.3.2 Information Shelters

1.3.3 Tree Identification

1.3.4 Brochures and Other Material

1.3.5 Trackside Information

1.3.6 Guided Tours

1.3.7 Website and Digital Information

1.3.8 Education and Training

PART 3 APPENDICES

APPENDIX 1 NATURAL ENVIRONMENT, Tree Park LANDSCAPING AND DATA MAPPING

APPENDIX 2 HISTORY OF THE Tree Park & CULTURAL HERITAGE

APPENDIX 3 RISK MANAGEMENT – EVENTS

APPENDIX 4 – MAPS

## Golden Valley Tree Park Management Committee – climate change policy (final ) May 2021

### **Preamble**

The Golden Valley Tree Park Management Committee (GVTPMC) acknowledges that the evidence clearly shows that global warming and climate change is occurring, and that human behaviours, pollution and consumption patterns have in the past, currently and in the future are the primary sources of increasing greenhouse gases concentrations in our atmosphere which are driving global warming and subsequent climate change.

Climate change has had, and will continue to have, significant effects on the Golden Valley Tree Park environment.

**Critically, climate change is the most significant threat to the short, medium and long term sustainability of the Park.**

The Golden Valley Tree Park and the management Committee should have a role to play to help mitigate emission of greenhouse gases. Further, the future management of the park will need to adapt to the inevitable unavoidable impact of climate change.

The key changes to the climate that will impact on the Park are:

- Increased summer temperature and likely increased length and intensity of heat waves;
- Continued reduced rainfall in winter; and
- Increased storm activities and intensity.

### **Key elements of the policy**

This policy commits the GVTPMC to four broad types of actions:

- Mitigation - through continued tree planting, other re-vegetation actions, and other carbon capture techniques, build the amount of biological carbon stored in the Park, and to look to ways to reducing our own emissions;
- Carbon neutral – a commitment to be carbon neutral in our activities and management by 2050;
- Adaptation - adjust park management to adapt to future climate change; and
- Divestment – including examining our investments and sponsors and donors to ensure that we are not investing in or receiving money from companies that produce fossil fuels or actively promote these companies.

In particular, the GVTPMC commits to:

- Increasing planting of trees and other vegetation that increases the biological carbon stored in the Park;
  - Investigate the potential for increasing the soil carbon in the Park;
  - Maximise the use of prunings to produce mulch noting that use of burning may also provide some ecological benefits;
  - Maximise the use of fallen trees, branches etc for on-site infrastructure needs;
  - Explore opportunities to enter the carbon offsetting market as a way raise additional funds to manage the park and to carry out additional tree planting;
  - Explore the use of Traditional burning practices to both manage weeds but also maximise carbon retention;
  - Carry out an audit of our existing energy usage and carbon emission and examine ways to reduce these emissions;
  - Looks for ways to use existing water resources more efficiently and examine ways to increase local harvesting of water;
  - Approach research institutions seeking research opportunities on increasing the resilience of trees in the collection;
  - Ensure that financial institutions we use have divested from fossil fuel companies; and
  - We do not accept donations from fossil fuel companies, or companies that actively support these companies.
-

## **Golden Valley Tree Park Management Committee**

### **Proactive Maintenance Policy and Predictive Analyses (June 2021)**

#### **Preamble: Proactive vs Reactive Maintenance Policies**

GVTP assets include:

- Unique and rare World and Australian botanical collections (*majority ex situ*),
- Botanic Collections tree health data bases including GIS information [systems](#)
- irrigation piping including piping with mains connections,
- power boxes,
- heritage-listed buildings and landscapes,
- fencing and gates,
- roads and walk paths,
- security gates (lockable),
- public information and education signage,
- physical amenities (gazebos, barbecues, bins, gazebos, toilets),
- donor collection boxes,
- machinery (ride on mower), and
- sheds.

**This draft GVTP proactive maintenance policy aims to ensure that all Park assets are maintained at the highest level possible at all times to reduce their risk of failure and loss so that the Park's strategic priorities and goals are met.**

The amount of 'proactive' maintenance based on audited, monitored and recorded data versus 'reactive' maintenance which occurs after failure or close to failure and the balance between them have significant effects on asset maintenance , replacement costs and availability.

Audited, monitored and recorded data on assets, expected life expectancy and replacement costs enables the Management Committee to undertake predictive analyses of maintenance needs over the short, medium and long term.

This analysis reduces the risk of failure and costs through a proactive maintenance regime with costs amortised over any given period.

Significant consequence costs, damage to the Park's management reputation and interruption to the services it provides to the public can result from failure to respond adequately to:

- climate change,
- drought,
- fire,
- weed infestation,
- animal rotation and escape,
- larger scale mains water loss and evaporation,
- flooding,
- pollution,
- service interruption to the public, and
- crime.

### **GVTP Proactive Maintenance Policy**

The GVTP Management Committee commits to a proactive maintenance policy, based on comprehensive data collected on all of its assets thereby enabling the use of predictive analyses to reduce the risks, consequences and costs associated with failure.

The policy has the following features:

- **maintenance schedules are prioritised by the risk of failure** in a systematic and comprehensive manner through Park Steward audits, establishing regular reporting on assets to the Management Committee with clear lines of accountability and responsibilities for [maintenance](#);
- **minimisation of the total cost of asset management** through establishing the factors that contribute to asset failure, so providing insight into and understanding of asset failure; and
- **consequence of failure costs including reputational damage** do not occur because assets are maintained before they fail.

### **Explanatory Notes**

#### **Characteristics of a 'reactive' maintenance policy**

In a purely reactive maintenance policy regime, assets are repaired or replaced after they fail. In effect, the policy is backward looking and not forward looking – 'after the event' maintenance which can be ad hoc and not systematic .

A purely reactive maintenance policy has the following features:

- **strategic priorities and targets** take much longer to achieve than with proactive maintenance.
- **maintenance prioritisation is rule-based**, for example, there are repercussions on the severity of the consequences of asset failure, but these does not consider the current risks of asset [failure](#)
- **high asset maintenance costs**
- **high asset replacement costs**
- **consequence costs** due to, for example, fencing failures and loss of new [plantings](#)

**A proactive maintenance policy and approach will not ~~remove totally~~ the need for reactive maintenance but it will minimise the occurrence of reactive failures.**

**See Attachment for example of predictive analysis asset register maintained by the Park Steward.** Each area opens up to comprehensive data base which is constantly monitored and audited with reporting on a monthly or bi-monthly [basis](#)

Attachment

GVTP Proactive Maintenance Asset Register Framework drawn up, audited and monitored by the DBCA, World and Australian Curators and Park Steward with quarterly reporting to Management [Committee](#)



Asset	Risks and Consequences of Failure	Expected life expectancy	Replacement Costs	Current Issues
World Collection				
Australian Collection				
Botanic Collections tree health data bases including GIS information systems				
Water pipes including pipes with mains connections				
Power boxes				
Heritage-listed buildings and landscapes				
Fencing and gates (including lockable security gates)				
Roads and walk paths				
Public information and education signage				
Physical constructed public amenities (gazebos, barbecues, bins, gazebos, toilets)				
Donor collection boxes				
Machinery (ride on mower) sheds				
Sheds				
Other				





Attachment Example of GVTP Management Committee Skills Development Quantified Tree Risk Assessment



- ▶ More about QTRA
- ▶ Benefits of QTRA
- ▶ Registered User Programme
- ▶ Register Interest
- ▶ Data Collection
- ▶ Research & Development
- ▶ International QTRA

**What is QTRA?**

**The Quantified Tree Risk Assessment Method**

Tree safety management is a matter of limiting the risk of harm from tree failure while maintaining the benefits conferred by trees. Although it may seem counterintuitive, the condition of trees should not be the first consideration. Instead, tree managers should consider first the usage of the land on which the trees stand, and in turn this will inform the process of assessing the trees.

The Quantified Tree Risk Assessment (QTRA) system, developed by Mike Ellison at [Cheshire Woodlands](#), applies established and accepted risk management principles to tree safety management. The system moves the management of tree safety away from labelling trees as either 'safe' or 'unsafe' and thereby away from requiring definitive judgements from either tree assessors or tree managers. Instead, QTRA quantifies the risk of significant harm from tree failure in a way that enables tree managers to balance safety with tree values and operate to predetermined limits of tolerable or acceptable risk.

By quantifying the risk from tree failure as a probability, QTRA enables a tree owner or manager to manage the risk in accordance with widely applied and internationally recognised levels of risk tolerance. QTRA further provides a decision-making framework which considers the balance between the benefits provided by trees, levels of risk they pose, and costs of risk management.

**Tree Safety News**

**QTRA Advisory Risk Thresholds**

Thresholds	Description	Action
1/1 000	<b>Unacceptable</b> Risks will not ordinarily be tolerated	Control the risk
	<b>Unacceptable (where imposed on others)</b> Risks will not ordinarily be tolerated	Control the risk Review the risk
1/10 000	<b>Tolerable (by agreement)</b> Risks may be tolerated if those exposed to the risk accept it, or the tree has exceptional value	Control the risk unless there is broad stakeholder agreement to tolerate it, or the tree has exceptional value Review the risk
	<b>Tolerable (where imposed on others)</b> Risks are tolerable if ALARP	Assess costs and benefits of risk control Control the risk only where a significant benefit might be achieved at a reasonable cost Review the risk
1/1 000 000	<b>Broadly Acceptable</b> Risk is already ALARP	No action currently required Review the risk

Using QTRA, the land-use (Target) upon which trees could fail is assessed first. By valuing the Target first, the tree owner and the risk assessor are able to determine whether or not, and to what degree of rigour, a survey or inspection of the trees is required. Where necessary, the tree is then evaluated in terms of its size and probability of failure. Ranges of value for Target, Size, and Probability of Failure are entered into a QTRA calculator which generates a traffic light colour-coded risk of harm. The tree owner can then compare the risk to advisory levels for risk tolerance.

By taking a QTRA approach, tree owners commonly find they spend substantially less resources on assessing and managing tree risk than they did previously, whilst maximising the many benefits their trees provide. Moreover, in the event of a 'tolerable' or 'acceptable' risk being realised, they are in a position to demonstrate the risk has been managed reasonably and proportionately.

Join our [Public Discussion Forum](#) to discuss tree safety management with tree professionals, land managers and tree owners, or attend one of our [training courses](#) to become a Registered User of the system.



## PARKS AND IMPROVED MENTAL HEALTH AND QUALITY OF LIFE

*More time spent in parks and green spaces can help individuals fight against mental health issues like depression, anxiety and stress. Making sure that all people have access to parks and outdoor programming is a critical way to increase these positive effects on health and quality of life for your community.*

### THE FACTS

- » People living more than 1 kilometer away from a green space have nearly 50 percent higher odds of experiencing stress than those living fewer than 300 meters from a green space. Respondents who do not report stress have more than 50 percent higher odds of visiting a green space at least a few days a week than those reporting stress. Results also showed that the more often respondents visited green spaces, the less stress they experienced.<sup>1</sup>
- » Several studies have confirmed that separation from nature is detrimental to human development, health and well-being, and that regular contact with nature is required for good mental health.<sup>2</sup>
- » Scientists in the Netherlands found that people who lived in residential areas with the fewest green spaces had a 44 percent higher rate of physician-diagnosed anxiety disorders than people who lived in the greenest residential areas. The effect was strongest among those most likely to spend their time near home, including children and those with low levels of education and income.<sup>3</sup>
- » Physician-diagnosed depression was 33 percent higher in the residential areas with the fewest green spaces, compared to the neighborhoods with the most.<sup>4</sup>
- » People who lived in close proximity to natural space had significantly improved mental health up to three years after their move. Compared to pre-move mental health scores, individuals who moved to greener areas had significantly better mental health recorded three years after the move.<sup>5</sup>



## THE FACTS

- » Individuals reported less mental distress and greater life satisfaction when they were living in greener areas.<sup>6</sup>
- » A strong body of evidence suggests that physical activity in green spaces has stronger mental health benefits than physical activity in non-green spaces.<sup>7</sup>
- » Use of green spaces is associated with decreased health complaints, improved blood pressure and cholesterol levels, reduced stress, improved general health perceptions and a greater ability to face problems.<sup>8</sup>

## SOURCES

- <sup>1</sup> Making the Case for Designing Active Cities, Active Living Research (Stigsdotter, 2010), 2015
- <sup>2</sup> Making the Case for Designing Active Cities, Active Living Research (Maller, 2008), 2015
- <sup>3</sup> Making the Case for Designing Active Cities, Active Living Research (NRPA Report, 2010), 2015
- <sup>4</sup> Making the Case for Designing Active Cities, Active Living Research (NRPA Report, 2010), 2015
- <sup>5</sup> Making the Case for Designing Active Cities, Active Living Research (Alcock, et al, 2013), 2015
- <sup>6</sup> Making the Case for Designing Active Cities, Active Living Research (White, 2013), 2015
- <sup>7</sup> Making the Case for Designing Active Cities, Active Living Research (BoP consulting, 2013), 2015
- <sup>8</sup> Making the Case for Designing Active Cities, Active Living Research (King's Fund, 2013), 2015






# Community Education Guided Walks

Home Accommodation Weddings Attractions Events About Balingup Food & Wine Contact Transit Park Info

# Balingup

Experience the magic

BALINGUP Visitors Centre 08 9764 1818




## Guided Nature Walk – Golden Valley Tree Park

Sunday 8th October.

As part of the Festival of Country Gardens, there will be a guided walk at Golden Valley Tree Park. Come along and learn about the WA's largest arboretum.

Cost is \$5 per person.

Walk commences at 10.30am. No need to book



Quality Tourism Accredited Business

### Latest News

**June Summary of our local Eateries!**  
Posted: 30 May 2021  
Enjoy the fabulous tastes of Balingup and the surrounding region! Balingup Eateries June 2021 Opening Hours

**RetroSonic Dance – Balingup Hall –**  
Saturday, 29 May  
Posted: 19 May 2021  
Balingup Dance 29th May 2021 Balingup Hall. \$15 Single. \$30 Family 7:30pm till late. All styles of dance welcome...!

**2021 Top Trail Towns Series – Balingup – Donnybrook and surrounds**  
Posted: 17 May 2021  
It was fabulous seeing Paul Van Der Ploeg, Dieter Kahlhans and the Trail Town crew in and around Balingup while...!

**All News Items**

**Balingup – 2021 Top Tourism Towns – Bronze Award**  
Posted: 11 May 2021  
Balingup – 2021 Top Tourism Towns – Bronze Award – Small Town category. Lots of congratulations have been flowing through...!

# ATTACHMENT SOCIAL AND HEALTH BENEFITS OF VOLUNTEERING

SPEAKING OF HEALTH | THURSDAY, MAY 18, 2017

## Helping people, changing lives: The 6 health benefits of volunteering



Volunteers make an immeasurable difference in the lives of others. Oftentimes, they perform with the core intention of helping others. But did you know that volunteering can benefit your own health as well? Researchers have attempted to measure the benefits that volunteers receive including positive feeling referred to as helper's high, increased trust in others and increased social interaction.



From lowering stress to boosting self-confidence, research has shown that volunteering offers many health benefits, especially for older adults, such as:

1. Volunteering decreases the risk of depression. Research has shown that volunteering leads to lower rates of depression, especially for individuals 65 and older. Volunteering increases social interaction and helps build a support system based on common interests — both of which have been shown to decrease depression.
2. Volunteering gives a sense of purpose and teaches valuable skills. Volunteers, such as those at Mayo Clinic Health System, perform critical roles in assisting patients, families and staff. They serve as greeters providing patient room information and directions, as transporters of patients and patient items, and as surgery and Critical Care waiting room attendants. They make prayer shawls, blankets, sweaters and hats typically given to newborn babies and cancer patients. Services they provide include working in the hospital gift shop, performing clerical duties for staff and offering pet therapy to patients through the Paws Force team. The work that volunteers provide is essential to everyday processes, which gives volunteers a sense of purpose.
3. Volunteering helps people stay physically and mentally active. Volunteer activities get you moving and thinking at the same time. One study found that volunteering among adults age 60 and over provided benefits to physical and mental health. Another study found that, in general, volunteers report better physical health than do non-volunteers. Older volunteers experience greater increases in life satisfaction and greater positive changes in their perceived health as a result of volunteering.
4. Volunteering may reduce stress levels. Volunteering may enhance a person's social networks to buffer stress and reduce risk of disease. By savoring time spent in service to others, you will feel a sense of meaning and appreciation, both given and received, which can have a stress-reducing effect.
5. Volunteering may help you live longer. An analysis of data from the Longitudinal Study of Aging found that individuals who volunteer have lower mortality rates than those who do not, even when controlling for age, gender and physical health. In addition, several studies have shown that volunteers with chronic or serious illness experience declines in pain intensity and depression when serving as peer volunteers for others also suffering from chronic pain.
6. Volunteering helps you meet others and develop new relationships. One of the best ways to make new friends and strengthen existing relationships is to participate in a shared activity together. Volunteering is a great way to meet new people who share common interests with you. Dedicating your time as a volunteer also helps you expand your network and practice social skills with others.

