

ATTACHMENTS

Ordinary Meeting of Council 23 October 2019



ORDINARY MEETING OF COUNCIL MINUTES

held on

Wednesday 25 September 2019

Commencing at 2.00pm to consider the Confidential Agenda Recommencing at 5.00pm to consider the Ordinary Agenda

Shire of Donnybrook Balingup Council Chambers, Donnybrook

Ben Rose

Chief Executive Officer

27 September 2019

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SHIRE OF DONNYBROOK BALINGUP ORDINARY MEETING OF COUNCIL MINUTES

Held in the Council Chambers Wednesday, 25 September 2019 at 2.00pm

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.

The Shire Present declared the meeting open at 2:02pm to consider the confidential agena items..

The Shire President re-opened the Ordinary Council Meeting at 5:02pm and acknowledged the Councillors who were leaving the Council at the 19 October 2019 LG Elections and informed the Chamber of each Councillors length of service;

Cr King 2011 - 2019 Cr Tan 2015 - 2019

Cr Mills 2015 – 2019 including the Shire of Wyndham-East Kimberly and Shire

(Gosnells 17 years total).

Cr Van Der Heide 2015 - 2019

Shire President – Public Notification of Recording of Meetings

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

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

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Piesse (President)	Ben Rose – Chief Executive Officer
Cr Atherton	Steve Potter – Executive Manager Operations
Cr King	Damien Morgan – Manager Works and Services
Cr Lindemann	Bob Wallin – Manager Development Services
Cr Mills	Maureen Keegan – Manager Executive Services
Cr Mitchell	Leigh Guthridge - Strategic Projects and Built Assets
Cr Tan	Bob Lowther – Manager Aged Care Services
Cr Van Der Heide	Alan Thornton – Manager Corporate Services
Cr Wringe	Stuart Eaton – Finance Officer (Special Projects)

PUBLIC GALLERY

17 members of the public in the public gallery.

2.1 APOLOGIES

The CEO noted the Executive Manager Operations was intendting to leave the meeting at approximately 6:30pm.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

3.1 PRESIDENTS COMMUNICATION

Date	Meeting	
02/09	WALGA/WAEC Local Government Election Seminar - Bunbury	
03/09	WALGA/WAEC Local Government Election seminar – Donnybrook	
6/09	Meeting with the Shires of Bruce Rock, Corrigin and Narembeen with CEO	
6/09	Opened Artisan's COLOUR IN ALL ITS GLORY Exhibition – Donnybrook	
09/09	WALGA Regional Road Group – represented by Cr Wringe (DSP)	
10/09	Meeting with Hon Mick Murray in Collie with CEO	
12/09	Joint Glen Mervyn Dam announcement with Shire of Collie & Hon Mick	
	Murray	
17/09	Chaired LEMC meeting – Donnybrook	
26/09	BGEA Board Meeting Harvey Water Harvey	

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 Wringe declares and impartiality interest in 9.7.1 Strategic Direction for Donnybrook Arboretum Shire and Response to Kirup Progress Association request to relocate historical milling equipment as she is Kirup Progress Association member.

Mr Stuart Eaton – Finance Officer Special Projects declares an Impartiality interest in Confidential item 13.1.3 Preston Retirement Village Scheme Lease and Review as a relative resides at Preston Village.

Cr Mitchell declares an impartiality interest in *Confidential item 13.1.4 Bridge Street Housing Project* as a past member of the Board of Alliance Housing.

Cr Wringe declares an impartiality interest in *Confidential item 13.1.5 License to Use and Occupty Railway Corridor Land – Meldene Estate Pathway Link* as a partner of Meldene Estate Development is an indirect family member.

Cr Atherton declares a Financial interest in *confidential item 13.1.5 Licence to use and occupy railway corridor land – Meldene Estate Pathway link* as he is the real estate salesperson for Stage 1 Meldene West Subdivision. Cr Atherton will leave the chamber for the debate and will not vote on this matter.

Mr Benjamin Rose – Chief Executive Officer declares a financial interest in *Confidential Item 13.1.7 2018/19 Chief Executive Officer Annual Review and Key Performance Indicators*.

Due to the extent of Confidential Items the Ordinary Council Meeting was opened at 2:02pm to consider items at '13.1 Meetings Closed to the Public'.

RECOMMENDATION

MOVED: Cr Mitchell SECONDED: Cr Wringe

That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss confidential items 13.1.1, 13.1.2, 13.1.3, 13.1.4, 13.1.5, 13.1.6 and 13.1.7 at 2:10pm

Carried 9/0

RECOMMENDATION

MOVED: CR Mitchell SECONDED: CR Wringe

That the meeting be re-opened to the public at 4:55pm.

Carried 9/0

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Responses to Questions Take on Notice at the 28 August 2019 Ordinary Council Meeting are provided in the Minutes of that meeting (attachment 7.1 (1)).

5.2 PUBLIC QUESTION TIME

Mr Lui Tuia

What guarantee has Kirup Progress Association given to the upkeep of the Milling Equipment should it be moved from Donnybrook?

No guarantee has been provided to the Shire by the Kirup Progress Association. This requirement is part of the Executive Recommendation to the Council.

Has Council approached Mr Lex Miller who sold the machinery to Rotary in 1979?

No the Shire has not.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Mr Bernie Dawson presented a deputation on agenda item 9.7.1 in relation to the Donnybrook Arboretum / Kirup Mill Park report.

Mr Angelo Logiudice presented a deputation on agenda item 9.7.1 in relation to the Donnybrook Arboretum / Kirup Mill Park report.

6.4 DELEGATES REPORTS

Nil.

7 CONFIRMATION OF MINUTES

7.1 Ordinary Meeting of Council – 28 August 2019

Minutes of the Ordinary Meeting of Council held 28 August 2019 are attached (attachment 7.1 (1)).

COUNCIL DECISION 135/19 (Executive Recommendation)

Moved: Cr King Seconded: Cr Tan

That the Minutes from the Ordinary Meeting of Council held 28 August 2019 be confirmed as a true and accurate record.

Carried 9/0

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Nil.

9 REPORTS OF OFFICERS

9.1 MANAGER CORPORATE SERVICES

9.1.1 Accounts for Payment

The Schedule of Accounts Paid (attachment 9.1.1 (1) under Delegation (No 3.1) for the period 22 August 2019 to 19 September 2019 is presented to Council for information.

9.1.2 Monthly Financial Report July 2019

The Monthly Financial Report for the period ended 30 July 2019 (attachment 9.1.2 (1) is presented to Council for information.

COUNCIL DECISION 135/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Wringe

That the monthly financial report for the period ended 30 July 2019 be received.

Carried 9/0

9.1.3 REQUEST FOR RATING CONCESSION

Location	Shire of Donnybrook Balingup	
Applicant	Mr Richard Walker	
File Reference	A2491, A4389, A4390, A1393	
Author	Stuart Eaton	
Attachments	Nil	
Voting Requirements	Absolute Majority	
Executive Summary	To consider applying rating concession to properties	
	where the Shire boundary dissects a land parcel.	

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
4.1 A strategically focused, open and accountable local government	4.1.1 Provide accountable and strategic leadership	4.1.1.1 Review service delivery methodologies for Shire services and implement improvements where appropriate
4.2 A respected, professional and trusted organisation.	4.2.1 Effective and efficient operations and service provision.	4.2.1.2 Seek a high level of legislative compliance and effective internal controls

BACKGROUND

Five individual lots within the Shire have been identified as having the Shire boundary dissect a parcel of land. These properties intersect with the Shire of Boyup Brook.

At its Ordinary Meeting on 24 April 2013, Council considered an approach from the Shire of Boyup Brook to initiate a Shire boundary adjustment to resolve the issue. Council considered the application and resolved the following;

Council Decision (Officer's Recommended Resolution)

Moved: Cr Dawson Seconded: Cr Logiudice

That the CEO write to the Shire of Boyup Brook advising that it would not be in favour of a Shire boundary adjustment but would be prepared to offer a 50% rating concession and a 50% concession on any waste management charges currently levied on the affected properties, specifically crown grants 11859 (A4390), 12087 (A4389) and 4522 (A2491). The provision of these concessions is subject to the Shire of

Boyup Brook providing a 50% concession to the affected landowners for land situated within the Boyup Brook Shire.

From 2013/14 – 2017/18 financial years, the following concessions were applied;

A2491 (Single Lot)	50% concession
A4389 (Single Lot)	50% concession
A4390 (Single Lot)	50% concession
A1393 (Contiguous group valued	No historic concession applied
assessment containing three lots with	
two lots affected by dissecting boundary)	

The concession was discontinued in 2018/19 and subsequently not applied in 2019/20.

Representation has been made to Council on behalf of the owners for reintroducing concessional treatment for those properties previously receiving a concession.

DETAILS

Assessment	A2491
Address	3853 Donnybrook-Boyup Brook Road, Noggerup
Lot	Lot 4522

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

Shire of	Shire of Boyup	Total
Donnybrook	Brook	
Balingup		
8.1ha	5.6ha	13.7ha

The Shire boundary runs along a North/South alignment though Lot 4522.



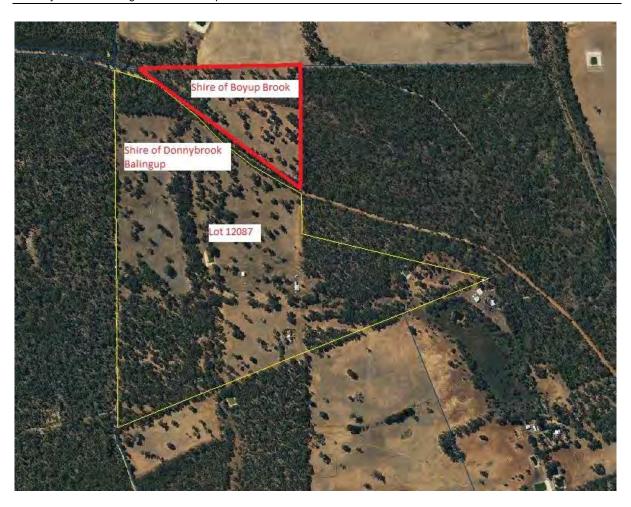
- The assessment is currently rated on the Minimum Rate for 2019/20.
- A 50% concession on Rates and Waste Management Levy was applied for the financial years 2013/14 to 2017/18.
- No concession was applied in 2018/19 and 2019/20.

Assessment	A4389
Address	199 Walker Road, Wilga West
Lot	Lot 12087

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

Shire of Donnybrook Balingup	Shire of Boyup Brook	Total
62.9ha	12.1ha	75.0ha

The Shire boundary dissects the lot on the North East corner with a minor section of the property located in the Shire of Boyup Brook.



- The assessment is currently rated on the Minimum Rate for 2019/20.
- A 50% concession on Rates was applied for the financial years 2013/14 to 2017/18.
- No concession was applied in 2018/19 and 2019/20.
- The assessment has been granted a Waste Management Levy exemption since 2011/12.

Assessment	A4390
Address	Lot 11859 Walker Road Wilga West
Lot	Lot 11859

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

Shire of Donnybrook Balingup	Shire of Boyup Brook	Total
30.8ha	34.4ha	65.2ha

The Shire boundary runs along a North/South alignment though Lot 11859.



- The assessment is currently rated on the Minimum Rate for 2019/20.
- A 50% concession on Rates was applied for the financial years 2013/14 to 2017/18.
- No concession was applied in 2018/19 and 2019/20.
- The assessment has been granted a Waste Management Levy exemption since 2010/11.

Assessment	A1393
Address	118 Walker Road, Wilga West
Lot	11287, 10833, 8578

This assessment comprises three contiguous properties that are group valued. Two lots are affected by the dissecting shire boundary. One lot (Lot 8578) is situated entirely in the Shire of Donnybrook Balingup.

The Shire boundary runs along a North/South alignment through Lot 10833 and Lot 11287.



- The assessment is currently rated on the Minimum Rate for 2019/20.
- No concession has been historically applied to this assessment. It is presumed
 this is due to a whole land parcel (Lot 8578) located within the Shire boundary
 which would ordinarily be subject to the minimum rate in its own right.

The Valuer General has recognised the problem of the shire boundary dissecting a land parcel by apportioning the total property valuation pro rata, based on the portion of land area in each respective shire. The following assessments received a 50% concession from 2013/14 - 2017/18.

		Area (ha)			Valuation		
		Donnybrook			Donnybrook		
Assessment	Lot	Balingup	Boyup Brook	Total Area (ha)	Balingup	Boyup Brook	Total Valuation
A2491		8.1	5.6	13.7	62,500	46,500	109,000
A4389		62.9	12.1	75.0	146,000	28,000	174,000
A4390		30.8	34.4	65.2	58,500	76,000	134,500

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

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

6.28. Basis of rates

- (1) The Minister is to
 - (a) determine the method of valuation of land to be used by a local government as the basis for a rate; and
 - (b) publish a notice of the determination in the Government Gazette.

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

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

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

6.47. Concessions

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

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

- (1) Subject to subsection (2) and any other written law, a local government may
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

^{*} Absolute majority required.

^{*} Absolute majority required.

CONSULTATION

Nil.

FINANCIAL IMPLICATIONS

Following removal of the concession in 2018/19, the 2019/20 rates have been calculated and levied without applying any concession on these properties. Any concession granted will be unbudgeted reduction in revenue in the 2019/20 Budget.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

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

6.28. Basis of rates

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

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

Council has the authority to resolve to grant discounts and concessions per s6.47 6.12 of the act.

6.47. Concessions

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

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

- (1) Subject to subsection (2) and any other written law, a local government may
 - (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money,

which is owed to the local government.

CONCLUSION

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

		Area (ha)		
		Donnybrook		
Assessment	Lot	Balingup	Boyup Brook	Total Area (ha)
A2491	Lot 4522	59%	41%	100%
A4389	Lot 12087	84%	16%	100%
A4390	Lot 11859	47%	53%	100%

Assessment	A2491
Address	3853 Donnybrook-Boyup Brook Road, Noggerup
Lot	Lot 4522

According to Landgate the land area of the assessment is divided per the following;

Shire of Donnybrook Balingup	Shire of Boyup Brook	Total
8.1ha	5.6ha	13.7ha
59%	41%	100%

^{*} Absolute majority required.

^{*} Absolute majority required.



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

Assessment	A4389
Address	199 Walker Road, Wilga West
Lot	Lot 12087

According to Landgate the land area of the assessment is divided per the following;

Shire of Donnybrook Balingup	Shire of Boyup Brook	Total
62.9ha	12.1ha	75.0ha
84%	16%	100%

The Shire boundary dissects the lot on the North East corner with a minor section of the property located in the Shire of Boyup Brook.



Aerial analysis of this land parcel identifies that significant percentage of land mass and built structures reside in the Shire of Donnybrook Balingup. Only a small percentage of the parcel resides in the Shire of Boyup Brook.

Officers are of the opinion that the land parcel, for all material purposes, resides in the Shire of Donnybrook. It is therefore the opinion of officers that no rating concession be granted by the Shire of Donnybrook Balingup on this assessment.

Owners could seek a rating exemption from Shire of Boyup Brook for the small section of the land parcel located in the Shire of Boyup Brook.

Assessment	A4390
Address	Lot 11859 Walker Road Wilga West
Lot	Lot 11859

According to Landgate the land area of the assessment is divided per the following;

Shire of Donnybrook Balingup	Shire of Boyup Brook	Total
30.8ha	34.4ha	65.2ha
47%	53%	100%

The Shire boundary runs along a North/South alignment though Lot 11859.



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

Assessment	A1393
Address	118 Walker Road, Wilga West
Lot	11287, 10833, 8578

This assessment comprises three contiguous properties that are group valued. Two lots are affected by the dissecting shire boundary. One lot (Lot 8578) is situated entirely in the Shire of Donnybrook Balingup.

The Shire boundary runs along a North/South alignment though Lot 10833 and 11287.



No concession has been historically applied to this assessment. It is recommended that no concession be applied, as Lot 8578 would ordinarily be subject to the minimum rate in its own right.

It is the understanding of officers that the Shire of Boyup Brook will consider instigating a formal approach to Council in the near future to adjust the Shire boundary to correct these problems.

Officers are of the opinion that a boundary adjustment is necessary to create a permanent solution to cases where the Shire boundary dissect an individual land parcel.

A future report will be presented to Council to consider boundary adjustments upon receipt of the request from the Shire of Boyup Brook.

MEETING OUTCOME

COUNCIL DECISION 137/19 (Executive Recommendation)

Moved: Cr Tan Seconded: Cr Lindemann

That Council:

- 1. Grant an annual concession of 41% on Rates on A2491, Lot 4522, 3853 Donnybrook-Boyup Brook Road, Noggerup due to:
 - a. The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.
 - b. 41% of the land parcel is located in the Shire of Boyup Brook.
 - *Absolute Majority Vote Required
- 2. Grant an annual concession of 53% on Rates on A4390, Lot 11859 Walker Road, Wilga West due to:
 - a. The land parcel being dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary.
 - b. 53% of the land parcel is located in the Shire of Boyup Brook.
 - *Absolute Majority Vote Required
- 3. Not grant a rates concession on A4389, Lot 12087, 199 Walker Road, Wilga where the land parcel is dissected by the Shire of Donnybrook Balingup and Shire of Boyup Brook boundary, as a significant percentage of land mass and built structures reside in the Shire of Donnybrook Balingup.

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

Carried by Absolute Majority 9/0

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9.2	MANAGER	<i>works</i>	AND:	SERVICES

Nil.

9.3 MANAGER DEVELOPMENT SERVICES

9.3.1 REQUEST TO SUPPORT COMMUNITY HOME CARE IN ESTABLISHING A COMMUNITY CARE FACILITY AT LOT 501 EGAN STREET, DONNYBROOK

Location	Lot 501 (Reserve 52021) Egan Street, Donnybrook			
Applicant	Community Home Care (CHC)			
File Reference	A5047			
Author	Bob Wallin (Manager Development Services)			
Attachments	9.3.1 (1) - Location Plan			
	9.3.1 (2) - Request Letter			
	9.3.1 (3) - Indicative site plan and design			
	9.3.1 (4) - Schedule of Submissions			
Voting Requirements	Simple Majority			
Executive Summary	 Recommend support for the Community Home Care (CHC) request to establish a 'community care facility' at Lot 501 Egan Street, Donnybrook. The proposed use is consistent with the intent of the Public Purpose Reserve designation under Local Planning Scheme 7. The land is owned by the Crown with a Management Order issued to the Shire of Donnybrook Balingup for the purpose of Medical Centre. It will be necessary to seek support from the Minister for Lands to change the Management Order. 			

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
2.1 An attractive and maintained built environment	Maintain, renew and improve infrastructure within allocated resources	2.1.1.4 Maintain attractive town sites within resource capacity

BACKGROUND

Community Home Care (CHC) are seeking Council support to establish a purpose built community care facility on the southern portion of Lot 501 (Reserve 52021) Egan Street, Donnybrook (subject site)(Attachment 9.3.1(1) – location plan).

The request letter is shown in Attachment 9.3.1(2) and provides details on the benefits and need for the proposal. An indicative concept is shown in Attachment 9.3.1(3).

The subject land is reserved "Public Purpose HA" (Hospital and Allied Purposes) under Local Planning Scheme 7 (LPS7) and contains a medical centre on its northern portion, supported by two car parking areas with separate access to Egan and Bentley Streets. The proposed CHC building site is relatively flat and contains several stands of mature trees.

The subject site forms part of a wider 'allied health precinct' bound by Egan, Allnutt, Bentley and Yelverton Streets. This precinct includes Tuia Lodge (abutting the proposed site's southern boundary), the Donnybrook Hospital (and ancillary buildings), St John's Ambulance Sub Centre, the Shire's medical centre (leased by Donnybrook Medical Services) and the Shire's pathology suite (leased by Clinipath). Land on the western side of Egan Street consists of established single residential dwellings.

The subject site is owned by the State (Crown land) with the management body being the Shire of Donnybrook Balingup. The Management Order contains two conditions. These are:

- "(i) to be utilised for the designated purpose of "Medical Centre" only;
- (ii) Power to lease (or sub-lease or licence) for the designated purpose is granted for the whole or any portion thereof for any term not exceeding twenty one (21) years from the date of the lease subject to the approval in writing of the Minister for Lands being first obtained to each and every lease or assignment of lease, pursuant also to the provisions of section 18 of the Land Administration Act 1997."

Further, the Shire is responsible for the care, control and management of the land. If the proposal is supported, it will be necessary to seek approval from the Minister for Lands to amendment the Management Order to reflect the proposed additional use.

The intent of the proposal is to provide a community care facility to administer and provide community care services. Initial discussions indicate that the facility may include:

- Transport services;
- Day centre for 'activity club';
- Health programs;
- Social activities;
- Information days;
- Community group hire;
- Respite care;
- Carer unit accommodation; and
- Office, toilet, kitchen and circulation space.

DETAILS

In order for the proposal to be successful, there are several stages that will require addressing including:

- Item 1) Amending the existing Management Order to allow for an additional use of the site for "allied health";
- Item 2) Establishing a lease between the Shire and the applicant, detailing lease timeframes, rates, responsibilities and terms and conditions; and
- Item 3) A planning application that addresses detailed design outcomes.

Amending the existing Management Order requires addressing first and is the general focus of this report with the other items being able to be addressed separately at future stages.

The proposal has potential to complement established health and aged care facilities in the immediate locality and the proposed land use is consistent with the intent of the reservation under LPS7.

The proposal will not constrain planned short term expansion for Tuia Lodge or any future long term expansion (see Attachment 9.3.1(1)).

The design provided (Attachment 9.3.1(3)) is indicative only, however, it provides a concept of a potential design outcome. There will be opportunity to assess and comment on the end design as part of a future planning application. This will enable consideration of building design, car parking layout, access points, landscaping treatments and relationships with existing development.

CONSULTATION

The proposal has been advertised to seek comment from local residents and service providers. Advertising has consisted of letter drops and a notice on the Shire's website. The Shire received three submissions (see Attachment 9.3.1 (4)) – Schedule of Submissions). In summary, the submissions are supportive, subject to refining future land use and building design outcomes.

Building and car parking design as well as detailed land use activity on the site can be addressed as part of a future development application which will be subject to a further separate public consultation process.

FINANCIAL IMPLICATIONS

Details regarding whole of life and asset renewal obligations will require addressing through a future lease arrangement. This matter has been raised with CHC and will require resolution to ensure that there is no ongoing burden to the Shire.

Any new lease will require approval by Council.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 18 of the *Land Administration Act 1997* details Crown land transactions that require Minister for Planning, Lands and Heritage approval and provides guidance on the process for leasing land. Section 41 relates to the Minister's powers to reserve land for one or more purposes.

A development approval is required for any future development of the site under Part 2 of Local Planning Scheme 7 (LPS7) which relates to development controls and assessment requirements for reserved land. The proposed use is generally consistent with the intent of the reservation under LPS7.

Clause 67 of the *Planning and Development (Local Planning Schemes) Regulations* 2015 details matters to be considered by local governments.

Clause 136 of the *Planning and Development Act 2005* requires approval by the Western Australian Planning Commission for leases over 20 years in duration.

CONCLUSION

The proposed development represents potential for a logical inclusion to the existing health and allied services and facilities in the immediate locality and the proposed use satisfies the intent of public purpose HA reservation under LPS7. It will be necessary to amend the existing Management Order which currently limits the use of the land to "Medical Centre".

The subject site is of sufficient size and configuration to address design issues raised during the advertising process. On this basis, it is reasonable to conclude that the future planning approval assessment process will adequately resolve issues raised.

In relation to the future lease arrangements, it is anticipated that these will be addressed through negotiation at a later stage, noting that a new lease will require approval by Council.

ALTERNATE MOTION

Moved: Cr Mitchell Seconded: King

Instruct the CEO to discuss alternative sites with CHC. With the view that existing facilities maybe better utilised.

Lost 1/8

COUNCIL DECISION 138/19 (Executive Recommendation)

Moved: Cr Atherton Seconded: Cr King

That Council:

- 1. Supports 'in principle' the proposed establishment of a purpose built community care facility on the southern portion of Reserve 52021 (Lot 501 Egan Street, Donnybrook);
- 2. Requests the Minister for Planning, Lands and Heritage amend the Management Order for Reserve 52021 (Lot 501 Egan Street, Donnybrook) from "Medical Centre" to "Medical Centre and Allied Health";
- 3. Advises Community Home Care (CHC) that:
 - 3.1 CHC will be required to submit a development application for the proposed land use which will need to address design outcomes

including car parking arrangements, building design and landscaping that is sympathetic to the established streetscape character and minimise impacts on local amenity;

- 3.2 CHC will be required to negotiate a lease agreement with the Shire which, among other things, clearly articulates responsibilities associated with whole of life and asset renewal obligations to ensure there is not an unreasonable financial impost on the Shire in the short or long term.
- 4. Authorises the Chief Executive Officer to undertake any actions required to facilitate implementation of items 1 to 3 above.
- 5. The Council reserves the right to re-visit resolution 1 pending the outcome of the Shire's current overarching review of its Aged Care and Aged Persons' accommodation portfolio.

Carried 9/0

9.4 STRATEGIC PROJECTS AND BUILT ASSETS

9.4.1 APPLE FUN PARK RENEWAL PROJECT – PROJECT MANAGEMENT PLAN

Location	Donnybrook Railway Heritage Precinct – Collins Street				
	Donnybrook				
Applicant	Shire of Donnybrook Balingup				
File Reference	PWF 18AB				
Author	Leigh Guthridge – Strategic Building Projects and Assets				
Attachments	9.4.1(1) – Apple Fun Park Renewal Project - Project				
	Management Plan				
Voting Requirements	Simple Majority				
Executive Summary	Council is recommended to endorse the Project				
	Management Plan for the Apple Fun Park Revitalisation				
	Project.				

STRATEGIC ALIGNMENT

The following outcomes listed in the Strategic Community Plan and Corporate Business Plan aligns with the renewal of the Donnybrook Apple Fun Park:

Outcome	Strategy	Actions
1.3 – An attractive	1.3.2 – Provide, develop,	1.3.2.1
visitor and tourist	and maintain visitor	Develop visitor and
attraction.	infrastructure.	tourism infrastructure
		in line with local
		tourism and visitor's
		development and
		promotion strategy,
		within allocated
		resources.
2.1 – An attractive and	2.1.1 - Maintain, renew	2.1.1.2
maintained built	and improve infrastructure	Seek funding for
environment	within allocated resources	renewal and
		development of
		infrastructure
2.2 - Respected	2.2.1 - Maintain Shire	2.1.1.3
Heritage Assets	heritage assets within	Promote the districts
	available resources	heritage assets and
		ageing assets

BACKGROUND

The Donnybrook Apple Fun Park (AFP) was established in 2008 and is an iconic State and regional tourist attractor bringing tens of thousands of visitors to Donnybrook and surrounds each year. In recent times, the primacy of the AFP as the biggest and best public playground in the region has waned as equipment has aged and improved facilities have been developed in other localities. It is therefore the intent of the Apple Fun Park Revitalisation Project to once again re-establish the AFP's position as the best public playground in the State. Whilst this may involve replacing some equipment

'like-for-like', consideration will also be given to recent developments in playground design and equipment to ensure the outcome is an improved, interactive and engaging precinct for children of all ages, youth and adults.

The renewal of the Apple Fun Park, in conjunction with the Donnybrook Town Centre Revitalisation Project, will further cement Donnybrook as a regional tourism node and will support the economic, social and cultural growth of the Community and the Region.

The Shire received confirmation on 4 April 2019 that it was successful in obtaining funding from the Building Better Regions Fund (BBRF) for \$1,505,009 for the Apple Fun Park Revitalisation Project.

The funding will deliver the following improvements to the Apple Fun Park:

- Removal and disposal of existing playground equipment and furniture;
- Supply, delivery and installation of new playground equipment and furniture;
- Refurbish the toilet block;
- Install large shade structures; and
- Improve landscaping, pathways, lighting, barbecues, etc.

The purpose of this report is to provide Council with the Project Management Plan (PMP) relevant to the project for its endorsement.

It is important to note that this PMP combines both the Apple Fun Park Renewal Project (AFPRP) and the Donnybrook Town Centre Revitalisation Project (DTCRP) as the funding arrangements for the AFPRP from the Commonwealth (via the Building Better Regions Fund) was approved and structured on the basis of using 'leverage funding' from the DTCRP under Royalties for Regions.

DETAILS

The PMP is attached to this report and is intended to be a 'living' document that will be monitored and refined as the project evolves. As identified in the PMP, smaller scope changes may be able to be approved under the delegation of the CEO to ensure the project is not delayed as a result, however any proposed changes that significantly modify a decision of Council will require further Council approval.

The Work Breakdown Structure (WBS) within the PMP identifies that Council will be engaged and required to determine the following matters relating to the Project (at a minimum):

WBS	ID	Task
No		
4.2	8	Council endorse Project Management Plan
6.3	22	Council endorse playground theme, scope of works and evaluation criteria for procurement documentation.
9.7	35	Council accept quote for a Playground Specialist (inclusive of concept design and price) and proceed to advertise for public comment.
11.4	50	Subsequent to public advertising, Council resolve a final design and scope of works (with or without modifications).

It is proposed that scheduled Council briefings and communication will be undertaken leading up to these control points to ensure that Council is fully informed of the emerging issues of the Project and to ensure the highest quality outcomes are achieved.

The PMP adds structure to the process of delivering the project by assigning an order to all the project elements involved in the planning process. The purpose of the PMP is to define the project scope, methodology, personnel, and monitoring and reporting requirements.

There are a number of stages in developing a PMP as outlined in the following table:

Project Management Plan – Process Groups	Apple Fun Park - Project Status
Initiating In the first stage of the PMP process, the project owner/sponsor clarifies the scope of the project, secures finances, and sets up communication for dialogue between stakeholders.	Completed. Funding approval received in April 2019. Staff have developed contacts with the Funding Body.
Planning The second stage in the PMP process is the planning stage. The planning stage is to clarify and prioritise planning elements such as time, cost, quality, change, and risk management.	The Shire is currently in this process phase with the PMP being presented to Council for consideration.
Executing The executing phase is the most active stage of the process and involves a number of different activities, ranging from project meetings, procurement and contract management.	This has commenced for the DTCRP element of the project with the consultation period ending and consideration of the submissions being undertaken.
	The consultation for the Apple Fun Park component of the project is expected to occur later in 2019 to ascertain what theme of playground equipment the Community seeks and selecting a playground specialist to progress the renewal works.
Monitoring and Controlling In the monitoring and controlling phase, the progress of the project is monitored to ensure the	The first meeting of the Project Management Team for the

project meets deadling	•		project			held	on	29
addresses any issues encountered.				August 2	019.			
Closing: This is the conclusion of the project and involves finalisation of contracted works and closing out of project deliverables.				Not Com	mence	ed		

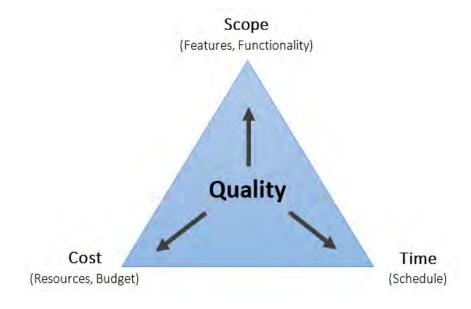
The PMP is segregated into the following typical project management processes:

- Project scope Work Breakdown Structure (WBS)
- Project costs Budget reflecting elements of the WBS
- Project Time Gantt Chart Scheduling
- Stakeholder analysis
- Consultation planning
- Risk assessment
- Procurement processes (It is proposed that e-quotes will be used via the WALGA preferred supplier list)
- Project quality
- Project management structure

The Project Management Triangle

The Project Management Triangle is a model of the constraints of project management. It contends that:

- 1. The quality of work is constrained by the project's budget, deadlines and scope (features);
- 2. Project delivery can trade between constraints (within delegations); and
- 3. Changes in one constraint necessitate changes in others to compensate or quality will suffer.



The project management constraints from the project management triangle that apply to the Project are as follows:

PM Constraints	Apple Fun Park Renewal Project (inclusive of Donnybrook Town Centre Revitilisation Project)
Time	AFPRP - 31 Dec 2021 DTCRP – Feb 2021
Cost	 \$4,005,009 consisting of: \$1,505,009 (Commonwealth – Building Better Regions Fund - AFPRP) \$2,000,000 (State Government - Royalties for Regions - DTCRP) \$500,000 (Shire - AFPRP)
Scope	Defined in the Project Management Plan

There are constraints to the Shire with regard to time and cost for this project. Once the scope is defined it will be necessary to test it against projected costs (cost planning and procurement results) and the indicative timeframes to deliver the works within the budget and deadline.

Details of the project planning incorporating all the above project management processes and constraints for the project are contained within the PMP attached to this report.

CONSULTATION

The PMP contains a stakeholder identification analysis and an engagement matrix that confirms the consultation strategy for the Project.

The Shire is finalising the appointment of Community members to the Community Reference Group for the DTCRP to ensure community views are appropriately considered.

FINANCIAL IMPLICATIONS

The Shire received confirmation on 4 April 2019 that it was successful in obtaining funding from the Building Better Regions Fund (BBRF) for \$1,505,009 for the Apple Fun Park Revitalisation Project.

Under the BBRF funding, projects of between \$20K -\$10M were eligible, subject to a minimum of a 50% funding co-contribution from other sources (i.e. non BBRF).

