

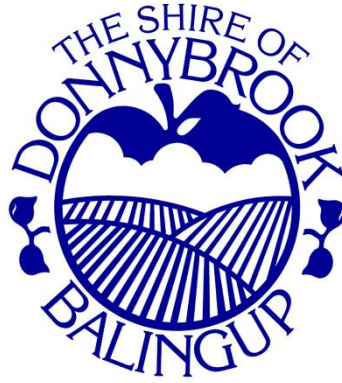


ATTACHMENTS

Ordinary Council Meeting July 2019

Agenda Briefing – Wednesday 17 July 2019

Ordinary Council Meeting – Wednesday 24 July 2019



MINUTES OF ORDINARY MEETING OF COUNCIL

Wednesday 26 June 2019

5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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

Ben Rose
Chief Executive Officer

28 June 2019



MINUTES OF ORDINARY MEETING OF COUNCIL

26 JUNE 2019

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY MEETING OF COUNCIL

Held at the Shire of Donnybrook Balingup Council Chambers
Wednesday, 26 June 2019 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

The Shire Present declared the meeting open at 5.00pm and welcomed the public gallery.

Shire President – Public Notification of Recording of Meetings

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

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

2 ATTENDANCE

MEMBERS PRESENT

| COUNCILLORS | STAFF |
|------------------------------|--|
| Cr Piesse (Shire President) | Ben Rose – Chief Executive Officer |
| Cr Atherton | Steve Potter – Executive Manager Operations |
| Cr King | Damien Morgan – Manager Works and Services |
| Cr Lindemann | Bob Wallin – Manager Development Services |
| Cr Mills | Alan Thornton – Manager Corporate Services |
| Cr Mitchell | Leigh Guthridge – Strategic Built Assets |
| Cr Tan | Elaine Clucas – Principal Environmental Health Officer |
| Cr Van Der Heide | |
| Cr Wringe (Deputy President) | Jaimee Earl – Acting Executive Assistant |

PUBLIC GALLERY

18 members of the public were in attendance.

2.1 APOLOGIES

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

3.1 SHIRE PRESIDENT'S COMMUNICATION

| DATE | EVENT |
|--------------|--|
| 24 May 2019 | South West Development Commission Meeting, Bunbury |
| 24 May 2019 | Australian Institute of Company Directors Meeting, Bunbury |
| 28 May 2019 | Chair Local Emergency Management Committee Meeting, Donnybrook |
| 29 May 2019 | Meeting with Member for Collie-Preston, Collie |
| 30 May 2019 | Balingup Vintage Homes Meeting, Donnybrook |
| 4 June 2019 | Warren Blackwood Alliance of Councils Meeting, Nannup |
| 6 June 2019 | Westport Presentation, Bunbury |
| 14 June 2019 | Meeting with Collie Shire President and CEO, Glen Mervyn Dam |
| 15 June 2019 | Donnybrook Lions Changeover Function, Donnybrook |

4 DECLARATION OF INTEREST

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

Cr Piesse declared an impartiality interest in item 9.5.6 Audit Committee – Member Appointments as he has a personal acquaintance with a nominee (Mr Telfer).

Cr Wringe declared an impartiality interest in item 9.2.1 Request to Relocate Milling Equipment from Donnybrook Arboretum (Reserve 8979) to Kirup Mill Park (Reserve 46896) due to her involvement with the Kirup Progress Association.

Cr Lindemann and Cr Wringe declared an impartiality interest in item 9.2.1 Request to Relocate Milling Equipment from Donnybrook Arboretum (Reserve 8979) to Kirup Mill Park (Reserve 46896) due to their involvement with the Donnybrook Chamber of Commerce.

Cr van der Heide declared a financial interest in item 9.3.1 Offer to Donate Lots 66 and 67 Victoria Parade, Donnybrook to Shire of Donnybrook Balingup. Cr van der Heide will leave the Chamber for the duration of the discussion and will not vote on the matter.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5.2 PUBLIC QUESTION TIME

Chris Bilksby

The group that is for the milling equipment staying in Donnybrook has requested \$25,000 from the Shire for its refurbishment, yet have not submitted a management plan as required. How do you justify the Executive Recommendation if the Shire is going to be responsible for the ongoing support and funding without a plan, compared to the Kirup Progress Association pre-funded plan?

Shire President

There are two parts to this item – the Kirup Progress Association (KPA) request and the long term intent for the Arboretum site. Tonight, the Council will be assessing the KPA request.

Bernie Dawson

I acknowledge the KPA's work in establishing Kirup Mill Park and note that the Arboretum is not necessarily linked to the timber milling industry exhibits placed there. If the equipment was relocated, what would Council do with the Arboretum site? Would Council consider funding a monument or display to fill the void at the Arboretum and recognise those who worked in the timber milling industry?

Shire President

Council will need to look at long term plans for the Arboretum site. At this stage I cannot comment as this is a hypothetical question as the decision has not yet been made.

Bernie Dawson

Regarding item 10.1.1, did Council lodge a submission with the Department and has a response been received?

Shire President

No response has been received regarding Council's previous resolution. The Minister has issued a press release advising his intention to approve the proposal, however no official response has been received.

Bernie Dawson

If Cr Lindemann's motion is supported, is Council assuming the proposal is a done deal and is that disrespectful to stakeholders?

The Chief Executive Officer read portion of the Minister's Media Statement dated 21 March 2019:

Support for Wellington National Park expansion revealed on International Day of Forests Thursday, 21 March 2019

- Proposed expansion will include an additional 7,360 hectares
- Wellington National Park is located 150 kilometres south of Perth

The McGowan Government has welcomed a positive response to the proposed expansion of Wellington National Park, with the public consultation period now closed.

The consultation response, released today on International Day of Forests, is a positive step towards the delivery of this election commitment for the people of the Collie-Preston electorate.

The proposed expansion along the southern boundary to the Preston River will provide a focus for tourism along major access routes and enhance opportunities for recreation, while also providing greater protection for flora and fauna.

A total of 46 submissions were received, with the vast majority expressing their support for the expansion.

Reasons for supporting the proposal included an increased level of protection for the natural environment, and opportunities for developing the local economy through increased tourism and recreational activities. The majority of those opposed to the proposal cited concerns of the impact the expansion would have on timber harvesting, firewood collection and other extractive uses.

Comments attributed to Environment Minister Stephen Dawson:

"The McGowan Government is committed to the expansion of Wellington National Park and will ensure Western Australia's unique natural environment is protected for generations to come.

"I am pleased with the support we have received for the proposal. All submissions are now being reviewed by the Department of Biodiversity, Conservation and Attractions, with consideration given to all comments and how they may be addressed."

Comments attributed to Collie-Preston MLA Mick Murray:

"I am delighted to be working with the community to improve and expand tourism and recreation opportunities within Wellington National Park and the surrounding area.

"At the 2017 election, I committed to expand Wellington National Park to help capitalise on all the opportunities for sustainable, nature-based tourism in the region. I'm delighted the public consultation process has proven the popularity of our plan with locals."

Bernie Dawson

Council resolved at it's February 2019 Council Meeting to support initiatives to support timber harvesting. Is this motion in conflict with this resolution?

Shire President

I do not believe it is. Cr Lindemann recognises that this resolution does not change Council's attitude on the topic.

Bernie Dawson

The attachment to this item refers to a document released by the WA Forest Alliance, who is opposed to the current timber harvesting and have campaigned in the past. Is Council aware of this?

Shire President

Council is aware. Please note the Acting Chief Executive Officer of the Forest Industries Federation WA has provided comments regarding this item to Elected Members.

June Scott

I note Council's discussion at last week's Agenda Briefing regarding supporting grants which includes in-kind support. Can Councillors be educated to increase their knowledge on in-kind support and services?

Shire President

You may apply to give a deputation to Councillors regarding this matter.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Mr Rod Atherton made a deputation to Council in relation to item 9.2.1 Request to Relocate Milling Equipment from Donnybrook Arboretum (Reserve 8979) to Kirup Mill Park (Reserve 46896).

Mr Derek Louw made a deputation to Council in relation to item 9.2.1 Request to Relocate Milling Equipment from Donnybrook Arboretum (Reserve 8979) to Kirup Mill Park (Reserve 46896).

Mr Lui Tuia made a deputation to Council in relation to item 9.2.1 Request to Relocate Milling Equipment from Donnybrook Arboretum (Reserve 8979) to Kirup Mill Park (Reserve 46896).

6.4 DELEGATES REPORTS

Nil.

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 22 MAY 2019

Minutes of the Ordinary Meeting of Council held 22 May 2019 are attached (*attachment 7.1*).

COUNCIL RESOLUTION 70/19 (Executive Recommendation)

Moved Cr Tan

Seconded Cr Wringe

That the Minutes from the Ordinary Meeting of Council held 22 May 2019 be confirmed as a true and accurate record.

CARRIED 9/0

8 REPORTS OF COMMITTEES

Nil.

9 REPORTS OF OFFICERS

Adoption by Exception:

COUNCIL RESOLUTION 71/19

Moved: Cr Tan

Seconded: Cr Lindemann

That the following items be carried En Bloc:

- 9.1.2 Monthly Financial Report – April 2019**
- 9.3.2 Material Recycling Facility – Donnybrook Lions Club**
- 9.5.1 Proposed New Road Names – Meldene West**
- 9.6.1 Request for Contribution – Busselton Margaret River Regional Airport –
Future Airport Marketing Fund**
- 9.6.4 South West Sports Hall of Fame**

CARRIED 9/0

9.1 MANAGER CORPORATE SERVICES

9.1.1 ACCOUNTS FOR PAYMENT

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

9.1.2 MONTHLY FINANCIAL REPORT – APRIL 2019

The Monthly Financial Report for April 2019 is attached (*attachment 9.1.2*).

**COUNCIL RESOLUTION 72/19
(Executive Recommendation)**

Moved: Cr Tan

Seconded: Cr Lindemann

That the Monthly Financial Report for the period ended April 2019 be received.

CARRIED 8/1 by En Bloc Decision

9.2 EXECUTIVE MANAGER OPERATIONS

9.2.1 REQUEST TO RELOCATE MILLING EQUIPMENT FROM DONNYBROOK ARBORETUM (RESERVE 8979) TO KIRUP MILL PARK (RESERVE 46896) – KIRUP PROGRESS ASSOCIATION

| | |
|----------------------------|--|
| Location | Reserve 46896 South Western Highway, Kirup |
| Applicant | Kirup Progress Association |
| File Reference | A3617 |
| Author | Steve Potter (Executive Manager Operations) |
| Attachments | Attachment 9.2.1(1) –Location Plan Attachment 9.2.1(2) - Kirup Progress Association request Attachment 9.2.1(3) – Photo of equipment Attachment 9.2.1(4) - Summary of submissions Attachment 9.2.1(5) - Submissions |
| Voting Requirements | Absolute Majority |
| Executive Summary | <ul style="list-style-type: none"> • The KPA has requested support for relocating historical mill machinery from the Donnybrook Arboretum site to Mill Park, Kirup. • The proposal has been advertised on two separate occasions in an attempt to accurately measure community sentiment. • The request forms part of an initiative to develop an historical walking trail that seeks to showcase Kirup’s historical links as a timber milling town. • It is recommended that the historical machinery remain at the Donnybrook Arboretum, due to its local historical significance. |

STRATEGIC ALIGNMENT

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

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

BACKGROUND AND DETAILS

The Kirup Progress Association (KPA) has requested Council support the relocation of old milling machinery which is presently located at the Donnybrook Arboretum site (Reserve 8979 – corner of Irishtown Road and South Western Highway, Donnybrook) to Mill Park (Reserve 46896 South Western Highway, Kirup). Location Plans for both localities are provided in

[Attachment 9.2.1\(1\)](#) and photos of the subject pieces of milling machinery are provided in [Attachment 9.2.1\(2\)](#).

The basis for the KPA's request to relocate the milling machinery is that it intends to establish a heritage park focusing on the significance of timber milling to the town. The KPA has advised that the milling machinery would form the central focus for the Mill Park development and would be accompanied by an onsite collation of photographs showing life from the days when milling was a major industry in the town. The KPA considers the site would become an attraction for travellers seeking greater understanding of life in Kirup as it was in the past.

The KPA has outlined what it considers to be the benefits of relocating the machinery as summarised below:

- Present appropriate heritage items in a location solely devoted to timber milling;
- Recognise the significance of the items;
- Displaying the equipment in a high profile location when compared to the current site;
- Locating the equipment in close proximity to Kirup businesses;
- Equipment would remain in the Shire, sited on Shire land and would be accessible to everyone;
- The proposal is fully supported by the KPA and Kirup community who are proposing to maintain the surrounds and facilities of the newly developed Mill Park.

A full copy of the KPA's request is contained in [Attachment 9.2.1\(3\)](#).

It is noted that at its Council meeting in March 2019 Council authorised consideration of a development application for a "heritage walking trail" at Mill Park. The KPA is in the process of preparing additional information to support its proposal to enable the application to progress further. If Council was to support the relocation of the milling machinery the subject of this report, the machinery's inclusion would ultimately form part of the information considered for assessment.

From discussions with the KPA it is staff's understanding that the relocation of the machinery would take place in two separate stages. Firstly, the machinery would be moved to a private property in Kirup for a period where it would undergo refurbishment. Once the refurbishment is complete, the machinery would then be moved a second time to Mill Park. The KPA has advised it has access to numerous civil contractors in the region who have large equipment that would be available to move the machinery. This would be provided to the KPA in support of the project at no or minimal cost subject to a full determination of the suitability of the machinery for relocation.

CONSULTATION

The proposal has been advertised on two separate occasions to seek public comment. The first round of advertising received 12 submissions, consisting of three objections and nine expressions of support. Prior to the matter being presented to Council for consideration staff

became aware of additional concerns within the community that had not been captured in the first round of advertising which resulted in a second round of advertising being undertaken. An additional 15 submissions were received, consisting of 13 objections and two expressions of support.

[Attachment 9.2.1\(4\)](#) provides summaries of the submissions with full copies of all submissions received contained in [Attachment 9.2.1\(5\)](#).

The following summarises the main matters raised in the submissions, divided into objections and support.

Objections

In summary, the objections focus on:

- historical efforts of local community members involved in establishing the machinery in the current location;
- the importance of the machinery to local families associated with the timber industry;
- the potential to build on existing features and create an attractive entrance to the Donnybrook townsite;
- The perception that it was Council's responsibility to maintain the site following the collapse of the Rotary Club and Friends of the Arboretum;
- A sense of "town ownership" of the machinery;
- Opportunities to use the machinery to showcase the town; and
- The existing site providing a "landmark" entry point that has been associated with the Donnybrook townsite, with the removal of machinery likely to cause some concern in the local community.

Support

The supporting comments focus on the benefits to the Kirup townsite and the community's increased ability to maintain the machinery.

In summary, the supporting comments focus on:

- Kirup's strong links with the timber industry. The ability to showcase the machinery provides an opportunity to connect the town with its past;

- The proposed Kirup site is highly visible and in the centre of town. The machinery has the potential to become part of the town's fabric and may increase visitor numbers;
- There are facilities nearby to the Kirup site, including toilets, car parking, shade shelters, skatepark and local businesses;
- The existing site (Donnybrook Arboretum) is not located near any businesses and has limited ability to add any direct benefit to the town;
- The machinery has not been maintained and there is no active local group maintaining the site in recent times. The Friends of the Arboretum has disbanded due to lack of members;
- The establishment of the site and the hard work of community group members in the past does not necessarily diminish by relocating the machinery;
- The relocation of the machinery to Kirup would retain it within the Shire;
- The attractiveness of the Arboretum is not automatically reduced by the removal of the machinery, when factoring in the current state of repair. The Arboretum can still function as a shady rest stop for visitors;
- The machinery at the Arboretum is a monument created to acknowledge the 150 year commemoration of WA's settlement. Its historical value is not linked directly to the original history of the site.

OFFICER COMMENT

It is acknowledged that this is a complex matter that is the result of a number of factors that have evolved over time. It is noted that the machinery was installed in 1979 at a time when community groups such as Rotary were very active. Once installed, the machinery was largely maintained by the 'Friends of the Arboretum', however like many other community based groups, this group has ceased to operate in recent years. As a result of all of these factors, the current situation has arisen in which the machinery and the precinct in general has not been maintained to a high standard (other than for basic ground maintenance by the Shire's Works and Services staff).

In determining a path forward Council will need to give consideration to a number of factors including the following:

- The historical importance of the machinery to the sense of place and the Donnybrook community;
- The Shire's obligation to public safety;

- Risks of relocating equipment.

Each of these will be explored in further depth.

Local Historical Significance of Machinery

The machinery has been in its present location for 40 years and whilst it has been suggested that the real historical significance of the site rests with the Arboretum component, for many in the Donnybrook community this 40 year period represents the extent of their living memory. Furthermore, it could be contended that the machinery has its own historical significance, separate to the Arboretum, due to the fact that it exists as the result of community efforts in 1979 to commemorate an historical event.

Under State heritage guidelines 'social value' is identified as one of the assessment criteria for determining heritage significance as follows:

4. Social Value

It is significant through association with a community or cultural group in Western Australia for social, cultural, educational or spiritual reasons.

4.1 Importance as a place highly valued by a community or cultural group for reasons of social, cultural; religious, spiritual, aesthetic or educational associations.

4.2 Importance in contributing to a community's sense of place.

In light of this definition it could be contended the machinery is linked to the Donnybrook community's association with past local community groups (Rotary) and contributes to the community's ongoing sense of place and therefore is itself historically significant.

Obligation to Public Safety

The Arboretum precinct is an unfenced area which provides a parking area for visitors and contains some old signage with regards to the various trees and machinery on the site. As such, it is both presented and understood by the public to be a place where members of the public can go at any time. The machinery is also not fenced off and therefore is open to members of the public, including children, to interact with.

An inspection of the site has revealed that there are some public safety risks posed by the machinery in the form of rusty sharp edges, trip hazards and moving parts on machinery that have the capacity to cause injuries and staff have initiated immediate works as follows:

- Works staff to spot weld/secure all moving parts on existing machinery to prevent any movement;
- Signage to be installed advising visitors not to interact or climb on the machinery;

- Dilapidated concrete barbecues and picnic benches to be removed from the site;
- Fallen tree limbs to be cleaned up; and
- Two replacement picnic benches to be placed on site.

Depending on Council's long-term intention for the site, additional safety measures (i.e. fencing), may need to be considered in the future. It is important to note the safety aspect applies to both the current site and Mill Park and therefore will need to be considered for both possible eventualities.

Risks of Relocation

Although there is no doubt of the commitment of the current KPA membership to the proposal, there are some possible risks associated with the proposed approach. Officers are aware of several incidents in other local government authorities involving agreements with individuals or community groups which have not eventuated as originally planned. Generally these have been the result of one or more of the following:

- Unclear expectations on both sides as to the details of the agreement that has led to later issues;
- Change of community group personnel after an agreement is made, potentially resulting in there no longer being the level of commitment as originally indicated;
- Unforeseen events that change the context in which the original agreement was made, thereby resulting in a request for changes to the agreement.

Council will need weigh up the possibility of one of the above potential outcomes and determine the extent that it is willing to deal with a particular situation if one was to arise. This could include the potential for local volunteer groups to fracture, lose key members with relevant skills and expertise/equipment, or not being able to maintain ongoing maintenance as the KPA has currently suggested it is able to do.

A further risk with relocating the machinery relates to the dilapidated nature of the machinery itself. Concern has been raised that the machinery may fall apart if an attempt was made to relocate it. If its relocation is supported, it will first require a full assessment by suitably qualified personnel to ensure that it is suitable for relocation.

Options

In light of the above, officers are of the opinion that there are several options available to Council in determining the matter as follows:

- Retain the machinery in place;
- Support the KPA's request to relocate the machinery to Mill Park;
- Partially support the KPA's request, by approving some items to be relocated to Mill Park whilst retaining others at the current site.

Each of these will be examined in further depth.

Option 1: Retain machinery at the Donnybrook Arboretum (Recommended)

This option would retain the machinery at the Arboretum site, however raises some other questions with regards to the long-term future of the site. Council still needs to establish a position for the long term intent for the site, however this falls outside the scope of this report and will be presented in a separate report to Council in the future. It is acknowledged that the precinct was created at a time when there was greater community involvement, however in the absence of this, Council will need to determine the extent to which it is willing to take responsibility for the site and the machinery.

Option 2: Support the KPA's request to relocate the machinery to Mill Park

This approach would require an appropriate agreement to be drawn up between the Shire and the KPA. At this stage there is still some uncertainty with regards to who would be funding what, as well as other aspects such as insurance and roles and responsibilities of each party. Further consideration would need to be given to these factors (and possibly others) to determine an appropriate model that would work for both parties and avoid future complications. Legal advice may be required at this point to ensure that any agreement is robust.

In the event of this approach being supported, it would also need to be subject to the pending development application for Mill Park being supported by Council, inclusive of the machinery. The development application will also need to be amended to incorporate any safety measures (if applicable) identified in the safety audit.

Option 3: Partially support the KPA's request to relocate the machinery to Mill Park, by approving some items to be removed whilst retaining others at the current site

It was identified in the submissions that there are those who consider the machinery represents a landmark entry point into the town of Donnybrook. One way of partially maintaining this element, whilst fulfilling the KPA request would be for Council to agree to remove some of the equipment whilst retaining other items at the present site. In particular, it is considered that the 'whim' on the corner of Irishtown Road and South Western Highway could possibly be retained (and restored) to perform this 'entry statement' function whilst the steam engine and other items set back from the road could possibly be removed.

This option contains various components of the previous options and therefore Council would need to consider implementing a range of appropriate measures if this were the preferred approach.

FINANCIAL IMPLICATIONS

The financial implications will largely be dependent on the decision of Council in responding to the KPA's request.

If supported, the removal of the equipment would require the use of heavy machinery, including a crane and would also require the removal of the existing shade structure. The ultimate cost will largely depend on where the equipment is to be re-located (in the first instance) and whether multiple trips are required.

The KPA has indicated it may have access to various pieces of machinery to facilitate the relocation, however specific details of this are yet to be determined.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

The relocation of the equipment would be subject to the Shire issuing a development approval for the pending application, inclusive of any machinery supported to be removed.

CONCLUSION

Whilst Shire staff appreciate the intent behind the KPA's request to relocate the machinery from the Arboretum to Mill Park, it is considered the proposal raises several community and practical issues.

It is acknowledged that the Arboretum has not been maintained to its previous standard in recent years which is largely due to the dissolution of the Friends of the Arboretum group who previously maintained the site in a volunteer capacity. However, as indicated in the submissions received, there appears to be local support for the retention of this facility in its present location. Staff concur with many of the submissions of support that the precinct, inclusive of the machinery, provides a landmark entry statement to the Donnybrook townscape. Furthermore, due to the community involvement in the installation of the heritage machinery component it has its own social heritage significance to the local community, separate to any heritage significance associated with the Arboretum.

The KPA is an active and vibrant group seeking to improve the local amenity and economic prospects of Kirup and it should be commended for its pro-active approach. It is recommended that the Shire continue to work closely with the KPA to investigate alternative options for Mill Park to achieve its objectives of increasing economic/tourist activity which may include assisting in identifying avenues for external funding if available.

EXECUTIVE RECOMMENDATION

That Council:

1. Commends the Kirup Progress Association for its pro-active approach to promoting and improving the Kirup townsite;
2. Advises the Kirup Progress Association that it is not supportive of the Association's request to re-locate historical milling equipment currently located at Reserve 8979 (Donnybrook Arboretum) to Reserve 46896 (Kirup Mill Park) for the following reason:
 - 2.1 The milling equipment is considered to have social heritage significance to the Donnybrook community due to the involvement of community members in installing it in 1979 and its ongoing contribution to Donnybrook's sense of place.
3. Instructs the Chief Executive Officer to liaise with the Kirup Progress Association to:
 - 3.1 Investigate alternative opportunities for developing Mill Park to create added interest and underpin economic support for businesses in Kirup;
 - 3.2 Explore external funding opportunities for planning and constructing concepts for developing Mill Park.

Cr Wringe declared an impartiality interest in the item due to her involvement with the Kirup Progress Association.

Cr Lindemann and Cr Wringe declared an impartiality interest in the item due to their involvement with the Donnybrook Chamber of Commerce.

ALTERNATE MOTION

Moved: Cr Mitchell

Seconded: Cr Tan

That Council:

1. **Commends the Kirup Progress Association for its pro-active approach to promoting and improving the Kirup townsite;**
2. **Advises the Kirup Progress Association that Council provides its in-principle support for the Association's request to re-locate historical milling equipment currently located at Reserve 8979 (Donnybrook Arboretum) to Reserve 46896 (Kirup Mill Park) subject to the following:**

- 2.1 A report being prepared prior to any actions being taken addressing the following:**
 - 2.1.1 Current condition of all machinery;**
 - 2.1.2 Any constraints that may prevent the re-location of the machinery in its present condition;**
 - 2.1.3 Nature and extent of all works required to refurbish the machinery to an acceptable standard;**
 - 2.1.4 Indicative costs for re-location and refurbishment;**
 - 2.1.5 Any public safety measures that may be required for the machinery's installation at Mill Park.**
- 2.2 The Kirup Progress Association reviewing the report as identified in 2.1, further confirming its commitment to the proposal, and presenting a detailed proposal to the Shire outlining the following:**
 - 2.2.1 Proposed method of re-location taking into account any constraints identified;**
 - 2.2.2 Details of how the KPA intends to refurbish the equipment to an acceptable standard for public display;**
 - 2.2.3 Contributions (financial or in-kind) the KPA is able to commit to the re-location and refurbishment of the machinery;**
 - 2.2.4 Details of any request for financial or in-kind support from the Shire;**
 - 2.2.5 Details of any relevant skills, expertise or equipment at the KPA's disposal to support the re-location and refurbishment of the machinery;**
 - 2.2.6 Details of the KPA's long-term commitment to the ongoing maintenance of the machinery once installed;**
 - 2.2.7 Details of any safety measures that will be implemented.**
- 3. Instructs the Chief Executive Officer to prepare the report as indicated in Resolution 2.1, using Shire staff wherever possible, however noting that expert advice (and associated costs) may be required for specialised advice regarding the machinery's condition, re-location and refurbishment. All costs associated with the preparation of the report are to be borne by the Shire, using the 2019/20 Kirup Townscape budget allocation.**

- 4. Instructs the Chief Executive Officer to prepare a further report for Council's consideration addressing all items contained in Resolution 2 and 3 and making further recommendations to Council with regard to:**
 - 4.1 The suitability of the machinery for relocation and refurbishment as proposed by the KPA;**
 - 4.2 Any financial and/or resource implications for the Shire (both short term and long term);**
 - 4.3 Risks inherent with the proposal and any measures required to address them;**
 - 4.4 The capability and capacity of the KPA to undertake any required works;**
 - 4.5 Any formal agreements that may be necessary (i.e. Memorandum of Understanding) to clarify roles and responsibilities into the future.**

LOST 4/5

**COUNCIL RESOLUTION 73/19
(Alternate Motion)**

Moved: Cr King Seconded: Cr Tan

- 1. Commends the Kirup Progress Association for its proactive approach to promoting and improving the Kirup townsite;**
- 2. Defers its final decision regarding the potential relocation of the milling equipment from the Donnybrook Arboretum to Kirup Mill Park to enable Council to first consider a separate report presenting options for the long- term future for the Arboretum site at the September 2019 Ordinary Council Meeting;**
- 3. Instructs the Chief Executive Officer to prepare a separate report for Council to be presented at the September 2019 Council Ordinary Council Meeting presenting options for the long-term future of the Arboretum site (inclusive and exclusive of the milling machinery) and addressing the following:**
 - 3.1 Potential improvements to return the Arboretum site to a suitable standard to attract passing visitors to spend time at the locality;**
 - 3.2 Indicative costs to the Shire to improve the site to a suitable standard;**
 - 3.3 Details of any external contributions that may be forthcoming (financial or in-kind) from interested individuals, businesses or community groups;**

3.4 Details of any external grant funding that may be applicable to improvement works at the site

4. Instructs the Chief Executive Officer to undertake any actions required to determine and provide for Council’s consideration at the September 2019 Ordinary Council Meeting further information addressing the following:

4.1 Current condition of all historical milling machinery;

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

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

4.4 Indicative costs for re-location and refurbishment;

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

CARRIED 8/1

9.3 MANAGER DEVELOPMENT SERVICES

9.3.1 OFFER TO DONATE LOTS 66 AND 67 VICTORIA PARADE, DONNYBROOK TO SHIRE OF DONNYBROOK BALINGUP

| | |
|----------------------------|---|
| Location | Lots 66 and 67 Victoria Parade, Donnybrook |
| Applicant | Mr Jackson Evans and Mr Campbell Evans |
| File Reference | A4858 and A4857 |
| Author | Bob Wallin (Manager Development Services) |
| Attachments | Attachment 9.3.1(1) – Location Plan Attachment 9.3.1(2) – Land ownership distribution |
| Voting Requirements | Simple majority |
| Executive Summary | <ul style="list-style-type: none"> • An offer to ‘gift’ Lots 66 and 67 Victoria Parade, Donnybrook to Council is presented for consideration. • The lots form part of wider locality that do not have legal or constructed frontage to a public road or access to services. • The proposal is to donate the land free of cost subject to three conditions. • It is recommended that Council declines the offer. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Actions |
|---|---|---|
| 1.1 A diverse, prosperous economy, supporting local business and population growth. | 1.1.1 Promote, maintain and diversify investment in the district. | 1.1.1.2 Represent the district’s interests with key stakeholders. |

BACKGROUND

Mr Jackson Evans and Mr Campbell Evans have presented an offer to gift Lots 66 and 67 Victoria Parade, Donnybrook to Council, subject to conditions.

The land forms part of a wider group of lots without services or legal road frontage (see [Attachment 9.3.1\(1\)](#)). This area consists of 36 lots which are owned by 14 separate parties ([Attachment 9.3.1\(2\)](#)). It is noted that Lot 351 Victoria Parade, Donnybrook has a road frontage at its southern end to Trigwell Street, East. While this lot has the appearance of a road reserve, it has never been set aside for this purpose and has always been a private freehold lot.

The two properties are zoned ‘Residential’ with a density coding of R10 in Local Planning Scheme 7 (LPS7). The lack of road frontage and services is acknowledged in LPS7 with a Special Control Area overlay – SCA8/SPA7. [Attachment 9.3.1 \(1\)](#) shows the extent of the overlay. SCA8/SPA7 was established to require any future development to resolve access, land capability and servicing issues prior to any future development being supported.

Lots within SCA8/SPA7 were created prior to contemporary planning controls being in place. The planning system now ensures that newly created lots are appropriately serviced with frontage to a constructed road that connects to the wider road network. It is worth noting that the site is highly constrained due to steep topography, limiting the prospect of ever developing lots and a road using the current configuration. At present, the lots are effectively “paper lots” with no practical use.

Prior to the 2018/19 financial year, the land owners received a “concession” on Shire rates. Last financial year, Council resolved to remove the concession – increasing rates from approximately \$600 to \$1368 per annum. This change in rating philosophy has triggered action from many affected landowners and is understood to have pre-empted this gift proposal.

DETAILS

The proposed gifting of the land is conditional and requires the Council to agree to the following terms:

- The Shire to cover all costs involved with transferring the title(s);
- The Shire to reimburse the full rates charged for the 2018/19 Financial Year; and
- The land must not be sold again and kept as open space for the residents of the Shire.

In contemplating these conditions, the following points should be considered:

- Discussion with a conveyancer has indicated that the cost of transferring titles would be in the region of approximately \$1500.
- The value of the 2018/19 rates income from both lots amounts to \$2734.
- There is no development potential using the current lot configuration. There may be potential to develop at some point in the future using a different design that acknowledges topographical constraints and resolves servicing and access. Any alternative design would likely take several years and significant financial investment to resolve due to:
 - the difficulty in working with multiple landowners;
 - the difficulty of connecting services to the land; and
 - redesigning lot patterns to acknowledge the physical constraints of the locality.

- The subject lots have limited utility for public open space given their configuration, lack of accessibility and location.
- Discussion with the owners has indicated that they are not willing to consider any variation to the requirement to their third dot point. Accepting this arrangement will constrain future development of the locality as it significantly limits alternative design and servicing options.

Other Considerations

This proposed offer should not be decided in isolation. There is a need to view the broader implications which are summarised as follows:

a) Council's responsibility in resolving planning issues

The Shire does not have any legal responsibility to actively resolve town planning design and servicing issues in the locality. However, the Shire does have a responsibility to assist with the processing and assessment of any plans or servicing proposals presented through the planning process.

It is noted that the Shire does not financially assist other landowners with private land development projects. However, in most other cases, landowners involved in subdivision/development have access to land with a road frontage.

b) Perceived or real obligations if Shire becomes a landowner

At present, the Shire does not own any land within SCA8/SPA7. If the Shire acquires land, it will be implicated directly in addressing and resolving design and servicing issues. This may include the need to contribute towards professional land development consultants and servicing infrastructure.

c) Alternative options to exit

Landowners wishing to remove their burden of owning land in the locality can do so without involving the Shire. Alternative options include selling on the open market or gifting or selling at a nominal fee to any interested landowner within SCA8/SPA7 or an adjoining landowner.

d) Order of events

The current situation was not created by the Shire. Further, the Shire did not force landowners to purchase or accept land within the locality. However, the Shire did remove rate concessions on the land.

e) Reasonable assistance

The Shire can assist interested landowners to contact each other by seeking permission to share details with other landowners within the SCA8/SPA7 area.

When considering the proposal within the wider context, there are risks associated with accepting any offer to own land within SCA8SPA7.

CONSULTATION

Details of the offer have been discussed with the two landowners.

It is suggested that the Shire contact all landowners who have land contained within SCA8/SPA7 to see if they wish to permit the Shire to pass on their contact details to other landowners in the precinct who may have a view to:

- coordinating and contributing towards resolving design and servicing issues; and/or
- disposing of their landholding(s) with each other or adjoining landowners.

Any decrease in landowners reduces the complexity of resolving design and services.

It is recommended that the Shire's commitment be limited to distributing contact details (subject to permission being granted) and providing general advice. It will be the responsibility of the landowners in the precinct to coordinate and fund any measures to resolve the matter which may require the professional assistance of a suitably qualified Town Planning consultant.

FINANCIAL IMPLICATIONS

If supported the proposal would result in reduced rates revenue in future years as well as returning rates income from the 2018/19 financial year valued at \$2734. There will also be conveyancing costs to transfer the land to the Shire – estimated to cost \$1500.

Any acceptance of the land may open the Shire to future expenses associated with resolving design and servicing issues.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

SCA8/SPA7 of LPS7 does not allow development of the land without resolving servicing and environmental issues.

CONCLUSION

The proposed gift of Lots 66 and 67 Victoria Parade, Donnybrook, if accepted, raises several potential risks and complications. Gifting land to the Shire is not the only option available to landowners within SPA8SPA7 wishing to remove their burden of land ownership.

Cr van der Heide declared a financial interest in the item and left the Chamber at 6.49pm for the duration of the discussion and vote on the matter.

**COUNCIL RESOLUTION 74/19
(Executive Recommendation)**

Moved: Cr Mitchell

Seconded: Cr Tan

That Council:

- 1. Acknowledges the request by Mr Jackson Evans and Mr Campbell Evans, owners of Lots 66 and 67 Victoria Parade, Donnybrook, for their offer to gift the two lots to the Shire of Donnybrook Balingup;**
- 2. Advises Mr Jackson Evans and Mr Campbell Evans that Council respectfully declines to accept the offer;**
- 3. Instructs the Chief Executive Officer to:**
 - 3.1 Contact all landowners within SCA8/SPA7 to establish their willingness to share contact details with each other and distribute information for the purpose of resolving design and servicing issues or disposing of land;**
 - 3.2 Provide general assistance in processing any planning proposal presented to address servicing and design outcomes for the locality.**

CARRIED 8/0

Cr van der Heide returned to the Chamber at 6.51pm.

9.3.2 MATERIAL RECYCLING FACILITY – DONNYBROOK LIONS CLUB

| | |
|---------------------|--|
| Location | Shire of Donnybrook-Balingup |
| Applicant | Lions Club Donnybrook Inc. |
| File Reference | HLT 07/1 |
| Author | Elaine Clucas, Principal Environmental Health Officer |
| Attachments | Nil |
| Voting Requirements | Simple Majority |
| Executive Summary | The provision of a follow-up report on the negotiations with the Lions Club of Donnybrook Inc. on continued administration of the Donnybrook Material Recovery Facility. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Actions |
|---|--|--|
| Outcome 2.4 - Efficient and effective waste management | Undertake efficient waste management services | 2.4.1.2 Provide efficient and effective waste services |
| | Promotion of waste minimisation | 2.4.2.1 Encourage recycling and organic waste recycling 2.4.2.2 Lobby for adequate waste disposal systems |
| Outcome 2.3 – A natural environment for the benefit of current and future generations | Efficient use of resources to minimise environmental impacts | 2.3.1.2 Encourage community to adopt alternative energy and green options |

BACKGROUND

As per Council resolution 52/19 (22 May 2019):

- Approves the request from the Lions Club of Donnybrook Inc. to be reimbursed for losses incurred during the 2018/19 financial year up to a maximum of \$6,000, subject to documentation substantiating such losses being provided to the satisfaction of the Chief Executive Officer;*
- Reaffirms the Shire of Donnybrook Balingup's commitment to the recycling and re-use of cardboard and paper products by offering to receive appropriate products at the Shire's Organic Waste Processing Facility, to the extent that it is Minutes of Ordinary Meeting of Council – 22 May 2019 practical to do so, should the Lions Club determine it is financially unsustainable to continue operating the Material Recovery Facility.*

3. *Requests the Chief Executive Officer review disposal fees in the Shire's 2019/20 Schedule of Fees and Charges to ensure costs are adequately recovered for receiving commercial quantities of cardboard and paper waste.*
4. *Notwithstanding items 1-3, authorises the Chief Executive Officer to negotiate with the Lions Club on an ongoing basis with a view to continuing the operation of the Material Recovery Facility if possible."*

Based on this direction, staff have met with representatives of the Lions Club of Donnybrook Inc. (Lions Club) on several occasions in an attempt to develop a mutually beneficial outcome.

This report presents the outcomes of those meetings and alternative options currently available to the Shire for the processing of recyclable cardboard and paper.

DETAILS

As per information provided in the 22 May 2019 report, costs associated with, and the lack of markets for, recyclable cardboard and paper have made the administration of the Materials Recovery Facility (MRF) at the Donnybrook Waste Management Facility (DWMF) unviable for the Lions Club in its current form.

The Lions Club have presented to the Shire terms under which they propose administration of the facility would be viable for their organisation which would involve an additional financial contribution from the Shire.

The proposal includes:

- The Shire taking responsibility for sourcing and managing the cardboard recyclables prior to processing;
- The Lions Club receiving, sorting, and baling the recyclables for a fee of \$60 per tonne; and
- The Shire then taking responsibility for disposing of the processed bales by seeking a buyer and arranging for the transport of the bales to the buyer.

Based on the proposed payment of \$60 per tonne to the Lions Club and an anticipated 180 tonnes of processed material per annum, the cost to the Shire is estimated to be as follows;

| | |
|--|-----------------|
| Fee for service (paid to Lions Club) <i>\$60 x 180</i> | \$10,800 |
| Transport (paid by Shire) <i>\$65 per tonne x 180</i> | \$11,700 |
| Administration cost (paid by Shire) <i>Wages, insurance, building maintenance</i> | \$11,000 |
| TOTAL COSTS | \$33,500 |
| Potential income from sale of bales (paid to Shire) <i>\$30 per tonne x 180</i> <i>Note: Payment not guaranteed</i> | \$5,400 |
| Potential income from initiating a fee (paid to Shire) <i>Proposed new fee in line with current Green waste</i> <ul style="list-style-type: none"> • <i>Up to 1 cubic metre (min. fee) of \$5.50</i> • <i>Additional cubic metre charged at \$5.50/m³</i> • <i>Contaminated cardboard charged as per Putrescible Waste fee of \$44/m³</i> | \$1,000 |
| TOTAL COSTS LESS INCOME | \$27,100 |
| Cost per tonne | \$151 |

Under terms of the recently awarded contract for management of the DWMF, provision is made should the Lions Club cease to operate the MRF. Terms in the contract require the contractor to process the material as per recycling requirements of the contract. The contract also requires further negotiation between parties for potential remuneration adjustment.

Preliminary discussions with the Contractor have indicated the following costs (per annum) to provide additional services for the processing of recyclable cardboard as follows:

| | |
|---|-----------------|
| Cost to hire bins (paid by Shire) <i>5 x 4.5 m³ bins @ \$ 550 each</i> | \$2,500 |
| Transport (paid by Shire) <i>Pick up and transport to SUEZ facility in Picton</i> | \$9,100 |
| TOTAL COST | \$11,600 |
| Potential income from initiating a fee (paid to Shire) <i>Proposed new fee in line with current Green waste</i> <i>Up to 1 cubic metre (min. fee) of \$5.50</i> <i>Additional cubic metre charged at \$5.50/m³</i> <i>Contaminated cardboard charged as per Putrescible Waste fee of \$44/m³</i> | \$1,000 |
| TOTAL COST LESS INCOME | \$10,600 |
| Cost per tonne | \$59 |

An alternative way to manage the recyclable material is to send it directly to landfill. In 2013 an economic review of the Shire's waste management processes was undertaken by ASK Waste Management Consultancy Services. ASK estimated in the report that the whole of life cost to dispose of waste at the DWMF to be \$100 per tonne.

When the cost of the three options is compared it should be noted that the services proposed by the Lions Club and the contractor of the DWMF are significantly different. The Lions Club proposal is to process the recyclable material into bales for commercial sale. The Shire would also bear a cost in the Lions Club proposal for facilitating the sale and transportation of the processed bales under the proposed new arrangement.

In the price provided by the contractor, there is no processing of the recyclable material rather, the contractor collects and transports the material to the SUEZ Resource and Recovery facility in Picton. At present there is no cost (or payment) for disposing of recyclable cardboard at the facility.

If Council were to determine that processing of recyclable materials at the MRF was no longer a viable option, the following matters arise:

1. A handover process between the Lions Club and the Shire for the operations and facilities will need to be undertaken, including the disposal of stockpiled processed bales currently stored at the WMF.
2. A variation to the terms of contract will need to be negotiated with the DWMF contractor.
3. The Shire 2019/20 Fees and Charges will need to be adjusted to include a charge for cardboard recyclables.
4. An appropriate communication package will need to be developed and implemented immediately to inform the public on the changes to both the process and the associated fees to be imposed for the recycling of cardboard.

