



MINUTES OF ORDINARY MEETING OF COUNCIL

held on

Wednesday 22 June 2022

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

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

Ben Rose
Chief Executive Officer

27 June 2022

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SHIRE OF DONNYBROOK BALINGUP
NOTICE OF ORDINARY COUNCIL MEETING

Held at the Council Chambers
Wednesday, 22 June 2022 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

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

The Shire President advised that the meeting is being digitally recorded in accordance with Council Policy EM/CP-2. The Shire President further stated the following:

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

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Leanne Wringe (President)	Ben Rose – Chief Executive Officer
Cr Lisa Glover (Deputy President)	Steve Potter – Director Operations
Cr Shane Atherton	Kim Dolzadelli – Director Corporate and Community
Cr Peter Gubler	Archana Arun – Admin Officer Executive Services
Cr Phil Jones	
Cr Jackie Massey	
Cr Fred Mills	
Cr Chaz Newman	
Cr Chris Smith	

PUBLIC GALLERY

Six members of the public were in attendance.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Cr Massey requests a Leave of Absence for the September 2022 Ordinary Meeting of Council.

RECOMMENDATION

That Cr Massey be approved leave of absence for the September 2022 Ordinary Meeting of Council to be held on 28 September 2022.

COUNCIL RESOLUTION 76/22

Moved: Cr Smith

Seconded: Cr Newman

That Cr Massey be approved leave of absence for the September 2022 Ordinary Meeting of Council to be held on 28 September 2022.

CARRIED 9/0

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

Against: Nil

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

PRESIDENT'S DIARY – JUNE 2022

26 May 2022 Parks and Leisure Australia – Awards of Excellence
01 June 2022 Rylington Park Farm – Shire of Boyup Brook & ECU Partnership
01 June 2022 Balingup Progress Assoc meeting
01 June 2022 Kirup Progress Assoc meeting
02 June 2022 DBRRA Annual General Meeting
03 June 2022 Meeting with CEO
07 June 2022 Warren Blackwood Alliance of Councils Meeting – Shire of Nannup
08 June 2022 Council Workshop - Asset Management Plans
09 June 2022 Yabberup Hall community meeting
13 June 2022 Meeting with resident, J. Fitzgerald
14 June 2022 Bridge Street Project site visit
14 June 2022 Meeting with BPA member, B. Chia - Balingup skatepark
15 June 2022 Meeting with Nola Marino MP
15 June 2022 Meeting with CEO
15 June 2022 Council Budget workshop
15 June 2022 Agenda Briefing
15 June 2022 Concept Forum – Local Planning Strategy and LP Scheme update
16 June 2022 Meeting with Shire Planning Officer – DPLH application
17 June 2022 Meeting with Community Development Officer-Service Level Agreement

17 June 2022 Meeting with resident, L. Hu
17 June 2022 Meeting with CEO
22 June 2022 Meeting with Hall and Prior – Tuia Lodge
22 June 2022 Mullalyup Community Meeting – Blackwood Emporium
22 June 2022 Ordinary Council Meeting

4 DECLARATION OF INTEREST

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

Cr Smith has declared a Financial Interest in item 9.2.3 Joint Submission to the Local Government Advisory Board to change the District Boundary as his business does work for the owners of 118 Walter Road, Wilga West.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5.2 PUBLIC QUESTION TIME

Question: Mr Brad Fowler

Has the Shire applied for the \$3 million loan from WA Treasury Corporation?

Director Corporate and Community Response

No, no formal application for the \$3 million loan has been lodged. The decision not to do so has taken into consideration the recent Reserve Bank of Australia decision and indication that interest rates will continue to rise. Also, until the contract or tender is received there is no point in making an application for the loan when the project itself has not been fully decided.

Question: Mr Brad Fowler

At the March 2022 OCM (Item 9.3.3 recommendation 10), the Council resolved prior to issuing tender documents the Shire President and the CEO discuss the single storey option with the President of the Football Club with a view to identifying cheaper options which will permit more funding to other clubs and confirm with DLGSCI if the final proposal selected is likely to meet the approval of DLGSCI. What was the outcome of those two meetings?

CEO Response

The Shire President and I met with the Donnybrook Football Club prior to tender release and their preference is for a two storey building. The tender was developed and released with an optional one-or-two storey build component.

From or discussions with DLGSCI, that Department is less concerned about the building height/levels (one storey or two) and more concerned about the ongoing functionality of the building.

Question: Mr Simon McInnes

Could you please explain how, according to the Asset Management Plan in this meeting, the backlog of maintenance across buildings within the Shire has increased by \$100,000 - \$250,000 and why this maintenance has not been done?

Director Corporate and Community Response

Over this period of COVID, securing contractors to complete work has been very challenging. If we are not able to complete the work during a particular year, we retain the funds in the Asset Management Plan. We are working on the draft 2022-23 budget and in the capital works program all backlog and 2022-23 asset management renewal is included. Also, there are often occasions when items identified in an Asset Management Plan are not funded in the budget. It is always a balancing act.

Question: Mr Simon McInnes

How can depreciation be calculated when the current condition of road assets is unknown?

Director Corporate and Community Response

The Shire has what is called a RAM System (Road Asset Management System). It is a software system with comprehensive listings of all road infrastructure assets and condition. We use the RAM system to report to the WA Local Government Grants Commission to do our annual road data returns and MRWA has access to our data as well. For the 2022-23 financial year, we've engaged a provider (over a two-year period) to do a comprehensive review of all road infrastructure assets - that will certainly put the Shire in a more informed position. In the current financial year, the 'land and buildings' asset class has gone through the same process so in the annual financial statements, you'll actually see quite a revaluation and effectively pretty much the valuations have all gone up on built assets.

Question: Mr Simon McInnes

Will that information be released to the public?

Director Corporate and Community Response

No, not at a detailed level. It will form part of the actual Annual Financial Statements in terms of the reporting, and it is broken down in those statements into the road infrastructure asset categories.

Question: Mr Simon McInnes

Is the Road Asset Management System on the website?

Director Corporate and Community Response

No. It's something that each Shire across WA nominates staff who have access to that data. Nobody other than officers in the Shire, the WA Grants Commission and Main Roads WA have access to that system.

Question: Mr Mike King

In preparing this coming budget, has the Council determined and considered the ratepayers capacity to pay?

Shire President Response

Local governments are not immune to the current inflationary pressures. The Shire is presently preparing the draft Budget and Long Term Financial Plan and we look at what is long term sustainable for the community, including the importance of maintaining our assets for longevity.

CEO Response

Earlier this year, Council deliberated on a set of assumptions to underpin development of the draft budget. There were probably 10 to 15 sets of assumptions around such things as CPI, the wage price index, the local government cost index, cost of oils and fuels etc. As the Shire President mentioned, local governments as a sector are not immune to these implications. However, I believe local government as a sector has an obligation to try and minimise cost shifting onto community members.

Earlier this month, we had a concept forum and training session for Councillors with regards to budget development. We are very close to having a draft budget prepared at an internal level and front-of-mind is CPI at 7.6%, escalating fuel prices and other cost pressures.

Also related, Landgate has recently re-valued all Unimproved Value (UV) properties across the Shire – which have increased in total value by some 10-15%. So, whilst cash flow may be a challenge for some, asset values through the Shire are rapidly increasing.

Question: Mr Brad Fowler

On Saturday night (18/06) at Park Donnybrook, the display cabinets that displayed memorabilia from the Historical Society were left outside. On Wednesday (22/6), the

display cabinets were empty and being taken away. Could you please explain what's happened to the historical displays?

CEO Response

The cabinets are still there, but the artefacts have been removed. I understand, at the end of trade on Saturday, staff at the venue forgot to move the display boxes back inside the building. It was human error, an accident, and the proprietors of the venue have apologised to me and given an undertaking that it will not happen again. I will discuss with the Donnybrook Historical Society regarding removal of the artefacts.

Question: Mr Brad Fowler

- How much of the \$6m Covid funding is left?
- \$500,000 from reserves:
 - What reserve funds and how much has been used?
 - \$60,000 extra for tender documentation?
- Can you please explain how the overall budget is still \$9,500,000? When spent amounts are deducted the current budget should be \$8,950,000 and not \$9,500,000.

Director Corporate and Community Response

Taken on notice.

Question: Mr Simon McInnes

Will the legislative changes to financial reporting improve the Shire's financial ratios, such as the operating surplus ratio? And how will it impact upon the debt service cover ratio and the asset consumption ratio, which also all have depreciation elements?

Director Corporate and Community Response

The legislation that's out at the moment, in terms of those ratios, is going to take the ratios out of the Audit Report, so the Auditor will not give an opinion on them. The Auditor will still verify that the ratios have been calculated correctly, but it will not change the ratio calculations.

CEO Response

Separately to changes to financial management legislation, the Office of the Auditor General, the Department of Local Government, Sport and Cultural Industries and WALGA are working on a review of how the ratios are calculated, and that's mooted for some time later this year or early next year.

