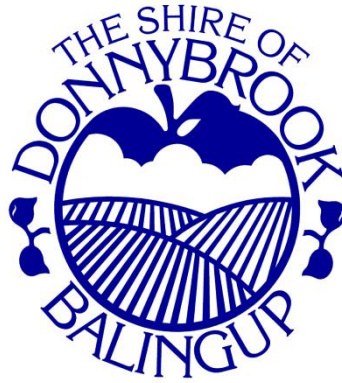




ATTACHMENTS

Ordinary Council Meeting – 27 May 2020

- 7.1(1) Minutes Ordinary Council Meeting 22 April 2020
- 7.2(1) Minutes Audit and Risk Management Committee April 2020
- 8.1(1) 2019 Delegation Register
- 8.1(2) Delegations to Rescind
- 9.2.1(1) Schedule of Accounts Paid
- 9.2.2(1) Monthly Financial Report – April 2020
- 9.2.4(1) Community Grant Guidelines 2019-20
- 9.2.4(2) Donnybrook Balingup Community Radio Major Grant Application 2019-20
- 9.2.4(3) Donnybrook Balingup community Radio Application for Change of Purpose to 2019-20 Major Grant
- 9.2.5(2) Tuia Lodge Quarter Two 2019/20 Report
- 9.2.5(4) Tuia Lodge Quarter Three 2019/20 Report
- 9.2.6(1) DLGSCI National Redress Scheme Information Paper
- 9.3.2(1) Donnybrook Sport Recreation Events Precinct Master Plan – Final Report
- 9.3.2(2) VC Mitchell Park Master Plan – Stakeholder Responses
- 9.3.3(1) Apple Fun Park Redevelopment – Survey Results



**MINUTES OF ORDINARY MEETING OF COUNCIL
22 APRIL 2020**

Held on

Wednesday 22 April 2020

Commencing at 5.00pm

eMeeting

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

**Ben Rose
Chief Executive Officer**

24 April 2020

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY COUNCIL MEETING

eMeeting
Wednesday 22 April 2020 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 Noongar People, paying respects to Elders, past and present and emerging.

The Shire Present declared the meeting open at 5.37pm.

Shire President – Notification of eMeeting Procedures

The *Local Government (Administration) Regulations* have been amended to allow eMeetings to be held during the COVID-19 pandemic situation and in accordance with Government guidelines.

Members of the public are advised that public questions need to be received by 3pm the day of the meeting. Under the amended *Local Government (Administration) Regulations*, Council can determine at the meeting whether to respond to the question at the meeting, or to take the question on notice and respond at a later date.

In accordance with Regulation 14E(b), the unconfirmed minutes of the meeting will be available for public inspection immediately following the meeting.

Shire President – COVID Pandemic

Noting the State and Federally-declared 'state of emergency' in relation to the COVID pandemic, the normal business processes of the Shire are temporarily disrupted while the Shire focuses on response and recovery arrangements, and as such, the Agenda for the April 2020 Ordinary Meeting of Council focusses on critical business decisions only.

2 ATTENDANCE

MEMBERS PRESENT (VIA EMEETING)

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Jaimee Earl – Administration Officer Executive Services
Cr Anita Lindemann	
Cr Anne Mitchell	
Cr Chaz Newman	
Cr Shane Sercombe	
Cr Chris Smith	
Cr Leanne Wringe	

PUBLIC GALLERY

Nil. No public attendance available via eMeeting.

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

Nil.

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 Mitchell declared an impartiality interest in the following items as she is Manager of an aged care facility:

- 12.1.1 Confidential – Units 3, 6 and 11 Preston Retirement Village
- 12.1.3 Confidential – Bridge Street, Donnybrook – Partnership Housing Project
- 12.1.4 Confidential – Aged Care Services Review

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

5.2 PUBLIC QUESTION TIME

Questions on Notice - Susan and John Hickman

In relation to Preston Retirement Village:

1. Why has the shire raised the maintenance fee per fortnight from \$108 to \$308?
2. What is the shire going to do about it?
3. If you were over 80 would you be able to understand all these figures shown to them properly?

Dear Mr John and Mrs Susan Hickman

Re: Preston Village Retirement – Fee Structure

Thank you for your letter dated 17 March 2020, containing a number of questions and statements relating to the above matter.

The questions identified in the letter along with our response are set out below however, to provide context, I have also set out the background to this issue:

In September 2019, the Council considered the operations of Preston Retirement Village and the level of the annual maintenance fee. At this time, it was identified there was inconsistencies in the application of the lease provisions and that Shire ratepayers were subsidising the operating costs of the Village. The Council decided to move to a position where, over time, the Shire ratepayers were not subsidising the maintenance costs at the Village with this change phased in over 4 years ending in 2023/24. Any new residents entering the Village after 25 September 2019, have been charged 100% of their share of the maintenance costs.

QUESTIONS

Why has the Shire raised the maintenance fee per fortnight from \$108 to \$308

The maintenance fee payable by each occupant of Preston Retirement Village is determined by the terms of the agreement between the occupant(s) and the Shire and is personal information, not for public disclosure. However, the members of the Village are consulted on the composition and level of maintenance costs each year at a meeting specifically called for this purpose. As such, the occupants can influence the level of the maintenance costs through this mechanism.

What is the Shire doing about it?

The Shire Staff are working through the implementation of the Council resolution with a heavy emphasis on communicating this to the Village residents.

If you were over 80 would you be able to understand all these figures shown to them properly?

Over the past 8 months, the Manager of Aged Care has provided the occupants of the Village with two detailed onsite presentations on the reasons for the change and the calculation of the fee. The Manager of Aged Care is always available to respond to any questions from the Village Residents.

Annual Meeting of Electors, March 2020

We have no record of a question being lodged with the Chief Executive Officer prior to the meeting relevant to the issues in your letter.

At the Annual Meeting of Electors, the President repeatedly ask if there were any question from the floor, before closing the “Questions without Notice” item and progressing to the next item on the agenda. It is considered that there was ample opportunity provided to pose a question on any topic however no question on Preston Village maintenance fees was asked at the meeting from any of the gallery present.

Thank you for your contribution to this issue and I hope that our response provides you with more clarity.

Regards

Paul Breman

Executive Manager Corporate and Community

Questions on Notice – Simon McInnes

1. The tenders for the main St project are to be in by the end of April. There is a design portion in these tenders. How soon will the public be able to look at all of the designs and comment on the 2-million-dollar project in the middle of their town?

Response: The design/s will be released following the Council’s approval of the preferred tender/s, expected in late May 2020.

2. There is no mention of the 3.2 million dollar short fall in the Shires operating Ratio in the risk and Audit committee minutes and it came as a complete surprise to both the CEO and Shire President when asked about it at the rate payers meeting. It is not being addressed in this meeting. How is this problem being addressed?

Response: The response to this question was provided to Mr McInnes at the Annual General Meeting of Electors. The minutes to this meeting are public.

6 PRESENTATIONS

6.1 PETITIONS

6.2 PRESENTATIONS

6.3 DEPUTATIONS

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 25 MARCH 2020

Minutes of the Ordinary Meeting of Council held 25 March 2020 are attached (*attachment 7.2(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 25 March 2020 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 52/20

Moved: Cr Mitchell Seconded: Cr Massey

That the Minutes from the Ordinary Meeting of Council held 25 March 2020 be confirmed as a true and accurate record.

CARRIED 9/0

7.2 SPECIAL MEETING OF COUNCIL – 6 APRIL 2020

Minutes of the Special Meeting of Council held 6 April 2020 are attached (*attachment 7.2(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 6 April 2020 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 53/20

Moved: Cr Massey Seconded: Cr Atherton

That the Minutes from the Special Meeting of Council held 6 April 2020 be confirmed as a true and accurate record.

CARRIED 9/0

7.3 SPECIAL MEETING OF COUNCIL – 14 APRIL 2020

Minutes of the Special Meeting of Council held 14 April 2020 are attached (*attachment 7.3(1)*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 14 April 2020 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 54/20

Moved: Cr Lindemann

Seconded: Cr Wringe

That the Minutes from the Special Meeting of Council held 14 April 2020 be confirmed as a true and accurate record.

CARRIED 9/0

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

9.1 EXECUTIVE MANAGER OPERATIONS

Nil.

9.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

The Schedule of Accounts Paid under Delegation 3.1 (attachment 9.2.1(1)) is presented to Council for information.

9.2.2 MONTHLY FINANCIAL REPORT – MARCH 2020

The Monthly Financial Report for March is attached (attachment 9.2.2(1)).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended 31 March 2020 be received.

COUNCIL RESOLUTION 54/20

Moved: Cr Wringe

Seconded: Cr Newman

That the monthly financial report for the period ended 31 March 2020 be received.

CARRIED 9/0

9.3 CHIEF EXECUTIVE OFFICER

**NOTE: ELECTOR'S MOTION FROM ANNUAL GENERAL MEETING OF ELECTORS
16 MARCH 2020**

At the Annual General Meeting of Electors held 16 March 2020, the following was resolved:

Elector's Decision

Moved: Anataglia Mannello Seconded: Janine Milton

That the Shire of Donnybrook Balingup form an all-embracing Sustainability Advisory Committee, similar to the one operating within the Shire of Bridgetown Greenbushes, utilising the skills of the community and working with the Shire to develop an adaptation plan to mitigate the challenges of drought, water security and bush fire risk we face as a community, while reducing our dependence on non-renewable energy sources through, although not limited to optimising waste to energy efficiencies.

CARRIED: 22/11

As advised at the meeting, decisions made by Electors at an Annual Electors Meeting are presented to a meeting of Council for consideration per Section 5.33 of the *Local Government Act 1995*, which reads:

'All decisions made at an electors' meeting are to be considered at the next ordinary council meeting, or if that is not practicable, at the first ordinary council meeting after that meeting or at a special meeting called for that purpose, whichever happens first.'

Unfortunately due to the unprecedented circumstances surrounding the developing COVID-19 situation, Shire staff have been unable to address the motion at this stage and will provide comment and a report on this motion to the next practicable Ordinary or Special Council Meeting.

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

EXECUTIVE RECOMMENDATION

That pursuant to section 5.4 of the Shire of Donnybrook Balingup Meeting Procedures Local Law, Council agrees to receive the following confidential item as new business of an urgent nature:

12.1.5 Confidential – Aged Care Services Review

COUNCIL RESOLUTION 55/20

Moved: Cr Massey

Seconded: Cr Atherton

That pursuant to section 5.4 of the Shire of Donnybrook Balingup Meeting Procedures Local Law, Council agrees to receive the following confidential item as new business of an urgent nature:

12.1.5 Confidential – Aged Care Services Review

CARRIED 9/0

11.1 COVID-19 RECOVERY PLAN – RATEPAYER ‘CAPACITY TO PAY’ MEASURES

Note: This item will be presented to the May Ordinary Council Meeting.

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The following confidential report and recommendation has been distributed separately and is not for circulation:

12.1.1 CONFIDENTIAL – UNITS 3, 6 AND 11 PRESTON RETIREMENT VILLAGE

This report is confidential in accordance with Section 5.23 of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

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

12.1.2 CONFIDENTIAL – CONTRACT FOR SERVICES

This report is confidential in accordance with Section 5.23 of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

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

12.1.3 CONFIDENTIAL – BRIDGE STREET, DONNYBROOK – PARTNERSHIP HOUSING PROJECT

This report is confidential in accordance with Section 5.23 of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

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

12.1.4 CONFIDENTIAL – AGED CARE SERVICES REVIEW

This report is confidential in accordance with Section 5.23 of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (a) *A matter affecting an employee or employees*
- (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.*

12.1.5 RECALL CONFIDENTIAL ITEM (RESOLUTION 44/20) BUDGET REVIEW 2019-20

This report is confidential in accordance with Section 5.23 of the *Local Government Act 1995*, which permits the meeting to be closed to the public for business relating to the following:

- (a) *A matter affecting an employee or employees*
- (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.*

EXECUTIVE RECOMMENDATION

That the meeting be closed in accordance with section 5.3(2) of the *Local Government Act 1995* to discuss the following confidential items:

- 12.1.1 Confidential – Units 3, 6 and 11 Preston Retirement Village**
- 12.1.2 Confidential – Contract for Services**
- 12.1.3 Confidential – Bridge Street, Donnybrook – Partnership Housing Project**
- 12.1.4 Confidential – Aged Care Services Review**
- 12.1.5 Recall Confidential Item (Resolution 44/20) Budget Review 2019/20**

COUNCIL RESOLUTION 56/20

Moved: Cr Lindemann Seconded: Cr Newman

That the meeting be closed in accordance with section 5.3(2) of the *Local Government Act 1995* to discuss the following confidential items:

- 12.1.1 Confidential – Units 3, 6 and 11 Preston Retirement Village**
- 12.1.2 Confidential – Contract for Services**
- 12.1.3 Confidential – Bridge Street, Donnybrook – Partnership Housing Project**
- 12.1.4 Confidential – Aged Care Services Review**
- 12.1.5 Recall Confidential Item (Resolution 44/20) Budget Review 2019/20**

CARRIED 9/0

The meeting was closed to consider confidential items at 5.45pm.

COUNCIL RESOLUTION 62/20

Moved: Cr Newman

Seconded: Cr Mitchell

That:

- 1. The meeting be re-opened.**
- 2. In accordance with Section 5.23(2) of the *Local Government Act 1995* and Section 4A of the *Local Government (Administration Regulations) 1996*, items are to remain confidential unless otherwise resolved by Council.**

CARRIED 9/0

The meeting was re-opened at 7.27pm.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

COUNCIL RESOLUTION 61/20

That:

- 1. Council Resolution 44/20 'Budget Review 2019-20' and Attachment 7.1.2(1) be released from confidential status as at midday 24 April 2020.*
- 2. The Chief Executive Officer and Shire President prepare and release a media statement addressing the results of the Budget Review 2019-20.*

COUNCIL RESOLUTION 44/20

That Council:

- 1. Adopt the 2019-20 budget review statement with amendments to the 2019-20 budget line items as detailed in the attached Note 2 to the Statement, items (B) and (C).*
- 2. Instructs the Chief Executive Officer to take action to reduce the potential for a budget deficit as much as possible leading up to the 30 June 2020 within the confines of maintaining core operations, major projects and service delivery.*
- 3. Instructs the Chief Executive Officer to identify the opportunity for any potential deficit as at 30 June 2020 to be funded from Cash Reserves.*

13 CLOSURE

The Shire President advised that the next Ordinary Council Meeting will be held on Wednesday 27 May 2020 commencing at 5.00pm, unless otherwise advised.

The Shire President closed the meeting at 7.28pm.



Audit and Risk Management Committee Minutes

Held on

Friday 17 April 2020

Commencing at 3:30pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

A handwritten signature in black ink, appearing to read "Ben Rose", with a long horizontal flourish extending to the right.

**Ben Rose
Chief Executive Officer**

17 April 2020

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SHIRE OF DONNYBROOK BALINGUP

AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES

Held in Shire of Donnybrook Balingup Council Chamber
Friday 17 April 2020, 3:30pm

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Chairperson – Acknowledgment of Country

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

Chairperson – Notification of eMeeting Procedures

The *Local Government (Administration) Regulations* have been amended to allow eMeetings to be held during the COVID-19 pandemic situation and in accordance with Government guidelines.

In accordance with Regulation 14E(b), the unconfirmed minutes of the meeting will be available for public inspection immediately following the meeting.

The Chairperson declared the meeting open at 3:59pm, welcomed the members and advised them of the meeting procedures.

2. ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Massey (Deputy President)	Ben Rose - Chief Executive Officer
Cr Wringe	Paul Breman – Executive Manager Corporate and Community
Cr Newman	Loren Clifford – Corporate Planning and Governance Officer
EXTERNAL MEMBERS	GUESTS
Ian Telfer (Chairperson)	Cr Brian Piesse – Shire President (Ex officio)
Carly Anderson - Phone	

APOLOGIES

Nil.

3. ANNOUNCEMENTS FROM PRESIDING MEMBER

Nil

4. DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

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

5. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

6. CONFIRMATION OF MINUTES

Minutes of the Audit and Risk Management Committee meeting held 20 February 2020 are attached (Attachment 6.0).

COMMITTEE RECOMMENDATION

Moved: Cr Chaz Newman Seconded: Cr Jackie Massey

That the Minutes of the Audit and Risk Management Committee meeting held on 20 February 2020 be confirmed as a true and correct record.

CARRIED: 5/0

7. REPORTS OF OFFICERS

7.1 CORPORATE PLANNING AND GOVERNANCE OFFICER

7.1.1 Annual Review of Delegations Register 2019/2020

Location	Donnybrook Balingup
Applicant	Not applicable
File Reference	Not applicable
Author	Loren Clifford – Corporate Planning and Governance Officer
Responsible Officer	Loren Clifford – Corporate Planning and Governance Officer
Manager	Maureen Keegan – Manager Executive Services
Attachments	7.1.1 Attachment 1- Delegations Register 7.1.1 Attachment 2 – Delegations to be Rescinded
Voting Requirements	Absolute majority

Recommendation
<p>That the Audit and Risk Management Committee recommends to the Council that:</p> <ol style="list-style-type: none"> 1. Council NOTES completion by Council as the Delegator, of the 2019/20 annual statutory review of the Delegations Register, in accordance with s.5.18 and 5.46 of the <i>Local Government Act 1995</i>, s.47(2) of the <i>Cat Act 2011</i> and s.10AB of the <i>Dog Act 1976</i>. 2. RESCINDMENT of the following listed delegations as detailed in Attachment 2, under the Local Government Act 1995. <ul style="list-style-type: none"> • 4.13 Appointment of Staff 3. RESCINDMENT of, the following listed delegations as detailed in Attachment 2, because there is no head of power to delegate the power/duty in legislation. <ul style="list-style-type: none"> • 7.12 Certificate of Local Planning Authority • 8.4 Certificate of Local Health Authority 4. RESCINDMENT of the following listed delegations as detailed in Attachment 2, because it is not a power or duty that can be delegated. <ul style="list-style-type: none"> • 1.1 Council Spokesperson • 1.2 Council Representatives • 1.3 Expenses – Approval and Payment of Expenses and Reimbursements • 2.3 Camping Reserves • 2.4 Arbitration and Industrial Dispute • 2.5 Swimming Pool Hours • 2.6 CEO - Acting Chief Executive Officer

- 2.7 Staff Appointments
- 2.8 Vehicles - Use of Vehicles
- 2.9 Walkathons, Car Rallies, Bicycle Rides and Processions
- 2.14 Study Leave - Payment of Study Leave
- 2.15 Community Bus - Hiring Council Community Bus
- 2.19 Council Orders - Signing of Council Orders
- 2.20 Volunteers - Engagement of Volunteers
- 2.21 Event Applications by Donnybrook Recreation Centre
- 2.22 Community Grants Program Funding Scheme
- 2.25 Long Service Leave - The Taking of Long Service Leave
- 2.27 Camping Sites – Balingup Oval and Transit Park (Special Events)
- 2.29 Common Seal - Authority to Affix Common Seal
- 2.31 Waste Management Exemption
- 3.4 Donations
- 3.6 Insurance – Public Liability Claims
- 4.1 Council Plant - Use of Council Plant
- 4.2 Roadside Clearing
- 4.4 School Bus Signs
- 4.5 Timber Royalties
- 4.6 Trees Fallen on Roads
- 4.7 School Aid by Council Works Department
- 4.8 Sand Removal
- 4.9 Extra Mass Vehicle Permits
- 5.3 Building - Site Levels / Foundation Requirements
- 6.1 Expenses - Incur Expenses on Behalf of Council
- 6.5 Burning on Road Verges
- 7.1 Legal Advice
- 7.9 Road Closure and Road Dedication
- 7.10 Department of Land Administration Leases
- 7.11 Department of Land Administration Licenses to Occupy
- 9.1 Tuia Lodge Administration
- 9.3 Tuia Lodge Refundable Accommodation Deposits

5. **APPROVAL** of the following listed delegations, inclusive of amendments and as detailed in Attachment No.2 -Delegation Register, in accordance with s.5.17 and 5.42 of the *Local Government Act 1995*, s.44 of the *Cat Act 2011*, s.10AA of the *Dog Act 1976* and s.16 of the *Graffiti Vandalism Act 2016*, s.127 of the *Building Act 2011*, s.48 of the *Bush Fires Act 1954*, s.118 of the *Food Act 2008*, s.21 of the *Public Health Act 2016* and s.16(3)(e), s. 82(1), s.83(1) of the *Planning and Development Act 2005*:

- 1.1.1 Audit and Risk Committee
- 1.2.1 Appoint Authorised Persons
- 1.2.2 Performing Functions Outside the District
- 1.2.3 Compensation for Damage Incurred when Performing Executive Functions
- 1.2.4 Powers of Entry

- **1.2.5 Declare Vehicle is Abandoned Vehicle Wreck**
- **1.2.6 Confiscated or Uncollected Goods**
- **1.2.7 Disposal of Sick or Injured Animals**
- **1.2.8 Close Thoroughfares to Vehicles**
- **1.2.9 Control Reserves and Certain Unvested Facilities**
- **1.2.10 Obstruction of Footpaths and Thoroughfares**
- **1.2.11 Gates Across Public Thoroughfares**
- **1.2.12 Public Thoroughfare – Dangerous Excavations**
- **1.2.13 Crossing – Construction, Repair and Removal**
- **1.2.14 Private Works on, over or under Public Places**
- **1.2.15 Expressions of Interest for Goods and Services**
- **1.2.16 Tenders for Goods and Services**
- **1.2.17 Panels of Pre-Qualified Suppliers for Goods and Services**
- **1.2.18 Application of Regional Price Preference Policy**
- **1.2.19 Disposing of Property**
- **1.2.20 Payments from the Municipal or Trust Funds**
- **1.2.21 Defer, Grant Discounts, Waive or Write Off Debts**
- **1.2.22 Power to Invest and Manage Investments**
- **1.2.23 Rate Record Amendment**
- **1.2.24 Agreement as to Payment of Rates and Service Charges**
- **1.2.25 Determine Due Date for Rates or Service Charges**
- **1.2.26 Recovery of Rates or Service Charges**
- **1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent**
- **1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land**
- **1.2.29 Rate Record – Objections**
- **1.2.30 Notices to Owners**
- **1.4.1 Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law**
- **1.4.2 Animals, Environment and Nuisance Local Law 2017**
- **1.4.3 Bushfire Brigades Local Law (Consolidated 2017)**
- **1.4.4 Cat Local Law (Consolidated to include 2017 amendment)**
- **1.4.5 Cemeteries Local Law 2008**
- **1.4.6 Dogs Local Law (Consolidated 2017)**
- **1.4.7 Extractive Industries Local Law (Consolidated 2016)**
- **1.4.8 Fencing Local Law (Consolidated 2016)**
- **1.4.9 Health Local Laws 1999**
- **1.4.10 Meeting Procedures Local Law 2017**
- **1.4.11 Outdoor Eating Areas Local Law 2013**
- **1.4.12 Parking and Parking Facilities Local Law 2017**
- **1.4.13 Local Government Property Local Law 2015**
- **1.4.14 Waste Local Law 2017**
- **2.1.1 Grant a Building Permit**
- **2.1.2 Demolition Permits**
- **2.1.3 Occupancy Permits or Building Approval Certificates**
- **2.1.4 Designate Employees as Authorised Persons**
- **2.1.5 Building Orders**
- **2.1.6 Inspection and Copies of Building Records**

- **2.1.7 Referrals and Issuing Certificates**
- **2.1.8 Private Pool Barrier – Alternative and Performance Solutions**
- **2.1.9 Smoke Alarms – Alternative Solutions**
- **3.1.1 Make Request to FES Commissioner – Control of Fire**
- **3.1.2 Prohibited Burning Times – Vary**
- **3.1.3 Prohibited Burning Times – Control Activities**
- **3.1.4 Restricted Burning Times – Vary and Control Activities**
- **3.1.5 Control of Operations Likely to Create Bush Fire Danger**
- **3.1.6 Burning Garden Refuse / Open Air Fires**
- **3.1.7 Firebreaks**
- **3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
- **3.1.9 Control and Extinguishment of Bush Fires**
- **3.1.10 Apply for Declaration as an Approved Area**
- **3.1.11 Recovery of Expenses Incurred through Contraventions of this Act**
- **3.1.12 Prosecution of Offences**
- **4.1.1 Cat Registrations**
- **4.1.2 Cat Control Notices**
- **4.1.3 Approval to Breed Cats**
- **4.1.4 Appoint Authorised Persons**
- **4.1.5 Recovery of Costs – Destruction of Cats**
- **4.1.6 Applications to Keep Additional Cats**
- **4.1.7 Reduce or Waiver Registration Fee**
- **5.1.1 Exemption for Exceeding Dog Number Limits**
- **5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons**
- **5.1.3 Refuse or Cancel Registration**
- **5.1.4 Kennel Establishments**
- **5.1.5 Appoint Authorised Persons**
- **5.1.6 Recovery of Moneys Due Under this Act**
- **5.1.7 Dispose of or Sell Dogs Liable to be Destroyed**
- **5.1.8 Declare Dangerous Dog**
- **5.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke**
- **5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice**
- **5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration**
- **6.1.1 Determine Compensation**
- **6.1.2 Prohibition Orders**
- **6.1.3 Food Business Registrations**
- **6.1.4 Appoint Authorised Officers and Designated Officers**
- **6.1.5 Debt Recovery and Prosecutions**
- **6.1.6 Abattoir Inspections and Fees**
- **6.1.7 Food Businesses List – Public Access**
- **7.1.1 Give Notice Requiring Obliteration of Graffiti**

- **7.1.2 Notices – Deal with Objections and Give Effect to Notices**
- **7.1.3 Obliterate Graffiti on Private Property**
- **7.1.4 Powers of Entry**
- **8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs.)**
- **8.1.2 Authorised Officer – *Health (Miscellaneous Provisions) Act 1911***
- **8.1.3 Enforcement Agency Reports to the Chief Health Officer**
- **8.1.4 Designate Authorised Officers**
- **8.1.5 Determine Compensation for Seized Items**
- **8.1.6 Commence Proceedings**
- **9.1.1 Illegal Development**
- **9.2.1 Local Planning Scheme No. 7- Development Applications**
- **9.2.2 Planning and Development (Local Planning Schemes) Regulations 2015 - Strata Applications**

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The purpose of this report is for Council to receive the annual statutory review of the Delegations Register, in accordance with s.5.18 and 5.46 of the *Local Government Act 1995*, s.47(2) of the *Cat Act 2011* and s.10AB of the *Dog Act 1976*.

BACKGROUND

Council last reviewed its delegations register on 26 April 2017, this was a desktop review which was undertaken with the only changes being; minor typographical errors, editing policy numbering and increasing the rates book write off minor balances from \$500 to \$1,000.

FINANCIAL IMPLICATIONS

Not applicable

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

- section 5.42(1) of the *Local Government Act 1995*;
- section 45 of the *Cat Act 2011*;
- section 10AA of the *Dog Act 1976*;
- section 16 of the *Graffiti Vandalism Act 2016*;
- section 127 (1) and (3) of the *Building Act 2011*;
- section 48 and 59(3) of the *Bush Fires Act 1954*;
- section 118 of the *Food Act 2008*;
- section 26 of the *Health (Miscellaneous Provisions) Act 1911*;
- schedule 2, Clause 82 of the *Planning and Development (Local Planning Schemes) Regulations 2015*;
- section 21 of the *Public Health Act 2016*; and
- Regulation 15D(7) of the *Health (Asbestos Regulations 1992)*

CONSULTATION

No statutory external consultation is required.

OFFICER COMMENT/CONCLUSION

In July 2017 WALGA released a Decision Making in Practice Toolkit. The kit was developed as a best practice manual in consultation with WA local governments', and provides a comprehensive overview and understanding of the legislative framework that informs the mandatory and discretionary decision making roles undertaken by local government, including how legislation assigns decision making to local governments and statutory offices and provides statutory processes that enable local governments to pass on decision making powers and duties to others.

Using this manual, an analysis of the legislation and local laws listed below has been undertaken to identify and determine opportunities for delegations from Council to Committees, Council to CEO, and delegations or sub-delegation from the CEO to employee.

- *Local Government Act 1995*;
- *Building Act 2011*;
- *Building Regulations 2012*;
- *Bush Fires Act 1954*;
- *Cat Act 2011*;
- *Dog Act 1976*;
- *Food Act 2008*;
- *Graffiti Vandalism Act 2016*;
- *Planning and Development Act 2005*;
- *Public Health Act 2016*;
- *Health (Miscellaneous Provisions) Act 1911*;
- *Health (Asbestos) Regulations 1992*;
- *Planning and Development (Local Planning Schemes) Regulations 2015*;
- *Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law*;
- *Animals, Environment and Nuisance Local Law 2017*;
- *Bushfire Brigades Local Law 2017*;
- *Cat Local Law 2017*;

- Cemeteries Local Law 2008;
- Dogs Local Law 2017;
- Extractive Industries Local Law 2017;
- Fencing Local Law 2016;
- Health Local Laws 1999;
- Meeting Procedures Local Law 2017;
- Outdoor Eating Areas Local Law 2013;
- Parking and Parking Facilities Local Law 2017;
- Local Government Property Local Law 2015; and
- Waste Local Law 2017.

The analysis has considered changes to legislation, the organisational structure, individual position roles and responsibilities, continuity of service, the risks and sensitivities of the decisions and the Shire's operational requirements.

Delegation of power from the Council to the CEO is multifaceted, and there has historically been little consistency between local governments as to what powers may be, or should be, delegated. There has also been little consistency as to how these powers are articulated within an instrument of delegation (Delegation Register), and specifically whether a "broad" power should be delegated that incorporates many sections/subsections of the relevant Act/Regulations, or whether each power should be identified and referenced independently. There have also been many instances where delegations have been provided but are not required (can be dealt with via authorisation), or on the contrary where it was believed that a delegation was not required to undertake a task, but has now been identified as being necessary.

The validity of a Delegation and the legal standing of decisions made under it are reliant on the Delegation being accurate. The new layout of the Delegation Register now clearly fulfils council's statutory obligation for delegations to be in writing, and it's also a useful management and communication tool for Elected Members to better understand the power or duty they are delegating, for staff it's a ready reference to the extent of delegated authority assigned to them, and it informs the community as to who makes decisions in what circumstances.

COMMITTEE RESOLUTION

Moved: Cr Newman Seconded: Cr Wringe

That the Audit and Risk Management Committee recommends to the Council that:

- 1. Council NOTES completion by Council as the Delegator, of the 2019/20 annual statutory review of the Delegations Register, in accordance with s.5.18 and 5.46 of the *Local Government Act 1995*, s.47(2) of the *Cat Act 2011* and s.10AB of the *Dog Act 1976*.**
- 2. RESCINDMENT of the following listed delegations as detailed in Attachment 2, under the Local Government Act 1995.**
 - **4.13 Appointment of Staff**

3. RESCINDMENT of, the following listed delegations as detailed in Attachment 2, because there is no head of power to delegate the power/duty in legislation.

- **7.12 Certificate of Local Planning Authority**
- **8.4 Certificate of Local Health Authority**

4. RESCINDMENT of the following listed delegations as detailed in Attachment 2, because it is not a power or duty that can be delegated.

- **1.1 Council Spokesperson**
- **1.2 Council Representatives**
- **1.3 Expenses – Approval and Payment of Expenses and Reimbursements**
- **2.3 Camping Reserves**
- **2.4 Arbitration and Industrial Dispute**
- **2.5 Swimming Pool Hours**
- **2.6 CEO - Acting Chief Executive Officer**
- **2.7 Staff Appointments**
- **2.8 Vehicles - Use of Vehicles**
- **2.9 Walkathons, Car Rallies, Bicycle Rides and Processions**
- **2.14 Study Leave - Payment of Study Leave**
- **2.15 Community Bus - Hiring Council Community Bus**
- **2.19 Council Orders - Signing of Council Orders**
- **2.20 Volunteers - Engagement of Volunteers**
- **2.21 Event Applications by Donnybrook Recreation Centre**
- **2.22 Community Grants Program Funding Scheme**
- **2.25 Long Service Leave - The Taking of Long Service Leave**
- **2.27 Camping Sites – Balingup Oval and Transit Park (Special Events)**
- **2.29 Common Seal - Authority to Affix Common Seal**
- **2.31 Waste Management Exemption**
- **3.4 Donations**
- **3.6 Insurance – Public Liability Claims**
- **4.1 Council Plant - Use of Council Plant**
- **4.2 Roadside Clearing**
- **4.4 School Bus Signs**
- **4.5 Timber Royalties**
- **4.6 Trees Fallen on Roads**
- **4.7 School Aid by Council Works Department**
- **4.8 Sand Removal**
- **4.9 Extra Mass Vehicle Permits**
- **5.3 Building - Site Levels / Foundation Requirements**
- **6.1 Expenses - Incur Expenses on Behalf of Council**
- **6.5 Burning on Road Verges**
- **7.1 Legal Advice**
- **7.9 Road Closure and Road Dedication**
- **7.10 Department of Land Administration Leases**
- **7.11 Department of Land Administration Licenses to Occupy**
- **9.1 Tuia Lodge Administration**
- **9.3 Tuia Lodge Refundable Accommodation Deposits**

5. **APPROVAL** of the following listed delegations, inclusive of amendments and as detailed in Attachment No.2 -Delegation Register, in accordance with s.5.17 and 5.42 of the *Local Government Act 1995*, s.44 of the *Cat Act 2011*, s.10AA of the *Dog Act 1976* and s.16 of the *Graffiti Vandalism Act 2016*, s.127 of the *Building Act 2011*, s.48 of the *Bush Fires Act 1954*, s.118 of the *Food Act 2008*, s.21 of the *Public Health Act 2016* and s.16(3)(e), s. 82(1), s.83(1) of the *Planning and Development Act 2005*, *subject to modifying delegation 1.2.21condition (f) to read “A list of all deferments, Grant discounts, Waivers or write-off of debts executed under this delegation will be presented in the monthly financial report”*:

- 1.1.1 Audit and Risk Committee
- 1.2.1 Appoint Authorised Persons
- 1.2.2 Performing Functions Outside the District
- 1.2.3 Compensation for Damage Incurred when Performing Executive Functions
- 1.2.4 Powers of Entry
- 1.2.5 Declare Vehicle is Abandoned Vehicle Wreck
- 1.2.6 Confiscated or Uncollected Goods
- 1.2.7 Disposal of Sick or Injured Animals
- 1.2.8 Close Thoroughfares to Vehicles
- 1.2.9 Control Reserves and Certain Unvested Facilities
- 1.2.10 Obstruction of Footpaths and Thoroughfares
- 1.2.11 Gates Across Public Thoroughfares
- 1.2.12 Public Thoroughfare – Dangerous Excavations
- 1.2.13 Crossing – Construction, Repair and Removal
- 1.2.14 Private Works on, over or under Public Places
- 1.2.15 Expressions of Interest for Goods and Services
- 1.2.16 Tenders for Goods and Services
- 1.2.17 Panels of Pre-Qualified Suppliers for Goods and Services
- 1.2.18 Application of Regional Price Preference Policy
- 1.2.19 Disposing of Property
- 1.2.20 Payments from the Municipal or Trust Funds
- 1.2.21 Defer, Grant Discounts, Waive or Write Off Debts
- 1.2.22 Power to Invest and Manage Investments
- 1.2.23 Rate Record Amendment
- 1.2.24 Agreement as to Payment of Rates and Service Charges
- 1.2.25 Determine Due Date for Rates or Service Charges
- 1.2.26 Recovery of Rates or Service Charges
- 1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent
- 1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land
- 1.2.29 Rate Record – Objections
- 1.2.30 Notices to Owners
- 1.4.1 Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law
- 1.4.2 Animals, Environment and Nuisance Local Law 2017
- 1.4.3 Bushfire Brigades Local Law (Consolidated 2017)

- **1.4.4 Cat Local Law (Consolidated to include 2017 amendment)**
- **1.4.5 Cemeteries Local Law 2008**
- **1.4.6 Dogs Local Law (Consolidated 2017)**
- **1.4.7 Extractive Industries Local Law (Consolidated 2016)**
- **1.4.8 Fencing Local Law (Consolidated 2016)**
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- **1.4.10 Meeting Procedures Local Law 2017**
- **1.4.11 Outdoor Eating Areas Local Law 2013**
- **1.4.12 Parking and Parking Facilities Local Law 2017**
- **1.4.13 Local Government Property Local Law 2015**
- **1.4.14 Waste Local Law 2017**
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- **2.1.2 Demolition Permits**
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- **2.1.4 Designate Employees as Authorised Persons**
- **2.1.5 Building Orders**
- **2.1.6 Inspection and Copies of Building Records**
- **2.1.7 Referrals and Issuing Certificates**
- **2.1.8 Private Pool Barrier – Alternative and Performance Solutions**
- **2.1.9 Smoke Alarms – Alternative Solutions**
- **3.1.1 Make Request to FES Commissioner – Control of Fire**
- **3.1.2 Prohibited Burning Times – Vary**
- **3.1.3 Prohibited Burning Times – Control Activities**
- **3.1.4 Restricted Burning Times – Vary and Control Activities**
- **3.1.5 Control of Operations Likely to Create Bush Fire Danger**
- **3.1.6 Burning Garden Refuse / Open Air Fires**
- **3.1.7 Firebreaks**
- **3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer**
- **3.1.9 Control and Extinguishment of Bush Fires**
- **3.1.10 Apply for Declaration as an Approved Area**
- **3.1.11 Recovery of Expenses Incurred through Contraventions of this Act**
- **3.1.12 Prosecution of Offences**
- **4.1.1 Cat Registrations**
- **4.1.2 Cat Control Notices**
- **4.1.3 Approval to Breed Cats**
- **4.1.4 Appoint Authorised Persons**
- **4.1.5 Recovery of Costs – Destruction of Cats**
- **4.1.6 Applications to Keep Additional Cats**
- **4.1.7 Reduce or Waiver Registration Fee**
- **5.1.1 Exemption for Exceeding Dog Number Limits**
- **5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons**
- **5.1.3 Refuse or Cancel Registration**

- **5.1.4 Kennel Establishments**
- **5.1.5 Appoint Authorised Persons**
- **5.1.6 Recovery of Moneys Due Under this Act**
- **5.1.7 Dispose of or Sell Dogs Liable to be Destroyed**
- **5.1.8 Declare Dangerous Dog**
- **5.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke**
- **5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice**
- **5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration**
- **6.1.1 Determine Compensation**
- **6.1.2 Prohibition Orders**
- **6.1.3 Food Business Registrations**
- **6.1.4 Appoint Authorised Officers and Designated Officers**
- **6.1.5 Debt Recovery and Prosecutions**
- **6.1.6 Abattoir Inspections and Fees**
- **6.1.7 Food Businesses List – Public Access**
- **7.1.1 Give Notice Requiring Obliteration of Graffiti**
- **7.1.2 Notices – Deal with Objections and Give Effect to Notices**
- **7.1.3 Obliterate Graffiti on Private Property**
- **7.1.4 Powers of Entry**
- **8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs.)**
- **8.1.2 Authorised Officer – *Health (Miscellaneous Provisions) Act 1911***
- **8.1.3 Enforcement Agency Reports to the Chief Health Officer**
- **8.1.4 Designate Authorised Officers**
- **8.1.5 Determine Compensation for Seized Items**
- **8.1.6 Commence Proceedings**
- **9.1.1 Illegal Development**
- **9.2.1 Local Planning Scheme No. 7- Development Applications**
- **9.2.2 Planning and Development (Local Planning Schemes) Regulations 2015 - Strata Applications**

Carried 5/0

8. QUESTIONS FROM MEMBERS

Nil

9. GENERAL BUSINESS

With permission from the Chair, the Executive Manager Corporate and Community (EMCC) provided the members with an overview of the result of the recent 2019-20 budget review presented to the Council, including an explanation of the predicted deficit and the major influences on the budget review outcome.

The EMCC also provided the Committee with a verbal summary of a presentation made to Councillors at a recent concept forum relating to the improvements required to the Shire's chart of accounts structure and financial reporting systems to achieve more timely, relevant and transparent financial information for senior staff with financial management responsibilities and the Council in their oversight role.

The CEO and EMCC provided an overview to the Committee of the recently completed financial analysis of Tuia Lodge, noting that the Committee will likely have a future role in advising/recommending to Council certain courses of action in relation to its aged care portfolio.

COMMITTEE RESOLUTION

Moved: Cr Newman Seconded: Cr Massey

That the Audit and Risk Management Committee acknowledge the Shire's substantial financial risk and ongoing financial liability in the operation of Tuia Lodge and recommends that the Council give serious consideration (based on the financial analysis undertaken by the Shire) to material actions to mitigate those risks.

Carried 5/0

10. CLOSURE OF MEETING

Chairperson declared the meeting closed at 5.47pm.



**2019/2020
DELEGATION REGISTER**

1 Local Government Act 1995 Delegations

1.1 Council to Committees of Council

1.1.1 Audit and Risk Management Committee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.16 Delegation of some powers and duties to certain committees s.7.1B Delegation of some powers and duties to audit committees
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.7.12A(2), (3) & (4) Duties of Local Government with respect to audits
Delegate:	Audit and Risk Management Committee
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to meet with the Shire's Auditor at least once every year on behalf of the Council [s.7.12A(2)]. 2. Authority to: <ol style="list-style-type: none"> i. examine the report of the Auditor and determine matters that require action to be taken by the Shire of Donnybrook Balingup; and ii. ensure that appropriate action is taken in respect of those matters [s.7.12A(3)]. 3. Authority to review and endorse the Shire of Donnybrook Balingup's report on any actions taken in response to an Auditor's report, prior to it being forwarded to the Minister [s.7.12A(4)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This delegation is not to be used where a Management Letter or Audit Report raises significant issues and the Local Government's meeting with the Auditor must be directed to the Council. b. Council has discretion to determine any conditions/limitations applicable to the use of delegated powers or duties.
Express Power to Sub-Delegate:	Nil. Sub-delegation is prohibited by s.7.1B.

**2019/2020
DELEGATION REGISTER**



1.2 Council to CEO

1.2.1 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] s.9.10 Appointment of authorised persons
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons or classes of persons as authorised persons for the purpose of fulfilling prescribed functions within the Local Government Act 1995 and its subsidiary legislation, including Local Government Act Regulations, the <i>Local Government (Miscellaneous Provisions) Act 1960</i> and Local Laws made under the Local Government Act. [s.3.24 and s.9.10]. 2. Authority to appoint authorised person for the purposes of the Graffiti Vandalism Act 2016, which prescribes Part 9 of the <i>Local Government Act 1995</i> as the enabling power [s.15 of the <i>Graffiti Vandalism Act 2016</i>].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A register of Authorised Persons is to be maintained as a Local Government Record. b. Only persons who are appropriately qualified and trained may be appointed as Authorised persons.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2019/2020 DELEGATION REGISTER



1.2.2 Performing Functions Outside the District

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.20(1) Performing functions outside district
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Determine the circumstances where it is appropriate for the Local Government's functions to be performed outside the District and prior to implementing such a decision, obtain the consent of the landowner/s and occupier/s and any other person that has control or management of the land impacted by the performance of the function [s.3.20(1)].
Council Conditions on this Delegation:	a. A decision to undertake a function outside the District, can only be made under this delegation where there is a relevant allocation within the Annual Budget and the performance of the functions does not negatively impact service levels within the District. Where these conditions are not met the matter must be referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

**2019/2020
DELEGATION REGISTER**



1.2.3 Compensation for Damage Incurred when Performing Executive Functions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.22(1) Compensation s.3.23 Arbitration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. In accordance with the s.3.22 procedures, assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation [s.3.22(1)]. 2. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance with s.3.23.
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Delegation is limited to settlements which do not exceed a material value of \$5,000.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2019/2020 DELEGATION REGISTER



1.2.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.28 When this Subdivision applies s.3.32 Notice of entry s.3.33 Entry under warrant s.3.34 Entry in an emergency s.3.36 Opening fences
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exercise powers of enter to enter onto land to perform any of the Local Government functions under this Act, other than entry under a Local Law [s.3.28]. 2. Authority to give notice of entry [s.3.32]. 3. Authority to seek and execute an entry under warrant [s.3.33]. 4. Authority to execute entry in an emergency, using such force as is reasonable [s.3.34(1) and (3)]. 5. Authority to give notice and effect entry by opening a fence [s.3.36].
Council Conditions on this Delegation:	a. Delegated authority may only be used, where there is imminent or substantial risk to public safety or property.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

2019/2020 DELEGATION REGISTER



1.2.5 Declare Vehicle is Abandoned Vehicle Wreck

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.40A(4) Abandoned vehicle wreck may be taken
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Declare that an impounded vehicle is an abandoned vehicle wreck [s.3.40A(4)].
Council Conditions on this Delegation:	a. Disposal of a declared abandoned vehicle wreck to be undertaken in accordance with Delegated Authority 1.2.6 Disposing of Confiscated or Uncollected Goods or alternatively, referred for Council decision.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

**2019/2020
DELEGATION REGISTER**



1.2.6 Confiscated or Uncollected Goods

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.46 Goods May be withheld until costs paid s.3.47 Confiscated or uncollected goods, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refuse to allow goods impounded under s.3.39 or 3.40A to be collected until the costs of removing, impounding and keeping them have been paid to the local government. [s.3.46] 2. Authority to sell or otherwise dispose of confiscated or uncollected goods or vehicles that have been ordered to be confiscated under s.3.43 [s.3.47]. 3. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Disposal of confiscated or uncollected goods, including abandoned vehicles, with a market value less than \$20,000 may, in accordance with Functions and General Regulation 30, be disposed of by any means considered to provide best value, provided the process is transparent and accountable.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.7 Disposal of Sick or Injured Animals

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.47A Sick or injured animals, disposal of s.3.48 Impounding expenses, recovery of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcass [s.3.47A(1)]. 2. Authority to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods [s.3.48].
Council Conditions on this Delegation:	a. Delegation only to be used where the Delegate's reasonable efforts to identify and contact an owner have failed.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.8 Close Thoroughfares to Vehicles

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.50 Closing certain thoroughfares to vehicles s.3.50A Partial closure of thoroughfare for repairs or maintenance s.3.51 Affected owners to be notified of certain proposals
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles for a period not exceeding 4-weeks [s.3.50(1)]. 2. Authority to determine to close a thoroughfare for a period exceeding 4-weeks and before doing so, to: <ul style="list-style-type: none"> • give; public notice, written notice to the Commissioner of Main Roads and written notice to prescribed persons and persons that own prescribed land; and • consider submissions relevant to the road closure/s proposed [s.3.50(1a), (2) and (4)]. 3. Authority to revoke an order to close a thoroughfare [s.3.50(6)]. 4. Authority to partially and temporarily close a thoroughfare without public notice for repairs or maintenance, where it is unlikely to have significant adverse effect on users of the thoroughfare [s.3.50A] 5. Before doing anything to which section 3.51 applies, take action to notify affected owners and give public notice that allows reasonable time for submissions to be made and consider any submissions made before determining to fix or alter the level or alignment of a thoroughfare or draining water from a thoroughfare to private land [s.3.51].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. If, under s.3.50(1), a thoroughfare is closed without giving local public notice, local public notice is to be given as soon as practicable after the thoroughfare is closed [s.3.50(8)]. b. Maintain access to adjoining land [s.3.52(3)]
Express Power to Sub-Delegate:	<ul style="list-style-type: none"> • <i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.9 Control Reserves and Certain Unvested Facilities

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.53(3) Control of certain unvested facilities s.3.54(1) Reserves under control of local government
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to agree the method for control and management of an unvested facility which is partially within 2 or more local government districts. [s.3.53(3)]. 2. Authority to do anything for the purpose of controlling and managing land under the control and management of the Shire of Donnybrook Balingup that the Shire of Donnybrook Balingup could do under s.5 of the Parks and Reserves Act 1895. [s.3.54(1)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Limited to matters where the financial implications do not exceed a relevant and current budget allocation and which do not create a financial liability in future budgets.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.10 Obstruction of Footpaths and Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.5(2) Interfering with, or taking from, local government land r.6 Obstruction of public thoroughfare by things placed and left - Sch. 9.1 cl. 3(1)(a) r.7A Obstruction of public thoroughfare by fallen things – Sch.9.1 cl.3(1)(b) r.7 Encroaching on public thoroughfare – Sch.9.1. cl.3(2)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine, by written notice served on a person who is carrying out plastering, painting or decorating operations (the work) over or near a footpath on land that is local government property, to require the person to cover the footpath during the period specified in the notice so as to: <ol style="list-style-type: none"> a. prevent damage to the footpath; or b. prevent inconvenience to the public or danger from falling materials [ULP r.5(2)]. 2. Authority to provide permission including imposing appropriate conditions or to refuse to provide permission, for a person to place on a specified part of a public thoroughfare one or more specified things that may obstruct the public thoroughfare. [ULP r.6(2) and (4)]. 3. Authority to renew permission to obstruct a thoroughfare and to vary any condition imposed on the permission effective at the time written notice is given to the person to whom permission is granted [ULP r.6(6)]. 4. Authority to require an owner or occupier of land to remove any thing that has fallen from the land or from anything on the land, which is obstructing a public thoroughfare [ULP r.7A]. 5. Authority to require an owner occupier of land to remove any part of a structure, tree or plant that is encroaching, without lawful authority on a public thoroughfare [ULP r.7].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in <i>the Local Government (Uniform Local Provisions) Regulations 1996</i>. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from each owner of adjoining or adjacent property which may be impacted by the proposed obstruction. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily

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	<p>make good public assets damaged by the obstruction at the completion of works.</p> <p>iii. Provided evidence of sufficient Public Liability Insurance.</p> <p>iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.</p>
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.2.11 Gates Across Public Thoroughfares

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.9 Permission to have gate across public thoroughfare – Sch.9.1 cl.5(1)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying [ULP r.9(1)]. 2. Authority to require an applicant to publish a notice of the application in a manner thought fit for the purpose of informing persons who may be affected by the proposed gate or device [r.9(2)]. 3. Authority to impose conditions on granting permission [ULP r.9(4)]. 4. Authority to renew permission, or at any other time vary any condition, effective upon written notice to the person to whom permission was granted [ULP r.9(5)]. 5. Authority to cancel permission by written notice, and request the person to whom permission was granted to remove the gate or device within a specified time [ULP r.9(6)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Each approval provided must be recorded in the Shire of Donnybrook Balingup's statutory Register of Gates in accordance with Uniform Local Provisions Regulation 8.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.12 Public Thoroughfare – Dangerous Excavations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.11(1), (4), (6) & (8) Dangerous excavation in or near public thoroughfare – Sch.9.1 cl.6
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine if an excavation in or on land adjoining a public thoroughfare is dangerous and take action to fill it in or fence it or request the owner / occupier in writing to fill in or securely fence the excavation [ULP r.11(1)]. 2. Authority to determine to give permission or refuse to give permission to make or make and leave an excavation in a public thoroughfare or land adjoining a public thoroughfare [ULP r.11(4)]. 3. Authority to impose conditions on granting permission [ULP r.11(6)]. 4. Authority to renew a permission granted or vary at any time, any condition imposed on a permission granted [ULP r.11(8)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public assets at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.13 Crossing – Construction, Repair and Removal

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Uniform Local Provisions) Regulations 1996:</i> r.12(1) Crossing from public thoroughfare to private land or private thoroughfare – Sch.9.1 cl.7(2) r.13(1) Requirement to construct or repair crossing – Sch.9.1 cl.7(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land [ULP r,12(1)]. 2. Authority to determine the specifications for construction of crossings to the satisfaction of the Local Government [ULP r.12(1)(a)]. 3. Authority to give notice to an owner or occupier of land requiring the person to construct or repair a crossing [ULP r.13(1)]. 4. Authority to initiate works to construct a crossing where the person fails to comply with a notice requiring them to construct or repair the crossing and recover 50% of the cost of doing so as a debt due from the person [ULP r.13(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the <u>Local Government (Uniform Local Provisions) Regulations 1996</u>. b. To be assessed in accordance with policy 4.7 Construction of Crossovers
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.14 Private Works on, over or under Public Places

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> r.17 Private works on, over, or under public places – Sch.9.1 cl.8
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property [ULP r.17(3)]. 2. Authority to impose conditions on permission including those prescribed in r.17(5) and (6) [ULP r.17(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Actions under this Delegation must comply with procedural requirements detailed in the Local Government (Uniform Local Provisions) Regulations 1996. b. Permission may only be granted where, the proponent has: <ol style="list-style-type: none"> i. Where appropriate, obtained written permission from or entered into a legal agreement with, each owner of adjoining or adjacent property which may be impacted by the proposed private works. ii. Provided a bond, sufficient to the value of works that may be required if the proponent does not satisfactorily make good the public place at the completion of works. iii. Provided evidence of sufficient Public Liability Insurance. iv. Provided pedestrian and traffic management plans which are sufficient for the protection of public safety and amenity.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.15 Expressions of Interest for Goods and Services

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.21 Limiting who can tender, procedure for r.23 Rejecting and accepting expressions of interest to be acceptable tenderer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods or services [F&G r.21]. 2. Authority to consider Expressions of Interest which have not been rejected and determine those which are capable of satisfactorily providing the goods or services, for listing as acceptable tenderers [F&G r.23].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.16 Tenders for Goods and Services

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> r.11 When tenders have to be publicly invited r.13 Requirements when local government invites tenders though not required to do so r.14 Publicly inviting tenders, requirements for r.18 Rejecting and accepting tenders r.20 Variation of requirements before entry into contract r.21A Varying a contract for the supply of goods or services</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to call tenders [F&G r.11(1)]. 2. Authority to, because of the unique nature of the goods or services or for any other reason it is unlikely that there is more than one supplier, determine a sole supplier arrangement [F&G r.11(f)]. 3. Authority to undertake tender exempt procurement, in accordance with the Purchasing Policy requirements, where the total consideration under the resulting contract is \$149,999.99 or less and the expense is included in the adopted Annual Budget [F&G.r.11(2)]. 4. Authority to invite tenders although not required to do so [F&G r.13]. 5. Authority to determine in writing, before tenders are called, the criteria for acceptance of tenders [F&G r.14(2a)]. 6. Authority to determine the information that is to be disclosed to those interested in submitting a tender [F&G r.14(4)(a)]. 7. Authority to vary tender information after public notice of invitation to tender and before the close of tenders, taking reasonable steps to ensure each person who has sought copies of the tender information is provided notice of the variation [F&G r.14(5)]. 8. Authority to evaluate tenders, by written evaluation, and decide which is the most advantageous [F&G r.18(4)]. 9. Authority to accept, or reject tenders, only within the \$value detailed as a condition on this Delegation and in accordance with the requirements of the Functions and General Regulations [F&G r.18(2) and (4)]. 10. Authority to determine that a variation proposed is minor in context of the total goods or services sought through the invitation to tender, subject to a maximum 10% variation detailed as a condition on this Delegation, and to then

	<p>negotiate minor variations with the successful tenderer <u>before</u> entering into a contract [F&G r.20(1) and (3)].</p> <p>11. Authority to seek clarification from tenderers in relation to information contained in their tender submission [F&G r.18(4a)].</p> <p>12. Authority to decline any tender [F&G r.18(5)].</p> <p>13. If the chosen tenderer is unable or unwilling to form a contract OR the minor variation cannot be agreed with the successful tenderer, so that the tenderer ceases to be the chosen tenderer, authority to choose the next most advantageous tender to accept [F&G r.20(2)]</p> <p>14. Authority to:</p> <ol style="list-style-type: none"> i. Vary a contract that has been entered into with a successful tenderer, provided the variation/s do not change the scope of the original contract or increase the contract value beyond 10% ii. Exercise an extension option that was included in the original tender specification and contract in accordance with r.11(2)(j). [F&G r.21A]. <p>15. Authority to accept another tender where within 6-months of either accepting a tender, a contract has not been entered into OR the successful tenderer agrees to terminate the contract [F&G r.18(6) & (7)].</p>
<p>Council Conditions on this Delegation:</p>	<ol style="list-style-type: none"> a. Sole supplier arrangements may only be approved where a record is retained that evidences: <ol style="list-style-type: none"> i. A detailed specification; ii. The outcomes of market testing of the specification; iii. The reasons why market testing has not met the requirements of the specification; and iv. Rationale for why the supply is unique and cannot be sources through other suppliers; b. Tenders may only be called where there is an adopted budget for the proposed goods or services, with the exception being in the period immediately prior to the adoption of a new Annual Budget and where the: <ul style="list-style-type: none"> • proposed goods or services are required to fulfil a routine contract related to the day to day operations of the Local Government, • current supply contract expiry is imminent, • value of the proposed new contract has been included in the draft Annual Budget proposed for adoption, and • The tender specification includes a provision that the tender will only be awarded subject to the budget adoption by the Council. c. In accordance with s.5.43, tenders may only be accepted and panels of pre-qualified suppliers established, where the total consideration under the resulting contract is

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	<p>\$200,000 or less and the expense is included in the adopted Annual Budget.</p> <p>d. In accordance with Council Policy - 2.48 Purchasing, Tendering and Buy Local Policy</p>
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.2.17 Panels of Pre-Qualified Suppliers for Goods and Services

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Local Government (Functions and General) Regulation 1996:</i> r.24AB Local government may establish panels of pre-qualified suppliers r.24AC(1)(b) Requirements before establishing panels of pre-qualified suppliers r.24AD(3) & (6) Requirements when inviting persons to apply to join panel of pre-qualified suppliers r.24AH(2), (3), (4) and (5) Rejecting and accepting applications to join panel of pre-qualified suppliers</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to determine that there is a continuing need for the goods or services proposed to be provided by a panel of pre-qualified suppliers [F&G r.24AC(1)(b)]. 2. Authority to, before inviting submissions, determine the written criteria for deciding which application should be for inclusion in a panel of pre-qualified suppliers should be accepted [F&G r.24AD(3)]. 3.. Authority to vary panel of pre-qualified supplier information after public notice inviting submissions has been given, taking reasonable steps to each person who has enquired or submitted an application is provided notice of the variation [F&G r.24AD(6)]. 4. Authority to reject an application without considering its merits, where it was submitted at a place and within the time specified, but fails to comply with any other requirement specified in the invitation [F&G r.24AH(2)]. 5. Authority to assess applications, by written evaluation of the extent to which the submission satisfies the criteria for deciding which applicants to accept, and decide which applications to accept as most advantageous [F&G r.24AH(3)]. 6. Authority to request clarification of information provided in a submission by an applicant [F&G r.24AH(4)]. 7. Authority to decline to accept any application [F&G r.24AH(5)]. 8. Authority to enter into contract, or contracts, for the supply of goods or services with a pre-qualified supplier, as part of a panel of pre-qualified suppliers for those particular goods or services [F&G r.24AJ(1)].
<p>Council Conditions on this Delegation:</p>	<p>a. In accordance with policy panels of pre-qualified suppliers</p>

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Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees
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1.2.18 Application of Regional Price Preference Policy

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Functions and General) Regulations 1996</i> r.24G Adopted regional price preference policy, effect of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide when not to apply the regional price preference policy to a particular future tender [F&G r.24G].
Council Conditions on this Delegation:	a. In accordance with the Council Policy - 2.48 Purchasing, Tendering and Buy Local Policy
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.19 Disposing of Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.58(2) & (3) Disposing of Property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to dispose of property to: <ol style="list-style-type: none"> (a) to the highest bidder at public auction [s.3.58(2)(a)]. (b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)] 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with Council policies b. Disposal of land or building assets is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required. c. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$3,500 (excluding GST) or less. d. When determining the method of disposal: <ul style="list-style-type: none"> • Where a public auction is determined as the method of disposal: <ol style="list-style-type: none"> i. Reserve price has been set by independent valuation. ii. Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price. • Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method. • Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to: <ol style="list-style-type: none"> i. Negotiate the sale of the property up to a -10% variance on the valuation; and

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	<ul style="list-style-type: none"> ii. Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded. e. Where the market value of the property is determined as being less than \$20,000 (F&G r.30(3) excluded disposal) may be undertaken: <ul style="list-style-type: none"> • Without reference to Council for resolution; and • In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal. f. The Chief Executive Officer is authorised to effect the renewal of leases and agreements, service level agreements or written arrangements in place between Council and third parties, where; <ul style="list-style-type: none"> • There is no significant change proposed to the terms and conditions of the lease/agreement; and • The lease/agreement must include provisions for further renewal within the document. g. Items with a value of \$1,000 (excluding GST) or less can be sold without calling for expressions of interest or advertising. h. Any disposals under this delegation is to be reported to Council quarterly.
<p>Express Power to Sub-Delegate:</p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.2.20 Payments from the Municipal or Trust Funds

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government (Financial Management) Regulations 1996:</i> r.12(1)(a) Payments from municipal fund or trust fund, restrictions on making
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make payments from the municipal or trust funds [r.12(1)(a)].
Council Conditions on this Delegation:	a. To take into consideration allocations in the budget. b. Annual Operational procedural reviews
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.21 Defer, Grant Discounts, Waive or Write Off Debts

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.12 Power to defer, grant discounts, waive or write off debts s.6.12 (3) Granting a concession under subsection (1)(b)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Waive any amount of money or [s.6.12(1)(b)]. 2. Grant concessions in relation to any amount of money; or [s.6.12(1)(b)]. 3. Write off an amount of money s.6.12(1)(c)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This delegation is to be used in accordance with all Council policies. b. This Delegation does not apply to debts, which are prescribed as debts that are taken to be a rate or service charge. c. A debt may only be waived where: <ol style="list-style-type: none"> i. All the necessary measures have been taken to locate/contact the debt and where costs associated continued action to recover the debt will outweigh the net value of the debit if recovered by the Shire of Donnybrook Balingup; and ii. The debt remains unpaid for a minimum period of 90 days after its due date for payment; and iii. A limit of \$1,000 with respect to individual debt d. A debt may only be written off where all necessary measures have been taken to locate / contact the debtor and where costs associated continued action to recover the debt will outweigh the net value of the debt if recovered by the Shire of Donnybrook Balingup. <ol style="list-style-type: none"> i. Limited to individual debts valued below \$1,000 or cumulative debts of a debtor valued below \$500 Write off of debts greater than these values must be referred for Council decision. e. A Debt may be written off if raised in error. f. A list of all Defer, Grant Discounts, Waive or Write Off Debts executed under this delegation will be presented to Council quarterly.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.22 Power to Invest and Manage Investments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.14 Power to invest <i>Local Government (Financial Management) Regulations 1996:</i> r.19 Investments, control procedures for
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to invest money held in the municipal fund or trust fund that is not, for the time being, required for any other purpose [s.6.14(1)]. 2. Authority to establish and document internal control procedures to be followed in the investment and management of investments [FM r.19].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. All investment activity must comply with the Financial Management Regulation 19C and Council Policy 3.4 Investment of Funds. b. A report detailing the investment portfolio's performance, exposures and changes since last reporting, is to be provided as part of the Monthly Financial Reports. c. Procedures are to be systematically documented and retained in accordance with the Record Keeping Plan, and must include references that enable recognition of statutory requirements and assign responsibility for actions to position titles. d. Procedures are to be administratively reviewed for continuing compliance and confirmed as 'fit for purpose' and subsequently considered by the Audit and Risk Committee not less than once in every three financial years. [Audit r.17]
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.23 Rate Record Amendment

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.39(2)(b) Rate record
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine any requirement to amend the rate record for the 5-years preceding the current financial year [s.6.39(2)(b)].
Council Conditions on this Delegation:	a. Delegates must comply with the requirements of s.6.40 of the Act.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.24 Agreement as to Payment of Rates and Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.49 Agreement as to payment of rates and service charges
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to make an agreement with a person for the payment of rates or service charges [s.6.49].
Council Conditions on this Delegation:	a. Agreements must be in writing and must ensure clearing of the rates or service charge debt before the next annual rates or service charges are levied.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.25 Determine Due Date for Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.50 Rates or service charges due and payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the date on which rates or service charges become due and payable to the Shire of Donnybrook Balingup [s.6.50].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.26 Recovery of Rates or Service Charges

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.56 Rates or service charges recoverable in court
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover rates or service charges, as well as costs of proceedings for the recovery, in a court of competent jurisdiction [s.6.56(1)].
Council Conditions on this Delegation:	a. Comply with Council Policy 3.5 Rates Recovery Procedure
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.27 Recovery of Rates Debts – Require Lessee to Pay Rent

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.60 Local Government may require lessee to pay rent
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire of Donnybrook Balingup [s.6.60(2)]. 2. Authority to recover the amount of the rate or service charge as a debt from the lessee if rent is not paid in accordance with a notice [s.6.60(4)].
Council Conditions on this Delegation:	a. Comply with Council Policy 3.5 Rates Recovery Procedure
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.28 Recovery of Rates Debts - Actions to Take Possession of the Land

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.64(1) & (3) Actions to be taken s.6.69(2) Right to pay rates, service charges and costs, and stay proceedings s.6.71 Power to transfer land to Crown or local government s.6.74 Power to have land revested in Crown if rates in arrears 3 years
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to take possession of land and hold the land against a person having an estate or interest in the land where rates or service charges have remained unpaid for at least three years [s.6.64(1)], including: <ol style="list-style-type: none"> i. lease the land, or ii. sell the land; or where land is offered for sale and a contract of sale has not been entered into after 12 months: <ol style="list-style-type: none"> I. cause the land to be transferred to the Crown [s.6.71 and s.6.74]; or II. cause the land to be transferred to the Shire of Donnybrook Balingup [s.6.71]. 2. Authority to lodge (and withdraw) a caveat to preclude dealings in respect of land where payment of rates or service charges imposed on that land is in arrears [s.6.64(3)]. 3. Authority to agree terms and conditions with a person having estate or interest in land and to accept payment of outstanding rates, service charges and costs within 7 days of and prior to the proposed sale [s.6.69(2)].
Council Conditions on this Delegation:	a. In accordance with s.6.68(3A), this delegation cannot be used where a decision relates to exercising a power of sale <u>without having</u> , within the previous 3-years attempted to recover the outstanding rates / charges through a court under s.6.56, as s.6.68(3A) requires that the reasons why court action has not been pursued must be recorded in Council Minutes.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.29 Rate Record – Objections

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.6.76 Grounds of objection
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to extend the time for a person to make an objection to a rate record [s.6.76(4)]. 2. Authority to consider an objection to a rate record and either allow it or disallow it, wholly or in part, providing the decision and reasons for the decision in a notice promptly served upon the person whom made the objection [s.6.76(5)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. A delegate who has participated in any matter contributing to a decision related to the rate record, which is the subject of a Rates Record Objection, must NOT be party to any determination under this Delegation.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

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1.2.30 Notices to Owners

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.25 <i>Notices requiring certain things to be done by owner or occupier of land</i> s 3.26 <i>Additional powers when notices given</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to issue a notice in writing requiring certain things to be done by owner or occupier of land in accordance with Schedule 3.1 and if the person fails, do anything it considers necessary to achieve the purpose for which the notice was given, including recovering any associated costs as a debt. [cl3.25] 2. Authority to take action to do anything that is considered necessary to achieve so far as is practicable the purpose for which a notice under s3.25 (1) is given. [cl 3.26]
Council Conditions on this Delegation:	a. The delegation may only be exercised where it is considered that immediate action is required and there is insufficient time due to risk of injury or damage for the matter to be considered by Council.
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

1.2.31 Renewal or Extension of Contracts during a State of Emergency

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(ja)</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to execute a renewal or extension to the term of a contract that will expire within 3 months, for a term of not more than 12 months from the original expiry date, without calling for tenders [F&G r.11(2)(ja)].</p> <p>This authority relates to:</p> <ul style="list-style-type: none"> • contracts not formed through a public tender, where the total value of the original term and the proposed extension or renewal exceeds \$250 000, and • contracts formed through a public tender.
<p>Council Conditions on this Delegation:</p>	<p>a. The authority to apply the renewal or extension option may be exercised where one or more of the following principles applies:</p> <ol style="list-style-type: none"> i. It is exercised at the sole discretion of the Local Government; ii. It is in the best interests of the Local Government; iii. It is deemed necessary to facilitate the role of Local Government in relation to the State of Emergency declaration; iv. It has potential to promote local and/or regional economic benefits. <p>b. This authority may only be exercised where the total consideration for the renewal or extension is \$100,000 or less.</p> <p>c. Contracts may only be renewed or extended where there is an adopted and available budget for the proposed goods and services, OR where the expenditure from an alternative available budget allocation has been authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8(1)(c).</p> <p>d. The decision to extend or renew a contract must be made in accordance with the objectives of the Purchasing Policy.</p>

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	e. This authority may only be exercised where the total consideration under the resulting contract is \$250,000 or less. f. The CEO cannot sub-delegate this authority.

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1.2.32 Procurement of Goods or Services required to address a State of Emergency

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.3.57 Tenders for providing goods or services <i>Local Government (Functions and General) Regulations 1996:</i> Regulation 11 'When tenders have to be publicly invited' Tender exemption under subregulation 11(2)(aa) Associated definition under subregulation 11(3)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority, only to be exercised when a State of Emergency declaration is in force and applies to all or part of the District, to: <ol style="list-style-type: none"> 1. Determine that particular goods or services with a purchasing value >\$250,000 are required for the purposes of addressing the impact, consequences or need arising from the hazard to which the State of Emergency declaration relates [F&G r11(3)(b)]; and 2. Undertake tender exempt purchasing activity to obtain the supply of those goods or services identified in accordance with point 1 above [F&G r.11(2)(aa)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. This authority may only be exercised where the goods or services are urgently required, and it is not possible for Council to meet within an appropriate timeframe. b. Compliance with the Purchasing Policy is required, but only to the extent that such compliance will not incur an unreasonable delay in providing the required urgent response to the State of Emergency hazard. The rationale for non-compliance with Purchasing Policy must be evidenced in accordance with the Record Keeping Plan. c. Where a relevant budget allocation is not available and a purchase is necessary in response to a State of Emergency, the expenditure from an alternative available budget allocation must be authorised in advance by the Mayor or President (i.e. before the expense is incurred) in accordance with LGA s.6.8. d. The CEO is to inform Council Members after the exercise of this delegation, including details of the contract specification, scope and purchasing value and the rationale for determining that the goods or services were urgently required in response to the State of Emergency declaration. e. The CEO cannot sub-delegate this authority.

1.4 Local Law Delegations to the CEO

1.4.1 Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government	
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
Express Power or Duty Delegated:	<i>Activities on Thoroughfares & Trading in Thoroughfares & Public Places Local Law:</i> Part 2 Div.1 2.2 Activities allowed with a permit – general Part 3 Div.2 3.6 Notice to owner or occupier Part 4 Div.3 4.4 Conditions on portable sign Part 6 Sub-div.2 6.5 Relevant considerations in determining application for permit Part 6 Sub-div.2 6.6 Conditions of permit Part 6 Sub-div.2 6.7 Exemptions from requirement to pay fee or to obtain permit Part 6 Sub-div.2 6.18 Variation of permitted area and permitted time Part 6 Sub-div.2 6.20 Cancellation of permit Part 7 Div.1 7.1 Application for permit Part 7 Div.1 7.2 Decision on application for permit Part 7 Div.2 7.3 Conditions which may be imposed on a permit Part 7 Div.2 7.5 Compliance with and variation of conditions Part 7 Div.3 7.8 Transfer of permit Part 7 Div.3 7.9 Production of permit Part 9 9.1 Notice to redirect or repair sprinkler Part 9 9.2 Hazardous plants Part 9 9.3 Notice to repair damage to thoroughfare Part 9 9.4 Notice to remove thing unlawfully placed on thoroughfare Part 10 Div.1 10.2 Local government may undertake requirements of notice	
Delegate:	Chief Executive Officer	SUB DEL
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to exempt: <ol style="list-style-type: none"> a. a person from compliance with sub-clause (1) on the application of that person. [cl 2.2(2)]; 2. Authority to give notice: <ol style="list-style-type: none"> a. in writing to the owner or the occupier of a lot abutting on a verge to make good, within the time specified in the notice, any breach of a provision of this Division. [cl 3.6]; b. written notice of that refusal to the applicant. [cl 7.2(3)] c. to the owner or the occupier of the land abutting on the lawn or the garden, requiring the owner or the occupier or both to move or alter the direction of the sprinkler or other watering equipment. [cl 9.1] d. to the owner or the occupier of the land abutting on the garden to remove, cut, move or otherwise deal with that plant so as to remove the hazard. [cl 9.2(1)] 	

	<ul style="list-style-type: none">e. to the person who caused the damage to order the person to repair or replace that portion of the thoroughfare to the satisfaction of the local government. [cl 9.3]f. in writing to the owner or the occupier of the property which abuts on that portion of the thoroughfare where the thing has been placed, or such other person who may be responsible for the thing being so placed, require the relevant person to remove the thing. [cl 9.4]g. in writing to a permit holder vary -<ul style="list-style-type: none">(i) the permitted area;(ii) the permitted time; or(iii) both the permitted area and the permitted time, shown on a permit. [cl 6.18(1)] <p>3. Authority to approve an application:</p> <ul style="list-style-type: none">a. for a permit for a portable sign, the application is to be taken to be approved subject to the following conditions –... [cl4.4]b. for a permit unconditionally or subject to any conditions [cl 7.2 (1)(a)]c. for a permit subject to conditions relating to -<ul style="list-style-type: none">(i) the payment of a fee;(ii) the duration and commencement of the permit;(iii) the commencement of the permit being contingent on the happening of an event;(iv) the rectification, remedying or restoration of a situation or circumstance reasonably related to the application;(v) the approval of another application for a permit which may be required by the local government under any written law;(vi) the area of the district to which the permit applies;(vii) where a permit is issued for an activity which will or may cause damage to a public place, the payment of a deposit or bond against such damage;(viii) the obtaining of public risk insurance in an amount and on terms reasonably required by the local government; and(ix) the provision of an indemnity from the permit holder indemnifying the local government in respect of any injury to any person or any damage to any property which may occur in connection with the use of the public place by the permit holder. [cl 7.3]	
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	<p>d. for the transfer of a permit, refuse to approve it or approve it subject to any conditions. [cl7.8(2)]</p> <p>4. Authority to refuse:</p> <p>a. to approve an application for a permit under this division on any one or more of the following grounds –</p> <p>(i) that the applicant has committed a breach of any provision of this local law or of any written law relevant to the activity in respect of which the permit is sought;</p> <p>(ii) that the applicant is not a desirable or suitable person to hold a permit;</p> <p>(iii) that –</p> <ul style="list-style-type: none">• the applicant is an undischarged bankrupt or is in liquidation;• the applicant has entered into any composition or arrangement with creditors; or• a manager, an administrator, a trustee, a receiver, or a receiver and manager has been appointed in relation to any part of the applicant's undertakings or property; or <p>(iv) such other grounds as the local government may consider to be relevant in the circumstances of the case. [cl 6.5(2)]</p> <p>b. to consider an application for a permit which is not in accordance with sub-clause (2). [cl 7.1(5)]</p> <p>c. to approve an application for a permit. [cl 7.2(1)(b)]</p> <p>5. Authority to request:</p> <p>a. a permit holder to produce to an authorised person her or his permit immediately upon being required to do so by that authorised person. [cl 7.9]</p> <p>6. Authority to authorise:</p> <p>a. another person to be a nominee of the permit holder for a specified period, and this local law and the conditions of the permit shall apply to the nominee as if he or she was the permit holder. Where a permit holder by reason of illness, accident or other sufficient cause is unable to comply with this local law. [cl 6.6(2)]</p> <p>7. Authority to:</p> <p>a. cancel a permit if in her or his opinion the volume of sound caused by the permit holder in connection with the performance adversely</p>	
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	<p>affects the enjoyment, convenience or comfort of other persons in a public place, or if, in her or his opinion, or in the opinion of an authorised person, the performance otherwise constitutes a nuisance. [cl 6.20] – SEE CONDITIONS BELOW</p> <p>b. waive any fee required to be paid by an applicant for a stallholder's permit or a trader's permit on making an application for or on the issue of a permit, or may return any such fee which has been paid, if the stall is conducted or the trading is carried on–</p> <ul style="list-style-type: none"> (i) on a portion of a public place adjoining the normal place of business of the applicant; or (ii) by a charitable organisation that does not sublet space to, or involve commercial participants in the conduct of a stall or trading, and any assistants that may be specified in the permit are members of that charitable organisation. [cl 6.7(2)] <p>c. exempt a person or a class of persons, whether or not in relation to a specified public place, from the requirements of this Division. [cl 6.7(3)]</p> <p>d. vary the conditions of a permit, and the permit holder shall comply with those conditions as varied. [cl 7.5 (2)]</p> <p>e. may do the thing specified in the notice and recover from that person, as a debt, the costs incurred in so doing. [cl 10.2]</p>
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Contentious issues to be referred to Council b. Part 6 Sub.div.2 6.20 - Cancellation of a permit cannot be delegated to any other officer
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.2 Animals, Environment and Nuisance Local Law 2017

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government	
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
Express Power or Duty Delegated:	<i>Animals, Environment and Nuisance Local Law 2017:</i> Part 2 Div.1 2.3 Disposal of Dead Animals Part 2 Div.2 2.5 Conditions for keeping of an animal Part 2 Div.3 2.7 Limitation on numbers of poultry and pigeons Part 2 Div.3 2.9 Roosters, geese, turkeys, peafowls, guinea fowls, emus and ostriches Part 2 Div.3 2.11 Restrictions on pigeons nesting or perching Part 3 Div.1 3.3 Unauthorised storage of materials Part 3 Div.2 3.4 Prohibited activities Part 3 Div.3 3.5 Burning of cleared vegetation prohibited Part 3 Div.3 3.6 Removal of refuse and disused materials Part 3 Div.3 3.7 Removal of unsightly overgrowth of vegetation Part 3 Div.3 3.9 Commercial wrecking of vehicles Part 4 Div.1 4.3 Notice may require specified action to prevent emission or reflection of light Part 4 Div.2 4.4 Burning rubbish, refuse or other material Part 4 Div.3 4.7 Truck noise from residential land Part 4 Div.6 4.13 Restrictions of keeping of bees in hives Part 5 Div.6 6.1 Notice of breach	
Delegate:	Chief Executive Officer	SUB DEL
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give written approval to: <ol style="list-style-type: none"> a. the operators of commercial poultry farms, licensed piggeries and similar intensive animal or bird farming to of dispose of any dead animals or birds on their premises. [c]2.3(1) b. a person to keep or permit the keeping of bees anywhere within the district unless written approval to do so has been given by the Local government. [c]4.13(1) c. a person on any land within a townsite, having an area of 2000 square metres or less, to set fire to rubbish, refuse or other materials who has— <ol style="list-style-type: none"> i. written approval has first been obtained from the local government; ii. the person demonstrates to the satisfaction of the local government that reasonable alternatives for the disposal of the rubbish, refuse or other material do not exist and the potential for pollution is low; iii. the material does not include any plastic, rubber, food scraps or other material likely to cause the generation of smoke or odour in such quantity as to cause a nuisance to other persons; iv. a haze alert has not been issued by 	

	<p>the Bureau of Meteorology for the period during which burning is to take place; and</p> <ul style="list-style-type: none"> v. the burning complies with the Bush Fires Act 1954, any annual fire hazard reduction notice issued by the local government under that Act and any conditions of approval as determined by the local government. [cl4.4(1a)] <ul style="list-style-type: none"> d. store construction materials on a building site or development site. [cl3.3(1)] e. to store construction material on any thoroughfare verge. [cl3.3(2)] <p>2. Authority to give written notice:</p> <ul style="list-style-type: none"> a. to the owner or occupier of a lot requiring the removal of refuse, rubbish or disused material from the lot within the time frame specified in the notice. [cl3.6(2)] b. to the owner or occupier of a lot requiring the removal of the overgrowth of vegetation within the time specified in the notice. [cl3.7(2)] c. to an owner or occupier of land in the district to undertake, permit or suffer the commercial wrecking of vehicles on that land. [cl3.9] d. direct to the owner or occupier to take such actions as necessary within the time specified in the notice where- <ul style="list-style-type: none"> i. floodlights or other exterior lights shine directly onto any other premises; ii. artificial light is emitted or reflected from anything on the land so as to illuminate premises outside the land that interferes unreasonably with normal daily activities; or iii. natural light is reflected from anything on the land so as to create or cause a nuisance to the occupier of any other premises or to a person lawfully using a thoroughfare [cl4.3(1)] e. the person alleged to be responsible for a breach of any provision of this local law. [cl6.1(1)] <p>3. Authority to provide approval to:</p> <ul style="list-style-type: none"> a. an owner or occupier of a premises within a townsite to keep a horse, cow or large animal on those premises. [cl2.5(1)] b. an owner or occupier of premises within a townsite to keep a combined total of more than 12 poultry and pigeons on any one lot of land. [cl2.7] 	
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	<p>4. Authority to serve a notice:</p> <p>a. serve on the owner and/or occupier of the land a notice requiring the owner and or occupier to do one or more of the following—</p> <ul style="list-style-type: none"> i. comply with subclause (1)(a) or (1)(b); ii. clean up and properly dispose of any released or escaped dust or liquid waste; iii. clean up and make good any damage resulting from the released or escaped dust or liquid waste; and iv. take reasonable steps to stop any further release or escape of dust or liquid waste. <p>b. requiring the person to remove bees or approved bee hives to be removed. [c4.13(2)]</p> <p>5. Authority to give written permission to an owner or occupier of premises to keep or allow to be kept on that land a rooster; a goose or gander; a turkey; a peacock or peahen; a guinea fowl; an emu or an ostrich. [c2.9(1)]</p> <p>6. Authority to grant approval with or without conditions to the owner or occupier of premises to keep any one or more birds as specified, upon written application. [c2.9(2)]</p> <p>7. Authority to revoke an approval granted under this section if it is of the opinion that the keeping of the birds specified in the approval is causing a nuisance or is injurious, offensive or dangerous to health. [c2.9(4)]</p> <p>8. Authority to issue a notice to an owner or occupier of a house, in or on which pigeons are in the habit of nesting or perching, to take reasonable steps to prevent them from continuing to do so. [c2.11(1)]</p> <p>9. Where the local government is of the opinion that dust or liquid waste may be released or escape as a result of an activity which is likely to be carried on from any land, the local government may give to the owner and or occupier a notice providing that the activity may only be carried on subject to conditions specified in the notice. [c3.4(4)]</p> <p>10. Authority to give written authorisation to an owner or occupier of any building site or development site to burn vegetation or other material cleared from the site. [c3.5]</p> <p>11. Authority to give written consent to a person to start or drive a truck on land or adjacent to land which is zoned, approved or used for residential purposes between the</p>	
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	hours of 10.30 pm and 6.30 am on the following day. [cl 4.7]	
Council Conditions on this Delegation:	<ol style="list-style-type: none"> 1. An approval cannot be revoked by an officer who approved the original approval [cl2.9(4)] 2. Dual authorisation is required by the CESM & PEHO under cl3.5 	
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees	

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1.4.3 Bushfire Brigades Local Law (Consolidated 2017)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Bushfire Brigades Local Law (Consolidated 2017):</i> <i>Part 2 Div.1 2.1 Establishment of a BUSH FIRE brigade</i> <i>Part 2 Div.1 2.2 Name and officers of BUSH FIRE brigade</i> <i>Part 2 Div.3 2.5 Variation of Rules</i> <i>Part 2 Div.5 2.7 Dissolution of BUSH FIRE brigade</i> <i>Part 6 6.4 Consideration in the local government budget</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to establish a bush fire brigade for the purpose of carrying out normal brigade activities. [cl1.2()] On establishing a bush fire brigade under clause 2.1(1) the local government is to – <ol style="list-style-type: none"> (a) give a name to the bush fire brigade; (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “brigade area”); and (c) appoint – <ol style="list-style-type: none"> i. a Bush Fire Control Officer ii. a Captain; iii. a First Lieutenant; iv. a Second Lieutenant; v. additional Lieutenants if the local government considers it necessary; vi. an Equipment Officer; vii. a Secretary; and viii. a Treasurer; or ix. a Secretary/Treasurer combined [cl 2.2(1a-c)] 2. Authority to vary the Rules in their application to all bush fire brigades or in respect of a particular bush fire brigade. [cl 2.5(1)] 3. Authority to cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established. [cl 2.7] 4. Authority to approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question. [cl 6.4]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. the local government is to have regard to the qualifications and experience which may be required to fill each position.

