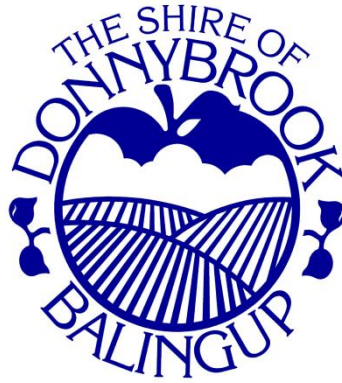




# ATTACHMENTS

## Council Meeting - 25 March 2020

- 7.1(1) Minutes Ordinary Council Meeting – 26 February 2020
- 7.2(1) Minutes Annual Electors Meeting – 16 March 2020
- 7.3(1) Minutes Special Council Meeting – 18 March 2020
- 9.1.1(1) Request to Close Portion Nelson Location 1731 Wilga West
- 9.1.1(2) Location Plan
- 9.1.1(3) Extent of Road Closure
- 9.1.2(1) 66 Victoria Parade Site Plan
- 9.1.2(2) Dwelling Plans
- 9.1.2(3) BAL Assessment
- 9.1.2(4) Extract from Guidelines
- 9.1.2(5) Extract deemed provisions
- 9.1.2(6) Photographs
- 9.1.3(1) Amendment 11 LPS No 7 Lot 384 Marshall Road - Rezoning document
- 9.1.3(2) Proposed Structure Plan map
- 9.1.3(3) Alternate access
- 9.1.3(4) Schedule of Submissions
- 9.1.3(5) DFES Update Advice
- 9.2.1(1) Schedule of Accounts Paid
- 9.2.2(1) Monthly Financial Report February 2020
- 9.2.3(1) Proposal Glen Mervyn Dam Open Water Swim (withdrawn)
- 9.3.1(1) Deed of Variation
- 9.3.2(1) Correspondence Announcement of Funding
- 9.3.2(2) Eligible Local Government Lists
- 9.3.2(3) Drought Communities Programme Grant opportunity guidelines



**MINUTES OF ORDINARY MEETING OF COUNCIL  
FEBRUARY 2020**

---

**Wednesday 26 February 2020**

5.00pm

Shire of Donnybrook Balingup Council Chambers, Donnybrook

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A handwritten signature in black ink, appearing to read 'Ben Rose'.

**Ben Rose  
Chief Executive Officer**

**3 March 2020**

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

Held at the Council Chambers  
Wednesday 26 February 2020 at 5.00pm

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

The Shire Present declared the meeting open at 5.02pm and welcomed the public gallery.

**Shire President – Acknowledgment of Country**

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

The Shire Present declared the meeting open 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**

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

**PUBLIC GALLERY**

10 attendees.

## **2.1 APOLOGIES**

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Nil.

## **2.2 APPROVED LEAVE OF ABSENCE**

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Steve Potter, Executive Manager Operations

## **2.3 APPLICATION FOR A LEAVE OF ABSENCE**

---

Nil.

## **3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

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21/01/20	Hon Michelle Roberts Minister for Police and Road Safety, Hon Mick Murray MLA - Donnybrook
22/01/20	Department of Local Government Sport & Cultural Affairs – Council Chamber
23/01/20	Bunbury Geographe Alliance (BGEA) – Board Meeting – Albemarle, Australind
29/01/20	Hon Liza Harvey MLA and Opposition State Cabinet - Donnybrook
02/02/20	Warren Blackwood Alliance of Council – Board meeting – Bridgetown
11/02/20	Brad Hammersley, Chair BGEA – Bunbury
10/02/20	Alicia Keall re SW Highway Bush Block – Donnybrook
20/02/20	Shire Donnybrook Balingup Audit & Risk Management Committee Donnybrook
20/02/20	Donnybrook District Sporting and Recreation Precinct Working – Donnybrook
21/02/20	Berry Delightful Newlands re 21-23/02 Event

## **4 DECLARATION OF INTEREST**

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Nil.

## 5 PUBLIC QUESTION TIME

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

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Nil.

### 5.2 PUBLIC QUESTION TIME

---

Mr Simon McInness

1. *I would like to quote from the auditor's report regarding the operating surplus ratio.*

*Essentially, last year's response to this issue was to focus on improvements in integrated planning and reporting outcomes as a means of establishing the Shire's capacity to make improvements in this ratio's outcome. This is again the focus however, to place this issue in context, to achieve this minimum standard, the Shire of Donnybrook Balingup would need to find an extra \$3.3m in revenue or reduce operating expenses by the same amount, or a combination of both. To find this amount in rates revenue would mean an increase of 67% on the current levels. This would require a significant level of structural change to the Council's financial structure over time and may not be within the communities' capacity or willingness to pay.*

*Does the Council acknowledge that these figures are correct?*

Chief Executive Officer response:

The figures have been externally audited and found to be correct.

Executive Manager Corporate and Community response:

The ratio to achieve the minimum standard set by the Department of Local Government would require those changes to be applied. As mentioned in the report there is no immediate expectation for those changes.

2. *What actions is Council going to take to address the shortfall in the upcoming budget?*

Executive Manager Corporate and Community response:

As mentioned, there will continue to be focus on long term planning with an effort to improve the ratio. It is not likely we will achieve the minimum standard within 15 years. I also believe the levels and targets set by the Department of Local Government which are under review will change over time, along with the approach of the Office of the Auditor General.

3. *Alliance have paid for half of a valuation (\$495). Could you give us an update on this multi-million dollar project, and could you outline the level of public consultation that was undertaken with the ratepayers for this project?*

Chief Executive Officer response:

The matter is still confidential. When it is no longer confidential, I will provide you with the information. As mentioned previously, you will be the first to know.

4. *How much money has been spent on consultants for the heritage development since the money was pledged for this project and how much money has been spent on consultants for the Apple Fun Park upgrade since that money was pledged?*

Shire President response:

I assume you are referring to the Donnybrook Town Centre Revitalisation Project.

Chief Executive Officer response:

No consultants have been engaged for the Apple Fun Park renewal project, this process has been run in-house including market research and consultation.

I will have to get back to you regarding figures for the Goods Shed and Town Centre Revitalisation area. A response will be provided in the Agenda and Minutes of the March Ordinary Council Meeting.

5. *Recently there was an invitation only function held at the football club and paid for by the ratepayers. The catering and club room hire came to \$2,780 and the guest speaker was \$3,036. What was the purpose of this \$5,816 party? Was it considered value for money by the Council?*

Shire President response:

It is common practice following the formation of a new Council which occurred in October 2019, for an event to be held welcoming the new Councillors and thanking the outgoing Councillors. In 2017 a strategic planning session was conducted with the new Council. There is budget available for this activity and the event was delivered within the budget. The event was not a party – I believe the outcome of bringing the community together was achieved and the Shire's strategic direction was discussed. Peter Kenyon, a well-known presenter attended and his message was 'rising to the occasion and strengthening our community'. I believe we got a good return on the investment and the expenses were within the budget. The event was also used to acknowledge the outgoing Councillors which in the past has been held as a separate function.

6. *The Shire President announced at the Christmas Party that the Shire was going to borrow \$3 million for the development of a sports precinct and the State Government was going to give the Shire \$6 million. Will the Shire borrow first and wait for the State Government or will the Shire wait for the State Government to pledge the money first?*

Shire President response:

It has been mentioned before that the Shire has given conditional approval on the basis that the proposition put to us from the State Government was that they no longer provide matching funding as they have done previously. The advice we received from the department of Sport and Recreation and the South West Development Commission was to run past Council whether we were prepared to put in matching funding for the project and that is what Council has been asked to do. It was conditional on the State Government putting up matching funding on a 2:1 basis.



7. *The borrowing of \$3 million for the sports precinct will put 2% on top of the rates if the principal is payed back over 10 years as its \$500 per ratepayer or 1.2% over 20 years. This is on top of any CPI increase or price increases. With the auditor's report in mind, has this rate increase been factored into deliberations and when will the ratepayers be told of the cost?*

Shire President response:

I understand it has been mentioned to ratepayers, possibly not formally. It is printed in the Minutes. It will be of course, which is why it was a conditional approval by the Shire. The concept is based on intergenerational equity so future generations will make a contribution to this facility which should be something that this town should be proud of.

I think the earlier comment made by the Executive Manager Corporate and Community stands. It was a conditional approval by Council and we haven't gone through our budget process yet. We have to put a provisional business case to the State Government on the basis whether we will be asking them to support this project. Of course it will be taken into consideration in terms of setting the rates.

8. *Is the Blackwood United Football Club happy with moving their club 30km to the north and moving out of the Blackwood zone into the Bunbury zone? Have they been consulted on this and what is the extent of consultation with other clubs?*

Chief Executive Officer response:

We have a working group which includes representation from junior netball, senior netball, tennis, basketball, football and hockey. We put a call out by direct email to all sporting groups and on Facebook prior to establishing the working group. We have run consultation with mail drops to all residents around the precinct. In terms of consultation and outreach it has been an extensive exercise. My understanding is the Blackwood United Football Club do not want to be involved and move to a location that may not have space for them.

9. *When will the ratepayers meeting be held?*

Chief Executive Officer response:

A date has been confirmed and advertising will commence this Friday.

### Ms June Scott

1. *Is the local government administration actively developing a tourism strategy? Is there a draft local tourism strategy ready to be released for comment by the community?*

Chief Executive Officer response:

We do not have a local tourism strategy, however we are part of a regional tourism approach; being a part of the Bunbury Geographe Tourism Partnership which incorporates local elements. A lot of projects we are undertaking at the moment are developed with local tourism visitation in mind. A local tourism strategy is not on our program of works at the moment.

2. *Under the previous Community Development Officer a draft Donnybrook Heritage Trail was developed – the community representatives involved are now deceased. Can this draft please be revisited and the trail moved to fruition and aligned with the Donnybrook Town Centre Revitalisation Project as an overarching document?*

Chief Executive Officer response:

I was unaware of this document and will research as it does sound like a good idea to look to integrate the document with other projects.

Mr Tony Scaffidi

1. *I believe that the management numbers of the last 2-3 years have doubled to the extent of \$600,000 to the ratepayers. What is the reason behind that?*

Chief Executive Officer response:

If you are referring to the numbers referenced by a previous Councillor in the Preston Press I would advise the numbers are inaccurate. My advice is that it is probably less than a third of that figure. To answer the second part of the question – we have delivered a restructure to the organisation which has introduced new positions, as well as modifying existing positions. Changes made in this current financial year have been implemented within the existing, approved budget.

Ms Jill Duncan

1. *I would like to know under what section of the Local Government Act the Council makes its decisions 'en bloc' and what are the requirements for those decisions to be made? Why are there so many 'en bloc' decisions being made without any public debate?*

Chief Executive Officer response:

You will not find reference to en bloc decisions in the *Local Government Act* or Regulations. It is in the Shire of Donnybrook Balingup Meeting Procedures Local Law – which has been passed by Parliament. Specifically part 5.5 (1-6) deal with en bloc motions or adoption by exception resolutions. En bloc motions are a fairly standard process for most local governments.

*Which decisions cannot be made en bloc?*

Chief Executive Officer response:

There are five categories that an adoption by exception resolution may not be used and those are for a matter:

- a) That requires a 75% majority or a special majority;
- b) In which an interest has been disclosed;
- c) That is a matter on which a member wishes to ask a question;
- d) That is a matter on which a member wishes to make a statement;
- e) That is a matter on which a member wishes to move a motion that is different to the recommendation

Councillors have until 3pm the day before the Council Meeting to submit any items that they wish to pull from the adoption by exception / en bloc.

The Meeting Procedures Local Law can be accessed on the Shire of Donnybrook Balingup website.

2. *What is the current balance of the reserves?*

Executive Manager Corporate and Community response:

The balance of the reserves as at 30 June 2019 was just over \$9 million. This is contained within page 14 of the Annual Report. It moved from the start of the financial year from \$6.3 million.

## 6 PRESENTATIONS

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### 6.1 PETITIONS

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Nil.

### 6.2 PRESENTATIONS

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Nil.

### 6.3 DEPUTATIONS

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Mr Steve Dilley requested to make a deputation regarding item 12.1 Donnybrook Town Centre Revitalisation Project – Community Reference Group.

In accordance with Clause 6.9(2)(b) of the Meeting Procedures Local Law, Council is requested to determine Mr Dilley's application for a deputation.

### **COUNCIL RESOLUTION 1/20**

**Moved: Cr Atherton**

**Seconded: Cr Wringe**

**That Council, in accordance with Clause 6.9(2)(b) of the Meeting Procedures Local Law approves Mr Steve Dilley's application for a deputation in relation to item 12.1 'Donnybrook Town Centre Revitalisation Project – Community Reference Group'.**

**CARRIED 8/1**

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

**This item was brought forward from item 12 in the Agenda.**

In cases of extreme urgency or other special circumstances, matters may, on a motion by the Presiding Member that is carried by the meeting, be raised without notice and decided by the meeting.

In subclause (1), “cases of extreme urgency or other special circumstances” means matters that have arisen after the preparation of the agenda that are considered by the Presiding Member to be of such importance and urgency that they are unable to be dealt with administratively by the local government and must be considered and dealt with by the Council before the next meeting.

### **EXECUTIVE RECOMMENDATION**

That pursuant to section 5.4 of the Shire of Donnybrook Balingup Meeting Procedures Local Law, Council agrees to receive the item entitled *12.1 Donnybrook Town Centre Revitalisation Project – Community Reference Group* as new business of an urgent nature.

### **COUNCIL RESOLUTION 2/20**

**Moved: Cr Piesse**

**Seconded: Cr Wringe**

**That pursuant to section 5.4 of the Shire of Donnybrook Balingup Meeting Procedures Local Law, Council agrees to receive the item entitled *12.1 Donnybrook Town Centre Revitalisation Project – Community Reference Group* as new business of an urgent nature, and include in the En Bloc items.**

**CARRIED 9/0**

**The vote was recalled and it was CARRIED 6/3**

**ADOPTION BY EXCEPTION:**

**COUNCIL RESOLUTION 3/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That the following items be carried En Bloc:**

- 7.1 Confirmation of Minutes – Ordinary Meeting of Council 18 December 2019**
- 7.2 Bushfire Advisory Committee Minutes – 17 October 2019**
- 7.3 Local Emergency Management Committee Minutes December 2019**
- 7.4 Audit and Risk Management Committee Minutes – 20 February 2020**
- 9.1.1 Performance Concerns with State Managed Roads – Shire of Donnybrook Balingup**
- 9.2.2 Monthly Financial Report – December 2019**
- 9.2.3 Monthly Financial Report – January 2020**
- 9.2.4 Strategic Pricing Review Residential Aged Care Charges**
- 12.1 Donnybrook Town Centre Revitalisation Project – Community Reference Group**

**CARRIED 9/0**

## **7 CONFIRMATION OF MINUTES**

---

### **7.1 ORDINARY MEETING OF COUNCIL – 18 DECEMBER 2019**

---

Minutes of the Ordinary Meeting of Council held 18 December 2019 are attached (*attachment 7.1(1)*).

#### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Ordinary Meeting of Council held 18 December 2019 be confirmed as a true and accurate record.**

#### **COUNCIL RESOLUTION 4/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That the Minutes from the Ordinary Meeting of Council held 18 December 2019 be confirmed as a true and accurate record.**

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

### **7.2 BUSHFIRE ADVISORY COMMITTEE MINUTES – 17 OCTOBER 2019**

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Minutes of the Bushfire Advisory Committee Meeting held 17 October 2019 are attached (*attachment 7.2(1)*).

#### **EXECUTIVE RECOMMENDATION**

**That the Minutes from the Bushfire Advisory Committee Meeting held 17 October 2019 be accepted**

#### **COUNCIL RESOLUTION 5/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That the Minutes from the Bushfire Advisory Committee Meeting held 17 October 2019 be accepted**

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

**7.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE MINUTES –  
DECEMBER 2019**

---

Minutes of the Local Emergency Management Committee Meeting are attached (*attachment 7.3(1)*).

**EXECUTIVE RECOMMENDATION**

**That the Minutes from the Local Emergency Management Committee Meeting held December 2019 be accepted**

**COUNCIL RESOLUTION 6/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That the Minutes from the Local Emergency Management Committee Meeting held December 2019 be accepted**

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

**7.4 AUDIT AND RISK MANAGEMENT COMMITTEE MINUTES 20 FEBRUARY  
2020**

---

Minutes of the Audit and Risk Management Committee Meeting are attached (*attachment 7.4(1)*).

**EXECUTIVE RECOMMENDATION**

**That Council receive the unconfirmed Minutes from the Audit and Risk Management Committee Meeting held 20 February 2020 and endorse the recommendations contained within.**

**COUNCIL RESOLUTION 7/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That Council receive the unconfirmed Minutes from the Audit and Risk Management Committee Meeting held 20 February 2020 and endorse the recommendations contained within.**

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

## 8 REPORTS OF COMMITTEES

### 8.1 AUDIT REPORT FOR YEAR ENDING 30TH JUNE 2019

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Paul Breman, Executive Manager Corporate and Community
<b>Responsible Manager</b>	Paul Breman, Executive Manager Corporate and Community
<b>Attachments</b>	8.1 (1) Audit Report 8.1.(2) Management Letter Findings 8.1.(3) Draft report to the Minister of Local Government
<b>Voting Requirements</b>	Simple Majority

Committee Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Receive the Audit Report for the year ending 30<sup>th</sup> June 2019; and</b></li> <li><b>2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30<sup>th</sup> June 2019, as required by Section 7.12A(4)(b) of the Local Government Act 1995.</b></li> </ol>

### STRATEGIC ALIGNMENT

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

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

### EXECUTIVE SUMMARY

The Office of the Auditor General has completed the Audit of the Annual Financial Report for the year ended 30<sup>th</sup> June 2019. The audit opinion was issued on 11<sup>th</sup> February 2020 and is attached to this item for reference.

The audit opinion is unqualified and concludes that the report fairly represents the results of the operations of the Shire for the period ended 30<sup>th</sup> June 2019.

There are two items included under the heading of 'Report on Other Legal and Regulatory Requirements' which require consideration by the Committee and the Council and relate to a significant adverse trends opinion as follows:



1. *The asset sustainability ratio as reported in Note 31 on the annual financial report is below the Department of Local Government, Sport and Cultural Industries (DLGSCI) standard for the last three years; and*
2. *The operating surplus ratio as reported in Note 31 on the annual financials report is below the DLGSCI standard for the last three years.*

There is one item included under the heading of 'Report on Other Legal and Regulatory Requirements' which requires consideration by the Committee and the Council and relates to statutory compliance as follows:

*The Shire has not reported the Asset Renewal Funding Ratio for 2019, 2018 and 2017 in the annual financial report as required by section 50(1) of the Local Government (Financial Management) Regulations 1996 as there is not a current long term financial plan and asset management plan.*

In addition to the items on the face of the Audit report mentioned above, the Auditor also provided a management letter with two items not mentioned on the Audit report. These items were rated as a moderate risk rather than significant and as such did not warrant reporting in the audit report. The findings are attached and will be addressed by the Chief Executive Officer in the ordinary course of business.

## **BACKGROUND**

The Shire of Donnybrook Balingup audit for year ending 30<sup>th</sup> June 2019 was conducted by the Office of the Auditor (OAG) (using a private contractor; Anderson Munford Down, Chartered Accountant) for the first time.

The timing of completion of the audit and issue of the audit report has been delayed by staff turnover issues and is expected to be completed earlier in future years.

The Shire is required by the *Local Government (Financial Management) Regulations 1996* to calculate and include in the audited annual financial report seven financial ratios. The calculation components of the ratios relevant to this item are set out below:

### ***Operating surplus ratio***

$$\frac{\text{operating revenue minus operating expense}}{\text{own source operating revenue}}$$

***Own source operating revenue*** means revenue from rates and service charges, fees and user charges, reimbursements and recoveries, interest income and profit on disposal of assets.

The Operating Surplus Ratio measures the extent to which revenues raised cover operational expenses (including depreciation). The DLGSCI considers the ratio standard is met if the ratio is above 0.00. To achieve a positive level in the ratio requires operating revenue (excluding capital grants and contribution) to be greater than operating expenditure (including depreciation).

### **Asset sustainability ratio**

$$\frac{\text{capital renewal and replacement expenditure}}{\text{depreciation}}$$

**Capital renewal and replacement expenditure** means expenditure to renew or replace existing assets;

The asset sustainability ratio measures the extent to which assets managed by the Shire are being replaced as they reach the end of their useful lives. The DLGSCI considers the ratio standard is met if the ratio is above 0.90, meaning that spending on renewal in any one year is 90% of the level of depreciation in that year.

### **Asset renewal funding ratio**

$$\frac{\text{NPV of planned capital renewals over 10 years}}{\text{NPV of required capital expenditure over 10 years}}$$

The asset renewal funding ratio measures the level of alignment between spending in the Long Term Financial Plan (LTFP) on asset renewals and the timing of asset renewal requirements set out the asset management plan(s). The closer the ratio is to one the closer alignment.

The DLGSCI currently have the calculation methodology and target levels of seven statutory ratios under review as they acknowledge issues relating to their suitability as an indicators of financial health. This review is being undertaken by WA Treasury Corp. It is expected changes will occur to these ratios in conjunction with future amendments to the *Local Government (Financial Management) Regulations 1996*.

### **FINANCIAL IMPLICATIONS**

Nil

### **POLICY COMPLIANCE**

Not Applicable.

### **STATUTORY COMPLIANCE**

#### *7.12A. Duties of local government with respect to audits*

- (3) *A local government must —*
  - (aa) *examine an audit report received by the local government; and*
  - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
  - (b) *ensure that appropriate action is taken in respect of those matters.*
- (4) *A local government must —*
  - (a) *prepare a report addressing any matters identified as significant by the auditor in the audit report, and stating what action the local government has taken or intends to take with respect to each of those matters; and*

- (b) *give a copy of that report to the Minister within 3 months after the audit report is received by the local government.*
- (5) *Within 14 days after a local government gives a report to the Minister under subsection (4)(b), the CEO must publish a copy of the report on the local government's official website.*

## **CONSULTATION**

Not Applicable

## **OFFICER COMMENT/CONCLUSION**

The draft report to the Minister as required by *Section 7.12A(4) of the Local Government Act 1995* is attached to this item.

The OAG have adopted a different position to the Shire's previous auditors in relation to a number of issues including the assessment of what constitutes a significant adverse trend in the financial position of the Shire and also the level of information necessary to support the calculation of the asset renewal ratio.

In relation to the issues under the significant adverse trend in financial position, the matter of the adverse operating surplus ratio was raised in the Shire's audit report last year and was the subject of a report to the Audit and Risk Management Committee and the Council.

Essentially, last year's response to this issue was to focus on improvements in integrated planning and reporting outcomes as a means of establishing the Shire's capacity to make improvements in this ratios outcome. This is again the focus however, to place this issue in context, to achieve this minimum standard, the Shire of Donnybrook Balingup would need to find an extra \$3.3m in revenue or reduce operating expenses by the same amount, or a combination of both. To find this amount in rates revenue would mean an increase of 67% on the current levels. This would require a significant level of structural change to the Council's financial structure over time and may not be within the communities' capacity or willingness to pay. As these ratios and the targets set by the DLGSCI are under review, it is important for the ratios and targets not to guide the Council's future financial structures.

Research on the outcomes of audit reports and the ratio calculations of the Shire's neighbouring local governments (Dardanup, Busselton, Collie, Boyup Brook, Bridgetown Greenbushes and Nannup) shows that, in relation to the operating surplus ratio, all of them have been issued with a similar significant adverse trend in financial position of some kind by their Auditor due to a series of negative ratio outcomes.

The OAG has also identified that the Shire recorded three consecutive asset sustainability ratios under the DLGSCI target thresholds. This ratio relates to the level spending on renewing assets in a year compared to the leakage in value of the asset base due to depreciation in the same year. The ratio doesn't take into account any money transferred to Cash Reserves as future saving for future renewal works on large items so should only be assessed on a very long term basis. There is little merit in applying only a three-year period as an assessment of this ratio as a LTFP.

The Shire's Asset Sustainability ratio has been under the target level of 0.90 for the past three consecutive years. The Shire is about to embark on a substantial capital works program over the next five years on renewing and upgrading key assets and this is predicted to result in a

spike in the ratio during this time and is likely to be above the DLGSCI's target. Research on the neighbouring Shires shows that Bridgetown Greenbushes, Boyup Brook and Capel are in a similar situation to Donnybrook Balingup in relation to this ratio and others have two consecutive under target ratios and may fall into this category next year.

The shortcoming in the calculation of these ratios and the associated target levels set by the DLGSCI are part of the reason the ratios are under review at present. It is not considered that the existence of three consecutive ratios under the DLGSCI targets presents a short to mid-term threat to the financial position of the Council. The structural issues surrounding these ratios results will be considered as part of the development of the LTFP.

The asset renewal funding ratio requires a completed assets management plan for all categories of assets and a current LTFP. In previous years, the Shire's Auditors prior to the OAG have accepted the calculations made by staff in the absence of an adopted asset management plan for all asset classes and an older LTFP received in 2017. The OAG has changed this approach and they are not prepared to accept these calculations without a formal asset management plan for all categories and a current LTFP.

Progress has been made by staff on completing the following asset management plan categories and planning is underway to complete the remaining categories and prepare an updated LTFP to be used as a basis of calculating the ratio for the 2019/20 financial year.

<b>Asset Category</b>	<b>Introduced</b>
Asset Management Plan – Vehicles	2018
Asset Management Plan – Buildings	2019
Asset Management Plan – Parks & Reserves	2019

The following plans have been identified as required and are planned to be completed in 2020.

- Asset Management Plan – Plant, Furniture and Equipment
- Asset Management Plan – Roads and Pathways

The two additional items concerning the establishment of a rehabilitation provision for the Donnybrook Waste Management Facility and the related party disclosure processes are minor items and will be corrected in future annual financial reports.

**COUNCIL RESOLUTION 8/20**

**Moved: Cr Lindemann**

**Seconded: Cr Wringe**

**That Council:**

- 1. Receive the Audit Report for the year ending 30<sup>th</sup> June 2019; and**
- 2. Forward to the Minister for Local Government, Sport and Cultural Industries the report on significant findings as attached for the year ending 30<sup>th</sup> June 2019, as required by Section 7.12A(4)(b) of the Local Government Act 1995.**

**Note: Thank Members of the Audit and Risk Management Committee and staff.**

**CARRIED 9/0**

## **8.2 ANNUAL REPORT FOR THE YEAR ENDING 30TH JUNE 2019**

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	N/A
<b>Author</b>	Paul Breman, Executive Manager Corporate and Community
<b>Responsible Manager</b>	Paul Breman, Executive Manager Corporate and Community
<b>Attachments</b>	8.2 (1) Annual Financial Report 2018/2019
<b>Voting Requirements</b>	Absolute Majority

<b>Committee Recommendation</b>	
<b>That Council approve the Annual Report for the year ending 30<sup>th</sup> June 2019.</b>	

### **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 annual report seeks to provide a record of the events and operations of the Shire for the past financial year. The minimum content is prescribed and includes a full copy of the annual financial report and a copy of the Auditor' s report.

The annual report is required to be accepted by the Council prior to making it publically available to the community by posting it on the Shire's website and presenting it to the annual meeting of electors.

### **BACKGROUND**

The Shire's annual financial report for the year ending 30<sup>th</sup> June 2019, shows an improvement in the Shire's net result (negative \$1.09m) compared to the previous year (negative \$1.61m). This was principally due to an increase in operating and capital grants for the period and is shown on the Statement of Comprehensive Income.

The Cash Flows Statement shows a net increase in the amount of cash held from the beginning of the year \$8.5m to \$14.96m at the end of the year. Approximately \$5.05m of this increase was due to an inflow of cash from the Trust account to the Municipal account relating to bonds and deposits.

Analysis of the Rate Setting Statement reveals a net cash amount of \$3.34m in rate revenue remained after the operations of the Shire and the opening surplus of \$1.56m. The \$3.34m together with net financing activities of \$0.2m, was used to fund the Shire's net contribution to the capital works program \$3.52m.

Key analysis of the Statement of Financial Position (Balance Sheet) follows:

	<b>Movement</b>	<b>Direction</b>
<b>Current Assets</b>		
Cash	\$6.48m	Increase
Trade Receivables	\$0.78m	Increase
<b>Current Liabilities</b>		
Trade and Other Payables	\$5.57m	Increase
<b>Noncurrent assets</b>		
Property Plant and Equipment	\$1.30m	Reduction in WDV
Infrastructure	\$1.12m	Reduction in WDV
<b>Equity</b>		
Retained Surplus	\$3.80m	Reduction
Cash Reserves	\$2.71m	Increase
<b>Net Assets</b>	<b>\$1.09m</b>	<b>Reduction</b>

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

Not applicable

## **STATUTORY COMPLIANCE**

### **5.54. Acceptance of annual reports**

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.*

*\* Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

### **5.55. Notice of annual reports**

*The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.*

### **5.55A. Publication of annual reports**

*The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.*

## **CONSULTATION**

Not applicable.

## **OFFICER COMMENT/CONCLUSION**

The annual report is presented for acceptance prior to calling the annual electors meeting.

## **OUTCOME OF MEETING**

## **COMMITTEE RECOMMENDATION**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

That Council approve the Annual Report for the year ending 30<sup>th</sup> June 2019.

## **AMENDMENT**

**Moved Cr Mitchell**

**Seconded Cr Wringe**

**That Council approve the Annual Report for the year ending 30<sup>th</sup> June 2019, subject to:**

**The words ‘Organisation Structure 2020’ on page 8 being replaced with ‘Executive Staff Responsible for the Annual Report 2018/19’.**

**Note: Thank you to relevant staff for their work in preparation of the document.**

**CARRIED 8/1**

## **COUNCIL RESOLUTION 9/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That Council approve the Annual Report for the year ending 30<sup>th</sup> June 2019, subject to:**

**The words ‘Organisation Structure 2020’ on page 8 being replaced with ‘Executive Staff Responsible for the Annual Report 2018/19’.**

**Note: Thank you to relevant staff for their work in preparation of the document**

**CARRIED 9/0**



## 9 REPORTS OF OFFICERS

### 9.1 EXECUTIVE MANAGER OPERATIONS

#### 9.1.1 PERFORMANCE CONCERNS WITH STATE MANAGED ROADS – SHIRE OF DONNYBROOK BALINGUP

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Not applicable
<b>File Reference</b>	WRK/20
<b>Author</b>	Steve Potter, Executive Manager Operations
<b>Responsible Manager</b>	Steve Potter, Executive Manager Operations
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Instructs the Chief Executive Officer to write to Main Roads WA advising that the Shire of Donnybrook Balingup is deeply concerned with the standard of sealing works on the South Western Highway and Donnybrook–Boyup Brook Road which have suffered from substantial flushing/bleeding in recent years during periods of high temperatures.</b></li> <li><b>2. Instructs the Chief Executive Officer to write to Main Roads WA requesting they undertake remedial action during 2020 to permanently rectify the recurrence of flushing/bleeding on the South Western Highway and the Donnybrook – Boyup Brook Road.</b></li> <li><b>3. Authorises the Chief Executive Officer to present a report to the South West Zone of WALGA to seek WALGA’s support in taking an advocacy position on the matter with Main Roads WA as detailed in Resolution 2.</b></li> <li><b>4. Authorises the Chief Executive Officer to formally seek the endorsement of the South West Regional Road Group (SWRRG) for Council’s actions as outlined in Resolutions 1-3.</b></li> </ol>

### STRATEGIC ALIGNMENT

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

<i>Outcome:</i>	2.1	<i>An attractive and maintained built environment.</i>
<i>Strategy:</i>	2.1.1	<i>Maintain, renew and improve infrastructure within allocated resources</i>
<i>Action:</i>	2.1.1.2	<i>Seek funding for development and renewal of infrastructure</i>

## **EXECUTIVE SUMMARY**

Over the past two summers, the performance of recent sealing works administered by Main Roads Western Australia (MRWA) on State Highways and significant roads located in the Shire of Donnybrook Balingup has been of on-going concern to Council, businesses, residents, tourists and motorists during extended periods of high temperatures.

It is recommended that the Shire make formal representation to Main Roads WA and seek the endorsement of the Warren Blackwood Alliance of Councils (WBAC) and the South West Regional Road Group (SWRRG) for Council taking a report to the SW Zone of WALGA to request WALGA take an advocacy position on the matter.

## **BACKGROUND**

In the summer of 2017/18, large sections of recently completed MRWA works on State Highways and significant roads suffered from substantial flushing/bleeding of new seals, during periods of high temperatures. This also occurred in the summer of 2018/19 and again in the early heat wave in late 2019/20.

When flushing/bleeding does occur, it results in bitumen and aggregate collecting on vehicle tyres, which is subsequently flicked off, potentially causing damage to both the vehicle being driven and those travelling in close proximity.

The collected material is also spreading well beyond the problem areas, impacting on the amenity of the Shire's townsites and residential areas, when it is carried by vehicles (and subsequently pedestrians) into businesses, parks, reserves and private properties.

The bleeding has been severe enough in some cases, to remove (or reduce the visibility of) line markings on the road, which has resulted in motorists travelling outside of designated traffic lanes, and increases the risk of accidents occurring.

MRWA have previously advised that this issue typically only occurs in the first year of a new seal, and that the treatment is to apply aggregate or sand to the affected area to mop up the excess bitumen. Unfortunately, the Shire has noted repeated occurrences of the flushing/bleeding in the same sections of highways and significant roads over multiple summers,

The Shire's concern is that the remedial treatment being undertaken represents a temporary short-term fix (rather than an enduring solution) and is not reducing the frequency of the flushing/bleeding of these seals, nor is it dealing with the cause. Furthermore, unless MRWA adopts an alternative methodology for future upgrades and re-sealing works, it is anticipated that the South Western Highway and the Donnybrook - Boyup Brook Road are likely to face this issue on an ongoing annual basis.

The Shire appreciates the significant role that major transport routes play in the region, and the challenges associated with maintaining and upgrading them. The Shire also acknowledges that flushing/bleeding is always a risk when new seals are applied and that this issue has occurred in the past. However, the frequency and the extent of the flushing/bleeding appears to be far greater than in the years prior to the summer of 2017/18, and appears to be occurring at higher rates than in other regions of the State.

The impacts of this reoccurring issue have not been measured, however the Shire has received a number of complaints from both private residents, visitors and business operators. Furthermore, the Shire is aware of significant negative publicity that has been generated across all forms of media (including social media) which is likely to have influenced road users (including tourists) to use alternative routes, thereby impacting on local businesses. The Shire is concerned that this issue is likely to be compounded in the next 3-5 years given the forecast increase from circa 8,300 current traffic movements a day through Donnybrook to more than 11,000 plus in the next three years and with particular reference to the increased road train and axle loadings relating thereto.

### **FINANCIAL IMPLICATIONS**

Nil – this only applies to roads managed by Main Roads WA.

### **POLICY COMPLIANCE**

Nil.

### **STATUTORY COMPLIANCE**

Nil.

### **CONSULTATION**

The Shire has received a number of complaints from members of the public on this issue, and has raised this matter with MRWA on a number of occasions.

If the resolution is supported by Council, Staff will seek the support of the Warren Blackwood Alliance of Councils and the South West Regional Road Group, prior to taking a report to the SW Zone of WALGA.

### **OFFICER COMMENT/CONCLUSION**

Due to the adverse impacts on local residents, businesses and visitors; and the repeated nature of the issue over several summer periods, it is considered appropriate that the Shire make formal representation to Main Roads WA and seek the support of neighbouring local government authorities and WALGA to identify an enduring solution to the matter.

**COUNCIL RESOLUTION 10/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That Council:**

- 1. Instructs the Chief Executive Officer to write to Main Roads WA advising that the Shire of Donnybrook Balingup is deeply concerned with the standard of sealing works on the South Western Highway and Donnybrook–Boyup Brook Road which have suffered from substantial flushing/bleeding in recent years during periods of high temperatures.**
- 2. Instructs the Chief Executive Officer to write to Main Roads WA requesting they undertake remedial action during 2020 to permanently rectify the recurrence of flushing/bleeding on the South Western Highway and the Donnybrook – Boyup Brook Road.**
- 3. Authorises the Chief Executive Officer to present a report to the South West Zone of WALGA to seek WALGA’s support in taking an advocacy position on the matter with Main Roads WA as detailed in Resolution 2.**
- 4. Authorises the Chief Executive Officer to formally seek the endorsement of the South West Regional Road Group (SWRRG) for Council’s actions as outlined in Resolutions 1-3.**

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

## **9.2 EXECUTIVE MANAGER CORPORATE AND COMMUNITY**

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### **9.2.1 ACCOUNTS PAID LISTING**

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

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### **9.2.2 MONTHLY FINANCIAL REPORT – DECEMBER 2019**

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

#### **EXECUTIVE RECOMMENDATION**

**That the monthly financial report for the period ended 31 December 2019 be received.**

#### **COUNCIL RESOLUTION 11/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That the monthly financial report for the period ended 31 December 2019 be received.**

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

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### **9.2.3 MONTHLY FINANCIAL REPORT – JANUARY 2020**

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

#### **EXECUTIVE RECOMMENDATION**

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

#### **COUNCIL RESOLUTION 12/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

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

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

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### 9.2.4 STRATEGIC PRICING REVIEW RESIDENTIAL AGED CARE CHARGES

<b>Location</b>	Tuia Lodge Residential Aged Care Facility
<b>Applicant</b>	Manager Aged Care Services
<b>File Reference</b>	N/A
<b>Author</b>	Bob Lowther - Manager Aged Care Services
<b>Responsible Manager</b>	Bob Lowther - Manager Aged Care Services
<b>Attachments</b>	9.2.4(1) Stewart Brown Benchmarking Report 2019
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>1. Instructs the Chief Executive Officer to amend the rates of Refundable Accommodation Deposits (RAD's) paid for entry to rooms at Tuia Lodge as below and to use these changes as the basis for calculating any Daily Accommodation Payments (DAP's) should RAD's not be made:                     <ol style="list-style-type: none"> <li>1.1 Marri Wing – Standard Ensuite Single Room – (Rooms 1-10, 13 and 15) \$320,000</li> <li>1.2 Marri Wing – Renovated Standard Ensuite – (Room 11) - \$350,000</li> <li>1.3 Marri Wing – Renovated Standard Ensuite room with Sensory Garden Access (Rooms 10-12-14) - \$360,000</li> <li>1.4 Jarrah Wing – Deluxe Ensuite Single Room – (Rooms 17-26) \$400,000</li> <li>1.5 Red Gum Wing – Superior Ensuite Single Room (Rooms 27 -40) - \$420,000</li> <li>1.6 Tuart Wing – Superior Ensuite Secure Wing Single Room (Numbers to be assigned once constructed) \$420,000</li> </ol> </li> <li>2. Instructs the Chief Executive Officer to apply the new rates as set out in item 1 immediately and that the new rates only apply to new admissions to the facility and not existing residents.</li> <li>3. Instructs the Chief Executive Officer to ensure that as rooms 1-10 and 13 and 15 are renovated that these rates apply to any new residents occupying these rooms.</li> </ol>

### STRATEGIC ALIGNMENT

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

*Outcome 4.1 A strategically focused, open and accountable local government*

*Strategy 4.1.1 Provide Accountable and strategic leadership*

*Action 4.1.1.1 Review service delivery methodologies for Shire services and implement improvements where appropriate.*

## **EXECUTIVE SUMMARY**

The actions recommended in this report are to ensure that the Shire maintains a level of income in its Aged Care facility that is consistent with the quality of accommodation offered and relative to the market.

In line with maintaining a high standard facility at Tuia Lodge, it is recommended that a prudent course of action is to consistently apply a reasonable level of “user pays” charges balancing the needs of the ageing community with the ongoing funding provided by the ratepayers.

It is recommended that the charges be increased to the following levels:

Marri Wing – Standard Ensuite Single Room – (Rooms 1 – 10 & 13 & 15) from \$300,000 to \$320,000

Marri Wing – Renovated Standard Ensuite – (Room 11) – from \$300,000 to \$350,000

Marri Wing – Renovated Standard Ensuite room with Sensory Garden Access (Rooms 10-12-14) – from \$300,000 to \$360,000

Jarrah Wing – Deluxe Ensuite Single Room – (Rooms 17-26) Maintain at \$400,000

Red Gum Wing– Superior Ensuite Single Room (Rooms 27 -40) – Increase from \$400,000 to \$420,000

Tuart Wing– Superior Ensuite Secure Wing Single Room (Numbers to be assigned once constructed) to be priced at \$420,000.

## **BACKGROUND**

Under the Aged Care Act, all residents must agree to an accommodation price before they enter care. These prices are then used as the basis for calculating the costs that either the resident will pay or the government will assist with.

Whether an approved provider can ask the resident to pay this full amount will depend on their means assessment.

Services Australia decide, based on this assessment if the resident will need to pay the agreed accommodation price or if the Australian Government will pay some or all of the resident’s accommodation costs through the accommodation supplement.

If the resident is eligible for Government assistance with some of their accommodation costs, they will need to pay their contribution as either:

- a refundable accommodation contribution; or
- a daily accommodation contribution; or
- a combination of these two.

If the resident is not eligible for Government assistance with their accommodation costs, they will need to pay the full costs of their accommodation as either:

- a refundable accommodation deposit (RAD); or
- a daily accommodation payment (DAP); or
- a combination of these two.

Tuia Lodge has been in operation since 1983. Over the years as the facility has aged renovations and extensions have taken place which have resulted in the expenditure of millions of dollars in capital cost. Each time there has been major renovations the room rates have been revised.

It is clear (with 49% of Aged Care providers reporting a loss in the calendar year 2019) the rebates received through the government funding as outlined above have not kept up with the costs of maintaining a facility at the level enjoyed by Tuia Lodge.

Whilst there is little doubt this will be addressed by the current Aged Care Royal Commission it is incumbent on each provider to set room rates that balance their return of investment and minimize losses to the community whilst providing this very important service.

Any change to the level of refundable accommodation rates are required to be advertised in accordance with the Aged Care Act before they may be applied.

In making this recommendation to Council it should be noted that:

- The room prices have not changed since 2015 when the new addition was added.
- Capital expenditure since 2015 to end of FY19-20 will be in excess of \$1M.
- Demand for care services at the facility remains strong

## **FINANCIAL IMPLICATIONS**

- Increasing the RAD's to the recommended levels offers a potential maximum of 8.9% increase in RAD's moving from \$13.9M currently to \$15.1M if all residents and all available rooms are occupied under the new rates.
- If DAP's were to be paid instead of RAD's (Where new residents chose not to pay a RAD) the increase in income would be approximately \$68,000 per annum depending on room turnover timing.
- The average room price would rise from \$347,500 to \$378,750 still well below the State average in the Stewart Brown benchmarking being \$411,366.

## **POLICY COMPLIANCE**

Not applicable



## **STATUTORY COMPLIANCE**

*Aged Care Act 2010*

## **CONSULTATION**

N/A

## **OFFICER COMMENT/CONCLUSION**

This proposal is made on the basis that the Shire annually reviews all its charge out rates. The rooms at Tuia Lodge have been excluded from this review in the past and after almost 5 years without change.

it is suggested that the room rates be increased in line with the market to maintain consistency and recognizing the investment that has taken place and is planned for the facility.

## **COUNCIL RESOLUTION 13/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That Council:**

- 1. Instructs the Chief Executive Officer to amend the rates of Refundable Accommodation Deposits (RAD's) paid for entry to rooms at Tuia Lodge as below and to use these changes as the basis for calculating any Daily Accommodation Payments (DAP's) should RAD's not be made:**
  - 1.1 Marri Wing – Standard Ensuite Single Room – (Rooms 1-10, 13 and 15) \$320,000**
  - 1.2 Marri Wing – Renovated Standard Ensuite – (Room 11) - \$350,000**
  - 1.3 Marri Wing – Renovated Standard Ensuite room with Sensory Garden Access (Rooms 10-12-14) - \$360,000**
  - 1.4 Jarrah Wing – Deluxe Ensuite Single Room – (Rooms 17-26) \$400,000**
  - 1.5 Red Gum Wing – Superior Ensuite Single Room (Rooms 27 -40) - \$420,000**
  - 1.6 Tuart Wing – Superior Ensuite Secure Wing Single Room (Numbers to be assigned once constructed) \$420,000**
- 2. Instructs the Chief Executive Officer to apply the new rates as set out in item 1 immediately and that the new rates only apply to new admissions to the facility and not existing residents.**
- 3. Instructs the Chief Executive Officer to ensure that as rooms 1-10 and 13 and 15 are renovated that these rates apply to any new residents occupying these rooms.**

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

**9.3 CHIEF EXECUTIVE OFFICER**

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Nil

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

### 10.1 2020/21 DRAFT BUDGET PARAMETERS

<b>Location</b>	Donnybrook Balingup
<b>Applicant</b>	Cr Anne Mitchell
<b>File Reference</b>	Not applicable
<b>Author</b>	Cr Anne Mitchell
<b>Responsible Manager</b>	Paul Breman, Executive Manager Corporate and Community
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

#### Councillor Recommendation

**That Council instruct the Chief Executive Officer to prepare the draft 2020/21 Annual Budget with an increase in the General Rate in the Dollar of no greater than 3.0% on the levels contained in the adopted 2019/20 budget.**

#### STRATEGIC ALIGNMENT

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

*Outcome: 4.1 A strategically focused, open and accountable local government*

*Strategy: 4.1.1 Provide accountable and strategic leadership*

*Action: 4.1.1.5 Endeavour to serve the needs of the entire community while balancing competing interests*

#### EXECUTIVE SUMMARY

Cr Mitchell has provided the CEO with a notice of motion under the clause 5.3 of the Shire of Donnybrook-Balingup Meeting Procedures Local Law 2017.

#### BACKGROUND

The Shires Meeting Procedures Local Law 2017, set out the process for receiving a notice of motion as follows:

##### **5.3 Motions of which previous notice has been given**

- (1) Unless the Act, Regulations or this local law otherwise provides, a Member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO and which has been included on the agenda.
- (2) A notice of motion under subclause (1) is to be given at least 14 clear working days before the meeting at which the motion is moved.

- (3) A notice of motion is to be accompanied by supporting reasons and must relate to the good governance of the district.
- (4) The CEO:
  - (a) may, following consultation with the President, exclude from the agenda any notice of motion deemed to be, or likely to involve, a breach of this local law or any other written law;
  - (b) will inform Members on each occasion that a notice has been excluded and the reasons for that exclusion;
  - (c) may, after consultation with the Member where this is practicable, make such amendments to the form but not the substance as will bring the notice of motion into due form; and
  - (d) may provide to the Council relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.
- (5) A motion of which notice has been given is to lapse unless:
  - (a) the Member who gave notice of it, or some other Member authorised by the originating Member in writing, moves the motion when called on; or
  - (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.
- 6) If a notice of motion is given and lapses under subclause (5), notice of a motion in the same terms or to the same effect is not to be given again for at least 3 months from the date of such lapse.

## **FINANCIAL IMPLICATIONS**

The item seeks to limit selected components of the 2020/21 draft budget prior to presentation of the draft to the Council.

## **POLICY COMPLIANCE**

Not applicable.

## **STATUTORY COMPLIANCE**

The notice of motion as contained in this report complies with the requirements in accordance with 5.3 of the Shire of Donnybrook-Balingup Meeting Procedures Local Law 2017.

## **CONSULTATION**

Not applicable.

## **ELECTED MEMBER COMMENT**

### Cap on Rates Increase in the 2020/21 Draft Budget

A Councillor initiated Council Resolution (41/19) in April 2019 required the Chief Executive Officer to develop the 2019-20 draft budget containing a maximum rate increase of 3%. This appeared to work well, giving the CEO and Officers clear direction to prepare the budget with a rate increase cap. It is intended to provide the same guidance to the CEO in relation to the 2020/21 Draft Budget.

## **OFFICER COMMENT**

In relation to a cap on the level of rate increase in the draft budget presented by the Staff, it is the intention of staff to present the draft budget within reasonable rating parameters and offer to the Council information relevant to the projects (both operating and capital) that the Staff considered, but could not fit into a reasonable rating increase.

This approach presents the Council with the opportunity to consider matters of prioritisation in the context of the level of rates in the budget.

It is not considered that the adoption of a Council resolution that establishes a cap on a rate increase in the draft budget binds the Council to the final level of rate increase in the adopted budget.

## **OUTCOME OF MEETING**

### **COUNCILLOR RECOMMENDATION**

**Moved: Cr Mitchell**

**Seconded: Cr Atherton**

**That Council instruct the Chief Executive Officer to prepare the draft 2020/21 Annual Budget with an increase in the General Rate in the Dollar of no greater than 3.0% on the levels contained in the adopted 2019/20 budget.**

**LOST 2/7**

## **11 QUESTIONS FROM MEMBERS**

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Nil.

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

---

This item was dealt with at the start of the meeting, the item was accepted as a matter of urgent business and included in the 'en bloc' items.

## 12.1 DONNYBROOK TOWN CENTRE REVITALISATION PROJECT – COMMUNITY REFERENCE GROUP

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	PWF 18V
<b>Author</b>	Mr Ben Rose – Chief Executive Officer
<b>Responsible Manager</b>	Mr Ben Rose – Chief Executive Officer
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

<b>Recommendation</b>	
<p><b>That Council instruct the Chief Executive Officer to:</b></p> <ol style="list-style-type: none"> <li><b>1. Thank, in writing, members of the Community Reference Group for their contribution to the Donnybrook Town Centre Revitalisation Project.</b></li> <li><b>2. Dissolve and discontinue the Community Reference Group.</b></li> </ol>	

### STRATEGIC ALIGNMENT

The following outcomes listed in the Strategic Community Plan and Corporate Business Plan aligns with the Donnybrook Town Centre Revitalisation Project:

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

### EXECUTIVE SUMMARY

Planning for the Donnybrook Town Centre Revitalisation Project (DTCRP) is underway with the Shire:

- Adopting a Project Management Plan (PMP);
- Developing and executing a funding agreement with the State Government;
- Forming a Community Reference Group;
- Undertaking a comprehensive consultation process;
- Adopting a Master Plan;

- Undertaking an Expression of Interest process seeking specialised services for design and potential occupation of the goods shed.

## BACKGROUND

Council at its June 2019 meeting resolved, in part, the following:

1. *Nominates the following Elected Member to sit on the Project Management Team for the Donnybrook Town Centre Revitalisation Project:*
  - *Cr Anne Mitchell.*
2. *Authorises the Chief Executive Officer to seek ‘Expressions of Interest’ for two community members to sit on the Project Management Team for the Donnybrook Town Centre Revitalisation Project.*
3. *Authorises the Chief Executive Officer to review any ‘Expressions of Interest’ received and make appointments to the Project Management Team based on an applicant’s relevant qualifications and/or experience to the project.*

The Project Management Team (PMT) was formed as part of the requirements of the Financial Assistance Agreement (FAA) with the Department of Primary Industries and Regional Development (DPIRD) to guide the project until project closure. Staff from the Shire and DPIRD sit on this group and meet monthly to guide operational elements of the project in line with the PMP and the FAA.

Subsequent to Council’s June 2019 resolution and it was determined that the Project Management Team was not the appropriate forum to involve members of the community given the PMT is operational by nature, and a separate Community Reference Group (CRG) was formed.

The following terms of reference was assigned to the CRG.

- To act as a conduit between the community and the Shire with regards to the Donnybrook Town Centre Revitalisation Project;
- To act in good faith, taking into account the best interests of the community and putting aside any personal interests or views;
- To advocate for the DTCRP and act as an ambassador for the project in the community; and
- To provide recommendations to the Chief Executive Officer with regards to design elements of the project with specific regard to the Masterplan, refurbishment of the Goods Shed, historical information and landscape design elements.

The Shire advertised for expressions of interest and Steve Dilley, Linda Fry and June Scott were appointed to the CRG. The CRG has met, formally, on three occasions to date.

As the project enters the detailed design and procurement phase, it is an opportune time to review the status of the CRG, and the Executive’s recommendation is to dissolve the CRG and discontinue its operation to enable the PMT to focus on project delivery.



## **FINANCIAL IMPLICATIONS**

The DTCRP is subject to a Financial Assistance Agreement with DPIRD under Royalties for Regions to the value of \$2M.

## **POLICY COMPLIANCE**

Nil.

## **STATUTORY COMPLIANCE**

Not applicable.

## **CONSULTATION**

Not applicable.

## **CONCLUSION**

The relevance of the function of the CRG has diminished as the DTCRP project has shifted from a high-level design phase (masterplan) into a procurement and detailed design phase. As such, it is recommended to discontinue the function of a CRG for this project, to enable the PMT to focus on implementation.

## **COUNCIL RESOLUTION 14/20**

**Moved: Cr Atherton**

**Seconded: Cr Mitchell**

**That Council instruct the Chief Executive Officer to:**

- 1. Thank, in writing, members of the Community Reference Group for their contribution to the Donnybrook Town Centre Revitalisation Project.**
- 2. Dissolve and discontinue the Community Reference Group.**

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

## **13 MEETINGS CLOSED TO THE PUBLIC**

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### **13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

---

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

#### **13.1.1 WRITE OFF OF RATES AND CHARGES**

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

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

#### **13.1.2 UNIT 8 PRESTON RETIREMENT VILLAGE - MARKETING**

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

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

### **COUNCIL RESOLUTION 15/20**

**Moved Cr Mitchell                      Seconded Cr Atherton**

**That the meeting be closed to the public in accordance with section 5.23(2) of the *Local Government Act 1995* to discuss confidential items 13.1.1 and 13.1.2.**

**CARRIED 9/0**

**The meeting was closed to members of the public at 6.47pm to consider items 13.1.1 and 13.1.2.**

## **COUNCIL RESOLUTION 19/20**

**Moved Cr Atherton**

**Seconded Cr Newman**

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

**CARRIED 9/0**

The meeting was reopened to members of the public at 6.51pm

---

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

---

#### **COUNCIL RESOLUTION 16/20**

*That the following items be carried 'En Bloc':*

13.1.1 *Write off of Rates and Charges*

13.1.2 *Unit 8 Preston Retirement Village – Marketing*

#### **COUNCIL RESOLUTION 17/12**

*That Council not write off the amount of outstanding rates as requested by the owner of Lot 68 (16) Victoria Parade, Donnybrook levied for Assessment 4856 for the 2019/20 year.*

#### **COUNCIL RESOLUTION 18/20**

*That Council instruct the Chief Executive Officer to offer Unit 8, Preston Retirement Village to the market at a price of \$275,000.*

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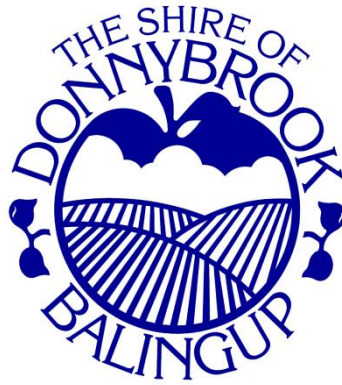
## **14 CLOSURE**

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The Annual General Meeting of Electors will be held on Monday 16 March 2020 commencing at 5.30pm in the Shire of Donnybrook Balingup Council Chamber.

The next Ordinary Council Meeting will be held on Wednesday 25 March 2020 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The meeting was closed at 6.51pm.



## **SPECIAL COUNCIL MEETING MINUTES**

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**Purpose: For Council to approve delegation under the  
Public Health Act 2016**

Held on

**Wednesday 18 March 2020**

Commencing at 4.30pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

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**Ben Rose  
Chief Executive Officer**

**19 March 2020**

**Disclaimer**

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

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**SHIRE OF DONNYBROOK BALINGUP**

**SPECIAL MEETING OF COUNCIL**

Held at the Council Chambers  
Wednesday 18 March 2020 at 4.30pm

---

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

---

**Shire President – Acknowledgment of Country**

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

The Shire Present declared the meeting open at 4:31pm.

**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**

<b>COUNCILLORS</b>	<b>STAFF</b>
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Steve Potter – Executive Manager Operations
Cr Anita Lindemann	Maureen Keegan – Manager Executive Services
Cr Chaz Newman	
Cr Chris Smith	
Cr Leanne Wringe	

---

**PUBLIC GALLERY**

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Nil

## **2.1 APOLOGIES**

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Cr Mitchell  
Cr Sercombe

## **2.2 APPROVED LEAVE OF ABSENCE**

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Nil

## **2.3 APPLICATION FOR A LEAVE OF ABSENCE**

---

Cr Mitchell requested a leave of absence for the Special Council Meeting 18 March 2020.

Cr Sercombe requested a leave of absence for the Special Council Meeting 18 March 2020.

### **Council Resolution 19/20**

**Moved: Cr Wringe                      Seconded: Cr Massey**

**That Cr Mitchell be granted a leave of absence for the Special Council Meeting 18 March 2020.**

**CARRIED 7/0**

### **Council Resolution 20/20**

**Moved: Cr Wringe                      Seconded: Cr Massey**

**That Cr Sercombe be granted a leave of absence for the Special Council Meeting 18 March 2020.**

**CARRIED 7/0**

## **3 ANNOUNCEMENTS FROM PRESIDING MEMBER**

---

The Shire President welcomed Johan van Zyl, Principal Environment Health Officer for the Shire of Donnybrook Balingup to the meeting.

## **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 REPORTS OF OFFICERS

### 5.1 APPOINTMENT OF AUTHORISED OFFICERS – ‘PUBLIC HEALTH ACT 2016’

<b>Location</b>	Shire of Donnybrook Balingup
<b>Applicant</b>	Shire of Donnybrook Balingup
<b>File Reference</b>	HLT/01/2
<b>Author</b>	Steve Potter, Executive Manager Operations
<b>Responsible Officer</b>	Steve Potter, Executive Manager Operations
<b>Attachments</b>	Nil
<b>Voting Requirements</b>	Simple Majority

Recommendation
<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. Delegates to the Chief Executive Officer the authority to designate a person, or class of persons, as Authorised Officers for the purposes and provisions of the Public Health Act 2016 in accordance with Section 21 (1)(b)(i) of the Public Health Act 2016.</b></li> <li><b>2. Delegates to the Chief Executive Officer, the power to issue a Certificate of Authority to an Authorised Officer under Section 30 of the Public Health Act 2016.</b></li> </ol>

### STRATEGIC ALIGNMENT

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

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

### EXECUTIVE SUMMARY

Council is requested to provide the Chief Executive Officer with the authority to designate a person or class of persons as ‘Authorised Officers’ under the Public Health Act 2016 to bring the Shire’s delegations into line with contemporary legislation.

It is recommended that Council supports the proposal.



## **BACKGROUND**

The Public Health Act 2016 received Royal Assent on 25 July 2016 and will eventually replace the Health Act 1911.

This report recommends that Council delegate to the Chief Executive Officer the power to appoint Authorised Officers under the Act, and the power to issue “Certificate of Authority” cards to officers. This will ensure that staff, specifically the Principal Environmental Health Officer, is able to enact the requirements of the Act on behalf of the Shire.

Given the rapidly changing circumstances surrounding the COVID-19 (Coronavirus), this delegation is necessary in the event that Part 11 (Serious public health incident powers) of the Public Health Act 2016 are initiated by the State Government / Department of Health.

## **FINANCIAL IMPLICATIONS**

Nil

## **POLICY COMPLIANCE**

Nil

## **STATUTORY COMPLIANCE**

Council’s appointment of officers for the purposes of enforcement of the Public Health Act 2016 is to be consistent with the requirements of that Act.

## **CONSULTATION**

Nil

## **OFFICER COMMENT/CONCLUSION**

The new Public Health Act 2016 is being introduced in stages over a five year period and will eventually replace the Health Act 1911.

Whilst stages 1 and 2 had little implication for Local Government, stage 3 brought the following important changes:

- a) The Health Act 1911 became the Health (Miscellaneous Provisions) Act 1911.
- b) Section 21 of the Act allows an Enforcement Agency to delegate all powers conferred on it to the local government Chief Executive Officer. This includes the power to designate (appoint) authorised officers, and the power to issue a Certificate of Authority to an officer.
- c) Section 30 of the Act requires that an enforcement agency (local government) issue their Authorised Officers with an officer ID card (“Certificate of Authority”).

- d) Local Government is required to prepare and maintain a list of Authorised Officers.
- e) The appointment of Local Government Environmental Health Officers (EHOs) is now the responsibility of Local Government. The Executive Director of Public Health no longer has a role in appointing EHOs. Also, EHO appointments are no longer gazetted. It is important to note that the Act requires that appointed persons (EHOs) have appropriate qualifications.

It is recommended that, in accordance with Section 21 (1) (b) of the Public Health Act 2016, Council delegate to the Chief Executive Officer, the power to designate a person as an Authorised Officer under the Public Health Act 2016.

Section 30 of the Act also states that the Local Government is to issue an Authorised Officer with a 'Certificate of Authority' and it is recommended that Council give formal consent to the Chief Executive Officer to issue this on Council's behalf.

### **Council Resolution 20/20**

**Moved: Cr Smith**

**Seconded: Cr Newman**

**That Council:**

- 1. Delegates to the Chief Executive Officer the authority to designate a person, or class of persons, as Authorised Officers for the purposes and provisions of the Public Health Act 2016 in accordance with Section 21 (1)(b)(i) of the Public Health Act 2016.**
- 2. Delegates to the Chief Executive Officer, the power to issue a Certificate of Authority to an Authorised Officer under Section 30 of the Public Health Act 2016.**

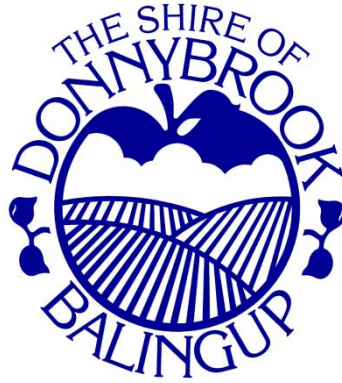
**CARRIED 7/0**

## **6 CLOSURE**

---

The Shire President to advise that the next Ordinary Council Meeting will be held on Wednesday 25 March 2020 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

Meeting closed 4.35pm



## **MINUTES ANNUAL GENERAL MEETING OF ELECTORS**

---

**Monday 16 March 2020**

5.30pm

Shire of Donnybrook Balingup Council Chamber, Donnybrook

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**Pursuant to Section 5.27 of the *Local Government Act 1995*, a General Meeting of Electors is to be held within a local government district once every financial year.**

**Meeting advertised for public information as follows:**

- West Australian newspaper – 28 February 2020
- South Western Times – 5 March 2020
- Preston Press – March 2020 edition
- Notices posted on notice boards, website and social media

**Ben Rose  
Chief Executive Officer**

**20 March 2020**

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**SHIRE OF DONNYBROOK BALINGUP**  
**MINUTES**  
**ANNUAL GENERAL MEETING OF ELECTORS**

Held at the Shire of Donnybrook Balingup Council Chambers  
Monday 16 March 2020 at 5.30pm

**1 DECLARATION OF OPENING / WELCOME BY SHIRE PRESIDENT**

**Shire President – Acknowledgment of Country**

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

The Shire Present declared the meeting open at 5.02pm 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 states the following:

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

**2 ATTENDANCE**

**MEMBERS PRESENT**

<b>COUNCILLORS</b>	<b>STAFF</b>
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	Damien Morgan – Manager Works and Services
Cr Chaz Newman ( <i>arrived late</i> )	Maureen Keegan – Manager Executive Services
Cr Chris Smith	James Jarvis – Manager Community Development
Cr Leanne Wringe	Leigh Guthridge – Strategic Building Projects and Assets
	Jaimee Earl – Admin Officer (Minutes Secretary)

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## **PUBLIC GALLERY**

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Judy Allan  
Roz Benson  
Janine Milton  
Wendy Trow  
Vinna Henderson  
John Hickman  
Susan Hickman  
Norm Pendergrast  
Warren Clarkson  
Greg Hayward  
Lui Tuia  
Merle Hickman

Ruth Johnson  
Gwen Coombs  
Zoe McTaggart  
Sue Radford  
Ian Kemp  
Jill Duncan  
Clare Middle  
Anataglia Mannello  
Wendy Wishart  
Rod Atherton  
John Wringe  
Jean Wringe

Joe Betti  
June Scott  
Mark Huitenga  
Simon Kapel  
Lucille Piesse  
Bruce Hearman  
Neil Gubler  
Steve Dilley  
Simon McInnes  
Jeff Lyons

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### **2.1 APOLOGIES / APPROVED LEAVE OF ABSENCE**

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Cr Shane Sercombe and Cr Anne Mitchell were noted as apologies to the meeting. Mr Colin Sharp and Mr Tony Scaffidi also presented their apologies.

