



# ATTACHMENTS

## Ordinary Council Meeting – 15 December 2021

- 7.1(1) Minutes Ordinary Council Meeting - 24 November 2021
- 7.2(1) Local Emergency Management Committee Meeting – 30 November 2021
- 7.3(1) Minutes Audit and Risk Management Committee Meeting - 7 December 2021
- 9.1.1(1) Landfill Closure Management Plan
- 9.1.1(2) Transfer Station Concept Design Report
- 9.2.1(1) Schedule of Accounts
- 9.2.2(1) Monthly Financial Report – November 2021
- 9.2.3(1) Shire of Donnybrook Balingup – Lost and Found 2022 Event Funding Proposal
- 9.2.3(2) Lost and Found 2021 – Post Event Report



## MINUTES OF ORDINARY MEETING OF COUNCIL

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held on

**Wednesday 24 November 2021**

Commencing at 5.00pm

Balingup Hall, Balingup

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

**Ben Rose**  
Chief Executive Officer

6 December 2021

### Disclaimer

Please note the items and recommendations in this document are not final and are subject to change or withdrawal.

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

Held at the Balingup Hall  
Wednesday, 24 November 2021 at 5.00pm

**1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

**Shire President – Acknowledgment of Country**

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

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

The Shire President advised that the meeting was not being audio recorded.

**2 ATTENDANCE**

**MEMBERS PRESENT**

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

**PUBLIC GALLERY**

26 members of the public were in attendance.

1 member of the Press

**2.1 APOLOGIES**

Nil.

**2.2 APPROVED LEAVE OF ABSENCE**

Nil.

**2.3 APPLICATION FOR A LEAVE OF ABSENCE**

Nil.

### **3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

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#### **Shire President's Diary**

- 22 October 2021 Meeting with CEO
- 23 October 2021 Attended Yabberup Hall 125 year celebration
- 27 October 2021 Meeting with CEO
- 27 October 2021 Donnybrook Balingup Community Radio
- 27 October 2021 Councillor Training
- 27 October 2021 October Ordinary Council Meeting
- 28 October 2021 Meeting with CEO
- 03 November 2021 Meeting with Steve Thomas, MLC
- 03 November 2021 LG Pro Award Presentation – Good Shed
- 04 November 2021 Donnybrook Historical Society at Upper Capel Gold Mine site
- 06 November 2021 Visit to Donnybrook Tennis Club
- 09 November 2021 Meeting at Tuia Lodge
- 09 November 2021 Meeting with Brad Fowler & Angelo Loguidice
- 10 November 2021 South West Development Commission Meeting in Manjimup
- 11 November 2021 DBCA and Donnybrook Historical Society Meeting
- 12 November 2021 Shire Calendar Photo Competition Judging
- 13 November 2021 Attended official opening of DBK Community Garden Shed
- 15 November 2021 Meeting with Cr. Peter Gubler and CEO
- 15 November 2021 Meeting with Cr. Fred Mills and CEO
- 15 November 2021 Meeting with Cr. Phil Jones and CEO
- 15 November 2021 Webinar – LG Reform Update
- 16 November 2021 Visit to Donnybrook Basketball Association (Rec. Centre)
- 17 November 2021 Meeting with CEO
- 17 November 2021 Agenda Briefing and Concept Forum
- 18 November 2021 Meeting with Wendy Trow
- 19 November 2021 SW Zone Meeting at Dardanup
- 19 November 2021 Meeting with Shire President Cr. Sarah Stanley, Shire of Collie.
- 19 November 2021 Heritage Council Awards, Perth Art Galley
- 21 November 2021 Attended State Cabinet Ministers Community Reception, Eaton
- 23 November 2021 Meeting with Cr. Lisa Glover
- 23 November 2021 Apple Festival and DB Chamber of Commerce Forum

### **4 DECLARATION OF INTEREST**

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

*Cr. Glover declares a proximity interest in item 9.2.7 Donnybrook Community Sporting, Recreation and Events Precinct (VC Mitchell Park) Project – Draft Loan Application as she owns a property directly adjoining the site.*

*Cr. Massey declares an impartiality interest in item 9.2.6 Balingup and Kirup Progress Associations – Strategic Plans as she is a member of the Balingup Progress Association.*

*Cr. Wringe declares an impartiality interest in item 9.2.6 Balingup and Kirup Progress Associations – Strategic Plans as she is a member of the Kirup Progress Association.*

*Cr. Gubler declares an impartiality interest in item 9.2.6 Balingup and Kirup Progress Associations – Strategic Plans as he is a member of the Balingup Progress Association.*

*Cr. Atherton declares an impartiality interest in item 9.2.7 Donnybrook Community Sporting, Recreation and Events Precinct (VC Mitchell Park) Project – Draft Loan Application as he is a member of the Donnybrook Football Club.*

*Cr. Glover declares an impartiality interest in item 9.2.7 Donnybrook Community Sporting, Recreation and Events Precinct (VC Mitchell Park) Project – Draft Loan Application as she is a member of the Donnybrook Ladies Hockey Club.*

*Cr. Jones declares an impartiality interest in item 9.2.7 Donnybrook Community Sporting, Recreation and Events Precinct (VC Mitchell Park) Project – Draft Loan Application as he is a member of the Donnybrook Cricket Club.*

*Cr Wringe declares an impartiality interest in item 12.1.3 Community Citizen of the Year – Confidential as she was an awards nominator.*

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## **5 PUBLIC QUESTION TIME**

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

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Nil.

### **5.2 PUBLIC QUESTION TIME**

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Sandra Hough, Lowden

Will you please consider an immediate review of the last Special Electors Meeting and will the Shire President make known her ideas and rules for the conduct of future Meetings?

Shire President Leanne Wringe

I have certainly given lengthy consideration to the recent Special Meeting of Electors, however, I do not believe the application of Shire resources and time towards a formal review (whatever form that might take) is in the best interests of the community. I prefer to look forwards, not backwards. I understand the Minister for Local Government is presently reviewing parts of the Local Government Act which relate to meeting procedures, so we may see a standardisation across the State for these sorts of public meetings in the future. I cannot categorically state what meeting rules I might apply in the future – it would depend on a lot of factors at the time.

Sandra Hough, Lowden

Could the Shire explain what future efforts will be made to explain projects and collect more community feedback? Is the Shire willing to readjust and change ideas as more involvement becomes the norm?

Chief Executive Officer

The Shire uses a mixture of 'online' (e.g. surveys), 'in person' (e.g. information days, Working Groups), 'in print' (e.g. Preston Press, direct mail outs) and 'on air' (e.g. radio) methodologies for engaging with the community on a variety of its projects, initiatives and proposals. The

consultation and engagement approach for each matter needs to be considered on its own merits, balancing the often-competing priorities of time, legislative requirements, resourcing availability and community expectations. As with any organisation (government, private, not-for-profit), there is always room for improvement and the Shire is open and willing to receive feedback as to how consultation and engagement may be undertaken in a more efficient and/or effective manner.

Brad Fowler

Troy Jones, Department of Local Government, Sport and Cultural Industries, mentioned that with regards to the \$6 million COVID Recovery Plan, there is no requirement by the Shire of Donnybrook Balingup to add in the \$3 million. Why have the residents not been told about this before?

Chief Executive Officer

The Hon. Mick Murray outlined the Shire's obligations to co-contribute funding in his detailed note/email presented to the recent Special Meeting of Electors. The Department has never advised the Shire that it can secure the State's \$6m funding without co-contributing \$3m. Never-the-less, the Shire has recently written to the Minister for Sport and Recreation for decisive direction on the matter.

Brad Fowler

What does being 'shovel ready' mean with regards to Master Plan at VC Mitchell Park Precinct?

Chief Executive Officer

I'm not sure that the Shire has been actively promoting the project in the public domain as being 'shovel ready', but I have come across the term a bit in commentary on the project. The colloquial interpretation of 'shovel ready' is that a project is ready for commencement.

Karen Connor

When will the Shire provide answers to the questions raised on VC Mitchell Park Open Day?

Chief Executive Officer

The new Council has only been in place for around 5 weeks; I am arranging a concept forum in the coming weeks to brief Councillors on the whole project before bringing any further items to a Council Meeting.

Karen Connor

Will it be published on the website or as an agenda item?

Chief Executive Officer

It will be on the website, either as a stand-alone document, or as part of an agenda item (one way or the other, it will be online).

Brad Fowler

Why was Peter Kenyon's report not published?

Chief Executive Officer

There was no report to publish; Mr Kenyon did not prepare a report for the Shire. Mr Kenyon provided a quote to the Shire for this work and commenced some background meetings/phone calls, however, after those meetings/phone calls, decided that he did not want to undertake the work.



Brad Fowler

With regards to agenda item 9.2.7, what does broader discussion mean?

Chief Executive Officer

A Councillor Concept Forum.

Rod Atherton

Are you aware of the statement by Mick Murray that the \$6 million grant would not be forthcoming to the Shire without the \$3 million co-contribution by the Shire?

Chief Executive Officer

Yes, I am aware of the Hon. Mick Murray's statement he provided to the recent Special Meeting of Electors about this matter.

Rod Atherton

Are you aware of the printed articles and misleading statements that the \$6 million sporting grant could be achieved by the Shire without co-contribution?

Chief Executive Officer

Yes, I have seen those various statements.

Mike King

Was it appropriate for the Shire to sanction an event sponsored by Barr & Standley and by one of its employees who is also a Councillor?

Chief Executive Officer

The Shire did not sanction this event.

Mike King

Did the Shire provide the venue?

Chief Executive Officer

The venue was booked by a third party (the Donnybrook football Club) who paid the booking fees and bond. There were no waivers, discounts or 'special treatment'.

Peter Hearman

Did the Shire have any other contributions to the centenary celebration?

Chief Executive Officer

No.

Peter Hearman

Did the Shire have any plans to celebrate the centenary?

Chief Executive Officer

Not in October 2021. The Shire was waiting on State-funded works to be completed at the Memorial Hall before hosting a joint celebration to recognise that State funding and the 100<sup>th</sup> year/anniversary of the Hall.

John Bowden

Is the new subdivision on Walter Road connected to sewer or leach drains?

Director Operations

Approval for the subdivision has been conditionally granted by the WA Planning Commission, with the preparation and approval of an Urban Water Management Plan (to DWER guidelines) required as a condition of approval. ATU treatment systems would be required rather than traditional septic.

Peter Hearman

Does the Shire have any policies for outside sponsorship/funding for the Hall?

Chief Executive Officer

I don't believe so, however, I could check the Shire's list of policies if you wanted.

John Bowden

Can something be done to control speed on Walter and Grimwade Road?

Chief Executive Officer

I would need to review the matter with the Manager of Works and Services and give consideration as to the overall budget needs through the next budget.

## **6 PRESENTATIONS**

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### **6.1 PETITIONS**

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Nil.

### **6.2 PRESENTATIONS**

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Nil.

### **6.3 DEPUTATIONS**

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Balingup Progress Association: Balingup Strategic Plan.

Kirup Progress Association: Kirup Strategic Plan.

Mr Brad Fowler and Mr Angelo Loguidice: Donnybrook Balingup Residents and Ratepayers Association – Overview of Association.

## **PROPOSED MOTION**

**That item 7.1 – Confirmation of Minutes Ordinary Meeting of Council 27 October 2021 be removed from En-Bloc.**

## **COUNCIL RESOLUTION 178/21**

**Moved: Cr Mills                      Seconded: Cr Newman**

**That item 7.1 – Confirmation of Minutes Ordinary Meeting of Council 27 October 2021 be removed from En-Bloc.**

**CARRIED 9/0**

## **ADOPTION BY EXCEPTION**

### **COUNCIL RESOLUTION 179/21**

**Moved: Cr Atherton                  Seconded: Cr Massey**

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

- 7.2    Audit and Risk Committee Meeting – 14 October 2021**
- 7.3    Bushfire Advisory Committee Meeting – 28 October 2021**
- 9.2.2   Monthly Financial Report – September 2021**
- 9.2.3   Monthly Financial Report – October 2021**
- 9.2.4   2021/2022 Donnybrook Recreation Centre: Fees and Charges 2021/2022 – Discount on Bulk Swimming Ticket Purchases**
- 9.2.5   2021/2022 Donnybrook Recreation Centre: Sponsorship Arrangements**
- 12.1.1 RFT 01/2122-Upgrade pf Collins Street and Steere Street - Confidential**

**CARRIED 9/0**

## **7    CONFIRMATION OF MINUTES**

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### ***7.1    ORDINARY MEETING OF COUNCIL – 27 OCTOBER 2021***

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Minutes of the Ordinary Meeting of Council held 27 October 2021 are attached (attachment 7.1(1)).

### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Ordinary Meeting of Council held 27 October 2021 be confirmed as a true and accurate record.**

## **COUNCIL RESOLUTION 180/21**

**Moved: Cr Glover    Seconded: Cr Smith**

**That the Minutes from the Ordinary Meeting of Council held 27 October 2021 be confirmed as a true and accurate record.**

**CARRIED 7/2**

## **7.2 AUDIT AND RISK MANAGEMENT COMMITTEE MEETING - 14 OCTOBER 2021**

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Unconfirmed Minutes of the Audit and Risk Management Committee Meeting held 14 October 2021 are attached (attachment 7.2(1)).

### **EXECUTIVE RECOMMENDATION**

**That the unconfirmed Minutes from the Audit and Risk Management Committee Meeting held 14 October 2021 be received by Council.**

### **COUNCIL RESOLUTION 181/21**

**Moved: Cr Atherton      Seconded: Cr Massey**

**That the unconfirmed Minutes from the Audit and Risk Management Committee Meeting held 14 October 2021 be received by Council.**

**CARRIED 9/0 by En bloc Resolution**

## **7.3 BUSHFIRE ADVISORY COMMITTEE MEETING – 28 OCTOBER 2021**

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Minutes of the Bush Fire Advisory Committee Meeting held 28 October 2021 are attached (*attachment 7.3(1)*).

### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Bush Fire Advisory Committee Meeting held 28 October 2021 be received by Council.**

### **COUNCIL RESOLUTION 182/21**

**Moved: Cr Atherton      Seconded: Cr Massey**

**That the Minutes from the Bush Fire Advisory Committee Meeting held 28 October 2021 be received by Council.**

**CARRIED 9/0 by En bloc Resolution**

## **8 REPORTS OF COMMITTEES**

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Nil.

## 9 REPORTS OF OFFICERS

### 9.1 DIRECTOR OPERATIONS

#### 9.1.1 ARGYLE IRISHTOWN VOLUNTEER BUSHFIRE BRIGADE STATION – PROPOSED LOCATION

|                            |  |
|----------------------------|--|
| <b>Location</b>            | Shire of Donnybrook Balingup   |
| <b>Applicant</b>           | Argyle Irishtown Bushfire Brigade / Shire of Donnybrook Balingup   |
| <b>File Reference</b>      | FRC 10A  |
| <b>Author</b>              | Steve Potter, Director Operations  |
| <b>Responsible Officer</b> | Steve Potter, Director Operations  |
| <b>Attachments</b>         | 9.1.1(1) Previous Council Report, March 2021 OCM<br>9.1.1(2) Consultation Package<br>9.1.1(3) Written Submissions<br>9.1.1(4) Petition |
| <b>Voting Requirements</b> | Simple Majority  |

#### Recommendation

**That Council:**

1. **Acknowledges the online survey results, written submissions (Attachment 9.1.1 (3)) and petition presented by Mr Paul Delbridge and Mr John Corfe at the Ordinary Council Meeting held 22 September 2021 (Attachment 9.1.1(4)) in response to the proposed brigade station for the Argyle Irishtown Volunteer Bushfire Brigade at Reserve 45450 (Harjadup Reserve);**
2. **Acknowledges the Argyle Irishtown Volunteer Bushfire Brigade and all members of the Argyle and Irishtown communities for their valued feedback and contribution to the proposal to date;**
3. **Resolves to defer any further actions to progress the development of a new brigade station on Reserve 45450 (Harjadup Reserve) at this time;**
4. **Acknowledges the advice received from the Department of Planning, Lands and Heritage that the Public Transport Authority has provided in-principle support for the excision of a portion of Reserve 12518 (corner Argyle Road and South Western Highway) and transferring the management order to the Shire for the construction of a new brigade facility;**
5. **Authorises the Chief Executive Officer to undertake due diligence measures, including:**
  - 5.1 **undertaking nearby landowner consultation;**

**5.2 undertaking a flora and fauna assessment of the relevant portion of Reserve 12518; and**

**5.3 liaising with Main Roads WA, Public Transport Authority, Department of Fire and Emergency Services, Department of Water and Environmental Regulation and any other relevant authority;**

**to establish Reserve 12158's suitability for the intended purpose;**

**6. Instructs the Chief Executive Officer to explore access and siting options for a new brigade station on R12158 and liaise with relevant authorities to determine the following:**

**6.1 Possibility of utilising the existing cleared portion of R12158 for the siting of the brigade building, noting that such land is currently under a private lease arrangement;**

**6.2 Possibility of utilising the existing track located on rail reserve to obtain access from Argyle Rd, noting that such land is currently under lease to Arc Infrastructure;**

**7. Instructs the Chief Executive Officer to bring a further report back to the February 2022 Ordinary Council Meeting to outline responses received from nearby landowner consultation, and any further information derived from actions contained in Points 5 and 6 above.**

## **STRATEGIC ALIGNMENT**

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

Outcome 4: Effective leadership and civic responsibility

Strategy 4.2: A respected, professional and trusted organisation

Action 4.2.1: Effective and efficient operations and service provision

## **EXECUTIVE SUMMARY**

Further to a Council resolution made at the Ordinary Council Meeting of 24 March 2021, to support the construction of a new brigade building on Reserve 45450 (Harjadup Reserve – R45450), the Shire subsequently received feedback from a number of community members, both supporting and objecting to the proposal.



**Figure 1 - Reserve 45450**

In order to gain an accurate understanding of community sentiments prior to proceeding further, the Shire undertook targeted public notification of the proposal through the distribution of information packages to local residents and the establishment of an online survey with a number of responses being received. Further, at the Ordinary Council Meeting held 22 September 2021, a petition was presented to Council signed by a number of Argyle residents objecting to the proposal.

It was evident from the views expressed during the consultation process and noting the petition received, that progressing the proposal at R45450 had the potential to result in significant community unrest. As such, Shire staff have made further representations to the Department of Planning, Lands and Heritage (DPLH) to determine if there was an opportunity for the Shire to gain access to a parcel of land located at the corner of Argyle Road and South Western Highway, Argyle (R12518) which was previously identified by the AIBFB and a number of submitters during the consultation period as a possible alternative.



**Figure 2 - Reserve 12518**

The Shire has recently received confirmation via the DPLH that the Public Transport Authority (PTA), which has the current management order over R12518, has provided in-principle support for the excision of the southern portion of the reserve and transferring the management order to the Shire.

Prior to proceeding, it is recommended that the Shire undertake due diligence measures including undertaking nearby landowner consultation and establishing development opportunities and constraints including native vegetation clearing implications, options for site access and confirming the locality of existing services (amongst others). Preliminary approaches have already been made to the Department of Water and Environmental Regulation (DWER) and Main Roads WA (MRWA) with initial responses being mostly favourable.

In order for Council to consider the outcome of such measures, it is recommended that a further report be brought back to Council in February 2022 for consideration.

## **BACKGROUND**

At the March 2021 Ordinary Council Meeting, Council resolved the following:

*“That Council:*

- 1. Endorses the proposed location of Reserve 45450 (Harjadup Reserve) for a future fire station for the Argyle Irishtown Bush Fire Brigade;*
- 2. Requests the Chief Executive Officer to liaise further with the AIBFB to identify a suitable location on Reserve 45450 (Harjadup Reserve) and to clarify the exact area of land required for the new facility;*
- 3. Subject to such details being determined in Point 2, instructs the Chief Executive Officer to make a formal request to the Department of Planning, Lands and Heritage to excise a portion of Reserve 45450 (Harjadup Reserve) to create a new reserve with a Management Order granted to the Shire for the intended purpose;*
- 4. Authorises the Chief Executive Officer to utilise up to \$5,000 to undertake surveying and other activities associated with Point 3 to be sourced from G/L 121720 (Land Use Planning);*
- 5. Subject to approval being granted by the DPLH under Point 3, requests the Chief Executive Officer make financial provision in 2022/23 for civil works associated with the construction of the new facility that are not funded under the DFES Local Government/Capital Grants Scheme;*
- 6. Subject to approval being granted by the DPLH under Point 3, requests the Chief Executive Officer to make a formal application for the new facility via the DFES Local Government/Capital Grants Scheme in March 2022.*

A full copy of the March OCM Council Report is provided at Attachment 9.1.1(1).



It is noted that Council's decision was in response to a formal request being received from the AIBFB Committee, however it is acknowledged that the AIBFB Committee was not unanimous in endorsing R45450 as the preferred location, with several members voting against the proposal.

The challenge of identifying an appropriate site has been ongoing for some time, mainly due to the absence of suitable land being available in the Argyle – Irishtown locality. Whilst there are a number of development considerations for any proposal, this particular project is subject to external funding from the Department of Fire and Emergency Services (DFES) which has certain requirements for funding such projects. In particular, DFES requires the land on which a new facility is to be constructed to be either owned or under management order to the local government. There are very few landholdings owned or managed by the Shire in the Argyle – Irishtown locality which is largely the reason R45450 was identified as a potential site.

It is further noted that whilst DFES will provide funding for the construction of the building, the Shire is responsible for all other civil works associated with the development and therefore the choice of site is important to ensure it is not cost-prohibitive from a development perspective.

Subsequent to Council's decision as outlined above, the Shire received a number of concerns from local residents and it became apparent that further community consultation was required prior to proceeding further with planning for a building on R45450. As such, 385 consultation packs were posted to all Argyle / Irishtown residents which contained details of possible site layout, building design, access and other management measures and a copy is provided in Attachment 9.1.1(2). Details of an online survey were also provided with residents encouraged to provide feedback.

As a result of the public consultation the following responses were received:

- 81 online survey responses
- 8 written submissions (emails and letters)

In summarising the responses received, the following key points are noted:

#### Online Survey Results

- 89% of respondents were residents of Argyle or Irishtown with the remainder being residents of the Shire;
- 91% of respondents were generally supportive of a new brigade building somewhere in the Shire to accommodate the AIBFB;
- 48% of respondents were supportive of the new station being constructed on R45450, with 52% not being supportive;
- Of the 48% of supportive respondents referred to in the previous point, 53% were supportive of the proposed location on R45450 as indicated on the provided plans (25% overall);
- 73% of respondents were supportive of the provided building design elevations which were reflective of the existing Balingup VBFB station;

- 55% of respondents were supportive of the indicative access onto Gemmell Road;
- 57.5% of respondents were supportive of a small amount of vegetation being removed to accommodate a building, subject to the Shire's proposal to replace any removed trees at a ratio of 1:10;
- Respondents were provided the opportunity to make any further comments and provide additional information throughout the survey.

### Written Submissions (Email / Letter Correspondence)

A total of eight written submissions were received as summarised below:

- Three were supportive of the proposal on R45450;
- Three objected to the proposal on R45450;
- One was making a comment, commending the Shire on the public consultation process;
- One was from the Department of Parks and Wildlife (DPaW) expressing concerns regarding proposed clearing due to the rare type of vegetation complex on R45450, and recommending protection from further disturbance.

Full copies of all written correspondence received are provided in Attachment 9.1.1(3).

### Main Themes from Submissions

There were a number of recurring themes in the survey responses and correspondence received from residents on both sides of the debate and these are summarised below:

#### *Main Arguments in Support*

- Acknowledgement that AIBFB needs a new station;
- Perception that existing native vegetation does not require protection;
- R45450 considered the most appropriate site being centrally located;
- View that whilst a small minority is impacted, there is benefit to the wider community;
- A perception that R45450 is currently under-utilised as public open space.

#### *Main Arguments Objecting*

- Consider there are more appropriate alternative sites;
- View that R45450 was reserved for public open space and should be protected for its intended use;
- Concerns about clearing native vegetation;
- Concerns about impact on nearby wetlands, particularly from fire-fighting foam used in practice exercises;
- Concerns about lack of mobile reception in the locality in the event of an emergency;
- Concerns about inadequacy of local roads to accommodate emergency vehicles and the possible danger this may pose to other road users;
- Concerns about limited vehicle access due to single lane bridges servicing the locality;
- Concerns about the impact on neighbouring landowners both in terms of visual amenity and activities of the AIBFB.

## Petition

In addition to the survey responses and written correspondence outlined above, Council at its Ordinary Council meeting held 22 September 2021 was presented with a petition by Mr Paul Delbridge and Mr John Corfe containing 98 signatures of Argyle residents stating the following:

*“We the undersigned, being the residents of Argyle, respectfully request the Donnybrook-Balingup Shire Council to reconsider its decision to endorse the proposed new location for the Argyle Irishtown Bushfire Brigade fire shed on Reserve 45450 (Harjadup Reserve) and investigate an alternative location.”*

A full copy of the petition is provided in Attachment 9.1.1(4) and the statutory process for dealing with petitions is dealt with later in this report.

## **FINANCIAL IMPLICATIONS**

Whilst DFES will fund the building construction costs (subject to a successful application), the Shire is required to fund any associated civil works such as constructed access, site preparation, native vegetation removal, provision of septs etc.

Dependent on the characteristics of the selected site and based on previous projects such as the Balingup and Beelerup VBFB stations, it is estimated the Shire’s contribution would likely be in the realm of \$100,000-150,000, however this will be further refined once further due diligence and design is undertaken.

Subject to a suitable site being located, an application will need to be lodged through DFES’ Local Government Grants Scheme (LGGs) capital works program in early 2022. This would be assessed against other applications from across the State and if successful, works would likely commence in the 2022/23 financial year. As such, the Shire’s annual budget for the 2022/23 period would need to include the Shire’s necessary contribution.

If Council is supportive of supporting R12158 in the future, it is likely that certain activities would need to be undertaken in this financial year. Two examples of this are commencing the process of excising the relevant portion of R12518 and the undertaking of a flora and fauna assessment to confirm the status of the existing vegetation which will require clearing if the proposal is to proceed on the suggested site.

## **POLICY COMPLIANCE**

Nil.

## **STATUTORY COMPLIANCE**

### Dealing with a Petition

The provisions relevant to receiving and dealing with a petition are outlined under Clause 6.10 of the Shire of Donnybrook Balingup *Meeting Procedures Local Law 2017* (Local Law). Section 1 of the clause outlines the form a petition should take with Sections 2 and 3 outlining how a petition should be dealt with as follows:

## 6.10 Petitions

- 1) *A petition is to—*
  - a) *be addressed to the President;*
  - b) *be made by electors of the district;*
  - c) *state the request on each page of the petition;*
  - d) *contain the name, address and signature of each elector making the request, and the date each elector signed;*
  - e) *contain a summary of the reasons for the request; and*
  - f) *state the name of the person to whom, and an address at which, notice to the petitioners can be given.*
  
- 2) *Upon receiving a petition, the local government is to submit the petition to the relevant officer to be included in his or her deliberations and report on the matter that is the subject of the petition, subject to subclause (3).*
  
- 3) *At any meeting, the Council is not to vote on any matter that is the subject of a petition presented to that meeting, unless—*
  - a) *the matter is the subject of a report included in the agenda; and*
  - b) *the Council has considered the issues raised in the petition.*

This report suitably responds to the requirements of the Local Law as outlined above.

## **CONSULTATION**

As outlined previously in this report, significant consultation has been undertaken with the Argyle – Irishtown community and Shire staff have had ongoing liaison with the AIBFB over the past several years in an attempt to identify an appropriate site for a new brigade station.

Shire staff had also recently had dealings with a number of State Government agencies in negotiating an alternative site and this is outlined further in the Officer Comment section of this report.

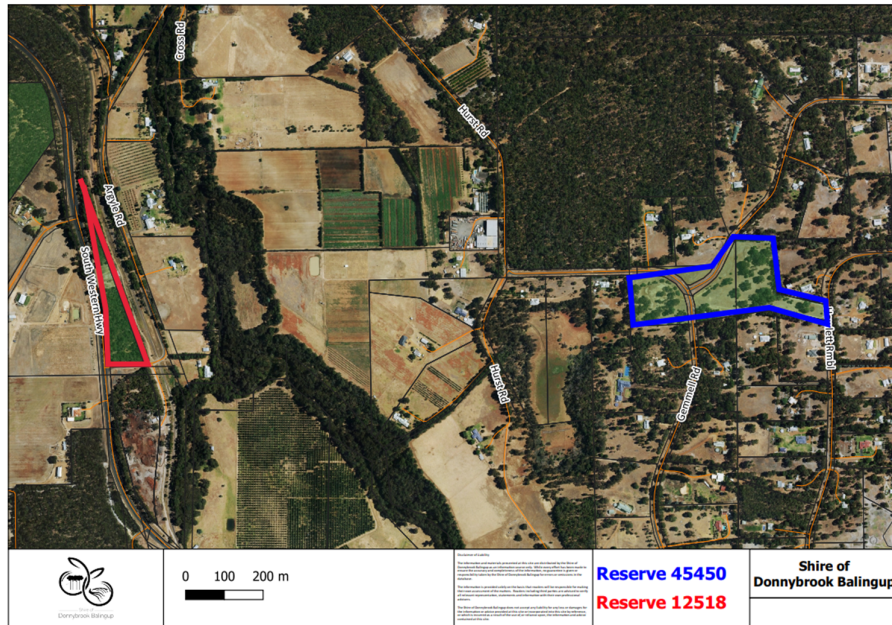
## **OFFICER COMMENT**

The AIBFB and Shire staff have been working closely together for an extended period with the goal of achieving a new station as the existing one is clearly no longer fit for purpose. However this process has posed some challenges as there are limited options of available land that meet DFES funding criteria; being land that is either owned or under management order to the Shire. This was largely the reason that R45450 was identified as a possible site as it was reasonably large in area, had flat sections that were deemed suitable for development, could largely be screened from public view, and was under the management of the Shire, therefore was eligible for DFES funding.

Notwithstanding the above, the community consultation and feedback received has indicated that sections of the community hold a number of concerns with this site and whilst some issues could perhaps be managed through design or other measures, there are others that fundamentally cannot. This includes the views of a number of respondents that the land was

originally created as public open space for the purpose of recreation and that the suggested land use for emergency services is inconsistent with the intended and actual use of the reserve.

It is the officer's position that the construction of a significant community facility such as a volunteer bushfire brigade station should be a cause for local celebration, rather than division, and therefore upon reflecting on the deputations of both parties at the September OCM, it was determined to re-examine if there may be an opportunity to identify an alternative site. In particular, focus turned to the southern portion of R12518, located at the corner of Argyle Rd and South Western Highway, Argyle as identified in the below images.



**Figure 3: Plans showing locations of both sites**



**Figure 4: Plan showing southern portion of R12518 subject of excision**

This site had previously been considered, however one of the significant constraints that had ruled it out had been that the land was Crown land under management order to the Public Transport Authority (PTA). Whilst significant discussions had taken place between Shire staff, the PTA and DFES about the possibility of the Shire leasing the land from the PTA, the advice from the PTA was that it would not enter into a lease with the Shire longer than 10 years and DFES subsequently advised it would not fund a new facility on leased land.

In reviewing this option further, Shire staff have re-approached the PTA via the Department of Planning, Lands and Heritage (DPLH) and have obtained PTA's in-principle support to excise the southern portion of the reserve, which if supported, would involve the management order being transferred to the Shire for the purpose of a new brigade facility. Since receiving this advice Shire staff have undertaken further liaison with relevant agencies including the Department of Water and Environmental Regulation (DWER) and Main Roads WA (MRWA) to determine if there may be any other significant issues that would prevent the site being developed for the intended purpose. Of particular concern was the need to be able to clear a portion of the existing native vegetation and the site's proximity to the South Western Highway which is controlled by MRWA.

Preliminary advice has been received from both agencies and is provided below:

#### DWER

- The Shire may be able to clear under the exemption Regulation 5 item 1- Clearing to construct a building.
- This exemption may apply to land that is not riparian vegetation, and not an ESA (environmentally sensitive area) and the clearing is less than 5 hectares.
- As long as the structure is built legally, it is highly likely that Regulation 5 item 1 applies and clearing within the envelope of the approved plans, can occur without a clearing permit.
- If the Shire construes that Regulation 5 item 1 applies to the clearing, the Shire is not required to notify DWER.
- The regulation is structured in such a way that DWER can advise on clearing exemptions but does not grant exemptions. If a proponent construes, they are exempt then clearing may occur as above.

#### MRWA

- Main Roads has no objection to the proposed development subject to the following:
  - vehicle access being taken from Argyle Road and such access being appropriately set back to the rear/common side boundary with the rail reserve to minimise the potential for conflict to occur at the intersection with SW Highway.
  - It is recommended that appropriate sight lines be maintained to the access, in particular, sight lines towards the east to oncoming Argyle Road traffic given the geometry of the road.

## **CONCLUSION**

The process of identifying an appropriate site for the new AIBFB station has posed some challenges for all concerned including the AIBFB, Shire staff and the Argyle – Irishtown community. Whilst it is apparent that there is wide community support for a new fire station being constructed to accommodate the AIBFB, there were a number of concerns expressed by residents with regard to utilising R45450 for this purpose and staff consider it important for Council to give due regard to the comments and petition received in determining the preferred path forward.

It has always been the intention of Shire staff to identify a suitable site to accommodate a new facility the local community can be proud of. The advice from PTA that it is willing to give in-principle support for excising a portion of R12518 and transferring the management order to the Shire may represent an opportunity for a win-win solution, whereby all sides of the debate could be satisfied with the outcome.

Whilst there are still a number of land administration, development and design aspects that need to be considered, the preliminary advice received from PTA, DWER and MRWA suggests that it may be unlikely any insurmountable issues will be encountered if the site was to be supported by Council.

However, prior to proceeding further it is recommended that the Shire undertake due diligence measures including consulting neighbouring landowners and considering various possible design outcomes, including those relevant to access and siting of the building, with a further report to be brought back to Council for consideration in February 2022.

### **COUNCIL RESOLUTION 183/21**

**Moved: Cr Newman**

**Seconded: Cr Jones**

**That Council:**

- 1. Acknowledges the online survey results, written submissions (Attachment 9.1.1 (3)) and petition presented by Mr Paul Delbridge and Mr John Corfe at the Ordinary Council Meeting held 22 September 2021 (Attachment 9.1.1(4)) in response to the proposed brigade station for the Argyle Irishtown Volunteer Bushfire Brigade at Reserve 45450 (Harjadup Reserve);**
- 2. Acknowledges the Argyle Irishtown Volunteer Bushfire Brigade and all members of the Argyle and Irishtown communities for their valued feedback and contribution to the proposal to date;**
- 3. Resolves to defer any further actions to progress the development of a new brigade station on Reserve 45450 (Harjadup Reserve) at this time;**
- 4. Acknowledges the advice received from the Department of Planning, Lands and Heritage that the Public Transport Authority has provided in-principle support for the excision of a portion of Reserve 12518 (corner Argyle Road and South Western Highway) and transferring the management order to the Shire for the construction of a new brigade facility;**

- 5. Authorises the Chief Executive Officer to undertake due diligence measures, including:**
  - 5.1 undertaking nearby landowner consultation;**
  - 5.2 undertaking a flora and fauna assessment of the relevant portion of Reserve 12518; and**
  - 5.3 liaising with Main Roads WA, Public Transport Authority, Department of Fire and Emergency Services, Department of Water and Environmental Regulation and any other relevant authority;**

**to establish Reserve 12158's suitability for the intended purpose;**
- 6. Instructs the Chief Executive Officer to explore access and siting options for a new brigade station on R12158 and liaise with relevant authorities to determine the following:**
  - 6.1 Possibility of utilising the existing cleared portion of R12158 for the siting of the brigade building, noting that such land is currently under a private lease arrangement;**
  - 6.2 Possibility of utilising the existing track located on rail reserve to obtain access from Argyle Rd, noting that such land is currently under lease to Arc Infrastructure;**
- 7. Instructs the Chief Executive Officer to bring a further report back to the February 2022 Ordinary Council Meeting to outline responses received from nearby landowner consultation, and any further information derived from actions contained in Points 5 and 6 above.**

**CARRIED 9/0**



**9.1.2 DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION – COMPLIANCE INSPECTION – DONNYBROOK WASTE MANAGEMENT FACILITY**

|                            |  |
|----------------------------|--|
| <b>Location</b>            | Shire of Donnybrook Balingup – Donnybrook Waste Management Facility          |
| <b>Applicant</b>           | Shire of Donnybrook Balingup   |
| <b>File Reference</b>      | HLT 09/2   |
| <b>Author</b>              | Steve Potter, Director Operations  |
| <b>Responsible Manager</b> | Steve Potter, Director Operations  |
| <b>Attachments</b>         | 9.1.2(1) - DWER Correspondence<br>9.1.2(2) - Environmental Inspection Report |
| <b>Voting Requirements</b> | Simple Majority  |

**Recommendation**

**That Council:**

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

## **STRATEGIC ALIGNMENT**

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

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

## **EXECUTIVE SUMMARY**

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

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

It is recommended that Council notes the correspondence and instructs the Chief Executive Officer to liaise with the Shire's appointed management contractor (Hastie Waste Pty Ltd) to address identified issues.

Further, it is recommended that an additional report be brought back to Council to outline actions taken and any necessary changes to ensure ongoing compliance into the future.

## **BACKGROUND**

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

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

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

The inspection of the Shire's facility resulted in correspondence being received on 16 November 2021 consisting of a cover letter (Attachment 9.1.2(1)) and Environmental Inspection Report (EIR) (Attachment 9.1.2(2)).

Of note, the EIR contained 12 alleged incidences of non-compliance with the conditions of the license which are summarised as follows:

- Stormwater is not being managed appropriately resulting in pooling in certain locations;
- The contractor does not have a documented procedure for determining that contaminated solid waste meets the acceptance criteria for a Class II facility, prior to accepting the waste;
- Waste types not permitted under the facility licence are being accepted including treated timber, paint, paint thinners, gas bottles, fire extinguishers and assorted E-waste;
- Landfilling activities are occurring outside the approved area under the licence;
- DWER have requested an update on the Landfill Closure Management Plan for the facility;
- A large portion of the landfill waste is not being covered with soil as required under the licence;
- The perimeter fence was damaged by fallen trees in one location;
- Large amounts of wind-blown waste were observed beyond the boundaries of the premises;
- The contractor was unable to provide sufficient records of waste acceptance and waste rejection which are required to be available at the premises at all times;
- The submitted annual audit compliance report submitted by the Shire referenced an incorrect reporting period;
- The Annual Environmental Report (AER) was submitted late and did not reference a small fire incident that occurred on the property in December 2020;
- DWER was not formally notified of the fire incident immediately after the incident.

## **FINANCIAL IMPLICATIONS**

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

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

**POLICY COMPLIANCE**

Nil.

**STATUTORY COMPLIANCE**

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

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

| <b>Category Description</b>   | <b>Production or Design Capacity</b>  |
|---|---|
| <p><u>Category 62</u></p> <p>Solid waste depot: premises on which waste is stored or sorted, pending final disposal or re-use, other than in the course of operating — 500 tonnes or more per year (not including any waste stored or sorted only in the course of operating a refund point or aggregation point)</p> <p>(a) a refund point (as defined in the Waste Avoidance and Resource Recovery Act 2007 section 47C(1)) (a refund point); or</p> <p>(b) a facility or other place (an aggregation point) for the aggregation of containers that have been returned to refund points until those containers are accepted for processing or disposal.</p> | <p>500 tonnes or more per year (not including any waste stored or sorted only in the course of operating a refund point or aggregation point)</p> |
| <p><u>Category 64</u></p> <p>Class II or III putrescible landfill site: premises (other than clean fill premises) on which waste of a type permitted for disposal for this category of prescribed premises, in accordance with the Landfill Waste Classification and Waste Definitions 1996, is accepted for burial.</p>  | <p>20 tonnes or more per year</p>   |

**CONSULTATION**

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

## OFFICER COMMENT/CONCLUSION

The following comments are made in response to some of the compliance matters identified:

- Upon receiving the DWER correspondence, the Shire's Executive Staff immediately arranged a meeting with the HW Director, where each alleged breach was discussed with a view to responding promptly. At the time of writing this report, the HW Director advised that HW was in the process of undertaking measures to address the operational aspects and was confident these could be achieved by the times required by DWER.
- Shire staff have advised HW to immediately stop accepting waste types not permitted under the facility licence including treated timber, paint, paint thinners, gas bottles, fire extinguishers and assorted E-waste and have issued a further request of the contractor to remove all existing unauthorised waste from the site.
- With regard to the approved area under the licence, Shire staff met with DWER in March 2021 to clarify this aspect as staff had some concerns the active landfill area being used by HW did not appear to correspond with the approved area indicated on the licence. The advice received was that an amendment was required to the licence and that this could be addressed subsequent to the revised Landfill Closure Management Plan (LCMP) being finalised, which would indicate the future extent of intended landfilling activity on the site.
- The LCMP (and accompanying Transfer Station Report) are in the process of being finalised and will be presented to Council for consideration at the December 2021 Ordinary Council Meeting. These documents, if supported by Council and DWER, will provide a clear path forward in terms of the future direction of the facility and will inform a future licence amendment application.
- The contractor has recently taken receipt of a significant amount of soil as a result of the Bridge Street Affordable Housing Project which he has advised will enable the covering of the exposed sections of the landfill as required.
- The perimeter fence which was damaged by a fallen tree, has since been repaired.
- The contractor has indicated HW staff have initiated some cleanup works of wind-blown litter.
- The Shire is in the process of establishing a cloud based management system for the recording of incoming waste utilising tablets and software (rather than hard copy/paper) to record and calculate incoming and outgoing waste. This system is anticipated to be operational in early 2022 and is used in a number of other local governments.
- It is acknowledged the submitted Annual Audit Compliance Report (AACR) submitted by the Shire was for an incorrect reporting period. The reporting officer reported on a financial year (July-June), rather than a calendar year (January – December), however this has since been rectified and re-submitted to DWER.
- It is acknowledged that the Annual Environmental Report (AER) was submitted late in 2021. The AACR and AER are separate reports which are required to be submitted

simultaneously however the reporting officer was unaware of the requirement to submit the AER. The AACR was submitted in March 2021, however DWER did not request further information regarding the AER until October 2021. Upon receiving DWER advice to this effect, the AER was submitted by the officer within seven days. The officer was reasonably new to waste management at the time, however, has since established a clear understanding of the reporting requirements.

- Due to the small scale of the fire in December 2020, the reporting officer did not consider it required reporting or formal notification, however, has since been made aware of the requirements and will ensure any future incidents are dealt with in accordance with the licence conditions.

In addition to the above, Shire staff have made contact with DWER confirming the Shire's commitment to complying with the requirements under the licence and have scheduled an on-site inspection with HW to ascertain progress made and to ensure works are on schedule to achieve DWER's requirements by the required date.

Notwithstanding that there are some urgent actions required in the immediate term to address the issues contained in the DWER correspondence, it is suggested that further dialogue with the Shire's contractor is required to ensure HW establish enduring processes and work schedules to ensure the DWMF is compliant at all times of operation. To this effect, it is recommended that this be given further consideration by staff, in consultation with HW, with a report brought back to Council in early 2022, outlining any actions or amendments that may be required to achieve this outcome.

## **EXECUTIVE RECOMMENDATION**

**Moved: Cr Glover**

**Seconded: Cr Smith**

**That Council:**

- 1. Notes the correspondence and Environmental Inspection Report, dated 16 November 2021, received from the Department of Water and Environmental Regulation, including the Inspection Findings and Corrective Actions;**
- 2. Reiterates the Shire's commitment to the safe and environmentally responsible operation of the Donnybrook Waste Management Facility;**
- 3. Instructs the Chief Executive Officer to liaise with the Shire's facility management contractor (Hastie Waste Pty Ltd) to ensure all Corrective Actions are addressed and all operations are compliant with the facility licence;**
- 4. Notes the imminent completion of the Donnybrook Waste Management Facility Landfill Closure Management Plan and accompanying Transfer Station Report which will be presented to the December 2021 Ordinary Council Meeting;**
- 5. Instructs the Chief Executive Officer to bring a further report back to Council by March 2022 to confirm all Department of Water and Environmental Regulation requirements have been addressed and outline any necessary changes to**

**existing management measures to ensure ongoing compliance with licence conditions.**

**Amendment: Cr Glover**

**Seconded: Cr Jones**

**That Council:**

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

**CARRIED 8/1**

## **COUNCIL RESOLUTION 184/21**

**Moved: Cr Glover                      Seconded: Cr Smith**

**That Council:**

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

**CARRIED 8/1**



## **9.2 DIRECTOR CORPORATE AND COMMUNITY**

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### **9.2.1 ACCOUNTS FOR PAYMENT**

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

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

The Monthly Financial Report for September 2021 is attached (*attachment 9.2.2(1)*).

#### **EXECUTIVE RECOMMENDATION**

**That the monthly financial report for the period ended September 2021 be received.**

#### **COUNCIL RESOLUTION 185/21**

**Moved: Cr Atherton      Seconded: Cr Massey**

**That the monthly financial report for the period ended September 2021 be received.**

**CARRIED 9/0 by En bloc Resolution**

### **9.2.3 MONTHLY FINANCIAL REPORT – OCTOBER 2021**

The Monthly Financial Report for October 2021 is attached (*attachment 9.2.3(1)*).

#### **EXECUTIVE RECOMMENDATION**

**That the monthly financial report for the period ended October 2021 be received.**

#### **COUNCIL RESOLUTION 186/21**

**Moved: Cr Atherton      Seconded: Cr Massey**

**That the monthly financial report for the period ended October 2021 be received.**

**CARRIED 9/0 by En bloc Resolution**

**9.2.4 2021/2022 DONNYBROOK RECREATION CENTRE: FEES AND CHARGES  
2021/2022 – DISCOUNT ON BULK SWIMMING TICKET PURCHASES**

|                            |   |
|----------------------------|---|
| <b>Location</b>            | Shire of Donnybrook Balingup                      |
| <b>Applicant</b>           | Shire of Donnybrook Balingup                      |
| <b>File Reference</b>      | Not applicable                                    |
| <b>Author</b>              | James Jarvis - Manager Community Development      |
| <b>Responsible Manager</b> | Kim Dolzadelli - Director Corporate and Community |
| <b>Attachments</b>         | 9.2.4(1) - 2021/2022 Fees and Charges             |
| <b>Voting Requirements</b> | Simple Majority                                   |

**Recommendation**

**That Council:**

- 1. Amend the 2021/2022 schedules of fees and charges for pool entry and fixed term gym memberships at the Donnybrook Recreation Centre to accurately reflect that advertised percentage discounts, as follows:**

| Description   | 2021/22  |         |                 |
|---|----------|---------|-----------------|
|   | GST Ex   | GST     | GST Incl        |
| <b>Swimming Pool</b>  |          |         |                 |
| Concession Swim (Senior Card holder or Health Care Card holder) | \$3.91   | \$0.39  | <b>\$4.30</b>   |
|   |          |         |                 |
| <b>Pool - Bulk purchase of tickets</b>                          |          |         |                 |
| <b><i>Book of 10 tickets (10% saving)</i></b>                   |          |         |                 |
| Book of 10 tickets (Child/Pensioner)                            | \$35.18  | \$3.52  | <b>\$38.70</b>  |
| Book of 10 tickets (Adult)                                      | \$48.27  | \$4.83  | <b>\$53.10</b>  |
| Book of 10 tickets (Family)                                     | \$139.91 | \$13.99 | <b>\$153.90</b> |
| Book of 10 tickets (Junior Swim Club)                           | \$45.82  | \$4.58  | <b>\$50.40</b>  |
|   |          |         |                 |
| <b><i>Book of 20 tickets (15% saving)</i></b>                   |          |         |                 |
| Book of 20 tickets (Child/Pensioner)                            | \$66.45  | \$6.65  | <b>\$73.10</b>  |
| Book of 20 tickets (Junior Swim Club)                           | \$86.55  | \$8.65  | <b>\$95.20</b>  |
| Book of 20 tickets (Adult)                                      | \$91.18  | \$9.12  | <b>\$100.30</b> |
| Book of 20 tickets (Family)                                     | \$264.27 | \$26.43 | <b>\$290.70</b> |

| Gym                         | 2021/22  |         |                 |
|-----------------------------|----------|---------|-----------------|
|                             | GST Ex   | GST     | GST Incl        |
| <b>Gym membership</b>       |          |         |                 |
| 3 months (=10% Discount)    | \$164.33 | \$16.43 | <b>\$180.77</b> |
| 6 months (=15% Discount)    | \$310.40 | \$31.04 | <b>\$341.45</b> |
| 12 months (=20% Discount)   | \$584.29 | \$58.43 | <b>\$642.72</b> |
|                             |          |         |                 |
| <b>Gold pass membership</b> |          |         |                 |
| <b><i>Single</i></b>        |          |         |                 |
| 3 months (=10% Discount)    | \$230.60 | \$23.06 | <b>\$253.67</b> |

|   |            |          |                   |
|---|------------|----------|-------------------|
| 6 months (=15% Discount)                            | \$435.59   | \$43.56  | <b>\$479.15</b>   |
| 12 months (=20% Discount)                           | \$819.93   | \$81.99  | <b>\$901.92</b>   |
|   |            |          |                   |
| <b>Family (2xAd &amp; 2xCh OR 1 Ad &amp; 3xCh )</b> |            |          |                   |
| 3 months (=10% Discount)                            | \$461.21   | \$46.12  | <b>\$507.33</b>   |
| 6 months (=15% Discount)                            | \$871.17   | \$87.12  | <b>\$958.29</b>   |
| 12 months (=20% Discount)                           | \$1,639.85 | \$163.99 | <b>\$1,803.84</b> |

**2. Notes the requirement for Local Public Notice to be given in accordance with section 6.19 of the Local Government Act 1995.**

## STRATEGIC ALIGNMENT

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

|          |         |  |
|----------|---------|--|
| Outcome  | 3.3     | A safe and healthy community environment for all ages  |
| Strategy | 3.3.3   | Support a safe, healthy and active community           |
| Action   | 3.1.1.2 | Continue to encourage and support community-led events |

## EXECUTIVE SUMMARY

The review of the Shire of Donnybrook Balingup scheduled fees and charges as set before council for financial consideration in 2021/2022, in part, did not apply the correct discounted rates for multi-pass, bulk purchase of tickets to the swimming pool and percentage discounts for fixed term gym memberships at the Donnybrook Recreation Centre (DRC). The schedule needs to be amended to ensure a consistent application of discounts to these two activity areas such that all patrons pay the correct fee for entry to DRC.

## BACKGROUND

The annual review of DRC fees and charges have previously incorporated a discount on bulk purchasing of tickets to the pool and fixed term gym memberships. This is to encourage sales of these items, provide value for money, and incentivised use of the DRC by residents and ratepayers.

### Bulk Pool Entry

The Shire Council approved 2021/2022 schedule of fees and charges state that there is a 10% saving if a patron purchases bulk tickets for pool entry, however, it is not reflected in the costs based on the casual entry fees. Similarly, the purchasing of a book of 20 tickets is inconsistent and has an average of 12% saving and not 15% as stated on the schedule of fees and charges.

Table 1 below contains those Fees and Charges that are requested to be amended detailing the current and amended amounts for each category.

Table 1

| Description   | Currently Adopted |         |                 | Amended for Adoption |         |                 |
|---|-------------------|---------|-----------------|----------------------|---------|-----------------|
|   | GST Ex            | GST     | GST Incl        | GST Ex               | GST     | GST Incl        |
| <b>Swimming Pool</b>  |                   |         |                 |                      |         |                 |
| Concession Swim (Senior Card holder or Health Care Card holder) | \$3.82            | \$0.38  | <b>\$4.20</b>   | \$3.91               | \$0.39  | <b>\$4.30</b>   |
| <b>Pool - Bulk purchase of tickets</b>                          |                   |         |                 |                      |         |                 |
| <b>Book of 10 tickets (10% saving)</b>                          |                   |         |                 |                      |         |                 |
| Book of 10 tickets (Child/Pensioner)                            | \$36.64           | \$3.66  | <b>\$40.30</b>  | \$35.18              | \$3.52  | <b>\$38.70</b>  |
| Book of 10 tickets (Adult)                                      | \$52.95           | \$5.30  | <b>\$58.25</b>  | \$48.27              | \$4.83  | <b>\$53.10</b>  |
| Book of 10 tickets (Family)                                     | \$153.73          | \$15.37 | <b>\$169.10</b> | \$139.91             | \$13.99 | <b>\$153.90</b> |
| Book of 10 tickets (Junior Swim Club)                           |                   |         | N/A             | \$45.82              | \$4.58  | <b>\$50.40</b>  |
| <b>Book of 20 tickets (15% saving)</b>                          |                   |         |                 |                      |         |                 |
| Book of 20 tickets (Child/Pensioner)                            | \$69.23           | \$6.92  | <b>\$76.15</b>  | \$66.45              | \$6.65  | <b>\$73.10</b>  |
| Book of 20 tickets (Junior Swim Club)                           |                   |         | N/A             | \$86.55              | \$8.65  | <b>\$95.20</b>  |
| Book of 20 tickets (Adult)                                      | \$94.68           | \$9.47  | <b>\$104.15</b> | \$91.18              | \$9.12  | <b>\$100.30</b> |
| Book of 20 tickets (Family)                                     | \$272.86          | \$27.29 | <b>\$300.15</b> | \$264.27             | \$26.43 | <b>\$290.70</b> |

Table 2 below contains the singular Fees and Charge for each of the categories where amendments are being sought for bulk ticket purchases.

Table 2

| Description   | GST Ex  | GST    | GST Incl       |
|---|---------|--------|----------------|
| <b>Swimming Pool</b>  |         |        |                |
| Swimming Club - Junior  | \$5.09  | \$0.51 | <b>\$5.60</b>  |
| Child swim - 4yrs and up  | \$3.91  | \$0.39 | <b>\$4.30</b>  |
| Adult swim - 17yrs and over                                     | \$5.36  | \$0.54 | <b>\$5.90</b>  |
| Family Swim (2 adults 3 children or 1 adult 3 children)         | \$15.55 | \$1.55 | <b>\$17.10</b> |
| Concession Swim (Senior Card holder or Health Care Card holder) | \$3.91  | \$0.39 | <b>\$4.30</b>  |

**Gym Membership**

Gym membership prices have also encountered a similar issue in the application of percentage discounts for patrons who prepay in advance.

Table 3 below contains those Fees and Charges that are requested to be amended detailing the current and amended amounts for each category. Note the 1-month fees are not being amended:

| Table 3   | Currently Adopted |          |                   | Amended for Adoption |          |                   |
|---|-------------------|----------|-------------------|----------------------|----------|-------------------|
|   | 2021/22           |          |                   | 2021/22              |          |                   |
| Gym   | GST Ex            | GST      | GST Incl          | GST Ex               | GST      | GST Incl          |
| <u>Gym membership</u>                               |                   |          |                   |                      |          |                   |
| 1 month - single                                    | \$60.86           | \$6.09   | <b>\$66.95</b>    | \$60.86              | \$6.09   | <b>\$66.95</b> *  |
| 3 months (=10% Discount)                            | \$167.91          | \$16.79  | <b>\$184.70</b>   | \$164.33             | \$16.43  | <b>\$180.77</b>   |
| 6 months (=15% Discount)                            | \$315.18          | \$31.52  | <b>\$346.70</b>   | \$310.40             | \$31.04  | <b>\$341.45</b>   |
| 12 months (=20% Discount)                           | \$595.95          | \$59.60  | <b>\$655.55</b>   | \$584.29             | \$58.43  | <b>\$642.72</b>   |
|   |                   |          |                   |                      |          |                   |
| <u>Gold pass membership</u>                         |                   |          |                   |                      |          |                   |
| <b>Single</b>                                       |                   |          |                   |                      |          |                   |
| 1 month   | \$85.41           | \$8.54   | <b>\$93.95</b>    | \$85.41              | \$8.54   | <b>\$93.95</b> *  |
| 3 months (=10% Discount)                            | \$232.68          | \$23.27  | <b>\$255.95</b>   | \$230.60             | \$23.06  | <b>\$253.67</b>   |
| 6 months (=15% Discount)                            | \$435.91          | \$43.59  | <b>\$479.50</b>   | \$435.59             | \$43.56  | <b>\$479.15</b>   |
| 12 months (=20% Discount)                           | \$821.77          | \$82.18  | <b>\$903.95</b>   | \$819.93             | \$81.99  | <b>\$901.92</b>   |
|   |                   |          |                   |                      |          |                   |
| <b>Family (2xAd &amp; 2xCh OR 1 Ad &amp; 3xCh )</b> |                   |          |                   |                      |          |                   |
| 1 month   | \$170.82          | \$17.08  | <b>\$187.90</b>   | \$170.82             | \$17.08  | <b>\$187.90</b> * |
| 3 months (=10% Discount)                            | \$465.36          | \$46.54  | <b>\$511.90</b>   | \$461.21             | \$46.12  | <b>\$507.33</b>   |
| 6 months (=15% Discount)                            | \$871.86          | \$87.19  | <b>\$959.05</b>   | \$871.17             | \$87.12  | <b>\$958.29</b>   |
| 12 months (=20% Discount)                           | \$1,642.59        | \$164.26 | <b>\$1,806.85</b> | \$1,639.85           | \$163.99 | <b>\$1,803.84</b> |

## FINANCIAL IMPLICATIONS

Adopting the proposed amended Fees and Charges will return incentive for DRC patrons to purchase bulk tickets for both swimming and gym memberships. This is likely to promote repeat business, customer satisfaction, and use of DRC, which will result in increased revenue generation for the facility.

## POLICY COMPLIANCE

Not applicable

## STATUTORY COMPLIANCE

Section 6.16 (1) of the Local Government Act 1995 states:

*“(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

*(2) A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*

- (c) *subject to section 5.94, providing information from local government records;*
  - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - (e) *supplying goods;*
  - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed\* during a financial year; and*
  - (b) *amended\* from time to time during a financial year.*

*\* Absolute majority required.”*

Section 6.19 of the Local Government Act 1995 states:

*“If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—*

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.”*

## CONSULTATION

Consultation occurred with the Manager, Community Development, and the Shire’s Accountant.

## OFFICER COMMENT/CONCLUSION

The Officer commends the proposed amended Fees and Charges for consideration by Council.

## COUNCIL RESOLUTION 187/21

**Moved: Cr Atherton      Seconded: Cr Massey**

**That Council:**

- 1. Amend the 2021/2022 schedules of fees and charges for pool entry and fixed term gym memberships at the Donnybrook Recreation Centre to accurately reflect that advertised percentage discounts, as follows:**

| Description   | 2021/22 |        |               |
|---|---------|--------|---------------|
|   | GST Ex  | GST    | GST Incl      |
| <b>Swimming Pool</b>  |         |        |               |
| Concession Swim (Senior Card holder or Health Care Card holder) | \$3.91  | \$0.39 | <b>\$4.30</b> |
|   |         |        |               |
| <b>Pool - Bulk purchase of tickets</b>                          |         |        |               |
| <i>Book of 10 tickets (10% saving)</i>                          |         |        |               |

|  |          |         |                 |
|--|----------|---------|-----------------|
| Book of 10 tickets (Child/Pensioner)   | \$35.18  | \$3.52  | <b>\$38.70</b>  |
| Book of 10 tickets (Adult)             | \$48.27  | \$4.83  | <b>\$53.10</b>  |
| Book of 10 tickets (Family)            | \$139.91 | \$13.99 | <b>\$153.90</b> |
| Book of 10 tickets (Junior Swim Club)  | \$45.82  | \$4.58  | <b>\$50.40</b>  |
|  |          |         |                 |
| <b>Book of 20 tickets (15% saving)</b> |          |         |                 |
| Book of 20 tickets (Child/Pensioner)   | \$66.45  | \$6.65  | <b>\$73.10</b>  |
| Book of 20 tickets (Junior Swim Club)  | \$86.55  | \$8.65  | <b>\$95.20</b>  |
| Book of 20 tickets (Adult)             | \$91.18  | \$9.12  | <b>\$100.30</b> |
| Book of 20 tickets (Family)            | \$264.27 | \$26.43 | <b>\$290.70</b> |

| Gym   | 2021/22    |          |                   |
|---|------------|----------|-------------------|
|   | GST Ex     | GST      | GST Incl          |
| <u>Gym membership</u>                               |            |          |                   |
| 3 months (=10% Discount)                            | \$164.33   | \$16.43  | <b>\$180.77</b>   |
| 6 months (=15% Discount)                            | \$310.40   | \$31.04  | <b>\$341.45</b>   |
| 12 months (=20% Discount)                           | \$584.29   | \$58.43  | <b>\$642.72</b>   |
|   |            |          |                   |
| <u>Gold pass membership</u>                         |            |          |                   |
| <b>Single</b>                                       |            |          |                   |
| 3 months (=10% Discount)                            | \$230.60   | \$23.06  | <b>\$253.67</b>   |
| 6 months (=15% Discount)                            | \$435.59   | \$43.56  | <b>\$479.15</b>   |
| 12 months (=20% Discount)                           | \$819.93   | \$81.99  | <b>\$901.92</b>   |
|   |            |          |                   |
| <b>Family (2xAd &amp; 2xCh OR 1 Ad &amp; 3xCh )</b> |            |          |                   |
| 3 months (=10% Discount)                            | \$461.21   | \$46.12  | <b>\$507.33</b>   |
| 6 months (=15% Discount)                            | \$871.17   | \$87.12  | <b>\$958.29</b>   |
| 12 months (=20% Discount)                           | \$1,639.85 | \$163.99 | <b>\$1,803.84</b> |

**2. Notes the requirement for Local Public Notice to be given in accordance with section 6.19 of the Local Government Act 1995.**

**CARRIED 9/0 by En bloc Resolution**

**9.2.5 2021/2022 DONNYBROOK RECREATION CENTRE: SPONSORSHIP ARRANGEMENTS**

|                            |  |
|----------------------------|--|
| <b>Location</b>            | Shire of Donnybrook Balingup                     |
| <b>Applicant</b>           | Shire of Donnybrook Balingup                     |
| <b>File Reference</b>      | PRO 01/9   |
| <b>Author</b>              | James Jarvis, Manager Community Development      |
| <b>Responsible Manager</b> | Kim Dolzadelli, Director Corporate and Community |
| <b>Attachments</b>         | Nil  |
| <b>Voting Requirements</b> | Simple Majority                                  |

|   |
|---|
| <b>Recommendation</b>   |
| <b>That Council request the Chief Executive Officer to include appropriate Sponsorship/Advertising categories for the Donnybrook Recreation Centre in the 2022/23 Draft Schedule of Fees and Charges.</b> |

**STRATEGIC ALIGNMENT**

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

|            |        |  |
|------------|--------|--|
| Focus Area | People | A healthy, safe, and inclusive community.  |
| Outcome    | 2      | A safe and healthy community.  |
| Objective  | 2.1    | Improve access to facilities and services to support community health and wellbeing. |

**EXECUTIVE SUMMARY**

To ensure the Donnybrook Recreation Centre (DRC) sponsorship development and management is formalised and incorporated as an annual process, it is recommended that the 2022/23 Shire of Donnybrook Balingup Fees and Charges (adopted with the budget each year) include appropriate Sponsorship/Advertising categories.

**BACKGROUND**

Since 1991, DRC stadium advertising and sponsorship has been open to local (and broader south west) businesses and other groups.

As part of the Community Development Team’s review of DRC governance, systems and operations, an analysis of sponsorship advertising in the stadium identified sponsorship arrangements have been dealt with in an informal manner in the past, with systems and processes for their management being ad hoc.

A formalised DRC sponsorship package is being researched and drafted/designed by staff with the intention to approach local and regional businesses. In exchange for a sponsorship fee, a local or regional business will be able to place their sign, logo and contact details on the DRC stadium wall. Following initial installation, an annual sponsorship fee will be incurred (so long as the signage remains in-situ).



The sponsorship package will highlight that each sponsor is responsible for the cost of designing and manufacture of their advertising board and that the Shire will provide the space and installation of the signs.

Formalising sponsorship arrangements presents the opportunity to generate a recurrent revenue stream to supplement DRC operations, whilst presenting a marketing/branding opportunity to local and regional businesses and/or groups.

## **FINANCIAL IMPLICATIONS**

There are no Financial Implications with respect to the Officer Recommendation as any decision to adopt additional Fees and Charges would be the subject of separate Council consideration (through the 2022-23 Budget deliberations).

## **POLICY COMPLIANCE**

Not applicable

## **STATUTORY COMPLIANCE**

Section 6.16 (1) of the Local Government Act 1995 states:

*“(1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\* Absolute majority required.*

*(2) A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

*(3) Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed\* during a financial year; and*
- (b) amended\* from time to time during a financial year.*

*\* Absolute majority required.”*

Section 6.19 of the Local Government Act 1995 states:

*“If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—*

- (a) *its intention to do so; and*
- (b) *the date from which it is proposed the fees or charges will be imposed.”*

## **CONSULTATION**

Nil.

## **OFFICER COMMENT/CONCLUSION**

The Community Development Team's review and development of Sponsorship Package options, including terms and conditions, is to be commended. The Executive believe the formalisation of appropriate Sponsorship Fees and Charges for the DRC is a positive initiative that will generate income for the facility into the future, whilst returning a reciprocal marketing/branding benefit to those businesses and groups participating in the arrangement.

## **COUNCIL RESOLUTION 188/21**

**Moved: Cr Atherton**

**Seconded: Cr Massey**

**That Council request the Chief Executive Officer to include appropriate Sponsorship/Advertising categories for the Donnybrook Recreation Centre in the 2022/23 Draft Schedule of Fees and Charges.**

**CARRIED 9/0 by En bloc Resolution**

**9.2.6 BALINGUP AND KIRUP PROGRESS ASSOCIATIONS – STRATEGIC PLANS**

|                            |  |
|----------------------------|--|
| <b>Location</b>            | Shire of Donnybrook Balingup   |
| <b>Applicant</b>           | Kirup Progress Association and Balingup Progress Association   |
| <b>File Reference</b>      | OKIRUP013 & OBALIN041  |
| <b>Author</b>              | James Jarvis, Manager, Community Development   |
| <b>Responsible Manager</b> | Kim Dolzadelli, Director, Corporate and Community  |
| <b>Attachments</b>         | 9.2.6(1) Balingup Progress Association – Balingup Strategic Plan<br>9.2.6(2) Balingup Progress Association – Balingup Strategic Plan Annexes<br>9.2.6(3) Kirup Progress Association – Kirup Strategic Plan August 2021<br>9.2.6(4) Kirup Progress Association – Appendix to Strategic Plan August 2021 |
| <b>Voting Requirements</b> | Simple Majority  |

|   |
|---|
| <b>Recommendation</b>   |
| <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Acknowledges the efforts of both the Balingup Progress Association, and the Kirup Progress Association in the development of their respective Strategic Plans.</b></li> <li><b>2. Receive the attached Balingup Progress Association’s and Kirup Progress Association’s Strategic Plans and associated annexures.</b></li> </ol> |

**STRATEGIC ALIGNMENT**

The Balingup and Kirup Progress Associations were engaged as part of the community consultation process that occurred during the major review of the Shire of Donnybrook Balingup’s Strategic Community Plan 2027.

In developing their individual Strategic Plans both Associations have taken into consideration the Shire of Donnybrook Balingup’s Strategic Community Plan 2032 which was adopted by Council 25 August 2021.

**EXECUTIVE SUMMARY**

In 2021, the Shire of Donnybrook Balingup were required to undertake a major review of its Strategic Community Plan 2027. A comprehensive community consultation process was developed that enabled the Shire to engage residents in the review process and actively involve key community organisations in developing residents’ ideas and actions into local plans for their community.

Following the above consultation both Balingup and Kirup Progress Associations' have developed their own Strategic Plans and through Council's deputation process will present them for Councillor's information.

## **BACKGROUND**

Direct engagement/consultation regarding the Shire of Donnybrook Balingup's Strategic Community Plan 2027 occurred with:

- Balingup Progress Association,
- Kirup Progress Association, and
- Yabberup Community Association.

Balingup and Kirup Progress Associations acted as community catalysts and worked with the Shire to engage residents in conversations using methods that worked for the people they represented.

The result of this community consultation informed the Shire's Strategic Community Plan 2032 and development of local strategic plans by the Balingup and Kirup Progress Associations.

## **FINANCIAL IMPLICATIONS**

Not applicable.

## **POLICY COMPLIANCE**

Not applicable.

## **STATUTORY COMPLIANCE**

Not applicable.

## **CONSULTATION**

Not applicable.

## **OFFICER COMMENT/CONCLUSION**

That Council acknowledges the efforts of both the Balingup Progress Association, and Kirup Progress Association in the development of their respective Strategic Plans.

**COUNCIL RESOLUTION 189/21**

**Moved: Cr Atherton**

**Seconded: Cr Mills**

**That Council:**

- 1. Acknowledges the efforts of both the Balingup Progress Association, and the Kirup Progress Association in the development of their respective Strategic Plans.**
- 2. Receive the attached Balingup Progress Association's and Kirup Progress Association's Strategic Plans and associated annexures.**

**CARRIED 9/0**

**9.2.7 DONNYBROOK COMMUNITY SPORTING, RECREATION AND EVENTS  
PRECINCT (VC MITCHELL PARK) PROJECT - DRAFT LOAN APPLICATION**

|                            |   |
|----------------------------|---|
| <b>Location</b>            | Shire of Donnybrook Balingup  |
| <b>Applicant</b>           | Not applicable  |
| <b>File Reference</b>      | FNC 06  |
| <b>Author</b>              | Kim Dolzadelli, Director Corporate and Community  |
| <b>Responsible Manager</b> | Kim Dolzadelli, Director Corporate and Community  |
| <b>Attachments</b>         | 9.2.7(1) Draft Loan Application<br>9.2.7(2) WA Treasury Corporation Email Advice of Loan Approval |
| <b>Voting Requirements</b> | Simple Majority   |

**Cr Glover left the chamber at 6:40pm**

| Recommendation   |
|--|
| <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Receive the Draft Loan Application for the amount of \$2,500,000, as attached.</b></li> <li><b>2. Request the Chief Executive Officer to formally lodge the application, as attached, with WA Treasury Corporation.</b></li> <li><b>3. Direct the Chief Executive Officer not to proceed with entering into a Loan Agreement with WA Treasury Corporation until such time that broader discussion and final approval of the Council is given with respect to the Donnybrook Community Sporting, Recreation and Events Precinct (VC Mitchell Park) Project.</b></li> </ol> |

**STRATEGIC ALIGNMENT**

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

|            |        |  |
|------------|--------|--|
| Focus Area | People | A healthy, safe, and inclusive community.  |
| Outcome    | 2      | A safe and healthy community.  |
| Objective  | 2.1    | Improve access to facilities and services to support community health and wellbeing. |

**EXECUTIVE SUMMARY**

One of the Key Result Areas determined by Council for the Chief Executive Officer for the 2021/22 Financial Year is to:

*“Draft a loan application to Treasury for DCSREP and provide to Council”.*

## BACKGROUND

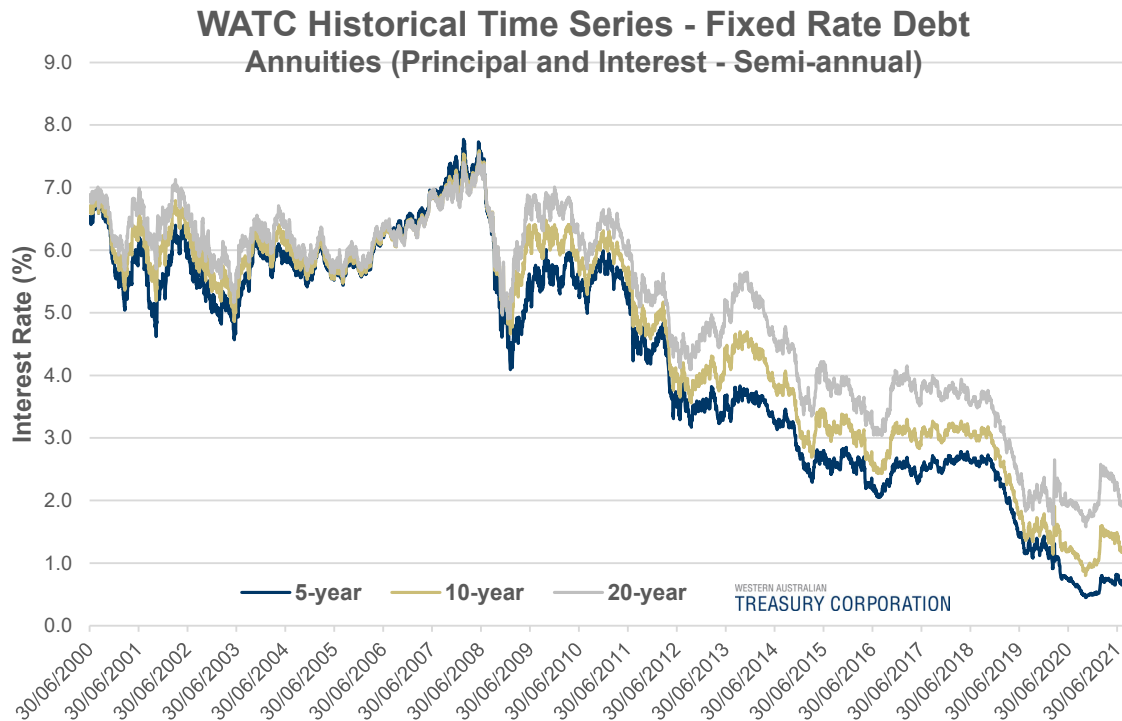
As part of the 2021/22 Budget, Council approved the establishment of a loan facility for the amount of up to \$2,500,000 to be utilised as part of the Shire’s contribution to the Donnybrook Community, Sporting, Recreation and Events Precinct Project (VC Mitchell Park). The residual Shire funding of \$500k was budgeted via Reserve transfers.

In accordance with the above KPI set by Council, a Draft Loan Application has been prepared by staff. The WA Treasury Corporation (WATC) assisted in the preparation of the Draft Loan Application and, whilst not requested to, have completed their assessment process and have advised that the Loan Application has been approved.

The Director Corporate and Community has spoken with WATC and advised that no Loan agreement with WA Treasury Corporation would be entered into until such time that broader discussion and final approval of the Council is given with respect to the project.

WATC have further advised that the Loan Approval stands for a period of 3 months after which a new application would be required.

WATC have also provided the following statistical information which shows the historical Fixed Debt Interest rates for the last 20-year period. The graph shows that interest rates for Fixed Rate Debt, whilst historically very low in 2020, are starting to increase.



The DCCS would like to highlight the ratios contained within the loan application as follows:

| Latest Financial Information                                 |              |                               |              |
|--|--------------|-------------------------------|--------------|
| Date of Latest Monthly Financials:                           | 31-Aug-21    | Restricted Cash/Reserve Items |              |
| Cash & Cash Equivalents:                                     | 8,784,530.00 | Employee Leave:               | -            |
| Current Borrowings Outstanding:                              | 56,554.00    | Unspent Loans:                | \$0.00       |
| Non Current Borrowings Outstanding:                          | 338,988.00   | Unspent Grants:               | -            |
| Limit on Overdraft Account:                                  | \$0.00       | Additional Reserves:          | 1,108,466.00 |
| Less Budgeted Principal Repayments for new loans not raised: |              |                               | \$0.00       |
| Less Budgeted Interest Repayments for new loans not raised:  |              |                               | \$0.00       |

| Financial Information   |                  |                          |                   |
|---|------------------|--------------------------|-------------------|
|   | Net Debt Ratio % | Debt Service Cover Ratio | Source            |
| Immediately Preceding Financial Year (2020/21)                          | -49.0%           | 14.9                     | Unaudited         |
| Current Financial Position Based on (31/08/2021) Current financial year | -46.7%           | -0.2                     | Latest Financials |
| Budget 2021/22 (projected to 30 June)                                   | -14.4%           | -0.5                     | Adopted           |

**Is the Local Government a participant in a Regional Local Government**

Yes

The above ratios are based upon actual figures stated in the associated financial documents required to be provided by the WATC.

The WATC then look at the application and adjust for any revenues that has been received in advance in the prior year, for example, the advanced payment of Financial Assistance Grants.

On 8 June 2021 the following advanced payments were received by the Shire, the funding being for the 22021/22 financial year.

| Description   | Account Description                       | Amount               |
|---|---|----------------------|
| 50% ADVANCE PAYMENT 21/22 FOR GENERAL PURPOSE FUNDS | GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS | -\$ 695,720          |
| 50% ADVANCE PAYMENT 21/22 FOR LOCAL ROADS GRANT     | GRANTS - LGGC LOCAL ROAD GRANT            | -\$ 388,538          |
| <b>Total</b>  |   | <b>-\$ 1,084,258</b> |

When this adjustment is made the following Ratios are achieved:

| Financial Information  |                  |                          |                   |
|--|------------------|--------------------------|-------------------|
|  | Net Debt Ratio % | Debt Service Cover Ratio | Source            |
| Immediately Preceding Financial Year (2019/20)               | -49.0%           | 14.9                     | Audited           |
| Current Financial Position Based on (31/08/2021) financials  | -42.3%           | 4.8                      | Latest Financials |
| Current Financial Year Budget 2021/22 (projected to 30 June) | -48.0%           | 13.8                     | Adopted           |

**Is the Local Government a participant in a Regional Local Government**

Yes

**Financial information is to be based on:**

1. Audited Financial Statements for the immediately preceding financial year;
2. The Adopted Annual Budget for the current financial year; and
3. The most recent monthly financial report submitted to Council at an ordinary meeting; or
4. Where either 1. or 2. above is unavailable, the Corporation will accept for the purpose of calculating the relevant financial ratios:
  - i. preliminary current year budget forecasts, where the current year's annual budget has not yet been adopted by Council;
  - ii. draft financial statements, where the previous years annual report has not been audited
  - iii. such other financial information as the Corporation may in its absolute discretion agrees to accept for this purpose. (In this case, please consult your Client/Account Manager at the Corporation.)



Ratio benchmarks set by WATC are as follows:

|                               |               |
|-------------------------------|---------------|
| Net Debt Ratio %              | <50%          |
| Debt Service Coverage Ratio % | minimum of 3x |

The Shire of Donnybrook Balingup comes well within these benchmarks in the assessment of the application by WATC with the Net Debt Ratio sitting between -42 & -49% i.e. approximately 100% better than the benchmark and the Debt Service Coverage Ratio sitting between 4.8x and 14.9x above the benchmark.

Presently, a contractor/consultant has been engaged to develop recommendations in relation to a Business Plan (i.e. feasibility) and governance models. That work is expected to be completed December 2021 – January 2022, and includes consultation with the stakeholder sporting groups.

### **FINANCIAL IMPLICATIONS**

There are no immediate financial implications with respect to the Officer Recommendation, as approval for activation of the loan is not recommended at this stage – until further project decisions are considered by the Council.

### **POLICY COMPLIANCE**

Not applicable.

### **STATUTORY COMPLIANCE**

Local Government Act 1995 states the following:

#### ***“Subdivision 3 — Borrowings***

##### **6.20. Power to borrow**

- (1) *Subject to this Act, a local government may —*
  - (a) *borrow or re-borrow money; or*
  - (b) *obtain credit; or*
  - (c) *arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit,*

*to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.*
- (2) *Where, in any financial year, a local government proposes to exercise a power under subsection (1) (power to borrow) and details of that proposal have not been included in the annual budget for that financial year —*
  - (a) *unless the proposal is of a prescribed kind, the local government must give one month’s local public notice of the proposal; and*
  - (b) *the resolution to exercise that power is to be by absolute majority.*
- (3) *Where a local government has exercised a power to borrow and —*

- (a) *it does not wish to proceed with the performance of the function or the exercise of the power for which the power to borrow was exercised; or*
- (b) *after having completed the performance of the function or the exercise of the power for which the power to borrow was exercised, any part of the money borrowed, credit obtained or financial accommodation arranged has not been expended or utilized,*

*the local government may resolve\* to expend the money or utilize the credit or financial accommodation for another purpose if one month's local public notice is given of the proposed change of purpose.*

*\* Absolute majority required.*

- (4) *A local government is not required to give local public notice under subsection (3) —*
  - (a) *where the change of purpose has been disclosed in the annual budget of the local government for the relevant financial year; or*
  - (b) *in such other circumstances as are prescribed.*
- (5) *A change of purpose referred to in subsection (3) is to be disclosed in the annual financial report for the year in which the change occurs.”*

## **CONSULTATION**

Extensive stakeholder consultation has been undertaken over several years in relation to the project, as well as broader community consultation.

## **OFFICER COMMENT/CONCLUSION**

Whilst the WA Treasury Corporation has already provided formal advice of approval for the \$2.5m loan (despite the Shire not yet formally applying), the Draft Loan Application is attached for Council consideration. The Executive does not recommend formalising of the loan approval until the Council has considered the broader project in more detail.