Question: Mr Simon McInnes

Don't the ratios give you a good picture of the health and finances of the Shire at the moment though?

CEO Response

That's debateable, which is why the Government is reviewing how the ratios are calculated.

Question: Mr Simon McInnes

The asset funding renewal ratio hasn't been calculated. All the information has been available since 22/12/20. I mentioned this at the March meeting, and it was promised for the May meeting. Will we have this calculation by this end of this year?

Director Corporate and Community Response

My recollection is certainly different to yours. I recall at the Meeting when the question was asked, the response was - that it couldn't be calculated due to the fact that the split between capital renewal expenditure and capital expansion (or upgrade) expenditure was not embedded in the Long Term Financial Plan. So, until we have a new Long Term Financial Plan that embeds that data, we will not be in a position to calculate the ratio. What I can tell you is that the Asset Management Plans before Council today actually do split the expenditure between upgrade, new and renewal and those numbers will be split in that manner into the Long Term Financial Plan. So, once the new Long Term Financial Plan is adopted, we will be able to calculate the ratio (if the ratio is still in place), bearing in mind that the new Long Term Financial Plan will commence from 2022-23.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Nil.

ADOPTION BY EXCEPTION

COUNCIL RESOLUTION 77/22

Moved: Cr Atherton

Seconded: Cr Smith

That the following items be adopted ‘en bloc’:

- 7.1 Ordinary Meeting of Council – 25 May 2022**
- 9.2.2 Monthly Financial Report – May 2022**
- 9.2.5 Customer Relationship Management – Progress Update**
- 9.2.6 Adoption of FIN/CP-1/COVID-19 Financial Hardship Policy**

CARRIED 9/0

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

Against: Nil

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 25 MAY 2022

Minutes of the Ordinary Meeting of Council held 25 May 2022 are attached (attachment 7.1(1)).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 25 May 2022 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 78/22

Moved: Cr Atherton

Seconded: Cr Smith

That the Minutes from the Ordinary Meeting of Council held 25 May 2022 be confirmed as a true and accurate record.

CARRIED 9/0 by En bloc Resolution

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

Against: Nil

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 DIRECTOR OPERATIONS

Nil.

9.2 DIRECTOR CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

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

9.2.2 MONTHLY FINANCIAL REPORT – MAY 2022

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

EXECUTIVE RECOMMENDATION

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

COUNCIL RESOLUTION 79/22

Moved: Cr Atherton

Seconded: Cr Smith

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

CARRIED 9/0 by En bloc Resolution

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

Against: Nil

9.2.3 JOINT SUBMISSION TO THE LOCAL GOVERNMENT ADVISORY BOARD TO CHANGE THE DISTRICT BOUNDARY

Location	Shire of Donnybrook Balingup / Shire of Boyup Brook
Applicant	Shire of Donnybrook Balingup
File Reference	A2491, A1732, A2671, A4390, A4389, A1393
Author	Stuart Eaton – Finance Officer (Special Projects)
Responsible Manager	Kim Dolzadelli – Director Corporate and Community
Attachments	9.2.3(1) Submission to the Local Government Advisory Board - Joint proposal by the Shire of Donnybrook Balingup and Shire of Boyup Brook to change the district boundary
Voting Requirements	Simple Majority

Cr Smith left the Chamber at 5:35pm

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorse the attached document “<i>Submission to the Local Government Advisory Board – Joint proposal by the Shire of Donnybrook Balingup and Shire of Boyup Brook to change the district boundary</i>” with the following additions: <ol style="list-style-type: none"> a) Signatures of the Shire Presidents and Chief Executive Officers (page 3); and b) Copy of this resolution from both Councils (Appendix 2 – Council Resolutions). 2. Subject to the Council of the Shire of Boyup Brook resolving to endorse resolution 1 above, authorise the Chief Executive Officer to lodge the submission with the Local Government Advisory Board.

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

- Outcome 12 A well respected, professionally run organisation
- Objective 12.1 Deliver effective and efficient operations and service provision

EXECUTIVE SUMMARY

The purpose of this report is to seek a joint Council resolution between the Shire of Donnybrook Balingup and Shire of Boyup Brook to endorse the formal submission document to the Local Government Advisory Board (the Board).

Seven individual lots have been identified as being bisected by the Shire of Donnybrook Balingup and Shire of Boyup Brook local government boundary.

Table 1 Affected Properties

Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West

The proposed boundary change is to permanently resolve the situation of the Shire of Donnybrook Balingup and Shire of Boyup Brook district boundary bisecting individual lots. This anomaly results in landowners having a single lot of land located in two local government districts.

BACKGROUND

The Board is the body established by the Local Government Act 1995 (the Act) to provide advice to the Minister for Local Government (the Minister) on local government constitutional matters. It has five members and four deputy members.

The Minister appoints the chair of the board and a member from the department, as well as two members from nominations supplied by the Western Australian Local Government Association (WALGA) and one member from nominations supplied by Local Government Professionals Western Australia (LG Pro).

The Board's major function is to assess proposals to change local government boundaries and then make recommendations to the Minister.

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

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); or
- Undertake an informal assessment (unanimous decision required); or
- Undertake a formal assessment.

Some factors which may render a proposal invalid could include, but are not limited to:

- Insufficient information included in the proposal; and/or
- Not adequately addressing the eight guiding principles; and/or
- Unclear maps or plans which do not plainly show the affected area.

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. The Board will assess the merits of the proposal against the eight prescribed matters:

1. Community of interest;
2. Physical and topographical features;
3. Demographic trends;
4. Economic factors;
5. The history of the area;
6. Transport and communication;
7. Matters affecting the viability of local governments; and
8. The effective delivery of government services.

This does not limit the factors which can be taken into consideration.

Where local governments are seeking minor amendments to boundaries, the Board requests that they attempt to reach agreement with the other affected local government and submit a joint proposal to the Board.

All proposals should be signed by the Mayor / 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.

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.

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; or
- reject the proposal; or
- make some other order which is not significantly different from the original proposal.

The Minister can either:

- Accept the Board's recommendation; or
- 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.

At the Ordinary Meeting of Council on 22 September 2021, the Council of the Shire of Donnybrook Balingup resolved unanimously to support a joint submission to change the boundary.

COUNCIL RESOLUTION 154/21

Moved Cr Newman Seconded Cr Massey

That Council:

1. *Endorse support for a joint submission to the Local Government Advisory Board with the Shire of Boyup Brook for a district boundary adjustment on the following properties where the Shire of Donnybrook-Balingup / Shire of Boyup Brook boundary dissects the individual lot.*

Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West

2. *Subject to the Council of the Shire of Boyup Brook resolving to support a joint submission in accordance with resolution 1, endorse the Chief Executive Officer to undertake consultation with landowners resolved in Resolution 1 to determine the preferred district for each affected lot.*
3. *That the Chief Executive Officer reports back to Council following the completion of landowner consultation undertaken in accordance with Resolution 2.*

CARRIED 8/0 by En bloc Resolution

At the Ordinary Meeting of Council on 30 September 2021, the Council of the Shire of Boyup Brook resolved unanimously to support a joint submission to change the boundary.

COUNCIL DECISION & OFFICER RECOMMENDATION – ITEM 10.4.1

MOVED: Cr Sarah E G Alexander

SECONDED: Cr Helen C O’Connell

That Council

- 1. Endorse support for a joint submission to the Local Government Advisory Board with the Shire of Donnybrook Balingup for a district boundary adjustment on the following properties where the Shire of Donnybrook-Balingup / Shire of Boyup Brook boundary dissects the individual lot.**

Land ID	VEN	Assess No	Cert of Title	Lot	Address
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West

- 2. Subject to the Council of the Shire of Donnybrook Balingup resolving to support a joint submission in accordance with resolution 1, endorse the Chief Executive officer to undertake consultation with landowners resolved in Resolution 1 to determine the preferred district for each affected lot.**
- 3. That the Chief Executive Officer reports back to Council following the completion of landowner consultation undertaken in accordance with Resolution 2.**

CARRIED 6/0

Res 22/9/130

At the Ordinary Meeting of Council on 23 February 2022, the Council of the Shire of Donnybrook Balingup resolved unanimously to support the preferred new alignment of the district boundary

COUNCIL RESOLUTION 10/22

Moved: Cr Massey

Seconded: Cr Jones

That Council:

1. Endorses a proposed district boundary adjustment for the following properties:

<i>Land ID</i>	<i>VEN</i>	<i>Assess No</i>	<i>Cert of Title</i>	<i>Lot</i>	<i>Address</i>	<i>Proposed district that the property to be wholly located</i>
4522P162073/2	1076360	A2491	2215/767	Lot 4522	3853 Donnybrook-Boyup Brook Road, Noggerup	Shire of Donnybrook Balingup
11P20750/1	1075849	A1732	2048/547	Lot 11	3851 Boyup Brook Road Noggerup	Shire of Donnybrook Balingup
3804P153547/2	1076419	A2671	1897/282	Lot 3804	3905 Donnybrook-Boyup Brook Road, Noggerup	Shire of Donnybrook Balingup
11859P157909/2	1630596	A4390	1245/290	Lot 11859	Lot 11859 Walker Road, Wilga West	Shire of Boyup Brook
12087P163478/2	1630597	A4389	1328/357	Lot 12087	199 Walker Road, Wilga West	Shire of Boyup Brook
10833P140931/2	1076069	A1393	1039/55	Lot 10833	118 Walker Road, Wilga West	Shire of Boyup Brook
11287P159733/2	1076069	A1393	1175/249	Lot 11287	118 Walker Road, Wilga West	Shire of Boyup Brook

2. Subject to the Council of the Shire of Boyup Brook resolving to support the proposed boundary adjustment in accordance with Resolution 1, request the Chief Executive Officer to:

- a. Prepare a joint submission document to the Local Government Advisory Board in conjunction with the Shire of Boyup Brook.*
- b. Present the joint submission document to Council for endorsement.*

CARRIED 8/0 by En bloc Resolution

At the Ordinary Meeting of Council on 26 May 2022, the Council of the Shire of Boyup Brook resolved unanimously to support the preferred new alignment of the district boundary.

MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON 26 MAY 2022

COUNCIL DECISION & OFFICER RECOMMENDATION – 13.1

MOVED: Cr Darren King

SECONDED: Cr Philippe Kaltenrieder

That Council:

1. Endorses a proposed district boundary adjustment for the following properties:

Land ID	VEN	Assess No	Cert of Title	Lot	Address	Proposed district that the property to be wholly located
4522P162073/2	1076360	A2491	2215/767	4522	3853 Donnybrook-Boyup brook Rd Noggerup	Shire of Donnybrook Balingup
11P20750/1	1075849	A1732	2048/547	11	3851 Boyup Brook Rd Noggerup	Shire of Donnybrook Balingup
3804P153547/2	1076419	A2671	1897/282	3804	3905 Donnybrook-Boyup Book Rd Noggerup	Shire of Donnybrook Balingup
11859P157909/2	1630596	A4390	1245/290	11859	Lot 11859 Walker Rd Wilga	Shire of Boyup Brook
12087P163478/2	1630597	A4389	1328/357	12087	199 Walker Rd Wilga West	Shire of Boyup Brook
10833P140931/2	1076069	A1393	1039/55	10833	118 Walker Rd, Wilga West	Shire of Boyup Brook
11287P159733/2	1076069	A1393	1175/249	11287	118 Walker Rd, Wilga West	Shire of Boyup Brook

2. Subject to the Council of the Shire of Donnybrook Balingup resolving to support the proposed boundary adjustment in accordance with Resolution 1, request the Chief Executive Officer to:

- a) Prepare a joint submission document to the Local Government Advisory Board in conjunction with the Shire of Donnybrook Balingup.
- b) Present the joint submission document to Council for endorsement.

CARRIED 8/0

Res 22/5/58

The following plan is guiding the joint submission to the Board. The resolution that is the subject of this report relates to stage 5.

Table 1 Stages

Stages - Boundary Change		Council Decision Required	Landowner Consultation	Status
1	Joint Council resolution with Shire of Boyup Brook			Completed
	a. Endorse boundary change process	√		Completed
	b. Endorse initiating consultation with affected landowners	√		Completed
2	Letter to landowners advising process - Include a return form where landowner indicates preferred district for the affected lot		√	Completed
3	Joint Council resolution with Shire of Boyup Brook			Completed
	a. Endorse proposed changes to boundary alignment	√		Completed
	b. Authorise CEOs to prepare a submission for a district boundary change to Local Government Advisory Board	√		Completed
4	Officers prepare Local Government Advisory Board submission report			Completed
5	Joint Council resolution with Shire of Boyup Brook adopting the submission report for a district boundary change to Local Government Advisory Board	√		This stage is the subject of this report
6	Submit to Local Government Advisory Board			
7	Resolve matters raised from the Local Government Advisory Board assessment process			
8	Local Government Advisory Board considers proposal and makes recommendation to Minister for Local Government			
9	Minister makes determination on proposal and advises proponent via Local Government Advisory Board			

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Schedule 2.1 of the Local Government Act 1995 prescribes the requirements for changing boundaries of a local government district.

2. **Making a proposal**

- (1) *A proposal may be made to the Advisory Board by —*
- (a) *the Minister; or*
 - (b) *an affected local government; or*
 - (c) *2 or more affected local governments, jointly; or*
 - (d) *affected electors who —*
 - (i) *are at least 250 in number; or*
 - (ii) *are at least 10% of the total number of affected electors.*
- (2) *A proposal is to —*
- (a) *set out clearly the nature of the proposal, the reasons for making the proposal and the effects of the proposal on local governments; and*
 - (b) *be accompanied by a plan illustrating any proposed changes to the boundaries of a district; and*
 - (c) *comply with any regulations about proposals.*

CONSULTATION

In accordance with joint resolutions of the Shire of Donnybrook Balingup and Shire of Boyup Brook, consultation has been undertaken with affected landowners.

Landowner consultation was undertaken for a period of 6 weeks, commencing on 1 December 2021, and concluded on 14 January 2022.

Of the seven subject properties, five survey responses were received.

Table 2 Submissions

Support	Oppose	No Response	Total
5	0	2	7

OFFICER COMMENT/CONCLUSION

Circumstances where an individual property is bisected by a district boundary is considered burdensome for both the landowner and government agencies.

- Rating is managed independently by two local governments
- Landowner receives two rate notices
- Landowner is subject to dual rating conditions
 - Rates due dates
 - Instalment options
 - Penalty and Instalment interest charges

- Dual management of processes by local governments and the Office of State Revenue, where a landowner is an eligible recipient of a concession under the Rates and Charges (Rebates and Deferments) Act 1992
- Land valuations require dual management by the Valuer General
- Land information requires dual management by Landgate
- Landowner eligible to vote in two local governments
- Subject properties require specific management by Department of Fire and Emergency Services for the purposes of the Emergency Services Levy
- Land use on affected properties is subject to dual local government statutory licenses and approval processes
- Land use on affected properties is subject to dual Town Planning Schemes
- Dual local government property settlement / change of ownership processes

It is recommended that the proposed district boundary change be supported to permanently resolve this long-standing boundary irregularity.

COUNCIL RESOLUTION 80/22

Moved: Cr Atherton

Seconded: Cr Jones

That Council:

- 1. Endorse the attached document “*Submission to the Local Government Advisory Board – Joint proposal by the Shire of Donnybrook Balingup and Shire of Boyup Brook to change the district boundary*” with the following additions:**
 - a) Signatures of the Shire Presidents and Chief Executive Officers (page 3); and**
 - b) Copy of this resolution from both Councils (Appendix 2 – Council Resolutions).**
- 2. Subject to the Council of the Shire of Boyup Brook resolving to endorse resolution 1 above, authorise the Chief Executive Officer to lodge the submission with the Local Government Advisory Board.**

CARRIED 8/0

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

Against: Nil

Cr Smith re-entered the chamber at 5:36pm.

9.2.4 ANNUAL REVIEW OF ASSET MANAGEMENT PLANS 2022/23

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	FNC 10/2
Author	Stuart Eaton - Finance Projects
Responsible Manager	Kim Dolzadelli – Director Corporate and Community
Attachments	9.2.4(1) - Asset Management Plan - Parks & Reserves 9.2.4(2) - Asset Management Plan – Vehicles 9.2.4(3) - Asset Management Plan - Buildings 9.2.4(4) - Asset Management Plan – Roads and Transport 9.2.4(5) - Borrowings Plan 9.2.4(6) - Reserve Fund Plan
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Endorses the annual review of the following plans for the period 2022/23: <ol style="list-style-type: none"> a. Asset Management Plan - Parks & Reserves b. Asset Management Plan – Vehicles c. Asset Management Plan - Buildings d. Asset Management Plan – Roads and Transport e. Borrowings Plan f. Reserve Fund Plan 2. Instructs the Chief Executive Officer to utilise the endorsed plans as outlined in Point 1 to guide development of the Shire of Donnybrook Balingup draft Long Term Financial Plan.

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	11	Strong Visionary Leadership
Objective	11.1	Provide strategically focused, open and accountable governance
Priority Projects	11.1.1	Provide an annual review of key informing strategies to the Integrated Planning and Reporting Framework to inform the Annual Budget

EXECUTIVE SUMMARY

Council is requested to endorse the annual review of Council's Asset Management Plan comprising those items listed in Officer recommendation 1. above.

Asset management plans provide a high-level estimate of asset maintenance/renewal obligations into the future.

Whilst acknowledging Shire of Donnybrook Ballingup has made significant progress in developing these plans there are still more actions required to be undertaken to bring them to maturity. These include, but are not limited to, establishment of a Service Level Hierarchy for Buildings, ensuring that the Assets provided to the community remain relevant.