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## **3 ANNUAL REPORT**

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### **3.1 ANNUAL REPORT 2018/19**

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A summary presentation of the Annual Financial Statements was presented by Paul Breman, Executive Manager Corporate and Community.

### **EXECUTIVE RECOMMENDATION**

**That the Shire of Donnybrook Balingup Annual Report for 2018/19, inclusive of the Shire President's Report, Chief Executive Officer's Report, Auditor's Report and Annual Financial Statements be received.**

---

### **3.2 QUESTIONS FROM ELECTORS RELATING TO THE ANNUAL REPORT**

---

Simon McInnes

*What recommendations have the Audit Committee made in reference to the minus in the Ratios. How do you intend to rectify this matter? It needs serious attention. What action or plans are in place from the Audit Committee regarding this situation?*

Shire President

The Audit Committee have reviewed and are aware of the situation. We have been audited by AMD previously and the Office of the Auditor General engaged AMD to perform this Audit. These issues were raised in the past but not in the same context as the Office of the Auditor General.

Chief Executive Officer

The Audit Committee consists of external members as well as Councillors. When addressing this element, the Committee was required to consider how to address the findings including a mandatory requirement to present an action plan to the Department of Local Government and the Minister.

Executive Manager Corporate and Community

There is a requirement for the Action Plan to be reported through to the Minister for Local Government and displayed on the Shire's website. You will find on our website a document that explains and responds to these two issues. When it comes to the operating surplus ratio, we are looking to make improvements in our Long Term Financial Plan in the future. As part of Department of Local Government review, some ratio calculations are expected to change and making this a moving target at the moment. Once the review is finished, any changes will be applied to our Long Term Financial Plan and may show an improved position however it will require a review of both the expenditure side and revenue opportunities. The asset sustainability ratio is also likely to change as part of the Department's review. The asset sustainability ratio is one that should be considered over say a 20-30 year period as Councils manage long lived assets and it is about averaging the spend over time using saving and borrowing for large renewals into the future. We may not be hitting the average at the moment but it may improve quickly in one year.

Shire President

To rectify this in one year would mean a rate increase of 67%. This is not a new trend, it has been an underlying issue for some time, brought to our attention in the recent Audit by the Office of the Auditor General.

Simon McInnes

*Why hasn't this issue been addressed before?*

Executive Manager Corporate and Community

The issue hasn't been raised in the same way by the audit process previously. Because of the change in practice of the Office of the Auditor General it has resulted in over 100 local governments across the State receiving some sort of similar adverse findings. It is a matter that needs to be addressed over the long term and we are still operating, providing facilities and undertaking works and running as a local government and will do in the future. It has only become an issue this year due to the Office of the Auditor General's treatment.

John Wringe

*You show the intentions to use loan money to install sprinklers at Tuia Lodge. How will the loans be met, where has the income come from?*

Chief Executive Officer

The loan was approved for the 2018/19 and 2019/20 financial years from the municipal fund during the course of the year. It was identified as a major and important capital improvement to Tuia Lodge.

John Wringe

*So the loan commitments will come from the ratepayers?*

Chief Executive Officer

Yes that is correct.



John Wringe

*And further to that, the expansion mooted for the dementia wing, what have you in place to cover overruns and how will you fund them?*

Shire President

We will come back to this question as it is not related to the Annual Report.

Geoff Lyons

*How was advertising for this meeting publicised?*

Chief Executive Officer

As detailed on the front of the Agenda, the meeting was advertised for public information as follows (detailed on the front page of the Agenda): West Australian Newspaper 28 February 2020, South Western Times – 5 March 2020, Preston Press – March 2020 edition, notices posted on notice boards, website and social media. The minimum mandated requirement is to advertise the meeting once in a paper circulating within the district.

Geoff Lyons

*I was only made aware of this meeting 30 minutes ago. Regarding the highlighted 67% required to balance the finances, how would you justify not making provision to handle this in the short term budget? Why have you not increased rates to balance the books previously? How many other Councils have been told they need to increase their rates by a significant amount?*

Shire President

The Executive Manager Corporate and Community has said all he can about how we intend to address this. This will form part of the upcoming budget process for next year's budget. There is no way we would raise the rates 67% in one year. A plan will be put in place to address these issues in the future.

Geoff Lyons

*How can you justify spending on major projects until this is resolved?*

Shire President

The major projects we have received external funding for (other than Council's contribution).

Chief Executive Officer

The key 'live' projects are:

- Donnybrook Town Centre Revitalisation Project - \$2 million State Government funding. Shire has not contributed financially to date.
- Apple Fun Park renewal - \$1.5 million Federal Government funding. \$500,000 contribution from the Shire.
- Tuia expansion – Federal funding \$1.47 million. Shire contribution of \$250,000 plus a generous donation from the Jack Denning trust for a palliative suite.
- Upgrade of VC Mitchell Park – development / planning phase. Up to \$3 million in principle approved by Council – provided the State Government funds two thirds.

Executive Manager Corporate and Community

To answer your previous question, being how many Councils have been told to raise their rates by 67%. That 67% figure is not contained within the audit report, I calculated this amount and

put it into a Council Agenda item to provide the Councillors and the Audit Committee with some context around how much rates would need to increase in one year to get this ratio to zero in one year.

Geoff Lyons

*Do you intend to have any extraordinary meetings which are more widely publicised in lieu of this shortfall figure.*

Chief Executive Officer

I wouldn't have thought so. We are in the early stages preparation of the next budget. Members of the public are able to attend special budget meetings as well as Council meetings, as always.

Lui Tuia

*A motion was moved at the 2017 AGM to have an Aged Care Committee look at where is aged care going in Donnybrook?*

Shire President

That is a question to be asked under item 4 as it does not relate to the Annual Report.

Lui Tuia

*You said that the grants for Tuia Lodge don't come under general revenue is that correct?*

Executive Manager Corporate and Community

No, that is not correct. In my presentation I said it doesn't come into calculation as part of determining the Operating Surplus Ratio component of own source revenue.

Lui Tuia

*What is the available refundable deposits from residents to use in the building?*

Chief Executive Officer

Question taken on notice. A response will be provided and printed in the next practicable Ordinary Council Meeting minutes.

Lui Tuia

*I have pleaded since being dismissed that a balanced profit and loss statement for Tuia Lodge operations be reported on a line by line basis. Can we have a transcript every year for the three aged care facilities?*

Executive Manager Corporate and Community

I have only been at the Shire for a short time but some of the improvements I intend to make are in that area and the topic will be discussed at a forthcoming Council briefing session this week where I will provide Council with information as to what will be required to undertake some of those changes. I have identified that we need the reporting improvements you have suggested as part of improved management decision making around those facilities, so yes I agree it is needed.

Simon McInnes

With the auditor finding that the Shire has a \$3.3 million shortfall and knowing that raising the rates by 67% would be devastating on those on low and fixed incomes and would cause a lot of anxiety within the community, and is therefore an unacceptable solution. The Auditor's plan

B is to change policies and reduce services in order to cover this shortfall and arrest the downward trend. Could you outline how you are going to:

- a) Reduce the services
- b) Change the policies and the impact these will have on the shortfall, bearing in mind that the auditor has identified a significant risk to the financial viability of the Shire.

Shire President

I am not sure any of us said we were going to rectify this in one foul swoop, we said we will go through the budget process soon.

Executive Manager Corporate and Community

We are in a limbo at the moment waiting for the outcomes of the Departmental review on these ratios and the new targets levels. To make hard and fast plans on rate rises and service changes at this stage is too soon. The changes will need to be taken into account once we know the new ratios and limits under the review. Any changes will be made over a long period of time in a very planned and considered way.

Simon McInnes

*Did the magnitude of the shortfall come as a surprise to Council?*

Shire President

I suppose probably yes. On the basis that the previous auditor expressed the ratios differently in the past. When the Auditor General tabled his report it was a surprise.

Simon McInnes

*The Manager Corporate and Community stated in the February Council Meeting 'as mentioned, there will continue to be focus on long term planning with an effort to improve the ratio. It is not likely we will achieve the minimum standard within 15 years. I also believe the levels and targets set by the Department of Local Government which are under review will change over time, along with the approach of the Office of the Auditor General.*

Shire President

From my point of view, I would hope that we take on board what has been presented.

Simon McInnes

*Will there be retrenchments amongst the staff?*

Shire President

All of that is part of the upcoming budget process.

Simon McInnes

*The \$3.3 million is for the 18/19 financial year. As we are nearly into the fourth quarter of the 19/20 financial year before discovering this shortfall, what is the current status of the operating surplus ratio.*

Chief Executive Officer

The ratio calculation cannot be finalised until the annual financials are audited. We have a budget review underway currently, generally in the first quarter of a calendar year. Once this process is completed I will have more potential to forecast the ratio.

Steve Dilley

*Ben, I am alarmed at the employee cost increases. When the CEO started his tenure the employee costs in 2016/17 started at \$4.63 million. The first year of your tenure they went up \$912,000. Next financial year it increased \$492,000. The following year it was a whisker under \$1 million. In 3 years that is a \$2.4 million increase since you have been CEO and the staff costs now total over \$7 million. How do you explain that?*

Chief Executive Officer

These decisions were decisions of Council.

Executive Manager Corporate and Community

The current year increase relates to the previous practice of engaging agency contract staff at the Aged Care Facility. The rationale around the change is that if we transferred those contractors to our workforce as employee costs our overall costs would be reduced. The amount of the change in 2018/19 was \$685,000 so that was a big chunk of that \$1million increase.

Steve Dilley

*Thank you, I understand but that does not explain the other \$1.8 million.*

Chief Executive Officer

We underwent a restructure and additional staff were required following decisions from Council. Earlier this year a WALGA report analysed 86% of all band 3 Councils in WA. When we look at our administrative staff costs, as at December 2019, we are in the fifth percentile for costs. We have spent some money on increasing the capacity and capability of the organisation but we are well behind the benchmark when compared to other Local Governments.

Simon McInnes

*In the auditor's report he states that the CEO has responsibility for assessing the Shire's ability to continue as a going concern and the Council's responsibility is to oversee the Shire's financial reporting process. There has been non-compliance on the financial reporting rules (1996) for 3 years and there has been no long-term financial plan for 3 years and there has been no asset plan for 3 years with significant adverse trends. The Executive Manager Corporate and Community has stated that it will take approximately 12 months to complete a long-term financial and an asset plan. As this audit is for 18/19 and his financial year is coming to an end, the Shire will have a total of 5 years without a plan. The plan is an obligation under the State Government regulations and should be updated annually. What have the Councillors been basing their budget decisions on for the last 3 years?*

Chief Executive Officer

We do have a Long Term Financial Plan; it was adopted during 2017 and the lifespan was 15 years. We have detailed asset management plans for buildings, parks and reserves and draft plans for others such as roads and pathways. We do not have all 6 or 7 asset elements completed or all asset management plans prepared. The Auditor General has said that as we don't have all asset categories prepared then we don't have a full asset management plan. I accept this stance from the Auditor General. The Council bases its decisions on the completed plans and the draft budget information prepared by the Executive and economic forecasts provided by the WA Local Government Association.

Simon McInnes

*Who should be held responsible for the \$3.3 million shortfall?*

Chief Executive Officer

I don't think anyone needs to be held responsible. Those ratios are under intensive review at the moment by the OAG which will determine where we head in the future.

Simon McInnes

*There have been no costings done in relation to the rehabilitation of the tip in 10 years time. This will be quite costly. How do you know that there is enough money in the waste management reserve and what are the implications for the rates should there be a shortfall?*

Chief Executive Officer

We had a review of the facility and services in 2017. Estimates were included for rehabilitation of the site and we are working to those estimates and putting money away into the reserve.

Simon McInnes

*The auditor recommends a cost estimate be completed by June 2020 in 3 months, is this likely to happen?*

Chief Executive Officer

There is no reason that it can't happen.

Simon McInnes

*Do you confirm that any land sales of Shire land should have the best return for the ratepayers at the forefront of any transaction?*

Chief Executive Officer

Yes, absolutely but that doesn't mean we always have to achieve the best financial return. Under the Local Government Act, Councils are encouraged to consider all factors when disposing of land, the financial outcome is just one of them.

Simon McInnes

*In the case of the 2,000 square metres of land on Bridge Street, it could be subdivided into 4 lots and sold for between \$120-\$150,000 per block realising a total of \$500,000. At present it is being presented as a single block in the centre of town for a valuation of \$250,000. The difference being \$250,000. Do you agree that subdivision is the best outcome for the ratepayers?*

Chief Executive Officer

As you are aware, the details of the Bridge Street development are still confidential. The financial return is one element to consider.

Simon McInnes

*With half a million dollars for land and the budgeted one quarter of a million dollars for site works, when will the ratepayers be told of their generous donation of \$250,000 to Alliance – a government funded charity in Bunbury?*

Chief Executive Officer

Information will be released when legally able.

Simon McInnes

*Who will use this new facility?*

Chief Executive Officer  
That is confidential at this stage.

Simon McInnes

*How much consultation has there been with the Donnybrook Balingup ratepayers on the need for this project?*

Shire President

This project goes back to the prior State Government election. The current government withdrew the funding and we had to apply again. The funding was reinstated.

Chief Executive Officer

The Shire undertook a major review of its Strategic Community Plan and Corporate Business Plan in 2017. Included as part of the review was community consultations combining a variety of surveys, stalls and public meetings. This resulted in community input and strategic direction including in Aged Care.

Simon McInnes

*Has the project changed? Will it be for over 55 Donnybrook residents?*

Chief Executive Officer

Yes it is for over 65 years or over 55 years for Aboriginal / Torres Strait Islanders.

Geoff Lyons

*In relation to rate increases, 3% is very modest and we assumed we are balancing the books which is obviously not the case. How will we ever get to the stage where our books are balanced or will this become our kids' problem in the future? Are we realistically talking about a 15% rate increase for example? Surely you have a plan in mind?*

Shire President

We are working on plans to rectify the financial position. Some surrounding Shires are planning on large increases while the Shire of Capel is planning on zero percent increase. There are ways around the issue and we need to look at all options as part of the process. Last year we increased rates by 1.95% as the community made it clear their disposable income was limited.

Geoff Lyons

*Does the pain start next financial year or does the problem get pushed into the future?*

Shire President

This Council has assets, low borrowings, and all of these things need to be put into the budget planning process. The message from the ratepayers is not to liquidate any assets like halls etc but operating costs of the Shire will be looked at as part of the budget process. We have funded projects at the moment and to get them onto the ground we need to have the resources to deliver those or we will have to engage more consultants. We do not have a single answer on how we are going to address that at this stage but we are certainly not going to increase rates by 67%.

Geoff Lyons

*Is there any remorse or embarrassment?*

Shire President

The figures have been presented. The train had already left the station before this current Council came on board. Now it has been highlighted, it will be addressed.

Geoff Lyons

*What are we looking at in terms of an average future rates increase?*

Chief Executive Officer

My advice is I would rather see a gradual movement rather than a spike. My recommendation would not be a large increase to Council but would be to stabilise rates and increase it gradually.

Geoff Lyons

*And a reduction in staff and expenditure?*

Chief Executive Officer

Expenditure is part of it as well. Expenditure will be looked at.

Executive Manager Corporate and Community

It's important in dealing with this issue it is dealt with in a planned way. What is needed is some kind of certainty and we do not want to spike and dip rates levels. We need to be predictable and averaged over time. We have some levers in relation to financing – saving in our reserves and borrowing at low interest rate for projects that will give us the best return. There are detailed renewal and replacement schedules available for planned asset renewals and asset rationalisation could be part of the savings. We do not want a knee jerk reaction it needs to be planned over time.

Shire President

Intergenerational equity is one of the options we have, however it is not realistic to move and crunch a rate increase of 15-20% on this current population. If we can invest and do it properly now in assets to attract people to live here, it doesn't all need to be done with rates.

## **ELECTOR'S DECISION**

**Moved: Cr Anita Lindemann**

**Seconded: Bruce Hearman**

**That the Shire of Donnybrook Balingup Annual Report for 2018/19, inclusive of the Shire President's Report, Chief Executive Officer's Report, Auditor's Report and Annual Financial Statements be received.**

**CARRIED: Unanimously**

## **4 GENERAL BUSINESS**

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### **4.1 QUESTIONS RECEIVED PRIOR TO MEETING**

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#### Mike King

*ABC Radio news reports at 3pm and 3.30pm today have said the Premier announced that all government fees and charges in WA will be frozen to minimise the detrimental effect of COVID-19 on individuals in the current economy. If this is correct, will the Shire commit to freezing rates at the current levels or even decreasing rates until such time as the State lifts their freeze notice. If the answer is the Shire will require a Council decision before you can answer this question, will you commit to presenting an item to the March Council Meeting as this requires an urgent decision (Mark McGowan seems to think so).*

#### Shire President

As discussed previously, as far as I am concerned at this stage given all of the unknowns with this situation, I do not believe it is prudent for me to make any statement about what the rates may be next year.

#### Chief Executive Officer

I have not seen this statement, I would need to research how it is being applied and if there is an indication it may apply to local governments. State Government cannot mandate local government rate setting, and if the Shire was going to do this it would have to be a voluntary arrangement. Entering into a freeze on the back on a very low rate setting is something we would need to consider seriously.

### **4.2 QUESTIONS FROM ELECTORS AT THE MEETING**

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#### Lui Tuia

*An independent review into aged care was initiated in 2017 – what is the status of this?*

#### Chief Executive Officer

There was an Aged Care Reference Group set up with a brief to request for quote and an organisation named Ansell Strategic was engaged – one of the best regarded aged care experts in the consulting field. They undertook a partial review of the Shire's aged care services. The request for quote and the contract for that was to undertake both a qualitative and quantitative review of the services including Tuia Lodge, Preston Village, Minnipup Cottages, Langley Vuillas and the Cemetery. The consultant undertook a partial component of the contract and the Shire is now in a formal contract dispute with Ansell. I cannot go into the detail of that but it has forced the Shire to undertake the financial review in-house. The process is therefore taking longer than hoped however 50% was done by the contractor with the other 50% is near completion. We are drawing closer to having a recommendation presented to Council. In taking on the work internally within our resources, we have re-focused the review on Tuia Lodge as the urgent and priority element is Tuia Lodge.

#### Steve Dilley

*Just to clarify, is the Shire in litigation with a consultant employed to undertake the aged care review?*



Chief Executive Officer

We are not in litigation, we are in a contract dispute phase at the moment.

Steve Dilley

*Do you think that is going to turn into litigation?*

Chief Executive Officer

In my opinion, no I don't think it will.

Steve Dilley

*We are nine months into this financial year. How is Tuia Lodge performing at the moment, are they expected to make a profit in this financial year?*

Executive Manager Corporate and Community

I am in the process of undertaking a budget review which is a statutory requirement that will be presented to the Council and the summary of the review will be available to the public. There are some revenue challenges at Tuia Lodge that we are addressing as part of the review that relate to upgrading rooms and accommodation availability of the units which is causing pressure. Also the current mix of residents is putting downward pressure on our subsidy we receive. At the moment I am seeking more information from the facility Manager to add to the review. It is a bit early for me to respond to your question prior to advising the Councillors but I can certainly respond in a month's time once this process is completed.

Neil Gubler

*Regarding the notification of this meeting, I only found out about this meeting from the Preston Press. Would the Council consider sending out a letter to the attendees today regarding future meetings?*

Chief Executive Officer

I understand your request, perhaps we could arrange an email to be sent to save postage costs. If you leave your email address tonight I can commit to notifying you of next year's meeting.

Steve Dilley

*Regarding the Bridge Street project, I was on Council when it was first mooted when the previous State Government committed to the project. Part of the deal was that Council was going to always own the land and rehabilitate and contribute it. The Shire would also have input (and be on the Board) as to who went into this affordable housing project. I understand there are confidential matters however I believe the structure has changed significantly. I believe the land is now going to be gifted to Alliance Housing along with control as to who goes into the units. Given that this ratepayer land is being gifted, will that be advertised in accordance with the Local Government Act like any other land the Shire sells?*

Chief Executive Officer

Section 3.59 of the Local Government Act deals with the disposal of property. There are a variety of exclusions in that provision – e.g. a land transaction with a General Practitioner. If there is to be a transaction to be done with a not for profit organisation with a charitable status, that does not require advertising under the Act, I have not made a decision regarding the advertising of the disposal. However, my position would likely be to seek community input regardless of any exemptions.

### **4.3 MOTIONS FROM ELECTORS**

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

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

#### **ELECTOR’S MOTION**

**Moved: Anataglia Mannello**

**Seconded: Janine Milton**

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

#### **AMENDMENT**

**Moved: Jeff Lyons**

**Seconded: Cr Shane Atherton**

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

**LOST: 10/23**

#### **ELECTOR’S DECISION**

**Moved: Anataglia Mannello**

**Seconded: Janine Milton**

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

**CARRIED: 22/11**

### **5 CLOSURE**

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The Shire President advised that the next Ordinary Council Meeting will be held on 25 March 2020 commencing at 5.00pm in the Shire of Donnybrook Balingup Council Chamber.

The meeting was closed at 8.02pm.

*Unconstructed  
Recd**A 4516***Bob Wallin**

---

**From:** RF & RE WALKER <wambenger@westnet.com.au>  
**Sent:** Monday, 10 February 2020 9:22 AM  
**To:** Bob Wallin  
**Subject:** FW: Road closure  
**Attachments:** 1407 ROAD CLOSURE V01 A2\_Draft.pdf

---

**From:** RF & RE WALKER [mailto:wambenger@westnet.com.au]  
**Sent:** Tuesday, 5 November 2019 8:34 AM  
**To:** 'bob.wallin@donnybrook.wa.gov.au'  
**Cc:** coonacangus@icloud.com  
**Subject:** Road closure

Good morning Bob,

I wish to request the closure of a section of road survey (unconstructed) that passes through part of our land being Nelson loc. 1731 (please see attached).

This road does not go anywhere and has significant issues in terms of topography as well as being a potential issue for site biosecurity management for us.

We would be very grateful if the Shire of Donnybrook-Balingup will support this road closure.

Please let me know if any further information is required.

Regards

Richard

COONAC ANGUS  
R & R Walker

Ph. 0429 661051  
Fax 97 661051  
Em. coonacangus@icloud.com

Home Display Settings

File Systems Search Save Delete Cancel Lockup First Previous Next Last Codes Related Information Searches Tools Spooler Window Help

1: 32624 Full Extent Zoom In Zoom Out Pan Identify Locate Measure Select Point

Property Map Enquiry - A4516 847 WALKER RD WILGA WEST WA 6243 X

Search PickList Property Financial Summary Ownership Parcel Memos

Legal flag  Non-current

Assess No. A4516 Old No. 0276

Owner RF WALKER

Property Address 847 WALKER RD WILGA WEST WA 6243

House 847 Lot 1731

Street WALKER

Type RD

Suburb WILGA WEST 6243

Ward 01 DONNYBROOK/BALING

Area

Locality 09 WILGA WEST

Zoning F1 GENERAL

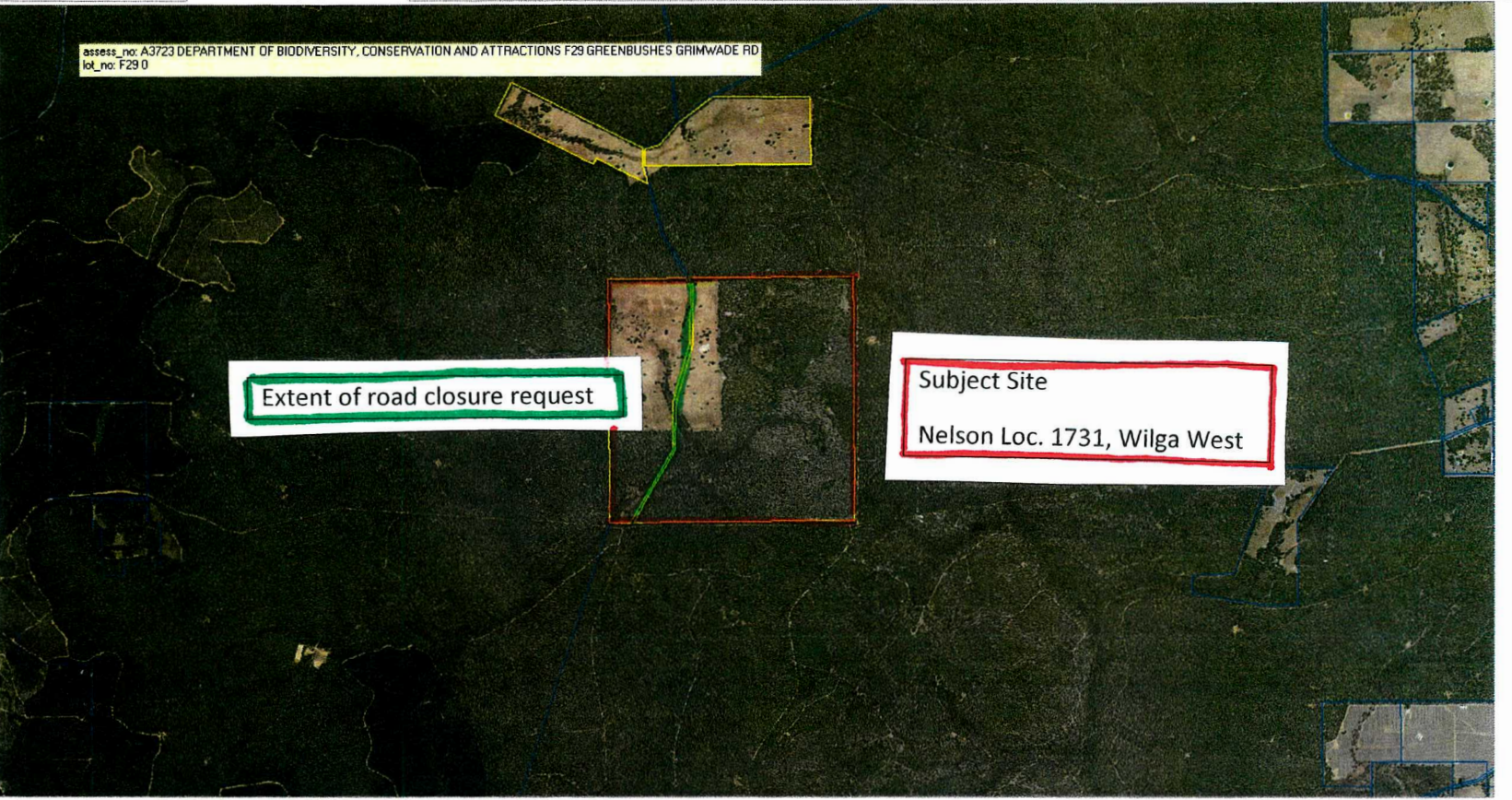
Land use R1 RURAL

VEN Number 1671599

Pens No

Valuation Details

Gross Rental Value	Unimproved Value
0.00	839000.00



Workflow

**A4516 Items**

- Process History (0)
- Comments (0)
- Work Items (0)
- Central Records (22)
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  - 15 Associated Attachmen...
  - Create New Coversheet 1...
- (1) donnybrook.shp
  - ownHR-ShireStandar...
  - Donnybrook2011map
- ownHR-ShireStandard...

My Open Items

Property Map Enquiry A4516

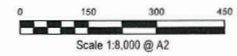
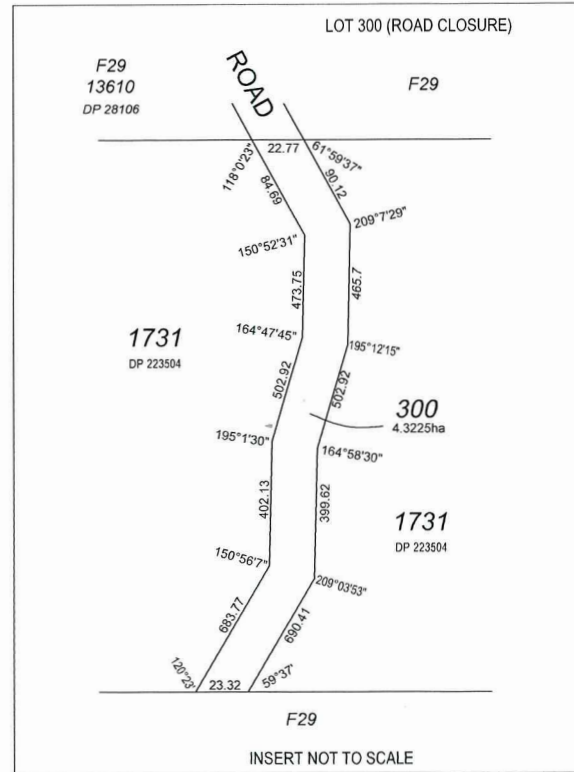
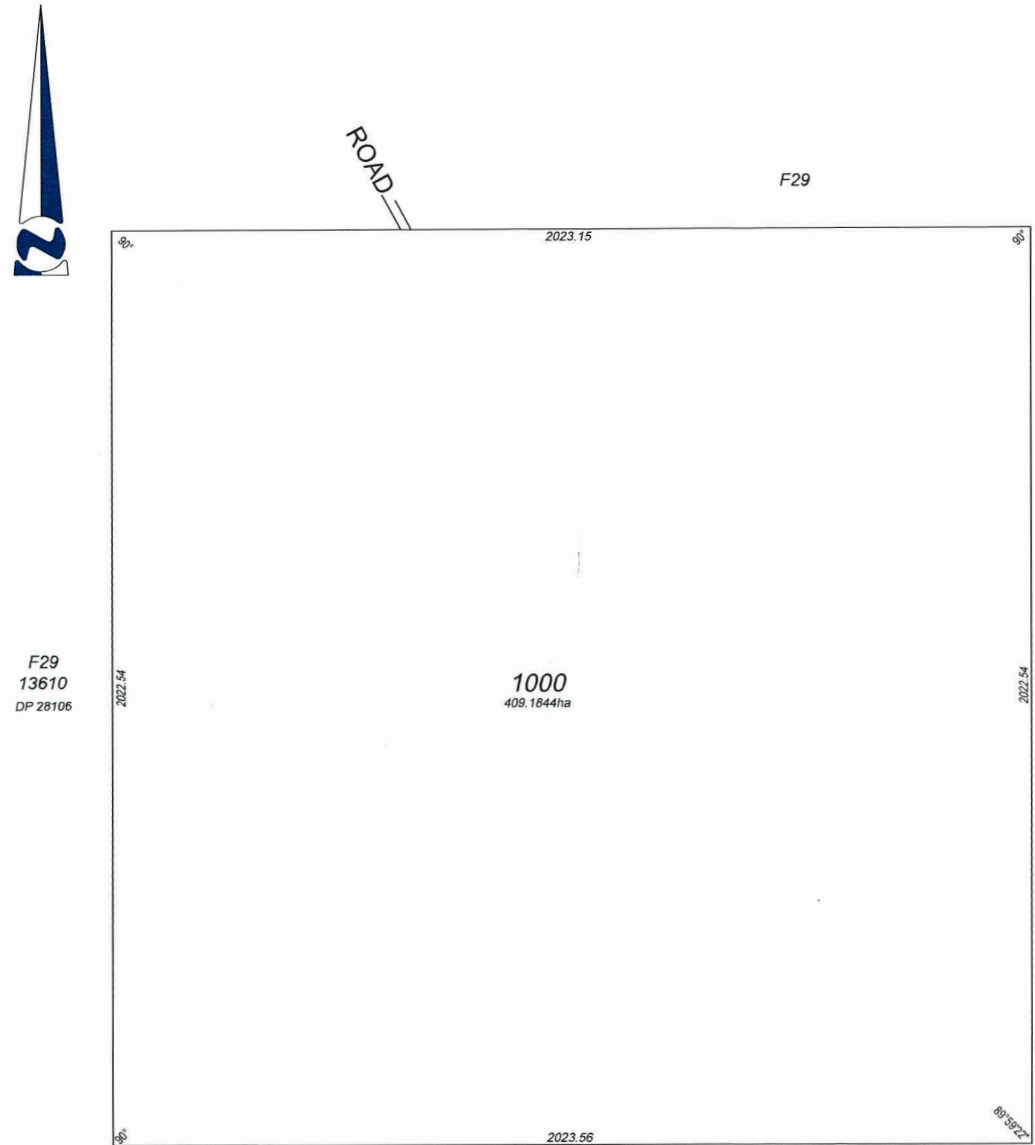
A4516 Items

VER.	AMENDMENT	AUTHORISED BY	DATE

LIMITED IN DEPTH TO 60.96 METRES

LOT	FORMER TENURE	ON PLAN/DIAGRAM	TITLE
1000	LOT 300 LOT 1731	THIS PLAN (INSET) DP 123504	1078/757

**PRELIMINARY PLAN**  
DATE: 2019-10-23  
SUBJECT TO LANDGATE LODGEMENT

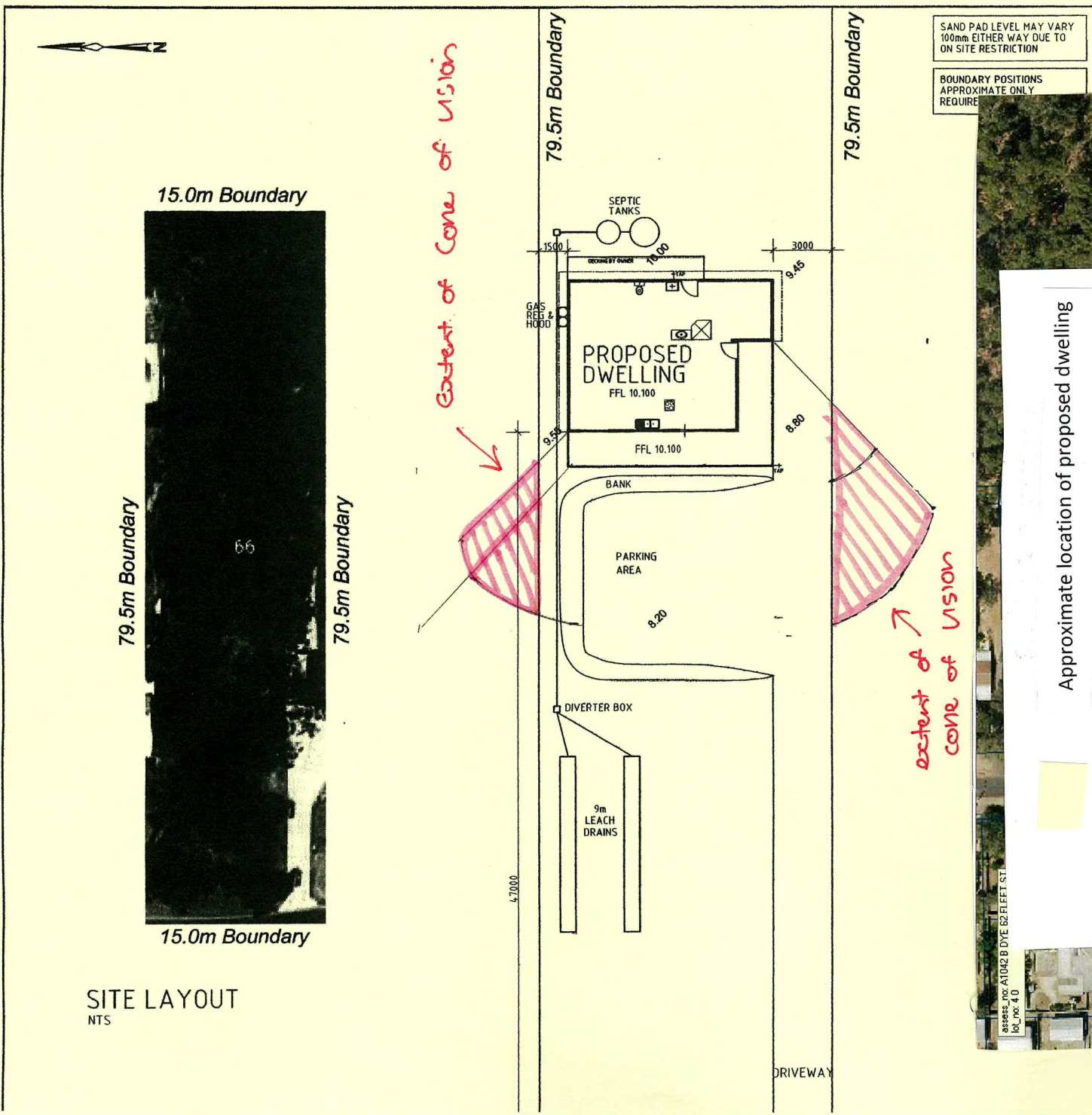


**SURVEY SOUTH**  
Licensed Land & Engineering Survey Firm  
Surveying throughout the south west and beyond

Postal: P.O. BOX 192  
Margaret River W.A. 6285

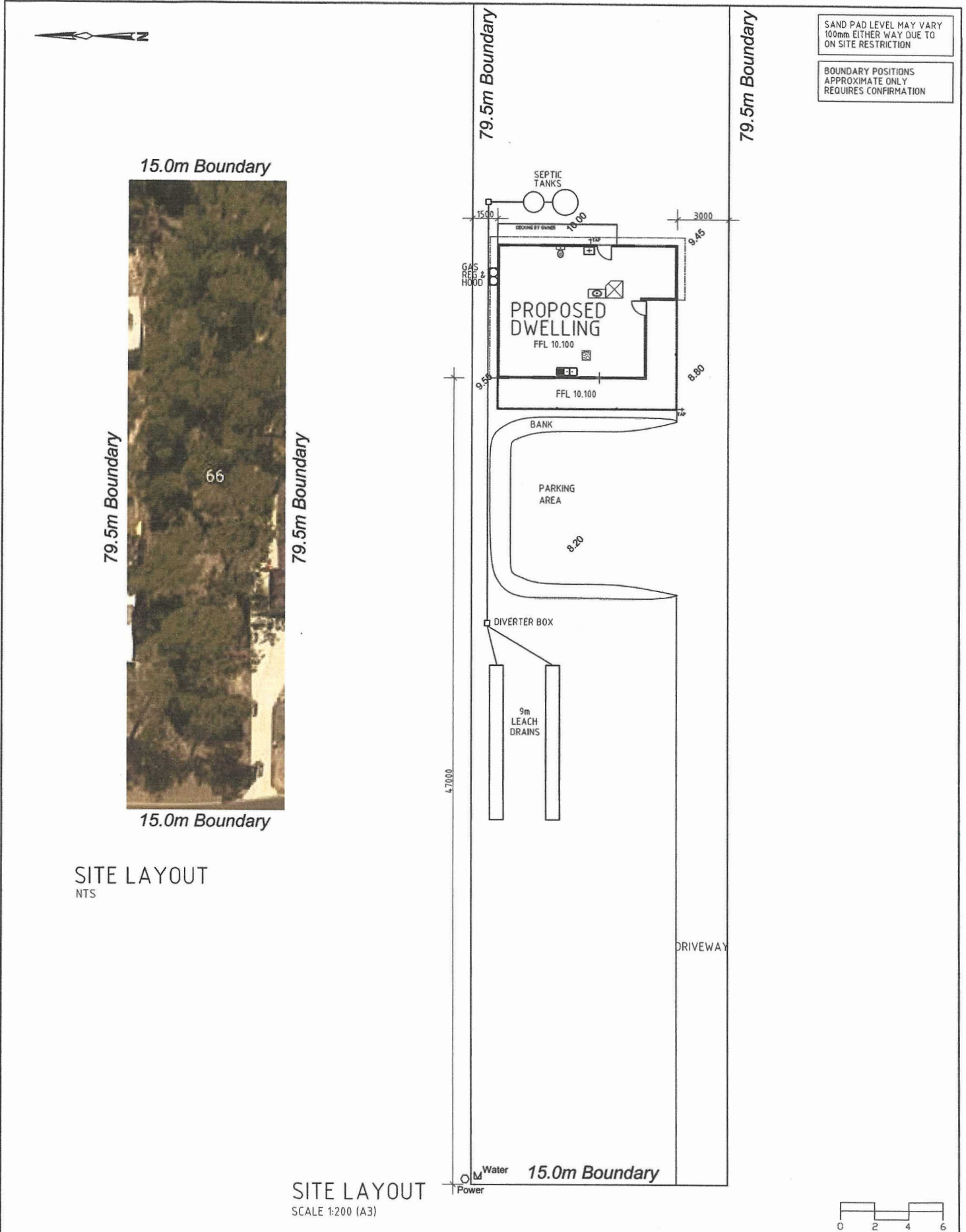
Contact: Ph: (08) 9757 2290  
Fx: (08) 9200 5778  
Em: [admin@surveysouth.com.au](mailto:admin@surveysouth.com.au)

TYPE FREEHOLD	S.S.A. NO
PURPOSE	AMALGAMATION
PLAN OF	LOT 1000
FORMER TENURE	SEE TABLE
LOCAL AUTHORITY	SHIRE OF DONNYBROOK - BALINGUP
LOCALITY	NELSON
D.O.L. FILE	TBA
FIELD RECORD	SURVEYOR'S CERTIFICATE - Compiled I, JEFFREY M WALKER hereby certify that this compiled plan - (a) is a correct and accurate representation of the survey(s) of the subject land; and (b) is in accordance with the relevant law in relation to which it is lodged.
LICENSED SURVEYOR	DATE
LODGED	
DATE	FEE PAID ASSESS No.
I.S.C.	
EXAMINED	
DATE	
WESTERN AUSTRALIAN PLANNING COMMISSION	
FILE	
Delegated under S.16 P&D Act 2005	
DATE	
IN ORDER FOR DEALINGS	
SUBJECT TO	
FOR INSPECTOR OF PLANS AND SURVEYS	
DATE	
APPROVED	
INSPECTOR OF PLANS AND SURVEYS	
DATE	
(S. 18 Licensed Surveyors Act 1909)	
 	
DEPOSITED PLAN	
417061	
SHEET 1 OF 1 SHEETS	
VERSION 1 DRAFT	



SITE LAYOUT  
NTS





SAND PAD LEVEL MAY VARY 100mm EITHER WAY DUE TO ON SITE RESTRICTION

BOUNDARY POSITIONS APPROXIMATE ONLY REQUIRES CONFIRMATION

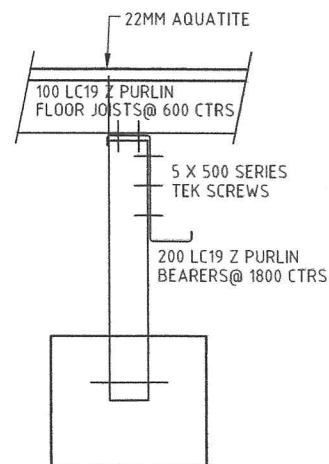
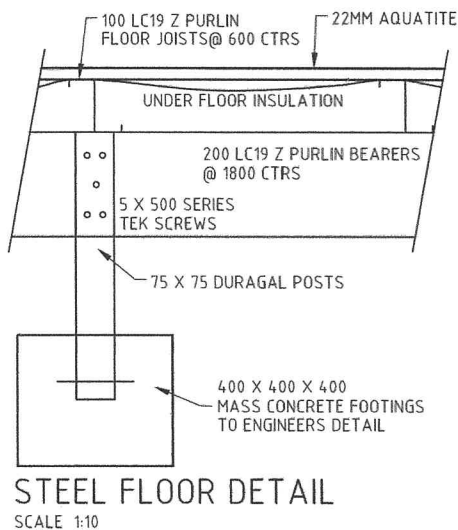
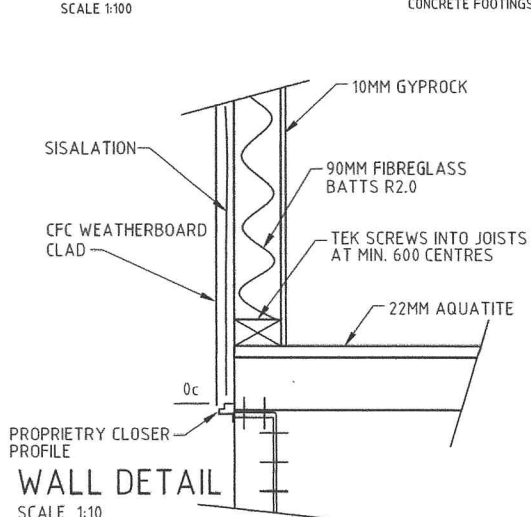
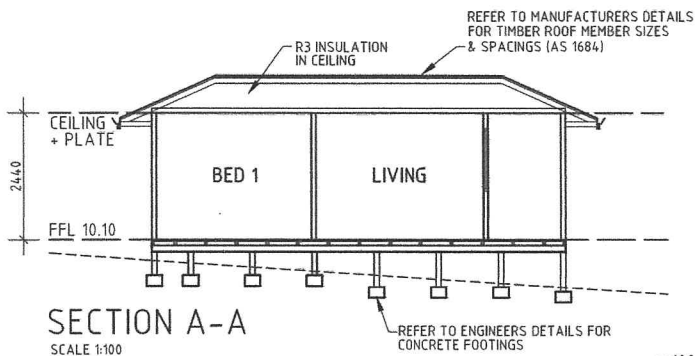
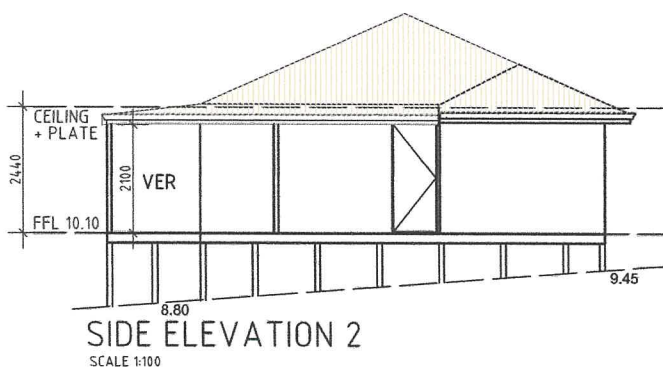
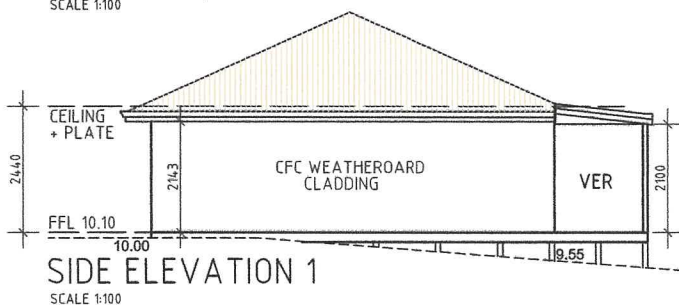
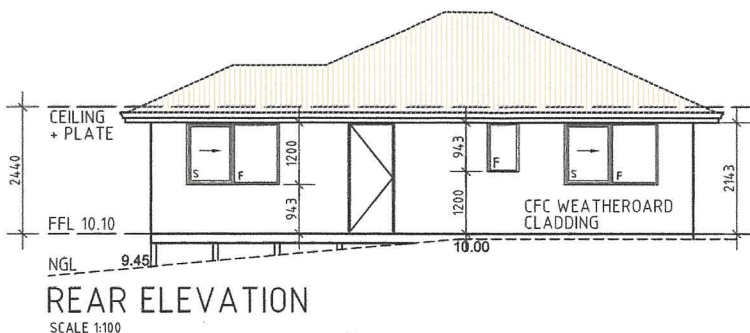
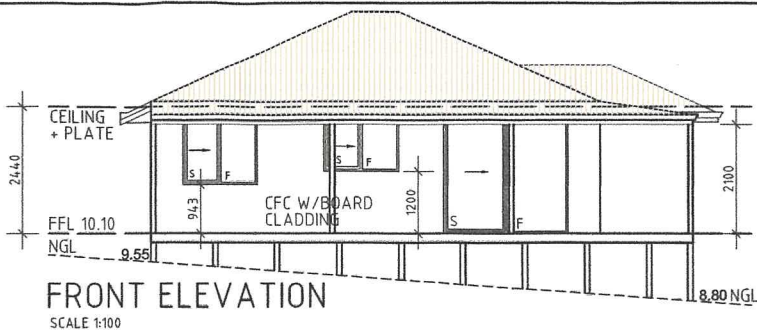
SITE LAYOUT  
NTS

SITE LAYOUT  
SCALE 1:200 (A3)

<b>DAVID WELLS</b> <i>Builder</i> ABN: 43 237 467 707 Builders Registration No: 7284 PO Box 69, Dardanup WA 6236 Ph: 0438 28 1257 Fax 9728 1256 EMAIL: davidwells@westnet.com.au	CLIENT: PATRICIA FAY	SITE SURVEY OF LOT ??? (#66) COASTAL CAT ?	SERVICES	AMENDMENTS / VARIATIONS		
	DRAWN: EY SHEET No: 3 OF 3 DATE: 13-11-19	Suburb: DONNYBROOK Loc. Auth: SHIRE OF DONNYBROOK / BALINGUP Plan: ??????? C/T Vol.???? Fol. ??? Location:	Etec. UNDERGROUND Gas NO Road YES Water YES Phone YES Kerb NO Sewer NO Footpath NO	V.O. No. AMENDMENTS	DATE 16/11/19	
	JOB No: 2019 - 09					



METAL DECK ROOF @  
24° PITCH  
VERANDAH @  
APPROX 8° PITCH



**DAVID WELLS**  
*Builder*

ABN: 43 237 467 707  
Builders Registration No: 7284  
PO Box 69, Dardanup WA 6236  
Ph: 0438 28 1257 Fax 9728 1256  
EMAIL: davidwells@westnet.com.au

CLIENT:  
**PATRICIA FAY**  
  
ADDRESS:  
**#66  
VICTORIA PARADE  
DONNYBROOK WA 6239**

AMENDMENTS / VARIATIONS

V.O. No.	DATE
AMENDMENTS	16/11/19

SPECIAL

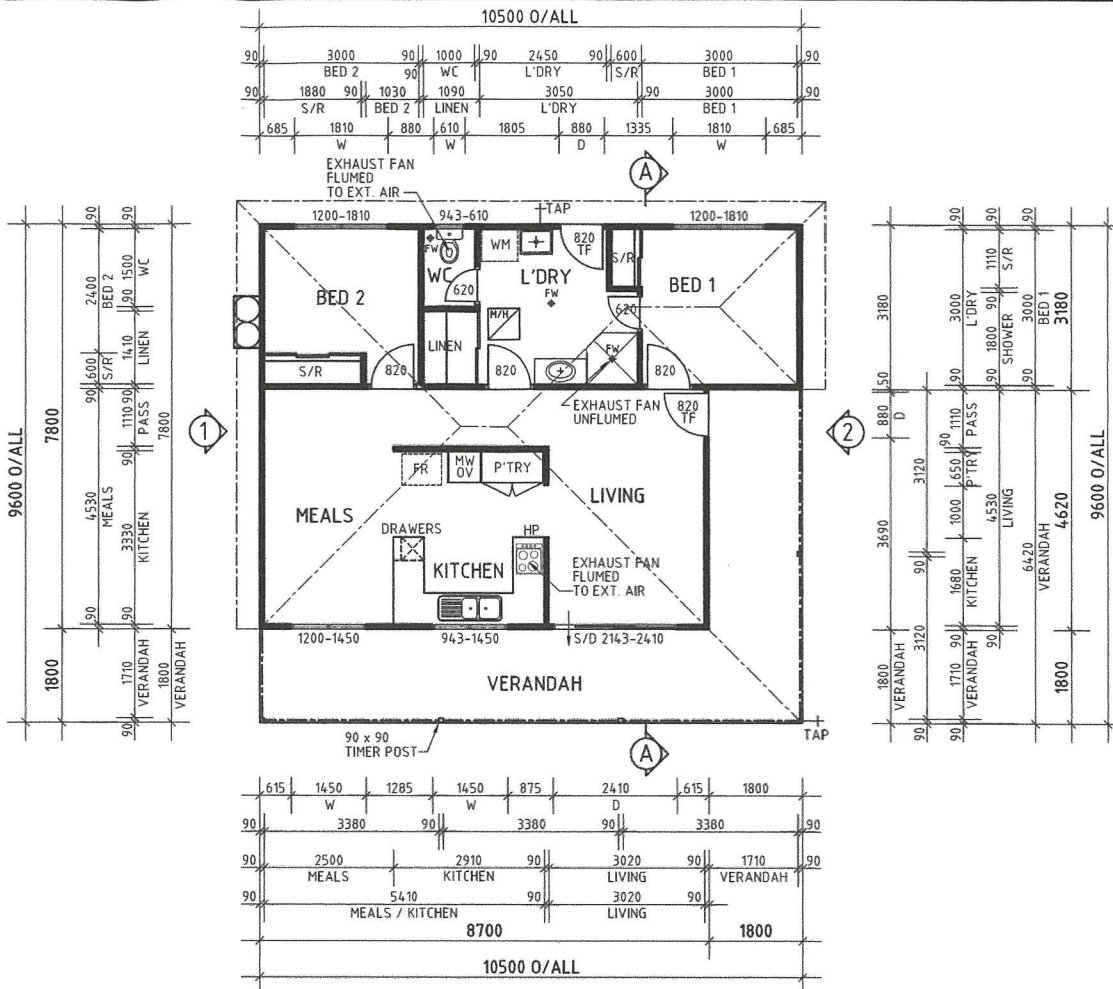
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CHECKED:	SHEET No: 2 OF 3

JOB No:

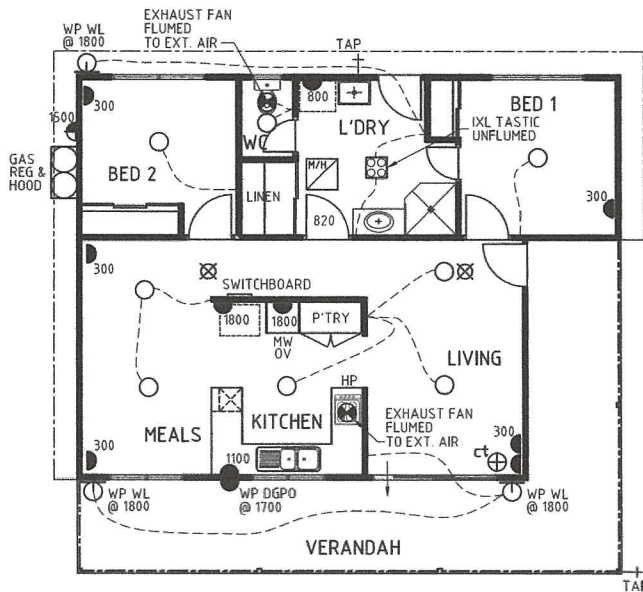
2019-09

AREAS	
GROUND FLOOR AREA:	59.19m <sup>2</sup>
VERANDAH AREA:	24.81m <sup>2</sup>
PERIMETER:	34.00m
TOTAL AREA:	84.00m <sup>2</sup>
OVERALL DEPTH:	8.000m
OVERALL WIDTH:	10.500m

- DO NOT SCALE FROM DRAWINGS - DIMENSIONS SHOWN ARE TO BE FOLLOWED AND MUST BE CHECKED ON SITE
- DOWNPIPES TO BE LOCATED AT PLUMBERS DISCRETION TO SUIT ROOFWATER VOLUME AND LOCATION OF ROOF MEMBERS
- FLOOR WASTE / CEILING VENTS SHOWN DIAGRAMMATICALLY ONLY
- CL @ 2440mm THROUGHOUT UNLESS NOTED OTHERWISE
- ROOF BEAMS INDICATIVE ONLY. REFER TO RELEVANT SPAN TABLES AND ENGINEER REQUIREMENTS.
- SMOKE DETECTOR



FLOOR PLAN  
SCALE (A3) 1:100



**ELECTRICAL LEGEND**

	WALL LIGHT - NOTE EXT. LIGHTS TO BE FLOOD LIGHTS
	DOUBLE GPO
	SINGLE GPO
	EXHAUST FAN
	HOT WATER SYSTEM
	FLUORO
	SMOKE DETECTOR
	IXL TASTIC UNIT

ELECTRICAL PLAN  
SCALE (A3) 1:100

POWER POINTS MAY BE RELOCATED ON SITE TO SUIT CURRENT STATUTORY REQUIREMENTS

OWNER TO LIAISE WITH TELSTRA RE: PHONE CONNECTION

**DAVID WELLS**  
*Builder*

ABN: 43 237 467 707  
Builders Registration No: 7284  
PO Box 69, Dardanup WA 6236  
Ph: 0438 28 1257 Fax 9728 1256  
EMAIL: davidwells@westnet.com.au

CLIENT:  
PATRICIA FAY

ADDRESS:  
#66  
VICTORIA PARADE  
DONNYBROOK WA 6239

AMENDMENTS / VARIATIONS

V.O. No.	DATE
AMENDMENTS	16/11/19

SPECIAL

DRAWN: EY	DATE: 13-11-19
CHECKED:	SHEET No: 1 OF 3

JOB No:

2019-09

# Bushfire Attack Level Assessment Report

Prepared by a BPAD  
Accredited Practitioner



Fire Protection Association Australia Life Property Environment



## AS 3959 BAL Assessment Report

This report has been prepared by an Accredited BPAD Practitioner using the Simplified Procedure (Method 1) as detailed in Section 2 of AS 3959 – 2018 (Incorporating Amendment Nos 1, 2 and 3). FPA Australia makes no warranties as to the accuracy of the information provided in the report. All enquiries related to the information and conclusions presented in this report must be made to the BPAD Accredited Practitioner.


### Property Details and Description of Works

Address Details	Unit no	Street no	Lot no	Street name / Plan Reference	
		66	107	Victoria Parade / Plan 002201	
Local government area	Suburb			State	Postcode
	Donnybrook			WA	6239
Main BCA class of the building	Class 1a	Use(s) of the building	Residence		
Description of the building or works	New Class 1a building				

### Report Details

Report / Job Number	Report Version	Assessment Date	Report Date
0096	3.0	20 September 2019	23 September 2019

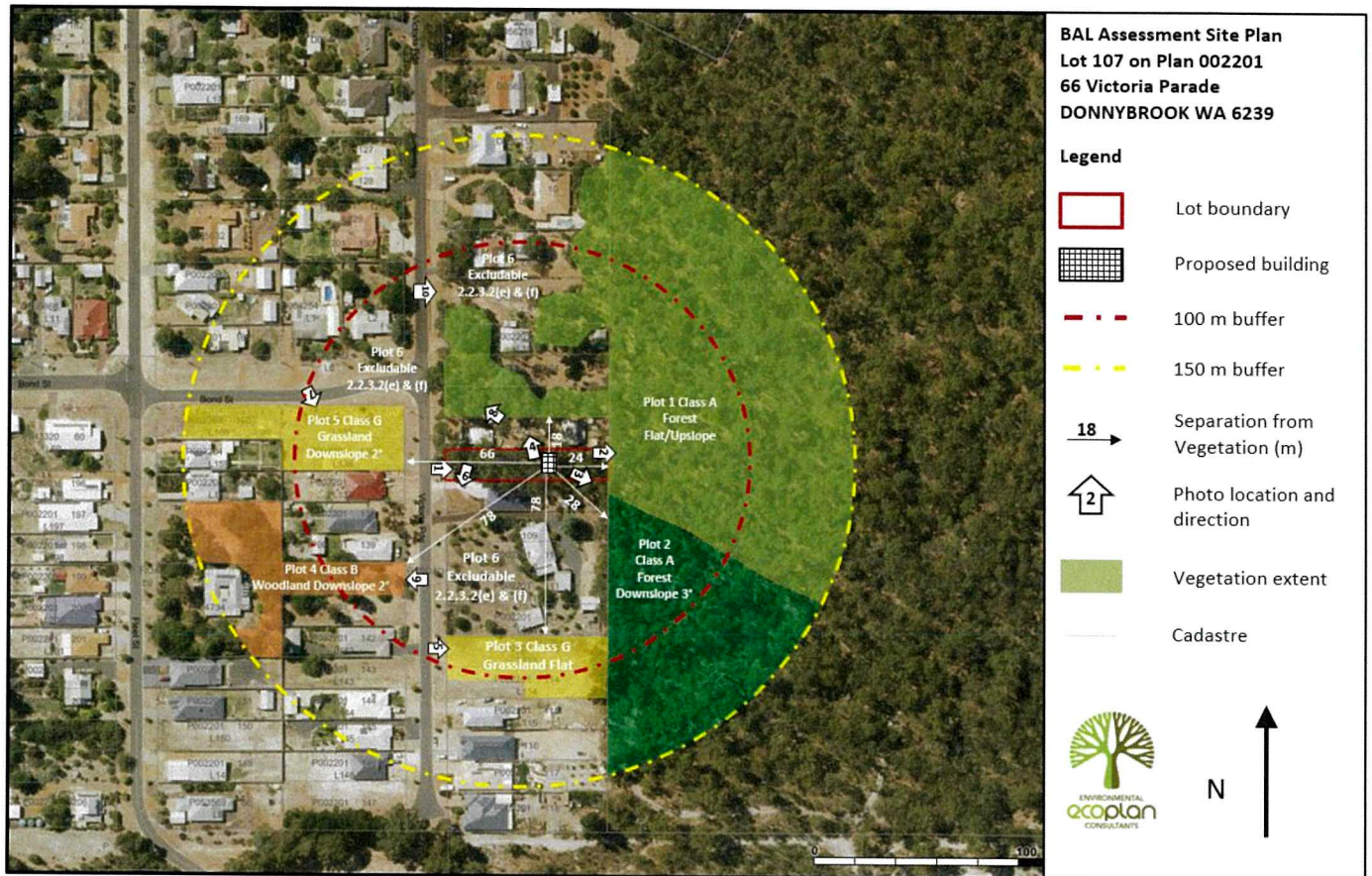
### BPAD Accredited Practitioner Details

Name Sarah Jane Newman	 <p>Sarah Newman BAL Assessor Environmental Ecoplan Consultants M: 0400 233 651 E: info@enviroecoplan.com.au PO Box 828 Bunbury WA 6231</p>	<div style="border: 1px solid black; padding: 5px;"> <p>I hereby declare that I am a BPAD accredited bushfire practitioner. </p> <p>Accreditation No. <u>BPAD 36707</u></p> <p>Signature <u>S. Newman</u></p> <p>Date <u>23 September 2019</u></p> </div> <p style="text-align: center;"><i>Authorised Practitioner Stamp</i></p>
Company Details		

Reliance on the assessment and determination of the Bushfire Attack Level contained in this report should not extend beyond a period of 12 months from the date of issue of the report. If this report was issued more than 12 months ago, it is recommended that the validity of the determination be confirmed with the Accredited Practitioner and where required an updated report issued.



## Site Assessment & Site Plans

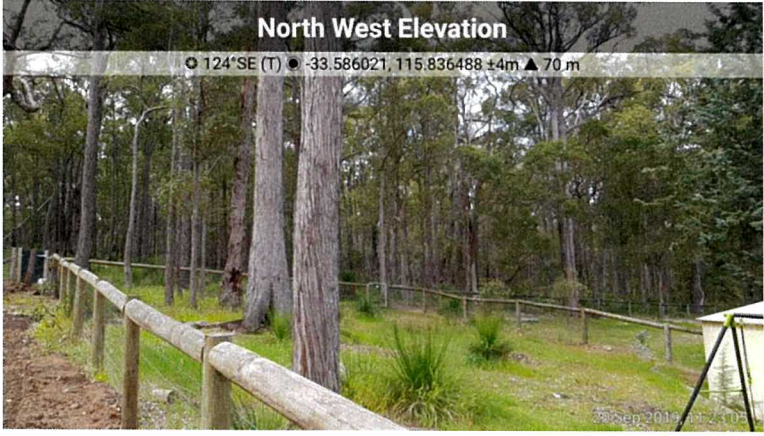
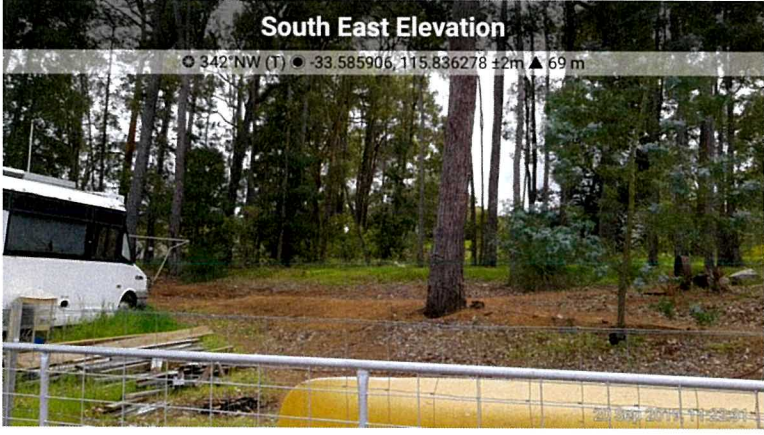

The assessment of this site / development was undertaken on 20 September 2019 by a BPAD Accredited Practitioner for the purpose of determining the Bushfire Attack Level in accordance with AS 3959 - 2018 Simplified Procedure (Method 1).