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1.4.4 Cat Local Law (Consolidated to include 2017 amendment)

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Cat Local Law (Consolidated to include 2017 amendment);</i> <i>Part 2 Sec 2.4 Decision on application</i> <i>Part 2 Sec 2.6 Conditions</i> <i>Part 2 Sec 2.8 Variation or cancellation of permit</i> <i>Part 3 Sec 3.1 Nuisances</i> <i>Part 4 Sec 4.1 Cat management facility</i> <i>Part 5 Sec 5.1 Destruction at request of owner</i> <i>Part 7 Sec 7.2 Objections and Appeals</i> <i>Part 7 Sec 7.3 General offence and penalty provisions</i> <i>Schedule 1 Sec A Permit to keep three or more cats</i> <i>Schedule 1 Sec B Permit to use premises as a cat management facility</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>1. Authority to;</p> <ol style="list-style-type: none"> a. approve an application for a permit subject to conditions; [cl2.4(a)] b. refuse to approve an application for a permit. [cl2.4(b)] c. suspended or revoked a permit if there is a breach of any condition of that permit or if the permit holder is convicted of a breach of any provision of this local law; [cl2.6©] d. vary the conditions of a permit. [cl2.8(1)] e. vary or cancel a permit on the request of the permit holder. [cl2.8(2)] f. give written notice to the owner of the cat or any other person apparently in control of the cat, requiring that person to abate the nuisance. [cl3.1(2)] g. withdraw the notice given to abate the nuisance [cl3.1(3)] h. establish and maintain a cat management facility or facilities, and may approve a cat management facility maintained by any authorised person, for the impounding of cats under this local law. [cl4.1(1)] i. determine from time to time- <ul style="list-style-type: none"> • the times when a cat management facility will be open for the reception and release of cats; • times for the sale of cats from the facility; and • a scale of impounding fees to be paid on the release of impounded cats. [cl4.1(2)] j. destroy the cat under S.34(c) of the Act. [cl5.1(1)]

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	<ul style="list-style-type: none"> k. charge an owner a fee in respect of the destruction of a cat [cl5.1(3)] l. approve or refuse to approve an application for a permit under this local law; or [cl7.2(a)] m. renew, vary or cancel a permit under this local law, the provisions of Division 5 of Part 4 of the Act apply to that decision. [cl7.2(b)] n. recover a penalty for an offence against this local law when taking proceedings against the alleged offender [cl7.3(7)] o. give consent to the permit holder to replace a cat [Schedule 1A (3)] p. approve materials used in structures [Schedule 1B(3)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.5 Cemeteries Local Law 2008

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government	
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
Express Power or Duty Delegated:	<i>Cemeteries Local Law 2008:</i> <i>Part 2 Div.1 2.3 Plans and registers</i> <i>Part 2 Div.2 2.4 Issue grants</i> <i>Part 2 Div.2 2.5 Rights of holder</i> <i>Part 2 Div.2 2.6 Renewal of grant</i> <i>Part 2 Div.2 2.7 Replacement of grant</i> <i>Part 2 Div.2 2.8 Transfer of grant</i> <i>Part 2 Div.2 2.9 Exercising the right of holder</i> <i>Part 3 3.6 Receipt of application for funeral</i> <i>Part 3 3.7 Times for burials</i> <i>Part 4 4.2 Funeral directors licence</i> <i>Part 4 4.5 Cancellation of funeral director's licence</i> <i>Part 4 4.6 Single funeral permits</i> <i>Part 5 Div.1 5.6 Conduct of funeral by Council</i> <i>Part 5 Div.2 5.7 Disposal of ashes</i> <i>Part 6 6.2 Vault or mausoleum</i> <i>Part 6 6.5 Exhumation</i> <i>Part 6 6.6 Opening of a coffin</i> <i>Part 7 Div.1 7.1 Application for monumental work</i> <i>Part 7 Div.1 7.2 Placement of monumental work</i> <i>Part 7 Div.1 7.5 Removal of sand, soil or loam</i> <i>Part 7 Div.1 7.6 Hours of work</i> <i>Part 7 Div.1 7.8 Use of wood</i> <i>Part 7 Div.1 7.9 Plants and trees</i> <i>Part 7 Div.1 7.14 Monumental mason's licence</i> <i>Part 7 Div.3 7.16 Carrying out monumental works</i> <i>Part 7 Div.3 7.18 Cancellation of monumental mason's licence</i> <i>Part 7 Div.3 7.19 Application for single monumental work permit</i> <i>Part 8 8.1 Animals</i> <i>Part 8 8.3 Damaging and removing of objects</i> <i>Part 8 8.6 Advertising</i> <i>Part 8 8.8 Removal from cemetery</i>	
Delegate:	Chief Executive Officer	SUB DEL
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to issue; <ol style="list-style-type: none"> a. that person with a grant of right of burial for a term of twenty-five (25) years. [cl2.4] b. a new grant to replace a grant which is lost or destroyed. [cl2.7(1)] c. to an applicant a funeral director's licence authorising a holder to direct funerals [cl4.2(1)] d. to an applicant a single funeral permit authorising a holder to direct a funeral [cl4.6(1)] e. to that person a permit to carry out monumental work on a grave specified in an application [cl7.1(1)] f. to an applicant a monumental mason's licence [cl7.14(1)] 	

	<p>g. to an applicant a single monumental work permit authorising a holder to place a monument [cl7.19(1)]</p> <p>2. Authority to determine;</p> <p>a. from time to time the number of dead bodies or ashes which may be placed in the grave. [cl 2.5(2)]</p> <p>b. determine the manner in which the funeral shall be conducted [cl5.6(c)]</p> <p>c. proper and substantial foundations for the placement for the of monuments [cl7.2]</p> <p>3. Authority to request;</p> <p>a. the holder to produce the grant before the exercise of any of the rights [cl2.5(3)]</p> <p>b. the holder to deliver an existing grant to it prior to issuing a new grant. [cl2.5(3)]</p> <p>4. Authority to give permission;</p> <p>a. in accordance with section 26 of the Act to a holder who desires to transfer a grant to another person [cl2.8(b)]</p> <p>b. to carry out a burial –</p> <p>i. on a gazetted public holiday in the State of Western Australia; or</p> <p>ii. at any other time, other than during the following days and hours –</p> <ul style="list-style-type: none"> • Monday to Friday between 9.00 a.m. and 4.00 p.m. • Saturday between 9.00 a.m. and 12.00 p.m. [cl3.7] <p>c. for the ashes to be disposed of by one of the following methods-</p> <p>i. Niche wall</p> <p>ii. Family grave</p> <p>iii. Bush memorial</p> <p>iv. Other memorials approved by the Council [cl5.7(1)]</p> <p>d. to carry out memorial or other work on graves within a cemetery other than during the hours of 8.00 a.m. and 6.00 p.m. on weekdays, and 8.00 a.m. and noon on Saturdays. [cl7.6]</p> <p>e. to a person to remove or pick any tree, plant, shrub or flower in a cemetery or any other object or thing on a grave or memorial or which is the property of the Council [cl8.3]</p> <p>5. Authority to approve;</p> <p>a. any other person the rights If evidence is produced in writing to the satisfaction of the Council that a holder is unavailable or not immediately ascertainable, or has died and has not specifically bequeathed a grant, then the rights conferred upon that holder may be</p>	
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	<p>exercised by a holder's personal representative or a person acting expressly on behalf of a personal representative. If those persons are unavailable or not immediately ascertainable. [cl2.9]</p> <ul style="list-style-type: none"> b. the construction of a vault or mausoleum within a cemetery, which vault or mausoleum [cl6.2(2)] c. the materials used to seal a mausoleum [cl6.2(6)] d. the opening of that coffin [cl6.6(1)] e. the removal of sand, earth or other material for use in the erection of any memorial or work [cl7.5] f. the use of wood on or around a grave [cl7.8] g. the planting of trees or shrubs [cl7.9] h. a person to carry on or advertise any trade, business or profession within a cemetery [cl8.3] <p>6. Authority to;</p> <ul style="list-style-type: none"> a. establish and maintain – <ul style="list-style-type: none"> i. a plan of each cemetery showing the location and identifying number of every burial place or grave and the distribution of the land, compartments and sections; ii. a register containing the identification numbers of graves and the names and description of the persons buried; iii. a register of grants made with respect to each cemetery; and iv. a register of persons cremated whose ashes have been buried or disposed in each cemetery. b. renew the grant for a further term of twenty-five (25) years commencing on the expiry date of the grant [cl2.6] c. fix a time for a funeral; and [cl3.6(a)] d. prepare a grave that is required. [cl3.6(b)] e. Cancel a funeral directors licence by notice in writing to a holder of a funeral director's licence [cl4.5] f. refuse an application for the single funeral permit if, in the opinion of the Council, either a coffin's specifications or the details of the vehicle transporting the dead body to the gravesite, are not structurally sound or are otherwise inadequate or inappropriate, or on any other grounds. [cl4.6(3)] g. specify an area in a cemetery where the dead body is to be buried or the ashes placed; [cl5.6(d)] h. conduct the funeral notwithstanding the failure of a person to make any application or to obtain any consent required under this local law; [cl5.6(e)] i. do or require anything which it considers is necessary or convenient for the conduct of the funeral by it. [cl5.6(f)] 	
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	<ul style="list-style-type: none"> j. place the ashes of the deceased person in the cemetery [cl5.7(3)] k. place the ashes of the deceased person within a grave [cl 5.7(4)] l. disinter a coffin in a cemetery for an exhumation of a dead body [cl6.5] m. set conditions on a monumental mason's licence [cl7.14(2)] n. authorise a person to carry out monumental work within a cemetery [cl7.16] o. terminate a licence of a monumental mason's licence [7.18(1)] p. permit the entry of an animal in a cemetery [cl8.1] q. order a person failing to comply with any provisions of this local law or behaving in a manner that in the opinion of the Council, the CEO or an authorised officer is inappropriate in a cemetery may in addition to any penalty provided by this local law [cl8.8] 	
<p>Council Conditions on this Delegation:</p>	<p>Nil</p>	
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>	

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1.4.6 Dogs Local Law (Consolidated 2017)

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Dogs Local Law (Consolidated 2017):</i> Part 4, 4.3 Notice of proposed use Part 4, 4.4 Exemption from notice requirements Part 4, 4.8 Conditions of approval Part 4, 4.11 Form of licence Part 4, 4.13 Variation or cancellation of licence Part 4, 4.14 Transfer Part 4, 4.15 Notification Part 4, 4.16 Inspection of kennel Part 7, 7.3 Issue of infringement notice Part 7, 7.5 Payment of modified penalty Part 7, 7.7 Service Schedule 2 Conditions of a licence for an approved kennel establishment</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to approve; <ol style="list-style-type: none"> a. an exemption for a licence of an approved kennel establishment [cl4.4] b. an application for a licence subject to the conditions contained in Schedule 2 and to such other conditions [cl4.8(1)] c. materials for a kennel [schedule2(c)] d. approve other durable materials for the walls of a kennel [schedule2(k)] 2. Authority to vary; <ol style="list-style-type: none"> a. any of the conditions contained in Schedule 2. [cl4.8(2)] b. the conditions of a licence. [cl4.13(1)] 3. Authority to; <ol style="list-style-type: none"> a. Refuse to determine the application for a licence until the notices or notice, as the case may be, is given in accordance with its directions. [cl4.3(3)] b. determine the form for a licence and issue to the licensee [cl4.11] c. cancel a licence – <ol style="list-style-type: none"> i. on the request of the licensee; ii. following a breach of the Act, the Regulations or this local law; or iii. if the licensee is not a fit and proper person. [cl4.13(2)] d. approve or refuse to approve an application for the transfer of a valid licence. [cl4.14(3)] e. give 15 written notice to -

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	<ul style="list-style-type: none"> i. an applicant for a licence of the local government's decision on her or his application; ii. a transferee of the local government's decision on her or his application for the transfer of a valid licence; iii. a licensee of any variation made under clause 4.13(1); iv. a licensee when her or his licence is due for renewal and the manner in which it may be renewed; v. a licensee when her or his licence is renewed; vi. a licensee of the cancellation of a licence under clause 4.13(2)(a); and vii. a licensee of the cancellation of a licence under paragraphs (b) or (c) of clause 4.13(2), which notice is to be given in accordance with section 27(6) of the Act. [cl4.15] f. inspect an approved kennel establishment at any time. [cl4.16] g. issue to that person a notice in the form of Form 7 of the First Schedule of the Regulations. [cl7.3] h. withdraw an infringement notice [cl7.5] (please see conditions below [cl7.6(2)]) i. serve a notice on a person personally, or by leaving it at or posting it to her or his address as ascertained from her or him, or as recorded by the local government under the Act, or as ascertained from inquiries made by the local government. [cl7.7] j. order that all kennels and yards and drinking vessels be maintained [schedule 2(n)]
<p>Council Conditions on this Delegation:</p>	<p>a. A person authorized to issue an infringement notice under clause 7.3 cannot sign or send a notice of withdrawal.</p>
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.4.7 Extractive Industries Local Law (Consolidated 2016)

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Extractive Industries Local Law (Consolidated 2016):</i> Part 2, 2.2 Applicant to advertise proposal Part 2, 2.3 Application for licence Part 3 3.1 Determination of application Part 4, 4.1 Transfer of licence Part 4, 4.2 Cancellation of licence Part 4, 4.3 Renewal of licence Part 5, 5.1 Security for restoration and reinstatement Part 5, 5.2 Use by the local government of secured sum Part 6, 6.1 Limits on excavation near boundary Part 6, 6.2 Prohibitions Part 6, 6.3 Blasting Part 6, 6.4 Obligations of the licensee Part 7, 7.4 Works to be carried out on cessation of operations Part 8, 8.1 Objections and Appeals</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>1. Authority to approve;</p> <ol style="list-style-type: none"> a. a licence to excavate [cl2.2(1)] b. the content, size and construction of a notice used by an applicant to advertise the licence issued by the local government [cl2.2(2b)] c. the placement of the datum peg on the surface of a constructed public road or such other land in the vicinity [cl2.3(1d)] d. the application - <ol style="list-style-type: none"> i. over the whole or part of the land in respect of which the application is made; and ii. on such terms and conditions, if any, as it sees fit. [cl3.1(2b)] e. the issue of a licence in the form determined by the local government [cl3.1(3b)] f. the application to transfer a licence on such terms and conditions, if any, as it sees fit [cl4.1(2b)] g. excavation outside of the following limits; <ol style="list-style-type: none"> i. 20 metres of the boundary of any land on which the excavation site is located; ii. 20 metres of any land affected by a registered grant of easement; iii. 40 metres of any road; or iv. 40 metres of any watercourse. [cl6.1] h. to a licensee in writing to remove trees or shrubs and impose any conditions in accordance with cl3.1 [cl6.2(a)] i. blasting on a Saturday, Sunday or Public Holiday [cl6.3(2)]

	<p>j. proposals to restore and reinstate an excavated site [cl7.4(a)]</p> <p>2. Authority to determine;</p> <ol style="list-style-type: none"> a. the form used by an applicant to advertise the licence issued [cl2.2(2a)] b. the form used to apply for a licence in respect to any land [cl2.3(1)] c. the licence period for a licence application the licence period for a licence application, not exceeding 21 years from the date of issue; and [cl3.1(3a)] d. the annual licence fee, or the relevant proportion of the annual licence fee to 31st December [cl3.1(4a)] e. the form used to transfer a licence [cl4.1(3)] f. a sum the licensee must give to the local government as a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government [cl5.1(1)] g. the hours that blasting takes place [cl6.3(1b)] h. the standard of fencing required to securely fence an excavation site [cl6.4(a)] <p>3. Authority to refuse;</p> <ol style="list-style-type: none"> a. to consider an application for a licence that does not comply with the requirements of clause 2.3, and in any event shall refuse an application for a licence where planning approval for an extractive industry use of the land has not first been obtained. [cl3.1(1)] b. the application, in respect of an application for a licence [cl3.1(2a)] c. the application to transfer a licence [cl4.1(2a)] d. the application for the renewal of a licence [cl4.3(4a)] <p>4. Authority to request;</p> <ol style="list-style-type: none"> a. request any information to transfer a licence application [cl4.1(1e)] b. request a licensee give a bond, bank guarantee or other security, of a kind and in a form acceptable to the local government for security for restoration and reinstatement of an excavation site [cl5.1(1)] <p>5. Authority to;</p> <ol style="list-style-type: none"> a. cause to be displayed, or require the proposed applicant to display, in a prominent position on the land one or more notices referred to in sub-clause (1) [cl2.2] b. may impose conditions in respect of the following matters - <ol style="list-style-type: none"> i. the orientation of the excavation to reduce visibility from other land;
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	<ul style="list-style-type: none"> ii. the appropriate siting of access roads, buildings and plant; iii. the stockpiling of material; iv. the hours during which any excavation work may be carried out; v. the hours during which any processing plant associated with, or located on, the site may be operated; vi. requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance to the satisfaction of the local government; vii. the depths below which a person must not excavate; viii. distances from adjoining land or roads within which a person must not excavate; ix. the safety of persons employed at or visiting the excavation site; x. the control of dust and wind-blown material; xi. the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation; xii. the prevention of the spread of dieback or other disease; xiii. the drainage of the excavation site and the disposal of water; xiv. the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation; xv. the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation; xvi. requiring the licensee to furnish to the local government a surveyor's certificate each year, prior to the renewal fee being payable, to certify the quantity of material extracted and that material has not been excavated below the final contour levels outlined within the approved excavation programme; xvii. requiring the licensee to enter into an agreement with the local government in respect of any condition or conditions imposed under this local law;
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	<ul style="list-style-type: none"> xviii. any other matter for properly regulating the carrying on of an extractive industry; and xix. requiring the licensee to enter into an agreement with the local government by which it agrees to pay any extraordinary expenses incurred by the local government in repairing damage caused to thoroughfares in the district by heavy or extraordinary traffic conducted by or on behalf of the licensee under the licence. [cl3.1(5)] <p>c. cancel a licence where the licensee has -</p> <ul style="list-style-type: none"> i. been convicted of an offence against - ii. this local law; or iii. any other law relating to carrying on an extractive industry; or iv. transferred or assigned or attempted to transfer or assign the licence without the consent of the local government; v. permitted another person to carry on an extractive industry otherwise than in accordance with the terms and conditions of the licence and of the provisions of this local law; vi. failed to pay the annual licence fee under clause 3.2; or vii. failed to have a current public liability insurance policy under clause 7.1(1) or failed to provide a copy of the policy or evidence of its renewal as the case may be, under clause 7.1(2). [cl4.2(1)] <p>d. advise the licensee in writing of the licence cancellation [cl4.2(2a)]</p> <p>e. waive any of the requirements specified in clause 4.3 (1) (d) or (e). [cl4.3(2)]</p> <p>f. carry out the required restoration and reinstatement work or so much of that work as remains undone; and [cl5.291c)]</p> <p>g. demand all costs incurred by the local government or which the local government may be required to pay under this clause [cl5.2(1d)]</p> <p>h. apply the proceeds of any bond, bank guarantee or other security provided by the licensee under clause 5.1 towards its costs under this clause. [cl5.2(2)]</p> <p>i. vary a licence that a person has under this local law [cl8.1(b)]</p>
Council Conditions on this Delegation:	N/A
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.8 Fencing Local Law (Consolidated 2016)

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Fencing Local Law (Consolidated 2016):</i> <i>Part 2, 4 Sufficient fences</i> <i>Part 3, 8 Fences across rights-of-way, public access ways or thoroughfares</i> <i>Part 8, 8 General Discretion of the Local Government</i> <i>Part 6, 11 Requirement for a Licence</i> <i>Part 6, 12 Transfer of a Licence</i> <i>Part 6, 13 Cancellation of a Licence</i> <i>Part 7, 14 Notices of Breach</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<p>1. Authority to approve;</p> <ul style="list-style-type: none"> a. the erection of a dividing fence or a boundary fence that is not a sufficient fence [cl4(1)] b. the erection or maintain a fence or obstruction of a temporary or permanent nature across any right-of-way, public access way or thoroughfare so as to impede or prevent use of those facilities in the manner for which they are intended and constructed. [cl8] c. a licence to have and use an electrified fence [cl11(4)(a)] d. subject to such conditions a licence to have and use an electrified fence [cl11(4)(b)] e. to transfer a licence to another occupier or owner of the lot f. approve the application for a transfer of the licence [cl12(3)(a)] g. the application for a transfer of the licence subject to such conditions as it thinks fit; [cl12(3)(b)] h. any other material in compliance with the Local Law to erect a timber fence [cl First Schedule 5(f)] <p>2. Authority to refuse;</p> <ul style="list-style-type: none"> a. a licence to have and use an electrified fence [cl11(4)(c)] b. to approve the application for a transfer of the licence. [cl12 (3)(c)] <p>3. Authority to determine;</p> <ul style="list-style-type: none"> a. the form used to transfer a licence [cl12(2)(b)] b. the fee to transfer a licence to another occupier or owner of the lot [cl12(2)(d)] <p>4. Authority to;</p>

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	<ul style="list-style-type: none"> a. give consent to the erection or repair of a fence which does not comply with the requirements of these Local Laws. [cl8(1)] b. request information to determine an application to transfer a licence to another occupier or owner of the lot [cl12(2)(e)] c. cancel a licence issued under this Part, subject to Division 1 Part 9 of the Local Government Act 1995 if- <ul style="list-style-type: none"> i. the fence no longer satisfies the requirements specified in clause 14(2) or 14(3) as the case may be; or ii. the licence holder breaches any condition upon which the licence has been issued. [cl13] d. give a notice in writing to the owner of that lot ('notice of breach') where a breach of any provision of these Local Laws has occurred in relation to a fence on a lot [cl14(1)] e. may by its employees, agents or contractors enter upon the lot to which the notice relates and remedy the breach [cl14(3)] f. may recover the expenses of so doing from the owner or occupier of the lot, as the case may be, in a court of competent jurisdiction. [cl14(3)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.9 Health Local Laws 1999

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Health Local Laws 1999:</i> <i>Part 3 Div1 3.1.2 Guttering and Downpipes</i> <i>Part 3 Div2 3.2.4 Ventilation</i> <i>Part 4 Div1 4.1.3 Disposal of Liquid Waste</i> <i>Part 4 Div1 4.1.4 Approval for Septic Tank Pumpouts and Removal of Liquid Waste</i> <i>Part 4 Div1 4.1.5 Application for Approval</i> <i>Part 4 Div1 4.1.6 Provision of Quarterly Reports</i> <i>Part 4 Div2 4.3.2 Restriction of Vehicles</i> <i>Part 4 Div2 4.3.3 Transport of Butchers' Waste</i> <i>Part 5 Div7 5.7.2 Ventilation</i> <i>Part 6 Div1 6.1.5 Council may Execute Work and Recover Costs</i> <i>Part 6 Div2 6.2.3 Council may Execute work and recover costs</i> <i>Part 6 Div6 6.8.1 prescribe any other "Arthropod vectors of disease"</i> <i>Part 7 Div1 7.1.1 Requirements for an owner or occupier to clean, disinfect and disinfect</i> <i>Part 7 Div1 7.1.2 Environmental Health Officer may disinfect or disinfect premises</i> <i>Part 7 Div1 7.1.6 Persons in contact with an infectious disease sufferer</i> <i>Part 7 Div1 7.1.7 Declaration of infected house or premises</i> <i>Part 7 Div1 7.1.10 Council may carry out work and recover costs</i> <i>Part 7 Div2 7.2.1 Disposal of used condoms</i> <i>Part 8 Div1 8.1.2 Lodging House Not to be Kept Unless Registered</i> <i>Part 8 Div1 8.1.4 Approval of Application</i> <i>Part 8 Div1 8.1.7 Revocation or Registration</i> <i>Part 8 Div2 8.2.7 Fire Prevention and Control</i> <i>Part 8 Div2 8.2.11 Sleeping Accommodation, Short Term Hostels and Recreational Campsites</i> <i>Part 8 Div3 8.3.3 Keeper Report</i> <i>Part 9 Div1 9.1.5 Certificate of Registration</i> <i>Part 9 Div1 9.1.7 Alterations to Premises</i> <i>Part 9 Div4 9.4.2 Receiving Depot</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve; <ol style="list-style-type: none"> a. the owner of a house to use or occupy, or permit to be used or occupied, a house without guttering and downpipes [cl3.1.2] b. the owner or occupier of premises to discharge liquid waste into an apparatus for the treatment of sewage and disposal [cl3.2.4(4)] c. give written approval to collect, remove or dispose of the contents of a septic tank, the pumpouts from holding tanks or an apparatus for the treatment of sewage and other liquid wastes. [cl4.1.4(b)] d. a vehicle or container for transporting butchers' waste [cl4.3.2(a)] e. other impervious material to cover butchers' waste in transport [cl4.3.3(1aiv)]

	<ul style="list-style-type: none"> f. a lodging house, with or without conditions, an application under Section 8.1.3 by issuing to the applicant a certificate [cl8.1.4] g. fire protection equipment fitted in a lodging house [cl8.2.7(2)] h. mechanical ventilation in lieu of fixed ventilation of a short term hostel or recreational campsite [cl8.2.11(5b)] <p>2. Authority to give notice to;</p> <ul style="list-style-type: none"> a. the owner of a house that is not properly ventilated, to; <ul style="list-style-type: none"> i. provide a different, or additional method of ventilation; or ii. cease using the house until it is properly ventilated. [3.2.4(4)] b. to the occupier of an incorrectly ventilated car park to – <ul style="list-style-type: none"> i. provide a different or additional method of ventilation; and ii. cease using the car park until it is properly ventilated. [5.7.2(2)] c. an owner or occupier in writing to clean, disinfect and disinfest – <ul style="list-style-type: none"> i. the premises; or ii. such things in or on the premises as are specified in the notice, or both, to the satisfaction of an Environmental Health Officer. [cl7.1.1(1)] d. the keeper requiring him or her, within a time specified in the notice, to show cause why the registration should not be revoked, before revoking the registration of a lodging house [8.1.7(3)] e. the keeper of the revocation and the registration shall be revoked as from the date on which the notice is served on the keeper when revokes the registration of a lodging house [8.1.7(4)] f. withdraw permission to an owner or occupier of premises to use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works [cl9.4.2] <p>3. Authority to impose;</p> <ul style="list-style-type: none"> a. terms and conditions on approvals for septic tank pump outs and removal of liquid waste [cl4.1.4(c)] b. conditions on an application for septic tank pump outs and removal of liquid waste [cl4.1.5(3)] <p>4. Authority to request;</p> <ul style="list-style-type: none"> a. quarterly reports from approved carriers to the Council containing accurate details of -
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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> i. the date of servicing the liquid waste system; ii. the address or location of the involved property; and iii. the type of system serviced. [cl4.1.6] b. a report to the Council in the form prescribed in Schedule (5), the name of each lodger who lodged in the lodging house during the preceding day or night. [cl8.3.3] 5. Authority to direct; <ul style="list-style-type: none"> a. an officer or other person to disinfect and disinfect the premises or any part of the premises and anything in or on the premises. [cl7.1.2(2)] b. the removal of a person mentioned in section 7.1.6 to isolation in an appropriate place to prevent or minimise the risk of the infection spreading [cl7.1.6(b)] c. an occupier of premises to dispose of used condoms [cl7.2.1(1)] 6. Authority to revoke; <ul style="list-style-type: none"> a. the registration of a lodging house for any reason which, in the opinion of the Council, justifies the revocation. [cl8.1.7(1)] b. a registration of a lodging house upon any one or more of the following grounds – <ul style="list-style-type: none"> i. that the lodging house has not, to the satisfaction of Council, been kept free from vectors of disease or in a clean, wholesome and sanitary condition; ii. that the keeper has – iii. been convicted of an offence against these local laws in respect of the lodging house; iv. not complied with a requirement of this Part; or v. not complied with a condition of registration; 7. Authority to give written permission; <ul style="list-style-type: none"> a. to make or permit any change or alteration whatever to the premise while it remains registered under this division. [cl9.1.7] b. to an owner or occupier of premises to use or permit the premises to be used as a receiving depot for a laundry, dry cleaning establishment or dye works [cl9.4.2] 8. Authority to; <ul style="list-style-type: none"> a. grant an application for septic tank pump outs and removal of liquid waste under this section subject to conditions [cl4.1.5(2)]
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	<ul style="list-style-type: none"> b. refuse an application for septic tank pump outs and removal of liquid waste under this section subject to conditions [cl4.1.5(2)] c. vary conditions on an application for septic tank pump outs and removal of liquid waste [4.1.5(4)] d. execute work and recover from that person the cost of executing the work where a person fails or neglects to comply with the requirements under section 6.1.4 [cl6.1.5(1)] e. recover in a court of competent jurisdiction the costs and expenses incurred by the Council to execute work in section 6.1.5 subsection (1) [cl6.1.5(2)] f. execute work and recover from that person the cost of executing the work where a person fails or neglects to comply with the requirements under section 6.2.2 [cl6.2.3(1)] g. recover in a court of competent jurisdiction the costs and expenses incurred by the Council to execute work in section 6.2.2 subsection (1) [cl6.2.3(2)] h. prescribe any other “Arthropod vectors of disease” [cl6.8.1] i. recover, in a court of competent jurisdiction, the cost of carrying out the work under this Section from the owner or occupier of the premises in or on which the work was carried out. [cl7.1.2(3)] j. issue instructions to a person if a person in any house is, or is suspected of, suffering from an infectious disease, any occupant of the house or any person who enters or leaves the house. [cl7.1.6(a)] k. declare a house or premises to be infected [cl7.1.7(1)] l. Carry out work or arrange for the work to be carried out to dispose of a body of a person who has died of any infectious disease [cl7.1.10(1)] m. recover in a court of competent jurisdiction the costs and expenses incurred by the Council to execute work in section 7.1.10 subsection (1) {cl7.1.10(2)} n. register a lodging house under section 8.1.4 [cl8.1.2(b)] o. issue to the applicant a certificate of registration in the form prescribed in Schedule (11) to establish an offence trade [cl9.1.5]
<p>Council Conditions on this Delegation:</p>	<p>a. Sub-delegates must hold current qualifications to the satisfaction of the chief medical officer to perform any functions authorised above</p>
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

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1.4.10 Meeting Procedures Local Law 2017

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Meeting Procedures Local Law 2017:</i> <i>Part 6 6.10 Petitions</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to; a. submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3). [cl6.10(2)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.11 Outdoor Eating Areas Local Law 2013

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Outdoor Eating Areas Local Law 2013:</i> <i>Part 2 2.2 Exemptions</i> <i>Part 2 2.3 Application for a licence</i> <i>Part 2 2.5 Decision on application for licence</i> <i>Part 2 2.6 Conditions which may be imposed on a licence</i> <i>Part 2 2.8 Amendment of licence conditions</i> <i>Part 2 2.11 Transfer of licence</i> <i>Part 2 2.12 Cancellation or suspension of licence</i> <i>Part 2 2.13 Production of licence</i> <i>Part 4 4.2 Notice to repair damage to public place</i> <i>Part 4 4.3 Local Government may undertake requirements of notice</i> <i>Part 4 4.4 Removal and impounding of goods</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to determine; <ol style="list-style-type: none"> a. the form for a licence [cl2.3(2a)] b. the fee imposed for a licence [cl2.3(2d)] c. the form to transfer a licence [cl2.11(1)(a)] 2. Authority to request; <ol style="list-style-type: none"> a. an applicant to provide additional information reasonably related to an application before determining the application [cl2.3(3)] b. a licensee to produce his or her valid licence immediately [cl2.13] 3. Authority to refuse; <ol style="list-style-type: none"> a. to consider an application for a licence which is not in accordance with subclause (2) or where the applicant has not complied with subclauses (3). [cl2.3(5)] b. refuse to approve the application. [cl2.5(1b)] c. refuse to consider or determine an application for the transfer of a licence, which is not in accordance with subclause (1). [cl2.11(2)] 4. Authority to give notice; <ol style="list-style-type: none"> a. In writing to refuse an application, and written reasons for, the refusal to the applicant [cl2.5(4a)] b. In writing to a licensee of, and written reasons for, its decision to amend; [cl2.8(5i)] c. In writing of, and reasons for, the decision to cancel or suspend a licence [cl2.12(3a)] d. to a licensee Where any portion of a public place has been damaged as a result of the use of that public place as an outdoor eating area [cl4.2] 5. Authority to inform;

	<ul style="list-style-type: none"> a. the applicant of his or her rights, under Part 9, Division 1 of the Act, to object to, and apply for a review of, the decision. [cl2.5(4b)] b. the licensee of his or her rights, under Part 9, Division 1 of the Act, to object to, and apply for a review of, the decision. [cl2.8(5ii)] c. the applicant of his or her rights, under Part 9, Division 1 of the Act, to object to, and apply for a review of, the decision; [cl2.12(3b)] <p>6. Authority to approve;</p> <ul style="list-style-type: none"> a. the application unconditionally or subject to any conditions; [cl2.5(1a)] b. an application for a licence subject to conditions relating to- [cl2.6] c. approve an application for the transfer of a licence, refuse to approve it or approve it subject to such terms and conditions as it sees fit, and if it is approved, the proposed transferee shall become the licensee from the date of the approval. [cl2.11(3)] <p>7. Authority to amend;</p> <ul style="list-style-type: none"> a. the licence, either in accordance with the application or otherwise as it sees fit; [cl2.8(2i)] b. any of the terms and conditions of the licence. [cl2.8(3)] <p>8. Authority to cancel;</p> <ul style="list-style-type: none"> a. a licence on any one or more of the following grounds- [cl2.12(1)] b. or suspend a licence if the local government or a utility requires access to or near the place to which a licence applies, for the purposes of carrying out works in or near the vicinity of that place. [cl2.12(2)] <p>9. Authority to;</p> <ul style="list-style-type: none"> a. exempt a person or class of persons in writing from the requirement to have a licence. [cl2.2(1)] b. give an exemption in subclause (1) subject to any conditions the local government sees fit. [cl2.2(3)] c. give local public notice of the application for a licence. [cl2.3(4)] d. impose other conditions on the licence under subclause (1)(a). [cl2.5(5)] e. decline to amend a licence. [cl2.8(2ii)] f. notify the licensee in writing of the amendment as soon as practicable after the amendment is made and, unless otherwise specified in the amendment, the amended term or condition, or both, of the licence apply from the date of the notification. [cl2.8(4)]
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	<ul style="list-style-type: none"> g. refund to the licensee all or part of the licence fee in respect of what would otherwise have been the balance of the term of the licence. [cl2.12(5)] h. give lawful direction to a licensee [cl4.1(1)] i. undertake the works specified in the notice and recover from that licensee, as a debt, the costs incurred in so doing If a person fails to comply with a notice under clause 4.2 [cl4.3] j. remove and impound any furniture Where an outdoor eating area is conducted without a valid licence or in contravention of a condition of a licence [cl4.4]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.12 Parking and Parking Facilities Local Law 2017

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Parking and Parking Facilities Local Law 2017:</i> <i>Part 1 1.4 Application and pre-existing signs</i> <i>Part 2 2.3 Vehicles to be within parking stall in parking station</i> <i>Part 2 2.4 Parking prohibitions and restrictions</i> <i>Part 3 3.2 Restrictions on parking in particular areas</i> <i>Part 3 3.12 Authorised person may mark tyres</i> <i>Part 3 3.16 Parking on reserves</i> <i>Part 3 3.17 Suspension of parking limitations for urgent, essential or official duties</i> <i>Part 4 4.2 Unauthorised signs and defacing of signs</i> <i>Part 4 4.6 Vehicles not to obstruct a public place</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to give permission; <ol style="list-style-type: none"> a. to a person to park a vehicle on any part of a parking station contrary to a sign referable to that part; [cl2.4 (1b)] b. to a person to park a vehicle in an area designated by a sign stating "Authorised Vehicles Only". [cl3.2(4)] c. to a person to leave a vehicle, or any part of a vehicle, in a public place where it obstructs the use of any part of that public place [cl4.6(1)] 2. Authority to permit; <ol style="list-style-type: none"> a. a vehicle to park on any part of a parking station [cl2.4 (1c)] b. a person to park a vehicle in that portion of the thoroughfare or parking facility for longer than the permitted time in order that the person may carry out urgent, essential or official duties. [cl3.17(1)] 3. Authority to authorise a person; <ol style="list-style-type: none"> a. person to drive or park a vehicle upon or over any portion of a reserve other than upon an area specifically set aside for that purpose [cl3.16] b. to mark, set up or exhibit a sign purporting to be or resembling a sign marked, set up or exhibited by the local government under this Local Law; [cl4.2(a)] c. to remove, deface or misuse a sign or property, set up or exhibited by the local government under this Local Law or attempt to do any such act [cl4.2(b)] d. to affix a board, sign, placard, notice or other thing to or paint or write upon any part of a sign set up

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	<p>or exhibited by the local government under this Local Law [cl4.2(c)]</p> <p>4. Authority to;</p> <ul style="list-style-type: none"> a. agree in writing with the owner or occupier of that facility or station that this Local Law will apply to that facility or station [cl1.4(2)] b. direct a person to park a vehicle in a parking station otherwise than wholly within a parking stall [cl2.3] c. mark the tyres of a vehicle parked in a parking facility with chalk or any other non-indelible substance for a purpose connected with or arising out of his or her duties or powers. [cl3.12(1)] d. prohibit the use by any other vehicle of that portion of the thoroughfare or parking facility to which the permission relates, for the duration of that permission. [cl3.17(2)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

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1.4.13 Local Government Property Local Law 2015

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government	
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO	
Express Power or Duty Delegated:	<i>Local Government Property Local Law 2015:</i> Part 1 1.4 Application Part 2 Div1 2.2 Procedure for making a determination Part 2 Div1 2.3 Discretion to erect sign Part 2 Div1 2.5 Register of determinations Part 3 Div2 3.2 Application for permit Part 3 Div2 3.3 Decision on application for permit Part 3 Div2 3.4 Conditions which may be imposed on a permit Part 3 Div3 3.5 Imposing conditions under a policy Part 3 Div3 3.6 Compliance with and variation of condition Part 3 Div4 3.7 Agreement for building Part 3 Div4 3.10 Transfer of permit Part 3 Div4 3.11 Production of permit Part 3 Div4 3.12 Cancellation of permit Part 3 Div5 3.13 Activities needing a permit Part 4 Div2 4.6 Signs Part 5 Div1 5.1 When entry must be refused Part 5 Div2 5.2 No entry to fenced or closed local government property Part 6 6.1 No unauthorised entry to function Part 7 7.1 Application of Division 1, Part 9 of the Act Part 8 8.1 Authorised person to be obeyed Part 8 8.2 Persons may be directed to leave local government property Part 8 8.3 Disposal of lost property Part 8 8.4 Liability for damage to local government property Part 9 Div1 9.2 Local government may undertake requirements of notice	
Delegate:	Chief Executive Officer	SUB DEL
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to enter; <ol style="list-style-type: none"> a. into an agreement with any person regarding the use of any local government property. [cl1.4(2b)] b. into an agreement with the permit holder in respect of the ownership of the materials in the building [cl3.7] 2. Authority to erect a sign; <ol style="list-style-type: none"> a. on local government property to give notice of the effect of a determination which applies to that property [cl2.3] b. on local government property specifying any conditions of use which apply to that property [cl4.6(1)] 3. Authority to determine; <ol style="list-style-type: none"> a. the form for an application for a permit under this local law [cl3.2(2a)] 4. Authority to request; 	

	<ul style="list-style-type: none"> a. an applicant to provide additional information reasonably related to an application before determining an application for a permit. [cl3.2(3)] b. an applicant to give local public notice of the application for a permit [cl3.2(4)] c. an applicant to provide such information as require to enable the application to be determined [cl3.10(1c)] d. an applicant to provide such information as require to enable the application to be determined [cl3.10(1c)] e. a permit holder to produce to an authorized person her or his permit immediately [cl3.11] <p>5. Authority to refuse;</p> <ul style="list-style-type: none"> a. to consider an application for a permit which is not in accordance with sub clause (2). [cl3.2(5)] b. to approve an application for a permit. [cl3.3(1b)] c. to approve an application for the transfer of a permit [cl3.10(2)] d. admission to, may direct to leave or shall remove or cause to be removed from a pool area any person who- [cl5.1] <p>6. Authority to approve;</p> <ul style="list-style-type: none"> a. an application for a permit unconditionally or subject to any conditions [cl3.3(1a)] b. an application subject to conditions by reference to a policy. [cl3.4(1)] c. an application subject to conditions by reference to a policy. [cl3.5(2)] d. an application for the transfer of a permit, or approve it subject to any conditions. [cl3.10(2)] <p>7. Authority to give written notice;</p> <ul style="list-style-type: none"> a. for the refusal to approve a permit to an applicant. [cl3.3(3)] b. to a person who unlawfully damages local government property to pay the costs of - [cl8.4(1)] <p>8. Authority to exempt;</p> <ul style="list-style-type: none"> a. a person from compliance with sub-clause (1) on the application of that person [cl3.13(2)] b. specified local government property or a class of local government property from the application of sub-clause (1)(a). [cl3.13(3)] c. a person from compliance with sub-clause (1)(b). [cl6.1(2)] <p>9. Authority to direct a person;</p> <ul style="list-style-type: none"> a. on local government property [cl8.1] b. to leave, or temporarily suspend a person from, local government property where she or he 	
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	<p>reasonably suspects that the person has contravened a provision of any written law. [cl8.2]</p> <p>10. Authority to cancel;</p> <ul style="list-style-type: none"> a. cancel a booking during the course of an annual or seasonal booking [cl3.4(2g)] b. cancel a permit [cl3.12(1)] <p>11. Authority to;</p> <ul style="list-style-type: none"> a. hire local government property to any person [cl1.4(2a)] b. give local public notice of its intention to make a determination [cl2.2(1)] c. keep a register of determinations made under clause 2.1, and of any amendments to or revocations of determinations made under clause 2.6 [cl2.5] d. give a copy of the policy, or the part of the policy which is relevant to the application for a permit, with the form of permit referred to in clause 3.3(2). [cl3.5(3)] e. vary the conditions of a permit [cl3.6(2)] f. authorise a person to enter local government property which has been fenced off or closed to the public by a sign or otherwise [cl5.2] g. renew, vary, or cancel a permit or consent that a person has under this local law [cl7.1(b)] h. dispose of any article left on any local government property, and not claimed within a period of 3 months [cl8.3] i. recover the costs referred to in the notice as a debt due to failure to comply with a notice issued under sub-clause (1) [cl8.4(3)] j. do the thing specified in the notice and recover from the person to whom the notice was given, as a debt, the costs incurred in so doing when a person fails to comply with a notice referred to in clause 9.1 [cl9.2] 	
<p>Council Conditions on this Delegation:</p>	<p>N/A</p>	
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>	

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1.4.14 Waste Local Law 2017

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Local Government Act 1995:</i> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Waste Local Law 2017:</i> Part 1, 1.6 Local public notice of determinations Part 1, 1.7 Rates, fees and charges Part 1, 1.8 Power to provide waste services Part 2, 2.3 General waste receptacles Part 2, 2.4 Recycling waste receptacles Part 2, 2.5 Organic waste receptacles Part 2, 2.6 Direction to place or remove a receptacle Part 2, 2.7 Duties of owner or occupier Part 2, 2.8 Exemption Part 2, 2.9 Damaging or removing receptacles Part 3, 3.1 Duties of an owner or occupier Part 3, 3.2 Removal of waste from premises Part 3, 3.3 Receptacles and containers for public use Part 4, 4.2 Hours of operation Part 4, 4.3 Signs and directions Part 4, 4.4 Fees and charges Part 4, 4.5 Depositing waste Part 4, 4.6 Prohibited activities</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to determine; <ol style="list-style-type: none"> a. a matter under this local law [c1.6] b. the weight for general waste receptacles [c2.3(1b)] c. the weight for recycling waste receptacles [c2.4(c)] d. the weight for organic waste receptacles [c2.5(c)] e. an area for placing a receptacle for collection [c2.7(b)] f. the hours of operation of a waste facility [c4.2] g. the classification of any waste that may be deposited at a waste facility [c4.5(2)] h. non-collectable waste [cSchedule1(l)] 2. Authority to give written direction; <ol style="list-style-type: none"> a. to an owner or occupier of specified premises to place a receptacle in respect of those premises for collection [c2.6(1a)] b. to an owner or occupier of specified premises to remove a receptacle in respect of those premises after collection [c2.6(1b)] 3. Authority to approve; <ol style="list-style-type: none"> a. in writing a position for placing a receptacle for collection [c2.7(b)] b. a person to remove waste from a receptacle [c3.2(2a)]

	<ul style="list-style-type: none">c. a person to deposit household, commercial or other waste from any premises on or into a receptacle provided for the use of the general public in a public place [cl3.3(a)]d. a person to remove any waste from a receptacle provided for the use of the general public in a public place [cl3.3(b)] <p>4. Authority to authorise;</p> <ul style="list-style-type: none">a. a person to remove a receptacle from any premises to which it was delivered by the local government or its contractor [cl2.9(b)]b. a person in writing to remove waste from premises [cl3.2(1c)]c. a person to remove any waste or any other thing from a waste facility [cl4.6(1a)]d. a person to deposit at a waste facility that is a landfill site any waste that is toxic, poisonous or hazardous, or the depositing of which is regulated or prohibited by any written law [cl4.6(1b)]e. a person to light a fire in a waste facility [cl4.6(1c)]f. a person to remove, damage or otherwise interfere with any flora in a waste facility [cl4.6(1d)]g. a person to remove, injure or otherwise interfere with any fauna in a waste facility [cl4.6(1e)]h. a person to damage, deface or destroy any building, equipment, plant or property within a waste facility [cl4.6(1f)] <p>5. Authority to direct;</p> <ul style="list-style-type: none">a. an owner or occupier of premises thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle [cl3.1(d)]b. a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately [cl4.3(3)] <p>6. Authority to;</p> <ul style="list-style-type: none">a. give local public notice, under section 1.7 of the LG Act [cl1.6(a)]b. impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and section 6.16 and 6.17 of the LG Act [cl1.7]c. provide, or enter into a contract for the provision of, waste services as dealt with in section 50 of the WARR Act [cl1.8]d. grant, with or without conditions an application for exemption from compliance under this clause [cl2.8(2)]e. impose conditions on an exemption [cl2.8(3c)]
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	<ul style="list-style-type: none"> f. decide if an exemption ceases to apply on reasonable grounds, that there has been a failure to comply with a condition of the exemption [cl2.8(4a)] g. inform the owner or occupier of its decision under clause 2.8(4)(a) [cl2.8(4b)] h. regulate the use of a waste facility [cl4.3(1)] i. demand a person to pay the fee or charge as assessed on or before entering a waste facility [cl4.4(1)]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

2 Building Act 2011 Delegations

2.1 Council to CEO / Employees

2.1.1 Grant a Building Permit

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.20 Grant of building permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012:</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a building permit application [s.18(1)]. 2. Authority to grant or refuse to grant a building permit [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a building permit [s.27(1) and(3)]. 4. Authority to determine an application to extend time during which a building permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the building permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the building permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a building permit [r.26].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.2 Demolition Permits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.18 Further Information s.21 Grant of demolition permit s.22 Further grounds for not granting an application s.27(1) and (3) Impose Conditions on Permit <i>Building Regulations 2012</i> r.23 Application to extend time during which permit has effect (s.32) r.24 Extension of time during which permit has effect (s.32(3)) r.26 Approval of new responsible person (s.35(c))
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required to determine a demolition permit application [s.18(1)]. 2. Authority to grant or refuse to grant a demolition permit on the basis that all s.21(1) requirements have been satisfied [s.20(1) & (2) and s.22]. 3. Authority to impose, vary or revoke conditions on a demolition permit [s.27(1) and (3)]. 4. Authority to determine an application to extend time during which a demolition permit has effect [r.23]. <ol style="list-style-type: none"> i. Subject to being satisfied that work for which the demolition permit was granted has not been completed OR the extension is necessary to allow rectification of defects of works for which the permit was granted [r.24(1)] ii. Authority to impose any condition on the demolition permit extension that could have been imposed under s.27 [r.24(2)]. 5. Authority to approve, or refuse to approve, an application for a new responsible person for a demolition permit [r.26].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.3 Occupancy Permits or Building Approval Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.55 Further information s.58 Grant of occupancy permit, building approval certificate s.62(1) and (3) Conditions imposed by permit authority s.65(4) Extension of period of duration Building Regulations 2012 r.40 Extension of period of duration of time limited occupancy permit or building approval certificate (s.65)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require an applicant to provide any documentation or information required in order to determine an application [s.55]. 2. Authority to grant, refuse to grant or to modify an occupancy permit or building approval certificate [s.58]. 3. Authority to impose, add, vary or revoke conditions on an occupancy permit [s.62(1) and (3)]. 4. Authority to extend, or refuse to extend, the period in which an occupancy permit or modification or building approval certificate has effect [s.65(4) and r.40].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.4 Designate Employees as Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to designate an employee as an authorised person [s.96(3)]. 2. Authority to revoke or vary a condition of designation as an authorised person or give written notice to an authorised person limiting powers that may be exercised by that person [s.99(3)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.5 Building Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.110(1) A permit authority may make a building order s.111(1) Notice of proposed building order other than building order (emergency) s.117(1) and (2) A permit authority may revoke a building order or notify that it remains in effect s.118(2) and (3) Permit authority may give effect to building order if non-compliance s.133(1) A permit authority may commence a prosecution for an offence against this Act
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to make Building Orders in relation to: <ol style="list-style-type: none"> a. Building work b. Demolition work c. An existing building or incidental structure [s.110(1)]. 2. Authority to give notice of a proposed building order and consider submissions received in response and determine actions [s.111(1)(c)]. 3. Authority to revoke a building order [s.117]. 4. If there is non-compliance with a building order, authority to cause an authorised person to: <ol style="list-style-type: none"> a. take any action specified in the order; or b. commence or complete any work specified in the order; or c. if any specified action was required by the order to cease, to take such steps as are reasonable to cause the action to cease [s.118(2)]. 5. Authority to take court action to recover as a debt, reasonable costs and expense incurred in doing anything in regard to non-compliance with a building order [s.118(3)]. 6. Authority to initiate a prosecution pursuant to section 133(1) for non-compliance with a building order made pursuant to section 110 of the <i>Building Act 2011</i>.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.6 Inspection and Copies of Building Records

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.131(2) Inspection, copies of building records
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine an application from an interested person to inspect and copy a building record [s.131(2)].
Council Conditions on this Delegation:	a. Only Interested persons can inspect building records – an interested person means — (a) an owner of the building or incidental structure to which the building record relates; or (b) a person who has the written consent of an owner mentioned in paragraph (a) to inspect, or receive a copy of, a building record relating to the owner; or (c) a person, or a person belonging to a prescribed class of persons.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.7 Referrals and Issuing Certificates

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Act 2011:</i> s.145A Local Government functions
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to refer uncertified applications under s.17(1) to a building surveyor who is not employed by the local government [s.145A(1)]. 2. Authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Donnybrook Balingup's District [s.145A(2)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.8 Private Pool Barrier – Alternative and Performance Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Permit Authority (Local Government)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.51 Approvals by permit authority
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve requirements alternative to a fence, wall, gate or other component included in the barrier, if satisfied that the alternative requirements will restrict access by young children as effectively as if there were compliance with AS 1926.1 [r.51(2)] 2. Authority to approve a door for the purposes of compliance with AS 1926.1, where a fence or barrier would cause significant structural or other problem which is beyond the control of the owner / occupier or the pool is totally enclosed by a building or a fence or barrier between the building and pool would create a significant access problem for a person with a disability [r.51(3)] 3. Authority to approve a performance solution to a Building Code pool barrier requirement if satisfied that the performance solution complies with the relevant performance requirement [r.51(5)].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

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2.1.9 Smoke Alarms – Alternative Solutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Building Act 2011:</i> s.127(1) & (3) Delegation: special permit authorities and local government
Express Power or Duty Delegated:	<i>Building Regulations 2012:</i> r.55 Terms Used (alternative building solution approval) r.61 Local Government approval of battery powered smoke alarms
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to approve alternative building solutions which meet the performance requirement of the Building Code relating to fire detection and early warning [r.55]. 2. Authority to approve or refuse to approve a battery powered smoke alarm and to determine the form of an application for such approval [r.61].
Council Conditions on this Delegation:	a. Decisions under this delegated authority should be either undertaken or informed by a person qualified in accordance with r.5 of the Building Regulations 2012.
Express Power to Sub-Delegate:	<i>Building Act 2011:</i> s.127(6A) Delegation: special permit authorities and local governments (powers of sub-delegation limited to CEO)

3 Bush Fires Act 1954 Delegations

3.1 Council to CEO, Mayor and Bush Fire Control Officer

3.1.1 Make Request to FES Commissioner – Control of Fire

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.13(4) Duties and powers of bush fire liaison officers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to request on behalf of the Shire of Donnybrook Balingup that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations [s.13(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.2 Prohibited Burning Times - Vary

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times
Delegate:	President and Chief Bush Fire Control Officer (jointly)
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer [s.17(7)].
Council Conditions on this Delegation:	a. Decisions under s,17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.3 Prohibited Burning Times – Control Activities

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Bush Fires Act 1954:</i> s.48 Delegation by local government</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Bush Fires Act 1954:</i> s.17(7) Prohibited burning times may be declared by Minister s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to determine permits to burn during prohibited burning times that have previously been refused by a Bush Fire Control Officer [r.15]. 2. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C]. 3. Authority to determine, during a Prohibited Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B(2)]. 4. Authority to issue directions, during a Prohibited Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B(3)]. 5. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Prohibited Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)]. 6. Authority to recover the cost of measures taken by the Shire of Donnybrook Balingup or Bush Fire Control Officer, to extinguish a fire burning during Prohibited Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].
<p>Council Conditions on this Delegation:</p>	<ol style="list-style-type: none"> a. Decisions under s,17(7) must be undertake jointly by both the President and the Chief Bush Fire Control Officer and

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	must comply with the procedural requirements of s.17(7B) and (8).
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.4 Restricted Burning Times – Vary and Control Activities

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Bush Fires Act 1954:</i> s.48 Delegation by local government</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Bush Fires Act 1954:</i> s.18(5), (11) Restricted burning times may be declared by FES Commissioner s.22(6) and (7) Burning on exempt land and land adjoining exempt land s.27(2) and (3) Prohibition on use of tractors or engines except under certain conditions s.28(4) and (5) Occupier of land to extinguish bush fire occurring on own land <i>Bush Fire Regulations 1954:</i> r.15 Permit to burn (Act s.18), form of and apply for after refusal etc. r.15C Local Government may prohibit burning on certain days r.38C Harvesters, power to prohibit use of on certain days in restricted or prohibited burning times r.39B Crop dusters etc., use of in restricted or prohibited burning times</p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority, where seasonal conditions warrant it and after consultation with an authorised CALM Act officer, to determine to vary the restricted burning times in respect of that year [s.18(5)]. <ol style="list-style-type: none"> a. Authority to determine to prohibit burning on Sundays or specified days that are public holidays in the District [r.15C]. 2. Authority, where a permitted burn fire escapes or is out of control in the opinion of the Bush Fire Control Officer or an officer of the Bush Fire Brigade, to determine to recoup bush fire brigade expenses arising from preventing extension of or extinguishing an out of control permitted burn [s.18(11)]. 3. Authority to determine permits to burn during restricted times that have previously been refused by a Bush Fire Control Officer [r.15]. 4. Authority to arrange with the occupier of exempt land, the occupier of land adjoining it and the Bush Fire Brigade to cooperate in burning fire-breaks and require the occupier of adjoining land to provide by the date of the burning, ploughed or cleared fire-breaks parallel to the common boundary [s.22(6) and (7)]. 5. Authority to declare that the use of any harvesting machinery on any land under crop during the whole or any part of any Sunday or public holiday in the whole or a specified part of the District during Restricted Burning Times is prohibited, unless written consent of a Bush Fire Control Officer is obtained [r.38C].

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	<p>6. Authority to determine, during a Restricted Burning Time, if a firebreak around a landing ground for an aeroplane has been satisfactorily prepared [r.39B].</p> <p>7. Authority to issue directions, during a Restricted Burning Time, to a Bush Fire Control Officer, regarding matters necessary for the prevention of fire on land used as a landing ground for an aeroplane [r.39B (3)].</p> <p>8. Authority to prohibit the use of tractors, engines or self-propelled harvester, during a Restricted Burning Times, and to give permission for use of same during the Restricted Burning Time subject to compliance with requirements specified in a notice [s.27(2) and (3)].</p> <p>9. Authority to recover the cost of measures taken by the Shire of Donnybrook Balingup or Bush Fire Control Officer, to extinguish a fire burning during Restricted Burning Times, where the occupier of the land has failed to comply with requirements under s.28(1) to take all possible measures to extinguish a fire the land they occupy [s.28(4)], including authority to recover expenses in any court of competent jurisdiction [s.28(5)].</p>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.5 Control of Operations Likely to Create Bush Fire Danger

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.27D Requirements for carriage and deposit of incendiary material <i>Bush Fires Regulations 1954:</i> r.39C Welding and cutting apparatus, use of in open air r.39CA Bee smoker devices, use of in restricted or prohibited burning times etc. r.39D Explosives, use of r.39E Fireworks, use of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give directions to a Bush Fire Control Officer regarding matters necessary for the prevention of fire arising from: <ol style="list-style-type: none"> a. a person operating a bee smoker device during a prescribed period [r.39CA (5)]. b. a person operating welding apparatus, a power operated abrasive cutting disc [r.39C (3)]. c. a person using explosives [r.39D (2)]. d. a person using fireworks [r.39E (3)] 2. Authority to determine directions or requirements for the carriage and deposit of incendiary materials (hot or burning ash, cinders, hot furnace refuse, or any combustible matter that is burning) [s.27D]. <i>Note: this authority is also prescribed to a Bush Fire Control Officer, a Bush Fire Liaison Officer or an authorised CALM Act officer.</i>
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.6 Burning Garden Refuse / Open Air Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.24F Burning garden refuse during limited burning times s.24G Minister or local government may further restrict burning of garden refuse s.25 No fire to be lit in open air unless certain precautions taken s.25A Power of Minister to exempt from provisions of section 25 <i>Bush Fires Regulations 1954:</i> r.27(3) Permit, issue of
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written permission, during prohibited times and restricted times, for an incinerator located within 2m of a building or fence, only where satisfied it is not likely to create a fire hazard [s.24F(2)(b)(ii) and (4)]. 2. Authority to prohibit or impose restrictions on the burning of garden refuse that is otherwise permitted under s.24F [s.24G (2)]. <ol style="list-style-type: none"> a. Authority to issue directions to an authorised officer as to the manner in which or the conditions under which permits to burn plants or plant refuse shall be issued in the District [r.27(3) and r.33(5)]. b. Authority to prohibit (object to) the issuing of a permit for the burning of a proclaimed plan growing upon any land within the District [r.34]. 3. Authority to provide written approval, during prohibited times and restricted times, for fires to be lit for the purposes of: <ol style="list-style-type: none"> a. camping or cooking [s.25(1)(a)]. b. conversion of bus into charcoal or for the production of lime, in consultation with an authorised CALM Act officer [s.25(1)(b)]. 4. Authority to prohibit the lighting of fires in the open are for the purposes of camping or cooking for such period during the prohibited burning times as specified in a note published in the Gazette and newspaper circulating in the District and authority to vary such notice [s.25(1a) and (1b)]. 5. Authority to serve written notice on a person to whom an exemption has been given under s.25 for lighting a fire in open air, prohibiting that person from lighting a fire and to determine conditions on the notice [s.25A(5)].
Council Conditions on this Delegation:	Nil

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Express Power to Sub-Delegate:

NIL – Sub-delegation is prohibited by s.48(3)

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3.1.7 Firebreaks

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.33 Local government may require occupier of land to plough or clear fire-breaks
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to an owner or occupier of land or all owners or occupiers of land within the District, requiring, to the satisfaction of the Shire of Donnybrook Balingup: <ol style="list-style-type: none"> a. clearing of firebreaks as determined necessary and specified in the notice; and b. act in respect to anything which is on the land and is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire; and c. as a separate or coordinated action with any other person carry out similar actions [s.33(1)]. 2. Authority to direct a Bush Fire Control Officer or any other employee to enter onto the land of an owner or occupier to carry out the requisitions of the notice which have not been complied with [s.33(4)]. <ol style="list-style-type: none"> a. Authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisitions of the notice [s.33(5)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.8 Appoint Bush Fire Control Officer/s and Fire Weather Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint persons to be Bush Fire Control Officers for the purposes of the Bush Fires Act 1954; and <ol style="list-style-type: none"> a. Of those Officers, appoint 2 as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer; and b. Determine the respective seniority of the other Bush Fire Officers so appointed [s.38(1)]. 2. Authority to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire of Donnybrook Balingup [s.38(5A)] 3. Authority to appoint a Fire Weather Officer, selected from senior Bush Fire Control Officers previously appointed and where more than one Fire Weather Officer is appointed, define a part of the District in which each Fire Weather Officer shall have exclusive right to exercise the powers of s.38(17). [s.38(8) and (9)]. <ol style="list-style-type: none"> a. Authority to appoint deputy Fire Weather Officer/s as considered necessary and where two or more deputies are appointed, determine seniority [s.38(10)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.9 Control and Extinguishment of Bush Fires

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.46 Bush fire control officer or forest officer may postpone lighting fire
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prohibit or postpone the lighting of a fire, despite a permit having been issued, where in the opinion of the Delegate the lighting of a fire would be or become a source of danger by escaping from the land on which it is proposed to be lit [s.46(1A)]. <ol style="list-style-type: none"> a. Where it is proposed that the fire will be lit on land within 3kms of the boundary of forest land, and an authorised CALM Act office is not available or has not exercised the power to prohibit or proposed a fire considered to become a source of danger, then the Delegate may make the decision [s.46(1B)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.10 Apply for Declaration as an Approved Area

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.52(1) Approved area may be declared
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to apply to the Minister to have the local government district, or part of the district, declared as an approved area. [s.50(1)] (Note - The declaration of a district, or part thereof, as an approved area, results in a reduction in insurance premium of crops within that area s.53.)
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.11 Recovery of Expenses Incurred through Contraventions of this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.58 General penalty and recovery of expenses incurred
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover expenses incurred as a result of an offence against the Bush Fires Act, being expenses incurred through the fulfilment of a duty or doing anything for which the Act empowered or required the Shire of Donnybrook Balingup or those on behalf of the Shire of Donnybrook Balingup to do [s.58].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

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3.1.12 Prosecution of Offences

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Bush Fires Act 1954:</i> s.48 Delegation by local government
Express Power or Duty Delegated:	<i>Bush Fires Act 1954:</i> s.59 Prosecution of offences s.59A(2) Alternative procedure – infringement notices
Delegate:	Chief Executive Officer Bush Fire Control Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to institute and carry on proceedings against a person for an offence alleged to be committed against this Act [s.59]. 2. Authority to serve an infringement notice for an offence against this Act [s.59A(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>NIL – Sub-delegation is prohibited by s.48(3)</i>

4 Cat Act 2011 Delegations

4.1 Council to CEO

4.1.1 Cat Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.9 Registration s.10 Cancellation of registration s.11 Registration numbers, certificates and tags <i>Cat Regulations 2012</i> Schedule 3, cl.1(4) Fees Payable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant, or refuse to grant, a cat registration or renewal of a cat registration [s.9(1)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.9(6)]. 3. Authority to cancel a cat registration [s.10]. 4. Authority to give the cat owner a new registration certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.11(2)]. 5. Authority to reduce or waive a registration or approval to breed fee, in respect of any individual cat or any class of cats within the Shire of Donnybrook Balingup's District [Regs. Sch. 3 cl.1(4)].
Council Conditions on this Delegation:	a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i> .
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.2 Cat Control Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.26 Cat control notice may be given to cat owner
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to give a cat control notice to a person who is the owner of a cat ordinarily kept within the Shire of Donnybrook Balingup's District [s.26].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.3 Approval to Breed Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.37 Approval to Breed Cats s.38 Cancellation of approval to breed cats s.39 Certificate to be given to approved cat breeder
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to grant or refuse to grant approval or renew an approval to breed cats [s.37(1) and (2)]. 2. Authority to refuse to consider an application for registration or renewal where an applicant does not comply with a requirement to give any document or information required to determine the application [s.37(4)]. 3. Authority to cancel an approval to breed cats [s.38]. 4. Authority to give an approved breeder a new certificate or tag, if satisfied that the original has been stolen, lost, damaged or destroyed [s.39(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Objection and Review rights in accordance with Part 4, Division 5 of the <i>Cat Act 2011</i>. b. The officer that approved an application to breed cats cannot cancel the approval.
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.4 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s. 48 Authorised persons
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint authorised persons by issuing a certificate of authorisation [s.48].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.5 Recovery of Costs – Destruction of Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Act 2011:</i> s.49(3) Authorised person may cause cat to be destroyed
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover the amount of the costs associated with the destruction and the disposal of a cat [s.49(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.6 Applications to Keep Additional Cats

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat (Uniform Local Provisions) Regulations 2013:</i> r.8 Application to keep additional number of cats r.9 Grant of approval to keep additional number of cats
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to require any document or additional information required to determine an application [r.8(3)] 2. Authority to refuse to consider an application if the applicant does not comply with a requirement to provide any document or information required to determine an application [r.8(4)]. 2. Authority to grant or refuse approval for additional number of cats specified in an application to be kept at the prescribed premises and to determine any condition reasonably necessary to ensure premises are suitable for the additional number of cats [r.9].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. Notices of decisions must include advice as to Review rights in accordance with r.11 of the <i>Cat (Uniform Local Provisions) Regulations 2013</i>. b. Decisions are to be made based on the advice received from the Senior Ranger, Ranger Advice c. Neighbour consultation must be undertaken
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

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4.1.7 Reduce or Waiver Registration Fee

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Cat Act 2011:</i> s.44 Delegation by local government
Express Power or Duty Delegated:	<i>Cat Regulations 2012:</i> Schedule 3 Fees clause 1(4)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to reduce or waiver a fee payable under Schedule 3 clauses (2) or (3) in respect to any individual cat.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Cat Act 2011:</i> s.45 Delegation by CEO of local government

5 Dog Act 1974 Delegations

5.1 Dog Act Delegations Council to CEO

5.1.1 Exemption for Exceeding Dog Number Limits

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.26(3)(c) Limitation as to numbers
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant an exemption for the limit on the keeping of dogs in any specified area above the local law limitations. [s.26(3)(c)].
Council Conditions on this Delegation:	a. Prior to granting an exemption the following must be undertaken: <ul style="list-style-type: none"> i. An application for exemptions must be made and paid for by applicant; ii. A Ranger must inspect the proposed property and be satisfied with the property being suitable for the management of the amount of proposed dogs; iii. Neighbour consultation must be undertaken, and any objections being received given due consideration; iv. The request not exceeding any of the maximum requirements outlined in the Act. v. Written advice from the Ranger received providing a recommendation and comment on any previous issues relating to the property or animals on the property.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.2 Part Payment of Sterilisation Costs / Directions to Veterinary Surgeons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.10A Payments to veterinary surgeons towards costs of sterilisation
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine where a resident who is the owner of a registered dog, would suffer hardship in paying the whole of the cost of sterilisation and determine to pay part of such costs to a maximum value of 50% [s.10A(1)(a) and (3)]. 2. Authority to give written directions to a veterinary surgeon to be complied with as a condition of part payment of the cost of sterilisation [s.10A(1)(b) and (2)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.3 Refuse or Cancel Registration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.15(2) and (4A) Registration periods and fees s.16(3) Registration procedure s.17A(2) If no application for registration made s.17(4) and (6) Refusal or cancellation of registration
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine to refuse a dog registration and refund the fee, if any [s.16(2)]. 2. Authority to direct the registration officer to refuse to effect or renew or to cancel the registration of a dog, and to give notice of such decisions, where: <ol style="list-style-type: none"> i. the applicant, owner or registered owner has been convicted of an offence or paid a modified penalty within the past 3-years in respect of 2 or more offences against this Act, the <i>Cat Act 2011</i> or the <i>Animal Welfare Act 2002</i>; or ii. the dog is determined to be destructive, unduly mischievous or to be suffering from a contagious or infectious disease or iii. the delegate is not satisfied that the dog is or will be effectively confined in or at premises where the dog is ordinarily kept iv. the dog is required to be microchipped but is not microchipped; or v. the dog is a dangerous dog [s.16(3) and s.17A(2)]. 3. Authority to discount or waive a registration fee, including a concessional fee, for any individual dog or any class of dogs within the Shire of Donnybrook Balingup's District [s15(4A)]. 4. Authority to apply to a Justice of the Peace for an order to seize a dog where, following a decision to refuse or cancel a registration and the applicant / owner has not applied to the State Administration Tribunal for the decision to be reviewed. [s.17(4)]. <ol style="list-style-type: none"> i. Authority, following seizure, to determine to cause the dog to be detained or destroyed or otherwise disposed of as though it had be found in contravention of section 31, 32 or 33A and had not been claimed [s.17(6)]
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.

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5.1.4 Kennel Establishments

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.27 Licensing of approved kennel establishments
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to grant, refuse to grant or cancel a kennel licence [s.27(4) and (6)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.5 Appoint Authorised Persons

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.11(1) Staff and Services
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	2. Authority to appoint Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. <i>(For the purposes of this Act a local government may establish and maintain one or more dog management facilities and may appoint, under and subject to the provisions of the Local Government Act 1995, fit and proper persons to administer those facilities and otherwise to carry out the objects of this Act.)</i>
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.6 Recovery of Moneys Due Under this Act

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(5) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable [s.29(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.7 Dispose of or Sell Dogs Liable to be Destroyed

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.29(11) Power to seize dogs
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of or sell a dog which is liable to be destroyed [s.29(11)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Proceeds from the sale of dogs are to be directed into the Municipal Fund.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.8 Declare Dangerous Dog

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33E(1) Individual dog may be declared to be dangerous dog (declared)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to declare an individual dog to be a dangerous dog [s.33E(1)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

5.1.9 Dangerous Dog Declared or Seized – Deal with Objections and Determine when to Revoke

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33F(6) Owners to be notified of making of declaration s.33G(4) Seizure and destruction s.33H(1), (2) and (5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to consider and determine to either dismiss or uphold an objection to the declaration of a dangerous dog [s.33F(6)]. 2. Authority to consider and determine to either dismiss or uphold an objection to seizure of a dangerous dog [s.33G(4)]. 3. Authority to revoke a declaration of a dangerous dog or revoke notice proposing to cause a dog to be destroyed, only where satisfied that the dog can be kept without likelihood of any contravention of this Act [s.33H(1)] <ol style="list-style-type: none"> i. Authority to, before dealing with an application to revoke a declaration or notice, require the owner of the dog to attend with the dog a course in behaviour and training or otherwise demonstrate a change in the behaviour of the dog [s.33H(2)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Delegation of the s.33F power to deal with an objection to a dangerous dog declaration should not be delegated to the same person / position who is delegated / authorised to exercise s.33E powers enabling the declaration of a dangerous dog. – See 5.1.4(2)
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.10 Deal with Objection to Notice to Revoke Dangerous Dog Declaration or Destruction Notice

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33H(5) Local government may revoke declaration or proposal to destroy
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider and determine to either dismiss or uphold an objection to a decision to revoke [s.33H(5)]: (a) a notice declaring a dog to be dangerous; or (b) a notice proposing to cause a dog to be destroyed.
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Delegation of the s.33H(5) power to deal with an objection should not be delegated to the same person / position who is delegated / authorised to exercise s.33H(1) and (2).
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

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5.1.11 Determine Recoverable Expenses for Dangerous Dog Declaration

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Dog Act 1976:</i> s.10AA Delegation of local government powers and duties
Express Power or Duty Delegated:	<i>Dog Act 1976:</i> s.33M(1)(a) Local Government expenses to be recoverable
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine the reasonable charge to be paid by an owner at the time of payment of the registration fee under s.15, up to any maximum amount prescribed, having regard to the expenses incurred by the Local Government in making inquiries, investigations and inspections concerning the behaviour of a dog declared to be dangerous [s.33H(5)].
Council Conditions on this Delegation:	a. The Chief Executive Officer may further delegate (sub-delegate) to employees which the CEO has determined as being suitably capable of fulfilling the powers and duties contained in this Delegation. b. Delegation does not include s.33M(1)(b) as the setting of a fixed fee occurs by Council resolution in accordance with s.6.16 of the Local Government Act 1995.
Express Power to Sub-Delegate:	<i>Dog Act 1976:</i> s.10AA(3) Delegation of local government powers and duties (NOTE – sub-delegation only permitted where delegation to the CEO expressly authorises sub-delegation)

6 Food Act 2008 Delegations

Note that any references to CEO in the Food Act 2008 mean the CEO of the Department of Health. Therefore, no powers or duties are assigned to the CEO of a Local Government within this Act.

As there is no power of sub-delegation available, it is important for each delegation under the Food Act 2008 to be made to a Delegate or Delegates most suitable for fulfilling the power or duty.