CONSULTATION

Shire Officers have met with representatives of the Lions Club on three separate occasions. Discussions have also taken place with the current contractor of the Balingup Waste Transfer Station and the Donnybrook Waste Management Facility, (Hastie Waste), and a potential buyer/receiver of recyclable cardboard and paper, (SUEZ Resource and Recovery Pty Ltd).

Confirmation of the Shire's legal position, with regards contractual requirements of the recently awarded Shire of Donnybrook-Balingup Waste Management Facility contract, has also been undertaken.

FINANCIAL IMPLICATIONS

Both the Lions Club and the Contractor options will have a direct financial impact on the Shire's 2019/20 budget, whilst the financial impact associated with the option to use landfill will occur over a period of time.

It is recommended that an additional fee is introduced into the Shire's Fees and Charges for 2019/20 to subsidise the costs of processing for cardboard and paper waste.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

The local government's powers to impose rates, fees and charges in relation to waste services are set out in section 66 to 68 of the Waste Avoidance and Resource Recovery Act 2007 (WARR Act) and section 6.16 and 6.17 of the Local Government Act 1995.

CONCLUSION

Council, via council resolution 52/19 (22 May 2019), directed the administration to negotiate with the Lions Club on the future operations of the Material Recovery Facility. The Lions Club proposal requires a fee for service based on the number of tonnes processed. When this fee for service is combined with additional costs to the Shire of administering the sale and transportation of processed material, the proposal becomes cost prohibitive for the Shire.

The recently awarded contract to manage the Shire's waste facilities has the capacity to require the contractor to undertake collection and transport of recyclable cardboard subject to a negotiated cost. Whilst this option does not include on-site processing of the cardboard (into a potentially saleable commodity), the intention is to deliver the material to a site which does have this capacity.

Bearing in mind that the funds raised by the Lions Club are primarily returned to the community and the MRF provides the opportunity for participants in the 'Work for the Dole' scheme, it is disappointing that the costs of continuing the program appear beyond the Shire's capacity to continue the relationship. There may be opportunities in the future, such as the Container Deposit Scheme, where the Shire can once again partner with the Lions Club to achieve a mutually beneficial outcome for the community. Should the economic environment improve with regards to recycled materials, it is also a possibility that the MRF may again become operational again in the future, subject to it being financially viable.

It is recommended that the Shire negotiate with the current contractor for the management of the Donnybrook Waste Management Facility, with a view to establishing a suitable agreement for the processing of cardboard waste as a variation to the terms of contract.

**COUNCIL RESOLUTION 75/19
(Executive Recommendation)**

Moved: Cr Tan

Seconded: Cr Lindemann

That Council:

- 1. Acknowledges the proposal received from the Lions Club of a ‘fee for service’ to enable the ongoing operation of the Material Recycling Facility (MRF) at the Donnybrook Waste Management Facility.**
- 2. Advises the Lions Club that Council respectfully declines to agree to the proposal, due to the significant financial and human resource impacts that would result on the Shire.**
- 3. Authorises the Chief Executive Officer to liaise further with the Lions Club with the intent of facilitating the closure of the Material Recycling Facility.**
- 4. Authorises the Chief Executive Officer to negotiate a suitable agreement with Hastie Waste for the ongoing processing of cardboard waste as a variation to the terms of the contract.**
- 5. Instructs the Chief Executive Officer to introduce an appropriate fee into the 2019/20 Fees and Charges for the receiving of cardboard recyclables.**
- 6. Instructs the Chief Executive Officer to develop and implement an appropriate public communication package to inform the public on the changes to both the process and disposal fees (once adopted by Council) associated with the recycling of cardboard.**

CARRIED 9/0 by En Bloc Decision

9.4 STRATEGIC BUILT PROJECTS AND ASSETS

9.4.1 DONNYBROOK TOWN CENTRE REVITALISATION PROJECT – PROJECT MANAGEMENT PLAN

| | |
|----------------------------|---|
| Location | Donnybrook Railway Heritage Precinct – Collins Street Donnybrook |
| Applicant | Shire of Donnybrook Balingup |
| File Reference | PWF 18V |
| Author | Leigh Guthridge – Strategic Built Projects and Assets |
| Attachments | Attachment 9.4.1(1) - Donnybrook Town Centre Revitalisation Project - Project Management Plan |
| Voting Requirements | Simple Majority |
| Executive Summary | Council is recommended to endorse the Project Management Plan for Stage 1 of the Donnybrook Town Centre Revitalisation Project. |

STRATEGIC ALIGNMENT

The following outcomes listed in the Strategic Community Plan and Corporate Business Plan aligns with the DTCRP:

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

BACKGROUND

Planning for the Donnybrook Town Centre Revitalisation Project (DTCRP) has been ongoing since the formal initiation of the project in August 2018. Funding was secured through a \$2

million Collie-Preston election commitment confirmed in the State Government Budget, subject to the approval of a Business Case.

The Shire recently submitted a Business Case to the Department of Primary Industries and Regional Development (DPIRD) and is awaiting advice that the document is approved to enable the funding to be released. Once endorsed the Shire and DPIRD will sign a Financial Assistance Agreement (FAA) that will form the Contract between both parties for the project's delivery and financial management of the funds awarded by the State Government.

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

DETAILS

The PMP is attached to this report ([Attachment 9.4.1\(1\)](#)) and will be a 'living' document that will be monitored and refined as the project evolves.

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

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

| Project Management Plan – Process Groups | DTCRP - Project Status |
|--|---|
| <p><u>Initiating</u></p> <p>In the first stage of the PMP process, the project manager clarifies the scope of the project, secure finances, and sets up communication for dialogue between stakeholders.</p> | <p>Completed. DPIRD yet to approve funding.</p> |
| <p><u>Planning</u></p> <p>The second stage in the PMP process is the planning stage. The planning stage is to clarify and prioritise planning elements such as time, cost, quality, change, and risk management.</p> | <p>The Shire is currently in this process phase with the PMP representing an important element.</p> |
| <p><u>Executing</u></p> <p>The executing phase is the most active stage of the process and involves a number of different activities, ranging from project meetings, procurement and contract management.</p> | <p>Anticipated to commence in July 2019 with the commencement of consultation (subject to funding approval from DPIRD).</p> |

| | |
|--|----------------------|
| | |
| <p><u>Monitoring and Controlling</u></p> <p>In the monitoring and controlling phase, the progress of the project is monitored to ensure the project meets deadlines, and the project addresses any issues encountered.</p> | <p>Not Commenced</p> |
| <p><u>Closing:</u></p> <p>This is the conclusion of the project and involves finalisation of contracted works and closing out of project deliverables.</p> | <p>Not Commenced</p> |

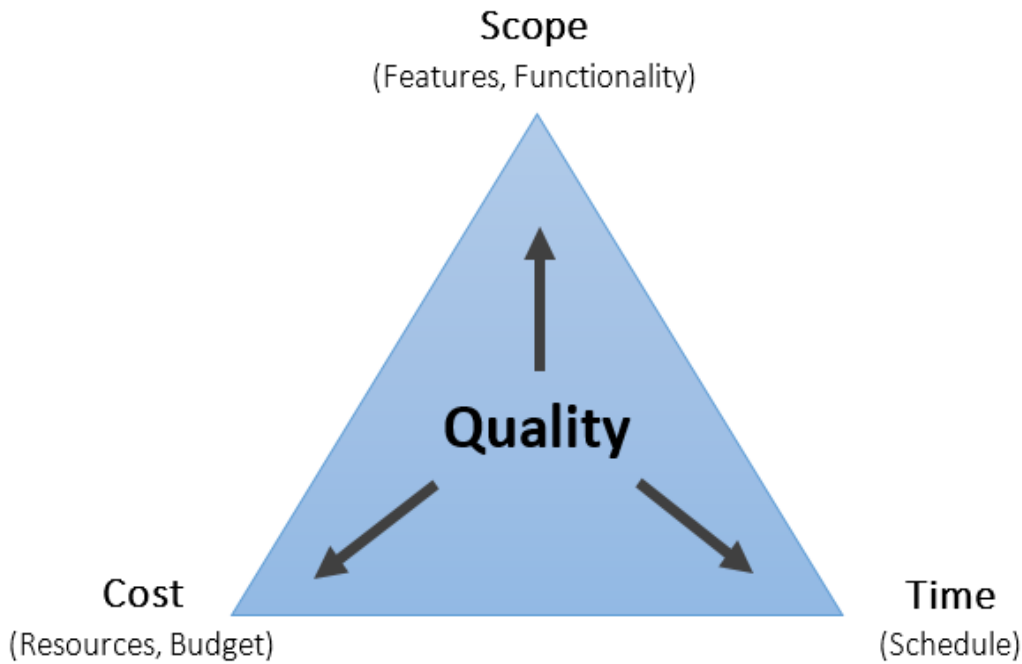
The PMP is segregated into the following typical project management processes:

- Project scope - Work Breakdown Structure (WBS)
- Project costs – Budget reflecting elements of the WBS
- Project Time – Gantt Chart -Scheduling
- Stakeholder analysis
- Consultation planning
- Risk assessment
- Procurement processes (Tenders and quotes)
- Project quality
- Project management structure

The Project Management Triangle

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

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



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

| PM Constraints | DTCRP |
|----------------|--|
| Time | Completion of the project by the February 2021 |
| Cost | \$2,000,000 |
| Scope | Still being finalised (subject to public consultation) |

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

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

CONSULTATION

The PMP contains a stakeholder identification analysis and an engagement matrix. Subject to the Shire receiving funding for this project it is planned to commence community engagement in July 2019.

It is also recommended to seek 'expressions of interest' for two members of the community to sit on the Project Management Team which will oversee the implementation of the project outcomes to ensure community views are appropriately considered.

FINANCIAL IMPLICATIONS

The State Government has pledged \$2 million for this project. The release of the funding is expected shortly and is subject to DPIRD being satisfied with the Business Case recently lodged.

POLICY COMPLIANCE

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

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

At this stage, a full understanding of the detailed scope of works for the DTCRP is yet to be finalised due to the need for public consultation to first be undertaken, prior to the preparation of a master plan. Feedback from a range of stakeholders will enable the PMP to be refined further. This preliminary PMP is based on the range of information that the Shire currently has on hand, however does make some assumptions for certain elements of the project.

Whilst the PMP is primarily a tool for the Project Management Team to plan and deliver the project, it is presented to Council for its endorsement with a view to establishing a clear framework by which to approach this project moving forward.

As noted previously in this report, the Shire is awaiting approval of the submitted Business Case which will facilitate a Financial Assistance Agreement (FAA) to be prepared and signed between the Shire and DPIRD. Whilst Shire staff are prepared to commence the public consultation process as soon as the FAA documentation is finalised, it is suggested that it should not commence prior to this, to avoid complications. The time required to finalise the FAA will ultimately influence the timeframes as indicated in the PMP, which will be amended accordingly if required.

Cr Lindemann left the Chamber at 7.17pm and returned at 7.19pm.

ALTERNATE MOTION

Moved: Cr Mitchell Seconded: Cr Tan

That Council endorses the Donnybrook Town Centre Revitalisation Project - Project Management Plan dated 21 June 2019 as provided in Attachment 9.4.1(1) subject to it being amended to remove the following participants from the Project Management Team under Part 5: Project Management Structure:

- 1. 1 x Elected Member;**
- 2. 2 x Community Representatives**

LOST 4/5

EXECUTIVE RECOMMENDATION

Moved: Cr Tan Seconded: Cr King

That Council:

- 1. Endorses the Donnybrook Town Centre Revitalisation Project - Project Management Plan dated 7 June 2019 as provided in [Attachment 9.4.1\(1\)](#);**
- 2. Nominates the following Elected Member to sit on the Project Management Team for the Donnybrook Town Centre Revitalisation Project:**
 - Cr _____**
- 3. Authorises the Chief Executive Officer to seek ‘Expressions of Interest’ for two community members to sit on the Project Management Team for the Donnybrook Town Centre Revitalisation Project;**
- 4. Authorises the Chief Executive Officer to review any ‘Expressions of Interest’ received and make appointments to the Project Management Team based on an applicant’s relevant qualifications and/or experience to the project.**

COUNCIL RESOLUTION 76/19

Moved: Cr King Seconded: Cr Wringe

That the Meeting Procedures be suspended to allow a Councillor representative to be nominated.

CARRIED 8/0

Meeting Procedures were suspended.

COUNCIL RESOLUTION 77/19

Moved: Cr Wringe Seconded: Cr King

That the Meeting Procedures be resumed.

CARRIED 8/0

Meeting Procedures were resumed.

AMENDMENT

Moved: Cr Piesse Seconded: Cr Tan

That Council:

- 1. Endorses the Donnybrook Town Centre Revitalisation Project - Project Management Plan dated 7 June 2019 as provided in [Attachment 9.4.1\(1\)](#);**
- 2. Nominates the following Elected Member to sit on the Project Management Team for the Donnybrook Town Centre Revitalisation Project:**
 - Cr Anne Mitchell**
- 3. Authorises the Chief Executive Officer to seek ‘Expressions of Interest’ for two community members to sit on the Project Management Team for the Donnybrook Town Centre Revitalisation Project;**
- 4. Authorises the Chief Executive Officer to review any ‘Expressions of Interest’ received and make appointments to the Project Management Team based on an applicant’s relevant qualifications and/or experience to the project.**
- 5. Instructs the Chief Executive Officer that the project is to be completed in accordance with the Financial Assistance Agreement on or before February 2021.**

CARRIED 9/0

The amendment became the substantive motion.

COUNCIL RESOLUTION 78/19

Moved: Cr Tan Seconded: Cr King

That Council:

- 1. Endorses the Donnybrook Town Centre Revitalisation Project - Project Management Plan dated 7 June 2019 as provided in [Attachment 9.4.1\(1\)](#);**
- 2. Nominates the following Elected Member to sit on the Project Management Team for the Donnybrook Town Centre Revitalisation Project:**
 - Cr Anne Mitchell**
- 3. Authorises the Chief Executive Officer to seek ‘Expressions of Interest’ for two community members to sit on the Project Management Team for the Donnybrook Town Centre Revitalisation Project;**
- 4. Authorises the Chief Executive Officer to review any ‘Expressions of Interest’ received and make appointments to the Project Management Team based on an applicant’s relevant qualifications and/or experience to the project.**
- 5. Instructs the Chief Executive Officer that the project is to be completed in accordance with the Financial Assistance Agreement on or before February 2021.**

CARRIED 9/0

9.5 MANAGER WORKS AND SERVICES

9.5.1 PROPOSED NEW ROAD NAMES - MELDENE WEST

| | |
|----------------------------|--|
| Location | Shire of Donnybrook-Balingup |
| Applicant | Shire of Donnybrook-Balingup |
| File Reference | FILE 156262 WRK 12/2 |
| Author | Damien Morgan |
| Attachments | Attachment 9.5.1(1) - Map Reference |
| Voting Requirements | Simple Majority |
| Executive Summary | <p>The report seeks Council endorsement;</p> <ul style="list-style-type: none"> to submit proposed road names to Landgate for all new roads within 'Meldene West' estate. to submit an amendment to Landgate to amend Orchid Court to Orchid Approach. to advise the developers of Meldene West, once Landgate approves the new road names and amendment. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Action No. | Actions |
|--|--|------------|---|
| 4.2 A respected, professional and trusted organisation | 4.2.1 Effective and efficient operations and service provision | 4.2.1.1 | Maintain effective and efficient policies, planning, operating procedures and practices |

BACKGROUND

The Shire of Donnybrook Balingup (the Shire) has received a request from the developers of Lot 102 South Western Highway (WAPC 156262), known as Meldene West, to formally name the new roads within the subdivision and make an amendment to Orchid Court.

DETAILS

There are four (4) new roads within Meldene West which require naming (refer [Attachment 9.5.1\(1\)](#)). Orchid Court is an existing road which will be extended as a through road, hence the amendment to Orchid Approach.

Landgate requires supporting evidence regarding the origin of the proposed name/s to ensure they meet Landgate's Geographical Naming Policies and Standards. The developers have provided officers with a list of proposed road names, along with supporting information. The names are in recognition of local vascular flora found/associated to this site as per an Environmental Report prepared 24th October 2019. Officers, in consultation with the developers, will submit a list of proposed names to Landgate for approval as per below;

1. Burchardia
2. Hardenbergia
3. Corymbia

4. Dampiera
5. Persoonia (additional name)
6. Macrozamia (additional name)
7. Patersonia (additional name)

Due to Landgate's extensive and complex criteria for naming of roads, it is possible some of the names may not be approved in the first instance, hence the additional road name suggestions.

CONSULTATION

The Shire has consulted extensively with the developers to establish a list of proposed road names for all roads within Meldene West.

As the subdivision has only recently commenced construction, there are no property owners who will be impacted by the naming of the new roads. The two (2) property owners abutting Orchid Court will also not be impacted as their existing property address is Leschenaultia Circle.

The Shire will liaise with the developers regarding Council's decision prior to submitting road names to Landgate for final approval. Once the Shire has received final approval from Landgate to apply these road names, the Shire will also advise developers, so that these road names can be applied within Meldene West.

FINANCIAL IMPLICATIONS

The developers are responsible for all costs to purchase and install new road name signage. Upon completion of the subdivision, the Shire will be responsible for ongoing maintenance of the signage.

POLICY COMPLIANCE

Administration Policy 2.11 – Naming of Un-named Roads (due for review)

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

Council's endorsement will facilitate the naming of the roads within Meldene West.

**COUNCIL RESOLUTION 79/19
(Executive Recommendation)**

Moved: Cr Tan

Seconded: Cr Lindemann

That Council:

- 1. Endorses the following road names for submission to Landgate for approval for the naming of new roads within Meldene West:**
 - 1.1 Burchardia**
 - 1.2 Hardenbergia**
 - 1.3 Corymbia**
 - 1.4 Dampiera**
 - 1.5 Persoonia (additional name)**
 - 1.6 Macrozamia (additional name)**
 - 1.7 Patersonia (additional name)**

- 2. Instructs the Chief Executive Officer to submit to Landgate a request to amend the existing Orchid Court to Orchid Approach.**

- 3. Upon resolution of points 1 and 2, request the Chief Executive Officer to formally advise the developers of Meldene West of the approved Landgate names, for their implementation within Meldene West.**

CARRIED 9/0 by En Bloc Decision

9.6 CHIEF EXECUTIVE OFFICER

9.6.1 REQUEST FOR CONTRIBUTION - BUSSELTON MARGARET RIVER REGIONAL AIRPORT - FUTURE AIRPORT MARKETING FUND

| | |
|---------------------|---|
| Location | Shire of Donnybrook Balingup |
| Applicant | Ben Rose, Chief Executive Officer |
| File Reference | ADM 10/A |
| Author | Ben Rose, Chief Executive Officer |
| Attachments | Attachment 9.6.1(1) - Letter – Request for Contribution – 24 July 2017 Attachment 9.6.1(2) - Letter – Request Carry Over of Funds – 16 May 2019 |
| Voting Requirements | Simple Majority |
| Executive Summary | The purpose of this report is for Council to consider a contribution towards the Busselton Margaret River Regional Airport – Future Airport Marketing Fund in the Draft 2019/20 Budget. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Actions |
|---|---|--|
| 1.1 A diverse, prosperous economy, supporting local business and population growth. | 1.1.1 Promote, maintain and diversify investment in the district. | 1.1.1.2 Represent the district's interests with key stakeholders 1.1.1.4 Actively partner in regional Growth Planning partnerships and projects |
| 1.3 Actively promote the district as an attractive destination. | 1.1.1 Actively promote the district as an attractive destination. | 1.3.1.1 Implement regional tourism and marketing objectives. 1.3.1.3 Continue to support local and regional tourism bodies and initiatives. |

BACKGROUND

In July 2017, the Shire received correspondence from the City of Busselton requesting a financial contribution of \$10,000 over five years for a future Airport Marketing Fund associated with the Busselton Margaret River Regional Airport.

The Airport Marketing Fund was created to assist in the attraction and retention of airlines to service the East Coast - South West route. The City of Busselton committed \$3.5 million over five years towards the Airline Marketing Fund, with the Margaret River Busselton Tourism Association committing \$100,000 over two years. Further information is provided in the correspondence [Attachment 9.6.1\(1\)](#) from the City of Busselton dated 24 July 2017.

A response from the CEO was provided to the City of Busselton following adoption of the 2017/18 Shire Budget, advising that, given the late nature of the request from the City of Busselton, the request was not considered for inclusion in the 2017/18 Budget. No request for funding was forthcoming from the City of Busselton for the 2018/19 year, hence it was not included for Council consideration in the 2018/19 Budget deliberations.

DETAILS

On 16 May 2019, the Shire received further correspondence from the City of Busselton [Attachment 9.6.1\(2\)](#) advising that the City is continuing to work towards securing an airline for direct passenger East Coast – South West services which it anticipates may commence in late 2019 and requesting further financial assistance from the Shire. The request from the City of Busselton is a contribution of \$10,000 over five years (\$2,000 per year), commencing in 2019/20.

The Shire is involved in many regional collaboration initiatives including Regional Waste, Bunbury Geographe Economic Alliance, Bunbury Geographe Tourism Partnership, Warren Blackwood Alliance of Councils, and others previously including the Bunbury Regional Entertainment Centre and South West Academy of Sport and although the contribution is relatively small, consideration will need to be given as to whether the Shire is able to contribute to another regional initiative.

CONSULTATION

Nil

FINANCIAL IMPLICATIONS

The request from the City of Busselton is a contribution of \$10,000 over five years (\$2,000 per year), commencing in 2019/20.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

Due to budget constraints and Council's other commitments for regional initiatives, it is recommended that Council respectfully declines the invitation to contribute financially to this initiative.

**COUNCIL RESOLUTION 80/19
(Executive Recommendation)**

Moved: Cr Tan Seconded: Cr Lindemann

That Council:

- 1. Confirms the Shire of Donnybrook Balingup's ongoing support of the Busselton Margaret River Regional Airport.**

- 2. Advises the City of Busselton that due to budget constraints, the Shire of Donnybrook Balingup respectfully declines the invitation to contribute to the Busselton Margaret River Regional Airport Future Airport Marketing Fund.**

CARRIED 9/0 by En Bloc Decision

9.6.2 WARREN BLACKWOOD ALLIANCE OF COUNCILS – COUNCIL REPRESENTATIVE

| | |
|---------------------|--|
| Location | Shire of Donnybrook Balingup |
| Applicant | Ben Rose, Chief Executive Officer |
| File Reference | ADM 10/B |
| Author | Ben Rose, Chief Executive Officer |
| Attachments | Nil. |
| Voting Requirements | Simple Majority |
| Executive Summary | The purpose of this report is for Council to nominate a representative on the Warren Blackwood Alliance of Councils. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Actions |
|---|---|--|
| 1.1 A diverse, prosperous economy, supporting local business and population growth. | 1.1.1 Promote, maintain and diversify investment in the district. | 1.1.1.2 Represent the district's interests with key stakeholders 1.1.1.4 Actively partner in regional Growth Planning partnerships and projects |
| 1.3 Actively promote the district as an attractive destination. | 1.1.1 Actively promote the district as an attractive destination. | 1.3.1.1 Implement regional tourism and marketing objectives. 1.3.1.3 Continue to support local and regional tourism bodies and initiatives. |

BACKGROUND

At its Ordinary Meeting on 22 May 2019, Council resolved as follows:

COUNCIL RESOLUTION 58/19

That Council:

1. *Agree to become a member of the Warren Blackwood Alliance of Councils.*
2. *Nominate the Shire President and Councillor _____ as the Shire of Donnybrook Balingup representatives on the Warren Blackwood Alliance of Councils, along with the Chief Executive Officer.*

3. *Acknowledge that the Shire's precise membership costs are dependent on the Shire of Boyup Brook's decision to join the Warren Blackwood Alliance of Councils.*
4. *Instruct the Chief Executive Officer to include an allowance of \$7,116 in the Draft 2019/20 Budget for membership to the Warren Blackwood Alliance of Councils, for Council consideration for final approval as part of the 2019/20 Budget.*

DETAILS

As a member of the Warren Blackwood Alliance of Councils (WBAC), the Shire is invited to nominate two voting delegates. Council resolved at its Ordinary Meeting on 22 May 2019 to nominate the Shire President and Chief Executive Officer to attend the WBAC meetings. This report is to nominate a second Council representative.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Not applicable.

CONCLUSION

As a member of the WBAC, the Shire is permitted to nominate two voting delegates to attend meetings. This report is to nominate a second Council representative.

EXECUTIVE RECOMMENDATION

That Council nominate Councillor _____ as the second Shire of Donnybrook Balingup representative on the Warren Blackwood Alliance of Councils.

COUNCIL RESOLUTION 81/19

Moved: Cr Wringe Seconded: Cr Tan

That the Meeting Procedures be suspended to allow a Councillor representative to be nominated.

CARRIED 9/0

The Meeting Procedures were suspended.

COUNCIL RESOLUTION 82/19

Moved: Cr Tan Seconded: Cr King

That the Meeting Procedures be resumed.

CARRIED 9/0

The Standing Orders were resumed.

**COUNCIL RESOLUTION 83/19
(Alternate Motion)**

Moved: Cr Mitchell Seconded: Cr Tan

That Council nominate Councillor Wringe as the second Shire of Donnybrook Balingup representative on the Warren Blackwood Alliance of Councils, and Councillor Atherton as proxy for both members.

CARRIED 9/0

9.6.3 PROPOSED COUNCIL POLICY – COUNCIL MEMBER ALLOWANCE AND ENTITLEMENTS

| | |
|----------------------------|--|
| Location | Shire of Donnybrook Balingup |
| Applicant | Ben Rose, Chief Executive Officer |
| File Reference | ADM 11/3 |
| Author | Loren Clifford, Corporate Planning and Governance Officer |
| Attachments | Attachment 9.6.3(1) - Council Policy - Elected Member Allowance and Entitlements Attachment 9.6.3(2) - Member's Allowance Table |
| Voting Requirements | Absolute Majority |
| Executive Summary | The new policy is designed to provide guidance on the payment of elected members allowances and entitlements, while ensuring a streamline budget process. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Actions |
|--|--|---|
| 4.2 A respected, professional and trusted organisation | 4.2.1 Effective and efficient operations and service provision | 4.2.1.1 Maintain effective and efficient policies, planning, operating procedures and practices |

BACKGROUND

Council reviews elected members fees and allowances each year as part of the annual budget process.

The Salaries and Allowances Tribunal (SAT) determine certain payments that are to be made or reimbursed to elected Council members. SAT has determined four bands of Local Government these are Band 1 (largest Councils) through to Band 4 (smallest Councils). The Shire of Donnybrook Balingup is a Band 3.

Section 7B(2) of the Salaries & Allowances Act 1975 (SA Act) – Section 7B requires the Tribunal, at intervals of not more than 12 months, to inquire into and determine the amount of:

- Fees, or the minimum and maximum amounts of fees, to be paid under the *Local Government Act 1995* ('the LG Act') to elected council members for attendance at meetings;
- Expenses, or the minimum and maximum amounts of expenses, to be reimbursed under the LG Act to elected council members; and

- Allowances, or the minimum and maximum amounts of allowances, to be paid under the LG Act to elected council members.

Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.

DETAILS

In the past Council have adopted the following practice in considering Councillor Allowances and expenses;

President's Annual Allowance

The President has been paid an annual allowance determined by Council annually as part of the budget process. The 18/19 budgeted allowance is \$10,000pa which is 27% of the maximum allowance for a Band 3 Local Government.

Deputy President's Annual Allowance

The Deputy President has been paid an annual allowance of 25% of that payable to President.

Councillor Allowances – Meetings

Councillors have been paid the minimum allowance determined annually by SAT. It has been the practice of Council to pay elected members an annual allowance in lieu of an attendance fee for each Council meeting under s5.99 LGA. The 18/19 budgeted allowance is \$7,612pa which is 39% of the maximum allowance for a Band 3 Local Government.

Allowances – Other

Councillors have been paid an annual ICT allowance determined by Council annually as part of the budget process. The 18/19 budgeted allowance is \$1,000pa per Councillor which is 27% of the maximum allowance for a Band 3 Local Government.

Councillor Travel

Councillors have been given the option to claim for reimbursement of travel fees as per s5.98 of the LG Act. The 18/19 budget is \$12,000.

Councillors Uniform

The 18/19 budgeted allowance is \$100pa per Councillor.

Child Care Services

No Provision made.

The proposed new council policy set the allowances based on the 25th percentile of the allowances for a Band 3 Local Government.

Adopting this policy will allow for a more streamline budget process in the future.

CONSULTATION

Councillors workshopped the Council Member Allowance with staff on 22 May 2019. Council requested further advice in relation to the Shire's position when compared to other Band 3 Councils with a similar size population, operating budget and rates revenue. It was determined that Shire of Capel, Shire of Bridgetown-Greenbushes and the Shire of Collie were the most relevant Councils for comparison purposes and further details are provided in [Attachment 9.6.3\(2\)](#).

Further consultation with these Councils provided detailed information from which to base calculations. The 2019/2020 budget calculations have consequently been based on the 25th percentile of the allowances for the Presidents Allowance, Deputy Presidents Allowance and the Councillors' Annual Attendance Allowance.

The ICT Allowance for the Shire President is based on the 65th percentile of the Allowance for a Band 3 Local Government, with all other elected members being based on the 17th percentile.

The Travelling, Uniform and Child Care budget amounts remain the same.

FINANCIAL IMPLICATIONS

Councillor allowances and fees will be included in the 2019/2020 Budget.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Local Government Act 1995

Local Government (Administration) Regulations 1996

Salaries & Allowances Act 1975 – Section 7B

CONCLUSION

It is recommended that Council adopt the new Council Policy as per the recommendation.

Cr Wringe left the Chamber at 7.29pm and returned at 7.31pm.

**COUNCIL RESOLUTION 84/19
(Executive Recommendation)**

Moved: Cr Lindemann Seconded: Cr King

That Council adopts Council Policy – *Council Member Allowances and Entitlements*, as provided in [Attachment 9.6.3\(1\)](#).

CARRIED 6/3

Cr van der Heide, Cr King and Cr Atherton requested their votes ‘against’ be recorded.

9.6.4 SOUTH WEST SPORTS HALL OF FAME

| | |
|----------------------------|---|
| Location | Shire of Donnybrook Balingup |
| Applicant | Ben Rose, Chief Executive Officer |
| File Reference | CSV24 |
| Author | Loren Clifford, Corporate Planning and Governance Officer |
| Attachments | Attachment 9.6.4(1) - Minutes South West Country Zone – May 2019 |
| Voting Requirements | Simple Majority |
| Executive Summary | The purpose of this report is for Council to decide if they want to participate in the new funding proposal for the South West Sports Hall of Fame. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Actions |
|---|--|---|
| 1.3 An attractive visitor and tourist destination | 1.3.1 Actively promote the district as an attractive destination | 1.3.1.3 Continue to support local and regional tourism bodies and initiatives |

BACKGROUND

The South West Sports Hall of Fame was established in 2002/03 with an election commitment from the Premier, Geoff Gallop, along with the South West Development Commission with the following Local Government's:

- City of Bunbury
- City of Busselton
- Shire Harvey
- Shire of Dardanup
- Shire of Collie
- Shire of Boyup Brook
- Shire of Capel
- Shire of Augusta Margaret River
- Shire of Donnybrook Balingup
- Shire of Bridgetown Greenbushes
- Shire of Manjimup
- Shire of Nannup

It was established to recognise the sporting achievements at national and international level by South West residents; with the intent to not only recognise past champions but also inspire future generations.

The South West Sports Hall of Fame is located at the South West Sports Centre in Bunbury as it is recognised as the regional sporting hub for the South West. There were initially 11 sportsmen and sportswomen inducted into the Sports Hall of Fame when it was unveiled in 2004. There have been no further sportspersons inducted since then due to a lack of funding and support from all member organisations.

In 2015, the City of Bunbury received a number of requests for new inductees which coincided with similar requests to other local government members. As a result, DSR requested the formation of a Steering Committee to guide the future direction of the Hall of Fame where \$5,000 was provided to develop a project scope using consultant services to develop the scope under direction from the Steering Committee. Eight members of the original membership chose to form the Steering Committee which was tasked with developing a plan to induct new athletes that meet the selection criteria whilst also looking to create a greater South West focus.

At this time, it was agreed by the Steering Committee that all Local Governments in the South West should be able to showcase their inductee's achievements as part of the program. The consultant (Gumpton) was tasked with replicating the original display cabinets whilst also providing a certificate for each athlete inducted to be provided to their respective local government for public display. Due to the lack of artwork for the original displays the report from Gumpton recommended they be replaced with new cabinets and associated certificates for their respective representative local government. The cost to undertake this for each athlete was estimated at \$4,650; which meant that there would be a recurring cost of \$4,650 per athlete inducted into the Sports Hall of Fame thereafter. Following this recommendation produced by Gumpton no member councils were prepared to provide the funds identified to further develop the Hall of Fame as it was felt to be cost prohibitive.

Subsequently the City of Bunbury has been undertaking further research to identify alternative and more cost effective options for the Hall of Fame project. The proposed recommendation (below) is provided below and is subject to an agreement from the SW Zone members to jointly fund the project – initially to reactivate the Sports Hall of Fame and subsequently to provide ongoing recurrent funding to facilitate the management, maintenance and future induction of athletes.

Proposal

Replace the existing display cabinets with an interactive display based at the South West Sports Centre via an interactive touch screen kiosk with associated displays providing information about the South West Hall of Fame, eligibility criteria and information regarding where information about inducted athletes can be accessed at other local government within the region. The touch screen would enable viewers to interact with the display to find out information about specific athletes as well as access media footage of their performance at national and international events.

An initial capital cost to revitalise the current display and create an interactive Hall of Fame that allows easy induction of future athletes meeting the eligibility criteria is estimated at approximately \$40,000 with an ongoing management cost of \$2,000 - \$3,000 per year to maintain the program and update with any new inductees. The breakdown per member council is as follows;

| Local Government Area | Indicative Upfront contribution (based on rates levied) | Indicative Annual Management Cost (based on rates levied) |
|------------------------------|--|--|
| Augusta-Margaret River | \$4,800 | \$360 |
| Boyup Brook | \$460 | \$35 |
| Bridgetown- Greenbushes | \$915 | \$70 |
| Bunbury | \$8,460 | \$635 |
| Busselton | \$10,285 | \$770 |
| Capel | \$2,740 | \$205 |
| Collie | \$1,370 | \$100 |
| Dardanup | \$2,740 | \$205 |
| Donnybrook-Balingup | \$1,140 | \$85 |
| Harvey | \$4,570 | \$340 |
| Manjimup | \$2,060 | \$155 |
| Nannup | \$460 | \$35 |

Should member organisations wish to hold an event (annually or every other year) to induct new athletes to the Sports Hall of Fame this will be treated as a separate project.

DETAILS

The City of Bunbury recognise the importance of the Hall of Fame being for the whole South West region and is keen to reinvigorate the program with an updated, modern and interactive display that provides interested parties with the option of viewing and interacting with the main display at the South West Sports Centre as well as local displays at a nominated site within each member local government.

History shows no support from member councils for any proposal with the main reason being that it is cost prohibitive and there is a misconception that because the Hall of Fame is located in Bunbury it is by default the responsibility of the City of Bunbury.

It has been indicated that if there is no support from member local governments then the City of Bunbury will look to wind-up the South West Hall of Fame project.

The matter was recently considered at the May 2019 South West Zone meeting where it was resolved: [Attachment 9.6.4\(1\)](#)

That the SW Zone support in principle the proposal to revitalise the South West Hall of Fame and request that member local government commit to a shared funding model for the initial capital cost and ongoing management of the program for a period of 10 years as below:

| Local Government Area | Indicative Upfront contribution (based on rates levied) | Indicative Annual Management Cost (based on rates levied) |
|--------------------------------|--|--|
| <i>Augusta-Margaret River</i> | <i>\$4,800</i> | <i>\$360</i> |
| <i>Boyup Brook</i> | <i>\$460</i> | <i>\$35</i> |
| <i>Bridgetown- Greenbushes</i> | <i>\$915</i> | <i>\$70</i> |
| <i>Bunbury</i> | <i>\$8,460</i> | <i>\$635</i> |
| <i>Busselton</i> | <i>\$10,285</i> | <i>\$770</i> |
| <i>Capel</i> | <i>\$2,740</i> | <i>\$205</i> |
| <i>Collie</i> | <i>\$1,370</i> | <i>\$100</i> |
| <i>Dardanup</i> | <i>\$2,740</i> | <i>\$205</i> |
| <i>Donnybrook-Balingup</i> | <i>\$1,140</i> | <i>\$85</i> |
| <i>Harvey</i> | <i>\$4,570</i> | <i>\$340</i> |
| <i>Manjimup</i> | <i>\$2,060</i> | <i>\$155</i> |
| <i>Nannup</i> | <i>\$460</i> | <i>\$35</i> |

CONSULTATION

Nil

FINANCIAL IMPLICATIONS

Shire of Donnybrook Balingup's contribution to South West Sports Hall of Fame:

- Indicative upfront contribution \$1,140
- Indicative Annual Management Costs \$85

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

Nil

CONCLUSION

It is recommended that Council agree to participate in the new funding proposal for the South West Sports Hall of Fame.

**COUNCIL RESOLUTION 85/19
(Executive Recommendation)**

Moved: Cr Tan

Seconded: Cr Lindemann

That Council:

- 1. Agrees to participate in the new funding proposal for the South West Sports Hall of Fame subject to:**
 - 1.1 A Memorandum of Understanding being developed and endorsed by the representative local governments of the South West Country Zone;**
 - 1.2 The upfront contribution from Shire of Donnybrook Balingup not exceeding \$1,500;**
 - 1.3 The ongoing annual management costs contribution from the Shire of Donnybrook Balingup not exceeding \$100 per annum.**
- 2. Authorises the Chief Executive Officer to enter into a Memorandum of Understanding consistent with this resolution.**

CARRIED 9/0 by En Bloc Decision

9.6.5 SOUTH WEST ACCESS AND INCLUSION ALLIANCE

| | |
|----------------------------|--|
| Location | Shire of Donnybrook Balingup |
| Applicant | Ben Rose, Chief Executive Officer |
| File Reference | ADM 10/A |
| Author | Loren Clifford, Corporate Planning and Governance Officer |
| Attachments | Attachment 9.6.5(1) - South West Zone Minutes – May 2019 |
| Voting Requirements | Simple Majority |
| Executive Summary | The purpose of this report is for council to decide if they are willing to participate in a South West Access and Inclusion Alliance within the Member Council's within the South West Zone. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Actions |
|--|---|--|
| 3.2 Well supported community groups and facilities | 3.2.1 Provide and maintain appropriate community facilities | 3.2.1.1 Implement the Disability Access and Inclusion Plan |

BACKGROUND

An item was put forward by the City of Busselton at the May 2019 WALGA South West Zone meeting to consider forming a 'South West Access and Inclusion Alliance' made up of member Council's within the South West Zone.

DETAILS

The City of Busselton provided further background to their proposal and referenced a presentation given by a local community member who had suffered a serious injury on the importance of accessible and inclusive communities for people living with disabilities. The community member suggested member Councils enter into a South West Access and Inclusion Alliance to share information on becoming more accessible and inclusive communities. [Attachment 9.6.5\(1\)](#)

The relevant motion from the WALGA SWZ is as follows:

"That member Council's be invited to advise their interest in the proposal for a SW Access and Inclusion Alliance."

CONSULTATION

Nil

FINANCIAL IMPLICATIONS

No direct financial contribution has been suggested at this stage.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

A Memorandum of Understanding (MOU) may need to be developed if the member Councils are in support of entering into an Alliance as proposed.

CONCLUSION

It's recommended that Council participate in a South West Access and Inclusion Alliance within the Member Council's within the South West Zone.

EXECUTIVE RECOMMENDATION

That Council:

- 1. Authorises the Chief Executive Officer to advise the Western Australia Local Government Association South West Zone that the Shire of Donnybrook Balingup supports 'in-principle' the proposal to establish a 'South West Access and Inclusion Alliance' involving Member Councils within the South West Zone;**
- 2. Authorises the Chief Executive Officer to engage with WALGA and other member Council's to establish the details of an Alliance;**
- 3. Requests the Chief Executive Officer provide a further report to Council for further consideration once details of the Alliance have been established for further consideration.**

COUNCIL RESOLUTION 86/19

(Alternate Motion)

Moved: Cr Mitchell

Seconded: Cr Tan

That Council respectfully decline the offer to be involved in the 'South West Access and Inclusion Alliance'.

CARRIED 6/3

9.6.6 AUDIT COMMITTEE – MEMBER APPOINTMENTS

| | |
|----------------------------|---|
| Location | Shire of Donnybrook Balingup |
| Applicant | Ben Rose, Chief Executive Officer |
| File Reference | FNC02 |
| Author | Alan Thornton, Manager Corporate Services |
| Attachments | Attachment 9.6.6(1) - Preston Press Advert April 2019 Attachment 9.6.6(2) Email – EOI Ian Telfer Attachment 9.6.6(3) Email - EOI Carly Anderson |
| Voting Requirements | Absolute Majority |
| Executive Summary | <ul style="list-style-type: none"> • Advertising has been undertaken • A decision is required from Council to appoint the Audit Committee Members. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Action |
|---|--|---|
| 4.1 – A strategically focussed, open and accountable local government | 4.1.1 – Provide Accountable and Strategic Leadership | 4.1.1.2 – Review Council, Committee and Working Group governance structures and meeting programs |
| 4.1 – A strategically focussed, open and accountable local government | 4.1.2 – Continue to enhance communication and transparency | 4.1.2.1 – Ongoing meaningful communication and engagement with residents, ratepayers and stakeholders |

BACKGROUND

At the ordinary Council meeting on 26 September 2018 Council resolved the following:

That Council:

1. *Advertise to seek expressions of interest from suitably qualified persons to be appointed as members of the Shire of Donnybrook Balingup’s Audit Committee, with a view to appointing up to two (2) persons to the Audit Committee who are not currently Elected Members of the Council.*
2. *Following the conclusion of the advertising period, that Council consider the selection of interested persons to the Audit Committee.*

3. *Depending upon the satisfactory selection of up to two persons, not being Elected Members of the Council, that Council consider reducing the size of the Audit Committee to a total of five (5) persons consisting of;*
- *Deputy Shire President;*
 - *Two other Elected Members;*
 - *Two community representatives, not being Elected Members of the Council.*

Subject to Council's decision, advertising was undertaken seeking Expressions of Interest in the April 2019 Preston Press ([Attachment 9.6.6\(1\)](#)). No applications or enquiries were received. As a result the CEO directly contacted specific community members who had either previously expressed an interest and/or had the relevant qualifications and experience to fulfill the requirements of the role. Nominations were received via email from Mr Ian Telfer ([Attachment 9.6.6\(2\)](#)) and Ms. Carly Anderson ([Attachment 9.6.6\(3\)](#)).