## Vegetation Classification

All vegetation within 150m of the site / proposed development was classified in accordance with Clause 2.2.3 of AS 3959-2018. Each distinguishable vegetation plot with the potential to determine the Bushfire Attack Level is identified below.

<b>Photo ID:</b> 1 <b>Site:</b> 1, 6	
<b>Vegetation Classification or Exclusion Clause</b>	
Class A Forest – Tall Open Forest A-01	
Excludable 2.2.3.2(e) – Non Vegetated Areas	
Excludable 2.2.3.2(f) – Low Threat Vegetation	
<b>Description / Justification for Classification</b>	
<p>Site: entire cleared for future house and garden</p> <p>Plot 1: State Forest. Jarrah and Marri forest in excellent condition. Dense understory with sparse midstory. Exhibiting full diversity of species and carrying heavy fuel load.</p> <p>Plot 6: Neighbouring properties to left and right of photo. Vegetation maintained in low fuel state, no low branches on trees, garden beds and lawn.</p>	
<b>Photo ID:</b> 2 <b>Plot:</b> 1	
<b>Vegetation Classification or Exclusion Clause</b>	
Class A Forest – Tall Open Forest A-01	
<b>Description / Justification for Classification</b>	
<p>Plot 1: Jarrah and marri state forest in excellent condition. Dense understory.</p>	

<p><b>Photo ID:</b> 3      <b>Plot:</b> 2 &amp; 6</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Class A Forest - Tall open forest A-01</p> <p><b>Description / Justification for Classification</b></p> <p>Plot 2: State Forest. Jarrah and marri forest in excellent condition. Dense understory with sparse midstory.</p> <p>Plot 6: Managed vegetation of back yard of neighbouring lot to south. Crowns of trees separated, low fuel condition.</p>	
<p><b>Photo ID:</b> 4      <b>Plot:</b> 6 &amp; 1</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Excludable - 2.2.3.2(f) Low Threat Vegetation</p> <p>Class A Forest - Open forest A-03</p> <p><b>Description / Justification for Classification</b></p> <p>Plot 6: narrow strip of managed vegetation in neighbouring property to north of site. Trees low pruned, no ladder fuels, separated by access way and firebreak.</p> <p>Plot 1: In background. Vacant lot north of site. Remnant Jarrah and Marri forest, with grass and weed infestations and regeneration apparent.</p>	
<p><b>Photo ID:</b> 5      <b>Plot:</b> 3 &amp; 2</p> <p><b>Vegetation Classification or Exclusion Clause</b></p> <p>Class G Grassland – Sown Pasture G-26</p> <p>Class A Forest – Open Forest A-03</p> <p><b>Description / Justification for Classification</b></p> <p>Plot 3: Unmanaged vacant lot, weed infestation of wild radish.</p> <p>Plot 2: State Forest in excellent condition.</p>	

<p><b>Photo ID:</b> 6      <b>Plot:</b> 4 &amp; 6</p>	
<p><b>Vegetation Classification or Exclusion Clause</b></p>	
<p>Class B Woodland - Low woodland B-07</p>	
<p>Excludable – 2.2.3.2(f) Low Threat Vegetation</p>	
<p>Excludable – 2.2.3.2(e) Non Vegetated Areas</p>	
<p><b>Description / Justification for Classification</b></p>	
<p>Plot 4: Unmanaged vacant lot which joins onto larger area of overgrown garden. Fruit trees interspersed with native trees (marri), understory of long overgrown grasses.</p> <p>Plot 6: Houses with managed gardens either side. Verge of Victoria Parade.</p>	
<p><b>Photo ID:</b> 7      <b>Plot:</b> 5 &amp; 6</p>	
<p><b>Vegetation Classification or Exclusion Clause</b></p>	
<p>Class G Grassland – Dense sown pasture G-25</p>	
<p>Excludable – 2.2.3.2(e) Non Vegetated Areas</p>	
<p>Excludable – 2.2.3.2(f) Low Threat Vegetation</p>	
<p><b>Description / Justification for Classification</b></p>	
<p>Plot 5: Unmanaged grass on vacant lots on the corner of Victoria Parade and Bond Street.</p> <p>Plot 6: Bond street and Mown verge of vacant lots.</p>	
<p><b>Photo ID:</b> 8      <b>Plot:</b> 1</p>	
<p><b>Vegetation Classification or Exclusion Clause</b></p>	
<p>Class A Forest - Tall open forest A-01</p>	
<p><b>Description / Justification for Classification</b></p>	
<p>Plot 1: remnant forest on vacant lot to north of site. Marri and jarrah scatter with grasses and weeds and some shrubs.</p>	

<b>Photo ID:</b> 9 <b>Plot:</b> 6	
<b>Vegetation Classification or Exclusion Clause</b>	
Excludable - 2.2.3.2(e) Non Vegetated Areas	
Excludable - 2.2.3.2(f) Low Threat Vegetation	
<b>Description / Justification for Classification</b>	
Plot 6: Victoria Parade houses, gardens and managed verge.	
<b>Photo ID:</b> 10 <b>Plot:</b> 1 & 6	
<b>Vegetation Classification or Exclusion Clause</b>	
Class A Forest - Tall open forest A-01	
Excludable 2.2.3.2(e) Non Vegetated Areas	
Excludable – 2.2.3.2(f) Low Threat Vegetation	
<b>Description / Justification for Classification</b>	
Plot 1: State Forest at back and remnant areas surrounding house.	
Plot 6: Access way and managed grass and garden.	



## Relevant Fire Danger Index

The fire danger index for this site has been determined in accordance with Table 2.1 or otherwise determined in accordance with a jurisdictional variation applicable to the site.

### Fire Danger Index

FDI 40

Table 2.7

FDI 50

Table 2.6

FDI 80

Table 2.5

FDI 100

Table 2.4

## Potential Bushfire Impacts

The potential bushfire impact to the site / proposed development from each of the identified vegetation plots are identified below.

Plot	Vegetation Classification	Effective Slope	Separation (m)	BAL
1	Class A - Forest	Flat/Upslope	18 m	BAL – 40
2	Class A - Forest	Downslope 3°	28 m	BAL – 29
3	Class G - Grassland	Flat	78 m	BAL – LOW
4	Class B – Woodland	Downslope 2°	78 m	BAL – 12.5
5	Class G - Grassland	Downslope 2°	66 m	BAL – LOW
6	Excludable 2.2.3.2(e) – Non Vegetated Areas Excludable 2.2.3.2(f) – Low Threat Vegetation	-	-	BAL – LOW

Table 1: BAL Analysis

## Determined Bushfire Attack Level (BAL)

The Determined Bushfire Attack Level (highest BAL) for the site / proposed development has been determined in accordance with clause 2.2.6 of AS 3959-2018 using the above analysis.

Determined Bushfire Attack Level

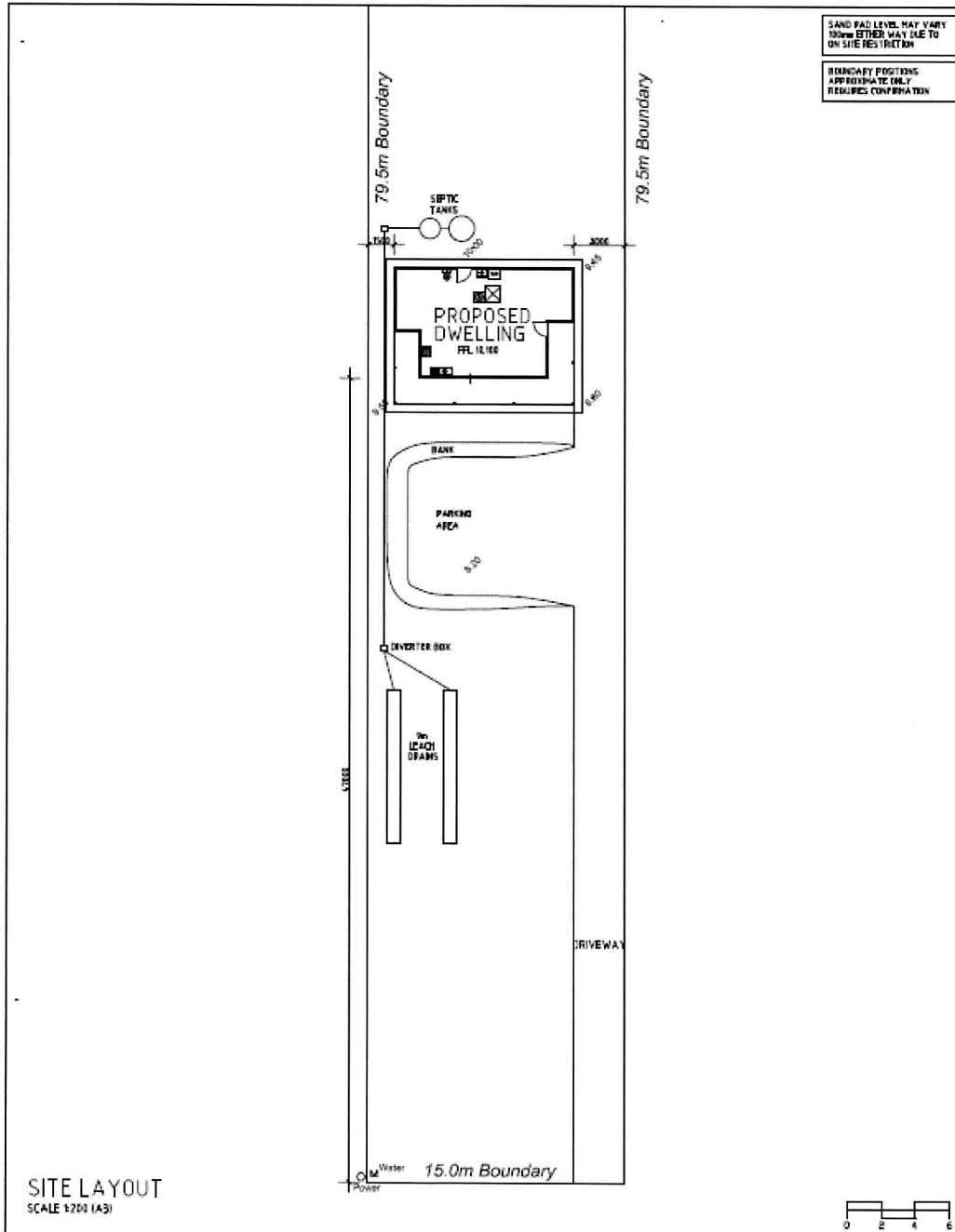
**BAL – 40**

## Appendix 1: Plans and Drawings

Plans and drawings relied on to determine the bushfire attack level

**Drawing / Plan Description** Drawings by Evan Yates for David Wells - 66 Victoria Parade Donnybrook

Job Number	Revision	Date of Revision
2019-09		18/09/2019



SITE LAYOUT  
SCALE 1:200 (A3)

<b>DAVID WELLS</b> <i>Builder</i> ABN: 48 221 667 787 Builders Registration No: 7204 PO Box 66, Donnybrook WA 6206 Ph: 08 96 28 2257 Fax: 9128 1256 EMAIL: david.wells@paveest.com.au	CLIENT: PATRICIA FAY	SITE SURVEY OF LOT ??? (#66) COASTAL CAT 1 VICTORIA PARADE DONNYBROOK	SERVICES Exc: <input type="checkbox"/> <input checked="" type="checkbox"/> INTERPRET Asp: <input type="checkbox"/> <input checked="" type="checkbox"/> YES Met: <input type="checkbox"/> <input checked="" type="checkbox"/> YES Note: <input type="checkbox"/> <input checked="" type="checkbox"/> YES Earth: <input type="checkbox"/> <input checked="" type="checkbox"/> NO Sewer: <input type="checkbox"/> <input checked="" type="checkbox"/> NO Footpath: <input type="checkbox"/> <input checked="" type="checkbox"/> NO	AMENDMENTS / VARIATIONS VOL. No. DATE
	DRAWN: EY SHEET No: 2 OF 2 DATE: 18-09-19 JOB No: 2019-09	Loc. Auth: SIDE OF TOWN / MLDGP Plan: ???? / ???? Vol. ???? / ???? Location:		

## Appendix 2: Additional Information / Advisory Notes

### BUSHFIRE ATTACK LEVEL ASSESSMENT EXPLAINED

A Bushfire Attack Level (BAL) Assessment is a means of measuring the severity of a buildings potential exposure to ember attack, radiant heat and direct flame contact in a bushfire event, and thereby determining the construction measures required for the dwelling.

The methodology used for the determination of the BAL rating, and the subsequent building construction standards, are directly referenced from Australian Standard *AS3959:2018 Construction of buildings in bushfire prone areas*.

The BAL rating is determined through identification and assessment of the following parameters:

- Fire Danger Index (FDI) rating; assumed to be FDI-80 for WA;
- All classified vegetation ***within 100m*** of the subject building;
- Separation distance between the building and the classified vegetation source/s; and
- Slope of the land under the classified vegetation

AS3959:2018 has six (6) levels of BAL, based on the radiant heat flux exposure to the building, and also identifies the relevant sections for building construction, as detailed below;

Bushfire Attack Level (BAL)	Classified vegetation within 100m of the site and heat flux exposure thresholds	Description of predicted bushfire attack and levels of exposure	Construction Section (within AS3959)
<b>BAL-LOW</b>	See clause 2.2.3.2	There is insufficient risk to warrant specific construction requirements	4
<b>BAL-12.5</b>	$\leq 12.5 \text{ kW/m}^2$	Ember attack	3 & 5
<b>BAL-19</b>	$> 12.5 \text{ kW/m}^2$ to $\leq 19 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 6
<b>BAL-29</b>	$> 19 \text{ kW/m}^2$ to $\leq 29 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux	3 & 7
<b>BAL-40</b>	$> 29 \text{ kW/m}^2$ to $\leq 40 \text{ kW/m}^2$	Increasing levels of ember attack and burning debris ignited by windborne embers together with increasing heat flux with the increased likelihood of exposure to flames	3 & 8
<b>BAL-FZ</b>	$> 40 \text{ kW/m}^2$	Direct exposure to flames from fire front in addition to heat flux and ember attack	3 & 9

**BAL Assessment Site Plan**  
**Lot 107 on Plan 002201**  
**66 Victoria Parade**  
**DONNYBROOK WA 6239**

**Legend**



Lot boundary



Proposed building



100 m buffer



150 m buffer



Separation from  
Vegetation (m)



Photo location and  
direction



Vegetation extent



Cadastre



Contents	1 Introduction	2 Policy framework overview	3 Bushfire prone areas	4 Assessing bushfire risk in the planning context	5 Applying SPP 3.7	6 Roles and responsibilities	Appendices
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The BAL descriptions and assessment methodologies are located in AS 3959, referenced in the Building Code of Australia and reprinted in Table 2. The BAL may be used to determine the construction standard required.

Table 2: BAL and corresponding descriptions of the predicted levels of exposure and heat flux exposure thresholds

BAL	DESCRIPTION (Source: AS 3959-2009, Appendix G)
BAL-LOW	The risk is considered to be VERY LOW. There is insufficient risk to warrant any specific construction requirements but there is still some risk.
BAL-12.5	The risk is considered to be LOW. There is a risk of ember attack. The construction elements are expected to be exposed to a heat flux not greater than 12.5kW/m <sup>2</sup> .
BAL-19	The risk is considered to be MODERATE. There is a risk of ember attack and burning debris ignited by wind-borne embers and a likelihood of exposure to radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 19kW/m <sup>2</sup> .
BAL-29	The risk is considered to be HIGH. There is an increased risk of ember attack and burning debris ignited by wind-borne embers and a likelihood of exposure to an increased level of radiant heat. The construction elements are expected to be exposed to a heat flux not greater than 29kW/m <sup>2</sup> .
BAL-40	The risk is considered to be VERY HIGH. There is a much increased risk of ember attack and burning debris ignited by wind-borne embers, a likelihood of exposure to a high level of radiant heat and some likelihood of direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux not greater than 40kW/m <sup>2</sup> .
BAL-Flame Zone (FZ)	The risk is considered to be EXTREME. There is an extremely high risk of ember attack and burning debris ignited by wind-borne embers, and a likelihood of exposure to an extreme level of radiant heat and direct exposure to flames from the fire front. The construction elements are expected to be exposed to a heat flux greater than 40kW/m <sup>2</sup> .

Figure 7: BAL construction levels in context



**Planning and Development (Local Planning Schemes) Regulations 2015****Schedule 2** Deemed provisions for local planning schemes**Part 9** Procedure for dealing with applications for development approval

cl. 66

**Part 9 — Procedure for dealing with applications for development approval****66. Consultation with other authorities**

- (1) When, in the opinion of the local government, an application for development approval may affect any other statutory, public or planning authority, the local government is to provide a copy of the application to the authority for objections and recommendations.
- (2) If an application for development approval relates to proposed development on land that is reserved under this Scheme for a public purpose and vested in a public authority, the local government must provide a copy of the application to that authority for objections and recommendations before making a decision on the application.
- (3) A statutory, public or planning authority receiving a copy of an application may, within 42 days of receiving the application or within such longer period as the local government allows, provide to the local government a memorandum in writing containing any objections to, or recommendations in respect of the whole or part of the proposed development.
- (4) If a statutory, public or planning authority does not provide a memorandum within the time allowed under subclause (3), the local government may determine that the authority is to be taken to have no objections or recommendations to make.

**67. Matters to be considered by local government**

In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government, those matters are relevant to the development the subject of the application —

- (a) the aims and provisions of this Scheme and any other local planning scheme operating within the Scheme area;
- (b) the requirements of orderly and proper planning including any proposed local planning scheme or amendment to this Scheme that has been advertised under the *Planning and Development (Local Planning Schemes) Regulations 2015* or

**Planning and Development (Local Planning Schemes) Regulations 2015**

Deemed provisions for local planning schemes      **Schedule 2**  
Procedure for dealing with applications for development approval      **Part 9**

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**cl. 67**

- any other proposed planning instrument that the local government is seriously considering adopting or approving;
- (c) any approved State planning policy;
  - (d) any environmental protection policy approved under the *Environmental Protection Act 1986* section 31(d);
  - (e) any policy of the Commission;
  - (f) any policy of the State;
  - (g) any local planning policy for the Scheme area;
  - (h) any structure plan, activity centre plan or local development plan that relates to the development;
  - (i) any report of the review of the local planning scheme that has been published under the *Planning and Development (Local Planning Schemes) Regulations 2015*;
  - (j) in the case of land reserved under this Scheme, the objectives for the reserve and the additional and permitted uses identified in this Scheme for the reserve;
  - (k) the built heritage conservation of any place that is of cultural significance;
  - (l) the effect of the proposal on the cultural heritage significance of the area in which the development is located;
  - (m) the compatibility of the development with its setting including the relationship of the development to development on adjoining land or on other land in the locality including, but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the development;
  - (n) the amenity of the locality including the following —
    - (i) environmental impacts of the development;
    - (ii) the character of the locality;
    - (iii) social impacts of the development;
  - (o) the likely effect of the development on the natural environment or water resources and any means that are proposed to protect or to mitigate impacts on the natural environment or the water resource;
  - (p) whether adequate provision has been made for the landscaping of the land to which the application relates and

**Planning and Development (Local Planning Schemes) Regulations 2015****Schedule 2** Deemed provisions for local planning schemes**Part 9** Procedure for dealing with applications for development approval**cl. 67**

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- whether any trees or other vegetation on the land should be preserved;
- (q) the suitability of the land for the development taking into account the possible risk of flooding, tidal inundation, subsidence, landslip, bush fire, soil erosion, land degradation or any other risk;
  - (r) the suitability of the land for the development taking into account the possible risk to human health or safety;
  - (s) the adequacy of —
    - (i) the proposed means of access to and egress from the site; and
    - (ii) arrangements for the loading, unloading, manoeuvring and parking of vehicles;
  - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
  - (u) the availability and adequacy for the development of the following —
    - (i) public transport services;
    - (ii) public utility services;
    - (iii) storage, management and collection of waste;
    - (iv) access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
    - (v) access by older people and people with disability;
  - (v) the potential loss of any community service or benefit resulting from the development other than potential loss that may result from economic competition between new and existing businesses;
  - (w) the history of the site where the development is to be located;
  - (x) the impact of the development on the community as a whole notwithstanding the impact of the development on particular individuals;
  - (y) any submissions received on the application;



**Planning and Development (Local Planning Schemes) Regulations 2015**  
Deemed provisions for local planning schemes **Schedule 2**  
Procedure for dealing with applications for development approval **Part 9**  
**cl. 68**

- (za) the comments or submissions received from any authority consulted under clause 66;
- (zb) any other planning consideration the local government considers appropriate.

**68. Determination of applications**

- (1) The local government must not determine an application for development approval until the later of —
  - (a) if the application is advertised under clause 64 — the end of each period for making submissions to the local government specified in a notice referred to in clause 64(3); and
  - (b) if a copy of the application has been provided to a statutory, public or planning authority under clause 66 — the end of each period for providing a memorandum to the local government referred to in clause 66(3).
- (2) The local government may determine an application for development approval by —
  - (a) granting development approval without conditions; or
  - (b) granting development approval with conditions; or
  - (c) refusing to grant development approval.

**69. Application not to be refused if development contribution plan not in place**

- (1) The local government must not refuse an application for development approval only because there is not a development contribution plan in place in relation to the development.
- (2) The local government must not grant development approval subject to a condition that future contributions to the provision of infrastructure related to the development may be required under a development contribution plan that is not in place at the time the application is determined.

**70. Form and date of determination**

- (1) As soon as practicable after determining an application for development approval, the local government must give the applicant



Picture taken from subject site looking towards street and dwelling on the southern boundary



Picture taken from property (proposed car parking area) looking towards dwelling on property on the northern boundary



**Shire of Donnybrook-Balingup  
Local Planning Scheme No. 7**

**Amendment No. 11**

*Omnibus Amendment*

**FORM 2A**

**Civil Technology**

Consulting Civil Engineers • Project Managers • Land Surveyors • Town Planning  
Telephone (08) 9367 2533 Facsimile (08) 9367 8046

15 Charles Street  
South Perth WA 6151

ABN 16 286 797 498

Postal Address  
PO Box 1504  
Canning Vale WA 6971

**Planning and Development Act 2005  
RESOLUTION TO ADOPT AMENDMENT  
TO LOCAL PLANNING SCHEME**

***Shire of Donnybrook-Balingup Local Planning Scheme No. 7  
Amendment No. 11***

**Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:**

1. Amending the zoning for Lot 384 Marshall Road, Argyle from 'General Agriculture' to 'Rural Residential' as more clearly shown on the Scheme Amendment Map;
2. Removing Lot 384 from "Development Investigation Area 1' as more clearly shown on the Scheme Amendment Map;
3. Incorporating the following provisions in to Schedule 2 of the Scheme:

Zone Identification	Special Provisions
RR2  Lot 384 Marshall Road, Argyle.	<p><b>1. Plan of Subdivision</b></p> <p>1.1 The Subdivision and Development of the land shall be generally in accordance with a Structure Plan prepared and adopted in accordance with Schedule 2, Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 and in all events no lot should be less than 1 hectare in area.</p> <p>1.2 The Structure Plan shall comply with Clause 4.52.3 of this Scheme and with particular regard to the following additional provisions:</p> <ul style="list-style-type: none"> <li>(a) The general layout of a subdivisional road system;</li> <li>(b) The principal drainage system for the land and how it is to be managed;</li> <li>(c) Preservation of vegetation worthy of retention;</li> <li>(d) Revegetation of road reserves and along lot boundaries for privacy screening purposes;</li> <li>(e) Places or objects of cultural heritage significance and the retention of places of such significance;</li> <li>(f) Fire management and any strategic firebreaks or any other associated infrastructure that might arise as a result of fire management practices in accordance with the Western Australian Planning Commission's Guidelines for Planning in Bushfire Prone Areas;</li> <li>(g) Identification of any areas of the land where on-site wastewater disposal systems are not to be used;</li> <li>(h) Location of building envelopes;</li> <li>(i) The method of supply of potable water for residential purposes;</li> <li>(j) The capability of the land to support residential development;</li> <li>(k) Geotechnical evaluation including site soil evaluation;</li> <li>(l) The impact of traffic introduced by the fact of subdivision of the land.</li> </ul> <p><b>2. Land Use</b></p> <p>2.1 Within Rural Residential Area No. 2 the following uses are permitted:</p> <ul style="list-style-type: none"> <li>• Single house</li> </ul> <p>2.2 Notwithstanding the designations listed in Table 1: Zoning Table, the following uses may be considered as discretionary (A):</p> <ul style="list-style-type: none"> <li>• Public Utility</li> <li>• Tearoom/Restaurant</li> <li>• Art and craft gallery</li> </ul>

**3. Commission Discretion**

- 3.1 Notwithstanding Clause 1.1.1 of this Schedule 2, the Commission may approve a subdivision of the land absent of a Structure Plan adopted by the Shire provided that the Commission is satisfied that the documents accompanying an application for subdivision approval addresses all the elements that would otherwise be contained within a Structure Plan contemplated in Clause 1.1.2 above and that the application does not prohibit development of any land within Development Investigation Area 1.
- 3.2 Where any provision within Schedule 2 Rural Residential Area No.2 is in conflict with any other provisions of this Scheme, then the provisions of Schedule 2 Rural Residential Area No. 2 shall prevail.

**4. Amending the scheme map accordingly.**

**The amendment is standard under the provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* for the following reason(s):**

- The amendment relates to a zone that is consistent with the objectives identified in the above Local Planning Scheme for that zone; and,
- The amendment is consistent with the Local Planning Strategy for the above Local Planning Scheme.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
**(Chief Executive Officer)**

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- FIGURE 4 – Shire of Donnybrook-Balingup Scheme Map Extract
- FIGURE 5 – Marshall Road Rural Residential Area
- FIGURE 6 – Shire of Donnybrook-Balingup Strategy Map Extract
- FIGURE 7 – Proposed Structure Plan Extract

# TABLES

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- TABLE 1 – Topsoil and Subsoil Characteristics within the Subject Land

## MINISTER FOR PLANNING

## PROPOSAL TO AMEND A SCHEME

- |  |  |
|--|--|
| 1. LOCAL AUTHORITY:                      | Shire of DONNYBROOK-BALINGUP   |
| 2. DESCRIPTION OF LOCAL PLANNING SCHEME: | Local Planning Scheme No. 7  |
| 3. TYPE OF SCHEME:                       | District Zoning Scheme   |
| 4. SERIAL NUMBER OF AMENDMENT:           | Amendment No. 11   |
| 5. PROPOSAL                              | <p>To amend Shire of Donnybrook-Balingup Local Planning Scheme No. 7 by:</p> <ul style="list-style-type: none"> <li>• rezoning Lot 384 Marshall Road, Argyle from 'General Farming' to 'Rural Residential';</li> <li>• removing Lot 384 from 'Development Investigation Area 1'; and,</li> <li>• creating 'Rural Residential Area No. 2' (RR2) over Lot 384 and inserting "Special Provisions" as outlined above to apply to RR2.</li> </ul> |

## 1 INTRODUCTION

### 1.1 Statement of Intent

Corrib Kylemore Developments Pty Ltd (**Developer**) has a contract to purchase Lot 384 Marshall Road, Argyle (**Subject Land**) and wishes to develop the Subject Land and seeks the support of The Shire of Donnybrook-Balingup (**Shire**) for approval of a Scheme Amendment that seeks to amend the zone for the Subject Land from 'General Agriculture' to 'Rural Residential'. This amendment will also involve the subsequent removal of the Subject Land from 'Development Investigation Area 1' and the creation of 'Rural Residential Area No. 2' (RR2) to be the Subject Land in order to apply special provisions to guide future subdivision within the Subject Land.

## 2 BACKGROUND

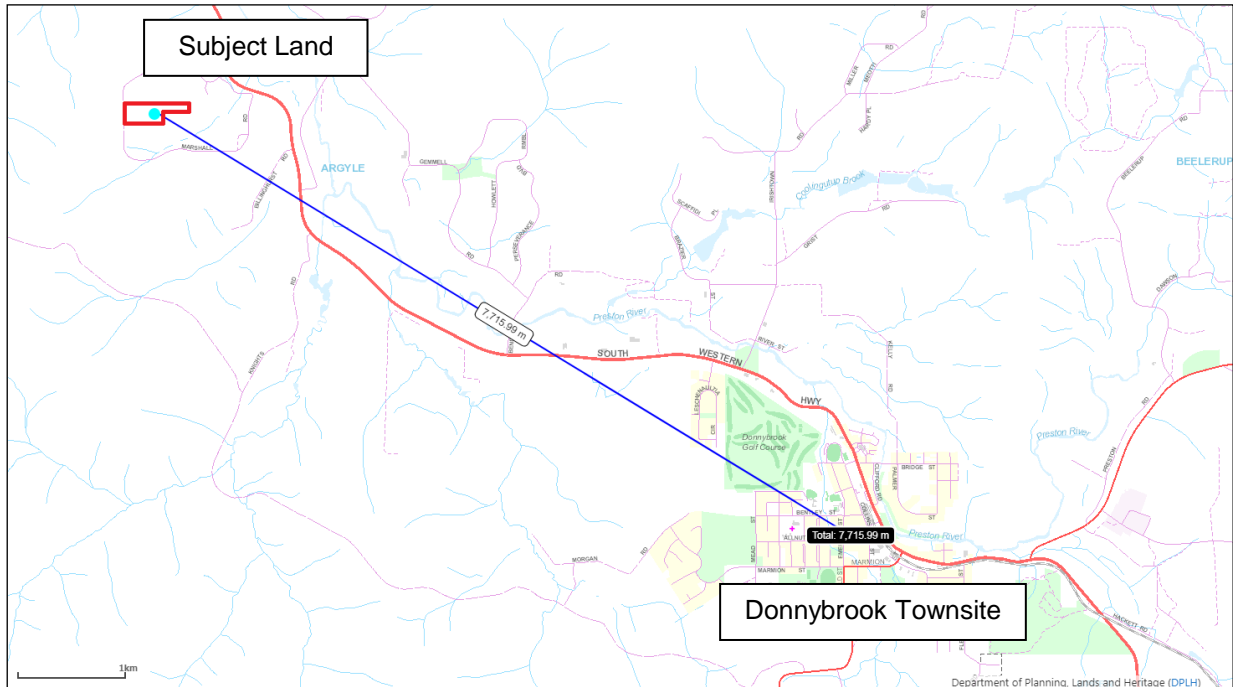
As outlined below, the Subject Land makes up part of an area of land that is earmarked for rural residential development, should it be proven that that Subject Land can sustain such a use.

**Figure 1** shows the location of the Subject Land in respect to the South Western Highway and the Donnybrook Townsite. Figure 1 also demonstrates that the Subject Land is situated about 7.7 kilometres from the Donnybrook Townsite.



The land zoned 'Rural Residential' surrounding the Subject Land has now reached capacity and it is the optimum time for the Subject Land to be zoned commensurately. This document outlines the reasons why the Subject Land can support a rural residential development.

**FIGURE 1 - LOCATION PLAN**



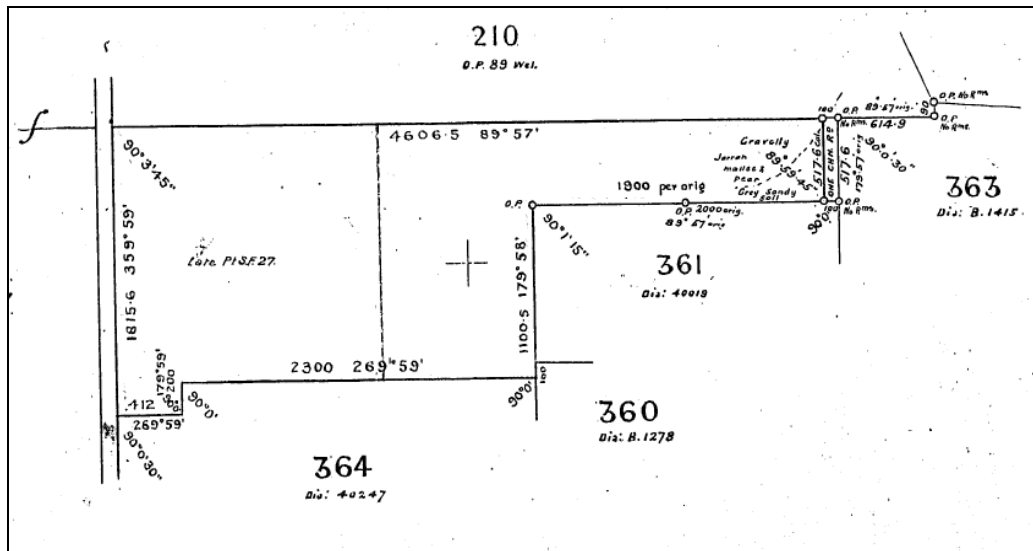
Source: PlanWA

### 3 THE SUBJECT LAND

The Subject Land includes all the land within Lot 384 on Diagram 53579 (Certificate of Title Volume 1508 Folio 889). Copies of this diagram and title are attached in **Appendix 1**. An extract of the diagram is shown below in **Figure 2**.

The Subject Land is 22.08 hectares in area.

**FIGURE 2 - DIAGRAM 53579 EXTRACT**



Source: Landgate

**Figure 3** provides an aerial photograph of the surrounding area demonstrating the extent of development of the Subject Land and the surrounding built environment.

**FIGURE 3 - AERIAL PHOTOGRAPH OF THE SUBJECT LAND & SURROUNDING AREA**



Source: NearMap, Civil Technology

## 4 SITE DESCRIPTION

### 4.1 Geology

According to the Department of Mines, Industry Regulation and Safety's GeoVIEW.WA mapping tool, the Subject Land contains two types of geological attributes:

- (a) Gravel – loose fine (less than 19mm) red-brown to black moderately sorted pisolitic highly variable content of angular quartz sand; and,

- (b) Sand – loose white pale grey to yellow medium to coarse-grained moderately sorted angular quartz minor feldspar; residual sand of colluvial origin.

## 4.2 Soil Types

According to the *Australian Soil Resource Information System*, the soil within the Subject Land comprises of “loam, silty loam or sandy clay loam (20-30%)” within the top 30 centimetres of soil.

Some key characteristics of the topsoil and subsoil within the Subject Land are outlined in **Table 1** below.

**TABLE 1 - TOPSOIL AND SUBSOIL CHARACTERISTICS WITHIN THE SUBJECT LAND**

	<b>Topsoil</b>	<b>Subsoil</b>
<b>Bulk Density</b>	>1.6g/cm <sup>3</sup>	>1.6g/cm <sup>3</sup>
<b>Clay Content</b>	0-20%	20-40%
<b>Silt Content</b>	20-40%	40-60%
<b>Sand Content</b>	40-60%	N/A
<b>Texture</b>	Sands	Clay loams/light clays
<b>Available Water</b>	0-20mm	20-40mm
<b>Saturated Conductivity</b>	Moderate (3-30mm/hr)	N/A
<b>Thickness</b>	0.25-0.5m	N/A
<b>Organic Carbon</b>	2-5%	0.5-1%
<b>Total Nitrogen</b>	>0.3%	N/A
<b>Total Phosphorus</b>	<0.02%	N/A
<b>pH</b>	4.9-5.6	5.6-7.0

The Subject Land is not classified as contaminated within the Department of Water and Environmental Regulation’s *Contaminated Sites Database*.

## 4.3 Land Form & Landscape

The Subject Land has a uniform slope falling downward to the east. The lowest part of the property is about 60m above the Australian Height Datum (**AHD**) at the eastern end of the Subject Land with the highest part being about 110m above AHD at the western end (refer **Appendix 2**).

The Subject Land is generally well weathered, is evenly sloping on its surface and is devoid of any distinctive land forms or natural features such as mounds, rocky outcrops, watercourses, scarps or ravines.

## 4.4 Land Use

The Subject Land contains one existing residential dwelling and large shed (7.5m x 25m). The remaining area not used for residential purposes is currently used for open pastured grazing of livestock.

## 4.5 Vegetation

The whole of the Subject Land is covered in grass with scattered trees that are mainly concentrated around the existing dwelling and the adjacent shed in the northern-western

portion of the Subject Land. The southern portion of the Subject Land is largely cleared save for a large cluster of trees in the south-east portion of the site.

**Appendix 3** attached hereto comprises a map of remnant vegetation and threatened ecological communities produced using the Department of Parks and Wildlife's *NatureMap*. Save for the abovementioned cluster of trees, the vegetation within the Subject Land is not classified as remnant vegetation and is not classified as worthy of retention.

The abovementioned remnant vegetation consists of Jarrah forest according to the Interim Biogeographic Regionalisation for Australia (**IBRA**) sub-regions in Western Australia.

A Flora/Vegetation and Fauna Assessment (**Vegetation Assessment**) was undertaken on 17 April 2019, which is attached hereto at **Appendix 6**.

The Vegetation Assessment surveyed all trees greater than 300mm diameter at breast height (**DBH**) as per the Federal Government's guidelines. The data recorded for each of those trees includes species, height, condition, habitat value and structure.

The Subject Land abuts the Boyanup State Forest on its western boundary (separated by Marshall Road). Land to the north, west and east of the Subject Land contains vegetation classifiable pursuant to *Australian Standard AS3959-2009 (AS 3959)*. The Subject Land is within 100m of this vegetation and, as such, a portion of the Subject Land has been designated by the Fire and Emergency Services Commissioner as being within a Bush Fire Prone Area. That is, a portion of the Subject Land has been identified by the Commissioner as being subject to, or likely to be subject to, bushfire attack.

#### **4.6 Fauna**

A small variety of fauna would reside in the Subject Land and would mostly consist of stock and feral cats.

#### **4.7 Water & Sewer Availability**

Neither a reticulated water nor a reticulated sewerage service is available in the locality.

It is expected that given the size of the lots, potable water will be made available by roof water capture, as is typical for rural residential development. Sewage disposal shall be by on-site systems such as septic tanks or ATU's.

For firefighting purposes there is an existing standpipe on Marshall Road to the south of the Subject Land at Lot 500 on Plan 61596 (which makes up part of the road reserve, located in front of H 165 Marshall Road). The land contains a water tank of approximately 50,000L (as per the *Western Australian Planning Commission's Guidelines for Planning in Bushfire Prone Areas, Guidelines*) and is readily accessible by fire emergency services.

As mentioned above, each lot will need a water supply for domestic consumption purposes. Typically 90,000 to 120,000L tanks are utilised in rural residential developments which can also incorporate a camlock fitting for dual use as a fire water facility.

## 5 LOCAL PLANNING CONSIDERATIONS

### 5.1 Shire of Donnybrook-Balingup Local Planning Scheme No. 7

The Shire of Donnybrook-Balingup Local Planning Scheme No. 7 (**LPS 7**) was published in the Government Gazette on 19 September 2014. The Subject Land is zoned 'General Agriculture' and comprises part of the 'Development Investigation Area 1' (**DIA1**).

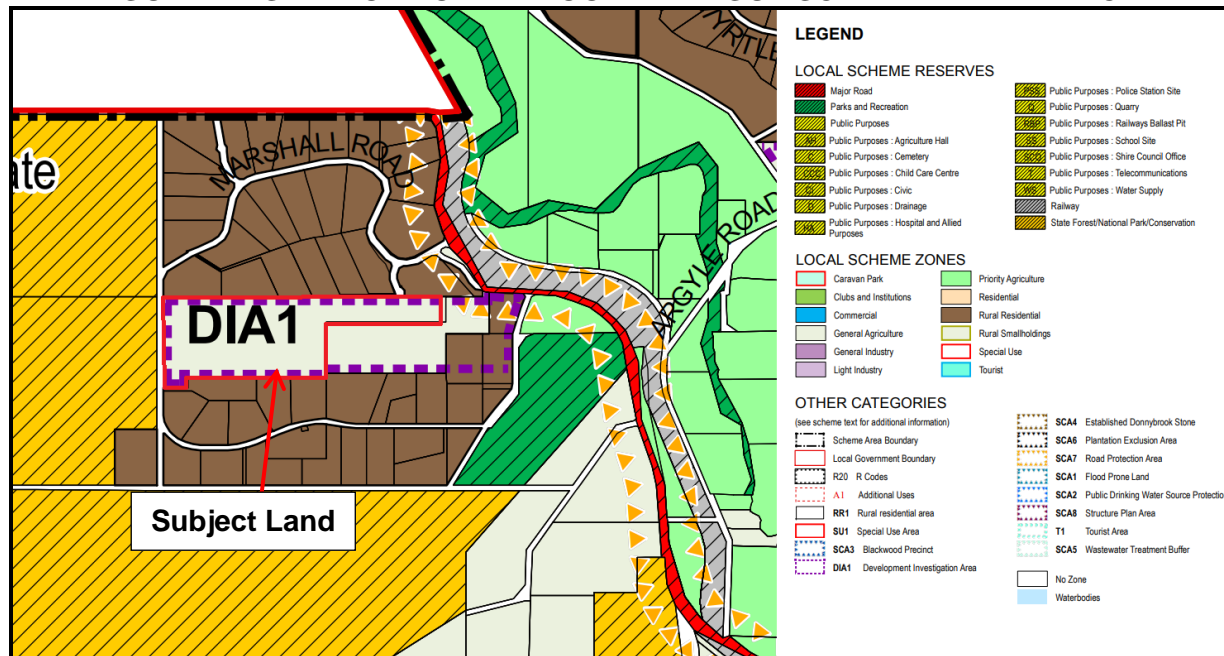
Further to those requirements outlined in clause 4.52.2.1 (xiii) of LPS 7, the Structure Plan for land within DIA1 must address the following as per LPS 7:

- *“The protection of native vegetation that has been identified as worthy of protection by the Department of Parks and Wildlife and the local government;*
- *Identification of building envelopes within the larger lots to protect vegetation;*
- *The provision of safe access to the existing local road network; and*
- *Fire management associated with the close proximity to State Forest.”*

**Figure 4** provides an extract from the LPS 7 Scheme Map depicting what the Developer refers to, for the purposes of this document, as the Marshall Road Rural Residential Area (**MRRRA**, refer **Figure 5**).

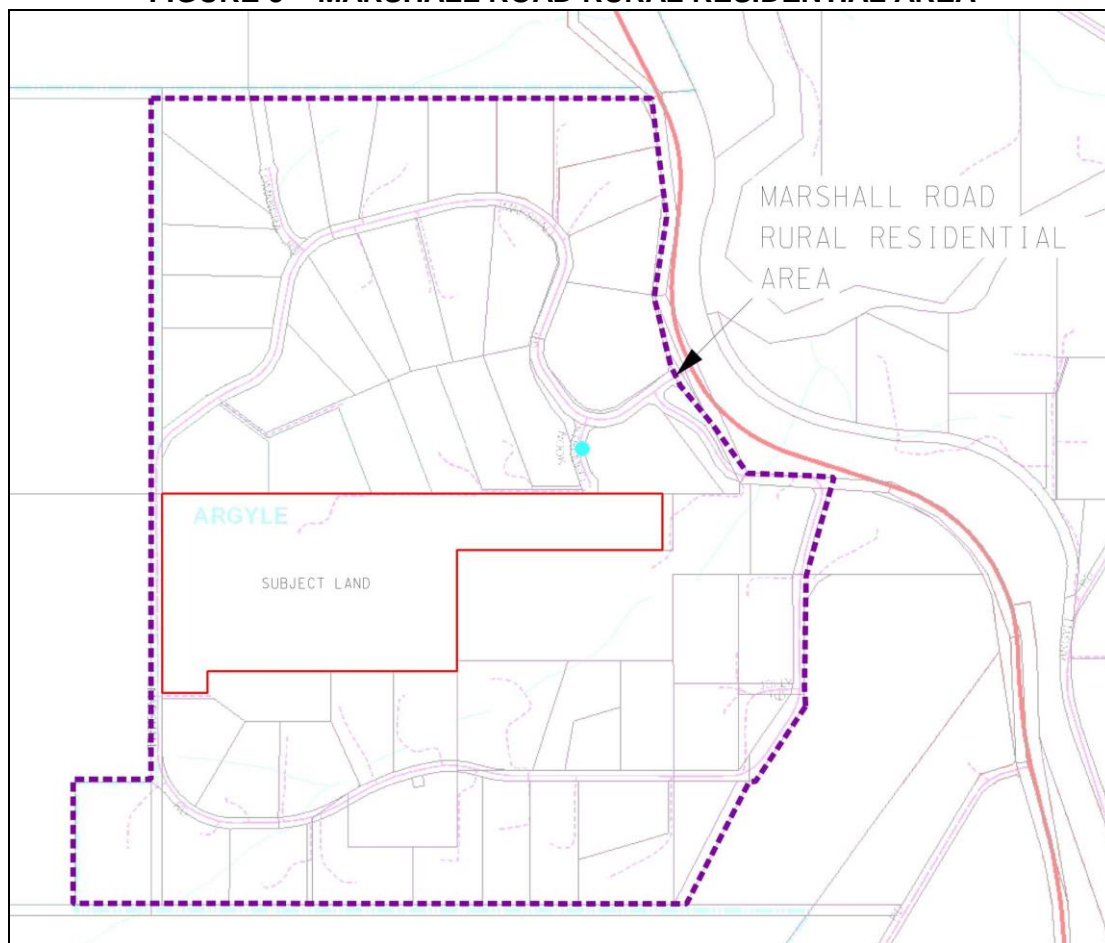
Land to the north and south is zoned 'Rural Residential' and subdivided accordingly. The abutting land to the east of the Subject Land is zoned 'General Agriculture' and also comprises part of the DIA1. The land across the South Western Highway and railway line to the east is zoned for 'Priority Agriculture'.

**FIGURE 4 – SHIRE OF DONNYBROOK-BALINGUP SCHEME MAP EXTRACT**



Source: Shire of Donnybrook-Balingup, Civil Technology

**FIGURE 5 – MARSHALL ROAD RURAL RESIDENTIAL AREA**



Source: PlanWA, Civil Technology

## 5.2 Local Planning Strategy

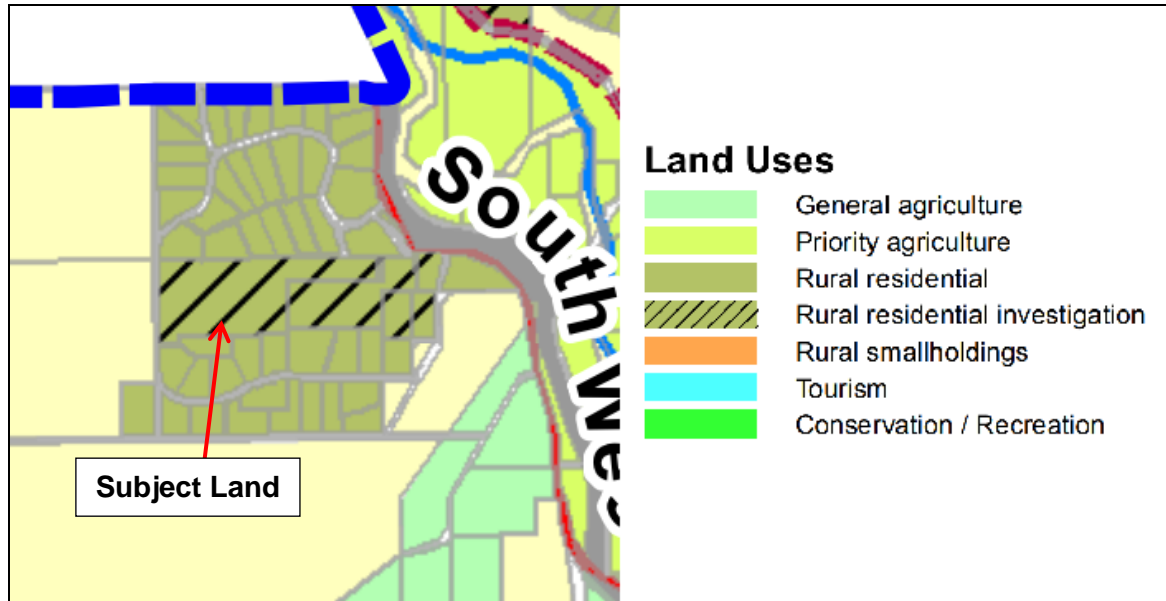
The Shire's Local Planning Strategy (**Strategy**) was adopted by Council in June 2013 and was endorsed by the Shire and the WAPC in 2015. The Strategy designates the Subject Land for 'Rural Residential Investigation'.

The Strategy describes 'Rural Residential Investigation' as *"land potentially suitable for rural residential development but where development constraints need to be assessed...to ensure that the **Strategy objectives** will be achieved prior to subdivision and development"* [emphasis added].

These Strategy objectives are outlined below and are accompanied by reasons why the proposed amendment satisfies those objectives.

**Figure 6** provides an extract from the Strategy Map depicting the future land use classification of the MRRRA within the Strategy.

**FIGURE 6 – SHIRE OF DONNYBROOK-BALINGUP STRATEGY MAP EXTRACT**



Source: Shire of Donnybrook-Balingup, Civil Technology

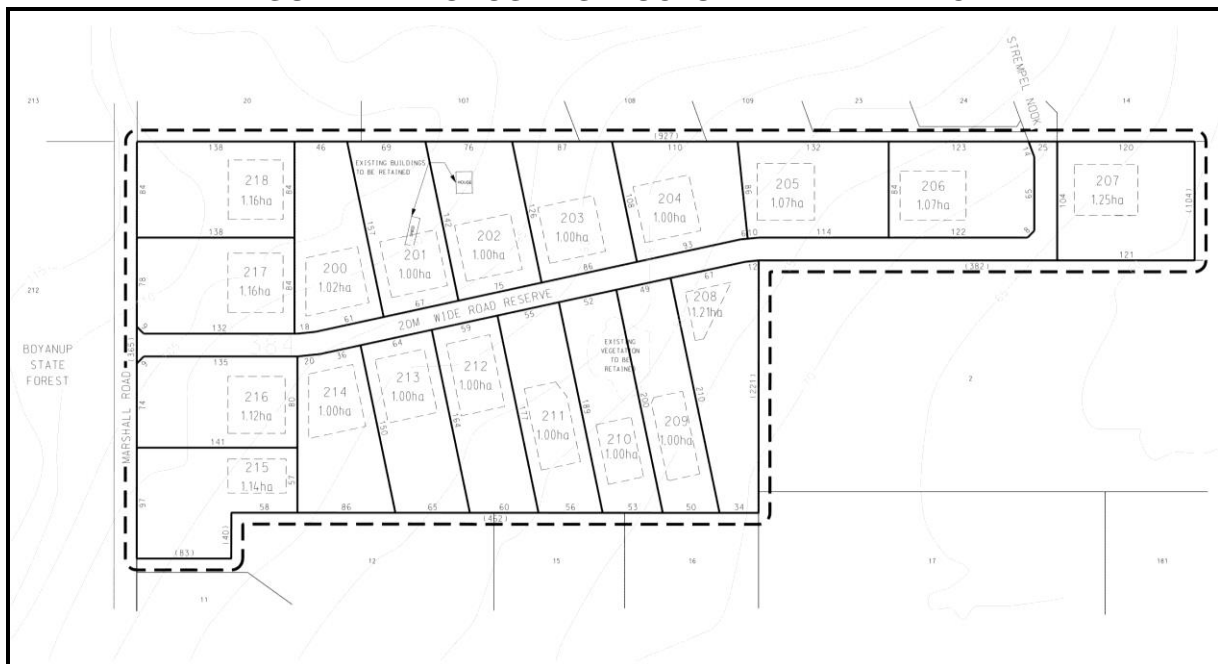
## 6 PROPOSED AMENDMENT

The proposed amendment seeks to amend the zone of the Subject Land from 'General Agriculture' to 'Rural Residential' under LPS 7.

The Subject Land has been earmarked to be utilized as rural residential land within both LPS 7 and the Strategy subject to evidence that the Subject Land and surrounding area will be able to support development as such. This document has been prepared for that purpose.

Figure 7 below depicts an extract of the proposed Structure Plan, which is shown in full in Appendix 3.

**FIGURE 7 - PROPOSED STRUCTURE PLAN EXTRACT**



Source: Civil Technology

The design at Figure 7 provides for 19 lots ranging from 1ha to 1.25ha in area with a 20 metre wide road reserve.

The proposed subdivision of the Subject Land will enable improved (and much needed) permeability within the MRRRA by way of the proposed subdivisional road which is to be an extension of the existing Stempel Nook linked westward to Marshall Road.

Further to this, the Developer will provide a secondary fire emergency track as part of the future development. This is discussed in further detail below.

The existing dwelling within the Subject Land and associated shed are to be retained and confined within their own separate lot, as depicted in Figure 6.

All proposed lots will front either the existing Marshall Road or the proposed extension of Stempel Nook. The positioning of the Stempel Nook extension has been designed to evade the vegetation cluster in the south-east portion of the Subject Land and any other existing scattered vegetation where possible.

### **6.1 Bushfire Risk Assessment**

Please refer to Appendix 5 attached hereto for a full bushfire management plan (**BMP**) for the Subject Land and its accompanying Appendices A-C.

The attached BMP includes details regarding the secondary fire emergency track.

### **6.2 Vegetation**

According to the Department of Parks and Wildlife, there are no threatened ecological communities within or surrounding the Subject Land (refer Appendix 3).

All vegetation within the Subject Land is to be retained save for:

- (a) a small quantity of trees that are located where the proposed road reserve for the extension of the Stempel Nook is to be located;
- (b) approximately 20 metres of an existing row of trees that line the existing road reserve of Marshall Road and the Stempel Nook dead-end that will have to be cleared in order make way for the Stempel Nook extension; and,
- (c) a small amount of trees may need to be cleared as part of the Asset Protection Zones for the future dwellings within Lots 200-202 in order to comply with the *Western Australian Planning Commission's Guidelines for Planning in Bushfire Prone Areas (Guidelines)*.

The Vegetation Assessment was undertaken by SJ Smith and Associates Environmental and Landscape Management (**Tree Assessor**) in April 2019.

In order to make informed decisions on the extent of trees that are to be cleared as part of the development of the land, the Developer instructed the Tree Assessor to undertake the Vegetation Assessment, which is attached hereto at Appendix 6.

Based on all tree data collected, the Tree Assessor assigned each tree a score out of 100. All trees that were given a score below 50 were recommended to clear should the Subject Land be developed for residential purposes. The reasons for clearing recommended by the



Tree Assessor were individual tree specific and included bifurcation, dropping limbs or being burnt.

The minimal amount of clearing that may be required to allow for the structure plan layout depicted in **Appendix 4** is depicted on the BAL Contour Map at Appendix 5A. Much of the proposed clearing is situated around the existing dwelling within proposed Lot 202.

The approximate quantity of trees that would need to be cleared for bushfire management purposes are outlined in Table 2 below should the structure plan layout of Appendix 4 be the final design.

**TABLE 2 – QUANTITY OF TREE CLEARING WITHIN THE SUBJECT LANT**

<b>Tree Score</b>	<b>Number of Trees</b>	<b>Quantity to Clear</b>	<b>Percentage to Clear</b>
<b>50-59</b>	23	4	17%
<b>60-69</b>	32	7	22%
<b>70-79</b>	38	10	26%
<b>80-100</b>	86	30	35%
<b>SUBTOTAL</b>	179	51	28%
<b>Below 50</b>	46	46	100%
<b>TOTAL</b>	225	97	43% of trees >30cm DBH

Note: The above tree clearing quantities are based on the proposed structure plan layout design at Appendix 4.

### 6.3 Planning Structure

The Subject Land is proposed to be subdivided in a single stage.

No land within the proposed subdivision has been set aside for public open space because public open space is not generally required within rural-residential subdivisions. Furthermore, this particular subdivision does not call for public open space as all of the proposed lots are of substantial size with large open space areas on each lot, which will negate the need for further open space in the vicinity.

As mentioned above, there is an existing dwelling and shed located on the Subject Land that are to be retained and will each be located within their own future Lots 201 & 202 enabling both structures to continue to be utilized.

The proposed subdivision does not call for pedestrian access ways or trails.

### 6.4 Special Development Controls

Each new dwelling on the proposed rural residential lots will be confined to a building envelope (as per clause 4.52.6.4 of LPS 7) with:

- minimum building setbacks 15 metres from a road boundary;
- minimum building setbacks 10 metres from other boundaries;
- minimum 100 metres from the Boyanup State Forest; and,
- a maximum area of 50m x 50m (i.e. 2500m<sup>2</sup>).

Furthermore, as per the Guidelines, no future building envelope will be subject to a BAL rating greater than 29.

Please refer to **Appendix 5A** for the building envelopes proposed that comply with the requirements above.

## **6.5 The Strategy Objectives**

The abovementioned 'Strategy Objectives' are as follows [numbering added for reference]:

1. *"to recognise the existing extent of rural residential development in the Shire, to round off and consolidate these areas;*
2. *to identify areas suitable for potential future rural residential development and to confine any rural residential development to areas where the potential for intensive agricultural development and resource extraction activities is low;*
3. *to ensure that any proposed rural residential development has regard to the environmental sensitivity of the area, results in beneficial environmental outcomes and does not conflict with adjacent land uses or constrain future agricultural development, and*
4. *to provide sufficient land to enable a variety of lot sizes and development to be achieved in a manner that reflects the character, setting and land capability of the area within which it is located."*

Addressed below is each of the Strategy Objectives and how the proposed amendment satisfies them.

### **6.5.1 Strategy Objective 1**

The majority of the MRRRA has been subdivided to a Rural Residential density (average lots size 2.2ha) and is utilised for residing in a rural landscape. The remaining land within the MRRRA that is not yet zoned 'Rural Residential' (comprising of the Subject Land, Lot 2 on Diagram 49690 and a portion of unused road reserve) is zoned for 'General Agriculture' within LPS 7 and is designated for 'Rural Residential Investigation' within the Strategy.

This proposed amendment will connect the existing northern and southern portions of rural residential lots within the MRRRA and "round off and consolidate" the MRRRA to an extent. This is the intent of Strategy Objective 1 and hence the Subject Land should be rezoned for 'Rural Residential' and subdivided as such.

### **6.5.2 Strategy Objective 2**

Firstly, the Subject Land is identified as suitable for potential rural residential development within both the LPS 7 and the Strategy.

Secondly, within clause 4.54.4.2 of LPS 7, it is specified that *"for intensive agricultural production in the General Agriculture zone, new lots of less than 80 hectares will not be supported"*. There are exceptions to this rule but only to a minimum of 40ha. The Subject Land is 22.08ha in area. Therefore, the LPS 7 does not support intensive agriculture within the Subject Land unless it is appropriately rezoned.

The size of the Subject Land is too small to enable economically productive agricultural yield from the land. Even if all of the land within the MRRRA that is zoned for 'General Agriculture' were to be utilised as such (which is high unlikely considering Lot 2 on Diagram 49690 is

almost completely covered in remnant vegetation that is not desirable to clear, refer Appendix 3), there would still not be sufficient land to make reasonable agricultural production economically viable.

Lastly, if the Subject Land did have potential for intensive agriculture, such a land use would conflict with the existing adjacent Rural Residential land. That is, due to the potential for dust and chemical spray drift hazards that can arise from intensive agricultural uses, it is desirable to create a consistent use on the Subject Land to the surrounding rural-residential land.

Therefore, not only is the Subject Land identified as a potential area for rural residential development but it is also unsuitable for agricultural and resource extraction activities. Objective 2 is met by the proposed amendment.

### **6.5.3 Strategy Objective 3**

The Subject Land currently contains scattered vegetation (as can be seen in Figure 3). The subdivision of the Subject Land has been designed as such to maintain the majority of the existing vegetation.

Taking into consideration the fact that the Subject Land is not yet developed to a rural residential standard, clause 4.52.3.1 (v) could be applied to the Subject Land and therefore would reduce the proposed lot sizes to 0.5ha in area. However, the Developer has avoided this route as it would result in potential environmental impacts by way of intensification of use of the area and increase the amount of vegetation clearing required for Asset Protection Zones and road reserves.

#### *Environmental Impacts*

With regard to the beneficial environmental outcomes of the proposed amendment, rezoning the Subject Land to rural residential will provide two environmental benefits, by way of:

- 1) removal of agricultural production stock from the Subject Land; and,
- 2) introducing residents who will likely maintain their own future lots to a standard commensurate with the surrounding rural-residential land which will improve the environmental standard of the Subject Land.

Amending the zoning of the Subject Land to 'Rural Residential' will not impact the adjacent rural residential land use, in fact it will compliment it and seamlessly blend with the existing land use.

Therefore, Objective 3 is met by the proposed amendment.

### **6.5.4 Strategy Objective 4**

#### *Lot Sizes*

The proposed subdivision of the Subject Land will create new lots of just over 1ha in area. The proposed lot sizes will be slightly smaller than the existing rural residential lots within the MRRRA (which have an average lots size of 2.2ha) ensuring the desired "variety" that LPS 7 calls for within clause 3.3.2 (v).

### *Character & Setting*

The *character* and *setting* that is referred to in Objective 4 above refers to an abundance of items, for example, the:

- size of the lots;
- boundary fencing;
- road style;
- cross-over and/or driveway style;
- landscaping and vegetation in both public and private areas (including street trees);
- materials used for construction and colours used;
- pattern of development;
- built form scale; and,
- architectural and roof styles; etc.

The above matters may be or are already addressed by existing regulatory framework as follows:

This amendment addresses the following issues (for further details, please refer to the “Special Provisions” for the proposed RR2 within the amendment proposal):

- subdivisional road layout;
- drainage;
- vegetation protection;
- places of cultural significance;
- fire management;
- on-site wastewater disposal;
- building envelopes;
- potable water supply;
- land capability; and,
- traffic impact.

LPS 7 already refers to some aspects of the character of an area.

As per clause 4.52.3.1 (iii) to (v) of LPS 7, the size of the lots within rural-residential zones is already dictated.

As per clause 4.52.6.7 of LPS 7, no building, outbuilding, water tank or fence shall be constructed of materials or be of a colour which would be detrimental to the character or natural landscape of the MRRRA.

As per clause 4.52.6.12 of LPS 7, boundary fencing will be post and minimum four strand wire, 1.0 to 1.3 metres high, or post and ring lock or similar.

The extension of Stempel Nook through the proposed subdivision will be constructed to a rural standard (i.e. 6 metre wide sealed road with 1 metre gravel shoulders either side) and the portion of Marshall Road adjacent to the Subject Land that is currently unsealed will be upgraded to the same standard.

### *Structure Plan*

The proposed modification includes preparation of a Structure Plan.

The Structure Plan can address the following items:

- building quality;
- landscaping and vegetation;
- pattern of development;
- built form and scale; and,
- architectural and roof styles.

### *Land Capability*

According to the *Perth Groundwater Map* and the *Map of Sewage Sensitive Areas*, the Subject Land is not located within any public drinking water source areas or sewage sensitive areas. Therefore, taking into consideration that all proposed lots are greater than 2,000m<sup>2</sup>, the entire proposed subdivision is suitable to be serviced by on-site sewage disposal systems as per section 6.2, clause 1 (d) of the draft *Government Sewerage Policy 2016 (GSP)*.

The height of the land above sea level and the soil types as outlined above, the fact that similarly elevated landforms to the north and south of the Subject Land are subdivided to a rural-residential nature and are supporting dwellings incorporating on-site effluent disposal systems, suggest that the separation distance from groundwater will be more than sufficient in order to satisfy the minimum requirements for on-site sewage disposal as outlined in section 6.4, clause 1 (a) of the GSP.

## **7 CONCLUSION**

The proposed rezoning of the Subject Land from 'General Agriculture' to 'Rural Residential' within the LPS 7 will result in a higher density and is a sensible use of the Subject Land which will co-ordinate well with the existing surrounding development.

