



ATTACHMENTS

Ordinary Council Meeting – 17 March 2021

- 7.1(1) Minutes Ordinary Council Meeting 24 February 2021
- 9.1.1(1) DPLH Crown Land List 1244 High Priority
- 9.1.1(2) DPLH Crown Land Parcels for Consideration
- 9.2.1(1) Schedule of Accounts Paid – March 2021
- 9.2.2(1) Monthly Financial Report – February 2021
- 9.2.3(1) COMD-CP-3 Community Engagement Framework
- 9.2.4(1) 2020/21 Budget Review
- 9.3.1(1) Site Map



**NOTICE OF ORDINARY COUNCIL MEETING
24 FEBRUARY 2021**

Held on

Wednesday 24 February 2021

Commencing at 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**

25 February 2021

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SHIRE OF DONNYBROOK BALINGUP
MINUTES OF ORDINARY COUNCIL MEETING

Held at the Council Chambers
Wednesday, 24 February 2021 at 5.00pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

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

The Shire President declared the meeting open at 5.01pm and welcomed the public gallery.

Shire President - Public Notification of Recording of Meetings

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

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

2 ATTENDANCE

MEMBERS PRESENT

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Steve Potter – Executive Manager Operations
Cr Shane Atherton	Paul Breman – Executive Manager Corporate and Community
Cr Anita Lindemann	Jaimee Earl – Administration Officer (Minutes)
Cr Anne Mitchell	
Cr Chaz Newman	
Cr Chris Smith	
Cr Leanne Wringe	
*One Councillor Position Vacant	

PUBLIC GALLERY

1 member of the public

2.1 APOLOGIES

Nil.

2.2 APPROVED LEAVE OF ABSENCE

Nil.

2.3 APPLICATION FOR A LEAVE OF ABSENCE

Nil.

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

President's Diary (January – February 2021)

19/01	Meeting with Hon Mick Murray MLA – Collie
21/01	Donnybrook CCI Meeting with National Party
26/01	Donnybrook Balingup Australia Day Celebrations - Donnybrook
27/01	Bunbury Geochem CCI/BGEA – Sub Regional Planning Strategy – Bunbury
02/02	Warren Blackwood Alliance of Council – Manjimup
08/02	Bunbury Geographe Group of Councils Meeting - Bunbury
15/02	WBAC Climate Impact Reference Group Meeting – Manjimup (attended with Crs Massey and Lindemann)
18/02	Donnybrook Community Sporting/Recreation/Entertainment Project Reference Group Meeting
19/02	South West Region WALGA Meeting – Bunbury
19/02	Jodie Hanns ALP candidate for Collie - Preston Meeting Donnybrook
21/02	Local Government Elected Members Assoc (LGEMA) Meeting – Perth

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.

Nil.

5 PUBLIC QUESTION TIME

5.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

5.2 PUBLIC QUESTION TIME

Nil.

6 PRESENTATIONS

6.1 PETITIONS

Nil.

6.2 PRESENTATIONS

Nil.

6.3 DEPUTATIONS

Nil.

ADOPTION BY EXCEPTION

COUNCIL RESOLUTION 7/21

Moved Cr Mitchell Seconded Cr Massey

That the following items be adopted ‘en bloc’:

- 7.1 Ordinary Meeting of Council – 16 December 2020**
- 7.2 Special Meeting of Council – 22 December 2020**
- 7.3 Special Meeting of Council – 20 January 2021**
- 7.4 Annual General Meeting of Electors – 20 January 2021**
- 7.5 Special Meeting of Council – 27 January 2021**
- 7.6 Audit and Risk Management Committee – 28 January 2021**
- 8.1 Local Government Act Review and Shire Comment**
- 8.2 Office of the Auditor General Industry Performance Audit Reports**
- 8.3 Internal Audit Function**
- 8.4 Compliance Audit Return 2020**
- 9.1.1 Shire Submission to Draft Bunbury-Geographe Sub-Regional Strategy**
- 9.2.2 Monthly Financial Report – December 2020**
- 9.2.3 Monthly Financial Report – January 2021**
- 9.2.4 Establishment of new Reserve Accounts – Payment in Lieu of Public Open Space**
- 9.2.5 Tuia Lodge Quarterly Report – Quarter Two (2020/21)**
- 9.3.1 Councillor Vacancy**
- 9.3.2 Local Government Ordinary Election – October 2021**
- 9.3.3 Amendment to Commercial Lease Policy**
- 9.3.5 Authorised Person and Form Approval Under the Local Government (Model Code of Conduct) Regulations 2021**

CARRIED 8/0

7 CONFIRMATION OF MINUTES

7.1 ORDINARY MEETING OF COUNCIL – 16 DECEMBER 2020

Minutes of the Ordinary Meeting of Council held 16 December 2020 are attached (*attachment 7.1*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Ordinary Meeting of Council held 16 December 2020 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 8/21

Moved Cr Mitchell Seconded Cr Massey

That the Minutes from the Ordinary Meeting of Council held 16 December 2020 be confirmed as a true and accurate record.

CARRIED 8/0 by En Bloc Resolution

7.2 SPECIAL MEETING OF COUNCIL – 22 DECEMBER 2020

Minutes of the Special Meeting of Council held 22 December 2020 are attached (*attachment 7.2*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 22 December 2020 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 9/21

Moved Cr Mitchell Seconded Cr Massey

That the Minutes from the Special Meeting of Council held 22 December 2020 be confirmed as a true and accurate record.

CARRIED 8/0 by En Bloc Resolution

7.3 SPECIAL MEETING OF COUNCIL – 20 JANUARY 2021

Minutes of the Special Meeting of Council held 20 January 2021 are attached (*attachment 7.3*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 20 January 2021 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 10/21

Moved Cr Mitchell Seconded Cr Massey

That the Minutes from the Special Meeting of Council held 20 January 2021 be confirmed as a true and accurate record.

CARRIED 8/0 by En Bloc Resolution

7.4 ANNUAL GENERAL MEETING OF ELECTORS – 20 JANUARY 2021

Minutes of the Annual General Meeting of Electors held 20 January 2021 are attached (*attachment 7.4*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Annual General Meeting of Electors held 20 January 2021 be received, with the following Electors Motion acknowledged and supported by the Council:

‘That the Shire Staff and Executive be congratulated on their presentation and performance at the meeting this afternoon’.

COUNCIL RESOLUTION 11/21

Moved Cr Mitchell Seconded Cr Massey

That the Minutes from the Annual General Meeting of Electors held 20 January 2021 be received, with the following Electors Motion acknowledged and supported by the Council:

‘That the Shire Staff and Executive be congratulated on their presentation and performance at the meeting this afternoon’.

CARRIED 8/0 by En Bloc Resolution

7.5 SPECIAL MEETING OF COUNCIL – 27 JANUARY 2021

Minutes of the Special Meeting of Council held 27 January 2021 are attached (*attachment 7.5*).

EXECUTIVE RECOMMENDATION

That the Minutes from the Special Meeting of Council held 27 January 2021 be confirmed as a true and accurate record.

COUNCIL RESOLUTION 12/21

Moved Cr Mitchell Seconded Cr Massey

That the Minutes from the Special Meeting of Council held 27 January 2021 be confirmed as a true and accurate record.

CARRIED 8/0 by En Bloc Resolution

7.6 AUDIT AND RISK MANAGEMENT COMMITTEE 28 JANUARY 2021

Minutes of the Audit and Risk Management Committee 28 January 2021 are attached (*attachment 7.6*).

EXECUTIVE RECOMMENDATION

That the Minutes of the Audit and Risk Management Committee 28 January 2021 be received.

COUNCIL RESOLUTION 13/21

Moved Cr Mitchell Seconded Cr Massey

That the Minutes of the Audit and Risk Management Committee 28 January 2021 be received.

CARRIED 8/0 by En Bloc Resolution

8 REPORTS OF COMMITTEES

8.1 LOCAL GOVERNMENT ACT REVIEW AND SHIRE COMMENT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.1 (1) – LG Review Recommendations and Shire Comment
Voting Requirements	Simple Majority

Committee Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the information provided in the Local Government Act Review document as attached in 8.1(1); and 2. Recognise the potential impacts to the Shire and the Audit and Risk Management Committee if mandated as legislation; and 3. Instruct the CEO to review the LG Act Review recommendations to identify any initiatives that the Council may be able to implement within existing resource capacity; and 4. Be kept updated as to the progress of the LG Act review and any legislative changes.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Committee is requested to receive the LG ACT Review Recommendations and Shire comments as attached (8.1(1)).

The information is provided to the Committee to enable members to keep informed of current events in the Industry and consider the potential impacts of the proposed changes. Some of the recommended changes relate directly to the potential future role and function of the Audit and Risk Management Committee. No action by the Committee is expected in the initial

instance as it is uncertain as to what extent these recommendations will be taken up by the State Government.

BACKGROUND

In 2017 the McGowan Government announced a review of the Local Government Act 1995 with the objective to have a new, modern Act that is Agile, Smart and Inclusive, to be undertaken by the Department Local Government, Sport and Cultural Industries.

The review was conducted in 2 stages:

Stage one – priority reforms – those issues that were identified as requiring immediate attention.

Stage two – wide ranging reforms

Community consultation was undertaken on stage two of the review between 2018-2019 and the final report was released in May 2020.

A matrix of the 65 findings in the Final Report was developed by staff and where appropriate, brief commentary was added on the potential impact to the Shire of Donnybrook Balingup in regard to both the organisation and the Audit and Risk Management Committee.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

As information becomes available in the future concerning the actions of the State Government, the Audit and Risk Management Committee and the Council will be updated.

COUNCIL RESOLUTION 14/21

Moved Cr Mitchell

Seconded Cr Massey

That Council:

- 1. Receive the information provided in the Local Government Act Review document as attached in 8.1(1); and**

- 2. Recognise the potential impacts to the Shire and the Audit and Risk Management Committee if mandated as legislation; and**
- 3. Instruct the CEO to review the LG Act Review recommendations to identify any initiatives that the Council may be able to implement within existing resource capacity; and**
- 4. Be kept updated as to the progress of the LG Act review and any legislative changes.**

CARRIED 8/0 by En Bloc Resolution

8.2 OFFICE OF THE AUDITOR GENERAL INDUSTRY PERFORMANCE AUDIT REPORTS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.2 (1) – OAG Report Findings and Shire Comment
Voting Requirements	Simple Majority

Committee Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Receive the matrix of Shire responses to each of the findings in the Auditor General’s General Performance Audit Reports as attached 8.2(1); and 2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General’s reports with Shire processes and systems; and 3. Consider the risk management implications associated with the findings and recommendations of the Office of the Auditor General Performance Audits and the Shire Executive’s Comments in the attachment.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Committee was provided with a the matrix of Shire responses to each of the findings in the Auditor General Industry Performance Audit Reports (OAG) and acknowledge the work to be undertaken to align the findings with Shire processes and systems.

BACKGROUND

At the 12 November 2020 ARMC meeting, the Committee received the Recommendations and Findings from the Office of the Auditor General Performance Audits Reports and recommended to Council that the Chief Executive Officer prepare a matrix with Shire responses to each of the findings.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The attached consolidated matrix of findings and recommendations published by the Office of Auditor General from their program of performance audits across the Industry and the status, priority and progress toward achieving these outcomes demonstrates the increased external expectation applied to the development of local government systems and controls.

There is a steady and continual increase in the external review of local government systems and controls that places considerable pressure on the future level of resource required to meet these expectations.

COUNCIL RESOLUTION 15/21

Moved Cr Mitchell

Seconded Cr Massey

That Council:

- 1. Receive the matrix of Shire responses to each of the findings in the Auditor General's General Performance Audit Reports as attached 8.2(1); and**
- 2. Acknowledge the work to be undertaken to align the findings of the individual Office of the Auditor General's reports with Shire processes and systems; and**
- 3. Consider the risk management implications associated with the findings and recommendations of the Office of the Auditor General Performance Audits and the Shire Executive's Comments in the attachment.**

CARRIED 8/0 by En Bloc Resolution

8.3 INTERNAL AUDIT FUNCTION

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.3 (1) – Interim Audit Findings update
Voting Requirements	Simple Majority

Committee Recommendation

That Council instruct the Chief Executive Officer to include for consideration in the 2021-2022 Shire of Donnybrook Balingup Draft Budget an amount of up to \$45,000 toward the establishment of an internal audit function.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

The Committee recommend to the Council that the Chief Executive Officer prepare a report on the resourcing implications of establishing an internal audit function for presentation to the Committee.

There is no allocation in the Shire's current 2020-21 Budget for a dedicated internal audit function and the recommendation is for the Council to consider such an allocation in the 2021-2022 Draft Budget.

BACKGROUND

Council at the 25 November 2020 ordinary meeting resolved (Resolution 166/20):

- Request the Chief Executive Officer to prepare an item for consideration by the Audit and Risk Management Committee prior to the February 2021 Ordinary Council Meeting, to engage a suitably qualified person/organisation to undertake an Internal Audit function for the Shire of Donnybrook Balingup. The item is to identify an estimate of the employment/contract term and the indicative costs to allow Council to consider options for funding this function.***

The Audit and Risk Management Committee Charter includes provision of the Shire undertaking internal audit functions which support the Committee objectives:

1. 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, and
2. Oversee the development, implementation and review of the Shire's risk management framework and monitor ongoing risk management practices across the organisation including the consideration of identified significant risks and the associated risk mitigation measures.

The Department of Local Government Sporting and Cultural Industries (DLGCSI) refer to internal auditing as an "independent, objective assurance and consulting activity designed to add value and improve an organisation's operations by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

There are two resourcing options for the establishment of a dedicated internal audit function being:

1. Resource the role through the recruitment of a skilled person (reporting directly to the Chief Executive Officer) who can undertake the function; or
2. Engage a qualified and experienced Internal Audit company to conduct an audit program approved by the ARMC.

The internal audit function could include:

- a) Conduct a review of the internal control structure, monitoring the operations of the information systems and internal controls and providing recommendations for improvements;
- b) Risk management and review the Shire Risk Management Framework;
- c) Examination of financial operating information that includes detailed testing of transactions, balances, and procedures;
- d) Review the efficiency and effectiveness of operations and services including non-financial controls of a local government;
- e) Review of compliance with management policies and directives and any other internal requirements;
- f) Review of the annual Compliance Audit Return;
- g) Assist in the CEO's review of the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance; and
- h) Specific tasks on request

The internal auditor cannot be the same as the appointed external auditor (or any company contracted to undertake the role) but will provide information to the external auditors.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Not Applicable.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

Incorporating an internal audit component will contribute to good governance and has the capacity to add to improved compliance, productivity and efficiency over the longer term.

In relation to the resourcing options available to the Shire to establish an internal audit function, it may recruit for an internal position or procure the services of an experienced and qualified provider.

Successfully recruiting an internal audit position will depend on the availability of a local resource with the experience, qualification and independence necessary to undertake the role. The cost of maintaining such a position would depend on the position description, and the scope of the duties, however an indicative resource allocation would be between 1 to 2 days a week. The upper resources requirement of 2 days a week would include a degree of duties around the risk management function. The cost range of 1 to 2 days per week is in the order of \$24,000 to \$48,000 per annum.

To successfully procure an internal audit function from an experienced and qualified provider would be in the order of \$30,000 to \$40,000 which would secure approximately 120 to 165 hours of service at this stage of consideration. This external cost has been estimated by the Executive Manager of Corporate and Community based on experience.

COUNCIL RESOLUTION 16/21

Moved Cr Mitchell

Seconded Cr Massey

That Council instruct the Chief Executive Officer to include for consideration in the 2021-2022 Shire of Donnybrook Balingup Draft Budget an amount of up to \$45,000 toward the establishment of an internal audit function.

CARRIED 8/0 by En Bloc Resolution

8.4 COMPLIANCE AUDIT RETURN 2020

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	8.4 (1) 2020 Compliance Audit Return
Voting Requirements	Simple Majority

Committee Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Adopt the 2020 Compliance Audit Return as presented at attachment 8.4(1) for the Shire of Donnybrook Balingup for the period 1 January 2020 to 31 December 2020; and 2. Instruct the CEO prepare a report identifying the actions to be taken to achieve compliance with the items identified within the 2020 Compliance Audit Return to be presented to the next Audit and Risk Management Committee Meeting.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

A Local Government Compliance Audit Return (CAR) is required to be undertaken in accordance with the *Local Government (Audit) Regulations 1996* Reg. 14(1).

The Audit was conducted by staff for the period 1st January to 31st December 2020, within the scope and in the format required by the Department of Local Government, Sport and Cultural Industries.

After conducting the checking process, the 2020 CAR contains a positive compliance response (or not applicable) for 96% of the 99 compliance items with a non-compliance response for 1 item as set out below:

Topic	Item Number	Matter
Optional Questions	5	Did the local government prepare and adopt by absolute majority a policy dealing with the

		attendance of council members and the CEO at events?
Optional Questions	6	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?
Optional Questions	1	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report
Tenders for Providing Goods and Services	8	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?

These non-compliance items have been noted by Staff and are not expected to occur again in the future.

BACKGROUND

The Department of Local Government, Sport and Cultural Industries (DLGSCI) requires local governments to conduct an annual assessment of their compliance with key components of the *Local Government Act 1995* (the Act) and associated Regulations. The 2020 CAR is to be provided to the DLGSCI by 31 March 2021.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not Applicable.

STATUTORY COMPLIANCE

Under *Regulation 14 of the Local Government (Audit) Regulations 1996* the 2020 CAR is to be reviewed by Council's Audit Committee and then report the results of that review to Council for adoption.

A printed copy of the CAR and a copy of minute of the Audit Committee is to be presented to the Council at the next Ordinary Council Meeting for consideration. The minute and recommendation from the Audit and Risk Management Committee to the Council is considered to constitute the report referred to in the legislation.

Following presentation to Council, a certified copy of the 2020 CAR, along with an extract of the minutes of the meeting at which the CAR was adopted by Council, and any additional information, is to be submitted on-line to the Department of Local Government, Sport and Cultural Industries by 31 March 2021.

CONSULTATION

Not Applicable.

OFFICER COMMENT/CONCLUSION

The 2020 CAR contains 99 questions grouped in relation to various compliance areas. The result of the 2020 CAR was a positive compliance response or not applicable response to 95 (96%) of those requirements and three negative responses as set out below:

- **Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?**

A full policy review was scheduled for March 2020 but due to the COVID Pandemic this was delayed and will be presented to Council in March 2021.

- **Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?**

As above

- **Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020?**

If yes, please provide the date of council's resolution to accept the report

A Financial Management System reviews was conducted by AMD Chartered Accountants in December 2018. The report will be presented to the Council at the next opportunity.

- **Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?** Tender information was recorded in the Register however it was not published on the Shire's website. This item was originally recorded as a "Yes" in the report to the Audit and Risk Management Committee however in the time between the Committee's meeting and the Council meeting it has been established the Register is not published on the website. The website has a link to current tenders and the tender-link portal which was mistaken for compliance by the Officer checking. Members of the Audit and Risk Management Committee have been advised of this development in relation to the CAR.

The above compliance items are recognised by staff as requiring attention and resources have been applied to clear these items as soon as possible.

COUNCIL RESOLUTION 17/21

Moved Cr Mitchell Seconded Cr Massey

That Council:

- 1. Adopt the 2020 Compliance Audit Return as presented at attachment 8.4(1) for the Shire of Donnybrook Balingup for the period 1 January 2020 to 31 December 2020; and**
- 2. Instruct the CEO prepare a report identifying the actions to be taken to achieve compliance with the items identified within the 2020 Compliance Audit Return to be presented to the next Audit and Risk Management Committee Meeting.**

CARRIED 8/0 by En Bloc Resolution

9 REPORTS OF OFFICERS

9.1 EXECUTIVE MANAGER OPERATIONS

9.1.1 SHIRE SUBMISSION TO DRAFT BUNBURY-GEOGRAPHE SUB-REGIONAL STRATEGY

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	TRS 09
Author	Kira Strange, Principal Planner Steve Potter, Executive Manager Operations
Responsible Manager	Steve Potter, Executive Manager Operations
Attachments	9.1.1 (1) - Schedule of Shire Comments
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the draft Bunbury–Geographe Sub-regional Strategy as advertised by the Western Australian Planning Commission; and 2. Endorses Attachment 9.1.1 (1) (Schedule of Comments) as representing the formal views of the Shire of Donnybrook Balingup in response to the draft document and instructs the Chief Executive Officer to forward the Shire’s comments to the Department of Planning, Lands and Heritage; and 3. Authorises the Chief Executive Officer to liaise further with the Department of Planning, Lands and Heritage to advocate on behalf of the Shire consistent with the views contained in Attachment 9.1.1 (1).

STRATEGIC ALIGNMENT

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

Objective	1.0	A strong, diverse and resilient economy
Outcome	1.2	Available land for residential, industrial and commercial development
Strategy	1.2.1	Support and promote appropriate development of land within the district

EXECUTIVE SUMMARY

In November 2020, the Department of Planning, Lands and Heritage (DPLH) released the draft Bunbury-Geographe Sub-Regional Strategy (BGSRS) for public comment. The draft BGSRS sets broad, high level planning objectives for the future growth of the Bunbury-Geographe (BG) sub-region over a planning horizon of 10-15 years.

The Shire of Donnybrook Balingup is contained within the BG sub-region, and therefore it is important for Council to consider the objectives of the document and how they may impact the future growth of the Shire. Specifically, any future review of the Shire's Local Planning Strategy (Strategy) and Local Planning Scheme (Scheme) will need to give due regard to the BGSRS (once adopted) and therefore the current advertising period represents an opportunity for the Shire to provide feedback on pertinent matters that will facilitate the future growth of the Shire.

The document has been thoroughly reviewed by the Shire's Planning staff and several key components have been identified for Council's consideration. This has culminated in the creation of a Schedule of Comments (Attachment 9.1.1 (1)) and Council is requested to endorse the attachment for formal submission to the Department of Planning, Lands and Heritage (DPLH).

BACKGROUND

The BGSRS document incorporates all land contained within the City of Bunbury and the Shires of Harvey, Dardanup, Capel, Donnybrook-Balingup and Collie.

The draft BGSRS was prepared by the WAPC/DPLH over a period of 12-18 months and involved extensive consultation led by a Steering Group which was informed by a number of technical Working Groups covering the aspects of urban settlement, economy, environment, transport and utilities/services. The Shire was represented by Cr. Wringe on the Steering Group with appropriate staff sitting on each of the Working Groups.

At the conclusion of the consultation period, the WAPC issued instructions to the DPLH to prepare a draft document in line with the following instructions:

- 1. Adopt a planning horizon of 2050.*
- 2. Incorporate the draft vision, purpose and principles developed by the Steering Group, subject to editing as required.*
- 3. Promote Bunbury as Western Australia's Second City. In this context, Bunbury is to be understood as a single settlement that includes contiguous urban areas in the Shires of Capel, Dardanup and Harvey.*
- 4. Adopt a target population of 200,000. This is to be the population figure that State agencies/authorities can use as a reference point when considering the delivery of infrastructure and services. Specific land use strategic directions should be based on this target population.*

5. *Adopt an aspirational population of 300,000. This is to be woven throughout the document as a broad statement of confidence and intent. Specific land-use strategic directions should not be based on this population figure.*
6. *Designate East Treendale as an ‘urban expansion area’. East Treendale is defined as the land that is bound by Forrest Highway, Raymond Road and the alignment of the Bunbury Outer Ring Road.*
7. *Promote consolidation of the existing urban areas of Bunbury.*
8. *Identify new special residential and/or rural living areas contiguous or proximate to hinterland towns.*
9. *Apply relevant policy measures from the Western Australian Planning Commission’s State Planning Framework.*

The draft document was finalised and released for comment in late 2020 and consists of three main components:

1. Introduction: includes scope, context and analysis.
2. Part A: Strategy: includes vision, principles, strategic directions, further work, settlement hierarchy, urban expansion (East Treendale), Strategy Map, implementation, monitoring and review.
3. Part B: Profile: includes people/culture, population, urban settlement, environment, economy, transport and utilities/services.

BGSRS Vision

The draft BGSRS sets an aspirational vision for the sub-region as follows:

“In 2050 Bunbury-Geographe is a diverse, dynamic, creative, vibrant and connected region, that is recognised for its quality of life, environmental values and sustainability. The sub-region has a robust and diverse economy that is adaptive and offers enviable liveability.”

To achieve this vision, Part A of the BGSRS sets out seven overarching ‘themes’ as follows:

1. Intervention;
2. Urban Settlement;
3. Economy;
4. Environment;
5. Transport;
6. Utilities and Services; and
7. Lifestyle.

These overarching themes are divided into 11 ‘strategic principles’ and refined further into 56 individual ‘strategic directions’ (SDs), representing specific actions required to achieve the vision. Whilst the ‘Introduction’ and ‘Part B’ sections provide a range of supporting information, it is essentially *Part A: Strategy* and in particular the 56 SDs that will guide future planning in the sub-region and therefore will be the focus of staff’s response.

In considering the review of the draft BGSRS, it is noted that in October 2020 the Western Australian Planning Commission (WAPC) formally determined that a review of the Shire of Donnybrook-Balingup Local Planning Strategy and subsequent preparation of a new Local Planning Scheme is required. It is therefore important to consider the strategic direction of the BGSRS and any associated implications for the Shire in this light.

Land Supply

The BGSRS has been prepared concurrently and been directly informed by the *Bunbury/Geographe Land Supply Assessment (RLSA)*. This assessment was produced by the DPLH to assess land availability in the sub-region for future residential, industrial and commercial uses.

In this respect, the BGSRS focuses on the larger townships in the sub-region (rather than entire LGAs) which includes the township of Donnybrook. Based on the 2016 Census, Donnybrook township had 1094 dwellings with relevant identified or zoned land under the Shire’s endorsed Scheme / Strategy catering for a further 1640 dwellings. If the average household size of 2.5 occupants is adopted, this equates to an additional 4,100 residents. Based on historical growth rates, it would take decades to utilise all identified land, however, there are a number of challenges in this regard which are addressed in this report and will be further considered in detail as part of the Shire’s future Strategy / Scheme review.

Settlement Hierarchy

Section 8 of Part A (Settlement Hierarchy) categorises settlements within the BG Region into a hierarchy based on their population, location and function. The following table taken from the BGSRS (p. 21) demonstrates where the Shire’s settlements fit into the regional context in this regard:

Settlement type	Settlement
Regional City	Bunbury
Sub-regional Centre	Collie
Major Towns	Capel, Donnybrook , Harvey
Towns	Balingup , Boyanup, Brunswick Junction, Dardanup
Villages	Allanson, Binningup, Burekup, Cookernup, Kirup , Mullalyup , Myalup, Peppermint Grove Beach, Roelands, Wokalup, Yarloop

It is noted that the above table does not include Yabberup, which officers consider should be included as a 'Village'. This is addressed further in the report.

FINANCIAL IMPLICATIONS

The BGSRS will inform the future review of the Shire's Strategy and Scheme which represents a significant project that will require adequate resourcing.

LOCAL POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

State Planning Policy 1 State Planning Framework (SPP1) establishes that sub-regional strategies guide change and are a basis for cooperative action to be taken by State and local government on land use and development.

CONSULTATION

The draft BGSRS was advertised for public comment from 9 November 2020 with submissions due 12 February 2021. However, due to the nature of monthly Council Meetings, the DPLH granted an extension for local governments to make submissions up to 12 March 2021.

OFFICER COMMENT/CONCLUSION

In providing Shire comment to the draft BGSRS, it is important to note that it is a high level planning instrument that seeks to provide a strategic overview for the entire BG sub-region. It is largely an informing document that provides strategic guidance for more granular level planning such as local planning schemes and strategies and as a result, does not contain the level of detail that would normally be found in these other documents. In light of this, it is recommended that any responses the Shire provides should also be made at a suitably high level, rather than focusing on localised issues that are more appropriate to be addressed through the review of the Strategy / Scheme in the future.

The approach that staff have undertaken in collating a series of succinct responses to the document is to identify the main planning issues / constraints based on local knowledge and professional experience that affect the Shire and review the strategic directions (SDs) contained in Part A of the document through this lens.

In addition to the above, Part B has also been reviewed, with particular emphasis on accuracy of information and ensuring there have been no errors or omissions.

All suggested comments have been compiled into a single document (Attachment 9.1.2 (1)), Schedule of Comments) which is proposed to form the basis of the Shire's formal response as per Point 2 of the Resolution.

Part A: Strategy

In undertaking this exercise, the following have been identified as being the most pertinent local issues:

1. Provision of critical infrastructure to facilitate urban expansion
2. Ensuring available land product meets market demand (including rural residential and low density residential)
3. Provision of suitable 'economic land' to generate local employment and economic diversification.
4. Ageing population
5. Bushfire planning requirements
6. Development adjacent to Main Roads WA controlled roads
7. Uncertainty surrounding the disused Greenbushes – Picton rail line
8. Impact of industrial buffers (Donnybrook stone quarries) on surrounding land
9. Heritage considerations

Each of these will be addressed individually in the following manner:

1. Issue to be briefly explained;
2. Identification of relevant 'strategic directions' (SDs) in Part A of BGSRS; and
3. Officer comment and proposed Shire response(s).

It is important to note that planning is often complex and in addressing the identified issues, there are many inter-relationships and crossovers between them.

Issue 1: Provision of critical infrastructure to facilitate urban expansion.

Issue:

Lack of critical infrastructure, particularly in the form of reticulated sewer in the Shire's main townsites of Donnybrook and Balingup limits the development of appropriately zoned land to achieve its full potential.

The comparatively low value of land, coupled with the high costs of infrastructure provision results in a situation in which it is often financially unviable from a developer perspective to pre-fund the necessary infrastructure and this has implications for the growth of residential, commercial and industrial development. The limited reticulated sewer also eliminates the opportunity for further low-scale residential infill, particularly in the Donnybrook townsite.

The BGSRS document recognises this challenge and states:

"The feasibility of urban land development has been inhibited by low demand and high costs, relative to land values, of providing utility services and fill, especially in hinterland towns."

BGSRS: Strategic Directions

Strategic Directions	
Number	Direction
8	Support the growth of Major Towns and Towns to reinforce their ongoing role in the settlement network.
15	Encourage local governments to prepare townsite strategies for hinterland towns to review supply of residential, industrial and commercial land and to identify and respond to opportunities and constraints.
45	Direct future urban growth to locations that are well serviced by existing infrastructure networks.
46	Support the provision of sufficient utility, transport, health, education and community infrastructure / services to cater for a growing population and economy across the sub-region.
47	Support the provision of catalyst infrastructure to stimulate economic investment and service the needs of Bunbury Geographe communities.
52	Collaborate with infrastructure providers to audit current capacity of electricity, water and sewer infrastructure to help quantify existing growth capacity and thresholds for upgrades.

Officer Comment and Proposed Shire response:

It is considered that there are a combination of approaches that could be adopted to support the growth of the hinterland towns where infrastructure provision by the private sector is deemed unviable and the following comments are proposed:

1. Include an additional ‘Strategic Direction’ as follows:

Theme: Urban Settlement

Principle: Promote a diverse urban form to cater for a range of lifestyle options and affordable housing choices

Proposed New Strategic Direction:

Support low-density residential development permitting on-site sewer provision on the peripheries of Collie, Major Towns, Towns and Villages where it is financially unviable to extend and/or install reticulated sewer.

2. Include an additional 'Strategic Direction' as follows:

Theme: Utilities and Services

Principle: Ensure sustainable regional outcomes by coordinating the provision of infrastructure to support growth.

Proposed New Strategic Direction:

State Government to provide increased support to the growth of hinterland towns by:

- a. reinvesting in the Infill Sewerage Program to expand existing sewer networks,*
- b. establishing and implementing a cost sharing arrangement with the private sector for pre-funding critical infrastructure to support residential, commercial and industrial growth in hinterland towns.*

Issue 2: Ensuring available land product meets market demand (including rural residential and low density residential)

Issue:

Many people choose to live in hinterland towns for lifestyle and there needs to be a range of choice available to potential residents, catering for a variety of financial circumstances and changing life-stages. This needs to include first homebuyers, 'tree-changers', those looking to upgrade (second or third homebuyers) and those looking to downsize, including the ageing population.

Under the current planning framework, the WAPC is generally supportive of standard residential type development in accordance with State policies, particularly Liveable Neighbourhoods and the Residential Design Codes (R-Codes).

However, it is considered that a significant proportion of potential residents are seeking a country lifestyle that does not involve being on a standard residential sized property within a townsite. Further consideration therefore needs to be given to support the creation of low-density residential and rural residential land product that many potential residents seek in moving to a country town to provide them and their families with the lifestyle they desire.

Whilst it is acknowledged that it is important to retain and protect priority agricultural land, there is rural land in proximity to townsites that has limited productive capability due to a range of

factors including soil type and steep terrain. Officers consider such land should be able to be utilised for alternative purposes, including low density residential and rural residential, subject to any proposals complying with appropriate criteria.

In terms of the Shire, there are existing low-density residential and rural residential developments in proximity to each of the Shire’s main towns which are largely complete. However, there is a limited amount of identified land for further low-density / rural residential type developments into the future.

In recent years, the WAPC has generally opposed new rural residential type development for a range of reasons including:

- it is considered to be an inefficient use of land;
- it results in the fragmentation of viable agricultural land, resulting in smaller unproductive lots; and/or
- it has the potential to create land use conflicts between agricultural and residential users.

BGSRS: Strategic Directions

Strategic Direction	
Number	Direction
14	Support the identification of new Rural Living areas contiguous or proximate to Collie, Major Towns, and Towns, subject to the criteria contained in <i>State Planning Policy 2.5: Rural Planning</i> . New Rural Living areas are to be identified by local governments in local planning strategies and/or townsite strategies.
18	Encourage proponents of urban land developments to investigate alternative models of utility service delivery that provide a standard of service appropriate for the intended use, and that are capable of regulation by the Economic Regulatory Authority.
27	Protect priority agricultural land from incompatible land uses.
53	Embrace the Bunbury-Geographe lifestyle as a key attraction for new residents and visitors to the sub-region.
54	Recognise and value the sub-region’s unique and connected communities.

Officer Comment and Proposed Shire response:

Shire staff acknowledge that SD14 above appears to support the creation of rural living areas for hinterland towns, however staff have some concerns with regards as to how this will be implemented.

Furthermore, it is considered that SD14 should be extended to include ‘Villages’ – in the Shire context, this would include Kirup, Mullalyup and Yabberup. Many of these smaller settlements have minimal opportunity for growth and the creation of appropriate low density and rural residential type areas in these locations, will support the growth of these smaller settlements.

In terms of a response to the BGSRS, the following comments are suggested:

1. The Shire is supportive of SD14, which acknowledges the importance of Rural Living options for the growth of hinterland towns. The Shire holds concerns with regard to the implementation of this strategic direction and considers a sub-regional policy will need to be established to provide sufficient guidance.
2. SD14 should be amended to include ‘Villages’, in addition to Collie, Major Towns and Towns.
3. With regard to SD18, the Shire supports the use of appropriate innovative approaches to utility provision including solar energy generation and use of ATUs for wastewater disposal. It is recommended that the BGSRS provide LGAs with discretion to support developments and individual landowners to implement technological solutions to utility service delivery to be supported through local planning schemes. This will support the implementation of any technological advances that may be introduced during the life of the document.
4. With regards to SD53, the Shire considers that providing an alternative land product (low density residential / rural residential) is a key component to attracting new residents to hinterland towns.