6.1 Council to CEO

6.1.1 Determine Compensation

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.56(2) Compensation to be paid in certain circumstances s.70(2) and (3) Compensation
Delegate:	Chief Executive Officer Executive Manager Operations?
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to determine applications for compensation in relation to any item seized, if no contravention has been committed and the item cannot be returned [s.56(2)]. 2. Authority to determine an application for compensation from a person on whom a prohibition notice has been served and who has suffered loss as the result of the making of the order and who considers that there were insufficient grounds for making the order [s.70(2) and (3)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time. b. Compensation under this delegation may only be determined upon documented losses up to a maximum of \$500. Compensation requests above this value are to be reported to Council.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.2 Prohibition Orders

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.65(1) Prohibition orders s.66 Certificate of clearance to be given in certain circumstances s.67(4) Request for re-inspection
Delegate:	Chief Executive Officer? Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to serve a prohibition order on the proprietor of a food business in accordance with s.65 of the Food Act 2008 [s.65(1)]. 2. Authority to give a certificate of clearance, where inspection demonstrates compliance with a prohibition order and any relevant improvement notices [s.66]. 3. Authority to give written notice to proprietor of a food business on whom a prohibition order has been served of the decision not to give a certificate of clearance after an inspection [s.67(4)].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.3 Food Business Registrations

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.110(1) and (5) Registration of food business s.112 Variation of conditions or cancellation of registration of food businesses
Delegate:	Chief Executive Officer? Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to consider applications and determine registration of a food business and grant the application with or without conditions or refuse the registration [s.110(1) and (5)]. 2. Authority to vary the conditions or cancel the registration of a food business [s.112].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Food Act 2008 Regulatory Guideline No.1 Introduction of Regulatory Food Safety Auditing in WA • Food Unit Fact Sheet 8 – Guide to Regulatory Guideline No.1 • WA Priority Classification System • Verification of Food Safety Program Guideline
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.4 Appoint Authorised Officers and Designated Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers
Delegate:	Chief Executive Officer Executive Manager Operations Manager Development Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to appoint a person to be an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. 2. Authority to appoint an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the <i>Public Health Act 2016</i>, to be a Designated Officer for the purposes of issuing Infringement Notices under the <i>Food Act 2008</i> [s.126(13)]. 3. Authority to appoint an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Council Conditions on this Delegation:	<ol style="list-style-type: none"> a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to: <ul style="list-style-type: none"> • Appointment of Authorised Officers as Meat Inspectors • Appointment of Authorised Officers • Appointment of Authorised Officers – Designated Officers only • Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer b. The CEO is to keep a Register of Authorisations as per [s.1.22(3)] c. The CEO is to keep a copy of the certificate of authorisation [s.123] and ID card, produced by Governance for any persons being authorised under this delegation.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.5 Debt Recovery and Prosecutions

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> s.54 Cost of destruction or disposal of forfeited item s.125 Institution of proceedings
Delegate:	Chief Executive Officer Executive Manager Operations Manager Development Services Principal Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to recover costs incurred in connection with the lawful destruction or disposal of an item (seized) including any storage costs [s.54(1)] and the costs of any subsequent proceedings in a court of competent jurisdiction [s.54(3)]. 2. Authority to institute proceedings for an offence under the Food Act 2008 [s.125].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.6 Abattoir Inspections and Fees

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Regulations 2009:</i> r.43 Local government may require security r.45 Withdrawal of inspection services
Delegate:	Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority, relevant to the payment of abattoir meat inspection fees under Food Regulation 41, to: <ol style="list-style-type: none"> i. require a person to provide security, ii. determine the form that security is to be provided, and iii. discharge a security held by the Shire of Donnybrook Balingup [r.43]. 2. Authority to give written notice and withdraw abattoir meat inspection services, pending payment of any fees due and payable [r.45].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

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6.1.7 Food Businesses List – Public Access

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Food Act 2008:</i> s.118 Functions of enforcement agencies and delegation (2)(b) Enforcement agency may delegate a function conferred on it (3) Delegation subject to conditions [s.119] and guidelines adopted [s.120] (4) Sub-delegation permissible only if expressly provided in regulations
Express Power or Duty Delegated:	<i>Food Act 2008:</i> r.51 Enforcement agency may make list of food
Delegate:	Chief Executive Officer Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to decide to make a list of food businesses maintained under s.115(a) or (b) publicly available [r.51].
Council Conditions on this Delegation:	a. In accordance with s.118(3)(b), this delegation is subject to relevant Department of Health CEO Guidelines, as amended from time to time.
Express Power to Sub-Delegate:	NIL – Food Regulations 2009 do not provide for sub-delegation.

7 Graffiti Vandalism Act 2016 Delegations

Note that any references to CEO in the Graffiti Vandalism Act 2016 mean the CEO of the Department of Corrective Services, Attorney General. Therefore, no powers or duties are assigned to the CEO of a Local Government within this Act.

7.1 Council to CEO

7.1.1 Give Notice Requiring Obliteration of Graffiti

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.18(2) Notice requiring removal of graffiti s.19(3) & (4) Additional powers when notice is given
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give written notice to a person who is an owner or occupier of property on which graffiti is applied, requiring the person to ensure that the graffiti is obliterated in an acceptable manner, within the time set out in the notice [s.18(2)]. 2. Authority, where a person fails to comply with a notice, to do anything considered necessary to obliterate the graffiti in an acceptable manner [s.19(3)] and to take action to recover costs incurred as a debt due from the person who failed to comply with the notice [s.19(4)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

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7.1.2 Notices – Deal with Objections and Give Effect to Notices

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to deal with an objection to a notice [s.22(3)]. 2. Authority, where an objection has been lodged, to: <ol style="list-style-type: none"> i. determine and take action to give effect to the notice, where it is determined that there are urgent reasons or an endangerment to public safety or likely damage to property or serious nuisance, if action is not taken [s.24(1)(b)] and ii. to give notice to the affected person, before taking the necessary actions [s.24(3)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

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7.1.3 Obliterate Graffiti on Private Property

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.25(1) Local government graffiti powers on land not local government property
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to determine to obliterate graffiti applied without consent of the owner or occupier, even though the land on which it is done is not local government property and the local government does not have consent [s.25(1)].
Council Conditions on this Delegation:	a. Subject to exercising Powers of Entry.
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

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7.1.4 Powers of Entry

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Graffiti Vandalism Act 2016:</i> s.16 Delegation by local government
Express Power or Duty Delegated:	<i>Local Government Act 1995:</i> s.28 Notice of entry s.29 Entry under warrant
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to give notice of an intended entry to the owner or occupier of land, premises or thing, specifying the purpose for which entry is required [s.28]. 2. Authority to obtain a warrant to enable entry onto any land, premises or thing for the purposes of this Act [s.29].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Graffiti Vandalism Act 2016:</i> s.17 Delegation by CEO of local government

8 Public Health Act 2016 Delegations

8.1 Council to CEO

8.1.1 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Asbestos) Regulations 1992:</i> r.15D (7) Infringement Notices
Express Power or Duty Delegated:	<i>Health (Asbestos) Regulations 1992:</i> r.15D(5) Infringement Notices
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to appoint a person or classes of persons as an authorised officer or approved officer for the purposes of the <i>Criminal Procedure Act 2004</i> Part 2 [r.15D(5)].
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate of authorisation, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].
Express Power to Sub-Delegate:	Nil – the <i>Health (Asbestos) Regulations 1992</i> do not provide a power to sub-delegate.

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8.1.2 Authorised Officer - Health (Miscellaneous Provisions) Act 1911

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Health (Miscellaneous Provisions) Act 1911:</i> s. 26 Powers of local government
Express Power or Duty Delegated:	<i>Health (Aquatic Facilities) Regulations 2007;</i> <i>Health (Temporary Sanitary Conveniences) Regulations 1997;</i> <i>Health (Air-handling and Water Systems) Regulations 1994;</i> <i>Health (Public Buildings) Regulations 1992;</i> <i>Health (Cloth Materials) Regulations 1985;</i> <i>Health (Offensive Trades Fees) Regulations 1976;</i> <i>Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974;</i> <i>Health (Construction Work) Regulations 1973;</i> <i>Hairdressing Establishment Regulations 1972;</i> <i>Health Act (Laundries and Bathrooms) Regulations; and</i> <i>Sewerage (Lighting, Ventilation and Construction) Regulations 1971.</i>
Delegate:	Chief Executive Officer Principal Environmental Health Officer Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authorised to exercise the powers and discharge the functions of the local government derived from the following Regulations made under the <i>Health (Miscellaneous Provisions) Act 1911</i> except where otherwise stated in the conditions.
Council Conditions on this Delegation:	a. Subject to each person so appointed being issued with a certificate of authorisation, badge or identity card identifying the officer as an authorised person. b. <i>Health (Public buildings) Regulations) 1992</i> – except that only the Chief Executive Officer is authorised to calculate fees under Schedule 1; i. Note 1: these fees are not set by resolution under section 344C as the Health local law fees are but are prescribed by the Regulations to be ‘calculated’ by the local government according to set criteria. ii. Note 2: these fees apply to public building/event approvals where no building ‘work’ is being done. They therefore apply mainly to temporary events and structures.
Express Power to Sub-Delegate:	Nil – the <i>Health (Miscellaneous Provisions) Act 1911</i> do not provide a power to sub-delegate.

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8.1.3 Enforcement Agency Reports to the Chief Health Officer

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.22 Reports by and about enforcement agencies
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Authority to prepare and provide to the Chief Health Officer, the Local Government’s report on the performance of its functions under this Act and the performance of functions by persons employed or engaged by the Shire of Donnybrook Balingup [s.22(1)] 2. Authority to prepare and provide to the Chief Health Officer, a report detailing any proceedings for an offence under this Act [s.22(2)].
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

8.1.4 Designate Authorised Officers

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.24(1) and (3) Designation of authorised officers
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to designate a person or class of persons as authorised officers for the purposes of: <ul style="list-style-type: none"> i. The Public Health Act 2016 or other specified Act ii. Specified provisions of the Public Health Act 2016 or other specified Act iii. Provisions of the Public Health Act 2016 or another specified Act, other than the specified provisions of that Act. <p>Including:</p> <ul style="list-style-type: none"> a. an environmental health officer or environmental health officers as a class; OR b. a person who is not an environmental health officer or a class of persons who are not environmental health officers, OR c. a mixture of the two. [s.24(1) and (3)].
Council Conditions on this Delegation:	<ul style="list-style-type: none"> a. Subject to each person so appointed being; <ul style="list-style-type: none"> • Appropriately qualified and experienced [s.25(1)(a)]; and • Issued with a certificate, badge or identity card identifying the authorised officer [s.30 and 31]. b. A Register (list) of authorised officers is to be maintained in accordance with s.27.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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8.1.5 Determine Compensation for Seized Items

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.264 Compensation
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority, in response to an application for compensation, to determine compensation that is just and reasonable in relation to any item seized under Part 16 if there has been no contravention of the Act and the item cannot be returned or has in consequence of the seizure depreciated in value [s.264].
Council Conditions on this Delegation:	a. Compensation is limited to a maximum value of \$500 with any proposal for compensation above this value to be referred for Council's determination.
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the Public Health Act 2016, specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

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8.1.6 Commence Proceedings

Delegator: <i>Power / Duty assigned in legislation to:</i>	Enforcement Agency (means Local Government vide s.4 definition)
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Public Health Act 2016:</i> s.21 Enforcement agency may delegate
Express Power or Duty Delegated:	<i>Public Health Act 2016</i> s.280 Commencing Proceedings
Delegate:	Chief Executive Officer OR Designated Authorised Officer – Principal Environmental Health Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to commence proceedings for an offence under the <i>Public Health Act 2016</i> [s.280]
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	Nil – Unless a Regulation enacted under the <i>Public Health Act 2016</i> , specifically authorises a delegated power or duty of an enforcement agency to be further delegated [s.21(4)].

9 Planning and Development Act 2005 Delegations

9.1 Council to CEO/Employees

9.1.1 Illegal Development

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Local Government Act 1995:</i> s.5.42(b) Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<i>Planning and Development Act 2005:</i> Section 214(2), (3) and (5)
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<ol style="list-style-type: none"> 1. Give a written direction to the owner or any other person undertaking an unauthorised development to stop, and not recommence, the development or that part of the development that is undertaken in contravention of the planning scheme, interim development order or planning control area requirements; 2. Give a written direction to the owner or any other person who undertook an unauthorised development: <ol style="list-style-type: none"> (a) to remove, pull down, take up, or alter the development; and (b) to restore the land as nearly as practicable to its condition immediately before the development started, to the satisfaction of the responsible authority. 3. Give a written direction to the person whose duty it is to execute work to execute that work where it appears that delay in the execution of the work to be executed under a planning scheme or interim development order would prejudice the effective operation of the planning scheme or interim development order.
Council Conditions on this Delegation:	Nil
Express Power to Sub-Delegate:	<i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees

9.2 Local Planning Scheme – Council to CEO

9.2.1 Local Planning Scheme No. 7- Development Applications

<p>Delegator: <i>Power / Duty assigned in legislation to:</i></p>	<p>Local Government</p>
<p>Express Power to Delegate: <i>Power that enables a delegation to be made</i></p>	<p><i>Planning & Development Act 2005</i> s.82(1) Delegation of some powers or duties to a committee or CEO s.83(1) Limitations on delegations to the CEO</p>
<p>Express Power or Duty Delegated:</p>	<p><i>Planning and Development (Local Planning Schemes) Regulation 2015:</i> <i>Schedule 2, Part 1 -11</i> <i>Part 5, Div 2 Process for complex amendments to local planning scheme</i> <i>Part 5, Div 3 Process for standard amendments to local planning scheme</i> <i>Part 5, Div 4 Process for basic amendments</i> <i>Part 5, Div 5 Giving Effect to decision on amendment to local planning scheme</i></p>
<p>Delegate:</p>	<p>Chief Executive Officer</p>
<p>Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i></p>	<ol style="list-style-type: none"> 1. Authority to exercise the powers or discharge the duties of the local government under the Planning and Development (Local Planning Schemes) Regulations 2015 and Local Planning Scheme No.7 including the authority to sub-delegate. 2. Authority to make recommendations to the Western Australian Planning Commission on subdivision applications, including the imposition of subdivision conditions or the clearance of subdivision conditions including the bonding of conditions [Part 10, Planning and Development Act 2005].
<p>Council Conditions on this Delegation:</p>	<p>Key Trigger for Council Consideration</p> <ol style="list-style-type: none"> a. This delegation must not be exercised by the delegated officer where it: <ol style="list-style-type: none"> i. Has got unresolved submissions/objections; ii. Is significance in size, scale and or value. Note: Mandatory DAPs when >\$10m and optional when > \$2m-\$10m; or <p>Development Applications</p> <ol style="list-style-type: none"> a. Exclusions to Delegated Authority - This power of delegation does not extend to approving applications for development approval in the following categories: <ol style="list-style-type: none"> i. Applications where objections have been received on valid planning grounds which cannot be reasonably addressed by negotiated minor variations to the application and/or conditions of approval. ii. Development which, in the opinion of the delegated officer, is contentious and/or is the subject of significant community interest.

	<ul style="list-style-type: none"> iii. The determination of an amendment to a previous development approval that was approved by resolution of Council (including an extension to the term of the development approval, except where the variation is of a minor nature, would not substantially change the approved development, and for which no objection has been received during the advertising period of the application (where applicable). iv. Extractive Industry applications which are not contentious or received objections on valid planning grounds. <p>Heritage</p> <ul style="list-style-type: none"> a. Exclusions to Delegated Authority - This power of delegation does not extend to the following categories: <ul style="list-style-type: none"> i. The granting of development approval for the demolition of a building listed on the Heritage List or within a Heritage Area. ii. The entering, removal or modification of a place on the Heritage List. iii. The designation, removal or modification of a Heritage Area. iv. The entering into a heritage agreement with an owner or occupier of land. v. The issuing revoking or varying of a heritage conservation notice. <p>Local Planning Policy</p> <ul style="list-style-type: none"> a. Exclusions to Delegated Authority - This power of delegation does not extend to the following: <ul style="list-style-type: none"> i. The adoption, revocation or amendment of a Local Planning Policy. <p>Subdivision and Amalgamation</p> <ul style="list-style-type: none"> a. Conditions - All decisions made in accordance with this delegation are to be noted in the monthly Information Brochure. <p>Minor modification to plans</p> <ul style="list-style-type: none"> a. Exclusions to Delegated Authority - This power of delegation does not extend to proposals, which, in the opinion of the delegated officer, are: <ul style="list-style-type: none"> i. not minor; ii. of a contentious nature; iii. may attract community objection; or iv. may detrimentally impact on the Shire to maintain infrastructure, land, facilities or services. <p>Structure Plans</p> <ul style="list-style-type: none"> a. Exclusions to Delegated Authority - This power of delegation does not extend to:
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	<ul style="list-style-type: none"> i. Recommendations to the WAPC on structure plans other than minor amendments which are not contentious. ii. Minor amendments to a structure plan which, in the opinion of the delegated officer, are; <ul style="list-style-type: none"> i. of a contentious nature; ii. likely to attract a high level of community objection; or iii. may detrimentally impact on the Shire's ability to maintain infrastructure, land, facilities or services. <p>b. Conditions</p> <ul style="list-style-type: none"> i. Decisions to advertise structure plans in accordance with this delegation are to be emailed to Councillors at least one working day prior to advertising commencing. ii. Decisions to advertise structure plans and amendments to structure plans in accordance with this delegation are to be noted in the monthly Information Brochure. <p>Activity Centre Plans</p> <p>a. Exclusions to Delegated Authority - This power of delegation does not extend to:</p> <ul style="list-style-type: none"> i. Recommendations to the WAPC on activity centre plans other than minor amendments which are not contentious. ii. Minor amendments to a activity centre plan which, in the opinion of the delegated officer, are; <ul style="list-style-type: none"> • of a contentious nature; • likely to attract a high level of community objection; or • may detrimentally impact on the Shire's ability to maintain infrastructure, land, facilities or services. <p>b. Conditions</p> <ul style="list-style-type: none"> i. Decisions to advertise activity centre plans in accordance with this delegation are to be emailed to Councillors at least one working day prior to advertising commencing. ii. Decisions to advertise activity centre plans and amendments to activity centre plans in accordance with this delegation are to be noted in the monthly Information Brochure <p>Local Development Plans</p> <p>a. Exclusions to Delegated Authority - This power of delegation does not extend to proposals, which, in the opinion of the delegated officer, are:</p> <ul style="list-style-type: none"> i. of a contentious nature; ii. likely to attract a high level of community objection; or
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	<ul style="list-style-type: none"> iii. may detrimentally impact on the Shire's ability to maintain infrastructure, land, facilities or services. b. Compliance with Local Planning Scheme provisions, Residential Design Codes and Local Planning Policies. <p>Scheme Amendments</p> <ul style="list-style-type: none"> a. Scheme amendments for minor or procedural matters or to remove anomalies actioned is to be reported to Council prior to the preparation of a submission to the Minister for the final approval. b. Effect modifications to Scheme Amendments by the Minister which do not change the general intent of an Amendment, in consultation with the Chief Executive Officer.
<p>Express Power to Sub-Delegate:</p>	<p>Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees</p>

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**9.2.2 Planning and Development (Local Planning Schemes) Regulations 2015
- Strata Applications**

Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<i>Planning and Development Act 2005</i> s.16 (3)(e) Delegation by Commission
Express Power or Duty Delegated:	<i>Strata Titles General Regulations 1996:</i> <i>Sec. 25(1),(3),(4) Period and documents prescribed (Act s.35(1)(h))</i> <i>Sec.27 Provision prescribed (Act s. 36B(1)(b))</i>
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to assess strata applications, sign Form 24 and endorse Form 26 after the conditions preliminary strata plan approval have been fulfilled, as delegated by the Western Australian Planning Commission [cl25(1),(3),(4)]
Council Conditions on this Delegation:	<p>a. Review and respond to referrals for subdivision and strata applications from the Western Australian Planning Commission.</p> <p>b. Authorise clearance of strata and subdivision conditions, where the development has met the requirements of the Western Australian Planning Commission approval or represents only a minor departure thereof, this to include the acceptance of bonds or securities as performance guarantees against unfulfilled conditions.</p> <p>Note: "Determine" means "to approve, approve with conditions or refuse the application or referral."</p>
Express Power to Sub-Delegate:	Local Government Act 1995: s.5.44 CEO may delegate some powers and duties to other employees

Current Delegation		Reason to Rescind
1.1	Council Spokesperson	Non-Statutory Decision- Does not need to be a delegation as the duty is already written in legislation directly authorising the CEO to do so.
1.2	Council Representatives	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
1.3	Expenses - Approval and Payment of Expenses and Reimbursements	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
2.3	Camping Reserves	Authorisation by CEO not a Statutory Decision
2.4	Arbitration and Industrial Dispute	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
2.5	Swimming Pool Hours	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
2.6	CEO - Acting Chief Executive Officer	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
2.7	Staff Appointments	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
2.8	Vehicles - Use of Vehicles	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
2.9	Walkathons, Car Rallies, Bicycle Rides and Processions	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
2.14	Study Leave - Payment of Study Leave	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
2.15	Community Bus - Hiring Council Community Bus	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
2.19	Council Orders - Signing of Council Orders	Authorisation by CEO not a Statutory Decision
2.20	Volunteers - Engagement of Volunteers	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
2.21	Event Applications by Donnybrook Recreation Centre	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
2.22	Community Grants Program Funding Scheme	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
2.25	Long Service Leave - The Taking of Long Service Leave	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated

Current Delegation		Reason to Rescind
2.27	Camping Sites – Balingup Oval and Transit Park (Special Events)	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
2.29	Common Seal - Authority to Affix Common Seal	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
2.31	Waste Management Exemption	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
3.4	Donations	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
3.6	Insurance – Public Liability Claims	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
4.1	Council Plant - Use of Council Plant	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
4.2	Roadside Clearing	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
4.4	School Bus Signs	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
4.5	Timber Royalties	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
4.6	Trees Fallen on Roads	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
4.7	School Aid by Council Works Department	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
4.8	Sand Removal	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
4.9	Extra Mass Vehicle Permits	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
4.13	Appointment of Staff	Not recommended - the CEO should be the only person that can appoint, dismiss, or suspend staff from the organisation. There are processes in place, which need to be followed, if this is delegated to someone other than the CEO it opens the Shire up to potential HR issues.
5.3	Building - Site Levels / Foundation Requirements	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy

6.1	Expenses - Incur Expenses on Behalf of Council	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
6.5	Burning on Road Verges	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy
7.1	Legal Advice	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
7.9	Road Closure and Road Dedication	LG's have no delegation powers under the LA Act
7.10	Department of Land Administration Leases	LG's have no delegation powers under the LA Act
7.11	Department of Land Administration Licences to Occupy	LG's have no delegation powers under the LA Act
7.12	Certificate of Local Planning Authority	Implied Statutory Authorisation – Cannot be a delegation
8.4	Certificate of Local Health Authority	Implied Statutory Authorisation – Cannot be a delegation
9.1	Tuia Lodge Administration	Not an express power or duty written in legislation vested in a decision maker, or capable of being delegated
9.3	Tuia Lodge Refundable Accommodation Deposits	Non-Statutory, Policy Authorisation Required - Power or duty to be authorised via Council Policy

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 27 MAY 2020
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
CCP3487	ZOOM VIDEO COMMUNICATIONS INC	CONFERENCE COMMUNICATION/VIDEO FOR COUNCIL MEETINGS	\$ 230.89	
EFT18805a	SG FLEET AUSTRALIA PTY LIMITED	LEASE FOR CESM VEHICLE 09/04/2020 - 08/05/2020	\$ 1,561.90	
EFT18806	ALLENS TRAFFIC MANAGEMENT	ATHERTON RD - TRAFFIC MANAGEMENT FOR ROADWORKS	\$ 5,282.20	
EFT18807	A & R MACHINERY	DB606 TRACTOR MOWER - OIL FILTERS	\$ 65.57	
EFT18808	AGRI SPARK AUTO ELECTRICS	DB1149 TANDEM TRUCK - TWO-WAY HAND PIECE	\$ 69.00	
EFT18809	BRC - BUILDING SOLUTIONS PTY LTD	RFT 4/1819 - CONSTRUCTION OF THE BEELERUP BUSH FIRE STATION	\$ 4,893.69	
EFT18810	CRS ELECTRICAL	DBK FOOTBALL CLUB - ELECTRICAL WORKS FOR NEW CEILING	\$ 1,628.46	
EFT18811	DONNYBROOK PHARMACY	BANDAIDS FOR FIRST AID KITS	\$ 29.85	
EFT18812	DONNYBROOK HARDWARE & GARDEN	VARIOUS SHIRE DEPTS - MISC HARDWARE SUPPLIES - MARCH 2020	\$ 1,714.83	
EFT18813	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERY SUPPLIES - MARCH 2020	\$ 5,046.28	
EFT18814	DONNYBROOK TYRE SERVICE	DB606 TRACTOR MOWER - REAR TURF TYRE	\$ 250.00	
EFT18815	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING EXPENSES - MARCH 2020	\$ 1,032.55	
EFT18816	DONNYBROOK FARM SERVICE	DOG FOOD FOR POUND	\$ 50.60	
EFT18817	EARTH SHAPE BOBCAT & EARTHWORKS	SHORTELL RD - MAINTENANCE AND CLEANING OF OPEN DRAIN	\$ 2,268.75	
EFT18818	HASTIE WASTE PTY LTD	TUIA LODGE - 3M FRONTLINE RECYCLING BIN	\$ 47.00	
EFT18819	SKIPPERS PLUMBING SERVICES	PRESTON VLG - WATER METER REPLACEMENT UNIT 12	\$ 361.57	
EFT18820	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$ 55.10	
EFT18821	VIP GARDENING	TUIA LODGE - GARDENING CONTRACTOR - MARCH 2020	\$ 1,980.00	
EFT18822	VETAG PTY LTD	W&S - SUPPLY OF GRAVEL FOR THE MONTH OF MARCH	\$ 8,620.15	
EFT18823	WORKWISE ADVISORY SERVICES	PROFESSIONAL FEES - INTERNAL RELATIONS	\$ 1,062.60	
EFT18824	SHANE GORDON ATHERTON	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 2,739.50	
EFT18825	ANITA MAREE LINDEMANN	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 2,739.50	
EFT18826	ANNE BEATRICE MITCHELL	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 2,739.50	
EFT18827	JACQUELINE DIANA MASSEY	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 4,672.95	
EFT18828	CHARLES ANTHONY NEWMAN	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 2,739.50	
EFT18829	BRIAN HAROLD PIESSE	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 6,814.99	
EFT18830	SHANE SERCOMBE	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 2,739.50	
EFT18831	CHRISTOPHER ROY SMITH	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 2,739.50	
EFT18832	LEANNE WRINGE	COUNCILLOR MEETING ALLOWANCE - JAN TO MAR 20	\$ 2,739.50	
EFT18833	WESTERN ALLPEST SERVICES	PRESTON VILL - TERMITE INSPECTN, REC CTR - SPIDERS/MILLIPEDES	\$ 2,000.00	
EFT18833a	AUSTRALIAN TAX OFFICE	BAS - MARCH 20	\$ 91,214.00	
EFT18834	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 25.90	
EFT18835	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS	\$ 145.06	
EFT18836	AMPAC DEBT RECOVERY (WA) P/L	RATES RECOVERY EXPENSES FOR PERIOD ENDING 10/04/2020	\$ 594.00	
EFT18837	ABCO PRODUCTS PTY LTD	P&G - CLEANING PRODUCTS & MASKS	\$ 3,155.93	
EFT18838	ALLIED CARE GROUP	TUIA LODGE - ACFI CONSULTANCY - MAR 2020	\$ 511.44	
EFT18839	ABV LEISURE CONSULTANCY SERV	VC MITCHELL PARK - ANALYSIS OF CURRENT & PREDICTED NEEDS	\$ 23,208.90	
EFT18840	AUSTRAL POOL SOLUTIONS	DBK REC CTR - POOL EQUIPMENT	\$ 161.08	
EFT18841	BUNNINGS GROUP LIMITED	LANGLEY VILLAS - MORTAFIL FOR REPOINTING	\$ 66.05	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT18842	BOC LIMITED	TUIA LODGE - OXYGEN CONCENTRATOR - 27.02.2020 TO 28.03.2020	\$	175.69
EFT18843	BELL FIRE EQUIPMENT COMPANY P/L	TUIA LODGE - EMERG WARN SYSTEM & FIRE ALARM - MARCH 2020	\$	168.66
EFT18844	BLUE FORCE PTY LTD	PRESTON VILL - EMERGENCY HELP MONITORING - MARCH 2020	\$	189.61
EFT18845	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - MARCH 2020	\$	2,559.90
EFT18846	BGR EQUIPMENT HIRE PTY LTD	VARIOUS SHIRE SITES - MITIGATION WORKS - UTE & LABOUR HIRE	\$	3,146.00
EFT18847	COATES HIRE OPERATIONS PTY LTD	TUIA LODGE - FIRE SUPPRESSION PROJ - PORTABLE TOILET HIRE	\$	289.40
EFT18848	CLIFFORD AUTO REPAIRS	DB463 VEHICLE SERVICE - 30,000KMS	\$	486.35
EFT18849	DUG CROSS ELECTRICS	DBK CENTRAL CARPARK TOILETS - REPLACE 2 X HAND DRIERS	\$	1,540.00
EFT18850	CROSS SECURITY SERVICES	LOWDEN BFB - SECURITY MONITORING 01/04/2020 - 30/06/2020	\$	128.70
EFT18851	DONNYBROOK MEDICAL SERVICES	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$	165.00
EFT18852	DONNYBROOK TYRE SERVICE	DB 15 - REPLACE TYRES	\$	1,200.00
EFT18853	DONNYBROOK FARM SERVICE	DBK REC CTR - POOL CHEMICALS & FREIGHT	\$	568.70
EFT18854	SUPA IGA DONNYBROOK	DBK REC CTR - MILK	\$	7.18
EFT18855	DBK COMMUNITY RESOURCE CENTRE	MEMBERSHIP FOR CDM TO HOLD A COMMITTEE ROLE AT DBK CRC	\$	100.00
EFT18856	E-TOOLS SOFTWARE PTY LTD	TUIA LODGE - NERA LICENCE RENEWAL ANNUAL FEE 2019/20	\$	1,299.65
EFT18857	BUNBURY FREIGHT SERVICES	TUIA LODGE - FREIGHT PHARMACEUTICAL SUPPLIES - MARCH 20	\$	227.83
EFT18858	FLORIST GUMP	SYMPATHY FLOWERS FOR STAFF MEMBER	\$	100.00
EFT18859	FOWLER SURVEYS	TREVENA RD - SPOTTING OF PICKUP FOR LINE MARKING	\$	264.00
EFT18860	FRONTLINE FIRE & RESCUE	VARIOUS BFB'S - PROTECTIVE CLOTHING	\$	1,028.28
EFT18861	TOTAL GREEN RECYCLING	DBK WMF - E-WASTE RECYCLING PROCESSING - MARCH 2020	\$	1,806.09
EFT18862	HARVEY NORMAN - BUNBURY	DBK SES - LENOVO DESKTOP COMPUTER	\$	1,764.00
EFT18863	HASTIE WASTE PTY LTD	DRUMMUSTER COLLECTION OF CHEM CONTAINERS JAN - MAR 2020	\$	197.10
EFT18864	HEATLEYS SAFETY & INDUSTRIAL	DBK REC CTR - CHEMICAL SIGNAGE	\$	169.84
EFT18865	COVERT SIGNS	DBK REC CTR - A-FRAME STADIUM SIGNAGE	\$	429.00
EFT18866	LIVING SPRINGS	BOTTLED WATER - ADMIN OFFICE	\$	66.00
EFT18867	MALATESTA ROAD PAVING & HOTMIX	UPPER CAPEL RD - 250 LITRES OF EMULSION	\$	400.00
EFT18868	SHIRE OF MANJIMUP	WRIGHTS BRIDGE - TO CARRY OUT PREVENTATIVE MAINTENANCE	\$	50,157.33
EFT18869	MJB INDUSTRIES PTY LTD	MELDENE EST PATH - RAWCAST SLOTTED SOAKWELL & COVER	\$	1,222.10
EFT18870	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - ANNUAL WATER COOLER HIRE 21/02/20 - 21/02/21	\$	231.00
EFT18871	PFI CLEANING SUPPLIES	SHIRE ADMIN BLDG - CLEANING SUPPLIES	\$	127.30
EFT18872	WA HINO	SUPPLY OF HINO 700 FS2848 TRUCK LESS TRADE IN	\$	148,242.30
EFT18873	PRESTIGE PRODUCTS	DBK REC CTR - HAND SANITISER & ANTI BAC SOAP - COVID 19	\$	59.29
EFT18874	PRESTON VALLEY MAINTENANCE	VARIOUS SHIRE SITES - BUILDING MAINTENANCE & REPAIRS	\$	5,164.50
EFT18875	PAYPAC PAYROLL SERVICES PTY LTD	TUIA LODGE - PAYROLL PROCESSING SERVICES - MARCH 2020	\$	896.97
EFT18876	PROGRAMMED PROPERTY SERVICES	VARIOUS SHIRE BUILDINGS - MAINTENANCE PAINTING FOR 2019/20	\$	55,730.40
EFT18877	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL SERVICES 12/04/2020 - 11/05/2020	\$	149.00
EFT18878	SOUTH WEST RUBBER STAMPS	PAYROLL - BATCH POSTING STAMP, BUILDING - INK PADS	\$	127.50
EFT18879	STALEY FOOD & PACKAGING	TUIA LODGE - LAUNDRY, KITCHEN & CLEANING SUPPLIES	\$	1,557.38
EFT18880	SAI GLOBAL LIMITED	HERITAGE PREC - GENERAL CONDITION OF CONTRACT FOR DESIGN	\$	715.34

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT18881	FERGUSON BUILDING	RFQ 209 - KIRUP BFB SHED EXTENSION - RETENTION PAYMENT	\$ 3,147.50	
EFT18882	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$ 397.98	
EFT18883	SURVCON PTY LTD	MELDENE PATH STAGE 1 - SURVEY COSTS AS QUOTED	\$ 6,545.00	
EFT18884	SUNNY INDUSTRIAL BRUSHWARE	TRACTOR BROOM BRUSHES	\$ 1,859.22	
EFT18885	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE AND INTERNET EXPENSES	\$ 219.94	
EFT18886	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$ 850.03	
EFT18887	TENDERLINK	TENDER LINK ADVERTISEMENT FOR DTCRP	\$ 168.30	
EFT18888	WATER CORPORATION	VARIOUS SHIRE SITES - WATER AND SEWERAGE EXPENSES	\$ 20,920.31	
EFT18889	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$ 7,842.22	
EFT18890	WORK CLOBBER	P&G - PROTECTIVE CLOTHING, DBK REC CTR - STAFF UNIFORMS	\$ 519.92	
EFT18891	WORKFORCE INTERNATIONAL PTY LTD	HIRE OF CASUAL CONTRACTOR FOR PARKS & GARDENS CREW	\$ 1,527.04	
EFT18892	WOUND INNOVATIONS LTD	TUIA LODGE - WOUND TREATMENT - FEB & MAR 2020	\$ 187.00	
EFT18892a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 22/04/2020	\$ 123,067.79	
EFT18892b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 22/04/2020	\$ 72,315.35	
EFT18893	BUILD & CONSTRUCT IND TRAINING	BCITF COLLECTIONS FOR MARCH 2020	\$ 3,303.54	
EFT18894	DEPT OF MINES, IND REG & SAFETY	BSL COLLECTIONS FOR MARCH 2020	\$ 2,121.54	
EFT18894a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - OMITTED PAY FROM RUN PERIOD ENDING 22/04/2020	\$ 1,693.19	
EFT18895	ALLENS TRAFFIC MANAGEMENT	VARIOUS SHIRE RDS - TRAFFIC MANAGEMENT FOR ROADWORKS	\$ 2,113.65	
EFT18896	BP SERVICE STATION	MANAGEMENT DBK TRANSIT PRK - MARCH 2020	\$ 2,917.75	
EFT18897	CANCELLED	INCORRECT ACCOUNT DETIALS PROVIDED - REFER EFT 18910		
EFT18898	DONNYBROOK BUTCHERS	TUIA LODGE - CHICKEN MINCE FOR IN HOUSE COOKING TRIAL	\$ 19.65	
EFT18899	DBCEC (WA) PTY LTD	REINSTATEMENT ON ALLNUT STREET FROM 2018-19 WORKS	\$ 1,100.00	
EFT18900	DONNYBROOK MENS SHED (INC)	PRODUCE TRIGWELL PLACE SIGN	\$ 495.00	
EFT18901	EARTH SHAPE BOBCAT & EARTHWKS	BOBCAT & COMPACTOR HIRE TO LEVEL GRAVEL AT BEELERUP BFB	\$ 3,300.00	
EFT18902	JENNY SMITH	3 X WREATHS FOR ANZAC DAY SERVICES	\$ 225.00	
EFT18903	LOTEX FILTER CLEANING SERVICE	VARIOUS PLANT - CLEAN FILTERS	\$ 192.40	
EFT18904	STAFF REIMBURSEMENTS	REIMBURSE FLUVAX EXPENSES	\$ 20.00	
EFT18905	NATIONWIDE SECURITY PTY LTD	INSTALL CCTV TO THE BEELERUP FIRE STATION	\$ 3,850.00	
EFT18906	NH3	TUIA LODGE - REPAIRS TO EVAP AIR CON & SMALL FREEZER	\$ 1,260.78	
EFT18907	SCOPE ELECTRICAL CONTRACTING	DBK SES - WEATHERPROOF DOUBLE GPO & SUSPENDED OUTLET	\$ 990.00	
EFT18908	WA TREASURY CORPORATION	LOAN 90 - CAPITAL & INTEREST REPAYMENT	\$ 5,419.57	
EFT18909	THE GREEN ROOM	DEVELOP SITE PLAN FOR THE BALINGUP TRANSIT PARK	\$ 308.00	
EFT18909a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR APRIL 2020	\$ 16,659.77	
EFT18910	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSE POLICE CLEARANCE EXPENSES	\$ 55.10	
EFT18910a	WESTNET PTY LTD	VARIOUS SHIRE SITES - INTERNET EXPENSES	\$ 990.57	
EFT18910b	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 06/05/2020	\$ 123,706.80	
EFT18910c	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 06/05/2020	\$ 72,828.16	
EFT18910d	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE 07/05/2020 - 07/06/2020	\$ 64.90	
EFT18911	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$ 25.90	

SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description		Municipal	Trust
EFT18912	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS	\$	3,049.06	
EFT18913	ALLENS TRAFFIC MANAGEMENT	VARIOUS SHIRE SITES - TRAFFIC MANAGEMENT FOR ROADWORKS	\$	3,180.10	
EFT18914	ABCO PRODUCTS PTY LTD	P&G - CLEANING PRODUCTS	\$	2,215.21	
EFT18915	A & R MACHINERY	DB898 TRACTOR MOWER - 12 BLADES	\$	256.60	
EFT18916	AFGRI EQUIPMENT AUSTRALIA P/L	DB2462 GRADER - HYDRAULIC OIL	\$	264.00	
EFT18917	AUSSIE BUILDING SPEC & GEOTECH	HERITAGE PRECINCT - GEOTECHNICAL SOIL CLASSIFICATION	\$	2,200.00	
EFT18918	BUNNINGS GROUP LIMITED	P&G - GATE HINGE	\$	15.49	
EFT18919	BELL FIRE EQUIPMENT COMPANY P/L	DBK REC CTR - INSTALL HOSE REELS AND FIRE EXTINGUISHERS	\$	4,015.00	
EFT18920	BALINGUP LIQUOR & GENERAL STORE	BUSHFIRE MITIGATION - SW HWY, NEWLANDS - DIESEL PURCHASES	\$	316.10	
EFT18921	BP SERVICE STATION	ADMIN & BFB'S - FUEL PURCHASES	\$	956.55	
EFT18922	BBY HARVEY REGIONAL COUNCIL	CONTRIBUTION TO REGIONAL WASTE EDUCATION PROG - APRIL 2020	\$	825.93	
EFT18923	BP SERVICE STATION	VARIOUS SHIRE SITES - MITIGATION WORKS - EQUIPMENT HIRE	\$	17,538.30	
EFT18924	BGR EQUIPMENT HIRE PTY LTD	MITIGATION WORKS - NEWLANDS - LABOUR HIRE	\$	2,623.23	
EFT18925	COATES HIRE OPERATIONS PTY LTD	TUIA LODGE - FIRE SUPPRESSION PROJ - PORTABLE TOILET HIRE	\$	468.19	
EFT18926	CITY & REGIONAL FUELS	DIESEL EXPENSES - APRIL 2020	\$	8,942.65	
EFT18927	CLIFFORD AUTO REPAIRS	DB 252 - 30,000KM SERVICE	\$	244.03	
EFT18928	CLARK RUBBER - BUNBURY	DBK REC CTR - HAND HELD SUCTION POOL CLEANER	\$	67.95	
EFT18929	STAFF REIMBURSEMENTS	LUNCH EXPENSES FOR VOLUNTEERS DURING MITIGATION BURN	\$	31.00	
EFT18930	COWARA CONTRACTORS PTY LTD	PALMER PIT GRAVEL CRUSHING & SUPPLY	\$	71,074.30	
EFT18931	CORSIGN WA	135 X WHITE STEELFLEX GUIDE POSTS WITH RED/WHITE	\$	7,370.00	
EFT18932	COMPUTER WEST	MERAKI SYSTEMS MANAGER ENTERPRISE 3 YEAR SUBSCRIPTION	\$	788.94	
EFT18933	DONNYBROOK NEWSAGENCY	TUIA LODGE - MONTHLY NEWSPAPER ACCOUNT - APRIL 2020	\$	30.60	
EFT18934	DONNYBROOK PHARMACY	TUIA LODGE - PHARMACY ACCOUNT 01/06/2019 TO 31/03/2020	\$	976.61	
EFT18935	DONNYBROOK HARDWARE & GARDEN	VARIOUS SHIRE DEPTS - MISC HARDWARE SUPPLIES - APRIL 2020	\$	1,103.06	
EFT18936	DONNYBROOK FRUIT BARN	TUIA LODGE - FRUIT AND VEGETABLE SUPPLY - APRIL 2020	\$	402.10	
EFT18937	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - APRIL 2020	\$	300.00	
EFT18938	DONNYBROOK FARM SERVICE	VARIOUS SHIRE DEPTS - PUMP, POOL CHEMS, RETIC, FERTILISER	\$	1,244.11	
EFT18939	SUPA IGA DONNYBROOK	ADMIN, DEPOT & REC CTR - GROCERIES - APRIL 2020	\$	219.13	
EFT18940	CLEANAWAY DANIELS SERVICES PL	TUIA LODGE - SHARPS DISPOSAL SERVICES	\$	400.57	
EFT18941	ESET SOFTWARE AUSTRALIA PTY LTD	ESET UPGRADE TO LICENCES WITH CLOUD ADMIN CONSOLE	\$	903.62	
EFT18942	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$	154.00	
EFT18943	SUEZ RECYCLING & RECOVERY	PROCESSING OF RECYCLABLES - APRIL 2020	\$	1,846.20	
EFT18944	F & M GIANCONO	BEELERUP FIRE - REPAIRS TO DAMAGED PLOUGH	\$	330.00	
EFT18945	GARAGE DOORS SOUTH WEST	PRESTON VILL - SECOND REMOTE FOR GARAGE DOOR	\$	140.00	
EFT18946	HARVEY NORMAN BUNBURY	PROTECTIVE PHONE CASE FOR RANGER PHONE	\$	89.95	
EFT18947	SKIPPERS PLUMBING SERVICES	TUA LODGE - REPLACE ISOLATION VALVE TO TOILET	\$	85.25	
EFT18948	HARDY SPICER	DB4647 P&G UTE - SWIVEL FITTING AND FREIGHT	\$	77.49	
EFT18949	HIGHLUX PTY LTD	REPLACE 5 X SOLAR BOLLARD LIGHT UNITS - AMPHITEATRE	\$	2,877.16	
EFT18950	INDIGENOUS PROFESSIONAL SERV	TUIA LODGE - RETAINED MARKETING SERVICES - APRIL 2020	\$	1,430.00	

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 27 MAY 2020
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT18951	JASON SIGNMAKERS	W&S - CHEVRON ALIGNMENT MARKER SIGNS	\$ 144.54	
EFT18952	JAYKAY (WA) PTY LTD	LAND ACQUISITION - MELDENE EST PATH, GOLF CLUB RD WIDENING	\$ 8,602.00	
EFT18953	LIVING SPRINGS	BOTTLED WATER - ADMIN OFFICE	\$ 77.00	
EFT18954	SK & MH LAW	RATES REFUND	\$ 711.94	
EFT18955	MALATESTA ROAD PAVING & HOTMIX	SANDHILLS ROAD BRIDGE PRIMARY SEAL	\$ 2,740.00	
EFT18956	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES - MAY 2020	\$ 215.00	
EFT18957	MORE TELECOM	TUIA LODGE - MONTHLY TELEPHONE SERVICES	\$ 608.96	
EFT18958	MICROSOFT PTY LTD	TUIA LODGE - MS EQUIPMENT INSURANCE	\$ 142.41	
EFT18959	OFFICEWORKS	ADMIN - STATIONERY SUPPLIES	\$ 64.33	
EFT18960	OFFICEWORKS - ACCOUNTS	TUIA LODGE - STATIONERY ORDER - MARCH 2020	\$ 179.87	
EFT18961	PRESTON PRESS	SHIRE CONNECT, COVID RECOVERY PLAN & MEDIA RELEASE	\$ 845.00	
EFT18962	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$ 67.54	
EFT18963	PRESTON VALLEY MAINTENANCE	NEWLANDS HALL - REPLACE 51 ROTTED PERIMETER STUMPS	\$ 7,172.00	
EFT18964	PRESTON POWER EQUIPMENT	P&G - MISC GOODS & EQUIPMENT - APRIL 2020	\$ 200.00	
EFT18965	PLAY CHECK	ANNUAL PLAYGROUND AUDIT	\$ 2,117.50	
EFT18966	PRIME INDUSTRIAL PRODUCTS	BOX OF PPE EARPLUGS FOR DEPOT	\$ 44.35	
EFT18967	REPCO - DONNYBROOK	W&S - RATTLE GUN BATTERY, CONDUIT, CABLE TIES, BRACKET	\$ 329.60	
EFT18968	STEWART & HEATON CLOTHING CO.	VARIOUS BFB'S - PROTECTIVE CLOTHING	\$ 399.28	
EFT18969	SOS OFFICE EQUIPMENT	VARIOUS SHIRE SITES - PHOTOCOPIER EXPENSES	\$ 1,167.21	
EFT18970	BUNBURY TRUCKS	DB2134 HINO TRUCK - FILTER KIT	\$ 141.71	
EFT18971	WA COUNTRY HEALTH SERVICE - SW	TUIA LODGE - RESIDENTS MEALS - MARCH 2020	\$ 16,664.20	
EFT18972	STALEY FOOD & PACKAGING	TUIA LODGE - LAUNDRY, KITCHEN & CLEANING SUPPLIES	\$ 1,804.71	
EFT18973	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$ 3,005.22	
EFT18974	SIGNS PLUS	TUIA LODGE - BADGE ORDER	\$ 223.50	
EFT18975	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE AND INTERNET EXPENSES	\$ 8,947.74	
EFT18976	THOMPSON SURVEYING	DTCRP - CONDUCT FEATURE SURVEY FOR RAILWAY RESERVE	\$ 2,970.00	
EFT18977	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$ 252.95	
EFT18978	LANDGATE	VALUATION SERVICES	\$ 312.26	
EFT18979	WATER CORPORATION	VARIOUS SHIRE SITES - WATER AND SEWERAGE EXPENSES	\$ 7,651.12	
EFT18980	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$ 7,132.30	
EFT18981	WA LOCAL GOVERNMENT	CR CHRIS SMITH - MEETING PROCEDURES ELEARNING COURSE	\$ 195.00	
EFT18982	WORKFORCE INTERNATIONAL PTY LTD	HIRE OF CASUAL CONTRACTOR PARKS & GARDENS - APRIL 2020	\$ 2,997.94	
EFT18983	MJ WRINGE & SON	VARIOUS BFB VEHICLES - SERVICING AND REPAIRS	\$ 15,106.99	
EFT18984	BUILD & CONSTRUCT IND TRAINING	BCITF LEVY COLLECTIONS - APRIL 2020	\$ 1,761.42	
EFT18985	DEPT OF MINES, IND REG & SAFETY	BSL LEVY COLLECTIONS - APRIL 2020	\$ 2,875.34	
EFT18986	ALLENS CIVIL & RURAL CONTRACTORS	BEELEUP FIRE STATION - DELIVER POTABLE WATER TO TANK	\$ 242.00	
EFT18987	ALFS MACHINERY PTY LTD	MISC GOODS AND EQUIPMENT FOR MARCH 2020	\$ 137.10	
EFT18988	ARGYLE/IRISHTOWN BUSH FIRE	ASSISTANCE AT SANDHILLS RD BURN (DFES)	\$ 450.00	
EFT18989	A & R ENGINEERING	BEELEUP BFB - MISC BUILDING MATERIALS	\$ 193.31	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 27 MAY 2020
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT18990	ANSELL STRATEGIC PTY LTD	TUIA LODGE - AGED CARE SERVICE REVIEW - RFQ198	\$ 25,000.00	
EFT18991	BALINGUP BUSH FIRE BRIGADE	ASSISTANCE AT SANDHILLS RD BURN (DFES)	\$ 870.00	
EFT18992	BRIAN FISHER STEEL FABRICATION	UPPER CAPEL RD - SUPPLY & INSTALL W-BEAM	\$ 23,650.00	
EFT18993	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF APRIL 2020	\$ 8,976.00	
EFT18994	BEELERUP BUSH FIRE BRIGADE	ASSISTANCE AT SANDHILLS RD BURN (DFES)	\$ 1,080.00	
EFT18995	AGRI SPARK AUTO ELECTRICS	DB15 - REPAIR VOLTAGE DROP	\$ 182.25	
EFT18996	BP SERVICE STATION	MITIGATION WORKS - FUEL EXPENSES, ADMIN - FUEL EXPENSES	\$ 1,875.86	
EFT18998	STAFF REIMBURSEMENTS	REIMBURSE TELECOMMUNICATION PACKAGE APRIL & MAY 2020	\$ 159.98	
EFT18999	GWENDOLINE LOUISE COMBES	PRESTON VILL - UNIT 5, REIMB LABOUR ON HOT WATER UNIT 09/2017	\$ 362.70	
EFT19000	DONNYBROOK NEWSAGENCY	ADMIN - DRYCLEANING & MISC STATIONERY SUPPLIES	\$ 117.00	
EFT19001	DONNYBROOK PHARMACY	TUIA LODGE - PHARMACY ACCOUNT FOR APRIL 2020	\$ 12.50	
EFT19002	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES SUPPLIES - APRIL 2020	\$ 4,729.40	
EFT19003	DONNYBROOK FAMILY BAKERY	DBK SES - LUNCHES FOR VOLUNTEERS AT STORM DAMAGE	\$ 23.50	
EFT19004	DONNYBROOK TYRE SERVICE	DB754 BACKHOE LOADER - TYRE REPAIR	\$ 231.00	
EFT19005	DBCEC (WA) PTY LTD	VARIOUS SHIRE SITES - EQUIPMENT HIRE & WORKS	\$ 35,108.62	
EFT19006	TREVOR JOHN FENTON	RATES REFUND	\$ 615.77	
EFT19007	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL & BLN TRANSFER STN SITES - APRIL 2020	\$ 35,941.95	
EFT19008	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOW TO WORKS OVERSEER - APRIL 2020	\$ 50.00	
EFT19009	MULLALYUP BUSH FIRE BRIGADE	ASSISTANCE AT SANDHILLS RD BURN (DFES)	\$ 325.00	
EFT19010	MUMBALLUP BUSH FIRE BRIGADE	ASSISTANCE AT SANDHILLS RD BURN (DFES)	\$ 250.00	
EFT19011	VETAG PTY LTD	GRAVEL FOR ROADWORKS FOR THE MONTH OF APRIL 2020	\$ 493.19	
EFT19011a	SG FLEET AUSTRALIA PTY LIMITED	LEASE FOR CESM VEHICLE 09/05/2020 - 08/06/2020	\$ 1,561.90	
53586	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES PAYROLL DEDUCTION FOR APRIL 2020	\$ 330.00	
53587	DEPT COMMERCE - CONS PROTECT	TRANSFER TENANCY BOND, UNIT 12 MINNINUP COTTAGES	\$ 656.80	
DD24967.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 19,279.87	
DD24967.2	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 197.65	
DD24967.3	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 858.12	
DD24967.4	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 187.28	
DD24967.5	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$ 325.23	
DD24967.6	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 175.09	
DD24967.7	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 288.80	
DD24967.8	UNISUPER	PAYROLL DEDUCTIONS	\$ 100.89	
DD24967.9	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 91.24	
DD24996.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$ 43.35	
DD24996.2	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 136.86	
DD24996.3	WA SUPER	PAYROLL DEDUCTIONS	\$ 18,617.92	
DD24996.4	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 813.30	
DD24996.5	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 197.65	
DD24996.6	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 187.28	

SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995
LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH
DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 27 MAY 2020
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
DD24996.7	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$ 328.60	
DD24996.8	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 265.87	
DD24996.9	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 288.80	
DD24996.10	UNISUPER	PAYROLL DEDUCTIONS	\$ 43.24	
			\$ 1,377,080.33	\$ -
				\$ 1,377,080.33

SHIRE OF DONNYBROOK/BALINGUP

LOCAL GOVERNMENT ACT 1995

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 27 MAY 2020.

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3487, EFT18805a- EFT19011a, 53586 - 53587, DD24967.1-DD24967.9 and DD24996.1 - DD24996.10	\$1,377,080.33
Trust		
<i>Monthly Cheque Totals</i>		<u><u>\$1,377,080.33</u></u>

CERTIFICATION OF EXECUTIVE MANAGER CORPORATE & COMMUNITY

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3487, EFT18805a-EFT19011a, 53586 - 53587, DD24967.1-DD24967.9 and DD24996.1 - DD24996.10 totalling \$1,377,080.33 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.

 <hr style="border: 0.5px solid black;"/> EXECUTIVE MANAGER CORPORATE & COMMUNITY	21/5/2020 <hr style="border: 0.5px solid black;"/> DATE
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Monthly Financial Reports

Management Statements

**For the period ended
30th April 2020**

Shire of Donnybrook-Balingup

Monthly Report to Council

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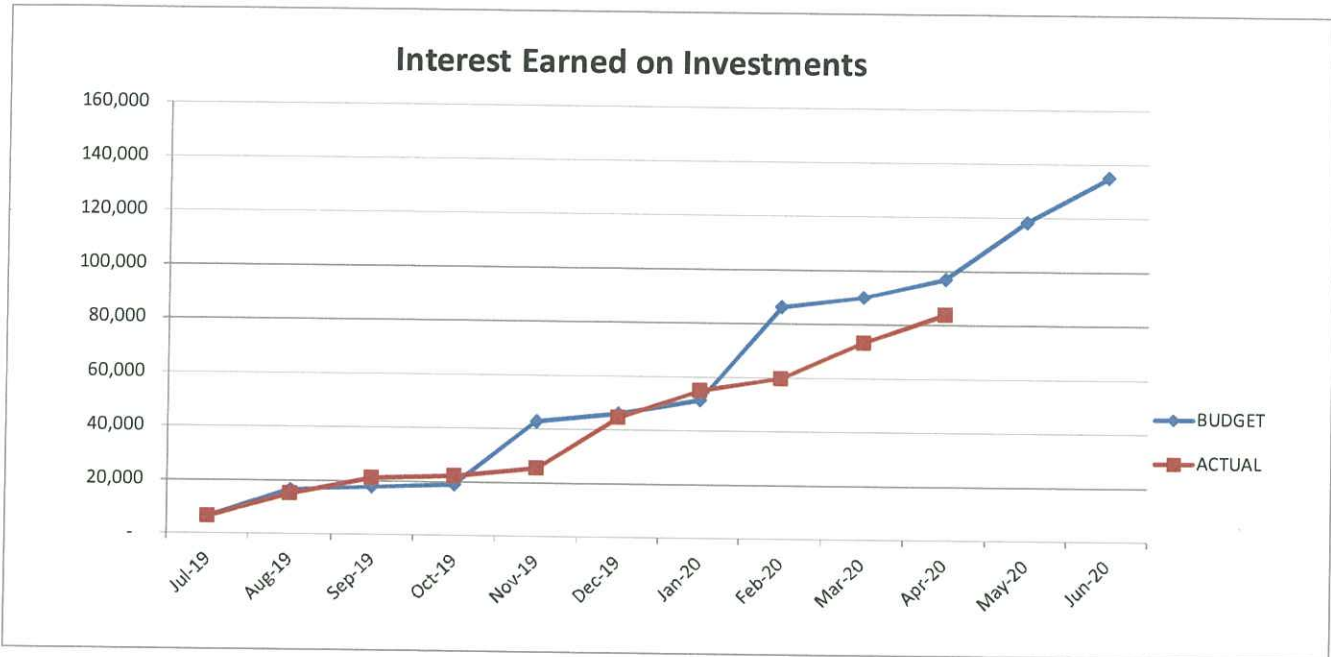
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2020

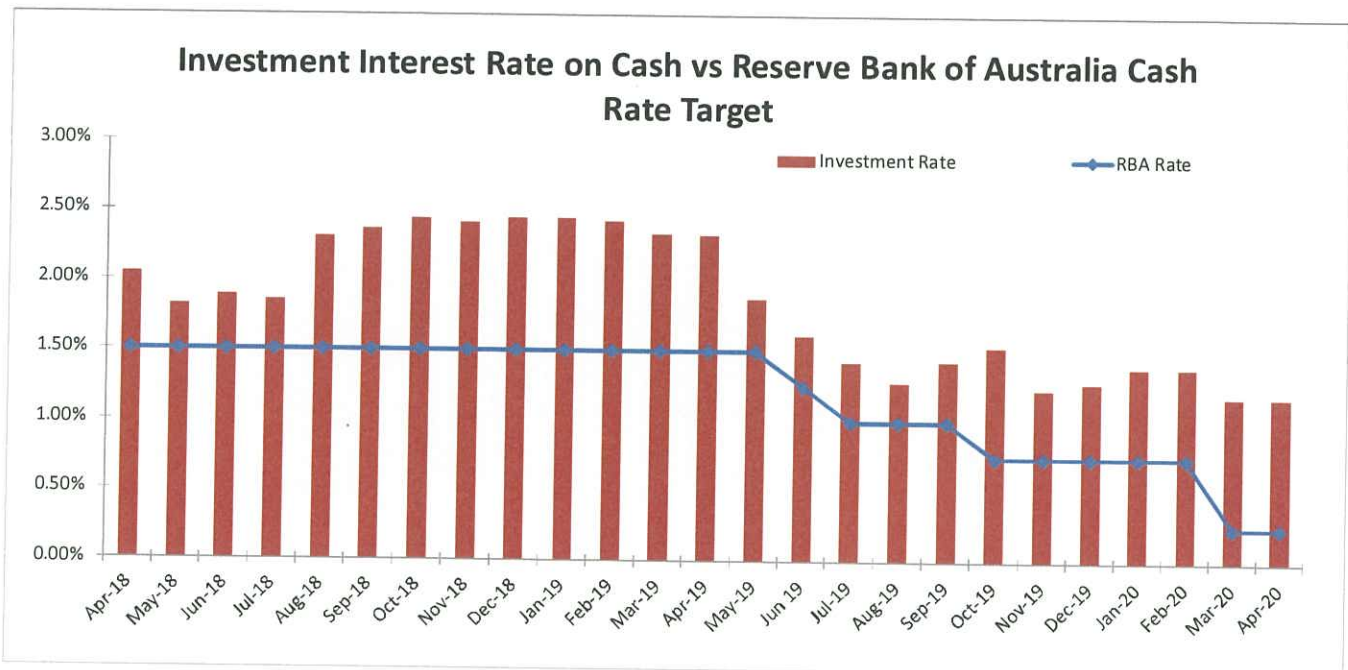
* **Cash & Investments**

As at reporting date total interest earnings on Shire Municipal and Reserve Funds are:

	YTD Actual	YTD Budget
Municipal Fund:	\$ 23,143	\$ 39,528
Reserve Fund:	\$ 60,692	\$ 57,584
	\$ 83,836	\$ 97,112



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

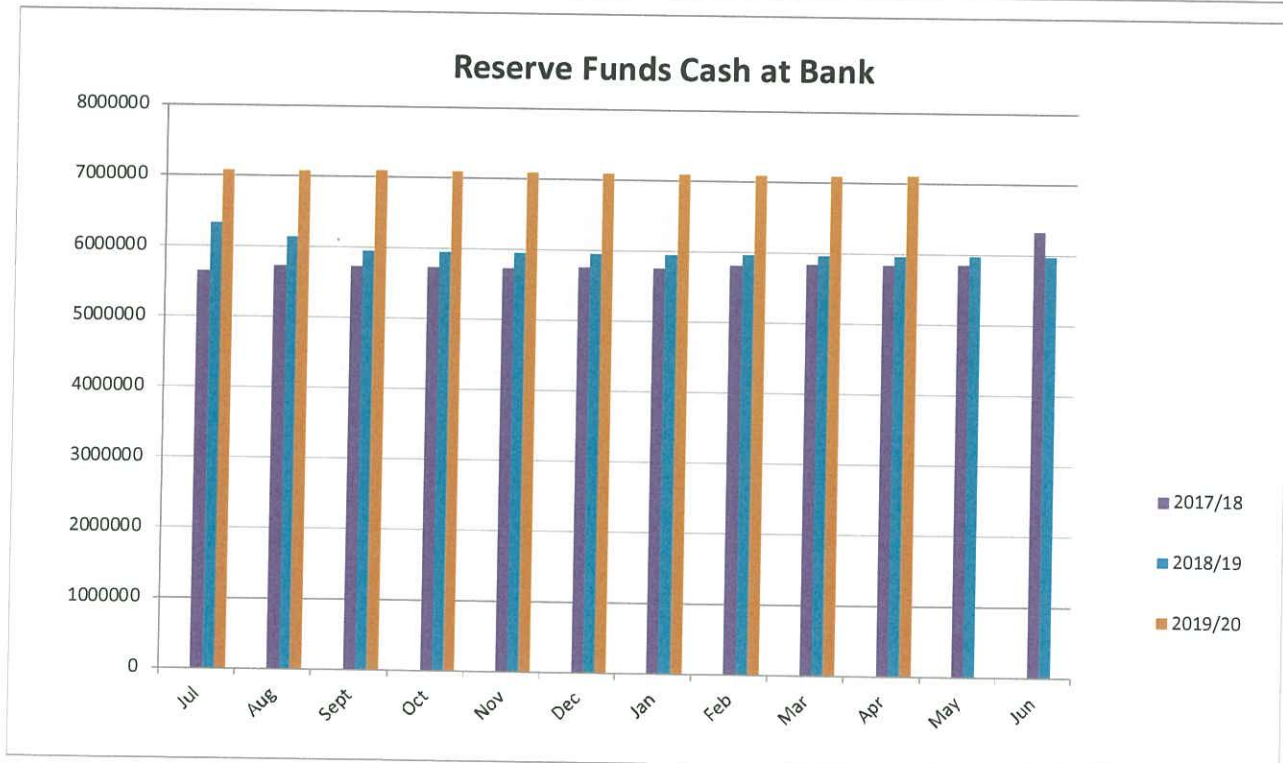
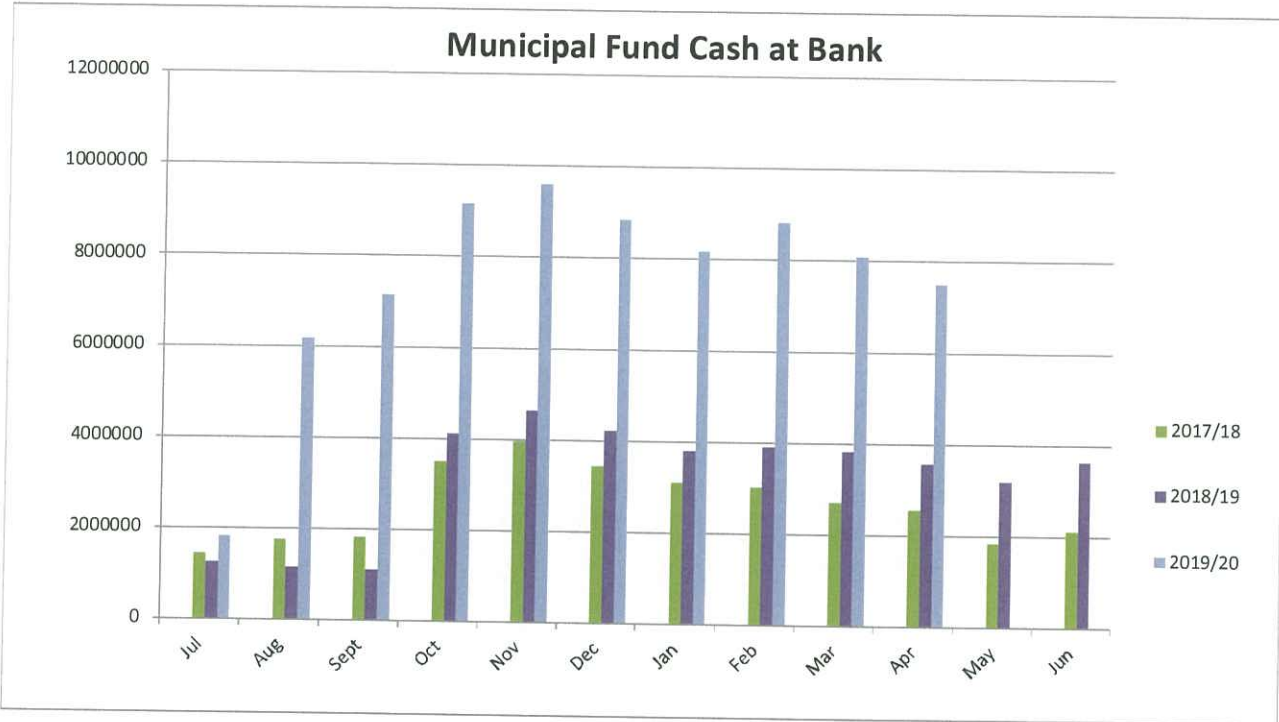


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2020

* **Cash & Investments**

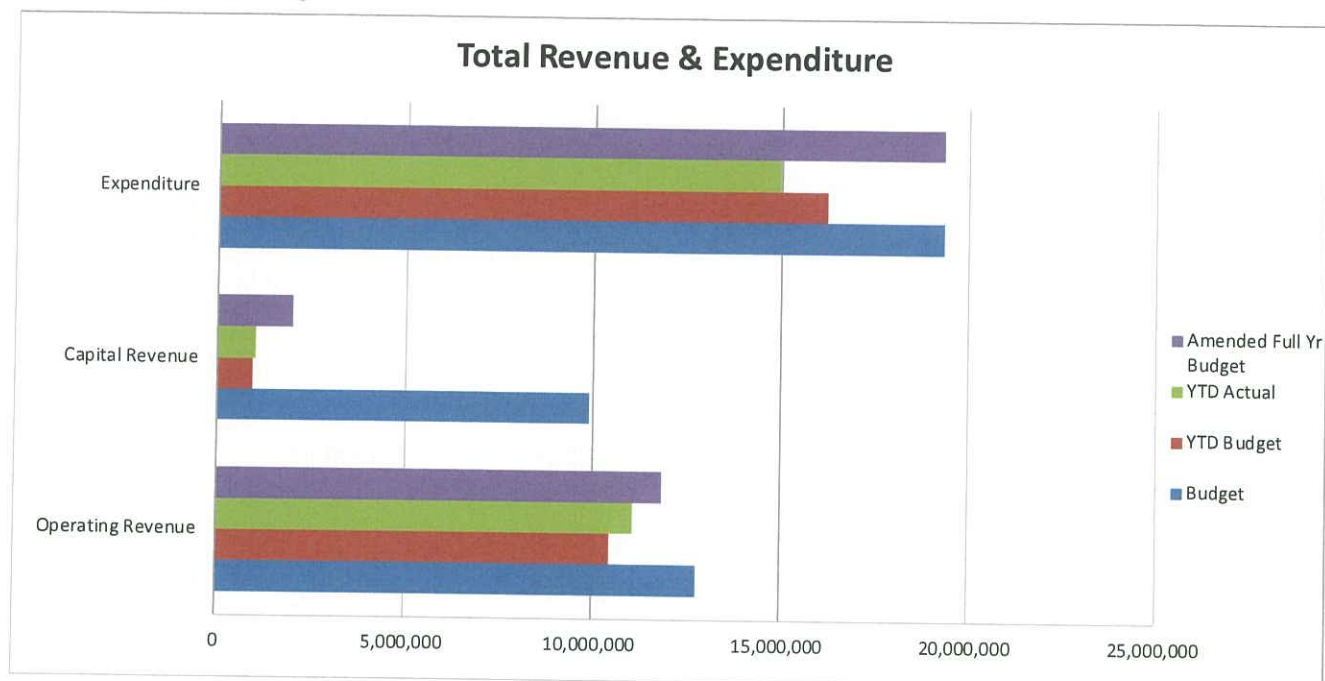
As at reporting date, the Shire's Municipal Bank fund shows a reconciled balance of \$7,502,356. This includes investments held by the Shire of \$6,550,857.