## **COUNCIL RESOLUTION 190/21**

**Moved: Cr Newman**

**Seconded: Cr Smith**

**That Council:**

- 1. Receive the Draft Loan Application for the amount of \$2,500,000, as attached.**
- 2. Request the Chief Executive Officer to formally lodge the application, as attached, with WA Treasury Corporation.**
- 3. Direct the Chief Executive Officer not to proceed with entering into a Loan Agreement with WA Treasury Corporation until such time that broader discussion and final approval of the Council is given with respect to the Donnybrook Community Sporting, Recreation and Events Precinct (VC Mitchell Park) Project.**

**CARRIED 5/3**

**Cr Glover re-entered the chamber at 6:59 pm**

## 9.3 CHIEF EXECUTIVE OFFICER

### 9.3.1 COUNCIL POLICY REVIEW

|                              |  |
|------------------------------|--|
| <b>Location</b>              | Shire of Donnybrook Balingup   |
| <b>Applicant</b>             | Shire of Donnybrook Balingup   |
| <b>File Reference</b>        | ADM 11/4   |
| <b>Author</b>                | Loren Clifford, Corporate Planning and Governance Officer  |
| <b>Responsible Manager</b>   | Maureen Keegan – Manager Executive Services  |
| <b>Attachments</b>           | 9.3.1(1) – Policy review table<br>9.3 1(2) – New policies<br>9.3 1(3) – Amended policies<br>9.3 1(4) – Policies to be rescinded<br>9.3 1(5) – Policies with no change<br>9.3 1(6) - Current policies prior to amendments<br>9.3 1(7) - EXE/CP-8-Policy Framework |
| <b>Voting Requirements</b>   | Simple Majority – Absolute Majority  |
| <b>Conflicts of Interest</b> | N/A  |

#### Recommendation

**That Council:**

1. **Adopts by an ABSOLUTE MAJORITY, the proposed new policies:**
  - EXE/CP-5-Attendance at Events and Functions; and
  - HR/CP-4-Temporary Employment or Appointment of CEO
2. **Notes the Council Policy major review.**
3. **Adopts the Council Policies as listed below:**
  - ADM/CP-1-Records Management
  - ASS/CP-1-Infrastructure Asset Management
  - COMD/CP-1-Community Grants Funding Scheme
  - COMD/CP-3-Community Engagement Framework
  - COMD/CP-4-Community Townscape Activities
  - COMD/CP-5-Tourism in Donnybrook Balingup
  - EM/CP-1-Council Member Induction, Training and Professional Development
  - EM/CP-2-Audio Recording of Council Meetings
  - EM/CP-3-Legal Representation for Elected Members and Employees
  - EM/CP-4-Honorary Freeman of Local Government
  - EM/CP-5-Elected Members Allowances and Entitlements
  - EM/CP-6-Caretaker
  - EMERG/CP-1-Fireworks at Events
  - EMERG/CP-2-Permits for Road Verge Burning

- **EXE/CP-1-Commercial Lease**
- **EXE/CP-2-Document Execution and Application of the Common Seal**
- **EXE/CP-4-Welcome to and Acknowledgement of Country**
- **EXE/CP-6-Organisational Risk Management**
- **EXE/CP-7-Occupational Safety and Health**
- **EXE/CP-9-Communications and Social Media**
- **FIN/CP-1-COVID19 Hardship Policy**
- **FIN/CP-2-Investments**
- **FIN/CP-3-Debt**
- **FIN/CP-4-Purchasing**
- **FIN/CP-5-Regional Price Preference**
- **FIN/CP-7-Credit Card**
- **FIN/CP-8-Building Insurance**
- **FIN/CP-9-Related Party Disclosure**
- **HR/CP-2-Gratuity Payments**
- **HR/CP-3-Employee Recreation Centre Subsidy**
- **WRKS/CP-1-Land Resumption Compensation**
- **WRKS/CP-2-Rural Verge Management**
- **WRKS/CP-3-Urban Verge Management**
- **WRKS/CP-4-Road Use Approval for Restricted Access Vehicles (RAVs) on Councils Road Network**

**4. Rescinds Council policies listed below, noting their content is of an operational nature, and instructs the Chief Executive Officer to classify and implement as per Council's Policy Framework:**

- **1.2 Public Interest Disclosures**
- **1.2 Smoking in Council Buildings and Vehicles**
- **1.3 Recruitment and Selection**
- **2.1 Hiring of Council Hall Equipment or Other Property**
- **2.18 Volunteers**
- **2.24 Community Events Board**
- **2.29 Staff Training Travel Costs**
- **2.30 Playing Fields and Amenities - General Use**
- **2.34 Private Motor Vehicle Use - Managers**
- **2.35 Use of Pool Vehicles**
- **2.36 Close Circuit Television (CCTV)**
- **2.37 Community Service Leave**
- **2.6 Hiring of Council Halls**
- **3.1 Annual Performance Appraisal**
- **3.2 Employee Education, Training and Study Assistance**
- **3.3 Employee Training and Development**
- **3.3 Staff Attendance at Conferences and Reimbursement of Expenses**
- **3.4 Granting of Study Leave**
- **3.5 Rates Recovery**
- **3.9 Petty Cash**
- **4.1 Outside Staff Protective Clothing**

- **4.2 Elimination of Harassment in the Workplace**
- **4.22 Requirements for Subdivisional Land Developments**
- **4.26 Gravel Acquisition**
- **4.27 Stormwater Management Private Land**
- **4.28 Requests for Upgrades or Expansions of Council Assets**
- **4.4 Employee Exit**
- **4.5 Grievance**
- **4.6 Prevention of Bullying in the Workplace**
- **4.7 Construction Crossovers**
- **5.1 Staff Leave**
- **5.10 Retaining Walls**
- **5.2 Leave without Pay**
- **5.3 Footing Details**
- **5.4 Foundation Levels and Stormwater Requirements**
- **5.4 Parental Leave**
- **5.5 Balconies or Verandahs erected over Road Reserves**
- **5.7 Owner Builder Occupation of Town Site Land**
- **5.8 Owner Builder Occupation of Rural Land**
- **5.9 Requirement for Survey**
- **6.1 Corporate Uniforms**
- **6.1 Staff Seeking Secondary Employment**
- **6.13 Transition to Retirement**
- **6.14 Work Experience**
- **6.15 Working from Home**
- **6.17 Higher Duties**
- **6.2 Displaying Offensive Materials**
- **6.5 Employee Sharing Arrangements**
- **6.6 Balingup Waste Transfer Station**
- **6.8 Loss of Drivers Licence**
- **6.9 Rostered Day Off**
- **8.6 Procedures for Hiring Contractors & Equipment for Fire Fighting**

**5. Rescinds Council policies listed below, noting their reasons as listed in Attachment 1 – Policy Review Table:**

- **1.1 Apprenticeship, Traineeship and Cadetship**
- **1.11 Council Elected Members records**
- **1.11 Redundancy**
- **1.12 Use of Shire Specific Email Addresses by Elected Members**
- **1.13 Councillor- Staff Contact**
- **1.16 Media Spokesperson**
- **1.2 Equal Employment Opportunity**
- **1.5 Civic Receptions - Invitations List**
- **1.5 Staff Appointments**
- **1.6 Severance Pay (Under Review)**
- **1.6 Staff Code of Behaviour**
- **1.9 Committee Membership (Under Review)**

- 2.1 Employment Contracts
- 2.2 Reimbursement of Relocation Expenses
- 2.3 Remuneration Packaging
- 2.31 Cemeteries Flower and Ornament
- 2.33 CEO Vehicle Use
- 2.39 Leased Hall Maintenance
- 2.40 Emergency Generator for Community Events
- 2.41 Governance of Accommodation Bonds
- 2.42 Integrated Workforce Planning and Management
- 3.1 Financial Assistance to Organisations and Clubs
- 3.1 Payment for Private Works Performed by the Shire
- 3.2 Vandalism - Council Property
- 3.6 Tuia Lodge Accommodation Bonds Liquidity Strategy
- 4.1 Counselling, Disciplining and Dismissing Employees
- 4.3 Employee Assistance Program
- 6.12 Telephone Use
- 6.16 Staff Matters
- 6.18 Social Media
- 6.3 Employee Records
- 6.4 Employee References
- 6.5 Waste Management Levy Exemption
- 8.2 Bush Fire Advisory Committee Meetings

## STRATEGIC ALIGNMENT

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

|          |         |   |
|----------|---------|---|
| Outcome  | 4.2     | A respected, professional and trusted organisation                                      |
| Strategy | 4.2.1   | Effective and efficient operations and service provision                                |
| Action   | 4.2.1.2 | Maintain effective and efficient policies, planning, operating procedures and practices |

## EXECUTIVE SUMMARY

This report details the major review of Shire of Donnybrook Balingup policies and provides recommendations to adopt, amend or rescind policies to align with Council's Policy Framework (EXE/CP-8-Policy Framework - 9.3 1(7)). Council is therefore requested to review the outcomes and the recommendations contained within.

## BACKGROUND

At the September 2021 Ordinary Council Meeting, the policy EXE/CP-8- Policy Framework 9.3.1(7) was adopted and Council instructed a review of its policies in line with the adopted Policy Framework.

A review of the Shire's policies was conducted in line with Council's Policy Framework, and the outcomes of this review are detailed in this report and attachments.

## **FINANCIAL IMPLICATIONS**

Nil.

## **POLICY COMPLIANCE**

The major policy review aligns with EXE/CP-8- Policy Framework.

## **STATUTORY COMPLIANCE**

Section 2.7(2)(b) of the *Local Government Act 1995* prescribes one of the roles of Council as being to determine the local government's policies.

Section 5.41(c) of the *Local Government Act 1995* prescribes that a function of the Chief Executive Officer is to cause Council's decisions to be implemented and this includes giving effect to Council's Policies.

## **CONSULTATION**

- Shire staff.
- Western Australia Local Government Association (WALGA).

## **OFFICER COMMENT/CONCLUSION**

The review identified 147 policies of the Shire, as follows:

- 2 new policies have been created (Attachment 9.3.1(2)).
- 11 policies have been renumbered and will be further reviewed by Shire Staff when possible (Attachment 9.3.1(3)).
- 18 policies have amendments (9.3.1(3)); the amendments are shown in Table 1 below.
- 6 policies have recently been adopted by Council and do not require reviewing (9.3.1(5)).
- 86 policies are recommended for rescindment (Attachment 9.3.1(4)). The reasons are detailed in the Policy Review Table (Attachment 9.3.1(1)).
- 24 Local Planning Policies - due for a broader strategic review in early 2022.

The following matters were taken into consideration through the review process:

- A comparison of the Shire's current policies with five other local governments' policies (City of Armadale, City of Busselton, Shire of Dardanup, City of Joondalup and Shire of Manjimup), these Councils were chosen as their policies were available at the time of the review; and
- Findings and recommendations from the *Local Government (Audit) Regulations 1996*, 2018 Regulation 17 Review; and
- Legislative changes (Acts/Regulations/Local Laws) which have a bearing on a particular policy; and

- Council decisions which affect the continued validity or applicability of a policy; and
- Important technological or social changes; and
- Any other such circumstance that staff have noted from past experiences.

The recommended addition and amendments to the Shire's policies are as follows:

### **New Policy**

#### ***EXE/CP-5- Attendance at Events and Functions*** (Attachment 9.3.1(2))

On 20 October 2019 the *Local Government Legislation Amendment Act 2019* came into operation that introduced a range of amendments to the *Local Government Act 1995*.

Several of these amendments related to introducing a new gifts framework for Elected Members and the Chief Executive Officer.

Due to these changes, local governments must also prepare and adopt a policy that relates to the attendance of Elected Members and Chief Executive Officers at events such as concerts, conferences, and functions. The policy must address the provision of tickets to events; payments in respect of attendance and approval of attendance by the local government; and the criteria for approval.

In view of this, a new 'Attendance at Events and Functions Policy' has been developed to address the new legislative requirements which also extends to the Shire's employees, not just Elected Members and the Chief Executive Officer.

The policy was created based on the Department of Local Government, Sport and Cultural Industries draft policy and operational guidelines. The policy is to be adopted by an absolute majority.

#### ***HR/CP -4- Temporary Employment or Appointment of CEO*** (Attachment 9.3.1(2))

On 3 February 2021, the *Local Government (Administration) Amendment Regulations 2021* (CEO Standards) introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs).

Section 5.39C of the *Local Government Act 1995* requires that a local government must prepare and adopt (by absolute majority) a policy that sets out the process to be followed in relation to:

- a) the employment of a person in the position of Chief Executive Officer for a term not exceeding 1 year;
- b) the appointment of an employee to act in the position of Chief Executive Officer for a term not exceeding 1 year.

The policy was created based on Western Australian Local Government Association's (WALGA) draft policy.

The Model CEO Standards for recruitment and selection do not apply to the employment or appointment of an acting or temporary CEO for less than one year.



## **Amendments**

Amendments have not been made showing tracked changes, as the template and new policy format did not allow for this. See Attachment 9.3.1(3) to view the amended policies. Attachment 9.3.1(6) includes the current policies prior to amendment.

|                        |   |
|------------------------|---|
| <b>Policy Name:</b>    | <b>EM/CP-2-Audio Recording of Council Meetings</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 1.17 and added new policy ID; and</li> <li>• Added scope and definitions; and</li> <li>• Updated legislation; and</li> <li>• Added information on:             <ul style="list-style-type: none"> <li>- Recording proceedings; and</li> <li>- Official record is the written minutes not the recording; and</li> <li>- Subject to FOI; and</li> <li>- Recording as per the <i>State Records Act 2000</i>; and</li> <li>- Transparency to the Purpose of the policy; and</li> <li>- Absolute privilege; and</li> <li>- Public notification of recording of meetings; and</li> <li>- Retention and access of audio recording.</li> </ul> </li> </ul> |
| <b>Policy Name:</b>    | <b>EM/CP-3-Legal Representation for Elected Members and Employees</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 1.8 and added new policy ID; and</li> <li>• Added objective, scope, definitions and delegation; and</li> <li>• Updated legislation and legal representation costs that may be approved; and</li> <li>• Added information on to ensure the policy aligns with the LG Guidelines:             <ul style="list-style-type: none"> <li>- Payment Criteria</li> <li>- Application for payment</li> <li>- Councils Powers</li> <li>- Repayment of Legal Representation costs</li> </ul> </li> </ul>  |
| <b>Policy Name:</b>    | <b>EM/CP-4-Honorary Freeman of Local Government</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 1.4 and added new policy ID; and</li> <li>• Added objective and scope; and</li> <li>• Updated legislation; and</li> <li>• Added information on:             <ul style="list-style-type: none"> <li>- Eligibility</li> <li>- Selection Criteria</li> <li>- Nomination and Acceptance Procedure</li> <li>- Entitlements</li> </ul> </li> </ul>   |
| <b>Policy Name:</b>    | <b>EM/CP-5-Elected Members Allowances and Entitlements</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 1.21 and added new policy ID; and</li> <li>• Added scope.</li> </ul>   |
| <b>Policy Name:</b>    | <b>EM/CP-6-Caretaker Period</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 1.18 and added new policy ID; and</li> <li>• Add a scope and definitions for 'the Act' and 'CEO'; and</li> <li>• Changed the word 'staff' to 'shire employees', changed 'the caretaker Policy' to 'this policy', changed 'The Shire's Code of Conduct and the <i>Local Government (Rules of Conduct)</i></li> </ul>  |

|                        |   |
|------------------------|---|
|                        | <p><i>Regulations 2007</i> ' to ' The Code of Conduct for Council Members, Committee Members and Candidates and the <i>Local Government (Code of Conduct Regulations 2021</i> under the heading Use of Shire Resources; and</p> <ul style="list-style-type: none"> <li>• Updated references to other clause numbers within the policy; and</li> <li>• Removed section 17. Media Attention, as it's covered in the Code of Conduct Div 4 Sec 17; and</li> <li>• Removed <i>Local Government (Rules of Conduct) Regulations 2007</i>; and</li> <li>• Added <i>Local Government (Model Code of Conduct) Regulations 2021</i>.</li> </ul> |
| <b>Policy Name:</b>    | <b>EXE/CP-2-Document Execution and Application of the Common Seal</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 2.32 and added new policy ID; and</li> <li>• Added scope, definitions, legislation and delegation and authorisation; and</li> <li>• Added information on: <ul style="list-style-type: none"> <li>- Affixing the common seal</li> <li>- Witness of signature</li> <li>- Deputising or signing on behalf of another person</li> <li>- Authority to sign documents on behalf of the shire</li> <li>- Included a table of execution of documents</li> </ul> </li> </ul>  |
| <b>Policy Name:</b>    | <b>EXE/CP-4-Welcome to and Acknowledgement of Country</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 1.15 and added new policy ID; and</li> <li>• Added objective and scope; and</li> <li>• Removed procedural information</li> <li>• Added information on: <ul style="list-style-type: none"> <li>- Reference to Noogar people</li> <li>- Acknowledgement of Country updated to include event and document types</li> <li>- Referenced the SWALSC and their protocols</li> </ul> </li> </ul>   |
| <b>Policy Name:</b>    | <b>EXE/CP-7-Occupational Safety and Health</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 2.44 and added new policy ID.</li> </ul>   |
| <b>Policy Name:</b>    | <b>EXE/CP-8-Communications and Social Media</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 2.49 and added new policy ID; and</li> <li>• Removed references to <i>Local Government (Rules of Conduct) Regulations 2007</i></li> <li>• Included references to the Code of Conduct for Elected Members, Committee Members and Candidates and Employee's Code of Conduct</li> <li>• Removed Council delegation 1.1 as this is no longer relevant.</li> <li>• Added Employees, contractors and consultants working for the Shire of Donnybrook Balingup to the Scope.</li> </ul>   |
| <b>Policy Name:</b>    | <b>HR/CP-3-Employee Recreation Centre Subsidy</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 6.11 and added new policy ID; and</li> <li>• Renamed; and</li> <li>• Updated objective; and</li> </ul>   |

|                        |  |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>• Added scope and definitions; and</li> <li>• Removed: <ul style="list-style-type: none"> <li>- Procedural information</li> <li>- Benefits information</li> <li>- Benefit offered to rec centre employee's family members</li> </ul> </li> </ul>  |
| <b>Policy Name:</b>    | <b>ADM/CP-1-Records Management</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 2.10 and added new policy ID; and</li> <li>• Added new scope and definitions; and</li> <li>• Added information to: <ul style="list-style-type: none"> <li>- Include the State Records Commissions Standard 2 to meet minimum requirements.</li> <li>- Merged information from 1.11 Council Elected Members records &amp; 1.12 Use of Shire Specific Email Addresses by Elected Members.</li> </ul> </li> </ul>  |
| <b>Policy Name:</b>    | <b>FIN/CP-2-Investments</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 3.4 and added new policy ID; and</li> <li>• Renamed</li> <li>• Added scope and delegation and authorisation; and</li> <li>• Removed: <ul style="list-style-type: none"> <li>- "The CEO has delegated authority to appoint an investment adviser when considered appropriate"- Day to day management no need for extra authorisation.</li> <li>- Administration information regarding authorisations as this information is built into the delegation conditions</li> <li>- Wording to "Report and Review" to "Reporting" and removed duplicated information.</li> </ul> </li> </ul> |
| <b>Policy Name:</b>    | <b>FIN/CP-5-Regional Price Preference</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 2.21 and added new policy ID; and</li> <li>• Added new scope; and</li> <li>• Updated legislation</li> </ul>   |
| <b>Policy Name:</b>    | <b>EMERG/CP-1-Fireworks at Events</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 8.5 and added new policy ID; and</li> <li>• Added scope, legislation, moved definitions and delegation and authorisation; and</li> <li>• Updated departmental name</li> </ul>   |
| <b>Policy Name:</b>    | <b>EMERG/CP-2-Permits for Road Verge Burning</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 8.3 and added new policy ID; and</li> <li>• Renamed; and</li> <li>• Added scope and legislation; and</li> <li>• Moved delegation and authorisation under the heading.</li> </ul>  |
| <b>Policy Name:</b>    | <b>WRKS/CP-1-Land Resumption Compensation</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 4.3 and added new policy ID; and</li> <li>• Added objective, scope, definitions and delegation and authorisation.</li> <li>• Removed:</li> </ul>  |

|                        |  |
|------------------------|--|
|                        | <ul style="list-style-type: none"> <li>- Additional allowance</li> <li>- Procedural information regarding actions staff is to take after an agreement has been finalised</li> </ul>  |
| <b>Policy Name:</b>    | <b>WRKS/CP-2-Rural Verge Management</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 4.24 and added new policy ID; and</li> <li>• Added objective, scope, and definitions; and</li> <li>• Corrected the legislation</li> </ul>   |
| <b>Policy Name:</b>    | <b>WRKS/CP-3-Urban Verge Management</b>  |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 4.25 and added new policy ID; and</li> <li>• Added strategic outcome the policy supports; and</li> <li>• Added Objective, scope, and definitions; and</li> <li>• Corrected the legislation</li> </ul>   |
| <b>Policy Name:</b>    | <b>FIN/CP-9-Related Party Disclosure</b>   |
| <b>Amendment Made:</b> | <ul style="list-style-type: none"> <li>• Removed policy number 1.19 and added new policy ID; and</li> <li>• Added strategic outcome the policy supports; and</li> <li>• Moved the scope and definitions under new headings; and</li> <li>• Added numbering; and</li> <li>• Updated: <ul style="list-style-type: none"> <li>• References to Executive Manager to Director; and</li> <li>• CI 4.1 from “as an attachment to this policy” to “will be provided by the CEO”; and</li> <li>• CI 4.11 from “set out in the attachment” to “provided by the CEO”; and</li> <li>• CI 4.12 from “Executive Managers” to “Senior Employees”; and</li> <li>• CI 4.16 from “CEO, MFA, Accountant, an auditor... and other officers as determined by the CEO” to “CEO, DCC, an Auditor... and other staff as determined by the CEO”.</li> </ul> </li> </ul> |

Table 1 – Policy Amendments

**Rescinding Policies**

See Attachment 9.3.1(4) for copies of current policies recommended for rescinding.

**Other Policy Matters**

The Shire’s Local Planning Polices are reviewed and adopted under a separate ‘head of power’ than the Local Government Act 1995 (i.e. the Planning and Development Act) and were not reviewed as part of this process due to a broader strategic review already underway with the review of the Local Planning Scheme in early 2022. 24 Local Planning Policies were identified.

In addition, it is recommended that additional policies are researched, developed and presented to Council for future consideration, as resourcing permits. The following topics are examples of future policies for consideration:

- Disposal of Assets;
- Recognition of Achievement in the Community;
- Sponsorship of the Shire's Events, Programs, Facilities and Publications;
- Bush Fire Brigade Training and Qualifications;
- Environmental Management;
- Sustainability;
- Misconduct, Fraud and Corruption;
- Traders and Stallholders Permits;
- Employer of Choice;
- Tip Pass for eligible community groups and not-for-profit organisations;
- Interest Free Loans to Clubs and Organisations;
- Lease and Licence Management;
- Waste management; and
- Litigation and claims.

## **EXECUTIVE RECOMMENDATION**

**Moved: Cr Atherton**

**Seconded: Cr Newman**

**That Council:**

- 1. Adopts by an ABSOLUTE MAJORITY, the proposed new policies:**
  - a. EXE/CP-5-Attendance at Events and Functions; and**
  - b. HR/CP-4-Temporary Employment or Appointment of CEO**
- 2. Notes the Council Policy major review.**
- 3. Adopts the Council Policies as listed below:**
  - **ADM/CP-1-Records Management**
  - **ASS/CP-1-Infrastructure Asset Management**
  - **COMD/CP-1-Community Grants Funding Scheme**
  - **COMD/CP-3-Community Engagement Framework**
  - **COMD/CP-4-Community Townscape Activities**
  - **COMD/CP-5-Tourism in Donnybrook Balingup**
  - **EM/CP-1-Council Member Induction, Training and Professional Development**
  - **EM/CP-2-Audio Recording of Council Meetings**
  - **EM/CP-3-Legal Representation for Elected Members and Employees**
  - **EM/CP-4-Honorary Freeman of Local Government**
  - **EM/CP-5-Elected Members Allowances and Entitlements**
  - **EM/CP-6-Caretaker**
  - **EMERG/CP-1-Fireworks at Events**
  - **EMERG/CP-2-Permits for Road Verge Burning**

- **EXE/CP-1-Commercial Lease**
  - **EXE/CP-2-Document Execution and Application of the Common Seal**
  - **EXE/CP-4-Welcome to and Acknowledgement of Country**
  - **EXE/CP-6-Organisational Risk Management**
  - **EXE/CP-7-Occupational Safety and Health**
  - **EXE/CP-9-Communications and Social Media**
  - **FIN/CP-1-COVID19 Hardship Policy**
  - **FIN/CP-2-Investments**
  - **FIN/CP-3-Debt**
  - **FIN/CP-4-Purchasing**
  - **FIN/CP-5-Regional Price Preference**
  - **FIN/CP-7-Credit Card**
  - **FIN/CP-8-Building Insurance**
  - **FIN/CP-9-Related Party Disclosure**
  - **HR/CP-2-Gratuity Payments**
  - **HR/CP-3-Employee Recreation Centre Subsidy**
  - **WRKS/CP-1-Land Resumption Compensation**
  - **WRKS/CP-2-Rural Verge Management**
  - **WRKS/CP-3-Urban Verge Management**
  - **WRKS/CP-4-Road Use Approval for Restricted Access Vehicles (RAVs) on Councils Road Network**
- 4. Rescinds Council policies listed below, noting their content is of an operational nature, and instructs the Chief Executive Officer to classify and implement as per Council's Policy Framework:**
- a. **1.2 Public Interest Disclosures**
  - b. **1.2 Smoking in Council Buildings and Vehicles**
  - c. **1.3 Recruitment and Selection**
  - d. **2.1 Hiring of Council Hall Equipment or Other Property**
  - e. **2.18 Volunteers**
  - f. **2.24 Community Events Board**
  - g. **2.29 Staff Training Travel Costs**
  - h. **2.30 Playing Fields and Amenities - General Use**
  - i. **2.34 Private Motor Vehicle Use - Managers**
  - j. **2.35 Use of Pool Vehicles**
  - k. **2.36 Close Circuit Television (CCTV)**
  - l. **2.37 Community Service Leave**
  - m. **2.6 Hiring of Council Halls**
  - n. **3.1 Annual Performance Appraisal**
  - o. **3.2 Employee Education, Training and Study Assistance**
  - p. **3.3 Employee Training and Development**
  - q. **3.3 Staff Attendance at Conferences and Reimbursement of Expenses**
  - r. **3.4 Granting of Study Leave**
  - s. **3.5 Rates Recovery**
  - t. **3.9 Petty Cash**
  - u. **4.1 Outside Staff Protective Clothing**
  - v. **4.2 Elimination of Harassment in the Workplace**
  - w. **4.22 Requirements for Subdivisional Land Developments**
  - x. **4.26 Gravel Acquisition**

- y. 4.27 Stormwater Management Private Land
- z. 4.28 Requests for Upgrades or Expansions of Council Assets
- aa.4.4 Employee Exit
- bb.4.5 Grievance
- cc.4.6 Prevention of Bullying in the Workplace
- dd.4.7 Construction Crossovers
- ee.5.1 Staff Leave
- ff. 5.10 Retaining Walls
- gg.5.2 Leave without Pay
- hh.5.3 Footing Details
- ii. 5.4 Foundation Levels and Stormwater Requirements
- jj. 5.4 Parental Leave
- kk.5.5 Balconies or Verandahs erected over Road Reserves
- ll. 5.7 Owner Builder Occupation of Town Site Land
- mm. 5.8 Owner Builder Occupation of Rural Land
- nn.5.9 Requirement for Survey
- oo.6.1 Corporate Uniforms
- pp.6.1 Staff Seeking Secondary Employment
- qq.6.13 Transition to Retirement
- rr. 6.14 Work Experience
- ss.6.15 Working from Home
- tt. 6.17 Higher Duties
- uu.6.2 Displaying Offensive Materials
- vv.6.5 Employee Sharing Arrangements
- ww. 6.6 Balingup Waste Transfer Station
- xx.6.8 Loss of Drivers Licence
- yy.6.9 Rostered Day Off
- zz. 8.6 Procedures for Hiring Contractors & Equipment for Fire Fighting

5. Rescinds Council policies listed below, noting their reasons as listed in Attachment 1 – Policy Review Table:

- a. 1.1 Apprenticeship, Traineeship and Cadetship
- b. 1.11 Council Elected Members records
- c. 1.11 Redundancy
- d. 1.12 Use of Shire Specific Email Addresses by Elected Members
- e. 1.13 Councillor- Staff Contact
- f. 1.16 Media Spokesperson
- g. 1.2 Equal Employment Opportunity
- h. 1.5 Civic Receptions - Invitations List
- i. 1.5 Staff Appointments
- j. 1.6 Severance Pay (Under Review)
- k. 1.6 Staff Code of Behaviour
- l. 1.9 Committee Membership (Under Review)
- m. 2.1 Employment Contracts
- n. 2.2 Reimbursement of Relocation Expenses
- o. 2.3 Remuneration Packaging
- p. 2.31 Cemeteries Flower and Ornament
- q. 2.33 CEO Vehicle Use
- r. 2.39 Leased Hall Maintenance
- s. 2.40 Emergency Generator for Community Events

- t. 2.41 Governance of Accommodation Bonds
- u. 2.42 Integrated Workforce Planning and Management
- v. 3.1 Financial Assistance to Organisations and Clubs
- w. 3.1 Payment for Private Works Performed by the Shire
- x. 3.2 Vandalism - Council Property
- y. 3.6 Tuia Lodge Accommodation Bonds Liquidity Strategy
- z. 4.1 Counselling, Disciplining and Dismissing Employees
- aa.4.3 Employee Assistance Program
- bb.6.12 Telephone Use
- cc.6.16 Staff Matters
- dd.6.18 Social Media
- ee.6.3 Employee Records
- ff. 6.4 Employee References
- gg.6.5 Waste Management Levy Exemption
- hh.8.2 Bush Fire Advisory Committee Meetings

LOST 0/9

#### **FORESHADOWED MOTION**

**Cr Mills**

**That Council:**

1. Adopts by an **ABSOLUTE MAJORITY**, the proposed new policies:
  - a. EXE/CP-5-Attendance at Events and Functions; and
  - b. HR/CP-4-Temporary Employment or Appointment of CEO
2. Notes the Council Policy major review.
3. Instructs the CEO to coordinate a Councillor Concept Forum for the remaining policies, prior to the Council considering the final policies.

#### **COUNCIL RESOLUTION 191/21**

**Moved: Cr Mills      Seconded: Cr Jones**

**That Council:**

1. Adopts by an **ABSOLUTE MAJORITY**, the proposed new policies:
  - a. EXE/CP-5-Attendance at Events and Functions; and
  - b. HR/CP-4-Temporary Employment or Appointment of CEO
2. Notes the Council Policy major review.
3. Instructs the CEO to coordinate a Councillor Concept Forum for the remaining policies, prior to the Council considering the final policies.

**CARRIED 9/0**



### 9.3.2 REQUEST FOR THIRD PARTY PAYMENT OF INVOICE

|                            |                                   |
|----------------------------|-----------------------------------|
| <b>Location</b>            | Shire of Donnybrook Balingup      |
| <b>Applicant</b>           | Not applicable                    |
| <b>File Reference</b>      | CSV 01/2                          |
| <b>Author</b>              | Ben Rose, Chief Executive Officer |
| <b>Responsible Officer</b> | Ben Rose, Chief Executive Officer |
| <b>Attachments</b>         | 9.3.2(1) - Correspondence         |
| <b>Voting Requirements</b> | Simple Majority                   |

| Recommendation   |
|--|
| <p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Authorise the Chief Executive Officer to make a 50% payment to the HHG Legal Group for Invoice 0129052.</b></li> <li><b>2. Request the Chief Executive Officer to write to Mr Foale, Mr Payton and Mr Tuia advising that the Shire will not make any further third party payments, following the 50% payment of HHG Legal Group invoice 0129052.</b></li> </ol> |

### STRATEGIC ALIGNMENT

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

|          |         |  |
|----------|---------|--|
| Outcome  | 4.2     | A respected, professional and trusted organization   |
| Strategy | 4.2.1   | Effective and efficient operations and service provision   |
| Action   | 4.2.1.4 | Demonstrate sound financial planning and management, including revenue/ expenditure review and revenue diversification strategies and long term financial planning |

### EXECUTIVE SUMMARY

The Shire has been requested to make payment to a legal firm (HHG Legal Group) to the value of \$440 on behalf of a third party.

### BACKGROUND

Mr Foale, Mr Payton and Mr Tuia engaged HHG Legal Group (Bunbury Office) to prepare and send correspondence to Hall & Prior as the new operators of Tuia Lodge, Donnybrook, in relation to previously bequeathed funding from the Estate of the late Mr Herbert (Jack) Denning. The funding is held by the Shire of Donnybrook Balingup.

Mr Foale, Mr Payton and Mr Tuia did not liaise with the Shire on the matter prior to engaging HHG Legal Group. The Shire was made aware of the correspondence from HHG Legal Group to Hall & Prior by way of a scanned email copy from the Facility Manager of Tuia Lodge on 6 October 2021.

Following a meeting on the matter raised in the HHG Legal Group letter to Hall & Prior with Mr Foale, Mr Tuia, the Shire President (Cr Wringe), the Chief Executive Officer (Mr Rose) and the

Facility Manager (Dr Holloway), Mr Foale wrote to the Shire (letter dated 9 November 2021), requesting the Shire make payment to HHG Legal Group for the written correspondence.

A similar matter was considered by Council at its November 2018 Ordinary Meeting, involving the same third party/parties.

### **FINANCIAL IMPLICATIONS**

The requested third-party payment is for \$440 and is not materially/financially significant in terms of the Shire's operating budget.

### **POLICY COMPLIANCE**

There are no direct policy compliance matters that relate to this matter.

### **STATUTORY COMPLIANCE**

There are no direct statutory compliance matters that relate to this matter.

### **CONSULTATION**

The Shire was not consulted on the matter prior to engaging the HHG Legal Group by the third parties.

### **OFFICER COMMENT**

It is unusual that a third party would request the Shire to make payment to a legal firm on their behalf. If the matter was discussed with the Shire prior to engaging the legal firm, the matter would have been resolved and the requirement for legal advice/correspondence avoided. Whilst the materiality of the sum (\$440) involved is minimal, the approval for third-party payments by the Shire could be seen as a precedent.

The approach by the third parties to the HHG Legal Group regarding a scholarship fund was initiated, in the author's opinion, with good intentions and respect for the original intent of the bequeathed funding.

On balance of these considerations, it is recommended that the Shire authorise the Chief Executive Officer to make a 50% payment, and to prepare a letter to the third parties advising that future third-party payments will not be approved.

## **COUNCIL RESOLUTION 192/21**

**Moved: Cr Smith**

**Seconded: Cr Gubler**

**That Council:**

- 1. Authorise the Chief Executive Officer to make a 50% payment to the HHG Legal Group for Invoice 0129052.**
- 2. Request the Chief Executive Officer to write to Mr Foale, Mr Payton and Mr Tuia advising that the Shire will not make any further third party payments, following the 50% payment of HHG Legal Group invoice 0129052.**

**CARRIED 6/3**

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

---

Nil.

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

---

Nil.

**12 MEETINGS CLOSED TO THE PUBLIC**

---

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

---

**12.1.1 CONFIDENTIAL – OFFER TO PURCHASE PROPERTY**

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

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

**12.1.2 RFT 01-2122 – UPGRADE OF COLLINS STREET AND STEERE STREET - CONFIDENTIAL**

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

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

**12.1.3 COMMUNITY CITIZEN OF THE YEAR - CONFIDENTIAL**

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.

*(b) the personal affairs of any person*

## **RECOMMENDATION**

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

12.1.1 CONFIDENTIAL – OFFER TO PURCHASE PROPERTY

12.1.2 RFT 01-2122 – UPGRADE OF COLLINS ST & STEERE ST - CONFIDENTIAL

12.1.3 COMMUNITY CITIZEN OF THE YEAR – CONFIDENTIAL

### **COUNCIL RESOLUTION 193/21**

**Moved: Cr Newman      Seconded: Cr Mills**

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

12.1.1 CONFIDENTIAL – OFFER TO PURCHASE PROPERTY

12.1.2 RFT 01-2122 – UPGRADE OF COLLINS ST & STEERE ST - CONFIDENTIAL

12.1.3 COMMUNITY CITIZEN OF THE YEAR – CONFIDENTIAL

**CARRIED 9/0**

**The meeting was closed to the public at 7:21pm**

### **COUNCIL RESOLUTION 199/21**

**Moved: Cr Newman      Seconded: Cr Massey**

**That the meeting be re-opened to the public.**

**CARRIED 9/0**

**The meeting was re-opened to the public at 7:54pm.**

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

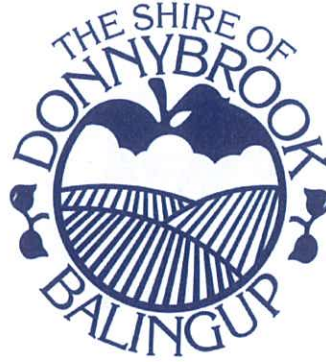
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## **13 CLOSURE**

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The Shire President to advise that the next Ordinary Council Meeting will be held on 15 December 2021 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 7:54pm.



# Local Emergency Management Committee Meeting

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Held on

Tuesday, 30 November 2021

**Commencing at 9.02am**

Donnybrook SES  
80 Bentley St,  
Donnybrook WA 6239

---

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

6 December 2021

## **Disclaimer**

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

Please note these minutes may contain recommendations which have not yet been adopted by Council.

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# SHIRE OF DONNYBROOK BALINGUP

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### MINUTES

**Held at Donnybrook SES,  
80 Bentley St Donnybrook WA 6239  
on Tuesday, 30 November 2021 at 9.02am.**

#### **1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS**

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

The Chairperson declared the meeting open at 9.02am.

#### **2 ATTENDANCE**

##### **2.1 COMMITTEE MEMBERS**

| <b>Organisation</b>                                      | <b>Committee Member</b>                         |
|--|---|
| Shire of Donnybrook Balingup                             | Leanne Wringe (Chairperson)                     |
| WA Police  | Chris Connor (Proxy) (Deputy Chairperson)       |
| Shire of Donnybrook Balingup                             | Jessie Cooper (CESM)                            |
| Shire of Donnybrook Balingup                             | Ben Rose (CEO)                                  |
| Shire of Donnybrook Balingup                             | Steve Potter (DO)                               |
| Shire of Donnybrook Balingup                             | James Jarvis (Local Recovery Coordinator, (MCD) |
| Bushfire Service   | Max Walker (CBFCO)                              |
| State Emergency Service                                  | Julie Carrick                                   |
| St John Ambulance  | Garry Davis (Proxy)                             |
| Department of Biodiversity, Conservation and Attractions | Deb Peachey                                     |
| WA Country Health Service                                | Barry Moroney                                   |
| Bushfire Service   | Mick Zwart                                      |
| Water Corporation  | Cam van Veen                                    |
| District Emergency Management Advisor                    | Vikram Cheema                                   |
| Department of Communities                                | Michele Duxbury                                 |
|  |   |
| Dept Fire and Emergency Services                         | Nathan Hall                                     |
| Tuia Lodge   | Libby Simpson                                   |
| Dept Primary Industries & Regional Development           | Tim Stevens                                     |
| Balingup Progress Association                            | Wendy Trow                                      |
| Fire and Rescue Service                                  | Ben Anderson                                    |

## **6 COMMITTEE MEMBER REPORTS**

---

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

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

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## **9 CLOSURE OF MEETING**

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

The Chairperson declared the meeting closed at 10:05.



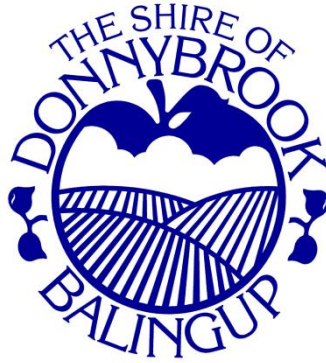
# **ATTACHMENTS**

## **Local Emergency Management Committee Meeting**

**30 November 2021**

- 5.1 Minutes LEMC Meeting 17 August 2021
- 6.10 Department of Communities Report
- 6.11 Department of Fire and Emergency Services Report
- 6.12 District Emergency Management Advisor Report
- 6.15 Fire and Rescue Service Report





# Local Emergency Management Committee Meeting Minutes

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Held on

Tuesday, 17 August 2021

**at 9.00am**

at Donnybrook SES  
80 Bentley St,  
Donnybrook WA 6239

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

21 August 2021

## **Disclaimer**

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

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# LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES

17 August 2021

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# SHIRE OF DONNYBROOK BALINGUP

## LOCAL EMERGENCY MANAGEMENT COMMITTEE

### MINUTES

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

#### 1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

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

The Chairperson declared the meeting open at 8:59am.

#### 2 ATTENDANCE

##### 2.1 COMMITTEE MEMBERS

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

## 2.2 APOLOGIES

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

## 3 DECLARATIONS FROM THE PRESIDING MEMBER

Chairperson delivered the Committee's purpose as follows:

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

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

## 4 DECLARATION OF INTEREST

Nil

## 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

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

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

**Moved:** M. Zwart

**Seconded:** S. Ward

**CARRIED 17/0**

---

## **6 COMMITTEE MEMBER REPORTS**

---

Committee members provided an update on their organisation, in regards to issues, threats, amendments to plans, events and learnings to assist in the overall preparedness of the Committee in relation to Local Emergency Management Arrangements. Submitted reports are included as an attachment and denoted below with a (w). Verbal reports are denoted with a (v).

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

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## **7 GENERAL BUSINESS**

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

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## **9 CLOSURE OF MEETING**

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

The Chairperson declared the meeting closed at 9:48am

# SEMC COMMUNIQUE

## OCTOBER 2021 HIGHLIGHTS



The State Emergency Management Committee (SEMC) met on 1 October 2021.

The key items from the meeting are summarised below.

### Discussion Items and Outcomes

During the Wooroloo bushfires in early 2021, the State Support Plan – Animal Welfare in Emergencies was activated for the first time. The SEMC received a presentation from Pamela l’Anson and Brett Hopley from the Department of Primary Industries and Regional Development (DPIRD) on the activation process and outcomes:

- This was the first activation of the plan and the Committee for Animal Welfare in Emergencies (CAWE).
- CAWE has 27 members who promote communication, collaboration and the integration of animal welfare into emergency management. CAWE members include Department of Fire and Emergency Services (DFES), Department of Biodiversity, Conservation and Attraction (DBCA), RSPCA and Perth Zoo.
- During the Wooroloo bushfires an immense amount of support was given by the Australian Veterinary Association and individual vets, which SEMC and DPRID commended. There were up to 40 veterinary professionals involved daily over the 4 days of the activation.
- Feedback was given to the community at the evacuation centres on the animal welfare situation and surrounding individual properties and animals. This information was well received by the public and helped to assure their animals were safe and fed. This in turn reduced the number of requests to enter high risk areas, reducing resources required to manage public safety.
- After the bushfires a review of the State Support Plan was conducted, which identified 18 recommendations which DPIRD have already commenced actions on to improve their response for the upcoming high threat period. The SEMC acknowledged DPIRD’s efforts and actions to implement, collaborate and improve the plan for future activations.

The SEMC Business Unit presented on the progress of the 2021 Emergency Preparedness Report, which advises the Minister on the preparedness of the WA emergency management sector. This annual report analyses information from a range of sources including the State Risk Project, significant incidents (e.g. Tropical Cyclone Seroja and Wooroloo Bushfires) and interviews with key leadership across the emergency management sector.

The SEMC endorsed the allocation of over \$1.3 million of the Mitigation Activity Fund Royalties for Regions funding to treat priority bushfire risks on Crown land under the care, control and management of eligible Local Government Authorities in regional WA.

### Next meeting of the SEMC

The next meeting of the SEMC will be held on Friday 3 December 2021. Agenda items are to be submitted no later than Friday 12 November 2021.

## Consultation

The following items will open for consultation in November/December:

- State Emergency Management Plan; Roles and Responsibilities.
- State Emergency Management Response Procedure 20; Australian Government Physical Assistance/Defence Assistance to Civil Communities.
- State Emergency Management; Traffic Management During Emergencies Guidelines.

You can find and give feedback on items which are open for consultation by [clicking this link](#), scrolling to the relevant item and click 'Get Involved'.

For further information on the State Emergency Management Framework consultations, please contact [semc.policylegislation@dfes.wa.gov.au](mailto:semc.policylegislation@dfes.wa.gov.au)

## GENERAL UPDATES

### Subcommittee's and Reference Groups

The next meetings for SEMC Subcommittee and Reference Groups are scheduled for:

|  |                 |
|--|-----------------|
| Lessons Management Reference Group         | 14 October 2021 |
| Essential Services Network Reference Group | 14 October 2021 |
| Public Safety Communications Subcommittee  | 20 October 2021 |
| Risk Subcommittee                          | 21 October 2021 |
| Response Capability Subcommittee           | 27 October 2021 |
| Public Information Reference Group         | 2 November 2021 |
| State Exercise Coordination Team           | TBC             |

The Recovery and Community Engagement Subcommittee met on Friday 8 October 2021.

### Community Disaster Resilience Strategy

The Department of Fire and Emergency Services (DFES) and Australian Red Cross were awarded funding in 2019 to prepare a Community Disaster Resilience Strategy for WA.



The Strategy aims to increase the capacity of communities to cope with and recovery from the possible impacts of natural hazards, identify resilience priorities and guide the development of programs and activities to address resilience gaps. The Strategy will align closely to the National Strategy for Disaster Resilience and the National Disaster Risk Reduction Framework.

Through stakeholder consultation, a Community Disaster Resilience Strategy Discussion Paper has been established. The next round of consultation on the Discussion Paper was officially launched at the WA Emergency Management Conference in Bunbury on 13 October 2021.

The consultation will ultimately inform the final strategy. DFES will be seeking feedback specifically on the proposed outcomes framework, transformational shifts, change initiatives and implementation roadmap.

Thank you everyone who has contributed to date to this important project. Your input plays a key role in assisting us to deliver a robust Community Disaster Resilience Strategy for Western Australia.

Want to get involved? [Click here](#) to access the 'Ideas Wall' or join the mailing list to keep informed on the strategy and its progress.

## 2021 WA Emergency Management Conference

The SEMC would like to extend their congratulations to the Shire of Dardanup for hosting an engaging and motivational 2021 WA Emergency Management Conference at Bunbury Regional Entertainment Centre on Wednesday 13 October 2021. This conference was supported by the [All West Australians Reducing Emergencies \(AWARE\) Program](#) grant allocation, which is part of a competitive grants program which the SEMC oversees. For more information, please visit [www.semc.wa.gov.au](http://www.semc.wa.gov.au).

The range of speakers gave great insight into the emergency management sector both in WA and nationwide. Topics included a future focused emergency broadcast network, the impact of climate change on natural disasters, mental health for first responders (both career and volunteer) and the impacts on communities from long term recovery. The conference closed with an inspiring presentation from Clifton Tjapanangka Payirntarri Bieundurry, Traditional and Cultural Fire Officer at the Bushfire Centre of Excellence. Clifton shared personal cultural stories from his upbringing, detailing different methods of cultural fire practices and how it fits in today's growing world.



Minister for Emergency Services, the Hon. Reece Whitby MLA opens the Conference.  
credit: Shire of Dardanup



Dr Robert Glasser – Preparing for the Era of Disaster in a warming climate.  
credit: Shire of Dardanup



## Bushfire Community Day



**2021 BUSHFIRE  
COMMUNITY DAY**

**A free, fun and interactive day  
for all ages and interests!**  
Access information,  
resources and expert advice.

**FAMILY FUN**  
Fire trucks, animal farm,  
face painting, food trucks  
**+ MORE**

**Saturday 30 October  
10am - 3pm**

**Bushfire Centre of Excellence**  
20 Dollyup Street, Nambelup

The Department of Fire and Emergency Services is hosting the 2021 Bushfire Community Day on Saturday 30 October 2021.

The free event is at the new Bushfire Centre of Excellence in Nambelup. Everyone including members of the public are encouraged to take part in exciting and informative sessions, explore the facility, enjoy a range of family-fun activities and more.

[Register your attendance here](#) to ensure we can notify you quickly and directly should circumstances change.



## LEMC – Donnybrook VFRS Report

Meeting Date: 11<sup>th</sup> November 2021    Meeting Location: SES ICC Donnybrook

### Donnybrook Fire & Rescue

Stats for August to November 2021:

- Unable to obtain due to having access issues to reporting system
  - Approx 12 jobs – Critical Incident with Road Crash at Knights Road
  - All agency debrief after RCR Knights road.
- YES program finished for 2021 – Trip to Rescue Base & CFRS Station Bunbury
- Mitigation burn at Trotting track

On the Horizon:

- Bushfire Pre-Season training & PPC checks.
- Dual response with Argyle-Irishtown BFB
- Road Crash Rescue Refresher.
- Evacuation Drill at Tuia Lodge – set up in the new year.
- Santa Lolly run.

Report prepared by: Ben Anderson

## District Emergency Management Advisor – Report

2nd Quarter 2021-22

### State

**State Emergency Management Committee** met on 1 October 2021. Please see attached copy of the SEMC Communique. Key points to note:

- Animal Welfare in Emergencies plan activation during the Wooroloo bushfire.
- Emergency Preparedness Report
- Allocation of \$1.3 million of the Mitigation Activity Fund (MAF) Royalties for Regions funding to treat priority bushfire risk on Crown land under the care, control and management of eligible LGA in WA.

Discussion Paper for the **Community Resilience Strategy** has been released. This Paper has been informed by community and stakeholder consultation undertaken over the past 18 months, and also by your input over the course of the project.

The Paper proposes a suite of action for further community consultation. It does not represent a position of Government but has been endorsed by the Minister for consultation. The launch of the Discussion Paper commences a new consultation phase to get feedback on the proposed approaches and develop some of the ideas more fully. The outcomes of this phase will inform a recommendation to Government regarding adoption of a final strategy. Discussion Paper for the Community Disaster Resilience Strategy is available

For further information, please check <https://semc.wa.gov.au/resilience>

### Preparing Australia Program

On 5 May 2021 the Prime Minister announced the Preparing Australia Program which will invest \$600 million toward households and communities to ensure they are better prepared for future disasters. Round one of the program is called Preparing Australian Communities Program for projects of local significance (PACP Local). The program will support projects that mitigate or reduce the disaster risk, impact and consequence associated with large-scale natural hazards.

Attached are the grant guidelines which were released recently, and have summarised the key information below:

- PACP Local (this round of the program) is for \$150 million available from 2021–22 to 2024–25.
- It will support locally identified and locally led projects that will improve the resilience of communities against three hazards - bushfires, flood and tropical cyclones.
- The grant is coordinated by the NRRRA and administered by Department of Industry, Science, Energy and Resources. The SEMC BU are providing a WA communications support role to the NRRRA.
- Applications will open on 10 December 2021 and close at 2pm WST on 6 January 2022 (5pm AEDT).
- WA have 24 priority LGA's across the three hazards – bushfire, flood and cyclone. Some of these are across multiple hazards (pages 28 – 31 of the grant guidelines).
- All LGA's are still able to apply, but priority LGA's get 20 additional points.

- Grants are between \$20,000 (minimum) and \$10 million (maximum).

Please note the Preparing Australia Program grant is managed by the National Recovery and Resilience Agency. For further information please check:

<https://recovery.gov.au/preparing-australia-program>

### **District – South West**

South West DEMC meeting held on 26 October at the new Emergency Service Centre Koolinup, Collie. Key points to note:

- Wooroloo Recovery update
- Introduction to the new hazard – Hostile Act
- DBCA spring burn program update

### **Local**

- Copy of the Local Emergency Management Arrangement – Status is attached to this report.

\*\* LEMA review date\*\*

| Number local governments        | Number LEMCs           | LEMA noted/submitted to SEMC | % Local governments with current required LEMA |               |                       |
|---------------------------------|------------------------|------------------------------|--|---------------|-----------------------|
| 12                              | 12                     | 12                           | <b>100%</b>                                    |               |                       |
| Local Government                |                        | LEMA Status                  | Date   | Resolution No | Date of 5 year review |
| Shire of Augusta Margaret River | Augusta Margaret River | Current                      | 3/10/2017                                      | 46/2017       | 3/10/2022             |
| Shire of Boyup Brook            | Boyup Brook            | Current                      | 3/08/2018                                      | 52/2018       | 3/08/2023             |
| Shire of Bridgetown-Greenbushes | Bridgetown-Greenbushes | Current                      | 3/10/2017                                      | 46/2017       | 3/10/2022             |
| City of Bunbury                 | Bunbury                | Current                      | 6/03/2020                                      | 08/2020       | 6/03/2025             |
| City of Busselton               | Busselton              | Current                      | 8/12/2017                                      | 63/2017       | 8/12/2022             |
| Shire of Capel                  | Capel                  | Overdue for review           | 2/08/2016                                      | 40/2016       | 2/08/2021             |
| Shire of Collie                 | Collie                 | Current                      | 3/10/2017                                      | 46/2017       | 3/10/2022             |
| Shire of Dardanup               | Dardanup               | Draft ready for review       | 2/08/2016                                      | 40/2016       | 2/08/2021             |
| Shire of Donnybrook-Balingup    | Donnybrook-Balingup    | Current                      | 3/10/2017                                      | 46/2017       | 3/10/2022             |
| Shire of Harvey                 | Harvey                 | Current                      | 3/10/2017                                      | 46/2017       | 3/10/2022             |
| Shire of Manjimup               | Manjimup               | Current                      | 6/03/2020                                      | 08/2020       | 6/03/2025             |
| Shire of Nannup                 | Nannup                 | Current                      | 14/08/2020                                     | 50/2020       | 14/08/2025            |

## LEMC meeting and exercise summary 2021-22

Planned Complete Cancelled

| LEMC                   | Meetings                                    |   |   |  | ISG activation | Exercises Reporting |                 | Capability Survey Complete |
|------------------------|---|---|---|--|----------------|---------------------|-----------------|----------------------------|
|                        | 1 <sup>st</sup> Qtr 2021<br>July, Aug, Sept | 2 <sup>nd</sup> Qtr 2021<br>October, Nov, Dec | 3 <sup>rd</sup> Qtr 2022<br>January, Feb, March | 4 <sup>th</sup> Qtr 2022<br>April, May, June |                | Event Date          | Report Received | Received                   |
|                        | Date  | Date  | Date  | Date   | Date           |                     |                 |                            |
| Augusta Margaret River | 10 Aug                                      | 9 Nov   |   |  |                |                     |                 | Yes                        |
| Boyup Brook            | 4 Aug                                       | 3 Nov   |   |  |                |                     |                 | Yes                        |
| Bridgetown-Greenbushes | 24 Aug                                      |   |   |  |                |                     |                 | Yes                        |
| Bunbury                | 26 Aug                                      | 25 Nov  |   |  |                |                     |                 | Yes                        |
| Busselton              | 7 Sep                                       | 7 Dec   |   |  |                |                     |                 | Yes                        |
| Capel                  | 8 Sep                                       | 1 Dec   |   |  |                |                     |                 | Yes                        |
| Collie                 | 18 Aug                                      | 17 Nov  |   |  |                |                     |                 | Yes                        |
| Dardanup               | 11 Aug                                      | 10 Nov  |   |  |                |                     |                 | Yes                        |
| Donnybrook-Balingup    | 17 Aug                                      |   |   |  |                |                     |                 | Yes                        |
| Harvey                 | 13 Sep                                      | 13 Dec  |   |  |                |                     |                 | Yes                        |
| Manjimup               | 15 Sep                                      | 8 Dec   |   |  |                |                     |                 | Yes                        |
| Nannup                 | 4 Aug                                       | 3 Nov   |   |  |                |                     |                 | Yes (late submission)      |



## Shire of Donnybrook Balingup LEMC Meeting

DFES LSW Region Report – 30<sup>th</sup> November 2021

- **DFES LSW Incidents & Arrangements**

LSW and GS DFES regions supported WA Police in the Fernhook Falls LandSAR. 3 days committed to on ground searching and flood boat use.

A number of road crash rescue incidents across the region, assisting WA Police and SJA with extrication including a large log truck north of Walpole, significant crash attended by Donnybrook and Bunbury and a car vs tree south of Dunsborough.

Shoolies week fortunately saw minimal increase in DFES incident response.

- **Season Preparedness**

- Regional Inter Agency Arrangements with DBCA reviewed and updated
- Blackwood and Capes Zone Responses current and start 1 December
- Regional Operations Centre (ROC) guidelines reviewed and updated

- **DFES recovery for Wooroloo Bushfire and TC Seroja**

- Wooroloo Bushfire independent (state government) inquiry completed report currently being prepared
- TC Seroja team are processing community and stakeholder grants, this is an ongoing recovery project that is expected to continue well into 2021.

- **Koolinup Emergency Services Complex and Fleet Maintenance Centre Open**

The Koolinup Emergency Services Complex and Fleet Maintenance centre in Collie is now open. Four level 3 IMT exercises for the PFT have been conducted in August. Also running the emergency driver training from the facility and the Collie Motorplex.

- **Large Air Tanker (Lat) Operations & Blackhawks**

Federal Government is supplying just the one LAT for Australia this year. Decisions are still being made as to where the LAT will be based at. The sky crane has been replaced this year with two Blackhawk helicopters, to be based at Serpentine.

Fixed wing SEATs are online in Bunbury, 2x rotary wing helitacs come online in Busselton on 15 December.

- **Regional Staffing**

- Community Preparedness Advisor (CPA)  
Charlotte Powis has returned to the Great Southern Region  
Linda Ashton our Volunteer Management Support Officer (VMSO) was successful in application to the CPA role and has commenced in the role.
- The VMSO position is currently undergoing recruitment and should be filled by Christmas or early next year.
- Area Officer Leeuwin - David Pisani is acting in the position until January 2022
- We will see an impact on some regional DFES staff with the vaccine mandate coming into effect as of 1 December.



- Volunteers have also been included in the vaccination mandate, DFES will be working with their volunteers to assist in promoting and capturing their vaccination records.

Nathan Hall

**District Officer Emergency Management - LSW**



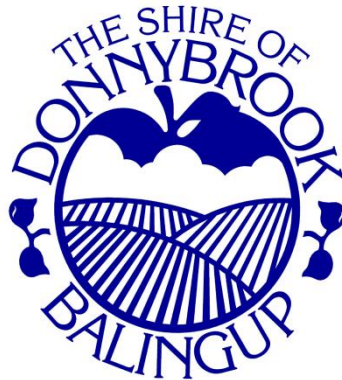


**SOUTH WEST DISTRICT EMERGENCY SERVICES OFFICER'S  
QUARTERLY REPORT  
2<sup>nd</sup> Quarter**

**Meeting:** Shire of Donnybrook Balingup  
**Date:** Tuesday, 23<sup>rd</sup> November 2021

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- Meeting of stakeholders –  
Since commencing in the DESO role at the end of September 2021, I have focused on meeting local governments which has included visiting the primary welfare/evacuation centres within that local government to familiarise myself with their set ups.
- I have included in this report information regarding COVID 19 and the department's guidelines.
- Welfare Plan – the DC local Emergency Welfare Plan for the Shire of Donnybrook Balingup is a fluid document and they have recently been updated to be sent out with the minutes for members to review, amend, add or delete information, and to make comments before coming back to the next meeting. **Action: LEMC members to review and send through any changes to Michele Duxbury by 31-01-2022.**
- Exercises/Training –  
Fortunately, I have been involved in several exercises since commencing which has allowed me to understand the Dept of Communities processes/procedures and other agencies as well.
- Communities staff –  
As the fire season begins, I have concentrated my efforts on staff being prepared and ensuring emergency kits are stocked and ready.



**MINUTES OF AUDIT AND RISK MANAGEMENT COMMITTEE MEETING**

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held on  
**Tuesday 7 December 2021**

Commenced at 5.01pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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

**9 December 2021**

**Disclaimer**

***Please note the items and recommendations in this document are not final and are subject to change or withdrawal.***

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**SHIRE OF DONNYBROOK BALINGUP**  
**AUDIT AND RISK MANAGEMENT COMMITTEE AGENDA**

Held at the Council Chambers  
Tuesday, 7 December 2021 at 5.01pm

**1 DECLARATION OF OPENING**

---

**Chairperson – Acknowledgment of Country**

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

The Chairperson declared the meeting open at 5:01pm and welcomed the members of the Committee and guests in the public gallery.

**2 ATTENDANCE**

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**MEMBERS PRESENT**

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| <b>COUNCILLORS</b>   | <b>STAFF</b>  |
|--|---|
| Cr Leanne Wringe (Shire President)<br>Cr Chaz Newman<br>Cr Chris Smith | Mr Kim Dolzadelli – Director Corporate<br>Community     |
| <b>EXTERNAL MEMBERS</b>  | <b>GUESTS – PUBLIC GALLERY</b>                          |
| Mr Ian Telfer – Chairperson  | Mr Shane Sercombe<br>Mr Simon McInnes<br>Ms Lisa Glover |

**2.1 APOLOGIES**

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Mr Ben Rose – Chief Executive Officer  
Ms Carly Anderson External Member

**2.2 APPROVED LEAVE OF ABSENCE**

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Nil.

**3 ANNOUNCEMENTS FROM CHAIRPERSON**

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Nil.

#### **4 DECLARATION OF INTEREST**

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

Nil.

#### **5 CONFIRMATION OF MINUTES**

---

Minutes of the Audit and Risk Management Committee meeting held **14 October 2021** are attached (Attachment 5(1)).

##### **Executive Recommendation**

**That the Minutes of the Audit and Risk Management Committee Meeting held 14 October 2021 be confirmed as a true and correct record.**

##### **COMMITTEE RESOLUTION**

Moved Cr Chaz Newman

Seconded Cr Leanne Wringe

**That the Minutes of the Audit and Risk Management Committee Meeting held 14 October 2021 be confirmed as a true and correct record.**

**Carried 4/0**

## 6 REPORTS OF OFFICERS

### 6.1 INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2021

|                            |   |
|----------------------------|---|
| <b>Location</b>            | Shire of Donnybrook Balingup                          |
| <b>Applicant</b>           | Shire of Donnybrook Balingup                          |
| <b>File Reference</b>      | FNC 02A   |
| <b>Author</b>              | Kim Dolzadelli, Director Corporate and Community      |
| <b>Responsible Manager</b> | Kim Dolzadelli, Director Corporate and Community      |
| <b>Attachments</b>         | Office of the Auditor General – Interim Audit Opinion |
| <b>Voting Requirements</b> | Simple Majority                                       |

#### Executive Recommendation

**That the Audit and Risk Management Committee receive and note the Interim Audit results for the year ending 30 June 2021.**

#### STRATEGIC ALIGNMENT

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

|          |         |  |
|----------|---------|--|
| Outcome  | 4.2     | A respected, professional and trusted organisation       |
| Strategy | 4.2.1   | Effective and efficient operations and service provision |
| Action   | 4.2.1.3 | Monitor and measure organisational performance           |

#### EXECUTIVE SUMMARY

The Officer of the Auditor General (OAG) provided the Interim Audit results for the year ending 30 June 2021 on 10 November 2021. Moore Australia were the appointed contractors on behalf of the OAG.

No matters were raised as a result of the Interim Audit undertaken by the OAG.

#### BACKGROUND

The ARMC Charter adopted in October 2020, outlines that the Committee shall meet as often as it determines. 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.

The Interim Audit is a standard legislated process under the Local Government (Audit) Regulations 1996.

#### FINANCIAL IMPLICATIONS

The annual audit costs estimated by the OAG for the Shire of Donnybrook Balingup are \$30k (includes Interim and Annual Audit).

## **POLICY COMPLIANCE**

Not Applicable.

## **STATUTORY COMPLIANCE**

### **Local Government Act 1995 Part – 7 Audit**

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

#### **16. Functions of audit committee**

*An audit committee has the following functions —*

- (a) to guide and assist the local government in carrying out —
  - (i) its functions under Part 6 of the Act; and*
  - (ii) its functions relating to other audits and other matters related to financial management;**
- (b) to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —
  - (i) report to the council the results of that review; and*
  - (ii) give a copy of the CEO's report to the council;**
- (d) to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —
  - (i) regulation 17(1); and*
  - (ii) the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);**
- (e) to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) to oversee the implementation of any action that the local government —
  - (i) is required to take by section 7.12A(3); and*
  - (ii) has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
  - (iii) has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
  - (iv) has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);**
- (g) to perform any other function conferred on the audit committee by these regulations or another written law.*

## **CONSULTATION**

Not Applicable.

## OFFICER CONCLUSION

The Interim Audit of the Shire's finances, conducted by Moore Australia for the OAG, has identified no issues for closer consideration; however, the Interim Audit process is not designed to identify all internal control deficiencies that may require management attention. The full Annual Report will interrogate the Shire's financial management processes in more detail.

## COMMITTEE RESOLUTION

**Moved Cr Leanne Wringe      Seconded Cr Chris Smith**

**That the Audit and Risk Management Committee receive and note the Interim Audit results for the year ending 30 June 2021.**

**Carried 4/0**

## 6.2 INTERNAL AUDIT

|                            |  |
|----------------------------|--|
| <b>Location</b>            | Shire of Donnybrook Balingup                     |
| <b>Applicant</b>           | Shire of Donnybrook Balingup                     |
| <b>File Reference</b>      | FNC 02A  |
| <b>Author</b>              | Kim Dolzadelli, Director Corporate and Community |
| <b>Responsible Manager</b> | Kim Dolzadelli, Director Corporate and Community |
| <b>Attachments</b>         | Internal Audit - Request for Quotation           |
| <b>Voting Requirements</b> | Simple Majority                                  |

### Executive Recommendation

**That the Audit and Risk Management Committee notes that a Request for Expression of Interest for Internal Audit functions will be prepared by Officers to encompass the following requirements:**

- 1. To be undertaken in accordance with the Institute of Internal Auditors Code of Ethics;**
- 2. To be undertaken in accordance with the Internal Auditors Professional Practices Framework; and**
- 3. The broad scope of the Internal Audit program will include, at least, the following items with componentized costings:**
  - a. Information technology;**
  - b. Security and emergency procedures including accident / incident reporting;**
  - c. Vehicle fleet management;**



- d. Lease management (where Local Government Lessor);
- e. Service contract management;
- f. FBT/GST review;
- g. Assessment of attractive asset control – i.e., phones, tablets and fraud awareness;
- h. Compliance (Local Government Act and local laws);
- i. Asset management (capital expenditure, asset control, depreciation schedules and preventative maintenance programs);
- j. Insurance management;
- k. Stock control; and
- l. Policy and procedure maintenance.

**4. The Final Scope for the Internal Audit program will be reviewed at the Audit and Risk Management Committee and recommendations made to Council at the February 2022.**

## **STRATEGIC ALIGNMENT**

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

|          |         |  |
|----------|---------|--|
| Outcome  | 4.2     | A respected, professional and trusted organisation       |
| Strategy | 4.2.1   | Effective and efficient operations and service provision |
| Action   | 4.2.1.3 | Monitor and measure organisational performance           |

## **EXECUTIVE SUMMARY**

Council has included a provision of \$15,000 in the 2021/22 Budget for the completion of an Internal Audit to be completed before 30 June 2022.

The role of an internal auditor is to operate as an independent appraisal function, for the review of operations and effectiveness of systems and controls, as a service to both Audit Committees and management.

The Institute of Internal Auditors Code of Ethics states:

*"Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve /he effectiveness of risk management, control and governance processes."*

The Institute of Internal Auditors Professional Practices Framework identifies three broad categories in respect to Internal Audit as follows:

- Risk Management

*"The internal audit activity should assist the organisation by identifying and evaluating significant exposures to risk and contributing to the improvement of risk management and control systems".*

- Controls

*"The internal audit activity should assist the organisation in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement."*

- Governance

*"The Internal audit activity should assess and make appropriate recommendations for Improving the governance process in its accomplishment of the following objectives:*

- *Promoting appropriate ethics and values within the organisation;*
- *Ensuring effective organisational performance management and accountability;*
- *Effectively communicating risk and control Information to appropriate areas of the organisation; and*
- *Effectively coordinating the activities of and communicating information among the Board, external and internal auditors and management."*

### **Broad Scope**

Broad scope for the Internal Audit will include the following:

- Information technology;
- Security and emergency procedures including accident / incident reporting;
- Vehicle fleet management;
- Lease Management (where Local Government Lessor);
- Service contract management;
- FBT/GST review;
- Assessment of attractive asset control – i.e. phones, tablets and fraud awareness;
- Compliance (Local Government Act and local laws);
- Asset Management (Capital Expenditure, Asset Control, Depreciation Schedules and Preventative Maintenance programs);
- Insurance Management;
- Stock Control; and
- Policy and Procedure Maintenance

The Internal Audit is to be in addition to the requirement for the Chief Executive Officer to undertake the following reviews in the 2021/22 financial Year:

#### **1. Local Government (Audit) Regulations 1996,**

##### ***17. CEO to review certain systems and procedures***

- 1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
  - (a) *risk management; and*
  - (b) *internal control; and*
  - (c) *legislative compliance.*
- (2) *The review may relate to any or all the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.*
- (3) *The CEO is to report to the audit committee the results of that review*

## **2. Local Government (Financial Management) Regulations 1996**

### **5. CEO's duties as to financial management**

- (2) *The CEO is to —*
  - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

### **BACKGROUND**

Council has included a provision of \$15,000 in the 2021/22 Budget for the completion of an Internal Audit to be completed before 30 June 2022.

### **FINANCIAL IMPLICATIONS**

The 2021/22 Budget has provision of \$15,000 for the undertaking of an Internal Audit.

### **POLICY COMPLIANCE**

Not Applicable.

### **STATUTORY COMPLIANCE**

***Local Government Act 1995 Part – 7 Audit***

**Local Government (Audit) Regulations 1996**

### **16. Functions of audit committee**

*An audit committee has the following functions —*

- (a) *to guide and assist the local government in carrying out —*
  - (i) *its functions under Part 6 of the Act; and*

- (ii) *its functions relating to other audits and other matters related to financial management;*
- (b) *to guide and assist the local government in carrying out the local government's functions in relation to audits conducted under Part 7 of the Act;*
- (c) *to review a report given to it by the CEO under regulation 17(3) (the **CEO's report**) and is to —*
  - (i) *report to the council the results of that review; and*
  - (ii) *give a copy of the CEO's report to the council;*
- (d) *to monitor and advise the CEO when the CEO is carrying out functions in relation to a review under —*
  - (i) **regulation 17(1); and**
  - (ii) **the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);**
- (e) *to support the auditor of the local government to conduct an audit and carry out the auditor's other duties under the Act in respect of the local government;*
- (f) *to oversee the implementation of any action that the local government —*
  - (i) *is required to take by section 7.12A(3); and*
  - (ii) *has stated it has taken or intends to take in a report prepared under section 7.12A(4)(a); and*
  - (iii) *has accepted should be taken following receipt of a report of a review conducted under regulation 17(1); and*
  - (iv) *has accepted should be taken following receipt of a report of a review conducted under the Local Government (Financial Management) Regulations 1996 regulation 5(2)(c);*
- (g) *to perform any other function conferred on the audit committee by these regulations or another written law.*

## **CONSULTATION**

Not Applicable.

## **OFFICER CONCLUSION**

The Internal Audit function is to operate as an independent appraisal function, for the review of operations and effectiveness of systems and controls, as a service to both Audit Committees and management.

## **COMMITTEE RESOLUTION**

**Moved Cr Chris Smith    Seconded Cr Chaz Newman**

That the Audit and Risk Management Committee notes that a Request for Expression of Interest for Internal Audit functions will be prepared by Officers to encompass the following requirements:

5. To be undertaken in accordance with the Institute of Internal Auditors Code of Ethics;
6. To be undertaken in accordance with the Internal Auditors Professional Practices Framework; and
7. The broad scope of the Internal Audit program will include, at least, the following items with componentized costings:
  - m. Information technology;
  - n. Security and emergency procedures including accident / incident reporting;
  - o. Vehicle fleet management;
  - p. Lease management (where Local Government Lessor);
  - q. Service contract management;
  - r. FBT/GST review;
  - s. Assessment of attractive asset control – i.e., phones, tablets and fraud awareness;
  - t. Compliance (Local Government Act and local laws);
  - u. Asset management (capital expenditure, asset control, depreciation schedules and preventative maintenance programs);
  - v. Insurance management;
  - w. Stock control; and
  - x. Policy and procedure maintenance.
8. The Final Scope for the Internal Audit program will be reviewed at the Audit and Risk Management Committee and recommendations made to Council at the February 2022.

Carried 4/0

The Chairperson provided opportunity for visitors to ask questions at the meeting:

**Question:** Lisa Glover

The attached Letter from OAG has the word “Attach” in the bottom left hand corner. Why is there no attachment.

**Response:** Director Corporate and Community Services:

It is my believe that had there been any attachment word “Attach” would have been followed by the attachment name.

There was no attachment received.

**Question:** Simon McInnes

In the attachment to the minutes of the meeting of 14 October 2021 under the section 3.2.1 "Procurement and Contract Management", page 3 of attachment 6.2 it states:

"Currently no formal contract management framework in place resulting in an inconsistent approach implemented by those responsible for contract management."

Noting that the status of this Item remains unchanged as "Ongoing" and that the Risk Rating is "Significant I would ask that the Audit and Risk Management Committee make recommendation to Council to ensure appropriate funds can be allocated to resolve this issue.

**Response:** Chairperson took the question on notice.

**Question:** Simon McInnes:

The Shire needs to make people aware of when to expect the completion of Annual Financial Audit.

**Response:** it is expected that the Annual Financial Audit will be signed off by the Office of the Auditor General before Christmas 2021.

**Question:** Shane Sercombe

The attached Letter from OAG has the word "Attach" in the bottom left hand corner.

Why is there no attachment.

**Response:** Director Corporate and Community Services:

It is my believe that had there been any attachment word "Attach" would have been followed by the attachment name.

There was no attachment received.

**Question:** Shane Sercombe

In Agenda item 6.2 under "Statutory Compliance" point 16(c) there has been no report given by the Chief Executive Officer.

**Response:** Director Corporate and Community Services:

The report referred to is a report prepared in accordance with the Local Government (Audit) Regulations 1996, regulation 17 “CEO to review certain systems and procedures” not the Interim Audit which is the subject of the item.

The Statutory Compliance referred to in Agenda item 6.2 is with respect to the “Functions of Audit Committee”

**Question:** Shane Sercombe

I refer to an email that I have sent to committee members from the Office of the Auditor General regarding meeting members of Community regarding Annual Financial Audit and Audit report, can this happen.

**Response:** Chairperson taken on notice

## **7 CLOSURE**

---

The Chairperson to declare the meeting closed at 6:08pm.



# **ATTACHMENTS**

## **Audit and Risk Management Committee Meeting 7 December 2021**

- 5(1) Minutes Audit and Risk Management Committee Meeting - 14 October 2021
- 6.1(1) Office of the Auditor General – Interim Audit Opinion





**AUDIT AND RISK MANAGEMENT COMMITTEE MEETING  
UNCONFIRMED MINUTES**

---

Held on  
**Thursday 14 October 2021**

Commencing at 5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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**Ben Rose**  
Chief Executive Officer

**22 October 2021**

**Disclaimer**

***Please note the items and recommendations in this document are not final and are subject to change or withdrawal.***

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**SHIRE OF DONNYBROOK BALINGUP**  
**AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES**

Held at the Council Chambers  
14 October 2021 at 5.00pm

---

**1 DECLARATION OF OPENING**

---

**Chairperson – Acknowledgment of Country**

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

The Chairperson to declare the meeting open and welcome the members of the committee.

**2 ATTENDANCE**

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**MEMBERS PRESENT**

---

| <b>COUNCILLORS</b>  | <b>STAFF</b>  |
|---|---|
| Cr Jackie Massey (Deputy Shire President)<br>Cr Leanne Wringe<br>Cr Chaz Newman | Mr Kim Dolzadelli – Director Corporate<br>Community |
| <b>EXTERNAL MEMBERS</b>   | <b>GUEST</b>  |
| Mr Ian Telfer – Chairperson   | Nil   |

**2.1 APOLOGIES**

---

Ms Carly Anderson  
Mr Ben Rose – Chief Executive Officer

**2.2 APPROVED LEAVE OF ABSENCE**

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Nil.

**3 ANNOUNCEMENTS FROM CHAIRPERSON**

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Nil.

#### **4 DECLARATION OF INTEREST**

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

#### **5 CONFIRMATION OF MINUTES**

---

Minutes of the Audit and Risk Management Committee meeting held **15 April 2021** are attached (Attachment 5(1)).

#### **EXECUTIVE RECOMMENDATION**

**That the Minutes of the Audit and Risk Management Committee meeting held 15 April 2021 be confirmed as a true and correct record.**

#### **COMMITTEE RESOLUTION**

**Moved Cr Wringe                      Seconded Cr Newman**

**That the Minutes of the Audit and Risk Management Committee meeting held 15 April 2021 be confirmed as a true and correct record.**

**CARRIED 4/0**

## 6 REPORTS OF OFFICERS

### 6.1 AUDIT AND RISK MANAGEMENT COMMITTEE MEETINGS 2022

|                            |  |
|----------------------------|--|
| <b>Location</b>            | Shire of Donnybrook Balingup                     |
| <b>Applicant</b>           | Shire of Donnybrook Balingup                     |
| <b>File Reference</b>      | N/A  |
| <b>Author</b>              | Maureen Keegan, Manager Executive Services       |
| <b>Responsible Manager</b> | Kim Dolzadelli, Director Corporate and Community |
| <b>Attachments</b>         | Nil  |
| <b>Voting Requirements</b> | Simple Majority                                  |

#### Executive Recommendation

**That the Audit and Risk Management Committee:**

- 1. Set the following schedule for Audit and Risk Management Committee Meetings in 2022:**

|                                   |            |                        |
|-----------------------------------|------------|------------------------|
| <b>Wednesday 9 February 2022</b>  | <b>5pm</b> | <b>Council Chamber</b> |
| <b>Wednesday 11 May 2022</b>      | <b>5pm</b> | <b>Council Chamber</b> |
| <b>Wednesday 17 August 2022</b>   | <b>5pm</b> | <b>Council Chamber</b> |
| <b>Wednesday 15 November 2022</b> | <b>5pm</b> | <b>Council Chamber</b> |

- 2. Acknowledge there may be requirement for additional meetings throughout the year at the discretion of the Presiding Member.**

#### STRATEGIC ALIGNMENT

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

|          |         |  |
|----------|---------|--|
| Outcome  | 4.2     | A respected, professional and trusted organisation       |
| Strategy | 4.2.1   | Effective and efficient operations and service provision |
| Action   | 4.2.1.3 | Monitor and measure organisational performance           |

#### EXECUTIVE SUMMARY

The Department of Local Government Sport and Cultural Industries (DLGSCI) recommends the Audit and Risk Management Committee (ARMC) meet at least quarterly with additional meetings convened at the discretion of the presiding member. The ARMC Charter adopted in October 2020, outlines that the Committee shall meet as often as it determines.

To allow staff and committee members the opportunity to plan and prepare for meetings and to ensure the ARMC has the opportunity for regular oversight of the Shires functions, it is recommended that quarterly meetings dates are set each calendar year.

The meeting dates suggested are in line with the Council's Meeting schedule and generally align with the expected timing of the Draft Budget preparation, Compliance Audit Return, and the Annual Financial Statements.

Wednesday 9 February 2022  
Wednesday 11 May 2022  
Wednesday 17 August 2022  
Wednesday 15 November 2022

Meetings are scheduled to commence at 5pm and are held in the Council Chambers.

The 9 February 2022 meeting is regarded as the first meeting of the 2022 year. An additional meeting may be called in December to review the Auditor's report.

#### **BACKGROUND**

The Audit and Risk Management Committee met quarterly in 2021 and 2022.

#### **FINANCIAL IMPLICATIONS**

Nil.

#### **POLICY COMPLIANCE**

Not Applicable.

#### **STATUTORY COMPLIANCE**

Not Applicable.

#### **CONSULTATION**

Not Applicable.

#### **OFFICER COMMENT/CONCLUSION**

Setting a structure for meetings will ensure the Committee members can incorporate meetings into their diaries well in advance.

## **COMMITTEE RESOLUTION**

**Moved Cr Massey                      Seconded Cr Wringe**

**That the Audit and Risk Management Committee:**

- 1. Set the following schedule for Audit and Risk Management Committee Meetings in 2022:**

|                                   |            |                         |
|-----------------------------------|------------|-------------------------|
| <b>Wednesday 9 February 2022</b>  | <b>5pm</b> | <b>Council Chambers</b> |
| <b>Wednesday 11 May 2022</b>      | <b>5pm</b> | <b>Council Chambers</b> |
| <b>Wednesday 17 August 2022</b>   | <b>5pm</b> | <b>Council Chambers</b> |
| <b>Wednesday 15 November 2022</b> | <b>5pm</b> | <b>Council Chambers</b> |

- 2. Acknowledge there may be requirement for additional meetings throughout the year at the discretion of the Presiding member.**

**CARRIED 4/0**

**6.2 LOCAL GOVERNMENT (AUDIT) REGULATIONS 17 – STATUS UPDATE AND APPOINTMENT OF AUDITOR TO UNDERTAKE THE 2022 REVIEW**

|                            |  |
|----------------------------|--|
| <b>Location</b>            | Shire of Donnybrook Balingup                     |
| <b>Applicant</b>           | Shire of Donnybrook Balingup                     |
| <b>File Reference</b>      | N/A  |
| <b>Author</b>              | Maureen Keegan, Manager Executive Services       |
| <b>Responsible Manager</b> | Kim Dolzadelli, Director Corporate and Community |
| <b>Attachments</b>         | 6.2(1): LG (Audit) Regulation 17 - Status Update |
| <b>Voting Requirements</b> | Simple Majority                                  |

| Executive Recommendation  |
|---|
| <p><b>That the Audit and Risk Management Committee:</b></p> <ol style="list-style-type: none"> <li><b>1. Receive the LG (Audit) Regulation 17 Status Update Report as attached at <u>Attachment 6.2(1)</u> in relation to the progress of items identified on the current Audit Regulation 17 Report;</b></li> <li><b>2. Request the CEO seek quotes to undertake the Local Government (Audit) Regulation 17 Review and present the quotes at the 9 February 2022 Audit and Risk Management Committee meeting.</b></li> </ol> |

**STRATEGIC ALIGNMENT**

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

|          |         |  |
|----------|---------|--|
| Outcome  | 4.2     | A respected, professional and trusted organisation       |
| Strategy | 4.2.1   | Effective and efficient operations and service provision |
| Action   | 4.2.1.3 | Monitor and measure organisational performance           |

**EXECUTIVE SUMMARY**

The attached LG (Audit) Regulation 17 Status Update Report is presented to the Audit and Risk Management committee (ARMC) for their information and to monitor progress toward actioning items identified in the most recent Audit Regulation 17 report.

The ARMC are also advised that the Shire will be required to undergo the Local Government (Audit) Regulation 17 Review during 2022. Quotes will require to be sourced from South West Accountancy firms and presented to the ARMC for consideration.



## **BACKGROUND**

The last Review was undertaken by AMD Chartered Accountants in December 2018 and the results received by the Shire in February 2019.

A status report on the identified actions from the Review and their status of resolution is attached at Attachment 6.2(1).

## **FINANCIAL IMPLICATIONS**

Nil.

## **POLICY COMPLIANCE**

Not Applicable.

## **STATUTORY COMPLIANCE**

Reg. 7 of the Local Government (Audit) Regulations 1996 requires the CEO to review the appropriateness and effectiveness of a local government's systems and procedures not less than once in every 3 financial years in relation to:

- risk management; and
- internal control; and
- legislative compliance.

The CEO is to report to the Audit and Risk Management Committee the results of that review.

## **CONSULTATION**

Not Applicable.

## **OFFICER COMMENT/CONCLUSION**

The Audit and Risk Management Committee considered a report from the Executive Manager Corporate and Community Services in January 2021 and subsequent meetings thereafter, presenting the finding of a review of risk management, internal controls and legislative compliance as required by the Local Government (Audit) Regulation (Reg 17).

The next Audit Regulation 17 Review is due to be conducted in the 2021/22 Financial Year.

The attached status update report, will be presented to successive meetings of the Audit and Risk Management Committee until all items raised in the report are completed.

## COMMITTEE RESOLUTION

**Moved Cr Wringe                      Seconded Cr Massey**

**That the Audit and Risk Management Committee:**

- 1. Receive the LG (Audit) Regulation 17 Status Update Report as attached at Attachment 6.2(1) in relation to the progress of items identified on the current Audit Regulation 17 Report;**
  
- 2. Request the CEO seek quotes to undertake the Local Government (Audit) Regulation 17 Review and present the quotes at the 9 February 2022 Audit and Risk Management Committee meeting.**

**CARRIED 4/0**

**6.3 OFFICE OF THE AUDITOR GENERAL FINDINGS – STATUS UPDATE REPORT**

|                            |  |
|----------------------------|--|
| <b>Location</b>            | Shire of Donnybrook Balingup                       |
| <b>Applicant</b>           | Shire of Donnybrook Balingup                       |
| <b>File Reference</b>      | N/A  |
| <b>Author</b>              | Maureen Keegan, Manager Executive Services         |
| <b>Responsible Manager</b> | Kim Dolzadelli, Director Corporate and Community   |
| <b>Attachments</b>         | 6.3(1): OAG Report Findings – Status Update Report |
| <b>Voting Requirements</b> | Simple Majority                                    |

|   |
|---|
| <b>Executive Recommendation</b>   |
| <p><b>That the Audit and Risk Management Committee:</b></p> <p><b>Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at <u>Attachment 6.3(1)</u>.</b></p> |

**STRATEGIC ALIGNMENT**

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

|          |         |  |
|----------|---------|--|
| Outcome  | 4.2     | A respected, professional and trusted organisation       |
| Strategy | 4.2.1   | Effective and efficient operations and service provision |
| Action   | 4.2.1.3 | Monitor and measure organisational performance           |

**EXECUTIVE SUMMARY**

Staff intend to keep the Committee updated on status of these matters and work on strategies to progress the Office of the Auditor General (OAG) findings and recommendations in the context of their impact on risk and resources.

**BACKGROUND**

At the 12 November 2020 Audit and Risk Management Committee meeting, the Committee received the recommendations and findings from the Industry-based OAG Performance Audits Reports and recommended to the Council that the Chief Executive Officer prepare a matrix with Shire responses to each of the findings.

The matrix of OAG Performance Audits Reports was presented to the January 2021, meeting of the Audit and Risk Management Committee and then to the February 2021 meeting of the Council, at which the Council adopted the following resolution:

*That Council:*

- 1. Receive the matrix of Shire responses to each of the findings in the Auditor General's General Performance Audit Reports as attached 6.2(1); and*
- 2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General's reports with Shire processes and systems; and*
- 3. Consider the risk management implications associated with the findings and recommendations of the Office of the Auditor General Performance Audits and the Shire Executive's Comments in the attachment.*

## **FINANCIAL IMPLICATIONS**

Nil.

## **POLICY COMPLIANCE**

Not Applicable.

## **STATUTORY COMPLIANCE**

Not Applicable.

## **CONSULTATION**

Not Applicable.

## **OFFICER COMMENT/CONCLUSION**

The attached OAG General Findings - Status Update Report (*Attachment 6.3(1)*), will be presented to successive meetings of the Audit and Risk Management Committee to monitor the progress made toward aligning these industry-based findings and recommendations to the Shire's internal processes and systems.

## **COMMITTEE RESOLUTION**

**Moved Cr Wringe                      Seconded Cr Massey**

**That the Audit and Risk Management Committee:**

**Receive the Status Update Report on the progress of aligning the findings of the individual Office of the Auditor General performance audit reports with Shire processes and systems as attached at Attachment 6.3(1).**

**CARRIED 4/0**

**7 General Business**

---

**COMMITTEE RESOLUTION**

**Moved Cr Massey          Seconded Cr Newman**

**That updated status reports contain track changes with verbal updates.**

**CARRIED 4/0**

**8 CLOSURE**

---

The Chairperson declared the meeting closed at 6.10pm.



Our Ref: 8296

7th Floor, Albert Facey House  
469 Wellington Street, Perth

Mr Ben Rose  
Chief Executive Officer  
Shire of Donnybrook-Balingup  
PO Box 94  
DONNYBROOK, WA 6239

**Mail to:** Perth BC  
PO Box 8489  
PERTH WA 6849

**Tel:** 08 6557 7500  
**Email:** [info@audit.wa.gov.au](mailto:info@audit.wa.gov.au)

Dear Mr Rose

**ANNUAL FINANCIAL REPORT  
INTERIM AUDIT RESULTS FOR THE YEAR ENDING 30 JUNE 2021**

We have completed the interim audit for the year ending 30 June 2021. We performed this phase of the audit in accordance with our audit plan. The focus of our interim audit was to evaluate the overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to our audit of the annual financial report.

The result of the interim audit was satisfactory. An audit is not designed to identify all internal control deficiencies that may require management attention. It is possible that irregularities and deficiencies may have occurred and not been identified as a result of our audit.

This letter has been provided for the purposes of your local government and may not be suitable for other purposes.

We have forwarded a copy of this letter to the President. A copy will also be forwarded to the Minister for Local Government when we forward our auditor's report on the annual financial report to the Minister on completion of the audit.