DETAILS

The Local Government Act 1995 requires that all Local Governments establish an Audit Committee. An Audit Committee plays a key role in assisting a local government to fulfil its governance and oversight responsibilities in relation to financial reporting, internal control structure, risk management systems, legislative compliance, ethical accountability and the internal and external audit functions.

Establishment of the Audit Committee

The Local Government Act 1995 and Local Government (Audit) Regulations 1996 provide that:

In relation to the establishment of an Audit Committee:

- (a) Each local government is to establish an Audit Committee consisting of three or more persons to exercise the powers and discharge the duties conferred on it;
- (b) Members of the Committee are to be appointed by an absolute majority decision of Council. At least three of the members are to be elected members;
- (c) The CEO is not to be a member of the committee and may not nominate a person to be a member of the committee or have a person to represent him or her as a member of the committee;
- (d) An employee is not to be a member of the Committee;
- (e) The only powers and duties that can be delegated to a committee are any of the powers and duties of the local government under Part 7 of the Act; that is, those relating to audit. The Committee cannot on-delegate the powers and duties delegated to it;

(f) An Audit Committee with a member who is a person who is not an Elected Members can be delegated powers and referred to in (e); and

(g) A decision of the Committee is to be made by simple majority.

FINANCIAL IMPLICATIONS

Not Applicable.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Local Government Act 1995

Local Government (Audit) Regulations 1996

CONCLUSION

Staff consider that the nominees are suitably qualified to fulfill the requirements of the role, and therefore recommend their appointment to the Committee.

Cr Piesse declared an impartiality interest in item 9.5.6 Audit Committee – Member Appointments as he has a personal acquaintance with a nominee (Mr Telfer).

EXECUTIVE RECOMMENDATION

Moved: Cr Tan

Seconded: Cr Mitchell

That Council:

- 1. Appoints Mr. Ian Telfer and Ms. Carly Anderson as Independent Members of the Shire of Donnybrook Balingup Audit Committee.**
- 2. Authorises the CEO to advise the Nominees of Council's decision.**
- 3. Appoints the following Elected Members to the Shire of Donnybrook Balingup Audit Committee:**

3.1 Deputy President – Cr. Leanne Wringe

3.2 Cr _____

3.3 Cr _____

***Absolute Majority Vote Required**

COUNCIL RESOLUTION 87/19

Moved: Cr Wringe

Seconded: Cr van der Heide

That Meeting procedures be suspended to allow for Councillor representatives to be nominated.

CARRIED 9/0

Meeting Procedures were suspended.

COUNCIL RESOLUTION 88/19

Moved: Cr King

Seconded: Cr Wringe

That Meeting Procedures be resumed.

CARRIED 9/0

Meeting Procedures were resumed.

COUNCIL RESOLUTION 89/19

(Executive Recommendation)

Moved: Cr Tan

Seconded: Cr Mitchell

That Council:

- 1. Appoints Mr. Ian Telfer and Ms. Carly Anderson as Independent Members of the Shire of Donnybrook Balingup Audit Committee.**
- 2. Authorises the CEO to advise the Nominees of Council's decision.**
- 3. Appoints the following Elected Members to the Shire of Donnybrook Balingup Audit Committee:**
 - 3.1 Deputy President – Cr Leanne Wringe**
 - 3.2 Cr Anne Mitchell**
 - 3.3 Cr Fred Mills**

CARRIED 9/0

ABSOLUTE MAJORITY VOTE ATTAINED

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 MOTION ON NOTICE - COUNCILLOR LINDEMANN

10.1.1 REQUEST FOR IN-PRINCIPLE COUNCIL SUPPORT OF THE PROPOSED EXPANSION OF THE WELLINGTON NATIONAL PARK TO INCREASE ECOTOURISM IN THE REGION.

| | |
|---------------------|--|
| Location | Shire of Donnybrook Balingup |
| Applicant | Cr Anita Lindemann |
| File Reference | NIL |
| Author | Cr Anita Lindemann |
| Attachment | Attachment 10.1.1(1) - Forests for Life South West WA Farm Forestry and Landcare Initiative flyer. |
| Voting Requirements | Simple Majority |
| Executive Summary | It is recommended the Council supports the proposed expansion of the Wellington National Park with the objective of increasing ecotourism in our region. |

STRATEGIC ALIGNMENT

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

| Outcome | Strategy | Actions |
|---|---|--|
| 1.1 A diverse, prosperous economy, supporting local business and population growth. | 1.1.1 Promote, maintain and diversify investment in the district. | 1.1.1.2 Represent the district's interests with key stakeholders. 1.1.1.4 Actively partner in regional Growth Planning partnerships and projects. |
| 1.3. An attractive visitor and tourist destination. | 1.3.1 Actively promote the district as an attractive destination. | 1.3.1.3 Continue to support local and regional tourism bodies and initiatives. 1.3.1.4 Support and promote local tourism events and attractions. |
| 2.2 Respected heritage assets. | 2.2.1 Maintain Shire heritage assets within available resources. | 2.2.1.1 Maintain the heritage asset inventory. 2.2.1.4 Collaborate with relevant organisations to maintain heritage assets. |

| | | |
|---|---|---|
| <p>2.3 A natural environment for the benefit of current and future generations.</p> | <p>2.3.1 Efficient use of resources to minimise environmental impacts.</p> <p>2.3.3 Partner with key stakeholders for effective environmental management.</p> | <p>2.3.1.1 Review the Sustainability strategy.</p> <p>2.3.1.2 Encourage the community to adopt alternative energy and green options.</p> <p>2.3.3.3 Lobby key stakeholders for improved environmental management practices and initiatives.</p> |
| <p>3.2 Well supported community groups and facilities.</p> | <p>3.2.2 Encourage and support volunteers and community organisations.</p> | <p>3.2.2.2 Provide support for community organisations.</p> |

BACKGROUND

At the OCM held on 13 February 2019, Council was presented with a report *Item 9.6.1 Proposed Expansion of the Wellington National Park* to consider a request for comment received from the Department of Biodiversity Conservation and Attractions (DBCA) for the proposed expansion of Wellington National Park.

In considering the proposal, Council resolved the following:

That Council:

1. *Supports initiatives that promote a sustainable timber industry;*
2. *Supports initiatives that promote a diversified and resilient local economy, including expansion of tourism and eco-tourism opportunities;*
3. *Requests the Chief Executive Officer to advise the Department of Biodiversity, Conservation and Attractions that there is insufficient information available to establish a position on the proposed expansion of the Greater Wellington National Park due to the absence of robust, independent data and detail to quantify the merits of the proposal; and*
4. *Requests the Chief Executive Officer to advise the Department of Biodiversity, Conservation and Attractions that an outcome which balances the interests of the timber industry, the natural environment and tourism should be sought.*

Since this resolution of Council, new information, independent data and further details, coupled with research, demonstrates we can strike a balance between the interests of the timber industry, the natural environment and tourism. This information gives Council an opportunity to revisit the proposal.

DETAILS

Both an expansion of the Wellington National Park and a continued sustainable forestry industry is possible.

1. Supports initiatives that promote a sustainable timber industry

The WA Government has recently renewed the Regional Forest Agreement with the Federal Government.

This Agreement was first signed 20 years ago as a way to manage conservation, forest management and logging without the State Government having to get Federal environmental approval to log or export under the Environment Protection and Biodiversity Conservation Act (1999).

This agreement has now been renewed for another 20 years. WA can continue prescribed burning, forestry operations, timber harvesting and the export of raw materials. This gives the industry certainty.

In March 2017 there were changes introduced to the criteria for identifying and protecting old growth Jarrah forest. These changes have allowed logging in areas that would have been classified as old growth previously.

Since 1995, Karri has been logged with a criteria of just two stumps within a two hectare radius.

Although there is concern that increasing the Wellington National Park by 7360 hectares would take a piece of State Forest from the current logging area, the remaining area has State Government approval and less restrictions, thus increasing its potential yield.

In the meantime, the opportunities grow to transition from native forest logging to a financially viable farm forestry model ensuring a long term future and retention of employment in the forestry industry.

A detailed, cautiously presented report, by consultants engaged by Forests for Life, make recommendations on investment scenarios and find that the plan is financially viable and could deliver a number of key co-benefits.

This Timber Action Plan would help transition the timber industry to:

- a. Farm forest;
- b. Plantation; and
- c. Salvaging native timber for fine woodcrafts.

Many other successful, and already profitable, alternative forest industries have also emerged. This includes the local native essential oil industry, utilising sustainable farming practices. Located in Harvey, the business produces Fragonia, Lemon Myrtle, Rosalina, Tea tree, Eucalyptus, Kunzea and Sandalwood essential oils. High value products with a local and overseas market.

Farming of industrial Hemp can be cultivated for both fibre and seed production and recently featured on ABC's Landline.

Fibre can be extracted from the stem and the seeds can be hulled and eaten, or pressed for omega rich oil and protein rich powder. Opportunities for Hemp products are vast including textiles, rope, animal bedding, building materials, paper, oil and food. This is crop that is fast growing, high yielding and uses the whole of the plant.

The native food industry is growing and demand outstrips supply. This includes Wattle Seed and Lemon Myrtle that are grown here in the South West and also featured on ABC's Landline.

Another new emerging industry is Living Legacy Forest. An Australian profit for purpose family company that turns your loved ones cremated ashes into a living tree.

The tree planting is located within the Wellington Dam National Park area. For every Legacy package purchased the Living Legacy Forest donates 200 supplementary trees to be planted in each person's honour. Why 200? Because that's how many trees it takes to create more air than a person breathes in a lifetime.

2. Supports initiatives that promote a diversified and resilient local economy, including expansion of tourism and ecotourism opportunities

The CEO of the Bunbury Wellington Economic Alliance, Chris McNamara and Yan Lyu from the South West China Business Association, presented to Council at a recent Concept Forum, the economic benefits of an attractive and naturally beautiful landscape as a drawcard to national and international tourists, in particular, the Chinese tourist market.

Following up on this presentation with both Chris and Yan, they elaborated further, listing several key points.

- An area of natural beauty, a clean environment and real experiences were high on the Chinese tourist list;
- Chinese people are from large cities and want to engage with local people, purchase products and gifts with providence, and taste local food;
- Taking selfies whilst in these environments, posting to WeChat and other social media, broadcasting to friends and family is the thing to do, giving the area even more promotion;
- Chinese workers only have a maximum of 2 weeks holiday each year so they are ready to cram in visits to significant areas of beauty, spend on experiences and buy gifts made locally;
- Tourism is a growing industry and China's tourism to the South West is increasing;
- China has a population of 1.386 billion people.

Of course attracting tourism locally and abroad can be capitalised on when you have such spectacular areas of natural beauty as a drawcard, marketed well and with support from various local businesses.

Currently the Wellington National Park attracts 350,000 tourists each year. The Shire of Donnybrook Balingup could potentially be the gateway to the expanded Park, further increasing the number of visitors to the area.

Support for the proposed expansion of Wellington National Park has been demonstrated by a recent survey asking for feedback from the community on this proposal. The survey closed on 13 March 2019. 46 submissions were received with the vast majority expressing their support for the expansion.

Reasons for supporting the proposal included an increased level of protection for the natural environment and opportunities for developing the local economy through increased tourism and recreational activities. The majority of those opposed to the proposal cited concerns of the impact the expansion would have on timber harvesting, firewood collection and other extractive uses.

As was brought to the Shire's attention recently by a member of the public, the collection of firewood is taking place throughout our Shire and not in the specific, designated areas for this activity. This is simply an ongoing problem, not one that will be unique to a designated National Park.

Comments attributed to Collie-Preston MLA Mick Murray:

"I am delighted to be working with the community to improve and expand tourism and recreation opportunities within Wellington National Park and the surrounding area. At the 2017 election, I committed to expand Wellington National Park to help capitalise on all the opportunities for sustainable, nature-based tourism in the region. I'm delighted the public consultation process has proven the popularity of our plan with locals."

Concerns about a National Park not being accessible or using the term "locked up" are a misconception. On the contrary, they are open for business, while ensuring the preservation of its unique flora and fauna.

In speaking to Drew Griffiths, Incident Manager from DBCA, he explained that National Parks are designed for equal recreational and conservation activities. Demonstrating this, Mick Murray has secured funding for a big project in Collie incorporating the Wellington National Park.

"We're delivering \$10 million for the Collie Adventure Trails initiative, establishing Collie as WA's premier trail adventure town. The investment will see over 180km of high quality mountain bike and bushwalking trails created in our town, with a 65km "epic" mountain bike trail centrepiece in the Wellington National Park," he said.

An example of successful ecotourism venture in the area is Potters Gorge, located in the Wellington National Park. It is open to camping following a significant redevelopment as part of the [Parks for People caravan and camping initiative](#).

The site is situated on the shore of the Wellington Dam in a shady Jarrah and Marri forest setting. This area has a spacious campground boasting 55 individual sites that caters for small, medium and large campervans or caravans. Many of the individual sites have their own tent pads.

New walk paths provide easy access around the site for mobility impaired visitors.

Another feature of the new site is the mountain bike pump track which offers another activity for families, whilst fishing, canoeing and bushwalking remain very popular activities here.

Adjacent access to the Sika Trail offers visitors a convenient way to go mountain biking or walking, also linking many of the trails in the Park and the Kiosk which offers refreshments and food.

A completely redesigned day use area features shelters and barbecues, plenty of car parking, information for the area and stunning vistas across the dam and surrounding forest areas.

When asked about dogs and horses in a National Park, Drew Griffiths referred to the Conservation and Land Management Act (1984). Despite public perception, it clearly states no animals are allowed in a State Forest, and the same applies to a National Park.

Other activities such as the placement of beehives, are restricted to State forest, however apiary sites require a paid lease arrangement with DBCA which comes with conditions. There has also been conversation around prescribed burns and their timing in State forests, which has led to the prevention of Jarrah trees flowering, in turn affecting the honey industry.

Often beehives are placed over the fence on private land near National Parks as bees average flights of 3.5kms. These honey bees are not native to Australia.

Western Australia has over 800 species of native bee, and many of them are endemic. These native bees are important pollinators of our West Australian wildflowers. They are also being investigated as pollinators for agricultural crops.

The State government made headlines on 30 April 2019 with the announcement of \$22 million of increased funding, investing in national parks and reserves in the 2019 -20 budget. Both Bunbury and the South West forests were mentioned by Environment Minister Stephen Dawson.

The proposed expansion of the park is currently having boundaries assessed.

In our recent MARKYT Community Scorecard, both our Shire and non-Shire affiliated respondents ranked areas to focus on improving. In the top 3, for both groups of respondents was Tourism. In the top10 was Conservation and Environment and also Economic Development.

ELECTED MEMBERS CONSULTATION

Not applicable

FINANCIAL IMPLICATIONS (ELECTED MEMBERS)

Nil

MANAGER

Not applicable

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Conservation and Land Management Act (1984);
Environment Protection and Biodiversity Conservation Act (1999).

ELECTED MEMBERS CONCLUSION

Supporting the proposed expansion of the Wellington National Park, whilst not impeding our forest industry as it transitions and diversifies into the future, would demonstrate we are listening to our community and acting on the priorities that matter to them.

This would deliver to our community an outcome which balances the interests of the timber industry, the natural environment and tourism.

EXECUTIVE COMMENT

Council previously considered the proposal to expand the Wellington National Park when it was being advertised for public comment and determined there was insufficient information provided by the State Government for Council to make an informed decision either way.

Since the end of the submission period, the Environment Minister in March 2019 has been quoted as stating that the State Government is committed to the proposed expansion and therefore it is anticipated that it will be ultimately approved.

Whilst the Elected Member's recommendation is unlikely to impact on the final decision made with regard to the proposed expansion, it indicates the Shire is positively receptive to the change and is willing to embrace it for the benefit of growing local eco-tourism. It does not necessarily alter Council's previous position which was based on the information provided at the time, but rather is considered a positive response to the changing paradigm in light of the imminent approval for the Wellington National Park expansion.

As such, staff have no objection to the proposed Elected Member's recommendation.

The Elected Member Recommendation was moved Cr Lindemann, seconded Cr Tan. Cr Piesse requested a minor amendment - that Point 1 be removed and the mover and seconded agreed.

Procedural Motion

Moved: Cr Mills

Seconded: Cr Mitchell

That the motion be put.

LOST 4/5

The motion was lost and debate continued.

**COUNCIL DECISION 90/19
(Elected Member Recommendation)**

Moved: Cr Lindemann

Seconded: Cr Tan

That Council acknowledges that the proposed expansion of the Wellington National Park is to be approved by the State Government and subject to such approval being granted:

- 1. Indicates the Shire of Donnybrook Balingup's in-principle support for the development of ecotourism opportunities in the Greater Wellington National Park with a view to increasing connectivity between tourism developments in neighbouring local government areas;**
- 2. Requests the Chief Executive Officer seek further clarification from the Department of Biodiversity, Conservation and Attractions as to its financial commitment and plans to develop the Greater Wellington National Park.**

CARRIED 7/2

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

Nil.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil.

13 CLOSURE

Next Agenda Briefing – 2.00pm Wednesday 17 July 2019
Next Ordinary Council Meeting – 5.00pm Wednesday 24 July 2019

The meeting was closed at 8.20pm.

**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 24 JULY 2019**

MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|---------|---------------------------------|--|-------------|--------------|
| CCP3397 | DOUBLETREE BY HILTON | ACCOMMODATION EXPENSES FOR EMO - TRAINING | \$ 143.00 | |
| CCP3398 | KIRUP TAVERN | DINNER FOLLOWING ORD COUNCIL MEETING IN KIRUP 24/04/2019 | \$ 548.50 | |
| CCP3399 | MICROSOFT REGIONAL SALES CORP | ANNUAL SERVICE FEE IPADS & MTHLY EMAIL SERVICE 04/19 - 05/19 | \$ 1,979.17 | |
| CCP3400 | AUST INSTITUTE OF MANAGEMENT | TUIA LODGE - FINANCE FOR NON FINANCE MANAGERS TRAINING | \$ 2,530.00 | |
| CCP3401 | BULL & BUSH TAVERN | MEAL EXPENSES FOR COUNCIL BUSINESS REVIEW MEETING | \$ 87.40 | |
| CCP3402 | BURST SMS KNOWN PTY LTD | TUIA LODGE - TOP UP OF CREDIT FOR MOBILE PHONE MESSAGING | \$ 203.80 | |
| CCP3403 | CITY OF SOUTH PERTH | PARKING EXPENSES FOR TRAINING CONFERENCE | \$ 18.50 | |
| CCP3404 | MICROSOFT REGIONAL SALES CORP | MICROSOFT EMAIL SERVICE- 26/04/2019 - 25/05/2019 | \$ 483.12 | |
| 3767 | FLEUR LYON | BOND REFUND | | \$ 150.00 |
| 3768 | GEORGE LETCHFORD | BOND REFUND | | \$ 150.00 |
| 3769 | SHIRE OF DONNYBROOK-BALINGUP | TFR PART BOND FOR CONDITION 9 OF APPROVAL RATING | | \$ 2,500.00 |
| 3771 | THE EST OF HELEN ELIZABETH FOAN | REFUND BALANCE OF TUIA LODGE ACCOMMODATION BOND | | \$ 16,249.97 |
| 3772 | BUILDERS REGN BOARD OF WA | BSL COLLECTIONS FOR MAY 19 | | \$ 2,798.97 |
| 3773 | DEBORAH LOUISE BOURKE | BOND REFUND | | \$ 12.00 |
| 3774 | SHIRE OF DONNYBROOK-BALINGUP | TFR PART BUS BOND TO OFFSET SUNDRY DEBTOR INVOICE | | \$ 88.00 |
| 3775 | LIONS CLUB OF DONNYBROOK INC. | REFUND NUMBER PLATE SURROUND COLLECTIONS 2018/19 | | \$ 352.00 |
| 3776 | SHIRE OF DONNYBROOK BALINGUP | TUIA LODGE RESIDENT'S KITTY RECOUP - MAY/JUNE 19 | | \$ 1,033.20 |
| 3777 | SHIRE OF DONNYBROOK BALINGUP | DAP DRAW DOWN - 01.01.19 TO 30.06.19 | | \$ 5,385.01 |
| 3778 | BCITF | REFUND BCITF LEVY COLLECTIONS - JUNE 19 | | \$ 90.34 |
| 3779 | SHIRE OF DONNYBROOK BALINGUP | REFUND BCITF AGENCY COLLECTION FEES - JUNE 19 | | \$ 16.50 |
| 3780 | BUILDERS REGN BOARD OF WA | BSL LEVY COLLECTIONS FOR JUNE 19 | | \$ 1,072.57 |

**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 24 JULY 2019**

MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|-----------|----------------------------------|--|---------------|----------|
| 3781 | SHIRE OF DONNYBROOK BALINGUP | BSL AGENCY COLLECTION FEES FOR JUNE 19 | | \$ 50.00 |
| EFT16624b | SHIRE OF DONNYBROOK BALINGUP | PAYROLL FOR PERIOD ENDING 19/06/2019 | \$ 120,534.01 | |
| EFT16624c | BENDIGO BANK - PAYROLL CLEARING | TUIA LODGE - PAYROLL FOR PERIOD ENDING 19/06/2019 | \$ 69,562.51 | |
| EFT16624d | AUSTRALIAN TAX OFFICE | BAS - MAY 19 | \$ 75,684.00 | |
| EFT16624e | SHIRE OF DONNYBROOK BALINGUP | TUIA LODGE - SUPERANNUATION FOR THE MONTH OF JUNE 2019 | \$ 17,307.65 | |
| EFT16625 | DONNYBROOK APPLE FESTIVAL INC. | 2018/2019 COMMUNITY FUNDING SCHEME - MAJOR EVENT SPONSOR | \$ 2,200.00 | |
| EFT16626 | ALLENS CIVIL & RURAL CONTRACTORS | RFQ 221 CONSTRUCTION OF BRIDGE STREET PATHWAY | \$ 22,717.53 | |
| EFT16627 | ARROW BRONZE | PLAQUE FOR DONNYBROOK NICHE WALL | \$ 463.98 | |
| EFT16628 | AUSQUIP INDUSTRIES | DB18069 SEMI TRAILER - REPAIR TIPPER HINGE | \$ 2,553.40 | |
| EFT16629 | AUSTRALIAN SERVICES UNION | PAYROLL DEDUCTIONS | \$ 25.90 | |
| EFT16630 | ARGYLE/IRISHTOWN BFB | MITIGATION SERVICES | \$ 2,204.30 | |
| EFT16631 | WINC AUSTRALIA PTY LTD | ADMIN STATIONERY SUPPLIES | \$ 807.89 | |
| EFT16632 | ALLENS TRAFFIC MANAGEMENT | MACQUARIE ST & VICTORY LN - TRAFFIC MANAGEMENT SERVICES | \$ 8,395.20 | |
| EFT16633 | ALL LIFT LIFTING SERVICES | GRIP LATCH SWIVEL HOOK | \$ 159.75 | |
| EFT16634 | ABBOTTS WATER FILTERS & PUMPS | WATER SAMPLING EQUIPMENT | \$ 165.00 | |
| EFT16635 | ABCO PRODUCTS PTY LTD | P&G - TOILET CLEANING PRODUCTS | \$ 2,671.65 | |
| EFT16636 | ATC EMPLOYMENT SOLUTIONS | TUIA LODGE - TRAINEE & CASUAL EMPLOYEE WAGES | \$ 7,330.70 | |
| EFT16637 | ALZHEIMER'S WA | DEMENTIA DESIGN CONSULTANCY - BRIDGE ST HOUSING | \$ 2,145.00 | |
| EFT16638 | ALLIED CARE GROUP | TUIA LODGE - ACFI CONSULTANCY MAY 2019 | \$ 2,046.20 | |
| EFT16639 | ALPINE LAUNDRY PTY LTD | KIRUP BFB - DRY CLEANING EXPENSES | \$ 53.92 | |

**SHIRE OF DONNYBROOK/BALINGUP
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**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------------|---------------------------------|---|------------------|--------------|
| EFT16640 | ABLE INNOVATORS PTY LTD | PURCHASE OF PLANT TRAILER | \$ 6,490.00 | |
| EFT16641 | ADVANCE SPEECH PATHOLOGY | TUIA LODGE - SPEECH PATHOLOGIST - MAY 2019 | \$ 900.00 | |
| EFT16642 | BENARA NURSERIES | P&G - ASSORTED LANDSCAPING PLANTS | \$ 1,716.00 | |
| EFT16643 | BUNBURY TOYOTA | DB8250 EMO VEHICLE - 10,000KM SERVICE | \$ 366.00 | |
| EFT16644 | BALINGUP PROGRESS ASSOCIATION | 2018/2019 MINOR EVENT SPONSORSHIP | \$ 500.00 | |
| EFT16645 | BUNBURY RETRAVISION | DBK REC CTR - PORTABLE SPEAKER | \$ 298.00 | |
| EFT16646 | BUNNINGS GROUP LIMITED | DBK REC CTR - OSH GOGGLES, BREATHING APPARATUS, GLOVES | \$ 343.65 | |
| EFT16647 | BOC LIMITED | TUIA LODGE - OXYGEN 28.04.2019 - 28.05.2019 | \$ 54.87 | |
| EFT16648 | BALINGUP BUSH FIRE BRIGADE | MITIGATION SERVICES - TREATMENT NUMBER 1542 | \$ 1,322.58 | |
| EFT16649 | BELL FIRE EQUIPMENT COMPANY P/L | LOWDEN BFB - REPLACEMENT CAMLOCK FITTING | \$ 44.00 | |
| EFT16650 | DONNYBROOK PHYSIOTHERAPY | TUIA LODGE - PHYSIOTHERAPY SERVICES - MAY 2019 | \$ 1,320.00 | |
| EFT16651 | BIG W - BUNBURY | DBK REC CTR - MUGS, POLAR FLEECE, AND PUFFER VESTS | \$ 230.00 | |
| EFT16652 | BDA TREE LOPPING | TREE PRUNING FOR THE MONTH OF MAY 2019 AS PER RFT 01/2016 | \$ 13,090.00 | |
| EFT16653 | BADGERS EMBROIDERY | DBK REC CTR - EMBROIDER SHIRE LOGO ON STAFF UNIFORMS | \$ 72.60 | |
| EFT16654 | BLN & DIST TOURISM ASSOC INC. | 2018/2019 COMMUNITY GRANT RECURRENT FUNDING | \$ 29,500.00 | |
| EFT16655 | BEELERUP BUSH FIRE BRIGADE | MITIGATION SERVICES - TREATMENT NUMBER 2078 | \$ 881.72 | |
| EFT16656 | BANKS PEST AND WEED CONTROL | TREAT LARGE POKE WEED PLANT AT BALINGUP TIP. | \$ 276.10 | |
| EFT16657 | BUNBURY TELECOM SERVICE PTY LTD | PRESTON VILL - PROVIDE SERVICE LOCATION | \$ 264.00 | |
| EFT16658 | BP DONNYBROOK | MGNT DBK TRANSIT PRK, ADMIN & BFB FUEL EXPENSES - JUNE 2019 | \$ 4,814.28 | |
| EFT16659 | BIG APPLE BAKERY | CATERING FOR COUNCIL BRIEFING 19 JUNE 2019 | \$ 140.00 | |
| EFT16660 | BLUE FORCE PTY LTD | PRESTON VILL - EMERG HELP MONITORING FOR MAY 2019 | \$ 183.51 | |

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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | | Municipal | Trust |
|----------|----------------------------------|---|----|-----------|-------|
| EFT16661 | BUNBURY HARVEY REGIONAL CNL | ORGANICS DISPOSAL & WASTE EDUCATION PROGRAM - MAY 2019 | \$ | 3,192.47 | |
| EFT16662 | BALINGUP WELDING & CIVIL PTY LTD | TOW ABANDONED VEHICLE | \$ | 315.00 | |
| EFT16663 | BKS REFRIGERATION & AIR CON | BLN TOWN HALL - INSTALL AIR CONDITIONER TO LESSER HALL | \$ | 12,540.00 | |
| EFT16664 | BLACKWOOD DAILY GRIND | MORNING TEA - PLANTATION FIREFIGHTING TRAINING | \$ | 375.00 | |
| EFT16665 | COATES HIRE OPERATIONS PTY LTD | HIRE OF ROLLER FOR SHOULDER GRADING | \$ | 4,691.68 | |
| EFT16666 | CLIFFORD AUTO REPAIRS | DB2542 COMMUNITY BUS - VEHICLE INSPECTION | \$ | 194.95 | |
| EFT16667 | CARPET COURT FLOORING CENTRES | LANGLEY VILL & MIN COTT - REPLACEMENT FLOOR TREATMENTS | \$ | 7,078.00 | |
| EFT16668 | CINDY JO ARMANASCO | 2019 SCHOOL HOLIDAY PROGRAM - CLAY DRAGONS | \$ | 60.00 | |
| EFT16669 | CRS ELECTRICAL | PRESTON VILL - HIRE CHERRY PICKER TO REPLACE EXT GLOBES | \$ | 752.40 | |
| EFT16670 | CLIFFORD HALLAM HEALTHCARE P/L | TUIA LODGE - CONTINENCE PRODUCTS JUNE 2019 | \$ | 2,473.52 | |
| EFT16671 | CLEANAWAY | REFUSE COLLECTION - MAY 2019 | \$ | 24,937.77 | |
| EFT16672 | STAFF REIMBURSEMENTS | ACCOMMODATION, MEAL AND PARKING EXPENSES FOR TRAINING | \$ | 176.51 | |
| EFT16673 | DEPT OF WATER & ENVIRON REGN | DWMF - ANNUAL LICENCE FEE 2019/20 | \$ | 6,496.68 | |
| EFT16674 | DONNYBROOK MEDICAL SERVICES | TUIA LODGE - PRE-EMPLOYMENT MEDICAL | \$ | 165.00 | |
| EFT16675 | DONNYBROOK NEWSAGENCY | DRYCLEANING & INCIDENTAL STATIONERY | \$ | 94.40 | |
| EFT16676 | DONNYBROOK TENNIS CLUB | 2018/2019 COMMUNITY GRANT FUNDING SCHEME | \$ | 2,000.00 | |
| EFT16677 | DBK & DISTRICTS PLUMBING SERVICE | VARIOUS SHIRE SITES - PLUMBING INSTAL & REPAIRS | \$ | 3,960.00 | |
| EFT16678 | DONNYBROOK FAMILY BAKERY | TUIA LODGE - BREAD SUPPLY MAY 2019 | \$ | 416.00 | |
| EFT16679 | DONNYBROOK TYRE SERVICE | VARIOUS SHIRE VEHICLES - REPLACEMENT TYRES & REPAIRS | \$ | 4,981.00 | |
| EFT16680 | DONNYBROOK DISTRICT HIGH SCHOOL | DBK LBRY - OPERATING EXPENSES - MAY 2019 | \$ | 465.74 | |
| EFT16681 | DONNYBROOK FARM SERVICE | VARIOUS SHIRE DEPTS - POOL CHEMICALS, RETIC PARTS, MISC | \$ | 1,967.10 | |

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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------|---------------------------------|---|--------------|-------|
| EFT16682 | DONNYBROOK-BALINGUP SES | DBK SES - REIMBURSEMENT FOR MEAL EXPENSES - CALLOUT | \$ 107.50 | |
| EFT16683 | DBK ARTS & CRAFT GROUP INC | 2018/2019 MINOR GRANT FUNDING | \$ 500.00 | |
| EFT16684 | DATA#3 | SG 125 FULLGUARD SECURITY - RENEWAL | \$ 423.85 | |
| EFT16685 | DBK VOLUNTEER FIRE & RESCUE | MITIGATION SERVICES - TREATMENT 1542 | \$ 1,322.58 | |
| EFT16686 | DRAINSCOPE | PRESTON VILL - LOCATE WATER LEAK & REPAIR PIPEWORK | \$ 825.00 | |
| EFT16687 | DANIELS HEALTH SERVICES PTY LTD | TUIA LODGE - BIO-CAN SERVICE & SUPPLY | \$ 518.39 | |
| EFT16688 | DBCEC (WA) PTY LTD | TASSONE RD - GRAVEL SUPPLY | \$ 14,509.93 | |
| EFT16689 | DEPT OF BIODIV, CONS & ATTRACT | MUNRO BFB - SHED LEASE EXPENSES - 01/05/2019 TO 30/04/2020 | \$ 153.18 | |
| EFT16690 | EARTH SHAPE | POUND - SUPPLY & LAY SCALPS PLUS EARTHWORKS | \$ 1,100.00 | |
| EFT16691 | STAFF REIMBURSEMENTS | TUIA LODGE - REIMBURSEMENT OF REGISTERED NURSE REG FEES | \$ 170.00 | |
| EFT16692 | BUNBURY FREIGHT SERVICES | TUIA LODGE - FREIGHT FOR PHARMACEUTICAL SUPPLIES - MAY 2019 | \$ 173.38 | |
| EFT16693 | FLEXI STAFF PTY LTD | TUIA LODGE - CASUAL WAGES | \$ 1,126.22 | |
| EFT16694 | FRONTLINE FIRE & RESCUE | UPPER CAPEL BFB - REPLACEMENT PROTECH BRANCH & ADAPTOR | \$ 1,046.38 | |
| EFT16696 | FITNESS SOLUTIONS WA | DBK REC CTR - RPLACEMENT GYM EQUIPMENT | \$ 4,398.05 | |
| EFT16697 | SUEZ RECYCLING & RECOVERY P/L | PROCESSING OF RECYCLABLES - MAY 2019 | \$ 1,067.30 | |
| EFT16698 | GJ FREIGHT | TRANSPORT OF RECYCLABLE CARDBOARD TO SUEZ | \$ 935.00 | |
| EFT16699 | GUIDES WA SOUTHWOOD REGION | DBK GUIDE HALL - HALF YEARLY RENTAL 01/01/2019 - 30/06/2019 | \$ 1,300.00 | |
| EFT16700 | STAFF REIMBURSEMENTS | REIMBURSEMENT OF 1 YRS MOTOR DRIVERS LICENCE AS PER EBA | \$ 44.05 | |
| EFT16701 | THE GOOD GUYS DISCOUNT | TUIA LODGE - HISENSE LED LCD SMART TV | \$ 1,229.00 | |
| EFT16702 | GO NATURAL PAINTING | PRESTON VILLAGE - PAINTING OF EXTERNAL UNITS 1-13 | \$ 27,500.00 | |
| EFT16703 | GTEK SOLUTIONS PTY LIMITED | DBK REC CTR - PRINTER/TONER CARTRIDGES | \$ 369.60 | |

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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------|--------------------------------|---|--------------|-------|
| EFT16704 | HARVEY NORMAN ELECTRICAL | BALINGUP HALL - WESTINGHOUSE DUEL FUEL COOKER | \$ 1,898.00 | |
| EFT16705 | HOSPITALITY HOUSE | TUIA LODGE - 2X CREAM GUNS | \$ 240.00 | |
| EFT16706 | HASTIE WASTE PTY LTD | MGMT DBK & BLN LANDFILL SITES - MAY 2019 | \$ 36,436.39 | |
| EFT16707 | HESKETH CONTRACTING | SPRING GULLY RD - TONNES OF 20MM AGGREGATE | \$ 1,155.00 | |
| EFT16708 | COVERT SIGNS | ARGYLE/IRISHTOWN BFB - SUPPLY & INSTALL DECALS TO TANKERS | \$ 895.18 | |
| EFT16709 | SKIPPERS PLUMBING SERVICES | TUIA LODGE - REPLACEMENT OF MARRI WING HOT WATER SYSTEM | \$ 2,121.26 | |
| EFT16710 | HEMMINGS HOME & BUILDING MAINT | PRESTON VILL - REPLACE EXTERNAL PERSONAL ACCESS DOOR | \$ 401.50 | |
| EFT16711 | INSTANT WEIGHING | DB1250 CAT LOADER - REPAIR OF WEIGHING SCALES | \$ 10,175.00 | |
| EFT16712 | IT VISION | SYNERGY SYSTEM ADMIN TRAINING | \$ 561.00 | |
| EFT16713 | INDIGENOUS PROFESSIONAL SERV | TUIA LODGE - MONTHLY NEWSLETTER (PRESTON PRESS) MAY 2019 | \$ 1,100.00 | |
| EFT16714 | ICAREHEALTH | TUIA LODGE - ANNUAL SOFTWARE SERVICE PLAN | \$ 13,222.04 | |
| EFT16715 | SOUTH WEST ISUZU | DB1149 TANDEM TRUCK - INSPECTION AND REPAIR OF GEAR BOX | \$ 469.90 | |
| EFT16716 | JASON SIGNMAKERS | VARIOUS ROAD SIGNAGE & RURAL ROAD NUMBERS | \$ 1,177.66 | |
| EFT16717 | JARAM PRODUCTS PTY LTD | DEPOT - TOOLBOX WITH 4 DRAWERS | \$ 4,324.10 | |
| EFT16718 | SOUTH WEST SHOW HORSE ASSOC | 2018/2019 MINOR EVENT SPONSORSHIP | \$ 120.00 | |
| EFT16719 | STAFF REIMBURSEMENTS | REIMBURSEMENT OF 1YRS MOTOR DRIVERS LICENCE AS PER EBA | \$ 44.05 | |
| EFT16720 | LOWDEN BUSH FIRE BRIGADE | MITIGATION SERVICES - TREATMENT NUMBER 2100 | \$ 440.86 | |
| EFT16721 | LANDMARK ENGINEERING & DESIGN | DBK TOWNSCAPE - VASSE COMPOSITE TABLE SETTING | \$ 6,240.30 | |
| EFT16722 | LGIS RISK MANAGEMENT | LGISWA SW REGIONAL RISK COORDINATION PROGRAMME | \$ 5,691.40 | |
| EFT16723 | LIGHTHOUSE ADVISORY SERVICES | TUIA LODGE -DEVELOP A GUIDANCE DOCUMENT/TEMPLATES | \$ 3,300.00 | |
| EFT16724 | MALATESTA ROAD PAVING & HOTMIX | BEELERUP RD - EMULSION | \$ 800.00 | |

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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------|---------------------------------|---|-------------|-------|
| EFT16725 | MM ELECTRICAL MERCHANDISING | TUIA LODGE - LINEAR FLUORESCENT LAMP x 10 | \$ 48.40 | |
| EFT16726 | STAFF REIMBURSEMENTS | DBK REC CTR - REIMBURSE OF POOL LIFEGUARD REQUAL | \$ 150.00 | |
| EFT16727 | MOA BENCHMARKING | TUIA LODGE - RESIDENTIAL FEES FOR PERIOD BEGINNING 01/06/2019 | \$ 190.00 | |
| EFT16728 | MPM CONCRETING | LANGLEY VILLAS - CONTRUCT CONCRETE PATHWAY | \$ 3,080.00 | |
| EFT16729 | MORE TELECOM | TUIA LODGE - MONTHLY TELEPHONE SERVICES APRIL - MAY 2019 | \$ 676.80 | |
| EFT16730 | MAJOR VALUATIONS | PRESTON VILLAGE - VALUATION OF UNIT 11 | \$ 990.00 | |
| EFT16731 | STAFF REIMBURSEMENTS | TUIA LODGE - REIMBURSE REGISTERED NURSE REGISTRATION FEES | \$ 170.00 | |
| EFT16732 | DAVID NOWLAND HYDRAULICS | DB754 BACKHOELOADER - ORS HOSE 820MM LONG & NIPPLE | \$ 168.15 | |
| EFT16733 | NIGHTGUARD SECURITY SERV P/L | DBK REC CTR - RESPONSE TO ALARM 03/05/2019 | \$ 220.00 | |
| EFT16734 | NEVERFAIL SPRINGWATER LIMITED | DBK REC CTR - 5 X 15LTR SPRINWATER BOTTLES | \$ 61.25 | |
| EFT16735 | NARA TRAINING & ASSESSING P/L | WHITE CARD TRAINING FOR EO | \$ 100.00 | |
| EFT16736 | NORTH POINT CONSULTING | TUIA LODGE - REMAINING 50% DESIGN DEVELOPMENT | \$ 3,355.00 | |
| EFT16737 | OFFICEWORKS | 2019/20 WALL CALENDAR & MISC STATIONERY | \$ 58.88 | |
| EFT16738 | OFFICEWORKS | TUIA LODGE - OCCUPATIONAL THERAPY EXPENSES/STATIONERY | \$ 158.00 | |
| EFT16739 | STAFF REIMBURSEMENTS | TUIA LODGE - REIMBURSEMENT OF PURCHASE OF BLENDER | \$ 99.00 | |
| EFT16740 | PFI CLEANING SUPPLIES | DBK LIBRARY - HAND TOWELS. TOILET PAPER, SOAP BOTTLES | \$ 180.20 | |
| EFT16741 | PRESTON PRESS | SHIRE NOTICE PAGE - FULL PAGE - JUNE 2019 | \$ 220.00 | |
| EFT16742 | PRESTIGE PRODUCTS | DBK REC CTR - CLEANING SUPPLIES | \$ 333.63 | |
| EFT16743 | PRESTON VALLEY MAINTENANCE | ADMIN BLDG - SAND ENTRY FRONT STEP & APPLY NON SLIP TAPE | \$ 99.00 | |
| EFT16744 | J PALAZZOLO | DBK REC CTR - SPIN CYCLE INSTRUCTOR EXPENSES MAY-JUNE 2019 | \$ 550.00 | |
| EFT16745 | PAYPAC PAYROLL SERVICES PTY LTD | TUIA LODGE - PAYROLL PROCESSING SERVICES FOR MAY 2019 | \$ 997.15 | |