Municipal Investment Funds total	\$	1,018,066
Restricted Funds - Bond Deposits	\$	5,532,791
 Municipal Fund Cash at Bank total	 \$	 951,500
Reserve Investment Funds Cash at Ban	\$	7,104,176
	\$	14,606,533



Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2020

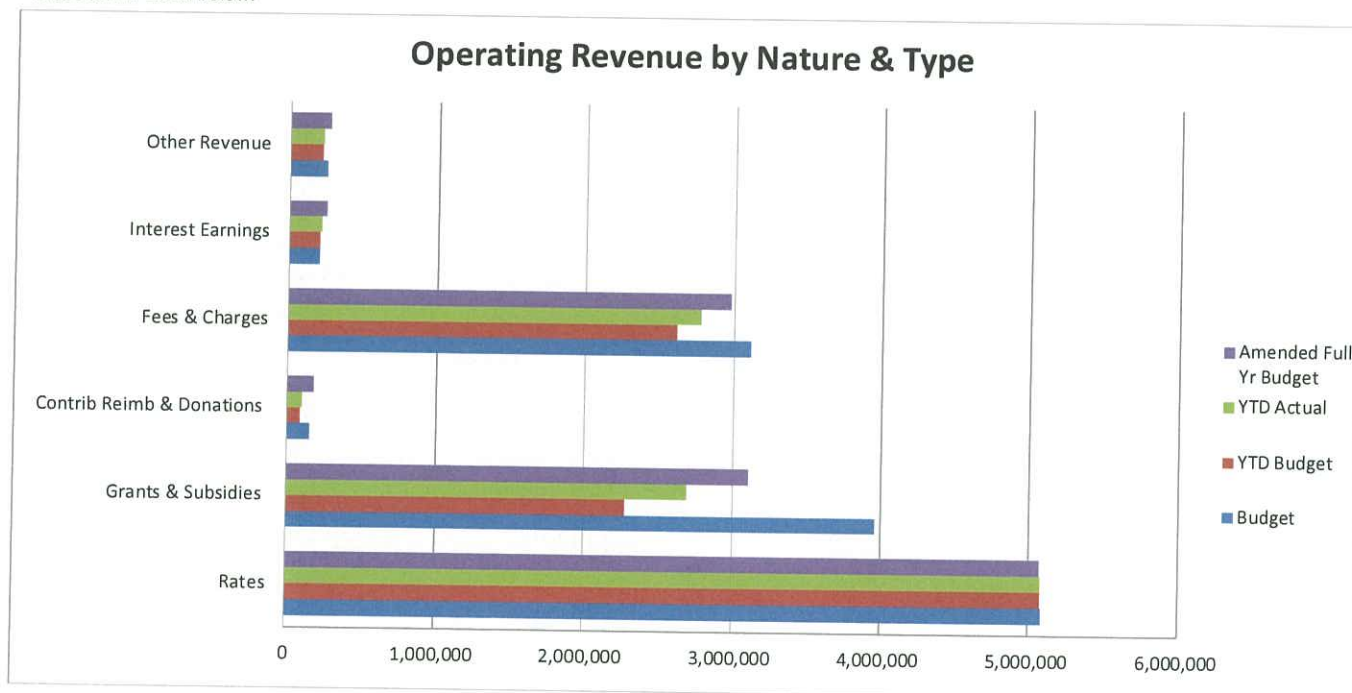
* **Nature & Type Reporting**



Total Revenue & Expenditure

	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	11,849,666	10,470,896	11,082,904	5.84%
Capital Revenue	2,013,213	961,752	1,028,900	6.98%
Expenditure	19,368,034	16,232,985	14,960,927	(7.84%)

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

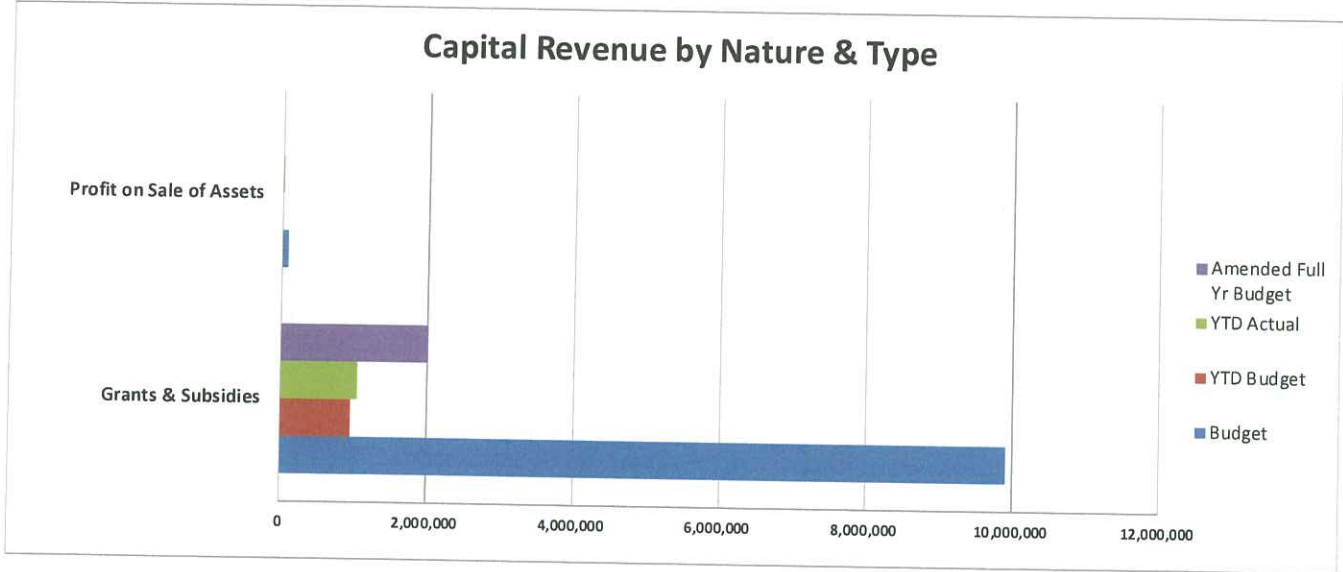


Operating Revenue by Nature & Type

	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,071,611	5,073,030	5,073,833	0.02%
Grants & Subsidies	3,109,215	2,274,916	2,688,526	18.18%
Contrib Reimb & Donations	176,094	88,063	102,406	16.29%
Fees & Charges	2,973,735	2,611,071	2,771,806	6.16%
Interest Earnings	253,500	207,921	216,823	4.28%
Other Revenue	265,511	215,895	229,510	6.31%
Total	11,849,666	10,470,896	11,082,904	

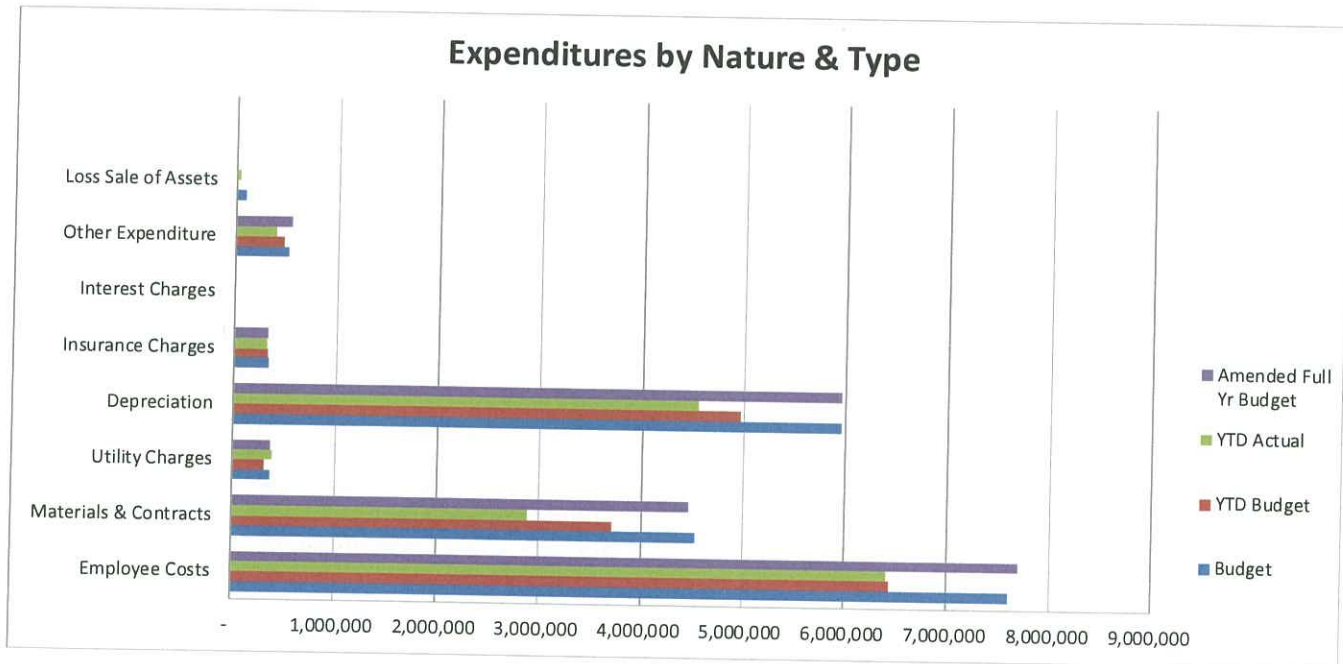
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2020

* *Nature & Type Reporting (continued)*



Capital Revenue by Nature and Type

	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	2,013,213	961,752	1,055,588	9.76%
Profit on Sale of Assets	0	0	12,062	0.00%
Total	2,013,213	961,752	1,067,650	

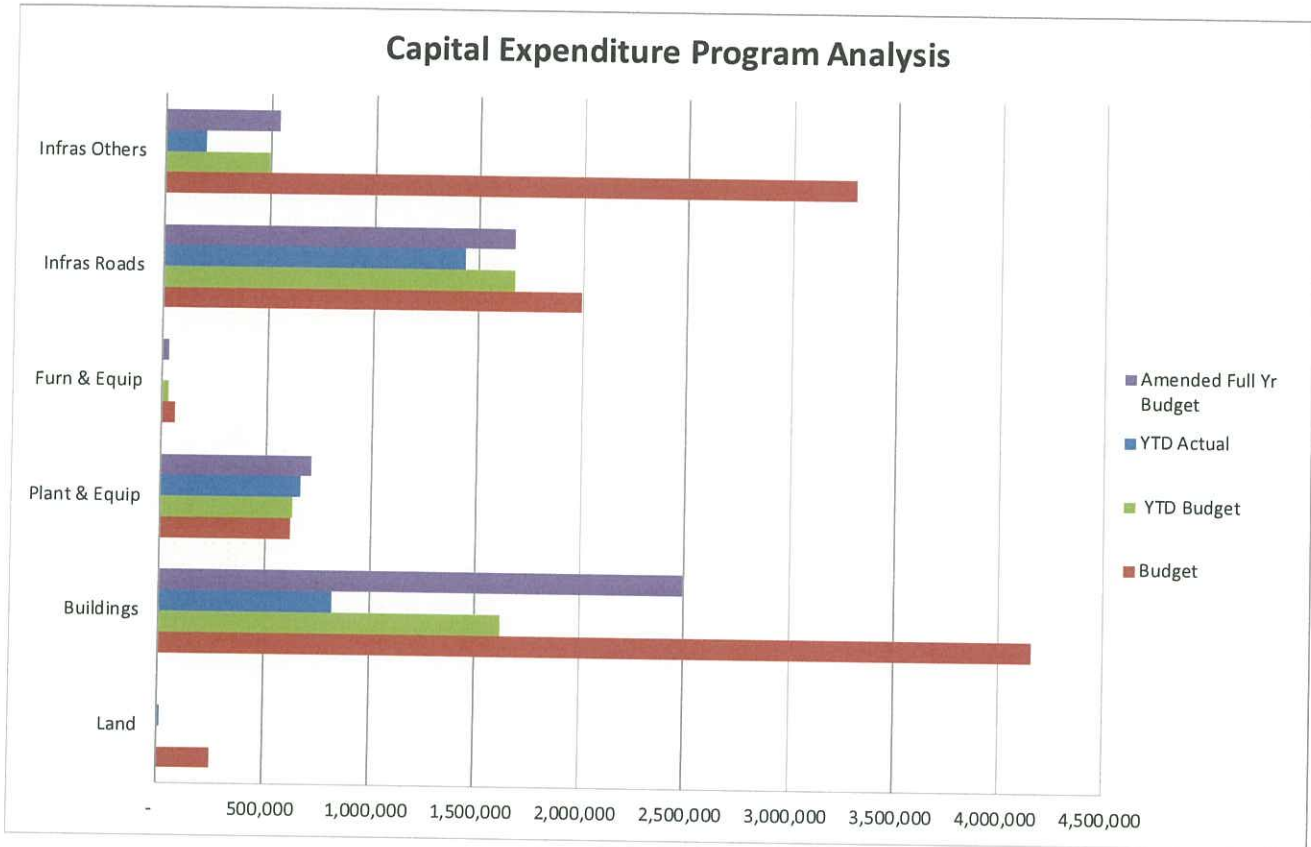


Expenditures by Nature and Type

	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,700,719	6,447,028	6,406,876	(0.62%)
Materials and contracts	4,461,098	3,706,837	2,889,150	(22.06%)
Utility charges	368,531	307,056	385,070	25.41%
Depreciation on Non Current Assets	5,960,334	4,966,960	4,550,892	(8.38%)
Insurance charges	327,961	327,949	323,187	(1.45%)
Interest charges	9,786	6,246	5,268	(15.67%)
Loss on sale of asset	0	0	38,750	0.00%
Other expenditure	539,605	470,909	400,486	(14.95%)
TOTAL	19,368,034	16,232,985	14,999,677	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 30th April 2020

* **Capital Acquisitions by Asset Class**



Capital Acquisitions

	Amended Budget	YTD Budget	YTD Actual	YTD Variance %
Land	2,000	0	14,578	
Buildings	2,491,038	1,623,896	821,036	(49.44%)
Plant & Equipment	715,245	626,284	662,707	5.82%
Furniture & Equipment	30,900	30,900	0	(100.00%)
Infrastructure Roads	1,672,108	1,672,108	1,434,000	(14.24%)
Infrastructure Others	540,398	494,834	191,313	(61.34%)
TOTAL	5,451,689	4,448,022	3,123,634	

Shire of Donnybrook / Balingup
Operating Statement
For Period ended 30th April 2020

		Adopted Budget 2019/20	Amended Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
Operating Revenues					
Rate Revenue	3	5,084,690	5,071,611	5,073,030	5,073,833
General Purpose Funding	3	1,238,782	1,224,579	930,805	935,818
Governance	4	25,189	32,121	32,081	31,443
Law, Order & Public Safety	5	590,180	448,488	340,276	407,601
Health	7	163,128	163,128	136,433	125,543
Education and Welfare	8	3,961,897	3,203,057	2,416,966	2,929,758
Community Amenities	10	1,215,567	1,158,806	1,136,882	1,131,047
Recreation & Culture	11	351,658	201,873	153,834	165,244
Transport	12	5,594	8,500	7,590	3,356
Economic Services	13	148,790	152,703	128,831	141,665
Other Property & Services	14	126,792	134,800	114,168	137,597
		12,912,267	11,799,666	10,470,896	11,082,904
Operating Expenses Excluding					
Borrowing Costs Expenses					
General Purpose Funding	3	(163,296)	(161,796)	(133,840)	(161,380)
Governance	4	(1,214,385)	(1,221,266)	(1,065,973)	(1,017,017)
Law, Order & Public Safety	5	(1,476,583)	(1,420,858)	(1,206,640)	(1,073,703)
Health	7	(237,845)	(233,201)	(196,762)	(199,460)
Education and Welfare	8	(4,542,002)	(4,573,223)	(3,826,243)	(3,659,540)
Community Amenities	10	(1,801,729)	(1,725,861)	(1,420,668)	(1,314,592)
Recreation & Culture	11	(3,445,195)	(3,434,774)	(2,894,487)	(2,551,121)
Transport	12	(5,110,240)	(5,103,180)	(4,225,478)	(3,898,569)
Economic Services	13	(650,774)	(609,768)	(507,655)	(350,003)
Other Property & Services	14	(226,792)	(332,884)	(319,807)	(320,284)
		(18,868,841)	(18,816,811)	(15,797,553)	(14,545,670)
Borrowing Costs Expenses					
Health	7	(4,321)	(4,321)	(2,226)	(1,814)
Recreation and Culture	11	(1,941)	(1,941)	(1,941)	(1,569)
Economic Services	13	(3,524)	(3,524)	(2,079)	(1,885)
		(9,786)	(9,786)	(6,246)	(5,268)
Contributions/Grants for the Development of Assets					
Law, Order & Public Safety	5	987,536	574,625	0	0
Education and Welfare	8	4,175,000	50,000	0	0
Community Amenities	10	1,500,000	50,000	0	0
Recreation & Culture	11	1,985,448	130,448	130,278	24,261
Transport	12	1,262,140	1,258,140	831,474	1,031,328
		9,910,124	2,063,213	961,752	1,055,588
GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS					
Transport	12	(2,096)	0	0	(29,547)
Economic Services	13	(6,763)	0	0	2,859
		(8,859)	0	0	(26,688)
Net Profit OR Loss / Result		3,934,905	(4,963,718)	(4,371,151)	(2,439,133)

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 30th April 2020

	Adopted Budget 2019/20	Amended Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
OPERATING REVENUE AND EXPENDITURE				
(a) <u>Summary by Nature and Type</u>				
Revenue				
Rates	5,084,690	5,071,611	5,073,030	5,073,833
Grants and Subsidies (Operating)	3,962,932	3,109,215	2,274,916	2,688,526
Contributions Reimbursements and Donations (Operating)	152,626	176,094	88,063	102,406
Fees and Charges	3,113,848	2,973,735	2,611,071	2,771,806
Interest Earnings	202,000	253,500	207,921	216,823
Other Revenue	246,152	265,511	215,895	229,510
	12,762,248	11,849,666	10,470,896	11,082,904
Expenditure				
Employee Costs	(7,598,514)	(7,700,719)	(6,447,028)	(6,406,876)
Materials and Contracts	(4,536,331)	(4,461,098)	(3,706,837)	(2,889,150)
Utility Charges	(369,249)	(368,531)	(307,056)	(385,070)
Depreciation on Non Current Assets	(5,960,334)	(5,960,334)	(4,966,960)	(4,550,892)
Insurance Expenses	(344,487)	(327,961)	(327,949)	(323,187)
Interest Expenses	(9,786)	(9,786)	(6,246)	(5,268)
Other Expenses	(523,994)	(539,605)	(470,909)	(400,486)
	(19,342,695)	(19,368,034)	(16,232,985)	(14,960,927)
Less Applicable to Capital Works	(614,087)	(541,437)	(429,186)	(409,990)
	(5,966,360)	(6,976,931)	(5,332,903)	(3,468,033)
Non-operating grants, subsidies and contributions	9,910,124	2,013,213	961,752	1,055,588
Profit on asset disposals	84,060	0	0	12,062
Loss on asset disposals	(92,919)	0	0	(38,750)
Net result	3,934,905	(4,963,718)	(4,371,151)	(2,439,133)
Total Comprehensive Income	3,934,905	(4,963,718)	(4,371,151)	(2,439,133)

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2020

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2019/2020			
	Original Budget	Amended Budget	YTD Budget	Actual
OPERATING REVENUE				
Rate Revenue				
Rates	5,084,690	5,071,611	5,073,030	5,073,833
Grants & Subsidies (Operating)				
General Purpose Grant	962,499	962,499	721,292	722,373
Interest on Deferred Rates	3,200	3,200	3,200	3,583
Other Grants	563,048	350,352	268,543	322,295
Aged Hostel Subsidy	2,434,185	1,793,164	1,281,881	1,640,275
Grants & Subsidies (Capital)				
MRD Special Grants	1,156,140	1,156,140	729,474	943,140
Other Grants	7,877,984	844,073	219,448	96,448
Contributions & Donations (Operating)				
Contributions, Reimbursements & Donations	152,626	176,094	88,063	102,406
Contributions & Donations (Cap)				
Contributions, Reimbursements & Donations	876,000	13,000	12,830	16,000
Fees and Charges				
Rates Instalment Charges	21,030	21,030	21,030	22,515
Rates Direct Debit Fees	6,650	6,650	5,540	8,250
Refuse Removal Charges	577,938	590,177	590,150	584,867
Waste Management Levy	496,921	496,921	497,020	492,873
Rental Income	1,443,544	1,419,891	1,135,976	1,270,663
Hall Income	11,492	11,492	8,875	8,540
Ground Rent	10,355	5,309	5,013	2,975
Recreation Centre Income	189,700	139,393	114,885	133,943
Caravan Park	39,850	29,500	24,030	34,886
Fines and Penalties	7,100	7,100	5,822	2,923
Other Fees and Charges	304,268	241,272	198,560	209,207
Private Works	5,000	5,000	4,170	164
Interest Earnings				
Rates Penalty Interest Charge	51,500	51,500	38,405	44,080
Interest on Rates Instalments	15,500	21,000	21,001	20,872
Interest on Municipal Funds	55,000	101,000	90,931	74,170
Interest on Reserve Funds	80,000	80,000	57,584	77,700
Other Revenue				
Royalties	25,020	25,020	20,850	19,571
Commissions	8,275	8,275	8,060	8,276
Other Income	16,967	16,568	13,138	5,574
Reimbursements	195,890	215,648	173,847	196,090
Profit on Sale of Non-Current Assets	84,060	0	0	12,062
Total Operating Revenue	22,756,432	13,862,879	11,432,648	12,150,554

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2020

OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type:	2019/2020			
	Original Budget	Amended Budget	YTD Budget	Actual
OPERATING EXPENDITURE				
Employee Costs				
Salaries and Wages (Operating only, excludes Capital)	6,380,652	6,432,332	5,368,861	5,344,838
Superannuation	667,098	701,380	593,156	566,395
Workers Compensation	252,936	286,356	286,352	283,827
Clothing and Uniforms	65,088	71,858	61,935	63,353
Training Expenses	118,563	94,780	84,931	44,804
Fringe Benefits Tax	87,090	78,702	20,487	83,173
Other Employee Costs	27,087	35,311	31,306	20,486
Materials				
Chemicals / Gas	26,155	26,155	21,800	10,751
General Supplies	476,792	561,880	491,231	360,159
Road Materials	210,160	216,860	182,090	133,453
Phone/Fax	47,351	51,537	43,300	56,170
Fuels & Oils	176,000	180,650	151,310	169,611
Plant Parts	178,992	181,492	151,650	107,464
Tools/Hardware	1,550	4,050	3,790	10,939
Office Supplies	142,753	143,753	124,543	48,806
Garden Supplies	43,313	43,313	36,540	58,303
Kiosk Purchases (Rec)	22,202	17,002	12,092	10,536
Freight & Transport	8,890	9,690	8,210	7,850
Safety Equipment	250	250	210	9,679
Contracts				
Lease & Rental Expenses	21,844	39,844	36,190	32,203
Service Contracts & Repairs	163,921	168,421	156,231	134,678
Contract Labour	2,187,514	2,058,197	1,680,599	1,100,993
** Plant Hire (External)	4,300	4,300	3,580	26,005
Security Service	3,563	3,563	2,970	3,651
Professional Services & Consultants	400,406	388,543	310,568	328,380
Rubbish Disposal Contract	307,063	284,650	231,877	192,621
Recycling Contract	113,312	76,948	58,056	86,896
Utility Charges				
Sewerage	21,679	22,029	18,766	21,449
Electricity	280,112	276,939	229,688	259,766
Water	67,458	69,563	58,602	103,854
Insurance Expenses				
Insurance	344,487	327,961	327,949	323,187
Interest Expenses				
Interest on Loans	9,786	9,786	6,246	5,268

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 30th April 2020

4. OPERATING REVENUE AND EXPENDITURE	2019/2020			
	Original Budget	Amended Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:				
OPERATING EXPENDITURE (cont)				
Other Expenditure				
Refreshments	38,752	36,930	32,198	27,622
Subscriptions / Donations	216,081	214,537	196,973	118,742
Valuations / Title Searches	26,500	26,500	26,145	6,388
Postage	10,850	10,850	9,535	12,588
Accommodation	500	500	500	7,278
Licence Fees	19,350	19,350	19,320	2,190
Advertising	43,334	43,584	36,830	30,830
Councillor Allowances	131,478	131,478	99,727	94,705
Bank Charges	24,360	25,360	20,528	14,485
Other Expenditure	12,789	30,516	29,153	85,658
Loss on Sale of Non-Current Assets	92,919	0	0	38,750
Depreciation				
Depreciation on Assets	5,960,334	5,960,334	4,966,960	4,550,892
Less: Applicable to Capital Works	(614,087)	(541,437)	(429,186)	(409,990)
Total Operating Expenditure	18,821,527	18,826,597	15,803,799	14,589,687
NET PROFIT OR LOSS / RESULT	3,934,905	(4,963,718)	(4,371,151)	(2,439,133)

** Note: Plant Hire (External) increased expenditure due to additional hire of external plant for Bushfire Mitigation works.

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 30th April 2020

		2019/20 Original Budget \$	2019/20 Amended Budget \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES						
General Purpose Funding (Excl. Rates)	3	2,288,138	1,224,579	930,805	935,818	0.54
Governance	4	25,189	32,121	32,081	31,443	(1.99)
Law, Order, Public Safety	5	590,180	448,488	340,276	407,601	19.79
Health	7	163,128	163,128	136,433	125,543	(7.98)
Education and Welfare	8	3,961,897	3,203,057	2,416,966	2,929,758	21.22
Community Amenities	10	1,215,567	1,158,806	1,136,882	1,131,047	(0.51)
Recreation and Culture	11	330,408	201,873	153,834	165,244	7.42
Transport	12	6,404	8,500	7,590	12,559	65.47
Economic Services	13	156,290	152,703	128,831	144,523	12.18
Other Property and Services	14	119,292	134,800	114,168	137,597	20.52
		<u>8,856,493</u>	<u>6,728,055</u>	<u>5,397,866</u>	<u>6,021,133</u>	<u>11.55</u>
EXPENSES						
General Purpose Funding	3	(163,296)	(161,796)	(133,840)	(161,380)	20.58
Governance	4	(1,214,385)	(1,221,266)	(1,065,973)	(1,018,831)	(4.42)
Law, Order, Public Safety	5	(1,476,583)	(1,420,858)	(1,206,640)	(1,073,703)	(11.02)
Health	7	(237,845)	(237,522)	(198,988)	(199,460)	0.24
Education and Welfare	8	(4,542,002)	(4,573,223)	(3,826,243)	(3,659,540)	(4.36)
Community Amenities	10	(1,801,729)	(1,725,861)	(1,420,668)	(1,314,592)	(7.47)
Recreation & Culture	11	(3,445,195)	(3,436,715)	(2,896,428)	(2,552,690)	(11.87)
Transport	12	(5,110,240)	(5,103,180)	(4,225,478)	(3,937,320)	(6.82)
Economic Services	13	(654,298)	(613,292)	(509,734)	(351,888)	(30.97)
Other Property and Services	14	(223,268)	(332,884)	(319,807)	(320,284)	0.15
		<u>(18,868,841)</u>	<u>(18,826,597)</u>	<u>(15,803,799)</u>	<u>(14,589,687)</u>	<u>(7.68)</u>
Net Operating Result Excluding Rates:		<u>(10,012,348)</u>	<u>(12,098,542)</u>	<u>(10,405,933)</u>	<u>(8,568,554)</u>	<u>(17.66)</u>
Adjustments for Cash Budget Requirements:						
Non-Cash Expenditure and Income						
(Profit)/Loss on Asset Disposals		8,859	0	0	(26,688)	
Depreciation on Assets		5,960,334	5,960,334	4,966,960	4,550,892	(8.38)
Capital Expenditure and Income						
Non Operating Grants, Subsidies & Contributions		9,910,124	2,063,213	961,752	1,055,588	9.76
Purchase Land and Buildings		(7,627,588)	(2,493,038)	(1,623,896)	(835,614)	(48.54)
Purchase Infrastructure Assets - Roads		(1,680,000)	(1,672,108)	(1,672,108)	(1,434,000)	(14.24)
Purchase Infrastructure Assets - Other		(3,896,384)	(540,398)	(494,834)	(191,313)	(61.34)
Purchase Plant and Equipment		(1,187,616)	(715,245)	(626,284)	(662,707)	5.82
Purchase Furniture and Equipment		(111,429)	(30,900)	(30,900)	0	
Proceeds from Disposal of Assets		244,999	437,725	395,866	508,273	28.40
Repayment of Debentures		(32,213)	(32,213)	(26,613)	(26,852)	0.90
Repayment of Preston Village Fixed Loans		(620,000)	(620,000)	0	(285,000)	
Loan Principal repayments		0	0	0	0	
Proceeds from Leased Preston Village		620,000	620,000	1,210,000	285,000	(76.45)
Proceeds from New Debentures		1,554,530	1,374,530	474,530	291,000	(38.68)
Advances to Community Groups		0	0	0	0	
Adjust Self Supporting Loan		0	0	0	0	
Self-Supporting Loan Principal Income		8,660	8,660	8,660	4,419	(48.97)
Transfers to Reserves (Restricted Assets)		(901,149)	(1,098,572)	(205,753)	(17,008)	(91.73)
Transfers from Reserves (Restricted Assets)		2,676,531	2,836,001	1,358,602	1,954,276	43.84
Adjust Current Asset (Self Supporting Loan)		0	0	0	0	
Adjust Non Current Assets & Liabilities		0	0	0	0	
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		0	11,994	11,994	11,994	
LESS Estimated Surplus/(Deficit) June 30 C/Fwd			(916,948)	(624,927)	1,740,914	(379)
Budgeted deficiency before general rates		<u>(5,084,690)</u>	<u>(5,071,611)</u>	<u>(5,073,030)</u>	<u>(5,073,833)</u>	<u>0.02</u>
Estimated amount to be raised from general rates		<u>5,084,690</u>	<u>5,071,611</u>	<u>(5,073,030)</u>	<u>5,073,833</u>	
Surplus / (deficit)		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	

Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 30/04/2020	Actual to 30/04/2020	Variance Amount	Variance %	Permanent Variation	Comment
General Purpose Funding								
1932	RATING VALUATIONS	Exp	26,145	6,388	-19,757	-75.57		Budget timing variation
0061	LATE PAYMENT INTEREST	Exp	-38,405	-44,080	-5,675	14.78		Budget timing variation
4881	INTEREST ON INVESTMENTS	Inc	-35,000	-23,143	11,857	-33.88		Interest income is based on prevailing interest rates and impacted by current global uncertainties.
Governance								
0252	DONATIONS	Exp	18,525	7,731	-10,794	-58.27		Budget timing variation
0132	REFRESHMENT & ENTERTAIN	Exp	15,420	10,194	-5,226	-33.89		Budget timing variation
0892	NON-SPECIFIC LEGAL COSTS	Exp	9,055	21,978	12,923	142.72	x	Expenditure will exceed budget by approx \$12k due to increase in legal consultants
0182	SUBSCRIPTIONS	Exp	58,689	38,925	-19,764	-33.68		Budget timing variation
1082	RESOURCE SHARE/CON DEV	Exp	14,966	7,976	-6,990	-46.71		Budget timing variation
1072	FRINGE BENEFITS TAX	Exp	28,875	83,173	54,298	188.05		FBT is allocated to cost areas in May therefore temporary variation (reallocate in May)
0362	OFFICE & SURROUNDS MTCE.	Exp	78,622	60,888	-17,734	-22.56		Budget timing variation
0392	COMPUTER MTCE AGREEMENTS	Exp	109,135	93,683	-15,452	-14.16		Budget timing variation
0352	COMPUTER SOFTWARE COSTS	Exp	36,183	9,782	-26,401	-72.96		Budget timing variation
0532	TELEPHONE & FACSIMILE	Exp	12,865	18,852	5,987	46.54	x	Telephone expenditure exceedS full year budget by approx \$1,800 - this relates to increase in Directory Listing charges, staff are currently reviewing for next financial year.
6022	FURNITURE & EQUIPMENT UNDER THRESHOLD	Exp	14,580	3,542	-11,038	-75.70		Budget timing variation
0564	BUILDINGS - ADMIN	Exp	166,030	8,168	-157,862	-95.08	x	Potential permanent variance - Admin office upgrades currently postponed
0584	FURNITURE AND EQUIPMENT	Exp	30,000	0	-30,000	-100.00	x	Potential permanent variation - upgrade of telephone system postponed.
0617	CARRIED FORWARD PROJECT RESERVE	Inc	-29,740	-35,000	-5,260	17.69		Reserve Tfr for Admin Records and Phone system processed at beginning of year - budget timing variation
8075	PROCEEDS OF LOAN - ADMIN CENTRE DBK	Exp	-154,530	0	154,530	-100.00	x	Loan for Admin Centre Upgrades - currently postponed
Law, Order & Public Safety								
0632	FIRE CONTROL EXPENSES	Exp	61,007	32,651	-28,356	0.00		Budget timing variation
0672	PUBLIC STANDPIPES	Exp	10,000	15,615	5,615	56.15	x	Charges for water usage from standpipe currently \$3,600 over full year budget
0682	BUSH FIRE MITIGATION - SHIRE	Exp	20,000	14,056	-5,944	-29.72		Budget timing variation
5142	ESL OPERATING EXPENSES SHIRE	Exp	196,582	203,736	7,154	3.64		Budget timing variation
6412	CESM OFFICE EXPENSES	Exp	29,410	22,254	-7,156	-24.33		60% expenditure is recouped from DFES
6962	BUSH FIRE MITIGATION - SEMC	Exp	136,100	47,211	-88,889	-65.31		Budget timing variation
6963	OFFICE OF ENERGY MGMT. - FIRE MITIGATION GRANT	Inc	-136,370	-80,677	55,693	-40.84		Budget timing variation
5123	EMERGENCY SERVICES LEVY GRANT RECEIVED	Inc	-112,104	-205,434	-93,330	83.25	x	Additional funding of \$55k received for 18/19 ESL expenditure
5983	REIMBURSEMENTS CESM	Inc	-39,935	-50,654	-10,719	26.84		Recoup based on 60% of actual expenditure - budget timing variation
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	655,125	525,080	-130,045	-19.85		Budget timing variation
1163	ESL GRANT FUNDING FOR SES	Inc	-7,570	-19,701	-12,131	160.25		Budget timing variation
Health								
3492	OTHER EMPLOYEE COSTS	Exp	6,670	0	-6,670	-100.00		Budget timing variation - No expenditure to date
1592	MEDICAL CENTRE MTC	Exp	49,569	43,049	-6,520	-13.15		Budget timing variation
Education and Welfare								
1662	SALARIES (T/LODGE)	Exp	1,806,611	1,831,505	24,894	1.38		Budget timing variation
1672	SUPERANNUATION (T/LODGE)	Exp	197,498	181,791	-15,707	-7.95		Budget timing variation
1682	TUIA LODGE MTCE	Exp	880,954	871,211	-9,743	-1.11		Budget timing variation - normal operational variance
1734	MINNINUP COTTAGES 5 - 8 MAINTENANCE	Exp	26,133	18,615	-7,518	-28.77		Budget timing variation - normal operational variance
4192	PRESTON VILLAGE RETIREMENT UNITS	Exp	79,038	60,878	-18,160	-22.98		Budget timing variation
1523	RETIREMENT VILLAGE MAINTENANCE FEES	Inc	-41,530	-31,683	9,847	-23.71	x	Potential permanent variance due to number of vacant units
1693	TUIA LODGE SUBSIDY	Inc	-1,281,881	-1,640,275	-358,394	27.96		Budget timing variation
1703	TUIA LODGE RENTAL - BASIC DAILY CARE FEE	Inc	-550,699	-600,496	-49,797	9.04		Budget timing variation
1706	TUIA LODGE RENTAL - DAILY ACCOMM FEE	Inc	-215,032	-243,582	-28,550	13.28		Budget timing variation
1707	TUIA LODGE RENTAL - MEANS TESTED FEE	Inc	-57,417	-125,585	-68,168	118.73		Budget timing variation
1174	PRESTON RETIREMENT VILLAGE - REPAY FIXED LOAN	Exp	0	285,000	285,000			Budget timing variation - sale of unit completed earlier than budget estimate
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SHARP	Inc	-310,000	-285,000	25,000	-8.06	x	Permanent variance - due to change in market values
4714	RETIREE FUNDED UNITS LOT 152 - BUILDING	Exp	500,000	4,813	-495,187	-99.04		Budget timing variation - minimal expenditure incurred to date for Preston Village

Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 30/04/2020	Actual to 30/04/2020	Variance Amount	Variance %	Permanent Variation	Comment
Education and Welfare								
7384	BUILDINGS - TUJA LODGE	Exp	29,372	140,371	110,999	377.91		Budget timing variation
8104	AFFORDABLE HOUSING - BRIDGE STREET	Exp	0	14,578	14,578	0.00		Budget timing - project will not be a Council project going forward
0445	PROCEEDS FROM LOAN - TUJA LODGE EXTENSIONS	Inc	-320,000	-291,000	29,000	-9.06	x	Permanent variation - Loan requirements for fire supression system reduced to \$291k
0525	PROCEEDS OF LOAN - RETIREE UNITS DBK	Inc	-900,000	0	900,000	-100.00	x	Permanent variation - Construction of Units 14-17 Preston Village has been postponed - Loan funding will not required during 19/20
0715	TRANSFER FROM BUILDINGS RESERVE	Inc	-83,000	0	83,000	-100.00		Budget timing variation - Reserve Tfr will be processed in June 2020
7317	TRANSFER FROM UNSPENT GRANTS RESERVE	Inc	0	-526,631	-526,631		x	Budget timing variation - Reserve Tfr for Bridge Street grant funding - Revenue will be transferred back to SWDC at completion of audit
Community Amenities								
1125	MELDENE PARK	Exp	5,000	0	-5,000	-100.00		Budget timing variation - no expenditure to date
1762	DOMESTIC REFUSE COLLECT	Exp	160,146	124,276	-35,870	-22.40		Budget timing variation
1772	RUBBISH SITES MTC	Exp	381,421	360,948	-20,473	-5.37		Budget timing variation
1782	DOMESTIC RECYCLING PICKUP	Exp	86,176	98,216	12,040	13.97		Budget timing variation
1803	CHARGES- REFUSE REMOVAL	Inc	-590,000	-584,867	5,133	-0.87		Budget timing variation
1813	REFUSE CHARGES OTHER	Inc	-6,651	0	6,651			Budget timing variation - no expenditure to date
2003	BULK REFUSE CHARGES	Inc	0	-8,357	-8,357			Budget timing variation - no expenditure to date
2022	LEGAL EXPENSES	Exp	5,000	10,444	5,444	108.87	x	Permanent variation - expenditure to exceed budget by approx \$5.5k
2072	LANDCARE DEV./ENV. PLNG.	Exp	12,350	4,472	-7,878	-63.79		Budget timing variation
2142	OFFICE EXPENSES (TP)	Exp	9,320	4,184	-5,136	-55.11		Budget timing variation
2223	CHARGES - T/P APPROVAL	Inc	-6,670	-13,473	-6,803	101.99		Budget timing variation
2312	BLN CEMETERY MNTCE	Exp	22,482	11,339	-11,143	-49.56		Budget timing variation - normal operational variance
2404	VILLAGE GREEN TOILETS	Exp	11,760	381	-11,379	-96.76		Budget timing variation - minimal expenditure to date
1124	APPLE FUNPARK UPGRADES	Exp	50,000	3,413	-46,587	-93.17		Budget timing variation - Apple Funpark minimal expenditure to date
2552	REFUSE COLL - PUBLIC BINS	Exp	95,276	85,226	-10,050	-10.55		Budget timing variation - normal operational variance
4902	TOWN PLANNING CONSULTANCY	Exp	10,000	4,752	-5,249	-52.49		Budget timing variation - normal operational variance
4932	UPPER PRESTON CEMETERY	Exp	12,190	4,164	-8,026	-65.84		Budget timing variation - normal operational variance
0964	CEMETERIES - INFRASTRUCTURE	Exp	15,000	300	-14,700	-98.00		Budget timing variation - minimal expenditure to date
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	Exp	20,604	2,988	-17,616	-85.50		Budget timing variation
Recreation and Culture								
1064	BUILDINGS VARIOUS HALLS	Exp	88,944	21,223	-67,721	-76.14		Budget timing variation - quotes awarded and work is expected to commence shortly
2672	MITCHELL PARK	Exp	129,825	63,776	-66,049	-50.88		Budget timing variation - normal operational variance
2642	PARKS & RESERVES GENERAL	Exp	505,780	463,373	-42,407	-8.38		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	69,050	47,966	-21,084	-30.53		Budget timing variation - normal operational variance
2672	MITCHELL PARK	Exp	129,825	63,776	-66,049	-50.88		Budget timing variation - normal operational variance
2712	BLN PARKS & RESERVES	Exp	168,958	189,556	20,598	12.19		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	69,050	47,966	-21,084	-30.53		Budget timing variation - normal operational variance
7712	KIRUP PARKS & RESERVES	Exp	29,928	23,815	-6,113	-20.43		Budget timing variation
7824	FOOTBALL CLUBROOMS	Exp	48,348	39,684	-8,664	-17.92		Budget timing variation
2722	REC CENTRE MTCE	Exp	291,970	265,666	-26,304	-9.01		Budget timing variation
2813	DBK REC CENTRE - CHARGES	Inc	-114,885	-133,943	-19,058	16.59		Budget timing variation
2682	PARK EQUIPMENT	Exp	89,948	47,427	-42,521	-47.27		Budget timing variation - VC Mitchell park lighting upgrade
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	55,499	35,458	-20,041	-36.11		Budget timing variation
8904	REC CENTRE CAPITAL FURN & EQUIPMENT	Exp	10,425	0	-10,425	-100.00		Budget timing variation - no expenditure to date
7105	CSRFF GOVT GRANTS	Inc	-29,448	-24,261	5,187			Budget timing variation
2962	OFFICE EXPENSES DBK	Exp	110,761	96,339	-14,422	-13.02		Budget timing variation - normal operational variance
3032	UTILITIES - DBK LIBRARY	Exp	24,022	14,202	-9,820	-40.88		Budget timing variation
2963	REIMBURSE RESOURCE CENTRE	Inc	-6,250	-169	6,081	-97.29		Minimal income - subject to Library Building mtc works as 50% costs recouped from Department of Education
5272	PROMOTION OF COMMUNITY EVENTS	Exp	26,309	21,004	-5,305	-20.17		Budget timing variation
1094	DONNYBROOK HERITAGE PRECINCT	Exp	100,000	17,049	-82,951	-82.95		Budget timing variation - Tender documentation underway
3165	GRANTS RAILWAY STATION	Inc	-100,000	0	100,000	-100.00		Budget timing variation
Transport								
3200	BRIDGEWORKS - EXT. FUNDED	Exp	30,000	23,660	-6,340	-21.13		Budget timing variation
3210	ROADWORKS GENERAL	Exp	962,000	834,567	-127,433	-13.25		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	184,000	79,855	-104,145	-56.60		Budget timing variation

Variance Reporting Threshold - \$5,000

Account No.	Account Description	Account Type	Year to Date Budget 30/04/2020	Actual to 30/04/2020	Variance Amount	Variance %	Permanent Variation	Comment
Transport								
3291	REGIONAL ROAD GROUP GRANTS MRWA	Inc	-285,000	-304,000	-19,000	6.67		
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	425,108	393,946	-31,162	-7.33		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	285,000	205,487	-79,513	-27.90		Budget timing variation - variance reflects timing of road program
3331	ROADS TO RECOVERY FEDERAL GRANT FUNDING	Inc	-283,334	-330,000	-46,666	16.47	x	Budget timing variation - variance reflects timing of road program
3341	OTHER GRANTS (BIKEWEST)	Inc	-90,000	-72,188	17,813	-19.79		Funding is part of 5 year program with Roads to Recovery - payments have been staged over various years our full allocation has been received.
3370	STREET TREES & PRUNING	Exp	69,650	34,739	-34,911	-50.12		Budget timing variation - income dependant on project milestones
3420	LIGHTING OF STREETS	Exp	73,770	64,376	-9,394	-12.73		Budget timing variation
3430	STREET CLEANING	Exp	48,214	28,941	-19,273	-39.97		Budget timing variation
3450	BRIDGE MAINTENANCE	Exp	225,532	200,052	-25,480	-11.30		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	9,271	14,856	5,585	60.25		Budget timing variation
3554	PURCHASE PLANT & EQUIPMNT	Exp	549,230	623,653	74,423	13.55		Budget timing variation
3575	SALE OF PLANT & EQUIPMENT	Inc	-109,310	-216,455	-107,145	98.02		Budget timing variation
0150	DONNYBROOK TOWNSCAPE WORKS	Exp	6,910	591	-6,319	-91.45		Minimal expenditure incurred to date
0160	KIRUP TOWN CENTRE DEVELOPMENT	Exp	6,660	759	-5,901	-88.60		Minimal expenditure incurred to date
0325	FEDERAL & STATE BLACKSPOT GRANT FUNDING	Inc	0	-148,000	-148,000			Budget timing variation - income received earlier than budget estimate
341M	GENERAL ROAD MAINTENANCE	Exp	829,840	758,421	-71,419	-8.61		Budget timing variation - variance reflects timing of road maintenance program
Economic Services								
2192	DONNYBROOK TRANSIT PARK MAINTENANCE	Exp	56,100	45,199	-10,901	-19.43		Budget timing variation
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	26,670	7,687	-18,983	-71.18		Budget timing variation
3912	AREA PROMOTION	Exp	69,238	38,755	-30,483	-44.03		Budget timing variation
4153	BUILDING PERMIT FEES	Inc	-29,170	-37,670	-8,500	29.14	x	Additional income has been received for building permit fees - income exceeds full year budget by approx \$2,600.
4194	PLANT AND EQUIPMENT	Exp	66,629	42,070	-24,559	-36.86		Budget timing variation
4225	SALE OF PLANT & EQUIPMENT	Inc	-33,830	-19,091	14,739	-43.57		Budget timing variation
4742	CONSULTANCY ECONOMIC SERVICES	Exp	9,330	0	-9,330	-100.00		Budget timing variation
7152	BALINGUP TRANSIT PARK MTCE.	Exp	36,276	25,671	-10,605	-29.24		Budget timing variation
0275	PROCEEDS SALE OF LAND	Inc	-89,090	-109,091	-20,001	22.45		Budget timing variation - land sold earlier than budget estimate
0383	CHARGES DONNYBROOK TRANSIT PARK	Inc	-17,030	-25,665	-8,635	50.71		Budget timing variation - income is dependant on occupancy levels
0495	TRANSFER FROM RESERVE	Inc	-17,886	-29,632	-11,746		x	Reserve Transfer - Dbk Transit Park power \$9k and Developing Visitor & Tourist Infrastructure \$20k - projects carried over from 18/19
Public Works Overheads								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	1,243,728	1,173,745	-69,983	-5.63		
7422	LESS ALLOCATED TO W&S	Exp	-1,126,537	-1,069,726	56,811	-5.04		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-84,545	-104,820	-20,275	23.98		
	TOTAL PUBLIC WORKS OVERHEADS		32,646	-801	-33,447	-102.45		Total Public Works Overheads are currently \$801 over allocating
Plant Operation Costs								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	767,176	670,266	-96,910	-12.63		
4512	LESS POC ALLOCATED TO W&S	Exp	-647,900	-566,503	81,397	-12.56		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-36,420	-32,777	3,643	-10.00		
	TOTAL PLANT OPERATION COSTS		82,856	70,985	-11,871	-14.33		Total Plant Operation Costs are currently \$70,985 under allocating
TOTAL GROSS SALARY & WAGES								
4570	TOTAL SALARIES AND WAGES	Exp	5,522,193	5,731,671	209,478	3.79		Wages and Salaries approx \$209k over YTD Budget - Potential permanent variance (Includes workers compensation payments of \$86k)
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
30th April 2020

Sch No	2019/20 Amended Budget		2019/20 Actual		
	Income	Expenditure	Income	Expenditure	
OPERATING SECTION					
General Purpose Funding	3	7,343,749	161,796	7,054,459	161,380
Governance	4	45,965	1,221,266	45,287	1,018,831
Law, Order & Public Safety	5	517,004	1,420,858	476,117	1,073,703
Health	7	163,128	237,522	125,543	199,460
Welfare Services	8	3,331,891	4,695,357	3,044,993	3,782,532
Community Amenities	10	1,164,806	1,725,861	1,137,047	1,314,592
Recreation & Culture	11	216,123	3,436,715	172,744	2,552,690
Transport	12	8,500	5,103,180	6,938	3,898,569
Economic Services	13	158,703	613,292	147,665	351,888
Other Property & Services	14	149,097	332,884	137,597	320,284
		13,098,966	18,948,731	12,348,389	14,673,929
CAPITAL SECTION					
Governance	4	190,219	196,030	35,000	8,168
Law, Order & Public Safety	5	647,130	659,125	0	525,160
Health	7	0	11,940	0	5,441
Welfare Services	8	2,031,301	2,033,801	1,102,631	460,172
Community Amenities	10	59,431	91,604	0	6,701
Recreation & Culture	11	476,250	468,342	232,191	193,177
Transport	12	2,193,825	2,525,224	1,247,782	2,158,152
Economic Services	13	383,181	206,468	321,451	78,516
Transfers To Reserves	15	181,626	1,009,940	0	0
		6,162,963	7,202,474	2,939,055	3,435,487
Total Income & Expenditure		19,261,929	26,151,205	15,287,444	18,109,416
Less Depreciation W/Back			(5,960,334)		(4,550,892)
Net		19,261,929	20,190,871	15,287,444	13,558,524
Add Surplus July 1 B/Fwd		11,994		11,994	
Adjust to NCL (Leave Provisions)					
Surplus/Deficit C/Fwd			(916,948)		1,740,914
		19,273,923	19,273,923	15,299,438	15,299,438

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
30th April 2020

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	7,504,517	
Sundry Debtors Rates	670,755	
Receivables/Debtors	241,620	
Accrued Income	0	
GST Asset Clearing A/C	62,804	
ESL Asset Clearing A/C	305,913	
Land Held for Resale	163,670	
Stock on Hand	<u>10,284</u>	8,959,563
(B) Provision for LSL Current	(318,573)	
Provision for A/L Current	(435,668)	
Add Cash Backed Reserve	218,912	
GST Liability Clearing A/C	(23,422)	
ESL Liability Clearing A/C	(299,348)	
PAYG Clearing A/C	(109,702)	
Prepaid Rates	(102,965)	
Restrictive Liability (Bonds)	(5,838,442)	
Sundry Creditors	<u>(309,441)</u>	(7,218,649)
Net Current Assets		<u><u>1,740,914</u></u>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2020

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 30th April 2020

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:

Asset Class	Useful Life
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 30th April 2020

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

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.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2020

2. COMPONENT FUNCTIONS/ACTIVITIES

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)
 Municipal Fund - Unspent Loan Fund
 Unrestricted
 Municipal Fund
 Trust Funds
 Municipal Investment Account
 Petty Cash on Hand

	Budget 30/06/2020	B/Forward 01/07/2019	YTD Actual 30/04/2020
	5,975,279	9,040,423	7,104,176
	0	68,294	5,838,442
	2,296,784	497,572	646,848
	0	0	0
	0	0	1,018,066
	1,160	1,160	1,160
Total Cash Balance	8,273,223	9,607,449	14,608,693

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

Waste Management Reserve
 Bushfire Control & Management Reserve
 Aged Housing Reserve
 Employee Entitlements Reserve
 Arbuthnott Memorial Scholarship Reserve
 Strategic Planning Studies Reserve
 Land Development Reserve
 Vehicle and Plant Reserve
 Roadworks Reserve
 Parks and Reserves Reserve
 Contribution to Works Reserve
 Revaluation Reserve
 CBD Development Reserve
 Buildings Reserve
 Apple Funpark Reserve
 Information Technology Reserve
 Unspent Grants Reserve
 Carried Forward Projects Reserve

	1,372,380	1,469,228	1,469,228
	2,281	2,282	2,282
	1,347,962	1,155,954	1,170,211
	256,255	218,912	221,663
	3,684	3,885	3,885
	40,051	40,051	40,051
	223,548	250,000	250,000
	395,295	511,275	511,275
	1,112,344	435,434	435,434
	0	75,276	75,276
	0	307,125	307,125
	60,950	950	950
	3,054	3,054	3,054
	927,566	853,366	853,366
	103,211	99,521	99,521
	126,698	119,523	119,523
	0	1,837,875	17,440
	0	1,656,712	1,523,892
	5,975,279	9,040,423	7,104,176

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2020

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

Cash at Bank and on Hand
 Restricted Assets - Reserves
 Restricted Assets - Bond Deposits
 Sundry Debtors Rates
 Receivables/Debtors
 Accrued Income
 GST Asset Clearing A/C
 ESL Asset Clearing A/C
 Prepayments
 Stock on Hand
 Land Half for Resale
 Self Supporting Loan Debtors

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 30/04/2020 \$
Cash at Bank and on Hand	2,297,944	567,026	1,666,075
Restricted Assets - Reserves	4,199,897	9,040,423	7,104,176
Restricted Assets - Bond Deposits	0	5,337,749	5,838,442
Sundry Debtors Rates	402,218	417,750	670,755
Receivables/Debtors	140,000	254,873	241,620
Accrued Income	100,000	187,300	0
GST Asset Clearing A/C	50,000	94,231	62,804
ESL Asset Clearing A/C	0	23,895	305,913
Prepayments	5,000	2,530	0
Stock on Hand	129,332	28,251	10,284
Land Half for Resale	163,670	163,670	163,670
Self Supporting Loan Debtors	0	8,660	0
	7,488,061	16,126,358	16,063,739

CURRENT LIABILITIES

Provision for LSL Current
 Provision for A/L Current
 Add Cash Backed Reserve
 Payments Received in Advance
 Accrued Salaries/Wages
 Accrued Loan Interest
 Accrued Expenses
 Prepaid Rates
 GST Liability Clearing A/C
 ESL Liability Clearing A/C
 PAYG Clearing A/C
 Loan Liability (Current Portion)
 Self Supporting Loan Income
 Sundry Creditors
 Restricted Liability - Trust Bonds
 Less Restricted Assets - Reserves

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 30/04/2020 \$
Provision for LSL Current	(318,573)	(318,573)	(318,573)
Provision for A/L Current	(435,668)	(435,668)	(435,668)
Add Cash Backed Reserve	318,573	218,912	218,912
Payments Received in Advance	(100,000)	0	0
Accrued Salaries/Wages	(200,000)	(181,501)	0
Accrued Loan Interest	(5,000)	(2,436)	0
Accrued Expenses	(200,000)	(47,520)	0
Prepaid Rates	(200,000)	(115,057)	(102,965)
GST Liability Clearing A/C	(100,000)	(41,047)	(23,422)
ESL Liability Clearing A/C	(500)	(116)	(299,348)
PAYG Clearing A/C	(150,000)	(109,803)	(109,702)
Loan Liability (Current Portion)	(75,313)	(30,795)	0
Self Supporting Loan Income	0	(8,660)	0
Sundry Creditors	(1,821,683)	(675,922)	(309,441)
Restricted Liability - Trust Bonds	0	0	(5,838,442)
Less Restricted Assets - Reserves	(4,199,897)	(9,040,423)	(7,104,176)
	(7,488,061)	(10,788,609)	(14,322,825)

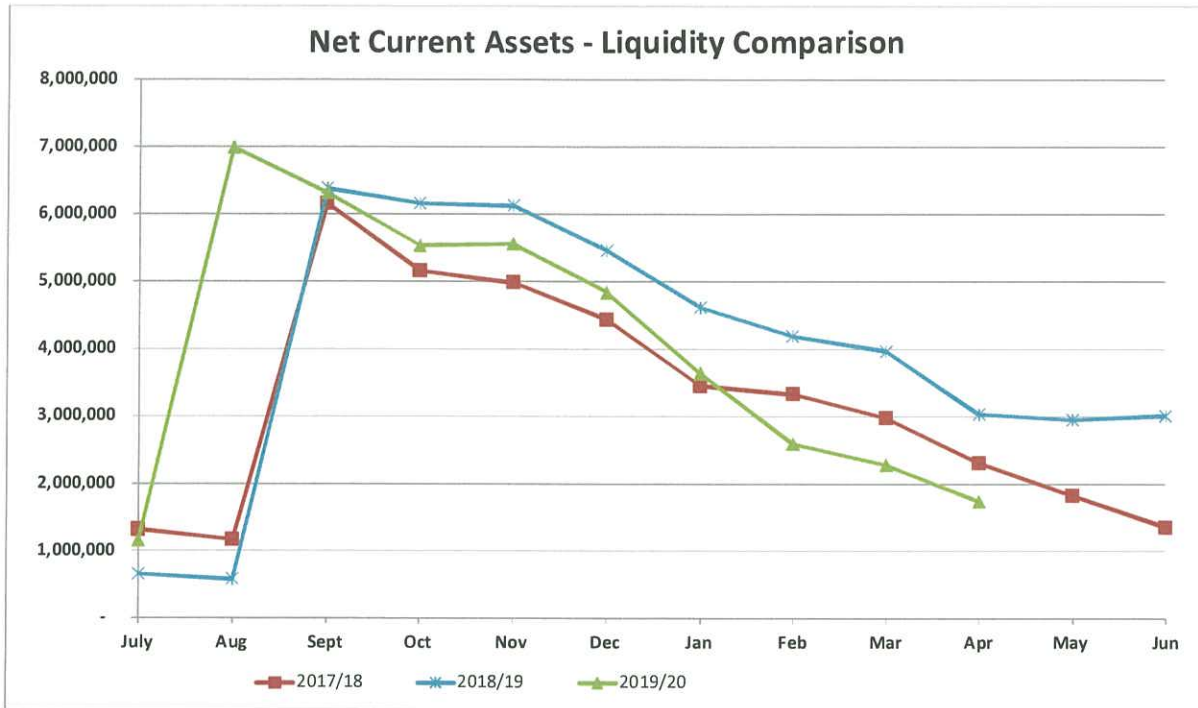
NET CURRENT FUNDING POSITION

0 5,337,749 1,740,914

Net Current Assets - Liquidity Comparison			
Month	2017/18	2018/19	2019/20
July	1,313,270	655,255	1,152,916
August	1,167,107	577,376	6,991,493
September	6,157,360	6,377,761	6,323,548
October	5,163,094	6,155,719	5,540,643
November	4,982,406	6,125,435	5,559,973
December	4,442,157	5,457,420	4,844,897
January	3,456,447	4,619,542	3,636,167
February	3,330,127	4,195,258	2,596,196
March	2,978,456	3,962,956	2,279,317
April	2,307,336	3,032,763	1,740,914
May	1,822,010	2,948,242	
June	1,361,688	3,007,579	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2020

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 =

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

	2017/18	2018/19	2019/20
July	3.16	1.37	1.75
August	2.11	1.33	6.15
September	6.87	5.44	5.90
October	5.43	4.64	5.40
November	4.56	5.82	5.02
December	5.38	4.79	4.83
January	3.32	3.84	3.61
February	3.74	3.32	2.21
March	3.58	3.73	2.56
April	2.70	2.65	2.26
May	2.55	3.03	-
June	1.75	2.79	-

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2020

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 \$5,000 will apply for reporting purposes. That is all variances greater than \$5,000 will be reported to Council.

Any variance less than \$5,000 will not be reported to Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

A table showing material variances, as at 30th April 2020 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

The variance analysis shows a number of variances with a comment of 'budget timing variation'. The variances are temporary in nature and relate to the timing of income or expenditure when compared to the projected year to date budget results. Essentially this is a variance in projected cashflow when actual results are compared to budget results.

Unless otherwise indicated in the schedule and these notes, other budget timing variations are expected to be resolved as the financial year proceeds.

General Purpose Funding

Variances have been identified for Rating valuations and late payment interest. The financial impacts are listed in the variance analysis report.

Variances have been identified for investment income - returns are based on prevailing interest rates and is currently being impacted by covid 19.

Governance

Variances identified within this program as budget timing are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Increased expenditure for non specific legal costs of approx. \$12k due to additional legal proceedings.

Loan and Capital Expenditure for the upgrades to the Shire Administration Centre has been postponed for 2019/20.

Law, Order and Public Safety

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Identified variances primarily relate to Fire control expenditure, ESL operating expenses and Bushfire mitigation works variance for capital works for bushfire buildings relates to timing of budget allocation versus work completed.

Additional grant funding of approx \$55k has been received from DFES for 2018/19 ESL expenditure

Health

Variances identified within this program relating to sundry health expenses are expected to resolve as the financial year proceeds.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2020

5. VARIANCE ANALYSIS

Education and Welfare

Material variances reported within this program principally relate to the operation of Council's Frail Aged Lodge, Preston Retirement Village & Well Aged units.

Variances have been identified for Bridge St Housing project -going forward this will no longer be a Council project.

Construction of additional Units at Preston Village have been postponed for 2019/20

Community Amenities

Normal operation variances are reported for Waste management services and are generally temporary in nature.

Expenditure for Town Planning legal expenses will increase by approx \$5.5k from budgeted estimates.

All other variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Recreation and Culture

All variances other than those identified within the variance analysis are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Transport

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Economic Services

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only.

Public Works Overheads

All variances reported within public works overheads which are expected to resolve as the year proceeds

Total public works overheads are currently over allocated by \$801.

Total plant operation costs are currently under allocated by \$70,985. (Plant hourly rates modified)

Total gross wages and salaries expenditure is approx. \$200k over year to date budget.

6. Minor Debts Written Off Under Delegation

For the month of April the following minor debts have been written off under delegation by CEO.

Rates	\$	49.36
Other	\$	-

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 30th April 2020

7. ASSET ACQUISITION

Acquisition of assets are capitalised in accordance with Australian Accounting Standard 21.

ASSETS ACQUIRED BY TYPE

	2019/20	
	Amended Budget \$	Actual \$
Land & Buildings	2,493,038	835,614
Plant & Equipment	715,245	662,707
Furniture & Equipment	30,900	0
Infrastructure Assets - Roads	1,672,108	1,434,000
Infrastructure Assets - Other	540,398	191,313
	5,451,689	3,123,634

ASSETS ACQUIRED BY PROGRAM

	2019/20	
	Amended Budget \$	Actual \$
Governance	196,030	8,168
Law, Order & Public Safety	659,125	525,160
Health	900	0
Education and Welfare	1,413,801	175,172
Community Amenities	91,604	6,701
Recreation & Culture	459,682	184,278
Transport	2,525,224	2,158,152
Economic Services	105,323	66,003
	5,451,689	3,123,634

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

8. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2019/20	
	Amended Budget \$	Actual \$
Proceeds of Sale of Assets		
Plant & Equipment	0	235,545
	0	235,545
Less Written Down Value at Disposal	0	262,234
Profit/(Loss) on Disposal	0	(26,688)

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2019/20	
	Amended Budget \$	Actual \$
Transport	0	(29,547)
Economic Services	0	2,859
	0	(26,688)

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

9. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 30th April 2020 is \$469,454.00

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2020

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre Building Improvements	10,000	1,558		1,558				
105640	Council Chambers - Upgrade	1,500	0						
105640	Shire Admin - Wireless Access Points	0	-4,305		-4,305				
105640	Shire Admin - Exterior Repaint	8,160	0		0				
105640	Shire Admin - External Wall - Repoint fretted joi	1,020	0		0				
105640	Shire Admin - Renew floor coverings	25,500	0		0				
105640	Shire Admin - Repaint interior	10,200	0		0				
105640	Shire Admin - Drywall brick face walls	20,400	0		0				
105640	Shire Admin - Paint straw board ceiling panels	6,120	0		0				
105640	Shire Admin - Replace aircon Dev Svcs	12,240	0		0				
105640	Shire Admin - Replace aircon Admin	0	10,915		10,915				
105640	Shire Admin - Replace front counter	14,280	0		0				
105640	Shire Admin - Install auto front doors	20,400	0		0				
105640	Shire Admin - Replace kitchen cupboards	8,160	0		0				
105640	Shire Admin - Roof space line bare frame walls	2,550	0		0				
105640	Shire Admin - Improve disability access	25,500	0		0				
105840	Replacement of Shire Office Telephone System	30,000	0		0				
		196,030	8,168	0	8,168	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103540	Light Tanker - Lowden BFB	0	0						
103840	Beelerup Fire Station 1x Appliance Bay Facility	476,703	416,870		416,870		0		
103840	Kirup/Brazier BFB - Ablutions, Meeting Room &	130,500	100,454		100,454				
103840	Ferndale BFB	47,922	7,756		7,756				
Animal Control									
107940	Dog Pound Facilities Improvements	4,000	80		80				
		659,125	525,160	0	525,160	0	0	0	0
HEALTH									
Health Inspection and Administration									
168100	Purchase Furniture	900	0				0		
		900	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Other Welfare									
173840	Tuia Lodge Extensions (11 room facility)	50,000	1,960		1,960				
173840	Tuia Lodge Fire Suppression System	320,000	69,474		69,474				
173840	Tuia Lodge Various Building Upgrades	15,000	1,070		1,070				
173840	Tuia Lodge - Add rail to balustrading	0							

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2020

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
EDUCATION AND WELFARE									
Other Welfare									
173840	Tuia Lodge - Marri Wing Rm 12, 14 & 16 - Refu	68,000	67,868		67,868				
180940	Minninup Cottages Unit 3 - Accessibility Ramp	3,570	0		0				
180940	Minninup Cottages Unit 4 - Accessibility Ramp	3,570	0		0				
180940	Minninup Cottages Unit 5-8 - Roof Restoration	6,200	0		0				
180940	Minninup Cottages Unit 7 - Interior Refurbishme	30,000	4,723		4,723				
180940	Minninup Cottages Unit 8 - Replace Oven	1,273							
180940	Minninup Cottages Unit 7 - Replace Carpet	2,980							
180940	Minninup Cottages Unit 10 -Laundry Trough	470	0		0				
180940	Minninup Cottages Unit 12 - Replace Kitchen C:	2,000	6,938		6,938				
180940	Minninup Cottages Unit 12 - Replace Laundry/B	2,087	0		0				
180940	Minninup Cottages Unit 12 - Replace Carpet	2,851	0		0				
180940	Langley Villas - Unit 8 - Retile laundry	3,300	3,300		3,300				
147140	Construction of Units 14 to 17	900,000	4,813		4,813				
181040	Affordable Housing Project - Siteworks / Land R	2,000	14,578	14,578					
181050	Affordable Housing Project - Building Constructi	500	450		450				
		1,413,801	175,172	14,578	160,594	0	0	0	0
COMMUNITY AMENITIES									
Other Community Ammenities									
109650	Public Toilets - Vin Farley Park	510	170		170				
109650	Public Toilets - Kirup	4,947	906		906				
109650	Public Toilets - Mullalyup	2,550	632		632				
109650	Public Toilets - Donnybrook Cemetery	510	380		380				
109650	Public Toilets - Apex Park	5,814	900		900				
109650	Public Toilets - Balingup Community Centre	3,825	0		0				
109650	Ablutions - Egan Park Transit Park	2,448	0		0				
111240	Apple Fun Park Development	50,000	3,413						
109640	Donnybrook Cemetery Internal Roads	15,000	300						3,413
111250	Meldene Park	6,000	0						300
		91,604	6,701	0	2,988	0	0	0	3,713

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2020

APPENDIX A **Details of Capital Works Program - 2019/20**

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
RECREATION AND CULTURE									
Public Halls									
110640	Public Hall - Donnybrook	65,280	14,403		14,403				
110640	Public Hall - Balingup (and library)	6,630	0		0				
110640	Public Hall - Kirup	5,100	620		620				
110640	Public Hall - Newlands	3,774	6,000		6,000				
110640	Public Hall - Yabberup	2,040	200		200				
110640	Community Centre & Infant Health Clinic Dbk	6,120	0		0				
125840	Balingup Hall	5,878	5,878		5,878				
Other Recreation and Sport									
172940	Dbk Rec Centre - Install Safety Railing in Pool	19,024	15,988		15,988.28				
172940	Dbk Rec Centre - Access Ladder	0	3,125		3,125.00				
172940	Dbk Rec Centre - Exit Signs Gym	0	1,171		1,170.56				
172940	Dbk Rec Centre - Resurface Stadium Floor	5,976	0		0.00				
172940	Dbk Rec Centre - Repair Damaged Pool Conco	30,500	8,565		8,565.00				
172940	Dbk Rec Centre - Hot Water System	0	6,609		6,609.00				
178240	VC Mitchell Park - Football Clubroom & Kiosk	47,124	39,684		39,684				
178240	Egan Park - Netball Clubrooms	1,224	0		0				
126820	VC Mitchell Park - Renew Boundary Fence	10,200	0		0				
126820	VC Mitchell Park - Lighting Upgrade	39,686	40,136						0
126820	Vin Farley Park - Retic Connections	14,076	0						40,136
126820	Dbk Community Cntr - Retic Replacement	10,150	4,700						0
126820	Repairs to play equipment	10,000	0						4,700
126820	Dbk Amphitheatre	13,500	0						0
126820	Shire Ovals	7,500	0						0
126820	Avenue of Honour, Balingup	6,000	2,051						0
126820	Streetlight Replacement	8,000	0						2,051
126820	Meldene Park	6,000	540						0
106940	Repairs to play equipment	0	0						540
189040	Dbk Rec - Stadium Floor Scrubber	5,800	0						0
189040	Dbk Rec - Emergency Chemical Body Shower	2,400	0			0			
189040	Dbk Rec - Gym Equipment	5,000	0			0			
189040	Dbk Rec - Point of Sale System	700	0			0			
102840	Balingup Rec Centre	9,000	8,336		8,336				
111840	Shire owned Street Lights	8,000	9,224						
Libraries									
130440	Dbk Community Library - Planning for upgrade	3,000	0		0				
110840	Balingup Library - Computer w/station	2,000	0		0				9,224

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2020

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
RECREATION AND CULTURE									
Other Culture									
110940	Donnybrook Town Centre Revitalisation	100,000	17,049						17,049
		459,682	184,278.48	0	110,579	0	0	0	73,700
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	30,000	23,660						23,660
132100	Roadworks Construction - General	962,000	834,567					834,567	
133000	Roads to Recovery Program	425,108	393,946					393,946	
133300	Blackspot Projects	285,000	205,487					205,487	
132400	Footpath Construction Program	188,400	79,855						79,855
Road Plant Purchases									
135540	Replace Grader - DB2462	344,250	356,669			356,669			
135540	Replace Tip Truck - DB1149	205,032	207,560			207,560			
135540	Replace Ford Ranger Ute - DB102	25,629	26,357			26,357			
135540	Replace Kubota Mower - DB193	32,805	30,051			30,051			
135540	Radio Conversion to VHF	12,000	0			0			
135540	Sundry Small Plant (to be determined by MSW)	15,000	0			0			
		2,525,224	2,158,151.64	0	0	620,637	0	1,434,000	103,515
ECONOMIC SERVICES									
Tourism and Area Promotion									
173120	Develop Visitor & Tourism Infrastructure	7,500	0						0
102940	Dbk Transit Park Constructions	10,386	10,386						10,386
Building Control									
141960	Dental Clinic	510	0		0				
141960	Medical Centre	5,100	6,372		6,372				
141960	Donnybrook Museum	2,244	0		0				
141960	Donnybrook Railway Station	5,100	3,900		3,900				
141960	Donnybrook Cemetery Gazebo	3,978	2,475		2,475				
141960	Vacant Building (Ex SES Dbk)	816	630		630				
141950	Bendigo Bank building	3,060	170		170				
143140	Land Acquisitions	0	0	0					
141940	Replace Isuzu - DB15	41,000	42,070			42,070			
141940	Replace Bldg Surveyor Ute - DB631	25,629	0			0			
		105,323	66,003.07	0	13,547	42,070	0	0	10,386
TOTAL CAPITAL EXPENDITURE		5,451,689	3,123,634	14,578	821,036	662,707	0	1,434,000	191,313

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 30th April 2020

Appendix B Asset Disposal Schedule - 2019/20

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
GOVERNANCE								
LAW, ORDER, PUBLIC SAFETY								
Fire Control								
61093	Ferndale 2.4 Light Tanker - DB137	Plant & Equipment	547,900	547,900	0			0
			<u>547,900</u>	<u>547,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TRANSPORT								
Road Plant Purchases								
61189	Caterpillar Grader - DB2462	Plant and Equipment	268,313	268,313	0			
61199	Isuzu Giga Tip Truck - DB1149	Plant and Equipment	170,176	170,176	0	125,000	115,797	9,203
61236	Ford Ranger Ute - DB102	Plant and Equipment	12,302	12,302	0	80,000	89,561	(9,561)
61284	Kubota Tractor Mower - DB193	Plant and Equipment	22,553	22,553	0			0
61078	Nissan Civial Bus - DB2542	Plant and Equipment	0	0	0	9,091	15,644	(6,553)
			<u>0</u>	<u>0</u>	<u>0</u>	<u>2,364</u>	<u>25,000</u>	<u>(22,636)</u>
			<u>473,344</u>	<u>473,344</u>	<u>0</u>	<u>216,455</u>	<u>246,001</u>	<u>(29,547)</u>
ECONOMIC SERVICES								
Building Control								
61267	Isuzu MU-X - DB15	Plant and Equipment	23,579	23,579	0			
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	10,252	10,252	0	19,091	16,232	2,859
			<u>33,831</u>	<u>33,831</u>	<u>0</u>	<u>19,091</u>	<u>16,232</u>	<u>2,859</u>
			<u>1,055,075</u>	<u>1,055,075</u>	<u>0</u>	<u>235,545</u>	<u>262,234</u>	<u>(26,688)</u>

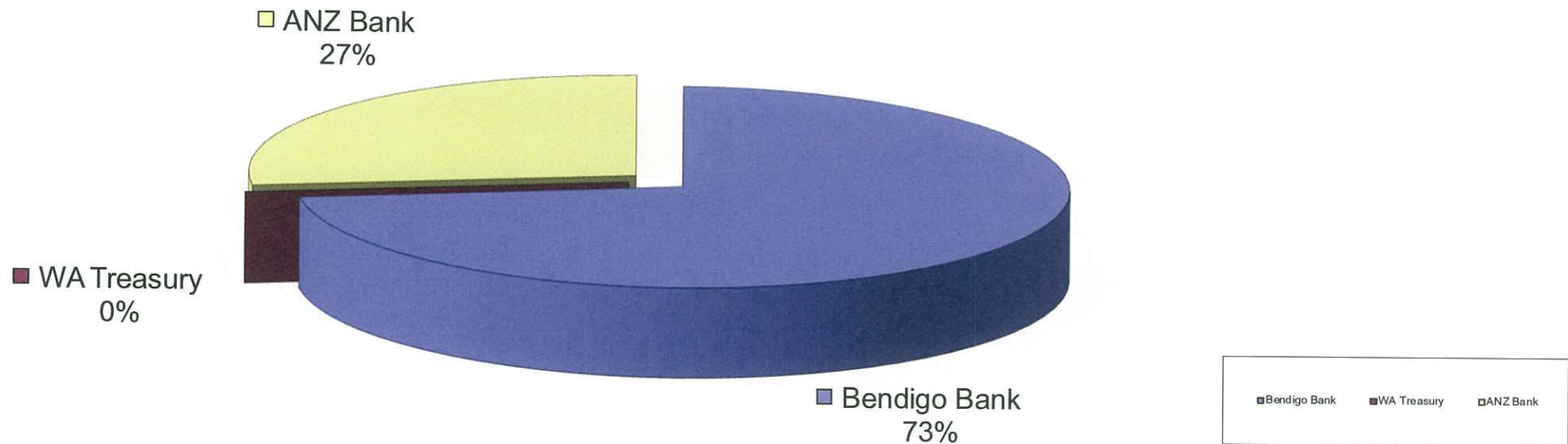
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 30th April 2020

FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$1,548,367.30	\$1,050,366.17	-\$1,630,775.64	\$967,957.83
	Bendigo	1.45%	13-May-2020	\$1,003,575.34	\$0.00	\$0.00	\$1,003,575.34
	WA Treasury - General	0.95%	At Call	\$14,488.66	\$2.40	\$0.00	\$14,491.06
				\$2,566,431.30	\$1,050,368.57	-\$1,630,775.64	\$1,986,024.23
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$739.70	\$20.00	\$0.00	\$759.70
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				\$739.70	\$20.00	\$0.00	\$759.70
Roadworks Bonds	ANZ	1.02%	25-May-2020	\$87,439.52	\$0.00	\$0.00	\$87,439.52
Tuia Lodge Accommodation Bonds	Bendigo A/c: 706110	1.30%	6-Jun-2020	\$2,502,679.70	\$0.00	\$0.00	\$2,502,679.70
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88979	0.90%	18-May-2020	\$939,335.64	\$0.00	\$0.00	\$939,335.64
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88980	0.90%	18-May-2020	\$939,335.64	\$0.00	\$0.00	\$939,335.64
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88981	0.90%	18-May-2020	\$939,335.64	\$0.00	\$0.00	\$939,335.64
Extractive Industry Licence	ANZ	1.02%	25-May-2020	\$113,995.78	\$0.00	\$0.00	\$113,995.78
Miscellaneous Investments	ANZ	1.02%	25-May-2020	\$10,509.48	\$0.00	\$0.00	\$10,509.48
Public Open Space Contributions	ANZ	1.02%	25-May-2020	\$76,973.30	\$0.00	\$0.00	\$76,973.30
				\$5,609,604.70	\$0.00	\$0.00	\$5,609,604.70
FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
LONG TERM INVESTMENT							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				\$25,000.00	\$0.00	\$0.00	\$25,000.00
INVESTMENT FUND							
Aged Housing Reserve	ANZ A/c: 9732-82219	1.45%	5-May-2020	\$1,153,169.27	\$0.00	\$0.00	\$1,153,169.27
Waste Management Reserve	ANZ A/c: 9732-82198	1.45%	5-May-2020	\$1,469,227.62	\$0.00	\$0.00	\$1,469,227.62
Buildings	ANZ A/c: 9732-82235	1.45%	5-May-2020	\$853,366.12	\$0.00	\$0.00	\$853,366.12
Land	ANZ A/c: 9732-82235	1.45%	5-May-2020	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Valuation Reserve	Bendigo A/c: 2915919	0.80%	15-Jun-2020	\$950.10	\$0.60	\$0.00	\$950.70
Employee Leave & Gratuity Reserve	Bendigo A/c: 2915919	0.80%	15-Jun-2020	\$220,617.94	\$140.53	\$0.00	\$220,758.47
Roadworks Reserve Account	Bendigo A/c: 2915914	1.20%	16-Jun-2020	\$854,791.43	\$0.00	\$0.00	\$854,791.43
CBD Development Reserve	Bendigo A/c: 2915914	1.20%	16-Jun-2020	\$3,053.54	\$0.00	\$0.00	\$3,053.54
Bushfire Control & Management Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$2,281.91	\$0.00	\$0.00	\$2,281.91
Arbuthnott Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$3,884.65	\$0.00	\$0.00	\$3,884.65
Information Technology Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$119,523.19	\$0.00	\$0.00	\$119,523.19
Langley Villas & Minn Cotts Contingency Account	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$12,919.22	\$0.00	\$0.00	\$12,919.22
Town Planning Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$40,051.22	\$0.00	\$0.00	\$40,051.22
Plant Replacement Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$511,274.77	\$0.00	\$0.00	\$511,274.77
Apple Fun Park Reserve	Bendigo A/c: 2915921	1.20%	16-Jun-2020	\$99,521.26	\$0.00	\$0.00	\$99,521.26
Carried Forward Projects Reserve	Bendigo A/c: 2915919	0.80%	15-Jun-2020	\$1,504,375.75	\$958.27	\$0.00	\$1,505,334.02
				\$7,124,007.99	\$1,099.40	\$0.00	\$7,125,107.39
TOTAL CASH & INVESTMENTS				\$15,300,783.69	\$1,051,487.97	-\$1,630,775.64	\$14,721,496.02

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$10,692,323.87	72.63%	75%	A -2
WA Treasury	\$14,491.06	0.10%	100%	AAA
ANZ Bank	\$4,014,681.09	27.27%	100%	A -1+
	\$14,721,496.02	100.00%		

Shire of Donnybrook - Balingup Investment Balances



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 30th April 2020**

MUNICIPAL FUND

Balance as per Bank Statements	967,958
Investments - Muni Funds	1,018,066
Investments - Trust Bonds	5,532,791
Deposits not yet Credited	-2,082
Less Outstanding Cheques	(26,413)
Receipts not yet processed	2,782
Outstanding Transfers from Reserve	10,158
Outstanding Transfers to Reserves	(904)
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	0
Cheques not Yet Processed	0
Credit Card Payments	0
Bank Adjustment	0
<i>Balance as per Cash At Bank Account</i>	<u>7,502,356</u>

PETTY CASH

Shire Petty Cash on Hand	300
Shire Till Float on Hand	300
Tuia Lodge Petty Cash on Hand	200
Tuia Lodge Resident Kitty Float	1,000
Rec Centre Till Float on Hand	200
Dbk Community Library	100
Balingup Library	60
<i>Balance as per Petty Cash Account</i>	<u>2,160</u>

TRUST FUNDS

Balance as per Bank Statements	760
Investments	76,973
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(740)
Less DOT EFT payment	0
Bank Adjustment	0
Outstanding Transfers	(20)
<i>Balance as per Cash At Bank Account</i>	<u>76,973</u>

RESERVE FUND

Investments	7,100,107
<i>Balance as per Cash At Bank Account</i>	<u>7,100,107</u>

LONG TERM INVESTMENT

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

TOTAL BALANCE CASH AT BANK	<u>14,706,597</u>
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SHIRE OF DONNYBROOK-BALINGUP

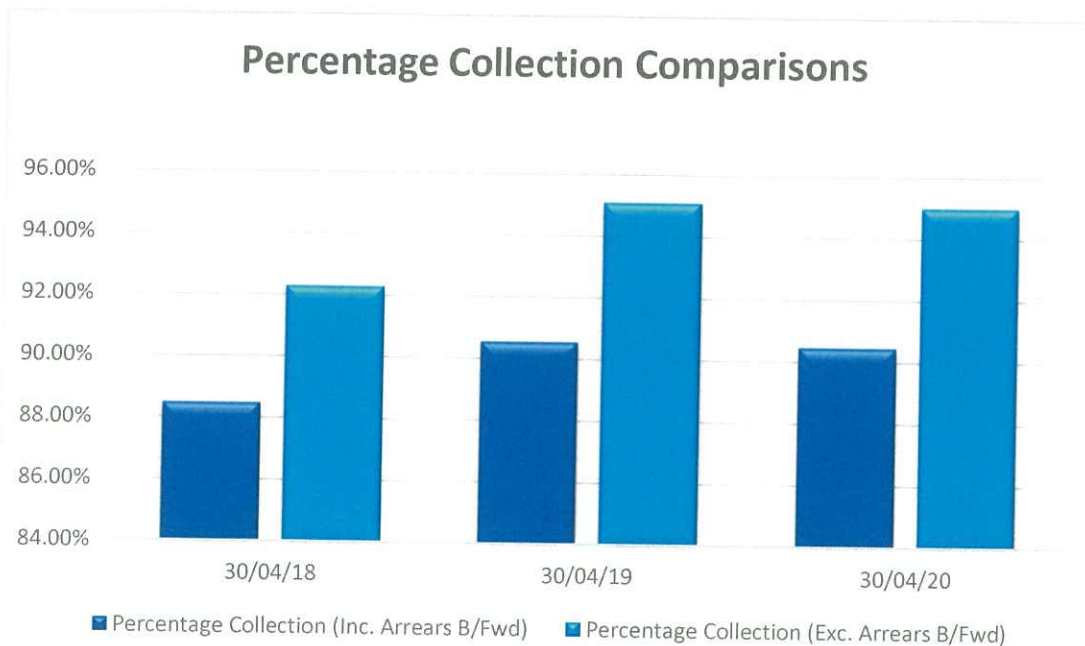
Rates Collection Statistics as at 30th April 2020

	Rates % Mar 20'	Movement in Apr '20	Rates % Apr '20
Arrears Brought Forward	404,298	-144,605	259,693
Billing To Date	5,171,264	7,815	5,179,078
	5,575,562	-136,791	5,438,771
Less Received To Date	4,851,937	68,077	4,920,013
Balance Owed	723,625	-204,867	518,758
Percentage Collection (Including Arrears B/Fwd)	87.02%	3.44%	90.46%
Percentage Collection (On 19/20)	93.82%	1.17%	95.00%

Note: Rates equating to approx 2.5% are not immediately collectable, being validly deffered under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

SHIRE OF DONNYBROOK-BALINGUP
Rates Comparison Statistics as at 30th April 2020

	30/04/18	30/04/19	30/04/20
Arrears Brought Forward	201,293	252,021	259,693
Billing To Date	4,662,769	5,006,696	5,179,078
Total Raised Inc. Arrears	4,864,062	5,258,717	5,438,771
Less Received To Date	4,303,272	4,760,882	4,920,013
Balance Owed	560,790	497,835	518,758
Percentage Collection (Inc. Arrears B/Fwd)	88.47%	90.53%	90.46%
Percentage Collection (Exc. Arrears B/Fwd)	92.29%	95.09%	95.00%



**Shire of
Donnybrook Balingup
Community Grant
Funding Scheme
Guidelines
2019 – 2020**



Community Grant Funding Scheme - Overview

The Shire of Donnybrook Balingup Community Funding Scheme aims to build sustainable local communities, enhance the social wellbeing and development of the Shire of Donnybrook Balingup 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 will work with you/your group to help build a sustainable community and improve the quality of life for people in our Shire. Applicants are expected to provide as much contribution as possible to their projects, activities and events.

Eligibility

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

- Offer a project or activity within the Shire of Donnybrook Balingup'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 of Donnybrook Balingup funding was previously received,
- Have no outstanding debts to the Shire of Donnybrook Balingup,
- Undertake the project, activity or event for the benefit of the wider community; and
- Submit an application 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 of Donnybrook Balingup Community Funding Scheme does not provide funding for:

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

Community Grant Funding Scheme - Overview

Applications will be assessed according to the following priorities of the Shire of Donnybrook Balingup Community Funding Scheme:

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 effect that will have an impact beyond the funding period.

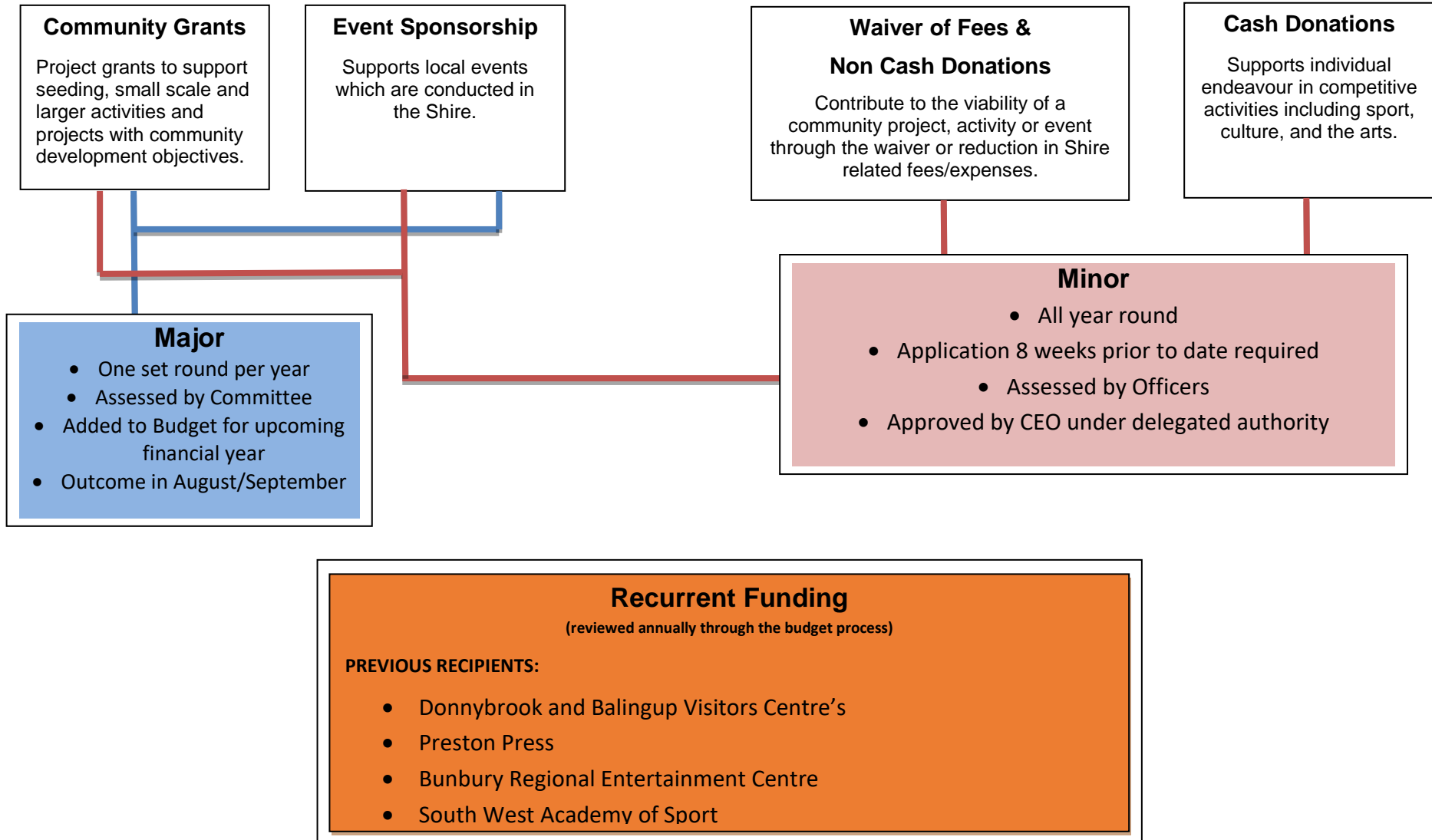
Demonstrate Accountability for the Expenditure of Public Funds

- 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 of Donnybrook Balingup will be used for their intended purpose; and
- Seek to maximise value for money.

Recognise the Shire of Donnybrook Balingup's Contribution

- Enhance the image of the Shire of Donnybrook Balingup.

Community Grant Funding Scheme - Overview



How to apply for Funding

Major Community Grant & Major Event Sponsorship

We aim to make the application process as simple as possible but if you have any questions please make sure you contact the Community Development Office on 9780 4200.