With a rezoning of the Subject Land, it will no longer be necessary for the land to be located within the 'Development Investigation Area 1' within the LPS 7.

For the purposes of subdividing the Subject Land should it be rezoned as proposed, it will be necessary for the Subject Land to become part of what will be RR2 and be subject to the "Special Provisions" as outlined in the LPS 7 amendment proposal.

The rezoning of the land is recommended for support by the Council of the Shire, the WA Planning Commission and for final endorsement by the Minister.

## **8 APPENDICES**

1. Certificate of Title Volume 1508 Folio 889 & Diagram 53579
2. Existing Ground Contour Map
3. Map of Remnant Vegetation & Threatened Ecological Communities
4. Proposed Structure Plan Map
5. Bushfire Management Plan
  - A. Vegetation Classification Plan
  - B. Secondary Access/Egress Plan
  - C. BAL Contour Map
6. Flora/Vegetation & Fauna Assessment
  - A. Tree Layout Plan

**Planning and Development Act 2005  
RESOLUTION TO ADOPT AMENDMENT  
TO LOCAL PLANNING SCHEME**

***Shire of Donnybrook-Balingup Local Planning Scheme No. 7  
Amendment No. 11***

**Resolved that the Local Government pursuant to section 75 of the *Planning and Development Act 2005*, amend the above Local Planning Scheme by:**

5. Amending the zoning for Lot 384 Marshall Road, Argyle from ‘General Agriculture’ to ‘Rural Residential’ as more clearly shown on the Scheme Amendment Map;
6. Removing Lot 384 from “Development Investigation Area 1’ as more clearly shown on the Scheme Amendment Map;
7. Incorporating the following provisions in to Schedule 2 of the Scheme:

Zone Identification	Special Provisions
RR2  Lot 384 Marshall Road, Argyle.	<p><b>2. Plan of Subdivision</b></p> <p>1.1 The Subdivision and Development of the land shall be generally in accordance with a Structure Plan prepared and adopted in accordance with Schedule 2, Part 4 of the Planning and Development (Local Planning Schemes) Regulations 2015 and in all events no lot should be less than 1 hectare in area.</p> <p>1.2 The Structure Plan shall comply with Clause 4.52.3 of this Scheme and with particular regard to the following additional provisions:</p> <ul style="list-style-type: none"> <li>(m) The general layout of a subdivisional road system;</li> <li>(n) The principal drainage system for the land and how it is to be managed;</li> <li>(o) Preservation of vegetation worthy of retention;</li> <li>(p) Revegetation of road reserves and along lot boundaries for privacy screening purposes;</li> <li>(q) Places or objects of cultural heritage significance and the retention of places of such significance;</li> <li>(r) Fire management and any strategic firebreaks or any other associated infrastructure that might arise as a result of fire management practices in accordance with the Western Australian Planning Commission’s Guidelines for Planning in Bushfire Prone Areas;</li> <li>(s) Identification of any areas of the land where on-site wastewater disposal systems are not to be used;</li> <li>(t) Location of building envelopes;</li> <li>(u) The method of supply of potable water for residential purposes;</li> <li>(v) The capability of the land to support residential development;</li> <li>(w) Geotechnical evaluation including site soil evaluation;</li> <li>(x) The impact of traffic introduced by the fact of subdivision of the land.</li> </ul> <p><b>2. Land Use</b></p> <p>2.1 Within Rural Residential Area No. 2 the following uses are permitted:</p> <ul style="list-style-type: none"> <li>• Single house</li> </ul> <p>2.2 Notwithstanding the designations listed in Table 1: Zoning Table, the following uses may be considered as discretionary (A):</p> <ul style="list-style-type: none"> <li>• Public Utility</li> <li>• Tearoom/Restaurant</li> <li>• Art and craft gallery</li> </ul>

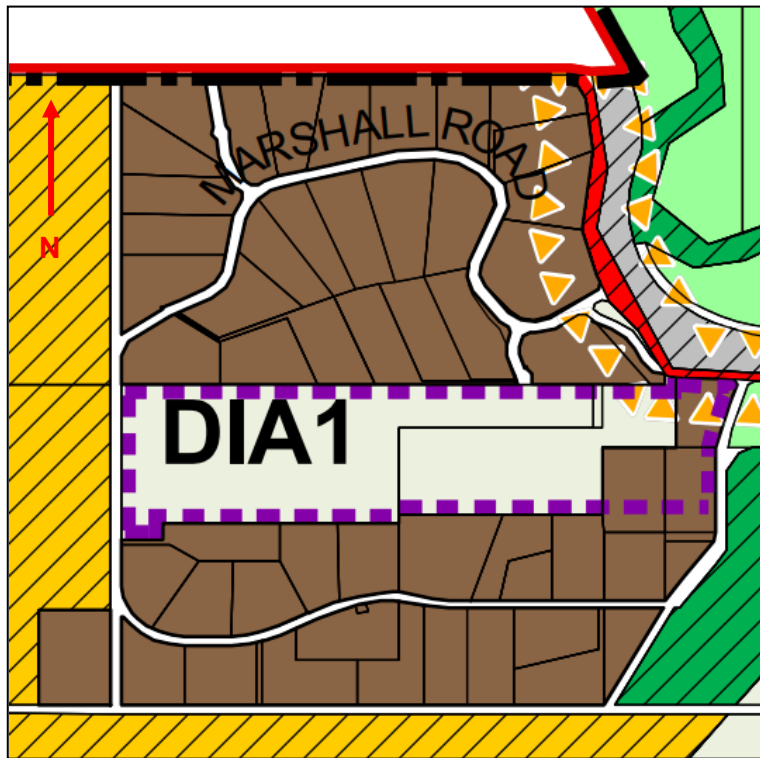
**3. Commission Discretion**

- 3.1 Notwithstanding Clause 1.1.1 of this Schedule 2, the Commission may approve a subdivision of the land absent of a Structure Plan adopted by the Shire provided that the Commission is satisfied that the documents accompanying an application for subdivision approval addresses all the elements that would otherwise be contained within a Structure Plan contemplated in Clause 1.1.2 above and that the application does not prohibit development of any land within Development Investigation Area 1.
- 3.2 Where any provision within Schedule 2 Rural Residential Area No.2 is in conflict with any other provisions of this Scheme, then the provisions of Schedule 2 Rural Residential Area No. 2 shall prevail.

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**8. Amending the scheme map accordingly.**

SHIRE OF DONNYBROOK-BALINGUP  
 LOCAL PLANNING SCHEME NO. 7  
 AMENDMENT NO. 11



**LEGEND**

**LOCAL SCHEME RESERVES**

- Major Road
- Parks and Recreation
- Railway
- State Forest/National Park/Conservation

**LOCAL SCHEME ZONES**

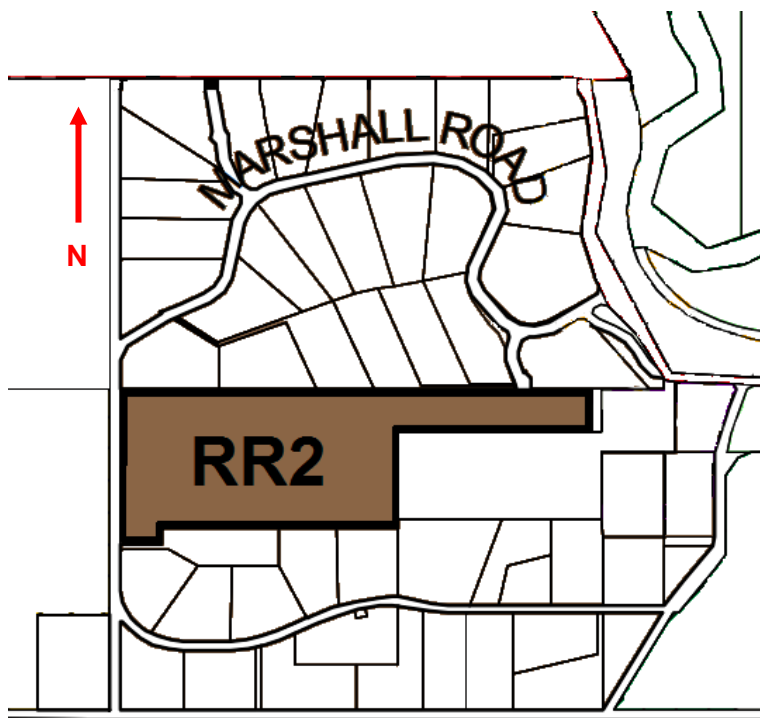
- General Agriculture
- Rural Residential
- Special Use

**OTHER CATEGORIES**

(see scheme text for additional information)

- Scheme Area Boundary
- DIA1 Development Investigation Area
- SCA7 Road Protection Area

**EXISTING ZONING**



- RR1 Rural residential area

**PROPOSED ZONING**



**COUNCIL ADOPTION**

This Standard Amendment was adopted by resolution of the Council of the Shire of Donnybrook-Balingup at the Ordinary Meeting of the Council held on the 28 day of November 2018.

.....

**SHIRE PRESIDENT**

.....

**CHIEF EXECUTIVE OFFICER**

**COUNCIL RESOLUTION TO ADVERTISE**

Shire of Donnybrook-Balingup at the Ordinary Meeting of the Council held on the 28 day of November 2018, proceed to advertise this Amendment.

.....

**SHIRE PRESIDENT**

.....

**CHIEF EXECUTIVE OFFICER**

**COUNCIL RECOMMENDATION**

This Amendment is recommended for approval by resolution of the Shire of Donnybrook-Balingup at the Ordinary Meeting of the Council held on the 28 day of November 2018 and the Common Seal of the Shire of Donnybrook-Balingup was hereunto affixed by the authority of a resolution of the Council in the presence of:

.....

**SHIRE PRESIDENT**

.....

**CHIEF EXECUTIVE OFFICER**

**WAPC RECOMMENDATION FOR APPROVAL**

.....

**DELEGATED UNDER S.16 OF  
THE P&D ACT 2005**

**DATE.....**

**APPROVAL GRANTED**

.....

**MINISTER FOR PLANNING**

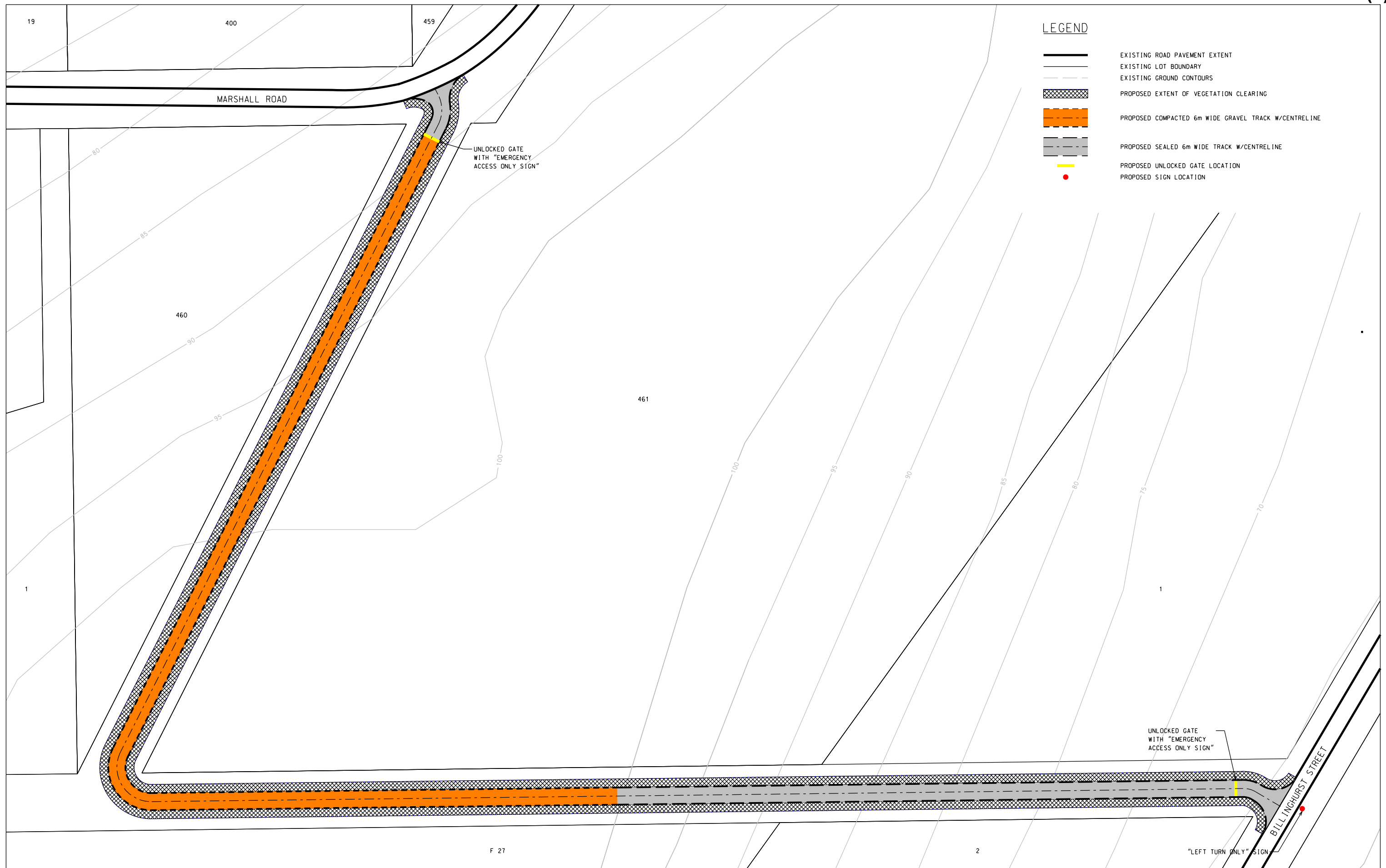
**DATE.....**



LEGEND

- APPLICATION AREA
- EXISTING LOT BOUNDARY
- PROPOSED LOT NUMBER  
PROPOSED LOT BOUNDARY  
PROPOSED LOT AREA
- 100 EXISTING GROUND CONTOURS
- PROPOSED BUILDING ENVELOPE
- EXISTING STRUCTURE
- VEGETATION TO BE RETAINED

		SCALE:  A1 PAGE - SCALE 1 : 2000 A3 PAGE - SCALE 1 : 4000	DRAWN: <b>B. FOSBERY</b> CHECKED: <b>I. McKELLAR</b> APPROVED:	DESIGNED BY: <b>CIVIL TECHNOLOGY</b> CONSULTING CIVIL AND STRUCTURAL ENGINEERS 15 CHARLES STREET SOUTH PERTH W.A. 6151 PH: (08) 9367 2533 FAX: (08) 9367 8046 W.A.P.C. No.:	<b>CORRIB KYLEMORE DEV. PTY LTD</b> PROPOSED SUBDIVISION OF LOT 384 MARSHALL ROAD, ARGYLE STRUCTURE PLAN SHIRE OF DONNYBROOK-BALINGUP
				TO BE ISSUED	FILE NAME: 925-01-001.DGN
					DATE: 5.11.2018
					DRAWING No.1 925-01-001
					AMDT No.1 .



**LEGEND**

- EXISTING ROAD PAVEMENT EXTENT
- EXISTING LOT BOUNDARY
- EXISTING GROUND CONTOURS
- PROPOSED EXTENT OF VEGETATION CLEARING
- PROPOSED COMPACTED 6m WIDE GRAVEL TRACK W/CENTRELINE
- PROPOSED SEALED 6m WIDE TRACK W/CENTRELINE
- PROPOSED UNLOCKED GATE LOCATION
- PROPOSED SIGN LOCATION

No.	DATE	BY	DESCRIPTION

SCALE:

A1 PAGE - SCALE 1 : 600  
A3 PAGE - SCALE 1 : 1200

DRAWN: B. FOSBERY

CHECKED:

APPROVED:

DESIGNED BY:  
CIVIL TECHNOLOGY  
CONSULTING CIVIL  
AND STRUCTURAL ENGINEERS

15 CHARLES STREET  
SOUTH PERTH W.A. 6151  
PH: (08) 9367 2533  
FAX: (08) 9367 8046

W.A.P.C. No.: 158108

**CORRIB KYLEMORE DEVELOPMENTS PTY LTD**

PROPOSED SUBDIVISION OF  
LOT 384 MARSHALL ROAD, ARGYLE  
SECONDARY ACCESS TRACK DESIGN  
SHIRE OF DONNYBROOK-BAL INGUP

FILE NAME: 925-01-ACCESS.DGN	DATE: 13.02.2020	DRAWING No. 1: 925-01-ACCESS	AMDT No. 1:
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**SCHEDULE OF SUBMISSIONS – AMENDMENT 11 TO LOCAL PLANNING SCHEME 7**

**Government Agency Responses:**

No.	Name & Address	Description of affected property	Summary of Submission	Officer comments	Recommendation
Government Agency Submissions					
1	MRWA	N/A	No objections	Note	Note
2	Department of Primary Industries and Regional Development	N/A	No objections		
3	Water Corporation	N/A	<p>Advises that there is no reticulated water or sewerage services available to the site.</p> <p>Services are expected to be serviced by roof water capture and on-site disposal</p>	Note. The rezoning amendment document contemplates the use of roof water capture for potable water supply.	Note
4	EPA	N/A	Considers that the proposed amendment should not be assessed under art IV Division 3 of the EPA Act and that it is not necessary to provide any advice or recommendations.	Note	Note
5	Department of Water and Environmental Regulation (DWER)	N/A	<p>Advises that: Site located within the Busselton-Capel Groundwater Area, proclaimed under the Rights in Water and Irrigation Act 1914.</p> <p>Located immediately north of a “Preston River and Tributaries”</p>	<p>Note</p> <p>Note</p>	<p>Note</p> <p>Note</p>

		<p>Stream (proclaimed).</p> <p>DWER seeks to ensure that groundwater and surface water resources including watercourses and downstream riparian values and protected from the impacts of development. Recommends that all development be planned and implemented to support protection of these proclaimed water resources.</p> <p>Management of groundwater from a change of land use should include measures to protect groundwater quality for people and or organisations that have a license to take and use the resource.</p> <p>Surface water runoff management from a change of land use should ensure that pollutants are appropriately managed, prior to discharging to the receiving surface and sub-surface environment.</p> <p><u>Water supply</u> The site is located within the Busselton Capel Groundwater Area, the Donnybrook Subarea, Leederville aquifer. This is fully allocated.</p> <p>The superficial and surficial aquifers in the Busselton-Capel Groundwater</p>	<p>Note. An Urban Water Management Plan will be prepared as part of the subdivision process.</p> <p>Note. Comments as above.</p> <p>Note. Comments as above.</p> <p>Note</p> <p>Note</p>	<p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p> <p>Note</p>
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		<p>Area are also restricted. Additional bore licenses (if issued) would place pressure on an already fully allocated aquifer.</p> <p>DWER has a preference for making alternative water supply arrangements.</p> <p>Recommends provision in Schedule 2 of LPS 7 to address water supply.</p> <p><u>Wastewater</u> Proposals are to be accompanied by sufficient detail to demonstrate the capability of the land to sustain the proposed land use being serviced by on-sit sewage disposal, without impacting on public health, amenity or the environment. The report submitted alludes to land capability (p13) but does not provide a land capability assessment.</p> <p>Given that the report describes topsoil and subsoil characteristics of as 40-60% sand content, there is a need to investigate further.</p> <p>The report notes that rural residential subdivision to the north and south supports on-site disposal, however the proposed density is higher.</p>	<p>Note. It has been outlined in proposed Amendment 11 that all dwelling will be supplied with rain water tanks for domestic purposes.</p> <p>Agree. It is recommended that a provision be inserted in Schedule 2.</p> <p>Agree. This is addressed by inclusion of a proposed provision in Schedule 2 requiring waste water sites to be identified. It is proposed to insert an additional provision in Schedule 2 to require a land capability assessment at the subdivision stage.</p> <p>Note</p> <p>Note. The proposed subdivision density is higher than the surrounding lots, however, it is still within the constraints of rural residential lots of LPS7.</p>	<p>Note.</p> <p>Agree.</p> <p>Agree.</p> <p>Note.</p> <p>Note.</p>
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			<p>The report suggests that separation distance from groundwater will be more than sufficient in order to satisfy the minimum requirements.</p> <p>Recommends a provision in Schedule 2 of LPS7 to require land capability assessment as a condition of subdivision.</p> <p>Additional Use – Reception Centre. A reception centre will require upgraded water and sewage facilities. These will need to be designed and implemented to support protection of the proclaimed water resource.</p>	<p>Note</p> <p>Agree. See above.</p> <p>Note. A reception centre has not been proposed.</p>	<p>Note.</p> <p>Agree.</p> <p>Note.</p>
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6	Health Department	N/A	<p>Advises that: Properties will need to have access to a sufficient supply of potable water and of a quality specified under the Australian Drinking Water Quality Guidelines 2004</p> <p>Additional information is required to ensure soils are suitable for on-site effluent disposal. This will require a winter 'site and soil evaluation'</p>	<p>Note. All properties will utilise roof water capture in rain water tanks for potable water supply</p> <p>Agree. An appropriate 'site and soil evaluation' will be undertaken at the structure plan/subdivision stage. A proposed modification to the provisions is suggested.</p>	<p>Note.</p> <p>Agree.</p>
7	DFES	N/A	<p>Advises that it restricts its comments and advice to matters associated with the Bushfire Management Plan and BAL Contour Map.</p> <p>In relation to the BAL contour map, advises that:</p> <ul style="list-style-type: none"> <li>• Additional information is required on the vegetation classification map to demonstrate compliance with the Guidelines</li> <li>• Additional information is required on the BAL contour map inputs to demonstrate compliance with the Guidelines with relation to separation distances, vegetation plots and mapping format</li> </ul>	<p>Note.</p> <p>Note. Additional information has been provided regarding the BAL contour Map, including a table outlining actual separation distances for each building envelope and photo points.</p>	<p>Note</p> <p>Note.</p>

			<p>In relation to compliance with Bushfire Protection Criteria advises that:</p> <ul style="list-style-type: none"> <li>• BAL contour map requires additional information prior to subsequent planning stages;</li> <li>• Siting and design considerations requires consideration prior to subsequent planning stages to ensure lots are maintained as low a threat;</li> <li>• Vehicular access does not comply. A secondary access is required. Marshall Road is essentially the only point of access.</li> <li>• Water does not meet the intent of Element 4. It is not accepted that the existing 50 000L tank can be used to satisfy this requirement. Consideration is required prior to subsequent planning stages.</li> </ul> <p>Recommend that the plan not be supported as modifications are required before support can be</p>	<p>Note. As above.</p> <p>Note. The future rural residential lots will be maintained as a low threat as per the Shire's Firebreak Order Booklet 2018/19.</p> <p>Agree. A secondary emergency access is required. There are alternate secondary access routes, which are legally available and are capable of being made physically available provided that clearing and pavement works are carried out, which can be imposed as a condition of development and/or subdivision approval.</p> <p>Agree. The installation of an additional water tank for use in bushfire events to account for the 18 additional lots brought about by the fact of the future subdivision can be made a requirement of subdivision and/or development approval for land with the proposed zone.</p> <p>Agree. The BMP can be supported subject to modifications, including resolution of a secondary emergency access. Detailed negotiation has</p>	<p>Note.</p> <p>Note.</p> <p>Agree.</p> <p>Agree.</p> <p>Agree.</p>
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			given.	occurred and a secondary road access arrangement agreed. It will be necessary to update the BMP.	
8	Parks and Wildlife Service	N/A	Notes that the proposed building envelopes be located to avoid development impacts on existing trees and that they are setback from the adjoining Boyanup State Forest to reduce bushfire threats.  Trusts that environmental planning issues including those not specifically referred to in this letter will be appropriately managed through the planning system.	Note  Note	Note.  Note.
Public Submissions					
9	Argyle Irishtown Bush Fire Brigade	N/A	Raise concerns regarding the Bushfire Management Plan has not taken into account: <ul style="list-style-type: none"> <li>Item 2.4 relating to vehicular access (two different vehicular access routes). The report fails to address that both exit directly onto a public road with a singular exit. This leaves potential residents vulnerable to a fire from a north easterly direction.</li> <li>Recognise that existing 53 residential lots are already at risk under these condition, believe more consideration should be given to provide a</li> </ul>	Agree. A secondary access is required.  Agree. A secondary emergency access is required to be provided.	Agree.  Agree.

			<p>genuine second exit for these lots.</p> <ul style="list-style-type: none"> <li>Item 2.5 relating to water supply. An additional 50 000L tank is required as a minimum of 1 tank per 25 lots is required. There is presently 1 tank servicing the existing 53 lots.</li> <li>Feel that it is irresponsible to expect the existing infrastructure to support the new lots in a fire event, noting that the existing tank is in an unfit condition (Serviced by PVC piping above ground).</li> </ul>	<p>Agree. An additional water tank is required to satisfy policy requirements.</p> <p>Agree. The Bushfire Management Plan be updated to acknowledge the need to upgrade existing water supply</p>	<p>Agree.</p> <p>Agree.</p>
10	Ms Louise Wright	133 Marshall Road, Argyle	<p>Raises a number of concerns/questions regarding:</p> <ul style="list-style-type: none"> <li>Access limited to one real exit from Marshall Road. Having lived in the locality for 20 years, there have been two fire events. In both instances, if the fires had not been contained, the exit to the SW Hwy would have been blocked.</li> <li>Traffic volumes. The entrance onto SW Hwy is dangerous and will</li> </ul>	<p>Note. The proposed Amendment 11 will increase traffic by approximately 150 vehicles per day. MRWA raises no objections to the functioning of the intersection with the South Western Hwy.</p> <p>Note. See above.</p>	<p>Note.</p> <p>Note.</p>

			<p>increasingly be so with growth in trips from Greenbushes with the opening up of the lithium mine. The intersection is at a bend where vehicles are looking to overtake before the end of the overtaking lane.</p> <ul style="list-style-type: none"> <li>• Pick up and drop off of children including school bus movements. Buses stop in the slip lane which is designed for turning. Parents often park on the opposite side of the intersection waiting for school drop off. This makes the intersection unsafe.</li> <li>• Many existing landowners rely on a bore (in addition to a rainwater tank). Increasing the number of lots will have impacts on the surrounding water table.</li> </ul>	<p>Disagree. This is a pre-existing issue that must be addressed by Main Roads (and the Department of Education) and is an issue that is not generated by the proposed amendment.</p> <p>Note. Future landowners will be required to apply to DWER for a permit to install a bore to access groundwater. Approval of such an application will be at the discretion of DWER. DWER has provided advice on this matter.</p>	<p>Disagree.</p> <p>Note.</p>
11	Mr Tony and Ms Gail Doherty	228 Marshall Road, Argyle	<p>Raises concerns regarding:</p> <ul style="list-style-type: none"> <li>• The proposed development will increase the number of lots by 36%. Traffic to and from the estate will be expected to increase by about the same extent. The junction of SW Hwy/Marshall</li> </ul>	<p>Note. See above comments on traffic generation resulting from the amendment land. In relation to heavy vehicles, this is a pre-existing issue and relates to bad driving habits. There is currently a slip lane for both directions to turn onto Marshall Road from South Western Highway. The slip lanes were delineated mid-2014. The Proponent</p>	<p>Note.</p>

			<p>Road is already dangerous. The intersection at this point includes an overtaking lane and a slip lane. Heavy vehicles (fully loaded) are often not in their lane and this leaves no room for error.</p> <ul style="list-style-type: none"> <li>• Turning right from Marshall Road onto the highway is problematic given the limited visibility and the steep curved bend.</li> <li>• Understand that the SW Hwy between Boyanup and Donnybrook presently carries 8000 vehicles per day. This is expected to increase to 11000 within 3 years. The composition of the traffic will also change with increasing numbers of heavy haulage vehicles exacerbating problems. The existing intersection will need to be upgraded.</li> <li>• Increased risk of erosion. Residents are required to put in firebreaks on the boundaries of their blocks. Rain soon after ploughing has resulted in significant</li> </ul>	<p>cannot feasibly improve the intersection any more considering the existing horizontal alignment of the highway which incorporates a bend in the relevant location.</p> <p>Note. The proposed Amendment 11 will increase traffic by approximately 150 vehicles per day, not 3000. There is no evidence of a projected increase to 11000 vehicles per day. In all events, a traffic study will be provided at the structure plan stage as the Shire requires.</p> <p>Note. See above.</p> <p>Note. The existing land use is agricultural and can involve ploughing. However, proposed Amendment 11 involves changing the land use from agricultural to rural residential. With this being the case, broad scale ploughing will be much less likely after the fact of rezoning.</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p>
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			<p>erosion of topsoil at the top end of Marshall Road. New blocks will add significantly to this problem.</p> <ul style="list-style-type: none"> <li>Any effort to ameliorate these concerns will be appreciated.</li> </ul>	<p>In comparison, the 2 metre-wide firebreaks required by the Local Government under Section 33 (1) of the Bush Fire Act and the Guidelines for Planning in Bushfire Prone Areas will more than likely be less conducive to erosion than the current use of the land.</p> <p>The proposal may also bring about a reduction in erosion by way of the construction of dwellings, the planting of associated gardens, and general maintenance of the land by future owners. An increase in residents will more than likely increase the awareness of erosion impacts and increase the likelihood of local mitigation being undertaken.</p> <p>Note.</p>	Note.
12	Ms Sandra J Fussell	12 Stempel Nook Argyle	<p>Raises concerns as follows:</p> <ul style="list-style-type: none"> <li>The proposal will create lots ½ the size of existing all using one access point (Marshall Road/SW Hwy intersection)</li> <li>Traffic expected to increase to 11000 vehicles per day in 3 years. Using the intersection is problematic/dangerous due to the speed, limited visibility and the steep curved bend.</li> </ul>	<p>Note. The density proposed is compliant with clause 4.52.3.1 (iii) of the LPS 7. Clause 4.52.3.1 (v) of LPS 7 includes the possibility for lots down to 0.5ha in area. In relation to access, it will be necessary to provide an emergency secondary access to comply with SPP 3.7 relating to standards for Bushfire Management Plans.</p> <p>Note. The proposed Amendment 11 will increase traffic by approximately 150 vehicles per day. MRWA raised no objections to the safety of the intersection.</p>	<p>Note.</p> <p>Note.</p>

			<ul style="list-style-type: none"> <li>Erosion and degradation. Fire regulations require the creation of 2m wide 4m high cleared firebreaks. Significant erosion is evident in sections of the locality. New blocks will add significantly to erosion</li> <li>Lack of egress in the event of a fire. Development of this property will remove a secondary emergency egress that blocks along Stempel Nook depend on.</li> <li>Concerned about the potential loss of indigenous local tree canopy. It would be better to retain these in open space.</li> <li>In other areas (Mt Wilson NSW Blue Mountains the community requires all inhabitants to complete basic fire and fire mitigation training as soon as they establish home ownership.</li> </ul>	<p>Note. Please refer comments on erosion above. In order to increase awareness of potential firebreak erosion for future landowners, the Proponent will amend the Bushfire Management Plan to make reference to the Department of Fire and Emergency Services' <i>A Guide to Constructing and Maintaining Fire-breaks</i> which provides advice on how to manage erosion of firebreaks.</p> <p>Note. The proposed subdivision layout will increase the permeability of Stempel Nook by removing the cul-de-sac end and connecting it through to Marshall Road.</p> <p>Note. The proposed Amendment 11 indicates that the remnant vegetation (situated within proposed Lot 209 and 210) is to be retained. There is very little clearing proposed and most vegetation marked for clearing for bushfire control and subdivision purposes are generally not indigenous.</p> <p>Note. All future landowners will be provided with an approved bushfire management plan for the area and this will include details on how residents can procure basic fire and mitigation training. Neither the proponent nor the Shire can force future landowners to undertake this training.</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p> <p>Note.</p>
13	Ms Hilary Cambell and	364 Marshall road, Argyle	Considered the proposal in the context of whether it will enhance or		



	Mr Des Hulm		<p>detract from the existing community. On the positive side, it will bring new people to the neighbourhood. However, the proposal also raises concerns regarding:</p> <ul style="list-style-type: none"> <li>• Clause 67 of the Planning and Development (Local Planning Schemes) Regulations 2015 requires local governments to consider impacts on amenity of the locality, environmental impacts, character and social impacts. The community living in the existing development have formed themselves into a harmonious and cohesive group who support each other during good and bad times, regularly socialise and have a closed group Facebook page. Further development will have a negative impact on the character of the area and the existing community.</li> <li>• Current residents purchased their properties accepting the knowledge that the blocks are lifestyle blocks and cannot be subdivided. Some residents purchased because of these facts. The</li> </ul>	<p>Note. The proposal represents the completion of an existing rural residential estate. The density is higher than surrounding, however, the impacts on amenity and environmental values can be addressed during the structure plan, subdivision and development stages.</p> <p>Note. There are numerous reasons why people decide to live in a locality and these reasons may change over time. The changes were introduced by LPS7 which was advertised in accordance with regulations.</p>	<p>Note.</p> <p>Note.</p>
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			<p>community has followed these rules and built their lives around the shire regulations and caused nobody any trouble. The fact that the State Government changed the regulations does not mean all blocks need to be the minimum size.</p> <ul style="list-style-type: none"> <li>• The proposed lot sizes do not need to be the minimum lot size allowed. The proposal seeks to create lots ½ the size of existing.</li> <li>• Further, there is no evidence that improvements and upgrades will be made to current infrastructure.</li> <li>• Introducing 19 extra families into an area with one exit is a dangerous situation and a recipe for disaster.</li> <li>• Regulation 67 (t) requires consideration of impacts on traffic generated by development and having regard to capacity of the road system and probable effects</li> </ul>	<p>Note. The proposal does not intend to create all lots to the minimum size allowed. A variety of lot sizes are proposed.</p> <p>Note. As outlined in the proposed amendment report, the portion of Marshall Road that is currently comprised gravel will be upgraded as necessary at the subdivision stage. Any other necessary improvements or upgrades that are generated by the development will be conditioned as part of the subdivision process.</p> <p>Agree. A secondary emergency access is required to be provided.</p> <p>Note. See above. Further, it is noted that MRWA is satisfied with the capacity and functioning of the intersection with the South Western Highway. The existing road network has suitable capacity to accommodate an additional 150 daily vehicle trips.</p>	<p>Note.</p> <p>Note.</p> <p>Agree.</p> <p>Note.</p>
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			<p>on traffic flow and safety.</p> <ul style="list-style-type: none"> <li>The new regulations regarding subdivision may cause some friction and upset in the area. Residents built their homes honouring the regulations that informed them that subdivision of their blocks was not allowed. To change this now will cause dissent between neighbours, where some people will have subdivision opportunities and others won't. It could see the area becoming an overcrowded suburb of nowhere.</li> <li>Once again the lack of infrastructure could not handle the increase. It could turn a harmonious and caring community where all feel included and equal into a place where people feel disappointed and let down.</li> <li>Suggest a change to allow lifestyle blocks of 2ha or larger to protect the safety and sense of community as best as possible.</li> </ul>	<p>Note. Historically, the Shire's Town Planning Scheme 4 (included by Amendment 8) prevented further subdivision of the area immediately north of the Subject Land. The introduction of LPS7 changed the standards for all rural residential zoned land outside the boundaries of SCA4. The density proposed in Amendment 11 is one that will produce lifestyle blocks similar in size to those lots in the area and which are above the minimum size.</p> <p>The density proposed is compliant with clause 4.52.3.1 (iii) of the LPS 7. Clause 4.52.3.1 (v) of LPS 7 includes the possibility for lots down to 0.5ha in area. The Proponent decided against this size in order to maintain the character of the area.</p> <p>Note. Please refer to comments above regarding infrastructure upgrades.</p> <p>Note. However, clause 3.3.2(v) of LPS7 calls for a variety of lots. The subdivision into 1ha sized lots will satisfy the objective of LPS7.</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p>
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			<ul style="list-style-type: none"><li>As members of the local bush fire brigade we have very serious concerns regarding the safety and emergency access. Adding extra homes without upgrading roads and access is dangerous and places all at risk.</li></ul>	Agree. A secondary emergency access is required to comply with SPP 3.7.	Agree.
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14	CB and C McLoughry	PO Box 293 Donnybrook	<p>Has a number of concerns. In summary, these are related to block sizes, access and egress, amount of traffic, environmental impacts to flora and fauna, bush fires, soil erosion, flooding, land degradation, power....</p> <p><u>Original Subdivision Design Amendment 8</u> This came with a no subdivision clause. Most dwellings were built with knowing this so were never offset to allow space for subdivision.</p> <p>Object to the size of the proposed lots as it is not consistent with the original intent of the area.</p> <p>Raises questions about:</p> <ol style="list-style-type: none"> <li>1) why the State Government is going back on its original plan for the area.</li> <li>2) Why there was a lack of communication in regards to further lot sizes/subdivision in reference to</li> </ol>	<p>Note.</p> <p>Note. The Subject Land is not included in Amendment 8. The density proposed in Amendment 11 is one that will produce lifestyle blocks similar to those lots in the area and is above the minimum size. Also see comments provided above.</p> <p>Note. Please refer above to previous comments.</p> <p>Note. This submission is directed to administrative rather than planning issues. The change in position by the State Government is to ensure a more efficient use of rural residential land.</p> <p>Disagree. Amendment 8 related to a previous town planning scheme 4. LPS7 was advertised in accordance with the planning regulations that set standards for advertising. This proposal has been advertised in accordance with the planning regulations to ensure public</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p> <p>Note.</p> <p>Disagree.</p>
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			<p>Amendment 8</p> <p><u>Safe access to Marshall Road</u> Traffic will increase from 8000 to 11000 vehicles per day in three years with larger haulage vehicles exacerbating the current problems.</p> <p>Increasing the lot yield by 19 will increase the problem.</p> <p>Raises question about what changes to the intersection to accommodate new development.</p> <p><u>Lack of egress in the event of a fire</u> Potential to lose informal secondary emergency access which has verbal agreement with landowner.</p> <p>Raises question about considerations made for if a fire event does occur.</p> <p><u>Service and Utilities</u> Current services and</p>	<p>comments.</p> <p>Note. The proposed Amendment 11 will increase traffic by approximately 150 vehicle movements per day. Further, MRWA has assessed the amendment and is satisfied with the functioning of the intersection. Wider traffic increases generated outside the proposed amendment will require MRWA to review the safety and functioning of the intersection section with South Western Highway as traffic volumes increases.</p> <p>Note. However, this is marginal and likely to increase traffic movements by approximately 150 vehicle movements per day.</p> <p>Note. MRWA has reviewed the amendment and has concluded that the existing intersection treatment is satisfactory. Any wider increased traffic flows generated outside the estate may require a review by MRWA if it considers that the intersection is no longer functioning to a satisfactory standard.</p> <p>Agree in part. A secondary emergency access is required. Proposed Amendment 11 will bring about a gazetted road reserve(s) which will increase legal permeability within the locality and negates the need for a verbal agreement between landowners.</p> <p>Note. See above.</p> <p>Note. Future subdivision will require connection to services and utilities. If existing services do not have capacity to</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p> <p>Agree in part.</p> <p>Note.</p> <p>Note.</p>
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			<p>utilities are presently at best unreliable. Bad phone lines, power load, no water, ground water dropping.</p> <p><u>Erosion and flooding</u> New legislation specifies that all clearing of native vegetation will require a permit. In assessing permits, it is necessary to take into account:</p> <ul style="list-style-type: none"> <li>• Biological value</li> <li>• Potential impacts on water sources and drainage</li> <li>• Existence of rare flora and threatened ecological communities;</li> <li>• Likely land degradation impacts</li> <li>• Nearby Forrest is a gazetted disease risk area.</li> </ul> <p>To comply with bushfire regulations, it is necessary to install fire breaks. This will increase potential for erosion which is evident on sections of Marshall Road. Raises question about what considerations are going to be made for drainage and</p>	<p>accommodate the new development, it will be necessary to contribute to upgrading infrastructure to ensure new lots are suitably serviced.</p> <p>Note. The proposal involves minimal clearing of native vegetation. The quantum of clearing involved would not require permits as it would be exempt by either Schedule 6 of the Environmental Protection Act 1986 of the associated Environmental Protection (Clearing of Native Vegetation) Regulations 2004.</p> <p>Note. An Urban Water Management Plan will be produced as part of the future subdivision that will address the drainage and erosion issues during construction of proposed subdivision works</p>	<p>Note.</p> <p>Note.</p>
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		<p>erosion to stop flooding and current wash outs.</p> <p><u>Fauna and Flora</u> Believe the design could be modified to further minimise disturbance/impact on magnificent natural flora. Existing vegetation could be retained in open space.</p>	<p>Note. The proposed Amendment 11 indicated the remnant vegetation (situated within proposed Lot 209 and 210) is to be retained. All vegetation that is proposed for clearing is indicated on the BAL contour map. No significant remnant vegetation is proposed to be cleared.</p>	Note.
		<p>Raises question about what consideration is going to be made for the local fauna and flora found in the area which may be deteriorated by the influx of residences and domestic pets.</p>	<p>Note. Assessment of the significance of the damage to the native fauna and flora will be part of the Structure Plan process as outlined at Clause 1.2 (c). It is unlikely that the introduction of 18 more lots into the area would pose any more stress on fauna as what has clearly already occurred by the creation of the existing rural residential lots in the general precinct.</p>	Note.
		<p>Provides additional information that Fauna species recorded in the Donnybrook Balingup area include 56 species of bird, 8 amphibians, 26 mammals, 7 fish and 23 reptile species. Many require continuous corridors of dense vegetation to move throughout the landscape.</p>	<p>Note. The comments raised are general in nature and have limited relevance to the subject land which is generally cleared.</p>	Note.



			<p>Based on data from the government agencies, there are five species of threatened and priority fauna that have been recorded or sighted throughout the Shire. These are:</p> <ul style="list-style-type: none"> <li>• Chuditch (carnivorous marsupial)</li> <li>• Western Ringtail Possum</li> <li>• Water Rat</li> <li>• Quenda</li> <li>• Brush tailed phascogale.</li> </ul> <p>The continued presence of these species is dependent on the connectivity throughout the landscape.</p> <p>There is also a local mob of kangaroos that will be dispersed and may cause havoc.</p> <p>Tree hollows are a vital to breeding of birds, including red tailed and white tailed cockatoos, along with raptors, owls and wedge tail eagles.</p>	<p>Note. The land has been mostly cleared of all remnant vegetation and as a general comment the land does not provide currently any dense corridors of vegetation for flora and fauna movement.</p> <p>Note. The kangaroos have access to the adjoining State Forest. The existing agricultural use of the Subject Land conflicts with the presence of the kangaroos and the subdivision does not increase the conflict.</p> <p>Note. A minimal amount of clearing is proposed for bushfire risk aversion purposes. The majority of the vegetation proposed to clear comprises an existing fruit tree orchard, which do not generally provide tree hollows for native fauna.</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p>
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15	Ms Merrin Lowe	160 Marshall Road, Argyle	<p>Do not object to the amendment, however, do have significant concerns that need to be considered as follows:</p> <p><u>Safety</u> This in relation to two areas – emergency fire egress arrangements and traffic movements at the intersection of Marshall Road and SW Hwy.</p> <p>In relation to fire egress, consideration is needed for a second exit for lots on the north east;</p> <p>In relation to the intersection of Marshall Road and SW Hwy, this intersection is in a 110km speed zone, on a bend and used by many passing heavy haulage vehicles. Added to this, the volume of traffic using this road is expected to significantly increase.</p>	<p>Note. A secondary emergency access is required to satisfy SPP 3.7 and guidelines.</p> <p>Note. See above.</p> <p>Note. The proposed Amendment 11 may increase traffic by approximately 150 vehicles per day. MRWA raises no objections to the functioning of the intersection. If in the future, due to increased external traffic using the South Western Highway, MRWA will need to review the intersection treatment.</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p>
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			<p><u>Amenity</u> The existing area comprises of predominantly 2ha properties. The new development will vary in size from 1ha to 1.25ha. It is felt that this will have a negative impact on the current character and will not be keeping with the current surrounds. The design will create three properties adjoining our rear fence line which will reduce amenity and lifestyle.</p> <p>The sizes proposed are not compatible with the adjoining land. There is potential for a significant amount of built form, including dwellings, sheds and water tanks that would impact negatively on the appearance of the area. Specific attention to lots 209 to 212 which have narrow widths (49m to 60m). This will create long skinny blocks with tight building envelopes and potential for unsightly bulk and built form adjacent to one another.</p> <p>Suggests that creating</p>	<p>Note. The proposed lot sizes are below the existing surrounding density. However, the proposed lots are consistent with that allowed under LPS7. Further, in the future there is potential for existing surrounding lots to be subdivided to a density similar to that proposed.</p> <p>Note. See above. It is also noted that detailed lot design can be refined as part of future structure planning and subdivision design.</p> <p>Note. See above. Noted.</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p>
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			<p>larger, wider blocks along the southern part of the development would be allow for greater distances between building envelopes. This would enable the design to better blend with the existing feel and look of the area.</p> <p><u>Privacy</u> The development will mean that an additional three lots will adjoin our rear fence line. We chose our property for the rural feel. This proposed arrangement will detract from that.</p> <p>Further, the proposed building envelopes of Lots 209 and 210 are close to our existing home. This will reduce our privacy, add to visual intrusion and also create potential for noise to carry. Given the design, a number of proposed new building sites will have a direct line of sight into the living areas of our building.</p> <p>Suggests that the building envelopes of Lots 209 and</p>	<p>Note. There is potential to either redesign these lots to minimise impacts or require landscaping treatments for screening. This detail can be addressed at the structure plan or subdivision design stage.</p> <p>Note. See above.</p> <p>Note. See above.</p>	<p>Note.</p> <p>Note.</p>
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		<p>210 be moved further away.</p> <p><u>Landscape</u> The existing lot has a significant amount of cleared land. With additional clearing proposed, there is potential for the built form to dominate with an unsightly array of houses, tanks and sheds on barren land.</p> <p>Consideration needs to be given to ensure the landscape of the new lot matches with the surrounding streetscape.</p> <p><u>Drainage</u> At present, our property receives a substantial amount of water flowing down the hill from Lot 384. Concern is raised about increased potential due to hard stand and built form increasing flows, is not correctly constructed.</p> <p>Consideration needs to be given to drainage and water flow to ensure that our home is not subject to an inundation of water or</p>	<p>Note. See above.</p> <p>Note. See above.</p> <p>Note. Detailed drainage issues will be addressed through the subdivision process which requires an urban water management plan.</p> <p>Note. An Urban Water Management Plan will be produced as part of the subdivision process that will have to be approved by the Local Government in order to finalise the subdivision.</p>	<p>Note.</p> <p>Note.</p> <p>Note.</p> <p>Note.</p>
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			flooding.	As it is currently, Lot 384 does not have any systems in place to manage water flow (i.e. it flows naturally across the surface on Lot 384). With the introduction of water management techniques as part of implementation of a UWMP, there will not be an increase in offsite surface water flows.	
Follow up submissions regarding resolution of secondary road access to the estate					
16	DFES	n/a	Advises that it is not possible to comment on the alternative road access without support from MRWA.	Note. Following further negotiation, DFES has agreed to a secondary emergency access that does not require support of MRWA. DFES advises that all other technical matters relating to the BMP can be addressed by updated the BMP.	Note
17	MRWA	n/a	Does not support alternative emergency access options that rely on direct access to the South Western Highway. MRWA would support an access that provides direct access onto a secondary road (Billinghurst Road)	Note. see comments above. MRWA has been part of detailed negotiations and raises no issues with a secondary access that does not increase the number of intersections along the South Western Highway. The proposed new access connects directly with Billinghurst Road.	Note.

1

DAVIES Paul (Con) <paul.davies@mainroads.wa.gov.au>  
Tuesday, 5 February 2019 1:07 PM  
Bob Wallin  
NAUDE Daniel (RCPM)  
Subject: Proposed Amendment 11 Balingup Local Planning Scheme No 7 Rezoning Lot 384  
Marshall Road Argyle

Hi Bob

I refer to your correspondence of 30 January 2019 and advise that Main Roads has no objection to the proposed scheme amendment.

If you have any queries please phone Daniel Naude

Regards Paul Davies

For Daniel Naude  
Road Corridor Planning Manager  
Metropolitan and Southern Regions / South West  
p: 08 9724 5724 | m: 0418931078  
w: www.mainroads.wa.gov.au

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Department of  
Primary Industries and  
Regional Development

2

SHIRE OF DONNYBROOK-BALINGUP <b>RECEIVED</b> 26 FEB 2019
Record No: <b>IPA68859</b>
File No: <b>TP 17 AMD 11</b>
Officer: <b>BW</b>
X Ref:
Corresps:
Signed Off:

Your reference: TP17 AMD11  
Our reference: LUP 540  
Enquiries: Leon van Wyk

Bob Wallin  
Principal Planner  
Shire of Donnybrook-Balingup  
PO Box 94  
DONNYBROOK WA 6239  
[shire@donnybrook.wa.gov.au](mailto:shire@donnybrook.wa.gov.au)

20 February 2019

Dear Bob

**COMMENT: REQUEST FOR COMMENTS ON AMENDMENT 11 TO SHIRE OF DONNYBROOK-BALINGUP LOCAL PLANNING SCHEME NO 7**

Thank you for the opportunity to comment on the proposed rezoning of Lot 384 Marshall Road, Argyle from 'General Agriculture' to 'Rural Residential'.

The Department of Primary Industries and Regional Development (DPIRD) does not object to the proposed rezoning of the abovementioned lot from 'General Agriculture' to 'Rural Residential' as this area has been previously identified for this purpose in the WAPC approved Shire of Donnybrook-Balingup Local Planning Strategy.

I trust these comments inform your decision on this matter. If you have any queries regarding the comments, please contact Leon van Wyk at (08) 9780 6171 or [leon.vanwyk@dpird.wa.gov.au](mailto:leon.vanwyk@dpird.wa.gov.au).

Yours sincerely

Neil Guise  
DIRECTOR  
BUSINESS DEVELOPMENT

1 Verschuer Place, Bunbury WA 6230  
PO Box 1231 Bunbury WA 6231  
[enquiries@dpird.wa.gov.au](mailto:enquiries@dpird.wa.gov.au)  
**dpird.wa.gov.au**

Telephone +61 (0)8 9780 6100 Facsimile +61 (0)8 9780 6136

ABN: 18 951 343 745



Development Services 629 Newcastle Street Leederville WA 6007 PO Box 100 Leederville WA 6902 T (08) 9420 2099 F (08) 9420 3193



Your Ref: TP 17 AMD 11
Our Ref: JT1 2011 00795 V01 - TPS359332
Enquiries: Ross Crockett
Direct Tel: 9420 2013

5th February 2019

Shire Of Donnybrook-Balingup
P.O. BOX 94
DONNYBROOK WA 6239

Attention of: Bob Wallin

Re: Shire of Donnybrook-Balingup - L.P.S. No.7 Amendment No.11

Thank you for your letter dated 30th January 2019. We offer the following comments in regard to this proposal.

Water and Wastewater

Reticulated water and sewerage services are currently unavailable to the subject land.

Services are expected to be roof Water capture and Sewer on-site disposal.

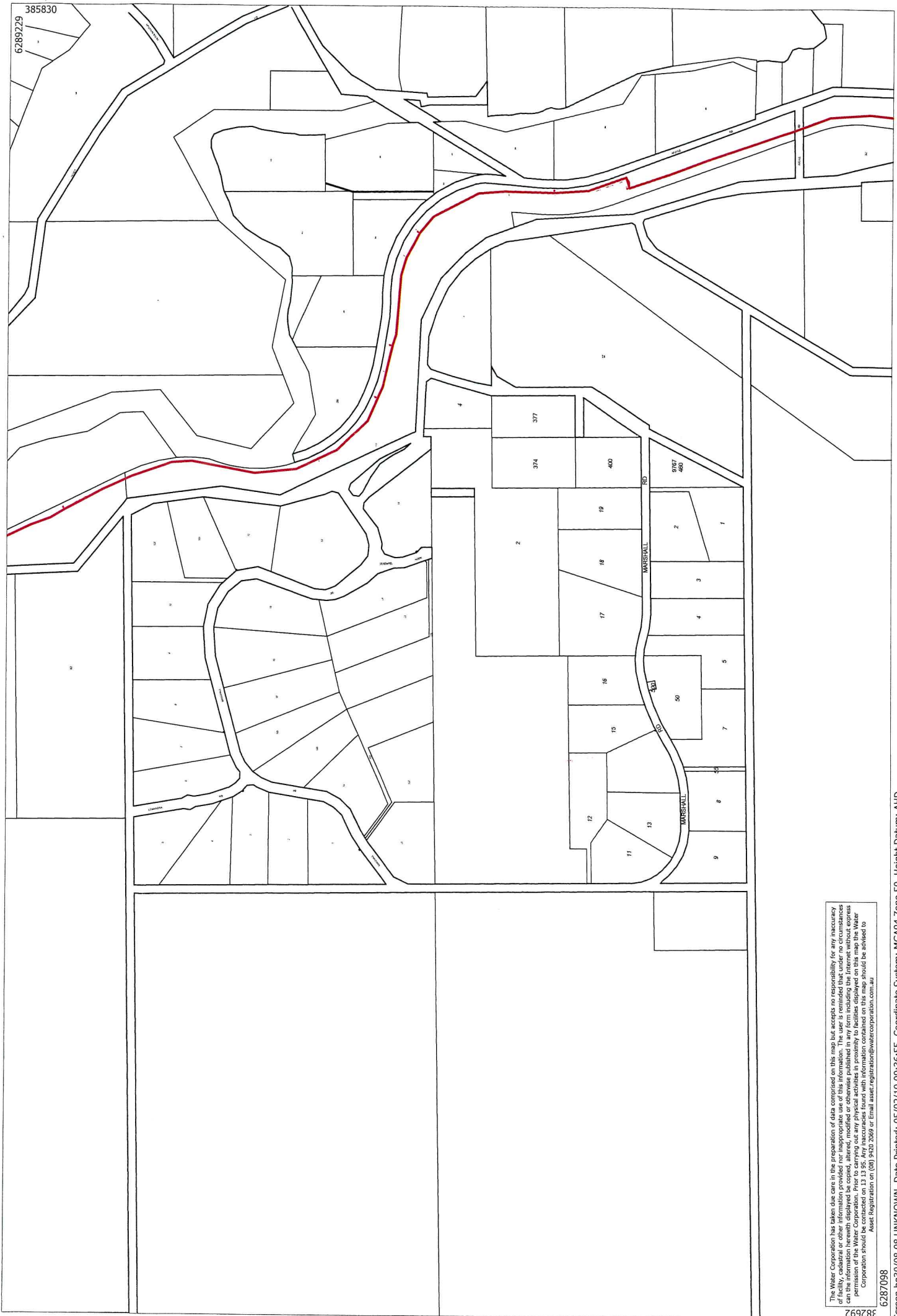
Should you have any queries or require further clarification on any of the above issues, please do not hesitate to contact the Enquiries Officer.

[Handwritten signature]

Ross Crockett
Development Planner
Land Planning
Assets Planning Group

SHIRE OF DONNYBROOK BALINGUP RECEIVED - 8 FEB 2019
Record No: 1PA68654
File No: JP17 AMD11
Officer: BW
X Ref:
Corresps:
Signed Off:

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# Environmental Protection Authority

SHIRE OF DONNYBROOK BALINGUP RECEIVED
16 JAN 2019
Record No: 10068271
File No: TP 17 AMO 11
Officer: BW/KH
X Ref:
Corresps:
Signed Off:

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

Our Ref: CMS17537  
 Enquiries: Angela Coletti, 6364 7600  
 Email: Angela.Coletti@dwer.wa.gov.au

Dear Mr Rose

**DECISION UNDER SECTION 48A(1)(a)  
 Environmental Protection Act 1986**

**SCHEME:** Shire of Donnybrook-Balingup - Local Planning Scheme 7 - Amendment 11  
**LOCATION:** Lot 384 Marshall Road, Argyle  
**RESPONSIBLE AUTHORITY:** Shire of Donnybrook-Balingup  
**DECISION:** Referral Examined, Preliminary Investigations and Inquiries Conducted. Scheme Amendment Not to be Assessed Under Part IV of EP Act. No Advice Given. (Not Appealable)

Thank you for referring the above scheme to the Environmental Protection Authority (EPA).

After consideration of the information provided by you, the EPA considers that the proposed scheme should not be assessed under Part IV Division 3 of the *Environmental Protection Act 1986* (EP Act) and that it is not necessary to provide any advice or recommendations.

Please note the following:

- For the purposes of Part IV of the EP Act, the scheme is defined as an assessed scheme. In relation to the implementation of the scheme, please note the requirements of Part IV Division 4 of the EP Act.

- There is no appeal right in respect of the EPA's decision to not assess the scheme.

Yours sincerely



**Hans Jacob**  
**Delegate of the Environmental Protection Authority**  
A/Executive Director  
EPA Services

11 January 2019

**Bob Wallin**

**From:** Brendan Kelly <brendan.kelly@dwer.wa.gov.au>  
**Sent:** Wednesday, 13 March 2019 5:01 PM  
**To:** Shire  
**Cc:** Bob Wallin  
**Subject:** Amendment 11 - Shire of Donnybrook-Balingup Local Planning Scheme No. 7

13<sup>th</sup> March 2019

Our Reference: PA25135, DWERT51~21

Your Reference: TPS7, Amendment 11

To: Shire of Donnybrook-Balingup

From: Department of Water and Environmental Regulation

Attention: Bob Wallin

RE: Amendment 11 - Shire of Donnybrook-Balingup Local Planning Scheme No. 7

Thank you for referring this proposed amendment to the Department of Water and Environmental Regulation (DWER) for comment, including the documentation:

*'Shire of Donnybrook-Balingup Local Planning Scheme No. 7 Amendment No. 11 Omnibus Amendment, Civil Technology, November 2018' (Civil).*

The Shire of Donnybrook-Balingup (Sh.D-B) has advised that the amendment, seeks to:

- a) amend the scheme map by zoning Lot 384 Marshall Road, Argyle from "General Agriculture" to "Rural Residential",
- b) remove Lot 384 from "Development Investigation Area 1", and
- c) incorporate provisions within Schedule 2 of the Scheme text that address subdivision and development standards, land use and points of discretion

➤ **STATUTORY SETTING**

Lot 384 Marshall Road, Argyle (Lot 384) is located within the Busselton-Capel Groundwater Area, proclaimed under the *'Rights in Water and Irrigation Act 1914'* (RiWI).

In addition, Lot 384 is located immediately due north of a 'Preston River & Tributaries' stream, also proclaimed under RiWI.

DWER seeks to ensure that groundwater and surface water resources, including watercourses and downstream riparian values and/or resource users, are protected from the impacts of development.

In assessing the proposed amendment, it is recommended that all associated development be planned and implemented to support protection of these proclaimed water resources.

Management of groundwater areas from a change of land use should include measures to protect groundwater quality for people and/or organisations that have a license to take and use the resource.

Surface water runoff management from a change of land use should ensure that pollutants are appropriately managed, prior to discharging to the receiving surface and/or sub-surface environment.

## ➤ DISCUSSION

DWER has identified that 'Amendment 11 - Shire of Donnybrook-Balingup Local Planning Scheme No. 7' has the potential for impact on water resource values and management.

The Civic report (p.5, 4.7) states that neither a reticulated water (supply) nor a reticulated sewerage service (wastewater) is available in the locality.

Specifically, consideration will need to be given early in the planning process to water supply and wastewater management.

### ○ Water Supply

Lot 384 is within the Busselton-Capel Groundwater Area, in the Donnybrook Subarea, Leederville aquifer, which is fully allocated.

The superficial and surficial aquifers in the Busselton-Capel Groundwater Area are also restricted.

As such, the potential subdivision of Lot 384 into 19 lots, if each lot owner was to apply for and gain a bore licence, would place pressure on an already fully allocated aquifer.

Whereas new landowners may apply for a groundwater licence for stock, domestic and garden use, DWER's preference is that the proponents of the subdivision make alternative arrangements for water supply.

**RECOMMENDATION: It is recommended that if subdivision at the density indicated in the Civic report is to occur, the Sh.D-B incorporates strong provisions within Schedule 2 (Rural Residential - Additional Requirements) of its Local Planning Scheme text to address the matter of water supply.**

### ○ Wastewater

Lot 384 does not / will not incorporate a reticulated sewerage service and therefore the draft 'Government Sewerage Policy 2016' (GSP) will apply.

Any application to rezone land through a local planning scheme amendment and any local structure plan should be accompanied by detail sufficient to demonstrate the capability of the land to sustain the proposed land use being serviced by on-site sewage disposal, without impacting on public health, amenity or the environment.

Whereas the Civic report alludes to land capability (p.13) it does not provide a land capability assessment, which would normally include a site and soil evaluation.

Given that the Civic report (p.4, Table 1) describes the topsoil and subsoil characteristics of Lot 384 as 40-60% sand content, there is reason to question the site's capacity to accommodate on-site sewage disposal.

This is of particularly note, given the higher density proposed for Lot 384 and the potential impact from on-site sewage disposal systems on down-gradient values, e.g. public health, amenity or the environment.

It is noteworthy that the Civic report (p.13) states that rural-residential subdivision of land to the north and south of the Lot 384 supports on-site effluent disposal systems.

Civic suggests that the separation distance from groundwater will be more than sufficient in order to satisfy the minimum requirements for on-site sewage disposal on Lot 384.

It is worth mentioning that the lots to the north and south of Lot 384 are larger and the development less dense than is proposed by this amendment.

**RECOMMENDATION: DWER recommends that conditions incorporating the application of the GSP be inserted into Schedule 2 (Rural Residential - Additional Requirements) of its Local Planning Scheme text and that a land capability assessment be a condition of any sub division proposal.**

Please contact this office for any inquiries.

**Brendan Kelly**  
Senior Natural Resource Management Officer  
Department of Water & Environmental Regulation,  
Planning Advice, South West Region  
Telephone: 08 97264194 | Mobile: 0407219515  
Email: [brendan.kelly@dwer.wa.gov.au](mailto:brendan.kelly@dwer.wa.gov.au)

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**Bob Wallin**

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**From:** Brendan Kelly <brendan.kelly@dwer.wa.gov.au>  
**Sent:** Thursday, 14 March 2019 3:49 PM  
**To:** Bob Wallin  
**Subject:** Request for advice on proposed wedding venue at Lot 3 Charlton Road, Lowden

14<sup>th</sup> March 2019

Our Reference: PA25441, DWERT51~22

Your Reference: A2496

To: Shire of Donnybrook-Balingup

From: Department of Water and Environmental Regulation

Attention: Bob Wallin

Re: Request for advice on proposed wedding venue at Lot 3 Charlton Road, Lowden

Dear Bob,

The Shire of Donnybrook-Balingup has referred a request to consider a wedding reception venue at Lot 3 Charlton Road Lowden (Lot 3) to the Department of Water and Environmental Regulation's (DWER) for comment.

It is understood the proposal will require an amendment to the Shire's Local Planning Scheme No. 7 (LPS)

The amendment would likely prescribe an additional land use, being a use that is permitted on a specific portion of land, in addition to the uses already permissible in that zone that applies to the land.

In this case the land is zoned 'Priority Agriculture' and a 'reception centre' (premises used for functions on formal or ceremonial occasions but not for un-hosted use for general entertainment purposes) is listed as a use (X) not permitted by the LPS.

With respect to DWER's position on an amendment to the LPS, vis-à-vis any potential land use conflict, DWER does not have a position.

However, in context of its legislation, the following should be considered by the Shire in its assessment of the proposal.

Lot 3 is located immediately between two streams of the 'Preston River & Tributaries', proclaimed under the *'Rights in Water and Irrigation Act 1914'* (RiWI).

Although the stream running through Lot 3 is unproclaimed, it contributes to a proclaimed stream and thereafter the Preston River.

DWER seeks to ensure that surface water resources, including watercourses and downstream riparian values and/or resource users, are protected from the impacts of development.



In assessing the proposed amendment, it is recommended that any associated development be planned and implemented to support protection of proclaimed water resources.

Surface water runoff management from any proposed change of land use should ensure that pollutants are appropriately managed, prior to discharging to the receiving surface and/or sub-surface environment.

It is assumed that neither a reticulated water (supply) nor a reticulated sewerage service (wastewater) is available to service Lot 3.

- o Water Supply

The intensification of land use, 'reception centre' will likely require an upgraded potable water supply.