As the Apple Fun Park is part of the broader Donnybrook Railway Heritage Precinct Development plan area, the Shire leveraged the existing State funding (\$2M State commitment to the Donnybrook Town Centre Revitalisation Project) and committed a further \$500k to the project as part of its application as follows:

Project Description S	Shire	State Government	Federal Government
Apple Fun Park \$ Renewal and Donnybrook Town Centre Revitalisation (combined)	\$500k = 12.5%	\$2M = 50%	\$1.5M = 37.5%

The recommendation to this report reflects that the project and planned expenditure be identified in pending updates to the Shire's integrated planning reporting framework documents:

- Asset Management Plan Parks and Reserves;
- Borrowings Plan; and
- Reserves Fund.

POLICY COMPLIANCE

Procurement processes will need to comply with the State and Shire's procurement and local purchasing preference policies. The PMP details the suite of Council policies that the project will need to comply with as part of its quality assurance management.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

At this stage, a full understanding of the detailed scope of works for the Apple Fun Park Revitalisation Project is yet to be finalised largely due to the need for public consultation to first be undertaken and given that the Shire is yet to appoint a playground specialist with a preferred concept design.

The DTCRP element of the Project is underway with the consultation phase complete and assessment of the consultation being undertaken that will inform the development of a Master Plan that will be presented to Council at its October 2019 meeting for endorsement.

This preliminary PMP is based on the range of information that the Shire currently has on hand, however does make some assumptions for certain elements of the project.

Whilst the PMP is an operational tool, it is presented to Council for its endorsement with a view to establishing a clear framework by which to approach this project moving forward.

COUNCIL DECISION 139/19 (Executive Recommendation)

MOVED: Cr Atherton SECONDED: Cr Lindemann

That Council:

- 1. Confirms that the strategic objectives of the Apple Fun Park Renewal Project are as follows:
 - 1.1 to re-establish the Donnybrook Apple Fun Park's reputation as the best free public playground in Western Australia;
 - 1.2 in conjunction with the Donnybrook Town Centre Revitalisation Project, to cement Donnybrook and surrounds as a regional tourism node that is appealing to local, interstate and international visitors from a variety of backgrounds;
 - 1.3 to support the local community to take advantage of the economic, social and cultural benefits arising from the establishment of a high quality precinct in accordance with the Apple Fun Park Renewal Project Project Management Plan.
- 2. Endorses the Apple Fun Park Renewal Project Project Management Plan dated 10 September 2019 as provided in Attachment 9.4.1(1);
- 3. Commits to completing the Apple Fun Park Renewal Project and subsequent acquittal by the 31 December 2021; and
- 4. Instructs the CEO to update the Shire of Donnybrook Balingup's relevant Integrated Planning and Reporting Framework documents to reflect the initiation of the Apple Fun Park Renewal Project and associated financial implications.

Carried 9/0

9.5 MANAGER AGED CARE SERVICES

9.5.1 TUIA LODGE EXPANSION PROJECT – PROJECT MANAGEMENT PLAN

Location	Tuia Lodge, Donnybrook
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Ben Rose (Chief Executive Officer)
	Bob Lowther (Manager Aged Care Services)
Attachments	9.5.2 (1) Project Management Plan
Voting Requirements	Simple Majority
	(Note Key Personnel requirement)
Executive Summary	Project funding for the expansion and partial
	refurbishment of Tuia Lodge has been secured from
	multiple sources. Council is requested to consider the
	procurement methodology options to progress the
	project.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
3.3 A safe and healthy community environment for all ages.	3.3.1 Promote 'ageing in place'	3.3.1.1 Enable a diversity of aged care services and facilities within the district. 3.3.1.3 Review opportunities for integration of dementia care into Shire, community
		and private facilities and
		services.

BACKGROUND

Following completion of the Federal Government Caretaker period, the previously announced grant of \$1.45M towards the expansion of Tuia Lodge was secured via contract with the Federal Department of Health in August 2019.

This Federal Grant, along with Shire funding and co-contribution from the Jack Denning Estate will enable expansion and refurbishment to Tuia Lodge, as follows:

- 1. A new dementia-friendly wing, including 10 new rooms and associated sensory garden and environs.
- 2. A custom designed palliative care suite (retrofitting of existing kitchenette/library space).
- 3. Retrofitting of a reticulated fire suppression sprinkler system across all internal rooms of Tuia Lodge.

In addition to the capital grant of \$1.45M, the Federal Department of Health has approved recurrent operational funding for the 11 additional rooms (via the Aged Care Funding Instrument).

The Federal Department of Health Grant requires the capital works to be completed by March 2021.

DETAILS

Executive staff have sought advice from a procurement specialist in relation to the most appropriate procurement / contract methodology for this very specialised field of development.

Expansion project (Dementia Wing and Palliative Care Suite)

The two procurement options considered most appropriate for this type of project are:

a) Fully documented (traditional) - under this option, an architect and services engineers are engaged to fully design the project. When the design is complete, the project is tendered to builders (usually a minimum of three builders to ensure competitive pricing) and the successful builder engaged.

The primary advantage of this method of procurement is:

i) design certainty as the builder is contracted to construct in accordance with the design documents.

The disadvantages are:

- i) the consultants are engaged by the client, hence from a cash flow perspective the client funds these costs up front; and
- ii) any design discrepancies are claimable by the builder as contract variations.
- b) Design and construct under this option a concept design and functional brief are prepared by the client's architect and then tendered to builders (usually a minimum of three builders to ensure competitive pricing) and the successful builder engaged.

The advantage of this method of procurement is that any design discrepancies are the responsibility of the builder and hence variations are reduced and the cost of services consultants form part of the construction contract. This also suits some clients from a cash flow perspective. Design and construct projects can generally be delivered quicker than traditional fully designed projects as the builder can program design around their construction program.

The disadvantages are the loss of some design certainty as the builder oversees the design team. This can be controlled by establishing design check points whereby the design is approved by the client before proceeding to the next stage of design documentation. It is also important that non-negotiable deliverables are described in the functional brief. For example, in an aged care facility design, imperatives such as minimum door widths, fit for purpose bathrooms, ease of cleaning, nurse call

functionality etc must be described in the design brief and are not discretionary. This method of procurement is also preferred when integrating with existing facilities (as in the case with this project) as it is the builder's responsibility to ensure that their design works.

Typically, a design and construct procurement strategy is slightly more expensive up front than a traditional contract (typically 3-5%) as the builder will build in a risk premium to cover their variations.

It is expected that either procurement method will allow the project to be completed by the funding deadline if design works commence in the next two months.

It is the Executive's recommendation that a design and construct method of procurement is the preferred option for this project for the following reasons:

- a) Program (timeline) advantage.
- b) Budget certainty (less variations). A Guaranteed Maximum Price (GMP) contract could also be applied through the tender/contract.
- c) Integrating with an existing facility where the builder is responsible for their design integrating with the existing building(s).

Fire Suppression System

The Executive has sought cost estimates for these works, based on a design provided by North Point Consulting. The fire suppression system design will need to be updated when the expansion plans are finalised, however, a future connection point to the expanded area has already been identified.

There are two alternate procurement methodologies for these works:

- a) Tender the required works, as already documented by Holton Connor Architects (i.e. separate the fire suppression system works and contract from the expansion works and contract); or
- b) Wait until the builder is engaged for the expansion project and do the works concurrently. Under this scenario, as the delivery of the fire system is the responsibility of the builder, it would be prudent for the builder to seek alternate prices for this work to see if it can be delivered more competitively than the cost estimates already received.

It is the Executive's recommendation to wait to undertake the fire suppression system upgrade until the builder is engaged and require the builder to undertake these works as it will result in less disruption and the Shire will have comfort that the whole fire system has been installed under the building contract which is desirable from a warranty perspective. There may be a cost premium as the builder will apply margin to these works, however this will be determined when the works are tendered. If the cost of combining the contracts is prohibitive (builder adds a large risk margin), the two contracts can be run separately.

CONSULTATION

Statutory consultation will be undertaken in relation to the required tender for the project. A resolution of Council will be required to approve a successful tender.

At an operational level, detailed project consultation will be required with Tuia Lodge residents, families, staff and visitors, neighbouring property owners/occupiers, suppliers, contractors and many other stakeholder groups.

FINANCIAL IMPLICATIONS

The following project budget summary identifies the funding source and estimated value for each project element.

Funding Source	Project Element	Value
Federal Grant	Dementia Wing	\$1,450,000
Shire Contribution - Aged Care Bonds	Dementia Wing	\$50,000
Jack Denning Estate	Palliative Care Suite	(up to) \$250,000
Shire Loan Facility (19/20 Budget)	Fire Suppression System	(up to) \$500,000
TOTAL		\$2,250,000

In adopting the recommended 'design and construct' procurement methodology, which includes delivering both the facility expansion and fire suppression system elements concurrently (although financed/budgeted separately), the Executive emphasises to the Council that the 2019/20 budgeted (via loan facility of up to \$500k) fire suppression system installation is highly unlikely to be completed until the 2020/21 year. If the Council is uncomfortable with this arrangement, an alternate motion to separate these elements of the projects should be considered by the Council.

POLICY COMPLIANCE

Compliance with the Shire's Tendering and Purchasing Policy (includes local price preference) will be required for this contract.

STATUTORY COMPLIANCE

Local government is required to comply with the provisions of the Local Government (Functions and General) Regulations 1996 when undertaking procurement for goods and services in excess of the tender threshold of \$150,000.

CONCLUSION

\$2,150,000 has been secured (via a Federal Grant, the Jack Denning Estate and Shire funding) to deliver a major expansion and refurbishment to Tuia Lodge. The primary consideration of this report to Council, and the attached Project Plan, is to explore and recommend a preferred procurement methodology for the two key components of the project. The Executive's recommendation is to apply a design and construct procurement methodology for this project. The detailed project budget and detailed project timeline (Gantt chart) will be delivered by the successful tenderer under the

recommended design and construct methodology, and hence, the attached Project Plan is at a superordinate level.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Endorse the attached Project Management Plan Tuia Lodge Expansion Project 2019, noting that construction is due for completion under the Commonwealth grant conditions by 31 March 2021.
- 2. Endorse the 'design and construct' procurement methodology to deliver the Tuia Lodge Expansion Project, which incorporates installation of an appropriate reticulated fire suppression system.

COUNCIL DECISION 140/19 (Alternate Motion)

Moved: Cr Piesse Seconded: Cr Tan

- 1. Endorse the attached Project Management Plan Tuia Lodge Expansion Project 2019, noting that construction is due for completion under the Commonwealth grant conditions by 31 March 2021.
- 2. Endorse the 'design and construct' procurement methodology to deliver the Tuia Lodge Expansion Project, which incorporates installation of an appropriate reticulated fire suppression system, subject to:
 - 2.1 Given the Fire Suppression System of \$500k has already been approved by Council and accounted for in the 2019-20 budget and the community have been advised for some months even as late as the formal advice contained within annual rate notices that such is to happen in the 2019-20 budget period, if delayed until the construction of the Federally funded 10 Dementia and 1 Palliative Care wards, the Fire Suppression System project be commenced forthwith.

Carried 8/1

9.6	MANAGER	COMMINITY	DEVELOPMENT
.7. U	IVIAIVAGEI	COMMONT	DEVELORIVIEN

Nil.

9.7 EXECUTIVE MANAGER OPERATIONS

Moved: Cr Atherton Seconded Cr Tan

To deal with item 9.7.1 out of sequence of the agenda, prior to item 9.1.3

Carried 9/0

9.7.1 STRATEGIC DIRECTION FOR DONNYBROOK ARBORETUM SITE AND RESPONSE TO KIRUP PROGRESS ASSOCIATION REQUEST TO RE-LOCATE HISTORICAL MILLING EQUIPMENT

Location	Donnybrook Arboretum (Reserve 8979)
Applicant	Kirup Progress Association
File Reference	A3617
Author	Steve Potter (Executive Manager Operations)
Responsible Manager	Steve Potter (Executive Manager Operations)
Attachments	9.7.1(1a) and (1b) - Cost Tables
	9.7.1(2) ARBEX Submission
	9.7.1(3) KPA Submission
Voting Requirements	Simple Majority
Executive Summary	 Council is requested to consider possible scenarios to establish its long term strategic vision for the Donnybrook Arboretum. Council is also being requested to determine the Kirup Progress Association's request to relocate historical milling machinery from the Arboretum to Mill Park in Kirup. Officers are recommending the Arboretum site be improved to a standard reflective of its use and the existing milling equipment be retained at the Arboretum site.

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Actions
2.1 An attractive and	2.1.1 Maintain, renew an	2.1.1.2 Seek funding for
maintained built	improve infrastructure	development and renewal of
environment	within allocated resources	infrastructure
3.2 An engaged,	3.2.1 Provide and maintain	3.2.1.3 Maintain community
supportive and inclusive	appropriate community	facilities within resource
community	facilities	capacity

BACKGROUND

At the Ordinary Council Meeting on 26 June 2019 Council resolved the following in response to a formal request by the Kirup Progress Association (KPA) to re-locate historical timber machinery currently installed at the Donnybrook Arboretum to Mill Park in Kirup:

"That Council:

- 1. Commends the Kirup Progress Association for its proactive approach to promoting and improving the Kirup townsite;
- 2. Defers its final decision regarding the potential relocation of the milling equipment from the Donnybrook Arboretum to Kirup Mill Park to enable Council to first consider a separate report presenting options for the long-term future for the Arboretum site at the September 2019 Ordinary Council Meeting;
- 3. Instructs the Chief Executive Officer to prepare a separate report for Council to be presented at the September 2019 Ordinary Council Meeting presenting options for the long-term future of the Arboretum site (inclusive and exclusive of the milling machinery) and addressing the following:
 - 3.1 Potential improvements to return the Arboretum site to a suitable standard to attract passing visitors to spend time at the locality;
 - 3.2 Indicative costs to the Shire to improve the site to a suitable standard;
 - 3.3 Details of any external contributions that may be forthcoming (financial or in-kind) from interested individuals, businesses or community groups;
 - 3.4 Details of any external grant funding that may be applicable to improvement works at the site.
- 4. Instructs the Chief Executive Officer to undertake any actions required to determine and provide for Council's consideration at the September 2019 Ordinary Council Meeting further information addressing the following:
 - 4.1 Current condition of all historical milling machinery;
 - 4.2 Any constraints that may prevent the re-location of the machinery in its present condition;
 - 4.3 Nature and extent of all works required to refurbish the machinery to an acceptable standard:
 - 4.4 Indicative costs for re-location and refurbishment;
 - 4.5 Any public safety measures that may be required for the machinery's installation at Mill Park."

DETAILS

Officers have collated information pertaining to each of the points indicated in Council's resolution above which will be addressed in turn:

Potential improvements to return the Arboretum site to a suitable standard to attract passing visitors to spend time at the locality;

Officers have prepared three different scenarios for Council's consideration, as per the tables presented in Attachment 9.7.1(1a) and (1b). The scenarios presented are 'basic', 'intermediate' and 'advanced' with the standard of facilities provided under each scenario ranging from undertaking quarterly modest site maintenance and providing minimal facilities under the 'basic' scenario, to installing public toilets, picnic and barbecue facilities and formalised footpaths with a corresponding higher level of maintenance under the 'advanced' scenario. Ultimately, there are a number of different approaches open to Council which may involve a mixture of elements of different scenarios, however any strategic direction adopted will have its own implications in terms of up-front capital and on-going operational costs.

Indicative costs to the Shire to improve the site to a suitable standard

The tables in Attachment 9.7.1(1a) and (1b) include estimated up-front capital and ongoing operational costs for each of the scenarios presented which are summarised in the below table:

Scenario	Capital Costs	Operational Costs (per annum)
Basic	\$70,133	\$16,000
Intermediate	\$108,471	\$34,000
Advanced	\$452,183	\$89,000

Full details of the elements that contribute to these overall figures are provided in the attachment.

<u>Details of any external contributions that may be forthcoming (financial or in-kind)</u> from interested individuals, businesses or community groups;

Officers contacted those individuals who made a formal submission when the matter was previously advertised to seek clarification as to any financial or in-kind contributions they may be willing to make to the future development and/or maintenance of the Arboretum site. Council received one submission from a group identifying as ARBEX who have indicated a willingness to make a contribution, however the nature and extent of this contribution is yet to be determined. ARBEX suggests a Working Group (or similar) be formed to coordinate improvements to the site. The written submission received is provided in Attachment 9.7.1(2).

<u>Details of any external grant funding that may be applicable to improvement works at the site</u>

Officers have contacted Lotterywest which is possibly the most likely source of external funding. Advice received from Lotterywest indicates that significant planning would need to be undertaken upfront to support an application and would likely require a financial co-contribution from Council. The following project assessment criteria were also provided by Lotterywest:

- Demonstrated community need/opportunity;
- Collaboration with the community and sector (including relevant government agencies);
- Suitable partnerships in place;

- Sound plans for the initiative (project plans), including what will be delivered and achieved and how this will be evaluated and shared;
- The resources needed for the initiative and demonstrate value:
- A sound budget for the overall initiative and showing what is requested from Lotterywest;
- Appropriate levels of funding from the Shire and other sources;
- Demonstration of how the grant outcomes will be achieved and how this will contribute towards Lotterywest's Framework outcomes;
- What happens after the grant ends;
- Documents to help support the request such as a needs assessment, feasibility study, business case, project plan, evaluation plan.

Current condition of all historical milling machinery

Shire officers invited a representative of a local historical machinery museum to inspect the machinery on site who advised the following:

- The equipment is in a generally poor state of repair;
- Restoring the equipment to a functional standard is unlikely and based on their experience would require a significant amount of time and may be costprohibitive;
- The steam engine boiler is rusted through and is likely to have rusted from the inside out and therefore it may have significant internal deterioration;
- It was recommended that the items be sandblasted / painted / superficially repaired to form a 'static display';
- It was recommended that missing belts and pulleys be reinstated, which could be undertaken without significant costs.

Any constraints that may prevent the re-location of the machinery in its present condition

Shire officers met with a representative from a local crane company who advised that it would be a reasonably straightforward exercise to re-locate the existing milling machinery including the steam engine (subject to the existing timber shelter structure first being removed). They advised that they had previously moved similar type equipment in Manjimup and that it was unlikely to cause them any issues.

Nature and extent of all works required to refurbish the machinery to an acceptable standard

Shire officers have liaised with a local sandblasting/painting contractor to determine what would be required to refurbish the steam boiler to a reasonable condition for static display and they have provided advice and indicative costs (outlined in the following section) for the work involved.

With regards to the timber whim, advice received is that it is difficult to put a cost on restoration as it would be labour intensive and likely to require the re-fabrication of bespoke timber components to replace those that are beyond repair. If this item is to be restored, it is likely to require the services of dedicated volunteers with the relevant expertise to undertake the required works.

Indicative costs for re-location and refurbishment

The crane company has estimated the cost of relocating the steam boiler to Kirup would be in the vicinity of \$2,500-\$3,000 depending on the time required.

The cost of removing the existing timber structure would depend on whether it was to be demolished, reinstated on the same site, or re-located and re-constructed on another site. Demolition and disposal is likely to be relatively inexpensive, however the other two options would be more expensive due to the labour intensive nature of reconstruction.

The advice received is that it would cost approximately \$6,000 to sandblast and respray the steam engine which includes the sandblasting and spray painting up to the roofline (red body and black wheels). Due to parts of the boiler being rusted through, there would also need to be some superficial plate welding undertaken which would be an additional cost, although unlikely to be significant.

Any public safety measures that may be required for the machinery's installation at Mill Park.

Officers have recently undertaken a range of minor works at the Arboretum site from a safety perspective which has included welding and securing moving machinery parts to avoid injury to members of the public.

It is possible that if the machinery were to be re-located to Mill Park appropriate fencing may need to be installed to prevent people (including children) from interacting with the machinery. It is important to note that these safety measures would likely apply to either site and therefore is applicable to both possible outcomes.

Officers have costed the installation of 1.2m high open style fencing at \$196/m. It will depend on the extent of fencing undertaken as to the cost as per the following table with the following estimates provided based on the existing site:

Area	Fence length	Cost
Shed surrounds	66m (15 x 18m)	\$12,936
Well / Mock Mine	100m (10 x 10m)	\$19,600
Whim	24m (8 x 3m)	\$4,704
Totals	190m	\$37,240

Kirup Progress Association Submission

The KPA has made a submission to Council containing further information about its intended activities with regard to re-locating and refurbishing the machinery and also outlining indicative cost estimates for the works involved. Whilst there are some slight differences to the costs obtained by staff, they are generally consistent. It is noted that the costs provided by the KPA also include volunteer labour and in-kind contributions, which has not been taken into account by staff when determining costs based on market rates. The KPA's submission is included in Attachment 9.7.1(3)

CONSULTATION

This matter has previously been advertised publicly on two separate occasions.

At a recent presentation to Council representatives of the Golden Valley Tree Park advised that they had undertaken a preliminary assessment at the Arboretum and suggested that the trees may benefit from some thinning. When conducting future tree maintenance at the Arboretum it is recommended that further consultation is undertaken with this group who have a high level of expertise in this area.

Since Council last considered the matter, officers have further liaised with those that made submissions in an endeavor to determine the level of their commitment and seek an indication of the nature of contributions that may be forthcoming.

As identified previously in this report, a group identifying as ARBEX have indicated a willingness to assist with the site and it is recommended that the Chief Executive Officer be authorised to liaise with this and any other incorporated body which may have an interest in achieving Council's identified outcomes for the site. A recommended resolution has been included to this effect (Attachment 9.7.1(2)).

The KPA have also made a further submission (Attachment 9.7.1(3)).

FINANCIAL IMPLICATIONS

There are both up-front and ongoing operational financial implications, depending on the strategic direction determined by Council and the availability of volunteer assistance.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

OFFICER COMMENT

Whilst there are a number of factors to take into account, officers consider determining the matter essentially comes down to resolving two pivotal questions as follows:

- 1. What is Council's long-term strategic intent for the Arboretum site and what needs to be done to achieve this vision?
- 2. Does this long term vision involve the milling equipment on the site or could this be removed and used elsewhere (Mill Park)?

Each of these will be addressed separately.

Strategic Vision for Arboretum Site

Prior to considering any future strategic direction for the Arboretum site, it is important to note that Council has previously considered this matter in adopting the Donnybrook Townscape Plan 2012-17 (DTP). Whilst it is acknowledged that the DTP may be outdated, it includes Council's former strategic direction for the Arboretum site which formed part of the 'Irishtown Road Heritage Precinct' with the following recommendations:

- a. Support Donnybrook Friends of the Arboretum Group in management and promotion of the Arboretum, including priority projects such as:
 - Low fuel and weed management;
 - Protection of arboretum timber species through installation of bollards and re-installation of timber species signage;
 - Removal of existing benches and barbecues and installation of new benches:
 - Safety and security upgrades to machinery and timber display;
 - o Improved harvest Highway signage to replace existing, encouraging visitors into Donnybrook.
- b. Lobby Main Roads Western Australia to prioritise the planned Tourist Information Bay. Consideration should be given to parking for caravans and campers, tourist information and directional signage.
- c. Secure contributions from future subdivisions for pedestrian linkages to the Donnybrook Townsite and prioritise walk trails as part of Council's Trails Masterplan.
- d. In conjunction with local environmental groups and State government agencies, implement the rehabilitation plan for the Preston River.

In terms of the current situation with regard to the above recommendations the following comments are provided:

- The Friends of the Arboretum Group is no longer in existence and therefore the site has been largely neglected in recent years as the Shire has historically not dedicated funds for ongoing maintenance and/or improvements.
- When upgrading this section of the highway Main Roads WA advised it was not generally supportive of the proposal to construct a Tourist Information Bay adjacent to the highway. MRWA further advised that if Council wished to pursue the option it would need to fund all works and consequently it was not progressed. There is currently sufficient space for caravans etc. to park at the rear of the Arboretum.
- Without a dedicated Developer Contribution Scheme being in place approved by the Western Australian Planning Commission (WAPC), the Shire does not have the ability to request developers contribute to district level pathways outside of their development area.

Officers understand the rehabilitation plan referred to relates to the entire stretch
of Preston River and not just this locality. It is unclear as to how much
rehabilitation has been undertaken at this site. It is noted that generally
rehabilitation of waterways is the responsibility of the Department of Water and
Environmental Regulation (DWER).

In light of the above, it can be concluded that the DTP and the recommendations contained therein pertaining to the Arboretum may have become irrelevant over time due to changing circumstances and/or are unachievable due to lack of support, funding or compliance with the regulatory framework. It therefore may be time for Council to revisit its long term strategy for the subject site in determining the path forward.

In making a decision on how to proceed in this regard, officers consider that the following considerations are relevant:

- Despite the fact that there may be community volunteers interested in assisting, Council should not rely on the availability of volunteers when making long-term decisions for either the Arboretum site or Mill Park (or any other Shire facility/asset). It is the Executive's recommendation that, as a Shire asset, the Shire should budget the full capital and operating costs for its own assets / facilities; any benefits derived from volunteering or benevolent contributions should be taken as a 'windfall gain', enabling the Shire to re-direct resources (financial or human) into other community activities, services or initiatives.
- External grant funding may be available in the future, however it will require significant planning up-front to meet the assessment criteria for any funding body. As the Arboretum is not identified as a priority project in the Shire's Corporate Business Plan, officers do not consider that it is warranted spending the Shire's human or financial resources on undertaking additional works for this locality at this time.
- As the Arboretum was previously managed by volunteers, there was no annual maintenance allocation in the budget. An annual maintenance allocation specific to the Arboretum should be considered in any future budgets, regardless of which direction is supported by Council.

If it is accepted that Council is primarily responsible for the site and will likely fund the majority of any upgrades and ongoing maintenance, it is important to determine the long term function of the site in this light. In reviewing the details of the DTP, it is evident that it was viewed at that time as a location where tourists would stop off and possibly get some information about the town. It is noted that the planned upgrades under the DTP were reasonably modest in scale and largely involved replacement of benches, installation of signage and new pathways. It is therefore apparent that the site was never intended to represent a major tourist drawcard in its own right, but rather has always been intended as a pleasant stopover for visitors on their entry into town.

It is officers' position that despite the DTP possibly being a little outdated, the existing function of the site is largely consistent with the intent identified in the DTP with caravans / motorhomes etc. often being observed at the site. Furthermore, the use of the site for this purpose is considered the most appropriate one – that is, as a low key rest stop, and that Council's long term intentions for the site should reflect this. This

does not mean that the site does not require some attention, however officers are suggesting that any future improvements be of a modest scale and that the site be maintained to a minimal standard, to retain its natural feel, as well as taking into account the financial implications to the Shire.

One component that could be improved with relatively minimal cost is information signage associated with the historical machinery (if retained at the site) and arboretum trees and therefore a higher standard is recommended across all three scenarios in this regard to provide added interest for visitors.

Retention / Removal of Milling Machinery

Council has been requested by the Kirup Progress Association (KPA) to approve the re-location of the existing milling machinery located at the Arboretum to Mill Park in Kirup. When Council previously considered the matter in June 2019, it requested additional research be undertaken by staff to ascertain indicative costs for relocation and whether there were any constraints that would prevent this from occurring. As evidenced earlier in this report, the information collated indicates that the machinery could be moved without too much difficulty and the costs of doing so are reasonable. Furthermore, the submission by the KPA suggests they have the capacity to undertake the relocation and refurbishment of the machinery. As such, if Council is of the view that it wishes to approve the KPA's request, then officers are confident this could be practically achieved, subject to suitable checks and balances being put into place.

In terms of the equipment's contribution to the function of the Arboretum site, officers are of the view that whilst the machinery may create a mild point of interest, its existence is perhaps unlikely to make visitors stop (who were not otherwise planning on doing so) and this would likely be the case even if superficial improvements were made to the site and machinery. Essentially, the site operates as a low-key rest stop and the existence or removal of the machinery is considered unlikely to have a significant impact in this regard.

In terms of determining the appropriate path forward with regards to the KPA's request to re-locate the machinery to Mill Park, it very much depends on which lens Council uses in making a decision. If Council is viewing it from a financial perspective, then it may make sense to approve the KPA's request as they are proposing to fully fund the re-location and restoration of the equipment which would save the Shire from funding such works and they have furthermore committed to maintaining the equipment once it is installed. However, as previously mentioned, officers caution Council from making long-term decisions on the basis of relying on volunteer groups as the Shire is ultimately responsible and will potentially need to maintain the machinery in whichever location it ends up.

In the previous report presented to Council, officers suggested that the machinery held local social heritage significance, due to its association with local community groups (including Rotary and Apex) and its contribution to Donnybrook's sense of place and therefore should be retained at the present site. Without repeating the information in this report, officers reiterate this position and are therefore recommending that Council resolves to retain the existing machinery at the Arboretum site, whilst wishing to acknowledge the positive contribution of the KPA.

CONCLUSION

The KPA's request to relocate the historical milling machinery at the Arboretum to Mill Park has caused Council to re-consider its long-term vision for the Arboretum site.

Officers have reviewed the previous strategic direction identified by Council and have determined that under the DTP, the intent for the site was always for it to be a low-key rest stop for travelling visitors and that this should remain so.

Possible improvements have been identified and indicative costs provided and officers are recommending that basic improvements be introduced through the Shire's Parks and Reserves Asset Management Plan, and an annual maintenance allocation be introduced into the 2020/21 Budget and on an annual basis thereafter. This approach will enable improvements to be made gradually over time, and a minimal standard of maintenance undertaken, without having a significant impact on the Shire Budget.

With regard to the milling equipment, officers are recommending that the equipment remain on site for the reasons outlined in the June report, however if Council is of the view that it wishes to approve the KPA's request, it is recommended that it does so in line with the following alternate resolution:

ALTERNATE EXECUTIVE RECOMMENDATION

That Council:

- 1. Reaffirms that Council's strategic direction for the Donnybrook Arboretum site is to perform the function of a low-key tourist rest stop (without bathroom / toilet or any extended or overnight-stay facilities);
- 2. Commits to the following improvements to the Arboretum site which shall be included in future revisions of the Parks and Reserves Asset Management Plan from 2020/21 onwards for consideration in future budgets:

Year	Item	Cost
2020/21	2 x Bench Seats and 2 x Picnic Tables	\$9,652
2020/21	Signage (Trees)	\$3,000
2021/22	Gravel Path (310m)	\$18,135
2022/23	Information Bay	\$20,000

- 3. Commits to considering the following allocation in the Shire's Annual Budget, from 2020/21 onwards, for the ongoing maintenance of the Arboretum site:
 - 3.1 Annual Tree Maintenance (\$10,000 p/a)
 - 3.2 Quarterly Site Maintenance (\$4,000 p/a)
- 4. Requests the Chief Executive Officer to liaise with community groups (with Incorporation status, or otherwise) that may provide voluntary assistance or cocontribution (financial, in-kind, materials or other) to Council in improving the site with regard to tree maintenance and interpretive signage.

- 5. Approves 'in-principle' the Kirup Progress Association's request to relocate all historical milling machinery and associated equipment currently located at the Donnybrook Arboretum to Mill Park in Kirup, subject to the following conditions:
 - 5.1 Prior to any works being undertaken the KPA is to submit a detailed 'Relocation and Refurbishment Management Plan' to the satisfaction of the Chief Executive Officer outlining the following:
 - 5.1.1 Proposed method of relocation taking into account any constraints identified;
 - 5.1.2 Details of any interim storage of the equipment whilst it is being restored, prior to installation at Mill Park;
 - 5.1.3 Details of how the KPA intends to refurbish the equipment to an acceptable standard for public display;
 - 5.1.4 Details of any relevant skills, expertise or equipment at the KPA's disposal to support the re-location and refurbishment of the machinery;
 - 5.1.5 Details of the KPA's long-term commitment to the ongoing maintenance of the machinery once installed;
 - 5.1.6 Details of any safety measures that will be implemented at Mill Park to prevent injury to members of the public.
 - 6. Subject to the 'Relocation and Refurbishment Management Plan' referred to in Point 5 being approved by the Chief Executive Officer, a formal agreement is to be prepared and signed by the Chief Executive Officer / Shire President and the Kirup Progress Association, outlining the responsibilities of each party, with any contentious issues to be brought back to Council for further consideration.
 - 7. Subject to the formal agreement referred to in Point 6 being entered into by both parties, authorises the Kirup Progress Association to commence works involving the re-location of the equipment from the Arboretum to Mill Park.

EXECUTIVE RECOMMENDATION

That Council:

- Reaffirms that Council's strategic direction for the Donnybrook Arboretum site is to perform the function of a low-key tourist rest stop (without bathroom / toilet or any extended or overnight-stay facilities);
- 2. Commits to the following improvements to the Arboretum site which shall be included in future revisions of the Parks and Reserves Asset Management Plan from 2020/21 onwards for consideration in future budgets:

Year	Item	Cost
2020/21	Safety Fencing (Shed structure only)	\$12,936
2020/21	2 x Bench Seats and 2 x Picnic Tables	\$9,652
2021/22	Sandblasting / Painting Machinery (Steam	\$8,000
	Engine)	
2021/22	Interpretive Signage (Trees and Machinery)	\$5,000
2022/23	Gravel Path (310m)	\$18,135
2023/24	Information Bay	\$20,000

- 3. Commits to considering the following allocation in the Shire's Annual Budget, from 2020/21 onwards, for the ongoing maintenance of the Arboretum site:
 - 3.1 Annual Tree Maintenance (\$10,000 p/a);
 - 3.2 Quarterly Site Maintenance (\$4,000 p/a).
- 4. Requests the Chief Executive Officer liaise with community groups (with Incorporation status, or otherwise) that may provide voluntary assistance or co-contribution (financial, in-kind, materials or other) to Council in improving the site with regard to machinery restoration, tree maintenance and interpretive signage.
- 5. Advises the Kirup Progress Association that it is not supportive of the Association's request to re-locate historical milling equipment from the Donnybrook Arboretum to Kirup Mill Park for the following reason:
 - 5.1 The milling equipment is considered to have social heritage significance to the Donnybrook community due to the involvement of community members in installing it in 1979 and its ongoing contribution to Donnybrook's sense of place.
- 6. Instructs the Chief Executive Officer to liaise with the Kirup Progress Association to:
 - 6.1 Investigate alternative opportunities for developing Mill Park to create added interest and underpin economic activity support for businesses in Kirup;
 - 6.2 Explore external funding opportunities for designing, planning and constructing concepts for developing Mill Park.