Step 1

Read the Grant Funding Scheme 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 Office on ph: 9780 4200 or email communitydevelopment@donnybrook.wa.gov.au.

Step 2

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

Step 3

Major Community Grant funding and Major Event Sponsorship funding is available through an annual, competitive application process. Complete the Application Form and lodge with the Shire before 4pm on Friday 26th April 2019.

Step 4

Major Community Grant funding and Major Event Sponsorship funding applications are assessed in early May each year by the assessment Committee. The Committee's recommendations are considered by Council as part of the annual budget process which concludes with the adoption of the Shire's annual budget in August/September each year.

Step 5

Upon adoption of the Shire's annual budget (usually August/September), Major Community Grants and Major Event Sponsorship applicants are notified of the outcome via letter. If successful, you will be provided with details of how you can access the funds.

Step 6

You deliver your project, activity or event!

Step 7

Complete an Acquittal Form within 12 weeks of the completion date or by 30th June (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 Grant Funding Scheme 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 Officer on ph: 9780 4200 or email communitydevelopment@donnybrook.wa.gov.au.

Step 2

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

Step 3

Funding requests for Minor Community Grants, Minor Event Sponsorship, requests for Waiver of Fees, Cash and Non Cash Donations are all available year round.
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 Shire Officers and approved by the CEO.

Please allow 8 weeks for assessment.

Step 5

Upon completion of this assessment, applicants are notified of the outcome via letter. If successful, you will be provided with details of how you can access the funds.

Step 6

You deliver your project, activity or event!

Step 7

Complete an Acquittal Form within 12 weeks of the completion date or by 30th June (whichever comes first) and return to the Shire.

How to apply for Recurrent Funding

In the 2018/2019 budget the following organisations received recurrent funding from the Shire of Donnybrook Balingup:

- The Donnybrook and Balingup Visitors Centre's
- Preston Press
- Bunbury Regional Entertainment Centre
- South West Academy of Sport

Recipients of recurrent funding are required to apply annually no later than 26th April 2019. Recipients are required to complete an Application Form and provide supporting documentation as detailed on the Form. The Shire of Donnybrook Balingup will determine the level of funding available to each organisation on an annual basis.

Step 1

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

Step 2

Recipients of recurrent funding are required to apply annually no later than 26th April by submitting an Application Form.

Step 3

Collate supporting documentation as detailed in the Application Form.

Step 4

Recurrent Funding applications are assessed in early May each year by the Committee. The Committee's recommendations are considered by Council as part of the annual budget process which concludes with the adoption of the Shire's annual budget in August/September each year.

Step 5

Upon adoption of the Shire's annual budget (usually August/September), applicants are notified of the outcome via letter. If successful, you will be provided with details of how you can access the funds.

Who can apply?

These grants are available to not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an auspicing organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

When can you apply?

Applications are made once a year as a part of the Shire's annual Community Grant round which usually opens in February 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 Grants and Awards Committee. The Committees recommendations are submitted to Council for consideration as part of the annual Shire budget process.

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 project's or activities expected benefits,
- A contribution in cash or kind from the applicant,
- Community and stakeholder support for the project,
- 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 auspicing bodies current Certificate of Incorporation,,
- Copy of your groups most recent audited financial statement,
- Copy of your group's insurance certificate/s of currency OR your group's auspicing bodies insurance certificate/s of currency,
- 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?

These grants are available to not-for-profit organisations and community organisations and groups. Unincorporated organisations must be supported by an auspicating organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

When can you apply?

Applications can be made at any time throughout the year. Applications must be received a minimum of eight (8) 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

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 project's expected benefits,
- A contribution in cash or kind from the applicant,
- Community and stakeholder support for the project,
- Demonstrated project planning, management and expertise.

Documents we need

- A completed Application Form,
- Copy of your group's current Certificate of Incorporation OR your group's auspicating bodies current Certificate of Incorporation,
- Copy of your group's insurance certificate/s of currency OR your group's auspicating bodies insurance certificate/s of currency.

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 of Donnybrook Balingup. This funding is open to not-for-profit and commercial organisations. Unincorporated organisations must be supported by an auspicng organisation (an incorporated organisation willing to act as an ‘umbrella’ organisation).

When can you apply?

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 Grants and Awards Committee’s. The Committees recommendations are submitted to Council for consideration as part of the annual Shire budget process.

What we support?

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

What we look for in your application?

- Clearly defined event objectives,
- Innovative approach to the carrying out of 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,
- Free or affordable entry.

Documents we need

- A completed Application Form,
- Copy of the event organisers 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.
- A copy of the event organisers recent audited financial statement,
- A completed Shire of Donnybrook Balingup Event Fact Finding Form will be required *at least 12 weeks prior to your event.*

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 of Donnybrook Balingup. This funding is open to not-for-profit and commercial organisations. Unincorporated organisations must be supported by an auspicing organisation (an incorporated organisation willing to act as an 'umbrella' organisation).

When can you apply?

Applications can be made throughout the year. Applications must be received a minimum of eight (8) 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

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

What we look for in your application

- Clearly defined event objectives,
- Innovative approach to the carrying out of the event,
- Well-planned and achievable event within a specified timeline,
- Events that encourage community participation and capacity building,
- Events that work in partnership with community or business organisations,
- A contribution in cash or kind from the applicant,
- Free or affordable entry.

Documents we need

- A completed Application Form,
- Copy of the 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.
- A completed Shire of Donnybrook Balingup Event Fact Finding Form.

Who can apply?

Applicants must be Shire of Donnybrook Balingup residents.

When can I apply?

Applications can be made throughout the year. Applications must be received a minimum of eight (8) 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

Shire of Donnybrook Balingup 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:

International	Up to \$200 per applicant per year
National	Up to \$150 per applicant per year

What we look for

- Applicants are required to demonstrate that they will be participating on the basis of their selection through a competitive process,
- 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,
- 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 of Donnybrook Balingup. 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 eight (8) 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

Shire of Donnybrook Balingup 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. 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,
- Events that work in partnership with community or business organisations.

Documents we need

- A completed Application Form along with relevant supporting documentation.

Shire of Donnybrook Balingup 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.

Who can apply?

- Applicants whose primary purpose is to service the people living with the Shire of Donnybrook Balingup.
- Current recipients of Shire of Donnybrook Balingup Recurrent Funding include:
 - Donnybrook Regional Tourism Association (Donnybrook Visitors Centre - \$29,000 2017/18)
 - Balingup and Districts Tourism Association (Balingup Visitors Centre - \$29,000 2017/18)
 - Donnybrook Community Resource Centre (Preston Press - \$4,000 2017/18)
 - Bunbury Regional Entertainment Centre (\$4,000 2017/18)
 - Smart Events (\$2,000 2017/18)
 - South West Academy of Sport (\$1,000 2017/18)
 - RunAway Bus
 - Business South West

When can you apply?

Applications can be made once a year no later than the end of April. Applications are submitted to Council for consideration as part of the annual Shire budget process.

What we support?

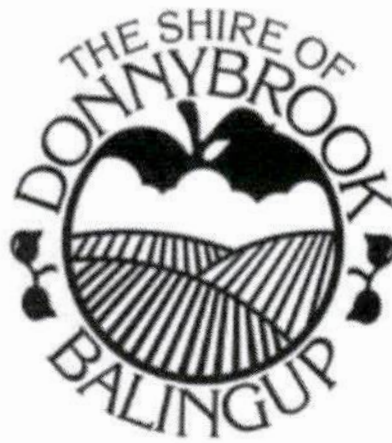
The Shire of Donnybrook Balingup supports projects and organisations that help build capacity within the community.

What we look for in your application?

- Clearly defined organisational objectives,
- Clearly defined organisational outcomes which demonstrate the benefits to the Shire of Donnybrook Balingup,
- Organisational outcomes that encourage community participation and capacity building within the Shire of Donnybrook Balingup,
- 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 statements,
- A copy of the organisations most recent annual report.



SHIRE OF DONNYBROOK BALINGUP	
RECEIVED	
26 APR 2019	
Record No:	1AS69678
File No:	FNG08/6
Officer:	BEH
X Ref:	
Corresps:	
Signed Off:	

Shire of Donnybrook Balingup Community Grant Funding Scheme 2019 - 2020

Major Community Grant – Maximum \$2,000

Application Form

Applications Close on Friday 26th April 2019

Please read the Community Grant Funding Guidelines before
completing this Application Form.

Please complete all fields in the application form and attach all/any relevant supporting materials.

Incomplete or late applications will not be accepted. Send your application by email or post to:

Chief Executive Officer
Shire of Donnybrook Balingup
PO Box 94
Donnybrook WA 6239
records@donnybrook.wa.gov.au

Applicant Information

1. Group/Organisation Name:

Donnybrook-Balingup Community Radio Inc

Main Contact Person:

Position Committee Member

Phone 9731 0947

Street Address 6 Trigwell Street

Suburb DONNYBROOK State WA Postcode 6239

Postal address (if same, please write as above)

AS ABOVE

Suburb

State

Postcode

Email Address jtcavill1@bigpond.com

Website

Project/Activity Summary

Project/Activity Title:

DBCR Emergency Power and Solar Supply Project

Grant amount requested:

\$2000

Project/Activity Description:

In order to give reliable and continuous broadcasting in the event of power failure we would like to install battery backup and solar power facilities at the Donnybrook site.

Project/Activity Date/s:

By end June 2019

Group/Organisation Details

2. Is your Group/Organisation incorporated? YES NO

If YES Please provide copy of your Certificate of Incorporation

If NO, name of auspicing body:

Please provide a copy of the auspicing body's Certificate of Incorporation.

3. Does your Group/Organisation have an ABN YES NO

ABN # 38 189 372 542

If you do not have an ABN please complete and attach a Statement by Supplier form.

4. Is your organisation registered for GST? YES NO

5. Does your organisation have public liability insurance cover for the duration of the project/activity?

YES NO

Insured Amount: \$10,000,000

_____ *Please provide a certificate of currency with this application.*

Project/Activity Information

6. Provide a brief description of the expected benefits of your project/activity?

Provision of backup power in the event of a main system power failure. This will ensure continuous service and enable emergency messages to be transmitted if necessary.

Project/Activity Information (Cont'd)

7. Provide a brief description of the anticipated number of people that will benefit from the project/activity, directly and indirectly. Please detail how this will be measured.

All residents of the Donnybrook-Balingup shire will be able to receive radio transmissions regardless of whether mains power is available to them.

8. Provide a brief description of your organisation and who will be involved in the development/delivery of your project/activity?

Volunteer community organisation staffed by ex-professional personnel in electrical and IT areas.

9. Provide a brief summary of community and stakeholder support for the project/activity? (Please attach letters of support if applicable)

We are supported by the Lions club of Donnybrook, the Bendigo Bank and LotteryWest. We have also received grants from the shire in previous years.

Budget Information

If your Group/Organisation has a detailed budget already prepared, this can be submitted as an alternative to completing the budget information below.

Income

Funding Source	Cash \$	In-kind \$	Total \$	Confirmed Y/N
Your Organisations contributions	160		160	
Request to the Shire of Donnybrook Balingup	2000		2000	
Other sources of funding				
TOTAL	\$2160	\$0	\$2160	

Expenditure

Details	Item Cost (excluding GST) \$	Cash component requested from the Shire of Donnybrook Balingup \$
DC210-12 AGM 210AH BATTERY x 2	650 each = 1300	1300
ISC-3030 30AMP 12-24V SOLAR REG	150	0
SP200M 200W SOLAR PANEL	325	315
TS-1000-12 PSW INVERTER	385	385
TOTALS	\$ 2160	\$ 2000

Two written quotes for items over \$1,000; written estimate or advertised price or one written quote for items under \$1,000 (low value, miscellaneous items can be grouped together up to \$500)

Application Checklist

Prior to submitting your application please ensure that all necessary information and supporting documentation has been included.

Incomplete applications will not be accepted.

SUPPORTING MATERIAL (MANDATORY):

- Copy of current Registration/ Incorporation.
- Copy of insurance Certificate of Currency.

SUPPORTING MATERIAL (WHERE APPLICABLE):

- Letters of support from community and/or other groups.
- Statement of Supplier Form (if your organisation does not have an ABN).
- Quotes supporting your request, include those for Council services if required.
- Copy of most recent Annual Report or financial statements.

CHECK LIST:

- I have attached all necessary supporting material.
- Detailed budget has been completed in full, or is attached.
- Application Authorisation has been signed by an authorised person from your organisation.

Application Authorisation

I, the undersigned, certify / acknowledge that:

- This application will not be accepted if it is late or incomplete.
- The statements in this application are true to the best of my knowledge.
- Our Group/Organisation has no overdue acquittals from previous Shire of Donnybrook Balingup funding.
- I agree to accept the decision of the Shire of Donnybrook Balingup regarding the assessment of this application.
- I understand that should this application be accepted, I will be required to provide an acquittal on behalf of the Group/Organisation within 3 (three) calendar months of the project/activity completion date, or 30 June 2019 whichever is the earliest.
- Successful applicants will receive a Letter of Notification outlining the Funding Agreement.
- The Letter of Notification will outline all reporting requirements.
- The Letter of Notification will detail your commitment to recognising the Shire of Donnybrook Balingup's contribution through public relations and marketing activities that are a condition of funding.
- I authorise the Shire of Donnybrook Balingup to reproduce any attachments provided with this form for internal purposes only.
- I agree to advise the Shire of Donnybrook Balingup immediately of any variation to information supplied in this application which may arise.

I hereby certify that I am authorised to make this proposal for funding on behalf of the group/organisation detailed below and that all the information supplied is correct.

Applicant Signature

J Cavill

Date

25 April 2019

Applicant Name

Jacqueline Cavill

Applicant Position

Committee Member

Type text here





YOUR ONE STOP BATTERY AND SOLAR SHOP

A.B.N.: 78-795-143-069

BUNBURY BRANCH
 1/46 Strickland Street
 BUNBURY WA 6230
 Phone: 08 9791 7520
 Fax: 08 9791 7523
 Email: allbats@bigpond.net.au

BUSSELTON BRANCH
 1/3 Albert Road
 BUSSELTON WA 6280
 Phone: 08 9754 4746
 Fax: 08 9754 4747
 Email: allbats2@bigpond.net.au

Quote

Quote No.:	2260	Date:	5/02/2018
		Expiry Date:	5/03/2018
Status:	Active	Served By :	Tony Gilfuis

Ordered By : WESTERN TOURIST RADIO

Deliver To:

Bar code	Description	Tax	Qty	Price \$	Total \$
1505	ISC-3030 30AMP 12-24V SOLAR REG	GST	1	150.00	150.00
1444	DC210-12 AGM 210AH BATTERY	GST	1	650.00	650.00
1377	SP200M 200W SOLAR PANEL	GST	1	325.00	325.00
2409	TS-1000-12 PSW INVERTER	GST	1	385.00	385.00

No. of Items (4)

Payment Details
<p>Bank Details: Bank: Westpac BSB: 036 122 ACC: 428165</p>

Quote Totals	
Subtotal	\$1,510.00
Discount	\$0.00
Rounding	\$0.00
Tax	\$137.27
TOTAL inc GST	\$1,510.00

Comments

QUOTED ON 1000 WATT PSW INVERTER, 210AH AGM BATTERY,

DONNYBROOK COMMUNITY RADIO

Financial Report
1 July 2017 to 30 June 2018

2017		2018
	** INCOME	
715	<i>Membership Fees</i>	830
3,205	<i>Donations</i>	1,050
2,773	<i>Fundraising</i>	1,214
6,238	<i>Grants</i>	32,600
	<i>Interest</i>	0
140	<i>Merchandise</i>	
9,128	<i>Sponsorship</i>	12,960
22,198	** TOTAL INCOME	48,654
	** EXPENSES	
	<i>Advertising</i>	240
	<i>Building Materials</i>	1,541
	<i>Clothing</i>	
609	<i>Communication & Wireless Services</i>	
	<i>Electrical Work</i>	
1,698	<i>Electricity</i>	773
2,885	<i>Equipment</i>	1,149
	<i>Fuel</i>	1,977
3,975	<i>Insurance</i>	2,661
159	<i>Materials</i>	251
871	<i>Memberships</i>	759
1,061	<i>Merchandise</i>	
31	<i>Post Box Subscription</i>	33
6,332	<i>Plant Purchases</i>	20,937
271	<i>Printing & Stationery</i>	699
	<i>Repairs & Maintenance</i>	140
252	<i>Software</i>	
709	<i>Sponsorship Commission</i>	1,633
	<i>Telephone</i>	1,721
568	<i>Website</i>	203
19,420	** TOTAL EXPENSES	34,717
2,779	** TOTAL SURPLUS	13,937



Government of Western Australia
Department of Mines, Industry Regulation and Safety
Consumer Protection

DUPLICATE

WESTERN AUSTRALIA
Associations Incorporation Act 2015
(Section 31)

IARN: A1015512F

Certificate of Incorporation on Change of Name

This is to certify that

DONNYBROOK COMMUNITY RADIO INC.

an association incorporated under the
Associations Incorporation Act 2015 changed its name to

DONNYBROOK - BALINGUP COMMUNITY RADIO INC.

The new name commenced on the
twenty ninth day of October 2018

David Hillyard
Acting Commissioner for Consumer Protection

CERTIFICATE



MAJOR FUNDING APPLICATION

FOR FINANCIAL YEAR 2020 – 2021

Maximum \$2,000

Please read the Community Grant guidelines before completing this Application Form

ORGANISATION NAME
Donnybrook-Balingup Community Radio Inc

PROJECT OR EVENT NAME
Covid-19 Survival

FUNDING TYPE REQUESTED (Select only one)
<input type="checkbox"/> COMMUNITY GRANT

THE APPLICATION PROCESS

Applications must be received by 4.30pm on Wednesday 22nd April 2020

All applications will receive a written acknowledgement. Consideration of applications will take place by Council through its budget deliberations process. The outcome will only be announced once Council's Annual Budget has been adopted.

APPLICATION CHECKLIST

Prior to submitting your application, please complete the checklist below to confirm that all requested information has been included. Incomplete applications will be not be considered.

- The application form has been signed by the Chairperson or President of the organisation. ✓
- The application clearly specifies what the funding is to be used for, AND answers have been provided for every question – please attach any additional information you feel will give more weight to your application. ✓
- Any previous funding (Community Grant, Event Sponsorship or Recurrent Funding) has been acquitted.
- If your application is for capital works, copies of plans and costings have been attached (with a letter or permission if the applicant is not the owner of the premise)
- A copy of an Audited Financial Statement (or alternative documentation) providing an overview of the financials status of the applicant is enclosed.
- If your application is for capital works and the organisation is not the Owner of the premises, written permission form the owner has been included.
- If you application is for an event, a copy of the event budget including all projected income and expenditure has been included.
- If your application is for a budget request/recurrent funding a copy of an Audited Financial Statement or (alternative documentation) providing an overview of the financial status of the applicant is enclosed.

Please address application to:

Chief Executive Officer
Community Grant Application
Shire of Donnybrook Balingup
PO Box 94
Donnybrook WA 6239

APPLICANT DETAILS

Organisation Name	Donnybrook-Balingup Community Radio Inc
Chairperson or President	Barry Green
Organisation Postal Address	PO Box 728
	Donnybrook WA 6239

Main Contact Person	Jackie Cavill
Position	Committee Member
Email	jtcavill1@bigpond.com
Phone	9731 0947

Status of organisation	
<input checked="" type="checkbox"/>	Yes Incorporated Association (include a copy of Certificate of Incorporation)
<input type="checkbox"/>	No Name of Auspicing Body (include a copy of the auspicing bodies Certificate of Incorporation)
<input type="checkbox"/>	Cooperative
<input checked="" type="checkbox"/>	Established Community Group
<input type="checkbox"/>	Other – Provide details:

Does your organisation have an ABN?	<input checked="" type="checkbox"/>	Yes	ABN: 38 189 372 542
	<input type="checkbox"/>	No	

Is your organisation registered for GST?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	No
---	--------------------------	-------------------------------------	-----------

When was your organisation established?	2011
How many members in the organisation?	35
What is the membership fee?	\$20 full, \$12 full concession, \$10 Associate
How many paid staff in the organisation?	Nil
How many volunteers in the organisation?	15

Has this organisation previously received a Community Grant or Budgetary Funding from the Shire of Donnybrook Balingup?		<input type="checkbox"/> ✓ Yes	
If yes, please provide the following details for the most recent Community Grant or Budgetary Funding you have received.		<input type="checkbox"/> No	
Project Name	DBCR Emergency Power and Solar Supply Project**		
Organisation Name	Donnybrook-Balingup Community Radio Inc		
Grant Amount	\$2000		
Year grant funded	2020	Year grant acquitted	Not acquitted

PROJECT SUMMARY

Amount requested	\$2000
Amount contributed by you (the applicant)	\$80

Project Description – CLEARLY explain what you want the funding for	
<p>To enable us to survive the resulting deficit in funding from lack of sponsorship because of the current COVID-19 crisis. Many businesses have either closed or not renewed sponsorship.</p>	
<p>Our major costs are electricity and insurance but we must also provide for renewal of licences, repairs to equipment and purchase of new equipment as required.</p>	
<p>** The amount for the DBCR Emergency Power and Solar Supply Project granted last year has not been acquitted and funds therefore have not been received. We are asking that these funds be reallocated to Covid-19 Survival, as the Solar project is a lower priority at present.</p>	

PROJECT TIMEFRAME AND BENEFITS

Project Commencement Date	March 2020
Projected Completion Date	When COVID-19 restrictions are removed and business returns to normal.

Why is the project important? Provide a brief description of the anticipated number of people that will benefit from the project, directly and indirectly. How will that be measured?

Feedback from Shire residents has indicated that a large majority listen to DBCR and like the programs we provide. The radio is important to both the volunteers who run it and the listeners.

Whilst it is difficult to measure listener numbers, the attached document provides anecdotal evidence of the benefit to the community.

Please see attached word document for letter of appreciation from Bendigo Bank.



Letter of appreciation for our

Have you applied for other grant funding? If yes, who did you apply to and how much was that application for? Please CLEARLY show this in the project budget.

Not for the original purpose – Solar Power

We are applying to CBF for Community Radio Funding and Lotteries West

Does your project just benefit your own group OR provide benefit to the wider community? Please CLEARLY explain how others will benefit from your project.

All residents of the Donnybrook-Balingup shire will be able to receive radio transmissions and use our service to communicate with the wider community.

Are you working with any other community groups to achieve your project? If yes, please list each group involved in the project AND how they are supporting the project.

No

PROJECT BUDGET

- Project budgets are required for applications to be considered.
- Item numbers in left column assist with calculating final budget totals.
- Please complete all sections. If you have queries please contact Community Development on 9780 4200.

INCOME			
INTERNAL FUNDING – CASH			AMOUNT
1	Applicant's cash contribution		\$0
2	Other cash contribution from:		\$0
3	Volunteer hours: 2	hours @\$41.72/hour <small>Figure based on ABS average hourly earnings estimate for volunteers, published on the Funding Centre. https://www.fundingcentre.com.au/grant/help</small>	\$80
4	Other:		\$
5 TOTAL INTERNAL FUNDING (SUM 1:4)			\$80
EXTERNAL FUNDING			AMOUNT
6	Shire of Donnybrook Balingup		\$2000
7	Funding Organisation 1:		\$
8	Funding Organisation 2:		\$
9	Participant Fees (if applicable)		\$
10	Other:		\$
11	Other:		\$
12 TOTAL EXTERNAL FUNDING (SUM 6:11)			\$
13 TOTAL INCOME (5 + 12)			\$2000
Note: Total income (12) must be equal to total expenditure (36)			
EXPENDITURE			
PROFESSIONAL SERVICES		FUNDING ORG	AMOUNT
14	Consultant fees		\$0
15	Accounting & bookkeeping costs		\$0
16	Salaries for paid staff		\$0
17	Honoraria for service providers		\$0
18	Other		\$0
19	Other		\$0
20 TOTAL PROFESSIONAL SERVICES (SUM 14:19)			\$0

PROMOTIONS & ADMINISTRATION		FUNDING ORG	AMOUNT
21	Promotional Materials		\$0
22	Telephone		\$0
23	Postage and Stationary		\$0
24	Photocopying		\$0
25	Insurance		\$0
26	Grant application time		\$80
27	Other		\$0
28	TOTAL PROMOTIONAL & ADMINISTRATION EXPENSES (SUM21:27)		\$80
TRANSPORTATION & VENUES		FUNDING ORG	AMOUNT
29	Travel & accommodation costs		\$0
30	Venue Hire		\$0
31	Equipment hire		\$0
32	Refreshments		\$0
33	Other		\$0
34	Other		\$0
35	TOTAL TRANSPORTATION & VENUES EXPENSES (SUM 29:34)		\$80
36	TOTAL EXPENDITURE (20 + 28 + 35)		\$80
Note: Total Income (13) must be equal to Total Expenditure (36)			

Total Cost of Project/Event (34)	\$2080
Amount of Concil Funding (6)	\$2000
Your Internal Funding (5)	\$80
Contribution from Other Sources (12 – 6)	\$0

GENERAL FUNDING CONDITIONS

1. The Shire of Donnybrook Balingup will not accept this application if it is late or incomplete
2. Council may use the information provided by the funded entity for its own promotional purposes.
3. All funded entities will be required to enter into an agreement with the Shire of Donnybrook Balingup which will detail specific conditions and terms relevant to that project.
4. All funded entities must acknowledge the support of the Shire of Donnybrook Balingup in all their promotional material.
5. Funded entities must advise the Shire of Donnybrook Balingup of any change to office bearers and their contact details.
6. Payments of grants or budget item funding may be suspended at any time, if in the opinion of Council, any of the conditions of the funding agreement, or satisfactory progress, has not been achieved.
7. Any change to a funded project cannot proceed without a formal resolution from Council – the applicant must submit a written grant variation request to the Shire of Donnybrook Balingup clearly stating any proposed changes to the project and the reason why the changes are required. This will be considered by Council and a determination made.
8. Payment for the grant funding occurs after the project has been completed and the acquittal documents has been received.

SPECIFIC GRANT CONDITIONS

If there are any specific grant conditions, unique to your application these will be included in the letter of advice confirming your application has been successful, following the Councils consideration of 2020 – 2021 budget and its acceptance in August/September 2020.

Public Liability Insurance

If you are a community group that uses Council facilities more than ten times in financial year, you will need to provide a Public Liability Insurance Certificate of Currency. If you are an Incorporated Body or affiliated to a sporting body, you will require Public Liability Insurance to use Council facilities.

If the activity is officially managed by the Shire, e.g. a class coordinated by the Shire's Recreation Centre, your own Public Liability Insurance is not required.

Does your organisation had Public Liability Insurance? If yes, please state the value of your current Public Liability Insurance and attach a copy of the insurance policy.

✓	Yes	Copy enclosed	Insured Amount:	\$10,000,000
	No			

Only the Chairperson, President of Authorised Person of your group should sign this application

I, the undersigned, certify that to the best of my knowledge the statements made within this application are true.

I understand that if the Shire of Donnybrook Balingup Council approves this application for funding, I will be required to accept the Funding Conditions as outlined above.

Name	Jacqueline Cavill
Position	Committee Member
Signature	
Date	7 May 2020

ADDITIONAL SUPPORTING MATERIAL CHECKLIST – WHERE APPLICABLE

	Statement of Supplier (if your group does not have an ABN)
	Quotes supporting your request, include those for Council services

Letter of appreciation for our radio station from Bendigo Bank

From: Morgan O'Connor [mailto:Morgan.O'Connor@bendigoadelaide.com.au]
Sent: Wednesday, 6 May 2020 12:02 PM
To: Barry Green <barry@touristradio.com.au>
Cc: secretary@dbchamber.com.au
Subject: DBK Radio Feedback

Hi Barry,

I wanted to say how impressed I am with the response that I have got from the Donnybrook Community Bank Advertisement on the DBK Community Radio

I have had lots of really positive feedback from both my customer base and people in the local community

They have all commented on how great the Ad sounds

I am very happy with the response and the amount of people our message has been able to reach

A great resource for our local bank getting our Community Message out to everyone

I want to say a big "Thank you" to DBK Community Radio and yourself in assisting to get our message on air

And for the ongoing support of the Donnybrook Community Bank and providing our local Community for such a great resource!

Keep up the great work Barry and your team at DBK Community Radio!

Kind Regards

Morgan O'Connor | Branch Manager

Donnybrook Community Bank branch of Bendigo Bank | 70 Southwest Highway | Donnybrook WA 6239

P: 08 9731 2446 | F: 08 9731 2448 | M: 0477 028 694

E: morgan.o'connor@bendigoadelaide.com.au

Make a difference in your local community please refer us to your family, friends and colleagues!



AGED CARE SERVICES

October - December 2019

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Executive Summary

During the second quarter for 2019/20 the Manager Clinical Care and the Coordinator Aged Care Support Services maintained the day to day operations of Tuia Lodge, Major projects were suspended after discussion with the CEO. The Coordinator Aged Care Support Services continued to manage the well-aged units, retirement villages and cemetery requirements and his efforts in maintaining this workload in the absence of a Manager Aged Care Services and Finance resource should be recognised.

It was decided to review the capital allocation and refurbish vacant rooms in the older section of the facility. A project was undertaken by the Supervisor Hospitality Support Services, to refurbish three vacant rooms: 12, 14, and 16. The project was to commence in November, and be completed prior to Christmas. Refurbishment included the full strip out of the rooms; new floor coverings; widening of the doorway, to accommodate a bed moving through; a new bathroom; access to the internal courtyard; larger switches, and more. The capital allocation initially for the single room refurbishment was \$40,000. With the approval of the CEO capital allocated for vinyl floor coverings in another part of the facility was redirected. The three rooms were completed on time and with an expenditure of just under \$70,000. Completing the renovation in one project saved \$50,000 in long term capital costs.

Project Zuus (digitisation of rosters and timesheets project) continued, with the streamline of all rosters and timesheets. Reports are able to be generated through the system, and have significantly reduced the time spent on payroll processing. The process of the payroll has been returned to the Coordinator Aged Care Support Services.

Policies and Procedures continue to be reviewed, and updated to reflect the new Quality standards. Modification of the non-clinical policies and procedures to align with Shire standard formats is underway in cooperation with the Governance Officer at the Shire.

In the months leading into this quarter significant work had been undertaken in the review of the Preston Retirement Villages Leases. This review was put to the Council OCM and the decisions of Council was communicated at a meeting of Preston Retirement Village residents and families on the 31st of October, 2019.

October also saw the first quarterly report being submitted under the new National Aged Care Mandatory Quality Indicator Program which is a further administrative burden for providers. This system requires us to provide data to the department on a quarterly basis to further track the quality of the care provided.

After completing a detailed tender process, the tenders for the retrofitting of the sprinkler system were submitted to Council at the November OCM and Control Fire Systems were awarded the tender. An amended motion was placed before the December OCM to cover the costs of works associated with the installation and Council granted approval for a spend of up to \$320,000 total on the project.

Following the facility passing all the Quality Standards during the 3-day assessment in September, a sundowner was held for staff on the 18th of October to celebrate the awarding of a further three (3) year accreditation standard; the longest period available to the department to award. It was significant to note that there was no negative feedback in the comments over the whole assessment and this was reinforced with all staff in multiple communications.

Residents Data

Residents

	October	November	December
Permanent Residents	35	35	35
Occupancy Permanent Residents %	87.5%	87.5%	87.5%
Resident Respite Days	30	30	19

Gender Diversity (Permanent Residents)

Gender	October	%	November	%	December	%
Male	16	46%	16	46%	15	43%
Female	19	54%	19	54%	20	57%
Totals	35	100.00	35	100.00	35	100.00

Our resident cohort continued to track towards a balancing between males and females during the quarter. The significant issue when managing this cohort is the gender balance with staff with only one care staff member and one Enrolled Nurse being male there is significant emphasis being placed on attracting male carers.

Clinical Care Statistics

Audits

	October	November	December	Total
Audits Undertaken	4	4	2	10

Audits are conducted using the “Moving On Audit” benchmarking program. The audits are completed in house by the team at Tuia. The results are collected by MOA, and the outcomes are compared to standards in an audit report; benchmarked across the sector.

In this quarter, the following audits were required:

October – Delirium; Consumer Engagement; Continuous Improvement; and Hearing Loss.

November – Service Environment; Pain Management; Feedback, Complaints, & Open Disclosure; and Managing High-Impact and High-Prevalence Risks.

December – Risk Management; and Support for Daily Living.

Audit results were received by the Aged Care Quality and Safety Commission.

Employee Headcount

Tuia Lodge Headcount

	October	November	December
Number of Staff*	55	54	53
Staff Hired	1	0	0
Staff Resigned	0	1	1
Agency FTE	0.44	0.69	0.46
Agency Shifts	10	14	10

*This figure is reflective of the number of persons employed and not of the FTE number engaged under the workforce plan, the number and duration of shifts is generally static or reduced where possible when resident numbers decline.

Visitors

Residents

	October	November	December
Number of Visits	606	563	604

Tuia Lodge received 1,773 visits from family and friends of residents this quarter. This averages to just over 19 visits per day. Five residents this quarter had over 100 visitors, making up for approximately 36% of the total visits. The number of visits has reduced from the previous quarter, with an approximate decrease in the number of visitors by 4%.

There are still approximately 13% of residents (the same amount as previous quarter) with an average of less than 3 visits per month. Ongoing strategies are still in place to make sure the residents are still receiving interaction apart from visits, such as: 1-1 time with the OTAs, pet therapy, group activities etc.

Contractors/Companies

	October	November	December
Hours	144hrs 0 min	244hrs 15min	244hrs 0 min

Refurbishment works for three rooms at Tuia Lodge happened in the months of November and December; accounting for the spike in number of contractor hours.

Occupational Safety and Health

	October	November	December
Open Workers Compensation Claims	2	2	2
New Workers Compensation Claims	0	0	0
Incidents Raised	1	2	1
Hazards Identified	0	0	0

No hazards were reported during the quarter. The current open worker's compensation claims are ongoing since the previous financial year. No new claims have been made.

Incidents raised this quarter were minor; with a staff member injuring their ankle whilst moving a resident. The ankle was twisted, but the staff member recovered, and no worker's compensation was claimed. Little time lost due to injury.

Monthly Maintenance

The maintenance includes any work undertaken at Tuia Lodge, Preston Retirement Village, Minninup Cottages, and Langley Villas.

	October	November	December
Maintenance Requests Opened	48	38	49
Maintenance Request Closed	41	30	61
Outstanding Requests	9	11	6
Preventative Maintenance	1	0	0

October – The annual backflow testing occurred at Tuia Lodge. Signs created by the local Men's Shed for the different wings of Tuia Lodge were installed around the

facility. Preston Retirement Village had a cracked toilet waste pipe, caused by tree roots. The tree was cut down, and the stump poisoned; the pipe repaired.

November – A new TV aerial was installed at Unit 3 Langley Villas. The aerial provides the signal for Units 1 & 3. Refurbishment works commenced for rooms 12, 14, and 16.

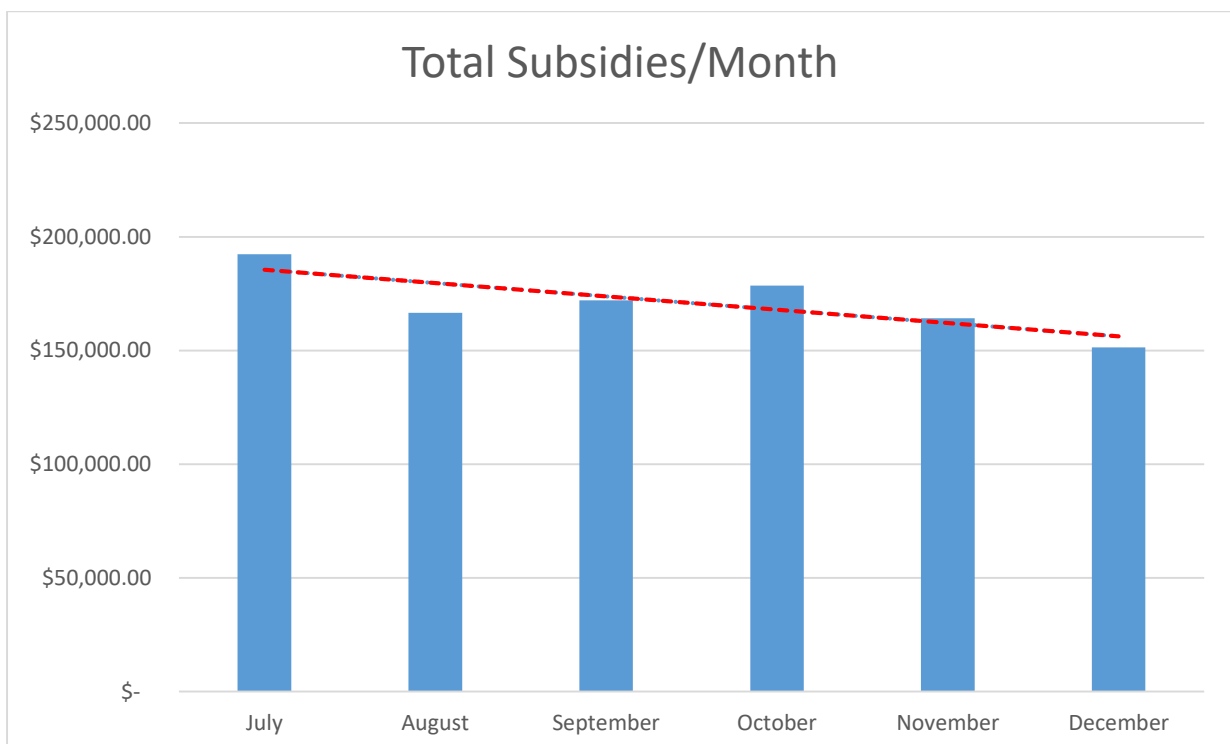
December – Refurbishment works were completed for rooms 12, 14, and 16; coming under the expected budget.

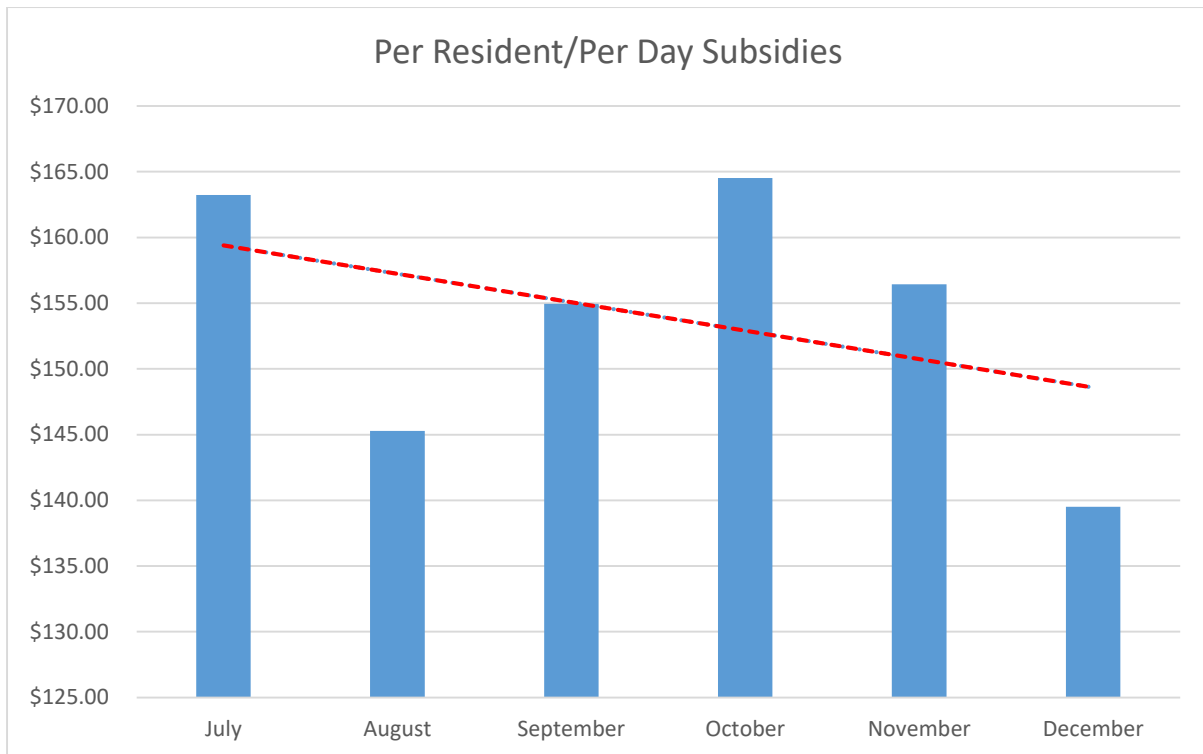
Finance

Below is the condensed version of the financial position of Tuia Lodge.

	October	November	December
Subsidies Received	\$178,498.67	\$164,248.22	\$151,353.44
Bonds Retained	\$5,084,390.62	\$5,080,682.64	\$4,856,690.64
PO's Issued	61	58	64
PO Amount	\$52,531	\$47,063	\$44,213
Basic Daily Care Fees	\$16,539	\$120,987	\$41,255
Means Tested Care Fees	\$-3,879	\$25,789	\$9,141
Daily Accommodation Payments	\$14,380	\$36,252	\$5,468

These charts depict the monthly subsidies received as a total and the subsidy average per resident. The trend line indicates that the overall subsidies are trending down and are reflective of the significant changes in the resident cohort. A large percentage in the drop of subsidies is indicative of the loss of a resident who was classed at the highest level of ACFI (Aged Care Funding Instrument) funding in the whole complex at Tuia Lodge.





Cemeteries

	October	November	December
Burial/Interment	3	2	1
Masonry Work	0	0	0
Enquiries	3	5	4
Reservations	0	0	0
Grant Renewals	0	0	0
Totals	6	7	5

Enquiries that come through for the cemeteries relate to grave locations, information on burials, request for onsite meeting and grave selection/reservation, renewals of Grant of Right of Burials.

Major Projects & Changes

Preston Retirement Village - Review

In the months leading into this quarter significant work had been undertaken in the review of the Preston Retirement Villages Leases. This review was conducted in conjunction with Hebden Legal and Village Solutions. The original leases were reviewed in light of the significant financial burden the current leases placed on Council in a tight property market. The operation of the facility was completely reviewed from a financial perspective and matters were placed before Council at the October OCM.

A complete set of guidelines has been written and discussed with the Manager Finance and Administration to ensure that the legislative instruments are complied with from a financial perspective and that the application of the lease agreement terms are as per the agreement.

A two hour meeting followed by a bar-b-que was held with residents and families of residents at Preston Retirement Village to explain to them the changes and introduce a subsidy scheme as agreed by Council.

National Aged Care Mandatory Quality Indicator Program

The Quality Indicator Program revolves around Pressure Injuries, Physical Restraint, and Unplanned Weight Loss.

From 1 July 2019 it is a requirement for all Commonwealth subsidised residential care services to participate in the QI Program.

The QI Program will:

- allow residential care services to monitor and improve aspects of care
- over time provide a national comparable QI data across residential care services in Australia
- enhance community understanding of quality in residential care services over time through publication of information about the QIs
- provide more information to consumers and residential care recipients to assist with choices and decision making about care services over time.

Every resident must be physically assessed either monthly or every 3 months, depending on the Quality Indicator being assessed.

The data from the observation sheets is collected and entered quarterly via the MOA (this will be entered by the Manager Clinical Care). MOA will then provide a benchmark report on the data and submit to the QI Program.

The QI data must be submitted by the 8th day of the month after the end of the quarter to MOA.

- Q1 1 July to 30 September
- Q2 1 October to 31 December due date
- Q3 1 January to 31 March
- Q4 1 April to 30 June



AGED CARE SERVICES

January - March 2020

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Executive Summary

In January a planning day was held involving 20 Tuia staff and a number of members from the Shire administration team where we worked through priorities, mapped out an annual plan and discussed the major projects that would be happening through the year. The purpose of this meeting was to engage staff in what is otherwise an administrative process and give them a voice on what when and how we would achieve the goals we set for the calendar year.

There were a number of other issues that were tackled through the quarter but by far the predominate issue has been the outbreak of the COVID-19 pandemic.

Whilst it has impacted the whole country since March, we believe it has been somewhat forgotten that it has been dominating Aged Care since late January. We took a proactive stance when our first communication was issued to residents, families and staff and initiated the first stage of restricted entry to the facility with a screening procedure put in place on the 29 of January.

At the time of writing we have been under semi lockdown restrictions at Tuia Lodge for now almost four (4) months. Whilst trying to remain upbeat and positive there is no doubting that the stress of managing the facility during this time has taken its toll on the physical and mental health of our staff, including the administration team.

In March the receptionist trainee completed the traineeship and left the organisation. In light of that and the uncertainty around COVID-19 it was decided to reorder responsibilities if we were to be placed in total lockdown. In a total lockdown situation all non-essential staff are removed from an aged care facility and must work remotely until a lockdown is lifted.

Proactively we moved the responsibilities for everything to do with hospitality at Tuia Lodge to the Coordinator Aged Care Support Services and moved the responsibilities for the Well-Aged Units, Preston Village and Cemeteries to the Supervisor Hospitality Support Services. As well as reducing our costs this is working well and we will review the situation once the threat and the restrictions for Tuia Lodge are eased.

Residents Data

Residents

	January	February	March
Permanent Residents	36	35	36
Occupancy Permanent Residents %	90%	87.5%	90%
Resident Respite Days	24	17	28

Gender Diversity (Permanent Residents)

Gender	January	%	February	%	March	%
Male	15	42%	15	43%	16	44%

Female	21	58%	20	57%	20	56%
Totals	36	100.00	35	100.00	36	100.00

Whilst our gender balance remains relatively stable quarter on quarter we have had some success in recruiting a further three (3) male carers during the quarter and whilst one of these carers will leave shortly (in May), now that the pandemic lockdowns are lifted their presence is appreciated by the female staff members and male residents.

Clinical Care Statistics

Audits

	January	February	March	Total
Audits Undertaken	3	4	4	11

Audits are conducted using the “Moving On Audit” (MOA) benchmarking program. The audits are completed in house by the team at Tuia. The results are collected by MOA, and the outcomes are compared to standards in an audit report; benchmarked across the sector.

In this quarter, the following audits were required:

January – Medication Management; Clinical Governance; and Regulatory Compliance.

February – Chocking/Dysphagia; Privacy & Confidentiality; Consumer Identity, Dignity & Respect; and Financial Governance.

March – Consumer Advocacy; Emotional, Spiritual, & Psychological Wellbeing; Inventory and Equipment; and COVID-19 Residential Care Audit.

Employee Headcount

Tuia Lodge Headcount

	January	February	March
Number of Staff*	59	59	62
Staff Hired	6	0	3
Staff Resigned	0	0	0
Agency FTE	1.24	0.82	0
Agency Shifts	28	19	0

*This figure is reflective of the number of persons employed and not of the FTE number engaged under the workforce plan. The number and duration of shifts is generally static or reduced where possible when resident numbers decline.

The increase of agency staff for the quarter is directly related to the amount of leave in the months of January and February. New staff hired included a casual carer, a casual nurse, and the casual cook for a period of 4 weeks to assist with the meal trial.

It is interesting to note that the annual turnover rate of staff has dropped from almost 60% in 2017 to a current annualised rate of 4.8%

Visitors

Residents

	January	February	March
Number of Visits	485	434	479

Tuia Lodge received 1,398 visits from family and friends of residents this quarter. This averages to just 15 visits per day. Two residents this quarter had over 100 visits, making up for approximately 27% of the total visits. The number of visits this quarter has reduced from the previous quarter, with an approximate decrease by 21%.

Contractors/Companies

	January	February	March
Hours	111hrs 43min	113hrs 25min	113hrs 34min

Occupational Safety and Health

	January	February	March
Open Workers Compensation Claims	2	2	2
New Workers Compensation Claims	0	0	0
Incidents Raised	2	1	2
Hazards Identified	0	0	0

No hazards were reported during the quarter. The current open worker's compensation claims are ongoing since the previous financial year. No new claims have been made.

Incidents this quarter included a chemical delivery from our supplier, and a contractor putting their foot through a ceiling during the installation of the sprinkler system.

In the first incident an order of chemicals was received from a supplier and the container had leaked and soaked the box. This was not initially noticed by staff and was unpacked without appropriate PPE. Staff have been counselled regarding the use of appropriate PPE when receiving consignments of chemicals. There was no lost time as the result of the incident.

The second incident happened when a contractor working on the Fire Suppression System put their foot through the ceiling. No injury occurred. The ceiling will require repair at the expense of the contractor.

Monthly Maintenance

The maintenance includes any work undertaken at Tuia Lodge, Preston Retirement Village, Minninup Cottages, and Langley Villas.

	January	February	March
Maintenance Requests Opened	62	41	27
Maintenance Request Closed	59	45	28
Outstanding Requests	8	4	3
Preventative Maintenance	0	0	0

January – An issue occurred where the outside lighting at Tuia Lodge stopped working. Was found to be the timer, and was replaced. The air conditioning unit for room 36 was found to be leaking, and required a contractor to repair.

February – The current refrigerators and freezers in Tuia Lodge’s kitchens have been repaired multiple times in the past few months. Internal fans in the freezers were blocked with ice. It was suggested by the contractor that the high humidity could have been a factor.

March – In March the logging of maintenance requests for Tuia Lodge was digitised into the Moving On Audit (MOA) system to better track the incidents. The MOA activity system is used by Tuia Lodge Management to ensure that we are capturing all activities of continuous improvement for our accreditation process and moving the maintenance requests onto this system was a natural progression.

All maintenance for the Well-Aged Units and Preston Retirement Village are still recorded manually via calls from residents or annual inspections.

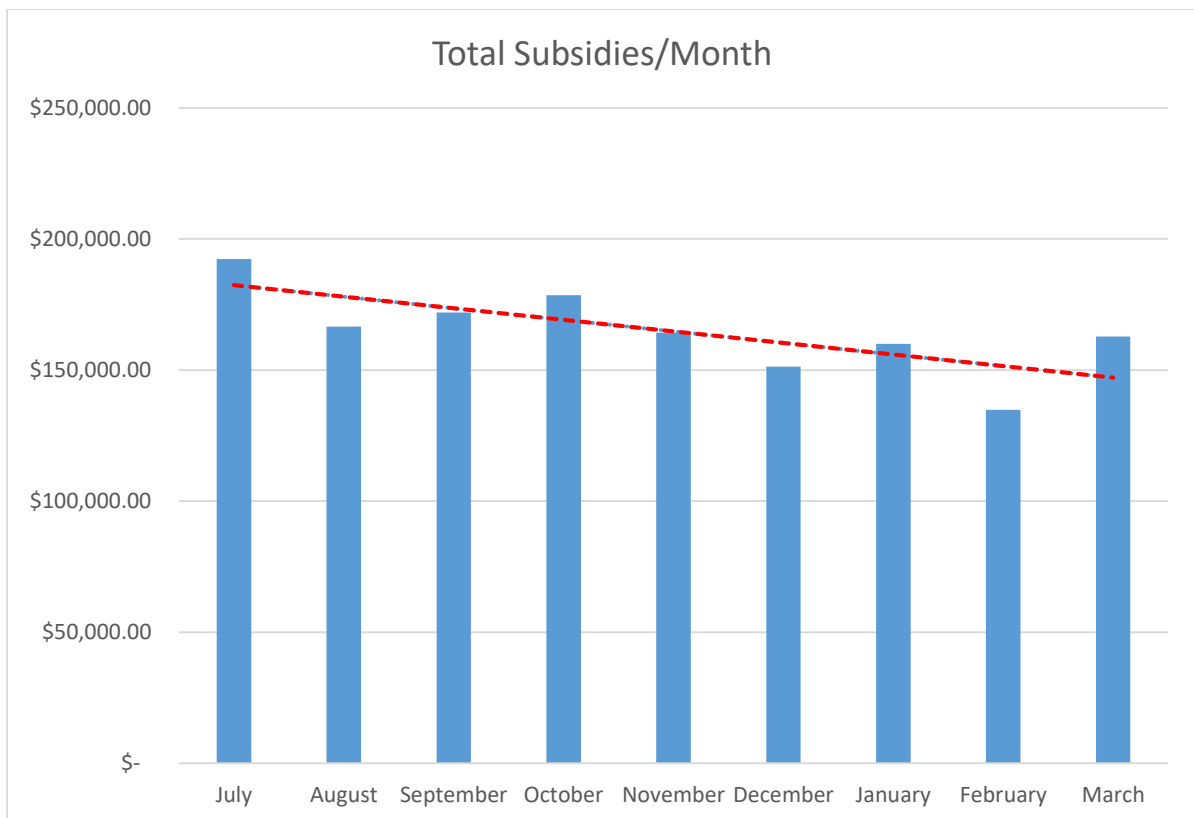
Non-essential maintenance at Well-Aged Units and Preston Retirement Village was suspended due to COVID-19. Maintenance for the WAU and PRV are still being tracked, and will be attended to when deemed appropriate.

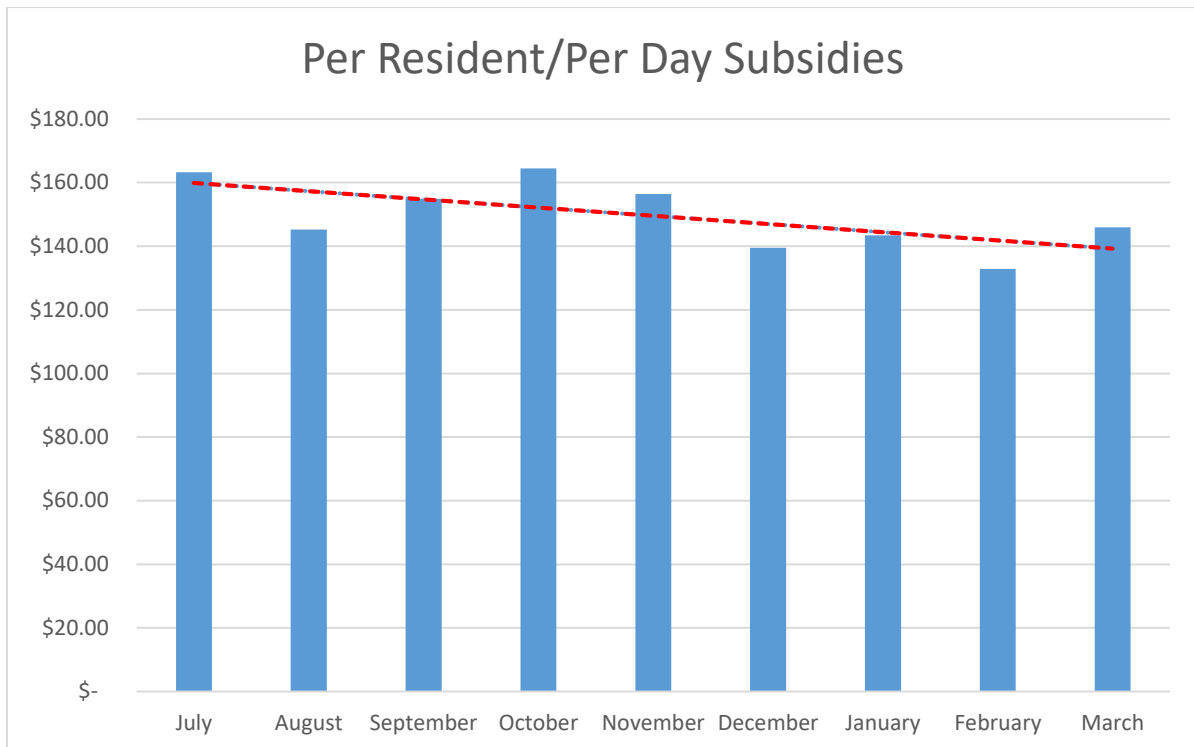
Finance

Below is the condensed version of the financial position of Tuia Lodge.

	January	February	March
Subsidies Received	\$160,034.95	\$134,823.51	\$162,834.76
Bonds Retained	\$5,105,358.41	\$5,570,358.41	\$ 5,540,686.63
PO's Issued	58	70	47
PO Amount	\$114,231	\$63,417	\$49,783
Basic Daily Care Fees	\$56,661	\$72,433	\$78,706
Means Tested Care Fees	\$10,813	\$10,348	\$36,575
Daily Accommodation Payments	\$31,083	\$40,534	\$31,409

From a high of \$192,000 in July the loss of high care residents has had a dramatic impact on the subsidies received. Whilst the trend line is still on the decline the March subsidies have shown some improvement.





Cemeteries

	January	February	March
Burial/Interment	3	1	0
Masonry Work	2	5	1
Enquiries	3	2	4
Reservations	0	0	0
Grant Renewals	0	0	0
Totals	8	8	5

Major Projects & Changes

COVID -19

The third quarter for 2019/20 saw the emergence of a global pandemic: the novel coronavirus (COVID-19). The virus is seen to be more prominent in the elderly. As a result, actions were taken as of late January.

COVID-19 timeline:

- 29.01.2020
 - Communication given to Residents, Staff, and Families regarding the outbreak of the novel coronavirus in Wuhan, China. All resident's family members, visitors and staff were asked to disclose any recent travel to mainland China in the past 8 weeks. We also requested that all staff, family members and visitors monitor their own interactions with individuals that have travelled to and from mainland China; with questions regarding this asked on entry to the facility.

- 31.01.2020
 - Round up for the fortnight ending 31.01.2020 included “Coronavirus communications have been issued to all residents, their families, staff, and contractor/visitors as a precaution.”
- 03.02.2020
 - Information received from ACSA, regarding the novel coronavirus.
 - Aged Care Fact Sheets printed and placed in the reception area, and staff room.
- 10.02.2020
 - Update from ACSA received regarding the novel coronavirus.
- 28.02.2020
 - Update from ACSA received regarding the novel coronavirus.
- 02.03.2020
 - Update from ACSA received regarding the novel coronavirus.
- 03.03.2020
 - Update from ACSA received regarding the novel coronavirus.
- 03.02.2020 – 03.03.2020
 - Fact Sheets relating to COVID-19 have been printed out when available, and placed in the staff room.
- 12.03.2020
 - Manager Clinical Care represented Tuia Lodge at a meeting convened by WA Public Health in Bunbury to bring Management up to date with the situation regarding COVID -19.
 - Meeting with Manager Clinical Care, Manager Aged Care, and Coordinator Aged Care Support Services with information from WA Public Health Meeting.
- 13.03.2020
 - CDNA National Guidelines released on 13 March recommended restricting visitation to Residential Aged Care Facilities.
- 16.03.2020
 - The Minister for Health declared a public health state of emergency with effect from 12 a.m. on 17 March 2020 in respect of COVID-19 pursuant to section 167 of the Public Health Act 2016 (WA) (Act). The public health state of emergency applies to the State of Western Australia.
 - Meeting held between Manager Aged Care, Manager Clinical Care, and Coordinator Aged Care Support Services regarding action plan for COVID-19. The meeting covered:
 - CDNA National Guidelines for RACF visitation read.
 - Compile a list of all staff and residents, with influenza vaccine information.
 - Ensure we have supplies of PPE
 - Provide additional signage on hand rub/wash techniques.
 - Placing a post on the Tuia Lodge Facebook page, looking for skilled community members that could assist if Tuia Lodge were to go into lockdown.

- The contingency of food supplies, and the need to trial in house food preparation.
 - Contingency for essential and non-essential staff members.
 - Managers to attend 7am and 2:45pm handovers Monday to Friday, rotating the Managers for the morning – until further notice.
 - Folder at front with the room numbers and residents, to track visits.
 - Modify front entrance to have a desk, computer and phone, and requiring each attendee to be screened prior to entry into the facility proper.
 -
- Memo to all residents, families, and staff send out regarding latest advice and actions regarding COVID-19.
- Desk set up in front foyer, as a screening/hand hygiene station.
- CEO and Executive Manager Corporate & Community briefed on Tuia Lodge's response/actions in relation to COVID-19.
- Manager attendance at Handovers commenced.
- 17.03.2020
 - Update from ACSA received regarding the novel coronavirus.
 - Information requested from Communications Officer regarding an upcoming Media Release from the Shire.
- 18.03.2020
 - Meeting held with Supervisors at Tuia Lodge, regarding COVID-19. Meeting notes conveyed:
 - Notice to go out to family – no children 16 years or under allowed on site
 - No Allied Health or Hairdresser for the time being.
 - Expect the influenza vaccine to be deployed in the next two weeks – pending Government decision.
 - Overseas travel banned as of 17.03.2020
 - CDNA national guidelines read out
 - Staff to discuss their movements at different facilities
 - All outside activities or visitors for entertainment suspended.
 - Online COVID-19 training to be completed by all staff.
 - Discussion with Operations Manager for WA Country Health Service South West regarding contingency planning for staff working at Tuia and at a hospital – as well as volunteers with St John Ambulance.
 - Contingency Plan drafted for Tuia Lodge – in the event of a lockdown scenario.
 - Information provided to Communications Officer regarding Media Release.
- 20.03.2020
 - Email received from ACQSC (via CEO) requesting under Section 67 of the Commission Rules that Tuia Lodge undertake a self-assessment

and submit the survey information online to the Commission by 27th March 2020.

- Visitors to residential aged care facilities directions received in relation to the state of emergency declaration on 16.03.2020.
- 23.03.2020
 - Letter sent to residents of Minninup Cottages, Langley Villas, and Preston Retirement Village – suspending all non-urgent maintenance until further notice; commencing 25.03.2020.
 - Manager Aged Care completed survey requested by AQCSC.
 - Coordinator Aged Care Support Services, along with Shire Payroll Officer, and Executive Manager Corporate & Community became authorised contacts with PayPac – Company used for Tuia Lodge’s payroll.
- 24.03.2020
 - Update from ACSA received regarding the novel coronavirus.
- 27.03.2020
 - Discussion between Coordinator Aged Care Support Services and Executive Manager Corporate & Community regarding Tuia Lodge providing some support to the Shire of Donnybrook Balingup office staff. It was decided that an onsite visit for the purposes of assessing what measures are in place at the Shire would not add much value – and that given the Shire’s intent to communicate all messages to employees electronically, that face to face toolbox meeting were ill-advised.
- 30.03.2020
 - Update from ACSA received regarding the novel coronavirus.
 - Department of Health update regarding PPE in Aged Care.

At the time of writing, continued actions are being taken regarding COVID-19. Handovers are still attended every day by management staff (on weekdays), and by an RN (on weekends). Message is the same for every staff member. Information is collected daily by the Manager Aged Care, Manager Clinical Care, and Coordinator Aged Care Support Services.

The business case for preparing food in house was prepared, and sent to the Shire. As a result of COVID-19, it was decided to run a test of in house food preparation. Food would be prepared and cooked on site (by a casual cook) one day a week, over a four-week period. This trial will commence in April.

Fire Suppression Project

After receiving the appropriate building permits in February the project commenced with the installation of a pump house and tank, on the Tuia Lodge land fronting Egan Street. Fences and trees have been removed in consultation with the Shire and partial construction of a boundary fence and roadway access for fire trucks will form part of the overall works.

A set down area at the rear of the building was cordoned off and a discussion with the Control Fire System Directors regarding their access during the COVID-19 crisis meant that agreement was made to access only from external rooking. This cooperation has been appreciated and allowed the project to proceed uninterrupted. It is expected that the project will be completed in line with the project plan.

ACAR Extension Project

In January, 2020 the contractors engaged to manage the tender process for the extension issued an RFT which subsequently closed in early February with four (4) companies submitting tenders for consideration. The decision was made with the COVID-19 pressures to formally suspend the review of these tenders until after the COVID-19 crisis had passed.



Department of
**Local Government, Sport
and Cultural Industries**

National Redress Scheme for Institutional Child Sexual Abuse

**Department of Local Government, Sport
and Cultural Industries**

Information Paper

3 February 2020

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1. SUMMARY - WA LOCAL GOVERNMENT: ROYAL COMMISSION AND REDRESS

The Western Australian Government (the State), through the Department of Local Government, Sport and Cultural Industries (DLGSC), has been consulting with the WA local government sector and other key stakeholders on the Royal Commission into Institutional Responses to Child Sexual Abuse (in 2018) and the National Redress Scheme (in 2019).

The consultation throughout 2019 has focused on the National Redress Scheme (the Scheme) with the aim of:

- raising awareness about the Scheme;
- identifying whether WA local governments are considering participating in the Scheme;
- identifying how participation may be facilitated; and
- enabling advice to be provided to Government on the longer-term participation of WA local governments.

Following this initial consultation and feedback gathered, the State Government considered a range of options regarding WA local government participation in the Scheme and reached a final position in December 2019.

DLGSC, supported by the Departments of Justice and Premier and Cabinet, will again engage with WA local governments in early 2020, to inform of the:

- State's decision and the implications for the sector (see [Section 4](#));
- Support (financial and administrative) to be provided by the State; and
- Considerations and actions needed to prepare for participation in the Scheme from 1 July 2020 (see [Section 5](#)).

DLGSC's second phase of engagement with WA local governments is summarised in the table below:

Description and Action	Agency	Timeline
Distribution of Information Paper to WA Local Governments	DLGSC	3 February 2020
WALGA hosted webinar	DLGSC / DPC	18 February 2020
Metro and Country Zone meetings	WA LG's / DLGSC	19 to 24 February 2020
State Council meeting – Finalisation of Participation arrangements	WALGA	4 March 2020
WALGA hosted webinar – Participation arrangements	DLGSC/ DPC	Mid-March 2020

Further information about the Royal Commission is available at [Appendix A](#) and the National Redress Scheme at [Appendix B](#) of this Information Paper.

The information in this Paper may contain material that is confronting and distressing. If you require support, please [click on this link](#) to a list of available support services.

2. CURRENT SITUATION - WA LOCAL GOVERNMENT PARTICIPATION IN THE NATIONAL REDRESS SCHEME

The WA Parliament passed the legislation required to allow for the Government and WA based non-government institutions to participate in the National Redress Scheme. The *National Redress Scheme for Institutional Child Sexual Abuse (Commonwealth Powers) Act 2018* (WA) took effect on 21 November 2018.

The WA Government commenced participating in the Scheme from 1 January 2019.

The State Government's Redress Coordination Unit within the Office of the Commissioner for Victims of Crime, Department of Justice:

- Acts as the State Government's single point of contact with the Scheme;
- Coordinates information from State Government agencies to the Scheme; and
- Coordinates the delivery of Direct Personal Responses (DPR) to redress recipients (at their request) by responsible State Government agencies to redress recipients.

CURRENT TREATMENT OF WA LOCAL GOVERNMENTS IN THE SCHEME

Under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth), Local Governments may be considered a State Government institution.¹

There are several considerations for the State Government and Local Governments (both individually and collectively) about joining the Scheme.

The State Government considers a range of factors relating to organisations or bodies participation in the Scheme, before their inclusion in the declaration as a State Government institution. These factors include the capability and capacity of the agencies or organisations to:

- Respond to requests for information from the State Government's Redress Coordination Unit within prescribed timeframes;
- Financially contribute to the redress payment made by the Scheme on behalf of the agency or body; and
- Comply with the obligations of participating in the Scheme and the Commonwealth legislation.

A decision was made at the time of joining the Scheme to exclude WA local governments from the State Government's declaration. This was to allow consultation to occur with the local government sector about the Scheme, and for fuller consideration to be given to the mechanisms by which the sector could best participate in the Scheme.

¹ Section 111(1)(b).

3. CONSULTATION TO DATE WITH WA LOCAL GOVERNMENT SECTOR

The Department of Local Government, Sport and Cultural Industries (DLGSC) has been leading an information and consultation process with the WA local government sector about the Scheme. The Departments of Justice and Premier and Cabinet (DPC) have been supporting DLGSC in the process, which aimed to:

- Raise awareness about the Scheme;
- Identify whether local governments are considering participating in the Scheme;
- Identify how participation may be facilitated; and
- Enable advice to be provided to Government on the longer-term participation of WA local governments.

DLGSC distributed an initial *Information and Discussion Paper* in early January 2019 to WA local governments, the WA Local Government Association (WALGA), Local Government Professionals WA (LG Pro) and the Local Government Insurance Scheme (LGIS). Between March and May 2019, DLGSC completed consultations that reached 115 out of 137 WA local governments and involved:

- an online webinar to 35 local governments, predominantly from regional and remote areas;
- presentations at 12 WALGA Zone and LG Pro meetings; and
- responses to email and telephone enquiries from individual local governments.

It was apparent from the consultations that the local government sector had, at the time, a very low level of awareness of the Scheme prior to the consultations occurring, and that little to no discussion had occurred within the sector or individual local governments about the Scheme. Local governments were most commonly concerned about the:

- Potential cost of redress payments;
- Availability of historical information;
- Capacity of local governments to provide a Direct Personal Response (apology) if requested by redress recipients;
- Process and obligations relating to maintaining confidentiality if redress applications are received, particularly in small local governments;
- Lack of insurance coverage of redress payments by LGIS, meaning local governments would need to self-fund participation and redress payments.

LGIS Update (April 2019) – National Redress Scheme

LGIS published and distributed an update regarding the considerations and (potential) liability position of the WA local government sector in relation to the National Redress Scheme.

WALGA State Council Resolution

The WALGA State Council meeting of 3 July 2019 recommended that:

1. *WA local government participation in the State's National Redress Scheme declaration with full financial coverage by the State Government, be endorsed in principle, noting that further engagement with the sector will occur in the second half of 2019.*
2. *WALGA continue to promote awareness of the National Redress Scheme and note that local governments may wish to join the Scheme in the future to demonstrate a commitment to the victims of institutional child sexual abuse.*

It is understood that this recommendation was made with knowledge that it is ultimately a State Government decision as to whether:

- Local governments can participate in the Scheme as part of the State's Government's declaration; and
- The State Government will fund local government redress liability.

4. WA GOVERNMENT DECISION - FUTURE PARTICIPATION OF WA LOCAL GOVERNMENTS IN THE NATIONAL REDRESS SCHEME

Following the initial consultation process, a range of options for local government participation in the Scheme were identified by the State Government including:

1. WA Local governments be **excluded** from the State Government's declaration of participating institutions.

This means that: local governments may choose not to join the Scheme; or join the Scheme individually or as group(s), making the necessary arrangements with the Commonwealth and self-managing / self-funding all aspects of participation in the Scheme.

2. WA Local governments be **included** in the State Government's declaration of participating institutions.

There were three sub-options for ways local government participation as a State Government institution could be accommodated:

- a. Local governments cover all requirements and costs associated with their participation;
- b. The State Government covers payments to the survivor arising from local governments' participation, with costs other than payments to the survivor (including counselling, legal and administrative costs) being funded by local governments; or
- c. An arrangement is entered into whereby the State Government and local governments share the requirements and costs associated with redress – for example, on a capacity to pay and deliver basis.

The State Government considered the above options and resolved via the Community Safety and Family Support Cabinet Sub-Committee (December 2019) to:

- Note the consultations undertaken to date with the WA local government sector about the National Redress Scheme;
- Note the options for WA local government participation in the Scheme;
- Agree to local governments participating in the Scheme as State Government institutions, with the State Government covering payments to the survivor; and
- Agree to the DLGSC leading further negotiations with the WA local government sector regarding local government funding costs, other than payments to the survivor including counselling, legal and administrative costs.

KEY ASPECTS OF THE STATE'S DECISION

For clarity, the State's decision that means the following financial responsibilities are to be divided between the State Government and the individual local government that has a Redress application submitted, and then subsequently accepted by the Scheme Operator as a Redress claim.

State Government

The State Government will cover the following:

- Redress monetary payment provided to the survivor;
- Costs in relation to counselling, legal and administration (including the coordination of requests for information and record keeping); and
- Trained staff to coordinate and facilitate a Direct Personal Response or DPR (Apology) to the survivor if requested (on a fee for service basis with costs covered by the individual local government – see below).

Individual Local Government

The individual local government will be responsible for:

- Costs associated with gathering their own (internal) information if requested in a Redress application;
- Providing the State with the necessary information to participate in the Scheme; and
- Costs associated the delivery of a DPR (based on a standard service fee, plus travel and accommodation depending on the survivor's circumstance). *

* note – The State's decision includes that all DPR's will be coordinated and facilitated by the Redress Coordination Unit (Department of Justice) on every occasion, if a DPR is requested by the survivor.

This decision was made on the basis that:

- State Government financial support for local government participation in the Scheme, as set out, will ensure that redress is available to as many WA survivors of institutional child sexual abuse as possible.
- The demonstration of leadership by the State Government, as it will be supporting the local government sector to participate in the Scheme and recognising the WALGA State Council resolution of 3 July 2019, is consistent with the local government sector's preferred approach.
- Contributes to a nationally consistent approach to the participation of local governments in the Scheme, and particularly aligns with the New South Wales, Victorian and Tasmanian Governments' arrangements. This provides opportunity for the State Government to draw on lessons learned through other jurisdictions' processes.
- Ensures a consistent and quality facilitation of a DPR (by the State) if requested by the survivor.
- State Government financial support for any local government redress claims does not imply State Government responsibility for any civil litigation against local governments.

Noting the State's decision, a range of matters need to be considered and arrangements put in place to facilitate local governments participating with the State Government's declaration and meeting the requirements of the Scheme. Those arrangements will:

- provide for a consistent response to the Scheme by WA Government institutions, and for WA survivors accessing the Scheme; and
- mitigate concerns raised by local governments during consultations about complying with the processes and requirements of the Scheme.

5. CONSIDERATIONS FOR WA LOCAL GOVERNMENTS

Following the State's decision, a range of matters need to be considered by each local government and in some cases, actions taken in preparation for participating in the Scheme, these include:

CONFIDENTIALITY

- Information about applicants and alleged abusers included in RFIs (Requests for Information) is sensitive and confidential and is considered protected information under *The National Redress Act*, with severe penalties for disclosing protected information.
- Individual local governments will need to consider and determine appropriate processes to be put in place and staff members designated to ensure information remains confidential.

APPLICATION PROCESSING / STAFFING

- The timeframes for responding to an RFI are set in *The Act* and are 3 weeks for priority application and 7 weeks for non-priority applications. This RFI process will be supported by the State (DLGSC and the Redress Coordination Unit).
- Careful consideration should be given to determining which position will be responsible for receiving applications and responding to RFIs, due to the potentially confronting content of people's statement of abuse.
- Support mechanisms should be in place for these staff members, including access to EAP (Employee Assistance Program) or other appropriate support.
- The need for the appointed position and person(s) to have a level of seniority in order to understand the magnitude of the undertaking and to manage the potential conflicts of interest.
- The responsible position(s) or function(s) would benefit from being kept confidential in addition to the identity of the person appointed to it.

RECORD KEEPING

- The Redress Coordination Unit (Department of Justice) are the state record holder for Redress, and accordingly will keep copies of all documentation and RFI responses. Local Governments will not be required to keep their own records and, if they chose to do so, these must be kept confidential and secure, in line with the protected information requirements in *The Act*.
- Consider secure storage of information whilst the RFI is being responded to.

REDRESS DECISIONS

- Decisions regarding redress applicant eligibility and responsible institution(s) are made by Independent Decision Makers, based on the information received by the applicant and any RFI responses. The State government does not have any influence on the decision made.
- There is no right of appeal.

MEMORIALS

- Survivors (individuals and / or groups) from within individual communities may ask about the installation of memorials. The State Government's view is to only consider memorialising groups, however locally, this is a decision of an individual local government.

6. NEXT STEPS – PREPARATION FOR WA LOCAL GOVERNMENT PARTICIPATION IN THE SCHEME

In addition to the second-phase information process outlined in section 1, the State will develop:

1. A Memorandum of Understanding (MOU) - to be executed between the State and WALGA following the (WALGA) State Council meeting on 4 March 2020.

The MOU will capture the overall principles of WA local governments participating in the Scheme as State Government institutions and being part of the State's declaration; and

2. Template Service Agreement – that will be executed on an 'as needed' basis between the State and an individual local government, if a redress application is received.

DLGSC and the Department of Justice will work with WALGA / LGPro and all local governments to prepare for participation in the Scheme including:

- Identifying appropriate positions, staff and processes to fulfil requests for information;
- Ensuring local governments have delegated authority to an officer to execute a service agreement with the State if needed;

The State will prepare a template Council report, where all WA local governments will be asked to delegate authority to an appropriate officer in advance, able to execute a service agreement if required. This is necessary as priority requests for information under the Scheme, are in a shorter turnaround time than Council meeting cycles and therefore, cannot be undertaken at the time.

- Ensuring local government have established appropriate processes and can fulfil Scheme obligations (particularly in terms of confidentiality, record keeping etc); and
- Gathering the necessary facility and service information from all individual local governments to commence participation in the Scheme. This information will be provided to the Commonwealth, loaded into the Scheme database and used to facilitate an individual local government's participation in the National Redress Scheme.

ACKNOWLEDGEMENTS

The contents of this Information and Discussion Paper includes extracts from the following identified sources. Information has been extracted and summarised to focus on key aspects applicable to the Department of Local Government, Sport and Cultural Industries' key stakeholders and funded bodies:

- The Royal Commission into Institutional Responses to Child Sexual Abuse – Final Report.

To access a full version of the Royal Commission's Findings and the Final Report, please follow the link at <https://www.childabuseroyalcommission.gov.au/>

- Western Australian State Government response to the Royal Commission (27 June 2018).

To access a full version of the State Government's detailed response and full report, please follow the link at

[https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-\(June-2018\).aspx](https://www.dpc.wa.gov.au/ProjectsandSpecialEvents/Royal-Commission/Pages/The-WA-Government-Response-to-Recommendations-(June-2018).aspx)

- More information on the National Redress Scheme can be found at www.nationalredress.gov.au.
- The full National Redress Scheme - Participant and Cost Estimate (July 2015) Report at <https://www.dlgsc.wa.gov.au/resources/publications/Pages/Child-Abuse-Royal-Commission.aspx>

FOR MORE INFORMATION

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APPENDIX A

ROYAL COMMISSION INTO INSTITUTIONAL RESPONSES TO CHILD SEXUAL ABUSE – FURTHER INFORMATION

The Royal Commission into Institutional Responses to Child Sexual Abuse (the Royal Commission) was established in January 2013, to investigate systemic failures of public and private institutions² to protect children from child sexual abuse, report abuse, and respond to child sexual abuse. The Royal Commission's Terms of Reference required it to identify what institutions should do better to protect children in the future, as well as what should be done to:

- achieve best practice in reporting and responding to reports of child sexual abuse;
- eliminate impediments in responding to sexual abuse; and
- address the impact of past and future institutional child sexual abuse.

The Western Australian Government (State Government) strongly supported the work of the Royal Commission through the five years of inquiry, presenting detailed evidence and submissions and participating in public hearings, case studies and roundtables.

The Royal Commission released three reports throughout the inquiry: *Working with Children Checks (August 2015)*; *Redress and Civil Litigation (September 2015)* and *Criminal Justice (August 2017)*. The Final Report (Final Report) of the Royal Commission into Institutional Responses to Child Sexual Abuse incorporated the findings and recommendations of the previously released reports and was handed down on 15 December 2017. To access a full version of the Royal Commission's Findings and the Final Report, follow the link at <https://www.childabuseroyalcommission.gov.au/>

The Royal Commission made 409 recommendations to prevent and respond to institutional child sexual abuse through reform to policy, legislation, administration, and institutional structures. These recommendations are directed to Australian governments and institutions, and non-government institutions. One specific recommendation was directed at Local Government, while many others will directly or indirectly impact on the organisations that Local Government works with and supports within the community.