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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------|---------------------------------|--|-----------|-----------|
| EFT16746 | HOLCIM (AUSTRALIA) PTY LTD | UPPER CAPEL RD - 22 TONNES OF 7MM AGGREGATE | \$ | 1,320.66 |
| EFT16747 | STAFF REIMBURSEMENTS | REIMBURSEMENT OF HOME INTERNET EXPENSES FOR JUNE 2019 | \$ | 39.95 |
| EFT16748 | RTR FITNESS | DBK REC CTR - SPIN & PUMP INSTRUCTOR EXPENSES | \$ | 500.00 |
| EFT16749 | ROSTER WITH ROSS PTY LTD | TUIA LODGE - ZUUS SCHED, PAYROLL & ZUUSTIME - 06/07 2019 | \$ | 149.00 |
| EFT16750 | SLEE ANDERSON & PIDGEON | ENDURING POWER OF ATTORNEY LEAGL ADVICE | \$ | 247.50 |
| EFT16751 | STEWART & HEATON CLOTHING CO. | FERNDALE BFB - PROTECTIVE CLOTHING | \$ | 493.30 |
| EFT16752 | SOUTHERN LOCK & SECURITY | TUIA LODGE - LOCKWOOD PASSAGE LEVER SET, SPARE KEYS | \$ | 766.16 |
| EFT16753 | STATEWIDE VEHICLE HOIST SERVICE | SERVICE HOIST AT DONNYBROOK DEPOT | \$ | 165.00 |
| EFT16754 | WA COUNTRY HEALTH SERVICE | TUIA LODGE - RESIDENT MEALS MAY 2019 | \$ | 17,029.20 |
| EFT16755 | STALEY FOOD & PACKAGING | TUIA LODGE - LAUNDRY CONSUMABLES JUNE 2019 | \$ | 5,193.49 |
| EFT16756 | SURGICAL HOUSE PTY LTD | TUIA LODGE - ETERNAL FEED SET, CONTINENCE SUPPLIES | \$ | 1,206.40 |
| EFT16757 | SPRINTQUIP | ADMIN RECEPTION - CV100 COIN SCALE | \$ | 544.50 |
| EFT16758 | STATEWIDE BEARINGS | DB193 MOWER - MOLYLUBE | \$ | 121.44 |
| EFT16759 | SNL ELECTRICS | COMMUNITY CTR - INVESTIGATE/REPAIR FAULT TO GAS HEATER | \$ | 454.67 |
| EFT16760 | TRUCKLINE | DB18069 TIPPING TRAILER - SEALS | \$ | 756.24 |
| EFT16761 | TOTALLY SOUND | DBK REC CTR - WIRELESS DIGITAL SYSTEM & RACK MOUNT KIT | \$ | 1,158.03 |
| EFT16762 | TOLL TRANSPORT PTY LTD | VARIOUS SHIRE DEPTS - FREIGHT EXPENSES | \$ | 194.27 |
| EFT16763 | UPPER CAPEL BUSH FIRE BRIGADE | MITIGATION SERVICES - TREATMENT 2100 | \$ | 440.86 |
| EFT16764 | LANDGATE | GENERAL VALUATIONS, COUNTRY & FESA REVALUATIONS 2018/19 | \$ | 59,919.84 |
| EFT16765 | VEENS DESIGN GROUP | BRIDGE ST - DESIGN PROPOSED INDEPENDENT LIVING UNITS | \$ | 1,375.00 |
| EFT16766 | VEOLIA ENVIRONMENTAL SERVICES | APRIL PIT CLEANING AS PER RFQ 01/2018 | \$ | 5,977.40 |

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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|-----------|----------------------------------|--|---------------|---------------|
| EFT16767 | WORK CLOBBER | DBK REC CTR - STAFF UNIFORM POLO SHIRTS PLUS EMBROIDERY | \$ 552.62 | |
| EFT16768 | WML CONSULTANTS PTY LTD | PRELIM REPORT FOR 2020/21 BLACKSPOT FUNDING PROJECTS | \$ 643.50 | |
| EFT16769 | THE WORKWEAR GROUP PTY LTD | ADMIN - NEW STAFF UNIFORM ORDER 2018/19 | \$ 1,311.59 | |
| EFT16769a | DEPARTMENT OF TRANSPORT | REFUND LICENSING AGENCY COLLECTIONS FOR JUNE 19 | | \$ 118,504.75 |
| EFT16770 | BALINGUP GLASS & LEADLIGHTS | BALINGUP HALL RENEWAL PROJECT - RESTORATION OF WINDOWS | \$ 2,156.00 | |
| EFT16771 | CAPITAL FINANCE | VARIOUS SHIRE LEASE EXPENSES 23/06/2019 - 22/09/2019 | \$ 896.15 | |
| EFT16772 | STAFF REIMBURSEMENTS | REIMBURSEMENT OF MEAL EXPENSES FOR BFB'S - DEPLOYMENT | \$ 77.50 | |
| EFT16773 | PRESTON VALLEY MAINTENANCE | BLN HALL - MINOR WORK - LIMESTONE WALL & STORMWATER | \$ 9,900.00 | |
| EFT16774 | SURVEY MONKEY | STANDARD 12 MTH INDIVIDUAL SUBSCRIPTION | \$ 283.64 | |
| EFT16775 | UPLAND CONSULTING | RFQ 188 - PROJECT MANAGEMENT BALINGUP TOWN HALL RENEWAL | \$ 3,300.00 | |
| EFT16775a | SHIRE OF DONNYBROOK BALINGUP | TUIA LODGE - PAYROLL FOR PERIOD ENDING 03/07/2019 | \$ 69,995.42 | |
| EFT16775b | SHIRE OF DONNYBROOK BALINGUP | PAYROLL FOR PERIOD ENDING 03/07/2019 | \$ 134,982.00 | |
| EFT16775c | SHIRE OF DONNYBROOK BALINGUP | TUIA LODGE - SPECIAL PAYROLL FOR PERIOD ENDING 03/07/2019 | \$ 462.40 | |
| EFT16776 | PSN TRAINING PTY LTD | RETURN OF REFUND PAID TWICE IN ERROR BY PNS TRAINING | \$ 654.50 | |
| EFT16777 | AGED CARE QUAL & SAFETY COMM | TUIA LODGE - 3 YEAR MANDATORY RE-ACCREDITATION FEES | \$ 11,891.00 | |
| EFT16778 | APRA LIMITED | VARIOUS SHIRE SITES - MUSIC LICENCE FEES 01/06/2019 - 31/08/2019 | \$ 214.13 | |
| EFT16779 | ALLENS CIVIL & RURAL CONTRACTORS | RFQ 205 - EARTHWORKS AT SOUTH END BALINGUP TOWN HALL | \$ 5,499.89 | |
| EFT16780 | ALFS MACHINERY PTY LTD | GOODS AND SERVICES TO THE VALUE OF \$200 - MAY 2019 | \$ 10.00 | |
| EFT16781 | AUSTRALIA POST | ADMIN - SHIRE POSTAGE | \$ 689.28 | |
| EFT16782 | ARROW BRONZE | PLAQUE FOR DONNYBROOK NICHE WALL | \$ 264.38 | |
| EFT16783 | ABC FILTER EXCHANGE | TUIA LODGE - RANGEHOOD CLEAN & FILTER EXCHANGE | \$ 726.00 | |

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| Chq/EFT | Name | Description | Municipal | Trust |
|----------|----------------------------------|--|--------------|-------|
| EFT16784 | AUSQUIP INDUSTRIES | DB1149 ISUZU TRUCK - REPAIRS TO DAMAGED TRUCK & BODY | \$ 13,307.80 | |
| EFT16785 | AUSTRALIAN SERVICES UNION | PAYROLL DEDUCTIONS | \$ 25.90 | |
| EFT16786 | ALL-TECH PLUMBING | MITCHELL PARK - CARRY OUT BACKFLOW DEVICE TEST | \$ 1,182.50 | |
| EFT16787 | WINC AUSTRALIA PTY LTD | ADMIN STATIONARY APRIL 2019 | \$ 750.73 | |
| EFT16788 | MAIA FINANCIAL | VARIOUS SHIRE LEASES FOR PERIOD 01/07/2019 - 30/09/2019 | \$ 15,766.66 | |
| EFT16789 | AMPAC DEBT RECOVERY (WA) P/L | RATES RECOVERY EXPENSES FOR PERIOD ENDING 21/06/2019 | \$ 1,394.80 | |
| EFT16790 | AUSQ (WA) PTY LTD | RE-ENROLMENT FEE FOR TRAINING - 18 & 19TH JULY 2019 | \$ 339.00 | |
| EFT16791 | ATC EMPLOYMENT SOLUTIONS | TUIA LODGE - TRAINEE & CASUAL WAGES | \$ 3,390.62 | |
| EFT16792 | ACTIVTEC SOLUTIONS | TUIA LODGE - SERVICE HOISTS, MEDICAL BEDS & SHOWER TROLLEY | \$ 1,167.00 | |
| EFT16793 | BUNBURY RETRAVISION | DBK LIBRARY - PURCHASE SMART TV, MOUNT & ACCESSORIES | \$ 2,742.90 | |
| EFT16794 | BUNNINGS GROUP LIMITED | WHEELIE BIN FOR BFB PPC DRYCLEANING & RACKING | \$ 171.14 | |
| EFT16795 | BOC LIMITED | DBK DEPOT ANNUAL OXYGEN CONTAINER FEES 01/07/19 - 30/06/2020 | \$ 663.53 | |
| EFT16796 | BELL FIRE EQUIPMENT COMP PTY LTD | TUIA LODGE - REPAIR/REPLACE FAULTY SMOKE DETECTORS | \$ 1,136.45 | |
| EFT16797 | PG & DM BLECHYNDEN | BLN TOWN HALL PROJECT - SAND FLOOR AT REAR STAGE | \$ 3,960.50 | |
| EFT16798 | DONNYBROOK PHYSIOTHERAPY | TUIA LODGE - PHYSIOTHERAPY EXPENSES - JUNE 2019 | \$ 2,244.00 | |
| EFT16799 | BANKS PEST AND WEED CONTROL | GEMMEL RD - SPRAYING BRIDAL CREEPER | \$ 251.90 | |
| EFT16800 | BIG APPLE BAKERY | CATERING FOR BUDGET MEETING 03/07/2019 | \$ 180.00 | |
| EFT16801 | BBY HARVEY REGIONAL COUNCIL | REGIONAL WASTE EDUCATION PROGRAM - JUNE 2019 | \$ 807.03 | |
| EFT16802 | BRANDICOOT | WEB HOSTING SERVICE - JULY 2019 | \$ 198.00 | |
| EFT16803 | STAFF REIMBURSEMENTS | TUIA LODGE - REIMBURSE REGISTERED NURSE REGISTRATION | \$ 170.00 | |
| EFT16804 | BRIDGETOWN CARPETS & FLOORS | BALINGUP HALL PROJECT - INSTALL CARPET IN PHYSIO OFFICE | \$ 1,545.00 | |

**SHIRE OF DONNYBROOK/BALINGUP
LOCAL GOVERNMENT ACT 1995**

**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 24 JULY 2019**

MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------------|---------------------------------|--|------------------|--------------|
| EFT16805 | CARBONE BROS. PTY LTD | BALINGUP HALL - 19MM LIME STONE CHIP WITH NO FINES | \$ 694.80 | |
| EFT16806 | BUNBURY BRANCH COATES HIRE | HIRE OF ROLLER FOR SHOULDER GRADING | \$ 6,255.57 | |
| EFT16807 | CITY & REGIONAL FUELS | FUEL EXPENSES - JUNE 2019 | \$ 15,067.02 | |
| EFT16808 | DUG CROSS ELECTRICS | RFQ 216 - ELECTRICAL WORKS - BALINGUP TOWN HALL PROJECT | \$ 14,702.00 | |
| EFT16809 | COOLAIR REFRIGERATION SERVICES | DBK MEDICAL CTR - CARRY OUT REPAIRS TO AIR CONDITIONING UNIT | \$ 3,907.04 | |
| EFT16810 | DBK/BLN CHAMBER OF COMMERCE | CHAMBER OF COMMERCE ANNUAL MEMBERSHIP FEE 2019/20 | \$ 99.00 | |
| EFT16811 | CRS ELECTRICAL | PRESTON VILL - REFURB WORKS, INSTALL 3IN1 HEAT/FAN/LIGHT | \$ 552.53 | |
| EFT16812 | STAFF REIMBURSEMENTS | REIMBURSE OF ACCOMMODATION EXPENSES FOR WALGA TRAINING | \$ 266.80 | |
| EFT16813 | DONNYBROOK NEWSAGENCY | DRY CLEAN BALINGUP HALL STAGE CURTAINS | \$ 801.45 | |
| EFT16814 | DONNYBROOK PHARMACY | TUIA LODGE - PHARMACY ACCOUNT MAY 2019 | \$ 233.74 | |
| EFT16815 | DONNYBROOK FRUIT BARN | DBK SPORT PRECINCT PROJECT - CATERING FOR 15 ATTENDEES | \$ 1,684.75 | |
| EFT16816 | LIONS CLUB OF DONNYBROOK INC. | COUNCIL RESOLUTION 52/19 PROVISION OF FINANCIAL SUBSIDY | \$ 6,000.00 | |
| EFT16817 | DONNYBROOK & DISTRICTS PLUMBING | BLN HALL PROJECT - COMMISSION STOVE & RELOCATE WATER TAP | \$ 924.00 | |
| EFT16818 | DONNYBROOK FAMILY BAKERY | TUIA LODGE - BREAD SUPPLY JUNE 2019 | \$ 431.50 | |
| EFT16819 | DONNYBROOK TYRE SERVICE | VARIOUS SHIRE VEHICLES - NEW TYRES & REPAIRS | \$ 840.00 | |
| EFT16820 | DBK COMMUNITY RESOURCE CENTRE | 2018/2019 MINOR COMMUNITY GRANT FUNDING | \$ 754.00 | |
| EFT16821 | DELL AUSTRALIA PTY LTD | TUIA LODGE - COMPUTER OPTIPLEX 5070 MICRO XCTO X 2 | \$ 3,722.40 | |
| EFT16822 | DOWNER EDI ENGINEERING PTY LTD | MAINTENANCE SITE VISIT OF CCTV NETOWRK AS PER QUOTE 138435 | \$ 5,844.63 | |
| EFT16823 | EARTHMAC PTY LTD | VARIOUS SHIRE SITES - TRAFFIC MANAGEMENT SERVICES | \$ 8,151.00 | |
| EFT16824 | 2R ELECTRICAL | REPAIR SENSOR LIGHT TOWER AT VILLAGE GREEN BALINGUP | \$ 220.00 | |
| EFT16825 | BUNBURY FREIGHT SERVICES | TUIA LODGE - FREIGHT FOR PHARMACEUTICALS - JUNE 2019 | \$ 207.19 | |

**SHIRE OF DONNYBROOK/BALINGUP
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**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 24 JULY 2019**

MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------|--------------------------------|---|--------------|-------|
| EFT16826 | FAIRTEL PTY LTD | DONNYBROOK SES - PHONE AND NBN SERVICE - JUNE 2019 | \$ 273.80 | |
| EFT16827 | THE GOOD GUYS | PRESTON VILLAGE - COMMUNITY CENTRE FRIDGE REPLACEMENT | \$ 1,080.00 | |
| EFT16828 | GOLDEN VALLEY TREE PARK CTEE | 2017/2018 MINOR COMMUNITY GRANT FUNDING | \$ 550.00 | |
| EFT16829 | HASTIE WASTE PTY LTD | MGMT DBK & BLN LANDFILL SITES - JUNE 2019 | \$ 35,827.89 | |
| EFT16830 | HYDRAMET PTY LTD | DBK REC CTR - FLOW INDICATOR | \$ 103.40 | |
| EFT16831 | SKIPPERS PLUMBING SERVICES | MINNINUP COTT - NEW HOT WATER SYSTEM AND INSTALLATION | \$ 2,012.06 | |
| EFT16832 | IT VISION | ADMIN - DATABASE MIGRATION | \$ 4,218.50 | |
| EFT16833 | INDIGENOUS PROFESSIONAL SERV | TUIA LODGE - MONTHLY NEWSLETTER JUNE 2019 | \$ 1,100.00 | |
| EFT16834 | JASON SIGNMAKERS | VARIOUS SHIRE SITES - ROAD SIGNAGE & RURAL ROAD NUMBERS | \$ 809.18 | |
| EFT16835 | JOMAR CONTRACTING | ROSEDENE LANE BRIDGE REPAIR WORKS AS PER RFQ 203 | \$ 62,601.00 | |
| EFT16836 | JIMS ROOF RESTORATION | TUIA LODGE - REMOVE DOWNPIPES & INSTALL 90MM DOWNPIPES | \$ 1,743.50 | |
| EFT16837 | WESFARMERS KLEENHEAT GAS | TUIA LODGE - YEARLY FACILITY FEE FOR 45KG VAP CYL | \$ 1,279.86 | |
| EFT16838 | KEYBROOK UTILITY SERVICES | MINNINUP COTTAGES - REMOVAL OF ASBESTOS FLOOR TILES | \$ 660.00 | |
| EFT16839 | LANDGATE | DOCUMENT ORDER - COLLINS ST DONNYBROOK | \$ 102.80 | |
| EFT16840 | SOUTH WEST LOCKSMITHS | DBK TRANSIT PARK - REPAIR/REPLACE FAULTY DOOR HANDLES | \$ 416.30 | |
| EFT16841 | LUCID ECONOMICS PTY LTD | COST BENEFIT ANALYSIS - RAILWAY HERITAGE PRECINCT | \$ 4,730.00 | |
| EFT16842 | MALATESTA ROAD PAVING & HOTMIX | THOMSON BROOK RD - 250 LITRES OF EMULSION | \$ 400.00 | |
| EFT16843 | MANJIMUP TOYOTA | ADMIN - 3 X VEHICLE TRADE IN | \$ 80,142.60 | |
| EFT16844 | MARKETFORCE PRODUCTIONS | VARIOUS SHIRE DEPTS - ADVERTISING EXPENSES | \$ 1,091.68 | |
| EFT16845 | MOA BENCHMARKING | TUIA LODGE - RESIDENTIAL FEES FOR PERIOD BEGINNING 01/07/2019 | \$ 215.00 | |
| EFT16846 | MORE TELECOM | TUIA LODGE - MONTHLY TELEPHONE & NBN SERVICES | \$ 694.34 | |

**SHIRE OF DONNYBROOK/BALINGUP
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**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
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COUNCIL ON 24 JULY 2019**

MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------|-------------------------------|---|---------------|-------|
| EFT16847 | NIGHTGUARD SECURITY SERV P/L | DBK REC CTR - LATE TO CLOSE ALARM RESPONSE | \$ 220.00 | |
| EFT16848 | NEIL BUTLER QUANTITY SURVEYOR | BALINGUP TOWN HALL RENEWAL PROJECT - COST PLAN | \$ 2,640.00 | |
| EFT16849 | NH3 | TUIA LODGE - REPAIR OF A/C IN SUNROOM * DOOR SEAL ON FRIDGE | \$ 370.31 | |
| EFT16850 | OFFICEWORKS | BINDING CLEAR COVERS AND BLACK BACKS, BINDING COMBS | \$ 320.12 | |
| EFT16851 | OFFICEWORKS | TUIA LODGE - STATIONERY JUNE 2019 | \$ 201.50 | |
| EFT16852 | PFI CLEANING SUPPLIES | DONNYBROOK HALL - SUPPLY DRUM OF SAFESTEP PASTE | \$ 130.67 | |
| EFT16853 | PRESTON VALLEY MAINTENANCE | BLN TOWN HALL - MINOR WORKS & OTHER MISC BUILDING REPAIRS | \$ 9,542.50 | |
| EFT16854 | J PALAZZOLO | DBK REC CTR - CYCLE CLASS INSTRUCTOR EXPENSES | \$ 150.00 | |
| EFT16855 | PAGODA RESORT & SPA | ACCOMMODATION FOR CONTRACT MANAGEMENT FUNDAMENTALS | \$ 474.00 | |
| EFT16856 | PLAY CHECK | APPLE FUN PARK - ANNUAL COMPREHENSIVE PLAYGROUND AUDIT | \$ 2,145.00 | |
| EFT16857 | STAFF REIMBURSEMENTS | REIMBURSEMENT OF HOME INTERNET EXPENSES - JULY 2019 | \$ 39.95 | |
| EFT16858 | STUART RUSSELL ROMERO | DBK SES - MOVAT SOFTWARE HOSTING SERVICES - 2019/20 | \$ 62.50 | |
| EFT16859 | RTR FITNESS | DBK REC CTR - GROUP FITNESS INSTRUCTOR EXPENSES - JUNE 2019 | \$ 650.00 | |
| EFT16860 | RAMM SOFTWARE PTY LTD | ANNUAL SUPPORT & MAINTENANCE FEE FOR 2019/20 | \$ 7,131.87 | |
| EFT16861 | SPRINT EXPRESS | WORKS AND SERVICES FREIGHT COSTS FOR JUNE 2019 | \$ 39.60 | |
| EFT16862 | STEWART & HEATON CLOTHING CO. | LOWDEN BFB - PROTECTIVE CLOTHING | \$ 292.13 | |
| EFT16863 | ST JOHN AMBULANCE DONNYBROOK | W&S - PROVIDE FIRST AID - 1 DAY TRAINING - 6 PARTICIPANTS | \$ 768.00 | |
| EFT16864 | SOUTHERN LOCK & SECURITY | DBK SES & ADMIN - MONITORING SERVICES | \$ 611.29 | |
| EFT16865 | SOS OFFICE EQUIPMENT | VARIOUS SHIRE SITES - PHOTOCOPIER EXPENSES - JUNE 2019 | \$ 1,857.04 | |
| EFT16866 | BUNBURY TRUCKS | RFQ 218 SUPPLY OF NEW HINO TRUCK FS2848 LESS TRADE-IN | \$ 140,613.00 | |
| EFT16867 | WA COUNTRY HEALTH SERVICE | TUIA LODGE - RESIDENTS MEALS APRIL 2019 | \$ 17,442.00 | |

**SHIRE OF DONNYBROOK/BALINGUP
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**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|----------|---------------------------------|--|-------------|-------|
| EFT16868 | STALEY FOOD & PACKAGING | TUIA LODGE - KITCHEN, LAUNDRY & CLEANING SUPPLIES | \$ 2,599.36 | |
| EFT16869 | POSITION PARTNERS PTY LTD | DEPOT - SUPPLY 1 BATTERY TO SUIT r1-100 SERIES LEVEL | \$ 242.00 | |
| EFT16870 | SAI GLOBAL LIMITED | AUST STANDARD AS1742.7 MANUAL OF TRAFFIC CONTROL DEVICES | \$ 227.79 | |
| EFT16871 | SURGICAL HOUSE PTY LTD | TUIA LODGE - PHARMACEUTICAL SUPPLIES | \$ 2,280.65 | |
| EFT16872 | STAFF REIMBURSEMENTS | DBK REC CTR - REIMBURSE OF POOL LIFEGUARD REQUAL FEES | \$ 150.00 | |
| EFT16873 | SUNWISE ELECTRICS | BALINGUP HALL - INSTALL NEW SOLAR SYSTEM | \$ 2,388.86 | |
| EFT16874 | SHRED-X PTY LTD | ADMIN OFFICE - SHREDDING BIN PICKUP MAY - JUNE 2019 | \$ 172.56 | |
| EFT16875 | SIMBA GLOBAL | TUIA LODGE - TOWELS, FACE WASHERS, SHEETS, TABLE CLOTHS | \$ 1,405.25 | |
| EFT16876 | WA TREASURY CORPORATION | LOAN 80 - CAPITAL & INTEREST REPAYMENT | \$ 8,018.34 | |
| EFT16877 | TOLL TRANSPORT PTY LTD | VARIOSU SHIRE DEPTS - RURAL ROAD NUMBERS & ROAD SIGNS | \$ 45.65 | |
| EFT16878 | UNICARE HEALTH | TUIA LODGE - OVERBED TABLE, CUSHION & COVER, BED RAIL | \$ 2,488.00 | |
| EFT16879 | LANDGATE | VALUATION SERVICES - JUNE 2019 | \$ 454.63 | |
| EFT16880 | VIP GARDENING | TUIA LODGE, LANGLEY & MINN - GARDEN MAINTENANCE APRIL 2019 | \$ 2,972.20 | |
| EFT16881 | VERSATILE CONCRETE & PAVER TMTS | DBK REC CTR - CLEANING & PREP OF TILES & ANTI-SLIP TREATMENT | \$ 282.70 | |
| EFT16882 | VEHICLES CLEANED BY JANINE | TUIA LODGE - CLEANING (INSIDE/OUT) OF 2 X TUIA LODGE CARS | \$ 90.00 | |
| EFT16883 | WALGA | INTRODUCTION TO LOCAL GOVT TRAINING - CDO | \$ 215.00 | |
| EFT16884 | VEOLIA ENVIRONMENTAL SERVICES | APRIL PIT CLEANING AS PER RFQ 01/2018 | \$ 8,833.00 | |
| EFT16885 | WORK CLOBBER | 2018/19 UNIFORM ORDER - W&S | \$ 489.91 | |
| EFT16886 | WESTERN POWER - ELEC NETWORKS | MINNINUP COTTAGES - TREE PRUNING (POWERLINES) | \$ 419.25 | |
| EFT16887 | WORKFORCE ROAD SERVICES PTY LTD | LINE MARKING OF TREVENA ROAD AS PER QUOTE 7297 | \$ 752.95 | |
| EFT16888 | THE WORKWEAR GROUP PTY LTD | ADMIN - NEW STAFF 2018/19 UNIFORM ORDERS | \$ 1,018.15 | |

**SHIRE OF DONNYBROOK/BALINGUP
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**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO
COUNCIL ON 24 JULY 2019**

MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|-----------|---------------------------------|---|-------------|-------|
| EFT16889 | SHANE GORDON ATHERTON | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 2,153.00 | |
| EFT16890 | MICHAEL STEWART KING | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 2,814.14 | |
| EFT16891 | ANITA MAREE LINDEMANN | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 2,153.00 | |
| EFT16892 | ANNE BEATRICE MITCHELL | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 2,153.00 | |
| EFT16893 | FREDERIC EVAN MILLS | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 2,612.55 | |
| EFT16894 | BRIAN HAROLD PIESSE | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 6,078.66 | |
| EFT16895 | DAWN SUI TEE TAN | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 2,153.00 | |
| EFT16896 | LEANNE WRINGE | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 2,778.00 | |
| EFT16896a | SG FLEET AUSTRALIA PTY LIMITED | CESM - VEHICLE LEASE FOR PERIOD 09/07/2019 - 08/08/2019 | \$ 1,822.02 | |
| 53347 | SHIRE OF DONNYBROOK BALINGUP | DB18388 TRAILER - PLATE CHANGE NEW VEHICLE | \$ 26.85 | |
| 53348 | SHIRE OF DONNYBROOK BALINGUP | PLATE CHANGE X 3 FOR VEHICLE TRADE INS | \$ 80.55 | |
| 53350 | THE EST OF HELEN ELIZABETH FOAN | REFUND - BASIC DAILY CARE FEE | \$ 796.96 | |
| 53351 | SHIRE OF DONNYBROOK BALINGUP | 3 X NEW VEHICLE REGISTRATIONS | \$ 1,298.55 | |
| 53352 | SHIRE OF DONNYBROOK BALINGUP | TUIA LODGE - STAFF RATES PAYMENTS - JUNE 2019 | \$ 310.00 | |
| 53354 | DONNYBROOK HARDWARE & GARDEN | VARIOUS SHIRE DEPTS - ASSORTED TOOLS & HARDWARE | \$ 812.10 | |
| 53355 | SUPA IGA DONNYBROOK | TUIA LODGE - GROCERIES | \$ 4,326.95 | |
| 53356 | STAFF REIMBURSEMENTS | TUIA LODGE - REIMBURSE OF REGISTERED NURSE REGISTRATION | \$ 170.00 | |
| 53357 | CELLARBRATIONS DONNYBROOK | TUIA LODGE - RESIDENT REFRESHMENTS | \$ 75.98 | |
| 53358 | KIRUP/BRAZIER BUSH FIRE BRIGADE | MITIGATION SERVICES - TREATMENT NUMBER 775 | \$ 440.86 | |
| 53359 | MULLALYUP BUSH FIRE BRIGADE | MITIGATION SERVICES - TREATMENT NUMBER 2104 | \$ 440.86 | |
| 53360 | MUMBALLUP BUSH FIRE BRIGADE | MITIGATION SERVICES - TREATMENT NUMBER 2078 | \$ 1,322.58 | |

**SHIRE OF DONNYBROOK/BALINGUP
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**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER
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COUNCIL ON 24 JULY 2019**

MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|---------|-------------------------------|---|--------------|-------|
| 53361 | REPCO - DONNYBROOK | VARIOUS SHIRE VEHICLES - OIL FILTER & OIL & ASSORTED PARTS | \$ 312.08 | |
| 53362 | TELSTRA | VARIOUS SHIRE SITES - TELEPHONE EXPENSES - MAY 2019 | \$ 2,935.69 | |
| 53363 | THOMPSON BROOK BUSH FIRE BRIG | MITIGATION SERVICES - TREATMENT NUMBER 2100 | \$ 881.72 | |
| 53364 | WATER CORPORATION | VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES | \$ 14,911.15 | |
| 53365 | SYNERGY | VARIOUS SHIRE SITES - ELECTRICITY EXPENSES - APRIL - MAY 2019 | \$ 23,395.60 | |
| 53366 | WESTNET PTY LTD | VARIOUS SHIRE SITES - INTERNET EXPENSES 01/07/2019 - 01/10/2019 | \$ 494.72 | |
| 53367 | SHIRE OF DONNYBROOK BALINGUP | DB4170 PLATE CHANGE FOR VEHICLE TRADE IN | \$ 16.75 | |
| 53368 | SHIRE OF DONNYBROOK BALINGUP | ALL SHIRE VEHICLES - 2019/20 VEHICLE REGISTRATIONS | \$ 10,250.15 | |
| 53369 | SHIRE OF DONNYBROOK BALINGUP | DB4170 TIP TRUCK - PLATE REMAKE DUE TO DAMAGE | \$ 36.90 | |
| 53370 | SHIRE OF DONNYBROOK BALINGUP | TUIA LODGE - PETTY CASH RECOUP | \$ 139.70 | |
| 53371 | SHIRE OF DONNYBROOK BALINGUP | ADMIN - PETTY CASH RECOUP | \$ 287.15 | |
| 53372 | SHIRE OF DONNYBROOK-BALINGUP | DB18388 TRAILER - VEHICLE TRANSFER FEE FOR NEW TRAILER | \$ 194.75 | |
| 53373 | SHIRE OF DARDANUP | ANNUAL CONT TO BNY WELLINGTON GROUP OF COUNCILS 2019/20 | \$ 550.00 | |
| 53374 | DONNYBROOK HARDWARE & GARDEN | VARIOUS SHIRE DEPTS - HARDWARE EXPENSES - JUNE 2019 | \$ 656.85 | |
| 53375 | SUPA IGA DONNYBROOK | VARIOUS SHIRE DEPTS - GROCERY SUPPLIES | \$ 426.27 | |
| 53376 | CELLARBRATIONS DONNYBROOK | LEAVING GIFT FOR STAFF MEMBER | \$ 93.96 | |
| 53377 | REPCO - DONNYBROOK | VARIOUS SHIRE DEPTS - TOOLS & PARTS | \$ 476.11 | |
| 53378 | TELSTRA | VARIOUS SHIRE SITES - TELEPHONE EXPENSES - APRIL/MAY 2019 | \$ 841.99 | |
| 53379 | WATER CORPORATION | VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES | \$ 107.82 | |
| 53380 | SYNERGY | VARIOUS SHIRE SITES - ELECTRICITY EXPENSES | \$ 8,147.70 | |
| 53381 | RYAN VAN DER HEIDE | COUNCILLOR ALLOWANCE - APRIL - JUNE 2019 | \$ 2,153.00 | |

**SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|------------|-------------------------------|--------------------|--------------|-------|
| DD24118.1 | WA SUPER | PAYROLL DEDUCTIONS | \$ 19,340.25 | |
| DD24118.2 | UNISUPER | PAYROLL DEDUCTIONS | \$ 57.51 | |
| DD24118.3 | REST SUPERANNUATION | PAYROLL DEDUCTIONS | \$ 175.67 | |
| DD24118.4 | ASGARD AESA SUPER | PAYROLL DEDUCTIONS | \$ 150.00 | |
| DD24118.5 | BENDIGO SMARTSTART SUPER | PAYROLL DEDUCTIONS | \$ 199.29 | |
| DD24118.6 | AUSTRALIAN SUPER | PAYROLL DEDUCTIONS | \$ 1,030.60 | |
| DD24118.7 | MACQUARIE SUPERANNUATION PLAN | PAYROLL DEDUCTIONS | \$ 172.80 | |
| DD24118.8 | COMMBANK GROUP SUPER | PAYROLL DEDUCTIONS | \$ 183.16 | |
| DD24118.9 | NORTH | PAYROLL DEDUCTIONS | \$ 177.65 | |
| DD24118.10 | PLUM SUPERANNUATION FUND | PAYROLL DEDUCTIONS | \$ 321.51 | |
| DD24118.11 | AMP LIFE LIMITED | PAYROLL DEDUCTIONS | \$ 202.83 | |
| DD24118.12 | ONEPATH MASTERFUND | PAYROLL DEDUCTIONS | \$ 216.60 | |
| DD24157.1 | WA SUPER | PAYROLL DEDUCTIONS | \$ 17,374.63 | |
| DD24157.2 | ONEPATH MASTERFUND | PAYROLL DEDUCTIONS | \$ 216.60 | |
| DD24157.3 | UNISUPER | PAYROLL DEDUCTIONS | \$ 54.69 | |
| DD24157.4 | REST SUPERANNUATION | PAYROLL DEDUCTIONS | \$ 133.85 | |
| DD24157.5 | ASGARD AESA SUPER | PAYROLL DEDUCTIONS | \$ 150.00 | |
| DD24157.6 | BENDIGO SMARTSTART SUPER | PAYROLL DEDUCTIONS | \$ 200.28 | |
| DD24157.7 | AUSTRALIAN SUPER | PAYROLL DEDUCTIONS | \$ 1,101.04 | |
| DD24157.8 | MACQUARIE SUPERANNUATION PLAN | PAYROLL DEDUCTIONS | \$ 163.65 | |
| DD24157.9 | COMMBANK GROUP SUPER | PAYROLL DEDUCTIONS | \$ 183.16 | |

**SHIRE OF DONNYBROOK/BALINGUP
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MANUAL/AUTO CHEQUES

| Chq/EFT | Name | Description | Municipal | Trust |
|------------|--------------------------|--------------------|------------------------|-------------------------------|
| DD24157.10 | NORTH | PAYROLL DEDUCTIONS | \$ 156.75 | |
| DD24157.11 | HOSTPLUS | PAYROLL DEDUCTIONS | \$ 49.28 | |
| DD24157.12 | PLUM SUPERANNUATION FUND | PAYROLL DEDUCTIONS | \$ 321.51 | |
| DD24157.13 | AMP LIFE LIMITED | PAYROLL DEDUCTIONS | \$ 58.19 | |
| | | | <u>\$ 1,675,839.72</u> | <u>\$ 148,453.31</u> |
| | | | | <u><u>\$ 1,824,293.03</u></u> |

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 24 JULY 2019.**

SUMMARY:

| <i>Bank</i> | <i>Cheque Number</i> | <i>Amount</i> |
|------------------------------|---|------------------------------|
| Municipal | CCP3397-CCP3404, EFT16624b-EFT16896a, 53347 - 53380, DD24118.1- DD24118.12, DD24157.1- DD24157.13 | \$1,675,839.72 |
| Trust | 3767 - 3781, EFT16769a | \$148,453.31 |
| <i>Monthly Cheque Totals</i> | | <u><u>\$1,824,293.03</u></u> |

CERTIFICATION OF MANAGER OF CORPORATE SERVICES

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3397-CCP3404, EFT16624b-EFT16896a, 53347 - 53380, DD24118.1-DD24118.12, DD24157.1-DD24157.13 Trust 3767 - 3781, EFT16769a totalling \$1,824,293.03 is herewith presented to Council. The payments have been checked and are fully supported by vouchers and invoices which have been duly certified as to the goods and the rendition of services, prices and computations and the amounts shown were due for payment.



 MANAGER OF CORPORATE SERVICES

19/07/2019

 DATE



Monthly
Financial Reports
Management Statements

For the period ended
31st May 2019

Shire of Donnybrook-Balingup

Monthly Report to Council

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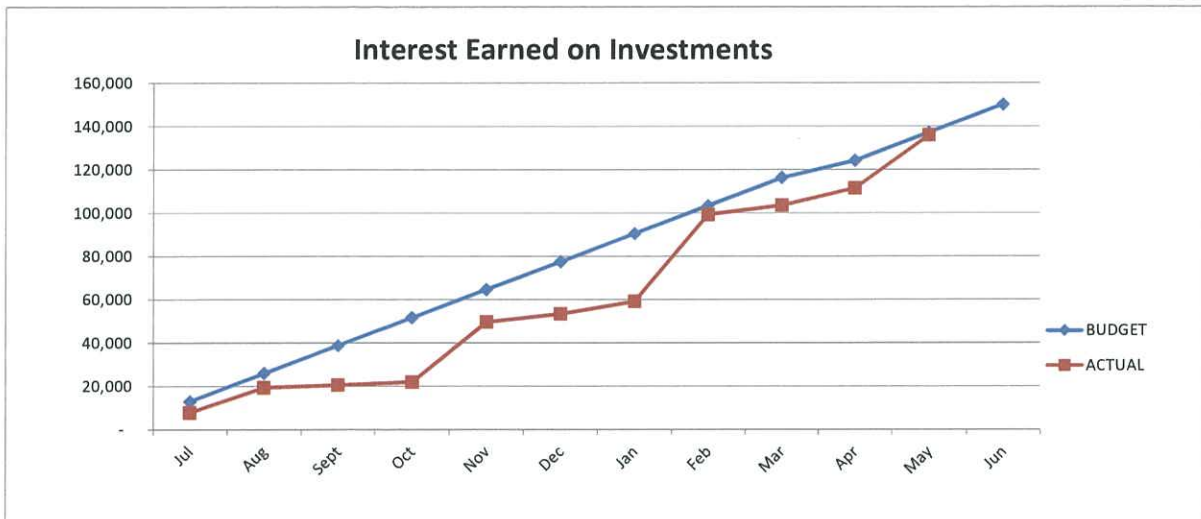
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st May 2019

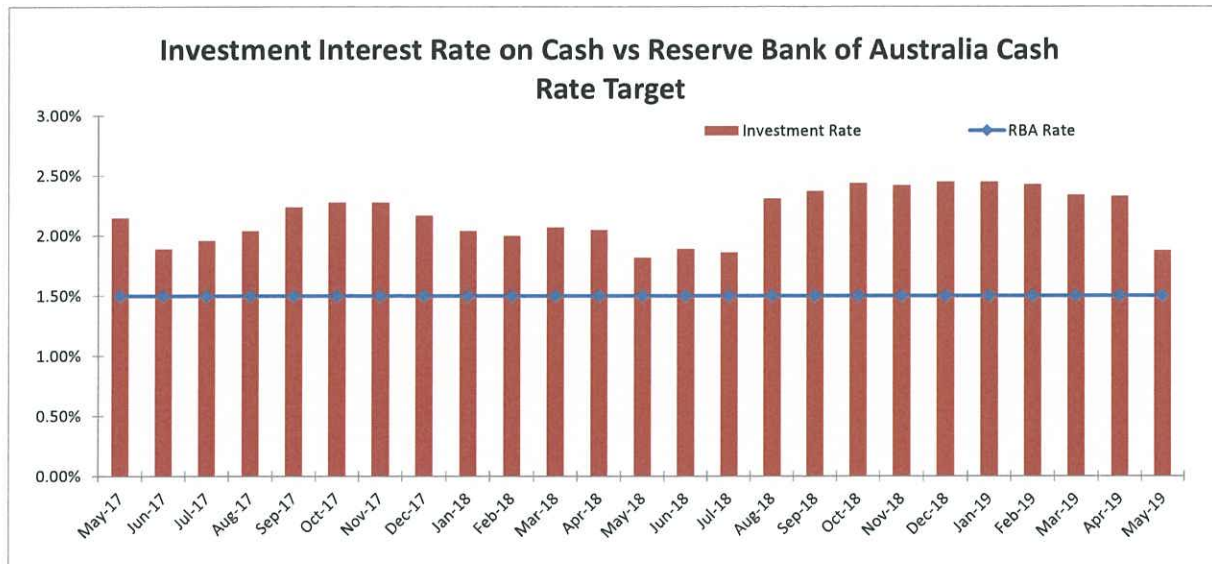
*** Cash & Investments**

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

| | YTD Actual | YTD Budget |
|-----------------|-------------------|-------------------|
| Municipal Fund: | \$ 55,520 | \$ 48,750 |
| Reserve Fund: | \$ 80,348 | \$ 88,337 |
| | \$ 135,869 | \$ 137,087 |



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

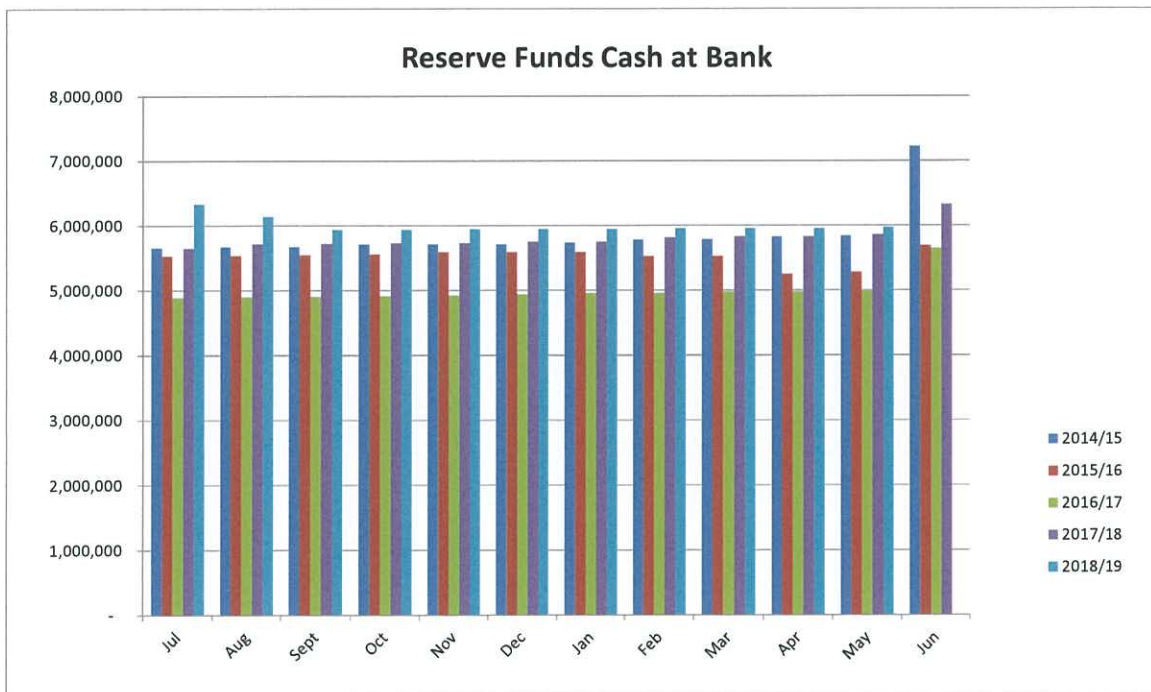
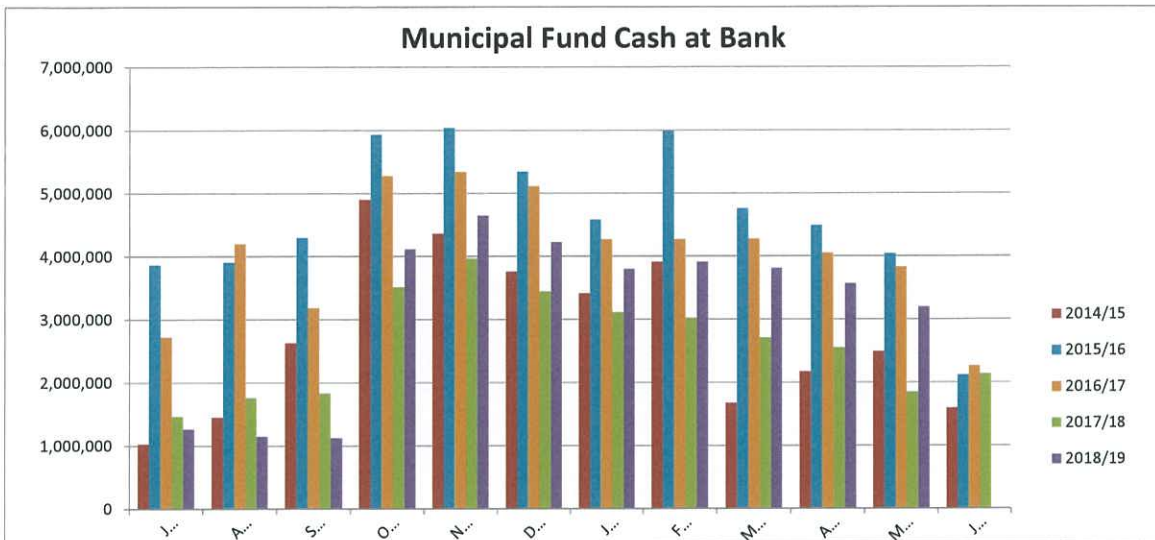