COUNCIL DECISION 141/19 (Alternate Motion)

Moved: Cr Mitchell Seconded: Cr Tan

That Council:

1. Reaffirms that Council's strategic direction for the Donnybrook Arboretum site is to perform the function of a low-key tourist rest stop (without bathroom / toilet or any extended or overnight-stay facilities);

2. Commits to the following improvements to the Arboretum site which shall be included in future revisions of the Parks and Reserves Asset Management Plan from 2020/21 onwards for consideration in future budgets:

Year	Item	Cost
2020/21	2 x Bench Seats and 2 x Picnic Tables	\$9,652
2020/21	Signage (Trees)	\$3,000
2021/22	Gravel Path (310m)	\$18,135
2022/23	Information Bay	\$20,000

- 3. Commits to considering the following allocation in the Shire's Annual Budget, from 2020/21 onwards, for the ongoing maintenance of the Arboretum site:
 - 3.1 Annual Tree Maintenance (\$10,000 p/a)
 - 3.2 Quarterly Site Maintenance (\$4,000 p/a)
- 4. Requests the Chief Executive Officer to liaise with community groups (with Incorporation status, or otherwise) that may provide voluntary assistance or co-contribution (financial, in-kind, materials or other) to Council in improving the site with regard to tree maintenance and interpretive signage.
- 5. Approves 'in-principle' the Kirup Progress Association's request to relocate all historical milling machinery and associated equipment currently located at the Donnybrook Arboretum to Mill Park in Kirup, subject to the following conditions:
 - 5.1 Prior to any works being undertaken the KPA is to submit a detailed 'Relocation and Refurbishment Management Plan' to the satisfaction of the Chief Executive Officer outlining the following:

- 5.1.1 Proposed method of relocation taking into account any constraints identified;
- 5.1.2 Details of any interim storage of the equipment whilst it is being restored, prior to installation at Mill Park;
- 5.1.3 Details of how the KPA intends to refurbish the equipment to an acceptable standard for public display;
- 5.1.4 Details of any relevant skills, expertise or equipment at the KPA's disposal to support the re-location and refurbishment of the machinery;
- 5.1.5 Details of the KPA's long-term commitment to the ongoing maintenance of the machinery once installed;
- 5.1.6 Details of any safety measures that will be implemented at Mill Park to prevent injury to members of the public.
- 6. Subject to the 'Relocation and Refurbishment Management Plan' referred to in Point 5 being approved by the Chief Executive Officer, a formal agreement is to be prepared and signed by the Chief Executive Officer / Shire President and the Kirup Progress Association, outlining the responsibilities of each party, with any contentious issues to be brought back to Council for further consideration.
- 7. Subject to the formal agreement referred to in Point 6 being entered into by both parties, authorises the Kirup Progress Association to commence works involving the re-location of the equipment from the Arboretum to Mill Park.

Carried 6/3

9.8 CHIEF EXECUTIVE OFFICER

Nil.

10	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE
	HAS BEEN GIVEN

Nil.

11 QUESTIONS FROM MEMBERS

Nil

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

Cr Mills made a statement as a departing Council member, acknowledging his fellow Councillors.

13 MEETINGS CLOSED TO THE PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

The following confidential reports and recommendations have been distributed separately and are not for circulation:

13.1.1 CONFIDENTIAL ITEM – RATES WAIVING

This report is confidential in accordance with section 5.23 (2) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

(b) the personal affairs of any person

13.1.2 CONFIDENTIAL ITEM - REVIEW OF AGED CARE SERVICES

This report is confidential in accordance with section 5.23 (2) 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.

Note: the 'contract' referenced above relates to the consultant contract to review the Shire's aged care services.

13.1.3 CONFIDENTIAL ITEM – PRESTON RETIREMENT VILLAGE SCHEME LEASE AND REVIEW

This report is confidential in accordance with section 5.23 (2) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

(e) A matter that if disclosed, would reveal – (ii) information that has a commercial value to a person.

13.1.4 CONFIDENTIAL ITEM -BRIDGE STREET HOUSING PROJECT

This report is confidential in accordance with section 5.23 (2) 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.

13.1.5 CONFIDENTIAL ITEM – LICENCE TO USE AND OCCUPY RAILWAY CORRIDOR LAND – MELDENE ESTATE PATHWAY LINK

This report is confidential in accordance with section 5.23 (2) 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.

13.1.6 CONFIDENTIAL ITEM – TREVENA BRIDGE PROJECT

This report is confidential in accordance with section 5.23 (2) of the Local Government Act 1995, which permits the meeting to be closed to the public for business relating to the following:

(b) the personal affairs of any person

13.1.7 CONFIDENTIAL ITEM – 2018/19 CHIEF EXECUTIVE OFFICER ANNUAL REVIEW AND KEY PERFORMANCE INDICATORS

This report is confidential in accordance with section 5.23 (2) 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

RECOMMENDATION

MOVED: Cr Tan SECONDED: Cr Wringe

That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss confidential item 13.1.7

6:45pm - The meeting was closed to the public. The Public Gallery, Chief Executive Officer, Manager Corporate Services, Manager Aged Care Services, Manager Works and Services, Manager Development Services, Manager Strategic Projects and Assets departed the Chamber.

RECOMMENDATION

MOVED: Cr Van Der Heide SECONDED: CR Wringe

That the meeting be re-opened to the public at 7:15pm.

13.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil

14 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on 23 October commencing at 5.00pm in the Balingup Town Hall.

The Shire President thanked the public gallery for their attendance and declared the meeting closed at 7:15pm.



Local Emergency Management Committee Meeting Minutes

Held on

Tuesday, 17 September 2019

Commencing at 9.01am

Donnybrook Incident Control Centre (SES Building), Bentley Street, Donnybrook WA 6239

Ben Rose Chief Executive Officer

7th October 2019

Disclaimer

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

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



LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

17 September 2019

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SHIRE OF DONNYBROOK BALINGUP

LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

Held at the Donnybrook Incident Control Centre (SES Building) on Tuesday, 17 September 2019 at 9.01am.

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson to declare the meeting open at 9:01am, welcome the public gallery and advise them of the meeting procedures.

2 ATTENDANCE

2.1 Committee Members

Organisation	Committee Member		
Donnybrook Balingup Shire	Brian Piesse (Chairperson)		
WA Police	Matt Fogarty (Deputy Chairperson)		
Shire of Donnybrook Balingup	Jessie Cooper		
Bushfire Service	Max Walker		
Fire & Rescue	Ben Anderson		
SES	Carol Vickridge		
Kirup Community	Mick Zwart		
DBCA	Deborah Peachey		
Shire of Donnybrook Balingup	Elaine Clucas (Recovery Co-ordinator)		
Dept of Communities	Roma Boucher		
Shire of Donnybrook Balingup	John Attwood (Recovery Co-ordinator)		
WACHS SW Donnybrook Hospital	Sally Shaw		
Department of Fire & Emergency Services	Steph De Bruin		

2.2 Public Gallery

Shire of Donnybrook Balingup	Leah Ivey
Donnybrook Police	Andrew Hull

2.3 Apologies

Organisation	Committee Member
Shire of Donnybrook Balingup	Ben Rose
St John Ambulance	lan Telfer
Red Cross	Karen Edmeades
Dept Primary Industries & Regional	Tim Stevens
Development	
Donnybrook District High School	James Milne

Dept for Child Protection & Family Support Hellen Hall

3 DECLARATIONS FROM THE PRESIDING MEMBER

Chairperson to deliver the Committee's purpose as follows:

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

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

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the Minutes of the Local Emergency Management Committee Meeting held on the 28 May 2019 be confirmed as a true and accurate record.

Moved: Matt Fogarty Seconded: Elaine Clucas

8 REPORTS

8.1 Individual Committee Member Reports on behalf of representing organisations

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

- 1. Donnybrook Police
 - a. Towards Zero campaign being rolled out across the Shire.
 - b. Held a demonstration for year 10 students for Road Trauma Day. Thanked participants. Have received positive feedback on event.
 - c. Holding a simulation at the Donnybrook District High School tomorrow.
 - d. Fatigue related car crash on Saturday morning. Individual escaped from the car, prior to it catching alight, with no serious injuries. Infringement issued.
 - e. No search activations.

- f. Attended Bibbulmun Track (Grimwade-Lowden) to assist with locating an 83 year old who had become lost. Fortunately he had activated a personal locator beacon. Walker found safe.
- g. Crime Scene Management Training will be held with St John Ambulance. Have already completed the same training with SES in April/May.

2. Donnybrook Volunteer Fire & Rescue Service

- a. See attached.
- b. AVL on new appliance to be made viewable outside of CommCen. Will follow up with A/AO C Beswick. Clarified that AVL is a vehicle GPS tracking device on all firefighting appliances. Runs via satellite or 3G and also contains a duress button/alarm.
- c. fire truck has been transferred to Collie multipurpose bushfire management facility. The new Collie centre is being worked on now. Appliances and people should be available for this fire season.

3. Donnybrook State Emergency Service

- a. Storm event resulted in four calls for assistance. Most serious was a tree leaning against a house. Required assistance from Bridgetown SES for removal due to limited volunteer availability.
- b. SES has lost a couple of volunteers. Have had four recent enquiries about ioining.
- c. No search events within the Donnybrook Balingup Shire. Provided assistance with a search at Bluff Knoll.
- d. Commenced preparation for upcoming bushfire season including equipment checks and burn over training.
- e. New Communications trailer. Any feedback on what SES should carry in this trailer please advise Carol.

4. Department Biosecurity Conservation and Attractions (DBCA) – Blackwood

- a. Sussex block approximately 120 hectares has been burned.
- b. Warner block burn was scheduled for this morning. Cancelled due to incoming bad weather.
- c. Mandatory training begins next week.
- d. Fire roster starts Thursday.
- e. Three permanent staff at Nannup who all work through Kirup office Monday-Friday.
- f. Three deliberately lit fires.
- g. Air attack/ground control training running tomorrow and Thursday if anyone is interested in attending.

5. Donnybrook District Hospital

- a. Holding a 'no notice event' on the 10 October 2019 between 11am-1pm. Invites have been sent out.
- b. Snake bit season approaching. Anti-venom will now be stored onsite and training has been completed for staff.
- c. Congratulations St John Ambulance for receiving Volunteer sub centre of the year 2019.
- 6. Shire of Donnybrook Balingup- Recovery Officer

a. Ongoing activities relating to the Lewana Fire. Advocacy on behalf of affected landowners report was presented to Council last month. A letter has been submitted to WALGA as per the Council resolution.

7. Shire of Donnybrook Balingup- Shire President

- a. Unanimous support at the South West Zone meeting regarding encouraging State Government to take a more compassionate stance towards property owners impacted by State Government activities. WALGA suggested one variation to include any damage caused by State Government activity or incidents rather than limited to damage caused by fire.
- 8. Shire of Donnybrook Balingup- CESM
 - a. Finalising vehicle servicing in preparation for fire season.
 - b. Coordinating mitigation works.
 - c. Attended prescribed burning course.
 - d. Supporting Lewana recovery process with Elaine.
 - e. IMT roles develop and support.
 - f. Training:

Plantation firefighting training x two Structural firefighting training Introduction to Bushfire firefighting

9. Chief Bush Fire Control Officer

- a. Eighteen escaped burns
- b. Eight suspicious fires attended
- c. Two car fires
- d. One power line fire
- e. One gas gun fire
- 10. Department of Fire and Emergency Services Community Preparedness Officer
 - a. Joint South West and Great Southern preparedness session held in August.
 - b. Developing Bushfire Ready in Balingup, will launch prior to Bushfire season.
 - c. IMT upskilling of Volunteers.
 - d. Working on Regional preparedness plans.
 - e. School visits planned in term 4 at Balingup Primary.

11. Bushfire Risk Planning Coordinator

- a. See attached.
- b. An ETA for the spring mitigation burns has yet to be determined. Will need to determine moisture levels.
- c. Confirmed information regarding mitigation burns are made available to the public via the VFRS social media page, Emergency WA and Shire website.

12. Recovery Coordinator

a. Confirmed availability for upcoming fire season.

13. Kirup Community

a. Kirup Fire Station progressing well. Opening likely around end of October.

14. Department Primary Industries and Regional Development

a. As attached.

8.2 Endorsement of the Shire of Donnybrook Balingup Risk Register 2019

Location	Shire of Donnybrook Balingup	
Applicant	N/A	
File Reference	CSV 20	
Author	Jessie Cooper, CESM	
Attachments	8.2 (1) Draft Shire of Donnybrook Balingup Risk Register 2019	
	8.2 (2) Shire of Donnybrook Balingup Risk Register Table	
Voting Requirements	Simple Majority	
Executive Summary	That LEMC provide comment on the draft "Shire of Donnybrook Balingup Risk Register 2019" dated February 2019, as per Attachment 8.2 (1) That LEMC endorse the "Shire of Donnybrook Balingup Risk Register 2019" subject to modifications being made.	

STRATEGIC ALIGNMENT

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

Outcome	Strategy	Action No.	Actions
3.3 A safe and healthy community environment for all ages	Support a safe, healthy and active community	3.3.3.3	Support local State Emergency Services and facilitate Local Emergency Management Committee
			_

BACKGROUND

In 2013, the State Emergency Management Committee (SEMC) initiated the State Risk Project, which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels.

The Shire of Donnybrook Balingup participated in the local level phase of the project by attendance at workshops which commenced in 2017.

Outcome of the local level workshops allowed for the Shire of Donnybrook Balingup Risk Register 2019 (Attachment 8.2(1)) to be developed.

The Risk Register 2019 was designed as per the State Emergency Management Policy Statement 3.2.6 and undertaken in accordance with the Western Australian Emergency Risk Management Guideline, which is aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines. Furthermore, the Risk Register has been developed, led and administrated by key stakeholders who;

1. Are affected by the impacts of an emergency event

- Contribute specialist knowledge to the process
- 3. Have jurisdictional authority for the specific hazards and/or elements at risk

The Shire of Donnybrook Balingup Risk Register 2019 document will become an attachment to the Shire's Local Emergency Management Arrangements.

DETAILS

The Shire of Donnybrook Balingup top 5 risks were identified as bushfire, severe storm, flood, human epidemic and electrical supply disruption.

Risk assessment local level workshops were held on the following dates:

29 August 2017 - Severe Storm and Flood

3 October 2017 – Human Epidemic and Electrical Supply Disruption

12 September 2017 - Bushfire

The Shire of Donnybrook Balingup Risk Register 2019 provides a summary of the Local; Community based; Risk Assessment that was undertaken by the Shire of Donnybrook Balingup throughout a period of August 2017 - October 2017.

The results of Risk Assessments across five specific hazards Bushfire, Flood, Storm, Electrical Supply Disruption, and Human Epidemic are demonstrated further in the document.

The Risk Assessments used in regards to these hazards is limited by stakeholder knowledge and opinion of the Community in which the assessments were held. Field experts were used where possible during this process.

Risks requiring treatment have been identified in the document and highlighted in red. These risks will be noted by SEMC. If there are similar risks across the state requiring treatment, it will be handled at a state level.

The table (Attachment 8.2 (2)) details areas where this Risk Register requires comments from key stakeholders. LEMC are requested to provide these comments.

CONSULTATION

Stakeholders from SEMC, Office of Emergency Management, WA Police, Fire and Rescue, State Emergency Services, DPAW, Donnybrook Hospital, Water Corporation, Western Power and Shire representatives were in attendance at workshops to provide input.

Mr Vikram Cheema, District Emergency Management Advisor - South West Office of Emergency Management also provided input into the draft plan at its compilation stage.

FINANCIAL IMPLICATIONS

The Shire obtained AWARE funding of \$4,000 (Ex-GST) in July 2017 to write the Risk Register 2019. This project was fully funded by the AWARE program.

POLICY COMPLIANCE

The Risk Register 2019 was designed as per the State Emergency Management Policy Statement 3.2.6 and undertaken in accordance with the Western Australian Emergency Risk Management Guideline.

STATUTORY COMPLIANCE

The Emergency Risk Management (ERM) process is mandated by the Emergency Management Act 2005.

RECOMMENDATION

That LEMC provide comment on the draft "Shire of Donnybrook Balingup Risk Register 2019", as per Attachment 8.2 (1)

Changes:

Page 5 – remove reference to dairy farming no longer any dairy farming activity within the Shire.

Page 16 – Phil Brandrett's name misspelt

That LEMC endorse the "Shire of Donnybrook Balingup Risk Register 2019" subject to modifications being made.

Moved: Matt Fogarty Seconded: Max Walker

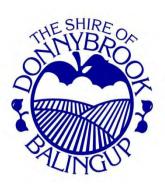
9 OTHER BUSINESS

Nil

10 CLOSURE OF MEETING

The Chairperson to advise that the date of the next Local Emergency Management Committee meeting will be held on the 26 November 2019, commencing at 09.00.

The Chairperson declared the meeting closed at 10:14hrs



Risk Register 2019





LEMC endorsement date: 17 September 2019

Full review required: 2023

Maintained by: Manager Development and

Environmental Services

Shire of Donnybrook-Balingup

Tel: 9780 4200

Fax: 9731 1677

Email: shire@donnybrook.wa.gov.au

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	Annexure 1 – Shire of Donnybrook-Balingup State Risk Project - Local R	isk Register

Executive Summary

This report provides a summary of the Local; Community based; Risk Assessment that was undertaken by the Shire of Donnybrook - Balingup throughout a period of August 2017 - October 2017. The Emergency Risk Management (ERM) process; mandated by the Emergency Management Act 2005 and as part of the process of the LEMA review; was designed to allow consistent and comparable risk assessments across all Local Governments.

This Risk Register was designed as per the State Emergency Management Policy Statement 3.2.6 and undertaken in accordance with the Western Australian Emergency Risk Management Guideline, which is aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines. Furthermore the Risk Register has been developed, led and administrated by key stakeholders who;

- 1. Are affected by the impacts of an emergency event
- 2. Contribute specialist knowledge to the process
- 3. Have jurisdictional authority for the specific hazards and/or elements at risk

The results of Risk Assessments across five specific hazards Bushfire, Flood, Storm, Electrical Supply Disruption, and Human Epidemic are demonstrated further in this document.

The Risk Assessments used in regards to these hazards is limited by stakeholder knowledge and opinion of the Community in which the assessments were held. Field experts were used where possible during this process.

Risk Assessment Workshops – Shire of Donnybrook-Balingup

Hazard Assessment	Date of Risk Assessment Workshops
Bushfire	12 September 2017
Storm	29 August 2017
Flood	29 August 2017
Human Epidemic	3 October 2017
Electrical Supply Disruption	3 October 2017
Risk Assessment Coordinator	Vik Cheema (District Emergency
	Management Advisor, SEMC)
Risk Assessment Facilitator	Shire of Donnybrook-Balingup (Local
	Government)

Tailored Risk Criteria elements used in the risk assessment workshops:				
Population 5,906				
Gross Area Product	\$241,000,000			

Bushfire Hazard

Scenario Summary

History

Balingup is a town in the South West of Western Australia, 241 kilometres (150 miles) south of the state capital, Perth, and 31 kilometres (19 miles) southeast of the town of Donnybrook with a population of approx. 450 people.

The town is located on the South Western Highway. It originally had a train station on the railway line, opened in 1898, the same year the town was gazetted.

Balingup was known in the twentieth century for fruit and vegetable growing, and more recently for beef cattle.

Balingup hosts annual rural festivals, primarily the Small Farm Field Day (late April) and Medieval Carnivale (August).

Balingup is also one of the few towns through which the Bibbulmun Track passes.

Balingup is also the home of local artist Sally Darling, who specialises in portraits and Japanese paintings. The historic Southampton homestead is nearby.

A bushfire swept through the area in 2013 reducing the Southampton homestead to ruins however the Balingup Town site has had no significant bushfires recorded in the past 35 years.

Scenario

The small farm field day is under-way, bringing an influx of approx. 9000 people. Additionally, preparations for the Anzac Day are also underway. Accommodation premises are at full capacity with camping grounds also full, tents are erected for stalls and tractors / machinery and cars line the streets and the South Western Highway.

Significant amount of families with young children have congregated at Balingup for this event during school holidays. There is also a large amount of livestock as part of the festivities.

At 1030 hours, a fire has been reported in the north east corner of the Balingup Plantation, 3 kilometers north east of the Balingup Town Site. It is already 5 hectares in size and travelling at a rate of spread of 80 meter per hours.

Local Volunteer Bushfire Brigade from Balingup is dispatched immediately and arrive on scene at approx. 1100 hours. Crews have been activated from the Parks and Wildlife (Kirup) and will arrive onsite at approx. 1145 hours. Local Volunteer Bushfire Brigade have been unable to control the fire when P&W arrive. P&W water bombers were stood down on the 20th April and are no longer available.

Department of Fire and Emergency Services (DFES), Local South West Regional Duty Coordinator has been updated with information from the DFES Communication Centre.

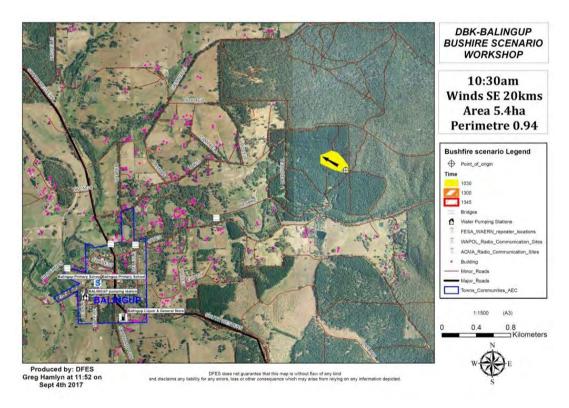


Figure 1 – Fire reported in the NE corner of the Balingup Plantation 3kms NE of the Balingup Town Site.

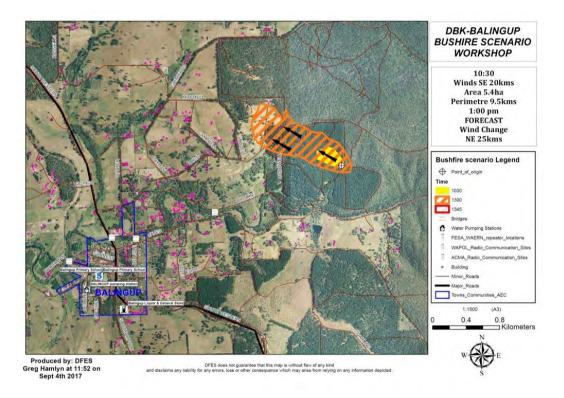


Figure 2 - Spread of fire

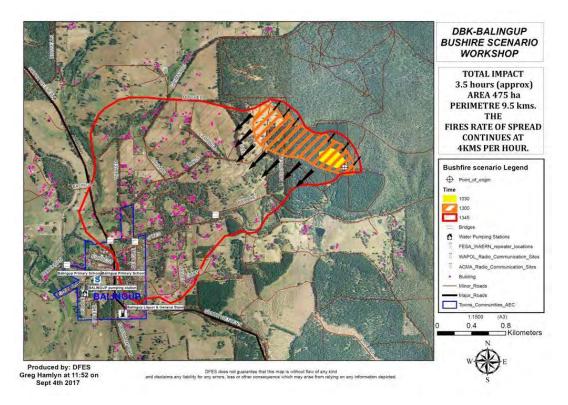


Figure 3 – Fire unable to be controlled. Water bombers no longer available

Weather

The Shire of Donnybrook-Balingup has experienced one of the driest summers on record, it is April 22nd and there has been no significant rain since November the previous year. The days looking to be fine and hot with temperatures reaching maximum 34 degrees, relative humidity 28%, winds south easterly at 15-20 km/hr in the morning turning north easterly 20-25 km/hr in the afternoon.

Rain is forecast for the 25th April.

Risk Identification

Hazard	Risk	Risk Priority	Treat Options – If Applicable
		Level	
Bushfire	There is a risk that bushfire will impact the health of	3	Treat (recommended action)
	people and cause death(s).		
Bushfire	There is a risk that bushfire will impact the health of	3	Treat (recommended action)
	people and cause injury and/or serious illness.		
Bushfire	There is a risk that bushfire will impact private	3	Treat (recommended action)
	buildings and contents, resulting in financial losses.		
Bushfire	There is a risk that bushfire will impact commercial	3	Consider Treating
	buildings, contents and services resulting in		
	financial losses.		
Bushfire	There is a risk that bushfire will close main road	3	Consider Treating
	transport routes for a period of time resulting in		
	financial losses to the local government district.		
Bushfire	There is a risk that bushfire will impact bridges, or	3	
	approaches to bridges, such that sections of roads		
	will be closed, resulting in recovery costs and		
	financial losses.		

Bushfire	There is a risk that bushfire will impact aspects that	3	Consider Treating
	support the tourism industry (such as access routes,		
	facilities, caravan parks, wineries, orchards, camp		
	sites, motels, food, places of interest and fuel		
	outlets) resulting in costs to the local government		
	district and financial losses.		
Bushfire	There is a risk that bushfire will impact horticultural	3	Consider Treating
	industry infrastructure, (including impact to		
	buildings, fences, shade houses, bird netting and		
	irrigation equipment) resulting in financial losses.		
Bushfire	There is a risk that bushfire will impact on	3	Treat (recommended action)
	crops/cropping/plantations in the local government		
	district (and consequently on the expected harvest),		
	resulting in financial losses.		
Bushfire	There is a risk that bushfire will require recovery	3	Consider Treating
	works to be undertaken by Local Governments,		
	impacting on their ability to maintain core services.		
Bushfire	There is a risk that bushfire will impact power	3	Consider Treating
	infrastructure, causing power outages which will		
	impact the ability to maintain core services.		

Bushfire	There is a risk that bushfire will impact the health of residents in the area and cause death or serious	3	Consider Treating
	injury/illness, impacting the wellbeing of the		
	community.		
Bushfire	There is a risk that bushfire will cause displacement,	3	Consider Treating
	death or injury to domestic animals, impacting the		
	wellbeing of the community.		
Bushfire	There is a risk that bushfire will affect the day to day	3	Consider Treating
	functionality of educational facilities.		
Bushfire	There is a risk that bushfire will affect day to day	3	Consider Treating
	functionality of facilities for vulnerable people (aged,		
	childcare, disability)		
Bushfire	There is a risk that bushfire will impact heritage	3	Treat (recommended action)
	buildings, resulting in a loss of cultural significance.		
Bushfire	There is a risk that bushfire will impact Art Galleries,	3	Treat (recommended action)
	Museums, Libraries, LG Buildings, resulting in loss		
	of objects of cultural significance.		
Bushfire	There is a risk that bushfire will impact the	3	Consider Treating
	aesthetics of the area, resulting in a loss of		
	community identity and wellbeing.		

Bushfire	There is a risk that bushfire will result in the	3	Consider Treating
	breakdown of community social networks		
Bushfire	There is a risk that bushfire will cause emergency	4	
	services (including ambulance and medical		
	transport services such as RFDSWA) to be		
	overwhelmed, resulting in further deaths directly		
	attributable to the hazard event.		
Bushfire	There is a risk that bushfire will result in recovery	4	
	activities, resulting in costs to the local government		
	district.		
Bushfire	There is a risk that bushfire will impact on livestock	4	
	(e.g. through death/injury/lack of pasture), resulting		
	in financial losses.		
Bushfire	There is a risk that bushfire will cause contamination	4	
	to the surrounding environment from the release of		
	toxic substances (e.g. of non-natural materials such		
	as asbestos) resulting in financial losses		
Bushfire	There is a risk that bushfire will cause a surge in the	4	
	population of non native flora and fauna which will		
	result in negative impacts on native flora and fauna.		

Bushfire	There is a risk that bushfire will impact mobile and	4	
	landline communication infrastructure, causing		
	communications failures which will impact on the		
	ability to maintain core services.		
Bushfire	There is a risk that bushfire will impact transport	4	
	infrastructure preventing or delaying emergency		
	services from providing assistance.		
Bushfire	There is a risk that bushfire will result in	4	
	reduction/loss of potable water, resulting in reduced		
	services. (e.g. due to power outages)		
Bushfire	There is a risk that bushfire will cause power	4	Consider Treating
	outages and communication failures resulting in		
	lack of timely public information, warnings and		
	general communication which will impact on the		
	wellbeing of the community.		
Bushfire	There is a risk that bushfire will impact on native	5	
	vegetation and result in degradation of aesthetics in		
	the area.		
Bushfire	There is a risk that bushfire will impact the health of	5	
	wildlife		

Bushfire	There is a risk that bushfire will impact flora in the	5	
	local government district.		
Bushfire	There is a risk that bushfire will cause contamination	5	
	to the surrounding environment from the release of		
	toxic substances (e.g. of non-natural materials).		
Bushfire	There is a risk that bushfire will impact emergency	5	
	service response buildings and facilities, impacting		
	the ability to maintain core services.		
Bushfire	There is a risk that bushfire will impact arterial road	5	
	networks, resulting in a disruption to the supply of		
	essential goods and services.		
Bushfire	There is a risk that bushfire will result in isolation of	5	
	towns in the local government district, leading to re		
	supply efforts of basic needs, food, water, medical		
	and fuel, affecting the ability to function as a		
	community.		
Bushfire	There is a risk that bushfire will impact sewerage		Further investigation required – seek
	systems, impacting the ability to maintain core		comment from key stakeholders
	services. (e.g. due to power outages)		
Bushfire	There is a risk that bushfire will impact the health of		Further investigation required – seek
	residents in the area and cause death or serious		comment from key stakeholders.

14

injury/illness,	impacting the wellbe	g of the	
community.			

Risk Register February 2019

Risk Profile Analysis

The Shire of Donnybrook-Balingup is prone to small scale bushfire throughout the November to April period. These fires start by machinery, inattention during burning operations or lightning strike.

The scenario posed; despite the low probability; is both plausible and possible in the conditions stated. The risk itself is real and has the potential to devastate the town of Balingup.

The assessment has listed this risk with an average score of 3.67 making the risk medium priority to the Shire of Donnybrook-Balingup.

The following priorities were found to be the most concern to the wider community within the Shire;

- Community displacement through death and serious illness
- Economic loss within private sector
- Economic loss of infrastructure
- Economic loss within agricultural sector
- Loss of buildings of cultural significance

Attendance

Name	Agency
Leigh Guthridge	Manager, Development and
	Environmental Services, Shire of
	Donnybrook-Balingup
Paul Robins	Senior Ranger, Shire of Donnybrook-
	Balingup
Vik Cheema	District Emergency Management
	Advisor, SEMC
Michael Danks	WA Police
Ben Anderson	Fire and Rescue
Carol Vickridge	SES
Deb Peachey	DPAW
Robin Armstrong	Donnybrook Hospital
Phil Brandett	DFES
Steph de Bruin	DFES
Mick Zwart	Kirup Community
Peter Buckley	Water Corporation

Flood

Scenario Summary

During the 1961 – 1990 climatological baseline period, southwest Western Australia typically had hot summers with very low rainfall. The region as a whole averages just 50.4 mm over December to February. For February, the climatological average is just 18.7 mm, with only five instances of rainfall above 50 mm for the month, and one instance of rainfall over 100 mm (172.17 mm in 1955).

A low that formed off the west Kimberley coast developed as it moved to the west reaching cyclone intensity on 20 January (TC Bianca) well north of the Pilbara coast. Bianca intensified reaching category 4 intensity early on 24 January well to the west northwest of Exmouth. On 28 January, Bianca weakened to tropical low owing to increasing wind shear as it moved southwards. Between 30 January and 4 February, a cloud band associated with the TC Bianca, brought significant rainfall to western and central areas of the South West Land Division, including parts of the Central West, and South West including Perth. During this period, the BOM issued number of flood watch and flood warnings for the South West Land Division.

Daily falls between 50 mm and 100 mm were recorded between 30 January and 4 February, with the highest daily total being 140.2 mm at Collie East in the South West on the 2 February.

Four-day rainfall totals from 30 January to 2 February 2017 were between 150 mm and 200 mm in the southwest with Collie East recording the highest official total of 195.5 mm.

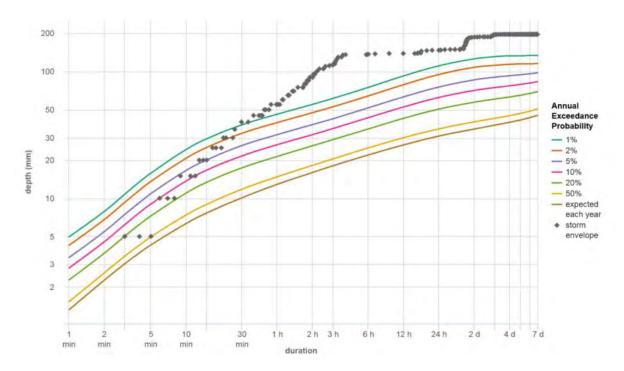


Figure 4. Rainfall Intensity–Frequency–Duration diagram for Collie East TBRG, comparing the highest rainfall intensities during the event (grey diamonds) to annual exceedance probabilities.