BACKGROUND

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

A suite of financial planning systems has been developed and implemented that:

- Demonstrate the Shire's capability to deliver services and manage its asset portfolio to sustain the community into the future;
- Determine the real cost of managing the Shire's asset portfolio;
- Determine the real cost of delivering services to the community;
- Determine the potential contribution residents and users should make to the cost of services and facilities in the event of a cost recovery approach being adopted by Council.

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

Redevelopment Works

It has been acknowledged within the presented asset plans that Council is currently undertaking redevelopment planning of several facilities within the Shire. Asset renewal for the affected existing facilities have been removed from forward planning in the expectation that the current projects will be delivered. Upon completion of these projects, asset inspections will be undertaken to determine detailed asset renewal requirements for these new community assets.

Should the redevelopment projects not address asset renewal works that are currently required on existing facilities, these necessary works would require reintroducing into the asset plans, resulting in additional funding requirements.

Asset Management Plans

Asset Management Plan – Parks & Reserves (Attachment 9.2.4(1))

Parks and Reserves comprise numerous items of built or installed depreciable equipment and infrastructure. These assets deteriorate over time and require a program of cyclical replacement at the end of economic life.

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

This strategy plans for the timing and financing of:

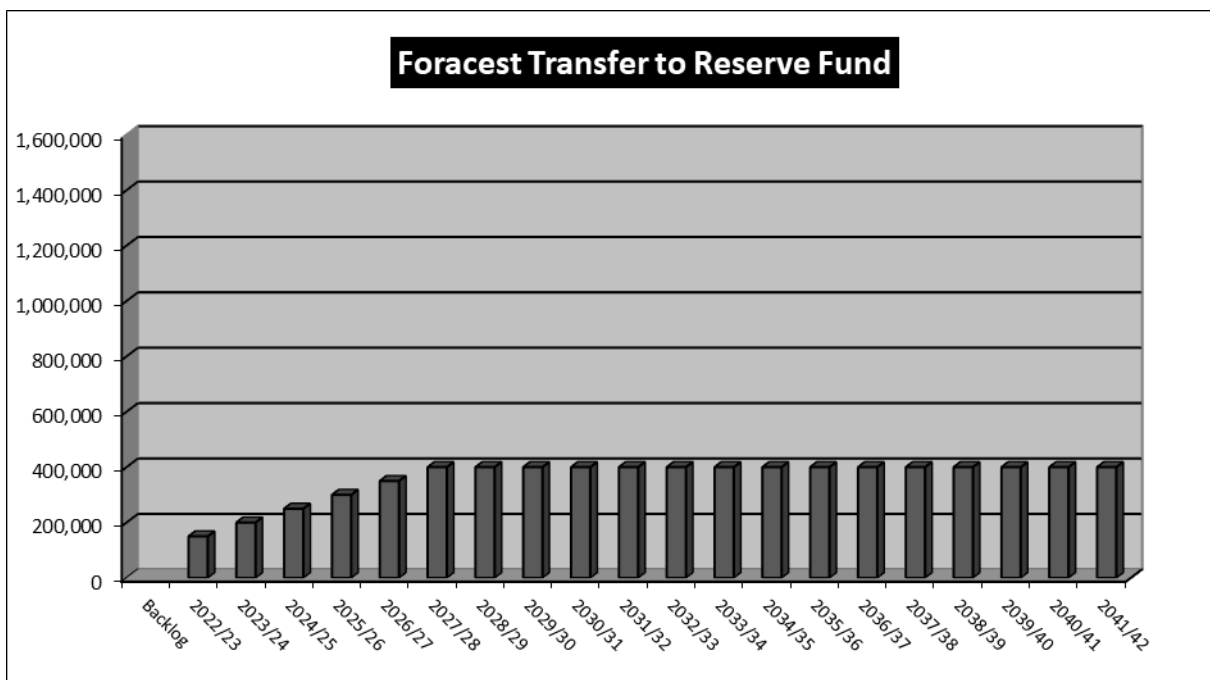
- Development works;
- Replacement of aged infrastructure; and
- Major maintenance of infrastructure.

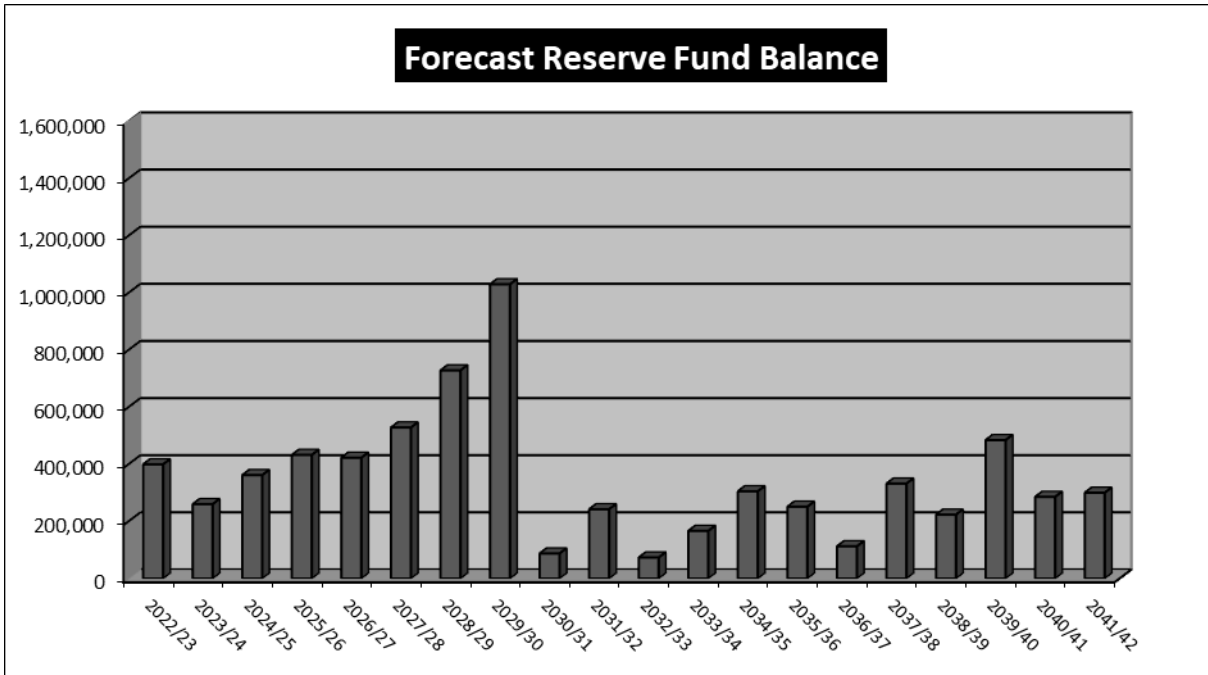
Material changes in the 2022/23 review relate to assessments of future asset renewal requirements on recently completed park redevelopments at the following locations:

- Apple Funpark
- Station Square
- Donnybrook Pump Track

Transfer to Parks & Reserves Reserve – Sustainable Level (pa)	\$400,000
Transfer to Parks & Reserves Reserve - 2021/22 Annual Budget	\$100,000

Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37
100,000	150,000	200,000	250,000	300,000	350,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000	400,000





Asset Management Plan – Buildings (Attachment 9.2.4(2))