Feel free to contact me on 6557 7581 if you would like to discuss these matters further.

Yours faithfully

MAHMOUD SALAHAT  
ASSISTANT DIRECTOR  
FINANCIAL AUDIT  
10 NOVEMBER 2021

Attach

# Landfill Closure Management Plan

---

## Shire of Donnybrook - Balingup



Unless specifically agreed otherwise in the contract of engagement, ASK Waste Management Pty Ltd retains Intellectual Property Rights over the contents of this report. The client is granted a licence to use the report for the purposes for which it was commissioned.

## Acknowledgements

ASK Waste Management acknowledges the Traditional Owners of the land in which we work and live, and pays respects to Elders past, present, and emerging.

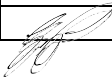
ASK also gratefully acknowledge the cooperation of the Shire of Donnybrook Balingup staff that provided information and assistance in the development of this report.

## Disclaimer

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## 1 INTRODUCTION

The Shire of Donnybrook - Balingup (The Shire) engaged ASK Waste Management (ASK) to produce a Landfill Closure Management Plan (LCMP) for the Donnybrook Waste Management Facility (the Facility or DWMF).

The Facility was licensed by the Department of Environment and Water Regulations (DWER) in 1997 and accepts putrescible and inert solid waste.

The LCMP provides information relating to the progressive rehabilitation and closure of the Facility's landfill cells, together with the post-closure monitoring requirements.

The following documents have been considered in the preparation of the LCMP:

- The Facility's current Environmental Protection License (EPL) (No. L7084/1997/16);
- Best Practice Environmental Management: Siting, design, operation and rehabilitation of landfills (EPA Victoria, 2014);
- Donnybrook Waste Management Facility, Landfill Closure Management Plan (ASK Waste Management 2013);
- Donnybrook Waste Management Facility, Groundwater Investigation (Engtech Consulting, 2012); and
- Donnybrook Waste Management Facility, Hydrogeological Desktop Review (GHD,2011).

### 1.1 BACKGROUND

ASK originally developed a LCMP for the Facility in January 2013 which included the creation of new lined waste cells on adjacent land to the existing Facility. However, given the financial imposts of constructing the lined cells, the Shire compared this long term option with constructing a Waste Transfer Station and this has become the Shire's future intent for the site. Given the time that has passed since the original LCMP, in 2021 the Shire moved to update the LCMP and develop a preliminary design for transition of part of the site to a Waste Transfer Station (TS).

During the project development, the Shire was made aware of a significant Main Roads WA (MRWA) construction project south of Donnybrook resulting in a large quantity of soil potentially becoming available to the Shire. This material was considered suitable for use in the future closure and rehabilitation of the site and, if available, would save the Shire considerable expenditure. This prompted the Shire to consider the optimal timing for closure of the Facility and transition timeframes from landfill to transfer station operations. The outcomes of this would also impact on the final landforms to be reflected in the LCMP.

The Shire subsequently commissioned ASK to undertake a high-level assessment of eight potential scenarios to direct the future provision of waste services at the Facility. The assessment included economic, social, environmental and governance considerations. The outcomes of assessment indicated that extension of the landfill is the preferred long-term option. The investigation outcomes were considered at the April 2021 Council meeting where it was determined that *'it is the Shire's intent to prolong the life of the existing landfill facility for as long as possible and directs the Chief Executive Officer to instruct ASK Waste Management to prepare the Landfill Closure Management Plan on this basis.'*

To increase the remaining operational life of the landfill a new final landform has been developed for the landfill and reflected in this 2021 LCMP.

## 1.2 OBJECTIVES AND SCOPE

This LCMP has been produced to achieve the following objectives:

- Develop final contours and landform designs for the landfill that are stable and meet best practice guidelines and can be used to guide landfilling operations and site works going forward.
- Develop a landfill cap design that will provide a physical barrier between waste and the environment and restrict the infiltration of rainwater into the waste mass and minimise the production of leachate.
- Develop a stormwater management design that minimises leachate generation and controls the release of stormwater from the Facility.
- Develop an appropriate landfill gas management system to control the generation of landfill gases and reduce any significant risk of adversely impacting the surrounding environment.
- Develop a post closure management and monitoring program that can be implemented to ensure that environmental impacts are minimised after the landfill cells are closed and rehabilitated.
- Provide a bill of quantities and cost estimates for closure and rehabilitation works that the Shire can use to budget for future liabilities.

To satisfy the objectives of the LCMP, this document contains the following sections:

- Facility Overview
- Environmental Attributes
- Legislative Context
- Risk Assessment
- Rehabilitation Design
  - Current Landfill Profile
  - Proposed Final Profile
- Capping System Design
- Surface Water Management Design
- Landfill Gas Management Design
- Revised Risk Assessment
- Post-Closure Management and Monitoring
- Costs and Financing

## 1.3 REVISIONS AND UPDATES

The Shire will review and update the LCMP (as necessary) after every review of the EPL or at least every five years. The purpose of the review is to:

- Review closure and rehabilitation operations and identify areas where performance can be improved;
- Update the LCMP to reflect any changes to Facility operations;
- Update the LCMP to reflect regulatory changes;
- Update the LCMP to reflect changes to the Shire, State and Federal strategic objectives.

## 2 FACILITY OVERVIEW

The following sections detail the location, history, surrounding land uses, and current and proposed waste management activities undertaken at the Facility.

### 2.1 SITE HISTORY

The Donnybrook WMF was licensed by the DWER (DEC) in 1997, but has been in operation since the 1950's. Until greater compliance measures were introduced in recent years, it appears the Facility had a history of limited operational management practices. The Shire of Donnybrook-Balingup (the Shire) appointed an Environmental Health Officer (EHO) in 2004 to work with the DWER to improve operational practices at the Donnybrook WMF. Significant improvements to site management were realised with the appointment of a new site operator in 2005.

The Donnybrook WMF has received all of the waste generated in the Shire since it closed its waste disposal sites at Lowden and Mumballup and constructed a waste transfer station at Balingup in 2006. As the only landfill in the vicinity, it receives a combination of Municipal Solid Waste (MSW), Commercial and Industrial (C&I) waste and Construction and Demolition (C&D) waste. This waste has been disposed of in a combination of below ground trenches and above ground cells over the Facility's history.

A pseudo-transfer station was constructed near the Facility's gatehouse in 2007 to improve control of the tipping area and increase opportunities for recycling.

A summary of the Facility is provided to follow in **Table 2.1**

*Table 2.1 Summary of Donnybrook Waste Management Facility*

|                                 |  |
|---------------------------------|--|
| <b>Facility address:</b>        | State Forest 27, Goodwood Road, Donnybrook Balingup. WA. 6239  |
| <b>Facility Licence number:</b> | L7084/1997/16  |
| <b>Licence expiry date</b>      | 30 June 2024   |
| <b>Ownership:</b>               | An "Interim Tenancy Agreement" exists between the Shire and the Department of Parks and Wildlife to allow the use of the land (classed as State Forest) as a landfill (a request to excise the land from State Forest is pending). |
| <b>Operator:</b>                | Shire of Donnybrook-Balingup (with operational responsibilities contracted to Hastie Waste)  |
| <b>Approved categories:</b>     | Category 64 – Class II Putrescible Landfill Site<br>Category 62 – Solid waste depot  |
| <b>Waste types received:</b>    | Putrescible and inert solid waste.   |
| <b>Tonnage per annum:</b>       | Category 64 – 6,700 tonnes<br>Category 62 – 500 tonnes   |
| <b>Size:</b>                    | 11.13 hectares.  |
| <b>Population serviced:</b>     | Approximately 5,100 residents  |
| <b>Method of construction:</b>  | Combination of below ground trenches and above ground cells  |
| <b>Type of liner:</b>           | No liner   |
| <b>Opening date:</b>            | The Donnybrook WMF was licensed in 1997 but has been in operation since the 1950's.  |

## 2.2 LOCATION

The Facility is located on Goodwood Road approximately 1km south-west of the Donnybrook town site in State Forest as shown in **Figure 2.1**.

Figure 2.1 Location of the Donnybrook Waste Management Facility



## 2.3 SURROUNDING LAND USE AND RECEPTORS

**Table 2.2** lists the relevant land uses in the vicinity of the Facility.

Table 2.2 Land uses and receptors in the vicinity of the Facility

| Element              | Distance from Prescribed Premises   |
|----------------------|---|
| Surrounding land use | <p>The Site and the surrounding area are currently zoned as 'State Forest' in the Paynedale locality. The surrounding land uses are summarised below:</p> <ul style="list-style-type: none"> <li>• The Site abuts State Forest to the north. The Donnybrook town site and residential developments are approximately 1.0km north-east of the site and 1.2km north-west of the site</li> <li>• The Site abuts State Forest to the south. Broad acre agriculture and pastoral properties are situated immediately south of the State Forest.</li> <li>• The Site abuts State Forest to the west.</li> <li>• The Site abuts Goodwood Road to the south-east and east. Immediately south-east of the road are smaller rural residential and rural properties. Broad acre farming and pastoral properties are located further east.</li> </ul> |

**Table 2.3** lists the sensitive and environmental receptors in the vicinity of the Facility.

*Table 2.3 Sensitive and environmental receptors in the vicinity of the Facility*

| Receptors                   | Distance from Prescribed Premises  |
|-----------------------------|--|
| Public Drinking Water Areas | Donnybrook Waste Management Facility is located within a Priority 3 (P3) area of the Donnybrook Water Reserve, and is specifically detailed as a potential drinking water quality risk in the Donnybrook Water Reserve drinking water source protection plan (DoW, 2009);  |
| Surface water               | The nearest surface water is Noneycup Creek which is located 500m east of the site. The Noneycup Creek discharges into the Preston River, 3.5 km to the north. According to the Department of Water (2009) the Noneycup Creek is considered to recharge the Leederville Formation which is used to supply water to the town of Donnybrook. |
| Sensitive receptors         | The Donnybrook town site and residential developments are approximately 1.0km north-east of the site.<br>Rural-Residential development on Goodwood Road 150m south-east of site.   |

## 2.4 FACILITY LICENCE

The Facility is a prescribed site under the Environmental Protection Act 1986 and is managed in accordance with an operating licence issued by the Department of Water and Environment Regulation (DWER). The DWER Licence (Licence Number L7084/1997/16) governs waste management activities on site and includes the following aspects:

- Classification of Premises: Category 64 – Class II putrescible landfill site and Category 62 – Solid waste depot
- Commencement date (of current licence) – Monday 17 June 2015
- Amended Expiry date (of current licence) – 30 June 2024
- Approved Premises production capacity – Class II putrescible landfill facility: 6,700 tonnes per annum putrescible waste and Solid Waste depot: 500 tonnes per annum
- General Conditions of operation
- Monitoring requirements
- Information requirements

## 2.5 WASTE MANAGEMENT ACTIVITIES

The facility provides numerous services. These include the following:

- Landfill
- Domestic and commercial waste drop off
- Greenwaste (to be mulched and recycled)
- Scrap metal (to be recycled)
- Dry recyclables (cardboard; plastic bottles and containers with symbol 1 to 6; glass bottles and jars; aluminium cans, foil and trays; steel tins and cans; paper, magazines and newspapers; paper and cardboard drink cartons)
- Used motor and cooking oils, hydrocarbon filters
- Empty chemical drums and containers (subject to DrumMuster requirements)
- Electronic waste
- Tyres

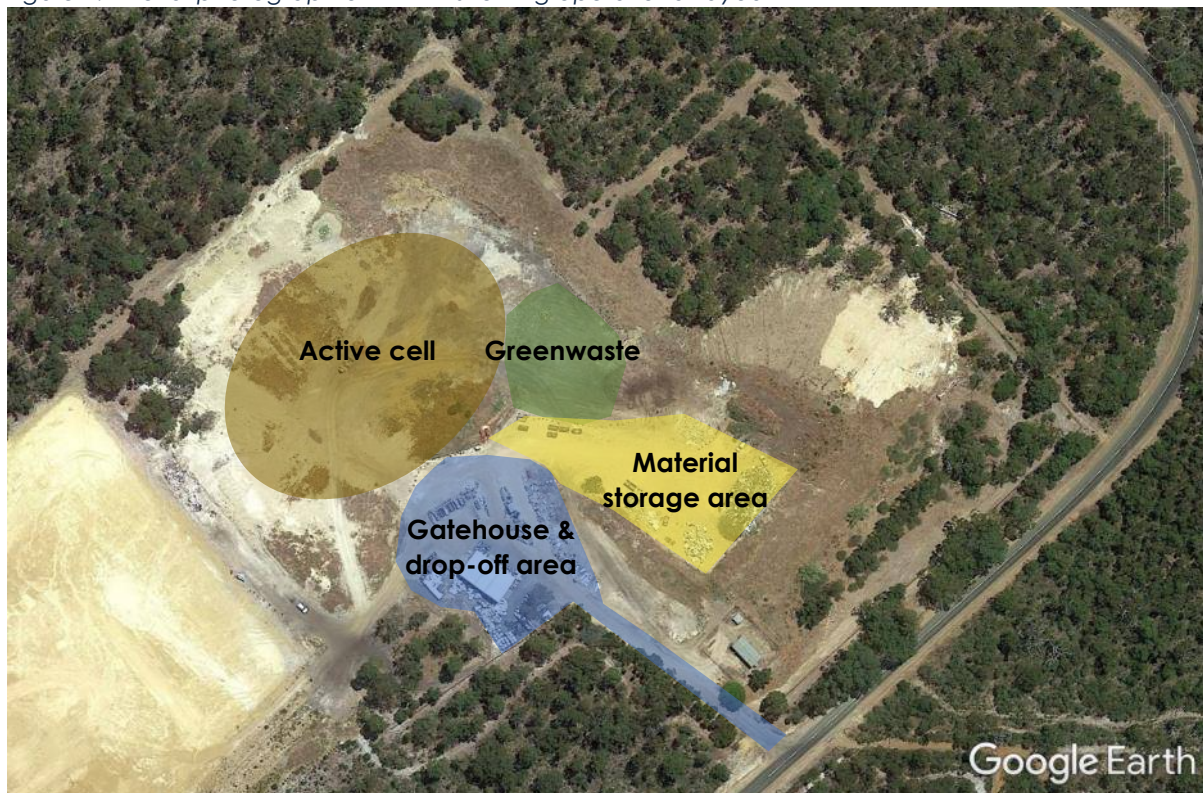


- Vehicle batteries
- Refrigerators, air conditioners and gas bottles.
- Items for the Reuse area (shop)
- Household hazardous waste
- Asbestos cement sheeting disposal

**Figure 2.2** shows an aerial photograph of the site in relation to operations. The site can be broadly divided in four areas:

- Entrance and recycling area containing the gatehouse, recycling shed, drop off area and equipment storage sheds (shaded blue);
- Current landfilling area where waste is currently being disposed of (shaded brown);
- Greenwaste storage and processing area, which is to be relocated (shaded green); and
- Existing scrap metal, whitegoods, C&D material, tyres and mattress waste storage area, which is to be relocated (shaded yellow).

*Figure 2.2 Aerial photograph of DWMF showing operational layout*



## 2.6 LANDFILL WASTE DISPOSAL QUANTITIES

The average waste quantities accepted and landfilled at the Facility for the 2018/19 and 2019/20 financial years is presented in **Table 2.4**.

Table 2.4 Waste quantities

| Waste Quantity                                    | Tonnes      | Data source                     |
|---|-------------|---------------------------------|
| Domestic drop off Balingup Transfer Station (BTS) | 788         | Shire gatehouse data            |
| Domestic drop off DWMF                            | 720         | Shire gatehouse data            |
| Domestic kerbside waste                           | 1152        | Cleanaway data                  |
| <b>Total domestic waste disposed</b>              | <b>2660</b> |                                 |
| Commercial drop off BTS                           | 37          | Shire gatehouse data            |
| Commercial drop off DWMF                          | 265         | Shire gatehouse data            |
| <b>Total commercial waste disposed</b>            | <b>302</b>  |                                 |
| <b>Total commercial and domestic</b>              | <b>3000</b> | <b>(rounded to nearest 100)</b> |

## 2.7 FUTURE DIRECTION FOR THE FACILITY

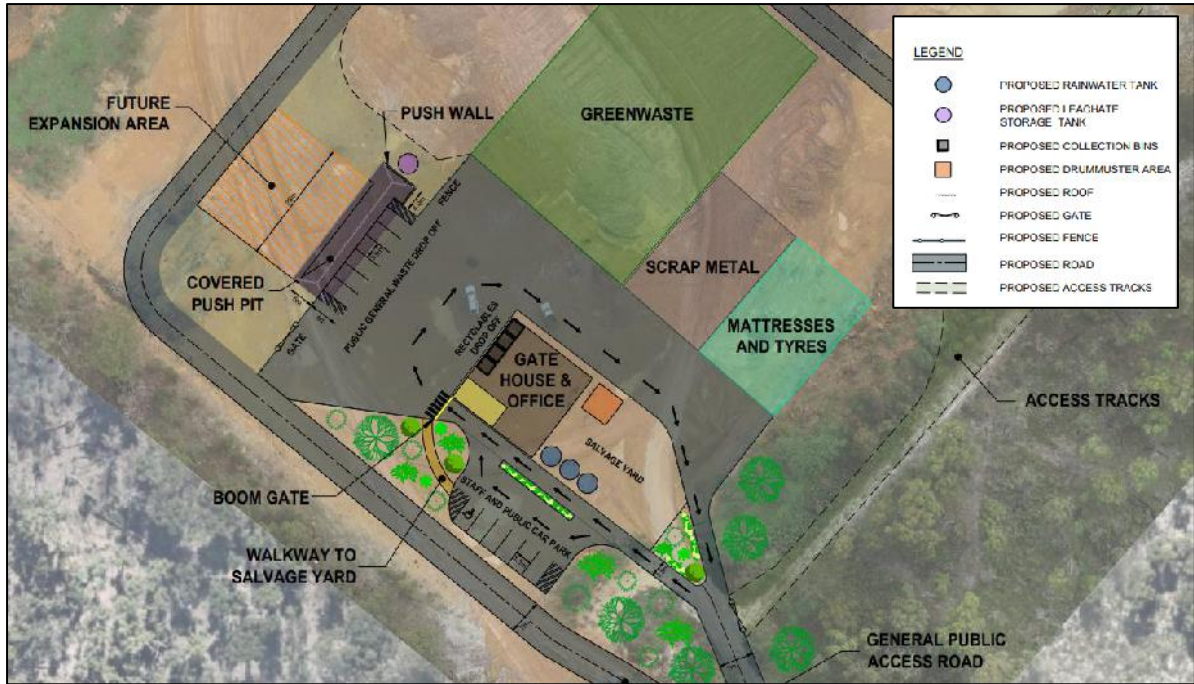
At the April 2021 Council meeting it was determined that *'it is the Shire's intent to prolong the life of the existing landfill facility for as long as possible and directs the Chief Executive Officer to instruct ASK Waste Management to prepare the Landfill Closure Management Plan on this basis.'*

To increase the remaining operational life of the landfill a new final landform has been developed and reflected in this new LCMP. Based on existing gatehouse data, this new landform should provide approximately an additional 10 - 12 years of landfill on site, with the existing landfill area to be progressively rehabilitated over this time.

This landfill expansion will also require the staged development and introduction of a transfer station on the adjacent site to receive the relocated waste streams. This will include a transitional period whilst the transfer station is constructed whereby a temporary resource recovery storage area will be established on the neighbouring property to provide sufficient space on the landfill site for the final landform to be established. Once the transfer station is complete, should there be additional capacity on the site waste received will be transported from the site to the existing landfill until the landfill airspace is exhausted. At this point waste will be hauled offsite to another disposal facility.

The Shire has developed a layout design for the proposed transfer station, as shown in **Figure 2.3**, the Shire intend to develop this best practice facility over the next decade as funding and grants become available.

Figure 2.3 Layout of proposed Donnybrook transfer station



### 3 ENVIRONMENTAL ATTRIBUTES

#### 3.1 CLIMATE

The Bureau of Meteorology has collected climate data from the Donnybrook weather station (Site number 009965) between 1900 and 2021. The average monthly climate data has been summarised in **Table 3.1**. The area receives an average annual rainfall of 969mm with the majority of it falling throughout the winter season between May and September. The annual mean maximum temperature is 23.2°C with an annual mean minimum of 9.8°C.

Table 3.1 Monthly climate statistics for Donnybrook weather station (1900-2021)

| Climate Statistic                       | January | February | March | April | May   | June  | July  | August | September | October | November | December | Annual |
|---|---------|----------|-------|-------|-------|-------|-------|--------|-----------|---------|----------|----------|--------|
| <b>TEMPERATURE</b>                      |         |          |       |       |       |       |       |        |           |         |          |          |        |
| Mean maximum temperature (°C)           | 30.6    | 30.5     | 28.0  | 24.1  | 20.0  | 17.5  | 16.6  | 17.3   | 18.8      | 21.2    | 24.9     | 28.3     | 23.2   |
| Mean minimum temperature (°C)           | 14.1    | 14.5     | 13.0  | 10.4  | 8.2   | 6.7   | 5.7   | 6.1    | 7.1       | 8.4     | 10.5     | 12.4     | 9.8    |
| <b>RAINFALL</b>                         |         |          |       |       |       |       |       |        |           |         |          |          |        |
| Mean rainfall (mm)                      | 2.5     | 14.8     | 25.3  | 49.2  | 133.8 | 187.0 | 185.9 | 148.3  | 102.1     | 62.5    | 33.2     | 16.3     | 969.3  |
| Decile 5 (median) monthly rainfall (mm) | 5.1     | 6.2      | 17.0  | 44.6  | 127.1 | 168.9 | 182.0 | 144.8  | 92.2      | 57.0    | 28.7     | 9.8      | 947.4  |
| Mean number of days of rain >= 1 mm     | 1.9     | 1.9      | 3.0   | 6.0   | 10.9  | 14.4  | 15.9  | 14.8   | 12.0      | 8.6     | 5.3      | 2.8      | 97.5   |
| <b>9AM CONDITIONS<sup>1</sup></b>       |         |          |       |       |       |       |       |        |           |         |          |          |        |
| Mean 9am temperature (°C)               | 22.0    | 21.6     | 19.9  | 16.4  | 13.1  | 10.8  | 9.8   | 10.8   | 13.2      | 15.9    | 18.5     | 20.9     | 16.1   |
| Mean 9am relative humidity (%)          | 55      | 59       | 62    | 72    | 80    | 84    | 86    | 82     | 75        | 65      | 58       | 53       | 69     |
| Mean 9am wind speed (km/h)              | 15.4    | 15.9     | 14.3  | 9.3   | 7.3   | 6.9   | 7.5   | 7.9    | 10.6      | 13.4    | 15.4     | 15.1     | 11.6   |
| <b>3PM CONDITIONS<sup>2</sup></b>       |         |          |       |       |       |       |       |        |           |         |          |          |        |
| Mean 3pm temperature (°C)               | 29.7    | 29.6     | 27.2  | 22.8  | 19.2  | 16.5  | 15.6  | 16.1   | 17.6      | 20.2    | 23.7     | 27.3     | 22.1   |
| Mean 3pm relative humidity (%)          | 35      | 36       | 39    | 47    | 57    | 64    | 63    | 59     | 56        | 50      | 42       | 37       | 49     |
| Mean 3pm wind speed (km/h)              | 16.3    | 16.5     | 15.8  | 13.4  | 12.8  | 13.0  | 14.9  | 16.1   | 16.9      | 16.9    | 17.8     | 16.8     | 15.6   |

<sup>1</sup> Data for 9am conditions is only available from 1995 to 2010.

<sup>2</sup> Data for 3pm conditions is only available from 1995 to 2010.

The Wind Rose data for Donnybrook shown in **Figure 3.1** below indicates predominantly easterly winds in the morning that switch to westerly in the afternoon.

Figure 3.1 Donnybrook Wind Rose Data for 9am (left) and 3pm (right) (Bureau of Meteorology, 2021)

### Rose of Wind direction versus Wind speed in km/h (01 Jan 1957 to 10 Aug 2020)

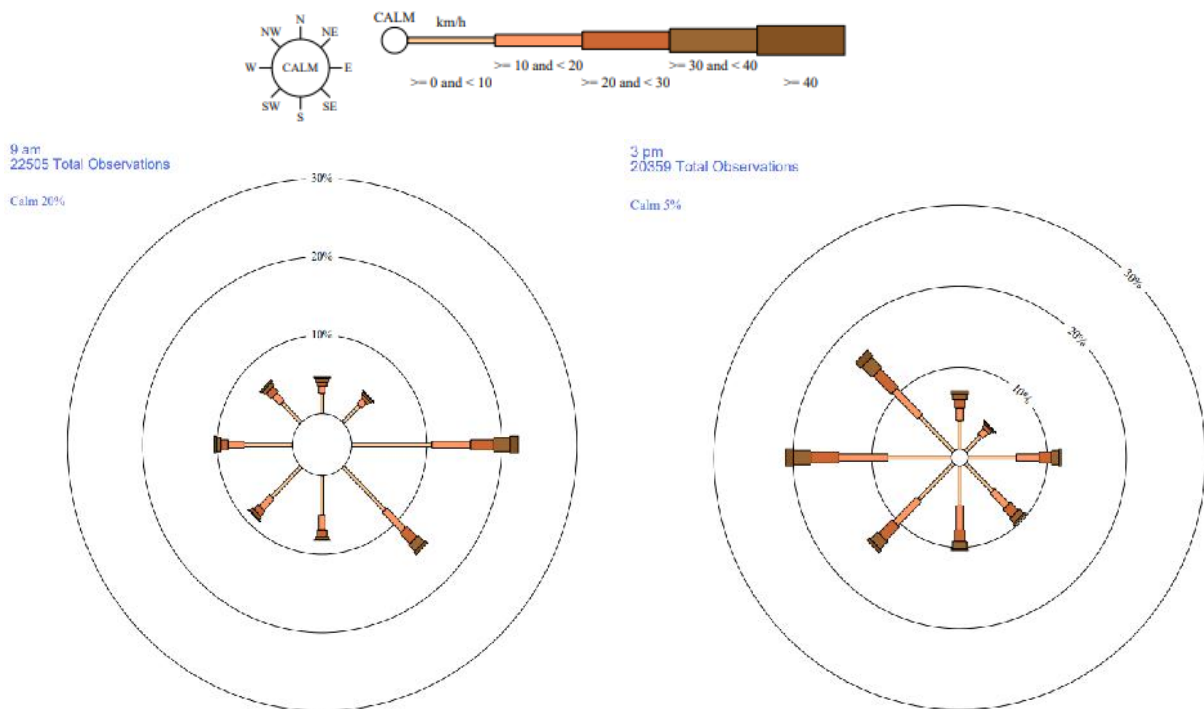
Custom times selected, refer to attached note for details

#### DONNYBROOK

Site No: 009534 • Opened Jan 1900 • Still Open • Latitude: -33.5719° • Longitude: 115.8247° • Elevation 63m

An asterisk (\*) indicates that calm is less than 0.5%.

Other important info about this analysis is available in the accompanying notes.



#### 3.1.1 Trends and projections

It is well documented that the South West of WA is experiencing and will continue to experience a changing climate due to anthropogenic greenhouse gas emission.

The Department of Primary Industries and Regional Development (DPIRD) (2018a) reports that between 1910 and 2013, average annual temperature increased by 1.1 degrees Celsius with similar increases in average daily maxima and minima, and generally warmer seasonal average temperatures. By 2030 the South West's mean annual temperature is projected to increase by 0.5–1.2°C under intermediate and high-emission scenarios, compared to current conditions (DPIRD, 2018b).

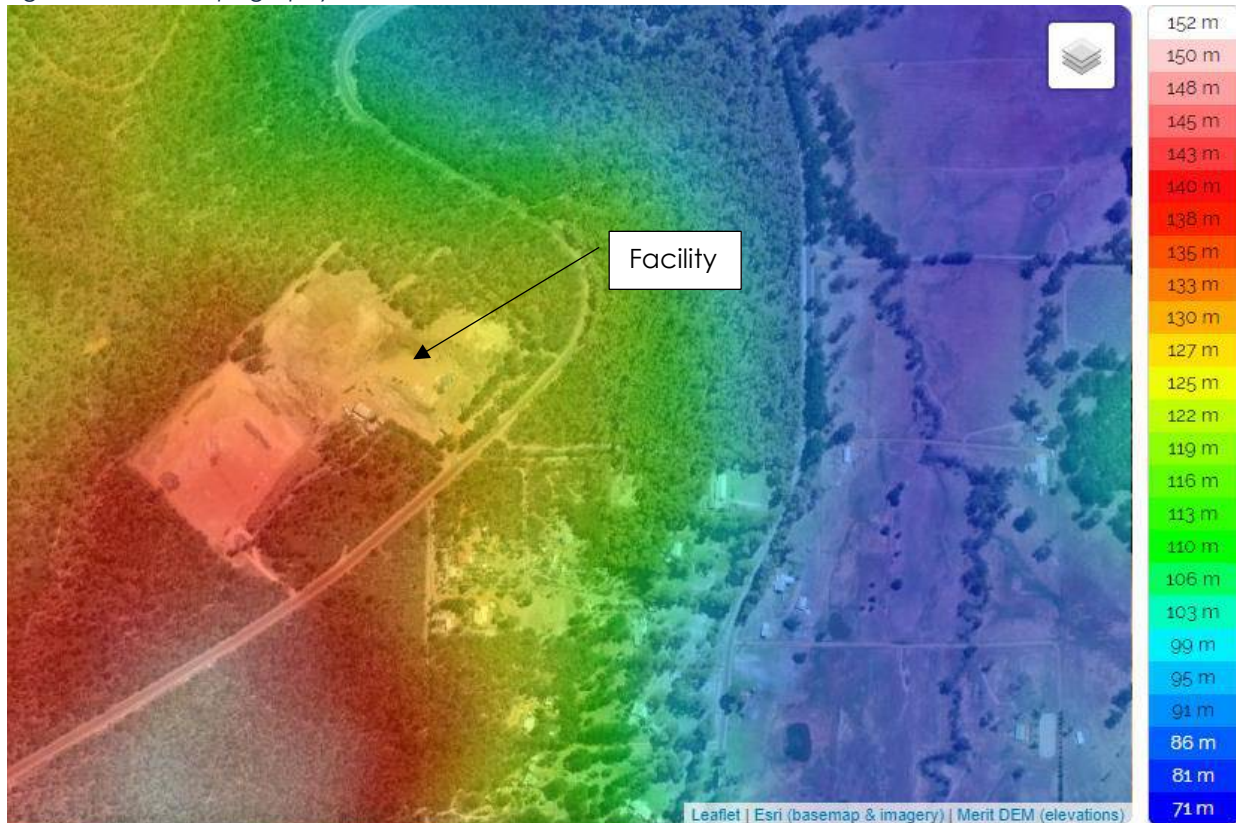
Along with increasing temperatures, rainfall has declined significantly in the South West with some parts experiencing a 20% reduction over the last 60 years (DPIRD, 2018a). It is projected that by 2030, mean rainfall will reduce by 5% in an intermediate-emission scenario compared to current conditions, and 6% in a high-emission scenario (DPIRD, 2018b).

Although the projected temperature increases and rainfall decreases are expected to result in reduced landfill leachate generation at the Facility, risk assessments and capping designs contained in this LCMP are based on currently available data and do not take into account the future projections.

### 3.2 LOCAL TOPOGRAPHY

The site slopes gradually to the north-east, from approximately 135m AHD along the southwestern edge to below 120m AHD in the eastern portion of the block. The topography continues to slope north-west offsite towards Noneycup Creek.

Figure 3.2 Local topography

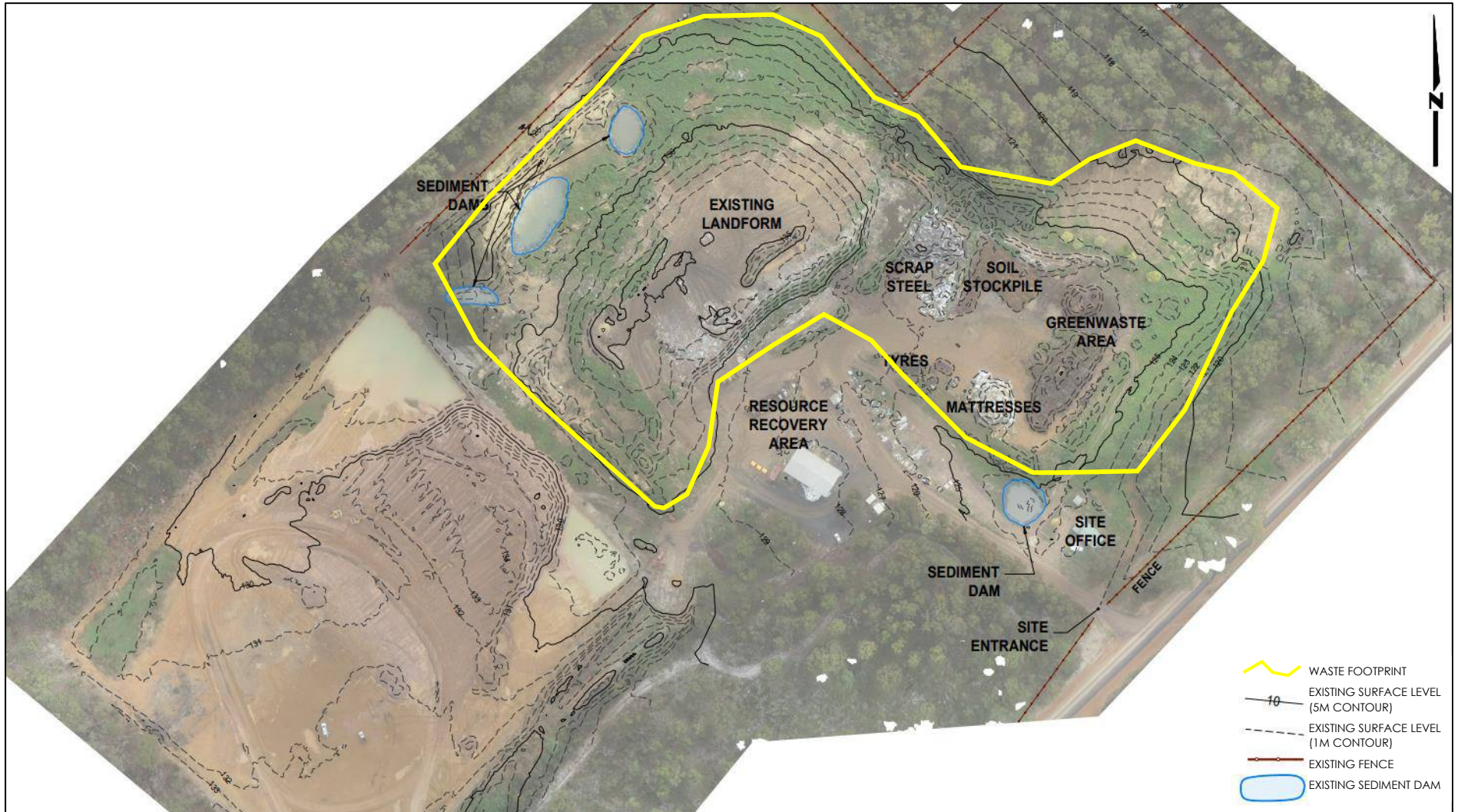


### 3.3 SITE TOPOGRAPHY

The existing landfill extent has a footprint generally indicated in **Figure 3.3** with a yellow line. There has been below and above ground waste disposal within this area for many years. The current landform is characterised as follows:

- For the north-western peak of waste the lowest and highest points are at 122m AHD and 135m AHD respectively. Batter slopes range from 5(H):1(V) to 10(H):1(V) on all sides.
- For the south-western waste area, the lowest and highest points are at 118m AHD and 128m AHD.
- There is a level portion in the middle of the waste mass that has been used to store and reprocess some materials.

Figure 3.3 Existing landfill layout and topographic contours (July 2021)



### 3.4 GEOLOGY

GHD, 2011 report that the geology of the Site likely comprises lateritic cap rock (approximately 1-2m thick) exposed across the unexcavated surface of the Site, underlain by weathered basement clays (possibly 25m thick) in turn underlain by less weathered basement rock (possibly sandstones and shales of the Donnybrook formation).

The site is situated on both laterite and Donnybrook sandstone soils described as:

- Laterite (Czl): Chiefly massive but includes overlying pisolithic gravel and minor laterized sand (Wilde and Walker, 1982).
- Donnybrook Sandstone (Kn): Feldspathic sandstone and grit, with minor ripple marked shale and conglomerate (Wilde and Walker, 1982).

### 3.5 HYDROGEOLOGY

The Donnybrook Water Reserve Drinking Water Source Protection Plan (DOW, 2009) describes the local hydrology as follows: *'Two main aquifer systems have been identified near Donnybrook, described as the Leederville Formation and the Lower Leederville Formation. These formations are separated by a 50 to 75m thick shale layer. The upper formation extends from the surface to depths of around 110m, the top of the lower aquifer being found at depths of around 180m (Water Authority 1995). Groundwater is abstracted for the town water supply from the Leederville Formation at depths ranging from 15 to 64m.'*

*Recharge to the Leederville Formation is primarily by direct infiltration from rainfall on the Blackwood Plateau where the formation outcrops. However, direct recharge also occurs in the Donnybrook townsite and surrounds. Groundwater flow in the Leederville Formation is towards the north-west and is strongly controlled by the Darling Fault, which acts as a hydraulic barrier along the eastern margin of the Bunbury Trough (Water Corporation 2006). Groundwater quality in the Leederville Formation is generally fresh to marginal and commonly has a high iron content. Within Donnybrook the Leederville Formation is considered unconfined, due to a thin cover of superficial sediments which allows direct recharge from rainfall. For this reason the Leederville aquifer is vulnerable to contamination from land uses in this area.'*

#### 3.5.1 Groundwater

A hydrogeological assessment of the Landfill was undertaken by GHD in 2010 but was limited by the lack of water in the existing groundwater monitoring bores. Based on groundwater levels reported in off-site bores, GHD inferred that a perched water table may exist above the clay soil and anticipated that groundwater lies in the basement rock at approximately 35-55m bgl and flows in a north-easterly direction with the topography across the area. GHD recommended the installation of new groundwater monitoring bores so a more detailed assessment of the area's hydrogeology could be undertaken.

Following GHD's recommendations, the Shire installed four new deep groundwater monitoring bores (depth to 60m bgl) at the Landfill in December 2011 and engaged Engtech Pty Ltd (Engtech) to undertake a comprehensive groundwater investigation in 2012 based on the data from the new bores. However, the groundwater monitoring of these bores yielded little information as most have been dry or contain insufficient water sampling volumes. Engtech found that the local geology of the specific site comprised of various clays down to 60m bgl with small amounts of groundwater present at 60m bgl and concluded that the groundwater from the site would flow generally in an easterly direction toward Noneycup Creek. The Noneycup Creek catchment area forms part of the Preston Water Catchment. Noneycup Creek discharges into the Preston River approximately 3.5km



north of the site. The Preston River runs southeast to northwest through the Donnybrook town-site, parallel to the South Western Highway.

A further hydrological assessment and bore installation was undertaken of the greater site in 2014 as part of a proposal to expand the landfill to the adjacent lot. Shallow groundwater bores were drilled to a depth of 7m to determine the presence of shallow/perched groundwater. The report demonstrated that there is little shallow groundwater present within the proposed landfill expansion area and it was concluded that there is a low potential for landfill generated leachate to migrate within shallow sediments to the nearby surface water system. (DWER, 2016)

### 3.5.2 *Surface water*

The town site of Donnybrook resides within the Preston Water Catchment. The Preston River runs parallel with South-Western Highway, intersecting Donnybrook horizontally. Noneycup Creek branches south off the Preston River with tributaries throughout Upper Capel. Noneycup Creek passes approximately 1km east of the site. Surface water from the site flows towards Noneycup Creek to Preston River. The Preston River joins the Ferguson River shortly before discharging into the Leschenault Estuary, approximately 26.5km north-west of the Site.

Additional surface water bodies in the area surrounding the site include Capel River North reservoir, approximately 4km south-east, and Charley Creek, approximately 5km east of the site (GHD, 2010).

## 4 LEGISLATIVE CONTEXT

### 4.1 LICENCE

The Facility is a prescribed site under the Environmental Protection Act 1986 and as such is managed in accordance with an operating licence issued by the Department of Water and Environment Regulation (DWER). As of February 2021, the Facility is governed by Licence Number 7084/1997/16 and the following EPL amendments:

- 4th February 2016 – Licence amendment to increase Category 64 production and design capacity and add Category 62 to the licence;
- 8th February 2019 - DWER initiated administrative amendment to Extend Licence Expiry (16 June 2019 to 30 June 2024).

Conditions from the current EPL and subsequent amendments that are relevant to this LCMP are detailed in **Section 4.1.1**.

#### 4.1.1 EPL conditions relating to closure and capping works

The following licence conditions (current as of October 2021) are relevant to closure and capping works at the Facility:

**Condition 1.2.1** - The Licensee shall manage stormwater on the site to ensure that:

- (a) it does not pond on the surface of the landfill;
- (b) it is diverted away from those portions of the premises which are or have been used for waste deposition; and
- (c) stormwater that is or has been in contact with waste is diverted into a sump on the site or otherwise retained on the site.

**Condition 1.3.4** – The Licensee shall manage the landfilling activities to ensure:

- (a) waste is levelled and compacted as soon as practicable after it is discharged; and
- (b) waste is placed and compacted to ensure all faces are stable and capable of retaining rehabilitation material; and
- (c) rehabilitation of a cell or phase takes place within 6 months after disposal in that cell or phase has been completed.

### 4.2 BEST PRACTICE GUIDELINES

This LCMP is prepared in line with a risk based approach and draws from the Closure Plan Risk Assessment (**Section 5**) and the *Best Practice Environmental Management (BPEM) Guidelines: Siting, design, operation and rehabilitation of landfills* (EPA Victoria, 2015).

According to the BPEM Guidelines, best practice rehabilitation of landfills should include consideration of site after use, settlement and final surface profile, and landfill cap. The required outcomes of best practice landfill rehabilitation are to:

- Consider after use options for the Site;
- Ensure that the seepage through the landfill cap is no more than 75% of the anticipated seepage rate through the landfill liner;
- Design and construct the best cap practicable to prevent pollution of groundwater and degradation of air quality through the escape of landfill gas;

- Design and construct the most robust cap to ensure that the system will continue to achieve the objective in the event of several components of the system failing; and
- Progressively rehabilitate the landfill.

This LCMP has been prepared to align with the rehabilitation requirements as stipulated with the Best Practice Landfill Guidelines from other jurisdictions in Australia, as WA does not have an guidelines for landfills.

## 5 CLOSURE PLAN RISK ASSESSMENT

A pre-closure risk assessment for the Facility has been undertaken using a Source-Pathway-Receptor analytical model that involves an assessment of the source of potential emissions, identification of potential pathways for migration and delineation of receptors that could be impacted.

For the purposes of the risk assessment, the key definitions are as follows:

- Source – The prime mover to cause significant contamination or harm to the environment;
- Pathway – The route by which potential contamination or harm can migrate;
- Receptor – The on-site and off-site location where the impact or harm is registered.

### 5.1 SOURCES OF ENVIRONMENTAL IMPACT

The sources of environmental impact during the operation of the Facility include:

- Fire
- Vermin
- Landfill gas (LFG) / odour
- Leachate
- Dust
- Litter
- Invasive flora species

### 5.2 RECEPTORS OF POTENTIAL ENVIRONMENTAL IMPACTS

The possible receptors of the impacts include:

- Surrounding land users – businesses and communities surrounding the Facility;
- Surrounding infrastructure – buildings, road corridors, powerlines, etc in close proximity to the Facility;
- Surface water – permanent or semi-permanent surface water which provides a habitat for flora and fauna;
- Groundwater – groundwater at the site that recharges the onsite wetland or from which a water supply may be extracted for industrial or potable purposes;
- Vegetation and flora – on-site and off-site vegetation and flora species (e.g. grass or shrubs);
- Fauna – species whose habitat is within the landfill site or the surrounding area.

### 5.3 PATHWAYS

The key pathways include:

- Airborne – through which lightweight materials such as dust, odour, and landfill gas travel;
- Surface transport – along which the sources of impact can travel (e.g. surface water runoff);
- Sub-surface flow – whereby the underlying soils, bedrock, aquifers, and infrastructure permit contaminants to pass to the soil and groundwater receptors below.

## 5.4 RISK MATRIX

Risk is defined as a coupled function of likelihood and consequence, based on the levels shown in the following sub-sections.

### 5.4.1 Likelihood

Likelihood is measured in terms of probability, defined on a scale of 1 to 5, based on the following classification:

1. Rare - The risk event may only occur in exceptional circumstances
2. Unlikely - The risk event will probably not occur in most circumstances
3. Possible - The risk event could occur at some time
4. Likely - The risk event will probably occur in most circumstances
5. Almost Certain - The risk event is expected to occur in most circumstances

### 5.4.2 Consequence

Consequence is categorised as shown in **Table 5.1**. ASK has applied a scale of A – E for ease of reporting.

Table 5.1 Consequence categories and impact definitions

|              | Environment  | Public health and amenity   |
|--------------|--|---|
| Slight (A)   | <ul style="list-style-type: none"> <li>• On-site impact: minimal</li> <li>• Specific Consequence Criteria (for environment) met</li> </ul>   | <ul style="list-style-type: none"> <li>• Local scale: minimal impacts to amenity</li> <li>• Specific Consequence Criteria (for public health) criteria met</li> </ul>   |
| Minor (B)    | <ul style="list-style-type: none"> <li>• On-site impacts: low level</li> <li>• Off-site impacts local scale: minimal</li> <li>• Off-site impacts wider scale: not detectable</li> <li>• Specific Consequence Criteria (for environment) likely to be met</li> </ul>  | <ul style="list-style-type: none"> <li>• Specific Consequence Criteria (for public health) are likely to be met</li> <li>• Local scale impacts: low level impact to amenity</li> </ul>  |
| Moderate (C) | <ul style="list-style-type: none"> <li>• On-site impacts: mid-level</li> <li>• Off-site impacts local scale: low level</li> <li>• Off-site impacts wider scale: minimal</li> <li>• Specific Consequence Criteria (for environment) are at risk of not being met</li> </ul>   | <ul style="list-style-type: none"> <li>• Adverse health effects: low level or occasional medical treatment</li> <li>• Specific Consequence Criteria (for public health) are at risk of not being met</li> <li>• Local scale impacts: mid-level impact to amenity</li> </ul>                   |
| Major (D)    | <ul style="list-style-type: none"> <li>• On-site impacts: high level</li> <li>• Off-site impacts local scale: mid-level</li> <li>• Off-site impacts wider scale: low level</li> <li>• Short term impact to an area of high conservation value or special significance</li> <li>• Specific Consequence Criteria (for environment) are exceeded</li> </ul>   | <ul style="list-style-type: none"> <li>• Adverse health effects: mid-level or frequent medical treatment</li> <li>• Specific Consequence Criteria (for public health) are exceeded</li> <li>• Local scale impacts: high level impact to amenity</li> </ul>                                    |
| Severe (E)   | <ul style="list-style-type: none"> <li>• On-site impacts: catastrophic</li> <li>• Off-site impacts local scale: high level or above</li> <li>• Off-site impacts wider scale: mid-level or above</li> <li>• Mid to long term or permanent impact to an area of high conservation value or special significance</li> <li>• Specific Consequence Criteria (for environment) are significantly exceeded</li> </ul> | <ul style="list-style-type: none"> <li>• Loss of life</li> <li>• Adverse health effects: high level or ongoing medical treatment</li> <li>• Specific Consequence Criteria (for public health) are significantly exceeded</li> <li>• Local scale impacts: permanent loss of amenity</li> </ul> |





### 5.4.3 Risk rating

Risk is assessed on the combination of likelihood and consequence levels by a qualitative risk calculator, with the classification system shown in **Table 5.2**.

Table 5.2 Risk calculator

| Likelihood           | Consequence |       |          |       |        |
|----------------------|-------------|-------|----------|-------|--------|
|                      | Slight      | Minor | Moderate | Major | Severe |
|                      | A           | B     | C        | D     | E      |
| Almost certainly (5) | 5A          | 5B    | 5C       | 5D    | 5E     |
| Likely (4)           | 4A          | 4B    | 4C       | 4D    | 4E     |
| Possible (3)         | 3A          | 3B    | 3C       | 3D    | 3E     |
| Unlikely (2)         | 2A          | 2B    | 2C       | 2D    | 2E     |
| Rare (1)             | 1A          | 1B    | 1C       | 1D    | 1E     |

The risk rating is given a rating out of four possible levels, with appropriate actions associated with each as follows:

|  |              |  |
|--|--------------|--|
|   | Low risk     | Rectify hazard as appropriate          |
|   | Medium risk  | Plan and schedule appropriate controls |
|   | High risk    | Implement high level controls          |
|  | Extreme risk | Conduct full analysis                  |

### 5.4.4 Risk profile

**Table 5.3** shows the risk profile for the operational phase of the Facility, including the identified source, pathway, receptor (S-P-R) linkage.

Table 5.3 Pre-closure risk profile for the Facility

| Source            | Receptor              | Pathway    | Pathway description                                       | Risk description  | Likelihood | Conseq | Risk        | Justification  |
|-------------------|-----------------------|------------|---|---|------------|--------|-------------|--|
| Landfill Leachate | Community - residents | Subsurface | Leachate migration via groundwater & extraction via bores | Leachate contaminates the aquifer and is extracted for potable use through groundwater bores. | Unlikely   | Major  | Medium (2D) | <p>Two groundwater monitoring bores installed to a depth of 7m at the new landfill area indicated an absence of shallow groundwater. Bore logs from the drilling also indicated that the final 5m of the 7m strata consisted of clay soils.</p> <p>Field testing for hydraulic properties of the clays found at the landfill site following the surface gravel extraction indicate that these materials have a low hydraulic conductivity (<math>1.0 \times 10^{-6}</math> m/s to <math>1.4 \times 10^{-7}</math> m/s).</p> <p>No groundwater contamination by landfill leachate has been previously detected in monitoring of the quality of the raw water (i.e., before treatment for water supply from the Donnybrook production bores) suggesting that the existing landfill cell is wholly underlain by a granite weathered profile and that there is no hydraulic connection between this site and sediments of the Leederville aquifer. This is also supported by groundwater monitoring at the site that indicates that the direction of groundwater flow within clayey regolith beneath the current landfill site is to the south-east, away from production bores in Donnybrook. (DWER, 2016)</p> <p>The Shire operates a FOGO collection system whereby putrescible wastes are sent for composting and paper and cardboard for recycling instead of burial at the landfill. Only residual wastes such as plastics and inert materials are received for burial. Therefore, the likelihood of pollution occurring has been decreased by reducing the strength of the leachate produced at the landfill.</p> |

| Source | Receptor   | Pathway    | Pathway description  | Risk description   | Likelihood | Conseq | Risk        | Justification   |
|--------|--|------------|--|--|------------|--------|-------------|---|
|        | Offsite Ecological Receptors – Surface water bodies  | Subsurface | With the presence of deep clays under the Premises preventing infiltration of the leachate, the leachate may accumulate and move in a lateral direction towards the Noneycup Creek | Leachate contaminates the aquifer and has adverse impacts to these receptors & associated ecosystems | Unlikely   | Major  | Medium (2D) | Likelihood low due to hydrogeological aspects as noted above.<br>The consequence is increased due to the Department of Water (2009) indicating the Noneycup Creek is considered to recharge the Leederville Formation which is used to supply water to the Town of Donnybrook.  |
|        | Offsite Ecological Receptors – Surface water bodies. | Surface    | Leachate migration via surface water runoff.   | Contaminated surface water run-off impacting the ecological receptors.                               | Unlikely   | Minor  | Medium (2B) | The distance to the nearest surface water is 1000m to the east of the site. It is highly unlikely that given this distance surface water run-off from waste storage areas and cells may be emitted following periods of sustained and heavy rainfall. Contaminant concentrations are expected to be below the limit of detection or extremely low due to the significant dilution that would occur if rainfall was sufficient to carry leachate to these receptors. |
|        | Onsite Ecological Receptors – Bushland flora/fauna   | Surface    | Leachate migration via surface water runoff.   | Contaminated surface water run-off impacting the ecological receptors.                               | Possible   | Minor  | Medium (3B) | It is possible that surface water run-off from the site may cause minor impacts to these receptors and associated ecosystems located in close proximity to the site.  |



| Source                                      | Receptor               | Pathway | Pathway description  | Risk description   | Likelihood | Conseq | Risk        | Justification  |
|---|------------------------|---------|--|--|------------|--------|-------------|--|
| Landfill gas – explosive & asphyxiant gases | Site users and workers | Air     | Landfill gas migration via direct venting into the atmosphere. | Asphyxiation & explosion caused by the landfill gas.                           | Rare       | Major  | Medium (1D) | Any landfill gas generated will be rapidly dispersed and oxidised.   |
| Landfill gas – odour                        | Site users and workers | Air     | Landfill gas migration via direct venting into the atmosphere. | Nuisance caused by the odour. Odour can be detected near the landfill surface. | Likely     | Minor  | Medium (4B) | It is likely that odour will be detected near the landfill surface and in close proximity to exposed waste.  |
| Landfill gas – odour                        | Community-residents    | Air     | Landfill gas migration via direct venting into the atmosphere. | Nuisance caused by the odour. Odour can be detected near the landfill surface. | Possible   | Minor  | Medium (3B) | The closest residential site is located approx. 150m south-east of site on Goodwood Road.<br>There are minimal exposed faces on the landfill and use of daily cover material minimising the potential impacts on sensitive receptors.<br>The Shire operates a FOGO collection system whereby putrescible wastes are sent for composting and paper and cardboard for recycling instead of burial at the landfill. Only residual wastes such as plastics and inert materials are received for burial. Therefore, the potential for nuisance impacts from odour is significantly reduced. |

| Source         | Receptor               | Pathway | Pathway description  | Risk description   | Likelihood | Conseq   | Risk        | Justification   |
|----------------|------------------------|---------|--|--|------------|----------|-------------|---|
| Landfill Fires | Site users and workers | Air     | Burning waste emitting smoke containing toxic compounds              | Bushfires causing a landfill fire.<br>The combustion of waste materials can result in dangerous toxic emissions that includes dioxins, sulphur dioxide, lead, and mercury.<br>These emissions can cause immediate and long-term harm to the nervous system, lungs, liver and kidneys and result in reproductive and developmental disorders. | Possible   | Moderate | Medium (3C) | Site workers can be potentially exposed to fires as part of the day-to-day operations or while attempting to extinguish minor fires.                  |
|                | Community - residents  |         |  |  | Possible   | Moderate | Medium (3C) | It is possible that toxic smoke emissions will impact on surrounding sensitive receptors given the close location of the nearest sensitive receptors. |
| Dust           | Community - residents  | Air     | Dust from site works, access roads and earthworks becoming airborne. | Nuisance caused by the dust and health impacts from particulate matter.  | Unlikely   | Minor    | Medium (2B) | It is unlikely that dust emissions will impact on surrounding sensitive receptors on Goodwood Road due to the prevailing wind directions.             |

| Source                            | Receptor  | Pathway  | Pathway description   | Risk description   | Likelihood | Conseq   | Risk        | Justification   |
|-----------------------------------|---|--|---|--|------------|----------|-------------|---|
| Pests, Vermin and disease vectors | Offsite Ecological Receptors – Bushland flora & fauna | Surface & Air                                  | Exposed waste may be used as a food source by vermin and introduced fauna species such as rodents, dogs, and cats and could result in elevated population levels. | Populations of vermin and introduced fauna species can impact negatively on the surrounding natural fauna and flora. | Possible   | Moderate | Medium (3C) | It is possible that exposed waste will attract vermin and fauna species causing increased populations in the vicinity of the landfill.                      |
|                                   | Community – residents                                 | Surface & Air                                  | Exposed waste and ponded water can facilitate the breeding of disease vectors that are capable of impacting the community.  | Flies, mosquitoes and rats can spread disease to humans and negatively impact the community amenity.                 | Unlikely   | Moderate | Medium (2C) | Water can pond on-site during the winter and periods of high rainfall.  |
| Invasive flora species            | Offsite Ecological Receptors – Bushland flora & fauna | Air, surface water runoff, and animal movement | Invasive weed species from seeds in waste received spread to the surrounding environment  | Invasive flora species impacting of the ecological value of the surrounding area.                                    | Possible   | Moderate | Medium (3C) | Invasive flora species can spread to the surrounding environment  |
| Litter                            | Community – residents                                 | Air  | Litter blown in the wind.   | Mainly visual impact.  | Rare       | Slight   | Low (1A)    | It is unlikely that windblown litter will impact on residents on Goodwood Road due to the site fencing, boundary vegetation and prevailing wind directions. |
|                                   | Offsite Ecological Receptors – Bushland flora & fauna |  |   | Visual impact. Can cause negative impacts on local wildlife  | Possible   | Minor    | Medium (4B) | It is likely that some windblown litter will enter the surrounding bushland, but the impacts are mainly visual (i.e., minor).                               |

## 6 REHABILITATION DESIGN

The previous closure management plan, and the engineering design for the closure measures detailed within it, are based on the BPEM Guidelines (EPA Victoria, 2014). In line with the BPEM guidance, the objective of rehabilitation is to ensure that landfills are rehabilitated to minimise the seepage of water into the landfill and maximise the collection and oxidation of landfill gas from the landfill.

The rehabilitation measures detailed within this section meet the required outcomes of BPEM including:

- That the seepage through the landfill cap is no more than 75 per cent of the anticipated seepage rate through a basal liner that meets best-practice requirements.
- Design and construction of the best cap practicable to prevent pollution of groundwater and degradation of air quality.
- Design and construction of the most robust cap to ensure that the system will continue to protect the environment in the event of several components of the system failing.
- Development of a post closure management plan to ensure that the site no longer poses a risk to the environment for at least 30 years after the site stopped receiving waste.
- Progressive rehabilitation of the landfill.

Progressive rehabilitation of a landfill involves the closure and rehabilitation of each cell once filling has been completed during the operating life of the landfill. These works are effectively a staged closure of the landfill that occurs while the operational site is being filled. Landfill cell rehabilitation works include:

- Capping and revegetation in accordance with regulatory requirements;
- Where required, installation and ongoing maintenance and replacement of gas and leachate collection infrastructure; and
- Decommissioning of infrastructure no longer required.

Environmental and management benefits of progressive rehabilitation, specific to the DWMF include:

- Minimising the generation of leachate, offensive odours and methane emissions;
- Facilitating materials budgeting through the staged use of capping materials over the life of the landfill;
- Achieving cost recovery during the operational life of the landfill;
- Completing rehab works while waste management personnel and plant are still based on-site;
- Refining the capping design and construction methods based on experience and cap performance; and
- Meeting financial assurance requirements.

Implementation of the progressive rehabilitation at a landfill should be consistent with the landfill closure plan. The Shire should, where operationally practicable, sequence operations to complete the filling of each cell in turn, rather than leaving one or more partly filled cells inactive and not fully rehabilitated.

The above ground cells should be marked on-site to provide a defined cell for waste placement and to provide the site operators with a guide to the waste depth and final heights required. As

each phase at the site gradually achieves the final profile, each phase can be capped and rehabilitated.

### 6.1 CURRENT LANDFILL PROFILE

The existing landfill extent has a footprint generally indicated in **Figure 3.3** with a yellow line. There has been below and above ground waste disposal within this area for many years. The current landform is characterised as follows:

- For the north-western peak of waste the lowest and highest points are at 122m AHD and 135m AHD respectively. Batter slopes range from 5(H):1(V) to 10(H):1(V) on all sides.
- For the south-western waste area, the lowest and highest points are at 118m AHD and 128m AHD.
- There is a level portion in the middle of the waste mass that has been used to store and reprocess some materials.

### 6.2 PROPOSED FINAL PROFILE OF EXISTING WASTE MASS

To increase the remaining operational life of the landfill a new final landform has been developed and reflected in this 2021 LCMP. This final landform incorporates:

- Moving the current material storage and resource recovery area (greenwaste, metals, concrete, mattresses etc) to the adjacent site to allow landfilling to occur in this area.
- Moving the current gatehouse, domestic drop-off area to the adjacent site to allow landfilling to occur in this area.
- Expanding the landfill footprint to within 35m of the DWER defined prescribed premises boundary on the north-western batter.

This landfill expansion will also require the staged development and introduction of a transfer station on the adjacent site to receive the relocated waste streams. Waste received will be transported from the site to the existing landfill until the landfill airspace is exhausted. At this point waste will be hauled offsite to another disposal facility.

The final landform (top of cap) includes the following:

- The final cap gradients at 1(v):5(h).
- The landfill peak has an approximate RL of 139m sloping south-east to RL of 118m. The peak forms a dome shaped area to ensure precipitation runoff.
- Development of a perimeter drainage system along the toe of the landfill to collect stormwater.
- Diversion of stormwater away from the waste cell into a sediment dam to capture any water borne litter and soils (eroded during high intensity rainfall events), prior to controlled discharge off-site.
- Incorporation of measures into the capping system to direct surface water from the landfill cap to the stormwater drains such as contour drains and drainage chutes.

The proposed final design is shown in **Figure 6.1**, **Figure 6.2** and sections are provided in **Figure 6.3**. The plans are provided in A3 format in **Appendix B**.

Figure 6.1 Proposed final landform (top of waste)

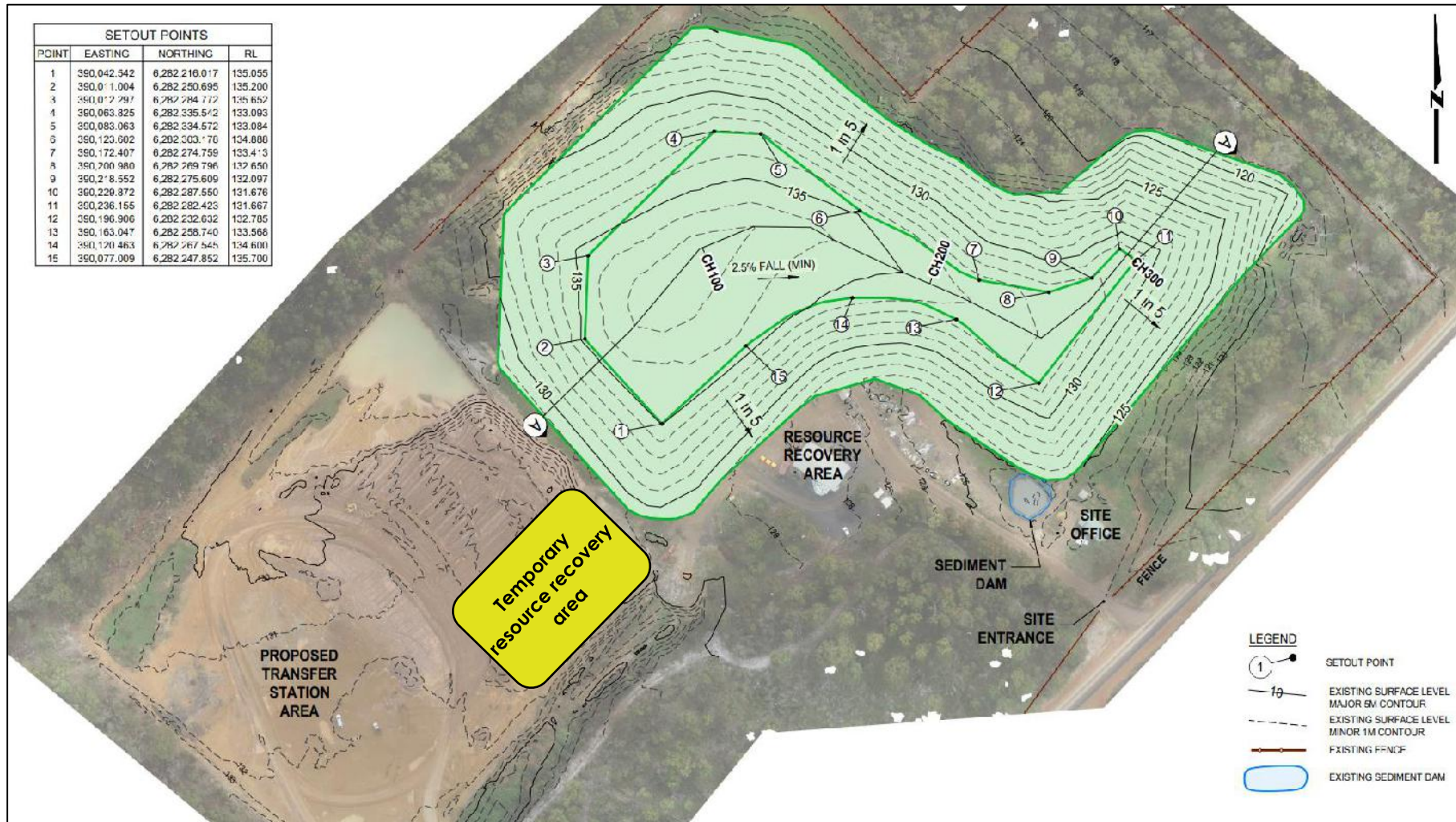


Figure 6.2 Proposed final landform (top of cap)

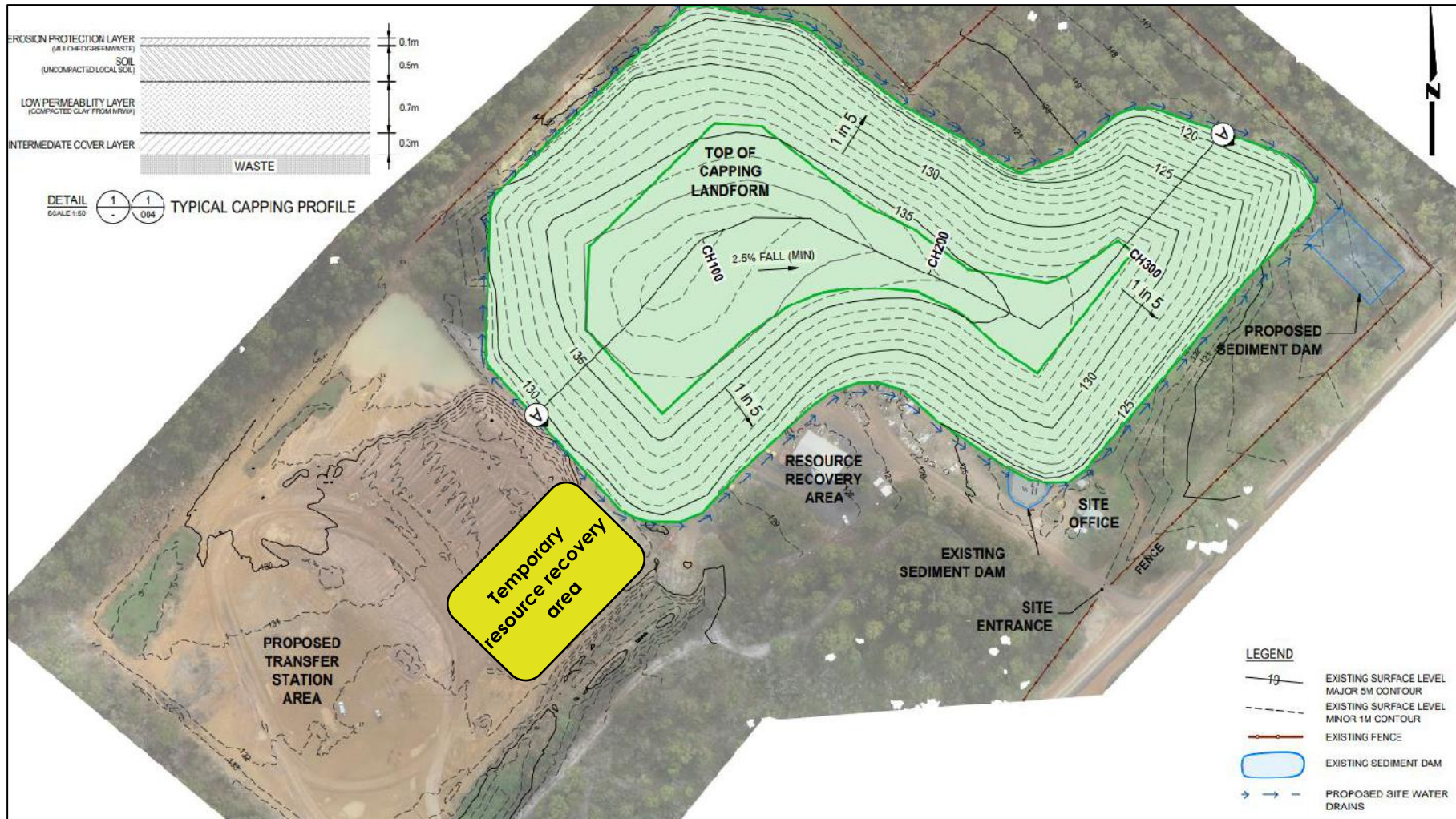
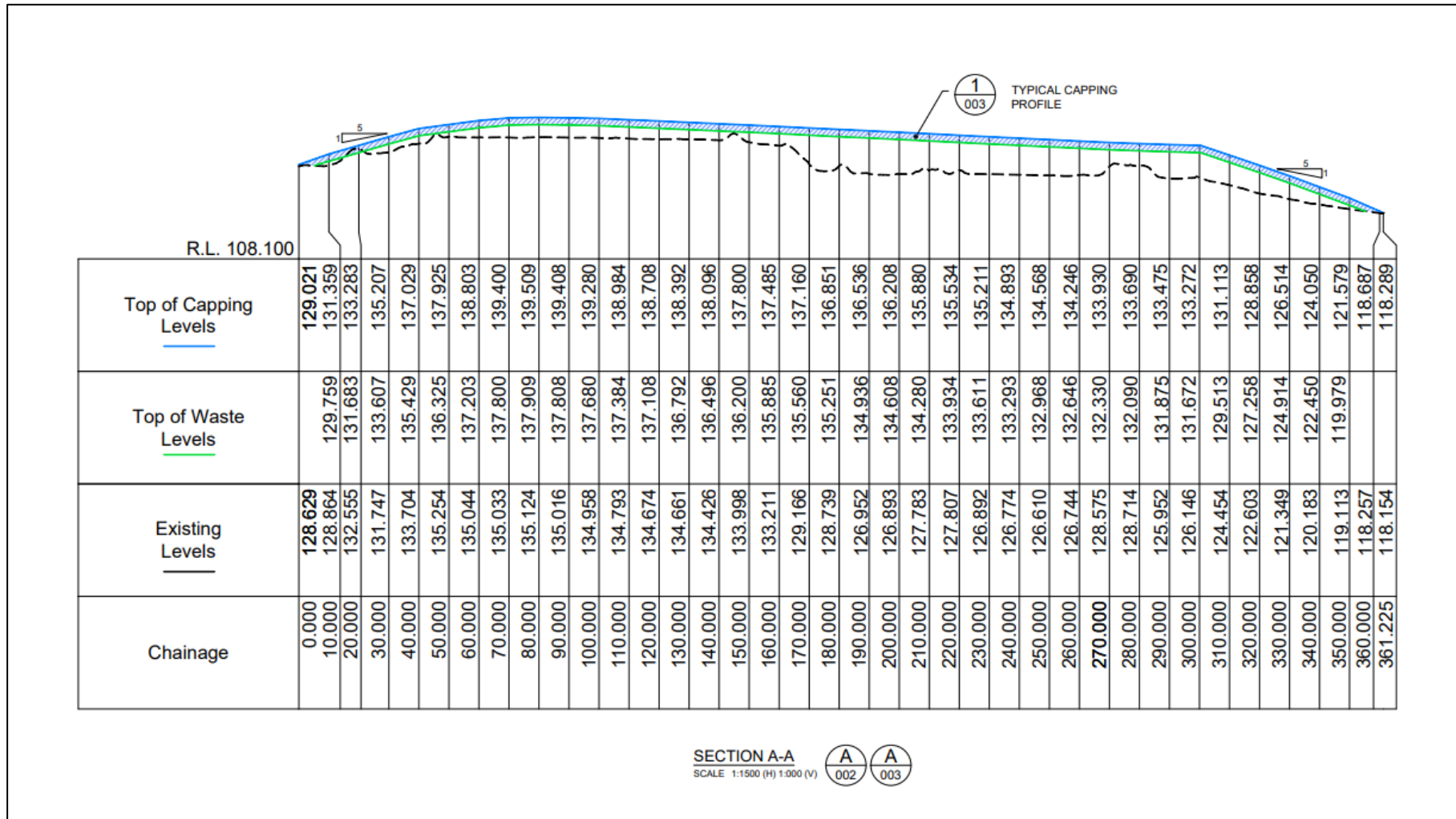


Figure 6.3 Sections of proposed final landform



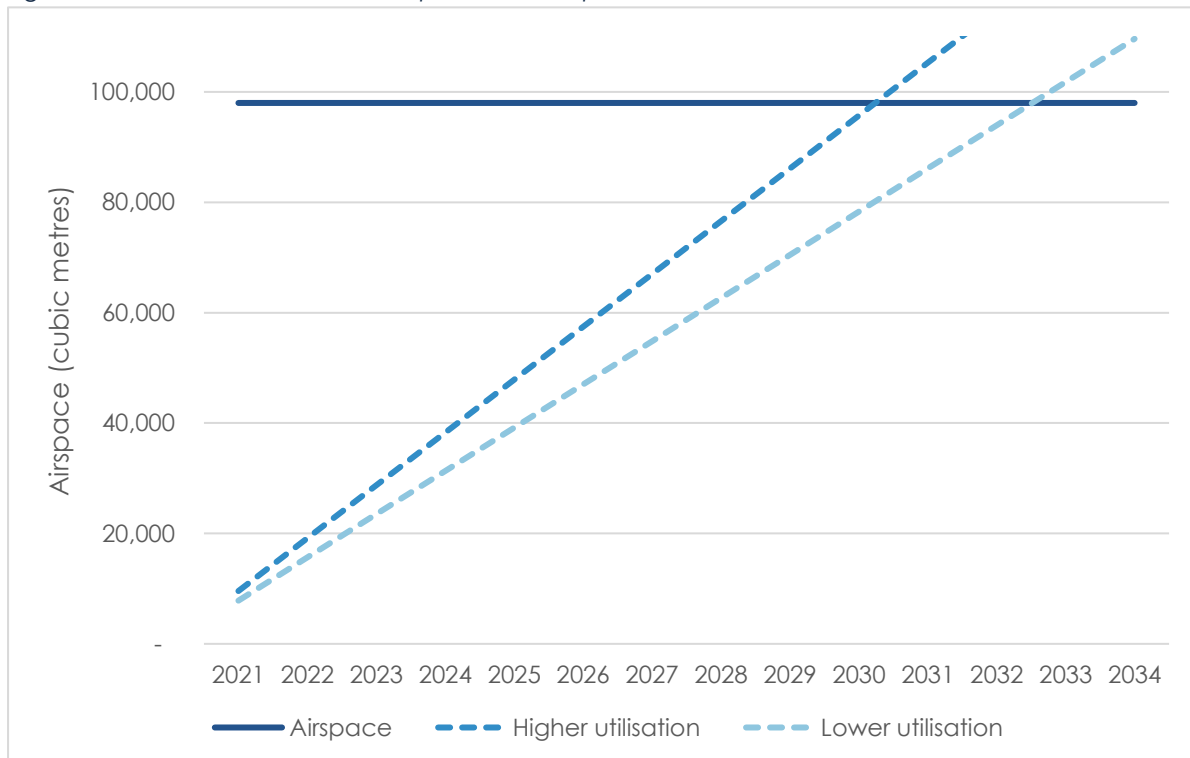


### 6.3 ESTIMATE OF REMAINING LIFE OF LANDFILL

The Facility is forecast to be utilising approximately 6200m<sup>3</sup> of airspace per annum (based on the July 2021 annual survey) to landfill approximately 3000 tonnes of waste (including cover material). Given this, the average compaction rate achieved during this period was 484kg/m<sup>3</sup>. These values were used in the operational life projection calculations.

Based on the proposed final landform, approximately 98,955m<sup>3</sup> of airspace is available. This results in a projected operational life of 10 – 12 years (as of August 2021) resulting in final closure of the landfill between 2031 – 2033. The estimated cumulative consumption of airspace over the remaining operational life of landfill is shown in **Figure 6.2** below.

Figure 6.2 Estimated cumulative airspace consumption



### 6.4 PHASING OF THE CAPPING WORKS

The appropriate establishment of waste disposal cells, waste placement, compaction and covering of waste in line with best practice standards is important as it:

1. Establishes waste disposal cells in a logical order to ensure progressive capping and rehabilitation is promptly achieved; thus minimising environmental impacts from uncapped active areas of the landfill.
2. Maximises landfill airspace use and increases the lifespan of the landfill.
3. Minimises soil covering costs and allows for the use of any cover and capping materials that become available during the operational life of the landfill.

Phased capping will reduce contaminated stormwater and leachate generation, spread rehabilitation and closure costs, and allow for initial settlement to take place before final capping is placed. It will also improve the site aesthetics once suitably vegetated. Vegetation of the side slopes will also mitigate sedimentation of the storm water infrastructure.

Whilst minimal shaping of surface contours may be required on some batters, there are no significant remedial works required to achieve adherence to the proposed final landform. Almost all batters require additional fill to meet the requirements.

Intermediate cover (300mm of soil) should be applied to any areas that will not receive waste for 90 days or longer. The phased filling of the site is shown in **Figure 6.4**.

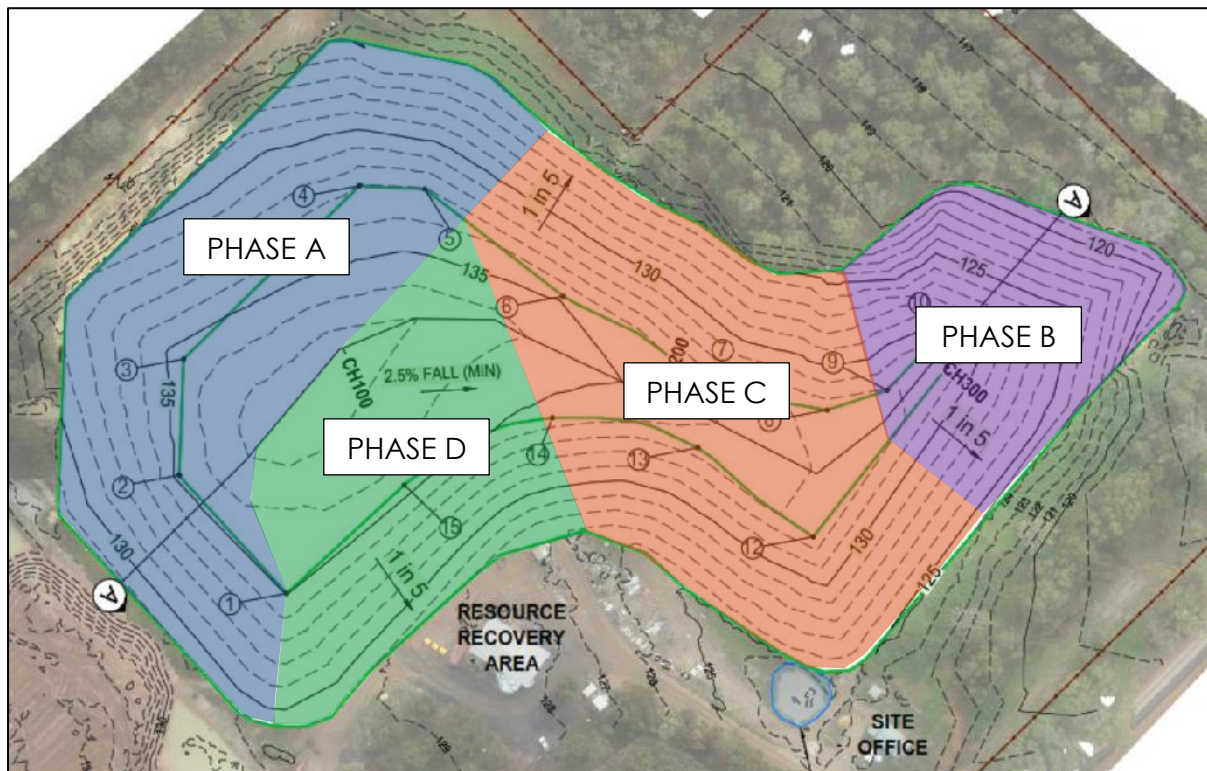
Phase A is the north western portion of the site, this should be completed first as the landform is close to final levels and this area includes the current active disposal area. Once completed and capped this area will shed any rainfall over to the northeast of the site and it will provide a visual screen to the southwest of the waste, thus as viewed from the proposed transfer station.

Phase B should be filled after Phase A is completed, then the site should be filled towards the west, through Phase C and finishing in Phase D. Capping should be completed progressively as the final landform is achieved.

Phase B and Phase C had intermediate cover in place (approx. 300mm) or a hardstand surface (the resource recovery area). The intermediate cover will be stripped back at the filling continues in these areas. The phased filling of the site, with progressive capping will minimise the active disposal area of site, thus minimising infiltration across the Facility.

The temporary resource recovery area in the southwestern corner of the adjacent Lot needs to be established before Phase B is started, and the new transfer station (with recycling drop-off area and reuse shop) must be constructed and commissioned before Phase D is started.

Figure 6.4 Phases of filling for the final landform



## 7 CAPPING SYSTEM DESIGN

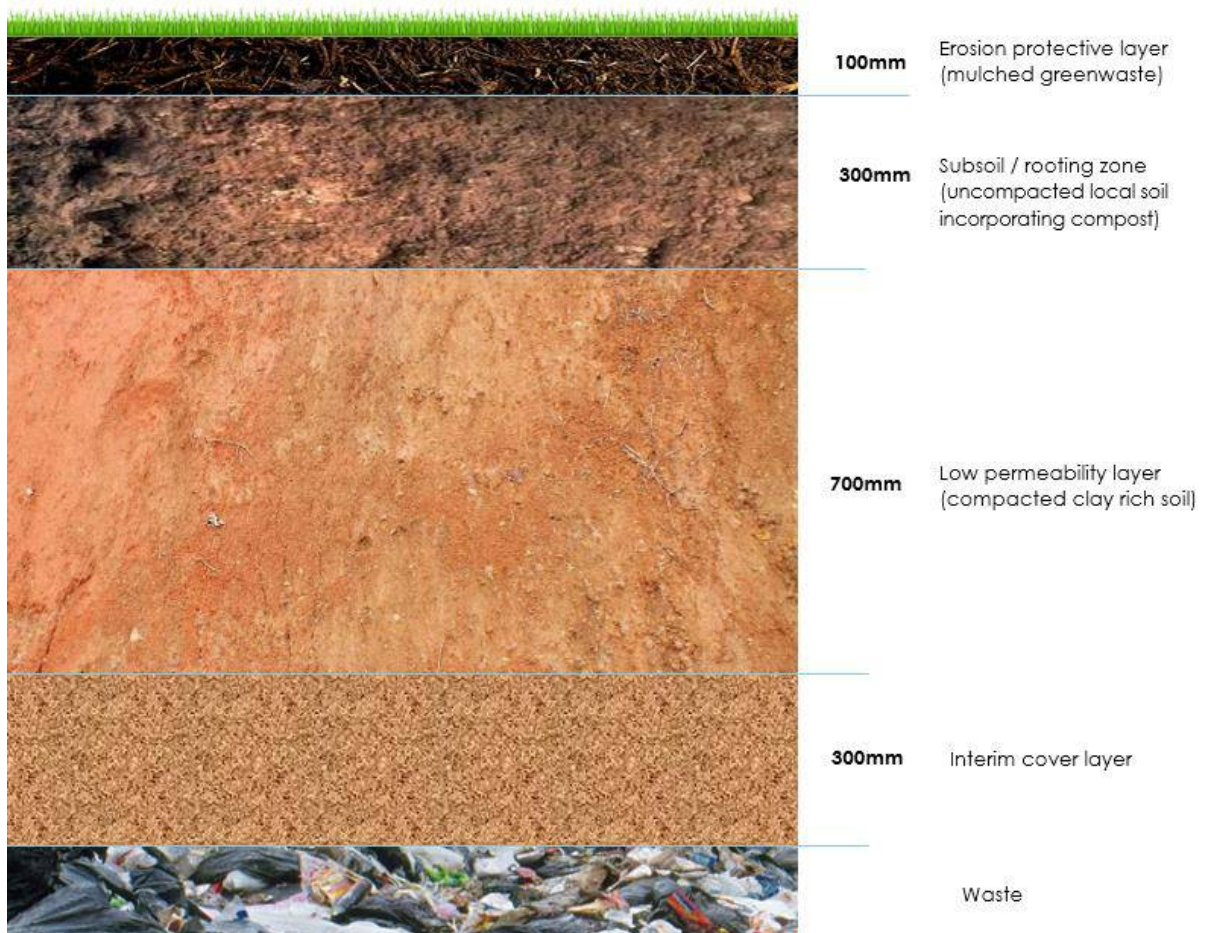
The landfill cap forms a major component of the closure of the Facility. The design objectives for the final landform and cap are as follows:

- Minimise infiltration of water into the waste, ensuring that the infiltration rate does not exceed the seepage rate through base of the landfill.
- Provide a long-term stable barrier between waste and the environment.
- Improve the visual amenity of the site.
- Provide a physical barrier to the waste body, minimising the risk to the EDL facility.
- Manage surface water flows to minimise the potential for leachate generation and surface ponding.