Of the 409 recommendations, 310 are applicable to the Western Australian State Government and the broader WA community.

² * For clarity in this Paper, the term 'Institution' means any public or private body, agency, association, club, institution, organisation or other entity or group of entities of any kind (whether incorporated or unincorporated), however described, and:

- Includes for example, an entity or group of entities (including an entity or group of entities that no longer exist) that provides, or has at any time provided, activities, facilities, programs or services of any kind that provide the means through which adults have contact with children, including through their families
- Does not include the family.

THE WESTERN AUSTRALIAN GOVERNMENT RESPONSE TO THE ROYAL COMMISSION

The State Government examined the 310 applicable recommendations and provided a comprehensive and considered response, taking into account the systems and protections the State Government has already implemented. The State Government has accepted or accepted in principle over 90 per cent of the 310 applicable recommendations.

The State Government's response was released on 27 June 2018 fulfilling the Royal Commission recommendation 17.1, that all governments should issue a formal response within six months of the Final Report's release, indicating whether recommendations are accepted; accepted in principle; not accepted; or will require further consideration. The WA Government's response to the Royal Commission recommendations can be accessed at:

<http://www.dpc.wa.gov.au/childabuseroyalcommission>

The State Government has committed to working on the recommendations with the Commonwealth Government, other states and territories, local government, non-government institutions (including religious institutions) and community organisations.

The State Government's overall approach to implementation of reforms is focused on:

- Stronger Prevention (including Safer Institutions and Supportive Legislation)
 - Create an environment where children's safety and wellbeing are the centre of thought, values and actions;
 - Places emphasis on genuine engagement with and valuing of children;
 - Creates conditions that reduce the likelihood of harm to children and young people.
- Reliable Responses (including Effective Reporting)
 - Creates conditions that increase the likelihood of identifying any harm;
 - Responds to any concerns, disclosures, allegations or suspicions of harm.
- Supported Survivors (including Redress).

Many of the recommendations of the Royal Commission have already been addressed through past work of the State Government, and others working in the Western Australian community to create safe environments for children. This work is acknowledged and where appropriate, will be built upon when implementing reforms and initiatives that respond to the Royal Commission's recommendations.

APPENDIX B

NATIONAL REDRESS SCHEME - FURTHER INFORMATION

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse.

The National Redress Scheme (the Scheme):

- Acknowledges that many children were sexually abused in Australian institutions;
- Recognises the suffering they endured because of this abuse;
- Holds institutions accountable for this abuse; and
- Helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a redress-payment.

The National Redress Scheme involves:

- People who have experienced institutional child sexual abuse who can apply for redress;
- The National Redress Scheme team — Commonwealth Government staff who help promote the Scheme and process applications;
- Redress Support Services — free, confidential emotional support and legal and financial counselling for people thinking about or applying to the Scheme;
- Participating Institutions that have agreed to provide redress to people who experienced institutional child sexual abuse; and
- Independent Decision Makers who will consider applications and make recommendations and conduct reviews.

The National Redress Scheme formally commenced operation on 1 July 2018 and offers eligible applicants three elements of redress:

- A direct personal response from the responsible institution, if requested;
- Funds to access counselling and psychological care; and
- A monetary payment of up to \$150,000.

Importantly, the Scheme also provides survivors with community based supports, including application assistance; financial support services; and independent legal advice. The Scheme is administered by the Commonwealth Government on behalf of all participating governments, and government and non-government institutions, who contribute on a 'responsible entity pays' basis.

Institutions that agree to join the Scheme are required to adhere to the legislative requirements set out in the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth).

More information on the Scheme can be found at www.nationalredress.gov.au or the [National Redress Guide](#).

SURVIVORS IN THE COMMUNITY

Throughout the five years of its inquiry, the Royal Commission heard detailed evidence and submissions, and held many public and private hearings, case studies and roundtables. Most notably, the Royal Commission heard directly from survivors of historical abuse.

The Royal Commission reported that survivors came from diverse backgrounds and had many different experiences. Factors such as gender, age, education, culture, sexuality or disability had affected their vulnerability and the institutions response to abuse.

The Royal Commission, however, did not report on the specific circumstances of individuals with the details of survivors protected; the circumstances of where and within which institutions their abuse occurred is also protected and therefore unknown. Further, survivors within the WA community may have chosen to not disclose their abuse to the Royal Commission.

Accordingly, it is not known exactly how many survivors were abused within Western Australian institutions, including within Local Government contexts. Within this context of survivors in the community, who may or may not be known, consideration needs to be given to how all institutions, including local governments, can fulfil the Royal Commission's recommendation in relation to redress.

The Royal Commission's *Redress and Civil Litigation (September 2015)* Report recommended the establishment of a single national redress scheme to recognise the harm suffered by survivors of institutional child sexual abuse. This report also recommended that Governments around Australia remove the limitation periods that applied to civil claims based on child sexual abuse, and consequently prevented survivors – in most cases – pursuing compensation through the courts.

As a result of reforms made in response to these recommendations, WA survivors now have the following options to receive recognition of their abuse:

1. Pursuing civil court action(s) against the perpetrator and/or the responsible institution. The *Civil Liability Legislation Amendment (Child Sexual Abuse Actions) Act 2018* (WA) took effect on 1 July 2018, removing the limitation periods that previously prevented persons who had experienced historical child sexual abuse from commencing civil action.
2. Applying to the National Redress Scheme, which provides eligible applicants with a monetary payment, funds to access counselling and an apology. Note, to receive redress the responsible institution(s) will need to have joined the Scheme.

TREATMENT OF LOCAL GOVERNMENTS BY OTHER JURISDICTIONS

At the time of the State Government joining the Scheme, only two jurisdictions had made a decision about the treatment of local governments. All jurisdictions have since agreed to include local governments within their respective declarations, with the exception of South Australia (SA). The SA Government is still considering their approach.

It is understood that all jurisdictions, with the exception of SA, are either covering the redress liability associated with local government participation in the Scheme or entering into a cost sharing arrangement. The table below provides a summary of other jurisdictions' positions.

Jurisdiction	Position
Commonwealth	<ul style="list-style-type: none"> No responsibility for local governments. The Commonwealth Government has indicated preference for a jurisdiction to take a consistent approach to the participation of local governments in the Scheme.
Australian Capital Territory (ACT)	<ul style="list-style-type: none"> ACT has no municipalities, and the ACT Government is responsible for local government functions. ACT has therefore not been required to explore the issue of local government participation in the Scheme.
New South Wales (NSW)	<ul style="list-style-type: none"> In December 2018, the NSW Government decided to include local councils as NSW Government institutions and to cover their redress liability. The NSW Office for Local Government is leading communications with local councils about this decision. NSW's declaration of participating institutions will be amended once preparation for local council participation is complete.
Northern Territory (NT)	<ul style="list-style-type: none"> The NT Government has consulted all of the Territory's local governments, including individually visiting each local government. NT is in the process of amending Territory's declaration of participating institutions to include local governments.
Queensland	<ul style="list-style-type: none"> Queensland is finalising a memorandum of understanding (MOU) with the Local Government Association of Queensland to enable councils to participate in the Scheme as State institutions. The MOU includes financial arrangements that give regard to individual councils' financial capacity to pay for redress.
South Australia (SA)	<ul style="list-style-type: none"> Local governments are not currently included in the SA Government's declaration The SA Government is still considering its approach to local governments.
Tasmania	<ul style="list-style-type: none"> Local Governments have agreed to participate in the Scheme and will be included as a state institution in the Tasmanian Government's declaration. A MOU with local governments is being finalised, ahead of amending Tasmania's declaration.
Victoria	<ul style="list-style-type: none"> The Victorian Government's declaration includes local governments. The Victorian Government is covering local governments' redress liability.
Western Australia (WA)	<ul style="list-style-type: none"> The WA Government has excluded local governments from its declaration, pending consultation with the local government sector.

TIMEFRAME TO JOIN THE SCHEME

Institutions can join the Scheme within the first two years of its commencement. This means that institutions can join the Scheme up to and including 30 June 2020 (the second anniversary date of the Scheme). The Commonwealth Minister for Social Services may also provide an extension to this period to allow an institution to join the Scheme after this time. However, it is preferred that as many institutions as possible join the Scheme within the first two years to give certainty to survivors applying to the Scheme about whether the institution/s in which they experienced abuse will be participating.

If an institution has not joined the Scheme, they are not a participating institution. However, this will not prevent a person from applying for redress. In this circumstance, a person's application cannot be assessed until the relevant institution/s has joined the Scheme. The Scheme will contact the person to inform them of their options to either withdraw or hold their application. The Scheme will also contact the responsible institution/s to provide information to aid the institution/s to consider joining the Scheme.

THE SCHEME'S STANDARD OF PROOF

The Royal Commission recommended that 'reasonable likelihood' should be the standard of proof for determining eligibility for redress. For the purposes of the Scheme, 'reasonable likelihood' means the chance of the person being eligible is real and is not fanciful or remote and is more than merely plausible.

When considering a redress application, the Scheme Operator must consider whether it is reasonably likely that a person experienced sexual abuse as a child, and that a participating institution is responsible for an alleged abuser/s having contact with them as a child. In considering whether there was reasonable likelihood, all the information available must be taken into account.

Where a participating institution does not hold a record (i.e. historical information), the Scheme Operator will not be precluded from determining a person's entitlement to redress. The information to be considered by the Scheme Operator includes:

- The information contained in the application form (or any supplementary information provided by a person by way of statutory declaration);
- Any documentation a person provided in support of their application;
- The information provided by the relevant participating institution/s in response to a Request for Information from the Operator, including any supporting documentation provided; and
- Any other information available including from Scheme holdings (for example where the Scheme has built up a picture of relevant information about the same institution during the relevant period, or the same abuser).

It should be noted that the 'reasonable likelihood' standard of proof applied by the Scheme is of a lower threshold (or a lower standard of proof) than the common law standard of proof applied in civil litigation – the 'balance of probabilities'. Please see 11.7 of the Royal Commission's *Redress and Civil Litigation Report (2015)* for additional information on the difference between the two.

MAXIMUM PAYMENT AND SHARED RESPONSIBILITY

The amount of redress payment a person can receive depends on a person's individual circumstances, specifically the type of abuse the person experienced.

A person may only make one application for redress. The maximum redress payment payable under the scheme to an applicant is \$150,000 in total.

The payment of redress is made by the institution(s) found responsible for exposing the individual to the circumstances that led to the abuse.

There may be instances where one or more institutions are found to be jointly responsible for the redress payment to a person, and instances where a person may have experienced abuse in one or more different institutions. In such situations, the redress payable by an institution will be apportioned in accordance with the Scheme's assessment framework - see <https://www.legislation.gov.au/Details/F2018L00969> and method statement - see <http://guides.dss.gov.au/national-redress-guide/4/1/1>

Prior payments made by the responsible institution for the abuse to the applicant (e.g. ex-gratia payments) will be taken into account and deducted from the institutions' redress responsibility.

EFFECT OF AN APPLICANT ACCEPTING AN OFFER OF REDRESS

Accepting an offer of redress has the effect of releasing the responsible participating institution/s and their officials (other than the abuser/s) from civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme. This means that the person agrees to not bring or continue any civil claims against the responsible participating institution/s in relation to any abuse within the scope of the Scheme.

If a responsible participating institution/s is a member of a participating group, the person will be releasing the other associated institutions and officials within that group from any civil liability for instances of sexual abuse and related non-sexual abuse of the person that is within the scope of the Scheme.

Accepting an offer of redress also has the effect of preventing a responsible participating institution from being liable to contribute to damages that are payable to the person in civil proceedings (where the contribution is to another institution or person).

In accepting the offer of redress, a person will also be consenting to allow the participating institution/s or official/s to disclose the person's acceptance of redress offer in the event that a civil claim is made. The Scheme must provide a copy of the person's acceptance of offer to each responsible institution for their records once received.

Note – the acceptance of an offer of redress does not exclude the pursuance or continuance of criminal proceedings against the abuser(s).



A BALANCED VIEW
LEISURE CONSULTANCY SERVICES



Shire of
Donnybrook Balingup

A large, light-colored wireframe map of Australia is positioned in the background of the central text area. The map is composed of a network of thin grey lines connecting various points, creating a mesh-like structure. A bright sunburst effect is visible on the right side of the map, suggesting a sunrise or sunset over the eastern coast.

**Donnybrook Sporting
Recreation and Events
Precinct (VC Mitchell Park)
Master Plan
FINAL REPORT**

Shire of Donnybrook Balingup

ACKNOWLEDGEMENTS

A Balanced View (ABV) Leisure Consultants have developed the Master Plan for the Donnybrook Sporting and Recreation Precinct in the Shire of Donnybrook Balingup.

ABV would like to acknowledge Shire of Donnybrook Balingup staff, and the sport and recreation community in the Shire who provided valuable input into this project.

DISCLAIMER

ABV Leisure Consultants, its employees, directors and associated entities shall not be liable for any loss, damage, claim, costs, demands and expenses whatsoever and howsoever arriving in connection with the use of this master plan.

While all due care and consideration has been undertaken in the preparation of this report, ABV advise that all recommendations, actions and information provided in this document is based on our experience as professional leisure consultants and upon research as referenced in this document.

Information contained in this document is based on available information at the time of writing. All figures and diagrams are indicative only and should be referred to as such. This is a strategic document, which deals with technical matters in a summary way only.

Revision	Date	Prepared By	Prepared For	Description
A		ABV	Ben Rose	Draft Report Construction
B		ABV	Ben Rose	Draft Report for Discussion
C		ABV	Ben Rose	Final Report



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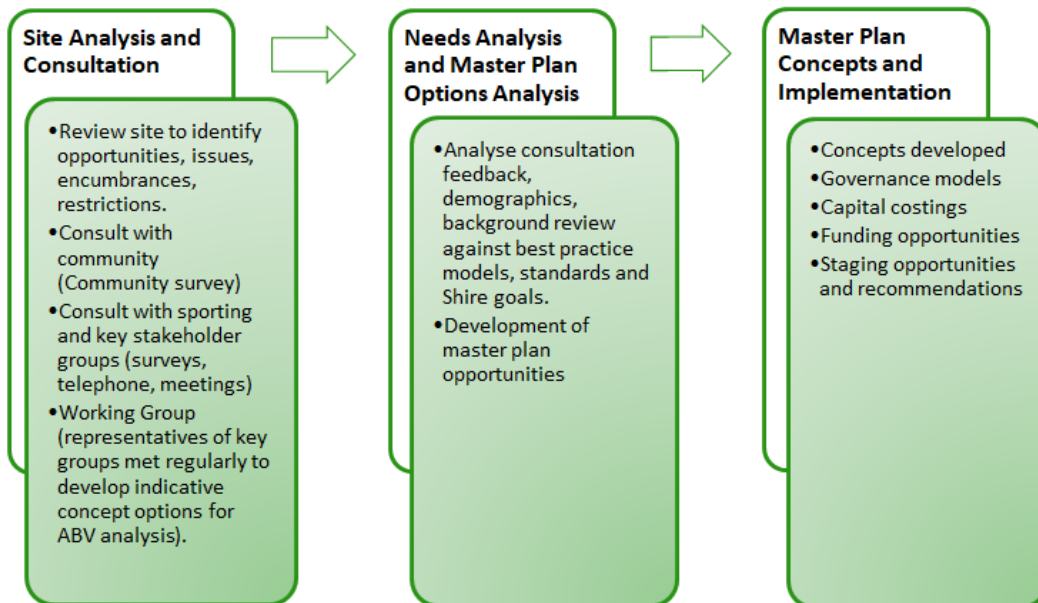
1 EXECUTIVE SUMMARY

A Balanced View Leisure Consultancy Services (ABV) was commissioned by the Shire of Donnybrook Balingup to prepare a master plan for the Donnybrook Sporting and Recreation Precinct.

The principle aim of the study and subsequent report is to identify the future facility and service requirements of the site through an assessment of need and development of a concept and business case for the development options.

The Shire of Donnybrook-Balingup (The Shire) has recognised the Donnybrook Sporting and Recreation Precinct is an important community, sporting and recreation asset and wants to ensure that the precinct meets the needs of the sporting clubs and community into the future, through a sustainable development approach.

The following methodology was undertaken in the development of this master plan;



Consultation and engagement with the community was crucial to the development of this master plan. The following opportunities were provided to the community to participate in the master planning process:

- Community Survey - available on line and in hard copy from 12th April 2019 – 13th May 2019 (32 responses received)
- Community Open Door Session – 30th April 2019 Shire Council Offices
- User Group/Club Survey – Direct survey 12th April 2019 – 13th May 2019 and follow up meetings and/or discussions.
- The Shire formed a working group made up of Shire councillors, Shire staff and members from the key stakeholder groups that met regularly and also visited various similar sport, recreation and event facilities throughout the region.

The following table summarises the key themes that were identified through the consultation process;

CO-LOCATION/SHARED USE	PAVILION / CHANGE ROOMS	OTHER
<ul style="list-style-type: none"> Shared facilities with all clubs in one area Shared use of facilities Colocation of other sports 	<ul style="list-style-type: none"> Football/Tennis Club facility upgrade Improved change rooms for football Female friendly change rooms Better away team change rooms 	<ul style="list-style-type: none"> Improved playground More diverse activities for children Oval lighting Improved car parking Improved path network Car park lighting
RECREATION CENTRE	NETBALL/HOCKEY	
<ul style="list-style-type: none"> Increased Opening Hours Swimming Pool change room improvements Gym and/or gym equipment improvements More classes 	<ul style="list-style-type: none"> Relocate netball to this location Relocate hockey to this location if possible 	

A detailed site analysis was undertaken, the results of which can be seen in section 10 of this report. Together with findings from consultation it formed the basis of a demand analysis to develop options that could be considered within the master plan. The demand analysis considered the following inputs and can be seen as section 11.1 within the report;

- Identification of existing assets and provision through documentation review, mapping and consultation.
- A general inspection of facilities and site visits, advice from Council staff and consultation responses.
- An assessment of current and future need by balancing anticipated demand based on population and participation trends.
- Determining opportunities for more effective use of existing asset provision.
- Information provided by the community and user groups.
- Recommendations from the Shire of Donnybrook Balingup Working Party (comprising Councillors, Shire staff, members from key stakeholder and user groups).

The analysis considered the inputs and proposes potential solutions for issues, improvements and opportunities.

The interpretation of these potential solutions is presented as a concept master plan in section 12. Two scenarios are presented, with scenario B the preferred.

Implementation staging of the master plan developments have been proposed based on the results of the analysis undertaken throughout the development of this master plan strategy. This is based on community need and analysis of data indicating high pressure points of existing facilities, site visits of current facilities and availability of funding;

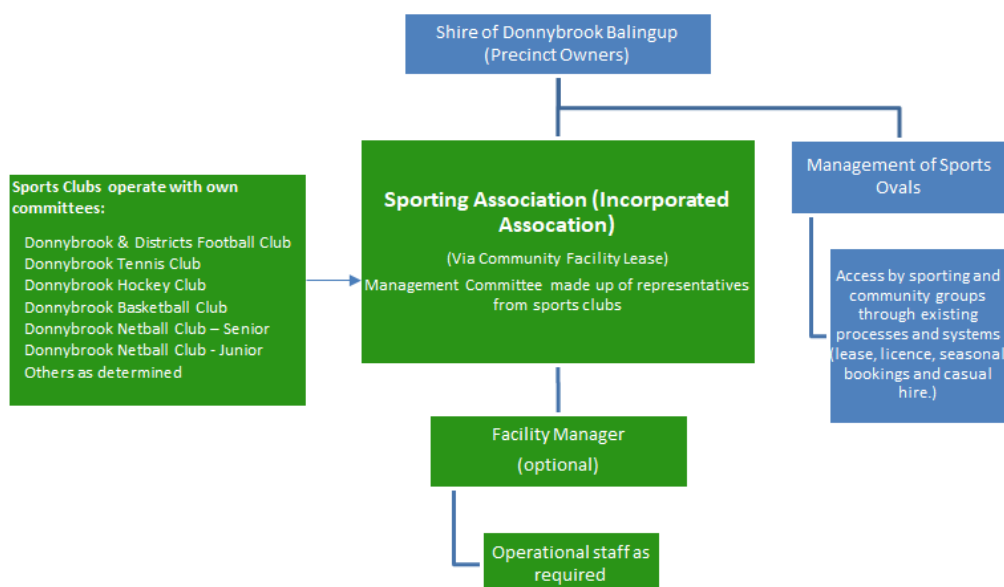
STAGE 1	COST ESTIMATE
Demolition of existing Football Club Room & Tennis Club Room, road, services, playground, path, fencing (to accommodate new)	\$397,625.00
New Sports Club Room	\$3,609,540.00
Oval lighting to 100 lux	\$400,000.00
Terraced seating around football oval	\$430,000.00
Reconfigured car park to the north of the tennis club (including retaining walls)	\$585,450.00
Raised car park off Steere Street	\$224,480.00
New Playground and BBQ Area	\$194,500.00
New Main entrance and ticket booth, slipway, fence, ramp to oval	\$423,875.00
Path Network (between main entrance and recreation centre)	\$90,000.00

STAGE 1	COST ESTIMATE
Tennis Maintenance shed	\$18,500.00
New rectangular playing field	\$357,565.00
Site levelling and clearance	\$382,830.00
Drainage to oval and general oval rectification	\$200,000.00
Allowance for services upgrades	\$530,000.00
Preliminaries	\$134,000.00
TOTAL	\$7,978,365.00

STAGE 2	COST ESTIMATE
Outdoor Netball Courts	\$381,900.00
Remainder of pathway network	\$128,050.00
New small playground	\$66,500.00
New Pavilion/Club room	\$1,036,040.00
New indoor multipurpose court (Recreation Centre expansion)	\$2,432,900.00
Recreation Centre car park upgrade	\$53,700.00
Overflow car park	\$167,280.00
Refurbishment to recreation centre	\$200,000.00
Lighting to rectangular field to 50 lux	\$260,000.00
Preliminaries	\$40,642.00
TOTAL	\$4,767,012.00

STAGE 3	COST ESTIMATE
Future development to western end of precinct for further recreation and community use.	TBA
TOTAL	\$0.00

A preferred governance model for the operation of the community multipurpose facility has been identified as a Sports Association Management Model implementing a management committee with representatives of the associated sporting groups, with the Shire managing the maintenance and bookings of the sports infrastructure, either through lease arrangements with the clubs, or direct bookings systems. The management model is depicted below;



2 INTRODUCTION AND PROJECT SCOPE

A Balanced View Leisure Consultancy Services (ABV) was commissioned by the Shire of Donnybrook Balingup to prepare a master plan for the Donnybrook Sporting and Recreation Precinct.

The principle aim of the study and subsequent report is to identify the future facility and service requirements of the site through an assessment of need and development of a concept and business case for the development options.

The Shire of Donnybrook-Balingup (The Shire) has recognised the Donnybrook Sporting and Recreation Precinct is an important community, sporting and recreation asset and wants to ensure that the precinct meets the needs of the sporting clubs and community into the future, through a sustainable development approach.

Donnybrook is located approximately 213 kilometres south of Perth and 40 kilometres south east of Bunbury. Balingup is located 37 kilometres south east of Donnybrook. The district is bordered by the City of Busselton and the Shire of Capel to the west and the Shires of Bridgetown-Greenbushes and Nannup to the south, Boyup Brook to the east and Collie and Dardanup to the north.

Located in Marmion Street Donnybrook, the precinct is considered 'one of the major hubs of outdoor activity in Donnybrook'¹. The existing community sporting and recreation precinct includes;

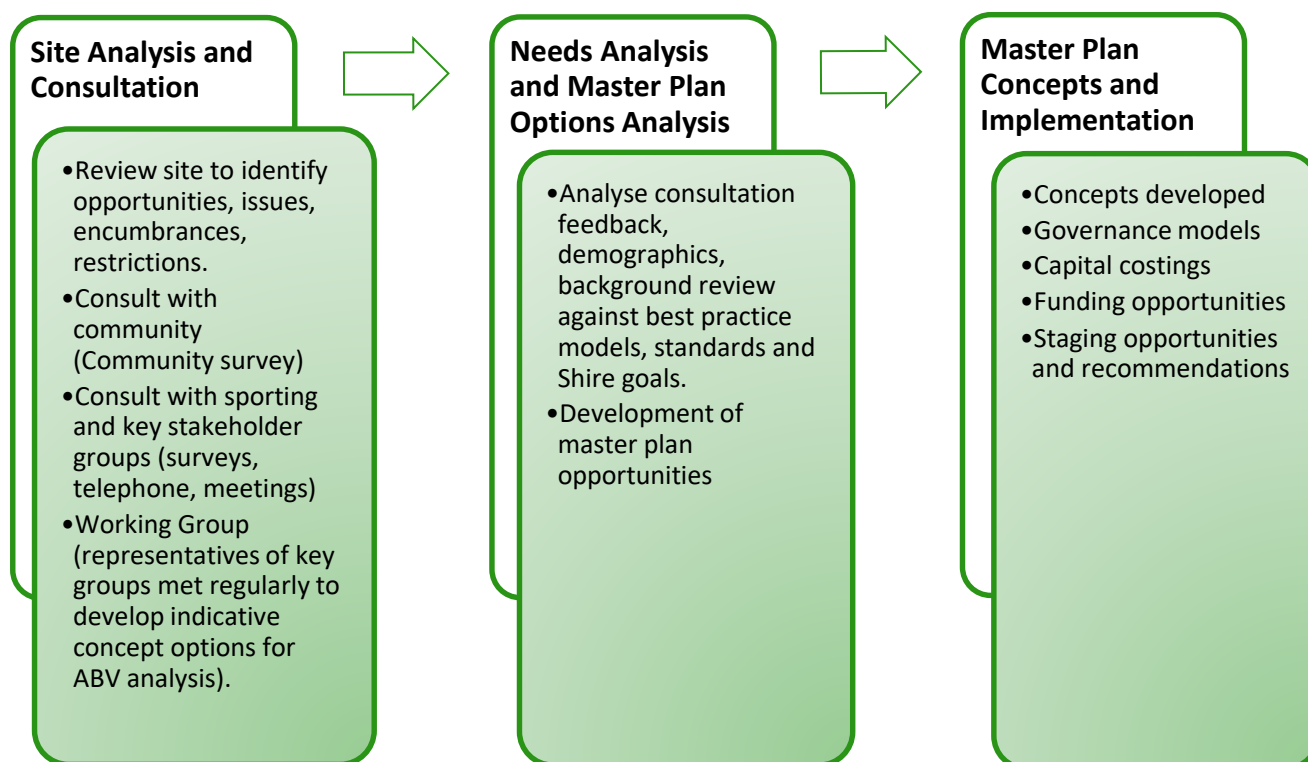
- Reticulated AFL oval, with some training level sports lighting to a section of the oval
- Football change and club room
- Social pavilion with large kitchen
- A change room building built in the 1970's
- 12 outdoor tennis courts
- Tennis club room
- Donnybrook Recreation and Aquatic Centre
- Car parks
- Disused outdoor basketball courts
- Vin Farley Rotary Playground

Through this project, the Shire seeks to understand the investment required to develop the precinct to ensure it continues to meet the community need and to cement this community, sporting and recreation precinct as a premier community hub through a managed development process that enhances opportunity for sport, passive recreation, and events into the future.

¹ Shire of Donnybrook Balingup website



3 PROJECT METHODOLOGY



4 KEY PROJECT OBJECTIVES

4.1 KEY DRIVERS

Community Hub Development - To fully utilise the synergies, advantages and benefits of co-locating a variety of sport and recreation activities within a single, integrated precinct. To create:

- new passive recreational facilities/amenities and initiatives;
- indoor and outdoor events space;
- new pedestrian infrastructure;
- and new vehicular infrastructure

To prioritise flexibility in the accommodation of the stated needs of the various sporting clubs and community organisations within the Master Plan

Ageing Infrastructure – to facilitate identified functional shortcomings with the existing ageing amenity and capacity, and to consider resolution of existing technical faults within the precinct in the context of the master plan.

Sustainability – To develop facilities that are operationally sustainable through co-location, multiuse and multipurpose facilities.

Accessibility – Community facilities should be designed to comply with the principles of universal design by facilitating access to and use of the facility and its spaces by all individuals and groups.

4.2 PROJECT OUTCOMES

	Project Outcomes	Benefits
Service Provision	<ul style="list-style-type: none"> Increased service provision. Building on sustainability initiatives. Collaboration between community, sports clubs and service providers. 	<ul style="list-style-type: none"> Increase in community programs in the area. Increased accessibility to sports programs in the area. Increased community pride and sense of belonging. Sustainability of local service providers, and/or community and sports organisations to meet existing service demands and establish additional programs & services.
Filling need of sports clubs and associated programs	<ul style="list-style-type: none"> Increased utilisation capacity To consider the need for the continuous use of the precinct during the implementation of the Master Plan. 	<ul style="list-style-type: none"> Increase in opportunity to participate in a number of sports. To enable continued use of the facilities through development and minimising disruption to community access.
Accessibility	<ul style="list-style-type: none"> Improve accessibility throughout precinct for all community members. 	<ul style="list-style-type: none"> Continued and improved access for physical activity opportunities.
Employment Opportunities and economic benefits	<ul style="list-style-type: none"> Increased employment opportunities through construction phase and once operational. Value adding to the existing economic activity & production. 	<ul style="list-style-type: none"> Construction – potential for increased job opportunities for local construction industry. Increased staffing opportunities to service new facilities. Increased local skill base and career opportunities / pathways for local community.
Environment	<ul style="list-style-type: none"> Integration of ESD initiatives in the design of buildings and facilities. 	<ul style="list-style-type: none"> Consideration of effective building design, materials, fixtures and fittings to minimise ongoing operations.

5 DOCUMENT REVIEW

5.1 SHIRE OF DONNYBROOK BALINGUP DOCUMENTS

The following documents were reviewed.

5.1.1 Strategic Community Plan 2017 – 2027 and Corporate Business Plan 2017 - 2021

The Shire of Donnybrook Balingup has developed and published the Strategic Community Plan 2017 – 2027. Following widespread community and stakeholder consultation, the plan sets the vision, aspirations and objectives of the community for the 10-year period. Based on community engagement, the Plan sets out the vision for the Shire’s future and captures the community’s aspirations and values. Four key themes were identified:

- **Economic:** A strong, diverse and resilient economy;
- **Environment:** Respect for our heritage, natural and built environment;
- **Social:** A healthy, safe and inclusive community; and
- **Leadership:** Effective leadership and civic responsibility.

Of relevance to the development of a master plan for the Donnybrook Sporting and Recreation Precinct, the following objectives, outcomes and strategies have been established to meet the key themes identified in the plan.

Table 1: Shire of Donnybrook Balingup

Theme	Objective	Outcome	Strategy
2. Environment	Respect for our heritage, natural and built environment	2.1 An attractive and maintained built environment	Maintain, renew and improve infrastructure within allocated resources
3. Social	A healthy, safe and inclusive community	3.1 An engaged, supportive and inclusive community	Actively engage with the community
		3.2 Well supported community groups and facilities	3.2.1 Provide and maintain appropriate community facilities
		3.3 A safe and healthy community environment for all ages	Promote ‘ageing in place’ Promote retention of youth and families within the district Support a safe, healthy and active community

The Shire’s Corporate Business Plan 2017 - 2021 complements the Strategic Community Plan, providing more detailed direction in relation to projects, services and initiatives. Specifically, action item 3.3.3.2 of the Corporate Business Plan identifies that the Shire is to consider the following:

- “Review and implement the VC Mitchell Park and Balingup Recreation Centre Masterplans.”

The focus of State funding for this MasterPlan is solely on the VC Mitchell Park Precinct.

5.1.2 Disability Access and Inclusion Plan 2017 - 2022

It is recognised in the community that improving access and inclusion for all people is common goal. Through having accessible and inclusive services and facilities, people are enabled to lead lives of greater independence and participate in community life.

The Shire adopted their first Disability Access and Inclusion Plan (DAIP) in 1996 and have been systematically reviewing and updating it. The 2017-2022 Shire DAIP integrates results from the review of the previous DAIP (being 2012-2017), along with significant new initiatives towards achieving identified outcomes. It also focuses on a new direction in terms of progressing the DAIP to reflect the current aspirations of both the Council and local community.

The review of the 2012 – 2017 plan identified barriers to equitable access and inclusion. The barriers include:

- Some physically inaccessible pedestrian environments
- Several Shire owned buildings that are difficult to access
- Many businesses within the Shire are physically inaccessible
- Events and activities may not facilitate the full participation of people with disability
- Suitable parking for people with disability may not be meeting the needs of this growing demographic
- Elements of the Shire’s communication and information processes can be improved to make them more accessible and inclusive for people with disability
- People with disability may not be aware of consultation, complaint and employment opportunities offered by the Shire.

Eight outcome areas have been identified for the 2017 – 2022 DAIP. Of those eight, the following are relevant to the development of the master plan for the Donnybrook Sporting and Recreation Precinct.

Theme	Strategy
People with disability have the same opportunities as other people to access the services of, and any events organised by, the Shire of Donnybrook Balingup	Incorporate an inclusive culture and ‘all abilities’ approach which supports equitable access to Shire services, programs and activities.
People with disability have the same opportunities as other people to access the buildings and other facilities of the Shire of Donnybrook-Balingup	<p>Improve the accessibility of existing Shire buildings and facilities.</p> <p>Ensure new Shire buildings and facilities, including redevelopments comply with accessibility standards.</p> <p>Ensure there are adequate ACROD parking bays to meet demand in terms of quantity and location and that these bays are properly constructed, signed and marked.</p> <p>Ensure that where reasonably practical, all people can easily access public toilets located in the Shire.</p>

5.1.3 Growing Donnybrook – Balingup

Completed in the 2015, Growing Donnybrook-Balingup is a ‘non-statutory, affirmative action plan using a sustainability framework to guide the long-term growth and development of the Shire. It documents an aspirational community vision and strategy unfettered by statutory requirements. This aspirational future



involves a more fundamental shift in outlook and priorities than those enshrined in existing schemes, strategies and policies'.²

Donnybrook Townsite is recognised regionally as a District Centre, and is the highest order townsite in the Shire with dominant population and growth. The settlement and land use framework provides for growth of Donnybrook townsite to accommodate a population between 3000 – 3500. Identified as the Shire's Principal Centre it contains district-level community services and facilities to support needs of the local community, smaller townsites and the agricultural population in the Shire (including district recreation, health and community services).

The Growth Plan has shown that the Shire is capable of physically accommodating significant growth, providing the economies of scale necessary to justify the necessary investment in economic and social infrastructure.

The document recommends a sustainable approach to growth in Donnybrook and Balingup which aims at concurrent achievement of the relevant economic, social, environmental, built form and infrastructure, and governance outcomes in a managed, balanced and integrated way.

As the principal centre, Donnybrook is well placed to accommodate significant economic and population growth that will facilitate a wider range of employment and services that benefit the whole Shire. Balingup will benefit from moderate growth that will enable retention and expansion of existing services and creation of additional employment, economic and social opportunities while retaining its village character.

5.1.4 Relevant Documents

In addition, several documents provided by the Shire were reviewed in order to undertake the analysis of future requirements, such as;

- Lease arrangements.
- Floor Plans of existing facilities.
- Facility Bookings.
- VC Mitchell Park and Balingup Sports Master Plan – 2009 (Jill Powell and Associates)

5.2 RELEVANT INDUSTRY DOCUMENTS

The following summarises a review of industry documents relevant to this study. A full review is provided as Appendix 1.

5.2.1 Strategic Directions 6 (SD6)

This publication by the Department of Local Government, Sport and Cultural Industries (DLGSCI) (Previously the Department of Sport and Recreation) Strategic Directions 6 (SD6) planning document covers the five year period (2016 – 2020) to guide the sport and recreation industry. It identifies the key societal trends that are driving change in the industry.

The document outcomes are to:

- Increase participation.
- Improve performance.
- Enhance social capital and organisational capability.
- Enhance wellbeing.

² Growing Donnybrook - Balingup



5.2.2 Public Parkland Planning and Design Guide, Western Australia (WA)

This document was developed by the Department of Sport and Recreation and the Department of Water (2014) and outlines design principles for the development of parklands and open space. The focus of the document is the requirement for consideration of well-planned parklands that during the planning and design stages, consider all elements to achieve sustainability in the long term. Planning needs to be integrated to ensure quality outcomes are achieved;

- Consideration of end user requirements.
- Allocation of parkland is suitable for desired outcomes.
- Development of multi-use parklands.
- Playing fields are well planned to consider peak usage and watering requirements, ongoing maintenance, use of appropriate equipment (Irrigation systems) and ongoing water supply considerations.
- Enhancement of existing site features.
- Use of local resources and materials.
- Department of Water should be consulted during the planning phase of parklands.

5.2.3 Classification framework for Public Open Space (WA), Department of Sport and Recreation

Developed in 2012, the primary purpose of this framework is to define terminology that can be universally used to describe POS and is designed to achieve that consistency and reduce confusion. The framework contains two (2) central categories – function and catchment hierarchy.

There are three functions identified for POS, and four catchment hierarchy categories:

Functions	Catchment Hierarchy
<ul style="list-style-type: none">• Recreation	<ul style="list-style-type: none">• Local Open Space
<ul style="list-style-type: none">• Sport	<ul style="list-style-type: none">• Neighbourhood Open Space
<ul style="list-style-type: none">• Nature	<ul style="list-style-type: none">• District Open Space
	<ul style="list-style-type: none">• Regional Open Space

VC Mitchell Park is considered as having a predominantly SPORT function incorporating elements of Recreation and Nature with characteristics of a District Open Space for most activities.

5.2.4 Intergenerational Review of Australian Sport, Australian Sports Commission, 2017

The Australian Sports Commission (ASC) has been closely monitoring the health and performance of the Australian sports sector since the early 1980s.

The report identified that Australia's rich sporting tradition is at risk of being eroded, with a number of trends impacting Australians' participation in sport and our future performance.

If the current trends affecting sport continue, the impact will be significant – for the individual, our communities, and on the international sporting field – with many of today's benefits eroded. Without action, Australia is at risk of transitioning from a nation of active sport participants to a nation of passive sport consumers.

The aspiration for Australian sport in 2036

To reverse these trends and maximise the potential benefits from sport, a new aspiration for Australian sport is being put forward to galvanise the sector around a shared vision for the future:

“For Australia to be the most active sporting nation, known for its integrity, thriving sports organisations, continued exceptional international success, and a world-leading sports industry.”

Five major areas of activity have been identified, including a small number of “game changers” in each that together can fundamentally shift the direction of Australian sport and ensure the many benefits derived from sport are enhanced into the future.

5.2.5 The Value of Community Sport Infrastructure, Australian Sports Commission and KPMG, 2018

Commissioned by the Australian Sports Commission (ASC) and led by KPMG, the study aimed to attempt to demonstrate the broader value of community sport infrastructure to society by quantifying its economic, health and social benefits.

The study and subsequent report identified:

Community sport infrastructure is estimated to generate an annual value of more than \$16.2 billion to Australia,

- \$6.3 billion worth of economic benefit which includes the economic activity associated with the construction, maintenance and operation of community sport infrastructure and the increased productivity of those who are physically active as a result.
- \$4.9 billion worth of health benefit which includes personal benefits to those who are less likely to contract the range of health conditions known to be associated with physical inactivity.
- \$5.1 billion worth of social benefit which includes the increased human capital resulting from the social interactions that are facilitated by community sport infrastructure and the broader community benefits of providing “green space” (e.g. sports fields).

The report also notes that in addition to the abovementioned benefits, community sport infrastructure is a key driver and enabler of a range of other benefits which can only be considered on a qualitative basis, such as social inclusion and community pride.

5.2.6 The Economic and Social Benefits of Club-Based Football in Western Australia (October 2018)

Developed as an internal document for the Western Australian Football Commission (WAFC), the WAFC have provided approval for this report to be considered and reviewed as part of this project.³

The report intent was to identify the social and economic return that club based football provides in Western Australia.

It was estimated that the WA football industry directly contributed \$110.4M in economic output to Western Australia in the 2016-2017 year. This level of direct value added in turn generated flow-on (or indirect) value add of \$109.9 million, resulting in a total estimate of \$220.3M to the WA economy.

The implied economic value added multiplier is \$2.00 (the actual multiplier is 1.966), which means that for every dollar spent by the WA football industry in Western Australia, additional spending of \$1.00 is generated across Western Australia’s economy.

The following fact sheet provided by the WAFC outlines the key findings of the report.

³ Provided by Josh Bowler, Western Australian Football Commission





WA FOOTBALL: SOCIAL RETURN ON INVESTMENT - KEY FACTS

- We've always known the benefits of footy go beyond being a great game to play and watch. Now we have the research and findings to confirm this
- For every dollar of input the football industry produces \$2.16 worth of economic and social benefit for WA

ECONOMIC BENEFITS

Every dollar spent by football in WA creates two dollars for the local economy

- Community football clubs support local businesses and suppliers by spending their money in the local community
- WA Football industry directly contributed \$110.4M in economic output to WA in 2016/17
- This in turn generated flow-on value of a further \$109.9M
- Overall the WA football industry contributed \$220.3M to the WA economy
- The economic value-added multiplier is 2.00
- This compares favourably to other industries. For example, 1.43 for major mining companies in regional communities or 1.62 for the WA cruise ship industry

For every person employed by football directly, another job is created in the community

- WA football industry directly accounted for 715 FTE jobs in 2016-17
- A further 762 FTE jobs were generated throughout the economy as a result
- Overall the WA football industry accounted for 1,477 direct and indirect jobs
- The employment multiplier is 2.06

SOCIAL BENEFITS

Club-based footy generates \$225 million in social benefits to the community each year

- WA delivered \$225M attributable social benefits to 75,941 participants involved in organised club-based football in 2016/17
- For your average footy club member this means ~\$3,000 of social benefits directly related to being involved in club football
- Participants were active for 11.4 million hours
- 2.2 million hours were contributed by coaches, umpires, administrators and other volunteers involved in clubs
- Physical and mental health benefits, including suicide prevention, account for \$78.6M
- Economic benefits of organised club-based football create \$76.4M of benefit for participants through job matching, volunteering and increased productivity
- Personal wellbeing is third largest category creating \$52.0M of benefit
- Education related benefits create \$16.7M, while reduced recidivism accounts for \$0.9M
- Others benefits that have not been quantified include social inclusion, civic pride, empowerment, social connectedness, regional population stability, crime reduction and cultural integration



6 DEMOGRAPHICS SUMMARY

The Shire of Donnybrook Balingup had an Estimated Residential Population of 5,870 as at the 2016 Census⁴. Table 1 following provides a snapshot of the Shire population and percentages compared with WA overall.

A full summary analysis of the demographic analysis is provided as Appendix 2. The key demographic characteristics for the Shire of Donnybrook Balingup identified in the analysis are:

- The population in the Shire of Donnybrook Balingup grew by 1,585 in the 5-year period from 2001 to 2016, a growth of 36.87%.
- There has been an increase in all age cohorts except for 5 – 14 year old's.
- The greatest change has been in the 55+ age groups where the percentage of population increased from 904 people to 2,266, equating to a 150% increase in this age category. Mobility and accessibility become greater issues for this demographic that need to be considered in recreation planning. Passive recreation pursuits and accessibility need to be considered in future developments.
- The Shire of Donnybrook Balingup has a much higher than average median age of 47 years (in comparison to the WA average of 36 years).

Table 1: Shire of Donnybrook Balingup Demographic Overview

Category	Shire of Donnybrook Balingup	WA
Population (2016 Census)	5,870	2,474,410
Males	49.4%	50%
Females	50.6%	50%
Aboriginal and/or Torres Strait Islander Population	1.7%	3.1%
Born in Australia	72.2%	60.3%
Overseas Born	27.8%	39.7%
Median Age	47	36
Median Income per person (\$ weekly)	\$563	\$724
Median Income per household (\$ weekly)	\$1,155	\$1,595
Couple family with children	36.9%	45.3%
Couple family without children	51.8%	38.5%
Number of dwellings	2,760	
Occupied private dwellings	83.7	86.7
Index of Relative Socio-Economic Disadvantage *	996	1015

Source: Australian Bureau of Statistics, Census of Population and Housing, 2016.

*(SEIFA) is a product developed by the ABS that ranks areas in Australia according to relative socio-economic advantage and disadvantage. The indexes are based on information from the five-yearly Census. SEIFA gives insight into Socio-Economic Advantage and Disadvantage.

The index is designed so that the national average sits at 1,000. With a ranking of 996, the Shire of Donnybrook Balingup sits marginally below WA and national average.

⁴ Australian Bureau of Statistics, 2016 Census of Population and Housing

7 CONSULTATION KEY THEMES

7.1 COMMUNITY AND STAKEHOLDER CONSULTATION

Consultation and engagement with the community was crucial to the development of this master plan. The following opportunities were provided to the community to participate in the master planning process:

- Community Survey - available on line and in hard copy from 12th April 2019 – 13th May 2019 (32 responses received)
- Community Open Door Session – 30th April 2019 Shire Council Offices
- User Group/Club Survey – Direct survey 12th April 2019 – 13th May 2019 and follow up meetings and/or discussions.

The following key themes were identified through the consultation process. A detailed summary of the consultation results can be seen as Appendix 3.

CO-LOCATION/SHARED USE	PAVILION / CHANGE ROOMS	OTHER
<ul style="list-style-type: none"> • Shared facilities with all clubs in one area • Shared use of facilities • Colocation of other sports 	<ul style="list-style-type: none"> • Football/Tennis Club facility upgrade • Improved change rooms for football • Female friendly change rooms • Better away team change rooms 	<ul style="list-style-type: none"> • Improved playground • More diverse activities for children • Oval lighting • Improved car parking • Improved path network • Car park lighting
RECREATION CENTRE	NETBALL/HOCKEY	
<ul style="list-style-type: none"> • Increased Opening Hours • Swimming Pool change room improvements • Gym and/or gym equipment improvements • More classes 	<ul style="list-style-type: none"> • Relocate netball to this location • Relocate hockey to this location if possible 	

7.2 SHIRE OF DONNYBROOK BALINGUP WORKING GROUP

The Shire formed a working group made up of Shire councillors, Shire staff and members from the key stakeholders. The working group consisted of the following members:

Shire of Donnybrook Balingup	Stakeholders
Shire President	Donnybrook and Districts Football Club
2 x Shire Councillors	Donnybrook Tennis Club
Chief Executive Officer	Donnybrook Netball Club (Junior and Senior)
Manager Community Development	Donnybrook Ladies Hockey Club
	Donnybrook Basketball Association

Whilst an invitation was extended to all sporting and recreation groups in the Shire to be involved in the Master Plan exercise, the above groups submitted interest in involvement (and were involved via the working group).

Attending a number of meetings (as outlined below) and site visits of regional Recreation Centres and sporting precincts, the working group workshopped and developed options that provided the members a development approach for the precinct.

Date	Activity	Participants
11 July 2019	Site visit: Pingelly, Narrogin, Katanning Recreation Centres	Shire and Working Group
6 September 2019	Site visit: Bruce Rock, Corrigin, Narembeen Recreation Centres	Shire
13 September 2019	Site visit: Pemberton Recreation Centre	Shire
30 October 2019	Working Group Meeting	Shire and Working Group
20 February 2020	Working Group Meeting	Shire and Working Group
3 March 2020	Working Group Meeting	Shire and Working Group



8 PARTICIPATION TRENDS

There are a number of important national, state and local sport and recreation trends that should be considered when planning for the future development of the Donnybrook sporting and recreation precinct. A summary of relevant trends is outlined in the following sections.

8.1 ACTIVE AND PASSIVE SPORT AND RECREATION PARTICIPATION TRENDS

The latest Australian sports and physical recreation participation trends are now being captured in the Ausplay survey that is conducted by the Australian Sports Commission (ASC). This replaces data that was previously captured by the Australian Bureau of Statistics and the Exercise, Recreation and Sports Survey conducted by the ASC.

The Ausplay survey includes interviews with over 20,000 adults, including more than 3,800 parents/guardians of children aged up to 14 years. The first Ausplay survey was conducted from October 2015 to September 2016. Information is updated on a six monthly basis with more detailed information and analysis updated annually. Key findings from the Ausplay results issued October 2019 for the year are as follows:

8.1.1 Top Activities

Tables 2 and 3 below from the Ausplay survey show the top 15 activities for adults (organised and non-organised), and the top 10 organised activities for children outside of school hours and provides a comparison of participation levels from 2016/2017 through to 2018/2019.

Source: Ausplay Survey Results October 2019, Australian Sports Commission.

Table 1: Ausplay Survey Top 15 Activities Adult

Adult Participation	2016/17	2017/18	2018/19
	Participation rate (%)		
Walking (Recreational)	43.4%	43.8%	43.5%
Fitness/Gym	33.2%	34.3%	35.7%
Athletics, track and field (includes jogging and running)	15.2%	15.2%	16.0%
Swimming	15.1%	14.6%	15.2%
Cycling	11.4%	11.4%	11.5%
Bush walking	6.3%	5.3%	5.7%
Yoga	4.5%	4.8%	5.3%
Football/soccer	5.7%	5.1%	5.3%
Tennis	4.6%	4.2%	4.5%
Golf	5.0%	4.7%	4.4%
Basketball	3.6%	3.4%	3.7%
Pilates	2.8%	3.1%	3.3%
Netball	3.1%	2.7%	3.0%
Australian football	2.5%	2.5%	2.9%
Cricket	2.7%	2.6%	2.4%

Table 2: Ausplay Survey Top 10 Activities Children

Child Participation	2016/17	2017/18	2018/19
	Participation rate (%)		
Swimming	33.3%	30.8%	37.3%
Football/soccer	15.1%	13.7%	15.9%
Gymnastics	7.8%	8.8%	10.9%
Dancing (recreational)	8.3%	9.0%	9.6%
Australian football	8.5%	8.8%	9.0%
Basketball	6.9%	6.9%	7.7%
Tennis	6.2%	5.7%	7.2%
Netball	6.9%	6.5%	7.1%
Athletics, track and field (includes jogging and running)	5.5%	5.3%	5.7%
Cricket	6.0%	5.0%	5.4%

These statistics find that recreational walking is the primary form of physical activity undertaken by Adults (43.5%), with Fitness/Gym (35.7%), jogging (included within Athletics Track and Field 16%), Swimming (15.2%) and Cycling (11.5%) also included in the top five activities. It underscores the level of importance that pathways and trails have in sport and recreation facility provision that is inclusive of the whole community.

8.1.2 Organised Sports Participation

The Ausplay survey reveals, as have previous national surveys, that organised sports participation is highly popular amongst children and peaks amongst children in the upper primary school years, and then gradually declines amongst high school aged children.

Organised sports participation amongst Adults (15+ years) is at its peak amongst persons aged 15-17 and then progressively declines as age increases.

Figure 1: Adult Participation by Age

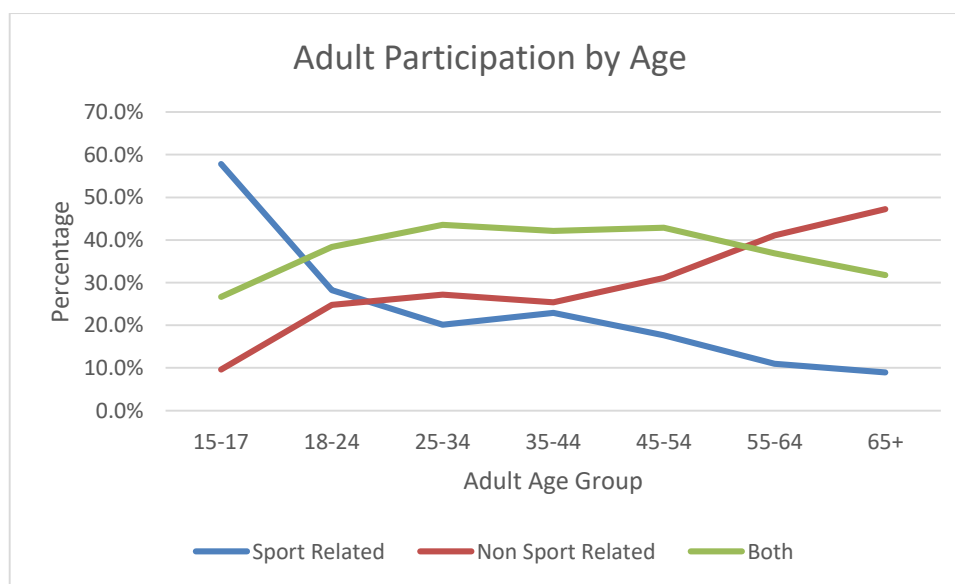
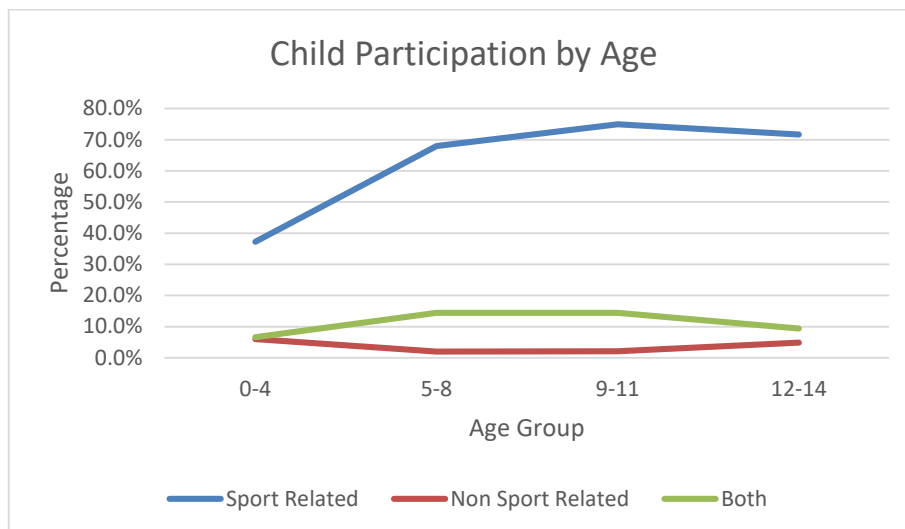


Figure 2: Child Participation by Age



Source: Ausplay Survey Results April 2019, Australian Sports Commission.

8.1.3 Barriers to Participation

For adults, lack of time is the primary reason for not participating in physical recreation up to age of 55, after which poor health/injury becomes the major reason for not participating.

For children, lack of time is cited as the major reason for not participating in physical recreation followed by lack of money and lack of enjoyment (excluding too young/too old to participate).

8.1.4 Motivation for Participation

The Ausplay survey reveals the top three motivations for adult participation in sport are: Fun/enjoyment, social reasons and mental health.

8.1.5 Sports Club Participation

Tables 4 and 5 below provide the top 10 for participation in sports for adults and children. For sports played in sport clubs, football (soccer) is the top sport among adults and children combined.

Table 3: Top 10 Sports Club Participation Activities (Adult) in Australia in 2019

Top Club Sport Activities Adult	Population Estimate (000s)	Percent of Population
Golf	681.4	3.3
Football / Soccer	593.8	2.9
Tennis	472.4	2.3
Netball	413.7	2.0
Australian Football	413.5	2.0
Basketball	344.5	1.7
Cricket	304.1	1.5
Bowls	234.5	1.1
Touch Football	216.3	1.0
Hockey	141.0	0.7
Rugby League	124.1	0.6

Table 4: Top 10 Sports Club Participation Activities (Children) in Australia in 2019

Top Club Sport Activities Children	Population Estimate (000s)	Percent of Population
Football /Soccer	649.3	13.4
Australian Football	379.8	7.8
Swimming	363.2	7.5
Netball	291.2	6.0
Basketball	289.7	6.0
Tennis	256.8	5.3
Gymnastics	252.7	5.2
Cricket	219.2	4.5
Athletics, track & field	169.7	3.5
Rugby league	94.8	2.0

The data also identified the following general trends:

- Australian adults tend to play sports for longer durations than non-sport related physical activities. However, they participate in non-sport related activities more often than sport.
- Physical health or fitness is the strongest motivation for non-sport related physical activity and whilst this is also the lead motivation for playing sport, people are significantly more likely to also play sport for the fun/enjoyment and social aspects.
- Women are more likely to participate in sport or physical activity for physical and mental health reasons and to lose or maintain weight. Men are more motivated by fun / enjoyment and social reasons.
- For adults up to middle-age, time pressure is by far the main barrier to participating in sport or physical activity. Poor health or injury then also becomes a main factor.
- The main barrier to young children participating in organised out of school hours sport or physical activity is their parents' perception that they are too young to start playing.
- Sport clubs are the primary avenue for children to be active (except for children aged 0 - 4, who are more likely to be active through other organisations).
- Sport clubs are not the main choice for participation in sport or physical activity in Australia for adults aged 18 years and over.
- While sport clubs are the main avenue for both girls and boys, throughout childhood boys (50%) are more likely to be active through club sport than girls (33%).



9 RELEVANT INDUSTRY TRENDS

9.1 INTEGRATED PLANNING

In recent times, planning of community infrastructure, including POS is undertaken on a more holistic scale across a district or sub-region, rather than isolated facility development. Community infrastructure planning includes:

- Identifying and prioritising service needs.
- Reviewing existing services in relation to these needs.
- Identifying which services should be retained or discontinued.
- Identifying and developing new services aligned with the current and future priorities of Council and the community.

A broad range of community needs, population, demographic profiles and existing provision is assessed in the planning of infrastructure. In addition, the services provided and those likely required are taken into account.

Generally, local governments are adopting this approach and introducing an integrated planning model along discrete service lines (i.e. youth provision, aged and seniors care, sports facility provision, child and community health).

The purpose of the model is to ensure the need for community services is fully analysed in order that they can identify how to best meet the community requirements. This enables local governments and not for profit services to take a more strategic and pragmatic approach to the delivery of services and facilities. Inherent in a more strategic and pragmatic approach, is an organisation that is more responsive and adaptive to community needs, takes a more holistic approach but able to distil this to a local level, is able to balance service needs with financial pressures and is able to forecast future needs.

This integrated approach provides for a better network of facilities that meet the community aspirations and allows for a different range of service options within facilities. This strategic approach reduces duplication of facilities and services, ultimately providing a more sustainable outcome for the community.

9.2 FEMALE SPORTS PARTICIPATION

An emerging trend in two major field sporting codes in Australia is the rapid growth in female participation in cricket and Australian Rules Football, which traditionally have been male dominated. Female cricket and Australian Rules Football have recorded remarkable growth in recent years including:

- Cricket Australia reported that in 2018/19, registered female participation grew by 14 per cent, including 873 new girls' teams taking the field and females now making up 30 per cent of cricket participants in Australia.⁵
- The WAFC reported in 2019 that 27% of overall participation in football is female. This includes club, school and promotional participation. 10% of club participation is female, up from 3% in 2015.

Interestingly, female soccer participation has not recorded significant growth in participation in recent years, however, it has the highest participation numbers of all football codes for females in Australia with 402,000 female participants. Australian Rules is clearly the second preferred football code for women with a record 155,000 women now participating regularly, or occasionally, in Australia's game, up 30.3% from

⁵ <https://www.cricketaustralia.com.au/media/media-releases/australian-cricket-demonstrates-progress-as-a-leading-sport-for-women-and-girls/2019-06-30>

four years ago and up 23% from a year ago when the Australian Football League Women (AFLW) was first launched.⁶

This increased female participation in traditionally male dominated mainstream sports including Australian Rules Football, cricket and soccer, will have a significant impact on the demand for active reserve space and the need for more female friendly facilities, such as change rooms suitable for use by males and females at multi-field sports complexes.

9.3 GAME FORMAT CHANGES

Many sports are introducing new forms of the game to attract younger and new participants. Amongst others, cricket, rugby and soccer are now providing modified, fast versions of the game. The impact is that sports such as rugby, Australian Rules Football and soccer have introduced their modified game during summer seasons, effectively increasing their season and requirements for infrastructure. In addition, it is becoming increasingly common for sporting competitions to be played mid-week and under lights as a way of attracting and retaining youth participants.

9.4 FACILITY SHARING

Strong emphasis is now placed on the best practice principles of joint use facilities and co-location at all levels of government. The push towards greater implementation of joint use and co-location is encouraged through the prioritisation of funding towards projects that espouse these best practice principles. The Department of Local Government, Sport and Cultural Industries (DLGSCI) administer the primary source of State Government funding for community sport and recreation facilities, the Community Sporting and Recreation Facilities Fund (CSRFF), and the information on its website clearly states that:

“Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability.” Source: <http://www.dsr.wa.gov.au/facilitiesfunding>

This provides significant financial incentive for community groups to pursue shared facility opportunities in order to gain significant levels of funding.

DLGSCI also advocates joint use facility provision in the *Facility Planning Guide, Sport and Recreation Facilities, March 2007*. This document provides the following rationale for joint use facilities:

- Less duplication and maximum use of community facilities and services.
- Creation of a community hub—a focal point for community activity.
- Shared capital costs, services, resources and expertise.
- Improved relationships between organisations.
- Reduced operating costs.
- Increased community ownership of facilities.
- Access to a broader range of services and expertise.
- Reduced vandalism.

This document notes that all parties need to carefully consider their specific needs for access and usage and be assured that compatibility exists before planning progresses to the design phase. Comprehensive management agreements need to be developed to ensure all parties are aware of their responsibilities, however, if a sharing arrangement is to be successful there must be flexibility, trust, open communication and co-operation.

⁶ <http://www.roymorgan.com/findings/7539-women-in-football-december-2017-201803230556>

Sharing of facilities allows optimisation of usage of sports fields, clubrooms and amenities. A common example of facility sharing is usage of a set of clubrooms and sporting fields by a winter user and a summer user. At the end of a season, one club vacates the facility to enable the other seasonal user group access for their season. This ensures the facility is used year round.

There are also opportunities for junior clubs to share with seniors. Juniors and seniors of the same sport generally play on different days or morning and afternoons/evenings. Junior clubs generally have a lesser requirement for social facilities, and therefore, can be well suited to be a secondary tenant of a clubroom facility.

It should be noted however, that one size does not fit all regarding facility sharing. In some instances, there may be opportunities for increased facility sharing and in some instances there may be less. One of the major factors that affect the ability for sharing of facilities is the size of the clubs concerned. For example, a junior sporting club may have very large membership and require scheduling of games on both days of the weekend plus training times on most weeknights thus limiting availability of the facilities for other same season users.

Additionally, some sports are moving beyond a traditional six month season with both strong winter and summer competitions, with soccer being one example; therefore sharing of facilities with another major user group can be difficult if the facilities do not have the capacity/flexibility to accommodate multiple user groups simultaneously.

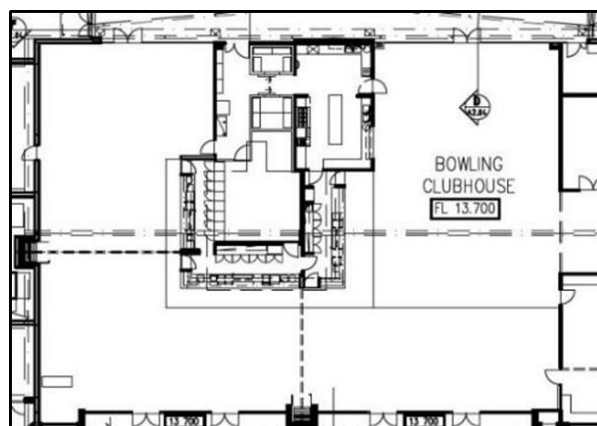
Opportunities for facility sharing need to be individually assessed and include consultation with the key stakeholders. In each case there will be a range of issues that need to be carefully considered before making a decision on opportunities for facility sharing and the timing for proceeding with the infrastructure developments.

9.5 MULTI-USE SPORTS PAVILIONS

ABV has collated the plans of many shared use pavilions during the course of numerous sport and recreation facility needs assessments and feasibility studies. There are a number of traits from contemporary facility designs that are considered appropriate and should be considered in the design of an upgraded or new shared use pavilion(s) at VC Mitchell Park.

Large Social/Function Room, Kitchen and Servery – A large function area that can be divided; the plans below indicate three separate spaces with retractable walls is a key component of this successful shared use facility. It allows multiple groups to use the facility simultaneously and provides the flexibility for different sized room spaces to be configured depending on the needs of the function.

Figure 3: Dividable social/function space



It is important that each of the divisible areas can be accessed by patrons independently without disturbing users of the other function rooms, including external access and access to the kitchen, servery and toilets.

Multiple sets of Change rooms – Multiple sporting fields/courts require multiple sets of change rooms to adequately provide for the needs of the sports participants. It is advantageous to provide at least one set of change rooms specified to senior community Australian Rules Football standards as these dimensions are equivalent or greater than the community standards of all other sports as they have the highest number of players in a team. The number of change rooms for each multi-field sporting reserve needs to be individually assessed on a case by case basis – depending on the users make up of senior to junior teams, what sports / clubs are playing on the same day and the type of fixturing the sports utilise.

Multiple Kiosks – The ability to run a kiosk is important to many sporting clubs as it forms a significant part of their revenue which they are able to staff with their own volunteers. This is important for smaller groups who may not have the economy of scale to participate in a sports association model that requires paid staff to serve food and drink. Depending on the management arrangement for the shared pavilion and the need to service separate areas at the same time, it may be necessary to provide two or three small kiosks that can serve food and drinks, whilst food preparation occurs in the shared kitchen.

Shared Administration Facilities – Meeting rooms can readily be shared by multiple user groups, less common are the use of shared office spaces, although these are appearing in recent plans (see below Figure 5 for an example). A shared office space can have multiple work stations as well as lockable cabinet space so that club administrators have access to an office as required, without needing unnecessary duplication of building space.



Figure 4: Example of Shared Office Space

Ample Storage – Suitable storage to meet the requirements of the sports utilising the facility within a shared pavilion should be provided, with the total requirement depending on each club's needs. Small storage spaces should also be included for community groups that may be regular hirers of the facility.

Spectator Shelter and Viewing – Shared pavilions at multi-field reserves can have large patronage numbers on competition days. Ideally the pavilion would be elevated and have large verandas for spectator shelter facing towards the key sporting fields. If the pavilion is elevated, it provides the opportunity for tiered seating under the shelter as shown below in Figure 6:



Figure 5: Image of spectator shelter and viewing example

Playgrounds – Facilities for young children are a beneficial addition to pavilions for participants/spectators who have young children and also for community hirers of the facility such as playgroups, providing daytime activation of facilities. It helps the facility to be more family friendly and maintain involvement of participants as they become young parents. These elements being provided in a reserve also serve the surrounding community, aiding in activation of the area. In recent times elements of nature are being introduced into many playgrounds.

9.6 MULTI-USE SPORTS PRECINCT KEY SUCCESS FACTORS

The layout design of a multi-use sporting precinct is critical for successful shared usage by multiple user groups. The following key design elements have been developed from a best practice perspective accumulated from projects undertaken by A Balanced View (ABV) Leisure Consultancy Services and feedback from LGA's and sporting clubs:

Proximity of Pavilions to Sporting Fields – Users of a shared pavilion facility must have good viewing and access to their sporting field from the pavilions. Access to the fields should not be obstructed by parking or driveways to ensure safety of children.

Large Open Grassed Playing Areas - Grassed sporting fields should be positioned together without dividing barriers such as trees or fencing where possible. This allows for maximum flexibility of use and is beneficial for holding school carnivals, festivals and other large events.

Driveway Location – Where possible, access driveways should not dissect a sporting complex, particularly where children are likely to cross – i.e. between the pavilion and a sporting field. If a pavilion is situated a considerable distance from entry access points of a reserve, the driveway should be routed along the boundary.

Compatibility of Users – Compatible users should be grouped together in shared facilities. For example, cricket and football clubs are compatible groups due to their opposing seasonal usage.

Passive and Informal Recreation Features - A range of passive and informal recreation features should be provided in conjunction with the active facilities to ensure there is something for everyone in the one location. This will also encourage the general community to make use of the sporting fields when not in use by clubs as the large grassed areas are excellent passive recreation facilities in themselves. Passive informal elements may include trails, outdoor exercise equipment, playground equipment, 3 on 3

basketball feature, tennis hitting walls, amphitheatre style meeting places, picnic facilities, water features and fountains for people and their pets, shaded rest stops and seating etc.

Parking and Access - Ample parking and road access is important as well as via public transport and being linked to a dual use path network. Whilst catering for adequate parking for dedicated peak utilisation is neither practical, or in many cases possible, too few parking spaces can cause significant safety issues and hamper the ability of sporting organisations to conduct their activities effectively and efficiently.

Spectator Viewing – Spectators should be well catered for with ample shelter and areas to stand/sit whilst viewing sporting events. Community sports have strong family involvement and therefore it is important that parents, children, siblings, grandparents etc. are able to view the sporting activities in a degree of comfort.

Hosting Events – Large multi-use sporting reserves should have design features that will allow them to cater for large events such as regional tournaments, top grade grand finals and community festivals. In addition to the design features previously mentioned, this may also include ensuring supporting amenities such as change rooms, toilets and social facilities are of sufficient standard.

Floodlighting – Adequate floodlighting to Australian Standards for training at a minimum is required to ensure the sporting fields can be used to their full capacity, particularly for winter sports when sunset occurs soon after the work day has ended. Competition lighting is also increasingly becoming a need due to the growth in midweek competition which allows greater utilisation of facilities.

Water Efficiency - Sustainable irrigation and landscaping practices such as native plantings and computerised reticulation are important to give protection against the effects of climate change.

9.7 SPORTS FIELD CAPACITY

Overuse of sporting grounds is a major issue for local governments and sporting groups, arising from a growing population with a lack of corresponding growth in active open space. Grounds that have excessive usage are damaged, become unsafe to play on and are costly to repair. The amount of usage that a particular sporting field can handle is dependent on many variables including the type of users, quality of the soil, climatic conditions, water quality and the type of turf to name a few.

Research by ABV amongst various LGAs across Australia has found that approximately 20-25 hours of usage per week is generally supported as being the optimum capacity of a well-drained and reticulated active sporting field in a moderate climate.

Synthetic surfaces are also coming under increasing consideration by WA sports field providers including LGAs and education institutions, as they are able to handle more than double the capacity of natural turf fields.

9.8 CHANGING COMMUNITY EXPECTATIONS

Communities are becoming more aware and engaged in regards to the development and use of community spaces, and therefore expectations are higher. Communities and sports groups are aware that changing trends in participation and space requirements needs multipurpose buildings and spaces that are adaptive to the changing environments.

There is an increasing expectation that local communities will develop sustainable solutions to community issues to reduce ongoing funding support.

Older persons seek lower impact activities at more convenient and flexible times of the day and expect that facilities are suitable for their use.

There is a greater reliance on locally accessed and lower cost opportunities by those without the resources to travel or pay for more expensive pursuits.

9.9 LEGISLATION AND GOVERNANCE

Local Governments are governed by the Local Government Act and the Local Government Compliance Framework. They play a critical role in providing essential facilities (including community / sporting facilities and POS), services, events and activities that support healthy and sustainable communities.

Statutory obligations, risk management and occupational health and safety requirements on Local Governments are increasing, resulting in a more rigorous monitoring of compliance and assessment of risks in relation to essential facilities and services.

Essential facilities and services are also required to be compliant with the relevant Australian Standards, the Disability Discrimination Act, building and construction codes, which is now expected from the community.

9.10 ACCESSIBILITY

Community facilities should comply with the principles of universal design by facilitating access to and use of the facility and its spaces by all individuals and groups (regardless of age, ability, cultural background or level of social or economic advantage/disadvantage). This relates to providing a high level of physical access, connection and wayfinding as well as ensuring services, programs and activities are broadly advertised, and are affordable.

9.11 SUSTAINABILITY

There is an increasing trend to focus on all aspects of sustainability. This includes the desire and requirement for community facilities to be affordable (from a construction and ongoing operational cost base).

Facility designs are to incorporate sustainable materials and Environmentally Sustainable Development initiatives and technologies. Flexibility in design also improves long term sustainability as buildings and other infrastructure are more adaptable.

Initiatives include passive solar design, use of photovoltaic cells, water capture and reuse, use of low embodied materials⁷ and purchase of 'green' energy. Incorporating these and other Environmentally Sustainable Development initiatives in new buildings and other infrastructure helps reduce their carbon footprint.

To ensure community facilities are affordable, capital and ongoing operational contributions should be received from user groups, particularly given they may have an ability to generate an income source from the use of the facility.

9.12 YOUTH FACILITIES

Youth are a valuable resource within a community, therefore investment in facilities and activities that provide youth the opportunity to develop their capacities can have many benefits, including;

- Developing self-confidence and enthusiasm.
- Contribute to increasing positive behaviours.
- Improve children's educational performance.
- Improve health and wellbeing.

⁷ Embodied energy is the total energy required for the extraction, processing, manufacture and delivery of building materials. Low embodied materials have a low environmental impact.



Trends in youth provision include;


- The involvement of youth in the design of youth infrastructure has become an important aspect in obtaining buy-in from local youth.
- The development of different facility types including skateable landscapes and combination facilities, often forming a youth precinct.
- Facilities designed to have varied spaces that cater for differing levels and abilities.
- The development of youth facilities in high profile locations centrally located with ease of access to other facilities such as shopping precincts.
- Development of facilities using an integrated landscape approach.
- Provision of youth facilities within multipurpose community facilities, as part of a community hub approach.

10 THE SITE


10.1 SITE ANALYSIS

The information in this section provides an overview of the existing condition of the reserve, including current features, facilities and uses. This information was gained through site visits, consultation with the user groups and community, and information obtained in documents of the Shire of Donnybrook Balingup.


Football Club, Oval and Pavilion

Donnybrook Sporting and Recreation Precinct			
	Identification Method		
	Site Visits	Policy/Background Review / Research	Consultation
<p>Sports Pavilion (Football- AFL)</p> 	<ul style="list-style-type: none"> Aesthetically, the facility looks dated and presents poorly. The facility has one change room (used for home team) within facility. This change area is larger than recommended community AFL standard. Showers and toilets not designed for female use. 	<ul style="list-style-type: none"> Audit completed by the WAFC identify that the change rooms are smaller than recommended and not suitable for female participation. (Noting that the audit considers the change room warm up area as a gym). Club room facility is leased to the Donnybrook and Districts Football Club (Inc). 	<ul style="list-style-type: none"> Some structural issues noted (exposed concrete reinforcing steel) and degradation of surfaces. Built in late 1970s and is not fit for purpose and ageing. Participation by females in the football clubs has grown. The current condition of the change rooms and the internal layout limits use for female participation. Social area is well utilised and wider community functions are held there (approx. 160-person capacity). Club has had plans drawn up for club room upgrade / extension. Growth has occurred in juniors and female participation, with the introduction of a woman’s team in 2020. Change rooms used for away teams and umpires were originally built for a pool facility. They are unsuitable due to their location being that away teams have to cross a car park, access road and stairs to access the oval. Kitchen was upgraded 5 – 6 years ago to commercial standard.
	<ul style="list-style-type: none"> Change rooms and toilets not suitable for people with disability. Away teams and umpires use separate facility approximately 60m from the playing field, presenting hazards with crossing roads, unstable ground surfaces, stairs and car park crossing. Kitchen recently upgraded in good condition. 		

Donnybrook Sporting and Recreation Precinct


	Identification Method		
	Site Visits	Policy/Background Review / Research	Consultation
Undercover Seating Area (Football- AFL)	<ul style="list-style-type: none"> An undercover spectator stand is built on the eastern side of the pavilion (facing the main football oval). Significant degradation of the surfaces noted. 	<ul style="list-style-type: none"> An external covered spectator viewing area is identified as a core requirement within the AFL preferred facility guidelines for state, regional and local facilities. 	<ul style="list-style-type: none"> Clubs have identified that the existing covered spectator viewing area is in poor condition and does not accommodate the number of spectators attending each game (approximately 1000 spectators attend games). <div style="text-align: center;">  <p>Images: Photos taken on site visit of terraces seating issues.</p> </div>
Oval Lighting (Football- AFL)	<ul style="list-style-type: none"> Lighting for training purposes is evident to a portion of the ground. 	<ul style="list-style-type: none"> Lighting lux requirements according to current standards are: Football (AFL) Community Level: 50 lux for training, 100 lux for games. 	<ul style="list-style-type: none"> Existing lighting does not meet requirements for training (50lux), and does not cover the whole ground, resulting in overuse of portions of the oval that can be used for evening training. The desire for improved lighting was regularly highlighted during the consultation phase. The football club have identified a need for match standard lighting to accommodate growth in the sport and allow for AFLW games and or juniors to be played on Friday evenings. An increase of the lighting capacity at the reserve will result in increased capacity for training and games. One tower fell over in 2018. Remaining towers may be unsound.
Other (Football Oval and surrounds)	<ul style="list-style-type: none"> Seating around ground. Playing Surface. 	<ul style="list-style-type: none"> Drainage currently runs underneath the northern end of the pavilion building. This will require redirection prior to new building works. 	<ul style="list-style-type: none"> Club has identified that seating around ground is in poor condition. Improved seating would assist for games and events. Oval drainage works have been completed in recent times. “Crab” grass is present on the field. Regional training programs held due to being central for a number of towns.