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Site	River	Station Name	Time/Date	Max Rec Level	Date
	Collie River	Mungalup	30/01/2018	14.625	23-Jan-82
612002		Tower	10:00		20 04.1. 02
	Brunswick River		30/01/2018	11.668	22JAN198
612022		Sandalwood	10:00		
	Preston River	Boyanup	30/01/2018	13.865	29-Aug-14
611004		Bridge	10:00		20 / tag 1 1
	Capel River		30/01/2018	14.334	15-Jul-67
610219		Yates Bridge	10:00		
	Margaret River		30/01/2018	12.113	25-Jun-88
610001	3	Willmots Farm	10:00		
	Cowaramup		30/01/2018	11.389	16-Jul-16
610029	Brook	Gracetown	10:00		
610014	Vasse Diversion	D/S Hill Rd	30/01/2018	14.18	3-Jul-99
	Drain		10:00		
	Preston River		30/01/2018	14.273	22-Aug-11
611006		Donnybrook	10:00		

Table 1. River Monitoring Stations data on 30 January 2018

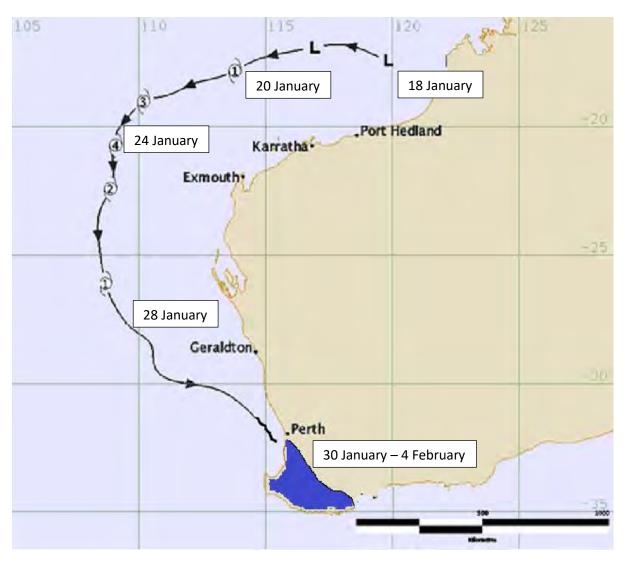


Figure 5. TC Bianca track and rain impact (blue) in the SW with a 50-100mm daily average rainfall

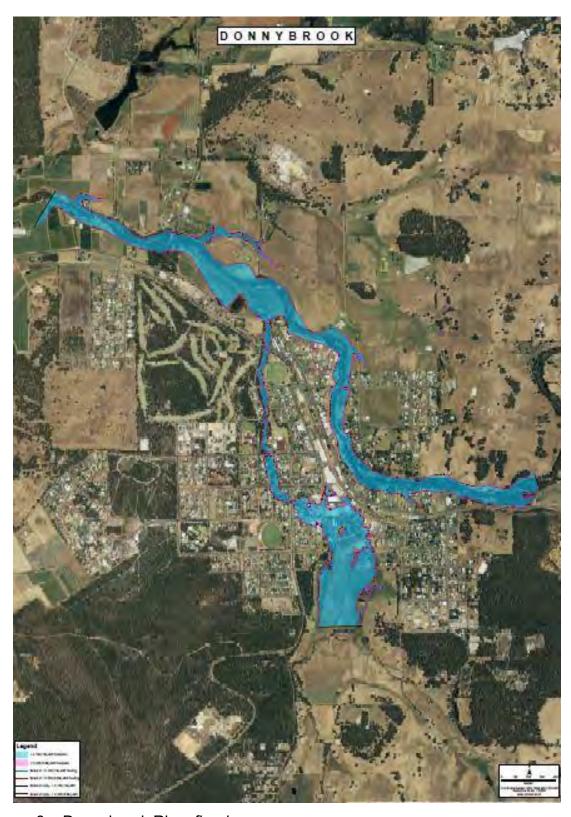


Figure 6 – Donnybrook River flood area

Risk Identification

Hazard	Risk	Risk Priority Level	Treat Options – If Applicable
Flood	There is a risk that flood will impact the health of people and cause death(s).	3	Treat (recommended action)
Flood	There is a risk that flood will impact the health of people and cause injury and/or serious illness.	3	Consider Treating
Flood	There is a risk that flood will damage commercial buildings, contents and services which in turn causes business interruption, business failures and loss of employment.		Treat (recommended action)
Flood	There is a risk that flood will damage transport infrastructure such as roads and rail, resulting in recovery costs.	3	Consider Treating
Flood	There is a risk that flood will cause damage to bridges, or approaches to bridges such that sections of many roads will be closed, causing recovery costs and transport route disruption incurring losses.	3	Treat (recommended action)

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Flood	There is a risk that flood will result in loss of potable	3	Consider Treating
	water supply due to damage to infrastructure (dams,		
	piping, bores) resulting in financial costs.		
Flood	There is a risk that flood will cause disruption to	4	Consider Treating
	major freight routes, resulting in financial losses.		
Flood	There is a risk that flood will cause damage to	4	
	aspects that support the tourism industry (such as		
	access routes, facilities, caravan parks, motels,		
	food/fuel outlets, orchardists) resulting in a		
	downturn in the tourism industry across the district.		
Flood	There is a risk that flood will damage crops resulting	4	Consider Treating
	in financial losses.		
Flood	There is a risk that flood will impact mobile and	4	
	landline communication infrastructure, impacting		
	their ability to deliver core services.		
Flood	There is a risk that flood will impact potable water	4	Consider Treating
	supply, impacting their ability to deliver core		
	services.		
Flood	There is a risk that flood will impact sewerage	4	Consider Treating
	systems, impacting their ability to deliver core		
	services.		

Flood	There is a risk that flood will cause emergency	5	
	services (including ambulance and medical		
	transport services) to be overwhelmed, resulting in		
	further deaths directly attributable to the hazard		
	event.		
Flood	There is a risk that flood will cause health services	5	
	(e.g ICU units, hospitals, remote nursing posts,		
	small country hospitals, clinics) to be overwhelmed,		
	resulting in further deaths directly attributable to the		
	hazard event.		
Flood	There is a risk that flood will damage private	5	
	buildings and contents, resulting in financial losses		
Flood	There is a risk that flood will cause damage to power	5	
	infrastructure resulting in recovery costs and		
	financial losses.		
Flood	There is a risk that flood will cause damage to	5	
	sewerage systems, resulting in recovery costs.		
Flood	There is a risk that flood will impact flora and fauna	5	
	in the local government district.		
Flood	There is a risk that flood will destroy or harm	5	
	protected flora and fauna in National Parks.		

Flood	There is a risk that flood will cause significant soil erosion.	5	
Flood	There is a risk that flood will cause debris and pollutants to flow into marine and/or estuarine/riverine environments, causing contamination and/or impacting ecosystems.	5	
Flood	There is a risk that flood will cause the spread of vegetative diseases.	5	
Flood	There is a risk that flood will require recovery works to be undertaken by Local Government, impacting their ability to deliver core services.	5	
Flood	There is a risk that flood will cause an increased demand (surge) on emergency services (fire, police, ambulance), impacting their ability to deliver core services	5	
Flood	There is a risk that flood will cause an increased demand on CPFS, impacting their ability to deliver core services.		
Flood	There is a risk that flood will cause an increased demand (surge) on WA health services, impacting their ability to deliver core services.	5	

	Flood	There is a risk that flood will impact emergency	5	
		service response buildings and facilities, impacting		
		their ability to deliver core services.		
	Flood	There is a risk that flood will impact power	5	
		infrastructure, impacting their ability to deliver core		
		services.		
	Flood	There is a risk that flood will impact on home-based	5	
		services and service providers (such as meals on		
		wheels, silverchain, WACHS, home care		
		provisions).		
	Flood	There is a risk that flood will impact the health of	5	
		residents and cause death or serious injury/illness,		
		impacting the wellbeing of the district community.		
	Flood	There is a risk that will flood cause damage to	5	
		residential dwellings and contents, impacting the		
		wellbeing of the district community.		
Ī	Flood	There is a risk that flood will result in damage to	5	
		commercial retail outlets and service providers,		
		impacting the availability of basic commercial		
		products and services.		
- 1				

	Flood	There is a risk that flood will result in short term (<14	5	
		days) displacement due to evacuation away from		
		people's homes and work places which will result in		
		dispersal of the community.		
	Flood	There is a risk that flood will result in long term (>14	5	
		days) displacement due to evacuation away from		
		people's homes and work places which will result in		
		dispersal of the community.		
	Flood	There is a risk that flood will affect the day to day	5	
		functionality of educational facilities.		
	Flood	There is a risk that flood will affect the day to day	5	
		functionality for vulnerable people (aged, childcare,		
		disability).		
	Flood	There is a risk that flood will impact existing social	5	
		services (NGOs, Lions, Rotary, Salvation Army,		
		CWA, Red Cross, other volunteer organisations).		
	Flood	There is a risk that flood will lead to towns becoming	5	
		isolated with limited services and supplies for an		
		extended period of time, affecting their ability to		
		function as a community.		
1				

Flood Ther	Flood There is a risk that flood will impact tourism in the		
area	, affecting the community wellbeing.		

29 February 2019

Risk Profile Analysis

The assessment has listed this risk with an average score of 4.54 making the risk low priority to the Shire of Donnybrook – Balingup.

While flooding is considered low risk, the following priorities were found to be the most concern to the wider community within the Shire;

- Community displacement through death
- Economic loss within business sector
- Economic loss of infrastructure

Attendance

Name	Agency
Leigh Guthridge	Manager, Development and
	Environmental Services, Shire of
	Donnybrook-Balingup
Paul Robins	Senior Ranger, Shire of Donnybrook-
	Balingup
Russell Jones	Works Supervisor, Shire of
	Donnybrook-Balingup
John Attwood	Recovery Coordinator, Shire of
	Donnybrook-Balingup
Peter Thomas	DO Emergency Management, DFES
	LSW
Ryan Vanderheide	OIC, South West Police
Kerry Winsor	Regional Director, WACHS
Ronan O'Mara	Western Power
Heather Taylor	Program Leader – Hazards,
	Vulnerabilities & Risk, Office of
	Emergency Management
Roma Boucher	District Emergency Services Officer,
	Department of Communities

Severe Storm

Scenario Summary

A series of low pressure systems and cold fronts crossed southwest Western Australia from 11 to 12 August 2017 resulting in significant damage in the region.

Four tornadoes were observed with affecting various locations causing extensive localised damage. Significant wind gusts that were some of the highest on record for the region caused an unprecedented number of power outages to mainly western parts of the Southwest Land Division (SWLD), and unusually high sea levels as a result of storm surges caused localised coastal and estuarine inundation.

Tornado events on 11 August

A trough off the west coast of the SWLD associated with a quasi-stationary low to the southwest of the state gradually moved eastward over land during the morning of 11 August. Severe thunderstorms developed on the trough and moved over the Lower West and neighbouring districts in the late morning and early afternoon, and a number of tornados were reported just after midday. These tornadoes caused Significant damage to properties including business, infrastructure including electricity distribution, local and state roads etc. Western Power reported up to 30, 000 homes lost power as a result of the storm/tornado event.

Tornadoes are a regular feature of winter weather in southwest Western Australia with an average of approximately six reported each year; however, these tornadoes are normally associated with the passage of cold fronts. In this instance, the tornadoes were not associated with a cold front, which is highly unusual in winter in southwest Western Australia.

Wind and storm surge event on 12 August

A rapidly deepening tropical low off the northwest coast of Western Australia moved south-southeastward close to the west coast during the morning on 12 August before the centre of the low crossed the Southwest district during the afternoon. Very windy

conditions were observed in the Lower West, Southwest, and South Coastal districts with numerous sites observing wind gusts in excess of 90 km/h (Table 1). The highest recorded wind gust during the event was 146 km/h at Cape Naturaliste at 1345 WST, which is the strongest wind gust observed at the site in almost 10 years of recording (daily maximum wind gust records commenced in 2003), and the 4th strongest wind gust on record in Western Australia in the May to August ("winter") period (noting higher wind gusts are common in the north in summer associated with tropical cyclones). Widespread property damage was reported in western parts of the SWLD with a significant number of trees downed. Western Power reported that unprecedented damage occurred to the electricity supply grid southwest of a line from Geraldton to Ravensthorpe where the network of more than 90,000 kilometres of power lines was significantly affected. In the south west, more than 50,000 homes lost power after 500 power lines were brought down due to the storm. Widespread rain was reported through western parts of Western Australia as result of the cloudband associated with the low pressure system. A significant storm surge was reported along the SWLD west coast on the 12th as sea levels up to approximately 0.8 m above the Highest Astronomical Tide (HAT) were recorded (Table 2).

Additional Information

Busselton recorded a sea level of 0.83 m above the HAT, but despite the unusually high sea levels, impacts were generally minor with localised inundation reported at the Port Geographe marina near Busselton. For comparison, the passage of tropical cyclone Alby in April 1978 caused a storm surge 1 m above the HAT at Busselton with significant coastal inundation and resultant damage.

Table 2

Site	Station	District	Max. Wind	Max. Wind	Time of
Number	Name		Gust	Gust	Gust
			(km/h)	Direction	(WST)
009519	Cape	Southwest	146	SW	1345
	Naturaliste				
009937	Busselton	Southwest	135	WSW	1415
	Jetty				
009193	Rottnest	Lower West	119	WNW	1334
	Island				
009977	Mandurah	Lower West	119	W	1404
009256	Garden	Lower West	117	W	1356
	Island				
010916	Katanning	Great	117	NW	1610
		Southern			
009965	Bunbury	Southwest	111	WSW	1434
009538	Swellingup	Lower West	107	W	1434
	Forestry				
009603	Busselton	Southwest	106	SW	1420
	Aero				

Table 3

Location	Residual	Time of	Tide Peal	HAT (m)	Height
	Tide	Highest	(m)		Above
	(storm	Residual			HAT (m)
	surge) (m)	Tide (WST)			
Harvey	0.70	2300	n/a	n/a	n/a
Estuary					
Peel Inlet	0.60	2330	n/a	n/a	n/a
Bunbury	1.21	1455	2.00	1.23	0.77
Busselton	1.28	1425	2.27	1.44	0.83

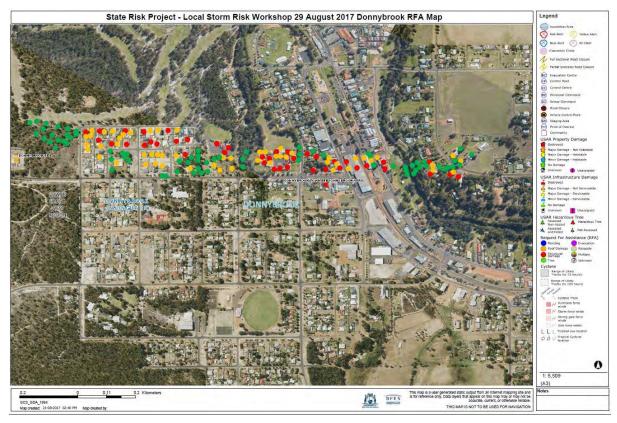


Figure 7 – Area of request for assistance.

Risk Identification

Hazard	Risk	Risk Priority	Treat Options – If Applicable
		Level	
Severe	There is a risk that severe storm will impact the	3	Treat (recommended action)
Storm	health of people and cause death(s).		
Severe	There is a risk that severe storm will impact the	3	Treat (recommended action)
Storm	health of people and cause injury and/or serious		
	illness.		
Severe	There is a risk that severe storm will cause	3	Treat (recommended action)
Storm	emergency services (including ambulance and		
	medical transport services) to be overwhelmed,		
	resulting in further deaths directly attributable to the		
	hazard event.		
Severe	There is a risk that severe storm will cause health	3	Treat (recommended action)
Storm	services (e.g. ICU units, hospitals, remote nursing		
	posts, small country hospitals, clinics) to be		
	overwhelmed, resulting in further deaths directly		
	attributable to the hazard event.		
Severe	There is a risk that severe storm will damage	3	Treat (recommended action)
Storm	commercial buildings, contents and services which		

	in turn causes business interruption, business		
	failures and loss of employment.		
Severe	There is a risk that severe storm will damage crops	3	Treat (recommended action)
Storm	resulting in financial losses.		
Severe	There is a risk that severe storm will impact mobile	3	Treat (recommended action)
Storm	and landline communication infrastructure,		
	impacting their ability to deliver core services.		
Severe	There is a risk that severe storm will cause damage	4	Consider Treating
Storm	to power infrastructure resulting in recovery costs		
	and financial losses.		
Severe	There is a risk that severe storm will damage private	4	Consider Treating
Storm	buildings and contents, resulting in financial losses		
Severe	There is a risk that severe storm will cause damage	4	
Storm	to bridges, or approaches to bridges such that		
	sections of many roads will be closed, causing		
	recovery costs and transport route disruption		
	incurring losses.		
Severe	There is a risk that severe storm will cause	4	Consider Treating
Storm	disruption to major freight routes, resulting in		
	financial losses.		

Severe	There is a risk that severe storm will cause damage	4	Consider Treating
Storm	to aspects that support the tourism industry (such as		
	access routes, facilities, caravan parks, motels,		
	food/fuel outlets, orchardists) resulting in a		
	downturn in the tourism industry across the district.		
Severe	There is a risk that severe storm will cause an	4	
Storm	increased demand on CPFS, impacting their ability		
	to deliver core services.		
Severe	There is a risk that severe storm will impact potable	4	Consider Treating
Storm	water supply, impacting their ability to deliver core		
	services.		
Severe	There is a risk that severe storm will impact	4	Consider Treating
Storm	sewerage systems, impacting their ability to deliver		
	core services.		
Severe	There is a risk that severe storm will impact on	4	
Storm	home-based services and service providers (such		
	as meals on wheels, silverchain, WACHS, home		
	care provisions).		
Severe	There is a risk that severe storm will result in	4	
Storm	damage to commercial retail outlets and service		

	providers, impacting the availability of basic commercial products and services.		
Severe	There is a risk that severe storm will result in short	4	
Storm	term (<14 days) displacement due to evacuation		
	away from people's homes and work places which		
	will result in dispersal of the community.		
Severe	There is a risk that severe storm will result in long	4	
Storm	term (>14 days) displacement due to evacuation		
	away from people's homes and work places which		
	will result in dispersal of the community.		
Severe	There is a risk that severe storm will affect the day	4	
Storm	to day functionality of educational facilities.		
Severe	There is a risk that severe storm will affect the day	4	
Storm	to day functionality for vulnerable people (aged,		
	childcare, disability).		
Severe	There is a risk that severe storm will impact	4	
Storm	tourism in the area, affecting the community		
	wellbeing.		
Severe	There is a risk that severe storm will damage	5	
Storm	transport infrastructure such as roads and rail,		
	resulting in recovery costs.		

Severe	There is a risk that severe storm will cause damage	5	
Storm	to sewerage systems, resulting in recovery costs.		
Severe	There is a risk that severe storm will result in loss of	5	
Storm	potable water supply due to damage to		
	infrastructure (dams, piping, bores) resulting in		
	financial costs.		
Severe	There is a risk that severe storm will impact flora and	5	
Storm	fauna in the local government district.		
Severe	There is a risk that severe storm will destroy or harm	5	
Storm	protected flora and fauna in National Parks.		
Severe	There is a risk that severe storm will cause	5	
Storm	significant soil erosion.		
Severe	There is a risk that severe storm will cause debris	5	
Storm	and pollutants to flow into marine and/or		
	esturine/riverine environments, causing		
	contamination and/or impacting ecosystems.		
Severe	There is a risk that will cause the spread of	5	
Storm	vegetative diseases.		
Severe	There is a risk that severe storm will require	5	
Storm	recovery works to be undertaken by Local		

	Government, impacting their ability to deliver core		
	services.		
Severe	There is a risk that severe storm will cause an	5	
Storm	increased demand (surge) on emergency services		
	(fire, police, ambulance), impacting their ability to		
	deliver core services		
Severe	There is a risk that severe storm will cause an	5	
Storm	increased demand (surge) on WA health services,		
	impacting their ability to deliver core services.		
Severe	There is a risk that severe storm will impact	5	
Storm	emergency service response buildings and facilities,		
	impacting their ability to deliver core services.		
Severe	There is a risk that severe storm will impact power	5	
Storm	infrastructure, impacting their ability to deliver core		
	services.		
Severe	There is a risk that severe storm will impact the	5	
Storm	health of residents and cause death or serious		
	injury/illness, impacting the wellbeing of the district		
	community.		

Severe	There is a risk that severe storm will cause damage	5	
Storm	to residential dwellings and contents, impacting the		
	wellbeing of the district community.		
Severe	There is a risk that severe storm will impact existing	5	
Storm	social services (NGOs, Lions, Rotary, Salvation		
	Army, CWA, Red Cross, other volunteer		
	organisations).		
Severe	There is a risk that severe storm will lead to towns	5	
Storm	becoming isolated with limited services and supplies		
	for an extended period of time, affecting their ability		
	to function as a community.		

Risk Profile Analysis

Severe and unanticipated storms can occur with very little warning. Due to the geography of the Shire; low lying agricultural lands, severe storms can cause fires due to lightning strike or inundation due to extensive rainfall. These events pose a significant threat to the Shire of Donnybrook-Balingup.

Available data identifies 11 storm incidents occurring in the Shire of Donnybrook-Balingup since 1 July 2010. Evidence suggests the storm incidents that have generated impacts on the Shire of Donnybrook-Balingup occurred during the winter seasons of 2011, 2012, 2013 and 2015. This includes the largest storm events in 2012/13 that caused widespread power outages across the south west land division.

The assessment has listed storm risk with an average score of 4.2 making the risk low priority to the Shire of Donnybrook-Balingup.

The following priorities were found to be the most concern to the wider community within the Shire:

- Community displacement through death and serious illness. Emergency services and health services becoming overwhelmed
- Economic loss within business sector
- Economic loss within agricultural sector
- Loss of communication infrastructure

Attendance

Name	Agency
Leigh Guthridge	Manager, Development and
	Environmental Services, Shire of
	Donnybrook-Balingup
Paul Robins	Senior Ranger, Shire of Donnybrook-
	Balingup
Russell Jones	Works Supervisor, Shire of
	Donnybrook-Balingup
John Attwood	Recovery Coordinator, Shire of
	Donnybrook-Balingup
Peter Thomas	DO Emergency Management, DFES
	LSW
Ryan Vanderheide	OIC, South West Police
Kerry Winsor	Regional Director, WACHS
Ronan O'Mara	Western Power
Heather Taylor	Program Leader – Hazards,
	Vulnerabilities & Risk, Office of
	Emergency Management
Roma Boucher	District Emergency Services Officer,
	Department of Communities

Electrical Supply Disruption

Scenario Summary

- Two significant cold fronts over a 4 day period
- Major impact on the distribution and transmission network
- Electricity supply disruption from 4-10 days across the South West
- Storm headed towards Albany

Storm Day 1 – 24 August 2017

- Approximately 12:00pm, a cold front passes through the South West Coast
- Winds of over 125km/h recoded
- Rainfall >100ml
- Western Power commences to make the area safe and attend hazards (only some restorations will occur)

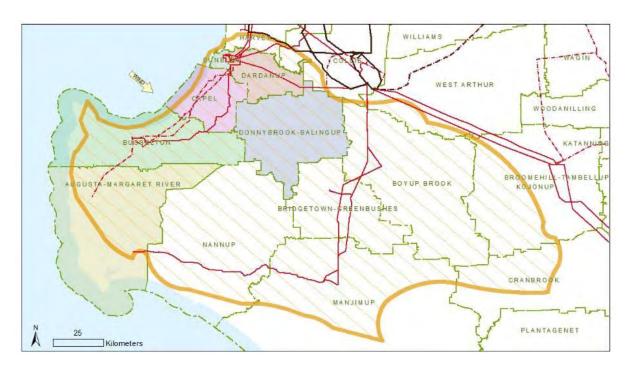
Figure 8, 9 and 10 - Impact areas





Storm Day 4 – 27 August 2017

- Approximately 1:00am, a second cold front passes through the South West following a similar path
- Winds recorded over 120km/hour
- Another 100ml rainfall recorded
- Western Power continues to attend hazards and make safe before commencing repair work/restoration



Margaret River impact

- Extensive transmission feeder line damage (4 transmission poles down)
- Wide spread damage to Western Power assets across the area
- Margaret River town site without power supply for up to 10 days (approximately 9000 customers including sensitive customers and life support equipment impacted)
- Area surrounding Margaret River without power supply for potentially 4-8 days

Bunbury impact

- Bunbury Harbour substation impacted by a Transmission outage (minimum 24 hours to reconnect transmission line)
- Both hospitals without supply
- Approximately 15,000 customers without supply including sensitive customers
 and life support equipment dependant customers
- Wide spread damage to Bunbury region due to extensive damage to Western Power Assets
- Recovery Time approximately 2-4 days (no power supply)

Rest of the SW impact:

 Multiple feeder line damage across the rest of the South West including poles down, damaged assets

- Approximately 20,000 customers without power, with scattered faults across the region
- Expect 2-4 days minimum without power supply
- Albany on preparedness as the cold front is moving in that direction

Scenario considerations

- Multiple feeders impacted (>20) resulting in long outages for sensitive customers e.g. Watercorp, Main Roads, schools, commercial etc
- Unknown restoration times
- Simultaneous events with two storm fronts
- Fatigue management
- Resource management
- Limited generator availability
- Environmental impact
- Planned work impacted transmission lines
- Recall times

Risk Identification

Hazard	Risk	Risk Priority	Treat Options – If Applicable
		Level	
Electrical	There is a risk that electrical supply disruption will	3	Treat (recommended action)
Supply	impact the health of people and cause death(s).		
Disruption			
Electrical	There is a risk that electrical supply disruption will	3	Treat (recommended action)
Supply	impact the health of people and cause injury and/or		
Disruption	serious illness.		
Electrical	There is a risk that electrical supply disruption will	3	Treat (recommended action)
Supply	impact emergency services (police, fire, ambulance)		
Disruption	due to loss of electricity, resulting in further deaths		
	directly attributable to the hazard event.		
Electrical	There is a risk that electrical supply disruption will	3	Treat (recommended action)
Supply	impact health services, resulting in further deaths		
Disruption	directly attributable to the hazard event.		

Electrical	There is a risk that electrical supply disruption will	3	Consider Treating
Supply	disrupt business activities, resulting in financial		
Disruption	losses.		
Electrical	There is a risk that electrical supply disruption will	4	
Supply	impact infrastructure required for potable water		
Disruption	supply (e.g. treatment facilities, bores, pump		
	stations), resulting in financial losses.		
Electrical	There is a risk that electrical supply disruption will	4	
Supply	impact sewerage systems, resulting in disruption		
Disruption	and financial losses.		
Electrical	There is a risk that electrical supply disruption will	4	
Supply	disrupt supply chains into and within the district,		
Disruption	resulting in financial losses.		
Electrical	There is a risk that electrical supply disruption will	4	
Supply	cause food in supermarkets and storage		
Disruption	warehouses to spoil, resulting in financial losses.		

Electrical	There is a risk that electrical supply disruption will	4	Consider Treating
Supply	affect power companies (Western Power),		
Disruption	impacting their ability to deliver core services.		
Electrical	There is a risk that electrical supply disruption will	4	Consider Treating
Supply	impact communications (mobile, landline, internet)		
Disruption	infrastructure, impacting their ability to deliver core		
	services.		
Electrical	There is a risk that electrical supply disruption will	4	Consider Treating
Supply	affect schools and educational facilities, impacting		
Disruption	their ability to deliver core services.		
Electrical	There is a risk that electrical supply disruption will	4	Consider Treating
Supply	impact the availability of basic commercial products		
Disruption	and services (e.g. food, water, etc.).		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	disrupt the comfort and security for large sections of		
Disruption	the community in their homes and workplaces		

Electrical	There is a risk that electrical supply disruption will	5	
Supply	impact power infrastructure, resulting in disruption		
Disruption	and financial losses for electricity provider.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	impact communications infrastructure, resulting in		
Disruption	disruption and financial losses.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	impact agricultural (e.g. dairy, crops, cattle, etc.)		
Disruption	industry, resulting in financial losses.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	impact tourism in the district, resulting in financial		
Disruption	losses.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	result in disruption to major events (e.g. Iron Man		
Disruption	event), resulting in financial losses.		

Electrical	There is a risk that electrical supply disruption will	5	
Supply	disrupt sewerage systems causing sewage to spill		
Disruption	into the environment causing contamination.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	disrupt waste chemical facilities causing		
Disruption	contamination of water ways and pastoral land.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	affect Local Governments, impacting their ability to		
Disruption	deliver core services.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	impact emergency services (police, fire,		
Disruption	ambulance, hospitals, clinics, ICU), impacting their		
	ability to deliver core services		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	affect Human Services (e.g. Medicare, Centre Link),		
Disruption	impacting their ability to maintain cores services.		

Electrical	There is a risk that electrical supply disruption will	5	
Supply	require response and recovery works to be		
Disruption	undertaken by state agencies (not mentioned above		
	e.g. DAFWA, Education etc.), impacting their ability		
	to deliver core services.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	require public information management, impacting		
Disruption	on the governing body's ability to maintain core		
	services.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	affect other state agencies with offices in the district,		
Disruption	impacting their ability to deliver core services.		
Electrical	There is a risk that will impact the health of residents	5	
Supply	and cause death or serious injury/illness, impacting		
Disruption	the wellbeing of the district community.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	result in loss of income/employment, impacting the		
Disruption	district community.		

Electrical	There is a risk that electrical supply disruption will	5	
Supply	affect the day to day functionality of educational		
Disruption	facilities.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	affect the day to day functionality of facilities for		
Disruption	vulnerable people (aged, childcare, disability).		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	impact existing social service providers (NGOs,		
Disruption	Lions, Rotary, Salvation Army, CWA, Red Cross,		
	other volunteer organisations).		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	result in isolation of communities, affecting their		
Disruption	ability to function as a community.		
Electrical	There is a risk that electrical supply disruption will	5	
Supply	cause power outages and communication failures		
Disruption	resulting in lack of timely public information,		
	warnings and general communication which will		
	impact on the wellbeing of the district community.		

Electrical	There is a risk that electrical supply disruption will	5	
Supply	cause social unrest, looting, etc., impacting the		
Disruption	district community.		
Electrical	There is a risk that electrical supply disruption will		Further investigation required – seek
Supply	affect Water Corp, impacting their ability to deliver		comment from key stakeholders.
Disruption	core services.		
Electrical	There is a risk that electrical supply disruption will		Further investigation required – seek
Supply	affect sewerage systems, impacting their ability to		comment from key stakeholders.
Disruption	deliver core services.		

Risk Profile Analysis

The assessment has listed this risk with an average score of 4.48 making the risk low priority to the Shire of Donnybrook – Balingup.

The following priorities were found to be the most concern to the wider community within the Shire;

• Community displacement through death and serious illness. Emergency services and health services becoming overwhelmed

Attendance

Name	Agency
Jeff Somes	Principal Environmental Health Officer,
	Shire of Donnybrook-Balingup
Paul Robins	Senior Ranger, Shire of Donnybrook-
	Balingup
Deb Vanallen	Shire of Donnybrook-Balingup
Bronwyn Hodgson	Shire of Donnybrook-Balingup
Russell Jones	Works Supervisor, Shire of
	Donnybrook-Balingup
John Attwood	Recovery Coordinator, Shire of
	Donnybrook-Balingup
Peter Thomas	DO Emergency Management, DFES
	LSW
Ryan Vanderheide	OIC, South West Police
Ray Deall	Western Power
Daniel Hill	Office of Emergency Management
Roma Boucher	District Emergency Services Officer,
	Department of Communities

Human Epidemic

Scenario Summary

- A virus that causes predictable, seasonal (winter) epidemics.
- Not a 'cold', but an infection with high fevers and muscle aches. It can lead to pneumonia and death.
- There are an estimated 1500 3000 deaths from influenza each year in Australia, usually among the elderly and immunocompromised.
- Incubation period 1-3 days
- Spreads mainly by droplets made when people with flu cough, sneeze or talk
- Infectious 1 day before symptoms develop and up to 5 to 7 days after becoming sick
- Viruses can survive for 8 HRS+ on hard surfaces such as door knobs, taps and key boards, 5 minutes in hand

Scenario:

3 October 8 am, listening to ABC radio on your way to work:

Pandemic flu declared in SE Asia by WHO and 50 people died. Several cases of influenza like illness backpackers from China in Perth. A few of them have travelled to Bunbury and Collie.

A local Bunbury newspaper published a story based on a community rumour that there is someone who may have bird flu at Bunbury hospital another person is in critical condition.

Situation already has deteriorated interstate – a few deaths in Sydney

A few persons are reported to be in ICU in Perth hospitals over the last couple of days

Daily societal needs

- Law enforcement
- Food deliveries
- Fuel deliveries
- Utilities
- Power plants

• Health care

Discussion

- How to prioritise essential needs?
- Staffing requirements for maintaining critical function
- Communications protocols to notify staff, partner agencies, and the public of any changes to available services.

Risk Identification

Hazard	Risk	Risk Priority	Treat Options – If Applicable
		Level	
Human	There is a risk that human epidemic will impact the	3	Treat (recommended action)
Epidemic	health of people and cause death(s).		
Human	There is a risk that human epidemic will impact the	3	Treat (recommended action)
Epidemic	health of people and cause injury and/or serious		
	illness.		
Human	There is a risk that human epidemic will impact the	3	Consider treating
Epidemic	health of people with other medical conditions due		
	to the demand placed on health services by the		
	epidemic.		
Human	There is a risk that human epidemic will impact	3	Consider treating
Epidemic	pathological and diagnostic imaging services,		
	impacting their ability to deliver core services.		
Human	There is a risk that human epidemic will impact	3	Consider treating
Epidemic	private GP services, impacting their ability to deliver		
	core services.		