Volunteers at Mayo Clinic Health System come from a wide variety of backgrounds, but share the common desire to help others. They are men, women, retirees, teenagers, former patients, professionals, homemakers and students. They volunteer for different reasons: to explore health care careers, sharpen skills to re-enter the work world, stay active during retirement and put their free time to good use.

Are you interested in becoming a volunteer? Join Mayo Clinic Health System's team of volunteers, and make a difference in the lives of patients and staff. [Sign up to volunteer](#) at a location near you.

*For the safety of our patients, staff and visitors, Mayo Clinic has strict masking policies in place. Anyone shown without a mask was either recorded prior to COVID-19 or recorded in a non-patient care area where social distancing and other safety protocols were followed.*



### Related Posts

### Recent Posts

- SPEAKING OF HEALTH**  
What are "natural" personal care products?  
June 15, 2021
- SPEAKING OF HEALTH**  
New option for earlier diagnosis, staging of pancreatic cancer  
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## CERTIFICATE OF CURRENCY



This Certificate is issued for information purposes only and does not confer any rights upon the Certificate holder and does not amend, extend or alter the coverage provided by the Cover detailed below.

**Public Authority:** Department of Biodiversity Conservation and Attractions

**Cover Number:** R/207344

**Cover:** General Liability (including Products Liability).

**Situation of Risk:** Worldwide

**Covering:** The legal liability of the Public Authority in respect of claims for compensation resulting from an occurrence.

**Limit of Liability:** \$800 million any one occurrence.

**Excess:** Nil

**Expiry Date:** 30 June 2021

**Conditions:** Subject to the RiskCover Certificate of Cover, Cover Document and Fund Guidelines.

This Cover has been effected with RiskCover (managed by the Insurance Commission of Western Australia).

**Date Issued:** 17 June 2020



**SERVICE LEVEL AGREEMENT  
PROVIDER REQUEST FOR:**

**Shire of Donnybrook Balingup**

Community Grants Funding Scheme

(Less than \$10K)

**Issued By: Shire of Donnybrook Balingup**

**Closing Date: 25 June 2021**



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Respondents: Part A is for your information only. Please read and keep.


## PART A: What are the services to be purchased?


### 1.1 Background


The Shire of Donnybrook-Balingup community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in February 2017, the community were invited to share their visions and aspirations for the future of the Shire of Donnybrook-Balingup, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives, and strategies contained within the Strategic Community Plan 2017 - 2027. The following four key strategic objectives were defined within the Plan.

 <p><b>ECONOMIC</b> <i>A strong, <u>diverse</u> and resilient economy</i></p>	Outcome 1.1	A diverse, prosperous economy, <u>supporting</u> local business and population growth
	Outcome 1.2	Available land for residential, <u>industrial</u> and commercial development
	Outcome 1.3	An attractive visitor and tourist destination

 <p><b>ENVIRONMENT</b> <i>Respect for our heritage, natural and <u>built environment</u></i></p>	Outcome 2.1	An attractive and maintained <u>built</u> environment
	Outcome 2.2	Respected heritage assets
	Outcome 2.3	A natural environment for the benefit of current and future generations
	Outcome 2.4	Efficient and effective waste management

 <p><b>SOCIAL</b> <i>A healthy, <u>safe</u> and inclusive community</i></p>	Outcome 3.1	An engaged, <u>supportive</u> and inclusive community
	Outcome 3.2	Well supported community groups and facilities
	Outcome 3.3	A safe and healthy community environment for all ages

 <p><b>LEADERSHIP</b> <i>Effective leadership and civic responsibility</i></p>	Outcome 4.1	A strategically focused, open and accountable local government
	Outcome 4.2	A respected, <u>professional</u> and trusted organisation

The services that the Shire purchase within this Service Level Agreement must align with the objectives and outcomes outlined in the Shire's *Strategic Community Plan 2017-2027*.

Respondents: Part A is for your information only. Please read and keep.

## 1.2 Service Requirements

### 1.2.1 Strategic Community Plan

The Shire of Donnybrook Balingup Strategic Community Plan ....focus this statement on the specific Objective and outcome the SLA is purchasing a response in.

### 1.2.2 Service Level Outcomes

Service Level Outcomes (SLO) are the outcomes developed by the Shire of Donnybrook Balingup in partnership with the recipient of a Service Level Agreement. The service providers are ultimately responsible for achieving these outcomes within the term of this service agreement.

The Service Level Outcomes are:

SLO 1 -

SLO 2 -

### 1.2.3 Statement of Requirements

The Shire requires service providers to provide value for money services commensurate with the funding and purpose of the Service Level Agreement.

In assessing suitability for Service Level Agreement, the Shire will monitor the Service to determine whether the service provider is:

- Continuing to meet the identified need;
- Meeting the agreed service specifications, quality standards and contractual requirements;
- Operating efficiently and effectively; and
- Actively engaged in continuously improving services to provide the best possible service to the community.

Service Providers are required to submit a detailed proposal to deliver core and additional service activities that will demonstrate they are meeting each SLO.

Table 1 – Service Level Outcome (SLO) Requirements

<b>Service Level Outcome 1</b>
<b>Core Services</b>
•
<b>Service Level Outcome 2</b>
<b>Core Services</b>
•

### 1.2.4 Specification

The proposed specification is outcome based and the Shire will seek to leverage against those outcomes through effective and efficient contract management. Service Providers are encouraged to be as clear and descriptive as possible in outlining their service delivery model for recognition and ongoing organisational viability.

**Respondents: Part A is for your information only. Please read and keep.**

Addressing the specification is to be completed in Section 7.3 Qualitative Criteria Response Form.

#### a) **SERVICE METHODOLOGY**

The Shire requires detail of your service delivery model and methodology used to achieve the desired service outcomes. This could include but is not limited to:

- (i) Estimated hours of service;
- (ii) Ongoing engagement, collaboration, and feedback processes with key stakeholders;
- (iii) Knowledge of community need and target groups;
- (iv) Evidence of engagement with target groups;
- (v) Proposed service structure and content;
- (vi) Identify annual targets for each service offered under the Service Level Outcomes;
- (vii) Provide an example an activity indicative of what the organisation would engage in to deliver each of the services specified.

#### b) **ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent is required to:

- Identify the skills and industry experience of nominated management and staff; and
- Describe how the organisation ensures staff maintain and develop relevant skills and experience with regard to the delivery of services.

#### c) **ORGANISATIONAL CAPACITY**

The Respondent is required to have organisational planning and resourcing capability to support and perform the proposed Service Agreement.

The Respondent needs to:

- Identify the key risks that may impact on service delivery and provide explanation of how these risks will be mitigated and/or manage;
- Describe organisational governance arrangements in place to ensure services will be delivered to a high-quality standard and staff will be managed appropriately; and

Additionally, Respondents must demonstrate how they:

- (i) actively engage with their local community to tailor services and initiatives to suit the local context needs;
- (ii) identify realistic performance targets and measures related to each SLO;
- (iii) hire and/or maintain appropriately skilled and experienced staff or volunteers to deliver the proposed services;

Respondents: Part A is for your information only. Please read and keep.

- (iv) offer appropriate training and development for staff and volunteers to deliver the services; and
- (v) have appropriate policies, procedures, and guidelines in place to manage staff and volunteers and manage service delivery risks.

Further important details about this SLA process can be found in Part F: Key Service Agreement Details.

Respondents: Part B is for your information only. Please read and keep.

## **PART B: Where can you get more information?**

Your organisation is to read and keep this part.

### **2.1 Shire Contact Details**

The Shire representatives listed below are authorised to deal with any enquiries about this SLA Request. Please make sure any communication in relation to this Request is directed to these representatives only.

#### **2.1.1 General Enquiries:**

Name: Bronwyn Hodgson  
Title: Administration Officer – Community Development  
Telephone: 9780 4220  
E-mail: [bronwyn.hodgson@donnybrook.wa.gov.au](mailto:bronwyn.hodgson@donnybrook.wa.gov.au)

#### **2.1.2 Detailed Specification Enquiries:**

Name: James Jarvis  
Title: Manager, Community Development  
Telephone: 9780 4234  
E-mail: [james.jarvis@donnybrook.wa.gov.au](mailto:james.jarvis@donnybrook.wa.gov.au)

Respondents: Part C is for your information only. Please read and keep.

## **PART C: How will this SLA Process work?**

### **3.1 Purpose of this Request**

The purpose of this Request is to engage your organisation in a way that supports the delivery of outcomes identified in the Shire's Strategic Community Plan.

This SLA Request document is used to:

1. provide information about the proposed SLA process;
2. invite your organisation, as an SLA Service Provider, to submit an Offer; and
3. to set out:
  - i. the requirements that must be met to submit a valid Offer; and
  - ii. the Evaluation Criteria that the Shire will use to evaluate your Offer.

### **3.2 Service Agreement Package**

The Service Level Agreement formed as a result of this Request will comprise all of the following documents:

- a. the Award Letter;
- b. your organisation's Offer; and
- c. this Request document, including any addenda issued.

Respondents: Part D is for your information only. Please read and keep.

## **PART D: How can you lodge an Offer?**

### **4.1 Lodgement Details**

You are only able to lodge an Offer for this Request process in the way listed in this section.

- a) Your organisation may lodge an Offer **IN ELECTRONIC FORM THROUGH BY EMAIL** by lodging it at:

[communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au)

- b) Respondents who lodge Offers in electronic form must ensure that the electronic copy of the Offer is in one of the following file formats and extensions:

.doc*	.docx*	.pdf#	.ppt*	.xls*	.xlsx
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\* Microsoft compatible # Adobe compatible N.B: Zipped files acceptable

### **4.2 Closing Time**

The closing date is 5.00pm on 17 June 2021 for lodgement of Offers. This is also set out on the front page of this Request.

### **4.3 Late Lodgement**

Offers that are not received in full by the closing date and time may be evaluated at the Shire of Donnybrook Balingup's discretion.

### **4.4 Offer Validity Period**

The Offer Validity Period is three (3) months.

Unless your Offer is withdrawn in writing, it will remain open for acceptance by the Shire from the Request closing date until the end of the Offer Validity Period.



Respondents: Part E is for your information only. Please read and keep.

## **PART E: How will your Offer be assessed?**

### **5.1. Shire of Donnybrook Policies**

There are several Shire policies that apply to this Request process, including but not limited to the following:

- Shire of Donnybrook Balingup Strategic Community Plan 2017-2027;
- Shire of Donnybrook Balingup Corporate Business Plan; and
- Shire of Donnybrook Balingup Community Grants Funding Scheme.

### **5.2. Evaluation Criteria**

Offers will be evaluated to determine the extent to which they will deliver value for money to the Shire.

A value for money assessment does not simply consider price. All costs, benefits and risks associated with each Offer are assessed when making a value for money decision.

To determine if an organisation's Offer represents value for money, the Shire will assess:

- a. Your Offer's performance against the [Qualitative Criteria](#) listed in section 7.3 Qualitative Criteria Response Form.
- b. Your Offer's performance against the [Disclosure Requirements](#) listed in the Response Form.
- c. Your Offer's [Price Schedule](#) as required by section 7.4 Price Schedule Response Form.
- d. Any other information that the Shire considers relevant to your organisation's Offer.

The Shire reserves the right to decline any Offer that does not properly address, or meet to the Council's satisfaction, any evaluation criterion or other requirements contained in this Request.

**Respondents: Part F is for your information only. Please read and keep.**

## PART F: Key Service Agreement Details

The following table outlines key terms associated with the Service Level Agreement that may be formed as a result of this Request process. Please note that these terms do not represent all the terms that will form part of the Service Agreement.

<b>1. Shire</b>	The Shire is the Shire of Donnybrook Balingup
<b>2. The Term of the Service Agreement</b>	The Term of the Service Agreement is three (3) years.
<b>3. Service Agreement Commencement Date</b>	The Service Agreement Commencement Date is X Month 20xx.
<b>4. Payment Schedule</b>	Service payments will generally be made annually in the months of December each year upon the successful completion of Service Provider reporting requirements.
<b>5. Service Payment Variation</b>	The Service Payment is fixed annually.
<b>6. Provider Generated Invoice</b>	<p>The Service Provider will create an invoice that meets the requirements of the Australian Taxation Office’s definition of a tax invoice, as follows:</p> <p>a) For GST Registered organisations, then the tax invoice is issued Inclusive of GST.</p> <p>b) For organisations not registered for GST, then the tax invoice is issued Exclusive of GST.</p> <p>Invoices must be issued to the Shire in December of each year.</p>
<b>7. Service Agreement Management Requirements</b>	<p>Shire Representative                  Manager – Community Development                  Shire of Donnybrook Balingup                  Cnr Collins and Bentley Sts                  Donnybrook WA 6239                  T: (08) 9780 4200</p> <p><b>Reporting Requirements</b></p> <ul style="list-style-type: none"> <li>Annual reports reporting against performance targets are required by 30 July each year. The Shire will provide the method for reporting the data.</li> <li>Provision of Annual Report and Financials by 30 October each year.</li> </ul> <p><b>Meetings</b></p> <p>Service Agreement management meetings will be held from time to time at the request of the Shire or the service provider. Meetings will be held to discuss issues such as service provider performance, transitioning into and out of the services, social and/or economic development opportunities, and other issues as required.</p> <p>The Shire may request to attend events or activities being held by the service provider as part of the contract. The Shire and the service provider will mutually choose which activities would be suitable for the Shire to attend.</p> <p><b>Key Performance Indicators</b></p> <p>Refer to section 7.3 for the KPIs under each SLO.</p>

**Respondents:** Part F is for your information only. Please read and keep.

<b>8. Insurance Requirements</b>	Please refer to Part H, Section 7.2.1 for information regarding insurance requirements associated with this Request.
<b>9. Confidential Information</b>	There is no information that is specified by the Shire as confidential.
<b>10. Intellectual Property Owner</b>	The Shire and the Service Provider will discuss and agree on intellectual property ownership on an as needed basis.
<b>11. Shire Policies</b>	The Shire will inform the Service Provider of any relevant policies that may affect service delivery, including the development and implementation of new policies.
<b>12. Substantive Equality</b>	The service provider must give consideration to equal opportunity legislation and promote substantive equality in its practices and service delivery, ensuring that services are sufficiently tailored to meet the needs of Western Australia’s diverse community including individuals and groups from Aboriginal, ethnic, and social minority communities.

Respondents: Part G is for your information only. Please read and keep.

## **PART G: Guide to the Response Form**

### **6.1 Information to consider when preparing an Offer.**

- Make sure your Offer addresses each requirement in this section including:
  - the Respondent Details section;
  - the Disclosure Requirements;
  - the Qualitative Criteria; and
  - the Price Schedule.
- When completing the Respondent Details section, make sure you are clear about the distinction between your organisation's Legal Entity name and Trading name. They can often be different, and it is important for the Shire to know both in order to enter into a Service Agreement.
- When completing this Section, always take into account the requirements of the proposed service (section 1.2), and the Key Service Agreement Details (Part F).
- When addressing the Qualitative Criteria, make sure you provide full details of any claims, statements or examples provided. Also make sure you double check the respective weightings of each Qualitative Criterion. In this Request:
  - Each Qualitative Criterion does not have an equal percentage weighting. Therefore, the weightings identify the relative importance of each Qualitative Criterion. Please refer to section 7.3 for further information.
- When completing the Price Schedule in Section 7.4, ensure a sustainable price for the services is offered. Pricing should take into account all costs of providing the service. This may include, but is not limited to, start-up costs, administration costs, overhead costs, and staffing costs.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

## PART H: Response Form

### 7.1 Respondent Details

Please provide all the following details in the table format below.