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st May 2019

*** Cash & Investments**

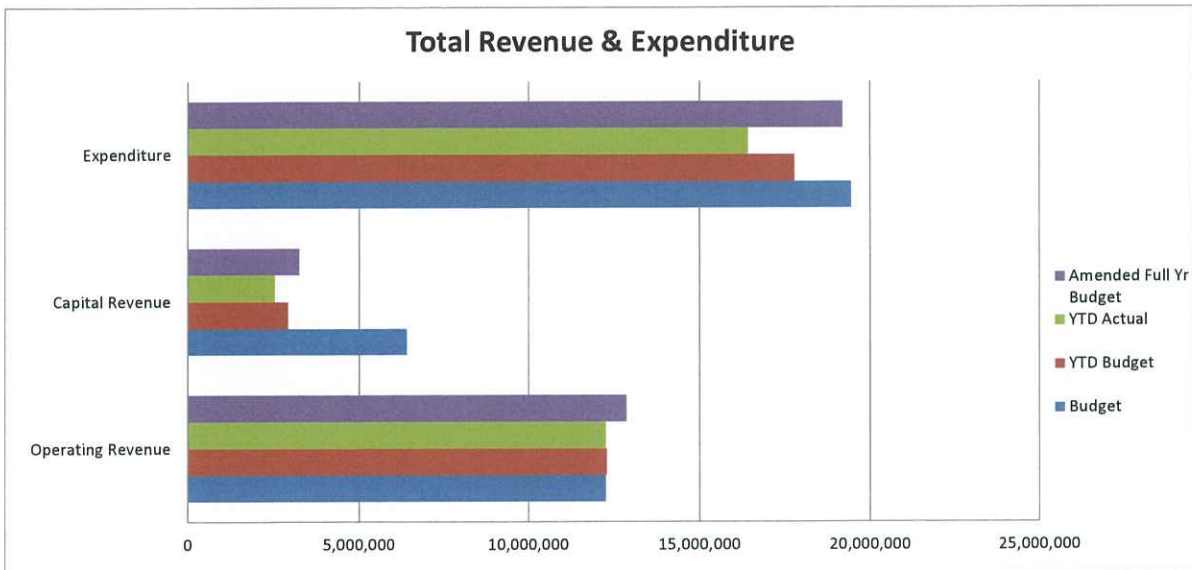
As at reporting date, the Shire's Municipal Bank fund shows a reconciled balance of \$3,196,882.64. This includes investments held by the Shire of \$2,041,251.45.

| | | |
|---------------------------------------|-----------|-------------------------|
| Municipal Investment Funds total | \$ | 2,041,251 |
| Restricted Funds total | \$ | - |
| Municipal Fund Cash at Bank total | \$ | 1,772,299 |
| Reserve Funds Cash at Bank | \$ | 5,971,191 |
| | \$ | <u>9,784,742</u> |



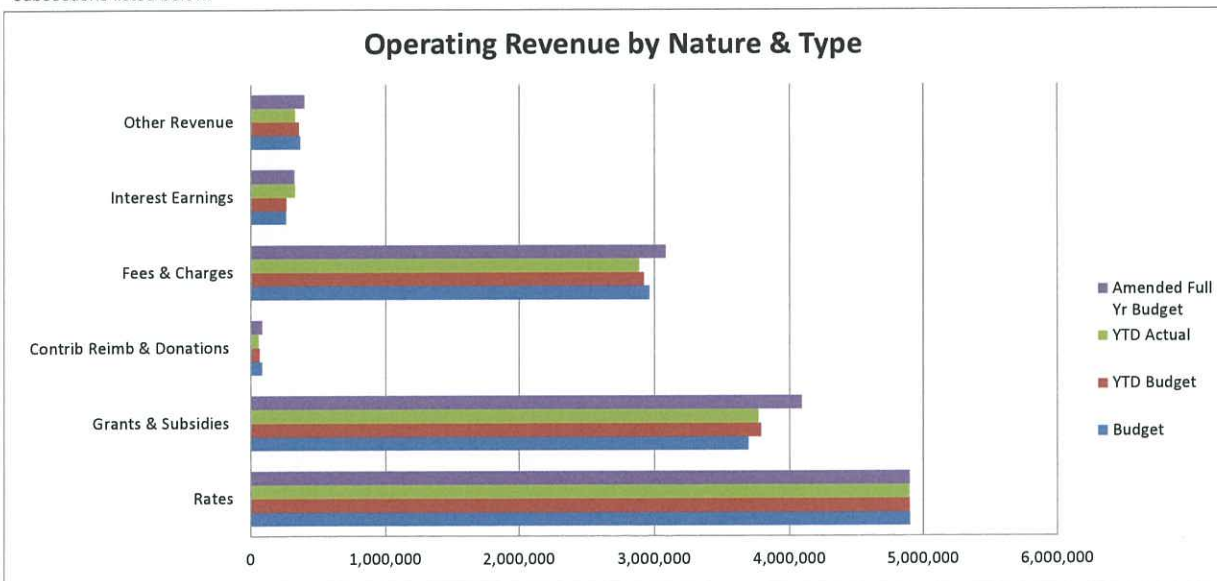
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st May 2019

* **Nature & Type Reporting**



| Total Revenue & Expenditure | Amended Full Yr | | YTD Budget | YTD Actual |
|-----------------------------|-----------------|------------|------------|------------|
| | Budget | Budget | | |
| Operating Revenue | 12,279,047 | 12,886,446 | 12,303,597 | 12,279,035 |
| Capital Revenue | 6,400,663 | 3,265,507 | 2,932,086 | 2,555,832 |
| Expenditure | 19,446,987 | 19,190,216 | 17,780,172 | 16,418,800 |

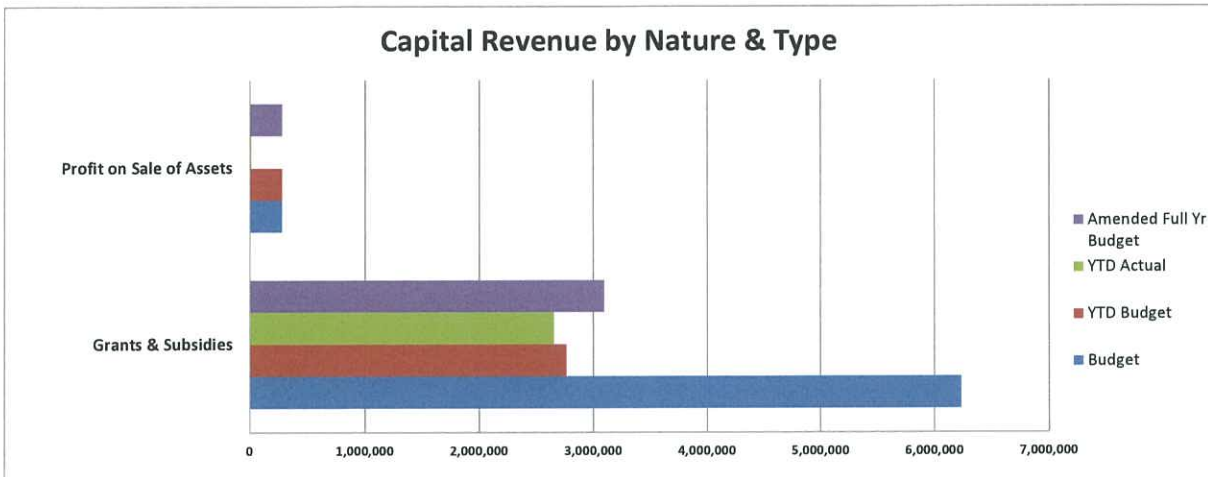
A further detailed analysis of total operating revenue, capital revenue and expenditures is provided via the various nature and type subsections listed below:



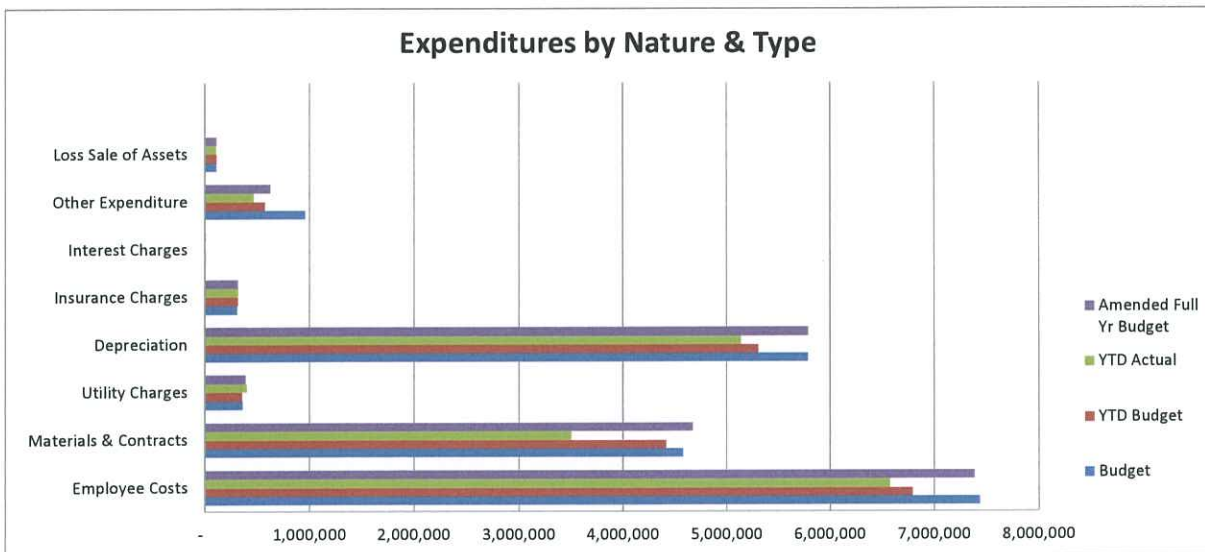
| Operating Revenue by Nature & Type | Amended Full Yr | | YTD Budget | YTD Actual | YTD Variance |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------|
| | Budget | Budget | | | |
| Rates | 4,898,169 | 4,897,168 | 4,897,043 | 4,895,968 | -0.02 |
| Grants & Subsidies | 3,693,642 | 4,092,003 | 3,789,123 | 3,770,476 | -0.49 |
| Contrib Reimb & Donations | 85,779 | 86,679 | 67,724 | 59,976 | -11.44 |
| Fees & Charges | 2,966,558 | 3,084,957 | 2,923,408 | 2,891,645 | -1.09 |
| Interest Earnings | 265,672 | 324,759 | 266,624 | 331,764 | 24.43 |
| Other Revenue | 369,227 | 400,880 | 359,675 | 329,206 | -8.47 |
| Total | 12,279,047 | 12,886,446 | 12,303,597 | 12,279,035 | |

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st May 2019

* *Nature & Type Reporting (continued)*



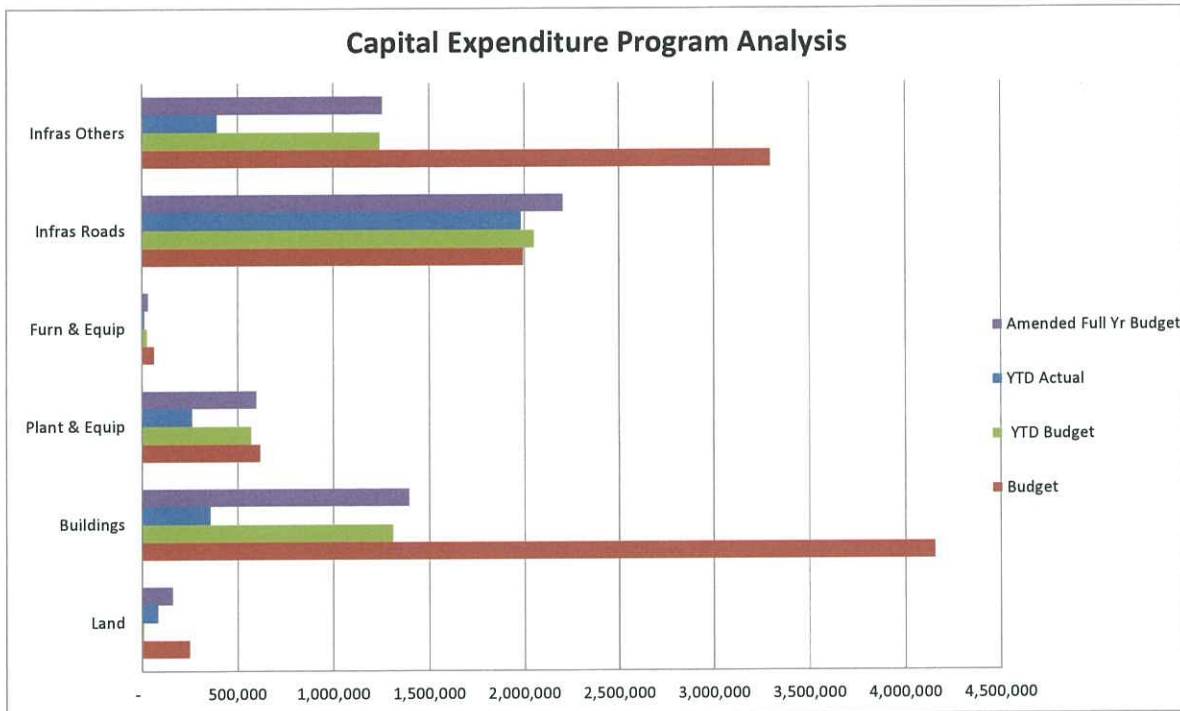
| | Budget | Amended Full Yr Budget | YTD Budget | YTD Actual | YTD Variance |
|--------------------------|------------------|------------------------|------------------|------------------|--------------|
| Grants & Subsidies | 6,231,625 | 3,096,469 | 2,763,048 | 2,651,171 | -4.05 |
| Profit on Sale of Assets | 281,362 | 281,362 | 281,362 | 13,428 | -95.23 |
| Total | 6,512,987 | 3,377,831 | 3,044,410 | 2,664,600 | |



| | Budget | Amended Full Yr Budget | YTD Budget | YTD Actual | YTD Variance |
|------------------------------------|-------------------|------------------------|-------------------|-------------------|--------------|
| Employee costs | 7,432,262 | 7,384,618 | 6,793,233 | 6,577,567 | -3.17 |
| Materials and contracts | 4,578,007 | 4,669,497 | 4,416,059 | 3,503,459 | -20.67 |
| Utility charges | 363,858 | 388,073 | 357,746 | 405,438 | 13.33 |
| Depreciation on Non Current Assets | 5,788,427 | 5,788,427 | 5,306,059 | 5,135,786 | -3.21 |
| Insurance charges | 312,590 | 317,887 | 317,877 | 318,890 | 0.32 |
| Interest charges | 11,443 | 11,443 | 11,443 | 8,569 | -25.12 |
| Loss on sale of asset | 112,324 | 112,324 | 112,324 | 108,768 | -3.17 |
| Other expenditure | 960,400 | 630,271 | 577,755 | 469,090 | -18.81 |
| TOTAL | 19,559,311 | 19,302,540 | 17,892,496 | 16,527,568 | |

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 31st May 2019

* Capital Acquisitions by Asset Class



| Capital Acquisitions | Budget | Amended Full Yr Budget | YTD Budget | YTD Actual | YTD Variance |
|-----------------------|-------------------|------------------------|------------------|------------------|--------------|
| | Land | 250,000 | 160,500 | 10,500 | 84,114 |
| Buildings | 4,156,500 | 1,395,474 | 1,309,577 | 360,185 | -72.50 |
| Plant & Equipment | 620,352 | 601,275 | 573,390 | 262,241 | -54.26 |
| Furniture & Equipment | 64,400 | 32,000 | 25,750 | 13,440 | -47.81 |
| Infrastructure Roads | 1,994,841 | 2,205,121 | 2,053,073 | 1,984,304 | -3.35 |
| Infrastructure Others | 3,299,200 | 1,257,752 | 1,242,752 | 395,051 | -68.21 |
| TOTAL | 10,385,293 | 5,652,122 | 5,215,042 | 3,099,336 | |

**Shire of Donnybrook / Balingup
Operating Statement
For Period ended 31st May 2019**

| | | Total Original Budget 2018/19 | Total Amended Budget 2018/19 | Budget Year-to-date 2018/19 | Actual Year-to-date 2018/19 |
|---|----|-------------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| Operating Revenues | | | | | |
| Rate Revenue | 3 | 4,898,169 | 4,897,168 | 4,897,043 | 4,895,968 |
| General Purpose Funding | 3 | 1,296,179 | 1,290,151 | 1,267,949 | 1,243,958 |
| Governance | 4 | 15,466 | 45,551 | 45,527 | 44,263 |
| Law, Order & Public Safety | 5 | 458,488 | 715,173 | 649,671 | 597,007 |
| Health | 7 | 149,066 | 144,316 | 132,247 | 112,349 |
| Education and Welfare | 8 | 3,450,648 | 3,865,378 | 3,422,493 | 3,524,559 |
| Housing | 9 | | | | |
| Community Amenities | 10 | 1,221,297 | 1,234,121 | 1,220,256 | 1,206,638 |
| Recreation & Culture | 11 | 323,426 | 237,285 | 225,406 | 244,809 |
| Transport | 12 | 188,581 | 249,572 | 243,315 | 230,264 |
| Economic Services | 13 | 166,227 | 246,551 | 235,319 | 226,964 |
| Other Property & Services | 14 | 111,500 | 111,500 | 102,212 | 84,131 |
| | | 12,279,047 | 13,036,766 | 12,441,438 | 12,410,910 |
| Operating Expenses Excluding | | | | | |
| Borrowing Costs Expenses | | | | | |
| General Purpose Funding | 3 | (245,653) | (246,393) | (234,500) | (195,191) |
| Governance | 4 | (1,128,885) | (1,009,199) | (911,740) | (849,283) |
| Law, Order & Public Safety | 5 | (1,370,553) | (1,667,993) | (1,552,972) | (1,370,994) |
| Health | 7 | (233,673) | (236,688) | (221,397) | (193,668) |
| Education and Welfare | 8 | (4,426,299) | (4,573,478) | (4,227,158) | (4,209,878) |
| Housing | 9 | | | | |
| Community Amenities | 10 | (1,793,469) | (1,798,815) | (1,652,695) | (1,421,019) |
| Recreation & Culture | 11 | (3,446,903) | (3,388,066) | (3,097,844) | (2,858,633) |
| Transport | 12 | (5,151,655) | (5,210,298) | (4,730,329) | (4,372,207) |
| Economic Services | 13 | (952,354) | (524,481) | (502,611) | (427,735) |
| Other Property & Services | 14 | (131,789) | (143,401) | (342,770) | (264,724) |
| | | (18,881,233) | (18,798,812) | (17,474,016) | (16,163,330) |
| Borrowing Costs Expenses | | | | | |
| General Purpose Funding | 4 | (0) | (0) | (664) | (3) |
| Health | 7 | (4,938) | (4,938) | (3,357) | (2,713) |
| Housing | 9 | | | | |
| Education and Welfare | 8 | (0) | (0) | (19,436) | (14,425) |
| Recreation and Culture | 11 | (2,180) | (2,180) | 0 | 0 |
| Transport | 12 | 0 | 0 | 0 | 0 |
| Economic Services | 13 | (4,325) | (4,325) | (16,534) | (8,699) |
| | | (11,443) | (11,443) | (39,991) | (25,840) |
| Contributions/Grants for the Development of Assets | | | | | |
| Governance | 4 | 0 | 0 | 0 | 0 |
| Law, Order & Public Safety | 5 | 436,175 | 155,054 | 155,054 | 23,898 |
| Health | 7 | 0 | 0 | 0 | 0 |
| Education and Welfare | 8 | 1,555,000 | 678,000 | 678,000 | 600,000 |
| Community Amenities | 10 | 0 | 0 | 0 | 0 |
| Recreation & Culture | 11 | 206,000 | 211,374 | 211,287 | 60,374 |
| Transport | 12 | 4,034,450 | 2,052,041 | 1,718,707 | 1,966,900 |
| Economic Services | 13 | 0 | 0 | 0 | 0 |
| | | 6,231,625 | 3,096,469 | 2,763,048 | 2,651,171 |
| GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS | | | | | |
| Governance | 4 | (7,524) | (7,524) | (7,524) | 422 |
| Law, Order & Public Safety | 5 | (8,690) | (8,690) | (8,690) | (7,503) |
| Health | 7 | (8,472) | (8,472) | (8,472) | (4,075) |
| Education & Welfare | 8 | 0 | 0 | 0 | (78,416) |
| Housing | 9 | | | | |
| Community Amenities | 10 | (11,650) | (11,650) | (11,650) | 0 |
| Recreation & Culture | 11 | 0 | 0 | 0 | 0 |
| Transport | 12 | (62,300) | (62,300) | (62,300) | (5,767) |
| Economic Services | 13 | 267,674 | 267,674 | 267,674 | 0 |
| | | 169,038 | 169,038 | 169,038 | (95,339) |
| Net Profit OR Loss / Result | | (212,966) | (2,507,982) | (2,060,501) | (1,170,748) |

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 31st May 2019

| | Total Original Budget 2018/19 | Total Amended Budget 2018/19 | Budget Year-to-date 2018/19 | Actual Year-to-date 2018/19 |
|---|-------------------------------------|------------------------------------|-----------------------------------|-----------------------------------|
| OPERATING REVENUE AND EXPENDITURE | | | | |
| (a) Summary by Nature and Type | | | | |
| Revenue | | | | |
| Rates | 4,898,169 | 4,897,168 | 4,897,043 | 4,895,968 |
| Grants and Subsidies (Operating) | 3,693,642 | 4,092,003 | 3,789,123 | 3,770,476 |
| Contributions Reimbursements and Donations (Operating) | 85,779 | 86,679 | 67,724 | 59,976 |
| Fees and Charges | 2,966,558 | 3,084,957 | 2,923,408 | 2,891,645 |
| Interest Earnings | 265,672 | 324,759 | 266,624 | 331,764 |
| Other Revenue | 369,227 | 400,880 | 359,675 | 329,206 |
| | <u>12,279,047</u> | <u>12,886,446</u> | <u>12,303,597</u> | <u>12,279,035</u> |
| Expenditure | | | | |
| Employee Costs | (7,432,262) | (7,384,618) | (6,793,233) | (6,577,567) |
| Materials and Contracts | (4,578,007) | (4,669,497) | (4,416,059) | (3,503,459) |
| Utility Charges | (363,858) | (388,073) | (357,746) | (405,438) |
| Depreciation on Non Current Assets | (5,788,427) | (5,788,427) | (5,306,059) | (5,135,786) |
| Insurance Expenses | (312,590) | (317,887) | (317,877) | (318,890) |
| Interest Expenses | (11,443) | (11,443) | (11,443) | (8,569) |
| Other Expenses | (960,400) | (630,271) | (577,755) | (469,090) |
| | <u>(19,446,987)</u> | <u>(19,190,216)</u> | <u>(17,780,172)</u> | <u>(16,418,800)</u> |
| Less Applicable to Capital Works | (554,311) | (530,281) | (483,988) | (413,184) |
| | <u>(6,613,629)</u> | <u>(5,773,489)</u> | <u>(4,992,587)</u> | <u>(3,726,580)</u> |
| Non-operating grants, subsidies and contributions | 6,231,625 | 3,096,469 | 2,763,048 | 2,651,171 |
| Profit on asset disposals | 281,362 | 281,362 | 281,362 | 13,428 |
| Loss on asset disposals | (112,324) | (112,324) | (112,324) | (108,768) |
| Loss on revaluation of non current assets | 0 | - | - | - |
| Net result | <u>(212,966)</u> | <u>(2,507,982)</u> | <u>(2,060,501)</u> | <u>(1,170,748)</u> |
| Other comprehensive income | | | | |
| Changes on revaluation of non-current assets | 0 | 0 | 0 | 0 |
| | <u>0</u> | <u>0</u> | <u>0</u> | <u>0</u> |
| Total Comprehensive Income | <u>(212,966)</u> | <u>(2,507,982)</u> | <u>(2,060,501)</u> | <u>(1,170,748)</u> |

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st May 2019

| OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type: | 2018/2019 | | | |
|---|-------------------|-------------------|-------------------|-------------------|
| | Original Budget | Amended Budget | YTD Budget | Actual |
| OPERATING REVENUE | | | | |
| Rate Revenue | | | | |
| Rates (incl. Discount) | 4,898,169 | 4,897,168 | 4,897,043 | 4,895,968 |
| Grants & Subsidies (Operating) | | | | |
| General Purpose Grant | 1,005,029 | 967,282 | 967,282 | 967,282 |
| MRD Special Grants | 92,131 | 149,739 | 149,739 | 149,739 |
| Interest on Deferred Rates | 3,200 | 8,262 | 8,262 | - |
| Other Grants | 417,882 | 608,574 | 569,727 | 518,707 |
| Aged Hostel Subsidy | 2,175,400 | 2,358,146 | 2,094,113 | 2,134,748 |
| Grants & Subsidies (Capital) | | | | |
| Local Roads Grant | - | - | - | - |
| MRD Special Grants | 3,949,000 | 2,014,768 | 1,681,434 | 1,936,027 |
| Other Grants | 1,253,675 | 977,928 | 977,928 | 686,772 |
| Contributions & Donations (Operating) | | | | |
| Contributions, Reimbursements & Donations | 85,779 | 86,679 | 67,724 | 59,976 |
| Contributions & Donations (Cap) | | | | |
| Contributions, Reimbursements & Donations | 1,028,950 | 103,773 | 103,686 | 28,373 |
| Fees and Charges | | | | |
| Rates Instalment Charges | 20,000 | 21,030 | 21,032 | 20,810 |
| Rates Direct Debit Fees | 6,250 | 6,250 | 5,731 | 6,355 |
| Refuse Removal Charges | 428,365 | 430,000 | 430,000 | 430,246 |
| Waste Management Levy | 550,800 | 558,000 | 558,000 | 557,303 |
| Recycling Charges | 100,032 | 101,240 | 101,240 | 101,757 |
| Rental Income | 1,313,250 | 1,355,840 | 1,224,019 | 1,220,054 |
| Hall Income | 8,700 | 10,500 | 9,288 | 10,805 |
| Ground Rent | 10,355 | 10,027 | 9,877 | 9,069 |
| Recreation Centre Income | 186,010 | 159,900 | 157,238 | 158,785 |
| Caravan Park | 46,850 | 42,850 | 40,118 | 35,090 |
| Fines and Penalties | 5,100 | 5,300 | 5,050 | 5,773 |
| Other Fees and Charges | 284,846 | 378,020 | 356,315 | 331,497 |
| Private Works | 6,000 | 6,000 | 5,500 | 4,100 |
| Interest Earnings | | | | |
| Rates Penalty Interest Charge | 31,500 | 51,500 | 47,501 | 50,916 |
| Interest on Rates Instalments | 15,500 | 18,287 | 18,288 | 18,057 |
| Interest on Municipal Funds | 138,672 | 159,972 | 112,498 | 152,051 |
| Interest on Reserve Funds | 80,000 | 95,000 | 88,337 | 110,740 |
| Other Revenue | | | | |
| Royalties | 25,020 | 25,020 | 22,935 | 22,843 |
| Commissions | 88,275 | 80,275 | 80,166 | 67,150 |
| Other Income | 13,600 | 15,564 | 13,014 | 16,009 |
| Reimbursements | 242,332 | 280,021 | 243,560 | 223,205 |
| Profit on Sale of Non-Current Assets | 281,362 | 281,362 | 281,362 | 13,428 |
| Total Operating Revenue | 18,792,034 | 16,264,277 | 15,348,007 | 14,943,635 |

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st May 2019

| OPERATING REVENUE AND EXPENDITURE (b) Classified According to Nature and Type: | 2018/2019 | | | |
|---|-----------------|----------------|------------|-----------|
| | Original Budget | Amended Budget | YTD Budget | Actual |
| OPERATING EXPENDITURE | | | | |
| Employee Costs | | | | |
| Salaries and Wages | 6,215,925 | 6,124,361 | 5,608,270 | 5,497,142 |
| Superannuation | 643,207 | 665,409 | 611,094 | 585,804 |
| Workers Compensation | 234,128 | 233,753 | 233,748 | 228,000 |
| Clothing and Uniforms | 56,769 | 113,018 | 107,862 | 102,049 |
| Training Expenses | 170,927 | 134,271 | 120,696 | 63,394 |
| Fringe Benefits Tax | 81,000 | 81,000 | 81,000 | 82,974 |
| Employee Provisions | - | - | - | - |
| Other Employee Costs | 30,306 | 32,806 | 30,563 | 18,204 |
| Materials | | | | |
| Chemicals / Gas | 26,200 | 26,400 | 24,213 | 11,953 |
| General Supplies | 441,071 | 505,875 | 471,069 | 601,715 |
| Road Materials | 112,101 | 115,601 | 289,599 | 67,728 |
| Phone/Fax | 44,428 | 58,179 | 54,582 | 66,024 |
| Fuels & Oils | 160,000 | 161,500 | 158,163 | 215,997 |
| Plant Parts | 189,000 | 209,000 | 193,239 | 121,810 |
| Tools/Hardware | 1,550 | 3,050 | 2,919 | 13,451 |
| Office Supplies | 181,028 | 173,775 | 161,318 | 98,676 |
| Garden Supplies | 41,100 | 52,593 | 49,392 | 101,114 |
| Kiosk Purchases (Rec) | 20,600 | 15,900 | 14,187 | 10,928 |
| Freight & Transport | 9,010 | 11,010 | 10,261 | 11,652 |
| Safety Equipment | 250 | 250 | 231 | 3,894 |
| Contracts | | | | |
| Lease & Rental Expenses | 12,373 | 15,494 | 14,675 | 33,117 |
| Service Contracts & Repairs | 155,947 | 176,501 | 167,061 | 172,265 |
| Contract Labour | 2,100,575 | 2,143,191 | 1,922,695 | 1,295,553 |
| Plant Hire (External) | 4,300 | 28,300 | 27,938 | 78,472 |
| Security Service | 3,563 | 4,063 | 3,767 | 3,608 |
| Professional Services & Consultants | 708,859 | 599,487 | 511,756 | 319,949 |
| Rubbish Disposal Contract | 275,904 | 277,180 | 254,612 | 197,088 |
| Recycling Contract | 90,148 | 92,148 | 84,382 | 78,466 |
| Utility Charges | | | | |
| Sewerage | 20,100 | 23,100 | 21,425 | 23,421 |
| Electricity | 278,410 | 297,410 | 274,200 | 297,837 |
| Water | 65,348 | 67,563 | 62,121 | 84,180 |
| Insurance Expenses | | | | |
| Insurance | 312,590 | 317,887 | 317,877 | 318,890 |
| Interest Expenses | | | | |
| Interest on Overdraft | - | - | - | - |
| Interest on Loans | 11,443 | 11,443 | 11,443 | 8,569 |

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 31st May 2019

| 4. OPERATING REVENUE AND EXPENDITURE | 2018/2019 | | | |
|--|-------------------|--------------------|--------------------|--------------------|
| | Original Budget | Amended Budget | YTD Budget | Actual |
| (b) Classified According to Nature and Type: | | | | |
| OPERATING EXPENDITURE (cont) | | | | |
| Other Expenditure | | | | |
| Refreshments | 37,450 | 38,050 | 35,693 | 27,362 |
| Subscriptions / Donations | 216,495 | 217,952 | 207,630 | 144,522 |
| Valuations / Title Searches | 86,500 | 86,500 | 85,913 | 24,301 |
| Postage | 18,500 | 18,350 | 17,355 | 11,929 |
| Accommodation | 11,150 | 10,150 | 9,382 | 6,774 |
| Licence Fees | 19,350 | 19,450 | 19,437 | 11,589 |
| Advertising | 44,910 | 44,910 | 41,361 | 34,465 |
| Councillor Allowances | 110,848 | 108,546 | 81,426 | 80,540 |
| Bank Charges | 24,587 | 24,864 | 21,024 | 16,932 |
| Other Expenditure | 390,610 | 61,499 | 58,534 | 110,675 |
| Loss on Sale of Non-Current Assets | 112,324 | 112,324 | 112,324 | 108,768 |
| Depreciation | | | | |
| Depreciation on Assets | 5,788,427 | 5,788,427 | 5,306,059 | 5,135,786 |
| Less: Applicable to Capital Works | (554,311) | (530,281) | (483,988) | (413,184) |
| Total Operating Expenditure | 19,005,000 | 18,772,259 | 17,408,508 | 16,114,383 |
| NET PROFIT OR LOSS / RESULT | (212,966) | (2,507,982) | (2,060,501) | (1,170,748) |

**Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 31st May 2019**

| | | 2018/19 Original Budget \$ | 2018/19 Amended Budget \$ | 2018/19 YTD Budget \$ | 2018/19 YTD Actual \$ | Variances Budget to Actual YTD % |
|---|----|-------------------------------------|------------------------------------|--------------------------------|--------------------------------|---|
| REVENUES | | | | | | |
| General Purpose Funding (Excl. Rates) | 3 | 1,296,179 | 1,290,151 | 1,267,949 | 1,243,958 | (1.89) |
| Governance | 4 | 20,904 | 50,989 | 50,965 | 44,686 | (12.32) |
| Law, Order, Public Safety | 5 | 458,488 | 715,173 | 649,671 | 597,007 | (8.11) |
| Health | 7 | 149,066 | 144,316 | 132,247 | 112,349 | (15.05) |
| Education and Welfare | 8 | 3,450,648 | 3,865,378 | 3,422,493 | 3,524,559 | 2.98 |
| Housing | 9 | | | | | |
| Community Amenities | 10 | 1,221,297 | 1,234,121 | 1,220,256 | 1,206,638 | (1.12) |
| Recreation and Culture | 11 | 323,426 | 237,285 | 225,406 | 244,809 | 8.61 |
| Transport | 12 | 196,831 | 257,822 | 251,565 | 243,271 | (3.30) |
| Economic Services | 13 | 433,901 | 514,225 | 502,993 | 226,964 | (54.88) |
| Other Property and Services | 14 | 111,500 | 111,500 | 102,212 | 84,131 | (17.69) |
| | | <u>7,662,240</u> | <u>8,420,960</u> | <u>7,825,757</u> | <u>7,528,369.42</u> | <u>(3.80)</u> |
| EXPENSES | | | | | | |
| General Purpose Funding | 3 | (245,653) | (246,393) | (233,836) | (195,188) | (16.53) |
| Governance | 4 | (1,141,847) | (1,027,099) | (924,702) | (849,283) | (8.16) |
| Law, Order, Public Safety | 5 | (1,379,243) | (1,676,683) | (1,561,662) | (1,378,496) | (11.73) |
| Health | 7 | (247,083) | (245,160) | (226,512) | (195,030) | (13.90) |
| Education and Welfare | 8 | (4,426,299) | (4,575,658) | (4,207,722) | (4,273,869) | 1.57 |
| Housing | 9 | | | | | |
| Community Amenities | 10 | (1,805,119) | (1,814,790) | (1,664,345) | (1,421,019) | (14.62) |
| Recreation & Culture | 11 | (3,449,083) | (3,388,066) | (3,097,844) | (2,858,633) | (7.72) |
| Transport | 12 | (5,222,205) | (5,280,848) | (4,800,879) | (4,390,980) | (8.54) |
| Economic Services | 13 | (956,679) | (524,481) | (486,077) | (419,036) | (13.79) |
| Other Property and Services | 14 | (131,789) | (143,401) | (342,770) | (264,724) | (22.77) |
| | | <u>(19,005,000)</u> | <u>(18,922,579)</u> | <u>(17,546,349)</u> | <u>(16,246,258)</u> | <u>(7.41)</u> |
| Net Operating Result Excluding Rates: | | <u>(11,342,760)</u> | <u>(10,501,619)</u> | <u>(9,720,592)</u> | <u>(8,717,888)</u> | <u>(10.32)</u> |
| Adjustments for Cash Budget Requirements: | | | | | | |
| Non-Cash Expenditure and Income | | | | | | |
| (Profit)/Loss on Asset Disposals | | (169,038) | (169,038) | (169,038) | 95,339 | (156.40) |
| Depreciation on Assets | | 5,788,427 | 5,788,427 | 5,306,059 | 5,135,786 | (3.21) |
| Adjust Current Asset - Land Held for Resale | | 0 | 0 | 0 | 0 | |
| Capital Expenditure and Income | | | | | | |
| Non Operating Grants, Subsidies & Contributions | | 6,231,625 | 3,096,469 | 2,763,048 | 2,651,171 | (4.05) |
| Purchase Land and Buildings | | (4,406,500) | (1,555,974) | (1,320,077) | (444,299) | (66.34) |
| Purchase Infrastructure Assets - Roads | | (1,994,841) | (2,205,121) | (2,053,073) | (1,984,304) | (3.35) |
| Purchase Infrastructure Assets - Other | | (3,299,200) | (1,257,752) | (1,242,752) | (395,051) | (68.21) |
| Purchase Plant and Equipment | | (620,352) | (601,275) | (573,390) | (262,241) | (54.26) |
| Purchase Furniture and Equipment | | (64,400) | (32,000) | (25,750) | (13,440) | (47.81) |
| Proceeds from Disposal of Assets | | 597,190 | 180,380 | 173,043 | 90,973 | (47.43) |
| Repayment of Debentures | | (30,795) | (30,795) | (30,795) | (30,795) | (0.00) |
| Repayment of Preston Village Fixed Loans | | (930,000) | 0 | 0 | 0 | |
| Loan Principal repayments | | 0 | 0 | 0 | 0 | |
| Proceeds from Leased Preston Village | | 930,000 | 0 | 0 | 0 | |
| Proceeds from New Debentures | | 1,400,000 | 400,000 | 400,000 | 0 | (100.00) |
| Advances to Community Groups | | 0 | 0 | 0 | 0 | |
| Adjust Self Supporting Loan | | 0 | 0 | 0 | 0 | |
| Self-Supporting Loan Principal Income | | 8,660 | 8,660 | 8,660 | 8,660 | (0.00) |
| Transfers to Reserves (Restricted Assets) | | (643,251) | (1,410,923) | (143,000) | (31,697) | (77.83) |
| Transfers from Reserves (Restricted Assets) | | 2,124,900 | 1,858,318 | 200,000 | 384,841 | 92.42 |
| Adjust Current Asset (Self Supporting Loan) | | 0 | 0 | 0 | 0 | |
| Adjust Non Current Assets & Liabilities | | 0 | 0 | 0 | 0 | |
| ADD Estimated Surplus/(Deficit) July 1 B/Fwd | | 1,522,166 | 1,565,218 | 1,565,215 | 1,565,218 | 0.00 |
| LESS Estimated Surplus/(Deficit) June 30 C/Fwd | | | 168,359 | (34,601) | 2,948,242 | (8,620.60) |
| Budgeted deficiency before general rates | | (4,898,169) | (4,897,168) | (4,897,043) | (4,895,968) | (0.02) |
| Estimated amount to be raised from general rates | | 4,898,169 | 4,897,168 | 4,897,043 | 4,895,968 | |
| Surplus / (deficit) | | 0 | 0 | 0 | 0 | |