### 7.1 CAP DESIGN DETAIL

The Donnybrook WMF is unlined, therefore the base of the cells / trenches are constructed from naturally occurring subsoils that are largely comprised of low permeability clays. The risk assessment completed in **Section 5** has been used to determine an appropriate capping design, as shown in **Figure 2.1**. The design reflects the risk presented by the Facility and BPEM guidelines and local factors.

Figure 7.1 Proposed cap design



This design incorporates a 200mm increase in the depth of the low permeability layer as compared to the 2021 LCMP cap design previously approved by DWER. This will improve the environmental outcomes for the site.

As such the new cap would comprise of the following layers.

1. **Erosion protection layer.** Due to the moderate to high rainfall in the region, a 100mm layer of coarse mulch will be required to minimise the risk of cap erosion until vegetation has become established. The mulch can be produced from greenwaste received at the facility. However, to avoid the introduction of weed seeds, the mulch must be adequately pasteurised (composted), or a weed spraying program should be implemented.

Research has shown that the use of a layer of greenwaste over bare soil at landfill sites can reduced runoff by 50% and total suspended sediments (TSS) by 98% (Brodie, 2009).

2. **Soil / vegetation rooting zone.** This 300mm layer of soil will provide the rooting zone for the cap's vegetation. It can be produced with uncompacted local soils and composted greenwaste can be applied and incorporated within this layer to improve the soil's ability to support the vegetation planted on the cap.
3. **Low permeability layer.** A 700mm low permeability layer has been provided. The clay will be spread and compacted in thin layers to specification with an appropriate construction quality assurance process.

The combination of surface run-off from the contoured capping layer, evapotranspiration from the vegetation, evaporation from the mulch and soil layers, together with the compacted layer of clay are expected to provide the 'less than 75% seepage rate' required for best practice.

4. **Interim cover layer.** An interim cover layer of 300mm should be spread over the last layer of waste and appropriately compacted to ensure a stable, uniform layer with no exposed waste that the capping can be constructed over. Therefore, any suitable soil material for the soil / rooting layer that is received at the site during its remaining operational life should be stockpiled in preparation for rehabilitation works.

## 7.2 VEGETATION

The landfill will be rehabilitated to natural vegetation after its closure; therefore, the plantings should be of species found in the surrounding natural vegetation.

Advice should be sought regarding suitable species that are indigenous to the area and local provenance. To avoid inappropriate planting, ensure the species are adoptable to the local climate; and enhance the local habitat.

Shallower rooting species should be used, as any roots penetrating the low permeability layer into the waste body may provide a conduit for water to flow through the cap. In addition, as the waste is likely to be producing small quantities of methane (which is a toxic gas to flora) for a number of years after capping, any roots penetrating the cap would be exposed to methane and possibly result in the death of the plant.

Appropriate species that could be planted over the site, considering the climate of the southwest region of WA are listed in **Table 7.1**.

Table 7.1 Species that could be used for the revegetation of the capped landfill

| Species/Common Name                             | Height   | Soil Type                      | Characteristics   |
|---|----------|--------------------------------|---|
| ACACIA<br>GLAUOPTERA<br>Flat Wattle             | 1m       | Clay, gravel                   | Small shrub with unique wing like foliage, red tips Flowers yellow balls emerging from central stems Aug-Dec., drought tolerant   |
| ACACIA MYRTIFOLIA<br>Myrtle Wattle              | 2.5m     | Loamy clay, gravel, sand       | Bushy shrub<br>Flowers creamy yellow May-Jan. Hardy, planted roadside/tolerates coastal   |
| ACACIA UROPHYLLA<br>Tall Leaved Wattle          | 2.5m     | Sandy loam, gravel             | Erect slender open shrub<br>Flowers yellow May-Oct.<br>Found along creeks and rivers, damp places.  |
| ATRIPLEX<br>NUMMULARIA Old<br>Man Salt Bush     | 3m       | Most soils                     | Large woody shrub<br>Silver grey circular leaves often used as fodder Tolerates clay/saline soils, small white flowers all year Great for shelter or hedge, low rainfall inland areas |
| BANKSIA NIVEA<br>Couch Honey Pot                | 0.5m     | Sand, loam, clay, gravel       | Small dense, erect shrub, attractive fern like foliage<br>Flowers gold May-Sep.<br>Hardy if soil is cool and well drained. Attracts birds.  |
| EUCALYPTUS<br>PREISSIANA<br>Bell Fruited Mallee | 2-3m     | Sand, gravel, clay             | Ornamental flowering shrub.<br>Large yellow flowers Aug-Nov. bell shaped nuts<br>Well drained soils, suits small gardens  |
| EUCALYPTUS<br>PYRIFORMIS<br>Pear Fruited Mallee | 1.5-5m   | Sand, clay                     | Ornamental mallee, smooth bark, pendulous buds, pear shaped fruit, fast growing, drought hardy Flowers red/white-cream-yellow May-Oct   |
| HAKEA<br>AMPLEXICAULIS<br>Prickly Hakea         | 1-3m     | Clay, loam, gravel             | Erect slender shrub, smooth grey bark. Flowers white cream pink Aug-Oct. Strong sweet scent, drought /frost hardy Wildlife habitat  |
| HAKEA PROSTRATA<br>Harsh Hakea                  | 3m       | Most soils                     | Erect to spreading shrub, prickly leaves. Masses white cream scented flowers. Aug-Nov. wildlife habitat, revegetation.  |
| HAKEA UNDULATA<br>Wavy Leaved Hakea             | 1-2m     | Clay, loam, gravel, sand       | Erect shrub<br>White flowers Jul-Oct, pointed wavy leaves<br>Tolerates extended dry soils   |
| HAKEA VARIA Holly<br>Leaved Hakea               | 3m       | Sand, sandy loam, clay, gravel | Large shrub, slightly prickly. Flowers white/cream Jul-Nov. Frost tolerant, sun/part shade. Hedge or revegetation.  |
| MELALEUCA<br>PENTAGONA Honey<br>Myrtle          | 0.5-1.5m | Most soils                     | Hardy compact shrub with narrow grey/green foliage<br>Flowers balls of pink-purple tipped with lemon Suits rockery or low hedge, damp sites<br>Tolerates frost/drought/damp sites     |
| MELALEUCA<br>VIOLACEA                           | 1m       | Sand, clay, gravel, limestone  | Semi prostrate rounded shrub up to 2 metres wide.<br>Flowers violet purple July or Oct-Nov. Frost tolerant, drought hardy, attracts birds   |

The Shire's own parks and gardens team will have excellent knowledge to provide advice or other suitable species that thrive in the region. The species listed above are endemic to the area and available from the local native plant specialist Boyanup Botanical.

## 8 SURFACE WATER MANAGEMENT DESIGN

A surface water management system for the Facility has been developed to manage the environmental risks associated with the infiltration of surface water into the waste mass and to minimise the production of leachate.

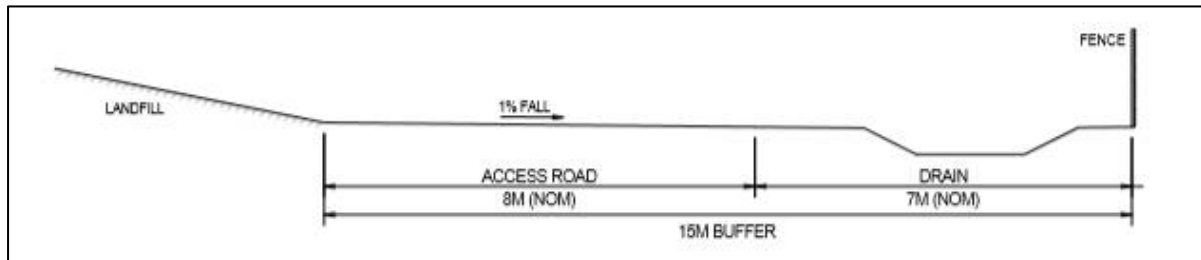
### 8.1 SURFACE WATER MANAGEMENT INFRASTRUCTURE

The key features utilised to achieve these objectives include:

- Implementation of a best practice capping and surface water management system over the landfill.
- Development of a perimeter drainage system along the toe of the landfill to collect stormwater.
- Diversion of stormwater away from the waste cell into a sediment dam to capture any water-borne litter and soils (eroded during high intensity rainfall events), prior to controlled discharge off-site.
- Incorporation of measures into the capping system to direct surface water from the landfill cap to the stormwater drains such as contour drains and drainage chutes.

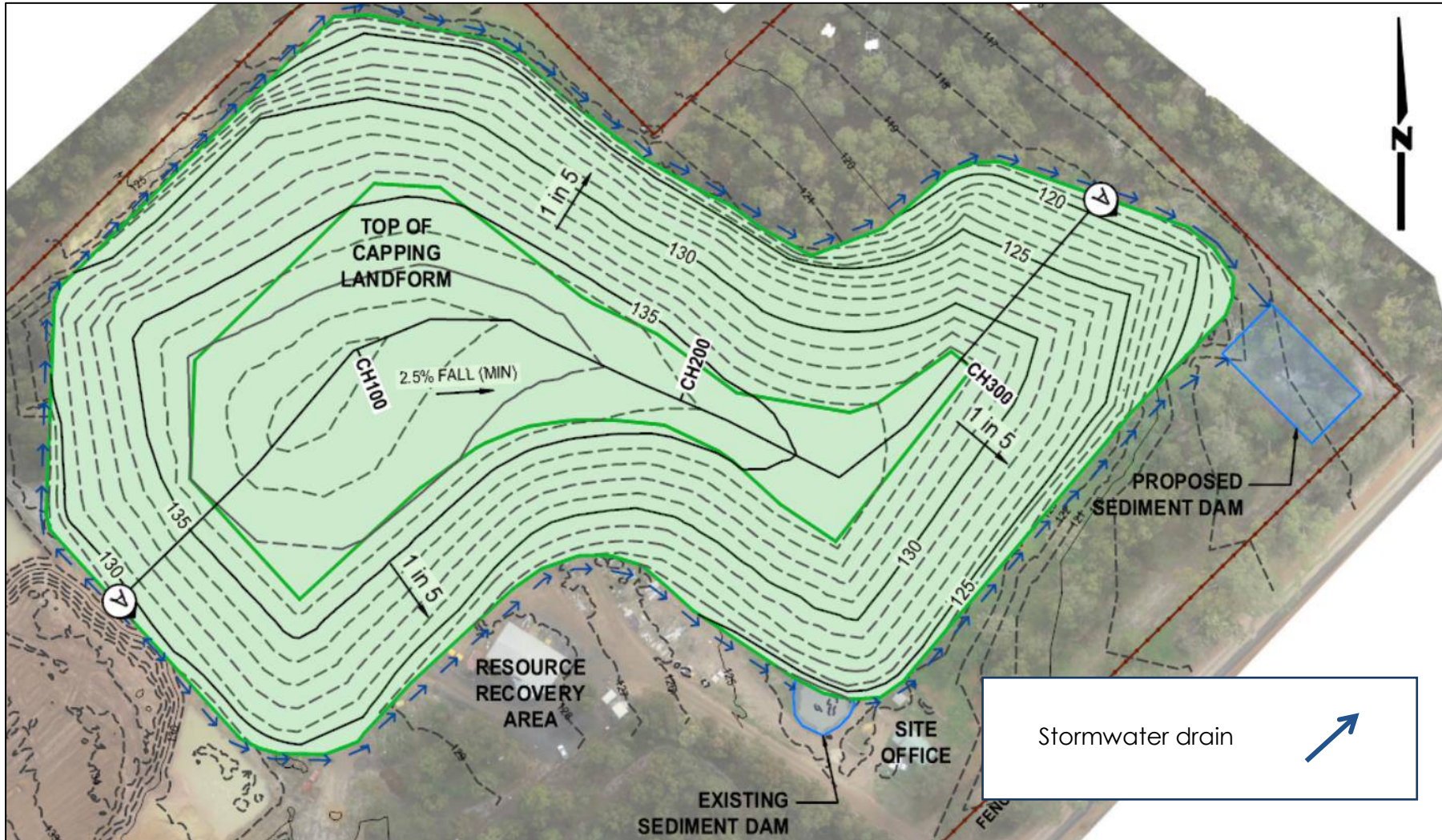
The final slopes of the landfill have been developed to minimise rainfall from infiltrating through the body of waste. In addition, to prevent stormwater flowing into the filled area of the site and carry away surface water run-off from the capped area, surface drains will be constructed around the perimeter of the waste body. The schematic layout of the drains at the foot of the waste batter is shown in **Figure 8.1** for ease of understanding.

Figure 8.1 Typical final section through the 15m buffer (Greentec, 2020)



A conceptual stormwater management design is shown in **Figure 8.2**. Further detailed design work is required prior to construction to ensure the system will meet the local climatic conditions and regulatory requirements.

Figure 8.2 Conceptual stormwater layout plan



## 9 LANDFILL GAS MANAGEMENT DESIGN

Landfill gas (LFG) is a natural by-product of the anaerobic biological decomposition of the organic fraction of solid waste disposed of in putrescible landfills. LFG consists primarily of Methane (CH<sub>4</sub>) and Carbon Dioxide (CO<sub>2</sub>) but may contain many other constituents in small quantities.

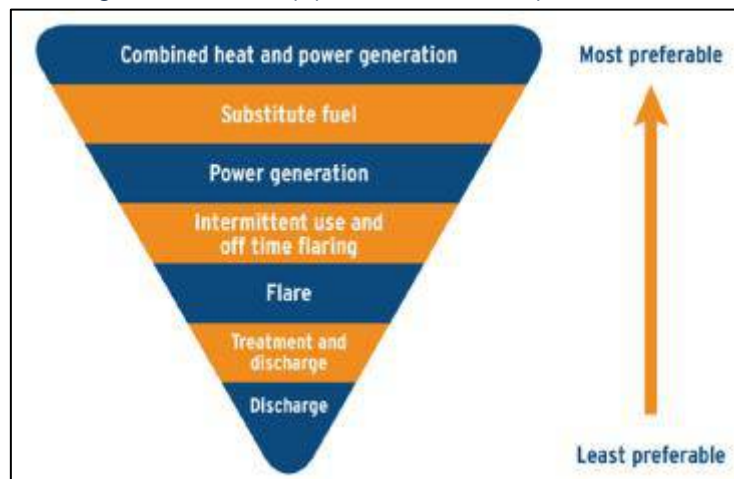
Once the LFG has been generated it often moves through and out of the landfill via the path of least resistance. If the LFG moves out of the landfill into the surrounding soils it is called "migration". If it moves out of the landfill through the landfill cover into the atmosphere it is called "emissions". In either case, the LFG can have significant impacts on the environment and human health and safety.

The Site currently has no gas migration monitoring points or gas management infrastructure. The formation of gas is likely to continue for some years.

### 9.1 LANDFILL GAS MANAGEMENT

In order to manage landfill gas and minimise greenhouse gas emissions, site specific landfill gas management systems must be developed, implemented and monitored. Decisions on the appropriate management systems are based around the findings of a site-specific landfill gas risk assessment and the landfill gas management hierarchy shown in **Figure 9.1**.

Figure 9.1 Landfill gas management hierarchy (Victorian EPA, 2015)



Landfill gas (LFG) can be controlled by installing active systems where the system uses a vacuum to extract the landfill gas generated, or passive systems, similar to active but with no vacuum pump that collect and combust the gases so that they no longer pose environmental and health issues.

The Victorian EPA (2015) *Siting, Design, Operation and Rehabilitation of Landfills* suggest active systems are used for moderate to large generation rates of landfill gas (> 250 m<sup>3</sup>/hr), passive systems (> 100m<sup>3</sup> - < 250 m<sup>3</sup>/hr) and other oxidation technology such as biofilters or biocovers are used for smaller rates of landfill gas (<100m<sup>3</sup>/hr).



Furthermore, as outlined in landfill guidelines, Methane concentrations associated with LFG emissions are not to exceed the following:

- Landfill surface final cap 100 ppm
- Within 50mm of penetrations through the final cap 100 ppm
- Landfill surface intermediate cover areas 200 ppm
- Within 50mm of penetrations of intermediate cap 1,000 ppm
- Subsurface geology at the landfill boundary 1% v/v methane
- Subsurface services on and adjacent to landfill site 10,000 ppm
- Building structures on and adjacent to landfill site 5,000 ppm
- Landfill Gas flares 98% destruction efficiency

## 9.2 LANDFILL GAS MODELLING

As a first-order assessment of the need for an LFG management system at the Facility, LFG generation modelling has been undertaken using the USEPA landfill gas emissions estimation model (LandGEM) for the existing waste disposal area. This modelling has been based on the assumption that 3,000 tonnes per annum<sup>3</sup> of waste is disposed at the Facility and that 40% of this is putrescible and capable of producing LFG. The quantity of putrescible waste used in the modelling is therefore estimated to be 1,200 tonnes per annum.

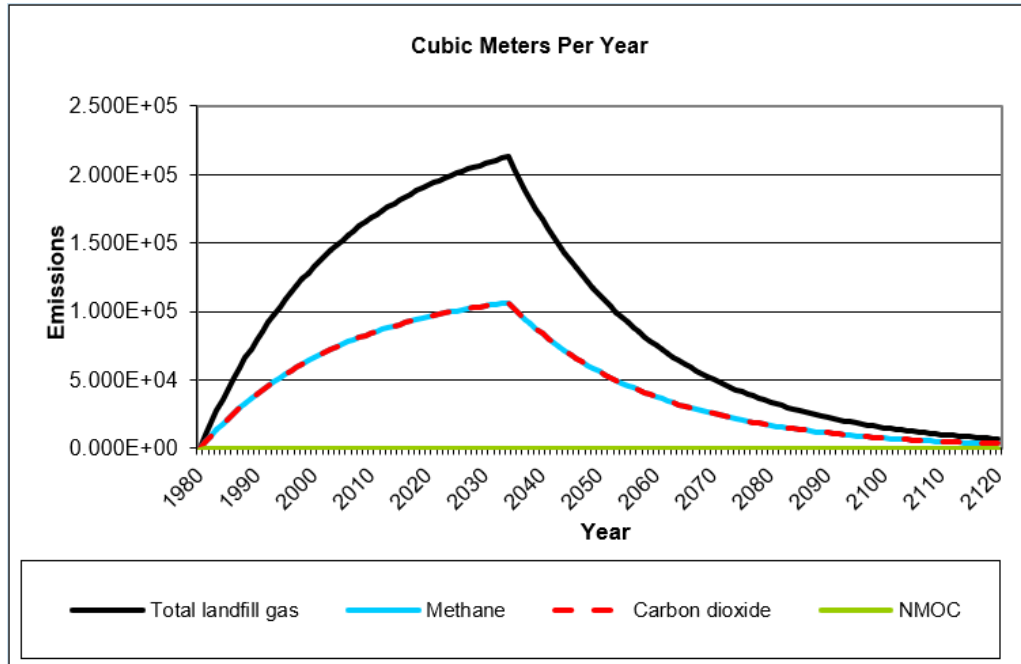
The waste acceptance criteria over this period has been restricted to putrescible waste, with the following parameters assigned:

- Methane generation decay rate (k) 0.04/year
- Potential methane generation capacity of waste (L0) 100m<sup>3</sup>/tonne
- Waste Disposal rate 1 500 tpa
- NMVOC concentration (Default Value) 600ppmv (as hexane)
- Methane Content 50% by volume

The operational timeframe used for modelling is from 1980 to 2058, which allows emissions post capping to be modelled for a period of 20 years in line with the estimated range of remaining operational life of the landfill. Whilst the facility has been operating since the 1950s it has been assumed that waste materials from this period (1950-1980) would have stabilised, hence the later operational commencement date used in the modelling.

Based on the model outcomes the estimated generation of landfill gas will peak at 212,700 m<sup>3</sup>/yr upon closure in 2033/34 (**Figure 9.2**). This is equivalent to a peak landfill gas generation rate of approximately 24m<sup>3</sup>/hr of LFG. In terms of comparison, one-megawatt LFG generator needs 530 – 630m<sup>3</sup>/hour to operate.

<sup>3</sup> Two year average including 2018-19 and 2019/20 data

Figure 9.2 Estimated projection of LFG generation (LandGEM)<sup>4</sup>

### 9.3 PROPOSED LANDFILL GAS MANAGEMENT SYSTEM

Despite low levels of LFG encountered onsite, minimum requirements based on guidelines by the Victorian EPA (2015) Siting, Design, Operation and Rehabilitation of Landfills (landfill guidelines) suggest a LFG management system such as passive flares, biofilters or biocover, for solid waste landfills with LFG generation rates less than 100m<sup>3</sup>/ hr.

The results observed in the modelling and the quantities of waste to landfill each year justify a simple landfill gas management system to be installed onsite. A full service area biocover has been included for landfill gas management system, where the whole landfill area is covered with a homogenous layer of bioactive coarse materials. This is specifically the 300mm soil layer, with 100mm of mulch in the cap design (**Figure 7.1**). This is based on the:

- Modelling undertaken
- Site conditions
- Distance to nearby receptors
- Elevated position of the landfill
- Current operating climate.

Landfill biocovers utilise microbes that are naturally occurring and high turnover rates can be reached with a variety of substrates such as soil and compost. Biocovers have been demonstrated to achieve CH<sub>4</sub> oxidation ~85% and are suitable for landfills with low gas generation rates such as the Donnybrook landfill.

A biocover will result in better environmental outcomes than a passive venting system, due to the methane oxidation. While a passive collection and venting system would release all the methane generated directly to the atmosphere.

<sup>4</sup> The LandGEM modelling indicates projected generation of Methane (m<sup>3</sup>) to be the same as carbon dioxide hence the blue red dotted line.

## 10 REVISED RISK ASSESSMENT

A post-closure risk assessment for the Facility has been completed using the Source-Pathway-Receptor analytical model as detailed in **Section 5** that involved an assessment of the source of potential emissions, identification of potential pathways for migration and delineation of receptors that could be impacted.

The risk assessment covers all potential emissions from the landfill including landfill gas and groundwater contamination.

### 10.1 REVISED RISK PROFILE

The findings of the risk assessment for the Facility following closure, capping and rehabilitation are summarised in **Table 10.1** below.

Table 10.1 Post-closure risk profile for Facility

| Source            | Receptor  | Pathway    | Pathway description  | Risk description   | Likelihood | Conseq | Risk     | Justification   |
|-------------------|---|------------|--|--|------------|--------|----------|---|
| Landfill Leachate | Community - residents   | Subsurface | Leachate migration via groundwater & extraction via bores  | Leachate contaminates the aquifer and is extracted for potable use through groundwater bores.        | Rare       | Minor  | Low (1B) | The landfill will be capped and this will reduce impacts on leachate generation.                      |
|                   | Offsite Ecological Receptors – Surface water bodies & Flora and Fauna | Subsurface | With the presence of deep clays under the Premises preventing infiltration of the leachate, the leachate may accumulate and move in a lateral direction towards the Noneycup Creek | Leachate contaminates the aquifer and has adverse impacts to these receptors & associated ecosystems | Rare       | Minor  | Low (1B) |   |
|                   | Offsite Ecological Receptors – Surface water bodies.                  | Surface    | Leachate migration via surface water runoff.   | Contaminated surface water run-off impacting the ecological receptors.                               | Rare       | Minor  | Low (1B) | Surface water management measures will mitigate any potential impacts on offsite ecological receptors |
|                   | Onsite Ecological Receptors – Bushland flora/fauna                    | Surface    | Leachate migration via surface water runoff.   | Contaminated surface water run-off impacting the ecological receptors.                               | Rare       | Minor  | Low (1B) |   |

| Source                                      | Receptor               | Pathway | Pathway description                                     | Risk description  | Likelihood | Conseq | Risk        | Justification   |
|---|------------------------|---------|---|---|------------|--------|-------------|---|
| Landfill gas – explosive & asphyxiant gases | Site users and workers | Air     | Landfill gas migration into the atmosphere.             | Asphyxiation & explosion caused by the landfill gas.  | Rare       | Minor  | Low (1B)    | Installation of passive landfill gas system such as that described in <b>Section 9</b> will ensure the controlled emission of landfill gas from the landfill and minimise the risk asphyxiation and explosion.  |
| Landfill gas – odour                        | Site users and workers | Air     | Landfill gas migration into the atmosphere.             | Nuisance caused by the odour. Odour can be detected near the landfill surface.  | Rare       | Minor  | Medium (3B) | Landfill will be capped. Potential for odour emissions will be significantly reduced.   |
| Landfill gas – odour                        | Community - residents  | Air     | Landfill gas migration into the atmosphere.             | Nuisance caused by the odour. Odour can be detected near the landfill surface.  | Rare       | Slight | Low (1A)    | Landfill will be capped. Potential for odour emissions will be significantly reduced.   |
| Landfill Fires                              | Site users and workers | Air     | Burning waste emitting smoke containing toxic compounds | Bushfires causing a landfill fire.<br>The combustion of waste materials can result in dangerous toxic emissions that includes dioxins, sulphur dioxide, lead, and mercury. These emissions can cause immediate and long-term harm to the nervous system, lungs, liver and kidneys and result in reproductive and developmental disorders. | Rare       | Minor  | Low (1B)    | Landfill will be capped preventing landfill fires.<br>The only foreseeable way a landfill fire could occur would be the erosion of the landfill cap resulting in the exposure of waste.<br>Post-closure monitoring and management ( <b>Section 11</b> ) is required to ensure the integrity of the cap is maintained. |
|   | Community - residents  |         |   |   | Rare       | Minor  | Low (1B)    |   |

| Source                            | Receptor  | Pathway       | Pathway description   | Risk description   | Likelihood | Conseq | Risk        | Justification  |
|-----------------------------------|---|---------------|---|--|------------|--------|-------------|--|
| Dust                              | Community - residents                                 | Air           | Dust from site works, access roads and earthworks becoming airborne.  | Nuisance caused by the dust and health impacts from particulate matter.  | Rare       | Slight | Low (1A)    | Dust generation at the Facility will be limited once the capping works are complete and vegetation becomes established.  |
| Pests, vermin and disease vectors | Offsite Ecological Receptors - Bushland flora & fauna | Surface & Air | Exposed waste may be used as a food source by vermin and introduced fauna species such as rodents, dogs, and cats and could result in elevated population levels. | Populations of vermin and introduced fauna species can impact negatively on the surrounding natural fauna and flora.     | Rare       | Minor  | Low (1B)    | Capping of the landfill will limit the breeding of disease vectors in the waste body but ongoing monitoring and management will be required to ensure mosquito breeding does not occur in sediment pond and surface ponding associated with differential settlement. |
|                                   | Community - residents                                 | Surface & Air | Exposed waste and ponded water can facilitate the breeding of disease vectors and used as a food source for introduced fauna species.                             | Flies, mosquitoes, vermin and introduced fauna can spread disease to humans and negatively impact the community amenity. | Unlikely   | Minor  | Medium (2B) | Introduced fauna species will be denied access to the putrescible waste as a food source once the landfill is capped   |

| Source                 | Receptor   | Pathway  | Pathway description  | Risk description  | Likelihood | Conseq | Risk        | Justification   |
|------------------------|--|--|--|---|------------|--------|-------------|---|
| Invasive flora species | Offsite Ecological Receptors –Bushland flora & fauna | Air, surface water runoff, and animal movements. | Invasive weed species from seeds in waste received spread to the surrounding environment | Invasive flora species impacting of the ecological value of the surrounding area. | Likely     | Minor  | Medium (4B) | It is likely that weed species will continue to be present at the Facility post-closure and will require ongoing monitoring and control in accordance with <b>Section 11</b> . If left to become well established, weeds are likely to spread to the surrounding ecosystems where controlling them becomes more difficult and costly. |
| Litter                 | Community – residents                                | Air  | Litter blown in the wind.  | Mainly visual impact.   | Rare       | Slight | Low (1A)    | Wind-blown litter is unlikely to be generated once the landfill cells are closed and rehabilitated in accordance with this LCMP.  |
|                        | Offsite Ecological Receptors –Bushland flora & fauna |  |  |   | Rare       | Slight | Low (1A)    |   |

## 11 POST CLOSURE MANAGEMENT AND MONITORING

Once the landfill ceases to dispose of waste, it must still be managed to prevent any environmental impact until the waste within the landfill has sufficiently decomposed or stabilised such that it no longer presents a risk to the environment. The standard industry period for post closure management and monitoring of a putrescible landfill is about 20 - 30 years.

Post closure management and monitoring procedures for the Facility shall include:

- Maintenance of the landfill cap to:
  - Prevent/control erosion
  - Restore depressions, seal and monitor cracks in the cap caused by settlement
  - Restore/maintain vegetation
- Maintenance and operation of stormwater infrastructure
- Environmental monitoring of:
  - Surface water
  - Landfill gas
  - Settlement

The post closure management measures and associated monitoring works that will be employed at the Facility are described in the following sections.

### 11.1 LANDFILL GAS

LFG monitoring is used to provide assurance that excessive LFG migration and/or emissions are not occurring, or to test the efficacy of an existing LFG control system. This can be completed using a hand-held gas analyser to detect and measure methane and carbon dioxide content across the surface of the cap.

Depending upon the location and construction of a structure / building, the risk of LFG accumulation within it needs to be considered and may vary substantially. Structures on or near a landfill site, particularly those involving enclosed spaces, should be evaluated for exposure to LFG migration.

For any structure where migrating LFG poses a risk, regardless of whether an active control system is in place or not, a permanent or portable methane monitoring system should be employed.

### 11.2 TOPOGRAPHY

It is recommended that a suitably qualified person conduct walkover inspections of rehabilitated areas on a regular basis (see **Table 11.1**) and following severe weather events in order to look for the following:

- Signs of erosion;
- Cracking of the landfill cap;
- Differential settlement;
- Vegetation death; and
- Surface water ponding

Any problems identified during the walkover inspections should be rectified as soon as practically possible. The frequency of monitoring can be decreased as the cap stabilises and vegetation becomes established during the aftercare period.



Landfills are expected to experience some settlement after installation of the capping system, particularly in the first two years following closure and rehabilitation as a result of waste compressing under its own weight and the weight of the cap. After this initial compression, settlement will continue for many years, as a result of consolidation and biodegradation processes within the waste.

It is therefore recommended that topographic surveys be undertaken at least on an annual basis for the first two years following capping work completion to monitor the settlement rate. After this it is proposed that the topographic surveys be conducted every two years for 13 years, unless the settlement rate observed indicates that more frequent surveys are required. As it is anticipated that settlement will be negligible after this point, topographic surveys of the rehabilitated areas will only be required every five years or until their topography has stabilised.

### 11.3 SURFACE WATER

The surface water management system outlined in **Section 8** should be inspected and sampled on a regular basis to ensure it is functioning effectively.

Water samples should be taken from the stormwater pond annually and analysed for leachate contamination. It is recommended that the sampling events occur during winter to ensure that water is available for sampling purposes.

If analysis results indicate the presence of contaminants, efforts should be taken to identify the source of the contamination, and actions taken to address any failures of the surface water management system. Identification of contamination sources may require the sampling of individual components of the surface water management system.

During the water sampling events the Shire should also ensure that physical inspections of the surface water management system are undertaken to identify possible damage or evidence of failure.

Inspections and sampling of the surface water management system should be undertaken annually for the first five years following rehabilitation of the landfill in accordance with **Table 11.1**. If monitoring results indicate that the surface water management system is effective, further monitoring may not be required after this time.

### 11.4 MONITORING PROGRAM

The Shire shall ensure that post closure monitoring of each capping phase is undertaken in accordance with the specifications detailed in **Table 11.1**.

*Table 11.1 Post-closure monitoring program*

| Aspect        | Monitoring Method         | Frequency                                   | Duration           |
|---------------|---------------------------|---|--------------------|
| Landfill gas  | Capped surface            | Six monthly                                 | First 10 years     |
|               |                           | Annually                                    | Following 20 years |
| Surface water | Sampling at sediment pond | Annually                                    | First 5 years      |
| Topography    | Site walkover inspections | Six monthly after severe weather events     | First 2 years      |
|               |                           | Six monthly and after severe weather events | Following 28 years |
|               | Topographic survey        | Annually                                    | First 2 years      |
|               |                           | Every 2 years                               | Following 13 years |
|               |                           | Every 5 years                               | Following 15 years |

## 11.5 RECORDS AND REPORTING

As the monitoring period is likely to exceed twenty years, the inspections, monitoring and corrective actions will most probably be completed by a number of different officers. To ensure consistency and good record keeping, the Shire should use a standardised form for recording post-closure monitoring and maintenance activity. The record forms should include:

- Date and time of visit
- Results of all inspections / monitoring / actions
- Corrective actions completed (as required)
- Signed and dated by a responsible officer

All the forms should be recorded in the Shire's record management system and made available to DWER on request.

## 12 COSTS AND FINANCING

### 12.1 CLOSURE COST ESTIMATES

An estimate of the quantities and cost for the rehabilitation, closure and post closure monitoring has been completed and the results are provided in **Table 12.1**. As the rehabilitation works will be completed progressively, the costs will vary depending upon the timing and impacts of inflation on costs.

The estimated cost of the rehabilitation and closure works is approximately \$1,600,000 and will require 43,500m<sup>3</sup> of soil, the majority of which can be sourced from the MRWA soil recently received and stockpiled on the adjacent site.

These figures are based on the conceptual designs prepared for the capping design and environmental management systems.

Table 12.1 Estimates costs associated with key components

| Description                           | Cost estimate      |
|---------------------------------------|--------------------|
| Capping - Earthworks                  | \$1,131,000        |
| Surface water management              | \$24,175           |
| Post closure                          | \$210,000          |
| Professional fees and services        | \$118,000          |
| Contingency                           | \$148,000          |
| <b>Total estimated cost (rounded)</b> | <b>\$1,600,000</b> |

### 12.2 FINANCING STRATEGY

The majority of post closure works and monitoring occur following the closure of the site, when revenues (gate fees) are no longer collected. Therefore, it is necessary to ensure that adequate resources are available to achieve effective post closure management.

The Shire has a Reserve Account to fund the closure and rehabilitation of the Facility's landfill cells. The reserve account is funded through a waste management charge incorporated into general rates for the management of waste services provided by the Shire. It was previously funded through a waste management levy imposed on rateable land within the Shire under the *Waste Avoidance and Resource Recovery Act 2007*<sup>5</sup>.

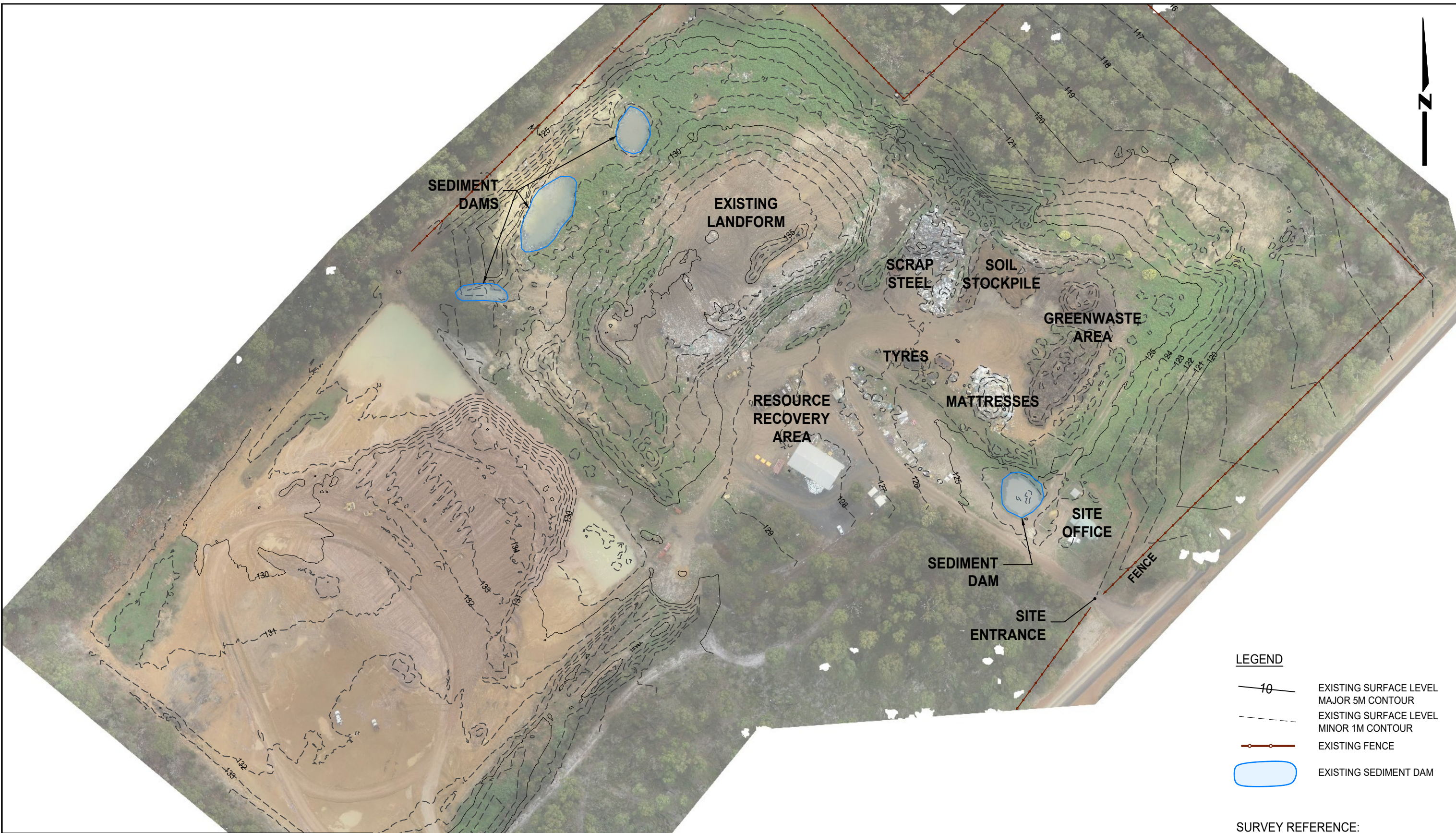
As outlined in **Section 12.1**, the estimated costs associated with the closure of the site are estimated to be over \$1.6 million. The Shire is confident that the Reserve Account will have sufficient funds for the closure and rehabilitation of the Facility over the remaining life of the facility.

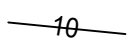
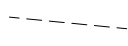

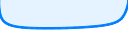
<sup>5</sup> The Council considered the options available to cover the cost of providing the Shire's waste management facility and resolved to remove the Waste Management Levy and incorporate the funding for waste management into general rates. This action means that no Waste Management Levy charge will appear on rate notices from 2021-2022 onwards. Benefits of this change include the availability of a rates rebate for eligible rate payers (eligible pensioner and seniors) or the ability to defer the payment of rates in accordance with the Rates and Charges (Rebates and Deferrals) Act 1992. This option was not available in relation to the previous Waste Management Levy charge.

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# APPENDIX A – EXISTING LANDFILL LAYOUT AND TOPOGRAPHIC CONTOURS



- LEGEND**
-  EXISTING SURFACE LEVEL MAJOR 5M CONTOUR
  -  EXISTING SURFACE LEVEL MINOR 1M CONTOUR
  -  EXISTING FENCE
  -  EXISTING SEDIMENT DAM

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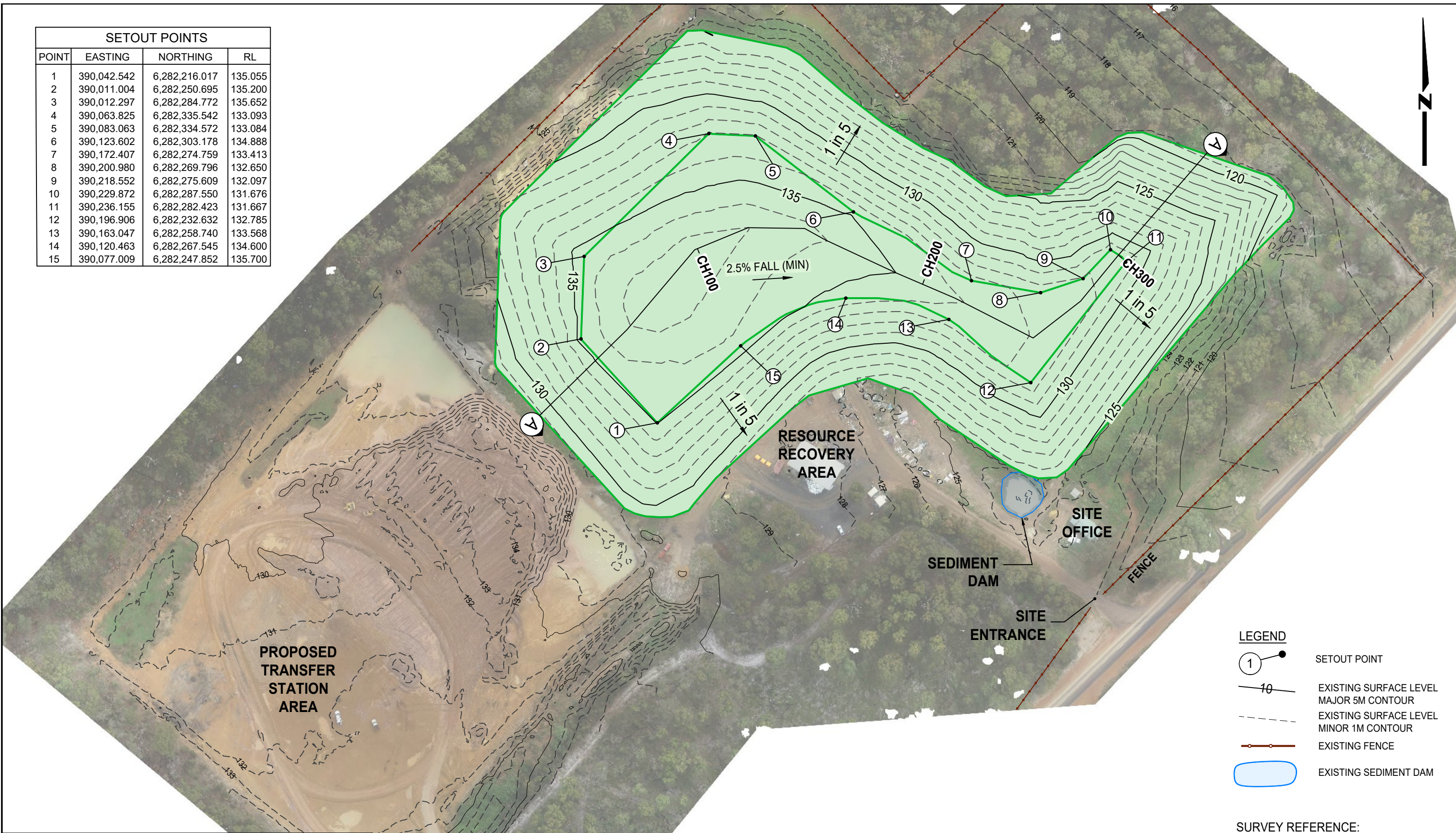
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| PROJECT TITLE | <p><b>DONNYBROOK LANDFILL<br/>LANDFILL CLOSURE MANAGEMENT PLAN</b></p> |
| CLIENT        | <p><b>SHIRE OF DONNYBROOK</b></p>                                      |

|                                   |             |     |
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| CONCEPT                           |             |     |
| DRAWING TITLE                     |             |     |
| <p><b>EXISTING CONDITIONS</b></p> |             |     |
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## APPENDIX B – FINAL LANDFILL PROFILE (TOP OF WASTE, TOP OF CAP & SECTION)

| SETOUT POINTS |             |               |         |
|---------------|-------------|---------------|---------|
| POINT         | EASTING     | NORTHING      | RL      |
| 1             | 390,042.542 | 6,282,216.017 | 135.055 |
| 2             | 390,011.004 | 6,282,250.695 | 135.200 |
| 3             | 390,012.297 | 6,282,284.772 | 135.652 |
| 4             | 390,063.825 | 6,282,335.542 | 133.093 |
| 5             | 390,083.063 | 6,282,334.572 | 133.084 |
| 6             | 390,123.602 | 6,282,303.178 | 134.888 |
| 7             | 390,172.407 | 6,282,274.759 | 133.413 |
| 8             | 390,200.980 | 6,282,269.796 | 132.650 |
| 9             | 390,218.552 | 6,282,275.609 | 132.097 |
| 10            | 390,229.872 | 6,282,287.550 | 131.676 |
| 11            | 390,236.155 | 6,282,282.423 | 131.667 |
| 12            | 390,196.906 | 6,282,232.632 | 132.785 |
| 13            | 390,163.047 | 6,282,258.740 | 133.568 |
| 14            | 390,120.463 | 6,282,267.545 | 134.600 |
| 15            | 390,077.009 | 6,282,247.852 | 135.700 |



| LEGEND |   |
|--------|---|
|        | SETOUT POINT                            |
|        | EXISTING SURFACE LEVEL MAJOR 5M CONTOUR |
|        | EXISTING SURFACE LEVEL MINOR 1M CONTOUR |
|        | EXISTING FENCE                          |
|        | EXISTING SEDIMENT DAM                   |

**SURVEY REFERENCE:**  
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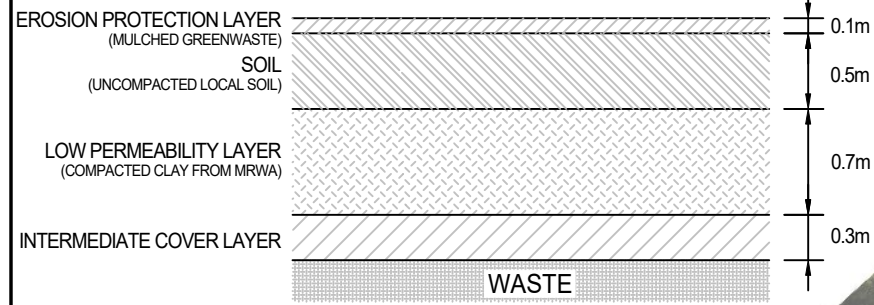
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| DONNYBROOK LANDFILL<br>LANDFILL CLOSURE MANAGEMENT PLAN | SHIRE OF DONNYBROOK |

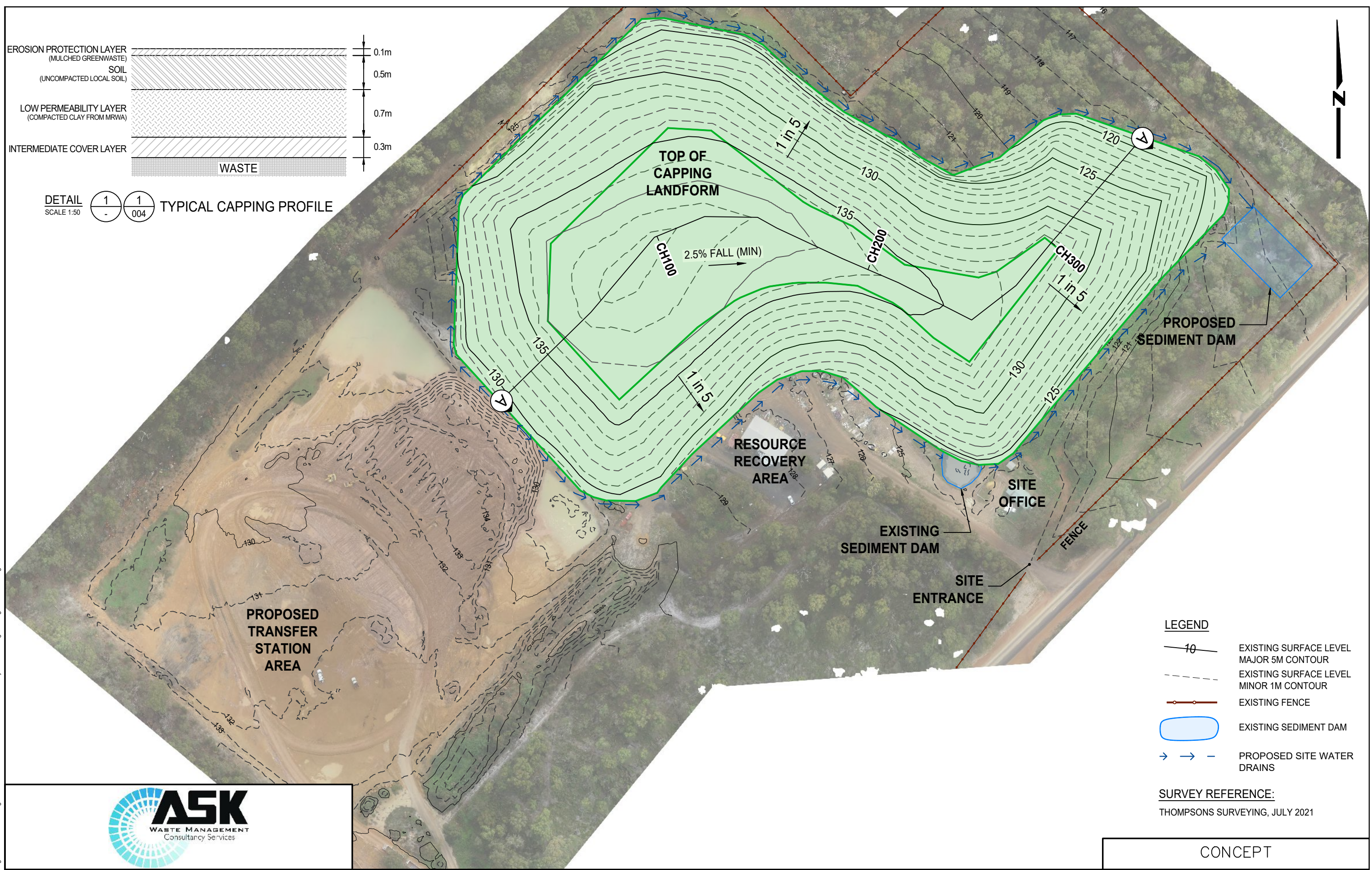
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| PROJECT NO.                    | DRAWING NO. | REV |
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DETAIL SCALE 1:50  $\frac{1}{-}$   $\frac{1}{004}$  TYPICAL CAPPING PROFILE



- LEGEND**
- EXISTING SURFACE LEVEL MAJOR 5M CONTOUR
  - EXISTING SURFACE LEVEL MINOR 1M CONTOUR
  - EXISTING FENCE
  - EXISTING SEDIMENT DAM
  - PROPOSED SITE WATER DRAINS

**SURVEY REFERENCE:**  
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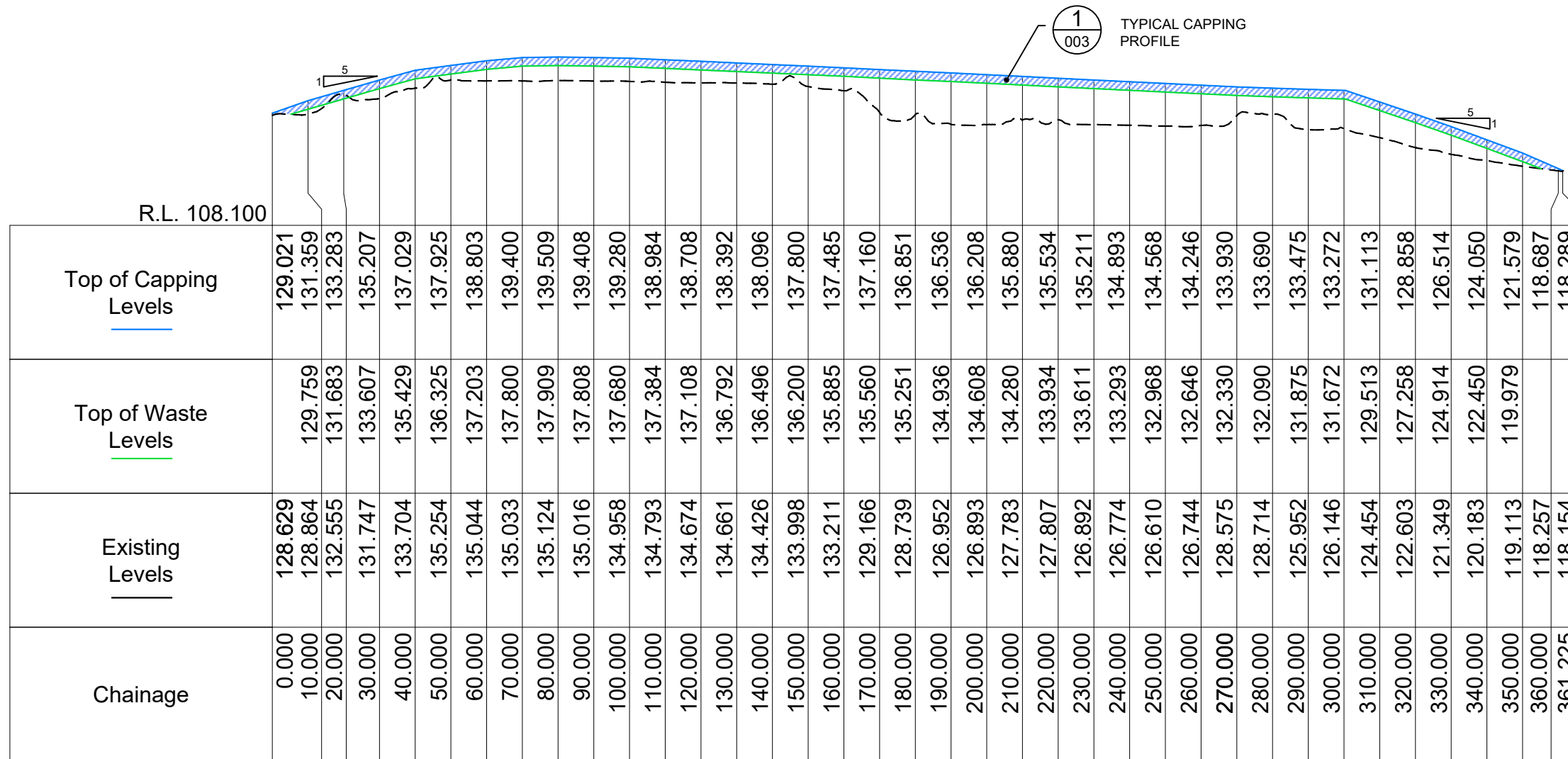
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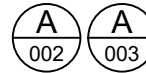
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| CLIENT        | SHIRE OF DONNYBROOK                                     |

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SECTION A-A  
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| CONCEPT       |             |     |
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## APPENDIX C – CLOSURE COST ESTIMATES

| Description                    | Parameter  | Unit cost (\$) | Unit           | No. of units | Amount           |
|--------------------------------|--|----------------|----------------|--------------|------------------|
| Capping - Earthworks           | Placement cost estimate (\$10 - \$30 range)                | 20.00          | m <sup>3</sup> | 43,500       | 870,000          |
|                                | Production of mulch for capping later                      | 20.00          | m <sup>3</sup> | 4,350        | 87,000           |
|                                | Revegetation   | 4.00           | m <sup>2</sup> | 43,500       | 174,000          |
| Surface water management       | Excavate perimeter drainage channel                        | 15.00          | m              | 945          | 14,175           |
|                                | Excavate sediment ponds                                    | 10.00          | m <sup>3</sup> | 1,000        | 10,000           |
| Post closure                   | Landfill cap and rehab monitoring                          | 500            | per year       | 30           | 15,000           |
|                                | Landfill gas monitoring                                    | 500            | per year       | 30           | 15,000           |
|                                | Leachate monitoring (sediment ponds)                       | 1000           | per year       | 30           | 30,000           |
|                                | Landfill cap maintenance (contingency)                     | 150,000        | each           | 1            | 150,000          |
| Professional fees and services | Stormwater detailed design                                 | 35,000         | each           | 1            | 35,000           |
|                                | Tendering, project management, additional consultancy, etc | 5%             | each           | 1            | 68,000           |
|                                | Revegetation plan  | 15000          | each           | 1            | 15,000           |
| Contingency                    | 10% contingency for unforeseen events and issues           | 10%            | each           |              | 148,000          |
|                                | <b>Total estimated cost (rounded)</b>                      |                |                |              | <b>1,600,000</b> |

# Transfer Station Concept Design

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## Shire of Donnybrook Balingup



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## Acknowledgements

ASK Waste Management acknowledges the Traditional Owners of the land in which we work and live, and pays respects to Elders past, present, and emerging.

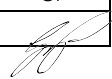
ASK also gratefully acknowledge the cooperation of the Shire of Donnybrook staff that provided information and assistance in the development of this report.

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|------------------|------------------|--|--|
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| 1A               | 19 November 2021 | Draft version for Shire review           | GP   |
| 1B               | 22 November 2021 | Draft version for review (updated costs) | GP   |
| 2A               | 30 November 2021 | Final version                            | GP   |
| 2B               | 3 December 2021  | Correction to table                      |  |

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# EXECUTIVE SUMMARY

The filling of the remaining airspace at the Donnybrook landfill will require the staged development of a Transfer Station on the adjacent Lot. Once the landfill is closed, the waste will need to be transferred to an alternative landfill.

The Transfer Station will provide the community with a best practice modern facility that will include a re-use shop, salvage yard, recyclables drop-off point, greenwaste and scrap metal drop-off area and a dedicated area for residents to safely unload self-hauled mixed domestic waste (push pit system).

Once the on-site landfill is closed, the mixed waste will be compacted into sealed hooklift bins. This will maximise transport efficiency and minimise odour and vermin risks while the waste is stored at the Transfer Station.

The Shire of Donnybrook Balingup (the Shire) engaged ASK Waste Management (ASK) to provide a concept design for this Transfer Station located at the Donnybrook Waste Management Facility (DWMF) that would meet the following objectives:

- Develop an optimal layout that meets regulatory requirements, OHS, customer safety needs and effective traffic management;
- Maximise resource recovery;
- Include the infrastructure for a cost-effective operation, by either a contractor or the Shire.

An extract of the layout plan shows the key infrastructure and traffic flow at the facility. The layout allows for future expansion with population growth and flexibility for the introduction of new recovery services.

Extract of facility layout plan



The estimated capital cost for the Transfer Station is \$1.36M (ex. GST). The estimated annual operational cost is \$269,000 (ex. GST) while the Donnybrook landfill remains open. This includes the annualised cost of plant and equipment, staff, recycling and recovery operations. Once the Donnybrook landfill closes, the estimated operational cost increases to \$470,000 (ex. GST) due to the additional cost of waste transport and disposal at an alternative landfill.

The Donnybrook landfill has a remaining operational life of approximately 10 years, based on the revised final landform. During this period four phases of filling will occur, each requiring capping. The estimated cost to complete the four phases of capping is approximately \$1.53M (ex. GST), while a further \$250,000 (ex. GST) cost for post closure monitoring will be incurred over the following 20 – 25 years after closure.

Therefore, the estimated capital works to be completed over the next decade for landfill capping and the Transfer Station is \$3.2M.

The Shire can seek funding via the Building Better Regions Fund and the Waste Sorted Grants.



## 1 INTRODUCTION

The Shire of Donnybrook Balingup (the Shire) engaged ASK Waste Management (ASK) to provide a concept design for a future Transfer Station located at the Donnybrook Waste Management Facility (DWMF) that would divert more material from landfill, efficiently move users through the site and provide cost-effective operations.

### 1.1 PROJECT RATIONALE AND OBJECTIVES

At the April 2021 Council Meeting, the Council considered a range of options for the future operations of the Donnybrook Waste Management Facility (DWMF) and determined that *'it is the Shire's intent to prolong the life of the existing landfill facility for as long as possible and directs the Chief Executive Officer to instruct ASK Waste Management to prepare the Landfill Closure Management Plan on this basis.'*

To increase the remaining operational life of the landfill, a new final landform has been developed and reflected in the 2021 LCMP (ASK. 2021b). Based on existing gatehouse data, this new landform should provide an additional 10-12 years approximately of landfill on-site.

This landfill expansion will also require the staged development and introduction of a Transfer Station on the adjacent site. Waste received at the Transfer Station will be transported to the existing landfill until the landfill airspace is exhausted. At this point waste will be transported off-site to another regional waste disposal facility. As such, a Transfer Station concept design is required.

The concept design process has been undertaken with the following objectives:

- Develop an optimal layout that meets regulatory requirements, OHS, customer safety needs and effective traffic management;
- Maximise resource recovery;
- Include the infrastructure for a cost-effective operation, by either a contractor or the Shire<sup>1</sup>.

The scope of the project has involved the following tasks:

- Outlining necessary services for the community;
- Quantification of material expected;
- Analysis of collection and transport methods;
- Development of schematic transfer station design;
- Budget estimates of capital costs and operational costs.

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<sup>1</sup> The preferred method of service delivery will be decided by Council in the future.

## 2 TRANSFER STATION SERVICES

To ensure appropriate space is available for the activities planned for the Transfer Station, the types and quantities of waste to be delivered and managed on-site must be defined. As such the design of the Transfer Station is based on the current services provided and quantities reported as received at the DWMF. This information determines the appropriate material handling equipment and sizes of transfer bins, storage containers, and storage areas for materials.

The Shire provided waste quantity data from gatehouse records and contractor kerbside bin weights. The gatehouse records are based on volumetric estimates made by the site staff. Volumetric estimates are converted to tonnages based on industry standard bulk densities for each waste type. Due to the method used to collect and convert this data into tonnes, the values should only be considered to have an accuracy of  $\pm 30\%$ . The kerbside contractor provided tonnages of kerbside mixed waste disposed at the DWMF.

Based on the services currently provided and analysis of quantities received, the Transfer Station design will incorporate the following services, as summarised in **Table 2.1**.

*Table 2.1 Services likely to be included at the proposed Transfer Station*

| Waste stream                                  | Approx. quantities per year | Unit           | On-site process  |
|---|-----------------------------|----------------|--|
| Mixed waste from Balingup Transfer station    | 850                         | Tonnes         | Transfer to on-site landfill until full then consolidate and transfer off-site to alternate facility |
| Domestic mixed waste drop-off                 | 750                         | Tonnes         | Transfer to on-site landfill until full then consolidate and transfer off-site to alternate facility |
| Commercial (self hauled) mixed waste drop-off | 300                         | Tonnes         | Transfer to on-site landfill until full then transfer off-site                                       |
| Greenwaste                                    | 2500                        | m <sup>3</sup> | Stockpiled and mulched as required   |
| Scrap metal (Non-ferrous metals)              | 6                           | Tonnes         | Stockpiled for off-site recycling  |
| Ferrous metal                                 | 80                          | Tonnes         | Stockpiled for off-site recycling  |
| White goods                                   | 150                         | Number         | Degassed & stockpiled for off-site recycling   |
| Mattresses                                    | 250                         | Number         | Stockpiled for disposal on-site  |
| Batteries (Car)                               | 8                           | Tonnes         | Collected for off-site recycling   |
| Batteries (House)                             | 1                           | Tonnes         | Collected for off-site recycling   |
| Tyres   | 10                          | Tonnes         | Stockpiled for off-site recycling  |
| E-waste                                       | 10                          | Tonnes         | Collected for off-site recycling   |
| Glass   | 25                          | Tonnes         | Collected for internal recycling   |
| Waste oil                                     | 7,800                       | litres         | Collected for off-site recycling   |
| Comingled dry recyclables                     | 150                         | m <sup>3</sup> | Collected for off-site recycling   |
| Used paint                                    | 2000                        | Litres         | Collected for off-site recycling   |
| Plastic bottles (1 & 6)                       | No data                     |                | Collected for off-site recycling   |
| Aluminium cans                                | 2                           | Tonnes         | Collected for off-site recycling   |
| Paper & Cardboard                             | No data                     |                | Collected for off-site recycling   |
| Drummuster                                    | 2000                        | Number         | Stockpiled in compound for off-site recycling  |
| Gas bottles & Fire extinguishers              | No data                     |                | De-valve, puncture and transfer to scrap metal pile  |
| Re-use area/shop                              | No data                     |                | Reusable items placed in area for sale   |

The layout of the Transfer Station will allow for future expansion and any new material streams to be collected. Allowance will be provided for seasonal fluctuations in waste received. Having sufficient area available can increase operating efficiency and result in significant future cost savings due to not needing to relocate infrastructure and being able to increase the throughput at the site if required.

It is understood that the Shire is implementing a new data collection system; this is likely to produce more accurate and detailed information about waste quantities, and customer numbers and frequency. This data will be useful to verify the historic waste data and possibly refine the sizing, layout and opening times for the proposed Transfer Station.

## 3 TRANSFER STATION LAYOUT

### 3.1 OBJECTIVES

The following objectives have been used to guide the design of the Transfer Station:

- Minimise occupational health and safety (OHS), environmental and other risks;
- Maximise opportunities for source separation of waste streams and minimise stockpile contamination rates;
- Ensure safe and optimal traffic flows;
- Include efficient and effective storage and handling of materials;
- Increase site amenity and cleanliness;
- Maximise customer service and satisfaction;
- Include capacity for future expansion, including accepting additional material streams;
- Design a site layout that is easy to maintain.

### 3.2 ASSUMPTIONS

The Transfer Station layout is based on the following assumptions for domestic and commercial waste streams collected by the Shire.

#### 3.2.1 *Domestic self-hauled waste*

The domestic self-hauled mixed waste would be accepted at the landfill until the Transfer Station is established. At this point domestic self-hauled waste would be taken to the Transfer Station by residents to unload into a 'push pit'. Once any recoverable material has been removed, the mixed waste will be pushed up using a loader into the concrete bunker. Waste will then be transferred to the Shire's existing adjacent landfill.

Once the Shire's landfill has closed, the Transfer Station layout allows for an on-site waste compactor (and sealed hook lift bin) unit to be placed adjacent to the push pit's bunker. Waste will be loaded by staff into the compactor for storage in a sealed hook lift bin prior to transport to an alternative waste facility.

#### 3.2.2 *Kerbside collected domestic waste*

The residual waste collected in the kerbside "red topped" MGB will be received at the DWMF for disposal until the landfill closes. Once closed, kerbside collected waste will be transported directly to an alternative landfill, most likely in the kerbside collection trucks.

#### 3.2.3 *Domestic and commercial drop-off waste from Balingup Transfer Station (BTS)*

The design assumes the domestic drop-off waste from the Balingup Transfer Station (BTS) would be transported to the DWMF until the landfill closes. At this point, waste from the BTS would be taken to the Transfer Station and consolidated with the Donnybrook domestic drop-off waste. The consolidated waste would then be compacted into sealed hook lift bins for transport to an alternative landfill.

There may be a more cost-effective option for the Shire in dealing with this waste including installation of a compactor at the Balingup Transfer Station and/or the direct transport of this waste to an alternate final disposal location. Further analysis of options is required and is not covered in this report.

### 3.2.4 Commercial waste

The design assumes the commercial (self-hauled) drop-off waste and commercial waste collected in a collection truck will be accepted at the DWMF until the landfill closes. At this point commercial (self-hauled) drop-off waste would continue to be received at the Transfer Station and compacted into sealed hook lift bins for transport to an alternative landfill.

Commercial waste collected by a waste contractor will not be accepted at the Transfer Station and will need to be taken directly to an alternate waste facility.

## 3.3 SCHEMATIC DESIGN

A schematic design has been developed for the site considering services to be delivered, quantities to be collected, and design outcomes and assumptions, as discussed in **Sections 3.1.** and **3.2.** Plans of the existing site conditions and proposed Transfer Station area is contained in **Figure 3.1** and the Transfer Station layout in **Figure 3.2**, also shown in **Appendix A** in A3 format.

Figure 3.1 Existing conditions and proposed Transfer Station area

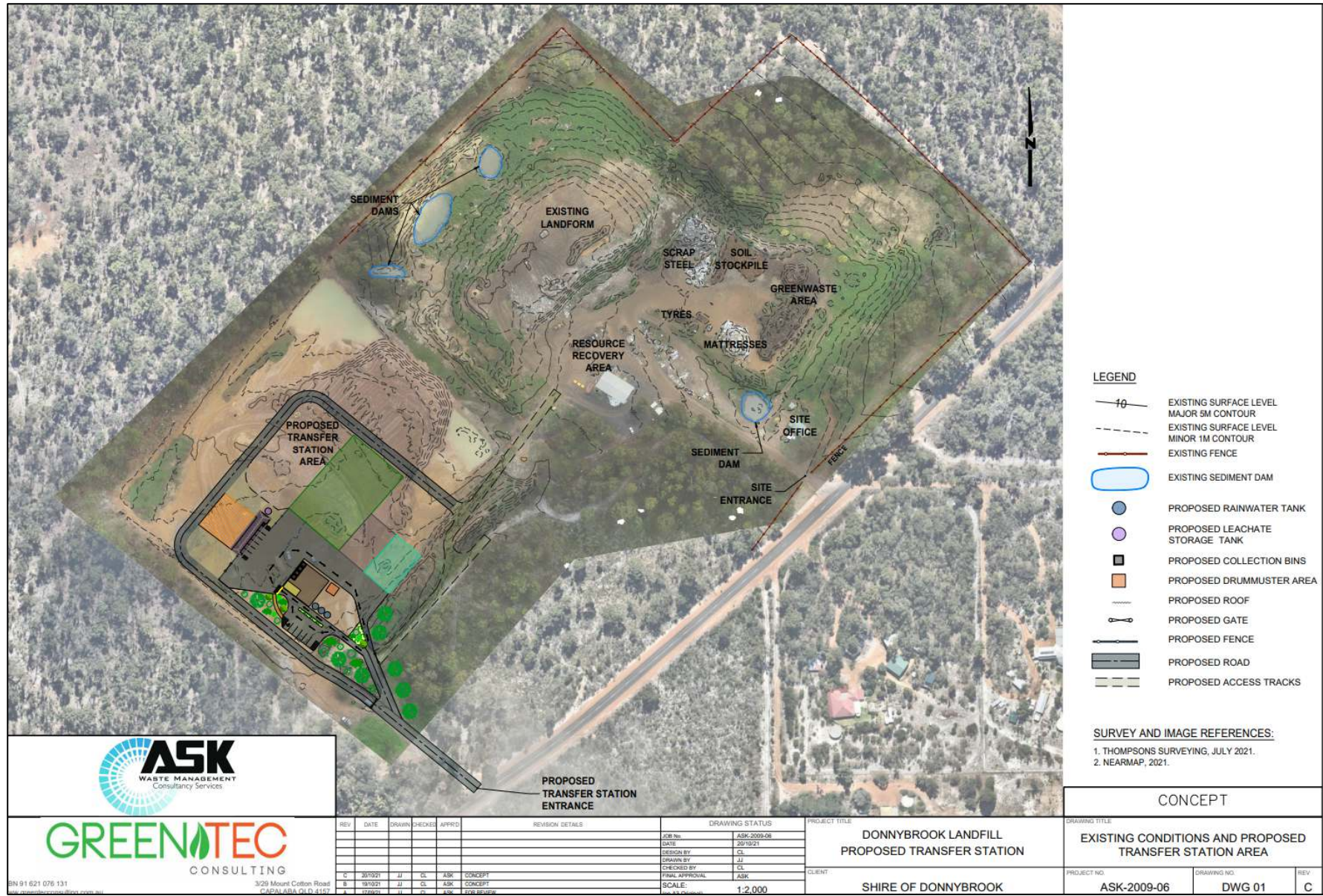


Figure 3.2 Transfer Station schematic design detail



### 3.4 TRANSFER STATION DETAIL

Detail on the considerations for the Transfer Station are provided in **Table 3.1**.

*Table 3.1 Transfer station schematic design considerations*

|                        |   |
|------------------------|---|
| Security               | Fencing around the facility and an access gate will be required to secure the Transfer Station.   |
| Gatehouse & Office     | <p>A gatehouse and office have been included in the layout. The gatehouse will be staffed by a Site Attendant and used for administrative functions such as directing site users, collecting fees and charges, serving the re-use shop customers and recording accepted wastes. The gatehouse has been located so as to provide direct line of sight to most of the operational areas of the facility.</p> <p>A boom gate is provided to control and manage customer access.</p>  |
| Material drop-off area | <p>A material drop-off area has been included which enables collection for materials that are typically accepted at the Transfer Station (e.g. Household Hazardous Waste (HHW), E-waste, co-mingled recycling, cardboard, CDS containers etc).</p> <p>This area is located next to the gatehouse and opposite the domestic waste drop-off area to encourage users to drop-off recyclable material at a convenient location. The close proximity to the gatehouse is to control and minimise contamination of recyclable materials.</p> <p>Appropriate receptacles for collection of recyclables will need to be provided. To ensure sufficient capacity to cater for the highest estimate in waste volumes and seasonal fluctuations, additional contingency bins should also be considered. Bins can be purchased outright or alternatively hired/leased through an external provider.</p> <p>This area will be provided at the side of the re-use shop and will be covered to provide all weather access and protection of the materials collected.</p>   |
| Waste drop-off area    | <p>An area incorporating a 'push pit' has been provided for residents to drop-off mixed waste materials.</p> <p>Customers will unload domestic self-hauled mixed general waste over a low wall onto a 25m(l) x 5m(w) concrete pad. Once any recoverable material has been removed by staff (if available), the mixed waste will be pushed along the concrete slab using a loader into a bunker at the end. Periodically waste will be transferred to the Shire's landfill, and once this is closed, to an alternative waste facility.</p> <p>At the cessation of landfilling on-site, the design allows for an on-site compactor and sealed hook lift bin to be placed adjacent to the push pit's bunker. Waste would be loaded into the compactor and subsequently into a sealed hook lift bin for transfer off-site once full.</p> <p>A roof is provided over the push pit and the customer drop-off to provide all weather access for customers and prevent the generation of leachate from rainfall into the push pit and bunker.</p> <p>Six bays have been provided for customers during busy periods. Sufficient area has been provided for customers to reverse into bays. During quieter periods, customers will be able to pull up alongside the push pit to dispose of waste.</p> <p>A tank for the collection of wash down water from the push pit has been included. The quantity of wash down water will be small, and may get tankered to a WWTW, or alternatively a small evaporation pond could be installed on-site.</p> |



Example of a push pit waste drop-off area



Example of a compaction unit and sealed hooklift



Future expansion area

An area has been provided at the rear of the push pit to allow for expansion in future years with increasing population. This area will allow customers to use both sides of the push pit for the disposal of waste.

Stockpile area

An area has been provided for drop-off and stockpiling of material including greenwaste, scrap metal, mattress and tyres. It is recommended stockpiles be separated by an earth bund.

Customers will unload material directly into stockpile areas. Information for incorporation into further detailed design for these areas is contained in **Table 3.3**.

Re-use shop & salvage yard

A re-use shop has been included to provide an outlet for goods recovered from the waste stream that can be sold directly to the public. It is located centrally within the facility and next to the gatehouse to allow customers to conveniently access the location for either drop-off or purchase of goods.

The design size allows a dedicated area for delivery and drop-off of re-use items. Ideally, this should be a separated area which is large enough to cater for the delivery of bulky items and be easily monitored by a gatehouse operator. Drop-off items will need to be sorted and checked by staff members to ensure they meet product acceptance standards and are suitable for resale.

A covered (sides and roof) shed has been included to store items which are weather sensitive (e.g., electrical items, furniture) and should have a concrete hardstand to enable cleaning and protection of items. The outdoor 'salvage yard' area allows larger items to be stored (e.g., bricks, building fittings and outdoor furniture).

|                          |  |
|--------------------------|--|
| On-site plant            | <p>Plant will be required to service receival infrastructure for the various material streams, transport waste streams to various processing and/or disposal areas on the greater site and prepare loads for transport to a third party recycler.</p> <p>A small wheeled loader or tele-handler would be appropriate, with the required attachments such as bucket, grab, pallet forks, etc.</p>   |
| Pavements and hardstands | <p>The trafficable areas need to be safe for vehicle movements, therefore a 200mm crushed Rock/Blue Metal base with a two-coat seal has been included in the layout.</p>   |
| Utilities                | <p>The Transfer Station will need to include:</p> <ul style="list-style-type: none"> <li>• Adequate firefighting facilities</li> <li>• Adequate water supply to meet requirements for fire control, drinking, washing, cleaning and dust suppression. The push pit will also be required to be regularly washed down to manage amenity impacts (odour, litter, spills) and vermin (flies, rodents, birds etc)</li> <li>• Adequate power (a compactor unit is likely to require three phase power).</li> </ul> <p>Water tanks for the facility have been located in the salvage year in the schematic design.</p> |
| Amenities                | <p>Adequate facilities for the welfare of employees should be provided including staff toilets, washing facilities, dining areas, drinking water, appropriate lighting and cooling and heating measures.</p>   |
| Signage                  | <p>Signage will need to provide consistent information and be clearly and prominently displayed. Schematics and/or other languages should be used where feasible for the benefit of people with limited literacy or English language skills.</p>   |

### 3.5 ACCESS REQUIREMENTS AND TRAFFIC MANAGEMENT

|              |  |
|--------------|--|
| Access       | <p>A new access road from Goodwood Road will be needed for the Transfer Station, with lockable gates for security.</p> <p>In line with licence conditions signage will need to be provided at the entrance to the facility which displays:</p> <ul style="list-style-type: none"> <li>• A contact telephone number for information and complaints or notification of fires;</li> <li>• A list of materials that are accepted;</li> <li>• The types of waste that must not be deposited on the premises and a contact phone number for alternative disposal sites;</li> <li>• A warning, indicating penalties for people lighting fires.</li> </ul>   |
| Roads        | <p>An access 'ring road' is provided around the Transfer Station to allow for servicing of stockpile areas and disposal areas. This ensures the separation of heavy vehicles from domestic users. The Shire has indicated that some of this area may also be used by the Shire's Works Department to store materials.</p> <p>A looped inner road (around the gatehouse/re-use shop) is provided for staff and customer use of the Transfer Station.</p> <p>An internal access track linking the Transfer Station to the landfill will be required whilst on-site landfill occurs. These would be constructed from in situ material.</p> <p>The customer access includes bitumen sealed roads and aprons.</p> |
| Traffic Flow | <p>A dual access road has been provided into and out of the facility, diverging at a Y-junction taking vehicles in a clockwise traffic flow around the facility. Cars are directed to the gatehouse on the driver's side, then proceed to the general waste drop-off area, recycling area and bulk waste disposal area.</p>  |
| Car parking  | <p>Car parking bays for staff and public have been provided opposite the gatehouse, tip shop area and salvage area of the facility. This is connected to these areas by a footpath and pedestrian crossing near the boom gate to enable safe movement of staff and customers.</p>  |

### 3.6 EMISSIONS MANAGEMENT

The Transfer Station must be designed to minimise environmental risks such as litter, stormwater and odour. The following design considerations listed in **Table 3.2** will minimise the impact on the surrounding environment and can be used to guide further detailed design of the facility.

*Table 3.2 Emissions management design considerations*

|                  |   |
|------------------|---|
| Litter           | <ul style="list-style-type: none"> <li>• Providing cover/lids for waste bins</li> <li>• Planting trees and shrubs around site as windbreaks</li> <li>• Prominent signs warning of penalties for uncovered loads/education of waste producers.</li> </ul>  |
| Odour            | <p>Potential odour sources will be from stored putrescible waste. The odour risk will be dependent upon the length of time waste material is left in the push pit bunker. The Shire will need to ensure putrescible waste is transferred for disposal at regular intervals to minimise odour emissions from mixed waste material.</p> <p>If a compactor and sealed hook lift bin is used in the future, this will minimise odour emissions while the mixed waste is on-site prior to transport.</p>   |
| Dust             | <p>Hard stand areas should be incorporated into the design for operating, storage and loading/unloading areas to reduce dust generation. Areas of exposed earth on the site should be minimised through suitable landscaping and planting.</p>  |
| Vermin           | <p>The development of suitable pest management procedures will provide for long term management of pests at the Transfer Station.</p>   |
| Stormwater       | <p>To ensure that stormwater runoff does not become contaminated with waste, the Transfer Station should have a raised bund constructed at its boundary to divert any off-site stormwater away from the Transfer Station operations.</p> <p>In addition, hazardous materials storage areas (batteries and waste oil) should be bunded to contain spills and ideally roofed to limit infiltration of stormwater.</p> <p>Lids should be provided for general waste bins to minimise the ingress of stormwater.</p> <p>The push pit area has been roofed to limit ingress of rainfall into mixed waste.</p> <p>A sump has been provided adjacent to the push pit to capture wash down water from the push pit.</p> |
| Spill management | <p>Appropriate equipment and materials should be available to deal with spills, including spill kits with dry mulch, sand or other absorbents.</p>  |
| Fire             | <p>The Transfer Station will need to be equipped with adequate firefighting facilities. This includes incorporating firefighting equipment in storage areas for:</p> <ul style="list-style-type: none"> <li>• Residual waste;</li> <li>• Paper and cardboard;</li> <li>• Tyres;</li> <li>• Garden organics.</li> </ul> <p>Good stockpile management should also be undertaken to reduce the likelihood of a fire breaking out (e.g. storage pile height or number of items).</p>  |

### 3.7 RESOURCE RECOVERY

**Table 3.3** provides a list of design considerations for increased resource recovery. To maximise resource recovery, drop-off points must be clearly marked and easy to access and use. They should be of sufficient space to cater for users and operations, including any manual sorting required by operators and to allow for stockpiling of material for collection by third party recyclers.

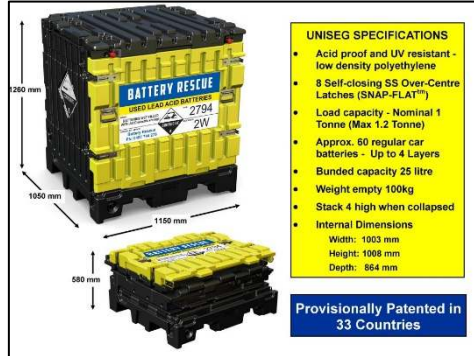
Table 3.3 Resource recovery design considerations

|   |  |
|---|--|
| <p>Greenwaste</p>                      | <p>An area for receipt and storage of greenwaste has been provided. The following considerations should be for greenwaste collection:</p> <ul style="list-style-type: none"> <li>• Access to greenwaste stockpiles should be orientated to be protected from prevailing winds and separated from other flammable materials;</li> <li>• The stockpile should be surrounded by an earthen bund to protect the material from ingress of water and minimise the egress of any contaminated stormwater;</li> <li>• Adequate space for turning and reversing trailers into the disposal area;</li> <li>• Adequate areas for queuing and drop-off;</li> <li>• Provision for separating materials that require shredding from those that do not, such as grass clippings;</li> <li>• Adequate signage and infrastructure to ensure optimal separation of green waste and other materials to avoid cross-contamination issues;</li> <li>• Measures to minimise contamination of greenwaste if the material stream is to be mulched or further processed. This could include the provision of a bin for disposal of mixed waste or contaminants for customers to place material.</li> </ul> <p>Alternatively, if contamination rates are high or site safety is of concern, an area prior to the stockpiles shown could be established for customers to initially place their greenwaste. The dropped-off greenwaste would need to be serviced regularly by site staff, by removing contamination before pushing up the material into the greenwaste stockpiles.</p> |
| <p>Scrap metal</p>                   | <p>An area for receipt and storage of scrap metal and appliances has been provided.</p> <p>The area should contain a raised bund and compacted hard stand floor comprising in situ soils. The raised bund will also prevent any surface water flowing into the storage/stockpile area.</p> <p>Separate collection bins could also be provided for smaller scrap metal items in the general community drop-off area.</p> <p>The Shire could collect items for deconstruction in order to separate higher value metals such as copper and aluminium. This service could link with the re-use shop, especially if the operations were provided by a social enterprise. The value of these metals is between 10 – 30 times higher than mixed scrap metal.</p>  |
| <p>Fridges and air conditioners</p>  | <p>A separate area provided within the scrap metal area for the temporary storage of fridges and air conditioners is recommended. This will allow sufficient space for the units to be degassed as required prior to collection by metal recyclers. Once these units have been degassed they can be pushed up into the metal storage area.</p>   |

Batteries



Facilities are currently provided for the recovery of lead acid batteries at the site. This service will continue at the general recycling drop-off area. As part of the upgrade, banded pallets should be used so batteries can be stored to contain any spills and in line with licence conditions. Batteries storage areas should be covered to minimise infiltration of stormwater.



Batteries should be stacked on pallets no more than three layers high, with each layer being separated by sturdy cardboard or a similar material. Adequate vehicle access to the storage area is essential as the storage pallets are usually extracted by forklift to be placed on the collection vehicle.

Gas bottles



Facilities are currently provided for the recovery of gas bottles at the site. Gas bottles for recycling as scrap must be degassed, have the valves removed and punctured to indicate their safe status for recycling. An appropriate area for storage and degassing should be provided.

E-waste



E-waste should be stored in an appropriate container on an impermeable surface and protected from the weather, to help control dust particles and run-off being released that could contaminate land, surface water and groundwater.

Tyres



The tyre area should be fitted with a hardstand of sufficient size and have adequate drainage. Depending on the proposed end use, it may be appropriate to sort and stockpile tyres into different types.