Respondent Information	
Name of legal entity:	Donnybrook Community Resource Centre Inc.
ACN:	
Trading name:	Donnybrook Community Resource Centre Inc.
ABN (if applicable):	11457962207
Contact person:	Ms Sue Martin
Contact person position title:	Manager
Registered address or address of principal place of business:	Lot 598 Old Station Masters South West Hwy Donnybrook WA 6239
E-mail:	<a href="mailto:donnybrook@crc.net.au">donnybrook@crc.net.au</a>
Telephone number:	08 9731 2177
Address for service of contractual notices (leave blank if same as above):	PO Box 591 Donnybrook WA 6239
Business Details	
<p>Is the Respondent a not-for-profit** entity?  <b>If Yes</b>, please provide an extract of the relevant provisions of the Respondent's constitution or governing documents.</p> <p>**For the purposes of this Request, the Respondent is a "not-for-profit entity" if its constitution or governing documents prohibit distribution of profits or gains to individual members, both while the Respondent is a going concern and on its dissolution.</p>	Yes
<p>Is the Respondent's financial information available via the Australian Charities and Not-for-profits Commission's (ACNC) Register?</p> <p>***Respondents are responsible for ensuring that the information available via the ACNC Register is correct and that no material changes to the information have occurred since it was reported to the ACNC.</p>	Yes

### 7.2 Disclosure Requirements

Respondents are to provide answers to ALL the Disclosure Requirements below.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.2.1 Insurance

The Respondent must confirm whether it has, or will obtain, all the required insurances outlined below:

a) Public Liability Insurance:

- Public liability insurance covering the legal liability of the Service Provider and the Service Provider’s personnel arising out of the Services for an amount of not less than **\$5 million** for any one occurrence and unlimited in the aggregate.

b) Workers’ Compensation Insurance:

- Workers' compensation insurance in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981 (WA)*, including cover for common law liability for an amount of not less than **\$20 million** for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the *Workers' Compensation and Injury Management Act 1981*.

#### RESPONDENT TO COMPLETE

Does the Respondent have the required insurances specified in section 7.2.1 above?

Yes

If Yes, please complete the table below\*:

\*Please note while certificates of currency are not required at this stage of the Request process, the successful Respondent may be required to provide copies prior to the commencement of the Service Agreement.

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date	Exclusions, if any
Public liability	WFI	11000016722 AFSL 227681	09CPL9720239	\$20,000,000.00	01/04/2022	Molestation
Workers Compensation	WFI	11000016722 AFSL 227681	09EML2114453	\$50,000,000.00	01/04/2022	

If no, does the Respondent confirm that if it is awarded a Service Agreement as a result of this Request process, that the required insurance policies as set out in section 7.2.1 above will be obtained prior to the commencement of the Service Agreement?

(Yes / No)

If No, please provide reasons why:

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.2.2 Contractual Compliance

The Respondent must confirm whether it will comply with the terms of the proposed Service Agreement.

#### RESPONDENT TO COMPLETE

Does the Respondent agree to comply with the terms of the proposed Service Agreement as detailed in section 7.2.2 above?

Yes

If No, the Respondent must set out:

- a. the clause or provision it will not comply with;
- b. the extent of non-compliance – including the alternative clause or provision, if any, or a description of any changes it requires to the Service Agreement; and
- c. the reason for non-compliance.

### 7.2.3 Conflict of Interest

The Respondent must declare and provide details of any actual, potential, or perceived conflicts of interest.

#### RESPONDENT TO COMPLETE

Are there any circumstances, arrangements or understandings which represent, or may reasonably be perceived to represent, an actual or potential conflict of interest with either the Respondent's obligations under this Request or the performance of the Service Agreement (if awarded) by the Respondent?

No

If Yes, please provide details below as to how the actual, potential, or perceived conflict of interest arises and provide details of the Respondent's strategy for managing it:

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

#### 7.2.4 Respondent Capacity, Association and Subcontracting

The Respondent is required to disclose whether it is acting as an agent or a trustee for another person/s, whether it is acting jointly or in association with another person/s (in a consortium), or whether it has engaged, or intends to engage, another person/s as a subcontractor in connection with the supply of these services.

##### RESPONDENT TO COMPLETE

Is the Respondent acting as an agent or trustee for another person or persons?

**No**

If Yes, please provide details:

Is the Respondent acting jointly or in association with another person or persons (i.e. a consortium)?

**(Yes/No)**

If Yes, please provide details:

Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of services under this potential Service Agreement?

**(Yes/No)**

If Yes, please provide details:

### 7.3 Qualitative Criteria Response Form

In making a value for money assessment of each Respondent's Offer, the Shire will evaluate the extent to which they satisfy the Qualitative Criteria set out in this Section.

**In responding to any or all Qualitative Criteria ensure your organisation's capacity and/or experience is demonstrated, and all sub-criteria are addressed. Also make sure that any claims or statements made to address any aspect of the Qualitative Criteria are supported using examples.**

#### a.) SERVICE METHODOLOGY

The Respondent is required to fill out responses to each of the questions in the tables below which will be assessed to the degree that:

- the proposed service methodology will facilitate the delivery of the services described in Part A, section 1.2.3 and 1.2.4 a) above;
- the proposed service methodology will facilitate the achievement of the desired service outcomes described in Part A, section 1.2 above; and
- the Respondent demonstrates adequate appreciation and understanding of the Requirements of this Request.



**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

**Respondent to Complete:**

**1. Estimated Hours:**

a) Detail the Service Opening Times (if applicable)	<ul style="list-style-type: none"> <li>• Editor is available Monday – Friday 9.00 – 4.30 one full week per month also the Tuesday before this and the Monday after.</li> <li>• Within this time frame she utilises the program “In-design” and other Adobe programs to produce the paper.</li> <li>• On occasions develops customer’s advertisements with them. Does occasional stories and take photos which requires her to travel with in the shire.</li> <li>• We also have an Advertising Manager who spends approximately 45 hours per month on contacting advertisers for renewals and emailing accounts and chasing up accounts.</li> </ul>
b) Service Provider to advise of any seasonal changes to the above hours specified (if applicable)	No Preston Press is produced in January. We produce 11 copies per year.

**2. Service Mix:**

Identify the services the Respondent will provide, along with details about how they will be delivered and the proposed Key Performance Indicators for each service.

SLO 1 - Economic		
<b>SLO 1.1 – 1.3</b>		
<b>Core Services</b>	<p>1. Provide details on how your organisation will promote this service element to the target group.</p>	<p>The Preston Press is available at multiple locations within our shire. Donnybrook – 17 locations. Balingup – 3 locations. Kirup – 2 locations. Lowden/Mullalyup – 2 locations.</p> <p>The Preston Press is also available to view on-line, through the Donnybrook Community Resource Centre webpage. <a href="http://www.donnybrook.crc.net.au">www.donnybrook.crc.net.au</a></p>
	<p><b>Performance Targets and Measurements</b> Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.</p>	
	<p>2. Target number of users accessing this service element.</p>	<p>We produce 2000 copies per month. These are free to the community and tourist.</p>
	<p>3. Other Target/Measure</p>	<p>The production is capped at 48 pages per edition, with the probability of 56 pages over November and December editions. The Preston Press focus is for information to our shire for local stories, sporting results and community notifications. This is to aid</p>

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

		<p>in our community accessing local information and to keep up to date with local happenings.</p> <p>Minimum of 2 full pages per month for Shire updates and news for the community to keep informed on local happenings and events.</p> <p>No Preston Press is produced in January. As the production would be over late December the centre is closed for all public holidays over Christmas/New Year. This then enables the Preston Press Editor to have holidays.</p>
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**SLO 3 - Social**

<b>Core Services</b>	<b>SLO 3.1/3.2</b>	
	1. Provide details on how your organisation will promote this service element to the target group.	<p>The Preston Press is available at multiple locations within our shire.</p> <p>Donnybrook – 17 locations. Balingup – 3 locations. Kirup – 2 locations. Lowden/Mullalyup – 2 locations.</p> <p>The Preston Press is also available to view on-line, through the Donnybrook Community Resource Centre webpage. <a href="http://www.donnybrook.crc.net.au">www.donnybrook.crc.net.au</a></p>
	<p><b>Performance Targets and Measurements</b></p> <p>Key Performance Indicators: Note; Respondent may develop their own KPIs and is not limited to the suggestions provided.</p>	
	2. Target number of users accessing this service element.	We produce 2000 copies per month. These are free to the community and tourist.
	3. Other Target/Measure	<p>The production is capped at 48 pages per edition, with the probability of 56 pages over November and December editions.</p> <p>The Preston Press focus is for information and news to our shire for local stories, sporting results and community notifications. This is to aid in our local information and to keep up to date with local happenings.</p> <p>Minimum of 2 full pages per month for Shire updates and news for the community to keep informed.</p> <p>No Preston Press is produced in January.</p> <p>As the production would be over late December the centre is closed for all public holidays over Christmas/New Year. This then enables the Preston Press Editor to have holidays.</p>

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

**b.) ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent will be assessed on the degree to which it has the skills and experience to perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 b).

As an existing service provider, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

1. The Respondent is required to provide information regarding the organisation’s skills and industry experience of management and staff who will deliver the services:

<b>Staff/ Management Committee/ Board Experience Summary</b>		
<b>Name</b>	<b>Role</b>	<b>Experience/skills</b>
Mrs Lee Fitzgerald	Chairperson	Committee member since inception of Donnybrook Telecentre/Community Resource Centre. Retired Business Manager Donnybrook District High School
Lucy Bourne	Editor	<ul style="list-style-type: none"> <li>• Governance Officer – shire Donnybrook-Balingup 2012-2017</li> <li>• Writer/Editor – own business 2004-2007</li> <li>• Journalist/columnist – South West Times 1995</li> <li>• Senior Journalist – Great Southern Herald 1992-1995</li> <li>• Numerous Journalism awards 1992-1994</li> </ul>
Sue Martin	Advertising Manager/ Administration.	Manager of Donnybrook Community Resource Centre. Numerous Admin/Account positions, in WA, NSW. Qld and Vic.

2. Describe how the organisation maintains and develops relevant skills and experience with regards to the delivery of the required services.

Use the table below to list the planned training and development activities for a typical year and write ‘Yes’ in the column for relevant personnel that would be expected to be involved in each activity.

Please provide examples of potential training and development activities.

**c.) ORGANISATIONAL CAPACITY**

The Respondent will be assessed on the degree to which it has the organisational planning and resourcing capability to support and perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 c).

If the service provider is an existing service, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

1. The respondent is required to provide details of key risks that may impact on service delivery and provide an explanation of how these risks will be mitigated and/or managed throughout the term of the service agreement:

Key Service Risks	Risk Mitigation/Management Strategy
Editor retires	Committee member and or Manager trained to be able to use the program that is used to produce paper.
Reporter retires	Advertise for reporter. Paid or volunteer
Transport issues	Have to organise new freight company.
Local deliveries	CRC staff/committee to do deliveries to outlets.

2. Describe any key policies, procedures and/or other operational guidelines the organisation has in place to ensure services will be delivered to a high-quality standard and that ensure staff will be managed appropriately.

Operations Manual; Human Resource Management Policy; Finance Policy; Preston Press guidelines; OHS/WHS Policy; Privacy Policy; Epidemic/Pandemic Policy; Risk Management Policy.

3. Provide evidence of sound governance and accountability frameworks and/or practices that demonstrate the organisation’s capacity to deliver the services as per the request requirements.

Donnybrook Community Resource Centre Annual Report; Business Plan; Rules of Association.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.4 Price Schedule Response Form

- In making a value for money assessment of each Respondent's Offer, the Shire will assess how the following Offered Price represents value for money.
- Respondent to complete the fields with **red text** below.
- The Offered Price will be deemed to include the cost of complying with this Request.
- While there is not a fixed price for this Request, the Shire's Community Grant Funding Scheme is funding at 2.5% of Shire rates with the Service Level Agreement receiving a nominal allocation of 75% of the total funding pool. SLA's agreements are limited by that quantum of revenue and the Shire will make every attempt to be fair and equitable, but in accordance with the priority outcomes identified in the Strategic Community Plan.
- Respondent to provide a breakdown of Price for delivery of the service for a 12-month period.
- Always make sure each element of the Price Schedule is completed so that the Shire can undertake an accurate price evaluation.
- When completing the Price Schedule, state the value of the Offered Service Agreement Payment in Australian Dollars only, and make sure all costs of complying with the requirements of this Request are included. Some elements of a sustainable price include, but are not limited to, start-up costs, overhead costs, staff costs, training costs, service delivery costs etc.

Respondent to Complete		Is the Respondent registered for the purposes of GST?		YES		
<b>SLO 1 -</b>						
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)				Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined	
Core Services	1. Provide details on how your organisation will promote this service element to the target group.	The Preston Press is available at multiple locations within our shire. Donnybrook – 17 locations. Balingup – 3 locations. Kirup – 2 locations. Lowden/Mullalyup – 2 locations. The Preston Press is also available to view on-line, through the Donnybrook Community Resource Centre webpage. <a href="http://www.donnybrook.crc.net.au">www.donnybrook.crc.net.au</a>	11 editions per year	\$1914 per year	Volunteer hours to deliver - 2 people x 3 hours x 11 months	
	Target number of users accessing this service element.	We produce 2000 copies per month. These are free to the community and tourist.	2000	FREE TO COMMUNITY		
	Other Target/Measure	The production is capped at 48 pages per edition, with the probability of 56 pages over November and December editions. A minimum of 70% for, local stories, sporting results and community notifications. Minimum of 2 full pages per month for Shire updates and news for the community to keep informed on local happenings and events. No Preston Press is produced in January. As the production would be over late December the centre is closed for all public holidays over Christmas/New Year. This then enables the Preston Press Editor to have holidays.	Minimum of 48 pages per edition.	\$2543 per year		
<b>Total for SLO 1</b>				<b>\$ 4457 per year</b>		

**Respondents:** Part H must be completed be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

SLO 3 -			
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)		Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
Core Services	<p>The Preston Press is a valuable community resource for an engaged, supportive and inclusive community within our shire.</p> <p>Community Groups can get their upcoming events/information/activities out to the wider community. The pricing for this information in the paper are free or at a discounted pricing depending on type of activity.</p>	\$543 per year	
<b>Total for SLO 3</b>		\$543 per year	
<b>Total for SLO 1 + SLO 3 (exc GST)</b>		<b>\$5000 per year</b>	

**End of Response Form**

**SERVICE LEVEL AGREEMENT  
PROVIDER REQUEST FOR:  
Shire of Donnybrook Balingup**

Community Grants Funding Scheme

**Issued By: Shire of Donnybrook Balingup**

**Closing Date: 25 June 2021**

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Respondents: Part A is for your information only. Please read and keep.


## PART A: What are the services to be purchased?


### 1.1 Background


The Shire of Donnybrook-Balingup community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in February 2017, the community were invited to share their visions and aspirations for the future of the Shire of Donnybrook-Balingup, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives, and strategies contained within the Strategic Community Plan 2017 - 2027. The following four key strategic objectives were defined within the Plan.

 <p><b>ECONOMIC</b> <i>A strong, <u>diverse</u> and resilient economy</i></p>	Outcome 1.1	A diverse, prosperous economy, <u>supporting</u> local business and population growth
	Outcome 1.2	Available land for residential, <u>industrial</u> and commercial development
	Outcome 1.3	An attractive visitor and tourist destination

 <p><b>ENVIRONMENT</b> <i>Respect for our heritage, natural and <u>built</u> environment</i></p>	Outcome 2.1	An attractive and maintained <u>built</u> environment
	Outcome 2.2	Respected heritage assets
	Outcome 2.3	A natural environment for the benefit of current and future generations
	Outcome 2.4	Efficient and effective waste management

 <p><b>SOCIAL</b> <i>A healthy, <u>safe</u> and inclusive community</i></p>	Outcome 3.1	An engaged, <u>supportive</u> and inclusive community
	Outcome 3.2	Well supported community groups and facilities
	Outcome 3.3	A safe and healthy community environment for all ages

 <p><b>LEADERSHIP</b> <i>Effective leadership and civic responsibility</i></p>	Outcome 4.1	A strategically focused, open and accountable local government
	Outcome 4.2	A respected, <u>professional</u> and trusted organisation

The services that the Shire purchase within this Service Level Agreement must align with the objectives and outcomes outlined in the Shire's *Strategic Community Plan 2017-2027*.

Respondents: Part A is for your information only. Please read and keep.

## 1.2 Service Requirements

### 1.2.1 Strategic Community Plan

The Shire of Donnybrook Balingup Strategic Community Plan .... **focus this statement on the specific Objective and outcome the SLA is purchasing a response in.**

### 1.2.2 Service Level Outcomes

Service Level Outcomes (SLO) are the outcomes developed by the Shire of Donnybrook Balingup in partnership with the recipient of a Service Level Agreement. The service providers are ultimately responsible for achieving these outcomes within the term of this service agreement.