Human	There is a risk that human epidemic will impact	4	
Epidemic	workforce attendance leading to productivity loss		
	and consequently financial loss.		
Human	There is a risk that human epidemic will impact	4	
Epidemic	health services, impacting their ability to deliver core		
	services.		
Human	There is a risk that human epidemic will impact	4	
Epidemic	educational services, impacting their ability to		
	deliver core services.		
Human	There is a risk that human epidemic will impact the	4	
Epidemic	day to day functionality of support systems for the		
	vulnerable (e.g. childcare, aged, disability).		
Human	There is a risk that human epidemic will impact	4	
Epidemic	community service providers within the district (such		
	as NGOs, meals on wheels, silver chain).		
Human	There is a risk that human epidemic will impact	5	
Epidemic	emergency services (e.g. medical transport services		
	such as RFDSWA) across the local government		
	district, resulting in deaths, injuries or illness directly		
	attributable to the hazard event.		

Human	There is a risk that human epidemic will impact	5	
Epidemic	commercial spending in the retail sector, resulting in		
	financial losses or impact to the industry.		
Human	There is a risk that human epidemic will impact the	5	
Epidemic	tourism, hospitality and entertainment industries		
	resulting in financial losses.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	demand for medical resources resulting in costs to		
	the local government district.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	transport providers (e.g. bus, rail or airport),		
	resulting in financial losses.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	major events, impacting the revenue of the local		
	government district.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	workforce attendance in the local government		
	services sector, impacting their ability to deliver core		
	services.		

Human	There is a risk that human epidemic will impact the	5	
Epidemic	performance of agencies involved in issuing public		
	information.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	ambulance services, impacting their ability to		
	maintain core services.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	suppliers of health service goods (linens, meals,		
	masks etc.) impacting their ability to deliver core		
	services.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	workforce attendance within WA Police, impacting		
	their ability to deliver core services.		
Human	There is a risk that human epidemic will impact other	5	
Epidemic	agencies, not mentioned above (e.g. DFES,		
	DAFWA, P&W), impacting their ability to deliver		
	core services.		
Human	There is a risk that human epidemic will impact the	5	
Epidemic	health of people and cause deaths, injuries or illness		
	impacting district community wellbeing.		

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Human	There is a risk that human epidemic will produce	5	
Epidemic	symptoms associated with the disease/infection		
	impacting local government district community		
	wellbeing.		
Human	There is a risk that human epidemic will impact the	5	
Epidemic	supply chain, due to absenteeism, which will impact		
	the availability of basic needs such as food, fuel and		
	essential goods.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	workforce attendance at commercial retail outlets		
	and service providers, which will impact on the		
	availability of basic commercial products and		
	services.		
Human	There is a risk that human epidemic will result in	5	
Epidemic	persons remaining isolated in their homes, or		
	quarantined areas, for extended periods of time,		
	impacting local government district community		
	wellbeing.		
Human	There is a risk that human epidemic will impact the	5	
Epidemic	day to day functionality of educational institutions.		

Human	There is a risk that will lead to reluctance to attend	5	
Epidemic	workplaces, resulting in a loss of income, impacting		
	district community wellbeing.		
Human	There is a risk that human epidemic will result in the	5	
Epidemic	breakdown of existing family and support networks.		
Human	There is a risk that human epidemic will result in the	5	
Epidemic	breakdown of community social networks.		
Human	There is a risk that human epidemic will cause	5	
Epidemic	reluctance to visit churches and places of worship,		
	impacting community wellbeing.		
Human	There is a risk that human epidemic will cause	5	
Epidemic	reluctance to visit public facilities (e.g. art galleries,		
	museums, libraries etc.,) which in turn may cause		
	disruption to cultural activities.		
Human	There is a risk that human epidemic will impact	5	
Epidemic	community activities (sports, clubs etc.).		
Human	There is a risk that human epidemic will impact		Further investigation required – seek
Epidemic	RFDS services, impacting their ability to deliver core		comment from industry.
	services.		

Risk Profile Analysis

The assessment has listed this risk with an average score of 4.55 making the risk low priority to the Shire of Donnybrook – Balingup.

The following priorities were found to be the most concern to the wider community within the Shire;

• Community displacement through death and serious illness

Attendance

Name	Agency
Jeff Somes	Principal Environmental Health Officer,
	Shire of Donnybrook-Balingup
Paul Robins	Senior Ranger, Shire of Donnybrook-
	Balingup
Deb Vanallen	Shire of Donnybrook-Balingup
Bronwyn Hodgson	Shire of Donnybrook-Balingup
Russell Jones	Works Supervisor, Shire of
	Donnybrook-Balingup
John Attwood	Recovery Coordinator, Shire of
	Donnybrook-Balingup
Peter Thomas	DO Emergency Management, DFES
	LSW
Ryan Vanderheide	OIC, South West Police
Ray Deall	Western Power
Daniel Hill	Office of Emergency Management
Roma Boucher	District Emergency Services Officer,
	Department of Communities

Annexure 1 – Shire of Donnybrook-Balingup State Risk Project - Local Risk Register

Risk Register February 2019

SHIRE OF DONNYBROOK/BALINGUP LOCAL GOVERNMENT ACT 1995

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal		Trust	
3797	SHIRE OF DONNYBROOK BALINGUP	TFR BOND FUNDS TO MUNI - ORIGINAL BOND REFUNDED VIA CHQ			\$	300,000.00
3798	SHIRE OF DONNYBROOK BALINGUP	RECOUP RESIDENT'S KITTY - SEPTEMBER 19			\$	1,019.60
3799	BUILDING AND CONSTRUCTION	BCITF LEVY COLLECTIONS - AUGUST 19			\$	1,503.20
EFT17280b	AUSTRALIAN TAX OFFICE	BAS - AUGUST 19	\$	100,212.00		
EFT17281	ALFS MACHINERY PTY LTD	DEPOT - 1/2 HEX NIPPLE	\$	13.20		
EFT17282	SHANE GORDON ATHERTON	TUIA LODGE - REIMBURSEMENT OF POLICE CLEARANCE	\$	55.10		
EFT17283	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$	25.90		
EFT17284	AMITY SIGNS	RURAL ROAD NUMBER PLATE	\$	21.45		
EFT17285	ALL-TECH PLUMBING	DBK REC CTR - REPAIRS TO PUBLIC CONVENIENCES	\$	382.80		
EFT17286	AGED & COMMUNITY SERVICES AUST	TUIA LODGE - MEMBERSHIP FEE 01.07.2019 - 30.06.2020	\$	1,426.23		
EFT17287	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS - AUGUST 2019	\$	2,364.41		
EFT17288	MAIA FINANCIAL	VARIOUS SHIRE LEASES - PERIOD 01/10/2019 - 31/12/2019	\$	14,464.78		
EFT17289	ACCESS PROTOCOL	TUIA LODGE - 3 x FALL ALARM MATS AND CS-PM PAD ALARM	\$	1,111.00		
EFT17290	AMPAC DEBT RECOVERY (WA) P/L	RATES RECOVERY EXPENSES FOR PERIOD ENDING 06/09/2019	\$	198.00		
EFT17291	ATC EMPLOYMENT SOLUTIONS	TUIA LODGE - TRAINEE & CASUAL WAGES	\$	3,553.38		
EFT17292	ASHBROOK IMAGERY	BUSINESS PORTRAITS	\$	200.00		
EFT17293	BUNNINGS GROUP LIMITED	REC CTR & MINN COTT - MISC HARDWARE SUPPLIES	\$	269.34		
EFT17294	BOC LIMITED	TUIA LODGE - OXYGEN CONCENTRATOR HIRE 29.07.2019 - 28.08.2019	\$	54.87		
EFT17295	BELL FIRE EQUIPMENT COMPANY P/L	TUIA LODGE - SERV TO EMERG SYSTEM - JULY 2019	\$	337.32		
EFT17296	DONNYBROOK PHYSIOTHERAPY	TUIA LODGE - PHYSIOTHERAPY EXPENSES - AUGUST 2019	\$	1,782.00		
EFT17297	BIG W	TUIA LODGE - ASSORTED FOOD CONTAINERS, MUFFIN BAKING TRAY	\$	541.95		
EFT17298	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF AUGUST 2019	\$	8,602.00		

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT17299	BANKS PEST AND WEED CONTROL	SPRAY WEEDS DBK TOWNSITE, BRIDAL CREEPER IRISHTOWN RD	\$ 1,923.90	
EFT17300	AGRI SPARK AUTO ELECTRICS	12 VOLT BATTERY FOR FLOAT, CALL OUT - FAULT IN RUBBISH TRUCK	\$ 424.00	
EFT17301	BUNBURY TELECOM SERVICE PTY LTD	LOCATE SERVICES AT DBK ANZAC MEMORIAL & CAPEL ST KIRUP	\$ 701.25	
EFT17302	BP SERVICE STATION	MGNT DBK TRANSIT PARK, ADMIN & BFB FUEL - AUG 2019	\$ 3,154.27	
EFT17303	BLACKWOOD UNITED FC INC	2019-2020 MAJOR COMMUNITY GRANT FUNDING	\$ 1,507.00	
EFT17304	STAFF REIMBURSEMENTS	REIMBURSEMENT OF TRAIN TICKET FOR RECORDS TRAINING	\$ 68.30	
EFT17305	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - SEPT 2019	\$ 189.61	
EFT17306	BUNBURY HARVEY REGIONAL COUNCIL	CONTRIB TO REGIONAL WASTE EDUCATION PROGRAM - AUG 2019	\$ 825.93	
EFT17307	BUILT RIGHT APPROVALS	2019-20 SWIMMING POOL INSPECTIONS	\$ 680.00	
EFT17308	STAFF REIMBURSEMENTS	REIMBURSE CEO TELECOMMUNICATION PACKAGE - AUG - OCT 2019	\$ 159.98	
EFT17309	BUNBURY BRANCH COATES HIRE	HIRE OF ROLLER FOR SHOULDER GRADING	\$ 9,191.12	
EFT17310	DUG CROSS ELECTRICS	DBK TOWN LIGHTS - REPLACE GLOBES, REPAIR FITTINGS, TIMER	\$ 2,692.00	
EFT17311	CRAVEN FOODS	DBK REC CTR - KIOSK SUPPLIES	\$ 451.26	
EFT17312	CHRISTINE DENISE STEVENSON	2019 DBK DISTRICT HIGH SCHOOL ROAD TRAUMA DAY CATERING	\$ 500.00	
EFT17313	CRS ELECTRICAL	PRESTON VILLAGE - REPLACEMENT OUTSIDE LIGHTS	\$ 620.00	
EFT17314	COMMERCIAL AQUATICS AUSTRALIA	DBK REC CTR - ACID INJECTION RELOCATION & SUPPLY DRUM PUMP	\$ 1,831.50	
EFT17315	DONNYBROOK MEDICAL SERVICES	PRE EMPLOYMENT MEDICAL FOR RECREATION CENTRE CASUAL	\$ 165.00	
EFT17316	DONNYBROOK NEWSAGENCY	TUIA LODGE - NEWSAGENCY ACCOUNT AUGUST 2019	\$ 67.50	
EFT17317	DONNYBROOK FRUIT BARN	TUIA LODGE FRUIT & VEG SUPPLIES - AUG 19 & ADMIN CATERING	\$ 682.58	
EFT17318	DBK & DISTRICTS PLUMBING SERVICE	DBK AMPHITHEATRE - REPLACE PUSH BUTTON & TAPS TO BBQ	\$ 726.00	
EFT17319	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BREAD SUPPLY AUGUST 2019	\$ 300.00	
EFT17320	DONNYBROOK TYRE SERVICE	REPAIR AND CHECK TYRES - HINO DB4050	\$ 214.50	

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT17321	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - MONTHLY OPERATING EXPENSES	\$ 264.20	
EFT17322	DONNYBROOK FARM SERVICE	VARIOUS SHIRE DEPTS - POOL CHEM, RETIC PARTS, HARDWARE	\$ 2,064.70	
EFT17323	DATA#3	MICROSOFT OFFICE VISIO STANDARD LICENCE & SOFTWARE ASSUR	\$ 437.60	
EFT17324	DBCEC (WA) PTY LTD	VARIOUS SHIRE SITES - EQUIPMENT HIRE & WORKS	\$ 11,828.30	
EFT17325	SALLY ANN DARLING	RATES REFUND	\$ 594.00	
EFT17326	JENNY SMITH	WREATH FOR SANDAKAN MEMORIAL SERVICE	\$ 75.00	
EFT17327	BUNBURY FREIGHT SERVICES	TUIA LODGE - FREIGHT FOR PHARMACEUTICAL SUPPLIES - AUG 2019	\$ 170.20	
EFT17328	FLEXI STAFF PTY LTD	TUIA LODGE - CASUAL AGED CARER WAGES	\$ 265.65	
EFT17329	FOCUS FACILITATION	TUIA LODGE & ADMIN - FRONTLINE MANAGEMENT TRAINING	\$ 4,636.50	
EFT17330	FRONTLINE FIRE & RESCUE	ESL - 20 DRUMS A CLASS FORESTRY FOAM	\$ 2,401.30	
EFT17331	G FAULKES & C COLLINS	RATES REFUND	\$ 679.52	
EFT17332	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$ 55.10	
EFT17333	HANCOCK MEMORIALS	PLINTH FOR DONNYBROOK BUSH MEMORIAL	\$ 631.40	
EFT17334	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$ 55.10	
EFT17335	SOUTH WEST ISUZU	DB1149 ISUZU TRUCK - BATTERY RELAY BOX	\$ 318.67	
EFT17336	JASON SIGNMAKERS	DEPOT - YELLOW RHS POSTS & CHEVRON SIGN	\$ 915.98	
EFT17337	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE TO WORKS OVERSEER	\$ 80.00	
EFT17338	WESFARMERS KLEENHEAT GAS P/L	TUIA LODGE - BULK LPG ORDER	\$ 1,367.53	
EFT17339	LIVING SPRINGS	ADMIN OFFICE - BOTTLED WATER	\$ 132.00	
EFT17340	MALATESTA ROAD PAVING & HOTMIX	ROBERTS ST - 250 X LITRES OF EMULSION	\$ 400.00	
EFT17341	MEDELECT BIOMEDICAL SERVICES	TUIA LODGE - CALIBRATION OF MEDICAL EQUIP FOR SYRINGE PUMP	\$ 357.50	
EFT17342	METRO COUNT	W&S - 100M ROLL OF RUBBER ROAD TUBE	\$ 511.50	

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	/lunicipal	Trust
EFT17343	MEDISCRUBS PTY LTD	TUIA LODGE - CARER UNIFORMS	\$ 579.10	
EFT17344	FREDERIC EVAN MILLS	TUIA LODGE - REIMBURSEMENT OF POLICE CLEARANCE	\$ 55.10	
EFT17345	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES - SEPT 2019	\$ 215.00	
EFT17346	MORE TELECOM	TUIA LODGE - MONTHLY TELEPHONE SERVICE	\$ 667.89	
EFT17347	SUZANNE FAY MORGAN	RATES REFUND	\$ 383.22	
EFT17348	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - SPRING WATER BOTTLE REFILLS	\$ 121,25	
EFT17349	NAS PAINTING AND DECORATING	DBK COMMUNITY CENTRE - PAINT KITCHEN CUPBOARDS	\$ 346.50	
EFT17350	OFFICEWORKS	DBK REC CTR - EXHIBITION BANNERS, ADMIN - STATIONERY	\$ 907.75	
EFT17351	OFFICEWORKS	TUIA LODGE - STATIONERY ORDER SEPTEMBER 2019	\$ 397.11	
EFT17352	PRESTON VALLEY IRRIGATION	VARIOUS SHIRE SITES - ANNUAL FIXED WATER RATE 2019/20	\$ 4,047.00	
EFT17353	PRESTON PRESS	VARIOUS SHIRE DEPTS - ADVERTISING	\$ 1,065.00	
EFT17354	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES & PPE	\$ 409.97	
EFT17355	PRESTON VALLEY STORE	MITIGATION WORKS - OLD LOWDEN TIP - VOLUNTEER MEALS	\$ 128.00	
EFT17356	PRESTON VALLEY MAINTENANCE	DBK SCOUT HALL - REFURBISH GABLE END WALL AND WINDOWS	\$ 5,621.00	
EFT17357	J PALAZZOLO	DBK REC CTR - SPIN CYCLE INSTRUCTOR EXPENSES	\$ 600.00	
EFT17359	PRESTON POWER EQUIPMENT	P&G - 1 X PAIR CHAPS, FUEL & OIL CONTAINER	\$ 320.50	
EFT17360	PAYPAC PAYROLL SERVICES PTY LTD	TUIA LODGE - PAYROLL PROCESSING SERVICES FOR JULY 2019	\$ 2,123.85	
EFT17361	SW HIRE & HYDRAULIC SERVICES P/L	HYDRAULIC REPAIRS TO TRAILER X 3 HOURS LABOUR	\$ 375.38	
EFT17362	PEEL PODIATRY CLINIC	TUIA LODGE - PODIATRY SERVICES - SEPTEMBER 2019	\$ 1,480.00	
EFT17363	PROGRAMMED PROPERTY SERVICES	LANGLEY VILLAS - ANNUAL PAINTING MAINTENANCE	\$ 5,039.73	
EFT17364	SPRINT EXPRESS	DEPOT & BFB - FREIGHT EXPENSES	\$ 50.60	
EFT17365	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL 12/09/2019 - 11/10/2019	\$ 149.00	

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Ī	Municipal	Trust
EFT17366	STEWART & HEATON CLOTHING CO	BLN BFB - PROTECTIVE CLOTHING	\$	882.40	
EFT17367	SOUTH WEST RUBBER STAMPS	ADMIN - REPLACEMENT INK PADS	\$	22.00	
EFT17368	SOUTHERN LOCK & SECURITY	P&G - W5 PADLOCKS	\$	1,168.35	
EFT17369	SOS OFFICE EQUIPMENT	DBK LIBRARY - PHOTOCOPIER EXPENSES	\$	193.22	
EFT17370	WA COUNTRY HEALTH SERVICE	TUIA LODGE - AUGUST 2019 MEALS	\$	37,058.41	
EFT17371	STALEY FOOD & PACKAGING	TUIA LODGE - CLEANING, KITCHEN, LAUNDRY CONSUMABLES - SEPT	\$	4,938.90	
EFT17372	SOLAHART SOUTH WEST	PRESTON VILLAGE - REPLACEMENT OF SOLAR HOT WATER SYSTEM	\$	4,245.00	
EFT17373	SAI GLOBAL LIMITED	PURCHASE BUILDING AUSTRALIAN STANDARD 3959 2018	\$	231.04	
EFT17374	SPORTSWORLD OF WA	DBK REC CTR - GOGGLES AND MASKS	\$	710.60	
EFT17375	FERGUSON BUILDING	KIRUP BFB - SHED EXTENSION	\$	20,896.77	
EFT17376	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$	1,703.41	
EFT17377	SHRED-X PTY LTD	TUIA LODGE - CONFIDENTIAL SHREDDING BIN SERVICE	\$	124.56	
EFT17378	SULLIVANS HOTEL	ACCOMMODATION & MEALS FOR QTRA TRAINING	\$	238.00	
EFT17379	SCOPE BUSINESS IMAGING	DBK SES - PREVENTATIVE SERVICE FOR PRINTER 31/03 - 31/08/2019	\$	26.86	
EFT17380	SW QUALITY PLASTERING SERVICES	LANGLEY VILLAS - BEDROOM PLASTERING AND WALL REPAIR	\$	550.00	
EFT17381	JTAGZ PTY LTD	RANGERS - DOG & CAT TAGS	\$	328.90	
EFT17382	TURFCARE WA	EGAN PARK - REMOVAL OF TURF FROM WICKET INCL TRAVEL	\$	1,850.00	
EFT17383	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$	111.11	
EFT17384	VEHICLES CLEANED BY JANINE	TUIA LODGE - CLEANING OF 2X TUIA LODGE CARS (SEPTEMBER)	\$	90.00	
EFT17385	VEOLIA ENVIRONMENTAL SERVICES	MONTHLY ROAD SWEEPING FOR 2019/20	\$	276.10	
EFT17386	WESTRAC EQUIPMENT PTY LTD	VARIOUS SHIRE VEHICLES - PARTS & REPAIRS	\$	2,740.45	
EFT17387	WORK CLOBBER	RANGER - UNIFORM WITH SHIRE LOGO	\$	307.11	

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT17388	MJ WRINGE & SON	VARIOUS BFB VEHICLES - SERVICING & REPARIS	\$ 18,940.43	
EFT17389	THE WORKWEAR GROUP PTY LTD	ADMIN - 2019/20 UNIFORM EXPENSES	\$ 1,240.87	
EFT17390	STAFF REIMBURSEMENTS	TUIA LODGE - REIMBURSEMENT OF POLICE CLEARANCE	\$ 55,10	
EFT17391	BARRY WILLIAM WRIGHTON	RATES REFUND	\$ 615.77	
EFT17392	WARREN BLACKWOOD ALL OF CNLS	CONTRIB TO WARREN BLACKWOOD ALLIANCE OF CNLS FOR 2019/20	\$ 7,827.60	
EFT17393	STAFF REIMBURSEMENTS	REIMBURSEMENT OF WWC AND POLICE CLEARANCE CHECKS	\$ 142.10	
EFT17393a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 25/09/2019	\$ 129,773.80	
EFT17393b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 25/09/2019	\$ 65,359.58	
EFT17393c	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR SEPTEMBER 2019	\$ 16,309.54	
EFT17394	WA INDUSTRIAL SUPPLIES	DEPOT - BINZEL MB24 EURO 5 METER GUN (INC POSTAGE)	\$ 115.00	
EFT17395	STAFF REIMBURSEMENTS	REIMBURSEMENT OF MEAL EXPENSES DURING TRAINING	\$ 21.00	
EFT17395a	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE	\$ 64.90	
EFT17395b	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 09/10/2019	\$ 139,746.39	
EFT17395c	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 09/10/2019	\$ 80,178.43	
EFT17395d	SG FLEET AUSTRALIA PTY LIMITED	LEASE FOR CESM VEHICLE - 09/10/2019 - 08/11/2019	\$ 1,561.90	
53422	DONNYBROOK HARDWARE & GARDEN	VARIOUS SHIRE DEPTS - ASSORTED TOOLS & HARDWARE - AUG 19	\$ 1,226.73	
53423	SHIRE OF DONNYBROOK BALINGUP	2019/20 RATES	\$ 10,176.00	
53424	SUPA IGA DONNYBROOK	TUIA LODGE - AUGUST GROCERIES	\$ 4,156.32	
53425	CELLARBRATIONS DONNYBROOK	ADMIN - REFRESHMENTS	\$ 273.99	
53426	REPCO - DONNYBROOK	W&S - MINOR TOOLING PURCHASES - AUG 19	\$ 44.67	
53427	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE EXPENSES - AUG 2019	\$ 1,660.82	
53428	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$ 889.09	

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019

MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	 Municipal	Trust
53429	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$ 11,652.33	
53430	WESTNET PTY LTD VARIOUS SHIRE SITES - INTERNET EXPENSES		\$ 494.72	
53431	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES FOR SEPTEMBER 2019	\$ 230.00	
53432		CANCELLED		
53433	DEPARTMENT OF TRANSPORT	DB15 STRATEGIC MGMT - PLATE CHANGE FOR VEHICLE TRADE IN	\$ 27.70	
53434	AIBS WA CHAPTER	FULL CONFERENCE REGISTRATION BUILDING SURVEYOR	\$ 1,240.00	
53435	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES SEPTEMBER 2019	\$ 3,870.39	
53436	SUPA IGA DONNYBROOK	ADMIN, REC CTR, DEPOT - GROCERIES	\$ 798.36	
53437	DONNYBROOK PLAYCENTRE INC	2019 OCTOBER SCHOOL HOLIDAY PROGRAM	\$ 100.00	
53438	CELLARBRATIONS DONNYBROOK	TUIA LODGE - DRINKS FOR HAPPY HOUR/OKTOBERFEST	\$ 58.69	
53439	SHIRE OF DONNYBROOK BALINGUP	DBK LIBRARY - PETTY CASH RECOUP	\$ 82.95	
53440	REPCO - DONNYBROOK	DB4242 MULLALYUP L/T - REPLACEMENT BATTERY	\$ 737.74	
53441	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE EXPENSES	\$ 2,334.45	
53442	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$ 4,560.13	
53443	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$ 23,721.57	
53444	WESTERN POWER	DESIGN FEE FOR RELOCATION OF STAY POLE UPPER CAPEL ROAD	\$ 1,320.00	
DD24390.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 18,985.80	
DD24390.2	UNISUPER	PAYROLL DEDUCTIONS	\$ 58.33	
DD24390.3	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 239.13	
DD24390.4	ASGARD AESA SUPER	PAYROLL DEDUCTIONS	\$ 168.74	
DD24390.5	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 256.45	
DD24390.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 1,210.81	

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019

MANUAL/AUTO CHEQUES

Chg/EFT	Name	Description	Municipal	Trust
DD24390.7	MACQUARIE SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$ 111.42	
DD24390.8	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 205.00	
DD24390.9	NORTH	PAYROLL DEDUCTIONS	\$ 157.99	
DD24390.10	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 371.54	
DD24390.11	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 74.17	
DD24390.12	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 242.22	
DD24427.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 18,798.42	
DD24427.2	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 221.47	
DD24427.3	UNISUPER	PAYROLL DEDUCTIONS	\$ 56.50	
DD24427.4	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 182.48	
DD24427.5	ASGARD AESA SUPER	PAYROLL DEDUCTIONS	\$ 153.38	
DD24427.6	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 238.96	
DD24427.7	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 1,109.99	
DD24427.8	MACQUARIE SUPERANNUATION PLAN	PAYROLL DEDUCTIONS	\$ 103.21	
DD24427.9	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 187.28	
DD24427.10	NORTH	PAYROLL DEDUCTIONS	\$ 156.38	
DD24427.11	HOSTPLUS	PAYROLL DEDUCTIONS	\$ 65.70	
DD24427.12	PLUM SUPERANNUATION FUND	PAYROLL DEDUCTIONS	\$ 328.74	
DD24427.13	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$ 73.10	
			\$ -,-,	\$ 302,522.80
			_	\$ 1,172,598.39

SHIRE OF DONNYBROOK/BALINGUP

LOCAL GOVERNMENT ACT 1995

LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 23 OCTOBER 2019.

SUMMARY:

Bank	Cheque Number	Amount
Municipal	EFT17280b-EFT17395d, 53422 - 53444, DD24390.1- DD24390.12, DD24427.1- DD24427.13	\$870,075.59
Trust	3797 - 3799	\$302,522.80
Monthly Cheque Totals		\$1,172,598.39

CERTIFICATION OF MANAGER OF CORPORATE SERVICES

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from EFT17280b-EFT17395d, 53422 - 53444, DD24390.1-DD24390.12, DD24427.1-DD24427.13 Trust 3797 - 3799 totalling \$1,172,598.39 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.

MANAGER OF CORPORATE SERVICES

DATE

loren clifford

From: lan Telfer <ian.telfer@wapres.com.au>
Sent: Tuesday, 4 June 2019 12:11 PM

To: Ben Rose

Subject: Shire of Donnybrook Balingup - Audit and Risk Committee

Ben

In response to the request for Community members to the Audit & Risk Committee, I wish to confirm my interest.

I am an experienced senior executive within the Forestry Industry and have experience as a NFP Board Director. I am a resident of Donnybrook and have worked in the SW region since 1985. I am employed as a Chief Executive Officer. My current experience includes:

Director & Treasurer Australian National Forest Industry Association (AFPA)

President Forest Industries Federation WA (FIFWA)
Chairman Bunbury Geographe Economic Alliance (BGEA)
Chairman St John Ambulance Donnybrook sub centre

President Pathways SW (providing regional Mental Health Services)

Chairman Investing in our Youth (providing & supporting regional Child & Youth Services)

Board Member Basketball SW

Regards

lan

lan Telfer | Chief Executive Officer WAPRES

Level 2, 53 Victoria St Bunbury WA 6230 PO Box 2453 Bunbury WA 6231 Phone (08) 9791 0700 Mobile 0407 192 828 | www.wapres.com.au

This email has been scanned by the Symantec Email Security.cloud service.

loren clifford

From: Carly Anderson <carly_joy79@hotmail.com>

Sent: Thursday, 30 May 2019 6:51 PM

To: Ben Rose

Subject: Re: Shire of Donnybrook Balingup - Audit and Risk Committee

Hi Ben,

No enquiries!? Some people just don't know a good time when they see one.

Happy to be of assistance if Council think it useful.

Since 2004, I've predominantly worked for the State Government's Departments of Treasury and Finance in various roles both her and in Perth.

I have an economics degree from UWA and a postgraduate degree from Curtin Business School in project management, incorporating law and risk management.

In my work with Department of Finance I consult to other State Government agencies on risk management, policy compliance, contract law, probity issues and market sounding and research strategy for their high value, strategic and/or complex procurements and contracts with the private sector. Accountability and probity are key deliverables of my work. I've also previously worked in policy and practice reform and regional economic development strategy for the State Govt.

My husband Glenn Tickner and I run Donnybrook Butchers where our key deliverable is great meat. I was Board Chair for Treehouse Childcare from 2011-2016 and am now Board Secretary at St Mary's Primary.

Happy to respond to any queries you or the councillors may have.

Kind regards Carly Anderson Mob: 0429 207 780.

From: Ben Rose <ben.rose@donnybrook.wa.gov.au>

Sent: Thursday, 30 May 2019 2:50 PM

To: carly joy79@hotmail.com

Subject: Shire of Donnybrook Balingup - Audit and Risk Committee

Hello Carly,

Thanks for taking my call just now to discuss this matter relating to the Shire's Audit and Risk Committee. Attached is the advert from the Preston Press last month, to which I received no applications or enquiries!

If you are still interested (following our brief conversation), could I ask, please, that you email through a CV or a few paragraphs on your skills, experiences and qualifications. I will need to take this item to the June Council Meeting (to appoint the positions onto the Committee), and will need your details by the end of this week – much thanks!

Happy to discuss more if you'd like.

Regards, Ben.



SHIRE OF DONNYBROOK-BALINGUP AUDIT COMMITTEE CHARTER



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1. Introduction

The Shire of Donnybrook-Balingup Audit Committee (the Committee) has been established by Council pursuant to Division 1A, Section 7.1A of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996.

This Charter sets out the Committee's authority and independence, objectives, duties and responsibilities, membership, ethical practices, meetings and performance management.

2. Committee Vision

The Committee's vision is for the Shire of Donnybrook-Balingup (the Shire) to have consistently clear audits and accurate, meaningful Annual Financial Statements.

3. Objectives of Audit Committee

The primary objective of the audit committee is to accept responsibility for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire in managing its financial affairs.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shires affairs, determining the Shire's policies and overseeing the allocation of the Shire's finances and resources. The Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets:

- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the co-ordination of the internal audit function with the external audit;
 and
- the provision of an effective means of communication between the external auditor, internal auditor (if appointed), the CEO and Council.

4. Powers of the Audit Committee

The Committee is a formally appointed committee of Council and is responsible to that body.

The Committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The Committee does not have any management functions and cannot involve itself in management processes or procedures.

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its Terms of Reference (section 8) in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the Shire that have not been delegated to the CEO.

5. Membership

The Committee will consist of three (3) Elected Members plus two (2) external members. All members shall have full voting rights.

External persons appointed to the Committee will have business or financial management / reporting knowledge and experience, and be conversant with financial and other reporting requirements.

Appointment of external persons shall be made by Council by way of a public advertisement and be for a maximum term of two (2) years. The terms of the appointment shall be arranged to ensure an orderly rotation and continuity of membership despite changes to Council's elected representatives.

Reimbursement of approved expenses will be paid to each external person who is a member of the Committee.

The Committee can seek advice from external sources when required.

The CEO and employees are not members of the Committee.

The CEO or his/her nominee is to be available to attend all meetings to provide advice and guidance to the Committee.

The Shire of Donnybrook-Balingup shall provide secretarial and administrative support to the Committee.

6. Meetings

The Committee shall meet as often as it determines, desirably quarterly but no less than four times per year. In addition, the Committee Chairperson (or presiding person) may call such additional meetings as may be necessary to address any matters referred to the Committee or in respect of matters that the Committee wishes to pursue.

In the setting of the Committee agenda, there will be an emphasis on the most significant risk and threats to Council and the ongoing evaluation of what is being done to mitigate such risks.

A quorum shall consist of at least three members.

As far as practicable, decisions of the Committee shall be regarded as its collective decision or advice. However, where there is material dissension to a decision, a minority view may be placed before Council.

7. Reporting

Reports and recommendations of each Committee meeting shall be presented to the next ordinary meeting of the Council.

The Committee shall report annually to the Council summarising its activities during the previous financial year.

8. Terms of Reference

The audit committee has the following duties and responsibilities:

- a) Provide guidance and assistance to Council as to carrying out the functions of the Shire in relation to audits and matters related to financial management.
- Meet with the auditor at least once in each year and provide a report to Council on the matters discussed and outcome of those discussions.
- c) Liaise with the CEO to ensure that the Shire does everything in its power to
 - assist the auditor to conduct the audit and carry out his or her other duties under the Local Government Act 1995; and
 - ensure that audits are conducted successfully and expeditiously.
- d) Examine the reports of the auditor after receiving a report from the CEO on the matters and
 - determine if any matters raised require action to be taken by the Shire; and
 - ensure the implementation of any action so determined in respect of those matters.
- e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time.
- f) Review the scope of any internal audit plan and program and its effectiveness.
- g) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or the CEO.
- h) Review the level of resources allocated to internal audit and the scope of its authority.