Issue 3: Provision of suitable ‘economic land’

Issue:

The availability of suitable ‘economic land’ to create local business opportunities and employment is critical to the long-term health of the Shire. Much of the Shire’s population travels outside of the Shire to undertake employment and the provision of increased local opportunities has the potential to encourage local investment and appeal to working aged people / families to re-locate to the Shire.

The BGSRS (Cl. 3.3.2, p. 12) identifies the complex task of planning to generate employment and states:

“Planning for employment land is a complex process that takes place within a highly dynamic market. Economic conditions and population growth interact to drive demand for industrial and commercial growth.”

BGSRS: Strategic Directions

Strategic Directions	
Number	Direction
3	Provide for the growth of the sub-region’s population to 200,000 by identifying sufficient residential and employment land to cater for this target population.
8	Support the growth of Major Towns and Towns to reinforce their ongoing roles in the settlement network.
15	Encourage local governments to prepare townsite strategies for hinterland towns to review supply of residential, industrial and commercial land and to identify and respond to opportunities and constraints.
21	Ensure an adequate supply of industrial and commercial land across the sub-region to facilitate local employment.
24	Facilitate the expansion and diversification of the tourism industry.
26	Retain identified light and general industrial areas for industrial use and protect from the encroachment of sensitive land uses.
42	Promote the sub-region’s tourist routes in planning instruments.
46	Support the provision of sufficient utility, transport, health, education and community infrastructure / services to cater for a growing population and economy across the sub-region.

Officer Comment and Proposed Shire response:

Officers consider the Shire has a range of strategic benefits that would support its growth from a commercial / industrial perspective. In particular, Donnybrook is located at the junction of two significant vehicle routes (SW Highway and Donnybrook – Kojonup Rd) which encounters a

high level of use from a range of industries including agriculture, forestry and mining. As such, there is an opportunity for the Shire of Donnybrook Balingup to become a hub for some of these operators, subject to suitable land being available. An example of where this has recently occurred within our Shire is the expansion of the fruit packing facility in Kirup, which has seen significant investment to increase its capacity.

In considering the type of land required, it is considered that the Shire needs to cater for a range of potential users, including ‘start-ups’, commercial users that require minimal space (retail), service commercial, light industrial and general industrial. Consideration needs to be given to identifying and providing opportunities for businesses to grow and re-locate locally if necessary, rather than being inhibited from expansion due to the unavailability of suitable land or alternatively, requiring them to re-locate to a more suitable location outside of the Shire.

The Shire’s Strategy and Scheme identify land for future commercial and industrial growth (light and general industry), however it is considered that much of the identified land is highly constrained which makes it difficult and/or unviable to develop. For example, the Shire’s Strategy identifies a significant area of land in the vicinity of Sandhills Road for industrial expansion, however the land is owned by the Crown, is almost entirely covered with native vegetation and has undulating topography which makes development both difficult and expensive.

In addition to the above, the infrastructure constraints as per Issue 1 also apply with the development of commercial / industrial land and therefore officers are recommending similar responses in this regard.

Finally, officers consider it important that a flexible approach be undertaken to facilitate appropriate commercial use of ‘non-commercial’ zoned land. By way of some examples, home based businesses have increased exponentially in recent years with the growth of the internet and rural property owners are often seeking to diversify through introducing tourist type uses such as chalets to support their agricultural pursuits. Land use permissibility is largely facilitated through the local planning scheme and will be addressed at the appropriate time.

Through the Shire’s review of its Strategy / Scheme, significant thought will need to be given as to how opportunity can be provided to support local business and encourage additional investment. In reviewing the BGSRS, the following comments are recommended:

1. The Shire acknowledges that SD3 recognises that provision of suitable economic land is required to support the sub-region’s growth.
2. The Shire welcomes that SD21 recognises the importance of providing adequate industrial and commercial land across the sub-region, including hinterland towns, to provide for local employment.
3. Include an additional ‘Strategic Direction’ as follows:

Theme: Economy

Principle: Strengthen and diversify our economy

Proposed New Strategic Direction:

Support commercial / light industrial developments in or proximate to hinterland towns proposing on-site sewer where it is financially unviable to extend and/or install reticulated sewer.

4. With regards to SD24 and SD42, the Shire is supportive of the expansion and diversification of the tourism industry and considers that rural based tourism is a key component in this regard. Flexibility will need to be demonstrated to facilitate a range of tourism based land uses in local planning schemes.

Issue 4: Ageing population

Issue:

The Shire has a median age of 47 years which is 10 years above the State average. This is identified in the BGSRS which states:

“The Shire has a relatively elderly population with a median population at the 2016 Census of 47 years, the highest of the six local governments in the sub-region. 46.3 per cent of the Shire’s population is aged 50 years and above, compared with 32 per cent for the State. Below 50 years the only age cohort above the State average is 10-14 years.”

BGSRS: Strategic Directions

Strategic Direction	
Number	Direction
46	Support the provision of sufficient utility, transport, health, education and community infrastructure / services to cater for a growing population and economy across the sub-region.
53	Embrace the Bunbury-Geographe lifestyle as a key attraction for new residents and visitors to the sub-region.
54	Recognise and value the sub-region’s unique and connected communities.

Officer Comment and Proposed Shire response:

The Shire would ideally like to attract younger individuals and families and it is considered that this is inextricably linked to a range of factors including access to appropriate and affordable housing; local employment; and services such as recreation, health and education.

Whilst the BGSRS operates at a sub-regional level, this issue is largely a local one that will need to be addressed when reviewing the Scheme / Strategy. To achieve this, the Shire will need to determine what it needs to do to attract younger people and families, possibly informed through undertaking market research.

It needs to be noted that at one level, all LGAs are in competition to attract new residents and therefore the SoDB will need to identify its comparative advantages as well as any gaps in its offering that may prevent younger people from choosing to live in the Shire.

Whilst not exhaustive, it is considered the following may be contributing factors:

- Lack of appropriate land for first home buyers (sub \$150k);
- Lack of rental properties;
- Proximity to employment opportunities;
- No senior high school (DHS only);
- Lack of other young families; and/or
- Perception of the Shire as being for more ‘mature’ people.

In light of the above, officers recommend the following in terms of responses:

1. The Shire is supportive of SD46 which identifies the importance of providing essential community infrastructure / services to cater for a growing population across the sub-region.
2. The Shire considers that there is a need in the short-medium term to expand Donnybrook District High School into a Senior High School to cater for the Shire’s growing population. Donnybrook is a Major Town and the provision of a Senior High School will enable local children to be educated locally and encourage further young families to move to the district. To this effect, the following additional ‘Strategic Direction’ is recommended:

Theme: Utilities and Services

Principle: Ensure sustainable regional outcomes by coordinating the provision of infrastructure to support growth.

Proposed New Strategic Direction:

Department of Education and Training to establish clear ‘triggers’ for the expansion of Donnybrook DHS to Senior High School status.

3. Include an additional ‘Strategic Direction’ as follows:

Theme: Lifestyle

Principle: Retain, protect and leverage our regional character and the Bunbury-Geographe lifestyle.

Proposed New Strategic Direction:

Acknowledges that strong representation of people across all ages is critical for the health of local communities and supports appropriate measures to rectify imbalances.

Issue 5: Bushfire Planning

Issue:

In 2015 State Planning Policy (SPP 3.7 – *Planning in Bushfire Prone Areas*) and associated Guidelines came into effect which has had a profound impact on development in rural LGAs, particularly those which contain a significant amount of native vegetation (including the SoDB).

BGSRS: Strategic Directions

Strategic Direction	
Number	Direction
37	Support intensification of land use only where bushfire risk can be understood to be low and/or capable of being appropriately mitigated.

Officer Comment and Proposed Shire response:

The planning framework as it relates to bushfire has resulted in at least one Scheme amendment for rural residential development proposal in the SoDB being refused by the WAPC due to it not addressing bushfire planning requirements. The Shire will need to carefully consider the implications of managing bushfire risk in the preparation of its revised Strategy / Scheme.

Further, it is noted that the bushfire planning requirements have resulted in a significant increase in workload for the Shire's Planning and Building Services staff, who are required to assess and implement the additional requirements. There has been limited resourcing and/or support from a State level in this regard which means that both the additional workload and risk associated with assessing and approving relevant bushfire management plans etc. falls onto the local government.

Bushfire planning requirements have added a level of complexity to the planning process and represent an additional regulatory hurdle for landowners / developers to overcome. However, the recent events in the Perth Hills demonstrate the importance of integrating bushfire mitigation with the planning process and whilst there are issues associated with bushfire planning as outlined above, officers are generally supportive of the intent of SD37 and this is reflected in the comment provided. However, it is considered that more can be done to support local government staff and achieve a consistent approach across the sub-region which is needed to provide certainty to developers, landowners and relevant agency staff. As such, the following comment is proposed:

- The Shire is supportive of the established planning framework as it relates to bushfire management however considers that an increased level of support is needed for local governments in administering the requirements. To this effect, the following additional ‘Strategic Direction’ is recommended:

Theme: Environment

Principle: Protect people and property from natural hazards

Proposed New Strategic Direction:

Supports the development of a regional approach to bushfire policy to find an appropriate and safe balance that provides a level of consistency across the sub-region whilst facilitating continued development and economic growth.

Issue 6: Development adjacent to Main Roads WA controlled roads

Issue:

The Shire contains a significant number of properties adjacent to roads managed and administered by Main Roads WA (MRWA). Many of these are also on the Shire’s main tourist routes including the SW Highway and Donnybrook-Kojonup Road.

It is commonplace for the Shire to receive development proposals from the owners of such landholdings, which due to the access / egress onto a MRWA managed road is referred to that agency for comment, prior to determination. As a result of this referral process, it is not unusual for proposals to be recommended for refusal by MRWA, or alternatively conditions are recommended requiring significant works be undertaken by the applicant to construct slip lanes and the like which often make the proposal unviable.

BGSRS: Strategic Directions

Strategic Direction	
Number	Direction
24	Facilitate the expansion and diversification of the tourism industry.
38	Support initiatives to connect and link Bunbury to the hinterland towns to create an integrated network, including public transport and regional bike network.
42	Promote the sub-region’s tourist routes in planning instruments

Officer Comment and Proposed Shire response:

Whilst officers appreciate that the intent of MRWA's stance is to ensure the safety of road users, many proposals on adjacent land are of a minor nature that do not warrant the proposal being refused and/or the extent of works required.

As per the SDs contained in the above table, if the intent is to provide opportunities for economic diversification and the growth of the tourism industry in rural localities, it needs to follow that such uses are supported without having significant imposts, particularly when proposed uses are ancillary in nature.

In light of the above, it is recommended the following comments be provided:

1. With regard to SD24 and SD42, the Shire considers that the growth of the local tourism industry and the ability for rural landowners to diversify through low-level tourism initiatives is being curtailed by the requirements of MRWA. To this effect the following additional 'Strategic Direction' is recommended:

Theme: Economy

Principle: Strengthen and diversify our economy

Proposed New Strategic Direction:

Support low impact uses on land adjacent to MRWA controlled roads without the need for prior referral to MRWA, to be addressed in local planning schemes.

Issue 7: Uncertainty surrounding the disused Greenbushes – Picton rail line

Issue:

The currently defunct Greenbushes to Picton rail line runs through the Shire of Donnybrook Balingup's main towns including Donnybrook, Kirup, Mullalyup and Balingup. Despite the fact that it has not operated for over 20 years, the railway line's existence (and uncertainty about its future), results in it acting as a constraint to the efficient planning of the Shire's town centres.

The railway acts as a significant divider in many cases and any proposals are subject to approval by the leaseholder of the railway reserves (Arc Infrastructure). If approvals are granted to undertake certain activities, they are usually subject to conditions that any structures are removable should the railway open again in the future, which has implications for design and choice of materials. It also has the capacity to result in significant future costs if installations are later required to be removed and the rail reinstated.

The BGSRS notes that the Department of Transport's draft *South West Supply Chain Strategy (2020)* identifies the Greenbushes to Picton rail line as a potential supply chain to support the Talison Lithium Mine.

BGSRS: Strategic Directions

Strategic Direction	
Number	Direction
41	Support increasing the capacity of the existing freight rail network and future strategic rail network.

Officer Comment and Proposed Shire response:

Without indicating its support for one option or the other (re-opening versus not re-opening the railway) the SoDB Council passed a motion in 2019 urging the State Government to make a firm decision on the future of the railway in a timely manner due to the impacts of indecision on the Shire. It is understood further work is occurring within State Government in this regard, however officers are unaware of any progress.

Consistent with Council’s previous position on the matter, staff suggest the following comment:

1. The Shire considers a firm decision needs to be made on the future of the Greenbushes to Picton rail line in the short term, to enable affected local governments to suitably plan for the future of their townsites.

Issue 8: Impact of industrial buffers (Donnybrook stone quarries) on surrounding land

Issue:

The Shire’s Scheme identifies Special Control Area 4 (SCA4) related to established Donnybrook Stone quarries. The purpose of SCA4 as provided in the Scheme is as follows:

“The purpose of the Established Donnybrook Stone Special Control Area is to ensure that land use and development within the Special Control Area is compatible with the protection and long-term management of established Donnybrook Stone.”

In effect, this seeks to protect the resource from being restricted by limiting ‘sensitive land uses’ within the identified buffer areas. This includes the construction of residential dwellings and has implications for the potential identification of any future rural residential type development in the affected areas.

BGSRS: Strategic Directions

Strategic Direction	
Number	Direction
26	Retain identified light and general industrial areas for industrial use and protect from the encroachment of sensitive land uses.

Officer Comment and Proposed Shire response:

Officers are aware that the existence of SCA4 has been a point of discussion for a number of years and there have been several approaches to the Shire to have this aspect of the Scheme reviewed.

This issue is considered a local one that will need to be reviewed in consultation with the DPLH and Department of Mines, Industry Regulation and Safety (DMIRS) at the appropriate time.

The intent of SD26 is to protect appropriately industrial zoned land from sensitive uses that can result in significant land use conflict. This is a significant issue for some of the neighbouring local governments, however the SoDB is generally well positioned from this perspective. As a result, the recommended response is that the Shire is supportive of the general principle. Such a response does not preclude the Shire from exploring options around SCA4 as part of the local Scheme / Strategy review.

Issue 9: Heritage considerations

Issue:

Local governments within the sub-region are home to a high number and variety of heritage places that make a significant contribution to a sense of place and the local community. They also act as an attractor for visitors and tourists. As such, it is important that they are offered a level of protection under the planning framework and this is provided for through the *Planning and Development (Local Planning Schemes) Regulations 2015*.

BGSRS: Strategic Directions

Strategic Direction	
Number	Direction
52	Collaborate with local governments to undertake/review local heritage surveys, and designate heritage lists and/or areas.

Officer Comment and Proposed Shire response:

The main issue involving protection of heritage places is the significant reduced level of support provided to local governments in this regard. Whereas in recent years, the State Government funded heritage advisors and provided assistance to support local governments, this has largely disappeared, leaving local governments to shoulder the burden in this regard.

As such, the following response is recommended:

1. With regard to SD52, the Shire recommends this be re-worded as follows:

Support local governments to undertake/review local heritage surveys, and designate heritage lists and/or areas by providing financial and professional assistance.

Additional Comment – Part A

Section 11 of Part A (Implementation) outlines how the ‘vision’ for Bunbury-Geographe will be achieved. In summary, it suggests that the principles and strategic directions in the BGSRS will be implemented by the WAPC in performing its functions under the *Planning and Development Act 2005* including:

- Administering the Greater Bunbury Region Scheme (not relevant to SoDB);
- Ensuring local planning strategies and schemes are consistent with the BGSRS, and advising the Minister on such instruments;
- Monitoring and forecasting land supply for the timely supply of affordable residential land;
- Making statutory decisions on a range of planning application types, such as structure plans and subdivisions.

Staff consider the above are general in nature and possibly fail to take into account the complexities of the range of strategic directions that are contained within the BGSRS from an implementation perspective. As a result, it is considered likely that many of the SDs may be difficult to achieve given existing constraints.

Section 7 of Part A (Further work) outlines additional work required to support the BGSRS and staff consider this should include a detailed Implementation Plan that identifies policy or other potential barriers that exist and determines what interventions or policy changes may be required from a State government perspective to achieve the outcomes identified. A suggested comment to this effect is included in Attachment 9.1.1 (1).

Part B: Profile

Part B of the BGSRS provides a summary profile and maps for each Shire within the strategy area. The profile is broken into seven key sections:

1. Section 13 – People and Culture;
2. Section 14 – Population;
3. Section 15 – Urban Settlement;
4. Section 16 – Environment;
5. Section 17 – Economy;
6. Section 18 – Transport; and
7. Section 19 – Utilities and Services.

Staff have reviewed Part B of the document and make the following comments which are reflected in Attachment A.

General Comments

- Part B could be more succinct and avoid repeating information contained elsewhere in the document by focusing on key facts and statistics (rather than commentary) and make greater use of visual aids such as graphs, charts etc.
- The Shire of Donnybrook-Balingup contains the following river catchments:
 - Preston Valley
 - Capel River (Busselton Coast)
 - Blackwood River (Lower and Middle)
- There is no mention of the Bibbulmun Track which traverses through Balingup and Collie and is considered a key tourist attraction to the sub-region.
- Yabberup should be identified within this document as a ‘Village’ with statistical details included below.

Section 13 – People and Culture

- The number of State Heritage Places within the Shire is 12, not 11 (clause 13.5 Historic Heritage).

Section 14 – Population

- Staff are not supportive of the use of the term ‘relatively elderly population’ in relation to the SoDB and consider an alternative wording or preferably, use of a graph display be used (Clause 14.6: Shire of Donnybrook-Balingup).

Section 15 – Urban Settlement

- Balingup is located in the Blackwood River precinct, not the Preston River precinct (clause 15.10 Balingup).
- Kirup is located in the Capel River precinct (clause 15.15 Kirup).
- Mullalyup is located in the Blackwood River precinct (clause 15.16 Mullalyup).
- Yabberup should be identified within this section as a Village with the following wording attached:

“Yabberup is a village within the Shire of Donnybrook-Balingup, situated 18 kilometres east of Donnybrook within the Preston Valley precinct. In the wider locality, there was a population of 160 residents in 66 dwellings at the 2016 Census, with a median age of 45 years.”

Section 17 – Economy

- The Basic Raw Materials Demand Study for the Bunbury and Busselton Region referenced in clause 17.6 (Basic Raw Materials) did not include the Shire of Donnybrook-Balingup. The Shire contains a number of significant established quarries, some of which hold State Heritage status and should be identified.
- Similarly, these should be identified on Map 10: Basic Raw Materials.

Officer Conclusion

As evidenced from the content of this report and the BGSRS document, there are many aspects to consider when planning at a sub-regional level. In preparing a response to the draft BGSRS, Staff have focused attention on the issues that are considered to have the greatest impact on the future growth of the Shire. It is hoped that by putting forward the Shire's position on these key aspects, the DPLH / WAPC will consider making the necessary amendments to the final document that will further support the future development of the Shire's revised Scheme and Strategy. Whilst it may be unrealistic to hope that all suggestions will be supported by the DPLH, it is considered important for the Shire to put its best foot forward and make the most of the opportunity presented in making a formal submission. As such, it is recommended that Council support the proposed resolution and associated attachment.

COUNCIL RESOLUTION 18/21

Moved Cr Mitchell

Seconded Cr Massey

That Council:

1. **Acknowledges the draft Bunbury–Geographe Sub-regional Strategy as advertised by the Western Australian Planning Commission; and**
2. **Endorses Attachment 9.1.1 (1) (Schedule of Comments) as representing the formal views of the Shire of Donnybrook Balingup in response to the draft document and instructs the Chief Executive Officer to forward the Shire's comments to the Department of Planning, Lands and Heritage; and**
3. **Authorises the Chief Executive Officer to liaise further with the Department of Planning, Lands and Heritage to advocate on behalf of the Shire consistent with the views contained in Attachment 9.1.1 (1).**

CARRIED 8/0 by En Bloc Resolution

9.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY

9.2.1 ACCOUNTS FOR PAYMENT

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

9.2.2 MONTHLY FINANCIAL REPORT – DECEMBER 2020

The Monthly Financial Report for 31 December 2020 is attached (9.2.2 (1)).

EXECUTIVE RECOMMENDATION

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

COUNCIL RESOLUTION 19/21

Moved Cr Mitchell Seconded Cr Massey

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

CARRIED 8/0 by En Bloc Resolution

9.2.3 MONTHLY FINANCIAL REPORT – JANUARY 2021

The Monthly Financial Report for January 2021 is attached (9.2.3(1)).

EXECUTIVE RECOMMENDATION

That the monthly financial report for the period ended 31 January 2021 be received.

COUNCIL RESOLUTION 20/21

Moved Cr Mitchell Seconded Cr Massey

That the monthly financial report for the period ended 31 January 2021 be received.

CARRIED 8/0 by En Bloc Resolution

9.2.4 ESTABLISHMENT OF NEW RESERVE ACCOUNTS – PAYMENT IN LIEU OF PUBLIC OPEN SPACE

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Stuart Eaton - Finance Projects
Responsible Manager	Paul Breman – Executive Manager Corporate and Community Services
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council establishes the following Reserve Accounts in accordance with s6.11 of the Local Government Act 1995 and s154(1) of the Planning and Development Act 2005:</p> <ol style="list-style-type: none"> <p>1. Public Open Space – Donnybrook Townsite</p> <p>Purpose: To hold payments in lieu of public open space for the general locality of the Donnybrook townsite in accordance with the Planning and Development Act 2005.</p> <p>2. Public Open Space – Balingup Townsite</p> <p>Purpose: To hold payments in lieu of public open space for the general locality of Balingup townsite in accordance with the Planning and Development Act 2005.</p> <p>3. Public Open Space – Kirup Townsite</p> <p>Purpose: To hold payments in lieu of public open space for the general locality of the Kirup townsite in accordance with the Planning and Development Act 2005.</p>

STRATEGIC ALIGNMENT

Not Applicable

EXECUTIVE SUMMARY

As a result of recent amendments to s154(1) of the Planning and Development Act 2005, payments received in lieu of public open space contributions are now to be held in a cash reserve account within the Municipal Fund.

Prior to this amendment which occurred in June 2020, the Planning and Development Act 2005 stipulated ant such amounts were to be held in Shire’s Trust Fund.

BACKGROUND

Section 153 of the Planning and Development Act 2005, permits the Commission to impose a requirement on a developer to make payment in lieu of a contribution to a local government of land for a public open space.

Setting aside land for open space or payment in lieu

(1) The Commission may under section 143(1)(c) impose either of the following conditions on the approval of a plan of subdivision of land —

(a) a requirement that a specified portion of the land be set aside and vested in the Crown for parks, recreation grounds or open spaces generally;

(b) a requirement that the owner of the land make a payment to the local government in whose district the land is situated of a sum that represents the value of a specified portion of the land in lieu of a requirement to set aside and vest in the Crown that portion of the land for parks, recreation grounds or open spaces generally.

Section 154(1) of the Planning and Development Act 2005, was recently amended requiring payments in lieu of public open space must now be held in a reserve account in the Municipal fund rather than the Trust fund).

FINANCIAL IMPLICATIONS

As of drafting this report, the following amounts are held in the Trust fund in relation to payment in Lieu of Public Opens Space land contributions.

Public Open Space - Donnybrook	\$208,771.10
Public Open Space - Balingup	\$56,966.79
Public Open Space - Kirup	Nil

Monies held in Trust are separate from the Shire's every day Municipal fund. As such they were recognised as operating revenue in the Municipal fund when they were transferred.

In accordance with the current Australian Accounting Standards, and to comply with the recently amended Planning and Development Act 2005, the Shire now needs to transfer from the Trust fund all public open space contributions to the Municipal fund. The cash will be held in the Municipal Fund with a corresponding liability (current and non-current portion as relevant).

Although the cash sits in the Municipal fund bank account it will only be recognised as operating revenue in the year that the public opens space contribution is utilised.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

This report is essentially a housekeeping matter to meet compliance requirements of the following legislation.

Local Government Act 1995

6.11. Reserve accounts

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*

Planning and Development Act 2005

154. Money paid in lieu of open space, application of

- (1) *All money received by a local government under section 153 is to be paid into a separate reserve account established and maintained under the Local Government Act 1995 section 6.11 for the purposes set out in subsection (2)(a) to (d).*
- (2) *The money is to be applied —*
- (a) *for the purchase of land by the local government for parks, recreation grounds or open spaces generally, in the locality in which the land included in the plan of subdivision referred to in section 153 is situated; or*
- (b) *in repaying any loans raised by the local government for the purchase of any such land; or*
- (c) *with the approval of the Minister, for the improvement or development as parks, recreation grounds or open spaces generally of any land in that locality vested in or administered by the local government for any of those purposes; or*
- (d) *with the approval of the Commission, in reimbursing an owner (the first owner) of land included in a joint subdivision agreement for land that has been set aside and vested for parks, recreation grounds or open space where —*
- (i) *the first owner set aside a greater proportion of land than another owner (the second owner); and*
- (ii) *as a consequence, the local government and the Commission approved of the second owner paying to the local government a sum in lieu of land being set aside for that purpose and that sum, or the relevant proportion of that sum, being reimbursed to the first owner for the excess proportion of land set aside by the first owner.*
- (3) *If interest is earned from the investment of moneys held under subsection (1), that money is to be applied for a purpose set out in subsection (2).*

CONSULTATION

Not Applicable as required by Legislation without discretion.

OFFICER COMMENT/CONCLUSION

In accordance with s154(2) of the Planning and Development Act 2005, these monies are to be applied generally, in the locality in which the land included in the plan of subdivision is situated. Therefore, separate reserve accounts for each major locality is proposed to be established.

COUNCIL RESOLUTION 21/21

Moved Cr Mitchell Seconded Cr Massey

That Council establishes the following Reserve Accounts in accordance with s6.11 of the Local Government Act 1995 and s154(1) of the Planning and Development Act 2005:

1. Public Open Space – Donnybrook Townsite

Purpose: To hold payments in lieu of public open space for the general locality of the Donnybrook townsite in accordance with the Planning and Development Act 2005.

2. Public Open Space – Balingup Townsite

Purpose: To hold payments in lieu of public open space for the general locality of Balingup townsite in accordance with the Planning and Development Act 2005.

3. Public Open Space – Kirup Townsite

Purpose: To hold payments in lieu of public open space for the general locality of the Kirup townsite in accordance with the Planning and Development Act 2005.

CARRIED 8/0 by En Bloc Resolution

9.2.5 TUIA LODGE QUARTERLY REPORT – QUARTER TWO (2020/21)

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CSV 01/2
Author	Bob Lowther, Manager Aged Care
Responsible Officer	Bob Lowther, Manager Aged Care
Manager	Paul Breman, Executive Manager Corporate and Community
Attachments	9.2.5(1) – Tuia Lodge Quarter Two Report (Public) 9.2.5(2) – Tuia Lodge Quarter Two Report (Confidential)
Voting Requirements	Simple Majority

Recommendation
That Council receive the Tuia Lodge Quarterly Report for Quarter Two 2020/21 (October - December).

STRATEGIC ALIGNMENT

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

EXECUTIVE SUMMARY

This report covers quarter two (2) of the 2020/21 financial year. Comprehensive details including an Executive Summary, Residential Data, Employee Statistics, Occupational Safety and Health, Maintenance and Finance, are provided for Council’s information.

BACKGROUND

At its Ordinary Meeting on 23 August 2017 Council resolved to:

- 1) *Direct the Chief Executive Officer to prepare a quarterly report on an ongoing basis, regarding the management and operations of the Tuia Lodge Aged Care facility, with sufficient detail to ensure Elected Members can fulfil their individual obligations associated with the Shire of Donnybrook Balingup being the ‘Approved Provider’ for the facility.*
- 2) *That the report for each quarter, be presented at the next Ordinary Council meeting:*

The above resolution has been implemented and it is recommended the reports continue to be presented to Council on a quarterly basis.

CONSULTATION

Not applicable.

FINANCIAL IMPLICATIONS

In accordance with 2020/21 Budget allocations.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Aged Care Act 1997.

OFFICER COMMENT / CONCLUSION

It is recommended that the Tuia Lodge Quarterly Report for Quarter Two 2020/21 be received by Council.

COUNCIL RESOLUTION 22/21

Moved Cr Mitchell

Seconded Cr Massey

That Council receive the Tuia Lodge Quarterly Report for Quarter Two 2020/21 (October - December).

CARRIED 8/0 by En Bloc Resolution

9.3 CHIEF EXECUTIVE OFFICER

9.3.1 COUNCILLOR VACANCY

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CNL09/1
Author	Jaimee Earl – Administration Officer Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Pursuant to section 4.17(2) of the <i>Local Government Act 1995</i>, request the WA Electoral Commissioner to approve the vacancy created by the resignation of Councillor Shane Sercombe to remain unfilled until the next ordinary election in October 2021. 2. Instruct the Chief Executive Officer to make a formal written request of the WA Electoral Commissioner, as per resolution 1, above. 3. Instruct the Chief Executive Officer to advise Councillors of the outcome of the request to the WA Electoral Commissioner, as per resolution 2, above.

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision.
Action	4.2.1.1	Maintain effective and efficient policies, operating procedures and practices.

EXECUTIVE SUMMARY

Cr Shane Sercombe provided written notice of his resignation as a Shire of Donnybrook Balingup Councillor to the Chief Executive Officer, and Councillors, on 27 January 2021.

Sections 4.16, 4.17 and 4.18 of the *Local Government Act 1995 (the Act)* require the Council to determine whether an extraordinary election is to be held to replace the vacant Council position, or whether the vacant position shall remain unfilled until the next ordinary election (October 2021).

BACKGROUND

In accordance with the Act, the Council has two options for consideration, detailed as follows.

Option One (Executive Recommendation)

The recommendation is to defer filling the vacancy until the next ordinary election in October 2021.

Section 4.17(2) of the *Local Government Act 1995* gives Council the option of holding a Councillor vacancy, with the approval of the WA Electoral Commissioner, where the vacancy is created between the third Saturday in January and the third Saturday in July of an ordinary election year (Cr Sercombe's resignation fits within these dates).

The resignation leaves Council with eight (8) elected members (88.8% of positions filled) until the October 2021 ordinary election, with five positions to become vacant. If this position is to remain unfilled until the election, there would be an additional vacancy to be filled for a two year term, until October 2023 – ending on the day on which the term would have ended if the vacancy had not occurred.

Option Two

Should Council prefer an extraordinary election (postal, or in person) to fill the vacancy caused by Cr Sercombe's resignation, the Act requires that a date for the election is set for within four months of the resignation, unless otherwise approved by the Electoral Commissioner. In the first instance (section 4.9(1)(a) of the Act), the Shire President is to determine the polling day, however, the Shire President may defer the decision to Council to make the determination, instead.

Postal voting is more user-friendly than in-person elections, where electors receive their ballot papers in advance of the Election day and can return them via post. Postal voting also ensures improved impartiality in the process, with the Shire of Donnybrook Balingup staff having a limited role and not handling ballot papers, with the WA Electoral Commission appointing a Returning Officer and managing the election.

The Shire of Donnybrook Balingup held an extraordinary election for three positions in 2009 with a turnout rate of 44.58% (1,619 votes).

FINANCIAL IMPLICATIONS

There is no cost implication to leave the vacancy unfilled, other than a saving in the budget of \$7,850 in Councillor allowances (28 January to 16 October 2021).

A cost estimate for holding an extraordinary postal election is being sought from the WAEC, however, no figure/advice is available presently from that agency. The Shire's 2019 ordinary election, held via postal vote, cost approximately \$29K. There is no provision within the 2020-21 budget to hold an extraordinary election in this financial year.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Division 4 of Part 4 of the *Act* deals with extraordinary elections, and specifically, section 4.17 of the *Act* details criteria for cases in which vacant offices can remain unfilled.

In summary:

LG Act Reference	Description of statutory effect	CEO Comments
Section 4.17(1)	If the vacancy occurs after the third Saturday in July of an ordinary election year, the position must be kept vacant until the ordinary election in October that year.	This section does not apply. Cr Sercombe's resignation was 27 January 2021.
Section 4.17(2)	If the vacancy occurs between the third Saturday in January and the third Saturday in July of an ordinary election year, the Council has the options of leaving the position vacant, or filling it via an extraordinary election. Note, State Electoral Commissioner approval required after Council decision to leave the position vacant.	This is the operative section of the regulations that applies to this situation. It is the Executive's recommendation that the Council request the WA Electoral Commissioner to permit the vacancy to remain unfilled until the ordinary election in October 2021.
Section 4.17(3)	If the vacancy occurs before the first Saturday in January of an ordinary election year and the LG district has no wards, and the vacancy would mean not less than 80% of the Council positions are filled, then the Council may make a decision, by Absolute Majority, to leave the vacancy unfilled.	This section does not apply. Cr Sercombe's resignation was 27 January 2021.

CONSULTATION

The Chief Executive Officer has consulted with the Shire President, particularly in relation to the operative provision of section 4.9 of the *Act* which relates to the Shire President determining a polling day, if an extraordinary election is to take place.

OFFICER COMMENT/CONCLUSION

It is recommended that Council defer filling the vacancy until the next ordinary election to be held in October 2021.

COUNCIL RESOLUTION 23/21

Moved Cr Mitchell Seconded Cr Massey

That Council:

- 1. Pursuant to section 4.17(2) of the *Local Government Act 1995*, request the WA Electoral Commissioner to approve the vacancy created by the resignation of Councillor Shane Sercombe to remain unfilled until the next ordinary election in October 2021.**
- 2. Instruct the Chief Executive Officer to make a formal written request of the WA Electoral Commissioner, as per resolution 1, above.**
- 3. Instruct the Chief Executive Officer to advise Councillors of the outcome of the request to the WA Electoral Commissioner, as per resolution 2, above.**

CARRIED 8/0 by En Bloc Resolution

9.3.2 LOCAL GOVERNMENT ORDINARY ELECTION – OCTOBER 2021

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	CNL 09/1
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.2 (1) – Correspondence WAEC
Voting Requirements	Absolute Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Declare, in accordance with section 4.20(4) of the <i>Local Government Act 1995</i>, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required; and 2. Determine, in accordance with section 4.61(2) of the <i>Local Government Act 1995</i>, that the method of conducting the election will be as a postal election; and 3. Instruct the Chief Executive Officer to allocate \$35,000 within the 2021/22 Draft Budget to cover the cost of the local government ordinary election.

STRATEGIC ALIGNMENT

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

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision.
Action	4.2.1.1	Maintain effective and efficient policies, operating procedures and practices.