The Service Level Outcomes are:

SLO 1 -

SLO 2 -

SLO 3 -

### 1.2.3 Statement of Requirements

The Shire requires service providers to provide value for money services commensurate with the funding and purpose of the Service Level Agreement.

In assessing suitability for Service Level Agreement, the Shire will monitor the Service to determine whether the service provider is:

- Continuing to meet the identified need;
- Meeting the agreed service specifications, quality standards and contractual requirements;
- Operating efficiently and effectively; and
- Actively engaged in continuously improving services to provide the best possible service to the community.

Service Providers are required to submit a detailed proposal to deliver core and additional service activities that will demonstrate they are meeting each SLO.

*Table 1 – Service Level Outcome (SLO) Requirements*

<b>Service Level Outcome 1</b>
<b>Core Services</b>
•
<b>Service Level Outcome 2</b>
<b>Core Services</b>
•
<b>Service Level Outcome 3</b>
<b>Core Services</b>
•

### 1.2.4 Specification

The proposed specification is outcome based and the Shire will seek to leverage against those outcomes through effective and efficient contract management. Service Providers are encouraged to

**Respondents: Part A is for your information only. Please read and keep.**

be as clear and descriptive as possible in outlining their service delivery model for recognition and ongoing organisational viability.

Addressing the specification is to be completed in Section 7.3 Qualitative Criteria Response Form.

**a) SERVICE METHODOLOGY**

The Shire requires detail of your service delivery model and methodology used to achieve the desired service outcomes. This could include but is not limited to:

- (i) Estimated hours of service;
- (ii) Ongoing engagement, collaboration, and feedback processes with key stakeholders;
- (iii) Knowledge of community need and target groups;
- (iv) Evidence of engagement with target groups;
- (v) Proposed service structure and content;
- (vi) Identify annual targets for each service offered under the Service Level Outcomes;
- (vii) Provide an example an activity indicative of what the organisation would engage in to deliver each of the services specified.

**b) ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent is required to:

- Identify the skills and industry experience of nominated management and staff; and
- Describe how the organisation ensures staff maintain and develop relevant skills and experience with regard to the delivery of services.

**c) ORGANISATIONAL CAPACITY**

The Respondent is required to have organisational planning and resourcing capability to support and perform the proposed Service Agreement.

The Respondent needs to:

- Identify the key risks that may impact on service delivery and provide explanation of how these risks will be mitigated and/or manage;
- Describe organisational governance arrangements in place to ensure services will be delivered to a high-quality standard and staff will be managed appropriately; and

Additionally, Respondents must demonstrate how they:

- (i) actively engage with their local community to tailor services and initiatives to suit the local context needs;
- (ii) identify realistic performance targets and measures related to each SLO;

**Respondents: Part A is for your information only. Please read and keep.**

- (iii) hire and maintain appropriately skilled and experienced staff or volunteers to deliver the proposed services;
- (iv) offer appropriate training and development for staff and volunteers to deliver the services; and
- (v) have appropriate policies, procedures, and guidelines in place to manage staff and volunteers and manage service delivery risks.

Further important details about this SLA process can be found in Part F: Key Service Agreement Details.

Respondents: Part B is for your information only. Please read and keep.

## **PART B: Where can you get more information?**

### **2.1 Shire Contact Details**

The Shire representatives listed below are authorised to deal with any enquiries about this SLA Request. Please make sure any communication in relation to this Request is directed to these representatives only.

#### **2.1.1 General Enquiries:**

Name: Bronwyn Hodgson  
Title: Administration Officer – Community Development  
Telephone: 9780 4220  
E-mail: [bronwyn.hodgson@donnybrook.wa.gov.au](mailto:bronwyn.hodgson@donnybrook.wa.gov.au)

#### **2.1.2 Detailed Specification Enquiries:**

Name: James Jarvis  
Title: Manager, Community Development  
Telephone: 9780 4234  
E-mail: [james.jarvis@donnybrook.wa.gov.au](mailto:james.jarvis@donnybrook.wa.gov.au)

Respondents: Part C is for your information only. Please read and keep.

## **PART C: How will this SLA Process work?**

### **3.1 Purpose of this Request**

The purpose of this Request is to engage your organisation in a way that supports the delivery of outcomes identified in the Shire's Strategic Community Plan.

This SLA Request document is used to:

- provide information about the proposed SLA process;
- invite your organisation, as an SLA Service Provider, to submit an Offer; and
- to set out:
  - i. the requirements that must be met to submit a valid Offer; and
  - ii. the Evaluation Criteria that the Shire will use to evaluate your Offer.

### **3.2 Service Agreement Framework**

The Service Level Agreement formed as a result of this Request will comprise all of the following documents:

- a. the Award Letter;
- b. your organisation's Offer; and
- c. this Request document, including any addenda issued.

Respondents: Part D is for your information only. Please read and keep.

## **PART D: How can you lodge an Offer?**

### **4.1 Lodgement Details**

You are only able to lodge an Offer for this Request process in the way listed in this section.

- a) Your organisation may lodge an Offer **IN ELECTRONIC FORM THROUGH BY EMAIL** by lodging it at:

[communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au)

- b) Respondents who lodge Offers in electronic form must ensure that the electronic copy of the Offer is in one of the following file formats and extensions:

.doc*	.docx*	.pdf#	.ppt*	.xls*	.xlsx
-------	--------	-------	-------	-------	-------

\* Microsoft compatible # Adobe compatible N.B: Zipped files acceptable

### **4.2 Closing Time**

The closing date is 5.00pm on 17 June 2021 for lodgement of Offers. This is also set out on the front page of this Request.

### **4.3 Late Lodgement**

Offers that are not received in full by the closing date and time may be evaluated at the Shire of Donnybrook Balingup's discretion.

### **4.4 Offer Validity Period**

The Offer Validity Period is three (3) months.

Unless your Offer is withdrawn in writing, it will remain open for acceptance by the Shire from the Request closing date until the end of the Offer Validity Period.

Respondents: Part E is for your information only. Please read and keep.

## **PART E: How will your Offer be assessed?**

### **5.1. Shire of Donnybrook Policies**

There are several Shire policies that apply to this Request process, including but not limited to the following:

- Shire of Donnybrook Balingup Strategic Community Plan 2017-2027;
- Shire of Donnybrook Balingup Corporate Business Plan; and
- Shire of Donnybrook Balingup Community Grants Funding Scheme.

### **5.2. Evaluation Criteria**

Offers will be evaluated to determine the extent to which they will deliver value for money to the Shire.

A value for money assessment does not simply consider price. All costs, benefits and risks associated with each Offer are assessed when making a value for money decision.

To determine if an organisation's Offer represents value for money, the Shire will assess:

- a. Your Offer's performance against the [Qualitative Criteria](#) listed in section 7.3 Qualitative Criteria Response Form.
- b. Your Offer's performance against the [Disclosure Requirements](#) listed in the Response Form.
- c. Your Offer's [Price Schedule](#) as required by section 7.4 Price Schedule Response Form.
- d. Any other information that the Shire considers relevant to your organisation's Offer.

The Shire reserves the right to decline any Offer that does not properly address, or meet to the Council's satisfaction, any evaluation criterion or other requirements contained in this Request.



**Respondents:** Part F is for your information only. Please read and keep.

## PART F: Key Service Agreement Details

The following table outlines key terms associated with the Service Level Agreement that may be formed as a result of this Request process. Please note that these terms do not represent all the terms that will form part of the Service Agreement.

<b>1. Shire</b>	The Shire is the Shire of Donnybrook Balingup
<b>2. The Term of the Service Agreement</b>	The Term of the Service Agreement is three (3) years.
<b>3. Service Agreement Commencement Date</b>	The Service Agreement Commencement Date is X Month 20xx.
<b>4. Payment Schedule</b>	Service payments will generally be made annually in the months of December each year upon the successful completion of Service Provider reporting requirements.
<b>5. Service Payment Variation</b>	The Service Payment is fixed annually.
<b>6. Provider Generated Invoice</b>	<p>The Service Provider will create an invoice that meets the requirements of the Australian Taxation Office’s definition of a tax invoice, as follows:</p> <p>a) For GST Registered organisations, then the tax invoice is issued Inclusive of GST.</p> <p>b) For organisations not registered for GST, then the tax invoice is issued Exclusive of GST.</p> <p>Invoices must be issued to the Shire in December of each year.</p>
<b>7. Service Agreement Management Requirements</b>	<p>Shire Representative                  Manager – Community Development                  Shire of Donnybrook Balingup                  Cnr Collins and Bentley Sts                  Donnybrook WA 6239                  T: (08) 9780 4200</p> <p><b>Reporting Requirements</b></p> <ul style="list-style-type: none"> <li>• Annual reports reporting against performance targets are required by 30 July each year. The Shire will provide the method for reporting the data.</li> <li>• A plan of activities to be sent to the Shire by the Service Provider. Template will be provided by the Shire. Target group for delivery, Month of delivery by service provider, Contact person regarding activity. The service provider may choose to provide more detail if they wish,</li> <li>• Provision of Annual Report and Financials by 30 October each year.</li> </ul> <p><b>Meetings</b></p> <p>Service Agreement management meetings will be held from time to time at the request of the Shire or the service provider. Meetings will be held to discuss issues such as service provider performance, transitioning into and out of the services, social and/or economic development opportunities, and other issues as required.</p> <p>The Shire may request to attend events or activities being held by the service provider as part of the contract. The Shire and the service provider will mutually choose which activities would be suitable for the Shire to attend.</p> <p><b>Key Performance Indicators</b></p>

**SERVICE LEVEL AGREEMENT - SERVICE PROVIDER REQUEST**

**Respondents:** Part F is for your information only. Please read and keep.

	Refer to section 7.3 for the KPIs under each SLO.
<b>8. Insurance Requirements</b>	Please refer to Part H, Section 7.2.1 for information regarding insurance requirements associated with this Request.
<b>9. Confidential Information</b>	There is no information that is specified by the Shire as confidential.
<b>10. Intellectual Property Owner</b>	The Shire and the Service Provider will discuss and agree on intellectual property ownership on an as needed basis.
<b>11. Shire Policies</b>	The Shire will inform the Service Provider of any relevant policies that may affect service delivery, including the development and implementation of new policies.
<b>12. Substantive Equality</b>	The service provider must give consideration to equal opportunity legislation and promote substantive equality in its practices and service delivery, ensuring that services are sufficiently tailored to meet the needs of Western Australia’s diverse community including individuals and groups from Aboriginal, ethnic, and social minority communities.

Respondents: Part G is for your information only. Please read and keep.

## **PART G: Guide to the Response Form**

### **6.1 Information to consider when preparing an Offer**

- Make sure your Offer addresses each requirement in this section including:
  - the Respondent Details section;
  - the Disclosure Requirements;
  - the Qualitative Criteria; and
  - the Price Schedule.
- When completing the Respondent Details section, make sure you are clear about the distinction between your organisation's Legal Entity name and Trading name. They can often be different, and it is important for the Shire to know both in order to enter into a Service Agreement.
- When completing this Section, always take into account the requirements of the proposed service (section 1.2), and the Key Service Agreement Details (Part F).
- When addressing the Qualitative Criteria, make sure you provide full details of any claims, statements or examples provided. Also make sure you double check the respective weightings of each Qualitative Criterion. In this Request:
  - Each Qualitative Criterion does not have an equal percentage weighting. Therefore, the weightings identify the relative importance of each Qualitative Criterion. Please refer to section 7.3 for further information.
- When completing the Price Schedule in Section 7.4, ensure a sustainable price for the services is offered. Pricing should take into account all costs of providing the service. This may include, but is not limited to, start-up costs, administration costs, overhead costs, and staffing costs.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

## PART H: Response Form

### 7.1 Respondent Details

Please provide all the following details in the table format below.

Respondent Information	
Name of legal entity:	Donnybrook-Balingup Chamber of Commerce & Industry Inc.
ACN:	37018807958
Trading name:	Donnybrook-Balingup Chamber of Commerce
ABN (if applicable):	As above.
Contact person:	Amena Baghdadi
Contact person position title:	Executive Officer
Registered address or address of principal place of business:	PO BOX 426, Donnybrook WA 6239 Office: 70 South Western Hwy, Donnybrook WA 6239
E-mail:	secretary@dbchamber.com.au
Telephone number:	0499 018 105
Address for service of contractual notices (leave blank if same as above):	As above
Business Details	
<p>Is the Respondent a not-for-profit** entity?  <b>If Yes</b>, please provide an extract of the relevant provisions of the Respondent's constitution or governing documents.</p> <p>**For the purposes of this Request, the Respondent is a "not-for-profit entity" if its constitution or governing documents prohibit distribution of profits or gains to individual members, both while the Respondent is a going concern and on its dissolution.</p>	(Yes/No)
<p>Is the Respondent's financial information available via the Australian Charities and Not-for-profits Commission's (ACNC) Register?</p> <p>***Respondents are responsible for ensuring that the information available via the ACNC Register is correct and that no material changes to the information have occurred since it was reported to the ACNC.</p>	(Yes/No)

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

## 7.2 Disclosure Requirements

Respondents are to provide answers to ALL the Disclosure Requirements below.

### 7.2.1 Insurance

The Respondent must confirm whether it has, or will obtain, all the required insurances outlined below:

a) Public Liability Insurance:

- Public liability insurance covering the legal liability of the Service Provider and the Service Provider's personnel arising out of the Services for an amount of not less than **\$5 million** for any one occurrence and unlimited in the aggregate.

b) Workers' Compensation Insurance:

- Workers' compensation insurance in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981* (WA), including cover for common law liability for an amount of not less than **\$20 million** for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the *Workers' Compensation and Injury Management Act 1981*.

#### RESPONDENT TO COMPLETE

Does the Respondent have the required insurances specified in section 7.2.1 above?

(Yes/No)

If Yes, please complete the table below\*:

\*Please note while certificates of currency are not required at this stage of the Request process, the successful Respondent may be required to provide copies prior to the commencement of the Service Agreement.

Type	Insurer	ABN	Policy No.	Insured Amount	Expiry Date	Exclusions, if any
Workers Comp	QBE	78 003 191 035	PE1970801GWC		30.04.2022	
Associations Liability	AAI Limited T/as Vero Insurance	48 005 297 807	LPP104101885	\$2mil	31.07.2021	

If no, does the Respondent confirm that if it is awarded a Service Agreement as a result of this Request process, that the required insurance policies as set out in section 7.2.1 above will be obtained prior to the commencement of the Service Agreement?

(Yes / No)

If No, please provide reasons why:

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.2.2 Contractual Compliance

The Respondent must confirm whether it will comply with the terms of the proposed Service Agreement.

#### RESPONDENT TO COMPLETE

Does the Respondent agree to comply with the terms of the proposed Service Agreement as detailed in section 7.2.2 above?

**(Yes/No)**

If No, the Respondent must set out:

- a. the clause or provision it will not comply with;
- b. the extent of non-compliance – including the alternative clause or provision, if any, or a description of any changes it requires to the Service Agreement; and
- c. the reason for non-compliance.

### 7.2.3 Conflict of Interest

The Respondent must declare and provide details of any actual, potential, or perceived conflicts of interest.

#### RESPONDENT TO COMPLETE

Are there any circumstances, arrangements or understandings which represent, or may reasonably be perceived to represent, an actual or potential conflict of interest with either the Respondent's obligations under this Request or the performance of the Service Agreement (if awarded) by the Respondent?

**(Yes/No – but see note below)**

If Yes, please provide details below as to how the actual, potential, or perceived conflict of interest arises and provide details of the Respondent's strategy for managing it:

**Please note, Leanne Wringe sits on the executive committee of the Chamber of Commerce as Treasurer.**

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

**7.2.4 Respondent Capacity, Association and Subcontracting**

The Respondent is required to disclose whether it is acting as an agent or a trustee for another person/s, whether it is acting jointly or in association with another person/s (in a consortium), or whether it has engaged, or intends to engage, another person/s as a subcontractor in connection with the supply of these services.