As such, the proponents will need to make arrangements for a suitable supply.

- o Wastewater

Lot 3 does not incorporate a reticulated sewerage service and therefore the draft 'Government Sewerage Policy 2016' (GSP) will apply.

Any application for intensification of the land-use should be accompanied by detail sufficient to demonstrate the capability of development to be serviced by on-site sewage disposal, without impacting on public health, amenity or the environment.

These matters should be addressed by the Shire under its LPS, otherwise DWER has no objection to the proposal.

Please contact this office for discussion if required.

**Brendan Kelly**  
Senior Natural Resource Management Officer  
Department of Water & Environmental Regulation,  
Planning Advice, South West Region  
Telephone: 08 97264194 | Mobile: 0407219515  
Email: [brendan.kelly@dwer.wa.gov.au](mailto:brendan.kelly@dwer.wa.gov.au)

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Your Ref: TP17 AMD 11  
Our Ref: F-AA-04736/4 EHB19/36  
Enquiries: Vic Andrich 9222 2000

Mr John Attwood  
Chief Executive Officer  
Shire of Donnybrook-Balingup  
PO Box 94  
DONNYBROOK WA 6239

Attention: Bob Wallin, Principal Planner

SHIRE OF DONNYBROOK BALINGUP <b>RECEIVED</b>	18 MAR 2019	Record No: 19A69191	File No: TP17 AM011	Officer: BW	X Ref:	Corresps:	Signed Off:
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Dear Mr Attwood

**LOCAL PLANNING SCHEME NO. 7 AMENDMENT NO. 11 – REZONE FROM  
'GENERAL AGRICULTURE' TO 'RURAL RESIDENTIAL' – LOT 384 MARSHALL  
ROAD, ARGYLE**

Thank you for your letter of 30 January 2019 requesting comments from the Department of Health (DOH) on the above proposal. The DOH provides the following comment:

***Water Supply and Wastewater Disposal***

The proposed amendment is to ensure development is in accordance with the draft *Country Sewerage Policy* and is to have access to a sufficient supply of potable water that is of the quality specified under the *Australian Drinking Water Quality Guidelines 2004*.

To assess if on-site wastewater disposal systems are to be effective, a winter 'site-and-soil evaluation' in accordance with Australian/New Zealand Standard 1547 is required and should be referenced in the document.

Should you have queries or require further information please contact Vic Andrich on (08) 9222 2000 or ehinfo@health.wa.gov.au

Yours sincerely

Dr Michael Lindsay  
**A/EXECUTIVE DIRECTOR  
ENVIRONMENTAL HEALTH DIRECTORATE**

12 March 2019

6



04/03/19

Argyle Irishtown Bush Fire Brigade  
PO Box 166  
Donnybrook WA 6239

Shire of Donnybrook Balingup  
Attn: Donnybrook Shire CEO - Ben Rose  
CC: Donnybrook CESM – Jess Cooper

RE: Proposed Amendment No11 to Local Planning Scheme No.7.

Dear Ben,

I write to you on behalf of the Argyle Irishtown Bush Fire Brigade to raise a few concerns regarding the Proposed Amendment No11 to Local Planning Scheme No.7.

Specifically we feel two items in Appendix 5 – Bushfire Management Plan have not taken into account consideration of existing local conditions.

Item 2.4 relating to vehicular access states that *“Two different vehicular access routes are provided, both of which connect to the public road network, provide safe access and egress to two different destinations and are available to all residents/the public at all times under all weather conditions.”*

We feel that this fails to address that both of the direct exits from the proposed new road, exit directly onto a public road with a singular exit only from the subdivision onto South West Highway. This leaves the residents vulnerable to a fire from a north easterly direction.

While we recognise that the existing 53 Residential lots in this sub-division are already at risk under these conditions, we believe more consideration should be given to providing a genuine second exit for these lots under threat of a fire from the north to east before more lots are added to this subdivision. In our opinion the current solution proposed just shifts the risk one step along the road network and fails to adequately protect the residents.

It should also be noted that fires from the north easterly direction in WA have historically been associated with severe fire events.

Item 2.5 relating to Water Supply states "A4.2 Non-reticulated areas: Water tanks for firefighting purposes with a hydrant or standpipe are provided and meet the following requirements:

- Volume: minimum 50,000 litres per tank;
- Ratio of tanks to lots: minimum one tank per 25 lots (or part thereof);"

With 53 existing lots, the additional 19 lots proposed clearly exceed the one tank per 25 lots or part thereof. We believe a new dedicated 50'000 litre water tank should be included as part of the development.

Furthermore the existing 50'000 litre tank serving the existing 53 lots is in an unfit condition to service the existing lots, as the hydrant piping is largely constructed of PVC piping above ground that would likely fail in a bush fire event. We feel it would be irresponsible to expect this existing infrastructure to support the new lots in a fire event.

Thank you for taking the time to consider our comments and if you need any further information please don't hesitate to contact me.

Kind Regards



Scott Rowe  
Captain  
Argyle Irishtown BFB  
0427 345 377

Bob Wallin

7

**From:** Louise Wright <louisewright006@gmail.com>  
**Sent:** Wednesday, 20 February 2019 5:23 PM  
**To:** Bob Wallin  
**Subject:** Notice of Amendment No.11 To Local Planning Scheme No.7. Lot 384 Marshall Road, Argyle, rezoning.

Dear Mr Wallin

I recently contacted you by phone after receiving a letter from the Shire of Donnybrook-Balingup regarding the above.

I have a few queries about how this development (if it goes ahead) would affect the residential area of Marshall Road, Argyle.

My first query is in regard to a fire strategy. At present we only have one real exit from Marshall Road and that is onto South West Highway. I have lived at 133 Marshall Road for 20 years and in that time we have had two bush fires that could have been a problem. Both of these fires started to the east of South West Highway and would have crossed the road where Marshall Road meets the highway and come up the valley heading in a westerly direction. In both these cases, if the fires had not been stopped, the residents of Marshall Road would have been driving into the fire zone onto South West Highway as this is our only exit. If the subdivision goes ahead there will be more residents trying to leave Marshall Road heading onto a main highway with limited visibility. I would hope that another safe exit in a westerly direction would be discussed so that at least we would have a choice of escape depending on which way a fire was coming.

Another issue I have with more residents is the traffic entering and exiting Marshall Road onto the highway. The Main Roads Department have cut down trees which were inhibiting our view towards Donnybrook and have put a slip lane in the centre of the road when driving from Bunbury, however, in the not too distant future there will be more trucks on the road coming from Greenbushes with the opening up of the Lithium mine. Our entrance onto Marshall Road and exit off Marshall Road in either direction are dangerous as it is (being on the corner of a sweeping bend at the bottom of a hill in both a Northerly and Southerly direction) without extra residents and the extra Lithium trucks. Our corner is very dangerous as drivers from Bunbury heading towards Donnybrook are arriving at the turn and are anticipating overtaking slower vehicles on the overtaking lanes just past the Marshall Road turnoff. In the other direction, drivers from Donnybrook heading towards Bunbury are in a hurry to pass slower traffic before the overtaking lane finishes. These drivers are not thinking about cars which may be entering or exiting Marshall Road (being on the point of a corner) before heading up the hill and around a bend towards Bunbury. All these drivers are only worried about passing the slowest vehicles and being in front.

I am also concerned about children and school buses. School buses head in both directions around Marshall Road to pick up and drop off students. Other buses pick up and drop off students on either side on the highway at the T junction of Marshall Road. Buses stop in the slip lane which is meant as the turning lane into Marshall Road from the Donnybrook direction. Parents also leave Marshall Road turning left onto the highway and then turn immediately right to park and wait for their children on the opposite side of the highway. Here they are waiting for the buses which have come from the Bunbury direction. The parents that have picked up their children on the opposite side of the highway then have to wait for traffic coming from Bunbury before crossing the highway into the slip lane which takes them onto Marshall Road. Students also cross the highway when they are older and walk home, which is also dangerous. I know of one accident where a log truck coming from the Donnybrook direction lost its dog trailer (with logs) in the slip lane of Marshall Road. It was only luck that there weren't any cars, buses or children in the general vicinity when it happened. Today, when heading into Donnybrook I noticed a car parked in the slip way meant for cars entering Marshall Road from the Donnybrook direction. The driver and passenger (with doors open) were using the slip lane as a parking bay to look for items in the back of their vehicle. This behaviour also makes the corner very dangerous.

All blocks in Marshall Road have rain water tanks for household use and all residents have a bore. Has there been a study as to how more bores in a very small area affect the surrounding water table? All the residents of Marshall Road also have septic tanks. How will having more septic tanks in a small area affect the surrounding water table?

It would be appreciated if you could take the above points into consideration when discussing Amendment No.11 to Local Planning Scheme No.7 for Lot 384 Marshall Road, Argyle.

Kind Regards

Ms Louise Wright  
133 Marshall Road  
ARGYLE WA 6239

P.O. BOX 600  
DONNYBROOK WA 6239

Ph: 97 310 603  
Mob: 0477 095 723

8

SHIRE OF DONNYBROOK BALINGUP	
RECEIVED	
- 6 MAR 2019	
Record No:	PA69030
File No:	TP17 AMD11
Officer:	BW
X Ref:	
Corresps:	
Signed Off:	

Tony and Gail Doherty  
228 Marshall Road  
Argyle W.A. 6239

3 March 2019

Shire of Donnybrook-Balingup

Chief Executive Office

P.O. Box 94.

Donnybrook W.A. 6239

#### AMMENDMENT 11 TO LOCAL PLANNING SCHEME 7

Thank you for the opportunity to meet and discuss some of the issues arising from the above amendment. As residents we wish to raise two points of concern as follows:

##### 1. SAFE ACCESS TO MARSHALL ROAD

- The proposed development will increase the number of lots on Marshall Road estate by 36%. Traffic to and from the estate can be expected to increase by about the same extent. The junction of South West Highway and Marshall Road is already dangerous. South West Highway at this point is two lanes with a slip lane in the middle of the road which runs for about 50 metres. Traffic on the highway is already very heavy, especially with fully loaded semi-trailers. Turning into Marshall Road is already hazardous with trucks coming from in front and behind at up to 110 km per hour, some of which are not fully in their lane. This leaves no room for error.
- Turning right from Marshall Road onto the Highway is also very problematic given very limited visibility and the steep curved bend on the Highway at that point.
- We understand that the S.W Highway between Boyanup and Donnybrook presently carries 8,000 vehicles per day. That is expected to increase to 11,000 vehicles per day within 3 years. The opening of the Talison Lithium mine at Greenbushes with heavier and larger haulage vehicles will exacerbate the existing problems.

We suggest that the above observations show that the Highway is already functionally compromised and must be upgraded.

## 2. EROSION AND LAND DEGRADATION

- In order to comply with bushfire prevention regulations, residents are required to put firebreaks on the boundaries of their blocks. Rain soon after ploughing the firebreak has resulted in significant erosion of the topsoil at the top end of Marshall Road and the accumulation of soil and detritus at the bottom. The new blocks will add significantly to that problem given that a higher percentage of each block must be cleared and the fragile surface disturbed for building and firebreaks. This will multiply the already existing problems that current residents are experiencing.

Any effort made to ameliorate these concerns will be appreciated.

Yours



Tony and Gail Doherty





Department of Biodiversity,  
Conservation and Attractions



Your ref: TP 17 AMD 11  
Our ref: 43611 2018/002530  
Enquiries: Tracy Teede  
Phone: 9725 4300  
Email: [swlanduseplanning@dbca.wa.gov.au](mailto:swlanduseplanning@dbca.wa.gov.au)

Chief Executive Officer  
Shire of Donnybrook-Balingup  
PO Box 94  
DONNYBROOK WA 6239

Attention: Bob Wallin

#### LOCAL PLANNING SCHEME 7 AMENDMENT 11 – LOT 384 MARSHALL ROAD ARGYLE

I refer to your letter dated 30 January 2019 forwarding a draft scheme amendment for the above property for the Department of Biodiversity, Conservation and Attractions' (DBCA) Parks and Wildlife Service comment.

Parks and Wildlife Service's South West Region provides the following advice.

#### Advice to Shire

The proposed building envelopes have been located to avoid development impacts on existing trees and they are suitably setback from the adjoining Boyanup State forest to reduce bushfire threats, which DBCA supports.

DBCA trusts that environmental planning issues including those not specifically referred to in this letter will be appropriately managed through the planning system.

Thank you for the opportunity to comment on this application. Please contact Tracy Teede at the Parks and Wildlife Service South West Region office on 9725 4300 if you have any queries regarding this advice.

Yours sincerely

Bob Hagan  
Regional Manager  
Parks and Wildlife Service

1 April 2019

**South West Region**  
PO Box 1693, Bunbury, Western Australia 6230  
Phone: (08) 9725 4300 Email: [bunbury@dbca.wa.gov.au](mailto:bunbury@dbca.wa.gov.au)  
[dbca.wa.gov.au](http://dbca.wa.gov.au)

P.O. Box 570  
DONNYBROOK 6239

M: sdrfussell@gmail.com | B: sjfussell@westnet.com.au

SF

Bob Wallin  
Principal Planner  
Shire of Donnybrook-Balingup  
P.O. Box 94.  
Donnybrook W.A. 6239

SHIRE OF DONNYBROOK BALINGUP RECEIVED - 8 MAR 2019
Record No: PAB9042
File No: TP17 AMD11
Officer: BW
X Ref:
Corresps:
Signed Off:

M: 0427220601

**AMMENDMENT 11 TO LOCAL PLANNING SCHEME 7**

Good afternoon Bob,

Attached find a copy of my submission to Ben Rose in respect to the concerns residents have with the planned subdivision in Marshall Rd., Argyle.

As I am mindful that the shire receive the residents submissions voicing their concerns prior to 13 March 2019, next Wednesday, I have been collating the various issues residents have and reminding all that the due date is imminent.

Thank you for the opportunity for all concerned residents to meet with you and discuss some of the issues arising from the above amendment: it has been most gratifying.

If it could be useful to you to have an emailed copy of the attached please let me know

A positive effort to address all these concerns will be appreciated.

Regards



Sandra Fussell

Cc: Ben Rose: Chief Executive Officer

Ben Rose  
Chief Executive Officer  
Shire of Donnybrook-Balingup  
P.O. Box 94.  
Donnybrook W.A. 6239

### AMMENDMENT 11 TO LOCAL PLANNING SCHEME 7

Dear Ben,

The opportunity to meet and discuss some of the issues arising from the above amendment has been most gratifying. As a resident directly impacted by the new subdivision below my Lot 23 off Strepel Nook I have considerable concern as follows:

#### 1. SOME BACKGROUND

This proposed subdivision will add 19 new blocks less than ½ the size of many current land holdings to the approximately 51 current blocks already accessed by Marshall Rd. which currently only has one egress and that onto a very busy and dangerous highway.

Therefore the proposed development will increase the number of lots on Marshall Road estate by 36%. Traffic to and from the estate can be expected to increase to the same extent.

#### 2. SAFE ACCESS TO MARSHALL ROAD

I understand that the South West Highway between Boyanup and Donnybrook presently carries approximately 4,000 vehicles per day. Further that is expected to increase to 11,000 vehicles per day within 3 years due to the opening of the Talison Lithium mine at Greenbushes with heavier and larger haulage vehicles exacerbating the current problems.

Traffic on the highway is already very heavy, especially with fully loaded numerous semi-trailers.

So the junction of South West Highway and Marshall Road is already dangerous.

At this point there are two lanes with a slip lane in the middle of the road which runs for about 50 metres.

Turning **right from Marshall Road onto the Highway** is very problematic given very limited visibility and the steep curved bend on the Highway at that point.

Turning **into Marshall Road is already hazardous** with trucks coming from in front and behind at up to 110 km per hour, some of which are not fully in their lane due to the road curve and camber.

This leaves no room for error and I have already found that when I am coming to the turn in Marshall Rd. and judge the turning situation to be dangerous my only option is to proceed to Argyle Rd where I can pull off safely, make a U turn and come to my Marshall Rd turn off from the southerly direction.

My observations and experience show that the Highway is already functionally compromised, unsafe and must be upgraded without delay.

#### 3. EROSION AND LAND DEGRADATION

In order to comply with bushfire mitigation regulations, by-laws require residents to provide 2m wide by 4m high cleared firebreaks along the boundaries of their blocks. Significant erosion is evident in sections of the Marshall Road precinct. The new blocks soil structure will add significantly to the erosion opportunities due to each block

being cleared of vegetation and the natural surface disturbance for buildings and firebreaks. This will multiply the already existing problems that current residents are experiencing. I have found that great care has to be taken during the winter in our Mediterranean climate that our blocks are carefully designed to deal with the short high rain run off that keeping this soil structure is based on sand that can be washed away in our sudden downpours.

#### 4. LACK OF EGRESS IN THE EVENT OF A FIRE

Once the subdivision is completed as per the current plan, if a fire came towards my block from the north, north west or west my only egress will be by the native tree lined private lane to the east and the Fire brigade in their assessment will not attend this block due to the overhanging trees. I and the row of houses/ neighbours to my west will all lose our second egress to the south currently into what is the open paddock. These 5 or 6 residential properties in a line from Stempel Nook to the west, including mine, will lose this 2nd escape route we currently depend on in an emergency.

#### 5. A PERSONAL ASSESSMENT

I believe that alterations to some of the subdivision blocks with particular attention to the fire break by-laws and building envelopes could further minimise the impact on the magnificent natural flora, especially the original indigenous local provenance tree canopy in some of the blocks we all enjoy. Can these be retained in some open space as one of our most prominent features and still keep our expanding Marshall Rd population enjoying our special and unique diversity?

Further, I have acquaintance with the town of Mt. Wilson in the NSW Blue Mountains off the Bell Line of Road east of Lithgow, where there is only one egress available. This community requires all inhabitants to complete basic fire & fire mitigation training as soon as they establish home ownership.

The residents have dedicated safe places to go within the community in an emergency.

Then due to their specific Firefighting training they are allowed to return to their homes following the passing of the fire front to put out spot fires and manage their properties safely due to this compulsory training.

I also draw your attention to the copy of the enclosed letter from the Argyle Irishtown Bush Fire Brigade already forwarded to you at an earlier date drawing your attention to our Marshall Rd local conditions and the concerns that are still to be addressed.

A positive effort to address all these concerns will be appreciated.

Regards



Sandra J Fussell

Lot 23

12 Stempel Nook

via Marshall Rd.

ARGYLE

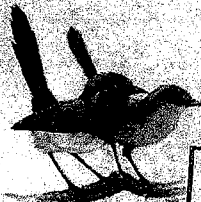
CC: Bob Wallin - Principal Planner

PO Box 570  
**DONNYBROOK 6239**

E: sifussell@westnet.com.au | ME: sndrfssl@gmail.com

SF

Ben Rose  
Chief Executive Officer  
Shire of Donnybrook-Balingup  
P.O. Box 94.  
Donnybrook W.A. 6239



SHIRE OF DONNYBROOK BALINGUP	RECEIVED	- 8 MAR 2019	Record No:	File No:	Officer:	X Ref:	Corresps:	Signed Off:
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M: 0427220601

**AMMENDMENT 11 TO LOCAL PLANNING SCHEME 7**

Dear Ben,

The opportunity to meet and discuss some of the issues arising from the above amendment has been most gratifying. As a resident directly impacted by the new subdivision below my Lot 23 off Stempel Nook I have considerable concern as follows:

**1. SOME BACKGROUND**

This proposed subdivision will add 19 new blocks less than ½ the size of many current land holdings to the approximately 51 current blocks already accessed by Marshall Rd. which currently only has one egress and that onto a very busy and dangerous highway.

Therefore the proposed development will increase the number of lots on Marshall Road estate by 36%. Traffic to and from the estate can be expected to increase to the same extent.

**2. SAFE ACCESS TO MARSHALL ROAD**

I understand that the South West Highway between Boyanup and Donnybrook presently carries approximately 4,000 vehicles per day. Further that is expected to increase to 11,000 vehicles per day within 3 years due to the opening of the Talison Lithium mine at Greenbushes with heavier and larger haulage vehicles exacerbating the current problems.

Traffic on the highway is already very heavy, especially with fully loaded numerous semi-trailers.

So the junction of South West Highway and Marshall Road is already dangerous.

At this point there are two lanes with a slip lane in the middle of the road which runs for about 50 metres.

Turning **right from Marshall Road onto the Highway** is very problematic given very limited visibility and the steep curved bend on the Highway at that point.

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This leaves no room for error and I have already found that when I am coming to the turn in Marshall Rd. and judge the turning situation to be dangerous my only option is to proceed to Argyle Rd where I can pull off safely, make a U turn and come to my Marshall Rd turn off from the southerly direction.

My observations and experience show that the Highway is already functionally compromised, unsafe and must be upgraded without delay.

**3. EROSION AND LAND DEGRADATION**

In order to comply with bushfire mitigation regulations, by-laws require residents to provide 2m wide by 4m high cleared firebreaks along the boundaries of their blocks. Significant erosion is evident in sections of the Marshall Road precinct. The new blocks soil structure will add significantly to the erosion opportunities due to each block

being cleared of vegetation and the natural surface disturbance for buildings and firebreaks. This will multiply the already existing problems that current residents are experiencing. I have found that great care has to be taken during the winter in our Mediterranean climate that our blocks are carefully designed to deal with the short high rain run off that keeping this soil structure is based on sand that can be washed away in our sudden downpours.

#### 4. LACK OF EGRESS IN THE EVENT OF A FIRE

Once the subdivision is completed as per the current plan, if a fire came towards my block from the north, north west or west my only egress will be by the native tree lined private lane to the east and the Fire brigade in their assessment will not attend this block due to the overhanging trees. I and the row of houses/ neighbours to my west will all lose our second egress to the south currently into what is the open paddock. These 5 or 6 residential properties in a line from Stempel Nook to the west, including mine, will lose this 2nd escape route we currently depend on in an emergency.

#### 5. A PERSONAL ASSESSMENT

I believe that alterations to some of the subdivision blocks with particular attention to the fire break by-laws and building envelopes could further minimise the impact on the magnificent natural flora, especially the original indigenous local provenance tree canopy in some of the blocks we all enjoy. Can these be retained in some open space as one of our most prominent features and still keep our expanding Marshall Rd population enjoying our special and unique diversity?

Further, I have acquaintance with the town of Mt. Wilson in the NSW Blue Mountains off the Bell Line of Road east of Lithgow, where there is only one egress available. This community requires all inhabitants to complete basic fire & fire mitigation training as soon as they establish home ownership.

The residents have dedicated safe places to go within the community in an emergency.

Then due to their specific Firefighting training they are allowed to return to their homes following the passing of the fire front to put out spot fires and manage their properties safely due to this compulsory training.

I also draw your attention to the copy of the enclosed letter from the Argyle Irishtown Bush Fire Brigade already forwarded to you at an earlier date drawing your attention to our Marshall Rd local conditions and the concerns that are still to be addressed.

A positive effort to address all these concerns will be appreciated.

Regards



Sandra J Fussell  
Lot 23  
12 Stempel Nook  
via Marshall Rd.  
ARGYLE

CC: Bob Wallin - Principal Planner

7<sup>th</sup> March, 2019



Ben Rose  
Chief Executive Officer  
Shire of Donnybrook-Balingup  
P.O. Box 94.  
Donnybrook W.A. 6239

Cc Bob Wallin

Dear Ben

RE: **AMMENDMENT 11 TO LOCAL PLANNING SCHEME 7**

We wish to voice our concerns regarding the above mentioned planning proposal.

When considering the proposal in relation to the existing development we asked ourselves whether this proposal will enhance or detracted from the existing the community. When considering the pros and cons the only pro we can think of is that further development will bring new people into the neighbourhood. It is always good to meet new people and make new friends, so further development of the Marshall Rd area can be seen in a positive light from this perspective.

Unfortunately the cons are many. In Planning and Development(Local Planning Schemes) Regulation 2015, Part 9, clause 67 **Matters to be considered by local government** ; In considering an application for development approval the local government is to have due regard to the following matters to the extent that, in the opinion of the local government those matters are relevant to the development the subject of the application - (n) the amenity of the locality including the following; (i) the environmental impacts of the development, (ii) the character of the locality, (iii) the social impacts of the development. The community living in the existing Marshall Road development have formed themselves into a harmonious and cohesive group, who support each other during good times and bad, regularly socialise and have a closed group Facebook page, called the Marshall Road Mob. New people are welcomed into the area, yet people also live their own lives and don't interfere with each other, unless invited. To implement further development that does not conform to the original and current block size will have a negative impact on the character of the area and the existing community.

Current residents of the Marshall Road purchased their properties accepting the knowledge that the blocks are lifestyle blocks and cannot be subdivided. Some residents purchased their land because of this fact. The community has followed the rules, built their houses and lives around the shire regulations and caused nobody any trouble. The fact that the state government changed its regulations regarding minimum block sizes does not mean all bocks need to be minimum size. These regulations were altered at the state level without consultation with us. In the past the Marshall Road area has been a happy community, where people understood the rules and lived by them.

The new state regulations allowing for smaller block sizes have been employed in the current amendment 11 to local planning scheme 7. This does not need to be the case. Developing the site within the Marshall Road area, in keeping with the current block sizes and the original regulations by which the community lives, will ensure that the harmonious and generous spirit of the residents will continue and embrace new neighbours. The current planning proposal recommends the creation of 19 small blocks that are at least 50% smaller than the current homes. Unfortunately, there is no evidence that improvements and upgrades to the current infrastructure are to be made. There is currently only one road in and the same road out. This is a concern to the existing residents, who are very fire conscious. To introduce 19 extra families to an already dangerous situation is a recipe for disaster. This concern is covered by Planning and Development(Local PlanningSchemes) Regulation 2015, Part 9, clause 67 **Matters to be considered by local government** ; In considering an application for development approval the local government is to have due regard to the following matters to

the extent that, in the opinion of the local government those matters are relevant to the development the subject of the application - (t) the amount of traffic likely to be generated by the development, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety.

The new regulations regarding subdividing may cause some friction and upset in the Marshall Road area. Residents built their homes honouring the regulations that informed them that sub-division of their blocks was not allowed. To change this now will cause dissent between neighbours, where some people will have subdivision opportunities and others won't. It could see the area become an overcrowded suburb of nowhere. Once again, the lack of infrastructure could not handle this. It could turn a harmonious and caring community where all feel included and equal, into a place where people feel disappointed and let down. Our suggestion is to change the zoning for the Marshall Road area back to lifestyle blocks 5 acres or larger, as per the original development, to protect the safety and sense of community of the current and new homeowners, as best as possible, considering the very limited access and infrastructure. As members of the local bush fire brigade, we have very serious concerns regarding the safety and emergency access of the Marshall Road area. Adding extra homes, without upgrading roads and access is dangerous, and places us all at risk.

Yours respectfully,

Hilary Campbell and Des Hulm

364 Marshall Road

Argyle WA 6239

(PO Box 806, Donnybrook, WA 6239)



11

B & C McLoughry  
PO Box 293  
DONNYBROOK WA 6239

Mr Ben Rose  
Chief Executive Officer  
Shire of Donnybrook-Balingup  
P.O. Box 94.  
Donnybrook W.A. 6239

### AMENDMENT 11 TO LOCAL PLANNING SCHEME 7

Dear Mr Rose,

As a resident of Lot 108 Marshall Road Argyle we ask that your planning team take into consideration our concerns of the area being the subdivision of Lot 384 Marshall Road Argyle WA 6239.

Our main concerns are as follows;

The block sizes, the access and egress areas, amount of traffic, environmental impacts to flora and fauna, bush fires, soil erosion, flooding, land degradation, power and so the list goes on.

#### **THE ORIGINAL SUBDIVISION – ANNEXURE “B” – Argyle Policy area AMD 8;**

The original subdivision came with a no subdividing clause, which personally we agreed with as to stop over development, residents of the area purchased wanting the space. Most dwellings in this area were built knowing this so were never offset to allow space for subdivision. Apparently State Planning allowed subdivision in the area back in 2014, most residence was not aware of this until just recently.

We are objecting to the size of the purposed lots in the subdivision of Lot 384 as it is not in the original intent of the area.

#### **Why is State Planning going back on its original plan for the area?**

**Why there was a lack of communication to residence of the area in regards to further lot sizes / subdivision reference Annexure “B” Argyle Policy area AMD 8 - Subdivision.**

#### **1. SAFE ACCESS TO MARSHALL ROAD**

We understand that the South West Highway between Boyanup and Donnybrook presently carries approximately 8,000 vehicles per day. Further to increase to approx. 11,000 vehicles per day within 3 years due to the extension of the Talison Lithium Mine at Greenbushes with heavier and larger haulage vehicles exacerbating the current problems.

Traffic on the highway is already very heavy, especially with fully loaded numerous semi-trailers.

So the junction of South West Highway and Marshall Road is already a dangerous exit and entry to Marshall Road.

At this point there are two lanes with a slip lane in the middle of the road which runs for about 50 metres.

With the proposed subdivision adding 19 new blocks to the 51 current blocks already accessed by Marshall Road we currently only have one egress and that into a very busy and dangerous highway situated on a curve. Therefore the proposed development will increase the number of lots on Marshall Road estate by 36%. Traffic to and from the estate can be expected to increase to the same extent.

**What intentions or redevelopment are going to be made for this access to & from Marshall Road to & from the South West Highway?**

## **2. LACK OF EGRESS AND IN THE EVENT OF A FIRE**

If the subdivision is completed as per the current plan, and a fire came towards our block from the west, north west from the State Forest our only egress will be by the native tree lined private driveway to Marshall Road as we reside on a battle-axe block and therefore would lose our second egress to the south which we currently have into the Lamb's driveway on Lot 384. We currently have a gate at the bottom of our paddock for this purpose to which Alan and Joan Lamb gave verbal agreement. Future owners may not be as accomodating.

**What consideration is going to be made in this event should a fire occur?**

## **A PERSONAL ASSESSMENT TO THE EGRESS ISSUE TO BE CONSIDERED IN THE NEW DEVELOPMENT**

If the subdivision included a fire break which is currently Alan & Joan Lamb's driveway Lot 384 allowing egress from our block to the south should a fire arise from the north and allowing neighbouring properties an exit?

## **3. SERVICE AND UTILITIES**

Current service and utilities are at best unreliable in the area. Bad phone lines, power load, no water, ground water levels drops low in summer months.

**What guarantee will be given that a higher density subdivision won't impact on the current residents?**

## **4. EROSION, FLOODING AND DRAINAGE**

As per the Commonwealth legislation

-Environment Protection and Biodiversity Conservation Act 1999

New legalisation has been introduced under the Environmental Protection Act 1986 which specify that all clearing of native vegetation require a permit, unless it is for exempt purpose.

**Other than the subdivision what Environmental Protection (clearing of Native Vegetation) is going to be taken into consideration?**

- Which incorporates;
- Biological value of the remnant vegetation
- Potential impact on water sources and drainage
- Existence of rare flora and threatened ecological communities and
- Likely land degradation impacts
- Nearby Forrest is a gazetted disease risk area

In order to comply with bushfire mitigation regulations, by-laws require residence to provide 2m wide by 4m high cleared firebreaks along the boundaries of their blocks. Significant erosion is evident in sections of the Marshall Road precinct. The new blocks soil structure will add significantly to the erosion opportunities due to each block being cleared of vegetation and the natural surface disturbance for buildings and firebreaks. This will multiply the already existing problems that current residents are experiencing. Due to the high clay level on the northern side surface water funnels onto Lot 384 making its way to channels and under pass pipe and dispersing onto Lot 384 sandy paddocks working its way to the drainage pipe under South West Highway back to the Preston River.

**What considerations are going to be made for drainage, erosion and to stop flooding and wash out of current soil levels to which we already have?**

## 5. FAUNA AND FLORA

I believe that alterations to some of the subdivision blocks with particular attention to the fire break by-laws and building envelopes could further minimise the impact on the magnificent natural flora, especially the original indigenous local provenance tree canopy in some of the blocks we all enjoy. We would love these to be retained in some open space as one of our most prominent features and still keep our expanding Marshall Rd population enjoying our special and unique diversity?

**What consideration is going to be made for the local fauna and flora found in the area which may be deteriorated by the influx of residence and domestic pets?**

### **Information for your planning team to take into consideration below;**

The Western Australian Museum records approximately 120 species of fauna from the Donnybrook-Balingup area.

Of the fauna species recorded in the Donnybrook-Balingup area, there were 56 bird, 8 amphibian, 26 mammal, 7 fish and 23 reptile species.

Many fauna species, particularly small birds need continuous corridors of dense vegetation to move throughout the landscape.

The *Wildlife Conservation Act 1950* provides for native fauna (and flora) to be specially protected where they are under identifiable threat of extinction, and as such, are considered to be "threatened". Based on distributional data from the Department of Environment and Conservation (DEC), five species of threatened and priority fauna have been recorded or sighted throughout the Shire of Donnybrook-Balingup, and these are listed below and located in Argyle.

### **Chuditch (*Dasyurus geoffroii*)**

This carnivorous marsupial occupies large home ranges, is highly mobile and appears able to utilise bush remnants and corridors.



### **Brush-tailed Phascogale**

**(*Phascogale tapoatafa* ssp.)**

The Brush-tailed Phascogale inhabits forests and woodlands where suitable tree hollows are available. Populations have been known to fluctuate dramatically in response to invertebrate prey abundance.

### **Western Ringtail Possum**

**(*Pseudocheirus occidentalis*)**

This species occurs in areas of forest and dense woodlands and requires tree hollows and/or dense canopy for refuge and nesting.

**Water-rat (*Hydromys chrysogaster*)**

Water-rats can be found in waterways and wetlands that support its main prey items such as molluscs and crustaceans.

**Fauna and Flora – continues**

**Quenda (*Isoodon obesulus fusciventer*)**

This species prefers areas with dense understorey vegetation, particularly around swamps and along watercourses, that provides ample protection from predators.

*Isoodon obesulus fusciventer*



The continued presence of the flora and fauna living in these fragmented remnants is dependent on the connectivity throughout the landscape.

This enables access to habitat and food resources essential for the survival of species and the overall biodiversity of the region. In many situations remnant native vegetation is of vital importance.

The local mob of kangaroos will be dispersed and many cause havoc to current residence and traffic?

Tree hollows are a vital importance to breeding birds. Red tailed and white tailed cockatoos are located in this area along with raptors Boo-book owls and wedge-tail eagles.



A positive effort to address all these concerns would be greatly appreciated.  
Kind regards

C B & C McLoughry

CC: Bob Wallin - Principal Planner

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Merrin Lowe  
160 Marshall Rd  
Argyle WA 6239

18th March 2019

Mr. Benjamin Rose,  
Chief Executive Officer  
Shire of Donnybrook-Balingup

**Re: Proposed Amendment No. 11 to Local Planning Scheme No. 7**

Dear Mr. Rose,

As the residents of 160 Marshall Rd Argyle, myself Merrin Lowe, my husband Rowan Lowe and our family, will be directly impacted by the development of Lot 384 Marshall Rd, Argyle.

We do not object to Amendment No. 11 of Local Planning Scheme No. 7 which will allow rezoning of the area to Rural Residential, however we do have significant concerns regarding the proposed development of the Lot. We ask that you consider the following in your decision to proceed with the amendment and address our concerns raised.

**1. SAFETY**

We have concerns regarding the safety of existing (and new) residents in relation to two areas:

a) **Fire egress:** There is currently only one easily accessible path of egress from the Marshall Rd area. While we recognise that the existing 53 Residential lots in this sub-division are already at risk under these conditions, we believe more consideration should be given to providing a genuine second exit for these lots under threat of a fire from the North East before more lots are added to this subdivision. What plans, if any, are in place to ensure safe egress of residents by multiple paths and by any vehicle type in the instance of a fire?

b) **Access to/from Marshall Rd via South West Hwy:** We feel as though the intersection of Marshall Rd and South West Hwy already poses a significant risk of accident and potential fatality due to the curvature of the road, current speed limit (110km/hr), passing heavy haulage vehicles, vehicles crossing into slip lanes, and the fact that it is the only access point for all Marshall Rd area residents. With the addition of new residents and an increase in number of vehicles accessing this area, we are concerned that more cars will be sitting in the slip lane for longer periods of time, waiting to turn right into Marshall Rd from South West Hwy, and there will be an even greater potential for someone to be hit by oncoming traffic.

In addition to this, there is an expected increase in heavy haulage vehicles utilising Southwest Hwy (as a result of the Talison Lithium mine) which will further put the users of Marshall Rd at risk. What, if any, plan does the Shire have to advocate on behalf of the residents to get Main Roads to make the changes necessary to ensure our safety?

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## 2. AMENITY

The existing rural residential area surrounding Lot 384 Marshall Rd comprises of predominantly 2.02ha (or more) blocks. The proposed development will see 19 blocks varying in size from 1.00ha to 1.25ha. We feel that this significant reduction in the block sizes will have a negative impact on the current character and feel of the locality, and is not in keeping with the current surrounds. We purchased our 5-acre block in this area of the Shire of Donnybrook Balingup with an aim to enjoy a relaxed and private lifestyle. Our concern is that with the addition of so many more properties (3 of which are adjoining our rear fence line) that this lifestyle and the character of the area will be diminished.

We believe that the development of Lot 384 to block sizes that are almost half the size of the adjoining land, does not make them compatible with the surrounding area. There would be the potential for a significant amount of built form, including dwellings, sheds and water tanks that would impact negatively on the appearance of the area.

We refer specifically to Lots 209, 210, 211 and 212 which only have a boundary width of 49m to 60m respectively. This will create long skinny blocks with tight building envelopes and the potential for unsightly bulk built form adjacent to one another. We do not feel that this fits with the current character of the area.

We understand that the 2014 amendment to the Scheme means that the existing 5-acre blocks are now entitled to be subdivided, however we do not feel that this justifies developing Lot 384 to the smallest possible sizing.

Would it be possible to create larger block sizes, in particular wider blocks widths along the southern part of the development to allow for greater distances between the building envelopes?

We feel this would be in better keeping with the existing look and feel of the area.

## 3. PRIVACY

The development plan for Lot 384 Marshall Rd would mean that our property (Lot 16 Marshall Rd) would be subject to the addition of 3 new adjoining properties to our rear fence line. We chose our property for the rural feel and are concerned that the addition of multiple adjoining neighbours detracts from that.

We also have concerns regarding privacy, particularly as the allotted building envelopes of Lot 209 and 210 will be in close proximity to our existing home. This privacy relates not only to visibility but also noise, which will carry downhill to our current residence, which is at the rear of our property.

In addition to this we have significant concerns that as a result of the orientation of our existing main residence and the contours of the land, that homes built on Lots 211, 212 and 213 will have direct line of sight into the 2nd storey bedroom and living area of our home. As these Lots are positioned high on the hillside and look down over our property we are concerned not only about visibility to our home but also about the significant amount of further bulk built form that will be seen looking back up the hill.

Can the building envelopes of Lot 209 and 210 be moved further away from our residence? Or better yet, could there be an increase in the Lot sizes to reduce the number of adjoining properties? And, what can be done to maintain our privacy from the potential built form of the Southern lots of the development of Lot 384?

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#### **4. LANDSCAPE**

The current landscape of existing Lot 384 has a significant amount of cleared land. With the prospect of additional clearing to allow for safe erection of buildings, we are concerned that the area will be overrun with built form and become an unsightly array of houses, tanks and sheds on barren land, in the midst of a currently beautiful rural surround. We think this will further diminish the existing character of the locality.

What provisions will be put in place to ensure that the landscape of the new Lots matches with the surrounding current street scape? Are you able to enforce a certain amount of planting?

In addition to this, we wish to highlight the existence of an extremely old, beautiful and very large tree (possibly Marri) on the southern boundary of proposed Lot 210. Would it be possible that conditions are put in place to ensure that this tree (and others like it) remain, and are unable to be cut down?

#### **5. DRAINAGE**

At present, our property receives a substantial amount of water flowing down from the hill of Lot 384. Our concern is that the development of the land has the potential to direct more water towards our property, especially if not done correctly.

Our concern is particularly related to inundation of our property with water from large down pours, when there is potential not only for excessive land run off, but also overflow from multiple newly erected tanks, household rooftops etc.

What assessment of current drainage and water flow has taken place? And what can be done to ensure our home is not subject to an inundation of water, leading to flooding?

We appreciate you taking the time to address our concerns and look forward to your response.

Sincerely,



Merrin Lowe





Our Ref: D08988  
 Your Ref:

Bob Wallin  
 Shire of Donnybrook  
 principal.planner@donnybrook.wa.gov.au

Dear Mr Wallin

**RE: PROPOSED AMENDMENT NO 10 TO LOCAL PLANNING SCHEME NO 7- LOT 384 MARSHALL ROAD, ARGYLE**

I refer to your email dated 30 January 2019 regarding the submission of a Bushfire Management Plan (BMP) (Revision 0), prepared by Civil Technology Ltd dated 7 November 2018, for the above local planning scheme amendment. The BMP is accompanied by a BAL Contour Map also prepared by Civil Technology and dated 7 November 2018.

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

**Assessment**

**1. Policy Measure 6.3 a) (ii) Preparation of a BAL contour map**

Issue	Assessment	Action
<b>Vegetation classification Map</b>	<p>A Vegetation Classification Map has not been provided as per the methodology set out in appendix 3 of the Guidelines.</p> <p>As stated on page 54 of the Guidelines <i>'the Vegetation Classification Map should be presented separately from the BAL Contour Map to ensure the information is legible'</i>.</p> <p>The photos have not been marked on an aerial image which means the vegetation classifications cannot be substantiated.</p>	<p>Modifications required.</p> <p>Demonstrate compliance with the methodology in Appendix Three of the Guidelines.</p>
<b>BAL Contour Map Inputs</b>	<p>DFES note that the BAL Contour Plan (Appendix A) has not been prepared in accordance with the requirements of Appendix Three of the Guidelines.</p> <p>The BAL Contour Plan/Map cannot be validated as the:</p>	<p>Insufficient information.</p> <p>Demonstrate compliance with the methodology in</p>

	<ol style="list-style-type: none"> <li>1. Actual separation distance from the classified vegetation to the proposed building envelopes have not been included in the Table on the BAL Contour Map to allow for verification of the ratings provided.</li> <li>2. The vegetation plots have not been clearly delineated.</li> <li>3. The BAL contours are difficult to interpret.</li> </ol> <p>The omission of this information to inform the BAL Contour Plan/Map has resulted in DFES being unable to understand or verify the bushfire risk.</p>	Appendix Three of the Guidelines.
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## 2. Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria

Element	Assessment	Action
<b>Location</b>	<p><b>A1.1 – not demonstrated</b></p> <p>The BAL Contour map cannot be validated for the reason(s) highlighted in the above table. Therefore, compliance to this Element has not been demonstrated.</p> <p>The assessment at this level should inform the design and layout of subdivision, and reduce the vulnerability of people and property from the impact of bushfire. The BAL Contour Map identifies areas of BAL-40/BAL-FZ within developable areas (building envelopes) of the proposed future subdivision.</p>	Consideration required prior to subsequent planning stages.
<b>Siting &amp; design</b>	<p><b>A2.1 – not demonstrated</b></p> <p>DFES recommends preventing development in areas of BAL-40 / BAL-FZ as the first priority. Consideration should be given to enforcing the lots to be maintained as low threat, as per AS3959, (an APZ standard) in their entirety. This should be enforceable under the Firebreak Notice. The Shire should give consideration to updating their Firebreak Notice to include the enforcement of a BMP on a lot where applicable.</p>	Consideration required prior to subsequent planning stages.
<b>Vehicular Access</b>	<p><b>P3 – does not comply</b></p> <p>Two vehicular access routes, both of which connect to the public road network, providing safe access and egress to two different destinations has not been demonstrated. It is essential that residents, as well as emergency services, have safe access and egress from the development.</p> <p>Marshall Road is a loop road which has only one point of access or egress onto South Western Highway approximately 350m from the end of Stempel Nook. The Scheme Amendment proposes to intensify the land use with only one point of access and egress.</p> <p>'Egress' can be defined as a means of exiting. An important aspect of egress is that 'it is only as good as its most constricting component'. An important design principle for egress is redundancy provisions among</p>	Does not comply. Modification required.

	<p>exits because one or more might be blocked in a bushfire event. All options for access/ egress have not been explored within the BMP.</p>	
<b>Water</b>	<p><b>A4.2 – not demonstrated</b> The BMP states in section 2.5 that an existing 50,000L tank located at 165 Marshall Road shall be used to meet the intent of Element 4. This is not accepted. The Scheme Amendment, if approved, would be intensifying the land use. The existing water tank is used to support fire fighting for the existing lots on Marshall Road. Any future proposed subdivision should demonstrate compliance to Element 4.</p>	<p>Consideration required prior to subsequent planning stages.</p>

**Recommendation – not supported modifications required**

DFES has assessed the BMP for the proposed scheme amendment, and has identified a number of issues that need to be addressed prior to support of the proposal.

If you require further information, please contact me on telephone number 6551 4075.

Yours sincerely



**Sasha De Brito**  
**COORDINATOR LAND USE PLANNING**

20 March 2019



Government of **Western Australia**  
Department of **Fire & Emergency Services**  
**Rural Fire Division**



Our Ref: D08988  
Your Ref: DR 201 of 2019

Bob Wallin  
Shire of Donnybrook  
[principal.planner@donnybrook.wa.gov.au](mailto:principal.planner@donnybrook.wa.gov.au)

Dear Mr Wallin

**RE: PROPOSED AMENDMENT NO 11 TO LOCAL PLANNING SCHEME NO 7 – LOT 384 MARSHALL ROAD, ARGYLE**

I refer to the email dated 26 February 2020 regarding the submission of a Bushfire Management Plan (BMP) (Revision 2), prepared by Civil Technology Ltd dated 26 February, for the above local planning scheme amendment.

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

**Assessment**

**1. Policy Measure 6.3 a) (ii) Preparation of a BAL contour map**

<b>Issue</b>	<b>Assessment</b>	<b>Action</b>
<b>BAL Contour Map</b>	<p>DFES note that the BAL Contour Plan (Appendix D) has not been prepared in accordance with the requirements of Appendix Three of the Guidelines.</p> <p>The BAL Contour Plan/Map cannot be validated as the BAL contours are difficult to interpret.</p> <p>The omission of this information to inform the BAL Contour Plan/Map has resulted in DFES being unable to verify the bushfire risk.</p>	<p>Demonstrate compliance with the methodology in Appendix Three of the Guidelines.</p>
<b>Vegetation classification</b>	<p><b>Plot 2 &amp; 4 – insufficient information</b></p> <p>Vegetation Plot 2 cannot be substantiated as Class B Woodland with the limited information and photographic evidence available. The BMP should detail specifically how the classification was derived particularly where the worst-case scenario is not applied (i.e. Class B Woodland as opposed to Class A Forest).</p>	<p>Insufficient information.</p>

	The BMP utilises one photograph to represent a large vegetation area and the vegetation classification that does not appear to correlate with aerial imagery.	
<b>Vegetation classification</b>	<b>Plot 6 – insufficient information</b> The location point and direction of Photograph 6 has not been an aerial map.	Insufficient information.

## 2. Policy Measure 6.3 c) Compliance with the Bushfire Protection Criteria

<b>Element</b>	<b>Assessment</b>	<b>Action</b>
<b>Location</b>	<b>A1.1 – not demonstrated</b> The BAL Contour map cannot be validated for the reason(s) highlighted in the above table. Therefore, compliance to this Element has not been demonstrated.  The assessment at this level should inform the design and layout of subdivision, and reduce the vulnerability of people and property from the impact of bushfire. The BAL Contour Map identifies areas of BAL-40/BAL-FZ within developable areas (building envelopes) of the proposed future subdivision.	Consideration required prior to subsequent planning stages.
<b>Siting &amp; design</b>	<b>A2.1 – not demonstrated</b> DFES recommends preventing development in areas of BAL-40 / BAL-FZ as the first priority. Consideration should be given to enforcing the lots to be maintained as low threat, as per AS3959, (an APZ standard) in their entirety. This should be enforceable under the Firebreak Notice. The Shire should give consideration to updating their Firebreak Notice to include the enforcement of a BMP on a lot where applicable.	Consideration required prior to subsequent planning stages.
<b>Vehicular Access</b>	<b>P.3 – incorrect terminology</b> Page 11 of the BMP refers to the road connection between Marshall Road and Billingham Road as a 'fire access track', where it should be referred to as a public road or EAW.	Modification required.
<b>Water</b>	<b>A4.2 – not demonstrated</b> The BMP states that 1 x 50,000L water tank will be installed for firefighting purposes to comply with Element 4. All proposed lots are proposed to install water tanks between 90,000L and 120,000L for domestic and firefighting purposes. Dual purpose tanks are not supported by DFES for the following reasons: <ul style="list-style-type: none"><li>• In the event of an emergency incident firefighters may drain the entire domestic tank in suppression efforts. Until the tank is refilled residents cannot return to their homes.</li><li>• When a tank, used mainly for domestic purposes, is entirely emptied the sediment at the bottom of the tank may be disturbed when re-filling which can make the water unpotable.</li></ul> There is no guarantee that the tank will have the reserve of 10,000L as this is at the discretion of the land owner.	Consideration required prior to subsequent planning stages.

**Recommendation – not supported modifications required**

DFES has assessed the BMP for the proposed scheme amendment and has identified a number of issues that need to be addressed prior to support of the proposal.

1. The BMP does not demonstrate compliance to – Element 1: Location, Element 2: Siting and Design or Element 4: Water.
2. Incorrect terminology used for Element 3 – Vehicular Access.

If you require further information, please contact me on telephone number 6551 4071.

Yours sincerely



**Richard Trinh  
SENIOR LAND USE PLANNING OFFICER**

4 March 2020

## 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 25 MARCH 2020

## MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
CCP3460	AUSPIRE - AUST DAY COUNCIL (WA)	FLAGS & BUNTING FOR AUSTRALIA DAY BREAKFASTS, 3 LOCATIONS	\$	426.00
CCP3461	BIG APPLE BAKERY	ADDITIONAL FOOD ITEMS FOR AUSTRALIA DAY BREAKFAST	\$	45.50
CCP3462	DBK RIVERSIDE REST AND CAFE	MEAL EXPENSES - CEO, PRES & GUEST SPEAKER, PETER KENYON	\$	134.00
CCP3463	DONNYBROOK MOTEL MOTOR LODGE	ACCOMMODATION FOR GUEST SPEAKER, PETER KENYON 27/01/2020	\$	100.00
CCP3464	FLIGHT CENTRE	FLIGHTS & ACCOMMODATION - HOBART LGCOG MEETING - CEO	\$	1,699.26
CCP3465	GARMIN	SATELLITE SUBSCRIPTION FOR MESSENGER & GPS DEVICE - JAN 20	\$	120.90
CCP3466	HARVEY NORMAN ONLINE	ADMIN - STICK VACCUUM FOR CUSTOMER SERVICE/FOYER AREA	\$	361.95
CCP3467	VISTAPRINT	TUIA LODGE - BUSINESS CARDS	\$	88.50
EFT18441	ST JOHN AMBULANCE AUSTRALIA	2 DAY FIRST AID COURSE - COMMUNITY DEVELOPMENT OFFICER	\$	199.00
EFT18441a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 12/02/2020	\$	126,255.75
EFT18441b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 12/02/2020	\$	66,690.93
EFT18441c	SG FLEET AUSTRALIA PTY LIMITED	LEASE FOR CESM VEHICLE 09/02/2020 - 08/03/2020	\$	1,561.90
EFT18442	WORKWISE ADVISORY SERVICES	PROFESSIONAL FEES - INTERNAL RELATIONS	\$	2,694.45
EFT18442a	AUSTRALIAN TAX OFFICE	PAYG - JANUARY 2020	\$	114,798.00
EFT18443	BUILDING COMMISSION	BSL LEVY COLLECTION FOR JANUARY 2020	\$	1,146.15
EFT18444	PRESTON VALLEY MAINTENANCE	DBK FOOTBALL CLUB - RENOVATIONS TO CEILING & BAR AREA	\$	9,691.00
EFT18445	JASON BLAKE EVANS	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	110.20
EFT18446	EMMA MARIE HERCEG	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	110.20
EFT18447	FELICITY JANE HONEYCOMBE	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	203.80
EFT18448	NAOMI KEUSCH	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	110.20
EFT18449	AMANDA RHODES	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	380.20
EFT18450	INNEKA HELEN THIEL	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	203.80
EFT18450a	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 26/02/2020	\$	128,848.53
EFT18450b	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 26/02/2020	\$	66,404.66
EFT18450c	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - SUPERANNUATION FOR FEBRUARY 2020	\$	15,830.27
EFT18451	BRC - BUILDING SOLUTIONS PTY LTD	RFT 4/1819 - CONSTRUCTION OF THE BEELERUP BUSH FIRE STATION	\$	32,923.00
EFT18452	DK CARPENTRY	TUIA LODGE REFURBISHMENT - FURTHER STRIP OUT WORKS	\$	2,359.71
EFT18453	FLERIDA RUTH GORMAN	REFUND SWIMMING LESSONS TERM 1 - 2020	\$	199.85
EFT18454	JAMES W KHAN	GRIMWADE & STHHAMPTN RDS - CULTURAL HERITAGE MONITORING	\$	7,987.00
EFT18455	ALLENS CIVIL & RURAL CONTRACTORS	MAINTENANCE TO DRAINAGE BASIN PERSEVERANCE BLVD	\$	4,752.00

## SHIRE OF DONNYBROOK/BALINGUP

### LOCAL GOVERNMENT ACT 1995

#### LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 25 MARCH 2020

#### MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT18456	ALFS MACHINERY PTY LTD	W&S - EXTERNAL CIRCLIP, BEARING MOUNT LOCTITE, LANCE-TUBE	\$ 75.70	
EFT18457	AUSTRALIA POST	ADMIN - SHIRE POSTAGE - FEB 2020	\$ 1,028.56	
EFT18458	AUST SERVICES UNION WA BRANCH	PAYROLL DEDUCTIONS	\$ 51.80	
EFT18459	AMITY SIGNS	RURAL ROAD NUMBER SIGNAGE	\$ 80.85	
EFT18460	WINC AUSTRALIA PTY LTD	TUIA LODGE - CONTINENCE PRODUCTS, ADMIN - STATIONERY	\$ 2,714.48	
EFT18461	MAIA FINANCIAL	VARIOUS SHIRE EQUIPMENT LEASES 01/04/20 - 30/06/20	\$ 7,261.39	
EFT18462	ACCESS PROTOCOL	TUIA LODGE - 3X PREMIUM FLOOR MATTS, 3X DOUBLE ADAPTERS	\$ 1,056.00	
EFT18463	ABBOTTS WATER FILTERS & PUMPS	BALINGUP BFB - UNDERSINK WATER FILTER SYSTEM	\$ 240.00	
EFT18464	ABCO PRODUCTS PTY LTD	P&G - CLEANING PRODUCTS	\$ 9.78	
EFT18465	ATC EMPLOYMENT SOLUTIONS	TUIA LODGE - CASUAL CARER & TRAINEE WAGES - WE 19/02/2020	\$ 4,786.48	
EFT18466	AQUAMONIX	P&G - RETICULATION CENTRAL CONTROL UNIT & SOFTWARE	\$ 5,449.40	
EFT18467	AW ROADWORKS PTY LTD	UPPER CAPEL RD - TRAFFIC MANAGEMENT - 6 WEEKS (APPROX)	\$ 19,976.00	
EFT18468	AFGRI EQUIPMENT AUST PTY LTD	SUPPLY OF JOHN DEERE 620GP GRADER INC TRADE IN	\$ 254,560.90	
EFT18469	BUNBURY RETRAVISION	DBK REC CTR - PORTABLE SPEAKERS	\$ 348.00	
EFT18470	BUNNINGS GROUP LIMITED	DBK REC CTR - PLANTS, POTS AND SAUCERS	\$ 352.66	
EFT18471	BIG W - BUNBURY	DBK REC CTR - STREAMERS, BALLOONS, STAR CUTOUTS	\$ 119.25	
EFT18472	BDA TREE LOPPING	VARIOUS SHIRE SITES - TREE PRUNING FOR JAN 2020	\$ 18,326.00	
EFT18473	BALINGUP LIQUOR & GENERAL STORE	VARIOUS BFB'S - DIESEL PURCHASES - FEB 2020	\$ 195.47	
EFT18474	BP SERVICE STATION	ADMIN & BFB'S - FUEL PURCHASES - JAN 2020	\$ 1,670.70	
EFT18475	BLUE FORCE PTY LTD	PRESTON VILLAGE - EMERGENCY HELP MONITORING - JAN 2020	\$ 189.61	
EFT18476	BUNBURY HARVEY REGIONAL COUNCIL	ORGANICS DISPOSAL & WASTE EDUCATION PROG - JAN 2020	\$ 2,580.83	
EFT18477	BUILT RIGHT APPROVALS	2019-20 SWIMMING POOL INSPECTIONS	\$ 140.25	
EFT18478	STAFF REIMBURSEMENTS	REIMBURSE CEO TELECOMMUNICATION PACKAGE JAN - MAR 2020	\$ 159.98	
EFT18479	COCA COLA AMATIL (AUST) P/L	DBK REC CTR - KIOSK DRINK PURCHASES	\$ 473.94	
EFT18480	BUNBURY BRANCH COATES HIRE	UPPER CAPEL RD - HIRE OF PORTABLE TOILET 6 WEEKS	\$ 312.22	
EFT18481	CITY & REGIONAL FUELS	DIESEL EXPENSES - FEB 2020	\$ 15,240.93	
EFT18482	CLIFFORD AUTO REPAIRS	DB5 20,000KM - CEO, MGR W&S, EMCC VEHICLE SERVICING	\$ 960.52	
EFT18483	CRAVEN FOODS	DBK REC CTR - CONFECTIONERY & CHIP SUPPLIES	\$ 678.66	
EFT18484	CD & CM CASTLEDINE	INSTALLATION OF GATE TO ACCESS DAM - PERSEVERANCE BLVD	\$ 770.00	
EFT18485	GWENDOLINE LOUISE COMBES	PRESTON VILLAGE - REIMBURSE PAYMENT FOR HOT WATER SYS	\$ 547.00	



**SHIRE OF DONNYBROOK/BALINGUP**

**LOCAL GOVERNMENT ACT 1995**

**LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER  
IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO  
COUNCIL ON 25 MARCH 2020**

**MANUAL/AUTO CHEQUES**

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Municipal</b>	<b>Trust</b>
EFT18486	CROSS SECURITY SERVICES	LOWDEN BFB - SECURITY MONITORING EXPENSES 01/01/20 - 31/03/20	\$ 128.70	
EFT18487	COWARA CONTRACTORS PTY LTD	NEWLANDS & UPPER CAPEL ROADS - GRAVEL CRUSHING	\$ 76,340.50	
EFT18488	COLLINS STREET FISH & CHIPS	MEALS FOR FIREFIGHTERS - BEELERUP FIRE	\$ 283.50	
EFT18489	CONTROL FIRE SYSTEMS PTY LTD	TUIA LODGE - RETROFIT FIRE SUPPRESSION SYSTEM PROJECT	\$ 3,892.90	
EFT18490	DOROTHY MAY CONNAUGHTON	RATES REFUND	\$ 637.02	
EFT18491	DONNYBROOK MEDICAL SERVICES	TUIA LODGE - PRE EMPLOYMENT MEDICAL	\$ 165.00	
EFT18492	DONNYBROOK NEWSAGENCY	VARIOUS SHIRE DEPTS - STATIONERY SUPPLIES	\$ 149.25	
EFT18493	DONNYBROOK PHARMACY	FIRST AID SUPPLIES TO RESTOCK FIRST AID KITS AT DEPOT	\$ 143.35	
EFT18494	DONNYBROOK FRUIT BARN	TUIA LODGE - FRUIT SUPPLY - FEBRUARY 2020	\$ 346.69	
EFT18495	DBK & DISTRICTS PLUMBING SERVICE	VARIOUS SHIRE SITES - PLUMBING MAINTENANCE & REPAIRS	\$ 2,090.00	
EFT18496	SUPA IGA DONNYBROOK	TUIA LODGE - GROCERIES, FRUIT & VEG SUPPLIES - JANUARY 2020	\$ 5,047.25	
EFT18497	DONNYBROOK FAMILY BAKERY	TUIA LODGE - BAKERY ACCOUNT - JANUARY & FEBRUARY 2020	\$ 630.00	
EFT18498	DONNYBROOK TYRE SERVICE	VARIOUS SHIRE VEHICLES - REPLACEMENT TYRES & REPAIRS	\$ 5,229.50	
EFT18499	DONNYBROOK DISTRICT HIGH SCHOOL	DBK LBRY - SHARED OPERATING COSTS - DEC 2019/JAN 2020	\$ 2,036.73	
EFT18500	DONNYBROOK FARM SERVICE	VARIOUS SHIRE DEPTS - POOL CHEMS, RETIC, HARDWARE, FERT	\$ 1,291.40	
EFT18501	DBCEC (WA) PTY LTD	VARIOUS SHIRE RDS - SCHEDULED UPGRADES & REPAIRS	\$ 108,000.70	
EFT18502	DEPT OF FIRE & EMERGENCY SERV	2019/20 ESL 3RD QUARTER CONTRIBUTION	\$ 88,971.69	
EFT18503	FLEXI STAFF PTY LTD	TUIA LODGE - WAGES FOR CONTRACT STAFF - FEB 2020	\$ 3,179.41	
EFT18504	FAIRTEL PTY LTD	DONNYBROOK SES - PHONE AND NBN SERVICE	\$ 154.00	
EFT18505	FRONTLINE FIRE & RESCUE	VARIOUS BFB'S - PROTECTIVE CLOTHING & LEVEL 1 KIT BAGS	\$ 1,613.17	
EFT18506	FITNESS SOLUTIONS WA	DBK REC CTR - 4 X HEX DUMBELLS	\$ 231.00	
EFT18507	SUEZ RECYCLING & RECOVERY	PROCESSING OF RECYCLABLES - FEB 2020	\$ 2,090.22	
EFT18508	HASTIE WASTE PTY LTD	MGMT DBK LANDFILL & BLN TRANSFER SITES - FEB 2020	\$ 34,656.95	
EFT18509	HEATLEYS SAFETY & INDUSTRIAL	CHAIN FOR PREVENTITIVE ACCESS TO DIEBACK AREAS	\$ 110.00	
EFT18510	COVERT SIGNS	2020 OUTDOOR MOVIE SERIES SIGNAGE	\$ 1,339.80	
EFT18511	SKIPPERS PLUMBING SERVICES	VARIOUS SHIRE SITES - PLUMBING REPAIRS & MAINTENANCE	\$ 984.35	
EFT18512	HENCO RURAL	FIRE BREAK INSTALLATION AND PROPERTY SLASHING	\$ 715.00	
EFT18513	INDIGENOUS PROFESSIONAL	TUIA LODGE - MARKETING SERVICES - MONTH ENDING 29.02.2020	\$ 1,430.00	
EFT18514	JASON SIGNMAKERS	W&S -VARIOUS ROAD SIGNAGE	\$ 416.33	
EFT18515	STAFF REIMBURSEMENTS	REIMBURSE PHONE ALLOWANCE TO WORKS OVERSEER	\$ 50.00	