EXECUTIVE SUMMARY

The purpose of this report is for Council to consider appointing the Western Australian Electoral Commission (WAEC) to be responsible for conducting the 2021 Shire of Donnybrook Balingup ordinary election by postal ballot.

BACKGROUND

The Shire received correspondence (attachment 9.3.2(1)) from the Western Australian Electoral Commission (WAEC) seeking a Council decision regarding conducting the 2021 local government ordinary election as a postal ballot.

The WAEC has advised the estimated cost for the 2021 ordinary election will be \$31,000 which is based on the following assumptions:

- 4450 electors
- Response rate of approximately 60%
- 5 vacancies
- Count to be conducted at the offices of the Shire of Donnybrook Balingup
- Appointment of a Returning Officer
- Regular Australia Post delivery service to apply for the lodgement of the election packages

FINANCIAL IMPLICATIONS

The estimated costs for the 2021 election if conducted by a postal ballot is \$31,000 to be allocated to account 101120.

An additional amount of \$890 will be incurred if Council decides to opt for the Australia Post Priority Service for the lodgement of election packages. The WAEC is of the view that the regular service is adequate for outgoing mail for most local governments.

Costs not incorporated in this estimate include:

- Any legal expenses other than those that are determined to be borne by the WAEC in a Court of Disputed Returns
- One local government staff member to work in the polling place on election day
- Any additional postage rate increase by Australia Post
- Any unanticipated costs arising from public health requirements for the COVID-19 pandemic.

The WA Electoral Commissioner is required by the Local Government Act 1995 to conduct local government elections on a full cost recovery basis and it should be noted that this is an estimate only and may vary depending on a range of factors including the cost of materials or number of replies received. The basis for charges is all materials at cost and a margin on staff time only. Should a significant change in this figure become evident prior to or during the election, Council will be advised as early as possible.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 4.20(4) and 4.61(2) of the *Local Government Act 1995* apply.

The decision to appoint the WAEC to conduct the election must be by an absolute majority.

CONSULTATION

Not applicable

OFFICER COMMENT/CONCLUSION

The Electoral Commissioner has conducted postal elections for the Shire since 1999. The postal voting system is an efficient and cost effective system, voter participation rate in 2019 was 35.21%. The Shire will promote the ordinary elections through social media, website, and print.

COUNCIL RESOLUTION 24/21

Moved Cr Mitchell Seconded Cr Massey

That Council:

- 1. Declare, in accordance with section 4.20(4) of the *Local Government Act 1995*, the Electoral Commissioner to be responsible for the conduct of the 2021 ordinary elections together with any other elections or polls which may be required; and**
- 2. Determine, in accordance with section 4.61(2) of the *Local Government Act 1995*, that the method of conducting the election will be as a postal election; and**
- 3. Instruct the Chief Executive Officer to allocate \$35,000 within the 2021/22 Draft Budget to cover the cost of the local government ordinary election.**

**CARRIED 8/0 by En Bloc Resolution
ABSOLUTE MAJORITY VOTE ATTAINED**

9.3.3 AMENDMENT TO COMMERCIAL LEASE POLICY

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	ADM 11/4
Author	Loren Clifford, Corporate Planning and Governance Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.3 (1) - Draft Amended Commercial Lease Policy
Voting Requirements	Simple Majority

Recommendation
That Council adopt the amended Commercial Lease Policy EX-CP-1, as attached.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

This report requests Council to review the Commercial Lease Policy, previously presented to the November 2020 Ordinary Meeting of Council.

At the November 2020 Ordinary Meeting of Council, a relatively minor amendment to the Policy was recommended, ‘from the floor’, and approved by Council. Unfortunately, the amendment had the effect of substantively changing the intent of the Policy, which was identified by Staff following the Council Meeting.

BACKGROUND

At its November 2020 Ordinary Meeting, Council resolved:

COUNCIL RESOLUTION 176/20

“That Council adopt the Commercial Lease Policy as per Attachment 9.3.6(1), subject to the following amendments to the Policy:

- *Points 1.1.1 and 1.1.2 – inclusion of the words ‘up to’ before ‘10% above the current rent amount’.*”

DETAILS

The Executive's understanding of the intent of the amendment, 'from the floor', was to improve the grammar and syntax of sections 1.1.1 and 1.1.2 of the Policy, ensuring improved legibility and clarity. However, the effect of the approved amendment has reversed the intent of the Policy.

Original Drafting

1.1. Phasing in

1.1.1. Existing lessee, new lease, MV 10% above current rent amount

Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and
- the current MV is 10% above the current rent amount

Rent shall increase in equal increments over a three-year period to bring it up to the current MV. After the third year the rent will be reviewed annually in accordance with Consumer Price Index adjustments as stated in the Standard Commercial Lease.

1.1.2. Existing lessee, new lease, MV 10% below current rent amount

Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and
- the current rent amount is 10% below the current MV

Rent shall increase to the current MV for the first year and will be reviewed annually in accordance with the Perth Consumer Price Index adjustments as stated in the Standard Commercial Lease.

Drafting as per Council Amendment (November 2020)

1.1. Phasing in

1.1.1. Existing lessee, new lease, MV up to 10% above current rent amount

Where:

- There is an existing lessee at the premises; and

- a new lease is being prepared; and
- the current MV is **up to** 10% above the current rent amount

Rent shall increase in equal increments over a three-year period to bring it up to the current MV. After the third year the rent will be reviewed annually in accordance with Consumer Price Index adjustments as stated in the Standard Commercial Lease.

1.1.2. Existing lessee, new lease, MV **up to 10% below current rent amount**

Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and
- the current rent amount is **up to** 10% below the current MV

Rent shall increase to the current MV for the first year and will be reviewed annually in accordance with the Perth Consumer Price Index adjustments as stated in the Standard Commercial Lease.

Revised Recommended Drafting (February 2021)

1.2. Phasing in

1.2.1. Existing lessee, new lease, MV **at least 10% above current rent amount**

Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and
- the current MV is **at least** 10% above the current rent amount

Rent shall increase in equal increments over a three-year period to bring it up to the current MV. After the third year the rent will be reviewed annually in accordance with Consumer Price Index adjustments as stated in the Standard Commercial Lease.

1.1.2. Existing lessee, new lease, MV **less than 10% below current rent amount**

Where:

- There is an existing lessee at the premises; and
- a new lease is being prepared; and

- the current rent amount is less than 10% below the current MV

Rent shall increase to the current MV for the first year and will be reviewed annually in accordance with the Perth Consumer Price Index adjustments as stated in the Standard Commercial Lease.

In addition to rectifying the amendment, two additional typographical errors were identified in the Policy. In clause 4 of the Policy, reference is incorrectly made (twice) to a 'Standard Community Lease'; the reference should be to a 'Standard Commercial Lease'.

FINANCIAL IMPLICATIONS

Nil new implications.

POLICY COMPLIANCE

Nil

STATUTORY COMPLIANCE

- *Local Government Act 1995*
- *Commercial Tenancy (Retail Shops) Act 1985*
- *Land Administration Act 1997*

CONSULTATION

Nil.

OFFICER COMMENT

Whilst the intent of the amendment to the Policy at the November 2020 Ordinary Meeting of Council was understood to be improved grammar and syntax, the effect was substantive. To rectify this unintended impact, it is recommended that Council endorse the Executive recommendation. In addition, the incorrect reference to a 'Standard Community Lease' is recommended to be corrected to a 'Standard Commercial Lease'.

COUNCIL RESOLUTION 25/21

Moved Cr Mitchell Seconded Cr Massey

That Council adopt the amended Commercial Lease Policy EX-CP-1, as attached.

CARRIED 8/0 by En Bloc Resolution

9.3.4 PROPOSED AVENUE OF HONOUR AND RECREATION AREA - ‘OLD DONNYBROOK CARAVAN PARK’ – LOTS 461 AND 467 SOUTH WESTERN HIGHWAY, DONNYBROOK

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Ben Rose, Chief Executive Officer
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	9.3.4(1) – Correspondence received November 2020 9.3.4(2) – Response provided November 2020 9.3.4(3) – Further correspondence from RSL
Voting Requirements	Simple Majority

Recommendation
<p>That Council:</p> <ol style="list-style-type: none"> 1. Acknowledges the request by the Returned and Services League (Donnybrook Sub-Branch) and commends the group on its proposal to commemorate past service personnel through the creation of an Avenue of Trees and Recreation Area at the ‘old caravan park site’ at Lots 461 and 467 South Western Highway, Donnybrook. 2. Advises the RSL that it respectfully declines the proposal, due to the following reasons: <ol style="list-style-type: none"> a. The subject site has strategic importance to cater for future growth of the Donnybrook townsite and is suitably located to accommodate additional businesses in the future. b. The Shire is currently investing in creating a high quality public realm in the Donnybrook Town Centre and is not supportive of creating an additional public space that will require both up-front capital and ongoing operating expenditure to improve and maintain it to a suitable standard.

STRATEGIC ALIGNMENT

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

Outcome	2.1	An attractive and maintained built environment
Strategy	2.1.1	Maintain, renew and improve infrastructure within allocated resources.
Action	2.1.1.4	Maintain attractive town sites within resource capacity.

EXECUTIVE SUMMARY

Council has been approached by the Returned and Services League of Australia (Donnybrook Sub-Branch) (RSL) with a proposal to utilise the 'old caravan park site' located at Lots 461 and 467 South Western Highway, Donnybrook. The proposal is to create an 'Avenue of Honour' to commemorate past personnel and improve the streetscape on the entry into the Donnybrook townsite, through the planting of trees and possibly an information board highlighting places of interest for visitors.

It is recommended that Council respectfully declines the proposal, due to the reasons outlined in this report.

BACKGROUND

According to the RSL, discussions on this concept originally commenced in 1999, however a final decision has apparently never been made.

The two lots in question cumulatively make up Reserve 9791 (R9791) for which the Shire has a management order from the State Government for the purpose of 'caravan park'. Reserve 9791 is approximately 9,394m² in area and the land is zoned 'Caravan Park' under Local Planning Scheme 7 (LPS7). R9791 abuts SW Highway to the north, the rail reserve to the south and 'Light Industry' zoned properties to the east and west as per the below location plan.



In November 2020, the Shire received correspondence from the RSL with a proposal to create an 'Avenue of Honour' and beautify the disused site through the planting of trees and possibly the construction of an information board to highlight local attractions to visitors (9.3.4 (1)).

This resulted in the Chief Executive Officer responding, indicating it was his position the site held long-term strategic value for the Shire and community and, whilst he supported the concept of an Avenue of Honour, he did not consider this the highest and best use for this strategic site, however invited the RSL to formally request that Council consider the request (9.3.4 (2)) This RSL subsequently made a further submission to this effect (Attachment 9.3.4 (3)).

It is noted for Council's information that a separate proposal involving this land was presented to the Shire in 2016 via the Department of Lands (DoL) who had been approached by a potential developer to purchase the land from the State. The Shire's Principal Planner at the time responded on behalf of the Shire advising the following:

"The site is well located and is an untapped asset that should be retained for future community benefit. The privatisation of the land will be to the detriment of the community and a lost opportunity.

It should also be noted that LPS7 identifies significant areas of "Commercial", "Light Industrial" and "General Industrial" land to accommodate commercial activity and enterprise. There are presently a number of nearby lots on the market that can be used for business activity. These sites should be considered before seeking to exploit reserved land."

Whilst this suggests a position that the Shire is supportive of the land being retained for public purposes, this was not tested through Council at the time and therefore should be taken as reflecting the views of the officer only.

FINANCIAL IMPLICATIONS

The future direction Council chooses to take with the properties will determine the financial implications for the Shire.

On the one hand, if the State were willing to sell the land to the Shire and Council was supportive of investing the necessary capital to develop and subdivide the land, there could be a potential opportunity to raise funds that could be used in public facilities elsewhere in Donnybrook.

On the other hand, if Council wishes to retain the land as public land and improve it as suggested by the RSL (or in similar fashion), there will be both up-front capital costs as well as ongoing maintenance costs that need to be considered.

POLICY COMPLIANCE

Nil.

STATUTORY COMPLIANCE

The current management order is for the land use of 'caravan park' and therefore any alternative use is likely to require the management order to be amended accordingly.

CONSULTATION

Nil.

OFFICER COMMENT/CONCLUSION

It is apparent that since R9171 ceased operating as a caravan park a number of years ago, the Shire has possibly been unclear as to its preferred future purpose.

On the one hand, there is the option (and potentially community support) for it being retained as a public space, to possibly be utilised consistent with the proposal put forward by the RSL (or some other appropriate public use).

On the other hand, the land has high exposure to the SW Highway with commercial enterprises on either side. As such, a strong argument could be presented that it represents a strategic commercial site that will provide opportunity for business growth in Donnybrook as the town expands and that this represents its highest and best use into the long-term.

Whilst officers can certainly see merit in the RSL's proposal, staff are of the opinion that the second approach is the most appropriate for the following reasons:

- The subject site has strategic importance to cater for future growth of the Donnybrook townsite and is suitably located to accommodate additional businesses in the future.
- The Shire is currently investing in creating a high quality public realm in the Donnybrook Town Centre and is not supportive of creating an additional public space that will require both capital and operating expenditure to improve and maintain it to a suitable standard.

Notwithstanding the request at hand, the Shire does provide support to the RSL in other ways including maintaining the RSL Memorial Hall and supporting events such as ANZAC Day and Remembrance Day.

It is also noted that the Shire has an existing 'Avenue of Honour' in Balingup. Whilst not precluding another park performing a similar function in Donnybrook, the Shire would need to give careful consideration to upfront and ongoing costs associated with any proposal.

In light of the above, it is recommended that Council make a firm decision on the matter to enable it to be finally resolved. In terms of determining Council's preference for the long-term use of the 'old caravan park' site, it is suggested that this be further considered when the Shire's Strategy / Scheme are reviewed.

COUNCIL RESOLUTION 26/21

Moved Cr Wringe

Seconded Cr Atherton

That Council:

- 1. Acknowledges the request by the Returned and Services League (Donnybrook Sub-Branch) and commends the group on its proposal to commemorate past service personnel through the creation of an Avenue of Trees and Recreation Area at the 'old caravan park site' at Lots 461 and 467 South Western Highway, Donnybrook.**
- 2. Advises the RSL that it respectfully declines the proposal, due to the following reasons:**

- c. The subject site has strategic importance to cater for future growth of the Donnybrook townsite and is suitably located to accommodate additional businesses in the future.**

- d. The Shire is currently investing in creating a high quality public realm in the Donnybrook Town Centre and is not supportive of creating an additional public space that will require both up-front capital and ongoing operating expenditure to improve and maintain it to a suitable standard.**

CARRIED 8/0

9.3.5 AUTHORISED PERSON AND FORM APPROVAL UNDER THE LOCAL GOVERNMENT (MODEL CODE OF CONDUCT) REGULATIONS 2021

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Loren Clifford, Corporate Planning and Governance Officer
Responsible Officer	Maureen Keegan, Manager Executive Services
Attachments	9.3.5 (1) – Draft Complaint Form - Code of Conduct Breach of Council Members, Committee Members, and Candidates
Voting Requirements	Simple Majority
Conflicts of Interest	N/A

Recommendation
<p>That Council;</p> <ol style="list-style-type: none"> 1. Appoints the Chief Executive Officer as an Authorised Person, for the purposes of receiving complaints and complaint withdrawals in accordance with cl.11(3) of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>. 2. Approves the Complaint form as presented at Attachment 9.3.5 (1) Complaint Form - Code of Conduct Breach of Council Members Committee Members and Candidates in accordance with cl.11(2)(a) of the <i>Local Government (Model Code of Conduct) Regulations 2021</i>.

STRATEGIC ALIGNMENT

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

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

EXECUTIVE SUMMARY

Council is requested to appoint the Chief Executive Officer (CEO) as an ‘Authorised Person’, for the purposes of receiving complaints and complaint withdrawals and to approve the Complaint Form - Code of Conduct Breach of Council Members, Committee Members, and Candidates in accordance the new *Local Government (Model Code of Conduct) Regulations 2021*.

BACKGROUND

On 27 June 2019, the *Local Government Legislation Amendment Act 2019* was passed by Parliament.

On Tuesday, 2 February 2021 the *Local Government (Model Code of Conduct) Regulations 2021* were gazetted to take effect on Wednesday, 3 February 2021.

Local governments are required to authorise an officer for the purposes of receiving complaints and complaint withdrawals and to approve a complaint form in accordance with the new regulation within three weeks of the regulations taking effect being 24 February 2021.

The Department of Local Government Sporting and Cultural Industries (DLGSC) has provided a three-month timeframe for local governments to implement the Code of Conduct being 3 May 2021.

FINANCIAL IMPLICATIONS

Nil

POLICY COMPLIANCE

A new complaint handling policy will be drafted for council's consideration.

STATUTORY COMPLIANCE

Local Government Act 1995

Local Government (Model Code of Conduct) Regulations 2021

CONSULTATION

Nil

OFFICER COMMENT/CONCLUSION

The CEO is the designated complaints officer for the shire in accordance with sec 5.120 of the *Local Government Act 1995*, to keep in line with this it is recommend appointing the CEO as the authorised person under the *Local Government (Model Code of Conduct) Regulations 2021*.

The draft complaint form has been based on the template provided by the DLGSC along with the guidelines on the Model Code of Conduct for Council Members, Committee Members and Candidates.

COUNCIL RESOLUTION 27/21

Moved Cr Mitchell

Seconded Cr Massey

That Council;

- 1. Appoints the Chief Executive Officer as an Authorised Person, for the purposes of receiving complaints and complaint withdrawals in accordance with cl.11(3) of the *Local Government (Model Code of Conduct) Regulations 2021*.**
- 2. Approves the Complaint form as presented at Attachment 9.3.5 (1) Complaint Form - Code of Conduct Breach of Council Members Committee Members and Candidates in accordance with cl.11(2)(a) of the *Local Government (Model Code of Conduct) Regulations 2021*.**

CARRIED 8/0 by En Bloc Resolution

10 ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.1 COUNCILLOR

Nil.

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

Nil.

12 MEETINGS CLOSED TO THE PUBLIC

12.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil.

12.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil.

13 CLOSURE

The Shire President advised that the next Ordinary Council Meeting will be held on 24 March 2021 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The Shire President declared the meeting closed at 5.10pm.

DPLH Crown Land List 1244 High Priority				
Address	Lot 519 Sandhills Road, BEELERUP	Lot 517 Sandhills Road, BROOKHAMPTON	Lot 518 Sandhills Road, BROOKHAMPTON	Lot 500 Steere Street, DONNYBROOK
Plan No.	DP215417	DP215417	DP215417	DP63111
Reserve No.	N/A	Reserve 2052	Reserve 2052	N/A
Synergy Ref.	A3501	A3252	A3252	A5353
Size	0.5762ha (5,762m ²)	1.1104ha (11,104m ²)	20.1839ha (201,839m ²)	42.7764ha (427,760m ²)
Description	Northern corner of Sandhills Road and Donnybrook Boyup Brook Road	Southern corner of Sandhills Road and Donnybrook Boyup Brook Road	Southern corner of Sandhills Road and Donnybrook Boyup Brook Road	Just on south western edge of DB townsite.
Boundaries	<ul style="list-style-type: none"> Privately owned land to the north; Sandhills Road to the south; Kemp Road to the east; and Donnybrook – Boyup Brook Road to the west. 	<ul style="list-style-type: none"> Sandhills Road to the north; Frost Road to the south; Donnybrook – Boyup Brook Road to the west; and Privately owned land to the east. 	<ul style="list-style-type: none"> Sandhills Road to the north; Frost Road to the south; Privately owned land to the west; and Crown land to the east. 	<ul style="list-style-type: none"> Withers Drive, Mead Street, Steere Street, Trigwell Street, Yelverton Street, Elliot Street on the north-eastern sides; Goodwood Road on the east; Privately owned and Crown land to the west; and Crown land to the south.
Proposed Tenure	Reserve with Power to Lease	Reserve with Power to Lease	Reserve with Power to Lease	Reserve with Power to Lease
MO Details	Noongar social, cultural or economic benefit	Noongar social, cultural or economic benefit	Noongar social, cultural or economic benefit	Noongar social, cultural or economic benefit
LPS7 Zoning	General Industry	General Industry	General Industry	Residential R20
LPS7 Other	SCA6 – Plantation Exclusion Area SCA7 – Road Protection Area	SCA6 – Plantation Exclusion Area SCA7 – Road Protection Area DIA 10 – General Industry	SCA6 – Plantation Exclusion Area DIA 10 – General Industry	SCA2 – Public Drinking Water Source Protection Area SCA8 – Structure Plan Area (SPA5) SCA6 – Plantation Exclusion Area
Topography	Relatively steep, sloping downward from approximately 85 AHD on the east side to 80 AHD on the west side (~5m)	Relatively steep, sloping downward from approximately 85 AHD in the north-east corner to 70 AHD in the south-west corner (~15m)	Relatively steep, sloping downward from approximately 120 AHD on the east side to 80 AHD on the west side (~40m)	Relatively steep peak in the centre of the land sloping from approximately 90 AHD up to the peak of 141 AHD (~51m)
Other	Densely vegetation and wholly within a designated bushfire prone area	Densely vegetation and wholly within a designated bushfire prone area	Densely vegetation and wholly within a designated bushfire prone area	Densely vegetation and wholly within a designated bushfire prone area
Is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?	See Council Resolution.			
Does the Shire have any interest in the land?	No formal interest other than its context within the Strategic and Statutory frameworks of Council.			
Does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.	Within the reserve itself the Shire has no known or planned infrastructure. It is adjacent to a Shire site used to obtain sand material and for storage. Note there may be requirements for annual firebreak maintenance within the reserve. There are tracks that may service firefighting access.	Within the reserve itself the Shire has no known or planned infrastructure. Note there may be requirements for annual firebreak maintenance within the reserve. There are tracks that may service firefighting access.	Within the reserve itself the Shire has no known or planned infrastructure. Note there may be requirements for annual firebreak maintenance within the reserve. There are tracks that may service firefighting access.	Within the reserve itself the Shire has no known or planned infrastructure. Note there may be requirements for annual firebreak maintenance within the reserve. There are tracks that may service firefighting access.
Is the land parcel subject to any mandatory connection to services?	Under LPS7 a water supply is required. Where reticulated water is not available for dwellings, minimum potable water supply of 120,000 litres required in addition to water supply for fire-fighting purposes. Where reticulated sewer not available, on-site sewer system required to comply with Health Act and Government Sewer Policy. Appropriate legal and practical vehicular access to be established by landowner/applicant			
Are any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?	N/A	DIA 10	DIA 10	SPA 5
Are there any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?	General Industry zoned and developed land surrounding the site.	General Industry zoned and developed land surrounding the site. DIA 10 as above.	General Industry zoned and developed land surrounding the site. DIA 10 as above.	Property is surrounded by Residential land with development potential. See below.
Please advise of any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?	The Shire is working towards reviewing the Local Planning Strategy and Local Planning Scheme based on the instructions given by the WAPC in October 2020. Subject to Council's future decision on budgeting, resourcing and project prioritisation, it is anticipated that the review of the Strategy and Scheme will commence mid to end of 2021. The review of the Strategy and Scheme may or may not result in changes to the subject land in relation to development and land use parameters.			

**DPLH Crown Land List 1244
High Priority**

Address	Lot 519 Sandhills Road, BEELERUP	Lot 517 Sandhills Road, BROOKHAMPTON	Lot 518 Sandhills Road, BROOKHAMPTON	Lot 500 Steere Street, DONNYBROOK
<i>Please advise of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).</i>	Unknown See above issues relating to vegetation, bushfire, site and soil constraints, etc.	Unknown See above issues relating to vegetation, bushfire, site and soil constraints, etc.	Unknown See above issues relating to vegetation, bushfire, site and soil constraints, etc.	Unknown See above issues relating to vegetation, bushfire, site and soil constraints, etc.
<i>Please provide any additional comments on the proposed transfer of this land as part of the Settlement.</i>	See Council Resolution			

DPLH Crown Land Parcels for Consideration Assessment Phase						
UCL: Unallocated Crown Land						
UMR: Unmanaged Reserves						
PIN	Current Tenure	Lot	Survey	Area	Location	Tenure Selected
511840	UCL	330	DP232884	2.62	BRAZIER	Freehold
1049428	UMR	8126	DP201583	31.12	BALINGUP	Reserve With Power To Lease
508686	UMR	8126	DP201583	3.5	BALINGUP	Reserve With Power To Lease
508764	UMR	8126	DP201583	0.49	BALINGUP	Reserve With Power To Lease
520505	OTHER	72	DP103063	0.46	MULLALYUP	Freehold
520507	OTHER	1	DP103063	0.46	MULLALYUP	Freehold
11788273	UCL	501	DP62382	3.48	BRAZIER	To be determined
520452	UCL	24	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
520451	UCL	23	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
520476	UCL	55	DP140296	0.09	MULLALYUP	Reserve With Power To Lease
520469	UCL	32	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
520459	UCL	70	DP140296	0.1	MULLALYUP	Freehold
520465	UCL	30	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
11578499	UCL	22	DP140296	0.18	MULLALYUP	Reserve With Power To Lease
520474	UCL	54	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
520472	UCL	53	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
520454	UCL	25	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
520471	UCL	33	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
520463	UMR	29	DP140296	0.09	MULLALYUP	Reserve With Power To Lease
520480	UMR	58	DP140296	0.1	MULLALYUP	Freehold
520467	UMR	31	DP140296	0.1	MULLALYUP	Reserve With Power To Lease
520462	UMR	68	DP140296	0.1	MULLALYUP	Freehold
520473	UMR	63	DP140296	0.09	MULLALYUP	Freehold
520460	UMR	28	DP140296	0.09	MULLALYUP	Reserve With Power To Lease
12191144	UMR	74	DP404507	46.43	MULLALYUP	Reserve With Power To Lease
1037252	UCL	49	DP222062	0.59	BALINGUP	Reserve With Power To Lease
1037251	UCL	50	DP222062	0.43	BALINGUP	Reserve With Power To Lease
1037250	UCL	51	DP222062	0.45	BALINGUP	Reserve With Power To Lease
508836	UMR	138	DP222062	0.18	BALINGUP	Reserve With Power To Lease
509801	UCL			2.46	DONNYBROOK	Reserve With Power To Lease
12130525	UCL	325	DP404419	0.04	DONNYBROOK	Reserve With Power To Lease
507328	UMR	233	DP222391	0.1	DONNYBROOK	Freehold
11030850	UMR	580	DP32078	0.38	DONNYBROOK	Reserve With Power To Lease
507318	UMR	231	DP222391	0.1	DONNYBROOK	Freehold
509349	UMR	337	DP103018	0.08	DONNYBROOK	Freehold
510047	UMR	463	DP168759	2.9	DONNYBROOK	Reserve With Power To Lease
507320	UMR	232	DP222391	0.1	DONNYBROOK	Freehold
509313	UMR	312	DP103018	0.09	DONNYBROOK	Freehold
1039142	UMR	516	DP215417	31.42	DONNYBROOK	Reserve With Power To Lease
520158	UCL	106	DP208862	0.11	KIRUP	Reserve With Power To Lease
520160	UCL	105	DP208862	0.12	KIRUP	Reserve With Power To Lease
520142	UCL	113	DP208862	0.11	KIRUP	Reserve With Power To Lease
1170234	UCL	140	DP218628	0.09	KIRUP	Freehold

**DPLH Crown Land Parcels for Consideration
Assessment Phase**

**UCL: Unallocated Crown Land
UMR: Unmanaged Reserves**

PIN	Current Tenure	Lot	Survey	Area	Location	Tenure Selected
520141	UCL	114	DP208862	0.12	KIRUP	Reserve With Power To Lease
520098	UCL	52	DP114708	1.08	KIRUP	Reserve With Power To Lease
520176	UCL	123	DP208861	1.45	KIRUP	Freehold
520148	UCL	108	DP208862	0.1	KIRUP	Reserve With Power To Lease
520146	UCL	111	DP208862	0.1	KIRUP	Reserve With Power To Lease
520195	UCL	12	DP104354	0.28	KIRUP	Freehold
520149	UCL	107	DP208862	0.1	KIRUP	Reserve With Power To Lease
520162	UCL	104	DP208862	0.11	KIRUP	Reserve With Power To Lease
520139	UCL	115	DP208862	0.09	KIRUP	Reserve With Power To Lease
1155925	UCL	96	DP208860	1.16	KIRUP	Freehold
520143	UCL	112	DP208862	0.11	KIRUP	Reserve With Power To Lease
520011	UMR	9	DP159740	0.29	NEWLANDS	Reserve With Power To Lease
515822	UCL	27	DP222906	0.13	NOGGERUP	Reserve With Power To Lease
515819	UCL	30	DP222906	0.13	NOGGERUP	Reserve With Power To Lease
515820	UCL	29	DP222906	0.13	NOGGERUP	Reserve With Power To Lease
515821	UCL	28	DP222906	0.13	NOGGERUP	Reserve With Power To Lease
515818	UCL	31	DP222906	0.13	NOGGERUP	Reserve With Power To Lease
515816	UCL	33	DP222906	0.13	NOGGERUP	Reserve With Power To Lease
515817	UCL	32	DP222906	0.13	NOGGERUP	Reserve With Power To Lease
515810	UCL	69	DP135084	0.07	NOGGERUP	Reserve With Power To Lease
515815	UCL	34	DP222906	0.13	NOGGERUP	Reserve With Power To Lease
515880	UMR	90	DP27671	10.53	NOGGERUP	Reserve With Power To Lease
509581	UCL			0.97	LOWDEN	Reserve With Power To Lease
510109	UCL	33	DP235117	1.8	BEELERUP	Reserve With Power To Lease
522019	UMR	3172	DP140097	2.61	YABBERUP	Freehold
1361252	UMR	11945	DP27026	7.86	MULLALYUP	Freehold
510050	UCL	519	DP215417	0.57	DONNYBROOK	Reserve With Power To Lease
11806065	UCL	500	DP63111	42.77	DONNYBROOK	Reserve With Power To Lease
510093	UMR	517	DP215417	1.11	DONNYBROOK	Reserve With Power To Lease
510096	UMR	518	DP215417	20.18	DONNYBROOK	Reserve With Power To Lease

TOTAL 224.6 hectares

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 MARCH 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
3559	AUST COLLEGE INFECTION & CONTROL	TUIA LODGE - INFECTION CONTROL LEAD TRAINING COURSE	\$1,820.00	
3560	BEST WESTERN ALBANY MOTEL & APART	ACCOMMODATION FOR AGED CARE SITE VISITS	\$560.55	
3561	BREDCO	MEAL EXPENSES FOR AGED CARE SITE VISITS 02/12/2020	\$34.00	
3562	THE CAMFIELD	MEAL EXPENSES FOR AGED CARE SITE VISITS 30/11/2020	\$83.00	
3563	DEPT OF WATER & ENVIRON REGULATION	APPLICATION FEE FOR TRANSFER OF WATER ALLOCATION FOR DCP	\$200.00	
3564	DONNYBROOK HOTEL	OCM 16 DECEMBER 2020 DINNER	\$230.00	
3565	THE EARL OF SPENCER	MEAL EXPENSES FOR AGED CARE SITE VISITS 01/12/2020	\$79.50	
3566	FORTUNE FRENCH HOT BREAD	MEAL EXPENSES FOR AGED CARE SITE VISITS 01/12/2020	\$38.30	
3567	GREAT EASTERN MOTOR LODGE	ACCOMMODATION FOR AGED CARE SITE VISITS -	\$405.00	
3568	OUSHK	MEALS FOR AGED CARE SITE VISITS 30/11/2020	\$9.50	
3569	ROYAL FREEMASONS BENEVOLENT INST	TUIA LODGE - RESIDENTS XMAS FUNCTION - BIG CHRISTMAS SINGALONG	\$10.00	
3570	THE STORE ON FREDERICK	MEAL EXPENSES FOR AGED CARE SITE VISITS 02/12/2020	\$44.50	
3571	ZOHO CORPORATION	ZOHO ASSIST - REMOTE ACCESS SOFTWARE 11/12/2020 - 10/12/2021	\$152.62	
3572	SAI GLOBAL LIMITED	PURCHASE OF AUSTRALIAN STANDARDS	\$1,240.35	
3573	SECURE PARKING PTY LTD	PARKING EXPENSE FOR ATTENDANCE AT WALGA MEETING	\$12.30	
EFT20897	THE ESTATE OF DECEASED RESIDENT	TUIA LODGE BOND REFUND	\$202,469.66	
EFT20897a	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE 07/02/2021 - 07/03/2021	\$64.90	
EFT20897b	WESTNET PTY LTD	INTERNET EXPENSES FOR PERIOD 01/02/2021 - 01/05/2021	\$1,040.52	
EFT20897c	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 10/02/2021	\$137,981.79	
EFT20897d	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 10/02	\$70,379.56	
EFT20898	ALLENS CIVIL & RURAL CONTRACTORS	MACHINERY HIRE FOR MAINTENANCE WORKS	\$797.50	
EFT20899	ALFS MACHINERY PTY LTD	MISC GOODS AND SERVICES FOR JAN 2021	\$198.35	
EFT20900	AUSTRALIA POST	POSTAGE EXPENSES - JAN 2021	\$1,278.67	
EFT20901	WESTERN ALLPEST SERVICES	TUIA LODGE - QUARTERLY RODENT CONTROL ON 23.12.2020	\$160.00	
EFT20902	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$25.90	
EFT20903	A & R ENGINEERING	TUIA LODGE - CHECK AND TEST GENERATOR, REPLACE BATTERIES	\$1,607.32	
EFT20904	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS, ADMIN - STATIONEY & AUST DAY	\$2,890.73	
EFT20905	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT FOR JANUARY 2021	\$17,992.70	
EFT20906	AQUALOO	TOILET PAPER JUMBO DOUBLE ROLL STAINLESS STEEL DISPENSERS	\$820.03	
EFT20907	ABCO PRODUCTS PTY LTD	SURGICAL FACE MASKS AND CLEANING SUPPLIES PLUS FREIGHT	\$599.33	
EFT20908	A & R MACHINERY	PURCHASE OF FRONT DECK MOWER MINUS TRADE IN	\$42,332.40	
EFT20909	ACTIVTEC SOLUTIONS	TUIA LODGE - 3 X SENSOR MAT JACK LEADS	\$177.00	
EFT20910	ADAMS WINDOW CLEANING	ANNUAL WINDOW & SCREEN CLEANING FOR PRESTON VILLAGE	\$1,700.00	
EFT20911	AFGRI EQUIPMENT AUSTRALIA PTY LTD	DB2462 GRADER - OIL SAMPLE KIT	\$430.43	
EFT20912	JOHN HOWARD AUSTIN	FIRE MITIGATION WORKS - LABOUR HIRE	\$4,317.50	
EFT20913	BUNBURY TOYOTA	DB8250 - CHECK WARNING MESSAGE ON DASH AND CARRY OUT REPAIRS	\$243.77	
EFT20914	BUNBURY RETRAVISION	TUIA LODGE - 2 X Smart LED TV SWIVEL WALL MOUNTS	\$1,149.90	
EFT20915	BOC LIMITED	TUIA LODGE - OXYGEN CONCENTRATOR RENTAL - 29.12.2020 TO 28.01.2021	\$198.51	
EFT20916	BUNBURY HOLDEN	DB346 W&S - 95,000KM SERVICE	\$1,106.44	