<p><b>RESPONDENT TO COMPLETE</b></p> <p>Is the Respondent acting as an agent or trustee for another person or persons?  <b>(Yes/No)</b></p> <p>If Yes, please provide details:</p> <p>Is the Respondent acting jointly or in association with another person or persons (i.e. a consortium)?  <b>(Yes/No)</b></p> <p>If Yes, please provide details:</p> <p>Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of services under this potential Service Agreement?  <b>(Yes/No)</b></p> <p>If Yes, please provide details: <b>The Donnybrook-Balingup Chamber of Commerce’s (DBCCI) is defined by our constitution and practices as a not-for-profit member based organisation ,which is controlled and financially managed by a committee. DBCCI sub-contracts the role of the Executive Officer who will undertake the majority of managing the supply of services. Also, DBCCI intends to contract appropriate professionals to undertake some services.</b></p>
--

**7.3 Qualitative Criteria Response Form**

In making a value for money assessment of each Respondent’s Offer, the Shire will evaluate the extent to which they satisfy the Qualitative Criteria set out in this Section.

**In responding to any or all Qualitative Criteria ensure your organisation’s capacity and/or experience is demonstrated, and all sub-criteria are addressed. Also make sure that any claims or statements made to address any aspect of the Qualitative Criteria are supported using examples.**

**a.) SERVICE METHODOLOGY**

The Respondent is required to fill out responses to each of the questions in the tables below which will be assessed to the degree that:

- the proposed service methodology will facilitate the delivery of the services described in Part A, section 1.2.3 and 1.2.4 a) above;
- the proposed service methodology will facilitate the achievement of the desired service outcomes described in Part A, section 1.2 above; and
- the Respondent demonstrates adequate appreciation and understanding of the Requirements of this Request.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

**Respondent to Complete:**

**1. Estimated Hours:**

a) Detail the Service Opening Times (if applicable)	Currently the office is open 2 days a week every Tuesday & Friday. Hours vary.
b) Service Provider to advise of any seasonal changes to the above hours specified (if applicable)	n/a

**2. Service Mix:**

Identify the services the Respondent will provide, along with details about how they will be delivered and the proposed Key Performance Indicators for each service.

<b>SLO 1 - Incubation &amp; Development</b>		
<b>Core Services</b>	<b>SLO 1.1</b>	
	1. Provide details on how your organisation will promote this service element to the target group.	Introduce services to support new and/or existing SME member businesses with innovation and development, including a well-structured incubation and business support system.
	<b>Performance Targets and Measurements</b> Key Performance Indicators: Note; Respondent may develop their own KPIs and is not limited to the suggestions provided.	
	2. Target number of users accessing this service element.	New and existing members and local businesses within the shire of Donnybrook-Balingup. Target approx. 100 - 150 businesses.
	3. Other Target/Measure	Develop a strategy and plan to help measure process and outcomes of the services provided.

<b>SLO 2 - Networking &amp; Promotion</b>		
<b>Core Services</b>	<b>SLO 2.1 -</b>	
	1. Provide details on how your organisation will promote this service element to the target group.	Provide Networking events and promotional tools to new & existing members that create opportunities to reach and connect with customers, other businesses, the community, government and other industry organisations.
	<b>Performance Targets and Measurements</b> Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.	
	2. Target number of users accessing this service element.	New and existing members and local businesses within the shire of Donnybrook-Balingup. Target approx. 100 - 150 businesses.



**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

<b>SLO 2 – Networking &amp; Promotion</b>	
3. Other Target/Measure	<ul style="list-style-type: none"> <li>• Event Attendance</li> <li>• Member Feedback</li> <li>• Measure Project performance (ie. Increase in Shop local voucher sales)</li> </ul>

<b>SLO 3 - Excellence &amp; Recognition</b>				
<b>Core Services</b>	<b>SLO 3.1 -</b>			
	<table border="1"> <tr> <td style="width: 30%;">1. Provide details on how your organisation will promote this service element to the target group.</td> <td>Develop a Business Accelerator Program and in turn local Business Excellence Awards to support, enhance and recognise the capability and capacity of our member businesses (e.g. topics such as leadership or digital literacy can be included in program).</td> </tr> </table>	1. Provide details on how your organisation will promote this service element to the target group.	Develop a Business Accelerator Program and in turn local Business Excellence Awards to support, enhance and recognise the capability and capacity of our member businesses (e.g. topics such as leadership or digital literacy can be included in program).	
	1. Provide details on how your organisation will promote this service element to the target group.	Develop a Business Accelerator Program and in turn local Business Excellence Awards to support, enhance and recognise the capability and capacity of our member businesses (e.g. topics such as leadership or digital literacy can be included in program).		
	<p><b>Performance Targets and Measurements</b> Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.</p>			
<table border="1"> <tr> <td style="width: 30%;">2. Target number of users accessing this service element.</td> <td>New and existing members and local businesses within the shire of Donnybrook-Balingup. Target approx. 100 - 150 businesses.</td> </tr> <tr> <td>3. Other Target/Measure</td> <td> <ul style="list-style-type: none"> <li>• Business evaluation and owner/manager feedback</li> <li>• Post-event debrief/survey</li> </ul> </td> </tr> </table>	2. Target number of users accessing this service element.	New and existing members and local businesses within the shire of Donnybrook-Balingup. Target approx. 100 - 150 businesses.	3. Other Target/Measure	<ul style="list-style-type: none"> <li>• Business evaluation and owner/manager feedback</li> <li>• Post-event debrief/survey</li> </ul>
2. Target number of users accessing this service element.	New and existing members and local businesses within the shire of Donnybrook-Balingup. Target approx. 100 - 150 businesses.			
3. Other Target/Measure	<ul style="list-style-type: none"> <li>• Business evaluation and owner/manager feedback</li> <li>• Post-event debrief/survey</li> </ul>			

**b.) ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent will be assessed on the degree to which it has the skills and experience to perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 b).

As an existing service provider, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

1. The Respondent is required to provide information regarding the organisation’s skills and industry experience of management and staff who will deliver the services:

<b>Staff/ Management Committee/ Board Experience Summary</b>		
<b>Name</b>	<b>Role</b>	<b>Experience/skills</b>
Amena Baghdadi	Executive Officer	Project & Events Management including planning, procurement, execution and budget management.
Rowan Lowe	President	Management as a business owner and board chairman.
Committee Members		All committee members are business owners or managers of organisations with community and local economic growth in mind (ie. Donnybrook Community Bank & CRC).

2. Describe how the organisation maintains and develops relevant skills and experience with regards to the delivery of the required services.

Use the table below to list the planned training and development activities for a typical year and write ‘Yes’ in the column for relevant personnel that would be expected to be involved in each activity.

Please provide examples of potential training and development activities.

**c.) ORGANISATIONAL CAPACITY**

The Respondent will be assessed on the degree to which it has the organisational planning and resourcing capability to support and perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 c).

If the service provider is an existing service, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

1. The respondent is required to provide details of key risks that may impact on service delivery and provide an explanation of how these risks will be mitigated and/or managed throughout the term of the service agreement:

<b>Key Service Risks</b>	<b>Risk Mitigation/Management Strategy</b>
- Executive Officer absence	Engage member of committee to continue service delivery in EO’s absence. Potential to contract position with an experienced manager.
- External Venue risks	Only contract suppliers with appropriate insurance cover and risk assessment and plan.
- Speaker cancellations	Standby speakers or event postponement.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

2. Describe any key policies, procedures and/or other operational guidelines the organisation has in place to ensure services will be delivered to a high-quality standard and that ensure staff will be managed appropriately.
3. Provide evidence of sound governance and accountability frameworks and/or practices that demonstrate the organisation's capacity to deliver the services as per the request requirements.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.4 Price Schedule Response Form

- In making a value for money assessment of each Respondent's Offer, the Shire will assess how the following Offered Price represents value for money.
- Respondent to complete the fields with **red text** below.
- The Offered Price will be deemed to include the cost of complying with this Request.
- While there is not a fixed price for this Request, the Shire's Community Grant Funding Scheme is funding at 2.5% of Shire rates with the Service Level Agreement receiving a nominal allocation of 75% of the total funding pool. SLA's agreements are limited by that quantum of revenue and the Shire will make every attempt to be fair and equitable, but in accordance with the priority outcomes identified in the Strategic Community Plan.
- Respondent to provide a breakdown of Price for delivery of the service for a 12-month period.
- Always make sure each element of the Price Schedule is completed so that the Shire can undertake an accurate price evaluation.
- When completing the Price Schedule, state the value of the Offered Service Agreement Payment in Australian Dollars only, and make sure all costs of complying with the requirements of this Request are included. Some elements of a sustainable price include, but are not limited to, start-up costs, overhead costs, staff costs, training costs, service delivery costs etc.

<b>Respondent to Complete</b>	Is the Respondent registered for the purposes of GST?	<b>YES</b>
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### SLO 1 -

Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)		Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
<b>Core Services</b>	<b>INCUBATION &amp; DEVELOPMENT</b> <b>PROPOSED ACTIVITY:</b> 1. Provide relevant training workshops – i.e. focused on accelerating innovation, growth and employment. 2. Build and maintain relationship with members - 1 to 2 direct interactions annually to stay connected with members and their business development needs. 3. Create a resource hub in the form of a member library via member portal with information to assist with developing business and marketing plans, sourcing funds; and help for start-up or business growth.	<b>\$5,200</b>	- Cost based on staff hours (manager/admin) to create and prepare relevant content and engage appropriate professional key speakers + event management of workshops: 60 hours p/a <b>\$2,100</b> - Catering & venue hire estimate <b>\$900</b> p/a - Speaker fees based on 3 speakers per year <b>\$750</b> (@ \$250 per speaker). - Web designer fee to upload and maintain resource hub: 15 hours p/a <b>\$750</b> - Staff hours to research and obtain resources for online hub approx. 20 hours p/a <b>\$700</b>

<b>Total for SLO 1</b>	<b>Requested amount \$5,000. Balance of SLO 1 costs to be covered by DBCCI</b>
------------------------	--

### SLO 2 -

Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)	Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
---	--	--

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

Core Services	NETWORKING & PROMOTION	<p><b>PROPOSED ACTIVITY:</b></p> <ol style="list-style-type: none"> <li>1. Quarterly Business Afterhours networking events engaging key speakers to share their experiences across a range of relevant areas.</li> <li>2. Work with local media outlets to promote current chamber initiatives (such as Shop Local, Business Spotlight, Accelerator program etc.) and potentially use a sponsored space to promote new members.</li> <li>3. Increase office open hours to encourage more member face to face interaction.</li> <li>4. Support Community Radio to continue “Talk of the Shire” live to air program – offer members opportunity to be interviewed on the program to engage with the local community.</li> <li>5. Business Spotlight - candid business interviews promoted on social media and website.</li> <li>6. Increase access of Shop Local Voucher campaign to more organisations with consistent promotion.</li> </ol>		\$6,760	<ul style="list-style-type: none"> <li>- Cost for event management including invitation design &amp; send, rsvp list, event promotion, venue hire, catering, consumables &amp; key speaker: allowance of \$1,000 x 4 events = <b>\$4,000</b> p/a</li> <li>- Media sponsorship cost based on ½ page ads in Preston Press x 6 issues + Community Radio program sponsorship <b>\$1,500</b> p/a</li> <li>- Business Spotlight film, edit and post – based on 1 per month = <b>\$1260</b> p/a</li> </ul>
	<b>Total for SLO 2</b>			Request 75% of above cost = \$5,000	DBCCI to cover additional costs associated with SLO2 and/or engage with other organisations to negotiate reduced costs.
<b>SLO 3 -</b>					
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)			Proposed Price – For 12 Months of service delivery		Notes on how the Proposed Price was determined

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

<b>Core Services</b>	EXCELLENCE & RECOGNITION	<p>1. Engage relevant organisations / professional business service providers such as TAFE, Southwest Development Commission and the Australian Small Business Advisory Services (ASBAS) program to develop and run comprehensive 1-2hr workshops/events either face to face or remote delivery methods.</p> <ul style="list-style-type: none"> <li>• Relevant topics include but not limited to Digital Marketing, Business Development, Procurement, Governance, Finance, Safety and Quality.</li> <li>• <i>If program successful, there is potential to create an innovation hub using current office space further down the track.</i></li> </ul> <p>2. Develop DBCCI Business Awards within 12-24months after initiating Business Accelerator program.</p> <ul style="list-style-type: none"> <li>• Year 1 – Groundwork of awards – develop application, eligibility, categories and criteria.</li> <li>• Year 2 – Initiate awards and organise awards gala event.</li> </ul>		<b>\$9,800</b>	<ul style="list-style-type: none"> <li>- Proposed price based on operational costs to develop and implement Accelerator program = 60 hours initial allocation to develop program + 4 hrs per week (based on 40 weeks p/a) to implement and maintain program <b>\$7,700</b> (cost reduced after first year to \$5,600)</li> <li>- 60 x hours for awards planning including criteria, award categories and application development <b>\$2,100</b> p/a (after first year, proposed staff hours to go towards event organisation and management including venue hire, catering, ticket sales, acquiring sponsors etc).</li> <li>- DBCCI to allocate ticket sales revenue and seek media and corporate sponsorship to cover balance of cost required to run awards gala night (ie. venue, staging, catering and marketing)</li> </ul>
	<b>Total for SLO 3</b>				<b>Request 51% of above costs = \$5,000</b>
<b>Total for SLO 1, SLO 2 + SLO 3 (exc GST)</b>				<b>\$15,000 (excluding GST)</b>	

**End of Response Form**

**SERVICE LEVEL AGREEMENT  
PROVIDER REQUEST FOR:**  
**Shire of Donnybrook Balingup**

Community Grants Funding Scheme

**Issued By: Shire of Donnybrook Balingup**

**Closing Date: 25 June 2021**

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Respondents: Part A is for your information only. Please read and keep.


## PART A: What are the services to be purchased?


### 1.1 Background


The Shire of Donnybrook-Balingup community had a strong involvement and voice in the development of the Strategic Community Plan. Commencing in February 2017, the community were invited to share their visions and aspirations for the future of the Shire of Donnybrook-Balingup, and the Plan has subsequently been reviewed and updated to reflect the community aspirations.

This information provided a valuable insight into the key issues and aspirations, as held by the local community. Importantly for the Council, these views have helped establish clear priorities and shaped the visions, values, objectives, and strategies contained within the Strategic Community Plan 2017 - 2027. The following four key strategic objectives were defined within the Plan.

 <p><b>ECONOMIC</b> <i>A strong, <u>diverse</u> and resilient economy</i></p>	Outcome 1.1	A diverse, prosperous economy, <u>supporting</u> local business and population growth
	Outcome 1.2	Available land for residential, <u>industrial</u> and commercial development
	Outcome 1.3	An attractive visitor and tourist destination

 <p><b>ENVIRONMENT</b> <i>Respect for our heritage, natural and <u>built</u> environment</i></p>	Outcome 2.1	An attractive and maintained <u>built</u> environment
	Outcome 2.2	Respected heritage assets
	Outcome 2.3	A natural environment for the benefit of current and future generations
	Outcome 2.4	Efficient and effective waste management

 <p><b>SOCIAL</b> <i>A healthy, <u>safe</u> and inclusive community</i></p>	Outcome 3.1	An engaged, <u>supportive</u> and inclusive community
	Outcome 3.2	Well supported community groups and facilities
	Outcome 3.3	A safe and healthy community environment for all ages

 <p><b>LEADERSHIP</b> <i>Effective leadership and civic responsibility</i></p>	Outcome 4.1	A strategically focused, open and accountable local government
	Outcome 4.2	A respected, <u>professional</u> and trusted organisation

The services that the Shire purchase within this Service Level Agreement must align with the objectives and outcomes outlined in the Shire's *Strategic Community Plan 2017-2027*.

**Respondents:** Part A is for your information only. Please read and keep.

## 1.2 Service Requirements

### 1.2.1 Strategic Community Plan

The Shire of Donnybrook Balingup Strategic Community Plan .... **focus this statement on the specific Objective and outcome the SLA is purchasing a response in.**

### 1.2.2 Service Level Outcomes

Service Level Outcomes (SLO) are the outcomes developed by the Shire of Donnybrook Balingup in partnership with the recipient of a Service Level Agreement. The service providers are ultimately responsible for achieving these outcomes within the term of this service agreement.

The Service Level Outcomes are:

SLO 1 -

SLO 2 -

SLO 3 -

### 1.2.3 Statement of Requirements

The Shire requires service providers to provide value for money services commensurate with the funding and purpose of the Service Level Agreement.

In assessing suitability for Service Level Agreement, the Shire will monitor the Service to determine whether the service provider is:

- Continuing to meet the identified need;
- Meeting the agreed service specifications, quality standards and contractual requirements;
- Operating efficiently and effectively; and
- Actively engaged in continuously improving services to provide the best possible service to the community.