## Waste Oil



A waste oil collection station is currently provided at the Balingup Transfer Station. This will be maintained as part of the community drop-off facility. In terms of better practice, the following considerations should be incorporated into the community drop-off design:

- Placement on an impermeable surface;
- Bunding made from impermeable materials and capable of containing at least 110% of the capacity of the storage tank;
- Roofing/shelter to exclude accumulation of contaminated stormwater in the bunded area;
- Protection by bollards or similar structures if the storage tank is located near vehicular traffic;
- Safe and adequate access for tankers emptying the storage tank;
- 'No Smoking' signage;
- A spill kit must be available in the immediate vicinity, and staff should be aware of and be trained in appropriate spill response and clean-up measures. (WMINZ, 2008)

## Recyclables - plastics, glass, cans, cardboard and paper



These streams are currently collected at the facility.

These materials are typically collected in bins, cages or bags (bales). The type and size of the container will generally depend on the equipment operated by the contractor removing the materials from the Transfer Station.

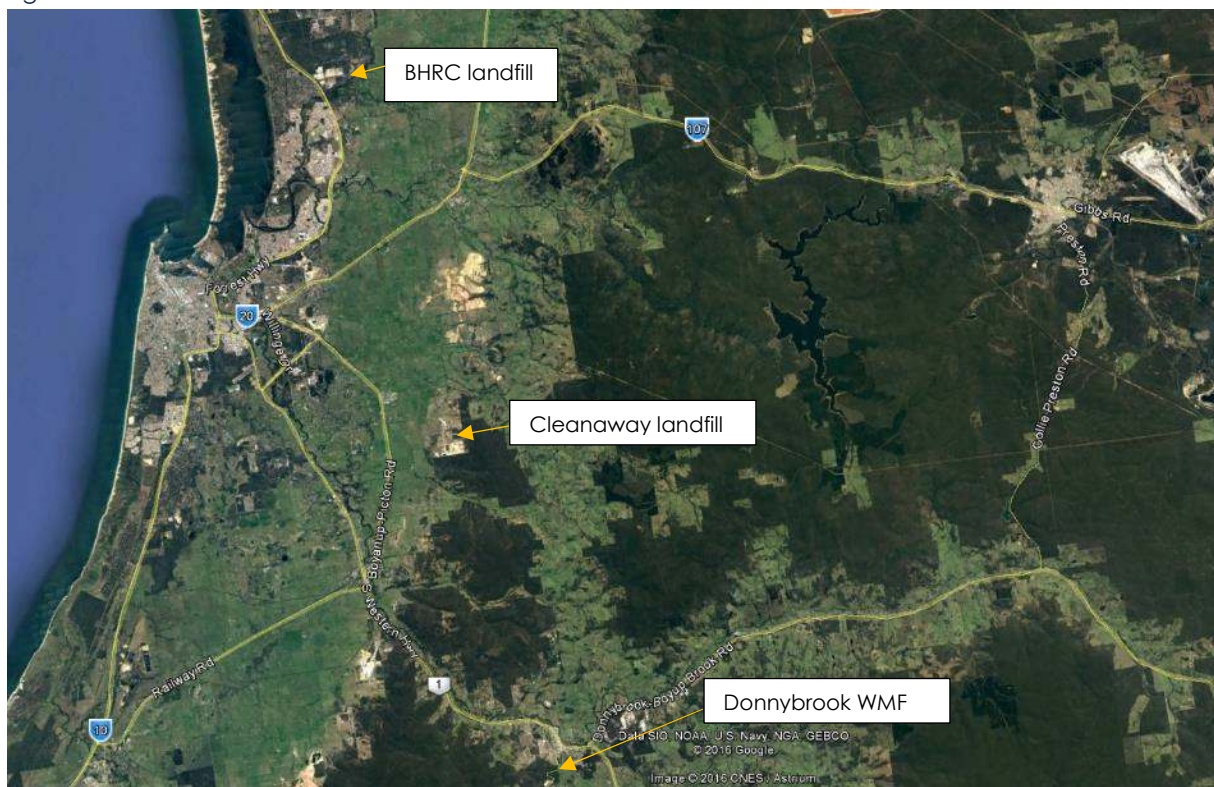
The Transfer Station layout is based on bins and are located in a covered area alongside the re-use shop.

## 4 TRANSPORT AND DISPOSAL

Upon final closure of the Shire's landfill all waste requiring disposal will need to be transported to an alternative facility.

There are two commercial landfills within a 50km radius of the Shire of Donnybrook Balingup, the Cleanaway Landfill (Banksia Road, Dardanup) and the Bunbury Harvey Regional Council landfill (Stanley Road, Australind). Cleanaway's Banksia Road landfill is located approximately 5km southeast of Dardanup. The indicative gate fee for disposal at the Cleanaway facility is \$51 per Tonne<sup>2</sup> (Feb 2021). The Stanley Road landfill is a regional Class II landfill located 14km northeast of Bunbury. The indicative local government gate fee for disposal at the BHRC facility is \$48 per Tonne (Feb 2021).

Figure 4.1 Location of DWMF and alternative landfills



### 4.1 TRANSPORT LOGISTICS

Different transportation methods are available for waste, the options include:

- Direct haulage: Waste is taken to the alternative landfill facility in the vehicle it was collected in. For example, the kerbside-collected waste would be transported to a landfill using the kerbside collection truck.
- Waste consolidation and bulk haulage: Waste is consolidated to improve transport efficiency over long distances, for example, the kerbside collection trucks would tip the waste at the DWMF to be loaded into road trains for transport to landfill.
- Waste consolidation, compaction and bulk haulage: Involves the Transfer Station having a compaction system to consolidate all mixed waste requiring transport off-site.

<sup>2</sup> Since the BHRC landfill temporarily stopped accepting commercial waste, Cleanaway has increased their gate fees to over \$100 per tonne.

## 4.2 COSTING ASSUMPTIONS

The collection and transport cost assessment assumes that:

- The Transfer Station will have a compaction system to consolidate mixed waste requiring disposal off-site.
- Waste will be transported to the BHRC landfill in Australind given the lower gate fee.
- Residual waste collected in the "red topped" MGB with kerbside collection trucks would be transported directly to an alternative landfill in the kerbside collection trucks.
- Waste from the Balingup Transfer Station (BTS) would be transported to the Transfer Station and consolidated with domestic drop-off waste. The consolidated waste would then be compacted into sealed hook lift bins for transport to an alternative landfill. The cost of transport from BTS to DWMF is not included in the modelling.
- Commercial (self-hauled) drop-off waste from the Transfer Station would be compacted into sealed hook lift bins for transport to an alternative landfill.
- Commercial waste collected by a contractor will not be accepted at the Transfer Station and will be taken directly to an alternate disposal facility by the collection provider.
- Transport of commercial drop-off waste from the Transfer Station would be undertaken by the Shire as a cost neutral exercise. This means any commercial waste received at the DTS would be charged a gate fee that would cover the full cost of handling, transport, and disposal at the alternative landfill.
- Waste quantities used in the modelling exercise are based on gatehouse records and reflected in **Table 2.1**.

Note: The costing exercise has been based on the Feb 2021 quoted gate rates for BHRC of \$48 per Tonne. As of September 2021, the BHRC have been directed by DWER to cease collection of commercial waste. At this point Cleanaway significantly increased its gate fee to approximately \$110 per Tonne. Whilst BHRC is expected to resume normal operations shortly, should BHRC cease to operate the impact of only a single commercial landfill in operation in the South-west will result in significantly increased gate fees as a result of reduced competition. Future modelling should allow gate fees between \$60 - \$125 per Tonne.

## 4.3 TRANSPORT COSTS AND DISTANCES

The distance from the Transfer Station to the BHRC landfill in Australind is 50km.

The cost of transport for full hook lift bins is approximately \$300 per hook lift bin to the BHRC landfill. This cost is based on the truck exchanging bins at the Transfer Station (i.e. replacing a full hook lift bin with an empty bin).

## 4.4 TRANSPORT AND DISPOSAL COSTS

Based on the estimated quantities of waste to be transported, and the rationale and assumptions outlined above, the costs of transport and disposal of waste from the Transfer Station are provided in **Table 4.1** below. These costs have been included in **Section 5** (budget estimates of capital costs and operational costs).



Table 4.1 Transport and disposal costs of commercial drop-off waste to BHRC landfill (ASK, 2021)

| Description   | Annualised Cost (\$) |
|---|----------------------|
| Transfer of commercial drop-off waste (BTS)           | 2,000                |
| Transfer of commercial drop-off waste (DTS)           | 12,000               |
| Gate fee for disposal of transferred commercial waste | 17,000               |
| <b>TOTAL (rounded to nearest 1,000)</b>               | <b>\$31,000</b>      |

Table 4.2 Transport and disposal costs of domestic self-hauled waste to BHRC landfill (ASK, 2021)

| Description  | Annualised Cost (\$) |
|--|----------------------|
| Transfer of domestic drop-off waste <sup>3</sup> (BTS)       | 32,500               |
| Transfer of domestic drop-off waste (DTS)                    | 30,500               |
| Transfer of domestic kerbside waste <sup>4</sup> (all Shire) | 40,500               |
| Gate fee for disposal of BTS domestic waste                  | 38,400               |
| Gate fee for disposal of DTS domestic waste                  | 36,000               |
| <b>Total (rounded to nearest 1,000)</b>                      | <b>\$178,000</b>     |

<sup>3</sup> Current gatehouse records suggest a higher tonnage of domestic drop-off waste is received at the Ballingup Transfer Station than at the Donnybrook WMF, hence the higher cost

<sup>4</sup> Based on Cleanaway collection data 19/20 (1,152 tonnes) at a unit cost of \$0.70 per km/tonne (provided to cover additional transport costs post-collection from townsites to the alternative landfill)

## 5 COSTS

### 5.1 CAPITAL COSTS

The estimated capital costs for establishment of the Transfer Station are provided in **Table 5.1**.

Table 5.1 Estimated capital cost of the Transfer Station

| Item   | Total cost (\$)  |
|--|------------------|
| <b>General Provisions – Design</b>   |                  |
| Geotechnical investigations, detailed design, planning and approvals   | 58,000           |
| <b>General Provisions – Preliminaries</b>  |                  |
| Mobilisation, overheads, Construction Management Plans, temporary works, as constructed documentation, site clean up | 89,000           |
| <b>Earthworks + Pavements</b>  |                  |
| Preparation for earthworks, earthworks, landscaping and grassing, pavements  | 361,000          |
| <b>Stormwater</b>  |                  |
| Table drain, greenwaste stockpile bund, scrap metal stockpile bund, tyre/mattress stockpile bund                     | 29,000           |
| <b>Covered Push Pit</b>  |                  |
| Portal frame, concrete slab and small side walls, push wall  | 126,000          |
| <b>Gate House, Office Area + miscellaneous works</b>   |                  |
| New office, gatehouse, boom gate, entry gate and fences  | 170,000          |
| Resource recovery area bins, leachate tank, rainwater tanks  |                  |
| <b>Revegetation</b>  | 2,000            |
| <b>Transfer containers (sealed hooklift bins), compactor for hooklift<sup>5</sup></b>                                | 150,000          |
| Regional factor (at 15%)   | 148,000          |
| Contingency (at 20%)   | 227,000          |
| <b>Total (rounded)</b>   | <b>1,360,000</b> |

### 5.2 OPERATIONAL COSTS

The estimated operational cost of the Transfer Station if operated in-house by the Shire in the future is shown in **Table 5.2**.

Table 5.2 Operational cost of the Transfer Station in-house by Shire

| Item   | Total cost (\$) | Annualised cost (\$) |
|--|-----------------|----------------------|
| <b>Service Establishment</b>   |                 |                      |
| Council reporting, procuring staff, equipment and plant, OMPs and SOPs   | 28,650          | 5,730                |
| <b>Human Resources</b>   |                 |                      |
| 2 x operator, service management, performance management   | 158,180         | 158,180              |
| <b>Plant</b>   |                 |                      |
| Tele-handler, plant repair and maintenance, insurance, fuel, communications equip, fire protection unit  | 119,300         | 29,086               |
| <b>General operations</b>  |                 |                      |
| Greenwaste mulching, electricity, maintenance, licencing, extinguisher servicing, recyclables disposal cost, fridge degassing, etc. (Based on current costs) | 75,512          | 75,512               |

<sup>5</sup> The compactor unit and hooklift bins will only be required when waste is transferred to an alternative landfill

| Item  | Total cost (\$) | Annualised cost (\$) |
|---|-----------------|----------------------|
| <b>Total costs whilst on-site landfill operational (rounded)</b>  | <b>382,000</b>  | <b>269,000</b>       |
| <b>Transfer and Disposal costs</b><br>Costs of transfer of waste from Transfer station to BHRC landfill and associated gate fees (based on 1800 t.p.a.) | 201,000         | 201,000              |
| <b>Total costs when landfill ceases on-site (rounded)</b>   | <b>583,000</b>  | <b>470,000</b>       |

### 5.3 GRANT FUNDING

The Shire should consider funding the Transfer Station construction from government schemes. Two potential schemes are summarised below.

#### 5.3.1 Building Better Regions Fund (BBRF)

The Federal Government's 'Building Better Regions Fund (BBRF)' Infrastructure Projects Stream supports projects that involve construction of new infrastructure, or the upgrade or extension of existing infrastructure to create jobs, drive economic growth and build stronger regional communities into the future.

The fund invests in projects located in or benefiting eligible areas outside the major capital cities of Sydney, Melbourne, Brisbane, Perth, Adelaide, and Canberra. Round Three of the BBRF closed early 2021, however the Australian Government announced that a further \$250 million has been set aside in the 2021-22 budget towards a sixth round of the BBRF. Applications are reportedly due to open in March 2022.

#### 5.3.2 WasteSorted Grants

WasteSorted Grants support projects which target the WA State Government's focus materials. Each year a list of preferred materials is provided, the preference for the 2021-22 funding round was:

- Organics: food and garden organics
- Construction and demolition waste
- Glass: packaging and containers
- Metals: steel, non-ferrous metals, packaging and containers
- Paper and cardboard: office paper, newspaper and magazines
- Plastics: packaging and containers
- Textiles: clothing and other fabric-based materials
- Hazardous waste (non-household).

An example of a successful project was the City of Busselton awarded a \$150,000 grant to construct a Re-use Shop at the Busselton Waste Transfer Station as the final phase of the Busselton Waste Transfer Station redevelopment.

## 6 DEVELOPMENT PHASES

The development of the Transfer Station is closely linked to the phased filling and capping of the existing on-site landfill as specified in the 2021 LCMP (ASK, 2021b).

### 6.1 KEY TASKS ASSOCIATED WITH LANDFILL CAPPING PHASES

A provisional list of tasks required for the implementation of the LCMP and transitioning and development of the Transfer Station on the site is contained in **Table 6.1**. The key aspect of this phasing is to ensure the existing resource recovery area (material stockpiles) and domestic drop-off area are relocated in a timely manner as this area of the landfill is required for waste disposal.

Table 6.1 LCMP and Transfer Station implementation tasks

| Task  | Description   | Responsibility |
|---|---|----------------|
| <b>Administrative and approvals</b>   |   |                |
| 1   | Licence amendment to reduce internal buffer on NW batter from 35m to 15m to align with requirements of 2021 LCMP  | Shire          |
| 2   | Licence amendment to extend licence expiry date from 30 June 2024 to align with requirements of 2021 LCMP   | Shire          |
| 3   | DWER Endorsement of the LCMP  | Shire          |
| <b>DECISION POINT - capping and revegetation to be provided by internal services, external services or current waste contractor</b> |   |                |
| 4   | Prepare detailed design and construction specification for capping works  | Shire          |
| 5   | Prepare a revegetation plan for the site  | Shire          |
| 6   | Procure services for capping and revegetation   | Shire          |
| <b>PHASE A LCMP works</b>   |   |                |
| 7   | Concentrate efforts on filling within Phase A to achieve desired profile  | Contractor     |
| 8   | Once desired profile is met, apply intermediate cover to areas that will not receive further waste  | Contractor     |
| 9   | Undertake Phase A Capping Works.  | Not decided    |
| 10  | Revegetation of Phase A   | Not decided    |
| <b>PHASE A Transfer station works</b>   |   |                |
| 11  | Whilst Phase A is being completed the design, approvals process for the Transfer Station should be undertaken.  | Shire          |
| 12  | Preparation of DWER approvals - application for Transfer Station  |                |
| 13  | Whilst Phase B is being completed, the location for the temporary bulk waste stockpile areas (metal, greenwaste, mattress, concrete etc) to be provided as part of the Transfer Station services is to be identified.   | Shire          |
| 14  | Construction of temporary stockpile areas and access tracks. The removal and re-use of the existing stockpile hardstand material is recommended to maximise available airspace for the existing landfill and save on material costs for construction of new hardstands. | Not decided    |
| 15  | Prepare detailed design and construction specification for the Transfer Station works   | Shire          |
| <b>PHASE B LCMP works</b>   |   |                |
| 16  | Concentrate efforts on filling within Phase B to achieve desired profile  | Contractor     |
| 17  | Once desired profile is met, apply immediate cover to areas that will not receive further waste   | Contractor     |
| 18  | Undertake Phase B Capping Works.  | Not decided    |

| Task                                  | Description   | Responsibility |
|---------------------------------------|---|----------------|
| 19                                    | Revegetation of Phase B   | Not decided    |
| <b>PHASE B Transfer station works</b> |   |                |
| 20                                    | Procure services to construct the Transfer Station  | Shire          |
| <b>PHASE C LCMP works</b>             |   |                |
| 21                                    | Concentrate efforts on filling within Phase C to achieve desired profile. Filling should occur from east to west.   | Contractor     |
| 22                                    | Once desired profile is met, apply immediate cover to areas that will not receive further waste   | Contractor     |
| 23                                    | Undertake Phase C Capping Works.  | Not decided    |
| 24                                    | Revegetation of Phase C   | Not decided    |
| <b>PHASE C Transfer Station works</b> |   |                |
| 25                                    | Whilst Phase C is being completed the construction of the Transfer Station and the new access road should be undertaken   | Shire          |
| 26                                    | Preferred operating structure (in-house vs contractor) for the Transfer Station to be defined. This will flow into plant and equipment requirements for the site (i.e., to be provided by Contractor or Shire)  | Shire          |
| 27                                    | Procurement of any new plant and equipment requirements   | Shire          |
| 28                                    | Relocation of any existing plant and equipment required for operation of the Transfer station   | Shire          |
| 29                                    | Appointment staff / procurement of service provider   |                |
| 30                                    | Closure of existing facility access to the public and commencement of operations at the Transfer Station. The Transfer Station will at this point act as a drop-off facility to receive waste. Waste will be transferred to the landfill as required.   | Shire          |
| <b>PHASE D LCMP works</b>             |   |                |
| 31                                    | Concentrate efforts on filling within Phase D to achieve desired profile. Filling should occur from east to west.   | Contractor     |
| 32                                    | Once desired profile is met, apply immediate cover to areas that will not receive further waste   | Contractor     |
| 33                                    | Undertake Phase D Capping Works.  | Not decided    |
| 34                                    | Revegetation of Phase D   | Not decided    |
| <b>PHASE D Transfer Station works</b> |   |                |
| 35                                    | Once the landfill is 'full', waste disposal operations will need to be replaced with a compaction unit and sealed hook lift bins with waste being transferred to an alternate site. Hence, whilst Phase D is being completed the preferred alternate landfill disposal option, transport arrangements and on-site compaction systems need to be identified and procured and be ready for commencement at completion of the on-site landfill airspace. | Shire          |
| <b>Final landfill closure</b>         |   |                |
| 36                                    | On-going monitoring and maintenance of the rehabilitated landfill   | Shire          |

## 6.2 PHASING OF CAPITAL COSTS FOR LANDFILL CAPPING AND TRANSFER STATION ESTABLISHMENT

The capital costs will be incurred over the next decade as the phases of the landfill are completed and capped. **Table 6.2** provides a breakdown of the estimated capital costs and when they will be incurred based on the phases of landfill operation.

Table 6.2 Breakdown of capital costs by capping phase

| Description   | Parameter   | Total            | Phase A        | Phase B        | Phase C          | Phase D        | Post Closure   |
|---|---|------------------|----------------|----------------|------------------|----------------|----------------|
| <b>Intermediate cover (300mm)</b>                                 |   |                  |                |                |                  |                |                |
| Cover - Earthworks  | Placement cost estimate (\$10 - \$30 range, \$20 used for calc) | 261,000          | 86,400         | 39,800         | 83,000           | 51,900         |                |
| Contingency   | 20% contingency for unforeseen events and issues                | 52,200           | 17,280         | 7,960          | 16,600           | 10,380         |                |
| <b>Intermediate cover works Total (inc Contingency, exc. GST)</b> |   | <b>313,200</b>   | <b>103,680</b> | <b>47,760</b>  | <b>99,600</b>    | <b>62,280</b>  |                |
| <b>Capping and closure works</b>                                  |   |                  |                |                |                  |                |                |
| Capping - Earthworks  | Placement cost estimate (\$10 - \$30 range, \$20 used for calc) | 870,000          | 288,100        | 132,500        | 276,600          | 172,800        |                |
|   | Production of mulch for capping later                           | 87,000           | 28,800         | 13,300         | 27,700           | 17,300         |                |
|   | Revegetation  | 174,000          | 57,600         | 26,500         | 55,300           | 34,600         |                |
| Surface water management  | Excavate perimeter drainage channel                             | 14,175           | 14,175         |                |                  |                |                |
|   | Excavate sediment ponds   | 10,000           | 10,000         |                |                  |                |                |
| Post closure  | Groundwater monitoring (6 monthly - 10 years)                   | -                |                |                |                  |                | -              |
|   | Groundwater monitoring (annually 11- 30 years)                  | -                |                |                |                  |                | -              |
|   | Landfill cap and rehab monitoring                               | 15,000           |                |                |                  |                | 15,000         |
|   | Landfill gas monitoring   | 15,000           |                |                |                  |                | 15,000         |
|   | Leachate monitoring (sediment ponds)                            | 30,000           |                |                |                  |                | 30,000         |
|   | Landfill cap maintenance (contingency)                          | 150,000          |                |                |                  |                | 150,000        |
| Professional fees and services                                    | Stormwater detailed design                                      | 35,000           | 35,000         |                |                  |                |                |
|   | Tendering, project management, additional consultancy, etc      | 68,000           | 22,500         | 10,400         | 21,600           | 13,500         |                |
|   | Revegetation plan   | 15,000           | 15,000         |                |                  |                |                |
| 20% contingency for unforeseen events and issues                  |   | 297,000          | 94,000         | 37,000         | 76,000           | 48,000         | 42,000         |
| <b>Capping works Total (inc Contingency, exc. GST)</b>            |   | <b>1,780,175</b> | <b>565,175</b> | <b>219,700</b> | <b>457,200</b>   | <b>286,200</b> | <b>252,000</b> |
| <b>Transfer Station works</b>                                     |   |                  |                |                |                  |                |                |
| Temporary stockpile area  | Location of hardstand and bund wall construction                | 27,000           | 27,000         |                |                  |                |                |
| Transfer Station  | General Provisions - Design                                     | 66,000           | 66,000         |                |                  |                |                |
|   | General Provisions - Preliminaries                              | 102,000          |                |                | 102,000          |                |                |
|   | Earthworks + Pavements  | 415,000          |                |                | 415,000          |                |                |
|   | Stormwater  | 33,000           |                |                | 33,000           |                |                |
|   | Covered Push Pit  | 144,000          |                |                | 144,000          |                |                |
|   | Gate House + Office Area  | 195,000          |                |                | 195,000          |                |                |
|   | Revegetation  | 2,000            |                |                | 2,000            |                |                |
| Installation of waste compactor unit (for waste transfer)         |   | 150,000          |                |                |                  | 150,000        |                |
| 20% contingency for unforeseen events and issues                  |   | 226,800          | 18,600         | -              | 178,200          | 30,000         |                |
| <b>Transfer Station works Total (inc Contingency, exc. GST)</b>   |   | <b>1,360,800</b> | <b>111,600</b> | <b>-</b>       | <b>1,069,200</b> | <b>180,000</b> |                |
| <b>PROJECT TOTAL (inc Contingency, exc. GST)</b>                  |   | <b>3,454,175</b> | <b>780,455</b> | <b>267,460</b> | <b>1,626,000</b> | <b>528,480</b> | <b>252,000</b> |

- End of document -

## REFERENCES

ASK (2021). **Future Options Assessment – Donnybrook Waste Management Facility** ASK Waste Management Pty Ltd

ASK (2021b). **Donnybrook Waste Management Facility, Landfill Closure Management Plan** ASK Waste Management Pty Ltd

Department of Environment Regulation (2016). **Environmental Protection Act 1986: Works Approval and Decision Document W5577/2013/1**. Government of Western Australia.



## APPENDIX A – TRANSFER STATION SCHEMATIC PLAN



**LEGEND**

|  |   |
|--|---|
|  | EXISTING SURFACE LEVEL MAJOR 5M CONTOUR |
|  | EXISTING SURFACE LEVEL MINOR 1M CONTOUR |
|  | EXISTING FENCE                          |
|  | EXISTING SEDIMENT DAM                   |
|  | PROPOSED RAINWATER TANK                 |
|  | PROPOSED LEACHATE STORAGE TANK          |
|  | PROPOSED COLLECTION BINS                |
|  | PROPOSED DRUMMUSTER AREA                |
|  | PROPOSED ROOF                           |
|  | PROPOSED GATE                           |
|  | PROPOSED FENCE                          |
|  | PROPOSED ROAD                           |
|  | PROPOSED ACCESS TRACKS                  |

**SURVEY AND IMAGE REFERENCES:**  
 1. THOMPSONS SURVEYING, JULY 2021.  
 2. NEARMAP, 2021.

CONCEPT



ABN 91 621 076 131  
 www.greentecconsulting.com.au

3/29 Mount Cotton Road  
 CAPALABA QLD 4157

| REV | DATE     | DRAWN | CHECKED | APPR'D | REVISION DETAILS | DRAWING STATUS                  |
|-----|----------|-------|---------|--------|------------------|---------------------------------|
| C   | 20/10/21 | JJ    | CL      | ASK    | CONCEPT          | JOB No. ASK-2009-06             |
| B   | 19/10/21 | JJ    | CL      | ASK    | CONCEPT          | DATE 20/10/21                   |
| A   | 17/09/21 | JJ    | CL      | ASK    | FOR REVIEW       | DESIGN BY CL                    |
|     |          |       |         |        |                  | DRAWN BY JJ                     |
|     |          |       |         |        |                  | CHECKED BY CL                   |
|     |          |       |         |        |                  | FINAL APPROVAL ASK              |
|     |          |       |         |        |                  | SCALE: (on A3 Original) 1:2,000 |

|               |  |
|---------------|--|
| PROJECT TITLE | <b>DONNYBROOK LANDFILL<br/>PROPOSED TRANSFER STATION</b> |
| CLIENT        | <b>SHIRE OF DONNYBROOK</b>                               |

|               |   |             |        |
|---------------|---|-------------|--------|
| DRAWING TITLE | <b>EXISTING CONDITIONS AND PROPOSED TRANSFER STATION AREA</b> |             |        |
| PROJECT NO.   | ASK-2009-06   | DRAWING NO. | DWG 01 |
| REV           |   |             | C      |

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- LEGEND**
- PROPOSED RAINWATER TANK
  - PROPOSED LEACHATE STORAGE TANK
  - PROPOSED COLLECTION BINS
  - PROPOSED DRUMMUSTER AREA
  - PROPOSED ROOF
  - PROPOSED GATE
  - PROPOSED FENCE
  - PROPOSED ROAD
  - PROPOSED ACCESS TRACKS

**SURVEY AND IMAGE REFERENCES:**  
 1. THOMPSONS SURVEYING, JULY 2021.  
 2. NEARMAP, 2021.

CONCEPT



ABN 91 621 076 131  
 www.greentecconsulting.com.au

3/29 Mount Cotton Road  
 CAPALABA QLD 4157

| REV | DATE     | DRAWN | CHECKED | APPRD | REVISION DETAILS | DRAWING STATUS                |
|-----|----------|-------|---------|-------|------------------|-------------------------------|
| C   | 20/10/21 | JJ    | CL      | ASK   | CONCEPT          | JOB No. ASK-2009-06           |
| B   | 19/10/21 | JJ    | CL      | ASK   | CONCEPT          | DATE 20/10/21                 |
| A   | 17/09/21 | JJ    | CL      | ASK   | FOR REVIEW       | DESIGN BY CL                  |
|     |          |       |         |       |                  | DRAWN BY JJ                   |
|     |          |       |         |       |                  | CHECKED BY CL                 |
|     |          |       |         |       |                  | FINAL APPROVAL ASK            |
|     |          |       |         |       |                  | SCALE: 1:750 (on A3 Original) |

|               |  |
|---------------|--|
| PROJECT TITLE | <b>DONNYBROOK LANDFILL PROPOSED TRANSFER STATION</b> |
| CLIENT        | <b>SHIRE OF DONNYBROOK</b>                           |

|               |                                  |             |        |
|---------------|----------------------------------|-------------|--------|
| DRAWING TITLE | <b>PROPOSED TRANSFER STATION</b> |             |        |
| PROJECT NO.   | ASK-2009-06                      | DRAWING NO. | DWG 02 |
| REV           |                                  |             | C      |

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**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 15 DECEMBER 2021.**

**SUMMARY:**

| <i>Bank</i>                  | <i>Cheque Number</i>  | <i>Amount</i>              |
|------------------------------|---|----------------------------|
| Municipal                    | EFT22816c-EFT22920a,<br>53698 - 53699, DD26240.1-<br>DD26240.15 | \$596,537.22               |
| Trust                        |   |                            |
| <i>Monthly Cheque Totals</i> |   | <u><u>\$596,537.22</u></u> |

**CERTIFICATION OF DIRECTOR CORPORATE & COMMUNITY**

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from EFT22816c-EFT22920a, 53698 - 53699, DD26240.1- DD26240.15 totalling \$596,537.22 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.

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

8-12-2021  
\_\_\_\_\_  
DATE

**SHIRE OF DONNYBROOK/BALINGUP**

**LOCAL GOVERNMENT ACT 1995**

**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH**

**DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 15 DECEMBER 2021**

**MANUAL/AUTO PAYMENTS FROM 05/11/2021 TO 30/11/2021**

| <b>Chq/EFT</b> | <b>Name</b>                     | <b>Description</b>  | <b>Municipal</b> | <b>Trust</b> |
|----------------|---------------------------------|---|------------------|--------------|
| EFT22816c      | SHERIFF'S OFFICE                | FER INFRINGEMENT LODGEMENTS X 4 (TO BE RECOUPED)            | \$               | 318.00       |
| EFT22816d      | SG FLEET AUSTRALIA PTY LIMITED  | LEASE FOR CESH VEHICLE FOR PERIOD 09/11/2021 TO 08/12/2021  | \$               | 1,214.22     |
| EFT22817       | ALFS MACHINERY PTY LTD          | REPLACEMENT WATER PUMP FOR P&G VEHICLE DB4647               | \$               | 602.05       |
| EFT22818       | AUSTRALIA POST                  | SHIRE POSTAGE - OCTOBER 2021                                | \$               | 685.22       |
| EFT22819       | CR SHANE AHERTON                | REFUND COUNCILLOR NOMINATION FEE                            | \$               | 80.00        |
| EFT22820       | AUSTRALIAN SERVICES UNION WA    | PAYROLL DEDUCTIONS  | \$               | 25.90        |
| EFT22821       | AMD SOUTHWEST PTY LTD           | TUJA LODGE - AUDIT PRUDENTIAL COMPLIANCE RETURN FOR 20/21   | \$               | 3,575.00     |
| EFT22822       | ALL-TECH PLUMBING               | DBK REC CTR - REPAIRS TO TAPS & OTHER MAINTENANCE           | \$               | 987.25       |
| EFT22823       | WINC AUSTRALIA PTY LTD          | ADMIN - 2022 DIARIES (BACKORDER)                            | \$               | 13.15        |
| EFT22824       | ALLENS TRAFFIC MANAGEMENT       | SHOULDER WORKS - TRAFFIC MANAGEMENT OCTOBER 2021            | \$               | 12,986.60    |
| EFT22825       | ASK WASTE MANAGEMENT            | LANDFILL CLOSURE MGMT PLAN - PROFESSIONAL SERVICES          | \$               | 11,298.38    |
| EFT22826       | A & R MACHINERY                 | PARTS FOR MOWER DECK REPAIRS & FILTERS                      | \$               | 976.47       |
| EFT22827       | ADAMS WINDOW CLEANING           | PRESTON VILLAGE ANNUAL WINDOW CLEAN - UNITS & COMM CTR      | \$               | 2,200.00     |
| EFT22828       | ALTUS GROUP CONSULTING P/L      | VC MITCHELL PK - QUANTITY SURVEYING CONSULTANT SERVICES     | \$               | 10,450.00    |
| EFT22829       | STAFF REIMBURSEMENTS            | REIMBURSE BOTTLED WATER & LOLLIES FOR LEADERSHIP COURSE     | \$               | 24.59        |
| EFT22830       | BALINGUP PROGRESS ASSOCIATION   | 2021 VOLUNTEER SUNDOWNER - BALINGUP                         | \$               | 400.00       |
| EFT22831       | BELL FIRE EQUIPMENT COMPANY P/L | EGAN PARK NETBALL BUILDING - FIRE EXTINGUISHER SERVICE      | \$               | 134.75       |
| EFT22832       | BCIT FUND                       | BCITF LEVY COLLECTIONS - OCTOBER 2021                       | \$               | 36.22        |
| EFT22833       | BUNBURY PRINT                   | 30 X VEHICLE PRE START BOOKS                                | \$               | 829.03       |
| EFT22834       | BANKS PEST AND WEED CONTROL     | WEED TREATMENT AT MULTIPLE SHIRE FACILITIES                 | \$               | 1,554.30     |
| EFT22835       | BP SERVICE STATION              | MGNT DBK TRANSIT PRK, ADMIN & BFB FUEL EXPENSES - SEPT 2021 | \$               | 4,146.87     |
| EFT22836       | BUNBURY PLUMBING SERVICES P/L   | DBK ABLUTIONS - INVESTIGATE & CLEAR SEWER PIPE BLOCKAGE     | \$               | 582.00       |
| EFT22837       | BLUE FORCE PTY LTD              | PRESTON VILL - EMERGENCY HELP MONITORING - OCTOBER 2021     | \$               | 208.82       |
| EFT22838       | BUNBURY HARVEY REGIONAL CNL     | ORGANICS DISPOSAL - OCTOBER 2021                            | \$               | 3,053.40     |
| EFT22839       | STAFF REIMBURSEMENTS            | REIMBURSE PARKING EXPENSES FOR LG PROF AWARDS EVENING       | \$               | 20.24        |
| EFT22840       | BUSSELTON REFRIG & AIR CON      | DBK REC CTR - CAPITAL WORKS - REPLACE AIR CONDITIONING      | \$               | 7,656.00     |
| EFT22841       | JOHN BOEKHOUT                   | RATES REFUND  | \$               | 702.00       |
| EFT22842       | CLEANAWAY OPERATIONS PTY LTD    | BLN TRANSFER STN - CLEAR WASTE BINS - OCTOBER 2021          | \$               | 2,033.22     |
| EFT22843       | CRAVEN FOODS                    | DBK REC CTR - CONFECTIONERY & SNACK KIOSK SUPPLIES          | \$               | 170.95       |
| EFT22844       | STAFF REIMBURSEMENTS            | REIMBURSE FUEL EXPENSES FOR CESH FORUM                      | \$               | 130.76       |
| EFT22845       | CRS ELECTRICAL                  | PUMP TRACK - LIGHTPOLE RELOCATION AND RECONNECTION          | \$               | 545.36       |
| EFT22846       | CLEANAWAY                       | REFUSE COLLECTION - OCTOBER 2021                            | \$               | 22,480.91    |
| EFT22847       | CORSIGN WA                      | DESIGN OF APPLE FUN PARK CHILDREN AT PLAY SIGNS             | \$               | 91.30        |
| EFT22848       | COSMIC RESOURCES PTY LTD        | DBK SKATE PARK - SANDSTONE RUBBLE CARTAGE OCTOBER 2021      | \$               | 2,200.00     |
| EFT22849       | C.E.M ALLIANCE PTY LTD          | PUMP TRACK - BUILDING REURBISHMENT FULL EXTERNAL PAINTING   | \$               | 10,324.60    |
| EFT22850       | COMMON GROUND TRAILS PTY LTD    | PUMP TRACK - PROGRESS PAYMENT                               | \$               | 91,753.20    |
| EFT22851       | DONNYBROOK MEDICAL SERVICES     | PRE EMPLOYMENT MEDICAL                                      | \$               | 165.00       |
| EFT22852       | DONNYBROOK NEWSAGENCY           | NEWSPAPERS & MISC STATIONERY - OCTOBER 2021                 | \$               | 113.89       |
| EFT22853       | DONNYBROOK HARDWARE & GARDEN    | MISC SMALL GOODS & SERVICES FOR OCTOBER 2021                | \$               | 717.82       |

**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 15 DECEMBER 2021**  
**MANUAL/AUTO PAYMENTS FROM 05/11/2021 TO 30/11/2021**

| Chq/EFT  | Name                             | Description   |    | Municipal | Trust |
|----------|----------------------------------|---|----|-----------|-------|
| EFT22854 | DONNYBROOK BUTCHERS              | CATERING FOR FUNCTION                                       | \$ | 305.00    |       |
| EFT22855 | DONNYBROOK FAMILY BAKERY         | CATERING FOR OPERATIONAL LEADERSHIP COURSE (20 PERSONS)     | \$ | 219.00    |       |
| EFT22856 | DONNYBROOK TYRE SERVICE          | DB5 CEO & FERNDALE BFB - REPLACEMENT TYRES                  | \$ | 861.00    |       |
| EFT22857 | DONNYBROOK FARM SERVICE          | DBK REC CTR - POOL CHEM, P&G - MISC SMALL GOODS - OCT 21    | \$ | 2,297.31  |       |
| EFT22858 | SUPA IGA DONNYBROOK              | ADMIN GROCERIES & EVENT SUPPLIES - OCT 2021                 | \$ | 1,105.76  |       |
| EFT22859 | DBK FOOTBALL & SPORTING CLUB INC | BOND REFUND   | \$ | 300.00    |       |
| EFT22860 | COUNTRY WOMENS ASSOCIATION       | 2021/22 MAJOR GRANTS - KITCHEN DESIGN & DRAFTING COSTS      | \$ | 2,000.00  |       |
| EFT22861 | DEPT OF MIRS - BUILDING COMM     | BSL LEVY COLLECTIONS - OCTOBER 2021                         | \$ | 1,890.53  |       |
| EFT22862 | DELL FINANCIAL SERVICES PTY LTD  | LEASE EXPENSES FOR PERIOD 01/12/2021 to 31/12/2021          | \$ | 821.46    |       |
| EFT22863 | DBK WINERIES & PRODUCERS INC     | 2021/22 MAJOR GRANT - FESTIVAL EVENT SPONSORSHIP            | \$ | 2,000.00  |       |
| EFT22864 | BARBARA LYNETTE DEVEREUX         | RATES REFUND  | \$ | 1,654.00  |       |
| EFT22865 | FLORIST GUMP                     | WREATH FOR REMEMBRANCE DAY, FLOWERS FOR STAFF               | \$ | 237.00    |       |
| EFT22866 | FAIRTEL PTY LTD                  | DONNYBROOK SES - PHONE AND NBN SERVICE                      | \$ | 154.00    |       |
| EFT22867 | CELLARBRATIONS DONNYBROOK        | COUNCILLOR REFRESHMENTS                                     | \$ | 158.98    |       |
| EFT22868 | GIRL GUIDES ASSOCIATION          | RATES REFUND  | \$ | 243.00    |       |
| EFT22869 | GARMIN                           | GARMEN MESSENGER & GPS SERVICE 14/11/2021 to 13/12/2021     | \$ | 60.00     |       |
| EFT22870 | MAXWELL ERIC GIBBONS             | RATES REFUND  | \$ | 480.52    |       |
| EFT22871 | HERSEY'S SAFETY PTY LTD          | SURVEY PEGS, PPC & PPE                                      | \$ | 946.90    |       |
| EFT22872 | HASTIE WASTE PTY LTD             | MGMT DBK LANDFILL SITE - OCTOBER 2021                       | \$ | 36,148.63 |       |
| EFT22873 | SKIPPERS PLUMBING SERVICES       | MISC PLUMBING MAINTENANCE & REPAIRS                         | \$ | 471.85    |       |
| EFT22874 | HARDY SPICER                     | W&S - PRESSURE HOSE   | \$ | 311.77    |       |
| EFT22875 | HAYS SPECIALIST RECRUITMENT      | PEOPLE & CULTURE COORDINATOR W/E 31/10 & 07/11/2021 - FINAL | \$ | 3,754.50  |       |
| EFT22876 | INSTANT WEIGHING                 | DB1250 LOADER - CALIBRATION NON TRADE                       | \$ | 2,145.00  |       |
| EFT22877 | STAFF REIMBURSEMENTS             | REIMBURSE QTRA TRAINING REGISTRATION RENEWAL 2021/22        | \$ | 136.13    |       |
| EFT22878 | JONNO'S HANDYMAN AND CARPENTRY   | WELL AGED UNITS - GROUNDS & BUILDING MAINTENANCE            | \$ | 344.50    |       |
| EFT22879 | JCW ELECTRICAL GROUP             | BLN REC CTR BUILDING - CAPITAL WORKS ELECTRICAL UPGRADES    | \$ | 33,745.93 |       |
| EFT22880 | JAPANESE TRUCK & BUS SPARES P/L  | DB799 TRUCK - SLAVE CYLINDER FOR CLUTCH                     | \$ | 38.50     |       |
| EFT22881 | WESFARMERS KLEENHEAT GAS P/L     | DBK & BLN HALLS - GAS BOTTLE FACILITY FEES - OCT 2021       | \$ | 62.70     |       |
| EFT22882 | JAMES W KHAN                     | CONSULT SERVICES - ABORIGINAL HERITAGE - BROOKE ST BLN      | \$ | 662.54    |       |
| EFT22883 | LANDGATE CUSTOMER ACCOUNT        | CERTIFICATE OF TITLE SERCHES                                | \$ | 81.60     |       |
| EFT22884 | LIVING SPRINGS                   | BOTTLED WATER - ADMIN OFFICE                                | \$ | 46.00     |       |
| EFT22885 | MALATESTA ROAD PAVING & HOTMIX   | 400 LITRES OF EMULSION FOR ROAD MAINTENANCE                 | \$ | 640.00    |       |
| EFT22886 | METAL ARTWORK CREATIONS          | NAME BADGES FOR COUNCILLORS AND STAFF                       | \$ | 108.90    |       |
| EFT22887 | MCLEODS BARRISTERS & SOLICITORS  | LEGAL REPRESENTATION - DOG ACT PROSECUTIONS                 | \$ | 2,293.42  |       |
| EFT22888 | MCG ARCHITECTS PTY LTD           | VC MITCHELL - ARCHITECTURAL & SUB-CONSULTANCY SERVICES      | \$ | 10,560.00 |       |
| EFT22889 | MCDONALD FENCING                 | DBK REC CTR - REPAIRS TO STORM TREE DAMAGED FENCE           | \$ | 3,923.70  |       |
| EFT22890 | MARKETFORCE PRODUCTIONS          | ADVERTISING EXPENSES - OCT 2021                             | \$ | 4,523.31  |       |
| EFT22891 | MANJIMUP MITSUBISHI              | DB346 P&G UTE - DOOR MIRROR COVER                           | \$ | 51.79     |       |
| EFT22892 | STAFF REIMBURSEMENTS             | REIMBURSE MEAL & PARKING EXPENSES FOR PAYROLL TRAINING      | \$ | 46.64     |       |

**SHIRE OF DONNYBROOK/BALINGUP**  
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**MANUAL/AUTO PAYMENTS FROM 05/11/2021 TO 30/11/2021**

| Chq/EFT   | Name                            | Description   |    | Municipal  | Trust |
|-----------|---------------------------------|---|----|------------|-------|
| EFT22893  | NIGHTGUARD SECURITY SERVICES    | ADMIN - ATTEND TO AFTER HOURS SECURITY INCIDENTS - OCT 2021 | \$ | 440.00     |       |
| EFT22894  | OFFICEWORKS                     | STATIONERY SUPPLIES   | \$ | 617.27     |       |
| EFT22895  | PRESTON PRESS                   | MONTHLY SHIRE CONNECT DOUBLE PAGE FEATURE - NOV 2021        | \$ | 440.00     |       |
| EFT22896  | FULTON HOGAN INDUSTRIES PTY LTD | KIRUP GRIMWADE RD - ASPHALT SURFACING                       | \$ | 72,864.54  |       |
| EFT22897  | PRESTON VALLEY MAINTENANCE      | CARPENTRY - STN SQ, DBK HALL, FUN PARK, REC CTR, FENCING    | \$ | 10,975.90  |       |
| EFT22898  | PFD FOOD SERVICE PTY LTD        | DBK REC CTR - KIOSK ICE CREAM SUPPLIES                      | \$ | 314.40     |       |
| EFT22899  | PRESTON POWER EQUIPMENT         | MISC SMALL GOODS AND SERVICES FOR OCT 2021                  | \$ | 99.00      |       |
| EFT22900  | BRIAN PIESSE                    | REFUND COUNCILLOR NOMINATION FEE                            | \$ | 80.00      |       |
| EFT22901  | ROYAL LIFE SAVING               | DBK REC CTR - WATCH AROUND WATER MEMBERSHIP RENEWAL         | \$ | 165.00     |       |
| EFT22902  | STAFF REIMBURSEMENTS            | REIMBURSE INTERNET EXPENSES FOR NOVEMBER 2021               | \$ | 39.95      |       |
| EFT22903  | DONNYBROOK RSL                  | 2021/2022 MAJOR GRANTS - CONTRIBUTION TO RSL CHAIR LIFT     | \$ | 1,680.00   |       |
| EFT22904  | RTR FITNESS                     | DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - OCTOBER 2021    | \$ | 896.00     |       |
| EFT22905  | REPCO - DONNYBROOK              | MISC GOODS AND SERVICES FOR OCT 2021                        | \$ | 242.14     |       |
| EFT22906  | SPRINT EXPRESS                  | FREIGHT SERVICES - OCT 2021                                 | \$ | 88.00      |       |
| EFT22907  | SOUTH WEST SEPTICS              | BLN TRANSIT PK - EMPTY SEPTICS & LEACH DRAINS               | \$ | 1,810.00   |       |
| EFT22908  | SOUTH REGIONAL TAFE             | MAA18 AUSCHEM TRAINING COURSE                               | \$ | 657.40     |       |
| EFT22909  | SUNNY INDUSTRIAL BRUSHWARE      | SWEEPER - SEGMENT 27 X 10" PIN DRIVE FLAT POLY              | \$ | 3,088.80   |       |
| EFT22910  | STATEWIDE BEARINGS              | SUNDRY PLANT - BEARINGS & SEALS                             | \$ | 84.00      |       |
| EFT22911  | SHAPE MANAGEMENT                | VC MITCHELL PK - PROJECT MANAGEMENT SERVICES                | \$ | 3,245.00   |       |
| EFT22912  | STANTEC AUSTRALIA PTY LTD       | VC MITCHELL PK - HYDRAULIC SUB CONSULTANCY SERVICES         | \$ | 4,537.50   |       |
| EFT22913  | TELSTRA                         | TELEPHONE & INTERNET EXPENSES                               | \$ | 2,123.32   |       |
| EFT22914  | TOLL TRANSPORT PTY LTD          | FREIGHT EXPENSES  | \$ | 22.02      |       |
| EFT22915  | TRAFFIC FORCE                   | GENERIC TRAFFIC MANAGEMENT PLAN                             | \$ | 2,587.20   |       |
| EFT22916  | TARVIA                          | STATION SQUARE - JARRAH TIMBER SEAT SLATTING & INSTALL      | \$ | 1,092.19   |       |
| EFT22917  | WATER CORPORATION               | WATER & SEWERAGE EXPENSES                                   | \$ | 410.32     |       |
| EFT22918  | SYNERGY                         | ELECTRICITY EXPENSES  | \$ | 7,872.22   |       |
| EFT22919  | WORK CLOBBER                    | 20/21 PPE BOOT ORDER FOR WORKS AND SERVICES STAFF           | \$ | 4,635.75   |       |
| EFT22920  | CR LEANNE WRINGE                | REFUND COUNCILLOR NOMINATION FEE                            | \$ | 80.00      |       |
| EFT22920a | SHIRE OF DONNYBROOK BALINGUP    | PAYROLL FOR PERIOD ENDING 17/11/2021                        | \$ | 139,166.84 |       |
| 53698     | DEPARTMENT OF TRANSPORT         | CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE                | \$ | 200.00     |       |
| 53699     | SHIRE OF B/TOWN-GREENBUSHES     | REIMBURSEMENT FOR DINNER AT LOCAL GOVT CONVENTION           | \$ | 255.00     |       |
| DD26240.1 | SPECTRUM SUPER                  | PAYROLL DEDUCTIONS  | \$ | 46.36      |       |
| DD26240.2 | UNISUPER                        | PAYROLL DEDUCTIONS  | \$ | 55.43      |       |
| DD26240.3 | PRIME SUPER PTY LTD             | PAYROLL DEDUCTIONS  | \$ | 231.38     |       |
| DD26240.4 | SUPERESTATE                     | PAYROLL DEDUCTIONS  | \$ | 148.79     |       |
| DD26240.5 | CHRISTIAN SUPER                 | PAYROLL DEDUCTIONS  | \$ | 389.81     |       |
| DD26240.6 | MLC PLUM SUPER                  | PAYROLL DEDUCTIONS  | \$ | 331.83     |       |
| DD26240.7 | AWARE SUPER                     | PAYROLL DEDUCTIONS  | \$ | 19,352.39  |       |
| DD26240.8 | MLC NOMINEES PTY LTD            | PAYROLL DEDUCTIONS  | \$ | 59.94      |       |

**SHIRE OF DONNYBROOK/BALINGUP**  
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**MANUAL/AUTO PAYMENTS FROM 05/11/2021 TO 30/11/2021**

| <b>Chq/EFT</b> | <b>Name</b>             | <b>Description</b> |    | <b>Municipal</b> | <b>Trust</b>         |
|----------------|-------------------------|--------------------|----|------------------|----------------------|
| DD26240.9      | AUSTRALIAN SUPER        | PAYROLL DEDUCTIONS | \$ | 1,690.58         |                      |
| DD26240.10     | BT SUPER FOR LIFE       | PAYROLL DEDUCTIONS | \$ | 424.64           |                      |
| DD26240.11     | REST SUPERANNUATION     | PAYROLL DEDUCTIONS | \$ | 380.41           |                      |
| DD26240.12     | COMM BANK GROUP SUPER   | PAYROLL DEDUCTIONS | \$ | 206.35           |                      |
| DD26240.13     | HOSTPLUS                | PAYROLL DEDUCTIONS | \$ | 480.96           |                      |
| DD26240.14     | DILLON FAMILY SUPERFUND | PAYROLL DEDUCTIONS | \$ | 329.19           |                      |
| DD26240.15     | AMP LIFE LIMITED        | PAYROLL DEDUCTIONS | \$ | 280.06           |                      |
|                |                         |                    | \$ | 596,537.22       | \$ -                 |
|                |                         |                    |    |                  | <u>\$ 596,537.22</u> |



# SHIRE OF DONNYBROOK BALINGUP

## Statement of Financial Activity 2021/2022

30/11/2021



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**SHIRE OF DONNYBROOK BALINGUP  
RATE SETTING STATEMENT  
30/11/2021**

|  | 2021/2022           | 2021/2022         | 2021/2022           | 2021/2022          | 2021/2022          |
|--|---------------------|-------------------|---------------------|--------------------|--------------------|
|  | Original Budget     | Budget Amendments | Current Budget      | YTD Budget         | Actual             |
|  | \$                  | \$                | \$                  | \$                 | \$                 |
| <b>REVENUES</b>                                  |                     |                   |                     |                    |                    |
| Governance                                       | 41,700              | 0                 | 41,700              | 17,355             | 27,232             |
| General Purpose Funding                          | 7,366,623           | 0                 | 7,366,623           | 6,707,168          | 6,638,430          |
| Law, Order, Public Safety                        | 702,959             | 0                 | 702,959             | 154,115            | 194,078            |
| Health   | 171,689             | 0                 | 171,689             | 79,780             | 69,525             |
| Education and Welfare                            | 270,969             | 0                 | 270,969             | 112,875            | 96,726             |
| Housing  | 0                   | 0                 | 0                   | 0                  | 0                  |
| Community Amenities                              | 652,950             | 0                 | 652,950             | 272,001            | 271,566            |
| Recreation and Culture                           | 7,101,280           | 0                 | 7,101,280           | 1,236,045          | 1,240,414          |
| Transport  | 4,693,452           | 0                 | 4,693,452           | 712,420            | 652,323            |
| Economic Services                                | 529,406             | 0                 | 529,406             | 89,205             | 102,185            |
| Other Property and Services                      | 112,150             | 0                 | 112,150             | 46,720             | 46,398             |
|  | <b>21,643,178</b>   | <b>0</b>          | <b>21,643,178</b>   | <b>9,427,684</b>   | <b>9,338,877</b>   |
| <b>EXPENSES</b>                                  |                     |                   |                     |                    |                    |
| Governance                                       | (1,160,619)         | 0                 | (1,160,619)         | (545,832)          | (369,644)          |
| General Purpose Funding                          | (175,119)           | 0                 | (175,119)           | (77,504)           | (54,262)           |
| Law, Order, Public Safety                        | (1,544,951)         | 0                 | (1,544,951)         | (543,438)          | (361,616)          |
| Health   | (263,551)           | 0                 | (263,551)           | (112,179)          | (80,349)           |
| Education and Welfare                            | (836,226)           | 0                 | (836,226)           | (356,564)          | (215,044)          |
| Housing  | 0                   | 0                 | 0                   | 0                  | 0                  |
| Community Amenities                              | (1,940,530)         | 0                 | (1,940,530)         | (809,023)          | (591,621)          |
| Recreation & Culture                             | (4,050,985)         | 0                 | (4,050,985)         | (1,705,779)        | (1,103,833)        |
| Transport  | (5,001,704)         | 0                 | (5,001,704)         | (2,083,925)        | (827,713)          |
| Economic Services                                | (864,946)           | 0                 | (864,946)           | (214,244)          | (144,356)          |
| Other Property and Services                      | (219,650)           | 0                 | (219,650)           | (147,063)          | (61,599)           |
|  | <b>(16,058,281)</b> | <b>0</b>          | <b>(16,058,281)</b> | <b>(6,595,551)</b> | <b>(3,810,038)</b> |
| <b>Adjustments for Cash Budget Requirements:</b> |                     |                   |                     |                    |                    |
| <b>Non-Cash Expenditure and Revenue</b>          |                     |                   |                     |                    |                    |
| (Profit)/Loss on Asset Disposals                 | 4,285               | 0                 | 4,285               | 4,290              | 0                  |
| Depreciation on Assets                           | 5,758,977           | 0                 | 5,758,977           | 2,399,515          | 0                  |
| Movement in Non Current Employee Provisions      | 0                   | 0                 | 0                   | 0                  | 0                  |
| Movement in Non Current Lease Liabilities        | 0                   | 0                 | 0                   | 0                  | 0                  |
| Movement in Deferred Pensioner Rates (Non Cu     | 0                   | 0                 | 0                   | 0                  | 0                  |
| <b>Capital Expenditure and Revenue</b>           |                     |                   |                     |                    |                    |
| Governance                                       | (61,611)            | 0                 | (61,611)            | 0                  | 0                  |
| General Purpose Funding                          | 0                   | 0                 | 0                   | 0                  | 0                  |
| Law, Order, Public Safety                        | (114,224)           | 0                 | (114,224)           | (26,075)           | (17,586)           |
| Health   | (8,160)             | 0                 | (8,160)             | (3,400)            | 0                  |
| Education and Welfare                            | (126,982)           | 0                 | (126,982)           | 0                  | 0                  |
| Housing  | 0                   | 0                 | 0                   | 0                  | 0                  |
| Community Amenities                              | (214,720)           | 0                 | (214,720)           | (200,245)          | (174,258)          |
| Recreation & Culture                             | (8,833,124)         | 0                 | (8,833,124)         | (1,747,063)        | (1,591,796)        |
| Transport  | (5,409,801)         | 0                 | (5,409,801)         | (439,385)          | (268,696)          |
| Economic Services                                | (62,000)            | 0                 | (62,000)            | (45,665)           | (56,600)           |
| Other Property and Services                      | 0                   | 0                 | 0                   | 0                  | 0                  |
| Proceeds from Disposal of Assets                 | 143,870             | 0                 | 143,870             | 60,000             | 62,455             |
| Repayment of Debentures                          | (63,577)            | 0                 | (63,577)            | (31,496)           | (31,496)           |
| Principal elements of finance lease payments     | (39,309)            | 0                 | (39,309)            | (16,375)           | (18,787)           |
| Repayment of Lease Liability                     | (308,000)           | 0                 | (308,000)           | 0                  | 0                  |
| Proceeds from New Debentures                     | 2,500,000           | 0                 | 2,500,000           | 0                  | 0                  |
| Proceeds from new Leases                         | 275,000             | 0                 | 275,000             | 0                  | 0                  |
| Self-Supporting Loan Principal Income            | 9,396               | 0                 | 9,396               | 3,915              | 4,666              |
| Transfer Unspent Loan Funds                      | 0                   | 0                 | (986,228)           | 0                  | 0                  |
| Transfers To Reserves (Restricted Assets)        | (824,638)           | 0                 | (824,638)           | 107,590            | 0                  |
| Transfers /From Reserves (Restricted Assets)     |                     |                   |                     |                    |                    |
|  | 1,647,768           | 0                 | 1,647,768           | 530,510            | 0                  |
| Estimated Surplus/(Deficit) July 1 B/Fwd         | 1,128,182           | 0                 | 1,128,182           | 1,128,182          | 1,131,406          |
| Estimated Surplus/(Deficit)                      | <b>986,228</b>      | <b>0</b>          | <b>0</b>            | <b>4,556,431</b>   | <b>4,568,147</b>   |



**SHIRE OF DONNYBROOK BALINGUP**  
**Material Variance Reporting**  
**30/11/2021**

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

VAR

**Operating Revenues**

|                           |          |  |
|---------------------------|----------|--|
| General Purpose Funding   | (68,738) | LGGC Financial Assitance Grants          |
| Law, Order, Public Safety | 39,963   | ESL & Bushfire Mitigation Grant Funding  |
| Health                    | (10,255) | Property Lease fees timing               |
| Education                 | (16,149) | Property Lease fees timing               |
| Transport                 | (60,097) | Regional Road Group Funding \$40k        |
| Economic Service          | 12,980   | Drought Community Grant Funding - timing |

**Operating Expenses**

|                             |           |   |
|-----------------------------|-----------|---|
| Governance                  | 176,188   | Cr Meeting Allowances \$17k, Election Expenses \$13k, Admin salaries \$95k, Superannuation \$10k, Computer Mtc \$20k, FBT \$28k.  |
| General Purpose Funding     | 23,242    | Rates Expenditure \$15k   |
| Law, Order, Public Safety   | 181,822   | Depreciation not yet processed  |
| Health                      | 31,830    | Depreciation not yet processed  |
| Education and Welfare       | 141,520   | Depreciation not yet processed \$136k   |
| Community Amenities         | 217,402   | Rubbish Site Mtc \$60k, Domestic Refuse Collection \$20k, Organic Refuse Removal \$28k, Salaries \$13k  |
| Recreation & Culture        | 601,946   | Depreciation not yet raised \$482k, Station Square \$26k under, Egan Park \$17k over, Mitchell Park \$15k under, Parks and Reserves \$56k, DRC Salaries \$18k over, Drc recruitment expenses \$13k over |
| Transport                   | 1,256,212 | Depreciation \$984k under, Timing variance General; Road Mtc and Bridge Mtc   |
| Economic Services           | 69,888    | Area Promotion \$24k, Depreciation not yet raised \$13k   |
| Other Property and Services | 85,464    | Depreciation not yet raised \$120k,   |

**Adjustments for Cash Budget Requirements:**

|                        |             |                                |
|------------------------|-------------|--------------------------------|
| Depreciation on Assets | (2,399,515) | Depreciation not yet processed |
|------------------------|-------------|--------------------------------|

**Capital Expenditure and Revenue**

|  |           |  |
|--|-----------|--|
| Community Amenities                          | 25,987    | Donnybrook Waste Mgmt Facility   |
| Recreation & Culture                         | 155,267   | Balingup Rec Centre \$30k, Arboretum \$11k under, VC Mitchell Pk Bore \$42k, Pump Track \$11k, Station Square \$13k, VC Mitchell Hockey \$14k, Weir Infrastructure \$74k, Pathways \$33k |
| Transport                                    | 170,689   | Purchase of Plant \$53k under, Blackspot Road projects \$55k under, R2R program \$15k, RRG program \$49k under, Road Works General \$53k under   |
| Economic Services                            | (10,935)  | Commercial Standpipes  |
| Transfers To Reserves (Restricted Assets)    | (107,590) | Timing transfers to projects   |
| Transfers /From Reserves (Restricted Assets) | (530,510) | Timing transfers to projects   |

20121/2022 YTD  
Actual

**Composition of Estimated Net Current Asset Position**

**CURRENT ASSETS**

|   |                   |
|---|-------------------|
| Cash At Bank - Municipal Fund             | 5,076,598         |
| Municipal Trust Bank                      | 0                 |
| Bank Overdraft                            | 0                 |
| Petty Cash On Hand                        | 960               |
| Cash At Bank - Reserve Fund               | 0                 |
| Cash At Bank - Reserve Fund Investments   | 5,426,725         |
| Cash At Bank - Municipal Fund Investments | 1,015,111         |
| Cash At Bank - Trust Fund                 | 265,738           |
| <b>Sub Total Cash</b>                     | <b>11,785,132</b> |

|   |                   |
|---|-------------------|
| Restricted Assets                             | 0                 |
| Accounts Receivable - Rates Debtors Total     | 2,184,551         |
| Accounts Receivable - Rates Debtors EsI Total | 105,813           |
| Sundry Debtors Other                          | 90,101            |
| Gst Asset Account                             | 29,367            |
| Prepayments Total                             | 0                 |
| Inventories - Stock On Hand Total             | 31,148            |
| Contract Assets - Grants Total                | 46,025            |
| <b>Total Current Assets</b>                   | <b>14,272,137</b> |

**LESS: CURRENT LIABILITIES**

|  |                    |
|--|--------------------|
| Provsn For Annual Leave                              | (380,860)          |
| Prov For Lsl   | (422,064)          |
| Bonds / Deposits - Tuia Lodge Rad                    | (600,273)          |
| Bonds / Deposits - Bciff & Brb                       | (9,230)            |
| Bonds / Deposits - Extractive Industry License Bonds | (114,611)          |
| Bonds / Deposits - Election Nomination Deposits      | (320)              |
| Bonds / Deposits - Developer Retention Bonds         | (69,340)           |
| Bonds / Deposits - Transportable Building Bonds      | (20,000)           |
| Bonds / Deposits - Sundry Bonds / Deposits           | (24,816)           |
| Bonds / Deposits - Aged Care Resident Kitty          | (373)              |
| Sundry Creditors                                     | (327,246)          |
| Paye Account   | (75,836)           |
| Sdy Debtors Rates -Excess                            | (92,357)           |
| Contract Liability (Current) - Grant Revenue         | (857,438)          |
| Contract Liability (Current) - Contribution To Works | (554,566)          |
| Contract Liability (Bin Collection Charges)          | (327,395)          |
| Contract Liability - Other                           | 0                  |
| Gst Liability Account                                | (9,705)            |
| EsI Levied   | (125,563)          |
| Stock Received Clearing Control Account              | 0                  |
|  | <b>(4,011,993)</b> |

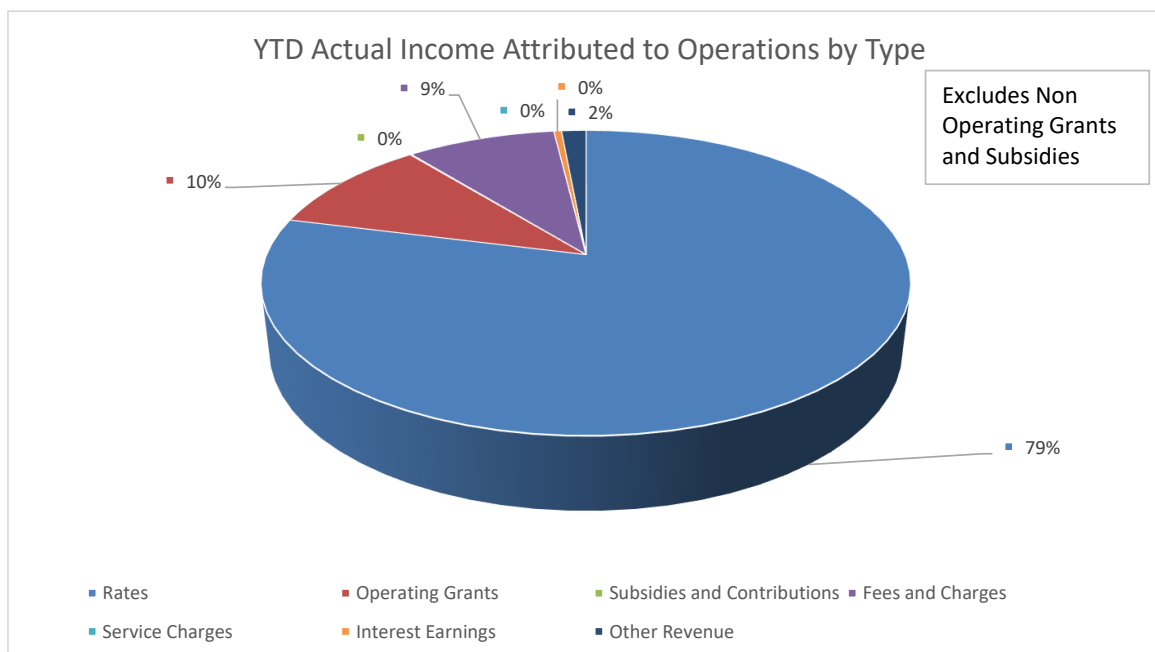
**NET CURRENT ASSET POSITION**

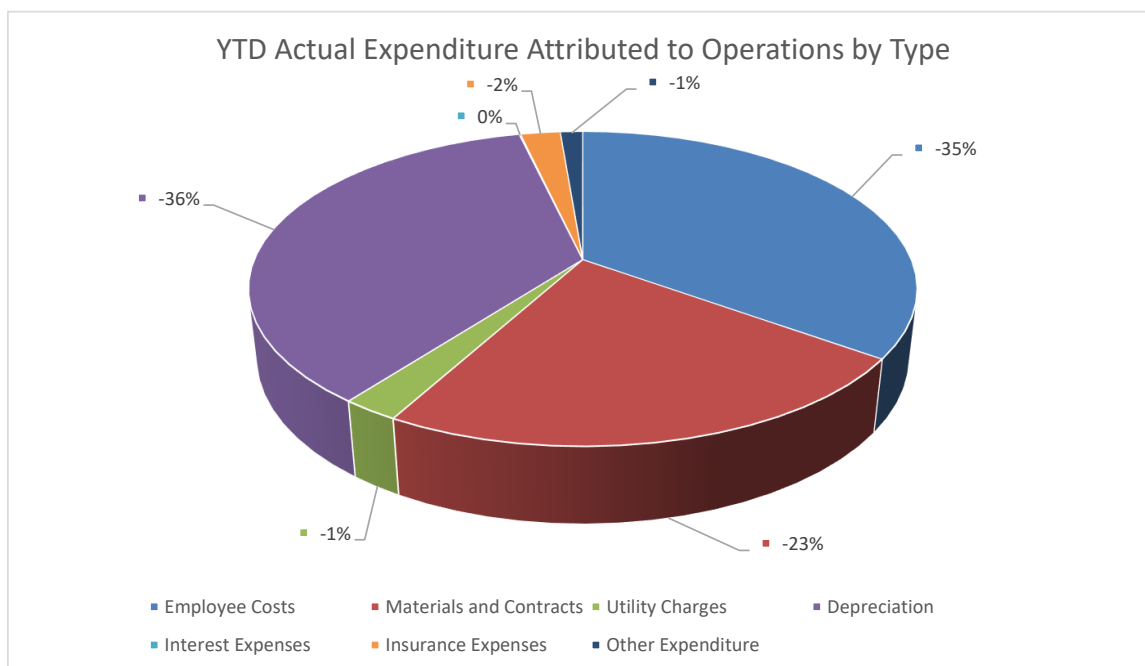
|   |                   |
|---|-------------------|
|   | <b>10,260,144</b> |
| Less: Cash - Restricted Reserves            | (5,426,259)       |
| Less: Cash - Restricted Trust               | (265,738)         |
| <b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b> | <b>4,568,147</b>  |



**SHIRE OF DONNYBROOK BALINGUP  
STATEMENT OF COMPREHENSIVE INCOME  
BY NATURE AND TYPE  
30/11/2021**

|   | 2021/2022<br>Original<br>Budget<br>\$ | 2021/2022<br>Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|---------------------------------------|---|--------------------------------------|-------------------------------|---------------------------|
| <b>REVENUE</b>                          |                                       |   |                                      |                               |                           |
| Rates                                   | 6,108,765                             | 0                                       | 6,108,765                            | 6,092,715                     | 6,080,474                 |
| Operating Grants                        | 2,129,496                             | 0                                       | 2,129,496                            | 810,398                       | 785,563                   |
| Subsidies and Contributions             | 4,790                                 | 0                                       | 4,790                                | 1,980                         | 6,174                     |
| Fees and Charges                        | 1,582,087                             | 0                                       | 1,582,087                            | 667,281                       | 682,210                   |
| Service Charges                         | 0                                     | 0                                       | 0                                    | 0                             | 0                         |
| Interest Earnings                       | 104,000                               | 0                                       | 104,000                              | 43,330                        | 34,915                    |
| Other Revenue                           | 299,111                               | 0                                       | 299,111                              | 124,590                       | 112,788                   |
| <b>Revenue</b>                          | <b>10,228,249</b>                     | <b>0</b>                                | <b>10,228,249</b>                    | <b>7,740,294</b>              | <b>7,702,124</b>          |
| <b>EXPENSES</b>                         |                                       |   |                                      |                               |                           |
| Employee Costs                          | (5,597,803)                           | 0                                       | (5,597,803)                          | (2,386,938)                   | (2,118,281)               |
| Materials and Contracts                 | (3,701,622)                           | 0                                       | (3,701,622)                          | (1,269,545)                   | (1,010,706)               |
| Utility Charges                         | (379,610)                             | 0                                       | (379,610)                            | (158,010)                     | (124,417)                 |
| Depreciation                            | (5,758,977)                           | 0                                       | (5,758,977)                          | (2,399,515)                   | 0                         |
| Interest Expenses                       | (12,372)                              | 0                                       | (12,372)                             | (5,145)                       | (4,774)                   |
| Insurance Expenses                      | (367,996)                             | 0                                       | (367,996)                            | (277,303)                     | (440,717)                 |
| Other Expenditure                       | (207,799)                             | 0                                       | (207,799)                            | (86,550)                      | (110,735)                 |
| <b>Expense</b>                          | <b>(16,026,178)</b>                   | <b>0</b>                                | <b>(16,026,178)</b>                  | <b>(6,583,006)</b>            | <b>(3,809,631)</b>        |
| <b>NET</b>                              | <b>(5,797,930)</b>                    | <b>0</b>                                | <b>(5,797,930)</b>                   | <b>1,157,288</b>              | <b>3,892,493</b>          |
| Non-Operating Grants                    | 11,174,312                            | 0                                       | 11,174,312                           | 1,676,625                     | 1,636,347                 |
| Subsidies and Contributions             | 214,799                               | 0                                       | 214,799                              | 2,510                         | 0                         |
| Profit on Asset Disposals               | 24,018                                | 0                                       | 24,018                               | 7,500                         | 0                         |
| Loss on Asset Disposals                 | (28,303)                              | 0                                       | (28,303)                             | (11,790)                      | 0                         |
| <b>NET RESULT</b>                       | <b>5,586,896</b>                      | <b>0</b>                                | <b>5,586,896</b>                     | <b>2,832,133</b>              | <b>5,528,839</b>          |
| <b>Other Comprehensive Income</b>       |                                       |   |                                      |                               |                           |
| Changes on Revaluation of non-current a | 0                                     | 0                                       | 0                                    | 0                             | 0                         |
| <b>Total Other Comprehensive Income</b> | <b>0</b>                              | <b>0</b>                                | <b>0</b>                             | <b>0</b>                      | <b>0</b>                  |
| <b>TOTAL COMPREHENSIVE INCOME</b>       | <b>5,586,896</b>                      | <b>0</b>                                | <b>5,586,896</b>                     | <b>2,832,133</b>              | <b>5,528,839</b>          |



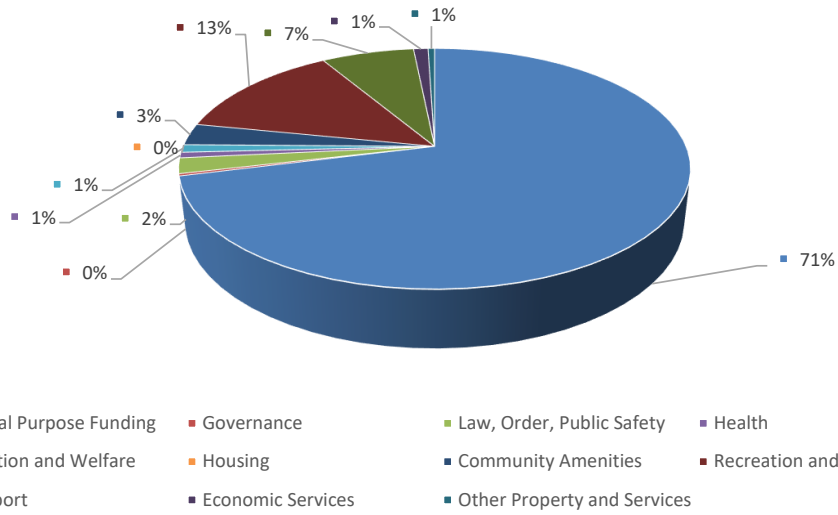


Shire of  
Donnybrook Balingup

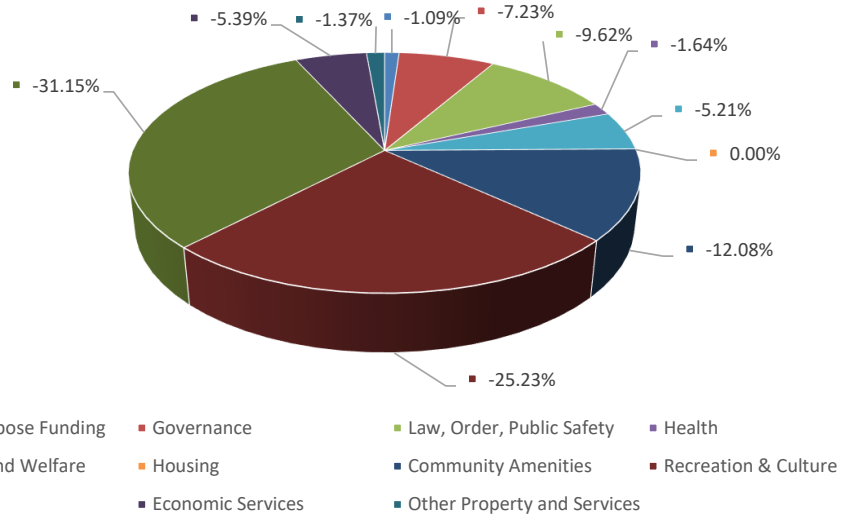
**SHIRE OF DONNYBROOK BALINGUP  
STATEMENT OF COMPREHENSIVE INCOME  
BY PROGRAM  
30/11/2021**

|                                   | 2021/2022<br>Original<br>Budget | 2021/2022<br>Budget<br>Amendments | 2021/2022<br>Current<br>Budget | 2021/2022<br>YTD Budget | 2021/2022<br>Actual     |
|-----------------------------------|---------------------------------|-----------------------------------|--------------------------------|-------------------------|-------------------------|
|                                   | \$                              | \$                                | \$                             | \$                      | \$                      |
| <b>REVENUE</b>                    |                                 |                                   |                                |                         |                         |
| General Purpose Funding           | 7,366,623                       | 0                                 | 7,366,623                      | 6,707,168               | 6,638,430               |
| Governance                        | 41,700                          | 0                                 | 41,700                         | 17,355                  | 27,232                  |
| Law, Order, Public Safety         | 702,959                         | 0                                 | 702,959                        | 154,115                 | 194,078                 |
| Health                            | 171,689                         | 0                                 | 171,689                        | 79,780                  | 69,525                  |
| Education and Welfare             | 270,969                         | 0                                 | 270,969                        | 112,875                 | 96,726                  |
| Housing                           | 0                               | 0                                 | 0                              | 0                       | 0                       |
| Community Amenities               | 652,950                         | 0                                 | 652,950                        | 272,001                 | 271,566                 |
| Recreation and Culture            | 7,101,280                       | 0                                 | 7,101,280                      | 1,236,045               | 1,240,414               |
| Transport                         | 4,693,452                       | 0                                 | 4,693,452                      | 712,420                 | 652,323                 |
| Economic Services                 | 529,406                         | 0                                 | 529,406                        | 89,205                  | 102,185                 |
| Other Property and Services       | 112,150                         | 0                                 | 112,150                        | 46,720                  | 46,398                  |
|                                   | <u>21,643,178</u>               | <u>0</u>                          | <u>21,643,178</u>              | <u>9,427,684</u>        | <u>9,338,877</u>        |
| <b>EXPENSES</b>                   |                                 |                                   |                                |                         |                         |
| General Purpose Funding           | (175,119)                       | 0                                 | (175,119)                      | (77,504)                | (54,262)                |
| Governance                        | (1,160,619)                     | 0                                 | (1,160,619)                    | (545,832)               | (369,644)               |
| Law, Order, Public Safety         | (1,544,951)                     | 0                                 | (1,544,951)                    | (543,438)               | (361,616)               |
| Health                            | (263,551)                       | 0                                 | (263,551)                      | (112,179)               | (80,349)                |
| Education and Welfare             | (836,226)                       | 0                                 | (836,226)                      | (356,564)               | (215,044)               |
| Housing                           | 0                               | 0                                 | 0                              | 0                       | 0                       |
| Community Amenities               | (1,940,530)                     | 0                                 | (1,940,530)                    | (809,023)               | (591,621)               |
| Recreation & Culture              | (4,050,985)                     | 0                                 | (4,050,985)                    | (1,705,779)             | (1,103,833)             |
| Transport                         | (5,001,704)                     | 0                                 | (5,001,704)                    | (2,083,925)             | (827,713)               |
| Economic Services                 | (864,946)                       | 0                                 | (864,946)                      | (214,244)               | (144,356)               |
| Other Property and Services       | (219,650)                       | 0                                 | (219,650)                      | (147,063)               | (61,599)                |
|                                   | <u>(16,058,281)</u>             | <u>0</u>                          | <u>(16,058,281)</u>            | <u>(6,595,551)</u>      | <u>(3,810,038)</u>      |
| <b>NET RESULT</b>                 | <u><b>5,584,896</b></u>         | <u><b>0</b></u>                   | <u><b>5,584,896</b></u>        | <u><b>2,832,133</b></u> | <u><b>5,528,839</b></u> |
| <b>Other Comprehensive Income</b> | 0                               | 0                                 | 0                              | 0                       | 0                       |
| <b>TOTAL COMPREHENSIVE INCOME</b> | <u><b>5,584,896</b></u>         | <u><b>0</b></u>                   | <u><b>5,584,896</b></u>        | <u><b>2,832,133</b></u> | <u><b>5,528,839</b></u> |

YTD Actual Income by Program



YTD Actual Expenditure by Program



Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>General Purpose Funding</b>                                 |  |                                       |                            |                                      |                               |                           |
| <b>Rate Revenue - Expenditure</b>                              |  |                                       |                            |                                      |                               |                           |
| 0076   | ADMIN SALARIES REALLOCATED TO RATES                          | 29,347                                | 0                          | 29,347                               | 12,225                        | 9,688                     |
| 0126   | GEN ADMIN COSTS REALLOCATED TO RATES                         | 17,095                                | 0                          | 17,095                               | 7,120                         | 8,782                     |
| 0131   | RATES WRITTEN OFF  | 1,800                                 | 0                          | 1,800                                | 755                           | 407                       |
| 0142   | SALARIES - RATING  | 60,479                                | 0                          | 60,479                               | 25,195                        | 18,640                    |
| 1932   | RATING VALUATIONS  | 28,000                                | 0                          | 28,000                               | 6,000                         | 2,494                     |
| 1952   | POSTAGE & STATIONERY   | 16,000                                | 0                          | 16,000                               | 16,000                        | 10,992                    |
| 1962   | LEGAL COSTS (RATES)  | 10,000                                | 0                          | 10,000                               | 4,165                         | 0                         |
| 1972   | ADVERTISING & OTHER EXP.                                     | 5,600                                 | 0                          | 5,600                                | 2,330                         | 0                         |
| 5022   | TRAINING EXPENSES - RATING                                   | 1,500                                 | 0                          | 1,500                                | 625                           | 0                         |
| 5842   | SUPERANNUATION (RATES)                                       | 3,784                                 | 0                          | 3,784                                | 1,575                         | 1,745                     |
| 6102   | EMPLOYEE INSURANCE - WORKERS<br>COMPENSATION                 | 1,514                                 | 0                          | 1,514                                | 1,514                         | 1,514                     |
| <b>Total Operating Income Rate Revenue</b>                     |  | <b>175,119</b>                        | <b>0</b>                   | <b>175,119</b>                       | <b>77,504</b>                 | <b>54,262</b>             |
| <b>General Purpose Funding</b>                                 |  |                                       |                            |                                      |                               |                           |
| <b>Rate Revenue - Income</b>                                   |  |                                       |                            |                                      |                               |                           |
| 0011   | RATES - GENERAL RATES LEVIED                                 | (6,081,265)                           | 0                          | (6,081,265)                          | (6,081,265)                   | (6,081,266)               |
| 0031   | INTEREST - RATES INSTALMENT                                  | (17,000)                              | 0                          | (17,000)                             | (7,080)                       | (16,811)                  |
| 0061   | INTEREST - ARREARS   | (37,500)                              | 0                          | (37,500)                             | (15,625)                      | (16,501)                  |
| 0071   | RATES - INTERIM & BACK RATES                                 | (32,000)                              | 0                          | (32,000)                             | (13,330)                      | (2,654)                   |
| 0081   | LESS: RATES - DISCOUNTS / CONCESSIONS                        | 2,700                                 | 0                          | 2,700                                | 1,125                         | 3,040                     |
| 0101   | INTEREST - DEFERRED PENSIONERS                               | (1,500)                               | 0                          | (1,500)                              | (625)                         | 0                         |
| 0121   | REIMBURSEMENT - DEBT RECOVERY                                | (2,500)                               | 0                          | (2,500)                              | (1,040)                       | (9)                       |
| 2163   | FEES & CHARGES - RATES INSTALMENTS /<br>PAYMENT ARRANGEMENTS | (25,000)                              | 0                          | (25,000)                             | (10,415)                      | (23,276)                  |
| <b>Total Operating Income Rate Revenue</b>                     |  | <b>(6,194,065)</b>                    | <b>0</b>                   | <b>(6,194,065)</b>                   | <b>(6,128,255)</b>            | <b>(6,137,476)</b>        |
| <b>General Purpose Funding - Schedule 3</b>                    |  |                                       |                            |                                      |                               |                           |
| <b>General Purpose Grants - Expenditure</b>                    |  |                                       |                            |                                      |                               |                           |
|  |  | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |  | 0                                     | 0                          | 0                                    | 0                             | 0                         |
| <b>Total Operating Expenditure General Purpose<br/>Grants</b>  |  | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>0</b>                  |
| <b>General Purpose Funding - Schedule 3</b>                    |  |                                       |                            |                                      |                               |                           |
| <b>General Purpose Grants - Income</b>                         |  |                                       |                            |                                      |                               |                           |
| 0091   | GRANTS - LGGC FINANCIAL ASSISTANCE<br>GRANTS                 | (695,720)                             | 0                          | (695,720)                            | (347,860)                     | (317,460)                 |
| 1031   | GRANTS - LGGC LOCAL ROAD GRANT                               | (388,538)                             | 0                          | (388,538)                            | (194,268)                     | (164,258)                 |
| <b>Total Operating Income General Purpose Grants</b>           |  | <b>(1,084,258)</b>                    | <b>0</b>                   | <b>(1,084,258)</b>                   | <b>(542,128)</b>              | <b>(481,718)</b>          |
| <b>General Purpose Funding - Schedule 3</b>                    |  |                                       |                            |                                      |                               |                           |
| <b>Other General Purpose Funding - Expenditure</b>             |  |                                       |                            |                                      |                               |                           |
|  |  | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |  | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |  | 0                                     | 0                          | 0                                    | 0                             | 0                         |
| <b>Total Operating Expenditure General Purpose<br/>Funding</b> |  | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>0</b>                  |
| <b>General Purpose Funding - Schedule 3</b>                    |  |                                       |                            |                                      |                               |                           |
| <b>Other General Purpose Funding - Income</b>                  |  |                                       |                            |                                      |                               |                           |
| 0643   | FEES & CHARGES   | (39,500)                              | 0                          | (39,500)                             | (16,455)                      | (17,262)                  |
| 0911   | OTHER REVENUE  | (400)                                 | 0                          | (400)                                | (165)                         | (240)                     |
| 0981   | FEES & CHARGES (GST FREE) - SPECIAL<br>SERIES NUMBER PLATES  | (400)                                 | 0                          | (400)                                | (165)                         | (130)                     |
| 4881   | INTEREST - MUNICIPAL FUND                                    | (18,000)                              | 0                          | (18,000)                             | (7,500)                       | (907)                     |
| 4891   | INTEREST - RESERVE FUND                                      | (30,000)                              | 0                          | (30,000)                             | (12,500)                      | (697)                     |
| <b>Total Operating Income General Purpose Funding</b>          |  | <b>(88,300)</b>                       | <b>0</b>                   | <b>(88,300)</b>                      | <b>(36,785)</b>               | <b>(19,236)</b>           |



Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description   | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Summary of Operations - General Purpose Funding</b> |   |                                       |                            |                                      |                               |                           |
| <b>Rate Revenue</b>                                    |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                       | 175,119                               | 0                          | 175,119                              | 77,504                        | 54,262                    |
|  | Sub Total Operating Income                            | (6,194,065)                           | 0                          | (6,194,065)                          | (6,128,255)                   | (6,137,476)               |
|  |   | <b>(6,018,946)</b>                    | <b>0</b>                   | <b>(6,018,946)</b>                   | <b>(6,050,751)</b>            | <b>(6,083,215)</b>        |
| <b>General Purpose Grants</b>                          |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                       | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  | Sub Total Operating Income                            | (1,084,258)                           | 0                          | (1,084,258)                          | (542,128)                     | (481,718)                 |
|  |   | <b>(1,084,258)</b>                    | <b>0</b>                   | <b>(1,084,258)</b>                   | <b>(542,128)</b>              | <b>(481,718)</b>          |
| <b>Other General Purpose Funding</b>                   |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                       | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  | Sub Total Operating Income                            | (88,300)                              | 0                          | (88,300)                             | (36,785)                      | (19,236)                  |
|  |   | <b>(88,300)</b>                       | <b>0</b>                   | <b>(88,300)</b>                      | <b>(36,785)</b>               | <b>(19,236)</b>           |
|  | <b>Total Operating Expenditure</b>                    | 175,119                               | 0                          | 175,119                              | 77,504                        | 54,262                    |
|  | <b>Total Operating Income</b>                         | (7,366,623)                           | 0                          | (7,366,623)                          | (6,707,168)                   | (6,638,430)               |
|  | <b>Program (Surplus)/Deficit</b>                      | <b>(7,191,504)</b>                    | <b>0</b>                   | <b>(7,191,504)</b>                   | <b>(6,629,664)</b>            | <b>(6,584,168)</b>        |
| <b>Governance - Schedule 4</b>                         |   |                                       |                            |                                      |                               |                           |
| <b>Members of Council - Expenditure</b>                |   |                                       |                            |                                      |                               |                           |
| 0112   | ELECTION & POLL EXPENSES                              | 35,000                                | 0                          | 35,000                               | 14,580                        | 1,495                     |
| 0122   | SALARIES  | 240,696                               | 0                          | 240,696                              | 100,290                       | 92,546                    |
| 0132   | REFRESHMENT & ENTERTAIN                               | 10,000                                | 0                          | 10,000                               | 4,165                         | 3,739                     |
| 0146   | ADMIN BLDG COSTS REALLOCATED TO GOVERNANCE            | 53,811                                | 0                          | 53,811                               | 22,420                        | 27,643                    |
| 0162   | CR ALLOWANCES - TRAVEL                                | 8,850                                 | 0                          | 8,850                                | 3,685                         | 567                       |
| 0172   | CR ALLOWANCES -PRESIDENTIAL                           | 12,510                                | 0                          | 12,510                               | 5,210                         | 3,128                     |
| 0192   | CONFERENCE EXPENSES                                   | 5,000                                 | 0                          | 5,000                                | 2,080                         | 5,022                     |
| 0202   | COUNCILLOR'S INSURANCE                                | 8,523                                 | 0                          | 8,523                                | 8,522                         | 8,523                     |
| 0222   | COUNCIL STATIONERY/GIFTS                              | 4,000                                 | 0                          | 4,000                                | 1,665                         | 1,049                     |
| 0232   | CR ALLOWANCES - MEETING                               | 90,966                                | 0                          | 90,966                               | 37,900                        | 20,277                    |
| 0242   | CR ALLOWANCES - OTHER                                 | 12,450                                | 0                          | 12,450                               | 5,185                         | 2,613                     |
| 0252   | DONATIONS   | 64,275                                | 0                          | 64,275                               | 26,780                        | 17,680                    |
| 1222   | INFORMATION TECHNOLOGY - COUNCILLORS                  | 4,752                                 | 0                          | 4,752                                | 1,980                         | 1,534                     |
| 5532   | VOLUNTEER'S FUNCTION                                  | 2,000                                 | 0                          | 2,000                                | 830                           | 800                       |
| 5852   | SUPERANNUATION  | 26,780                                | 0                          | 26,780                               | 11,155                        | 10,218                    |
| 5922   | COUNCIL FUNCTIONS                                     | 10,000                                | 0                          | 10,000                               | 4,165                         | 116                       |
| 6112   | EMPLOYEE INSURANCE - WORKERS COMPENSATION             | 10,507                                | 0                          | 10,507                               | 4,375                         | 9,628                     |
| 6302   | DEPRECIATION - GOVERNANCE                             | 30,545                                | 0                          | 30,545                               | 12,725                        | 0                         |
| 6932   | COUNCILLOR TRAINING                                   | 16,800                                | 0                          | 16,800                               | 7,000                         | 0                         |
| 9722   | ADMIN SAL REALLOCATED - MEMBERS GENERAL               | 3,424                                 | 0                          | 3,424                                | 1,425                         | 1,130                     |
|  | <b>Total Operating Expenditure Members of Council</b> | <b>650,889</b>                        | <b>0</b>                   | <b>650,889</b>                       | <b>276,137</b>                | <b>207,709</b>            |
| <b>Governance - Schedule 4</b>                         |   |                                       |                            |                                      |                               |                           |
| <b>Members of Council - Income</b>                     |   |                                       |                            |                                      |                               |                           |
| 0233   | FEES & CHARGES  | (100)                                 | 0                          | (100)                                | (40)                          | 0                         |
| 0243   | REIMBURSEMENTS  | (50)                                  | 0                          | (50)                                 | (20)                          | 0                         |
|  | <b>Total Operating Income Members of Council</b>      | <b>(150)</b>                          | <b>0</b>                   | <b>(150)</b>                         | <b>(60)</b>                   | <b>0</b>                  |
| <b>Governance - Schedule 4</b>                         |   |                                       |                            |                                      |                               |                           |
| <b>Administration - Expenditure</b>                    |   |                                       |                            |                                      |                               |                           |
| 0036   | ADMIN EMPLOYEE COSTS REALLOCATED                      | (1,005,951)                           | 0                          | (1,005,951)                          | (419,145)                     | (332,103)                 |
| 0066   | GEN ADMIN COSTS REALLOCATED                           | (508,834)                             | 0                          | (508,834)                            | (212,010)                     | (261,385)                 |
| 0250   | LEASE INTEREST EXPENSE - ADMIN                        | 2,050                                 | 0                          | 2,050                                | 850                           | 1,539                     |
| 0262   | ADMIN TRAINING CONFERENCE & COURSE FEES               | 39,100                                | 0                          | 39,100                               | 16,290                        | 8,335                     |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description  | 2021/2022<br>Orginal<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|--|--------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 0272   | SALARIES (ADM)   | 870,770                              | 0                          | 870,770                              | 362,820                       | 267,238                   |
| 0282   | SUPERANNUATION (ADMIN)                                     | 100,367                              | 0                          | 100,367                              | 41,815                        | 31,185                    |
| 0292   | EMPLOYEE INSURANCE - WORKERS<br>COMPENSATION               | 34,814                               | 0                          | 34,814                               | 34,814                        | 33,680                    |
| 0342   | DEPRECIATION (ADM)   | 55,368                               | 0                          | 55,368                               | 23,070                        | 0                         |
| 0352   | COMPUTER SOFTWARE COSTS                                    | 40,000                               | 0                          | 40,000                               | 16,665                        | 7,424                     |
| 0362   | OFFICE & SURROUNDS MTCE.                                   | 94,977                               | 0                          | 94,977                               | 39,550                        | 28,136                    |
| 0372   | OTH OFFICE EXPENSES (A003                                  | 6,000                                | 0                          | 6,000                                | 2,500                         | 806                       |
| 0382   | PRINTING & STATIONERY                                      | 15,000                               | 0                          | 15,000                               | 6,250                         | 5,262                     |
| 0392   | COMPUTER MTCE AGREEMENTS                                   | 90,000                               | 0                          | 90,000                               | 37,500                        | 56,725                    |
| 0402   | UNIFORM ALLOWANCE  | 6,855                                | 0                          | 6,855                                | 2,855                         | 0                         |
| 0432   | VEHICLE RUNNING COSTS                                      | 19,500                               | 0                          | 19,500                               | 8,125                         | 7,511                     |
| 0452   | ADVERTISING  | 1,000                                | 0                          | 1,000                                | 415                           | 371                       |
| 0532   | TELEPHONE & FACSIMILE                                      | 22,000                               | 0                          | 22,000                               | 9,165                         | 8,745                     |
| 0542   | POSTAGE  | 5,000                                | 0                          | 5,000                                | 2,080                         | 2,410                     |
| 0562   | OFFICE EQUIPMENT MAINTENANCE                               | 14,500                               | 0                          | 14,500                               | 6,040                         | 5,479                     |
| 0582   | CONTRACT STAFF WAGES                                       | 4,276                                | 0                          | 4,276                                | 1,780                         | 34,258                    |
| 0852   | BANK CHARGES   | 15,500                               | 0                          | 15,500                               | 6,455                         | 7,937                     |
| 0882   | INSURANCE - OTHER  | 27,958                               | 0                          | 27,958                               | 27,958                        | 27,958                    |
| 1072   | FRINGE BENEFITS TAX  | 23,300                               | 0                          | 23,300                               | 9,705                         | 38,530                    |
| 1092   | COMPUTER USER GROUP SUBSCRIPTION                           | 700                                  | 0                          | 700                                  | 290                           | 680                       |
| 5572   | CEO NETWORKING & STAFF REWARDS<br>ALLOWANCE                | 1,500                                | 0                          | 1,500                                | 625                           | 337                       |
| 5582   | STAFF RECRUITMENT COSTS - ADMIN                            | 10,000                               | 0                          | 10,000                               | 4,165                         | 10,926                    |
| 5702   | OCCUPATIONAL SAFETY AND HEALTH (RE-<br>ALLOC. TO PROGRAMS) | 1,250                                | 0                          | 1,250                                | 520                           | 51                        |
| 6022   | FURNITURE & EQUIPMENT UNDER THRESHOLD                      | 13,000                               | 0                          | 13,000                               | 5,415                         | 7,964                     |
| <b>Total Operating Expenditure Administration</b>    |  | <b>0</b>                             | <b>0</b>                   | <b>0</b>                             | <b>36,562</b>                 | <b>0</b>                  |
| <b>Governance - Schedule 4</b>                       |  |                                      |                            |                                      |                               |                           |
| <b>Administration - Income</b>                       |  |                                      |                            |                                      |                               |                           |
| 7863   | INSURANCE REBATES  | (40,000)                             | 0                          | (40,000)                             | (16,665)                      | (22,727)                  |
| 7873   | REIMBURSEMENTS - ADMINISTRATION                            | 0                                    | 0                          | 0                                    | 0                             | (3,650)                   |
| <b>Total Operating Income Administration</b>         |  | <b>(40,000)</b>                      | <b>0</b>                   | <b>(40,000)</b>                      | <b>(16,665)</b>               | <b>(26,377)</b>           |
| <b>Governance - Schedule 4</b>                       |  |                                      |                            |                                      |                               |                           |
| <b>Other Governance Costs - Expense</b>              |  |                                      |                            |                                      |                               |                           |
| 0156   | ADMIN SALARIES REALLOCATED TO OTHER<br>GOVERNANCE.         | 44,009                               | 0                          | 44,009                               | 18,335                        | 14,529                    |
| 0182   | SUBSCRIPTIONS  | 29,407                               | 0                          | 29,407                               | 29,407                        | 29,877                    |
| 0206   | GEN ADMIN COSTS REALLOC TO OTHER<br>GOVERNANCE             | 37,250                               | 0                          | 37,250                               | 15,520                        | 19,135                    |
| 0502   | SUNDRY EXPENSES ADMIN                                      | 0                                    | 0                          | 0                                    | 0                             | 373                       |
| 0892   | NON-SPECIFIC LEGAL COSTS                                   | 15,000                               | 0                          | 15,000                               | 6,250                         | 4,329                     |
| 0952   | AUDIT FEES   | 49,500                               | 0                          | 49,500                               | 20,625                        | 600                       |
| 0962   | CONSULTANTS FEES   | 112,800                              | 0                          | 112,800                              | 47,000                        | 9,300                     |
| 1042   | PUBLIC RELATIONS   | 20,500                               | 0                          | 20,500                               | 8,540                         | 2,759                     |
| 1082   | RESOURCE SHAR/ECON DEV                                     | 24,603                               | 0                          | 24,603                               | 10,250                        | 16,520                    |
| 3772   | SALARIES - GOVERNANCE                                      | 144,986                              | 0                          | 144,986                              | 60,410                        | 53,077                    |
| 5862   | SUPERANNUATION (GOVERNANCE)                                | 14,499                               | 0                          | 14,499                               | 6,040                         | 5,635                     |
| 5912   | RISK MANAGEMENT  | 11,000                               | 0                          | 11,000                               | 4,580                         | 0                         |
| 6122   | EMPLOYEE INSURANCE - WORKERS<br>COMPENSATION               | 6,176                                | 0                          | 6,176                                | 6,176                         | 5,800                     |
| <b>Total Operating expenditure Governancve Other</b> |  | <b>509,730</b>                       | <b>0</b>                   | <b>509,730</b>                       | <b>233,133</b>                | <b>161,936</b>            |
| <b>Governance - Schedule 4</b>                       |  |                                      |                            |                                      |                               |                           |
| <b>Other Governance Costs - Income</b>               |  |                                      |                            |                                      |                               |                           |
| 0333   | CONTRIBUTIONS  | (800)                                | 0                          | (800)                                | (330)                         | 0                         |
| 0901   | REIMBURSEMENTS - STAFF TELEPHONE                           | (150)                                | 0                          | (150)                                | (60)                          | 0                         |
| 0921   | FEES & CHARGES   | (200)                                | 0                          | (200)                                | (80)                          | (400)                     |
| 0951   | REIMBURSEMENTS - STAFF UNIFORM                             | (200)                                | 0                          | (200)                                | (80)                          | 0                         |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 1041   | FEES & CHARGES - GST FREE                                | (200)                                 | 0                          | (200)                                | (80)                          | (456)                     |
| <b>Total Operating Income Governance Other</b>     |  | <b>(1,550)</b>                        | <b>0</b>                   | <b>(1,550)</b>                       | <b>(630)</b>                  | <b>(856)</b>              |
| <b>Summary of Operations - Governance Program</b>  |  |                                       |                            |                                      |                               |                           |
| <b>Members of Council</b>                          |  |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                          | 650,889                               | 0                          | 650,889                              | 276,137                       | 207,709                   |
|  | Sub Total Operating Income                               | (150)                                 | 0                          | (150)                                | (60)                          | 0                         |
|  |  | <b>650,739</b>                        | <b>0</b>                   | <b>650,739</b>                       | <b>276,077</b>                | <b>207,709</b>            |
| <b>Administration</b>                              |  |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                          | 0                                     | 0                          | 0                                    | 36,562                        | 0                         |
|  | Sub Total Operating Income                               | (40,000)                              | 0                          | (40,000)                             | (16,665)                      | (26,377)                  |
|  |  | <b>(40,000)</b>                       | <b>0</b>                   | <b>(40,000)</b>                      | <b>19,897</b>                 | <b>(26,377)</b>           |
| <b>Other Governance</b>                            |  |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                          | 509,730                               | 0                          | 509,730                              | 233,133                       | 161,936                   |
|  | Sub Total Operating Income                               | (1,550)                               | 0                          | (1,550)                              | (630)                         | (856)                     |
|  |  | <b>508,180</b>                        | <b>0</b>                   | <b>508,180</b>                       | <b>232,503</b>                | <b>161,080</b>            |
|  | <b>Total Operating Expenditure</b>                       | <b>1,160,619</b>                      | <b>0</b>                   | <b>1,160,619</b>                     | <b>545,832</b>                | <b>369,644</b>            |
|  | <b>Total Operating Income</b>                            | <b>(41,700)</b>                       | <b>0</b>                   | <b>(41,700)</b>                      | <b>(17,355)</b>               | <b>(27,232)</b>           |
|  | <b>Program (Surplus)/Deficit</b>                         | <b>1,118,919</b>                      | <b>0</b>                   | <b>1,118,919</b>                     | <b>528,477</b>                | <b>342,412</b>            |
| <b>Law, Order &amp; Public Safety - Schedule 5</b> |  |                                       |                            |                                      |                               |                           |
| <b>Fire Prevention - Expenditure</b>               |  |                                       |                            |                                      |                               |                           |
| 0216   | ADMIN SALARIES REALLOC TO FIRE CONTROL                   | 64,978                                | 0                          | 64,978                               | 27,070                        | 21,452                    |
| 0266   | GENERAL ADMIN COSTS REALLOC TO FIRE CONTROL              | 27,995                                | 0                          | 27,995                               | 11,660                        | 14,380                    |
| 0320   | LEASE INTEREST EXPENSE - CESM VEHICLE                    | 0                                     | 0                          | 0                                    | 0                             | 2                         |
| 0632   | FIRE CONTROL EXPENSES                                    | 9,670                                 | 0                          | 9,670                                | 4,025                         | 12,480                    |
| 0642   | INSURANCE (FC)   | 39,398                                | 0                          | 39,398                               | 39,398                        | 39,398                    |
| 0672   | PUBLIC STANDPIPES  | 6,820                                 | 0                          | 6,820                                | 2,840                         | 2,765                     |
| 0682   | BUSH FIRE MITIGATION - SHIRE                             | 10,000                                | 0                          | 10,000                               | 4,165                         | 3,192                     |
| 1062   | DEPRECIATION (FC)  | 41,253                                | 0                          | 41,253                               | 17,185                        | 0                         |
| 1132   | CESM - EMERGENCY MGMT SALS                               | 120,630                               | 0                          | 120,630                              | 50,260                        | 45,769                    |
| 3572   | FURNITURE & EQUIPMENT UNDER THRESHOLD                    | 2,282                                 | 0                          | 2,282                                | 950                           | 0                         |
| 5142   | ESL OPERATING EXPENSES SHIRE                             | 171,704                               | 0                          | 171,704                              | 71,530                        | 93,175                    |
| 5592   | DEPRECIATION ON BRIGADE PLANT                            | 346,500                               | 0                          | 346,500                              | 144,375                       | 0                         |
| 6402   | CESM SUPERANNUATION                                      | 15,534                                | 0                          | 15,534                               | 6,470                         | 4,876                     |
| 6412   | CESM OFFICE EXPENSES                                     | 21,565                                | 0                          | 21,565                               | 8,980                         | 11,938                    |
| 6962   | BUSH FIRE MITIGATION - SEMC                              | 327,015                               | 0                          | 327,015                              | 13,095                        | 6,786                     |
| 7382   | REGIONAL BUSHFIRE MITIGATION CO-ORDINATOR - CONTRIBUTION | 14,000                                | 0                          | 14,000                               | 5,830                         | 0                         |
| <b>Total Operating Expenditure Fire Prevention</b> |  | <b>1,219,345</b>                      | <b>0</b>                   | <b>1,219,345</b>                     | <b>407,833</b>                | <b>256,215</b>            |
| <b>Law, Order &amp; Public Safety - Schedule 5</b> |  |                                       |                            |                                      |                               |                           |
| <b>Fire Prevention - Income</b>                    |  |                                       |                            |                                      |                               |                           |
| 0703   | FEES & CHARGES - FINES                                   | (2,000)                               | 0                          | (2,000)                              | (830)                         | 0                         |
| 0745   | REIMBURSEMENTS   | (1,000)                               | 0                          | (1,000)                              | (415)                         | 0                         |
| 0773   | CONTRIBUTIONS  | (1,000)                               | 0                          | (1,000)                              | (415)                         | (398)                     |
| 0783   | FEES & CHARGES - SALE OF STANDPIPE WATER                 | (5,000)                               | 0                          | (5,000)                              | (2,080)                       | (2,160)                   |
| 1011   | FEES & CHARGES - ESL COMMISSION                          | (4,000)                               | 0                          | (4,000)                              | (1,665)                       | (4,000)                   |
| 5123   | GRANTS - VBFBSL OPERATING GRANT                          | (211,102)                             | 0                          | (211,102)                            | (87,955)                      | (114,510)                 |
| 5983   | REIMBURSEMENTS - DFES FOR CESM                           | (72,468)                              | 0                          | (72,468)                             | (30,195)                      | (28,757)                  |
| 6963   | GRANTS - BUSHFIRE MITIGATION                             | (327,015)                             | 0                          | (327,015)                            | 0                             | (7,371)                   |
| 0765   | GRANTS (CAPITAL) - VBFBSL ASSETS                         | (17,586)                              | 0                          | (17,586)                             | (7,325)                       | 0                         |
| <b>Total Operating Income Fire Prevention</b>      |  | <b>(641,171)</b>                      | <b>0</b>                   | <b>(641,171)</b>                     | <b>(130,880)</b>              | <b>(157,196)</b>          |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description                                   | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Law, Order &amp; Public Safety - Schedule 5</b>                      |   |                                       |                            |                                      |                               |                           |
| <b>Animal Control - Expenditure</b>                                     |   |                                       |                            |                                      |                               |                           |
| 0276  | ADMIN SALARIES REALLOC TO ANIMAL CONTROL      | 38,079                                | 0                          | 38,079                               | 15,865                        | 12,571                    |
| 0326  | ADMIN GENERAL COSTS REALLOC TO ANIMAL CONTROL | 24,401                                | 0                          | 24,401                               | 10,165                        | 12,535                    |
| 0762  | A/C TRAINING EXPENSES                         | 4,500                                 | 0                          | 4,500                                | 1,875                         | 856                       |
| 0772  | SALARIES (AC)                                 | 122,541                               | 0                          | 122,541                              | 51,055                        | 50,336                    |
| 0782  | SUPERANNUATION (AC)                           | 12,460                                | 0                          | 12,460                               | 5,190                         | 5,412                     |
| 0792  | VEHICLE EXPENSE (AC)                          | 12,500                                | 0                          | 12,500                               | 5,205                         | 3,317                     |
| 0802  | GENERAL EXPENSES (AC)                         | 16,000                                | 0                          | 16,000                               | 6,660                         | 6,166                     |
| 0812  | CLOTHING ALLOWANCE                            | 1,200                                 | 0                          | 1,200                                | 500                           | 0                         |
| 0822  | TELEPHONE ALLOWANCE                           | 1,950                                 | 0                          | 1,950                                | 810                           | 600                       |
| 0827  | A/H CALL SERVICE - ANIMAL                     | 5,000                                 | 0                          | 5,000                                | 2,080                         | 0                         |
| 0832  | DEPRECIATION (AC)                             | 1,800                                 | 0                          | 1,800                                | 750                           | 0                         |
| <b>Total Operating Expenditure Animal Control</b>                       |   | <b>240,431</b>                        | <b>0</b>                   | <b>240,431</b>                       | <b>100,155</b>                | <b>91,794</b>             |
| <b>Law, Order &amp; Public Safety - Schedule 5</b>                      |   |                                       |                            |                                      |                               |                           |
| <b>Animal Control - Income</b>  |   |                                       |                            |                                      |                               |                           |
| 0833  | FEES & CHARGES - DOG REGISTRATION             | (25,000)                              | 0                          | (25,000)                             | (10,415)                      | (19,742)                  |
| 0843  | FEES & CHARGES - FINES                        | (3,000)                               | 0                          | (3,000)                              | (1,250)                       | (2,587)                   |
| 0873  | FEES & CHARGES - ANIMAL FACILITY LICENSING    | (500)                                 | 0                          | (500)                                | (205)                         | (450)                     |
| 0893  | FEES & CHARGES - ANIMAL IMPOUNDING            | (3,000)                               | 0                          | (3,000)                              | (1,250)                       | (750)                     |
| 1193  | FEES & CHARGES - CAT REGISTRATIONS            | (4,500)                               | 0                          | (4,500)                              | (1,875)                       | (3,428)                   |
| 7943  | P/L SALE OF ASSETS - ANIMAL                   | (6,008)                               | 0                          | (6,008)                              | 0                             | 0                         |
| <b>Total Operating Income Animal Control</b>                            |   | <b>(42,008)</b>                       | <b>0</b>                   | <b>(42,008)</b>                      | <b>(14,995)</b>               | <b>(26,956)</b>           |
| <b>Law, Order &amp; Public Safety - Schedule 5</b>                      |   |                                       |                            |                                      |                               |                           |
| <b>Other Law, Order &amp; Public Safety - Expenditure</b>               |   |                                       |                            |                                      |                               |                           |
| 0912  | DEPRECIATION (OTHER LAW & ORDER)              | 21,637                                | 0                          | 21,637                               | 9,015                         | 0                         |
| 0922  | DBK BRANCH-EMERGENCY SVES                     | 19,780                                | 0                          | 19,780                               | 8,230                         | 7,143                     |
| 1142  | AWARE PROGRAMME - EMERGENCY MANAGEMENT        | 3,915                                 | 0                          | 3,915                                | 1,630                         | 3,634                     |
| 1152  | EMERGENCY RESPONSE, FESA SES ETC              | 5,160                                 | 0                          | 5,160                                | 2,145                         | 287                       |
| 5193  | EMERGENCY COMMUNICATION EXPENDITURE           | 6,500                                 | 0                          | 6,500                                | 2,705                         | 0                         |
| 5392  | CRIME PREVENTION PLAN                         | 5,000                                 | 0                          | 5,000                                | 2,080                         | 0                         |
| 5602  | DEP'N ON SES PLANT                            | 16,240                                | 0                          | 16,240                               | 6,765                         | 0                         |
| 5742  | COMMUNITY ROAD SAFETY                         | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 5772  | BUILDING MAINTENANCE (EX SES BUILDING)        | 1,016                                 | 0                          | 1,016                                | 420                           | 635                       |
| 6862  | ADMIN SALARIES REALLOCATED - OLOPS            | 3,395                                 | 0                          | 3,395                                | 1,410                         | 1,121                     |
| 6872  | GENERAL ADMIN COSTS REALLOCATED - OLOPS       | 1,533                                 | 0                          | 1,533                                | 635                           | 788                       |
| <b>Total Operating Expenditure Other Law, Order &amp; Public Safety</b> |   | <b>85,176</b>                         | <b>0</b>                   | <b>85,176</b>                        | <b>35,450</b>                 | <b>13,608</b>             |
| <b>Law, Order &amp; Public Safety - Schedule 5</b>                      |   |                                       |                            |                                      |                               |                           |
| <b>Other Law, Order &amp; Public Safety - Income</b>                    |   |                                       |                            |                                      |                               |                           |
| 0953  | FINES AND PENALTIES                           | 0                                     | 0                          | 0                                    | 0                             | (36)                      |
| 1163  | GRANT - SES ESL OPERATING GRANT               | (19,780)                              | 0                          | (19,780)                             | (8,240)                       | (9,890)                   |
| <b>Total Operating Income Other Law, Order &amp; Public Safety</b>      |   | <b>(19,780)</b>                       | <b>0</b>                   | <b>(19,780)</b>                      | <b>(8,240)</b>                | <b>(9,926)</b>            |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Summary of Operations - Law, Order &amp; Public Safety Program</b> |  |                                       |                            |                                      |                               |                           |
| <b>Fire Prevention</b>  |  |                                       |                            |                                      |                               |                           |
|   | Sub Total Operating Expenditure                                      | 1,219,345                             | 0                          | 1,219,345                            | 407,833                       | 256,215                   |
|   | Sub Total Operating Income   | (641,171)                             | 0                          | (641,171)                            | (130,880)                     | (157,196)                 |
|   |  | <b>578,173</b>                        | <b>0</b>                   | <b>578,173</b>                       | <b>276,953</b>                | <b>99,019</b>             |
| <b>Animal Control</b>   |  |                                       |                            |                                      |                               |                           |
|   | Sub Total Operating Expenditure                                      | 240,431                               | 0                          | 240,431                              | 100,155                       | 91,794                    |
|   | Sub Total Operating Income   | (42,008)                              | 0                          | (42,008)                             | (14,995)                      | (26,956)                  |
|   |  | <b>198,423</b>                        | <b>0</b>                   | <b>198,423</b>                       | <b>85,160</b>                 | <b>64,838</b>             |
| <b>Other Law, Order &amp; Public Safety</b>                           |  |                                       |                            |                                      |                               |                           |
|   | Sub Total Operating Expenditure                                      | 85,176                                | 0                          | 85,176                               | 35,450                        | 13,608                    |
|   | Sub Total Operating Income   | (19,780)                              | 0                          | (19,780)                             | (8,240)                       | (9,926)                   |
|   |  | <b>65,396</b>                         | <b>0</b>                   | <b>65,396</b>                        | <b>27,210</b>                 | <b>3,681</b>              |
|   | <b>Total Operating Expenditure</b>                                   | <b>1,544,951</b>                      | <b>0</b>                   | <b>1,544,951</b>                     | <b>543,438</b>                | <b>361,616</b>            |
|   | <b>Total Operating Income</b>  | <b>(702,959)</b>                      | <b>0</b>                   | <b>(702,959)</b>                     | <b>(154,115)</b>              | <b>(194,078)</b>          |
|   | <b>Program (Surplus)/Deficit</b>                                     | <b>841,992</b>                        | <b>0</b>                   | <b>841,992</b>                       | <b>389,323</b>                | <b>167,538</b>            |
| <b>Health - Schedule 7</b>  |  |                                       |                            |                                      |                               |                           |
| <b>Health Inspection &amp; Administration - Expenditure</b>           |  |                                       |                            |                                      |                               |                           |
| 0426  | ADMIN SALARIES REALLOC TO HEALTH INSP.                               | 30,243                                | 0                          | 30,243                               | 12,600                        | 9,984                     |
| 0476  | ADMIN GENERAL COSTS REALLOC TO HEALTH INSP.                          | 13,793                                | 0                          | 13,793                               | 5,745                         | 7,085                     |
| 1262  | SALARIES (HLTH)  | 101,601                               | 0                          | 101,601                              | 42,330                        | 37,968                    |
| 1272  | SUPERANNUATION - HEALTH  | 10,366                                | 0                          | 10,366                               | 4,315                         | 3,988                     |
| 1302  | CONF & TRAIN EXPENSES  | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |
| 1312  | VEHICLE EXPENSES - HEALTH  | 6,417                                 | 0                          | 6,417                                | 2,670                         | 1,977                     |
| 1322  | SUNDRY HEALTH EXPENSES   | 4,564                                 | 0                          | 4,564                                | 1,895                         | 1,085                     |
| 1332  | LEGAL EXPENSES   | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 2082  | ANALYTICAL EXPENSES  | 2,000                                 | 0                          | 2,000                                | 830                           | 1,438                     |
| 2092  | HEALTH SAMPLING EQUIP (< THRESHOLD)                                  | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 3492  | OTHER EMPLOYEE COSTS   | 8,000                                 | 0                          | 8,000                                | 3,330                         | 0                         |
| 6182  | EMPLOYEE INSURANCE - WORKERS COMPENSATION                            | 4,174                                 | 0                          | 4,174                                | 4,174                         | 4,064                     |
| 7392  | FRINGE BENEFITS TAX - HEALTH   | 5,050                                 | 0                          | 5,050                                | 2,100                         | 0                         |
|   | <b>Total Operating Expenditure Health Inspection &amp; Admin</b>     | <b>190,208</b>                        | <b>0</b>                   | <b>190,208</b>                       | <b>81,649</b>                 | <b>67,590</b>             |
| <b>Health - Schedule 7</b>  |  |                                       |                            |                                      |                               |                           |
| <b>Health Inspection &amp; Administration - Income</b>                |  |                                       |                            |                                      |                               |                           |
| 1343  | FEES & CHARGES - GST FREE - LICENSING / INSPECTIONS                  | (21,000)                              | 0                          | (21,000)                             | (17,000)                      | (16,426)                  |
| 1443  | FEES & CHARGES - FINES   | (500)                                 | 0                          | (500)                                | (205)                         | 0                         |
| 1463  | CONTRIBUTION - EMPLOYEES   | (1,190)                               | 0                          | (1,190)                              | (495)                         | (455)                     |
|   | <b>Total Operating Income Health Inspection &amp; Administration</b> | <b>(22,690)</b>                       | <b>0</b>                   | <b>(22,690)</b>                      | <b>(17,700)</b>               | <b>(16,880)</b>           |
| <b>Health - Schedule 7</b>  |  |                                       |                            |                                      |                               |                           |
| <b>Health Other - Expenditure</b>                                     |  |                                       |                            |                                      |                               |                           |
| 1512  | BANK CHARGES LOANS OTHER HEATH                                       | 530                                   | 0                          | 530                                  | 220                           | 229                       |
| 1592  | MEDICAL CENTRE MTC   | 15,908                                | 0                          | 15,908                               | 6,615                         | 6,536                     |
| 1602  | DENTAL SURGERY OPERATING   | 6,658                                 | 0                          | 6,658                                | 2,765                         | 3,219                     |
| 1612  | INTEREST ON LOANS (MEDIC - TREASURY CORP)                            | 2,977                                 | 0                          | 2,977                                | 1,240                         | 1,277                     |
| 1622  | DEPRECIATION (MED/DENT)  | 43,228                                | 0                          | 43,228                               | 18,010                        | 0                         |
| 6882  | ADMIN EMPLOYEE COSTS REALLOCATED - HEALTH                            | 3,150                                 | 0                          | 3,150                                | 1,310                         | 1,040                     |
| 6892  | GENERAL ADMIN COSTS REALLOCATED - HEALTH                             | 892                                   | 0                          | 892                                  | 370                           | 458                       |
|   | <b>Total Operating Expenditure Health Other</b>                      | <b>73,343</b>                         | <b>0</b>                   | <b>73,343</b>                        | <b>30,530</b>                 | <b>12,759</b>             |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Health - Schedule 7</b>                                    |  |                                       |                            |                                      |                               |                           |
| <b>Health Other - Income</b>                                  |  |                                       |                            |                                      |                               |                           |
| 1081  | REIMBURSEMENTS   | (18,000)                              | 0                          | (18,000)                             | (7,500)                       | (1,664)                   |
| 1091  | FEES & CHARGES - PROPERTY LEASES                                       | (130,999)                             | 0                          | (130,999)                            | (54,580)                      | (50,981)                  |
| <b>Total Operating income Health Other</b>                    |  | <b>(148,999)</b>                      | <b>0</b>                   | <b>(148,999)</b>                     | <b>(62,080)</b>               | <b>(52,645)</b>           |
| <b>Summary of Operations - Health Program</b>                 |  |                                       |                            |                                      |                               |                           |
| <b>Health Inspection &amp; Administration</b>                 |  |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                               |  | 190,208                               | 0                          | 190,208                              | 81,649                        | 67,590                    |
| Sub Total Operating Income                                    |  | (22,690)                              | 0                          | (22,690)                             | (17,700)                      | (16,880)                  |
|   |  | <b>167,518</b>                        | <b>0</b>                   | <b>167,518</b>                       | <b>63,949</b>                 | <b>50,710</b>             |
| <b>Health Other</b>   |  |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                               |  | 73,343                                | 0                          | 73,343                               | 30,530                        | 12,759                    |
| Sub Total Operating Income                                    |  | (148,999)                             | 0                          | (148,999)                            | (62,080)                      | (52,645)                  |
|   |  | <b>(75,656)</b>                       | <b>0</b>                   | <b>(75,656)</b>                      | <b>(31,550)</b>               | <b>(39,886)</b>           |
| <b>Total Operating Expenditure</b>                            |  | <b>263,551</b>                        | <b>0</b>                   | <b>263,551</b>                       | <b>112,179</b>                | <b>80,349</b>             |
| <b>Total Operating Income</b>                                 |  | <b>(171,689)</b>                      | <b>0</b>                   | <b>(171,689)</b>                     | <b>(79,780)</b>               | <b>(69,525)</b>           |
| <b>Program (Surplus)/Deficit</b>                              |  | <b>91,862</b>                         | <b>0</b>                   | <b>91,862</b>                        | <b>32,399</b>                 | <b>10,824</b>             |
| <b>Education &amp; Welfare Schedule 8</b>                     |  |                                       |                            |                                      |                               |                           |
| <b>Preston Village Retirement</b>                             |  |                                       |                            |                                      |                               |                           |
| 1047  | PRESTON VILL - ASSET MTC / REFURB                                      | 23,668                                | 0                          | 23,668                               | 9,865                         | 3,841                     |
| 4007  | UTILITY CHARGES (PRESTON VILLAGE)                                      | 14,300                                | 0                          | 14,300                               | 5,945                         | 6,466                     |
| 4017  | PROPERTY INSURANCE (PRESTON VILLAGE)                                   | 6,350                                 | 0                          | 6,350                                | 6,350                         | 6,340                     |
| 4027  | WORKERS COMP INSURANCE (PRESTON VILLAGE)                               | 1,393                                 | 0                          | 1,393                                | 1,392                         | 914                       |
| 4037  | CONTRACTORS (PRESTON VILLAGE)  | 10,500                                | 0                          | 10,500                               | 4,360                         | 2,527                     |
| 4047  | EMERGENCY PHONE MONITORING (PRESTON VILLAGE)                           | 2,280                                 | 0                          | 2,280                                | 950                           | 885                       |
| 4057  | GENERAL EXPENSES (PRESTON VILLAGE)                                     | 1,000                                 | 0                          | 1,000                                | 415                           | 77                        |
| 4077  | GROUNDS MAINTENANCE (PRESTON VILLAGE)                                  | 4,000                                 | 0                          | 4,000                                | 1,665                         | 1,159                     |
| 4167  | SALARIES - PRESTON VILLAGE   | 12,938                                | 0                          | 12,938                               | 5,390                         | 3,783                     |
| 4177  | SUPERANNUATION - PRESTON VILLAGE                                       | 2,599                                 | 0                          | 2,599                                | 1,080                         | 93                        |
| 4192  | PRESTON VILLAGE RETIREMENT UNITS                                       | 4,251                                 | 0                          | 4,251                                | 1,770                         | 5,895                     |
| 5007  | ADMINISTRATION SALARIES REALLOCATED (PRESTON VILLAGE)                  | 4,414                                 | 0                          | 4,414                                | 1,835                         | 1,457                     |
| 5027  | GENERAL ADMINISTRATION COSTS REALLOCATED REALLOCATED (PRESTON VILLAGE) | 1,725                                 | 0                          | 1,725                                | 715                           | 886                       |
| 5107  | GENERAL MAINTENANCE COSTS - PRESTON VILLAGE                            | 7,000                                 | 0                          | 7,000                                | 2,915                         | 0                         |
| 6202  | DEPRECIATION (PRESTON VILLAGE)   | 71,305                                | 0                          | 71,305                               | 29,710                        | 0                         |
| 8462  | SELLING / LEASING COSTS - PRESTON VILLAGE                              | 10,000                                | 0                          | 10,000                               | 4,165                         | 0                         |
| <b>Total Operating Expenditure Preston Retirement Village</b> |  | <b>177,723</b>                        | <b>0</b>                   | <b>177,723</b>                       | <b>78,522</b>                 | <b>34,323</b>             |
| <b>Education &amp; Welfare Schedule 8</b>                     |  |                                       |                            |                                      |                               |                           |
| <b>Preston Village Retirement</b>                             |  |                                       |                            |                                      |                               |                           |
| 1523  | FEES & CHARGES - LEASE PRESTON VILLAGE                                 | (52,652)                              | 0                          | (52,652)                             | (21,935)                      | (20,135)                  |
| 3133  | REIMBURSEMENTS - PRESTON VILLAGE                                       | (2,800)                               | 0                          | (2,800)                              | (1,165)                       | (539)                     |
| 5953  | FEES & CHARGES - PRESTON VILLAGE COMMUNITY CENTRE                      | (4,800)                               | 0                          | (4,800)                              | (2,000)                       | (2,434)                   |
| <b>Total Operating Income Preston Retirement Village</b>      |  | <b>(60,252)</b>                       | <b>0</b>                   | <b>(60,252)</b>                      | <b>(25,100)</b>               | <b>(23,107)</b>           |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Education &amp; Welfare Schedule 8</b>                     |  |                                       |                            |                                      |                               |                           |
| <b>TUIA Lodge - Expenditure</b>                               |  |                                       |                            |                                      |                               |                           |
| 1497  | KITCHEN SERVICES - (TUIA)                                | 0                                     | 0                          | 0                                    | 0                             | 24                        |
| 1507  | OTHER REFUSE REMOVAL - (TUIA)                            | 0                                     | 0                          | 0                                    | 0                             | 49                        |
| 1642  | DEPRECIATION (TUIA)                                      | 167,066                               | 0                          | 167,066                              | 69,610                        | 0                         |
| 1662  | SALARIES (T/LODGE)                                       | 0                                     | 0                          | 0                                    | 0                             | 2,467                     |
| 1672  | SUPERANNUATION (T/LODGE)                                 | 0                                     | 0                          | 0                                    | 0                             | 1,615                     |
| 3592  | INTEREST ON LOANS - (TUIA)                               | 4,062                                 | 0                          | 4,062                                | 1,690                         | 1,310                     |
| 3642  | *NOT IN USE* - RECRUITMENT<br>MEDICALS/REPORTS - (TUIA)  | 0                                     | 0                          | 0                                    | 0                             | 92                        |
| 3682  | PROPERTY INSURANCE - (TUIA)                              | 34                                    | 0                          | 34                                   | 10                            | 0                         |
| 3687  | SUNDRY EXPENDITURE - (TUIA)                              | 0                                     | 0                          | 0                                    | 0                             | (3)                       |
| 3702  | *NOT IN USE* - MEDICAL MALPRACTICE<br>INSURANCE - (TUIA) | 0                                     | 0                          | 0                                    | 0                             | 6,510                     |
| 3742  | WATER CHARGES - (TUIA)                                   | 0                                     | 0                          | 0                                    | 0                             | 736                       |
| 3762  | TELEPHONE/COMMUNICATIONS - (TUIA)                        | 0                                     | 0                          | 0                                    | 0                             | 286                       |
| 3802  | MEDICAL SUPPLIES - (TUIA)                                | 0                                     | 0                          | 0                                    | 0                             | 352                       |
| 3812  | BUILDING MAINTENANCE - (TUIA)                            | 0                                     | 0                          | 0                                    | 0                             | 71                        |
| 3822  | MOTOR VEHICLE EXPENSES - (TUIA)                          | 0                                     | 0                          | 0                                    | 0                             | 1,425                     |
| 3882  | CONSULTANCY SERVICES - (TUIA)                            | 0                                     | 0                          | 0                                    | 0                             | 3,541                     |
| 3902  | STATIONERY/OFFICE SUPPLIES - (TUIA)                      | 0                                     | 0                          | 0                                    | 0                             | 5                         |
| 3937  | STATE GUARANTEE FEE - (TUIA)                             | 0                                     | 0                          | 0                                    | 0                             | 946                       |
| 6062  | FURN. & EQUIP. TUIA - NON CAPITAL                        | 0                                     | 0                          | 0                                    | 0                             | 1,256                     |
| <b>Total Operating Expenditure TUIA Lodge</b>                 |  | <b>171,162</b>                        | <b>0</b>                   | <b>171,162</b>                       | <b>71,310</b>                 | <b>20,683</b>             |
| <b>Education &amp; Welfare Schedule 8</b>                     |  |                                       |                            |                                      |                               |                           |
| <b>TUIA Lodge - Income</b>                                    |  |                                       |                            |                                      |                               |                           |
| 1716  | FEES & CHARGES - PROPERTY LEASES                         | (21,092)                              | 0                          | (21,092)                             | (8,785)                       | (10,546)                  |
| <b>Total Operating Income TUIA Lodge</b>                      |  | <b>(21,092)</b>                       | <b>0</b>                   | <b>(21,092)</b>                      | <b>(8,785)</b>                | <b>(10,546)</b>           |
| <b>Education &amp; Welfare Schedule 8</b>                     |  |                                       |                            |                                      |                               |                           |
| <b>Care Families and Children - Expenditure</b>               |  |                                       |                            |                                      |                               |                           |
| 1362  | COMMUNITY CENTRE / INFANT HEALTH CLINIC                  | 7,344                                 | 0                          | 7,344                                | 3,055                         | 2,103                     |
| 4052  | LIONS CLUB BUILDING ALLNUT ST                            | 2,350                                 | 0                          | 2,350                                | 975                           | 989                       |
| 4337  | ADMIN SALARIES REALLOCATED                               | 1,102                                 | 0                          | 1,102                                | 455                           | 364                       |
| 4347  | GENERAL ADMIN COSTS REALLOCATED                          | 305                                   | 0                          | 305                                  | 125                           | 157                       |
| 5932  | 1ST DONNYBROOK SCOUT BLDG                                | 536                                   | 0                          | 536                                  | 220                           | 632                       |
| 6002  | BALINGUP COMMUNITY CENTRE                                | 300                                   | 0                          | 300                                  | 125                           | 290                       |
| <b>Total Operating Expenditure Care Families and Children</b> |  | <b>11,936</b>                         | <b>0</b>                   | <b>11,936</b>                        | <b>4,955</b>                  | <b>4,533</b>              |
| <b>Education &amp; Welfare Schedule 8</b>                     |  |                                       |                            |                                      |                               |                           |
| <b>Care Families and Children - Income</b>                    |  |                                       |                            |                                      |                               |                           |
| 1643  | FEES & CHARGES - PROPERTY LEASES                         | (1,070)                               | 0                          | (1,070)                              | (445)                         | (507)                     |
| 4003  | REIMBURSEMENTS   | (1,250)                               | 0                          | (1,250)                              | (520)                         | (19)                      |
| <b>Total Operating Income Care Families and Children</b>      |  | <b>(2,320)</b>                        | <b>0</b>                   | <b>(2,320)</b>                       | <b>(965)</b>                  | <b>(526)</b>              |
| <b>Education &amp; Welfare Schedule 8</b>                     |  |                                       |                            |                                      |                               |                           |
| <b>Community &amp; Youth Development - Expenditure</b>        |  |                                       |                            |                                      |                               |                           |
| 0486  | ADMIN SALARIES REALLOC TO COMM/YOUTH<br>DEV.             | 39,152                                | 0                          | 39,152                               | 16,310                        | 12,925                    |
| 0536  | ADMIN GENERAL COSTS REALLOC TO<br>COMM/YOUTH DEV.        | 26,241                                | 0                          | 26,241                               | 10,930                        | 13,480                    |
| 4652  | COMM. DEV. INITIATIVES                                   | 2,500                                 | 0                          | 2,500                                | 1,040                         | 0                         |
| 4762  | SEED FUNDING YOUTH RELATED<br>PROGRAMMES                 | 3,550                                 | 0                          | 3,550                                | 1,475                         | 657                       |
| 4822  | SALARIES COMMUNITY DEVELOPMENT<br>OFFICER                | 144,046                               | 0                          | 144,046                              | 60,015                        | 55,337                    |
| 4832  | SUPERANNUATION COMMUNITY DEVELOPMENT<br>OFFICER          | 17,584                                | 0                          | 17,584                               | 7,325                         | 6,233                     |
| 4842  | INSURANCE COMMUNITY DEVELOPMENT                          | 7,088                                 | 0                          | 7,088                                | 2,950                         | 9,539                     |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description                                       | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 5202   | OFFICE EXPENSES COMMUNITY DEVELOPMENT             | 1,710                                 | 0                          | 1,710                                | 710                           | 260                       |
| 5522   | SENIOR WEEK FUNCTION                              | 750                                   | 0                          | 750                                  | 310                           | 0                         |
| 7752   | AUSTRALIA DAY EVENT                               | 5,000                                 | 0                          | 5,000                                | 2,080                         | 400                       |
| <b>Total Operating Expenditure Community &amp; Youth Development</b> |   | <b>247,621</b>                        | <b>0</b>                   | <b>247,621</b>                       | <b>103,145</b>                | <b>98,831</b>             |
| <b>Education &amp; Welfare Schedule 8</b>                            |   |                                       |                            |                                      |                               |                           |
| <b>Community &amp; Youth Development - Income</b>                    |   |                                       |                            |                                      |                               |                           |
| 3403   | CONTRIBUTIONS                                     | (200)                                 | 0                          | (200)                                | (80)                          | 0                         |
| 5963   | REIMBURSEMENTS - EMPLOYEES                        | (200)                                 | 0                          | (200)                                | (80)                          | 0                         |
| <b>Total Operating Income Community &amp; Youth Development</b>      |   | <b>(400)</b>                          | <b>0</b>                   | <b>(400)</b>                         | <b>(160)</b>                  | <b>0</b>                  |
| <b>Education &amp; Welfare Schedule 8</b>                            |   |                                       |                            |                                      |                               |                           |
| <b>Other Welfare - Expenditure</b>                                   |   |                                       |                            |                                      |                               |                           |
| 1017   | BUILDING INSURANCE (LANG VILLS U7-9)              | 1,322                                 | 0                          | 1,322                                | 1,320                         | 1,322                     |
| 1037   | ASSET MTC/REFURB - WELL AGED UNIT                 | 0                                     | 0                          | 0                                    | 0                             | 0                         |
| 1057   | GENERAL EXPENSES (LANG VILLS U7-9)                | 2,000                                 | 0                          | 2,000                                | 830                           | 307                       |
| 1067   | WORKERS COMP INSURANCE - WELL AGED                | 1,057                                 | 0                          | 1,057                                | 1,056                         | 1,562                     |
| 1737   | MOWING & GROUND MTCE (MINN COTTS U1-4)            | 3,000                                 | 0                          | 3,000                                | 1,250                         | 1,000                     |
| 1747   | UTILITY CHARGES - (MINN COTTS U1-4)               | 4,740                                 | 0                          | 4,740                                | 1,970                         | 941                       |
| 1757   | CONTRACTORS - (MINN COTTS U1-4)                   | 8,650                                 | 0                          | 8,650                                | 3,590                         | 6,402                     |
| 1767   | BUILDING INSURANCE - (MINN COTTS U1-4)            | 784                                   | 0                          | 784                                  | 782                           | 784                       |
| 1787   | GENERAL EXPENSES - (MINN COTTS U1-4)              | 2,000                                 | 0                          | 2,000                                | 830                           | 394                       |
| 1797   | MOWING & GROUND MTCE - (MINN COTTS U5-8)          | 3,000                                 | 0                          | 3,000                                | 1,250                         | 821                       |
| 3322   | CONSULTANCY - AGED CARE SERVICES                  | 0                                     | 0                          | 0                                    | 0                             | 7,000                     |
| 6212   | DEPRECIATION (MINN COTTS 1-4)                     | 12,902                                | 0                          | 12,902                               | 5,375                         | 0                         |
| 6222   | DEPRECIATION (MINN COTTS 5-8)                     | 9,842                                 | 0                          | 9,842                                | 4,100                         | 0                         |
| 6232   | DEPRECIATION (MINN COTTS 9-12)                    | 11,910                                | 0                          | 11,910                               | 4,960                         | 0                         |
| 6242   | DEPRECIATION (LANG VILLS 1-6)                     | 24,543                                | 0                          | 24,543                               | 10,225                        | 0                         |
| 6252   | DEPRECIATION (LANG VILLS 7-9)                     | 17,947                                | 0                          | 17,947                               | 7,475                         | 0                         |
| 6812   | BRIDGE ST PROJECT                                 | 0                                     | 0                          | 0                                    | 0                             | 0                         |
| 7107   | SALARIES - DIRECT ALLOCATION                      | 15,919                                | 0                          | 15,919                               | 6,630                         | 3,767                     |
| 7117   | SUPER - DIRECT ALLOCATION                         | 4,548                                 | 0                          | 4,548                                | 1,895                         | 0                         |
| 8007   | UTILITY CHARGES - (MINN COTTS U5-8)               | 2,740                                 | 0                          | 2,740                                | 1,135                         | 436                       |
| 8017   | CONTRACTORS - (MINN COTTS U5-8)                   | 8,650                                 | 0                          | 8,650                                | 3,590                         | 2,792                     |
| 8027   | BUILDING INSURANCE - (MINN COTTS U5-8)            | 750                                   | 0                          | 750                                  | 750                           | 750                       |
| 8047   | GENERAL EXPENSES - (MINN COTTS U5-8)              | 2,000                                 | 0                          | 2,000                                | 830                           | 379                       |
| 8057   | MOWING & GROUND MTC - (MINN COTTS U9-12)          | 3,000                                 | 0                          | 3,000                                | 1,250                         | 821                       |
| 8067   | UTILITY CHARGES - (MINN COTTS U9-12)              | 3,360                                 | 0                          | 3,360                                | 1,395                         | 806                       |
| 8077   | CONTRACTORS - (MINN COTTS U9-12)                  | 8,650                                 | 0                          | 8,650                                | 3,590                         | 459                       |
| 8087   | BUILDING INSURANCE - (MINN COTTS U9-12)           | 858                                   | 0                          | 858                                  | 856                           | 858                       |
| 9007   | GENERAL EXPENSES - (MINN COTTS U9-12)             | 2,000                                 | 0                          | 2,000                                | 830                           | 527                       |
| 9017   | MOWING & GROUND MTC (LANG VILL U1-6)              | 3,000                                 | 0                          | 3,000                                | 1,250                         | 1,531                     |
| 9027   | UTILITY CHARGES (LANG VILL U1-6)                  | 6,270                                 | 0                          | 6,270                                | 2,610                         | 486                       |
| 9037   | CONTRACTORS (LANG VILL U1-6)                      | 10,820                                | 0                          | 10,820                               | 4,495                         | 9,140                     |
| 9047   | BUILDING INSURANCE (LANG VILLS U1-6)              | 1,838                                 | 0                          | 1,838                                | 1,838                         | 1,838                     |
| 9067   | GENERAL EXPENSES (LANG VILLS U1-6)                | 2,000                                 | 0                          | 2,000                                | 830                           | 601                       |
| 9077   | MOWING & GROUND MTCE (LANG VILLS U7-9)            | 3,000                                 | 0                          | 3,000                                | 1,250                         | 508                       |
| 9082   | GEN ADMIN ALLOC - AGED HOUSING (NOT TUIA OR HACC) | 4,536                                 | 0                          | 4,536                                | 1,890                         | 2,330                     |
| 9087   | UTILITY CHARGES (LANG VILLS U7-9)                 | 2,770                                 | 0                          | 2,770                                | 1,150                         | 236                       |
| 9097   | CONTRACTORS (LANG VILLS U7-9)                     | 9,510                                 | 0                          | 9,510                                | 3,950                         | 2,434                     |
| 9272   | ADMIN SAL REALLOCATED - OTHER WELFARE             | 13,276                                | 0                          | 13,276                               | 5,530                         | 4,383                     |
| <b>Total Operating Expenditure Other Welfare</b>                     |   | <b>213,192</b>                        | <b>0</b>                   | <b>213,192</b>                       | <b>92,557</b>                 | <b>55,615</b>             |



Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description                                     | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Education &amp; Welfare Schedule 8</b>                      |   |                                       |                            |                                      |                               |                           |
| <b>Other Welfare - Income</b>                                  |   |                                       |                            |                                      |                               |                           |
| 1173   | FEES & CHARGES - LEASE MIININUP COTTAGES U 5-8  | (34,548)                              | 0                          | (34,548)                             | (14,395)                      | (4,599)                   |
| 1683   | REIMBURSEMENTS                                  | 0                                     | 0                          | 0                                    | 0                             | (1,997)                   |
| 1743   | FEES & CHARGES - LEASE MINNINUP COTTAGES U 1-4  | (34,627)                              | 0                          | (34,627)                             | (14,425)                      | (9,524)                   |
| 1753   | FEES & CHARGES - LEASE LANGLEY VILLAS U 1-6     | (54,527)                              | 0                          | (54,527)                             | (22,715)                      | (22,457)                  |
| 1773   | FEES & CHARGES - LEASE MINNINUP COTTAGES U 9-12 | (34,601)                              | 0                          | (34,601)                             | (14,415)                      | (11,822)                  |
| 2603   | FEES & CHARGES - LEASE LANGLEY VILLAS U 7-9     | (28,602)                              | 0                          | (28,602)                             | (11,915)                      | (11,948)                  |
| 7503   | DONATIONS - OTHER WELFARE                       | 0                                     | 0                          | 0                                    | 0                             | (200)                     |
| <b>Total Operating Income Other Welfare</b>                    |   | <b>(186,905)</b>                      | <b>0</b>                   | <b>(186,905)</b>                     | <b>(77,865)</b>               | <b>(62,547)</b>           |
| <b>Education &amp; Welfare Schedule 8</b>                      |   |                                       |                            |                                      |                               |                           |
| <b>Pre-School - Expenditure</b>                                |   |                                       |                            |                                      |                               |                           |
| 0982   | DEPRECIATION (EDUC)                             | 11,740                                | 0                          | 11,740                               | 4,890                         | 0                         |
| <b>Total Operating Expenditure Pre-School</b>                  |   | <b>11,740</b>                         | <b>0</b>                   | <b>11,740</b>                        | <b>4,890</b>                  | <b>0</b>                  |
| <b>Education &amp; Welfare Schedule 8</b>                      |   |                                       |                            |                                      |                               |                           |
| <b>Other Education - Expenditure</b>                           |   |                                       |                            |                                      |                               |                           |
| 1002   | TELECENTRE MAINTENANCE                          | 2,552                                 | 0                          | 2,552                                | 1,060                         | 1,060                     |
| 1012   | SCHOLARSHIPS                                    | 300                                   | 0                          | 300                                  | 125                           | 0                         |
| <b>Total Operating Expenditure Other Education</b>             |   | <b>2,852</b>                          | <b>0</b>                   | <b>2,852</b>                         | <b>1,185</b>                  | <b>1,060</b>              |
| <b>Summary of Operations - Education &amp; Welfare Program</b> |   |                                       |                            |                                      |                               |                           |
| <b>Preston Village Retirement</b>                              |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                |   | 177,723                               | 0                          | 177,723                              | 78,522                        | 34,323                    |
| Sub Total Operating Income                                     |   | (60,252)                              | 0                          | (60,252)                             | (25,100)                      | (23,107)                  |
|  |   | <b>117,471</b>                        | <b>0</b>                   | <b>117,471</b>                       | <b>53,422</b>                 | <b>11,215</b>             |
| <b>TUIA Lodge</b>  |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                |   | 171,162                               | 0                          | 171,162                              | 71,310                        | 20,683                    |
| Sub Total Operating Income                                     |   | (21,092)                              | 0                          | (21,092)                             | (8,785)                       | (10,546)                  |
|  |   | <b>150,070</b>                        | <b>0</b>                   | <b>150,070</b>                       | <b>62,525</b>                 | <b>10,138</b>             |
| <b>Care Families and Childfren</b>                             |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                |   | 11,936                                | 0                          | 11,936                               | 4,955                         | 4,533                     |
| Sub Total Operating Income                                     |   | (2,320)                               | 0                          | (2,320)                              | (965)                         | (526)                     |
|  |   | <b>9,616</b>                          | <b>0</b>                   | <b>9,616</b>                         | <b>3,990</b>                  | <b>4,007</b>              |
| <b>Community &amp; Youth Development</b>                       |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                |   | 247,621                               | 0                          | 247,621                              | 103,145                       | 98,831                    |
| Sub Total Operating Income                                     |   | (400)                                 | 0                          | (400)                                | (160)                         | 0                         |
|  |   | <b>247,221</b>                        | <b>0</b>                   | <b>247,221</b>                       | <b>102,985</b>                | <b>98,831</b>             |
| <b>Other Welfare</b>   |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                |   | 213,192                               | 0                          | 213,192                              | 92,557                        | 55,615                    |
| Sub Total Operating Income                                     |   | (186,905)                             | 0                          | (186,905)                            | (77,865)                      | (62,547)                  |
|  |   | <b>26,287</b>                         | <b>0</b>                   | <b>26,287</b>                        | <b>14,692</b>                 | <b>(6,932)</b>            |
| <b>Pre-School</b>  |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                |   | 11,740                                | 0                          | 11,740                               | 4,890                         | 0                         |
| Sub Total Operating Income                                     |   | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |   | <b>11,740</b>                         | <b>0</b>                   | <b>11,740</b>                        | <b>4,890</b>                  | <b>0</b>                  |
| <b>Other Education</b>   |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                |   | 2,852                                 | 0                          | 2,852                                | 1,185                         | 1,060                     |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
|  | Sub Total Operating Income                           | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |  | 2,852                                 | 0                          | 2,852                                | 1,185                         | 1,060                     |
|  | <b>Total Operating Expenditure</b>                   | 836,226                               | 0                          | 836,226                              | 356,564                       | 215,044                   |
|  | <b>Total Operating Income</b>                        | (270,969)                             | 0                          | (270,969)                            | (112,875)                     | (96,726)                  |
|  | <b>Program (Surplus)/Deficit</b>                     | 565,257                               | 0                          | 565,257                              | 243,689                       | 118,318                   |
| <b>Community Amenities - Schedule 10</b>         |  |                                       |                            |                                      |                               |                           |
| <b>Sanitation-Household Refuse - Expenditure</b> |  |                                       |                            |                                      |                               |                           |
| 1762   | DOMESTIC REFUSE COLLECT                              | 173,162                               | 0                          | 173,162                              | 72,145                        | 52,123                    |
| 1772   | RUBBISH SITES MTC                                    | 479,178                               | 0                          | 479,178                              | 199,640                       | 139,107                   |
| 1782   | DOMESTIC RECYCLING PICKUP                            | 91,326                                | 0                          | 91,326                               | 38,050                        | 32,874                    |
| 1802   | ORGANIC REFUSE REMOVALS                              | 155,610                               | 0                          | 155,610                              | 64,835                        | 36,061                    |
| 1812   | DEPRECIATION (REFUSE)                                | 53,314                                | 0                          | 53,314                               | 22,210                        | 0                         |
| 2242   | INSURANCE WASTE MANAGEMNT                            | 1,569                                 | 0                          | 1,569                                | 1,568                         | 2,117                     |
| 2252   | VEHICLE EXPENSES                                     | 3,250                                 | 0                          | 3,250                                | 1,350                         | 1,022                     |
| 2262   | WASTE MANAGEMENT OFFICE EXPENSES                     | 650                                   | 0                          | 650                                  | 270                           | 0                         |
| 2552   | REFUSE COLL - PUBLIC BINS                            | 138,500                               | 0                          | 138,500                              | 57,700                        | 55,785                    |
| 2562   | GENERAL ADMIN ALLOCATED - HOUSEHOLD REFUSE           | 8,530                                 | 0                          | 8,530                                | 3,550                         | 4,382                     |
| 3422   | RURAL RECYLING SVCE. - SHIRE STAFF                   | 2,500                                 | 0                          | 2,500                                | 1,040                         | 0                         |
| 3602   | REGIONAL WASTE MANAGEMENT                            | 3,398                                 | 0                          | 3,398                                | 1,415                         | 0                         |
| 7362   | AMORTISATION (INTANGIBLE ASSETS)                     | 28,553                                | 0                          | 28,553                               | 11,895                        | 0                         |
| 9322   | ADMIN SAL ALLOCATED - SANITATION                     | 29,696                                | 0                          | 29,696                               | 12,370                        | 9,804                     |
| 9927   | FRINGE BENEFITS TAX - WASTE                          | 2,200                                 | 0                          | 2,200                                | 550                           | 0                         |
|  | <b>Total Expenditure Sanitation Household Refuse</b> | 1,171,436                             | 0                          | 1,171,436                            | 488,588                       | 333,275                   |
| <b>Community Amenities - Schedule 10</b>         |  |                                       |                            |                                      |                               |                           |
| <b>Sanitation-Household Refuse - Income</b>      |  |                                       |                            |                                      |                               |                           |
| 0403   | FEES & CHARGES - REFUSE SITE BALINGUP                | (1,000)                               | 0                          | (1,000)                              | (415)                         | (381)                     |
| 1573   | REIMBURSEMENTS - DBK REFUSE SITE                     | 0                                     | 0                          | 0                                    | 0                             | (750)                     |
| 1803   | FEES & CHARGES - KERBSIDE BIN SERVICES               | (560,350)                             | 0                          | (560,350)                            | (233,441)                     | (234,095)                 |
| 1813   | FEES & CHARGES - SUNDRY                              | 0                                     | 0                          | 0                                    | 0                             | (160)                     |
| 2003   | FEES & CHARGES - REFUSE SITE DONNYBROOK              | (15,000)                              | 0                          | (15,000)                             | (6,250)                       | (8,703)                   |
| 6223   | REIMBURSEMENTS                                       | (600)                                 | 0                          | (600)                                | (250)                         | (142)                     |
|  | <b>Total Income Sanitation Household Refuse</b>      | (576,950)                             | 0                          | (576,950)                            | (240,356)                     | (244,232)                 |
| <b>Community Amenities - Schedule 10</b>         |  |                                       |                            |                                      |                               |                           |
| <b>Other Sanitation - expenditure</b>            |  |                                       |                            |                                      |                               |                           |
| 1902   | LITTER CONTROL                                       | 4,000                                 | 0                          | 4,000                                | 1,665                         | 0                         |
|  | <b>Total Expenditure Other Sanitation</b>            | 4,000                                 | 0                          | 4,000                                | 1,665                         | 0                         |
| <b>Community Amenities - Schedule 10</b>         |  |                                       |                            |                                      |                               |                           |
| <b>Other Sanitation - Income</b>                 |  |                                       |                            |                                      |                               |                           |
| 1933   | FEES & CHARGES - FINES                               | (200)                                 | 0                          | (200)                                | (80)                          | 0                         |
|  | <b>Total Income Other Sanitation</b>                 | (200)                                 | 0                          | (200)                                | (80)                          | 0                         |
| <b>Community Amenities - Schedule 10</b>         |  |                                       |                            |                                      |                               |                           |
| <b>Urban Stormwater Drainage - expenditure</b>   |  |                                       |                            |                                      |                               |                           |
| 2002   | NONEYCUP CREEK                                       | 6,000                                 | 0                          | 6,000                                | 2,500                         | 0                         |
| 2012   | BALINGUP DRAIN                                       | 1,500                                 | 0                          | 1,500                                | 625                           | 688                       |
| 5047   | BLACKWOOD RIVER MTCE                                 | 2,000                                 | 0                          | 2,000                                | 830                           | 153                       |
| 5057   | PRESTON RIVER MTCE                                   | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |
|  | <b>Total Expenditure Urban Stormwater Drainage</b>   | 11,500                                | 0                          | 11,500                               | 4,785                         | 841                       |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description                                      | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Community Amenities - Schedule 10</b>                          |  |                                       |                            |                                      |                               |                           |
| <b>Urban Stormwater Drainage - Income</b>                         |  |                                       |                            |                                      |                               |                           |
|   |  | 0                                     | 0                          | 0                                    | 0                             | 0                         |
| <b>Total Income Urban Stormwater Drainage</b>                     |  | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>0</b>                  |
| <b>Community Amenities - Schedule 10</b>                          |  |                                       |                            |                                      |                               |                           |
| <b>Protection of Environment - expenditure</b>                    |  |                                       |                            |                                      |                               |                           |
| 2072  | LANDCARE DEV./ENV. PLNG.                         | 6,000                                 | 0                          | 6,000                                | 2,500                         | 960                       |
| 3612  | ABANDONED VEHICLES                               | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 4207  | ADMIN SALARIES REALLOCATED                       | 3,745                                 | 0                          | 3,745                                | 1,560                         | 1,236                     |
| 4217  | GENERAL ADMIN COSTS REALLOCATED                  | 1,300                                 | 0                          | 1,300                                | 540                           | 668                       |
| 4466  | NATURAL RESOURCE MGMT - CONTRACT LABOUR & RELIEF | 0                                     | 0                          | 0                                    | 0                             | 6,388                     |
| 5332  | OFFICE EXPNSSES - NATURAL RESOURCE MANAGEMENT    | 1,566                                 | 0                          | 1,566                                | 645                           | 803                       |
| 5612  | WAGES (NATURAL RESOURCE MGMT.)                   | 10,647                                | 0                          | 10,647                               | 4,435                         | 4,031                     |
| 5622  | SUPERANNUATION - NATURAL RESOURCE MANAGEMENT     | 1,065                                 | 0                          | 1,065                                | 440                           | 286                       |
| 7502  | NORTH BALINGUP RESERVES                          | 1,500                                 | 0                          | 1,500                                | 620                           | 0                         |
| <b>Total Expenditure Protection of Environment</b>                |  | <b>26,323</b>                         | <b>0</b>                   | <b>26,323</b>                        | <b>10,945</b>                 | <b>14,372</b>             |
| <b>Community Amenities - Schedule 10</b>                          |  |                                       |                            |                                      |                               |                           |
| <b>Protection of Environment - income</b>                         |  |                                       |                            |                                      |                               |                           |
| 1141  | FEES & CHARGES - SUNDRY                          | (800)                                 | 0                          | (800)                                | (330)                         | 0                         |
| <b>Total Income Protection of Environment</b>                     |  | <b>(800)</b>                          | <b>0</b>                   | <b>(800)</b>                         | <b>(330)</b>                  | <b>0</b>                  |
| <b>Community Amenities - Schedule 10</b>                          |  |                                       |                            |                                      |                               |                           |
| <b>Town Planning &amp; Regional Development - Expenditure</b>     |  |                                       |                            |                                      |                               |                           |
| 0626  | ADMIN EMP COSTS REALLOC TO TOWN PLANNING         | 48,791                                | 0                          | 48,791                               | 20,325                        | 16,108                    |
| 0656  | ADMIN GENERAL COSTS REALLOC TO TOWN PLANNING     | 23,327                                | 0                          | 23,327                               | 9,715                         | 11,983                    |
| 2022  | LEGAL EXPENSES                                   | 8,000                                 | 0                          | 8,000                                | 3,330                         | 1,898                     |
| 2052  | TP CONFERENCE EXPENSES                           | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |
| 2122  | SALARIES (SHIRE PLANNER)                         | 203,938                               | 0                          | 203,938                              | 84,970                        | 71,281                    |
| 2142  | OFFICE EXPENSES (TP)                             | 2,000                                 | 0                          | 2,000                                | 830                           | 1,149                     |
| 2162  | MOTOR VEHICLE EXPENSES                           | 12,167                                | 0                          | 12,167                               | 5,065                         | 2,897                     |
| 2172  | TOWN PLANNING GENERAL                            | 16,000                                | 0                          | 16,000                               | 6,665                         | 0                         |
| 2272  | TOWN PLANNING ADVERTISING COSTS                  | 3,000                                 | 0                          | 3,000                                | 1,250                         | 243                       |
| 4456  | TOWN PLANNING - CONTRACT LABOUR & RELIEF         | 0                                     | 0                          | 0                                    | 0                             | 289                       |
| 5242  | TOWN PLANNING RECRUITMENT & RELIEF EXPENSES      | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 6052  | T/PLAN - FURN & EQUIP UNDER THRESHOLD            | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 6172  | EMPLOYEE INSURANCE - WORKERS COMPENSATION        | 9,471                                 | 0                          | 9,471                                | 3,945                         | 9,197                     |
| 7102  | SUPERANNUATION (TP)                              | 20,805                                | 0                          | 20,805                               | 8,665                         | 8,586                     |
| 7522  | FRINGE BENEFITS TAX - TOWN PLANNING              | 11,000                                | 0                          | 11,000                               | 4,580                         | 0                         |
| 7562  | LAND ADMINISTRATION - TOWN PLANNING              | 2,000                                 | 0                          | 2,000                                | 830                           | 27                        |
| 7642  | STRATEGIC PLANNING - TOWN PLANNING               | 20,000                                | 0                          | 20,000                               | 8,330                         | 0                         |
| <b>Total Expenditure Town Planning &amp; Regional Development</b> |  | <b>384,499</b>                        | <b>0</b>                   | <b>384,499</b>                       | <b>160,160</b>                | <b>123,657</b>            |
| <b>Community Amenities - Schedule 10</b>                          |  |                                       |                            |                                      |                               |                           |
| <b>Town Planning &amp; Regional Development - Income</b>          |  |                                       |                            |                                      |                               |                           |
| 2223  | FEES & CHARGES - APPLICATIONS                    | (40,000)                              | 0                          | (40,000)                             | (16,665)                      | (17,964)                  |
| 2243  | REIMBURSEMENTS                                   | (200)                                 | 0                          | (200)                                | (80)                          | (243)                     |
| <b>Total Income Town Planning &amp; Regional Development</b>      |  | <b>(40,200)</b>                       | <b>0</b>                   | <b>(40,200)</b>                      | <b>(16,745)</b>               | <b>(18,206)</b>           |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description                                  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Community Amenities - Schedule 10</b>                   |  |                                       |                            |                                      |                               |                           |
| <b>Other Community Amenities - Expenditure</b>             |  |                                       |                            |                                      |                               |                           |
| 2302   | DBK CEMETERY MNTCE                           | 49,608                                | 0                          | 49,608                               | 20,660                        | 20,506                    |
| 2312   | BLN CEMETERY MNTCE                           | 23,272                                | 0                          | 23,272                               | 9,685                         | 2,349                     |
| 2322   | PUBLIC CONVENIENCES                          | 222,207                               | 0                          | 222,207                              | 92,570                        | 86,246                    |
| 2342   | TIDY TOWNS PROGRAMME                         | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 2372   | DEPRECIATION (OCA)                           | 13,440                                | 0                          | 13,440                               | 5,600                         | 0                         |
| 2404   | VILLAGE GREEN TOILETS                        | 6,228                                 | 0                          | 6,228                                | 2,585                         | 1,053                     |
| 4227   | ADMINISTRATION SALARIES REALLOCATED          | 10,909                                | 0                          | 10,909                               | 4,545                         | 3,601                     |
| 4237   | GENERAL ADMIN COSTS REALLOCATED              | 3,295                                 | 0                          | 3,295                                | 1,370                         | 1,693                     |
| 4932   | UPPER PRESTON CEMETERY                       | 7,019                                 | 0                          | 7,019                                | 2,910                         | 22                        |
| 5232   | SALARIES - OTHER COMM AMENITIES              | 5,521                                 | 0                          | 5,521                                | 2,300                         | 3,175                     |
| 5882   | SUPERANNUATION (COMM AMENITIES.)             | 552                                   | 0                          | 552                                  | 230                           | 610                       |
| 6142   | EMPLOYEE INSURANCE - WORKERS<br>COMPENSATION | 221                                   | 0                          | 221                                  | 220                           | 221                       |
| <b>Total Expenditure Other Community Amenities</b>         |  | <b>342,772</b>                        | <b>0</b>                   | <b>342,772</b>                       | <b>142,880</b>                | <b>119,476</b>            |
| <b>Community Amenities - Schedule 10</b>                   |  |                                       |                            |                                      |                               |                           |
| <b>Other Community Amenities - Income</b>                  |  |                                       |                            |                                      |                               |                           |
| 0943   | FEES & CHARGES - CEMETERIES UPPER<br>PRESTON | (4,000)                               | 0                          | (4,000)                              | (1,665)                       | 0                         |
| 2363   | FEES & CHARGES - CEMETERY LICENSES           | (800)                                 | 0                          | (800)                                | (330)                         | 0                         |
| 2373   | FEES & CHARGES - CEMETERIES<br>DONNYBROOK    | (20,000)                              | 0                          | (20,000)                             | (8,330)                       | (8,248)                   |
| 2383   | FEES & CHARGES - CEMETERIES BALINGUP         | (10,000)                              | 0                          | (10,000)                             | (4,165)                       | (879)                     |
| <b>Total Income Other Community Amenities</b>              |  | <b>(34,800)</b>                       | <b>0</b>                   | <b>(34,800)</b>                      | <b>(14,490)</b>               | <b>(9,127)</b>            |
| <b>Summary of Operations - Community Amenities Program</b> |  |                                       |                            |                                      |                               |                           |
| <b>Sanitation-Household Refuse</b>                         |  |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                            |  | 1,171,436                             | 0                          | 1,171,436                            | 488,588                       | 333,275                   |
| Sub Total Operating Income                                 |  | (576,950)                             | 0                          | (576,950)                            | (240,356)                     | (244,232)                 |
|  |  | <b>594,486</b>                        | <b>0</b>                   | <b>594,486</b>                       | <b>248,232</b>                | <b>89,043</b>             |
| <b>Other Sanitation</b>                                    |  |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                            |  | 4,000                                 | 0                          | 4,000                                | 1,665                         | 0                         |
| Sub Total Operating Income                                 |  | (200)                                 | 0                          | (200)                                | (80)                          | 0                         |
|  |  | <b>3,800</b>                          | <b>0</b>                   | <b>3,800</b>                         | <b>1,585</b>                  | <b>0</b>                  |
| <b>Urban Stormwater Drainage</b>                           |  |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                            |  | 11,500                                | 0                          | 11,500                               | 4,785                         | 841                       |
| Sub Total Operating Income                                 |  | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |  | <b>11,500</b>                         | <b>0</b>                   | <b>11,500</b>                        | <b>4,785</b>                  | <b>841</b>                |
| <b>Protection of Environment</b>                           |  |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                            |  | 26,323                                | 0                          | 26,323                               | 10,945                        | 14,372                    |
| Sub Total Operating Income                                 |  | (800)                                 | 0                          | (800)                                | (330)                         | 0                         |
|  |  | <b>25,523</b>                         | <b>0</b>                   | <b>25,523</b>                        | <b>10,615</b>                 | <b>14,372</b>             |
| <b>Town Planning &amp; Regional Development</b>            |  |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                            |  | 384,499                               | 0                          | 384,499                              | 160,160                       | 123,657                   |
| Sub Total Operating Income                                 |  | (40,200)                              | 0                          | (40,200)                             | (16,745)                      | (18,206)                  |
|  |  | <b>344,299</b>                        | <b>0</b>                   | <b>344,299</b>                       | <b>143,415</b>                | <b>105,450</b>            |
| <b>Other Community Amenities</b>                           |  |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                            |  | 342,772                               | 0                          | 342,772                              | 142,880                       | 119,476                   |
| Sub Total Operating Income                                 |  | (34,800)                              | 0                          | (34,800)                             | (14,490)                      | (9,127)                   |
|  |  | <b>307,972</b>                        | <b>0</b>                   | <b>307,972</b>                       | <b>128,390</b>                | <b>110,349</b>            |
| <b>Total Operating Expenditure</b>                         |  | <b>1,940,530</b>                      | <b>0</b>                   | <b>1,940,530</b>                     | <b>809,023</b>                | <b>591,621</b>            |
| <b>Total Operating Income</b>                              |  | <b>(652,950)</b>                      | <b>0</b>                   | <b>(652,950)</b>                     | <b>(272,001)</b>              | <b>(271,566)</b>          |
| <b>Program (Surplus)/Deficit</b>                           |  | <b>1,287,580</b>                      | <b>0</b>                   | <b>1,287,580</b>                     | <b>537,022</b>                | <b>320,055</b>            |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description                                       | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Recreation &amp; Culture - Schedule 11</b>             |   |                                       |                            |                                      |                               |                           |
| <b>Public Halls &amp; Civic Centres - Expenditure</b>     |   |                                       |                            |                                      |                               |                           |
| 2412  | PUBLIC HALLS - DBK                                | 32,786                                | 0                          | 32,786                               | 13,645                        | 13,365                    |
| 2422  | PUBLIC HALLS - BLN                                | 17,586                                | 0                          | 17,586                               | 7,315                         | 5,832                     |
| 2432  | PUBLIC HALLS - KIRUP                              | 2,867                                 | 0                          | 2,867                                | 1,190                         | 893                       |
| 2442  | PUBLIC HALLS - NOGGERUP                           | 3,485                                 | 0                          | 3,485                                | 1,450                         | 883                       |
| 2452  | DEPRECIATION (HALLS)                              | 152,417                               | 0                          | 152,417                              | 63,505                        | 0                         |
| 2462  | PUBLIC HALLS - NEWLANDS                           | 2,522                                 | 0                          | 2,522                                | 1,045                         | 430                       |
| 2472  | PUBLIC HALL - BROOKHAMPTON                        | 2,561                                 | 0                          | 2,561                                | 1,065                         | 600                       |
| 2482  | PUBLIC HALL - YABBERUP                            | 2,517                                 | 0                          | 2,517                                | 1,050                         | 645                       |
| 4357  | ADMIN SALARIES REALLOCATED                        | 10,752                                | 0                          | 10,752                               | 4,480                         | 3,550                     |
| 4367  | GENERAL ADMIN COSTS REALLOCATED                   | 3,480                                 | 0                          | 3,480                                | 1,450                         | 1,788                     |
| <b>Total Expenditure Public Halls &amp; Civic Centres</b> |   | <b>230,972</b>                        | <b>0</b>                   | <b>230,972</b>                       | <b>96,195</b>                 | <b>27,984</b>             |
| <b>Recreation &amp; Culture - Schedule 11</b>             |   |                                       |                            |                                      |                               |                           |
| <b>Public Halls &amp; Civic Centres - Income</b>          |   |                                       |                            |                                      |                               |                           |
| 2433  | FEES & CHARGES - DONNYBROOK HALL HIRE             | (7,500)                               | 0                          | (7,500)                              | (3,125)                       | (3,704)                   |
| 2443  | FEES & CHARGES - BALINGUP HALL HIRE               | (1,200)                               | 0                          | (1,200)                              | (500)                         | (218)                     |
| 7053  | FEES & CHARGES - PROPERTY LEASES                  | (1,800)                               | 0                          | (1,800)                              | (750)                         | (1,325)                   |
| 0465  | GRANTS (CAPITAL) - ASSETS                         | (50,000)                              | 0                          | (50,000)                             | (12,500)                      | (3,409)                   |
| <b>Total Income Public Halls &amp; Civic Centres</b>      |   | <b>(60,500)</b>                       | <b>0</b>                   | <b>(60,500)</b>                      | <b>(16,875)</b>               | <b>(8,657)</b>            |
| <b>Recreation &amp; Culture - Schedule 11</b>             |   |                                       |                            |                                      |                               |                           |
| <b>Recreation Centre - Expenditure</b>                    |   |                                       |                            |                                      |                               |                           |
| 2612  | EMPLOYEE PROV - REC                               | 2,200                                 | 0                          | 2,200                                | 915                           | 0                         |
| 2707  | OTHER STAFF COSTS - DBK REC CENTRE                | 1,500                                 | 0                          | 1,500                                | 625                           | 346                       |
| 2717  | STAFF UNIFORM - DBK REC CENTRE                    | 2,200                                 | 0                          | 2,200                                | 915                           | 168                       |
| 2722  | REC CENTRE MTCE                                   | 5,928                                 | 0                          | 5,928                                | 2,460                         | 6,107                     |
| 2727  | INSURANCE - DBK REC CENTRE                        | 18,504                                | 0                          | 18,504                               | 18,502                        | 18,504                    |
| 2732  | SUPERANNUATION - DBK REC CENTRE                   | 33,201                                | 0                          | 33,201                               | 13,830                        | 14,158                    |
| 2737  | EMPLOYEE INSURANCE - DBK REC CENTRE               | 13,002                                | 0                          | 13,002                               | 13,002                        | 558                       |
| 2742  | SALARIES - DBK REC CENTRE                         | 325,035                               | 0                          | 325,035                              | 135,430                       | 154,141                   |
| 2747  | COMMUNICATION - DBK REC CENTRE                    | 3,200                                 | 0                          | 3,200                                | 1,330                         | 743                       |
| 2752  | RECRUITMENT EXPENSES - DBK REC CENTRE             | 4,500                                 | 0                          | 4,500                                | 1,875                         | 14,589                    |
| 2755  | OPEN DAY RECREATION CENTRE                        | 1,500                                 | 0                          | 1,500                                | 625                           | 0                         |
| 2757  | CLEANERS WAGES - DBK REC CENTRE                   | 13,939                                | 0                          | 13,939                               | 5,805                         | 4,785                     |
| 2760  | LEASE INTEREST EXPENSE - DBK REC CENTRE           | 88                                    | 0                          | 88                                   | 35                            | 51                        |
| 2767  | CLEANERS SUPERANNUATION - DBK REC CENTRE          | 1,394                                 | 0                          | 1,394                                | 580                           | 1,479                     |
| 2777  | CLEANING MATERIALS - DBK REC CENTRE               | 3,000                                 | 0                          | 3,000                                | 1,250                         | 1,350                     |
| 2787  | GEN. BUILD MTC - DBK REC CENTRE                   | 7,000                                 | 0                          | 7,000                                | 2,915                         | 1,191                     |
| 2797  | PRINTING / STATIONERY - DBK REC CENTRE            | 2,500                                 | 0                          | 2,500                                | 1,040                         | 1,083                     |
| 2802  | CONFERENCE & TRAINING - DBK REC CENTRE            | 5,000                                 | 0                          | 5,000                                | 2,080                         | 2,977                     |
| 2807  | ADVERTISING / PROMOTION COSTS - DBK REC CENTRE    | 7,000                                 | 0                          | 7,000                                | 2,915                         | 0                         |
| 2817  | EQUIPMENT UNDER THRESHOLD - DBK REC CENTRE        | 18,100                                | 0                          | 18,100                               | 7,540                         | 2,935                     |
| 2827  | SUNDRY EXPENSES - DBK REC CENTRE                  | 7,000                                 | 0                          | 7,000                                | 2,915                         | 5,479                     |
| 2837  | WATER (POOL) - DBK REC CENTRE                     | 8,960                                 | 0                          | 8,960                                | 3,730                         | 1,394                     |
| 2847  | CHEMICALS (POOL) - DBK REC CENTRE                 | 15,000                                | 0                          | 15,000                               | 6,250                         | 3,559                     |
| 2857  | PERSONAL PROTECTIVE EQUIP (POOL) - DBK REC CENTRE | 1,800                                 | 0                          | 1,800                                | 750                           | 0                         |
| 2867  | ELECTRICITY - DBK REC CENTRE                      | 51,750                                | 0                          | 51,750                               | 21,560                        | 29,605                    |
| 2877  | POOL PLANT MTCE - DBK REC CENTRE                  | 3,000                                 | 0                          | 3,000                                | 1,250                         | 10,730                    |
| 2887  | POOL & SURROUND MTCE - DBK REC CENTRE             | 10,000                                | 0                          | 10,000                               | 4,165                         | 565                       |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description                                   | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 2897  | POOL PROGRAME COSTS - DBK REC CENTRE          | 3,000                                 | 0                          | 3,000                                | 1,250                         | 550                       |
| 2907  | SUBSCRIPTIONS & MEMBERSHIP - DBK REC CENTRE   | 800                                   | 0                          | 800                                  | 330                           | 150                       |
| 2917  | POOL SUNDRY EXPENSES - DBK REC CENTRE         | 1,800                                 | 0                          | 1,800                                | 750                           | 1,520                     |
| 2927  | STOCK PURCHASES (FOOD) - DBK REC CENTRE       | 10,000                                | 0                          | 10,000                               | 4,165                         | 7,393                     |
| 2937  | STOCK PURCHASES (NON-FOOD) - DBK REC CENTRE   | 5,000                                 | 0                          | 5,000                                | 2,080                         | 1,328                     |
| 2947  | KIOSK MAINTENANCE - DBK REC CENTRE            | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 2957  | HIRE EQUIPMENT (SQUASH) - DBK REC CENTRE      | 100                                   | 0                          | 100                                  | 40                            | 0                         |
| 2967  | SQUASH COURT MTCE - DBK REC CENTRE            | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |
| 2977  | PROGRAM COSTS (FUNCTION) - DBK REC CENTRE     | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 2987  | FUNCTION AREA MTCE - DBK REC CENTRE           | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 2997  | GYM BUILDING MTCE - DBK REC CENTRE            | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 3007  | GYM EQUIPMENT MTCE - DBK REC CENTRE           | 2,500                                 | 0                          | 2,500                                | 1,040                         | 45                        |
| 3017  | GYM TRAINING PROGRAMS - DBK REC CENTRE        | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 3027  | GYM PROGRAM COSTS - DBK REC CENTRE            | 17,000                                | 0                          | 17,000                               | 7,080                         | 6,612                     |
| 3037  | STADIUM GEN MTCE - DBK REC CENTRE             | 3,000                                 | 0                          | 3,000                                | 1,250                         | 4,235                     |
| 3047  | UMPIRE FEES - DBK REC CENTRE                  | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 3057  | STADIUM PROGRAM COSTS - DBK REC CENTRE        | 2,000                                 | 0                          | 2,000                                | 830                           | 135                       |
| 3067  | CRECHE / KINDY GYM EQUIPMENT - DBK REC CENTRE | 600                                   | 0                          | 600                                  | 250                           | 0                         |
| 3077  | ADMIN SALARIES REALLOCATED                    | 93,185                                | 0                          | 93,185                               | 38,825                        | 30,764                    |
| 3127  | GENERAL ADMIN COSTS REALLOCATED               | 39,140                                | 0                          | 39,140                               | 16,305                        | 20,106                    |
| 3137  | DEPRECIATION - REC CENTRE                     | 259,267                               | 0                          | 259,267                              | 108,025                       | 0                         |
| 3442  | RECREATION CENTRE STOCK WRITTEN OFF           | 100                                   | 0                          | 100                                  | 40                            | 0                         |
| 9882  | MAJOR PROJECT MANAGEMENT REALLOCATED          | 1,801                                 | 0                          | 1,801                                | 750                           | 687                       |
| <b>Total Expenditure Recreation Centre</b>        |   | <b>1,011,094</b>                      | <b>0</b>                   | <b>1,011,094</b>                     | <b>439,569</b>                | <b>350,024</b>            |
| <b>Recreation &amp; Culture - Schedule 11</b>     |   |                                       |                            |                                      |                               |                           |
| <b>Recreation Centre - Income</b>                 |   |                                       |                            |                                      |                               |                           |
| 1121  | FEES & CHARGES - SHOP / KIOSK (GT FREE)       | (2,000)                               | 0                          | (2,000)                              | (830)                         | (874)                     |
| 1151  | FEES & CHARGES - SQUASH CENTRE                | (200)                                 | 0                          | (200)                                | (80)                          | (158)                     |
| 1201  | FEES & CHARGES - GYMNASIUM / MEMBERSHIPS      | (70,000)                              | 0                          | (70,000)                             | (29,165)                      | (23,994)                  |
| 1211  | FEES & CHARGES - FUNCTION LOUNGE              | (4,000)                               | 0                          | (4,000)                              | (1,665)                       | (1,373)                   |
| 1221  | FEES & CHARGES - STADIUM                      | (22,000)                              | 0                          | (22,000)                             | (9,165)                       | (9,774)                   |
| 1231  | FEES & CHARGES - SUNDRY                       | (50)                                  | 0                          | (50)                                 | (20)                          | 0                         |
| 2553  | FEES & CHARGES - SHOP / KIOSK (TAXABLE)       | (18,000)                              | 0                          | (18,000)                             | (7,500)                       | (7,688)                   |
| 2563  | FEES & CHARGES - POOL                         | (70,000)                              | 0                          | (70,000)                             | (29,165)                      | (38,587)                  |
| 2643  | FEES & CHARGES - CRECHE                       | (1,000)                               | 0                          | (1,000)                              | (415)                         | (2,385)                   |
| 2823  | *NOT IN USE* - REIMB DBK REC CENTRE           | 0                                     | 0                          | 0                                    | 0                             | (1,109)                   |
| <b>Total Income Recreation Centre</b>             |   | <b>(187,250)</b>                      | <b>0</b>                   | <b>(187,250)</b>                     | <b>(78,005)</b>               | <b>(85,942)</b>           |
| <b>Recreation &amp; Culture - Schedule 11</b>     |   |                                       |                            |                                      |                               |                           |
| <b>Other Recreation &amp; Sport - Expenditure</b> |   |                                       |                            |                                      |                               |                           |
| 2607  | STATION SQUARE                                | 82,850                                | 0                          | 82,850                               | 34,500                        | 7,885                     |
| 2642  | PARKS & RESERVES GENERAL                      | 700,959                               | 0                          | 700,959                              | 292,005                       | 254,858                   |
| 2652  | BLN REC CENTRE                                | 2,374                                 | 0                          | 2,374                                | 985                           | 2,452                     |
| 2662  | EGAN PARK                                     | 80,456                                | 0                          | 80,456                               | 33,485                        | 50,501                    |
| 2672  | MITCHELL PARK                                 | 85,622                                | 0                          | 85,622                               | 35,660                        | 20,793                    |
| 2677  | VIN FARLEY PARK                               | 4,193                                 | 0                          | 4,193                                | 1,745                         | 0                         |
| 2692  | MITCHELL PARK - TENNIS CLUB                   | 1,186                                 | 0                          | 1,186                                | 490                           | 1,528                     |
| 2702  | DEPRECIATION (ORS)                            | 546,669                               | 0                          | 546,669                              | 227,775                       | 0                         |
| 2712  | BLN PARKS & RESERVES                          | 265,181                               | 0                          | 265,181                              | 110,445                       | 99,698                    |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 2812  | INTEREST ON LOAN (REC)                                   | 1,443                                 | 0                          | 1,443                                | 600                           | 473                       |
| 4247  | ADMINISTRATION SALARIES REALLOCATED                      | 56,499                                | 0                          | 56,499                               | 23,540                        | 18,653                    |
| 4257  | GENERAL ADMIN COSTS REALLOCATED                          | 11,621                                | 0                          | 11,621                               | 4,840                         | 5,970                     |
| 5652  | WALK TRAILS  | 2,500                                 | 0                          | 2,500                                | 1,035                         | 460                       |
| 5722  | HORSEMANS CLUB - BEELERUP                                | 0                                     | 0                          | 0                                    | 0                             | 18                        |
| 5792  | BANK CHARGES LOANS - OTHER RECREATION<br>AND SPORT       | 250                                   | 0                          | 250                                  | 100                           | 201                       |
| 7712  | KIRUP PARKS & RESERVES                                   | 45,050                                | 0                          | 45,050                               | 18,740                        | 10,552                    |
| 7722  | NOGGERUP PARK  | 6,336                                 | 0                          | 6,336                                | 2,640                         | 972                       |
| 9892  | MAJOR PROJECT MANAGEMENT REALLOCATED                     | 6,474                                 | 0                          | 6,474                                | 2,695                         | 2,469                     |
| <b>Total Expenditure Other Recreation &amp; Sport</b> |  | <b>1,899,664</b>                      | <b>0</b>                   | <b>1,899,664</b>                     | <b>791,280</b>                | <b>477,485</b>            |
| <b>Recreation &amp; Culture - Schedule 11</b>         |  |                                       |                            |                                      |                               |                           |
| <b>Other Recreation &amp; Sport - Income</b>          |  |                                       |                            |                                      |                               |                           |
| 1513  | MISCELLANEOUS INCOME                                     | 0                                     | 0                          | 0                                    | 0                             | (5,000)                   |
| 2323  | DONATIONS - FUNPARK                                      | (900)                                 | 0                          | (900)                                | (375)                         | (122)                     |
| 2723  | REIMBURSEMENTS - SELF SUPPORTING LOAN<br>INTEREST        | (1,443)                               | 0                          | (1,443)                              | (600)                         | (753)                     |
| 2733  | FEES & CHARGES - PROPERTY LEASES (EGAN<br>PARK)          | (2,160)                               | 0                          | (2,160)                              | (895)                         | (1,439)                   |
| 2763  | FEES & CHARGES - PROPERTY LEASES<br>(MITCHELL PARK)      | (13,426)                              | 0                          | (13,426)                             | (5,590)                       | 0                         |
| 2773  | FEES & CHARGES - PROPERTY LEASES<br>(MITCHELL PK TENNIS) | (1,446)                               | 0                          | (1,446)                              | (600)                         | (1,446)                   |
| 2803  | FEES & CHARGES - RESERVE HIRE                            | (1,782)                               | 0                          | (1,782)                              | (740)                         | (150)                     |
| 2853  | REIMBURSEMENTS INCLUDING INSURANCE<br>CLAIMS             | (850)                                 | 0                          | (850)                                | (350)                         | 0                         |
| 3043  | FEES & CHARGES - PROPERTY LEASES<br>(BALINGUP REC CNTR)  | (1,015)                               | 0                          | (1,015)                              | (420)                         | (500)                     |
| 0475  | GOVT GRANTS - COMMUNITY FACILITIES                       | (4,511,500)                           | 0                          | (4,511,500)                          | 0                             | 0                         |
| 7105  | GRANTS (CAPITAL) - ASSETS                                | (2,106,387)                           | 0                          | (2,106,387)                          | (1,130,000)                   | (1,132,808)               |
| 7225  | TRANSFER FROM TRUST - POS                                | (208,771)                             | 0                          | (208,771)                            | 0                             | 0                         |
| <b>Total Income Other Recreation &amp; Sport</b>      |  | <b>(6,849,681)</b>                    | <b>0</b>                   | <b>(6,849,681)</b>                   | <b>(1,139,570)</b>            | <b>(1,142,219)</b>        |
| <b>Recreation &amp; Culture - Schedule 11</b>         |  |                                       |                            |                                      |                               |                           |
| <b>Libraries - Expenditure</b>                        |  |                                       |                            |                                      |                               |                           |
| 2902  | SALARIES - DBK LIBRARY                                   | 127,521                               | 0                          | 127,521                              | 53,130                        | 47,801                    |
| 2912  | SUPERANNUATION - DBK LIBRARY                             | 12,768                                | 0                          | 12,768                               | 5,320                         | 3,269                     |
| 2922  | BOOK STOCK - DBK LIBRARY                                 | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 2932  | BLN LOST/DAMAGED BOOKS                                   | 200                                   | 0                          | 200                                  | 80                            | 0                         |
| 2962  | OFFICE EXPENSES DBK                                      | 0                                     | 0                          | 0                                    | 0                             | 3,858                     |
| 2972  | GENERAL EXPENSES BLN                                     | 9,986                                 | 0                          | 9,986                                | 4,140                         | 1,008                     |
| 3002  | GENERAL ADMIN ALLOCATED - LIBRARIES                      | 42,554                                | 0                          | 42,554                               | 17,730                        | 21,860                    |
| 3012  | SALARIES BLN LIBRARY                                     | 11,758                                | 0                          | 11,758                               | 4,900                         | 7,569                     |
| 3022  | SUPERANNUATION BLN LIB                                   | 1,175                                 | 0                          | 1,175                                | 485                           | 1,524                     |
| 3032  | UTILITIES - DBK  | 0                                     | 0                          | 0                                    | 0                             | 8,566                     |
| 3052  | DEPRECIATION - DBK LIB                                   | 112,688                               | 0                          | 112,688                              | 46,950                        | 0                         |
| 3147  | STAFF UNIFORMS - DBK LIBRARY                             | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 3152  | DEPRECIATION BLN LIBRARY                                 | 751                                   | 0                          | 751                                  | 310                           | 0                         |
| 3157  | STAFF TRAINING - DBK LIBRARY                             | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |
| 3167  | OTHER EMPLOYEE COSTS - DBK LIBRARY                       | 628                                   | 0                          | 628                                  | 260                           | 0                         |
| 3187  | TELEPHONE & COMMUNICATIONS - DBK<br>LIBRARY              | 3,500                                 | 0                          | 3,500                                | 1,455                         | (161)                     |
| 3197  | FURNITURE & EQUIPMENT BELOW THRESHOLD<br>- DBK LIBRARY   | 11,500                                | 0                          | 11,500                               | 4,790                         | 0                         |
| 3217  | SUBSCRIPTIONS & RESOURCES - DBK LIBRARY                  | 4,500                                 | 0                          | 4,500                                | 1,875                         | 644                       |
| 3227  | POSTAGE & FREIGHT - DBK LIBRARY                          | 1,750                                 | 0                          | 1,750                                | 725                           | 0                         |
| 3237  | STATIONERY & OFFICE SUPPLIES - DBK<br>LIBRARY            | 2,000                                 | 0                          | 2,000                                | 830                           | 955                       |
| 3247  | SOFTWARE LICENSING (LMS) - DBK LIBRARY                   | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description   | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 3267  | CLEANING EXPENSES (EDWA) - DBK LIBRARY                  | 3,000                                 | 0                          | 3,000                                | 1,250                         | 0                         |
| 3287  | LIBRARY PARTNERSHIP AGREEMENT<br>EXPENSES - DBK LIBRARY | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |
| 3317  | EQUIPMENT MAINTENANCE - DBK LIBRARY                     | 2,500                                 | 0                          | 2,500                                | 1,040                         | 0                         |
| 3337  | ELECTRICITY - DBK LIBRARY                               | 5,690                                 | 0                          | 5,690                                | 2,370                         | 1,577                     |
| 3347  | WATER - DBK LIBRARY                                     | 1,500                                 | 0                          | 1,500                                | 625                           | 322                       |
| 3357  | GAS - DBK LIBRARY                                       | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 3367  | SUNDRY EXPENDITURE - DBK LIBRARY                        | 2,000                                 | 0                          | 2,000                                | 830                           | 1,517                     |
| 3377  | WORKERS COMP INSURANCE - DBK LIBRARY                    | 5,546                                 | 0                          | 5,546                                | 2,310                         | 0                         |
| 3387  | INSURANCE - DBK LIBRARY                                 | 1,919                                 | 0                          | 1,919                                | 795                           | 0                         |
| 5662  | BUILDING MAINTENANCE - DBK LIBRARY                      | 10,000                                | 0                          | 10,000                               | 4,165                         | 0                         |
| 9422  | ADMIN SAL ALLOCATED - LIBRARIES                         | 80,746                                | 0                          | 80,746                               | 33,640                        | 26,657                    |
| 9907  | PROGRAM ACTIVITIES - STORYTIME PILOT (BLP<br>LIBRARY)   | 600                                   | 0                          | 600                                  | 250                           | 101                       |
| 9917  | COMMUNITY PARTICIPATION PROJECTS - (BLP<br>LIBRARY)     | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| <b>Total Expenditure Libraries</b>                              |   | <b>465,280</b>                        | <b>0</b>                   | <b>465,280</b>                       | <b>193,775</b>                | <b>127,067</b>            |
| <b>Recreation &amp; Culture - Schedule 11</b>                   |   |                                       |                            |                                      |                               |                           |
| <b>Libraries - Income</b>                                       |   |                                       |                            |                                      |                               |                           |
| 2963  | REIMBURSEMENTS - SUNDRY                                 | (250)                                 | 0                          | (250)                                | (100)                         | (97)                      |
| 2973  | REIMBURSEMENT - LOST/DAMAGED BOOKS<br>(BALINGUP)        | (50)                                  | 0                          | (50)                                 | (20)                          | 0                         |
| 2983  | REIMBURSEMENT - LOST/DAMAGED BOOKS<br>(DONNYBROOK)      | (50)                                  | 0                          | (50)                                 | (20)                          | 0                         |
| <b>Total Income Libraries</b>                                   |   | <b>(350)</b>                          | <b>0</b>                   | <b>(350)</b>                         | <b>(140)</b>                  | <b>(97)</b>               |
| <b>Recreation &amp; Culture - Schedule 11</b>                   |   |                                       |                            |                                      |                               |                           |
| <b>Other Culture - Expenditure</b>                              |   |                                       |                            |                                      |                               |                           |
| 1382  | ARTS ACQUISITION PRIZE                                  | 1,000                                 | 0                          | 1,000                                | 415                           | 1,000                     |
| 3082  | MUSEUM GRANTS   | 343                                   | 0                          | 343                                  | 135                           | 179                       |
| 3952  | RAILWAY STATION   | 1,489                                 | 0                          | 1,489                                | 610                           | 937                       |
| 4267  | GENERAL ADMIN COSTS REALLOCATED                         | 477                                   | 0                          | 477                                  | 195                           | 245                       |
| 5272  | PROMOTION OF COMMUNITY EVENTS                           | 57,000                                | 0                          | 57,000                               | 23,750                        | 6,004                     |
| 7592  | DEPRECIATION (OCUL)                                     | 87,402                                | 0                          | 87,402                               | 36,415                        | 0                         |
| 9432  | ADMIN SALARIES REALLOCATED                              | 1,694                                 | 0                          | 1,694                                | 705                           | 559                       |
| 9872  | MAJOR PROJECT MANAGEMENT REALLOCATED                    | 294,570                               | 0                          | 294,570                              | 122,735                       | 112,349                   |
| <b>Total Other Culture Expenditure</b>                          |   | <b>443,975</b>                        | <b>0</b>                   | <b>443,975</b>                       | <b>184,960</b>                | <b>121,273</b>            |
| <b>Recreation &amp; Culture - Schedule 11</b>                   |   |                                       |                            |                                      |                               |                           |
| <b>Other Culture - Income</b>                                   |   |                                       |                            |                                      |                               |                           |
| 0493  | FEES & CHARGES - PROPERTY LEASES                        | (3,499)                               | 0                          | (3,499)                              | (1,455)                       | (3,499)                   |
| <b>Total Other Culture Income</b>                               |   | <b>(3,499)</b>                        | <b>0</b>                   | <b>(3,499)</b>                       | <b>(1,455)</b>                | <b>(3,499)</b>            |
| <b>Summary of Operations - Recreation &amp; Culture Program</b> |   |                                       |                            |                                      |                               |                           |
| <b>Public Halls &amp; Civic Centres</b>                         |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                 |   | 230,972                               | 0                          | 230,972                              | 96,195                        | 27,984                    |
| Sub Total Operating Income                                      |   | (60,500)                              | 0                          | (60,500)                             | (16,875)                      | (8,657)                   |
|   |   | <b>170,472</b>                        | <b>0</b>                   | <b>170,472</b>                       | <b>79,320</b>                 | <b>19,327</b>             |
| <b>Recreation Centre</b>  |   |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                 |   | 1,011,094                             | 0                          | 1,011,094                            | 439,569                       | 350,024                   |
| Sub Total Operating Income                                      |   | (187,250)                             | 0                          | (187,250)                            | (78,005)                      | (85,942)                  |
|   |   | <b>823,844</b>                        | <b>0</b>                   | <b>823,844</b>                       | <b>361,564</b>                | <b>264,082</b>            |



Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description   | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Other Recreation &amp; Sport</b>                                    |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure   | 1,899,664                             | 0                          | 1,899,664                            | 791,280                       | 477,485                   |
|  | Sub Total Operating Income  | (6,849,681)                           | 0                          | (6,849,681)                          | (1,139,570)                   | (1,142,219)               |
|  |   | (4,950,017)                           | 0                          | (4,950,017)                          | (348,290)                     | (664,734)                 |
| <b>Libraries</b>   |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure   | 465,280                               | 0                          | 465,280                              | 193,775                       | 127,067                   |
|  | Sub Total Operating Income  | (350)                                 | 0                          | (350)                                | (140)                         | (97)                      |
|  |   | 464,930                               | 0                          | 464,930                              | 193,635                       | 126,970                   |
| <b>Other Culture</b>   |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure   | 443,975                               | 0                          | 443,975                              | 184,960                       | 121,273                   |
|  | Sub Total Operating Income  | (3,499)                               | 0                          | (3,499)                              | (1,455)                       | (3,499)                   |
|  |   | 440,476                               | 0                          | 440,476                              | 183,505                       | 117,774                   |
|  | <b>Total Operating Expenditure</b>  | 4,050,985                             | 0                          | 4,050,985                            | 1,705,779                     | 1,103,833                 |
|  | <b>Total Operating Income</b>   | (7,101,280)                           | 0                          | (7,101,280)                          | (1,236,045)                   | (1,240,414)               |
|  | <b>Program (Surplus)/Deficit</b>  | (3,050,295)                           | 0                          | (3,050,295)                          | 469,734                       | (136,582)                 |
| <b>Transport - Schedule 12</b>   |   |                                       |                            |                                      |                               |                           |
| <b>Construction Streets, Roads, Bridges &amp; Depots - Expenditure</b> |   |                                       |                            |                                      |                               |                           |
| 3230   | DEPRECIATION (RCO)  | 2,361,183                             | 0                          | 2,361,183                            | 983,825                       | 0                         |
|  | <b>Total Construction Streets, Roads, Bridges &amp; Depots. - Expenditure</b> | 2,361,183                             | 0                          | 2,361,183                            | 983,825                       | 0                         |
| <b>Transport - Schedule 12</b>   |   |                                       |                            |                                      |                               |                           |
| <b>Construction Streets, Roads, Bridges &amp; Depots - Income</b>      |   |                                       |                            |                                      |                               |                           |
| 0325   | GRANTS - BLACK SPOTS  | (310,850)                             | 0                          | (310,850)                            | 0                             | (5,149)                   |
| 0405   | GRANTS - SUNDRY TRANSPORT CONSTRUCTION  | (275,000)                             | 0                          | (275,000)                            | (114,580)                     | (110,000)                 |
| 3191   | CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FUTURE WORKS)                          | (6,028)                               | 0                          | (6,028)                              | (2,510)                       | 0                         |
| 3251   | GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)                                      | (1,522,000)                           | 0                          | (1,522,000)                          | 0                             | 0                         |
| 3261   | GRANT REVENUE - LRCI  | (888,000)                             | 0                          | (888,000)                            | 0                             | 0                         |
| 3291   | GRANTS - REGIONAL ROAD GROUP  | (961,332)                             | 0                          | (961,332)                            | (400,555)                     | (364,584)                 |
| 3331   | GRANTS - ROADS TO RECOVERY  | (503,657)                             | 0                          | (503,657)                            | 0                             | 0                         |
|  | <b>Total Construction Streets, Roads, Bridges &amp; Depots - Income</b>       | (4,466,867)                           | 0                          | (4,466,867)                          | (517,645)                     | (479,733)                 |
| <b>Transport - Schedule 12</b>   |   |                                       |                            |                                      |                               |                           |
| <b>Streets, Roads, Bridges &amp; Depot Maintenance - Expenditure</b>   |   |                                       |                            |                                      |                               |                           |
| 0150   | DONNYBROOK TOWNSCAPE WORKS  | 11,500                                | 0                          | 11,500                               | 4,790                         | 2,053                     |
| 0160   | KIRUP TOWN CENTRE DEVELOPMENT   | 5,750                                 | 0                          | 5,750                                | 2,395                         | 0                         |
| 1402   | RURAL PROPERTY NUMBERING SCHEME   | 2,809                                 | 0                          | 2,809                                | 1,170                         | 964                       |
| 3350   | DEPRECIATION (RMC)  | 938,265                               | 0                          | 938,265                              | 390,940                       | 0                         |
| 3370   | STREET TREES & PRUNING  | 67,000                                | 0                          | 67,000                               | 27,915                        | 11,279                    |
| 3380   | CROSSOVERS  | 2,040                                 | 0                          | 2,040                                | 850                           | 0                         |
| 341M   | GENERAL ROAD MAINTENANCE  | 1,076,431                             | 0                          | 1,076,431                            | 448,470                       | 619,688                   |
| 3420   | LIGHTING OF STREETS   | 82,800                                | 0                          | 82,800                               | 34,500                        | 26,935                    |
| 3430   | STREET CLEANING   | 92,000                                | 0                          | 92,000                               | 38,330                        | 17,836                    |
| 3450   | BRIDGE MAINTENANCE  | 177,209                               | 0                          | 177,209                              | 73,825                        | 92,186                    |
| 3460   | TRAFFIC SIGNS & CONTROL   | 18,000                                | 0                          | 18,000                               | 7,500                         | 3,094                     |
| 3470   | DBK DEPOT MAINTENANCE   | 44,001                                | 0                          | 44,001                               | 18,320                        | 11,273                    |
| 3480   | BLN DEPOT MAINTENANCE   | 16,156                                | 0                          | 16,156                               | 6,710                         | 4,894                     |
| 3550   | ROAD ASSET MANAGEMENT   | 33,000                                | 0                          | 33,000                               | 13,745                        | 13,024                    |
| 5992   | SUNDRY PLANT PURCHASES BELOW THRESHOLD  | 18,113                                | 0                          | 18,113                               | 7,545                         | 4,346                     |
| 6961   | P/L SALE OF ASSET (RMC)   | 20,789                                | 0                          | 20,789                               | 8,660                         | 0                         |
| 7082   | BLN TOWN CENTRE WORKS   | 11,500                                | 0                          | 11,500                               | 4,790                         | 11,500                    |
| 9902   | MAJOR PROJECT MANAGEMENT REALLOCATED  | 22,659                                | 0                          | 22,659                               | 9,440                         | 8,642                     |
|  | <b>Total Streets, Roads, Bridges &amp; Depot Mtc. - Expenditure</b>           | 2,640,021                             | 0                          | 2,640,021                            | 1,099,895                     | 827,713                   |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description                         | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|-------------------------------------|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| <b>Transport - Schedule 12</b>                                  |                                     |                                       |                            |                                      |                               |                           |
| <b>Streets, Roads, Bridges &amp; Depot Maintenance - Income</b> |                                     |                                       |                            |                                      |                               |                           |
| 0683  | FEES & CHARGES - SUNDRY             | (500)                                 | 0                          | (500)                                | (205)                         | (280)                     |
| 0933  | GRANTS - MRD DIRECT GRANTS          | (172,075)                             | 0                          | (172,075)                            | (172,075)                     | (172,075)                 |
| 3511  | REIMBURSEMENTS                      | (35,500)                              | 0                          | (35,500)                             | (14,790)                      | 0                         |
| 7913  | P/L SALE OF ASSET (RMC)             | (18,010)                              | 0                          | (18,010)                             | (7,500)                       | 0                         |
| <b>Total Streets, Roads, Bridges &amp; Depot Mtc. - Income</b>  |                                     | <b>(226,085)</b>                      | <b>0</b>                   | <b>(226,085)</b>                     | <b>(194,570)</b>              | <b>(172,355)</b>          |
| <b>Transport - Schedule 12</b>                                  |                                     |                                       |                            |                                      |                               |                           |
| <b>Private Works - Expenditure</b>                              |                                     |                                       |                            |                                      |                               |                           |
| 4292  | PRIVATE WORKS                       | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| <b>Total Private Works - Expenditure</b>                        |                                     | <b>500</b>                            | <b>0</b>                   | <b>500</b>                           | <b>205</b>                    | <b>0</b>                  |
| <b>Transport - Schedule 12</b>                                  |                                     |                                       |                            |                                      |                               |                           |
| <b>Private Works - Income</b>                                   |                                     |                                       |                            |                                      |                               |                           |
| 4323  | FEES & CHARGES - PRIVATE WORKS      | (500)                                 | 0                          | (500)                                | (205)                         | (235)                     |
| <b>Total Private Works - Income</b>                             |                                     | <b>(500)</b>                          | <b>0</b>                   | <b>(500)</b>                         | <b>(205)</b>                  | <b>(235)</b>              |
| <b>Summary of Operations - Transport Program</b>                |                                     |                                       |                            |                                      |                               |                           |
| <b>Construction Streets, Roads, Bridges &amp; Depots</b>        |                                     |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                 |                                     | 2,361,183                             | 0                          | 2,361,183                            | 983,825                       | 0                         |
| Sub Total Operating Income                                      |                                     | (4,466,867)                           | 0                          | (4,466,867)                          | (517,645)                     | (479,733)                 |
|   |                                     | <b>(2,105,684)</b>                    | <b>0</b>                   | <b>(2,105,684)</b>                   | <b>466,180</b>                | <b>(479,733)</b>          |
| <b>Streets, Roads, Bridges &amp; Depot Maintenance</b>          |                                     |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                 |                                     | 2,640,021                             | 0                          | 2,640,021                            | 1,099,895                     | 827,713                   |
| Sub Total Operating Income                                      |                                     | (226,085)                             | 0                          | (226,085)                            | (194,570)                     | (172,355)                 |
|   |                                     | <b>2,413,936</b>                      | <b>0</b>                   | <b>2,413,936</b>                     | <b>905,325</b>                | <b>655,358</b>            |
| <b>Private Works</b>  |                                     |                                       |                            |                                      |                               |                           |
| Sub Total Operating Expenditure                                 |                                     | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| Sub Total Operating Income                                      |                                     | (500)                                 | 0                          | (500)                                | (205)                         | (235)                     |
|   |                                     | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>(235)</b>              |
| <b>Total Operating Expenditure</b>                              |                                     | <b>5,001,704</b>                      | <b>0</b>                   | <b>5,001,704</b>                     | <b>2,083,925</b>              | <b>827,713</b>            |
| <b>Total Operating Income</b>                                   |                                     | <b>(4,693,452)</b>                    | <b>0</b>                   | <b>(4,693,452)</b>                   | <b>(712,420)</b>              | <b>(652,323)</b>          |
| <b>Program (Surplus)/Deficit</b>                                |                                     | <b>308,252</b>                        | <b>0</b>                   | <b>308,252</b>                       | <b>1,371,505</b>              | <b>175,390</b>            |
| <b>Economic Services - Schedule 13</b>                          |                                     |                                       |                            |                                      |                               |                           |
| <b>Rural Services - Expenditure</b>                             |                                     |                                       |                            |                                      |                               |                           |
| 3842  | NOXIOUS WEEDS/PEST PLANTS           | 350,266                               | 0                          | 350,266                              | 0                             | 696                       |
| 3852  | VERMIN CONTROL                      | 500                                   | 0                          | 500                                  | 205                           | 0                         |
| 3862  | GEN. ADMIN ALLOC - RURAL SERVICES   | 935                                   | 0                          | 935                                  | 385                           | 514                       |
| 9482  | ADMIN SALL ALLOCATED                | 3,162                                 | 0                          | 3,162                                | 1,315                         | 1,044                     |
| <b>Total Rural Services - Expenditure</b>                       |                                     | <b>354,863</b>                        | <b>0</b>                   | <b>354,863</b>                       | <b>1,905</b>                  | <b>2,254</b>              |
| <b>Economic Services - Schedule 13</b>                          |                                     |                                       |                            |                                      |                               |                           |
| <b>Rural Services - Income</b>                                  |                                     |                                       |                            |                                      |                               |                           |
| 3413  | GRANTS - PROGRAMS                   | (315,266)                             | 0                          | (315,266)                            | 0                             | 0                         |
| 0975  | GRANTS (CAPITAL) - ASSETS           | (28,000)                              | 0                          | (28,000)                             | (11,665)                      | (20,396)                  |
| <b>Total Rural Services - Income</b>                            |                                     | <b>(343,266)</b>                      | <b>0</b>                   | <b>(343,266)</b>                     | <b>(11,665)</b>               | <b>(20,396)</b>           |
| <b>Economic Services - Schedule 13</b>                          |                                     |                                       |                            |                                      |                               |                           |
| <b>Tourism &amp; Area Promotion - Expenditure</b>               |                                     |                                       |                            |                                      |                               |                           |
| 2192  | DONNYBROOK TRANSIT PARK MAINTENANCE | 56,635                                | 0                          | 56,635                               | 23,585                        | 15,454                    |
| 2862  | FESTIVALS & COMMUNITY EVENTS        | 4,500                                 | 0                          | 4,500                                | 1,870                         | 879                       |
| 3912  | AREA PROMOTION                      | 75,000                                | 0                          | 75,000                               | 31,250                        | 7,000                     |
| 3922  | DEPRECIATION (TOUR)                 | 10,180                                | 0                          | 10,180                               | 4,240                         | 0                         |
| 4277  | REALLOCATED                         | 5,125                                 | 0                          | 5,125                                | 2,135                         | 1,692                     |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA   | Description  | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|---|--|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 4287  | GENERAL ADMIN COSTS REALLOCATED                      | 1,576                                 | 0                          | 1,576                                | 655                           | 810                       |
| 5832  | SALARIES (TOURISM)                                   | 33,297                                | 0                          | 33,297                               | 13,870                        | 12,687                    |
| 5892  | SUPERANNUATION (TOURISM)                             | 3,615                                 | 0                          | 3,615                                | 1,505                         | 1,359                     |
| 6152  | EMPLOYEE INSURANCE - WORKERS<br>COMPENSATION         | 1,317                                 | 0                          | 1,317                                | 1,316                         | 1,332                     |
| 7152  | BALINGUP TRANSIT PARK MTCE.                          | 35,405                                | 0                          | 35,405                               | 14,740                        | 9,843                     |
| 9937  | BALINGUP TOURIST INFORMATION BAY                     | 4,316                                 | 0                          | 4,316                                | 1,800                         | 0                         |
| <b>Total Tourism &amp; Area Promotion - Expenditure</b> |  | <b>230,966</b>                        | <b>0</b>                   | <b>230,966</b>                       | <b>96,966</b>                 | <b>51,056</b>             |
| <b>Economic Services - Schedule 13</b>                  |  |                                       |                            |                                      |                               |                           |
| <b>Tourism &amp; Area Promotion - Income</b>            |  |                                       |                            |                                      |                               |                           |
| 0383  | FEES & CHARGES - DONNYBROOK TRANSIT<br>PARK          | (33,000)                              | 0                          | (33,000)                             | (13,750)                      | (10,004)                  |
| 1313  | FEES & CHARGES - CARAVAN PARK LICENCES               | (200)                                 | 0                          | (200)                                | (80)                          | 0                         |
| 3993  | FEES & CHARGES - BALINGUP TRANSIT                    | (15,000)                              | 0                          | (15,000)                             | (6,250)                       | (5,188)                   |
| <b>Total Tourism &amp; Area Promotion - Income</b>      |  | <b>(48,200)</b>                       | <b>0</b>                   | <b>(48,200)</b>                      | <b>(20,080)</b>               | <b>(15,193)</b>           |
| <b>Economic Services - Schedule 13</b>                  |  |                                       |                            |                                      |                               |                           |
| <b>Building Control - Expenditure</b>                   |  |                                       |                            |                                      |                               |                           |
| 0666  | ADMIN SALARIES REALLOC TO BLDG CONTROL               | 39,750                                | 0                          | 39,750                               | 16,560                        | 13,123                    |
| 0716  | GEN ADMIN COSTS REALLOCATED TO BLDG<br>CONTROL       | 20,100                                | 0                          | 20,100                               | 8,375                         | 10,325                    |
| 4062  | SALARIES (BLD)                                       | 109,865                               | 0                          | 109,865                              | 45,775                        | 42,400                    |
| 4072  | SUPERANNUATION - BUILDING                            | 13,736                                | 0                          | 13,736                               | 5,720                         | 5,297                     |
| 4082  | CONTRACT LABOUR & RELIEF                             | 10,140                                | 0                          | 10,140                               | 4,225                         | 0                         |
| 4112  | VEHICLE EXPENSES - BLDNG                             | 9,000                                 | 0                          | 9,000                                | 3,750                         | 2,655                     |
| 4122  | LEGAL EXPENSES                                       | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |
| 4132  | SUNDRY BUILDING EXPENSES                             | 6,215                                 | 0                          | 6,215                                | 2,585                         | 2,636                     |
| 4152  | CONFERENCE & TRAINING BLD                            | 2,000                                 | 0                          | 2,000                                | 830                           | 0                         |
| 4182  | FURNITURE AND EQUIPMENT UNDER<br>THRESHOLD           | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 6162  | EMPLOYEE INSURANCE - WORKERS<br>COMPENSATION         | 4,395                                 | 0                          | 4,395                                | 1,830                         | 4,395                     |
| 6971  | P/L SALE OF ASSET (BLDG)                             | 7,514                                 | 0                          | 7,514                                | 3,130                         | 0                         |
| 9928  | FRINGE BENEFITS TAX - BUILDING                       | 5,250                                 | 0                          | 5,250                                | 1,313                         | 0                         |
| <b>Total Building Expenditure</b>                       |  | <b>230,965</b>                        | <b>0</b>                   | <b>230,965</b>                       | <b>95,338</b>                 | <b>80,831</b>             |
| <b>Economic Services - Schedule 13</b>                  |  |                                       |                            |                                      |                               |                           |
| <b>Building Control - Income</b>                        |  |                                       |                            |                                      |                               |                           |
| 4153  | FEES & CHARGES - BUILDING LICENSES                   | (60,000)                              | 0                          | (60,000)                             | (25,000)                      | (25,879)                  |
| 4163  | FEES & CHARGES - COMMISSION BCITF                    | (425)                                 | 0                          | (425)                                | (175)                         | (140)                     |
| 4173  | FEES & CHARGES - SUNDRY                              | (100)                                 | 0                          | (100)                                | (40)                          | (775)                     |
| 4183  | FEES & CHARGES - FINES                               | (100)                                 | 0                          | (100)                                | (40)                          | 0                         |
| 4193  | REIMBURSEMENTS                                       | (1,850)                               | 0                          | (1,850)                              | (770)                         | (917)                     |
| 4213  | FEES & CHARGES - COMMISSION BRB                      | (1,000)                               | 0                          | (1,000)                              | (415)                         | (505)                     |
| 5003  | FEES & CHARGES - SWIMMING POOL<br>INSPECTIONS        | (2,400)                               | 0                          | (2,400)                              | (1,000)                       | (2,615)                   |
| <b>Total Building Income</b>                            |  | <b>(65,875)</b>                       | <b>0</b>                   | <b>(65,875)</b>                      | <b>(27,440)</b>               | <b>(30,832)</b>           |
| <b>Economic Services - Schedule 13</b>                  |  |                                       |                            |                                      |                               |                           |
| <b>Other Economic Services - Expenditure</b>            |  |                                       |                            |                                      |                               |                           |
| 1212  | LAND DISPOSAL COSTS                                  | 10,000                                | 0                          | 10,000                               | 4,165                         | 0                         |
| 4232  | YELLOW SAND PIT FENCING                              | 0                                     | 0                          | 0                                    | 0                             | 115                       |
| 4252  | DEPRECIATION (OES)                                   | 21,022                                | 0                          | 21,022                               | 8,755                         | 0                         |
| 4302  | GENERAL ADMIN ALLOCATED - OTHER<br>ECONOMIC SERVICES | 2,320                                 | 0                          | 2,320                                | 960                           | 859                       |
| 4772  | BANK BUILDINGS (70 SW HWY DONNYBROOK)                | 11,046                                | 0                          | 11,046                               | 4,590                         | 8,455                     |
| 5402  | INTEREST ON LOANS (OTHER ECON SERV)                  | 1,752                                 | 0                          | 1,752                                | 730                           | 121                       |
| 5782  | BANK CHARGES LOANS OTHER ECONOMIC<br>SERVICES        | 352                                   | 0                          | 352                                  | 145                           | 135                       |

Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description   | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 5812   | RAC CHARGING STATION EXPENSES                             | 1,660                                 | 0                          | 1,660                                | 690                           | 530                       |
|  | <b>Total Other Economic Services -Expenditure</b>         | <b>48,152</b>                         | <b>0</b>                   | <b>48,152</b>                        | <b>20,035</b>                 | <b>10,215</b>             |
| <b>Economic Services - Schedule 13</b>                   |   |                                       |                            |                                      |                               |                           |
| <b>Other Economic Services - Income</b>                  |   |                                       |                            |                                      |                               |                           |
| 4253   | FEES & CHARGES - EXTRACTIVE INDUSTRY LICENSE              | (5,600)                               | 0                          | (5,600)                              | (2,330)                       | (5,600)                   |
| 4273   | FEES & CHARGES - ROYALTIES                                | (26,240)                              | 0                          | (26,240)                             | (10,930)                      | (10,934)                  |
| 4363   | FEES & CHARGES - PROPERTY LEASES                          | (30,025)                              | 0                          | (30,025)                             | (12,510)                      | (14,594)                  |
| 4793   | REIMBURSEMENTS  | (10,200)                              | 0                          | (10,200)                             | (4,250)                       | (4,636)                   |
|  | <b>Total Other Economic Services - Income</b>             | <b>(72,065)</b>                       | <b>0</b>                   | <b>(72,065)</b>                      | <b>(30,020)</b>               | <b>(35,764)</b>           |
| <b>Summary of Operations - Economic Services Program</b> |   |                                       |                            |                                      |                               |                           |
| <b>Rural Services</b>                                    |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                           | 354,863                               | 0                          | 354,863                              | 1,905                         | 2,254                     |
|  | Sub Total Operating Income                                | (343,266)                             | 0                          | (343,266)                            | (11,665)                      | (20,396)                  |
|  |   | <b>11,597</b>                         | <b>0</b>                   | <b>11,597</b>                        | <b>(9,760)</b>                | <b>(18,142)</b>           |
| <b>Tourism &amp; Area Promotion</b>                      |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                           | 230,966                               | 0                          | 230,966                              | 96,966                        | 51,056                    |
|  | Sub Total Operating Income                                | (48,200)                              | 0                          | (48,200)                             | (20,080)                      | (15,193)                  |
|  |   | <b>182,766</b>                        | <b>0</b>                   | <b>182,766</b>                       | <b>76,886</b>                 | <b>35,863</b>             |
| <b>Building Control</b>                                  |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                           | 230,965                               | 0                          | 230,965                              | 95,338                        | 80,831                    |
|  | Sub Total Operating Income                                | (65,875)                              | 0                          | (65,875)                             | (27,440)                      | (30,832)                  |
|  |   | <b>165,090</b>                        | <b>0</b>                   | <b>165,090</b>                       | <b>67,898</b>                 | <b>49,999</b>             |
| <b>Other Economic Services</b>                           |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                           | 48,152                                | 0                          | 48,152                               | 20,035                        | 10,215                    |
|  | Sub Total Operating Income                                | (72,065)                              | 0                          | (72,065)                             | (30,020)                      | (35,764)                  |
|  |   | <b>(23,913)</b>                       | <b>0</b>                   | <b>(23,913)</b>                      | <b>(9,985)</b>                | <b>(25,549)</b>           |
|  | <b>Total Operating Expenditure</b>                        | <b>864,946</b>                        | <b>0</b>                   | <b>864,946</b>                       | <b>214,244</b>                | <b>144,356</b>            |
|  | <b>Total Operating Income</b>                             | <b>(529,406)</b>                      | <b>0</b>                   | <b>(529,406)</b>                     | <b>(89,205)</b>               | <b>(102,185)</b>          |
|  | <b>Program (Surplus)/Deficit</b>                          | <b>335,540</b>                        | <b>0</b>                   | <b>335,540</b>                       | <b>125,039</b>                | <b>42,171</b>             |
| <b>Other Property &amp; Services - Schedule 14</b>       |   |                                       |                            |                                      |                               |                           |
| <b>Public Works Overheads - Expenditure</b>              |   |                                       |                            |                                      |                               |                           |
| 00M6   | GEN ADMIN COSTS   | 439,016                               | 0                          | 439,016                              | 182,920                       | 168,530                   |
| 4352   | ENGINEERING SUPERANNUATION                                | 71,043                                | 0                          | 71,043                               | 29,600                        | 22,321                    |
| 4362   | SUPERANNUATION - PWO                                      | 134,679                               | 0                          | 134,679                              | 56,115                        | 43,135                    |
| 4392   | VEHICLE EXP - ENGINEER                                    | 42,167                                | 0                          | 42,167                               | 17,565                        | 15,617                    |
| 4402   | SICK LEAVE  | 40,000                                | 0                          | 40,000                               | 16,665                        | 15,370                    |
| 4422   | LONG SERVICE LEAVE  | 7,500                                 | 0                          | 7,500                                | 3,125                         | 0                         |
| 4432   | INSURANCE ON WORKS  | 18,831                                | 0                          | 18,831                               | 18,830                        | 84,582                    |
| 4446   | CONTRACT LABOUR & RELIEF                                  | 26,000                                | 0                          | 26,000                               | 10,830                        | 5,224                     |
| 4452   | PROTECTIVE CLOTHING/EQUIP                                 | 18,500                                | 0                          | 18,500                               | 7,705                         | 11,635                    |
| 4462   | CONFER & TRAIN EXPENSES                                   | 35,999                                | 0                          | 35,999                               | 14,995                        | 8,631                     |
| 4467   | STAFF UNIFORMS  | 1,775                                 | 0                          | 1,775                                | 735                           | 0                         |
| 4476   | WORKERS COMPENSATION INSURANCE                            | 47,964                                | 0                          | 47,964                               | 19,985                        | 0                         |
| 4602   | GRATUITY PAYMENT  | 300                                   | 0                          | 300                                  | 125                           | 0                         |
| 4612   | WORKERS COMPENSATION ALLOC.                               | 80,000                                | 0                          | 80,000                               | 33,330                        | 52,467                    |
| 6782   | HOLIDAY PAY -ANNUAL LEAVE                                 | 95,570                                | 0                          | 95,570                               | 39,820                        | 32,127                    |
| 6792   | HOLIDAY PAY - PUB HOLS                                    | 46,382                                | 0                          | 46,382                               | 19,325                        | 3,617                     |
| 7422   | LESS ALLOCATED TO W&S                                     | (1,612,470)                           | 0                          | (1,612,470)                          | (671,860)                     | (560,973)                 |
| 7672   | OTHER OVERHEADS   | 12,517                                | 0                          | 12,517                               | 5,215                         | 3,396                     |
| 7682   | ENGINEERING SALARIES                                      | 600,233                               | 0                          | 600,233                              | 250,095                       | 199,259                   |
| 7692   | OSH AND TOOL BOX MEETINGS                                 | 27,002                                | 0                          | 27,002                               | 11,240                        | 7,843                     |
| 7702   | OTHER OVERHEADS - FURNITURE AND EQUIPMENT UNDER THRESHOLD | 4,000                                 | 0                          | 4,000                                | 1,665                         | 0                         |
| 7732   | WORKERS COMP INSURANCE - PWO                              | 23,992                                | 0                          | 23,992                               | 23,992                        | 0                         |


Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description                                       | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 7802   | FRINGE BENEFITS TAX - PWO                         | 27,000                                | 0                          | 27,000                               | 11,250                        | 0                         |
|  | <b>Total Public Works Overheads - Expenditure</b> | <b>188,000</b>                        | <b>0</b>                   | <b>188,000</b>                       | <b>103,267</b>                | <b>112,780</b>            |
| <b>Other Property &amp; Services - Schedule 14</b> |   |                                       |                            |                                      |                               |                           |
| <b>Public Works Overheads - Income</b>             |   |                                       |                            |                                      |                               |                           |
| 2353   | CONTRIBUTIONS                                     | (500)                                 | 0                          | (500)                                | (205)                         | 0                         |
| 4613   | REIMBURSEMENTS                                    | (80,000)                              | 0                          | (80,000)                             | (33,330)                      | (33,760)                  |
|  | <b>Total Public Works Overheads - Income</b>      | <b>(80,500)</b>                       | <b>0</b>                   | <b>(80,500)</b>                      | <b>(33,535)</b>               | <b>(33,760)</b>           |
| <b>Other Property &amp; Services - Schedule 14</b> |   |                                       |                            |                                      |                               |                           |
| <b>Plant Operation Costs - Expenditure</b>         |   |                                       |                            |                                      |                               |                           |
| 4297   | ADMINISTRATION SALARIES REALLOCATED               | 6,029                                 | 0                          | 6,029                                | 2,510                         | 1,990                     |
| 4307   | GENERAL ADMIN COSTS REALLOCATED                   | 2,108                                 | 0                          | 2,108                                | 875                           | 1,083                     |
| 4437   | WORKERS COMPENSATION INSURANCE (POC)              | 2,760                                 | 0                          | 2,760                                | 1,150                         | 2,760                     |
| 4472   | WAGES AND OVERHEADS                               | 68,998                                | 0                          | 68,998                               | 28,745                        | 23,567                    |
| 4482   | TYRES AND BATTERIES                               | 30,000                                | 0                          | 30,000                               | 12,500                        | 9,110                     |
| 4492   | INSURANCE & LICENSES                              | 101,027                               | 0                          | 101,027                              | 99,845                        | 97,641                    |
| 4512   | LESS POC ALLOCATED TO W&S                         | (795,442)                             | 0                          | (795,442)                            | (331,430)                     | (267,589)                 |
| 4522   | FUELS & OILS USED                                 | 170,000                               | 0                          | 170,000                              | 70,830                        | 73,395                    |
| 4622   | WAGES - MECHANICS (Inc. TOOL ALLOWANCE            | 2,700                                 | 0                          | 2,700                                | 1,125                         | 4                         |
| 4992   | WORKSHOP CONSUMABLES                              | 4,500                                 | 0                          | 4,500                                | 1,875                         | 3,195                     |
| 5102   | DEPRECIATION ON PLANT                             | 290,000                               | 0                          | 290,000                              | 120,830                       | 0                         |
| 6092   | SUPER - MECHANICS                                 | 8,970                                 | 0                          | 8,970                                | 3,735                         | 3,319                     |
| 6802   | PARTS AND REPAIRS                                 | 140,000                               | 0                          | 140,000                              | 26,666                        | 26,098                    |
|  | <b>Total Expenditure Plant Operation Costs</b>    | <b>31,650</b>                         | <b>0</b>                   | <b>31,650</b>                        | <b>39,256</b>                 | <b>(25,426)</b>           |
| <b>Other Property &amp; Services - Schedule 14</b> |   |                                       |                            |                                      |                               |                           |
| <b>Plant Operation Costs - Income</b>              |   |                                       |                            |                                      |                               |                           |
| 3503   | REIMBURSEMENTS                                    | (100)                                 | 0                          | (100)                                | (40)                          | (455)                     |
| 7823   | FEE & CHARGES - SUNDRY                            | (50)                                  | 0                          | (50)                                 | (20)                          | (1,321)                   |
| 7843   | REIMBURSEMENT -DIESEL FUEL REBATE                 | (31,500)                              | 0                          | (31,500)                             | (13,125)                      | (10,862)                  |
|  | <b>Total Expenditure Plant Operation Costs</b>    | <b>(31,650)</b>                       | <b>0</b>                   | <b>(31,650)</b>                      | <b>(13,185)</b>               | <b>(12,637)</b>           |
| <b>Other Property &amp; Services - Schedule 14</b> |   |                                       |                            |                                      |                               |                           |
| <b>Stock Fuels &amp; Oils - Expenditure</b>        |   |                                       |                            |                                      |                               |                           |
| 4420   | MATERIALS VARIANCE ACCOUNT                        | (250,000)                             | 0                          | (250,000)                            | (104,165)                     | (96)                      |
| 4540   | STOCK PURCHASES                                   | 250,000                               | 0                          | 250,000                              | 104,165                       | 0                         |
|  | <b>Total Expenditure Stock Fuels &amp; Oils</b>   | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>(96)</b>               |
| <b>Other Property &amp; Services - Schedule 14</b> |   |                                       |                            |                                      |                               |                           |
| <b>Stock Materials - Expenditure</b>               |   |                                       |                            |                                      |                               |                           |
|  |   | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |   | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  | <b>Total Expenditure Stock Materials</b>          | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>0</b>                  |
| <b>Other Property &amp; Services - Schedule 14</b> |   |                                       |                            |                                      |                               |                           |
| <b>Salaries &amp; Wages - Expenditure</b>          |   |                                       |                            |                                      |                               |                           |
| 4570   | SALARIES DRAWN                                    | 4,756,297                             | 0                          | 4,756,297                            | 1,981,790                     | 1,005,839                 |
| 4580   | WAGES   | 0                                     | 0                          | 0                                    | 0                             | 742,333                   |
| 4590   | LESS SALARIES ALLOCATED                           | (4,756,297)                           | 0                          | (4,756,297)                          | (1,981,790)                   | (1,008,100)               |
| 4600   | LESS WAGES ALLOCATED                              | 0                                     | 0                          | 0                                    | 0                             | (765,732)                 |
|  | <b>Total Expenditure Salaries &amp; Wages</b>     | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>(25,660)</b>           |
| <b>Other Property &amp; Services - Schedule 14</b> |   |                                       |                            |                                      |                               |                           |
| <b>Salaries &amp; Wages - Income</b>               |   |                                       |                            |                                      |                               |                           |
|  |   | 0                                     | 0                          | 0                                    | 0                             | 0                         |
| <b>Other Property &amp; Services - Schedule 14</b> |   |                                       |                            |                                      |                               |                           |
| <b>Project Operations Costs - Expenditure</b>      |   |                                       |                            |                                      |                               |                           |
| 4107   | SALARIES - PROJECT OFFICER                        | 227,235                               | 0                          | 227,235                              | 94,680                        | 86,626                    |
| 4117   | SUPERANNUATION - PROJECT OFFICER                  | 27,192                                | 0                          | 27,192                               | 11,330                        | 10,301                    |
| 4127   | OFFICER   | 7,800                                 | 0                          | 7,800                                | 7,800                         | 9,090                     |


Detailed Statement of Comprehensive Income by Program by Subprogram

| COA  | Description                                       | 2021/2022<br>Original<br>Budget<br>\$ | Budget<br>Amendments<br>\$ | 2021/2022<br>Current<br>Budget<br>\$ | 2021/2022<br>YTD Budget<br>\$ | 2021/2022<br>Actual<br>\$ |
|--|---|---------------------------------------|----------------------------|--------------------------------------|-------------------------------|---------------------------|
| 4137   | FRINGE BENEFITS TAX - PROJECT OFFICER             | 9,000                                 | 0                          | 9,000                                | 3,750                         | 0                         |
| 4147   | OTHER EXPENSES - PROJECT OFFICER                  | 500                                   | 0                          | 500                                  | 205                           | 39                        |
| 4157   | VEHICLE EXPENSES - PROJECT OFFICER                | 12,000                                | 0                          | 12,000                               | 5,000                         | 2,468                     |
| 4187   | FURNITURE & EQUIPMENT UNDER THRESHOLD             | 1,000                                 | 0                          | 1,000                                | 415                           | 0                         |
| 4197   | LESS ALLOCATED TO PROJECTS                        | (325,504)                             | 0                          | (325,504)                            | (135,625)                     | (124,147)                 |
| 4317   | ADMINISTRATION SALARIES REALLOCATED               | 29,010                                | 0                          | 29,010                               | 12,085                        | 9,578                     |
| 4327   | GENERAL ADMIN COSTS REALLOCATED                   | 11,767                                | 0                          | 11,767                               | 4,900                         | 6,045                     |
| <b>Total Expenditure Project Operation Costs</b>                     |   | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>4,540</b>                  | <b>(0)</b>                |
| <b>Summary of Operations - Other Property &amp; Services Program</b> |   |                                       |                            |                                      |                               |                           |
| <b>Public Works Overheads</b>  |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                   | 188,000                               | 0                          | 188,000                              | 103,267                       | 112,780                   |
|  | Sub Total Operating Income                        | (80,500)                              | 0                          | (80,500)                             | (33,535)                      | (33,760)                  |
|  |   | <b>107,500</b>                        | <b>0</b>                   | <b>107,500</b>                       | <b>69,732</b>                 | <b>79,020</b>             |
| <b>Plant Operation Costs</b>   |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                   | 31,650                                | 0                          | 31,650                               | 39,256                        | (25,426)                  |
|  | Sub Total Operating Income                        | (31,650)                              | 0                          | (31,650)                             | (13,185)                      | (12,637)                  |
|  |   | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>26,071</b>                 | <b>(38,063)</b>           |
| <b>Stock Fuels &amp; Oils</b>  |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                   | 0                                     | 0                          | 0                                    | 0                             | (96)                      |
|  | Sub Total Operating Income                        | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |   | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>(96)</b>               |
| <b>Stock Materials</b>   |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                   | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  | Sub Total Operating Income                        | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |   | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>0</b>                  |
| <b>Salaries &amp; Wages</b>  |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                   | 0                                     | 0                          | 0                                    | 0                             | (25,660)                  |
|  | Sub Total Operating Income                        | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |   | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>0</b>                      | <b>(25,660)</b>           |
| <b>Project Operation Costs</b>                                       |   |                                       |                            |                                      |                               |                           |
|  | Sub Total Operating Expenditure                   | 0                                     | 0                          | 0                                    | 4,540                         | (0)                       |
|  | Sub Total Operating Income                        | 0                                     | 0                          | 0                                    | 0                             | 0                         |
|  |   | <b>0</b>                              | <b>0</b>                   | <b>0</b>                             | <b>4,540</b>                  | <b>(0)</b>                |
|  | <b>Total Operating Expenditure</b>                | 219,650                               | 0                          | 219,650                              | 147,063                       | 61,599                    |
|  | <b>Total Operating Income</b>                     | (112,150)                             | 0                          | (112,150)                            | (46,720)                      | (46,398)                  |
|  | <b>Program (Surplus)/Deficit</b>                  | <b>107,500</b>                        | <b>0</b>                   | <b>107,500</b>                       | <b>100,343</b>                | <b>15,201</b>             |
|  | <b>Grand Total All Programs (Surplus)/Deficit</b> | <b>(5,584,896)</b>                    | <b>0</b>                   | <b>(5,584,896)</b>                   | <b>(2,832,133)</b>            | <b>(5,528,839)</b>        |

**Capital Expenditure by Program (including Funding Sources)**


| <b>SHIRE OF DONNYBROOK BALINGUP</b>     |   |   | <b>Capital Expenditure by Program</b> |                      |                                |                            | <b>30/11/2021</b>       |                             |
|---|---|---|---------------------------------------|----------------------|--------------------------------|----------------------------|-------------------------|-----------------------------|
| COA                                     | Description                                   |  | 2021/2022<br>Original Budget          | Budget<br>Amendments | 2021/2022<br>Current<br>Budget | 2021/2022<br>YTD<br>Budget | 2021/2022 YTD<br>Actual | Renewal/U<br>pgrade/Ne<br>w |
| 0564                                    | BUILDINGS - ADMIN                             |   | 47,611                                | 0                    | 47,611                         | 0                          | 0                       | Renewal                     |
| 0584                                    | FURNITURE AND EQUIPMENT                       |   | 14,000                                | 0                    | 14,000                         | 0                          | 0                       | Upgrade                     |
|   |   |   | <b>61,611</b>                         | <b>0</b>             | <b>61,611</b>                  | <b>0</b>                   | <b>0</b>                |                             |
| <b>Law, Order &amp; Public Safety</b>   |   |   |                                       |                      |                                |                            |                         |                             |
| 0384                                    | BUSH FIRE BUILDINGS - CAP WORKS               |   | 62,586                                | 0                    | 62,586                         | 26,075                     | 17,586                  | Renewal                     |
| 0884                                    | PURCHASE PLANT VEHICLE                        |   | 51,638                                | 0                    | 51,638                         | 0                          | 0                       | Renewal                     |
|   |   |   | <b>114,224</b>                        | <b>0</b>             | <b>114,224</b>                 | <b>26,075</b>              | <b>17,586</b>           |                             |
| <b>Health and Preventative Services</b> |   |   |                                       |                      |                                |                            |                         |                             |
| 0674                                    | BUILDINGS - MEDICAL CENTRE                    |   | 8,160                                 | 0                    | 8,160                          | 3,400                      | 0                       | Renewal                     |
|   |   |   | <b>8,160</b>                          | <b>0</b>             | <b>8,160</b>                   | <b>3,400</b>               | <b>0</b>                |                             |
| <b>Education &amp; Welfare</b>          |   |   |                                       |                      |                                |                            |                         |                             |
| 8094                                    | WELL AGED HOUSING - BUILDING ASSET<br>RENEWAL |   | 126,982                               | 0                    | 126,982                        | 0                          | 0                       | Renewal                     |
|   |   |   | <b>126,982</b>                        | <b>0</b>             | <b>126,982</b>                 | <b>0</b>                   | <b>0</b>                |                             |
| <b>Housing</b>                          |   |   |                                       |                      |                                |                            |                         |                             |
|   |   |   |                                       | <b>0</b>             | <b>0</b>                       | <b>0</b>                   | <b>0</b>                |                             |
| <b>Community Amenities</b>              |   |   |                                       |                      |                                |                            |                         |                             |
| 0964                                    | CEMETERIES - INFRASTRUCTURE                   |   | 15,000                                | 0                    | 15,000                         | 6,245                      | 1,811                   | New                         |
| 0965                                    | PUBLIC TOILETS - ASSET MANAGEMENT PLAN        |   | 0                                     | 0                    | 0                              | 0                          | 3,665                   | Renewal                     |
| 6014                                    | DONNYBROOK WASTE MANAGMENT FACILITY           |   | 199,720                               | 0                    | 199,720                        | 194,000                    | 168,782                 | New                         |
|   |   |   | <b>214,720</b>                        | <b>0</b>             | <b>214,720</b>                 | <b>200,245</b>             | <b>174,258</b>          |                             |
| <b>Recreation &amp; Culture</b>         |   |   |                                       |                      |                                |                            |                         |                             |
| 0284                                    | BALINGUP RECREATION CENTRE                    |   | 107,710                               | 0                    | 107,710                        | 44,875                     | 75,502                  | Renewal                     |
| 1044                                    | BUILDINGS - YABBERUP HALL                     |   | 5,000                                 | 0                    | 5,000                          | 2,085                      | 0                       | Renewal                     |
| 1094                                    | DONNYBROOK HERITAGE PRECINCT                  |   | 0                                     | 0                    | 0                              | 0                          | 1,686                   | Renewal                     |
| 1254                                    | COMMUNITY RESOURCE CENTRE - BUILDINGS         |   | 30,653                                | 0                    | 30,653                         | 12,765                     | 0                       | Renewal                     |
| 1264                                    | EGAN PARK - NETBALL CLUBROOMS                 |   | 11,874                                | 0                    | 11,874                         | 4,945                      | 3,205                   | Renewal                     |
| 1274                                    | STATION SQUARE                                |   | 67,500                                | 0                    | 67,500                         | 28,125                     | 14,415                  | Upgrade                     |
| 2574                                    | DBK HALL - BUILDINGS                          |   | 51,500                                | 0                    | 51,500                         | 12,875                     | 3,409                   | Renewal                     |
| 7294                                    | BUILDINGS - DBK RECREATION CENTRE             |   | 209,609                               | 0                    | 209,609                        | 20,000                     | 16,396                  | Renewal                     |
| 3014                                    | FURNITURE AND EQUIPMENT                       |   | 10,000                                | 0                    | 10,000                         | 4,165                      | 0                       | New                         |

**Capital Expenditure by Program (including Funding Sources)**

| <b>SHIRE OF DONNYBROOK BALINGUP</b> |   | <b>Capital Expenditure by Program</b> |                          |                                 |                             | <b>30/11/2021</b>           |                              |
|-------------------------------------|---|---------------------------------------|--------------------------|---------------------------------|-----------------------------|-----------------------------|------------------------------|
| <b>COA</b>                          | <b>Description</b>  | <b>2021/2022 Original Budget</b>      | <b>Budget Amendments</b> | <b>2021/2022 Current Budget</b> | <b>2021/2022 YTD Budget</b> | <b>2021/2022 YTD Actual</b> | <b>Renewal/U pgrade/Ne w</b> |
|                                     |  |                                       |                          |                                 |                             |                             |                              |
| 8904                                | REC CENTRE CAPITAL FURN & EQUIPMENT   | 28,410                                | 0                        | 28,410                          | 11,835                      | 0                           | New                          |
| 8934                                | WEIR - INFRASTRUCTURE   | 238,000                               | 0                        | 238,000                         | 99,165                      | 25,858                      | Renewal                      |
| 8914                                | INFRASTRUCTURE - PATHWAYS   | 80,000                                | 0                        | 80,000                          | 33,330                      | 0                           | Renewal                      |
| 0194                                | FUNPARK - REDEVELOPMENT COSTS   | 1,075,273                             | 0                        | 1,075,273                       | 1,075,273                   | 1,076,541                   | Renewal                      |
| 0694                                | RESERVE ST FUNPARK  | 1,500                                 | 0                        | 1,500                           | 625                         | 0                           | Renewal                      |
| 0714                                | INFRASTRUCTURE OTHER - BALINGUP BOWLING CLUB                                      | 10,000                                | 0                        | 10,000                          | 4,165                       | 0                           | Renewal                      |
| 1184                                | OTHER INFRASTRUCTURE DONNYBROOK   | 562,824                               | 0                        | 562,824                         | 234,505                     | 249,875                     | New                          |
| 1214                                | OTHER INFRASTRUCTURE BALINGUP   | 25,000                                | 0                        | 25,000                          | 10,415                      | 0                           | New                          |
| 1284                                | VC MITCHELL - HOCKEY TRAINING FACILITY  | 250,000                               | 0                        | 250,000                         | 20,000                      | 5,651                       | Renewal                      |
| 2682                                | PARK EQUIPMENT  | 15,000                                | 0                        | 15,000                          | 6,250                       | 4,611                       | Renewal                      |
| 8924                                | INFRASTRUCTURE OTHER - KIRUP  | 28,000                                | 0                        | 28,000                          | 11,665                      | 4,104                       | Renewal                      |
| 8944                                | INFRASTRUCTURE - VC MITCHELL PARK REDEVELOPMENT                                   | 6,025,271                             | 0                        | 6,025,271                       | 110,000                     | 110,542                     | Renewal                      |
|                                     |   | <b>8,833,124</b>                      | <b>0</b>                 | <b>8,833,124</b>                | <b>1,747,063</b>            | <b>1,591,796</b>            |                              |
| <b>Transport</b>                    |   |                                       |                          |                                 |                             |                             |                              |
| 3200                                | BRIDGEWORKS - EXT. FUNDED   | 1,522,000                             | 0                        | 1,522,000                       | 9,630                       | 0                           | Renewal                      |
| 3240                                | FOOTPATHS   | 147,500                               | 0                        | 147,500                         | 0                           | 0                           | Renewal                      |
| 3210                                | ROADWORKS GENERAL   | 460,000                               | 0                        | 460,000                         | 56,020                      | 2,450                       | Renewal                      |
| 3260                                | REGIONAL ROAD GROUP   | 1,442,044                             | 0                        | 1,442,044                       | 60,085                      | 10,538                      | Renewal                      |
| 3300                                | ROADS TO RECOVERY FEDERAL FUNDING PROGRAM   | 503,657                               | 0                        | 503,657                         | 50,955                      | 66,240                      | Renewal                      |
| 3330                                | BLACKSPOT FUNDED ROAD WORKS   | 466,275                               | 0                        | 466,275                         | 62,770                      | 7,724                       | Renewal                      |
| 3340                                | COMMODITY ROUTE FUNDING   | 412,500                               | 0                        | 412,500                         | 10,000                      | 45,301                      | Renewal                      |
| 3554                                | PURCHASE PLANT & EQUIPMNT   | 455,825                               | 0                        | 455,825                         | 189,925                     | 136,442                     | Renewal                      |
|                                     |   | <b>5,409,801</b>                      | <b>0</b>                 | <b>5,409,801</b>                | <b>439,385</b>              | <b>268,696</b>              |                              |
| <b>Economic Services</b>            |   |                                       |                          |                                 |                             |                             |                              |
| 8234                                | INFRASTRUCTURE OTHER  | 28,000                                | 0                        | 28,000                          | 11,665                      | 22,459                      | New                          |
| 4194                                | PLANT AND EQUIPMENT   | 34,000                                | 0                        | 34,000                          | 34,000                      | 34,141                      | Renewal                      |
|                                     |   | <b>62,000</b>                         | <b>0</b>                 | <b>62,000</b>                   | <b>45,665</b>               | <b>56,600</b>               |                              |
| <b>Other Property</b>               |   |                                       |                          |                                 |                             |                             |                              |
|                                     |   |                                       |                          |                                 |                             |                             |                              |
|                                     | <b>Grand Totals Capital</b>   | <b>14,830,622</b>                     | <b>0</b>                 | <b>14,830,622</b>               | <b>2,461,833</b>            | <b>2,108,936</b>            |                              |

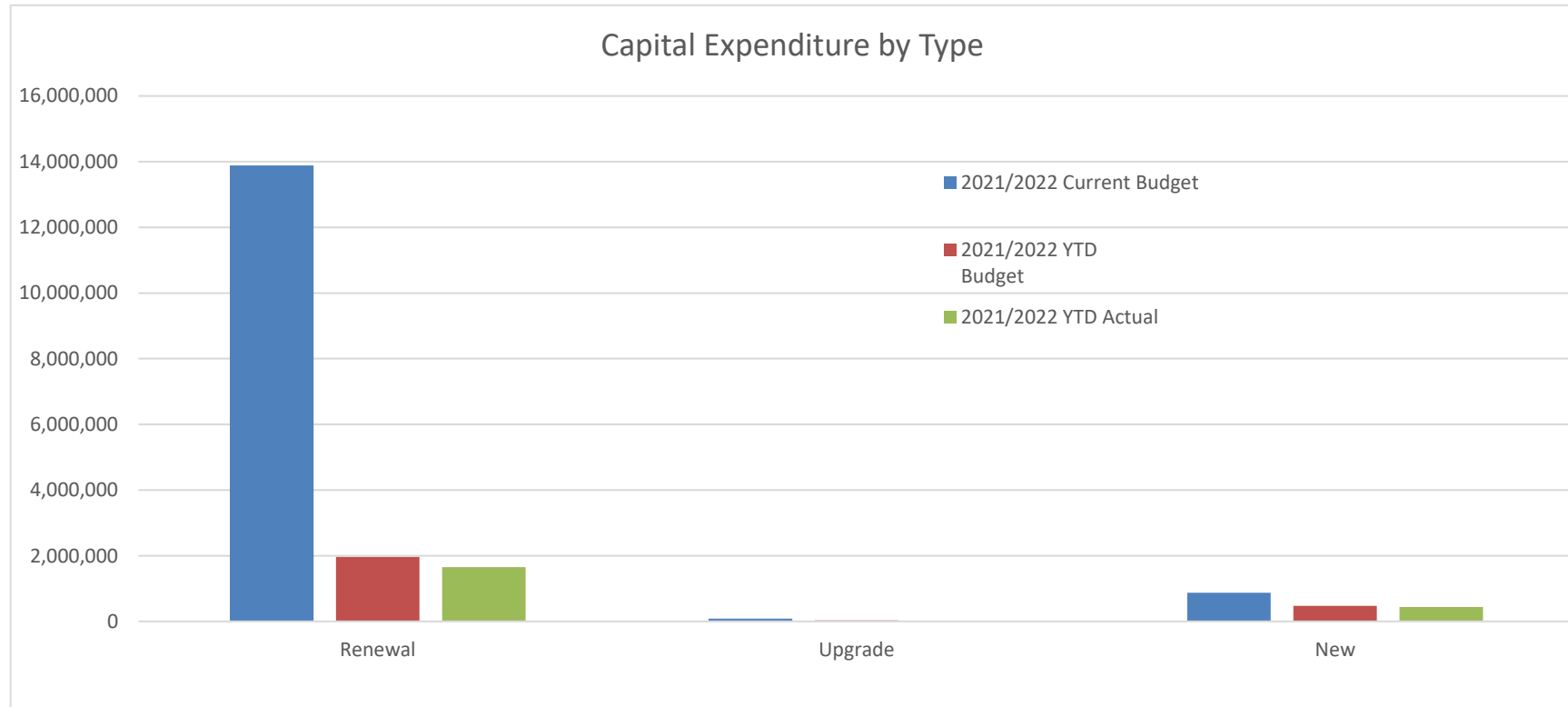


Capital Expenditure by Program (including Funding Sources)


| SHIRE OF DONNYBROOK BALINGUP |             | Capital Expenditure by Program  |                           |                   |                          | 30/11/2021           |                      |                     |
|------------------------------|-------------|---|---------------------------|-------------------|--------------------------|----------------------|----------------------|---------------------|
| COA                          | Description |  | 2021/2022 Original Budget | Budget Amendments | 2021/2022 Current Budget | 2021/2022 YTD Budget | 2021/2022 YTD Actual | Renewal/Upgrade/New |

**Type Classification**

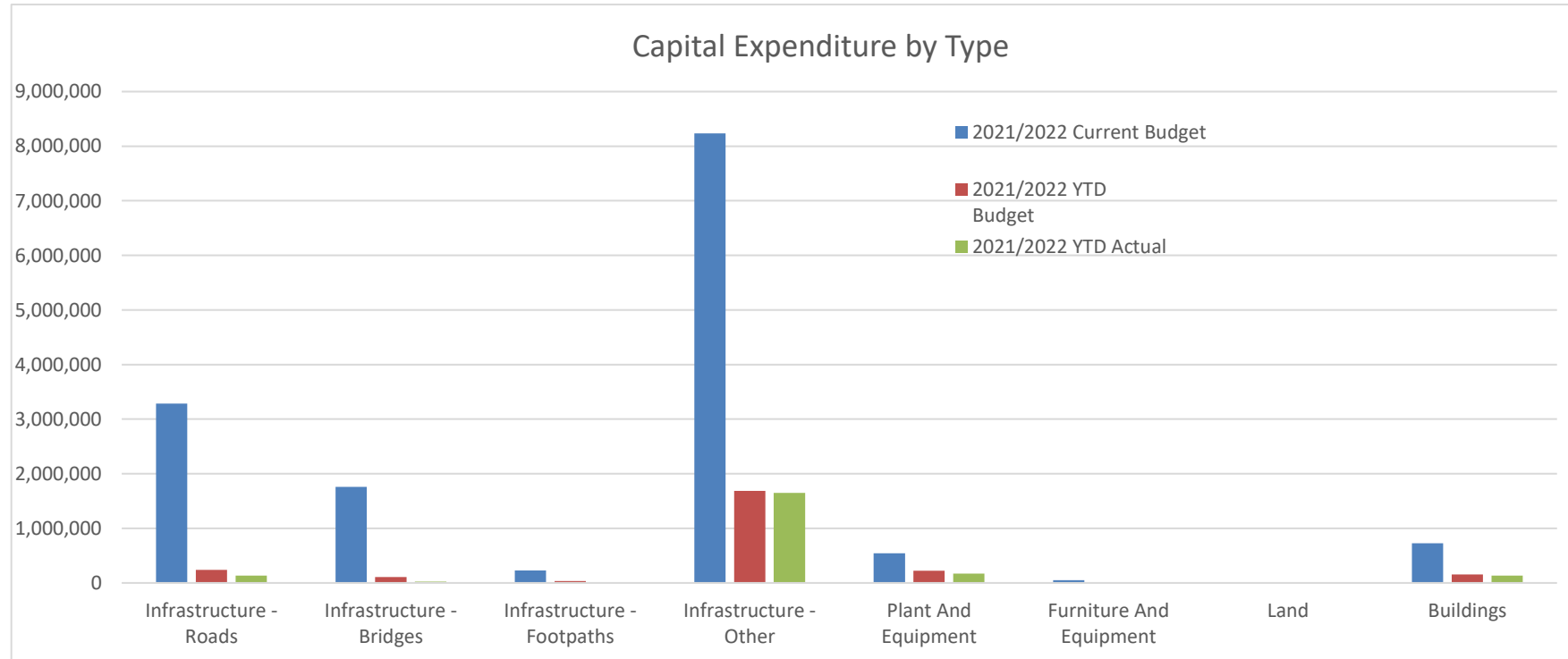
|         |                   |          |                   |                  |                  |
|---------|-------------------|----------|-------------------|------------------|------------------|
| Renewal | 13,880,168        | 0        | 13,880,168        | 1,960,878        | 1,651,593        |
| Upgrade | 81,500            | 0        | 81,500            | 28,125           | 14,415           |
| New     | 868,954           | 0        | 868,954           | 472,830          | 442,928          |
|         | <b>14,830,622</b> | <b>0</b> | <b>14,830,622</b> | <b>2,461,833</b> | <b>2,108,936</b> |



Capital Expenditure by Program (including Funding Sources)

| SHIRE OF DONNYBROOK BALINGUP |             | Capital Expenditure by Program  |                           |                   |                          | 30/11/2021           |                      |                     |
|------------------------------|-------------|---|---------------------------|-------------------|--------------------------|----------------------|----------------------|---------------------|
| COA                          | Description |  | 2021/2022 Original Budget | Budget Amendments | 2021/2022 Current Budget | 2021/2022 YTD Budget | 2021/2022 YTD Actual | Renewal/Upgrade/New |

|  |                            | <u>Class</u> |                   |          |                   |                  |                  |
|--|----------------------------|--------------|-------------------|----------|-------------------|------------------|------------------|
|  | Infrastructure - Roads     |              | 3,284,476         | 0        | 3,284,476         | 239,830          | 132,254          |
|  | Infrastructure - Bridges   |              | 1,760,000         | 0        | 1,760,000         | 108,795          | 25,858           |
|  | Infrastructure - Footpaths |              | 227,500           | 0        | 227,500           | 33,330           | 0                |
|  | Infrastructure - Other     |              | 8,235,588         | 0        | 8,235,588         | 1,684,808        | 1,648,042        |
|  | Plant And Equipment        |              | 541,463           | 0        | 541,463           | 223,925          | 170,583          |
|  | Furniture And Equipment    |              | 52,410            | 0        | 52,410            | 16,000           | 0                |
|  | Land                       |              | 0                 | 0        | 0                 | 0                | 0                |
|  | Buildings                  |              | 729,185           | 0        | 729,185           | 155,145          | 132,199          |
|  |                            |              | <b>14,830,622</b> | <b>0</b> | <b>14,830,622</b> | <b>2,461,833</b> | <b>2,108,936</b> |





APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program

SHIRE OF DONNYBROOK BALINGUP

Plant Replacement Program - Budget 2021/2022

30/11/2021

| Plant Description/Program           | Type             | Acquisitions         |                     |                   |                         |                    |                       |                        |
|-------------------------------------|------------------|----------------------|---------------------|-------------------|-------------------------|--------------------|-----------------------|------------------------|
|                                     |                  | Purchase Price<br>\$ | Sale Trade<br>Price | Net<br>Changeover | Fair Value<br>Valuation | Depreciation<br>\$ | Written<br>Down Value | (Profit) or Loss<br>\$ |
| <b>Law Order and Public Safety</b>  |                  |                      |                     |                   |                         |                    |                       |                        |
| Ranger Vehicle replacement          | Existing         | 51,638               | 10,692              | 40,946            |                         |                    | 0                     | (10,692)               |
|                                     | Existing         |                      |                     | 0                 |                         |                    | 0                     | 0                      |
|                                     | <b>Sub Total</b> | <b>51,638</b>        | <b>10,692</b>       | <b>40,946</b>     | <b>0</b>                | <b>0</b>           | <b>0</b>              | <b>(10,692)</b>        |
| <b>Transport</b>                    |                  |                      |                     |                   |                         |                    |                       |                        |
| Replace Tip Truck - DB4550          | Existing         | 98,607               | 33,741              | 64,866            |                         |                    | 0                     | (33,741)               |
| Replace Ute - DB112 (W&S)           | Existing         | 41,519               | 18,000              | 23,519            |                         |                    | 0                     | (18,000)               |
| Replace Plant Trailer - DB6232      | Existing         | 9,973                | 0                   | 9,973             |                         |                    | 0                     | 0                      |
| Replace Plant Trailer - DB6066      | Existing         | 3,113                | 0                   | 3,113             |                         |                    | 0                     | 0                      |
| Replace Ute - DB646 (P&G)           | Existing         | 27,337               | 5,063               | 22,274            |                         |                    | 0                     | (5,063)                |
| Replace Vibrating Roller - DB2114   | Existing         | 156,938              | 16,544              | 140,394           |                         |                    | 0                     | (16,544)               |
| Replace Ute - DB419 (P&G)           | Existing         | 27,337               | 11,500              | 15,837            |                         |                    | 0                     | (11,500)               |
| Replace Ride on Mower - DB193 (Dbk) | Existing         | 47,588               | 15,094              | 32,494            |                         |                    | 0                     | (15,094)               |
| Replace Ute - DB346                 | Existing         | 33,413               | 18,000              | 15,413            |                         |                    | 0                     | (18,000)               |
| New Water Trailer                   | New              | 10,000               | 0                   | 10,000            |                         |                    | 0                     | 0                      |
|                                     | <b>Sub Total</b> | <b>455,825</b>       | <b>117,942</b>      | <b>337,883</b>    | <b>0</b>                | <b>0</b>           | <b>0</b>              | <b>(117,942)</b>       |
| <b>Economic Services</b>            |                  |                      |                     |                   |                         |                    |                       |                        |
| Replace Bldg Surveyor Ute - DB631   | Existing         | 34,000               | 19,514              | 14,486            |                         |                    | 0                     | (19,514)               |
|                                     | <b>Sub Total</b> | <b>34,000</b>        | <b>19,514</b>       | <b>14,486</b>     | <b>0</b>                | <b>0</b>           | <b>0</b>              | <b>(19,514)</b>        |
| <b>Grand Totals</b>                 |                  | <b>541,463</b>       | <b>148,148</b>      | <b>393,315</b>    | <b>0</b>                | <b>0</b>           | <b>0</b>              | <b>(148,148)</b>       |

**Funding**

|  |           |
|--|-----------|
| Proceeds From Sale                     | (148,148) |
| Reserves                               |           |
| Funding Required from Municipal Budget | (393,315) |
|  | (541,463) |

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Profit on Sale of Assets</b>     | <b>(53,255)</b> |
| <b>Loss on Sale of Assets</b>       | <b>(28,692)</b> |
| <b>Net Profit on Sale of Assets</b> | <b>(81,947)</b> |



**APPENDIX III 2021/2022 Budget Detailed Plant Replacement Program**  
**SHIRE OF DONNYBROOK BALINGUP**  
**Plant Replacement Program - YTD Actual 2021/2022**  
**30/11/2021**

| Plant Description/Program           | Type                | Acquisitions         |                     |                   |                         |                    |                       |                        |
|-------------------------------------|---------------------|----------------------|---------------------|-------------------|-------------------------|--------------------|-----------------------|------------------------|
|                                     |                     | Purchase Price<br>\$ | Sale Trade<br>Price | Net<br>Changeover | Fair Value<br>Valuation | Depreciation<br>\$ | Written<br>Down Value | (Profit) or Loss<br>\$ |
| <b>Law Order and Public Safety</b>  |                     |                      |                     |                   |                         |                    |                       |                        |
| Ranger Vehicle replacement          | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
|                                     | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
|                                     | <b>Sub Total</b>    | <b>0</b>             | <b>0</b>            | <b>0</b>          | <b>0</b>                | <b>0</b>           | <b>0</b>              | <b>0</b>               |
| <b>Transport</b>                    |                     |                      |                     |                   |                         |                    |                       |                        |
| Replace Tip Truck - DB4550          | Existing            | 100,700              | 25,000              | 75,700            |                         |                    | 0                     | 0                      |
| Replace Ute - DB112 (W&S)           | Existing            | 35,742               | 21,909              | 13,833            |                         |                    | 0                     | 0                      |
| Replace Plant Trailer - DB6232      | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
| Replace Plant Trailer - DB6066      | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
| Replace Ute - DB646 (P&G)           | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
| Replace Vibrating Roller - DB2114   | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
| Replace Ute - DB419 (P&G)           | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
| Replace Ride on Mower - DB193 (Dbk) | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
| Replace Ute - DB346                 | Existing            |                      |                     | 0                 |                         |                    | 0                     | 0                      |
| New Water Trailer                   | New                 |                      |                     | 0                 |                         |                    | 0                     | 0                      |
|                                     | <b>Sub Total</b>    | <b>136,442</b>       | <b>46,909</b>       | <b>89,533</b>     | <b>0</b>                | <b>0</b>           | <b>0</b>              | <b>0</b>               |
| <b>Economic Services</b>            |                     |                      |                     |                   |                         |                    |                       |                        |
| Replace Bldg Surveyor Ute - DB631   | Existing            | 34,141               | 15,545              | 18,596            |                         |                    | 0                     | 0                      |
|                                     | <b>Sub Total</b>    | <b>34,141</b>        | <b>15,545</b>       | <b>18,596</b>     | <b>0</b>                | <b>0</b>           | <b>0</b>              | <b>0</b>               |
|                                     | <b>Grand Totals</b> | <b>170,583</b>       | <b>62,454</b>       | <b>108,129</b>    | <b>0</b>                | <b>0</b>           | <b>0</b>              | <b>0</b>               |

**Note:**

Profit & Loss calculations are yet to be applied as the Asset Register has not been rolled to the 2021/22 Financial Year pending Final Audit of the 2021/22 Year.