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MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT20917	BALINGUP LIQUOR & GENERAL STORE	BFB DIESEL PURCHASES - JAN 2021	\$191.51	
EFT20918	AGRI SPARK AUTO ELECTRICS	DB377 - ARGYLE LT2 - REPAIR/SERVICE AIR CON FAULT	\$428.00	
EFT20919	BLUE FORCE PTY LTD	PRESTON VILLAGE - MONTHLY EMERGENCY HELP MONITORING - JAN 2021	\$155.13	
EFT20920	BRECKEN HEALTH CARE / MEDILOSS	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$171.60	
EFT20921	STAFF REIMBURSEMENTS	REIMBURSE TELECOMMUNICATION PACKAGE - 21/02/2021 - 21/03/2021	\$79.99	
EFT20922	BUNBURY GEOGRAPHE ECONOMIC	20/21 BGEA MEMBERSHIP FOR FEBRUARY 2021	\$778.80	
EFT20923	BLUE STEEL ROOFING	MUMBALLUP BFB - REPAIRS TO BUILDING ROOF AND GUTTERS	\$2,139.50	
EFT20924	COATES HIRE OPERATIONS PTY LTD	NEWLANDS RD - HIRE OF STEEL DRUM ROLLER FOR THREE WEEKS	\$3,735.47	
EFT20925	CITY & REGIONAL FUELS	DIESEL EXPENSES - JAN 2021	\$13,194.58	
EFT20926	DUG CROSS ELECTRICS	APPLE FUN PARK - REPLACE HAND DRYER IN TOILETS	\$994.00	
EFT20927	CARPET COURT FLOORING CENTRES	TUIA LODGE - REPLACE BATHROOM FLOORING	\$2,227.50	
EFT20928	STAFF REIMBURSEMENTS	ALL BFB'S - REIMBURSEMENT FOR PURCHASE OF HAND SANITISER	\$65.80	
EFT20929	CLEANAWAY	REFUSE COLLECTION - JAN 2021	\$21,648.72	
EFT20930	CORSIGN WA	SIGNAGE POSTS	\$1,568.60	
EFT20931	DONNYBROOK HARDWARE & GARDEN	MISC SMALL HARDWARE SUPPLIES FOR JAN 2021	\$1,905.04	
EFT20932	DONNYBROOK BUTCHERS	2021 AUSTRALIA DAY BRUNCH - CATERING SUPPLIES	\$1,501.09	
EFT20933	DONNYBROOK FRUIT BARN	TUIA LODGE - FRUIT & VEGETABLES - JAN 2021, AUST DAY - ONIONS	\$2,065.40	
EFT20934	LIONS CLUB OF DONNYBROOK INC.	BOND REFUND	\$50.00	
EFT20935	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - JANUARY 2021	\$279.00	
EFT20936	DONNYBROOK TYRE SERVICE	DB4170 TIP TRUCK - TYRE PATCH & REPAIR	\$71.50	
EFT20937	DONNYBROOK FARM SERVICE	MISC RETIC PARTS, PIPE, SOLENOIDS & POOL CHEMICALS - JAN 2021	\$3,361.94	
EFT20938	SUPA IGA DONNYBROOK	2021 AUST DAY BRUNCH - CATERING SUPPLIES, ADMIN - GROCERIES	\$1,117.08	
EFT20939	DE LAGE LANDEN PTY LTD	LEASE EXPENSES 22/01/2021 - 21/02/2021	\$670.12	
EFT20940	DBCEC (WA) PTY LTD	TRUCK HIRE FOR GRAVEL CARTING	\$1,815.00	
EFT20941	EARTHMAC PTY LTD	TRAFFIC MANAGEMENT AT UPPER CAPEL ROAD WORKS	\$11,985.00	
EFT20942	BUNBURY FREIGHT SERVICES	TUIA LODGE - PHARMACEUTICAL SUPPLIES FREIGHT - JAN 2021	\$84.54	
EFT20943	FLEXI STAFF PTY LTD	TUIA LODGE - WAGES FOR CONTRACT STAFF	\$521.52	
EFT20944	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$154.00	
EFT20945	SUEZ RECYCLING & RECOVERY PTY LTD	PROCESSING OF RECYCLABLES - JAN 2021	\$1,867.90	
EFT20946	MOORE AUSTRALIA (WA) PTY LTD	2021 LOCAL GOVERNMENT BUDGET WORKSHOPS	\$1,782.00	
EFT20947	HOSPITALITY HOUSE	TUIA LODGE - KITCHEN EQUIPMENT	\$80.00	
EFT20948	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL SITE & BLN TRANSFER STATION - JAN 2021	\$34,710.95	
EFT20949	HEATLEYS SAFETY & INDUSTRIAL	SCREEN WELDING & MIG WIRE	\$264.00	
EFT20950	COVERT SIGNS	MELDENE PATH SIGNAGE - STAGE 2 & OUTDOOR MOVIE SIGNAGE	\$6,829.90	
EFT20951	SKIPPERS PLUMBING SERVICES	LANGLEY VILLAS - REPAIR LEAKING TOILET CISTERN	\$101.31	
EFT20952	IPWEA (WA)	SW BRANCH PROFESSIONAL DEVELOPMENT BREAKFAST - 19TH FEB 2021	\$75.00	
EFT20953	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE FOR DEC 20 & JAN 21	\$160.00	
EFT20954	WESFARMERS KLEENHEAT GAS P/L	TUIA LODGE - BULK LPG ORDER	\$1,008.40	
EFT20955	KENSINGTON PHYSIOTHERAPY	TUIA LODGE - PHYSIOTHERAPY SERVICES - 21/11/2020	\$3,574.45	

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Chq/EFT	Name	Description	Municipal	Trust
EFT20956	LANDGATE CUSTOMER ACCOUNT	CERTIFICATE OF TITLE COPY	\$26.70	
EFT20957	SOUTH WEST LOCKSMITHS	BLN TRANSIT PARK - REPLACE NIGHTLATCH TO LADIES CHANGEROOM	\$490.56	
EFT20958	LFA FIRST RESPONSE	TUIA LODGE - COVID LOCKDOWN 31.01.2021 - SURGICAL MASKS	\$2,231.24	
EFT20959	MEDELECT BIOMEDICAL SERVICES	TUIA LODGE - PREVENTATIVE MAINTENANCE ON SYRINGE PUMP	\$566.50	
EFT20960	MJB INDUSTRIES PTY LTD	CRACKNELL PLACE - SUPPLY OF DRAINAGE PRODUCTS	\$2,926.22	
EFT20961	MANJIMUP BOUNCY CASTLES	2021 AUSTRALIA DAY BRUNCH - BOUNCY CASTLE HIRE	\$440.00	
EFT20962	MARKETFORCE PRODUCTIONS	ADVERTISING EXPENSES - JAN 2021	\$786.31	
EFT20963	BRUNO MORESCHI	REFUND	\$1,877.89	
EFT20964	MOA BENCHMARKING	TUIA LODGE - RESIDENTIAL MONTHLY FEES - FEB 2021	\$230.00	
EFT20965	MICROSOFT REGIONAL SALES	EMAIL SERVICE EXPENSES 26/12/2020 - 25/01/2021	\$1,258.99	
EFT20966	MORE TELECOM	TUIA LODGE - MONTHLY TELEPHONE SERVICES	\$608.96	
EFT20967	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - SPRING WATER	\$229.25	
EFT20968	OFFICEWORKS	FERNDAL BFB - TABLES, CHAIRS, STORAGE BOXES, WHITEBOARDS	\$1,524.85	
EFT20969	OFFICEWORKS	TUIA LODGE - STATIONERY ORDER - JAN 2021	\$1,201.44	
EFT20970	PRESTON PRESS	ADVERTISING EXPENSES - FEB 2021	\$500.00	
EFT20971	PRESTIGE PRODUCTS	DBK REC CTR - HENRY VACUUM CLEANER	\$861.63	
EFT20972	PFD FOOD SERVICE PTY LTD	DBK REC CTR - KIOSK ICE CREAM SUPPLIES	\$430.15	
EFT20973	PRESTON POWER EQUIPMENT	PLANT - AUGER 150MM FOR BT130 STIHL	\$477.00	
EFT20974	HOLCIM (AUSTRALIA) PTY LTD	BALINGUP-NANNUP RD - SEALING AGGREGATE FOR ROAD REPAIRS	\$1,287.14	
EFT20975	STAFF REIMBURSEMENTS	REIMBURSEMENT OF INTERNET EXPENSES - FEB 2021	\$39.95	
EFT20976	TINA MARIE RALPH	2021 AUST DAY BRUNCH - LAWN GAMES, COVID STATION, MC SERVICES	\$790.00	
EFT20977	REPCO - DONNYBROOK	MISC SMALL GOODS & SERVICES - JAN 2021	\$528.18	
EFT20978	SPRINT EXPRESS	DELIVERY EXPENSES - JAN 2021	\$253.00	
EFT20979	SOS OFFICE EQUIPMENT	PHOTOCOPIER EXPENSES - JAN 2021	\$2,167.03	
EFT20980	SPOTLIGHT PTY LTD	TUIA LODGE - TABLECLOTHS & RUNNERS	\$73.80	
EFT20981	STALEY FOOD & PACKAGING	TUIA LODGE - SURGICAL MASKS, GROCERY & CLEANING SUPPLIES	\$654.87	
EFT20982	SOUTHERN PICTURE FRAMERS	2019-2021 COUNCILLOR PHOTO BOARD	\$848.00	
EFT20983	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$1,930.57	
EFT20984	SETON AUSTRALIA	TUIA LODGE - WHEELCHAIR UNISEX TOILET SIGNS & UNISEX TOILET SIGNS	\$267.58	
EFT20985	SUNNY INDUSTRIAL BRUSHWARE	GRADER - SWEEPER BROOM SEGMENT	\$3,397.68	
EFT20986	S & S PROPERTY MAINTENANCE	CLEANING EXPENSES FOR JAN 2021	\$1,995.00	
EFT20987	SQUIRE PATTON BOGGS	NATIVE TITLE CLAIMS PROFESSIONAL SERVICES	\$16.97	
EFT20988	TELSTRA	TELEPHONE AND INTERNET EXPENSES	\$970.02	
EFT20989	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$32.18	
EFT20990	TRAIL TOWNS PRODUCTIONS PTY LTD	SOUTHERN FORESTS & VALLEYS PROMOTIONAL TV SEGMENT	\$8,800.00	
EFT20991	UNICARE HEALTH	TUIA LODGE - HIRE OF 2 DELUXE CARE CHAIRS	\$620.00	
EFT20992	LANDGATE	VALUATION SERVICES - JAN 2021	\$256.38	
EFT20993	EARTH 2 OCEAN COMMUNICATIONS	FIRE CONTROL - REPLACEMENT RADIO EQUIPMENT	\$2,142.80	
EFT20994	VEHICLES CLEANED BY JANINE	TUIA LODGE - 2 X CAR CLEAN ON 09.02.2021 (DB1145 & DB378)	\$90.00	

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Chq/EFT	Name	Description	Municipal	Trust
EFT20995	WATER CORPORATION	WATER & SEWERAGE EXPENSES	\$10,287.78	
EFT20996	SYNERGY	ELECTRICITY EXPENSES	\$23,891.43	
EFT20997	WESTRAC EQUIPMENT PTY LTD	DB4517 GRADER - O-RINGS & GASKETS	\$55.26	
EFT20998	MACHINERY WEST	DB4806 TRACTOR - STANDARD MINOR SERVICE	\$717.25	
EFT20999	BALINGUP PROGRESS ASSOCIATION	2020/2021 PART CONTRIBUTION TOWARDS BALINGUP TOWNSCAPE	\$1,300.00	
EFT21000	TLB OUTDOOR CREATIONS	DBK REC CTR - POOL RENOVATION PROGRESS PAYMENT	\$25,000.00	
EFT21000a	AUSTRALIAN TAX OFFICE	BAS - JANUARY 2021	\$20,938.00	
EFT21000b	SG FLEET AUSTRALIA PTY LIMITED	CESM VEHICLE - LEASE REPAYMENT 09/02/20201 - 08/03/2021	\$1,561.90	
EFT21000c	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 24/02/2021	\$136,915.92	
EFT21000d	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 24/02/2021	\$71,184.46	
EFT21001	AUSTRALIAN SERVICES UNION	PAYROLL DEDUCTIONS	\$25.90	
EFT21002	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS	\$697.86	
EFT21003	ALLENS TRAFFIC MANAGEMENT	TRAFFIC MANAGEMENT AT NEWLANDS ROAD WORKS	\$9,197.10	
EFT21004	AUSTRAL POOL SOLUTIONS	DBK REC CTR - COMMERCIAL WATER NOODLES	\$279.40	
EFT21005	JOHN HOWARD AUSTIN	YABBERUP MITIGATION WORKS - LABOUR HIRE	\$4,757.50	
EFT21006	ANIMAL PEST MANAGEMENT SERVICES	EUTHANASING INJURED KANGAROO	\$594.00	
EFT21007	BUNBURY MACHINERY	HIRE OF BOOMLIFT FOR REMOVAL OF CHRISTMAS LIGHTS	\$884.89	
EFT21008	BUILD & CONST IND TRAINING FUND	BCITF LEVY COLLECTIONS - JANUARY 2021	\$971.60	
EFT21009	BDA TREE LOPPING	TREE PRUNING FOR THE MONTH OF FEBRUARY 2021	\$17,820.00	
EFT21010	BIG APPLE BAKERY	CATERING FOR MEETING	\$33.60	
EFT21011	BUNBURY PLUMBING SERVICES PTY LTD	TUIA LODGE - REPAIR OF RHEEM HOT WATER SYSTEM	\$1,194.35	
EFT21012	BRECKEN HEALTH CARE / MEDILOSS	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$342.10	
EFT21013	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL - JANUARY 2021	\$1,572.20	
EFT21014	BP SERVICE STATION - MITIGATION	WADE RD MITIGATION WORKS - BOBCAT HIRE	\$660.00	
EFT21015	BLACKBOX AUSTRALIA PTY LTD	DTCRP - RENTAL TIME LAPSE CAMERA & DRONE - JAN 2021	\$1,404.70	
EFT21016	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$137.13	
EFT21017	CRAVEN FOODS	DBK REC CTR - KIOSK CONFECTIONERY, CHIPS & SNACKS	\$232.25	
EFT21018	CRESCENT CONVEYANCERS	APPLICATION FOR NEW TITLES - ROAD WIDENING	\$1,241.81	
EFT21019	COATES CIVIL CONSULTING PTY LTD	DESIGN FOR NEWLANDS ROAD WORKS	\$1,584.00	
EFT21020	CRS ELECTRICAL	PRESTON VILLAGE UNIT 8 REFURB - REMOVAL & INSTALL LIGHTING	\$679.14	
EFT21021	CROSS SECURITY SERVICES	LOWDEN BFB - SECURITY MONITORING EXPENSES 01/01/2021 - 31/03/2021	\$128.70	
EFT21022	CHUBB FIRE & SECURITY PTY LTD	TUIA LODGE - NOV 2020 TO JUN 2021 - SERVICE OF FIRE EQUIPMENT	\$658.35	
EFT21023	COSMIC RESOURCES PTY LTD	AYERS GARDEN - SEATING	\$5,852.00	
EFT21024	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES, FRUIT & VEG - JANUARY 2021	\$6,957.20	
EFT21025	DEPT OF MINES, IND REG & SAFETY	BSL LEVY COLLECTIONS - JANUARY 2021	\$3,111.90	
EFT21026	DBK REGIONAL TOURISM ASSOC INC.	2020-2021 COMMUNITY GRANT SCHEME - RECURRENT FUNDING	\$35,000.00	
EFT21027	DELL AUSTRALIA PTY LTD	DOCKS TO ENABLE 2 MONITORS ON LAPTOPS	\$5,203.09	
EFT21028	DELL FINANCIAL SERVICES PTY LTD	LEASE EXPENSES	\$821.46	
EFT21029	DONNYBROOK HOTEL	DBK REC CTR POOL REFURB - CONTRACTOR ACCOMMODATION & MEALS	\$6,108.50	

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Chq/EFT	Name	Description	Municipal	Trust
EFT21030	DOWN UNDER LAWNS & GARDEN	SLASHING AND MOWING OF 2 PROPERTIES	\$500.00	
EFT21031	DARDANUP BUTCHERING COMPANY	TUIA LODGE - BULK MEAT ORDER 15.02.2021	\$831.85	
EFT21032	DEPT OF BCA	DBK WASTE DISPOSAL SITE - LEASE EXPENSES	\$220.00	
EFT21033	ENVIRONMENTAL HEALTH AUSTRALIA	WA CONFERENCE - SOIL & SITE EVALUATION	\$1,165.00	
EFT21034	FITNESS SOLUTIONS WA	DBK REC CTR - DUMBELLS, KNEE RAISE DIP, ROMAN CHAIR, SIT UP BENCH	\$2,687.00	
EFT21035	STAFF REIMBURSEMENTS	DBK REC CTR - REIMBURSE PAYMENT OF POOL LIFEGUARD REQUALS	\$159.00	
EFT21036	GARMIN	SUBSCRIPTION FOR MESSENGER & GPS DEVICE 14/02/2021 - 13/03/2021	\$60.00	
EFT21037	CATHERINE GODDARD	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - DEC 2020	\$225.00	
EFT21038	GOLDENWEST BLINDS & CURTAINS	SUPPLY AND INSTALLATION OF DUAL ROLLER BLIND IN MARRI WING	\$475.00	
EFT21039	RONALD RICHARD GREEN	REFUND	\$594.00	
EFT21040	ESTATE OF CHRISTINE JANE GREEN	TUIA LODGE - ACCOMMODTION FEE REFUND 28/01/2021 - 04/02/2021	\$1,188.40	
EFT21041	JR & A HERSEY PTY LTD	P&G - SAFETY EQUIPMENT	\$1,414.66	
EFT21042	HASTIE WASTE PTY LTD	TUIA LODGE - PICK UP OF HARDWASTE SKIP BIN	\$75.00	
EFT21043	SKIPPERS PLUMBING SERVICES	TUIA LODGE - REPLACE WATER FILTER & FILTER HOUSING IN KITCHEN	\$377.30	
EFT21044	JONNO'S HANDYMAN & CARPENTRY	PRESTON VILLAGE - GROUNDS MAINTENANCE	\$135.00	
EFT21045	LGA WA PTY LTD	ADMIN - GLAZING & FRAMEWORK AT RECEPTION	\$4,749.80	
EFT21046	LOCAL GOVT ELECTED MEMBERS ASSOC	GOVERNANCE WORKSHOP 21/02/2021 - CR PIESSE	\$70.00	
EFT21047	MALATESTA ROAD PAVING & HOTMIX	EMULSION FOR ROAD PATCHING	\$400.00	
EFT21048	METAL ARTWORK CREATIONS	ADMIN STAFF NAME BADGES	\$36.30	
EFT21049	MCLEODS BARRISTERS & SOLICITORS	PREPARATION OF LEASE EXTENSION 116A SOUTH WESTERN HIGHWAY	\$917.16	
EFT21050	MJB INDUSTRIES PTY LTD	CONCRETE ROAD DRAINAGE PIPES	\$2,425.50	
EFT21051	OFFICEWORKS	MEETING ROOM & VISITOR CHAIRS FOR ADMIN	\$1,777.50	
EFT21052	PERKINS BUILDERS	DTCRV - PROGRESS PAYMENT	\$198,578.33	
EFT21053	PRESTIGE PRODUCTS	DBK REC CTR - CLEANING SUPPLIES	\$142.01	
EFT21054	PRESTON VALLEY MAINTENANCE	MISC BUILDING MAINTENANCE AND REPAIRS	\$462.00	
EFT21055	PFD FOOD SERVICE PTY LTD	TUIA LODGE - GROCERIES ORDER FEB.2021	\$330.50	
EFT21056	PRIME INDUSTRIAL PRODUCTS	DEPOT - HARD FACING MIG WIRE	\$586.30	
EFT21057	ROSTER WITH ROSS PTY LTD	TUIA LODGE - ZUUS PAYROLL 12/02/2021 - 11/03/2021	\$149.00	
EFT21058	STEWART & HEATON CLOTHING CO. P/L	BFB'S - STOCK PPC ORDER	\$1,057.83	
EFT21059	SOUTHERN LOCK & SECURITY	W&S - SECURITY PADLOCKS	\$1,597.33	
EFT21060	BUNBURY TRUCKS	DB2134 CAB TRUCK - DRIVERS SIDE STEP	\$176.19	
EFT21061	SPOTLIGHT PTY LTD	TUIA LODGE - DOUBLE BLINDS	\$290.70	
EFT21062	STALEY FOOD & PACKAGING	TUIA LODGE - CLEANING, KITCHEN, LAUNDRY & PPE CONSUMABLES	\$5,355.95	
EFT21063	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$113.63	
EFT21064	SQUIRE PATTON BOGGS	NATIVE TITLE CLAIMS PROFESSIONAL SERVICES	\$199.64	
EFT21065	ALAN LESLIE SWARBRICK	BOND REFUND	\$50.00	
EFT21066	TELSTRA	TELEPHONE AND INTERNET EXPENSES	\$74.95	
EFT21067	TOTALLY WORKWEAR	STAFF CORPORATE UNIFORMS 2020/21	\$521.40	
EFT21068	TOLL TRANSPORT PTY LTD	FREIGHT EXPENSES	\$254.11	

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EFT21069	THE PRINT SHOP BUNBURY	W&S - TAKE 5 SAFETY BOOKLETS & COVERS	\$1,188.00	
EFT21070	EARTH 2 OCEAN COMMUNICATIONS	THOMSON BROOK BFB - REPEATER, CB RADIOS & ACCESSORIES	\$2,516.22	
EFT21071	VETAG PTY LTD	SUPPLY OF FILL FOR WORKS ON UPPER CAPEL ROAD	\$1,137.09	
EFT21072	VEHICLES CLEANED BY JANINE	TUIA LODGE - 2 X CAR POLISH ON 11.02.2021 (DB1145 & DB378)	\$100.00	
EFT21073	WATER CORPORATION	WATER & SEWERAGE EXPENSES, BLN COMMERCIAL STANDPIPE CHARGES	\$40,186.24	
EFT21074	SYNERGY	ELECTRICITY EXPENSES	\$8,498.44	
EFT21075	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPNG FOR 20/21 - FEB 2021	\$881.10	
EFT21076	WORK CLOBBER	PPE/UNIFORM FOR NEW STAFF	\$425.90	
EFT21077	RICHARD CHARLES WAIT	REFUND	\$594.00	
EFT21078	WEST COAST FIT	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - JAN 2021	\$980.00	
EFT21078a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR FEBRUARY 2021	\$15,639.34	
53635	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES PAYROLL DEDUCTIONS FOR JAN 21	\$200.00	
53636	CITY OF BUNBURY	CONTRIBUTION TO BUNBURY GEOGRAPHE TOURISM PARTNERSHIP	\$11,000.00	
53637	SHIRE OF DONNYBROOK BALINGUP	DBK LIBRARY - RECOUP OF PETTY CASH FOR JAN 2021	\$99.10	
53638	SHIRE OF DONNYBROOK BALINGUP	BOND FOR UNIT 11 PRESTON VILLAGE	\$5,000.00	
53639	SHIRE OF CAPEL	REPORT WRITING COURSE FOR LOCAL GOVT - 4 ATTENDEES	\$1,836.88	
53640	SHIRE OF DONNYBROOK BALINGUP	RESIDENTS KITTY RECOUP - FEBRUARY 2021	\$793.00	
53641	SHIRE OF DONNYBROOK BALINGUP	BLN LIBRARY - PETTY CASH RECOUP TO FEB 2021	\$51.35	
53642	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES PAYROLL DEUDCTIONS FOR FEB 2021	\$200.00	
DD25686.1	AWARE SUPER	PAYROLL DEDUCTIONS	\$19,129.09	
DD25686.2	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$2,669.70	
DD25686.3	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$197.65	
DD25686.4	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$1,134.54	
DD25686.5	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$572.07	
DD25686.6	COMMONWEALTH BANK GROUP SUPER	PAYROLL DEDUCTIONS	\$187.28	
DD25686.7	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$337.21	
DD25686.8	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$282.19	
DD25686.9	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$288.80	
DD25686.10	HOSTPLUS	PAYROLL DEDUCTIONS	\$383.65	
DD25715.1	SPECTRUM SUPER	PAYROLL DEDUCTIONS	\$43.35	
DD25715.2	UNISUPER	PAYROLL DEDUCTIONS	\$69.18	
DD25715.3	HOSTPLUS	PAYROLL DEDUCTIONS	\$383.65	
DD25715.4	PRIME SUPER PTY LTD	PAYROLL DEDUCTIONS	\$217.16	
DD25715.5	AWARE SUPER	PAYROLL DEDUCTIONS	\$19,400.51	
DD25715.6	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$1,165.37	
DD25715.7	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$197.65	
DD25715.8	BT SUPER FOR LIFE	PAYROLL DEDUCTIONS	\$539.47	
DD25715.9	COMMONWEALTH BANK GROUP SUPER	PAYROLL DEDUCTIONS	\$204.53	
DD25715.10	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$334.21	

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 MARCH 2021
MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
DD25715.11	AMP LIFE LIMITED	PAYROLL DEDUCTIONS	\$209.09	
DD25715.12	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$288.80	
			\$1,432,113.59	\$ -
				\$1,432,113.59

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 MARCH 2021.

SUMMARY:

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3559-CCP3572, EFT20897-EFT21078a, 53635 - 53642, DD25686.1- DD25686.10 and DD25715.1 - DD25715.12	\$1,432,113.59
Trust		\$0.00
<i>Monthly Cheque Totals</i>		<u><u>\$1,432,113.59</u></u>

CERTIFICATION OF EXECUTIVE MANAGER CORPORATE & COMMUNITY

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3559-CCP3572, EFT20897-EFT21078a, 53635 - 53642, DD25686.1-DD25686.10 and DD25715.1 - DD25715.12 totalling \$1,432,113.59 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.


8/3/2021

EXECUTIVE MANAGER CORPORATE & COMMUNITY DATE



Monthly
Financial Reports
Management Statements

For the period ended
28th February 2021

Shire of Donnybrook-Balingup

Monthly Report to Council

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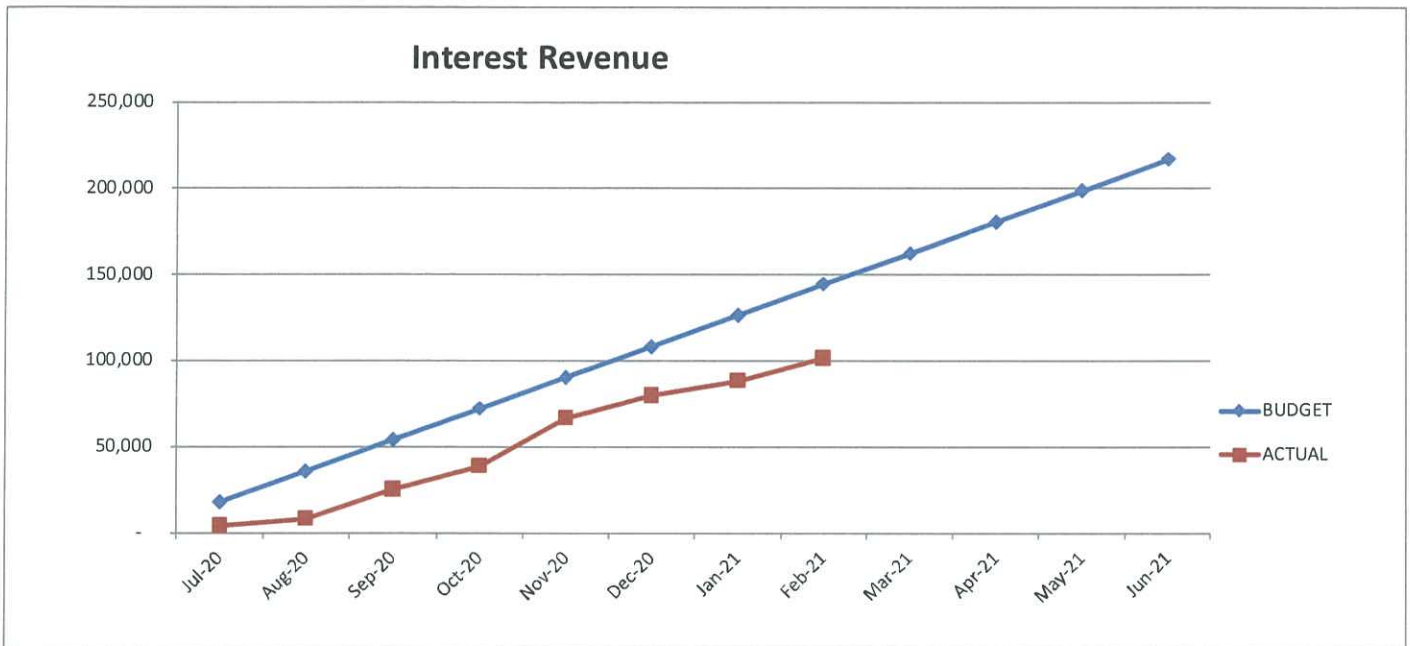
<u>FINANCIAL STATEMENTS</u>	Page
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Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 28th February 2021

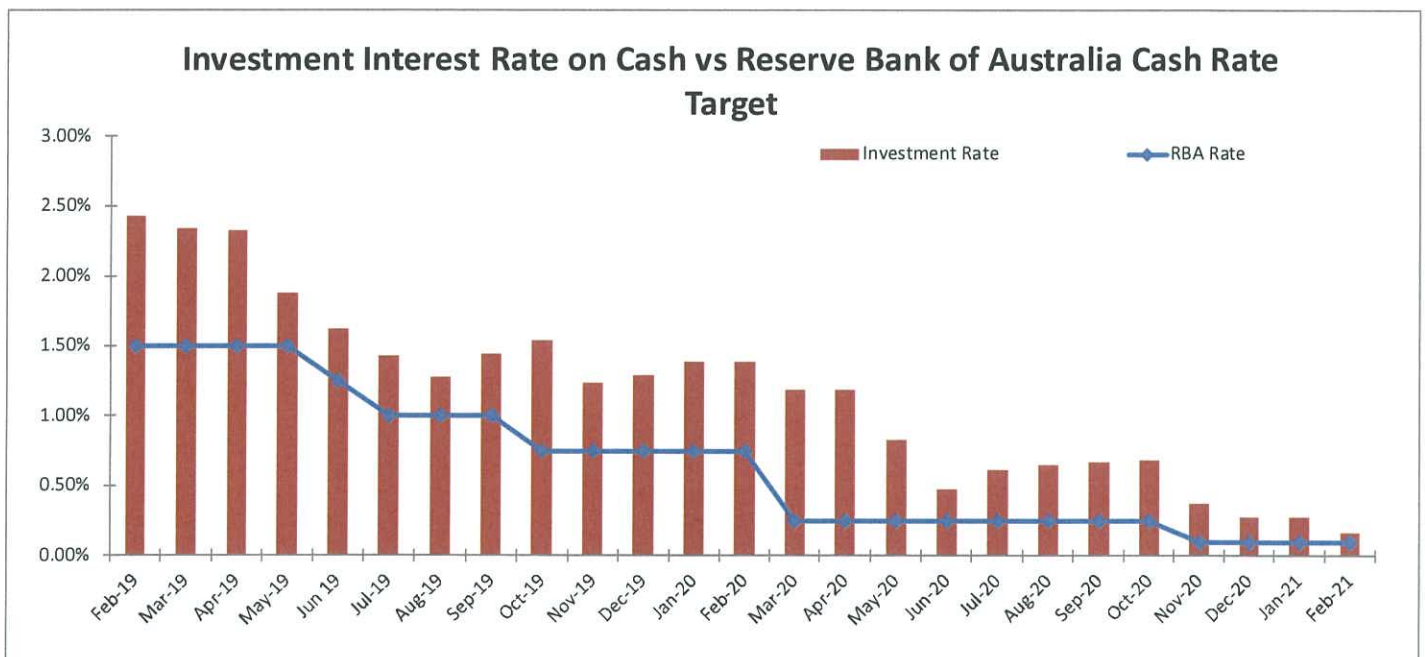
Cash & Investments

As at reporting date total interest revenue received on Rates, Shire Municipal and Reserve Funds are:

	YTD Actual	YTD Budget
Municipal Fund:	\$ 29,646	\$ 64,000
Reserve Fund:	\$ 23,074	\$ 42,216
Interest Revenue - Rates	\$ 49,002	\$ 38,328
	\$ 101,721	\$ 144,544