## SHIRE OF DONNYBROOK/BALINGUP

### LOCAL GOVERNMENT ACT 1995

#### LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 25 MARCH 2020

#### MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT18516	KENSINGTON PHYSIOTHERAPY	TUIA LODGE - PHYSIOTHERAPY SERVICES - JAN 2020	\$ 3,463.90	
EFT18517	LIVING SPRINGS	ADMIN - BOTTLED WATER	\$ 187.00	
EFT18518	LEAK SEARCH	DBK CEMETERY - ASSIST WITH LOCATING WATER LEAK	\$ 935.00	
EFT18519	STAFF REIMBURSEMENTS	REIMBURSEMENT OF POLICE CLEARANCE EXPENSES	\$ 55.10	
EFT18520	MALATESTA ROAD PAVING & HOTMIX	VARIOUS SHIRE RDS - RESEALING	\$ 188,470.32	
EFT18521	CEMETERIES & CREMATORIA	CCAWA ANNUAL SEMINAR 19/03/20 - 20/03/20	\$ 310.00	
EFT18522	MARKETFORCE PRODUCTIONS	ADMIN ADVERTISING EXPENSES - JAN 2020	\$ 908.84	
EFT18523	MESSAGES ON HOLD AUSTRALIA P/L	PHONE MESSAGE ANNOUNCER SERVICE 20/02/20 - 19/05/20	\$ 421.80	
EFT18524	MPM CONCRETING	VARIOUS SHIRE SITES - PATHWAY INSTALLATIONS & RENEWALS	\$ 24,998.60	
EFT18525	MICROSOFT REGIONAL SALES CORP	EMAIL SERVICE FOR PERIOD 26/01/2020 - 25/02/2020	\$ 1,207.45	
EFT18526	MORE TELECOM	TUIA LODGE - MONTHLY TELEPHONE SERVICES - FEB/MARCH 2020	\$ 612.76	
EFT18527	NATIONAL PEN PROMO PRODUCTS	TUIA LODGE - STAFF INCENTIVES	\$ 219.45	
EFT18528	NIGHTGUARD SECURITY SERVICES	DBK REC CTR - ATTEND TO AFTER HOURS SECURITY - FEB 2020	\$ 440.00	
EFT18529	NEVERFAIL SPRINGWATER LIMITED	DBK REC CTR - SPRING WATER	\$ 337.25	
EFT18530	ONE MUSIC AUSTRALIA	LOCAL GOVT ANNUAL MUSIC LICENCE 01/7/2019 - 30/06/2020	\$ 428.74	
EFT18531	CANCELLED	INCORRECT BSB		
EFT18532	OFFICE OF THE AUDITOR GENERAL	AUDIT EXPENSES FOR YEAR ENDED 30/06/2019	\$ 34,100.00	
EFT18533	PFI CLEANING SUPPLIES	SHIRE ADMIN BLDG - CLEANING SUPPLIES	\$ 262.60	
EFT18534	PRESTON PRESS	SHIRE CONNECT & ADVERTISING - FEB & MARCH 2020	\$ 1,505.00	
EFT18535	PRESTIGE PRODUCTS	DBK REC CTR - COTTON MOP HEAD & DISINFECTANT	\$ 66.33	
EFT18536	PRESTON VALLEY MAINTENANCE	FERNDAL BFB IMPROVEMENTS & GENERAL SHIRE BUILDING MAINT	\$ 6,227.10	
EFT18537	PFD FOOD SERVICE PTY LTD	DBK REC CTR - ICE CREAM SUPPLIES	\$ 197.15	
EFT18538	PRESTON POWER EQUIPMENT	THOMSON BROOK BFB - STIHL WET & DRY VACUUM CLEANER	\$ 554.50	
EFT18539	LIAM PHILLIPS	DONNYBROOK SHOOT VIDEOGRAPHY - PETER KENYON EVENT	\$ 440.00	
EFT18540	RUGRATS CARPET CLEANING SERV	TUIA LODGE - CLEAN 2 X FABRIC CHAIR	\$ 100.00	
EFT18541	STAFF REIMBURSEMENTS	REIMBURSEMENT OF HOME INTERNET EXPENSES FOR FEB 2020	\$ 79.90	
EFT18542	C.J. KAY T/A RURAL CINEMA	2020 OUTDOOR MOVIE SERIES - MAMMA MIA II	\$ 1,650.00	
EFT18543	SPRINT EXPRESS	W&S - FREIGHT EXPENSES - FEB 2020	\$ 26.40	
EFT18544	ROSTER WITH ROSS PTY LTD	TUIA LODGE - SCHEDULES & PAYROLL 12/02/20 TO 11/03/20	\$ 149.00	
EFT18545	SLEE ANDERSON & PIDGEON	TUIA LODGE - PROFESSIONAL SERVICES	\$ 8,171.90	

## 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 25 MARCH 2020

#### MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT18546	STEWART & HEATON CLOTHING CO	VARIOUS BFB'S - PROTECTIVE CLOTHING & EQUIPMENT	\$ 1,705.80	
EFT18547	SOUTHERN LOCK & SECURITY	P&G - NEW PADLOCKS FOR VARIOUS SITES	\$ 419.34	
EFT18548	SOS OFFICE EQUIPMENT	VARIOUS SHIRE SITES - PHOTOCOPIER EXPENSES	\$ 753.91	
EFT18549	SMITH CONSTRUCTIONS	DBK REC CTR - REPAIR STEEL COLUMN IN THE MENS CHANGEROOM	\$ 4,659.60	
EFT18550	WA COUNTRY HEALTH SERVICE - SW	TUIA LODGE - RESIDENTS MEALS - JANUARY 2020	\$ 16,807.20	
EFT18551	STALEY FOOD & PACKAGING	TUIA LODGE - CLEANING SUPPLIES - MARCH 2020	\$ 2,519.94	
EFT18552	ST JOHN AMBULANCE AUSTRALIA	RANGERS - FIRST AID COURSE	\$ 320.00	
EFT18553	WAYNE FRANCIS SPRY	RATES REFUND	\$ 594.00	
EFT18554	SURGICAL HOUSE PTY LTD	TUIA LODGE - PHARMACEUTICAL SUPPLIES	\$ 1,395.20	
EFT18555	SIGNS PLUS	STAFF NAME TAGS	\$ 20.10	
EFT18556	SURVCON PTY LTD	UPPER CAPEL RD - CENTRE LINE OFFSETS & SET SHOULDER PEGS	\$ 9,185.02	
EFT18557	SUZANNE HUNT ARCHITECT PTY LTD	REVIEW PROCUREMENT DOCUMENTS FOR ARCHITECTURAL SERV	\$ 990.00	
EFT18558	CANCELLED	ACCOUNT CLOSED		
EFT18559	TELEVISION CITY BUNBURY	TUIA LODGE - NEW TV DISTRIBUTION AMPLIFIERS	\$ 275.00	
EFT18560	STATE WIDE TURF SERVICES	VERTI CUT AND LOW MOW BALINGUP OVAL	\$ 3,168.00	
EFT18561	TOLL TRANSPORT PTY LTD	VARIOUS SHIRE DEPTS - FREIGHT EXPENSES	\$ 49.28	
EFT18562	VIP GARDENING	TUIA LODGE - GARDENING CONTRACTOR - DECEMBER 2019	\$ 1,400.30	
EFT18563	VALVOLINE AUSTRALIA PTY LTD	W&S - OILS, DEGREASER & ADBLUE	\$ 2,458.10	
EFT18564	VETAG PTY LTD	UPPER CAPEL RD - SUPPLY OF GRAVEL	\$ 21,471.73	
EFT18565	VEHICLES CLEANED BY JANINE	TUIA LODGE - VEHICLE CLEANING INSIDE & OUT X 2 VEHICLES	\$ 90.00	
EFT18566	REBECCA VERHAAF	REFUND SWIMMING LESSONS TERM 1 - 2020	\$ 110.00	
EFT18567	WA LOCAL GOVERNMENT	COUNCIL CONNECT SUBSCRIPTION FY 2019/2020	\$ 4,133.25	
EFT18568	VEOLIA ENVIRONMENTAL SERVICES	ROAD SWEEPING FOR 2019/20 - FEB 2020	\$ 276.10	
EFT18569	WESTRAC EQUIPMENT PTY LTD	SOCKET CONNECTOR FOR SWEEPING BROOM	\$ 33.96	
EFT18570	WORK CLOBBER	STAFF PROTECTIVE CLOTHING	\$ 753.93	
EFT18571	WORKFORCE INTERNATIONAL PTY LTD	HIRE OF CASUAL CONTRACTOR FOR PARKS & GARDEN CREW	\$ 3,413.39	
EFT18572	MJ WRINGE & SON	ARGYLE BFB - 3.4 FIRE TENDER ANNUAL SERVICE AND REPAIRS	\$ 3,986.51	
EFT18573	WORKWISE ADVISORY SERVICES	PROFESSIONAL FEES - INTERNAL RELATIONS	\$ 2,960.10	
EFT18574	THE WORKWEAR GROUP PTY LTD	ADMIN - NEW STAFF UNIFORMS	\$ 145.35	
EFT18575	WEST COAST FIT	DBK REC CTR - FITNESS INSTRUCTOR EXPENSES - JANUARY 2020	\$ 800.00	

## SHIRE OF DONNYBROOK/BALINGUP

### LOCAL GOVERNMENT ACT 1995

#### LIST OF ACCOUNTS AUTHORISED AND PAID BY THE CHIEF EXECUTIVE OFFICER IN ACCORDANCE WITH DELEGATION NO. 3.2 AND PRESENTED TO COUNCIL ON 25 MARCH 2020

#### MANUAL/AUTO CHEQUES

Chq/EFT	Name	Description	Municipal	Trust
EFT18576	DEAN WATERS	PRESTON VILLAGE & BRIDGE ST - BOUNDARY COLOURBOND FENCE	\$ 3,234.00	
EFT18577	XTEND EVENTS	AUSTRALIA DAY BREAKFAST 2020 - SUPPLY PA & EVENT SUPPORT	\$ 275.00	
EFT18578	ZIPFORM	WINDOW FACE & REPLY PAID SELF SEAL ENVELOPES - QTY 3000	\$ 722.10	
EFT18578a	SHERIFF'S OFFICE	LODGE INFRINGE NO 3576 TO RECOUP RANGER FINE & ASSOC COST	\$ 70.00	
EFT18578b	WESTNET PTY LTD	BALINGUP LIBRARY - NBN WIRELESS SERVICE - MARCH 2020	\$ 64.90	
EFT18578c	SHIRE OF DONNYBROOK BALINGUP	PAYROLL FOR PERIOD ENDING 11/03/2020	\$ 129,235.83	
EFT18579	KRISTY JEAN O'DONNELL	REFUND SWIMMING LESSONS TERM 1 - 2020	\$ 286.50	
EFT18580	STAFF REIMBURSEMENTS	REIMBURSE MOBILE PHONE PURCHASE FOR REC CTR	\$ 29.00	
EFT18580a	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - PAYROLL FOR PERIOD ENDING 11/03/2020	\$ 74,314.34	
EFT18581	OPTEON PROPERTY GROUP PTY LTD	MARKET RENTAL VALUATION - PATHOLOGY & DENTAL CLINIC	\$ 4,950.00	
53551	DEPARTMENT OF TRANSPORT	CUSTOMER PURCHASE OF SHIRE LOGO NUMBER PLATE	\$ 200.00	
53552	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE RESIDENTS KITTY RECOUP FEB (1) 2020	\$ 833.40	
53553	WESTNET PTY LTD	VARIOUS SHIRE SITES - INTERNET EXPENSES - MARCH 2020	\$ 474.37	
53554	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$ 6,244.70	
53555	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$ 24,369.48	
53556	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE & INTERNET EXPENSES	\$ 1,381.05	
53557	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE - STAFF RATES FOR FEBRUARY 2020	\$ 330.00	
53558	SHIRE OF DONNYBROOK BALINGUP	TUIA LODGE RESIDENTS KITTY RECOUP - FEB 2020 (RECOUP 2)	\$ 874.75	
53559	LOLA BELLA LUNA SEPPIYO	WINNER 2019 FRANK ARBUTHNOTT SCHOLARSHIP	\$ 500.00	
53560	JOHN WILLIAM FALLON	CONTRIBUTION TO COUNCIL CROSSOVER AND CULVERT	\$ 450.00	
53561	CELLARBRATIONS DONNYBROOK	TUIA LODGE - RESIDENTS HAPPY HOUR REFRESHMENTS	\$ 64.98	
53562	KMART BUNBURY	TUIA LODGE - RESIDENTS BEDDING	\$ 379.00	
53563	REPCO - DONNYBROOK	DEPOT - SUPPLY OF MISC GOODS AND EQUIPMENT FOR FEB 2020	\$ 441.92	
53564	TELSTRA	VARIOUS SHIRE SITES - TELEPHONE & INTERNET EXPENSES	\$ 1,868.47	
53565	WATER CORPORATION	VARIOUS SHIRE SITES - WATER & SEWERAGE EXPENSES	\$ 6,346.19	
53566	SYNERGY	VARIOUS SHIRE SITES - ELECTRICITY EXPENSES	\$ 12,618.24	
53567	SHIRE OF DONNYBROOK BALINGUP	RECOUP TUIA LODGE PETTY CASH - MARCH 2020	\$ 169.90	
DD24833.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 18,494.11	
DD24833.2	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 245.99	
DD24833.3	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 786.16	

**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 25 MARCH 2020**

**MANUAL/AUTO CHEQUES**

<b>Chq/EFT</b>	<b>Name</b>	<b>Description</b>	<b>Municipal</b>	<b>Trust</b>
DD24833.4	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 187.28	
DD24833.5	NORTH	PAYROLL DEDUCTIONS	\$ 179.08	
DD24833.6	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$ 330.92	
DD24833.7	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 221.47	
DD24833.8	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 136.86	
DD24833.9	ASGARD AESA SUPER	PAYROLL DEDUCTIONS	\$ 153.38	
DD24864.1	WA SUPER	PAYROLL DEDUCTIONS	\$ 19,078.38	
DD24864.2	REST SUPERANNUATION	PAYROLL DEDUCTIONS	\$ 148.26	
DD24864.3	ASGARD AESA SUPER	PAYROLL DEDUCTIONS	\$ 154.77	
DD24864.4	MLC NOMINEES PTY LTD	PAYROLL DEDUCTIONS	\$ 54.32	
DD24864.5	AUSTRALIAN SUPER	PAYROLL DEDUCTIONS	\$ 781.13	
DD24864.6	BENDIGO SMARTSTART SUPER	PAYROLL DEDUCTIONS	\$ 229.79	
DD24864.7	COMMBANK GROUP SUPER	PAYROLL DEDUCTIONS	\$ 213.50	
DD24864.8	NORTH	PAYROLL DEDUCTIONS	\$ 158.90	
DD24864.9	DILLON FAMILY SUPERFUND	PAYROLL DEDUCTIONS	\$ 325.23	
DD24864.10	ONEPATH MASTERFUND	PAYROLL DEDUCTIONS	\$ 244.51	
DD24864.11	UNISUPER	PAYROLL DEDUCTIONS	\$ 110.25	
			<b>\$ 1,943,532.09</b>	<b>\$ -</b>
				<b>\$ 1,943,532.09</b>

**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 25 MARCH 2020**

**SUMMARY:**

<i>Bank</i>	<i>Cheque Number</i>	<i>Amount</i>
Municipal	CCP3460-CCP3467, EFT18441-EFT18581, 53551 - 53567, DD24833.1- DD24833.9, DD24864.1- DD24864.11	\$1,943,532.09
Trust		
<i>Monthly Cheque Totals</i>		<u><u>\$1,943,532.09</u></u>

**CERTIFICATION OF EXECUTIVE MANAGER CORPORATE & COMMUNITY**

This schedule of accounts paid under delegated authority (No 3.1) covering cheques numbered from CCP3460-CCP3467, EFT18441-EFT18581, 53551 - 53567, DD24833.1-DD24833.9, DD24864.1-DD24864.11 totalling \$1,943,532.09 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.

  
\_\_\_\_\_  
EXECUTIVE MANAGER CORPORATE & COMMUNITY

19/3/2020  
\_\_\_\_\_  
DATE



**Monthly  
Financial Reports**  
Management Statements

**For the period ended  
29<sup>th</sup> February 2020**

## Shire of Donnybrook-Balingup

### Monthly Report to Council

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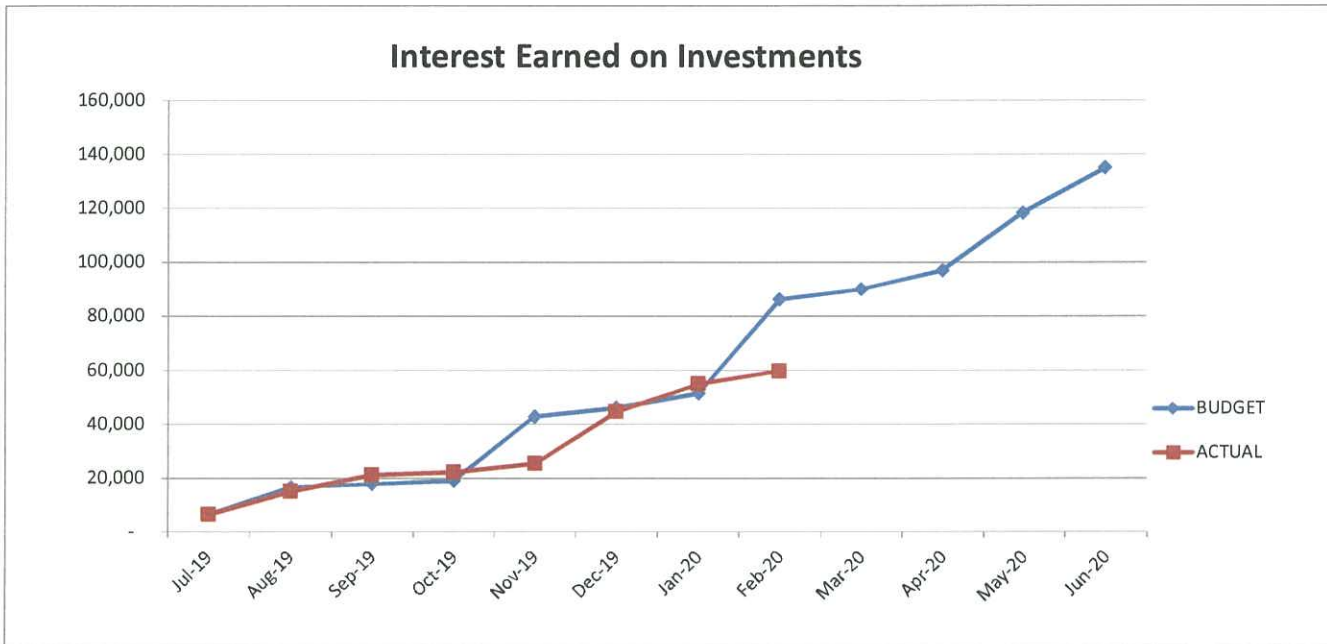


**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 29th February 2020**

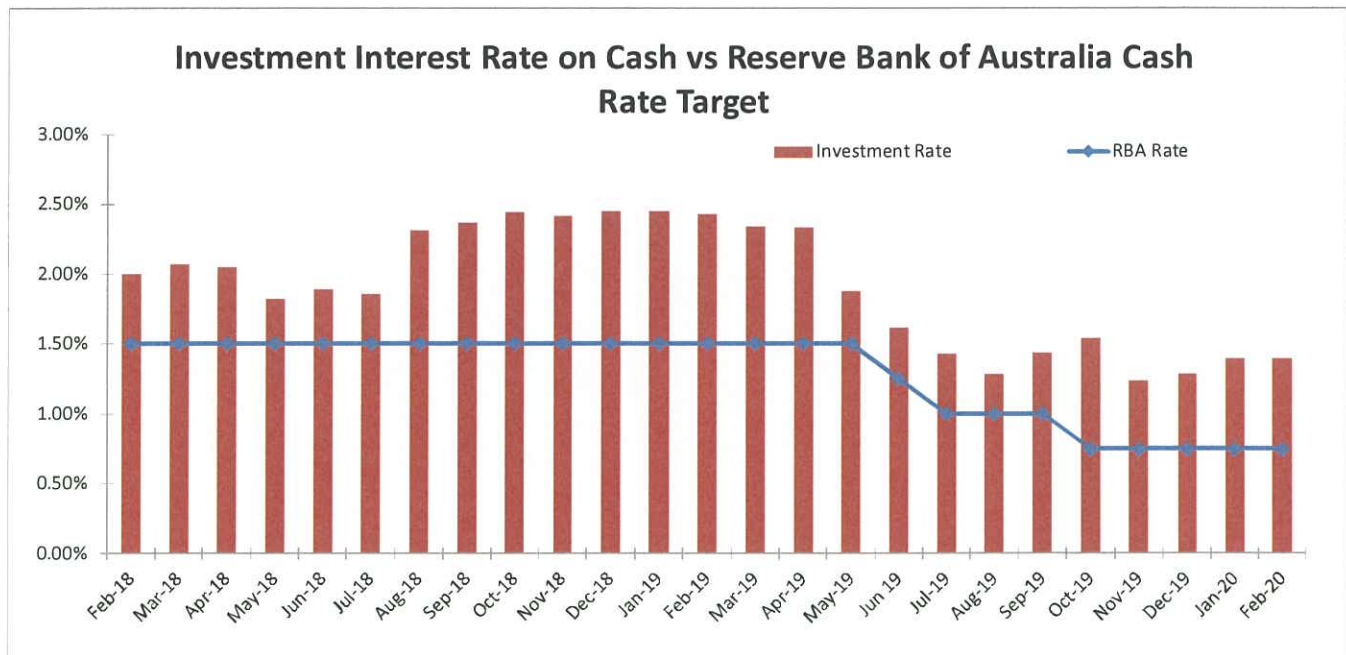
\* **Cash & Investments**

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

	YTD Actual	YTD Budget
Municipal Fund:	\$ 20,621	\$ 28,692
Reserve Fund:	\$ 39,138	\$ 57,584
	<b>\$ 59,758</b>	<b>\$ 86,276</b>



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

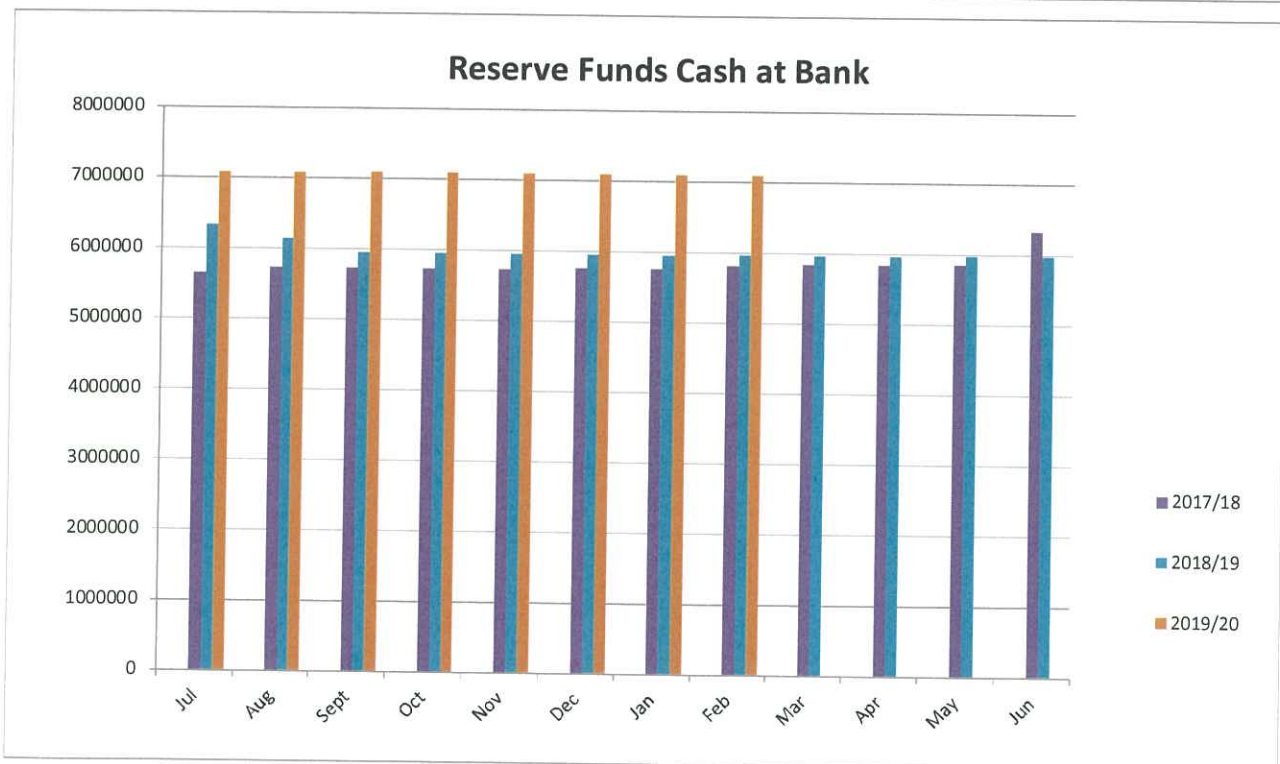
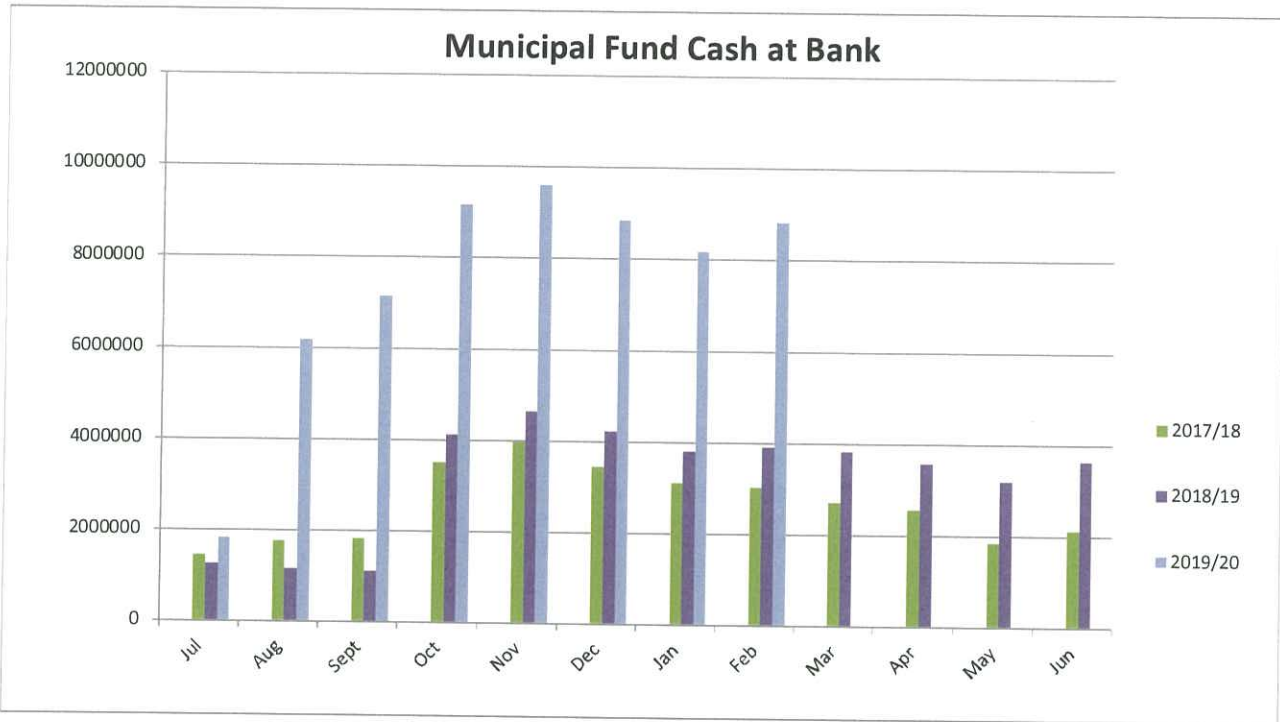


**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 29th February 2020**

\* **Cash & Investments**

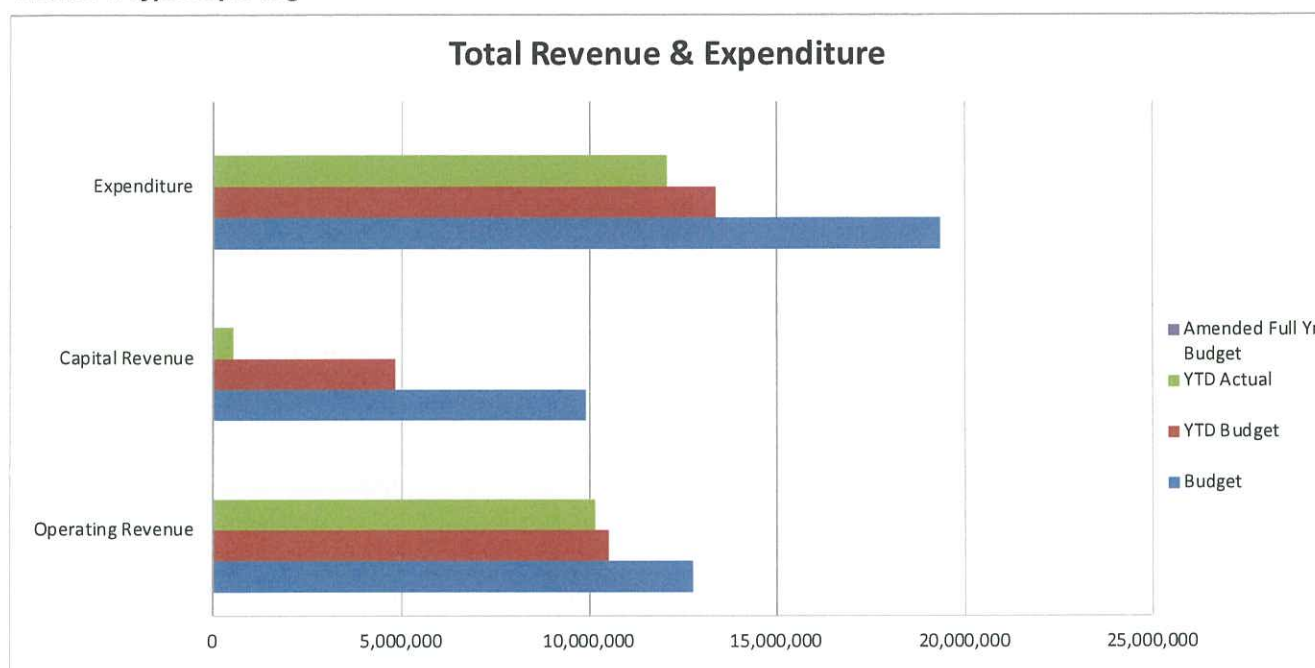
As at reporting date, the Shire's Municipal Bank fund shows a reconciled balance of \$8,815,145.75. This includes investments held by the Shire of \$6,572,942.62.

Municipal Investment Funds total	\$	1,775,786
Restricted Funds - Bond Deposits	\$	4,803,933
 Municipal Fund Cash at Bank total	 \$	 2,235,427
Reserve Funds Cash at Bank	\$	7,099,118
	<b>\$</b>	<b>15,914,263</b>



**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 29th February 2020**

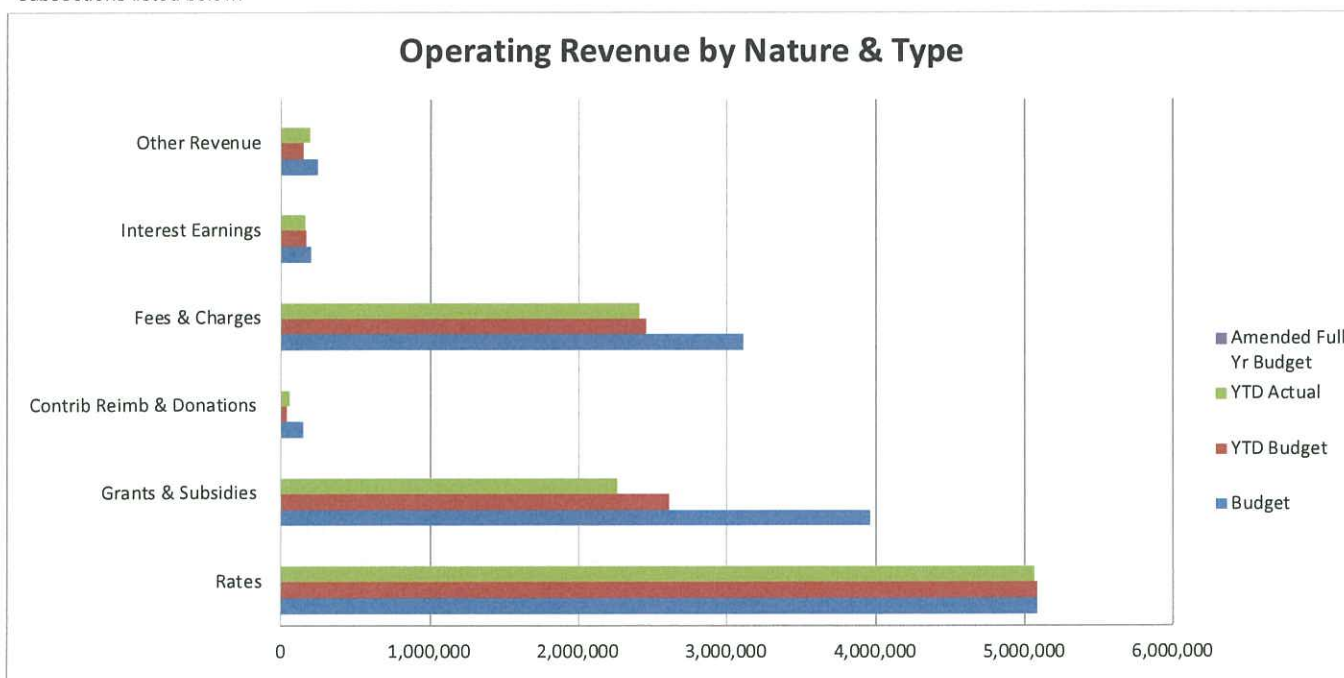
\* **Nature & Type Reporting**



**Total Revenue & Expenditure**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Operating Revenue	12,762,248	10,526,676	10,165,074	(3.44%)
Capital Revenue	9,901,265	4,846,138	525,202	(89.16%)
Expenditure	19,342,695	13,383,671	12,091,120	(9.66%)

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

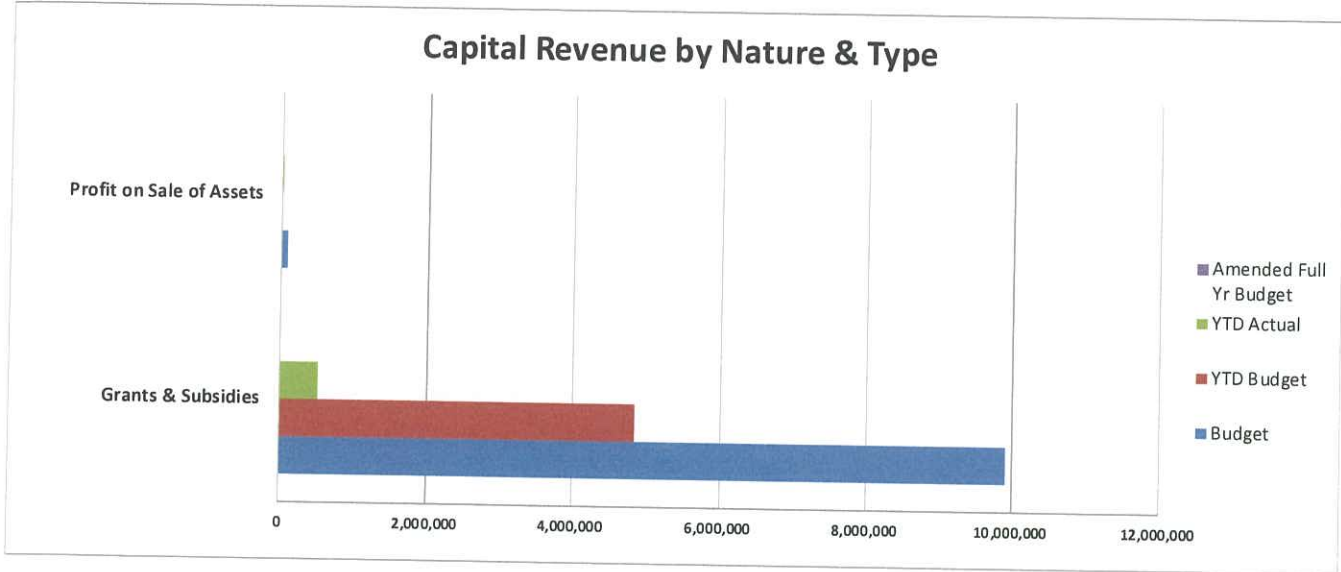


**Operating Revenue by Nature & Type**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Rates	5,084,690	5,083,813	5,067,312	(0.32%)
Grants & Subsidies	3,962,932	2,613,479	2,260,116	(13.52%)
Contrib Reimb & Donations	152,626	44,783	59,676	33.26%
Fees & Charges	3,113,848	2,456,711	2,412,747	(1.79%)
Interest Earnings	202,000	173,819	169,768	(2.33%)
Other Revenue	246,152	154,071	195,455	26.86%
<b>Total</b>	<b>12,762,248</b>	<b>10,526,676</b>	<b>10,165,074</b>	

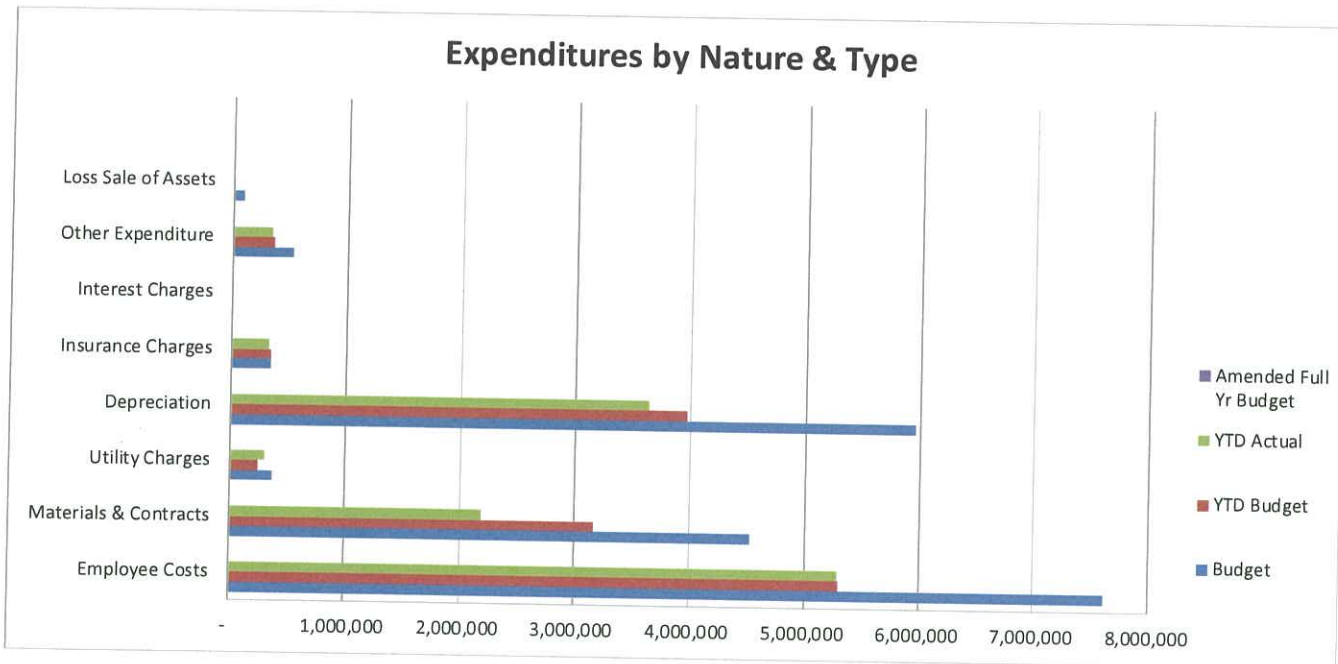
**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 29th February 2020**

\* **Nature & Type Reporting (continued)**



**Capital Revenue by Nature and Type**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Grants & Subsidies	9,910,124	4,846,138	513,140	(89.41%)
Profit on Sale of Assets	84,060	0	12,062	0.00%
<b>Total</b>	<b>9,994,184</b>	<b>4,846,138</b>	<b>525,202</b>	

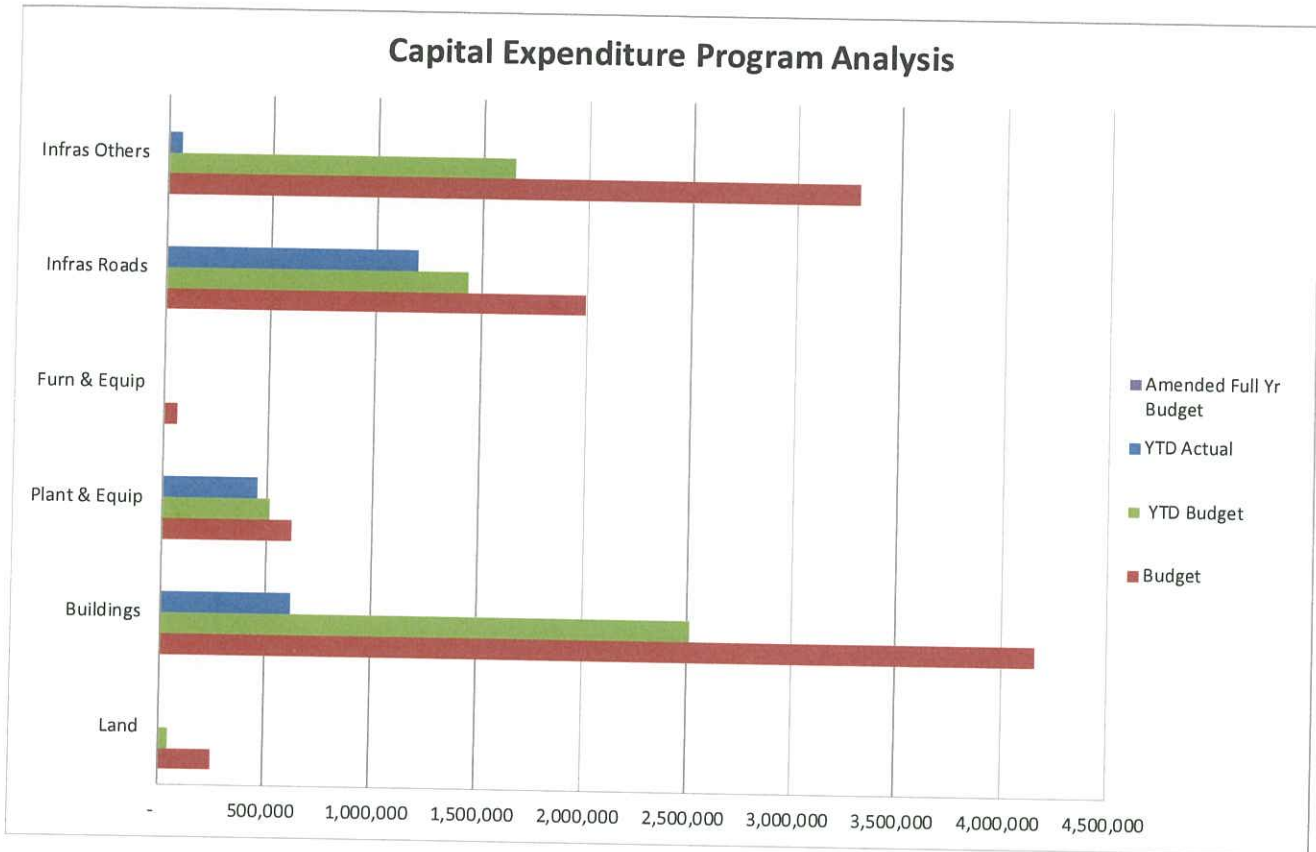


**Expenditures by Nature and Type**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Employee costs	7,613,640	5,296,385	5,288,152	(0.16%)
Materials and contracts	4,521,205	3,167,138	2,192,145	(30.78%)
Utility charges	369,249	239,661	301,273	25.71%
Depreciation on Non Current Assets	5,960,334	3,973,568	3,640,321	(8.39%)
Insurance charges	344,487	342,198	323,187	(5.56%)
Interest charges	9,786	5,302	4,328	(18.38%)
Loss on sale of asset	92,919	0	0	0.00%
Other expenditure	523,994	359,419	341,714	(4.93%)
<b>TOTAL</b>	<b>19,435,614</b>	<b>13,383,671</b>	<b>12,091,120</b>	

**Shire of Donnybrook / Balingup**  
**Graphical Presentation of Key Financial Data**  
**For Period ended 29th February 2020**

\* **Capital Acquisitions by Asset Class**



**Capital Acquisitions**

	Budget	YTD Budget	YTD Actual	YTD Variance %
Land	250,000	45,500	2,000	(95.60%)
Buildings	4,156,500	2,512,405	622,710	(75.21%)
Plant & Equipment	620,352	512,963	454,897	(11.32%)
Furniture & Equipment	64,400	0	0	0.00%
Infrastructure Roads	1,994,841	1,435,450	1,195,113	(16.74%)
Infrastructure Others	3,299,200	1,648,344	64,180	(96.11%)
<b>TOTAL</b>	<b>10,385,293</b>	<b>6,154,662</b>	<b>2,338,900</b>	

**Shire of Donnybrook / Balingup**  
**Operating Statement**  
For Period ended 29th February 2020

		Adopted Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
<b>Operating Revenues</b>				
Rate Revenue	3	5,084,690	5,083,813	5,067,312
General Purpose Funding	3	1,238,782	903,903	898,773
Governance	4	25,189	23,267	31,206
Law, Order & Public Safety	5	590,180	436,895	291,017
Health	7	163,128	112,868	104,857
Education and Welfare	8	3,961,897	2,424,269	2,267,801
Community Amenities	10	1,215,567	1,165,587	1,117,071
Recreation & Culture	11	351,658	182,417	161,534
Transport	12	5,594	6,672	3,356
Economic Services	13	148,790	112,457	109,091
Other Property & Services	14	126,792	74,528	113,057
		<b>12,912,267</b>	<b>10,526,676</b>	<b>10,165,074</b>
<b>Operating Expenses Excluding</b>				
<b>Borrowing Costs Expenses</b>				
General Purpose Funding	3	(163,296)	(87,571)	(132,362)
Governance	4	(1,214,385)	(937,812)	(843,823)
Law, Order & Public Safety	5	(1,476,583)	(1,004,757)	(874,611)
Health	7	(237,845)	(154,231)	(160,098)
Education and Welfare	8	(4,542,002)	(3,075,117)	(2,992,467)
Community Amenities	10	(1,801,729)	(1,204,240)	(1,036,547)
Recreation & Culture	11	(3,445,195)	(2,388,400)	(2,056,661)
Transport	12	(5,110,240)	(3,405,886)	(3,157,145)
Economic Services	13	(650,774)	(516,330)	(290,982)
Other Property & Services	14	(226,792)	(183,450)	(232,352)
		<b>(18,868,841)</b>	<b>(12,957,794)</b>	<b>(11,777,048)</b>
<b>Borrowing Costs Expenses</b>				
Health	7	(4,321)	(2,226)	(1,814)
Recreation and Culture	11	(1,941)	(997)	(629)
Economic Services	13	(3,524)	(2,079)	(1,885)
		<b>(9,786)</b>	<b>(5,302)</b>	<b>(4,328)</b>
<b>Contributions/Grants for the</b>				
<b>Development of Assets</b>				
Law, Order & Public Safety	5	987,536	0	0
Education and Welfare	8	4,175,000	1,400,000	0
Community Amenities	10	1,500,000	750,000	0
Recreation & Culture	11	1,985,448	1,955,664	0
Transport	12	1,262,140	740,474	513,140
		<b>9,910,124</b>	<b>4,846,138</b>	<b>513,140</b>
<b>GAIN OR (LOSS) ON THE</b>				
<b>DISPOSAL OF ASSETS</b>				
Transport	12	(2,096)	0	9,203
Economic Services	13	(6,763)	0	2,859
		<b>(8,859)</b>	<b>0</b>	<b>12,062</b>
<b>Net Profit OR Loss / Result</b>		<b>3,934,905</b>	<b>2,409,718</b>	<b>(1,091,100)</b>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type)**  
**For the Period ended 29th February 2020**

	Adopted Budget 2019/20	Budget Year-to-date 2019/20	Actual Year-to-date 2019/20
<b>OPERATING REVENUE AND EXPENDITURE</b>			
<b>(a) <u>Summary by Nature and Type</u></b>			
<b>Revenue</b>			
Rates	5,084,690	5,083,813	5,067,312
Grants and Subsidies (Operating)	3,962,932	2,613,479	2,260,116
Contributions Reimbursements and Donations (Operating)	152,626	44,783	59,676
Fees and Charges	3,113,848	2,456,711	2,412,747
Interest Earnings	202,000	173,819	169,768
Other Revenue	246,152	154,071	195,455
	<u>12,762,248</u>	<u>10,526,676</u>	<u>10,165,074</u>
<b>Expenditure</b>			
Employee Costs	(7,613,640)	(5,296,385)	(5,288,152)
Materials and Contracts	(4,521,205)	(3,167,138)	(2,192,145)
Utility Charges	(369,249)	(239,661)	(301,273)
Depreciation on Non Current Assets	(5,960,334)	(3,973,568)	(3,640,321)
Insurance Expenses	(344,487)	(342,198)	(323,187)
Interest Expenses	(9,786)	(5,302)	(4,328)
Other Expenses	(523,994)	(359,419)	(341,714)
	<u>(19,342,695)</u>	<u>(13,383,671)</u>	<u>(12,091,120)</u>
Less Applicable to Capital Works	(614,087)	(420,575)	(309,744)
	<u>(5,966,360)</u>	<u>(2,436,420)</u>	<u>(1,616,302)</u>
Non-operating grants, subsidies and contributions	9,910,124	4,846,138	513,140
Profit on asset disposals	84,060	0	12,062
Loss on asset disposals	(92,919)	0	0
<b>Net result</b>	<u>3,934,905</u>	<u>2,409,718</u>	<u>(1,091,100)</u>
<b>Total Comprehensive Income</b>	<b>3,934,905</b>	<b>2,409,718</b>	<b>(1,091,100)</b>

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 29th February 2020**

OPERATING REVENUE AND EXPENDITURE  (b) Classified According to Nature and Type:	2019/2020		
	Original Budget	YTD Budget	Actual
<b>OPERATING REVENUE</b>			
<b>Rate Revenue</b>			
Rates (incl. Discount)	5,084,690	5,083,813	5,067,312
<b>Grants &amp; Subsidies (Operating)</b>			
General Purpose Grant	962,499	721,292	722,373
Interest on Deferred Rates	3,200	1,239	3,583
Other Grants	563,048	393,916	214,272
Aged Hostel Subsidy	2,434,185	1,497,032	1,319,888
<b>Grants &amp; Subsidies (Capital)</b>			
MRD Special Grants	1,156,140	634,474	497,140
Other Grants	7,877,984	4,211,000	0
<b>Contributions &amp; Donations (Operating)</b>			
Contributions, Reimbursements & Donations	152,626	44,783	59,676
<b>Contributions &amp; Donations (Cap)</b>			
Contributions, Reimbursements & Donations	876,000	664	16,000
<b>Fees and Charges</b>			
Rates Instalment Charges	21,030	21,102	22,504
Rates Direct Debit Fees	6,650	4,432	7,985
Refuse Removal Charges	577,938	577,451	584,742
Waste Management Levy	496,921	496,941	492,684
Rental Income	1,443,544	962,410	968,415
Hall Income	11,492	6,256	8,340
Ground Rent	10,355	2,593	2,975
Recreation Centre Income	189,700	134,669	128,713
Caravan Park	39,850	26,804	23,714
Fines and Penalties	7,100	4,905	2,623
Other Fees and Charges	304,268	215,812	169,888
Private Works	5,000	3,336	164
<b>Interest Earnings</b>			
Rates Penalty Interest Charge	51,500	31,770	35,954
Interest on Rates Instalments	15,500	15,501	20,878
Interest on Municipal Funds	55,000	28,692	20,621
Interest on Reserve Funds	80,000	97,856	92,316
<b>Other Revenue</b>			
Royalties	25,020	16,680	15,197
Commissions	8,275	7,848	7,896
Other Income	16,967	9,229	6,474
Reimbursements	195,890	120,314	165,888
<b>Profit on Sale of Non-Current Assets</b>	84,060	0	12,062
<b>Total Operating Revenue</b>	<b>22,756,432</b>	<b>15,372,814</b>	<b>10,690,276</b>



**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 29th February 2020**

OPERATING REVENUE AND EXPENDITURE  (b) Classified According to Nature and Type:	2019/2020		
	Original Budget	YTD Budget	Actual
<b><u>OPERATING EXPENDITURE</u></b>			
<b>Employee Costs</b>			
Salaries and Wages (Operating only, excludes Capital)	6,395,778	4,363,875	4,367,900
Superannuation	667,098	433,968	463,509
Workers Compensation	252,936	252,932	283,827
Clothing and Uniforms	65,088	76,279	57,179
Training Expenses	118,563	122,932	38,614
Fringe Benefits Tax	87,090	28,875	62,380
Other Employee Costs	27,087	17,524	14,742
<b>Materials</b>			
Chemicals / Gas	26,155	17,440	9,431
General Supplies	461,666	305,856	282,544
Road Materials	210,160	140,112	65,359
Phone/Fax	47,351	25,517	42,345
Fuels & Oils	176,000	117,328	144,983
Plant Parts	178,992	119,320	69,557
Tools/Hardware	1,550	1,032	9,315
Office Supplies	142,753	119,513	38,531
Garden Supplies	43,313	29,752	39,880
Kiosk Purchases (Rec)	22,202	19,672	10,023
Freight & Transport	8,890	5,928	5,904
Safety Equipment	250	168	7,525
<b>Contracts</b>			
Lease & Rental Expenses	21,844	14,552	29,077
Service Contracts & Repairs	163,921	126,916	125,419
Contract Labour	2,187,514	1,594,663	830,986
Plant Hire (External)	4,300	2,864	6,366
Security Service	3,563	2,376	2,588
Professional Services & Consultants	400,406	243,196	275,610
Rubbish Disposal Contract	307,063	205,397	137,055
Recycling Contract	113,312	75,536	59,647
<b>Utility Charges</b>			
Sewerage	21,679	13,072	16,956
Electricity	280,112	182,709	213,265
Water	67,458	43,880	71,052
<b>Insurance Expenses</b>			
Insurance	344,487	342,198	323,187
<b>Interest Expenses</b>			
Interest on Loans	9,786	5,302	4,328

**Shire of Donnybrook / Balingup**  
**Operating Statement (by Nature/Type - detail)**  
**For the Period ended 29th February 2020**

4. OPERATING REVENUE AND EXPENDITURE	2019/2020		
	Original Budget	YTD Budget	Actual
(b) Classified According to Nature and Type:			
<b>OPERATING EXPENDITURE (cont)</b>			
<b>Other Expenditure</b>			
Refreshments	38,752	27,726	24,713
Subscriptions / Donations	216,081	181,451	115,670
Valuations / Title Searches	26,500	1,432	4,974
Postage	10,850	7,641	10,400
Accommodation	500	500	7,278
Licence Fees	19,350	19,286	1,657
Advertising	43,334	29,864	25,470
Councillor Allowances	131,478	66,952	63,827
Bank Charges	24,360	16,530	12,576
Other Expenditure	12,789	8,037	75,147
<b>Loss on Sale of Non-Current Assets</b>	92,919	0	0
<b>Depreciation</b>			
Depreciation on Assets	5,960,334	3,973,568	3,640,321
<b>Less: Applicable to Capital Works</b>	(614,087)	(420,575)	(309,744)
<b>Total Operating Expenditure</b>	<b>18,821,527</b>	<b>12,963,096</b>	<b>11,781,376</b>
<b>NET PROFIT OR LOSS / RESULT</b>	<b>3,934,905</b>	<b>2,409,718</b>	<b>(1,091,100)</b>

**Shire of Donnybrook - Balingup**  
**Statement of Financial Activity**  
**For the Period ended 29th February 2020**

		2019/20 Original Budget \$	2019/20 YTD Budget \$	2019/20 YTD Actual \$	Variances Budget to Actual YTD %
<b>REVENUES</b>					
General Purpose Funding (Excl. Rates)	3	2,288,138	903,903	898,773	(0.57)
Governance	4	25,189	23,267	31,206	34.12
Law, Order, Public Safety	5	590,180	436,895	291,017	(33.39)
Health	7	163,128	112,868	104,857	(7.10)
Education and Welfare	8	3,961,897	2,424,269	2,267,801	(6.45)
Community Amenities	10	1,215,567	1,165,587	1,117,071	(4.16)
Recreation and Culture	11	330,408	182,417	161,534	(11.45)
Transport	12	6,404	6,672	12,559	88.24
Economic Services	13	156,290	112,457	111,949	(0.45)
Other Property and Services	14	119,292	74,528	113,057	51.70
		<b>8,856,493</b>	<b>5,442,863</b>	<b>5,109,824</b>	<b>(6.12)</b>
<b>EXPENSES</b>					
General Purpose Funding	3	(163,296)	(87,571)	(132,362)	51.15
Governance	4	(1,214,385)	(937,812)	(845,636)	(9.83)
Law, Order, Public Safety	5	(1,476,583)	(1,004,757)	(874,611)	(12.95)
Health	7	(237,845)	(156,457)	(160,098)	2.33
Education and Welfare	8	(4,542,002)	(3,075,117)	(2,992,467)	(2.69)
Community Amenities	10	(1,801,729)	(1,204,240)	(1,036,547)	(13.93)
Recreation & Culture	11	(3,445,195)	(2,389,397)	(2,057,290)	(13.90)
Transport	12	(5,110,240)	(3,405,886)	(3,157,145)	(7.30)
Economic Services	13	(654,298)	(518,409)	(292,867)	(43.51)
Other Property and Services	14	(223,268)	(183,450)	(232,352)	26.66
		<b>(18,868,841)</b>	<b>(12,963,096)</b>	<b>(11,781,376)</b>	<b>(9.12)</b>
<b>Net Operating Result Excluding Rates:</b>		<b><u>(10,012,348)</u></b>	<b><u>(7,520,233)</u></b>	<b><u>(6,671,552)</u></b>	<b><u>(11.29)</u></b>
<b>Adjustments for Cash Budget Requirements:</b>					
<b>Non-Cash Expenditure and Income</b>					
(Profit)/Loss on Asset Disposals		8,859	0	(12,062)	
Depreciation on Assets		5,960,334	3,973,568	3,640,321	(8.39)
<b>Capital Expenditure and Income</b>					
Non Operating Grants, Subsidies & Contributions		9,910,124	4,846,138	513,140	(89.41)
Purchase Land and Buildings		(7,627,588)	(2,557,905)	(624,710)	(75.58)
Purchase Infrastructure Assets - Roads		(1,680,000)	(1,435,450)	(1,195,113)	(16.74)
Purchase Infrastructure Assets - Other		(3,896,384)	(1,648,344)	(64,180)	(96.11)
Purchase Plant and Equipment		(1,187,616)	(512,963)	(454,897)	(11.32)
Purchase Furniture and Equipment		(111,429)	0	0	
Proceeds from Disposal of Assets		244,999	161,278	419,182	159.91
Repayment of Debentures		(32,213)	(22,253)	(262,984)	1,081.79
Repayment of Preston Village Fixed Loans		(620,000)	0	0	
Proceeds from Leased Preston Village		620,000	310,000	285,000	(8.06)
Proceeds from New Debentures		1,554,530	1,054,530	0	(100.00)
Self-Supporting Loan Principal Income		8,660	4,300	4,419	2.77
Transfers to Reserves (Restricted Assets)		(901,149)	(6,664)	(11,950)	79.32
Transfers from Reserves (Restricted Assets)		2,676,531	1,327,131	1,952,276	47.10
ADD Estimated Surplus/(Deficit) July 1 B/Fwd		0	0	11,994	
LESS Estimated Surplus/(Deficit) June 30 C/Fwd			3,056,946	2,596,196	(15.07)
<b>Budgeted deficiency before general rates</b>		<b>(5,084,690)</b>	<b>(5,083,813)</b>	<b>(5,067,312)</b>	<b>(0.32)</b>
<b>Estimated amount to be raised from general rates</b>		<b><u>5,084,690</u></b>	<b><u>(5,083,813)</u></b>	<b><u>5,067,312</u></b>	
<b>Surplus / (deficit)</b>		<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	

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

Account No.	Account Description	Account Type	Year to Date Budget 29/02/2020	Actual to 29/02/2020	Variance Amount	Variance %	Permanent Variation	Comment
<b>General Purpose Funding</b>								
0031	INSTALMENT INTEREST	Inc	-15,501	-20,878	-5,377	34.69	x	Full year income will exceed budget by approx \$5.3k as at reporting date - permanent variation
0041	INTERIM RATES LEVIED	Inc	-20,623	-2,680	17,943	-87.01	x	Potential permanent variance - refer budget review
0071	BACK-RATES LEVIED	Inc	-5,500	-11,270	-5,770	104.90	x	Full year income will exceed budget by approx \$6k as at reporting date - permanent variation
4881	INTEREST ON INVESTMENTS	Inc	-28,692	-20,621	8,071	-28.13		Interest income is based on prevailing interest rates - a reduction in income is expected due to current global uncertainties.
4891	INTEREST ON RESERVE ACCOUNTS	Inc	-57,584	-39,138	18,446	-32.03		Interest income is based on prevailing interest rates - a reduction in income is expected due to current global uncertainties.
5682	PRIOR YEAR RATES WRITE OFF	Exp	0	5,079	5,079		x	Permanent Variation - No budget allocation
<b>Governance</b>								
0112	ELECTION & POLL EXPENSES	Exp	29,364	21,334	-8,030	-27.35	x	Permanent variation - Expenditure \$8k less than budget estimate
0252	DONATIONS	Exp	17,448	7,331	-10,117	-57.98		Budget timing variation
0892	NON-SPECIFIC LEGAL COSTS	Exp	1,971	16,431	14,460	733.63	x	Expenditure will exceed budget by approx \$12k due to increase in legal consultants
0182	SUBSCRIPTIONS	Exp	54,088	38,925	-15,163	-28.03		Budget timing variation
1082	RESOURCE SHAR/ECON DEV	Exp	14,296	7,976	-6,320	-44.21		Budget timing variation
0952	AUDIT FEES	Exp	19,708	27,375	7,667	38.90	x	Expenditure will exceed budget by approx \$7k
0962	CONSULTANTS FEES	Exp	15,032	30,442	15,410	102.51	x	Full year expenditure will exceed budget by approx \$12.7k - increased expenditure for additional investigations
7863	INSURANCE REBATES	Inc	-23,139	-30,071	-6,932	29.96	x	Permanent variation - Additional rebate of approx \$7k received for Motor Vehicle insurance rebate
1072	FRINGE BENEFITS TAX	Exp	28,875	62,380	33,505	116.03		FBT is allocated to cost areas in May therefore temporary variation (reallocate in May)
0292	EMPLOYEE INSURANCE - WORKERS COMPENSATION	Exp	53,572	76,182	22,610	42.20	x	Permanent variation - expenditure will exceed budget by approx \$22k due to wages insurance adjustment from 18/19
0362	OFFICE & SURROUNDS MTCE.	Exp	63,984	51,839	-12,145	-18.98		Budget timing variation - normal operational variance
0392	COMPUTER MTCE AGREEMENTS	Exp	96,810	81,111	-15,699	-16.22		Budget timing variation
0352	COMPUTER SOFTWARE COSTS	Exp	49,518	6,093	-43,425	-87.69		Budget timing variation
6022	FURNITURE & EQUIPMENT UNDER THRESHOLD	Exp	11,664	3,542	-8,122	-69.63		Budget timing variation
0564	BUILDINGS - ADMIN	Exp	161,030	7,968	-153,062	-95.05	x	Potential permanent variance - refer budget review
0617	CARRIED FORWARD PROJECT RESERVE	Inc	-23,792	-35,000	-11,208	47.11		Reserve Tfr for Admin Records and Phone system processed at beginning of year - budget timing variation
2063	TRANSFER FROM CARRIED FORWARD RESERVE	Inc	0	-13,844	-13,844		x	Reserve Tfr for internal & external communications strategy
<b>Law, Order &amp; Public Safety</b>								
0642	INSURANCE (FC)	Exp	49,308	31,980	-17,328	-35.14	x	Permanent Variation - Expenditure \$17k less than budget estimate
0682	BUSH FIRE MITIGATION - SHIRE	Exp	20,000	9,712	-10,288	-51.44		Budget timing variation
5142	ESL OPERATING EXPENSES SHIRE	Exp	137,456	178,715	41,259	30.02		Budget timing variation
6412	CESM OFFICE EXPENSES	Exp	6,559	19,288	12,729	194.07		60% expenditure is recouped from DFES
6962	BUSH FIRE MITIGATION - SEMC	Exp	186,767	20,111	-166,656	-89.23	x	Potential permanent variance - refer budget review
5123	EMERGENCY SERVICES LEVY GRANT RECEIVED	Inc	-130,859	-104,190	26,669	-20.38	x	Potential permanent variance - refer budget review
5983	REIMBURSEMENTS CESM	Inc	-39,935	-50,654	-10,719	26.84		Recoup based on 60% of actual expenditure - budget timing variation
6963	OFFICE OF ENERGY MGMT. - FIRE MITIGATION GRANT	Inc	-223,050	-80,843	142,207	-63.76		Potential budget variance - refer budget review
0384	BUSH FIRE BUILDINGS - CAP WORKS	Exp	155,922	460,252	304,330	195.18		Budget timing variation - work completed earlier than budget estimates
<b>Health</b>								
1322	SUNDRY HEALTH EXPENSES	Exp	10,348	4,282	-6,066	-58.62		Budget timing variation
1592	MEDICAL CENTRE MTC	Exp	27,467	32,535	5,068	18.45		Budget timing variation - normal operational variance
<b>Education and Welfare</b>								
0983	TUIA LODGE STAFF TRAINING	Exp	15,240	7,697	-7,543	-49.49		Budget timing variation
1662	SALARIES (T/LODGE)	Exp	1,499,432	1,482,694	-16,738	-1.12		Budget timing variation
1672	SUPERANNUATION (T/LODGE)	Exp	117,328	148,444	31,116	26.52	x	Potential permanent variance - refer budget review
1682	TUIA LODGE MTCE	Exp	630,470	738,920	108,450	17.20	x	Potential permanent variance - refer budget review
1732	MINN COTTAGES 1-4 MTC	Exp	23,498	16,666	-6,832	-29.08		Budget timing variation - normal operational variance
1734	MINNINUP COTTAGES 5 - 8 MAINTENANCE	Exp	25,208	14,732	-10,476	-41.56		Budget timing variation - normal operational variance
3312	LAUNDRY/UNIFORM TUIA	Exp	18,488	12,816	-5,672	-30.68		Expenditure less than budget estimate
4022	LANGLEY VILLAS MTCE U7-9	Exp	58,448	16,756	-41,692	-71.33		Budget timing variation - normal operational variance