Service Providers are required to submit a detailed proposal to deliver core and additional service activities that will demonstrate they are meeting each SLO.

*Table 1 – Service Level Outcome (SLO) Requirements*

<b>Service Level Outcome 1</b>
<b>Core Services</b>
•
<b>Service Level Outcome 2</b>
<b>Core Services</b>
•
<b>Service Level Outcome 3</b>
<b>Core Services</b>
•

### 1.2.4 Specification

The proposed specification is outcome based and the Shire will seek to leverage against those outcomes through effective and efficient contract management. Service Providers are encouraged to

**Respondents: Part A is for your information only. Please read and keep.**

be as clear and descriptive as possible in outlining their service delivery model for recognition and ongoing organisational viability.

Addressing the specification is to be completed in Section 7.3 Qualitative Criteria Response Form.

**a) SERVICE METHODOLOGY**

The Shire requires detail of your service delivery model and methodology used to achieve the desired service outcomes. This could include but is not limited to:

- (i) Estimated hours of service;
- (ii) Ongoing engagement, collaboration, and feedback processes with key stakeholders;
- (iii) Knowledge of community need and target groups;
- (iv) Evidence of engagement with target groups;
- (v) Proposed service structure and content;
- (vi) Identify annual targets for each service offered under the Service Level Outcomes;
- (vii) Provide an example an activity indicative of what the organisation would engage in to deliver each of the services specified.

**b) ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent is required to:

- Identify the skills and industry experience of nominated management and staff; and
- Describe how the organisation ensures staff maintain and develop relevant skills and experience with regard to the delivery of services.

**c) ORGANISATIONAL CAPACITY**

The Respondent is required to have organisational planning and resourcing capability to support and perform the proposed Service Agreement.

The Respondent needs to:

- Identify the key risks that may impact on service delivery and provide explanation of how these risks will be mitigated and/or manage;
- Describe organisational governance arrangements in place to ensure services will be delivered to a high-quality standard and staff will be managed appropriately; and

Additionally, Respondents must demonstrate how they:

- (i) actively engage with their local community to tailor services and initiatives to suit the local context needs;
- (ii) identify realistic performance targets and measures related to each SLO;

**Respondents: Part A is for your information only. Please read and keep.**

- (iii) hire and maintain appropriately skilled and experienced staff or volunteers to deliver the proposed services;
- (iv) offer appropriate training and development for staff and volunteers to deliver the services; and
- (v) have appropriate policies, procedures, and guidelines in place to manage staff and volunteers and manage service delivery risks.

Further important details about this SLA process can be found in Part F: Key Service Agreement Details.

Respondents: Part B is for your information only. Please read and keep.

## **PART B: Where can you get more information?**

### **2.1 Shire Contact Details**

The Shire representatives listed below are authorised to deal with any enquiries about this SLA Request. Please make sure any communication in relation to this Request is directed to these representatives only.

#### **2.1.1 General Enquiries:**

Name: Bronwyn Hodgson  
Title: Administration Officer – Community Development  
Telephone: 9780 4220  
E-mail: [bronwyn.hodgson@donnybrook.wa.gov.au](mailto:bronwyn.hodgson@donnybrook.wa.gov.au)

#### **2.1.2 Detailed Specification Enquiries:**

Name: James Jarvis  
Title: Manager, Community Development  
Telephone: 9780 4234  
E-mail: [james.jarvis@donnybrook.wa.gov.au](mailto:james.jarvis@donnybrook.wa.gov.au)

Respondents: Part C is for your information only. Please read and keep.

## **PART C: How will this SLA Process work?**

### **3.1 Purpose of this Request**

The purpose of this Request is to engage your organisation in a way that supports the delivery of outcomes identified in the Shire's Strategic Community Plan.

This SLA Request document is used to:

1. provide information about the proposed SLA process;
2. invite your organisation, as an SLA Service Provider, to submit an Offer; and
3. to set out:
  - i. the requirements that must be met to submit a valid Offer; and
  - ii. the Evaluation Criteria that the Shire will use to evaluate your Offer.

### **3.2 Service Agreement Framework**

The Service Level Agreement formed as a result of this Request will comprise all of the following documents:

- a. the Award Letter;
- b. your organisation's Offer; and
- c. this Request document, including any addenda issued.

Respondents: Part D is for your information only. Please read and keep.

## **PART D: How can you lodge an Offer?**

### **4.1 Lodgement Details**

You are only able to lodge an Offer for this Request process in the way listed in this section.

- a) Your organisation may lodge an Offer **IN ELECTRONIC FORM THROUGH BY EMAIL** by lodging it at:

[communitydevelopment@donnybrook.wa.gov.au](mailto:communitydevelopment@donnybrook.wa.gov.au)

- b) Respondents who lodge Offers in electronic form must ensure that the electronic copy of the Offer is in one of the following file formats and extensions:

.doc*	.docx*	.pdf#	.ppt*	.xls*	.xlsx
-------	--------	-------	-------	-------	-------

\* Microsoft compatible # Adobe compatible N.B: Zipped files acceptable

### **4.2 Closing Time**

The closing date is 5.00pm on **17 (should be 25<sup>th</sup>)** June 2021 for lodgement of Offers. This is also set out on the front page of this Request.

### **4.3 Late Lodgement**

Offers that are not received in full by the closing date and time may be evaluated at the Shire of Donnybrook Balingup's discretion.

### **4.4 Offer Validity Period**

The Offer Validity Period is three (3) months.

Unless your Offer is withdrawn in writing, it will remain open for acceptance by the Shire from the Request closing date until the end of the Offer Validity Period.

Respondents: Part E is for your information only. Please read and keep.

## **PART E: How will your Offer be assessed?**

### **5.1. Shire of Donnybrook (which Shire is that??) Policies**

There are several Shire policies that apply to this Request process, including but not limited to the following:

- Shire of Donnybrook Balingup Strategic Community Plan 2017-2027;
- Shire of Donnybrook Balingup Corporate Business Plan; and
- Shire of Donnybrook Balingup Community Grants Funding Scheme.

### **5.2. Evaluation Criteria**

Offers will be evaluated to determine the extent to which they will deliver value for money to the Shire.

A value for money assessment does not simply consider price. All costs, benefits and risks associated with each Offer are assessed when making a value for money decision.

To determine if an organisation's Offer represents value for money, the Shire will assess:

- a. Your Offer's performance against the [Qualitative Criteria](#) listed in section 7.3 Qualitative Criteria Response Form.
- b. Your Offer's performance against the [Disclosure Requirements](#) listed in the Response Form.
- c. Your Offer's [Price Schedule](#) as required by section 7.4 Price Schedule Response Form.
- d. Any other information that the Shire considers relevant to your organisation's Offer.

The Shire reserves the right to decline any Offer that does not properly address, or meet to the Council's satisfaction, any evaluation criterion or other requirements contained in this Request.



**Respondents:** Part F is for your information only. Please read and keep.

## PART F: Key Service Agreement Details

The following table outlines key terms associated with the Service Level Agreement that may be formed as a result of this Request process. Please note that these terms do not represent all the terms that will form part of the Service Agreement.

<b>1. Shire</b>	The Shire is the Shire of Donnybrook Balingup
<b>2. The Term of the Service Agreement</b>	The Term of the Service Agreement is three (3) years.
<b>3. Service Agreement Commencement Date</b>	The Service Agreement Commencement Date is X Month 20xx.
<b>4. Payment Schedule</b>	Service payments will generally be made annually in the months of December each year upon the successful completion of Service Provider reporting requirements.
<b>5. Service Payment Variation</b>	The Service Payment is fixed annually.
<b>6. Provider Generated Invoice</b>	<p>The Service Provider will create an invoice that meets the requirements of the Australian Taxation Office’s definition of a tax invoice, as follows:</p> <p>a) For GST Registered organisations, then the tax invoice is issued Inclusive of GST.</p> <p>b) For organisations not registered for GST, then the tax invoice is issued Exclusive of GST.</p> <p>Invoices must be issued to the Shire in December of each year.</p>
<b>7. Service Agreement Management Requirements</b>	<p>Shire Representative                      Manager – Community Development                      Shire of Donnybrook Balingup                      Cnr Collins and Bentley Sts                      Donnybrook WA 6239                      T: (08) 9780 4200</p> <p><b>Reporting Requirements</b></p> <ul style="list-style-type: none"> <li>• Annual reports reporting against performance targets are required by 30 July each year. The Shire will provide the method for reporting the data.</li> <li>• A plan of activities to be sent to the Shire by the Service Provider. Template will be provided by the Shire. Target group for delivery, Month of delivery by service provider, Contact person regarding activity. The service provider may choose to provide more detail if they wish,</li> <li>• Provision of Annual Report and Financials by 30 October each year.</li> </ul> <p><b>Meetings</b></p> <p>Service Agreement management meetings will be held from time to time at the request of the Shire or the service provider. Meetings will be held to discuss issues such as service provider performance, transitioning into and out of the services, social and/or economic development opportunities, and other issues as required.</p> <p>The Shire may request to attend events or activities being held by the service provider as part of the contract. The Shire and the service provider will mutually choose which activities would be suitable for the Shire to attend.</p>

**Respondents:** Part F is for your information only. Please read and keep.

	<p><b>Key Performance Indicators</b> Refer to section 7.3 for the KPIs under each SLO.</p>
<b>8. Insurance Requirements</b>	Please refer to Part H, Section 7.2.1 for information regarding insurance requirements associated with this Request.
<b>9. Confidential Information</b>	There is no information that is specified by the Shire as confidential.
<b>10. Intellectual Property Owner</b>	The Shire and the Service Provider will discuss and agree on intellectual property ownership on an as needed basis.
<b>11. Shire Policies</b>	The Shire will inform the Service Provider of any relevant policies that may affect service delivery, including the development and implementation of new policies.
<b>12. Substantive Equality</b>	The service provider must give consideration to equal opportunity legislation and promote substantive equality in its practices and service delivery, ensuring that services are sufficiently tailored to meet the needs of Western Australia's diverse community including individuals and groups from Aboriginal, ethnic, and social minority communities.

Respondents: Part G is for your information only. Please read and keep.

## **PART G: Guide to the Response Form**

### **6.1 Information to consider when preparing an Offer**

- Make sure your Offer addresses each requirement in this section including:
  - the Respondent Details section;
  - the Disclosure Requirements;
  - the Qualitative Criteria; and
  - the Price Schedule.
- When completing the Respondent Details section, make sure you are clear about the distinction between your organisation's Legal Entity name and Trading name. They can often be different, and it is important for the Shire to know both in order to enter into a Service Agreement.
- When completing this Section, always take into account the requirements of the proposed service (section 1.2), and the Key Service Agreement Details (Part F).
- When addressing the Qualitative Criteria, make sure you provide full details of any claims, statements or examples provided. Also make sure you double check the respective weightings of each Qualitative Criterion. In this Request:
  - Each Qualitative Criterion does not have an equal percentage weighting. Therefore, the weightings identify the relative importance of each Qualitative Criterion. Please refer to section 7.3 for further information.
- When completing the Price Schedule in Section 7.4, ensure a sustainable price for the services is offered. Pricing should take into account all costs of providing the service. This may include, but is not limited to, start-up costs, administration costs, overhead costs, and staffing costs.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

## PART H: Response Form

### 7.1 Respondent Details

Please provide all the following details in the table format below.

Respondent Information	
Name of legal entity:	Balingup and Districts Tourism Association
ACN:	N/A
Trading name:	Balingup and Districts Tourism Association and Baling Visitor Centre
ABN (if applicable):	14 909 352 690
Contact person:	Deb Vanallen
Contact person position title:	Manager, Balingup Visitor Centre
Registered address or address of principal place of business:	33 S/W Hwy Balingup, WA 6253 PO Box 24 Balingup WA 6253
E-mail:	balinguptourism@westnet.com.au
Telephone number:	08 9764 1283
Address for service of contractual notices (leave blank if same as above):	
Business Details	
<p>Is the Respondent a not-for-profit** entity?  <b>If Yes</b>, please provide an extract of the relevant provisions of the Respondent's constitution or governing documents.</p> <p>**For the purposes of this Request, the Respondent is a "not-for-profit entity" if its constitution or governing documents prohibit distribution of profits or gains to individual members, both while the Respondent is a going concern and on its dissolution.</p>	<p>Yes                      Refer to the BADTA Constitution, Page 4 – Association to be a Not-for-Profit Association</p>
<p>Is the Respondent's financial information available via the Australian Charities and Not-for-profits Commission's (ACNC) Register?</p> <p>***Respondents are responsible for ensuring that the information available via the ACNC Register is correct and that no material changes to the information have occurred since it was reported to the ACNC.</p>	<p>No</p>

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

## 7.2 Disclosure Requirements

Respondents are to provide answers to ALL the Disclosure Requirements below.

### 7.2.1 Insurance

The Respondent must confirm whether it has, or will obtain, all the required insurances outlined below:

a) Public Liability Insurance:

- Public liability insurance covering the legal liability of the Service Provider and the Service Provider's personnel arising out of the Services for an amount of not less than **\$5 million** for any one occurrence and unlimited in the aggregate.

b) Workers' Compensation Insurance:

- Workers' compensation insurance in accordance with the provisions of the *Workers' Compensation and Injury Management Act 1981 (WA)*, including cover for common law liability for an amount of not less than **\$20 million** for any one occurrence in respect of workers of the Service Provider. The insurance policy must be extended to cover any claims and liability that may arise with an indemnity under section 175(2) of the *Workers' Compensation and Injury Management Act 1981*.

#### RESPONDENT TO COMPLETE

Does the Respondent have the required insurances specified in section 7.2.1 above?

**Yes**

If Yes, please complete the table below\*:

\*Please note while certificates of currency are not required at this stage of the Request process, the successful Respondent may be required to provide copies prior to the commencement of the Service Agreement.

	Insurer	ABN	Policy No.	Insured Amount	Expiry Date	Exclusions, if any
Public Liability Insurance:	Llyods	16 107 553 257	PVW/ 0/287641/20/L5	\$1,000,000	31/07/2021	Std
Workers Compensation Insurance	GIO	48 005 297 807	WCW005017034	\$50,000	31/7/21	Std

If no, does the Respondent confirm that if it is awarded a Service Agreement as a result of this Request process, that the required insurance policies as set out in section 7.2.1 above will be obtained prior to the commencement of the Service Agreement?

(Yes / No)

If No, please provide reasons why:

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.2.2 Contractual Compliance

The Respondent must confirm whether it will comply with the terms of the proposed Service Agreement.

#### **RESPONDENT TO COMPLETE**

Does the Respondent agree to comply with the terms of the proposed Service Agreement as detailed in section 7.2.2 above?

#### **Yes**

If No, the Respondent must set out:

- a. the clause or provision it will not comply with;
- b. the extent of non-compliance – including the alternative clause or provision, if any, or a description of any changes it requires to the Service Agreement; and
- c. the reason for non-compliance.

### 7.2.3 Conflict of Interest

The Respondent must declare and provide details of any actual, potential, or perceived conflicts of interest.

#### **RESPONDENT TO COMPLETE**

Are there any circumstances, arrangements or understandings which represent, or may reasonably be perceived to represent, an actual or potential conflict of interest with either the Respondent's obligations under this Request or the performance of the Service Agreement (if awarded) by the Respondent?

#### **NO**

If Yes, please provide details below as to how the actual, potential, or perceived conflict of interest arises and provide details of the Respondent's strategy for managing it:

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

***Respondent Capacity, Association and Subcontracting***

The Respondent is required to disclose whether it is acting as an agent or a trustee for another person/s, whether it is acting jointly or in association with another person/s (in a consortium), or whether it has engaged, or intends to engage, another person/s as a subcontractor in connection with the supply of these services.

**RESPONDENT TO COMPLETE**

Is the Respondent acting as an agent or trustee for another person or persons?

**NO**

If Yes, please provide details:

Is the Respondent acting jointly or in association with another person or persons (i.e. a consortium)?

**NO**

If Yes, please provide details:

Has the Respondent engaged, or does the Respondent intend to engage, another person or persons as a subcontractor in connection with the supply of services under this potential Service Agreement?

**NO**

If Yes, please provide details:

**7.3 Qualitative Criteria Response Form**

In making a value for money assessment of each Respondent's Offer, the Shire will evaluate the extent to which they satisfy the Qualitative Criteria set out in this Section.