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

| Account No. | Account Description | Account Type | Revised Full Year Budget 30/06/2019 | Actual to 30/06/2019 | Variance Amount | Variance % | Permanent Variation | Comment |
|---------------------------------------|--|--------------|-------------------------------------|----------------------|-----------------|------------|---------------------|---|
| General Purpose Funding | | | | | | | | |
| 1962 | LEGAL COSTS (RATES) | Exp | 33,000 | 19,140 | -13,860 | -42.00 | | Full budget provision not anticipated to be utilised as reduction in debt recovery proceeding occurred during 18/19 |
| 0121 | LEGAL COSTS (RATES) | Inc | -38,000 | -16,131 | 21,869 | -57.55 | | Reduced income due to reduction in rates sent to recovery in 18/19 |
| 4881 | INTEREST ON INVESTMENTS | Inc | -55,000 | -60,108 | -5,108 | 9.29 | | Additional income of \$5k received above the revised estimate. |
| 0091 | GENERAL PURPOSE GRANT | Inc | -967,282 | -2,014,841 | -1,047,559 | 108.30 | | Advanced payment of 50% for 2019/20 year received in June 19 |
| 0613 | VALUATION RESERVE TRNSFR | Inc | -60,000 | 0 | 60,000 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| Governance | | | | | | | | |
| 6932 | COUNCILLOR TRAINING | Exp | 10,000 | 3,967 | -6,034 | -60.34 | | Full budget provision not anticipated to be utilised |
| 1072 | FRINGE BENEFITS TAX | Exp | 28,500 | 22,457 | -6,043 | -21.20 | | Expenditure less than budget estimate |
| 0593 | TRNSFR FROM LSL RESERVE | Inc | -17,750 | 0 | 17,750 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 0554 | PURCHASE PLANT VEHICLES | Exp | 101,251 | 93,570 | -7,681 | -7.59 | | Expenditure less than budget estimate |
| 0584 | FURNITURE AND EQUIPMENT | Exp | 7,000 | 0 | -7,000 | -100.00 | | Full budget provision not utilised |
| 0595 | SALE OF PLANT VEHICLE | Inc | -58,726 | -44,545 | 14,181 | -24.15 | | Income less than budget estimate - reduction in trade in values |
| 0615 | ELECTRONIC EQUIPMENT RESERVE TRNSFR | Inc | -42,000 | 0 | 42,000 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 6945 | FROM BUILDING RESERVE | Inc | -128,000 | 0 | 128,000 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 6955 | TFR FROM PLANT RESERVE | Inc | -42,525 | 0 | 42,525 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 0952 | AUDIT FEES | Exp | 22,730 | 12,160 | -10,570 | -46.50 | | Awaiting invoice for interim audit |
| 0962 | CONSULTANTS FEES | Exp | 21,930 | 16,104 | -5,826 | -26.57 | | Expenditure to exceed budget by approx \$13.5k due to expanded scope approved by CEO |
| 1042 | PUBLIC RELATIONS | Exp | 68,000 | 41,666 | -26,334 | -38.73 | | Expenditure less than budget estimate |
| Law, Order & Public Safety | | | | | | | | |
| 5142 | ESL OPERATING EXPENSES SHIRE | Exp | 348,360 | 277,228 | -71,132 | -20.42 | | Expenditure less than budget estimate |
| 6412 | CESM OFFICE EXPENSES | Exp | 5,731 | 31,358 | 25,627 | 447.17 | | 60% expenditure is recouped from DFES - final recoup still outstanding |
| 6962 | BUSH FIRE MITIGATION - SEMC | Exp | 275,212 | 176,423 | -98,789 | -35.90 | | Expenditure less than budget estimate |
| 0745 | REIMBURSEMENTS BRIGADE | Inc | -200 | -14,167 | -13,967 | 6983.51 | x | Increased income due to insurance refund for review of brigade membership numbers |
| 5983 | REIMBURSEMENTS CESM | Inc | -70,179 | -52,391 | 17,788 | -25.35 | | Recoup based on 60% of actual expenditure, final recoup still to be processed |
| 6963 | OFFICE OF ENERGY MGMT. - FIRE MITIGATION GRANT | Inc | -272,570 | -235,473 | 37,097 | -13.61 | | Income less than budget estimate |
| 0384 | BUSH FIRE BUILDINGS - CAP WORKS | Exp | 163,054 | 39,859 | -123,195 | -75.55 | | Commencement of Kinup/Brazier BFB delayed - project c/forward to 19/20 |
| 0765 | GOVERNMENT GRANTS | Exp | -155,054 | -23,898 | 131,156 | -84.59 | | Grant income dependant on completion of capital works - balance of funding won't be received until 2019/20 |
| 0775 | TRANSFER FROM RESERVE | Exp | -88,000 | 0 | 88,000 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 0322 | RANGER SERV. RESOURCE SHARING | Exp | 27,727 | 19,557 | -8,170 | -29.47 | | Reduced expenditure due to agreement finalising March 19 |
| 0802 | GENERAL EXPENSES (AC) | Exp | 36,000 | 17,113 | -18,887 | -52.46 | | Expenditure less than budget estimate |
| 0885 | PLANT RESERVE TRNSFR | Inc | -24,060 | 0 | 24,060 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| Health | | | | | | | | |
| 3492 | OTHER EMPLOYEE COSTS | Exp | 5,000 | 0 | -5,000 | -100.00 | | No expenditure during 18/19 |
| 1485 | PLANT RESERVE TRNSFR | Inc | -15,187 | 0 | 15,187 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 1592 | MEDICAL CENTRE MTC | Exp | 38,771 | 31,884 | -6,887 | -17.76 | | Expenditure less than budget estimate |
| Education and Welfare | | | | | | | | |
| 4652 | COMM. DEV. INITIATIVES | Exp | 5,000 | 0 | -5,000 | -100.00 | | No expenditure during 18/19 |
| 4762 | SEED FUNDING YOUTH RELATED PROGRAMMES | Exp | 7,500 | 2,264 | -5,236 | -69.81 | | Expenditure less than budget estimate |
| 0983 | TUA LODGE STAFF TRAINING | Exp | 35,000 | 12,610 | -22,390 | -63.97 | | Expenditure less than budget estimate |
| 1662 | SALARIES (TLODGE) | Exp | 2,043,523 | 2,199,795 | 156,272 | 7.65 | | Exceeds budget estimate - expenditure reflects level of care |
| 1682 | TUA LODGE MTCE | Exp | 1,033,895 | 1,049,435 | 15,540 | 1.50 | | Expenditure exceeds budget estimates |
| 1722 | LANGLEY VILLAS MTCE U1-6 | Exp | 44,091 | 30,742 | -13,349 | -30.28 | | Expenditure less than budget estimate |
| 1732 | MINN COTTAGES 1-4 MTC | Exp | 25,244 | 18,947 | -6,297 | -24.95 | | Expenditure less than budget estimate |
| 1734 | MINNINUP COTTAGES 5 - 8 MAINTENANCE | Exp | 26,034 | 17,329 | -8,705 | -33.44 | | Expenditure less than budget estimate |
| 1742 | MINN COTTAGES 9-12 | Exp | 33,112 | 15,942 | -17,170 | -51.85 | | Expenditure less than budget estimate |
| 3322 | CONSULTANCY - AGED CARE SERVICES | Exp | 64,568 | 6,818 | -57,750 | -89.44 | | Full budget provision not utilised - \$37,750 worth of invoices still to be processed |
| 4192 | PRESTON VLLAGE RETIREMENT UNITS | Exp | 69,667 | 60,147 | -9,520 | -13.67 | | Expenditure less than budget estimate |
| 4322 | AGED CARE SERVICES REALLOCATED | Exp | 90,522 | 79,605 | -10,917 | -12.06 | | Budget timing variation - final allocations for June to be processed |

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

| Account No. | Account Description | Account Type | Revised Full Year Budget 30/06/2019 | Actual to 30/06/2019 | Variance Amount | Variance % | Permanent Variation | Comment |
|-------------------------------|--|--------------|-------------------------------------|----------------------|-----------------|------------|---------------------|---|
| Education and Welfare | | | | | | | | |
| 6062 | FURN. & EQUIP. TUJA - NON CAPITAL | Exp | 14,684 | 20,444 | 5,760 | 39.22 | | Expenditure has exceeded budget estimates |
| 1173 | MININUP COTTAGES RENT U5-8 | Inc | -34,153 | -19,905 | 14,248 | -41.72 | | Income less than budget estimates - due to unit vacancies while renovations being completed |
| 1693 | TUJA LODGE SUBSIDY | Inc | -2,358,146 | -2,336,667 | 21,479 | -0.91 | | Income less than budget estimates - income reflects level of care |
| 1703 | TUJA LODGE RENTAL - BASIC DAILY CARE FEE | Inc | -705,693 | -656,690 | 49,003 | -6.94 | | Income less than budget estimates - income reflects level of care |
| 1706 | TUJA LODGE RENTAL - DAILY ACCOMM FEE | Inc | -143,322 | -163,197 | -19,875 | 13.87 | | Income exceeds budget estimates |
| 1753 | LANGLEY VILLAS RENT U1-6 | Inc | -58,515 | -52,765 | 5,750 | -9.83 | | Income less than budget estimate |
| 1773 | M/COTTAGES RENT 9-12 | Inc | -34,153 | -42,036 | -7,883 | 23.08 | | Income exceeds budget estimates |
| 7133 | REIMBURSEMENTS AGED CARE SERVICES | Inc | -148,270 | -128,616 | 19,654 | -13.26 | | Budget timing variation - final allocations for June to be processed |
| 1684 | TUJA LODGE FURNITURE & EQUIPMENT | Exp | 25,000 | 11,985 | -13,035 | -52.14 | | Capital expenditure less than budget estimate Preston Village Asset upgrades have exceeded budget by \$15k - Siteworks for development of Bridge St land have yet to commence |
| 4714 | RETREE FUNDED UNITS LOT 152 - BUILDING | Exp | 250,000 | 31,935 | -218,065 | -87.23 | | Expenditure less than budget estimate - fire suppression system carried over to 19/20. |
| 7384 | BUILDINGS - TUJA LODGE | Exp | 455,832 | 35,124 | -420,708 | -92.29 | | Expenditure for various building upgrades is less than budget estimate |
| 8094 | WELL AGED HOUSING - BUILDING ASSET RENEWAL | Exp | 171,600 | 73,887 | -97,713 | -56.94 | | Capital expenditure less than budget estimate |
| 8104 | AFFORDABLE HOUSING - BRIDGE STREET | Exp | 150,000 | 73,369 | -76,631 | -51.09 | | Capital expenditure less than budget estimate |
| 0435 | COMMUNITY CONTRIBUTIONS - TUJA LODGE | Inc | -78,000 | 0 | 78,000 | -100.00 | | Contribution from Tuja Charitable Trust remains unresolved |
| 0445 | PROCEEDS FROM LOAN - TUJA LODGE EXTENSIONS | Inc | -400,000 | 0 | 400,000 | -100.00 | | Loan for Tuja Fire Suppression system carried over to 19/20 |
| 1775 | FROM AGED HOUSING RESERVE | Inc | -171,600 | 0 | 171,600 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 7315 | TRANSFER FROM LAND DEVELOPMENT RESERVE | Inc | -250,000 | 0 | 250,000 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| Community Amenities | | | | | | | | |
| 1762 | DOMESTIC REFUSE COLLECT | Exp | 199,247 | 133,455 | -65,792 | -33.02 | | Budget timing variation - final invoices and admin allocations for June to be processed |
| 1772 | RUBBISH SITES MTC | Exp | 513,276 | 452,029 | -61,247 | -11.93 | | Budget timing variation - final admin allocations for June to be processed |
| 1782 | DOMESTIC RECYCLING PICKUP | Exp | 115,105 | 91,998 | -23,107 | -20.07 | | Budget timing variation - final invoices and admin allocations for June to be processed |
| 1802 | ORGANIC REFUSE REMOVALS | Exp | 123,092 | 110,503 | -12,589 | -10.23 | | Budget timing variation - final admin allocations for June to be processed |
| 2003 | BULK REFUSE CHARGES | Inc | -75,000 | -49,586 | 25,414 | -33.89 | | Income less than budget estimate |
| 2072 | LANDCARE DEV/ENV. PLNG. | Exp | 18,280 | 5,117 | -13,163 | -72.01 | | Budget timing variation - invoices still to be received |
| 5332 | OFFICE EXPENSES - NATURAL RESOURCE MANAGEM | Exp | 25,327 | 19,399 | -5,928 | -23.41 | | Expenditure less than budget estimate |
| 2172 | LAND USE PLANNING | Exp | 20,000 | 0 | -20,000 | -100.00 | | No expenditure to date |
| 2223 | CHARGES - T/P APPROVAL | Inc | -25,000 | -37,331 | -12,331 | 49.32 | | Income to exceed budget estimate by approx \$12k |
| 2274 | PURCHASE PLANT EQUIPMENT | Exp | 33,413 | 40,617 | 7,204 | 21.56 | | Executive's decision to standardise vehicles has resulted in expenditure exceeding the budget estimate for T/Planner vehicle. Three vehicles were purchased in one transaction as a group resulting in overall additional charge of \$4k in total for all three vehicles. |
| 2335 | FROM PLANT RESERVE | Inc | -25,313 | 0 | 25,313 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 2302 | DBK CEMETERY MNTCE | Exp | 60,506 | 51,988 | -8,518 | -14.08 | | Expenditure less than budget estimate - normal operational variance |
| 2312 | BLN CEMETERY MNTCE | Exp | 23,200 | 17,969 | -5,231 | -22.55 | | Expenditure less than budget estimate - normal operational variance |
| Recreation and Culture | | | | | | | | |
| 2412 | PUBLIC HALLS - DBK | Exp | 75,779 | 61,012 | -14,767 | -19.49 | | Repainting of Foyer and Stairwell and some maintenance deferred |
| 2422 | PUBLIC HALLS - BLN | Exp | 20,794 | 15,015 | -5,779 | -27.79 | | Expenditure less than budget estimate - normal operational variance |
| 2555 | FROM BUILDING RESERVE | Inc | -35,000 | 0 | 35,000 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 2584 | BALINGUP HALL - NEW STOREROOM | Exp | 202,500 | 210,099 | 7,599 | 3.75 | | Budget timing variation - final invoices for June still to be processed |
| 2642 | PARKS & RESERVES GENERAL | Exp | 607,144 | 624,073 | 16,929 | 2.79 | | Will exceed budget estimates by approx \$20k |
| 2662 | EGAN PARK | Exp | 83,760 | 78,090 | -5,670 | -6.77 | | Expenditure less than budget estimate - normal operational variance |
| 2672 | MITCHELL PARK | Exp | 123,900 | 67,558 | -56,342 | -45.47 | | Expenditure less than budget estimate - \$10k gen mtc, \$15k Football Club Mtc and \$30k VC Mitchell Park masterplan |
| 2712 | BLN PARKS & RESERVES | Exp | 236,240 | 255,939 | 19,699 | 8.34 | | Will exceed budget estimates by approx \$20k |
| 2722 | REC CENTRE MTC | Exp | 294,946 | 262,803 | -32,143 | -10.90 | | Expenditure less than budget estimate |
| 5652 | WALK TRAILS | Exp | 44,500 | 219 | -44,281 | -99.51 | | Minimal expenditure to date |
| 1583 | GOVT GRANTS - SPORT & RECREATION | Inc | -12,500 | -35,950 | -23,450 | 187.60 | | Additional \$25k received for VC Mitchell Park Lighting projected cf 2019/20 |
| 2813 | DBK REC CENTRE - CHARGES | Inc | -159,900 | -168,084 | -8,184 | 5.12 | | Income has exceed amended budget by approx \$8k |
| 0694 | RESERVE ST FUNPARK | Exp | 15,000 | 8,588 | -6,412 | -42.74 | | Expenditure less than budget estimate - normal operational variance |

Shire of Donnybrook Balingup
Variance Reporting Threshold - \$5,000

| Account No. | Account Description | Account Type | Revised Full Year Budget 30/06/2019 | Actual to 30/06/2019 | Variance Amount | Variance % | Permanent Variation | Comment |
|-------------------------------|---|--------------|-------------------------------------|----------------------|-----------------|------------|---------------------|--|
| Recreation and Culture | | | | | | | | |
| 2682 | PARK EQUIPMENT | Exp | 10,000 | 305 | -9,695 | -96.95 | | Expenditure less than budget estimate |
| 7294 | BUILDINGS - DBK RECREATION CENTRE | Exp | 127,575 | 95,580 | -31,995 | -25.08 | | Expenditure less than budget estimate - some capital work has not been completed to date |
| 8054 | PRESTON RIVER PARKLAND DONNYBROOK | Exp | 10,000 | 0 | -10,000 | -100.00 | | No expenditure to date |
| 0685 | TRANSFER FROM BUILDING RESERVE | Inc | -90,503 | 0 | 90,503 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 2962 | OFFICE EXPENSES DBK | Exp | 115,000 | 98,101 | -16,899 | -14.70 | | Expenditure less than budget estimate |
| 2972 | GENERAL EXPENSES BLN | Exp | 46,721 | 27,868 | -18,853 | -40.35 | | Expenditure less than budget estimate |
| 5662 | DONNYBROOK RESOURCE CENTRE MAINTENANCE | Exp | 25,000 | 1,051 | -23,949 | -95.80 | | Minimal expenditure for the year |
| 2953 | TFR FROM EMPLOYEE LEAVE RESERVE | Inc | -8,750 | 0 | 8,750 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 2963 | REIMBURSE RESOURCE CENTRE | Inc | -12,500 | -416 | 12,084 | -96.67 | | Minimal income to date - subject to Library Building mtc works as 50% costs recouped from Department of Education |
| 5272 | PROMOTION OF COMMUNITY EVENTS | Exp | 38,000 | 27,963 | -10,037 | -26.41 | | Expenditure less than budget estimate |
| Transport | | | | | | | | |
| 3200 | BRIDGEWORKS - EXT. FUNDED | Exp | 1,035,768 | 266,347 | -769,421 | -74.29 | | Projects have been undertaken by Main Roads on behalf of the Shire - we are awaiting invoices to pay for work completed - Any surplus funds will be allocated to Bridge Reserve for spending on Bridge Mtc in accordance with Grant rules. |
| 3210 | ROADWORKS GENERAL | Exp | 540,892 | 528,896 | -11,996 | -2.22 | | Expenditure less than budget estimate - June invoices still to be processed |
| 3300 | ROADS TO RECOVERY FEDERAL FUNDING PROGRAM | Exp | 689,271 | 696,841 | 7,570 | 1.10 | | Exceeds budget estimates |
| 3331 | ROADS TO RECOVERY FEDERAL GRANT FUNDING | Inc | -685,000 | -606,259 | 78,741 | -11.50 | | Funding is part of 5 year program with Roads to Recovery- payments have been staged over various years our full allocation has been received. |
| 3351 | FROM ROADWORKS RESERVE | Inc | -314,125 | -184,841 | 129,284 | -41.16 | | Reserve transfers to be processed as part of End of Year accounting |
| 0150 | DONNYBROOK TOWNSCAPE WORKS | Exp | 25,000 | 19,011 | -5,989 | -23.96 | | Expenditure less than budget estimate |
| 3370 | STREET TREES & PRUNING | Exp | 83,580 | 26,114 | -57,466 | -68.76 | | Expenditure less than budget estimate - less pruning of trees within townsites was required during 18/19 than anticipated |
| 341M | GENERAL ROAD MAINTENANCE | Exp | 991,800 | 1,017,966 | 26,166 | 2.64 | | Expenditure exceeds budget estimate |
| 3420 | LIGHTING OF STREETS | Exp | 83,040 | 76,728 | -6,312 | -7.60 | | Expenditure less than budget estimate - normal operational variance |
| 3450 | BRIDGE MAINTENANCE | Exp | 249,761 | 244,405 | -5,356 | -2.14 | | Expenditure less than budget estimate - normal operational variance |
| 3550 | ROAD ASSET MANAGEMENT | Exp | 48,000 | 13,661 | -34,339 | -71.54 | | Changes in requirements for the timing of asset revaluations has resulted in less expenditure. Budget has had a reduction in 19/20 to reflect to changes. |
| 3554 | PURCHASE PLANT & EQUIPMNT | Exp | 403,913 | 387,644 | -16,269 | -4.03 | | Expenditure less than budget estimates |
| 3541 | CONTRIBUTION TO WORKS | Inc | 0 | -5,503 | -5,503 | | | Income received for Meldene Estate development |
| 3565 | RESERVE FUND TRANSFER | Inc | -315,825 | 0 | 315,825 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 3575 | SALE OF PLANT & EQUIPMENT | Inc | -88,088 | -126,595 | -38,507 | 43.71 | | Income exceeds budget estimates - higher trade in values received |
| Economic Services | | | | | | | | |
| 2192 | DONNYBROOK TRANSIT PARK MAINTENANCE | Exp | 61,732 | 47,123 | -14,609 | -23.67 | | Expenditure less than budget estimates |
| 3912 | AREA PROMOTION | Exp | 86,207 | 67,657 | -18,550 | -21.52 | | Expenditure less than budget estimates - \$15k develop & implement Local Tourism strategy |
| 7152 | BALINGUP TRANSIT PARK MTCE. | Exp | 37,808 | 31,137 | -6,671 | -17.64 | | Budget timing variation - commission payment to be processed in June |
| 0294 | TRANSIT PARK DONNYBROOK - CONSTRUCTION | Exp | 10,000 | 317 | -9,683 | -96.83 | | Budget timing variation - minimal expenditure to date |
| 7312 | TOURISM INFRASTRUCTURE | Exp | 20,000 | 0 | -20,000 | -100.00 | | No expenditure to date |
| 4082 | CONTRACT LABOUR & RELIEF | Exp | 5,000 | 0 | -5,000 | -100.00 | | No expenditure to date |
| 4132 | SUNDRY BUILDING EXPENSES | Exp | 16,310 | 9,354 | -6,956 | -42.65 | | Expenditure less than budget estimates |
| Public Works Overheads | | | | | | | | |
| 4462 | CONFERR & TRAIN EXPENSES | Exp | 38,401 | 22,978 | -15,423 | -40.16 | | Expenditure less than budget estimates |
| 6792 | HOLIDAY PAY - PUB HOLS | Exp | 57,336 | 53,551 | -3,785 | -6.60 | | Budget timing variation - normal operating variance |
| 4423 | TRNSFR FROM RES. LSL&GRAT | Inc | -29,480 | 0 | 29,480 | -100.00 | | Reserve transfers to be processed as part of End of Year accounting |
| 4570 | SALARIES AND WAGES | Exp | 6,200,055 | 6,569,351 | 369,296 | 5.96 | | Wages and salaries are over Budget (adjustments to employee entitlements to be processed 30th June 2019) |

Note 1 Budget and Actual Income shown as negative figures.
Budget and Actual Expenditure shown as positive figures.
Therefore a negative variance indicates either more income or less expenditure than budget YTD estimate (positive effect on budget)
Therefore a positive variance indicates either less income or more expenditure than budget YTD estimate (negative effect on budget)

Note 2 Salaries and Wages variances are shown in total only in Schedule 14 (Public Works Overheads)
Variances relating to internal costings and allocations are not reported.
Variances relating to amounts transferred to/from Reserve have not been reported.

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st May 2019

| Sch No | 2018/19 Amended Budget | | 2018/19 Actual | | |
|--|------------------------|-------------------|-------------------|-------------------|-------------------|
| | Income | Expenditure | Income | Expenditure | |
| OPERATING SECTION | | | | | |
| General Purpose Funding | 3 | 6,247,319 | 246,393 | 6,135,967 | 195,188 |
| Governance | 4 | 63,301 | 933,266 | 44,263 | 774,689 |
| Law, Order & Public Safety | 5 | 715,173 | 1,607,474 | 597,007 | 1,316,886 |
| Health | 7 | 144,316 | 193,630 | 112,349 | 151,436 |
| Welfare Services | 8 | 3,865,578 | 4,233,523 | 3,498,127 | 3,891,060 |
| Housing | 9 | | | | |
| Community Amenities | 10 | 1,234,121 | 1,724,040 | 1,206,638 | 1,359,507 |
| Recreation & Culture | 11 | 281,035 | 2,366,329 | 244,809 | 1,962,024 |
| Transport | 12 | 249,572 | 1,794,325 | 230,264 | 1,419,909 |
| Economic Services | 13 | 246,551 | 489,308 | 226,964 | 389,784 |
| Other Property & Services | 14 | 140,980 | 143,401 | 84,131 | 264,724 |
| | | 13,187,946 | 13,731,689 | 12,380,518 | 11,725,206 |
| CAPITAL SECTION | | | | | |
| Governance | 4 | 271,251 | 272,664 | 29,182 | 70,856 |
| Law, Order & Public Safety | 5 | 283,478 | 285,069 | 40,262 | 80,284 |
| Health | 7 | 22,275 | 32,698 | 11,364 | 36,440 |
| Welfare Services | 8 | 1,501,614 | 1,060,932 | 602,014 | 207,636 |
| Housing | 9 | | | | |
| Community Amenities | 10 | 33,413 | 43,413 | 0 | 7,059 |
| Recreation & Culture | 11 | 510,537 | 426,210 | 269,033 | 244,217 |
| Transport | 12 | 2,770,079 | 3,603,003 | 2,183,790 | 2,459,617 |
| Economic Services | 13 | 0 | 52,212 | 0 | 24,023 |
| Transfers To Reserves | 15 | 0 | 1,179,423 | 0 | 1,305 |
| | | 5,392,647 | 6,955,624 | 3,135,645 | 3,131,435 |
| Total Income & Expenditure | | 18,580,593 | 20,687,313 | 15,516,163 | 14,856,641 |
| Less Depreciation W/Back | | | (709,861) | | -723,502 |
| Net | | 18,580,593 | 19,977,452 | 15,516,163 | 14,133,139 |
| Add Surplus July 1 B/Fwd | | 1,565,218 | | 1,565,218 | |
| Adjustment to Non Current Liabilities (Gravel) | | | | | |
| Adjust Non Current Assets | | | | | |
| Adjust Current Asset Land Held for Resale | | | | 0 | |
| Adjust Leave Reserve W/Back | | | | | |
| Less Loan Principal repayments | | | | | |
| Adjust movement Pensioners Deferred Rates | | | | | |
| Adjust Self Supporting Loan | | | | | |
| Adjust to NCL (Leave Provisions) | | | | | |
| Rounding Adjustment | | | | | |
| Surplus/Deficit C/Fwd | | | 168,359 | | 2,948,242 |
| | | 20,145,811 | 20,145,811 | 17,081,381 | 17,081,381 |

**Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
31st May 2019**

Surplus/Deficit Summary C/Forward Represented by;

| | | |
|---------------------------------|------------------|-------------------------|
| (A) Cash at Bank and on Hand | 3,199,043 | |
| Sundry Debtors Rates | 524,093 | |
| Receivables/Debtors | 112,350 | |
| Self Supporting Loan Debtors | - | |
| Accrued Income | 375 | |
| GST Asset Clearing A/C | 62,590 | |
| ESL Asset Clearing A/C | 342,510 | |
| Land Held for Resale | 151,676 | |
| Stock on Hand | <u>10,084</u> | 4,402,721 |
| | | |
| (B) Provision for LSL Current | (348,262) | |
| Provision for A/L Current | (448,308) | |
| Add Cash Backed Reserve | 250,709 | |
| Payments received in Advance | - | |
| Accrued Salaries/Wages | - | |
| Accrued Loan Interest | - | |
| Accrued Expenses | (8,514) | |
| GST Liability Clearing A/C | (33,827) | |
| ESL Liability Clearing A/C | (316,168) | |
| PAYG Clearing A/C | (106,964) | |
| Prepaid Rates | (102,319) | |
| Payroll Creditors | - | |
| Add Back Current Loan Liability | - | |
| SS Loan Repayment | - | |
| Sundry Creditors | <u>(340,825)</u> | (1,454,479) |
| | | |
| Net Current Assets | | <u>2,948,242</u> |

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

1. SIGNIFICANT ACCOUNTING POLICIES

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

(a) Basis of Accounting

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

(b) The Local Government Reporting Entity

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

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

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

(c) Rounding Off Figures

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

(f) Rates, Grants, Donations and Other Contributions

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

(g) Goods and Services Tax

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

(h) Superannuation

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

(i) Fixed Assets

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

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

(j) Investments

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

(k) Impairment

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Depreciation of Non-Current Assets

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

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

| | |
|--------------------------------|-----------------|
| Buildings | 40 to 60 years |
| Office Furniture and Equipment | 5 to 10 years |
| Computer Equipment | 5 years |
| Plant and Equipment | 4 to 15 years |
| Infrastructure: | |
| Bridges | 50 to 80 years |
| Road clearing and earthworks | not depreciated |
| Road Pavement | 50 years |
| Road Seal | 18 years |
| Carparks | 15 years |
| Cycleways | 40 years |
| Footpaths - Concrete | 60 years |
| Footpaths - Slab | 20 years |
| Storm Water Drainage | 25 to 25 years |

(m) Land Held for Resale

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

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

(n) Employee Entitlements

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

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

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

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

2. COMPONENT FUNCTIONS/ACTIVITIES

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

(b) Statement of Objective

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

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

03 GENERAL PURPOSE FUNDING

Objective: To collect revenue to allow for the provision of services.
Activities: General rate revenue, general purpose grants and interest revenue.

04 GOVERNANCE

Objective: To provide a decision making process for the efficient allocation of scarce resources.
Activities: Administration and operation of facilities and services to members of Council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

05 LAW, ORDER, PUBLIC SAFETY

Objective: To provide services to help insure a safer community.
Activities: Supervision of various local laws, fire prevention, animal control and State Emergency Service.

07 HEALTH

Objective: To provide an operational framework for good community health.
Activities: Health Inspection and administration, preventative services and medical centre buildings.

08 EDUCATION AND WELFARE

Objective: To meet the needs of the community in these areas.
Activities: Operation of Frail Aged Hostel, Well Aged Housing, Community Development Child Care Centre & Youth Welfare

09 HOUSING

Objective: To help ensure adequate housing.
Activities: Maintenance of rental housing facilities. Council does not currently provide services in this area.

10 COMMUNITY AMENITIES

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

2. COMPONENT FUNCTIONS/ACTIVITIES (continued)

11 RECREATION AND CULTURE

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

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

12 TRANSPORT

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

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

13 ECONOMIC SERVICES

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

Activities: Promotion of Tourism, Maintenance of Caravan Park, building control, noxious weed control, receipt of royalties and agency commissions for Department of Transport.

14 OTHER PROPERTY & SERVICES

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

3. CASH AND INVESTMENTS

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

Restricted (See below)

Restricted

Municipal Fund - Unspent Loan Fund

Unrestricted

Municipal Fund

Municipal Investment Account

Petty Cash on Hand

Total Cash Balance

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

Waste Management Reserve

Bushfire Control & Management Reserve

Aged Housing Reserve

Employee Leave & Gratuity Reserve

Arbuthnott Memorial Reserve

Town Planning Reserve

Land Development Reserve

Plant Replacement Reserve

Roadworks Reserve

Valuation Reserve

CBD Development Reserve

Buildings Reserve

Building Maintenance Reserve

Electronic Equipment Replacement Reserve

Apple Fun Park Reserve

| | Budget 30/06/2019 | B/Forward 01/07/2018 | YTD Actual 31/05/2019 |
|---------------------------|----------------------|-------------------------|--------------------------|
| | 4,857,895 | 6,339,544 | 5,959,889 |
| | | 68,294 | |
| | | | 1,156,631 |
| | 551,095 | 2,072,908 | 1,156,631 |
| | 0 | 0 | 2,041,251 |
| | 1,160 | 1,160 | 1,160 |
| Total Cash Balance | 5,410,150 | 8,481,906 | 9,158,931 |
| | | | 1,372,381 |
| | 1,430,705 | 1,372,381 | 1,372,381 |
| | 2,282 | 2,282 | 2,282 |
| | 916,559 | 1,319,602 | 1,334,733 |
| | 233,227 | 265,917 | 254,668 |
| | 3,485 | 3,685 | 3,685 |
| | 40,051 | 40,051 | 40,051 |
| | 6,834 | 223,548 | 223,548 |
| | 321,634 | 395,296 | 395,296 |
| | 1,046,166 | 1,297,007 | 1,112,166 |
| | 950 | 60,950 | 60,950 |
| | 3,054 | 3,054 | 3,054 |
| | 454,446 | 890,446 | 690,446 |
| | 232,298 | 237,121 | 237,121 |
| | 84,698 | 126,698 | 126,698 |
| | 81,506 | 101,506 | 102,811 |
| | 4,857,895 | 6,339,544 | 5,959,889 |

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

| | Budget 30/06/2019 \$ | B/Forward 01/07/2018 \$ | YTD Actual 31/05/2019 \$ |
|------------------------------|----------------------------|-------------------------------|--------------------------------|
| Cash at Bank and on Hand | 552,255 | 2,142,362 | 3,199,043 |
| Restricted Assets - Reserves | 4,857,895 | 6,339,544 | 5,959,889 |
| Sundry Debtors Rates | 349,722 | 403,361 | 524,093 |
| Receivables/Debtors | 90,000 | 87,919 | 112,350 |
| Accrued Income | 50,000 | 151,127 | 375 |
| GST Asset Clearing A/C | 40,000 | 42,178 | 62,590 |
| ESL Asset Clearing A/C | 0 | 0 | 342,510 |
| Prepayments | 5,000 | 5,778 | 0 |
| Stock on Hand | 210,000 | 14,587 | 10,084 |
| Land Held for Resale | 151,676 | 151,676 | 151,676 |
| Self Supporting Loan Debtors | 8,899 | 8,660 | 0 |
| | 6,315,447 | 9,347,192 | 10,362,610 |

CURRENT LIABILITIES

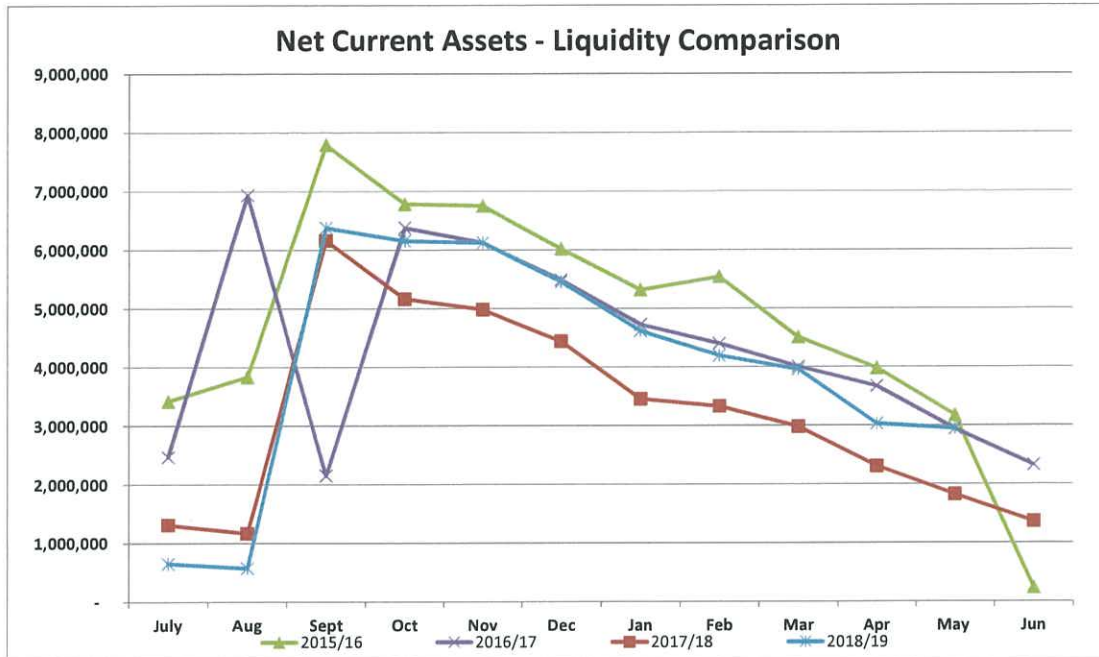
| | Budget 30/06/2019 \$ | B/Forward 01/07/2018 \$ | YTD Actual 31/05/2019 \$ |
|-----------------------------------|----------------------------|-------------------------------|--------------------------------|
| Provision for LSL Current | (348,262) | (348,262) | (348,262) |
| Provision for A/L Current | (448,308) | (448,308) | (448,308) |
| Add Cash Backed Reserve | 265,917 | 265,917 | 250,709 |
| Payments Received in Advance | - | - | - |
| Accrued Salaries/Wages | (150,000) | (160,432) | - |
| Accrued Loan Interest | (3,000) | (2,873) | - |
| Accrued Expenses | (115,000) | (115,890) | (8,514) |
| Prepaid Rates | (100,000) | (100,995) | - |
| GST Liability Clearing A/C | - | (57,857) | (33,827) |
| Add Back Current Loan Liability | 75,313 | 30,795 | - |
| ESL Liability Clearing A/C | - | - | (316,168) |
| PAYG Clearing A/C | (100,000) | (99,337) | (106,964) |
| Prepayment Current Liability | - | - | (102,319) |
| Loan Liability (Current Portion) | (75,313) | (30,795) | - |
| Self Supporting Loan Income | - | (8,659) | - |
| Sundry Creditors | (458,899) | (408,787) | (340,825) |
| Less Restricted Assets - Reserves | (4,857,895) | (6,339,543) | (5,959,889) |
| | (6,315,447) | (7,825,026) | (7,414,368) |

NET CURRENT FUNDING POSITION **0** **1,522,166** **2,948,242**

| Net Current Assets - Liquidity Comparison | | | | |
|---|-----------|-----------|-----------|-----------|
| Month | 2015/16 | 2016/17 | 2017/18 | 2018/19 |
| July | 3,425,364 | 2,472,603 | 1,313,270 | 655,255 |
| August | 3,836,027 | 6,931,525 | 1,167,107 | 577,376 |
| September | 7,788,427 | 2,146,982 | 6,157,360 | 6,377,761 |
| October | 6,783,116 | 6,375,921 | 5,163,094 | 6,155,719 |
| November | 6,750,395 | 6,125,536 | 4,982,406 | 6,125,435 |
| December | 6,019,206 | 5,490,506 | 4,442,157 | 5,457,420 |
| January | 5,319,959 | 4,726,458 | 3,456,447 | 4,619,542 |
| February | 5,542,368 | 4,398,054 | 3,330,127 | 4,195,258 |
| March | 4,507,516 | 4,006,630 | 2,978,456 | 3,962,956 |
| April | 3,981,586 | 3,672,213 | 2,307,336 | 3,032,763 |
| May | 3,175,754 | 2,942,571 | 1,822,010 | 2,948,242 |
| June | 235,314 | 2,327,226 | 1,361,688 | |

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

4. NET CURRENT ASSETS



Current Ratio

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

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

Current Ratio =

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

| | 2015/16 | 2016/17 | 2016/17 | 2018/19 |
|-----------|---------|---------|---------|---------|
| July | 3.19 | 3.01 | 3.16 | 1.37 |
| August | 7.38 | 7.68 | 2.11 | 1.33 |
| September | 6.71 | 3.07 | 6.87 | 5.44 |
| October | 5.44 | 5.65 | 5.43 | 4.64 |
| November | 5.86 | 5.34 | 4.56 | 5.82 |
| December | 5.98 | 4.59 | 5.38 | 4.79 |
| January | 6.98 | 4.88 | 3.32 | 3.84 |
| February | 4.07 | 4.80 | 3.74 | 3.32 |
| March | 4.14 | 3.88 | 3.58 | 3.73 |
| April | 3.86 | 3.59 | 2.70 | 2.65 |
| May | 2.84 | 2.66 | 2.55 | 3.03 |
| June | 1.08 | 2.85 | 1.75 | |

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

5. VARIANCE ANALYSIS

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

Council has determined that a materiality threshold of \$5,000 will apply for reporting purposes. That is all variances greater than \$5,000 will be reported to Council. Any variance less than \$5,000 will not be reported Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

A table showing material variances, as at 30th June 2019 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date. Please note this information is not the final result as end of year accruals, recovery allocations adjustments and depreciation still need to be processed.

General Purpose Funding

The investment income variance relates to the timing of rate funding received and amounts available to invest.

The general purpose grant variance relates to the advance payment received of 50% for the 2019/20 that has been received in June.

The full budget provision for legal costs for rates recovery is not anticipated to be utilised, this is due to a reduction in debt recovery proceedings during 18/19 - this will also be reflected with a reduction in income.

All transfers to or from Reserves are still to be processed as part of the End of Year accounting procedures.

Governance

The full budget provision for Councillor training, FBT and Capital Furniture and Equipment accounts are not anticipated to be utilised during 18/19.

The variance for Audit Fees is expected to resolve as part of the end of year process, once the interim audit has been signed off the OAG will issue an invoice.

All transfers to or from Reserves are still to be processed as part of the End of Year accounting procedures.

Law, Order and Public Safety

Variances primarily relate to fire control expenditure, ESL operating expenses and Bushfire mitigation works. ESL operating expenditure has come in under budget by approx \$71k. The Shire has also received an insurance refund of approx. \$13.5 due to a review of brigade membership numbers.

Council recoup's 60% of expenditure incurred from DFES for CESM Officer expenses - this recoup is still outstanding for February to June 2019.

Reduction in Capital expenditure for Kirup BFB due to timing of works - any unspent funds will be carried forward to 2019/20. Corresponding grant won't be received until project has been completed in 19/20.

All transfers to or from Reserves are still to be processed as part of the End of Year accounting procedures.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

5. VARIANCE ANALYSIS

Health

Transfer from Plant Reserve for replacement of PEHO vehicle to be processed as part of End of Year.

Education and Welfare

Material variances currently reported within this program principally relate to the operation of Council's Frail Aged Lodge. These activities are essentially self balancing items as any surplus or deficit is carried to Council's Aged Housing Reserve fund.

Preston Village Asset upgrades have exceeded the budget by approx \$15k - this relates to the exterior painting of the units. Siteworks for the development of Bridge St land have yet to commence.

All transfers to or from Reserves are still to be processed as part of the End of Year accounting procedures.

Community Amenities

Material variances are shown on the Variance Analysis Schedule and represent the current end of year result within this program. Adjustments for end of year are still required.

Recreation and Culture

Material variances are shown on the Variance Analysis Schedule and represent the current end of year result within this program. Adjustments for end of year are still required.

All transfers to or from Reserves are still to be processed as part of the End of Year accounting procedures.

Additional funding of \$25k has been received for VC Mitchell Park Lighting project - these funds will be transferred to Reserve for 19/20 budget expenditure.

Transport

Material variances are shown on the Variance Analysis Schedule and represent the current end of year result within this program. Adjustments for end of year are still required.

Additional income for sale of plant has been received - approx 38k due to higher trade in values than budgeted.

All transfers to or from Reserves are still to be processed as part of the End of Year accounting procedures.

Economic Services

Material variances are shown on the Variance Analysis Schedule and represent the current end of year result within this program. Adjustments for end of year are still required.

Public Works Overheads

Wages and salaries expenditure is approx. \$369k over budget. Transfers from Employee Leave Reserve will offset some of the additional expenditure. Adjustments for employee entitlements are still to be processed as part of the end of year.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

6. ASSET ACQUISITION

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

ASSETS ACQUIRED BY TYPE

| | 2018/19 | |
|-------------------------------|-------------------------|------------------|
| | Amended Budget \$ | Actual \$ |
| Land & Buildings | 1,555,974 | 444,299 |
| Plant & Equipment | 601,275 | 262,241 |
| Furniture & Equipment | 32,000 | 13,440 |
| Infrastructure Assets - Roads | 2,205,121 | 1,984,304 |
| Infrastructure Assets - Other | 1,257,752 | 395,051 |
| | 5,652,122 | 3,099,336 |

6. ASSET ACQUISITION

ASSETS ACQUIRED BY PROGRAM

| | 2018/19 | |
|----------------------------|-------------------------|------------------|
| | Amended Budget \$ | Actual \$ |
| Governance | 129,664 | 70,856 |
| Law, Order & Public Safety | 205,069 | 80,284 |
| Health | 22,275 | 26,016 |
| Education and Welfare | 1,052,432 | 207,636 |
| Housing | - | - |
| Community Amenities | 43,413 | 7,059 |
| Recreation & Culture | 417,550 | 235,557 |
| Transport | 3,741,219 | 2,459,617 |
| Economic Services | 40,500 | 12,311 |
| | 5,652,122 | 3,099,336 |

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 31st May 2019

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

| | 2018/19 | |
|-------------------------------------|----------------|-----------------|
| | Budget \$ | Actual \$ |
| Proceeds of Sale of Assets | | |
| Land | 420,000 | 0 |
| Buildings | | 0 |
| Furniture & Equipment | | 0 |
| Plant & Equipment | 177,190 | 90,882 |
| Infrastructure Assets | 0 | 0 |
| | 597,190 | 90,882 |
| Less Written Down Value at Disposal | 428,152 | 186,222 |
| Profit/(Loss) on Disposal | 169,038 | (95,339) |

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

| | 2018/19 | |
|----------------------------|----------------|-----------------|
| | Budget \$ | Actual \$ |
| Governance | (7,524) | 422 |
| Law, Order & Public Safety | (8,690) | (7,503) |
| Education & Welfare | 0 | (78,416) |
| Health | (8,472) | (4,075) |
| Housing | 0 | 0 |
| Community Amenities | (11,650) | 0 |
| Recreation & Culture | 0 | 0 |
| Transport | (62,300) | (5,767) |
| Economic Services | 267,674 | 0 |
| | 169,038 | (95,339) |

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

8. LOAN REDEMPTION (Loan Principal Repayment)

The total loan principal outstanding as at 31st May 2019 is \$205,306.49.