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

Account No.	Account Description	Account Type	Year to Date Budget 29/02/2020	Actual to 29/02/2020	Variance Amount	Variance %	Permanent Variation	Comment
<b>Education and Welfare</b>								
1523	RETIREMENT VILLAGE MAINTENANCE FEES	Inc	-33,224	-26,145	7,079	-21.31		Budget timing variation
1693	TUJA LODGE SUBSIDY	Inc	-1,497,032	-1,319,888	177,144	-11.83	x	Potential permanent variation - income reflects level of care, behind YTD budget
1703	TUJA LODGE RENTAL - BASIC DAILY CARE FEE	Inc	-497,192	-466,268	30,924	-6.22	x	Potential permanent variance - refer budget review
1706	TUJA LODGE RENTAL - DAILY ACCOMM FEE	Inc	-135,856	-186,021	-50,165	36.93	x	Potential permanent variance - refer budget review
1707	TUJA LODGE RENTAL - MEANS TESTED FEE	Inc	-48,008	-77,687	-29,679	61.82	x	Potential permanent variance - refer budget review
1708	TUJA LODGE RENTAL - RESPITE FEE	Inc	-24,751	-7,272	17,479	-70.62	x	Potential permanent variance - refer budget review
1743	M/COTTAGES RENT 1-4	Inc	-34,360	-22,644	11,716	-34.10		Budget timing variation
1174	PRESTON RETIREMENT VILLAGE - REPAY FIXED LOANS	Exp	0	240,612	240,612			Budget timing variation - sale of unit completed earlier than budget estimate
4714	RETIREE FUNDED UNITS LOT 152 - BUILDING	Exp	100,000	4,813	-95,187	-95.19		Preston Village Asset upgrades have exceeded budget by \$15k - Site works for development of Bridge St land have yet to commence
7384	BUILDINGS - TUJA LODGE	Exp	1,694,012	80,990	-1,613,022	-95.22	x	Permanent variance - project will not be complete
8094	WELL AGED HOUSING - BUILDING ASSET RENEWAL	Exp	105,850	14,960	-90,890	-85.87	x	Permanent variance - project will not be complete
8104	AFFORDABLE HOUSING - BRIDGE STREET	Exp	45,500	2,000	-43,500	-95.60	x	Permanent variance - project will not be a Council project going forward
0315	PROCEEDS FROM LEASED PROPERTY LOT 141 SHARP S	Inc	-310,000	-285,000	25,000	-8.06		Budget timing variation - lease of unit completed earlier than budget estimate
0415	GOVERNMENT GRANTS - OTHER WELFARE	Inc	-1,400,000	0	1,400,000	-100.00	x	Potential permanent variance - refer budget review
0525	PROCEEDS OF LOAN - RETIREE UNITS DBK	Inc	-900,000	0	900,000	-100.00	x	Potential permanent variance - refer budget review
0715	TRANSFER FROM BUILDINGS RESERVE	Inc	-141,270	0	141,270	-100.00	x	Potential permanent variance - refer budget review
7317	TRANSFER FROM UNSPENT GRANTS RESERVE	Inc	0	-526,631	-526,631			Budget timing variation - Reserve Trf for Bridge Street grant funding
<b>Community Amenities</b>								
1762	DOMESTIC REFUSE COLLECT	Exp	142,068	89,162	-52,906	-37.24		Budget timing variation - normal operational variance
1772	RUBBISH SITES MTC	Exp	316,517	290,577	-25,940	-8.20		Budget timing variation - normal operational variance
1782	DOMESTIC RECYCLING PICKUP	Exp	98,732	71,784	-26,948	-27.29		Budget timing variation - normal operational variance
1802	ORGANIC REFUSE REMOVALS	Exp	83,437	72,228	-11,209	-13.43		Budget timing variation - normal operational variance
1803	CHARGES- REFUSE REMOVAL	Inc	-577,451	-584,742	-7,291	1.26	x	Full year income will exceed budget by approx \$6.5k
2003	BULK REFUSE CHARGES	Inc	-50,000	-4,971	45,029	-90.06	x	Full year income will be less than budget income due to Site Manager processing increased amount of material offsite
2022	LEGAL EXPENSES	Exp	4,000	10,444	6,444	161.09	x	Permanent variation - expenditure to exceed budget by approx \$5.5k
2223	CHARGES - T/P APPROVAL	Inc	-13,336	-6,174	7,162	-53.70		Budget timing variation
2302	DBK CEMETERY MNTCE	Exp	42,662	50,053	7,391	17.33		Budget timing variation
2312	BLN CEMETERY MNTCE	Exp	18,182	9,811	-8,371	-46.04		Budget timing variation - normal operational variance
2322	PUBLIC CONVENIENCES	Exp	131,466	122,081	-9,385	-7.14		Budget timing variation - normal operational variance
2373	CEMETERY FEES DBK	Inc	-14,672	-23,608	-8,936	60.90		Budget timing variation - normal operational variance
2404	VILLAGE GREEN TOILETS	Exp	10,846	275	-10,571	-97.46		Budget timing variation - minimal expenditure to date
2405	GRANTS LOTTERIES COMMISSION	Inc	-750,000	0	750,000	-100.00		Apple Fun park Development - project carried forward to 20/21
4902	TOWN PLANNING CONSULTANCY	Exp	10,000	4,752	-5,249	-52.49		Budget timing variation - normal operational variance
4932	UPPER PRESTON CEMETERY	Exp	9,752	3,884	-5,868	-60.17		Budget timing variation - normal operational variance
7285	TFR FROM BUILDING RESERVE	Inc	-18,832	0	18,832	-100.00	x	Potential permanent variance - refer budget review
0965	PUBLIC TOILETS - ASSET MANAGEMENT PLAN	Exp	27,744	1,620	-26,124	-94.16	x	Potential permanent variance - refer budget review
<b>Recreation and Culture</b>								
1064	BUILDINGS VARIOUS HALLS	Exp	88,944	858	-88,086	-99.04		Budget timing variation - quotes awarded and work is expected to commence shortly
2584	BALINGUP HALL - NEW STOREROOM	Exp	0	5,878	5,878		x	Permanent variation - final project costs for Balingup Hall Revitalisation project
2672	MITCHELL PARK	Exp	100,412	38,227	-62,185	-61.93		Budget timing variation
2642	PARKS & RESERVES GENERAL	Exp	418,852	359,006	-59,846	-14.29		Potential budget variance - refer budget review
2662	EGAN PARK	Exp	63,168	42,934	-20,234	-32.03		Budget timing variation - normal operational variance
2672	MITCHELL PARK	Exp	100,412	38,227	-62,185	-61.93		Budget timing variation - normal operational variance
2712	BLN PARKS & RESERVES	Exp	135,540	150,176	14,636	10.80		Budget timing variation - normal operational variance
2722	REC CENTRE MTCE	Exp	246,311	220,726	-25,585	-10.39		Budget timing variation - normal operational variance
2662	EGAN PARK	Exp	63,168	42,934	-20,234	-32.03		Budget timing variation - normal operational variance
0284	BALINGUP RECREATION CENTRE	Exp	30,804	1,371	-29,433	-95.55		Budget timing variation - minimal expenditure to date
1583	GOVT GRANTS - SPORT & RECREATION	Inc	-15,000	0	15,000	-100.00		Budget timing variation - no income to date
7824	FOOTBALL CLUBROOMS	Exp	48,348	12,850	-35,498	-73.42		Budget timing variation - quotes called for works
2813	DBK REC CENTRE - CHARGES	Inc	-134,669	-128,713	5,956	-4.42		Budget timing variation - normal operational variance
0284	BALINGUP RECREATION CENTRE	Exp	30,804	1,371	-29,433	-95.55		Budget timing variation - work is completed, awaiting invoice
0694	RESERVE ST FUNPARK	Exp	10,000	0	-10,000	-100.00	x	Potential permanent variance - refer budget review
2682	PARK EQUIPMENT	Exp	70,328	10,397	-59,931	-85.22		Budget timing variation - VC Mitchell park lighting upgrade quotes have been called for works - contract to be issued.

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

Account No.	Account Description	Account Type	Year to Date Budget 29/02/2020	Actual to 29/02/2020	Variance Amount	Variance %	Permanent Variation	Comment
<b>Recreation and Culture</b>								
7294	BUILDINGS - DBK RECREATION CENTRE	Exp	93,085	26,001	-67,084	-72.07	x	Potential budget variance - some work relates to operating mtc incorrectly allocated to capital works - to be corrected during budget review process.
8214	PARKS AND GARDENS INFRASTRUCTURE DONNYBROOK	Exp	5,000	0	-5,000	-100.00	x	Potential permanent variance - refer budget review
8904	REC CENTRE CAPITAL FURN & EQUIPMENT	Exp	6,950	0	-6,950	-100.00		Budget timing variation - no expenditure to date
0475	GOVT GRANTS - COMMUNITY FACILITIES	Inc	-5,000	0	5,000	-100.00	x	Potential permanent variance - refer budget review
2962	OFFICE EXPENSES DBK	Exp	95,312	81,621	-13,691	-14.36		Budget timing variation
3032	UTILITIES - DBK	Exp	20,772	13,171	-7,601	-36.59		Budget timing variation
5662	DONNYBROOK RESOURCE CENTRE MAINTENANCE	Exp	16,666	0	-16,666	-100.00	x	Potential permanent variance - refer budget review
2963	REIMBURSE RESOURCE CENTRE	Inc	-6,250	-169	6,081	-97.29		Minimal income - subject to Library Building mtc works as 50% costs recouped from Department of Education
1094	DONNYBROOK HERITAGE PRECINCT	Exp	1,318,486	6,400	-1,312,086	-99.51	x	Potential permanent variance - Tender documentation underway but will not be completed before the end of financial year
3165	GRANTS RAILWAY STATION	Inc	-1,950,000	0	1,950,000	-100.00	x	Potential permanent variance - refer budget review
<b>Transport</b>								
3200	BRIDGEWORKS - EXT. FUNDED	Exp	30,000	21,598	-8,402	-28.01		Budget timing variation - minimal expenditure to date
3210	ROADWORKS GENERAL	Exp	725,450	678,999	-46,451	-6.40		Budget timing variation - variance reflects timing of road program
3240	FOOTPATHS	Exp	180,000	5,379	-174,621	-97.01		Budget timing variation - minimal expenditure to date
3300	ROADS TO RECOVERY FEDERAL FUNDING PROGRAM	Exp	425,000	333,518	-91,482	-21.53		Budget timing variation - variance reflects timing of road program
3330	BLACKSPOT FUNDED ROAD WORKS	Exp	285,000	182,596	-102,404	-35.93		Budget timing variation - variance reflects timing of road program
3331	ROADS TO RECOVERY FEDERAL GRANT FUNDING	Inc	-283,334	-20,000	263,334	-92.94		Funding is part of 5 year program with Roads to Recovery - payments have been staged over various years our full allocation has been received.
3341	OTHER GRANTS (BIKEWEST)	Inc	-106,000	0	106,000	-100.00		Budget timing variation - no income received to date
3370	STREET TREES & PRUNING	Exp	55,720	45,959	-9,761	-17.52		Budget timing variation
3420	LIGHTING OF STREETS	Exp	59,016	51,369	-7,647	-12.96		Budget timing variation
3430	STREET CLEANING	Exp	41,726	25,583	-16,143	-38.69		Budget timing variation
3450	BRIDGE MAINTENANCE	Exp	192,200	107,600	-84,600	-44.02		Budget timing variation
3554	PURCHASE PLANT & EQUIPMNT	Exp	439,384	415,578	-23,806	-5.42		Budget timing variation - purchase of tip truck due soon
3575	SALE OF PLANT & EQUIPMENT	Inc	-87,448	-127,364	-39,916	45.65		Budget timing variation
7082	BLN TOWN CENTRE WORKS	Exp	12,328	18,500	6,172	50.06		Budget timing variation - expenditure incurred earlier than budget estimate
0150	DONNYBROOK TOWNSCAPE WORKS	Exp	12,328	591	-11,737	-95.21		Minimal expenditure incurred to date
0325	FEDERAL & STATE BLACKSPOT GRANT FUNDING	Inc	0	-124,000	-124,000			Budget timing variation - income received earlier than budget estimate
341M	GENERAL ROAD MAINTENANCE	Exp	654,720	674,407	19,687	3.01		Budget timing variation - variance reflects timing of road maintenance program
<b>Economic Services</b>								
1212	LAND DISPOSAL COSTS	Exp	2,000	19,862	17,862	893.09	x	Full year expenditure will exceed budget estimate by approx \$15k
2192	DONNYBROOK TRANSIT PARK MAINTENANCE	Exp	44,980	33,562	-11,418	-25.38		Budget timing variation
3842	NOXIOUS WEEDS/PEST PLANTS	Exp	21,336	5,471	-15,865	-74.36		Budget timing variation
3912	AREA PROMOTION	Exp	68,496	38,194	-30,302	-44.24		Budget timing variation
4082	CONTRACT LABOUR & RELIEF	Exp	10,300	5,023	-5,277	-51.23		Budget provision not utilised
4153	BUILDING PERMIT FEES	Inc	-23,336	-29,172	-5,836	25.01		Budget timing variation
4194	PLANT AND EQUIPMENT	Exp	66,629	42,070	-24,559	-36.86		Budget timing variation
4225	SALE OF PLANT & EQUIPMENT	Inc	-33,830	-19,091	14,739	-43.57		Budget timing variation
4742	CONSULTANCY ECONOMIC SERVICES	Exp	7,664	0	-7,664	-100.00		Budget timing variation - no expenditure to date
4772	BUILDINGS 70 SW HWY DONNYBROOK (EX BANK)	Exp	92,974	7,321	-85,653	-92.13		Budget timing variation
7152	BALINGUP TRANSIT PARK MTCE.	Exp	29,056	20,662	-8,394	-28.89		Budget timing variation
7312	TOURISM INFRASTRUCTURE	Exp	10,000	0	-10,000	-100.00	x	Potential permanent variance - refer budget review
0275	PROCEEDS SALE OF LAND	Inc	-40,000	-109,091	-69,091	172.73		Budget timing variation - land sold earlier than budget estimate
0294	TRANSIT PARK DONNYBROOK - CONSTRUCTION	Exp	0	10,386	10,386		x	Additional expenditure for powered sites - Reserve fund transfer has been processed to offset expenditure
0495	TRANSFER FROM RESERVE	Inc	0	-29,632	-29,632		x	Reserve Transfer - Dbk Transit Park power \$9k and Developing Visitor & Tourist Infrastructure \$20k - projects carried over from 18/19
5292	LAND DEVELOPMENT COSTS	Exp	12,886	2,400	-10,486	-81.38	x	Potential permanent variance - refer budget review

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

Account No.	Account Description	Account Type	Year to Date Budget 29/02/2020	Actual to 29/02/2020	Variance Amount	Variance %	Permanent Variation	Comment
<b>Public Works Overheads</b>								
4422	LONG SERVICE LEAVE	Exp	5,161	14,297	9,136	177.02		LSL paid to departing employee - will be offset by Transfer from Reserve
4612	WORKERS COMPENSATION ALLOC.	Exp	53,336	66,792	13,456	25.23		Budget timing variation
4613	REIMB WORKERS COMPO	Inc	-53,328	-81,408	-28,080	52.66		Budget timing variation
7843	DIESEL FUEL REBATE INCOME	Inc	-20,000	-27,622	-7,622	38.11	x	Permanent variation - income to exceed budget due to additional back claim
4570	TOTAL SALARIES AND WAGES	Exp	4,443,459	4,696,517	253,058	5.70		Wages and Salaries approx \$253k over YTD Budget - Potential permanent variance

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**  
**29th February 2020**

	Sch No	2019/20 Adopted Budget		2019/20 Actual	
		Income	Expenditure	Income	Expenditure
<b>OPERATING SECTION</b>					
General Purpose Funding	3	7,372,828	163,296	7,011,829	132,362
Governance	4	25,189	1,127,978	45,049	845,636
Law, Order & Public Safety	5	590,180	1,416,064	359,533	874,611
Health	7	163,128	192,845	104,857	160,098
Welfare Services	8	3,962,097	4,203,523	2,364,583	3,092,882
Community Amenities	10	1,215,567	1,722,629	1,123,071	1,036,547
Recreation & Culture	11	351,658	2,389,637	167,034	2,057,290
Transport	12	8,500	1,648,279	6,938	3,157,145
Economic Services	13	163,053	614,291	115,091	292,867
Other Property & Services	14	126,792	226,792	113,057	232,352
		<b>13,978,992</b>	<b>13,705,334</b>	<b>11,411,041</b>	<b>11,881,791</b>
<b>CAPITAL SECTION</b>					
Governance	4	225,219	191,030	35,000	7,968
Law, Order & Public Safety	5	1,076,352	1,079,536	0	460,252
Health	7	0	11,940	0	5,441
Welfare Services	8	7,244,676	7,244,676	811,631	343,824
Community Amenities	10	1,528,254	1,549,254	0	5,033
Recreation & Culture	11	2,389,576	2,430,126	207,930	74,782
Transport	12	2,167,622	2,528,716	640,504	1,634,917
Economic Services	13	172,569	199,950	321,451	69,669
Transfers To Reserves	15	181,626	821,149	0	0
		<b>14,985,894</b>	<b>16,056,377</b>	<b>2,016,515</b>	<b>2,601,885</b>
<b>Total Income &amp; Expenditure</b>		<b>28,964,886</b>	<b>29,761,711</b>	<b>13,427,557</b>	<b>14,483,676</b>
Less Depreciation W/Back			(796,825)		(3,640,321)
<b>Net</b>		<b>28,964,886</b>	<b>28,964,886</b>	<b>13,427,557</b>	<b>10,843,355</b>
Add Surplus July 1 B/Fwd				11,994	
Adjust to NCL (Leave Provisions)					
Surplus/Deficit C/Fwd			0		2,596,196
		<b>28,964,886</b>	<b>28,964,886</b>	<b>13,439,551</b>	<b>13,439,551</b>



**Shire of Donnybrook / Balingup  
Summary of Financial Activity - Cash  
For the Period ended  
29th February 2020**

**Surplus/Deficit Summary C/Forward Represented by;**

(A) Cash at Bank and on Hand	8,817,306	
Sundry Debtors Rates	1,040,442	
Receivables/Debtors	96,401	
Accrued Income	420	
GST Asset Clearing A/C	118,702	
ESL Asset Clearing A/C	323,099	
Land Held for Resale	163,670	
Stock on Hand	<u>10,284</u>	10,570,324
(B) Provision for LSL Current	(318,573)	
Provision for A/L Current	(435,668)	
Add Cash Backed Reserve	218,912	
GST Liability Clearing A/C	(20,109)	
ESL Liability Clearing A/C	(298,814)	
PAYG Clearing A/C	(107,133)	
Prepaid Rates	(74,921)	
Restrictive Liability (Bonds)	(5,823,910)	
Sundry Creditors	<u>(1,113,913)</u>	(7,974,128)
<b>Net Current Assets</b>		<u><b>2,596,196</b></u>

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 29th February 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

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

**(b) The Local Government Reporting Entity**

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

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

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

**(c) Rounding Off Figures**

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

**(f) Rates, Grants, Donations and Other Contributions**

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

**(g) Goods and Services Tax**

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

**(h) Superannuation**

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

**(i) Fixed Assets**

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

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

**(j) Investments**

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

**(k) Impairment**

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 29th February 2020**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(l) Depreciation of Non-Current Assets**

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

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

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

**(m) Land Held for Resale**

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

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

**(n) Employee Entitlements**

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

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

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

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 29th February 2020**

**2. COMPONENT FUNCTIONS/ACTIVITIES**

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

**(b) Statement of Objective**

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

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

**03 GENERAL PURPOSE FUNDING**

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

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

**04 GOVERNANCE**

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

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

**05 LAW, ORDER, PUBLIC SAFETY**

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

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

**07 HEALTH**

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

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

**08 EDUCATION AND WELFARE**

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

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

**09 HOUSING**

Objective: To help ensure adequate housing.

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

**10 COMMUNITY AMENITIES**

Objective: Provide services required by the community.

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

**11 RECREATION AND CULTURE**

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 29th February 2020**

**2. COMPONENT FUNCTIONS/ACTIVITIES**

**12 TRANSPORT**

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

**13 ECONOMIC SERVICES**

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

**14 OTHER PROPERTY & SERVICES**

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

**3. CASH AND INVESTMENTS**

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

	Budget 30/06/2020	B/Forward 01/07/2019	YTD Actual 29/02/2020
Restricted (See below)	5,975,279	9,040,423	7,099,118
Restricted	0	68,294	0
Municipal Fund - Unspent Loan Fund			
Unrestricted			
Municipal Fund	2,296,784	497,572	1,216,450
Trust Funds	0	0	5,823,910
Municipal Investment Account	0	0	1,775,786
Petty Cash on Hand	1,160	1,160	1,160
<b>Total Cash Balance</b>	<b>8,273,223</b>	<b>9,607,449</b>	<b>15,916,423</b>

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

Waste Management Reserve	1,372,380	1,469,228	1,469,228
Bushfire Control & Management Reserve	2,281	2,282	2,282
Aged Housing Reserve	1,347,962	1,155,954	1,166,088
Employee Entitlements Reserve	256,255	218,912	220,728
Arbuthnott Memorial Scholarship Reserve	3,684	3,885	3,885
Strategic Planning Studies Reserve	40,051	40,051	40,051
Land Development Reserve	223,548	250,000	250,000
Vehicle and Plant Reserve	395,295	511,275	511,275
Roadworks Reserve	1,112,344	435,434	435,434
Parks and Reserves Reserve	0	75,276	75,276
Contribution to Works Reserve	0	307,125	326,641
Revaluation Reserve	60,950	950	950
CBD Development Reserve	3,054	3,054	3,054
Buildings Reserve	927,566	853,366	853,366
Apple Funpark Reserve	103,211	99,521	99,521
Information Technology Reserve	126,698	119,523	119,523
Unspent Grants Reserve	0	1,837,875	17,440
Carried Forward Projects Reserve	0	1,656,712	1,504,376
	<b>5,975,279</b>	<b>9,040,423</b>	<b>7,099,118</b>

**Shire of Donnybrook - Balingup**  
Notes To And Forming Part of the Financial Statements  
For the Period ended 29th February 2020

**4. NET CURRENT ASSETS**

Composition of Net Current Asset Position

**CURRENT ASSETS**

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 29/02/2020 \$
Cash at Bank and on Hand	2,297,944	567,026	2,993,396
Restricted Assets - Reserves	4,199,897	9,040,423	7,099,118
Restricted Assets - Bond Deposits	0	5,337,749	5,823,910
Sundry Debtors Rates	402,218	417,750	1,040,442
Receivables/Debtors	140,000	254,873	96,401
Accrued Income	100,000	187,300	420
GST Asset Clearing A/C	50,000	94,231	118,702
ESL Asset Clearing A/C	0	23,895	323,099
Prepayments	5,000	2,530	0
Stock on Hand	129,332	28,251	10,284
Land Held for Resale	163,670	163,670	163,670
Self Supporting Loan Debtors	0	8,660	0
	<b>7,488,061</b>	<b>16,126,358</b>	<b>17,669,442</b>

**CURRENT LIABILITIES**

	Budget 30/06/2020 \$	B/Forward 01/07/2019 \$	YTD Actual 29/02/2020 \$
Provision for LSL Current	(318,573)	(318,573)	(318,573)
Provision for A/L Current	(435,668)	(435,668)	(435,668)
Add Cash Backed Reserve	318,573	218,912	218,912
Payments Received in Advance	(100,000)	0	0
Accrued Salaries/Wages	(200,000)	(181,501)	0
Accrued Loan Interest	(5,000)	(2,436)	0
Accrued Expenses	(200,000)	(47,520)	0
Prepaid Rates	(200,000)	(115,057)	(74,921)
GST Liability Clearing A/C	(100,000)	(41,047)	(20,109)
ESL Liability Clearing A/C	(500)	(116)	(298,814)
PAYG Clearing A/C	(150,000)	(109,803)	(107,133)
Loan Liability (Current Portion)	(75,313)	(30,795)	0
Self Supporting Loan Income	0	(8,660)	0
Sundry Creditors	(1,821,683)	(675,922)	(1,113,913)
Restricted Liability - Trust Bonds	0	0	(5,823,910)
Less Restricted Assets - Reserves	(4,199,897)	(9,040,423)	(7,099,118)
	<b>(7,488,061)</b>	<b>(10,788,609)</b>	<b>(15,073,246)</b>

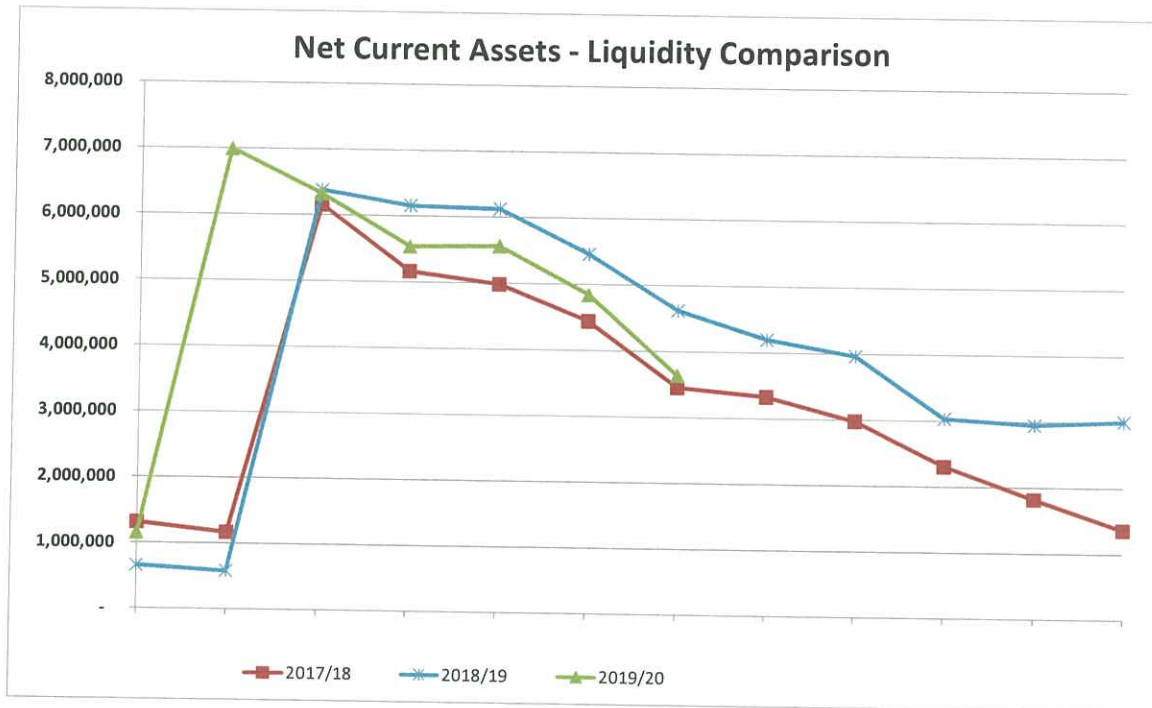
**NET CURRENT FUNDING POSITION**

0      5,337,749      2,596,196

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 29th February 2020**

**4. NET CURRENT ASSETS**



**Current Ratio**

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

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

**Current Ratio =**

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

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

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 29th February 2020**

**5. VARIANCE ANALYSIS**

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

Council has determined that a materiality threshold of \$5,000 will apply for reporting purposes. That is all variances greater than \$5,000 will be reported to Council.

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

A table showing material variances, as at 29th February 2020 has been prepared for Council information and has been included with this report. The comments provided are applicable as at reporting date.

**General**

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

Please note the variance report includes the comment "Potential budget variance - refer budget review" these variances will be addressed during the Budget Review report.

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

**General Purpose Funding**

Variance of approx \$5k relating to prior year rates write off - no budget allocation was made during 2019/20. Instalment interest - full year income will exceed the budget by approx \$5.3k.

Variances have been identified for investment income - a reduction in income is expected due to prevailing interest rates.

**Governance**

An increase in expenditure has been identified for consultant services (\$12.7K) and legal costs (\$12k) due to additional investigations.

A decrease in expenditure for Election & Poll expenditure of approx \$8k has been identified. Additional expenditure for audit fees of approx \$7k - due to EOFY financial report and audit.

Additional expenditure of approx \$22k has been incurred for Employee Insurance - Workers compensation, this is due to an adjustment for premiums paid for 2018/19 estimated salary/wages figures.

Motor vehicle insurance rebate of \$7k has been received in addition to budget estimates.

**Law, Order and Public Safety**

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

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

**Health**

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

**Education and Welfare**

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



**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 29th February 2020**

**5. VARIANCE ANALYSIS**

**Community Amenities**

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

Income from bulk refuse charges for Donnybrook Waste Management Facility will be less than budgeted income. This is due to onsite contractor processing an increased amount of material offsite.

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

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

**Recreation and Culture**

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

A permanent variation of approx \$6k for the final project costs for Balingup Town Hall Revitalisation project has been identified.

**Transport**

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

**Economic Services**

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

Donnybrook Transit Park - additional expenditure incurred for installation of additional powered sites - this expenditure has been offset from Reserve Fund transfer.

Sale of Mead Street land commenced earlier than budget and is therefore considered a temporary variance only. Land disposal costs will exceed the budget estimates by approx. \$15k.

**Public Works Overheads**

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

Additional income has been received after a review of our Diesel Fuel Rebate scheme - additional income of approx \$7.5k has been received - this is a permanent variation.

Total gross wages and salaries expenditure is approx. \$253k over year to date budget.

**Shire of Donnybrook - Balingup**  
**Notes To And Forming Part of the Financial Statements**  
**For the Period ended 29th February 2020**

**6. ASSET ACQUISITION**

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

**ASSETS ACQUIRED BY TYPE**

	2019/20	
	Original Budget	Actual
	\$	\$
Land & Buildings	7,627,588	624,710
Plant & Equipment	1,187,616	454,897
Furniture & Equipment	111,429	0
Infrastructure Assets - Roads	1,680,000	1,195,113
Infrastructure Assets - Other	3,896,384	64,180
	<b>14,503,017</b>	<b>2,338,900</b>

**ASSETS ACQUIRED BY PROGRAM**

	2019/20	
	Original Budget	Actual
	\$	\$
Governance	191,030	7,968
Law, Order & Public Safety	1,079,536	460,252
Health	900	0
Education and Welfare	6,624,678	103,212
Community Amenities	1,549,254	5,033
Recreation & Culture	2,421,466	70,363
Transport	2,528,716	1,634,917
Economic Services	107,437	57,156
	<b>14,503,017</b>	<b>2,338,900</b>

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

**7. DISPOSAL OF ASSETS**

**ASSETS DISPOSED BY TYPE**

	2019/20	
	Budget	Actual
	\$	\$
<b>Proceeds of Sale of Assets</b>		
Plant & Equipment	314,791	144,091
	314,791	144,091
Less Written Down Value at Disposal	323,650	132,029
Profit/(Loss) on Disposal	<b>(8,859)</b>	<b>12,062</b>

**ASSETS DISPOSED BY PROGRAM (Profit / Loss on Disposal)**

	2019/20	
	Budget	Actual
	\$	\$
Transport	(2,096)	9,203
Economic Services	(6,763)	2,859
	<b>(8,859)</b>	<b>12,062</b>

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 29th February 2020 is \$182,933.53

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 29th February 2020**

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

Ledger	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>GOVERNANCE</b>									
<b>Other Governance</b>									
105640	Admin Centre Building Improvements	5,000	1,358		1,358				
105640	Council Chambers - Upgrade	1,500	0		0				
105640	Shire Admin - Wireless Access Points	0	-4,305		-4,305				
105640	Shire Admin - Exterior Repaint	8,160	0		0				
105640	Shire Admin - External Wall - Repoint fretted joi	1,020	0		0				
105640	Shire Admin - Renew floor coverings	25,500	0		0				
105640	Shire Admin - Repaint interior	10,200	0		0				
105640	Shire Admin - Drywall brick face walls	20,400	0		0				
105640	Shire Admin - Paint straw board ceiling panels	6,120	0		0				
105640	Shire Admin - Replace aircon Dev Svcs	12,240	0		0				
105640	Shire Admin - Replace aircon Admin	0	10,915		10,915				
105640	Shire Admin - Replace front counter	14,280	0		0				
105640	Shire Admin - Install auto front doors	20,400	0		0				
105640	Shire Admin - Replace kitchen cupboards	8,160	0		0				
105640	Shire Admin - Roof space line bare frame walls	2,550	0		0				
105640	Shire Admin - Improve disability access	25,500	0		0				
105840	Replacement of Shire Office Telephone System	30,000	0		0		0		
		<b>191,030</b>	<b>7,968</b>	<b>0</b>	<b>7,968</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>LAW, ORDER AND PUBLIC SAFETY</b>									
<b>Fire Control</b>									
103540	Light Tanker - Lowden BFB	547,900	0			0			
103840	Beelerup Fire Station 1x Appliance Bay Facility	389,636	354,903		354,903				
103840	Kirup/Brazier BFB - Ablutions, Meeting Room &	138,000	100,454		100,454				
103840	Ferndale BFB	0	4,895		4,895				
<b>Animal Control</b>									
107940	Dog Pound Facilities Improvements	4,000	0		0				
		<b>1,079,536</b>	<b>460,252</b>	<b>0</b>	<b>460,252</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>HEALTH</b>									
<b>Health Inspection and Administration</b>									
168100	Purchase Furniture	900	0				0		
		<b>900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>EDUCATION AND WELFARE</b>									
<b>Other Welfare</b>									
173840	Tuia Lodge Extensions (11 room facility)	1,450,000	1,960		1,960				
173840	Tuia Lodge Fire Suppression System	500,000	10,092		10,092				
173840	Tuia Lodge Various Building Upgrades	450,000	1,070		1,070				
173840	Tuia Lodge - Rebed sunken paving	510	0		0				
173840	Tuia Lodge - Add rail to balustrading	7,140							

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 29th February 2020**

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

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>EDUCATION AND WELFARE</b>									
<b>Other Welfare</b>									
173840	Tuia Lodge - Jarrah Wing - Repaint	40,800							
173840	Tuia Lodge - Refit Kitchen #1 & Dining room	51,000	0			0			
173840	Tuia Lodge - Repair wall cracks (Rms 1,2,4,Hall	1,020	0			0			
173840	Tuia Lodge - Marri Wing Rm 12, 14 & 16 - Refu	40,800	67,868		67,868				
180940	Minninup Cottages Unit 3 - Accessibility Ramp	3,570	0			0			
180940	Minninup Cottages Unit 4 - Accessibility Ramp	3,570	0			0			
180940	Minninup Cottages Unit 2 - Interior Refurbishme	45,900	0			0			
180940	Minninup Cottages Unit 3 - Interior Refurbishme	45,900	0			0			
180940	Minninup Cottages Unit 1-4 - Carport	10,200	0			0			
180940	Minninup Cottages Unit 5-8 - Roof Restoration	6,120	0			0			
180940	Minninup Cottages Unit 7 - Interior Refurbishme	45,900	4,723		4,723				
180940	Minninup Cottages Unit 10 -Laundry Trough	408	0			0			
180940	Minninup Cottages Unit 11 - Replace Carpets w	7,650	0			0			
180940	Minninup Cottages Unit 12 - Replace Carpets w	7,650	6,938		6,938				
180940	Langley Villas - Unit 2 - Replace Carpet with Vin	5,100	0			0			
180940	Langley Villas - Unit 2 - Replace Cooker	1,226	0			0			
180940	Langley Villas - Unit 7 - Retile laundry	3,060	0			0			
180940	Langley Villas - Unit 8 - Retile laundry	3,060	3,300		3,300				
180940	Langley Villas - Unit 9 - Replace airconditioner	1,224	0			0			
147140	Construction of Units 14 to 17	900,000	4,813		4,813				
181040	Affordable Housing Project - Siteworks / Land R	250,000	2,000	2,000					
181050	Affordable Housing Project - Building Constructi	2,742,870	450		450				
		<b>6,624,678</b>	<b>103,212</b>	<b>2,000</b>	<b>101,212</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>COMMUNITY AMENITIES</b>									
<b>Other Community Ammenities</b>									
109650	Public Toilets - Vin Farley Park	510	170		170				
109650	Public Toilets - Kirup	4,947	170		170				
109650	Public Toilets - Mullalyup	2,550	0		0				
109650	Public Toilets - Donnybrook Cemetery	510	380		380				
109650	Public Toilets - Apex Park	5,814	900		900				
109650	Public Toilets - Apple Funpark	7,650	0		0				
109650	Public Toilets - Balingup Community Centre	3,825	0		0				
109650	Ablutions - Egan Park Transit Park	2,448	0		0				
111240	Apple Fun Park Development	1,500,000	3,413						3,413
109640	Donnybrook Cemetery Internal Roads	15,000	0						0
111250	Meldene Park	6,000	0						0
		<b>1,549,254</b>	<b>5,033</b>	<b>0</b>	<b>1,620</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,413</b>

**SHIRE OF DONNYBROOK / BALINGUP**  
**Notes to and forming part of the Financial Statements**  
**For the Period ended 29th February 2020**

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

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>RECREATION AND CULTURE</b>									
<b>Public Halls</b>									
110640	Public Hall - Donnybrook	65,280	38		38				
110640	Public Hall - Balingup (and library)	6,630	0		0				
110640	Public Hall - Kirup	5,100	620		620				
110640	Public Hall - Newlands	3,774	0		0				
110640	Public Hall - Yabberup	2,040	200		200				
110640	Community Centre & Infant Health Clinic Dbk	6,120	0		0				
125840	Balingup Hall	0	5,878		5,878				
<b>Other Recreation and Sport</b>									
172940	Dbk Rec Centre - Install Safety Railing in Pool	56,610	6,531		6,531.00				
172940	Dbk Rec Centre - Access Ladder	0	3,125		3,125.00				
172940	Dbk Rec Centre - Exit Signs Gym	0	1,171		1,170.56				
172940	Dbk Rec Centre - Resurface Stadium Floor	5,976	0		0.00				
172940	Dbk Rec Centre - Repair Damaged Pool Conco	30,500	8,565		8,565.00				
172940	Dbk Rec Centre - Hot Water System	0	6,609		6,609.00				
178240	VC Mitchell Park - Football Clubroom & Kiosk	47,124	12,850		12,850				
178240	Egan Park - Netball Clubrooms	1,224	0		0				
126820	VC Mitchell Park - Renew Boundary Fence	10,200	0						0
126820	VC Mitchell Park - Lighting Upgrade	55,230	3,000						3,000
126820	Vin Farley Park - Retic Connections	14,076	0						0
126820	Dbk Community Cntr - Retic Replacement	10,150	4,700						4,700
126820	Repairs to play equipment	10,000	0						0
126820	Dbk Amphitheatre	13,500	0						0
126820	Shire Ovals	7,500	0						0
126820	Avenue of Honour, Balingup	6,000	2,051						2,051
126820	Streetlight Replacement	8,000	0						0
126820	Meldene Park	6,000	646						646
106940	Repairs to play equipment	10,000	0						0
189040	Dbk Rec - Stadium Floor Scrubber	5,800	0				0		
189040	Dbk Rec - Emergency Chemical Body Shower	2,400	0				0		
189040	Dbk Rec - Gym Equipment	5,000	0				0		
189040	Dbk Rec - Point of Sale System	700	0				0		
102840	Balingup Rec Centre	30,804	1,371		1,371				
182140	Community Garden Development	5,000	0						0
111840	Shire owned Street Lights	8,000	6,608						6,608
<b>Libraries</b>									
130440	Dbk Community Library - Planning for upgrade	3,000	0		0				
110840	Balingup Library - Computer w/station	2,000	0		0				

**SHIRE OF DONNYBROOK / BALINGUP**  
Notes to and forming part of the Financial Statements  
For the Period ended 29th February 2020

APPENDIX A Details of Capital Works Program - 2019/20

Ledger Account	Proposed Works	2019/20 Original Budget	Total Cost	Land	Buildings	Plant & Equipment	Furniture & Equipment	Infrastructure Roads	Infrastructure Other
<b>RECREATION AND CULTURE</b>									
<b>Other Culture</b>									
110940	Donnybrook Town Centre Revitalisation	1,977,728	6,400						6,400
		<b>2,421,466</b>	<b>70,362.51</b>	<b>0</b>	<b>46,958</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>23,405</b>
<b>TRANSPORT</b>									
<b>Construction, Streets, Roads Bridges, Depots</b>									
132000	Bridgeworks (Special Grants)	30,000	21,598						21,598
132100	Roadworks Construction - General	970,000	678,999					678,999	
133000	Roads to Recovery Program	425,000	333,518					333,518	
133300	Blackspot Projects	285,000	182,596					182,596	
132400	Footpath Construction Program	184,000	5,379						5,379
<b>Road Plant Purchases</b>									
135540	Replace Grader - DB2462	344,250	356,419			356,419			
135540	Replace Tip Truck - DB1149	205,032	0			0			
135540	Replace Ford Ranger Ute - DB102	25,629	26,357			26,357			
135540	Replace Kubota Mower - DB193	32,805	30,051			30,051			
135540	Radio Conversion to VHF	12,000	0			0			
135540	Sundry Small Plant (to be determined by MSW)	15,000	0			0			
		<b>2,528,716</b>	<b>1,634,916.63</b>	<b>0</b>	<b>0</b>	<b>412,827</b>	<b>0</b>	<b>1,195,113</b>	<b>26,977</b>
<b>ECONOMIC SERVICES</b>									
<b>Tourism and Area Promotion</b>									
173120	Develop Visitor & Tourism Infrastructure	20,000	0						0
102940	Dbk Transit Park Contructions	0	10,386						10,386
<b>Building Control</b>									
141960	Dental Clinic	510	0		0				
141960	Medical Centre	5,100	0		0				
141960	Donnybrook Museum	2,244	0		0				
141960	Donnybrook Railway Station	5,100	3,900		3,900				
141960	Donnybrook Cemetery Gazebo	3,978	0		0				
141960	Vacant Building (Ex SES Dbk)	816	630		630				
141950	Bendigo Bank building	3,060	170		170				
143140	Land Acquisitions	0	0	0					
141940	Replace Isuzu - DB15	41,000	42,070			42,070			
141940	Replace Bldg Surveyor Ute - DB631	25,629	0			0			
		<b>107,437</b>	<b>57,156.07</b>	<b>0</b>	<b>4,700</b>	<b>42,070</b>	<b>0</b>	<b>0</b>	<b>10,386</b>
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>14,503,017</b>	<b>2,338,900</b>	<b>2,000</b>	<b>622,710</b>	<b>454,897</b>	<b>0</b>	<b>1,195,113</b>	<b>64,180</b>

SHIRE OF DONNYBROOK / BALINGUP  
Notes to and forming part of the Financial Statements  
For the Period ended 29th February 2020

Appendix B Asset Disposal Schedule - 2019/20

Asset No.	Asset Details	Asset Classification	Budget Proceeds Sale of Asset	Budget Written Down Value	Budget Profit/Loss	Actual Proceeds Sale of Asset	Actual Written Down Value	Actual Profit / Loss
<b>GOVERNANCE</b>								
<b>LAW, ORDER, PUBLIC SAFETY</b>								
<b>Fire Control</b>								
61093	Ferndale 2.4 Light Tanker - DB137	Plant & Equipment	547,900	547,900	0			0
			<u>547,900</u>	<u>547,900</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TRANSPORT</b>								
<b>Road Plant Purchases</b>								
61189	Caterpillar Grader - DB2462	Plant and Equipment	268,313	268,313	0	125,000	115,797	9,203
61199	Isuzu Giga Tip Truck - DB1149	Plant and Equipment	170,176	170,176	0			0
61236	Ford Ranger Ute - DB102	Plant and Equipment	12,302	12,302	0			0
61284	Kubota Tractor Mower - DB193	Plant and Equipment	22,553	22,553	0			0
			<u>473,344</u>	<u>473,344</u>	<u>0</u>	<u>125,000</u>	<u>115,797</u>	<u>9,203</u>
<b>ECONOMIC SERVICES</b>								
<b>Building Control</b>								
61267	Isuzu MU-X - DB15	Plant and Equipment	23,579	23,579	0	19,091	16,232	2,859
61252	Mitsubishi Triton Ute - DB631	Plant and Equipment	10,252	10,252	0			0
			<u>33,831</u>	<u>33,831</u>	<u>0</u>	<u>19,091</u>	<u>16,232</u>	<u>2,859</u>
			<u>1,055,075</u>	<u>1,055,075</u>	<u>0</u>	<u>144,091</u>	<u>132,029</u>	<u>12,062</u>

**Shire of Donnybrook-Balingup**  
**Schedule of Investments Held**  
**For the period ended 29th February 2020**

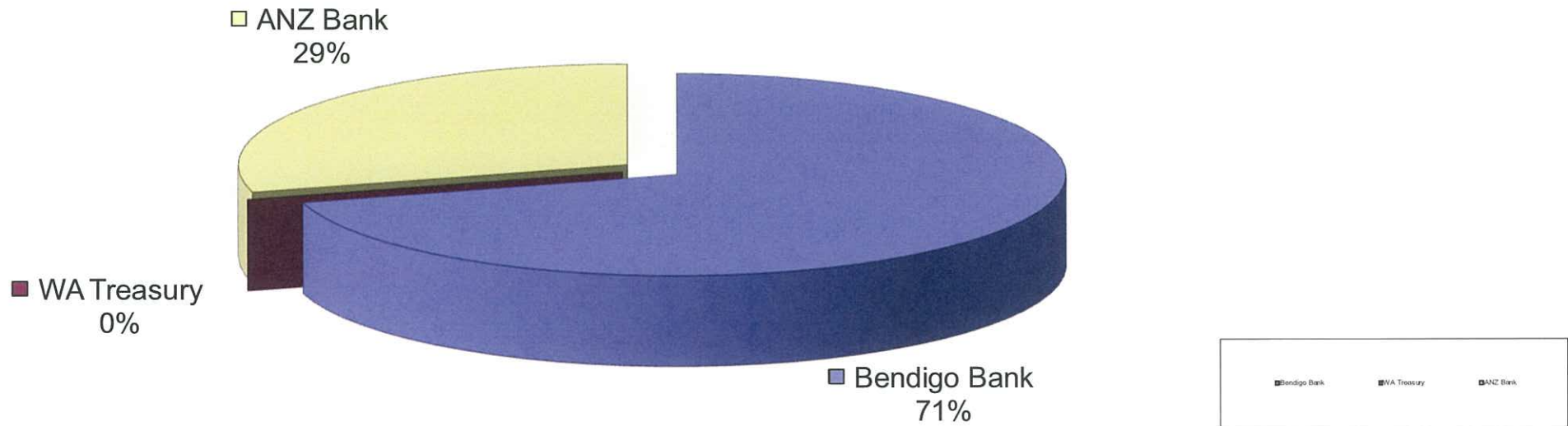
FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
<b>MUNICIPAL FUND</b>							
Municipal Fund	Bendigo - 120942362	Variable	At Call	\$1,196,832.16	\$2,161,878.20	-\$1,132,451.75	\$2,226,258.61
	ANZ Bank 9106-40138	1.40%	20-Mar-2020	\$757,726.23	\$0.00	\$0.00	\$757,726.23
	Bendigo	1.30%	16-Feb-2020	\$500,488.36	\$1,100.46	-\$501,588.82	\$0.00
	Bendigo	1.45%	13-May-2020	\$1,000,000.00	\$3,575.34	\$0.00	\$1,003,575.34
	WA Treasury - General	0.95%	At Call	\$14,475.86	\$8.12	\$0.00	\$14,483.98
				<b>\$3,469,522.61</b>	<b>\$2,166,562.12</b>	<b>-\$1,634,040.57</b>	<b>\$4,002,044.16</b>
<b>TRUST FUND</b>							
General Trust Fund	Bendigo - 120942578	Variable	At Call	\$4,290.70	\$0.00	\$0.00	\$4,290.70
Licensing Trust Fund	Bendigo - 120942446	Variable	At Call	-\$0.20	\$0.20	\$0.00	\$0.00
				<b>\$4,290.50</b>	<b>\$0.20</b>	<b>\$0.00</b>	<b>\$4,290.70</b>
Roadworks Bonds	ANZ	1.44%	25-Mar-2020	\$87,284.25	\$0.00	\$0.00	\$87,284.25
Tuia Lodge Accommodation Bonds	Bendigo A/c: 706110	1.30%	6-Mar-2020	\$1,737,679.70	\$0.00	\$0.00	\$1,737,679.70
Tuia Lodge Accommodation Bonds	Bendigo A/c: 17-88978	1.30%	18-Mar-2020	\$2,847,678.70	\$0.00	\$0.00	\$2,847,678.70
Extractive Industry Licence	ANZ	1.00%	25-Mar-2020	\$113,995.78	\$0.00	\$0.00	\$113,995.78
Miscellaneous Investments	ANZ	1.00%	25-Mar-2020	\$17,294.62	\$0.00	\$0.00	\$17,294.62
Donnybrook Balingup Aged Homes	Bendigo A/c: 2915923	1.45%	16-Mar-2020	\$268,472.65	\$0.00	\$0.00	\$268,472.65
Public Open Space Contributions	ANZ	1.00%	25-Mar-2020	\$76,865.90	\$0.00	\$0.00	\$76,865.90
				<b>\$5,149,271.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,149,271.60</b>
FUND	WHERE HELD	%RATE	MATURITY	OPENING	DEPOSITS	WITHDRAWALS	CLOSING
<b>LONG TERM INVESTMENT</b>							
Bendigo Bank Shares	Bendigo Bank	-	At Call	\$25,000.00	\$0.00	\$0.00	\$25,000.00
				<b>\$25,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,000.00</b>
<b>INVESTMENT FUND</b>							
Aged Housing Reserve	ANZ A/c: 9732-82219	1.45%	5-May-2020	\$1,153,169.27	\$0.00	\$0.00	\$1,153,169.27
Waste Management Reserve	ANZ A/c: 9732-82198	1.45%	5-May-2020	\$1,469,227.62	\$0.00	\$0.00	\$1,469,227.62
Buildings	ANZ A/c: 9732-82235	1.45%	5-May-2020	\$853,366.12	\$0.00	\$0.00	\$853,366.12
Land	ANZ A/c: 9732-82235	1.45%	5-May-2020	\$250,000.00	\$0.00	\$0.00	\$250,000.00
Valuation Reserve	Bendigo A/c: 2915919	1.45%	16-Mar-2020	\$950.10	\$0.00	\$0.00	\$950.10
Employee Leave & Gratuity Reserve	Bendigo A/c: 2915919	1.45%	16-Mar-2020	\$219,823.26	\$0.00	\$0.00	\$219,823.26
Roadworks Reserve Account	Bendigo A/c: 2915914	1.45%	16-Mar-2020	\$854,791.43	\$0.00	\$0.00	\$854,791.43
CBD Development Reserve	Bendigo A/c: 2915914	1.45%	16-Mar-2020	\$3,053.54	\$0.00	\$0.00	\$3,053.54
Bushfire Control & Management Reserve	Bendigo A/c: 2915921	1.45%	16-Mar-2020	\$2,281.91	\$0.00	\$0.00	\$2,281.91
Arbuthnott Reserve	Bendigo A/c: 2915921	1.45%	16-Mar-2020	\$3,884.65	\$0.00	\$0.00	\$3,884.65
Electronic Equipment Replacement Fund	Bendigo A/c: 2915921	1.45%	16-Mar-2020	\$119,523.19	\$0.00	\$0.00	\$119,523.19
Langley Villas & Minn Cotts Contingency Account	Bendigo A/c: 2915921	1.45%	16-Mar-2020	\$12,919.22	\$0.00	\$0.00	\$12,919.22
Town Planning Reserve	Bendigo A/c: 2915921	1.45%	16-Mar-2020	\$40,051.22	\$0.00	\$0.00	\$40,051.22
Plant Replacement Reserve	Bendigo A/c: 2915921	1.45%	16-Mar-2020	\$511,274.77	\$0.00	\$0.00	\$511,274.77
Apple Fun Park Reserve	Bendigo A/c: 2915921	1.45%	16-Mar-2020	\$99,521.26	\$0.00	\$0.00	\$99,521.26
Carried Forward Projects Reserve	Bendigo A/c: 2915919	1.45%	16-Mar-2020	\$1,504,375.75	\$0.00	\$0.00	\$1,504,375.75
				<b>\$7,123,213.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,123,213.31</b>
<b>TOTAL CASH &amp; INVESTMENTS</b>				<b>\$15,746,298.02</b>	<b>\$2,166,562.32</b>	<b>-\$1,634,040.57</b>	<b>\$16,278,819.77</b>



**Investments Balances**

	Amount	% Exposure	Maximum Exposure Permitted	S&P Rating Short Term
Bendigo Bank	\$11,485,406.00	70.55%	75%	A -2
WA Treasury	\$14,483.98	0.09%	100%	AAA
ANZ Bank	\$4,778,929.79	29.36%	100%	A -1+
	<b><u>\$16,278,819.77</u></b>	<b><u>100.00%</u></b>		

**Shire of Donnybrook - Balingup Investment Balances**



**Shire of Donnybrook-Balingup  
Summary of Bank Reconciliation  
For the period ended 29th February 2020**

**MUNICIPAL FUND**

Balance as per Bank Statements	2,226,259
Investments - Muni Funds	1,775,786
Investments - Trust Bonds	4,803,933
Deposits not yet Credited	70,267
Less Outstanding Cheques	(67,037)
Receipts not yet processed	3,294
Outstanding Transfers from Reserve	1
Outstanding Transfers to Reserves	(904)
Outstanding Transfers to Trust	0
Outstanding Transfers from Trust	3,550
Cheques not Yet Processed	0
Credit Card Payments	(4)
Bank Adjustment	1
<b><i>Balance as per Cash At Bank Account</i></b>	<b>8,815,146</b>

**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
<b><i>Balance as per Petty Cash Account</i></b>	<b>2,160</b>

**TRUST FUNDS**

Balance as per Bank Statements	4,291
Investments	345,339
Plus Deposits not yet Credited	0
Less Outstanding Cheques	(740)
Less DOT EFT payment	0
Bank Adjustment	(1)
Outstanding Transfers	(3,339)
<b><i>Balance as per Cash At Bank Account</i></b>	<b>345,550</b>

**RESERVE FUND**

Investments	5,593,838
<b><i>Balance as per Cash At Bank Account</i></b>	<b>5,593,838</b>

**LONG TERM INVESTMENT**

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

<b>TOTAL BALANCE CASH AT BANK</b>	<b>14,781,694</b>
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## SHIRE OF DONNYBROOK-BALINGUP

Rates Collection Statistics as at 29th February 2020

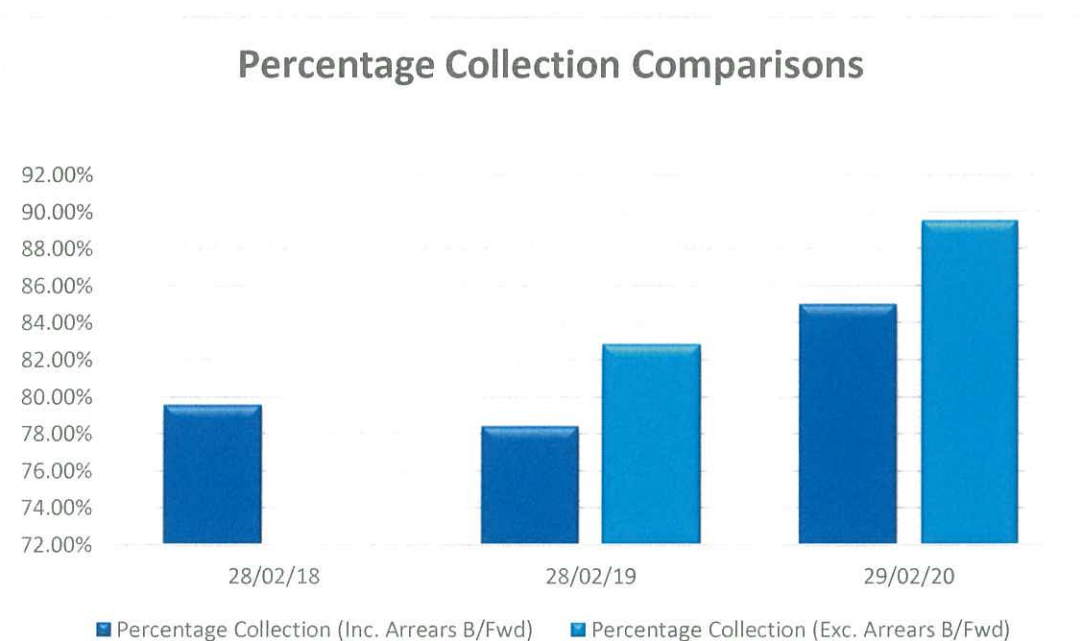
	Rates % Jan 20'	Movement in Feb '20	Rates % Feb '20
Arrears Brought Forward	404,298	-131,428	272,870
Billing To Date	5,159,262	4,435	5,163,698
	<hr/> 5,563,561	<hr/> -126,993	<hr/> 5,436,568
Less Received To Date	4,316,972	303,515	4,620,486
Balance Owed	1,246,589	-430,508	816,081
Percentage Collection (Including Arrears B/Fwd)	77.59%	7.39%	84.99%
Percentage Collection (On 19/20)	83.67%	5.81%	89.48%

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

## SHIRE OF DONNYBROOK-BALINGUP

Rates Comparison Statistics as at 29th February 2020

	28/02/18	28/02/19	29/02/20
Arrears Brought Forward	220,481	277,111	272,870
Billing To Date	4,650,274	4,978,331	5,163,698
<b>Total Raised Inc. Arrears</b>	<b>4,870,755</b>	<b>5,255,441</b>	<b>5,436,568</b>
Less Received To Date	3,875,537	4,121,926	4,620,486
Balance Owed	995,218	1,133,515	816,081
Percentage Collection (Inc. Arrears B/Fwd)	79.57%	78.43%	84.99%
Percentage Collection (Exc. Arrears B/Fwd)		82.80%	89.48%



# Open Water Swimming Event Proposal

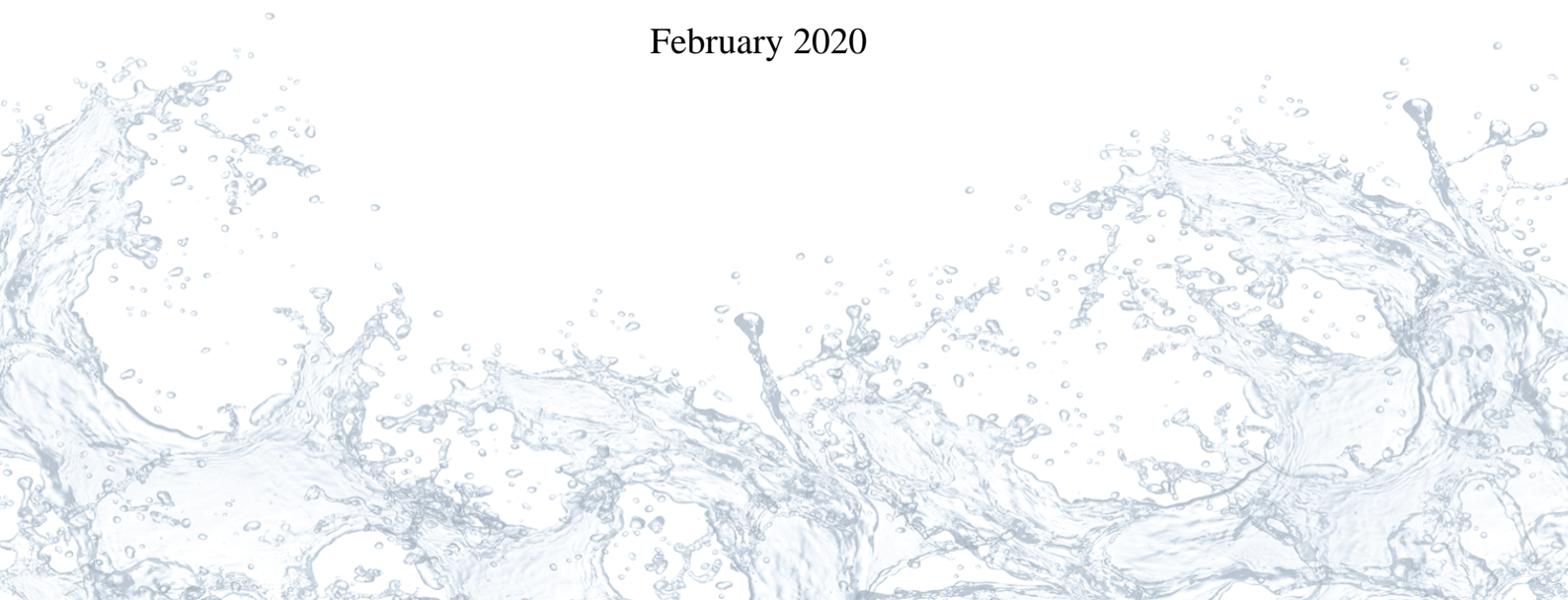
## **PROPOSAL TO THE SHIRE OF DONNYBROOK – BALINGUP**

Glen Mervyn Dam Open Water Swim



Western Australian Swimming Association Inc.

February 2020



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## Background

The Western Australian Swimming Association Inc. (SWA) is the peak body for swimming in Western Australia. A proud member of Swimming Australia, SWA works with its Regional bodies and Member Clubs to promote opportunities for all Western Australians of all ages and all swimming abilities to swim where that be in the pool, rivers, dams or the ocean.

Our proposal is to expand our events in the South West to include the Glen Mervyn Dam in our main OWS Series and eventually as part of a Mini Three Dam Series.

SWA has been designing, managing and delivering high quality OWS events across the State for over fifty (50) years. For the past twelve (12) years, SWA has been proud to manage the biggest OWS Series in Australia (OWS Series). Since 2014, the SWA OWS Series has staged swimming rounds in regional WA (e.g. Albany, Harvey, Bunbury, Busselton, Carnarvon, etc.) with considerable success.

With the support from the local swimming Clubs and associated aquatic bodies, local government authorities and Swimming Australia, SWA has the resources, experience and expertise to deliver a high quality and engaging OWS event for the people of Donnybrook and surrounds.