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

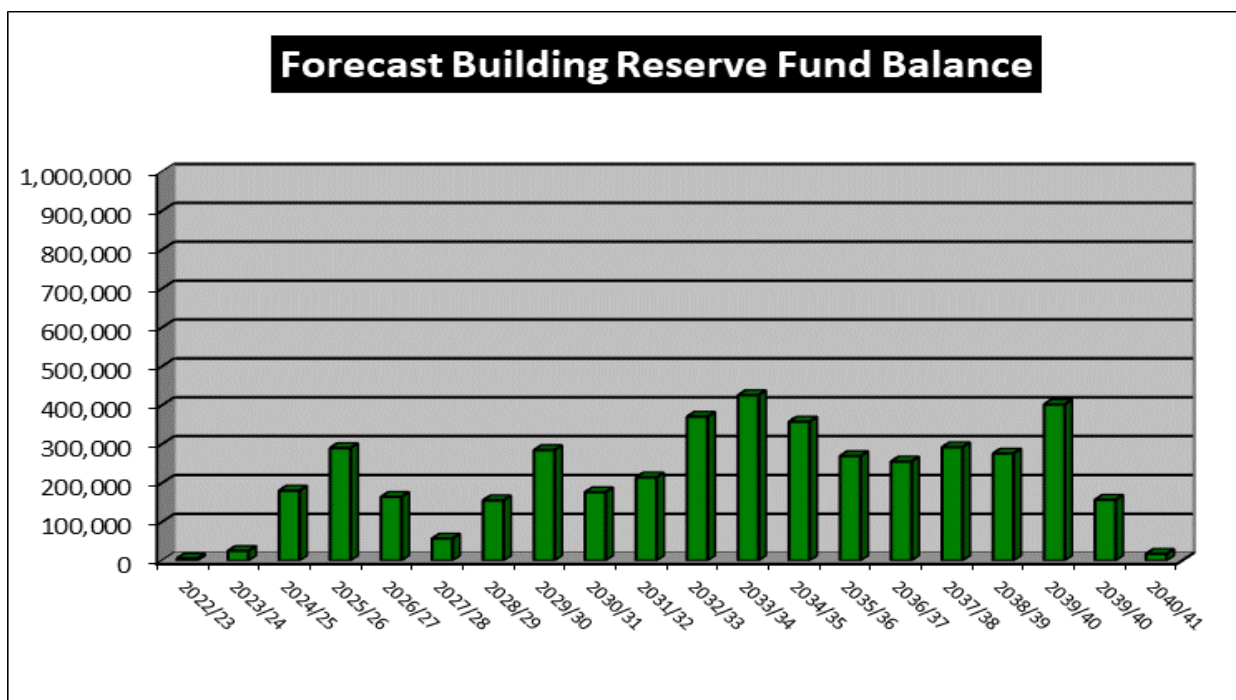
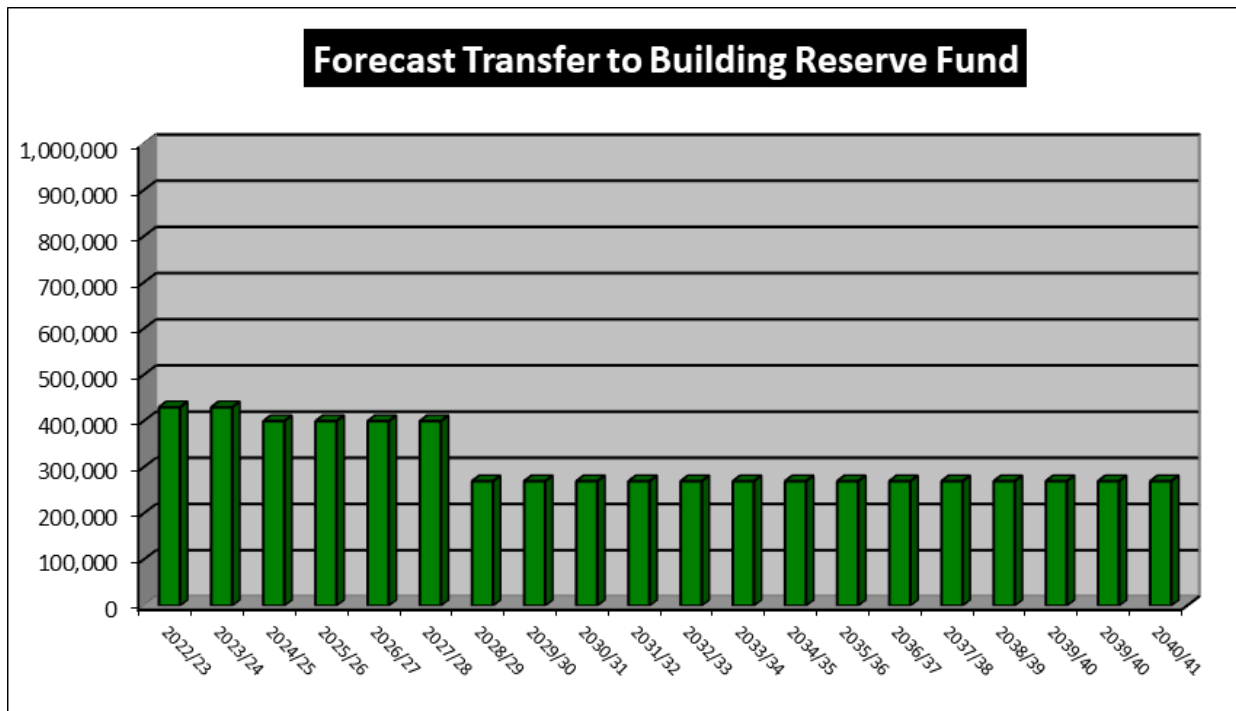
This strategy will plan for the timing and financing of:

- Construction of new buildings;
- Alterations and extensions of existing buildings; and
- Preservation and maintenance of building.

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

It is identified that the sustainable annual own source funding level for this asset class is \$400,000pa to 2027/28, then reducing to \$270,000pa thereafter.

Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37
352,692	430,000	430,000	400,000	400,000	400,000	400,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000	270,000



Material influences on the 2022/23 plan for this asset class include:

- Backlog of renewal expenditure totalling \$254,737 across 15 facilities;
- Donnybrook Waste Management Facility – Inclusion of future construction of Transfer Station (Source: 2021 ASK Waste Management Landfill Closure Management Plan, 2021);
- Donnybrook Recreation Centre – Independent review of pool plant asset renewal;
- Minnipup Cottages & Langley Villas – Updated per refurbishment grant;

- Donnybrook Administration Centre Refurbishment – Concept planning / design costs included;
- Revised VC Mitchell Park redevelopment scope as per Council resolution(s).

The plan additionally identifies a requirement for future borrowings for major building works.

Year	Building	Amount
2022/23	VC Mitchell Park Redevelopment	\$3,000,000
2024/25	Administration Centre - Donnybrook	\$2,000,000
2029/30	Transfer Station Development – Donnybrook Waste Management Facility	\$1,180,917

Asset Management Plan – Vehicles (Attachment 9.2.4(3))

This Asset Management Plan details:

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

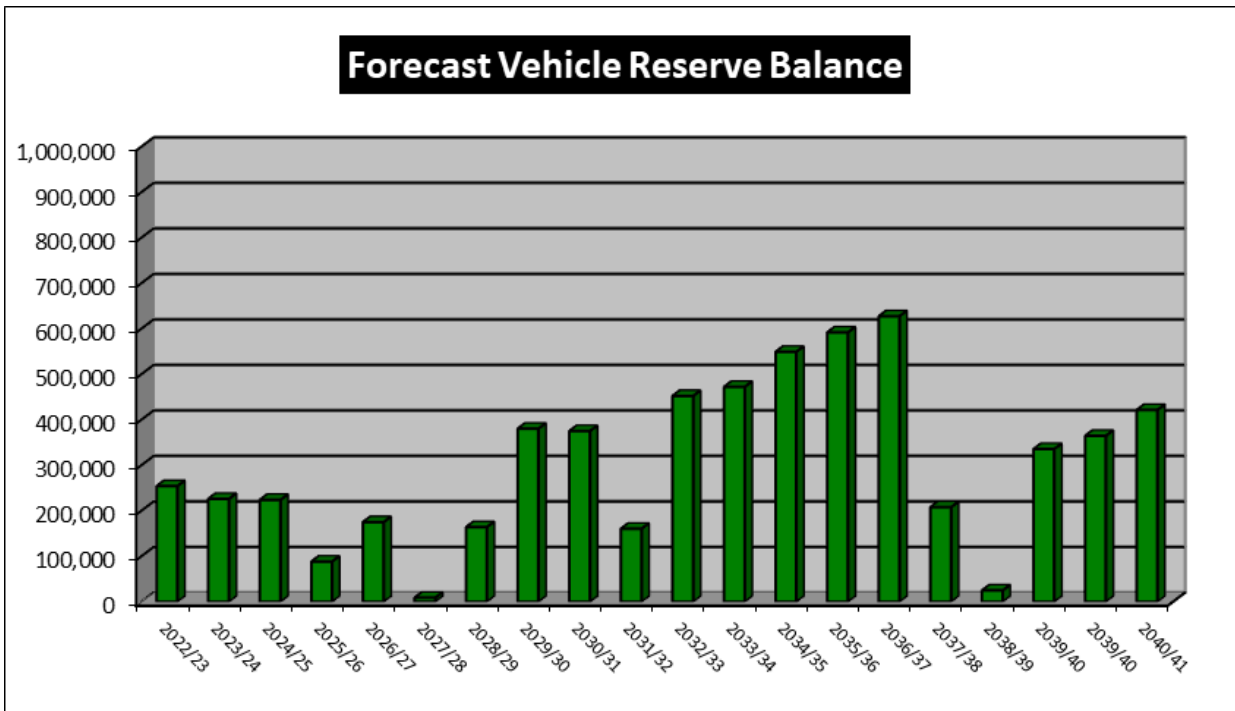
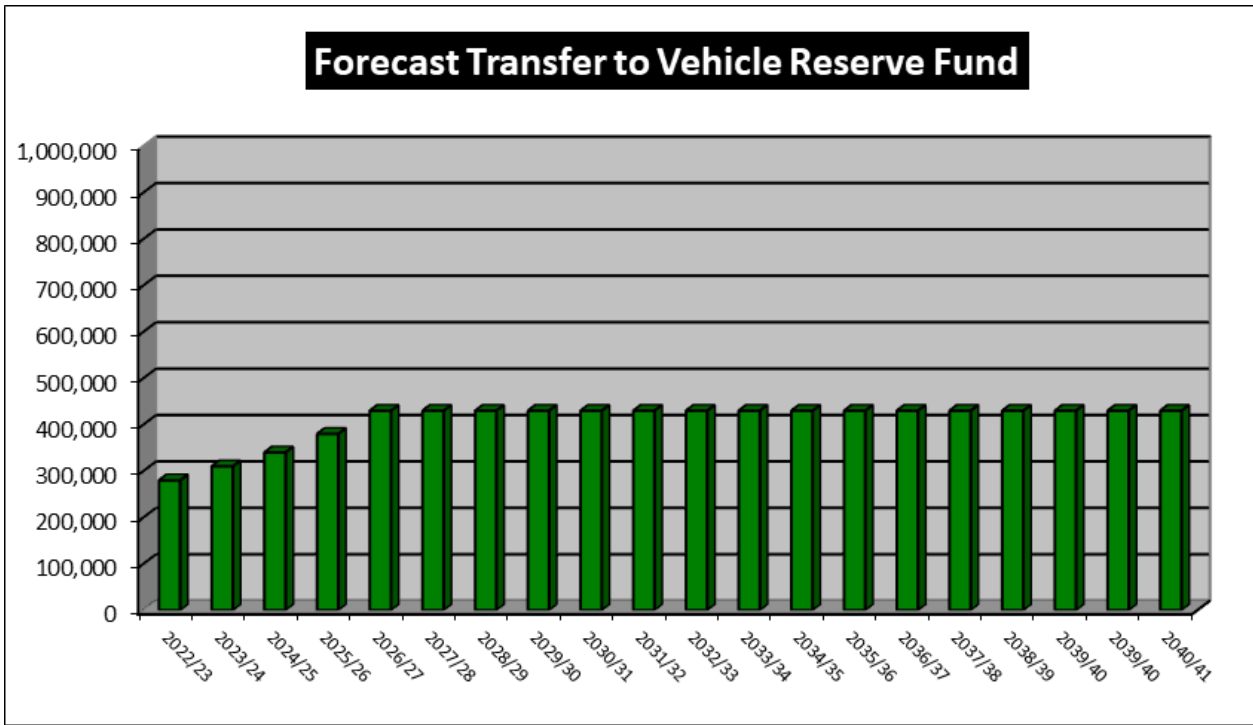
Council operates a fleet of vehicles to carry out service delivery to the community. These range from road construction plant to compliance vehicles.