Tennis Club, Courts and Amenities

Donnybrook Sporting and Recreation Precinct			
	Identification Method		
	Site Visits	Policy/Background Review / Research	Consultation
Tennis Club Room	<ul style="list-style-type: none"> Facilities are well maintained. Small club room facilities, with small kitchen, social room, toilets and storage/administration office. No change room facilities. No designated car parking for tennis facilities. No designated accessible access from club room to courts present. 	<ul style="list-style-type: none"> An external covered spectator viewing area is common place for most tennis clubs. 	<ul style="list-style-type: none"> Club room built in 1980's Club believes that the current facilities are restricting growth, as they have nowhere for participants to shower, the kitchen is not to code. Would like to see an enclosed playground or access to crèche facilities added. Accessibility is also poor to the facilities. Storage facilities are limited. Club has drawn up plans to expand facilities. Acrylic courts were resurfaced in 2018.
Tennis Courts & Hit Up Wall	<ul style="list-style-type: none"> Twelve courts: made up of 8 grass courts and 4 acrylic hard courts. Recently developed hit up wall. 	<ul style="list-style-type: none"> Watered by river water. Donnybrook Tennis Club is in South West Zone and is identified as a Local Club in Tennis West hierarchy. South West Zone profile: <ul style="list-style-type: none"> - 1,331 affiliated members. - 10% membership increase since 2015. - Senior players (68%), junior players (30%), non-playing (2%). - 54% male / 46% female. - Member to court ratio – 10:1. - Member to lit court ratio – 25:1. 	<ul style="list-style-type: none"> Watered by river water. Grass courts are maintained by the club volunteers. Lighting of hard courts would facilitate increased use. Book a Court system for hard court access could be introduced.
Spectator Viewing – Tennis Courts	<ul style="list-style-type: none"> There is an external undercover viewing area on the southern side of the pavilion that overlooks the grass courts, with a separate viewing 'shed' on the eastern end of the hard courts. 	<ul style="list-style-type: none"> Ideally clubhouses are orientated with the longest dimension running east / west to maximise both viewing opportunities over the courts, and to maximise passive solar design benefits by way of wide verandas ⁸ 	<ul style="list-style-type: none"> Important to have/retain spectator viewing to courts


⁸ Tennis Infrastructure Planning – Planning, Design and Delivery Resource, Tennis Australia 2018

Donnybrook Recreation Centre

Donnybrook Sporting and Recreation Precinct			
	Identification Method		
	Site Visits	Policy/Background Review / Research	Consultation
Recreation Centre	<ul style="list-style-type: none"> Facilities are dated but in good condition and well maintained. Major facility features: 2 indoor multipurpose courts, 2 squash courts, an indoor 25m pool facility, function/meeting room, gymnasium and fitness class area (mezzanine). Upgrades have occurred to the sports hall, roof structure and aquatic centre in recent years. Function room well utilised, resulting in fitness classes being held on court or on mezzanine above gym. 	<ul style="list-style-type: none"> Basketball Association operates competitions at the facility. The Shire operates other social sports programs, swim lessons, gymnasium and fitness programs. 	<ul style="list-style-type: none"> The community survey elicited a number of responses that referenced the Donnybrook Recreation Centre. The pool and gymnasium were ranked highly in what people like about the precinct. The Recreation Centre received a number of responses in terms of what people would like to see improved within the precinct, including; <ul style="list-style-type: none"> - Increasing opening hours of the recreation centre - Improved aquatic centre change rooms - Improved gymnasium and gymnasium equipment - Increased crèche opening hours <div style="text-align: right;">  </div>



Remainder of Site

Donnybrook Sporting and Recreation Precinct			
	Identification Method		
	Site Visits	Policy/Background Review / Research	Consultation
Car Parking/ Ingress and Egress Points	<ul style="list-style-type: none"> There are two formalised car park area within the precinct located adjacent to the recreation centre. An upper and a lower car park. The upper car park holds approximately 45 standard bays and 3 ACROD bays, the lower approximately 58 standard bays. The two have separate ingress/egress points and are not accessible from each other. The football oval (fully fenced) has ingress/egress points from the northern and southern directions. The southern access point is utilised for players and officials on football match days, and tennis hard court users. This area is unsealed, is undulating and showed large pockets have been washed away in rain episodes. The northern access point is used as the main entrance for games where there is a ticket booth for entrance collection. There is a large unsealed area adjacent to this entrance that is used for parking for both football games and tennis club participants. 	<ul style="list-style-type: none"> The Shire of Donnybrook Balingup Local Planning Scheme No. 7 does not outline number of car park bays required for recreation centres or large sporting ovals. It is based on need generated by the use. 	<ul style="list-style-type: none"> Car parking was raised as an issue by the football club, tennis club, and the local community. During football home games, parking is an issue with a high volume of cars. The Tennis club identified there is no formal car parking near the tennis club facility and no identified accessible bays. During football games, cars also park around the oval. The football club noted the car park area south of the football club room is subject to flooding and areas washing away during periods of rain. Formalisation of car parking and access roads – including ingress and egress points will assist in accommodating club requirements.
Pathway Network	<ul style="list-style-type: none"> There is a limited pathway network resulting in segmented sections of the precinct. The sport and recreation facilities at the Donnybrook Sporting and Recreation Precinct do not currently support (or accommodate) very popular passive recreational activities such as walking, jogging, dog exercising, skating/ BBQing/picnicking and children's play. 	<ul style="list-style-type: none"> Improved pathway networks are an important component of POS. There is potential for the network to be linked into the wider shared path network. The degree of accessibility and inclusiveness should reflect the park's hierarchy. Integration of paths would contribute significantly to the use and value of the reserve. 	<ul style="list-style-type: none"> Community consultation identified the importance of increasing recreation and leisure opportunities for the wider community. Include pathways and landscaping to the site to improve access around and through the site, linking car parks to main buildings. Pathways to meet accessibility requirements and can also be used as a fitness track.

Donnybrook Sporting and Recreation Precinct

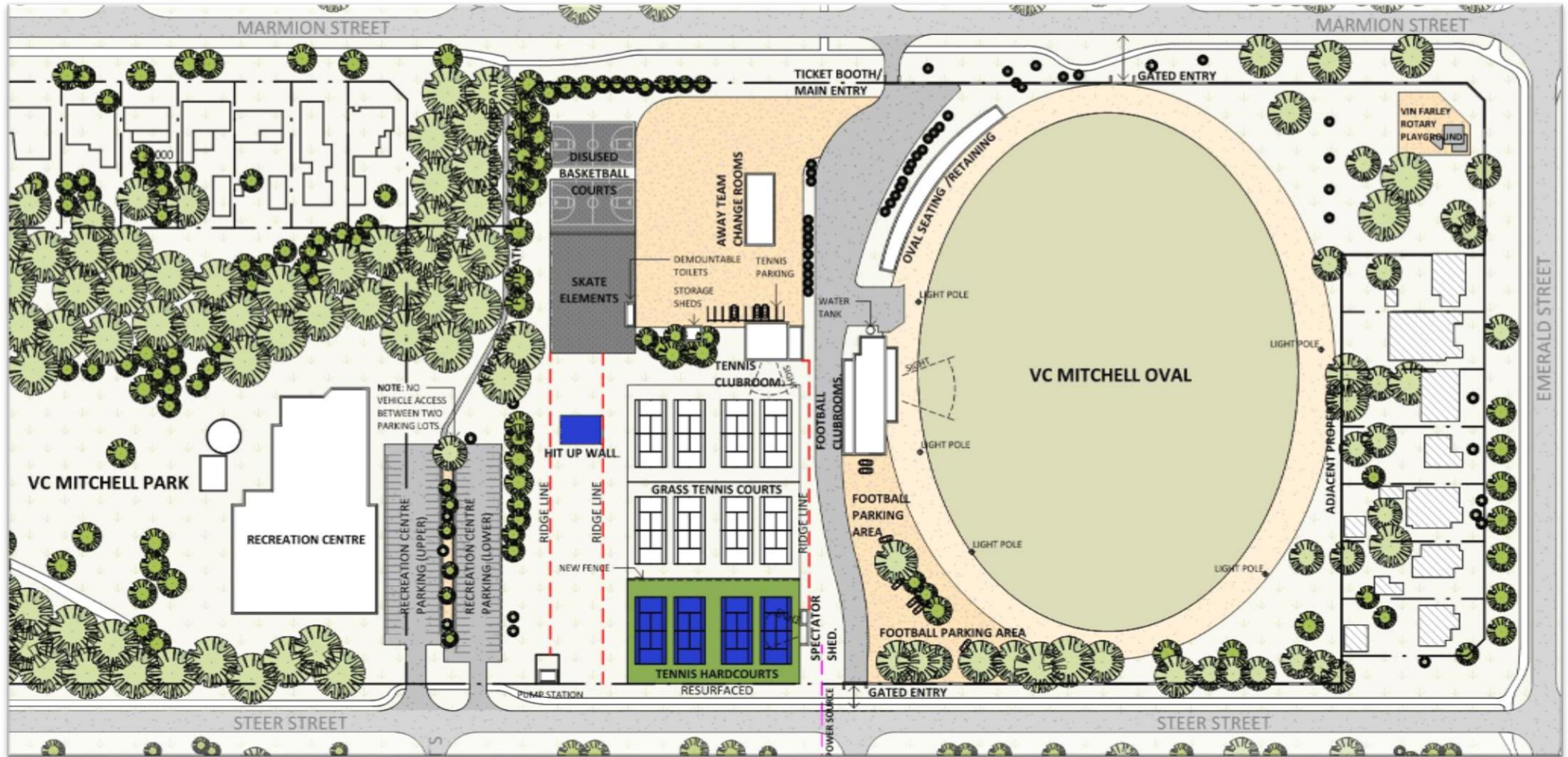
	Identification Method		
	Site Visits	Policy/Background Review / Research	Consultation
Playground	<ul style="list-style-type: none"> There is one playground within the precinct. The playground (Vin Farley Rotary Playground) is located in the north east of the site. Play elements are suited to younger children only. Limited shade observed over the playground. 	<ul style="list-style-type: none"> Playgrounds provide space and structure for children's socialisation, imaginative play and physical activity. Best practice is to locate central to larger facilities to enable good passive viewing for parents and carers. 	<ul style="list-style-type: none"> The size, location and limited elements of the playground were highlighted through the consultation as an issue.
Fencing	<ul style="list-style-type: none"> Due to the nature of the operations of the football club and the tennis club, there is fencing around those facilities. The fencing is in relatively good condition, with minor maintenance required. 		<ul style="list-style-type: none"> Tennis: Fencing is required to ensure the grass courts are not damaged and the club receive income from the hire of hard courts. The South West Football League manage game days and takes entry fees to assist in offsetting operating costs.
Disused Basketball Courts	<ul style="list-style-type: none"> North of tennis court facility is a hard surface area that was previously used as outdoor basketball courts. The basketball club no longer utilise these courts. Basketball backboards are in a state of disrepair. There are some small skate elements located on the hard surfaces area. 		<ul style="list-style-type: none"> The basketball club no longer utilise these courts and operate from the recreation centre. Limited activities for children and youth outside of joining one of the sports clubs.

10.2 CURRENT SITE PLAN

Aerial image of existing site



Plan of existing site





11 MASTER PLAN

11.1 NEEDS / DEMAND ANALYSIS

A demand analysis was undertaken to develop options that could be considered within the master plan.

- Identification of existing assets and provision through document review, mapping and consultation.
- A general inspection of facilities and site visits, advice from Council staff and consultation responses.
- An assessment of current and future need by balancing anticipated demand based on population and participation trends.
- Determining opportunities for more effective use of existing asset provision.
- Information provided by the community and user groups.
- Recommendations and requests from the Shire of Donnybrook Balingup Working Party (comprising Councillors, Shire staff, members from key stakeholder and user groups).
- Highlighting of the potential opportunities direction.

Element / How Identified	Analysis	Proposed Solution
<p>Entry Points</p>	<p>Entry Statement</p> <p>There are 3 main entries to VC Mitchell Reserve; 2 on Steere Street (recreation centre main entrance and secondary entrance to oval and tennis facilities) and 1 on Marmion Street (main entrance to oval and tennis facilities.)</p> <p>Entry statements can enhance the character of streetscapes and can act as both a promotional and directional tool.</p> <p>Given the development of the Donnybrook Sporting and Recreational Precinct as a multipurpose community hub, entry statement/s at main entrances of the recreation centre and VC Mitchell Park on Marmion Street are likely to enhance the precincts visual appeal and community hub status.</p>  <p>Signage</p> <p>There is no street signage at any entry to VC Mitchell reserve. The facility could benefit from signage to create awareness of entry for activities undertaken at the reserve providing information and awareness of the facilities and user groups. No signage presents an issue for first time users of the reserve in particular (such as visiting teams and spectators).</p> <p>Fencing</p> <p>The fencing around the reserve has sections that are in poor condition and will require upgrading for safety and effectiveness.</p>	<p><i>The provision of a large sign at the main entry on Marmion street would provide an entry statement for the new sporting facility and advise of the sporting (and other) clubs located at the venue.</i></p> <p><i>A similar sign with consistent branding could be located at the main entry for the Recreation centre on Steere street.</i></p>

Element / How Identified	Analysis	Proposed Solution
<p>Car Park</p> <p>Ingress and egress points</p>	<p>Recreation Centre</p> <p>There are two formalised car park area within the precinct located adjacent to the recreation centre. An upper and a lower car park. The upper car park holds approximately 45 standard bays and 3 ACROD bays, the lower approximately 58 standard bays. The two have separate ingress/egress points, are at different height levels and are not accessible from each other.</p> <p>The formalised car parks are in good condition. Modifying to provide accessible connections through the existing car parks would improve use and reduce congestion at peak times.</p> <p>The car park is not designed to accommodate bus access drop off/pick up.</p>	<p><i>Recreation Centre Car Park</i></p> <p><i>The development of a turning point at the northern end of the car park connecting the upper and lower car park will allow for improved traffic flow into, through and out of the car park. This will also allow for the two existing ingress/egress points to be allocated as one way flow throughout the car park. The turning point should be suitable for buses to move through, thereby creating bus access to the facilities.</i></p> <p><i>Creation of a pedestrian walkway through the car park connecting with an existing staircase between the split-level car park areas will provide safe pedestrian movement through the car park.</i></p> <p><i>With the proposed expansion of the recreation centre and addition of outdoor netball/sports courts, provision of additional overflow parking can be accommodated on the currently underutilised space between the existing lower car park and the tennis courts. This is again at a different height to the lower car park, so would require an extension of the pedestrian walkway and new stair access. Connecting the overflow car park to the recreation centre.</i></p> 

Element / How Identified	Analysis	Proposed Solution
<p>Car Park</p> <p>Ingress and egress points</p> <p>(Continued)</p>	<p>VC Mitchell Park</p> <p>The football oval (fully fenced) has ingress/egress points from the northern and southern directions. The southern access point is utilised for players and officials on football match days, and tennis hard court users. This area is unsealed, is undulating and showed large pockets have been washed away in rain episodes. Consultation also indicated the current surface becomes muddy and at times slippery when wet. There are existing mature trees in the southern area that people tend to park under, with the potential to damage tree roots through this practice.</p> <p>The northern access point is used as the main entrance for games where there is a ticket booth for entrance collection.</p> <p>There is a large unsealed area adjacent to this entrance that is used for parking for both football games and tennis club participants.</p> <p>The football club has indicated that there are regularly 400 – 500 people in attendance at home games and can be up to 1000. No formal car parking in the vicinity of the football and tennis club results in ad-hoc parking and as it is informal is often not efficient.</p> <p>Furthermore, the surfaces of the non-formalised car park areas are degrading resulting in run off towards the main oval during rain.</p> <p>With the proposed expansion of the facilities to include additional active playing surface and the relocation of outdoor netball courts to the precinct, parking areas will likely be subject to greater use. The formalisation of existing non formalised car park areas should ease congestion during peak periods, provide for more efficient parking and clearly direct users to dedicated parking areas.</p>	<p><i>VC Mitchell Park</i></p> <p><i>Provision of formalised car parks in existing informal parking areas.</i></p> <p><i>As the northern entrance to VC Mitchell park is considered the main entrance, it is proposed to update the entrance point to expand and allow for two-way traffic. An updated and improved ticket booth should also be included.</i></p> <p><i>Formalisation of the car park to the north of the site will provide efficient car parking for football matches in winter and provide a safer walking environment for spectators to access amenities and the seating areas from the car parks.</i></p> <p><i>This formalisation will also provide more dedicated parking for the tennis club and for the proposed increased sporting amenities on the site.</i></p> <p><i>It will also enable the development of dedicated marked ACROD parking bays in close proximity to the facilities.</i></p> <p><i>Formalisation of an area in the southern car park will also direct car parking to dedicated areas, allow for vehicle access to the storage and first aid areas of the proposed new sports pavilion, reduce damage to trees and reduce drainage issues.</i></p>



Element / How Identified	Analysis	Proposed Solution
<p>Active Transport Links - Pathways / fitness trail</p>	<p>Connectivity within the precinct is poor. There are little to no pathways that link the different facilities within the precinct. Adding to this is the varying height differences throughout, resulting in access to different facilities being limited to vehicle access.</p> <p>There is an opportunity to provide an accessible trail “loop” around the Donnybrook sporting and recreation precinct that provides linkages to and within the precinct that can be used for general active transport.</p> <p>Healthy Active By Design Guide for Movement Networks indicates the following important considerations when enhancing movement networks; the provision of safe, connected, continuous, easily navigated connections, where streets, footpaths and cycle ways connect to each other. The connections should be well lit with shade and shelter as well as directional signposts, and all such facilities should be designed for all users including the young, the elderly and those with disabilities.</p> <p>Fitness trails are popular and generally well used. They can be developed to be dual use and be made suitable for recreational cycling at 2.5m width. (See proposed pathway below green).</p> <p>An enhanced pathway network around the Donnybrook sporting and recreation precinct would provide the following:</p> <ul style="list-style-type: none"> • Safe linkages from existing footpath networks on neighbouring roads and connections within the precinct • Designated walking / running / cycling path with distance markers to enable tracking of distance as a “fitness trail” of approximately 1.1kms • Seating for rest spots, water fountains for dogs and people and consideration for security level lighting to path network  <p>The site plan illustrates the VC Mitchell Oval precinct. It shows the oval field in the center, surrounded by various facilities and proposed improvements. Key features include: <ul style="list-style-type: none"> VC MITCHELL OVAL: The central oval field with a note: 'NOTE: ALL CAR PARKING/PATHWAY REQUIREMENTS TO BE CONNECTED WATER AWAY FROM OVAL'. NEW JONESTONE TERRACED AREA: A new paved area for seating and shade. NEW FAMILY BOUNCIE AREA: A designated area for family recreational activities. NEW TERRACED SEATING: Additional seating areas for spectators. NEW ACCESS SHIP-LANE: A new access route for vehicles. NEW ACCESS AND TICKET BOOTY: A new area for ticket collection and access. NEW WALL LIGHTING: Improved lighting for safety and security. NEW CLASSROOMS AND MEETING ROOMS: New buildings for community use. NEW TERRACED SEATING AREA: Another seating area for spectators. NEW WALL LIGHTING: Additional lighting for the precinct. NEW TERRACED SEATING AREA: A third seating area. NEW TERRACED SEATING AREA: A fourth seating area. NEW TERRACED SEATING AREA: A fifth seating area. NEW TERRACED SEATING AREA: A sixth seating area. NEW TERRACED SEATING AREA: A seventh seating area. NEW TERRACED SEATING AREA: An eighth seating area. NEW TERRACED SEATING AREA: A ninth seating area. NEW TERRACED SEATING AREA: A tenth seating area. The plan also shows existing roads like Marmion Street and Steer Street, and various landscaping elements like trees and lawns.</p>	<p><i>Enhance the existing pathways and develop a new dual use pathway network within and around the precinct should be developed to encourage and enable active transport for the general community.</i></p>

Element / How Identified	Analysis	Proposed Solution
<p>Playing field Capacity</p>	<p>The current VC Mitchell Park oval is reported as being utilised in the following way during the Winter season;</p> <p>Winter – Donnybrook FC (AFL) seniors and juniors match and training with some regional training programs</p> <p>Summer – AFL pre season</p> <p>It is estimated that VC Mitchell Park is utilised between 12 – 22 hours per week in winter season. The major impactor on carrying capacity at VC Mitchell Park is the drainage. The ground is described as boggy at times after heavy rain by the football club and acknowledged by relevant Shire staff.</p> <p>It appears that the water run-off from the higher areas is the major issue and requires further redirection away from the playing surface.</p> <p>Playing field capacity can be negatively affected by a number of elements including; water availability, rainfall, reticulation, drainage, soil and grass type, climate, lighting, maintenance programs, playing field configurations, hours of use and the type of utilisation.</p> <p>Based on research undertaken by the DLGSCI (formerly Department of Sport and Recreation) and Curtin University, it is estimated that the carrying capacity of oval surfaces in good condition is 25 hours per week.</p> <p>A mitigation strategy to reduce the impact of ground damage is to reduce the use of high wear areas. This relies on training lights to be effective and uniform to enable full use of the ground but could also include implementation of goal post sleeves. The sleeves will allow movement of goal posts to realign the centre corridor, goal squares and centre square areas. The ground could have 5 sleeves installed at each end to enable posts to be moved mid-season, resulting in the realignment of high wear areas.</p> <p>Future pressure on facilities is likely to come from increasing female AFL participation and potential population growth in the area (including Talison Lithium mine expansion).</p>	<p><i>Investigate measures to increase ground capacity by upgrading lighting and impact on ground drainage.</i></p> <p><i>Investigate the implementation of AFL goal post sleeves to allow flexibility of use and to spread high wear areas more evenly.</i></p>
<p>New rectangular playing field</p>	<p>The development of a rectangular playing field at the Donnybrook sporting and recreation precinct would assist in satisfying the playing field needs of the sports that play on rectangular fields (hockey, soccer, rugby etc.). It would also serve as an overflow training area for AFL and Auskick at peak times as well as a casual recreation area.</p> <p>Locating this playing field to the north of the tennis courts will enhance the sporting hub layout, be central to the main car park, pathways and pavilion facilities such as changerooms and social areas. The available area at this location allows for the development of a senior sized hockey and soccer pitch within the guidelines for senior sized playing fields for those sports.</p>	<p><i>Investigate the development of a rectangular sporting field located to the north of the existing tennis courts to service the rectangular sports playing field needs and provide general overflow playing field capacity.</i></p>

Element / How Identified	Analysis	Proposed Solution
<p>Lighting VC Mitchell Park</p> <p>Sporting clubs Shire Staff</p>	<p>The VC Mitchell Park is primarily utilised for Australian Rules Football. The Donnybrook Football club plays competition games and train at the facility and in winter particularly, require suitable lighting to accommodate their activities.</p> <p>Currently the oval lighting is reported as having deteriorated over time intended at 50 lux but inconsistent across the oval with very limited illumination in the centre of the oval particularly. The current pole infrastructure is aging and will need replacement consideration in the short to mid-term. The club believes that by lighting to 100 lux (suitable for big ball match play with 50 lux the training level, noting that other facilities within the South West light to 150 lux for match play) increased flexibility of use of the oval will be realised. (The club proposes to play some women's and junior fixtures on Friday evenings).</p> <p>Lighting of playing fields is an effective way of increasing a playing field's capacity. Department of Local Government Sport and Cultural Industries support the funding of lighting as an effective means of increasing physical activity.</p> <p>It is advisable that regular testing to ensure lighting is maintained to the intended levels be undertaken. This may be every 2 years or when it is reported that the lighting levels are reducing.</p>	<p><i>Provision of improved lighting to a uniform 50 lux minimum and 100 lux to allow match play at VC Mitchell Park.</i></p>
<p>Lighting for future rectangular playing field</p>	<p>The potential provision of a rectangular grassed playing field would have usable capacity increased with the provision of training level lighting (big ball 50 lux), allowing evening utilisation. This level of lighting would also allow some extension of small ball training into the early evening.</p>	<p><i>Consider the lighting of a future rectangular playing field to 50 lux, suitable for big ball training level.</i></p>
<p>Security lighting</p>	<p>There is limited security level lighting provided within the VC Mitchell park precinct area. At the time of reporting, new lighting was being installed at the front entrance area of the recreation centre.</p> <p>The provision of lighting at the main buildings and pathways would serve to deter anti-social behaviour and allow casual walkers, playground users, dog walkers and runners to utilise the facilities more often and in a safer environment.</p> <p>The provision of solar lighting options should be considered within any security lighting planning. Numerous LGAs are investigating this opportunity currently and report advantageous preliminary findings over life cycle costs (Shire of Beverly).</p>	<p><i>Consider security level lighting for new proposed building, car parks and precinct pathways. Investigate solar options for lighting solutions.</i></p>

Sports Pavilions
Football Club Room

Constructed in the 1970's, the sports pavilion is well utilised by the local community and is the home ground of Donnybrook & Districts Football Club. The club access the pavilion via a lease agreement with the Shire.

A site analysis identified:

- The existing change rooms are not compliant with current standards.
- The facility has one change room (used for home team) within the facility. This change area is larger than recommended community AFL standard.
- The existing change rooms do not have wet facilities (showers/toilets) that are suitable for female participation.
- The existing facilities are not accessible for people with a disability.
- There is no first aid or dedicated umpires change rooms.
- There are inadequate storage areas available to secure club equipment.
- The spectator viewing platform on the eastern side is not adequate in design, not accessible for people with disability and has some structural issues.
- The away team and umpires change rooms are in a separate location approximately 60m away from the oval.

Female participation in Australian Rules Football is growing rapidly in Australia. The football club has seen localised growth in female participation, intending to enter a female team into competition in 2020.

Facility audits completed by the WAFC confirmed the change rooms are not ideal for female participation and the away team and umpires change rooms do not meet the community facility standards as outlined in their facility plans.⁹

The facility has one change room (used for home team) within facility. This change area is larger than recommended community AFL standard. Showers and toilets not designed for female use

In general, the social area (function space), bar area, and kitchen facilities are in relatively good condition. The club identified through the consultation that the rooms are utilised for community events within the town. The social room has been identified as being too small for the larger events.

It is recommended to replace the existing two sports pavilions (football club room and tennis club room) with a more contemporary facility that can co-locate the football and tennis club as a starting point, however also accommodate other clubs as required.

The two existing facilities are on different levels, so to accommodate a joint facility, a two-level building will be required.

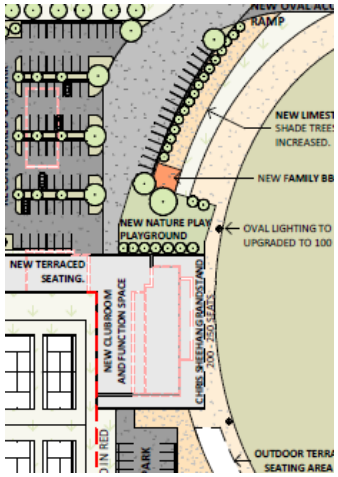
The facility recommended scope is to include:

Description	Suggested Area m ²
PAVILION	
Changeroom 1 (70m2), Toilets & Showers (25m2)	95
Changeroom 2 (55m2), Toilets & Showers (25m2)	80
Changeroom 3 (28m2), Toilets & Showers (20m2)	80
Changeroom 4 (28m2), Toilets & Showers (20m2)	80
First Aid Room	15
Trainer's Room	15
Umpires Change Rooms	25
Storage Room (Internal)	20
Public toilets	26
Office/Administration Space	15
Social Room	190
Kitchen	55
Internal Servery	25
Cleaners Store	5
Storage (Externally Accessible) for playing fields	50
Undercover spectator viewing (Eastern)	200
Timekeepers/Scorers Box	10
Second social area	25
Kiosk	25
Undercover viewing platform (western)	50
Circulation, lift, stairs	140
Total	1,201

Element / How Identified	Analysis	Proposed Solution
<p>Sports Pavilions</p> <p>Tennis Club Room</p> <p>Sporting clubs</p> <p>Shire staff</p>	<p>The tennis club room was built in the 1980's. It consists of a kitchen, small social area, storage/administration and toilets. There are no change room facilities.</p> <p>The Club believes that the current facilities are restricting growth and impact player amenity, as they have nowhere for participants to shower.</p> <p>The kitchen does not meet current compliance code and the club is limited to bringing pre prepared food for members.</p> <p>Accessibility to the facilities is poor and there is no formal designated parking to the facility and no marked ACROD parking bay.</p> <p>There is an outdoor undercover viewing area that is well utilised during summer competition, however access to the courts from the clubhouse and outdoor viewing area is poor.</p> <p>The club house is also used by the local mountain bike club and other groups as requested.</p>	<p><i>This facility should meet the current codes for accessibility, be built to a contemporary standard and accommodate all required facilities in one building, accommodating the needs of the existing users and provide greater functionality and flexibility for all existing and potential future users. This will require demolition of the existing buildings on site and replacement with a new pavilion.</i></p> <p><u>Viewing Platforms</u></p> <p><i>The facility should include undercover spectator viewing on both the eastern and western sides to accommodate the existing clubs.</i></p>
<p>Netball relocation to Donnybrook Recreation Centre</p> <p>Sporting Clubs</p> <p>Shire staff</p>	<p>During the course of the Master Plan process, the possibility of moving netball from Egan Park to the Donnybrook Recreation Centre was investigated.</p> <p>The move presents a number of possible benefits including colocation of more of the town's sporting activities to Donnybrook's premier sporting precinct, close proximity to indoor sports courts (which can also be used for competitions, carnivals and events) and allow junior and senior netball to be colocated. The current netball courts are aging and will require total upgrade/redevelopment in the short to mid term.</p> <p>The relocation of the netball clubroom / kiosk facility would also provide a multi purpose activity area that could be managed and programmed by the Recreation Centre management for various classes and hirers. It would also provide a suitable shared facility for basketball and mountain biking to be based from as well as close proximity to the High School for increased utilisation opportunities.</p> <p>This move would also serve to free up land in the Town's main street for alternative and possible higher purposes.</p>	<p><i>Relocate the current netball facility to the Donnybrook Recreation Centre. The timing of a possible relocation may follow any need for major repairs to the existing facilities.</i></p> <p><i>This will require the development of outdoor courts adjacent to the DRC and the development of a club house facility.</i></p> <p><i>Consideration should be given to the design to allow the facility to have flexibility of use in order to be shared with basketball and provide programmable and hire opportunities for the Donnybrook Recreation Centre management.</i></p>

⁹ AFL Preferred Facility Guidelines for State, Regional and Local Facilities (Updated 2015), and Community Cricket Facility Guidelines September 2015.

Element / How Identified	Analysis	Proposed Solution
<p>Donnybrook Recreation Centre</p> <p>Community survey</p> <p>Sporting clubs</p> <p>DRC Staff</p>	<p>The DRC services the Donnybrook region as a sporting and community health and fitness facility.</p> <p>During the master planning process a number of potential improvements and facility needs were expressed for this facility; a third indoor sports court, increased gym size, general refurbishment / refresh of facilities, repurpose existing squash courts, a netball, basketball sporting clubhouse (inclusive of memorabilia and meeting place with kiosk) and further programmable space for classes and hire for special interest groups (i.e. martial arts and dance). The centre was also experiencing increased demand for use from NDIS bookings</p> <p><u>Indoor sports court</u></p> <p>All basketball and senior netball competitions are played on indoor sports courts currently. Basketball has reported that they require further court options for training and competitions. Netball is a sport that is gradually experiencing a move indoors at higher and mid-tier levels.</p> <p>The provision of an indoor sports court is an expensive item. Short-term, the staged provision of a new court could be considered; First stage, fenced outdoor court being built adjoining the existing indoor courts to the west with planning to allow for roofing the court and ultimately building into the DRC when demand and funding allows.</p> <p><u>Multi use programmable space</u></p> <p>A need for further multi-purpose programming area to cater for group classes and available for hire has been expressed. The proposed provision of netball, basketball clubroom facility adjoining the DRC would provide a flexible option for this purpose if designed with ample storage and a square / rectangle shape is possible.</p> <p><u>Gym expansion</u></p> <p>The possible expansion and remodelling of the gym to a more usable space is possible and appears relatively simple within the current building footprint and could be explored further based on demand pressure.</p> <p><u>Mezzanine floor program space</u></p> <p>This area suffers from conflicting noise use of other users operating at the same time as classes. It is possible to enclose this area fairly simply if demand is not satisfied via provision of other potential facility developments such as the netball basketball clubroom facility.</p> <p>The DRC in general is showing signs of age and would benefit from a refurbishment of the facility in general.</p>	<p><i>Consider undertaking a DRC facility review, needs assessment and feasibility study in order to identify facility needs.</i></p> <p><i>A future location for an additional indoor sports court would appear best located to the west of the existing courts for easy programming, reduced building costs and open out onto proposed external netball courts to provide effectively for large sporting events that utilise courts.</i></p> <p><i>The potential provision of a netball / basketball clubroom facility should be designed with maximum flexibility to provide a further programmable area option for the DRC.</i></p>

Element / How Identified	Analysis	Proposed Solution
<p>Playground</p> <p>Shire staff</p> <p>Community Clubs</p>	<p>The Vin Farley Rotary playground is located in the north west corner of the sporting and recreation precinct. The location is somewhat disconnected from the sporting and recreation facilities, located next to residential households.</p> <p>Playgrounds on large active recreation reserves provide opportunity for not only specific playground users, but also as an activity for children that have siblings or parents participating in other activities at the reserve as well. This provides benefits for users and families playing, training or attending events at the precinct.</p> <p>Nature play playgrounds are proving popular in recent times typically including elements such as; water play, construction and design, social hub, balance play on uneven surfaces etc. Such elements combined with the opportunity to utilise some of the significant play features from Apple Fun Park as it is rejuvenated, could form a medium to large playground at VC Mitchell Park.</p> <p>A suitable location for the playground would be within visual contact of the playing field and the proposed sporting pavilion for parents, carers and siblings of children utilising the facility. This location would help to activate the area at non sporting times as well.</p> <p>This site would also be serviced by other existing and proposed facilities in close proximity such as; parking, public toilets, first aid, playing field and social facilities.</p> <p>There is also potential for a family BBQ and shelter to be located in close proximity to the playground. The playground should remain named the Vin Farley Rotary playground retaining the honouring of a significant Donnybrook resident and Rotary.</p>	<p><i>Relocate the Vin Farley Rotary playground to the VC Mitchell Park. The playground could be of medium to large size and made up from relocated Apple Fun Park features and nature play elements, located in close proximity to the proposed social pavilion and playing field (see proposed location below).</i></p> 
<p>Vin Farley Rotary Playground</p>	<p>As the location of the Vin Farley Rotary playground is suggested to be relocated to the main activity areas of the sporting and recreation precinct, the opportunity to sell the current land for residential purposes is presented. The proceeds of the sale could be directed towards funding the proposed Master Plan developments.</p> <p>Preliminary advice indicates that the area can be sub divided into 3 blocks of approximately 1,000m² each, indicatively selling for \$100,000 each. Developing the blocks for sale will cost in the order of \$50,000.</p>	<p><i>Consider the existing Vin Farley Rotary playground site to be developed and sold as residential blocks with the proceeds contributing to the funding of the Master Plan developments.</i></p>
<p>Water supply</p>	<p>The Shire has been successful in obtaining a grant from the Federal Government’s Drought Communities Program for \$1 million. This funding will be spent on water related economically sensitive areas within the Shire. The continued water supply to VC Mitchell Park is considered at risk, drawing water from the Preston river to a holding pond. The funding will allow a deep bore to be provided and make this supply more reliable.</p> <p>Water licenses will also require purchasing to enable this water use to occur.</p>	<p><i>Continue planning for new deep bore implementation and water license purchases. Consider capacity to accommodate the supply needs of proposed new active oval space/s in planning for the new deep bore implementation.</i></p>

11.2 ACCOMMODATION SCHEDULE

The following accommodation schedule has been developed for the building forms proposed within the analysis and subsequent master plan, including;

- The major sport pavilion to replace the existing Donnybrook & Districts Football Club rooms
- The Donnybrook Tennis Club room
- The existing change room block used as away team change rooms and umpires change rooms for football games
- The extension of the Donnybrook Recreation Centre (an additional indoor court with spectator seating)
- The addition of 3 x outdoor courts
- The addition of a second club room facility on the site adjacent to proposed indoor court extension and outdoor court construction

The accommodation schedule has been developed, cognisant of the following;

- The indoor court expansion and outdoor court development is based on netball court size with current recommended run off spaces in accordance with the most up to date court dimensions guide: <https://www.dlgsc.wa.gov.au/sport-and-recreation/sports-dimensions-guide>. This allows for all court sports to be played on the courts if required.
- The major sports pavilion is a multi-story facility, accommodating the existing and future requirements of both the Donnybrook and District Football Club and the Donnybrook Tennis Club, as well as potential future clubs. This includes, all changerooms located in the one facility, all change room wet areas to be considered non-gender specific to accommodate the growing female participation rates, viewing areas to both the football oval, and tennis courts, public amenities and club social space. The inclusions meet at least the minimum requirements of the AFL Preferred Facility Guidelines (Community Level).



Donnybrook Sport and Recreation Precinct			Indoor Sports Facilities + Outdoor Courts
Description	Area/ m ²	Function	Occupancy, Relationship, Functional Information, Details
New Sports Pavilion & Community Function Centre			
Change Room 1			
Change Area	70	Use for all sports. Home team change room (AFL)	24 players + 6 officials (regular use use). Durable materials suitable for sports specific shoes and equipment to be used within
Wet Area (toilets and showers)	25	Home team change room (AFL)	It is intended that changerooms be non gender specific to facilitate maximum flexibility of usage. (As per AFL revised community level facility layout 2015, and Cricket Australia Community Cricket Facility Guidelines).
Change Room 2			
Change Area	55	Visiting team change room (AFL)	
Wet Area (toilets and showers)	25	Visiting team change room (AFL)	
First Aid Room	15		Double door entry. Accessible by vehicular access for emergency vehicles. Lower level. Double door access. Must include bench and hand basin. Large enough to store wheelchair, wall mounted stretcher and bench. Accessible by service road for emergency service vehicles
Trainers Room	15		Located near change rooms
Bar/Servery	25		Upper Level
Kitchen	55		To provide kitchen to service the main social space and other events being conducted on oval space. Include cool Room. To be compliant with current food preparation standards. Servery to external area on Football side and internal servery to function/social space. Located on upper level - opening to the undercover seating area to act as a servery for sale of food and drink during events on oval.
Function Room/Social Space	190		Upper level. Main viewing over football oval. Doors to external seating area
Umpires change room	25		Lower level.
Storage Room (Internal)	20		
Public toilets	26		Either attached to the main building but accessible externally, or separate to the building. Male, female with universal access.
Office/Administration Space	15		
Outdoor tiered seating (External Covered Viewing Area)	200		Provide adequate space for viewing the playing field whilst providing sufficient protection from the weather. Accessible from indoor social space
Timekeepers/Scorers Box	10		
Storage Room (External)	50		Dividable for use by multiple sports (potential for internal cage dividing walls)
Cleaners Room	5		
Stairs	20		
Lift (vertical transportation)	15		
Change Rooms 3 & 4			
Change Area	110	All Sports Change rooms	Potential for first floor - to be accessible by the tennis club and other sports located on the upper level. Ideally also have the capability of access to the football oval.
Wet Area (toilets and showers)	50	All Sports Change rooms	
Small social area	25	For use as additional meeting or social space	Should be located with viewing opportunity over tennis facility
Viewing Platform	50		Should be located with viewing opportunity over tennis facility
Kiosk	25	Sale of pre prepared/packaged foods	Servery to both tennis side and overlooking rectangular field
Circulation	80		
Total	1,201		

Recreation Centre Stadium Expansion			
Indoor courts x 1	793	Multipurpose indoor courts	External door to open to new outdoor multipurpose sports courts. To meet the requirements of the playing sports playing dimensions for netball.
Equipment for indoor courts			Permanent floor plates for netball, volleyball and badminton. Roof mounted basketball backboards.
Tiered spectator seating (indoor)	92		
Outdoor courts x 3	2,165		Acrylic surface
Total	3,049		
PAVILION			
Changeroom 1 (28m2), Toilets & Showers (20m2)	48		To provide quality accommodation for sporting and other groups using as change rooms. It is intended that changerooms be non gender specific to facilitate maximum flexibility of usage. (Similar to that prescribed in the AFL revised community level facility layout 2015, and Cricket Australia Community Cricket Facility Guidelines). Change room to meet minimum requirement for community cricket (This will work for netball, soccer and other sports with smaller team numbers).
Changeroom 2 (28m2), Toilets & Showers (20m2)	48		
Umpires change room	25		Provision of shower/toilet and small change area. Non gender specific.
First aid room	10		Accessible by service road for emergency services.
Storage Room (Internal)	20		Suitable to store chairs, tables, massage tables etc.
Public toilets	26		
Office/Administration Space	15		
Meeting Room	40		This is similar size to existing. Larger social functions can be accommodated in community spaces when required.
Kitchen	25	Sale of pre prepared/package foods	Include cool Room. To be compliant with current food preparation standards. Servery to external area on Football side.
External Servery	3		To provide internal serving space during social functions.
Cleaners Store	4		
External Viewing Area	80		
Total	344		
TOTAL AREA REQUIRED	4,594		

12 MASTER PLAN CONCEPT

Two master plan scenarios have been prepared and presented. Scenario B is presented as the preferred option.

12.1 SCENARIO A CONCEPT PLAN

Cost Estimate \$13.50M

Scenario A has been developed by the Shire initiated working group with the aim to prioritise flexibility in the accommodation of the stated needs and considers the inputs of the working group members, key stakeholders of the precinct and potential future precinct stakeholders.

Football Oval and Active Open Space

The existing Oval at VC Mitchell Park is the premier Australian Rules Football oval in the Shire and will be maintained in its current form. An additional active playing surface is proposed at the western side of the Donnybrook Recreation Centre that could accommodate overflow training for football or cricket and provide usable space for the Donnybrook Hockey Club training and the future development of rectangular sports such as soccer. The new master planned sporting fields may reduce the existing usage pressure on the VC Mitchell Park oval in maintaining its quality as a premier surface for match play.

Major Multiuser Sports Pavilion

A new large Multi-Use Community Pavilion building will be located in the current location of the Donnybrook and Districts Football club clubroom and the Donnybrook Tennis club pavilion. It is proposed as a split-level facility that increases the amenity for the two clubs and its location between the two playing areas will allow it to equally view (and service) both in addition to efficiently and flexibly accommodating their associated sports clubs.

Refer also to the above Accommodation Schedule for a summary of the indoor and outdoor functions and spaces provided in this building.

New Playground

Scenario A provides for a new playground to be located in proximity to the tennis courts, central within the precinct.

Car Park

The formalisation and improvement of car parking spaces to improve efficiency and functionality.

Donnybrook Recreation Centre

Improvements to the Donnybrook Recreation Centre include a one court extension (indoors) with associated spectator stand. Provision of three outdoor courts to facilitate a relocation of the netball association to the precinct is a priority, with a club house facility that can be used by clubs in the recreation centre and at the western end of the precinct.

Scenario A Concept Plan



12.2 SCENARIO B CONCEPT PLAN

Cost Estimate - \$12.75M

Scenario B was produced as an alternative with the aim to prioritise flexibility in the accommodation of the stated needs of the various sporting clubs and community organisations, it has a reduced cost to Scenario A.

This includes the main features of Scenario A, with the addition of:

New Family BBQ Area/Relocated Vin Farley Rotary Playground:

A playground located between the proposed covered spectator area and the parking area will be developed into a landscaped Family Area with BBQ's and a relocated Vin Farley playground. This outdoor area will augment the sport-related, social functions of the sporting pavilion as well as activate the area in non-sports times.

New Shared-Use Fitness Pathway

A significant feature of Scenario B is the proposed Shared-Use Pathway that both circumnavigates and connects all the elements of the precinct and the Donnybrook Recreation Centre. The Shared-Use Pathway will provide the precinct with a structured facility for walking running, jogging, riding and skating (blading). It is proposed that the track will be wide for accessibility with the potential of safety lighting.

In addition to providing an accessible, structured exercise and recreational opportunity, the shared-use pathway will also provide a much-needed pedestrianised link to integrate the many and varied sport and recreation activities provided within the precinct.

Development of three residential lots where the current Vin Farley is currently located. This would provide funds to support the master plan development and offset some of the costs.

Scenario B also considers an alternative to additional active open space:

Rectangular active open space development

The development of currently underutilised space to the north of the tennis club rather than to the western end of the Donnybrook Recreation Centre provides a lower cost alternative, places the additional active open space in close proximity to car parking and enables the rectangular sports an opportunity to form part of the Sports Association proposed for the new Major multiuse sports pavilion.



Scenario B Concept Plan



13 COST ESTIMATES

13.1 SCENARIO A COST ESTIMATES

Building Works	\$7,254,480
Demolition, External Works and Services	\$6,420,550
TOTAL	\$13,499,030

13.2 SCENARIO B COST ESTIMATES

Building Works	\$7,371,295
Demolition, External Works and Services	\$5,550,082
TOTAL	\$12,745,377

13.3 ASSUMPTIONS AND EXCLUSIONS

- The costs have been developed on present day figures (2020) on a square metre rate. Present day costs have been developed by a Quantity Surveyor (Donald Cant Watts Corke) using recent construction project costs.
- The cost plan has been developed based on the information and size allocations identified in this plan, therefore all quantities and rates are provision and therefore subject to change.

In addition to above, all costs:

- Excludes GST
- Excludes abnormal ground conditions / contamination etc.
- Excludes major services diversions
- Excludes FF&E
- Excludes client costs, legal costs, site costs, agent's fees, finance etc.
- Excludes land purchase costs
- Excludes Client Representative / Project Management Fee / Professional Fees
- Excludes escalation - costs are current day
- Excludes % for Public Art
- Excludes specific ESD initiatives
- Costs assume Competitive Tender process with local builders using basic palette of materials

13.4 INDICATIVE LIFE CYCLE COST ESTIMATES

The following tables provide high level indicative costs for replacement of facilities recommended within the preferred Scenario B of the Master Plan. The total annual replacement cost is the total of the replacement values based on likely lifespan and original capital cost. The amounts are all 2020 values.

Items - Stage 1	Cap cost (2020)	Life estimate	Annual % cost	Annual \$ Replace
New sports club room	\$ 3,609,540	40	0.025	\$ 90,239
Oval lighting 100 lux	\$ 400,000	20	0.05	\$ 20,000
Terraced seating	\$ 430,000	25	0.04	\$ 17,200
Reconfigured car park (Nth Tennis)	\$ 585,480	15	0.066	\$ 38,642
Raised car park (Steere st)	\$ 224,480	15	0.066	\$ 14,816
Playground BBQ area	\$ 194,500	10	0.1	\$ 19,450
Main entrance, slipway ramp to oval	\$ 423,875	25	0.04	\$ 16,955
Pathway network	\$ 90,000	15	0.066	\$ 5,940
Tennis maintenance shed	\$ 18,500	18	0.055	\$ 1,018
Rectangular playing field	\$ 357,565	25	0.04	\$ 14,303
Drainage to oval rectification	\$ 200,000	25	0.04	\$ 8,000
				\$ 246,561

Items - Stage 2	Cap cost (2020)	Life estimate	Annual % cost	Annual \$ Replace
Outdoor netball courts	\$ 381,900	12	0.083	\$ 31,698
Pathway network (remainder)	\$ 128,050	15	0.066	\$ 8,451
Playground - small	\$ 66,500	10	0.1	\$ 6,650
Pavilion / clubroom	\$ 1,036,040	40	0.025	\$ 25,901
Indoor multipurpose court /expansion	\$ 2,432,900	25	0.04	\$ 97,316
Car park Rec centre upgrade	\$ 53,700	15	0.066	\$ 3,544
Car park overflow	\$ 167,280	15	0.066	\$ 11,040
Rec centre refurbishment	\$ 200,000	25	0.04	\$ 8,000
Lighting rectangular field 50 lux	\$ 260,000	20	0.05	\$ 13,000
				\$ 205,601

14 IMPLEMENTATION

14.1 STAGING OPTIONS

The identified priorities have been determined by ABV based on the results of the analysis undertaken throughout the development of this master plan strategy. This is based on community need identified through the consultation process and analysis of data indicating high pressure points of existing facilities, site visits of current facilities and availability of funding. There are also a number of identified actions that have precursors that are directly linked. These linkages have also been considered in the development of the implementation plan.

All Local Governments have limited resources and often have competing priorities. It is noted that the Shire’s long term financial plan will ultimately determine priority of any Shire project and that Sport and Recreation projects will be progressed on this basis. Consideration of future whole of life costs (including maintenance) should form a key element when assessing each project’s merit and not simply the amount of funding that may be generated from funding bodies.

It is noted that the priorities should be revisited by the Shire on a regular basis as needs may change with changing demographic and usage.

The implementation is based on Scenario B which provides the aspirational outcomes of the stakeholders at a lower cost.

STAGE 1	COST ESTIMATE
Demolition of existing Football Club Room & Tennis Club Room, road, services, playground, path, fencing (to accommodate new)	\$397,625.00
New Sports Club Room	\$3,609,540.00
Oval lighting to 100 lux	\$400,000.00
Terraced seating around football oval	\$430,000.00
Reconfigured car park to the north of the tennis club (including retaining walls)	\$585,450.00
Raised car park off Steere Street	\$224,480.00
New Playground and BBQ Area	\$194,500.00
New Main entrance and ticket booth, slipway, fence, ramp to oval	\$423,875.00
Path Network (between main entrance and recreation centre)	\$90,000.00
Tennis Maintenance shed	\$18,500.00
New rectangular playing field	\$357,565.00
Site levelling and clearance	\$382,830.00
Drainage to oval and general oval rectification	\$200,000.00
Allowance for services upgrades	\$530,000.00
Preliminaries	\$134,000.00
TOTAL	\$7,978,365.00



STAGE 2	COST ESTIMATE
Outdoor Netball Courts	\$381,900.00
Remainder of pathway network	\$128,050.00
New small playground	\$66,500.00
New Pavilion/Club room	\$1,036,040.00
New indoor multipurpose court (Recreation Centre expansion)	\$2,432,900.00
Recreation Centre car park upgrade	\$53,700.00
Overflow car park	\$167,280.00
Refurbishment to recreation centre	\$200,000.00
Lighting to rectangular field to 50 lux	\$260,000.00
Preliminaries	\$40,642.00
TOTAL	\$4,767,012.00

STAGE 3	COST ESTIMATE
Future development to western end of precinct for further recreation and community use.	TBA
TOTAL	\$0.00

15 FUNDING OPPORTUNITIES

Funding Source	Type or projects they will fund
Grants (State, Federal, other)	<p>CSRFF</p> <ul style="list-style-type: none"> Cricket pitches Safety fences Upgrade to clubrooms/pavilions Sports floodlighting Court construction <p>Lotterywest</p> <ul style="list-style-type: none"> Skate parks Playgrounds <p>Building Better Regions Fund</p> <ul style="list-style-type: none"> Various - to generate jobs and economic benefits to regions <p>Other There are potentially other grants that may be applied for as the master plan is progressed</p>
Shire funding (general revenue, loan funding, Reserve funds, land sales)	<ul style="list-style-type: none"> All above infrastructure
Sporting Groups (note minimal funding availability)	<ul style="list-style-type: none"> Facility development

In relation to the Shire’s funding support for the project, at its December 2019 Ordinary Meeting, Council resolved as follows:

That Council:

1. ***Approve, in principle, loan funding towards the Donnybrook and Districts Sports, Recreation and Events Precinct Project on the basis of:***
 - 1.1 ***One-third funding from the Shire of Donnybrook Balingup;***
 - 1.2 ***Two-thirds funding from the State Government; and***
 - 1.3 ***The Shire of Donnybrook Balingup capital contribution via loan being capped at a maximum of \$3,000,000.***
2. ***Instruct the Chief Executive Officer to seek project funding from the State Government as per resolution 1, above.***
3. ***Approve the addition of the in principle loan funding amount to the Shire’s Borrowings Plan 2019/20 – 2033/34 (as attached).***



COMMUNITY SPORTING AND RECREATION FACILITIES FUND (CSRFF)

Administered through the DLGSCI, the CSRFF provides funding through a competitive application process for small and large sporting infrastructure projects, however will provide a maximum of one-third of the total estimated cost (excluding GST) of the applicant's project. Priority will be given to projects that lead to facility sharing and rationalisation. Multi-purpose facilities reduce infrastructure required to meet similar needs and increase sustainability.

Small Grants: Small Grants total cost must not exceed \$300,000. Minimum Grant of \$2,500 and maximum Grant of \$100,000. Grants given in this category must be claimed in the financial year following the date of approval. For projects with a grant request below \$2,500 it is expected that the applicant should be able to fully fund these.

Annual Grants: \$100,000 – \$166,666 will be allocated to projects with a planning and construction process that will be complete within 12 months. The total project cost for annual grants is between \$300,001 – \$500,000 (GST Exclusive). Grants given in this category must be claimed in the financial year following the date of approval.

Examples of annual projects:

- Upgrades to clubrooms/pavilions.
- Upgrade to swimming pool.
- Large floodlighting project.
- Court or bowling green construction.
- Reticulation system for a grassed playing field.

CSRFF forward planning grants

\$166,667–\$2,000,000 will be allocated to the large-scale projects where the total project cost exceeds \$500,001 and may be allocated in one or a combination of the years in the next triennium. Grants given in this category may be allocated in one or a combination of the years in the triennium.

Examples of forward planning projects:

- Multipurpose leisure/recreation centre.
- Swimming pool – new or major upgrade including heating to allow increased use.
- Construction of large synthetic fields.
- Playing field construction.
- Clubroom – new or major upgrade.
- Large ablution block/change rooms.

LOTTERYWEST

Lotterywest provide funding for the following types of projects:

- Creation of skate parks.
- Development of playgrounds.
- Earthworks, play equipment and shade facilities.
- Temporary infrastructure that may make public spaces more welcoming for people.

Lotterywest grants do not support the ongoing operation and maintenance of community spaces.

BUILDING BETTER REGIONS FUND

The Building Better Regions Fund is a grant designed to support regional areas with new infrastructure to help create jobs and drive economic growth and build stronger regional communities into the future.

The most recent advertised round is to support drought assisted areas. There are currently no rounds advertised, however it would be prudent for the Shire of Donnybrook Balingup to monitor this and other future federal government funding opportunities.

16 GOVERNANCE

16.1 MULTIPURPOSE SPORTS FACILITY MODELS

For a multipurpose facility providing for various groups and use, there are a number of management options available for consideration. These may be implemented when a facility has been developed and there will be a number of groups accessing the sports facilities on a regular basis.

- Management by Local Government (Shire of Donnybrook Balingup)
- Sports Association Management Model
- Management by Key User Group
- A combination of the above-mentioned models

The table below summarises the positives, negatives and issues identified throughout this review.

Management Option	For	Against	Potential Issues
Management by Local Government (LGA)	<ul style="list-style-type: none"> • Opportunity to maximise focus on recreational and community benefit, diversity of usage and access to precinct. • Leverage other events and opportunities. • LGA's have existing resourcing in HR, financial, risk, asset management policies and processes. • LGA's have existing maintenance and operational expertise. 	<ul style="list-style-type: none"> • Could detract from the viability of the clubs using the facility. • Would need to recruit resources for facility management role. • May lack the support of the existing management groups. • Complicated management structure making difficult to speak to the right person. 	<ul style="list-style-type: none"> • May not be in a position to maximise commercial opportunities. • The LGA's willingness to underwrite the operation of the facility. • Potential to lose sporting volunteers.
Management by a Sports Association representing the key tenant club(s) or users.	<ul style="list-style-type: none"> • Consortium could appoint professional manager or management to manage facility on their behalf. • Likely to maximise commercial benefit to clubs involved in management. • Potential to co-opt members with a strong commercial understanding. • Most likely to ensure that role of clubs is maintained. • Removal of local politics on operation of facility. • Creates a democratic process whereby all groups have equal say. 	<ul style="list-style-type: none"> • Clubs may not have commercial expertise within clubs to manage facility. • Conflict of interest with other potential users and financial viability of the precinct. • Competing interests amongst clubs. • Not core club business. • Slow decision-making process. • Potential lack of responsibility/ownership of the facility. 	<ul style="list-style-type: none"> • Sports clubs are more likely to have self-interest in managing facility. • Clubs unlikely to have the specialist management capability in house. • Limited ability to financially underwrite. • There would need to be a strong/binding Memorandum of Understanding or constitution between the tenant club/users.

Management Option	For	Against	Issues
Management by a Key User Group.	<ul style="list-style-type: none"> • Will have a good understanding of the tenant issues. • Likely to maximise commercial benefit to club involved in management. • Potential to co-opt members with a strong commercial understanding. • Club could appoint professional manager to manage facility on their behalf. • Maximise individual club support for the facility. • Single communication point and decision maker. 	<ul style="list-style-type: none"> • Could detract from viable usage by other users of the precinct. • Potential conflict of interest with other potential users and financial viability of the facility. • Could detract from non-sports users of precinct. • Likely to be difficult to consolidate management across the precinct. 	<ul style="list-style-type: none"> • Club is more likely to have self interest in managing facility. • Club unlikely to have the management expertise.
Combination of above models: Management by Key User and Management by Shire	<ul style="list-style-type: none"> • Enables operations of commercially viable facilities to be operated independently of the Shire and allows potential development of community ownership. • Equitable access for sporting groups utilising the sports ovals • Shire experienced in maintenance and facility management. • Shire set the fees and charges of facility use annually through the budget process. 	<ul style="list-style-type: none"> • Confusion for users as to how to book and access facilities. • Likely to be difficult to consolidate management across the precinct. 	<ul style="list-style-type: none"> • A breakdown in Communications between management arms could result in booking conflicts. • Priority of bookings would need to be determined at the outset. • Responsibility of communication to user groups for access.
Combination of above models: Management by a Sports Association representing the key tenant club(s) or users and Management by Shire (Sports Ovals)	<ul style="list-style-type: none"> • Enables operations of commercially viable facilities to be operated independently of the Shire and allows potential development of community ownership. • Greater sense of ownership by resident groups 	<ul style="list-style-type: none"> • Confusion for users as to how to book and access facilities • Likely to be difficult to consolidate management across the precinct 	<ul style="list-style-type: none"> • A breakdown in Communications between management arms could result in booking conflicts. • Priority of bookings would need to be determined at the outset. • Responsibility of communication to user groups for access.

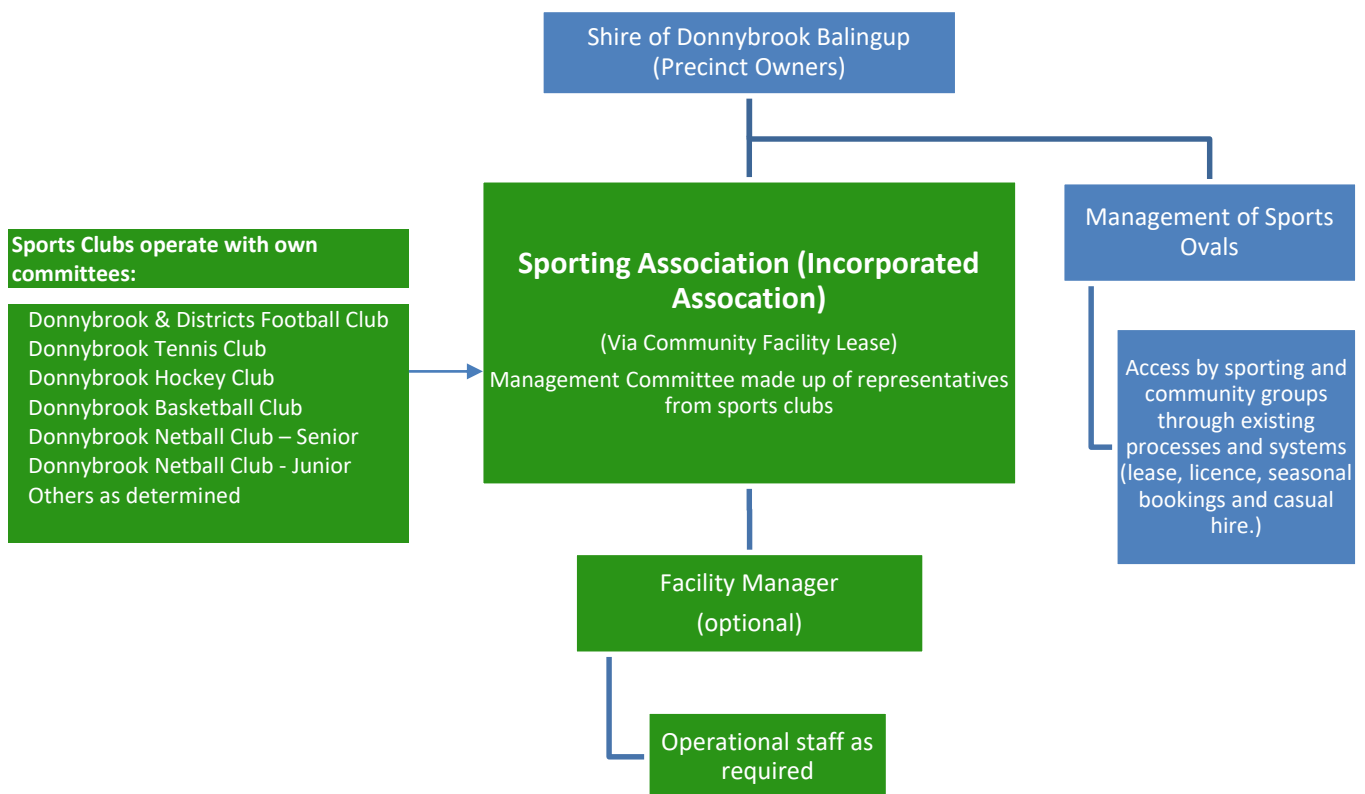


16.2 PREFERRED MANAGEMENT MODEL AND TENURE ARRANGEMENTS

The Shire of Donnybrook Balingup Working Group have reviewed a number of models and have identified that the management of the sports pavilions would be best managed by the Sports Association Management Model implementing a management committee with representatives of the associated sporting groups, with the Shire managing the maintenance and bookings of the sports infrastructure, either through lease arrangements with the clubs, or direct bookings systems. The management model is outlined and depicted below.

Facility/facilities	Management model
New sports pavilion/community function centre	Management by a Sports Association representing the key tenant club(s) or users.
Ovals/active green spaces	Seasonal booking
Tennis Courts	Lease to Donnybrook Tennis Club
Recreation Centre and outdoor courts	Shire of Donnybrook Balingup

For the purposes of the budget preparation, the following structure has been considered:



The principle intent of this model is to establish, maintain and conduct a club for the subsidiary member clubs and to support the recreational, social, sporting, cultural and community dimensions of that interest.

For the purpose of the Multipurpose Community Facility and the ability of the management entity to operate efficiently and to create a successful commercial operation, a community facility lease agreement would be deemed appropriate.

It would be important to place conditions within the lease agreement for equitable access to various facilities within the multipurpose community facility and various areas across the site.

The Shire of Donnybrook-Balingup in managing the sports ovals and Donnybrook Recreation Centre, would operate with groups accessing the ovals via a hire agreement or seasonal ground allocation as required and pay the applicable fee and charge as per the Town's fees and charges set annually through the budget process.

17 APPENDIX 1 – RELEVANT INDUSTRY DOCUMENT REVIEW

17.1 STRATEGIC DIRECTIONS 6 (SD6)

This publication by the Department of Local Government, Sport and Cultural Industries (Previously the Department of Sport and Recreation) Strategic Directions 6 (SD6) planning document that covers the five year period (2016 – 2020) to guide the sport and recreation industry. It identifies the following key societal trends that are driving change in the industry:

The document outcomes of the document are to:

- Increase participation
- Improved Performance
- Enhanced Social Capital and Organisational Capability
- Enhanced Wellbeing

The following summarises the identified industry challenges in this period:

1. Governance

Western Australia's sport and recreation organisations must proactively engage national and state/territory counterparts in developing governance models that are collaborative and strategically aligned partnerships. These models must balance local context and interest as well as national priorities.

2. Integrity and Values

Sport and recreation interests must proactively develop responses to safeguard the integrity and wholesome values which make sport and recreation a fundamental part of Australian culture. The integrity that has encouraged participants, partners, sponsors and governments to invest time, effort and resources needs active protection.

3. Public Open Space and Urban Form

Urban parklands and green spaces for sport and active recreation are integral components of urban infrastructure and make a significant contribution to community health and wellbeing. In order to deliver public open space which meets the needs of communities into the future we must be efficient with resources, focus on the function of sites, provide equitable access to facilities and secure strategically important regional scale spaces.

4. Adventure and Outdoor Recreation

Western Australia is a destination point for numerous adventure and outdoor recreation pursuits. Stakeholders from the public, private and community sectors must engage collaboratively to deliver high-quality activities, services and facilities to satisfy and sustain the growing demand, while protecting the environments where these activities take place.

5. Commercialisation

A small number of high profile sports with significant participation bases and integrated competition structures now have robust commercially-oriented business models, while community-based sport and recreation organisations are increasingly reliant on public investment for their survival. Public investment in sport and recreation organisations should factor in the capacity of these organisations to source commercial revenue.

6. Diversity of Leadership and Management

Initiatives are needed to expedite diversity in Western Australia's sport and recreation landscape at all levels of leadership and management. Sport and recreation organisations must be proactive to increase the contribution that currently underrepresented groups within the community, particularly women, are able to make to the industry.

7. Financial (Un)Certainty

The sport and recreation industry must optimise the value derived from public and private funding in tight fiscal circumstances. Sport and recreation stakeholders must be strong advocates for the many benefits that are enabled by continued investment.

8. Leveraging Facilities Investment

Stakeholders must leverage the investment made in sport and recreation facilities and infrastructure over the past decade. Securing high profile events and increasing visitor and local participation will add vibrancy to our communities and convert these places and spaces into business drivers, delivering extensive economic benefits to Western Australia.

9. Life Course and Life Stage Participation

The achievement of improved participation rates in sport and recreation, and more broadly active lifestyles, will require innovative responses to the life course and life stage circumstances of Western Australians. A combination of expanding pioneering initiatives and adapting successful concepts from other jurisdictions can stimulate healthier and socially beneficial outcomes for our community.

10. Monitoring, evidence and Research

Research and evidence-based decision-making are increasingly important for sport and recreation. Availability and utilisation of reputable information will be vital for future policy development and strategic planning.

11. Participation, Culture and Affordability

Sport and recreation provides opportunities to embrace those otherwise often excluded in the community. Opportunities should be affordable and provide equitable access to encourage participation of people from diverse social, cultural and economic backgrounds.

12. Technology

Western Australia's sport and recreation landscape must embrace opportunities to progress the industry through new and emerging technologies. Astute sourcing of technological innovations that enhance core values, support participation and performance outcomes and promote organisational sustainability will be crucial.

13. Vital Volunteers

The engagement of volunteers in sport and recreation is vital for the industry to thrive and deliver personal and social benefits. Sport and recreation organisations must devise responsive and accommodating approaches to recruit, support and retain the vital volunteer base, which facilitates the delivery of sport and recreation activities.

Public Parkland Planning and Design Guide (WA)

This document was developed by the Department of Sport and Recreation and the Department of Water and outlines design principles for the development of parklands and open space. The focus of the document is the requirement for consideration of well-planned parklands that during the planning and design stages, consider all elements to achieve sustainability in the long term. Planning needs to be integrated to ensure quality outcomes are achieved;



- Consideration of end user requirements
- Allocation of parkland is suitable for desired outcomes
- Development of multi-use parklands
- Playing fields are well planned to consider peak usage and watering requirements, ongoing maintenance, use of appropriate equipment (Irrigation systems) and ongoing water supply considerations.
- Enhancement of existing site features
- Use of local resources and materials
- Department of Water should be consulted during the planning phase of parklands

17.2 CLASSIFICATION FRAMEWORK FOR PUBLIC OPEN SPACE (WA), DEPARTMENT OF SPORT AND RECREATION

Developed in 2012, the primary purpose of this framework is to define terminology that can be universally used to describe POS and is designed to achieve that consistency and reduce confusion. The framework contains two (2) central categories – function and catchment hierarchy.

<i>Functions - (primary use and expected activities) identifies three primary types of open spaces</i>	
Recreation spaces	<p>Recreation spaces enhance physical and mental health through activity that provides relaxation, amusement or stimulation.</p> <p>Recreation spaces can be accessed by all to play, socialise, exercise, celebrate or participate in other activities that provide personal satisfaction or intrinsic reward.</p> <p>Recreation spaces include gardens and open parklands, community gardens, corridor links, amenity spaces, community use facilities, civic commons or squares.</p>
Sport spaces	<p>Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training.</p> <p>Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity.</p> <p>Players and spectators attend with the express purpose of engaging in organised sporting activity, training or competition or watching the game.</p> <p>Most sport spaces can also be accessed by community members for informal sport and recreation.</p>
Nature spaces	<p>Nature spaces provide opportunity for low-impact recreational activities, such as walking, cycling, picnicking, playing, watching or exploring natural features.</p> <p>Nature spaces may include bushland, coastal areas, wetlands and riparian habitats, and geological and natural features. Sites are managed to enable recreational access while protecting local ecological and biodiversity values.</p>



Catchment hierarchy - (typical size and how far a user might travel to visit the site) includes four categories:

Local Open Space	<p>Local open space (LOS) is usually small parklands that service the recreation needs of the immediate residential population.</p> <p>LOS is primarily used for recreation and may include small areas of nature space.</p> <p>Typical Size: 0.4ha to 1ha</p> <p>Access: within 400m or 5 minute walk</p>
Neighbourhood Open Space	<p>Neighbourhood open space (NOS) serves as the recreational and social focus of a community. Residents are attracted by the variety of features and facilities and opportunities to socialise.</p> <p>NOS can assist to engender sense of place and protect specific conservation values through retention of nature spaces.</p> <p>Typical Size: 1ha to 5ha</p> <p>Access: within 800 m or 10 minute walk</p>
District Open Space	<p>District open space (DOS) is principally designed to provide for organised formal sport. DOS will very likely include substantial recreation space and some nature space.</p> <p>DOS design and function should consider biodiversity principles and environmental management goals.</p> <p>DOS serves several neighbourhoods with players and visitors travelling from surrounding districts.</p> <p>Typical size: 5ha to 15+ ha</p> <p>Access: within 2km to 5 minute drive</p> <p>DOS may:</p> <ul style="list-style-type: none"> • Consist of sufficient space to accommodate a variety of concurrent uses, including organised sports, children’s play, picnicking, exercising the dog, social gatherings and individual activities. • Include a combination of bushland, open parkland for casual play and space for organised sport. • Accommodate multiple user groups, clubs and associations.
Regional Open Space	<p>Regional open space (ROS) may accommodate important recreation and organised sport spaces as well as significant conservation and/or environmental features.</p> <p>ROS may provide substantial facilities for organised sport, play, social interaction, relaxation and enjoyment of nature.</p> <p>ROS can assist to protect biodiversity conservation and environmental values through retention of bushland, wetlands and other natural features.</p> <p>Typical size: varies. When sporting space is identified as a necessary regional function, allocations for playing fields and sports facilities should be 20+ha in area.</p> <p>Access: ROS serves one or more geographical or social regions and is likely to attract visitors from outside any one local government area.</p> <p>Users not living within close proximity will use either private vehicles or public transport systems.</p>



18 APPENDIX 2 – DONNYBROOK BALINGUP DEMOGRAPHICS

In planning for sporting and recreation infrastructure, it is important to understand the demographics of the area to provide insights into better understanding the likely key areas of demand and potential future need.

The following information has been obtained from the Australian Bureau of Statistics 2016 Census.

Table 1 below provides a snapshot of the Shire population, and percentages are compared with WA overall.

Table 1: Shire of Donnybrook Balingup Demographic Overview

Category	Shire of Donnybrook Balingup	WA
Population (2016 Census)	5,870	2,474,410
Males	49.4%	50%
Females	50.6%	50%
Aboriginal and/or Torres Strait Islander Population	1.7%	3.1%
Born in Australia	72.2%	60.3%
Overseas Born	27.8%	39.7%
Median Age	47	36
Median Income per person (\$ weekly)	\$563	\$724
Median Income per household (\$ weekly)	\$1,155	\$1,595
Couple family with children	36.9%	45.3%
Couple family without children	51.8%	38.5%
Number of dwellings	2,760	
Occupied private dwellings	83.7	86.7
Index of Relative Socio-Economic Disadvantage * 1	996	1015

Source: Australian Bureau of Statistics, Census of Population and Housing, 2016.

1. Socio-Economic Indexes for Areas (SEIFA), ABS, 2016, Local Government Area Index of Relative Socio-economic Disadvantage.

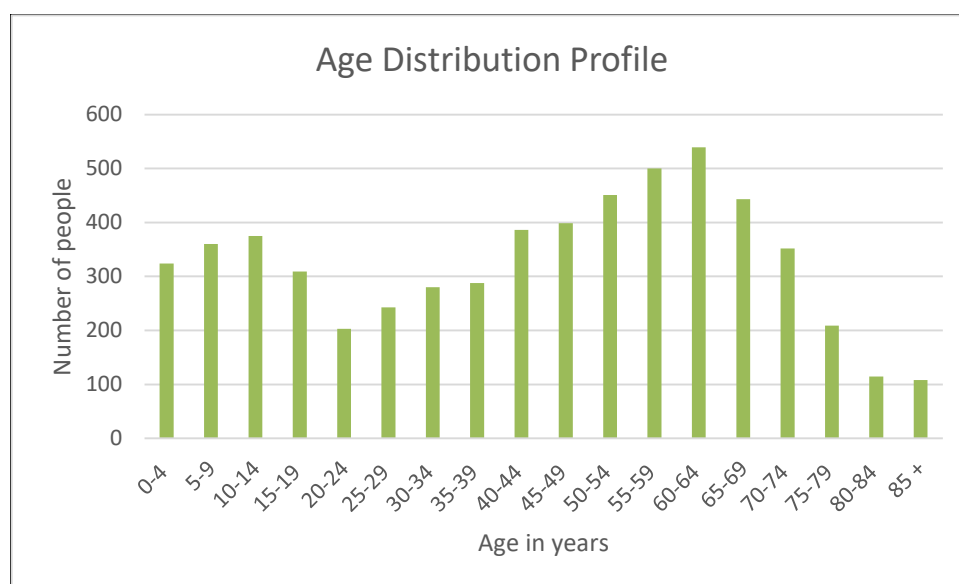
*(SEIFA) is a product developed by the ABS that ranks areas in Australia according to relative socio-economic advantage and disadvantage. The indexes are based on information from the five-yearly Census. SEIFA gives insight into Socio-Economic Advantage and Disadvantage.

The index is designed so that the national average sits at 1,000. With a ranking of 996, the Shire of Donnybrook Balingup sits marginally below WA and national average.

18.1 AGE STRUCTURE

The Figure below highlight age structure for the Shire of Donnybrook Balingup for the 2016 Census.

Figure 1. Shire of Donnybrook Balingup Age Distribution Profile



Source: Australian Bureau of Statistics, Census of Population and Housing, 2016

18.2 POPULATION GROWTH

Table 2 and Figure 2 below provide an overview of the change in population from the 2001 Census information through to the 2016 Census.

Table 2. Population Growth

Census Year	2001	2006	2011	2016	% Change
0-4 year	298	284	300	324	8.7%
5-14 years	746	713	739	735	-1.47%
15-24 years	458	450	470	512	11.8%
25-54 years	1,893	2,010	2,033	2,047	8.13%
55-64 years	471	717	924	1,039	120.6%
65 years and over	433	566	857	1,227	183%
TOTAL	4,299	4,740	5,323	5,884	36.87%
Median Age					

18.3 FAMILY AND HOUSEHOLD MAKE-UP

According to the Australian Bureau of Statistics 2016 Census:

- There are 1576 families in the Shire of Donnybrook Balingup. For families with children, the average number of children per family is 1.9.

18.4 HOUSEHOLD INCOME

Median weekly income

- Personal - \$563
- Family - \$1,425
- Household \$1,155

18.5 CULTURAL PROFILE

Analysis of the country of birth of the population in 2016 highlights that 72.2% of the population in the Shire of Donnybrook Balingup was born in Australia, with 7.4% born in England and 2.1% born in New Zealand. The next 3 highest countries of birth are Italy (0.9%), Scotland (0.8%) and South Africa (0.6%).

18.6 DWELLINGS

- There are 2538 private dwellings in the Shire, of which 83.7% are occupied.
- Of the occupied houses, the 79.1% are owned, either outright or with a mortgage, 17.1% rented, with 3.7% either not identified or 'other tenure' type.

18.7 INTERNET ACCESS

- 80.9% of residents access the internet from their dwelling.
- 16.8% do not access the internet from home, with 2.3% not stated.
- The number of residents that access the internet from their dwelling is lower than the Western Australian average of 85.1%.

18.8 CORE ACTIVITY NEED FOR ASSISTANCE

Core Need for Assistance is defined as a person's need for help or assistance in one or more of the three core activity areas of self-care, mobility and communication, because of a disability, long-term health condition (lasting six months or more) or old age.¹⁰

- Of the 5,870 population, there are 250 persons that require assistance, being 4.26% of the Shire's population. Of the 250, 48.8% are male and 51.2% are female.
- 64% of those requiring assistance with core activities are over the age of 55 years, with 12.8% under 19 years of age and 23.2% between the age of 20 years and 54 years of age.
- It is important to note that 549 persons did not state whether need assistance is required for core activity in the census.

¹⁰ Australian Bureau of Statistics Census 2016



18.9 KEY CHARACTERISTICS AND IMPLICATIONS

- The population in the Shire of Donnybrook Balingup grew by 1,585 in the 5-year period from 2001 to 2016, a growth of 36.87%.
- There has been an increase in all age cohorts except for 5 – 14 year old's.
- The greatest change has been in the 55+ age groups where the percentage of population increased from 904 people to 2,266, equating to a 150% increase in this age category. Mobility and accessibility become greater issues for this demographic that need to be considered in recreation planning. Passive recreation pursuits and accessibility need to be considered in future developments.
- The Shire of Donnybrook Balingup has a much higher than average median age of 47 years (in comparison to the WA average of 36 years).



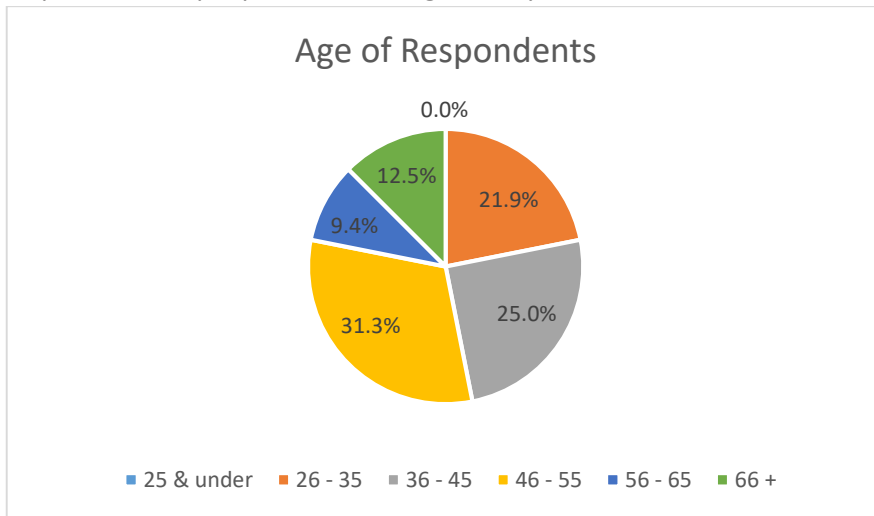
19 APPENDIX 3 - CONSULTATION

Community Survey:

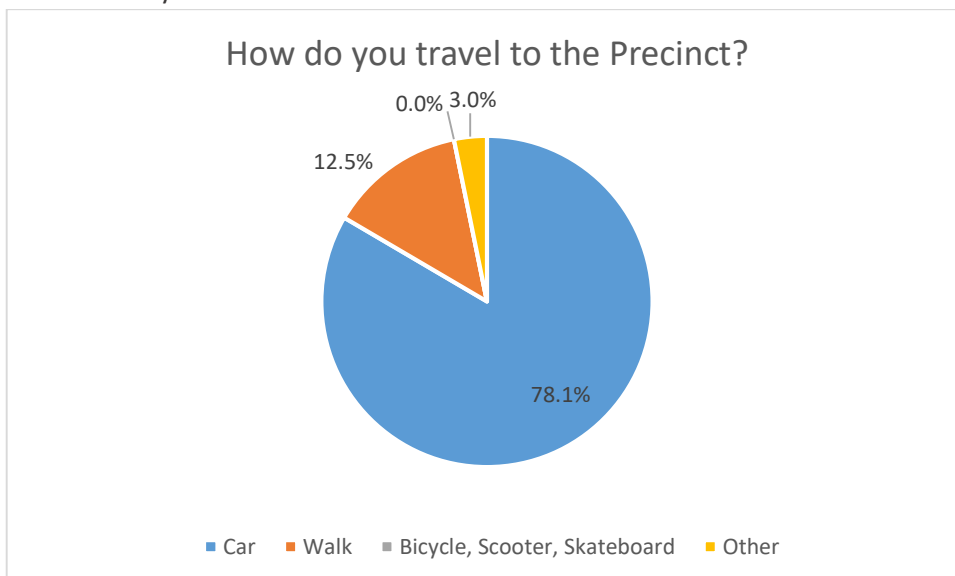
Available online from 12th April 2019 – 13th May 2019.

32 responses were received for the community survey.