**In responding to any or all Qualitative Criteria ensure your organisation's capacity and/or experience is demonstrated, and all sub-criteria are addressed. Also make sure that any claims or statements made to address any aspect of the Qualitative Criteria are supported using examples.**

**a.) SERVICE METHODOLOGY**

The Respondent is required to fill out responses to each of the questions in the tables below which will be assessed to the degree that:

- the proposed service methodology will facilitate the delivery of the services described in Part A, section 1.2.3 and 1.2.4 a) above;
- the proposed service methodology will facilitate the achievement of the desired service outcomes described in Part A, section 1.2 above; and
- the Respondent demonstrates adequate appreciation and understanding of the Requirements of this Request.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

**Respondent to Complete:**

**1. Estimated Hours:**

a) Detail the Service Opening Times (if applicable)	<ul style="list-style-type: none"> <li>Balingup Visitor Centre Opening Days/Times Monday to Sunday - 7 days per week 10 – 3pm</li> <li>After hours number available (posted on the front door of the Visitor Centre) for general enquires AND Balingup Transit Park after hours bookings and/or emergencies.</li> </ul>
b) Service Provider to advise of any seasonal changes to the above hours specified (if applicable)	<ul style="list-style-type: none"> <li>Closed Good Friday and Christmas Day</li> </ul>

**2. Service Mix:**

Identify the services the Respondent will provide, along with details about how they will be delivered and the proposed Key Performance Indicators for each service.

<b>SLO 1 – To promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through the operation of a Visitor Centre in Balingup.</b>	
<b>SLO 1.1</b>	
1. Provide details on how your organisation will promote this service element to the target group.	Operate a fully accredited Visitor Centre in Balingup. The Centre will be managed by 1 x part-time manager, coupled with a group of volunteers.
<b>Performance Targets and Measurements</b> Key Performance Indicators: Note; Respondent may develop their own KPIs and is not limited to the suggestions provided.	
2. Target number of users accessing this service element.	Seasonal variations Averaging 17,500 visitors to the Centre each year (includes visitors to the Centre and phone enquiries) NB Visitation higher than normal over the 16 months May 2020 – June 2021 due to an increase in intrastate travel as a result of COVID travel restrictions.
3. Accessibility – days/times	Open 7 days per week. 10am – 3pm
4. Maintain relevant accreditations and affiliations to ensure compliance and best practice in visitor servicing	Maintain membership and currency of membership with : <ul style="list-style-type: none"> <li>Tourism Council of WA Accreditation</li> <li>Bibbulmun Track Foundation</li> <li>Australia’s SW</li> <li>Tourism WA</li> <li>Australian Tourism Data Warehouse</li> <li>BUNGEO Tourism</li> <li>Southern Forests and Valleys’ Tourism</li> <li>BADTA’s Insurers</li> </ul>



**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

<b>SLO 2 - To promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through a range of marketing and promotional initiatives.</b>		
<b>Core Services</b>	<b>SLO 2.1 -</b>	
	1. Provide details on how your organisation will promote this service element to the target group.	The BADTA committee, in conjunction with the Balingup Visitor Centre Manager to promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through a range of marketing and promotional initiatives.
	<b>Performance Targets and Measurements</b>	
	Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.	
	2. Maintain and further develop Balingup Tourism website	Update the website weekly to ensure it : <ul style="list-style-type: none"> <li>• Attract users and is easy to navigate</li> <li>• Provides a great user experience on all devices</li> <li>• Remains fresh and accurate ensuring BADTA’s members (businesses and local attractions) are well promoted</li> <li>• Highlights the benefits of what the region has to offer visitors</li> <li>• Gives calls to action</li> <li>• Provide contact information for the Visitor Centre.</li> </ul>
	3. Engage and connect with relevant tourism organisations to ensure Balingup, Kirup, Mullalyup are well promoted in collaborative marketing initiatives	Connect with and participate in collaborate marketing opportunities with : <ul style="list-style-type: none"> <li>• BUNGEO Tourism</li> <li>• Southern Forests and Valleys’ Tourism</li> <li>• Australia’s SW</li> <li>• Bibbulmun Track Foundation</li> <li>• Tourism WA</li> <li>• WA Visitor Centre</li> </ul>
4. Increase exposure for Balingup, Kirup and Mullalyup through an increased social media presence	<ul style="list-style-type: none"> <li>• Provide training and skill development opportunities in social media – Instagram and facebook for BADTA members</li> <li>• Increase activity and engagement in BADTA’s social media channels</li> <li>- <a href="https://www.facebook.com/BalingupVisitorCentre">https://www.facebook.com/BalingupVisitorCentre</a></li> <li>- Tag <a href="#">#magicalbalingup</a></li> </ul>	
5. Develop a new Balingup and surrounds map & brochure	<ul style="list-style-type: none"> <li>• Engage with BADTA member to develop a new map and brochure</li> <li>• Produce and print electronic and hard copy maps</li> <li>• Distribute the map/brochure through BADTA’s membership</li> <li>• Distribute map to Visitor Centre through the SW of WA and the WA Visitor Centre</li> </ul>	

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

SLO 3 - To promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through a range of product development initiatives.		
<b>Core Services</b>	<b>SLO 3.1 -</b>	
	1. Provide details on how your organisation will promote this service element to the target group.	To promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through a range of product development initiatives.
	<b>Performance Targets and Measurements</b>	
	Key Performance Indicators: note, Respondent may develop their own KPIs and is not limited to the suggestions provided.	
	2. Develop Blackwood Ride Park in conjunction with Cycling Adventures	<ul style="list-style-type: none"> <li>• Complete Stage 1 - Develop Blackwood Ride Park in conjunction with Cycling Adventures which includes :                             <ul style="list-style-type: none"> <li>- 20 cycling maps (downloadable from Balingup Tourism website)</li> <li>- active social media presence promoting the development of the park</li> <li>- commitment for other key stakeholders for stage 2 of this project</li> </ul> </li> </ul>
3. Development of a Balingup Townsite Walk Trail Map/brochure and Trail Head Sign	<ul style="list-style-type: none"> <li>• Complete the Balingup Townsite Walk Trail Map/brochure and Trail Head Sign to include :                             <ul style="list-style-type: none"> <li>- A3 folded to DL full colour map detailing seven trails in Balingup - Historical Walk Trail, Townsite to Birdwood Park Walk Trail, Townsite to Racecourse Flora Reserve, Townsite to Golden Valley Tree Park, Bib Track Loop Walk 1, Bib Track Loop Walk 2, and the newly created Balingup Brook Walk</li> <li>- 20 cycling maps</li> <li>- upload to the Balingup Tourism website</li> <li>- liaise with the Shire and DRTA and have hard copies of the map/brochure available at both locations and on their respective websites</li> <li>- Trail Head sign erected outside Balingup Visitor Centre</li> </ul> </li> </ul>	
4. Villages in the Valley Road Trip	<ul style="list-style-type: none"> <li>• Drive industry engagement and uptake of the Villages in the Valley Road Trip to include :                             <ul style="list-style-type: none"> <li>- inclusion on ASW's website – Road Trips both 'stand long' Road Trip and a spur Trip off the South West Edge Road Trip</li> <li>- Inclusion on the Tourism WA website - both 'stand long' Road Trip and a spur Trip off the South West Edge Road Trip</li> <li>- Inclusion in Tourism WA's next print run - hard copy Road Trip brochure</li> </ul> </li> </ul>	

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

**b.) ORGANISATIONAL SKILLS AND EXPERIENCE**

The Respondent will be assessed on the degree to which it has the skills and experience to perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 b).

As an existing service provider, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

1. The Respondent is required to provide information regarding the organisation’s skills and industry experience of management and staff who will deliver the services:

<b>Staff/ Management Committee/ Board Experience Summary</b>		
<b>Name</b>	<b>Role</b>	<b>Experience/skills</b>
Brian Vanallen	President	<ul style="list-style-type: none"> <li>Local tourism business owner – Balingup Heights Hilltop Forest Cottages (11 plus years)</li> <li>Event and marketing experience in corporate, government &amp; NFP sectors (30 plus years)</li> <li>Tertiary qualifications in marketing, events &amp; business management</li> </ul>
Derek Louw	Vice-president	<ul style="list-style-type: none"> <li>Local tourism &amp; Agri business owner – Olivia Grove (3 plus years)</li> <li>Extensive experience (30 plus years) at executive level in corporate governance and management for major corporations in WA and around Australia</li> </ul>
Camille Sinagra	Treasurer	<ul style="list-style-type: none"> <li>1992-2013 : self employed as book keeper</li> <li>2007 - education department as school officer and registrar/manager corporate services (part time employment)</li> <li>2012 - Certificate IV in Business Management</li> <li>2014 – 2021 - Dept of Ed - Level 4 Manager Corporate Services</li> </ul>
Deb Vanallen	Manager – Balingup Visitor Centre	<ul style="list-style-type: none"> <li>Local tourism business owner – Balingup Heights Hilltop Forest Cottages (11 plus years)</li> <li>Community Development, Recreation and Event facility management – local government &amp; NFP sectors (30 plus years)</li> </ul>

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

Staff/ Management Committee/ Board Experience Summary		
Name	Role	Experience/skills
		<ul style="list-style-type: none"> <li>Tertiary qualifications in human resource management, marketing, events &amp; business management</li> </ul>

2. Describe how the organisation maintains and develops relevant skills and experience with regards to the delivery of the required services.

Use the table below to list the planned training and development activities for a typical year and write 'Yes' in the column for relevant personnel that would be expected to be involved in each activity.

Please provide examples of potential training and development activities.

**NOTE FROM APPLICANT – no table provided in the template**

Position	Planned Training and Development in the 12 months July 2021 – June 2022
Balingup Visitor Centre Manager	<ul style="list-style-type: none"> <li>TCWA, RTO, LTO and other relevant tourism networking, workshops and training including                             <ul style="list-style-type: none"> <li>- COVID Recovery</li> <li>- Social Media</li> <li>- Marketing</li> </ul> </li> <li>Senior First Aid – requal</li> <li>Famils – local Famils to tourism business and attractions in the region</li> </ul>
Balingup Visitor Centre Volunteers - 6 volunteers to participate	<ul style="list-style-type: none"> <li>Famils – local Famils to tourism business and attractions in the region</li> <li>Introduction to i-pad</li> <li>TransWA and SW Coachlines - on line booking portal</li> </ul>

### c.) ORGANISATIONAL CAPACITY

The Respondent will be assessed on the degree to which it has the organisational planning and resourcing capability to support and perform the service requirements outlined in Part A 1.2.3 and Part A 1.2.4 c).

If the service provider is an existing service, the Shire may use existing information and relevant considerations to evaluate the Respondent against this Qualitative Criterion.

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

1. The respondent is required to provide details of key risks that may impact on service delivery and provide an explanation of how these risks will be mitigated and/or managed throughout the term of the service agreement:

Key Service Risks	Risk Mitigation/Management Strategy
Financial Sustainability	<ul style="list-style-type: none"> <li>• Effective and efficient marketing and promotion to ensure visitation to the region</li> <li>• Suitable skilled and qualified BADTA Executive Committee to ensure financial sustainability and security</li> <li>• Effective and open partnership with the Shire of Donnybrook Balingup regarding delivery of the Service level Agreement</li> <li>• Generate/maintain a revenue stream through retail sales at the Visitor Centre</li> <li>• Generate/maintain a revenue stream through Transit Pak bookings at the Visitor Centre</li> <li>• Source other grant funding for project development</li> </ul>
Lack of Volunteer base	<ul style="list-style-type: none"> <li>• Attract and maintain a suitable group of local volunteers to assist with the operation of the Visitor Centre and other projects</li> <li>• Provide development and training opportunities for the volunteers</li> <li>• Reward and acknowledge the valuable contribution our volunteers make to the Visitors Centre and to visitor servicing in the region</li> </ul>
Reduced BADTA Membership	<ul style="list-style-type: none"> <li>• Form connections and engage with our membership base to increase the level of involvement</li> <li>• Communicate effectively to ensure members are abreast of BADTA's achievements and new opportunities available to them</li> <li>• facilitate capacity and capability growth for members</li> </ul>
Increased COVID travel restrictions	<ul style="list-style-type: none"> <li>• Maintain strong links with tourism and small business organisations ensuring BADTA and its members remain abreast of current information and opportunities to minimise the impact and risks</li> <li>•</li> </ul>

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

- Describe any key policies, procedures and/or other operational guidelines the organisation has in place to ensure services will be delivered to a high-quality standard and that ensure staff will be managed appropriately.

**NOTE FROM APPLICANT – no table provided in the template**

Key policies, procedures and/or other operational guidelines	Procedures and practices to ensure services will be delivered to a high-quality standard and that ensure staff will be managed appropriately.
Key policies, procedures and/or other operational guidelines the organisation has in place to ensure services will be delivered to a high-quality standard and that ensure staff will be managed appropriately.	Maintain relevant accreditations and affiliations to ensure the Manager and BADTA Committee maintain best practice <ul style="list-style-type: none"> <li>Fully accredited member of the Tourism Council of WA</li> <li>Affiliate Member – Australia’s South West</li> <li>Affiliate member – Bibbulmun Track Foundation</li> </ul>
	Maintain a current Balingup Visitor Procedure Manual <ul style="list-style-type: none"> <li>Manager to review monthly or as needed</li> <li>Volunteers to be trained/informed of new procedures and altered to documented procedural changes on the Balingup Visitor Procedure Manual</li> </ul>
	Balingup Visitor Centre Opening, Closing and Cash management procedure <ul style="list-style-type: none"> <li>Manager to review monthly or as needed</li> <li>Volunteers to be trained/informed of new procedures and altered to documented procedural changes on the Balingup Visitor Procedure Manual</li> </ul>

- Provide evidence of sound governance and accountability frameworks and/or practices that demonstrate the organisation’s capacity to deliver the services as per the request requirements.

**NOTE FROM APPLICANT – no table provided in the template**

BADTA and Balingup Visitor Centre maintains sound governance and accountability frameworks and/or practices that demonstrate the organisation’s capacity to deliver the services as per the request requirements.	Maintain relevant accreditations and affiliations to ensure the Manager and BADTA Committee maintain best practice <ul style="list-style-type: none"> <li>Fully accredited member of the Tourism Council of WA</li> <li>Affiliate Member – Australia’s South West</li> <li>Affiliate member – Bibbulmun Track Foundation</li> </ul>
	Maintain compliance with BADTA’s constitution
	Maintain appropriate insurances

**Respondents:** Part H must be completed by you and submitted to the Shire in accordance with Part D, section 4.1.

### 7.4 Price Schedule Response Form

- In making a value for money assessment of each Respondent's Offer, the Shire will assess how the following Offered Price represents value for money.
- Respondent to complete the fields with **red text** below.  
**NOTE FROM APPLICANT – the only section in RED is the question pertaining to GST.**
- The Offered Price will be deemed to include the cost of complying with this Request.
- While there is not a fixed price for this Request, the Shire's Community Grant Funding Scheme is funding at 2.5% of Shire rates with the Service Level Agreement receiving a nominal allocation of 75% of the total funding pool. SLA's agreements are limited by that quantum of revenue and the Shire will make every attempt to be fair and equitable, but in accordance with the priority outcomes identified in the Strategic Community Plan.
- **Respondent to provide a breakdown of Price for delivery of the service for a 12-month period.**
- Always make sure each element of the Price Schedule is completed so that the Shire can undertake an accurate price evaluation.
- When completing the Price Schedule, state the value of the Offered Service Agreement Payment in Australian Dollars only, and make sure all costs of complying with the requirements of this Request are included. Some elements of a sustainable price include, but are not limited to, start-up costs, overhead costs, staff costs, training costs, service delivery costs etc.