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

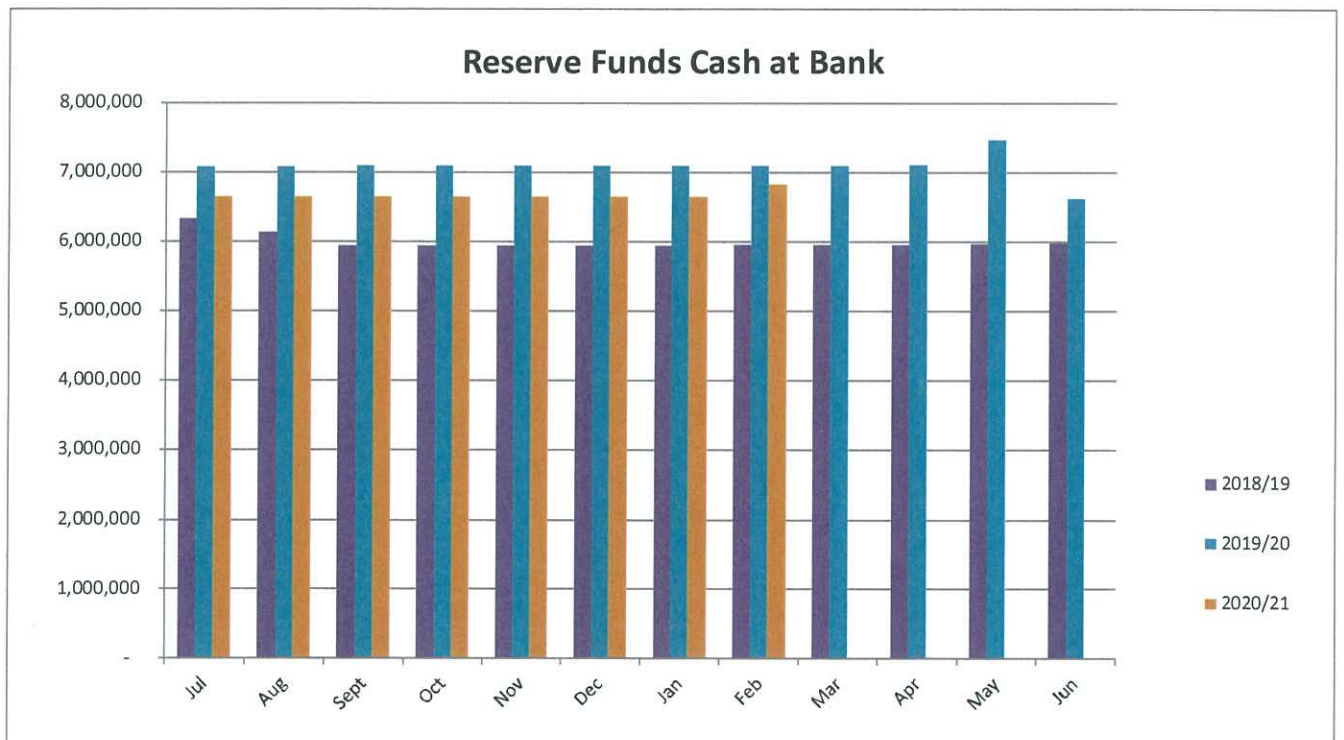
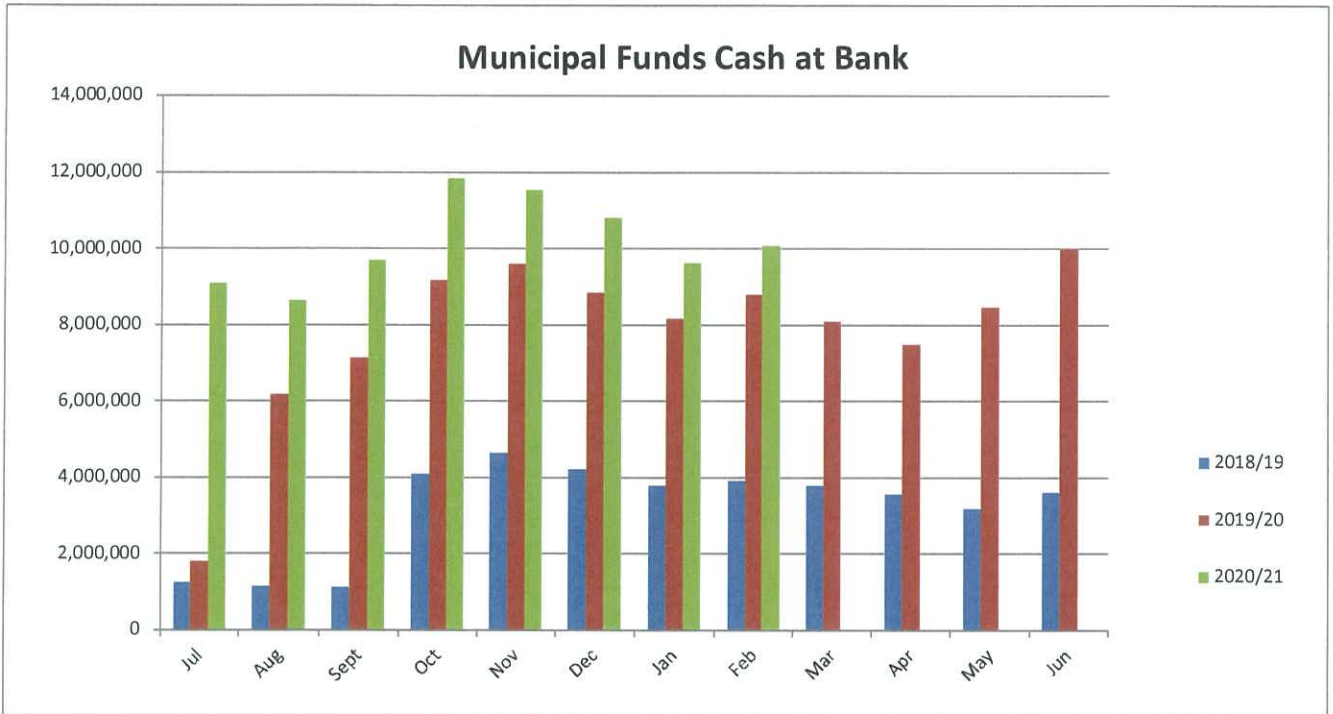


Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 28th February 2021

Cash & Investments

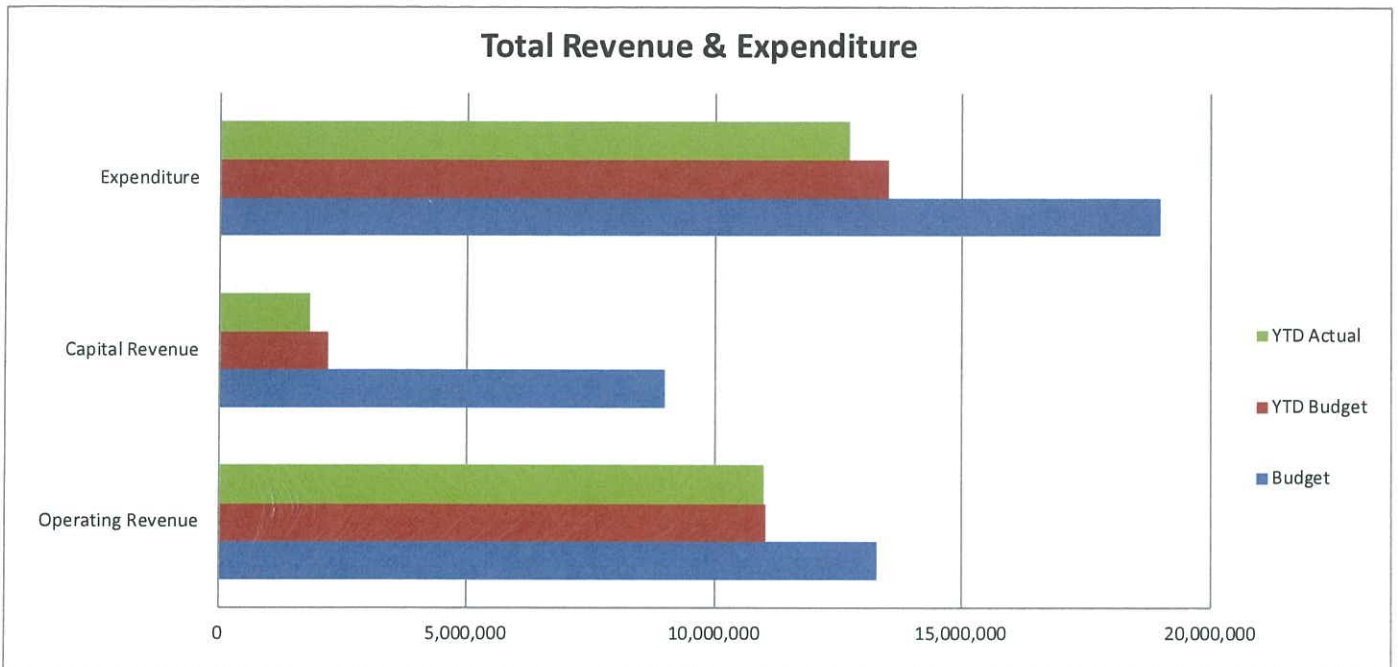
As at reporting date, the Shire's cash on hand as per the bank statements shows a reconciled balance of \$10,075,391.31. This includes investments held by the Shire of \$9,030,168.54.

Municipal Investment Funds total	\$	5,290,326
Restricted Funds - Bond Deposits	\$	3,739,842
Municipal Fund Cash at Bank total	\$	1,045,223
Reserve Fund Cash at Bank total	\$	265,738
Reserve Investment Funds Cash at Bank	\$	6,567,864
	\$	<u>16,908,993</u>



Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 28th February 2021

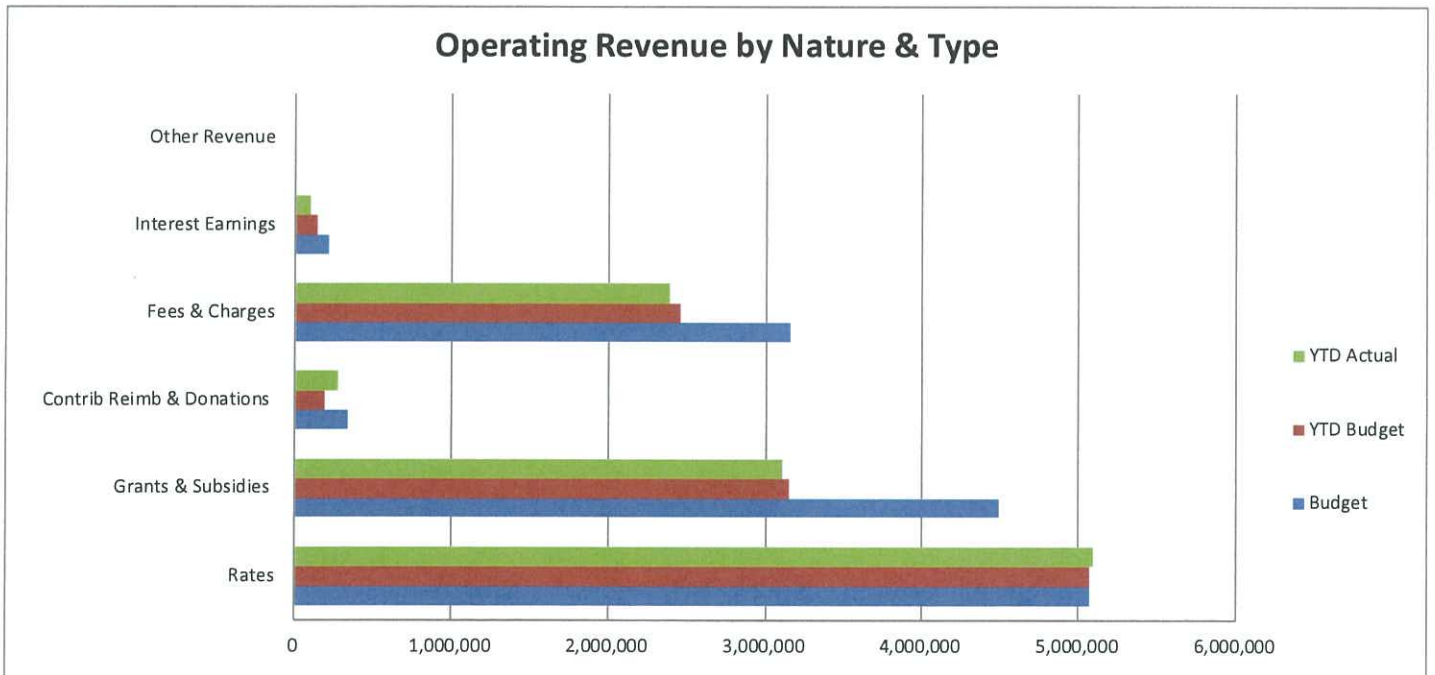
Nature & Type Reporting



Total Revenue & Expenditure

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	13,286,259	11,022,241	10,980,531	(0.38%)
Capital Revenue	8,994,403	2,208,479	1,840,280	(16.67%)
Expenditure	18,988,603	13,499,495	12,701,713	(5.91%)

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

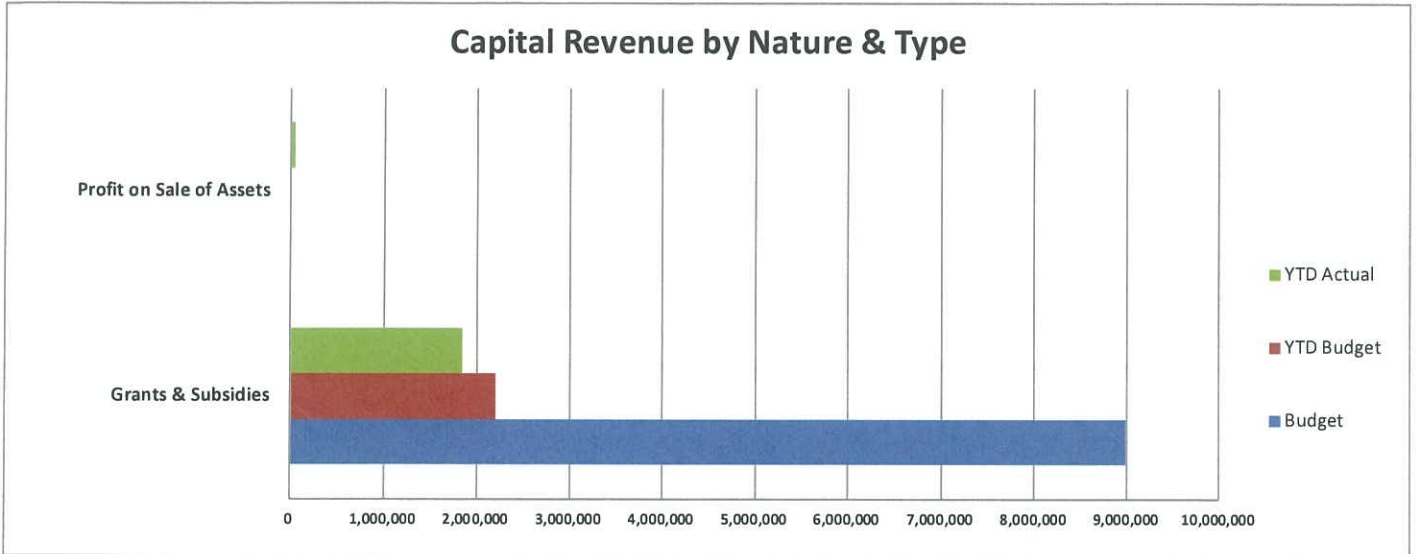


Operating Revenue by Nature & Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,074,942	5,074,342	5,098,569	0.48%
Grants & Subsidies	4,498,690	3,153,451	3,111,755	(1.32%)
Contrib Reimb & Donations	339,678	190,192	279,689	47.06%
Fees & Charges	3,154,474	2,458,616	2,388,402	(2.86%)
Interest Earnings	216,825	144,544	101,721	(29.63%)
Other Revenue	1,650	1,096	395	(63.99%)
Total	13,286,259	11,022,241	10,980,531	

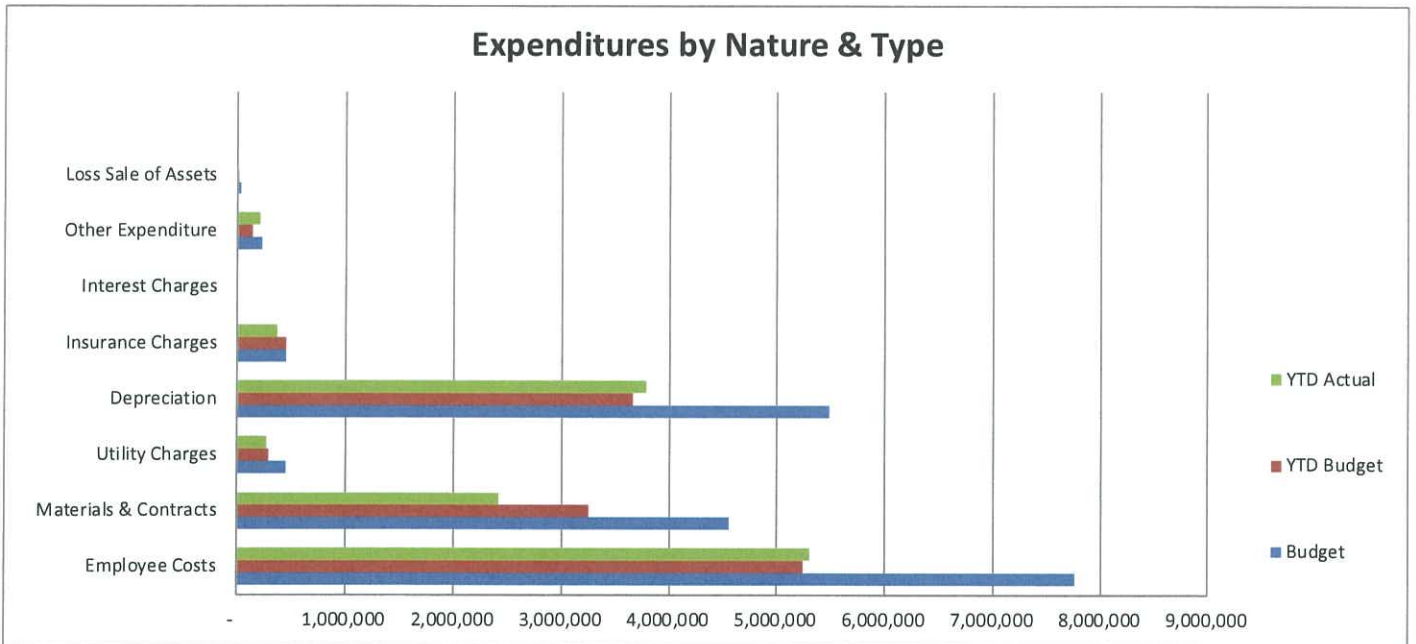
Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 28th February 2021

Nature & Type Reporting (continued)



Capital Revenue by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	8,994,403	2,208,479	1,840,280	(16.67%)
Profit on Sale of Assets	9,869	9,691	48,901	404.60%
Total	9,004,272	2,218,170	1,889,181	

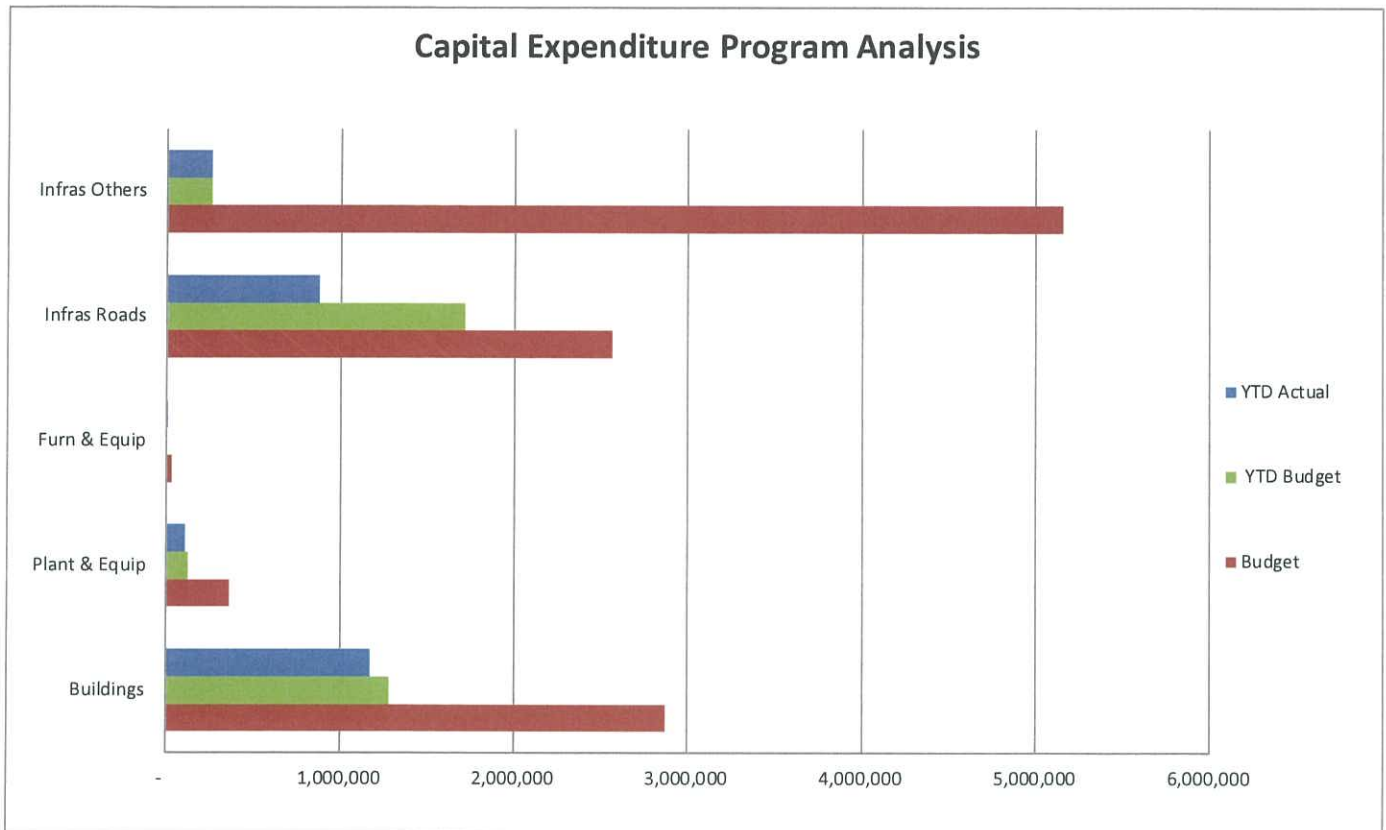


Expenditures by Nature and Type

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,766,645	5,243,117	5,310,331	1.28%
Materials and contracts	4,559,200	3,254,482	2,425,431	(25.47%)
Utility charges	457,272	303,140	277,611	(8.42%)
Depreciation on Non Current Assets	5,494,234	3,662,728	3,790,284	3.48%
Insurance charges	456,518	453,442	376,565	(16.95%)
Interest charges	17,133	10,727	7,346	(31.52%)
Loss on sale of asset	32,470	18,450	6,298	0.00%
Other expenditure	237,601	143,179	215,430	50.46%
TOTAL	19,021,073	13,089,265	12,409,295	

Shire of Donnybrook / Balingup
Graphical Presentation of Key Financial Data
For Period ended 28th February 2021

Capital Acquisitions by Asset Class



Capital Acquisitions

	Adopted Budget	YTD Budget	YTD Actual	YTD Variance %
Buildings	2,875,764	1,279,876	1,171,083	(8.50%)
Plant & Equipment	371,556	128,181	111,409	(13.08%)
Furniture & Equipment	38,000	0	12,088	
Infrastructure Roads	2,567,418	1,711,440	875,377	(48.85%)
Infrastructure Others	5,160,088	258,164	264,572	2.48%
TOTAL	11,012,826	3,377,661	2,434,527	

Shire of Donnybrook / Balingup
Operating Statement
For Period ended 28th February 2021

		Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
Operating Revenues				
Rate Revenue	3	5,074,942	5,074,342	5,098,569
General Purpose Funding	3	1,163,234	855,356	856,841
Governance	4	64,084	43,072	51,682
Law, Order & Public Safety	5	577,580	355,283	376,446
Health	7	173,013	115,320	117,230
Education and Welfare	8	4,047,772	2,879,925	2,778,138
Community Amenities	10	1,134,936	1,112,480	1,182,277
Recreation & Culture	11	261,529	160,936	111,406
Transport	12	198,310	162,638	163,321
Economic Services	13	480,781	189,105	129,192
Other Property & Services	14	110,078	73,784	115,389
		13,286,259	11,022,241	10,980,491
Operating Expenses Excluding				
Borrowing Costs Expenses				
General Purpose Funding	3	(202,110)	(141,070)	(108,993)
Governance	4	(1,049,323)	(728,497)	(656,491)
Law, Order & Public Safety	5	(1,372,958)	(943,363)	(830,798)
Health	7	(260,039)	(175,631)	(162,208)
Education and Welfare	8	(5,020,297)	(3,554,815)	(3,452,216)
Community Amenities	10	(1,709,555)	(1,142,585)	(996,134)
Recreation & Culture	11	(3,576,815)	(2,414,207)	(2,362,041)
Transport	12	(4,818,754)	(3,238,611)	(3,191,218)
** Economic Services	13	(844,600)	(590,373)	(418,700)
Other Property & Services	14	(118,200)	(131,898)	(216,812)
		(18,972,651)	(13,061,050)	(12,395,612)
Borrowing Costs Expenses				
Governance	4	(2,876)	(1,912)	(1,815)
Law, Order & Public Safety	5	(111)	(72)	(166)
Health	7	(3,668)	(1,834)	(1,553)
Education and Welfare	8	(4,617)	(2,379)	(1,551)
Recreation and Culture	11	(2,012)	(1,079)	(863)
Transport	12	(0)	0	0
** Economic Services	13	(2,667)	(2,667)	(1,397)
		(15,951)	(9,943)	(7,346)
Contributions/Grants for the Development of Assets				
Law, Order & Public Safety	5	62,241	13,464	9,990
Community Amenities	10	170,000	37,500	16,568
Recreation & Culture	11	4,030,671	950,000	970,695
Transport	12	4,611,491	1,207,515	825,397
Economic Services	13	120,000	0	780
		8,994,403	2,208,479	1,840,280
GAIN OR (LOSS) ON THE DISPOSAL OF ASSETS				
Governance	4	622	622	0
Community Amenities	10	5611	5,611	11,639
Transport	12	(21,321)	(7,300)	(5,386)
Economic Services	13	(7,514)	(7,514)	36,350
		(22,602)	(8,581)	42,603
Net Profit OR Loss / Result		3,269,458	151,146	460,417

** Note increased borrowing costs/decreased economic svcs operating expenditure for Collins Street Loan Interest **

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type)
For the Period ended 28th February 2021

	Adopted Budget 2020/21	Budget Year-to-date 2020/21	Actual Year-to-date 2020/21
OPERATING REVENUE AND EXPENDITURE			
(a) <u>Summary by Nature and Type</u>			
Revenue			
Rates	5,074,942	5,074,342	5,098,569
Grants and Subsidies (Operating)	4,498,690	3,153,451	3,111,755
Contributions Reimbursements and Donations (Operating)	339,678	190,192	279,689
Fees and Charges	3,154,474	2,458,616	2,388,402
Interest Earnings	216,825	144,544	101,721
Other Revenue	1,650	1,096	395
	<u>13,286,259</u>	<u>11,022,241</u>	<u>10,980,531</u>
Expenditure			
Employee Costs	(7,766,645)	(5,243,117)	(5,310,331)
Materials and Contracts	(5,201,797)	(3,683,162)	(2,724,147)
Utility Charges	(457,272)	(303,140)	(277,611)
Depreciation on Non Current Assets	(5,494,234)	(3,662,728)	(3,790,284)
Insurance Expenses	(456,518)	(453,442)	(376,565)
Interest Expenses	(17,133)	(10,727)	(7,346)
Other Expenses	(237,601)	(143,179)	(215,430)
	<u>(19,631,200)</u>	<u>(13,499,495)</u>	<u>(12,701,713)</u>
Less Applicable to Capital Works	(642,598)	(428,680)	(298,716)
	(5,702,344)	(2,048,574)	(1,422,466)
Non-operating grants, subsidies and contributions	8,994,403	2,208,479	1,840,280
Profit on asset disposals	9,869	9,691	48,901
Loss on asset disposals	(32,470)	(18,450)	(6,298)
Net result	<u>3,269,458</u>	<u>151,146</u>	<u>460,417</u>
Total Comprehensive Income	3,269,458	151,146	460,417

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 28th February 2021

OPERATING REVENUE AND EXPENDITURE		2020/21		
		Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:				
<u>OPERATING REVENUE</u>				
	Rate Revenue			
**	Rates	5,074,942	5,074,342	5,098,569
	Grants & Subsidies (Operating)			
	Other Grants	4,498,690	3,153,451	3,111,755
	Grants & Subsidies (Capital)			
**	Other Grants	8,978,371	2,197,791	1,823,430
	Reimbursements (Operating)			
**	Reimbursements	334,838	186,992	267,854
	Contributions & Donations (Operating)			
	Contributions, Reimbursements & Donations	4,840	3,200	11,835
	Contributions & Donations (Cap)			
	Contributions, Reimbursements & Donations	16,032	10,688	16,850
	Fees and Charges			
	Waste Receptacle Fee	570,696	570,696	591,447
	Waste Management Levy	498,070	497,000	500,614
	Property Lease	426,507	284,984	239,766
	Property Hire	58,106	38,720	33,924
	Sale of Stock	8,000	5,328	3,897
	Inspections	200	128	0
	Other Charges	1,461,555	974,240	862,914
	Fines and Penalties	5,100	3,384	7,954
	Licenses, Approvals, Registrations	126,240	84,136	147,846
	Interest Earnings			
	Rates Penalty Interest Charge	37,500	25,000	30,436
	Interest on Rates Instalments	16,500	11,000	17,231
	Interest on Municipal Funds	159,325	106,216	52,720
	Interest Other	3,500	2,328	1,335
	Other Revenue			
	Other Income	1,650	1,096	395
	Profit on Sale of Non-Current Assets	9,869	9,691	48,901
	Total Operating Revenue	22,290,531	13,240,411	12,869,672

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 28th February 2021

OPERATING REVENUE AND EXPENDITURE	2020/21		
(b) Classified According to Nature and Type:	Adopted Budget	YTD Budget	Actual
<u>OPERATING EXPENDITURE</u>			
Employee Costs			
Salaries and Wages (Operating only, excludes Capital)	6,630,811	4,434,159	4,415,192
Superannuation	691,204	460,720	464,392
Workers Compensation	210,890	190,523	261,896
Clothing and Uniforms	39,733	26,472	43,274
Training Expenses	104,599	69,688	23,255
Fringe Benefits Tax	52,042	36,659	71,132
** Employee Provisions	0	0	8,113
Other Employee Costs	37,366	24,896	23,078
Materials			
Materials	4,751,661	3,401,252	2,494,750
Phone/Fax	51,401	34,232	42,561
Fuels & Oils	175,000	116,656	70,951
Contracts			
Lease & Rental Expenses	0	0	941
Contract Labour	81,335	36,110	52,110
Professional Services & Consultants	142,400	94,912	62,833
Utility Charges			
Sewerage	20,824	13,856	18,473
Electricity	324,480	214,740	201,792
Water	111,968	74,544	57,346
Insurance Expenses			
Insurance	456,518	453,442	376,565
Interest Expenses			
Interest on Leases	4,612	3,048	2,398
Interest on Loans	12,521	7,679	4,948

Shire of Donnybrook / Balingup
Operating Statement (by Nature/Type - detail)
For the Period ended 28th February 2021

4. OPERATING REVENUE AND EXPENDITURE	2020/21		
	Adopted Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
OPERATING EXPENDITURE (cont)			
Other Expenditure			
Postage	10,350	6,888	10,272
Other Expenditure	227,251	136,291	205,158
Loss on Sale of Non-Current Assets	32,470	18,450	6,298
Depreciation			
Depreciation on Assets	5,494,234	3,662,728	3,790,284
Less: Applicable to Capital Works	(642,598)	(428,680)	(298,716)
Total Operating Expenditure	19,021,073	13,089,265	12,409,255
NET PROFIT OR LOSS / RESULT	3,269,458	151,146	460,417

** Rates income above YTD actual - due to higher amount of interim rates raised.

** Grants & Subsidies (Capital) below YTD budget - variance relates to the timing of Roads to Recovery, Blackspot, Dbk Town Centre and Drought Community funding

** Reimbursements Operating income above YTD budget - includes additional insurance claims and paid parental leave reimbursements

** Employee provisions - new practice implemented for 2020/21 financial year, adjustments to employee provision for Annual and LSL entitlements processed quarterly in the financial reports, previously done annually.

Shire of Donnybrook - Balingup
Statement of Financial Activity
For the Period ended 28th February 2021

		2020/21 Adopted Budget \$	2020/21 YTD Budget \$	2020/21 YTD Actual \$	Variances Budget to Actual YTD %
REVENUES					
General Purpose Funding (Excl. Rates)	3	1,163,234	855,356	856,841	0.17
Governance	4	64,084	44,316	51,682	16.62
Law, Order, Public Safety	5	577,580	355,283	376,446	5.96
Health	7	173,013	115,320	117,230	1.66
Education and Welfare	8	4,047,772	2,879,925	2,778,138	(3.53)
Community Amenities	10	1,140,547	1,123,702	1,193,956	6.25
Recreation and Culture	11	261,529	160,936	111,406	(30.78)
Transport	12	201,946	169,910	164,233	(3.34)
Economic Services	13	480,781	189,105	165,542	(12.46)
Other Property and Services	14	110,702	73,784	115,389	56.39
		<u>8,221,188</u>	<u>5,967,637</u>	<u>5,930,864</u>	<u>(0.62)</u>
EXPENSES					
General Purpose Funding	3	(202,110)	(141,070)	(108,993)	(22.74)
Governance	4	(1,052,199)	(730,409)	(658,306)	(9.87)
Law, Order, Public Safety	5	(1,373,069)	(943,435)	(830,964)	(11.92)
Health	7	(263,707)	(177,465)	(163,761)	(7.72)
Education and Welfare	8	(5,024,914)	(3,557,194)	(3,453,807)	(2.91)
Community Amenities	10	(1,709,555)	(1,142,585)	(996,134)	(12.82)
Recreation & Culture	11	(3,578,827)	(2,415,286)	(2,362,904)	(2.17)
Transport	12	(4,843,710)	(3,260,483)	(3,197,516)	(1.93)
Economic Services	13	(854,781)	(608,068)	(344,183)	(43.40)
Other Property and Services	14	(118,200)	(131,898)	(216,812)	64.38
		<u>(19,021,072)</u>	<u>(13,107,893)</u>	<u>(12,333,380)</u>	<u>(5.91)</u>
Net Operating Result Excluding Rates:		<u>(10,799,884)</u>	<u>(7,140,256)</u>	<u>(6,402,516)</u>	<u>(10.33)</u>
Adjustments for Cash Budget Requirements:					
Non-Cash Expenditure and Income					
(Profit)/Loss on Asset Disposals		22,601	8,581	(42,603)	(596.49)
Depreciation on Assets		5,494,234	3,662,728	3,790,284	3.48
Adjust Current Asset - Land Held for Resale		0	0	(45,468)	
Adjust Non Current Liabilities & Employee Prov.		0	0	(6,193)	
Adjust Non Current Assets & Liabilities		0	0	8,156	
Adjust WIP Buildings		0	0	5,353	
Adjust Non Current Liabilities - POS Funds		0	0	265,738	
Capital Expenditure and Income					
Non Operating Grants, Subsidies & Contributions		8,994,403	2,208,479	1,840,280	(16.67)
** Purchase property, plant and equipment		(3,285,320)	(1,408,057)	(1,294,579)	(8.06)
Purchase and construction of infrastructure		(7,727,506)	(1,969,604)	(1,139,948)	(42.12)
Proceeds from disposal of assets		168,209	81,048	141,545	74.64
Proceeds from self supporting loan		9,143	6,096	4,541	(25.51)
Repayment of borrowings		(61,290)	(27,388)	(37,161)	35.68
Principal elements of finance lease payments		(53,871)	(49,266)	(40,875)	(17.03)
Proceeds from Lease		275,000	275,000	260,000	
** Repayment of Life Lease		(308,000)	(308,000)	(308,000)	-
Transfer to Trust Fund		0	0	(75,915)	
Transfers to reserves (restricted assets)		(212,000)	0	(273,645)	
Transfers from reserves (restricted assets)		1,372,213	264,055	91,307	(65.42)
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		1,037,126	1,037,126	1,018,549	** (1.79)
LESS Estimated Surplus/(Deficit) June 30 C/Fwd		0	1,714,884	2,857,417	66.62
Budgeted deficiency before general rates		(5,074,942)	(5,074,342)	(5,098,569)	0.48
Estimated amount to be raised from general rates		<u>5,074,942</u>	<u>5,074,342</u>	<u>5,098,569</u>	
		<u>0</u>	<u>0</u>	<u>0</u>	

** Note: Decrease in YTD actual estimated surplus/(deficit) July 1 B/Fwd figure of \$18,576.57 - the figure is made up of a variety of end of year transactions, a detailed listing has been reported on page 26.