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

It is identified that there is a requirement to allocate annualised asset renewal funding for this asset class of \$430,000 pa.

Transfer to Vehicle Reserve – Sustainable Level (pa)	\$430,000
Transfer to Vehicle Reserve - 2021/22 Annual Budget	\$250,000

Budget	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37
250,000	280,000	310,000	340,000	380,000	430,000	430,000	430,000	430,000	430,000	430,000	430,000	430,000	430,000	430,000	430,000



Management Plan – Roads and Transport (Attachment 9.2.4(4))

The information contained in this asset plan is a summary from Council's Road Asset Management and Maintenance System (RAMMS). Estimation of Capital Renewal funding requirements identified in the Asset Plan has been determined using the Remaining Useful Life of each recorded asset item. This information is based on independent revaluations and asset condition assessments undertaken in 2018.

New valuations and asset condition assessments will be undertaken during 2022/23 with updated data utilised in the 2023/24 plan (in 12 months).

The plan provides aggregated level Capital Renewal requirements for the following transport asset classes:

- Roads
- Railings
- Drainage
- Footpaths
- Car Parks
- Street Signs

Local Governments are allocated funds for bridges through the Local Grants Commission. Project funds for bridges are allocated to renewal type projects, recognising that some of these projects may include some upgrading or replacement when the existing bridge has reached the end of its economic life.

A Bridge Committee advises the Commission on priorities for allocating funds for bridges. Membership of the Committee is made up of representatives from the following organisations:

- WA Local Government Grants Commission;
- Western Australian Local Government Association; and
- Main Roads Western Australia (MRWA).

The Committee receives recommendations from MRWA on funding priorities for bridges. MRWA inspects and evaluates the condition of local government bridges and has the expertise to assess priorities and make recommendations on remedial measures.

Bridges are therefore excluded from the Shire's asset planning, as this is managed, and funded, at a State level.

Capital expenditure on Roads and Transport infrastructure is typically classified into the following categories.

1. **Capital Renewal** - Increases the life of the asset and may increase its service potential. Expenditure in this category includes:

- Roads
 - Resealing aggregate and asphalt seals
 - Re-gravelling existing gravel roads
 - Reforming existing formed roads
 - Reconstructing roads to existing standards (may include widening less than lane width)
 - Reconstructing shoulders on sealed roads
 - Replacing cattle grid
 - Replacing culverts
 - Replacing kerbs
- Bridges
 - Replacing bridge components
 - Strengthening individual structural components
 - Constructing concrete overlays Reconstructing of bridges to existing standards (may include widening less than 1 metre)
- Ancillary
 - Replacement of lighting infrastructure
 - Replacement of road signals and signs including street signs
 - Replacement of road marking
 - Replacement of all other traffic management devices
 - Reconstruction of footpaths and dual use paths

2. Capital Upgrade - Provides a higher level of service to users. Expenditure in this category includes:

- Roads
 - Gravelling a road that was not previously gravelled
 - Sealing a road that was not previously sealed
 - Constructing a second carriageway
 - Road widening
- Bridges
 - Bridge widening
 - Bridge strengthening to accommodate higher axle loads
- Ancillary
 - Upgrading or adding to existing:
 - Street lighting
 - Road signals and signs including street signs
 - Road marking
 - All other traffic management devices
 - Footpaths including dual use paths

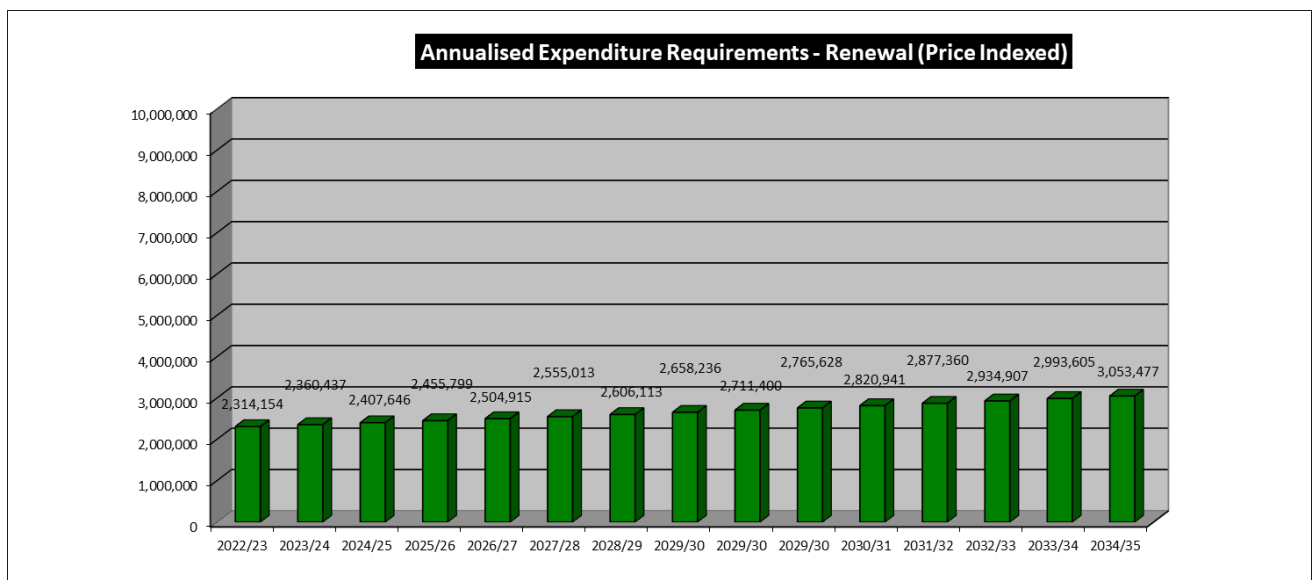
3. Capital Expansion - Extending the road network. Expenditure in this category includes:

- Roads
 - Constructing a road that previously did not exist. It may be a formed, gravelled or sealed road or street

- Bridges
 - Constructing a bridge where none existed previously

- Ancillary
 - Provision of the following on new roads:
 - Street lighting
 - Road signals and signs including street signs
 - Road marking
 - All other traffic management devices
 - Footpaths including dual use paths

It is identified that annual expenditure requirements for Capital Renewal on Roads and Transport Assets is \$2.3m pa (indexed annually).



Borrowings Plan (Attachment 9.2.4(5))

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

Council is guided by its adopted policy FIN/CP-3 DEBT. This policy sets out the way the Shire of Donnybrook Balingup may establish and manage a debt portfolio. The objective of this Debt Policy is to ensure the sound management of the Shire’s existing and future debt.