- i) Review reports of internal audits, monitor the implementation of recommendations made by the auditor and reviewing the extent to which Council and management reacts to matters raised.
- j) Facilitate liaison between the internal auditor (if appointed) and external auditor to promote compatibility, to the extent appropriate, between their audit programs.
- k) Review the Shire's draft annual financial report, focusing on:
 - accounting policies and practices;
 - changes to accounting policies and practices;
 - the process used in making significant accounting estimates:
 - significant adjustments to the financial report (if any) arising from the audit process;
 - compliance with accounting standards and other reporting requirements; and
 - significant variances from prior years;
- Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual financial report is signed;
- m) Address issues brought to the attention of the Committee, including responding to requests from Council for advice that we are within the parameters of the Committee's Terms of Reference.
- n) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the Committee's Terms of Reference following authorisation from the Council
- o) Review the Annual Statutory Compliance Return and report to Council on the results of that review.
- p) Having regard to the culture and capability of the organisation, consider the CEO's reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to the Council the results of those reviews.
- q) Monitor and advise the CEO when the CEO is carrying out functions in relation to a review of the appropriateness and effectiveness of the Shire's system and procedures in regard to risk management, internal control and legislative compliance.

- r) Oversee the implementation of any action required following receipt of the review of the appropriateness and effectiveness of the Shire's system and procedures in regard to risk management, internal control and legislative compliance.
- s) Monitor and advise the CEO when the CEO is carrying functions in relation to a review of the appropriateness and effectiveness of the financial management systems and procedures.
- t) Oversee the implementation of any action required following receipt of a review of the appropriateness and effectiveness of the financial management systems and procedures.

9. Ethical Practices

Members of the Committee will, at all times in the discharge of their duties and responsibilities, exercise honesty, objectivity and probity and not engage knowingly in acts or activities that have the potential to bring discredit to Council.

Members also must refrain from entering into any activity that may prejudice their ability to carry out their duties and responsibilities objectively and must at all times act in a proper and prudent manner in the use of information acquired in the course of their duties.

Members must not use Council information for any personal gain for themselves or their immediate families or in any manner that would be contrary to law or detrimental to the welfare and goodwill of Council. Further, members must not publicly comment on matters relative to activities of the Committee other than as authorised by Council.

Members who become aware of a conflict of interest or issues which may affect their objectivity on matters raised within the Committee should advise the Chairperson immediately.

Should the Chair experience such a conflict he / she is to advise the Chief Executive Officer.

10. Evaluation of Committee Activities

The Committee will assess its performance and achievements against this Charter on an annual basis. All committee members will be asked to individually and anonymously complete a self-assessment questionnaire to assist the Committee to identify its strengths and weaknesses and recognise areas for future improvement. The Committee shall take appropriate action in respect of areas where there is a perceived need for enhancement of its role, operational processes or membership.

Annually, the Committee Chair will provide each individual member of the Committee with feedback on that person's work performance and professional contributions to the Committee's activities for the year.

Membership of the Committee will be reviewed by Council following each local government Election with the aim of ensuring appropriate balance between continuity of membership, the contribution of fresh perspectives and a suitable mix of skills, knowledge and experience.

11. Review of the Charter

This Charter will be reviewed annually by the Committee to ensure it remains consistent with the Committee's authority, objectives and responsibilities.

12. Approval of the Charter

The Charter is endorsed by the Chair of the Committee and approved by Council.

Building Asset Portfolio Review Risk Assessment

Background

At its ordinary meeting on 22 May 2019 Council resolved;

COUNCIL RESOLUTION 59/19

That Council:

- 1. Directs the Chief Executive Officer to develop a project planning framework to be presented to Council for consideration during October 2019 (or prior), that will plan for the review of the Shire's building portfolio. At a minimum, the review is to consider Shire buildings in the context of:
 - 1.1 Not required or suitable for the delivery of services.
 - 1.2 Uneconomical to maintain and/or operate.
 - 1.3 Duplicating service delivery.
 - 1.4 Underutilised / redundant.
- 2. Appoints the following two Councillors to a Working Group with the Chief Executive Officer (or delegated representative) to develop a project planning framework for presentation to the Council for consideration, prior to any work on a review commencing:
 - 2.1 Councillor Atherton; and
 - 2.1 Councillor Wringe.

<u>Risk</u>

The following risk assessment is made for the process of undertaking a blanket review of Council's entire building portfolio assessing;

- 1.1 Not required or suitable for the delivery of services.
- 1.2 Uneconomical to maintain and/or operate.
- 1.3 Duplicating service delivery.
- 1.4 Underutilised / redundant.

Table A

MEASURES OF CONSEQUENCE

LEVEL	RATING	HEALTH & SAFETY	FINANCIAL	SERVICE INTERRUPTION	COMPLIANCE	REPUTATION	PROPERTY	ENVIRONMENT
1	Insignificant	Negligible injuries	Less than \$2,000	No material service interruption	No noticeable regulatory or statutory impact	Unsubstantiated, localised low impact on community trust, low profile or no media item	Inconsequential or no damage.	Contained, reversible impact managed by on site response
2	Minor	First aid injuries	\$2,000 - \$20,000 Or < 5% variance in cost of project	Temporary interruption to an activity – backlog cleared with existing resources	Some temporary non compliances	Substantiated, localised impact on community trust or low media item	Localised damage rectified by routine internal procedures	Contained, reversible impact managed by internal response
3	Moderate	Medical type injuries	\$20,001 - \$100,000 Or > 5% variance in cost of project	Interruption to Service Unit/(s) deliverables – backlog cleared by additional resources	Short term non- compliance but with significant regulatory requirements imposed	Substantiated, public embarrassment, moderate impact on community trust or moderate media profile	Localised damage requiring external resources to rectify	Contained, reversible impact managed by external agencies
4	Major	Lost time injury	\$100,001 - \$1M	Prolonged interruption of Service Unit core service deliverables – additional resources; performance affected	Non-compliance results in termination of services or imposed penalties	Substantiated, public embarrassment, widespread high impact on community trust, high media profile, third party actions	Significant damage requiring internal & external resources to rectify	Uncontained, reversible impact managed by a coordinated response from external agencies
5	Catastrophic	Fatality, permanent disability	More than \$1M	Indeterminate prolonged interruption of Service Unit core service deliverables	Non-compliance results in criminal charges or significant damages or penalties	Substantiated, public embarrassment, widespread loss of community trust, high widespread multiple media profile, third party actions	Extensive damage requiring prolonged period of restitution Complete loss of plant, equipment & building	Uncontained, irreversible impact

Assessment - Measures of Consequence

Consequence Table A	Assessed Rating Table A	Comments
Health and Safety	Insignificant	No material health and safety risk expected
Financial	Minor	Business units requiring involvement in the review process will likely incur additional resources meet service interruption. Particularly officers involved in the expected extensive public consultation and engagement
Service Interruption	Moderate	The process of a complete review will likely incur significant public consultation and engagement requirements upon the organisation. For involved officers and business units, it is expected to lead to service level interruptions that result in backlogs.
Compliance	Insignificant	No material compliance implications expected
Reputation	Major	A process of reviewing the building portfolio with the intent of rationalisation is expected to generate widespread community concern that is expected to lead to adverse community trust. Due to the geographical extent of the building portfolio. It is expected that the process of a blanket review will result in broad adverse community response of significance.
Property	Insignificant	No material property risk expected
Environment	Insignificant	No material environmental risk expected

Table B

MEASURES OF LIKELIHOOD

LEVEL	RATING DESCRIPTION		FREQUENCY
5	Almost Certain The event is expected to occur in most circumstances		More than once per year
4	Likely	The event will probably occur in most circumstances	At least once per year
3	Possible	The event should occur at some time	At least once in 3 years
2	Unlikely	The event could occur at some time	At least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	Less than once in 15 years

Table C

RISK MATRIX

Consequence		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost Certain	5	MODERATE (5)	HIGH (10)	HIGH (15)	EXTREME (20)	EXTREME (25)
Likely	4	LOW (4)	MODERATE (8)	HIGH (12)	нідн (16)	EXTREME (20)
Possible	3	LOW (3)	MODERATE (6)	MODERATE (9)	HIGH (12)	HIGH (15)
Unlikely	2	LOW (2)	LOW (4)	MODERATE (6)	MODERATE (8)	HIGH (10)
Rare	1	LOW (1)	LOW (2)	LOW (3)	LOW (4)	MODERATE (5)

Table D

RISK ACCEPTANCE CRITERIA

RISK RANK	DESCRIPTION	CRITERIA FOR RISK ACCEPTANCE	RESPONSIBILITY
LOW	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
MODERATE	Monitor	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
HIGH	Urgent Attention Required	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
EXTREME	Unacceptable	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council

Assessment – Risk

Consequence	Assessed Rating	Likelihood	Risk	Risk Acceptance	Responsible Officer
Table A	Table A	Table B	Table C	Table D	Table D
Health and Safety	Insignificant	Rare	Low	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Financial	Minor	Likely	Moderate	Risk acceptable with adequate controls, managed by specific procedures and subject to semi-annual monitoring	Operational Manager
Service Interruption	Moderate	Likely	High	Risk acceptable with excellent controls, managed by senior management / executive and subject to monthly monitoring	Director / CEO
Compliance	Insignificant	Rare	Low	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Reputation	Major	Almost Certain	Extreme	Risk only acceptable with excellent controls and all treatment plans to be explored and implemented where possible, managed by highest level of authority and subject to continuous monitoring	CEO / Council
Property	Insignificant	Rare	Low	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager
Environment	Insignificant	Rare	Low	Risk acceptable with adequate controls, managed by routine procedures and subject to annual monitoring	Operational Manager

The risk assessment has resulted in two consequence areas that have identified High and Extreme risk associated with the process.

- 1. Reputation = Extreme
- 2. Service Interruption = High (for affected officers)

<u>Risk</u>

It is considered that a blanket review of the entire building portfolio (aside from any actual decisions on rationalising buildings) will create material risks to the Shire

1. Reputation

- a. The diverse locations of the building portfolio leads to a large percentage of the community being in geographical proximity to buildings that will be subject to a review. This is considered to give greater cause for potential widespread dissatisfaction with the Shire if the community believes a review will lead to withdrawal of services.
- b. The diverse social use (and social ownership) of the building portfolio leads to a large percentage of the community having a direct or indirect association with buildings that will be subject to a review. This is considered to give greater cause for potential widespread dissatisfaction with the Shire if the community believes a review will lead to withdrawal of services.

2. Service Interruption

- a. A blanket review is expected to utilise considerable organisational resources over a prolonged period of time. This is primarily due to;
 - i. The likely level of community scrutiny and potential dissatisfaction that a blanket review will generate. The review is anticipated to require significant proactive and reactive management by officers and Councillors throughout the process.
 - ii. The level of community engagement that is anticipated as being required due to the widespread 'social ownership' of community buildings.

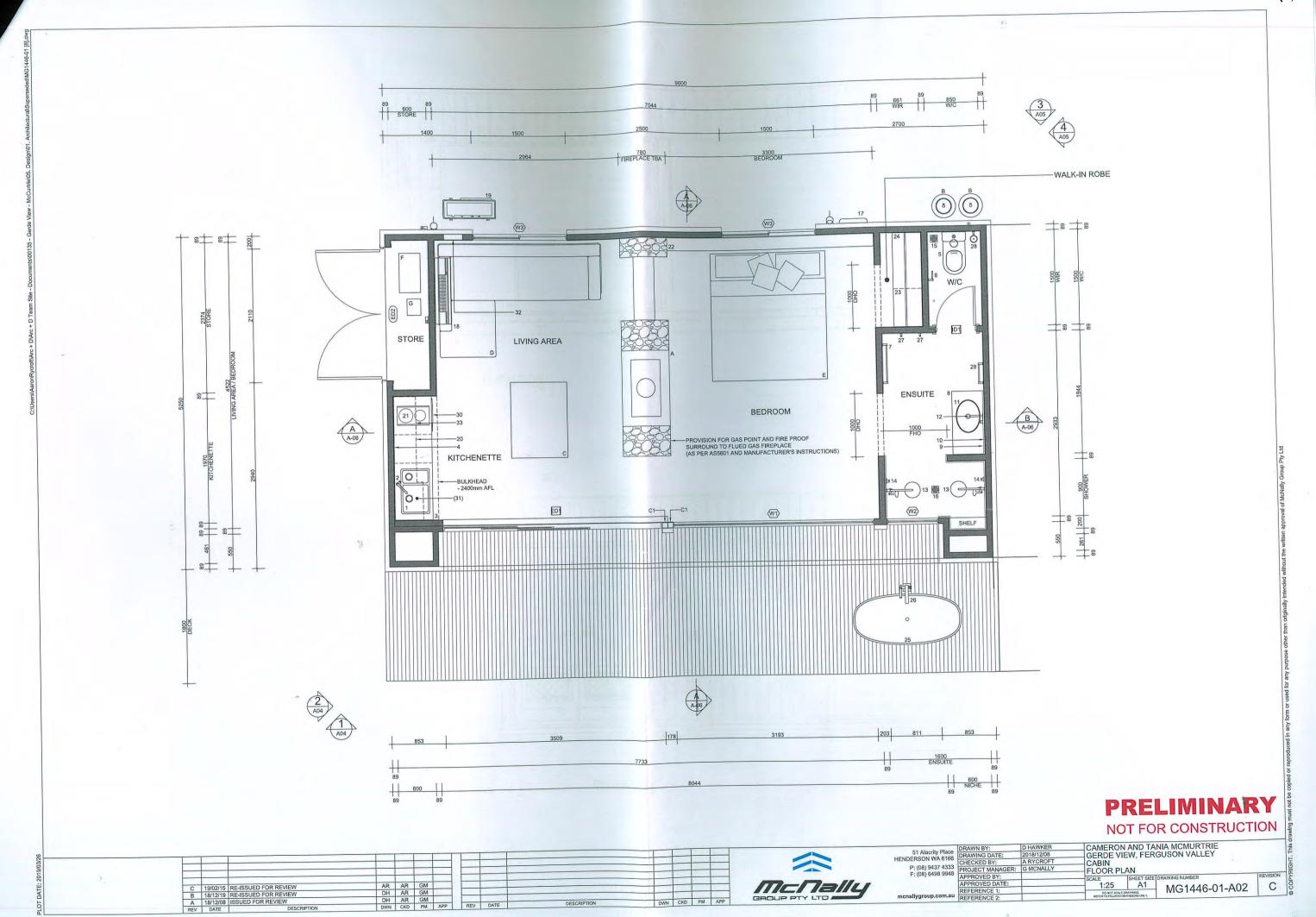
Risk Mitigation

In order to mitigate the identified risks, it is recommended that building reviews are conducted periodically rather than as a blanket review.

- 1. Establish trigger situations that cause for the initiation of a review
 - For Example
 - a. An assessment is initiated when identified renewal or expansion works on a facility exceed a determined % of its replacement value.
 - b. An assessment is initiated when major expansion works are planned for facilities. An enlarged scope of works can be considered in order to co-locate users from other facilities within a determined catchment area.
- 2. Develop a non-replacement plan for Council's building portfolio that is supported by ceasing building replacement insurance cover for the identified buildings.

Attachment 9.3.1(1) Town Planning Central Records Type here to search Mapping Favourites Rates And Property Financial Management 000 VEN Number 2029330 Pens No Property Map Enquiry - A5182 LOT 3 GERDE VIEW LOWDEN WA 6240 X Localty 06
Zoning F1
Land use R1 Legal flag Non-current
Assess No. [45182 Old No. |
Owner SKATING GOOSE PTY LTD Valuation Details Address LOWDEN WA 6240 Gross Rental Value 0 DONNYBROOK/BALING 392000.00 Lot 3 Non-current **©** 3 a 0 Property Map Enquiry - A5182 LOT 3 GERDE VIEW LOWDEN WA 6240 - [bob.walin/LGS/synergy/Synergy/Soft × Property W beog nosugist Financial 1: 23412 | Full Extent Zoom In Zoom Out Pan | Identify Locate Measure Select | Length Gerge View Summary **Subject Site** Ownership Parcel Memos 유 ~ 및 40) ENG 430 PM 24/09/2019 Work Items (0)
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The area shaded in "Pink" is identified as fire prone land





Our Ref: D09690 Your Ref: AS182

Bob Wallin
Shire of Donnybrook-Ballingup
Bob.Wallin@donnybrook.wa.gov.au

Dear Mr Wallin

RE: VULNERABLE LAND USE – LOT 3 GERDE VIEW, LOWDEN – 2 HOLIDAY CHALETS - DEVELOPMENT APPLICATION

I refer to your email dated 11 September 2019 regarding the submission of a revised Bushfire Management Plan (BMP) (Version 3.0), prepared by Resolve Group and dated 12 July 2019, for the above development application.

It should be noted that this advice relates only to *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (SPP 3.7) and the *Guidelines for Planning in Bushfire Prone Areas* (Guidelines). It is the responsibility of the proponent to ensure that the proposal complies with all other relevant planning policies and building regulations where necessary. This advice does not exempt the applicant/proponent from obtaining necessary approvals that may apply to the proposal including planning, building, health or any other approvals required by a relevant authority under other written laws.

Advice

- DFES has not assessed the proposal based on the Department of Planning, Lands and Heritage Tourism Position Statement, as DFES believes the position statement provides for a lower level of protection from bushfire risk compared to SPP 3.7 and the Guidelines.
- Tourism land uses, such as short stay accommodation, are considered a vulnerable land use as prescribed by section 5.5.1 'Vulnerable Land Uses' of the Guidelines.
- Vulnerable land uses located in designated bushfire prone areas require special consideration, especially as this accommodation type generally cannot achieve any level of construction under AS3959, and visitors may be unfamiliar with their surroundings and bushfire impacts.
- The current provisions of SPP 3.7 and the Guidelines do not provide for tourism land uses to be considered differently to any other vulnerable land use and, as such, DFES have assessed the proposal against SPP 3.7 and the Guidelines.
- It is recognised that full compliance with SPP 3.7 and the bushfire protection criteria in
 the Guidelines cannot always be met for tourism proposals as many are intrinsically
 linked to the natural landscape values of an area and/or the remoteness of the location,
 resulting in insufficient separation distances from bushfire hazards or the omission of
 safe secondary access and egress.
- Consequently, and in accordance with our advisory role, DFES have highlighted in the
 assessment below the residual bushfire risks associated with the tourism development
 and compliance with the bushfire protection criteria to aid decision making.

<u>Assessment</u>

1. Policy Measure 6.5 a) (ii) Preparation of a BAL contour map

Issue	Assessment	Action
Separation Distances	As per previous advice, the separation distance from Chalet 1 to plots 4 and 5 can only include 3 metres of the neighbouring firebreak. The Shire's Firebreak Notice only enforces the clearing of a 3 metre firebreak on the lot boundary for rural residential lots.	Modification of the BMP is required.

2. Policy Measure 6.5 c) Compliance with the Bushfire Protection Criteria

Element	Assessment	Action
Location	A1.1 and A2.1 – not demonstrated	Modification
and Siting and Design	As per previous advice, the BAL ratings cannot be validated, as the vegetation classification inputs require modification as per the above table. Also, it has not been demonstrated that the chalets are located	of the BMP is required.
	in the area with the least possible risk.	
Vehicular	P3 – does not comply	Modification
Access	As per previous advice, the intent of Element 3: Vehicular Access cannot be demonstrated at this location through the acceptable solutions.	of the BMP is required. Please demonstrate
	The proposed chalets are located on Lot 3 Gerde View. Gerde View is a dead-end road which ends at the lot boundary approximately 520 metres from Ferguson Road. Two-way access is not available until the intersection with Ferguson Road.	compliance, or provide substantiated evidence of a performance principle
	Lot 3 does not have direct access to Pugsley Road. There is no legal mechanism proposed over the neighbouring lots (lot 253 or lot 237 Pugsley Road) which would secure this access. It is unclear if an EAW could meet the technical requirements of the Guidelines as generally EAW's link public roads and Gerde View is over a kilometre from Pugsley Road.	based solution.
	DFES notes that the BMP has proposed a refuge as a performance principle based solution to meet the intent of Element 3. DFES does not accept a refuge as a suitable alternative to two access routes. In particular, the proposed refuge has not demonstrated how the performance principle for Element 3 (P3) has been achieved. P3 states:	
	'The internal layout, design and construction of public and private vehicular access and egress in the development to allow emergency and other vehicles to move through it easily and safely at all times'.	
	The proposed refuge does not address how safe and efficient evacuation of patrons, whilst simultaneously providing a safe	

Element	Assessment	Action
	operational environment for emergency services, can be achieved.	
Water	A4.3 – not demonstrated	Modification
	 The BMP states that a 110,000L dual purpose tank with 10,000L reserved for firefighting purposes will be installed to comply with Element 4. This is not supported as DFES requires a water tank which is dedicated for use by fire fighters. The acceptable solution is for a dedicated tank to be installed for firefighting purposes for the following reasons: In the event of an emergency incident firefighters may drain the entire domestic tank in suppression efforts. Until the tank is refilled residents cannot return to their homes. When a tank, used mainly for domestic purposes, is entirely emptied the sediment at the bottom of the tank may be disturbed when re-filling which can make the water unpotable. There is no guarantee that the tank will have the reserve of 10,000L as this is at the discretion of the land owner. Dams and reservoirs are not accepted as a secure and permanent water source. 	required. Please demonstrate compliance.

3. Policy Measure 6.6.1 Vulnerable land uses

Issue	Assessment	Action
Bushfire Emergency Evacuation Plan (EEP)	The referral has included a 'Bushfire Evacuation (Response) Plan' for the purposes of addressing the policy requirements. Consideration should be given to the Guidelines Section 5.5.2 'Developing a Bushfire Emergency Evacuation Plan'. This contains detail in regard to what an EEP should include and will ensure the appropriate content is detailed when finalising the EEP to the satisfaction of the City.	Comment.

Advice - does not comply

It is critical that the bushfire management measures within the BMP are refined to ensure they are accurate and can be implemented to reduce the vulnerability of the development to bushfire. The BMP requires modification for the following reasons:

- 1. The development design has not demonstrated compliance with Element 1: Location, Element 2: Siting and Design, Element 3: Vehicular Access and Element 4: Water.
- 2. The proposed development is intensifying land use in a bushfire prone area at the end of a non-compliant dead-end road.
- 3. Modification to the BMP and EEP should respond to the non-compliance to influence the appropriate bushfire management measures to reduce vulnerability and to minimise the threat of bushfire to visitors and the site itself.

If you require further information, please contact the Coordinator Land Use Planning – Sasha De Brito on telephone number 6551 4075.

Yours sincerely

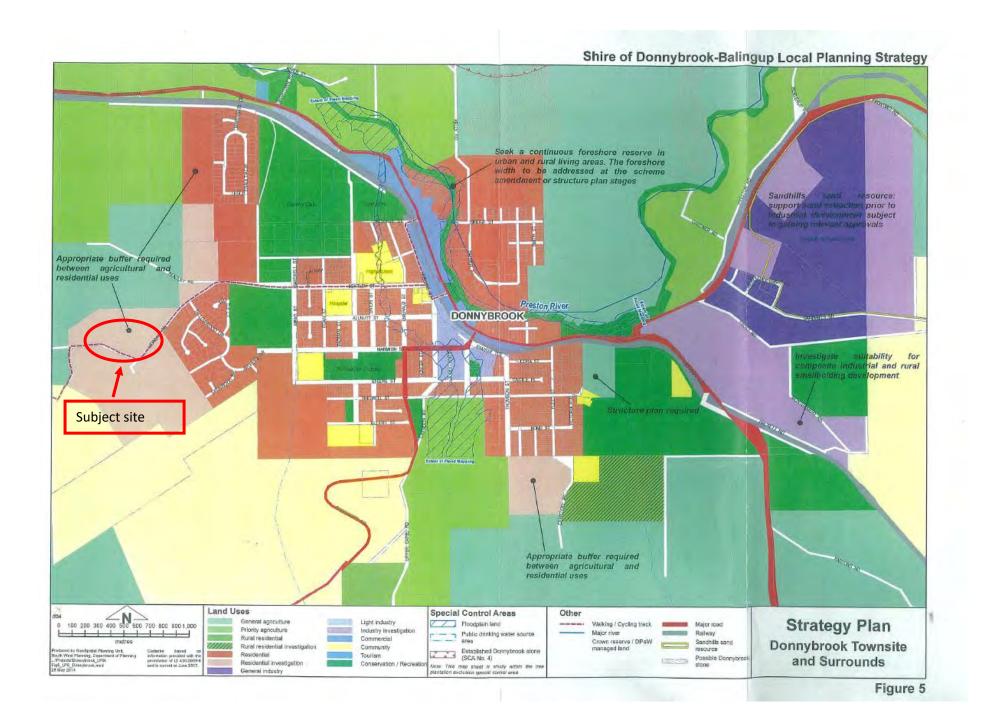
Ron de Blank DIRECTOR LAND USE PLANNING

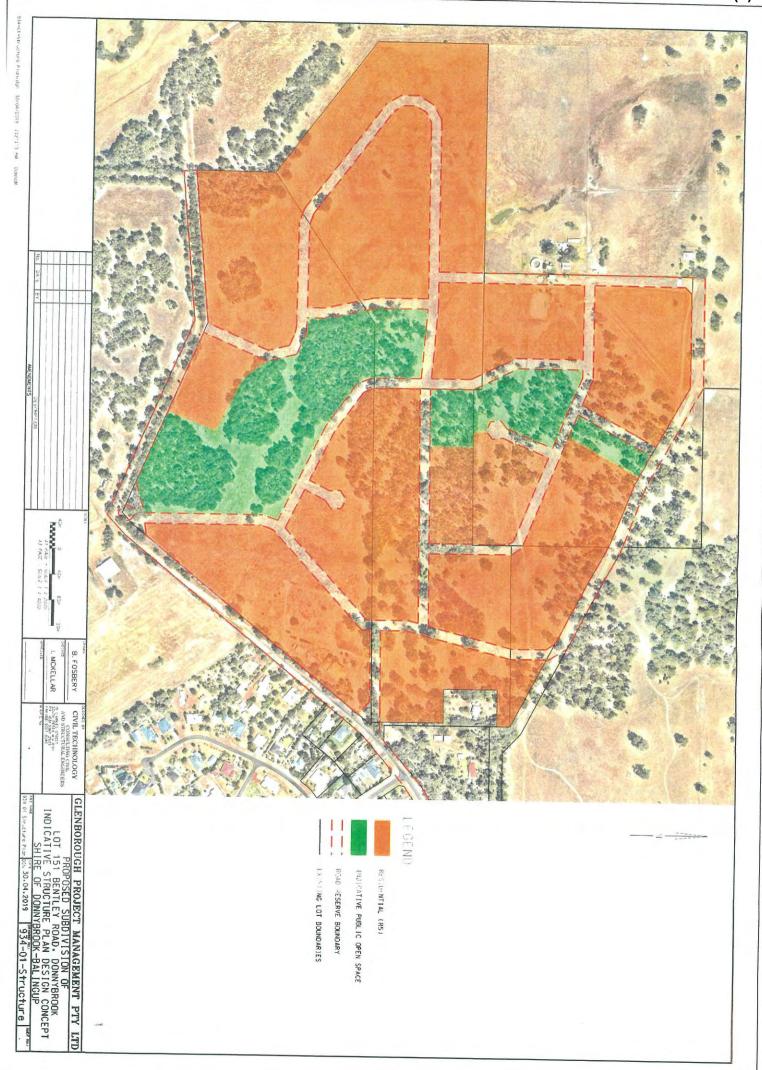
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10 October 2019



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SCHEDULE OF SUBMISSIONS - AMENDMENT 12 TO LOCAL PLANNING SCHEME 7

Government Agency Responses:

	Covernment Agency recopolises:					
N	lo. N	Name &	Description	Summary of Submission	Comments	Recommendation
	A	Address	of affected			
			property			
			_			

1	Mr Richard Brace	25 Elma Lane, Donnybrook	Thanks Shire and administration officer – Executive Services for providing opportunity to comment and provide full documents.		
			Live in proximity to Lot 151 and naturally stand to be greatly impacted by such a major proposal that intends to change the landscape of the immediate environment.	Note.	Note
			There are many relatively minor that deserve comment and discussion, however, would like to highlight two serious concerns only. These concerns relate to land capability and water management and geological nature of the western end of the subject land (proposed Lots 1 to 13).	Note. Detailed investigation of the local water environment will be addressed via an Urban Water Management Plan (UWMP). This will be prepared at the structure plan stage. See below for Department of Water advice.	Note
			Certain key requirements yet to be met are not specified at the time of this amendment, but await further though, planning and approval. Comments are referenced to the contents page index numbering are as follows:	Note. This amendment is the first step in progressing towards a subdivision and future development. The next step will be to prepare a structure plan document that addresses detailed design, servicing and environmental considerations.	Note
			4.1 Geology – include reference to the words "major conglomerate in some areas".	Note. This will be investigated in more detailed geotechnical investigations associated with the structure planning stage.	Note
			4.7 Water and Sewer availability The proposal is not intended to connect new lots to a reticulated water supply. This will require septic tank systems or other forms of waste water management. Is the developer aware that extensive ironstone/laterite deposits exist? Major blasting will be necessary and this will be expensive.	Note. This will be investigated in more detailed geotechnical investigations associated with the structure planning stage. It is noted that there are a number of options in relation to provision of septic systems including the use of fully or partly inverted leach drains. These investigations will examine the suitability for future lots to accommodate sustainable on site effluent disposal.	Note
			6.8 Land capability The two hand auger points HA1 and HA2 are located in open ground. No investigation/boreholes were made by	Note. See above.	Nptage 2

	WML near proposed Lots 1-13 which has a noticeable different and distinctive soil appearance. Ironstone/laterite is on the surface and does not match the profiles of HA1 and HA2.		
	It is optimistically worded that the entire subdivision will be able to be serviced by on-site sewerage.	Note. See above.	Note
	6.10 Water Management It is noted that an UWMP will be prepared in order to coordinate the management of water within the subject land from the surrounding catchments.	Note.	Note
	Historically, the lower lying land has been known as "the lakes". Drainage trenches have been dug to cope with the volume of water. A small drainage creek bed still runs through the central section of the land.	Note. See above.	Note
	Average rainfalls have been much less over past decades, but with the heavier rain last winter, the land designated as proposed Lots 28, 29, 30, 31, 32, 25, 16 and 17 showed surface upheaval and subsidence.	Note. See above in relation to requirements to prepare an UWMP that will address drainage conditions and proposed treatments.	Note
	A well just outside our fence line (between Lots 29 and 34) was dug 40 or 50 years ago could not be identified when we purchased our property in 2010. Last year, the soil on top of the well subsided into a depression revealing its location.	Note. See above.	Note
-			l Page 3

2	Mr Peter Gilmour	10 Wattle Court,	Object to the proposal. The reasons are as follows:		
	(submission including a total of 14 signatories)	Donnybrook	Increased traffic and traffic congestion on Morgan Road Little thought has been given to the impact on nearby residents. The draft shows only one access road off Morgan Road for the 34 lots. This access road is too close to the Tallowwood Driver/Morgan Road, T junction. If created, it will create 'offset crossroads' which will likely create traffic congestion and increase the risk of accidents, particularly at school time.	Disagree. The proposed road network will comply with Liveable Neighbourhood standards. A review of the plan shows an intersection separation of approximately 60 metres which is more than reasonable for a residential setting.	Disagree
			Recreational walkers, children, bicycles and horses frequent this area. There are no footpaths and at times, shadows, create difficult driving conditions.	Note. Future roads will be required to provide street lighting and foot paths to ensure a safe and convenient residential amenity.	Note
			In the past, a group of residents submitted a request to the Council for a stop sign to be erected at the end of Tallowwood Drive due to issues at the junction. This request was deemed unnecessary.	Note. This is not directly related to the proposal.	Note
			It is clear that this area is already precarious and so to approve a nearby subdivision of such scale with only one point of access would greatly increase the traffic and associated dangers.	Disagree. The proposed road network will comply with Liveable Neighbourhood standards in terms of intersection spacing, pavement widths and providing a safe pedestrian and cyclist environment.	Disagree
			Lack of communication about the subdivision The communication regarding the subdivision has been sparse and secretive to such an extent that the majority of residents located in the close environs were unaware of the intent to	Disagree. The rezoning has been advertised with a mail drop that has included lots fronting Morgan Road, all surrounding lots abutting the site, an advert in the local paper and Shire website and provided at least 42 days for comments to be made.	Disagree
			subdivide. Compare this with the handling of the Meldene West Subdivision, which was broadly publicised well in advance. The lack of transparency in this application is disconcerting and could perhaps suggest		Page 4

That the developer and associated stakeholders have ulterior motives. We seek explanation as to why there has been such a lack of posted notices at the property and in the local media and why nearby residents have not been formally notified.		
Loss of Bushland, Farmland and associated rural nature of the area The proposal seems unnecessary and out of character with the rural nature of the existing lots adjacent to the proposed subdivision.	Note. However, the site and surrounding land is identified as "Development Investigation Area" with potential for residential development with lots between 2000m2 to 4000m2.	Note
There are already vacant blocks available or approaching availability in Donnybrook such as in Meldene West and Irishtown Heights.	Note. See above.	Note
The development will require substantial destruction of bushland, resulting in the loss of native habitat for wildlife in the area and a change to the rural qualities of the neighbourhood. Surrounding bushland and farmland are extremely important for residents physical and mental wellbeing and is one of the key attractions for living in the area.	Note. See above. In addition, the structure plan process will require further detailed investigation to ensure environmental values are preserved, noting that the EPA has required further studies to ensure Black Cockatoo habitat is retained.	Note
The proposal cites the Donnybrook Recreation Reserve as a primary green space. However, this already serves the needs of many residents. To create a subdivision without simultaneously incorporating sufficient green space and preservation of native habitat will increase the ratio of people to green space to a point of congestion.	Note. A 10% public open space contribution will be required to directly serve the locality. The existing reserve does serve the local community and given the low density of development proposed is unlikely to create a unreasonably high demand/congestion of existing reserves.	Note
There is already minimal area for safely exercising horses and dogs without subjecting the area to further population increase.	Disagree. See above.	Disagree Page 5
Premature growth of the Donnybrook Townsite and possible oversupply of	Disagree. The proposed land and surrounding is identified as "Development Investigation Area" with	

Vacant residential lots in a predominantly	
rural area	

As the Meldene West and Irishtown Heights subdivisions are underway, it seems excessive for the Council to approve another subdivision before sufficient demand for additional vacant blocks has arisen.