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st May 2019

APPENDIX A Details of Capital Works Program - 2018/19

| Ledger | Proposed Works | 2018/19 Amended Budget | Total Cost | Land | Buildings | Plant & Equipment | Furniture & Equipment | Infrastructure Roads | Infrastructure Other |
|---|---|------------------------|---------------|----------|---------------|-------------------|-----------------------|----------------------|----------------------|
| GOVERNANCE | | | | | | | | | |
| Other Governance | | | | | | | | | |
| 105640 | Shire Admin Centre. Design, Costing etc | 0 | 0 | | | 0 | | | |
| 105640 | Replace Air Conditioners in Shire Office | 0 | 15 | | | 15 | | | |
| 105640 | Install Air Conditioning in Council Chambers | 16,413 | 16,414 | | 16,414 | | | | |
| 105640 | Establish Wireless Access Points in Shire Office | 5,000 | 0 | | | 0 | | | |
| 105640 | Additional Records Storage Solution | 0 | 0 | | | 0 | | | |
| 105540 | Replace Toyota Prado - DB5 | 55,688 | 52,952 | | | 52,952 | | | |
| 105540 | Replace Hyundai Santa Fe - DB007 | 45,563 | 0 | | | 0 | | | |
| 105840 | Misc IT Hardware inc. new Switches & Wifi | 7,000 | 1,475 | | | | 1,475 | | |
| 105840 | Replacement of Shire Office Telephone System | 0 | 0 | | | | 0 | | |
| | | <u>129,664</u> | <u>70,856</u> | <u>0</u> | <u>16,429</u> | <u>52,952</u> | <u>1,475</u> | <u>0</u> | <u>0</u> |
| LAW, ORDER AND PUBLIC SAFETY | | | | | | | | | |
| Fire Control | | | | | | | | | |
| 103840 | Beelerup Fire Station 1x Appliance Bay Facility & | 0 | 11,403 | | 11,403 | | | | |
| 103840 | Lowden BFB Modifications - Training/Meeting Rm | 18,150 | 19,128 | | 19,128 | | | | |
| 103840 | Mumballup FBF - 4500lt Water Tank | 6,904 | 4,770 | | 4,770 | | | | |
| 103840 | Kirup/Brazier BFB - Ablutions, Meeting Room & I | 138,000 | 2,967 | | 2,967 | | | | |
| Animal Control | | | | | | | | | |
| 108840 | Replace Mitsubishi Triton Ute - DB92 | 40,423 | 40,423 | | | 40,423 | | | |
| 108840 | Dog Lifter for DB92 | 0 | 0 | | | 0 | | | |
| Law, Order and Public Safety | | | | | | | | | |
| 112240 | CCTV Cameras Donnybrook CBD | 1,592 | 1,592 | | | | | | 1,592 |
| | | <u>205,069</u> | <u>80,284</u> | <u>0</u> | <u>38,268</u> | <u>40,423</u> | <u>0</u> | <u>0</u> | <u>1,592</u> |
| HEALTH | | | | | | | | | |
| Health Inspection and Administration | | | | | | | | | |
| 114540 | EHO Vehicle - DB252 | 22,275 | 26,016 | | | 26,016 | | | |
| | | <u>22,275</u> | <u>26,016</u> | <u>0</u> | <u>0</u> | <u>26,016</u> | <u>0</u> | <u>0</u> | <u>0</u> |

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st May 2019

APPENDIX A Details of Capital Works Program - 2018/19

| Ledger | Proposed Works | 2018/19 Amended Budget | Total Cost | Land | Buildings | Plant & Equipment | Furniture & Equipment | Infrastructure Roads | Infrastructure Other |
|---|---|------------------------|----------------|---------------|----------------|-------------------|-----------------------|----------------------|----------------------|
| EDUCATION AND WELFARE | | | | | | | | | |
| Other Welfare | | | | | | | | | |
| 116840 | Tuia Lodge - Furniture & Equipment | 25,000 | 11,965 | | | | 11,965 | | |
| 173840 | Tuia Lodge Fire Suppression System | 400,000 | 6,250 | | 6,250 | | | | |
| 173840 | Tuia Lodge Various Building Upgrades | 55,832 | 28,874 | | 28,874 | | | | |
| 180940 | Minninup Cottages Unit 1 - Replace Kitchen | 20,000 | 49,786 | | 49,786 | | | | |
| 180940 | Minninup Cottages Unit 2 - Total Renovation | 45,000 | 1,409 | | | 1,409 | | | |
| 180940 | Minninup Cottages Unit 3 - Renovate Bathroom | 15,000 | 0 | | 0 | | | | |
| 180940 | Minninup Cottages Unit 5 - Replace Kitchen | 20,000 | 1,409 | | | 1,409 | | | |
| 180940 | Minninup Cottages Unit 6 - Replace Kitchen | 20,000 | 1,409 | | | 1,409 | | | |
| 180940 | Minninup Cottages Unit 6 - Replace Bathroom | 15,000 | 0 | | 0 | | | | |
| 180940 | Minninup Cottages Unit 7 - Replace Stove | 2,000 | 1,575 | | | 1,575 | | | |
| 180940 | Minninup Cottages Unit 7 - Replace Carpet | 0 | 1,855 | | | 1,855 | | | |
| 180940 | Minninup Cottages Unit 8 - Replace Kitchen | 20,000 | 1,409 | | | 1,409 | | | |
| 180940 | Minninup Cottages Unit 10 - Replace Oven | 2,000 | 1,575 | | | 1,575 | | | |
| 180940 | Minninup Cottages Unit 11 - Replace Oven | 2,000 | 1,710 | | | 1,710 | | | |
| 180940 | Minninup Cottages Unit 12 - Replace Oven & O/I | 4,000 | 1,575 | | | 1,575 | | | |
| 180940 | Langley Villas Unit 1, 2 & 6 - Replace Ovens | 5,100 | 4,995 | | | 4,995 | | | |
| 180940 | Langley Villas Unit 3 - Replace Vinyl | 0 | 2,120 | | 2,120 | | | | |
| 180940 | Langley Villas Unit 5 - Concrete Entrance | 1,500 | 0 | | 0 | | | | |
| 147140 | Preston Village - Completion of Roofing Works | 5,000 | 0 | | 0 | | | | |
| 147140 | Preston Village - Address Efflorescence in Units | 5,000 | 0 | | 0 | | | | |
| 147140 | Preston Village - Exterior Painting of Units | 6,000 | 17,600 | | 17,600 | | | | |
| 147140 | Preston Village - Repair Water Damaged Eaves | 250 | 0 | | 0 | | | | |
| 147140 | Construction of Units 14 to 17 | 233,750 | 0 | | 0 | | | | |
| 181040 | Affordable Housing Project - Siteworks / Land R | 150,000 | 72,119 | 72,119 | | | | | |
| 181040 | Affordable Housing Project - Building Constructi | 0 | 0 | | 0 | | | | |
| | | 1,052,432 | 207,636 | 72,119 | 123,551 | 0 | 11,965 | 0 | 0 |
| COMMUNITY AMENITIES | | | | | | | | | |
| Town Planning & Regional Development | | | | | | | | | |
| 122740 | Principal Planner Vehicle - DB463 | 33,413 | 0 | | | | 0 | | |
| Other Community Ammenities | | | | | | | | | |
| 109640 | Donnybrook Cemetery Internal Roads | 10,000 | 7,059 | | | | | | 7,059 |
| | | 43,413 | 7,059 | 0 | 0 | 0 | 0 | 0 | 7,059 |
| RECREATION AND CULTURE | | | | | | | | | |
| Public Halls | | | | | | | | | |
| 125840 | Balingup Hall - Asset Preservation Works | 200,000 | 83,620 | | 83,620.46 | | | | |
| 125840 | Balingup Hall - Install Air Conditioner in Physio R | 2,500 | 2,394 | | 2,393.97 | | | | |

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st May 2019

APPENDIX A Details of Capital Works Program - 2018/19

| Ledger | Proposed Works | 2018/19 Amended | Total | Land | Buildings | Plant & | Furniture | Infrastructure | Infrastructure |
|---|--|--------------------|-------------------|----------|----------------|-----------|-------------|----------------|----------------|
| Account | | Budget | Cost | | | Equipment | & Equipment | Roads | Other |
| RECREATION AND CULTURE | | | | | | | | | |
| Other Recreation and Sport | | | | | | | | | |
| 172940 | Dbk Rec Centre - Install Safety Railing in Pool | 3,920 | 3,920 | | 3,920 | | | | |
| 172940 | Dbk Rec Centre - Stadium Roof - Defects Liability | 2,100 | 2,100 | | 2,100 | | | | |
| 172940 | Dbk Rec Centre - Install New Pool Blanket | 36,063 | 36,363 | | 36,363 | | | | |
| 172940 | Dbk Rec Centre - Replace 2 x Domestic Heath F | 8,352 | 8,352 | | 8,352 | | | | |
| 172940 | Dbk Rec Centre - Resurface Stadium Floor | 44,440 | 38,800 | | 38,800 | | | | |
| 172940 | Dbk Rec Centre - Pool Filter Upgrades | 7,500 | 0 | | 0 | | | | |
| 172940 | Dbk Rec Centre - Upgrade Plant Room Electrica | 15,500 | 4,665 | | 4,665 | | | | |
| 172940 | Dbk Rec Centre - Install Smoke Alarms in Gym | 1,000 | 0 | | 0 | | | | |
| 172940 | Dbk Rec centre - Foyer Lounge Suite & Coffee T | 1,200 | 1,123 | | 1,123 | | | | |
| 172940 | Dbk Rec Centre - Indoor Pool, Replace Aluminium | 1,000 | 0 | | 0 | | | | |
| 172940 | Dbk Rec Centre - Upgrade Pool Changerooms | 3,000 | 0 | | 0 | | | | |
| 172940 | Dbk Rec Centre - Repair Damaged Pool Conco | 3,500 | 0 | | 0 | | | | |
| 107140 | Balingup Skatepark Equipment - Asset Renewal | 5,481 | 5,481 | | | | | | 5,481 |
| 128640 | RSL Memorial Hall | 5,424 | 5,424 | | | | | | 5,424 |
| 126820 | Playground Equipment - Various Locations | 10,000 | 305 | | | | | | 305 |
| 106940 | Apple Funpark - Ongoing Equipment Replaceme | 0 | 3,688 | | | | | | 3,688 |
| 106940 | Apple Funpark - Renewal Planning | 15,000 | 4,900 | | | | | | 4,900 |
| 180540 | Indigenous Sculpture park - Lighting & Interpretat | 10,000 | 0 | | | | | | 0 |
| 111840 | Replace Shire Owned Streetlights in Dbk CBD | 10,850 | 10,850 | | | | | | 10,850 |
| 182140 | Park & Gardens Infrastructure Donnybrook | 5,000 | 5,000 | | | | | | 5,000 |
| Libraries | | | | | | | | | |
| 130440 | Dbk Community Library - Planning for upgrade | 2,000 | 0 | | 0 | | | | |
| 110840 | Balingup Library - Computer w/station | 1,500 | 600 | | 600 | | | | |
| Other Culture | | | | | | | | | |
| 110940 | Donnybrook Town Centre Revitalisation | 22,220 | 17,971 | | | | | | 17,971 |
| | | 417,550 | 235,557.08 | 0 | 181,937 | 0 | 0 | 0 | 53,620 |
| TRANSPORT | | | | | | | | | |
| Construction, Streets, Roads Bridges, Depots | | | | | | | | | |
| 132000 | Bridgeworks (Special Grants) | 1,035,768 | 266,347 | | | | | | 266,347 |
| 132100 | Roadworks Construction - General | 540,892 | 452,585 | | | | 452,585 | | |
| 132600 | Regional Road Group Projects | 686,901 | 687,100 | | | | 687,100 | | |
| 133000 | Roads to Recovery Program | 689,271 | 692,401 | | | | 692,401 | | |
| 133300 | Blackspot Projects | 149,841 | 152,218 | | | | 152,218 | | |
| 133400 | Commodity Route Projects | 0 | 0 | | | | 0 | | |
| 132400 | Footpath Construction Program | 96,417 | 66,116 | | | | | | 66,116 |

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st May 2019

APPENDIX A Details of Capital Works Program - 2018/19

| Ledger Account | Proposed Works | 2018/19 Amended Budget | Total Cost | Land | Buildings | Plant & Equipment | Furniture & Equipment | Infrastructure Roads | Infrastructure Other |
|-----------------------------------|---|------------------------------|---------------|--------|-----------|----------------------|--------------------------|-------------------------|-------------------------|
| TRANSPORT | | | | | | | | | |
| Road Plant Purchases | | | | | | | | | |
| 135540 | Replace Hino Trcuk - DB4170 | 202,500 | 0 | | | 0 | | | |
| 135540 | Replace Kubota Tractor - DB4806 | 70,875 | 75,050 | | | 75,050 | | | |
| 135540 | Replace Mitsubishi Pajeor - DB2222 | 45,563 | 0 | | | 0 | | | |
| 135540 | Replace Kubota Mower - DB606 | 32,400 | 27,025 | | | 27,025 | | | |
| 135540 | Replace Steel Flatbed Trailer - DB6232 | 6,000 | 0 | | | 0 | | | |
| 135540 | New Vehicle - Exec. Manager Operations | 46,575 | 40,774 | | | 40,774 | | | |
| 135540 | Sundry Small Plant (to be determined by MSW) | 0 | 0 | | | 0 | | | |
| | | 3,603,003 | 2,459,617 | 0 | 0 | 142,849 | 0 | 1,984,304 | 332,464 |
| ECONOMIC SERVICES | | | | | | | | | |
| Tourism and Area Promotion | | | | | | | | | |
| 102940 | Transit Park Dbk - Install Additional Powered Sit | 10,000 | 317 | | | | | | 317 |
| 173120 | Develop Visitor & Tourismn Infrastructure | 20,000 | 0 | | | | | | 0 |
| Building Control | | | | | | | | | |
| 141940 | Purchase Multi Function Printer | 0 | 0 | | | | 0 | | |
| Other Economic Services | | | | | | | | | |
| 143140 | Land Acquisitions | 10,500 | 11,994 | 11,994 | | | | | |
| | | 40,500 | 12,311 | 11,994 | 0 | 0 | 0 | 0 | 317 |
| TOTAL CAPITAL EXPENDITURE | | 5,513,906 | 3,099,336 | 84,114 | 360,185 | 262,241 | 13,440 | 1,984,304 | 395,051 |

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 31st May 2019

Appendix B Asset Disposal Schedule - 2018/19

| Asset No. | Asset Details | Asset Classification | Budget Proceeds Sale of Asset | Budget Written Down Value | Budget Profit/Loss | Actual Proceeds Sale of Asset | Actual Written Down Value | Actual Profit / Loss |
|---|--------------------------------|----------------------|-------------------------------|---------------------------|--------------------|-------------------------------|---------------------------|----------------------|
| GOVERNANCE | | | | | | | | |
| General Administration | | | | | | | | |
| 61248 | Toyota Prado - DB5 | Plant & Equipment | 35,438 | 30,000 | 5,438 | 29,091 | 28,669 | 422 |
| 61246 | Hyundai Santa Fe - DB007 | Plant & Equipment | 23,288 | 36,250 | (12,962) | - | - | - |
| | | | <u>58,726</u> | <u>66,250</u> | <u>(7,524)</u> | <u>29,091</u> | <u>28,669</u> | <u>422</u> |
| LAW, ORDER, PUBLIC SAFETY | | | | | | | | |
| Animal Control | | | | | | | | |
| 61256 | Mitsubish Triton Ute - DB92 | Plant & Equipment | 15,188 | 23,878 | (8,690) | 16,364 | 23,866 | (7,503) |
| | | | <u>15,188</u> | <u>23,878</u> | <u>(8,690)</u> | <u>16,364</u> | <u>23,866</u> | <u>(7,503)</u> |
| HEALTH | | | | | | | | |
| Health Inspection and Administration | | | | | | | | |
| 61261 | Toyota Corolla - Db252 | Plant & Equipment | 7,088 | 15,560 | (8,472) | 11,364 | 15,439 | (4,075) |
| | | | <u>7,088</u> | <u>15,560</u> | <u>(8,472)</u> | <u>11,364</u> | <u>15,439</u> | <u>(4,075)</u> |
| EDUCATION & WELFARE | | | | | | | | |
| Other Welfare | | | | | | | | |
| 61209 | Hino Bus - Tuia | Plant & Equipment | - | - | - | 2,014 | 80,430 | (78,416) |
| | | | <u>-</u> | <u>-</u> | <u>-</u> | <u>2,014</u> | <u>80,430</u> | <u>(78,416)</u> |
| COMMUNITY AMENITIES | | | | | | | | |
| Town Planning & Regional Development | | | | | | | | |
| 61249 | Hyundai IX35 - DB463 | Plant & Equipment | 8,100 | 19,750 | (11,650) | - | - | - |
| | | | <u>8,100</u> | <u>19,750</u> | <u>(11,650)</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| TRANSPORT | | | | | | | | |
| Road Plant Purchases | | | | | | | | |
| 61184 | Hino 700 Series Truck - DB4170 | Plant and Equipment | 34,425 | 77,500 | (43,075) | - | - | - |
| 60707 | Kubota M7040 Tractor - DB4806 | Plant and Equipment | 20,250 | 12,000 | 8,250 | 25,000 | 11,994 | 13,006 |
| 61242 | Kubota Mower - DB606 | Plant and Equipment | - | - | - | 7,050 | 25,823 | (18,773) |
| 61259 | Mitsubishi Pajero - DB222 | Plant and Equipment | 23,288 | 34,888 | (11,600) | - | - | - |
| 61242 | Kobota - DB606 | Plant and Equipment | 10,125 | 26,000 | (15,875) | - | - | - |
| | | | <u>88,088</u> | <u>150,388</u> | <u>(62,300)</u> | <u>32,050</u> | <u>37,817</u> | <u>(5,767)</u> |
| ECONOMIC SERVICES | | | | | | | | |
| Other Economic Services | | | | | | | | |
| 10140 | Mead Street Subdivision | Land | 420,000 | 152,326 | 267,674 | - | - | - |
| | | | <u>420,000</u> | <u>152,326</u> | <u>267,674</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| | | | <u>597,190</u> | <u>428,152</u> | <u>169,038</u> | <u>90,882</u> | <u>186,222</u> | <u>(95,339)</u> |

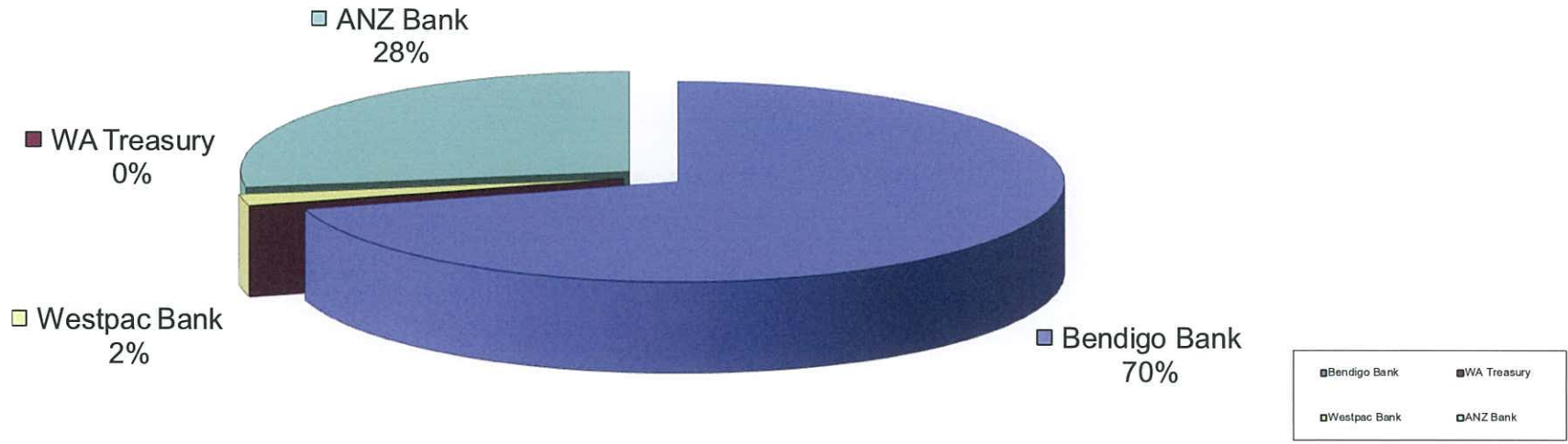
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 31st May 2019

| FUND | WHERE HELD | % RATE | MATURITY | OPENING | DEPOSITS | WITHDRAWALS | CLOSING |
|---|-----------------------|----------|-------------|------------------------|-----------------------|------------------------|------------------------|
| MUNICIPAL FUND | | | | | | | |
| Municipal Fund | Bendigo - 120942362 | Variable | At Call | \$1,524,292.59 | \$1,361,974.94 | -\$1,783,551.27 | \$1,102,716.26 |
| | Bendigo 2803185 | 1.75% | 20-Jun-2019 | \$504,136.98 | \$1,927.00 | \$0.00 | \$506,063.98 |
| | Bendigo 2803189 | 1.75% | 14-Jun-2019 | \$1,012,715.07 | \$6,296.87 | \$0.00 | \$1,019,011.94 |
| | ANZ Bank 9106-40138 | 1.75% | 22-Jun-2019 | \$500,000.00 | \$1,783.56 | \$0.00 | \$501,783.56 |
| | WA Treasury - General | 1.45% | At Call | \$14,374.30 | \$17.67 | \$0.00 | \$14,391.97 |
| | | | | \$3,555,518.94 | \$1,372,000.04 | -\$1,783,551.27 | \$3,143,967.71 |
| TRUST FUND | | | | | | | |
| General Trust Fund | Bendigo - 120942578 | Variable | At Call | \$324,638.11 | \$35,682.00 | -\$266,930.11 | \$93,390.00 |
| Licensing Trust Fund | Bendigo - 120942446 | Variable | At Call | \$5,640.09 | \$138,581.83 | -\$144,543.65 | -\$321.73 |
| | | | | \$330,278.20 | \$174,263.83 | -\$411,473.76 | \$93,068.27 |
| Roadworks Bonds | Westpac A/c: 17-3083 | 2.15% | 28-Aug-2019 | \$17,198.84 | \$83.87 | \$0.00 | \$17,282.71 |
| Tuia Lodge Accommodation Bonds | Bendigo A/c: 706110 | 2.00% | 1-Jul-2019 | \$1,359,121.98 | \$275,503.43 | -\$10,561.12 | \$1,624,064.29 |
| Tuia Lodge Accommodation Bonds | Bendigo A/c: 17-88978 | 1.55% | 15-Jul-2019 | \$3,541,217.88 | \$13,315.95 | -\$25,560.68 | \$3,528,973.15 |
| Extractive Industry Licence | Westpac A/c: 57-8390 | 2.15% | 28-Aug-2019 | \$110,557.67 | \$646.99 | \$0.00 | \$111,204.66 |
| Miscellaneous Investments | Westpac A/c: 57-8403 | 2.15% | 28-Aug-2019 | \$67,137.42 | \$327.41 | \$0.00 | \$67,464.83 |
| Donnybrook Balingup Aged Homes | Bendigo A/c: 2915923 | 2.50% | 14-Jun-2019 | \$264,774.97 | \$0.00 | \$0.00 | \$264,774.97 |
| Public Open Space Contributions | Westpac A/c: 57-8411 | 2.15% | 28-Aug-2019 | \$75,699.80 | \$369.17 | \$0.00 | \$76,068.97 |
| | | | | \$5,435,708.56 | \$290,246.82 | -\$36,121.80 | \$5,689,833.58 |
| FUND | WHERE HELD | % RATE | MATURITY | OPENING | DEPOSITS | WITHDRAWALS | CLOSING |
| LONG TERM INVESTMENT | | | | | | | |
| Bendigo Bank Shares | Bendigo Bank | - | At Call | \$25,000.00 | \$0.00 | \$0.00 | \$25,000.00 |
| | | | | \$25,000.00 | \$0.00 | \$0.00 | \$25,000.00 |
| INVESTMENT FUND | | | | | | | |
| Aged Housing Reserve | ANZ A/c: 9732-82219 | 1.76% | 30-Jun-2019 | \$1,323,280.70 | \$7,671.40 | \$0.00 | \$1,330,952.10 |
| Waste Management Reserve | ANZ A/c: 9732-82198 | 1.76% | 30-Jun-2019 | \$1,372,380.62 | \$7,962.04 | \$0.00 | \$1,380,342.66 |
| Buildings | ANZ A/c: 9732-82235 | 1.76% | 30-Jun-2019 | \$690,445.68 | \$4,006.69 | \$0.00 | \$694,452.37 |
| Land | ANZ A/c: 9732-82235 | 1.76% | 30-Jun-2019 | \$223,548.09 | \$1,295.97 | \$0.00 | \$224,844.06 |
| Valuation Reserve | Bendigo A/c: 2915919 | 2.50% | 14-Jun-2019 | \$61,328.08 | \$0.00 | \$0.00 | \$61,328.08 |
| Employee Leave & Gratuity Reserve | Bendigo A/c: 2915919 | 2.50% | 14-Jun-2019 | \$254,668.30 | \$0.00 | \$0.00 | \$254,668.30 |
| Building Maintenance Reserve | Bendigo A/c: 2915919 | 2.50% | 14-Jun-2019 | \$238,591.79 | \$0.00 | \$0.00 | \$238,591.79 |
| Roadworks Reserve Account | Bendigo A/c: 2915914 | 2.50% | 14-Jun-2019 | \$1,119,063.10 | \$0.00 | \$0.00 | \$1,119,063.10 |
| CBD Development Reserve | Bendigo A/c: 2915914 | 2.50% | 14-Jun-2019 | \$3,072.48 | \$0.00 | \$0.00 | \$3,072.48 |
| Bushfire Control & Management Reserve | Bendigo A/c: 2915921 | 2.50% | 14-Jun-2019 | \$2,296.07 | \$0.00 | \$0.00 | \$2,296.07 |
| Arbuthnot Reserve | Bendigo A/c: 2915921 | 2.50% | 14-Jun-2019 | \$3,707.51 | \$0.00 | \$0.00 | \$3,707.51 |
| Electronic Equipment Replacement Fund | Bendigo A/c: 2915921 | 2.50% | 14-Jun-2019 | \$127,483.89 | \$0.00 | \$0.00 | \$127,483.89 |
| Langley Villas & Minn Cotts Contingency Account | Bendigo A/c: 2915921 | 2.50% | 14-Jun-2019 | \$11,522.82 | \$0.00 | \$0.00 | \$11,522.82 |
| Town Planning Reserve | Bendigo A/c: 2915921 | 2.50% | 14-Jun-2019 | \$40,299.59 | \$0.00 | \$0.00 | \$40,299.59 |
| Plant Replacement Reserve | Bendigo A/c: 2915921 | 2.50% | 14-Jun-2019 | \$397,747.03 | \$0.00 | \$0.00 | \$397,747.03 |
| Apple Fun Park Reserve | Bendigo A/c: 2915921 | 2.50% | 14-Jun-2019 | \$103,450.98 | \$0.00 | \$0.00 | \$103,450.98 |
| | | | | \$5,997,886.73 | \$20,936.10 | \$0.00 | \$6,018,822.83 |
| TOTAL CASH & INVESTMENTS | | | | \$15,319,392.43 | \$1,857,446.79 | -\$2,231,146.83 | \$14,945,692.39 |

Investments Balances

| | Amount | % Exposure | Maximum Exposure Permitted | S&P Rating Short Term |
|--------------|------------------------|----------------|----------------------------|-----------------------|
| Bendigo Bank | \$10,526,904.50 | 70.43% | 75% | A -2 |
| WA Treasury | \$14,391.97 | 0.10% | 100% | AAA |
| Westpac Bank | \$272,021.17 | 1.82% | 100% | A -1+ |
| ANZ Bank | \$4,132,374.75 | 27.65% | 100% | A -1+ |
| | \$14,945,692.39 | 100.00% | | |

Shire of Donnybrook - Balingup Investment Balances



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 31st May 2019**

MUNICIPAL FUND

| | |
|---|-------------------------|
| Balance as per Bank Statements | 1,102,716 |
| Investments | 2,041,251 |
| Deposits not yet Credited | 4,934 |
| Less Outstanding Cheques | (19,632) |
| Receipts not yet processed | 2,558 |
| Outstanding Transfers from Reserve | 26,246 |
| Outstanding Transfers to Reserves | - |
| Outstanding Transfers to Trust | - |
| Outstanding Transfers from Trust | 36,122 |
| Cheques not Yet Processed | - |
| Credit Card Payments | 2,687 |
| Bank Adjustment | - |
| <i>Balance as per Cash At Bank Account</i> | <u>3,196,883</u> |

PETTY CASH

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

TRUST FUNDS

| | |
|---|-------------------------|
| Balance as per Bank Statements | 93,068 |
| Investments | 5,689,834 |
| Plus Deposits not yet Credited | 1,253 |
| Less Outstanding Cheques | (1,290) |
| Less DOT EFT payment | (7,176) |
| Bank Adjustment | 34 |
| Outstanding Transfers | (36,122) |
| <i>Balance as per Cash At Bank Account</i> | <u>5,739,602</u> |

RESERVE FUND

| | |
|---|-------------------------|
| Investments | 5,993,823 |
| <i>Balance as per Cash At Bank Account</i> | <u>5,993,823</u> |

LONG TERM INVESTMENT

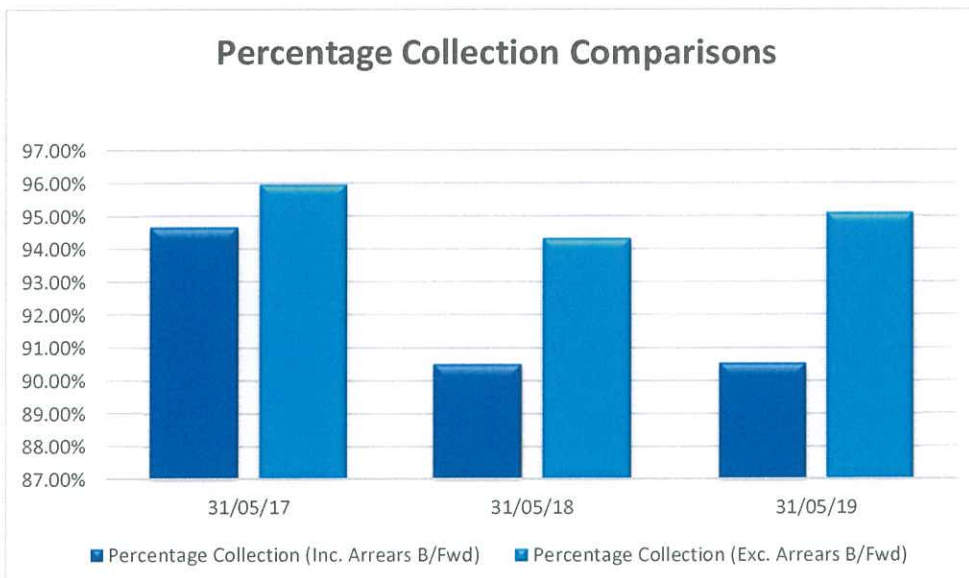
| | |
|---|----------------------|
| Bendigo Shares | 25,000 |
| <i>Balance as per Cash At Bank Account</i> | <u>25,000</u> |

| | |
|-----------------------------------|--------------------------|
| TOTAL BALANCE CASH AT BANK | <u>14,957,467</u> |
|-----------------------------------|--------------------------|

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 31st May 2019

| | 31/05/17 | 31/05/18 | 31/05/19 |
|--|------------------|------------------|------------------|
| Arrears Brought Forward | 60,091 | 197,140 | 252,021 |
| Billing To Date | 4,416,855 | 4,674,728 | 5,006,697 |
| Total Raised Inc. Arrears | 4,476,946 | 4,871,868 | 5,258,718 |
| Less Received To Date | 4,237,388 | 4,408,927 | 4,760,883 |
| Balance Owed | 239,558 | 462,941 | 497,835 |
| Percentage Collection (Inc. Arrears B/Fwd) | 94.65% | 90.50% | 90.53% |
| Percentage Collection (Exc. Arrears B/Fwd) | 95.94% | 94.31% | 95.09% |



SHIRE OF DONNYBROOK-BALINGUP

Rates Collection Statistics as at 31st May 2019

| | Rates % Apr 19' | Movement in May '19 | Rates % May '19 |
|--|--------------------|------------------------|--------------------|
| Arrears Brought Forward | 369,683 | -117,662 | 252,021 |
| Billing To Date | 5,006,696 | 1 | 5,006,697 |
| | 5,376,380 | -117,661 | 5,258,718 |
| Less Received To Date | 4,878,544 | -117,661 | 4,760,883 |
| | | | |
| Balance Owed | 497,835 | 0 | 497,835 |
| | | | |
| Percentage Collection (Including Arrears B/Fwd) | 90.74% | -0.21% | 90.53% |
| Percentage Collection (On 18/19) | 0.00% | 95.09% | 95.09% |

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



SHIRE OF DONNYBROOK-BALINGUP

AUDIT COMMITTEE

CHARTER



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1. Introduction

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

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

2. Committee Vision

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

3. Objectives of Audit Committee

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

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

The Committee is to facilitate:

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

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

4. Powers of the Audit Committee

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

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

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

5. Membership

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

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

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

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

The Committee can seek advice from external sources when required.

The CEO and employees are not members of the Committee.

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

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

6. Meetings

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

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

A quorum shall consist of at least three members.

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

7. Reporting

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

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

8. Terms of Reference

The audit committee has the following duties and responsibilities:

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

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

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

9. Ethical Practices

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

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

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

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

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

10. Evaluation of Committee Activities

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

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

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










11. Review of the Charter

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

12. Approval of the Charter

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

Renewable Energy

-  1. Develop supportive planning laws to encourage residents and industry to adopt renewable energy.
-  2. Use council resources to support the uptake of renewable energy.
-  3. Install renewable energy (solar PV and battery storage) on council buildings.
-  4. Support community facilities to access renewable energy through incentives, support or grants.
-  5. Power council operations by renewable energy, and set targets to increase the level of renewable power for council operations over time.
-  6. Provide incentives and/or remove barriers to encourage local businesses to take up solar power and battery storage.
-  7. Support local community renewable energy projects, and encourage investment in community energy.
-  8. Opening up unused council managed land for renewable energy.
-  9. Facilitate large energy users collectively tendering and purchasing renewable energy at a low cost.
-  10. Set minimum renewable energy benchmarks for new developments.
-  11. Electrify public transport systems and fleet vehicles and power these by 100% renewable energy.
-  12. Lobby electricity providers and state government to address barriers to local renewable energy uptake.
-  13. Identify opportunities to turn organic waste into electricity.
-  14. Implement landfill gas methane flaring or capture for electricity generation.
-  15. Create a revolving green energy fund to finance renewable energy projects.

Energy Efficiency

-  1. Set minimum energy efficiency benchmarks for all planning applications.
-  2. Adopt best practice energy efficiency measures across all council buildings, and support community facilities to adopt these measures.
-  3. Roll out energy efficient lighting across the municipality.
-  4. Provide incentives for energy efficient developments and upgrades to existing buildings.
-  5. Incentivise use of energy efficient heating and cooling technologies.
-  6. Create a green revolving energy fund to finance energy efficiency projects.

Sustainable Transport

-  1. Ensure Council fleet purchases meet strict greenhouse gas emissions requirements and support the uptake of electric vehicles.
-  2. Provide fast-charging infrastructure throughout the city at key locations for electric vehicles.
-  3. Encourage sustainable transport use such as public transport, walking and cycling through council transport planning and design.
-  4. Ensure that new developments are designed to maximize public and active transport use, and support electric vehicle uptake.
-  5. Support cycling through provision of adequate cycle lanes, bike parking and end-of-ride facilities.
-  6. Reduce or remove minimum car parking requirements for new housing and commercial developments where suitable public transport alternatives exist.
-  7. Lobby state and federal governments to increase sustainable transport options
-  8. Create disincentives for driving high emitting vehicles.
-  9. Convert council waste collection fleet to hydrogen or electric power.

Work Together and Influence

-  1. Set city-level renewable energy or emissions reduction targets.
-  2. Lobby state and federal government to address barriers to the take up of renewable energy, energy efficiency and/or sustainable transport.
-  3. Set up meetings and attend events to work with other cities on tackling climate change.
-  4. Develop education and behaviour-change programs to support local residents and businesses to tackle climate change through clean energy, energy efficiency and sustainable transport.
-  5. Lobby for state and federal support for a just transition away from coal-driven industry for local workers and the community.
-  6. Develop procurement policy to ensure that the practices of contractors and financiers align with council's renewable energy, energy efficiency and sustainable transport goals.
-  7. Support the local community to develop capacity and skills to tackle climate change.
-  8. Support local community energy groups with their community energy initiatives.
-  9. Achieve 100% divestment from fossil fuel aligned investments at the earliest possible date.

Home Display Settings

File Edit View

Search Save Cancel

System Help

Related Information Codes

Searches Tools Spooler Window Help

Full Extent Zoom In Zoom Out Pen

Identify Locate Measure Select

Map Legend

Legend

Selection

Point

1: 1906

Full Extent Zoom In Zoom Out Pen

Identify Locate Measure Select

Map Legend

Legend

Selection

Point

Property Map Enquiry - A1358 43 STEERE ST DONNYBROOK 6239 X

Search

Legal flag Non-current

Asset No. A1358 Old No.

Owner SHIRE OF DONNYBROOK-BALH

Property 43 STEERE ST

Address DONNYBROOK 6239

House 43 Lot 229

Sheet STEERE

Type ST

Suburb DONNYBROOK 6239

Vicard DONNYBROOK/BALING

Area

Locality 01 DONNYBROOK

Zoning R1 RESIDENTIAL

Land use DONNYBROOK TOWN

VEN Number 715745

Pers No

Valuation Details

Gross Rental Value 0.00

Unimproved Value 0.00

Address: no. 4579 WILDMERE RD (A. JONES)



Process History (0)

Comments (0)

Work Items (0)

Central Records (17)

6 Associated Coversheet...

11 Associated Attachmen...

Create New Coversheet I...