**Funding**

|  |                  |
|--|------------------|
| Proceeds From Sale                     | <b>(62,454)</b>  |
| Reserves                               |                  |
| Funding Required from Municipal Budget | <b>(108,129)</b> |
|  | <b>(170,583)</b> |

|                                     |          |
|-------------------------------------|----------|
| <b>Profit on Sale of Assets</b>     | <b>0</b> |
| <b>Loss on Sale of Assets</b>       | <b>0</b> |
| <b>Net Profit on Sale of Assets</b> | <b>0</b> |



## SHIRE OF DONNYBROOK BALINGUP

### STATEMENT OF INVESTMENTS

30/11/2021

| BANK                         | TYPE                       | AMOUNT              | RATE  | DAYS | FROM       | MATURING   | ESTIMATED INTEREST |
|------------------------------|----------------------------|---------------------|-------|------|------------|------------|--------------------|
| <b><u>MUNICIPAL FUND</u></b> |                            |                     |       |      |            |            |                    |
| Bendigo 3625131              | Term Deposit               | 1,000,597.35        | 0.15% | 91   | 20/09/2021 | 20/12/2021 | 374.20             |
| 32186/353029w                | At Call - WA Treasury Corp | 14,513.86           | 0.05% | 30   | 1/11/2021  | 30/11/2021 | 0.60               |
|                              |                            | <u>1,015,111.21</u> |       |      |            |            | <u>374.79</u>      |
| <b><u>TRUST FUND</u></b>     |                            |                     |       |      |            |            |                    |
|                              |                            | 0.00                | 0.00% | 0    |            |            | 0.00               |
|                              |                            | <u>0.00</u>         |       |      |            |            | <u>0.00</u>        |
| <b><u>RESERVE FUND</u></b>   |                            |                     |       |      |            |            |                    |
| NAB 259596456                | Term Deposit               | 1,926,724.81        | 0.40% | 273  | 16/09/2021 | 16/06/2022 | 5,764.34           |
| NAB 259396198                | Term Deposit               | 1,000,000.00        | 0.20% | 91   | 16/09/2021 | 16/12/2021 | 498.63             |
| Bendigo 3791918              | Term Deposit               | 2,500,000.00        | 0.25% | 181  | 15/09/2021 | 15/03/2022 | 3,099.32           |
|                              |                            | <u>5,426,724.81</u> |       |      |            |            | <u>9,362.28</u>    |



**SHIRE OF DONNYBROOK BALINGUP  
RESERVES  
30/11/2021**

**Cash Backed Reserves**

|   | Opening Balance    | 2021/2022 Original Budget | Budget Amendments | 2021/2022 Current Budget | 2021/2022 YTD Budget | 2021/2022 YTD Actual |
|---|--------------------|---------------------------|-------------------|--------------------------|----------------------|----------------------|
| 9704 <b>RESERVE - WASTE MANAGEMENT</b>              | \$1,476,407        | \$1,476,407               | \$0               | \$1,476,407              | \$1,476,407          | \$1,476,407          |
| 4721 Transfer from Waste Management Reserve         | \$0                | -\$199,720                | \$0               | -\$199,720               | -\$83,215            | \$0                  |
| 4720 Transfer To Waste Management Reserve           | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$1,476,407</b> | <b>\$1,276,687</b>        | <b>\$0</b>        | <b>\$1,276,687</b>       | <b>\$1,393,192</b>   | <b>\$1,476,407</b>   |
| <b>RESERVE - BUSHFIRE CONTROL &amp; MANAGEMENT</b>  |                    |                           |                   |                          |                      |                      |
| 9705  | \$2,282            | \$2,282                   | \$0               | \$2,282                  | \$2,282              | \$2,282              |
| 4711 Transfer From Bushfire Reserve                 | \$0                | -\$2,282                  | \$0               | -\$2,282                 | -\$950               | \$0                  |
| 4710 Transfer To Bushfire Reserve                   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$2,282</b>     | <b>-\$0</b>               | <b>\$0</b>        | <b>-\$0</b>              | <b>\$1,332</b>       | <b>\$2,282</b>       |
| <b>RESERVE - AGED HOUSING</b>                       |                    |                           |                   |                          |                      |                      |
| 9706  | \$1,210,182        | \$1,323,183               | \$0               | \$1,323,183              | \$1,323,183          | \$1,210,182          |
| 4771 Transfer from Aged Housing Reserve             | \$0                | -\$1,323,183              | \$0               | -\$1,323,183             | -\$1,323,183         | -\$1,210,182         |
| 4770 TRANSFER TO AGED CARE HOUSING RESERVE          | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$1,210,182</b> | <b>\$0</b>                | <b>\$0</b>        | <b>\$0</b>               | <b>\$0</b>           | <b>\$0</b>           |
| <b>RESERVE - EMPLOYEE ENTITLEMENTS</b>              |                    |                           |                   |                          |                      |                      |
| 9703  | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 4731 Transfer from Employee Entitlements Reserve    | \$0                | -\$7,500                  | \$0               | -\$7,500                 | \$0                  | \$0                  |
| 4730 Transfer To Employee Entitlements Reserve      | \$0                | \$25,000                  | \$0               | \$25,000                 | \$0                  | \$0                  |
|   | <b>\$0</b>         | <b>\$17,500</b>           | <b>\$0</b>        | <b>\$17,500</b>          | <b>\$0</b>           | <b>\$0</b>           |
| <b>RESERVE - ARBUTHNOTT MEMORIAL</b>                |                    |                           |                   |                          |                      |                      |
| 9708  | \$3,285            | \$3,285                   | \$0               | \$3,285                  | \$3,285              | \$3,285              |
| 4781 Transfer from Arbuthnott Reserve               | \$0                | -\$300                    | \$0               | -\$300                   | \$0                  | \$0                  |
| 4780 Transfer To Arbuthnott Memorial Scholarship    | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$3,285</b>     | <b>\$2,985</b>            | <b>\$0</b>        | <b>\$2,985</b>           | <b>\$3,285</b>       | <b>\$3,285</b>       |
| <b>RESERVE - STRATEGIC PLANNING STUDIES</b>         |                    |                           |                   |                          |                      |                      |
| 9709  | \$40,051           | \$40,051                  | \$0               | \$40,051                 | \$40,051             | \$40,051             |
| 4751 Transfer From Strategic Planning Studies       | \$0                | -\$20,000                 | \$0               | -\$20,000                | -\$8,335             | \$0                  |
| 4750 Transfer To Strategic Planning Studies Reserve | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$40,051</b>    | <b>\$20,051</b>           | <b>\$0</b>        | <b>\$20,051</b>          | <b>\$31,716</b>      | <b>\$40,051</b>      |
| <b>RESERVE - LAND DEVELOPMENT</b>                   |                    |                           |                   |                          |                      |                      |
| 9710  | \$350,271          | \$350,271                 | \$0               | \$350,271                | \$350,271            | \$350,271            |
| 4831 Transfer from Land Development Reserve         | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 4830 Transfer To Land Development Reserve Fund      | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$350,271</b>   | <b>\$350,271</b>          | <b>\$0</b>        | <b>\$350,271</b>         | <b>\$350,271</b>     | <b>\$350,271</b>     |
| <b>RESERVE - VEHICLES</b>                           |                    |                           |                   |                          |                      |                      |
| 9711  | \$391,795          | \$391,795                 | \$0               | \$391,795                | \$391,795            | \$391,795            |
| 4761 Transfer from Vehicle Reserve                  | \$0                | -\$265,948                | \$0               | -\$265,948               | -\$110,810           | \$0                  |
| 4760 TRANSFER TO VEHICLE RESERVE                    | \$0                | \$250,000                 | \$0               | \$250,000                | \$0                  | \$0                  |
|   | <b>\$391,795</b>   | <b>\$375,847</b>          | <b>\$0</b>        | <b>\$375,847</b>         | <b>\$280,985</b>     | <b>\$391,795</b>     |
| <b>RESERVE - ROADWORKS</b>                          |                    |                           |                   |                          |                      |                      |
| 9713  | \$435,434          | \$435,434                 | \$0               | \$435,434                | \$435,434            | \$435,434            |
| 4741 Transfer from Roadworks Reserve                | \$0                | -\$285,442                | \$0               | -\$285,442               | -\$118,935           | \$0                  |
| 4740 Transfer To Roadworks Reserve                  | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$435,434</b>   | <b>\$149,992</b>          | <b>\$0</b>        | <b>\$149,992</b>         | <b>\$316,499</b>     | <b>\$435,434</b>     |
| <b>RESERVE - REVALUATION</b>                        |                    |                           |                   |                          |                      |                      |
| 9714  | \$10,700           | \$10,700                  | \$0               | \$10,700                 | \$10,700             | \$10,700             |
| 4811 Transfer from Revaluation Reserve              | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 4810 Transfer To Revaluation Reserve                | \$0                | \$40,000                  | \$0               | \$40,000                 | \$0                  | \$0                  |
|   | <b>\$10,700</b>    | <b>\$50,700</b>           | <b>\$0</b>        | <b>\$50,700</b>          | <b>\$10,700</b>      | <b>\$10,700</b>      |

## SHIRE OF DONNYBROOK BALINGUP

## RESERVES

30/11/2021

|   | Opening Balance  | 2021/2022 Original Budget | Budget Amendments | 2021/2022 Current Budget | 2021/2022 YTD Budget | 2021/2022 YTD Actual |
|---|------------------|---------------------------|-------------------|--------------------------|----------------------|----------------------|
| <b>Cash Backed Reserves - continued</b>             |                  |                           |                   |                          |                      |                      |
| 9715 <b>RESERVE - CENTRAL BUSINESS DISTRICT</b>     | \$3,054          | \$3,054                   | \$0               | \$3,054                  | \$3,054              | \$3,054              |
| 4821 Transfer from CBD Development Reserve          | \$0              | -\$3,054                  | \$0               | -\$3,054                 | \$0                  | \$0                  |
| 4820 Transfer To CBD Reserve                        | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$3,054</b>   | <b>-\$0</b>               | <b>\$0</b>        | <b>-\$0</b>              | <b>\$3,054</b>       | <b>\$3,054</b>       |
| 9716 <b>RESERVE - BUILDINGS</b>                     | \$495,996        | \$495,996                 | \$0               | \$495,996                | \$495,996            | \$495,996            |
| 4791 Transfer from Buildings Reserve                | \$0              | -\$363,674                | \$0               | -\$363,674               | \$0                  | \$0                  |
| 4790 Transfer To Buildings Reserve                  | \$0              | \$352,692                 | \$0               | \$352,692                | \$0                  | \$0                  |
|   | <b>\$495,996</b> | <b>\$485,014</b>          | <b>\$0</b>        | <b>\$485,014</b>         | <b>\$495,996</b>     | <b>\$495,996</b>     |
| 9717 <b>RESERVE - APPLE FUNPARK</b>                 | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 4841 Transfer from Apple Funpark Reserve            | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 4840 Transfer To Apple Funpark Reserve              | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$0</b>       | <b>\$0</b>                | <b>\$0</b>        | <b>\$0</b>               | <b>\$0</b>           | <b>\$0</b>           |
| 9718 <b>RESERVE - INFORMATION TECHNOLOGY</b>        | \$93,523         | \$93,523                  | \$0               | \$93,523                 | \$93,523             | \$93,523             |
| 4801 Transfer from Information Technology Reserve   | \$0              | -\$13,000                 | \$0               | -\$13,000                | -\$5,415             | \$0                  |
| 4800 Transfer To Information Technology Reserve     | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$93,523</b>  | <b>\$80,523</b>           | <b>\$0</b>        | <b>\$80,523</b>          | <b>\$88,108</b>      | <b>\$93,523</b>      |
| 9739 <b>RESERVE COUNCIL ELECTIONS</b>               | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7131 Transfer from Council Elections Reserve        | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7130 Transfer To Council Elections Reserve          | \$0              | \$13,650                  | \$0               | \$13,650                 | \$0                  | \$0                  |
|   | <b>\$0</b>       | <b>\$13,650</b>           | <b>\$0</b>        | <b>\$13,650</b>          | <b>\$0</b>           | <b>\$0</b>           |
| 9721 <b>RESERVE - PARKS &amp; RESERVES</b>          | \$129,744        | \$129,744                 | \$0               | \$129,744                | \$129,744            | \$129,744            |
| 4871 Transfer from Parks & Reserves Reserve         | \$0              | -\$8,509                  | \$0               | -\$8,509                 | -\$3,545             | \$0                  |
| 4870 TRANSFER TO PARKS & RESERVES RESERVE           | \$0              | \$100,000                 | \$0               | \$100,000                | \$0                  | \$0                  |
|   | <b>\$129,744</b> | <b>\$221,235</b>          | <b>\$0</b>        | <b>\$221,235</b>         | <b>\$126,199</b>     | <b>\$129,744</b>     |
| 9723 <b>RESERVE - CARRIED FORWARD PROJECTS</b>      | \$688,477        | \$688,477                 | \$0               | \$688,477                | \$688,477            | \$688,477            |
| 4671 Transfer from Carried Forward Projects Reserve | \$0              | -\$294,689                | \$0               | -\$294,689               | -\$122,785           | \$0                  |
| 4670 ANSFER TO CARRIED FORWARD PROJECTS RESER       | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$688,477</b> | <b>\$393,788</b>          | <b>\$0</b>        | <b>\$393,788</b>         | <b>\$565,692</b>     | <b>\$688,477</b>     |
| 9707 <b>RESERVE - COVID 19</b>                      | \$95,058         | \$95,058                  | \$0               | \$95,058                 | \$95,058             | \$95,058             |
| 7111 Transfer from Covid 19 Reserve                 | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7110 Transfer To Covid 19 Reserve                   | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
|   | <b>\$95,058</b>  | <b>\$95,058</b>           | <b>\$0</b>        | <b>\$95,058</b>          | <b>\$95,058</b>      | <b>\$95,058</b>      |
| 9727 <b>RESERVE - PRESTON VILLAGE DEFERRED</b>      | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7221 Transfer Fom Preston Village Deferred Reserve  | \$0              | -\$40,169                 | \$0               | -\$40,169                | -\$16,735            | \$0                  |
| 7220 Transfer To Preston Village Deferred Reserve   | \$0              | \$302,126                 | \$0               | \$302,126                | \$189,126            | \$189,126            |
|   | <b>\$0</b>       | <b>\$261,957</b>          | <b>\$0</b>        | <b>\$261,957</b>         | <b>\$172,391</b>     | <b>\$189,126</b>     |
| 9728 <b>RESERVE - PRESTON VILLAGE RESERVE FUND</b>  | \$0              | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7231 Transfer From Preston Village Reserve          | \$0              | -\$16,499                 | \$0               | -\$16,499                | -\$6,875             | \$0                  |
| 7230 Transfer To Preston Village Reserve            | \$0              | \$38,320                  | \$0               | \$38,320                 | \$38,320             | \$38,320             |
|   | <b>\$0</b>       | <b>\$21,821</b>           | <b>\$0</b>        | <b>\$21,821</b>          | <b>\$31,445</b>      | <b>\$38,320</b>      |

## SHIRE OF DONNYBROOK BALINGUP

## RESERVES

30/11/2021

|  | Opening Balance    | 2021/2022 Original Budget | Budget Amendments | 2021/2022 Current Budget | 2021/2022 YTD Budget | 2021/2022 YTD Actual |
|--|--------------------|---------------------------|-------------------|--------------------------|----------------------|----------------------|
| <b>Cash Backed Reserves - continued</b>                      |                    |                           |                   |                          |                      |                      |
| 9729   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7241   | \$0                | -\$51,818                 | \$0               | -\$51,818                | -\$21,590            | \$0                  |
| 7240   | \$0                | \$64,877                  | \$0               | \$64,877                 | \$64,877             | \$64,877             |
|  | <b>\$0</b>         | <b>\$13,059</b>           | <b>\$0</b>        | <b>\$13,059</b>          | <b>\$43,287</b>      | <b>\$64,877</b>      |
| 9730   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7141   | \$0                | -\$60,000                 | \$0               | -\$60,000                | -\$25,000            | \$0                  |
| 7140   | \$0                | \$108,626                 | \$0               | \$108,626                | \$97,702             | \$97,702             |
|  | <b>\$0</b>         | <b>\$48,626</b>           | <b>\$0</b>        | <b>\$48,626</b>          | <b>\$72,702</b>      | <b>\$97,702</b>      |
| 9731   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7161   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7160   | \$0                | \$261,549                 | \$0               | \$261,549                | \$261,549            | \$251,920            |
|  | <b>\$0</b>         | <b>\$261,549</b>          | <b>\$0</b>        | <b>\$261,549</b>         | <b>\$261,549</b>     | <b>\$251,920</b>     |
| 9733   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7181   | \$0                | -\$15,164                 | \$0               | -\$15,164                | -\$6,320             | \$0                  |
| 7180   | \$0                | \$357,486                 | \$0               | \$357,486                | \$338,237            | \$338,237            |
|  | <b>\$0</b>         | <b>\$342,322</b>          | <b>\$0</b>        | <b>\$342,322</b>         | <b>\$331,917</b>     | <b>\$338,237</b>     |
| 9734   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7201   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7200   | \$0                | \$208,975                 | \$0               | \$208,975                | \$208,975            | \$207,681            |
|  | <b>\$0</b>         | <b>\$208,975</b>          | <b>\$0</b>        | <b>\$208,975</b>         | <b>\$208,975</b>     | <b>\$207,681</b>     |
| <b>RESERVE - MINNINUP COTTAGES 5-8 LONG TERM MAINTENANCE</b> |                    |                           |                   |                          |                      |                      |
| 9735   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7151   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7150   | \$0                | \$6,169                   | \$0               | \$6,169                  | \$6,169              | \$5,669              |
|  | <b>\$0</b>         | <b>\$6,169</b>            | <b>\$0</b>        | <b>\$6,169</b>           | <b>\$6,169</b>       | <b>\$5,669</b>       |
| 9736   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7171   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7170   | \$0                | \$5,128                   | \$0               | \$5,128                  | \$5,128              | \$4,628              |
|  | <b>\$0</b>         | <b>\$5,128</b>            | <b>\$0</b>        | <b>\$5,128</b>           | <b>\$5,128</b>       | <b>\$4,628</b>       |
| 9737   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7191   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7190   | \$0                | \$10,823                  | \$0               | \$10,823                 | \$4,510              | \$10,223             |
|  | <b>\$0</b>         | <b>\$10,823</b>           | <b>\$0</b>        | <b>\$10,823</b>          | <b>\$4,510</b>       | <b>\$10,223</b>      |
| 9738   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7211   | \$0                | \$0                       | \$0               | \$0                      | \$0                  | \$0                  |
| 7210   | \$0                | \$2,400                   | \$0               | \$2,400                  | \$1,000              | \$1,800              |
|  | <b>\$0</b>         | <b>\$2,400</b>            | <b>\$0</b>        | <b>\$2,400</b>           | <b>\$1,000</b>       | <b>\$1,800</b>       |
| <b>Grand Totals</b>  | <b>\$5,426,259</b> | <b>\$4,716,130</b>        | <b>\$0</b>        | <b>\$4,454,173</b>       | <b>\$4,728,769</b>   | <b>\$5,426,259</b>   |



**Intra Reserve Fund Transfers**

|                                     |                     |            |                     |                     |                     |
|-------------------------------------|---------------------|------------|---------------------|---------------------|---------------------|
| Aged Housing Reserve                | <b>-\$1,323,183</b> |            | <b>-\$1,323,183</b> | <b>-\$1,323,183</b> | <b>-\$1,210,182</b> |
| <b>Total Transfers From Reserve</b> | <b>-\$1,323,183</b> | <b>\$0</b> | <b>-\$1,323,183</b> | <b>-\$1,323,183</b> | <b>-\$1,210,182</b> |

|  |                    |            |                    |                    |                    |
|--|--------------------|------------|--------------------|--------------------|--------------------|
| Preston Village Exit Deferred Management Fee Reserve | <b>\$302,126</b>   |            | <b>\$302,126</b>   | <b>\$302,126</b>   | <b>\$189,126</b>   |
| Preston Village Reserve Fund Contribution Reserve    | <b>\$38,320</b>    |            | <b>\$38,320</b>    | <b>\$38,320</b>    | <b>\$38,320</b>    |
| Minninup Cottages 1-4 Surplus Reserve                | <b>\$64,877</b>    |            | <b>\$64,877</b>    | <b>\$64,877</b>    | <b>\$64,877</b>    |
| Minninup Cottages 5-8 Surplus Reserve                | <b>\$97,702</b>    |            | <b>\$97,702</b>    | <b>\$97,702</b>    | <b>\$97,702</b>    |
| Minninup Cottages 9-12 Surplus Reserve               | <b>\$251,920</b>   |            | <b>\$251,920</b>   | <b>\$251,920</b>   | <b>\$251,920</b>   |
| Langley Villas 1-6 Surplus Reserve                   | <b>\$338,237</b>   |            | <b>\$338,237</b>   | <b>\$338,237</b>   | <b>\$338,237</b>   |
| Langley Villas 7-9 Surplus Reserve                   | <b>\$207,681</b>   |            | <b>\$207,681</b>   | <b>\$207,681</b>   | <b>\$207,681</b>   |
| Minninup Cottages 5-8 Long Term Maintenance Reserve  | <b>\$5,669</b>     |            | <b>\$5,669</b>     | <b>\$5,669</b>     | <b>\$5,669</b>     |
| Minninup Cottages 9-12 Long Term Maintenance Reserve | <b>\$4,628</b>     |            | <b>\$4,628</b>     | <b>\$4,628</b>     | <b>\$4,628</b>     |
| Langley Villas 1-6 Long Term Maintenance Reserve     | <b>\$10,223</b>    |            | <b>\$10,223</b>    | <b>\$10,223</b>    | <b>\$10,223</b>    |
| Langley Villas 7-9 Long Term Maintenance Reserve     | <b>\$1,800</b>     |            | <b>\$1,800</b>     | <b>\$1,800</b>     | <b>\$1,800</b>     |
| <b>Total Transfers To Reserve</b>                    | <b>\$1,323,183</b> | <b>\$0</b> | <b>\$1,323,183</b> | <b>\$1,323,183</b> | <b>\$1,210,182</b> |
| <b>Net Impact on Reserve Balances</b>                | <b>\$0</b>         | <b>\$0</b> | <b>\$0</b>         | <b>\$0</b>         | <b>\$0</b>         |

**Transfers To/From Municipal Fund**

|                                     |            |                     |            |                     |                   |             |
|-------------------------------------|------------|---------------------|------------|---------------------|-------------------|-------------|
| <b>Total Transfers To Reserve</b>   | <b>\$0</b> | <b>\$824,638</b>    | <b>\$0</b> | <b>\$824,638</b>    | <b>-\$107,590</b> | <b>\$0</b>  |
| <b>Total Transfers From Reserve</b> | <b>\$0</b> | <b>-\$1,647,768</b> | <b>\$0</b> | <b>-\$1,647,768</b> | <b>-\$530,510</b> | <b>-\$0</b> |

**SHIRE OF DONNYBROOK BALINGUP**

**RESERVES**

**30/11/2021**

**Cash Backed Reserves - continued**

**Reserve Name**

**Reserve Purpose**

|  |  |
|--|--|
| Waste Management Reserve                             | To receive funds collected from the Shire's Waste Management levy for the purpose of providing waste management facilities.  |
| Bushfire Control & Management Reserve                | To receive funds collected from the Shire's Fire Protection Levy for the purpose of providing fire fighting equipment to meet the needs of the district.           |
| Aged Housing Reserve                                 | Established to manage funds from aged housing schemes for the upgrade of Council managed   |
| Employee Entitlements Reserve                        | Established to provide for the payment of annual leave, long service leave, personal leave, and grandfathered gratuity scheme entitlements.                        |
| Arbuthnott Memorial Scholarship Reserve              | To fund the payment of the Arbuthnott Scholarship.   |
| Strategic Planning Studies Reserve                   | Established to accumulate funds for engaging strategic studies / reports.  |
| Land Development Reserve Fund                        | To fund the purchase of land for future community purposes.  |
| Vehicle Reserve                                      | To accumulate funds for the acquisition and replacement of Council's vehicle fleet.  |
| Roadworks Reserve                                    | Established to accumulate funds for the construction, renewal and major maintenance of road infrastructure.  |
| Revaluation Reserve                                  | Established to accumulate funds for asset revaluations and rates gross rental valuation - General revaluation.   |
| Central Business District Reserve                    | To fund future Central Business District projects.   |
| Buildings Reserve                                    | To accumulate funds for the construction, renewal and major maintenance of Council buildings.  |
| Apple Funpark Reserve                                | To receive donations and to provide for the future capital upgrade and maintenance of equipment and facilities at the Apple Funpark in Collins Street, Donnybrook. |
| Information Technology Reserve                       | To accumulate funds for the acquisition and replacement of information technology equipment and software.  |
| Council Election Reserve                             | Established to accumulate funds for Council postal elections   |
| Park and Reserves Reserve                            | Established to accumulate funds for the construction, renewal and major maintenance of parks & reserves infrastructure.  |
| Carried Forward Project Reserve                      | Established to accumulate funds from projects carried into future financial years.   |
| COVID 19 Reserve                                     | To fund initiatives and activities associated with the Shire's response and recovery from the COVID-19 pandemic.   |
| Preston Village Exit Deferred Management Fee Reserve | Established to accumulate Preston Village Deferred Management Fees.  |
| Preston Village Reserve Fund Contribution Reserve    | To accumulate the Preston Village Reserve Contribution for purposes prescribed within the Residence Contracts.   |
| Minninup Cottages 1-4 Surplus Reserve                | To accumulate surplus income of units 1-4 for the purposes of unit maintenance, renewal and upgrades.  |
| Minninup Cottages 5-8 Surplus Reserve                | To accumulate surplus income of units 5-8 for purposes prescribed in the Joint Venture Agreement.  |
| Minninup Cottages 9-12 Surplus Reserve               | To accumulate surplus income of units 9-12 for purposes prescribed in the Joint Venture Agreement.   |
| Langley Villas 1-6 Surplus Reserve                   | To accumulate surplus income of units 1-6 for purposes prescribed in the Joint Venture Agreement.  |
| Langley Villas 7-9 Surplus Reserve                   | To accumulate surplus income of units 7-9 for purposes prescribed in the Joint Venture Agreement.  |
| Minninup Cottages 5-8 Long Term Maintenance Reserve  | To accumulate funds for units 5-8 prescribed under the Joint Venture Agreement for the purposes of property maintenance.   |
| Minninup Cottages 9-12 Long Term Maintenance Reserve | To accumulate funds for units 9-12 prescribed under the Joint Venture Agreement for the purposes of property maintenance.  |
| Langley Villas 1-6 Long Term Maintenance Reserve     | To accumulate funds for units 1-6 prescribed under the Joint Venture Agreement for the purposes of property maintenance.   |
| Langley Villas 7-9 Long Term Maintenance Reserve     | To accumulate funds for units 7-9 prescribed under the Joint Venture Agreement for the purposes of property maintenance.   |



## SHIRE OF DONNYBROOK BALINGUP

### Grant Income

**30/11/2021**

| COA                              | Description                               | 2021/22<br>Original<br>Budget | 2021/22<br>Budget<br>Amendments | 2021/22<br>Current<br>Budget | 2021/22<br>YTD<br>Budget | Capital Grants<br>YTD<br>Actual | Operating Grant<br>YTD<br>Actual |
|----------------------------------|---|-------------------------------|---------------------------------|------------------------------|--------------------------|---------------------------------|----------------------------------|
| <b>General Purpose Funding</b>   |   |                               |                                 |                              |                          |                                 |                                  |
| 0091                             | GRANTS - LGGC FINANCIAL ASSISTANCE GRANTS | -\$695,720                    | \$0                             | -\$695,720                   | -\$347,860               | \$0                             | -\$317,460                       |
| 1031                             | GRANTS - LGGC LOCAL ROAD GRANT            | -\$388,538                    | \$0                             | -\$388,538                   | -\$194,268               | \$0                             | -\$164,258                       |
|                                  | <b>Subtotal</b>                           | <b>-\$1,084,258</b>           | <b>\$0</b>                      | <b>-\$1,084,258</b>          | <b>-\$542,128</b>        | <b>\$0</b>                      | <b>-\$481,718</b>                |
| <b>Law, Order, Public Safety</b> |   |                               |                                 |                              |                          |                                 |                                  |
| 1163                             | GRANT - SES ESL OPERATING GRANT           | -\$19,780                     | \$0                             | -\$19,780                    | -\$8,240                 | \$0                             | -\$9,890                         |
| 5123                             | GRANTS - VFBF ESL OPERATING GRANT         | -\$211,102                    | \$0                             | -\$211,102                   | -\$87,955                | \$0                             | -\$114,510                       |
| 6963                             | GRANTS - BUSHFIRE MITIGATION              | -\$327,015                    | \$0                             | -\$327,015                   | \$0                      | \$0                             | -\$7,371                         |
| 0765                             | GRANTS (CAPITAL) - VFBF ESL ASSETS        | -\$17,586                     | \$0                             | -\$17,586                    | -\$7,325                 | \$0                             | \$0                              |
|                                  | <b>Subtotal</b>                           | <b>-\$575,483</b>             | <b>\$0</b>                      | <b>-\$575,483</b>            | <b>-\$103,520</b>        | <b>\$0</b>                      | <b>-\$131,771</b>                |
| <b>Recreation And Culture</b>    |   |                               |                                 |                              |                          |                                 |                                  |
| 0465                             | GRANTS (CAPITAL) - ASSETS                 | -\$50,000                     | \$0                             | -\$50,000                    | -\$12,500                | -\$3,409                        | \$0                              |
| 0475                             | GOVT GRANTS - COMMUNITY FACILITIES        | -\$4,511,500                  | \$0                             | -\$4,511,500                 | \$0                      | \$0                             | \$0                              |
| 7105                             | GRANTS (CAPITAL) - ASSETS                 | -\$2,106,387                  | \$0                             | -\$2,106,387                 | -\$1,130,000             | -\$1,132,808                    | \$0                              |
|                                  | <b>Subtotal</b>                           | <b>-\$6,667,887</b>           | <b>\$0</b>                      | <b>-\$6,667,887</b>          | <b>-\$1,142,500</b>      | <b>-\$1,136,217</b>             | <b>\$0</b>                       |
| <b>Transport</b>                 |   |                               |                                 |                              |                          |                                 |                                  |
| 0933                             | GRANTS - MRD DIRECT GRANTS                | -\$172,075                    | \$0                             | -\$172,075                   | -\$172,075               | \$0                             | -\$172,075                       |
| 0325                             | GRANTS - BLACK SPOTS                      | -\$310,850                    | \$0                             | -\$310,850                   | \$0                      | -\$5,149                        | \$0                              |
| 0405                             | GRANTS - SUNDRY TRANSPORT CONSTRUCTION    | -\$275,000                    | \$0                             | -\$275,000                   | -\$114,580               | -\$110,000                      | \$0                              |
| 3251                             | GRANTS - LGGC SPECIAL PROJECTS (BRIDGES)  | -\$1,522,000                  | \$0                             | -\$1,522,000                 | \$0                      | \$0                             | \$0                              |
| 3261                             | Regional Road Safety Program              | -\$888,000                    | \$0                             | -\$888,000                   | \$0                      | \$0                             | \$0                              |
| 3291                             | Regional Road Safety Program              | -\$961,332                    | \$0                             | -\$961,332                   | -\$400,555               | -\$364,584                      | \$0                              |
| 3331                             | Regional Road Safety Program              | -\$503,657                    | \$0                             | -\$503,657                   | \$0                      | \$0                             | \$0                              |
|                                  | <b>Subtotal</b>                           | <b>-\$4,632,914</b>           | <b>\$0</b>                      | <b>-\$4,632,914</b>          | <b>-\$687,210</b>        | <b>-\$479,733</b>               | <b>-\$172,075</b>                |
| <b>Economic Services</b>         |   |                               |                                 |                              |                          |                                 |                                  |
| 0975                             | GRANTS (CAPITAL) - ASSETS                 | -\$28,000                     | \$0                             | -\$28,000                    | -\$11,665                | -\$20,396                       | \$0                              |
| 3413                             | GRANTS - PROGRAMS                         | -\$315,266                    | \$0                             | -\$315,266                   | \$0                      | \$0                             | \$0                              |
|                                  | <b>Subtotal</b>                           | <b>-\$343,266</b>             | <b>\$0</b>                      | <b>-\$343,266</b>            | <b>-\$11,665</b>         | <b>-\$20,396</b>                | <b>\$0</b>                       |
|                                  | <b>Grand Totals</b>                       | <b>-\$13,303,808</b>          | <b>\$0</b>                      | <b>-\$13,303,808</b>         | <b>-\$2,487,023</b>      | <b>-\$1,636,347</b>             | <b>-\$785,563</b>                |
|                                  | <b>Total Operating Grants</b>             | <b>-\$2,129,496</b>           | <b>\$0</b>                      | <b>-\$2,129,496</b>          | <b>-\$810,398</b>        | <b>\$0</b>                      | <b>-\$785,563</b>                |
|                                  | <b>Total Non Operating Grants</b>         | <b>-\$11,174,312</b>          | <b>\$0</b>                      | <b>-\$11,174,312</b>         | <b>-\$1,676,625</b>      | <b>-\$1,636,347</b>             | <b>\$0</b>                       |



**SHIRE OF DONNYBROOK BALINGUP  
INFORMATION ON BORROWINGS  
30/11/2021**

**Information on Borrowings**

| Purpose/Program                    | Loan Number | Institution | Interest Rate | Principal 1-Jul-21 | New Loans        | Principal Repayments | Principal Outstanding | Interest Repayments | Principal Repayments | Principal Outstanding | Interest Repayments |  |
|------------------------------------|-------------|-------------|---------------|--------------------|------------------|----------------------|-----------------------|---------------------|----------------------|-----------------------|---------------------|--|
|                                    |             |             |               | \$                 | \$               | 2021/22 Budget \$    | 2020/21 Budget \$     | 2020/21 Budget \$   | 2021/22 Actual \$    | 2020/21 Actual \$     | 2020/21 Actual \$   |  |
| <b>Health</b>                      |             |             |               |                    |                  |                      |                       |                     |                      |                       |                     |  |
| Dental Surgery Extensions          | 74          | WATC        | 5.83%         | 54,109             | 0                | (12,385)             | 41,724                | (2,977)             | 6,103                | 48,006                | (1,277)             |  |
| <b>Education and welfare</b>       |             |             |               |                    |                  |                      |                       |                     |                      |                       |                     |  |
| Tuia Lodge Fire Suppression System | 93          | WATC        | 1.58%         | 263,917            | 0                | (27,512)             | 236,405               | (4,062)             | 13,702               | 250,215               | (1,310)             |  |
| <b>Recreation and culture</b>      |             |             |               |                    |                  |                      |                       |                     |                      |                       |                     |  |
| * Donnybrook Country Club          | 90          | WATC        | 2.74%         | 54,992             | 0                | (9,396)              | 45,596                | (1,443)             | 4,666                | 50,326                | (473)               |  |
| VC Mitchell Park (Stage 1)         | TBA         | WATC        | TBA           | 0                  | 2,500,000        | 0                    | 2,500,000             | 0                   | 0                    | 0                     | 0                   |  |
| <b>Economic services</b>           |             |             |               |                    |                  |                      |                       |                     |                      |                       |                     |  |
| Collins Street                     | 80          | WATC        | 6.73%         | 29,546             | 0                | (14,284)             | 15,262                | (1,752)             | 7,024                | 22,522                | (121)               |  |
| <b>Total</b>                       |             |             |               | <b>402,564</b>     | <b>2,500,000</b> | <b>(63,577)</b>      | <b>2,838,987</b>      | <b>(10,234)</b>     | <b>31,496</b>        | <b>371,068</b>        | <b>(3,182)</b>      |  |

All debenture repayments are to be financed by general purpose revenue, with the exception of Self-Supporting Loans which are reimbursed to Council by the relevant community group.

**Income - Self Supporting Loans**

\* Donnybrook Country Club

| YTD Actual  |          |          |
|-------------|----------|----------|
| Principal   | Interest | Total    |
| -\$4,666.17 | -\$753   | -\$5,420 |

To: Ben Rose  
Shire of Donnybrook-Balingup  
Cnr Collins Street and, Bentley St,  
Donnybrook WA 6239

Dear Ben,

RE: Letter of Proposal for funding Lost & Found 2022

Firstly, thank you for giving consideration to partnering with Lost & Found for 2022.

The festival had an incredibly successful first year. A full list of outcomes is outlined in the Post Event Report however in summary, the inaugural program had 22 events across 16 venues, two of which were in the Shire of Donnybrook-Balingup. 87% of the total tickets available were sold, with approximately 4000 attendances over the 4 days, 30% of which were from outside the region.

The event has the potential to have significant, ongoing, economic benefits for businesses within Bunbury Geographe, as guests to the events were either from out of town (30%) or were encouraged to explore businesses/regions they weren't familiar with (74%). The audience was predominantly made up of professionals (47%) who spent more than \$100 on their Lost & Found experience (74%), 100% of which goes back into the businesses that trade in the region. In addition to spending money on tickets to the events, 67% of survey respondents said they spent additional money on other products and services, such as meals out, transport, accommodation, wine and other items.

In 2022, we're excited to build on the solid foundations that were laid in the 2021 event by increasing the size of the program, attracting more consumers, and expanding the number of experiences to include more live music, nature-based activities and more large-scale family events (all top experiences of interest to our survey participants).

With your support, we're eager to extend the festival into the Shire of Donnybrook-Balingup, while aiding the Shire in sharing its tourism story and trail networks.

Please take a read over the post event report to understand the complete scope of outcomes and benefits that Lost & Found can bring to the Shire of Donnybrook-Balingup, the community and businesses. We have also outlined partnership benefits for the funding in an attached document.





# LOST & FOUND

2021 POST EVENT REPORT

WHAT IS

# LOST & FOUND?



LOST & FOUND WAS A FOUR-DAY FESTIVAL SET WITHIN THE FERGUSON VALLEY, BUNBURY & SURROUNDS ON SEPTEMBER 9 - 12, 2021.



GUESTS WERE INVITED TO GET LOST IN THE BUSTLING PORT CITY OF BUNBURY AND ITS WINE LOVING NEIGHBOUR, FERGUSON VALLEY, BOTH OF WHICH CAME ALIVE WITH MORE THAN 20 SPECIAL EVENTS MADE FOR LOVERS OF GREAT FOOD AND WINE, CRAFT BEER, LIVE MUSIC, FAMILY FUN AND MORE.

EVENTS RANGED FROM LONG TABLE DINNERS IN BARREL HALLS AND ROCKING HOEDOWNS, TO VERTICAL TASTINGS, WINE WORKSHOPS, BOOZY BRUNCHES AND LIVE MUSIC EVENTS.







AVERAGE TICKET PRICE

1,131

TOTAL TICKETS SOLD

87%

OF TICKET CAPACITY SOLD OUT



\$56,000

TOTAL BUSINESS REVENUE



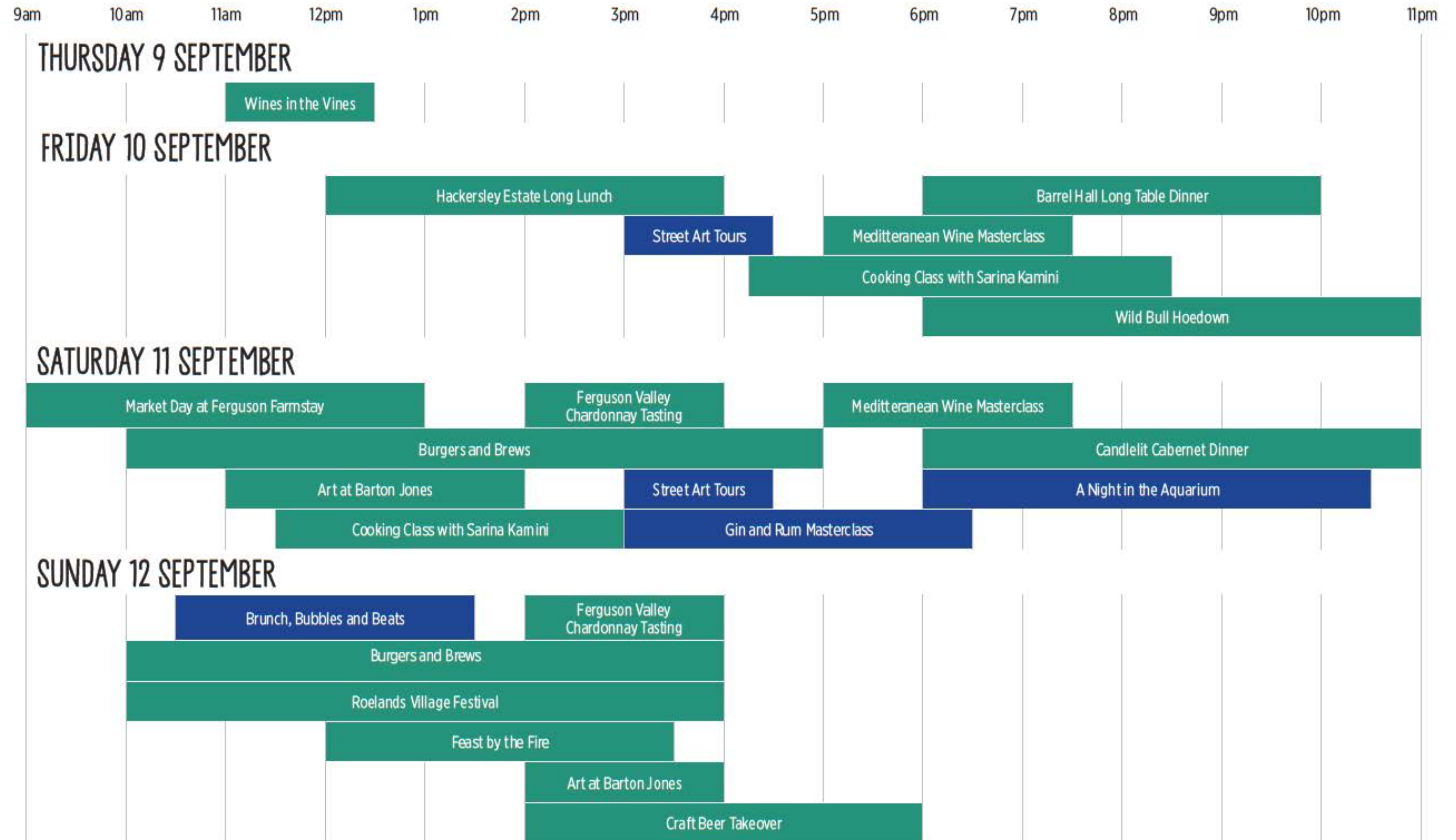
4,000

ATTENDANCES

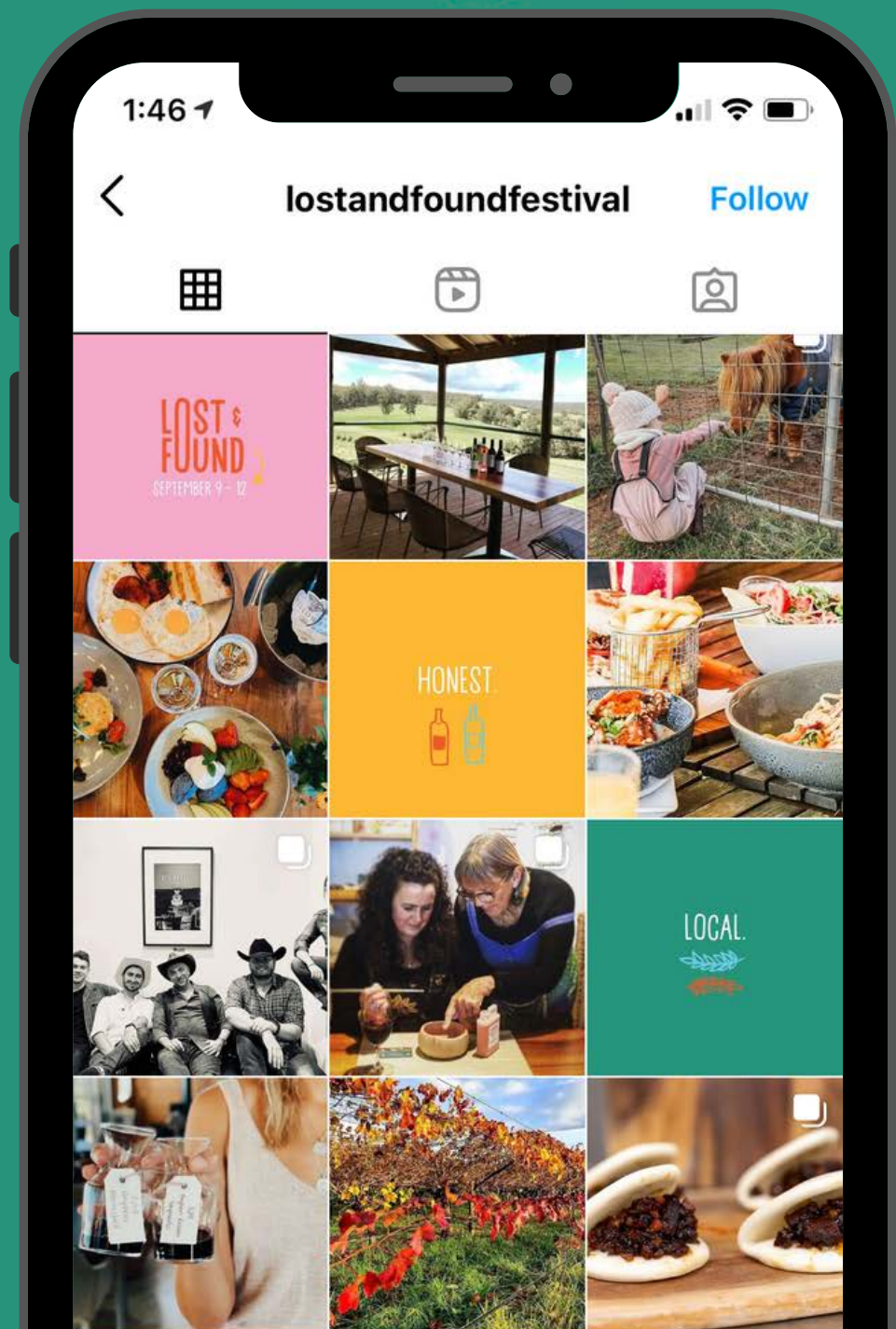
# PROGRAM

## CALENDAR OF EVENTS

Event times are indicative only, check your ticket for final details.



# MARKETING ACTIVITIES : OWNED



## INSTAGRAM

837  
FOLLOWERS

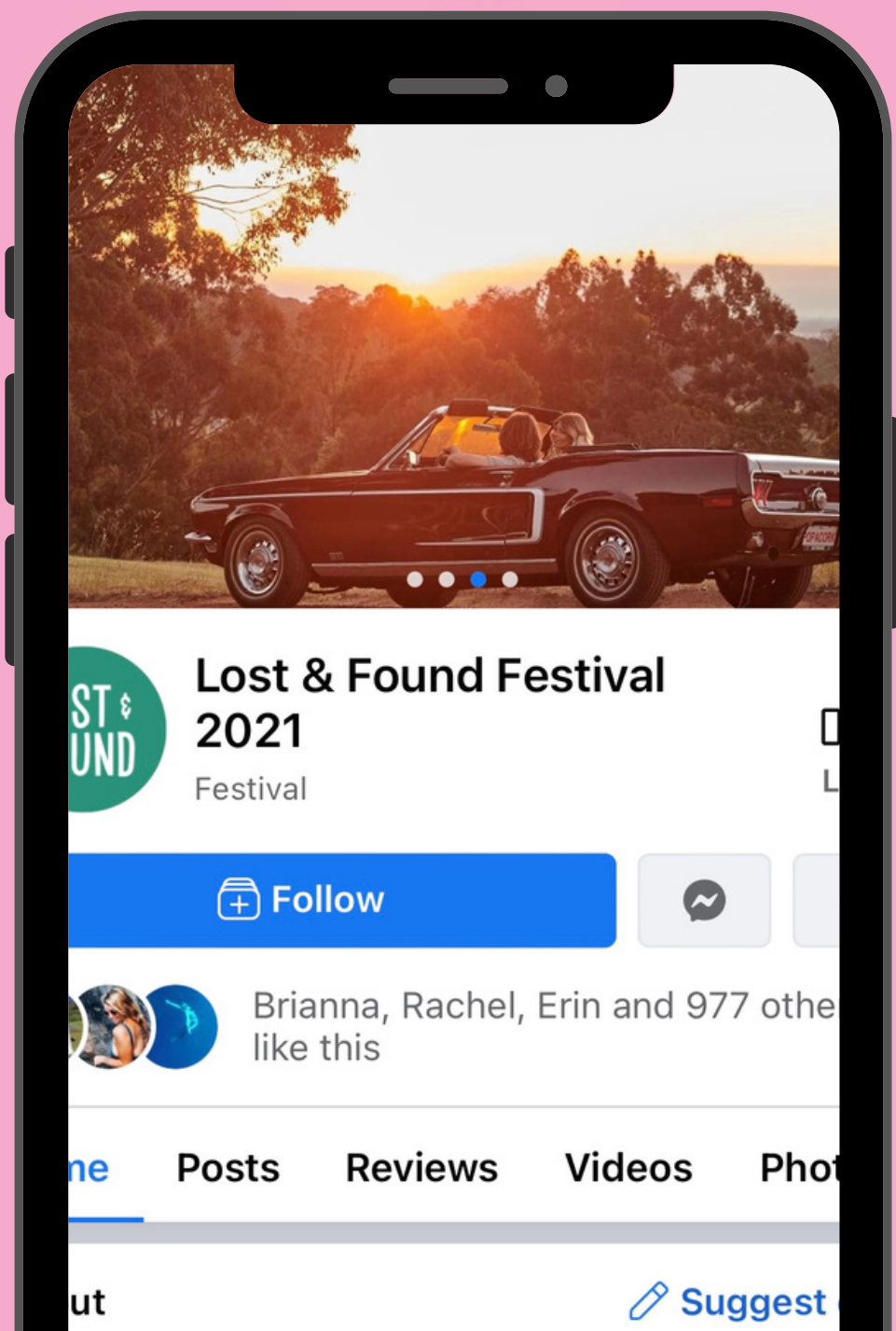
109,546  
IMPRESSIONS

70,814  
REACH

115  
WEBSITE CLICKS

\*\*90.3% FROM ADS AND PROMOTION

# MARKETING ACTIVITIES : OWNED



# FACEBOOK

 983  
LIKES

 1,191  
FOLLOWERS

  
181,466  
IMPRESSIONS

MARKETING  
ACTIVITIES : OWNED

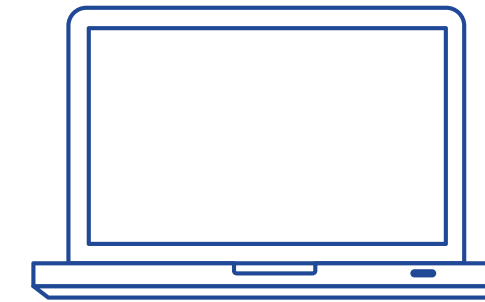


FESTIVAL NEWS



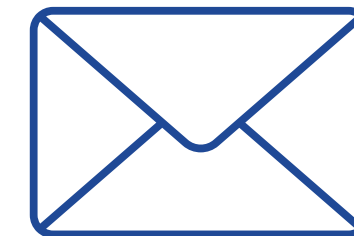
WANT TO PLAN  
YOUR LOST &  
FOUND ATTACK?

BLOG ARTICLES + EDMS



6

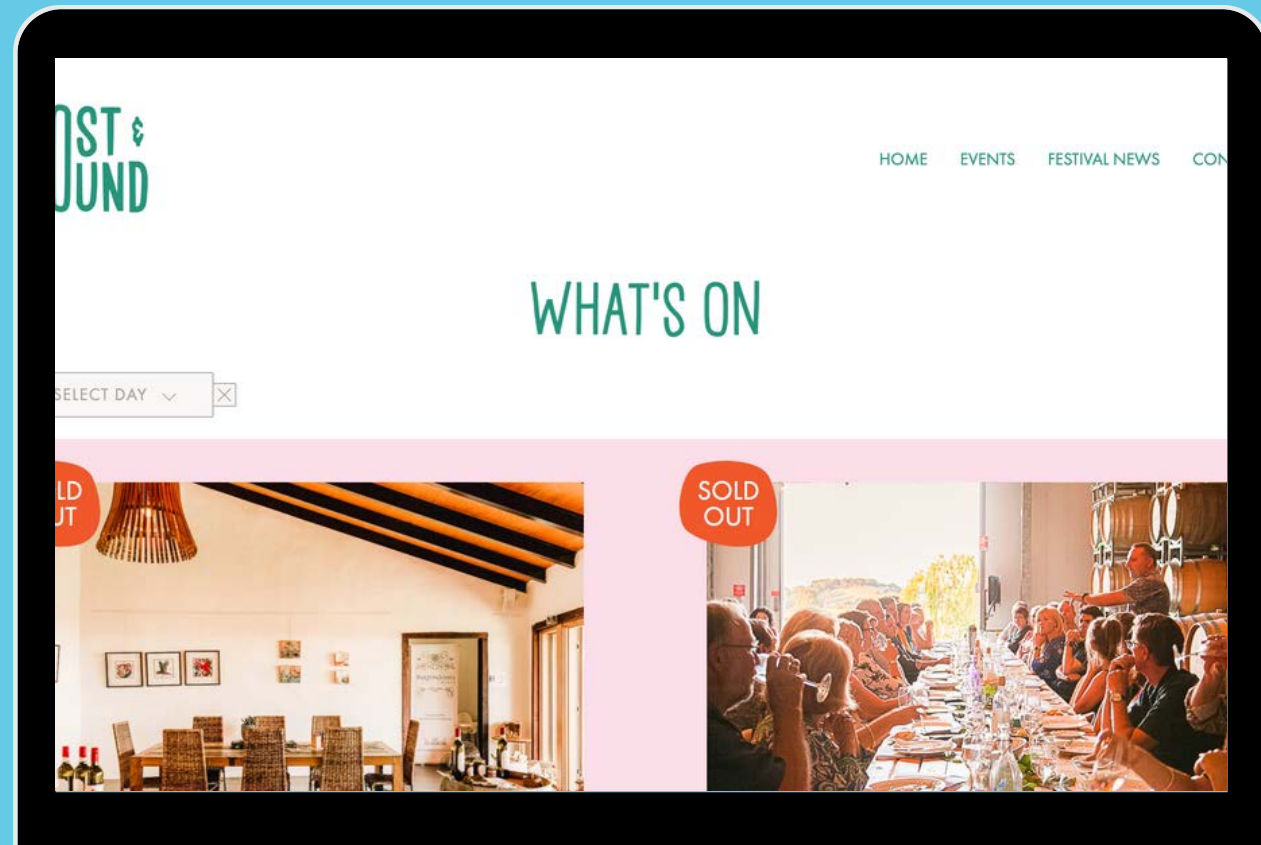
UNIQUE BLOG POSTS WRITTEN



5

EDM NEWSLETTERS SENT

# MARKETING ACTIVITIES : OWNED



# WEBSITE

7,067  
USERS

30,680  
PAGE VIEWS

9,748  
SESSIONS

75.4%  
OF USERS  
FROM PERTH

# MARKETING ACTIVITIES : PAID

-  SOCIAL MEDIA CAMPAIGNS
-  PROGRAMS
-  POSTERS
-  BILLBOARDS + SIGNAGE
-  MEDIA ADVERTISEMENTS



**LOST & FOUND**

Get lost in Bunbury and the Ferguson Valley this Spring.

9 - 12 SEPTEMBER

The bustling port city and its wine loving neighbour come alive, with special events made for lovers of great food, incredible wine, craft beer and live music.

Visit [lostandfoundfestival.com.au](http://lostandfoundfestival.com.au) for more information and to book tickets.



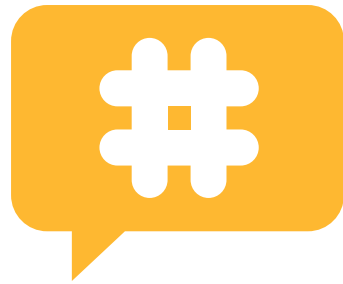
**LOST & FOUND**

Bunbury and the Ferguson Valley

**FESTIVAL PROGRAM** | 9 - 12 SEPTEMBER

[lostandfoundfestival.com.au](http://lostandfoundfestival.com.au)





# SOCIAL MEDIA CAMPAIGNS



\$0.97

COST PER LINK CLICK

775,196

IMPRESSIONS

\$0.05

COST PER 3 SECOND VIDEO VIEW

297,552

REACH

\$0.69

COST PER EVENT RESPONSE

64,269

ENGAGEMENT



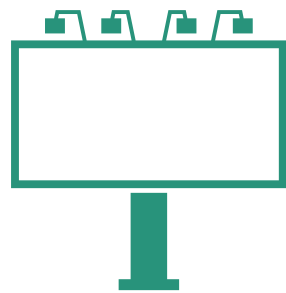
300

POSTERS DISTRIBUTED ACROSS  
PERTH AND THE SOUTHWEST



7,000

PROGRAMS PRINTED  
AND DISTRIBUTED



2

BILLBOARDS ACROSS BUNBURY



LOSE  
YOURSELF

# SCOOP DIGITAL



- 1 DEDICATED BLOG
- 2 NEWSLETTER FEATURES (32,000 SUBSCRIBERS)
- MULTIPLE POSTS ACROSS SCOOP'S FACEBOOK, INSTAGRAM AND TWITTER ACCOUNTS (29,000 FOLLOWERS)
- WEBSITE PROMOTION (70,000 UNIQUE VISITORS PER MONTH)
- A PREMIUM LISTING 1 WEEK PRIOR TO THE EVENT (160,000 CONTENT SEARCHERS PER MONTH ON LOCALISTA)





South Western Times 

South Western Times



Bunbury Herald

Today's Paper | Place an Ad  
Wednesday, 22 September 2021

BIG WIN: History made as Wines wins Brownlow Medal



NEWS > BUNBURY HERALD



'Lost' festival finds its niche

Angie Ayers, Noel Brunning and Brianna Delaporte. Picture: Carly Laden/Carly Laden/Bunbury Herald

\$1.50 Thursday, July 22, 2021

Established 1888

A West Australian Newspapers publication

South Western Times



SPORT  
SUPER SUB  
BLAKELY'S  
CATCH-22



GOING  
FOR  
GOLD  
PAGES 6-7


Spud King's nephew behind bars over terrifying break-in

JAIL FOR HOME  
INVADER



South Western Times | South West | Regional WA | Festivals

Program launches for new Lost and Found Festival putting Bunbury, Ferguson Valley talent on the map


 Ailish Delaney | South Western Times  
Thu, 8 July 2021 9:46AM

Ailish Delaney



South Western Times | South West | Regional WA

Lost and Found Festival showcasing food, art and wine of Ferguson Valley, Bunbury

 Ailish Delaney | South Western Times  
Thu, 9 September 2021 9:16AM

Ailish Delaney





COVERAGE ACROSS TOURISM WA'S SOCIAL CHANNELS



NEWSLETTER MENTIONS ACROSS CITY OF BUNBURY, DISCOVER FERGUSON VALLEY, VISIT BUNBURY GEOGRAPHE, AUSTRALIA'S SOUTH WEST AND EAT, DRINK, DISCOVER.



2-MONTH FREE BILLBOARD USE ACROSS CITY OF BUNBURY  
DIGITAL AND STATIC BILLBOARDS



3 X ARTICLES IN SOUTH WESTERN TIMES  
1 X ARTICLE IN THE BUNBURY HERALD



3 X STORIES/MENTIONS ON TRIPLE M BREAKFAST RADIO PROGRAM  
WITH ANGIE AYERS

## MARKETING ACTIVITIES : EARNED





# FESTIVAL HIGHLIGHTS





STALL HOLDER'S  
RECORD DAY!



1,800  
VISITORS

4 STALLS  
SOLD OUT!

THE MARKET DAY  
AT FERGUSON FARMSTAY

SATURDAY, SEPTEMBER 11



“  
"BRILLIANT CONCEPT,  
WELL ORGANISED."  
—  
—

"WE HAD AN AMAZING LONG LUNCH WITH WINE PAIRING. EXCELLENT FOOD, GREAT HOSTS, MET SOME NICE PEOPLE, BEAUTIFUL SETTING. WOULD HIGHLY RECOMMEND HACKERSLEY ESTATE WINERY."

"STREET ART TOUR WAS FANTASTIC"

"ABSOLUTELY BRILLIANT AT GREEN DOOR AND CUPRUM DISTILLERY. THOROUGHLY ENJOYED BOTH EVENTS AND EAGER TO REPEAT NEXT YEAR."

"ATTENDED ST AIDEN CABERNET DINNER - GREAT NIGHT, FOOD AND WINE. WISH WE COULD HAVE ATTENDED MORE EVENTS."

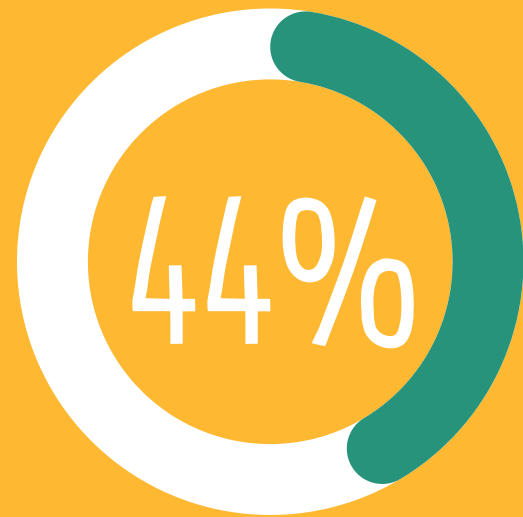
↪ "FEAST BY THE FIRE AT MAZZA. IT WAS AN EXCEPTIONAL EVENT".



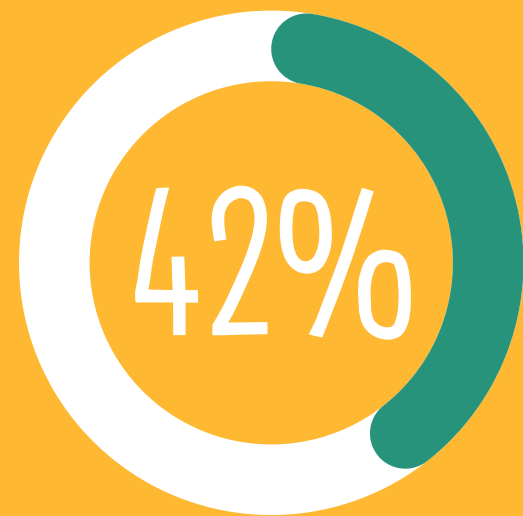
# WHAT GUESTS WANT MORE OF



OF GUESTS WANT MORE FOOD AND BEVERAGE SPECIALS AT PARTICIPATING VENUES



OF GUESTS WANT MORE LIVE MUSIC AT EVENTS



OF GUESTS WANT MORE WINE EDUCATION EVENTS

## MOST COMMON FEEDBACK

"FERGUSON FARM MARKETS.  
GREAT VENUE AND LOCAL STALLS,  
WOULD LIKE TO SEE  
**MORE STALLS** IF  
POSSIBLE."

WHAT DID OUR  
VENUES HAVE  
TO SAY?

"VERY WELL  
ORGANISED  
&  
COMMUNICATED."

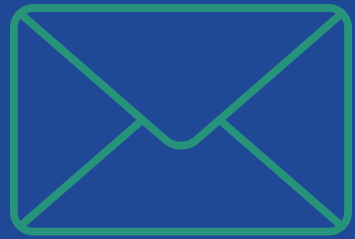
"GREAT TO WORK  
WITH THE GIRLS!  
LOOKING  
FORWARD TO  
NEXT YEAR!"

"TICKETS SOLD VERY QUICKLY AND THE EVENT WAS SOLD  
OUT WHICH WAS GREAT!"

"GREAT!"



# IMPACT ON LOCAL BUSINESSES



INCREASE OF NEW CUSTOMERS  
THAT WERE NOT ON A PREVIOUS  
MAILING LIST



INCREASE IN SOCIAL MEDIA  
FOLLOWERS



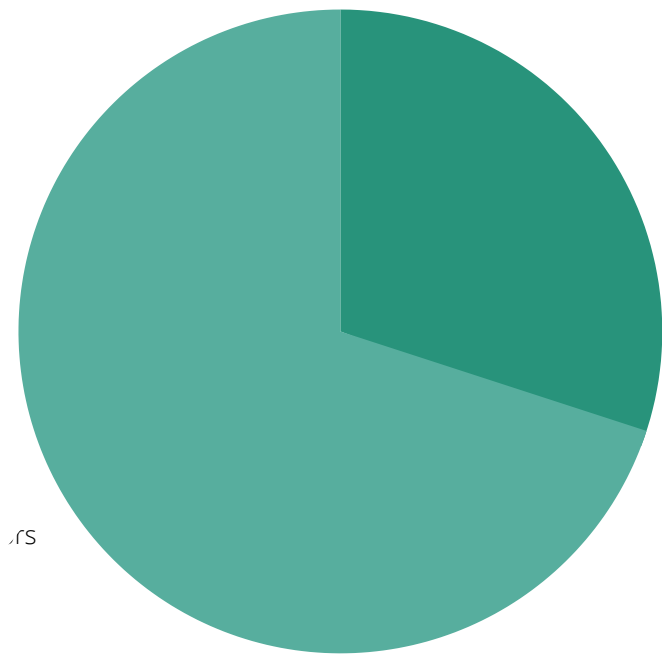
4 - 12 LOCAL SERVICE PROVIDERS  
HIRED FOR EACH VENDOR



"LOT OF WORK  
SETTING OUR  
EVENT UP,  
BUT WORTH THE  
EFFORT."

# OUR AUDIENCE


 **70%**  
DAY VISITORS



 **30%**

OVERNIGHT VISITORS

50% OF OVERNIGHT VISITORS  
STAYED 2 NIGHTS

 **46**

AVERAGE AGE OF ATTENDEES



**AGE 35 - 44**

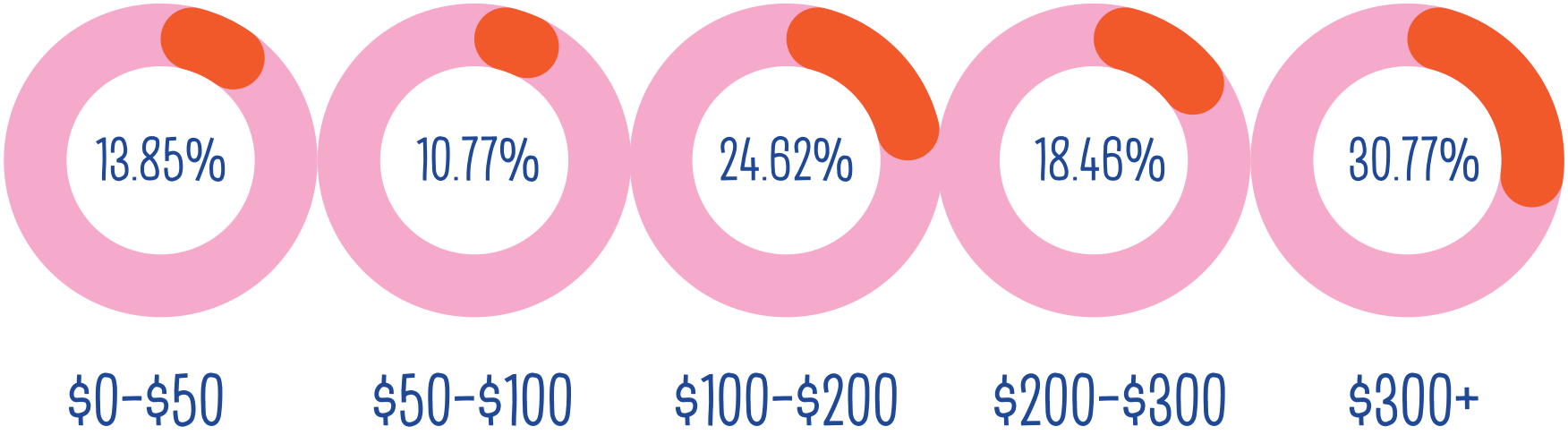
HIGHEST SOCIAL EVENT ENGAGEMENT



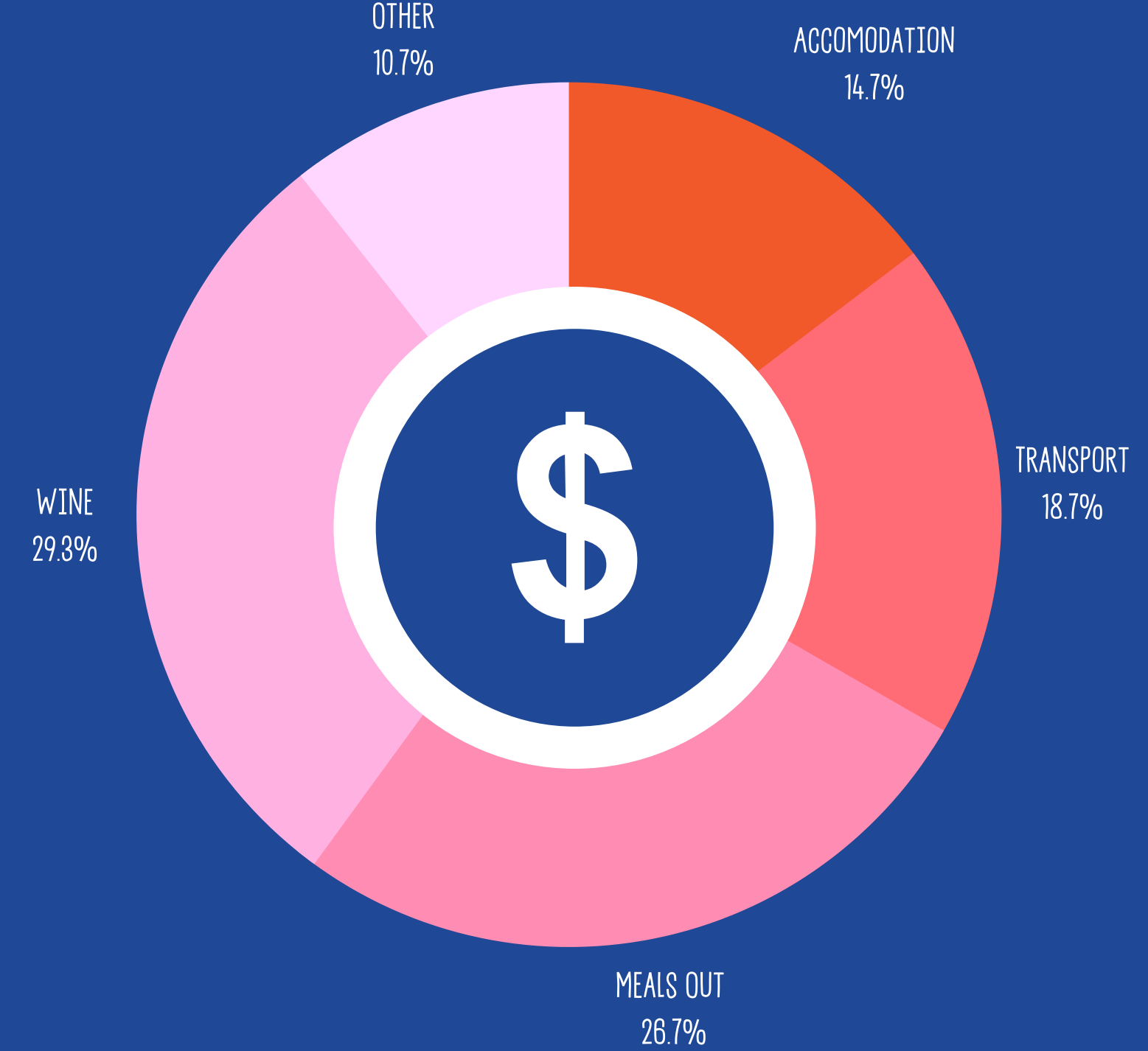
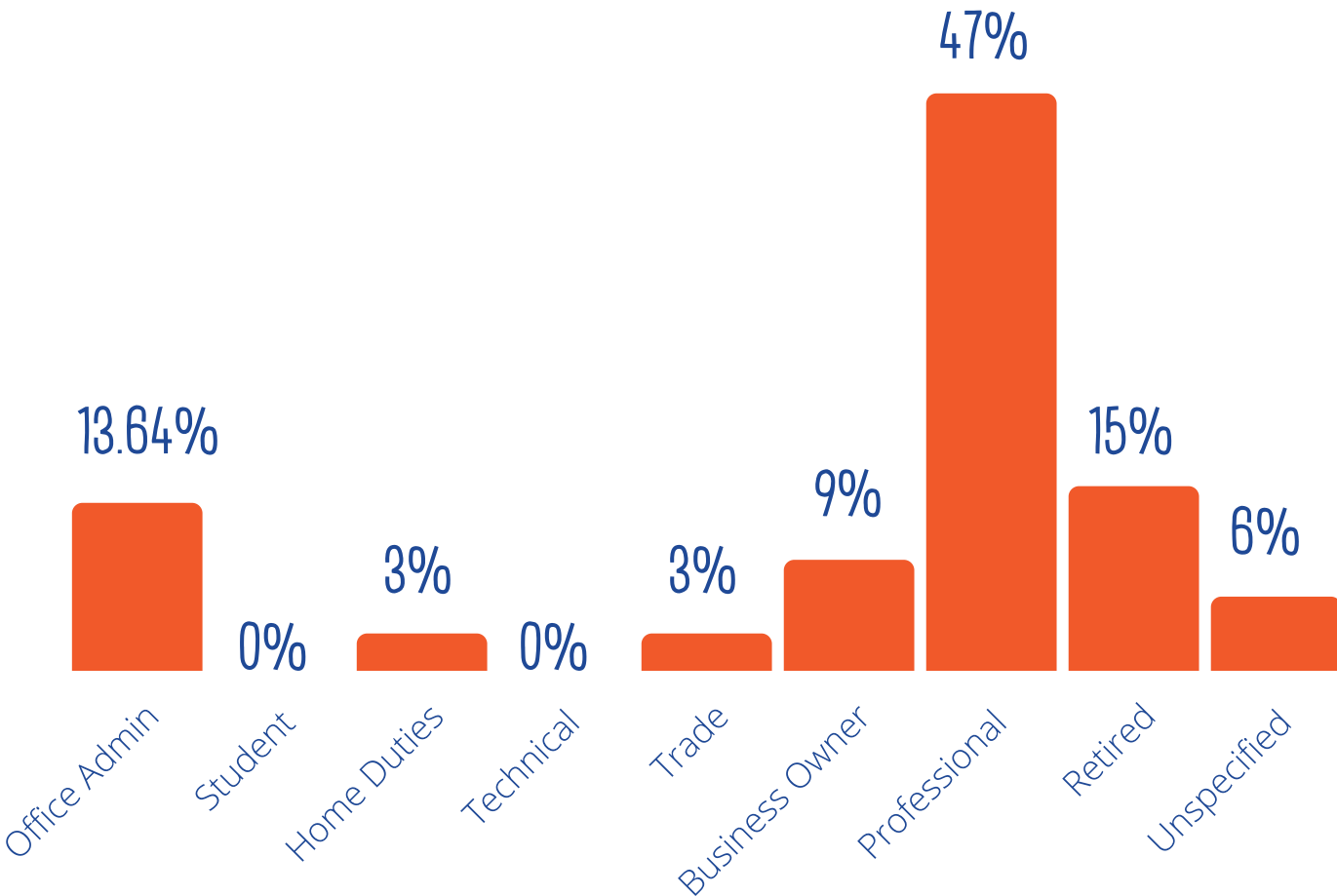
**AGE 45 - 54**

HIGHEST SOCIAL EVENT RESPONSE

# AMOUNT SPENT



# AUDIENCE OCCUPATION

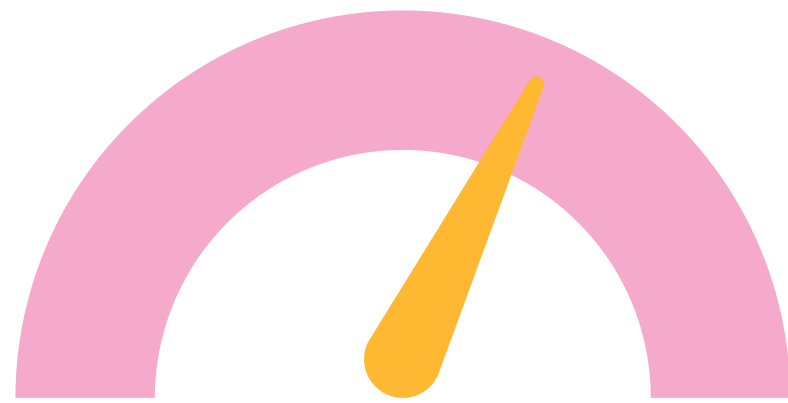


GUESTS SPENT \$\$ ON PRODUCTS AND SERVICES OUTSIDE OF LOST & FOUND TICKETS AND EVENTS



96.92 %

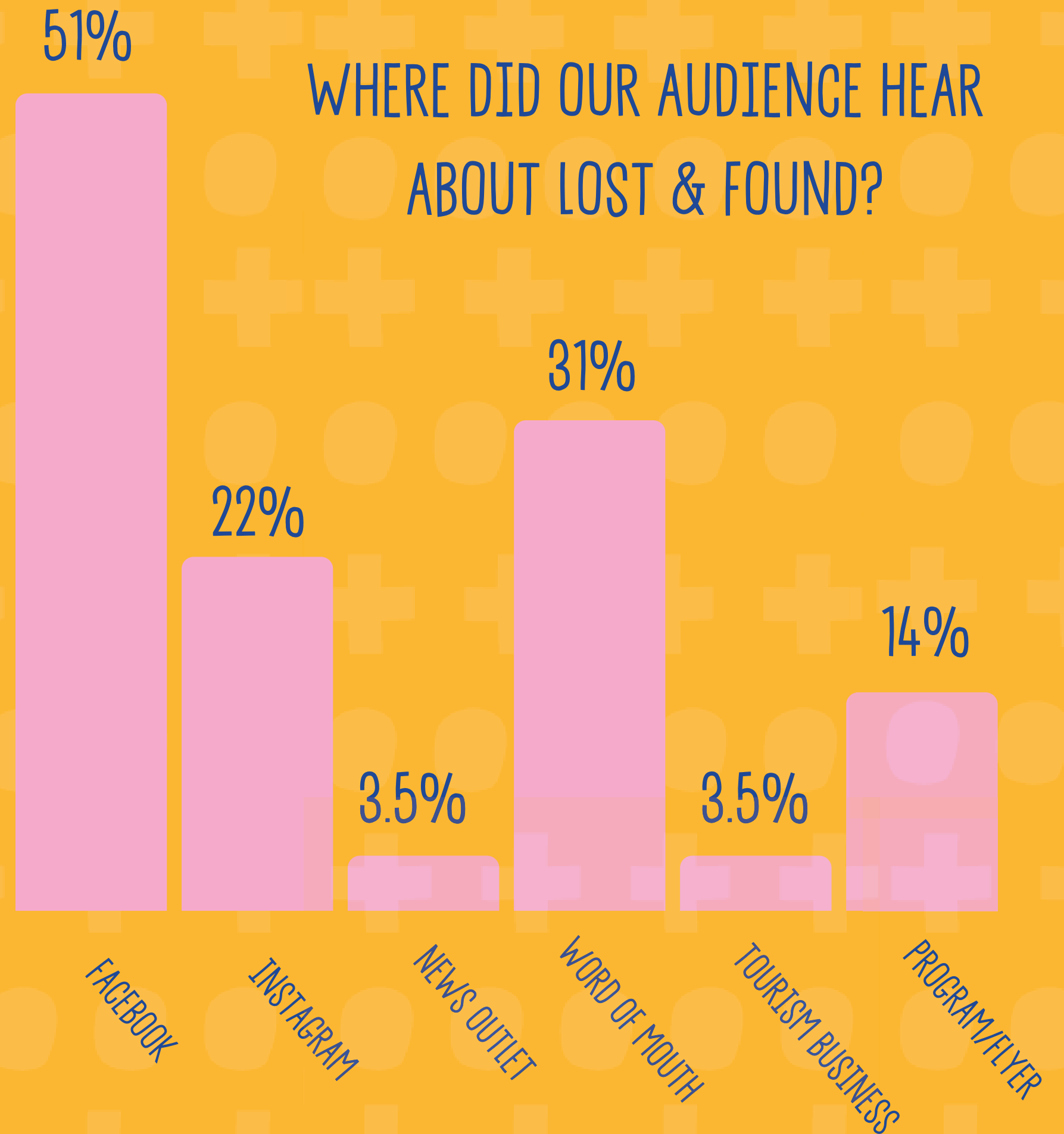
OF ATTENDEES PLAN  
ON RETURNING IN 2022



74.6%

ENCOURAGED PEOPLE TO EXPLORE THE  
REGION

## WHERE DID OUR AUDIENCE HEAR ABOUT LOST & FOUND?



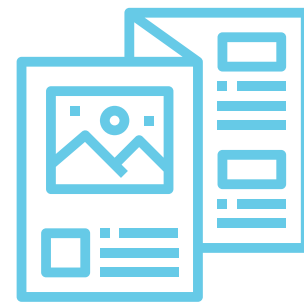
# AREAS OF IMPROVEMENT



MORE STALLS AT THE FERGUSON FARMSTAY MARKET DAY



MORE TRANSPORTATION OPTIONS FOR GUESTS



WORKING WITH VENUES TO ENSURE THAT WHAT IS PRINTED IN THE PROGRAM/SIGNED OFF ON AS THE OFFERING IS DELIVERED, AND IF NOT, IT'S CLEARLY COMMUNICATED PRIOR TO EVENT.



MORE VENUE GENERATED CONTENT THAT CAN BE SHARED VIA OUR PLATFORMS

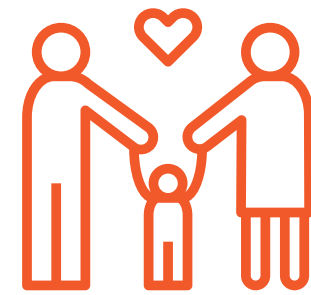
# AREAS OF OPPORTUNITY



MORE LIVE MUSIC



SOME NATURE BASED EXPERIENCES



MORE LARGE SCALE FAMILY EVENTS



MORE EVENTS IN BUNBURY



USING STORIES AND  
CHANNELS TO DRILL DOWN ON  
THE TYPES OF EVENTS  
GUESTS WANT



FIND OUT FROM AUDIENCE  
WHAT TYPE OF  
'WINE EDUCATION EVENTS'  
THEY'RE INTERESTED IN



# PARTNERS



FERGUSON  
VALLEY

The logo for Ferguson Valley, with the words "FERGUSON" and "VALLEY" stacked vertically in a bold, distressed, sans-serif font.

AUSTRALIA'S  
*South West*

The logo for Australia's South West, with "AUSTRALIA'S" in a simple sans-serif font above "South West" in a large, elegant, cursive script font.