Existing property prices are already low and the oversupply of vacant blocks would create substantial competition. Whilst it is inevitable that Donnybrook will expand, it seems both unnecessary and irresponsible at this time for the Council to consider passing this or any other subdivision application that offers very little benefit to existing ratepayer, but only appears to line the pockets of non-local developers. Townsite expansion should be allowed to occur at a healthy and sustainable pace.

<u>Creation of a disturbing precedent for the rezoning of General Agriculture land to Residential</u>

Substantial land is already earmarked for residential investigation in the area. If Council approves this subdivision, it will create a disturbing precedent that all land currently zoned as General Agriculture can be readily converted to Residential.

It would be far more appropriate for the Council to consider subdivision of General Farming land in this area into larger 5 to 10 acre blocks to maintain the area's rural nature rather than trying to impose higher density living on an area that is not supported by local infrastructure.

For low density residential development subject to resolution of detailed servicing, environmental investigation and design. The Shire has in interfering in the market in terms of controlling the pace and release of lots beyond identifying zoned land in its Local Planning Scheme and Local Planning Strategy.

Noted. See above.

Note

Disagree. The land and surrounding is identified as "Development Investigation Area" with potential for low density residential development. This rezoning does not create a precedent for "General Agricultural" land more generally to be subdivided that is not identified for more intensive land use.

Disagree

Disagree. LPS7 identifies the site for low density

residential development between 2000m2 and 4000m2. The creation of lower density lots as proposed in this area is not consistent with this vision and would be inconsistent with State Government direction to limit "rural residential" style development that is seen as inefficient and an unsustainable form of settlement.

Page | 6

3	Water Corporation	n/a	The subject land is situated outside but adjacent to the Water Corporation's Donnybrook gravity water supply zone. A desk top assessment of the proposal has been undertaken.	Note.	Note
			The height of the land ranges from 70-75m AHD. The Water Corporation's Trigwell Street, Reservoir to the east of town has a maximum top water level of 122mAHD. Despite significant head losses through approximately 4.5km of water mains to reach the site, there is sufficient static head to service the future subdivision with compliant water pressures.	Note.	Note
			Future subdivision can be serviced with water by mains extensions off the nearby water mains that run along Morgan Road. New water mains will need to be extended by the developer as part of the future subdivision works.	Note.	Note
4	Department of Primary Industries and Regional Development	n/a	Does not object to the proposal.	Note.	Note

5	Department of Health	n/a	Provides the following comments:		
	or riealth			Disagree. Preliminary information provided indicate that there is a reasonable expectation that the site can support on-site disposal systems. The Structure Planning process will enable detailed investigation to prove up specific site capacity.	Disagree

Does not support the amendment until it can be demonstrated that the proposed lots are suitable for effluent disposal via a site-specific site and soil evaluation (SSE) report, in accordance with Australian New Zealand Standard 1547:2012. The SSE shall include the following information as a minimum:

- A detailed SSE of the proposed lots under winter conditions;
- The most suitable location for effluent disposal areas on each proposed lot and soil characteristics;
- If fill is proposed, management of runoff of effluent form filled effluent disposal areas to be detailed and include how it will be prevented;
- The minimum required land application area as per Schedule 2 of the proposed Government Sewerage Policy;
- Recommended design of on-site wastewater treatment and disposal systems based on the SSE, mitigating the identified risks to public health and environment posed;
- Long term management of proposed on-site wastewater systems;
- Addressing all other requirements of the proposed Government Sewerage Policy (meeting all separation distances)

Public Health Impacts
There may be a concern about existing and potential agricultural activities on surrounding land and the possible resultant spray drift from chemical applications. The Guidelines for Separation of Agricultural and residential land uses should be taken into account.

The Structure Plan process will require the preparation of an UWMP as well as site specific geotechnical investigations. It is premature to require upfront detail as requested when there is a need to prepare and consider information from a wide range of future investigations and studies that will inform the structure plan design.

Agree in part. The immediate locality is identified for Development Investigation Area and unlikely to continue to be used for agricultural activity indefinitely. An investigation of potential intensive agricultural activity that may cause land use conflict has been investigated. The nearest intensive agricultural (orchard) is 720m. Any residual concerns can be adequately addressed through

Agree in part

Page | 9

	rs of impacts on local amenity ties in terms of noise, odour, ot.
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	6	Department of Water and	n/a	Advises that:		
		Environment al Regulation		The property is located within the Busselton Capel Groundwater Area	Note.	Note
		ai Negulation		proclaimed under the Rights in Water		
				and Irrigation Act 1914.		
				In the case of groundwater, any	Note.	Note
				abstraction in this proclaimed area is subject to licensing by DWER, however,		
				it should be noted that the resource is		
				fully allocated.		
				In such circumstances, trading of water	Note.	Note
				or alternative water sources will need to be investigated, particularly for any		
				potential requirements for irrigation of		
				public open space.		
				In relation to water supply, it is noted that	Note.	Note
				it is located directly adjacent to a reticulated water supply.		
				,		
				The major risk to water resources will be posed by higher density unsewered lots	Note.	Note
				using onsite disposal systems.		
				Matters relating to drainage will need to		
				be appropriately designed.		
				With regard to servicing, it is noted that	Agree. An UWMP will be prepared as part of the	Agree
				as part of the structure planning process,	structure planning process.	7.19.00
				an Urban Water Management Plan (UWMP) will be prepared in order to		
				coordinate the management of water.		
				DWER is satisfied the UWMP will	Note.	Note
				provide appropriate coverage of the		Note Page 11
				proposal and has no objection to the rezoning.		
L				rozoning.		

7	Department of Fire and Emergency Services	n/a	Advises that the Bushfire Management Plan (BMP) requires a number of actions and clarification with respect to: Preparation of a BAL contour map	Agree in part. There is enough information available to progress the amendment. Details regarding design can be addressed at the structure plan stage.	Agree in part
			Compliance with the Bushfire Protection Criteria The BAL contour map cannot be validated for location and siting design (see above) Vehicular access (requiring two safe access points not demonstrated Cul-de-sac design not favoured; Battle axe lots should be avoided as do not provide two way access; Temporary fire escape easement is not a term consistent with guidelines	Agree in part. See above. It is noted that the cul-desac design includes emergency access linkages consistent with Guidelines and that it is likely that these will ultimately be connected to the wider road network via public roads in the longer term.	Agree in part
			Recommend that the BMP not be supported without modifications to address the above points.	Agree in part. There is a need to undertake modifications, however, these can be addressed at the structure plan stage which will address detailed design considerations. There is opportunity to update the BMP at this stage, noting that other investigations may result in design changes.	Agree in part Page 12

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8	Department of Planning, Lands and Heritage	n/a	Advises that the department will be required to formally assess the proposed amendment and provided advice to the WAPC once it is formally submitted. However, provides the following concerns:	Note.	Note
			 Any future structure plan should address the entire area of DIA5. Development of the land should not compromise surrounding landholdings. 	Disagree in part. Future structure planning should not compromise surrounding landholdings in terms of future design outcomes. This can be achieved without the need for comprehensive designs being prepared for the entire DIA5 area. Such a requirement would further impede the viability of any future development in the locality.	Disagree in part
			 The WAPC will be guided by the requirements of SPP3.7 – Planning for Bushfire Prone Areas and the Guidelines and advice provided by DFES. 	Note.	Note
			The WAPC will be informed by advice submitted by government agencies regarding compliance with relevant environmental matters during the submission period.	Note.	Note

9	Department	n/a	Advises that:		
	of Biodiversity, Conservation and Attractions		 The indicative subdivision concept plan does not retain the highest quality black cockatoo habitat as found in the Flora and Vegetation Assessment. 	Agree. This matter can be addressed at the detailed structure plan and subdivision stages. A provision to address this matter can be inserted into the Scheme Text.	Agree
			The proposal should be designed to avoid clearing of trees ranked 70 or higher within the eastern portion of Lot 151 and ranked 50 or higher within the western portion.	Note. See above.	Note
			Corridor connection linkages should guide the wider structure plan POS areas, specifically for the lot immediately to the west and the two lots to the south of and included in Lot 151.	Note. See above.	Note
			Department's preference would be that the proposed POS layout is amended to reflect native vegetation corridor linkages which retain the best quality black cockatoo habitat.	Note. See above.	Note
			The road layout plan indicates that roads are proposed to be constructed through identified black cockatoo habitat areas resulting in a high number of habitat trees being cleared. Department believes the design could be improved to avoid and retain a higher number of good quality black cockatoo habitat trees. Roads should skirt around trees identified for retention.	Note. See above.	Note
			 trees identified for retention. Preference for POS areas to be separated from subdivision lots by peripheral roads for better 	Note. See above.	Note
			protection and management In summary, has no objections to the proposed scheme amendment. However, the associated subdivision concepts and wider layout concept should be improved to retain and protect	Note. See above.	Page 14

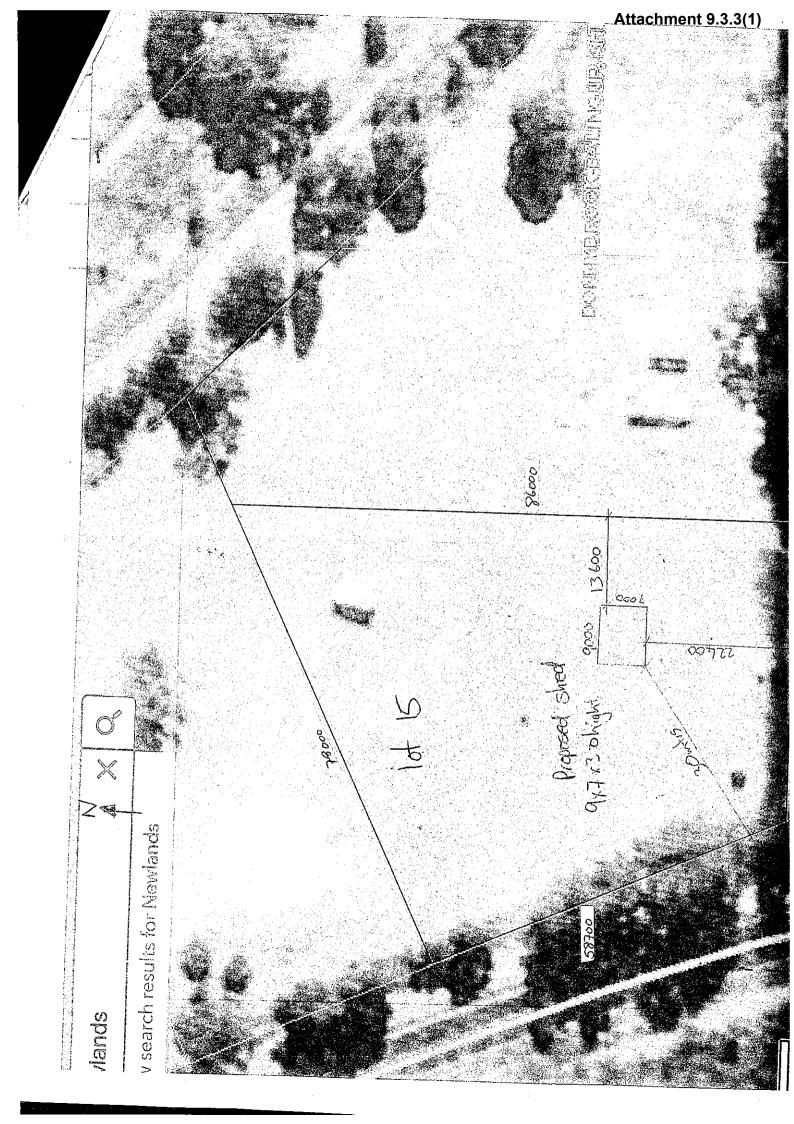
	The best quality black cockatoo habitat.	

10	Environment al Protection Authority (EPA)	n/a	Determines that the proposed amendment should not be assessed under Part IV Division 3 of the Environmental Protection Act 1986.		
			Provides advice on the following environmental factors:	Note.	Note
			Flora and vegetation;Terrestrial fauna		
			The amendment area contains flora and vegetation and fauna values including potential habitat for Threatened Fauna (Black Cockatoos). Clearing of vegetation which supports Black Cockatoos may also require assessment and approval under the Environmental Protection and Biodiversity Conservation Act	Agree. The amendment text can be amended to include requirements as listed to ensure habitat is identified and retained.	Agree
			The EPA recommends provisions proposed to be inserted into Schedule 11 to require:	Agree. The amendment text can be amended to incorporate these requirements.	Agree
			A Black Cockatoo survey undertaken in accordance with EPA Technical Guidance – Terrestrial Fauna Surveys 2016 to inform the structure plan design;		
			Public open space to be suitably configures and best located to retain and protect environmental values as informed by the Black Cockatoo Survey and in consultation with the Department of Biodiversity, Conservation and		
			 Attractions A landscape plan to address the retention of habitat trees throughout Lot 151; and Require building envelopes to be located in cleared areas where 		Page 16

possible.

Schedule of Modifications for Amendment 12 to Local Planning Scheme 7

No	Modification	Reason
1	Insert the following additional provisions into Schedule 11 under "Matters to be addressed in the Structure Plan (in addition to clause 6.9.4.4) after the words "road and intersection upgrades (if applicable);" "Black Cockatoo survey Building Envelopes: • To be designed to minimise need for clearing Bushfire Management Plan"	To address advice from the EPA decision
2	Insert the a new dot point under "Matters to be addressed in the Structure Plan (in addition to clause 6.9.4.4 of Schedule 11 after the last dot point relating to "Public open space provision" as follows: "suitably located to protect environmental values as informed by the Black Cockatoo Survey" in consultation with the Department of Biodiversity, Conservation and Attractions"	To address advice from the EPA decision
3	Insert a new dot point under "Associated Provisions" of Schedule 11 after the last dot point relating to "Landscape Plan" as follows: "address retention of habitat trees"	To address advice from the EPA decision







☐ Subject Site



Photo 3

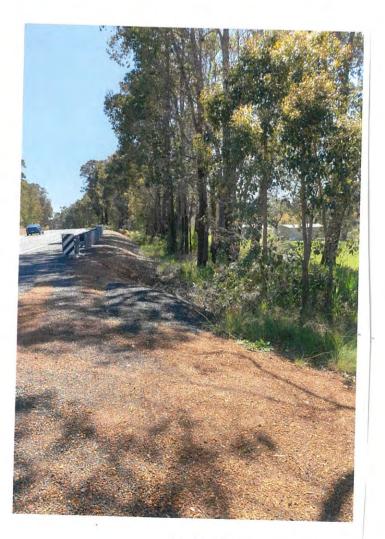


Photo 1



Photo 2



Photo 4

Report on activities associated with Camp Doogs event at The Berry Delightful 5-7 April 2019

Approval was granted by the Shire to host an event 'Camp Doogs' at The Berry Delightful for 5 - 7 April 2019 under the *Health (Pubic Building) Regulations 1992* and the *Environmental Protection (Noise) Regulations 1997* subject to numerous conditions. Conditions related to public health and safety, notifications to neighbouring properties and a complaints process.

One complaint was received by the venue on Friday evening regarding noise from the event which was resolved immediately. No further complaints were received over the weekend by the Shire however, the following week the Shire received complaints from four properties. The complaints referred to;

- lack of notification of the event,
- noise,
- traffic management, and
- Shire approvals/involvement.

At the Ordinary Council Meeting held in the Kirup Hall 24 April 2019, two questions were raised during Question Time as follows-

Pam Ucich A noise complaint has been made to the Shire regarding an event held close to our property recently. We received no communication from the event organiser and it appears other conditions that were applied by the Shire were not met. What has been put in place to prevent events such as this in the future?

Chief Executive Officer The "Camp Doog" event was held the same weekend as the Balingup Small Farm Field Day. Conditions in the event approval were the requirement to advise nearby residents, along with adhering to noise requirements. The Shire will not be entertaining this group at this location for any future events.

Carol Proctor When are neighbours supposed to be notified of events? Pam was 1km away and I could hear the event all weekend from my property further away. Why was a camping event allowed during a total fire ban? There was smoke seen at the property.

Chief Executive Officer Thank you for your information and feedback. I am not aware of the exact timeframe to notify affected residents but I assume at least seven days. It is the event organiser's legal obligation to undertake this process, therefore they were in breach of their approval. They are required to comply with bushfire and emergency management planning and no fires were to be lit. The Shire's Principal Environmental Health Officer visited the event on three separate occasions over the weekend and we are aware that there were other provisions not adhered to.

In answer to the major concerns raised;

Lack of notification of the event

The event organiser had been advised verbally and in writing by the Shire of the importance of notification to neighbour's of the event including timeframes and the complaints process. The Regulation 18 Exemption included a map (below) detailing the area that the notification needed to be provided to. Despite assurances given on three separate occasions, it is clear that notification did not occur.

Noise

It is also clear from the complaints received, that the unapproved DJ stand which was permitted to operate, subject to it being quieter than any other activity and was turned off at the same time as all other amplified sound, continued to operate in a manner contrary to the directions given.

Taking action against those who emit noise via the Regulations is complex. Evidence needs to be taken at the time of the suspected breech from the residence at which it is being received. The measurements need to be taken by an Authorised Person and Inspector under the *Environmental Protection Act 1986*, with a calibrated sound level meter using the process prescribed in the Regulations.

It is highly likely, that the noise received was 'C' weighted sound (doof doof) which is audibly quiet, yet annoying as per a dripping tap. The Regulations apply to 'A' weighted sound – 'C' weighted sound is excluded.

Traffic management

Traffic management was required for the Friday night of the event when patrons were arriving. It was not required during the event as it was camping with little movement expected in or out and patrons leaving on the Sunday was staggered.

Shire approvals/involvement

The Shire received an application for an alternative music and art festival in February 2019 when the previously used venue in the Shire of Harvey became unavailable due to fire restrictions. An inspection of the venue was carried out to assess suitability of the venue from a health and safety perspective, three key areas of concern were identified, traffic management, noise and water safety.

A final run sheet of performances was provided to the Shire two weeks (approx.) from the event. An extensive list of conditions were then placed on the event to reduce the likelihood of impact on neighbours and for the health and safety of the patrons.

The Shire does not provide an after-hours noise complaint service however, in this instance a qualified officer, authorised under the Environmental Protection Act 1986 was available

Three inspections were undertaken over the event period which included a pre-event inspection and two during event inspections. A number of unsatisfactory items were identified in the initial assessment which were addressed at the time. Saturday inspections (1.00pm and 9.30pm) included checking for audible event noise in surrounding areas, as close to residences as possible. Music noise was faintly audible

in some locations. The event programme included a wide variety of music types with various capacities to travel and thus be intrusive.

The Shire would never knowingly approve an event which would have significant impacts on neighbours. The conditioned approvals provided to the event organisers was in fact to prevent this happening and to implement a process, which should there have been concerns, provide immediate actions to be taken to resolve the matter. On this occasion, the approval was not adequately complied with.

Event notification and noise monitoring map



Notification area – all residences within the pink line. Noise monitoring locations denoted by yellow circle

NOISE MANAGEMENT PLAN

BLISSFEST 2020

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1 Introduction

Blissfest is an inaugural event planned to take place on February 21st to 23rd in the West Australian country side. The event has a focus on human connection, movement, laughter and music. The event is a creation of The Liberators of Perth, a social activation group aimed at connecting people and liberating them from their daily grind. The festival will consist of stage performances, a lifestyle village for yoga, mindfulness and workshops, and various activities focussing on fun and recreation.

Blissfest Festival is being run by Soul Fusion Australia.

2 Purpose

The purpose of this document is to outline the anticipated noise levels experienced during the event and the procedures in place to assure noise levels are monitored and kept to the agreed levels in order to obtain a Noise Regulation 18 Approval from the Local Government Authority.

3 References

This plan has been developed in accordance with the Government of Western Australia Department of Health's *Guidelines for concerts*, events and organised gatherings, December 2009 (GCEOG).

The respect to legal requirements, this plan references the *Environmental Protection (Noise) Regulations 1997*

4 Event Details

Description	Detail
Dates	21 - 23 February 2020
Event Start Time	Gates open 15:00, 21 February 2020
Event Finish Time	All patrons off site, 14:00, 23 February 2020
Proposed Venue	The Berry Delightful, 19503 SW Highway, Brookhampton, WA
Local Government Authority	Shire of Donnybrook-Balingup
Attendance	300 attendees (maximum) + 50 Volunteers
Alcohol Policy	Alcohol Free Event
Camping	Yes
Age Range	18 - 60 years old
Crowd Dynamics	Yoga & Mindfulness, Dance, Recreational Activities

5 Roles and Responsibilities

5.1 Event Organiser

- Develop Noise Management Plan
- Lead communications with the venue owner
- Coordinate debrief and lessons learnt

5.2 Event Managers

- Assure decibel readers are available and operational
- Assure that stage managers are constantly monitoring the sound levels
- Provide routine checks of sound levels during the event and document the readings
- Manage complaints from the public
- Assist in debrief and lessons learnt

5.3 Stage Manager

- Constantly monitor the sound levels and make adjustments to sound levels to satisfy the conditions of this plan or as instructed by the Event Manager.
- Assist in debrief and lessons learnt

5.4 Venue Owner

- Inform the surrounding neighbours of the event on behalf of the promoter
- Make agreements with surrounding neighbours with respect to acceptable noise levels.
- Field complaints from the surrounding neighbours and direct them to the Event Managers
- Assist in debrief and lessons learnt

6 Noise Management

6.1 Event Layout

The event layout is depicted in the site map provided at Appendix A.

The event consists of two stages, 1) Jewel (Main) stage and 2) a mobile Lake Stage as well as a lifestyle village for workshops and relaxation. For the purpose of sound monitoring and the effect on nearby residents, only the two stages will be considered given the low operation levels of the Workshop stage being negligible in comparison.

Given that the event is being held on private property in a rural area the type of premises receiving noise is deemed to be a "Noise sensitive premises at locations further than 15 metres from a building directly associated with a noise sensitive use." Therefore, it is required that a Noise Regulation 18 Approval is obtained from the Local Government Authority should the noise levels at the nearest noise sensitive premises receive more than 60dB for a period greater than 10 minutes.

6.2 Assigned Noise Levels

The assigned noise levels allowable at a noise sensitive premises as defined by the *Environmental Protection (Noise) Regulations 1997*, are described in Table 6.2.

Table 6.2 - Assigned Noise Levels

Type of premises	Time of Day	Ass	igned Level (d	dB)
receiving noise		La10	Lai	Lamax
	0700 to 1900 hours Monday to Saturday	45 + influencing factor	55 + influencing factor	65 + influencing factor
at locations within 15 metres of a building	0900 to 1900 hours Saturday and public holidays	40 + influencing factor	50 + influencing factor	65 + influencing factor
directly associated with a noise sensitive use	1900 to 2200 hours all days	40 + influencing factor	50 + influencing factor	55 + influencing factor
	2200 hours on any day to 0700 hours Monday to Saturday and 0900 hours Sunday and public holidays	35 + influencing factor	45 + influencing factor	55 + influencing factor
Noise sensitive premises at locations further than 15 metres from a building directly associated with a noise sensitive use		60	75	80
Commercial premises	All hours	60	75	80
Industrial and utility premises	All hours	65	80	90

6.3 Targeted Noise Levels

Given that music will be an important element of the event, it is important for the event's success that music levels are maintained at a volume that is enjoyable for the patrons. Music levels should also be appropriate to the time of day and the type of music being played. In general, music should be quieter during the morning/late-night and louder during the peak entertainment times from around noon to 22:00pm.

However there are other factors to be considered such as limiting damage to patron's hearing and minimising impact of the event on the surrounding community which will determine the targeted noise levels for the event. Therefore the target operational sound levels for this event have been determined using two factors; 1) safe noise levels and 2) noise sensitivity of the surrounding public.

6.3.1 Safe Operating Levels

In accordance with the GCEOG Guideline 27:

Outdoor rock music concerts need to operate at sound levels of at least 95dB(A) at the mixing desk at achieve an acceptable atmosphere. The sound mixing operators for many of the artists may wish to operate at higher levels, typically up to 105dB(A) at the mixing desk. In most cases, this is unnecessary and a limit of 100dB(A) at the desk is acceptable. Therefore, during peak operational times it shall be assured that noise levels for patrons do not exceed 100dB(A).

6.3.2 Noise Sensitivity of the Surrounding Public

In accordance with the GCEOG Guideline 27, for one-off events that the community has been made aware of, the following reactions from residents are likely:

Residential Level	Likely Response
Below 55dB(A)	Generally no complaints
55-65dB(A)	Few complaints, increasing in sensitive areas and later hours
65-75dB(A)	Considerable level of complaints, less in tolerant areas

Table 6.3 - Likely Response to Noise Levels from the Public

Therefore, noise levels shall have a target level of 65dB and not exceed a volume that will result in noise levels above 70dB(A) at the nearest sensitive premises during agreed timeframes. The Event Managers will instruct the Stage Managers as to whether noise levels shall be reduced in order to meet the desired result at any given time.

6.4 Noise Sensitive Areas

The nearest noise sensitive areas are the neighbouring properties. The nearest neighbours and their respective distances from the nearest stage are identified in Appendix B. However, everybody has a different tolerance and acceptance of noise, therefore the noise restrictions

placed on the event should be tailored to reflect the anticipated reactions.

6.4.1 Consultation with Surrounding Residents

Consultation with the surrounding residents will be conducted by the venue owner to inform them of the event. If residents request that sound levels be limited, an agreement will be made to reduce noise levels to acceptable levels at sensitive times and to have no music played during sleeping hours (see Table 6.4 below). For the purpose of definition, the properties which we have identified with a possible need for limiting noise levels are considered the **noise sensitive premises**.

 Date
 Start Time
 Finish Time

 21st February 2020
 15:00
 00:00 midnight

 22nd February 2020
 10:00
 01:00 with the option of closing at 00:00 (all target noise reduced to 55dB(A) between 22:00-01:00)

 23rd February 2020
 10:00
 13:00

Table 6.4 Hours of Amplified Sound Operation

6.5 Anticipated Noise Levels

The nearest noise sensitive resident is located approximately 360m from the nearest stage. However this is to the rear of the mainstage and away from the facing direction of the speakers. In addition, the stage and venue infrastructure will act as a physical barrier to the sound travel pathway. All other residents are located at a further distance and therefore should experience a reduced sound level.

6.6 Noise Monitoring Procedures

Noise shall be constantly monitored by the Stage Manager throughout the duration of the event. A noise reader will be available at each stage at all times.

The Event Managers will perform audits at each stage a minimum of twice per shift to assure the suitable noise levels are met. The Event Manager shall perform checks regularly during any particularly loud performances to assure the nearby neighbours are not adversely effected. Between the hours of 12:00am and 10:00am Friday, and 01:00am and 10:00am Saturday all sound stages will be powered down.

Sound levels will be recorded at the stages and at any external locations stipulated by The Shire of Donnybrook-Balingup or an attending Officer. During the hours of 12:00pm to 00:00am the music levels are not to exceed 105dB(A) at a distance of 20m from the speakers. Measurements shall be taken directly in front of the speakers.

For neighbouring properties readings shall occur once per Event Manager shift or as stipulated by The Shire of Donnybrook-Balingup. The reading at the property locations average **65dB(A)** and shall not exceed **70dB(A)** at all times. As per section 6.3 Noise levels

at neighbouring properties will not exceed **55dB(A)** after hours of 22:00pm. Measuring will take place at a distance of 20m away from speakers in the direction of the neighbouring property. 3 Measurement locations have been selected for the 3 neighbouring properties. Refer to Appendix B for the maps marking these locations. The following formula will be used to predict the noise level at the target neighbouring property site based on the measurement points.

$$\begin{split} L_2 &= L_1 - \|20 \cdot \log \left(\frac{r_1}{r_2}\right)\| \\ r_2 &= r_1 \cdot 10^{\left(\frac{\|L_1 - L_2\|}{20}\right)} \end{split}$$

 L_1 = Measured sound level

 L_2 = Predicted sound level

 r_1 = Distance from source which sound is measured

 r_2 = Distance from source which sound is to be predicted

The target measured noise levels are calculated for both 70dB(A) and 55dB(A) at neighbouring properties as per table 6.4 (hours of operation) and table 6.3 (likely response)

Table 6.6 Predicted and Measured Noise Levels

Property	Property Noise Level	Measure Point Noise Level
NW property (480m)	70 dB(A)	98 dB(A)
	55 dB(A)	83 dB(A)
NE Property (360m)	70 dB(A)	95 dB(A)
	55 dB(A)	80 dB(A)
SE Property (980m)	70 dB(A)	104 dB(A)
	55 dB(A)	89 dB(A)

The required noise level checks will be recorded by the Event Manager via an Event Managers Checklist.

6.6.1 Noise Monitoring and Access by Government Bodies

In accordance with the *Environmental Protection Act 1986* persons authorised to do so, may inspect and carry out noise enforcement functions in all public areas of the venue. Authorised persons may include, but are not limited to, the following:

- Department of Environment and Conservation Officers
- Local Government Environment Health Officers
- Police Officers

Access to the venue will be permitted to all authorised persons at all times. Gate staff will be briefed to contact the Event Managers should an officer arrive at the event entrance. The Event Managers will be available to escort the officer around the venue and answer any questions. The Event Organisers will also provide contact names and numbers to The Shire of Donnybrook-Balingup.

6.7 Noise Mitigation Techniques

The event layout will be designed such that the speaker systems on the Jewel (Main) stage face to the South-West and away from noise sensitive areas where possible. The design for the smaller, mobile Lake Stage will be done in accordance with direction stipulated by the Shire of Donnybrook-Balingup. This should reduce the volume of noise experienced by the sensitive areas.

As best as possible, the high frequency speakers will face towards the ground and the audience. This will prevent sound travelling unimpeded at higher elevations, which will significantly reduce the distance at which the sound will travel.

6.8 Complaints Management

The venue owner will create direct channels of communication with the surrounding neighbours. As agreed with the venue owner, the venue owner will act as a complaints handling service and direct all complaints to the Event Managers. The venue owner will be onsite for the full duration of the event. The venue owner will be provided with the Event Managers roster and phone contact details, as well as having access to UHF radio to contact the Event Managers. The Event Managers will record all complaints as an incident, in accordance with incident management protocols and provide a complaints report to the Shire of Donnybrook-Balingup on completion of the event or as requested during the event.

All noise sensitive areas will receive written notification of the start and finish times for the event, as well as direction for the complaints handling procedure.

7 Onsite Incident Management

Noise complaints or sound related incidents will be dealt with onsite directly by the Event Managers and Stage Managers. In the event of a sound reading exceeding the desired maximum dB(A) the Stage Managers will be informed to reduce volume at the mixing desk immediately.

8 Evaluation and Improvement

8.1 Debrief

A debrief will be conducted with all staff prior to commencement of the event, and prior to each shift which has an amplified sound component. Meetings will be held between the Event Organisers and Managers each morning to assess the noise impact from the previous day/night and manage any incidents or complaints which where recorded.

8.2 Improvement

A review meeting will be held by all Event Organisers and Managers post event to ascertain areas of improvement for the future.

Appendix A - Site Map



Appendix B - Noise Sensitive Premises

Following are the 3 nearest identified properties to the event venue. As per environmental protection noise regulations, the target noise level will be 15m from the property as depicted in maps below.