**NOTE FROM APPLICANT – the table provided in the template does not match the description above. We have made alterations to the table below and request an opportunity to meet with Manager, Community Development to seek clarification.**

**NOTE FROM APPLICANT – request clarification as to this reporting being for a 12 month period OR a three month period.**

<b>Respondent to Complete</b>	Is the Respondent registered for the purposes of GST?	<b>YES</b>	
<b>SLO 1 – To promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through the operation of a Visitor Centre in Balingup.</b>			
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)		Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
<b>Core Services</b>	Operate a fully accredited Visitor Centre in Balingup. The Centre will be managed by 1 x part-time manager, coupled with a group of volunteers. Open 7 days per week. 10am – 3pm	Price to be determined following discussions with Manager, Community Development	Comparative analysis with other small regional Visitor Centres and through negotiation with the Shire of Donnybrook Balingup
<b>Total for SLO 1</b>		<b>TBA</b>	
<b>SLO 2 – To promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through a range of marketing and promotional initiatives.</b>			
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)		Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
<b>Core Services</b>	The BADTA committee, in conjunction with the Balingup Visitor Centre Manager to promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through a range of marketing and promotional initiatives.	Price to be determined following discussions with Manager, Community Development	Comparative analysis with other small regional Visitor Centres and through negotiation with the Shire of Donnybrook Balingup
<b>Total for SLO 2</b>		<b>TBA</b>	
<b>SLO 3 – To promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through a range of product development initiatives.</b>			
Volume of service to be delivered – Per 12 Months (the volume entered must match the specified KPI entered in your Service Mix in 7.3 Qualitative Criteria Response Form)		Proposed Price – For 12 Months of service delivery	Notes on how the Proposed Price was determined
<b>Core Services</b>	To promote Balingup, Kirup, Mullalyup and the surrounding region as a must-see tourist destination through a range of product development initiatives.	Price to be determined following discussions with Manager, Community Development	Comparative analysis with other small regional Visitor Centres and through negotiation with the Shire of Donnybrook Balingup
<b>Total for SLO 3</b>		<b>TBA</b>	
<b>Total for SLO 1, SLO 2 + SLO 3 (exc GST)</b>		<b>TBA</b> - following discussions with Manager, Community Development	

**End of Response Form**

# Making a submission for a district boundary change

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Local Government Advisory Board

October 2017



## Background

The Local Government Advisory Board (the Board) is the body established by the *Local Government Act 1995* (the Act) to assess proposals for changes to local government district boundaries.

This document provides information on how the Board receives and assesses proposals for district boundary changes. It is recommended that proponents also check the requirements which are included in Schedule 2.1 of the Act.

## Who can make a proposal?

The Board can accept proposals for change from the Minister for Local Government, local governments, or from electors.

## Relevant information

The following information will help with formulating and submitting proposals:

- Schedule 2.1 of the *Local Government Act 1995*.
- *Guiding Principles* (background paper from the Local Government Advisory Board).
- *Form 1 – List of Affected Electors* (format for a petition from electors to initiate a boundary proposal).

## What happens to a proposal?

Valid proposals (those that meet the requirements of the *Local Government Act 1995*) can either be:

*Formally assessed*

*Informally assessed*

The Board may reject a proposal if it is deemed to be similar to a proposal that they have assessed in the preceding two years. The Board may also reject a proposal if it considers that it is frivolous or otherwise not in the interests of good government.

All valid proposals must be considered by the Board.

## For advice and assistance

You can contact the Local Government Advisory Board to discuss any aspects of your proposal.

Phone: 08 6552 1733

Email: [advisoryboard@dlqsc.wa.gov.au](mailto:advisoryboard@dlqsc.wa.gov.au)

## What happens when the Local Government Advisory Board receives a proposal?

Proposals can come from the Minister, local governments or electors.

### Valid proposals

For a proposal to be assessed as valid it must:

1. Set out the nature of the proposal and its effects on local government
2. Have a plan showing the proposal and its relation to existing boundaries
3. Comply with any regulations (Form 1).

If the proposal comes from electors it must have the correct number of petitioners, that is, affected electors who are:

- at least 250 in number or
- at least 10% of the total number of affected electors.

The Board can decide to undertake a formal or informal assessment of the proposal or reject it if it is deemed to be similar to a proposal that the Board has assessed within the last two years. The Board may also reject a proposal if it considers that it is frivolous or otherwise not in the interests of good government.

Each proposal will be considered on an individual basis.

If the proposal is assessed as valid then a recommendation is presented to the Board on the nature of the assessment. The Board can either:

- Reject the proposal (unanimous decision required)
- Undertake an informal assessment (unanimous decision required)
- Undertake a formal assessment

In each case, the proponents and affected local governments should be notified of the decision as well as indicating a notional time frame.

#### Invalid proposals

If the proposal is assessed as not valid then the proponent is advised of that decision in writing.

Some factors which may render a proposal invalid could include, but are not limited to:

- Insufficient information included in the proposal
- Not adequately addressing the eight guiding principles
- Unclear maps or plans which do not plainly show the affected area
- Insufficient numbers of petitioners included in the Form 1 accompanying the submission

#### **Notes for Local Governments Considering Submitting a Proposal**

The Board has developed eight guiding principles for the prescribed matters to be considered in its assessment of any proposal. Each of these principles should be appropriately addressed in the proposal.

If a formal assessment is undertaken, the Board will invite written submissions from the affected local governments. These submissions should be based around the prescribed matters.

Where local governments are seeking minor amendments to boundaries, the Board requests that they attempt to reach agreement with the other affected local government(s) and submit a joint proposal to the Board. This will assist in the assessment process, and may help to reduce the overall time taken.

All proposals should be signed by the Mayor or President and the Chief Executive Officer.

The Board will inform affected local governments of proposals which impact them when it has made a decision on the level of assessment. It is also recommended that proponents inform their neighbours of any proposals for boundary change.

After it has been determined that a formal assessment is appropriate, the Board will advise affected local governments of the following before the commencement of the inquiry:

- that there will be a formal inquiry and
- the scope of the inquiry.

### **Consultation**

The minimum public submission period is six weeks. The Board will advertise the proposal and invite public submissions in the relevant community newspapers. The affected local governments can also be asked to advertise on their websites, social media pages, and at public buildings etc.

Dates and times for public meetings and forums will be advertised in community newspapers and on public notice boards. Local governments will be advised of these times.

Key stakeholders and members of the public should be invited to attend any public meetings or forums and also to make written submissions to the Board.

Key stakeholders can include but are not restricted to:

- affected local governments
- members of the public
- rate payer and progress associations
- local business and service groups
- elected members
- government agencies.

The Board will meet with the councillors and senior officers of the affected local governments. Where there are specific issues or regional offices, the Board will arrange to meet with relevant officers.

### **Assessing the proposal**

The Board will assess the merits of the proposal against the eight prescribed matters:

- a) community of interest
- b) physical and topographical features
- c) demographic trends
- d) economic factors
- e) the history of the area
- f) transport and communication
- g) matters affecting the viability of local governments, and
- h) the effective delivery of government services.

This does not limit the factors which can be taken into consideration. For example, the Board will also consider the impact of the proposal on wards and representation.

## **Making a recommendation**

At the completion of its assessment the Board will complete a comprehensive formal report which is forwarded to the Minister. The report may recommend that the Minister:

- accept the proposal and make orders in accordance with the proposal
- reject the proposal
- make some other order which is not significantly different from the original proposal.

An absolute majority is required to support the Board's recommendation.

The Minister can either:

- Accept the Board's recommendation
- Reject the Board's recommendation

The Minister will also request the Board to give notice of its recommendation(s).

The Minister then advises the Department of Local Government, Sport and Cultural Industries and the affected local governments of the decision.

## **Requesting a poll**

Where the Board recommends to the Minister the making of an order to abolish two or more districts and to amalgamate them into one or more new districts, affected electors may request a poll.

The Board will then give notice of its recommendation and the right of electors to request a poll, and is also required to advise the following groups:

- affected local governments
- affected electors
- other electors directly affected by the Board's recommendation.

A poll request must be made within one month of notice of the Board's recommendation.

It must be signed by at least 10% or 250 affected electors of one of the affected districts.

The Minister may also request a poll of electors affected by any Board recommendation.

If the Minister receives a request for a poll, then the Board determines the question(s) to be asked and prepares a summary of the cases for and against.

The Minister directs the local government:

- to make the summary of the cases available to electors and
- to hold a poll and return the results to the Minister.

The Minister is to reject the recommendation where:

- at least 50% of eligible voters vote and
- a majority of voters reject the recommendation.

If there is no request for a poll, the Minister will accept the Board's original (??) recommendation.

The Minister then advises the affected local governments and the Department of Local Government, Sport and Cultural Industries of the decision.

## Proposals of a minor nature

If there is no request for a poll and the Board determines that an informal assessment is appropriate, the criteria for making this determination include:

- the proposal is considered to be of a minor nature and
- not one that requires public submissions.

Examples of minor proposals may include:

- transfer of individual lots or leases
- realignment of boundaries to correspond with changes in road alignments
- transfer of part lots to one local government
- historic anomalies.

While some proposals appear to be minor in nature, their impact may be such that the Board would choose to undertake a formal assessment in the interests of public involvement.

The views of affected local governments and land owners are important in the Board's consideration of the proposal.

The process is assisted if affected local governments are in agreement about the proposal.

After contacting affected local governments and land owners to request their views on the proposed change, the proposal is then assessed by the Board.

The Board then presents a report with a recommendation that the Minister either:

- accept the proposal and make orders in accordance with the proposal
- reject the proposal.

The Board advises the proponents and the affected local governments of the Minister's decision.

A copy of the Board's report will be made available on the Board's website at:

<https://www.dlqc.wa.gov.au/AboutUs/Pages/LGAB.aspx>

# Guiding Principles

## Proposal to create, change the boundaries of, or abolish a local government district

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The Local Government Advisory Board's guiding principles form the basis for considering changes to local government boundaries and take into account the factors set out in the Act.

### 1. Community of Interests

Community of interests include parts of a district that share common interests, values, characteristics and issues, giving rise to a separate sense of identity or community.

Factors contributing to a sense of identity or community include shared interests and shared use of community facilities. For example sporting, leisure, religious and library facilities create a focus for the community.

The use of shopping areas and the location of schools also act to draw people together with similar interests. This can also give indications about the direction that people travel to access services and facilities.

The external boundaries of a local government need to reflect distinct communities of interest wherever possible.

Neighbourhoods, suburbs and towns are important units in the physical, historical and social infrastructure and often generate a feeling of community and belonging. The Board believes that wherever possible, it is inappropriate to divide these units between local governments.

### 2. Physical and Topographic Features

Physical and topographic features may be natural or man-made and will vary from area to area. They may include:

- Water features (such as rivers)
- Catchment boundaries
- Coastal plains and foothills
- Parks and reserves
- Man-made features (such as railway lines or freeways).

These features can form identifiable boundaries and can also act as barriers to movement between adjoining areas. In many cases physical and topographic features are appropriate district and ward boundaries.

The Board supports local government structures and boundaries that facilitate the integration of human activity and land use.

### 3. Demographic Trends

Local governments should consider the following characteristics when determining the demographics within their locality:

- Population size
- Population trends
- Distribution by age
- Gender
- Occupation.

Current and projected population factors will be relevant as well as similarities and differences between areas within the local government.

### 4. Economic Factors

Economic factors can include any factor that reflects the character of economic activities and resources in the area including:

- Industries within the local area
- Distribution of community assets
- Infrastructure.

### 5. History of the Area

The history of an area can be a relevant consideration, although the Board believes that in the majority of cases this will not be a primary justification for changing or retaining local governments and local government boundaries. The nature of historical ties between communities is important to understand, irrespective of where the local government boundaries lie.

A community within a local government may have a strong historical identity; alternatively there may be strong historical links between two or more communities in adjacent local governments. It is important to note that historical identity is not lessened if an area does not have its own local government.

### 6. Transport and Communication

The transport and communication linkages between towns and other areas may be a significant barrier to movement and therefore an appropriate boundary between local governments.

Consideration of the following factors is important in any assessment of local government boundaries:

- Port access
- Neighbouring towns
- Railways
- Major roads.

## 7. Matters Affecting the Viability of Local Governments

Local governments should have a significant resource base:

- To be able to efficiently and effectively exercise its proper functions and delegated powers and operate facilities and services
- To be flexible and responsive in the exercise of its functions and powers and operation of its facilities and services
- To employ appropriate professional expertise and skills
- To be capable of embracing micro-economic reform.

Each local government should have a diverse and sufficient rate base to ensure that general purpose grants do not represent the major revenue source.

## 8. The Effective Delivery of Local Government Services

A broad range of factors can be relevant to the effective delivery of local government services and these are often directly relevant to those that also affect the viability of local governments. They include:

- The size and geographical spread of the population
- Management effectiveness and efficiency
- The availability of staff expertise
- Appropriate infrastructure and equipment
- Customer satisfaction and feedback.



**STRATEGIC OUTCOME SUPPORTED: 11 - Strong, visionary leadership**

**1. OBJECTIVE**

- 1.1. To provide direction on the development and implementation of its policies to reflect the Shire's strategic goals and to fulfil statutory requirements.

**2. SCOPE**

- 2.1. This policy applies to the development of new policies and the review of existing policies.
- 2.2. This does not apply to Local Planning Policies which are prepared separately under the Shire's Local Planning Scheme.

**3. DEFINITIONS**

- 3.1. **The Act** means the *Local Government Act 1995*.
- 3.2. **Minor amendment** means changes to language, style, formatting, etc. that do not impact on the application of the policy.
- 3.3. **Major amendment** means changes that significantly alter the Shire's position on an issue or change the strategic intent of the policy.
- 3.4. **Policy Response** means to signify when Council should opt to consider a policy approach in response to an issue.

**4. POLICY STATEMENT**

- 4.1. Section 2.7(2)(b) of the Act prescribes one of the roles of Council as being to determine the local government's policies.
- 4.2. Section 5.41(c) of the Act prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented and this includes giving effect to Council's Policies.
- 4.3. To provide a clear distinction between the role of the council and the role of the local government administration separate document classifications shall be maintained.

**Document Classifications**

- 4.4. Council Policy – provides for “the rationale and guiding principles of what can be done” and:
  - a. Focus on the strategic and statutory decision-making obligations of the Council; and
  - b. Set governing principles and guide the direction of the organisation to align with community values and aspirations; and
  - c. Apply to Council, Elected Members and shire employees when fulfilling their decision-making responsibilities.

- 4.5. Administration Policies – explains “how” the administration will implement or carry out that policy and:
- Are developed for administrative and operational purposes with an internal focus.
  - The CEO is the decision-maker for the approval, amendment or rescinding of these policies.
  - Elected Members are not bound by these policies.
- 4.6. Operational Procedures - a series of actions conducted in a certain order or manner to give effect to policy and:
- Are developed for administrative and operational purposes with an internal focus.
  - The CEO is the decision-maker for the approval, amendment or rescinding of these procedures.
  - Elected Members are not bound by these procedures.

### **Guiding Principles**

- 4.7. Policies will be concise, clear, consistent and compliant.
- Concise – policies will state no more than is necessary to direct decision making and clarify expected conduct.
  - Clear – policies will be written, in plain English, to avoid ambiguity and to be easily understood by the people affected.
  - Consistent – policies will encompass and be consistent with the Shire’s strategic goals, values, risk appetite and template documents.
  - Compliant – policies will comply with all relevant compliance obligations and commitments.
- 4.8. There are three key stakeholders with differing relationships in policy development:
- Officers develop and write policies, engage the community in the policy development process.
  - Community members participate in the consultation processes to inform policy development.
  - Elected members set policies for the Shire by considering policies presented for adoption, review and rescindment.

### **Policy Management and Development Principles**

- 4.9. A policy response will be considered where there is either complexity or lack of clarity in one or a combination of any of the following circumstances:
- Legislative requirement.
  - New or changing industry and organisational standards.
  - To meet the Shire’s strategic objectives.

# COUNCIL POLICY EXE/CP- 8 POLICY FRAMEWORK



- d. Community needs or expectation.
  - e. Advocacy on issues that Council considers to be significant.
  - f. As a result of a Council resolution.
- 4.10. Further, a policy response will only be proposed where it can be demonstrated that the policy will deliver:
- a. Clarity and consistency in decision making.
  - b. Improved efficiency and effectiveness.
  - c. Improved customer / community outcomes.
- 4.11. Council policies will be developed or reviewed inline with the Shire’s Community Engagement Framework.
- 4.12. All periodic policy reviews will be based on a Risk Assessment Rating.
- 4.13. All policies are to be made available on the Shire’s website.

## 5. DELEGATION AND AUTHORISATION

5.1. NIL

## 6. LEGISLATION

6.1. *Local Government Act 1995*

## 7. POLICY VERSION

<b>Related Policies:</b>			
<b>Related Procedure:</b>	Policy Framework (Being Developed)		
<b>Responsible Department:</b>	Executive		
<b>Reviewer:</b>	Corporate Planning & Governance Officer		
<b>Review Frequency:</b>	Triennial	<b>Next Due:</b>	2024
<b>Version Date:</b>		<b>Synergy #:</b>	
<b>Policy Version Details</b>			
<b>Initial Adoption Date:</b>		<b>Decision Reference:</b>	
<b>Version Decision Date:</b>		<b>Decision Reference:</b>	
<b>Version Synopsis:</b>	Initial creation of Policy		