** Note: Sale of U8 Preston Village reclassified from building capital expense to repayment of life lease**

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 28/02/2021	Actual to 28/02/2021	Variance Amount	Variance %	Permanent Variation	Comment
GENERAL PURPOSE FUNDING								
1932	OPERATING EXPENDITURE RATING VALUATIONS	Exp	19,328	3,949	-15,379	-79.57		Budget timing variation
0071	OPERATING INCOME RATES - INTERIM & BACK RATES	Inc	-3,664	-29,697	-26,033	710.51	x	Permanent variation - increased income for interim rates due to development growth
0643	FEES & CHARGES	Inc	-13,328	-27,336	-14,008	105.10	x	Permanent variation - YTD Actual exceeds full year budget by approx \$11k - increased income from settlement agent account enquiries
4891	INTEREST - RESERVE FUND	Inc	-42,216	-23,074	19,142	-45.34	x	Potential permanent variance - interest income is based on prevailing interest rates
GOVERNANCE								
0252	OPERATING EXPENDITURE DONATIONS	Exp	20,488	7,963	-12,525	-61.13		Budget timing variation
0262	ADMIN TRAINING CONFERENCE & COURSE FEES	Exp	32,728	7,625	-25,103	-76.70		Budget timing variation
0352	COMPUTER SOFTWARE COSTS	Exp	32,328	17,343	-14,985	-46.35		Budget timing variation
0372	OTH OFFICE EXPENSES (A003)	Exp	13,464	3,275	-10,189	-75.68	x	Potential permanent variation - No expenditure required for Revaluation of Assets due to change in regulations
0392	COMPUTER MTC/ AGREEMENTS	Exp	83,904	63,199	-20,705	-24.68		Budget timing variation - includes \$52k for Synergy annual license fees
1072	FRINGE BENEFITS TAX	Exp	17,835	71,132	53,297	298.83		Budget timing variation - FBT reallocated in May 2021
0952	AUDIT FEES	Exp	20,400	1,600	-18,800	0.00		Budget timing variation - awaiting invoice from Auditor Generals for EOFY audit
LAW, ORDER & PUBLIC SAFETY								
0632	OPERATING EXPENDITURE FIRE CONTROL EXPENSES	Exp	29,648	14,554	-15,094	-50.91		Budget timing variation - dependant on timing of projects
6962	BUSH FIRE MITIGATION - SEMC	Exp	127,395	82,460	-44,935	-35.27		Budget timing variation - dependant on timing of works
8452	ADVERSE EVENTS PLAN	Exp	10,000	0	-10,000	-100.00	x	Potential permanent variance - event plan to be completed in house.
5983	OPERATING INCOME REIMBURSEMENTS - DFES FOR CESM	Inc	-39,872	-53,933	-14,061	35.26		Budget timing variation
1303	GRANTS - PROGRAMS	Inc	-10,000	0	10,000	-100.00	x	Funding for Adverse Event plan to be reallocated to other Drought Community projects as per Budget Review
EDUCATION AND WELFARE								
1662	OPERATING EXPENDITURE Tuia Lodge SALARIES (T/LODGE)	Exp	1,571,672	1,504,240	-67,432	-4.29		Budget timing variation - \$67k under YTD budget
1672	SUPERANNUATION (T/LODGE)	Exp	140,656	152,991	12,335	8.77		Budget timing variation - \$12k under YTD Budget
3697	BOND INTEREST - (TUJA)	Exp	6,128	17,338	11,210	182.93	x	Potential permanent variance - base interest expense dependant on timing of probate paperwork
3832	MEDICAL SERVICES - (TUJA)	Exp	40,408	23,800	-16,608	-41.10		Budget timing variation
3882	CONSULTANCY SERVICES - (TUJA)	Exp	23,312	41,816	18,504	79.38		Budget timing variation
1037	Other Welfare ASSET MTC/REFURB - WELL AGED UNIT	Exp	18,110	4,670	-13,440	-74.21		Budget timing variation - dependant on timing of works
6812	BRIDGE ST PROJECT	Exp	504,469	518,001	13,532	2.68	x	Permanent variance - Final repayment of grant funding higher than budget estimate
1523	OPERATING INCOME Preston Village FEES & CHARGES - LEASE PRESTON VILLAGE	Inc	-36,376	-25,746	10,630	-29.22	x	Permanent variation - reduction in income due to unit renovations
1693	Tuia Lodge CARE INCOME - ACFI SUBSIDIES	Inc	-1,359,328	-1,406,952	-47,624	3.50	}	Revenue sources vary across categories (to be considered as a whole)
1703	BASIC DAILY CARE FEE	Inc	-508,560	-390,804	117,756	-23.15		
1706	ACCOMMODATION FEE - DAILY ACCOMMODATION PAY	Inc	-123,856	-152,583	-28,727	23.19		
1707	CARE INCOME - RESIDENT FEES - MEANS TESTED CA	Inc	-117,008	-66,003	51,005	-43.59		
			-2,108,752	-2,016,342	92,410	-4.38		

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 28/02/2021	Actual to 28/02/2021	Variance Amount	Variance %	Permanent Variation	Comment
EDUCATION AND WELFARE								
<u>Tuia Lodge</u>								
1708	CARE INCOME - RESIDENT FEES - OTHER	Inc	-15,600	-33,268	-17,668	113.26	x	Permanent variation - Income for respite care has currently exceeded Full Year Budget by \$11k
2193	ACCOM. FEE - INTEREST ON RAD BONDS	Inc	-44,000	-16,658	27,342	-62.14		Budget timing variation - income dependant on prevailing interest rates
<u>Other Welfare</u>								
1173	FEES & CHARGES - LEASE MIINUP COTTAGES U 5-8	Inc	-22,800	-10,838	11,962	-52.46	x	Permanent variation - reduction in income due to unit renovations
CAPITAL EXPENDITURE								
<u>Tuia Lodge</u>								
7384	BUILDINGS - TUJA LODGE	Exp	32,062	10,058	-22,004	-68.63		Budget timing variation - minimal expenditure to date
<u>Other Welfare</u>								
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	80,350	0	-80,350	-100.00		Budget timing variation - refurbishment of Units 6 & 7 has commenced
CAPITAL INCOME								
<u>Preston Village</u>								
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SHARP	Inc	-275,000	-260,000	15,000	-5.45		Budget timing variation - \$260k is for sale of Unit 11 Preston Village, budget allocation is for sale of Unit 8
<u>Tuia Lodge</u>								
0715	TRANSFER FROM BUILDINGS RESERVE	Inc	-32,062	0	32,062	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital expenditure
COMMUNITY AMENITIES								
OPERATING EXPENDITURE								
1772	RUBBISH SITES MTC	Exp	282,240	260,308	-21,932	-7.77		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	97,296	63,958	-33,338	-34.26		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	83,344	67,476	-15,868	-19.04		Budget timing variation - normal operational variance
2302	DBK CEMETERY MNTCE	Exp	42,640	21,179	-21,461	-50.33		Budget timing variation
2322	PUBLIC CONVENIENCES	Exp	131,659	117,299	-14,360	-10.91		Budget timing variation
OPERATING INCOME								
1803	FEES & CHARGES - KERBSIDE BIN SERVICES	Inc	-570,696	-591,447	-20,751	3.64	x	Permanent variation - income higher than budget estimates
2223	FEES & CHARGES - APPLICATIONS	Inc	-18,424	-45,408	-26,984	146.46	x	Potential permanent variance - actual YTD exceeds full year budget by approx \$17k - increased number of applications received to date
CAPITAL EXPENDITURE								
0964	CEMETERIES - INFRASTRUCTURE	Exp	10,000	0	-10,000	-100.00		Budget timing variation - no expenditure to date
CAPITAL INCOME								
1845	TRANSFER FROM RESERVE	Inc	-50,000	0	50,000	-100.00		Budget timing variation - Reserve transfer dependant on timing of capital expenditure for Donnybrook Refuse site
2405	GRANTS (CAPITAL) - ASSETS	Inc	-37,500	-16,568	20,932	-55.82		Budget timing variation - grant income is dependant on the timing of the works for the upgrade of the public toilets
RECREATION AND CULTURE								
OPERATING EXPENDITURE								
<u>Recreation Centre</u>								
5037	DBK REC CENTRE - ASSET MTC / REFUB	Exp	15,800	4,462	-11,338	-71.76		Budget timing variation
<u>Other Recreation & Sport</u>								
2642	PARKS & RESERVES GENERAL	Exp	431,944	375,840	-56,104	-12.99		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	57,375	38,086	-19,289	-33.62		Budget timing variation - normal operational variance

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 28/02/2021	Actual to 28/02/2021	Variance Amount	Variance %	Permanent Variation	Comment
RECREATION AND CULTURE								
LIBRARIES								
2962	OFFICE EXPENSES DBK	Exp	32,160	13,700	-18,460	-57.40		Budget timing variation - normal operational variance
Other Culture								
5272	PROMOTION OF COMMUNITY EVENTS	Exp	35,112	17,133	-17,979	-51.20		Budget timing variation
OPERATING INCOME								
Recreation Centre								
1075	TRANSFER FROM RESERVE	Inc	-10,606	0	10,606	-100.00		Budget timing variation - Reserve transfer dependant on timing of Asset Mlce projects
1201	FEES & CHARGES - GYMNASIUM / MEMBERSHIPS	Inc	-46,664	-33,223	13,441	-28.80		Reduced income - refer budget review
CAPITAL INCOME								
7105	GRANTS (CAPITAL) - ASSETS	Inc	-30,000	-51,900	-21,900	73.00		Budget timing variation - Grant funding for VC Mitchell park precinct dependant on timing of project milestones
TRANSPORT								
CAPITAL EXPENDITURE								
3210	ROADWORKS GENERAL	Exp	258,088	149,814	-108,274	-41.95		Budget timing variation - variance reflects timing of road program
3260	REGIONAL ROAD GROUP	Exp	716,784	562,617	-154,167	-21.51		Budget timing variation - variance reflects timing of road program
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	283,256	67,944	-215,312	-76.01		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	453,312	95,001	-358,311	-79.04		Budget timing variation - variance reflects timing of road program
3554	PURCHASE PLANT & EQUIPMNT	Exp	93,097	74,041	-19,056	-20.47		Budget timing variation - variance reflects timing of plant replacement program
CAPITAL INCOME								
0325	GRANTS - BLACK SPOTS	Inc	-339,999	-190,488	149,511	-43.97		Budget timing variation - variance reflects timing of road program
3191	CONTRIBUTION TO ASSETS (INFRASTRUCTURE/FUTURE)	Inc	-10,688	0	10,688	-100.00		Budget timing variation - no contributions to date
3261	GRANT REVENUE - LRCI FUNDING	Inc	-136,500	-172,292	-35,792	26.22		Budget timing variation - variance reflects timing of road program
3291	GRANTS - REGIONAL ROAD GROUP	Inc	-510,000	-372,050	137,950	-27.05		Budget timing variation - variance reflects timing of road program
3331	GRANTS - ROADS TO RECOVERY	Inc	-142,000	-20,024	121,976	-85.90		Budget timing variation - variance reflects timing of road program
3565	RESERVE FUND TRANSFER	Inc	-59,967	0	59,967	-100.00		Budget timing variation - variance reflects timing of plant replacement program
3575	SALE OF PLANT & EQUIPMENT	Inc	-43,253	-17,000	26,253	-60.70		Budget timing variation - variance reflects timing of plant replacement program
OPERATING EXPENDITURE								
3370	STREET TREES & PRUNING	Exp	42,384	20,985	-21,399	-50.49		Budget timing variation
341M	GENERAL ROAD MAINTENANCE	Exp	664,272	698,623	34,351	5.17		Budget timing variation - variance reflects timing of road program
3450	BRIDGE MAINTENANCE	Exp	143,627	80,872	-62,755	-43.69		Budget timing variation
3550	ROAD ASSET MANAGEMENT	Exp	36,664	9,369	-27,295	-74.45		Budget timing variation - review of service delivery model in progress
ECONOMIC SERVICES								
OPERATING EXPENDITURE								
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	231,504	14,232	-217,272	-93.85		Budget timing variation - dependant on timing of weed program
4082	CONTRACT LABOUR & RELIEF	Exp	10,000	0	-10,000	-100.00		No expenditure to date
OPERATING INCOME								
3413	GRANTS - PROGRAMS	Inc	-78,817	0	78,817	-100.00		Budget timing variation - income dependant on completion of works for weed program
4153	FEES & CHARGES - BUILDING LICENSES	Inc	-26,664	-47,159	-20,495	76.86	x	Potential permanent variation - income from building licenses will exceed budget
CAPITAL INCOME								
0275	PROCEEDS SALE OF LAND	Inc	0	-81,818	-81,818		x	Permanent variance - Sale of Lot 101 Marmion Street - Proceeds from sale of land to be transferred to POS Trust account
PUBLIC WORKS OVERHEADS								
Various A/cs	EXPENDITURE - PUBLIC WORKS OVERHEADS	Exp	1,016,376	986,837	-29,539	-2.91		
7422	LESS ALLOCATED TO W&S	Exp	-940,248	-826,103	114,145	-12.14		
Various A/cs	INCOME - PUBLIC WORKS OVERHEADS	Inc	-58,656	-95,874	-37,218	63.45		
	TOTAL PUBLIC WORKS OVERHEADS		17,472	64,861	47,389	271.23		Public Works Overheads are currently \$64,861 under allocation. Rates have been

Variance Reporting Threshold - \$10,000

Account No.	Account Description	Account Type	Year to Date Budget 28/02/2021	Actual to 28/02/2021	Variance Amount	Variance %	Permanent Variation	Comment
PLANT OPERATION COSTS								
Various A/cs	EXPENDITURE - PLANT OPERATION COSTS	Exp	596,082	538,511	-57,571	-9.66		reviewed and increased for the remainder of the year.
4512	LESS POC ALLOCATED TO W&S	Exp	-543,280	-481,772	61,508	-11.32		
Various A/cs	INCOME - PLANT OPERATION COSTS	Inc	-20,128	-19,515	613	-3.04		Plant Operation Costs are currently \$37,224 under allocated. Rates have been reviewed and some plant adjusted for remainder for the year.
	TOTAL PLANT OPERATION COSTS		32,674	37,224	4,550	13.93		
PROJECT OPERATION COSTS								
Various A/cs	EXPENDITURE - PROJECT OPERATION COSTS		200,312	225,924	25,612	12.79		Project Operation Costs are fully allocated across projects
4197	LESS ALLOCATED TO PROJECTS	Exp	-197,336	-225,924	-28,588	14.49		
	TOTAL PROJECT OPERATION COSTS		2,976	0	-2,976	-100.00		
TOTAL GROSS SALARY & WAGES								
4570	TOTAL SALARIES AND WAGES	Exp	4,684,926	4,685,923	997	0.02		Wages and Salaries approx \$1k over YTD Budget - Potential permanent variance (Includes workers compensation payments of approx. \$75k and \$15k LSL due from Reserve)
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
28th February 2021

	Sch No	2020/21 Adopted Budget		2020/21 Actual	
		Income	Expenditure	Income	Expenditure
OPERATING SECTION					
General Purpose Funding	3	6,238,176	202,110	5,955,410	108,993
Governance	4	88,398	1,052,199	51,682	658,306
Law, Order & Public Safety	5	581,860	1,373,069	376,446	830,964
Health	7	173,013	263,707	117,230	163,761
Welfare Services	8	4,111,587	5,024,914	2,778,138	3,453,807
Community Amenities	10	1,134,936	1,709,555	1,193,956	996,134
Recreation & Culture	11	346,249	3,578,827	111,406	2,362,904
Transport	12	224,923	4,818,754	164,233	3,197,516
Economic Services	13	480,781	847,267	165,542	420,098
Other Property & Services	14	118,200	118,200	115,389	216,812
		13,498,123	18,988,601	11,029,432.34	12,409,295.25
CAPITAL SECTION					
Governance	4	170,295	186,507	91,307	116,145
Law, Order & Public Safety	5	66,241	83,910	9,990	24,183
Health	7	0	11,693	0	5,762
Welfare Services	8	548,822	578,425	276,850	345,599
Community Amenities	10	332,795	341,220	59,295	69,700
Recreation & Culture	11	4,214,145	4,283,128	975,236	1,125,847
Transport	12	4,880,807	5,543,734	842,397	1,090,505
Economic Services	13	154,000	167,370	82,598	42,823
Transfers To Reserves	15	0	212,000	0	273,645
		10,367,105	11,407,987	2,337,673	3,094,208
Total Income & Expenditure		23,865,228	30,396,588	13,367,106	15,503,503
Less Depreciation W/Back			(5,494,234)		(3,790,284)
Adjust Profit/Loss Adjustment					42,603
Net		23,865,228	24,902,354	13,367,106	11,755,822
Add Surplus July 1 B/Fwd		1,037,126		1,018,549	
Adjust WIP Buildings				5,353	
Adjust Current Asset Land Held for Resale					45,468
Adjust Employee Entitlements					6,193
Adjust to NCL (Leave Provisions)				8,156	
Adjust NCL - POS Liability				265,738	
Rounding Adjustment					0
Surplus/Deficit C/Fwd			0		2,857,417
		24,902,354	24,902,354	14,664,901	14,664,901

** Decrease in 2020/21 actual opening surplus of \$18,576.57 - please see page 26 for detailed breakdown.

Shire of Donnybrook / Balingup
Summary of Financial Activity - Cash
For the Period ended
28th February 2021

Surplus/Deficit Summary C/Forward Represented by;

(A) Cash at Bank and on Hand	10,077,551	
Cash at Bank - Reserves	6,833,602	
Sundry Debtors Rates	1,049,804	
Receivables/Debtors	60,727	
Contract Assets	13,383	
GST Asset Clearing A/C	98,905	
ESL Asset Clearing A/C	233,223	
Stock on Hand	<u>118,918</u>	18,486,112
(B) Provision for LSL Current	(427,080)	
Provision for A/L Current	(524,869)	
Add Cash Back Reserve	192,881	
Contract Liability	(2,800,706)	
GST Liability Clearing A/C	(7,337)	
ESL Liability Clearing A/C	(297,808)	
PAYG Clearing A/C	(106,926)	
Prepaid Rates	(95,479)	
Reserve Funds	(6,833,602)	
Restricted Liability (Bonds)	(3,984,089)	
Sundry Creditors	<u>(743,679)</u>	(15,628,695)
Net Current Assets		<u><u>2,857,417</u></u>

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 28th February 2021

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 28th February 2021

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(l) Depreciation of Non-Current Assets

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

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

Asset Class	Useful Life
Buildings	20 to 100 years
Office Furniture and Equipment	5 to 15 years
Computer Equipment	4 to 15 years
Plant and Equipment	5 to 15 years
Infrastructure:	
Bridges	27 to 77 years
Road clearing and earthworks	not depreciated
Road Pavement	40 to 45 years
Road Seal	15 years
Carparks	40 years
Cycleways	40 years
Footpaths - Concrete	25 to 71 years
Footpaths - Slab	25 to 71 years
Storm Water Drainage	83 years
Other	4 to 80 years

(m) Land Held for Resale

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

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

(n) Employee Entitlements

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

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

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

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

The provision for employees' benefits for annual leave and long service leave expected to be settled more than 12 months from the reporting date represents the present value of 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 28th February 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

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

(b) Statement of Objective

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

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

03 GENERAL PURPOSE FUNDING

Objective: To collect revenue to allow for the provision of services.

Activities: General rate revenue, general purpose grants and interest revenue.

04 GOVERNANCE

Objective: To provide a decision making process for the efficient allocation of scarce resources.

Activities: Administration and operation of facilities and services to members of Council; Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific council services.

05 LAW, ORDER, PUBLIC SAFETY

Objective: To provide services to help insure a safer community.

Activities: Supervision of various local laws, fire prevention, animal control and State Emergency Service.

07 HEALTH

Objective: To provide an operational framework for good community health.

Activities: Health inspection and administration, preventative services and medical centre buildings.

08 EDUCATION AND WELFARE

Objective: To meet the needs of the community in these areas.

Activities: Operation of Frail Aged Hostel, Well Aged Housing, Community Development Child Care Centre & Youth Welfare

09 HOUSING

Objective: To help ensure adequate housing.

Activities: Maintenance of rental housing facilities. Council does not currently provide services in this area.

10 COMMUNITY AMENITIES

Objective: Provide services required by the community.

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

11 RECREATION AND CULTURE

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

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

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 28th February 2021

2. COMPONENT FUNCTIONS/ACTIVITIES

12 TRANSPORT

Objective: To provide effective and efficient transport services to the community.
 Activities: Construction and maintenance of roads, drainage works, footpaths, parking facilities, traffic signs, street cleaning, street trees, private works and traffic management.

13 ECONOMIC SERVICES

Objective: To help promote the Shire and improve its economic well being.
 Activities: Promotion of Tourism, Maintenance of Caravan Park, building control, noxious weed control, receipt of royalties.

14 OTHER PROPERTY & SERVICES

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

3. CASH AND INVESTMENTS

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

Restricted (See below)
 Restrictive Liability (Bonds)
 Restricted Funds - Trust Deposit
 Unrestricted
 Municipal Fund
 Municipal Investment Account
 Petty Cash on Hand

	Budget 30/06/2021	B/Forward 01/07/2020	YTD Actual 28/02/2021
	5,704,551.00	6,624,763	6,833,602
	5,424,593.00	5,739,577	3,739,842
	0.00	189,561	0
	6,464,250.00	3,241,806	1,045,223
	0.00	1,014,496	5,290,326
	2,160.00	2,160	2,160
Total Cash Balance	17,595,554.00	16,812,362	16,911,153

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

Waste Management Reserve
 Bushfire Control & Management Reserve
 Aged Housing Reserve
 Employee Entitlements Reserve
 Arbutnott Memorial Scholarship Reserve
 Strategic Planning Studies Reserve
 Land Development Reserve
 Vehicle and Plant Reserve
 Roadworks Reserve
 Parks and Reserves Reserve
 Revaluation Reserve
 CBD Development Reserve
 Buildings Reserve
 Apple Funpark Reserve
 Information Technology Reserve
 Carried Forward Projects Reserve
 Covid 19 Reserve
 POS Reserve - Donnybrook
 POS Reserve - Balingup
 Municipal Interest - Reserves

	1,410,974	1,535,974	1,535,974
	2,282	2,282	2,282
	1,144,953	1,187,133	1,191,126
	185,381	192,881	193,529
	3,285	3,585	3,585
	40,051	40,051	40,051
	450,271	450,271	350,271
	376,690	402,000	402,000
	435,434	435,434	435,434
	153,744	153,744	153,744
	10,700	10,700	10,700
	3,054	3,054	3,054
	247,216	758,523	958,044
	99,521	99,521	0
	99,523	107,523	107,523
	938,940	1,139,556	1,074,750
	102,532	102,532	102,532
	0	0	208,771
	0	0	56,967
	0	0	3,265
	5,704,551	6,624,763	6,833,602

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 28th February 2021

4. NET CURRENT ASSETS

Composition of Net Current Asset Position

CURRENT ASSETS

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 28/02/2021 \$
Cash at Bank and on Hand	761,859	4,258,461	6,093,462
Restricted Assets - Reserves	5,704,551	6,624,763	6,833,602
Restricted Assets - Bond Deposits	5,424,593	5,739,577	3,984,089
Restricted Assets - Trust Funds	0	189,561	0
Sundry Debtors Rates	508,475	404,548	1,049,804
Receivables/Debtors	115,938	86,923	60,727
Accrued Income	63,913	51,716	0
GST Asset Clearing A/C	85,772	69,403	98,905
ESL Asset Clearing A/C	28,927	23,407	233,223
Prepayments	35,000	17,028	0
Stock on Hand	10,284	10,284	118,918
Land Held for Resale	97,652	97,652	0
Contract Assets	115,000	413,642	13,383
	12,951,964	17,986,966	18,486,112

CURRENT LIABILITIES

	Budget 30/06/2021 \$	B/Forward 01/07/2020 \$	YTD Actual 28/02/2021 \$
Provision for LSL Current	(438,098)	(438,098)	(427,080)
Provision for A/L Current	(699,275)	(513,894)	(524,869)
Add Cash Backed Reserve	185,381	192,881	192,881
Accrued Salaries/Wages	(149,827)	(220,176)	0
Accrued Expenses	(36,113)	(53,069)	0
Prepaid Rates	(95,288)	(140,029)	(95,479)
GST Liability Clearing A/C	(25,351)	(31,957)	(7,337)
ESL Liability Clearing A/C	0	0	(297,808)
PAYG Clearing A/C	(68,049)	(105,297)	(106,926)
Contract Liability	(189,095)	(2,724,717)	(2,800,706)
Sundry Creditors	(307,105)	(361,584)	(743,679)
Restricted Liability - Bonds	(5,424,593)	(5,739,577)	(3,984,089)
Less Restricted Assets - Trust Funds	0	(189,561)	0
Less Restricted Assets - Reserves	(5,704,551)	(6,624,763)	(6,833,602)
	(12,951,964)	(16,949,841)	(15,628,695)

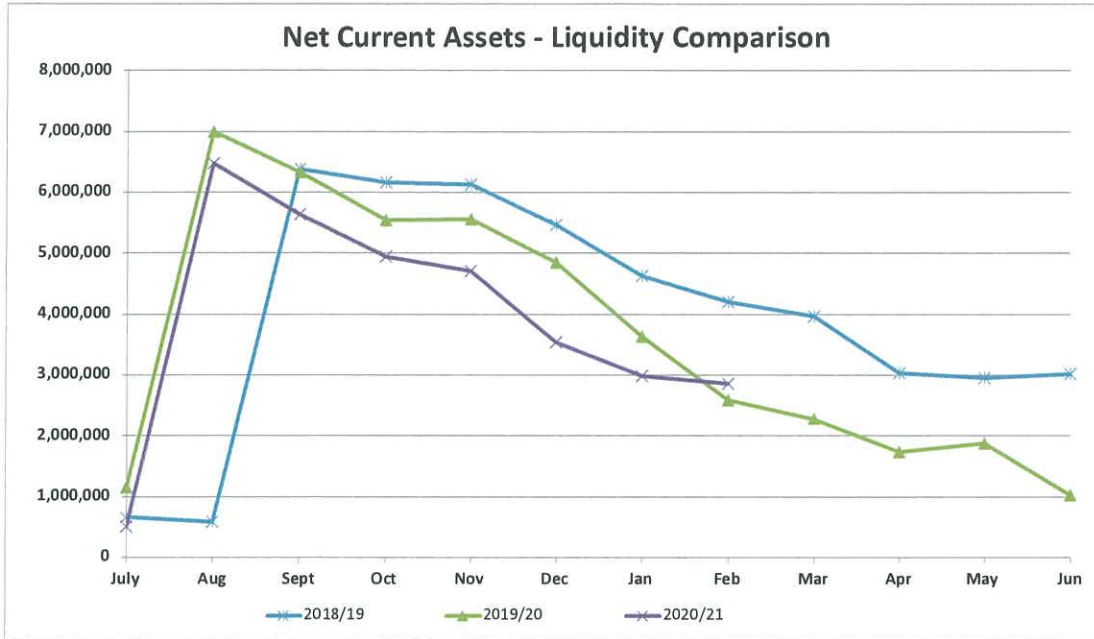
NET CURRENT FUNDING POSITION

0 1,037,126 2,857,417

Net Current Assets - Liquidity Comparison			
Month	2018/19	2019/20	2020/21
July	655,255	1,152,916	506,431
August	577,376	6,991,493	6,469,551
September	6,377,761	6,323,548	5,634,551
October	6,155,719	5,540,643	4,931,119
November	6,125,435	5,559,973	4,699,741
December	5,457,420	4,844,897	3,527,899
January	4,619,542	3,636,167	2,991,314
February	4,195,258	2,596,196	2,857,417
March	3,962,956	2,279,317	
April	3,032,763	1,740,914	
May	2,948,242	1,885,171	
June	3,007,579	1,018,548	

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 28th February 2021

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 =

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

	2018/19	2019/20	2020/21
July	1.37	1.75	1.12
August	1.33	6.15	2.24
September	5.44	5.90	2.10
October	4.64	5.40	1.95
November	5.82	5.02	1.89
December	4.79	4.83	1.65
January	3.84	3.61	1.65
February	3.32	2.21	1.59
March	3.73	2.56	
April	2.65	2.26	
May	3.03	1.53	
June	2.79	1.22	

*** The decrease in the current ratio is due to changes in the Accounting Standards, Grant funding is now recognised in the Balance Sheet as a Contract Liability. As these funds are expended this will transfer from a Contract Liability to Revenue recognition and likely to improve the ratio.*

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 28th February 2021

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 \$10,000 will apply for reporting purposes. That is all variances greater than \$10,000 will be reported to Council.

Any variance less than \$10,000 will not be reported to Council. The variance analysis applies to all income and expenditure items, except non-cash items such as depreciation.

A table showing material variances, as at 28th February 2021 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

General

The variance analysis shows a number of variances with the comment of budget timing variation.

The variances are temporary in nature and relate to the timing of income of expenditure when compared to the projected year to date budget results. Essentially this is a variance in projected cashflows when actual results are compared to budget results.

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

General Purpose Funding

A potential permanent variance is identified for interest on Reserve funds - investment income is based on prevailing interest rates.

Variance of approx \$26k relating to interim and back rates- this increased income is due to development growth. Income from settlement agent account enquiries is currently exceeding the full YTD budget by \$11k.

Governance

All variances identified within this program are expected to resolve as the financial year proceeds and are therefore considered temporary variances only. Currently waiting for final invoice from Auditor General's for EOFY audit fees.

Variance has been identified for Revaluation of Assets, changes in regulations has resulted in expected revaluation of assets not proceeding.

Law, Order and Public Safety

Variances have been identified for bushfire mitigation works and fire control expenditure - these variances are expected to resolve as the financial year proceeds.

Health

There are no variances reportable for the month.

Education and Welfare

Material variances reported within this program relate to the operation of Council's Frail Aged Lodge, Preston Village and Well Aged Units. Budget timing variances have been identified, this income reflects level of care provided.

Minimal expenditure has been incurred to date on capital works at Tuia Lodge. The timing of the transfers from reserves are dependant on capital expenditure.

A permanent variance for care income - resident fees has been identified, income relates to respite care and YTD actual is approx \$11k above full year budget amount.

A reduction in rental income for Preston Retirement Village and Units 5-8 Minnipup Cottages has been identified reduction is due to unit vacancies and renovations.

Community Amenities

Increased income of approx \$20k has been identified for kerbside bin services, this is a permanent variance. Income received for planning applications is higher than budget estimates, this is a potential permanent variance.

Other variances identified within this program are expected to resolve as the financial year proceeds.

Shire of Donnybrook - Balingup
Notes To And Forming Part of the Financial Statements
For the Period ended 28th February 2021

5. VARIANCE ANALYSIS

Recreation and Culture

Reduction in income for Dbk Rec Centre Fees & Charges - Gymnasium/memberships has been identified.

Variations for grant funding and reserve fund transfers are dependant on the timing of projects and are expected to resolve as the financial year proceeds.

Transport

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

Economic Services

Increased income of approx \$81k has been identified for sale of Lot 101 Mead St - this is a permanent variance.

Income from building licenses will exceed the budget due to increased number of applications being lodged.

Public Works Overheads

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

Total public works overheads are currently \$64,861 under allocated, rates have been reviewed and increased for the remainder of the year.

Total plant operation costs are currently \$37,224 under allocated, expect under allocation to be resolved by year end.

Total project operation costs have been fully allocated.

Total gross wages and salaries expenditure is approx. \$1k over the year to date budget.

Potential permanent variance (inc. workers comp payments of approx \$75k and \$15k LSL due from Reserve

6. Minor Debts Written Off Under Delegation

Minor debts written off under delegation by CEO for the month as at reporting date.

Rates	\$	39.92
Other	\$	-

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

ASSETS ACQUIRED BY TYPE

	2020/21	
	Adopted Budget \$	Actual \$
Land & Buildings	2,875,764	1,171,083
Plant & Equipment	371,556	111,409
Furniture & Equipment	38,000	12,088
Infrastructure Assets - Roads	2,567,418	875,377
Infrastructure Assets - Other	5,160,088	264,572
	11,012,826	2,434,527

ASSETS ACQUIRED BY PROGRAM

	2020/21	
	Adopted Budget \$	Actual \$
Governance	163,720	101,345
Law, Order & Public Safety	71,241	12,990
Health	0	0
Education and Welfare	240,822	22,146
Community Amenities	341,220	69,700
Recreation & Culture	4,498,089	1,108,389
Transport	5,543,734	1,090,505
Economic Services	154,000	29,454
	11,012,826	2,434,527

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 28th February 2021

7. DISPOSAL OF ASSETS

ASSETS DISPOSED BY TYPE

	2020/21	
	Adopted Budget \$	Actual \$
Proceeds of Sale of Assets		
Land	0	81,818
Plant & Equipment	190,810	50,727
	190,810	132,545
Less Written Down Value at Disposal	168,209	83,644
Profit/(Loss) on Disposal	22,601	48,901

ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)

	2020/21	
	Adopted Budget \$	Actual \$
Governance	(622)	0
Community Amenities	(5,611)	11,639
Transport	21,320	912
Economic Services	7,514	36,350
	22,601	48,901

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 28th February 2021 is \$426,693.68.