## Who is Swimming WA?

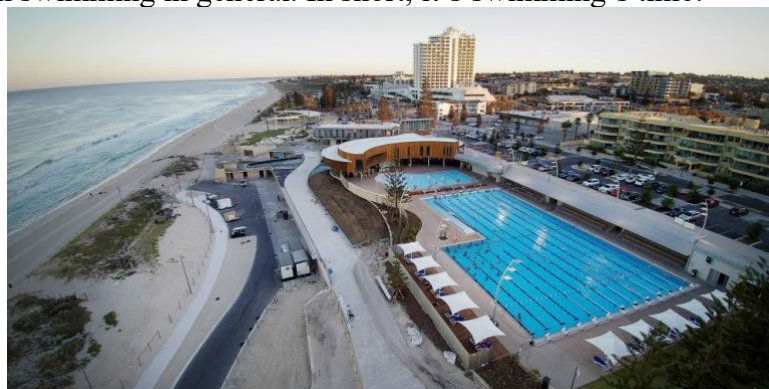
The Western Australian Swimming Association Inc. (SWA) was founded in 1902 and is the peak body for swimming in the State of Western Australia. The Association is not-for-profit representing 85 Clubs with over 12,323 Members across the State.

The objects for which SWA is established and maintained are to:

- a) Promote, encourage and develop participation in swimming and related activities as a lifelong contribution to deliver a healthy and safer community;
- b) Actively grow the sport of swimming in Western Australia;
- c) Enhance the sustainability of SWA and its membership;
- d) Align infrastructure development and access to facilities with growth of participation;
- e) Increase the profile of swimming in Western Australia;
- f) Deliver competition and corporate events to the highest standards;
- g) Deliver sustained high performance by WA swimmers, coaches and officials; and
- h) Progressively and inclusively lead swimming and the aquatic sports in WA through good governance and management.

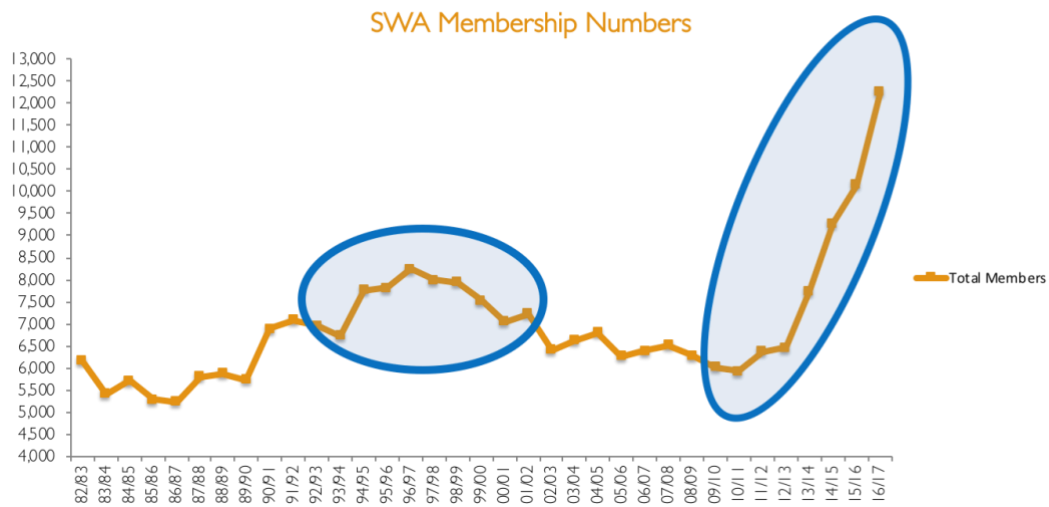
Since May 2014, the Association has undergone a coordinated and deliberate approach to “reinvent” itself. As such, the Association now has a new six (6) year Strategic Plan with a vision to ensure that swimming is an essential part of Western Australian life. This is a significant change and a public affirmation that the sport of swimming and its Clubs are evolving with the Western Australian Community.

The opportunity lies in our ability to connect with the Western Australian community and the enormous interest in swimming in general. In short, it’s swimming’s time!

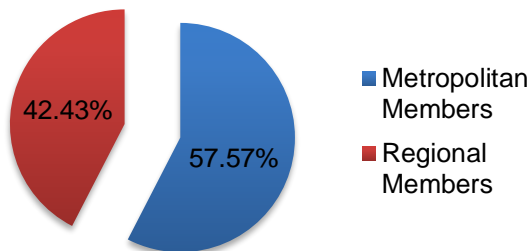




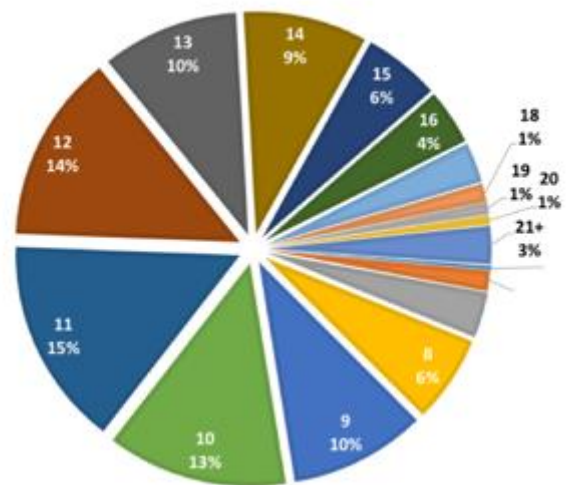
# Swimming in WA – Key Metrics



Metropolitan and Regional Members

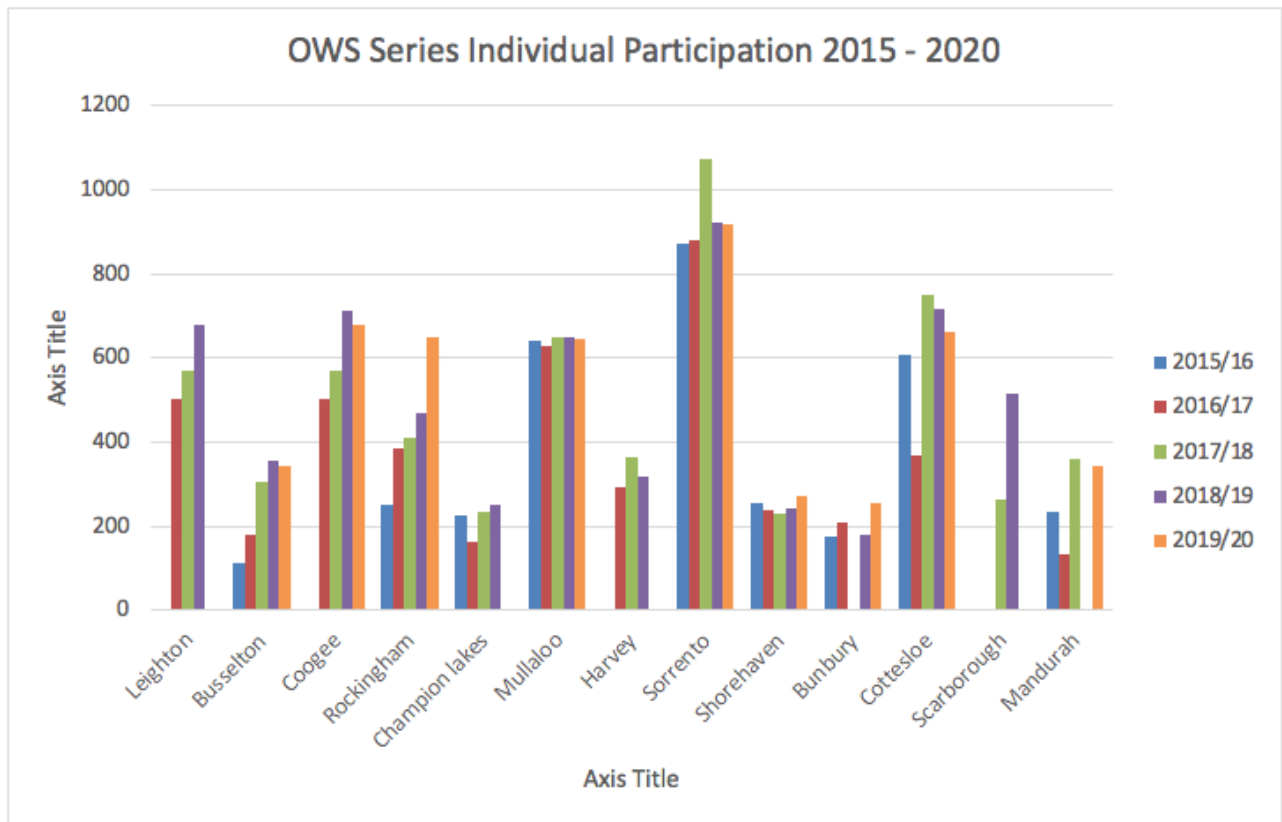


AGE GROUPING OF SWIMMERS



**Membership Retention:** 64%  
**Membership Breakdown:** 15 – 25 years: 25%  
 35 – 54 years: 21%\*

\* This has been SWA’s major growth area.



## Community Benefits and Programme Objectives

In response to several approaches by swimming groups in the South West Region for more public participation swimming events, along with the successful growth of current events in the South West, SWA plans to establish a round of SWA OWS Series in Donnybrook for the next three (3) years. Establishing an OWS Series Round in the Donnybrook will have the following benefits to the community;

### 1. Economic Impact

Exciting sports events are an effective way of securing the touristic benefits for small towns. Tangible economic, media and social value will be realised with the expectation that as event awareness and participation grows so will the associated value of the “Glen Mervyn Dam Round”. Examples of value to the Shire of Donnybrook-Balingup include:

- Increased visitors to Donnybrook and the wider region who will spend money on accommodation, food, fuel, general shopping and also use a variety of Shire infrastructure and facilities;
- The Round will form part of media associated with the SWA OWS Series. Publicity will not simply be limited to local media and audiences, but the Glen Mervyn Dam and the destination of Donnybrook will receive increased positive destination image and promotion through state-wide media utilised and engaged in marketing the Regional OWS Series.
- Opportunities for competitors to participate in local events rather than having to travel to Perth or other locations to experience swimming competition. Swimmers that would be attracted to travel from Perth, Busselton, Bunbury, Bridgetown, Collie or Manjimup (for example) to swim in the Glen Mervyn Dam will be aged primarily 17 – 24 years and 35 – 54 years of age, together with friends and families, thus making this an event for the whole family.
- Strengthening intrastate relationships between competitors, clubs and the general community.
- Confidence and pride in hosting a state event and improved leisure opportunities.

Break down of estimated attendees based on similar OWS Series events:

	Number	Duration of visit	Spend inside Donnybrook		
			Accommodation	Entertainment	Total
Within the Shire of Donnybrook - Balingup	50	NA	NA	50pp	\$2,500
Within the South West region	100	Day trip	NA	50pp	\$5,000
Perth Metropolitan Area	50	Weekend	100pp	50pp	\$7,500
Intrastate	4	Weekend	100pp	100pp	\$800
Interstate	2	Weekend	100pp	100pp	\$400
International	0	Weekend	100pp	100pp	\$0
<b>Total</b>	<b>206</b>				<b>\$16,200</b>

## 2. Community/Social Impact

SWA is a not-for-profit incorporated Association that leads the aquatic industry in Western Australia. It represents 85 Swimming Clubs and more than 12,000 Members. SWA is head quartered in Perth and implements its vision and objectives through its regional committees.

Each year planning for the Glen Mervyn Dam Round will embrace a community engagement component that has the potential to engage with a far broader group than the aquatics community to build on the potential of the dam and the Round.

This Proposal outlines the desire to establish a major aquatic event an Open Water Swim in Donnybrook for the next three (3) years. Entitled “*OWS Series Round: The Glen Mervyn Dam, Donnybrook*”.

Our goal is to attract 600 visitors to Donnybrook by the 3<sup>rd</sup> year of the Agreement, comprised of families and competitors who wish to swim in the Dam. These visitors will ideally stay in Donnybrook for two (2) days and one (1) night as a minimum.

Our proposal is to stage the Donnybrook Round, as part of the OWS Series at the Glen Mervyn Dam, followed by awards presentation. The plan is to “grow” the size and scope of the event over the next three (3) years and develop a mini three (3) Round Series across major dams in the region. Our aim is to make the ‘Donnybrook Round’ an attractive and exiting round of the full OWS Series, mini-series and a major attraction for the Shire over the next three (3) years.

### Timing and Venues

The Glen Mervyn Dam is an ideal location to host an open water swim due to the natural viewing vantage points and water depth.

Due water levels reducing throughout the summer, it is recommended to host the event in early to mid-November.

The Swim would commence at 8:00am and conclude with medal presentations and speeches by 10:00am. The draft run sheet appears in the Appendix.

## 3. Environmental Impact

Open Water Swimming has low impact on the environment as all infrastructure is temporary and low impact. After our 2018/19 participant survey, Swimming WA is working towards reducing our environmental impact further by reducing the use of single use plastics. The 2019/20 OWS Series will be encouraging swimmers to bring reusable drink bottles to refill at events and purchase silicon swimming caps which last longer and can be used at all OWS Series Rounds.

Glen Mervyn Dam is located away from residential property so the commentary and music produced by the event will not affect residents. The course will run the full length of the dam, and due to the narrowness of the dam, skiing will need to be prohibited and boating restricted during the event, however public swimming remains open.

#### **4. Media/Promotion Impact**

Our Proposal includes a marketing component that includes a local area marketing (LAM) and above the line (ATL) strategy. Our experience is that radio, print and social media are the most effective communication channels when promoting aquatic events such as the OWS Series.

The success of the OWS Series has been built on inspiring and attracting members of the “aquatics community” (e.g. Water Polo, Triathlon, Masters Swimming, etc.), to participate in the OWS Series. As such, our strategy will be to use print and radio to establish awareness and a profile of the Donnybrook Round, supported by targeted social media. Promotion of the event will reach metropolitan markets through Series advertising with our print and radio partners alongside focused local marketing. Electronic and Social media marketing to target past and present swimmers will ensure widespread coverage of the new Round to the OWS Series.

A key measurement of the event will come from participation records and analysis of required swimmer information. We expect to exceed the numbers of the 2019 event and attract metropolitan swimmers through the use of bonus Series points and extensive marketing.

#### **Term**

In order to achieve a ‘legacy outcome’ (i.e. that the locals have the skills, knowledge and experience to deliver this kind of event autonomously), SWA seeks a three (3) year commitment from the Shire of Donnybrook-Balingup.

Regional OWS events take time to build ‘an audience’ and a committed swimming following, so a consistent contractor (Swimming WA) will assist not only in the delivery, but in ‘building the tribe’.

## Glen Mervyn Dam Course Map



## Proposal Components

### What Will Swimming WA Provide?

- Expertise and experience;
- Submission of event applications to all required stakeholders;
- Water safety (Local SLC);
- Insurance – for all swimmers, Coaches and Officials;
- Technical Officials upskilling of local volunteers;
- Event equipment (e.g. the Event arch, buoys, radios, etc.);
- Timing equipment;
- Marketing and advertising (ATL & BTL);
- Results and communications;
- Medals and awards;
- Event merchandise;
- All anchors, ropes, etc.;
- Power to the site;
- Water craft (require 2 jet skis or small boats capable of carrying a driver and an Official);
- Photographer;
- Volunteers (20 for set up and pack down);
- Communications and promotion within the local area.

## **Commercial Arrangement**

A detailed budget appears in the Appendix. As the Manager for this event, SWA seeks;

All intellectual property and commercial rights for the Burrup Classic reside with SWA.

## **Shire of Donnybrook Balingup Investment**

SWA respectfully seeks the following investment from its partner, the Shire of Donnybrook Balingup;

**Year One: \$10,000 plus GST**

**Year Two: \$10,000 plus GST**

**Year Three: \$10,000 plus GST**

Payment Terms: 50% upon the start of each financial year of each event (1 July) and 50% upon delivery of the acquittal on each event.

## **Thank You**

SWA thanks the Shire of Donnybrook Balingup for their consideration of this proposal. Our hope is to receive an initial indication on what is proposed by the end of April 2020. Should our proposal be successful, that will provide SWA with sufficient time for inclusion in the 2020/21 OWS Series calendar.

SWA has targeted the South West as a key Region for the expansion of swimming over the next three (3) years. I do hope that the Shire of Donnybrook Balingup will favour this proposal with a positive response and assist to ensure that swimming is an essential part of Western Australian life.

Best wishes,



**Darren Beazley**  
Chief Executive Officer



# Appendix

## Donnybrook Round: Glen Mervyn Dam Proposed Running Sheet

### Day of Event

3.00 am	SWA arrive to begin set up and lay the course
6.00 am	Site set up complete – water way closed to skiing
6.30 am	Registrations open
7.00 am	Course set
7.25 am	Participant briefing
7.30 am	500m wave commences
7.35 am	500m Competitors begin to finish
8.00 am	Main events commence
8.15 am	Competitors begin to finish
8.45 am	Medal presentation commence
10.15 am	All competitors have completed the swim
10.30 am	Water course cleared and water way open for normal use
11.30 am	Event site packed and all event staff depart

<b>Glen Mervyn Dam Proposed Budget</b>		<b>2020</b>	<b>2021</b>	<b>2022</b>
	<b>Projected Swimmers</b>	<b>100</b>	<b>150</b>	<b>200</b>
<b>Income</b>	<b>Assumptions</b>			
Participant Fees	\$40 per person	4,000	6,000	8,000
Shire of Donnybrook - Balingup	Event sponsorship	10,000	10,000	10,000
Sponsorship	Local sponsorship	2,000	3,000	5,000
Series Sponsorship	Series Advertising Sponsorship allocated to Round	10,000	10,000	10,000
<b>Total</b>		<b>\$26,000</b>	<b>\$29,000</b>	<b>\$33,000</b>
<b>Expenditure</b>				
<b>Administration</b>				
Travel Costs	SWA Staff, Technical Official, & contractors to build local team capacity (10)	2,250	2,250	2,250
Presenter	Local Presenter	250	250	250
<b>Admin Sub Total</b>		<b>2,500</b>	<b>2,500</b>	<b>2,500</b>
<b>Operational Costs</b>				
Venues	Venue hire, waste removal, portable toilets	1,000	1,000	1,000
Event Costs	Shade marquees, banners, inflatable arch, awards, etc	1,000	1,000	1,000
Participant costs	Swim Caps, tattoos, fruit and water, sunscreen, etc	1,000	1,500	2,000
<b>Operational Costs Sub Total</b>		<b>3,000</b>	<b>3,500</b>	<b>4,000</b>
<b>Marketing &amp; Promotions</b>				
Photographer		250	250	250
Marketing and promotions	ATL – radio & print/ BLT – Facebook posts	10,000	10,000	10,000
Regional Event promotion	bunting, buoys and printing of posters, flyers, etc and PR costs	2,500	2,500	2,500

<b>Marketing &amp; Promotion Costs Sub Total</b>		<b>12,750</b>	<b>12,750</b>	<b>12,750</b>
<b>Services</b>				
Subcontractor - Event	Subcontracted site coordinator supported by Local club volunteers	4,000	4,000	4,000
Subcontractor - official boat	Hire of local vessels for on water officiating	1,500	1,500	1,500
Subcontractor - Water safety	Water safety services - Local Surf Lifesaving Club	2,000	2,000	2,000
Subcontractor - Timing	OWS Timing provider	3,300	3,300	3,300
<b>Services Costs Sub Total</b>		<b>10,800</b>	<b>10,800</b>	<b>10,800</b>
<b>Total</b>		<b>29,050</b>	<b>29,550</b>	<b>30,050</b>
<b>Surplus (Deficit)</b>		<b>(\$3,050)</b>	<b>(\$550)</b>	<b>\$2,950</b>

**DEED OF VARIATION**

**LOCAL GOVERNMENT HOUSE TRUST**



LAW

PERTH

11 Mounts Bay Road, Perth WA 6000

Telephone (08) 9429 2222 Facsimile: (08) 9429 2434

[eylawperth@au.ey.com](mailto:eylawperth@au.ey.com) [www.ey.com](http://www.ey.com)

Our Ref: 4WAL / 2004 7043

---

**THIS DEED** dated the \_\_\_\_\_ day of \_\_\_\_\_ 2019

**BY**

**WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION** of Level 1, 170 Railway Parade, West Leederville in the State of Western Australia (the 'Trustee')

**RECITALS**

- A. By Deed of Trust undated but stamped 12 February 1980 ('Original Trust Deed') made between CHARLES WILSON TUCKEY, LYAL GORDON RICHARDSON, GORDON LAWRENCE KILPATRICK, HARRY STICKLAND and MAXWELL RAY FINLAYSON (the 'Original Trustees') and THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA and the COUNTRY SHIRE COUNCILS ASSOCIATION (the 'Retired Trustees') the Original Trustees declared that they would hold the property therein referred to as the Headquarters and the monies therein referred to as the Trust Fund upon trust for the beneficiaries specified in the second schedule to the Original Deed upon the terms and conditions therein contained (the 'Original Trust').
- B. By Deed dated 2 October 1981 made between the Original Trustees and the Retired Trustees the Original Trustees retired and appointed the Retired Trustees as the trustees of the Original Trust in their place.
- C. By Deed dated 4 May 1994 (the 'New Deed') the Retired Trustees (in the New Deed referred to as THE LOCAL GOVERNMENT ASSOCIATION OF WESTERN AUSTRALIA (INC) and THE COUNTRY SHIRE COUNCILS' ASSOCIATION OF WESTERN AUSTRALIA (INC)) agreed that the proceeds from the sale of the Headquarters and the Trust Fund and the income thereof should be from 17 February 1993 held upon the terms and conditions set out in the New Deed (the 'Trust').
- D. By Deed of Variation dated 5 June 2002 the Retired Trustees varied the New Deed (collectively, the 'Trust Deed') to provide for a new Clause 22 which provides that any trustee of the Trust may retire as trustee of the Trust and appoint a new trustee to act as trustee of the Trust and that notwithstanding that the original number of trustees of the Trust was five where a corporation or incorporated association is appointed as trustee of the Trust then it shall not be obligatory to appoint more than one new trustee.
- E. By Deed dated 6 June 2002 made between the Retired Trustees and the Trustee, the Retired Trustees retired and appointed the Trustee as the trustee of the Trust.
- F. Clause 21.1 of the Trust Deed provides that the Trustees may at any time and from time to time (with the consent of not less than 75% of the Beneficiaries) by deed revoke add to or vary the trusts of the Trust Deed or declare (inter alia) any new or other powers, authorities or discretions concerning the management, control or investment of the Trust Fund upon the terms contained therein.
- G. The Trustee wishes to add to and vary the Trust Deed and declare (inter alia) new or other powers, authorities and discretions concerning the management, control or investment of the Trust Fund in accordance with the terms of this Deed.
- H. More than 75% of the Beneficiaries have consented in writing to the variations to the New Deed and the records relating to this consent will be placed with the original of this Deed.

---

**NOW THIS DEED WITNESSES****1. DEFINITIONS AND INTERPRETATION**

In this Deed, unless the context otherwise requires:

- 1.1 a word importing the singular includes the plural and vice versa, and a word of any gender includes other genders;
- 1.2 another grammatical form of a defined word or expression has a corresponding meaning;
- 1.3 a reference to a clause, paragraph, recital, schedule or annexure is to a clause, paragraph or recital of, or schedule or annexure to, this Deed, and a reference to this Deed includes any schedule or annexure;
- 1.4 a reference to a document or instrument includes the document or instrument as varied, novated, altered, supplemented or replaced from time to time;
- 1.5 a reference to a person includes a natural person, the estate of an individual, a partnership, body corporate, the trustee of a trust (in the trustee's capacity as trustee of the trust), association, governmental or local authority or agency or other entity;
- 1.6 a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;
- 1.7 the meaning of general words is not limited by specific examples introduced by 'including, for example' or similar expressions;
- 1.8 Recitals A to H inclusive form part of and are included in this Deed;
- 1.9 headings are for ease of reference and do not affect interpretation;
- 1.10 'Deed' means this deed;
- 1.11 unless specified otherwise, terms which are defined in the Trust Deed and used in this Deed bear the same meanings in this Deed which are ascribed to them in the Trust Deed; and
- 1.12 in the event of any inconsistency between the provisions of the Trust Deed and the provisions of this Deed, the provisions of this Deed will prevail.

**2. OPERATIVE PART**

The Trustee in exercise of the power given to the Trustee by clause 21.1 of the Trust Deed and with the consent of more than 75% of the Beneficiaries hereby adds to and varies the Trust Deed and declares (inter alia) the following new or other powers authorities and discretions concerning the management, control or investment of the Trust Fund as follows:

- 2.1 delete the word "The" appearing after the words "Any trustee of the Trust may retire as trustee of the Trust." in the existing clause 22.1 and replace it with the words "Subject to clause 22.3, the";

2.2 insert after clause 22.2 the following:

“22.3 The retiring or continuing trustee shall only be entitled to appoint any new or additional trustee of the Trust with the consent of not less than 75% of the Beneficiaries.

22.4 The Beneficiaries may at any time by Special Resolution:

- (a) remove a Trustee from the office as trustee of the Trust; and
- (b) appoint such new or additional Trustee.

For the purposes of this clause 22.4, “Special Resolution” means a resolution passed or decision made by not less than 75% of the Beneficiaries.”

2.3 insert a new clause 13A as follows:

“13A **DELEGATION TO THE BOARD OF MANAGEMENT**

Unless the Beneficiaries otherwise direct (such direction to be given by not less than 75% of the Beneficiaries), the Trustees shall delegate all of the powers authorities and discretions contained in subclauses (a) to (x) of clause 12 to the Board of Management. The Trustees shall, at the direction of the Board of Management, do such things as may be necessary to give effect to the exercise of a power, authority or discretion by the Board of Management.”

3. **SEVERABILITY**

3.1 If any provision of this Deed is found by a competent authority (including without limitation a Court) to be void or unenforceable, then such finding shall not affect the other provisions of this Deed.

3.2 If making a subsequent amendment to this Deed avoids any invalidity or unenforceability of any provision of this Deed, the parties may elect to make that amendment, which shall be deemed for all purposes to be effective immediately prior to the occurrence of that invalidity or unenforceability.

4. **FURTHER ASSURANCES**

All parties shall make, execute and do all acts, deeds, documents and things and sign all documents which may reasonably be required to give full effect to this Deed, and the Trustee shall bear the costs of observing, performing and complying with this clause.

5. **COSTS**

The Trustee shall bear and pay the costs of and incidental to the preparation, execution and stamping of this Deed.

6. **RATIFICATION AND CONFIRMATION**

In all other respects the terms of the Trust Deed are hereby ratified and confirmed.



7. **PROPER LAW**

This Deed shall be governed by the laws of the State of Western Australia and the parties submit to the jurisdiction of the Courts of the State of Western Australia.

**EXECUTED** as a Deed

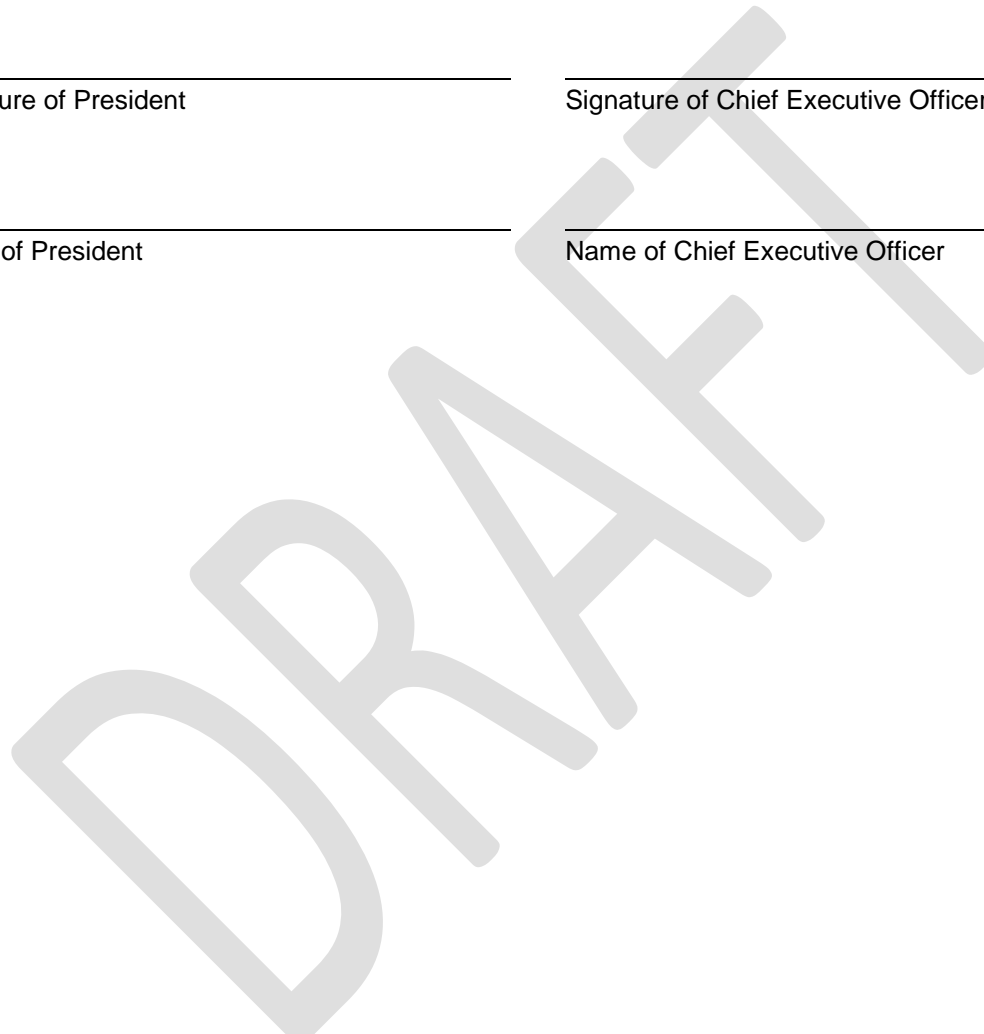
**THE COMMON SEAL** of **WESTERN** )  
**AUSTRALIAN LOCAL GOVERNMENT** )  
**ASSOCIATION** is hereunto affixed in the )  
presence of: )

\_\_\_\_\_  
Signature of President

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name of President

\_\_\_\_\_  
Name of Chief Executive Officer





The Hon. David Littleproud MP

Minister for Water Resources, Drought, Rural Finance,  
Natural Disaster and Emergency Management  
Federal Member for Maranoa

MS20-000071

Cr Brian Piesse  
Shire President  
Shire of Donnybrook-Balingup  
Cnr Bentley & Collins St  
DONNYBROOK WA 6239

Dear Cr Piesse

I am writing to inform you that the Shire of Donnybrook-Balingup is eligible to apply for up to \$1,000,000 in project funding under the Drought Communities Programme (DCP) Extension.

The Australian Government is taking action to meet the needs of drought-affected farmers, businesses and rural communities. This drought assistance includes the allocation of a further \$47 million under the DCP Extension to eligible councils to provide immediate economic stimulus and employment through local infrastructure and drought-related projects.

Program guidelines for the new DCP Extension funding round are currently being updated and will be released shortly via the Business Grants Hub at [www.business.gov.au/dcp](http://www.business.gov.au/dcp). In the meantime, you may wish to look at the existing guidelines on the Business Grants Hub to see the eligible project types, and start consultation and planning for your DCP Extension projects. The project completion date for your projects will be 30 June 2021.

If you have any specific questions regarding your application or the types of eligible projects, please contact the Business Grants Hub on 13 28 46 or via email at [dcp@industry.gov.au](mailto:dcp@industry.gov.au).

I look forward to hearing about your DCP Extension projects in the coming months.

Yours sincerely

DAVID LITTLEPROUD MP

SHIRE OF DONNYBROOK BALINGUP RECEIVED 11 FEB 2020
Revised No: KOR74054
File No: PWF 200.
Officer: Cr Piesse
X Ref:
Corresps:
Signed Off:

## Drought Communities Programme Extension - 180 Eligible Councils (January 2020)

New South Wales				
Armidale Regional	Clarence Valley	Gwydir	Moree Plains	Unincorporated Far West
Balranald	Cobar	Hay	Murray River	Upper Hunter
Bathurst Regional	Coolamon	Hilltops	Murrumbidgee	Upper Lachlan
Bega Valley	Coonamble	Inverell	Muswellbrook	Uralla
Berrigan	Cootamundra-Gundagai	Junee	Narrabri	Walcha
Bland	Cowra	Kempsey	Narrandera	Walgett
Blayney	Dubbo Regional	Kyogle	Narromine	Warren
Bogan	Edward River	Lachlan	Oberon	Warrumbungle
Bourke	Federation	Leeton	Parkes	Weddin
Brewarrina	Forbes	Lismore	Richmond Valley	Wentworth
Broken Hill	Gilgandra	Lithgow	Snowy Monaro	
Cabonne	Glen Innes Severn Shire	Liverpool Plains	Tamworth Regional	
Carrathool	Greater Hume	Lockhart	Temora	
Central Darling	Gunnedah	Mid-Western Regional	Tenterfield	
Northern Territory				
Barkly	Central Desert			
Queensland				
Balonne	Bulloo	Longreach	Quilpie	Toowoomba
Banana	Bundaberg	Maranoa	Richmond	Western Downs
Barcaldine	Diamantina	McKinlay	Scenic Rim	Winton
Barcoo	Flinders	Murweh	Somerset	
Blackall Tambo	Goondiwindi	North Burnett	South Burnett	
Boulia	Lockyer Valley	Paroo	Southern Downs	

South Australia				
Adelaide Plains	Cleve	Kimba	Northern Areas	The Coorong
Alexandrina	Copper Coast	Light	Peterborough	Unincorporated Far North SA
Barossa	Flinders Ranges	Loxton Waikerie	Port Pirie City and District	Wakefield
Barunga West	Franklin Harbour	Mid Murray	Renmark Paringa	Wudinna
Berri Barmera	Goyder	Mount Remarkable	Southern Mallee	Yorke Peninsula
Ceduna	Kangaroo Island	Murray Bridge	Streaky Bay	
Clare and Gilbert Valleys	Karoonda East Murray	Orroroo/Carrieton	Tatiara	
Tasmania				
Break O'Day	Devonport	Glamorgan Spring Bay		
Victoria				
Benalla	Gannawarra	Moira	Strathbogie	Wellington
Buloke	Greater Shepparton	Mildura	Swan Hill	Yarriambiack
East Gippsland	Latrobe	Pyrenees	Wangaratta	
Western Australia				
Albany	Carnamah	Dumbleyung	Kent	Narembeen
Beverley	Coorow	Esperance	Kojonup	Pingelly
Bridgetown-Greenbushes	Corrigin	Gnowangerup	Kulin	Plantagenet
Brookton	Cranbrook	Irwin	Lake Grace	Quairading
Broomehill-Tambellup	Dandaragan	Jerramungup	Mingenew	Ravensthorpe
Bruce Rock	Denmark	Katanning	Moora	Three Springs
Busselton	Donnybrook-Balingup	Kellerberrin	Nannup	Wickepin

Councils announced January 2020 (\$1 million)

Councils announced January 2020 (\$500,000)



Australian Government

Department of Industry,  
Innovation and Science

Department of Infrastructure,  
Transport, Cities and  
Regional Development

**Business**

business.gov.au

13 28 46

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## Grant Opportunity Guidelines

# Drought Communities Programme - Extension

<b>Opening date:</b>	September 2018
<b>Closing date:</b>	<ul style="list-style-type: none"> <li>▪ 30 June 2019 for the 81 Eligible Councils announced in 2018</li> <li>▪ 1 December 2019 for the 15 Eligible Councils announced in March 2019</li> <li>▪ 1 June 2020 for the 14 Eligible Councils announced during the 2019 election campaign</li> <li>▪ 1 June 2020 for the 12 Eligible Councils announced in September 2019</li> <li>▪ 1 December 2020 for the 6 new Eligible Councils and 122 Existing Councils approved for further funding announced in November 2019</li> </ul>
<b>Commonwealth policy entity:</b>	Department of Infrastructure, Transport, Cities and Regional Development
<b>Administering entity</b>	Department of Industry, Innovation and Science
<b>Enquiries:</b>	If you have any questions, contact us at <a href="https://business.gov.au">business.gov.au</a> .
<b>Date guidelines released:</b>	September 2018 and updated October 2018, March 2019, July 2019, October 2019, November 2019 and December 2019
<b>Type of grant opportunity:</b>	Closed non-competitive

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# 1. Drought Communities Programme processes

**The Drought Communities Programme is designed to achieve Australian Government objectives**

This grant opportunity is part of the above grant programme, which contributes to the Department of Infrastructure, Transport, Cities and Regional Development Outcome 3.

The Department works with stakeholders to plan and design the grant programme according to the Commonwealth Grants Rules and Guidelines.



**The grant opportunity opens**

Eligible Councils are invited to submit project proposals via an online application on [business.gov.au](http://business.gov.au).

We will publish grant guidelines and applicant information on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect).



**Invited Eligible Councils complete and submit a grant application**



**We assess all grant applications**

We assess the applications for completeness and against all the eligibility criteria.



**We make grant recommendations**

We provide advice to the decision maker on the merits of each application.



**Grant decisions are made**

The Program Delegate decides which applications are successful taking into consideration the proper use of public resources.



**We notify you of the outcome**

We advise you of the outcome of your application.



**We enter into a grant agreement**

We will enter into a grant agreement with successful Eligible Councils.



**Delivery of grant**

You undertake the grant activity as set out in your grant agreement. We manage the grant by working with you, monitoring your progress and making payments.



**Evaluation of the Drought Communities Programme grant opportunity**

We evaluate the specific grant activity and Drought Communities Programme as a whole. We base this on information you provide to us and that we collect from various sources.



## 2. About the grant program

The extension of the Drought Communities Programme (the program) will provide total funding of \$250 million over three years from 2018-19 to Eligible Councils to deliver immediate economic stimulus and other benefits to targeted drought-affected regions of Australia. The program will support local community infrastructure and other drought relief projects for communities who have been impacted by drought.

The objectives of the program are to deliver support to targeted drought-affected regions of Australia by funding:

- local community infrastructure and
- other drought relief projects.

Funding will target infrastructure and other projects that:

- provide employment for people whose work opportunities have been impacted by drought
- stimulate local community spending
- use local resources, businesses and suppliers
- provide a long-lasting benefit to communities and the agricultural industries on which they depend.

The intended outcomes of the program are to, within a three year timeframe:

- increase employment in regions by providing work for locals and/or farmers and farm labourers/staff/contractors whose employment opportunities have been affected by drought
- improve levels of economic activity in regions
- increase productivity in regions
- enable better retention of businesses, services and facilities.

The Department of Industry, Innovation and Science (the department/we) is responsible for administering the grant opportunity on behalf of the Department of Infrastructure, Transport, Cities and Regional Development.

We will publish the [opening and closing dates](#) and any other relevant information on [business.gov.au](http://business.gov.au)<sup>1</sup> and [GrantConnect](#)<sup>2</sup>.

We administer the program according to the Commonwealth Grants Rules and Guidelines (CGRGs)<sup>3</sup>.

This document sets out:

- the eligibility criteria
- how we consider and assess grant applications
- how we monitor and evaluate grantees
- responsibilities and expectations in relation to the grant opportunity.

We have defined key terms used in these guidelines in Appendix A.

---

<sup>1</sup> <https://www.business.gov.au/assistance/drought-communities-programme>

<sup>2</sup> <http://www.grants.gov.au/>

<sup>3</sup> <https://www.finance.gov.au/sites/default/files/commonwealth-grants-rules-and-guidelines.pdf>

You should read this document carefully before you fill out an application.

## 3. Grant amount and grant period

### 3.1. Grants available

The Australian Government has announced a total of \$250 million over three years from 2018-19. Program funding is capped and once that ceiling is reached, no other approvals are possible without a further consideration of the program parameters by the Australian Government.

Eligible Councils can receive funding for projects up to a maximum of \$1 million per announcement of funding (see announcements in section 3.2 below).

The grant amount will be up to 100 per cent of eligible project costs (grant percentage).

- The minimum grant amount per application is \$25,000
- Applications can include multiple unrelated activities up to the total funding amount available per Eligible Council.

Eligible Councils announced for funding up to and including September 2019 may submit more than one application. Eligible Councils announced for funding from November 2019 may only submit one application.

Co-funding from Eligible Councils is not mandatory, but you may access other funding for the project. Cash funding or in-kind support can be provided by any organisation including, but not limited to, the Eligible Council, state government, not-for-profit organisations and private sector companies.

Funding can also form one component of a larger package of Australian Government funding, noting that other funding needs to meet the eligibility criteria of the program from under which it is funded. For example, eligible fencing projects may be part funded under the [Pest Animal and Weed Management Program](#)<sup>4</sup>, and eligible road projects may be part funded under the [Roads to Recovery Program](#)<sup>5</sup>.

Funding under this grant opportunity cannot be considered to be part of, or all of, a Council's contribution to projects under the Bridges Renewal Programme, the National Stronger Regions Fund, the Building Better Regions Fund, the Regional Growth Fund or the Heavy Vehicle Safety and Productivity Programme.

If your project is dependent on funding from other sources, you must identify these sources and include their level of agreed support.

### 3.2. Project duration

Projects can commence from the date of the Eligible Council's relevant funding announcement. The list of funding announcement dates, the earliest date for project commencement and the date by which projects must be completed is at Appendix A.

Eligible Councils that can demonstrate they have experienced extenuating circumstances may request an extension of the project period until 31 March 2021.

The program ends on 30 June 2021.

---

<sup>4</sup> <http://www.agriculture.gov.au/>

<sup>5</sup> <https://infrastructure.gov.au/>

## 4. Eligibility criteria

We cannot consider your application if you do not satisfy all eligibility criteria.

### 4.1. Who is eligible?

To be eligible you must

- have an Australian Business Number (ABN) and
- be an Eligible Council, listed on [business.gov.au](http://business.gov.au) and [GrantConnect](#); or
- be invited to apply by the Minister.

### 4.2. Eligible Councils

Eligible Councils that can receive funding under the program are those specified by the Minister responsible for Drought. Eligible councils are listed on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

For the purposes of the program, we consider an incorporated organisation that provides council-like services and functions in Far West New South Wales and Far North South Australia, for example, the Regional Development Australia Far West or the Outback Communities Authority, to be Eligible Councils.

The Minister responsible for Drought, in consultation with the Prime Minister and the Minister for Agriculture can consider approving further Eligible Councils under the program, at their discretion.

The program does not create an entitlement for all drought-affected Councils to receive funding under the program.

### 4.3. Additional eligibility requirements

We can only accept applications:

- submitted by the Chief Executive Officer of an Eligible Council or other council officer authorised to sign a grant agreement
- that include a declaration that you will comply with specific regulatory requirements as outlined in section 10.3.

## 5. Eligible grant activities

### 5.1. Eligible projects

To be eligible your project must:

- be located in an Eligible Council area
- meet project requirements, see section 6
- include eligible activities and eligible expenditure
- have at least \$25,000 per application in eligible expenditure
- be undertaken in the project period and completed by the date stipulated in section 3.1.

### 5.2. Eligible activities

Eligible activities must directly relate to the project and can include:

- repairs, maintenance, upgrading or building new community facilities
- repairs, maintenance, upgrades, construction and fit-out of community spaces
- employing local contractors to undertake repairs and maintenance

- holding events
- undertaking other drought relief activities (including water carting for human consumption) that benefit the community
- development of an Adverse Event Plan.

### 5.3. Eligible expenditure

You can only spend grant funds on eligible expenditure you have incurred on an agreed project as defined in your grant agreement.

Eligible expenditure items may include the cost of:

- suppliers, consultants and contracted labour undertaking eligible project activities
- materials required to deliver eligible project activities
- purchasing, leasing or hiring equipment required to deliver eligible project activities
- holding events and
- other drought relief activities (including water carting for human consumption)

Not all expenditure on your project may be eligible for grant funding. The Program Delegate makes the final decision on what is eligible expenditure and may give additional guidance on eligible expenditure if required.

You must incur the project expenditure between the project start and end date for it to be eligible, unless stated otherwise. Refer to Appendix A for project start and end dates. Extenuating circumstances may be considered on a case-by-case basis. We will not be responsible for any expenditure you incur until a grant agreement is executed.

### 5.4. Ineligible expenditure

Examples of ineligible expenditure include:

- payment of salaries for existing staff or contractors, although projects may be carried out by existing workforces
- computer software or hardware that is not an integral part of the funded capital project
- a council's core or business-as-usual operations, which council rates and other government funding usually funds
- purchases of land, buildings, vehicles or mobile capital equipment (e.g. trucks and earthmoving equipment)
- expenditure incurred prior to the project start date (refer to Appendix A)
- undertaking studies or investigations, or
- the development of private or commercial ventures, including licensed areas of registered clubs.

This list is not exhaustive and applies only to the expenditure of the grant funds. Other costs may be ineligible where we decide that they do not directly support the achievement of the planned outcomes for the project or are contrary to the objective of the program.

You must ensure you have adequate funds to meet the costs of any ineligible expenditure associated with the project.

## 6. Project requirements

Each project must meet at least one of the following project requirements.

### **The project is expected to lead to the employment of locals**

- the extent to which farmers and/or farm labourers/staff/contractors are expected to be employed
- how the project is expected to lead to the employment of locals and over what period of time they are expected to be employed
- the employment expected to be created beyond the immediate construction phase of the project and into the longer-term
- the indirect employment expected to be created through the potential flow-on effects to local businesses, suppliers, and services.

### **The project is expected to contribute to the economic activity of communities/regions**

- local businesses, suppliers and services are expected to be used to complete the projects
- the project will encourage investment, business activities and other economic benefits to communities/regions.

### **The project is expected to lead to the retention of businesses, services and facilities**

- the benefits that should be delivered as a result of the project, such as increased tourism, increased trade for local businesses, improved services resulting from enhanced facilities
- the number of people that are expected to benefit from the approved project.

### 6.1. Adverse Event Plans

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

Eligible Councils without an Adverse Event Plan already in place can use part of their funding under the program to develop an Adverse Event Plan.

Eligible Councils must develop an Adverse Event Plan which meets the needs of their community, and give consideration to the following:

- natural resource management (i.e. managing water supply, ground cover, trees, erosion, biodiversity)
- economic diversification and community resilience (i.e. infrastructure planning, tourism investment, diversifying local industries, capacity building for local leadership)
- communication and coordination (i.e. how to let people know what's available – now, and in the future; how do you communicate in hard times and for recovery).

## 7. How to apply

Before applying, you should read and understand these guidelines, the sample [application form](#) and the sample [grant agreement](#) published on [business.gov.au](#) and [GrantConnect](#).

You will need to set up a user account to access our online portal. The portal allows you to apply for and manage grants in secure online environment.

To apply, you must:

- be listed as an Eligible Council or invited by the Minister to submit an application
- complete the online application form through the portal

- provide all the information requested
- address all eligibility criteria
- include all necessary attachments.

We may ask you to justify your project costs. You should have evidence for the costs that you include in your project budget that you can provide on request.

You are responsible for making sure your application is complete and accurate. Giving false or misleading information is a serious offence under the *Criminal Code 1995* (Cth). If we consider that you have provided false or misleading information we may not progress your application. If you find an error in your application after submitting it, you should call us immediately on 13 28 46.

If we find an error or information that is missing, we may ask for clarification or additional information from you that will not change the nature of your application. However, we can refuse to accept any additional information from you that would change your submission after the application closing time.

If you need further guidance around the application process or if you are unable to submit an application online [contact us](#) at [business.gov.au](http://business.gov.au) or by calling 13 28 46.

### 7.1. Attachments to the application

You must attach supporting documentation to the application form in line with the instructions provided within the form. You should only attach requested documents. We will not consider information in attachments that we do not request.

### 7.2. Timing of grant opportunity

You can only submit an application between the published opening and closing dates.

Table 1: Expected timing for this grant opportunity

Activity	Timeframe
Earliest start date of project	Refer to Appendix A
End date of grant commitment for the 81 Eligible Councils announced in 2018	30 June 2019
End date of grant commitment for the 15 Eligible Councils announced in March 2019	31 December 2019
End of grant commitment for the 14 Eligible Councils announced during the 2019 election campaign.	30 June 2020
End date of grant commitment for the 13 Eligible Councils announced in September 2019	30 June 2020
End date of grant commitment for funding provided to 128 Eligible Councils announced in November 2019	31 December 2020

## 8. The selection process

We will assess your application for completeness and against all the eligibility criteria. To be recommended for funding, your project must meet all eligibility criteria as these projects provide the best value for money.

If the selection process identifies unintentional errors in your application, we may contact you to correct or clarify the errors. You may be asked to submit an updated proposal.

You may withdraw your application at any time.

### 8.1. Final decision

The Program Delegate (an AusIndustry senior responsible officer with responsibility for the program), decides which grants to approve taking into account the application assessment and the availability of grant funds.

The Program Delegate's decision is final in all matters, including:

- the approval of applications for funding
- the amount of grant funding awarded
- the terms and conditions of funding.

We cannot review decisions about the merits of your application.

## 9. Notification of application outcomes

If you are successful, you will receive a written offer, including any specific conditions attached to the grant.

If you are unsuccessful, we will notify you in writing and give you an opportunity to discuss the outcome with us.

## 10. If your application is successful

### 10.1. Grant agreement

You must enter into a grant agreement with the Commonwealth. We will use the Commonwealth simple grant agreement for this program. A sample [grant agreement](#) is available on [business.gov.au](http://business.gov.au) and [GrantConnect](#).

We will manage the grant agreement through the portal. Accepting the grant agreement through the portal is the equivalent of signing a grant agreement. After you have accepted it, we will execute the agreement. Execute means both you and the Commonwealth Government have entered into the grant agreement. We will notify you when this happens and a copy of the executed grant agreement will be available through the portal. The grant agreement will not become binding until it is executed.

We must execute a grant agreement with you before we can make any payments. We are not responsible for any expenditure you incur before a grant agreement is executed.

The approval of your grant may have specific conditions determined by the assessment process or other considerations made by the Program Delegate. We will identify these in the offer of funding.

The Commonwealth may recover grant funds if there is a breach of the grant agreement.

### 10.2. Simple grant agreement

You will have 30 days from the date of a written offer to execute this grant agreement with the Commonwealth ('execute' means both you and the Commonwealth have signed the agreement). During this time, we will work with you to finalise details. The offer may lapse if both parties do not sign the grant agreement within this time. Under certain circumstances, we may extend this period. We base the approval of your grant on the information you provide in your application. We will review any required changes to these details to ensure they do not impact the project as approved by the Program Delegate.

### 10.3. Project specific legislation, policies and industry standards

You are required to be compliant with all relevant laws and regulations.

Under State and Territory legislation, it is a requirement for people in roles that have direct, unsupervised contact with children to undertake a working with children/vulnerable people check.

You are responsible for ensuring that you have met relevant State or Territory legislation obligations related to working with children and/or vulnerable people, and that any person that has direct, unsupervised contact with children as part of a project under this program, has undertaken and passed a working with children/vulnerable people check, if required under relevant State or Territory legislation. You are also responsible for assessing the suitability of the people you engage as part of your project to ensure children are kept safe.

We do not provide advice on working with children/vulnerable people legislation, and you are responsible for seeking your own advice from the authority in your relevant State or Territory.

In addition, you will need to complete a risk assessment to identify the level of responsibility for children and the level of risk of harm or abuse, and put appropriate strategies in place to manage those risks. You will also need to establish a training and compliance regime to ensure staff are aware of, and comply with, the risk assessment requirements as well as relevant legislation.



To be eligible, you must declare in your application that you comply with these requirements. You will need to declare you can meet these requirements in your grant agreement with the Commonwealth.

#### 10.4. How we pay the grant

The grant agreement will state the:

- maximum grant amount we will pay
- proportion of eligible expenditure covered by the grant (grant percentage)
- any in-kind contributions you will make
- any additional financial contribution provided by you or a third party.

We will not exceed the maximum grant amount under any circumstances. If you incur extra costs, you must meet them yourself.

We will make an initial payment on execution of the grant agreement. We will make subsequent payments in advance, based on your forecast eligible expenditure as you achieve agreed milestones and adjusted for unspent amounts from previous payments. Payments are subject to satisfactory progress on the project.

We set aside 10 per cent of the total grant funding for the final payment. We will pay this when you submit a satisfactory final report demonstrating you have completed outstanding obligations for the project. We may need to adjust your progress payments to align with available program funds across financial years and/or to ensure we retain a minimum 10 per cent of grant funding for the final payment.

The Program Delegate may approve alternative arrangements on a discretionary basis.

#### 10.5. How we monitor your project

You must submit reports through the portal in line with the grant agreement. We will provide sample templates for these reports as appendices in the grant agreement. You will also be able to download them from [business.gov.au](https://business.gov.au) and [GrantConnect](#). We will remind you of your reporting obligations before a report is due. We will expect you to report on:

- progress against agreed project milestones
- project expenditure, including expenditure of grant funds.

The amount of detail you provide in your reports should be relative to the project size, complexity and grant amount.

We will monitor the progress of your project by assessing reports you submit and may conduct site visits to confirm details of your reports if necessary. Occasionally we may need to re-examine claims, seek further information or request an independent audit of claims and payments.

#### 10.6. Final report

When you complete the project, you must submit a final report.

Final reports must:

- include the agreed evidence as specified in the grant agreement
- identify the total eligible expenditure incurred for the project
- be submitted by the report due date
- be in the format provided in the grant agreement.

Eligible Councils, publicly announced from 1 July 2019, must submit an Adverse Event Plan with their final project report.

### 10.7. Ad-hoc report

We may ask you for ad-hoc reports on your project. This may be to provide an update on progress, or any significant delays or difficulties in completing the project.

### 10.8. Independent audit report

We may ask you to provide an independent audit report. An audit report will verify that you spent the grant in accordance with the grant agreement. The audit report requires you to prepare a statement of grant income and expenditure. The report template is attached to the sample grant agreement.

### 10.9. Compliance visits

We may visit you during the project period, or at the completion of your project, to review your compliance with the grant agreement. We may also inspect the records you are required to keep under the grant agreement. For large or complex projects, we may visit you after you finish your project. We will provide you with reasonable notice of any compliance visit.

### 10.10. Grant agreement variations

We recognise that unexpected events may affect project progress. In these circumstances, you can request a variation to your grant agreement through the portal, including:

- changing project milestones
- extending the timeframe for completing the project but within the maximum project period referred to in section 3.2.
- changing project activities

Note the program does not allow for:

- an increase of grant funds (above the maximum available funding amount identified in section 3.1).

If you want to propose changes to the grant agreement, you must put them in writing before the grant agreement end date. We can provide you with a variation request template.

You should not assume that a variation request will be successful. We will consider your request based on factors such as:

- how it affects the project outcome
- consistency with the program policy objective, grant opportunity guidelines and any relevant policies of the department
- changes to the timing of grant payments
- availability of program funds.

### 10.11. Keeping us informed

You should let us know if anything is likely to affect your project or organisation.

We need to know of any key changes to your organisation or its business activities, particularly if they affect your ability to complete your project, carry on business and pay debts due.

You must also inform us of any changes to your:

- name
- addresses
- nominated contact details
- bank account details.

If you become aware of a breach of terms and conditions under the grant agreement you must contact us immediately.

You must notify us of events relating to your project and provide an opportunity for the Minister or their representative to attend.

## 10.12. Evaluation

We will evaluate the program to determine the extent to which the funded activity is contributing to the program objectives and outcomes. We may use information from your application and project reports for this purpose. We may also interview you, or ask you for more information to help us understand how the grant impacted you and to evaluate how effective the program was in achieving its outcomes. We may contact you up to one year after you finish your project for more information to assist with this evaluation.

## 10.13. Tax obligations

In accordance with the terms of Australian Taxation Office ruling GSTR 2012/2, payments made under the program, which are payments made by a government related entity to another government related entity, do not attract GST. Consequently, funding sought by Eligible Councils in their proposal(s) must exclude the GST component on goods and services and the payments made to Eligible Councils will not include GST.

## 10.14. Grant acknowledgement

If you make a public statement about a project funded under the program we require you, at a minimum, to acknowledge the grant by using the following:

‘This project received grant funding from the Australian Government.’

If you erect signage in relation to the project, the signage must contain an acknowledgement of the grant. These details will be outlined in the grant agreement.

## 10.15. Events

We will require you to notify us of events relating to your project and provide opportunity for the Minister or their representative to attend. These requirements will be outlined in your grant agreement.

# 11. Conflicts of interest

## 11.1. Your conflict of interest responsibilities

A conflict of interest will occur if your private interests conflict with your obligations under the grant. Conflicts of interest could affect the awarding or performance of your grant. A conflict of interest can be:

- real (or actual)
- apparent (or perceived)
- potential.

We will ask you to declare, as part of your application, any perceived or existing conflicts of interests or that, to the best of your knowledge, there is no conflict of interest.

If you later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to your grant, you must inform us in writing immediately.

## 11.2. Our conflict of interest responsibilities

We recognise that conflicts of interest may arise with our staff, technical experts, and others delivering the program between:

- their program duties, roles and responsibilities and
- their private interests.

We manage our conflicts of interest according to the APS Code of Conduct (section 13 (7) of the *Public Service Act 1999* (Cth)). We publish our [conflict of interest policy<sup>6</sup>](#) on the department's website.

Program officials must declare any conflicts of interest. If we consider a conflict of interest is a cause for concern, that official will not take part in the assessment of relevant applications under the program.

## 12. How we use your information

Unless the information you provide to us is:

- confidential information as per 12.1, or
- personal information as per 12.3,

We may share the information with other government agencies for a relevant Commonwealth purpose such as:

- to improve the effective administration, monitoring and evaluation of Australian Government programs
- for research
- to announce the awarding of grants.

### 12.1. How we handle your confidential information

We will treat the information you give us as sensitive and therefore confidential if it meets all of the following conditions:

- you clearly identify the information as confidential and explain why we should treat it as confidential
- the information is commercially sensitive
- disclosing the information would cause unreasonable harm to you or someone else
- you provide the information with an understanding that it will stay confidential.

### 12.2. When we may disclose confidential information

We may disclose confidential information:

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<https://www.industry.gov.au/AboutUs/InformationPublicationScheme/Ourpolicies/Documents/Conflict-of-Interest-and-Inside-Trade-Expectations-Policy.pdf>

- to our Commonwealth employees and contractors, to help us manage the program effectively
- to the Auditor-General, Ombudsman or Privacy Commissioner
- to the responsible Minister or Assistant Minister
- to a House or a Committee of the Australian Parliament.

We may also disclose confidential information if

- we are required or authorised by law to disclose it
- you agree to the information being disclosed, or
- someone other than us has made the confidential information public.

### 12.3. How we use your personal information

We must treat your personal information according to the Australian Privacy Principles (APPs) and the *Privacy Act 1988* (Cth). This includes letting you know:

- what personal information we collect
- why we collect your personal information
- to whom we give your personal information.

We may give the personal information we collect from you to our employees and contractors, other Commonwealth employees and contractors, so we can:

- manage the program
- research, assess, monitor and analyse our programs and activities.

We, or the Minister, may:

- announce the names of successful applicants to the public
- publish personal information on the department's websites.

You may read our [Privacy Policy](#)<sup>7</sup> on the department's website for more information on:

- what is personal information
- how we collect, use, disclose and store your personal information
- how you can access and correct your personal information.

### 12.4. Public announcement

We will publish non-sensitive details of successful projects on GrantConnect and business.gov.au. We are required to do this by the *Commonwealth Grants Rules and Guidelines* and the [Australian Government Public Data Policy Statement](#)<sup>8</sup>, unless otherwise prohibited by law. This information may include:

- name of your organisation
- title of the project
- description of the project and its aims
- amount of grant funding awarded
- Australian Business Number

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<sup>7</sup> <http://www.industry.gov.au/Pages/PrivacyPolicy.aspx>

<sup>8</sup> <http://www.dpmc.gov.au/resource-centre/data/australian-government-public-data-policy-statement>

- business location
- your organisation's industry sector.

We publish this information to ensure open access to non-sensitive data within Australian Government agencies to enable greater innovation and productivity across all sectors of the Australian economy.

### 12.5. Freedom of information

All documents in the possession of the Australian Government, including those about the program, are subject to the *Freedom of Information Act 1982* (Cth) (FOI Act).

The purpose of the FOI Act is to give members of the public rights of access to information held by the Australian Government and its entities. Under the FOI Act, members of the public can seek access to documents held by the Australian Government. This right of access is limited only by the exceptions and exemptions necessary to protect essential public interests and private and business affairs of persons in respect of whom the information relates.

If someone requests a document under the FOI Act, we will release it (though we may need to consult with you and/or other parties first) unless it meets one of the exemptions set out in the FOI Act.

## 13. Enquiries and feedback

For further information or clarification, you can contact us on 13 28 46 or by [web chat](#) or through our [online enquiry form](#) on business.gov.au.

We may publish answers to your questions on our website as Frequently Asked Questions.

Our [Customer Service Charter](#) is available at business.gov.au. We use customer satisfaction surveys to improve our business operations and service.

If you have a complaint, call us on 13 28 46. We will refer your complaint to the appropriate manager.

If you are not satisfied with the way we handle your complaint, you can contact:

Head of Division  
AusIndustry - Support for Business  
Department of Industry, Innovation and Science  
GPO Box 2013  
CANBERRA ACT 2601

You can also contact the [Commonwealth Ombudsman](#)<sup>9</sup> with your complaint (call 1300 362 072). There is no fee for making a complaint, and the Ombudsman may conduct an independent investigation.

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<sup>9</sup> <http://www.ombudsman.gov.au/>

## 14. Glossary

Term	Definition
Adverse Event Plan	A plan developed in consultation with local stakeholders which aims to build local leadership and community capacity to adapt and cope with chronic stresses and acute shocks. The plan should look to improve preparation, management and recovery from those events. Planning for drought should consider water supply and quality, projects to buoy the local economy and maintain community cohesion and drought support coordination.
Application form	The details that applicants provide in the online portal to apply for funding under the grant opportunity.
AusIndustry	The division of the same name within the department.
Eligible Council	A council that is eligible to apply for funding under the program as published on business.gov.au and GrantConnect.
Department	The Department of Industry, Innovation and Science.
Eligible activities	The activities undertaken by a grantee in relation to a project that are eligible for funding support as set out in 5.2.
Eligible application	An application or proposal for grant funding under the program that the Program Delegate has determined is eligible for assessment in accordance with these guidelines.
Eligible expenditure	The expenditure incurred by a grantee on a project and which is eligible for funding support as set out in 5.3.
Grant agreement	A legally binding contract between the Commonwealth and a grantee for the grant funding
Grant funding or grant funds	The funding made available by the Commonwealth to grantees under the program.
Grantee	The recipient of grant funding under a grant agreement.
Guidelines	Guidelines that the Minister gives to the department to provide the framework for the administration of the program, as in force from time to time.
Minister	The Commonwealth Minister responsible for Drought.
Personal information	Has the same meaning as in the <i>Privacy Act 1988</i> (Cth) which is: <p style="margin-left: 40px;">Information or an opinion about an identified individual, or an individual who is reasonably identifiable:</p> <ol style="list-style-type: none"> <li>a. whether the information or opinion is true or not; and</li> <li>b. whether the information or opinion is recorded in a material form or not.</li> </ol>
Program Delegate	An AusIndustry senior responsible officer within the department with responsibility for the program.

<b>Term</b>	<b>Definition</b>
Program funding or Program funds	The funding made available by the Commonwealth for the program.
Project	A project described in an application for grant funding under the program.



## Appendix A. Funding Announcements and Eligible Councils

The table below sets out the date of Eligible Councils' funding announcement, list of Eligible Councils, the date from which projects can commence, and the date by which projects should be completed.

Eligible councils are listed on [business.gov.au](http://business.gov.au) and [GrantConnect](http://GrantConnect).

<b>Date of funding announcement</b>	<b>Eligible Councils</b>	<b>Earliest start date of project</b>	<b>Date by which projects should be completed</b>
Prior to 1 August 2018 and during October 2018	81 councils	19 August 2018	30 June 2019
March 2019	15 councils	19 August 2018	31 December 2019
During 2019 election campaign	14 councils	11 April 2019	30 June 2020
During September 2019	12 councils	27 September 2019	30 June 2020
During November 2019	128 councils	7 November 2019	31 December 2020

For any contracted projects as at 19 December 2019, the earliest start date for these projects was 19 August 2018.