North West Property



North East Property



South East Property



PROPOSED RUNSHEET & SCHEDULE OF EVENTS BLISSFEST 2020

Thursday 20th of Feb (Setup)

Time	Activity	Area	Personnel
12:00pm	Setup team arrival onsite at venue. Meet and greet, debrief of tasks and teams for the day.	Centrepoint	Event Organiser Event Managers Setup Team
1pm	Setup of lighting and signage for campsites, traffic control and toilets. Setup of nurses station and First Aid.	Roads and Camping Area	Event Organiser Event Managers Setup Team
5pm	Setup of food preparation area	Kitchen/Mess	Event Organiser Event Managers Setup Team
6pm	Dinner	Kitchen/Mess	Event Organiser Event Managers Setup Team
7pm	Continue setup of low impact tasks if lighting safe to do so	All	Setup Team

Friday Day 21st of Feb (Setup)

Time	Activity	Personnel
8am	Breakfast	All
	Debrief meeting by Event Managers on previous night and runsheet for the current day	Event Managers and Venue Manager
8:30am	Begin setup of Workshop stage tent	Setup Team
10am	Decor team to begin decorating Main Stage and/or Workshop stage	Decor Team Sound Team

	Sound team to begin setup of Mainstage electronics	Setup Team
11am	Begin setup of mobile Lake Stage	Setup Team
12pm	Lunch and arrival of volunteer staff	All
1pm	Team meeting and debrief for volunteer staff. Allocation of tasks and team leads. Preliminary sound checks for dB(A) readings at stages and neighbouring property points	All Event Managers, Mainstage Manager, Sound Team
2:30pm	Traffic control and gate crew to be ready in allocated areas	Traffic and Gate Team

Friday 21st of Feb (Official Start of the Festival)

Time	Activity	Area	Personnel
3pm	Gates open and public arrival commences (public to setup own tents/accommodation)	Gate and roads	Traffic and Gate Team
4pm	Begin dinner preparation	Kitchen	Kitchen team
6pm	First event of the festival: Group eye gazing and human connection	Mainstage	Welcome Team
7pm	DJ Set	Mainstage	Stage Manager and Performance Manager
8pm	Dinner	Kitchen/Mess	Kitchen Team
9pm	Opening Ceremony	Mainstage	Welcome Team and Event Managers
9:45pm	DJ Set Sound checks for dB(A)	Mainstage	Stage Manager and

	readings at stages and neighbouring property points		Performance Manager Sound Team
10:30pm	Theatric Surprise Performance	Dam	Event Managers Surprise 1 Team
11:30pm	Light acoustic music (unamplified)	Mainstage	Stage Manager and Performance Manager
12:00am	End of Day 1		
12:00am	Toilets cleaned and restocked	Ablutions	Cleaning team

Saturday 22nd of Feb

Time	Activity	Area	Personnel
6am	Morning Yoga & Meditation	Workshop Stage	Yoga Leaders and Workshop Manager
7am	Meditation Workshop	Workshop Stage	Meditation Leaders and Workshop Manager
8am	Breakfast Debrief meeting by Event Managers on previous night, any complaints or incidents and runsheet for the current day	Kitchen/Mess	Kitchen Team Event Managers, Stage Managers and Venue Manager
8am	Dam open for swimming	Dam	Lifeguards
9am	Mid Morning Yoga	Workshop Stage	Yoga Leaders and Workshop Manager

10am	Connection Workshop	Workshop Stage	Connection Leader and Workshop Manager
11am	Surprise Performance (Lake Stage unveiled) and DJ set	Dam	Event Managers
	Sound checks for dB(A) readings at stages and neighbouring property points		Sound Team
11:30am	Lunch (vegan BBQ)	Dam	Kitchen Team
12:30pm	Acro Yoga Class and live music	Mainstage	Acro Leaders and Performance Manager
1pm	Breath Meditation Workshop	Workshop Stage	Connection Leaders and Workshop Manager
3pm	Surprise Performance Inflatable waterslide unveiled Water games DJ set	Lakestage	Event Organisers Surprise 2 Team Lifeguards Nurse
4pm	Toilets cleaned and restocked	Ablutions	Cleaning Team
6pm	Waterslide and swimming closed	Dam	Lifeguard
6pm	Dinner	Kitchen/Mess	Kitchen team
8pm	Live singing and dancing performances	Mainstage	Performance Manager
10pm	DJ Set Sound checks for dB(A) readings at stages and neighbouring property points	Mainstage	Mainstage Manager and Performance Manager Sound Team
12am	Midnight Karaoke singalong (lowered volume)	Mainstage	Performance Manager
12:30	DJ Set (lowered volume)	Mainstage	Performance

			Manager
1am	Day 2 Concludes	All	All

Sunday 23rd of Feb

Time	Activity	Area	Personnel
6am	Morning Yoga & Meditation	Workshop Stage	Yoga Leaders, Meditation Leaders and Workshop Manager
6:30am	Toilets cleaned and restocked	Ablutions	Cleaning Team
7am	Morning Sing-along (unamplified)	Mainstage	Performance Manager
8am	Breakfast served Debrief meeting by Event Managers on previous night, any complaints or incidents and runsheet for the current day	Kitchen/Mess	Kitchen Team Event Managers, Stage Managers and Venue Manager
8am	Dam opens for swimming	Lakestage	Lifeguards
9am	Morning Yoga	Workshop Stage	
10am	Surprise outdoor dance with bubble machine Sound checks for dB(A) readings at stages and neighbouring property points	TBC	Event Managers and Surprise 3 Team Sound Team

11:30am	Closing Ceremony	Mainstage	All
12:00pm	Event Concludes		All
2pm	All patrons offsite Begin Pack-down	All	All
8pm	Finish Pack-down	All	All

Event notification and noise monitoring map



Notification area – all residences within the pink line.

Noise monitoring locations denoted by yellow circles

NOTE—notification area and noise monitoring locations subject to change

19481 S.W. HWY Brookhamiton IST OCTOBER 2019

To: DONNYBROOK BALINGUP Shire

RE: SOUND LEVELS from the BERRY DELIGHTFUL'
When there are WEDDINGS OF EVENTS

I have experienced quite a few musical events held at 'the Berry Delightful' over my nine (9) years of being the Hardisty's neighbour.

I am their closest neighbour with my boundary being some 170 metres from their stage.

I also adjoin the flat area below their dam used as the overnight camping area for weddings and other events.

I have had no problems with any of the events that have occurred at the Berry Delightful and have found the other dees to be respectful of my space and property.



AGED CARE SERVICES

July - September 2019

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Executive Summary

The first quarter for 2019/20 has been an extremely busy one for Aged Care Services.

We started off the quarter with the Supervisor of Hospitality Services leading a successful Food Services Audit in July and ended the quarter with our Manager Clinical Care coordinating an Accreditation Visit from the Aged Care Quality and Safety Commission in September. I am extremely proud to report that the feedback from both was extremely positive and a reflection of the dedication that all staff have had towards continuous improvement.

In the areas of Standards and Compliance, the Aged Care Quality and Standards Commission implemented the new standards in Aged Care from the 1st of July. We are continuing in our efforts to align all of our policies and procedures to reflect the intent of the new standards; which is basically centred on dignity and choice for our consumers.

We also implemented a site wide smoking ban for all residents, visitors and staff with the cooperation of everyone on site. This aligns us with the wider health precinct approach to smoking.

Major projects took up a lot of time this quarter with the research, presentation and adoption of a new lease agreement and directions on Preston Village which will ease the financial burden on the Shire for future tenancies; as well as address some of the more fundamental areas of compliance with the leasing and legislative requirements.

We will see these changes reflected in the annual finance budgets for the village as the finance team brings them up to date with the council amendments made.

The Coordinator Aged Care Services has led the implementation of a continuous improvement initiative entitled Project Zuus at Tuia Lodge. This project, run in cooperation with our external payroll provider has seen the removal of manual time sheets and roster preparation and the implementation of biometric fingerprint scanning. The introduction of online rosters and shift availability will also allow staff to monitor their shifts on a smart device as well as commit to extra shift coverage remotely. This initiative has saved us 2 days a fortnight in time and directly led to the reduction in hours for the position of General Clerk Finance.

This quarter the Manager Clinical Care has championed our new Standards and Policy and Procedural amendments to bring us into line with the new Aged Care Standards. Whilst still an ongoing project, the Clinical Policies and Procedures now all meet the requirements and work is underway on the modifications to other policies in cooperation with the Governance Officer at the Shire.

Other major projects undertaken this guarter include:

 95 hours spent on the revision of the lease agreements for Preston Village including amendments to the lease, financial processes, undertaking a presentation to the Council in a concept forum on the rationale behind the changes and presentation of recommendations to the OCM.

- Responding to the issuing of the grant applications for the ACAR round, obtaining advice on optimal procurement methodology and presentation of the draft project plan to the OCM.
- Negotiation with the executors of the Jack Denning Estate to gain agreement to use the funds in the bequest towards the establishment of the Jack Denning Palliative Suite.
- Preparation of and discussions with the Aged Care Community Reference Group on the standard of the Aged Care Review Documentation and subsequent correspondence with the consultants to attempt to gain further details behind the recommendations of the review to present to Council.
- Finalising the design documents for the Fire Suppression system in preparation for the tenders to be advertised for supply and installation of the system.

Staffing items of note included:

- The awarding of a 2.25% salary increase backdated to 1st July.
- Annette Harrison completed 10 years of service with the Shire.
- Manager Clinical Care taking 3 weeks (pre-approved) leave in August/September
- Manager Clinical Care and Coordinator Aged Care Services attending a Law Sense briefing on the new Aged Care Standards, Charter of Residents Rights and mandatory reporting.
- Coordinator of Aged Care Services attending the 2 day Cemeteries
 Conference and a one day course on Supporting and Communicating with the
 bereaved.
- One of our OT Assistants completing her (Shire Supported) Certificate III in Allied Health.
- Higher than anticipated staff leave due to influenza like symptoms circulating through the community.

From a resident's perspective we saw an uplift in the amount of activities held which included visits from diverse groups such as St Mary's Primary, Donnybrook High School, Donnybrook Dance Studios, Bunnings, and Brookhampton Bell Ringers as well as carpet bowls, singing, beer tasting and craft activities and outings.

During September we had one of the OT Assistants on planned leave, and a public holiday hence the number of 1:1 sessions reduced in this month. This will only be a temporary situation and I fully expect the numbers to be back up next month/quarter,

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

I have included this month (as an addendum) a download from our benchmarking via Stewart Brown which compares us with other rural providers nationally. This is just to keep you informed about where we are sitting and where we still need to focus.

Our finance numbers this month are extrapolations from July as we are yet to receive Operating statements for August and September 2019.

Residents Data

Residents

	September	August	July
Permanent Residents	37	37	38
Occupancy Permanent	92.5%	92.5%	95%
Residents %			
Resident Respite Days	21	45	54

As at the end of September, the facility is at 92.5% capacity, with rooms marked for refurbishment the coming quarter.

Gender Diversity (Permanent Residents)

Gender	September	%	August	%	July	%
Male	16	43%	16	43%	16	42%
Female	21	57%	21	57%	22	58%
Totals	37	100.00	37	100.00	38	100.00

Clinical Care Statistics

Audits

	September	August	July	Total
Audits Undertaken	5	4	4	16

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:

July – Antimicrobial Stewardship; Clinical Care Delivery; Infection Prevention & Control; and Restrictive Practices.

August – Workforce Education, Training & Development; Information Management; Meal Services; and Consumer Information – Condition, Needs & Preferences.

September – Assessment & Planning: Documentation, Communication & Review; Personal Care Delivery; Cleaning & Maintenance; and Choice, Independence, & Autonomy.

In addition to the audits done in house, we were audited by the Aged Care Quality and Safety Commission in September. The results of the audit are required to go to the Aged Care Commission prior to being provided to Tuia Lodge. They are expected to be received in October.

S:\Governance\Council\Council\Council\Council\Council\Council\Quad Meetings\Agendas\Ordinary Council Meetings\2019\October 2019\Attachments\Facility Reporting Q1 19-20 Tuia Lodge - Redacted.docx

Employee Headcount

Tuia Lodge Headcount

	September	August	July
Number of Staff	53	54	55
Staff Hired	0	0	0
Staff Resigned	1	1	2
Agency FTE	0.38	0.56	0.47
Agency Shifts	9	13	10

Staff movements this quarter were the resignation of three casuals (one EN, two care workers) and the general clerk – finance. Agency staff were utilised to cover the gaps from leave, with an overall reduction from last quarter.

Visitors

Residents

	September	August	July
Number of Visits	623	620	601

Tuia Lodge received 1844 visits from family and friends of residents this quarter. This averages to just over 20 visits per day. Seven residents this quarter had over 100 visitors this quarter, making up for approximately 48% of the visits.

There are still approximately 13% of residents (up from 12% last quarter) with an average of less than 3 visits per month. The ongoing 1-1 time from the occupational therapists, pet therapy, and conversations with residents is still being used to address the lack of visitors. We have seen an increase of visitors, which is believed to be due to more accurate signing the attendance log.

Contractors/Companies

	September	August	July
Hours	150hrs 30min	97hrs 45min	102hrs 0min

It is important to note that the gardener contractors for Tuia Lodge are required to sign in when onsite. Their time equates to just over 25% of the contractor visits; the physiotherapist is the next highest visitor.

Occupational Safety and Health

	September	August	July
Open Workers Compensation Claims	2	2	2
New Workers Compensation Claims	0	0	0
Incidents Raised	1	0	0
Hazards Identified	3	5	3
Hours Spent on OSH- audits etc.	1.5	4	2
Training Hours Delivered	0.5	0.5	0.5

Minor hazards have been resolved as part of the ongoing preventative maintenance at Tuia Lodge. Occupational Health and Safety has been included in the bi-monthly Quality and Continuous Improvement meetings. Tuia Lodge had an OHS site audit in August. The OHS representative resigned in September. Four people have nominated for the position. The election for the role will be held in October.

Monthly Maintenance

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

	September	August	July
Maintenance	26	35	27
Requests Opened			
Maintenance	36	51	51
Request Closed			
Outstanding	2	3	0
Requests			
Preventative	9	19	24
Maintenance			
Total	35	54	51
Maintenance			
Requests			

July – Tuia Lodge required work on the gutters and roof leaks this month. Annual maintenance for the commercial washer and dryer were also completed, along with the testing & tagging of the electrical appliances, and the replacement of an old hot water system. Langley Villas had an insurance claim on the floor coverings in Unit 7, which were replaced this month. Additionally, the oversized AC unit at Unit 9 was replaced with a smaller unit. Minninup Cottages required the refurbishment of Unit 7 after the previous tenant vacated. Underground leaks were reported, located and repaired at Preston Retirement Villages.

August – Tuia Lodge required the replacement of additional hot water systems this month. It is likely that additional hot water systems will be reaching their lifespan, and require replacing in the near future. The refurbishment of Villa 11 at Preston Retirement Village was started this month. Villa 3 at Preston experienced a leaking solar hot water system that required replacing. It is believed that the majority of the solar hot water systems at Preston will need replacing within the financial year.

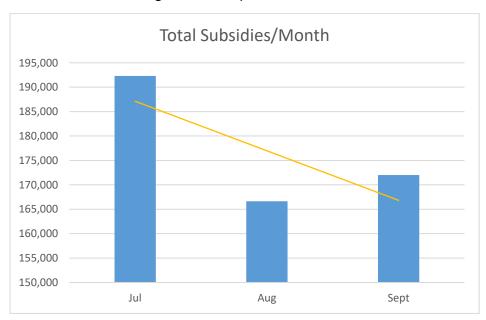
September – Refurbishment works have commenced at Unit 12, Minninup Cottages. Another burst pipe was experienced at Preston Village, at Villa 3. A sewage line was blocked at the end of the line, near Villa 9 at Preston Village.

Finance

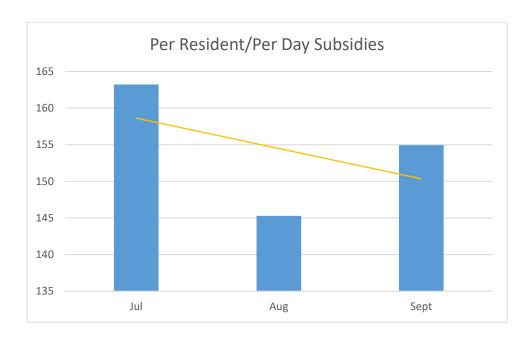
Below is the condensed version of the financial position of Tuia Lodge.

	September	August	July
Subsidies	\$171,997	\$166,636	\$192,296
Received **			
Bonds Retained	\$5,203,197.90	\$5,203,197.90	\$5,203,197.90
PO's Issued	52	55	64
PO Amount	\$60,614	\$41,773.31	\$99,393.24
Basic Daily Care	\$58,686.66	\$58,737.87	\$56,740.68
Fees**			
Means Tested	\$7,472.39	\$10,358.80	\$9,961.30
Care Fees**			
Daily	\$16,977.00	\$18,123.84	\$18,123.84
**Accommodation			
Payments			

** With the exception of the PO's Issued and PO Amount, the above numbers for August and September are estimates based extrapolation of data from the month of July. We will be able to provide more accurate results once the operating statements for the months of August and September have been received.



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 slightly; however, given only three data points this month (and the data points are estimates taken from the GL) it would be prudent to wait until the final numbers are released before drawing any conclusions.



Cemeteries

	September	August	July
Burial/Interment	2	1	0
Masonry Work	0	0	1
Enquiries	11	6	7
Reservations	0	1	1
Grant Renewals	0	0	0
Totals	11	8	9

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.

Addendum

Stewart Brown Benchmarking data for Q4 18/19

	Tuia Lodge Aged Care Facility	Rural	Comments
	Band 4		
	(40 Places)	(423 Facilities)	
	2019 Q4	2019 Q4	
CARE			
ACFI			
ACFI & SUPPLEMENTS REVENUE			
Government subsidies - care	144.96	167.23	
Means-tested care fee	10.20	5.74	
ACFI & supplements	155.16	172.97	
Grants - not capital	4.17	5.03	
ACFI revenue	159.32	178.00	-\$19
ACFI EXPENDITURE			
ACFI Services			
Expenditure			
Labour costs			
Care management	2.55	6.63	
Registered nurses	12.84	21.43	
Enrolled and licensed nurses (registered with the NMBA)	12.51	13.43	
Other unlicensed nurses/personal care staff	86.16	82.83	
Allied health & lifestyle	5.30	7.11	
Agency staff	5.11	4.14	
Workers' compensation - care services	3.69	2.92	
Total labour costs	128.16	138.50	
Medical, incontinence supplies & nutritional supplements	6.18	4.13	\$2.05
Chaplaincy/ Pastoral care	-	0.48	
Other resident care	1.66	2.69	

Quality and advantion	0.53	1.22	
Quality and education allocation to care	0.53	1.22	
services			
Total expenditure -	136.53	147.02	
ACFI services	700,00		
ACFI RESULT	\$ 22.79	\$ 30.98	
ACFI services costs	85.7%	82.6%	
as a % of ACFI			
EVERYDAY LIVING			
EVERYDAY LIVING REVENUE			
Basic daily fee	47.80	50.77	
Fees for additional	0.04	0.47	
services and extra or			
optional service fees			
Everyday Living	47.85	51.24	
Revenue			
EVERYDAY LIVING			
EXPENDITURE			
HOTEL SERVICES			
CATERING			
Labour costs	20.19	16.30	\$3.89
Consumables	5.18	9.20	Ψοίου
Contract catering	14.96	5.18	Bill
gorniaet eaternig	11.00		payment
			timing issue
Income from sale of	(0.06)	(0.31)	
meals (usually a credit			
amount)			
Total catering	40.27	30.36	
CLEANING	7.00	5.00	
Labour costs	7.60	5.29	
Consumables	1.23	1.38	
Contract cleaning	0.11	1.36	
Total cleaning	8.95	8.03	
I ALINDRY			
LAUNDRY	0.40		
Labour costs	3.43	2.20	
Consumables	0.53	0.38	
Contract laundry	-	1.41	
Total laundry	3.96	3.99	
	1.00	1 25.	
Workers' compensation	1.02	0.51	
- hotel services			

Expenditure - hotel services	54.19	42.89	
UTILITIES			
Electricity	3.81	4.17	
Gas	0.34	0.87	
Rates	0.56	1.54	
Rubbish removal	0.11	0.87	
Expenditure - utilities	4.81	7.45	
PROPERTY MAINTENANCE AND MOTOR VEHICLES			
Labour costs - maintenance	1.95	2.93	
Repairs & maintenance	3.22	7.53	
Motor vehicle expenses	0.30	0.40	
Expenditure - property maintenance and motor vehicles	5.47	10.87	
Quality and education allocation to everyday living	0.14	0.24	
Total expenditure - everyday living services	64.61	61.44	
EVERYDAY LIVING RESULT	\$ (16.77)	\$ (10.21)	
ADMINISTRATION			
ADMINISTRATION REVENUE			
ADMINISTRATION EXPENDITURE			
Administration recharges	0.38	20.35	
Labour costs - Administration	36.96	6.77	Need to check allocations
Other administration costs	2.69	5.46	
Workers' compensation - Other	1.14	0.35	
Quality & education - labour costs	0.02	0.04	

	0.44	1 0 00	
Quality & education -	0.14	0.02	
other Insurances	7.52	1.01	
	48.85		
Total expenditure - administration services	48.85	34.01	
ADMINISTRATION RESULT	\$ (48.85)	\$ (34.01)	
CARE RESULT	\$ (42.83)	\$ (13.24)	
Care Result - return on care revenue	(20.7%)	(5.8%)	
ACCOMMODATION			
INCOME			
RESIDENTS			
Accommodation	18.93	1.40	
charges	10.00		
Daily accommodation	11.88	10.44	
payments			
Bond - retentions	-	0.13	
Bond - interest charges	7.79	0.36	
Income - residents	38.60	12.32	
GOVERNMENT			
Government supplements - accom.	-	6.11	
Significant refurbishments supplement	18.93	12.88	
Income - government	18.93	19.00	
TOTAL ACCOMMODATION INCOME	57.53	31.32	
EXPENDITURE	14. ==	1 1	
Depreciation - building	11.77	11.54	
Depreciation - non building	1.71	6.02	
Property rental	-	0.48	
Refurbishment	-	0.23	
Bond/RAD interest	-	0.83	
expense	40.55		
Expenditure - accommodation	13.49	19.11	

ACCOMMODATION RESULT	\$ 44.05	\$ 12.20	
FACILITY RESULT (EBT)	\$ 1.22	\$ (1.03)	Excluding some charges eg: Recharges to Shire
PROVIDER			
INCOME			
Donations, bequests & fundraising	0.12		
Grants - capital			
Investment income - interest			
Investment income - other			
Sundry income	3.09		
Income - provider	3.21		
EXPENDITURE			
Impairment			
Interest paid - other	0.00		
Other provider expenses	9.36		
Expenditure - provider	9.36		
PROVIDER RESULT	\$ (6.15)		
TOTAL RESULT	\$ (4.93)		
REPORT CARD			
Profile Data	40	00.004	
Number of places	40	30,301	
Number of occupied days	13,738	10,405,473	
Occupancy rate	94.10%	94.08%	
0			
Summary of Results			

ACEL	T		
ACFI	450.00	170.00	
ACFI revenue	159.32	178.00	
Direct ACFI services	136.00	145.80	
costs			
Quality and education	0.53	1.22	
allocation to care			
services		1 1 1 2 2 2	
Total expenditure -	136.53	147.02	
ACFI services		1 1 2 2 2 2	
ACFI RESULT	\$ 22.79	\$ 30.98	-\$8.19
Everyday Living			
Everyday Living	47.85	51.24	
Revenue			
Expenditure - hotel	54.19	42.89	
services			
Quality and education	0.14	0.24	
allocation to everyday			
living			
Expenditure - utilities	4.81	7.45	
Expenditure - property	5.47	10.87	
maintenance and motor			
vehicles			
Total expenditure -	64.61	61.44	
everyday living services			
EVERYDAY LIVING	\$ (16.77)	\$ (10.21)	
RESULT	, ,		
Administration			
Administration			
Revenue			
Administration	48.70	33.94	-\$14.76
expenses			
Administration	0.15	0.07	
allocation of quality and			
education to ACFI &			
Everyday living			
ADMINISTRATION	\$ (48.85)	\$ (34.01)	
RESULT			
CARE RESULT	\$ (42.83)	\$ (13.24)	
	, ,		
Accommodation			
TOTAL	57.53	31.32	
ACCOMMODATION	07.00	37.32	
INCOME			
Expenditure -	13.49	19.11	
accommodation	70.70		
accommodation			

ACCOMMODATION RESULT	\$ 44.05	\$ 12.20	
FACILITY RESULT (EBT)	\$ 1.22	\$ (1.03)	
EBT per bed per annum	\$ 418	\$ (355)	
FACILITY EBITDAR	\$ 14.70	\$ 17.02	
FACILITY EBITDAR per bed per annum	\$ 5,050	\$ 5,843	
KPIS			
Occupancy rate	94.1%	94.1%	
Direct Care Staff costs as % of ACFI Revenue	80.4%	77.8%	
Care Result - return on care revenue	(20.7%)	(5.8%)	
Supported ratio	17.6%	50.0%	Needs review
Average bond/RAD held	275,203.48	262,038.73	
Average incoming RAD	260,492.68	270,568.53	
Staff Hours Analysis (Normal + Overtime + Agency)			
Hours worked per resident per day			
Care management	0.12	0.11	
Registered nurses	0.32	0.36	
Enrolled and licensed nurses	0.30	0.35	
Other unlicensed nurses/personal care staff	2.46	2.10	
Allied health & lifestyle	0.21	0.15	
Imputed Agency Care Hours Implied**	-	0.03	
Total Care Hours	3.41	3.08	
Hotel services	0.96	0.70	
Maintenance	0.08	0.09	
Administration	0.45	0.16	
Quality and Education	-	0.02	
Total Other Hours	1.50	0.97	
Total Staff Hours	4.91	4.05	

Total Assessed Lawre	0.00	0.07	
Total Agency Hours	0.09	0.07	
(including imputed agency)			
agency)			
KPI's			
Expenses as % of			
total care income			
ACFI Services	65.9%	64.1%	
Hotel Services	26.2%	18.8%	
Utilities	2.3%	3.2%	
Property maintenance	2.6%	4.7%	
and motor vehicles			
Administration services	23.6%	14.8%	
Total Expenses as % of	120.7%	105.8%	
total care income			
Wages as % of total			
care income	04.00/	00.40/	
ACFI Services	61.9%	60.4%	
Everyday living	16.0%	11.7%	
services Administration services	17.8%	3.0%	
	95.7%	75.0%	
Total Wages as % of total care income	95.7 %	75.076	
total care income			
Total Staff costs	\$ 198.38	\$ 172.99	
Total otali ooto	V 100100	+ 112.00	
Workers comp	3.0%	2.2%	
expense as % of			
wages			
ACCOMMODATION			
ANALYTICS			
Accommodation			
Income residents	20.60	10.00	
Income - residents	38.60	12.32	
Income - government	18.93	19.00 31.32	
TOTAL ACCOMMODATION	57.53	37.32	
INCOME			
Imputed DAP (based	19.98	18.41	
on RAD holdings)	10.00		
Benchmark	77.51	49.73	
Accommodation			
Income			

Accommodation			
Accommodation Expenditure			
Depreciation	13.49	17.57	
Property rental	-	0.48	
Refurbishment	-	0.23	
Bond/RAD interest	_	0.83	
expense			
Expenditure -	13.49	19.11	
accommodation			
Benchmark Accommodation Result	64.02	30.62	
Result			
Significant			
Refurbishment			
Uplift in	14.00	-	
accommodation income			
attributable to			
significant			
refurbishment			
Current MPIR	5.5%	5.5%	
Supported ratio	17.6%	50.0%	
Accommodation Pricing			
Published			
accommodation prices			
of facility			
Low	300,000.00	-	
High	400,000.00	-	
Median	350,000.00	-	
Published			
accommodation prices			
of nearby facilities	220 000 00		
Low	220,000.00	-	
High	550,000.00	-	
Median	385,000.00	-	
Number of Competitors included in analysis	10.00	-	
Radius of Competition	51.18	-	
analysis			
Market Data			
Suburb:			
Median House Price	205 500 00		
MEDIAN HOUSE PINCE	295,500.00	-	

Median Unit Price	_	-	
Post Code:	_		
	247 500 00		
Median House Price	317,500.00	-	
Median Unit Price	-	-	
Accommodation			
Payment Analysis			
Incoming residents			
accommodation			
payment split			
Full RAD	15.8%	24.3%	
Full DAP	26.3%	51.9%	
Combination - Part	57.9%	23.7%	
RAD, Part DAP			
Total number of	19.00	6,776.00	
incoming RADs, DAPs			
and Combos			
Average incoming			
RAD			
Average of new FULL	350,000.00	341,583.44	
RADs / RACs (current			
financial year)	222 224 22	10-00-00	
Average of new PART	236,081.60	197,697.59	
RADs / RACs (current			
financial year)			
Average RAD/Bond			
Average of EUL bonds	250,000,00	200 202 00	
Average of FULL bonds & RADs/RACs held at	350,000.00	298,302.80	
reporting date Average of PART	227,605.69	198,731.65	
bonds & RADs/RACs	221,005.09	190,731.03	
held at reporting date			
noid at reporting date			
	1	1 1	1

COUNCIL POLICY EM/CP-1 COUNCIL MEMBER INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT



OBJECTIVE

The Shire of Donnybrook Balingup is committed to providing training and development activities for its Council Members to assist them in the performance and discharge of their functions and duties.

SCOPE

This policy provides a framework for the formulation of the annual Training and Development Plan that will include inductions, mandatory Council Member training and professional development opportunities for Council Members.

POLICY STATEMENT

1. Candidate Inductions

Candidates need to understand both the role of a Council Member and what laws affect the way they conduct their campaign by completing the free candidate induction provided by the Department of Local Government, Sport and Cultural Industries.

Completing the induction module is mandatory irrespective of whether an individual is a first time candidate or a long standing Council Member.

Every person nominating for Council will be required to declare that they have participated in a candidate induction session at the time of nomination.

2. Mandatory Council Member Training

All Council Members will undertake the Council Member Essentials training provided by WALGA which include:

- · Meeting procedures,
- Conflicts of interest,
- · Understanding local government,
- Serving on council; and
- Understanding financial reports and budgets.

All Council Members will commence the training within 12 months of being elected unless an exemption applies.

Related Policies: N/A		Related Procedure: N/A
Responsible Department:	Executive Services	Reviewer: Corporate Planning & Governance Officer
Initial Adoption Date: TB	Review Frequenc	y: Biannual Next Due: 2021
Review Version	Decision Reference:	Synopsis:
[Link to saved doc in PDF]	[OCM Date & Resolution number]	[brief description of the adoption/changes approved]
Date Live:	[Date document saved as .pdf & load	ded on Shire website]

COUNCIL POLICY EM/CP-1 COUNCIL MEMBER INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT



2.1. Council Member Training Exemptions

- Council Members will not have to undertake the course Council Member Essentials if, in the previous five years they have passed the Council Member Essentials course, or 52756WA – Diploma of Local Government (Elected member);
- in addition, current Council Members who have passed the course title LGASS00002 Elected Member Skill Set within the last 5 years prior to being elected and before 1 July 2019 will be exempt.

Training is valid for five years so a Council Member will only be required to undertake the training upon re-election each term.

3. Council Member Professional Development

Due to legislation and best practice changes overtime, Council Members are encouraged to develop their skills and keep up-to-date with new developments to build capacity and strengthen the Shire of Donnybrook Balingup.

3.1. Requests

Requests are to be submitted in writing to the CEO and include:

- Council Members name:
- name of professional development;
- location:
- cost; and
- date/time period

Council will consider the following when approving requests from Council Members for professional development:

- the strategic direction of the Shire of Donnybrook Balingup;
- the skills gap among the council as a whole;
- the budget allocation, and
- the needs of individual council members.

The Chief Executive Officer is authorised to approve requests from Council Members for professional development without referral to Council provided that:

- the professional development is provided by WALGA; and
- the cost does not exceed the individual Council Members annual training and professional development allowance.

Related Policies: N/A		Related Procedure: N/A
Responsible Department: Exec	cutive Services	Reviewer: Corporate Planning & Governance Officer
Initial Adoption Date: TBA	Review Frequency	y: Biannual Next Due: 2021
Review Version Dec	cision Reference:	Synopsis:
[Link to saved doc in PDF] [OC	M Date & Resolution number]	[brief description of the adoption/changes approved]
Date Live: [Date	te document saved as .pdf & load	ed on Shire website]

COUNCIL POLICY EM/CP-1 COUNCIL MEMBER INDUCTION, TRAINING AND PROFESSIONAL DEVELOPMENT



3.2. Reporting

On completion of any Council funded professional development the Council Member is expected to submit a report to Council within 30 days of attendance/completion outlining:

- the major points of interests for the shire;
- benefits to the Council Member, the Council and the community; and
- the value of future professional development by other Council Members.

The Chief Executive Officer is to compile a report listing each Council Member and the training completed in that financial year which will be published on the Shire of Donnybrook Balingup's website and in the annual report.

4. Timeframe and Budget

Training and professional development will be split over the four-year term. Each Council Member will be allocated an allowance for training and professional development through its annual budget process, based on each individual's needs.

DEFINITIONS

Candidate means a person who seeks to be elected in Local Government.

Professional Development means personal development such as undergraduate and post graduate studies, short courses, study tours, conferences, seminars, forums, or similar events that will assist a council member in their broad civic leadership role.

WALGA means Western Australian Local Government Association.

LEGISLATION

- Local Government Act 1995
- Local Government Amendment Act 2019

Related Policies: N/A		Related Procedure: N/A
Responsible Department:	Executive Services	Reviewer: Corporate Planning & Governance Officer
Initial Adoption Date: TB	Review Frequenc	y: Biannual Next Due: 2021
Review Version	Decision Reference:	Synopsis:
[Link to saved doc in PDF]	[OCM Date & Resolution number]	[brief description of the adoption/changes approved]
Date Live:	[Date document saved as .pdf & load	ded on Shire website]

	Tawa Laft (Yes)	19/20 Cost	20/21 Cost	21/22 Cost	22/23 Cost	Cu Total
	Term Left (Yrs)	Allocation	Allocation	Allocation	Allocation	Cr Total
Cr Wringe	2	\$ 1,575.00	\$ 1,050.00			\$ 2,625.00
Cr Piesse	2	\$ 1,575.00	\$ 1,050.00			\$ 2,625.00
Cr Mitchell	2	\$ 1,575.00	\$ 1,050.00			\$ 2,625.00
Cr Lindermann	2	\$ 1,575.00	\$ 1,050.00			\$ 2,625.00
Cr Atherton	2	\$ 1,575.00	\$ 1,050.00			\$ 2,625.00
Cr	4	\$ 1,535.00	\$ 1,575.00	\$ 1,575.00	\$ 1,050.00	\$ 5,735.00
Cr	4	\$ 1,535.00	\$ 1,575.00	\$ 1,575.00	\$ 1,050.00	\$ 5,735.00
Cr	4	\$ 1,535.00	\$ 1,575.00	\$ 1,575.00	\$ 1,050.00	\$ 5,735.00
Cr	4	\$ 1,535.00	\$ 1,575.00	\$ 1,575.00	\$ 1,050.00	\$ 5,735.00
Training Allow per						
annum		\$ 14,015.00	\$ 11,550.00	\$ 6,300.00	\$ 4,200.00	\$ 36,065.00