Loan redemption does not include borrowings from Tuia RAD Bonds & Preston Retirement Village liability

9. CHANGES TO NET SURPLUS/DEFICIT CALCULATION FROM BUDGET ADOPTION TO FINAL AUDITED FIGURE

Surplus July 1, Brought Forward as per 20/21 Budget (Estimate)	1,037,126
Additional Transfer to C/Forward Projects Reserve	
Unspent funds - Bridge Maintenance	(23,500)
Local Volunteers 19/20 ARC Initiative	(3,000)
Transfer to POS Trust - Mead Street land	(55,766)
Adjustment to Land Held for Resale - Sale of Mead Street land	(52,184)
Accrued Loan Interest	(2,815)
Accrued Income - Preston Village	4,165
Various minor adjustments	(114)
Stock on Hand - Gravel reduced expenditure	114,637
Surplus July 1, Brought Forward actual balance (Audited)	1,018,549
Difference (reduction in surplus)	(18,577)

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 28th February 2021

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
GOVERNANCE									
Other Governance									
105640	Admin Centre - Refurbishment	94,500	101,345		101,345				
105540	Replace Vehicle - Projects Officer	31,220	0			0			
105840	Audio Visual System (meeting streaming)	8,000	0				0		
105840	Upgrade of Shire Office Telephone System	30,000	0		0		0		
		163,720	101,345	0	101,345	0	0	0	0
LAW, ORDER AND PUBLIC SAFETY									
Fire Control									
103540	Light Tanker - Lowden BFB	0	0			0			
103840	Beelerup Fire Station	12,117	12,990		12,990				
103840	Ferndale BFB	47,922	0		0				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room & I	0	0		0				
Animal Control									
107940	Dog Pound Seal Flood	6,000	0		0				
Law, Order and Public Safety									
170040	SES Depot Donnybrook	5,202	0		0				0
		71,241	12,990	0	12,990	0	0	0	0
HEALTH									
Health Inspection and Administration									
114640	Purchase Furniture	0	0				0		
		0	0	0	0	0	0	0	0
EDUCATION AND WELFARE									
Tuia Lodge									
173840	Tuia Lodge - Install Gutter Guards to compls	15,606	0		0				
173840	Tuia Lodge - Dementia Ward	0	0		0				
173840	Tuia Lodge - Fire Supression System	0	5,576		5,576				
173840	Tuia Lodge - Marri Wing Refurbishment	61,200	4,482		4,482				
173840	Tuia Lodge - Nurses Station / Admin - Refurb Ca	19,380	0		0				
116840	Tuia Lodge - Furniture & Equipment	0	12,088				12,088		
		96,186	22,146	0	10,058	0	12,088	0	0
Other Welfare									
180940	Minninup Cottages - Units 5 - Interior Refurbishn	46,818	0		0				
180940	Minninup Cottages - Units 8 - Interior Refurbishn	46,818	0		0				
180940	Minninup Cottages - Units 9 - Replace Kitchen	20,400	0		0				
180940	Langley Villas - Unit 6 - Refurb Bathroom / Laun	25,500	0		0				
180940	Langley Villas - Unit 6 - Replace Floor Covering	5,100	0		0				
		144,636	0	0	0	0	0	0	0

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 28th February 2021

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
COMMUNITY AMENITIES									
Sanitation									
160140	Donnybrook Refuse Site - Closure Study	25,000	10,400						10,400
160140	Donnybrook Refuse Site - Rehab / Capping	100,000	0						0
		125,000	10,400	0	0	0	0	0	10,400
Town Planning									
122740	Replace Vehicle - Town Planner	31,220	31,700			31,700			
		31,220	31,700	0	0	31,700	0	0	0
Other Community Amenities									
109650	Public Toilets - Main Street, Donnybrook	110,000	286		286				
109650	Public Toilets - Kirup	20,000	25,032		25,032				
109650	Public Toilets - Balingup	40,000	2,281		2,281				
109640	Donnybrook Cemetery Upgrades	15,000	0						0
		185,000	27,600	0	27,600	0	0	0	0
RECREATION AND CULTURE									
Public Halls									
110640	Public Hall - Donnybrook	0	0		0				
		0	0	0	0	0	0	0	0
Other Recreation and Sport									
107140	Balingup - Install new Drinking Fountain	10,000	0						0
109840	Donnybrook - Install new Drinking Fountain	10,000	3,830						3,830
189340	Donnybrook Weir Upgrade	135,000	0						0
189240	Kirup Mill Park - Install new Drinking Fountain	10,000	0						0
189240	Kirup Mill Park - Upgrade	50,000	0						0
189140	Golden Valley Tree Park - Pathway Upgrade	80,000	0						0
112140	Balingup Oval - New Bore	150,000	21,822						21,822
126820	Playground Equipment	15,000	2,621						2,621
106940	Apple Funpark - Renewal of Equipment	7,500	0						0
101940	Apple Funpark Project	1,420,000	8,582						8,582
111840	Dbk Arboretum - Safety Fencing and Furn	22,588	0						0
111840	Street Lighting - Replacement Energy Efficiency	8,000	5,200						5,200
111840	VC Mitchell Park - New Bore	250,000	68						68
111840	Ayers Garden - New Shade / Seating	15,000	15,260						15,260
111840	Ayers Garden - Upgrade Shade / Seating	10,000	0						0
189440	VC Mitchell Park - Redevelopment	0	26,248						26,248
		2,193,088	83,631	0	0	0	0	0	83,631

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 28th February 2021

APPENDIX A Details of Capital Works Program - 2020/21

Ledger Account	Proposed Works	2020/21 Adopted Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
Donnybrook Recreation Centre									
189040	Equipment - Floor Scrubber	5,800	5,668			5,668			
172940	Refurbish Disabled Toilets	8,323	4,855		4,855				
172940	Pool Relined	81,600	71,968		71,968				
172940	Pool - New Nonslip Floor Product	15,606	0		0				
172940	Pool Plant - Renew Water Treatment Plant Conti	17,167	7,483		7,483				
172940	Pool Plant - Renew Sand Filter	20,834	0		0				
		149,330	89,973	0	84,306	5,668	0	0	0
Other Culture									
110940	Donnybrook Town Centre Revitalisation	2,155,671	934,784		934,784				
		2,155,671	934,784	0	934,784	0	0	0	0
TRANSPORT									
Construction, Streets, Roads Bridges, Depots									
132000	Bridgeworks (Special Grants)	2,502,000	0						0
132100	Roadworks Construction - General	387,230	149,814					149,814	
132600	Regional Road Group Projects	1,075,188	562,617					562,617	
133000	Roads to Recovery Program	425,000	67,944					67,944	
133300	Blackspot Projects	680,000	95,001					95,001	
132400	Footpath Construction Program	205,000	141,087						141,087
		5,274,418	1,016,464	0	0	0	0	875,377	141,087
Road Plant Purchases									
135540	Replace Tip Truck - DB4550	98,607	0				0		
135540	Replace Ute - DB112 (W&S)	41,519	0				0		
135540	Replace Ute - DB117 (P&G)	25,949	0				0		
135540	Replace Ride on Mower - DB606	50,625	46,717			46,717			
135540	Replace Ride on Mower - DB898	26,987	27,324			27,324			
135540	Replace Ute - DB102 - Balingup	25,629	0				0		
		269,316	74,041	0	0	74,041	0	0	0
ECONOMIC SERVICES									
Rural Services									
182340	Donnybrook Commercial Standpipe	60,000	5,656						5,656
182340	Balingup Commercial Standpipe	60,000	23,798						23,798
		120,000	29,454	0	0	0	0	0	29,454
Building Control									
141940	Replace Bldg Surveyor Ute - DB631	34,000	0				0		
		34,000	0	0	0	0	0	0	0
TOTAL CAPITAL EXPENDITURE		11,012,826	2,434,527	0	1,171,083	111,409	12,088	875,377	264,572

SHIRE OF DONNYBROOK / BALINGUP
Notes to and forming part of the Financial Statements
For the Period ended 28th February 2021

Appendix B Asset Disposal Schedule - 2020/21

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								
61301	Izuzu MUX - DB15	Plant & Equipment	37,173	37,795	(622)	0	0	0
			<u>37,173</u>	<u>37,795</u>	<u>(622)</u>	<u>0</u>	<u>0</u>	<u>0</u>
COMMUNITY AMENITIES								
Town Planning & Regional Development								
61298	Toyota Fortuner - DB463	Plant & Equipment	32,184	37,795	(5,611)	42,727	31,088	11,639
			<u>32,184</u>	<u>37,795</u>	<u>(5,611)</u>	<u>42,727</u>	<u>31,088</u>	<u>11,639</u>
TRANSPORT								
Road Plant Purchases								
61211	Tip Truck - DB4550	Plant and Equipment	33,741	19,721	14,020	0	0	0
61274	Mitsubishi Dual Cab Ute - DB112	Plant and Equipment	18,000	20,760	(2,760)	0	0	0
61263	Mitsubishi Triton Ute - DB117	Plant and Equipment	12,795	13,493	(698)	0	0	0
61292	Kubota Tractor Mower - DB606	Plant and Equipment	15,776	10,379	5,397	0	0	0
61270	Kubota Tractor Mower - DB898	Plant and Equipment	7,088	7,266	(178)	8,000	7,088	912
61236	Ford Ranger Ute - DB102	Plant and Equipment	14,539	9,000	5,539	0	0	0
			<u>101,939</u>	<u>80,619</u>	<u>21,320</u>	<u>8,000</u>	<u>7,088</u>	<u>912</u>
ECONOMIC SERVICES								
Building Control								
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	19,514	12,000	7,514	0	0	0
			<u>19,514</u>	<u>12,000</u>	<u>7,514</u>	<u>0</u>	<u>0</u>	<u>0</u>
Other Economic Services								
10140	Sale Lot 3 Mead Street	Land	0	0	0	81,818	45,468	36,350
			<u>0</u>	<u>0</u>	<u>0</u>	<u>81,818</u>	<u>45,468</u>	<u>36,350</u>
			<u>190,810</u>	<u>168,209</u>	<u>22,601</u>	<u>132,545</u>	<u>83,644</u>	<u>48,901</u>

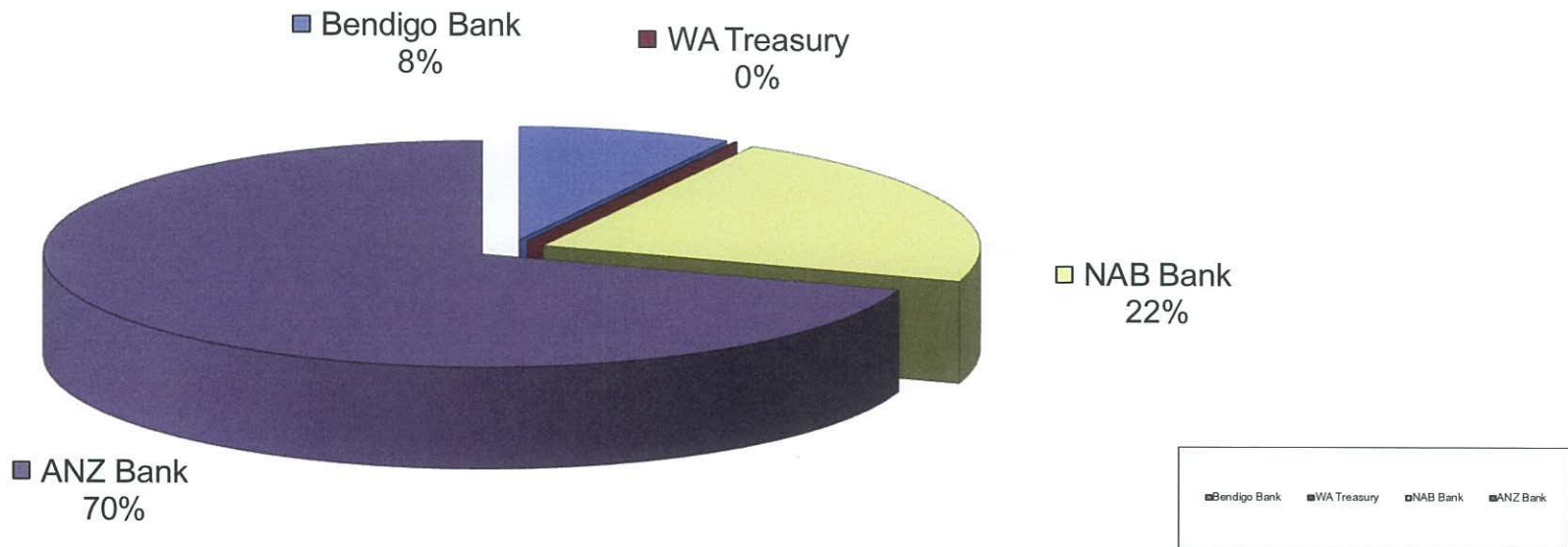
Shire of Donnybrook-Balingup
Schedule of Investments Held
For the period ended 28th February 2021

FUND	WHERE HELD	% RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
MUNICIPAL FUND							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$1,192,119.19	\$2,417,052.06	-\$2,567,413.07	\$1,041,758.18
	ANZ Bank 9116-13334	0.22%	3-Apr-2021	\$1,002,019.97	\$1,136.53	\$0.00	\$1,003,156.50
	ANZ Bank 9129-57331	0.29%	4-Apr-2021	\$1,001,931.50	\$0.00	\$0.00	\$1,001,931.50
	ANZ Bank 9794-44637	0.36%	2-Mar-2021	\$1,000,584.93	\$0.00	\$0.00	\$1,000,584.93
	ANZ Bank 9156-04304	0.22%	3-Mar-2021	\$1,000,701.91	\$0.00	\$0.00	\$1,000,701.91
	ANZ Bank 9156-04304	0.22%	3-Mar-2021	\$1,000,701.91	\$379.45	-\$1,001,081.36	\$0.00
	ANZ Bank 9116-13342	0.36%	3-Mar-2021	\$269,443.20	\$0.00	\$0.00	\$269,443.20
	NAB Bank 44-223-0954	0.25%	4-Apr-2021	\$1,000,000.00	\$0.00	\$0.00	\$1,000,000.00
	WA Treasury - General	0.20%	At Call	\$14,507.18	\$1.18	\$0.00	\$14,508.36
				\$7,482,009.79	\$2,418,569.22	-\$3,568,494.43	\$6,332,084.58
TRUST FUND							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$127,379.68	\$138,965.91	\$0.00	\$266,345.59
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	\$0.00	\$0.00	\$0.00	\$0.00
				\$127,379.68	\$138,965.91	\$0.00	\$266,345.59
Roadworks Bonds	Bendigo - 3505033	0.35%	1-Feb-2021	\$87,788.81	\$77.32	-\$87,866.13	\$0.00
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-47489	0.29%	18-Mar-2021	\$2,057,666.18	\$0.00	\$0.00	\$2,057,666.18
Tuia Lodge Accommodation Bonds	ANZ A/c: 9116-13289	0.22%	3-Apr-2021	\$1,882,175.96	\$2,134.85	-\$202,134.85	\$1,682,175.96
Extractive Industry Licence	Bendigo - 3505033	0.35%	1-Feb-2021	\$114,611.07	\$100.95	-\$114,712.02	\$0.00
Miscellaneous Investments	Bendigo - 3505033	0.35%	1-Feb-2021	\$10,551.46	\$9.30	-\$10,560.76	\$0.00
Public Open Space Contributions	Bendigo - 3505033	0.35%	1-Feb-2021	\$138,965.91	\$122.40	-\$139,088.31	\$0.00
				\$4,291,759.39	\$2,444.82	-\$554,362.07	\$3,739,842.14
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: 9202-29916	0.22%	3-Apr-2021	\$266,709.46	\$302.51	\$0.00	\$267,011.97
Aged Housing Reserve	ANZ A/c: 9202-29924	0.29%	5-Apr-2021	\$911,194.87	\$0.00	\$0.00	\$911,194.87
Waste Management Reserve	ANZ A/c: 9732-82198	0.29%	31-Mar-2021	\$1,535,973.72	\$0.00	\$0.00	\$1,535,973.72
Interest Reserve	ANZ A/c: 9732-82198	0.29%	31-Mar-2021	\$2,900.99	\$0.00	\$0.00	\$2,900.99
Buildings	ANZ A/c: 9732-82235	0.22%	3-Apr-2021	\$758,523.14	\$100,861.58	-\$92,168.49	\$767,216.23
Land	ANZ A/c: 9732-82235	0.22%	3-Apr-2021	\$450,270.71	\$511.45	-\$100,511.45	\$350,270.71
Roadworks Reserve Account	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$435,434.43	\$536.90	-\$536.89	\$435,434.44
Parks Reserve Account	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$153,743.91	\$189.55	-\$189.55	\$153,743.91
CBD Development Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$3,053.54	\$2.26	-\$2.26	\$3,053.54
Bushfire Control & Management Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$2,281.91	\$2.81	-\$2.81	\$2,281.91
Arbuthnott Reserve	NAB A/c: 86-143-2438	0.30%	8-Feb-2020	\$3,584.65	\$4.42	-\$4.42	\$3,584.65
Information Technology Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2020	\$107,523.19	\$132.56	-\$132.56	\$107,523.19
Langley Villas & Minn Cotts Contingency Account	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$12,919.22	\$15.93	-\$15.93	\$12,919.22
Town Planning Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$40,051.22	\$49.38	-\$49.38	\$40,051.22
Buildings Reserve	NAB A/c: 86-143-2438	0.30%	9-May-2021	\$190,828.17	\$0.00	\$0.00	\$190,828.17
Apple Fun Park Reserve	NAB A/c: 86-142-2539	0.30%	8-Feb-2021	\$99,521.26	\$122.70	-\$99,643.96	\$0.00
Plant Replacement Reserve	NAB A/c: 86-142-2539	0.15%	8-Apr-2021	\$401,999.77	\$495.66	-\$495.66	\$401,999.77
Valuation Reserve	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$10,700.10	\$13.19	-\$13.19	\$10,700.10
Employee Leave & Gratuity Reserve	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$192,926.30	\$966.74	\$0.00	\$193,893.04
Carried Forward Projects Reserve	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$1,166,056.73	\$1,437.60	-\$92,744.51	\$1,074,749.82
Covid 19 Reserve	NAB A/c: 86-137-3001	0.30%	9-May-2021	\$102,532.15	\$126.41	-\$126.41	\$102,532.15
				\$6,873,729.44	\$105,771.65	-\$386,637.47	\$6,592,863.62
TOTAL CASH & INVESTMENTS				\$18,774,878.30	\$2,665,751.60	-\$4,509,493.97	\$16,931,135.93

Investments Balances

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$1,333,103.77	7.87%	75%	A -2
WA Treasury	\$14,508.36	0.09%	100%	AAA
NAB Bank	\$3,733,295.13	22.05%	100%	A -1+
ANZ Bank	\$11,850,228.67	69.99%	100%	A -1+
	\$16,931,135.93	100.00%		

Shire of Donnybrook - Balingup Investment Balances



**Shire of Donnybrook-Balingup
Summary of Bank Reconciliation
For the period ended 28th February 2021**

MUNICIPAL FUND

Balance as per Bank Statements	1,041,758
Investments - Muni Funds	5,290,326
Investments - Trust Bonds	3,739,842
Deposits not yet Credited	5,544
Less Outstanding Cheques	(2,080)
Outstanding Transfers from Reserve	0
Outstanding Transfers to Reserves	0
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	0
Cheques not Yet Processed	0
Credit Card Payments	0
Bank Adjustment	0
<i>Balance as per Cash At Bank Account</i>	<u>10,075,391</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	266,954
Investments	0
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(608)
Less DOT EFT payment	0
Bank Adjustment	0
Outstanding Transfers	(266,346)
<i>Balance as per Cash At Bank Account</i>	<u>0</u>

RESERVE FUND

Balance as per Bank Statements	265,738
Investments	6,567,864
<i>Balance as per Cash At Bank Account</i>	<u>6,833,602</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

16,936,153

SHIRE OF DONNYBROOK-BALINGUP
Rates Collection Statistics as at 28th February 2021

	Rates % June 20'	Movement in Feb '21	Rates % Feb '21
Arrears Brought Forward	329,193	4,107	333,300
Prepayment of Rates	(79,686)	(15,793)	(95,479)
Billing To Date	5,165,900	6,880	5,172,780
	5,415,407	(4,806)	5,410,601
Less Received To Date	1,542,973	2,768,251	4,311,224
Balance Owed	3,872,434	(2,773,057)	1,099,377
Percentage Collection (Including Arrears B/Fwd)	28.08%	51.60%	79.68%
Percentage Collection (On 20/21)	29.87%	53.48%	83.34%

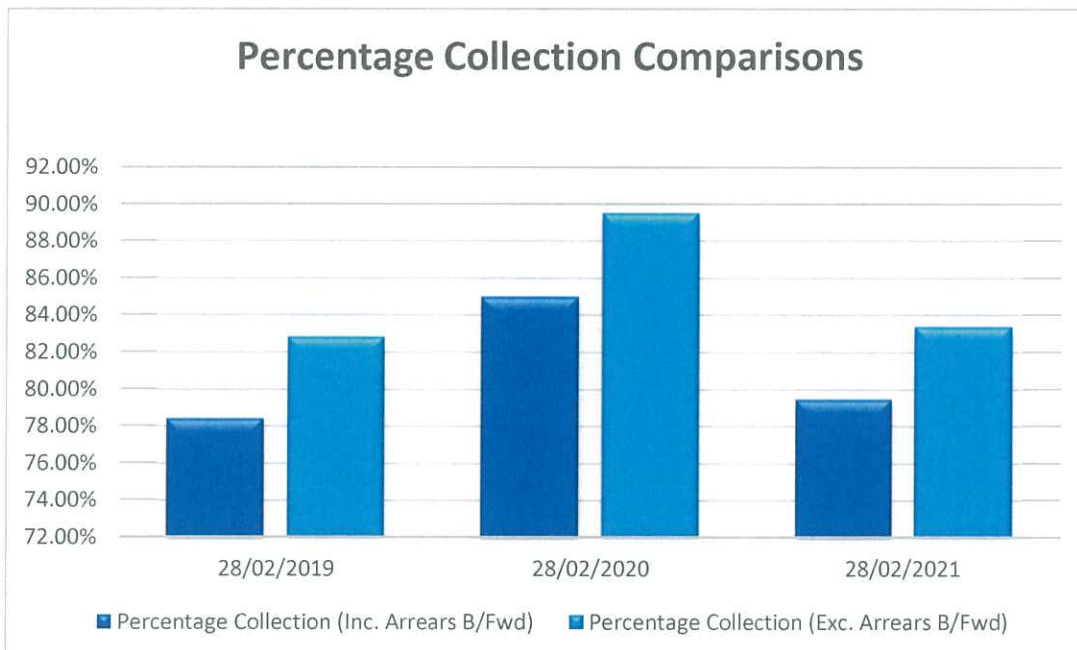
Note: Rates equating to approx 2.5% are not immediately collectable, being validly deferred under the State Governments' Scheme for Pensioner Rates deferrment. ie only 97.5% is collectable.

**** Please note:** figures reported are Rates collections only, excludes ESL and Waste Collection charges.

SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 28th February 2021

	28/02/2019	28/02/2020	28/02/2021
Arrears Brought Forward	339,093	347,791	333,300
Prepayment of Rates	(61,982)	(74,921)	(79,686)
Billing To Date	4,978,331	5,163,698	5,172,780
Total Raised Inc. Arrears	5,255,441	5,436,568	5,426,394
Less Received To Date	4,121,926	4,620,486	4,311,224
Balance Owed	1,133,515	816,081	1,115,170
Percentage Collection (Inc. Arrears B/Fwd)	78.43%	84.99%	79.45%
Percentage Collection (Exc. Arrears B/Fwd)	82.80%	89.48%	83.34%





COUNCIL POLICY COMD/CP-3 COMMUNITY ENGAGEMENT FRAMEWORK

1. OBJECTIVE

- 1.1. The object of this policy is to provide a framework to embed proactive stakeholder analysis, communication and engagement planning and delivery for Shire projects, services, and issues management.

2. SCOPE

- 2.1. The Shire is committed to providing opportunities for members of the community to participate in, and contribute to, local decision-making processes. This policy recognises that the Shire community is a source of knowledge and expertise and this is accessed to help find solutions to local issues as well as complex shire challenges.

3. DEFINITIONS

- 3.1. **Stakeholder** is any person, group, business, organisation or interested party (internal and external) who can impact, or is impacted by, a decision or activity.
- 3.2. **Communication** is a one-way information sharing process to keep stakeholders informed, advised, and educated, mostly after a decision is made or around project milestone. Communication tools include, but are not limited to, advertisements, letters, newsletters, brochures, website, phone calls, emails, media, social media, signage, displays, drawings, and models.
- 3.3. **Consultation** is a two-way information exchange process that enables stakeholders to give feedback, on a topic or issue so these can be considered before making a decision. Consultation tools include, but are not limited to, verbal discussions, written submissions, surveys, group meetings, workshops, displays, public events, and formal advisory committees. Consultation provides opportunities to clarify information, raise and address issues and discuss ideas and options.
- 3.4. **Level of engagement** refers to any one of five levels of engagement (inform, consult, involve, collaborate, empower) defined by the International Association of Public Participation (IAP2) Public Participation Spectrum to describe the community's role in any engagement programme. A complete description of the IAP2 Public Participation Spectrum can be found online at www.iap2.org
- 3.5. **Engagement** is any process that allows stakeholders to participate more deeply in problem solving or decision making which proactively uses their input to develop or formulate outcomes and make decisions. A thorough engagement process reaches mutually beneficial outcomes, as a result of effective relationship-building over a longer period of time (lifespan of a project or issue). Outcomes are heavily shaped by input from participants above simply considering feedback.

4. POLICY STATEMENT

Active community participation in the Shire's decision-making processes

4.1. The Shire has various strategies to guide its decision-making; consultation and engagement with the community is an integral strategy in decision-making.

4.2. The Shire will:

- a. Carefully plan engagement design and who to involve;
- b. Work in partnership with Aboriginal people, where possible;
- c. Prioritise accessible, diverse, and inclusive engagement;
- d. Consult early and clearly communicate the community's role throughout engagement;
- e. Communicate clearly when there are time constraints imposed by third parties;
- f. Deliver engagement approaches that are relevant to complexity, context, and place;
- g. Be innovative and always improve our engagement approach;
- h. Not engage when it is not effective or appropriate; and
- i. Adhere to its statutory obligations to consult.

4.3. The Community Engagement Framework complements the *Shire of Donnybrook Balingup Strategic Community Plan*. All methods of engagement will be guided by the Shire's overarching vision of 'a proud community enjoying our rural lifestyle, cultural heritage and natural environment'.

Keeping Elected Members and staff informed

4.4. The complexity of the engagement and the scope of the issue or project to be consulted on will guide the involvement of Elected Members. If the issue or project scope has a high level of impact on a large part of the Shire, or a high degree of potential community interest in a specific local area that involves the Community Engagement plan that directs the Shire to involve, collaborate, or empower the community, then the Elected Members must approve the plan prior to engagement occurring.

4.5. Elected Members and staff are encouraged to act as a communication medium to help inform the community of key activities. Elected Members and staff must also be considered as internal stakeholders, where appropriate, when developing a Community Engagement plan, including being invited to attend public consultation opportunities, and be provided with any supporting information prior to or at the same time as invitations and communications are shared with the community.

COUNCIL POLICY COMD/CP-3 COMMUNITY ENGAGEMENT FRAMEWORK



Integration of community engagement with key Shire processes and corporate documents

4.6. Integral to effective community engagement is the development of a Community Engagement plan that uses a suite of planning tools and templates. These planning tools assist in developing a stakeholder analysis and identify the most appropriate community engagement techniques to be used. All community engagement activity should form part of a Project Plan approved by the Shire's Executive team and connected to key Shire governance processes and statutory obligations.

Community engagement framework procedures

4.7. The community engagement framework is detailed in the Community Engagement Framework Operational Procedure. Community engagement is subject to continuous improvement as techniques for engagement are applied in different circumstances and communities of interest.

5. LEGISLATION

- 5.1. *Local Government Act 1995*
- 5.2. *Land Administration Act 1997*
- 5.3. *Dog Act 1976*
- 5.4. *Bush Fires Act 1954*

6. POLICY VERSION

Related Policies:	N/A		
Related Procedure:	Community Engagement Framework Operational Procedure		
Responsible Department:	Community Development		
Reviewer:	Manager of Community Development		
Review Frequency:	Biennial	Next Due:	March 2023
Version Date:		Synergy #:	
Policy Version Details			
Initial Adoption Date:		Decision Reference:	
Version Decision Date:		Decision Reference:	
Version Synopsis:	New Policy, created to replace 2.14 Community Consultation; and 2.43 Community Consultation/Engagement.		



2020/2021 Budget Review

**For the period ended
28th February 2021**

SHIRE OF DONNYBROOK BALINGUP
STATEMENT OF BUDGET REVIEW
(STATUTORY REPORTING PROGRAM)
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

	Adopted Annual Budget	Anticipated Outcome	YTD Actual	Variance	Variance
Not e	(a) \$	(b) \$	\$	(b) - (a) \$	%
OPERATING ACTIVITIES					
Underlying net current assets at start of year - surplus/(deficit)	(29,582)	(48,160)	(48,160)		
Advance payment of untied financial assistance grants	1,066,709	1,066,709	1,066,710		
Net current assets at start of financial year surplus/(deficit)	1,037,127	1,018,549	1,018,550	(18,578)	
Revenue from operating activities (excluding rates)					
General Purpose Funding	1,163,234	1,163,234	856,841	0	0.00
Governance	89,020	89,020	51,682	0	0.00
Law, Order & Public Safety	581,860	581,860	376,446	0	0.00
Health	173,013	173,013	117,230	0	0.00
Education & Welfare	4,111,587	4,111,776	2,778,138	189	0.00
Community Amenities	1,140,547	1,174,907	1,193,956	34,360	3.01
Recreation & Culture	346,249	307,804	111,406	(38,445)	-11.10
Transport	228,559	228,559	164,233	0	0.00
Economic Services	480,781	505,781	165,542	25,000	5.20
Other Property & Services	118,200	131,790	115,389	13,590	11.50
Sub Total	8,433,050	8,467,744	5,930,864	34,694	
Expenditure from operating activities					
General Purpose Funding	(202,110)	(202,110)	(108,993)	0	0.00
Governance	(1,052,199)	(1,052,199)	(658,306)	0	0.00
Law, Order & Public Safety	(1,373,069)	(1,373,069)	(830,964)	0	0.00
Health	(263,707)	(263,707)	(163,761)	0	0.00
Education & Welfare	(5,024,914)	(5,025,103)	(3,453,807)	(189)	0.00
Community Amenities	(1,709,555)	(1,709,555)	(996,134)	0	0.00
Recreation & Culture	(3,578,827)	(3,540,382)	(2,362,904)	38,445	-1.07
Transport	(4,843,710)	(4,843,710)	(3,197,516)	0	0.00
Economic Services	(854,781)	(854,781)	(344,183)	0	0.00
Other Property & Services	(118,200)	(131,880)	(216,812)	(13,680)	11.57
Sub Total	(19,021,072)	(18,996,496)	(12,333,380)	24,576	
Non-cash amounts excluded from operating activities	5,516,835	5,782,573	3,975,265	265,738	4.82
Amount attributable to operating activities	(4,034,060)	(3,727,630)	(1,408,701)	306,430	
INVESTING ACTIVITIES					
Non-operating grants, subsidies and contributions	8,994,403	9,495,731	1,840,280	501,328	5.57
Purchase land and buildings	(2,943,764)	(3,251,494)	(1,479,083)	(307,730)	10.45
Purchase plant and equipment	(409,556)	(427,644)	(123,497)	(18,088)	4.42
Purchase and construction of infrastructure - roads	(2,547,418)	(2,547,418)	(875,377)	0	0.00
Purchase and construction of infrastructure - other	(5,180,088)	(5,554,488)	(264,572)	(374,400)	7.23
Proceeds of self supporting loans	9,144	9,144	4,541	0	0.00
Proceeds from disposal of assets	168,209	266,877	141,545	98,668	58.66
Amount attributable to investing activities	(1,909,070)	(2,009,292)	(756,161)	(100,222)	
FINANCING ACTIVITIES					
Repayment of borrowings	(61,290)	(61,290)	(37,161)	0	0.00
Principal elements of finance lease payments	(53,871)	(53,871)	(40,875)	0	0.00
Proceeds from lease	275,000	275,000	260,000	0	0.00
Transfer to trust fund	0	(75,915)	(75,915)	(75,915)	
Transfers to cash backed reserves (restricted assets)	(212,000)	(489,248)	(273,645)	(277,248)	130.78
Transfers from cash backed reserves (restricted assets)	920,349	1,055,901	91,307	135,552	14.73
Amount attributable to financing activities	868,188	650,577	(76,289)	(217,611)	
Budget deficiency before general rates	(5,074,942)	(5,086,345)	(2,241,151)	(11,403)	0.22
Estimated amount to be raised from general rates	5,074,942	5,101,442	5,098,569	26,500	
Closing Funding Surplus/(Deficit)	1	0	15,097	2,857,418	15,097

SHIRE OF DONNYBROOK BALINGUP
NOTES TO THE BUDGET REVIEW REPORT
FOR THE PERIOD ENDED 28TH FEBRUARY 2021

	Adopted Budget \$	Anticipated Outcome \$	YTD Actual \$
Note 1: CLOSING FUNDS			
Closing Funds Represented by:			
Current Assets			
Cash unrestricted	257,780	3,625,711	6,093,463
Cash restricted	11,633,223	11,541,940	10,817,691
Receivables - rates and rubbish	404,549	404,548	1,049,804
Receivables - other	398,476	248,477	392,855
Contract assets	115,000	13,383	13,383
Inventories	107,936	118,918	118,918
Other assets (prepayments)	35,000	0	0
Total Current Assets	12,951,964	15,952,977	18,486,113
Current Liabilities			
Payables	(6,299,207)	(6,841,250)	(5,235,319)
Provisions	(951,992)	(951,992)	(951,949)
Contract liabilities	(189,095)	(2,724,717)	(2,800,706)
Total Current Liabilities	(7,440,294)	(10,517,959)	(8,987,974)
Net Current Assets	5,511,670	5,435,018	9,498,139
Less: Restricted reserves	(5,704,551)	(5,612,802)	(6,833,602)
Add Back: Cash backed leave reserve	192,881	192,881	192,881
Closing Funds	0	15,097	2,857,418