My Open Items

Property Map Enquiry A1358

A1358 Items

10:58 AM 2/07/2019

ENG

Type here to search

Favourites

Financial Management

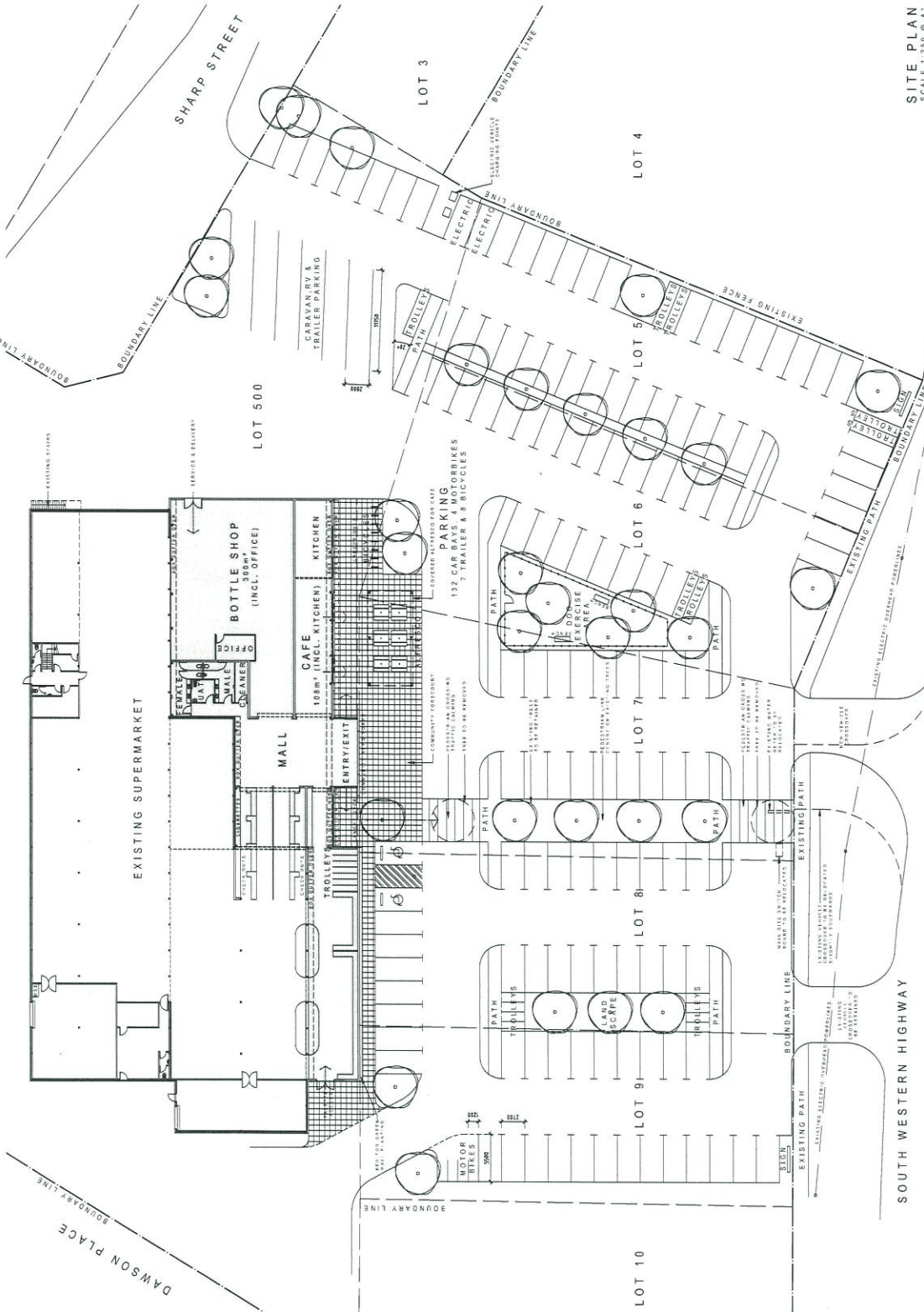
Rates And Property

Technical

In House Developments



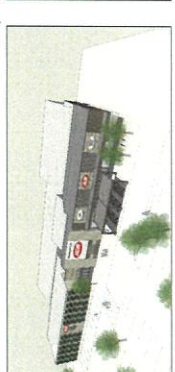
- LEGEND**
-  HATCHED AREA INDICATES NEW SUPERMARKET & RETAIL EXTENSION
 -  DASHED LINE INDICATES PART OF ROOF & WALLS TO BE REMOVED
 -  DASHED-DOT LINE INDICATES BOUNDARY LINE



LOCATION PLAN
 TO BE USED TO LOCATE THE PROPOSED EXTENSION PRIOR TO ANY WORKS COMMENCING



| | |
|---|--------------------|
| EXISTING SUPERMARKET AREA: | 1736m ² |
| PROPOSED EXTENSION AREA: | 844m ² |
| TOTAL AREA OVERALL: | 2580m ² |
| CAR PARKING REQUIREMENTS AS PER SHIRE OF DONNYBROOK-BALINGUP LOCAL PLANNING SCHEME NO.7 | |
| SHOP = 1 PER 20m ² GFA | |
| LIQUOR STORE = 1 PER 25m ² | |
| CAR PARKING CALCULATIONS: | |
| LIQUOR STORE AREA = 300m ² | 12 SPACES |
| SHOP AREA = 2280m ² | 114 CAR SPACES |
| TOTAL SPACES REQUIRED = 126 | |
| PARKING PROVIDED: | |
| 132 CAR SPACES | |
| 4 MOTORBIKE SPACES | |
| 7 CARAVAN, RV & TRAILER SPACES | |
| 8 BICYCLE RACKS | |
| (EXISTING CAR SPACES = 100 APPROX) | |



SITE PLAN
SCALE 1:250 @ A1

SITE PLAN, LOCATION PLAN & 3D IMAGES
 SCALE AS SHOWN @ A1

DONNYBROOK IGA

PROPOSED REFURBISHMENT & EXTENSION
 38 SOUTH WESTERN HWY, DONNYBROOK
 1927 DA01 REV B 8th JULY 2019



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 62 Whitcomb Street, Bunbury, WA, 6230
 T: (08) 97916933 E: reception@mgarchitects.com.au

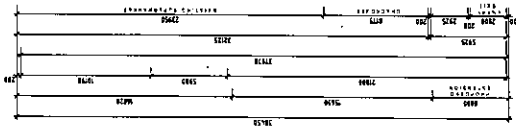
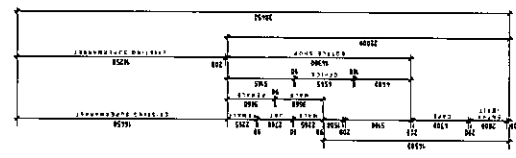
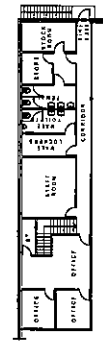
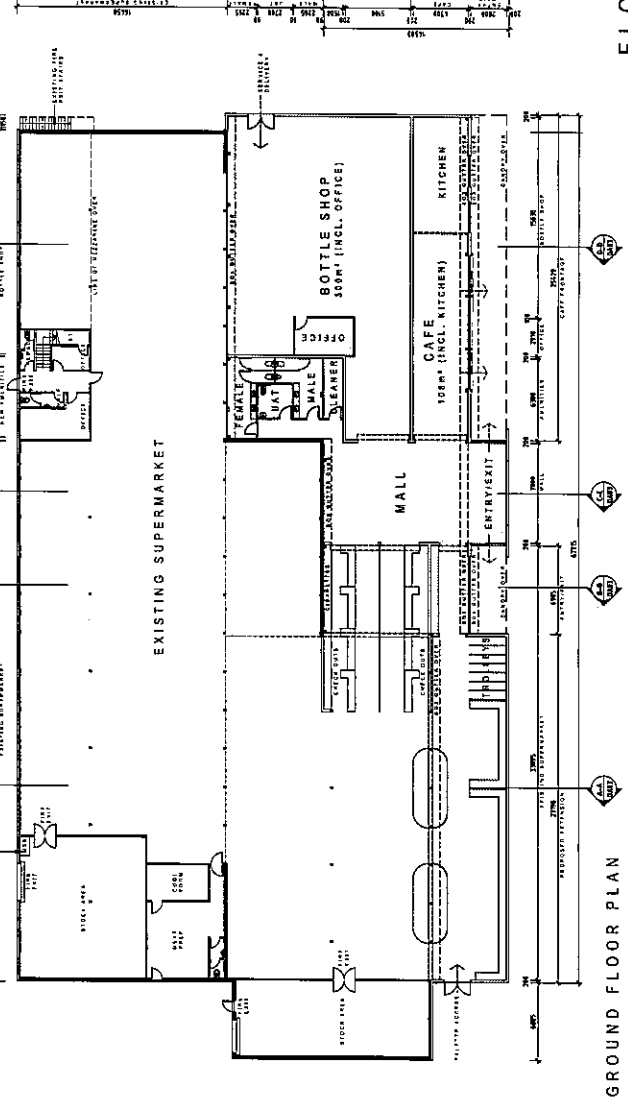
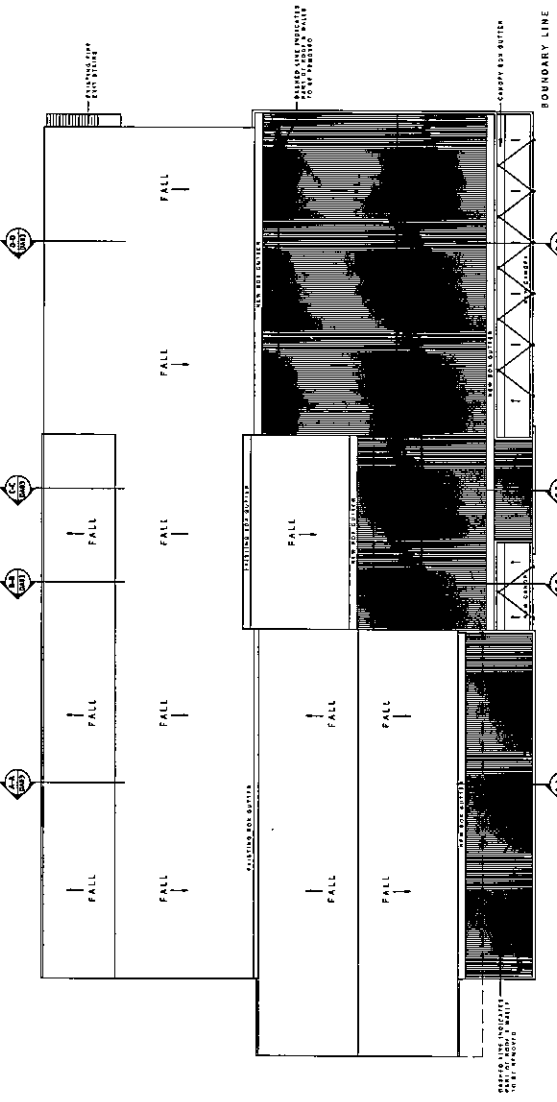
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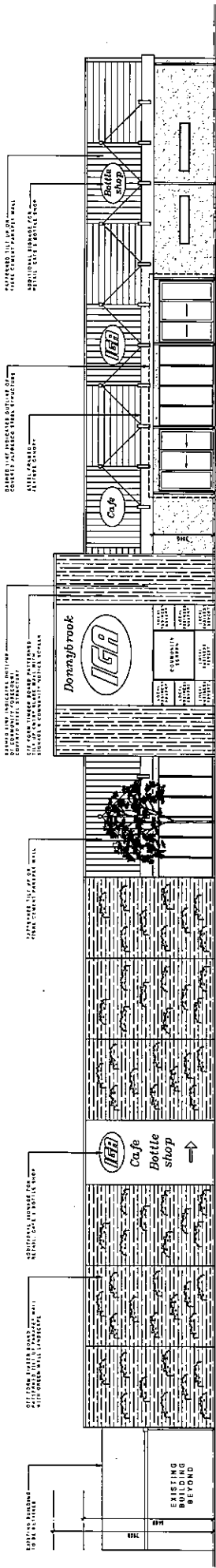


FLOOR & ROOF PLAN
 SCALE 1:200 @ A1
DONNYBROOK IGA
 PROPOSED REFURBISHMENT & EXTENSION
 38 SOUTH WESTERN HWY, DONNYBROOK
 1927 DA02 REV B 8th JULY 2019

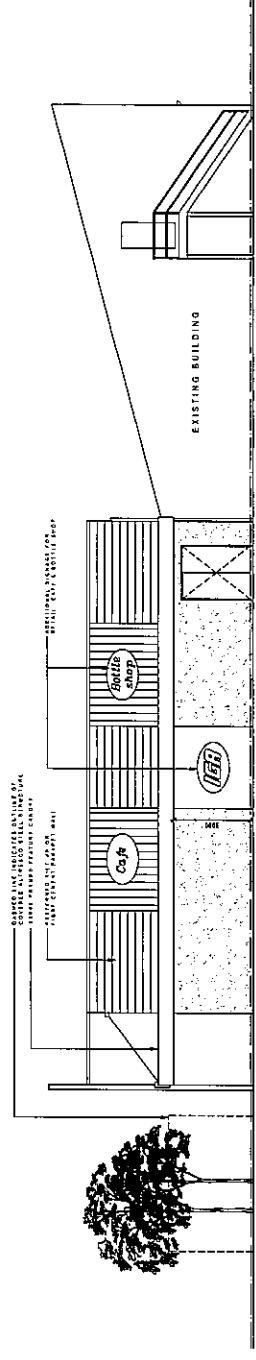
LEGEND

-  HATCHED AREA INDICATES NEW SUPERMARKET & RETAIL EXTENSION
-  HATCHED AREA INDICATES ROOF OF NEW EXTENSION
-  DASHED LINE INDICATES PART OF ROOF & WALLS TO BE REMOVED

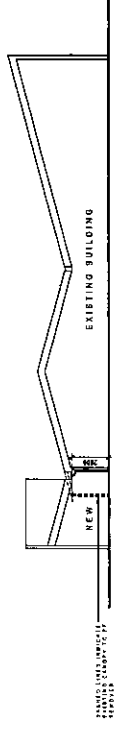




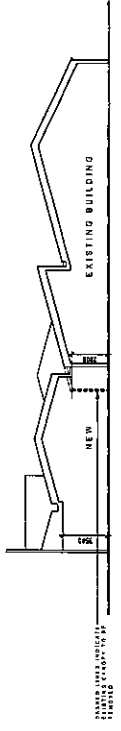
FRONT / SOUTH-WEST ELEVATION
SCALE 1:100 @ A1



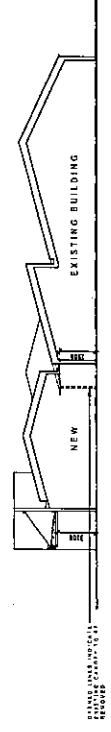
SIDE / SOUTH-EAST ELEVATION
SCALE 1:100 @ A1



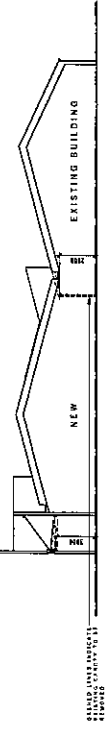
SECTION A-A
SCALE 1:200 @ A1



SECTION B-B
SCALE 1:200 @ A1



SECTION C-C
SCALE 1:200 @ A1



SECTION D-D
SCALE 1:200 @ A1

EXTERNAL COLOUR SELECTION
REFER TO 3D IMAGES FOR LOCATION OF COLOURS

| | | | |
|---------------------|------------------------|-----------------|------------------|
| COLOUR 1: SURFIMIST | COLOUR 2: EVENING HAZE | COLOUR 3: GULLY | COLOUR 4: JASPER |
|---------------------|------------------------|-----------------|------------------|

ELEVATIONS & SECTIONS
SCALE AS SHOWN @ A1

DONNYBROOK IGA
PROPOSED REFURBISHMENT & EXTENSION
38 SOUTH WESTERN HWY, DONNYBROOK
1927 DA03 REV B 8th JULY 2019



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11.4 Principal Planner

Cr Duncan declared an interest affecting impartiality on item 11.4.1 – Proposed Expansion of “IGA” Shopping Centre to include a Café and Liquor Store as her son is employed by IGA.

*** 5.27pm Cr Duncan left the meeting and returned 5.28pm.*

Cr Logiudice declared a financial interest in item 11.4.1 – Proposed Expansion of “IGA” Shopping Centre to include a Café and Liquor Store as he provides good to the business.

*** 5.27pm Cr Logiudice left the meeting.*

Cr Dawson declared a financial interest on item 11.4.1 – Proposed Expansion of “IGA” Shopping Centre to include a Café and Liquor Store as he is the owner of Lot 108 South Western Highway. The tenants include the Take-Away Pizza Shop and the Lolly Shop. Cr Dawson expressed an interest to participate in the debate.

*** 5.28pm Cr Dawson left the meeting.*

Council discussed Cr Dawson’s request and resolved that his interest was not trivial or insignificant as to be unlikely to influence the disclosing member’s conduct in relation to the matter.

| | | |
|---------------|---------------------|---|
| 11.4.1 | SUBJECT: | PROPOSED EXPANSION OF “IGA” SHOPPING CENTRE TO INCLUDE A CAFÉ AND LIQUOR STORE |
| | Location: | Shire of Donnybrook-Balingup |
| | Applicants: | Highclere Pty Ltd |
| | Zone: | Commercial |
| | File Ref: | A4275 |
| | Author: | Bob Wallin (Principal Planner) |
| | Report Date: | 28 January 2015 |
| | Attachments: | 11.4.1(1) Concept Plan 11.4.1(2) Schedule of Submissions 11.4.1(3) Extract from LPS7 – Planning Considerations |

Background

Council resolved at the meeting held on 17 December 2014 to:

1. Advertise the proposed expansion of the existing supermarket at No.7 Sharp Street and No. 34, 36, 38,40 and 42 South Western Highway, Donnybrook in accordance with clause 9.7 of Local Planning Scheme No.7 and Local Planning Policy No. 9.22;
2. Delegate authority to the Chief Executive Officer to approve the application if no adverse responses are received during the advertising period.

This item was presented to Council to consider due to the potential public interest in the proposal. The proposal was advertised in the local paper, on Council’s website and letters posted to nearby landowners. The advertising period closed on 16 January 2015. A total of 24 individual submissions and two combined submissions were received. Of these, only one submission was supporting the proposal.

Given point 2 of the Council's resolution, this proposal is now presented to Council for a decision.

Comment

The proposal includes:

- A redesign of the car parking areas to improve presentation, legibility and safety;
- A café (84m²);
- Public toilets;
- A new sign; and
- A new retail store with a floor area of 356m² (liquor store).

The existing supermarket will essentially remain unchanged (Attachment 11.4.1.1 Concept plan). The applicant has been involved in detailed discussion with Shire staff and Main Roads Western Australia (MRWA). The car park design and layout of the store reflects these discussions.

Land Use

Local Planning Scheme No.7 (LPS7) lists "Liquor Store" as a "D" (Discretionary) use. The café use falls under the use class of "fast food outlet" or "restaurant" which are both listed as "D" (Discretionary) uses.

These uses do not technically require advertising as part of the assessment process. However, given the prominence of the site, it was decided to advertise to get a feel of public views and opinions.

Design

To assist Council in assessing the design, it is necessary to look at three specific parts first and then consider the proposal as a holistic package. The following provides a summary of the design elements of the building, car parking arrangement and landscaping.

Building

The building façade presented to the highway complies with Council's Local Planning Policy 9.17 Industrial and Commercial Development Control. Specifically, the building:

- Uses brick and glass;
- Incorporates a roof design that breaks building bulk and monotony through use of a gable, vertical and horizontal stepping and inclusion of veranda's/awnings to provide shaded pedestrian walkways;
- Screening of loading bays and servicing areas from the main street (South Western Highway);
- Presenting a clear and legible main entrance that includes extensive use of glazed areas; and
- Presenting a common theme in choice of materials to complement the existing building form.

Car parking

LPS7 requires the following number of car bays:

- Restaurant - 1 bay per 4 patrons;
- Shop – 1 bay per 20m² Gross Floor Area (GFA)

The proposed restaurant is proposed for 50 patrons (requires 13 car bays). The shop includes the existing IGA supermarket (1215m²) plus liquor store (336m²). The total GFA is calculated at 1551m² requiring 78 car bays.

The total car parking bay required is 91 bays. The proposal provides 109 bays which includes 10 new staff bays located at the rear of the development.

The design of the car parking area has been the subject of discussion with Shire and MRWA. The design improves legibility and reduces potential for traffic conflicts onto the highway.

The design complies with development standards specified in LPS7 which requires separation of pedestrian and vehicle movements. The design also separates loading facilities from customer movements.

Landscaping

TPS7 requires a minimum of 10% of the site for landscaping. It will be necessary for the applicant to confirm that this requirement is satisfied. However, the design and location of landscaping is well laid out and will create a vast improvement to the existing arrangement.

The landscaping in the car parking area will provide an attractive entrance to the shopping centre and will assist in creating a sense of arrival.

Signage

The sign is to be located on the building façade. The sign requires planning approval as it is not 5m above ground level (3.8m). LPS7 does not provide any guidance on size limits.

The sign is considered reasonable on the grounds that:

- It is affixed to the building façade;
- It is in scale and character with the building form; and
- It does not intrude unnecessarily into the landscape or surrounding streetscape amenity; and
- Does not create a traffic hazard or impede accessibility.

Advertising

Advertising has been undertaken in accordance with LPS7 and Council's Local Planning Policy on advertising (Policy 9.22).

A total of 24 individual submissions have been received during the advertising period, consisting of 23 objections and one of support. In addition, two multiple submissions of objections have been received (see Attachment 11.4.1.2 Schedule of Submissions).

In summary, the points raised in the objections relate to:

- Detrimental impacts on the viability of existing local businesses;
- There being a more than adequate supply of liquor outlets and café's in the town;

- Increasing shop vacancies on the main street;
- Further monopolising business activity;
- Eroding the tourist feel and values of the main street;
- Providing no positive spin offs. It does not introduce any new services or goods to the community; and
- The potential to sell off to a major super market chain.

In considering the submissions, it is helpful to reflect on the following points:

Anti-Competition Regulations

The Australian Competition and Consumer Commission (ACCC) in 2008 published findings and recommendations of its inquiry into the competitiveness of retail prices for standard groceries. The ACCC made a number of recommendations on how to reduce a number of evident barriers to entry and expansion in grocery retailing. One conclusion by the ACCC was that the planning system was being used by incumbent retail traders to deter a new entry where the incumbent traders had no legitimate planning concerns.

The ACCC's views are clear on matters associated with anti-competition. Decision making authorities are limited to considering town planning matters when making an assessment on a planning application.

Limits to matters Council can consider

Clause 10.2 of LPS7 provides a detailed list of matters that a Local Government is to have in regard to making a planning decision (See Attachment 11.4.1.3 Extract from LPS7 – Planning Considerations).

Clause 10.2 is clearly focused on town planning matters such as built form, traffic impacts, land use conflict, local amenity.... Clause 10.2 and the wider set of clauses in LPS7 do not provide scope to consider economic impacts relating to potential market competition.

The commercial impacts on competitive positions of local businesses cannot have a bearing on the assessment of the application. Given that most of the submissions raise this very point, it may be helpful to explore this issue a little more. The following sections has been provided to assist in understanding why "competition" as well as some general background commentary.

Role of the Market in our Economy

Our society presently holds a general view that an efficient market is essential to provide the most effective means of supplying customer focused goods and services. Markets create incentives for businesses to produce goods and services that customers want and at competitive prices. As a philosophical principle, it not considered desirable for government agencies such as the Shire to become involved in dictating who can and cannot trade based on changes to market positions between existing and proposed traders.

The role of planning is restricted to focusing on town planning matters. In general terms, this relates to:

- Capacity of road networks to safely accommodate movement and volumes;
- Building design and its impacts on streetscape appeal; and
- Land use – will the activity create problems with neighbouring properties enjoying and using their land.

The question of impacts on existing businesses relates to a wider philosophical point. It is a point that cannot reasonably be debated within the confines of this planning application.

The “Value Action Gap”

The “Value Action Gap” expresses the difference between the stated principles and intentions expressed and actual behaviours. In short, it does not follow that someone will do exactly what they say they will. In this instance, there is strong community resentment at present against the proposal. This is shown by the number of submissions received and the size of the petition. It does not follow that this level of objection will stop these people at some time using the proposed new shops.

In providing services, the best and most convenient service provider usually wins. If there is no demand for a new shop or the community does not wish to support it - the business will fail. The planning process is not the right tool for deciding which business is to succeed. Further, any planning decision made today does not disempower the community as a whole or individuals to express their views through purchasing decisions.

What does it mean to be called a “local business”

A majority of submissions make the claim that the proposal will be to the detriment of “local businesses”. It is important to understand that this term is not as clear cut or easy to define as implied. The Donnybrook IGA can reasonably be considered a “local business” based on the fact that it is located in the Donnybrook townsite, employs local residents and donates to local community events and causes. The only point of difference between other “local businesses” is limited to where the owner lives.

Potential to sell to a major supermarket player in the future

All businesses have the freedom to sell on the market. This is a right. It is not possible for Council to base a planning decision on this hypothetical point.

Sunday trading of Liquor Store

A number of submissions raise concern regarding Sunday trading for the liquor store. The ability to trade on a Sunday is determined by the Department of Racing Gaming and Liquor (DRGL). Any application to DRGL will need to demonstrate that it meets the test guidelines of the “Public Interest Assessment”.

Wider competitive context

The sentiments expressed regarding competition need to be considered within a wider context. The IGA proposal is a “bricks and mortar” development and will be competing in the same physical realm as other “local businesses”. It is obvious that it represents a clear physical and readily identifiable display of competition and this is what is attracting all the attention at present. However, there are wider forces at play that create greater threats to local businesses. For instance, the rise of internet shopping, “peer to peer” trading (think Ebay, Gumtree, Facebook, Etsy, Alibaba), click and collect, internet ordering and home delivery of groceries. All of these trends and information technology inspired services are creating monumental shifts in how goods and services are provided. This wider undercurrent will play a greater role in the long term ability of local businesses and existing business models to survive.

How Council can and has Supported Local Business

While Council cannot become directly involved in market competition between individual businesses, it does play a role in creating an attractive setting for local businesses to operate in.

Significant works to the main street have been undertaken to lift presentation. This has included the creation of convenient street parking, a landscaped boulevard and well maintained, vibrant, soft landscaping treatments.

Council also works consistently to ensure attractive parks and foreshore environments, public toilets and the upkeep of the Apple Fun Park. All these activities help bring visitors and tourists to the town as well as providing an attractive destination for locals to use local businesses.

The most recent initiative is the addition of new bin covers with photos showcasing historical and local landmarks. This adds to the unique tapestry of the main street environment. All these elements, when considered in combination, present a quality streetscape in which the community can be proud and local businesses benefit.

Risk Analysis

A risk analysis has been undertaken in accordance with Council Policy. The categories of interest fall under the headings of “finance”, “compliance”, “service interruption” and “reputation”.

If refused, the following risks will apply:

“Finance” is rated as High (10) as it will be necessary to engage an appeal advocate and obtain planning consultant services as an expert witness. It will need to be confirmed that staff can represent Council and not be considered as “Hostile Witnesses” by SAT.

“Service interruption” is rated as High (10) as it can be expected that an appeal will be lodged with SAT and this will require staff time and resources to defend. It is highly likely that any decision by SAT would be to approve the proposal.

“Compliance” is rated as High (10) for the same reasons as listed above.

Risks can be significantly reduced to Council by:

- Confining decisions and conditions to relevant town planning matters; and
- Clearly expressing its reasons to the public.

Summary of points and Suggested Recommendation

Concerns raised by submissions focus on impacts on existing businesses from new competitors entering the market to service community needs. It is not appropriate for Council to impose its views on commercial decisions unless it relates directly to town planning matters.

The objections hinge on issues associated with letting the market decide business success or failure. At present, western societies advocate belief in releasing market forces as it provides the best and most efficient way of allocating resources to deliver imaginative products and services at competitive prices. This process creates a “Darwinian theatre setting”. The test of success for a business is determined on its ability to best meet the needs of its customers. Those businesses and business models that do it best, survive. The businesses that do not best meet the needs of the community eventually fail and free up resources for new businesses to establish.

This process is coined “creative destruction”. However, this creative destruction does not guarantee that there will always be a net gain to the community or society. And it is this point that the submissions are raising.

It is also acknowledged that there are failings in the free market system. This is why there is public intervention in the market to provide public goods and services. These are a range of services and goods that the free market is not able to provide. Town planning controls and regulations emerged as a market intervention. It ensures that financial rewards of individual business activities are not gained at the expense of adverse externalities or impacts on the wider community in terms of traffic congestion, environmental degradation, noise, dust, odour and streetscape appeal.

At present, LPS7 does not give Council the head of power to interfere in market competition matters or matters that fall outside the planning considerations listed above. There is no legal position to justify Council deciding if a new business can enter an area based entirely on the views of existing established businesses.

The matters raised by the submissions highlight big picture philosophical questions about the direction in which our society should move towards. These are large fundamental questions that have potential wide ranging consequences on how society will work and the values which society is to hold and aspire too.

This planning application does not provide the appropriate forum to question these wider philosophical points. These questions relate to a wider debate and cannot be reasonably used to justify refusing this application.

The proposal complies with the established town planning framework that applies to the site and approval is recommended on this basis.

Policy/Statutory/Voting Implications

Policy

The proposal satisfies the requirements of Local Planning Policy 9.17.

Advertising will occur in accordance with Local Planning Policy 9.22 and Clause 9.7 of LPS7.

Statutory

The proposal complies with the requirement of LPS7.

Voting

Simple Majority

Financial Implications

N/A

Strategic Implications

Outcome 1.3 To increase the range and diversity of industries and businesses that provide a range of employment opportunities.

Outcome 1.7 A well used and efficient transport network

Outcome 2.8 Our town sites are attractive, well presented and maintained.

Age Friendly Community Study

Recommendation 16 – That the Shire of Donnybrook- Balingup liaises with ... the Donnybrook IGA to provide toilets and amenities....

Council Decision

(Officer's Recommended Resolution)

Moved: Cr Bailey

Seconded: Cr King

That the Council grant Planning consent for extensions to the existing IGA shop and car parking area at Lots 7 Sharp Street, Lots 34, 36, 38, 40 and 42 South Western Highway, Donnybrook subject to the following conditions:

General Conditions

- 1. The development hereby permitted must be substantially commenced within two (2) years from the date of this decision letter.**
- 2. The approved plans form part of this approval and the development hereby approved must at all times be consistent with the approved plans.**
- 3. The plan boundary being modified to include that section of car park access linking the proposed 26 new parking bays with the main parking area.**
- 4. The new access points to be designed and constructed to the specifications and standards of Main Roads Western Australia.**
- 5. Landscaping plans to be prepared and implemented to the satisfaction of the Shire's Principal Planner.**
- 6. The car parking dimensions to comply with Table 3 of Local Planning Scheme No.7.**
- 7. A management plan to be prepared to the satisfaction of the Manager Works and Services to ensure public safety and access is maintained during the construction phase of the development.**

ADVICE TO THE APPLICANT

Note 1:

If the applicant is aggrieved by this decision, as a result of approval or by a determination of refusal, there may be a right of review under the provisions of Part 14 of the Planning and Development Act 2005.

A review must be lodged with the State Administrative Tribunal, and must be lodged within 28 days of the decision being made by the local government.

Note 2:

An application for a Building Permit to construct the development hereby permitted is required to be submitted and approved by the local government prior to any construction works commencing on-site in relation to this

determination. In preparing plans, it will be necessary to provide a unisex accessible toilet.

Note 3:

If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect. Where an approval has so lapsed, no development shall be carried out without the further approval of the local government having first been sought and obtained.

Note 4:

The applicant is reminded of their obligations under the Liquor Control Act 1988 in obtaining the relevant licences for the sale of alcohol and hours of trade.

Note 5:

In relation to Condition 5, the applicant is advised of the need to include a path along the frontage of the property that connects to the existing pedestrian network.

Note 6:

A Permit to Use the café and new shop will only be issued by the Shire of Donnybrook-Balingup when all of the required conditions of Planning and Building Consent have been complied with to the Shire's satisfaction. Prior to seeking a Permit to Use, please ensure that all conditions of the Planning Consent have been satisfied.

Carried 6/0

*** 5.44pm Cr Logiudice and Cr Dawson returned.*

*** 5.44pm The Public Gallery, excluding M Contarino, G Edwards and S Dixon, left the meeting.*

Cr Crowley raised concerns over the egress and ingress from the South Western Highway to IGA, of which Main Roads is responsible. Cr Crowley foreshadowed that Main Roads WA be contacted regarding the road design.

Foreshadowed Motion:

Moved: Cr Crowley

Seconded: Cr Bailey

That Council write to Main Roads WA expressing concern over the road design relating to the ingress and egress from IGA to the South Western Highway and the adjoining intersections.

Carried 8/0

*** 5.49pm M Contarino and G Edwards left the meeting.*



AGED CARE SERVICES QUARTERLY REPORT

April - June 2019

Bob Lowther
bob.lowther@donnybrook.wa.gov.au

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Executive Summary

The fourth quarter for 2018/19 has seen a number of changes in the Aged Care Services.

- An influenza outbreak occurred at Tuia Lodge on April 20. The Department of Health declared the restriction lifted on 13 May, after we were 7 days without new cases of influenza-like illnesses.
- We received an unannounced visit from the Aged Care Quality and Safety Commission on May 13. The standards looked at were Standard 1 (1.4) Comments and Complaints, and Standard 2 (2.7) Medication Management. Tuia Lodge met all expected outcomes.
- A new Manager of Clinical Care was recruited in April 15.
- The new Aged Care Quality Standards will be in affect from July 1. Policies and procedures are being updated to align with the change of standards.
- All family conferences have been completed for existing residents.
- The launch of the Facebook late last quarter was received well this quarter – the page is in a stage of continual growth, with increased likes, page visits, and interactions.
- The budget for Tuia Lodge, the Well-Aged Units, and the Retirement Village has been submitted to the CEO, and will go to council for approval. Included in the budget was a refurbishment for the Kitchen 1, and the attached dining room.
- The major projects from last quarter are still ongoing – the installation of the fire suppression system is planned to be completed in the 19/20 financial year. The commencement date for the palliative care suite and the dementia wing is yet to be finalised.

Residents Data

Residents

| | June | May | April |
|--|------|------|-------|
| Permanent Residents | 36 | 35 | 35 |
| Occupancy Permanent Residents % | 90 | 87.5 | 87.5 |
| Resident Respite Days | 88 | 9 | 54 |

Tuia Lodge saw a dip in the number of permanent residents throughout the months of April and May – due to some residents passing.

The facility lost 5 residents this quarter. As at the end of June, the facility is at 100% capacity, with 4 residents currently on respite.

Gender Diversity (Permanent Residents)

| Gender | June | % | May | % | April | % |
|---------------|-----------|---------------|-----------|---------------|-----------|---------------|
| Male | 14 | 38.89 | 13 | 37.14 | 13 | 37.14 |
| Female | 22 | 61.11 | 22 | 62.86 | 22 | 62.86 |
| Totals | 36 | 100.00 | 35 | 100.00 | 35 | 100.00 |

Clinical Care Statistics

Clinical Observations

| | June | May | April |
|---|------|-----|-------|
| Residents Discharged (Respite) | 1 | 0 | 1 |
| Resident Deceased | 0 | 3 | 2 |
| Residents Admitted (Including Respite) | 6 | 0 | 2 |
| Hospital Admissions | 1 | 2 | 2 |
| Doctors' Visits | 6 | 14 | 7 |

Allied Health

| | June | May | April | Total |
|---------------------------------------|------|-----|-------|-------|
| Activities held | 45 | 39 | 34 | 118 |
| Activity Participation (Avg.) | 11 | 13 | 13 | 37 |
| Outings Held | 1 | 1 | 0 | 2 |
| Outing Participation | 6 | 8 | 0 | 14 |
| Volunteer Hosted Activities | 6 | 7 | 4 | 17 |
| Individual 1 on 1 OT Sessions* | 123 | 157 | 91 | 371 |

*These are 15 minute 1 on 1 sessions with residents

Resident/Family Feedback

| | June | May | April | Total |
|--------------------------------------|------|-----|-------|-------|
| Complaints/Concerns received | 5 | 3 | 6 | 14 |
| Complaints/Concerns resolved. | 5 | 2 | 5 | 12 |
| Complaints escalated. | 1 | 1 | 1 | 3 |
| Family Conferences. | 0 | 1 | 18 | 19 |
| Compliments received | 9 | 1 | 1 | 11 |

Of the complaints/concerns received during the quarter three resulted in an escalation to the Manager Aged Care Services and the CEO.

Audits

| | June | May | April | Total |
|--------------------------|------|-----|-------|-------|
| Audits Undertaken | 4 | 4 | 3 | 11 |

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

In this quarter, the following audits were conducted:

April – Comments & Complaints, Behavioural Management, Infection Control & Waste Management.

May – Continence Management, Skin Care, Palliative Care, Planning & Leadership.

June – Human Resources Management, Other Health & Related Services, Laundry Services, Cultural & Spiritual Life.

Employee Headcount

Tuia Lodge Headcount

| | June | May | April |
|------------------------|------|------|-------|
| Number of Staff | 57 | 59 | 60 |
| Staff Hired | 0 | 0 | 4 |
| Staff Resigned | 2 | 1 | 1 |
| Agency FTE | 0.42 | 0.90 | 0.99 |
| Agency Shifts | 9 | 19 | 23 |

April saw the hiring of casual staff for the casual pool for kitchen and cleaners. Additionally, the Manager of Clinical Care. An overall reduction of agency staff, with the plan of moving the last constant agency staff over to casual through the Shire.

Visitors

Residents

| | June | May | April |
|-------------------------|------|-----|-------|
| Number of Visits | 515 | 350 | 471 |

A reduction of visitors was seen during the months of April and May. This was largely due to the outbreak of Influenza at the facility. This led to a reduction of over 200 visits in quarter 4. June showed the restoration of visits to residents. The majority of the visits are still held in 3-4 residents, accounting for over 30% of the visits.

As with last quarter, 12% of residents have an average of less than 3 visitors per month. We continue with the 1-1 time from the occupational therapist assistants, pet therapy, and conversations with residents as ways to help with the lack of visits.

Contractors/Companies

| | June | May | April |
|--------------|------------|-------------|-------------|
| Hours | 74hrs 0min | 73hrs 10min | 80hrs 30min |

Occupational Safety and Health

| | June | May | April |
|---|------|-----|-------|
| Open Workers Compensation Claims | 1 | 1 | 1 |
| New Workers Compensation Claims | 1 | 0 | 0 |
| Incidents Raised | 2 | 1 | 0 |
| Hazards Identified | 1 | 2 | 1 |
| Hours Spent on OSH- audits etc. | 4 | 2 | 3 |
| Training Hours Delivered | 0.5 | 0.5 | 6 |

LGIS training attended by Coordinator Aged Care Support Services relating to worker's compensation.

Monthly Maintenance

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

| | June | May | April |
|------------------------------------|------|-----|-------|
| Maintenance Requests Opened | 27 | 28 | 41 |
| Maintenance Request Closed | 28 | 29 | 47 |
| Outstanding Requests | 0 | 1 | 4 |
| Preventative Maintenance | 8 | 2 | 10 |
| Total Maintenance Requests | 28 | 30 | 51 |

April – Vacant rooms at Tuia Lodge undergone maintenance check, to restore as best as possible to resale standard. Preston Retirement Village high visibility painting to kerb completed, to reduce trip hazard.

May – Old stretched carpets at Langley Villas, unit 2, have been replaced with vinyl; removing the trip hazard in the process.

June – Unit 6 at Minninup Cottages received a new concrete access ramp to the front entrance (in line with the Shire's Disability Access and Inclusion Plan); Preston Retirement Village experienced an underground water pipe bursting in the laneway/driveway between units 7-10. The burst was located and repaired, with a square meter of bitumen needed to reseal the road. The lighting to the external laneway has had its 3 year globes replaced; Unit 3 at Langley Villas has had the old carpets replaced with vinyl; two minor gas leaks relating to hot water systems were repaired at Tuia Lodge, with the other hot water systems checked for leaks. We have increased the size of the downpipes, to accommodate for the increased rain over the last two years. The previous pipe sizes are no longer standard size.

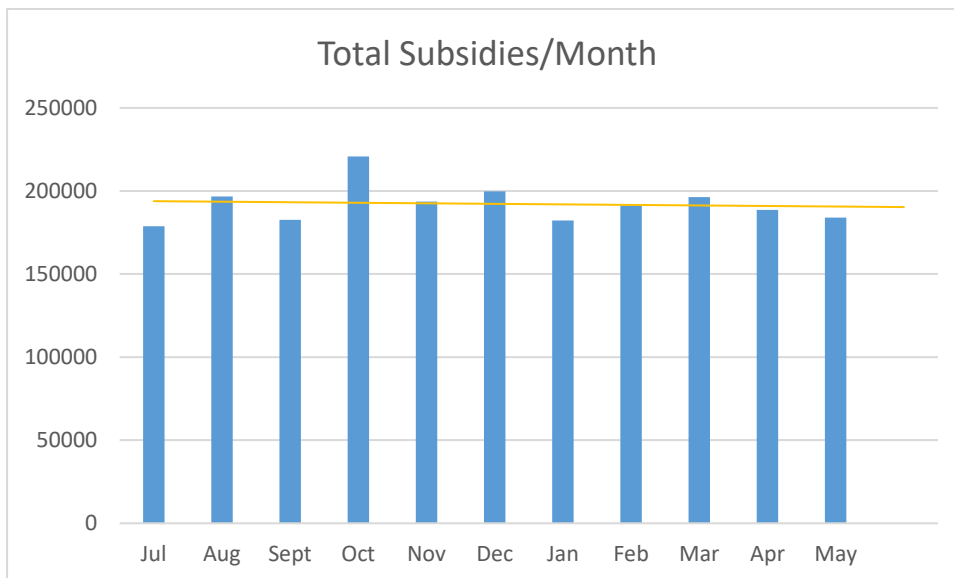
Finance

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

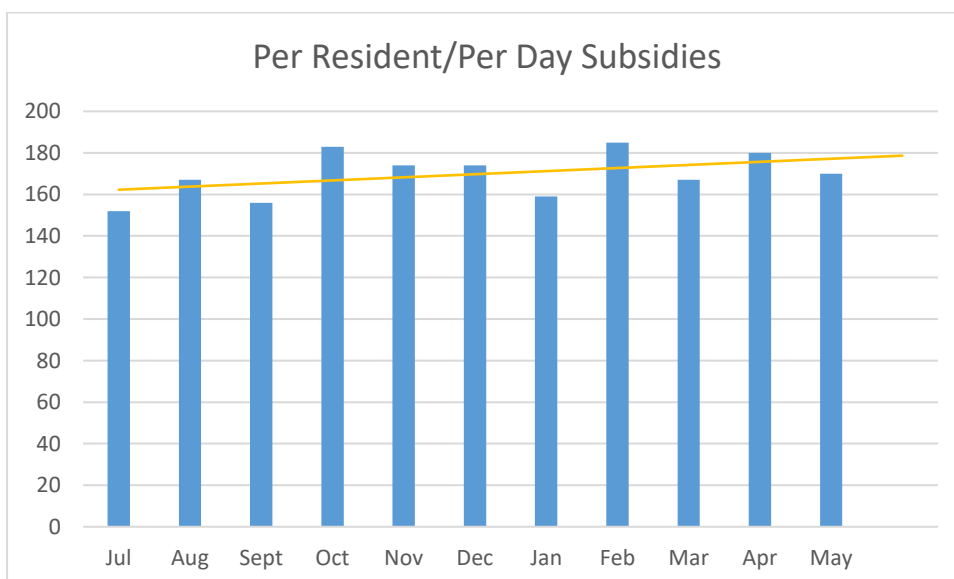
| | June | May | April |
|---------------------------|---|--------------|--------------|
| Subsidies Received | Will not receive June figures until after the 15 th of the month | 184,055.86 | 188,561.44 |
| Bonds Retained | 5,150,711.63 | 5,187,909.18 | 5,188,837.88 |
| PO's Issued | 44 | 66 | 52 |
| PO Amount | 57,048.23 | 89,174.66 | 82,759.34 |

| | | | |
|-------------------------------------|-----------|-----------|-----------|
| Basic Daily Care Fees | 52,234.20 | 56,655.37 | 56,940.68 |
| Means Tested Care Fees | 12,599.40 | 10,081.60 | 12,694.52 |
| Daily Accommodation Payments | 17,543.40 | 18,123.84 | 14,692.00 |

The difference in bonds this quarter was due to bond drawdowns. The May – June was a drawdown over a few months, processed in June.



These charts depict the monthly subsidies received as a total and the subsidy average per resident. The trend line indicates that whilst overall subsidies are trending down slightly the resident average is increasing due to a higher level of acuity being admitted. The dips in April and May were due to the loss of residents during these months.



Cemeteries

| | June | May | April |
|-------------------------|-------------|------------|--------------|
| Burial/Interment | 1 | 3 | 1 |
| Masonry Work | 0 | 1 | 1 |
| Enquiries | 9 | 4 | 8 |
| Reservations | 1 | 1 | 0 |
| Grant Renewals | 0 | 1 | 0 |
| Totals | 11 | 10 | 10 |

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

This quarter a review of the current cemetery fees and charges was conducted; looking at the fee trends from the past 10 years, and the current fees and charges for all shires and cities in the South West region, and one cemetery from the Peel region. The fees are currently with the council to review.

The cemetery procedures are also under review: with the aim to collect data from all Shires and cemetery boards in Western Australia, and using the best fit approach for Donnybrook Balingup.