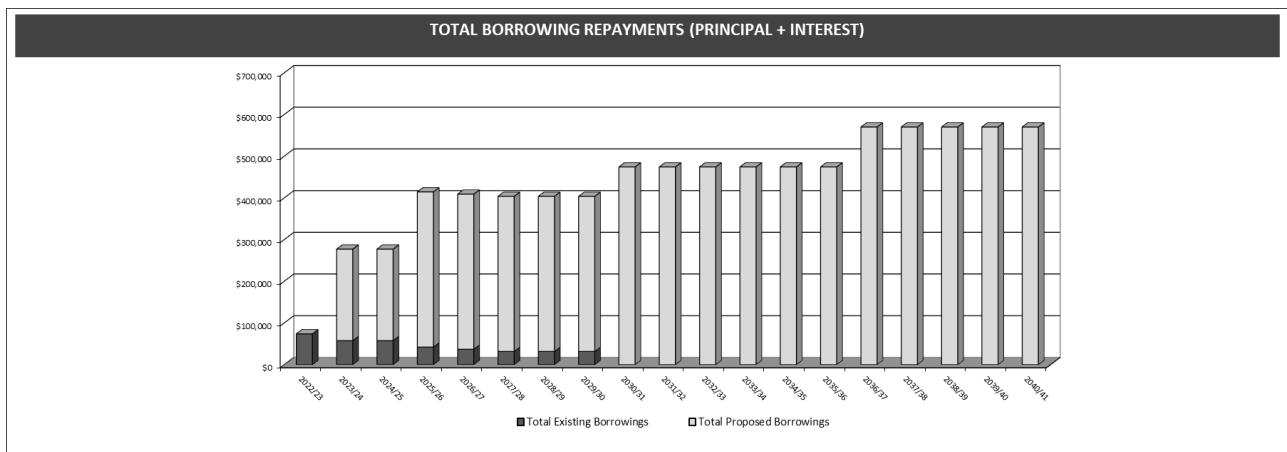
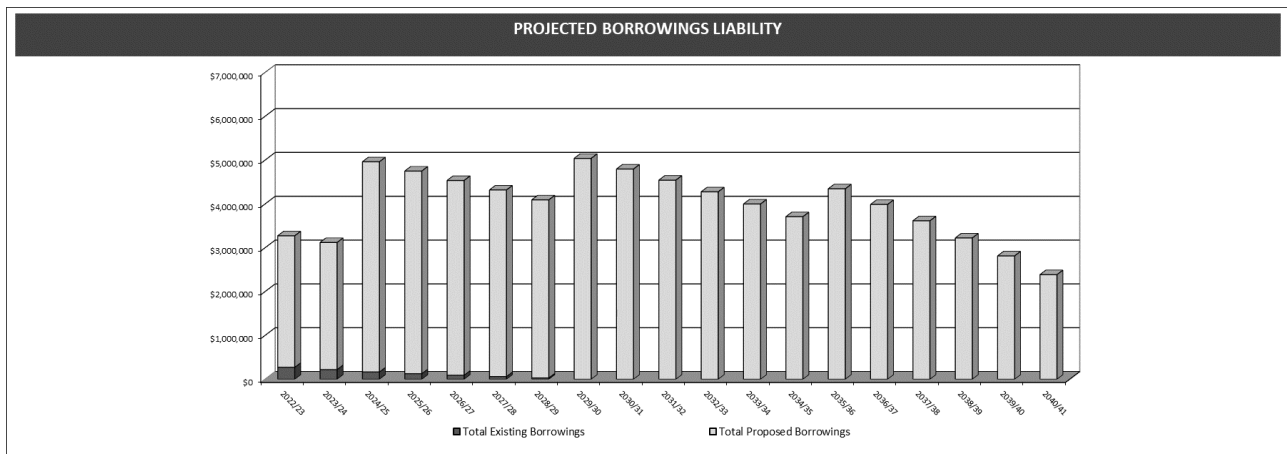
The policy outlines the Shire’s debt strategy and provides for the responsible financial management of borrowings by ensuring that the level of indebtedness is maintained within acceptable limits and is managed appropriately.

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

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

The following future borrowings are identified.

Year	Building	Amount
2022/23	VC Mitchell Park Redevelopment	\$3,000,000
2024/25	Administration Centre - Donnybrook	\$2,000,000
2029/30	Transfer Station Development – Donnybrook Waste Management Facility	\$1,180,917
2035/36	Apple Funpark	\$938,803



Reserve Fund Plan (Attachment 9.2.4(6))

Section 6.11 of the Local Government Act requires that where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.

The suite of plans recommended for adoption require budgetary allocations to meet planned expenditure requirements. The mechanism for meeting own source funded expenditure identified in the plans is from reserve funds. Therefore, the annual budget is required to fulfill the function of delivering the sustainable levels of annual funding into reserves that is calculated to meet the planned expenditure.

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

Council maintains several cash reserves for a variety of purposes:

- to provide funds for future liabilities;
- to provide funds for future asset acquisitions / replacement;
- to hold unspent funds for specific projects; and
- to reduce the reliance on borrowing by accumulating funds for specific projects.

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

Should Council not allocate budget funding for transfer to reserves as identified in this plan, reserves will become depleted and associated funds identified throughout the IFPR that is sourced from reserves will not be available. The majority of identified asset renewal works are funded from reserves, therefore should insufficient funds be allocated to reserves via the budget process, it runs the risk of leading to long term asset condition decline.

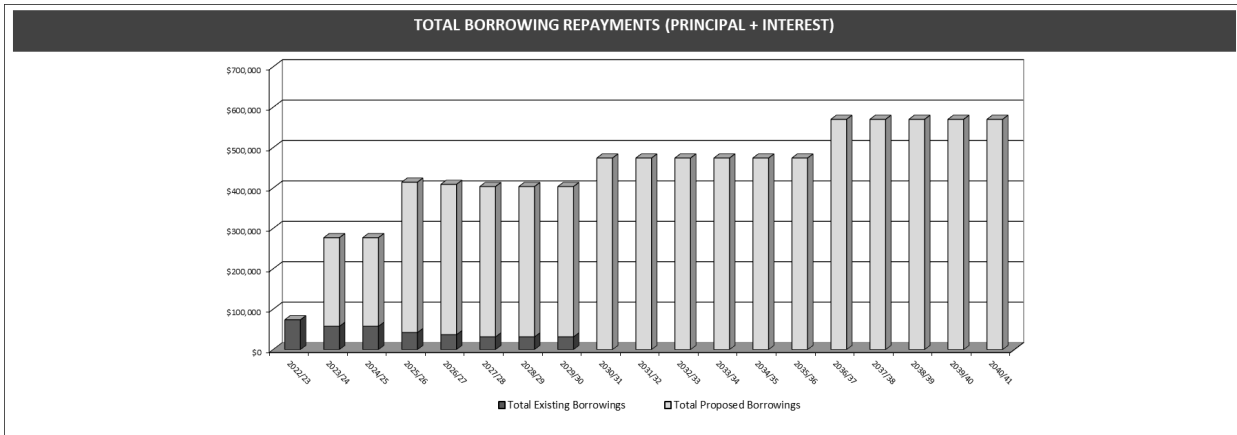
FINANCIAL IMPLICATIONS

2021/22 Annual Budget – Transfer to Reserves	\$824,638
2022/23 Annual Budget (Proposed) – Transfer to Reserves	\$1,013,400

It is planned that sustainable asset funding levels be attained over time though increases in the annual budget allocation to respective reserves. Plateauing indicates achieving identified sustainable own source funding levels.



The Borrowings Plan identifies the requirement for four new borrowings over the life of the plans to meet identified asset management/development requirements. The forecast annual borrowing repayments for the next 20 years are reflected in the following graph.



POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Section 5.56(1) of the *Local Government Act 1995* requires local governments produce a plan for the future.

CONSULTATION

Councillors were invited to an Asset Management Plan review workshop held Wednesday, 8 June 2022.

OFFICER COMMENT/CONCLUSION

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

Asset management plans provide a high level estimate of asset maintenance/renewal obligations into the future. The suite of plans that form the Integrated Financial Planning and Reporting framework are intended to facilitate sound long-term financial planning and identify the true cost of managing Council’s asset portfolio. The Shire’s asset management plans will continue to mature as the Shire invests additional resources to collate and integrate relevant data into them.

It is recommended that Council gives careful regard to longer-term considerations in making annual budget decisions. These plans enable to Council understand the extent of its future financial obligations.