Ref #	Description	Adopted Budget (Revenue) /Expenses	Budget Amendment (Revenue)/ Expense	Change	Nett Change
<u>Budget Amendments:</u>					
1	Change in Estimated (Surplus) / Deficit Brought Forward	(1,037,127)	(1,018,549)	18,578	18,578
<u>Rates (Schedule 3)</u>					
2	Rates - Interim & Back Rates	(5,500)	(32,000)	(26,500)	(26,500)
<u>Other Governance (Schedule 4)</u>					
3	Buildings - Admin Centre - AMP Buildings	0	17,340	17,340	
4	Increase Transfer from Buildings Reserve	0	(17,340)	(17,340)	
5	Furniture & Equipment - Video Streaming Equipment for Council Chambers	8,000	14,000	6,000	
6	Increase Transfer from IT Reserve	(8,000)	(14,000)	(6,000)	0
<u>Education & Welfare (Schedule 8)</u>					
7	Preston Retirement Village				
8	Preston Retirement Village - Asset Mtce / Refurb	9,180	32,704	23,524	
9	Transfer from Aged Care Reserve	(9,180)	(32,704)	(23,524)	0
<u>Tuia Lodge</u>					
10	Tuia Lodge Furniture & Equipment - New Dryer (Insurance Claim)	0	12,088	12,088	
11	Tuia Lodge - Contribution Insurance Claim New Dryer	0	(16,850)	(16,850)	
12	Tuia Lodge - Buildings (Marri Wing 6 & 8)	61,200	6,000	(55,200)	
13	Reduced Transfer from Buildings Reserve - Tuia Lodge Marri Wing Upgrades	(61,200)	(6,000)	55,200	
14	Tuia Lodge - Buildings - Classification Work	0	41,680	41,680	
15	Transfer from Carried Forward Projects Reserve - Tuia Lodge Classification Work	0	(41,680)	(41,680)	
16	Tuia Lodge - Buildings Classification Work	0	20,000	20,000	
17	Increase Transfer from Buildings Reserve - Tuia Lodge Classification Work	0	(20,000)	(20,000)	(4,762)
<u>Other Welfare (Schedule 8)</u>					
18	Well Aged Units - Asset Mtce	54,335	10,000	(44,335)	
19	Transfer from Buildings Reserve	(54,335)	(10,000)	44,335	0
<u>Other Welfare - Community & Youth (Schedule 8)</u>					
20	Australia Day Event	3,600	24,600	21,000	
21	Grant - Australia Day Event	0	(21,000)	(21,000)	0
<u>Town Planning (Schedule 10)</u>					
22	Increase Income - Fees & Charges - Applications	(27,640)	(62,000)	(34,360)	(34,360)
<u>Other Community Amenities (Schedule 10)</u>					
23	Public Toilets - Balingup	40,000	60,000	20,000	
24	Increase Grant - Drought Community Funding	(40,000)	(60,000)	(20,000)	0
<u>Other Recreation & Sport (Schedule 11)</u>					
25	Apple Funpark Renewal	1,420,000	1,505,000	85,000	
26	Increase Grant Funding for Apple Funpark	(1,420,000)	(1,505,000)	(85,000)	
27	Balingup Recreation Centre - Buildings	0	67,000	67,000	
28	New Grant Funding - LRCl (2)	0	(67,000)	(67,000)	
29	Donnybrook Recreation Precinct	0	250,000	250,000	
30	Grant Funding - DLGSCI	0	(250,000)	(250,000)	
31	Donnybrook Weir Upgrade	135,000	40,000	(95,000)	
32	Decrease - Drought Community Funding	(135,000)	(40,000)	95,000	
33	VC Mitchell Park - New Bore	250,000	150,000	(100,000)	
34	Decrease Grant - Drought Community Funding	(250,000)	(150,000)	100,000	
35	Pump Track	0	400,000	400,000	
36	New Grant Funding - LRCl (2)	0	(400,000)	(400,000)	
37	Balingup Oval - New Bore	150,000	86,000	(64,000)	
38	Decrease Grant - Drought Community Funding	(150,000)	(86,000)	64,000	0
<u>Donnybrook Recreation Centre (Schedule 11)</u>					
39	Dbk Rec Centre - Water Treatment Equipment	17,167	11,033	(6,134)	
40	Decrease Transfer from Buildings Reserve - Water Treatment Equipment	(17,167)	(11,033)	6,134	
41	Dbk Rec Centre - Renew Sand Filter/Plant	20,834	33,300	12,466	
42	Increase Transfer from Buildings Reserve - Sand Filter/Plant	(20,834)	(33,300)	(12,466)	
43	Dbk Rec - Asset Mtce / Refurbishment - Stadium	9,988	4,281	(5,707)	
44	Dbk Rec - Asset Mtce / Refurbishment - Pool	8,323	10,846	2,523	
45	Transfer from Buildings Reserve - Dbk Rec Asset Mtce / Refurbishment	(18,311)	(15,127)	3,184	0

Ref #	Description	Adopted Budget (Revenue) /Expenses	Budget Amendment (Revenue)/ Expense	Change	Nett Change
	<u>Libraries (Schedule 11)</u>				
46	Dbk Library - Office Expenses	48,243	32,243	(16,000)	
47	Dbk Library - Utilities	20,230	16,230	(4,000)	
48	Reduced Grant Funding - Dbk Library	(20,000)	0	20,000	0
	<u>Other Culture (Schedule 11)</u>				
49	Community Resource Centre - Asset Mtce	28,091	12,830	(15,261)	
50	Reduced Transfer from Buildings Reserve	(28,091)	(12,830)	15,261	0
	<u>Construction (Schedule 12)</u>				
51	LRCI Grant Funding - Meldene Estate Pathway	(102,500)	(51,250)	51,250	51,250
	<u>Building Control (Schedule 13)</u>				
52	Fees & Charges - Building Licenses	(40,000)	(65,000)	(25,000)	(25,000)
	<u>Rural Services (Schedule 13)</u>				
53	Commercial Standpipe - Donnybrook	60,000	117,000	57,000	
54	Commercial Standpipe - Balingup	60,000	71,000	11,000	
55	Grants (Capital) - Assets - Dbk Standpipe	(60,000)	(117,000)	(57,000)	
56	Grants (Capital) - Assets - Blp Standpipe	(60,000)	(71,000)	(11,000)	0
	<u>Other Economic Services (Schedule 13)</u>				
57	Mead St Land Sale - Transfer Profit to POS	0.00	75,914.98	75,915	
57	Proceeds of Land - Mead Street Subdivision	0.00	(81,818.19)	(81,818)	(5,903)
	<u>Public Works Overheads (Schedule 14)</u>				
58	Long Service Leave	7,500	18,090	10,590	
59	Covid Shutdown	0	3,090	3,090	
60	Transfer from LSL Reserve	(7,500)	(18,000)	(10,500)	
61	Transfer from Covid 19 Reserve	0	(3,090)	(3,090)	90
	<u>Transfer to Other Funds (Schedule 15)</u>				
62	Transfer to Aged Housing Reserve	0	10,510	10,510	
63	Transfer to Apple Funpark Reserve	0	1,000	1,000	
64	Transfer to Public Open Space Reserve - Donnybrook	0	208,771	208,771	
65	Transfer to Public Open Space Reserve - Balingup	0	56,967	56,967	277,248
	TOTAL NEW BUDGET AMENDMENTS:	(1,160,694)	(910,053)	250,641	250,641
	<i>Adjust NCL Provision for POS Transfer from Trust to Municipal</i>			(265,738)	
	NEW BUDGET (SURPLUS) / DEFICIT :			(15,097)	

2020-21 CAPITAL BUDGET (by Reporting Program)			CAPITAL EXPENSES ANALYSIS				CAPITAL INCOME ANALYSIS										NOTES		
GL	Job Description	Reporting Program	Original Adopted Budget		Budget Review		Original Adopted Budget				Budget Review				Reference				
			Amount	Reference	Amount	Reference	Reserve	Grant	Proceeds	Other	Total	Reserve	Grant	Proceeds		Other	Total		
0564	Admin Centre - AMP Buildings	Governance	94,500	Buildings	94,500	Buildings	(94,500)				(94,500)	Carried Over Projects Res	(94,500)				(94,500)	Carried Over Projects Reserve	
0564	Admin Centre - AMP Buildings	Governance			17,340	Buildings							(17,340)				(17,340)	Buildings Reserve	Admin Building - Operating component of works joined to the capital - budget now \$111,840 Capital as the works is considered as a whole.
0584	Telephone System	Governance	30,000	Furniture and Equipment	30,000	Furniture and Equipment	(30,000)			(30,000)	Carried Over Projects Res	(30,000)					(30,000)	Carried Over Projects Reserve	Telephone Upgrade
0584	Video Streaming Equip - Council Chambers	Governance	8,000	Furniture and Equipment	14,000	Furniture and Equipment	(8,000)			(8,000)	IT Reserve	(8,000)					(8,000)	IT Reserve	Video Streaming Equipment for Council Chambers
0554	Vehicle Replacement	Governance	31,220	Plant and Equipment	31,220	Plant and Equipment				(37,795)	Proceeds				(37,795)		(37,795)	Proceeds	Replace DB15 - Project Planner Vehicle
1444	Principal Repayments - Lease Equipment	Governance	22,787	Principal (Lease)	22,787	Principal (Lease)				0							0		Lease repayments
			186,507		209,847		(132,500)	0	(37,795)	0	(170,295)		(155,840)	0	(37,795)	0	(193,635)		
0384	B141 Beelerup BFB	Law Order Public Safety	12,117	Buildings	12,117	Buildings				(9,117)	DFES			(9,117)			(9,117)	DFES	Beelerup BFB - Power Connection, Earthworks & Road Connection
0384	B176 Kirup BFB	Law Order Public Safety	47,922	Buildings	47,922	Buildings			(47,922)	DFES			(47,922)				(47,922)	DFES	Kirup BFB - Earthworks
1434	Principal Repayments - Lease Equipment	Law Order Public Safety	12,669	Principal (Lease)	12,669	Principal (Lease)				0							0		Lease repayments - CESM vehicle
0794	Dog Pound	Law Order Public Safety	6,000	Buildings	6,000	Buildings	(4,000)			(4,000)	Carried Over Projects Res	(4,000)					(4,000)	Carried Over Projects Reserve	Dog Pound Improvements
7040	B177 SES Depot Dbk	Law Order Public Safety	5,202	Buildings	6,780	Buildings			(5,202)	DFES			(6,780)				(6,780)	DFES	DFES Funding
			83,910		85,488		(4,000)	(62,241)	0	0	(66,241)		(4,000)	(63,819)	0	0	(67,819)		
1584	Loan Repayment	Health	11,693	Principal (Loans)	11,693	Principal (Loans)				0							0		
			11,693		11,693		0	0	0	0	0	0	0	0	0	0	0	0	0
1047	Preston Retirement Village	Education and Welfare	275,000	Buildings	275,000	Buildings				(275,000)	Own Source					(275,000)	(275,000)	Own Source	
1047	Preston Retirement Village	Education and Welfare	33,000	Buildings	33,000	Buildings	(33,000)			(33,000)	Aged Care Reserve	(33,000)					(33,000)	Aged Care Reserve	Combined expense of \$308,000 to buy out PRV unit after lease term expired. Unit to be re-leased to offset part of this cost the remainder from the PRV Reserve
1684	Furniture and Equipment	Education and Welfare	0		12,088	Furniture and Equipment				0				(16,850)			(16,850)	Proceeds	Insurance claim for Dryer at Tuia more than repurchased unit.
7384	Tuia - Install Gutter Guards	Education and Welfare	15,606	Buildings	15,606	Buildings	(15,606)			(15,606)	Buildings Reserve	(15,606)					(15,606)	Buildings Reserve	Reduced Draw on Building Reserve as new provider to re-assess works
7384	Buildings - Tuia Lodge (Marri Wing 6 & 8)	Education and Welfare	61,200	Buildings	6,000	Buildings	(61,200)			(61,200)	Buildings Reserve	(6,000)					(6,000)	Buildings Reserve	To fund building classification works required prior to Transfer of operations. This clears out unused loan funds \$41,680.
7384	Buildings - Tuia Lodge (Nurses station carpets)	Education and Welfare	19,380	Buildings	19,380	Buildings	(19,380)			(19,380)	Buildings Reserve	(19,380)					(19,380)	Buildings Reserve	Change from the Building Reserve to the Aged Care Reserve for Units 5-8 Minninup
New	Buildings - Tuia Lodge Classification Works	Education and Welfare	0		41,680	Buildings				0		(41,680)					(41,680)	Carried Over Projects Reserve	
New	Buildings - Tuia Lodge Classification Works	Education and Welfare	0		20,000	Buildings				0		(20,000)					(20,000)	Buildings Reserve	
0934	Principal Repayments Borrowings	Education and Welfare	27,083	Principal (Loans)	27,083	Principal (Loans)				0		0					0		
1424	Principal Repayments - Lease Equipment	Education and Welfare	2,520	Principal (Lease)	2,520	Principal (Lease)				0		0					0		Lease repayments - Laptops & Printer
8094	Well Aged Housing - Building Asset Renewal	Education and Welfare	144,636	Buildings	93,636	Buildings	(144,636)			(144,636)	Buildings Reserve	(93,636)					(93,636)	Aged Care Reserve	
			578,425		545,993		(273,822)	0	(275,000)	(548,822)		(229,302)	0	(16,850)	(275,000)	0	(521,152)		
6014	W028 Dbk Refuse Site - Closure Study	Community Amenities	25,000	Infrastructure Other	35,400	Infrastructure Other	(25,000)			(25,000)	Waste Management Rese	(35,400)				(16,850)	(275,000)	(35,400)	Waste Management Reserve
6014	W029 Dbk Refuse Site - Rehab / Capping	Community Amenities	100,000	Infrastructure Other	0		(100,000)			(100,000)	Waste Management Rese	0					0		Budget amendment already approved by Council It is unlikely we will need this amount of works in this financial year, however it depends on MRWA
2274	Vehicle Replacement	Community Amenities	31,220	Plant and Equipment	31,220	Plant and Equipment			(37,795)	(37,795)	Proceeds	0			(37,795)		(37,795)	Proceeds	Town Planners Vehicle
0964	R085 Donnybrook Cemetery	Community Amenities	15,000	Infrastructure Other	15,000	Infrastructure Other				0							0		
0965	B300 Public Toilets - Main Street, Donnybrook	Community Amenities	110,000	Buildings	110,000	Buildings			(110,000)	(110,000)	Drought	(110,000)					(110,000)	Drought	The total of all jobs sit within one GL account and may vary based upon the scope requirements Total Budget \$190K funded by Drought Communities Grant
0965	B301 Public Toilets - Kirup	Community Amenities	20,000	Buildings	25,000	Buildings			(20,000)	(20,000)	Drought	(25,000)					(25,000)	Drought	
0965	B302 Public Toilets - Balingup	Community Amenities	40,000	Buildings	55,000	Buildings			(40,000)	(40,000)	Drought	(55,000)					(55,000)	Drought	
			341,220		271,620		(125,000)	(170,000)	(37,795)	0	(332,795)	(35,400)	(190,000)	(37,795)	0	(263,195)			
0194	R119 Apple Funpark Redevelopment	Recreation and Culture	1,420,000	Infrastructure Other	1,505,000	Infrastructure Other			(1,420,000)	(1,420,000)	BRRF	(1,505,000)					(1,505,000)	BRRF	The grant for this project sits at \$1.5m. The original grant in the budget was less than that approved.
0984	R139 Public Drinking Fountain - Balingup	Recreation and Culture	10,000	Infrastructure Other	10,000	Infrastructure Other			(10,000)	(10,000)	Drought	(10,000)					(10,000)	Drought	
0714	R138 Public Drinking Fountain - Donnybrook	Recreation and Culture	10,000	Infrastructure Other	10,000	Infrastructure Other			(10,000)	(10,000)	Drought	(10,000)					(10,000)	Drought	
2682	R032 Park Equipment	Recreation and Culture	15,000	Infrastructure Other	15,000	Infrastructure Other				0							0		
0694	R040 Apple Funpark - Equipment Repairs	Recreation and Culture	7,500	Infrastructure Other	7,500	Infrastructure Other				0							0		
0284	B082 Balingup Recreation Centre	Recreation and Culture	0		67,000	Buildings						(67,000)					(67,000)	LRCI (2)	new project externally funded Project still active however money will be spent in 2021-22 Budget
8914	R135 GVTP - Pathway Upgrade	Recreation and Culture	80,000	Infrastructure Footpaths	0	Infrastructure Footpaths			(80,000)	(80,000)	Drought	0					0		
8924	R136 Kirup Mill Park Upgrade	Recreation and Culture	50,000	Infrastructure Other	50,000	Infrastructure Other			(50,000)	(50,000)	Drought	(50,000)					(50,000)	Drought	
8924	R140 Public Drinking Fountain - Kirup	Recreation and Culture	10,000	Infrastructure Other	10,000	Infrastructure Other			(10,000)	(10,000)	Drought	(10,000)					(10,000)	Drought	
8934	R137 Donnybrook Weir Upgrade	Recreation and Culture	135,000	Infrastructure Bridges	40,000	Infrastructure Bridges			(135,000)	(135,000)	Drought	(40,000)					(40,000)	Drought	\$540K expected to be spent this year with the project split between financial years. Remainder in 21-22 Advance payment for planning
8944	Donnybrook Recreation Precinct - Project Planning	Recreation and Culture			250,000	Infrastructure Other				0		(250,000)					(250,000)	DLGSCI	
1184	R129 Other Infra Dbk - Ayers Garden New Shade/Seating	Recreation and Culture	15,000	Infrastructure Other	15,000	Infrastructure Other	(15,000)			(15,000)	Carried Over Projects Res	(15,000)					(15,000)	Carried Over Projects Reserve	
1184	R129 Other Infra Dbk - Ayers Garden Upgrade Shade/Seating	Recreation and Culture	10,000	Infrastructure Other	10,000	Infrastructure Other	(10,000)			(10,000)	Carried Over Projects Res	(10,000)					(10,000)	Carried Over Projects Reserve	
1184	R099 Street Lights - Donnybrook	Recreation and Culture	8,000	Infrastructure Other	8,000	Infrastructure Other				0							0		
1184	R131 Dbk Arboretum - Fencing	Recreation and Culture	22,588	Infrastructure Other	22,588	Infrastructure Other				0							0		
1184	R134 VC Mitchell Park - New Bore	Recreation and Culture	250,000	Infrastructure Other	150,000	Infrastructure Other			(250,000)	(250,000)	Drought	(150,000)					(150,000)	Drought	
1184	New Pump Track	Recreation and Culture	0	Infrastructure Other	400,000	Infrastructure Other				0		(400,000)					(400,000)	LRCI (2)	
1214	R143 Balingup Oval - New Bore	Recreation and Culture	150,000	Infrastructure Other	86,000	Infrastructure Other			(150,000)	(150,000)	Drought	(86,000)					(86,000)	Drought	
7874	Loan Principal Country Club Loan	Recreation and Culture	9,144	Principal (Loans)	9,144	Principal (Loans)			(9,144)	(9,144)	Own Source						(9,144)	Own Source	
7294	B078 Dbk Rec Centre - Refurbish Disabled Toilets	Recreation and Culture	8,323	Buildings	8,323	Buildings	(8,323)			(8,323)	Buildings Reserve	(8,323)					(8,323)	Buildings Reserve	A number of jobs under the one GL account. Overall \$56k over the original budget due to reactive repairs on the pump equipment to keep the pool operational.
7294	B114 Dbk Rec Centre - Pool Lining	Recreation and Culture	81,600	Buildings	81,600	Buildings			(81,600)	(81,600)	Buildings Reserve	(81,600)					(81,600)	Buildings Reserve	
7294	B114 Dbk Rec Centre - Renew Non-Slip Floor/Pool Painting	Recreation and Culture	15,606	Buildings	15,606	Buildings			(15,606)	(15,606)	Buildings Reserve	(15,606)					(15,606)	Buildings Reserve	
7294	B304 Dbk Rec Centre - Water Treatment Equipment	Recreation and Culture	17,167	Buildings	11,033	Buildings			(17,167)	(17,167)	Buildings Reserve	(11,033)					(11,033)	Buildings Reserve	
7294	B304 DBK Rec Centre - Renew Sand Filter/Plant Equipment	Recreation and Culture	20,834	Buildings	33,300	Buildings			(20,834)	(20,834)	Buildings Reserve	(33,300)					(33,300)	Buildings Reserve	
8904	DBK Rec Centre - Floor Scrubber	Recreation and Culture	5,800	Plant and Equipment	5,800	Plant and Equipment			(5,800)	(5,800)	Carried Over Projects Res	(5,800)					(5,800)	Carried Over Projects Reserve	
1484	DBK Rec Centre - Principal Repayments - Lease Equipment	Recreation and Culture	14,645	Principal (Lease)	14,645	Principal (Lease)				0		0					0		Lease repayments - Gym equipment
1484	Principal Repayments - Lease Equipment - Dbk Library	Recreation and Culture	1,250	Principal (Lease)	1,250	Principal (Lease)				0		0					0		Lease repayments - Dbk Library computers
1094	R146 Dbk Heritage Precinct - Goods Shed - Fitout	Recreation and Culture	0		240,000	Buildings				0		(240,000)					(240,000)	Buildings Reserve	Budget chance already adopted by the Council
1094	R068 Dbk Heritage Precinct - Goods Shed - Construction Costs	Recreation and Culture	1,800,000	Buildings	1,800,000	Buildings			(1,800,000)	(1,800,000)	R4R	(1,800,000)					(1,800,000)	R4R	
1094	R146 Dbk Heritage Precinct - Goods Shed - LRCI Funding	Recreation and Culture	115,671	Buildings	115,671	Buildings			(115,671)	(115,671)	LRCI (1)	(115,671)					(115,671)	LRCI (1)	
			4,283,128		4,992,460														

2020-21 CAPITAL BUDGET (by Reporting Program)			CAPITAL EXPENSES ANALYSIS				CAPITAL INCOME ANALYSIS								NOTES												
GL	Job	Description	Reporting Program	Original Adopted Budget		Budget Review		Original Adopted Budget				Budget Review				Reference											
				Amount	Reference	Amount	Reference	Reserve	Grant	Proceeds	Other	Total	Reference	Reserve	Grant		Proceeds	Other	Total								
4720		Waste Management Reserve	Transfers to Reserves				Reserve Trf																				
New		POS - Donnybrook				208,771	Reserve Trf																				
New		POS - Balingup				56,967	Reserve Trf																				
						212,000																					
			TOTALS			11,407,987																					
			Goal			11,407,987																					
			Variance			0																					
			1,040,882																								

Original Adopted Budget		Budget Review	
Amount	Reference	Amount	Reference
2,943,764	Buildings	3,251,494	Buildings
38,000	Furniture and Equipmer	56,088	Furniture and Equipment
371,556	Plant and Equipment	371,556	Plant and Equipment
2,547,418	Infrastructure Roads	2,547,418	Infrastructure Roads
305,000	Infrastructure Footpath:	225,000	Infrastructure Footpaths
2,637,000	Infrastructure Bridges	2,542,000	Infrastructure Bridges
2,238,088	Infrastructure Other	2,787,488	Infrastructure Other
		75,915	POS
212,000	Reserve Trf	489,248	Reserve Trf
53,871	Principal (Lease)	53,871	Principal (Lease)
61,290	Principal (Loans)	61,290	Principal (Loans)
11,407,987		12,461,368	
0		0	

Original Adopted Budget		Budget Review	
Reserves Reference	Amount	Reserves Reference	Amount
Buildings Reserve	(384,352)	Buildings Reserve	(468,188)
Vehicles Reserve	(210,697)	Vehicles Reserve	(210,697)
IT Reserve	(8,000)	IT Reserve	(14,000)
Carried Over Projects Reserve	(159,300)	Carried Over Projects Reserve	(200,980)
Waste Management Reserve	(125,000)	Waste Management Reserve	(35,400)
Aged Care Reserve	(33,000)	Aged Care Reserve	(126,636)
Total	(920,349)		(1,055,901)
Variance	0		0

Original Adopted Budget		Budget Review	
Grants Reference	Amount	Grants Reference	Amount
DFES	(62,241)	DFES	(63,819)
Drought	(985,000)	Drought	(734,000)
MRWA RRG	(790,125)	MRWA RRG	(716,792)
Black Spot	(453,334)	Black Spot	(453,334)
LRCI (1)	(454,203)	LRCI (1)	(476,286)
WALGGC Special	(2,502,000)	LRCI (2)	(467,000)
R2R	(425,000)	WALGGC Special	(2,502,000)
BBRF	(1,420,000)	R2R	(425,000)
R4R	(1,800,000)	BBRF	(1,505,000)
Pathways	(102,500)	R4R	(1,800,000)
Total	(8,994,403)	Pathways	(102,500)
	0	DLGSCI	(250,000)
			0
			(9,495,731)
			0

Legislative requirement to transfer POS funds out of Trust and into a Reserve

2020-21 BUDGET OPERATING GRANTS and RESERVES (by Program)				OPERATING EXPENSES ANALYSIS				OPERATING INCOME ANALYSIS										NOTES			
GL	Job	Description	Reporting Program	Original Adopted Budget		Budget Review		Original Adopted Budget					Budget Review								
				Amount	Reference	Amount	Reference	Reserve	Grant	Proceeds	Other	Total	Reference	Reserve	Grant	Proceeds	Other		Total	Reference	
0252		Dbk Tennis Club - C/Over 19/20	Governance	1,500	Donation	1,500	Donation	(1,500)					(1,500)	Carried Over Projects Reser	(1,500)				(1,500)	Buildings Reserve	
0252		KPA for Kirup Community Garden - C/Over 19/20	Governance	1,500	Donation	1,500	Donation	(1,500)					(1,500)	Carried Over Projects Reser	(1,500)				(1,500)	Carried Over Projects Reserve	
0252		Dbk-Blp Chamber of Commerce - C/Over 19/20	Governance	1,936	Donation	1,936	Donation	(1,936)					(1,936)	Carried Over Projects Reser	(1,936)				(1,936)	Carried Over Projects Reserve	
0962		Business Case Development (Grant Funded)		20,000	Planning	20,000	Planning	(20,000)					(20,000)	Carried Over Projects Reser	(20,000)				(20,000)	Carried Over Projects Reserve	
				24,936				(24,936)	0	0	0	0	(24,936)		(24,936)	0	0	0	(4,936)		
1142		Aware Program - Emergency Mgmt	Law Order Public Safety	4,280	Planning	4,280	Planning	(4,280)					(4,280)	Carried Over Projects Reser	(4,280)				(4,280)	Carried Over Projects Reserve	
8452		Adverse Event Plans - Drought Funding	Law Order Public Safety	15,000	Planning	0	Planning		(15,000)				(15,000)	Drought		0			0	Drought	Adverse events plan now to be completed in-house. Funds redirected to other projects
6962	F001	Bushfire Mitigation	Law Order Public Safety	190,750	Grant	190,750	Grant	(190,750)	(190,750)				(190,750)	DFES	(190,750)				(190,750)	DFES	
1132		CESM Expenses	Law Order Public Safety	111,856	Grant	115,813	Grant	(79,744)	(79,744)				(79,744)	DFES	(79,744)				(79,744)	DFES	
5142	A014	BFB Control Expenses	Law Order Public Safety	184,815	Grant	184,815	Grant	(184,815)	(184,815)				(184,815)	DFES	(184,815)				(184,815)	DFES	
06720	A006	Fire Insurance	Law Order Public Safety	33,150	Grant	33,150	Grant	(33,150)	(33,150)				(33,150)	DFES	(33,150)				(33,150)	DFES	
0922	A005	Donnybrook SES	Law Order Public Safety	23,721	Grant	23,721	Grant	(23,721)	(23,721)				(23,721)	DFES	(23,721)				(23,721)	DFES	
				563,572		552,529		(4,280)	(527,180)	0	0	0	(531,460)		(4,280)	(512,180)	0	0	(516,460)		
			Health	0		0		0	0	0	0	0	0		0	0	0	0	0		
1047		Preston Retirement Village	Education and Welfare	9,180	Buildings	32,704	Buildings	(9,180)					(9,180)	Aged Care Reserve	(32,704)				(32,704)	Aged Care Reserve	Additional reactive maintenance and planned maintenance at PRV. Includes works at unit 8 to bring up to a standard for sale. Sourced from the PRV Reserve. The scale of the expected maintenance works at Well Aged unit is scaled down as we negotiate with the JV partner for approval to use Reserve Funds
1037		Well Aged Units Asset Mtce	Education and Welfare	54,335	Buildings	10,000	Buildings	(54,335)					(54,335)	Buildings Reserve	(10,000)				(10,000)	Aged Care Reserve	
7752		Australia Day Event	Education and Welfare	3,600	Event	24,600	Event						0		(21,000)				(21,000)	Auspire	
1012		Scholarships	Education and Welfare	300	Gift	300	Gift	(300)						Arbuthnott Reserve	(300)				(300)	Arbuthnott Reserve	
				67,415		67,604		(63,815)	0	0	0	0	(63,515)		(43,004)	(21,000)	0	0	(64,004)		
			Community Amenities	0		0		0	0	0	0	0	0		0	0	0	0	0		
2817		Dbk Rec Centre - Chemical Body Sprayer	Recreation and Culture	2,400		2,400		(2,400)					(2,400)	Carried Over Projects Reser	(2,400)				(2,400)	Carried Over Projects Reserve	
2817		Dbk Rec Centre - Gym Equipment	Recreation and Culture	5,000		5,000		(5,000)					(5,000)	Carried Over Projects Reser	(5,000)				(5,000)	Carried Over Projects Reserve	
2817		Dbk Rec Centre - POS Equipment	Recreation and Culture	700		0		(700)					(700)	Carried Over Projects Reser	0				0	Carried Over Projects Reserve	
B305		Dbk Rec Centre - Asset Refurbishment Stadium	Recreation and Culture	9,988		4,281		(9,988)					(9,988)	Buildings Reserve	(4,281)				(4,281)	Buildings Reserve	
B306		Dbk Rec Centre - Pool - Renew Filters, Repaint Seating &	Recreation and Culture	8,323		10,846		(8,323)					(8,323)	Buildings Reserve	(10,846)				(10,846)	Buildings Reserve	
B307		Dbk Rec Centre - Kitchen - Renew appliances	Recreation and Culture	5,410		5,410		(5,410)					(5,410)	Buildings Reserve	(5,410)				(5,410)	Buildings Reserve	
2962		Dbk Library - Office Expenses	Recreation and Culture	48,243		32,243			(16,000)				(16,000)	Library WA	0				0	Library WA	
3032		Dbk Library - Utilities	Recreation and Culture	20,230		16,230			(4,000)				(4,000)	Library WA	0				0	Library WA	
52720		Promotion of Community Events	Recreation and Culture	52,670		52,670			(11,500)				(11,500)	LotteryWest	(11,500)				(11,500)	LotteryWest	
3072		Community Resource Centre - Asset Mtc / Refurb	Recreation and Culture	28,091		12,830		(28,091)					(28,091)	Buildings Reserve	(12,830)				(12,830)	Buildings Reserve	
B199		Visitor Info Centre - Asset Mtce / Refurb	Recreation and Culture	20,808		20,808		(20,808)					(20,808)	Buildings Reserve	(20,808)				(20,808)	Buildings Reserve	
5272		Yabberup Comm Assoc - Minor Event S/Ship - C/Over 19/20	Recreation and Culture	2,000		2,000		(2,000)					(2,000)	Carried Over Projects Reser	(2,000)				(2,000)	Carried Over Projects Reserve	
5272		Dbk Apple Festival - C/over 19.20	Recreation and Culture	2,000		2,000		(2,000)					(2,000)	Carried Over Projects Reser	(2,000)				(2,000)	Carried Over Projects Reserve	
				205,863		166,718		(84,720)	(31,500)	0	0	0	(116,220)		(65,575)	(11,500)	0	0	(77,075)		
3450		Bridge Maintenance	Transport	100,000		100,000		(23,500)					(23,500)	Carried Over Projects Reser	(23,500)				(23,500)	Carried Over Projects Reserve	
5992		Trailer under asset Threshold		3,113				(3,113)					(3,113)	Vehicles Reserve	(3,113)				(3,113)	Vehicles Reserve	
				100,000		100,000		(26,613)	0	0	0	0	(26,613)		(26,613)	0	0	0	(26,613)		
			Economic Services	0		0		0	0	0	0	0	0		0	0	0	0	0		
4423		Long Services Leave	Other Property and Services	7,500		18,090		(7,500)					(7,500)	Employee Benefits	(18,000)				(18,000)	Employee Benefits	
7696		Covid Shutdown	Other Property and Services			3,090							0		(3,090)				(3,090)	COVID reserve	Cost of wages in relation to February 2021 Shutdown sourced from Covid Reserve
				7,500		21,180		(7,500)	0	0	0	0	(7,500)		(21,090)	0	0	0	(21,090)		
			TOTALS	970,843		922,967		(211,864)	(558,680)	0	0	0	(770,244)		(185,498)	(544,680)	0	0	(689,088)		

Reserves Reference	Amount	Reserves Reference	Amount
Buildings Reserve	(126,955)	Buildings Reserve	(55,675)
Vehicles Reserve	(3,113)	Vehicles Reserve	(3,113)
Carried Over Projects Res	(64,816)	Carried Over Projects Reserve	(62,616)
Employee Benefits	(7,500)	Employee Benefits	(18,000)
Arbuthnott Reserve	(300)	Arbuthnott reserve	(300)
Aged Care Reserve	(9,180)	Aged Care Reserve	(42,704)
Total	(211,864)	COVID reserve	(3,090)
Variance	0	Total	(185,498)
		Variance	0
Grants Reference	Amount	Grants Reference	Amount
DFES	(512,180)	DFES	(512,180)
Drought	(15,000)	Drought	0
Library WA	(20,000)	Auspire	(21,000)
LotteryWest	(11,500)	LotteryWest	(11,500)
Total	(558,680)	Total	(544,680)
Variance	0	Variance	0

Cash Backed Reserves - Movement	Adopted Annual Budget 2020-21					Budget Review 2020-21					
	Opening	Transfer to	Transfer From Reserves		Closing	Transfer to	Transfer From Reserves		Closing		
	Balance	Reserves	Capital	Operating	Total	Reserves	Capital	Operating	(from) Total	Balance	
Waste Management Reserve	1,535,974		(125,000)		(125,000)	1,410,974		(35,400)	0	(35,400)	1,500,574
Bushfire Control & Management Reserve	2,282				0	2,282	0		0	0	2,282
Aged Care Reserve	1,187,133		(33,000)	(9,180)	(42,180)	1,144,953	16,437	(126,636)	(55,675)	(182,311)	1,021,259
Employee Entitlements Reserve	192,881			(7,500)	(7,500)	185,381			(18,000)	(18,000)	174,881
Arbuthnott Memorial Scholarship Reserve	3,585			(300)	(300)	3,285	0		(300)	(300)	3,285
Strategic Planning Studies Reserve	40,051				0	40,051	0		0	0	40,051
Land Development Reserve Fund	450,271				0	450,271	(100,000)		0	0	350,271
Vehicle Reserve	402,000	212,000	(210,697)	(3,113)	(213,810)	400,190	212,000	(210,697)	(3,113)	(213,810)	400,190
Roadworks Reserve	435,434				0	435,434	0		0	0	435,434
Revaluation Reserve	10,700				0	10,700	0		0	0	10,700
Central Business District Reserve	3,054				0	3,054	0		0	0	3,054
Buildings Reserve	758,523		(384,352)	(126,955)	(511,307)	247,216	199,521	(468,188)	(42,704)	(510,892)	447,152
Building Maintenance Reserve	0				0	0	0		0	0	0
Apple Funpark Reserve	99,521				0	99,521	(98,521)		0	0	1,000
Information Technology Reserve	107,523		(8,000)		(8,000)	99,523	0	(14,000)	0	(14,000)	93,523
27 Pay Period	0				0	0	0		0	0	0
Unspent Grants Reserve	0				0	0	0		0	0	0
Contribution To Works Reserve	0				0	0	0		0	0	0
Park and Reserves Reserve	153,744				0	153,744	0		0	0	153,744
Carried Forward Project Reserve	1,139,556		(159,300)	(64,816)	(224,116)	915,440	0	(200,980)	(62,616)	(263,596)	875,960
COVID 19 Reserve	102,532				0	102,532	0		(3,090)	(3,090)	99,442
Public Open Space - Donnybrook	0				0	0	0	208,771		208,771	208,771
Public Open Space - Balingup	0				0	0	0	56,967		56,967	56,967
Total	6,624,764	212,000	(920,349)	(211,864)	(1,132,213)	5,704,551	229,437	(1,055,901)	(185,498)	(1,241,399)	5,612,802
							Variance	0	0		