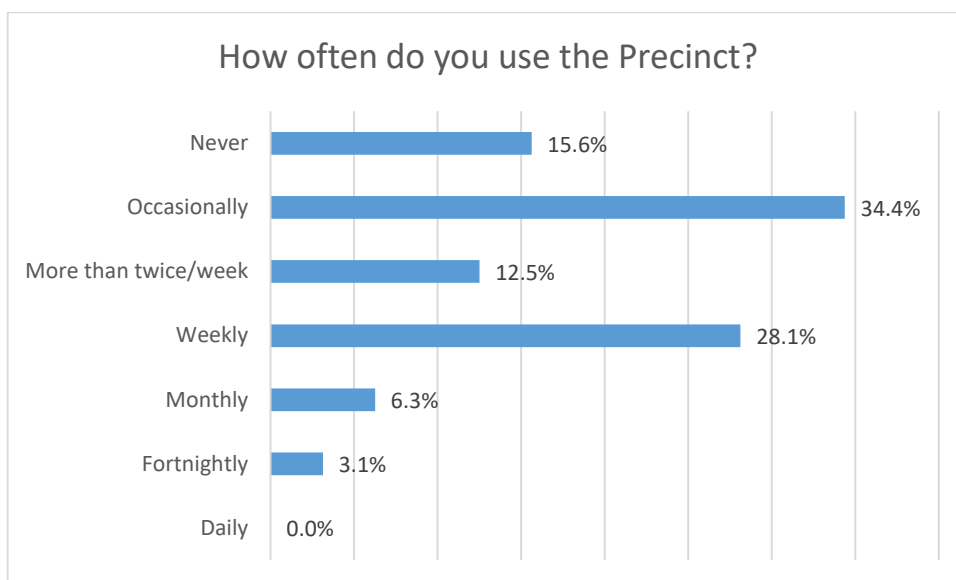
- 60.2% of respondents were female, 37.2% of respondents were male.
- 31.3% of respondents were between 46 - 55 years of age, 25% between 36 – 45 years of age, 21.9% between 26 - 35 years of age, 12.5% were over 66 years, 9.4% between 56 - 65 years of age. There were no responses from people under the age of 25 years.



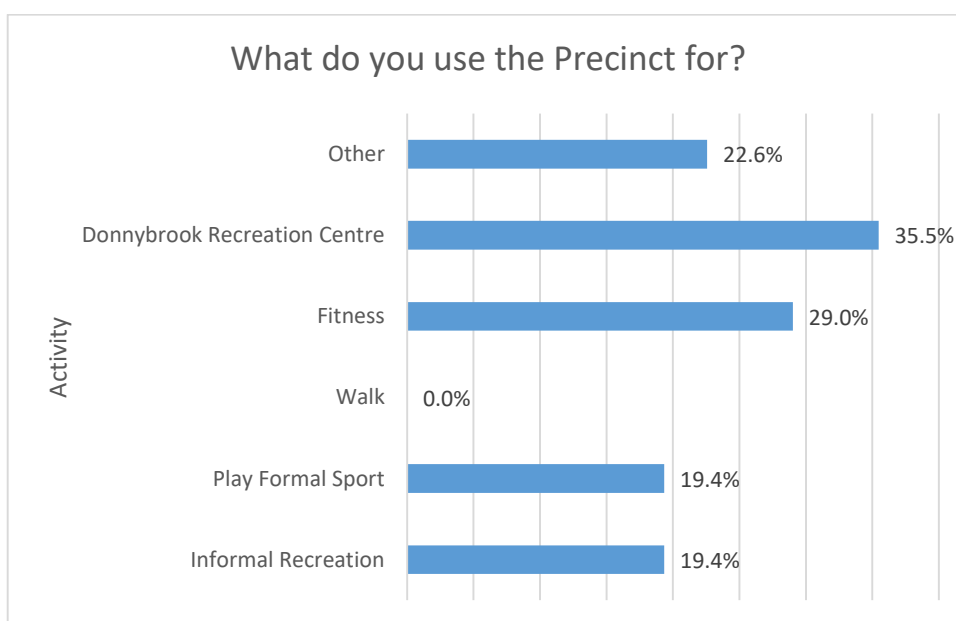
- 78.1% of respondents drive their car to the Donnybrook Sporting & Recreation Precinct, 12.5% walk, 0% cycle, scooter or skateboard. 3.0% either don't use the precinct or stated that they would prefer to walk or cycle.



- 43.7% of the respondents are regular users of the precinct, either using it more than twice a week, weekly or fortnightly. 40.7% of respondents use the precinct occasionally or monthly, with 15.5% of respondents never using the precinct.

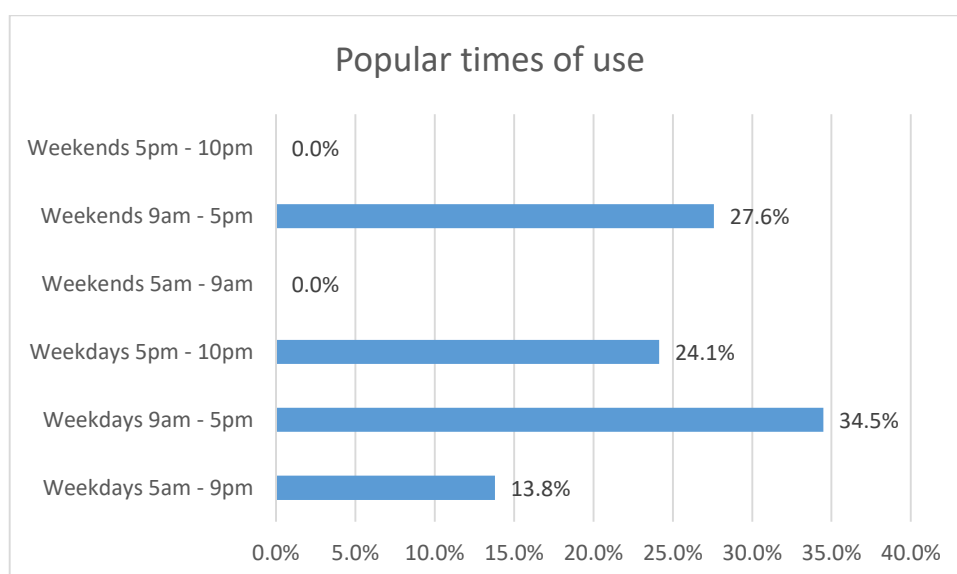


- Respondents were asked what they use the precinct for. 35.5% of respondents use the Donnybrook Recreation Centre, 29% for fitness, 19.4% for informal recreation and 19.4% for formal sport. 22.6% cited 'other'. For those who responded to 'other', pool, swimming lessons, kids playing sport or 'don't use at all' were the responses.



- The most popular times the precinct is used are: 34.5% on weekdays between 9am and 5pm, followed by 27.6% weekends 9am to 5pm and 24.1% weekdays 5pm to 10pm. The least used time of respondents is between 5am and 9am weekdays at 13.8% and no respondents use the precinct on weekends from 5pm – 10pm.





The following summarises responses to what people most like about the Donnybrook Sporting and Recreation Precinct. The table highlights the answers with the most responses and the number of responses per answer, based on respondents identified priorities.

Most liked	Priorities				
	1	2	3	4	5
Locality/Proximity to home	8	2	1	1	-
Pool	5	3	1	1	1
Gym	2	-	-	3	2
Size/Open Space/Parkland/setting	2	-	-	1	1
Nothing	2	-	-	-	-
Crèche	1	2	-	-	1
Service provide/Friendly staff/Supportive staff	1	1	2	1	-
Cleanliness	1	-	1	-	1
Family friendly	1	-	-	-	1
Playground for children	1	-	-	-	-
Cost	1	-	-	-	-
Swimming lessons	1	-	-	-	-
Removed from other sporting facilities	1	-	-	-	-
Football Club/football oval	-	2	2	1	-
Community feel/Community involvement	-	2	1	-	-
Courts	-	2	-	-	-
Tennis Club/Hitting wall	-	2	-	-	-
Ease of access/convenience	-	1	1	-	-
Indoor courts	-	1	-	1	-
Pool temperature	-	1	-	-	-
Variety of activities	-	1	-	-	-
Ease of parking	-	1	-	-	-
Elevated viewing to watch football	-	1	-	-	-
Variety of indoor sports	-	1	-	-	-
Fitness classes	-	-	4	-	-
Recreation Centre	-	-	1	-	-
Customised gym programs	-	-	-	1	-
Basketball Club	-	-	-	1	-
Oval surface	-	-	-	-	1

Respondents were asked to nominate their top five responses to what they would like to see improved at the precinct. The following table outlines the answers that had multiple responses, and the number of responses:

Improved	Priorities				
	1	2	3	4	5
Sharing of facilities/all clubs in one area/shared use	5	1	-	-	1
Increased opening hours – Rec Centre (incl weekends)	3	-	2	1	-
Netball courts/netball facilities/netball kids move here	3	1	1	1	-
Swimming pool change rooms	2	1	-	-	-
Better clubrooms for football & change rooms for females	2	-	-	-	-
Gym/Gym equipment	1	5	1	-	1
Lower cost/Affordable	1	1	1	-	-
Better rec centre facilities including pool	1	1	-	-	-
Maintaining functionality	1	-	-	-	-
More activities for under 5 year olds	1	-	-	-	-
Outdoor leisure area	1	-	-	-	-
Move fitness classes back to larger room	1	-	-	-	-
Adult only swimming	1	-	-	-	-
Parks with exercise activities	1	-	-	-	-
Creche opening hours	1	-	-	-	-
Outdoor courts/improve old courts	-	2	1	-	-
More indoor sports e.g. hockey	-	1	1	-	-
Oval lights	-	1	-	1	-
Better cooling on courts	-	1	-	-	-
Maintenance to ovals & courts	-	1	-	-	-
Outdoor basketball courts	-	1	-	-	-
Make upstairs (fitness class area) wider and enclosed	-	1	-	-	-
Fencing around VC Mitchell Park	-	1	-	-	-
Fitness gym without 'posers'	-	1	-	-	-
Football/Tennis Club upgrade	-	1	-	-	-
Better lighting car park areas	-	1	-	-	-
100m Pool **	-	1	-	-	-
Increase pool temperature	-	-	1	-	-
Better planned precinct that flows	-	-	1	-	-
Improved facilities for basketball	-	-	1	-	-
More professional coaching	-	-	1	-	-
Net at northern end of oval	-	-	1	-	-
Nature play	-	-	1	-	-
Challenges for members	-	-	1	-	-
More attractive surroundings	-	-	1	-	-
Better 'away' change rooms for football	-	-	-	1	-
Saturday morning fitness classes	-	-	-	1	-
Transform squash into meeting room	-	-	-	1	-
Upgrade VC Mitchell playground	-	-	-	1	-
Facilities for teenagers	-	-	-	1	-
Improve recreation centre entry Accredited umpires	-	-	-	1	-
Fitness class diversity	-	-	-	-	2
Baby change tables in toilets/change areas	-	-	-	-	1
Safety features	-	-	-	-	1
Increased seating at oval	-	-	-	-	1

** Assume meant 50m pool

Open Door Session

30th April 2019 – Council Chambers

- Many parents are sending their high school aged children to school in Bunbury (Donnybrook High School goes up to year 10). This results in the kids playing sport in Bunbury with their friends.
- Netball and Hockey clubs open to relocating from Egan Park if facilities are suitable
- Donnybrook Football Club is a single club – juniors and seniors at the one club
- Power transformer at the site was upgraded in past 10 years
- AFL games – 400 – 500 paying spectators to games. N.B. South West League lease the ground for game days.
- Slippery area north of pavilion when wet
- 1998 – oval drainage & retic project undertaken
- Consider potential opportunities for land sale to assist reduce costs for precinct upgrades
- Recreation and leisure facilities on the site to make it a true recreation precinct

Donnybrook Recreation Centre

- The Multipurpose/Function Room was previously utilised as fitness class room, however increased requests for bookings as a meeting and function space have resulted in the fitness classes being moved to the mezzanine level above the gymnasium. This is open though and does impact sports courts. A dedicated spin class room has been created in reclaimed kiosk area.
- Gym has expanded reducing the size of the creche.
- Mould has been apparent in aquatics centre. Works have been completed to the ventilation system to improve.
- Adjustments made to the pool entry to improve accessibility.
- Upgrade to court area and roof in recent years.
- Squash courts have low utilisation. Looking at opportunities to increase.

Key Stakeholders and Sporting Groups

The keys stakeholders and user groups of the Donnybrook Sporting and Recreation Precinct, and those based at Egan Park were provided a survey to complete. This was followed up with either a face to face meeting and/or telephone follow up. Some details regarding membership, utilisation of facilities and issues the stakeholders are facing are outlined in the table on the following page.

In general terms, many of the existing facilities are ageing and are not fit for purpose or do not meet current compliance codes. The existing precinct is quite segmented with there being little multiuse facilities. The clubs are making best use of the facilities that they utilise however maintenance requirements are high and the condition and functionality is now impacting their operations.



Sport	Club	Membership		% SoDB Pop	3 Challenges	Priorities	Club Comments / Issues
		2016 No	2019 No				
AFL Football	Donnybrook & Districts Football Club Inc		286	4.87	Facilities are getting tired - need for replacement Cost of administration/compliance Accessing volunteers to cover points above	Refurbishment of bar and function room Ground lighting to match standard	128 Seniors, 158 Juniors and Auskick Introduction of womens team in 2020 Regional Development squads also use the facilities The Donnybrook Football Club is not just about football. The club is an important part of the overall community. Our facilities are available for the general public to use. The club rooms are used for public meetings, functions (weddings, birthdays, etc) by other organisations from within the Shire and sometimes by commercial groups. The oval and facilities are also used by the schools for sports carnivals and events. Whilst the football club built and developed the club rooms the facility is considered a community asset.
Netball	Donnybrook Netball Association Inc	113	119	2.03	Volunteers for committee Schools outside the Shire being utilised by parents The need to upskill our coaches and umpires as per the requirements of our governing body and the misguided belief by some parents that the pathways in netball are better at a bigger association.	The outdoor courts at Egan Park Sporting Complex are in poor condition, there are cracks and puffsballs (these cause small eruptions on the court surfaces which the Shire then repair). Netball has always been the core sport in Donnybrook and whilst other sports are tried players come back to netball. Subdivisions within the Shire are currently being created which should encourage families to the area.	Currently use Egan Park via lease agreement. We can see the benefits of a sporting precinct and understand that we would most likely have to share clubrooms. We would definitely like to have outdoor courts and combine them with the Rec Centre courts.
Tennis	Donnybrook Tennis Club Inc	77	79	1.35	Maintaining/growing membership numbers or increasing participant use. Maintaining a very strong volunteer base Increasing maintenance on an old building/clubhouse	A new or upgraded clubhouse/facility is required and we had preliminary plans drawn up in 2017. Building is approx. 40 years old and does not meet current code. Cost of maintenance is rising due to age of building. Currently no shower of change room in the clubhouse. Negative feedback from members and especially visiting tennis players who require showers after tournaments/pennants etc. Inadequate storage. Inadequate kitchen for canteen/catering needs. Lighting to hard courts	Main needs/ideas 1. Retain grass courts. Members love the grass - easier on the body, cooler to play on and visiting teams say we have the best courts in the South West. Court maintenance is completed by the club (full volunteer base) with a Grounds Committee overseeing. 2. Add lights and Book-A-court system to the hard courts. Just completed a \$45,000 refurbishment of the hard courts. 3. Keep/move current shed which houses the lawnmower, chemicals, linemarking equipment, bbq's etc. Provide power to shed. 4. Keep/move hit-up wall. Just completed a \$10,000 refurbishment. 5. All boundary/internal fencing has been replaced over the past 5 years with only the western boundary fence to be done. This month, a further \$6,000 of fencing to be completed. 6. Upgrade or new clubhouse to include:- Showers/changerooms, Office, Good storage, Good kitchen & bar area, Good outdoor area - we use the verandah and patio area a lot during the summer. Include a child play area. Good access for aged/disability persons. Orientation of clubhouse looking east or south over the courts (not west into the afternoon sun). Overall, DTC is supportive of a multi-share clubhouse. As we are mainly a summer sport - ideally we consider that netball/hockey would be a good fit as 'co-tenants' being winter sports and similar sized clubs. DTC also allows the Donnybrook Mountain Bike Club, a local choir and a ukulele club to access our clubhouse during the week for free. This is to support community groups and it helps maximise usage of the facility. We also lend our tables/chairs etc for free when locals require them. DTC also gives free usage to Tennis Excellence to conduct coaching within the town, rather than parents taking children into Bunbury. Local schools also have a key to use our hard courts for Phys Ed lessons. The hit-up wall is open at all times for the community to use. Improve linkage between Rec Centre, tennis and football oval. We consider ourselves a proactive club and have strong relationship with the Shire and have worked well with Tennis West and the Department of Sport & Recreation.
Hockey	Donnybrook Ladies Hockey Club Inc	NA	50	0.85	Unsuitable training facility available in Donnybrook ie. no turf of suitable size or condition. Drop-off of younger players due to work, other interests etc Ageing of current players	Yes - at least a half field of turf would be suitable for training. The clubrooms at Egan park are small with no storage or shower/changeroom	One ladies team, 1 men's team. Ladies team first started in 1928. We train at Egan Park on one netball court (old turf on top). Play all games at Bunbury Hockey Stadium (2 turfs).
Hockey	Donnybrook Mens Hockey Club		19		Poor quality training facility Sponsorship Community Engagement	Existing turf at Egan Park has reached the end of its end of life and is currently maintained by the club as best as possible	Should an adequate training/playing surface be provided, it could be viable to have junior teams train and play at the facility (currently no juniors)
Cricket (Junior)	Donnybrook Cricket Club	Not provided			Access to grounds when more than one ground required for fixturing		If suitable ground available, would utilise for junior cricket at times, and when additional grounds are required for different grades at one time.



VC MITCHELL PARK MASTER PLAN

STAKEHOLDER GROUP RESPONSES

Date Received	Stakeholder Group	Response
13 May 2020	Donnybrook Ladies Hockey Club	<p>As a club we believe our current arrangement at Egan Park Sporting Complex to be sufficient to meet our needs. The Egan Park Sporting Complex hosts facilities including: clubrooms, a synthetic turf and lights. Therefore, Donnybrook Ladies Hockey Club will continue to remain in the same complex with the same arrangements in place.</p> <p>The proposed MasterPlan with Plan B as the preferred model appears to be unsuitable for our needs due to the following:</p> <ol style="list-style-type: none"> 1. The proposed rectangular pitch surface has not been identified and our sport requires a synthetic type surface, not grass. 2. Lighting for the rectangular pitch is not proposed until Stage 2, our club would only use the facility in the evening. <ol style="list-style-type: none"> 1. The shared clubroom space proposed at the football club is surplus to our club’s needs. 2. The overall cost of the plan is overwhelming to our club and efforts to assist with funding the proposal or ongoing costs would be difficult for our club to raise. <p>We would also like to add that the written proposal has limited focus to the actual needs of the overall Donnybrook community (except football). The development stages reflect what we would consider as 'wants' of the football club and not the actual needs of other sporting clubs.</p> <p>Further, the development of sporting facilities needs to be inclusive and should try to aim at encouraging more women into sport. The first stage of this MasterPlan only provides for women in one team in one sport (WAFL), apart from the walking path around the complex, which is mostly parallel to the existing footpath.</p>
11 May 2020	Donnybrook Basketball Association	<p>The Master Plan appears to have covered most aspects that has been discussed at the Sports Complex meetings with the stakeholders</p> <p>However, the Donnybrook Basketball Association is disappointed that the Stakeholders was not given the opportunity to discuss the</p>

contents of the Master Plan, prior to presenting the Master Plan at the next Shire Councillor's Meeting

We fully understand that the Project requires at least two options going forward, a Plan A and Plan B.

However, Plan B has been split into two stages, which will now certainly be chosen now, based on a split cost over two stages.

It is disappointing to learn that the third Basketball Court in the Master Plan B is not in Stage 1

Plan B Second Stage – Third Court Requirement

This delay will now have an impact on the steady growth of players who register to play each season, and the future development of Basketball in the Donnybrook district.

- There no start dates allocated for each Stage in Plan B
- We now estimate the additional basketball court will not be built for at least another five years

Future Development of Basketball in the Donnybrook Shire District

- The Western Australian branch of Basketball Australia is referred to as the BWA, who now have a branch in Bunbury for the South West Region

- Annual Country Week Championships – Held in Perth
BWA are changing the format due to the increase of teams now playing on an annual basis

Soon, all Preliminary games will be played in the respective regions

- The South West Group so far will comprise of Harvey, Eaton, Bunbury, Busselton, Margaret River, Collie, Donnybrook, Bridgetown, Manjimup

- For Donnybrook to stage Country Week Preliminary events, we must have a third court.

Otherwise, our Association will be overlooked and deemed unsuitable

- The other factor to consider, local business will miss such an opportunity

Annual Management and Maintenance Fees for each Sports Association

No doubt, there will a Sport Complex Management team to oversee the management of the Sport Associations using the facilities.

- What the Basketball Association needs up front, is a 10 Yearly Budget Plan for the Annual Management and Maintenance Fees

- As the Donnybrook Basketball Association are not part of the Plan B Stage 1 project, we do not envisage any increase in our present Recreation Fees going forward

Stakeholders Meeting

It is important that we have another Stake Holder meeting as soon as possible.

		No doubt, the Stake Holders will have a long list of questions that need to be resolved
11 May 2020	Donnybrook Netball Association	<p>We prefer the outside netball courts facing North to South.</p> <p>Ensure when the courts are moved, they are like for like (minimum courts are 3)</p> <p>There is adequate Club room facilities for the Netball Association</p> <p>Shade for the courts</p> <p>Spectator Seating</p> <p>Can still operate a canteen facility from the relocation</p> <p>Ensure access to change/toilets</p> <p>What would be an approximate time frame for stage 2.</p>
8 May 2020	Donnybrook Tennis Club	<p>The representatives from the Donnybrook Tennis Club that are part of the Donnybrook Sporting and Recreation Precinct Working Group have all received the Draft Master Plan report. These members have met to discuss our clubs' feedback. Our comments are as follows.</p> <p><u>Face to Face Meeting to discuss the Draft Master Plan.</u></p> <p>Given the recent relaxation of social distancing on 27 April 2020, allowing indoor and outdoor non-work gatherings of up to 10 people, and in view of the email received today we ask if you would consider holding a face to face meeting of the Working Group this coming Monday evening preferably in person or utilizing Zoom or other digital means or a combination of both. There are in our view quite a few very important discussion points from this plan.</p> <p><u>Review of Draft plan by the Donnybrook Tennis Club (DTC)</u></p> <p><u>Positives</u></p> <ol style="list-style-type: none"> 1. The VC Mitchell Master Plan presents an opportunity to replace the DTC Club Rooms which are aging and below the standard of most Tennis Clubs in the South West. DTC acknowledge a new building will involve sharing facilities within a new Sports Pavilion including shared, kitchen, kiosk, bar and toilets. DTC accepts this is part of getting new facilities. These facilities however need to be located on the first floor, being the same level as the current DTC Clubhouse and easily accessible to the tennis courts. 2. Change rooms 3&4 in the plan are recognised as being the All Sport Change rooms including use by the DTC which is good. These rooms need to be easily accessible to the Tennis club, preferably the first floor (this proposal is mentioned in the plan). 3. Undercover viewing platform 50 sqm. Providing this is at the northern end of court 1 thus not looking into the afternoon setting summer sun this is a good initiative. 4. Convenient parking with direct access to tennis courts including disabled access is a good design feature. <p><u>Negatives</u></p> <ol style="list-style-type: none"> 1. Currently our clubhouse is 126 sqm of which 70 sqm is the social area of the building (remainder kitchen, toilets, storage area). The proposed plan allocates only <u>25 sqm</u> as a

social area for the Tennis club and other Sports !!. This is considerably less than what we have. 25sqm has very limited use.

2. No Storage area provided for DTC. The current DTC building has 18sqm of storage space.
3. The Draft Plan and costings does not mention lighting to the hardcourts. Page 40 of the Draft document "Lighting VC Mitchell Park" excludes Tennis court lighting.
4. No mention of the costing for the "Book a court" system which is the online booking and security gate PIN access system. This was one of the DTC requests. This is becoming the recommended facility to install by Tennis West and Tennis Australia for hiring tennis courts to the general public. This is one of the key ways DTC can make the Tennis courts accessible to all residents of the Shire specifically non-members, significantly increasing court usage to the general public.

Management model

The DTC favours a simple management model whereby DTC provide the labour for kitchen/kiosk/bar and operate and clean the facility when we use it. Whilst there could be a "Sporting Club Management Committee" that oversees the structure of self-operation by clubs, DTC **DO NOT** support employing a Facility Manager and paid operational staff. Our investigations in regional WA for community sporting facilities are that having a centralised management model particularly with paid staff are that this has increased membership costs, that creates disharmony amongst Sporting associations that share facilities and results in reduced voluntary contribution over time to a centralised management model.

Before DTC would endorse any management model, the DTC would want some undertaking of what annual lease/usage cost the Shire would be levying the DTC post completion of this facility. DTC would not want to be significantly worse off than our current lease arrangement. Our current membership of approx. 80 persons (Seniors and Juniors) could not support a significant increase to our annual lease payment to the Shire.

Overall View of the Plan

Who decided Option B was the preferred plan split into Stage 1 and Stage 2? Where are the detailed costings for plan A? Who decided that the football clubs requirements would be prioritised over others? Certainly, this was not the views or recommendation from the majority of the working group. Was the idea for having a working group simply an opportunity to tick the box for community consultation? If not, why have you dismissed their recommendations in favour of your own preferred option?

Option B Stage 1

1. Playing facilities should be the number one priority before Club Room facilities. Donnybrook Netball currently has

inadequate playing facilities. Option B Stage 1 provides nothing to Donnybrook Netball. The Shire has tried for numerous years to get Donnybrook Netball to move to the Donnybrook Recreation Centre. Without the additional netball courts, we can't see this will happen under the proposed Stage 1 plan.

2. Second to the of importance of playing facilities would be Club Room facilities. Option B Stage 1 has an estimated cost of \$7.766 Million. Of this cost only approximately \$4.7 million is upgrading or constructing essential playing facilities or new Club Room facilities. The remaining \$3 million includes new carpark (\$224,480), reconfigured carpark (\$585,450), terraced seating around the football oval (\$226,500) and a new rectangular playing field (\$550,100). Regarding a new rectangular playing field, Hockey has said grass is not a suitable surface and we do not yet have a soccer club in Donnybrook. In a tight fiscal environment the DTC view is we reorganise the hierarchy of importance as to what is an essential item, being playing facilities first, then Club Room facilities, then look at what is essential associated infrastructure and what can be deferred to Stage 2.
3. If you reorganised the hierarchy of importance this could accommodate building Netball courts and Tennis court lighting in Stage 1.
4. Ultimately it is a very expensive project. Currently Option B Stage 1 is developed primarily for one sport being AFL and the Donnybrook Football Club, with tennis a secondary much smaller sport also getting benefits.
5. Once the current proposal becomes public, DTC consider the project is likely to face criticism for the extreme cost providing benefit for only two sports. This could jeopardise the whole project.

Current Donnybrook Tennis Club (DTC) facilities

The DTC has well maintained playing facilities (courts), It recognises that it has an aging Club Room that lacks facilities. The DTC had previously investigated renovation and extension of the current clubhouse prior to the Shire proposal to upgrade facilities at VC Mitchell park. DTC investigations reveal we could renovate/extend the current building creating modern upgraded and extended tennis Club Rooms to meet our requirements for approximately \$300,000-\$350,000. There is a much more cost-effective way for DTC to get what we need than the Shire borrowing \$3 million and getting funding for a \$7.76 Mill Stage 1 or \$13 mill to fully complete

In light of current social distancing rules which may come and go for some time into the foreseeable future, perhaps the governments views on encouraging mass congregation in multi-use facilities, and their appetite for funding of such facilities, may change.

The DTC wants a workable and affordable outcome that puts the DTC in a better position than our current playing and Club Room facilities. The current Draft VC Mitchell Master Plan meets some of these objectives but falls short in other parts. The DTC **DO NOT** support the current Draft of the VC Mitchell Master Plan. The DTC

		<p>are keen to continue to be involved to achieve a better outcome than the current Draft VC Mitchell Master Plan.</p>
<p>8 May 2020</p>	<p>Donnybrook Football Club</p>	<p>As I have discussed with you on other occasions I am an “executive summary” person. Seventy pages is a challenge! However, I have waded through the document in its entirety. Following are some of my observations;</p> <p>Overall, in my opinion, the Option B concept plan has the most to offer. From a DFC perspective Option B ticks most of the boxes. I would advise that ground lighting at lux 50 not be an option. In fact I would like to consider lifting the lux rating of match day standard to 100+. Experience at other South West grounds tells me that 100 lux is not quite sufficient particularly for spectators.</p> <p>Comments re the actual change room layout I know is a planning and design issue. But once again I would question some of the assumptions. The “the current change rooms are larger than AFL recommendations” (words to that effect) surprise me. As I have stated before my view is that the new change rooms should be no smaller than what is already there. In fact I would argue that the actual change room part should be a couple of meters wider! I applaud the 4 change room concept. That not only allows for women’s football but also flexibility re other potential users. I also think that the warm up areas can be restricted to two with smart design which would allow better medical facilities and coaches rooms. These I know are basically drafting and planning issues.</p> <p>There will be a number of other areas that will create discussion as the project proceeds i.e. time keepers facilities, dugouts for interchange players, interchange stewards facility, ground mangers office, umpires rooms etc. These will all need to be addressed in the design stage.</p> <p>I also have concerns re wheel chair access to the club as well as commercial deliveries. I may have missed something but that needs to be looked at!</p> <p>Just a couple of points re the southern gates; Those gates are not used as an access by players at all. They are closed pretty much all the time! In fact the SWFL, on home and away game days only ever man one gate! The SWFL demand complete security fencing around all grounds. I am not sure that we are compliant with that request!</p> <p>As you would already know I have a “problem” with the proposed use of the area around the “old” change rooms. My contention is that this area should be utilised for sport not just parking! I know that in option B that a hockey/ soccer field is provided for. I think we should have another look at this area in terms of junior football, junior cricket as well as soccer and hockey. There is a need for junior footy and junior cricket right now! I think that with clever thinking and planning and maybe the development of a “drop in” concrete cricket pitch we could better utilise this space and get immediate usage.</p> <p>Overall, from a purely football perspective I think plan B is a step forward,</p> <p>Re the Rec Centre and the netball facilities, I question the wisdom of extending the Rec Centre (\$2.5m). Anecdotally I am not sure that it will lead to better utilisation of the centre. I know netball traditionally has been played exclusively on Saturdays. However, we live in a changing world. Old concepts and traditions are constantly</p>

		<p>being reviewed. If indeed there is spare court space, as I believe there is, then perhaps, as a community we look at some week day scheduling and thus better utilise the facility that already exists. My understanding is that the courts are under utilised during the winter months!</p> <p>Re the Governance of the proposed sports centre I understand that the DFC will probably need to take a leading role in regard to management. At this point I have had no discussions with the DFC in regard to this matter. Given the apparent lack of enthusiasm from the other stakeholders to embrace this issue I expect the DFC to rise to the challenge. However, it needs to be noted that other sporting bodies can not expect the DFC subsidise their activities. I am sure there will be some passionate discussions in relation to this aspect of the proposal.</p> <p>Ben, time is becoming an issue re this response. I have no doubt that over time other issues will arise. Basically I am in support of the Concept B with some tweaking. Overall the Draft report, I think, takes the project forward.</p>
4 May 2020	DLGSCI	<ol style="list-style-type: none"> 1. Page 12 – spelling mistake in table referring to Rec Centre – “Swimming Pool” 2. Page 21 – ample storage. Not sure about the need to include suggested size of storage needs for clubs as this will vary greatly depending on the sport and the club. Would suggest that this should be worded to simply reflect “suitable storage to meet the requirements of sports using the facility”. 3. Page 23 – item 9.7 – understand there is going to be a level of generic information within this report, but not sure of relevance of statements around Perth metropolitan area. Different scenario to Donnybrook and as such can be misleading 4. Page 26 – Football Club Pavilion – no mention of the provision of commercial kitchen facilities which were only developed 5 -7 years ago and should still be suitable to club need 5. Page 26 – Football Club Pavilion – away team change-rooms – distance of 60m should not be viewed as being “too far away from the oval”, but should be viewed as unsuitable due to their location, being that teams using this facility have to go across bitumen access roads, down stairs and through car park area, which should be viewed as hazardous 6. Page 27 – oval lighting – should there be mention that 1 tower fell over in 2018 and that the condition of remaining towers is questionable? 7. Page 28 – tennis courts – should be mentioned that the acrylic courts were only resurfaced in 2018 8. Page 39 – new rectangular playing field – question the need for such playing field and given that the idea is a possible back up to the AFL ground, why not consider a larger parcel of grass for multi-sports that could then cater for either oval or rectangular sports? 9. Page 40 – lighting VC Mitchell Park – new towers and lighting needed and certainly agree this needs to be to Australian Standards, but evidence shows that 150lux is more realistic for fixture lighting level and would be common standard across SWFL grounds that cater for night games 10. Page 40 – lighting for rectangular pitch – spelling in sentence “rectangular”.

11. Page 40 – lighting for rectangular pitch – if this ground is potentially going to be used for hockey as well as soccer, then 50lux will not be sufficient for training of small ball sports.
12. Page 41 – Sport Pavilions – suggestion in analysis that the kitchen facilities is also dated seems odd, given the major redevelopment the club undertook with CSRFF support 5-7 years ago. Assume in the proposed solution comment that the “replacement of existing two pavilions” is the football club and tennis club facilities, but it doesn’t state that in the comments?
13. Page 42 – netball – suggest removing the word “specialist” from 2nd paragraph and have it worded as “to Donnybrook’s premier sporting precinct” or similar. Same paragraph, last sentence change word “require repair” to “require total upgrade/redevelopment” as the condition of these courts is beyond repair
14. Page 49 – multi-sport pavilion – question why plan is suggesting a 2-story pavilion. The end design should be resolved when discussions have occurred as it may be better value to having a split level facility to cater for the landscape between the tennis and football areas
15. Page 49 - Donnybrook Rec Centre – suggest any discussion of an additional indoor court needs to be on the basis of need and that the existing facility is at or nearing daily capacity. Proposed outdoor courts catering for both netball and basketball will provide more court space than either sport already has available.
16. Page 51 – option B with the rectangular pitch replacing old basketball courts looks to be most suitable as it allows shire to develop a central sports focus
17. Pages 54-55 – staging option makes sense. Only question would be given the condition of the netball courts, are they more important than other projects listed in stage 1 such as having a new rectangular playing field, terraced seating around football oval, new playground/bbq area (given the town already has the Donnybrook Fun Park)?
18. Page 56 – funding opportunities – suggest not referring to outdoor courts as resurfacing as this is a new project, so it is construction of outdoor courts. BBRF I understand is on hold and not sure if it will be reinstated in the same form
19. Page 56 – CSRFF – categories have changed as follows:
 - a. Small Grants must not exceed \$300,000. Minimum Grant of \$2,500 and maximum Grant of \$100,000
 - b. Annual grants for projects that have a total project cost (exclusive of GST) of \$300,001–\$500,000. Minimum grant of \$100,000 and maximum grant of \$166,666
 - c. Forward planning grants for projects over \$500,001 and may be allocated in one or a combination of the years in the next triennium. Minimum Grant of \$166,667 and maximum Grant of \$2,000,000.

Apple Fun Park Redevelopment

Market Research and Community Consultation



Shire of
Donnybrook Balingup

Market Research

- Survey Monkey
- Total Responses 578
 - Social Media (407)
 - Face to Face (87)
 - Other Parks (34)
 - Website Link (29)
 - Signage (20)
 - Press Release (1)



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Responses

- 578 responses
 - Online
 - Face to face
 - Hard copy
 - Visits to other parks
- Timing
 - Jan/Feb 2020 (school holiday/term)



Shire of
Donnybrook Balingup

Question 1

Please provide the postcode of your usual place of residence.

- 6239 (Donnybrook) 41%
- 6230 (Bunbury) 10.6%
- 6233 (Leschenault) 5.48%
- 6253 (Balingup) 3.00%
- 6225 (Collie) 2.47%
- 6258 (Manjimup) 2.30%
- 28 different postcodes altogether



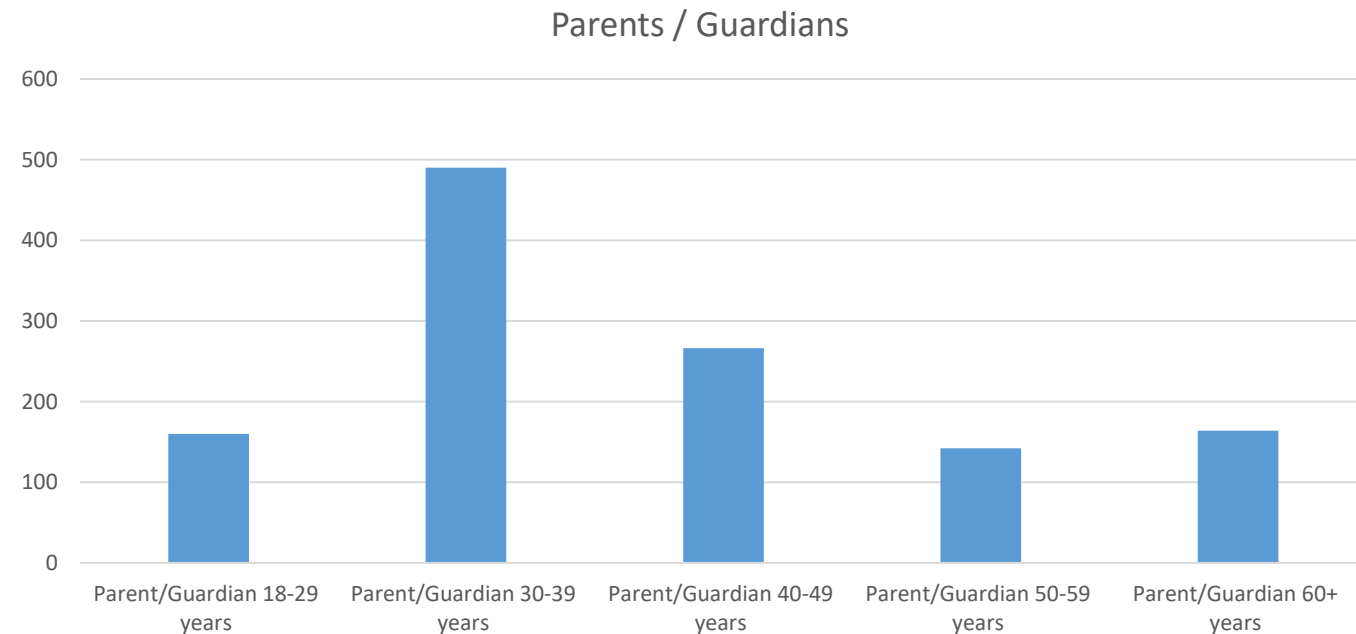
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Question 2

Please identify which of the following age groups (and the number of people) are applicable to you/your children utilising this playground?



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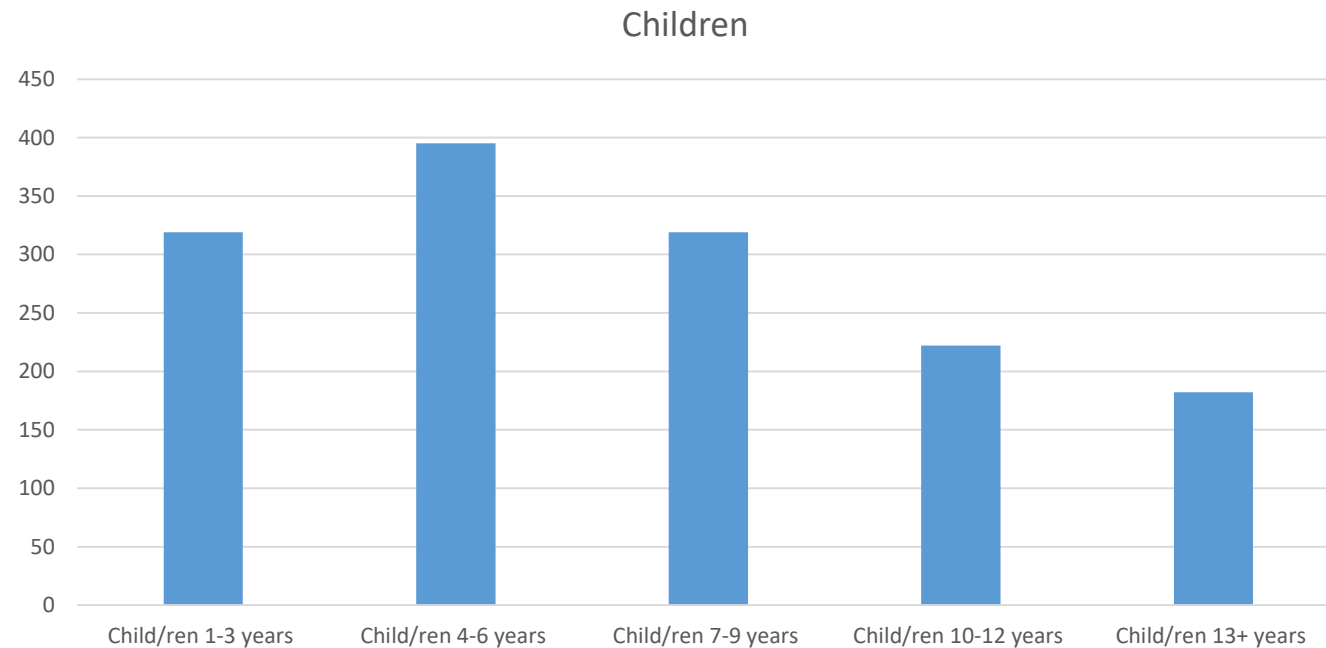


Question 2 (cont).

Please identify which of the following age groups (and the number of people) are applicable to you/your children utilising this playground?



Shire of
Donnybrook Balingup

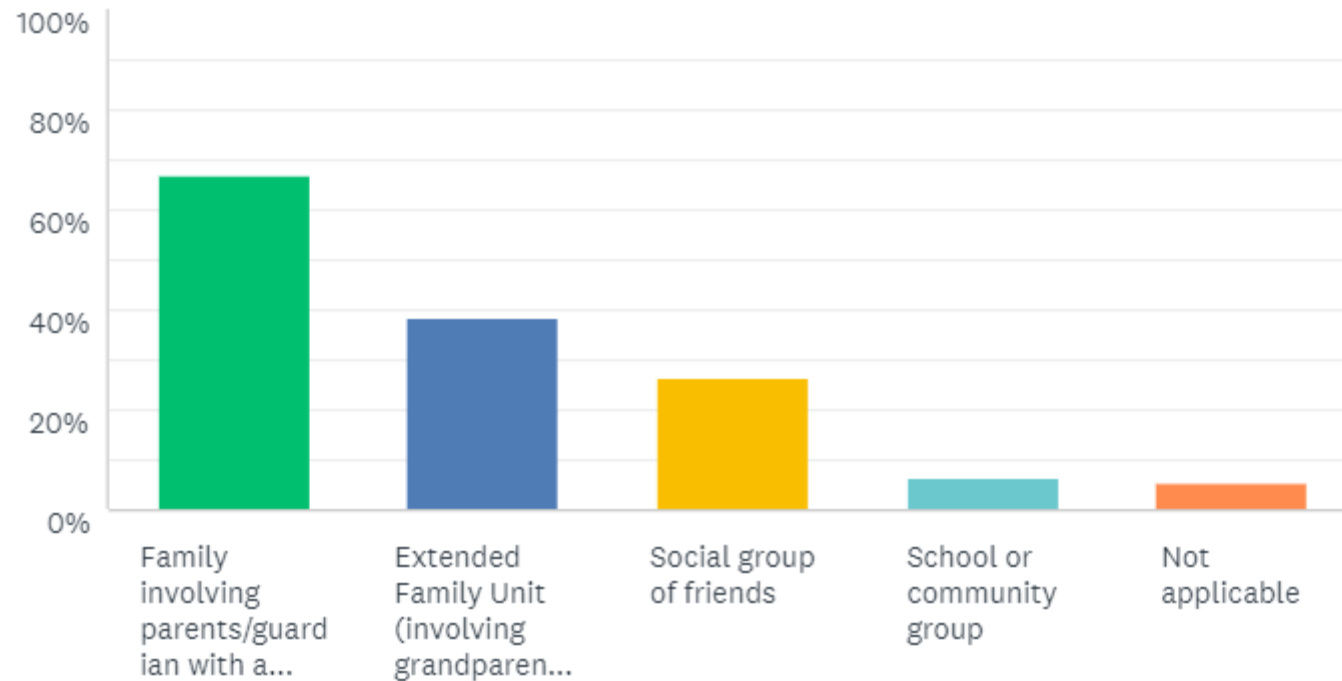


Question 3

Please select which of the following relates to your visit at the playground today

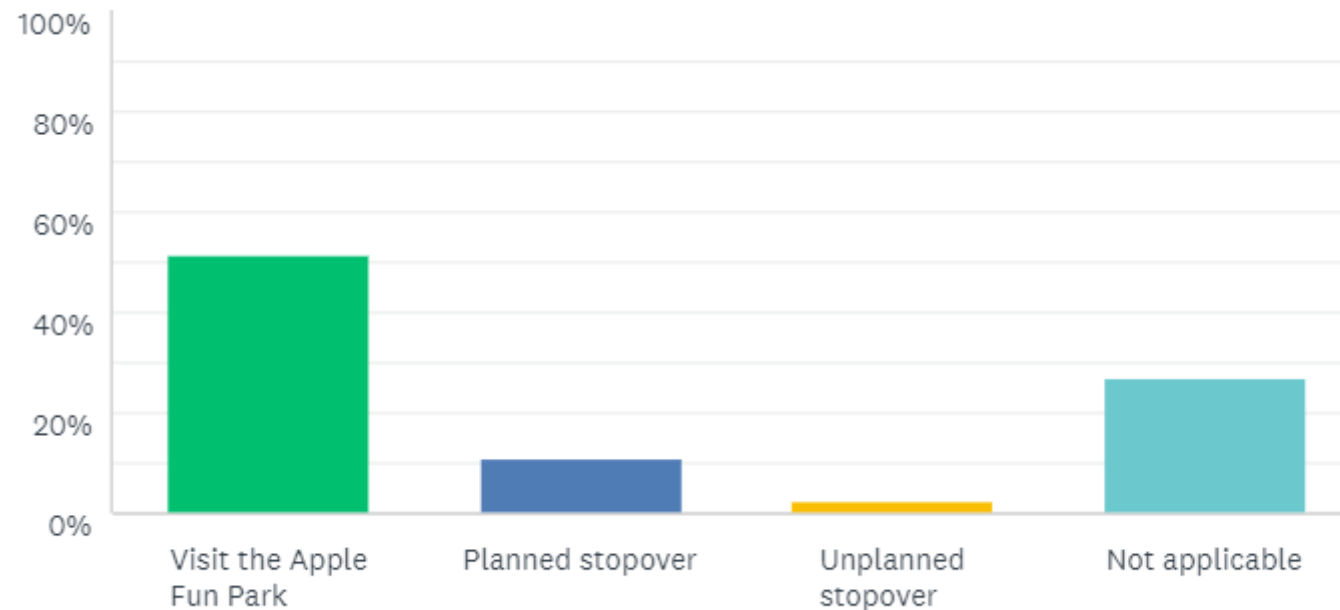


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Donnybrook Balingup



Question 4

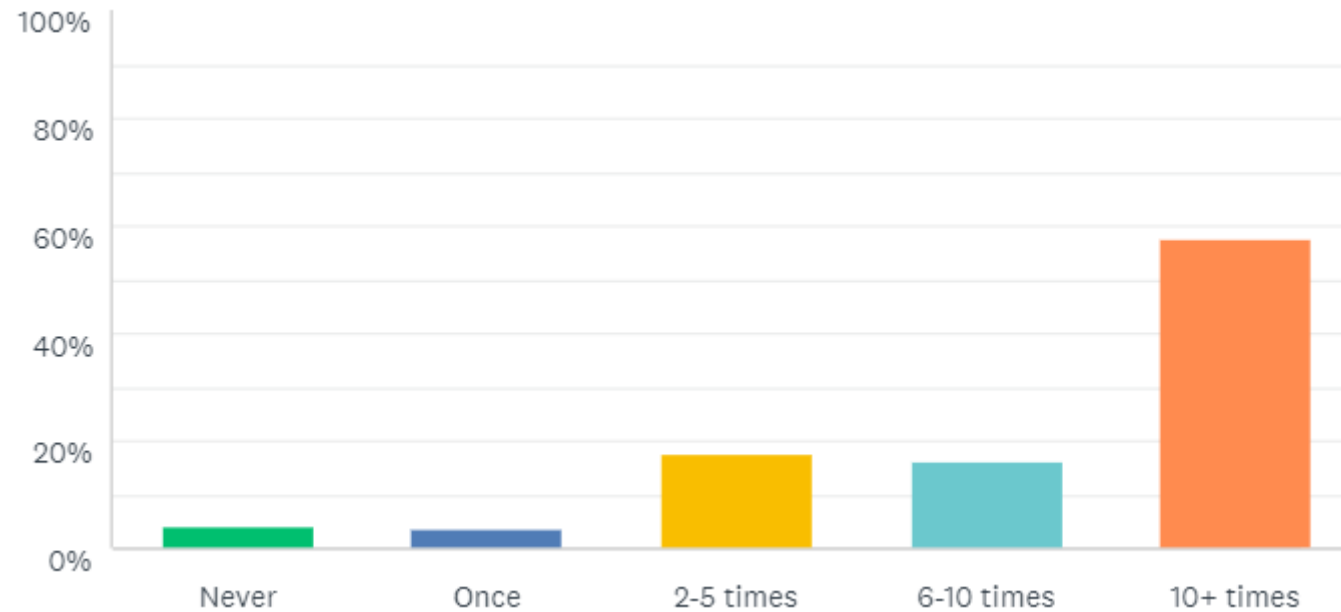
If applicable, what is the primary reason for your visit to Donnybrook today?



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Question 5

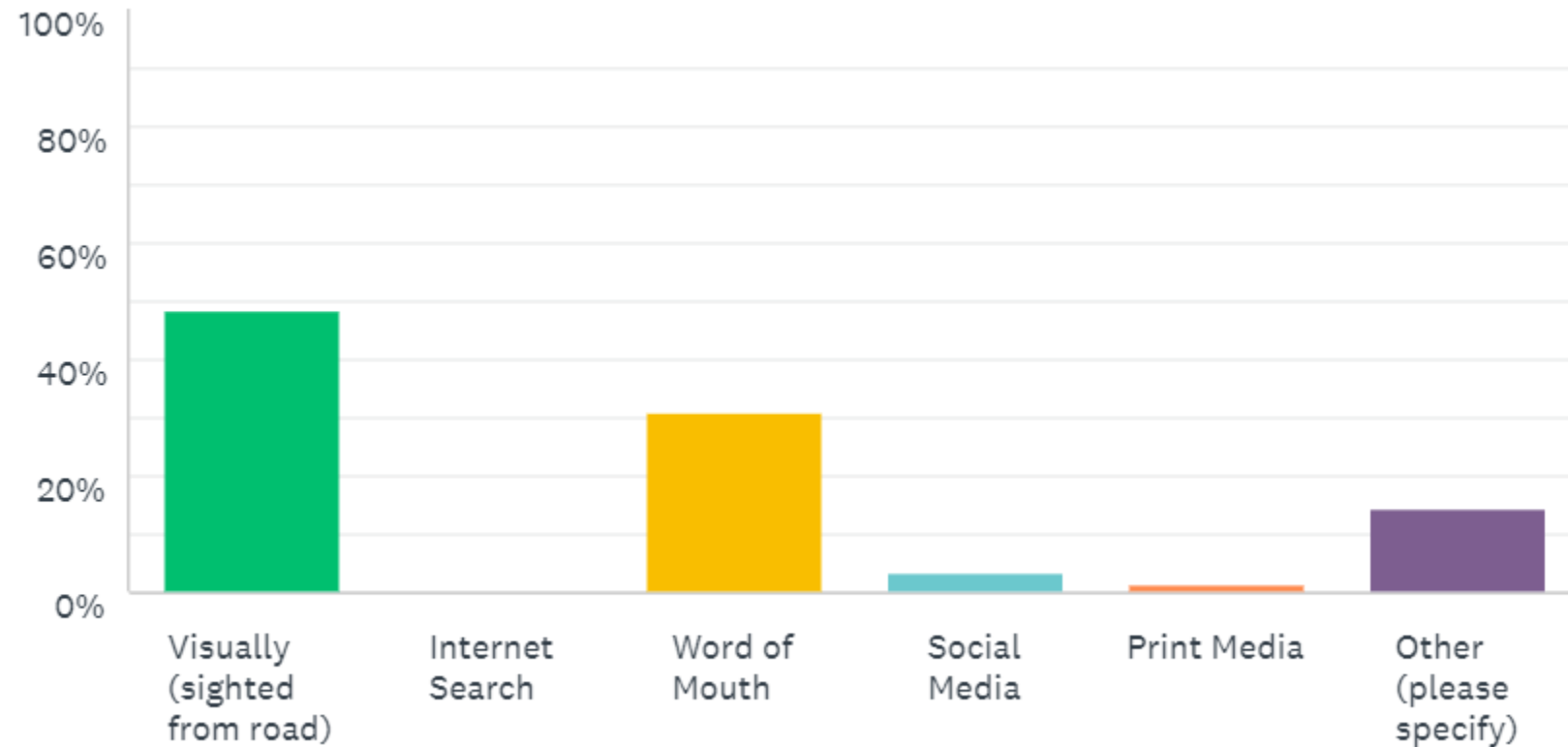
How many times have you previously visited the Apple Fun Park?



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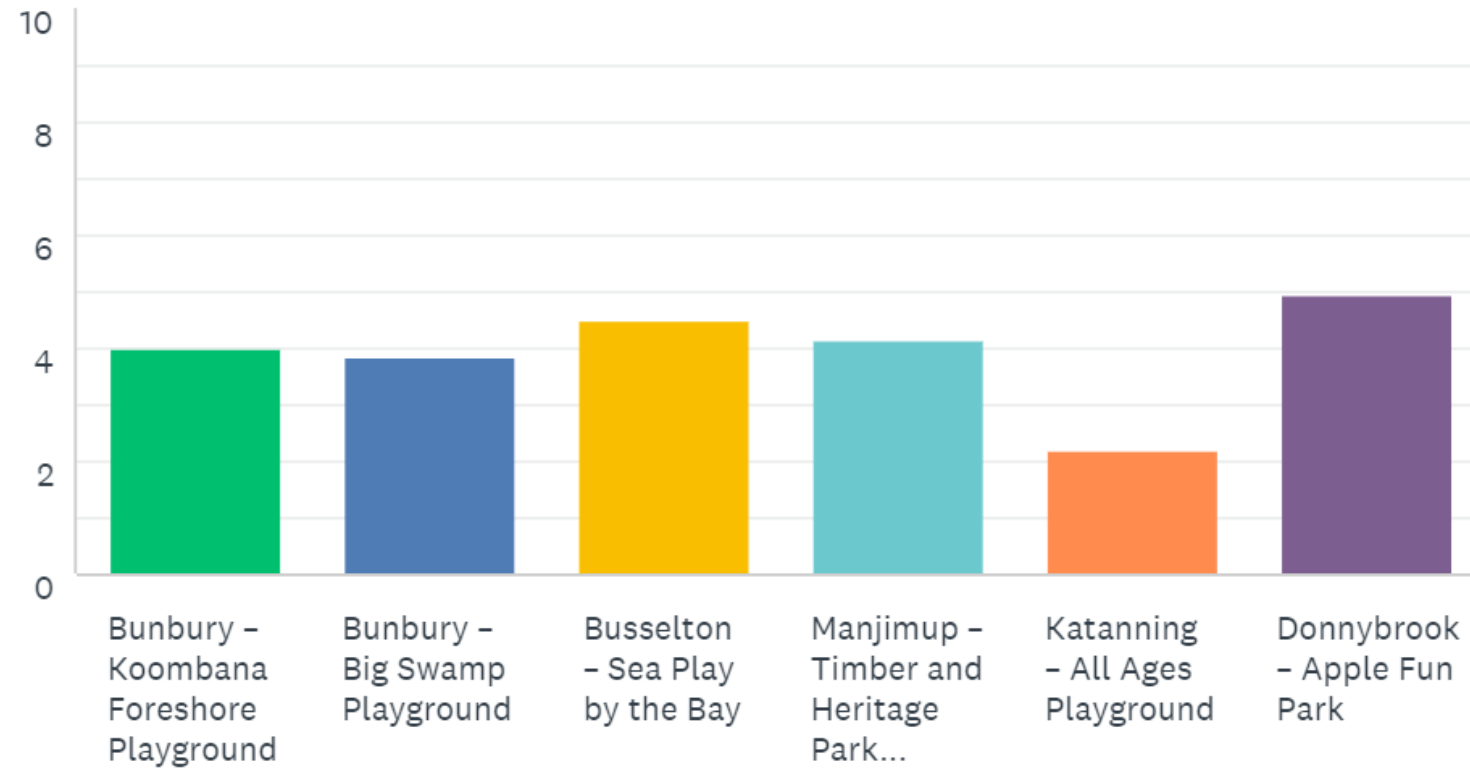
Question 6

How did you first become aware of the Apple Fun Park?



Question 7

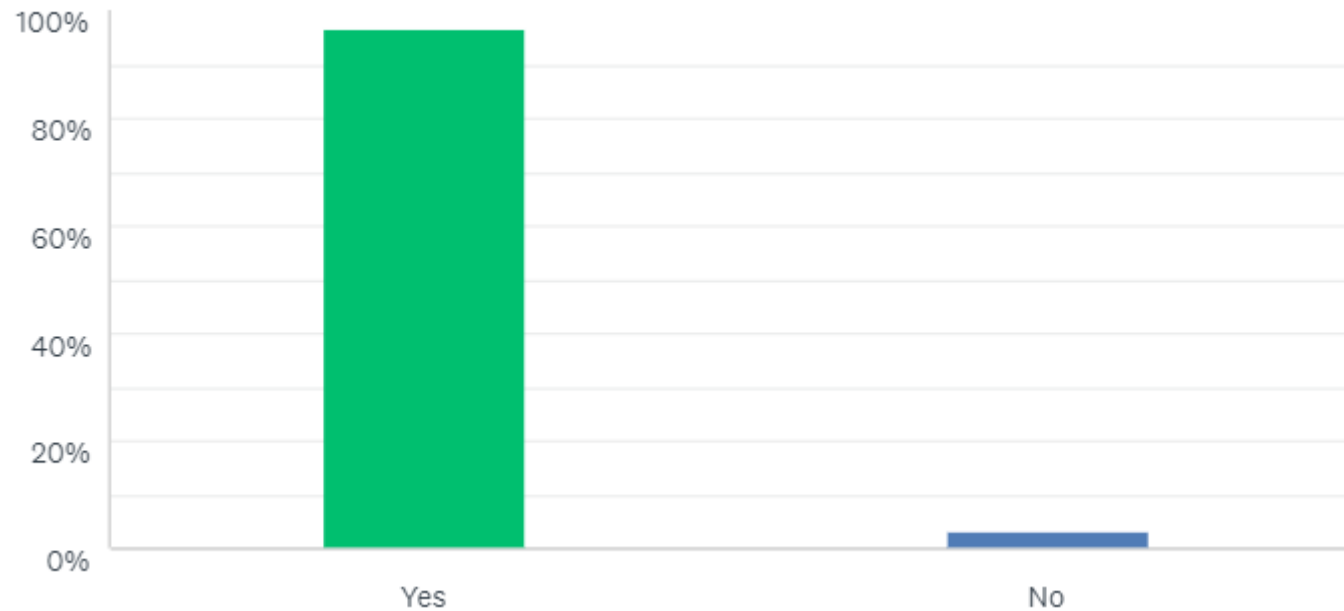
Please rank the following playgrounds in order of preference.



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Donnybrook Balingup

Question 8

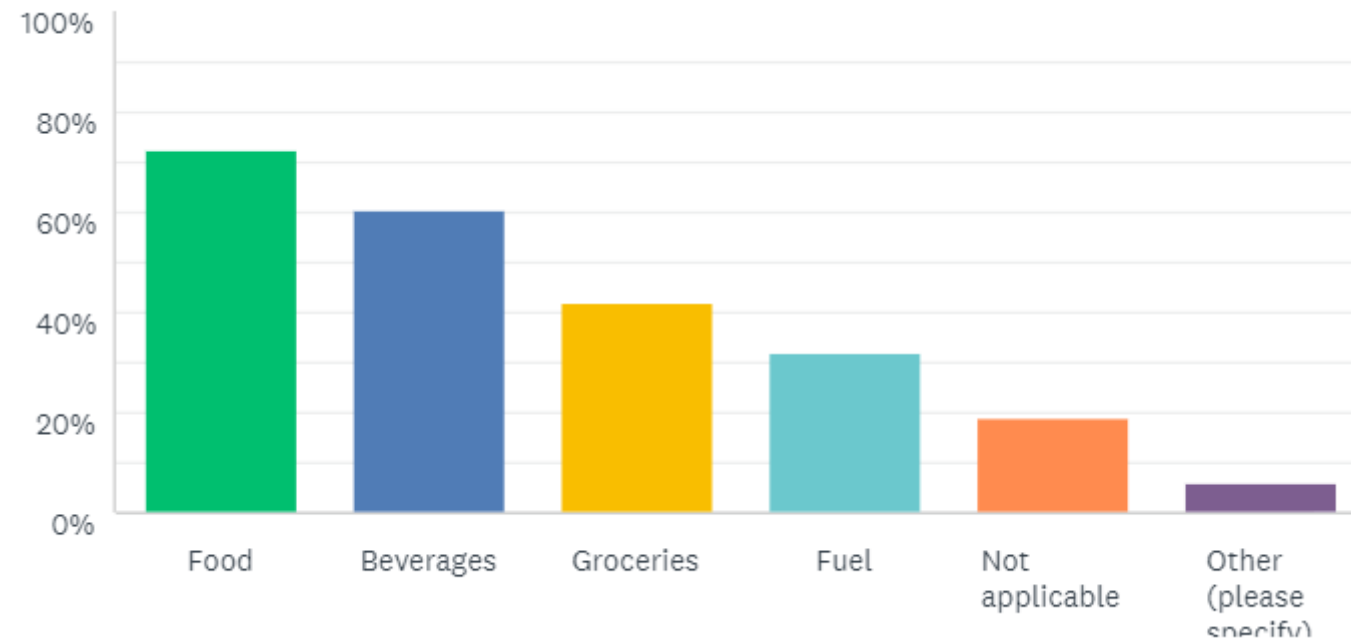
Would you recommended the Donnybrook Apple Fun Park to other family and friends?



Shire of
Donnybrook Balingup

Question 9

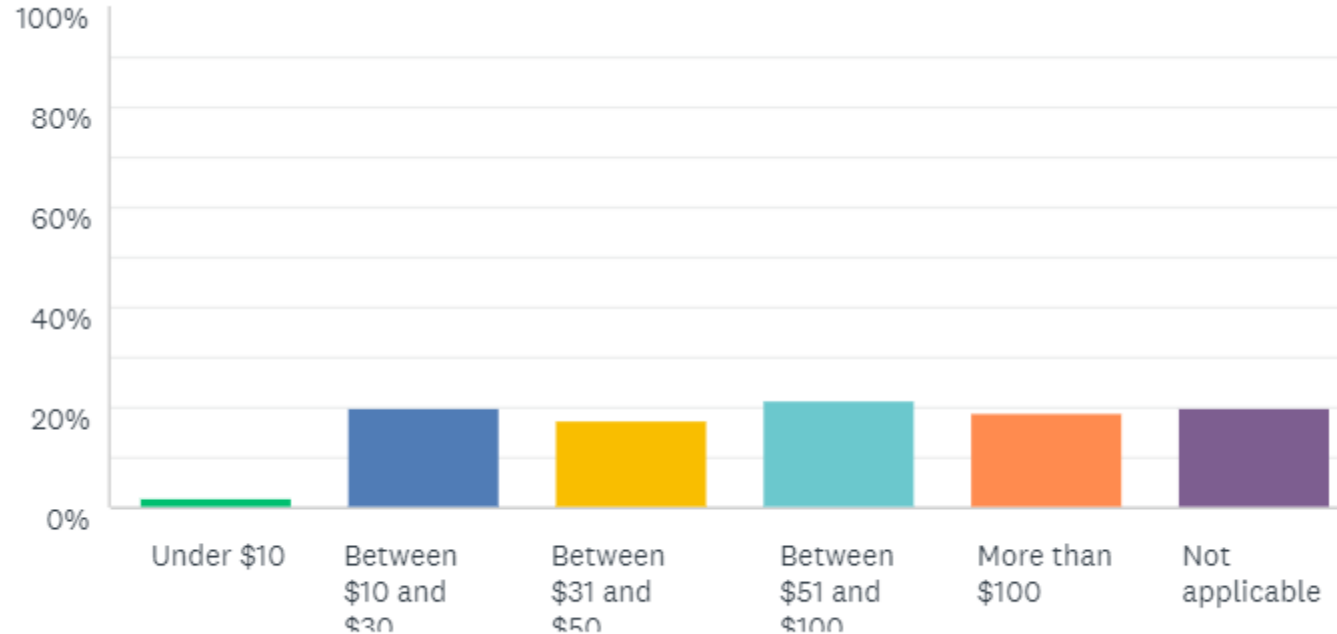
If you have purchased goods and services from local businesses in Donnybrook related to your visit today, please indicate the nature of goods purchased?



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Question 10

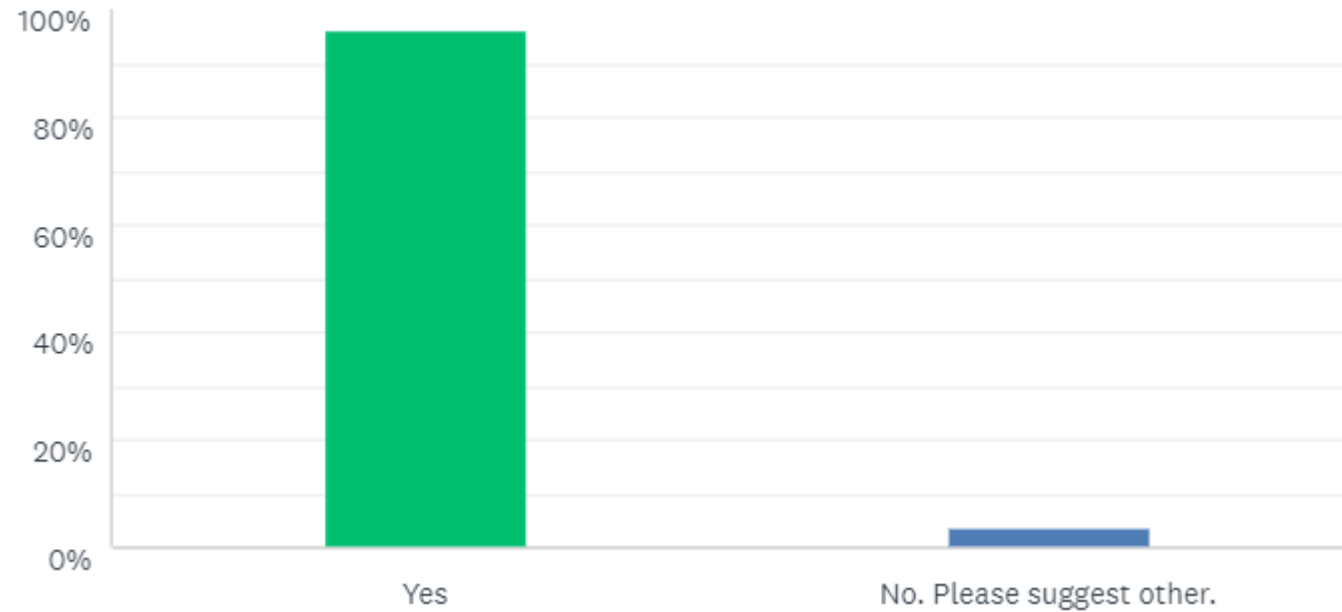
In relation to question 9, what is your estimate of the total amount spent?



Shire of
Donnybrook Balingup

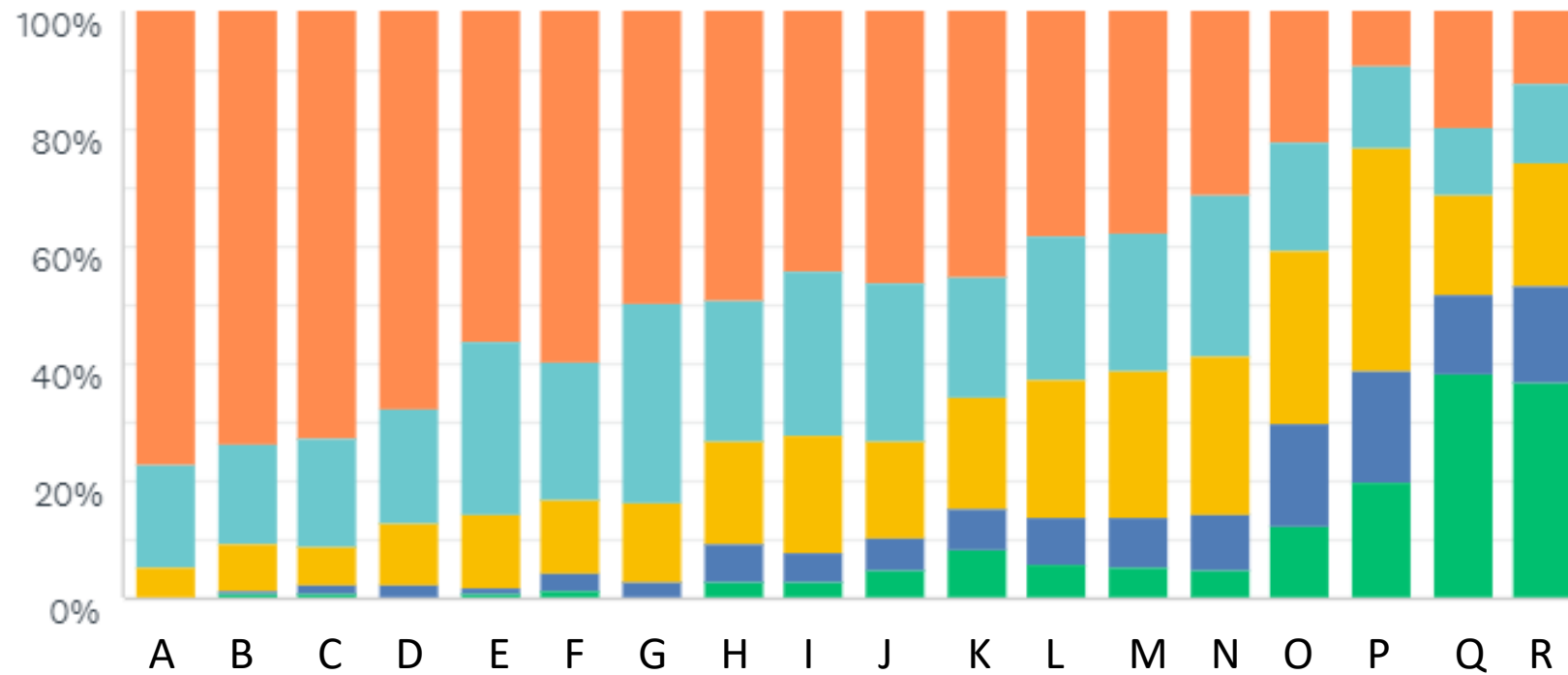
Question 11

Do you support the continuation of the Apple theme in the redevelopment of the Fun Park?



Shire of
Donnybrook Balingup

Question 12



1 (Least Importance) 2 3 4 5 (Most Importance)

Question 12 (cont.)

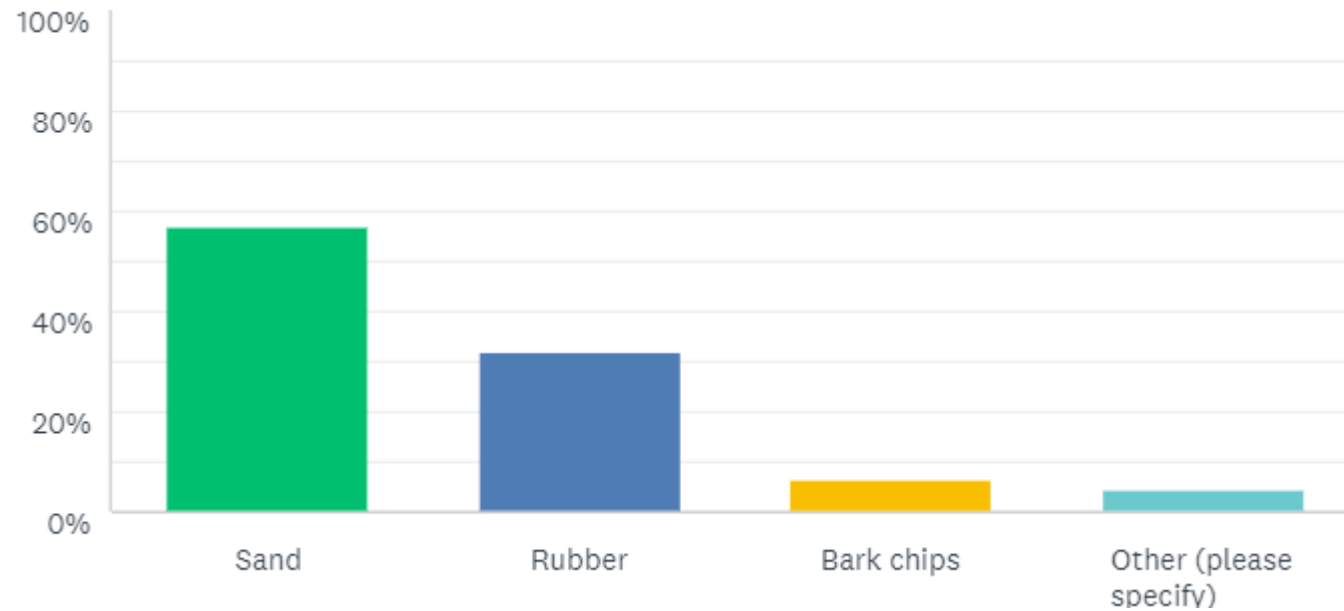
- A. Equipment that caters to a range of age groups (0-16 yrs) 4.70
- B. Drinking water 4.62
- C. Shade in the form of trees 4.60
- D. Toilets and nappy changing facilities 4.51
- E. Table and seating 4.38
- F. Shade in the form of shade structures 4.36
- G. Climbing equipment that provides various levels of challenge 4.30
- H. Equipment that caters to a range of abilities (including people with disabilities) 4.10
- I. Barbeques 4.05

Question 12 (cont.)

- J. Creation of customised equipment to create something unique to Donnybrook 4.04
- K. Water play 3.86
- L. Use of natural elements such as logs and rocks 3.80
- M. Bold and themed playground design that has wide appeal to both children and adults alike 3.79
- N. Sensory equipment including the use of sound and touch to stimulate children with various interests and abilities 3.70
- O. Use of artwork to create added visual interest 3.20
- P. Use of prefabricated plastic equipment 2.73
- Q. Separate fenced off area for dogs (possibly adjacent to Apple Fun Park) 2.60
- R. Adult 'park-gym' equipment 2.47

Question 13

Please select your preferred soft fall material?



Shire of
Donnybrook Balingup

Question 14

- Please use this space to provide any additional comments or suggestions you may have to help the Shire design and construct the best playground ever. Consider other playgrounds you may have visited, ancillary features you would like to see, park attractions, themes, etc.

- 245 responses



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Question 14: Responses

Key Themes	Response Numbers
Shade / Shelter / Cover	91
Water Play	63
Nature Play / Natural Materials	38
Play Equipment Requests	38
Design Principles / Themes	36
Age / Ability Related	26
Facilities Requests	24
Reference to Other Playgrounds	23
Toilets	17
Tables and Seating	15
Maintenance	7
Parking	6
Fencing	5



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Shade / Shelter / Cover

- 91 responses

Key Themes

- Increased shade required throughout (both trees and structures)
- Seating to be shaded wherever possible
- Equipment gets very hot – shade structures needed over equipment and/or cooler materials to be used
- All weather cover (gazebo)



Water Play

- 63 responses
- Many of competing playgrounds have water play including Busselton, Bunbury (under construction), Collie - has become an expectation of users that new playgrounds should have.
- Need to consider capital and operational costs.



Nature Play / Natural Materials

- 38 responses
- Use of natural materials including timber, rocks etc.
- Natural materials considered cooler to touch than plastic
- Also comments received against nature play for following reasons:
 - Common elsewhere – not unique
 - Shire of DB has nature everywhere – doesn't need it in park



Play Equipment Requests

- 40 responses



Shire of
Donnybrook Balingup

Item	Number of Requests
Trampolines / jumping pads	6
Slides	6
Flying fox / zip line	5
Swings	5
Bike / Pump Track	3
Towers and tower slides	2
No electronic equipment	2
Rope Climbing	2
Skate Park	2
Ping Pong	1
Merry Go Round	1
Suspension Bridge	1
Maze	1
Bouncy Pillow	1
Basketball Hoop	1
Monkey Bars	1

Design Principles / Themes

- 43 responses

Item	Number of Requests
Apple / Orchard theme	13
Big Apple / Pear / Apple Tower	8
Relevance to local area	4
Local history in design	3
Big / large / tall equipment	3
Unique	3
Visual Impact from SW Hwy	2
Bold Entry Signage	2
Colourful	2
Creative	1
Use of kids artwork	1
Sensory	1



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Age / Ability Related

- 26 comments
- Remove adult gym equipment
- Fenced off area for toddlers with rubber softfall (not sand)
- Equipment to cater for all ages (0-16)
- Catering to all abilities



Ancillary Facilities Requests

Item	Number of Requests
Drinking Fountains	3
BBQs	2
CCTV	2
Wind Breaks	2
Sinks / Taps for Dishwashing	2
Dog Area	2
Log Seats	1
Book exchange	1
Device Charging Station	1
Lockers	1
Bike Parking	1
Lights	1
Clock	1
WiFi	1



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Reference to Other Playgrounds

- 23 responses
- WA examples include:
 - Mulighedernes Park, Denmark
 - Kwinana Adventure Park
 - Busselton Foreshore
 - Bibra Lake
 - Manjimup
 - Whiteman Park
 - Crooked Carrot, Myalup
 - Secret Harbour Foreshore
 - Collie – Forrest St
 - Geraldton Foreshore
 - Kings Park
 - Volcano Park (Belmont)



Shire of
Donnybrook Balingup

Toilets

- 17 responses
- Key findings
- Improved toilet facilities needed
- Not unisex
- Family friendly and age appropriate
- Include change facilities



Shire of
Donnybrook Balingup

Tables and Seating

- 15 responses
- Key findings
- Increased seating scattered throughout
- Seating to be undercover / shaded
- Current seating uncomfortable
- Large table for party purposes



Maintenance

- 7 responses

Key findings

- Long term maintenance to be considered in choice of materials
- Durable materials