Moved: Cr Atherton

Seconded: Cr Newman

That Council:

- 1. Endorses the annual review of the following plans for the period 2022/23:**
 - a. Asset Management Plan - Parks & Reserves**
 - b. Asset Management Plan – Vehicles**
 - c. Asset Management Plan - Buildings**
 - d. Asset Management Plan – Roads and Transport**
 - e. Borrowings Plan**
 - f. Reserve Fund Plan**

- 2. Instructs the Chief Executive Officer to utilise the endorsed plans as outlined in Point 1 to guide development of the Shire of Donnybrook Balingup draft Long Term Financial Plan.**

Amendment

Moved: Cr Wringe

Seconded: Cr Atherton

That Council:

- 1. Endorses the annual review of the following plans for the period 2022/23:**
 - a. Asset Management Plan - Parks & Reserves**
 - b. Asset Management Plan – Vehicles**
 - c. Asset Management Plan - Buildings**
 - d. Asset Management Plan – Roads and Transport**
 - e. Borrowings Plan**
 - f. Reserve Fund Plan**

- 2. Instructs the Chief Executive Officer to utilise the endorsed plans as outlined in Point 1 to guide development of the Shire of Donnybrook Balingup draft Long Term Financial Plan.**

- 3. Instruct the Chief Executive Officer to amend the timing of deliverables in the Council Plan 2022-2032, Outcome 12, Objective 12.1.5 to align with the following documents:**
 - * Asset Management Plan – Buildings (Admin Centre);**
 - * Borrowings Plan (Admin Centre);**

CARRIED 9/0

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

Against: Nil

COUNCIL RESOLUTION 81/22

Moved Cr Wringe

Seconded Cr Atherton

That Council:

- 1. Endorses the annual review of the following plans for the period 2022/23:**
 - a. Asset Management Plan - Parks & Reserves**
 - b. Asset Management Plan – Vehicles**
 - c. Asset Management Plan - Buildings**
 - d. Asset Management Plan – Roads and Transport**
 - e. Borrowings Plan**
 - f. Reserve Fund Plan**

- 2. Instructs the Chief Executive Officer to utilise the endorsed plans as outlined in Point 1 to guide development of the Shire of Donnybrook Balingup draft Long Term Financial Plan.**

- 3. Instruct the Chief Executive Officer to amend the timing of deliverables in the Council Plan 2022-2032, Outcome 12, Objective 12.1.5 to align with the following documents;**
 - * Asset Management Plan – Buildings (Admin Centre);**
 - * Borrowings Plan (Admin Centre);**

CARRIED 9/0

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

Against: Nil

9.2.5 CUSTOMER RELATIONSHIP MANAGEMENT – PROGRESS UPDATE

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

Executive Recommendation
That Council note the progress of the Customer Services Module implementation, and the impact it has on achieving Council Plan Outcome 12.

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome	12	A well respected, professionally run organisation
Objective	12.1	Deliver effective and efficient operations and service provision
Priority projects	12.1.3	Review Shire IT, including business and customer service software (such as Intramaps)

EXECUTIVE SUMMARY

Officers are providing an update on the progress of the Synergysoft Customer Service Module implementation, noting that implementation is expected to meet the timeline of FY2022-23 as per the Council Plan 2022-2032.

Synergysoft is the Shire’s main software suite encompassing all components of Financial Management, Rates and Property, Development Services, Ranger Services, Cemeteries, Records Management and more.

BACKGROUND

Following the presentation of a “Customer Relationship Management (CRM)” Business Case to Council at the April 2021 Ordinary Council Meeting, further internal investigation has been conducted by Shire officers to ascertain whether the existing Customer Module within Synergysoft may be able to support the needs of the Shire. In the business case one of the key blockers to utilising this module was the records management system, along with general officer confidence and level of ability when utilising this system.

To understand more about the Customer Module’s functionality in practice Shire officers engaged with the Shire of Capel’s Customer Service team and undertook a knowledge

sharing session to learn what works for their Shire, what they like about the system and what the current restrictions are. As a result of that session, the Shire have also shared some of their learnings in regard to implementation and change management processes that they undertook in order to get the system up and running in order to provide a better service to the community.

As mentioned in the April 2021 Business Case, one of the challenges preventing the Shire immediately implementing the use of this module is the level of records experience that Shire officers currently hold. This was also supported in the most recent Workforce Plan survey results whereby it became apparent that until the Shire addresses the need for internal staff to undertake training and development in the Records Management space, that the use of the customer service module will prove to be challenging.

To resolve this issue, two days of mandatory training has been arranged with IT Vision for late June, which all users of Synergysoft will be required to undertake. This will remove one impediment to implementation, along with the added bonus of having a specialist from IT Vision provide recommendations on how the Shire may be able to use the Records Management module more effectively. As a part of this training, a group of officers will be identified as “records champions” and will go through an additional training session to upskill them further in order to retain additional knowledge and expertise throughout the Shire (as opposed to this knowledge currently residing with one specialist).

Following this, a project implementation team of key users will be identified and commence work on implementing the use of the customer services module within the Shire. There will be several key steps involved which include:

- Identification of the project team
- Clarification and mapping of the current processes and tasks that the Shire performs within the customer space
- Selection of the customer processes that will be migrated to the customer module
- Set up and testing of the customer module (e.g. how files will be coded, integration with the records management system)
- User acceptance testing
- User training
- System go live
- System review, follow up and management of issues that arise

It is estimated that the implementation will be completed by June 2023 as per the Council Plan, as concurrently the Altus Procurement system implementation will commence throughout quarter one of financial year 2022-23, and the impact of the changes associated with this process along with the impact on officer workloads will also need to be considered.

FINANCIAL IMPLICATIONS

No step change in operational expenditure for the Customer Service Module, however officer training costs of \$3,982 are expected.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Internal consultation has occurred as well as communication with the Shire of Capel. Councilors where also provided a progress summary update on 16 May 2022.

OFFICER COMMENT/CONCLUSION

It is recommended that Council note the progress with respect to implementing the Synergysoft Customer Service Module and note the implementation plan as detailed within this report.

COUNCIL RESOLUTION 82/22

Moved: Cr Atherton

Seconded: Cr Smith

That Council note the progress of the Customer Services Module implementation, and the impact it has on achieving Council Plan Outcome 12.

CARRIED 9/0 by En bloc Resolution

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

Against: Nil

9.2.6 ADOPTION OF FIN/CP-1-COVID-19 FINANCIAL HARDSHIP POLICY

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	ADM 11/4
Author	Naomi Newport, Rates Officer
Responsible Manager	Katie McIntyre, Manager Finance & Corporate
Attachments	9.2.6(1) – Draft Council Policy - FIN/CP-1- COVID-19 Financial Hardship
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <p style="padding-left: 40px;">1. Adopts amendments to Council Policy FIN/CP-1-COVID-19 Financial Hardship as included in Attachment 9.2.6(1).</p>

STRATEGIC ALIGNMENT

The following outcomes from the Council Plan relate to this proposal:

Outcome 12 A well respected, professionally run organisation

Objectives 12.1 Deliver effective and efficient operations and service provision

EXECUTIVE SUMMARY

Council is requested to consider the amendments outlined in Attachment 1 to the FIN/CP-1-COVID-19 Financial Hardship policy. These amendments allow for the financial hardship concessions on rates and service charges levied for the 2021/2022 financial year, and subsequent years.

BACKGROUND

The COVID-19 Financial Hardship policy (EM/CP-1- COVID-19 Financial Hardship) was first adopted by Council 14 April 2020 as part of Councils COVID-19 Recovery Plan. The policy was presented to Council at the Special Council Meeting on 21 December 2021, noting that no review had been completed, only changes made to the policy number. These changes were adopted.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Local Government (COVID-19 Response) Order 2020 and Local Government (COVID-19 Response) Amendment Order 2021.

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

In recognition of the continued challenges arising from the COVID-19 pandemic, it is recommended that the Shire of Donnybrook Balingup update the FIN/CP-1-COVID-19 Financial Hardship policy to allow eligible ratepayers financial hardship concessions on rates and service charges levied for the 2021/2022 financial year and subsequent years in line with any future amendment to the *Local Government (COVID-19 Response) Order 2020*.

The Financial Hardship Criteria has been refined to ensure that this policy applies to only those ratepayers that are suffering hardship as a consequence of the COVID-19 pandemic.

Other minor administrative amendments have been made to this policy as demonstrated in Attachment 9.2.6(1).

COUNCIL RESOLUTION 83/22

Moved: Cr Atherton

Seconded: Cr Smith

That Council:

- 1. Adopts amendments to Council Policy FIN/CP-1-COVID-19 Financial Hardship as included in Attachment 9.2.6(1).**

CARRIED 9/0 by En bloc Resolution

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

Against: Nil

9.3 CHIEF EXECUTIVE OFFICER

Nil.

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil.

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

Nil.

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12.1.1 CONFIDENTIAL - WORKS AND SERVICES BUSINESS UNIT - REVIEW IMPLEMENTATION

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

RECOMMENDATION

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

12.1.1 Confidential – Works and Services Business Unit – Review Implementation

COUNCIL RESOLUTION 84/22

Moved: Cr Newman

Seconded: Cr Gubler

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

12.1.1 Confidential – Works and Services Business Unit – Review Implementation

CARRIED 9/0

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

Against: Nil

The Meeting was closed to the public at 5:41pm.

RECOMMENDATION

That the meeting be re-opened to the public.

COUNCIL RESOLUTION 87/22

Moved: Cr Mills

Seconded: Cr Newman

That the meeting be re-opened to the public.

CARRIED 9/0

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

Against: Nil

The meeting was re-opened to the public at 5:43pm.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

13 CLOSURE

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

The Shire President declared the meeting closed at 5:43 pm.